



AGENDA

APOPKA CITY COUNCIL BUDGET WORKSHOP

July 30, 2019 @ 5:00 PM

City Hall Council Chamber

120 East Main Street – Apopka, Florida 32703

**CALL TO ORDER
INVOCATION
PLEDGE**

BUDGET MEETING

1. Public Services Budget Review

PUBLIC COMMENT:

The Public Comment Period is for City-related issues that are on today's Agenda. If you wish to address the Council, you must fill out an Intent to Speak form and provide it to the City Clerk prior to the start of the meeting. If you wish to speak during the Public Comment Period, please fill out a green-colored Intent-to-Speak form. Speaker forms may be completed up to 48 hours in advance of the Council Meeting. Each speaker will have four minutes to give remarks, regardless of the number of items addressed. Please refer to Resolution No. 2016-16 for further information regarding our Public Participation Policy & Procedures for addressing the City Council.

ADJOURNMENT

Workshop meetings are opportunities for City Council to discuss specific issues among themselves and with Staff in an open meeting and to provide policy guidance to staff on items which are not ready for official action. The public is always welcome to attend, and is welcome to provide comments regarding Workshop items to the Council and Staff outside a meeting. Public comment will not be heard during a Workshop meeting, but public comment on Workshop items are welcome at the very next regular City Council meeting following a Workshop meeting. [Resolution 2016-16: Public Participation Policy & Procedures]

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.

CITY OF APOPKA
FACILITIES MAINTENANCE

1022

LINE ITEM DETAIL

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	75,327	82,606	83,827	1.48%
1210 LONGEVITY PAY	-	484	533	10.14%
1400 OVERTIME	2,035	1,200	1,200	0.00%
2100 F.I.C.A.	5,748	6,448	6,545	1.51%
2200 RETIREMENT CONTRIBUTION	13,462	14,423	14,712	2.01%
2300 LIFE AND HEALTH INSURANCE	16,931	16,586	17,745	6.99%
2400 WORKERS COMPENSATION	611	5,535	5,594	1.07%
		-		
TOTAL	114,115	127,282	130,157	2.26%
SUPPLIES AND OTHER SERVICES:				
3400 OTHER CONTRACTUAL SERVICES	72,366	80,908	93,616	15.71%
4100 COMMUNICATIONS	-	-	750	0.00%
4300 UTILITY SERVICES	110,909	121,400	-	-100.00%
4600 REPAIR AND MAINTENANCE	146,444	222,600	240,432	8.01%
4650 VEHICLE MAINTENANCE	124	1,250	1,250	0.00%
4900 OTHER CHARGES	15,865	14,000	14,000	0.00%
5200 OPERATING SUPPLIES	28,359	50,620	61,000	20.51%
5250 FUEL & GASOLINE	3,784	6,575	4,500	-31.56%
5500 TRAINING	-	1,600	2,400	50.00%
TOTAL	377,851	498,953	417,948	-16.23%
CAPITAL OUTLAY:				
6100 LAND	-	-	-	0.00%
6200 BUILDING	210,646	30,000	217,000	0.00%
6300 INFRASTRUCTURE	55,224	229,500	-	100.00%
6400 EQUIPMENT	-	-	49,000	100.00%
6800 INTANGIBLES	-	-	-	0.00%
TOTAL	265,870	259,500	266,000	0.00%
TOTAL COST	757,836	885,735	814,105	-8.09%

CITY OF APOPKA FACILITIES MAINTENANCE 1022
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STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
FACILITIES MAINTENANCE COORDINATOR	1	1	1
FACILITIES MAINTENANCE WORKER I	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 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Other Reimbursed Allowances</u>

Item	Description	Justification	Estimated Cost
1	Stand-By/On Call Position	Straight Time 11 x 52 x \$20 The Facilities Maintenance division receives many after-hours requests for service but, does not have on-call/stand-by personnel to respond to those requests. Establishing an on-call/stand-by position for this division, will create a reliable and dedicated after-hour contact.	11,440

Total Cost	Baseline	11,440
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Other Reimbursed Allowances</u>

Item	Description	Justification	Estimated Cost
1	Overtime for Stand-By/On Call Position	OT 2 x 52 x \$30 The Facilities Maintenance division receives many after-hours requests for service but, does not have on-call/stand-by personnel to respond to those requests. Establishing an on-call/stand-by position for this division, will create a reliable and dedicated after-hour contact.	1,200

Total Cost	Baseline	1,200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	<i>Floor Maintenance</i>		
	REC 5	Quarterly Carpet/Tile Cleaning 1,300 x 4	5,200
	ADM 3	Annual Carpet/Tile Cleaning	4,000
	ADM 4	Semi-Annual Carpet Cleaning 600 x 2	1,200
	ADM 5	Strip & Wax Floors 800 x 2	1,600
	PS 6i	Strip & Wax Floors 600 x 2	1,200
	Additional Carpet Cleanings	3 x 1200	3,600
2	<i>Janitorial</i>		
	ADM 3 5x wkly (City Hall)	Monthly Charge 1,208 x 12	14,496
	ADM 5 3x wkly (City Clinic)	Monthly Charge 192 x 12	2,304
	ADM 2 1x wkly (City Gym/Record Storage)	Monthly Charge 95 x 12	1,140
	FD 5a 2x wkly (Gilliam Training Center)	Monthly Charge 287 x 12	3,444
	FI/IT 1 5x wkly (Finance/IT - Annex)	Monthly Charge 597 x 12	7,164
	Victoria Plaza 1x wkly	Monthly Charge 103 x 12	1,236
	REC 5 2x wkly (Apopka Community Center)	Monthly Charge 854 x 12	10,248
	KLNP Bathroom	Varies with Scheduled Events	1,250
	Additional Cleanings	ADM 4: (Holiday Season)	200
		REC 5: (Various events)	2,600
		Various Facilities	3,000

Fire & Security Alarm Systems

ADM 3 (City Hall)	Security 42 x 12 + Annual Insp. 125 Fire 39 x 12 + Annual Insp. 136	629 603
ADM 4 (Museum)	Security 42 x 12 + Annual Insp. 125 Fire 39 x 12 + Annual Insp. 68	629 536
ADM 5 (City Clinic)	Security 42 x 12 + Annual Insp. 125 Fire 39 x 12 + Annual Insp. 68	629 536
ADM 11 (Apopka Airport FBO)	Fire 39 x 12 + Annual Insp. 68	536
FD 1 (Fire Station #1/Fire Admin)	Fire 39 x 12 + Annual Insp. 68	536
FD 2 (Fire Station #2)	Fire 39 x 12 + Annual Insp. 68	536
FD 3 (Fire Station #3)	Fire 39 x 12 + Annual Insp. 68	536
FD 4 (Fire Station #4)	Fire 39 x 12 + Annual Insp. 68	536
FD 5 (Fire Station #5)	Fire 39 x 12 + Annual Insp. 68	536
FD 11a (Gilliam Training Ctr Classrooms)	Security 42 x 12 + Annual Insp. 125 Fire 39 x 12 + Annual Insp. 68	629 536
FD 12 (Old FD #2)	Security 42 x 12 + Annual Insp. 125	629
FI/IT 1 (Finance/IT)	Security 3 x 12 + Annual Insp. 0 Fire 39 x 12 + Annual Insp. 168	36 636
PD 1 (Police Station)	Fire 39 x 12 + Annual Insp. 136	604
PD 2 (Grahams Garage)	Security 42 x 12 + Annual Insp. 125	629
PD 3 (Harmon Rd. Tower)	Security 42 x 12 + Annual Insp. 125	629
PS 6c (WWTP New Lab)	Security 3 x 12 + Annual Insp. 0 Fire 39 x 12 + Annual Insp. 136	36 604
PS 6e (Fleet-Old Building)	Security 42 x 12 + Annual Insp. 125 Fire 39 x 12 + Annual Insp. 25	629 493
PS 6f	Security 42 x 12 + Annual Insp. 125	629

<i>(Fleet New Building)</i>		
PS 6g	Security 42 x 12 + Annual Insp. 125	629
<i>(PS Admin Building)</i>	Fire 39 x 12 + Annual Insp. 68	536
PS 6h	Security 42 x 12 + Annual Insp. 125	629
<i>(Purchasing Warehouse)</i>		
PS 6i	Security 42 x 12 + Annual Insp. 125	629
<i>(Utility Warehouse)</i>	Fire 39 x 12 + Annual Insp. 25	493
PS 7b	Security 42 x 12 + Annual Insp. 125	629
<i>(Old Grounds Facility - Block Bldg.)</i>		
PS 8	Security 42 x 12 + Annual Insp. 125	629
<i>(Grounds Facility)</i>		
PS 9a	Security 42 x 12 + Annual Insp. 125	629
<i>(NSRWTF MCC)</i>		
REC 1	Security 42 x 12 + Annual Insp. 125	629
<i>(Fran Carlton Center)</i>	Fire 39 x 12 + Annual Insp. 68	536
REC 2	Security 42 x 12 + Annual Insp. 125	629
<i>(Alonzo Williams Park)</i>		
REC 3	Security 42 x 12 + Annual Insp. 125	629
<i>(Apopka Athletic Complex)</i>		
REC 4a	Security 3 x 12 + Annual Insp.0	36
<i>(LL/Concession/Offices)</i>		
REC 4b	Security 42 x 12 + Annual Insp. 125	629
<i>(Maintenance Warehouse)</i>		
REC 4c	Security 42 x 12 + Annual Insp. 125	629
<i>(Operations Building)</i>		
REC 4d	Security 42 x 12 + Annual Insp. 125	629
<i>(Football/Concessions/Offices)</i>		
REC 4e	Security 3 x 12 + Annual Insp.0	36
<i>(Amphitheater Dressing Rooms)</i>		
REC 4f	Security 42 x 12 + Annual Insp. 125	629
<i>(Ticket Office)</i>		
REC 4h	Security 42 x 12 + Annual Insp. 125	629
<i>(Warehouse (east))</i>		
REC 4i	Security 42 x 12 + Annual Insp. 125	629
<i>(Warehouse (west))</i>		
REC 5	Security 42 x 12 + Annual Insp. 125	629
<i>(Community Center)</i>	Fire 39 x 12 + Annual Insp. 68	536

4	Facility Landscape Maintenance	Facility Landscaping Maintenance (14 Locations) ADM 3, ADM 4, ADM 5, FD 1, FD 2, FD 3, FD 4, FD 5, FD 11, FI/IT, PD 1, PS 6g, REC 1, REC 5 Facility Landscape Fertilizer & Pest Control (14 Locations) ADM 3, ADM 4, ADM 5, FD 1, FD 2, FD 3, FD 4, FD 5, FD 11, FI/IT, PD 1, PS 6g, REC 1, REC 5	4,000
Total Cost			Baseline 93,616

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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
1	Misc Communications	cell phone service	750
Total Cost			Baseline 750

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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
1	<i>Utility Services</i> <i>ADM 9</i> <i>(Cobb Building)</i> <i>ADM 12</i> <i>(Connley Property)</i> <i>REC 5</i> <i>(Apopka Community Center)</i> <i>FI/IT 1</i> <i>(Finance/IT)</i> <i>2880 Lust Rd.</i> <i>(Fire Club House)</i>	<i>Electric, Water, Sewer, Trash, Natural Gas</i>	
Total Cost			Baseline 0

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

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Fund	<i>General Fund - 001</i>
Department	<i>Facilities Maintenance - 1022-519</i>
Line Item #	<i>4500</i>
Line Item Description	<i>Liability & Casualty Insurance</i>

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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Fire Extinguisher Annual Inspection (8 Locations)		
	(ADM 1, ADM 2, ADM 3, ADM 4, ADM 5, REC 5, FI/IT 1, PD 3)	Recharge, Testing, Repair	2,500
		Replacement	450
2	Kitchen Hood		
	REC 5	Hood Semi-Annual Inspection	800
	(Apopka Community Center)	Hydrostatic Testing of Suppression Bottles	1,000
3	Chiller/Air-Handler/Boiler		
	ADM 3	Water Monitoring - Quarterly	560
	(City Hall)	Chiller Maintenance - Quarterly	8,500
		Boiler Maintenance - Semi-Annually	650
		State Insp. Boiler - Annual	200
		Air-Handler Maintenance - Quarterly	7,600
4	Contracted A/C Maintenance		
	REC 8		
	(Racquetball Court)	Quarterly Maintenance	1,000
5	Emergency Power Generator's (12 Locations)		
		PS 6g: 100kW	855
		Annual: \$635	
		Load Bank: \$220	
		Fuel Island: 20kW	855
		Annual: \$635	
		Load Bank: \$220	
		Fuel Island: 394kW	855

		Annual: \$635 Load Bank: \$220	
		ADM 3: 275kW Annual: \$635 Load Bank: \$220	855
		FI/IT 1: 60kW Annual: \$635	855
		FD 1: 150kW Annual: \$556 Load Bank: \$175 Quarterly Minor Service: $\$180 \times 3 = \540	1,271
		FD 2: 40kW Annual: \$556 Load Bank: \$175 Quarterly Minor Service: $\$180 \times 3 = \540	1,271
		FD 3: 40kW Annual: \$556 Load Bank: \$175 Quarterly Minor Service: $\$180 \times 3 = \540	1,271
		FD 4: 40kW Annual: \$556 Load Bank: \$175 Quarterly Minor Service: $\$180 \times 3 = \540	1,271
		FD 5: 125kW Annual: \$556 Load Bank: \$175 Quarterly Minor Service: $\$180 \times 3 = \540	1,271
		PD 1: 150kW Annual: \$556 Load Bank: \$175 Quarterly Minor Service: $\$180 \times 3 = \540	1,271
		PD 3: 35kW Annual: \$556 Load Bank: \$175 Quarterly Minor Service: $\$180 \times 3 = \540	1,271
		Generator Repairs	15,000
6	Elevator	Inspection - Quarterly $\$500 \times 3$ State Insp. - Annual	1,500 250
7	Electrical		

		Lightning Damage	3,500
		Repair and Maintenance	4,000
		LED Lights Fire Station Bays (4 Locations) \$2,200 x 4	8,800
8	Plumbing	Repairs, Replacement, Leaks, Maintenance	5,000
9	Roof	Leak Repairs	3,500
10	Gates	Repairs, Maintenance	3,000
11	Ice Makers (13 Units)	FD 1, FD 5, PS 1, PS 6d, PS 6i, PS 8, REC 1, REC 3, REC 4a, REC 4c, REC 4d, REC 5 (x2) 10 x 2 x \$480	9,500
12	Facility Repairs	Locks, Doors, Gates, Bay Doors, Ceiling Tiles, Broken Windows, Motor Belts, Capacitors, Fan Motors	45,000
13	Pest Control	Building (Interior) Rodents Subterranean Termite Monitoring - Quarterly ADM 2, ADM 3, ADM 4, FD 1, REC 1, PS 6g Building (Exterior)	8,500 7,500 2,300 8,000
14	Extended Warranty Contracts	PD 1 - Drywood Termites - Orkin ADM 5, REC 4e, FD 5a - Subterranean Mercer ADM 4 - Drywood Termites - Louis Cobb	2,628 750 300
15	A/C Service & Repair	105 Units	15,000
16	Fire Inspection, Service & Repairs	Repair & Replacement of Exit Signs, Emergency Lighting	1,200
17	Fire Station Bay Door Maintenance	FD 1, FD 2, FD 3, FD 4, FD 5	5,000
18	FDEP PCPP Agreement 10/23/17	Orlando Apopka Airport - Lot 162	7,000
19	Fire & Security Alarm Systems	Repairs	2,250

		<i>New Installations</i>	28,000
20	<i>Facility Fire Sprinklers (11 Locations)</i>		
	<i>ADM 3</i>	<i>Quarterly Inspection: \$153 x 3</i>	459
		<i>Annual Inspection:</i>	826
	<i>PD 1</i>	<i>Quarterly Inspection: \$153 x 3</i>	459
		<i>Annual Inspection:</i>	611
	<i>FD 1, FD 3, FD 5, FD 11a, PS 6e, PS 6g, PS 6i, REC 1, REC 5</i>	<i>Quarterly Inspection: \$153 x 3 x 9</i>	4,131
		<i>Annual Inspection: \$504 x 9</i>	4,536
	<i>Repairs</i>	<i>This is an estimated repair cost. The true cost of repairs will not be known until inspections have been completed.</i>	5,000
21	<i>Bike Rack</i>		
	<i>ADM 3 (City Hall)</i>	<i>Bike Rack</i>	500
Total Cost			<i>Baseline</i> 240,432

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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
1	Vehicle Maintenance	Maintenance & Repair 19-0491 F150 19-1779 F150	1,250
Total Cost			Baseline 1,250

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	<i>Leased Property</i> ADM 1 (Chamber of Commerce) 180 E. Main Street ADM 6 - 405 S. Park Ave (Dr. Dorfman) 405 S. Park Ave ADM 7 (Carroll Building) 409 S. Park Ave Tower - 131 N. Forest Ave ADM 11 (Orlando Apopka Airport FBO) 1321 Apopka Airport Road	<i>Property Taxes for Leased Property</i> ADM 1 Apopka Area Chamber of Commerce Inc. ADM 6 Charles E. Dorfman M.D. ADM 7 1st Floor - Aunt Gingibreads Bakery, LLC 2nd Floor - LLAAB, Inc Tower - LLAAB, Inc ADM 11 First Landings Aviation, LLC	14,000
Total Cost			Baseline 14,000

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Janitorial Supplies & Paper Products	ADM 2, ADM 3, ADM 4, FI/IT 1, FD 1, PD 1	8,000
2	Flags (20 Locations)	Replacement Flags: 10 x \$115	1,150
3	HVAC Filters	Quarterly Replacement Filters: 4 x \$1200	4,800
4	Freon	A/C Repairs System Recharge: 3 x \$800	2,400
5	Lighting Supplies	Replacement Lights, Ballast	7,000
6	Hand Tools	Tools for Maintenance and Building Repair	1,500
7	Uniforms	Uniforms & Safety Shoes	1,000
8	Electrical Tools & Supplies	Meter, Amp Probe, Wire, Wire-Nuts, etc	3,000
9	Plumbing Tools & Supplies	Tools, Re-Build Kits, Wax-Rings, etc	3,250
10	ADA Inspection Tools	Florida Building Code - Accessibility Electronic Level Door Pressure Gauge	75 100 75
11	Motion Sensor Faucets	Replacement Faucets W/ Battery Packs: 8 x \$550	4,400

		<i>Battery Packs: 10 x \$300</i>	<i>3,000</i>
12	<i>Ceiling Tiles</i>	<i>Case (16 tiles): 25 x \$60</i>	<i>1,500</i>
	<i>Paint & Paint Supplies</i>	<i>Various Locations Citywide</i>	<i>2,500</i>
13	<i>Painting</i>		
	<i>ADM 5 (City Clinic)</i>	<i>Interior</i>	<i>1,500</i>
	<i>ADM 3 (City Hall)</i>	<i>Exterior</i>	<i>7,000</i>
	<i>PS 6g (Public Services Admin)</i>	<i>Interior</i>	<i>1,750</i>
	<i>REC 4a (Little League)</i>	<i>Interior/Exterior</i>	<i>3,000</i>
14	<i>Pressure Washer</i>	<i>Pressure Washer w/ Scrubber & Dolly</i>	<i>4,000</i>
15	<i>Monitor Stand System</i>	<i>Standing Desk</i>	
Total Cost			<i>Baseline</i> 61,000

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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
1	<i>Fuel</i>		
	<i>Gasoline</i> 500 gal x \$2.50 Per Gallon	19-0491 F150	600
	<i>Diesel</i> 100 gal x 11 x \$3.00 Per Gallon	(11 Generators) FD 1, FD 2, FD 3, FD 4, FD 5, PD 1, PD 3, PS 6g, ADM 3, Fuel Island 20kW, Fuel Island 394kW	3,300
	<i>Natural Gas</i> \$2.00 Per Gallon Equivalent	19-1779 F150 (1 Generator) FI/IT 1 (Finance/IT)	600
Total Cost			Baseline 4,500

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Plumbing Training Course	Improved Job Knowledge	800
2	Electrical Training Course	Improved Job Knowledge	800
3	ADA Inspection Training	Improved Job Knowledge	800
Total Cost			Baseline 2,400

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>6200</u>
Line Item Description	<u>Building</u>

Item	Description	Justification	Estimated Cost
1	ADA Transition Plan Resolution 2016-33 - Year 3	Install ADA Compliant ramp to City Council Dais Install ADA Compliant Bathrooms in the Fire Admin Building to include: Proper Width Entrance Doors; Lever Door Handles; ADA Compliant Commodes and Turn Radius.	
2	ADA Facility Access		
	ADM 3 (City Hall)	ADA - Facility Access Push-Plate ADA Parking (4 Locations)	8,000
	ADM 11 (Orlando Apopka Airport - FBO)	ADA - Facility Access ADA Ramp Push-Plate	
	PS 6g (Public Services Admin)	ADA - Facility Access Push-Plate ADA Parking (3 Locations)	
	FD 1 (Fire Admin)	ADA - Facility Access Push-Plate	8,000
	FI/IT 1 (Finance/IT)	ADA - Facility Access Push-Plate	
	REC 4c (NW Rec Complex-Operations Bldg)	ADA - Facility Access Push-Plate	8,000
3	Repair/Replacement of Cornice ADM 3 (City Hall)	Repair/Replacement of Cornice	16,000

4	<i>Roofs</i>		
	ADM 3 (City Hall)	Roof Replacement Asphalt Shingles The flat portions of the City Hall roof and atrium skylights had been replaced in 2016. The remaining asphalt shingled segment was originally installed in 1985 and has far exceeded its useful life. This price also includes a 10% contingency.	71,000
	FI/IT (Finance/IT)	Roof Replacement Built-Up-Roof (BUR)	50,000
	PS 6g	Roof Replacement	
	PS 7b (Old Grounds Facility-Block Build.)	Roof Replacement Asphalt Shingles	10,000
	PD 1 (Police Station)	The Police Station roof is comprised of two sections; metal and single ply. We are only addressing the metal portion at this time. There have been foam repairs made some time in the past, that have cracked and are trapping water between the foam and metal, causing corrosion. (\$134,000)	
5	<i>Museum Log Maintenance</i>		
	ADM 4 (Museum)	Museum Log Maintenance The Museums log exterior requires regular maintenance and should be cleaned, stained and sealed every 4 to 5 years. From what we have been able to gather, this had last been completed approximately 10+ years ago.	
6	<i>Flooring (Carpet)</i>		
	REC 5 (Apopka Community Center/VFW)	New Flooring Carpet Replacement Due to Age and Poor Condition	46,000
7	<i>Facility Restoration</i>		
8	<i>Chimney Sinkholes</i>		

	PS 6i (Utility Warehouse) REC 1 (Fran Carlton Center)	In a report presented to the City on July 28, 2015 titled, "Sinkhole Exploration & Remedial Repairs", by Universal Engineering Services. A conclusion was reached that chimney sinkholes at both locations were responsible for the cracks in the walls and foundations at those locations.	
9	Work/Storage Area		
	REC 7 (Old Little League Shed)	Maintenance Facility This building is currently occupied by the Facility Maintenance division and used for equipment storage. The estimated cost is to bring the existing electrical system up to code; provide electrical service; install internal & external lighting, and a security alarm system.	
10	Flooring (Tile)		
	FD 1 (Fire Station 1)	Bathroom Tile Sealant Seal floors, around toilets, showers & shower walls	
11	Facility Re-Pipe		
	REC 4a (Little League/Offices/Bathrooms)	Water Line Re-Pipe	
Total Cost			Baseline 217,000

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	<i>Fuel Island Improvements</i> <i>Lighting</i> <i>Fencing</i>	<i>Improve Fuel Island Lighting</i> <i>Extend fence to South allowing sanitation Trucks to Utilize Both Sides of CNG Dispensers</i>	
2	<i>Access Gate</i> <i>PS 6</i> <i>(Public Services)</i>	<i>The existing gate is not designed for the daily volume of traffic it receives. A hydraulically operated gate, can be sized for our daily volume of traffic, and reduce the number of out-of-service calls we receive.</i>	
Total Cost			<i>Baseline</i> 0

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	<i>A/C Unit Replacement</i>		
	<i>EOC/9-1-1 Call Center</i>	<i>Replace Two (2) Units Due to Age & Poor Condition (5 Ton)</i>	<i>12,500</i>
	<i>FD 1 (Fire Admin/Fire Station 1)</i>		<i>12,000</i>
	<i>PS 6c (WWTP New Lab)</i>	<i>Replace One (1) Roof Top Unit Due to Poor Condition; Crane Cost Included (5 Ton)</i>	<i>7,000</i>
	<i>PD 1 (Police Station)</i>	<i>Replace One (1) Roof Top Unit Due to Age & Poor Condition; Crane Cost Included (4 Ton)</i>	<i>7,500</i>
	<i>ADM 2 (Gym/Record Storage)</i>	<i>Replace One (1) Unit Due to Age (25+ years) & Poor Condition (3 Ton)</i>	<i>4,500</i>
	<i>REC 1 (Fran Carlton Center)</i>	<i>Replace One (1) Due to Age & Poor Condition (7 Ton)</i>	<i>5,500</i>
Total Cost			Baseline 49,000

CITY OF APOPKA			
OPERATING BUDGET JUSTIFICATION FORM			
FISCAL YEAR 2019-20			
	Fund	General Fund - 001	
	Department	Facilities Maintenance - 1022-519	
	Line Item #		
	Line Item Description	Summary	
Object	Description	Justification	Estimated Cost
			Base
1200	Stand by		11,440
1400	Other Reimbursed Allowances		1,200
3400	Other Contractual Services		93,616
4100	Communications		750
4300	Utility Services		-
4400	Rental & Leases		-
4500	Liability and Casualty Insurance		-
4600	Repair & Maintenance - Bldg & Equip		240,432
4650	Vehicle Maintenance		1,250
4900	Other Charges		14,000
5200	Operating Supplies		61,000
5250	Fuel and Gasoline		4,500
5500	Training		2,400
6200	Building		217,000
6300	Infrastructure		-
6400	Equipment		49,000
Total Cost		Total	696,588

CITY OF APOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund General Fund - 001
Department Facilities Maintenance - 1022-519
Line Item # 6300
Project Description Capital Improvements

Purpose and Justification: *(must include title, purpose, public benefit, number or percentage of residents affected, comprehensive plan/goals/objectives/policies, justification and regulatory agency requirements.)*

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2019	2020	2021	2022	2023	TOTAL
Land Acquisition						-
Architectural/Engineering Design						-
Permitting & Construction						-
Equipment/Furniture/Furnishings						-
Landscaping & Site Amenities						-
Other(s) (please list)						-
						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source(s):						
Prior Year Surplus						-
Impact Fees						-
Bond						-
Lease						-
Grant (list sources and amounts)						-
Other(s) (please list)						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF AOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2019-20**

Fund General Fund - 001
Department Public Services
Division Facilities Maintenance - 1022-519

Position Title	Justification	Estimated Pay Grade
<i>Maintenance Worker I</i>	<i>Recreation Athletics 3612</i>	<i>105</i>
<i>Maintenance Worker I</i>	<i>Recreation Programs & Civic Events 3613</i>	<i>105</i>
	<i>There are two (2) Maintenance Worker I positions currently within the Recreation Department, one is in the Recreation Athletics division (3612), and the other in Recreation Programs & Civic Events (3613). It is believed that these positions, would be of greater benefit to the City, if they were merged with the Facilities Maintenance division, to avoid a duplication of services.</i>	

FT = Regular Full Time
PT = Regular Part Time
PTT = Temporary

ATTACH JOB DESCRIPTION TO THIS FORM

**CITY OF APOPKA
GRANT FORM
FISCAL YEAR 2019-20**

Fund
Department

General Fund - 001
Facilities Maintenance - 1022-519

[illegible]

**CITY OF APOPKA
CEMETERY**

3512

LINE ITEM DETAIL

	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>BUDGET</u>	<u>2020</u> <u>PROPOSED</u>	<u>PERCENT</u> <u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	68,937	69,589	72,373	4.00%
1210 LONGEVITY PAY	-	280	329	17.55%
1400 OVERTIME	2,158	4,536	1,550	-65.83%
2100 F.I.C.A.	5,233	5,692	5,680	-0.21%
2200 RETIREMENT CONTRIBUTION	12,515	13,743	12,950	-5.77%
2300 LIFE AND HEALTH INSURANCE	16,853	18,060	19,432	7.60%
2400 WORKERS COMPENSATION	968	908	906	-0.23%
TOTAL	106,665	112,808	113,220	0.36%
SUPPLIES AND OTHER SERVICES:				
4300 UTILITY SERVICES	1,875	2,360	2,800	18.64%
4600 REPAIR AND MAINTENANCE	12,431	31,500	39,500	25.40%
4650 VEHICLE MAINTENANCE	3,331	3,000	2,500	-16.67%
5100 OFFICE SUPPLIES	-	100	100	0.00%
5200 OPERATING SUPPLIES	8,955	12,018	12,018	0.00%
5250 FUEL & GASOLINE	3,555	3,000	3,000	0.00%
5400 BOOKS PUBS & SUBSCRIPTIONS	87	300	300	0.00%
5500 TRAINING	-	1,000	1,000	0.00%
TOTAL	30,236	53,278	61,218	14.90%
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	-	10,000	-	0.00%
6400 EQUIPMENT	-	-	2,950	0.00%
TOTAL	-	10,000	2,950	0.00%
TOTAL COST	136,900	176,086	177,388	0.74%

**CITY OF APOPKA
CEMETERY**
3512

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
CEMETERY SPECIALIST	1	1	1
CARETAKER II	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2	2	2

CAPITAL OUTLAY

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

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>

Total Cost	\$ 1,550
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Fund	<i>General Fund - 001</i>
Department	<i>Public Services - Cemetery 3512-539</i>
Line Item #	<i>3100</i>
Line Item Description	<i>Professional Services</i>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	<i>General Fund - 001</i>
Department	<i>Public Services - Cemetery 3512-539</i>
Line Item #	<i>4100</i>
Line Item Description	<i>Communications Services</i>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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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>

[illegible]

Total Cost	\$ 2,800
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>4500</u>
Line Item Description	<u>Liability & Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	<i>General Fund - 001</i>
Department	<i>Public Services - Cemetery 3512-539</i>
Line Item #	<i>4600</i>
Line Item Description	<i>Repair and Maintenance - Bldg & Equip</i>

Item	Description	Justification	Estimated Cost
1	Repair/Replace unsecure fencing	To replace fencing around the Cemetery lot. Over the past year the lot has been broken into several times damaging the fence and gate.	4,000
2	Tree/Landscape Removal	Removal of hazardous trees and landscape throughout the Cemetery	25,000
3	Irrigation Repairs	Repairs to the current irrigation system throughout the Cemetery	500
4	Building/Grounds Repair	To repair dilapidated building and removal of unsafe buildings located on the lot.	10,000

Total Cost	\$ 39,500
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Fund	General Fund - 001
Department	Public Services - Cemetery 3512-539
Line Item #	4650
Line Item Description	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	Cemetery Vehicles	Repair and P.M. Cost	1,500
2	Cemetery Small Equipment	Repair and P.M. Cost	1,000

Total Cost	\$ 2,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1			

Total Cost	\$	-
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Fund	General Fund - 001
Department	Public Services - Cemetery 3512-539
Line Item #	5100
Line Item Description	Office Supplies

Item	Description	Justification	Estimated Cost
1	Office Supplies	Paper ,pens, toner/ink	100

Total Cost	\$ 100
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Uniforms	City Provided, 2 @ \$235 per year	468
2	Safety Shoes	City Provided, 2 @ \$150 per year	300
3	Fire Extinguisher	Renewal or Replacement	200
4	PPE	Safety Glasses, Gloves, Hardhats, Ear Plugs	350
5	Radio Batteries	2 @ \$100	200
6	Hand Tools	Replacement of shovels, rakes and other hand tools	500
7	Head Stone Repairs	Repairs to Head Stones damaged by weed eater or mower	500
8	Community Service Projects		100
9	Marking Supplies	Supplies to mark and maintain graves. Stakes, paint, flagging tape, etc.	500
10	Landscape Supplies	Replacement of dead/dying turf, landscape plants	1,500
11	Landscape Mulch	New mulch for landscape beds	500
12	Pesticides	Herbicides, pesticides, fungicides to control issues at the Cemetery	1,000
13	Fertilizer	To fertilizer sod and landscape plants	750
14	Pesticide Spill Kits	To clean up area in the event of a spill	200
15	Landscape/Irrigation Upgrades	Replace old, outdated and degraded landscape plants and irrigation system	2,000
16	2cycle Oil	Use for small 2cycle equipment	200
17	Landscape Supplies	Landscape bags, ties, tags, stakes, edger blades, mower blades, weed eater string, etc.	2,000
18	Hardware Supplies	Replacement of miscellaneous bolts, nails, paint used in the up keep of the Cemetery	750

Total Cost	\$ 12,018
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Fund	General Fund - 001
Department	Public Services - Cemetery 3512-539
Line Item #	5250
Line Item Description	Fuel and Gasoline

[illegible]

Total Cost	\$ 3,000
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	Cemetery Preservation Training Manuals	Training Manuals and Publications that relate to Cemetery field	300

Total Cost	\$ 300
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Fund	General Fund - 001
Department	Public Services - Cemetery 3512-539
Line Item #	5500
Line Item Description	Training

Item	Description	Justification	Estimated Cost
1	Cemetery Preservation Training	Training that relates to Cemetery Preservation	1,000

Total Cost	\$ 1,000
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Building Replacement	To repair dilapidated building and removal of unsafe buildings located on the lot.	

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	Weedeater x2	Replacement of older units. Units are no longer viable.	900
2	Edger x2	Replacement of older units. Units are no longer viable.	700
3	Backpack Blower x2	Replacement of older units. Units are no longer viable.	700
4	Chainsaw	Replacement of older units. Units are no longer viable.	650
5	Ipad w/ Cemetery Mapping Software	In budget year 2018-19 the City purchased mapping software. Requesting an Ipad and mobile mapping to use to map graves and plots.	

Total Cost	\$ 2,950
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CITY OF APOPKA			
OPERATING BUDGET JUSTIFICATION FORM			
FISCAL YEAR 2018-19			
	Fund	General Fund - 001	
	Department	Public Services - Cemetery 3512-539	
	Line Item #		
	Line Item Description	Summary	
			(Auto-filled)
Object	Description	Justification	Estimated Cost
1400	Overtime		1,550
3100	Professional Services		-
4100	Communications		-
4300	Utility Services		2,800
4500	Liability and Casualty Insurance		-
4600	Repair & Maintenance - Bldg & Equip		39,500
4650	Vehicle Maintenance		2,500
5100	Office Supplies		100
5200	Operating Supplies		12,018
5250	Fuel and Gasoline		3,000
5400	Books, Publications, Subscriptions		300
5500	Training		1,000
6300	Infrastructure		-
6400	Equipment		2,950
Total Cost			\$ 65,718

CITY OF APOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund General Fund - 001
Department Public Services - Cemetery 3512-539
Line Item # 6300
Project Description Capital Improvements

Purpose and Justification: (must include title, purpose, public benefit, number or percentage of residents affected, comprehensive plan/goals/objectives/policies, justification and regulatory agency requirements.)

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2018	2019	2020	2021	2022	TOTAL
Land Acquisition						-
Architectural/Engineering Design						-
Permitting & Construction						-
Equipment/Furniture/Furnishings						-
Landscaping & Site Amenities						-
Other(s) (please list)						-
						-
						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source(s):						
Prior Year Surplus						-
Impact Fees						-
Bond						-
Lease						-
Grant (list sources and amounts)						-
Other(s) (please list)						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2019-20**

Fund	General Fund - 001
Department	Public Services - Cemetery 3512-539
Division	

Position Title	Justification	Anticipated Salary/Grade
Caretaker I	Currently we have on two employees staffed in our Cemetery Division. It has been change to keep up with daily work loads. In the event that one of the two employees are out sick or off staff from other Divisions have to be brought in to meet with families, be on site for graves being dug or exhumed. By adding this position the Division will be better equipped to handle daily duties.	\$26,574 / 105

FT = Regular Full Time
PT = Regular Part Time
PTT = Temporary

ATTACH JOB DESCRIPTION TO THIS FORM

Coord: _____

**CITY OF APOPKA
FLEET MAINTENANCE**

3310

LINE ITEM DETAIL

	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>BUDGET</u>	<u>2020</u> <u>PROPOSED</u>	<u>PERCENT</u> <u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	686,355	700,273	718,318	2.58%
1210 LONGEVITY PAY	-	2,962	3,267	10.30%
1400 OVERTIME	2,727	25,688	25,688	0.00%
1600 OTHER REIMBURSED ALLOWANCES	-	-	-	0.00%
2100 F.I.C.A.	49,856	55,763	57,166	2.52%
2200 RETIREMENT CONTRIBUTION	120,592	134,632	119,505	-11.24%
2300 LIFE AND HEALTH INSURANCE	123,728	123,532	139,457	12.89%
2400 WORKERS COMPENSATION	4,481	10,861	11,134	2.52%
This includes 2 NEW POSITIONS Equipt. Mechanic				0.00%
TOTAL	987,739	1,053,711	1,074,536	1.98%
SUPPLIES AND OTHER SERVICES:				
3400 OTHER CONTRACTUAL SERVICES	1,102	1,300	-	-100.00%
4000 TRAVEL & PER DIEM	5,447	6,500	6,500	0.00%
4100 COMMUNICATIONS	-	-	-	0.00%
4200 FREIGHT & POSTAGE	8	-	500	0.00%
4300 UTILITY SERVICES	7,594	8,170	8,170	0.00%
4600 REPAIR AND MAINTENANCE	16,721	21,500	21,500	0.00%
4650 VEHICLE MAINTENANCE	3,605	13,000	13,000	0.00%
5100 OFFICE SUPPLIES	1,157	1,400	1,400	0.00%
5200 OPERATING SUPPLIES	23,575	29,050	29,050	0.00%
5250 FUEL & GASOLINE	3,274	5,960	5,960	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	150	1,450	1,250	-13.79%
5500 TRAINING	3,735	3,300	3,300	0.00%
TOTAL	66,369	91,630	90,630	-1.09%
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	-	-	10,000	0.00%
6400 EQUIPMENT	9,664	20,000	-	-100.00%
6800 INTANGIBLES	-	-	-	0.00%
TOTAL	9,664	20,000	10,000	-50.00%
TOTAL COST	1,063,772	1,165,341	1,175,166	0.84%

CITY OF APOPKA FLEET MAINTENANCE 3310

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
FLEET SUPERINTENDENT	1	1	1
PURCHASING AND SUPPLY SPECIALIST	1	1	1
FLEET FOREMAN	1	1	1
EQUIPMENT MECHANIC	<u>10</u>	<u>10</u>	<u>10</u>
TOTAL	13	13	13

CAPITAL OUTLAY

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

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	Cover cost of overtime	25,688

Total Cost	Base	\$	25,688
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Fund	<i>General Fund - 001</i>
Department	<i>Public Services - Fleet Mgmt 3310-519</i>
Line Item #	<i>3100</i>
Line Item Description	<i>Professional Services</i>

Item	Description	Justification	Estimated Cost

Total Cost	Base \$	-
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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
	<i>Cleaning of offices</i>	<i>Insures clean offices/restrooms</i>	

Total Cost	Base \$	-
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	<i>Rosenbauer training factory school is located in Wyoming MN 55092</i>	<i>This covers our Rosenbauer FIRE TRUCKS (Repair/Maintenace) which allows us to</i>	<i>2,500</i>
2	<i>Kohler Factory training (engines) located in Kohler WI</i>	<i>Allows us to perform these repairs in house. Covers the diagnostics & repairs of Kohler engines in the Kubota tractors in use. Rooms/Meals/Car rental</i>	<i>2,000</i>
3	<i>Caterpillar Factory training (Engine Systems) in St. Augustine</i>	<i>Allows us to perform in house repairs. Covers diagnostic and repairs of the Caterpillar engine - Room/Meals.</i>	<i>2,000</i>

Total Cost	Base \$	6,500
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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	
2	On call phone	On call phone	

Total Cost	Base \$	-
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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	Freight & postage	Freight & postage	500

Total Cost	Base	\$	500
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Fund	<i>General Fund - 001</i>
Department	<i>Public Services - Fleet Mgmt 3310-519</i>
Line Item #	<i>4300</i>
Line Item Description	<i>Utility Services</i>

Item	Description	Justification	Estimated Cost
1	Electric	Utility cost to operate 2-buildings	4,970
2	Water	Utility cost to operate 2-buildings	3,200

Total Cost	Base	\$	8,170
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost

Total Cost	Base \$	-
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4500</u>
Line Item Description	<u>Liability & Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	Base \$	-
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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

Item	Description	Justification	Estimated Cost
1	Automatic gate photo eye assemblies at Main Fuel Island (x2)	Need to up grade photo eye sensors to minimize unsafe gate closures, and reduce liability cost	2,500
2	CNG pumping station at main fuel island. Includes compressor/dryers/keypads	Needed funds to cover scheduled maintenance as well as repairs	5,000
3	Lifts/Hoist in both shops	Required safety inspections by OSHA Section 5A1 and ANSI 4-Lifts @ \$250/inspection	1,000
4	Main fuel island (Diesel & Gas)	Needed funds to cover scheduled maintenance and repairs	5,000
5	Replace fence at main fuel island for CNG access	Funds needed to move the fence behind the CNG pumps for better access	
6	Repair/Replacement of unforeseen building items (2 buildings)	Needed funds to cover any maintenance	2,500
7	Roll-up entrance bay doors	Ongoing replacement due to age/condition. Funds will allow for replacement of 2 doors to be replaced	3,500
8	Shop compressor maintenance and repairs	Covers cost of compressor (maintenance & repairs)	2,000

Total Cost	Base \$ 21,500
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Fund	<i>General Fund - 001</i>
Department	<i>Public Services - Fleet Mgmt 3310-519</i>
Line Item #	<i>4650</i>
Line Item Description	<i>Vehicle Maintenance</i>

Item	Description	Justification	Estimated Cost
1	<i>Fleet has 7 vehicles average age 18 years old</i>	<i>Schedule maintenace as well as any unforeseen repairs</i>	<i>13,000</i>

Total Cost	Base \$	13,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4902</u>
Line Item Description	<u>Legal Advertising</u>

Item	Description	Justification	Estimated Cost

Total Cost	Base \$	-
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Fund	General Fund - 001
Department	Public Services - Fleet Mgmt 3310-519
Line Item #	5100
Line Item Description	Office Supplies

Item	Description	Justification	Estimated Cost
1	Printer ink/paper/office supplies	Items used in daily paper work	1,400

Total Cost	Base	\$	1,400
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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 diposals	Cost of operations - toilet paper/hand cleaner/first aid supplies/floor cleaner/safety glasses	1,500
2	New and replacement of Techs hand and air tools	Age/condition of various equipment. Also new tooling technology. 11 techs @ \$700/ea.	7,700
3	Safety shoes 14 @ \$150.00	Required (City Policy)	2,100
4	Shop supplies expendables (electrical)	Cost of operations electrical connectors,wiring,fuses,misc supplies	2,250
5	Shop supplies expendables (Hardware)	Cost of operations nuts/bolts/speacialty items raw materials(Metal tubing/brass fittings/welding supplies)	4,000
6	Uniforms	City provides uniforms costing based oncurrent uniform cost	5,500
7	Unscheduled repair/replacement of shop tools	Age/condition of varios equipment mandates budgeting funds to cover unknown repaires	3,500
8	Yearly licence fees various software programs	Mack,Catipillar,Cummins(CNG)	2,500

Total Cost	Base \$	29,050
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Fund	<i>General Fund - 001</i>
Department	<i>Public Services - Fleet Mgmt 3310-519</i>
Line Item #	<i>5250</i>
Line Item Description	<i>Fuel and Gasoline</i>

Item	Description	Justification	Estimated Cost
1	CNG Fuel	1 service truck is dual fuel(CNG & Unleaded) based on 450 gallons @2.00 per gallon	900
2	Diesel Fuel	2 service trucks operate on diesel fuel based on 450 gallons @3.00 per gallon plus 10%	1,485
3	Unleaded Fuel	Unleaded fuel for 6 units based on 1300 gallons @ 2.50 per gallon plus 10%	3,575

Total Cost	Base	\$	5,960
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>5251</u>
Line Item Description	<u>Fuel and Gasoline- AVIATION</u>

Item	Description	Justification	Estimated Cost

Total Cost	Base \$	-
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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	Ecourage techs to maintain certifications	1,000
2	FLAGFA	Florida Association of Government Fleet Administrators. Yearly dues to belong to this organization	250

Total Cost	Base	\$	1,250
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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) located in St Augustine	Allows us to perform these repairs in house. Covers the diagnostics and repair of catipillar engine	2,000
2	Kohler Factory training (engine system) located in Kohler WI	Allows us to perform repaires in house. Covers the repaires needed for Kubota Engine	800
3	Rosenbauer Training Factory school is located on Wyoming MN	This covers repair/maintenance on new Fire Trucks.	500
4	Misc training for Fleet	Training class for Excel	
5	Conference Fees	Covers cost to Central Florida Heavy Equipment and/or Speacialty Equipment Conferences	

Total Cost	Base \$	3,300
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Fund	General Fund - 001
Department	Public Services - Fleet Mgmt 3310-519
Line Item #	6300
Line Item Description	Infrastructure

Item	Description	Justification	Estimated Cost
1	New shop / building	CNG compliant shop for trucks and fire ladder	Need Estimate
2	CNG detection for truck shop	CNG detection for truck shop	10,000

Total Cost	Base \$	10,000
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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	Used service truck to replace 19-248 (1990)	Used Catipillar service truck to replace old service truck do to obsolete parts/age	
2	New F-250 truck to replace F-150	To replace 1077 F-150 truck	

Total Cost	Base \$	-
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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

(Auto-filled)			
Object	Description	Justification	Estimated Cost Base
1400	Overtime		25,688
3100	Professional Services		-
3400	Other Contractual Services		-
4000	Travel & Per Diem		6,500
4100	Communications		-
4200	Freight & Postage		500
4300	Utility Services		8,170
4400	Rental & Leases		-
4500	Liability and Casualty Insurance		-
4600	Repair & Maintenance - Bldg & Equip		21,500
4650	Vehicle Maintenance		13,000
4902	Legal Advertising		-
5100	Office Supplies		1,400
5200	Operating Supplies		29,050
5250	Fuel and Gasoline		5,960
5251	Fuel and Gasoline- AVIATION		-
5400	Books, Pubs, Subs & Membership		1,250
5500	Training		3,300
6300	Infrastructure		10,000
6400	Equipment		-

Total Cost	\$ 126,318
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CITY OF APOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund General Fund - 001
Department Public Services - Fleet Mgmt 3310-519
Line Item # 6300
Project Description Capital Improvements

Purpose and Justification: *(must include title, purpose, public benefit, number or percentage of residents affected, comprehensive plan/goals/objectives/policies, justification and regulatory agency requirements.)*

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2018	2019	2020	2021	2022	TOTAL
Land Acquisition						-
Architectural/Engineering Design						-
Permitting & Construction						-
Equipment/Furniture/Furnishings						-
Landscaping & Site Amenities						-
Other(s) (please list)						-
						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source(s):						
Prior Year Surplus						-
Impact Fees						-
Bond						-
Lease						-
Grant (list sources and amounts)						-
Other(s) (please list)						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Division	<u></u>

Position Title	Justification	Anticipated Salary/Grade

FT = Regular Full Time
PT = Regular Part Time
PTT = Temporary

ATTACH JOB DESCRIPTION TO THIS FORM

Coord:

CITY OF APOPKA
GRANT FORM
FISCAL YEAR 2019-20

Fund
Department

General Fund - 001
Police - Dispatch 2250-519

GRANT TITLE	GRANTING AGENCY	Brief Description of Allowable Expenses	Account Object Code	Revenue/Award	City Match Required	Estimated Cost
	<i>Public Services - Fleet Mgmt 3310-519</i>					

CITY OF APOPKA
GROUNDS MAINTENANCE

3513

LINE ITEM DETAIL

		2018	2019	2020	PERCENT
		ACTUAL	BUDGET	PROPOSED	CHANGE
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	332,903	368,894	378,841	2.70%
1210	LONGEVITY PAY	-	1,635	1,795	9.76%
1300	OTHER SALARIES AND WAGES	-	-	-	0.00%
1400	OVERTIME	8,400	10,260	6,300	-38.60%
2100	F.I.C.A.	25,451	29,130	29,601	1.62%
2200	RETIREMENT CONTRIBUTION	60,082	70,332	67,482	-4.05%
2300	LIFE AND HEALTH INSURANCE	75,059	82,549	103,789	25.73%
2400	WORKERS COMPENSATION	3,494	7,934	8,473	6.79%
TOTAL		505,388	570,734	596,279	4.48%
SUPPLIES AND OTHER SERVICES:					
3400	CONTRACTUAL SERVICES	-	60,000	12,000	-80.00%
4100	COMMUNICATIONS	-	-	1,800	0.00%
4200	FREIGHT & POSTAGE SERVICES	-	-	-	0.00%
4300	UTILITY SERVICES	17,434	26,900	35,000	30.11%
4400	RENTALS & LEASES	3,415	7,950	-	-100.00%
4600	REPAIR AND MAINTENANCE	10,522	17,500	50,000	185.71%
4650	VEHICLE MAINTENANCE	27,450	25,000	28,000	12.00%
4900	OTHER CHARGES	3,164	15,000	15,000	0.00%
5100	OFFICE SUPPLIES	601	500	800	60.00%
5200	OPERATING SUPPLIES	25,511	68,365	78,615	14.99%
5207	PARKS BEAUTIFICATION	3,511	5,000	-	-100.00%
5216	TREE BANK EXPENDITURES	10,838	75,000	80,000	6.67%
5250	FUEL & GASOLINE	20,340	29,000	29,000	0.00%
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	364	800	1,100	37.50%
5500	TRAINING	212	2,600	4,850	86.54%
TOTAL		123,361	333,615	336,165	0.76%
CAPITAL OUTLAY:					
6200	BUILDINGS	-	50,000	-	0.00%
6300	INFRASTRUCTURE	-	-	25,000	0.00%
6400	EQUIPMENT	1,800	170,000	125,000	0.00%
TOTAL		1,800	220,000	150,000	0.00%
TOTAL COST		630,550	1,124,349	1,082,444	-3.73%

CITY OF AOPKA
GROUNDS MAINTENANCE
3513

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
PROGRAM SUPERVISOR	1	1	1
GROUNDS SPECIALIST	1	1	1
GROUNDS FOREMAN	1	1	1
IRRIGATION SPECIALIST	1	0	0
HORTICULTURE & IRRIGATION TECHNICIAN	1	1	1
MAINTENANCE WORKER II	1	2	2
MAINTENANCE WORKER I	3	3	3
TOTAL	9	9	9

CAPITAL OUTLAY

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

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Apopka Fair x2	Staffing to maintain grounds, setup and breakdown during the events, 30hrs at \$28/ hr.	840
2	Memorial Day	Staffing to maintain grounds, setup and breakdown during the event, 10hrs at \$28/ hr.	280
3	Christmas Parade	Staffing to maintain grounds, setup and breakdown during the event, 10hrs at \$28/ hr.	280
4	Foliage Festival	Staffing to maintain grounds, setup and breakdown during the event, 20hrs at \$28/ hr.	560
5	MLK JR. Parade	Staffing to maintain grounds, setup and breakdown during the event, 5hrs at \$28/ hr.	140
6	Grounds Support	To help with after normal working hours City Grounds emergencies , 150hrs at \$28/hr.	4,200

Total Cost	\$ 6,300
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	City Hall Complex Turf Care Contract	Turf pest control, fertilization, weed control of City Hall Complex (City Hall, Parking lots, Fire Station #1, Chamber of Commerce)	3,000
2	Medjool Palm Care Contract	Contract for granular and/or liquid fertilizer, disease control, plant damaging insect control of the 69 Medjool Date Palms, 4x year. Currently we do not have the staff nor trained staff to complete required maintenance of the Palms. If this maintenance is not completed quarterly the City risk the chance of the Palms dying.	9,000
2	KLNP Landscape, Irrigation, Electrical Plan	Funding to update park's design. Design build planed for summer of 2019	

Total Cost	\$ 12,000
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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
1	Equipment GPS Units	Monthly cell service for units. 5 units @ \$15 per unit.	1,800

Total Cost	\$ 1,800
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Fund	General Fund - 001
Department	Public Services - Grounds 3513-572
Line Item #	4200
Line Item Description	Freight & Postage

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Electric	Electric service for Buildings and Lighting	20,000
2	Water/Sewer	Water/Sewer service for Buildings	15,000

Total Cost	\$ 35,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals & Leases</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Parks PM/Repairs	Concrete, playground, park buildings, walkways, paint, etc.. Dream Lake, Lake Ave, and Kit Land Nelson parks	6,000
2	Irrigation Repairs - City Wide	Repairs to the irrigation system throughout the City	8,500
3	Tree/Landscape Removal	Removal of hazardous trees and landscape at City Buildings	30,000
4	Repair/Replace unsecure fencing	To replace fencing around the Grounds lot. Over the past year the lot has been broken into several times damaging the fence and gate.	5,500
5	Building/Grounds Repair	To repair dilapidated building and removal of unsafe buildings located on the lot. (\$18,000)	

Total Cost	\$ 50,000
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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>

[illegible]

Total Cost	\$ 28,000
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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/Roll Off Charges	debris from City properties, tree trimming, chipper, and landscape debris	15,000

Total Cost	\$ 15,000
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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	Office Supplies	Paper ,pens, toner/ink	800

Total Cost	\$ 800
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CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20

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	Uniforms	City Provided, 4 @ \$235 per year	1,000
2	Safety Shoes	City Provided, 4 @ \$150 per year	600
3	Fire Extinguisher	Renewal or Replacement	800
4	PPE	Safety Glasses, Gloves, Hardhats, Ear Plugs	400
5	Radio Batteries	4 @ \$100	400
6	Hand Tools	Replacement of shovels, rakes and other hand tools	1,000
7	Landscape Supplies	Replacement of dead/dying turf, landscape plants	6,500
8	Landscape Mulch	New mulch for landscape beds, City Buildings and Parks	15,000
9	Pesticides	Herbicides, pesticides, fungicides to control issues at City Buildings and ROWs	5,000
10	Fertilizer	To fertilizer sod and landscape plants	3,000
11	Pesticide Spill Kits	To clean up area in the event of a spill	500
12	Landscape/Irrigation Upgrades	Replace old, outdated and degraded landscape plants and irrigation system that that are in violation of City Code throughout the City.	32,000
13	2cycle Oil	Use for small 2cycle equipment	715
14	Landscape Supplies	Landscape bags, ties, tags, stakes, edger blades, mower blades, weed eater string, etc.	3,000
15	Hardware Supplies	Replacement of miscellaneous bolts, nails, paint used in the up keep of City Sites and Grounds	1,700
16	Seed	For City Sites/Buildings, parks and other landscape/turf areas throughout the City	1,000
17	Sand	For City Sites/Buildings, parks and other landscape/turf areas throughout the City	1,000
21	City Radio Replacement	To replace out dated Motorola radios that are no longer able to be repaired. 2 of 4 units @ \$2500 for each unit. This includes FCC license for each unit.	5,000

Total Cost	\$ 78,615
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Annuals and Plantings	Flowers to be installed throughout the year. City Hall, City Hall interior, 9/11 Memorial, Dog Park, Dream Lake, Lake Ave, Kit Land Nelson	

Total Cost	\$ -
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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	Tree and Landscape Projects	City wide tree and landscape tree replacement/installs	80,000

Total Cost	\$ 80,000
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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>

Total Cost	\$ 29,000
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Fund	<i>General Fund - 001</i>
Department	<i>Public Services - Grounds 3513-572</i>
Line Item #	<i>5400</i>
Line Item Description	<i>Books, Publications & Subscriptions</i>

Item	Description	Justification	Estimated Cost
1	BMP, RUP, Landscape	Manuals for new hires and training events and CEU's	600
2	Irrigation Association	Membership dues and Training Manuals	250
3	FIS Florida Irrigation Society	Membership dues and Training Manuals	50
4	FNGLA Florida Nursery Growers & Landscape Association	Membership dues and Training Manuals	200

Total Cost	\$ 1,100
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Fund	General Fund - 001
Department	Public Services - Grounds 3513-572
Line Item #	5500
Line Item Description	Training

Item	Description	Justification	Estimated Cost
1	Horticulture CEU	To maintain current license, certifications, per job requirements	650
2	Irrigation CEU	To maintain current license, certifications, per job requirements	650
3	Florida BMP Training	4 New and current employees	300
4	RUP - Pesticide Training	2 New and current employees	250
5	Misc. Training	Classes, new hires, safety reminders	3,000

Total Cost	\$ 4,850
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>6200</u>
Line Item Description	<u>Buildings</u>

Item	Description	Justification	Estimated Cost
1	Grounds/Streets Shop	During 2017 the Grounds/Streets Shop septic tank backed up and caused major flood and damage to the building. It is currently uninhabitable. Request for a new building to be split with Streets budget	

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	City Hall Complex Irrigation/Landscape	Complete replacement of dated and substandard irrigation and landscape. The irrigation and landscape plants are past there life. 20+ years old. Full replacement would be the most cost affective measure. The complete block, Park, 441, South Forest Ave, to 5th Street would be replaced	25,000

Total Cost	\$ 25,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	<i>Pull Behind Blower</i>	<i>To blow off walk ways, grounds, parking lots, sidewalks daily use and during City events</i>	<i>3,000</i>
2	<i>2018 John Deere Gator HPX</i>	<i>Currently Grounds does not have a effect way to spray herbicide along the City's ROW. Requesting a small unit with tank sprayer to apply herbicides</i>	<i>15,000</i>
3	<i>2018 John Deere Gator HPX</i>	<i>Currently Grounds staff walks along the City's ROW to collect debris. Requesting a small unit to help speed up the collection of debris and litter along ROW</i>	<i>11,500</i>
4	<i>Plant/Landscape Auger</i>	<i>To use when planting new landscape material w/bits</i>	<i>1,000</i>
5	<i>Ford F-250 SD Crew Cab</i>	<i>To replace current unit that has over 250k miles. Repairs to current have exceeded auction price</i>	<i>36,000</i>
6	<i>Ford F-250 SD Crew Cab</i>	<i>To replace current unit that has over 250k miles. Repairs to current have exceeded auction price</i>	
9	<i>Kubota Mower</i>	<i>To replace worn out/older mower</i>	<i>10,500</i>
10	<i>Kubota Mower</i>	<i>To replace worn out/older mower</i>	<i>10,500</i>
11	<i>Kubota Mower</i>	<i>To replace worn out/older mower</i>	<i>10,500</i>
12	<i>Kubota Mower 62' Deck</i>	<i>To replace worn out/older mower</i>	<i>13,500</i>
13	<i>Kubota Mower 62' Deck</i>	<i>To replace worn out/older mower</i>	<i>13,500</i>
14	<i>Land Pride Batwing Bush Hog</i>	<i>To replace 10+ year old unit</i>	

Total Cost	\$ 125,000
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CITY OF APOPKA			
OPERATING BUDGET JUSTIFICATION FORM			
FISCAL YEAR 2019-20			
	Fund	General Fund - 001	
	Department	Public Services - Grounds 3513-572	
	Line Item #		
	Line Item Description	Summary	
			(Auto-filled)
Object	Description	Justification	Estimated Cost
1400	Overtime		6,300
3100	Professional Services		-
3400	Other Contractual Services		12,000
4100	Communications		1,800
4200	Freight & Postage		-
4300	Utility Services		35,000
4500	Liability and Casualty Insurance		-
4600	Repair & Maintenance - Bldg & Equip		50,000
4650	Vehicle Maintenance		28,000
4900	Other Charges		15,000
5100	Office Supplies		800
5200	Operating Supplies		78,615
5216	Tree Bank Expenditures		80,000
5250	Fuel and Gasoline		29,000
5400	Books, Pubs, Subs & Membership		1,100
5500	Training		4,850
6200	Buildings		-
6300	Infrastructure		25,000
6400	Equipment		125,000
Total Cost			\$ 492,465

CITY OF AOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund General Fund - 001
Department Public Services - Grounds 3513-572
Line Item # 6300
Project Description Capital Improvements

Purpose and Justification: *(must include title, purpose, public benefit, number or percentage of residents affected, plan/goals/objectives/policies, justification and regulatory agency requirements.)*

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2017	2018	2019	2020
Land Acquisition				
Architectural/Engineering Design				
Permitting & Construction				
Equipment/Furniture/Furnishings				
Landscaping & Site Amenities				
Other(s) (please list)				
TOTAL	\$ -	\$ -	\$ -	\$ -
Funding Source(s):				
Prior Year Surplus				
Impact Fees				
Bond				
Lease				
Grant (list sources and amounts)				
Other(s) (please list)				
TOTAL	\$ -	\$ -	\$ -	\$ -

comprehensive

2021	TOTAL
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
\$ -	\$ -
	-
	-
	-
	-
	-
	-
	-
\$ -	\$ -

**CITY OF AOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2019-20**

Fund General Fund - 001
Department Public Services - Grounds 3513-572
Division _____

Position Title	Justification	Anticipated Salary/Grade
Maintenance Worker I	Currently we are under staffed in our Grounds Division on average it takes the Division 4-6 weeks to complete mowing on City ROWs and FDOT ROWs. Because of being under staffed we are unable to comply with our MOA agreements with FDOT and we receive hundreds of citizen complaints on the look of City ROWs. By adding staff to the Division we will be better able to care for the Division's responsibilities.	\$26,574 / 105
Maintenance Worker I	Currently we are under staffed in our Grounds Division on average it takes the Division 4-6 weeks to complete mowing on City ROWs and FDOT ROWs. Because of being under staffed we are unable to comply with our MOA agreements with FDOT and we receive hundreds of citizen complaints on the look of City ROWs. By adding staff to the Division we will be better able to care for the Division's responsibilities.	\$26,574 / 105

Maintenance Worker I	Currently we are under staffed in our Grounds Division on average it takes the Division 4-6 weeks to complete mowing on City ROWs and FDOT ROWs. Because of being under staffed we are unable to comply with our MOA agreements with FDOT and we receive hundreds of citizen complaints on the look of City ROWs. By adding staff to the Division we will be better able to care for the Division's responsibilities.	\$26,574 / 105
Maintenance Worker I	Currently we are under staffed in our Grounds Division on average it takes the Division 4-6 weeks(one cycle) to complete mowing on City ROWs and FDOT ROWs. Because of being under staffed we are unable to comply with our MOA agreements with FDOT and we receive hundreds of citizen complaints on the look of City ROWs. By adding staff to the Division we will be better able to care for the Division's responsibilities.	
Grounds Specialist	Currently we do not have staff to apply herbicides and other chemicals at City Parks, ROWs, and City Buildings. Because of this we also receive hundreds of citizen complaints about over grown areas, crack weeds, and sidewalk weeds. And are unable to comply with our MOA agreements with FDOT.	
Grounds Specialist	Currently we do not have staff to apply herbicides and other chemicals at City Parks, ROWs, and City Buildings. Because of this we also receive hundreds of citizen complaints about over grown areas, crack weeds, and sidewalk weeds. And are unable to comply with our MOA agreements with FDOT.	

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FT = Regular Full Time
PT = Regular Part Time
PTT = Temporary

ATTACH JOB DESCRIPTION TO THIS FORM

Coord:

**CITY OF APOPKA
STREET IMPROVEMENTS**

101 - 3412

LINE ITEM DETAIL

	2018	2019	2020	PERCENT
	ACTUAL	BUDGET	PROPOSED	CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	241,103	306,910	313,586	2.18%
1210 LONGEVITY PAY	-	802	978	21.97%
1400 OVERTIME	25,243	18,828	22,840	21.31%
1600 OTHER REIMBURSED ALLOWANCES	480	960	960	0.00%
2100 F.I.C.A.	19,284	25,054	25,885	3.32%
2200 RETIREMENT CONTRIBUTION	47,516	60,489	59,011	-2.44%
2300 LIFE AND HEALTH INSURANCE	54,169	69,706	73,779	5.84%
2400 WORKERS COMPENSATION	6,413	16,391	16,754	2.22%
TOTAL	394,207	499,140	513,793	2.94%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	60,000	0.00%
3200 AUDIT SERVICES	-	-	-	0.00%
3400 OTHER CONTRACTUAL SERVICES			120,000	0.00%
4100 COMMUNICATIONS	-	-	1,800	0.00%
4200 FREIGHT & POSTAGE	19	150	150	0.00%
4300 UTILITY SERVICES	399,293	82,300	36,500	-55.65%
4310 STREETLIGHTS	887,391	1,453,500	1,453,500	0.00%
4400 RENTAL & LEASES	22,423	29,588	38,388	29.74%
4600 REPAIR AND MAINTENANCE	47,912	112,500	175,500	56.00%
4607 ROAD RESURFACING	917,230	600,000	800,000	33.33%
4612 STREET STRIPPING	19,694	40,000	40,000	0.00%
4650 VEHICLE MAINTENANCE	32,612	40,000	45,000	12.50%
4900 OTHER CHARGES	18,657	34,000	42,000	23.53%
4910 MISC EXPENSE ADJUSTMENT FY 18	36,962			
5100 OFFICE SUPPLIES	789	500	500	0.00%
5200 OPERATING SUPPLIES	33,141	47,430	58,480	23.30%
5201 MEDIAN LANDSCAPING	4,230	61,000	15,000	-75.41%
5203 SIDEWALK/CURB REPAIRS	37,074	80,000	150,000	87.50%
5204 STREET SIGN REPLACEMENT	8,473	65,000	50,000	-23.08%
5205 GRAFFITI REMOVAL	88	500	500	0.00%
5250 FUEL & GASOLINE	24,761	20,250	27,500	35.80%
5300 ROAD MATERIALS & SUPPLIES	10,450	20,000	35,000	75.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	270	450	1,000	122.22%
5500 TRAINING	150	4,000	4,000	0.00%
TOTAL	2,501,620	2,691,168	3,154,818	17.23%

CITY OF APOPKA STREET IMPROVEMENTS 101 - 3412

LINE ITEM DETAIL

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>PERCENT</u>
CAPITAL OUTLAY:				
6100 LAND	-	-	-	0.00%
6200 BUILDINGS	-	70,000	50,000	0.00%
6300 INFRASTRUCTURE	-	-	-	0.00%
6303 ROAD RESURFACING	-	-	-	0.00%
6306 SIDEWALK NEW CONSTRUCTION	-	-	-	#DIV/0!
6400 EQUIPMENT	94,121	85,200	115,000	34.98%
6800 INTANGIBLE ASSETS	4,275	-	-	#DIV/0!
TOTAL	98,395	155,200	165,000	6.31%
 TRANSFERS:				
9101 TRANSFER TO GENERAL FUND	291,847	-	-	0.00%
TOTAL	291,847	-	-	0.00%
 TOTAL COST	3,286,069	3,345,508	3,833,611	14.59%

CITY OF APOPKA
STREET IMPROVEMENTS
101 - 3412

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2017</u>	<u>2018</u>	<u>2019</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	_____
6304 - Sidewalks New Construction	_____
6400 - Equipment	_____
Total Capital Outlay	\$ -

CITY OF AOPKA			
OPERATING BUDGET JUSTIFICATION FORM			
FISCAL YEAR 2018-19			
	Fund	Street Improvement Fund 101	
	Department	Six Cent Gas Tax 3412-541	
	Line Item #		
	Line Item Description	Summary	
			(Auto-filled)
Object	Description	Justification	Estimated Cost
1400	Overtime		22,840
1600	Other reimbursed Allowances		960
3100	Professional Services		60,000
3200	Audit Services		-
3400	Other Contractual Services		120,000
4000	Travel & Per Diem		-
4100	Communications		1,800
4200	Freight & Postage		150
4300	Utility Services		36,500
4310	Utility Services-Street Lights		1,453,500
4400	Rental & Leases		38,388
4500	Liability and Casualty Insurance		-
4600	Repair & Maintenance - Bldg & Equip		175,500
4607	Road Resurfacing		800,000
4612	Street Stripping		40,000
4650	Vehicle Maintenance		45,000
4900	Other Charges		42,000
5100	Office Supplies		500
5200	Operating Supplies		58,480
5201	Median Landscaping		15,000
5203	Sidewalk/Curb Repairs		150,000
5204	Street Sign Replacement		50,000
5205	Graffiti Removal		500
5250	Fuel and Gasoline		27,500
5300	Road Materials & Supplies		35,000
5400	Books, Pubs, Subs & Membership		1,000
5500	Training		4,000
6200	Buildings		50,000
6300	Infrastructure		-
6400	Equipment		115,000
9300	Transfers		-
Total Cost			\$ 3,343,618

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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. @ \$28.00/ hr. To repair traffic lights, roads, traffic signs, street lights, fallen trees, and sidewalk repairs	5,824
2	Standby Time	(11) hrs. / week @ \$18.00/hr. for 52 weeks	10,296
	Overtime Events		
3	Christmas Parade	Staffing to clean streets/sidewalks after Parade operating street sweepers, 40hrs at \$28/ hr.	1,120
4	Apopka Fair x2	Staffing to maintain grounds, setup and breakdown during the events, 110hrs at \$28/ hr.	3,080
5	Foliage Festival	Staffing to maintain grounds, setup and breakdown during the event, 70hrs at \$28/ hr.	1,960
6	MLK JR. Parade	Staffing to maintain grounds, setup and breakdown during the event, 20hrs at \$28/ hr.	560

Total Cost	\$ 22,840
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	1600
Line Item Description	OTHER REIMBURSED ALLOWANCES

Item	Description	Justification	Estimated Cost
1	Cell Phones Monthly Allowance X4	City calls on phones from customers and contractors.	960

Total Cost	\$ 960
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Pavement/Roadway Maintenance Study	Contract with firm to evaluate and grade City's 195+ miles of roadways. This will be the starting point for the City's future roadway maintenance program.	60,000

Total Cost	\$ 60,000
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Fund	<i>Street Improvement Fund 101</i>
Department	<i>Six Cent Gas Tax 3412-541</i>
Line Item #	<i>3200</i>
Line Item Description	<i>Audit Services</i>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Traffic Signal Emergency Contingency Plan	Maintenance/emergency contract for repair of City's traffic signals due to damage. City staff has not been able to make the needed repairs in a timely manner with one Traffic Technician. (\$50,000)	
2	Street Sweeping Services	Cost for sweeping the City's streets	
3	ROW and SW Pond Mowing Contract	Current contract with no contingency for contractor canceling, gas CPI increase and increase in locations for service	50,000
4	ROW and SW Pond Mowing Contract	Additional contract mowing to eliminate two imate squads.	70,000
	ROW and SW Pond Mowing Contract	w/ contingency for contractor canceling/not renewing contact to preform services outlined in current contract at an estimated cost for second lowest bidder of current contract. (\$112,000)	
	ROW and SW Pond Mowing Contract	w/ contingency for contractor canceling/not renewing contact to preform services outlined in current contract at an estimated cost for second lowest bidder of current contract. Increase of service locations with the addition of cycles during non-seasonal months (\$190,000)	

Total Cost	\$ 120,000
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4000
Line Item Description	Travel & Per Diem

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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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	Equipment GPS Units	Monthly cell service for units. 15 units @ \$15 per unit.	1,800

Total Cost	\$ 1,800
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4200
Line Item Description	Freight & Postage

Item	Description	Justification	Estimated Cost
1	Postage/Freight	Regulatory correspondence, package freight	150

Total Cost	\$ 150
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Electric service for Buildings and Lighting	10,000
2	Water/Sewer	Water/Sewer service for Buildings	4,000
3	Flash Signals	Electric cost for 15 locations. School crossing and other flashing signal crossing/warnings	5,500
4	Traffic Signals	Electric cost for 36 traffic signals throughout the City	8,500
5	Irrigation Water Meters	Water cost of medians throughout the City	8,500

Total Cost	\$ 36,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	500,000
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	200,000
4	Northwest Recreation Complex Street light Jason Dwelley, Around Pond	Cost of Power	45,000
5	Subdivision Lighting	Printed List	700,000

Total Cost	\$ 1,453,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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 Leak Shared with Orange County	3,600
3	RR Lease #625266	34-032 4th St & Lake Ave	2,386
4	RR Lease #625267	34-019 Lake Ave	2,386
5	RR Lease #625269	Park Ave	2,386
6	RR Lease #625271	34-017 8th Street	2,386
7	RR Lease #625272	34-035 Robinson	2,386
8	RR Lease #625276	34-015 Lakeville	2,386
9	RR Lease Bradshaw	Bradshaw	2,386
10	Emergency Rental/Lease	Rental or lease for wood chipper, pump, MOT, or other equipment due to storm or other event	10,700
11	Building/Office Rental	Rental of office/site trailer to use as Streets/Grounds office/building. In 2017 the building that housed the Streets and Grounds staff flooded and is now unusable. Request for funding for one year (split between Streets and Grounds budget)	
13	Barricade/MOT Rental	Rent or lease barricades, cones, signage, and bathrooms for City events	5,000

Total Cost	\$ 38,388
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Fund	<i>Street Improvement Fund 101</i>
Department	<i>Six Cent Gas Tax 3412-541</i>
Line Item #	<i>4500</i>
Line Item Description	<i>Liability & Casualty Insurance</i>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Tree/Landscape Removal	Removal of hazardous trees and landscape at City Buildings and ROWs	35,000
2	Repair/Replace unsecure fencing	To replace fencing around the Streets storage area.	5,500
3	Building/Grounds Repair	To repair dilapidated building and removal of unsafe buildings located on the lot.	20,000
4	436 Street Lights	PM maintenance preformed on 436 Street lights	20,000
5	Flash Signals	Monthly Maintenance of 15 locations. PM/Replacement of batteries, lights, etc.	5,000
6	Traffic Signal Maintenance - Overhead	Monthly Maintenance at 36 locations. LED, bulb, mast arm, wiring, bolts, fittings, paint, etc.	17,000
7	Traffic Signal Maintenance - Cabinet	Monthly Maintenance at 36 locations. Wiring, electrical fittings, load switches, conflict monitors, controllers, filters, etc..	45,000
8	Traffic Signal Maintenance - Detection	Monthly Maintenance at 36 locations. Loops, Cameras, and other advance detection	28,000

	\$ 175,500
Total Cost	

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	Resurfacing	Resurfacing/repaving City roads throughout the City in poor condition	800,000

Total Cost	\$ 800,000
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4612
Line Item Description	Street Stripping

Item	Description	Justification	Estimated Cost
1	Striping/Thermoplastic	Re-striping/Thermoplastic of City streets in poor condition throughout the City	40,000

Total Cost	\$ 40,000
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4650
Line Item Description	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	Streets Vehicles	Repair and P.M. Cost	30,000
2	Streets Equipment	Repair and P.M. Cost	15,000

Total Cost	\$ 45,000
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4900
Line Item Description	Other Charges

Item	Description	Justification	Estimated Cost
1	Landfill/Roll Off Charges	ROW debris, tree trimming, chipper, and landscape debris	23,000
2	Landfill/Roll Off Charges - Street Sweeper	Street sweeper debris from City roadways	15,000
3	Landfill/Roll Off Charges - Hazardous Waste	Tires and other ROW items that have been deemed hazardous waste	4,000

Total Cost	\$ 42,000
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5100
Line Item Description	Office Supplies

Total Cost	\$ 500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Uniforms	City Provided, 13 @ \$235 per year	3,000
2	Safety Shoes	City Provided, 13 @ \$150 per year	1,950
3	Fire Extinguisher	Renewal or Replacement	850
4	PPE	Safety Glasses, Gloves, Hardhats, Ear Plugs	1,300
5	Radio Batteries	13 @ \$100	1,300
6	Hand Tools	Replacement of shovels, rakes and other hand tools	1,000
7	Streets/Concrete Tools	Replacement of asphalt and concrete had tools	1,200
8	Personal Hygiene Perishables	Hand towels, rags, soap, etc.	450
9	MOT - Barricades	Replacement of damaged or stolen barricades	2,500
10	MOT - Safety Cones	Replacement of damaged or stolen safety cones	2,000
11	MOT - Signage	Replacement of damaged or stolen signage	1,500
12	Daily Supplies	Nuts, bolts, screws, brackets, screw drivers, wrenches and other repair items	3,500
13	Battery Powered Hand Tools	Repair/Replacement of battery powered drills, hammer drills, saws, flash lights, etc.	5,000
14	Sod/Turf	Replacement of sod along City's ROWs caused by damage from traffic, sidewalk replacement, washouts, etc.	3,000
15	Form Boards	Concrete forms and expansion joint material	2,500
16	Hazards Spill Control	Kits and material to control hazards spills on City roadways and ROW	3,000
17	Sand Bags	Sand bags in the event of flooding or Hurricane	4,630
18	Sand	Sand for sand bags in the event of flooding or Hurricane	7,000
19	2cycle Oil	Use for small 2cycle equipment	300
20	Small Equipment Perishables	Bar oil, chainsaw blades, chainsaw bars, stump grinder teeth, pole saw blades, pole saw bars, concrete saw blades, saw saw blades, drill bits, etc.	4,500
21	City Radio Replacement	To replace out dated Motorola radios that are no longer able to be repaired. 4 of 8 units @ \$2500 for each unit. This includes FCC license for each unit.	8,000

Total Cost	\$ 58,480
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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 Vick Rd, 441, 436 and other median islands throughout the City plant replacement, irrigation repairs, fertilizing and herbicides.	15,000

Total Cost	\$ 15,000
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Fund	<i>Street Improvement Fund 101</i>
Department	<i>Six Cent Gas Tax 3412-541</i>
Line Item #	<i>5203</i>
Line Item Description	<i>Sidewalk/Curb Repairs</i>

Item	Description	Justification	Estimated Cost
1	Sidewalk Repairs	Sidewalk and curb replacement/repair caused by traffic, trees, tree roots, and other sources.	80,000
2	Sidewalk Repairs 10 Year Plan	Start of 10 year sidewalk replacement program	70,000

Total Cost	\$ 150,000
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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	Street Sign and Regulatory Sign Replacement	Replacement of Street signs and regulatory signs throughout the City	50,000

Total Cost	\$ 50,000
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5205
Line Item Description	Graffiti Removal

Item	Description	Justification	Estimated Cost
1	Graffiti Removal	Removal of graffiti on fences and building throughout the City	500

Total Cost	\$ 500
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5250
Line Item Description	Fuel and Gasoline

Total Cost	\$ 27,500
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5300
Line Item Description	Road Materials and Supplies

Total Cost	\$ 35,000
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5400
Line Item Description	Books, Publications & Subscriptions

Item	Description	Justification	Estimated Cost
1	MOT Training Manuals	For FDOT training	200
2	Traffic Signal Training Manuals	For traffic certification training	500
3	ISMA Subscription	Subscription to keep certificates up to date	300

Total Cost	\$ 1,000
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5500
Line Item Description	Training

[illegible]

Total Cost	\$ 4,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>6200</u>
Line Item Description	<u>Buildings</u>

Item	Description	Justification	Estimated Cost
1	Grounds/Streets Shop	During 2017 the Grounds/Streets Shop septic tank backed up and caused major flood and damage to the building. It is currently uninhabitable. Request for a new building to be split with Streets budget	50,000

Total Cost	\$ 50,000
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	6300
Line Item Description	Infrastructure

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	6304
Line Item Description	Sidewalk New Construction

Total Cost	\$ 100,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund Street Improvement Fund 101
 Department Six Cent Gas Tax 3412-541
 Line Item # 6400
 Line Item Description Equipment & Machinery

Item	Description	Justification	Estimated Cost
1	Ford F-550	To replace current unit that has over 200k miles. Repairs to current have exceeded auction price	
2	Ford F-550 CC w/Boom	To replace current unit that has over 200k miles. Repairs to current have exceeded auction price	66,000
3	Ford F-550 CC w/Dump Bed	To replace current unit that has over 250k miles. Repairs to current have exceeded auction price	
4	Ford F-150 Ext Cab	To replace current unit that has over 200k miles. Repairs to current have exceeded auction price	
5	Ford F-150 Ext Cab with Rack	To replace current irrigation unit that has over 200k miles. Repairs to current have exceeded auction price	28,000
6	Generator x1	To use when traffic signals loose power. Replacement of old/outdated units	
7	Light Tower x1	To use when working on City roadways at night or during power outages	
8	Vermeer SC362 Stump Grinder	To replace current unit that is in bad repair. 12+ years old.	21,000
9	Retroreflectometer Upgrades	To test regulatory signs throughout the City adding GPS unit to help with sign inventory management.	
10	Claw Truck	To replace current units that is 10+ years old. Repairs to unit have exceeded auction price. Unit is in bad repair.	

Total Cost	\$ 115,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>9300</u>
Line Item Description	<u>Transfer</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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CITY OF AOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>6300</u>
Project Description	<u>Capital Improvements</u>

Purpose and Justification: *(must include title, purpose, public benefit, number or percentage of residents affected, plan/goals/objectives/policies, justification and regulatory agency requirements.)*

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2018	2019	2020	2021
Land Acquisition				
Architectural/Engineering Design				
Permitting & Construction				
Equipment/Furniture/Furnishings				
Landscaping & Site Amenities				
Other(s) (please list)				
TOTAL	\$ -	\$ -	\$ -	\$ -
Funding Source(s):				
Prior Year Surplus				
Impact Fees				
Bond				
Lease				
Grant (list sources and amounts)				
Other(s) (please list)				
TOTAL	\$ -	\$ -	\$ -	\$ -

comprehensive

2022	TOTAL
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
\$ -	\$ -
	-
	-
	-
	-
	-
	-
	-
\$ -	\$ -

**CITY OF AOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2019-20**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Division	<u></u>

Position Title	Justification	Anticipated Salary/Grade
Maintenance Worker I	Currently we are under staffed in our Streets Division on average we receive 30-40 Work Order request each week and are unable to keep up. Because of being under staffed we are unable to comply with our MOA agreements with FDOT and other areas throughout the City. We receive hundreds of citizen complaints during the year. By adding staff to the Division we will be better able to care for the Division's responsibilities.	
Maintenance Worker I	Currently we are under staffed in our Streets Division on average we receive 30-40 Work Order request each week and are unable to keep up. Because of being under staffed we are unable to comply with our MOA agreements with FDOT and other areas throughout the City. We receive hundreds of citizen complaints during the year. By adding staff to the Division we will be better able to care for the Division's responsibilities.	

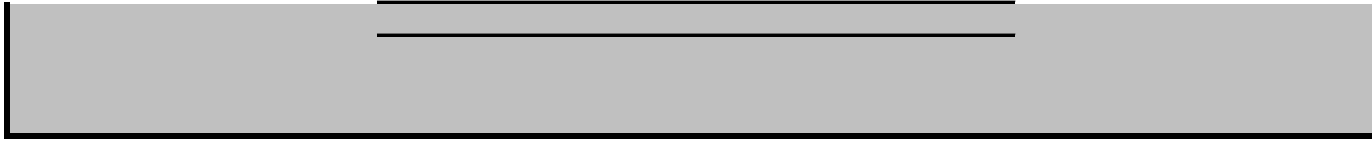
Maintenance Worker II	Currently we are under staffed in our Streets Division on average we receive 30-40 Work Order request each week and are unable to keep up. Because of being under staffed we are unable to comply with our MOA agreements with FDOT and other areas throughout the City. We receive hundreds of citizen complaints during the year. By adding staff to the Division we will be better able to care for the Division's responsibilities. This position will require a CDL. We currently do not have enough CDL drivers to operate the heavy equipment in this Division
Maintenance Worker II	Currently we are under staffed in our Streets Division on average we receive 30-40 Work Order request each week and are unable to keep up. Because of being under staffed we are unable to comply with our MOA agreements with FDOT and other areas throughout the City. We receive hundreds of citizen complaints during the year. By adding staff to the Division we will be better able to care for the Division's responsibilities. This position will require a CDL. We currently do not have enough CDL drivers to operate the heavy equipment in this Division
Maintenance Worker II	Currently we do not have staff to sweep our City's roadways on a regular basis. By adding staff for this duty we will be able to keep the City's streets and curb lines clean. This position will require a CDL
Maintenance Worker II	Currently we do not have staff to sweep our City's roadways on a regular basis. By adding staff for this duty we will be able to keep the City's streets and curb lines clean. This position will require a CDL

Traffic Operations Technician Trainee	Currently we only have one employee that maintains all of the City's Traffic Signals and Regulatory Signage. The work load is more than one employee can handle. By having a trainee they will be better able to respond to daily needs and during emergencies	
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FT = Regular Full Time
PT = Regular Part Time
PTT = Temporary

ATTACH JOB DESCRIPTION TO THIS FORM

Coord:



**CITY OF APOPKA
INMATE PROGRAM**

101 - 3414

LINE ITEM DETAIL

	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>BUDGET</u>	<u>2020</u> <u>PROPOSED</u>	<u>PERCENT</u> <u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	31,646	32,641	33,620	3.00%
1210 LONGEVITY PAY	-	88	112	27.42%
1400 OVERTIME	1,112	960	960	0.00%
2100 F.I.C.A.	2,467	2,577	2,654	2.99%
2200 RETIREMENT CONTRIBUTION	5,765	6,222	6,050	-2.76%
2300 LIFE AND HEALTH INSURANCE	7,182	8,254	8,834	7.02%
2400 WORKERS COMPENSATION	314	317	327	3.22%
TOTAL	48,486	51,059	52,557	2.93%
SUPPLIES AND OTHER SERVICES:				
3400 OTHER CONTRACTUAL SERVICES	217,898	234,400	234,400	0.00%
4000 TRAVEL & PER DIEM	5		2,500	0.00%
4100 COMMUNICATION	-	-	-	0.00%
4200 POSTAGE	-	100	100	0.00%
4650 VEHICLE MAINTENANCE	15,959	9,000	11,980	33.11%
5200 OPERATING SUPPLIES	7,281	11,520	8,540	-25.87%
5250 FUEL & GASOLINE	19,044	13,250	13,250	0.00%
TOTAL	260,187	268,270	270,770	0.93%
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	0.00%
6400 EQUIPMENT	-	-	70,000	0.00%
TOTAL	-	-	70,000	0.00%
TOTAL COST	308,673	319,329	393,327	23.17%

CITY OF APOPKA INMATE PROGRAM 101 - 3414

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
MAINTENANCE WORKER II	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1

CAPITAL OUTLAY

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

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Department of Corrections Agreement Work Squad W1164	Continue to support the work efforts throughout the City	58,000
2	Department of Corrections Agreement Work Squad W1152	Continue to support the work efforts throughout the City	58,000
3	Department of Corrections Agreement Work Squad W1095	Continue to support the work efforts throughout the City	58,000
4	Department of Corrections Agreement Work Squad W1136	Continue to support the work efforts at the City's NorthWest Complex	58,000
5	Port a Potty Rental	To be used by the DOC Work Squads 2 @ \$100 per month	2,400

Total Cost	\$ 234,400
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Fund	Street Improvement Fund 101
Department	Inmate Program 3414-541
Line Item #	4000
Line Item Description	Travel & Per Diem

Item	Description	Justification	Estimated Cost
1	Tolls	Tolls for Inmate Squad for travel to Apopka from DOC	2,500

Total Cost	\$ 2,500
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Fund	Street Improvement Fund 101
Department	Inmate Program 3414-541
Line Item #	4100
Line Item Description	Communications Services

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	Street Improvement Fund 101
Department	Inmate Program 3414-541
Line Item #	4200
Line Item Description	Freight & Postage

Total Cost	\$	100
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Fund	Street Improvement Fund 101
Department	Inmate Program 3414-541
Line Item #	4300
Line Item Description	Utility Services

[illegible]158

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Inmate Program 3414-541</u>
Line Item #	<u>4500</u>
Line Item Description	<u>Liability & Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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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>

[illegible]

Total Cost	\$ 9,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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
Work Squad 1164			
1	Fire Extinguisher	Renewal or Replacement	50
2	PPE	Safety Glasses, Gloves, Hardhats, Ear Plugs	500
3	Hand Tools	Replacement of shovels, rakes, pruning sheers and other hand tools	650
4	Personal Hygiene Perishables	Hand towels, rags, soap, etc.	200
5	2cycle Oil	Use for small 2cycle equipment	200
6	Power Equipment Perishables	Weed eater string, edger blades, mower blades, and chainsaw blades	480
7	Backpack Blower	Replacement x2	700
Work Squad 1152			
8	Fire Extinguisher	Renewal or Replacement	50
9	PPE	Safety Glasses, Gloves, Hardhats, Ear Plugs	500
10	Hand Tools	Replacement of shovels, rakes, pruning sheers and other hand tools	650
11	Personal Hygiene Perishables	Hand towels, rags, soap, etc.	200
12	2cycle Oil	Use for small 2cycle equipment	200
13	Power Equipment Perishables	Weed eater string, edger blades, mower blades, and chainsaw blades	480
14	Weedeater	Replacement x2	900
Work Squad 1095			
15	Fire Extinguisher	Renewal or Replacement	50
16	PPE	Safety Glasses, Gloves, Hardhats, Ear Plugs	500
17	Hand Tools	Replacement of shovels, rakes, pruning sheers and other hand tools	650
18	Personal Hygiene Perishables	Hand towels, rags, soap, etc.	200
19	2cycle Oil	Use for small 2cycle equipment	200
20	Power Equipment Perishables	Weed eater string, edger blades, mower blades, and chainsaw blades	480
21	Edger	Replacement x2	700
Work Squad 1136			
22	Fire Extinguisher	Renewal or Replacement	50
23	PPE	Safety Glasses, Gloves, Hardhats, Ear Plugs	500
24	Hand Tools	Replacement of shovels, rakes, pruning sheers and other hand tools	650
25	Personal Hygiene Perishables	Hand towels, rags, soap, etc.	200
26	2cycle Oil	Use for small 2cycle equipment	200
27	Power Equipment Perishables	Weed eater string, edger blades, mower blades, and chainsaw blades	480
28	Chain/Pole Saw	Replacement x2	900

Total Cost	\$ 11,520
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Fund	Street Improvement Fund 101
Department	Inmate Program 3414-541
Line Item #	5250
Line Item Description	Fuel and Gasoline

Total Cost	\$ 13,250
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Inmate Program 3414-541</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Inmate Program 3414-541</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	2018 Ford T-350 Transit Wagon	To replace Unit 1045. This unit is 6+ years old and is constantly in need of repair. This year the cost to repair unit exceeded its auction value.	35,000
2	2018 Ford T-350 Transit Wagon	To replace Unit 1091. This unit is 6+ years old and is constantly in need of repair. This year the cost to repair unit exceeded its auction value.	35,000
3	2018 Ford T-350 Transit Wagon	To replace Unit 1091. This unit is 6+ years old and is constantly in need of repair. This year the cost to repair unit exceeded its auction value.	

Total Cost	\$ 70,000
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CITY OF APOPKA			
OPERATING BUDGET JUSTIFICATION FORM			
FISCAL YEAR 2018-19			
	Fund	Street Improvement Fund 101	
	Department	Inmate Program 3414-541	
	Line Item #		
	Line Item Description	Summary	
			(Auto-filled)
Object	Description	Justification	Estimated Cost
3400	Other Contractual Services		234,400
4000	Travel & Per Diem		2,500
4100	Communications		-
4200	Freight & Postage		100
4300	Utility Services		-
4500	Liability and Casualty Insurance		-
4650	Vehicle Maintenance		9,000
5200	Operating Supplies		11,520
5250	Fuel and Gasoline		13,250
6300	Infrastructure		-
6400	Equipment		70,000
Total Cost			\$ 340,770

CITY OF APOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund Street Improvement Fund 101
Department Inmate Program 3414-541
Line Item # 6300
Project Description Capital Improvements

Purpose and Justification: *(must include title, purpose, public benefit, number or percentage of residents affected, comprehensive plan/goals/objectives/policies, justification and regulatory agency requirements.)*

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2018	2019	2020	2021	2022	TOTAL
Land Acquisition						-
Architectural/Engineering Design						-
Permitting & Construction						-
Equipment/Furniture/Furnishings						-
Landscaping & Site Amenities						-
Other(s) (please list)						-
						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source(s):						
Prior Year Surplus						-
Impact Fees						-
Bond						-
Lease						-
Grant (list sources and amounts)						-
Other(s) (please list)						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF AOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2018-19**

Fund Street Improvement Fund 101
Department Inmate Program 3414-541
Division _____

Position Title	Justification	Anticipated Salary/Grade
Maintenance Worker III	Currently we only have one Maintenance Worker III but four Inmate Work Squads. The remaining three Squads are unsupervised and we have to use a City employee from another Division to help oversee the Squad causing a shortage in that Division.	33,915 / 110
Maintenance Worker III	Currently we only have one Maintenance Worker III but four Inmate Work Squads. The remaining three Squads are unsupervised and we have to use a City employee from another Division to help oversee the Squad causing a shortage in that Division.	33,915 / 110
Maintenance Worker III	Currently we only have one Maintenance Worker III but four Inmate Work Squads. The remaining three Squads are unsupervised and we have to use a City employee from another Division to help oversee the Squad causing a shortage in that Division.	33,915 / 110

FT = Regular Full Time
PT = Regular Part Time
PTT = Temporary

ATTACH JOB DESCRIPTION TO THIS FORM

Coord: _____

CITY OF APOPKA
STORMWATER FUND
120-3151

STORMWATER MANAGEMENT FUND BUDGET SUMMARY

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
ADD REVENUES:				
343-7000 STORMWATER SERVICE FEES	414,701	415,000	415,000	0%
343-7050 PRIOR YEAR STORMWATER FEES	1,521			0%
361-1000 INVESTMENT EARNINGS	10,480	6,000	6,000	0%
361-3001 INTEREST - COUNTY TAX COLLECTOR	240			0%
389-0009 CARRYFORWARD APPROPRIATIONS	-	-	-	0%
389-1000 FUNDING FROM RESERVES	-	-		0%
TOTAL REVENUES AVAILABLE	426,942	421,000	421,000	0%
DEDUCT EXPENDITURES:				
OPERATING EXPENDITURES	24,252	89,500	310,140	247%
CAPITAL EXPENDITURES	107,120	269,695	690,000	156%
TRANSFERS OUT:				
GENERAL FUND & STREET IMPROVEMENT FUND	233,651	61,805	61,805	0%
TOTAL EXPENDITURES	365,022	421,000	1,061,945	152%

**CITY OF APOPKA
STORMWATER FUND**

120 - 3151

LINE ITEM DETAIL

	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>BUDGET</u>	<u>2020</u> <u>REQUESTED</u>	<u>PERCENT</u> <u>CHANGE</u>
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	(16,040)	50,000	50,000	0.00%
3400 OTHER CONTRACTUAL SERVICES	-	-	100,000	0.00%
3410 TAX COLLECTOR ADMIN FEE	11,054			
4100 COMMUNICATIONS		-	700	0.00%
4600 REPAIR & MAINT.-BLDG. & EQUIPMENT	1,630			
4650 VEHICLE MAINTENANCE	359	-	19,500	0.00%
4900 OTHER CHARGES	29,113	38,000	73,000	92.11%
5200 OPERATING SUPPLIES	(1,864)	-	45,940	0.00%
5250 FUEL & GASOLINE	-	-	17,250	100.00%
5400 BOOKS,PUBS, SUBS & MEMBERSHIPS	-	1,500	3,750	100.00%
TOTAL	24,252	89,500	310,140	246.53%
CAPITAL OUTLAY:				
6100 LAND ACQUISITION	-	-	-	0.00%
6300 INFRASTRUCTURE	89,294	269,695	250,000	-7.30%
6400 EQUIPMENT	17,825	-	440,000	0.00%
TOTAL	107,120	269,695	690,000	155.84%
TRANSFERS OUT:				
9101 TRANSFER TO GENERAL FUND	63,731	61,805	61,805	0.00%
9111 TRANSFER TO STREET IMPROVEMENT FUND	169,920	-		0.00%
TOTAL	233,651	61,805	61,805	0.00%
TOTAL COST	365,022	421,000	1,061,945	152.24%

CAPITAL OUTLAY

6300 - Improvements:

Total Improvements \$ -

6400 - Equipment:

Total Equipment \$ -

Total Capital Outlay \$ -

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Stormwater Support	Labor support with after normal working hours City Stormwater emergencies , 260hrs at \$28/hr.	

Total Cost	\$ -
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Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Total Cost	\$ 50,000
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Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Total Cost	\$ 100,000
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Fund	Stormwater Fund - 120
Department	Stormwater 3151-538
Line Item #	4100
Line Item Description	Communications

Item	Description	Justification	Estimated Cost
1	Equipment GPS Units	Units and Monthly cell service for untis	700

Total Cost	\$ 700
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Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals & Leases</u>

Item	Description	Justification	Estimated Cost
1	Emergency Rental/Lease	Rental or lease for, pumps, MOT, or other equipment due to storm or other event	

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>4500</u>
Line Item Description	<u>Liability & Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Total Cost	\$ 19,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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
1	National Pollutant Discharge Elimination System (NPDES) Services	Cost of NPDES services of the DEP	8,000
2	Property Appraiser Parcels	Cost of stormwater non ad valorem fees collected by Orange County Property Appraiser	20,000
3	Orange County	Aquatic Maintenance of Lake McCoy - Prorata Share of County Budget (44%)	
4	Stormwater Pond Treatments	Aquatic Maintenance of Martin's Pond and other stormwater retention ponds throughout the City	25,000
5	Roll off/Dumping Fees	Fees for removal of debris from sweeper and stormwater system throughout the City	20,000

Total Cost	\$ 73,000
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Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Office Supplies	Paper ,pens, toner/ink	

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Uniforms	City Provided, 2 @ \$235 per year	740
2	Safety Shoes	City Provided, 2 @ \$150 per year	300
3	Fire Extinguisher	Renewal or Replacement	850
4	PPE	Safety Glasses, Gloves, Hardhats, Ear Plugs	800
5	Radios	Used to commutate with personnel	5,000
6	Hand Tools	Shovels, rakes and other hand tools	1,000
7	Personal Hygiene Perishables	Hand towels, rags, soap, etc.	450
8	MOT - Barricades	Replacement/New barricades	2,500
9	MOT - Safety Cones	Replacement/New cones	2,000
10	MOT - Signage	Replacement/New Signage	1,500
11	Daily Supplies	Nuts, bolts, screws, brackets, screw drivers, wrenches and other repair items	3,500
12	Battery Powered Hand Tools	Repair/Replacement of battery powered drills, hammer drills, saws, flash lights, etc.	10,000
13	Hazards Spill Control	Kits and material to control hazards spills on City roadways and ROW	2,000
14	2cycle Oil	Use for small 2cycle equipment	300
15	Small Equipment Perishables	Bar oil, blades, chainsaw bars, concrete saw blades, saw saw blades, drill bits, etc.	5,000
16	Base Course Material	Lime rock, sand, millings, other base material for Stormwater repairs	10,000

Total Cost	\$ 45,940
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Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Total Cost	\$ 17,250
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Fund	<i>Stormwater Fund - 120</i>
Department	<i>Stormwater 3151-538</i>
Line Item #	<i>5400</i>
Line Item Description	<i>Books, Publications & Subscriptions</i>

Item	Description	Justification	Estimated Cost
1	Florida Utility Association Memberships	Membership Fee	1,500
2	Florida Stormwater Association Memberships	Membership Fee	950
3	Stormwater Training Manuals	Manuals for training staff	1,300

Total Cost	\$ 3,750
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Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Total Cost	\$ -
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Fund	<i>Stormwater Fund - 120</i>
Department	<i>Stormwater 3151-538</i>
Line Item #	<i>6300</i>
Line Item Description	<i>Infrastructure</i>

Item	Description	Justification	Estimated Cost
1	Drainage City Wide	City wide project for the improvement of the existing drainage systems and additional installations of new systems as the City grows	150,000
2	Pipe Lining	Lining existing storm water piping for protection of erosion and roadway depressions	100,000

Total Cost	\$ 250,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund Stormwater Fund - 120
 Department Stormwater 3151-538
 Line Item # 6400
 Line Item Description Equipment & Machinery

Item	Description	Justification	Estimated Cost
1	Gradall XL4100	As the City takes over more rural roads and ROWs we would like to request machinery that will help in the maintenance of them. With this unit we can provide cost effective grading of roadside embankments, Stormwater swells, excavating. Equipment is needed to comply with our MS4 permit	440,000
2	Vactor 2100i Truck	Currently the City has no way to maintain the Stormwater system throughout City. Vactor truck is needed to clean catch basins, pipes, and to jet clogged lines. This unit will be used to service and complete normal maintenance as it relates to the MS4 permit	
3	9' x 25' Deck Over Trailer	Needed to transport equipment to job sites throughout the City	
4	10' x 16' Sided Trailer	Needed to transport equipment and tools to job sites throughout the City	
5	Stormwater Transporter	Piping camera and launching platform to inspect, repair, and maintain the City's Stormwater system. Currently the City has no way to inspect or catalog the system	
6	3" Pump x2	To dewater and/or remove water from structures and pipes to inspections and maintenance	
	6" Pump	To dewater and/or remove water from structures and pipes to inspections and maintenance. Can be used for emergencies to clear flooded roadways. Piping included.	
7	Arc Gis User License 2 @ \$500	License that will be used for workorders and asset tracking with Arc GIS	
8	Confined Space Lift and PPE	Lift and PPE to use during Stormwater inspections. Currently the City's does not have a safe way to lower personnel into structures	
9	Confined Space Air Monitor x2	Test and monitor air/atmosphere during inspections. Currently the City has no such device in Stormwater	
10	GPS Units	Used for asset tracking and cataloging City's Stormwater system	
11	Ford F-550 CC w/Boom	Truck to transport personnel to work locations throughout the City (\$66,000)	
12	Dump Truck	Truck to transport material to dumping location and to transport material to job sites throughout the City	
	Flat Bed Truck	Truck to transport personnel and equipment to complete work orders and repairs throughout the City	
13	Stil Rock Boss	Used to cut and repair Stormwater pipes throughout the City	
14	Ford F-350	Truck to transport personnel to work locations throughout the City	

Total Cost	\$ 440,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>9300</u>
Line Item Description	<u>Transfer</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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CITY OF APOPKA			
OPERATING BUDGET JUSTIFICATION FORM			
FISCAL YEAR 2019-20			
	Fund	Stormwater Fund - 120	
	Department	Stormwater 3151-538	
	Line Item #		
	Line Item Description	Summary	
			(Auto-filled)
Object	Description	Justification	Estimated Cost
1400	Overtime		-
3100	Professional Services		50,000
3400	Other Contractual Services		100,000
4100	Communications		700
4500	Liability and Casualty Insurance		-
4650	Vehicle Maintenance		19,500
4900	Other Charges		73,000
5200	Operating Supplies		45,940
5250	Fuel and Gasoline		17,250
5400	Books, Pubs, Subs & Membership		3,750
6300	Infrastructure		250,000
6400	Equipment		440,000
9300	Transfers		-
Total Cost			\$ 1,000,140

CITY OF AOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>6300</u>
Project Description	<u>Capital Improvements</u>

Purpose and Justification: *(must include title, purpose, public benefit, number or percentage of residents affected, plan/goals/objectives/policies, justification and regulatory agency requirements.)*

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2018	2019	2020	2021
Land Acquisition				
Architectural/Engineering Design				
Permitting & Construction				
Equipment/Furniture/Furnishings				
Landscaping & Site Amenities				
Other(s) (please list)				
TOTAL	\$ -	\$ -	\$ -	\$ -
Funding Source(s):				
Prior Year Surplus				
Impact Fees				
Bond				
Lease				
Grant (list sources and amounts)				
Other(s) (please list)				
TOTAL	\$ -	\$ -	\$ -	\$ -

comprehensive

2022	TOTAL
	-
	-
	-
	-
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\$ -	\$ -
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\$ -	\$ -

CITY OF APOPKA
UTILITY ADMINISTRATION

401 - 3010

LINE ITEM DETAIL

		2018	2019	2020	PERCENT
		ACTUAL	BUDGET	PROPOSED	CHANGE
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	628,502	664,945	645,711	-2.89%
1210	LONGEVITY PAY	7,571	2,964	2,086	-29.61%
1400	OVERTIME	-	800	800	0.00%
1600	OTHER REIMBURSED ALLOWANCES	1,428	1,514	960	-36.60%
2100	F.I.C.A.	46,876	51,272	49,691	-3.08%
2200	RETIREMENT CONTRIBUTION	109,247	115,477	113,283	-1.90%
2300	LIFE AND HEALTH INSURANCE	83,988	83,224	107,124	28.72%
2400	WORKERS COMPENSATION	1,785	2,045	1,532	-25.07%
2600	OTHER POTEEMPLOYMENT BENEFITS OPEB	68,060			
2610	PENSION ADJUSTMENT	14,098			
2500	OTHER POST EMPL BENEFITS	-	-	-	
TOTAL		961,555	922,241	921,187	-0.11%
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	-	15,000	50,000	233.33%
3400	OTHER CONTRACTUAL SERVICES	6,955	6,480	6,480	0.00%
4000	TRAVEL & PER DIEM	34		2,400	0.00%
4200	FREIGHT & POSTAGE	158	600	600	0.00%
4300	UTILITY SERVICES	7,477	7,500	8,300	10.67%
4400	RENTAL & LEASES	150	150	155	3.33%
4600	REPAIR AND MAINTENANCE	5,612	14,299	10,250	-28.32%
4650	VEHICLE MAINTENANCE	2,022	1,500	1,500	0.00%
4700	PRINTING AND BINDING	213	500	500	0.00%
4900	OTHER CHARGES	855	-	-	0.00%
5100	OFFICE SUPPLIES	3,091	2,850	3,000	5.26%
5200	OPERATING SUPPLIES	2,162	4,000	7,265	81.63%
5201	VENDING SUPPLIES	-	1,200	1,200	0.00%
5250	FUEL & GASOLINE	997	950	500	-47.37%
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	484	1,624	1,300	-19.95%
5500	TRAINING	-	3,975	5,375	35.22%
5401	NPL ADJUSTMENT	-	-	-	0.00%
TOTAL		30,210	60,628	98,825	63.00%
CAPITAL OUTLAY:					
6200	BUILDINGS	-	-	230,000	0.00%
6300	INFRASTRUCTURE	-	-	-	0.00%
6400	EQUIPMENT	-	-	5,300	0.00%
TOTAL		-	-	235,300	0.00%
TRANSFERS:					
9101	TRANSFER TO GENERAL FUND	6,219,453	6,241,453	6,241,453	0.00%
TOTAL		6,219,453	6,241,453	6,241,453	0.00%
TOTAL COST		7,211,218	7,224,322	7,496,765	3.77%

CITY OF APOPKA UTILITY ADMINISTRATION 401 - 3010
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STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
PUBLIC SERVICES DIRECTOR	1	1	1
ASST PUBLIC SERVICES DIRECTOR	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
FACILITIES ADMINISTRATOR	1	1	1
OFFICE MANAGER	1	1	1
ADMINISTRATIVE SUPPORT CLERK	1	1	1
SECRETARY II	1	1	0
CUSTOMER SERVICE CLERK	1	1	0
PURCHASING AND SUPPLY SPECIALIST	1	1	1
RECEPTIONIST	0	0	1
FINANCIAL ANALYST	0	0	1
TOTAL	9	9	9

CAPITAL OUTLAY

6200 - Building

\$ -

6400 - Equipment

\$ -

Total Capital Outlay

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>1600</u>
Line Item Description	Other Reimburse Allowances

Item	Description	Justification	Estimated Cost
1	Cell Phone Allowance	\$40 monthly - Kevin Becotte	480

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Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	3100
Line Item Description	Professional Services

Total Cost	Total Base	50,000

Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	3400
Line Item Description	Other Contractual Services

Total Cost	Total Base	\$ 6,480

Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	4000
Line Item Description	Travel & Per Diem

Item	Description	Justification	Estimated Cost
1	WEFTEC	Professional Conference	1,500
2	FWRC	Professional Conference	600
3	Miscellaneous Travel	Professional Seminars	300

Total Cost	Total Base	\$ 2,400

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-2020**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	Total Base	\$ -

Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Administration 3010-539</i>
Line Item #	<i>4200</i>
Line Item Description	<i>Freight & Postage</i>

Item	Description	Justification	Estimated Cost
1	Freight & Postage	Misc. charge for mailing of docs for projects	600

Total Cost	Total Base	\$ 600

Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	4300
Line Item Description	Utility Services

Item	Description	Justification	Estimated Cost
1	Electric	Utility Services for PS Admin	6,000
2	Water	Water Service for PS Admin	2,300

Total Cost	Total Base	\$ 8,300

Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	4400
Line Item Description	Rentals and Leases

Item	Description	Justification	Estimated Cost
1	Railroad Lease #54-106	Charge for phone cable under railroad tracks near 8th St.	155

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CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-2020

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4500</u>
Line Item Description	<u>Liability & Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	Total Base \$	-

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-2020**

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	Carpet Cleaning	Annual cleaning of carpets in PS Admin Building	1,200
2	Ricoh Printer Maint/Service Agreement	Service agreement for one shared printer (12 @ \$180/mo.), plus \$36/mo. For B/W copies	2,592
3	Ricoh Copier Maintenance/Lease Agreement	Annual Lease for PS Admin copier (12 @ \$129.78)	1,558
4	Ricoh Copier Overage Charges	Extra copies B/W @ \$0.0059 per page, Color @ \$0.045 per page	1,200
5	Fire Extinguisher Service	Annual inspection of fire extinguishers	300
6	Misc. Equipment Repairs	Supplies for equipment repairs	800
7	Misc. Building Repairs	Supplies for building repairs	2,000
8	Cloud Controller Subscription Licence	Five Year Cloud subscription	600

Total Cost	Total Base	\$	10,250

Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	4650
Line Item Description	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	Vehicle Maintenance	Preventive and corrective maintenance for PS Admin Vehicles (3 @ \$500)	1,500

Total Cost	Total Base	\$ 1,500

Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Administration 3010-539</i>
Line Item #	<i>4700</i>
Line Item Description	<i>Printing Services</i>

Item	Description	Justification	Estimated Cost
1	Printing Services	Printing services for letterhead, envelopes and business cards	500

Total Cost	Total Base	\$ 500

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-2020**

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

Total Cost	Total Base	\$	-

Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	5100
Line Item Description	Office Supplies

Total Cost	Total Base	\$ 3,000

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-2020**

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	Cleaning Supplies	Cleaning supplies for PS Admin	750
2	Employee Hospitality	Sympathy cards for employees	50
3	Janitorial Supplies	Paper toiletry products, garbage bags, paper towels, hand soap	1,500
4	Radio Batteries	Replacement batteries for Motorola Radios (5 @ \$100)	500
5	Christmas Luncheon	Annual Staff Event	1,200
6	Computer Monitors	10 Monitors @ \$150 each	1,500
7	Safety Shoes	Safety Shoes - Kevin Becotte	150
8	WIFI Access Point	Cloud Managed AP	600
9	HDTV	Director's Conference Room AV Upgrade	799
10	TV Mount	Mount Bracket	76
11	MultiPort Adaptor	USB-C	140

Total Cost	Total Base	\$	7,265

Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	5201
Line Item Description	Vending Supplies

Item	Description	Justification	Estimated Cost
1	PS Employee Appreciation Luncheon	Food and supplies for Annual PS Employee Luncheon	1,200

Total Cost	Total Base	\$ 1,200

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	Vehicles	Fuel charges for PS Admin vehicles (200 gal. @ \$2.50)	500

Total Cost	Total Base	\$ 500

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-2020**

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>ASCE - American Society of Civil Engineers</i>	<i>Annual Membership - Kevin Becotte</i>	325
3	<i>SWANA - Solid Waste Association of North America</i>	<i>Annual Membership - Kevin Becotte</i>	250
4	<i>AWWA - American Water Works Association</i>	<i>Annual Membership - Kevin Becotte</i>	240
5	<i>WEF- Water Environment Federation</i>	<i>Annual Membership - Kevin Becotte</i>	160
6	<i>FES- Florida Engineering Society</i>	<i>Annual Membership - Kevin Becotte</i>	180
7	<i>Miscellaneous Books</i>	<i>Technical Manuals - Kevin Becotte</i>	120

Total Cost	Total Base	\$	1,300

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-2020**

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	WEFTEC	Annual Conference - Kevin Becotte	900
2	FWRC	Annual Conference - Kevin Becotte	500
3	Office Staff Seminars	Continuing Education	500
4	Software Courses	Continuing Education	375
5	Miscellaneous Professional Seminars	Continuing Education for Engineering License- Kevin becotte	500
6	Training	Training for Initial Training Course for Landfill Operators and C&D Sites-John Borrow	600
7	Training	Training for Florida Underground Utilities Contractor License- John Borrow	2000

Total Cost	Total Base	\$	5,375

Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Administration 3010-539</i>
Line Item #	<i>6200</i>
Line Item Description	<i>Building</i>

Item	Description	Justification	Estimated Cost
1	(Public Services Admin)	Roof Replacement Due to Age & Poor Condition	230,000

Total Cost	Total Base	\$ 230,000

Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Administration 3010-539</i>
Line Item #	<i>6300</i>
Line Item Description	<i>Infrastructure</i>

Item	Description	Justification	Estimated Cost

Total Cost	Total Base	\$ -

Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Administration 3010-539</i>
Line Item #	<i>6400</i>
Line Item Description	<i>Equipment & Machinery</i>

Item	Description	Justification	Estimated Cost
1	AV Systems	Updating Conference Room with AV system	5,300

Total Cost	Total Base	\$ 5,300

CITY OF AOPKA			
OPERATING BUDGET JUSTIFICATION FORM			
FISCAL YEAR 2018-19			
	Fund	Water & Wastewater Fund - 401	
	Department	Utility Administration 3010-539	
	Line Item #		
	Line Item Description	Summary	
			(Auto-filled)
Object	Description	Justification	Estimated Cost
			Base
1600	Other Reimburse Allowances		480
3100	Professional Services		50,000
3400	Other Contractual Services		6,480
4000	Travel & Per Diem		2,400
4100	Communications		-
4200	Freight & Postage		600
4300	Utility Services		8,300
4400	Rental & Leases		155
4500	Liability and Casualty Insurance		-
4600	Repair & Maintenance - Bldg & Equip		10,250
4650	Vehicle Maintenance		1,500
4700	Printing Services		500
4900	Other Charges		-
5100	Office Supplies		3,000
5200	Operating Supplies		7,265
5201	Vending Supplies		1,200
5250	Fuel and Gasoline		500
5400	Books, Pubs, Subs & Membership		1,300
5500	Training		5,375
6200	Building		230,000
6300	Infrastructure		-
6400	Equipment		5,300
Total Cost			\$ 334,605

CITY OF APOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-2020
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>6300</u>
Project Description	<u>Capital Improvements</u>

Purpose and Justification: *(must include title, purpose, public benefit, number or percentage of residents affected, plan/goals/objectives/policies, justification and regulatory agency requirements.)*

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2018	2019	2020	2021
Land Acquisition				
Architectural/Engineering Design				
Permitting & Construction				
Equipment/Furniture/Furnishings				
Landscaping & Site Amenities				
Other(s) (please list)				
TOTAL	\$ -	\$ -	\$ -	\$ -
Funding Source(s):				
Prior Year Surplus				
Impact Fees				
Bond				
Lease				
Grant (list sources and amounts)				
Other(s) (please list)				
TOTAL	\$ -	\$ -	\$ -	\$ -

comprehensive

2022	TOTAL
	-
	-
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\$ -	\$ -
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	-
\$ -	\$ -

**CITY OF AOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2019-2020**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Division	<u></u>

Position Title	Justification	Anticipated Salary/ Grade

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FT = Regular Full Time
PT = Regular Part Time
PTT = Temporary

ATTACH JOB DESCRIPTION TO THIS FORM

Coord:

CITY OF AOPKA
WATER PLANT
401-3111

LINE ITEM DETAIL

	2018	2019	2020	PERCENT
	ACTUAL	BUDGET	REQUESTED	CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	303,543	349,707	347,353	-0.67%
1210 LONGEVITY PAY	-	1,229	1,019	-17.07%
1300 OTHER SALARIES AND WAGES	-	-	-	0.00%
1400 OVERTIME	7,274	15,600	15,600	0.00%
1600 OTHER REIMBURSED ALLOWANCES	480	-	-	0.00%
2100 F.I.C.A.	22,324	28,040	27,844	-0.70%
2200 RETIREMENT CONTRIBUTION	52,193	61,183	55,624	-9.09%
2300 LIFE AND HEALTH INSURANCE	60,463	58,639	69,905	19.21%
2400 WORKERS COMPENSATION	3,477	1,860	1,846	-0.73%
2600 OTHER POST EMPL BENEFITS	58,337	-	-	0.00%
2610 PENSION ADJUSTMENT	12,084	-	-	0.00%
TOTAL	520,175	516,258	519,192	0.57%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	4,350	5,750	5,750	0.00%
3400 OTHER CONTRACTUAL SERVICES	-	-	45,000	100.00%
4000 TRAVEL & PER DIEM	820	700	700	0.00%
4100 COMMUNICATIONS	-	-	960	0.00%
4200 FREIGHT & POSTAGE	11	300	300	0.00%
4300 UTILITY SERVICES	430,178	490,000	490,000	0.00%
4400 RENTAL & LEASES	898	1,500	1,500	0.00%
4600 REPAIR AND MAINTENANCE	32,117	28,050	29,350	4.63%
4650 VEHICLE MAINTENANCE	8,841	7,000	7,000	0.00%
4900 OTHER CHARGES	6,750	6,825	6,825	0.00%
4960 BAD DEBT EXPENSE	-	40,000	-	-100.00%
5100 OFFICE SUPPLIES	633	1,270	1,270	0.00%
5200 OPERATING SUPPLIES	111,305	153,950	158,750	3.12%
5220 WATER CONSERVATION PROGRAM	4,257	25,000	25,000	0.00%
5250 FUEL & GASOLINE	15,049	18,500	18,500	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	75	75	0.00%
5500 TRAINING	1,005	2,775	2,775	0.00%
5900 DEPRECIATION EXPENSE	-	-	-	-
TOTAL	616,212	781,695	793,755	1.54%
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	-	-
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	0.00%
6400 EQUIPMENT	-	162,500	43,000	-73.54%
TOTAL	-	162,500	43,000	-73.54%
TRANSFERS:				
9101 TRANSFER TO GENERAL FUND	-	-	-	0.00%
TOTAL	-	-	-	0.00%
TOTAL COST	1,136,387	1,460,453	1,355,947	-7.16%

CITY OF APOPKA
WATER PLANT
401 - 3111

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
CHIEF WATER PLANT OPERATOR	1	1	1
WATER PLANT OPERATOR "A"	2	1	1
WATER PLANT OPERATOR "B"	2	3	3
WATER CONSERVATION SPECIALIST	1	1	1
WATER CONSERVATION AIDE	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	7	7	7

CAPITAL OUTLAY

6300 - Improvements:

Total Improvements	<u>\$ -</u>
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6400 - Equipment

Total Equipment	<u>\$ -</u>
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Total Capital Outlay	\$ -
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CITY OF APOPKA			
OPERATING BUDGET JUSTIFICATION FORM			
FISCAL YEAR 2018-19			
	Fund	Water & Wastewater Fund - 401	
	Department	Water Plant 3111-533	
	Line Item #		
	Line Item Description	Summary	
			(Auto-filled)
Object	Description	Justification	Estimated Cost
1400	Overtime		15,600
3100	Professional Services		5,750
3400	Other Contractual Services		45,000
4000	Travel & Per Diem		700
4100	Communications		960
4200	Freight & Postage		300
4300	Utility Services		490,000
4400	Rental & Leases		1,500
4500	Liability and Casualty Insurance		-
4600	Repair & Maintenance - Bldg & Equip		29,350
4650	Vehicle Maintenance		7,000
4900	Other Charges		6,825
5100	Office Supplies		1,270
5200	Operating Supplies		158,750
5220	Water Conservation Program		25,000
5250	Fuel and Gasoline		18,500
5400	Books, Pubs, Subs & Membership		75
5500	Training		2,775
6300	Infrastructure		-
6400	Equipment		43,000
7100	Debt Service - Principal		-
7200	Debt Service - Interest		-
9300	Transfers		-
Total Cost			\$ 852,355

Fund	Water & Wastewater Fund - 401
Department	Water Plant 3111-533
Line Item #	1400
Line Item Description	Overtime

Item	Description	Justification	Estimated Cost
1	Overtime	Overtime for responding to after-hours call-outs and plant emergencies (2 hrs/wk @ \$37.50/hr.)	3,900
2	Standby Time	Incentive time paid to the operators for being on after-hours standby (9 hrs./wk. @ \$25.00/hr.)	11,700

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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Water Plant 3111-533</i>
Line Item #	<i>3100</i>
Line Item Description	<i>Professional Services</i>

Item	Description	Justification	Estimated Cost
1	Annual CUP Wetlands Monitoring Report	SJRWMD CUP Mandate - Condition #49 of CUP #3217	5,500
2	Bond Maintenance Fee	Annual Bond Maintenance Fee	250

Total Cost	\$ 5,750
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Grounds Maintenance	Mowing of the 51 acres of the Water plants for budget year 2020 to include Sheeler Oaks, Grossenbacher, Plymouth Regional, Mt. Plymouth and Northwest Water Plants	45,000
2	Lab Analysis - Contract Lab	Laboratory analysis of water samples to meet permit conditions	

Total Cost	\$ 45,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Water Plants' After-Hours Standby Operator Call-Out Mileage	The Water Plant operators do not take a City vehicle home for after-hours call-outs. They are paid standby mileage for travel in the personal vehicle to their after-hours calls.	700

Total Cost	\$ 700
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Cell Phone Service - Standby Operator	Service for the City provided cell phone for the after-hours standby operator. The phone is utilized for SCADA system call-outs for plant alarms and boil water advisories due to water main breaks.	960

Total Cost	\$ 960
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Fund	Water & Wastewater Fund - 401
Department	Water Plant 3111-533
Line Item #	4200
Line Item Description	Freight & Postage

Item	Description	Justification	Estimated Cost
1	Freight (Package Shipping)	Freight charges for the shipment of packages from the Water Plants.	200
2	Postage (Regulatory Correspondence)	Postage charges for the mailing of regulatory and other City business related correspondence	100

Total Cost	\$ 300
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Fund	Water & Wastewater Fund - 401
Department	Water Plant 3111-533
Line Item #	4300
Line Item Description	Utility Services

Item	Description	Justification	Estimated Cost
1	Electric Service - Grossenbacher WTP	Annual electricity cost for the operation of the Grossenbacher WTP	175,000
2	Electric Service - Sheeler Oaks WTP	Annual electricity cost for the operation of the Sheeler Oaks WTP	90,000
3	Electric Service - Myrtle Rogers Womble Northwest WTP	Annual electricity cost for the operation of the Myrtle Rogers Womble Northwest WTP	165,000
4	Electric Service - Plymouth Regional WTP	Annual electricity cost for the operation of the Plymouth Regional WTP	30,000
5	Electric Service - Mt. Plymouth Lakes WTP	Annual electricity cost for the operation of the Mt Plymouth Lakes WTP	30,000

Total Cost	\$ 490,000
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Water Plant 3111-533</i>
Line Item #	<i>4400</i>
Line Item Description	<i>Rentals and Leases</i>

Item	Description	Justification	Estimated Cost
1	Emergency Equipment Rental	Rental of equipment for the Water Plants in response to unforeseen emergencies	1,500

Total Cost	\$ 1,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4500</u>
Line Item Description	<u>Liability & Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Building Maintenance & Repairs	Maintenance of buildings and equipment at the Water Plants	15,000
2	Handheld Analyzer Calibrations & Repairs	Annual calibrations of handheld chlorine, pH, and turbidity meters, and repairs to field instruments	2,000
3	Annual Backflow Test Kit Calibration	Annual calibration of BFP test kit for completion of annual BFP inspections	150
4	Fire Extinguisher Service	Annual service to the fire extinguishers for the Water Plants	200
5	Ground Storage Tank Cleaning at 3 WTP's (3 @ \$3,500/ea)	Periodic cleaning of Ground Storage Tank interiors needed to remove silt and debris from floor of the tanks.	12,000

Total Cost	\$ 29,350
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Fund	Water & Wastewater Fund - 401
Department	Water Plant 3111-533
Line Item #	4650
Line Item Description	Vehicle Maintenance

Total Cost	\$ 7,000
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Fund	Water & Wastewater Fund - 401
Department	Water Plant 3111-533
Line Item #	4900
Line Item Description	Other Charges

Item	Description	Justification	Estimated Cost
1	Annual DEP Operating License Fees	Annual DEP Operating License Fees for the five Water Plants (DEP Mandate 64-4.053(3) F.A.C.)	6,000
2	Diesel Fuel Storage Tank Annual Registrations (3 @ \$25)	Annual DEP Diesel Fuel Storage Tank Registrations	75
3	Drinking Water Laboratory Certification	Annual DOH drinking water laboratory certification for bacteriological testing	750

Total Cost	\$ 6,825
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4960</u>
Line Item Description	<u>Bad Debt Expense</u>

Item	Description	Justification	Estimated Cost
1	Bad Debt Expense		40,000

Total Cost	\$ 40,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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 APOKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund Water & Wastewater Fund - 401
 Department Water Plant - 3111-533
 Line Item # 5200
 Line Item Description Operating Supplies

Item	Description	Justification	Estimated Cost
1	LaMotte Model 1200 Chlorine Colorimeter	Chlorine colorimeter for testing chlorine residuals on the plants for calibration of analyzers, distribution system testing, and customer requests	500
2	Chlorine Residual DPD Reagents (16 @ \$100)	DPD free chlorine residual reagents for testing field chlorine residuals in bacteriological sampling, distribution system monitoring and customer requests	1,600
3	Landscape Maintenance Supplies	Landscape maintenance supplies for the Water Plants' grounds maintenance	2,000
4	Herbicide Weed Killer (1 drums @ \$600/drum)	Herbicide weed killer for maintaining the grounds and fence lines on the Water Plants	600
5	Bee & Wasp Spray (6 cases @ \$100/ea.)	Bee & wasp spray for removal of nests on the Water Plants' tanks and buildings	600
6	Bleach pump sprayers (2 @ \$100)	Bleach pump sprayers used for cleaning and disinfection of the Water Plants' ground storage tank aerators	200
7	Water Hoses (5 @ \$50)	Replacement water hoses for the Water Plants for use in plant cleaning and maintenance	250
8	Broken Tool Replacement	Replacement of broken tools used in Water Plant maintenance and repairs	1,500
9	Janitorial Supplies	Janitorial supplies for keeping the Water Plants' buildings clean	500
10	Latex Gloves	Latex gloves for the operator's use with sample handling	200
11	Disinfectant Wipes (6 cases @ \$50)	Disinfectant wipes for use by the Water Plant operators when conducting compliance sampling	300
12	Hand Soap & Toiletries	Hand soap and toiletries for the restrooms on all Water Plants	500
13	Motorola Radio Batteries (5 @ \$90/ea.)	Replacement batteries for the Water Plants' communication radios	450
14	Painting Supplies	Painting supplies to maintain the aesthetic appearances of the buildings, pumps and piping on the Water Plants	2,000
15	Uniforms (5 @ \$3.74/wk. & 2 @ \$6.74/wk.)	City provided uniforms for the Water Plants' staff	1,675
16	Safety Shoes (7 @ \$150)	Safety shoes provided to the employees to reduce workplace injuries in the performance of their duties	1,050
17	Rubber Boots & Rain Gear (7 @ \$50)	Personal protective equipment for working in inclement weather and wet areas for the Water Plant operators	350
18	Sodium Hypochlorite (180,000 gal. @ \$0.64/gal.)	Sodium hypochlorite used for drinking water disinfection on five Water Plants	120,000
19	Calcium Hypochlorite-HTH (15 buckets @ \$180)	Calcium hypochlorite tablets and granular HTH for maintenance of the Water Plants' tank aerators and disinfection of wells	2,700
Lab Costs			
20	Bacteriological Testing Supplies	Supplies for conducting routine compliance, boil water advisory and customer requested bacteriological testing	13,000
21	CUP Major Ion Analysis (12 @ \$125)	SJRWMD CUP Mandate - Condition #51 of CUP #3217	1,500
22	Disinfection Byproducts Analysis (16 @ \$150)	Disinfection byproducts analysis mandated by DEP Rule 62-550.514 F.A.C.	2,400
23	Nitrate/Nitrite Analysis (5 @ \$50)	Nitrate/Nitrite Analysis mandated by DEP Rule 62-550.512 F.A.C.	250
24	Hardness Analysis (5 @ \$25)	Hardness analysis used to field customer inquiries	125
25	Customer Requested Drinking Water Analysis	Customer requested drinking water analysis for the resolution of water quality complaints	500
26	Drinking Water Laboratory Proficiency Testing (2 @ \$750)	Semi-annual drinking water laboratory bacteriological proficiency testing mandated by DOH Rule 64E-1.106(6) F.A.C.	1,500
27	Lab QA/QC Testing Supplies	QA/QC Testing Supplies for performing quality control testing on drinking water bacteriological testing	2,500

Total Cost \$ 158,750

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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.	25,000

Total Cost	\$ 25,000
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Fund	Water & Wastewater Fund - 401
Department	Water Plant 3111-533
Line Item #	5250
Line Item Description	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
1	Diesel Fuel for Generators (4,000 gal. @ \$3.00/gal.)	Diesel fuel for the Water Plants' standby generators	12,000
2	Fuel for Grounds Maintenance (500 gal. @ \$3.00/gal.)	Fuel for the Water Plants' grounds maintenance equipment	1,500
3	Fuel for Vehicles - Gasoline (1,250 @ \$2.50)	Fuel for the Water Plants' trucks	3,125
4	Fuel for Vehicles - CNG (1500 gal. @ \$1.25/gal.)	Fuel for the Water Plants' truck	1,875

Total Cost	\$ 18,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Florida Irrigation Society Membership Renewal	FIS membership renewal for the Water Conservation Specialist. This membership keeps the Water Conservation Specialist current on changes to irrigation codes and technologies in the operation of the City's water conservation program.	75

Total Cost	\$	75
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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 (7 @ \$200)	Training courses (webinars, online courses, workshops) for the Water Plant operators to obtain CEUs required for DEP operator license renewals	1,400
2	Water Conservation Specialist Conferences and Workshops	Training courses to assist the Water Conservation Specialist in keeping up to date on current technologies and methodologies in the water conservation and NPDES areas	1,000
3	DEP Operator License Renewals	Drinking Water Operator License Renewals (5 @ \$75)	375

Total Cost	\$ 2,775
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Replacement of the Plymouth Regional WTP Wells #1, #2, and #3	The replacement of the Plymouth Regional Wells #1, #2 and #3 are mandated by the City's SJRWMD CUP Condition #32, requiring the wells to be deepened or replaced and drilled into the Lower Floridan Aquifer. The improvements include design engineering for permitting purposes, drilling a new well into the Lower Floridan Aquifer, including pump, motor, controls and all required appurtenances. The three wells will be replaced with one, 1,500 gpm well.	

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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 F150 (CNG) Pick-up Truck	Replacement of Vehicle #18-0975 due to age and wear. Vehicle needed by operations staff to run daily plant checks and other duties	40,000
2	Laboratory Information Management System Software	The increase in sampling and analysis within the drinking water system, has created the need to maintain tighter controls over the work performed in the lab for quality assurance/quality control and lab certification requirements.	
3	Ice Machine	Replacement of existing ice machine at the Grossenbacher WTP. Ice required for the sample collection process.	3,000

Total Cost	\$ 43,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>7100</u>
Line Item Description	<u>Debt Service - Principal</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>7200</u>
Line Item Description	<u>Debt Service - Interest</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>9300</u>
Line Item Description	<u>Transfer</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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CITY OF APOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund Water & Wastewater Fund - 401
Department Water Plant 3111-533
Line Item # 6300
Project Description Capital Improvements

Purpose and Justification: *(must include title, purpose, public benefit, number or percentage of residents affected, comprehensive plan/goals/objectives/policies, justification and regulatory agency requirements.)*

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2018	2019	2020	2021	2022	TOTAL
Land Acquisition						-
Architectural/Engineering Design						-
Permitting & Construction						-
Equipment/Furniture/Furnishings						-
Landscaping & Site Amenities						-
Other(s) (please list)						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source(s):						
Prior Year Surplus						-
Impact Fees						-
Bond						-
Lease						-
Grant (list sources and amounts)						-
Other(s) (please list)						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF AOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2018-19**

Fund Water & Wastewater Fund - 401
Department Water Plant 3111-533
Division _____

Position Title	Justification	Anticipated Salary/Grade

FT = Regular Full Time
PT = Regular Part Time
PTT = Temporary

ATTACH JOB DESCRIPTION TO THIS FORM

Coord: _____

CITY OF APOPKA
WASTEWATER PLANT
401 - 3121

LINE ITEM DETAIL

	2018	2019	2020	PERCENT
	ACTUAL	BUDGET	REQUESTED	CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	513,783	647,211	744,124	14.97%
1210 LONGEVITY PAY	-	1,052	1,358	29.08%
1400 OVERTIME	11,350	22,000	22,000	0.00%
1600 OTHER REIMBURSED ALLOWANCES	-	480	480	0.00%
2100 F.I.C.A.	39,386	52,910	58,749	11.04%
2200 RETIREMENT CONTRIBUTION	93,323	127,744	133,933	4.84%
2300 LIFE AND HEALTH INSURANCE	102,969	141,911	196,908	38.76%
2400 WORKERS COMPENSATION	4,261	5,960	6,302	5.74%
2600 OTHER POST EMPL BENEFITS	136,120	-	-	0.00%
2610 PENSION ADJUSTMENTS	28,196			0.00%
TOTAL	929,388	999,268	1,163,854	16.47%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES		75,250	250	-99.67%
3400 OTHER CONTRACTUAL SERVICES	-	-	18,000	#DIV/0!
4000 TRAVEL & PER DIEM	3,218	2,700	2,700	0.00%
4100 COMMUNICATIONS	-	-	960	0.00%
4200 FREIGHT & POSTAGE	70	100	100	0.00%
4300 UTILITY SERVICES	1,116,255	1,400,640	1,518,272	8.40%
4400 RENTAL & LEASES	1,198	1,500	1,500	0.00%
4600 REPAIR AND MAINTENANCE	16,094	22,300	22,300	0.00%
4650 VEHICLE MAINTENANCE	7,532	4,500	4,500	0.00%
4900 OTHER CHARGES	278,699	96,675	155,425	60.77%
4960 BAD DEBT EXPENSE	-	40,000	40,000	0.00%
5100 OFFICE SUPPLIES	600	1,340	1,340	0.00%
5200 OPERATING SUPPLIES	176,367	288,711	334,341	15.80%
5250 FUEL & GASOLINE	24,021	19,850	19,850	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	105	350	300	-14.29%
5500 TRAINING	3,940	5,770	5,770	0.00%
5900 DEPRECIATION EXPENSE	-			0.00%
TOTAL	1,628,099	1,959,686	2,125,608	8.47%
CAPITAL OUTLAY:				
6200 BUILDINGS		-	-	0.00%
6400 EQUIPMENT	-	22,500		0.00%
TOTAL	-	22,500	-	0.00%
TOTAL COST	2,557,487	2,981,454	3,289,462	10.33%

CITY OF APOPKA
WASTEWATER PLANT
401 - 3121

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
WATER RESOURCE OPERATIONS MANAGER	0	0	1
CHIEF W/W PLANT OPERATOR "A"	1	1	1
W/W PLANT OPERATOR "A"	1	0	0
W/W PLANT OPERATOR "B"	1	2	3
W/W PLANT OPERATOR "C"	4	9	8
LEAD LAB TECHNICIAN	1	1	1
ASSISTANT LAB TECHNICIAN	1	1	1
PLANT MECHANIC	1	0	0
ENVIRONMENTAL SPECIALIST I	0	1	1
TOTAL	10	15	16

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 2018-19			
	Fund	Water & Wastewater Fund - 401	
	Department	Wastewater Plant 3121-535	
	Line Item #		
	Line Item Description	Summary	
			(Auto-filled)
Object	Description	Justification	Estimated Cost
1400	Overtime		5,500
3100	Professional Services		250
3400	Other Contractual Services		18,000
4000	Travel & Per Diem		2,700
4100	Communications		960
4200	Freight & Postage		100
4300	Utility Services		1,518,272
4400	Rental & Leases		1,500
4500	Liability and Casualty Insurance		-
4600	Repair & Maintenance - Bldg & Equip		22,300
4650	Vehicle Maintenance		4,500
4700	Printing Services		-
4900	Other Charges		155,425
4960	Bad Debt		40,000
5100	Office Supplies		1,340
5200	Operating Supplies		334,341
5250	Fuel and Gasoline		19,850
5400	Books, Pubs, Subs & Membership		300
5500	Training		5,770
6300	Infrastructure		-
6400	Equipment		-
Total Cost			\$ 2,131,108

Fund	Water & Wastewater Fund - 401
Department	Wastewater Plant 3121-535
Line Item #	1400
Line Item Description	Overtime

Total Cost	\$ 5,500
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Plant 3121-535</i>
Line Item #	<i>3100</i>
Line Item Description	<i>Professional Services</i>

Total Cost	\$ 250
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Plant 3121-535</i>
Line Item #	<i>3400</i>
Line Item Description	<i>Other Contractual Services</i>

Item	Description	Justification	Estimated Cost
1	Grounds Maintenance	Mowing of the 147 acres at WRF to include the new Waste water plant for budget year 2020	18,000
2	Grounds Maintenance	Mowing of the the 20 acres at North Shore for budget year 2020.	
3	Lab Analysis - Contract Lab	Laboratory analysis of wastewater and reclaimed water samples to meet permit conditions	

Total Cost	\$ 18,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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	300
2	FSEA/FIPA Conference Travel & Per Diem	Travel & Per Diem for Erica Atkinson and Lori Comstock to attend the FSEA environmental laboratory training conference and Nate Dominguez and David Engstrom to attend the FIPA Pretreatment Program training conference	2,400

Total Cost	\$ 2,700
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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	Cell Phone Service - City Provided Plant Phone and After-Hours Standby Phone (2 @ \$480)	Cell phone service for the WRF operator and after hours standby operator	960

Total Cost	\$ 960
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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	Freight & Postage	Freight & postage charges for regulatory correspondence, City business correspondence and package freight	100

Total Cost	\$ 100
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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	Electricity - Northwest 83 MG Pond Pump Station/Fountains	Electricity charges for the Northwest 83 MG Reclaimed Water Pond Pump Station and Fountains	28,350
2	Electricity - Errol Reclaimed Water Booster Station	Electricity charges for the Errol Reclaimed Water Booster Station	12,600
3	Electricity - WRF Lab Building	Electricity charges for the WRF lab building	7,560
4	Electricity - Lift Stations (\$16,000/mo.)	Electricity charges for the lift stations	236,250
5	Electricity - NEW Lift Stations (2 @ \$60/mo. - 6 mo.)	Electricity charges for new lift stations commissioned into service during the year	756
6	Electricity - North Reuse Pump Station	Electricity charges for the North Reuse Pump Station	26,250
7	Electricity - WRF Reuse Pump Station	Electricity charges for the WRF Reuse Pump Station	325,500
8	Electricity - Water Reclamation Facility (East and West Plant)	Electricity charges for the Water Reclamation Facility (East and West Plant)	446,250
9	Electricity - North Shore Reclaimed Water Treatment Facility	Electricity charges for the North Shore Reclaimed Water Treatment Facility	68,250
10	Dumpster Service	Dumpster service for the WRF	756
11	Water & Sewer Service	Water and sewer service for the WRF	15,750
12	Orange County Reclaimed Water Augmentation Service	Orange County Reclaimed Water Augmentation Service	350,000

Total Cost	\$ 1,518,272
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Plant 3121-535
Line Item #	4400
Line Item Description	Rentals and Leases

Total Cost	\$ 1,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4500</u>
Line Item Description	<u>Liability & Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Plant 3121-535
Line Item #	4600
Line Item Description	Repair and Maintenance - Bldg & Equip

Total Cost	\$ 22,300
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Plant 3121-535</i>
Line Item #	<i>4650</i>
Line Item Description	<i>Vehicle Maintenance</i>

Item	Description	Justification	Estimated Cost
1	Preventive and Corrective Maintenance - Grounds Equipment	Maintenance and repairs to the grounds maintenance equipment including, two lawn mowers, edgers, weedeaters, blowers, chain saws	1,500
2	Preventive and Corrective Maintenance - Vehicles	Maintenance and repairs to the WRF pickup trucks, utility trucks and pretreatment van	3,000

Total Cost	\$ 4,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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	1,850
2	Wastewater DEP NPDES Compliance Fee	Annual DEP NPDES Compliance Fee	1,450
3	Sludge Hauling (160 loads @ \$950/load)	Sludge Hauling from the WRF	152,000
4	Diesel Fuel Tank Registrations (5 @ \$25)	Annual DEP Diesel Fuel Tank Registrations	125

Total Cost	\$ 155,425
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4960</u>
Line Item Description	<u>Bad Debt Expense</u>

Item	Description	Justification	Estimated Cost
			40,000

Total Cost	\$ 40,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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
	<i>Copy Paper (5 cases @ \$30/case)</i>	<i>Copy paper for completing correspondence and compliance reporting</i>	<i>150</i>
	<i>Logbooks (6 @ \$40/ea.)</i>	<i>Hardbound operations logbooks are required by DEP Rule 62-602.650(3) F.A.C.</i>	<i>240</i>
	<i>Pens, Pencils, Highlighters and other Writing Supplies</i>	<i>Pens, pencils, highlighters and other writing supplies for completing log entries, correspondence drafts, calculations, drawings, etc.</i>	<i>150</i>
	<i>Printer Cartridges (4 @ \$200/ea.)</i>	<i>Laser printer cartridges for the WRF central printer</i>	<i>800</i>

Total Cost	\$ 1,340
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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 totes @ \$2,000/ea.)	Liquid alum for use in effluent treatment as a filter aid to reduce TSS in the reclaimed water.	12,000
2	Janitorial Supplies and Toiletries	Janitorial supplies and toiletries for the restrooms at the WRF, North Reuse Pump Station and North Shore Treatment Plant	500
3	Bee & Wasp Spray (6 cases @ \$100)	Bee & wasp spray for removal of nests on the WRF tanks and buildings	600
4	Boots/Rain Gear (5 @ \$55/ea.)	Personal protective equipment for working in inclement weather and wet areas for the WRF operators	275
5	Calcium Hypochlorite - HTH (24 buckets @ \$175/bucket)	HTH is used for cleaning and disinfecting tanks and operating areas throughout the WRF and aiding in odor control	4,200
6	Disinfectant Wipes (12 cases @ \$50/case)	Disinfectant wipes for use by the WRF operators when conducting compliance sampling and working with the wastewater	750
7	Odor Control for the WRF Pretreatment Rag & Grit Dumpsters (4 qtrs. @ \$1,800/qtr.)	Odor control for the dumpsters at the WRF pretreatment structure is essential to maintaining quality aesthetic conditions at the WRF to protect the adjoining residents from foul and objectionable odors	7,200
8	Hand Soap (18 gal. @ \$50/gal.)	Disinfecting hand soap for the operators to maintain personal cleanliness when working with and around the wastewater	900
9	Herbicide (150 gal. @ \$13.50/gal.)	Herbicide for maintaining weed control around the WRF, North Reuse Pump Station, North Shore Treatment Plant and all associated fence lines	2,025
10	Latex Gloves (18 cases @ \$50/case)	Latex gloves for operator personal safety and hygiene in working with wastewater	900
11	Lime (125 bags @ \$6.00/bag)	Lime is used in disinfecting wastewater spills and clean-up	750
12	Broken Tool Replacements	Replacement tools for items that may be broken during the normal course of working on the treatment plants.	2,000
13	Painting Maintenance Supplies	Painting maintenance supplies for maintenance of the aesthetic appearances of the WRF, North Reuse Pump Station, and North Shore Treatment Plant	1,500
14	Paper Towels (35 cases @ \$30/case)	Paper towels for the operators to maintain personal cleanliness when working with and around the wastewater	1,050
15	Belt Press Polymer (25 totes @ \$3,082/tote)	Belt press polymer is essential in the operation of the press to dewater the sludge into a cake for disposal	80,910

5% increase

16	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	1,000
17	Pretreatment Program Customer Outreach and Education Program	Materials for the Pretreatment Program Customer Outreach and Education Program	1,000
18	Pump Sprayers (4 @ \$50)	Pump sprayers for spraying herbicide around the plant landscapes and bleach for plant cleaning and maintenance	200
19	Safety Shoes (15 @ \$150)	Safety shoes provided to the employees to reduce workplace injuries in the performance of their duties	2,250
20	Sodium Hypochlorite (140,000 gal. @ \$0.64/gal.)	Sodium Hypochlorite for the disinfection of reclaimed water at the WRF, North Reuse Pump Station, and North Shore Treatment Plant	89,600
21	Uniforms (12 @ \$3.74/wk. & 4 @ \$6.74/wk.)	City provided uniforms for the WRF staff	3,736
22	Water Coolers (1 @ \$40)	Replacement water cooler	40
23	Water Hoses (8 @ \$50)	Replacement water hoses for use in cleaning and maintenance of the WRF	400
Lab Expenses			
24	Annual Lab Instrument Calibration Services	Calibration services for lab equipment in accordance with the lab certification requirements	6,000
25	Autoclave Maintenance Supplies	Maintenance supplies for the lab autoclave for cleaning and sterilization of all labware	500
26	BOD/COD/CBOD Lab Supplies	BOD and CBOD are DEP Operating Permit required analyses for the WRF reclaimed water effluent and Pretreatment Program	2,800
27	Chloride Testing Supplies	Chloride are DEP Operating Permit required analyses for the WRF groundwater monitoring wells	225
28	Conductivity Testing Supplies	Conductivity is a DEP Operating Permit required analysis for groundwater monitoring wells quarterly sampling	100
29	DI Water Quality Analysis (12 @ \$50)	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	600
30	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
31	Dissolved Oxygen Probes (2 @ \$1,000)	YSI dissolved oxygen testing probe for plant operations process control testing and lab BOD/CBOD testing	2,000
32	Drier Dessicant	Drier Dessicant used in performed solids testing in the lab	1,200
33	Fecal Coliform Testing Supplies	Fecal Coliform is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	3,500
34	Glassware for Lab Testing	Replacement glassware for items that may be broken while conducting lab analysis	600
35	Lab NIST Thermometer	Use of a certified NIST thermometer is a NELAC requirement in conducting lab testing on wastewater samples	1,150

36	Laboratory Proficiency Testing	This is a requirement of the WRF lab certification to conduct proficiency testing twice per year on wastewater samples	1,200
37	Light Bulbs for Lab Testing Equipment	Replacement light bulbs for lab equipment	300
38	pH Testing Supplies	pH is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	350
39	QA/QC Testing Supplies	Quality Assurance/Quality Control testing supplies for all wastewater analyses run in the lab, including bacteria controls, verification broths/agars, LCS standards, gel standards, Prospore ampules)	4,200
40	Quarterly Sludge Analysis (4 @ \$250)	Quarterly sludge analysis for Sludge Hauling Contract and Pretreatment Program	1,000
41	Replacement Labware	Replacement labware including pipettes, test tubes, sample racks	2,500
42	Replacement pH Probe	Replacement pH probe for testing reclaimed water effluent per DEP Operating Permit	300
43	Total Chlorine Residual Testing Supplies	Total chlorine residual is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	800
44	Total Nitrogen Analysis Supplies	Total Nitrogen is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	27,500
45	Total Phosphorus Analysis (52 @ \$15/ea.)	Total Phosphorus is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	5,460
46	Total Suspended Solids Testing Supplies	Total suspended solids is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	12,750
47	Tubing for Automatic Samplers	The tubing on the automatic samplers requires replacement twice per year to maintain the integrity of each wastewater sampling event	3,800
48	Turbidity Testing Supplies	Turbidity is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	820
49	Linko Pretreatment Management and Oil/Grease Management Software	Pretreatment management software will aid the Industrial User Program in maintaining DEP compliance. The program automatically generates reports and provides the same advanced tracking capabilities that has proven successful in the City's FOG management program.	8,500
50	Process Control and Laboratory Equipment	Replacement equipment for performing laboratory testing and plant process control equipment used for monitoring and adjusting plant parameters. Certified timers, DO sensor caps, infrared thermometers, strainers, rugged pH probes	2,000
51	Hach On-Site Equipment Maintenance Plan	Service plan would provide repairs and maintenance on Hach instruments; DO probes, ORP probes, controllers for probes, sampler refrigerators and sampler controllers. Plan would provide at no cost labor and parts replacement	12,000

52	Moisture Analyzer	Moisture analyzer is for solids testing of the sludge drier for process control adjustments/monitoring to prevent high nitrogen levels being discharge to the treatment plant	2,500
53	Well Sampling Pump	DEP reporting requirement to monitor the ground water quality at the facility. The sampling pump is a one time purchase that will reduce sampling costs currently being contracted out	2,000
54	Compliance Chlorine/pH Analyzer	Analyzer will be used at the North Shore Facility monitoring water quality for suplimenting reclaimed water	8,400
55	Compliance Turbidity Analyzer	Analyzer will be used at the North Shore Facility monitoring water quality for suplimenting reclaimed water	2,500
Total Cost			\$ 334,341

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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	<i>Diesel Fuel for Generators (6,000 gal. @ \$3.00/gal.)</i>	<i>Diesel fuel for the WRF, North Reuse Pump Station and North Shore Treatment Plant standby generators</i>	18,000
2	<i>Diesel Fuel for Grounds Maintenance (250 gal. @ \$3.00/gal.)</i>	<i>Fuel for the WRF grounds maintenance equipment</i>	750
3	<i>Fuel for Vehicles - Gasoline (200 @ \$2.50)</i>	<i>Fuel for the WRF trucks</i>	500
4	<i>Fuel for Vehicles - CNG (300 gal. @ \$2.00/gal.)</i>	<i>Fuel for three WRF vehicles</i>	600

Total Cost	\$ 19,850
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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	<i>Florida Society Environmental Analysts Membership Renewals (1 @ \$50)</i>	<i>FSEA for laboratory staff to keep up to date on current laboratory technologies and regulatory changes</i>	50
2	<i>The NELAC Institute Lab Membership Renewal</i>	<i>The NELAC Institute is the guiding organization in the laboratory regulatory environment. It is important for our laboratory to be a member of this organization and participate in the regulatory development process</i>	100
3	<i>WEF Membership</i>	<i>WEF membership for the Chief Operator to keep up to date on current wastewater treatment operations and maintenance technologies and regulatory changes</i>	150

Total Cost	\$ 300
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**CITY OF APOKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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	Sacramento State Advanced Waste Treatment course (1 @ \$100)	Training course worth 9 CEUs that covers advanced wastewater treatment practices. This course qualifies an operator to sit for the FDEP wastewater treatment plant operator "B" exam.	100
2	TNI Webinars (Laboratory Training)(4 @ \$90/ea.)	Online continuing education for laboratory staff to remain current on testing methods and the regulatory environment	360
3	FSEA Training Conference (Lead and Assistant Lab Techs)	The FSEA training conference provides hands-on training on current laboratory methods, training on upcoming changes to testing methods and the regulatory environment	600
4	FIPA Pretreatment Conference (Industrial Pretreatment Coordinator and Chief Operator)	The FIPA pretreatment conference provides training on current and emerging issues relating to the pretreatment of industrial wastewater processes and oil/grease programs	450
6	Sacramento State Manage for Success: Effective Utility Leadership Practices	This correspondence course provides 4.5 CEUs and qualifies a "B" operator to sit for the DEP Wastewater Treatment Plant Operator "A" exam.	300
7	Wastewater "B" Certification Review	The TREEO course prepares "C" wastewater operators for the "B" state exam	595
8	ROY CEU Online Courses (12 @ \$120)	Courses meet CEU requirements for operator certification renewal(transferred funds from FDEP Operator Certification Renewals)	2,565
9	FDEP state license exam (4 @ \$100/ea)	To obtain a higher grade state license, operators are required to sit for state exams.	400
10	FDEP state license application fees (4 @ \$100/ea)	FDEP requires an application and licensure fee for higher operating licenses.	400
11	FDEP Operator Certification Renewals (15 @ \$75)	FDEP certification for wastewater plant operators	-

Total Cost	\$ 5,770
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Plant 3121-535</i>
Line Item #	<i>6300</i>
Line Item Description	<i>Infrastructure</i>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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	Laboratory Information Management System Software Subscription Fee with Multiple Logins	The increase in sampling and analysis within the WRF with the plant expansion and increased permit requirements, has created the need to maintain tighter controls over the work performed in the lab for quality assurance/quality control and lab certification requirements.	

Total Cost	\$ -
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CITY OF APOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund Water & Wastewater Fund - 401
Department Wastewater Plant 3121-535
Line Item # 6300
Project Description Capital Improvements

Purpose and Justification: *(must include title, purpose, public benefit, number or percentage of residents affected, comprehensive plan/goals/objectives/policies, justification and regulatory agency requirements.)*

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2018	2019	2020	2021	2022	TOTAL
Land Acquisition						-
Architectural/Engineering Design						-
Permitting & Construction						-
Equipment/Furniture/Furnishings						-
Landscaping & Site Amenities						-
Other(s) (please list)						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source(s):						
Prior Year Surplus						-
Impact Fees						-
Bond						-
Lease						-
Grant (list sources and amounts)						-
Other(s) (please list)						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2018-19**

Fund Water & Wastewater Fund - 401
Department Wastewater Plant 3121-535
Division _____

Position Title	Justification	Anticipated Salary/Grade

FT = Regular Full Time
PT = Regular Part Time
PTT = Temporary

ATTACH JOB DESCRIPTION TO THIS FORM

Coord: _____

**CITY OF APOPKA
GRANT FORM
FISCAL YEAR 2018-19**

Fund
Department

Water & Wastewater Fund - 401
Wastewater Plant 3121-535

[illegible]

CITY OF AOPKA
UTILITY CONSTRUCTION

401 - 3131

LINE ITEM DETAIL

	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>BUDGET</u>	<u>2020</u> <u>PROPOSED</u>	<u>PERCENT</u> <u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	421,192	419,791	430,841	2.63%
1210 LONGEVITY PAY	2,482	3,102	3,168	2.13%
1400 OVERTIME	6,344	1,200	1,200	0.00%
2100 F.I.C.A.	31,113	32,443	33,294	2.62%
2200 RETIREMENT CONTRIBUTION	77,222	78,330	75,901	-3.10%
2300 LIFE AND HEALTH INSURANCE	100,989	99,814	111,764	11.97%
2400 WORKERS COMPENSATION	3,143	5,699	5,871	3.03%
2600 OTHER POST EMPL BENEFITS	87,506			
2610 PENSION ADJUSTMENT	18,126	-	-	0.00%
TOTAL	748,117	640,378	662,039	3.38%
SUPPLIES AND OTHER SERVICES:				
4000 TRAVEL & PER DIEM	-			0.00%
4100 COMMUNICATIONS	-	1,900		-100.00%
4200 FREIGHT & POSTAGE	-	130		-100.00%
4300 UTILITY SERVICES	4,411	13,400		-100.00%
4400 RENTAL & LEASES	-	5,000		-100.00%
4600 REPAIR AND MAINTENANCE	1,056	1,200		-100.00%
4650 VEHICLE MAINTENANCE	32,109	46,000		-100.00%
5100 OFFICE SUPPLIES	225	300		-100.00%
5200 OPERATING SUPPLIES	17,209	18,795		-100.00%
5250 FUEL & GASOLINE	14,313	36,500		-100.00%
5500 TRAINING	-	2,400		-100.00%
TOTAL	69,323	125,625	-	-100.00%
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	-	0.00%
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	0.00%
6400 EQUIPMENT	-	122,607	-	-100.00%
TOTAL	-	122,607	-	-100.00%
TOTAL COST	817,440	888,610	662,039	-25.50%

CITY OF APOPKA UTILITY CONSTRUCTION 401 - 3131

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
CONSTRUCTION FOREMAN	1	1	1
UTILITY FOREMAN	1	1	1
UTILITY SERVICE WORKER I	1	1	1
UTILITY SERVICE WORKER II	7	6	6
TOTAL	10	9	9

CAPITAL OUTLAY

6300 - Improvements:		
	Total Improvements	<u>\$ -</u>
6400 - Equipment		
	Total Equipment	<u>\$ -</u>
Total Capital Outlay		\$ -

CITY OF APOPKA
WATER MAINTENANCE

401 - 3141

LINE ITEM DETAIL

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	572,599	614,844	589,490	-4.12%
1210 LONGEVITY PAY	-	3,044	3,200	5.11%
1400 OVERTIME	62,992	57,720	70,030	21.33%
1600 OTHER REIMBURSED ALLOWANCES	480	480	480	0.00%
2100 F.I.C.A.	44,698	51,721	50,735	-1.91%
2200 RETIREMENT CONTRIBUTION	107,087	124,873	107,011	-14.30%
2300 LIFE AND HEALTH INSURANCE	150,383	163,963	165,332	0.84%
2400 WORKERS COMPENSATION	4,399	5,509	3,291	-40.27%
2600 OTHER POST EMPLOYMENT BENEFITS	145,844	-	-	0.00%
2610 PENSION ADJUSTMENT	30,211	-	-	0.00%
TOTAL	1,118,693	1,022,154	989,569	-3.19%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	-	
3400 OTHER CONTRACTUAL SERVICES	1,561	900	900	0.00%
4000 TRAVEL & PER DIEM	-	-	4,200	0.00%
4100 COMMUNICATIONS	-	-	7,900	0.00%
4200 FREIGHT & POSTAGE	28	2,000	2,000	0.00%
4300 UTILITY SERVICES	6,197	12,300	18,000	46.34%
4400 RENTAL & LEASES	8,043	11,828	18,036	52.49%
4600 REPAIR AND MAINTENANCE	14,948	4,000	250,620	6165.50%
4650 VEHICLE MAINTENANCE	33,756	52,500	88,750	69.05%
4900 OTHER CHARGES	8,828	10,400	12,560	20.77%
5100 OFFICE SUPPLIES	1,598	3,500	4,300	22.86%
5200 OPERATING SUPPLIES	1,054,823	262,905	147,773	-43.79%
5201 SENSUS METERING SYSTEMS	38,349	1,606,081	1,378,985	-14.14%
5236 BACKFLOW OPERATIONAL SUPPLIES	43,980	71,037	79,037	11.26%
5245 CONTRACTOR METER REPAIRS	7,715	18,260	22,403	22.69%
5250 FUEL & GASOLINE	45,477	50,200	69,200	37.85%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	1,650	2,750	66.67%
5500 TRAINING	2,577	15,700	26,200	66.88%
TOTAL	1,267,880	2,123,261	2,133,614	0.49%
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	-	280,000	100,000	-64.29%
6400 EQUIPMENT	-	259,557	151,600	-41.59%
TOTAL	-	539,557	251,600	-53.37%
TOTAL COST	2,386,573	3,684,972	3,374,783	-8.42%

CITY OF APOPKA WATER MAINTENANCE 401 - 3141
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STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
UTILITY FOREMAN	1	1	1
UTILITY SERVICE WORKER II	9	10	10
UTILITY SERVICE WORKER I	<u>5</u>	<u>5</u>	<u>4</u>
TOTAL	15	16	15

CAPITAL OUTLAY

6300 - Improvements:

Total Improvements	<u>\$ -</u>
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6400 - Equipment

Total Equipment	<u>\$ -</u>
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Total Capital Outlay	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime Pay</u>

Item	Description	Justification	Estimated Cost
	Overtime: 28 hrs./wk. @\$32/hr. 52 wk.	Emergencies and projects if needed	48,500
	Standby Time :18hrs /wk @\$23/hr. 52 weeks	After Hours work water service leaks, cut on and off for repairs	21,530

Total Cost	\$ 70,030
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	1600
Line Item Description	OTHER REIMBURSED ALLOWANCES

Total Cost	\$ 2,080
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	cleanng of warehouse, breakroom, showers and bathrooms. Split with other Divisions, cleaning bathrooms/showers/breakroom	900

Total Cost	\$ 900
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	4000
Line Item Description	Travel & Per Diem

Total Cost	\$ 4,200
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Maintenance 3141-533</i>
Line Item #	<i>4100</i>
Line Item Description	<i>Communications Services</i>

Item	Description	Justification	Estimated Cost
1	Computer upgrades	Repair old electronics Monitors, laptops, tables, phones. Ect....	3,000
2	ArcGIS Online	GPS data for Utilities and mapping	1,000
3	Utility Laptop	Utility access in the field	2,000
4	Tablet replacement	Older IPAD replacement due to age (X4)	1,900

Total Cost	\$ 7,900
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	4200
Line Item Description	Freight & Postage

Item	Description	Justification	Estimated Cost
	Postage/Shipping	Correspondence with residents re maintenance, backflow, etc..	2,000

Total Cost	\$ 2,000
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	4300
Line Item Description	Utility Services

Total Cost	\$ 18,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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
	<i>Miscellaneous Emergency Equipment Rental</i>	<i>MOT Rentals for repairs, Traffic control/cranes, etc.</i>	<i>11,000</i>
	<i>Railroad lease #61-003</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>232</i>
	<i>Railroad lease #61-004</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>232</i>
	<i>Railroad lease #61-005</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>232</i>
	<i>Railroad lease #61-006</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>232</i>
	<i>Railroad lease #61-030</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>232</i>
	<i>Railroad lease #61-098</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>232</i>
	<i>Railroad lease #61-099</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>361</i>
	<i>Railroad lease #61-101</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>309</i>
	<i>Railroad lease #61-140</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>670</i>
	<i>Railroad lease #61-148</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>905</i>
	<i>Railroad lease #61-154</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>1,133</i>
	<i>Railroad lease #61-157</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>1,133</i>
	<i>Railroad lease #61-159</i>	<i>Lease for use of ROW, utility pipe in.</i>	<i>1,133</i>

Total Cost	\$ 18,036
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4500</u>
Line Item Description	<u>Liability & Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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
1	Building repairs, warehouse #1	Bathroom repair, Warehouse maintenance	4,000
2	Fire hydrant repairs	flush, grease, repair parts and paint	76,250
3	Valves, EZ Valves, etc.	repairs and restoration	40,000
4	Metered line Repair Parts	Repair service lines and metered connections to point of service	95,370
5	Restoration	Sod, Concrete, and asphalt restoration for utility repairs and Utility construction improvements. Materials such as lime rock and base material for road restoration.	10,000
6	Restoration done by contractors	Asphalt, concrete repairs and sod installations that requires equipment or personnel that we are not equipped to handle.	25,000

Total Cost	\$ 250,620
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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 mini excavator) (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 12 years old and requires more frequent repair. Per Fleet, the vehicles are starting to cost more to repair than replace.</i>	57,750
	<i>Vehicle maintenance on backhoe, trac hoe, dump truck, Vermeer HDD machine, utility truck, and other vehicles aquired from the Restoration and Construction sections</i>	<i>Repair and maintenance of fleet vehicles and equipment.</i>	31,000

Total Cost	\$ 88,750
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	4900
Line Item Description	Other Charges

Total Cost	\$ 12,560
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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
	Miscellaneous office supplies (Ink Cartridges, etc.)		2,400
	Work orders	Printing duplicate WO for hand writing instead of entering into Gov QA since no tablets for field support of electronic work orders	1,500
	Office replacement equipment	unanticipated office equipment replacemnents	400

Total Cost	\$ 4,300
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund Water & Wastewater Fund - 401
Department Utility Maintenance 3141-533
Line Item # 5200
Line Item Description Operating Supplies

Item	Description	Justification	Estimated Cost
1	Ant spray / wasp	employee health and safety	1,500
2	Bore gel	for drilling new water mains	4,050
3	Chlorine	for flushing new water mains	300
4	Coolers	employee health and safety	500
5	Shovels	for digging to get to lines, mains and meters	750
6	DC trash pump	water leaks	4,500
7	Double traffic boxes	new meter installs	1,120
8	Face shield	employee health and safety	140
9	P.P.E	employee health and safety	3,000
10	First aid kit	employee health and safety	440
11	Gas can	for cut off saws	140
12	Gloves	employee health and safety	2,000
13	Hand soap	employee health and safety	500
14	Hoses	for by passing water	225
15	Locate Flag Shooter	marking City utilities	1,500
16	Locating supplies (flags, paint, etc.)	marking City utilities	9,500
17	Miscellaneous hand tools	sanzaw, drills, batteries for tools	9,000
18	Motorola radio batteries	handheld radios	3,000
19	Paper towels	employee health and safety	1,100
20	Extension Ladders	Trench ingress/egress	300
21	Gatorade (Summer Months)	employee health and safety	250
22	Cleaning supplies	Truck cleaning	750
23	Safety shoes	16 Pairs @ \$150.00 each Safety Boots	3,500
24	Fire Cabinet Storage	Flammable Storage Cabinet	2,000
25	Traffic control devices	Barricades for repairs of utilities under streets and roads	6,000
26	Uniforms	City provided	5,500
27	Uniform Jackets	City provided	2,500
28	Toilet paper	employee health and safety	150
29	Blue screw valve box cleaner	for cleaning valve boxes	1,530
30	Reuse DBL Meter Box	for new meters installation	9,811
31	Reuse Single Meter Box	for new meters installation	14,625
32	Water DBL Meter Box	new meter installs	15,227
33	Water service upgrades & new	replace galvanized service lines	14,000
34	Water Single Meter Box	new meter installs	19,575
35	Single traffic boxes	new meter installs	1,890
36	Meter box lifter	for removing meter box lids	300
37	Computer stand	truck mounted tablet stands	3,600
38	Erosion and Sedimentation Control	BMP for erosion and sedimentation control	3,000
39			
40			
41			
42			
43			
44			
45			

Total Cost	\$ 147,773
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	30 of 2" Omni Potable water meters	Change out at Commercial Buildings	27,456
2	1 of 10" F2 Omni Potable/Fire water meter (X2)	Replace 10" Commercial Complex Meter.	39,672
3	4 of 4" Omni Potable / Reclaim water meters	Change out at Commercial Buildings	10,395
4	6" C2 Meter X2	6" meter at Commercial Meter	10,100
5	Sensus Programmer Trimble Programmers	Programing meters	7,500
6	Sensus Command Link	Programing Meters	2,250
7	Sensus Touch-Read gun	for rechecking water meters	2,900
8	1" meter reclaimed	new meter installs	5,812
9	1.5" meter potable	old meter change outs	15,013
10	1.5" meter reclaimed	new meter installs	15,233
11	2" meter potable	New meter installs / change outs	36,177
12	2" meter reclaimed	New meter installs / change outs	17,842
13	5/8 x 3/4 meter potable	New meter installs / change outs	322,324
14	5/8 x 3/4 meter reclaimed	New meter installs / change outs	145,950
15	Single Radio	flexnet for amr system	494,218
16	DBL Radio meters	flexnet for amr system	200,493
17	Large meter repairs	replacement parts for water meters	13,500
18	1" meter potable	old meter change outs	12,151
19			
20			

Total Cost	\$ 1,378,985
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	5236
Line Item Description	Backflow Operational Supplies

Total Cost	\$ 79,037
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Maintenance 3141-533</i>
Line Item #	<i>5245</i>
Line Item Description	<i>Contractor Meter Repairs</i>

Item	Description	Justification	Estimated Cost
1	Maintenance for hydrant meters	Contractor Meter Repairs	1,660
2	New hydrant meter	Contractor Meter Repairs	2,100
3	9 x TNR Construction Meters	Connect to Sensus Read and replace old failing meters	18,643

Total Cost	\$ 22,403
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	5250
Line Item Description	Fuel and Gasoline

Total Cost	\$ 69,200
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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
	10 DEP AWWA test books level 10 Book	New Hire	1,200 450
	Safety Training Books and Programs		1,100

Total Cost	\$ 2,750
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Backflow enrollment fee	4 Employees	2,400
2	Backflow recertification	4 Employees	1,000
3	Distribution	7 Employees	3,000
4	Misc. Training	Classes, new hires, safety reminders	4,500
5	C.E.U Material	FDEP Employee Continuing Education	1,800
6	CDL INSTRUCTOR TRAINING	Train instructor for in house certification	2,500
7	M.O.T Training	Traffic maintenance setup and control training	2,000
8	OSHA Training	OSHA 10 Hour Construction Outreach	3,000
9	OSHA Training	OSHA Front Loader / Backhoe Operator	3,000
10	Trenching/Shoring Training	Safety	3,000
		Training for employee safety	3,000

Total Cost	\$ 26,200
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	6300
Line Item Description	Infrastructure

Item	Description	Justification	Estimated Cost
1	Misc. watermain and watermain upgrades	Replacement and upgrade of old existing water mains	100,000

Total Cost	\$ 100,000
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CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20

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	F-150 CNG	Replace old unit 18-0606 due to mileage and maintenance costs unit deadlined	42,000
2	F-150 CNG	Replace old unit 18-1047 due to mileage and maintenance costs unit deadlined	
3	F-150 CNG	Replace old unit 19-1166 due to mileage and maintenance costs	
4	F-550 Diesel	Replace old unit 19-0729 due to mileage and maintenance costs unit deadlined	60,000
5	F-550 Diesel	Replace old unit 19-0675 due to mileage and maintenance costs unit bad condition	
6	Truck Mounted Motorola Radio units (X 7)	For Vehicles previously purchased	20,580
7	Motorolia Hand Units (X5)	Replacements from previous year	12,500
8	LMX GPR replacement/upgrades	Cables, batteries,connectors	1,520
9	F-550 Diesel	Dedicated Standby vehicle set up for after hours use	
10	Kenworth T370 Flatbed Dumptruck	Replace old unit 20-0714 due to mileage and maintenance costs	
11	Water Trailer	Provide ability to water sod installed in isolated areas were water is not available.	15,000

Total Cost	\$ 151,600
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	
Line Item Description	Summary

Object	Description	Justification	Estimated Cost
1400	Overtime		70,030
1600	Other Reimbursement Allowances		2,080
3100	Professional Services		-
3400	Other Contractual Services		900
4000	Travel & Per Diem		4,200
4100	Communications		7,900
4200	Freight & Postage		2,000
4300	Utility Services		18,000
4400	Rental & Leases		18,036
4500	Liability and Casualty Insurance		-
4600	Repair & Maintenance - Bldg & Equip		250,620
4650	Vehicle Maintenance		88,750
4900	Other Charges		12,560
5100	Office Supplies		4,300
5200	Operating Supplies		147,773
5201	Sensus Metering System		1,378,985
5236	Backflow Operational Supplies		79,037
5245	Contractor Meter Repairs		22,403
5250	Fuel and Gasoline		69,200
5400	Books, Pubs, Subs & Membership		2,750
5500	Training		26,200
6300	Infrastructure		100,000
6400	Equipment		151,600

2,373,114

307

CITY OF AOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>6300</u>
Project Description	<u>Capital Improvements</u>

Purpose and Justification: *(must include title, purpose, public benefit, number or percentage of residents affected, plan/goals/objectives/policies, justification and regulatory agency requirements.)*

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2018	2019	2020	2021
Land Acquisition				
Architectural/Engineering Design				
Permitting & Construction				
Equipment/Furniture/Furnishings				
Landscaping & Site Amenities				
Other(s) (please list)				
TOTAL	\$ -	\$ -	\$ -	\$ -
Funding Source(s):				
Prior Year Surplus				
Impact Fees				
Bond				
Lease				
Grant (list sources and amounts)				
Other(s) (please list)				
TOTAL	\$ -	\$ -	\$ -	\$ -

comprehensive

2022	TOTAL
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
\$ -	\$ -
	-
	-
	-
	-
	-
	-
	-
\$ -	\$ -

**CITY OF AOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2019-20**

Fund
Department
Division

Water & Wastewater Fund - 401

Utility Maintenance 3141-533

Position Title	Justification	Anticipated Salary/ Grade
Utility Service Worker I	Meter change out / Utility operations	\$29,299 / 107
Utility Service Worker I	Meter change out / Utility operations	\$29,299 / 107
Utility Service Worker I	Valve Exercise / Utility operations	\$29,299 / 107
Utility Service Worker I	Valve Exercise / Utility operations	\$29,299 / 107

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FT = Regular Full Time
PT = Regular Part Time
PTT = Temporary

ATTACH JOB DESCRIPTION TO THIS FORM

Coord:

**CITY OF APOPKA
UTILITY BILLING**

401 - 3161

LINE ITEM DETAIL

	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>BUDGET</u>	<u>2020</u> <u>REQUESTED</u>	<u>PERCENT</u> <u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	255,256	301,131	311,985	3.60%
1230 LONGEVITY PAY	-	1,008	1,154	14.49%
1400 OVERTIME	-	-	-	0.00%
2100 F.I.C.A.	19,353	23,114	23,955	3.64%
2200 RETIREMENT CONTRIBUTION	45,911	55,805	54,611	-2.14%
2300 LIFE AND HEALTH INSURANCE	66,017	75,987	81,421	7.15%
2400 WORKERS COMPENSATION	123	151	157	3.64%
2600 OTHER POST EMPLOYMENT BENEFITS	68,060	-	-	0.00%
2610 PENSION ADJUSTMENT	14,098			0.00%
TOTAL	468,818	457,196	473,284	3.52%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	19,800			
3400 OTHER CONTRACTUAL SERVICES	212,614	203,000	225,000	10.84%
4200 FREIGHT & POSTAGE	138,106	156,000	159,000	1.92%
4300 UTILITY SERVICES	-		1,500	0.00%
4400 RENTALS AND LEASES	169	2,000	-	0.00%
4600 REPAIR AND MAINTENANCE	40,875	42,100	54,580	29.64%
4650 VEHICLE MAINTENANCE	679		1,200	
4700 PRINTING AND BINDING	42,937	73,703	69,238	-6.06%
5100 OFFICE SUPPLIES	3,055	9,450	7,750	-17.99%
5200 OPERATING SUPPLIES	3,623	4,000	6,110	52.75%
5500 TRAINING	-	-	1,000	0.00%
TOTAL	461,858	490,253	525,378	7.16%
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	20,000	0.00%
6400 EQUIPMENT	-	-	-	0.00%
TOTAL	-	-	20,000	0.00%
TOTAL COST	930,676	947,449	1,018,662	7.52%

CITY OF AOPKA
UTILITY BILLING
401 - 3161

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
UTILITY BILLING MANAGER	1	1	1
CUSTOMER SERVICE SPECIALIST	2	2	2
CUSTOMER SERVICE CLERK	3	3	3
METER READER	1	1	1
TOTAL	7	7	7

CAPITAL OUTLAY

6300 - Improv. Other than Buildings

\$ -

6400 - Equipment

Total Capital Equipment

-

Total Capital Outlay

\$ -

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Billing 3161-533</u>
Line Item #	<u>3200</u>
Line Item Description	<u>Audit Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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CITY OF APOPKA
WASTEWATER MAINTENANCE

401 - 3171

LINE ITEM DETAIL

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQUESTED</u>	<u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	329,784	382,515	428,344	11.98%
1210 LONGEVITY PAY	-	1,502	1,620	7.86%
1400 OVERTIME	23,565	34,840	71,180	104.31%
1600 OTHER REIMBURSED ALLOWANCES	960	960	1,440	50.01%
2100 F.I.C.A.	26,906	32,116	38,374	19.49%
2200 RETIREMENT CONTRIBUTION	54,472	67,495	77,939	15.47%
2300 LIFE AND HEALTH INSURANCE	77,488	86,492	110,506	27.76%
2400 WORKERS COMPENSATION	2,537	3,426	3,707	8.20%
2600 OTHER POST EMPLOYMENT BENEFITS	87,506	-	-	0.00%
2610 PENSION ADJUSTMENT	18,126			100.00%
TOTAL	621,344	609,347	733,111	20.31%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	-	0.00%
3400 OTHER CONTRACTUAL SERVICES	2,186	2,400	2,400	0.00%
4000 TRAVEL & PER DIEM	-	-	1,200	0.00%
4100 COMMUNICATIONS	-	-	500	0.00%
4200 FREIGHT & POSTAGE	-	400	400	0.00%
4300 UTILITY SERVICES	2,556	7,000	28,500	307.14%
4400 RENTAL & LEASES	5,750	14,725	172,084	1068.65%
4600 REPAIR AND MAINTENANCE	93,938	257,640	654,900	154.19%
4650 VEHICLE MAINTENANCE	25,617	38,000	65,000	71.05%
4900 OTHER CHARGES	1,278	3,000	3,000	0.00%
5100 OFFICE SUPPLIES	500	1,000	1,000	0.00%
5200 OPERATING SUPPLIES	63,447	105,315	267,900	154.38%
5250 FUEL & GASOLINE	24,310	25,050	63,400	153.09%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	1,000	1,000	0.00%
5500 TRAINING	3,280	10,950	20,240	84.84%
TOTAL	222,862	466,480	1,281,524	174.72%
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS		100,000	100,000	0.00%
6400 EQUIPMENT		161,000	630,000	291.30%
6800 INTANGIBLES			5,000	#DIV/0!
TOTAL	-	261,000	735,000	181.61%
TOTAL COST	844,206	1,336,827	2,749,635	105.68%

CITY OF APOPKA WASTEWATER MAINTENANCE 401 - 3171

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
UTILITY MAINTENANCE CONST MANAGER	1	1	1
UTILITY FOREMAN	1	1	1
UTILITY SERVICE WORKER II	6	6	8
UTILITY SERVICE WORKER I	<u>1</u>	<u>1</u>	<u>0</u>
TOTAL	9	9	10

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 2019-20**

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
	<i>Overtime for emergency repairs and after hours service requests</i>	<i>Sewer back-ups, Force main breaks repairs, all other after hours utility repairs</i>	<i>48,300</i>
	<i>Standby Time: 11 hrs./wk. @ \$20/hr. For wastewater Maintenance and Lift Stations</i>	<i>Stand by Hours. Standby for Wastewater Maintenance and Lift Stations. They need to be separated due to safety and operation purposes.</i>	<i>22,880</i>

Total Cost	\$ 71,180
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	1600
Line Item Description	Other Reimbursed Allowances

Total Cost	\$ 1,440
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	3400
Line Item Description	Other Contractual Services

Total Cost	\$ 2,400
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	4000
Line Item Description	Travel & Per Diem

Total Cost	\$ 1,200
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	4200
Line Item Description	Freight & Postage

Item	Description	Justification	Estimated Cost
	Postage and freight	For mailing equipment for calibrations and Orange County permits	400

Total Cost	\$ 400
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	4100
Line Item Description	Communications Services

Item	Description	Justification	Estimated Cost
1	Cell service for iPad	Cell service for iPad that will be used to log Preventive maintenance on lift stations.	300
2	Cell phone service	Service for the City proved cell phones for standby	200

Total Cost	\$ 500
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	4300
Line Item Description	Utility Services

Item	Description	Justification	Estimated Cost
1	Vac-con debris dumping at appropriate disposal site	Debris from jetting sewer lines and soft digging, Grit, rags, and grease pumped removed from Lift stations wet wells.	16,000
2	Electric	Warehouse #1	1,500
3	Landfill Charges	Debris from job sites	8,000
4	Water & Sewer	LS Stations	3,000

Total Cost	\$ 28,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Equipment rentals	Equipment rentals to repair forcemain, gravity main or other emergency utility repairs(pumps, well points etc.)	16,000
2	Generator Lease	Lease generators to assist with during Hurricane season. Our fleet of back -up generators is under sized for the amount of lift stations we own and operate.	20,000
2	Pump truck Rentals	Used on main breaks/Prevent sewer getting into surface water	6,000
3	Railroad Lease # 62-004	Utilities in ROW, Leases with RR	175
4	Railroad Lease # 62-090	Utilities in ROW, Leases with RR	175
6	Railroad Lease # 62-003	Utilities in ROW, Leases with RR	175
7	Railroad Lease # 62-123	Utilities in ROW, Leases with RR	1,197
8	Railroad Lease # 62-125	Utilities in ROW, Leases with RR	1,197
9	Railroad Lease # 62-139	Utilities in ROW, Leases with RR	1,197
10	Railroad Lease #APOP-61-179	Utilities in ROW, Leases with RR / Jones Ave	968
11	Bio filter odor control leases for LS 017,060,073, and 077.	Odor control bio filters remove the odors on site. Helps minimize damage to equipment and eliminates odors that other wise the lift station will produce.	125,000

Total Cost	\$ 172,084
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Sewer Manhole Rehabilitation	Repair and coat sewer manholes/ Lids are original from the 1950's and no longer meet our standards. Brick manholes need to be repaired and spray coated to minimize infiltration in sewer system.	100,000
2	Lateral lining	Install CIPP liner in laterals that cannot be repaired by replacing due to location, depth and length of pipe.	45,000
3	Gravity Main CIPP lining	Repair clay gravity lines with CIPP pipeliner. Clay gravity mains are old that become cracked and gaskets began to fail. This type of repair is the best cost effective compared to replacing entire sections.	150,000
4	Sewer Meters(Coca-cola,Zellwin farms, Anuvia)	Replacement and repairs	12,000
5	Sewer Collection Repairs	Repairs on gravity mains, laterals and force mains	60,000
6	Sewer Jet Nozzles	Sewer cleaning program	6,500
7	Manhole ring and covers and risers	Replace old ,thin and rounded covers and rings. Raise manhole covers to grade and repair old chimneys in the manhole with new type of material.	6,400
8	Electrical, Instrumentation repairs and Control Maintenance/Scada system	Parts,material,and labor to maintain 137 lift stations electrical components. This will also include repairs needed to scada system	35,000
9	Emergency Generators and Permanent mounted By-pass Pumps	Parts, material, labor to maintain and repair emergency power generators. This will also include Annual PM done by generator company.	20,000
10	Maintenance and Repairs Pump and Motor Maintenance and Repairs	Unforeseen repairs and regular Preventive Maintenance to pumps at 137 Lift Stations	75,000
11	Wet well Maintenance and repairs	Emergency repairs on wet well component (Piping, rails and structure) Repairs needed to keep Lift station operational	50,000
12	Facility Maintenance and Repairs	Parts & labor to maintain & repair LS buildings, fences, etc.	15,000
13	SCADA System Maintenance & Repairs	Parts & labor to maintain & repair LS SCADA systems	15,000
14	Restoration	Sod, Concrete, and asphalt restoration for utility repairs and Utility construction improvements. Materials such as lime rock and base material for road restoration.	25,000
15	Restoration done by contractors	Asphalt,concrete repairs and sod installations that requires equipment or personnel that we are not equipped to handle.	40,000

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Total Cost				\$ 654,900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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
1	10 - trucks, 1 Vac-con , 1- TV inspection Van , 2 - bypass pumps, Vehicle maintenance on backhoe, trac hoe, dump truck, utility truck, and other vehicles aquired from the Restoration and Construction sections	Repair and maintenance of fleet vehicles and equipment. Most equipment is over 8 years old and has a high maintenance cost,	40,000
2		Repair and maintenance of fleet vehicles and equipment.	25,000

Total Cost	\$ 65,000
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	4900
Line Item Description	Other Charges

Total Cost	\$ 3,000
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	5100
Line Item Description	Office Supplies

Item	Description	Justification	Estimated Cost
1	Office Supplies	Miscellaneous office supplies/pens, clipboards etc.. Printing duplicate WO for handwriting instead of entering into GovQA since no tablets for field	900
2	Work Orders	support of electronic work orders	100

Total Cost	\$ 1,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	Employee PPE and products	Personnel protective equipment and products needed for employee safety(Hand, eye, head and feet protection. Bee spray, disinfectant wipes etc.)	7,500
2	Hand and power tool replacement and new purchases.	Tools required to do repairs and perform preventive maintenance on sewer collection system	9,000
3	Specialty equipment replacement and new purchases	Equipment needed to repairs safely.(Extension ladders, Pressure gauges, Gas detector and sewer snakes)	6,500
4	Uniforms	Uniforms cleaning program	2,500
5	Safety Shoes	Safety steel toe shoes provided to employees to reduce workplace injuries.	2,000
6	Traffic Control Devices	Devices need to properly set MOT when working on road way.	3,000
7	Lime	Sewer overflows	1,000
8	QuickC rete/ Fast plug concrete	Manhole repairs and sealing	2,000
9	Motorola Radio Batteries	handheld radios	600
10	Manhole Risers for Annual Resurfacing Projects	Paving an raising manholes to accommodate new paved surface	4,000
11	Odor Control	ARV Carbon canister/Residential areas/deodorant blocks/ Deodorant blocks to help with nuisance odors	11,500
12	iPad and iPad stands	Vehicle iPad and stands to help track maintenance and repairs electronically.	3,000
13	Computer monitor and bracket	New computer monitor and bracket to be able to monitor multiple systems used such as iworq, workforce for ARC GIS used to dispatch work orders.	800
14	Bypass hoses	Upgrade and replace old bypass hoses and fittings. Hoses are brittle and tend to crack.	1,500
15	Confine Space equipment	Replace old confine space equipment used to keep employees safe when entering manholes, wet well. Get equipment certified for safe use.	3,000
16	Bioxide and Hydrogen Peroxide Chemicals for LS 25,50,51 and 73	Odor control, help minimize H2S levels in wastewater. High H2S levels increase corrosion on electrical components and increase odors.	190,000
17	Grease Control	Grease control chemical that help with lift stations with high grease content. Grease causes high maintenance cost.	17,000
18	Erosion and Sedimentation Control	BMP for erosion and sedimentation control	3,000

Total Cost	\$ 267,900
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	5250
Line Item Description	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
1	CNG Fuel 200 gal. @ \$2.00/gal.	Fuel for trucks	400
2	Diesel Fuel 15,000 gal. @ \$3.00 gal.	Fuel for Utility Trucks, Vaccon, equipment and Emergency generators and by-pass pumps	45,000
3	Gasoline 7,200 gal. @ \$2.50 gal.	Fuel for trucks and small equipment	18,000

Total Cost	\$ 63,400
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	5400
Line Item Description	Books, Publications & Subscriptions

Item	Description	Justification	Estimated Cost
1	Operations and Maintenance of Collections System Books	Certification training manuals	1,000

Total Cost	\$ 1,000
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**CITY OF AOPKA
RESTORATION**

401 - 3181

LINE ITEM DETAIL

	2018	2019	2020	PERCENT
	ACTUAL	BUDGET	REQUESTED	CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	79,521	135,497	143,516	5.92%
1210 LONGEVITY PAY	-	516	951	84.20%
1400 OVERTIME	1,921			0.00%
2100 F.I.C.A.	6,209	10,405	11,052	6.22%
2200 RETIREMENT CONTRIBUTION	13,806	25,122	25,195	0.29%
2300 LIFE AND HEALTH INSURANCE	20,609	33,094	48,684	47.11%
2400 WORKERS COMPENSATION	2,642	7,222	7,671	6.22%
2600 OTHER POST EMPLOYMENT BENEFITS	29,169	-	-	#DIV/0!
2610 PENSION ADJUSTMENT	6,042			#DIV/0!
TOTAL	159,919	211,857	237,069	11.90%
SUPPLIES AND OTHER SERVICES:				
4400 RENTAL & LEASES	-	8,000	-	-100.00%
4600 REPAIR AND MAINTENANCE	81,981	170,000	-	-100.00%
4650 VEHICLE MAINTENANCE	11,382	31,000	-	-100.00%
5100 OFFICE SUPPLIES	65	600	-	-100.00%
5200 OPERATING SUPPLIES	12,282	13,072	-	-100.00%
5250 FUEL & GASOLINE	7,459	12,375	-	-100.00%
5500 TRAINING	-	4,450	-	-100.00%
TOTAL	113,169	239,497	-	-100.00%
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	-	-	-	0.00%
6400 EQUIPMENT	-	-	-	0.00%
TOTAL	-	-	-	0.00%
TOTAL COST	273,088	451,354	237,069	-47.48%

CITY OF APOPKA RESTORATION 401 - 3181

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
RESTORATION FOREMAN	1	1	1
MAINTENANCE WORKER II	2	2	2
MAINTENANCE WORKER I	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	4	4	4

CAPITAL OUTLAY

6200 - Buildings:

Total Buildings	<u>\$ -</u>
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6400 - Equipment

Total Equipment	<u>\$ -</u>
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Total Capital Outlay	\$ -
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CITY OF APOPKA
DESIGN ENGINEERING

401 - 3410

LINE ITEM DETAIL

	2018	2019	2020	PERCENT
	ACTUAL	BUDGET	REQUESTED	CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	420,994	501,745	478,657	-4.60%
1210 LONGEVITY PAY	-	1,196	1,328	11.08%
1400 OVERTIME	195	800	800	0.00%
1600 OTHER REIMBURSED ALLOWANCES	1,126	1,440	3,360	133.35%
2100 F.I.C.A.	32,120	38,646	36,817	-4.73%
2200 RETIREMENT CONTRIBUTION	48,129	61,729	51,782	-16.11%
2300 LIFE AND HEALTH INSURANCE	69,635	81,234	76,872	-5.37%
2400 WORKERS COMPENSATION	2,248	2,169	2,066	-4.74%
2600 OTHER POST EMPLOYMENT BENEFITS	48,614	-	-	#DIV/0!
2610 PENSION ADJUSTMENTS	10,070			#DIV/0!
TOTAL	633,131	688,959	651,681	-5.41%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES			100,000	100.00%
4000 TRAVEL & PER DIEM	6	-	2,000	100.00%
4100 COMMUNICATION SERVICES			2,400	100.00%
4200 FREIGHT & POSTAGE	17	500	250	-50.00%
4300 UTILITY SERVICES	4,715	2,000	-	-100.00%
4600 REPAIR AND MAINTENANCE	-	1,000	-	-100.00%
4650 VEHICLE MAINTENANCE	72	1,000	2,000	100.00%
5100 OFFICE SUPPLIES	834	1,000	1,500	50.00%
5200 OPERATING SUPPLIES	3,638	18,170	41,350	127.57%
5250 FUEL & GASOLINE	1,886	1,500	1,500	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,377	1,080	17,210	1493.52%
5500 TRAINING	4,943	3,200	10,300	221.88%
TOTAL	17,488	29,450	178,510	506.15%
CAPITAL OUTLAY:				
6400 EQUIPMENT	-	-	-	
6800 INTANGIBLES	-	-	-	0.00%
TOTAL	-	-	-	0.00%
TOTAL COST	650,619	718,409	830,191	15.56%

CITY OF APOPKA
DESIGN ENGINEERING
401 - 3410

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
UTILITY DESIGN MANAGER	0	1	1
PROJECT COORDINATOR	1	1	0
GIS ANALYST	1	1	1
GIS TECHNICIAN	1	1	1
CIVIL ENGINEER III	2	1	1
ENGINEERING TECH	1	1	1
SR. PROJECT COORDINATOR	1	1	1
CONSTRUCTION INSPECTOR	1	1	1
TOTAL	8	8	7

CAPITAL OUTLAY

6400 - Equipment

Total Equipment

\$ -

6800 - Intangibles

Total Improvements

\$ -

Total Capital Outlay

\$ -

Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	1400
Line Item Description	Overtime

Item	Description	Justification	Estimated Cost
1	Overtime	Non-Exempt Employees Overtime Pay	\$800

Total Cost	\$800
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	1600
Line Item Description	OTHER REIMBURSED ALLOWANCES

Total Cost	\$ 3,360
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	3100
Line Item Description	Professional Services

Item	Description	Justification	Estimated Cost
1	Engineering Professional Services	Development of Municipal Wastewater System Dynamic Model (\$200,000)	\$100,000
2	Engineering Professional Services	Development of Municipal Reclaim Water System Mass Balance Model (\$100,000)	
3	Engineering Professional Services	Misc Engineering Services	

Total Cost	\$100,000
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Fund	Water & Wastewater Fund - 401
Department	Utility Restoration 3181-536
Line Item #	3400
Line Item Description	Other Contractual Services

Item	Description	Justification	Estimated Cost
1	Janitorial Services	Janitorial Services for Public Services Administration Building	\$0

Total Cost	\$0
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	4000
Line Item Description	Travel & Per Diem

Total Cost	\$2,000
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	Cellular Phone Services	Cellular Phone Services for (10 @ \$480)	\$2,400

Total Cost	\$2,400
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	4200
Line Item Description	Freight & Postage

Total Cost	\$250
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	4300
Line Item Description	Utility Services

Total Cost	\$0
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	4500
Line Item Description	Liability & Casualty Insurance

Item	Description	Justification	Estimated Cost

Total Cost	\$0
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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	Maintenance & Repair	PS Department Administration Building	\$0

Total Cost	\$0
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	4650
Line Item Description	Vehicle Maintenance

Total Cost	\$2,000
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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>

Total Cost	\$1,500
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CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20

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	Autodesk Infrastructure Design Suite Premium 2020	3 Annual Subscriptions @ \$1,200	\$3,600
2	Autodesk AutoCAD LT 2020	2 Annual Subscriptions @ \$250	\$500
3	SketchUp Pro 2020	1 Annual Subscription @ \$150	\$150
4	Adobe Document Cloud	2 Annual Subscriptions @ \$200	\$400
5	Pavement Analyst AgileAssets	1 Annual Subscription @ \$6,000	\$6,000
6	PC Monitor	10 PC Monitors @ \$250	\$2,500
7	Monitor Stand System	5 Stand Systems @ \$350	\$1,750
8	ArcGIS Online Service Credits	10 Blocks @ \$100	\$1,000
9	Safety Shoes	13 Pairs @ \$150	\$1,950
10	PC Tower (Design & Analysis)	3 PC Towers @ \$4,000	\$12,000
11	PC Tower (Scanning)	1 PC Towers @ \$1,500	\$1,500
12	Laptops	4 PC Laptops @ \$1,500	\$6,000
13	GPS Receiver	1 GPS Receiver @ \$4,000	\$4,000

Total Cost	\$41,350
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	5250
Line Item Description	Fuel and Gasoline

Total Cost	\$1,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	APWA Membership	1 Annual Membership @ \$250	\$250
2	AWWA Membership	1 Annual Membership @ \$250	\$250
3	ASCE Membership	1 Annual Membership @ \$250	\$250
4	AMA Membership	1 Annual Membership @ \$250	\$250
5	ITE Membership	1 Annual Membership @ \$260	\$260
6	FES Membership	1 Annual Membership @ \$210	\$210
7	WEF Membership	1 Annual Membership @ \$210	\$210
8	SEDAAG Membership	1 Annual Membership @ \$50	\$50
9	Engineering News-Record	1 Subscription @ \$30	\$30
10	AWWA Standards	AWWA Standards - Full Set (Print Edition)	\$13,450
11	Books & Publications	Miscellaneous Engineering Books	\$2,000

Total Cost	\$17,210
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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	FDOT Advanced MOT Certificate	FDOT Advanced Maintenance of Traffic Certification (5 @ \$300)	\$1,500
2	APWA Public Works Institute	Public Works Institute Management Certification (3 Modules @ \$400)	\$1,200
3	PMP Certificate	Project Management Professional Certification (4 @ \$750)	\$3,000
4	PTOE Certificate	Professional Traffic Operations Engineer Certification (2 @ \$600)	\$1,200
5	CFM Certificate	Floodplain Manager Certification (2 @ \$600)	\$1,200
6	ESRI GIS Data Management	Implementing Versioned Workflows in a Multiuser Geodatabase	\$2,000
7	FAA Drone Pilot License	1 Bi-Annual License @ \$200	\$200
8	Utility Underground Contractors license	License for Construction Inspectors (\$4,500)	

Total Cost	\$10,300
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	6300
Line Item Description	Infrastructure

Item	Description	Justification	Estimated Cost

Total Cost	\$0
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	6400
Line Item Description	Equipment & Machinery

Item	Description	Justification	Estimated Cost
1	New F-150 CNG	Vehicles for Construction Manager (\$42,000)	
2	New F-150 CNG	Vehicles for Construction Inspector (\$42,000)	
3	New F-150 CNG	Vehicles for Construction Inspector (\$42,000)	

Total Cost	
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>6800</u>
Line Item Description	<u>Intangible Assets</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$0
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	
Line Item Description	Summary

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CITY OF APOPKA
CAPITAL EQUIPMENT BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20
 PREPARED ONE SHEET FOR EACH MAJOR CAPITAL PROJECT

Fund Water & Wastewater Fund - 401
Department Engineering 3410-539
Line Item # 6300
Project Description Capital Improvements

Purpose and Justification: (must include title, purpose, public benefit, number or percentage of residents affected, comprehensive plan/goals/objectives/policies, justification and regulatory agency requirements.)

Status:

Is this a multi-year Project?

If yes, what was/is the Project's initiation date?

Describe Operations & Maintenance (O & M) impact(s):

Total Funding Requirement(s):	2018	2019	2020	2021	2022	TOTAL
Land Acquisition						-
Architectural/Engineering Design						-
Permitting & Construction						-
Equipment/Furniture/Furnishings						-
Landscaping & Site Amenities						-
Other(s) (please list)						-
						-
						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source(s):						
Prior Year Surplus						-
Impact Fees						-
Bond						-
Lease						-
Grant (list sources and amounts)						-
Other(s) (please list)						-
						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Division	3410

FT = Regular Full Time
PT = Regular Part Time
PTT = Temporary

Coord:

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CITY OF APOPKA
UTILITY PLANT MAINTENANCE

401 - 3191

LINE ITEM DETAIL

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQUESTED</u>	<u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	367,710	520,662	539,521	3.62%
1210 LONGEVITY PAY		1,356	1,595	17.58%
1400 OVERTIME	5,847	26,676	26,676	0.00%
1600 OTHER REIMBURSED ALLOWANCES		480	480	0.00%
2100 F.I.C.A.	24,519	42,012	43,473	3.48%
2200 RETIREMENT CONTRIBUTION	62,061	90,927	93,643	2.99%
2300 LIFE AND HEALTH INSURANCE	58,739	104,211	118,511	13.72%
2400 WORKERS COMPENSATION		4,650	4,820	3.66%
2600 OTHER POST EMPLOYMENT BENEFITS	106,952			
2610 PENSION ADJUSTMENT	22,154			
TOTAL	647,982	790,975	828,719	4.77%
SUPPLIES AND OTHER SERVICES:				
4000 TRAVEL & PER DIEM	324	1,000	1,000	0.00%
4100 COMMUNICATIONS		2,880	1,920	100.00%
4200 FREIGHT & POSTAGE		500	500	0.00%
4400 RENTALS & LEASES		3,000	3,000	0.00%
4600 REPAIR AND MAINTENANCE	799,484	840,500	278,500	-66.86%
4650 VEHICLE MAINTENANCE	4,892	8,000	6,000	-25.00%
4900 OTHER CURRENT CHARGES		-	100	100.00%
5100 OFFICE SUPPLIES	494	500	500	100.00%
5200 OPERATING SUPPLIES	23,040	12,256	44,082	259.68%
5250 FUEL & GASOLINE	9,467	25,900	27,400	5.79%
5500 TRAINING	839	3,350	3,350	-59.20%
TOTAL	838,540	897,886	366,352	-59.20%
CAPITAL OUTLAY:				
6400 EQUIPMENT	-	515,000	25,000	100.00%
6800 INTANGIBLES	-	-	-	0.00%
TOTAL	-	515,000	25,000	100.00%
TOTAL COST	1,486,522	2,203,861	1,220,071	-44.64%

CITY OF APOPKA UTILITY PLANT MAINTENANCE 401 - 3191

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
UTILITIES ELECTRICIAN	1	0	0
UTILITY SERVICE WORKER II	3	2	0
INSTRUMENTATION TECHNICIAN	2	2	2
MAINTENANCE SUPERVISOR	1	1	1
ELECTRICIAN II	1	2	2
PLANT MECHANIC	1	2	2
LIFT STATION MECHANIC	<u>2</u>	<u>2</u>	<u>4</u>
TOTAL	11	11	11

CAPITAL OUTLAY

6400 - Equipment

Total Equipment	<u>\$ -</u>
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Total Capital Outlay	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-2020**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Travel and Per Diem for maintenance related training for the division	Travel and Per Diem for maintenance related training for the Utility Plant Maintenance Division	\$ 1,000.00
2			
3			

Total Cost	\$ 1,000.00
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**CITY OF APOPKA
SANITATION FUND
402 - 3210**

LINE ITEM DETAIL

	2018	2019	2020	PERCENT
	ACTUAL	BUDGET	REQUESTED	CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	755,092	780,551	789,517	1.15%
1201 NPL ADJUSTMENT	-	-	-	0.00%
1210 LONGEVITY PAY	-	3,577	3,564	-0.36%
1400 OVERTIME	142,474	191,962	191,879	-0.04%
1600 OTHER REIMBURSED ALLOWANCES	480	480	960	100.01%
2100 F.I.C.A.	64,247	74,708	75,386	0.91%
2200 RETIREMENT CONTRIBUTION	138,061	163,346	164,081	0.45%
2300 LIFE AND HEALTH INSURANCE	179,904	183,849	202,610	10.20%
2400 WORKERS COMPENSATION	15,798	20,321	20,553	1.14%
2500 UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
2600 POSTEMPLOYMENT BENEFITS	92,852	-	-	0.00%
2610 PENSION ADJUSTMENT	(11,765)	-	-	0.00%
TOTAL	1,377,142	1,418,793	1,448,551	2.10%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	-	100.00%
3200 AUDIT SERVICES	-	-	-	100.00%
3400 OTHER CONTRACTUAL SERVICES	820	900	5,160	473.33%
3410 OTHER CONTRACTUAL SVCS-DEBRIS REMOVAL	-	-	-	0.00%
4000 TRAVEL & PER DIEM	-	-	1,200	100.00%
4100 COMMUNICATIONS	-	-	-	0.00%
4200 FREIGHT & POSTAGE	4,067	5,300	5,300	0.00%
4300 UTILITY SERVICES	1,268,420	1,323,000	1,452,079	9.76%
4400 RENTAL & LEASES	5,427	2,950	-	-100.00%
4600 REPAIR AND MAINTENANCE	880	4,200	7,000	66.67%
4650 VEHICLE MAINTENANCE	373,393	295,000	402,000	36.27%
4700 PRINTING AND BINDING	4,035	5,000	5,000	0.00%
4902 LEGAL ADVERTISING	-	1,500	1,500	0.00%
4903 TEMPORARY LABOR	134,467	94,600	115,000	21.56%
4910 MISC EXPENSE ADJUSTMENT FY 18	25,309	-	-	0.00%
4960 BAD DEBT	-	-	-	0.00%
5100 OFFICE SUPPLIES	1,179	1,900	1,200	-36.84%
5200 OPERATING SUPPLIES	238,254	366,183	279,567	-23.65%
5250 FUEL & GASOLINE	182,764	203,283	303,160	49.13%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	212	250	250	0.00%
5500 TRAINING	150	350	2,500	614.29%
5900 DEPRECIATION	-	-	-	0.00%
TOTAL	2,239,377	2,304,416	2,580,916	12.00%
CAPITAL OUTLAY:				
6400 EQUIPMENT	-	335,000	370,000	10.45%
TOTAL	-	335,000	370,000	10.45%
DEBT SERVICE:				
7101 PRINCIPAL	-	249,000	-	-100.00%
7202 INTEREST	3,986	1,332	-	-100.00%
TOTAL	3,986	250,332	-	-100.00%
TRANSFERS:				
9100 TRANSFER TO GENERAL FUND	654,600	680,784	680,784	0.00%
9150 TRANSFER TO GRANT FUND	240,000	-	-	-
TOTAL	894,600	680,784	680,784	0.00%
CONTINGENCY:				
9300 CONTINGENCY	-	-	-	-
TOTAL	-	-	-	-
TOTAL COST	4,515,106	4,989,325	5,080,251	1.82%

**CITY OF APOPKA
SANITATION FUND**

402 - 3210

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
SOLID WASTE OPERATIONS MANAGER	1	1	1
SOLID WASTE FOREMAN	0	1	1
SOLID WASTE TECHNICIAN	1	1	1
SANITATION EQUIPMENT OPERATOR	15	14	14
SOLID WASTE SPECIALIST	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	18	18	18

CAPITAL OUTLAY

6200 - Buildings

	\$ -
Total Building	<u>\$ -</u>

6400 - Equipment

Total Equipment	<u>\$ -</u>
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Total Capital Outlay	<u><u>\$ -</u></u>
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2015-16**

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	12 employees x 52 Wednesdays x 10 hrs. x \$20.33	Recycling Routes, Bulky, carts	127,000
2	17 Employees x 9 holidays x 10 hr. x \$20.33	paid holidays worked	31,100
3	2 Employees x 52 x 10 x 20.33	FEL Nursery Run	21,200
4	Standby pay	One employee on standby for Saturday and Sunday for commercial route call outs and critical service response 2hrs x 104 x 20.33	4,200
	Truck Washing 2 empl x 30 hrs x 4 quarters x 20.33	Quarterly Quality control inspection and Deep cleaning of truck body/chassis/cab	4,879
	Saturday safety training 17 x 10 hours x \$20.33	Saturday to complete group training. Not enough staff to make groups large enough for minimum requirements during the normal work week	3,500

Total Cost	\$ 191,879
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>1600</u>
Line Item Description	<u>Other Reimbursed Allowances</u>

Item	Description	Justification	Estimated Cost
	Cell phone reimbursement for Ops Mgr & Foreman Foreman is not currently getting cell phone allowance	City use of personal phone for phone calls, email access in the field, texting and sending pictures related to solid waste service, complaints and incidents	960

Total Cost	\$	960
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Solid Waste Operations Study	comprehensive solid waste operations analysis to include rate study, recycling options, once per week garbage collection impact	

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>3200</u>
Line Item Description	<u>Audit Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund Sanitation Fund - 402
 Department Sanitation 3210-534
 Line Item # 3400
 Line Item Description Other Contractual Services

Item	Description	Justification	Estimated Cost
	Janitorial/Services	share of warehouse janitorial service	960
	T-mobile fleet gps	fleet speed and location monitoring	4,200
	Recycling contamination inspection service	like OC had piloted with its own staff, to inspect and tag residents & record recycling containers if found to have contamination. Repeat offenders will have the containers removed. Given the low tolerance for and/or high cost of processing recycling that includes trash, this service will need to be an ongoing part of any recycling program. By using a contractor instead of city staff, we are able to increase or reduce service as needed in various problem areas of the city. To date, the county has not recieved those bids, so this is a rough estimate based on the per service cost of the city's waste/recycling collection program of about \$1.60 per home x 6000 homes inspected per year.(upto	
	Recollect	this is a web based program that streamlines interaction between residents and the solid waste division. Residents can look up service days for the various services by address, find out what can be collected and how, find out what can be recycled and how, schedule bulky pickups	
	Fleet washing service 15 trucks x \$30 x 52	Contractor to power wash trucks behind the blade and the chassis and engine compartment on a weekly basis. This will help reduce the amount of trash and grit build up that is difficult to remove with our current equipment and labor hours available. This can help protect the packing cylinders which cost over \$4000 each to replace once the pistons or seals become worn or damaged. This will also exent the life of the packer blade and guide rails, reducing the amount of down time and spare truck demand.	
	Rubicon fleet managment with Smart Cities est. \$50/veh/month x 25 +\$10k equipment	A Fleet tracking service - By learning to fully utilize a robust fleet tracking with work management capabilities, the goal, as the city grows is the reduce the future growth of administrative and supervisory needs by incorporating more technology in these functions. Given that the garbage fleet drivers each mile of the city more than twice per week, this program may also prove valuable helping other division detect and monitor status of maintenance functions of other division. This program detects hard braking, sharp turns and speed indicating unsafe behavior. Other functions include dispatch/communication functions that would give City Customer service staff real time visibility on the status of work orders. Service verification, using RFID, service is verified and coded on a map so the supervisor can at a glance see if a street or neighborhood was missed before the trucks leave the route area. This is an ongoing occurrence due to human error. While missed pickup complaints are already within industry standards this would improve the level of service and lessen supervisory demand over time as the city grows. The service also has data capture functionality in the beta stage that the company is will to pilot with the city including pot hole detection, sign reflectivity etc.	

Total Cost	\$ 5,160
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CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19

Fund Sanitation Fund - 402
 Department Sanitation 3210-534
 Line Item # 4000
 Line Item Description Travel & Per Diem

Item	Description	Justification	Estimated Cost
1	Epass	epass tolls for sanitation trucks traveling to disposal facilities and repair facilities in Orlando	1,200
2	WasteCon Travel and per diem	Waste Convention for Sanitation Operations manager to review new technologies and services in the waste industry	
3	SWANA RODEO 2 employees x 300 x 4 days	travel and per diem for 4 solid waste employees to attend a solid waste equipment rodeo challenge	
Total Cost			\$ 1,200

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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

Total Cost	\$ -
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Fund	<i>Sanitation Fund - 402</i>
Department	<i>Sanitation 3210-534</i>
Line Item #	<i>4200</i>
Line Item Description	<i>Freight & Postage</i>

375

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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
	<i>Electric Charges</i>	<i>Sanitation share of electric charges for warehouse</i>	<i>5,700</i>
	<i>Waste Water Charges</i>	<i>Sanitation share of waste water charges for warehouse</i>	<i>6,744</i>
	<i>Bulky Waste</i>	<i>Tipping Fees</i>	<i>112,000</i>
	<i>MSW Residential</i>	<i>Tipping Fees</i>	<i>642,000</i>
	<i>Yard Waste</i>	<i>Tipping Fees</i>	<i>159,000</i>
	<i>MSW Commercial</i>	<i>Tipping Fees</i>	<i>395,000</i>
	<i>Recycling Processing</i>	<i>Processing Fees</i>	<i>131,635</i>

Total Cost	\$ 1,452,079
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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
	Garbage truck rental	1 month rental for commercial garbage truck rental due to low spare truck ratio. Expense needed twice in past 3 years	

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4500</u>
Line Item Description	<u>Liability & Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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
	<i>Sanitation Warehouse maintenance;</i>	<i>Repairs and maintenance</i>	<i>3,000</i>
	<i>Lust Rd Maintenance</i>	<i>Repairs and maintenance</i>	<i>1,000</i>
	<i>Repairs to dumpster enclosure</i>	<i>Repairs and maintenance</i>	<i>3,000</i>
	<i>Repave wash bay and improve drain to the oil water seperator drain</i>	<i>To prevent storm water polution</i>	
	<i>Repairs to dumpster enclosure</i>	<i>Repairs and maintenance</i>	

Total Cost	\$ 7,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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	Vehicle maintenance expense \$12/hour x 33460 operating hours	preventative maintenance, tire and repairs of sanitation trucks	402,000
2	backup proximity alarms	retrofit the automated and front load trucks with an alarm that sounds as the truck gets close to objects while backing up. The damage caused by these type of accidents have proved very expensive especially in those vehicle where the CNG tanks are in the tailgate	

Total Cost	\$ 402,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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
	<i>Recycle calendar</i> <i>Recycling info decals trucks</i> <i>Informational truck decals</i>	<i>4 color calendar with magnet mailed to each home for bi-weekly recycling schedule reference</i> <i>large informational magnetic decals about recycling to put on the garbage fleet</i> <i>large informational magnetic decals that can be used on the garbage trucks pointing residents to the website and/or Recollect app to schedule work orders or get information</i>	 5,000

Total Cost	\$ 5,000
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Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4902</u>
Line Item Description	<u>Legal Advertising</u>

Item	Description	Justification	Estimated Cost
	news paper advertising	newspaper add to notify affected customers of route changes	1,500

Total Cost	\$ 1,500
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Fund	<i>Sanitation Fund - 402</i>
Department	<i>Sanitation 3210-534</i>
Line Item #	<i>4903</i>
Line Item Description	<i>Temporary Labor</i>

Item	Description	Justification	Estimated Cost
	Temp Labor	Permanent Temp laborers for yard waste routes. 6065 hours x 18.96	115,000

Total Cost	\$ 115,000
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Fund	<i>Sanitation Fund - 402</i>
Department	<i>Sanitation 3210-534</i>
Line Item #	<i>5100</i>
Line Item Description	<i>Office Supplies</i>

Total Cost	\$ 1,200
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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
	Refuse carts	New and replacement garb and recy carts	180,000
	Refuse cart wheels and parts	spare parts for cart repairs	2,500
	Front load Containers	New and replacement commercial dumpsters	62,000
	Dumpster bottom replacement	replace bottoms in front load dumpsters	8,000
	Dumpster lids/hinges	dumpster replacement parts	2,000
	Dumpster Decals	City logo for new/replacement dumpsters	1,500
	Customer Tags	Customer information tags	1,000
	fall protection gear for FEL trucks	safety equipment	3,000
	Locks	customers	560
	Misc Hand tools	rakes shovels etc	500
	mailbox/ garbage can/Property damage	minor property damage repairs caused by sanitation trucks	2,000
	Motorola batteries	handheld radio replacment batteries	500
	Cameras	replacement cameras for bulky and commercial service verification	700
	Oil absorbant	absorbent for accidental oil spill clean up	1,500
	Wypall towels	Supplies to keep windows and mirrors cleaned on garbage trucks	1,500
	Reflective Vests	cleaned on garbage trucks	1,500
	Hard Hats	safety equipment	380
	Gloves	safety equipment	450
	Safety glasses	safety equipment	500
	Safety shoes	safety equipment	350
	uniorms	safety equipment	2,850
	inspection forms	safety equipment	6,047
	water coolers	DOT vehicle inspection forms	600
	fire extinguishers	safety equipment	380
	yard trash cans	annual maintenance	600
	bear resistant carts	replacement yard trash cans	150
		Partial truck load of bear resistant carts 100 x \$230	

Total Cost	\$ 279,567
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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>

[illegible]

Total Cost	\$ 303,160
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Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Total Cost

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
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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	Solid waste training	<i>comprehensive training tailored to solid waste operations 8hr class x 17 drivers</i>	2,500
2	OSHA 30	<i>Annual review of OSHA training topics for general industry</i>	
3	WasteCon Conference registration	Waste Convention for Sanitation Operations manager to review new technologies and services in the waste industryIncludes 30 CEUs plus renewal fee for one current certification, access to all Keynote and break-out sessions, the MRF Summit, Wednesday Night Networking Event, Lunch on Tuesday and Wednesday, Exhibit Hall Welcome Reception, WASTECON® Tradeshow, and conference proceedings. WASTECON® Feature Activity Your Organization's Benefit Industry Insight and Best Practices WASTECON® offers dozens of technical sessions that meet your organization's needs for the latest information in many interest areas: safety, international waste topics, waste management challenges and more! Training Certification Courses: Become SWANA Certified or Earn CEUs for Certification Renewals Training courses are offered in eight areas of solid waste-specific education to become SWANA Certified in the discipline OR earn valuable CEUs toward recertification OR improve your industry knowledge. Attendance also allows you to earn valuable CEUs toward recertification. Networking Opportunities WASTECON® helps you network with other professionals and vendors in the industry. Be in-the-know about the latest products, technologies, safety issues and processes that apply to your day-to-day work. Experience opportunities to	
4	Recycling Florida Today Winter Summit	<i>Agenda covers a wide area of topics including collection innovations, corporate sustainability, best business practices, public education, networking with other environmental and recycling professionals from both events.</i>	

Total Cost	\$ 2,500
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**CITY OF APOPKA
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Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
	Architectural/Engineering Design services for moving sanitation to 8th and Highland and providing slow fill CNG ports for trucks	Provide Office space for Ops Mgr, Foreman, Specialist, employee breakroom, bath rooms and lockers. Parking Space for 30 vehicles with the ability to overnight CNG slow fill. This has the potential from off peak gas use. The current parking This location in south Apopka has the benefit This location would provide enough space for To include covered storage for refuse carts,	

Total Cost	0
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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
	Automated Sideload garbage truck	Add this truck to the front line fleet. I Dispose of Truck 1145 (2007) which has been used as a spare, then move truck 1556 (2014 model) to the spare line. See route plan.	370,000
	Rearload truck for yard trash collection	There are a total of 3 rearloaders in the fleet used to collect yard trash. 2 routes run M,T,H,F during the winter and fall and 3 trucks during the spring and much of the summer. This truck would replace a 2006 Mack/Hiel rear loader used for yard trash collection which is at the end of its useful life, facing costly engine and transmission replacement if continued to operate. This truck will be used as a front line truck and one of 2 - 2015 Mack/NewWay rear loaders will move to the spare line. Due to population growth, the route plan for 2020 will add one route on Wednesday to utilize the truck on the day they are currently not used (see Route Plan)(\$350,000)	

Total Cost	\$ 370,000
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Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>7100</u>
Line Item Description	<u>Debt Service - Principal</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	<i>Sanitation Fund - 402</i>
Department	<i>Sanitation 3210-534</i>
Line Item #	<i>7200</i>
Line Item Description	<i>Debt Service - Interest</i>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	9300
Line Item Description	Transfer

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
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Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u></u>
Line Item Description	<u>Summary</u>

			(Auto-filled)
Object	Description	Justification	Estimated Cost Baseline
1400	Overtime		191,879
1600	Other Reimbursed Allowances		960
3100	Professional Services		-
3200	Audit Services		-
3400	Other Contractual Services		5,160
3410	Other Contractual Services - Debris Removal		
4000	Travel & Per Diem		1,200
4100	Communications		-
4200	Freight & Postage		5,300
4300	Utility Services		1,452,079
4400	Rental & Leases		-
4500	Liability and Casualty Insurance		-
4600	Repair & Maintenance - Bldg & Equip		7,000
4650	Vehicle Maintenance		402,000
4700	Printing Services		5,000
4902	Legal Advertising		1,500
4903	Temporary Labor		115,000
4960	Bad Debt		-
5100	Office Supplies		1,200
5200	Operating Supplies		279,567
5250	Fuel and Gasoline		303,160
5400	Books, Pubs, Subs & Membership		250
5500	Training		2,500
6300	Infrastructure		-
6400	Equipment		370,000
7100	Debt Service - Principal		-
7200	Debt Service - Interest		-
9300	Transfers		-

Total Cost	\$ 3,143,755
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Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	6300
Project Description	Capital Improvements

Sanitation Facility at 8th & Highland

Status:
Is this a multi-year Project? yes
If yes, what was/is the Project's initiation date? 2020

Total Funding Requirement(s):	2020	2021	2022	2023	2024	TOTAL
Land Acquisition						-
Architectural/Engineering Design	75,000					75,000
Permitting & Construction		250,000				250,000
Equipment/Furniture/Furnishings			20,000			20,000
Landscaping & Site Amenities			20,000			20,000
Other(s) (please list)						-
Claw Trucks	-	200,000	-	-	-	200,000
Front Load Trucks	-	-	350,000	350,000	-	700,000
Rear Load Trucks	350,000	-	-	350,000	-	700,000
Auto Side Load Trucks	370,000	370,000	370,000	370,000	740,000	2,220,000
Container Delivery Trucks	-	100,000	-	-	-	100,000
Cart Delivery Trailer	-	-	-	-	-	-
Pickup Trucks	-	-	35,000	-	-	35,000
						-
TOTAL	\$ 795,000	\$ 920,000	\$ 795,000	\$ 1,070,000	\$ 740,000	4,320,000
Funding Source(s):						
Prior Year Surplus						-
Impact Fees						-
Bond						-
Lease						-
Grant (list sources and amounts)						-
Other(s) Sanitation Fees	795,000	920,000	795,000	1,070,000	740,000	4,320,000
						-
TOTAL	\$ 795,000	\$ 920,000	\$ 795,000	\$ 1,070,000	\$ 740,000	\$ 4,320,000

