



## **APOPKA CITY COUNCIL BUDGET WORKSHOP AGENDA**

**JULY 21, 2021 5:00 PM**

**Apopka City Hall Council Chambers**

**APOPKA CITY COUNCIL BUDGET WORKSHOP MEETING WILL BE LIVE-STREAMED ON YOUTUBE. TO WATCH, PLEASE VISIT: <https://www.youtube.com/CityofApopkaFL>**

**CALL TO ORDER  
INVOCATION  
PLEDGE**

### **BUDGET MEETING**

- 1.** Community Development, Parks and Recreation and Administration Budget Review.

### **PUBLIC COMMENT PERIOD**

The Public Comment Period is for City-related issues that may or may not be on today's Agenda. If you are here for a matter that requires a public hearing, please wait for that item to come up on the 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. If you wish to speak on a matter that requires a public hearing, please fill out a white-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**

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (407) 703-1704. F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Council with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Any opening invocation that is offered before the official start of the Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the City Council meeting are invited to stand during the opening ceremony. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the City Council Chambers or exit the City Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

# **Community Development Department**

**CITY OF AOPKA**  
**COMMUNITY DEVELOPMENT**  
4020

**LINE ITEM DETAIL**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	799,857	839,814	741,404	-11.72%
1210 LONGEVITY PAY	-	1,145	929	-18.91%
1400 OVERTIME	-	-	-	0.00%
1600 OTHER REIMBURSED ALLOWANCES	-	-	-	0.00%
2100 F.I.C.A.	57,962	64,333	56,788	-11.73%
2200 RETIREMENT CONTRIBUTION	136,834	153,896	123,895	-19.49%
2300 LIFE AND HEALTH INSURANCE	101,309	127,874	115,704	-9.52%
2400 WORKERS COMPENSATION	4,196	2,291	2,981	30.12%
			-	0.00%
<b>TOTAL</b>	<b>1,100,158</b>	<b>1,189,354</b>	<b>1,041,702</b>	<b>-12.41%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES				
3400 OTHER CONTRACTUAL SERVICES	36,474	109,000	250,000	129.36%
4000 TRAVEL & PER DIEM	40	4,550	5,150	13.19%
4100 COMMUNICATIONS	-			
4200 FREIGHT & POSTAGE	3,716	4,368	4,368	0.00%
4400 RENTAL & LEASES	13,156	8,325	8,925	7.21%
4600 REPAIR AND MAINTENANCE	1,750	1,500	1,500	0.00%
4650 VEHICLE MAINTENANCE	841	1,500	1,500	0.00%
4700 PRINTING AND BINDING	233	2,740	2,400	-12.41%
4900 OTHER CHARGES	-	-	-	
4902 LEGAL ADVERTISING	24,569	40,000	40,000	0.00%
5100 OFFICE SUPPLIES	2,568	10,000	12,000	20.00%
5200 OPERATING SUPPLIES	1,322	2,200	3,200	45.45%
5250 FUEL & GASOLINE	2,720	2,500	2,500	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	2,729	4,869	59,604	1124.15%
5500 TRAINING	485	4,100	6,400	56.10%
<b>TOTAL</b>	<b>90,602</b>	<b>195,652</b>	<b>397,547</b>	<b>103.19%</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDING	3,570			
6300 IMPROV. OTHER THAN BUILDINGS		-	-	0.00%
6400 EQUIPMENT	6,782	50,000	2,320	0.00%
<b>TOTAL</b>	<b>10,352</b>	<b>50,000</b>	<b>2,320</b>	<b>0.00%</b>
<b>TOTAL COST</b>	<b>1,201,112</b>	<b>1,435,006</b>	<b>1,441,569</b>	<b>0.46%</b>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Specific Purpose Studies	This includes professional services such as traffic studies (not related to development review); surveying; engineering or design studies not within the programmatic parameters of the capital budget; architectural design; surveys; environmental analysis; property appraisals; closing services; Comprehensive Plan update	150,000
2	Scanning services for planning historical files	Over 50 boxes of comp. plan and zoning files, and roll site plans for scanning and logging into laserfiche.	100,000

<b>Total Cost</b>	<b>\$ 250,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
	<b><u>Planning</u></b>		
1	<i>FAPA - Florida American Planners Association, State Conference</i>	<i>4 hotel nights, registration (for 2)</i>	1,200
2	<i>Training conferences &amp; workshops</i>	<i>APA, FAPA, ISA, MPO-transportation ~ State and local type training</i>	700
3	<i>Per diem for conferences and workshops</i>	<i>Travel and meals not covered by conference registration</i>	950
	<b><u>Engineering</u></b>		
4	<i>ASCE-American Society of Civil Engineers *</i>	<i>4 nights/airfare/car rental *Continuing Education Units required</i>	900
5	<i>FEMA-CFM Certified Floodplain Manager *</i>	<i>4 nights/airfare/car rental *Continuing Education Units required</i>	1,100
6	<i>Local continuing education meetings &amp; workshops (FEMA, ASCE, etc.)</i>	<i>Workshops and trainings</i>	300
		<i>Conferences and travel include training and support for the economic development, redevelopment, and planning efforts. Also includes required training for certifications (AICP, FRA, IEDC) and supports the City's business climate.</i>	

<b>Total Cost</b>	<b>\$ 5,150</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
1	Postage for Business Tax receipts	BTR Notices - 2400 Business Tax Audit Notices - 600 BTR Renewal completions - 1600 BTR Delinquency Notices - 1000	1,152 288 768 480
2	Postage for Engineering	Floodplain Education letters (CRS)-1000	480
3	Postage for Planning and Zoning	P&Z letters - 250	120
4	Postage for Community Development	Various letters and correspondence - 1000	480
5	Future Land Use Amendment	Large packaged transmitted to several state agencies. Approximately 4/year@50.00	200
6	Public Meeting Notices for Community Meetings	Approximately 4 per year	200
7	FEMA Floodplain Annual Mailing		200

<b>Total Cost</b>	<b>\$ 4,368</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	Copier Lease	Community Deveopment Dept.-P&Z Division for Lanier MP C6004 copier/printer	2,425
2	Copier Usage Fees	Usage Fee for copier	6,500

<b>Total Cost</b>	<b>\$ 8,925</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4500</u>
<b>Line Item Description</b>	<u>Liability &amp; Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	<i>Department repairs for various equipment</i>	<i>Continue dept. operations</i>	1,500

<b>Total Cost</b>	<b>\$ 1,500</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	<i>Preventive and corrective maintenance of CDD vehicles</i>	<i>Oil changes, tires, etc. from normal wear &amp; tear, needed to keep vehicle on the road. Two vehicles (CDD &amp; Eng.)</i>	1,500

<b>Total Cost</b>	<b>\$ 1,500</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Business Cards</i>	<i>Business cards for employees \$35 ea for up to 10 employees</i>	350
2	<i>Copies of Development Plans</i>	<i>D-size copies, approx. \$20/month</i>	200
3	<i>Special Studies prints</i>	<i>Special studies and reprints of, CRA Plan, Form-Based Code, Development Guidelines, LDC, and LDC sections</i>	200
4	<i>Fliers and brochures</i>	<i>New Business Checklist, project map and list used to promote economic activities.</i>	250
5	<i>Public Hearing Notice signs</i>	<i>Public Notice corrugated signs (500)</i>	1,400

<b>Total Cost</b>	<b>\$ 2,400</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4900</u>
<b>Line Item Description</b>	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost

<b>Total Cost</b>	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4902</u>
<b>Line Item Description</b>	<u>Legal Advertising</u>

Item	Description	Justification	Estimated Cost
1	Public Hearing Notices	Advertising requirements for development review. Council, Planning Commission, CRA, special meetings, etc.	40,000

Total Cost	\$ 40,000
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	General Office Supplies	Paper, pads, pens, markers, files, etc.	12,000

Total Cost	\$ 12,000
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	General Operating Supplies	General Items including DVD's, Desk calendars, storage boxes, etc.	1,500
2	Work Boots for Field Staff	Site inspection and field staff needs sturdy, safe and reliable protective footwear while working in construction sites in the field. \$150.00 per for inspections: City Engineer / 4 planners	750
3	Staff Uniforms	It is critical that we begin to reshape our image in the office and the field. Due to the amount of interaction Community Development & Engineering Division staff has with the public, it is imperative that we present a professional appearance at all times. 1 Office staff should also present a professional appearance to the public. This not only builds a sense of team and comradery, it also contributes to elevating the brand of Apopka. 2 shirts @ \$25 per shirt, per 2 staff members for Planning & Eng. (11 staff)	550
4	Manhole Inspection equipment	Engineering inspector mirror on expanding ple AND light	400

<b>Total Cost</b>	<b>\$ 3,200</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Gasoline for Planning Vehicle	Vehicle fuel for 2 (Eng. & CDD)	2,500

<b>Total Cost</b>	<b>\$ 2,500</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

**Fund** General Fund - 001  
**Department** Community Development-Planning 4020-515  
**Line Item #** 5400  
**Line Item Description** Books, Publications, Subscriptions & Memberships

Item	Description	Justification	Estimated Cost
1	APA / FAPA / AICP Dues	6 Planners	3,200
2	Florida Planning and Zoning Association Membership dues	City Membership	150
3	FRA - Florida Redevelopment Association Membership	City Membership	495
4	Florida Professional Engineer's Licences	Engineer's License	124
5	ASCE - American Society of Civil Engineers Dues	City Engineer's membership	500
6	FES - Florida Engineering Society Dues	City Engineer's membership	400
7	ASFPM - American Association of Floodplain Managers (CFM License)	City Engineer's membership	400
8	ISA - Arborist	Staff membership	135
9	Dude Solutions (SmartGov)	continuing contract	40,000
10	Bluebean software	Plan review software continuing subscription	9,000
11	Cellular data for 4 iPads	Cellular dat for the four iPads (\$36/mth) Dir., Plannning Manager, Trans. Coord., 2 Senior Planners (5 total)	2,200
12	ArcMap for 2 additional Planning staff	Allows planning staff to use Asrc Map to map maps and receive GIS shape files for submittal review. (\$1,500 ea)	3,000
13	Laserfiche license	Allows planning staff to archieve and view documents on shared server. (3 at \$720 ea)	2,160
<b>Total Cost</b>			<b>\$ 59,604</b>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	FAPA conference-Continuing Education, Conf. Reg. fee	Two employees to attend the Florida Chapter of the American Planning Association Conference	800
2	Continuing Education credits for AICP	Local Events to acquire Continuing Education credits	200
3	Misc. Technical events	City Engineer & Planning	1,000
4	ASCE-Engineering Continuing Education, Conf. Reg. fee	City Engineer attendance - Tech. training sessions. Required for Certifications	750
5	FEMA Floodplain - Continuing Education, Conf. Reg. fee	City Engineer attendance - Tech. training sessions. Required for Certifications	700
6	Landfill Training - Continuing Education Credit Reg. fee	Required for certifications	650
7	AICP Certification exam fee	3 planning staff to sit for American Institute of Certified Planners exam. (\$600 ea)	1,800
8	Engineering Inspector's training (water, sewer, reclaimed, pavement, etc.)	Continuing Education and Inspector Certifications	500

<b>Total Cost</b>	<b>\$ 6,400</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost

<b>Total Cost</b>	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	<i>iPad replacements</i>	<i>Old iPad replacements due to age, speed, breakdowns, document loading, etc. (four at \$380 ea)</i>	1,520
2	<i>11' x 17" scanner</i>	<i>For smaller files to archieve into laserfiche, for min 5 users.</i>	800

<b>Total Cost</b>	<b>\$ 2,320</b>
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**CITY OF AOPKA**  
**BUILDING SAFETY**  
4021

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	529,590	597,321	600,380	0.51%
1210 LONGEVITY PAY	-	2,539	2,302	-9.36%
1400 OVERTIME	-	2,500	2,500	0.00%
2100 F.I.C.A.	37,966	46,081	46,296	0.47%
2200 RETIREMENT CONTRIBUTION	92,361	110,232	101,005	-8.37%
2300 LIFE AND HEALTH INSURANCE	82,163	127,529	127,529	0.00%
2400 WORKERS COMPENSATION	4,644	2,247	2,247	0.00%
				0.00%
<b>TOTAL</b>	<b>746,724</b>	<b>888,449</b>	<b>882,259</b>	<b>-0.70%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4100 COMMUNICATIONS	-	-		
4200 FREIGHT & POSTAGE	41	250	200	-20.00%
4400 RENTAL & LEASES	4,556	8,325	3,660	-56.04%
4600 REPAIR AND MAINTENANCE	-	-	-	
4650 VEHICLE MAINTENANCE	1,837	4,000	6,500	62.50%
4700 PRINTING SERVICES	120	650	450	-30.77%
5100 OFFICE SUPPLIES	2,187	2,500	3,000	20.00%
5200 OPERATING SUPPLIES	2,483	3,150	3,150	0.00%
5250 FUEL & GASOLINE	4,273	6,000	6,000	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	543	1,169	1,285	9.92%
5500 TRAINING	1,275	20,135	19,135	-4.97%
<b>TOTAL</b>	<b>17,313</b>	<b>46,179</b>	<b>43,380</b>	<b>-6.06%</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS	3,570		-	0.00%
6400 EQUIPMENT	1,752		380	0.00%
<b>TOTAL</b>	<b>5,322</b>	<b>-</b>	<b>380</b>	<b>0.00%</b>
<b>TOTAL COST</b>	<b>769,359</b>	<b>934,628</b>	<b>926,019</b>	<b>-0.92%</b>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
1	<i>Postage for Building-Safety Division</i>	<i>Postage for mail notifications of permit expirations, fee requirements, stop work orders, license expirations, etc.</i>	200

<b>Total Cost</b>	\$	<b>200</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	<i>Copier Usage Fees</i>	<i>Usage Fee for copier (Epson Workforce Pro WF-C879R)</i>	1,500
2	<i>Laserfiche license</i>	<i>Allows building staff to archive and view documents on shered server. (3 at \$720 ea)</i>	2,160

<b>Total Cost</b>	<b>\$</b>	<b>3,660</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4500</u>
<b>Line Item Description</b>	<u>Liability &amp; Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
<b>Total Cost</b>			\$ -

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	<i>Preventive and corrective maintenance of CDD-Building-Safety Division vehicles</i>	<i>Oil changes, tires, etc. from normal wear &amp; tear, needed to keep vehicle on the road. Total 6 vehicles</i>	6,500

<b>Total Cost</b>	<b>\$ 6,500</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Business Cards</i>	<i>Business Cards for employees employees. \$35 for up to 10 employees</i>	250
2	<i>Copies of Development Plans</i>	<i>The department provides copies of plans to various departments depending upon the need and to outside agencies and individuals upon request.</i>	200

<b>Total Cost</b>	<b>\$</b>	<b>450</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	General Office Supplies	Paper, pads, pens, markers, files, etc.	3,000

<b>Total Cost</b>	<b>\$ 3,000</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	General Operating Supplies	Blank CD's, desk calendars, storage boxes, as well as other general items	2,000
2	Work Boots for Field Staff	Field staff needs sturdy, safe and reliable protective footwear while working in construction sites in the field. \$150.00 per inspector. 5 total	750
3	Field Uniforms for staff	It is critical that we begin to reshape our image in the office and the field. Due to the amount of interaction Building Division Staff has with the public it is imperative that we present a professional appearance at all times. It is especially important for field staff to be easily identifiable by contractors and homeowners when arriving to a site or knocking on a door. Office staff should also present a professional appearance to the public. This not only builds a sense of team and comradery, it also contributes to elevating the brand of Apopka. 5 shirts @ \$25 per shirt, 6 inspectors (\$150) 2 Shirts per 5 permit clerk/tech members @ \$25 per shirt (\$250).	400

<b>Total Cost</b>	<b>\$ 3,150</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	<i>Gasoline for Building vehicles</i>	<i>Vehicle fuel for inspectors (5). As the City boundaries increase in size and travel times become longer additional fuel will be needed. Additional staff will also require more vehicles and more fuel.</i>	6,000

<b>Total Cost</b>	<b>\$ 6,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	<i>Florida Building Codes updates: Building, Accessibility, Energy, Test Protocol for HVHZ, Plumbing, Mechanical, Fuel Gas, Residential, Existing Building Codes, etc.</i>	<i>Aids and backup for plans examining and inspectors.</i>	1,000
2	<i>BOAF, Building Official Association of Florida</i>	<i>Membership for Building Official (\$50) and 5 staff (Deputy and Inspectors @ \$20 ea = \$100)</i>	150
3	<i>ICC Membership</i>	<i>Building Official membership</i>	135

<b>Total Cost</b>	<b>\$ 1,285</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	<i>BOAF, Building Officials Association of Florida ~ Inspector Cross Training</i>	<i>Cross training for the building inspectors is needed to allow for one inspector to do multiple inspections (rather than at least four separate inspectors to one site) that include Building, Electrical, Mechanical and Plumbing. 5 inspectors @ \$3,000 ea</i>	15,000
2	<i>BOAF Online Course Ethics</i>	<i>Online training for Building personnel. 4 at \$49 ea.</i>	200
3	<i>Plan Examiner Post Application</i>	<i>Two Building Inspector Plan Examiner Apps. @ \$495 ea</i>	990
4	<i>Plan Examiner Test</i>	<i>Two Building Inspector Plan Examiner Tests. \$199 ea</i>	400
5	<i>ICC Property Maintenance Education and Test</i>	<i>Four Continuing Education courses for Building Clerks/Techs. \$199 ea</i>	800
6	<i>ICC Zoning Education and Test</i>	<i>Four Continuing Education courses for Building Clerks/Techs. \$199 ea</i>	800
7	<i>BOAF Annual Conference</i>	<i>For Building Official - Registration, Hotel, per diem</i>	800
8	<i>BOAF 3-day Code Training Seminar</i>	<i>Building Official Continuing Education</i>	145

<b>Total Cost</b>	<b>\$ 19,135</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

**Fund** General Fund - 001  
**Department** Community Development-Building 4021-524  
**Line Item #** 6200  
**Line Item Description** Infrastructure

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	<i>iPad for inspectors</i>	<i>iPad for new inspector.</i>	380
2	<i>Computer for new Permit Clerk</i>	<i>Required to process permits</i>	

<b>Total Cost</b>	<b>\$</b>	<b>380</b>
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**CITY OF APOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2021-2022**

**Fund** General Fund - 001  
**Department** Community Development-Building 4021-524  
**Division** \_\_\_\_\_

Position Title	Justification	Anticipated Salary/Grade
Secretary I	Permit and processing volume for adequate staffing levels - full time	31029 / 5
Permit Clerk	Permit and processing volume for adequate staffing levels	31,029 / 5
Multi Code Inspector	Permit and processing volume for adequate staffing levels	65,000 / 10
		-

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

ATTACH JOB DESCRIPTION TO THIS FORM

Coord: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# **Parks and Recreation Department**

# CITY OF AOPKA CEMETERY

3512

## LINE ITEM DETAIL

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>	
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	74,713	77,891	79,450	2.00%
1210	LONGEVITY PAY	-	378	427	12.88%
1400	OVERTIME	2,090	1,550	1,550	0.00%
2100	F.I.C.A.	5,277	6,106	6,229	2.01%
2200	RETIREMENT CONTRIBUTION	13,395	14,607	13,590	-6.96%
2300	LIFE AND HEALTH INSURANCE	20,885	21,628	21,628	0.00%
2400	WORKERS COMPENSATION	1,297	1,127	1,127	0.00%
<b>TOTAL</b>		<b>117,657</b>	<b>123,287</b>	<b>124,001</b>	<b>0.58%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES		22,000	-	0.00%
4300	UTILITY SERVICES	2,440	-	-	0.00%
4600	REPAIR AND MAINTENANCE	5,731	35,000	35,000	0.00%
4650	VEHICLE MAINTENANCE	2,001	2,500	6,500	160.00%
5100	OFFICE SUPPLIES		-	-	0.00%
5200	OPERATING SUPPLIES	5,617	9,618	11,920	23.93%
5250	FUEL & GASOLINE	2,774	3,000	3,000	0.00%
5400	BOOKS PUBS & SUBSCRIPTIONS	-	-	-	
5500	TRAINING	-	-	-	
<b>TOTAL</b>		<b>18,563</b>	<b>72,118</b>	<b>56,420</b>	<b>-21.77%</b>
<b>CAPITAL OUTLAY:</b>					
6300	IMPROV. OTHER THAN BUILDINGS	-		-	0.00%
6400	EQUIPMENT	-		23,000	0.00%
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>23,000</b>	<b>0.00%</b>
<b>TOTAL COST</b>		<b>136,220</b>	<b>195,405</b>	<b>203,421</b>	<b>4.10%</b>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-1400</u>
<b>Line Item Description</b>	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Memorial Day	Staffing to maintain grounds, setup and breakdown during the event, 10hrs at \$25/ hr.	250
2	Cemetery Support	To help locate graves and assist Families after normal working hours. 1 hour per week @ 52 weeks. 52hrs at \$25/ hr.	1,300

<b>Total Cost</b>	<b>\$ 1,550</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-3400</u>
<b>Line Item Description</b>	<u>Other Contracted Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-4300</u>
<b>Line Item Description</b>	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-4500</u>
<b>Line Item Description</b>	<u>Liability &amp; Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Tree/Landscape Removal	Removal of hazardous trees and landscape throughout the Cemetery	25,000
2	Building/Grounds Repair	To repair dilapidated building and removal of unsafe buildings located on the lot.	10,000

<b>Total Cost</b>	<b>\$ 35,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Cemetery Vehicles	Repair and P.M. Cost	1,500
2	Cemetery Small Equipment	Repair and P.M. Cost	5,000

<b>Total Cost</b>	<b>\$ 6,500</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-4900</u>
<b>Line Item Description</b>	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Parks and Recreation - Cemetery
<b>Line Item #</b>	3512-539-5200
<b>Line Item Description</b>	Operating Supplies

Item	Description	Justification	Estimated Cost
1	Uniforms	City Provided, 2 @ \$235 per year	470
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	Hand Tools	Replacement of shovels, rakes and other hand tools	500
6	Head Stone Repairs	Repairs to Head Stones damaged by weed eater or mower	500
7	Community Service Projects		100
8	Marking Supplies	Supplies to mark and maintain graves. Stakes, paint, flagging tape, etc.	500
9	Landscape Supplies	Replacement of dead/dying turf, landscape plants	3,000
10	Landscape Mulch	New mulch for landscape beds	1,000
11	Pesticides	Herbicides, pesticides, fungicides to control issues at the Cemetery	1,000
12	Fertilizer	To fertilizer sod and landscape plants	750
13	2cycle Oil	Use for small 2cycle equipment	500
14	Landscape Supplies	Landscape bags, ties, tags, stakes, edger blades, mower blades, weed eater string, etc.	2,000
15	Hardware Supplies	Replacement of miscellaneous bolts, nails, paint used in the up keep of the Cemetery	750

<b>Total Cost</b>	<b>\$ 11,920</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Unleaded Fuel Vehicles	800 @ \$2.50	2,000
2	Unleaded Fuel Equipment	400 @ \$2.50	1,000

<b>Total Cost</b>	<b>\$</b>	<b>3,000</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Cemetery</u>
<b>Line Item #</b>	<u>3512-539-6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
ATHLETIC COMPLEXES**

3514

**LINE ITEM DETAIL**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>	
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	338,445	371,383	280,305	-24.52%
1210	LONGEVITY PAY	-	1,789	767	-57.13%
1300	OTHER SALARIES AND WAGES	20,228	35,000	35,000	0.00%
1400	OVERTIME	9,553	23,180	23,180	0.00%
1600	OTHER REIMBURSED ALLOWANCES	-	480	480	
2100	F.I.C.A.	26,033	33,035	25,990	-21.33%
2200	RETIREMENT CONTRIBUTION	47,254	57,834	45,548	-21.24%
2300	LIFE AND HEALTH INSURANCE	64,829	82,943	73,061	-11.92%
2400	WORKERS COMPENSATION	5,217	2,389	2,389	0.00%
					0.00%
<b>TOTAL</b>		<b>511,558</b>	<b>608,034</b>	<b>486,720</b>	<b>-19.95%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	3,000	3,600	-	0.00%
3400	OTHER CONTRACTUAL SERVICES	109,125	224,580	351,000	56.29%
4000	TRAVEL & PER DIEM	-	-	-	
4200	FREIGHT & POSTAGE	21	75	75	0.00%
4300	UTILITY SERVICES	233,953	247,505	285,305	15.27%
4400	RENTALS & LEASES	527	5,920	5,000	-15.54%
4600	REPAIR AND MAINTENANCE	29,224	36,000	156,500	334.72%
4650	VEHICLE MAINTENANCE	47,622	42,250	66,000	56.21%
4900	OTHER CHARGES	-	500	1,000	100.00%
5100	OFFICE SUPPLIES	-	-	-	0.00%
5200	OPERATING SUPPLIES	196,596	230,540	230,540	0.00%
5216	TREE BANK EXPENDITURES	476,204	-	-	#DIV/0!
5250	FUEL & GASOLINE	15,690	34,315	60,000	74.85%
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	983	1,325	655	-50.57%
5500	TRAINING	350	1,660	2,110	27.11%
<b>TOTAL</b>		<b>1,113,294</b>	<b>828,270</b>	<b>1,158,185</b>	<b>39.83%</b>
<b>CAPITAL OUTLAY:</b>					
6200	BUILDING	-			0.00%
6300	INFRASTRUCTURE	4,987		114,000	0.00%
6400	EQUIPMENT	60,699	33,700	135,500	0.00%
<b>TOTAL</b>		<b>65,686</b>	<b>33,700</b>	<b>249,500</b>	<b>0.00%</b>
<b>TRANSFERS:</b>					
9300	Transfer to Grants		-	-	0.00%
<b>TOTAL COST</b>		<b>1,690,538</b>	<b>1,470,004</b>	<b>1,894,405</b>	<b>28.87%</b>

**CITY OF AOPKA  
 GROUNDS MAINTENANCE**

3513

**LINE ITEM DETAIL**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	309,208	255,591	244,440	-4.36%
1210 LONGEVITY PAY	-	1,955	1,598	-18.27%
1300 OTHER SALARIES AND WAGES	-	-	-	0.00%
1400 OVERTIME	8,244	6,300	6,300	0.00%
2100 F.I.C.A.	23,174	20,184	19,304	-4.36%
2200 RETIREMENT CONTRIBUTION	55,364	48,284	42,115	-12.78%
2300 LIFE AND HEALTH INSURANCE	84,172	77,409	77,409	0.00%
2400 WORKERS COMPENSATION	12,134	1,672	1,672	0.00%
<b>TOTAL</b>	<b>492,296</b>	<b>411,394</b>	<b>392,837</b>	<b>-4.51%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 CONTRACTUAL SERVICES	44,932	73,000	-	-100.00%
4100 COMMUNICATIONS	101	-	-	0.00%
4200 FREIGHT & POSTAGE SERVICES	-	-	-	0.00%
4300 UTILITY SERVICES	16,637	37,800	-	-100.00%
4400 RENTALS & LEASES	6,105	-	-	#DIV/0!
4600 REPAIR AND MAINTENANCE	34,630	24,500	-	-100.00%
4650 VEHICLE MAINTENANCE	23,920	26,000	-	-100.00%
4900 OTHER CHARGES	326	12,500	-	-100.00%
5100 OFFICE SUPPLIES	-	-	-	#DIV/0!
5200 OPERATING SUPPLIES	21,454	40,540	-	-100.00%
5207 PARKS BEAUTIFICATION	-	-	-	#DIV/0!
5216 TREE BANK EXPENDITURES	50,368	80,000	-	-100.00%
5250 FUEL & GASOLINE	12,917	25,800	-	-100.00%
5400 BOOKS, Pubs, SUBS & MEMBERSHIPS	-	1,100	-	-100.00%
5500 TRAINING	-	1,850	-	-100.00%
<b>TOTAL</b>	<b>211,390</b>	<b>323,090</b>	<b>-</b>	<b>-100.00%</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS	-	-	-	0.00%
6300 INFRASTRUCTURE	-	100,000	-	0.00%
6400 EQUIPMENT	-	30,000	-	0.00%
<b>TOTAL</b>	<b>-</b>	<b>130,000</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL COST</b>	<b>703,686</b>	<b>864,484</b>	<b>392,837</b>	<b>-54.56%</b>

**CITY OF AOPKA  
PARKS AND RECREATION, PARKS - 3514**

**MANPOWER ANALYSIS**

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

<u><b>FT POSITION</b></u>	<u><b>2020</b></u>	<u><b>2021</b></u>	<u><b>2022</b></u>
SUPERINTENDENT	1	1	1
FOREMAN	2	2	2
GROUND S SPECIALIST	2	1	0
IRRIGATION SPECIALIST	2	2	2
WORKER I	3	2	2
WORKER II	5	5	0
PARKS WORKER	0	2	13
<b>TOTAL</b>	<u><b>15</b></u>	<u><b>15</b></u>	<u><b>20</b></u>

<u><b>PT POSITION</b></u>	<u><b>2020</b></u>	<u><b>2021</b></u>	<u><b>2022</b></u>
PT MAINTENANCE WORKER	4	4	0
<b>TOTAL</b>	<u><b>4</b></u>	<u><b>4</b></u>	<u><b>0</b></u>

**CAPITAL OUTLAY**

6300 - Infrastructure

6400 - Equipment

**Total Capital Outlay** \$ -

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

**Department** Parks and Recreation, Parks  
**Line Item #** 3514-572-1300  
**Line Item Description** Other Salaries and Wages

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-1400</u>
<b>Line Item Description</b>	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Events, Emergencies	As needed	17,000

Total Cost	\$ 17,000
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Contract Athletic Field Spraying	Fertilizer, Weed Control.	194,600
2	Indoor Pest Treatment	Pest Treatment For Insect Control, Rodents	700
3	Bee Control	As Needed	700
4	Pressure Washing	NW Complex, surrounding sidewalks, parks	23,000
5	Mosquito Control	KLNP - Market, Events	12,000
6	Mowing Contract	PLM - Designated Areas	45,000
7	Palm Tree Care	Medjool Palm Treatment	20,000
8	Tree Trimming	Medjool Palms, other	20,000
9	City Hall Turf Care	Fertilizer, Weed Control	15,000

<b>Total Cost</b>	<b>\$ 331,000</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Travel for training and conferences	GSA Rates, Parking	500

<b>Total Cost</b>	\$	<b>500</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
1	General Mailings	Minor Mailings - Tree City, Professional	75

<b>Total Cost</b>	\$	75
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-4300</u>
<b>Line Item Description</b>	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Water, Sewer, Sanitation	Dog Park Irrigation Meter	5,305
2		Dog Park Fountain Meter	209
3		FCC Grounds Building	629
4		FCC Irrigation	2,122
5		FCC Rec Building	3,713
6		Edwards Field	106
7		Racquetball Bathrooms Splash Pad	2,575
8		AAC Field Irrigation	1,061
9		AAC Operations Building	2,122
10		Williams Park Field Irrigation	2,122
11		Williams Park Rec Center	2,122
12		NWRC Amp. & Concession	1,061
13		Fence Meter @ NW Water Plant	18,035
14		LL Office & Concessions	1,061
15		Recreation Office & Concession	849
16		Volleyball Shower	106
17		Maint. Bldg. & Restrooms Irrigation Meter	9,548
18	Dumpsters	Northwest	19,519
19		Fran Carlton	1,413
20		AAC	1,413
21	Electrical FCC	Events	5,422
22		FCC & KLNP	13,792
23		McBride House	212
24		McBride & Dog Park Outside Lights	1,061
25		Forest Ave. - Outlets For Food Vendors (Fair & Foliage Festival)	530
26		Highland Ave Lights	3,183
27		Splash Pad @ KLNP	2,122
28	Electrical NWRC	Rock Springs Ridge Pump Area	26,000
29		NWRC Basketball Lights	18,035
30		NWRC Soccer Lights	15,914
31		LL Operations Building	4,774
32	Electrical NWRC	South Concession	21,218
33		Reclaimed Pump Station	212
34		Operations Building NWRC	8,487
35		Softball Field Lights	9,548
36		Tennis & BB Lights	2,334
37		Football & N. Soccer Fields	8,487
38		Pop Warner Press Box	212
39		Pop Warner Building	4,244
40		Amphitheater & Concession	10,609
41		Pond Restroom	636
42	Electrical AAC	Ball Field Lights	6,365
43		AAC Operations Building	3,183
44	Electrical Williams park	Operations Building	3,183
45		Field & Baseball Lights	2,122
45	KLNP Electrical	Christmas Lights In KLNP	530
46	Electric	Service for Buildings and Lightning	20,300
47	Water/Sewer	Service for Buildings	17,500

<b>Total Cost</b>	<b>\$ 285,305</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	Equipment Rentals	Tractor, Stump Grinder, other	5,000

Total Cost	\$ 5,000
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Parks and Recreation, Parks
<b>Line Item #</b>	3514-572-4600
<b>Line Item Description</b>	Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
1	Concrete Repairs	As needed	20,000
2	Fence Repairs	Multiple Fences: NW, AAC, WP	12,000
3	Irrigation Repairs & Lightning	Frequent Repairs & Lightning Damage	32,000
4	Tree Pruning & Removals	Tree Pruning & Removals	25,000
5	Alarm Repairs	Damaged From Lightning Or Vandalism	500
6	Sewage System	Pump Repairs	2,000
7	Fire Extinguishers	Annual Maintenance	500
8	Pavilion Repairs	Paint and Miscellaneous	1,500
9	AAC Maintenance	Clay, Repairs	15,000
10	Splash Pad Chemicals	Maintenance	17,000
11	Parks Repairs	Miscellaneous	12,000
12	Playgrounds	General Maintenance	7,000
13	Playground Mulch	Routine Replacement	12,000

<b>Total Cost</b>	<b>\$ 156,500</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-4900</u>
<b>Line Item Description</b>	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	Landfill Charges	Removal Of Debris	1,000

<b>Total Cost</b>	<b>\$ 1,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Parks and Recreation, Parks
<b>Line Item #</b>	3514-572-5200
<b>Line Item Description</b>	Operating Supplies

Item	Description	Justification	Estimated Cost
1	General/Janitorial Supplies	Dog Sanitation Supplies	1,800
2		Daily Cleaning Supplies For Restrooms & Operational Buildings	3,600
3		Toilet Tissue 4.5 Cases/Wk. x 52 x 45	10,500
4		Hand Soap \$52 Case x 3 Cases/Mo x 12	1,875
5		Paper Towels 3 Cases/Wk. x \$30 x 52	4,680
6		Air Fresheners For Restrooms	500
7		Restroom Cleeaning Supplies	3,000
8		Trash Can Inners 3 Case/Wk. x \$38 x 52	5,930
9		Trash Cans To Replace Broken & Add More	3,000
10		Light Bulbs For NWRC Buildings	500
11	General Sod Replacement	Sod Replacement - Heavy Field Usage	45,000
12	Mower Blades	Mower Replacement Blades	5,000
13	Chalk Ballfields	Chalk For Ballfield Usage	3,250
14	Pesticides, Feritlizers Inhouse	Inhouse Chemical Care	25,000
15	Clay, Sand - Ballfields	Clay, Sand for Ballfields	9,040
16	General Supplies	Items From Public Services, Fire Renewal, Hand Tools, Lumber, Assorted Parts, Warehouse Tools, Small Equipment, Small Repairs & General Supplies, Trash Cans	30,000
17	Paint Balfields	Paint for Ballfield Usages	28,000
18	Landscape Supplies, Mulch	Plant Material Replacements, Mulch	29,000
19	ChipCo	Annual Mole Cricket Control	26,000
20	Field Compost	Field Compost	21,000
21	Turface Conditioner	Soil Conditioner For Clay Fields	5,500
22	Small Tools	Replacement Units Along With New Small Hand Equipment And Attachments	8,000
23	Uniforms, Boots & Clothing	Staff Uniform, Boots & Clothing Allowance	7,000
24	Field and Facility Supplies	Mounds, Bases, Fencing, Anchors, etc	14,200
25	Cones	Traffic Control	1,000
27	Speed Bumps, Traffic Bollards	Traffic Control, Safety	15,000
26	Benches, Bleachers, Picnic Tables	Replace as needed	13,000

<b>Total Cost</b>	<b>\$ 320,375</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Parks and Recreation, Parks
<b>Line Item #</b>	3514-572-5216
<b>Line Item Description</b>	Tree Bank Expenditures

Item	Description	Justification	Estimated Cost
1	Tree Replacement		90,000

Total Cost	\$ 90,000
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Tanks At Northwest	Fuel Tanks At Northwest	30,000
2	Parks Vehicles	City Fuel	30,000

<b>Total Cost</b>	<b>\$ 60,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	CF STMA	Membership	100
2	International Society of Arborists & Society of Municipal Arborist	Membership For Certified Arborist	280
3	Florida TurfGrass Association	Membership	100
4	Irrigation Association	Membership	120
5	Tree City USA	City Membership	55

<b>Total Cost</b>	<b>\$</b>	<b>655</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Parks and Recreation, Parks
<b>Line Item #</b>	3514-572-5500
<b>Line Item Description</b>	Training

Item	Description	Justification	Estimated Cost
1	FRPA Confernece	Professional Conference	160
2	Arborculture & Forestry Conference	Conference	250
3	Horticulture Programs/Classes	Maintain CEU's And Educational	250
4	Turfgrass Programs/Classes	Maintain CEU's And Educational	275
5	Pesticide Programs/Classes	Maintain CEU's And Educational	375
6	Irrigation Programs/Classes	Maintain CEU's And Educational	400
7	Arbor/FRPA Certification	Professional Certification	150
8	Pesticide Renewals	Professional Certifications	200
9	Irrigation Renewal	Professional Certifications	50

<b>Total Cost</b>	\$	<b>2,110</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-6200</u>
<b>Line Item Description</b>	<u>Building</u>

Item	Description	Justification	Estimated Cost
1	Steel Storage Building near FCC	Cemetery, Parks, City Hall area	300,000
2	Restrooms at NW	Amphitheater	500,000
3	Hickerson Property Restroom	Facility for Birding Park	150,000
<i>Wish</i>	<i>Steel Storage Building at NW</i>	<i>Additional Storage</i>	<i>200,000</i>

<b>Total Cost</b>	<b>\$ 950,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Hickerson Property Fence/Gate	Secure Property	15,000
2	AAC Walkway Lights	Students path to school	25,000
3	Williams Park Fencing	Rawd Iron Fence	49,000
4	ADA Amphitheatre Parking	Facility Access	25,000

<b>Total Cost</b>	<b>\$ 114,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation, Parks</u>
<b>Line Item #</b>	<u>3514-572-6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	GPS Paint Machine	Time Efficient, Precision Field Painting	45,000
2	Kubota	Replace old Gator	15,000
3	Bush Hog attachment	Rough Areas/Old Pine Tree Areas	5,000
4	Tractor	Pull Bush Hog	43,500
5	Ford Ranger	Replace Irrigation Truck	27,000

<b>Total Cost</b>	<b>\$ 135,500</b>
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**CITY OF APOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2021-2022**

**Fund** General Fund - 001  
**Department** Parks and Recreation  
**Division** (3514) Parks

Position Title	Justification	Anticipated Salary/Grade
Parks Worker x 6	Elimination of Inmate Crews, PT Staff Reductions in expenses from cuts, reclassifications over \$350,000	\$31,029/yr, Grade 5

Total Anticipated Cost, including Benefits	\$	270,000
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**CITY OF AOPKA  
RECREATION ATHLETICS**

3612

**LINE ITEM DETAIL**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	432,401	362,474	412,071	13.68%
1210 LONGEVITY PAY	-	1,524	1,654	8.58%
1300 OTHER SALARIES AND WAGES	29,778	33,600	101,200	201.19%
1400 OVERTIME	3,014	6,000	6,000	0.00%
1600 OTHER REIMBURSED ALLOWANCES	249	480	480	0.00%
2100 F.I.C.A.	34,359	30,912	39,888	29.04%
2200 RETIREMENT CONTRIBUTION	75,514	67,797	70,132	3.44%
2300 LIFE AND HEALTH INSURANCE	78,015	76,585	86,467	12.90%
2400 WORKERS COMPENSATION	10,078	2,752	2,752	0.00%
				0.00%
<b>TOTAL</b>	<b>663,408</b>	<b>582,124</b>	<b>720,644</b>	<b>23.80%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	75,000	75,000	100.00%
3400 OTHER CONTRACTUAL SERVICES	32,319	86,834	204,114	135.06%
4000 TRAVEL & PER DIEM	18	700	1,000	0.00%
4200 FREIGHT & POSTAGE	350	-	1,000	0.00%
4300 UTILITY SERVICES	-	-	-	#DIV/0!
4400 RENTALS & LEASES	1,942	2,500	8,000	0.00%
4600 REPAIR AND MAINTENANCE	37,982	63,800	59,500	-6.74%
4650 VEHICLE MAINTENANCE	5,045	7,500	9,000	20.00%
4700 PRINTING SERVICES	121	-	16,000	0.00%
4800 PROMOTIONAL ADVERTISING	-	-	-	0.00%
4900 OTHER CHARGES	-	-	-	0.00%
5100 OFFICE SUPPLIES	2,426	4,750	7,000	47.37%
5200 OPERATING SUPPLIES	43,072	179,036	256,571	43.31%
5204 SCHOLARSHIPS	-	15,000	15,000	100.00%
5250 FUEL & GASOLINE	2,139	4,000	5,000	25.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	350	850	7,390	769.41%
5500 TRAINING	540	5,165	6,100	18.10%
<b>TOTAL</b>	<b>126,303</b>	<b>445,135</b>	<b>670,675</b>	<b>50.67%</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDING	-	-	-	0.00%
6300 INFRASTRUCTURE	83,134	26,000	509,000	0.00%
6400 EQUIPMENT	10,602	13,000	48,000	0.00%
<b>TOTAL</b>	<b>93,736</b>	<b>39,000</b>	<b>557,000</b>	<b>0.00%</b>
<b>TOTAL COST</b>	<b>883,447</b>	<b>1,066,259</b>	<b>1,948,319</b>	<b>82.72%</b>

# CITY OF AOPKA RECREATION PROGRAMS

3613

## LINE ITEM DETAIL

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	201,061	287,201	293,855	2.32%
1210 LONGEVITY PAY	-	1,052	1,183	12.42%
1300 OTHER SALARIES AND WAGES	50,473	172,120	169,160	-1.72%
1400 OVERTIME	5,371	6,600	6,600	0.00%
2100 F.I.C.A.	19,138	34,952	35,245	0.84%
2200 RETIREMENT CONTRIBUTION	31,416	52,750	49,242	-6.65%
2300 LIFE AND HEALTH INSURANCE	40,311	63,034	63,034	0.00%
2400 WORKERS COMPENSATION	5,177	4,560	3,455	-24.23%
			-	0.00%
<b>TOTAL</b>	<b>352,947</b>	<b>622,270</b>	<b>621,774</b>	<b>-0.08%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	500	6,500	-	0.00%
3400 CONTRACTUAL SERVICES	111,885	175,800	-	-100.00%
4000 TRAVEL & PER DIEM	30	330	-	100.00%
4200 FREIGHT & POSTAGE	-	900	-	-100.00%
4400 RENTALS & LEASES	19,333	74,810	-	-100.00%
4600 REPAIR AND MAINTENANCE	4,658	23,750	-	-100.00%
4650 VEHICLE MAINTENANCE	-	1,000	-	-100.00%
4700 PRINTING SERVICES	2,253	33,850	-	-100.00%
4800 PROMOTIONAL ADVERTISING	8,405	49,000	-	-100.00%
5100 OFFICE SUPPLIES	1,636	2,000	-	-100.00%
5200 OPERATING SUPPLIES	32,973	137,810	-	-100.00%
5201 AOPKA PROUD	14,805	217,250	-	-100.00%
5202 SPECIAL ACTIVITIES & EVENTS	-			-100.00%
5203 CONCERT EVENTS	-			
5250 FUEL & GASOLINE	957	850	-	-100.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	325	830	-	0.00%
5500 TRAINING	300	845	-	-100.00%
<b>TOTAL</b>	<b>198,059</b>	<b>725,525</b>	<b>-</b>	<b>-100.00%</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDING	20,257	-	-	0.00%
6300 INFRASTRUCTURE	10,600	12,000	-	0.00%
6400 EQUIPMENT		-	-	0.00%
<b>TOTAL</b>	<b>30,857</b>	<b>12,000</b>	<b>-</b>	<b>0.00%</b>
<b>TRANSFERS:</b>				
9150 Transfer to Grants	-	-	-	0.00%
<b>TOTAL COST</b>	<b>581,863</b>	<b>1,359,795</b>	<b>621,774</b>	<b>-54.27%</b>

**CITY OF AOPKA**  
**PARK RANGERS**  
2245

**LINE ITEM DETAIL**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
<b>PERSONNEL COSTS:</b>				
1200 SALARIES & WAGES	-	-	-	0.00%
1210 LONGEVITY PAY	-	-	-	0.00%
1300 OTHER SALARIES AND WAGES	43,907	67,600	-	-100.00%
1400 OVERTIME	63	-	-	#DIV/0!
2100 F.I.C.A.	3,364	5,171	-	-100.00%
2200 RETIREMENT CONTRIBUTION	-	-	-	0.00%
2300 HEALTH AND LIFE INSURANCE	-	-	-	0.00%
2400 WORKERS COMPENSATION	939	955	-	-100.00%
<b>TOTAL</b>	<b>48,274</b>	<b>73,726</b>	<b>-</b>	<b>-100.00%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4500 LIABILITY & CASUALTY INSURANCE	-	-	-	0.00%
5200 OPERATING SUPPLIES	-	2,500	-	-100.00%
<b>TOTAL</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>-100.00%</b>
<b>CAPITAL OUTLAY:</b>				
6400 EQUIPMENT	-	-	-	0.00%
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL COST</b>	<b>48,274</b>	<b>76,226</b>	<b>-</b>	<b>-100.00%</b>

**CITY OF AOPKA**  
**PARKS & RECREATION - ATHLETICS, ACTIVITIES, EVENTS - 3612**

**MANPOWER ANALYSIS**

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

<u><b>FT POSITION</b></u>	<u><b>2020</b></u>	<u><b>2021</b></u>	<u><b>2022</b></u>
DIRECTOR	1	1	1
MANAGER	2	1	1
SUPERVISOR	0	3	3
COORDINATOR	2	1	2
SPECIALIST	2	1	0
LEADER II	1	1	1
LEADER I	2	2	5
WORKER II	2	2	1
SECRETARY	1	1	1
<b>TOTAL</b>	<u><b>13</b></u>	<u><b>13</b></u>	<u><b>15</b></u>
<u><b>PT &amp; SEASONAL POSITIONS</b></u>			
PT ATTENDANT	10	11	7
SPLASH PAD ATTENDANT	0	10	5
PT RANGER	0	4	4
<b>TOTAL</b>	<u><b>10</b></u>	<u><b>25</b></u>	<u><b>16</b></u>

**CAPITAL OUTLAY**

6200 - Building  
6300 - Infrastructure  
6400 - Equipment

**Total Capital Outlay**

\$ -

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-1300</u>
<b>Line Item Description</b>	<u>Other Salaries and Wages</u>

Item	Description	Justification	Estimated Cost
1	Rangers	moved from 2245	67,600
2	Facility Attendants	NW 40 hrs/week @ \$12	24,960
3	Facility Attendants	FCC, NW 20 hrs/week @ \$12	12,480
4	Event Attendants	Concerts, Events, Market 20 hrs/wk @ \$12	12,480
5	Spalsh Pad Attendants	6 days summer, fall/spring weekends	12,000
6	Museum Attendant	20 hrs/week @ \$12	12,480

<b>Total Cost</b>	<b>\$ 142,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-1400</u>
<b>Line Item Description</b>	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	FT Staff Coverage	Tournaments, Events, Programs	9,300

Total Cost	\$ 9,300
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Athletic Officials & Fees	Fees for game officials	
	Umpires for Softball Programs	2 umpires x 15 games per week x 40 weeks x \$25 per game	30,000
	Booking Agent Fees	\$15/team x 24 teams x 4 seasons	1,400
2	Annual USSSA Team registration fee	\$30 x 48 teams (1x per team per yr.)	1,440
3	Soccer League officials	U13 league 30 games @ \$86 x 2 seasons	5,160
		U12 league 30 games @ \$86 x 2 seasons	5,160
		U11 league 30 games @ \$86 x 2 seasons	5,160
		U10 league 30 games @ \$86 x 2 seasons	5,160
		U9 league 30 games @ \$86 x 2 seasons	5,160
		U8 league 30 games @ \$32 x 2 seasons	1,920
		U7 league 30 games @ \$32 x 2 seasons	1,920
	Assignor Fee for Soccer	420 games @ \$10 per game	4,200
4	Volleyball League Referees	90 games @ \$40 per game	3,600
	Assignor Fee for Volleyball League	90 games @ \$5 per game	450
5	Flag Football Officials	66 games @ \$56 per game x 2 seasons	7,392
	Assignor Fee for Flag Football	132 games @ \$5 per game	800
6	Basketball referees	66 games @ \$56 per game x 2 seasons	7,392
	Assignor Fee for Basketball	132 games @ \$5 per game	800
7	AWP Officials	Basketball, Football	8,000
8	Senior Programs	Instructors	14,000
9	Holiday Decorations	KLNP, City Hall, NW, Streets	75,000
10	Amphitheatre Painting	Routine	20,000

<b>Total Cost</b>	<b>\$ 204,114</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Travel for training and conferences	GSA Rates, Parking	1,000

Total Cost	\$ 1,000
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	NWRC Copier	Copier Contract	3,000
2	FCC Copier	Copier Contract	2,000
3	Port-o-Lets	Parks, Community Garden	3,000

<b>Total Cost</b>	<b>\$ 8,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Interior Paint	NW, AAC	3,000
2	Bulbs & Ballast Replacements	Annual Repair/Replace Expenses	17,500
3	Soccer Goal Repairs	Welding etc.	3,000
4	Thorguard Lightning Detection	Annual Service & Maintenance	800
5	Thorgaurd	Replacement Parts & Sensors	1,500
6	Musco Lighting	Annual Maintenance Contract	13,000
7	Pressure Washer parts	Repairs and replacement parts	1,000
8	Misc. Equipment/Repairs	Minor repairs	3,000
9	NW Storage Improvements	Space Improvements	3,000
10	FCC Floor Clean, Strip, Wax	Regular Maintenance	2,500
11	FCC Room Divider	Regular Cleaning	1,500
12	FCC Door Mats	Regular Maintenance, Replacement	900
13	FCC Repairs	Miscellaneous Maintenance	1,300
14	FCC Auto Flush Valves	Replacement	2,000
15	BDCC Repairs	Miscellaneous Maintenance	1,000
16	Small Tools	Tools for Minor Repairs	500
17	FCC Replacement Blinds	Broken Blinds	500
18	Paint	Repairs, Touch Up	1,000
19	FCC Tables	Replacement	2,500

<b>Total Cost</b>	<b>\$ 59,500</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Vehicle maintenance & repairs	Cars, Trucks, UV, Bus, Cart, Vans	9,000

Total Cost	\$ 9,000
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Sponsor Banners	Display	15,000
2	Program Flyers	Informational	1,000

<b>Total Cost</b>	<b>\$ 16,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-4800</u>
<b>Line Item Description</b>	<u>Promotional Advertising</u>

Item	Description	Justification	Estimated Cost
1	Athletics, Rec Programs + Facilities	Promote Activities and Facilities	5,000
2	Target Marketing	Activities, Events, Programs	5,000
3	Radio Ads	Activities, Events, Programs	8,000
4	Newspaper Ads	Activities, Events, Programs	6,000
5	Facebook Ads	Activities, Events, Programs	6,000
6	Promotional Items	Giveaways	4,000

<b>Total Cost</b>	<b>\$ 34,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

**Fund** General Fund - 001  
**Department** Parks and Recreation - Athletics, Activities, Events  
**Line Item #** 3612-572-5200  
**Line Item Description** Operating Supplies

Item	Description	Justification	Estimated Cost
1	Supplies NWRC	First Aid Supplies - Band- Aids. Ice packs	800
2	Facility Signs	Signs to replace broken or worn	
		Directional Signs need to be replaced	16,000
3	Kickball	equipment - balls	100
		T-Shirts 20 x 2 seasons x \$16	1,280
		Trophies 1st & 2nd place x 2 seasons	175
4	Softball	20 Shirts x 6 leagues x 3 seasons x \$16	5,760
		game equipment	1,500
		Trophies 1st & 2nd place x 3 seasons	1,530
5	Soccer League Equipment	Field marking Paint 50 cases x \$50	2,500
		Soccer Balls & Corner Flags	2,000
		Soccer Goals	10,000
		Zip ties & Clips for soccer nets	2,000
		soccer nets 50 x \$100	5,000
6	Soccer uniforms	100 teams x 12 kids x 2 seasons x \$17	40,800
	Sponsorship logos on uniforms	Logos to be added to each uniform jersey	4,000
		Coach T-shirts: 200 shirts x \$9 x 2 seasons	3,600
7	Soccer trophies	1st place 62 trophies x2 \$7	865
		participation trophies 800/2 seasons x \$5	8,000
		2nd Place 62 trophies x 2 \$7	865
		Team mom Plaques 88 x 2 seasons x \$6	1,200
8	Flag Football Equipment	Flags, Balls, etc.	1,000
9	Flag Football Uniforms	300 uniforms @ \$30 x 2 seasons	18,000
10	trophies	1st place 3 teams x 10 kids x 2 seasons x \$7	6,120
		Participation Trophies 12 teams x 10 kids x \$5 x 2 seasons	1,200
		2nd place 3 teams x 10 kids x 2 seasons x \$7	420
11	BB, Volleyball, Tennis	Replacement Equipment	3,000
12	Basketball Uniforms	160 Uniforms @ \$18 x 2 seasons	5,760
		Coach Shirt: 40 Shirts @ \$9 x 2 seasons	720
	Basketball Trophies	160 @ \$10 x 2 seasons	3,200
	Basketball Equipment	Basketball, youth goals	2,000
13	Volleyball League	1 season	
	Champion shirts	24 @ \$16	384
	2nd Place trophies	24 @ \$7	168
	Volleyball Class Shirts	32 @ \$16 x 2 seasons	1,024
14	Basketballs	12 basketballs x \$50	600
15	Staff Shirts and Apparel	FT, PT, Rangers	15,000
16	Rangers	Decals, Logos, Equipment	3,000
17	Senior Programs and Supplies	Trips, Lunches, Programs,	8,000
18	Youth Programs	After School, Vacation Camps	5,000
19	AWP Athletic Programs	Uniforms, Supplies	10,000
20	First Aid	Miscellaneous	1,000
<b>Total Cost</b>			<b>\$ 193,571</b>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-5201</u>
<b>Line Item Description</b>	<u>Entertainment Series</u>

Item	Description	Justification	Estimated Cost
1	Concert Series	\$2000 per show	60,000
2	Tribute Bands	\$25,000 per show	100,000
4	Orlando Philharmonic Orchestra	Holiday Show	35,000
5	Apopka Proud Concert	Concert, Fireworks	90,000
6	Kids activities & Inflatables	face painting, balloon twisting, bounce house	4,000
7	Security	varies by event	2,000
8	Weather Insurance	Orchestra, Apopka Proud	12,000
9	Branding and Marketing	Promotions, Banners, Graphic Artist	15,000
10	Rentals	Generators, Light Towers, Tents	10,000

<b>Total Cost</b>	<b>\$ 328,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

**Fund** General Fund - 001  
**Department** Parks and Recreation - Athletics, Activities, Events  
**Line Item #** 3612-572-5202  
**Line Item Description** BBQ

Item	Description	Justification	Estimated Cost
1	BBQ	Tents, Hotels, Judges, Prizes, etc	40,000

Total Cost	\$ 40,000
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-5203</u>
<b>Line Item Description</b>	<u>Other City and Community Events</u>

Item	Description	Justification	Estimated Cost
1	Misc. Branding and Marketing	Graphic Artist, Promotions, Banners, Signs	7,500
2	Misc. Contractors	Entertainment, Doves, etc.	8,500
3	Misc. Services	Flowers, Movie License Fees, etc.	6,500
4	Misc. Rentals	Lights, Generators, Barricades, Port-o-Lets	19,500
5	Halloween Expenses	Contractors, Tents, Prizes, Promotions, etc	14,700
6	Winter Wonderland Expenses	Light Towers, Stage, DJ, Decorations, Snow	30,000
7	Easter Expenses	Breakfast Event, DJ, Costume, Eggs, etc.	20,000
8	July 4 Expenses	Entertainment, Fireworks, Marketing, etc.	45,500

<b>Total Cost</b>	<b>\$ 152,200</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activites, Events</u>
<b>Line Item #</b>	<u>3612-572-5205</u>
<b>Line Item Description</b>	<u>Scholarship</u>

Item	Description	Justification	Estimated Cost
1	Individual scholarships	Funds raised from sponsorship revenue	15,000

<b>Total Cost</b>	<b>\$</b>	<b>15,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Fuel	For Recreation Vehicles Ford F-150 Ford Focus Ford Explorer (3) Gators (4) Toros Chevy Impala (3) Golf Carts Bus Vans	5,000

Total Cost	\$ 5,000
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	FRPA Dues	Membership Dues - Bronze Membership	350
2	FRPA Dues	Supervisory Staff	480
3	CPRP Certification	Renewal	110
4	Team Sideline	Annual Fee	600
5	Festival & Events Association	Events Supervisor	250
6	Certifications	Events Supervisor	100
7	CAPRA Accreditation	Fees, Expenses	5,500

<b>Total Cost</b>	<b>\$ 7,390</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Playground Safety Course	Needed for Playground Insepctions	600
2	FRPA Conference	Director	400
3	FRPA Conference	Staff	700
4	Customer Service Training	Improve Service Standards	4,000
5	NRPA	CPRP Certification Class and Materials	400

<b>Total Cost</b>	<b>\$ 6,100</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-6200</u>
<b>Line Item Description</b>	<u>Building</u>

Item	Description	Justification	Estimated Cost

<b>Total Cost</b>	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-2022**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Parks and Recreation - Athletics, Activities, Events
<b>Line Item #</b>	3612-572-6300
<b>Line Item Description</b>	Infrastructure

Item	Description	Justification	Estimated Cost
1	Pad 15 Lights	Football Practice Field	75,000
2	Pad 8 Lights	Field Accessibility, Amphitheater area	325,000
3	NW Picnic Tables	New Concession Stands	6,000
4	Digital Sign at Flag Pole Entrance	Informational, Promotional	33,000
5	Holiday Decorations	Update of supplies	25,000
6	NW Playground Grant Supplement	Supplement to Complete Grant Project	45,000
<i>Wish</i>	<i>Pad 7 Lights</i>	<i>Field Accessibility</i>	<i>250,000</i>
<i>Wish</i>	<i>Pad 13-14 Lights</i>	<i>Football/Field Accessibility</i>	<i>300,000</i>
<i>Wish</i>	<i>Tennis/Pickleball, Lights, Restructure</i>	<i>Additional Facilities Needed</i>	<i>700,000</i>
<i>Wish</i>	<i>ADA Playground</i>	<i>Community Enhancement</i>	<i>350,000</i>

<b>Total Cost</b>	<b>\$ 509,000</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2020-2021**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Parks and Recreation - Athletics, Activities, Events</u>
<b>Line Item #</b>	<u>3612-572-6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	Toro	Replace old Gators	13,000
2	Golf Cart (6 passenger)	Events and Facility Tours	13,000
3	Ford Escape	Replace 19 yr old, unreliable Explorer	22,000

<b>Total Cost</b>	<b>\$ 48,000</b>
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**CITY OF APOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2021-2022**

**Fund** General Fund - 001  
**Department** Parks and Recreation  
**Division** (3612) Athletics

Position Title	Justification	Anticipated Saqlary/ Grade
Recreation Leader I x 2	Elimination of Inmate Crews, Reduction in PT Staff Reduction in expenses from cuts, reclassifications over \$350,000	\$31,029/yr, Grade 5

Total Anticipated Cost, including Benefits	\$ 90,000
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# **Finance Department**

**CITY OF AOPKA**  
**FINANCE**  
1120

**LINE ITEM DETAIL**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	510,189	550,480	563,933	2.44%
1210 LONGEVITY PAY	-	981	1,830	86.59%
1400 OVERTIME	3,665	-	-	0.00%
1600 OTHER REIMBURSED ALLOWANCES	480	480	480	0.00%
2100 F.I.C.A.	36,960	42,223	43,318	2.59%
2200 RETIREMENT CONTRIBUTION	89,700	101,005	94,506	-6.43%
2300 LIFE AND HEALTH INSURANCE	92,335	110,352	112,734	2.16%
2400 WORKERS COMPENSATION	369	173	173	0.00%
<b>TOTAL</b>	<b>733,698</b>	<b>805,694</b>	<b>816,972</b>	<b>1.40%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	33,845	83,785	163,185	94.77%
3200 AUDIT SERVICES	55,000	65,000	65,000	0.00%
3400 OTHER CONTRACTUAL SERVICES	48,484	55,500	66,800	20.36%
4000 TRAVEL & PER DIEM	1,066	4,378	8,760	100.09%
4100 COMMUNICATION	-	-	-	0.00%
4200 FREIGHT & POSTAGE	2,768	3,000	4,200	40.00%
4400 RENTAL & LEASES	5,325	4,800	-	-100.00%
4600 REPAIR AND MAINTENANCE	-	-	10,800	0.00%
4650 VEHICLE MAINTENANCE	-	-	-	0.00%
4700 PRINTING SERVICES	1,421	3,000	3,200	6.67%
4900 OTHER CHARGES	-	-	-	0.00%
4902 LEGAL ADVERTISING	1,280	1,900	1,900	0.00%
5100 OFFICE SUPPLIES	2,262	5,100	5,400	5.88%
5200 OPERATING SUPPLIES	3,430	5,500	5,500	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	6,355	6,710	7,007	4.43%
5500 TRAINING	825	5,555	5,555	0.00%
<b>TOTAL</b>	<b>162,061</b>	<b>244,228</b>	<b>347,307</b>	<b>42.21%</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDING	-	-	-	0.00%
6300 CAPITAL - INFRASTRUCTURE	-	-	-	0.00%
6800 INTANGIBLES	-	-	-	0.00%
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL COST</b>	<b>895,760</b>	<b>1,049,922</b>	<b>1,164,279</b>	<b>10.89%</b>

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
	<i>Financial Advisor Stipend</i>	<i>Hilltop Securities (1300 x4) + (Travel Expenses)</i>	5,900
	<i>Investment Consultant Advisor</i>	<i>Ability to have a more sound investment program</i>	35,000
	<i>Distinguished Budget Presentation Award</i>	<i>Application Fee for Award</i>	675
	<i>Certificate of Achievement for Excellence in Financial Reporting</i>	<i>Application Fee for Award</i>	610
	<i>GASB 75 Actuarial Study</i>		8,000
	<i>Bond Council</i>	<i>Anticipation of Issuing Bond for Public Safety Complex</i>	5,000
	<i>Accountant Temp</i>	<i>Assistance for department (\$750 per week)</i>	39,000
	<i>Purchasing Software</i>	<i>CAFR report</i>	49,000
	<i>Purchasing Software</i>	<i>Budget Report</i>	20,000

Review with Edward if recurring for FY22

<b>Total Cost</b>	<b>\$ 163,185</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
	Annual Audit and CAFR		65,000

Total Cost	\$ 65,000
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
	Merchant Services Fees	Estimated at \$2400 per month	28,800
	Apopka Youth Works (AYW)	Career Source Program <i>Moved from HR</i>	35,000
	Copier Lease	Monthly Copy Usage Cost copy machine. Estimated spend is \$250 per month.	3,000

<b>Total Cost</b>	<b>\$ 66,800</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

**Fund** General Fund - 001  
**Department** Finance Dept 1120-513  
**Line Item #** 4000  
**Line Item Description** Travel & Per Diem

Item	Description	Justification	Estimated Cost
1	Annual Conference - Florida Govt Financial Officers Assoc (FGFOA) Boca Raton, FL GSA Rates \$14, \$16, \$26	Per Diem(2 * 176) Lodging/Hotel (2* \$1000)	352 2,000
2	Conference - Govt Financial Officers Association (GFOA) Chicago, IL GSA Rates \$18, \$19, \$34	Per Diem (2*14) Lodging/Hotel (2* \$1300) Air Fare	628 2,600 700
3	SOGF - Florida Govt Finance Officers Association Fort Myers, FL	Per Diem(2 * 238) Lodging/Hotel (2* \$1000)	476 2,000
	<i>Rounding added to balance</i>		<i>4</i>

**Total Cost** \$ **8,760**

FGFOA 2022 - Boca Raton, FL

Date	Breakfast	Lunch	Dinner	Total	
06/11/22	0	0	26	26	200
06/12/22	0	0	26	26	200
06/13/22	14	16	26	56	200
06/14/22	14	0	0	14	200
06/15/22	14	0	26	40	200
06/16/22	14	0	0	14	
	56	16	104	176	1000

GFOA 2022 - Chicago, IL

Date	Breakfast	Lunch	Dinner	Total	
06/26/22	0	0	34	34	250
06/27/22	18	18	34	70	250
06/28/22	18	18	34	70	250
06/29/22	18	18	34	70	250
06/30/22	18	18	34	70	250
	72	72	170	314	1250

SOGF 2021 - Ft. Myers, FL

Date	Breakfast	Lunch	Dinner	Total	
10/18/21	0	0	26	26	200
10/19/21	14	16	26	56	200
10/20/21	14	16	0	30	200
10/21/21	14	0	26	40	200
10/22/21	14	16	26	56	200
10/23/21	14	16	0	30	
	70	64	104	238	1000

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
	Postage	Mail machine postage assoc with AP and other mailings. Spent \$3900 forecast	4,000
	Postage	Grants	200

<b>Total Cost</b>	<b>\$ 4,200</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Finance Dept 1120-513</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>REPAIR &amp; MAINT.-BLDG.&amp; EQUIPMENT</u>

Item	Description	Justification	Estimated Cost
	<i>Purchasing Annual Maintenance</i>	<i>ProcureNow</i>	<i>10,800</i>

<b>Total Cost</b>	<b>\$ 10,800</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
	<i>Printing of CAFR Books</i>		500
	<i>Printing of Budget Books</i>		500
	<i>Accounts Payable &amp; Payroll Checks</i>		600
	<i>Grants</i>		250
	<i>W2</i>		450
	<i>Envelope</i>		650
	<i>Business Cards</i>	<i>Staff</i>	250

<b>Total Cost</b>	<b>\$</b>	<b>3,200</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
	<i>Budget Summary and Tax Increment</i>	<i>Increased from \$1400 due to price increases</i>	<i>1,500</i>
	<i>Grant &amp; Bid Misc Advertising</i>		<i>400</i>

<b>Total Cost</b>	<b>\$ 1,900</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	1099 & W-2 Forms	Annual Yearend Tax Reporting	400
2	Paper	Copies & Printing	1,500
3	Pens, Post-Its, Staples, Paperclips, Folders, etc.		1,200
4	Purchasing	Misc Supplies - Dividers & Stamp	200
5	Grant & Finance	Misc Supplies	500
6	Toner Cartridges		
	Jamie's Printer	Replace 2 times a year	200
	Sheng's Printer (Payroll Printer)	Replace Quarterly	400
	Edgard's Printer	Replace 2 times a year	200
	Shirley's Printer (MICR Check Printer)	Replace Quarterly	500
		<i>(MICR Printer was replaced in 2019 and toner price is a bit higher)</i>	
7	New Calculators	3 New calculators	300

<b>Total Cost</b>	<b>\$ 5,400</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	<i>Credit Card Machine Upgrades</i>	<i>Annual Upgrades</i>	2,000
2	<i>General Operating Supplies</i>	Miscellaneous	1,500
3	<i>Apopka Youth Council</i>	<i>AYC budget transfer from HR</i>	<i>2,000</i>

Total Cost	\$	5,500
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

**Fund** General Fund - 001  
**Department** Finance Dept 1120-513  
**Line Item #** 5400  
**Line Item Description** Books, Publications & Subscriptions

Item	Description	Justification	Estimated Cost
1	Memberships: Florida Govt Finance Officers Assoc (FGFOA)	3 @ \$50	150
2	Florida Institute of Certified Public Accountants (FICPA)	1 @ \$200	200
3	Government Finance Officers Association (GFOA)	1 @ \$600 (Includes 3 People based on population)	600
4	SAMs Club	1 @ \$100	100
5	Purchasing National Institute of Public Procurement	1 @ \$190	190
6	Central Florida Chapter NIGP	1 @ \$40	40
6	Grants FBA	1 @ 150	150
7	Grants Software Subscription eCivis	Ecivis Software	5,000
8	Amazon Prime Business Account		200
9	Central Florida Chapter FGFOA	3 @ 10	30
10	CGFOA Renewal	1 @ 50	50
	Cost Savings from GFOA to pay Membership for Kyla American Payroll Association	1 @ 297	297

40 21-01674

150 21-02923

5,000 21-00485

297 R2101683

**Total Cost** \$ 7,007 \$

5,487

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost	Cost
1	FGFOA Conference	Annual Conference (1 @ \$365)	365	365
2	Continuing Education - CPA/CGFO	CPEs required for professional certifications	800	800
3	GFOA National Conference	CPEs required for CGFO	600	600
4	FGFOA SOGF	CPEs required for CGFO	400	400
5	Purchasing			
	NIGP - Seminar Training	Policy Development	745	745
	NIGP - Seminar Training	Policy Development	745	745
	NIGP - Online Webinars	Policy Development	600	600
	All Purchasing training above towards CPPB certification.			
	Protests	Policy Development	50	50
6	Grants	Required Training	750	750
7	Edmunds Training	Various	500	500
<b>Total Cost</b>			<b>\$ 5,555</b>	<b>\$ 5,555</b>

# CITY OF AOPKA UTILITY BILLING

401 - 3161

## LINE ITEM DETAIL

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	279,408	308,827	317,874	2.93%
1230 LONGEVITY PAY		919	1,401	52.43%
1400 OVERTIME	222	-	-	0.00%
2100 F.I.C.A.	20,956	23,696	24,425	3.08%
2200 RETIREMENT CONTRIBUTION	48,924	56,684	53,287	-5.99%
2300 LIFE AND HEALTH INSURANCE	76,673	100,834	100,834	0.00%
2400 WORKERS COMPENSATION	225	525	525	0.00%
2600 OTHER POST EMPLOYMENT BENEFITS	-	-	-	0.00%
2610 PENSION ADJUSTMENT	-	-	-	0.00%
<b>TOTAL</b>	<b>426,409</b>	<b>491,485</b>	<b>498,346</b>	<b>1.40%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-			
3400 OTHER CONTRACTUAL SERVICES	202,984	248,000	268,000	8.06%
4200 FREIGHT & POSTAGE	119,394	166,750	166,750	0.00%
4300 UTILITY SERVICES		-	-	0.00%
4400 RENTALS AND LEASES	2,407	2,400	3,500	0.00%
4600 REPAIR AND MAINTENANCE	46,014	54,480	56,665	4.01%
4650 VEHICLE MAINTENANCE	612	850	600	
4700 PRINTING AND BINDING	58,459	72,238	76,738	6.23%
4,900 OTHER CURRENT CHARGES				
5100 OFFICE SUPPLIES	1,676	6,400	6,400	0.00%
5200 OPERATING SUPPLIES	2,830	5,150	5,150	0.00%
5250 FUEL & GASOLINE	324	1,100	2,200	
5500 TRAINING	600	1,000	1,000	0.00%
<b>TOTAL</b>	<b>435,300</b>	<b>558,368</b>	<b>587,003</b>	<b>5.13%</b>
<b>CAPITAL OUTLAY:</b>				
6300 IMPROV. OTHER THAN BUILDINGS	-			0.00%
6400 EQUIPMENT	-	-	25,000	0.00%
6,800 INTANGIBLES			20,000	0.00%
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>45,000</b>	<b>0.00%</b>
<b>TOTAL COST</b>	<b>861,709</b>	<b>1,049,853</b>	<b>1,130,349</b>	<b>7.67%</b>

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
	First Card Merchant	Credit card fees	225,000
	First Data fee for utility bill payments	Merchant Fees from customer	28,000
	Collection Company Expense	Utility Billing Account Collections	15,000

<b>Total Cost</b>	<b>\$ 268,000</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
	POSTAGE	Water bills (300,000 x .50/ea)	156,000
	POSTAGE-post card	Mid month notices (15,000 x .35/ea)	5,250
	POSTAGE	Customer refunds, etc.	1,500
	POSTAGE	Miscellaneous letters & Daily Office Postage	4,000

<b>Total Cost</b>	<b>\$ 166,750</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>4400</u>
<b>Line Item Description</b>	<u>Rentals &amp; Leases</u>

Item	Description	Justification	Estimated Cost
	Copy Machine Rental		3,500

<b>Total Cost</b>	<b>\$</b>	<b>3,500</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>4500</u>
<b>Line Item Description</b>	<u>Liability &amp; Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

**Fund** Water & Wastewater Fund - 401  
**Department** Utility Billing 3161-533  
**Line Item #** 4600  
**Line Item Description** Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
	Fire Extinguishers	Annual maintenance	100
	Service Calls	For mail machine	1,000
	Sensus Analytics	Annual Maintenance <i>Contract has 3% increase annually</i>	17,600
	Sensus Analytics	RNI Maintenace <i>Contract has 3% increase annually</i>	21,700
	Sensus	Basestation Extended Warranty <i>Contract has 3% increase annually</i>	3,600
	Sensus Analytics	Consumer Usage Portal Usage Fee <i>Currently only 250 users</i>	6,365
	Profit Star/Remit Plus	Annual License & Hosting Fees  <i>Monthly Fee of \$275 per month which increased June 2020 + license fee of \$3,000</i>	6,300

<b>Total Cost</b>	<b>\$ 56,665</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

**Fund** Water & Wastewater Fund - 401  
**Department** Utility Billing 3161-533  
**Line Item #** 4650  
**Line Item Description** Repair and Maintenance - Vehicle Maintenance

Item	Description	Justification	Estimated Cost
	Vehicle Maintenance	UB Meter Reader Vehicle Maintenance	600

<b>Total Cost</b>	<b>\$ 600</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
	Business cards	Information for customers	250
	Courtesy Reminder Notices	For water bills (4000 x 12 = 48,000) Window Envelopes 48,000 (.095)	4,560
	Water bill paper	For water bills (25,000 x 12 = 300,000) Window Envelopes 300,000 (.105)	33,000
	Water bill paper - Final Bills	For water bills (200 x 12 = 2,400) Window Envelopes 2,400 (.095)	228
	Printing - miscellaneous	Miscellaneous printing services Newsletters 2500 x 12 = Additional flyer inserts 50,000 (.08)	33,000 4,000
	Mid month notices	Postcards 15,000 (.080)	1,200
	Envelopes - Miscellaneous	For general correspondence and refund	500

<b>Total Cost</b>	<b>\$ 76,738</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	<b>Calendars</b>	2016 Calendars for UB staff	50
	<b>Copy paper (all sizes)</b>		2,000
	8 1/2 x 11 (\$1,000)	For daily UB use for printers and copiers. Colored paper is used for informational flyers provided to the customers in the front lobby.	
	8 1/2 x 14 (\$100)		
	8 1/2 x 11 - colors (\$400)		
	Validator cash receipt tape	Used by cashiers (#109-275)	400
	Credit card receipt tape	Used by cashiers (#109-317)	200
	File Supplies	Folders (all types, labels)	1,000
	General office supplies	Paper clips, staples, pens, tape, etc.	1,200
	Storage boxes	Used for fiscal year-end	300
	Cashier supplies	Drive-thru envelopes & other drive thru supplies (lollipops for kids)	1,150
	Batteries	All types including radio	100
<b>Total Cost</b>			<b>\$ 6,400</b>

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
	Meter Testing Fees	Used to test water meters as requested by customers. (Note: This fee may be charged back to customer in the event the meter is not over-registering.)	500
	General operational supplies	Monitor upgrades, wireless phone headset replacements, validator upgrades	3,500
	Record Management	Annual record disposal after RDR approval	1,000
	Safety Shoes	Safety Shoes for Meter Reader	150

<b>Total Cost</b>	<b>\$ 5,150</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies - Fuel &amp; Gasoline</u>

Item	Description	Justification	Estimated Cost
	Vehicle Maintenance	UB Meter Reader Vehicle Maintenance	2,200

<b>Total Cost</b>	<b>\$ 2,200</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
	<i>MISC Training</i>	<i>MISC UB Training</i>	<i>1,000</i>

<b>Total Cost</b>	<b>\$ 1,000</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>6200</u>
<b>Line Item Description</b>	<u>Building</u>

Item	Description	Justification	Estimated Cost
	Reinforced Entry Door	Office Security	1,000

<b>Total Cost</b>	<b>\$ 1,000</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
	IVR (Interactive Voice Response)	Utility Phone Payments	20,000

<b>Total Cost</b>	<b>\$ 20,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
	Meter Reader Truck	Replace Meter Reader Truck	25,000

<b>Total Cost</b>	<b>\$ 25,000</b>
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**Budget Requests (Wish List)**

**Department**  
**Division**

*Enter department here*  
*3161 - Utility Billing*

ACCOUNT DESCRIPTION	DESCRIPTION/JUSTIFICATION	AMOUNT
REG. SALARIES & WAGES		
LONGEVITY PAY		
PROFICENCY PAY		
OTHER SALARIES & WAGES		
OVERTIME		
SPECIAL PAY		
SALARIES & WAGES		\$ -
PROFESSIONAL SERVICES		
OTHER CONTRACTUAL SERVICES		
TRAVEL & PER DIEM		
COMMUNICATION SERVICES		
FREIGHT & POSTAGE		
RENTALS & LEASES		
LIABILITY & CASUALTY INSURANCE		
REPAIR & MAINT - BLDG & EQUIP		
VEHICLE MAINTENANCE		
PRINTING SERVICES		
PROMOTIONAL ADVERTISING		
PUBLIC RELATIONS		
LEGAL ADVERTISING		
OPERATING SUPPLIES		
FUEL & GASOLINE		
BOOKS,PUBS,SUBS & MEMBSHP		
TRAINING		
OPERATING EXPENSES		\$ -
CAPITAL -BUILDING	Reinforced Entry Door - Office Security	\$ 1,000.00
CAPITAL - EQUIPMENT	New Meter Reader Truck - Replace Current Vehicle	\$ 25,000.00
CAPITAL - INTANGIBLES	IVR (Interactive Voice Response) - Phone Payment	\$ 20,000.00
CAPITAL OUTLAY		\$ 46,000.00
TOTAL		\$ 46,000.00

# **Legal and Risk Services**

**CITY OF APOPKA**  
**LEGAL AND RISK SERVICES**

1015

**LINE ITEM DETAIL**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	196,242	204,518	206,502	0.97%
1210 LONGEVITY PAY	-	416	440	5.85%
1400 OVERTIME	35	-	-	
1600 OTHER REIMBURSED ALLOWANCES	1,431	2,400	2,400	0.00%
2100 F.I.C.A.	14,176	15,861	16,015	0.97%
2200 RETIREMENT CONTRIBUTION	34,986	37,942	34,939	-7.91%
2300 LIFE & HEALTH INSURANCE	17,503	23,838	23,838	0.00%
2400 WORKERS COMPENSATION	14,026	43	105	141.62%
<b>TOTAL</b>	<b>278,399</b>	<b>285,018</b>	<b>284,239</b>	<b>-0.27%</b>
<b>SUPPLIES AND SERVICES:</b>				
3100 PROFESSIONAL SERVICES	134,698	211,175	164,750	-21.98%
3400 OTHER CONTRACTUAL SERVICES	6,699	8,500	8,500	0.00%
4000 TRAVEL & PER DIEM	416	3,000	1,500	-50.00%
4100 COMMUNICATION SERVICES	-	-	-	#DIV/0!
4200 FREIGHT & POSTAGE	90	750	750	0.00%
4400 RENTALS & LEASES	1,500	1,050	1,800	71.43%
4500 LIABILITY & CASUALTY INSURANCE	1,275,624	1,579,682	1,721,357	8.97%
4600 REPAIR & MAINT - BLDG & EQUIP	-	150	150	0.00%
4700 PRINTING SERVICES	49	40	40	0.00%
4900 OTHER CHARGES	1,318	10,225	25,100	145.48%
5100 OFFICE SUPPLIES	686	1,000	1,000	0.00%
5200 OPERATING SUPPLIES	-	800	800	0.00%
5250 FUEL & GASOLINE	-	-	-	0.00%
5400 BOOKS,PUBS,SUBS & MEMBSHP	9,482	10,095	9,261	-8.26%
5500 TRAINING	530	2,000	1,125	-43.75%
<b>TOTAL</b>	<b>1,431,089</b>	<b>1,828,467</b>	<b>1,936,133</b>	<b>5.89%</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDING	-	-	-	#DIV/0!
6400 CAPITAL EQUIPMENT	-	-	-	#DIV/0!
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL COST</b>	<b>1,709,488</b>	<b>2,113,485</b>	<b>2,220,372</b>	<b>5.06%</b>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

**Fund** General Fund - 001  
**Department** Legal Services 1015-514  
**Line Item #** 3100  
**Line Item Description** Professional Services

Item	Description	Justification	2020-21	2021-22	Change Amount	Reason
1	Post-exposure services	employee post-exposure services and surveillance	5,000	7,000	2,000	There was an increase in exposures 2020-21
2	Insurance agent/broker consulting and service fees	support to ensure appropriate policies are in effect, provide assistance with claims, ensure compliance with applicable regulations	35,000	35,000	0	Flat
3	Necessary services-Urgent/Walk In (when clinic not available)	Post-accident drug, etc.	500	500	0	Flat
4	PD Advisor	Contract/Litigation	95,000	96,300	1,300	3% increase
5	Code Enforcement Hearing Officer		15,425	5,700	-9,725	\$950 per hearing X 6 hearings a year
6	Labor Attorney		5,000	5,000	0	
7	Public Defender		5,000	5,000	0	
8	Outside Expert Counsel		5,000	5,000	0	
9	Random Drug Testing	CDL Holders and Public Safety (\$15 each)	3,750	3,750	0	This cost is for both CDL Holders and Public Safety.
10	DOT / SAP Return to Duty Process	Substance Abuse Professional for CDL drivers who test positive for drugs or alcohol	1,500	1,500	0	\$750 X 2 Cases
	<b>Collective Bargaining</b>	<b>Administrative Adjustment</b>	<b>40,000</b>		<b>?</b>	

<b>Total Cost</b>	211,175	164,750	-6,425
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CITY OF APOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 3400  
 Line Item Description Other Contractual Services

Item	Description	Justification	2020-21	2021-22	Change Amount	Reason
1	SuperVision	MVR Monitoring and Fleet Driver Management (online system)	8,500	8,500	0	Flat

Total Cost	8,500	8,500	0
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

**Fund** General Fund - 001  
**Department** Legal Services 1015-514  
**Line Item #** 4000  
**Line Item Description** Travel & Per Diem

Item	Description	Justification	2020-21	2021-22	Change Amount	Reason
1	Travel, Hotel, Mileage	Florida League of Cities Meetings	1,500	750	-750	
2	Travel, Hotel, Mileage	Florida Municipal Attorneys Association Continuing Education	1,500	750	-750	

<b>Total Cost</b>	3,000	1,500	-1,500
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CITY OF APOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 4200  
 Line Item Description Freight & Postage

Item	Description	Justification	Updated 2020-21	2021-22	Change Amount	Reason
1	Misc mailings	including certified letters	750	750	0	Flat

Total Cost	750	750	0
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CITY OF APOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 4400  
 Line Item Description Rentals and Leases

Item	Description	Justification	2020-21	2021-22	Change Amount	Reason
1	Printer/Copier/Scanner lease/maint	Lanier Copier (split fees with HR)	1,050	1,800	750	Increase per IT

Total Cost	1,050	1,800	750
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CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 4500  
 Line Item Description Liability & Casualty Insurance

Item	Description	Justification	2020-21	2021-22	Change Amount	Reason
1	Various Policies	liability, casualty, property, E&O, fiduciary, pollution, etc				
	FMIT	Property	578,570	636,427	57,857	Increased by 10%
	FMIT	Liability	452,100	474,705	22,605	Increased by 5%
	FMIT	Occupational Accident	8,085	8,509	424	FMIT cost of \$8104 increased by 5%
	FMIT	Public Officials Bond	750	0	-750	FMIT policy includes this coverage
	FMIT	Environmental Liability/Pollution	12,100	11,358	-742	FMIT cost of \$10,818 increased by 5%
	FMIT	Fiduciary Liability	8,190	8,600	410	Increase by 5%
	FMIT	Crime Policy Premium-incl w/FMIT Property	15,750	0	-15,750	Included in FMIT policy
	FMIT	Boiler and Machinery-incl w/FMIT Property	20,000	0	-20,000	Included in FMIT policy
	FMIT	Storage Tank Liability (new tanks added)	5,775	6,064	289	Increase by 5%
	FMIT	Firefighter Cancer Policy	16,240	17,052	812	Increase by 5%
	Alexander Aviation	Airport Liability	3,542	0	-3,542	Cancelled policy due to the sale of airport.
	FMIT	Drone Insurance	2,829	3,500	671	Includes new IT drone
	FMIT	CRA General Liability	4,898	5,143	245	Increase by 5%
2	Deductibles	incl all policies (P&C and WC)	600,000	550,000	-50,000	

Total Cost	1,728,829	1,721,357	-7,472
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NOTES: Anticipated increases: Property increase calculated at 10%; All other lines are expected to remain flat - I increased by 5% to allow a buffer; Crime and Boiler and Machinery are included within the FMIT policy at no extra cost.

CITY OF APOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 4600  
 Line Item Description Repair and Maintenance - Bldg & Equip

Item	Description	Justification	2020-21	2021-22	Change Amount	Reason
1	Misc Small Repairs	Paint, door locks, etc.	150	150	0	Flat

Total Cost	150	150	0
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CITY OF APOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 4700  
 Line Item Description Printing Services

Item	Description	Justification	2020-21	2021-22	Change Amount	Reason
1	Business Cards	1 employee	40	40	0	Flat

Total Cost	40	40	0
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CITY OF AOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 4900  
 Line Item Description Other Current Charges

Item	Description	Justification	2020-21	2021-22	Change Amount	Reason
1	Litigation Expenses	Suits, etc.	10,000	25,000	15,000	Increased to offset Code Enforcement filing fees.
2	Drug & Alcohol Clearinghouse (DOT)	Clearinghouse Pre-Employment and Annual Query Fees through the Federal Motor Carrier Safety Administration	225	100	-125	Flat. Queries are \$1.25 each (run annually and for new CDL hires).

Total Cost	10,225	25,100	14,875
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CITY OF APOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 5100  
 Line Item Description Office Supplies

Item	Description	Justification	2020-21	2021-22	Change Amount	Reason
1	Office Supplies	Necessary to maintain operations Pens, paper, toner, file folders, redaction tape, notepads, etc.	1,000	1,000	0	Flat

Total Cost	1,000	1,000	0
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CITY OF AOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 5200  
 Line Item Description Operating Supplies

Item	Description	Justification	Updated 2020-21	2021-22	Change Amount	Reason
1	Copier Overages	Copy Overages (Split with HR)	800	800	0	Flat

Total Cost	800	800	0
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CITY OF AOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 5250  
 Line Item Description Fuel

Item	Description	Justification	Updated 2020-21	2021-22	Change Amount	Reason

Total Cost	0	0	0
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CITY OF AOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 5400  
 Line Item Description Books, Publications & Subscriptions

Item	Description	Justification	2020-21	2021-22	Change Amount	Reason
1	PRIMA Membership	Public Risk Management Association	400	400	0	Flat
2	West Law	Subscription	6,695	7,551	856	Increase yearly subscription by 7% starting January
3	2021 Florida Statutes	Hardbound Book	300	350	50	Increase by \$50
4	Research Resources	Other necessary research resources	500	500	0	Flat
5	Orlando Sentinel Digital Subscription	Subscription	110	110	0	Flat
6	Florida Bar Membership	Florida Bar Membership	0	350	350	New Budgeted Item

Total Cost	8,005	9,261	1,256
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CITY OF AOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

Fund General Fund - 001  
 Department Legal Services 1015-514  
 Line Item # 5500  
 Line Item Description Training

Item	Description	Justification	Updated 2020-21	2021-22	Change Amount	Reason
1	Certifications and/or Training	Florida Municipal Attorney Association	1,000	0	-1,000	
2	Certifications and/or Training	City, County, and Local Government Section of Florida Bar	1,000	1,000	0	
3	Substance Abuse Supervisor Training	To satisfy requirements from FMCSA Drug and Alcohol Clearinghouse	300	125	175	\$25 X 5 Employees
<b>Total Cost</b>			2,300	1,125	-825	

# **Human Resources Department**

# CITY OF AOPKA HUMAN RESOURCES

1170

## LINE ITEM DETAIL

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>	
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	123,821	221,443	230,403	4.05%
1210	LONGEVITY PAY	-	248	204	-17.80%
1400	OVERTIME	165	-	-	0.00%
1600	OTHER REIMBURSED ALLOWANCES	168	480	480	0.00%
2100	F.I.C.A.	9,420	16,996	17,678	4.01%
2200	RETIREMENT CONTRIBUTION	21,218	40,657	38,568	-5.14%
2300	LIFE AND HEALTH INSURANCE	25,287	46,843	46,843	0.00%
2400	WORKERS COMPENSATION	127	43	43	0.00%
2500	UNEMPLOYMENT COMPENSATION	24,486	15,000	15,000	0.00%
<b>TOTAL</b>		<b>204,692</b>	<b>341,710</b>	<b>349,219</b>	<b>2.20%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	13,333	30,000	30,000	0.00%
3400	OTHER CONTRACTUAL SERVICES	43,237	72,225	65,725	-9.00%
4000	TRAVEL & PER DIEM	-	2,000	2,000	0.00%
4200	FREIGHT & POSTAGE	85	500	500	0.00%
4400	RENTALS & LEASES	1,500	1,050	1,500	42.86%
4500	LIABILITY INSURANCE	-	-	-	#DIV/0!
4600	REPAIR AND MAINTENANCE	-	2,000	-	0.00%
4700	PRINTING AND BINDING	-	100	100	0.00%
4900	OTHER CHARGES AND OBLIGATIONS	1,095	1,000	31,000	3000.00%
5100	OFFICE SUPPLIES	887	2,000	2,000	0.00%
5200	OPERATING SUPPLIES	454	9,700	12,200	25.77%
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	-	555	1,555	180.18%
5500	TRAINING	-	2,000	2,000	0.00%
<b>TOTAL</b>		<b>60,592</b>	<b>123,130</b>	<b>148,580</b>	<b>20.67%</b>
<b>CAPITAL OUTLAY:</b>					
6200	BUILDING	-	-	-	0.00%
6400	EQUIPMENT	-	-	-	0.00%
6800	INTANGIBLES	-	-	-	0.00%
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL COST</b>		<b>265,284</b>	<b>464,840</b>	<b>497,799</b>	<b>7.09%</b>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2021-22
1	<i>Insurance Agent/Broker Consulting and Service Fees</i>	<i>Support to ensure appropriate policies are in effect, provide assistance with claims, ensure compliance with applicable regulations</i>	30,000

<b>Total Cost</b>	<b>30,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2021-22
1	Fingerprint checks for City New Hires	Staffing to fill open positions (\$37.25 each)	3,725
2	Everything Benefits	Benefits Enrollment, COBRA Administration, Carrier Connectivity, ACA Compliance and Reporting to IRS, Benefits Reconciliation. (Replaces EMB, PRIMEPay)	39,000
3	PowerDMS Professional	Policy and Compliance Management platform for the creation, organization and distribution of content. The Police Department is required to have for Accreditation Compliance. The Fire Department also uses it heavily. This is currently being implemented citywide. The PD should have a reduction as the CAO wanted to combine cost for citywide under HR.	23,000
		Apopka Youth Works is Finance, correct?	

<b>Total Cost</b>	<b>65,725</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2021-22
1	Annual FPHRA Conference	Annual meeting/education provided by Florida Public Human Resources Assn	1,500
	HR Florida State Council	Annual Meeting and Training	500

<b>Total Cost</b>	<b>2,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2019-20
1	Postage/Shipping Expenses	Miscellaneous Mailing	500

<b>Total Cost</b>	<b>500</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2019-20
1	<i>Printer/Copier/Scanner lease/maint</i>	<i>Lanier Copier (Split cost with Legal)</i>	1,500

<b>Total Cost</b>	<b>1,500</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2019-20

<b>Total Cost</b>	<b>0</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Human Resources 1170-513</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Projected 2021-22
<b>Total Cost</b>			<b>0</b>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2019-20
# 1	Business Cards	For HR Staff and Personnel	100

<b>Total Cost</b>	<b>100</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2019-20
1	<i>Floral</i>	<i>Arrangements for Employees and/or Immediate Family</i>	1,000
2	<i>Unemployment Compensation</i>	<i>Funding for Claims</i>	30,000

<b>Total Cost</b>	<b>\$ 31,000</b>
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**NOTE: Is unemployment compensation included in 2500 line?**

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2019-20
1	Office Supplies	Operating Supplies and Materials for HR and record Keeping Requirements	2,000

<b>Total Cost</b>	<b>2,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2019-20
1	<i>Badge/Access Cards System</i>	<i>Supplies (access badges, lanyards, ink)</i>	1,200
2	<i>Employee Recognition Program</i>	<i>Years of Service Awards and Reception</i>	1,500
3	<i>Employee Holiday Luncheon</i>	<i>Lunch, door prizes and decorations</i>	6,000
4	<i>Apopka Youth Leadership Council</i>	<i>Program Supplies</i>	2,000
5	<i>Record Destruction</i>	<i>For the shredding of old records after meeting the retention period or when the records have been scanned to digital format.</i>	1,500

<b>Total Cost</b>	<b>12,200</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2019-20
1	<i>FPHRA (Florida Public Human Resources Association)</i>	<i>Membership to support local government HR policies/laws.</i>	135
2	<i>Society for Human Resources Mgt</i>	<i>Membership</i>	420
3	<i>Employee Educational Videos</i>	<i>Licensable Videos to explain benefits.</i>	1,000

<b>Total Cost</b>	<b>1,555</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2019-20
1	Staff seminars/training	Certifications and/or training	2,000

<b>Total Cost</b>	<b>2,000</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Projected 2019-20
1	<i>Copy Machine</i>	<i>The current lease on the Copy Machine expires on 9/30/2021 and will have to be replaced. The copier serves as a printer, scanner, copier (multifunction). This cost should be split between HR and Legal.</i>	8,000

<b>Total Cost</b>	<b>8,000</b>
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**CITY OF AOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2021-22**

**Fund** General Fund - 001  
**Department** Human Resources 1170-513  
**Division** \_\_\_\_\_

Position Title	Justification	Anticipated Salary/Grade
PT Records Clerk	Person is to assist in the filing and scanning of Personnel Records dating back decades.	19760

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

ATTACH JOB DESCRIPTION TO THIS FORM

Coord: \_\_\_\_\_  
 \_\_\_\_\_

# City Clerk

**CITY OF AOPKA  
CITY CLERK**

1030

**LINE ITEM DETAIL**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>	
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	165,763	184,637	138,725	-24.87%
1210	LONGEVITY PAY	-	484	282	-41.87%
1400	OVERTIME	2,564	-	-	0.00%
2100	F.I.C.A.	12,699	14,162	10,634	-24.91%
2200	RETIREMENT CONTRIBUTION	26,175	30,966	20,545	-33.65%
2300	LIFE AND HEALTH INSURANCE	17,233	19,843	19,843	0.00%
2400	WORKERS COMPENSATION	143	65	65	0.00%
<b>TOTAL</b>		<b>224,577</b>	<b>250,157</b>	<b>190,094</b>	<b>-24.01%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	1,000	1,000	1,000	0.00%
3400	OTHER CONTRACTUAL SERVICES	10,890	2,610	45,610	1647.51%
4000	TRAVEL & PER DIEM		1,000	1,000	0.00%
4200	FREIGHT & POSTAGE	124	500	500	0.00%
4400	RENTALS AND LEASES	2,822	2,800	2,800	0.00%
4600	REPAIR AND MAINTENANCE	2,101	2,500	2,500	0.00%
4700	PRINTING SERVICES	2,422	16,000	16,000	0.00%
4800	PROMOTIONAL ADVERTISING		-	-	0.00%
4900	OTHER CHARGES	1,085	5,000	5,000	0.00%
4902	LEGAL ADVERTISING	2,620	5,000	5,000	0.00%
5100	OFFICE SUPPLIES	840	1,500	1,500	0.00%
5200	OPERATING SUPPLIES	120	2,500	2,500	0.00%
5400	BOOKS, PUBLICATIONS & SUBSCRIPTIONS	235	800	800	0.00%
5500	TRAINING	-	1,300	1,300	0.00%
<b>TOTAL</b>		<b>24,260</b>	<b>42,510</b>	<b>85,510</b>	<b>101.15%</b>
<b>CAPITAL OUTLAY:</b>					
6300	INFRASTRUCTURE	-	-	-	0.00%
6400	EQUIPMENT & MACHINERY	-	-	-	0.00%
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL COST</b>		<b>248,837</b>	<b>292,667</b>	<b>275,604</b>	<b>-5.83%</b>



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	State of Florida	Microfilm Storage	160
2	Code of Ordinances Online Service	Online Code; Municode NEXT; OrdBank; CodeBank; CodeBank Compare; eNotify; MuniPRO; Custom Banner Administrative Support Fee (Municode)	2,000  450
3	Election Costs	Supervisor of Elections (General Election) Supervisor of Elections (Run-off)	25,000 18,000
	<p><b>**These costs are estimated based upon the costs projected by the OCSOE as well as the actual costs associated with this line for the 2018 election.</b></p>		

<b>Total Cost</b>	<b>\$ 45,610</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	<i>Travel to conferences</i>	<i>Travel &amp; per diem FACC Spring &amp; Fall Academies (CE's for certification) or other various required travel</i>	1,000

<b>Total Cost</b>	<b>\$ 1,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>City Clerk 1030-512</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
		N/A	
<b>Total Cost</b>			\$ -

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	General Postage		500

Total Cost	\$	500
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Lanier C4505	Copier Lease & overage  <div style="background-color: yellow; padding: 5px;">**Awaiting confirmation as to the status of whether we're going to purchase or continue lease and maintenance. 05/11/21 -Smb</div>	2,800

<b>Total Cost</b>	<b>\$ 2,800</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>City Clerk 1030-512</u>
<b>Line Item #</b>	<u>4500</u>
<b>Line Item Description</b>	<u>Liability &amp; Casualty Insurance</u>

Item	Description	Justification	Estimated Cost
		N/A	

Total Cost	\$	-
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**CITY OF AOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	<i>Records Destruction</i>	<i>Contract - 14 Consoles \$173 every 4 weeks</i>	2,500

<b>Total Cost</b>	<b>\$ 2,500</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	<i>Code Supplements</i>	<i>Codification of Ordinances</i>	15,000
1	<i>Miscellaneous Printing</i>		1,000

<b>Total Cost</b>	<b>\$ 16,000</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>City Clerk 1030-512</u>
<b>Line Item #</b>	<u>4800</u>
<b>Line Item Description</b>	<u>Promotional Advertising</u>

Item	Description	Justification	Estimated Cost
		N/A	

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	OC Comptroller	<p>Document Recording Fees</p> <p><i>There are more development agreements with the future growth and these require recording.</i></p>	5,000

Total Cost	\$ 5,000
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Legal Ads	Public Hearings; Bid Openings, etc.	5,000

Total Cost	\$ 5,000
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

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

Total Cost	\$ 1,500
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	General Operating Supplies		500
2	New Laptop	*For use while working on minutes from home or at FACC Conferences	2,000

<b>Total Cost</b>	<b>\$ 2,500</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	<i>FACC Memebership (2)</i>	<i>Certification requirement</i>	200
2	<i>IIMC Membership (2)</i>	<i>Certification requirement increase in dues</i>	400
3	<i>Miscellaneous</i>		100
4	<i>Membership</i>	<i>Florida Records Management Association</i>	100
<b>Total Cost</b>			<b>\$ 800</b>

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

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

Total Cost	\$ 1,300
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>City Clerk 1030-512</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
		N/A	

Total Cost	\$	-
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**Budget Requests (Wish List)**

**Department**  
**Division**

*Clerk's Office (1030)*  
*Administration*

ACCOUNT DESCRIPTION	DESCRIPTION/JUSTIFICATION	AMOUNT
REG. SALARIES & WAGES		
LONGEVITY PAY		
PROFICENCY PAY		
OTHER SALARIES & WAGES		
OVERTIME		
SPECIAL PAY		
SALARIES & WAGES		
PROFESSIONAL SERVICES	<b>*Proposed full time Records Clerk (do away with PT position)</b>	
OTHER CONTRACTUAL SERVICES		
TRAVEL & PER DIEM		
COMMUNICATION SERVICES		
FREIGHT & POSTAGE		
RENTALS & LEASES		
LIABILITY & CASUALTY INSURANCE		
REPAIR & MAINT - BLDG & EQUIP		
VEHICLE MAINTENANCE		
PRINTING SERVICES		
PROMOTIONAL ADVERTISING		
PUBLIC RELATIONS		
LEGAL ADVERTISING		
OPERATING SUPPLIES	<b>New Laptop</b>	
FUEL & GASOLINE		
BOOKS,PUBS,SUBS & MEMBSHP		
TRAINING		
OPERATING EXPENSES		0
CAPITAL - BUILDING		
CAPITAL - EQUIPMENT		
CAPITAL OUTLAY		0
TOTAL		0

# **Mayor and Commissioners**

**CITY OF AOPKA  
MAYOR'S OFFICE**

1010

LINE ITEM DETAIL

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	304,013	346,556	349,793	0.93%
1210 LONGEVITY PAY	-	161	234	45.34%
1400 OVERTIME	12	-	-	0.00%
1600 OTHER REIMBURSED ALLOWANCES	12,000	12,000	12,000	0.00%
2100 F.I.C.A.	22,330	23,881	24,134	1.06%
2200 RETIREMENT CONTRIBUTION	42,256	45,213	41,788	-7.58%
2300 LIFE & HEALTH INSURANCE	26,204	31,589	31,589	0.00%
2400 WORKERS COMPENSATION	160	152	152	0.00%
<b>TOTAL</b>	<b>406,974</b>	<b>459,552</b>	<b>459,690</b>	<b>0.03%</b>
<b>SUPPLIES AND SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES		-	-	0.00%
4000 TRAVEL & PER DIEM	733	11,000	11,000	0.00%
4100 COMMUNICATION SERVICES		-	-	0.00%
4200 FREIGHT & POSTAGE	202	1,000	1,000	0.00%
4400 RENTALS & LEASES	1,824	1,800	1,800	0.00%
4500 LIABILITY & CASUALTY INSURANCE		-	-	0.00%
4600 REPAIR & MAINT - BLDG & EQUIP		-	-	0.00%
4700 PRINTING SERVICES	831	650	650	0.00%
4900 OTHER CHARGES		-	-	0.00%
5100 OFFICE SUPPLIES	869	2,200	2,200	0.00%
5200 OPERATING SUPPLIES	24,458	56,000	56,000	0.00%
5250 FUEL & GASOLINE		-	-	0.00%
5400 BOOKS,PUBS,SUBS & MEMBSHP	44,101	57,250	57,250	0.00%
5500 TRAINING	50	7,000	7,000	0.00%
<b>TOTAL</b>	<b>73,067</b>	<b>136,900</b>	<b>136,900</b>	<b>0.00%</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDING	-			
6400 CAPITAL EQUIPMENT	-	-	-	0.00%
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>DONATIONS:</b>				
8200 DONATIONS	-	-	-	0.00%
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL COST</b>	<b>480,042</b>	<b>596,452</b>	<b>596,590</b>	<b>0.02%</b>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
	Mayor Travel		3,000.00
	Commissioner Travel (4)		8,000.00

<b>Total Cost</b>	<b>\$ 11,000</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
	<i>Postage</i>	<i>Daily, Art &amp; Foliage invitations</i>	<i>1,000</i>

<b>Total Cost</b>	<b>\$ 1,000</b>
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CITY OF APOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

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

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

Note: June 8, 2021 made a budget transfer of \$700 from 5200 to 4400 to cover overage charges for printing

Total Cost \$ 1,800

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

Fund General Fund - 001  
 Department Mayor's Office - 1910-512  
 Line Item # 4700  
 Line Item Description Printing Services

Item	Description	Justification	Estimated Cost
	Business Cards	Business Cards for Elected Officials & Mayor's Office Staff	200
	Stationery	Notecards, Letterhead & Envelopes	450

Note: due to COVID-19 Pandemic, Pride (low cost printing/printers) was shut down so we had to use a local printer for printing needs. July 8, 2020 we paid \$600 for 5,000 envelopes if we need business cards, it will be around \$100 per order to go thru local printer rather than \$25 per order thru Pride.

Total Cost \$ 650

CITY OF APOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22

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

Item	Description	Justification	Estimated Cost
	Office Supplies	Paper, Pens, Organization Materials to Support Operations of Mayor's Office and Commissioners	2,000
	Proclamation Supplies		???
	Printer Toners		200

proclamation supplies  
 legal size parchtone paper \$92.32 (2 packs of 300 each at \$46.16 each)  
 satin award ribbons \$41.97 (3 packs of 50 each at \$13.99 each)  
 notary seal labels \$20.07 (3 packs of 44 each at \$6.69 each)  
 legal size proclamation covers \$452.10 (8 packs of 24 each at \$54.95 each plus shipping)  
 total \$606.46

Total Cost \$ 2,200

CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22

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

Item	Description	Justification	Estimated Cost
1	Commissioners' Discretionary Fund	\$3,000 for each Commissioner to Use for Community Donations and Discretionary Spending \$12k [5201 thru 5204]	
2	Community Donations	Mayor Discretionary Spending Table Sponsorship Fees for Various Luncheons (Mayor's Prayer Breakfast, Chamber Gala, Love Banquet, etc.)	15,000
3	Luncheons		5,000
4	Employee Holiday Gathering	Catering Fees for City-Hosted Luncheon	2,500
5	Tri-County League of Cities		3,000
6	Luncheon	Catering Fees for City-Hosted Luncheon	2,500
7	Miss Apopka	Sponsorship, Portraiture & Program Ad	2,000
9	Keys to City/Awards/Plaques	Keys to City for Dignitaries, Citizen Awards	1,000
10	Flowers	Flowers for Dignitaries	12,000
11	Printing Overages	Overage	
<b>Total Cost</b>			<b>\$ 43,000</b>

Note: Art & Foliage Festival \$1,000 for chair rental should be in Rec's budget

Note: Employee Holiday Gathering budget needs to be increased to cover the cost of food/catering for event 2020 party info

Expenses:  
 Food \$3,600  
 Gift Cards \$920

Tablecloths \$144  
 Total: \$4,664

Budget:  
 \$2,500 from Mayor's line item  
 \$1,200 from Public Service's line item  
**\$1,000 from Mayor's discretionary (Mayor increased amount from \$500 to \$1,000)**  
 Total: \$4,700 (if the Mayor did not kick in the \$1,000 we would not had enough to cover costs of party)

Note: City of Apopka will host TriCounty Luncheon in October  
 approx 80 people x \$31.95 per person for food at Dubsdread (\$27.95 per person/per plate plus \$4 per person for dessert) = Total \$2,556  
 Dubsdread will waive \$1,500 venue fee

City merchandise  
 purchased 1,500 mugs at \$4 a piece for a total of \$6,000 on September 9, 2020 (previous fiscal year)  
 purchased 732 mugs at \$4 a piece for a total of \$2,928 on December 8, 2020

Note Due to COVID-19 Pandemic, many events were canceled therefore we did not purchase a lot of tables this year for events:  
 we purchased 2 tables for prayer breakfast at a cost of \$300 per table for a total of \$600  
 Mayor participated in MLK parade for \$75 in lieu of \$500 donation to event/luncheon usually held

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Mayor's Office - 1010-512</u>
<b>Line Item #</b>	<u>5201 - Commissioner Smith</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	<i>Commissioners' Discretionary Fund</i>	<i>\$3,000 for each Commissioner to Use for Community Donations and Discretionary Spending</i>	3,000

Total Cost	\$ 3,000
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Mayor's Office - 1010-512</u>
<b>Line Item #</b>	<u>5201 - Commissioner Nolan</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	<i>Commissioners' Discretionary Fund</i>	<i>\$3,000 for each Commissioner to Use for Community Donations and Discretionary Spending</i>	3,000

Total Cost	\$ 3,000
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Mayor's Office - 1010-512</u>
<b>Line Item #</b>	<u>5203 - Commissioner Bankson</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	<i>Commissioners' Discretionary Fund</i>	<i>\$3,000 for each Commissioner to Use for Community Donations and Discretionary Spending</i>	3,000

Total Cost	\$ 3,000
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Mayor's Office - 1010-512</u>
<b>Line Item #</b>	<u>5204 - Commissioner Becker</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	<i>Commissioners' Discretionary Fund</i>	<i>\$3,000 for each Commissioner to Use for Community Donations and Discretionary Spending</i>	3,000

Total Cost	\$ 3,000
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CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22

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

Item	Description	Justification	Estimated Cost		
1	MetroPlan Orlando	Annual Membership	27,000	R2100009	\$26,202
2	Marketing Economic Development		10,000	Promotionals	
3	Executive Trustee Program (Apopka Area Chamber of Commerce)	Annual Contribution	7,500	R2100006	\$7,500
4					
5	Florida League of Cities	Annual Membership	8,000	R2100070	\$7,176
6	Tri-County League of Cities	Annual Membership	1,000		
7					
8	Florida League of Mayors	Annual Membership	1,500		
9					
10	VisitOrlando	Annual Membership	500		
11	Newspapers & Magazines	Orlando Sentinel, Apopka Chief, Periodicals	250		
12	Rotary Membership	Annual Membership	1,000		
13	Tiger Bay Memberships	Annual Membership	500		

Dues Paid:  
 Tri County Dues paid 01-28-21 \$834.08  
 Tiger Bay Dues paid 12-07-21 \$386.18  
 Visit Fla Dues paid 12-18-20 \$395  
 MetroPlan Orlando Dues paid 10-13-20 \$26,202 (will increase for 2021/2022 to \$26,816)  
 Apopka Chamber Dues paid 10-13-20 \$7,500  
 Rotary Dues paid 10-1-20 \$400  
 Florida League of Mayors Dues paid 12-15-20 \$1,350  
 Florida League of Cities Dues paid 10-13-20 \$7,176

We canceled Sentinel subscription and instead purchased an OBJ subscription for \$90  
 We still pay for the Apopka Chief subscription for \$25

Total Cost		\$ 57,250	\$ 40,876
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1			
2			-
3			
4			-
5			
6			
7			
8			
	Mayor		2,000
	Commissioners		4,000
	Ethics Training (5)		1,000

<b>Total Cost</b>	<b>\$ 7,000</b>
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# Administration

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

1020

LINE ITEM DETAIL

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>CHANGE</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	237,995	256,506	258,444	0.76%
1210 LONGEVITY PAY	-	596	596	0.00%
1300 OTHER SALARIES & WAGES	-	-	-	0.00%
1400 OVERTIME	72	-	-	0.00%
1600 OTHER REIMBURSED ALLOWANCES	12,000	12,000	12,000	0.00%
2100 F.I.C.A.	17,000	20,586	20,740	0.75%
2200 RETIREMENT CONTRIBUTION	41,243	42,678	39,255	-8.02%
2300 LIFE AND HEALTH INSURANCE	35,846	51,499	41,709	-19.01%
2400 WORKERS COMPENSATION	200	43	43	0.00%
<b>TOTAL</b>	<b>344,357</b>	<b>383,909</b>	<b>372,788</b>	<b>-2.90%</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES		-	-	#DIV/0!
3400 OTHER CONTRACTUAL SERVICES				#DIV/0!
4000 TRAVEL AND PER DIEM	55	800	800	0.00%
4100 COMMUNICATION		-	-	#DIV/0!
4200 FREIGHT & POSTAGE	360	250	250	0.00%
4400 RENTALS & LEASES	4,661	5,700	5,700	0.00%
4600 REPAIRS AND MAINTENANCE		-	-	#DIV/0!
4650 VEHICLE MAINTENANCE	116	1,200	1,200	0.00%
4700 PRINTING AND BINDING				#DIV/0!
4800 PROMOTIONAL ACTIVITIES		-	-	#DIV/0!
4900 OTHER CHARGES		-	-	#DIV/0!
4903 TEMPORARY LABOR		-	-	#DIV/0!
5100 OFFICE SUPPLIES	337	2,500	2,500	0.00%
5200 OPERATING SUPPLIES	259	2,700	2,700	0.00%
5250 FUEL & GASOLINE	313	800	800	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	60	710	710	0.00%
5500 TRAINING		5,500	10,500	90.91%
9300 CONTINGENCY		-	-	#DIV/0!
<b>TOTAL</b>	<b>6,162</b>	<b>20,160</b>	<b>25,160</b>	<b>24.80%</b>
<b>CAPITAL OUTLAY:</b>				
6400 EQUIPMENT	-	-	-	#DIV/0!
9100 CONTINGENCY	-			#DIV/0!
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL COST</b>	<b>350,519</b>	<b>404,069</b>	<b>397,948</b>	<b>-1.51%</b>

**CITY OF APOPKA  
 OPERATING BUDGET JUSTIFICATION FORM  
 FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
	<i>Travel Costs</i>	<i>Cost associated with training/conferences.</i>	<i>500</i>
	<i>FCCMA</i>	<i>Annual City/County Manager Conference</i>	
	<i>ICMA</i>	<i>Annual International City Manager Conference</i>	
	<i>Epass</i>	<i>Pooled cars (2)</i>	<i>300</i>

<b>Total Cost</b>	<b>\$</b>	<b>800</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Administrative Services - 1020-512</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	General preventative maintenance	1 explorer and 1 fusion	1,200

<b>Total Cost</b>	<b>\$ 1,200</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

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

Total Cost	\$	-
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

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

<b>Total Cost</b>	<b>\$ 2,500</b>
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
	<i>Operating supplies</i>	<i>toner replacements, small office equipment, misc.</i>	<i>2,000</i>
	<i>Mail machine supplies</i>		<i>500</i>
	<i>Notary Renewal</i>		<i>200</i>

<b>Total Cost</b>	<b>\$ 2,700</b>
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**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Administrative Services - 1020-512</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	fuel (calculated at \$2.50 per gallon)	1 explorer and 1 fusion	800

Total Cost	\$	800
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Memberships	FCCMA ICMA FICPA FGFOA CFFGFOA	335 50 25
2	Publications, etc.		300

Total Cost	\$	710
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**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
	<i>Florida City/County Manager Assoc. Annual Conference [FCCMA]</i>	<i>Professional Development/Training</i>	
	<i>International City/County Manager Assoc. Annual Conference [ICMA]</i>	<i>Professional Development/Training</i>	
	<i>Miscellaneous Training Opportunities During the Year</i>	<i>Professional Development/Training</i>	
	<i>Leadership Training</i>	<i>Professional Development for Senior level staff and management.</i>	10,000
	<i>FGFOA Conference</i>	<i>CPE for CPA and CGFO</i>	500

<b>Total Cost</b>	<b>\$ 10,500</b>
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