



APOPKA CITY COUNCIL BUDGET WORKSHOP AGENDA

JULY 20, 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. Public Services 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.

Public Services Facilities

CITY OF AOPKA FACILITIES MAINTENANCE

1022

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>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	83,653	86,749	162,435	87.25%
1210 LONGEVITY PAY	-	582	1,031	77.11%
1400 OVERTIME	2,291	1,200	1,200	0.00%
2100 F.I.C.A.	6,332	6,773	12,634	86.54%
2200 RETIREMENT CONTRIBUTION	28,729	15,982	27,362	71.21%
2300 LIFE AND HEALTH INSURANCE	20,299	19,843	31,589	59.19%
2400 WORKERS COMPENSATION	8,011	641	641	0.00%
		-		
TOTAL	149,314	131,769	236,891	79.78%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	20,000	2,300,000	11400.00%
3400 OTHER CONTRACTUAL SERVICES	75,558	193,099	472,210	144.54%
4100 COMMUNICATIONS		-	-	0.00%
4300 UTILITY SERVICES	102,830	125,000	150,000	20.00%
4400 RENTAL & LEASES	-	1,825	8,500	365.75%
4600 REPAIR AND MAINTENANCE	124,057	220,741	345,700	56.61%
4650 VEHICLE MAINTENANCE	738	1,250	3,000	140.00%
4900 OTHER CHARGES	12,759	14,000	14,000	0.00%
5100 OFFICE SUPPLIES	-	-	7,200	
5200 OPERATING SUPPLIES	25,361	58,300	65,075	11.62%
5250 FUEL & GASOLINE	1,011	4,500	11,200	148.89%
5500 TRAINING	-	2,400	3,500	45.83%
TOTAL	342,315	641,115	3,380,385	427.27%
CAPITAL OUTLAY:				
6100 LAND		-	-	
6200 BUILDING	55,249	107,000	773,000	622.43%
6300 INFRASTRUCTURE	8,583	-	-	
6400 EQUIPMENT	66,542	18,100	307,500	1598.90%
6800 INTANGIBLES		25,000	100,000	300.00%
TOTAL	130,374	150,100	1,180,500	686.48%
TOTAL COST	622,003	922,984	4,797,776	419.81%

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

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

Item	Description	Justification	Estimated Cost
1	Overtime	(\$40 x 10 Hours x 52 Weeks) The Facilities Maintenance division regularly receives after-hour requests for service, performs weekend work, and provides staff for various events.	20,800
2	Standby	9 hours a week for one standby staff	11,700
Total Cost			32,500

Fund	<i>General Fund - 001</i>
Department	<i>Facilities Maintenance - 1022-519</i>
Line Item #	<i>1600</i>
Line Item Description	<i>Other Reimburse Allowances</i>

Item	Description	Justification	Estimated Cost
1	Cell Phone Allowance	\$40 monthly stipend for Facilities Coordinator and Electrician I	960

Total Cost	Total Base	\$	960
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Fund	<i>General Fund - 001</i>
Department	<i>Facilities Maintenance - 1022-519</i>
Line Item #	<i>3100</i>
Line Item Description	<i>Professional Services</i>

Item	Description	Justification	Estimated Cost
1	Architectural/Engineering	PS Fleet Maintenance Facility	150,000
2	Architectural/Engineering	Public Safety Administration Complex	2,000,000
3	Architectural/Engineering	Dream Lake/Conley/Rotary Facility	150,000

Total Cost	\$ 2,300,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Floor Maintenance		
	ADM 3 (City Hall)	Semi-Annual Carpet/Tile Cleaning (\$4,000 x 2)	8,000
	ADM 4 (Museum)	Semi-Annual Carpet Cleaning (\$700 x 2)	1,400
	ADM 5 (City Clinic)	Semi-Annual Strip & Wax Floor (\$850 x 2)	1,700
	FD 1 (Fire Admin/Fire Station 1)	Semi-Annual Strip & Wax Floor (\$1,000 x 2) Semi-Annual Carpet Cleaning (\$2500 x 2)	2,000 5,000
	FD 11a (Fire/Police Training Center)	Semi-Annual Carpet Cleaning (\$750 x 2)	1,500
	FI/IT (Finance/IT - Annex)	Semi-Annual Strip & Wax Floor (\$600 x 2) Semi-Annual Carpet Cleaning (\$1,500 x 2)	1,200 3,000
	PD 1 (Police Station)	Semi-Annual Strip & Wax Floor (\$1,700 x 2) Semi-Annual Carpet Cleaning (\$3,000 x 2)	3,400 6,000
	REC 5 (Apopka Community Center/VFW)	Quarterly Carpet/Tile Cleaning (\$700 x 4)	2,800
	Additional Misc. Floor Cleanings	(\$1,500 x 3)	4,500
2	Scheduled Janitorial		
	ADM 2 1x wkly (City Gym/Record Storage)	Monthly Charge (\$125 x 12)	1,250
	ADM 3 5x wkly (City Hall)	Monthly Charge (\$1,800 x 12)	21,600
	ADM 4 1x wkly (Museum)	Monthly Charge (\$190 x 12)	2,280
	ADM 5 3x wkly	Monthly Charge (\$225 x 12)	2,700

	(City Clinic)		
	FD 1 5x wkly (Fire Admin/Fire Station 1)	Monthly Charge (\$1000 x 12)	12,000
	FD 11a 2x wkly (Fire/Police Training Center)	Monthly Charge (\$300x 12)	3,600
	FI/IT 1 5x wkly (Finance/IT - Annex)	Monthly Charge (\$1650 x 12)	19,800
	PD 1 5x wkly (Police Station)	Monthly Charge (\$1200 x 12)	14,400
	Victoria Plaza 1x wkly (Police Sub-Station)	Monthly Charge (\$150 x 12)	1,800
	REC 5 2x wkly (Apopka Community Center/VFW)	Monthly Charge (\$1000 x 12)	12,000
	KLNP Bathroom (Kit Land Nelson Park)	Farmers Market (\$50 x 52) Rotary Fair (\$50 x 5) Foliage Festival (\$50 x 5) Christmas (\$50 x 7)	2,600 250 250 350
	REC 1 3x/5x wkly (Fran Carlton Center)	June/July 5x/wk (\$1200 x 2) Aug-May 3x/wk (750 x 42)	2,400 31,500
	REC 2 2x/5x wkly (Billie Dean Comm. Center)	June/July 5x/wk (\$1200 x 2) Aug-May 2x/wk (\$500 x 42)	2,400 21,000
	REC 4 (Northwest Rec Complex)	Once Daily 7x/wk (\$3950 x 12)	47,400
	Additional Cleanings		
	ADM 2 (City Gym/Record Storage)	City Gym Deep Cleaning (\$150 x 4)	600
	ADM 3 (City Hall)	Various Events (\$200 x 5)	1,000
	ADM 4 (Museum)	Christmas (\$200 x 5)	1,000
	REC 5 (Apopka Community Center/VFW)	Various Events (\$100 x 15)	1,500
	Misc. Cleanings	To Be Determined	5,000
3	Security & Fire Alarm Systems		
	ADM 3	Security	

(City Hall)	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
	Fire	
	Monitoring (\$39 x 12)	468
	Annual Insp (\$250 x 1)	250
	Installation	30,000
ADM 4	Security	
(Museum)	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
	Fire	
	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
ADM 5	Security	
(City Clinic)	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
	Fire	
	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
FD 1	Fire	
(Fire Station #1)	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
	Installation	7,500
FD 2	Fire	
(Fire Station #2)	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
FD 3	Fire	
(Fire Station #3)	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
FD 4	Fire	
(Fire Station #4)	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
FD 5	Fire	
(Fire Station #5)	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
FD 11a	Security	
(Fire/Police Training Center)	Monitoring (\$42 x 12)	504
	Annual Insp (\$150 x 1)	150
	Fire	
	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
FD 12	Security	
(Old Fire Station #2)	Monitoring (\$42 x 12)	504

	Annual Insp (\$150 x 1)	150
FI/IT (Finance/IT - Annex)	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1) Fire Monitoring (\$39 x 12) Annual Insp (\$168 x 1)	504 125 468 168
PD 1 (Police Station)	Fire Monitoring (\$39 x 12) Annual Insp (\$168 x 1)	468 168
PD 2 (Grahams Garage)	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1)	504 125
PD 3 (Harmon Rd. Tower)	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1) Fire Monitoring (\$39 x 12) Annual Insp (\$150 x 1) Installation	504 125 468 150 3,500
PD 4 (Mt Plymouth Tower)	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1) Fire Monitoring (\$39 x 12) Annual Insp (\$150 x 1) Installation	504 125 468 150 3,500
PS 6f (Fleet-New Building)	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1) Fire Monitoring (\$39 x 12) Annual Insp (\$150 x 1) Installation	504 125 468 150 5,000
PS 6g (PS Admin Building)	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1) Fire Monitoring (\$39 x 12) Annual Insp (\$150 x 1)	504 125 468 150
PS 6h (Purchasing Warehouse)	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1) Installation Fire Monitoring (\$39 x 12) Annual Insp (\$150 x 1)	504 125 600 468 150

	Installation	3,500
PS 6i (Utility Warehouse)	Security	
	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
	Fire	
	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
PS 7b (Old Grounds Facility - Block Bldg.)	Security	
	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
PS 8 (Grounds Facility)	Security	
	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
PS 9a (NSRWTF MCC)	Security	
	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
REC 1 (Fran Carlton Center)	Security	
	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
	Fire	
	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
REC 2 (Billie Dean Community Center)	Security	
	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
	Fire	
	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
REC 3 (Apopka Athletic Complex)	Security	
	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
REC 4a (LL/Concession/Offices)	Security	
	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
REC 4b (Maintenance Warehouse)	Security	
	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
REC 4c (Operations Building)	Security	
	Monitoring (\$42 x 12)	504
	Annual Insp (\$125 x 1)	125
	Fire	
	Monitoring (\$39 x 12)	468
	Annual Insp (\$150 x 1)	150
	Installation	7,500

4	REC 4d (Football/Concessions/Offices)	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1)	504 125
	REC 4e (Amphitheater Dressing Rooms)	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1)	504 125
	REC 4f (Ticket Office)	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1)	504 125
	REC 4h (Warehouse (East))	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1)	504 125
	REC 4i (Warehouse (West))	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1)	504 125
	REC 5 (VFW/Community Center)	Security Monitoring (\$42 x 12) Annual Insp (\$125 x 1) Fire Monitoring (\$39 x 12) Annual Insp (\$250 x 1)	504 125 468 250
	Facility Pest Control	PD 1 - Drywood Termites - Orkin Contract	2,700
		Pest Control (Quarterly): ADM 2, ADM 3, ADM 4, ADM 5, FD 1, FD 2, FD 3, FD 4, FD 5, FD 11a, FI/IT, PD 1, PD 3, PS 1, PS 2, PS 8, PS 6c, PS 6e, PS 6f, PS 6g, PS 6e, PS 6f, PS 6h, PS 6i, REC 1, REC 2, REC 3, REC 4a, REC 4b, REC 4c, REC 4d, REC 4e, REC 4f, REC 5, REC 8	12,000
		Rodent Baiting: ADM 3, FD 1, FD 4, FD 5, FD 6, PD 1, Tower @Oak & Forest, PS 1, PS 6e, PS 6g, PS 6h, PS 6i, REC 3, REC 4a, REC 4b, REC 4d, REC 4e, REC 4f	7,000
		Termite Monitoring (Quarterly): ADM 2, ADM 3, ADM 4, ADM 5, FD 1, FD 11a, PS 6g, REC 1	4,000
		FD 1, FD 3, FD 5, FD 11a, PS 6e, PS 6g, PS 6i, REC 1, REC 2, REC 5	

		Misc. exterior treatments	7,500
5	Fire Sprinkler Systems: (12 locations)	Quarterly Inspection: ($\$175 \times 3 \times 12$)	6,300
		Annual Inspection: ($\$600 \times 12$)	7,200
		Repairs	5,000
6	Emergency Power Generators (13 Locations)	PS 6g: 100kW	
		Annual: ($\$635 \times 1$)	635
		Load Bank: ($\$220 \times 1$)	220
		Fuel Island: 20kW	
		Annual: ($\$635 \times 1$)	635
		Load Bank: ($\$220 \times 1$)	220
		Fuel Island: 394kW	
		Annual: ($\$635 \times 1$)	635
		ADM 3: 275kW	
		Annual: ($\$635 \times 1$)	635
		Load Bank: ($\$220 \times 1$)	220
		FI/IT 1: 60kW	
		Annual: ($\$635 \times 1$)	635
		Load Bank: ($\$220 \times 1$)	220
		FD 1: 150kW	
		Annual: ($\$556 \times 1$)	556
		Load Bank: ($\$175 \times 1$)	175
		Quarterly Minor Service: ($\$60 \times 3$)	180
		FD 2: 40kW	
		Annual: ($\$556 \times 1$)	556
		Load Bank: ($\$175 \times 1$)	175
		Quarterly Minor Service: ($\$60 \times 3$)	180
		FD 3: 40kW	
		Annual: ($\$556 \times 1$)	556
		Load Bank: ($\$175 \times 1$)	175
		Quarterly Minor Service: ($\$60 \times 3$)	180
		FD 4: 40kW	
		Annual: ($\$556 \times 1$)	556
		Load Bank: ($\$175 \times 1$)	175
		Quarterly Minor Service: ($\$60 \times 3$)	180
		FD 5: 125kW	
		Annual: ($\$556 \times 1$)	556
		Load Bank: ($\$175 \times 1$)	175
		Quarterly Minor Service: ($\$60 \times 3$)	180
		PD 1: 150kW	
		Annual: ($\$556 \times 1$)	556

		Load Bank: (\$175 x 1)	175
		Quarterly Minor Service: (\$60 x 3)	180
		PD 3: 35kW	
		Annual: (\$556 x 1)	556
		Load Bank: (\$175 x 1)	175
		Quarterly Minor Service: (\$60 x 3)	180
		PD 4: 50kW	
		Annual: (\$556 x 1)	556
		Load Bank: (\$175 x 1)	175
		Quarterly Minor Service: (\$60 x 3)	180
		PD 4: 50kW	
		Annual: (\$556 x 1)	556
		Load Bank: (\$175 x 1)	175
		Quarterly Minor Service: (\$60 x 3)	180
7	Elevator Service (City Hall)	Inspection - Quarterly \$600 x 4	2,400
		State Insp. - Annual	250
8	Ice Maker PMs (13 Units)	FD 1, FD 5, PS 1, PS 6d, PS 6i, PS 8, REC 1, REC 3, REC 4a, REC 4c, REC 4d, REC 5 (x2)	12,000
9	City Hall Chiller/Air-Handler/Boiler	Water Monitoring - Quarterly	600
		Chiller Maintenance - Quarterly	8,500
		Boiler Maintenance - Semi-Annually	800
		State Insp. Boiler - Annual	300
		Air-Handler Maintenance - Quarterly	8,500
10	A/C Maint.	Planned Maintenance (\$150 x 125)	18,750
		Quarterly Maintenance (\$250 x 4)	1,000
11	Weed Spraying - City Facilities	Tower locations (bareground) (4x/year)	4,000
		Vacant properties (bareground/inhibitor)	5,000
		Misc treatments/locations	5,000
Total Cost			472,210

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

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

Item	Description	Justification	Estimated Cost
1	Utility Services	Electric, Water, Sewer, Trash, Natural Gas	150,000
	ADM 9 (Cobb Building)		
	ADM 12 (Connley Property)	Why are these in 1022 but not any of the other Admin/shared facilities?	
	REC 5 (Apopka Community Center)	<= Move to Rec?	
	FI/IT 1 (Finance/IT)		
	2880 Lust Rd. (Fire Club House)		
Total Cost			150,000

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

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

Item	Description	Justification	Estimated Cost
1	Rolling Scaffolding Rentals	Access Interior of City Hall Atrium for Window Maintenance/Repair/Replacement	1,000
2	Scissor Lift Rentals	Access Door openers and Lighting for Maintenance/Repair/Replacement	2,500
3	Articulating Boom Lift Rentals	Access Exterior of Facilities. for Maintenance/Repair/Inspection	2,500
4	Generator Rentals	Miscellaneous events and standby	2,500
Total Cost			8,500

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

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

Item	Description	Justification	Estimated Cost
1	Fire Extinguisher Annual Inspection (8 Locations) (ADM 1, ADM 2, ADM 3, ADM 4, ADM 5, REC 5, FI/IT 1, PD 3)	Recharge, Testing, Repair Replacements: (\$100 x 5)	3,500 500
2	Kitchen Hood Maintenance REC 5 ACC	Hood Semi-Annual Inspection Hydrostatic Testing of Suppression Bottles	800 1,000
3	A/C Maint. HVAC Filters A/C Unit Parts	Quarterly Replacement Filters: (\$1,600 x 4) Repair parts and service calls	6,400 20,000
4	Generator Maint.	Generator Repairs	15,000
5	Elevator Maint.	Repairs	4,000
6	Electrical Maint.	Lighting - Repairs and replacements Surge Protection Devices (SPDs) Miscellaneous Repairs KLNP Gazebo Lighting upgrade KLNP Flagpole light repairs City Hall exterior lighting PD exterior lighting Mayor's office relamping Panel labeling (OSHA ArcFlash requirements)	25,000 5,000 7,500 2,000 3,500 12,000 1,500 4,500 5,000
7	Plumbing Maint.	Repairs, Replacement, Leaks, Maintenance	17,500
8	Roofs	Leak Repairs	7,500
9	Gates and Fences	Repairs, Maintenance Fence around REC6/7 @ Grossenbacher Gate Installation at NSWRF	10,000 7,500 7,500

10	Ice Makers (13 Units)	Repairs	5,000
11	Facility Repairs	Doors, Gates, Bay Doors, Ceiling Tiles, Windows, Motor Belts, Capacitors, Fan Motor, etc. Floor repairs at ADM 2 (City Gym)- Safety issue Repair and seal exterior wall at FD11 Pavilion Repairs at NWRC Soccer fields Door locks, cores, keys Amphitheatre Ticket office and backstage	40,000 7,500 8,000 5,000 25,000 3,500
12	Access Control System	Service and repairs 2 additional doors at FD1	15,000 5,000
13	Ceiling Tiles	New tiles to replace damaged tiles	2,500
14	Painting and Supplies	FD11a Interior/Exterior Various Locations Citywide Amphitheatre Exterior City Hall Wallpaper removal/repairs Line Striping (various locations)	15,000 15,000 9,500 15,000 7,500
Total Cost			345,700

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

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

Item	Description	Justification	Estimated Cost
1	Vehicle Maintenance	Maintenance & Repair 19-1775 F150 19-1779 F150 19-1910 F150 19-0973 F150	3,000
Total Cost			3,000

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

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

Item	Description	Justification	Estimated Cost
1	Leased Property	Property Taxes for Leased Property ADM 1 - 180 E. Main Street (Chamber of Commerce) ADM 6 - 405 S. Park Ave ADM 7 - 409 S. Park Ave Tower - 131 N. Forest Ave ADM 11 - 1321 Apopka Airport Road	14,000
Total Cost			14,000

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Total Cost	\$ 7,200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Janitorial Supplies & Paper Products	ADM 2, ADM 3, ADM 4, ADM 5, FI/IT, FD 1, FD 11a, PD 1, PS 6g, PS 6i	15,000
2	Flags (25 Poles/Locations)	Replacement Flags: 25 x \$115 Misc. maint. (haylard, cleats, etc)	2,875 2,500
3	Storage and Shelving	Storage containers with shelving for parts and equipment storage	20,000
4	Misc. Hand Tools	Tools for Maintenance and Building Repair	5,000
5	Uniforms	Safety shoes (\$150/each) Uniforms, PPE (\$500/FTE)	900 3,000
6	Electrical Tools & PPE	Meter, tools, safety equipment, etc	5,000
7	HVAC Tools & PPE	Tools, meters, safety equipment	5,000
8	Pressure Washing	Pressure Washing	4,000
9	Tablet PC (Surface or similar)	Maintenance of lighting, card access, and HVAC systems	1,800
Total Cost			65,075

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

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

Item	Description	Justification	Estimated Cost
1	<i>Fuel</i>		
	Gasoline 1000 gal x \$2.50 Per Gallon	6 vehicles	2,500
	Diesel 200 gal x 12 x \$3.00 Per Gallon	(12 Generators) FD 1, FD 2, FD 3, FD 4, FD 5, PD 1, PD 3, PD4, PS 6g, ADM 3, Fuel Island 20kW, Fuel Island 394kW	7,200
	Natural Gas \$2.00 Per Gallon Equivalent	19-1779 F150 (1 Generator) FI/IT 1 (Finance/IT)	600
	Propane \$2.00 per pound x 150 hrs annually x 3lb/hr	PD4 Generator	900
Total Cost			11,200

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

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

Item	Description	Justification	Estimated Cost
1	Electrical Training	Improved Job Knowledge	1,500
2	ADA Training	Improved Job Knowledge	1,500
3	NFMT Conference - Orlando 11/10/21	Improved job knowledge and networking	500
Total Cost			3,500

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

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

Item	Description	Justification	Estimated Cost
1	ADA Facility Access		
	PS6g (Public Services Admin)	ADA - Facility Access Automatic door opener	7,500
	REC 2 (BDCC)	ADA - Facility Access Automatic door opener	8,500
2	Parking Lot Resurfacing ADM 3 (City Hall)	Mill, overlay, and restripe both ADM 3 lots	125,000
	REC 1 (FCC)	Mill, overlay, and restripe FCC lot	40,000
3	Kitchen Hood Suppression Systems	To meet fire code requirements	
	REC 1 FCC	Installation	5,000
	FD 1 Fire Station 1	Installation	5,000
	REC 2 BDCC	Installation	5,000
	ADM 4 Museum	Installation	5,000
4	Roofs		
	ADM 2 (City Gym)	Roof Replacement Asphalt Shingles	30,000
	REC 8 (KLNP Restrooms/Racquetball)	Roof and Insulation Replacement Asphalt Shingles, Truss damage (pest)	45,000
5	Museum Expansion		
	ADM 4 (Museum)		120,000
6	ADM 9 (Cobb Bldg) Renovation	Renovate Cobb Bldg to utilize for records and equipment storage ALTERNATE: Demolition \$50,000	250,000
7	FD11 Training Center Site Improvements	Install gate operator and additional lighting to secure site and reduce liability	15,000
8	Building Demolitions	PS 7 - Grounds Facilities	30,000

		<i>PS 8 - 8th and Highland</i>	<i>30,000</i>
9	<i>Council Chamber Renovations</i>	<i>Ceiling repairs/painting</i>	<i>15,000</i>
		<i>Lighting upgrades</i>	<i>10,000</i>
		<i>Wall paint</i>	<i>7,000</i>
		<i>Carpet replacement</i>	<i>10,000</i>
		<i>Dais ramp</i>	<i>10,000</i>
Total Cost			773,000

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

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

Item	Description	Justification	Estimated Cost
1	A/C Unit Replacements (~100 units total)	7% of fleet replaced annually (7 per year, \$7,500 avg each) (Life expectancy average 15 yrs)	55,000
2	Ice Maker replacements	1 expected per year	7,500
3	Electrical Service Truck	For new hire electrician	65,000
4	Service Truck	For new hire HVAC technician	45,000
5	Pressure washer	Trailer mounted hot water pressure washer	15,000
6	Service Truck	Replace 19-0973 2009 F150 with E350 KUV	45,000
7	Service Truck	Replace 19-1775 2017 F150 with E350 KUV- Transfer F150 to Admin/Engineering	45,000
8	Service Truck/SUV	For new hire Coordinator	30,000
Total Cost			307,500

Fund	<i>General Fund - 001</i>
Department	<i>Facilities Maintenance - 1022-519</i>
Line Item #	<i>6800</i>
Line Item Description	<i>Intangibles</i>

Item	Description	Justification	Estimated Cost
1	Asset Mgmt Software	Division contribution towards project	100,000

Total Cost	\$ 100,000
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**CITY OF AOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2021-22**

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

Position Title	Justification	Estimated Pay Grade
<i>Electrician II</i>	<i>Increased support responsibilities, aging electrical infrastructure, and limited documentation require on-staff expertise</i>	Same as existing
<i>Maint Worker II (HVAC)</i>	<i>Increased support responsibilities and 24/7 operations require more attention to Planned Maint and on-staff knowledge of systems.</i>	Same as existing
<i>Maint Worker I (Rec)</i>	<i>Transfer MW1 from Rec to 1022 for NWRC maint, provided Janitorial for NW is included in 3100 line.</i>	Same as existing
<i>Facilities Project Coordinator</i>	<i>Oversee facilities projects, contractors, and programs. Fac. Adm. does not have the time needed to manage all of those operations effectively while managing other aspects of the division. Design Engineering currently assists with some of these but their focus should be on the utility divisions' expansion needs.</i>	Same as existing
	<i>*1022 is now responsible for all building systems and maintenance across ALL departments, most recently incorporating all REC facilities (with 1 FTE transferred) and most W/WR facilities with no additional staffing or funding. With appropriate personnel on staff, we will see significant reductions of outside labor costs specifically in the 3400 and 4600 lines.</i>	

FT = Regular Full Time
PT = Regular Part Time

ATTACH JOB DESCRIPTION TO THIS FORM

Budget Requests (Wish List)

Department
Division

Public Services
Facilities Maintenance

ACCOUNT DESCRIPTION	DESCRIPTION/JUSTIFICATION	AMOUNT
REG. SALARIES & WAGES		
LONGEVITY PAY		
PROFICENCY PAY		
OTHER SALARIES & WAGES		
OVERTIME		
SPECIAL PAY		
SALARIES & WAGES		0
PROFESSIONAL SERVICES		
OTHER CONTRACTUAL SERVICES	Space analysis/master planning for	
TRAVEL & PER DIEM		
COMMUNICATION SERVICES		
FREIGHT & POSTAGE		
RENTALS & LEASES	Storage Container rentals (100/mo x 15 x 12mo) or purchase (4k ea)	18000
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	ADA training	2500
	Comparable city benchmarking visits	2000
OPERATING EXPENSES		22500
CAPITAL - BUILDING	PS/WTP Separation Fencing/gates	30000
	PS Security Upgrades (lighting, fencing, cameras, autogates)	25000
	PS Parking and roadway improvements	
CAPITAL - EQUIPMENT		
CAPITAL OUTLAY		55000
TOTAL		77500

Public Services

Fleet Maintenance

CITY OF AOPKA FLEET MAINTENANCE

3310

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>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	716,074	701,523	718,182	2.37%
1210 LONGEVITY PAY	-	2,852	2,992	4.90%
1400 OVERTIME	3,504	25,688	25,688	0.00%
1600 OTHER REIMBURSED ALLOWANCES	249	480	480	0.00%
2100 F.I.C.A.	50,971	55,887	57,172	2.30%
2200 RETIREMENT CONTRIBUTION	107,044	133,689	124,731	-6.70%
2300 LIFE AND HEALTH INSURANCE	129,845	155,487	155,487	0.00%
2400 WORKERS COMPENSATION	15,945	4,241	4,241	0.00%
TOTAL	1,023,631	1,079,847	1,088,973	0.85%
SUPPLIES AND OTHER SERVICES:				
3400 OTHER CONTRACTUAL SERVICES	-	1,500	1,500	0.00%
4000 TRAVEL & PER DIEM	448	6,500	6,500	0.00%
4100 COMMUNICATIONS	-	-	-	0.00%
4200 FREIGHT & POSTAGE	-	100	100	0.00%
4300 UTILITY SERVICES	9,040	9,040	10,000	10.62%
4600 REPAIR AND MAINTENANCE	16,883	22,500	22,500	0.00%
4650 VEHICLE MAINTENANCE	9,909	13,000	10,000	-23.08%
5100 OFFICE SUPPLIES	997	1,500	1,500	0.00%
5200 OPERATING SUPPLIES	30,179	32,700	33,350	1.99%
5250 FUEL & GASOLINE	2,476	6,360	5,460	-14.15%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	1,250	1,250	0.00%
5500 TRAINING	-	3,000	3,000	0.00%
TOTAL	69,932	97,450	95,160	-2.35%
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	4,599	-	-	0.00%
6400 EQUIPMENT	-	110,000	-	-100.00%
6800 INTANGIBLES	-	25,000	50,000	100.00%
TOTAL	4,599	135,000	50,000	-62.96%
TOTAL COST	1,098,162	1,312,297	1,234,133	-5.96%

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

Item	Description	Justification	Estimated Cost
1	Overtime	Over time for shop and on call	25,000

Total Cost	\$ 25,000
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

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

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Rosenbauer training factory school is located in Wyoming MN 55092	This covers our Rosenbauer FIRE TRUCKS (Repair/Maintenace) which allows us to	2,500
2	Rosenbauer Ladder truck located in Wyoming MN	Allows us to perform these repairs in house. Covers the diagnostics & repairs of Kohler Rooms/Meals/Car rental	2,000
3	Westco turf school	Allows us to perform in house repairs. Covers diagnostic and repairs of the Toro equipment - Room/Meals.	2,000

Total Cost	\$ 6,500
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Total Cost	\$ 100
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Total Cost	\$ 10,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Automatic gate photo eye assemblies at Main Fuel Island (x2)	Replace broken key pad readers as needed <i>Move to Facility</i>	2,500
2	CNG pumping station at main fuel island. Includes compressor/dryers/keypads	Needed funds to cover scheduled maintenance as well as repairs	5,000
3	Lifts/Hoist in both shops	Required safety inspections by OSHA Section 5A1 and ANSI 4-Lifts @ \$250/inspection	1,000
4	Shop compressor maintenace and repairs	Covers cost of compressor (maintenance & repairs)	2,000
5	Main fuel isalnd (Diesel & Gas)	Needed funds to cover scheduled maintenance and repairs	5,000
6	Roll-up entrance bay doors	Ongoing replacement due to age/condition. Funds will allow for door maintenace/repia <i>Move to Facility</i>	3,500
7	Repair/Replacement of unforeseen building items (2 buildings)	Needed funds to cover any maintenace <i>Move to Facility</i>	2,500
8	Fire Extinguisher		1,000

Total Cost	\$ 22,500
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Total Cost	\$ 10,000
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Printer ink/paper/office supplies	Items used in daily paper work	1,500

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

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

Item	Description	Justification	Estimated Cost
1	Misc. shop diposals	Cost of operations - toilet paper/hand cleaner/first aid supplies/floor cleaner/safety glasses	1,500
2	New and replacement of Techs hand and air tools	Age/condition of various equipment. Also new tooling technology. 11 techs @ \$700/ea.	7,700
3	Parts washers (x2)	New filters and parts washer chemicals	2,550
4	Safety shoes 14 @ \$150.00	Required (City Policy)	2,100
5	Shop supplies expendables (electrical)	Cost of operations electrical connectors,wiring,fuses,misc supplies	2,500
6	Shop supplies expendables (Hardware)	Cost of operations nuts/bolts/speacialty items raw materials(Metal tubing/brass fittings/welding supplies)	4,000
7	Uniforms	City provides uniforms costing based oncurrent uniform cost	7,000
8	Unscheduled repair/replacement of shop tools	Age/condition of varios equpment mandates budgeting funds to cover unknown repaires	3,500
9	Yearly licence fees various software programs	Mack,Catipillar,Cummins(CNG)	2,500

Total Cost	\$ 33,350
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

[illegible]

Total Cost	\$ 5,460
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	ASE Certifications	Ecourage techs to maintain certifications	1,000
2	FLAGFA	Florida Association of Government Fleet Administrators. Yearly dues to belong to this organization	250

Total Cost	\$ 1,250
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Darley pump training	Fire pump training	2,000
2	Excel training	Training on Excel program	500
3	Rosenbauer Training Factory school is located on Wyoming MN	This covers repair/maintenance on new Fire Trucks. Parts manuals.	500

Total Cost	\$ 3,000
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Fund	<i>General Fund - 001</i>
Department	<i>Public Services - Fleet Mgmt 3310-519</i>
Line Item #	<i>6300</i>
Line Item Description	<i>Infrastructure</i>

Total Cost	\$ -
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Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Public Services - Fleet Mgmt 3310-519
Line Item #	6800
Line Item Description	Intangibles

Total Cost	\$ 50,000
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Public Services

Street Improvements

CITY OF AOPKA STREET IMPROVEMENTS

101 - 3412

LINE ITEM DETAIL

	2020 ACTUAL	2021 BUDGET	2022 PROPOSED	PERCENT CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	248,485	472,483	497,438	5.28%
1210 LONGEVITY PAY	-	1,385	1,625	17.34%
1400 OVERTIME	17,015	17,280	17,280	0.00%
1600 OTHER REIMBURSED ALLOWANCES	600	960	960	0.00%
2100 F.I.C.A.	19,401	37,646	39,574	5.12%
2200 RETIREMENT CONTRIBUTION	46,408	90,056	79,484	-11.74%
2300 LIFE AND HEALTH INSURANCE	54,939	129,958	129,958	0.00%
2400 WORKERS COMPENSATION	23,993	7,283	7,283	0.00%
TOTAL	410,840	757,050	773,602	2.19%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	50,000	50,000	0.00%
3200 AUDIT SERVICES	-	-	-	
3400 OTHER CONTRACTUAL SERVICES	97,041	501,453	592,000	18.06%
4000 TRAVEL & PER DIEM	-	200	200	0.00%
4100 COMMUNICATIONS	164	3,600	3,600	0.00%
4200 FREIGHT & POSTAGE	-	200	200	0.00%
4300 UTILITY SERVICES	42,319	60,500	73,600	21.65%
4310 STREETLIGHTS	1,349,645	1,296,849	1,257,849	-3.01%
4400 RENTAL & LEASES	25,484	37,500	75,500	101.33%
4600 REPAIR AND MAINTENANCE	87,677	131,850	237,350	80.02%
4607 ROAD RESURFACING				
4612 STREET STRIPPING	3,509	60,000	75,000	25.00%
4650 VEHICLE MAINTENANCE	23,455	35,000	38,500	10.00%
4900 OTHER CHARGES	10,982	30,000	40,000	33.33%
5100 OFFICE SUPPLIES	266	300	500	66.67%
5200 OPERATING SUPPLIES	19,981	40,220	85,310	112.11%
5201 MEDIAN LANDSCAPING	2,500	-	-	
5203 SIDEWALK/CURB REPAIRS	127,813	100,000	100,000	0.00%
5204 STREET SIGN REPLACEMENT	23,078	50,000	50,000	0.00%
5205 GRAFFITI REMOVAL	-	500	500	0.00%
5250 FUEL & GASOLINE	11,505	27,500	30,250	10.00%
5300 ROAD MATERIALS & SUPPLIES	12,497	45,000	80,000	77.78%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	100	1,200	1,200	0.00%
5500 TRAINING	325	5,000	8,500	70.00%
TOTAL	1,838,340	2,476,872	2,800,059	13.05%

CITY OF APOPKA
STREET IMPROVEMENTS
101 - 3412

LINE ITEM DETAIL

	2020	2021	2022	PERCENT
CAPITAL OUTLAY:				
6100 LAND		-	-	
6200 BUILDINGS		-	120,000	
6300 INFRASTRUCTURE	54,450	-	-	
6303 ROAD RESURFACING	866,772	340,000	800,000	135.29%
6306 SIDEWALK NEW CONSTRUCTION		-	-	
6307 SPEED HUMPS PROGRAM		50,000	-	-100.00%
6400 EQUIPMENT	3,354	35,000	191,500	447.14%
6800 INTANGIBLE ASSETS	4,109	20,000	80,000	300.00%
TOTAL	928,685	445,000	1,191,500	167.75%
TRANSFERS:				
9101 TRANSFER TO GENERAL FUND	-	-	-	
TOTAL	-	-	-	0.00%
TOTAL COST	3,177,865	3,678,922	4,765,161	29.53%

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

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Overtime	4 Hours per week @ 52 weeks= 208 hrs. @ \$30.00/ hr. To repair traffic lights, roads, traffic signs, street lights, fallen trees, and sidewalk repairs	6,240
2	Standby Time Overtime Events	(9) hrs. / week @ \$20.00/hr. for 52 weeks	9,360
3	Christmas Parade	Staffing to clean streets/sidewalks after Parade operating street sweepers, 40hrs at \$28/ hr.	1,120
4	MLK JR. Parade	Staffing to maintain grounds, setup and breakdown during the event, 20hrs at \$28/ hr.	560

Total Cost	\$ 17,280
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Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>1600</u>
Line Item Description	<u>OTHER REIMBURSED ALLOWANCES</u>

Total Cost	\$ 2,880
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Pavement/Roadway Maintenance Study	Contract with firm to evaluate and grade City's 195+ miles of roadways. This will be the starting point for the City's future roadway maintenance program.	50,000

Total Cost	\$ 50,000
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CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22

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

Item	Description	Justification	Estimated Cost
1	Traffic Signal Emergency Contingency Plan	Maintenance/emergency contract for repair of City's traffic signals due to damage. City staff has not been able to make the needed repairs in a timely manner with one Traffic Technician.	60,000
2	Signal Mast Arm Inspection	Inspection of 8 per FY of 40 Signals	16,000
3	ROW Mowing Contract	Mowing of City ROW	481,000
6	Fountain Maintenance	Weekly PM of McGee Ave	10,000
	Sidewalk Scarification	Sidewalks	15,000
	Hazardeous Waste	Charges for disposal	10,000

Streets ROW & Incorporated Rec & Facilities for mowing contract.

Total Cost	\$ 592,000
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Fund	<i>Street Improvement Fund 101</i>
Department	<i>Six Cent Gas Tax 3412-541</i>
Line Item #	<i>4000</i>
Line Item Description	<i>Travel & Per Diem</i>

Item	Description	Justification	Estimated Cost
1	Tolls	Tolls	200

Total Cost	\$ 200
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4100
Line Item Description	Communications Services

Item	Description	Justification	Estimated Cost
1	Equipment GPS Units	Monthly cell service for units. 15 units @ \$20 per unit.	3,600

Total Cost	\$ 3,600
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4200
Line Item Description	Freight & Postage

Total Cost	\$ 200
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Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

[illegible]

Total Cost	\$ 73,600
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Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4310</u>
Line Item Description	<u>Utility Services- Street Lights</u>

[illegible]

Total Cost	\$ 1,257,849
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4400
Line Item Description	Rentals and Leases

Item	Description	Justification	Estimated Cost
1	Railroad and FDOT leases	Multiple railroad leases	30,000
10	Rental/Leases	Rental or lease for wood chipper, pump, MOT, or other equipment due to storm or other event	40,000
11	Barricade/MOT Rental	Rent or lease barricades, cones, signage, for City events	5,500

Total Cost	\$ 75,500
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Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg. & Equip</u>

Total Cost	\$ 237,350
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4607</u>
Line Item Description	<u>Road Resurfacing</u>

Item	Description	Justification	Estimated Cost

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

Total Cost	\$ 75,000
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4650
Line Item Description	Vehicle Maintenance

Total Cost	\$ 38,500
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4900
Line Item Description	Other Charges

Item	Description	Justification	Estimated Cost
1	Landfill/Roll Off Charges	ROW debris, tree trimming, chipper, and landscape debris	20,000
2	Landfill/Roll Off Charges - Hazardous Waste	Tires and other ROW items that have been deemed hazardous waste	20,000

Total Cost	\$ 40,000
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Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5100
Line Item Description	Office Supplies

Item	Description	Justification	Estimated Cost
1	Office Supplies	Division Supplies	500

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

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Uniforms	City Provided, 13 @ \$362.32 per year	4,710
2	Safety Shoes	City Provided, 13 @ \$150 per year	1,950
3	PPE	Safety Glasses, Gloves, Hardhats, Ear Plugs	2,500
4	Hand Tools	Replacement of shovels, rakes and other hand tools	1,500
5	Streets/Concrete Tools	Replacement of asphalt and concrete had tools	1,200
6	Personal Hygiene Perishables	Hand towels, rags, soap, etc.	450
7	MOT - Barricades	Replacement of damaged or stolen barricades	3,000
8	MOT - Safety Cones	Replacement of damaged or stolen safety cones	2,500
9	Daily Supplies	Nuts, bolts, screws, brackets, screw drivers, wrenches and other repair items	2,000
10	Battery Powered Hand Tools	Repair/Replacement of battery powered drills, hammer drills, saws, flash lights, etc.	5,000
11	Sod/Turf	Replacement of sod along City's ROWs caused by damage from traffic, sidewalk replacement, washouts, etc.	3,000
12	Form Boards	Concrete forms and expansion joint material	3,000
13	Hazards Spill Control	Kits and material to control hazards spills on City roadways and ROW	4,000
14	Sand Bags	Sand bags in the event of flooding or Hurricane	5,000
15	Sand	Sand for sand bags in the event of flooding or Hurricane	7,000
16	2cycle Oil	Use for small 2cycle equipment	1,000
17	Small Equipment Perishables	Bar oil, chainsaw blades, chainsaw bars, stump grinder teeth, pole saw blades, pole saw bars, concrete saw blades, saw saw blades, drill bits, etc.	5,500
18	Pesticide Spill Kits	To clean up area in the event of a spill	1,000
19	Small Equipment	Pan Wacker & hydraulic Jack Hammer (replacing outdated equipment)	7,000
20	Handheld Radios	Replacing Outdated radios	24,000

Total Cost	\$ 85,310
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5201</u>
Line Item Description	<u>Median Landscaping</u>

Item	Description	Justification	Estimated Cost

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

* Pending Administration approval for proposed additional two full time street maintenance worker II

21 69

Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5204
Line Item Description	Street Sign Replacement

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

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

Total Cost	\$ 30,250
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5300</u>
Line Item Description	<u>Road Materials and Supplies</u>

Item	Description	Justification	Estimated Cost
1	Road Materials	Asphalt mix (hot), cold patch, Portland cement, concrete fines, lime rock base, #57 stone, etc.	80,000

Disucssion with Admin

Total Cost	\$ 80,000
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Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

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

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

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	MOT Training	MOT training for current and new staff	1,000
2	ISMA Training	Required to Work on Traffic Signals renewals	3,000
3	FDOT Training	and new	2,000
4	Pesticide Training	Roadway Safety Training	1,500
5	Misc. Training	Roadway/ROW Spraying Training	1,000
		Classes, new hires, safety reminders	

Total Cost	\$ 8,500
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Fund	<i>Street Improvement Fund 101</i>
Department	<i>Six Cent Gas Tax 3412-541</i>
Line Item #	<i>6200</i>
Line Item Description	<i>Buildings</i>

Total Cost	\$ 120,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>6303</u>
Line Item Description	<u>Road Resurfacing</u>

Item	Description	Justification	Estimated Cost
1	Paving Contract	Resurfacing/repaving City roads throughout the City in poor condition	800,000

Total Cost	\$ 800,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Smooth Drum Roller	Asphalt work for compacting materials.	45,000
2	Asphalt Heater	Division does not own one	46,500
3	Asphalt Distributor	surface citywide repairs	35,000
4	Concrete Asphalt Saw	1000 gallons liquid asphalt distributor	7,500
5	Trailer	Concrete/asphalt	7,500
6	Asphalt Zipper	Hauling Equipment	50,000
7			
			For Five ye
Total Cost			\$ 191,500

Fund	<i>Street Improvement Fund 101</i>
Department	<i>Six Cent Gas Tax 3412-541</i>
Line Item #	<i>6800</i>
Line Item Description	<i>Intangibles</i>

Total Cost	\$ 80,000
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CITY OF AOPKA INMATE PROGRAM

101 - 3414

LINE ITEM DETAIL

	2020	2021	2022	PERCENT
	ACTUAL	BUDGET	ADOPTED	CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	34,230	-	-	#DIV/0!
1210 LONGEVITY PAY	-	-	-	#DIV/0!
1400 OVERTIME	1,202	-	-	#DIV/0!
2100 F.I.C.A.	2,658	-	-	#DIV/0!
2200 RETIREMENT CONTRIBUTION	6,179	-	-	#DIV/0!
2300 LIFE AND HEALTH INSURANCE	7,506	-	-	#DIV/0!
2400 WORKERS COMPENSATION	468	-	-	#DIV/0!
TOTAL	52,244	-	-	#DIV/0!
SUPPLIES AND OTHER SERVICES:				
3400 OTHER CONTRACTUAL SERVICES	104,283	116,000	-	-100.00%
4000 TRAVEL & PER DIEM	1,171	1,250	-	-100.00%
4100 COMMUNICATION		720	-	-100.00%
4200 POSTAGE	84	200	-	-100.00%
4400 RENTAL & LEASES	3,776	3,540	-	-100.00%
4600 REPAIR AND MAINTENANCE	-	220	-	-100.00%
4650 VEHICLE MAINTENANCE	7,638	10,000	-	-100.00%
5200 OPERATING SUPPLIES	3,230	5,460	-	-100.00%
5250 FUEL & GASOLINE	11,434	9,000	-	-100.00%
TOTAL	131,616	146,390	-	-100.00%
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	
6400 EQUIPMENT	-			
TOTAL	-	-	-	0.00%
TOTAL COST	183,860	146,390	-	-100.00%

Public Services

Stormwater

CITY OF AOPKA STORMWATER FUND

120 - 3151

LINE ITEM DETAIL

		2020	2021	2022	PERCENT
		ACTUAL	BUDGET	PROPOSED	CHANGE
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	26,567	50,000	50,000	0.00%
3400	OTHER CONTRACTUAL SERVICES	38,414	158,000	177,000	12.03%
3410	TAX COLLECTOR ADMIN FEE	14,039		14,100	0.00%
4100	COMMUNICATIONS	25	720	720	0.00%
4300	UTILITY SERVICES	3,568	30,000	35,000	16.67%
4400	RENTALS AND LEASES	850	10,000	10,000	0.00%
4600	REPAIR & MAINT.-BLDG. & EQUIPMENT		200	200	0.00%
4650	VEHICLE MAINTENANCE	2,159	10,000	11,000	10.00%
4900	OTHER CHARGES	36,505	48,000	48,000	0.00%
5100	OFFICE SUPPLIES		100	150	50.00%
5200	OPERATING SUPPLIES	15,554	51,700	67,875	31.29%
5250	FUEL & GASOLINE	1,223	17,250	18,975	10.00%
5400	BOOKS,PUBS, SUBS & MEMBERSHIPS	557	3,750	3,750	0.00%
5500	TRAINING		5,950	5,950	0.00%
TOTAL		139,460	385,670	442,720	14.79%
CAPITAL OUTLAY:					
6100	LAND	-	-	-	
6300	INFRASTRUCTURE	566,018	650,000	950,000	46.15%
6400	EQUIPMENT	411,683	75,000	218,800	191.73%
6800	INTANGIBLES		25,000	50,000	100.00%
TOTAL		977,701	750,000	1,218,800	62.51%
TRANSFERS OUT:					
9101	TRANSFER TO GENERAL FUND	61,805	61,805	61,805	0.00%
9111	TRANSFER TO STREET IMPROVEMENT FUND	-	-		
TOTAL		61,805	61,805	61,805	0.00%
TOTAL COST		1,178,966	1,197,475	1,723,325	43.91%

CAPITAL OUTLAY

6300 - Improvements:

Total Improvements \$ -

6400 - Equipment:

Total Equipment \$ -

Total Capital Outlay \$ -

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

Item	Description	Justification	Estimated Cost
1	Stormwater Support	Labor support with after normal working hours City Stormwater emergencies , 260hrs at \$28/hr.	7,280

Total Cost	\$ 7,280
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Fund	Stormwater Fund - 120
Department	Stormwater 3151-538
Line Item #	3100
Line Item Description	Professional Services

Item	Description	Justification	Estimated Cost
1	Stormwater design and permitting	Use of consultants for various stormwater related studies and designs	50,000

Wishlist request to increase by \$150,000

Total Cost	\$ 50,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Street Sweeping Services	Cost for sweeping the City's streets	140,000
2	Pond Fountains	Yearly maintenance	12,000
3	Stormwater Pond Treatments	Aquatic Maintenance of Martin's Pond and other stormwater retention ponds throughout the City	25,000

increased by \$15K to
add FDOT Roads

Total Cost	\$ 177,000
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Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications</u>

Total Cost	\$ 720
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Fund	Stormwater Fund - 120
Department	Stormwater 3151-538
Line Item #	4300
Line Item Description	Utilities

Increased based on current year usage

Total Cost	\$ 35,000
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Fund	<i>Stormwater Fund - 120</i>
Department	<i>Stormwater 3151-538</i>
Line Item #	<i>4400</i>
Line Item Description	<i>Rentals & Leases</i>

Total Cost	\$ 10,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
			-

Total Cost	\$ -
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Fund	<i>Stormwater Fund - 120</i>
Department	<i>Stormwater 3151-538</i>
Line Item #	<i>4600</i>
Line Item Description	<i>Repair & Maintenance</i>

Item	Description	Justification	Estimated Cost
1	Fire Extinguishers	Annual Maintenance & Certifications	200

Total Cost	\$ 200
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Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

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

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	National Pollutant Discharge Elimination System (NPDES) Services	Cost of NPDES services of the DEP	8,000
2	Property Appraiser Parcels	Cost of stormwater non ad valorem fees collected by Orange County Property Appraiser	20,000
3	Roll off/Dumping Fees	Fees for removal of debris from sweeper and stormwater system throughout the City	20,000

Total Cost	\$ 48,000
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Fund	<i>Stormwater Fund - 120</i>
Department	<i>Stormwater 3151-538</i>
Line Item #	<i>5100</i>
Line Item Description	<i>Office Supplies</i>

Item	Description	Justification	Estimated Cost
1	Office Supplies	Paper,,pens, toner/ink	150

Total Cost	\$ 150
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost	
1	Uniforms	Field Staff, 2 @ \$362.32 per year	725	Wish List request to add 4 new staff
2	Safety Shoes	City Provided, 2 @ \$150 per year	300	
4	PPE	Safety Glasses, Gloves, Hardhats, Ear Plugs	1,000	
5	Radios	Used to commutate with personnel	5,000	
6	Hand Tools	Shovels, rakes and other hand tools	1,000	
7	Personal Hygiene Perishables	Hand towels, rags, soap, etc.	550	
8	MOT - Barricades	Replacement/New barricades	2,500	
9	MOT - Safety Cones	Replacement/New cones	2,000	
10	MOT - Signage	Replacement/New Signage	1,500	
11	Daily Supplies	Nuts, bolts, screws, brackets, screw drivers, wrenches and other repair items	3,500	
12	Battery Powered Hand Tools	Repair/Replacement of battery powered drills, hammer drills, saws, flash lights, etc.	7,500	
13	Hazards Spill Control	Kits and material to control hazards spills on City roadways and ROW	2,000	
14	2cycle Oil	Use for small 2cycle equipment	300	
15	Small Equipment Perishables	Bar oil, blades, chainsaw bars, concrete saw blades, saw saw blades, drill bits, etc.	5,000	
16	Base Course Material	Lime rock, sand, millings, other base material for Stormwater repairs	25,000	Increased by \$20K for stormwater repair supplies
17	Pipe/Manhole Repair	Point liners, grout, and point repair kits	10,000	Increased by \$5K to for stormwater repair supplies

Total Cost	\$ 67,875
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Fund	Stormwater Fund - 120
Department	Stormwater 3151-538
Line Item #	5250
Line Item Description	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
1	Unleaded Fuel Vehicles	4000 @ \$2.50 + 10% fuel charges increase	11,000
2	Unleaded Fuel Equipment	250 @ \$2.50 + 10% fuel charges increase	688
3	CNG Fuel	150 @ \$2.00 + 10% fuel charges increase	413
4	Diesel Fuel	2500 @ \$3.00 + 10% fuel charges increase	6,875

Total Cost	\$ 18,975
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Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Total Cost	\$ 3,750
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	MOT Training	MOT training for current and new staff	1,000
2	Level 1 Operator Certification	Required for maintenance of City's Stormwater system	1,500
3	Level 2 Operator Certification	Required for maintenance of City's Stormwater system	1,500
4	NASSCO Certification	Drainage and piping classes	1,950
4	Erosion and Sediment Control training for 4 new staff	Required by MS4 Permit	

Wish List request to train 4 new staff = \$6,000

Total Cost	\$ 5,950
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost	
1	Drainage City Wide	City wide project for the improvement of the existing drainage systems and additional installations of new systems as the City grows	150,000	
2	Pipe Lining	Lining existing storm water piping for protection of erosion and roadway depressions	100,000	
4	Dream Lake Nutrient Removal Construction	CIP?	300,000	
5	Tanglewilde and Ustler Construction	CIP?	100,000	
6	Border Lake Flood Mitigation Design	Border Lake Drainage Well, split 50/50 with Orange County. CIP?	100,000	On wish list
7	Lake Page Drainage Well Replacement Design	Lake Page Drainage Well, split 50/50 with Orange County. CIP?	100,000	On wish list
8	Lake Pleasant Drainage Well Replacement Design	Lake Pleasant Drainage Well, split 50/50 with Orange County. CIP?	100,000	On wish list

Total Cost	\$ 950,000
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FY21 Budget = 650,000

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

Item	Description	Justification	Estimated Cost	
1	10' x 16' Sided Trailer	Needed to transport equipment and tools to job sites throughout the City	5,000	On wish list
2	Tractor with boom arm	Drainage Pond Mowing	100,000	On wish list
3	GPS Units	Used for asset tracking and cataloging City's Stormwater system	2,800	On wish list
4	Tablets and Laptops	Stormwater infrastructure Inventory and work orders management	3,000	On wish list
5	F250 - Maintenance Crew	Additional Maintenance Crew truck	48,000	On wish list
6	2 @ F150s	MS4 Inspectors trucks	60,000	On wish list

Total Cost	\$ 218,800
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FY21 Budget = 75,000

Budget Requests (Wish List)

Department
Division

Public Services
Stormwater - 3151

#	ACCOUNT DESCRIPTION	DESCRIPTION/JUSTIFICATION	WISH LIST AMOUNT	Operational Amount
	Salary and Benefits	New 2-man Maintenance Crew (MW1 + MW2)	\$120,000	
	Salary and Benefits	2 New MS4 inspectors	\$150,000	
1400	Overtime			
3100	PROFESSIONAL SERVICES	Increase by \$150K to do more design & permitting	\$150,000	
3200	AUDIT SERVICES			
3400	OTHER CONTRACTUAL SERVICES	Increased by \$15K to add sweeping for FDOT Roads		\$15,000
4100	COMMUNICATIONS SERVICES			
4300	UTILITIES	Increased by \$5K due to FY21 increased usage		\$5,000
4400	RENTAL & LEASES			
4500	LIABILITY & CASUALTY INSURANCE			
4600	REPAIR & MAINTENANCE			
4650	VEHICLE MAINTENANCE			
4900	OTHER CHARGES			
5100	OFFICE SUPPLIES			
5200	OPERATING SUPPLIES	Safety shoes for 4 new staff (\$50 x 4)	\$200	
		Uniforms for 4 new staff (\$362.32 x 4)	\$1,449	
		Increase by \$25K to for stormwater repair supplies		\$25,000
5250	FUEL & GASOLINE			
5400	BOOKS,PUBS,SUBS & MEMBSHP			
5500	TRAINING	Increased by \$6K , for MS4 training of 4 new staff	\$6,000	
	OPERATING EXPENSES			
6300	CAPITAL - INFRASTRUCTURE	Increased by \$300K over FY21 to include Dream Lake, and Tanglewilde/Ustler Contruction AND design of drainage well replacement for Border Lake, Lake Page, and Lake Pleasant.	\$300,000	
6400	CAPITAL - EQUIPMENT	Increased by \$143.8K over FY21 to Stormwater Maintenance Equipment, GPS and tablets to map inventor, trucks for new Maintenance Crew and 2 new MS4 inspectors.	\$143,800	
6800	INTANGIBLE			
TOTAL			\$871,449	\$45,000

Public Services Utilities

CITY OF AOPKA
UTILITY ADMINISTRATION
401 - 3010

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>
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	433,587	543,013	444,062	-18.22%
1210	LONGEVITY PAY		1,773	1,768	-0.25%
1400	OVERTIME	2,554	800	800	0.00%
1600	OTHER REIMBURSED ALLOWANCES	498	960	480	-50.00%
2100	F.I.C.A.	33,303	41,811	34,204	-18.19%
2200	RETIREMENT CONTRIBUTION	79,596	100,018	74,623	-25.39%
2300	LIFE AND HEALTH INSURANCE	63,014	111,661	99,915	-10.52%
2400	WORKERS COMPENSATION	2,194	1,000	1,361	36.10%
2600	OTHER POTEEMPLOYMENT BENEFITS OPEB	1,399,956			
2610	PENSION ADJUSTMENT	2,704,059			
2500	OTHER POST EMPL BENEFITS	-	-	-	
TOTAL		4,718,762	801,036	657,214	-17.95%
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	9,573	-	-	
3400	OTHER CONTRACTUAL SERVICES	13,008	16,800	26,400	57.14%
4000	TRAVEL & PER DIEM		2,600	2,600	0.00%
4200	FREIGHT & POSTAGE	227	300	300	0.00%
4300	UTILITY SERVICES	12,387	11,400	14,740	29.30%
4400	RENTAL & LEASES	3,516	850	7,655	800.59%
4600	REPAIR AND MAINTENANCE	11,639	4,300	7,600	76.74%
4650	VEHICLE MAINTENANCE	988	1,500	1,500	0.00%
4700	PRINTING AND BINDING	200	250	350	40.00%
4900	OTHER CHARGES	325	-	-	0.00%
5100	OFFICE SUPPLIES	8,108	8,000	9,070	13.38%
5200	OPERATING SUPPLIES	4,390	5,750	6,750	17.39%
5201	VENDING SUPPLIES		1,200	1,200	0.00%
5250	FUEL & GASOLINE	911	900	990	10.00%
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	931	2,180	1,230	-43.58%
5500	TRAINING	564	2,775	2,775	0.00%
5401	NPL ADJUSTMENT		-	-	0.00%
TOTAL		66,767	58,805	83,160	41.42%
CAPITAL OUTLAY:					
6200	BUILDINGS	-			0.00%
6300	INFRASTRUCTURE	-	-	-	0.00%
6400	EQUIPMENT	-	8,260	-	
6800	INTANGIBLES	-	25,000	-	0.00%
TOTAL		-	33,260	-	0.00%
TRANSFERS:					
9101	TRANSFER TO GENERAL FUND	6,241,453	6,241,453	6,241,453	0.00%
TOTAL		6,241,453	6,241,453	6,241,453	0.00%
TOTAL COST		11,026,982	7,134,554	6,981,827	-2.14%

Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Administration 3010-539</i>
Line Item #	<i>1400</i>
Line Item Description	<i>Overtime Pay</i>

Total Cost	\$ 1,000
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>1600</u>
Line Item Description	Other Reimburse Allowances

Total Cost	\$ 960
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Total Cost	\$ 26,400
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Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	4000
Line Item Description	Travel & Per Diem

Total Cost	\$ 2,600
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Total Cost	\$ 300
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Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	4300
Line Item Description	Utility Services

Item	Description	Justification	Estimated Cost
1	Electric	Utility Services for PS Admin	12,320
2	Water	Water Service for PS Admin	2,420

Total Cost	\$ 14,740
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Railroad Lease #54-106	Charge for phone cable under railroad tracks near 8th St.	155
2	Copier Service Agreement	B&W & Color service agreement - 2 multi-function copiers	7,500

Total Cost	\$ 7,655
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
1	Carpet Cleaning	Annual cleaning of carpets in PS Admin Building	1,200
2	Fire Extinguisher Service	Annual inspection of fire extinguishers	600
3	Misc. Equipment Repairs	Supplies for equipment repairs	800
4	Misc. Building Repairs	Supplies for building repairs	5,000

Total Cost	Total Base	\$	7,600
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Total Cost	\$ 1,500
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Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	4700
Line Item Description	Printing Services

Total Cost	\$ 350
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Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	5100
Line Item Description	Office Supplies

Total Cost	\$ 9,070
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Cleaning Supplies	Cleaning supplies for PS Admin	1,500
2	Employee Hospitality	Miscellaneous cards for employees	50
3	Janitorial Supplies	Paper toiletry products, garbage bags, paper towels, hand soap	1,500
4	Radio Batteries	Replacement batteries for Motorola Radios (5 @ \$100)	500
5	Christmas Luncheon	Annual Staff Event	1,200
6	Misc. Operating	Supplies for Admin	750
7	Adobe	Subscription for converting documents	500
8	Safety Shoes	Safety Shoes- Purchasing specialist and Department director	300
9	Uniforms	Purchasing Specialist	450

Total Cost	\$ 6,750
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>5201</u>
Line Item Description	<u>Vending Supplies</u>

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

Total Cost	\$ 1,200
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Total Cost	\$ 990
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	<i>Apopka Chief</i>	<i>Annual subscription</i>	25
2	<i>ASCE - American Society of Civil Engineers</i>	<i>Annual Membership</i>	325
3	<i>AWWA - American Water Works Association</i>	<i>Annual Membership</i>	240
4	<i>WEF- Water Environment Federation</i>	<i>Annual Membership</i>	190
5	<i>FES- Florida Engineering Society</i>	<i>Annual Membership</i>	180
6	<i>Miscellaneous Books</i>	<i>Technical Manuals</i>	120
7	<i>Professional Engineer</i>	<i>Bi-annual License Renewal</i>	150

Total Cost	\$ 1,230
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	WEFTEC	Annual Conference	900
2	FWRC	Annual Conference	500
3	Office Staff Seminars	Continuing Education	500
4	Software Courses	Continuing Education	375
5	Miscellaneous Professional Seminars	Continuing Education for Engineering License	500

Total Cost	\$ 2,775
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost

Total Cost	Total Base \$	-

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

Item	Description	Justification	Estimated Cost

Total Cost	Total Base	\$ -

CITY OF APOPKA
WATER PLANT
401-3111

LINE ITEM DETAIL

	2020	2021	2022	PERCENT
	ACTUAL	BUDGET	PROPOSED	CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	376,908	371,711	377,963	1.68%
1210 LONGEVITY PAY		1,141	1,263	10.66%
1300 OTHER SALARIES AND WAGES		-	-	0.00%
1400 OVERTIME	6,441	15,600	15,600	0.00%
1600 OTHER REIMBURSED ALLOWANCES	480	-	-	0.00%
2100 F.I.C.A.	27,318	29,717	30,204	1.64%
2200 RETIREMENT CONTRIBUTION	65,120	62,133	57,731	-7.09%
2300 LIFE AND HEALTH INSURANCE	65,114	78,019	78,019	0.00%
2400 WORKERS COMPENSATION	2,644	2,762	2,762	0.00%
2600 OTHER POST EMPL BENEFITS		-	-	0.00%
2610 PENSION ADJUSTMENT		-	-	0.00%
TOTAL	544,024	561,083	563,542	0.44%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	250	5,750	5,750	0.00%
3400 OTHER CONTRACTUAL SERVICES	1,058	16,410	17,866	100.00%
4000 TRAVEL & PER DIEM	631	700	1,200	71.43%
4100 COMMUNICATIONS		-	-	
4200 FREIGHT & POSTAGE		300	300	0.00%
4300 UTILITY SERVICES	479,819	480,000	690,700	43.90%
4400 RENTAL & LEASES		1,500	1,500	0.00%
4600 REPAIR AND MAINTENANCE	10,540	29,550	29,600	0.17%
4650 VEHICLE MAINTENANCE	5,140	7,000	12,000	71.43%
4700 PRINTING AND BINDING	1,060	1,000	1,000	0.00%
4900 OTHER CHARGES	6,750	6,825	7,825	14.65%
4960 BAD DEBT EXPENSE	6,232	12,000	12,000	0.00%
5100 OFFICE SUPPLIES		-	-	
5200 OPERATING SUPPLIES	117,470	152,960	151,460	-0.98%
5220 WATER CONSERVATION PROGRAM	1,375	10,000	10,750	7.50%
5250 FUEL & GASOLINE	11,868	18,500	20,350	10.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS		75	75	0.00%
5500 TRAINING	1,485	2,775	2,400	-13.51%
5900 DEPRECIATION EXPENSE	1,894,128			
TOTAL	2,537,805	745,345	964,776	29.44%
CAPITAL OUTLAY:				
6200 BUILDINGS		-	-	
6300 IMPROV. OTHER THAN BUILDINGS		790,000	1,390,000	0.00%
6400 EQUIPMENT			43,000	
6800 INTANGIBLES	-	25,000	1,500	-94.00%
TOTAL	-	815,000	1,434,500	76.01%
TRANSFERS:				
9101 TRANSFER TO GENERAL FUND		-	-	0.00%
TOTAL	-	-	-	0.00%
TOTAL COST	3,081,829	2,121,428	2,962,818	39.66%

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

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

Total Cost	\$ 15,600
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Water Plant 3111-533</i>
Line Item #	<i>1600</i>
Line Item Description	<i>Other Reimburse Allowances</i>

Item	Description	Justification	Estimated Cost
1	Cell Phone Allowance	\$40 monthly - Water Plant Chief	480

Total Cost	Total Base	\$ 480

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

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

Total Cost	\$ 5,750
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Lab Analysis - Yearly Contract Lab	Laboratory analysis of water samples to meet permit conditions	10,000
2	CUP Major Ion Analysis (12 @ \$135)	SJRWMD CUP Mandate - Condition #51 of CUP #3217	1,620
3	Disinfection Byproducts Analysis (16 @ \$150)	Disinfection byproducts analysis mandated by DEP Rule 62-550.514 F.A.C.	2,400
4	Nitrate/Nitrite Analysis (5 @ \$50)	Nitrate/Nitrite Analysis mandated by DEP Rule 62-550.512 F.A.C.	250
5	Hardness Analysis (5 @ \$28)	Hardness analysis used to field customer inquiries	140
6	Customer Requested Drinking Water Analysis	Customer requested drinking water analysis for the resolution of water quality complaints	500
7	Drinking Water Laboratory Proficiency Testing (2 @ \$750)	Semi-annual drinking water laboratory bacteriological proficiency testing mandated by DOH Rule 64E-1.106(6) F.A.C.	1,500
8	Lab Services Sample	Sample pick up	1,456

Total Cost	\$ 17,866
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Water Plants' After-Hours Standby Operator Call-Out Mileage	The Water Plant operators do not take a City vehicle home for after-hours call-outs. They are paid standby mileage for travel in the personal vehicle to their after-hours calls.	1,200

Total Cost	\$ 1,200
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Water Plant 3111-533</i>
Line Item #	<i>4200</i>
Line Item Description	<i>Freight & Postage</i>

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

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

Item	Description	Justification	Estimated Cost
1	Electric Services	Multiple locations withing division's budget	689,700
2	Water & Sewer	Water & Sewer Services	1,000

Prior Year \$ 627,002.58
Need to add money as we're bringing MPL on-line

Total Cost	\$ 690,700
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Fund	Water & Wastewater Fund - 401
Department	Water Plant 3111-533
Line Item #	4400
Line Item Description	Rentals and Leases

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
1	Building Maintenance & Repairs	Maintenance of buildings and equipment at the Water Plants	15,000
2	Handheld Analyzer Calibrations & Repairs	Annual calibrations of handheld chlorine, pH, and turbidity meters, and repairs to field instruments	2,000
3	Fire Extinguisher Service	Annual service to the fire extinguishers for the Water Plants	600
4	Ground Storage Tank Cleaning at 3 WTP's (3 @ \$4000/ea)	Periodic cleaning of Ground Storage Tank interiors needed to remove silt and debris from floor of the tanks.	12,000

Total Cost	\$ 29,600
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Water Plant 3111-533</i>
Line Item #	<i>4650</i>
Line Item Description	<i>Vehicle Maintenance</i>

Total Cost	\$ 12,000
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Water Plant 3111-533</i>
Line Item #	<i>4700</i>
Line Item Description	<i>Printing Services</i>

Total Cost	\$ 1,000
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Fund	Water & Wastewater Fund - 401
Department	Water Plant 3111-533
Line Item #	4900
Line Item Description	Other Charges

Item	Description	Justification	Estimated Cost
1	Annual DEP Operating License Fees	Annual DEP Operating License Fees for the five Water Plants (DEP Mandate 64-4.053(3) F.A.C.)	7,000
2	Diesel Fuel Storage Tank Annual Registrations (3 @ \$25)	Annual DEP Diesel Fuel Storage Tank Registrations	75
3	Drinking Water Laboratory Certification	Annual DOH drinking water laboratory certification for bacteriological testing	750

Total Cost	\$ 7,825
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4960</u>
Line Item Description	<u>Bad Debt Expenses</u>

Item	Description	Justification	Estimated Cost
1	Bad Debt Expenses	Bad Debt Expenses	12,000

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

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

Item	Description	Justification	Estimated Cost
1	LaMotte Model 1200 Chlorine Colorimeter and associated reagents	Chlorine colorimeter for testing chlorine residuals on the plants for calibration of analyzers, distribution system testing, and customer requests	2,100
2	Landscape Maintenance Supplies	Landscape maintenance supplies for the Water Plants' grounds maintenance	3,400
3	Broken Tool Replacement	Replacement of broken tools used in Water Plant maintenance and repairs	1,750
4	Janitorial Supplies	Janitorial supplies for keeping the Water Plants' buildings clean	1,850
5	Motorola Radio Batteries (5 @ \$90/ea.)	Replacement batteries for the Water Plants' communication radios	450
6	Painting Supplies	Painting supplies to maintain the aesthetic appearances of the buildings, pumps and piping on the Water Plants	2,000
7	Uniforms	City provided uniforms for the Water Plants' staff	2,160
8	Safety Shoes (7 @ \$150)	Safety shoes provided to the employees to reduce workplace injuries in the performance of their duties	1,050
9	Sodium Hypochlorite (180,000 gal. @ \$0.64/gal.)	Sodium hypochlorite used for drinking water disinfection on five Water Plants	120,000
10	Calcium Hypochlorite-HTH (15 buckets @ \$180)	Calcium hypochlorite tablets and granular HTH for maintenance of the Water Plants' tank aerators and disinfection of wells	2,700
Lab Costs			
11	Bacteriological Testing Supplies	Supplies and lab work for conducting routine compliance, boil water advisory and customer requested bacteriological testing	14,000

Total Cost	\$ 151,460
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>5220</u>
Line Item Description	<u>Water Conservation Program</u>

Item	Description	Justification	Estimated Cost
1	Water Conservation Incentive Program	The Water Conservation Incentive Program provides water customers rebate incentives to improve their irrigation systems to provide efficiencies to reduce water consumption on turf and landscape. The program is provided for in City Ordinance No. 2069.	10,000
2	Depth sounder and related software	This equipment will greatly increase the accuracy and efficiency of the Lake Monitoring program required by SJRWMD	750

Total Cost	\$ 10,750
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Water Plant 3111-533</i>
Line Item #	<i>5250</i>
Line Item Description	<i>Fuel and Gasoline</i>

Total Cost	\$ 20,350
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

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

Total Cost	\$	75
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	CEU Training Courses (7 @ \$200)	Training courses (webinars, online courses, workshops) for the Water Plant operators to obtain CEUs required for DEP operator license renewals	1,400
2	Water Conservation Specialist Conferences and Workshops	Training courses to assist the Water Conservation Specialist in keeping up to date on current technologies and methodologies in the water conservation and NPDES areas	1,000

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Plymouth Regional WTP Wells #1, #2, and #3	The replacement of the Plymouth Regional Wells #1, #2 and #3 are mandated by the City's SJRWMD CUP Condition #32, requiring the wells to be deepened or replaced and drilled into the Lower Floridan Aquifer. The improvements include design engineering for permitting purposes, drilling a new well into the Lower Floridan Aquifer, including pump, motor, controls and all required appurtenances. The three wells will be replaced with one, 1,500 gpm well.	\$ 1,250,000.00
2	Plymouth Regional WTP	Design services for plant upgrades	\$ 140,000.00
3	NW WTP Sodium Hypochlorite	Disinfection system upgrades	

Total Cost	\$ 1,390,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	NEW Ford F150 (CNG) Pick-up Truck	Replacement of Vehicle #18-0975 due to age and wear. Vehicle needed by operations staff to run daily plant checks and other duties	43,000

Total Cost	\$ 43,000
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Water Plant 3111-533</i>
Line Item #	<i>6800</i>
Line Item Description	<i>Intangible</i>

Item	Description	Justification	Estimated Cost
1	Report Generating Software	Scada System Software	1,500

Total Cost	\$ 1,500
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CITY OF AOPKA
WASTEWATER PLANT
401 - 3121

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>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	646,725	813,597	831,369	2.18%
1210 LONGEVITY PAY		1,724	1,892	9.77%
1400 OVERTIME	10,428	22,000	22,000	0.00%
1600 OTHER REIMBURSED ALLOWANCES	249	960	960	0.00%
2100 F.I.C.A.	45,747	64,128	65,501	2.14%
2200 RETIREMENT CONTRIBUTION	112,651	153,405	142,903	-6.85%
2300 LIFE AND HEALTH INSURANCE	120,728	219,232	219,232	0.00%
2400 WORKERS COMPENSATION	9,025	2,751	2,751	0.00%
2600 OTHER POST EMPL BENEFITS		-	-	0.00%
2610 PENSION ADJUSTMENTS				0.00%
TOTAL	945,552	1,277,798	1,286,608	0.69%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	76,267	250	250	0.00%
3400 OTHER CONTRACTUAL SERVICES	4,230	56,200	271,150	382.47%
4000 TRAVEL & PER DIEM	166	3,600	3,600	0.00%
4100 COMMUNICATIONS		-	-	
4200 FREIGHT & POSTAGE		100	100	0.00%
4300 UTILITY SERVICES	1,312,792	1,328,010	1,745,880	31.47%
4400 RENTAL & LEASES		1,720	1,720	0.00%
4600 REPAIR AND MAINTENANCE	10,267	22,600	22,600	0.00%
4650 VEHICLE MAINTENANCE	8,033	7,000	9,500	35.71%
4700 PRINTING SERVICES		300	300	0.00%
4900 OTHER CHARGES	205,547	178,300	241,650	35.53%
4960 BAD DEBT EXPENSE		6,000	6,000	0.00%
5100 OFFICE SUPPLIES		-	-	
5200 OPERATING SUPPLIES	232,430	294,230	284,483	-3.31%
5250 FUEL & GASOLINE	25,026	25,050	25,050	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS		1,025	875	-14.63%
5500 TRAINING	1,025	7,270	2,470	-66.02%
5900 DEPRECIATION EXPENSE	-			
TOTAL	1,875,784	1,931,655	2,615,628	35.41%
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	-	
6300 IMPROV. OTHER THAN BUILDINGS		50,000	96,000	92.00%
6400 EQUIPMENT				
6800 INTANGIBLES		25,000	2,000	-92.00%
TOTAL	-	75,000	98,000	30.67%
TOTAL COST	2,821,336	3,284,453	4,000,236	21.79%

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

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

Item	Description	Justification	Estimated Cost
1	Overtime - Standby emergencies	Overtime for responding to after-hours call-outs and plant emergencies (2 hrs./wk. @ \$37.50/hr.)	3,900
2	Standby Time	Incentive time paid to the operators for being on after-hours standby emergencies. (9 hrs/wk. @ \$25.00/hr.)	11,700
3	Overtime	Overtime for covering shifts due to vacations and employees calling in sick (80 hrs. @ \$37.50/hr.)	3,000

Total Cost	\$ 18,600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>1600</u>
Line Item Description	<u>Other Reimburse Allowances</u>

Item	Description	Justification	Estimated Cost
1	Cell Phone Allowance	\$40 monthly: Chief WW Operator and the Water Resources Manager	960

Total Cost	Total Base	\$	960

Fund	Water & Wastewater Fund - 401
Department	Wastewater Plant 3121-535
Line Item #	3100
Line Item Description	Professional Services

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Grounds Maintenance	Mowing of the the 10 acres at North Shore for budget year 2020.	9,500
2	Lab Analysis - Contract Lab	Laboratory analysis of wastewater and reclaimed water samples to meet permit conditions. IPP/FOG pretreatment sampling.	65,000
3	Lab Analysis - OnSyte Septic Systems	Laboratory services for the OnSyte Septic Systems regulatory sampling and reporting as per operating permit.	4,250
4	Hach On-Site Equipment Maintenance Plan	Service plan would provide repairs and maintenance on Hach instruments; DO probes, ORP probes, controllers for probes, sampler refrigerators and sampler controllers. Plan would provide at no cost labor and parts replacement	12,000
5	Linko Pretreatment Management and Oil/Grease Management Software	Pretreatment management software will aid the Industrial User Program in maintaining DEP compliance. The program automatically generates reports and provides the same advanced tracking capabilities that has proven successful in the City's FOG management program.	8,500
6	EQ Pump Station Grease Removal	Contracted removal of grease collecting in the EQ pump station wet well. Grease removal plus hauling and disposal 2 times per year. Removal of grease is a preventative maintenance to avoid regulatory issues and excessing wear on equipment.	156,000
7	Janitorial Services	Wastewater Operations Building	14,400
8	Floor waxing	Wastewater Ops Bldg (Twice a Year)	1,500

Total Cost	\$ 271,150
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Wastewater Plant After-Hours Standby Mileage	Mileage for the after-hours standby operator to respond to call-outs in their personal vehicle (40 miles/wk @ 57.5 cents/mile)	1,200
2	FSEA/FIPA Conference Travel & Per Diem	Travel & Per Diem training conference for Chief Operator, IPP Inspector and FOP Inspector to attend the FIPA Pretreatment Program	2,400

Total Cost	\$ 3,600
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Plant 3121-535</i>
Line Item #	<i>4200</i>
Line Item Description	<i>Freight & Postage</i>

Item	Description	Justification	Estimated Cost
1	Freight & Postage	Freight & postage charges for regulatory correspondence, City business correspondence and package freight	100

Total Cost	\$ 100
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Electricity	Electricity Services for division	1,376,540
2	Dumpster Service	Dumpster service for the WRF	900
3	Water & Sewer Service	Water and sewer service for the WRF	18,040
4	Orange County Reclaimed Water Augmentation Service	Orange County Reclaimed Water Augmentation Service	350,000
5	Apopka Natural Gas	Sludge dryer natural gas monthly service fee	400

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Total Cost	\$ 1,745,880
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Total Cost	\$ 1,720
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Total Cost	\$ 22,600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Preventive and Corrective Maintenance - Grounds Equipment	Maintenance and repairs to the grounds maintenance equipment including, two lawn mowers, edgers, weed eaters, blowers, chain saws	1,500
2	Preventive and Corrective Maintenance - Vehicles	Maintenance and repairs to the WRF pickup trucks, utility trucks and pretreatment van	3,000
3	Preventative and Corrective Maintenance - Sludge Hauling Trailers	Repair/replacement of tires on the trailer	5,000

Total Cost	\$ 9,500
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Plant 3121-535</i>
Line Item #	<i>4700</i>
Line Item Description	<i>Printing Services</i>

Item	Description	Justification	Estimated Cost
1	ITP/Fog	Flyers to FE customers	300

Total Cost	\$ 300
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Plant 3121-535</i>
Line Item #	<i>4900</i>
Line Item Description	<i>Other Charges</i>

Item	Description	Justification	Estimated Cost
1	Wastewater DEP NPDES Compliance Fee	Annual DEP NPDES Compliance Fee	1,450
2	Sludge Hauling	Sludge Hauling from the WRF	240,000
3	Diesel Fuel Tank Registrations (8 @ \$25)	Annual DEP Diesel Fuel Tank Registrations	200

Total Cost	\$ 241,650
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Plant 3121-535
Line Item #	4960
Line Item Description	Bad Debt Expense

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Sodium Hypochlorite (140,000 gal. @ \$0.64/gal.)	Sodium Hypochlorite for the disinfection of reclaimed water at the WRF, North Reuse Pump Station, and North Shore Treatment Plant	89,600
2	Belt Press Polymer (25 totes @ \$3,358/tote)	Belt press polymer is essential in the operation of the press to dewater the sludge into a cake for disposal	83,950
3	Plant Chemical Supplies	Process control chemical supplies . HTH for cleaning and disinfecting, lime for treating spills and dumpster odor control. Odor control and grease removal chemicals. Alum for effluent treatment of TSS reduction.	24,150
5	Uniforms (16 @ \$362.32 per person per year)	City provided uniforms for the WRF staff	5,798
6	Safety Shoes (16 @ \$150)	Safety shoes provided to the employees to reduce workplace injuries in the performance of their duties	2,400
7	Boots/Rain Gear (5 @ \$55/ea.)	Personal protective equipment for working in inclement weather and wet areas for the WRF operators	275
8	Wastewater Operations Lab Supplies	Lab supplies for regulatory testing and reporting, operations process control testing, compliance meter supplies.	57,370
9	Plant Operating Supplies	Herbicide for maintaining weed control. Plant supplies; rope, plant cleaning supplies, paper towels, nitrile gloves, hand soap, disinfectant wipes, wasp spray, tubing, repair parts, flashlights, tools, and misc. supplies.	11,440
10	Pretreatment Program Customer Outreach and Education Program	Materials for the Pretreatment Program Customer Outreach and Education Program	1,000
11	Dual probe meter	Process control meter with dual inputs for operators to measure DO and ORP in the plant.	3,000
12	Ice Machine	Replacement ice machine for the operations building breakroom for filling water coolers and preserving samples for transporting to the contracted lab.	3,500

13	Reclaim Water Signage	Reclaim water advisory signs are a DEP regulatory requirement (62-610.468(2)) to inform the public reclaimed water is use for irrigating and filling ponds.	2,000
Total Cost			\$ 284,483

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Diesel Fuel for Generators (6,000 gal. @ \$3.00/gal.)	Diesel fuel for the WRF, North Reuse Pump Station and North Shore Treatment Plant standby generators	18,000
3	Fuel for Vehicles - Gasoline (2420 @ \$2.50)	Fuel for the WRF trucks	6,050
4	Fuel for Vehicles - CNG (300 gal. @ \$2.00/gal.)	Fuel for WRF vehicle	1,000

Total Cost	\$ 25,050
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	WEF Membership	WEF membership for the Chief Operator to keep up to date on current wastewater treatment operations and maintenance technologies and regulatory changes	235
2	Florida Rural Water Association	Membership in the Florida Rural Water Association would provide technical support for water and wastewater operations.	560
3	FWPCOA	Florida Water Pollution Controls Operator Association is for the Water Resources Manager to access information and contact with the organization.	80

Total Cost	\$	875
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Sacramento State Advanced Waste Treatment course (1 @ \$100)	Training course worth 9 CEUs that covers advanced wastewater treatment practices. This course qualifies an operator to sit for the FDEP wastewater treatment plant operator "B" exam.	100
2	FIPA Pretreatment Conference (Industrial Pretreatment Inspector, Chief Operator, and FOG Inspector)	The FIPA pretreatment conference provides training on current and emerging issues relating to the pretreatment of industrial wastewater processes and oil/grease programs	675
3	Sacramento State Manage for Success: Effective Utility Leadership Practices	This correspondence course provides 4.5 CEUs and qualifies a "B" operator to sit for the DEP Wastewater Treatment Plant Operator "A" exam.	300
4	Wastewater "B" Certification Review	The TREEO course prepares "C" wastewater operators for the "B" state exam	595
5	FDEP state license exam (4 @ \$100/ea)	To obtain a higher grade state license, operators are required to sit for state exams.	400
6	FDEP state license application fees (4 @ \$100/ea)	FDEP requires an application and licensure fee for higher operating licenses.	400

Total Cost	\$ 2,470
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Plant 3121-535</i>
Line Item #	<i>6300</i>
Line Item Description	<i>Infrastructure</i>

[illegible]

Total Cost	\$ 96,000
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Plant 3121-535</i>
Line Item #	<i>6800</i>
Line Item Description	<i>Intangible</i>

Item	Description	Justification	Estimated Cost
1	Report Generating Software	Scada System Software	2,000

Total Cost	\$ 2,000
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CITY OF AOPKA
WATER MAINTENANCE
401 - 3141

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>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	589,091	876,274	878,241	0.22%
1210 LONGEVITY PAY		4,557	5,674	24.51%
1400 OVERTIME	37,967	70,030	70,030	0.00%
1600 OTHER REIMBURSED ALLOWANCES	978	1,440	1,920	33.33%
2100 F.I.C.A.	44,507	72,851	73,124	0.37%
2200 RETIREMENT CONTRIBUTION	97,953	164,804	150,900	-8.44%
2300 LIFE AND HEALTH INSURANCE	150,791	277,280	287,163	3.56%
2400 WORKERS COMPENSATION	4,713	8,497	8,778	3.31%
2600 OTHER POST EMPLOYMENT BENEFITS	-	-		0.00%
2610 PENSION ADJUSTMENT	-	-		0.00%
TOTAL	925,999	1,475,734	1,475,830	0.01%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES		-	-	
3400 OTHER CONTRACTUAL SERVICES		-	-	
4000 TRAVEL & PER DIEM	6	2,400	2,400	0.00%
4100 COMMUNICATIONS		-	-	
4200 FREIGHT & POSTAGE	64	2,000	1,000	-50.00%
4300 UTILITY SERVICES	9,463	23,000	23,000	0.00%
4400 RENTAL & LEASES	6,353	17,533	17,687	0.88%
4600 REPAIR AND MAINTENANCE	106,262	289,800	284,800	-1.73%
4650 VEHICLE MAINTENANCE	49,936	88,750	88,750	0.00%
4900 OTHER CHARGES	6,786	12,560	12,560	0.00%
5100 OFFICE SUPPLIES	317	1,900	1,900	0.00%
5200 OPERATING SUPPLIES	145,389	149,300	85,400	-42.80%
5201 SENSUS METERING SYSTEMS	1,043,360	400,000	1,410,403	252.60%
5236 BACKFLOW OPERATIONAL SUPPLIES	68,800	313,000	363,000	15.97%
5245 CONTRACTOR METER REPAIRS	4,811	22,403	-	-100.00%
5250 FUEL & GASOLINE	36,524	69,200	76,120	10.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	862	2,200	2,200	0.00%
5500 TRAINING	4,509	15,000	15,000	0.00%
TOTAL	1,483,444	1,409,046	2,384,220	69.21%
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE		200,000	550,000	175.00%
6400 EQUIPMENT		91,000	128,000	40.66%
6,800 CAPITAL - INTANGIBLE		25,000	-	-100.00%
TOTAL	-	316,000	678,000	114.56%
TOTAL COST	2,409,443	3,200,780	4,538,050	41.78%

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

Item	Description	Justification	Estimated Cost
1	Overtime	After Hour calls and Emergency repairs on utility mains.	60,000
2	Standby Time	Provide Standby personnel for any after hour calls for water maintenance	10,000

Total Cost	\$ 70,000
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>1600</u>
Line Item Description	<u>OTHER REIMBURSED ALLOWANCES</u>

Item	Description	Justification	Estimated Cost
1	Cell Phones Monthly Allowance X4	City calls on phones from customers and contractors.	1,920

Total Cost	\$ 1,920
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	4000
Line Item Description	Travel & Per Diem

Item	Description	Justification	Estimated Cost
1	Utility Maintenance Training	Travel and Per Diem for maintenance related training for the Utility Maintenance Division	2,000
2	Epass	Tolls	400

Total Cost	\$ 2,400
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	4200
Line Item Description	Freight & Postage

Item	Description	Justification	Estimated Cost
1	Postage/Shipping	Correspondence with residents, maintenance, backflow, etc..	1,000

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Disposal Site for Vac-con	Debris from hydro excavating and bentonite	
2	Landfill charges	from directional drilling machine that is	12,000
3	Water, sewer and electric	considered hazardous	
		debris from repairs	6,000
		warehouse/showers/office	5,000

Total Cost	\$ 23,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	Miscellaneous Emergency Equipment Rental	MOT Rentals for repairs, Traffic control/cranes, etc.	11,000
2	Railroad lease #APOP-61-003	Lease for use of ROW, utility pipe in.	150
3	Railroad lease #APOP-61-004	Lease for use of ROW, utility pipe in.	150
4	Railroad lease #APOP-61-005	Lease for use of ROW, utility pipe in.	150
5	Railroad lease #APOP-61-006	Lease for use of ROW, utility pipe in.	150
6	Railroad lease #APOP-61-030	Lease for use of ROW, utility pipe in.	150
7	Railroad lease # HARR-61-098	Lease for use of ROW, utility pipe in.	150
8	Railroad lease #APOP-61-099	Lease for use of ROW, utility pipe in.	274
9	Railroad lease #APOP-61-101	Lease for use of ROW, utility pipe in.	225
10	Railroad lease #APOP-61-140	Lease for use of ROW, utility pipe in.	679.8
11	Railroad lease #APOP-61-148	Lease for use of ROW, utility pipe in.	962.02
12	Railroad lease #APOP-61-154	Lease for use of ROW, utility pipe in.	1,180
13	Railroad lease #APOP-61-157	Lease for use of ROW, utility pipe in.	1,233
14	Railroad lease #APOP-61-159	Lease for use of ROW, utility pipe in.	1,233
Total Cost			\$ 17,687

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
1	Building repairs, warehouse #1	Bathroom repair, Warehouse maintenance	4,000
2	Fire hydrant repairs and maintenance	Fire hydrant preventive maintenance and replacement. Parts needed to flush, grease, repair.	80,000
4	Water and reclaim distribution system repairs.	Parts and materials needed to complete repairs on service lines, water and reclaim water mains. Valve replacements/additions. Contractor services for line stops, wet taps and valve insertions. Line stop saddles, electronic flushers for water quality issues.	160,000
5	Restorations after utility repairs	Sod, Concrete, and asphalt restoration for utility repairs and Utility construction improvements. Materials such as lime rock and base material for road restoration. Work completed by city personnel and contractors.	40,000
6	Fire Extinguishers	Fire Extinguishers Annual repairs-Inspections	800

Total Cost	\$ 284,800
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Maintenance 3141-533</i>
Line Item #	<i>4700</i>
Line Item Description	<i>Printing</i>

Item	Description	Justification	Estimated Cost
1	Printing	Printing Services	1,000
2			

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	<i>Preventive & Corrective Maintenance (12 trucks, 3 tractors, 1 mini excavator) (yr. 1/1996, 2/1998, 5/1999, 1/2000, 3/2001, 1/2004, 2/2005, 2/2006, 3/2007, 1/2008)</i>	<i>Much of the equipment is over 12 years old and requires more frequent repair. Per Fleet, the vehicles are starting to cost more to repair than replace.</i>	57,750
2	<i>Vehicle maintenance on backhoe, trac hoe, dump truck, Vermeer HDD machine, utility truck, and other vehicles aquired from the Restoration and Construction sections</i>	<i>Repair and maintenance of fleet vehicles and equipment.</i>	31,000
Total Cost			\$ 88,750

Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Maintenance 3141-533</i>
Line Item #	<i>4900</i>
Line Item Description	<i>Other Charges</i>

[illegible]

Total Cost	\$ 12,560
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Office replacement equipment	unanticipated office equipment replacemnants	400
2	Work orders	Printing duplicate WO for hand writing instead of entering into Gov QA since no tablets for field support of electronic work orders	1,500

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

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

Item	Description	Justification	Estimated Cost
1	PPE and Products	Personnel protective equipment and products needed for employee safety(Hand, eye, head and feet protection. Bee spray, disinfectant wipes, Lysol, hand soap and more)	10,330
2	Consumables	PB blaster,WD 40, Duct tape,Orange ribbon,zip ties, and more.Marking City utilities(Paint, locating flags)	11,500
3	LMX GPR replacement/upgrades	Cables, batteries,connectors for locating equipment	1,520
4	Uniforms	Uniforms for 21 Employees	6,050
5	Uniform Jackets		2,500
6	Safety shoes	Safety steel toe shoes provided to employees to reduce workplace injuries.21 Employees	3,150
7	Bore gel	for drilling new water mains and services	4,050
8	Hand and power tool replacements and new additional purchases	Tools required for repairs and preventive maintenance on Water,reclaim distribution systems.	11,000
9	Specialty equipment replacement,calibrations and new additional purchases	Equipment used for Work orders in the filed,Meter replacement program and ARC GIS access.Dewatering small pumps, backflow testing equipment.	12,000
10	Motorola radio batteries	handheld radios	3,000
11	Traffic control devices	Barricades for repairs of utilities under streets and roads	6,000
12	Pump hose and fittings	Hoses for Mud hogs and Thompson pump used to dewater during water main leaks.	6,000
13	Erosion and Sedimentation Control	BMP for erosion and sedimentation control	5,000
14	Tokay Software	SQL Support and SQL ServerLink	1,600
15	Arc GIS	Liscence renewal for ARC GIS users and creators used Survey 123 and Work force to generate work orders that coonect to assets.	1,700

Total Cost	\$ 85,400
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5201</u>
Line Item Description	<u>Sensus Metering System</u>

Item	Description	Justification	Estimated Cost
1	Portable/Reclaim Meters/ Radio(flexnet)	Meter repairs/replacement needed for continued maintenance of Sensus Metering System	700,000
2	Meters replaced by contractor	Meters/radios(flexnet) upgraded by contractor, Price for installation only(3,000 meters and 1,000 radios)	620,000
3	Sensus Command Link	Programing Meters	3,000
4	Sensus Touch-Read gun	for rechecking water meters	2,000
5	Meter Boxes and lids	Meter boxes replacements and new installations(single,double,reclaim and potable)	63,000
6	Maintenance for hydrant meters	Meters replacements or additions needed for Construction meters	22,403

Moved from 5245

Total Cost	\$ 1,410,403
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5236</u>
Line Item Description	<u>Backflow Operational Supplies</u>

Item	Description	Justification	Estimated Cost
1	Backflow calibration	Backflow Operational Supplies	1,000
2	Backflow boxes	Double and Single backflow meter boxes	2,000
3	Backflow supplies	Backflow Operational Supplies	60,000
4	Residential backflow replacement program	Replace old backflows that have reached their life expectancy. Also replace those that have failed prematurely.	300,000

Total Cost	\$ 363,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5245</u>
Line Item Description	<u>Contractor Meter Repairs</u>

Item	Description	Justification	Estimated Cost

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	CNG Fuel New	CNG 1,600 gal @ \$2.00 + 10 % Fuel Increase	3,520
2	Diesel Fuel for Vehicles	Diesel 8,000 Gal @ \$3.00 + 10 % Fuel Increase	26,400
3	Unleaded Fuel for Vehicles	Gas 16,800 Gal @ \$2.50 + 10 % Fuel Increase	46,200

Total Cost	\$ 76,120
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	AWWA book, Certification Manuals	AWWA books on proper Maintenance of utility services. Manulas for certifications	1,200
2	Safety Training Books and Programs		1,000

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Training for personnel in Water Maintenance	Backflow certifications, Distribution operator certifications, CEU for operators, and other training necessary to make a safer work environment. Osha 10 hour course, Trenching and shoring.	15,000

Total Cost	\$ 15,000
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Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	6300
Line Item Description	Infrastructure

Item	Description	Justification	Estimated Cost
1	Misc. watermain and watermain upgrades	Replacement of failed water mains	100,000
2	Water Main Renewal & Replacement Program	Annual replacement of 1.25 miles of asbestos and cast iron water mains	450,000

Total Cost	\$ 550,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	F-250 Diesel truck and Equipment	Replace unit 18-1048(2005 Ford Ranger) Will be used for Backflow Program	60,000
2	Motorolia Hand Units	Replacements and new additions	12,000
3	Water Trailer	Provide the ability to water sod and help it take root on sod installed in isolated areas where water is not readily available.	15,000
4	3" diaphram pump(2)	Small pump used for dewatering during main breaks	5,000
5	Automatic flusher	Automatic flushers to be placed where water quality is an issue. Semi-permanent and Hydrant flusher.	30,000
6	Tapping Machine	Machine used for new service taps	6,000

Total Cost	\$ 128,000
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CITY OF APOPKA
WASTEWATER MAINTENANCE
401 - 3171

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>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	324,466	738,137	744,464	0.86%
1210 LONGEVITY PAY		3,298	3,884	17.77%
1400 OVERTIME	18,224	71,180	71,180	0.00%
1600 OTHER REIMBURSED ALLOWANCES	480	1,440	2,400	66.67%
2100 F.I.C.A.	25,010	62,202	62,804	0.97%
2200 RETIREMENT CONTRIBUTION	55,944	137,647	129,953	-5.59%
2300 LIFE AND HEALTH INSURANCE	89,073	221,202	221,202	0.00%
2400 WORKERS COMPENSATION	5,309	1,693	1,693	0.00%
2600 OTHER POST EMPLOYMENT BENEFITS	-	-	-	0.00%
2610 PENSION ADJUSTMENT	-			100.00%
TOTAL	518,506	1,236,799	1,237,580	0.06%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES		-	-	
3400 OTHER CONTRACTUAL SERVICES	-	2,300	2,300	0.00%
4000 TRAVEL & PER DIEM	23	1,200	1,200	0.00%
4100 COMMUNICATIONS		-	-	
4200 FREIGHT & POSTAGE		400	400	0.00%
4300 UTILITY SERVICES	14,972	288,700	374,300	29.65%
4400 RENTAL & LEASES	114,728	171,694	186,901	8.86%
4600 REPAIR AND MAINTENANCE	522,695	728,600	717,200	-1.56%
4650 VEHICLE MAINTENANCE	24,546	65,000	65,000	0.00%
4900 OTHER CHARGES		3,000	3,000	0.00%
5100 OFFICE SUPPLIES	5	100	100	0.00%
5200 OPERATING SUPPLIES	304,299	336,250	356,800	6.11%
5250 FUEL & GASOLINE	24,719	63,400	69,740	10.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS		1,000	1,000	0.00%
5500 TRAINING	10,393	16,000	16,000	0.00%
5900 DEPRECIATION EXPENSE	2,469,272			
TOTAL	3,485,654	1,677,644	1,793,941	6.93%
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS		100,000	1,100,000	1000.00%
6400 EQUIPMENT		482,500	320,000	-33.68%
6800 INTANGIBLES				
TOTAL	-	582,500	1,420,000	143.78%
TOTAL COST	4,004,160	3,496,943	4,451,521	27.30%

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Overtime for emergency repairs and after hours service requests	Sewer back-ups, Force main breaks repairs, all other after hours utility repairs	48,300
2	Standby Time: For wastewater Maintenance and Lift Stations	Stand by Hours. Standby for Sewer collections and Lift Stations. They need to be separated due to safety and operational purposes.	24,000

Total Cost	\$ 72,300
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Maintenance 3171-535</i>
Line Item #	<i>1600</i>
Line Item Description	<i>Other Reimbursed Allowances</i>

Total Cost	\$ 1,440
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	3400
Line Item Description	Other Contractual Services

Item	Description	Justification	Estimated Cost
1	Boom Truck inspections	Certification course to get one employee trained to do inspections on city owned Boom trucks.	2,300

Total Cost	\$ 2,300
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	4000
Line Item Description	Travel & Per Diem

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Fund	Department	Line Item #	Line Item Description
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Freight & Postage

Total Cost	\$ 400
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Maintenance 3171-535</i>
Line Item #	<i>4300</i>
Line Item Description	<i>Utility Services</i>

Item	Description	Justification	Estimated Cost
1	Vac-con debris dumping at appropriate disposal site	Debris from jetting sewer lines and soft digging, Grit, rags, and grease pumped removed from Lift stations wet wells.	20,000
2	Electric	Utilities Services	335,500
3	Landfill Charges	Debris from job sites	17,000
4	Water & Sewer	LS Stations	1,800

Total Cost	\$ 374,300
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	Equipment rentals	Equipment rentals to repair forcemain, gravity main or other emergency utility repairs(pumps, well points etc.)	16,000
2	Generator Lease	Lease generators to assist with during Hurricane season. Our fleet of back -up generators is under sized for the amount of lift stations we own and operate.	20,000
3	Pump truck Rentals	Used on main breaks/Prevent sewer getting into surface water	6,000
4	Railroad Lease # APOP-62-003	Utilities in ROW, Leases with RR	150
5	Railroad Lease # APOP-62-004	Utilities in ROW, Leases with RR	150
6	Railroad Lease # APOP-62-090	Utilities in ROW, Leases with RR	150
7	Railroad Lease # APOP-62-123	Utilities in ROW, Leases with RR	1219.52
8	Railroad Lease # APOP-62-125	Utilities in ROW, Leases with RR	1156.69
9	Railroad Lease # APOP-62-139	Utilities in ROW, Leases with RR	998.07
10	Railroad Lease # APOP-61-179	Utilities in ROW, Leases with RR	997.04
11	Bio filter odor control leases for LS 017,060,073, and 077.	Odor control bio filters remove the odors on site. Helps minimize damage to equipment and eliminates odors that other wise the lift station will produce. Additional Lift station will be added.	140,080

Total Cost	\$ 186,901
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg. & Equip</u>

Item	Description	Justification	Estimated Cost
1	Sewer Manhole Rehabilitation	Repair and coat sewer manholes/ Lids are original from the 1950's and no longer meet our standards. Brick manholes need to be repaired and spray coated to minimize infiltration in sewer system. Repair clay gravity lines with CIPP pipeliner. Clay gravity mains are old that become cracked and gaskets began to fail. This type of repair is the best cost effective compared to replacing entire sections. Install CIPP liner in laterals that cannot be repaired by replacing due to location, depth and length of pipe.	100,000
2	Gravity Mains/Lateral CIPP lining		180,000
3	Sewer Meters	Replacement, repairs and calibrations	15,000
		Repairs on gravity mains, laterals and force mains. Replace old, thin and rounded covers and rings. Raise manhole covers to grade and repair old chimneys in the manhole with new type of material. Emergency repairs on wet well component (Piping, rails and structure) Repairs needed to keep Lift station operational	
4	Sewer Collection/Lift Stations Repairs		120,000
5	Sewer Jet Nozzles	Sewer cleaning program	6,500
		Parts, material, and labor to maintain 137 lift stations electrical components. This will also include repairs needed to scada system. Parts & labor to maintain & repair LS SCADA systems	
6	Electrical, Instrumentation repairs and Control Maintenance		50,000
	Emergency Generators and Permanent mounted By-pass Pumps	Parts, material, labor to maintain and repair emergency power generators. This will also include Annual PM done by generator company.	
7	Maintenance and Repairs		20,000
	Pump and Motor Maintenance and Repairs	Unforeseen repairs and regular Preventive Maintenance to pumps at 137 Lift Stations	
8			150,000
	Facility Maintenance and Repairs	Parts & labor to maintain & repair LS buildings, fences, etc.	
9			15,000
		Sod, Concrete, and asphalt restoration for utility repairs and Utility construction improvements. Materials such as lime rock and base material for road restoration. Services provided by contractors.	
10	Restoration for repairs on utilities		60,000
11	Fire Extinguishers	Annual Maintenance-Repairs	700

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	10 - trucks, 1 Vac-con , 1- TV inspection Truck , 2 - bypass pumps, Vehicle maintenance on backhoe, trac hoe, dump truck, utility truck, and other vehicles aquired from the Restoration and Construction sections	Repair and maintenance of fleet vehicles and equipment.	40,000
2		Repair and maintenance of fleet vehicles and equipment.	25,000

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

Item	Description	Justification	Estimated Cost
1	Orange County Permits	Permits for work done in Orange County ROW and maintenance of traffic	1,500
2	Orange County Permits	Permits for installing new utilities in Orange County ROW	1,400
3	Diesel Tank Registrations	Fees for registering new fuel tanks on fixed generators	100

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Work Orders	Printing duplicate WO for handwriting instead of entering into GovQA since no tablets for field support of electronic work orders	100

Total Cost	\$	100
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CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Employee PPE and products	Personnel protective equipment and products needed for employee safety(Hand, eye, head and feet protection. Bee spray, disinfectant wipes etc.)	7,500
2	Consumables	PB blaster, WD 40, Duct tape, Orange ribbon, zip ties, and more.	400
3	Consumable products used for Maintenance	Lime used on sewer overflows, Degreaser used on lift stations and problematic gravity lines. Fast plug used on manhole repairs and any other consumable.	20,000
4	Hand and power tool replacement and new purchases.	Tools required to do repairs and perform preventive maintenance on sewer collection system	9,000
5	Specialty equipment replacement and new purchases	Equipment needed to repairs safely.(Extension ladders, Pressure gauges, Gas detector and sewer snakes)	6,500
6	Uniforms	Uniforms cleaning program/ 17 Employees	2,750
7	Uniform Jackets		1,700
8	Safety Shoes	Safety steel toe shoes provided to employees to reduce workplace injuries. 17 Employees	2,550
9	Traffic Control Devices	Devices need to properly set MOT when working on road way.	3,000
10	Motorola Radio Batteries	handheld radios	600
11	Manhole Risers for Annual Resurfacing Projects	Paving an raising manholes to accommodate new paved surface	4,000
12	Odor Control	ARV Carbon canister/Residential areas/deodorant blocks/ Deodorant blocks to help with nuisance odors	11,500
13	iPad and iPad stands	Vehicle iPad and stands to help track maintenance and repairs electronically.	3,000
14	Computer monitor and bracket	New computer monitor and bracket to be able to monitor multiple systems used such as iworq, workforce for ARC GIS used to dispatch work orders.	800
15	Bypass hoses	Upgrade and replace old bypass hoses and fittings. Hoses are brittle and tend to crack.	2,500
16	Confine Space equipment	Replace old confine space equipment used to keep employees safe when entering manholes, wet well. Get equipment certified for safe use.	3,000
17	Bioxide and Hydrogen Peroxide Chemicals for LS 25,50,51 and 73	Odor control, help minimize H2S levels in wastewater. High H2S levels increase corrosion on electrical components and increase odors.	270,000
18	Erosion and Sedimentation Control	BMP for erosion and sedimentation control	3,000
19	Granite Net	Annual support renewal for Cues Granite Net	3,000

20	Arc GIS user license 4 @ 500	License renewal that will be used to dispatch work orders through Workforce for Arc GIS. This will enable us to keep track of assets using Arc GIS	2,000
Total Cost			\$ 356,800

Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Wastewater Maintenance 3171-535</i>
Line Item #	<i>5250</i>
Line Item Description	<i>Fuel and Gasoline</i>

Item	Description	Justification	Estimated Cost
1	CNG Fuel 200 gal. @ \$2.00/gal.	Fuel for trucks + 10% Fuel Increase	440
2	Diesel Fuel 15,000 gal. @ \$3.00 gal.	Fuel for Utility Trucks, Vaccon, equipment and Emergency generators and by-pass pumps	49,500
3	Gasoline 7,200 gal. @ \$2.50 gal.	Fuel for trucks and small equipment	19,800

Total Cost	\$ 69,740
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Fund	Department	Line Item #	Line Item Description
100	000	0000	Salaries
100	000	0001	Salaries
100	000	0002	Salaries
100	000	0003	Salaries
100	000	0004	Salaries
100	000	0005	Salaries
100	000	0006	Salaries
100	000	0007	Salaries
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100	000	0088	Salaries
100	000	0089	Salaries
100	000	0090	Salaries
100	000	0091	Salaries
100	000	0092	Salaries
100	000	0093	Salaries

Books, Publications & Subscriptions

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Training for Personnel in Collections and Lift Stations Maintenance	OSHA safety courses, Confine space yearly refreshner, Trenching and shoring safety, Heavy equipment safety (Selected) Waste water and Water distribution Certifications, Electrical safety courses and other training that is necessary to keep employees safe.	16,000

Total Cost	\$ 16,000
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Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	6300
Line Item Description	Infrastructure

Item	Description	Justification	Estimated Cost
1	Miscellaneous Reclaimed Water Lines	Repairs or upgrades needed to existing Reclaim water lines	50,000
2	Miscellaneous Sanitary Sewer Lines	Repairs or upgrades needed to existing Sanitary sewer water lines	50,000
3	Lift Stations Renewal and Replacemnet Program	Strategic Renewal and Replacement of older lift stations	1,000,000

Total Cost	\$ 1,100,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	Hand Held Radios	Upgrade to new radios, Old ones can no longer be repaired(Obsolete)	10,000
2	GPS unit	Upgrade GPS unit to help GPS all assets found in the field.	2,500
3	Locator	Locator to help with TV camera locating, see snake and main gravity inspection camera.	2,500
4	GNET storage Hardware	Hard drive that stores all videos and pictures collected through Granite Net TV inspection Hardware	10,000
5	10 HP LS Pump Replacement (2)	Replace pumps with 10 HP Flygt pumps due to age and the need to increase station capacity	20,000
6	45 HP LS pump Replacements (2)	Replace 47 HP pumps at LS 085 and LS 093 causing vibration issues on residents that live next door to the lift station. Xylem has inspected the pumps and said the pump is running normal and only repair is to replace with different pump.	136,000
7	100 KW Mobile generator	Add another emergency generator to fleet to supply emergency power to lift stations as needed during storms and Hurricanes.	130,000
8	Sewer Lateral See Snake	Upgrade existing sewer lateral camera	9,000

Total Cost	\$ 320,000
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CITY OF AOPKA
DESIGN ENGINEERING
401 - 3410

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>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	432,364	635,695	633,493	-0.35%
1210 LONGEVITY PAY		1,516	2,177	43.65%
1400 OVERTIME	788	800	800	0.00%
1600 OTHER REIMBURSED ALLOWANCES	960	3,360	3,360	0.00%
2100 F.I.C.A.	31,607	48,845	48,727	-0.24%
2200 RETIREMENT CONTRIBUTION	63,235	53,888	94,608	75.56%
2300 LIFE AND HEALTH INSURANCE	62,484	105,618	105,618	0.00%
2400 WORKERS COMPENSATION	2,959	3,241	3,241	0.00%
2600 OTHER POST EMPLOYMENT BENEFITS		-	-	
2610 PENSION ADJUSTMENTS				
TOTAL	594,397	852,962	892,023	4.58%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	29,048	100,000	50,000	-50.00%
4000 TRAVEL & PER DIEM	29	2,000	2,000	0.00%
4100 COMMUNICATION SERVICES	-	-	-	
4200 FREIGHT & POSTAGE	-	250	250	0.00%
4300 UTILITY SERVICES	-	-	-	
4600 REPAIR AND MAINTENANCE	38	150	375	150.00%
4650 VEHICLE MAINTENANCE	366	2,000	4,000	100.00%
5100 OFFICE SUPPLIES	-	750	1,830	144.00%
5200 OPERATING SUPPLIES	10,099	15,850	27,350	72.56%
5250 FUEL & GASOLINE	396	4,500	11,550	156.67%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	12,454	17,210	3,770	-78.09%
5500 TRAINING	65	14,100	14,350	1.77%
TOTAL	23,448	156,810	115,475	-26.36%
CAPITAL OUTLAY:				
6400 EQUIPMENT	-	-	7,560	
6800 INTANGIBLES	-	-	23,600	
TOTAL	-	-	31,160	0.00%
TOTAL COST	617,845	1,009,772	1,038,658	2.86%

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

Item	Description	Justification	Estimated Cost
1	Overtime	Non-Exempt Employees Overtime Pay	\$1,500

Total Cost	\$1,500
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>1600</u>
Line Item Description	<u>Other Reimbursed Allowances</u>

[illegible]

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

Item	Description	Justification	Estimated Cost
1	Engineering Professional Services	Miscellaneous Engineering Services	\$50,000

Total Cost	\$50,000
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	4000
Line Item Description	Travel & Per Diem

Item	Description	Justification	Estimated Cost
1	Travel Expenses	Professional Training Travel Expenses	\$2,000

Total Cost	\$2,000
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	4200
Line Item Description	Freight & Postage

Item	Description	Justification	Estimated Cost
1	Postage	Correspondence, invoices, and permits	\$250

Total Cost	\$250
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Engineering 3410-539</i>
Line Item #	<i>4600</i>
Line Item Description	<i>Repair and Maintenance - Bldg & Equip</i>

Total Cost	\$375
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Engineering 3410-539</i>
Line Item #	<i>4650</i>
Line Item Description	<i>Vehicle Maintenance</i>

Item	Description	Justification	Estimated Cost
1	Vehicle Maintenance (5 vehicles)	Preventive and Corrective Maintenance (5 vehicles @ \$800 each)	\$4,000

Total Cost	\$4,000
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>4902</u>
Line Item Description	<u>Legal Advertising</u>

Item	Description	Justification	Estimated Cost
1	Miscellaneous Advertising	Advertisement of Open Job Positions	\$2,000

Total Cost	\$2,000
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Engineering 3410-539</i>
Line Item #	<i>5100</i>
Line Item Description	<i>Office Supplies</i>

Total Cost	\$1,830
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Autodesk Infrastructure Design Suite Premium (Existing)	3 Annual Subscriptions @ \$1,500	\$4,500
2	Autodesk Infrastructure Design Suite Premium (New)	1 Annual Subscription @ \$2,500	\$2,500
3	Autodesk AutoCAD LT (Existing)	2 Annual Subscriptions @ \$350	\$700
4	Bentley Microstation (New)	1 Annual Subscription @ \$2,500	\$2,500
5	SketchUp Pro (Existing)	1 Annual Subscription @ \$200	\$200
6	Adobe Document Cloud (New)	1 Annual Subscriptions @ \$250	\$250
7	RainCAD for Landscape and Irrigation Design (New)	2 Single User Licenses @ \$1,400	\$2,800
8	ProContractor Studio for Landscape, Irrigation, Drainage, and Accent Lighting Design (New)	2 Annual Subscriptions @ \$400	\$800
9	PC Workstation for GIS and Asset Management (New)	1 Workstation @ \$4,500	\$4,500
10	PC Monitor (New)	4 PC Monitors @ \$250	\$1,000
11	Tablet for Project Management and Project Inspection (New)	2 Tablets @ \$800	\$1,600
12	GPS Unit and Accessories (New)	Emlid Reach RS2 GPS Unit @ \$1,900 GPS Tablet Annual Data @ \$1,640 Surveying Poles (2) @ \$130	\$3,800
13	ArcGIS Online Service Credits	10 Blocks @ \$100	\$1,000
14	Safety Shoes	8 Pairs @ \$150	\$1,200

Total Cost	\$27,350
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Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

[illegible]

Total Cost	\$11,550
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	APWA Membership	1 Annual Membership @ \$250	\$250
2	AWWA Membership	1 Annual Membership @ \$250	\$250
3	ASCE Membership	1 Annual Membership @ \$250	\$250
4	AMA Membership	1 Annual Membership @ \$250	\$250
5	ITE Membership	1 Annual Membership @ \$260	\$260
6	FES Membership	1 Annual Membership @ \$210	\$210
7	WEF Membership	1 Annual Membership @ \$210	\$210
8	SEDAAG Membership	1 Annual Membership @ \$50	\$50
9	Engineering News-Record	1 Subscription @ \$40	\$40
10	Books & Publications	Miscellaneous Engineering Books	\$2,000

Total Cost	\$3,770
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	FDOT Advanced MOT Certificate	FDOT Advanced Maintenance of Traffic Certification (5 @ \$300)	\$1,500
2	PMP Certificate	Project Management Professional Certification (3 @ \$750)	\$2,250
3	PTOE Certificate	Professional Traffic Operations Engineer Certification (2 @ \$600)	\$1,200
4	CFM Certificate	Floodplain Manager Certification (2 @ \$600)	\$1,200
5	ESRI GIS Data Management	Implementing Versioned Workflows in a Multiuser Geodatabase	\$2,000
6	FAA Drone Pilot License	1 Bi-Annual License @ \$200	\$200
7	Utility Underground Contractors License	License for Project Managers and Construction Inspectors (4 @ \$1,500)	\$6,000

Total Cost	\$14,350
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Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	6400
Line Item Description	Equipment & Machinery

Item	Description	Justification	Estimated Cost
1	Surveying Drone	Phantom 4 RTK Drone @ \$7,000 Drone Hard Case Protection @ \$300 Drone Batteries (2) @ \$130	\$7,560

Total Cost	\$7,560
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Engineering 3410-539</i>
Line Item #	<i>6800</i>
Line Item Description	<i>Intangible Assets</i>

Item	Description	Justification	Estimated Cost
1	Innovyze InfoWater (Hydraulic Modeling Software for Water Distribution)	1 Single User License @ \$15,000 Annual Subscription @ \$3,000	\$18,000
2	RedTeam (Project Management Software Application)	1 Unlimited Annual Subscription @ \$4,100 Software Configuration @ \$1,500	\$5,600

Total Cost	\$23,600
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CITY OF APOPKA
UTILITY PLANT MAINTENANCE
401 - 3191

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>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	508,735	473,748	498,745	5.28%
1210 LONGEVITY PAY		1,619	1,345	-16.88%
1400 OVERTIME	19,136	26,676	26,676	0.00%
1600 OTHER REIMBURSED ALLOWANCES		480	480	0.00%
2100 F.I.C.A.	37,219	38,443	40,334	4.92%
2200 RETIREMENT CONTRIBUTION	90,990	83,576	86,636	3.66%
2300 LIFE AND HEALTH INSURANCE	92,699	110,688	110,688	0.00%
2400 WORKERS COMPENSATION	6,903	2,116	2,116	0.00%
2600 OTHER POST EMPLOYMENT BENEFITS	-			
2610 PENSION ADJUSTMENT	-			
TOTAL	755,681	737,345	767,021	4.02%
SUPPLIES AND OTHER SERVICES:				
3400 OTHER CONTRACTUAL SERVICES		10,000	20,000	100.00%
4000 TRAVEL & PER DIEM	112	1,000	1,000	0.00%
4100 COMMUNICATIONS	-	1,920	-	-100.00%
4200 FREIGHT & POSTAGE	36	500	500	0.00%
4400 RENTALS & LEASES	4,561	3,000	3,000	0.00%
4600 REPAIR AND MAINTENANCE	281,474	336,200	328,200	-2.38%
4650 VEHICLE MAINTENANCE	8,096	7,500	7,500	0.00%
4900 OTHER CURRENT CHARGES	500	100	500	400.00%
5100 OFFICE SUPPLIES		-	-	
5200 OPERATING SUPPLIES	53,183	44,700	56,083	25.47%
5250 FUEL & GASOLINE	6,029	12,650	12,650	0.00%
5500 TRAINING	238	3,350	3,350	2.82%
TOTAL	354,229	420,920	432,783	2.82%
CAPITAL OUTLAY:				
6400 EQUIPMENT		55,000	117,000	112.73%
6800 INTANGIBLES	-	25,000	-	-100.00%
TOTAL	-	80,000	117,000	100.00%
TOTAL COST	1,109,910	1,238,265	1,316,804	6.34%

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Overtime	Overtime for responding to after-hours call-outs and plant emergencies.	3,900

Total Cost	\$ 3,900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>1600</u>
Line Item Description	<u>Other Reimburse Amount</u>

Item	Description	Justification	Estimated Cost
1	Cell Phone Allowance	Monthly cell phone allowance	480
2			
3			

Total Cost	\$ 480.00
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund Water & Wastewater Fund - 401
Department Utility Plant Maintenance 3191-535
Line Item # 3400
Line Item Description Other Contractual Services

Item	Description	Justification	Estimated Cost
1	SCADA Maintenance & Support Contract	Service contract to maintain the City's SCADA system to include troubleshooting, backup PLC/PAC code, updating control and graphical changes, and equipment replacement.	20,000

Total Cost	\$ 20,000.00
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

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

Total Cost	\$ 1,000.00
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>4100</u>
Line Item Description	<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**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
1	Freight (Package Shipping)	Freight charges in the shipment of packages from the Utility Plant Maintenance Division.	\$ 500.00
2			
3			

Total Cost	\$ 500.00
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	<i>Emergency Equipment Rental</i>	<i>Rental of equipment for the Utility Plant Maintenance Division in response to unforeseen emergencies</i>	\$ 3,000.00
2			
3			

Total Cost	\$ 3,000.00
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair & Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
<u>Water Reclamation (WRF (2)) / Reclaimed Water (RWPS (4))</u>			
1	Air Compressor Maintenance & Repairs	Parts, materials, & labor to maintain & repair the air compressor systems (6) at the WRF's	\$ 10,000.00
2	Belt Press Maintenance & Repairs	Parts, materials, & labor to maintain & repair the belt press systems (2) at the WRF East Plant	\$ 7,500.00
3	Blower Maintenance & Repairs	Parts, materials, & labor to maintain & repair the blower systems (10) at the WRF's	\$ 5,000.00
4	Chlorination System Maintenance & Repairs	Parts, materials & labor to maintain the chlorination systems (4) at the WRF's & RWPS's	\$ 7,500.00
5	Electrical, Instrumentation and Controls Maintenance & Repairs	Parts, materials, and labor to maintain the electrical, instrumentation and control systems at the WRF's & RWPS's	\$ 30,000.00
6	Emergency Generator Maintenance & Repairs	Parts, materials, & labor to maintain & repair the emergency generators (8) at the WRF's & RWPS's	\$ 30,000.00
7	Facility Maintenance & Repairs	Parts, materials, and labor to maintain the facilities at the WRF's & RWPS's	\$ 7,500.00
8	Facility Door Replacement & Repairs	Parts, materials, and labor to replace entry doors on Plant Reuse and WRF-WP-095. Services to re-key entry doors throughout the water reclamation facility	\$ 20,000.00
9	Pump, Motor & Gear Drive Maintenance & Repairs	Parts, materials, & labor to maintain & repair pumps, motors & gear drives at the WRF's and RWPS's	\$ 50,000.00
10	SCADA System Maintenance & Repairs	Parts, materials & labor to maintain the SCADA systems at the WRF's & RWPS's	\$ 31,000.00
11	Fire Extinguisher	Yearly Inspections and repairs	\$ 100.00
12			
<u>Water Plants (WTP (5))</u>			
1	Chlorination System Maintenance & Repairs	Parts, materials & labor to maintain the chlorination systems (5) at the WTP's	\$ 15,000.00
2	Electrical, Instrumentation & Controls Maintenance & Repairs	Parts, materials, and labor to maintain the electrical, instrumentation and control systems at the WTP's	\$ 21,000.00

3	<i>Emergency Generator Maintenance & Repairs</i>	<i>Parts, materials, & labor to maintain & repair the emergency generators (6) at the WTP's</i>	\$ 15,000.00
4	<i>Facility Maintenance & Repairs</i>	<i>Parts, materials, and labor to maintain the facilities at the WTP's</i>	\$ 7,500.00
5	<i>Pump & Motor Maintenance & Repairs</i>	<i>Parts, materials, & labor to maintain & repair pumps & motors at the WTP's</i>	\$ 50,000.00
6	<i>SCADA System Maintenance & Repairs</i>	<i>Parts, materials & labor to maintain the SCADA systems at the WTP's</i>	\$ 21,000.00
7	<i>Fire Extinguisher</i>	<i>Yearly Insoections and repairs</i>	\$ 100.00
8			

Total Cost	\$ 328,200.00
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Preventive and Corrective Maintenance - Vehicles	Maintenance and repairs to the Utility Plant Maintenance Division pickup trucks (5) and (3) utility trucks	\$ 6,000.00
2	Preventive and Corrective Maintenance - Grounds Equipment	Maintenance and repairs to the grounds maintenance equipment including, two lawn mowers, edgers, weed eaters, blowers, chain saws	1,500
3			

Total Cost	\$ 7,500.00
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Current Charges</u>

Item	Description	Justification	Estimated Cost
1	Diesel Tank Registrations	Fees for registering new monitored fuel tanks on fixed generators.	\$ 500.00
2			
3			

Total Cost	\$ 500.00
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Antero Maintenance Software Annual Support	Annual support renewal for the Antero Maintenance Software package	\$ 1,900.00
2	Employee Safety Shoes (9 @ \$150)	Safety shoes provided to the employees to reduce workplace injuries in the performance of their duties	\$ 1,350.00
3	Employee Uniforms (9 @ \$536.96 per person per year)	Uniforms provided to the employees	\$ 4,833.00
4	Landscape Maintenance Supplies	Miscellaneous supplies and parts from local vendors for consumable materials and parts to maintain the WRF's landscape	\$ 3,500.00
5	Landscape Maintenance Equipment	Tools & equipment needed to perform landscape maintenance of the WRF	\$ 3,500.00
6	Miscellaneous Operating Supplies	Miscellaneous supplies and parts from the Public Services Warehouse and local vendors to provide PPE for employees, consumable materials, and parts for emergency repairs	\$ 12,000.00
7	Oils, Greases and Lubricants	Oils, greases and lubricants for maintenance of pumps, motors, and gear boxes at the LS's, WRF's, RWPS's & WTP's	\$ 15,000.00
8	Tools (Replacement & New Purchase)	Tools needed to perform preventive and corrective maintenance at the LS's, WRF's, RWPS's & WTP's	\$ 6,000.00
9	VTScada Software Annual Support	Annual support renewal for the VTScada software package	\$ 8,000.00
Total Cost			\$ 56,083.00

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

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel & Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Fuel for Vehicles - Diesel (3,000 gal. @ \$3.00/gal.)	Fuel for Utility Trucks (4)	\$ 9,000.00
2	Fuel for Vehicles - Gasoline (600 gal. @ \$2.50/gal.)	Fuel for Pickup (1) and Utility Trucks (2)	\$ 1,500.00
3	Fuel for Vehicles - CNG (200 gal. @ \$2.00/gal.)	Fuel for Pickup (1) and Utility Truck (1)	\$ 400.00
4	Fuel for Landscape Equipment - Diesel (500 gal. @ \$3.00/gal.)	Fuel for Mower (1) and Tractors (2)	\$ 1,500.00
5	Fuel for Landscape Equipment - Gasoline (100 gal. @ \$2.50/gal.)	Fuel for Gas Powered Landscape Equipment	\$ 250.00
6			

Total Cost	\$ 12,650.00
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Training courses for the Maintenance Staff in electrical, mechanical and instrumentation maintenance	Training courses for the electricians, mechanics and instrument technicians to keep up to date on current technologies and methodologies in predictive, preventive and corrective maintenance.	\$ 2,800.00
2	ROY CEU Online Courses (2 @ \$125)	Courses meet CEU requirements for operator certification renewal	\$ 250.00
3	FDEP Operator Certification Renewals (2 @ \$75)	FDEP certification for wastewater plant operators	\$ 150.00
4	Orange County Electrical License Renewals (2 @ \$75)	Orange County journeyman certification for electricians	\$ 150.00
5			

Total Cost	\$ 3,350.00
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Plant Maintenance 3191-535</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	NEW Ford F-150 (CNG) Pick-up Truck	Vehicle for Plant Maintenance Coordinator	\$ 43,000.00
2	NEW Thermal Imaging Camera	Equipment needed to support preventative maintenance, electrical inspections, and frontline troubleshooting.	\$ 15,000.00
3			
Water Reclamation (WRF) / Reclaimed Water (RWPS)			
1	SCADA RTU Upgrades	Replacement of aging SCADA RTU cabinets at the City's utility plants and lift stations. Replace cabinets at a pace of 7 - 8 per year.	\$ 59,000.00
2	NR RWPS Diesel Storage Tank Replacement	Replacement of aging 1,000 gallon diesel storage tank for the emergency generator at the North Reuse Reclaimed Water Pump Station.	
3			
Water Plants (WTP)			
1			
2			

Total Cost	\$ 117,000.00
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CITY OF APOPKA
RESTORATION
401 - 3181

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>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	62,703	77,686	74,761	-3.76%
1210 LONGEVITY PAY		153	202	31.78%
1400 OVERTIME	2,617	-	-	0.00%
2100 F.I.C.A.	4,823	5,955	5,735	-3.69%
2200 RETIREMENT CONTRIBUTION	11,333	14,245	12,511	-12.17%
2300 LIFE AND HEALTH INSURANCE	13,366	27,249	27,249	0.00%
2400 WORKERS COMPENSATION	10,985	1,213	1,213	0.00%
2600 OTHER POST EMPLOYMENT BENEFITS	-	-	-	
2610 PENSION ADJUSTMENT	-			
TOTAL	105,827	126,500	121,671	-3.82%
SUPPLIES AND OTHER SERVICES:				
4400 RENTAL & LEASES	-		-	#DIV/0!
4600 REPAIR AND MAINTENANCE			-	#DIV/0!
4650 VEHICLE MAINTENANCE			-	#DIV/0!
5100 OFFICE SUPPLIES			-	#DIV/0!
5200 OPERATING SUPPLIES			-	#DIV/0!
5250 FUEL & GASOLINE	12,193		-	#DIV/0!
5500 TRAINING			-	#DIV/0!
TOTAL	12,193	-	-	#DIV/0!
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	-	-	-	0.00%
6400 EQUIPMENT	-	-		0.00%
TOTAL	-	-	-	0.00%
TOTAL COST	118,020	126,500	121,671	-3.82%

Budget Requests (Wish List)

Department
Division

Public Services
3111 Water Plants

#	ACCOUNT DESCRIPTION	DESCRIPTION/JUSTIFICATION	WISH LIST AMOUNT	Operational Amount
	Salary and Benefits	Three Operators - As the City grows, more pumping capacity and more complex aeration and disinfection processes will necessitate more monitoring and maintenance. Additional shifts and overnight staffing will eventually become mandatory		
	Salary and Benefits			
1400	Overtime	OT and standby for the additional operators		
3100	PROFESSIONAL SERVICES			
3200	AUDIT SERVICES			
3400	OTHER CONTRACTUAL SERVICES			
4100	COMMUNICATIONS SERVICES			
4300	UTILITIES			
4400	RENTAL & LEASES			
4500	LIABILITY & CASUALTY INSURANCE			
4600	REPAIR & MAINTENANCE			
4650	VEHICLE MAINTENANCE			
4900	OTHER CHARGES			
5100	OFFICE SUPPLIES			
5200	OPERATING SUPPLIES	Uniforms and safety shoes for additional operators	\$1,540	
5250	FUEL & GASOLINE	Additional fuel needed when adding operators		
5400	BOOKS,PUBS,SUBS & MEMBSHP			
5500	TRAINING	Three more license renewals and CEU requirements	\$940	
	OPERATING EXPENSES			
6300	CAPITAL - INFRASTRUCTURE			
6400	CAPITAL - EQUIPMENT			
6800	INTANGIBLE			
TOTAL			\$2,480	\$0

Public Services

Sanitation

**CITY OF APOPKA
SANITATION FUND
402 - 3210**

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>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	858,059	911,952	915,553	0.39%
1210 LONGEVITY PAY	-	4,374	3,863	-11.68%
1400 OVERTIME	171,126	147,492	147,492	0.00%
1600 OTHER REIMBURSED ALLOWANCES	729	1,440	1,440	0.00%
2100 F.I.C.A.	72,675	81,456	81,692	0.29%
2200 RETIREMENT CONTRIBUTION	166,960	194,854	178,227	-8.53%
2300 LIFE AND HEALTH INSURANCE	183,572	248,258	252,678	1.78%
2400 WORKERS COMPENSATION	29,433	13,100	22,366	70.73%
2500 UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
2600 POSTEMPLOYMENT BENEFITS	313,260	-	-	0.00%
2610 PENSION ADJUSTMENT	651,495	-	-	0.00%
TOTAL	2,447,308	1,602,926	1,603,311	0.02%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	-	100.00%
3200 AUDIT SERVICES	-	-	-	100.00%
3400 OTHER CONTRACTUAL SERVICES	836	24,360	48,960	100.99%
3410 OTHER CONTRACTUAL SVCS-DEBRIS REMOVAL	-	-	-	-
4000 TRAVEL & PER DIEM	153	1,200	1,200	100.00%
4100 COMMUNICATIONS	-	-	-	0.00%
4200 FREIGHT & POSTAGE	4,400	5,300	5,300	0.00%
4300 UTILITY SERVICES	1,288,444	1,521,150	1,656,860	8.92%
4400 RENTAL & LEASES	-	-	-	-
4600 REPAIR AND MAINTENANCE	3,331	7,600	26,300	246.05%
4650 VEHICLE MAINTENANCE	528,305	456,700	502,370	10.00%
4700 PRINTING AND BINDING	4,579	5,000	5,000	0.00%
4902 LEGAL ADVERTISING	671	1,500	1,500	0.00%
4903 TEMPORARY LABOR	164,099	185,000	198,000	7.03%
4910 MISC EXPENSE ADJUSTMENT FY 19	(101,303)	-	-	-
4960 BAD DEBT	31,851	-	-	0.00%
5100 OFFICE SUPPLIES	1,270	1,200	1,200	0.00%
5200 OPERATING SUPPLIES	192,335	294,140	299,290	1.75%
5250 FUEL & GASOLINE	123,546	219,000	157,200	-28.22%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	223	250	295	18.00%
5500 TRAINING	-	2,500	2,500	0.00%
5900 DEPRECIATION	381,678	-	-	0.00%
TOTAL	2,624,417	2,724,900	2,905,975	6.65%
CAPITAL OUTLAY:				
6400 EQUIPMENT	-	720,000	403,000	-44.03%
6800 INTANGIBLES	-	-	-	-
TOTAL	-	720,000	403,000	-44.03%
DEBT SERVICE:				
7101 PRINCIPAL	-	-	-	-
7202 INTEREST	-	-	-	-
TOTAL	-	-	-	0.00%
TRANSFERS:				
9100 TRANSFER TO GENERAL FUND	-	680,784	680,784	0.00%
9150 TRANSFER TO GRANT FUND	-	-	-	-
TOTAL	-	680,784	680,784	0.00%
CONTINGENCY:				
9300 CONTINGENCY	-	-	-	-
TOTAL	-	-	-	-
TOTAL COST	5,071,725	5,728,610	5,593,070	-2.37%

Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	1400
Line Item Description	Overtime

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

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

Item	Description	Justification	Estimated Cost
1	Cell phone reimbursement for Ops Mgr & Foreman	City use of personal phone for phone calls, email access in the field, texting and sending pictures related to solid waste service, complaints and incidents	960

Total Cost	\$	960
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Solid Waste Operations Study	comprehensive solid waste operations analysis to include rate study, recycling options, once per week garbage collection impact	50,000
		Administrative Adjustment	(50,000)

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

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

Item	Description	Justification	Estimated Cost
1	Janitorial Services	share of warehouse janitorial service	960
	T-mobile fleet gps	fleet speed and location monitoring	4,200
		Administrative Adjustment	(4,200)
2	Truck Compactor Washing	Bi Monthly cleaning of the compactors on 8 New Way Garbage trucks	48,000

Total Cost	\$ 48,960
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

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

Item	Description	Justification	Estimated Cost
1	Epass	epass tolls for sanitation trucks traveling to disposal facilities and repair facilities in Orlando	1,200

Total Cost	\$ 1,200
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Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	4200
Line Item Description	Freight & Postage

Total Cost	\$ 5,300
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Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	4300
Line Item Description	Utility Services

Total Cost	\$ 1,656,860
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Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	4600
Line Item Description	Repair and Maintenance - Bldg & Equip

Total Cost	\$ 26,300
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Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	4650
Line Item Description	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	Vehicle maintenance expense	Preventative maintenance, tire and repairs of sanitation trucks	502,370

Total Cost	\$ 502,370
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Recycle calendar	4 color calendar with magnet mailed to each home for bi-weekly recycling schedule reference	5,000

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

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

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4903</u>
Line Item Description	<u>Temporary Labor</u>

Item	Description	Justification	Estimated Cost
1	Temp Labor	Permanent Temp laborers for yard waste routes.	198,000
Total Cost			\$ 198,000

Fund	<i>Sanitation Fund - 402</i>
Department	<i>Sanitation 3210-534</i>
Line Item #	<i>4960</i>
Line Item Description	<i>Bad Debt Expense</i>

Total Cost	\$ -
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Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	5100
Line Item Description	Office Supplies

Item	Description	Justification	Estimated Cost
1	Office Supplies	printer cartridges, printer paper, supplies	1,200

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

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Refuse carts	New and replacement garb and recy carts	102,000
2	Refuse cart wheels and parts	spare parts for cart repairs	2,500
3	Front load Containers	New and replacement commercial dumpsters	136,000
4	Dumpster bottom replacement	replace bottoms in front load dumpsters	
5	Dumpster lids/hinges	dumpster replacement parts	2,000
6	Dumpster Decals	City logo for new/replacement dumpsters	1,500
7	Customer Tags	Customer information tags	1,000
8			
9	Locks	locks for dumpster lock bar provide to customers	560
10	Misc Hand tools	rakes shovels etc	500
	Mailbox/ garbage can/Property	minor property damage repairs caused by	
11	damage	sanitation trucks	2,500
12	Motorola batteries	handheld radio replacment batteries	500
13	Handheld radios	replace unit at end of life	6,000
		replacement cameras for bulky and commercial	
14	Cameras	service verification	700
15	Oil absorbant	absorbent for accidental oil spill clean up	2,000
16	Wypall towels	safety supplies	1,600
17	Reflective Vests	safety equipment	450
18	Hard Hats	safety equipment	450
19	Gloves	safety equipment	500
20	Safety glasses	safety equipment	350
21	Safety shoes	safety equipment	3,000
22	gator aid	safety supplies	500
23	uniforms	safety equipment	7,500
24	inspection forms	DOT vehicle inspection forms	600
25	water coolers	safety equipment	380
26	yard trash cans	replacement yard trash cans	200
		Partial truck load of bear resistant carts 100 x	
27	bear resistant carts	\$270 for customer requests and replacments for	26,000
28		lost carts.	

Total Cost	\$ 299,290
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Unleaded	<i>fuel for sanitation vehicles</i>	3,200
2	Diesel	<i>fuel for sanitation vehicles</i>	34,000
3	CNG	<i>fuel for sanitation vehicles</i>	90,000
	<i>Annual fuel adjustment</i>		30,000

Total Cost	\$ 157,200
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	SWANA subscription	Solid waste association subscription, industry and safety resource	295
Total Cost			\$ 295

Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	5500
Line Item Description	Training

Item	Description	Justification	Estimated Cost
1	Solid waste training	online access to equipment specific solid waste training videos	2,500

Total Cost	\$ 2,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021-22**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	Automated sideload truck	Additional truck to add an 8th automated garbage and recycling route in order to maintain current service levels with the population growth in the city	403,000

Total Cost	\$ 403,000
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**CITY OF APOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2021-22**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Division	<u></u>

Position Title	Justification	Anticipated Salary/ Grade
Sanitation Equipment Operator	With the projected 2022 garbage tonnage, we will have added 3000 tons of garbage collected per year, since we added the 7th garb route in 2018. A truck and driver can collect and haul about 60 tons of garbage per week (3000 tons/year). Also, Orange County closed the recycling transfer station on McCormick road which requires us to now drive to LB Mcleod road to the disposal site, adding almost 1 hour of drive to each route. As a result we need to add an 8th garbage route and recycling route to maintain service levels	37,544.00

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

ATTACH JOB DESCRIPTION TO THIS FORM

Coord: _____

Solid Waste Equipment Operator

FLSA EXEMPT: N

GENERAL DESCRIPTION

Responsible for the collecting, transporting and disposing of solid waste/recyclable materials generated within the city. Performs skilled work in the operation of motorized equipment and supervises temporary personnel.

ESSENTIAL JOB FUNCTION

Operates sanitation trucks for the collection, transport and disposal of solid waste and recycled materials from residential and commercial customers.

Inspects equipment for proper operation and safety. Insures that vehicle is equipped with proper safety equipment and necessary equipment to perform daily assignments (e.g. first-aid kit, safety flares, broom, water cooler, etc.)

Performs general vehicle maintenance, ensures that the truck is cleaned properly and reports any vehicle operation or safety issues to immediate supervisor.

Responsible for observing traffic laws, rules and regulations, and using defensive driving in truck operation.

Work involves frequent standing, sitting, walking, lifting up to 50 lbs., climbing, stepping up and down, bending, pushing, pulling, driving a truck and exposure to extreme weather and insects.

May work as a sanitation worker as needed.

Performs any other duties or tasks that may be assigned.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of state/local laws and regulations pertaining to the operation of motor vehicles on the highway and city streets. The ability to safely operate large equipment under all driving conditions.

Knowledge of the safe use and operation of solid waste collection equipment.

Knowledge of occupational hazards, appropriate methods of lifting and department policies.

The ability to establish a positive and cooperative working relationships with those contacted in the course of work, including the general public and city staff.

SPECIAL CONDITIONS OF EMPLOYMENT

Willingness to work in adverse conditions. Willingness to work weekends, holidays and hours beyond a normal shift.

EQUIPMENT USED

Automated collection truck, front-end loader truck, rear-end loader truck, claw truck, radio and various hand tools.

MINIMUM QUALIFICATIONS

Must be able to read, write and follow instructions. High school diploma or equivalent certification required. Two (2) years experience operating heavy equipment vehicles of 18,000 GVW or greater and be familiar with the operations of hydraulic

Must possess a valid State of Florida Commercial Driver's License class "B" or better.

Budget Requests (Wish List)				
Department	Public Services			
Division	Sanitation - 3210			
ACCOUNT DESCRIPTION	DESCRIPTION /JUSTIFICATION	AMOUNT	PRIORITY	
REG. SALARIES & WAGES	Sanitation Equipment Operator to collect household hazardous waste and tires residential curbside and transport to the proper disposal facility	37,545.05	9	
LONGEVITY PAY				
PROFICENCY PAY				
OTHER SALARIES & WAGES				
OVERTIME	STOT for operator above	9,386.00	9	
SPECIAL PAY				
SALARIES & WAGES		46,931.05		
PROFESSIONAL SERVICES				
OTHER CONTRACTUAL SERVICES	Recollect \$7100 annually - an online "what goes where" app that most municipalities used to guide their residents on what and how to recycle and what their pickup day is;	7,100.00	2	
OTHER CONTRACTUAL SERVICES	Rubicon Smart Cities app \$32000 annually - app that tracks house by house route completion, gathers data about city features; ie garbage cart condition, potholes, sign reflectivity, plus the usual gps funtctions. Would only install these on the 8 automated trucks initially which would cover all city streets 3 times per week.	32,000.00	8	
OTHER CONTRACTUAL SERVICES			3	this is a national organization that will help our local affillitate develop an action plan with the goal of reducing and managing litter/dumping and increasing recycling. This could be a cost effective way to plan and engage the community before we implement. another collection service
OTHER CONTRACTUAL SERVICES	start a Keep America Beautiful affiliate (Keep Apopka Beautiful)	5,000.00		
COMMUNICATION SERVICES	tables for 15 routes to communicate work orders	15,000.00	6	
FREIGHT & POSTAGE	Postage for an annual mailer on recycling properly	5,000.00	4	
RENTALS & LEASES				
Utility Services	disposal of houseold hazardous waste from residential curbside collection	100,000.00	9	
PRINTING SERVICES	Printing for an annual mailer on recycling properly	5,000.00	4	
Temporary labor	2 temp workers each Wednesday to do ongoing recycling cart inspections and tagging using The Recycling Partnership App	22,000.00	7	would also use one week a month to adopt a road in the city
OPERATING EXPENSES		191,100.00		
CAPITAL - BUILDING	cart storage \$70000 ; new wash bay \$200,000; truck parking \$80,000; new office space for Elsa and Quanty and driver dispatch room \$100,000	450,000.00	1 (at least the cart storage)	alternatively, if Fleet gets a new building, Sanitation could take one of its old buildings. Tear out and rebuild office/driver space and have space for carts and supplies and pave the area behind that shop for truck parking depending on where the new fleet building is....this would also put us near a fork lift that could be used to unload the trucks of carts in a much safer and more efficent manner
CAPITAL - EQUIPMENT	New Front loader \$358,000(in CIP for 2023 but due to long lead times, order 2022 instead)	357,000.00	5	
CAPITAL - EQUIPMENT	Lift gate truck for collecting household hazardous waste from residences curbside	150,000.00	9	
CAPITAL OUTLAY		807,000.00		
TOTAL		1,045,031.05		