



APOPKA CITY COUNCIL BUDGET WORKSHOP AGENDA

JULY 15, 2020 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/channel/UCJKvoQzZuYfgsqrtpjYLCw>

**CALL TO ORDER
INVOCATION
PLEDGE**

BUDGET MEETING

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

PUBLIC COMMENT PERIOD

TO ACCESS A PUBLIC COMMENT FORM, PLEASE VISIT: <http://www.apopka.net/citycouncilform>

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.

CITY OF APOPKA COMMUNITY DEVELOPMENT

4020

LINE ITEM DETAIL

	2019	2020	2021	PERCENT
	ACTUAL	BUDGET	ADOPTED	CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	760,008	810,222	818,934	1.08%
1210 LONGEVITY PAY	-	1,129	1,391	23.16%
1400 OVERTIME	-	-	-	0.00%
1600 OTHER REIMBURSED ALLOWANCES	2,988	-	-	0.00%
2100 F.I.C.A.	55,562	62,068	62,755	1.11%
2200 RETIREMENT CONTRIBUTION	140,855	141,500	150,120	6.09%
2300 LIFE AND HEALTH INSURANCE	97,267	105,614	109,912	4.07%
2400 WORKERS COMPENSATION	4,121	2,930	3,111	6.17%
			-	0.00%
TOTAL	1,060,801	1,123,464	1,146,222	2.03%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	18,125	-		0.00%
3400 OTHER CONTRACTUAL SERVICES	241,060	289,000	109,000	-62.28%
4000 TRAVEL & PER DIEM	574	4,550	4,550	0.00%
4100 COMMUNICATIONS	1,044			
4200 FREIGHT & POSTAGE	3,240	4,368	4,368	0.00%
4400 RENTAL & LEASES	12,610	8,325	8,325	0.00%
4600 REPAIR AND MAINTENANCE	-	1,500	1,500	0.00%
4650 VEHICLE MAINTENANCE	1,358	1,500	1,500	0.00%
4700 PRINTING AND BINDING	760	2,740	2,740	0.00%
4900 OTHER CHARGES	-	-	-	#DIV/0!
4902 LEGAL ADVERTISING	19,927	35,000	40,000	14.29%
5100 OFFICE SUPPLIES	3,298	10,000	10,000	0.00%
5200 OPERATING SUPPLIES	5,716	4,200	2,200	-47.62%
5250 FUEL & GASOLINE	2,623	2,500	2,500	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	3,053	5,169	4,869	-5.80%
5500 TRAINING	867	4,100	4,100	0.00%
TOTAL	314,257	372,952	195,652	-47.54%
CAPITAL OUTLAY:				
6200 BUILDING	21,772			
6300 IMPROV. OTHER THAN BUILDINGS	-		-	0.00%
6400 EQUIPMENT	-	40,000	50,000	0.00%
TOTAL	21,772	40,000	50,000	0.00%
TOTAL COST	1,396,830	1,536,416	1,391,874	-9.41%

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

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

Item	Description	Justification	Estimated Cost

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

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

Item	Description	Justification	Estimated Cost
1	Specific Purpose Studies	This includes professional services such as traffic studies (not related to development review); surveying; engineering or design studies not within the programmatic parameters of the capital budget; architectural design; surveys; environmental analysis; property appraisals; closing services; Comprehensive Plan update	100,000
2	AdventHealth Rental for Business Incubator	Economic business development support of the Business Incubator program and office space rental.	9,000

Total Cost	\$ 109,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021**

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

Item	Description	Justification	Estimated Cost
	<u>Planning</u>		
1	FAPA - Florida American Planners Association, State Conference	4 hotel nights, registration (for 2)	1,200
2	Training conferences & workshops	APA, FAPA, MPO-transportation ~ State and local type training	500
3	Per diem for conferences and workshops	Travel and meals not covered by conference registration	950
	<u>Engineering</u>		
4	ASCE-American Society of Civil Engineers *	4 nights/airfare/car rental *Continuing Education Units required	800
5	FEMA-CFM Certified Floodplain Manager *	4 nights/airfare/car rental *Continuing Education Units required	800
6	Local continuing education meetings & workshops (FEMA, ASCE, etc.)	Workshops and trainings	300
		Conferences and travel include training and support for the economic development, redevelopment, and planning efforts. Also includes required training for certifications (AICP, FRA, IEDC) and supports the City's business climate.	

Total Cost	\$ 4,550
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</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**

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

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

Total Cost	\$ 4,368
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Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Total Cost	\$ 8,325
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

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

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

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

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

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

Item	Description	Justification	Estimated Cost
1	Business Cards	Business cards for employees \$35 ea for up to 10 employees	350
2	Copies of Development Plans	D-size copies, approx. \$20/month	240
3	Special Studies prints	Special studies and reprints of, CRA Plan, Form-Based Code, Development Guidelines, LDC, and LDC sections	250
4	Fliers and brochures	New Business Checklist, project map and list used to promote economic activities.	500
5	Public Hearing Notice signs	Public Notice corrugated signs (500)	1,400

Total Cost	\$ 2,740
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021**

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

Item	Description	Justification	Estimated Cost

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

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

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

Total Cost	\$ 40,000
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Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	General Office Supplies	Paper, pads, pens, markers, files, etc.	10,000

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

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

Item	Description	Justification	Estimated Cost
1	General Operating Supplies	General Items including DVD's, Desk calendars, storage boxes, etc.	1,500
2	Work Boots for Field Staff	Site inspection and field staff needs sturdy, safe and reliable protective footwear while working in construction sites in the field. \$150.00 per inspector / City Engineer	150
3	Staff Uniforms	It is critical that we begin to reshape our image in the office and the field. Due to the amount of interaction Community Development & Engineering Division staff has with the public, it is imperative that we present a professional appearance at all times. 1 Office staff should also present a professional appearance to the public. This not only builds a sense of team and comradery, it also contributes to elevating the brand of Apopka. 2 shirts @ \$25 per shirt, per 2 staff members for Planning & Eng. (11 staff)	550

Total Cost	\$ 2,200
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Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

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

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	APA / FAPA / AICP Dues	6 Planners	3,200
2	Florida Planning and Zoning Association Membership dues	City Membership	150
3	FRA - Florida Redevelopment Association Membership	City Membership	495
4	Florida Professional Engineer's Licences	Engineer's License	124
5	ASCE - American Society of Civil Engineers Dues	City Engineer's membership	500
6	FES - Florida Engineering Society Dues	City Engineer's membership	400

Total Cost	\$ 4,869
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021**

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

Item	Description	Justification	Estimated Cost
1	FAPA conference-Continuing Education, Conf. Reg. fee	Two employees to attend the Florida Chapter of the American Planning Association Conference	800
2	Continuing Education credits for AICP	Local Events to acquire Continuing Education credits	200
3	Misc. Technical events	City Engineer & Planning	1,000
4	ASCE-Engineering Continuing Education, Conf. Reg. fee	City Engineer attendance - Tech. training sessions. Required for Certifications	750
5	FEMA Floodplain - Continuing Education, Conf. Reg. fee	City Engineer attendance - Tech. training sessions. Required for Certifications	700
6	Landfill Training - Continuing Education Credit Reg. fee	Required for certifications	650

Total Cost	\$ 4,100
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Community Development-Planning 4020-515
Line Item #	6400
Line Item Description	Equipment & Machinery

Item	Description	Justification	Estimated Cost
1	CitizenServe	Planning software for online submittals, review and processing	25,000
2	Bluebean	Plans review	25,000

Total Cost	\$ 50,000
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CITY OF APOPKA BUILDING SAFETY

4021

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ADOPTED</u>	<u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	491,638	586,897	608,644	3.71%
1210 LONGEVITY PAY	1,764	2,803	2,925	4.35%
1400 OVERTIME	467	2,500	2,500	0.00%
2100 F.I.C.A.	35,885	45,303	46,976	3.69%
2200 RETIREMENT CONTRIBUTION	90,187	103,280	112,375	8.81%
2300 LIFE AND HEALTH INSURANCE	81,751	105,542	109,705	3.94%
2400 WORKERS COMPENSATION	4,571	3,243	3,410	5.16%
				0.00%
TOTAL	706,263	849,567	886,535	4.35%
SUPPLIES AND OTHER SERVICES:				
4100 COMMUNICATIONS	-	-	780	#DIV/0!
4200 FREIGHT & POSTAGE	101	250	250	0.00%
4400 RENTAL & LEASES	4,347	7,370	8,325	12.96%
4600 REPAIR AND MAINTENANCE	-	-	-	0.00%
4650 VEHICLE MAINTENANCE	2,507	4,000	4,000	0.00%
4700 PRINTING SERVICES	41	650	650	0.00%
5100 OFFICE SUPPLIES	2,207	5,000	2,500	-50.00%
5200 OPERATING SUPPLIES	1,951	3,450	3,150	-8.70%
5250 FUEL & GASOLINE	4,886	6,000	6,000	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	508	1,169	1,169	0.00%
5500 TRAINING	1,726	20,135	20,135	0.00%
TOTAL	18,274	48,024	46,959	-2.22%
CAPITAL OUTLAY:				
6200 BUILDINGS	21,674		-	0.00%
6400 EQUIPMENT	20,898		-	0.00%
TOTAL	42,572	-	-	0.00%
TOTAL COST	767,109	897,591	933,494	4.00%

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

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

Item	Description	Justification	Estimated Cost
1	iPad	New iPad for new Building Official, and will require accessibility to files and data. \$600 per iPad (\$1,800) and \$45 per month for data service & MDM (\$540) <i>Move to IT</i>	780 <i>(780)</i> move to IT
Total Cost			\$ -

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

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

Item	Description	Justification	Estimated Cost
1	Postage for Building-Safety Division	Postage for mail notifications of permit expirations, fee requirements, stop work orders, license expirations, etc.	250

Total Cost	\$	250
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Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Total Cost	\$ 8,325
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021**

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

Item	Description	Justification	Estimated Cost

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

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

Item	Description	Justification	Estimated Cost

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

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

Item	Description	Justification	Estimated Cost
1	Preventive and corrective maintenance of CDD-Building-Safety Division vehicles	Oil changes, tires, etc. from normal wear & tear, needed to keep vehicle on the road. Total 5 vehicles - 4 existing and 1 new (for inspector)	4,000

Total Cost	\$ 4,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021**

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

Item	Description	Justification	Estimated Cost
1	Business Cards	Business Cards for employees employees. \$35 for up to 10 employees	350
2	Copies of Development Plans	The department provides copies of plans to various departments depending upon the need and to outside agencies and individuals upon request.	300

Total Cost	\$ 650
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Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

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

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

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

Total Cost	\$ 3,150
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021**

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

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

Total Cost	\$ 6,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-2020**

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

Item	Description	Justification	Estimated Cost
1	2017 Florida Building Codes, Complete Set: Building, Accessibility, Energy, Test Protocol for HVHZ, Plumbing, Mechanical, Fuel Gas, Residential, and Existing Building Codes.	Aids and backup for plans examining and inspectors. Need Loose Leaf (\$454) and PDF Download (\$430)	884
2	BOAF, Building Official Association of Florida	Membership for Building Official (\$50) and 5 staff (Inspectors and Plans Examiner @ \$20 ea = \$100)	150
3	ICC Membership	Building Official membership	135

Total Cost	\$ 1,169
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021**

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

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

Total Cost	\$ 20,135
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2021**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>6200</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost

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

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

Item	Description	Justification	Estimated Cost

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

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

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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CITY OF APOPKA CEMETERY

3512

LINE ITEM DETAIL

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ADOPTED</u>	<u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	71,434	72,373	73,820	2.00%
1210 LONGEVITY PAY	-	329	378	14.83%
1400 OVERTIME	967	1,550	1,550	0.00%
2100 F.I.C.A.	4,929	5,680	5,795	2.02%
2200 RETIREMENT CONTRIBUTION	13,366	12,950	13,862	7.05%
2300 LIFE AND HEALTH INSURANCE	20,065	19,432	20,151	3.70%
2400 WORKERS COMPENSATION	1,326	906	924	2.02%
TOTAL	112,087	113,220	116,480	2.88%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	22,000	
4300 UTILITY SERVICES	2,238	2,800	-	-100.00%
4600 REPAIR AND MAINTENANCE	6,504	39,500	35,000	-11.39%
4650 VEHICLE MAINTENANCE	1,997	2,500	2,500	0.00%
5100 OFFICE SUPPLIES	9	100	-	0.00%
5200 OPERATING SUPPLIES	6,376	12,018	9,618	-19.97%
5250 FUEL & GASOLINE	3,255	3,000	3,000	0.00%
5400 BOOKS Pubs & SUBSCRIPTIONS	-	300	-	-100.00%
5500 TRAINING	744	1,000	-	-100.00%
TOTAL	21,122	61,218	72,118	17.81%
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	0.00%
6400 EQUIPMENT	-	2,950	2,950	0.00%
TOTAL	-	2,950	2,950	0.00%
TOTAL COST	133,209	177,388	191,548	7.98%

Fund	General Fund - 001
Department	Parks and Recreation - Cemetery
Line Item #	3512-539-1400
Line Item Description	Overtime

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

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

Total Cost	\$ 22,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Parks and Recreation - Cemetery
Line Item #	3512-539-4100
Line Item Description	Communications Services

Total Cost	\$ -
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Fund	General Fund - 001
Department	Parks and Recreation - Cemetery
Line Item #	3512-539-4300
Line Item Description	Utility Services

Item	Description	Justification	Estimated Cost
	*moved \$2,800 to 3513		

Total Cost	\$ -
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Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation - Cemetery</u>
Line Item #	<u>3512-539-4500</u>
Line Item Description	<u>Liability & Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Parks and Recreation - Cemetery
Line Item #	3512-539-4600
Line Item Description	Repair and Maintenance - Bldg & Equip

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

Total Cost	\$ 35,000
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Fund	General Fund - 001
Department	Parks and Recreation - Cemetery
Line Item #	3512-539-4650
Line Item Description	Vehicle Maintenance

Total Cost	\$ 2,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$ 9,618
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Fund	General Fund - 001
Department	Parks and Recreation - Cemetery
Line Item #	3512-539-5250
Line Item Description	Fuel and Gasoline

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

Total Cost	\$ 3,000
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Fund	General Fund - 001
Department	Parks and Recreation - Cemetery
Line Item #	3512-539-5400
Line Item Description	Books, Publications & Subscriptions

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Parks and Recreation - Cemetery
Line Item #	3512-539-6400
Line Item Description	Equipment & Machinery

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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CITY OF AOPKA GROUNDS MAINTENANCE

3513

LINE ITEM DETAIL

	2019 ACTUAL	2020 BUDGET	2021 ADOPTED	PERCENT CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	364,884	378,841	252,935	-33.23%
1210 LONGEVITY PAY	-	1,795	1,577	-12.11%
1300 OTHER SALARIES AND WAGES	-	-	-	0.00%
1400 OVERTIME	13,222	6,300	6,300	0.00%
2100 F.I.C.A.	28,003	29,601	19,952	-32.60%
2200 RETIREMENT CONTRIBUTION	69,794	67,482	47,729	-29.27%
2300 LIFE AND HEALTH INSURANCE	85,085	103,789	72,096	-30.54%
2400 WORKERS COMPENSATION	11,534	8,473	2,469	-70.86%
TOTAL	572,522	596,279	403,057	-32.40%
SUPPLIES AND OTHER SERVICES:				
3400 CONTRACTUAL SERVICES	22,564	12,000	93,000	675.00%
4100 COMMUNICATIONS	1,282	1,800	-	0.00%
4200 FREIGHT & POSTAGE SERVICES	-	-	-	0.00%
4300 UTILITY SERVICES	16,126	35,000	37,800	8.00%
4400 RENTALS & LEASES	5,613	-	-	#DIV/0!
4600 REPAIR AND MAINTENANCE	10,677	50,000	24,500	-51.00%
4650 VEHICLE MAINTENANCE	23,928	28,000	26,000	-7.14%
4900 OTHER CHARGES	4,348	15,000	12,500	-16.67%
5100 OFFICE SUPPLIES	394	800	-	-100.00%
5200 OPERATING SUPPLIES	30,316	78,615	40,540	-48.43%
5207 PARKS BEAUTIFICATION	1,001	-	-	#DIV/0!
5216 TREE BANK EXPENDITURES	11,450	80,000	-	-100.00%
5250 FUEL & GASOLINE	18,205	29,000	25,800	-11.03%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	95	1,100	1,100	0.00%
5500 TRAINING	499	4,850	1,850	-61.86%
TOTAL	146,499	336,165	263,090	-21.74%
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	120,000	0.00%
6300 INFRASTRUCTURE	-	25,000	100,000	0.00%
6400 EQUIPMENT	165,361	125,000	32,000	0.00%
TOTAL	165,361	150,000	252,000	0.00%
TOTAL COST	884,381	1,082,444	918,147	-15.18%

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

Fund	General Fund - 001
Department	Parks and Recreation - Parks
Line Item #	3513-572-1400
Line Item Description	Overtime

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

Total Cost	\$ 6,300
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

Fund	General Fund - 001
Department	Parks and Recreation - Parks
Line Item #	3513-572-3400
Line Item Description	Other Contractual Services

Item	Description	Justification	Estimated Cost
1	City Hall Complex Turf Care Contract	Turf pest control, fertilization, weed control of City Hall Complex (City Hall, Parking lots, Fire Station #1, Chamber of Commerce)	3,000
2	Medjool Palm Care Contract	Contract for granular and/or liquid fertilizer, disease control, plant damaging insect control of the 69 Medjool Date Palms, 4x year. Currently we do not have the staff nor trained staff to complete required maintenance of the Palms. If this maintenance is not completed quarterly the City risk the chance of the Palms dying.	9,000
3	Mowing Contract	Designated locations for mowing contractor (PLM) to maintain. Eliminating 1 of 2 Inmate Work Crews to off-set contractor costs.	75,000
4	Mosquito Control Contract	KLNP - Farmers Market, Events	6,000

Total Cost	\$ 93,000
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Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation - Parks</u>
Line Item #	<u>3513-572-4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Parks and Recreation - Parks
Line Item #	3513-572-4200
Line Item Description	Freight & Postage

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Parks and Recreation
Line Item #	3513-572-4300
Line Item Description	Utility Services

Total Cost	\$ 37,800
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation - Parks</u>
Line Item #	<u>3513-572-4400</u>
Line Item Description	<u>Rentals & Leases</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Parks and Recreation - Parks
Line Item #	3513-572-4600
Line Item Description	Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
1	Parks Repairs	Concrete, playground, park buildings, walkways, paint, etc..	6,000
2	Irrigation Repairs	Repairs to the irrigation system	8,500
3	Tree/Landscape Removal	Removal of hazardous trees and landscape at City Buildings	10,000

Total Cost	\$ 24,500
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Fund	General Fund - 001
Department	Parks and Recreation - Parks
Line Item #	3513-572-4650
Line Item Description	Vehicle Maintenance

Total Cost	\$ 26,000
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Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation - Parks</u>
Line Item #	<u>3513-572-4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	Landfill/Roll Off Charges	debris from City properties, tree trimming, chipper, and landscape debris	12,500

Total Cost	\$ 12,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation - Parks</u>
Line Item #	<u>3513-572-5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

Fund	General Fund - 001
Department	Parks and Recreation - Parks
Line Item #	3513-572-5200
Line Item Description	Operating Supplies

Item	Description	Justification	Estimated Cost
1	Uniforms	City Provided, 5 @ \$235 per year	1,175
2	Safety Shoes	City Provided, 5 @ \$150 per year	750
3	Fire Extinguisher	Renewal or Replacement	800
4	PPE	Safety Glasses, Gloves, Hardhats, Ear Plugs	400
5	Hand Tools	Replacement of shovels, rakes and other hand tools	1,000
6	Landscape Supplies	Replacement of dead/dying turf, landscape plants	6,500
7	Landscape Mulch	New mulch for landscape beds, City Buildings and Parks	15,000
8	Pesticides	Herbicides, pesticides, fungicides to control issues at City Buildings and ROWs	5,000
9	Fertilizer	To fertilizer sod and landscape plants	3,000
10	2cycle Oil	Use for small 2cycle equipment	715
11	Landscape Supplies	Landscape bags, ties, tags, stakes, edger blades, mower blades, weed eater string, etc.	3,000
12	Hardware Supplies	Replacement of miscellaneous bolts, nails, paint used in the up keep of City Sites and Grounds	1,700
13	Seed	For City Sites/Buildings, parks and other landscape/turf areas throughout the City	500
14	Sand	For City Sites/Buildings, parks and other landscape/turf areas throughout the City	1,000

Total Cost	\$ 40,540
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation - Parks</u>
Line Item #	<u>3513-572-5207</u>
Line Item Description	<u>Parks Beautification</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Parks and Recreation - Parks
Line Item #	3513-572-5216
Line Item Description	Tree Bank Expenditures

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Parks and Recreation - Parks
Line Item #	3513-572-5250
Line Item Description	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
1	Unleaded Fuel Vehicles	2500 @ \$2.50	6,250
2	Unleaded Fuel Equipment	2000 @ \$2.50	5,000
3	CNG Fuel	1300 @ \$2.00	2,600
4	Diesel Fuel	400 @ \$3.00	1,200
5	Misc Fuel		10,750

Total Cost	\$ 25,800
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Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation</u>
Line Item #	<u>3513-572-5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

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

Total Cost	\$ 1,100
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Fund	General Fund - 001
Department	Parks and Recreation - Parks
Line Item #	3513-572-5500
Line Item Description	Training

Item	Description	Justification	Estimated Cost
1	Horticulture CEU	To maintain current license, certifications, per job requirements	650
2	Irrigation CEU	To maintain current license, certifications, per job requirements	650
3	Florida BMP Training	4 employees	300
4	RUP - Pesticide Training	2 employees	250

Total Cost	\$ 1,850
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Fund	General Fund - 001
Department	Parks and Recreation - Parks
Line Item #	3513-572-6200
Line Item Description	Buildings

Item	Description	Justification	Estimated Cost
1	Storage Building	Storage near FCC/McBride Property	120,000

Total Cost	\$ 120,000
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Fund	General Fund - 001
Department	Parks and Recreation
Line Item #	3513-572-6300
Line Item Description	Infrastructure

[illegible]

Total Cost	\$ 100,000
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Fund	General Fund - 001
Department	Parks and Recreation - Parks
Line Item #	3513-572-6400
Line Item Description	Equipment & Machinery

[illegible]

Total Cost	\$ 32,000
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CITY OF APOPKA ATHLETIC COMPLEXES

3514

LINE ITEM DETAIL

		2019	2020	2021	PERCENT
		ACTUAL	BUDGET	ADOPTED	CHANGE
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	336,812	341,646	357,367	4.60%
1210	LONGEVITY PAY	-	1,555	1,789	15.06%
1300	OTHER SALARIES AND WAGES	27,115	26,000	35,000	34.62%
1400	OVERTIME	9,738	23,180	23,180	0.00%
2100	F.I.C.A.	26,790	30,017	31,926	6.36%
2200	RETIREMENT CONTRIBUTION	49,368	49,600	55,253	11.40%
2300	LIFE AND HEALTH INSURANCE	64,333	65,521	77,333	18.03%
2400	WORKERS COMPENSATION	5,282	3,643	3,888	6.73%
					0.00%
TOTAL		519,437	541,162	585,737	8.24%
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	3,198	3,600	3,600	0.00%
3400	OTHER CONTRACTUAL SERVICES	106,754	133,562	254,580	90.61%
4000	TRAVEL & PER DIEM	155		-	
4200	FREIGHT & POSTAGE	-	75	75	0.00%
4300	UTILITY SERVICES	20,864	247,505	247,505	0.00%
4400	RENTALS & LEASES	2,430	11,870	5,920	-50.13%
4600	REPAIR AND MAINTENANCE	34,544	34,250	36,000	5.11%
4650	VEHICLE MAINTENANCE	35,801	40,000	42,250	5.63%
4900	OTHER CHARGES	-	1,000	500	-50.00%
5100	OFFICE SUPPLIES	-	-	-	0.00%
5200	OPERATING SUPPLIES	154,673	227,760	230,540	1.22%
5216	TREE BANK EXPENDITURES	800	-	-	#DIV/0!
5250	FUEL & GASOLINE	21,598	31,000	34,315	10.69%
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	1,125	1,325	1,325	0.00%
5500	TRAINING	1,580	1,660	1,660	0.00%
TOTAL		383,523	733,607	858,270	16.99%
CAPITAL OUTLAY:					
6200	BUILDING	-	-		0.00%
6300	INFRASTRUCTURE	-	5,000	20,000	0.00%
6400	EQUIPMENT	17,613	60,000	33,700	0.00%
TOTAL		17,613	65,000	53,700	0.00%
TRANSFERS:					
9300	Transfer to Grants		-	-	0.00%
TOTAL COST		920,572	1,339,769	1,497,707	11.79%

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

Item	Description	Justification	Estimated Cost
1	Standby Athletics Maintenance	Tournaments, Projects, Special Events @ \$10.50/hr	26,000

Total Cost	\$	26,000
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Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-1400
Line Item Description	Overtime

Item	Description	Justification	Estimated Cost
1	OT for Maintenance, Specialists, Foreman	Emergency Remediation, Special Event Set-up/Break-down	18,000

Total Cost	\$ 18,000
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Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-3100
Line Item Description	Professional Services

Total Cost	\$ 3,600
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-3400
Line Item Description	Other Contractual Services

Item	Description	Justification	Estimated Cost
1	Contract Spraying of NW, AAC & Williams Park Athletic Fields	Maintain Quality Level Of Horticultural Care - Including Fertilizing & Herbicide. Continue TruGreen Contract (OCPS piggy back)	114,600
2	Athletics Building Contractal Indoor Pest Treatment	Pest Treatment For Insect Control And Rodents	480
3	Bee Control	As Needed	500
4	Renovate 6 Infield/Outfield Lips	Safety and Flexibility (50/70, 60/90)	18,000
5	Move Debris Pile	Clean up	24,000
6	Debris Clean-up	Make areas safe for equipment	39,000
7	NW Inmate Contract	Moved from 3414	58,000

Total Cost	\$ 254,580
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Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-4000
Line Item Description	Travel & Per Diem

Item	Description	Justification	Estimated Cost
1	Tolls	Inmate Squad Tolls (moved from 3414)	625

Total Cost	\$	625
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Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-4200
Line Item Description	Freight & Postage

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

Total Cost	\$	75
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-4300
Line Item Description	Utility Services

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

Total Cost	\$ 247,505
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Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-4400
Line Item Description	Rentals and Leases

Item	Description	Justification	Estimated Cost
1	Equipment Rentals	Tractor, Stump Grinder Or Other Emergency Equipment	3,000
2	12 Months At \$35 Month	Small Copier	420
3	Annual Maintenance	Amphitheater Roof Cleaning Lift	2,500

Total Cost	\$ 5,920
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Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-4600
Line Item Description	Repair and Maintenance - Bldg & Equip

Total Cost	\$ 36,000
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Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-4650
Line Item Description	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	Vehical And Equipment Care Plus The Unexpected	Total Of Over 100 Different Units - Trucks, Tractors, Mowers, Utility Carts, Pull Behind Units To Hand Held Equipment	40,000
2	Inmate Vehicle	Repairs and Preventative Maintenance	1,875
3	Inmate Small Equipment	Repairs	375

Total Cost	\$ 42,250
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Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-4900
Line Item Description	Other Charges

Total Cost	\$ 500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-5200
Line Item Description	Operating Supplies

Item	Description	Justification	Estimated Cost
1	General/Janitorial Supplies	Dog Sanitation Supplies	1,800
2		Daily Cleaning Supplies For Restrooms & Operational Buildings	3,600
3		Toilet Tissue 4.5 Cases/Wk. x 52 x 45	10,500
4		Hand Soap \$52 Case x 3 Cases/Mo x 12	1,875
5		Paper Towels 3 Cases/Wk. x \$30 x 52	4,680
6		Air Fresheners For Restrooms	500
7		Restroom Cleeaning Supplies	3,000
8		Trash Can llners 3 Case/Wk. x \$38 x 52	5,930
9		Trash Cans To Replace Broken & Add More	3,000
10		Light Bulbs For NWRC Buildings	500
11	Bermuda & Bahia Sod & Seed	Sod Replacement - Heavy Field Usage	
	General Sod Replacement	Requires Greater Sod Replacement	19,000
12	Mower Blades	Mower Replacement Blades	3,800
13	Chalk Ballfields	Chalk For Ballfield Usage	
	325 x 10 pallets = \$3,250		3,250
14	Pesticides Chemicals Inhouse	Inhouse Chemical Care for Common	
	12 months x \$1,325	Grounds	15,900
15	Clay, Sand & Coquina Ballfields	Clay, Sand & Coquina For Ballfields	9,040
	General Supplies	Items From Public Services, Fire Renewal, Hand Tools, Lumber, Assorted Parts, Warehouse Tools, Small Equipment, Small Repairs & General Supplies	25,000
17	Paint Balfields	Paint for Ballfield Usages	24,000
18	Plants, Annuals Change Outs & Bag Mulch	Plant Material Replacements, Perennial Flowers, Shrubs, Ornamentals & Mulch	3,585
19	ChipCo / 230A x 100A = \$23,000	Annual Mole Cricket Control	23,000
20	Ronstar / 100 & 150 x 85A	Long Term Preemergence Control	
	425 Bags x 80 a bag = \$34,000		34,000
21	Field Compost 15 x \$1,300 = \$19,500	Field Compose	19,500
22	Turfce Conditioner	Soil Conditioner For Clay Fields	
	400 x 12 pallets = \$4,800		4,800
23	Power Equipment, Weedeater, Edger, Chain Saw, Attachments and Hedge Trimmer	Replacement Units Along With New Small Hand Equipment And Attachments	4,500
24	Uniforms, Boots & Clothing	Staff Uniform, Boots & Clothing Allowance	3,000
25	Inmate Work Squad Equipment	Miscellaneous equipment and supplies	2,780

Total Cost	\$ 230,540
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CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021

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

Item	Description	Justification

Total Cost

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-5250
Line Item Description	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
1	Tanks At Northwest Gas-7,000 Gallons x 2.50 Diesel-3,500 Gallons x 3.00	Fuel Tanks At Northwest Usage For Equipment And Events For Athletics, Recreation And Other Divisions As Needed	27,250
2	Vehicles 1500 Gallons x \$2.50	City Usage Of Vehicles	3,750
3	Inmate Vehicle	1250 gallons	3,125
4	Inmate Equipment	75 gallons	190

Total Cost	\$ 34,315
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-5400
Line Item Description	Books, Publications & Subscriptions

Item	Description	Justification	Estimated Cost
1	Sports Turf Managers Association & Central Florida Sports Turf Managers Association-Mark/Donnie	Membership For 2 Athletic Sports Turf Professionals	215
2	International Society of Arborists & Society of Municipal Arborist	Membership For Certified Arborist	280
3	Florida TurfGrass Association	Membership For 2 Staff	200
4	National Recreation & Parks	Membership	75
5	Florida Parks And Recreation	Membership For Certified Professional	160
6	Irrigation Association	Membership For 2 Athletics Irrigation Professionals	120
7	Tree City USA & Friends Of Tree City USA-Apopka	City Membership	55
8	Arboriculture, Irigation, Landscape Educational Books	Educational Training, Material, Books	220

Total Cost	\$ 1,325
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-5500
Line Item Description	Training

Item	Description	Justification	Estimated Cost
1	Florida Recreation And Parks Association Conference	Florida Recreation And Parks Professional To Maintain Certification - CEU's	250
2	Florida Arborculture & Forestry Conference	Maintain CEU's And Educational	250
3	FVMA Conference/Classes	Maintain CEU's And Educational	160
4	Turfgrass Programs/Classes	Maintain CEU's And Educational	275
5	Pesticide Programs/Classes	Maintain CEU's And Educational	125
6	Irrigation Programs/Classes	Maintain CEU's And Educational	200
7	Arbor/FRPA Certification	Professional Certification	150
8	Pesticide Renewals	Professional Certifications	200
9	Irrigation Renewal	Professional Certifications	50

Total Cost	\$ 1,660
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Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-6300
Line Item Description	Infrastructure

Item	Description	Justification	Estimated Cost
1	Amphitheater Painting	Paint job needed	20,000

Total Cost	\$ 20,000
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Fund	General Fund - 001
Department	Parks and Recreation, NW Complex
Line Item #	3514-572-6400
Line Item Description	Equipment & Machinery

93

CITY OF APOPKA RECREATION ATHLETICS

3612

LINE ITEM DETAIL

		2019	2020	2021	PERCENT
		ACTUAL	BUDGET	ADOPTED	CHANGE
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	387,001	466,969	396,911	-15.00%
1210	LONGEVITY PAY	-	1,656	1,524	-7.99%
1300	OTHER SALARIES AND WAGES	32,525	43,400	33,600	-22.58%
1400	OVERTIME	3,718	6,000	6,000	0.00%
1600	OTHER REIMBURSED ALLOWANCES	-	480	480	0.00%
2100	F.I.C.A.	31,640	39,666	33,546	-15.43%
2200	RETIREMENT CONTRIBUTION	69,286	82,857	74,099	-10.57%
2300	LIFE AND HEALTH INSURANCE	64,984	83,941	71,346	-15.00%
2400	WORKERS COMPENSATION	9,663	7,037	6,893	-2.04%
				-	0.00%
TOTAL		598,817	732,005	624,399	-14.70%
SUPPLIES AND OTHER SERVICES:					
3,100	PROFESSIONAL SERVICES	900	-	75,000	100.00%
3400	OTHER CONTRACTUAL SERVICES	38,052	105,478	86,834	-17.68%
4000	TRAVEL & PER DIEM	-	700	700	0.00%
4200	FREIGHT & POSTAGE	614	500	-	0.00%
4300	UTILITY SERVICES	234,549	-	-	#DIV/0!
4400	RENTALS & LEASES	5,768	2,200	2,500	0.00%
4600	REPAIR AND MAINTENANCE	27,339	66,350	63,800	-3.84%
4650	VEHICLE MAINTENANCE	4,654	9,000	7,500	-16.67%
4700	PRINTING SERVICES	5,267	17,275	-	0.00%
4800	PROMOTIONAL ADVERTISING	-	-	-	0.00%
4900	OTHER CHARGES	-	-	-	0.00%
5100	OFFICE SUPPLIES	2,440	4,250	4,750	11.76%
5200	OPERATING SUPPLIES	101,380	149,530	179,036	19.73%
5204	SCHOLARSHIPS	-	15,000	15,000	100.00%
5250	FUEL & GASOLINE	3,498	4,000	4,000	0.00%
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	1,358	960	850	-11.46%
5500	TRAINING	300	1,250	5,165	313.20%
TOTAL		426,119	376,493	445,135	18.23%
CAPITAL OUTLAY:					
6200	BUILDING	-	-	-	0.00%
6300	INFRASTRUCTURE	-	110,000	26,000	0.00%
6400	EQUIPMENT	23,265	13,000	13,000	0.00%
TOTAL		23,265	123,000	39,000	0.00%
TOTAL COST		1,048,201	1,231,498	1,108,534	-9.98%

Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-1300
Line Item Description	Other Salaries and Wages

Item	Description	Justification	Estimated Cost
1	PT Facility Attendants	80 hrs per week @ \$10.50/hr	42,640
2	PT Rangers	100 hrs per week @ \$13/hr	67,600

Total Cost	\$ 110,240
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Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-1400
Line Item Description	Overtime

Item	Description	Justification	Estimated Cost
1	OT For Coordinator, Specialist, Leaders	Tournament and Event set up, clean up, supervision	6,000

Total Cost	\$ 6,000
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Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-3100
Line Item Description	Professional Services

Item	Description	Justification	Estimated Cost
1	Park Design Consultant	Future Park Enhancements	75,000

Total Cost	\$ 75,000
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Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-3150
Line Item Description	City Attorney - Legal Fees

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-3400
Line Item Description	Other Contractual Services

Item	Description	Justification	Estimated Cost
1	Athletic Officials & Fees	Fees for game officials	
	Umpires for Softball Programs	2 umpires x 15 games per week x 40 weeks x \$25 per game	30,000
	Booking Agent Fees	\$15/team x 24 teams x 4 seasons	1,400
2	Annual USSSA Team registration fee	\$30 x 48 teams (Paid once per team per yr.)	1,440
3	Soccer League officials	U13 league 30 games @ \$86 x 2 seasons	5,160
		U12 league 30 games @ \$86 x 2 seasons	5,160
		U11 league 30 games @ \$86 x 2 seasons	5,160
		U10 league 30 games @ \$86 x 2 seasons	5,160
		U9 league 30 games @ \$86 x 2 seasons	5,160
		U8 league 30 games @ \$32 x 2 seasons	1,920
		U7 league 30 games @ \$32 x 2 seasons	1,920
	Assignor Fee for Soccer	420 games @ \$10 per game	4,200
4	Teen Volleyball League Referees	90 games @ \$40 per game	3,600
	Assignor Fee for Volleyball League	90 games @ \$5 per game	450
5	Flag Football Officials	66 games @ \$56 per game x 2 seasons	7,392
	Assignor Fee for Flag Football	132 games @ \$5 per game	660
6	Basketball referees	66 games @ \$56 per game x 2 seasons	7,392
	Assignor Fee for Basketball	132 games @ \$5 per game	660

Total Cost	\$ 86,834
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Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-4000
Line Item Description	Travel & Per Diem

Total Cost	\$ 700
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation - Athletics</u>
Line Item #	<u>3612-572-4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation - Athletics</u>
Line Item #	<u>3612-572-4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$	-
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Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-4400
Line Item Description	Rentals and Leases

Item	Description	Justification	Estimated Cost
1	NWRC Copier	Copier Contract	2,500

Total Cost	\$ 2,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation - Athletics</u>
Line Item #	<u>3612-572-4500</u>
Line Item Description	<u>Liability & Casualty Insurance</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-4600
Line Item Description	Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
1	Fire Extinguishers	Annual Check and Recharge Fee	500
2	Pavilion Repairs NWRC	Paint & Pavilion repairs	1,500
3	Paint	NW Operations Building	1,500
		Yearly Operation cost to replace bulbs.	
4	Bulbs & Ballast Replacements	Ballasts, fuses	17,500
5	Playground NWRC	Repairs & Maintenance & Parts	3,000
6	Soccer Goal Repairs	Welding etc.	3,000
7	Thorguard Lightning Detection	Annual Service & Maintenance	800
8	Thorgaurd	Replacement Parts & Sensors	1,500
9	AAC Maintenance & Repairs	Ball Field Mainteance/ New Clay	15,000
10	Musco Lighting	Annual Maintenance Contract	13,000
11	Pressure Washer parts	Repairs and replacement parts	1,000
12	Paint	AAC, NW	1,500
13	Misc. Equipment/Repairs	Minor repairs	1,000
14	Storage Improvements	Space Improvements	3,000

Total Cost	\$ 63,800
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-4650
Line Item Description	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	Vehicle maintenance & repairs	1 Truck, 3 cars, 3 Gators, 3 Toros, 2 Golf Carts - preventive maint., tires,lights,wiper blades, etc.	7,500

Total Cost	\$ 7,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-5100
Line Item Description	Office Supplies

Item	Description	Justification	Estimated Cost
1	Paper	Copy paper	1,500
2	Supplies	Office Equipment (pens, pencils, tape, scissors, staples,etc.)	750
3	Desks	3 new desks for new office at NW	2,500

Total Cost	\$ 4,750
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CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021

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

Item	Description	Justification	Estimated Cost
1	Supplies NWRC	First Aid Supplies - Band- Aids. Ice packs	800
2	Facility Signs	Signs to replace broken or worn	
		Directional Signs need to be replaced	6,000
3	Activities Adult Kickball	equipment - balls	100
		T-Shirts 20 x 2 seasons x \$16	1,280
		Trophies 1st & 2nd place x 2 seasons	175
4	Adult Softball	20 Shirts x 6 leagues x 3 seasons x \$16	5,760
		game equipment	1,500
		Trophies 1st & 2nd place x 3 seasons	1,530
5	Soccer League Equipment	Field marking Paint 50 cases x \$50	2,500
		Soccer Balls & Corner Flags	2,000
		Soccer Goals	10,000
		Zip ties & Clips for soccer nets	2,000
		soccer nets 50 x \$100	5,000
6	Soccer uniforms	100 teams x 12 kids x 2 seasons x \$17	40,800
	Sponsorship logos on uniforms	Logos to be added to each uniform jersey	4,000
		Coach T-shirts: 200 shirts x \$9 x 2 seasons	3,600
7	Soccer trophies	1st place 62 trophies x2 \$7	865
		participation trophies 800/2 seasons x \$5	8,000
		2nd Place 62 trophies x 2 \$7	865
		Team mom Plaques 88 x 2 seasons x \$6	1,200
8	Facility Grounds Supplies	Portable Mounds 3 replacements @ \$1400	4,200
		Ball field equipment (bases, screens, fence caps, fencing, anchors, etc)	7,000
9	Flag Football Equipment	Flags, Balls, etc.	500
	Flag Football Uniforms	300 uniforms @ \$30 x 2 seasons	18,000
10	trophies	1st place 3 teams x 10 kids x 2 seasons x \$7	6,120
		Participation Trophies 12 teams x 10 kids x \$5 x 2 seasons	1,200
		2nd place 3 teams x 10 kids x 2 seasons x \$7	420
11	BB, Volleyball, Tennis	Replacement Equipment	3,000
12	Basketball Uniforms	160 Uniforms @ \$18 x 2 seasons	5,760
		Coach Shirt: 40 Shirts @ \$9 x 2 seasons	720
	Basketball Trophies	160 @ \$10 x 2 seasons	3,200
	Basketball Equipment	Basketball, youth goals	2,000
13	Teen Volleyball League	1 season	
	Champion shirts	24 @ \$16	384
	2nd Place trophies	24 @ \$7	168
	Teen Volleyball Class Shirts	32 @ \$16 x 2 seasons	1,024
	Basketballs	6 basketballs x \$40	240
14	Staff Shirts and Apparel	FT, PT, Rangers	5,000
15	Rangers	Decals, Logos, Equipment	2,500
16	Bases/Pitching Rubber	Annual Replacement	3,000
17	Cones	Traffic control	1,000
18	Kiosks	Post rental information at pavilions (\$525ea)	2,625
19	Benches	Replace broken and add benches	13,000

Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-5204
Line Item Description	Scholarship

Item	Description	Justification	Estimated Cost
1	Funds for individual scholarship and to defray city event costs	Funds raised from sponsorship revenue	15,000

Total Cost	\$	15,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-5250
Line Item Description	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
1	Fuel	For Recreation Vehicles Ford F-150 Ford Focus Ford Explorer (3) Gators (3) Toros Chevy Impala (2) Golf Carts	4,000

Total Cost	\$ 4,000
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Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation - Athletics</u>
Line Item #	<u>3612-572-5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	FRPA Dues	Membership Dues for Director	160
2	CPRP Certification	Renewal	90
3	Team Sideline	Annual Fee	600

Total Cost	\$ 850
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Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-5500
Line Item Description	Training

Item	Description	Justification	Estimated Cost
1	Playground Safety Course	Needed for Playground Insepctions	600
2	FRPA Conference	Director	400
		Manager	165
3	Customer Service Training	Improve Service Standards	4,000

Total Cost	\$	5,165
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-6200
Line Item Description	Building

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-6300
Line Item Description	Infrastructure

[illegible]

Total Cost	\$ 26,000
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Fund	General Fund - 001
Department	Parks and Recreation - Athletics
Line Item #	3612-572-6400
Line Item Description	Equipment & Machinery

Item	Description	Justification	Estimated Cost
1	Toro	Our Gators are old and in very poor shape. State Contract Price (Need to retire at least one of the Gators)	13,000

Total Cost	\$ 13,000
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CITY OF APOPKA RECREATION PROGRAMS

3613

LINE ITEM DETAIL

	2019 ACTUAL	2020 BUDGET	2021 ADOPTED	PERCENT CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	280,339	252,862	285,800	13.03%
1210 LONGEVITY PAY	-	1,081	1,052	-2.65%
1300 OTHER SALARIES AND WAGES	65,336	160,180	172,120	7.45%
1400 OVERTIME	6,601	6,600	6,600	0.00%
2100 F.I.C.A.	25,851	32,185	34,845	8.26%
2200 RETIREMENT CONTRIBUTION	48,410	44,288	52,494	18.53%
2300 LIFE AND HEALTH INSURANCE	45,266	48,118	58,873	22.35%
2400 WORKERS COMPENSATION	4,855	3,615	3,430	-5.11%
			-	0.00%
TOTAL	476,658	548,928	615,215	12.08%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	11,184	6,500	6,500	0.00%
3400 CONTRACTUAL SERVICES	104,428	201,600	175,800	-12.80%
4000 TRAVEL & PER DIEM	600	855	330	100.00%
4200 FREIGHT & POSTAGE	-	1,890	900	-52.38%
4400 RENTALS & LEASES	11,575	96,930	74,810	-22.82%
4600 REPAIR AND MAINTENANCE	14,423	20,700	23,750	14.73%
4650 VEHICLE MAINTENANCE	-	1,000	1,000	0.00%
4700 PRINTING SERVICES	2,413	19,680	33,850	72.00%
4800 PROMOTIONAL ADVERTISING	8,993	34,700	49,000	41.21%
5100 OFFICE SUPPLIES		2,450	2,000	-18.37%
5200 OPERATING SUPPLIES	71,050	156,000	128,610	-17.56%
5201 APOPKA PROUD	-	212,950	217,250	2.02%
5202 SPECIAL ACTIVITIES & EVENTS	53,592			0.00%
5203 CONCERT EVENTS	93,442			
5250 FUEL & GASOLINE	1,623	850	850	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	860	1,250	830	0.00%
5500 TRAINING	688	3,250	845	-74.00%
TOTAL	374,872	760,605	716,325	-5.82%
CAPITAL OUTLAY:				
6200 BUILDING	30,003	-	-	0.00%
6300 INFRASTRUCTURE	1,400	20,000	21,200	0.00%
6400 EQUIPMENT		6,000	-	0.00%
TOTAL	31,403	26,000	21,200	0.00%
TRANSFERS:				
9150 Transfer to Grants	40,000	-	-	0.00%
TOTAL COST	922,933	1,335,533	1,352,740	1.29%

Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-1300
Line Item Description	Other Salaries

Item	Description	Justification	Estimated Cost
1	Part Time Events Staff (4)	Concerts, Special Events, Farmer's Market	15,990
2	PT Facility Attendants (3)	Weekend, Evening Rentals and Activities	23,825
3	Dance Instructors (2)	Recreational Dance Class	5,250
4	Day Camp Counselors	18 total between FCC & WP	79,200
5	Splash Pad Attendants	Daily during summer; fall & spring weekends	25,265
6	Museum	Open 20 hrs/week	10,900

Total Cost	\$ 160,430
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Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-1400
Line Item Description	Overtime

Item	Description	Justification	Estimated Cost
1	City events	Christmas Parade, Winter Wonderland, Egg Hunt, Movies, Concerts	1,800
2	Summer Camp	Counselors, FT on trips running late	1,200

Total Cost	\$ 3,000
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Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-3100
Line Item Description	Professional Services

Total Cost	\$ 6,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-3400
Line Item Description	Other Contractual Services

Item	Description	Justification	Estimated Cost
1	Fourth of July	Entertainment Sound, lighting, production Fireworks Weather insurance	15,000 15,000 20,000 2,000
2	Easter event	Face Painters and balloon twisters DJ	1,400 500
3	Halloween Event	Face Painters & Balloon Artists DJ	1,280 500
4	Tree Lighting (Winter Wonderland)	Face Painters & Balloon Artists DJ/ Carolers Santa Train	1,280 1,000 300 1,300
5	Memorial Day	Bagpiper Dove release DJ Flowers	300 300 450 190
6	Veteran's Day	Band and production, DJ, bag pipes	15,000
7	KLNP Event Lighting	Year Round Tree/Gazebo Lights	30,000
8	Holiday Decorations	KLNP, City Hall, Street Lights	70,000
Total Cost			\$ 175,800

Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-4000
Line Item Description	Travel & Per Diem

Item	Description	Justification
1	Travel for conferences, training	GSA Rates, Parking

Total Cost

Estimated Cost

330

\$ 330

Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-4200
Line Item Description	Freight & Postage

[illegible]

Total Cost	\$ 900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-4400
Line Item Description	Rentals and Leases

Item	Description	Justification	Estimated Cost
1	Movie licensing fees	6 movies @ \$485 each	2,910
2	Bounce House Rentals	City Events	6,500
3	4th of July	Light towers	3,000
		tent, tables, chairs	1,000
		traffic cones/barricades	3,500
		generators	3,000
		Kids Zone	4,000
4	Halloween Event	Games	2,000
		Light towers	3,000
		tents	5,000
5	Tree Lighting (Winter Wonderland)	Face painting & Balloon twisting	3,000
		Light towers	3,000
		Stage and lighting	4,000
		Train	3,000
		Snow	7,000
		tents, bounce houses, light towers, stage,	
7	Veteran's Day	generators, etc	5,000
8	Port-o-Lets	Parks and Community Garden, Events	8,000
9	Copier	Contract	1,900
10	Farmers Market	lights, generators	6,000
Total Cost			\$ 74,810

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-4600
Line Item Description	Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
1	FCC Floor Clean, Strip, Wax	Regular Maintenance	2,500
2	FCC Room Divider	Regular Cleaning	1,500
3	FCC Door Mats	Regular Maintenance, Replacement	500
4	FCC Repairs	Miscellaneous Maintenance	1,300
5	FCC Auto Flush Valves	Replacement	750
6	BDCC Repairs	Miscellaneous Maintenance	2,000
7	Playground Repairs	Miscellaneous Maintenance	3,300
8	Playground Mulch	Replacement Mulch, Regular Maintenance	10,000
9	Small Tools	Tools for Minor Repairs	500
10	FCC Replacement Blinds	Broken Blinds	500
11	Paint	Repairs, Touch Up	700
12	BDCC Office Blinds	Install Privacy Blinds	200

Total Cost	\$ 23,750
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Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-4650
Line Item Description	Vehicle Maintenance

Total Cost	\$ 1,000
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CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021

Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-4700
Line Item Description	Printing Services

Item	Description	Justification	Estimated Cost
1	Advertising Banners	Events and Activities	2,100
2	Sponsor Banners	Sponsor Displays	14,500
3	Table Cloth	Event Display Table Cloth	150
4	4th of July	Posters & flyers	1,000
		Wrist bands	500
		Banners	2,400
5	Symphony	Banners	2,000
6	Easter event	banners and new age sings	2,400
7	Public safety day	Posters & flyers	400
8	Halloween event	Banners	1,200
9	Tribute Bands	Banners	2,400
10	Veteran's Day	Banners	1,200
11	Farmers Markets	Banners, posters	1,200
12	Events	"A" Frame Signs	1,200
13	Events	Card Mailers	1,200

Total Cost	\$ 33,850
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Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-4800
Line Item Description	Promotional Advertising

Item	Description	Justification	Estimated Cost
1	General Marketing	Marketing Firm	5,000
2	Target Marketing	Events, Activities	4,000
3	Radio Ads	Events, Activities	10,000
4	Facebook Ads	Events, Activities	5,000
5	Newspaper Ads	Events, Activities	7,000
6	Promotional Items	City Events	3,500
7	Miscellaneous Marketing	Billboards, Signage, etc	14,500

Total Cost	\$ 49,000
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Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-5100
Line Item Description	Office Supplies

Item	Description	Justification	Estimated Cost
1	FCC	Paper, pens, miscellaneous	1,000
2	BDCC	Paper, pens, miscellaneous	1,000

Total Cost	\$ 2,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-5200
Line Item Description	Operating Supplies

Item	Description	Justification	Estimated Cost
1	Sr Health Fair	paper goods, refreshments table cloths	200
2	Sr Holiday Lunches	Thanksgiving, Christmas	400
3	Memorial Day	Refreshments	100
4	Sr Trips	6 Trips	3,600
5	Winter Wonderland	snow machines & decorations	1,200
6	After School Supplies	crayons, books, games, snacks, etc.	2,900
7	Halloween Event	decorations, prizes, trophies, etc.	1,700
8	Dance Program	T-Shirts, Props	1,300
9	Easter Egg Hunt	Eggs, supplies, prizes, costume	3,400
	First Aid Supplies	Miscellaneous	500
10	Summer Camp (FCC & WP)	T-shirts & Supplies	7,410
		Camp Trip Fees	48,500
11	Fourth of July	Parking Services, Supplies	3,000
	Music License Fee (ASCAP)	Annual Copyright Fee	500
12	Splash Pad Chemicals	Maintenance	10,000
13	White Resin chairs for VIP events	Foliage, 9/11, Vet's Day, Mem. Day, etc.	2,000
14	Facility Signs	FCC, KLNP, WP, Buchan, Dog Park, etc.	3,000
15	Sr Exercise Class	Classes at FCC and BDCC	12,000
16	Staff event tees	Event shirts to be worn by city staff	1,000
17	Employee Uniforms	Staff apparell	2,500
18	Sr Program Supplies	Coffee/Tea, Paper Goods, Movie Rent, etc.	4,000
19	Veteran's Day	supplies, flags, concessions, speaker	750
20	Williams Park Athletic Leagues	Officials, Uniforms, Supplies (BB, FB)	10,000
21	Farmers Market	sound, fencing, trash bags, misc.	3,000
22	Vacation Camps	Field Trips	2,250
23	Event equipment storage	Storage Shelves	1,000
24	Steel Barricades	Crowd Control	2,400

Total Cost	(Next Page)	\$	128,610
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-2021**

Fund	<u>General Fund - 001</u>
Department	<u>Parks and Recreation - Events & Activities</u>
Line Item #	<u>3613-572-5201</u>
Line Item Description	<u>Entertainment Series</u>

Item	Description	Justification	Estimated Cost
1	Concert Series	30 concerts	60,000
2	Tribute Bands	2 bands	55,000
3	Comedy Show		20,000
4	Orlando Philharmonic Orchestra	2 times per year	50,000
5	Hometown Concert		5,000
6	Kids activities & Inflatables	face painting, balloon twisting	3,000
7	Security	varies by event	2,250
8	Tents	10x10 for sponsors or artists	2,000
9	Weather Insurance	Orchestra & tribute bands	4,000
10	Event branding	website/logo design & print	2,000
11	Generators & light towers		7,000
12	Event Banners		3,000
13	Parking Services		4,000

Total Cost	\$ 217,250
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Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-5250
Line Item Description	Fuel and Gasoline

Total Cost	\$ 850
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Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-5400
Line Item Description	Books, Publications & Subscriptions

Item	Description	Justification	Estimated Cost
1	FRPA Member Dues	Recreation Supervisor - BDCC	160
		Recreation Supervisor - FCC	160
		Events Supervisor	160
2	FL Festival & Events Assoc	Events Supervisor	250
3	Certifications	Events Supervisor	100

Total Cost	\$ 830
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Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-5500
Line Item Description	Training

Item	Description	Justification	Estimated Cost
1	FRPA Conference	Events Supervisor	165
		Recreation Supervisor - BDCC	165
		Recreation Supervisor - FCC	165
2	CPO	Splash Pad	350

Total Cost	\$ 845
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Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-6300
Line Item Description	Infrastructure

Item	Description	Justification	Estimated Cost
1	Amphitheatre Backstage Furniture	Replace Worn Furniture	3,000
2	Bleachers, Benches at WP	Replacement - broken	4,200
3	Moon Lights	2 - For Events	12,000
4	FCC Entertainment System	Replace DVD, Projector, Speakers	2,000

Total Cost	\$ 21,200
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Fund	General Fund - 001
Department	Parks and Recreation - Events & Activities
Line Item #	3613-572-6400
Line Item Description	Equipment & Machinery

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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CITY OF AOPKA PARK RANGERS

2245

LINE ITEM DETAIL

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ADOPTED</u>	<u>CHANGE</u>
PERSONNEL COSTS:				
1200 SALARIES & WAGES	13,382	-	-	0.00%
1210 LONGEVITY PAY	-	-	-	0.00%
1300 OTHER SALARIES AND WAGES	25,244	67,600	67,600	0.00%
1400 OVERTIME	-	-	-	#DIV/0!
2100 F.I.C.A.	2,955	5,171	5,171	0.00%
2200 RETIREMENT CONTRIBUTION	-	-	-	0.00%
2300 HEALTH AND LIFE INSURANCE	-	-	-	0.00%
2400 WORKERS COMPENSATION	829	656	656	0.00%
TOTAL	42,410	73,427	73,427	0.00%
SUPPLIES AND OTHER SERVICES:				
4500 LIABILITY & CASUALTY INSURANCE		-	-	0.00%
5200 OPERATING SUPPLIES	108	2,500	2,500	0.00%
TOTAL	108	2,500	2,500	0.00%
CAPITAL OUTLAY:				
6400 EQUIPMENT	-	-	-	0.00%
TOTAL	-	-	-	0.00%
TOTAL COST	42,518	75,927	75,927	0.00%

Budget Requests (Wish List)

Department

Parks and Recreation

Division

3514 - NW Complex

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		
TRAVEL & PER DIEM		
COMMUNICATION SERVICES		
FREIGHT & POSTAGE		
RENTALS & LEASES		
LIABILITY & CASUALTY INSURANCE		
REPAIR & MAINT - BLDG & EQUIP		
VEHICLE MAINTENANCE		
PRINTING SERVICES		
PROMOTIONAL ADVERTISING		
PUBLIC RELATIONS		
LEGAL ADVERTISING		
OPERATING SUPPLIES		
FUEL & GASOLINE		
BOOKS,PUBS,SUBS & MEMBSHP		
TRAINING		
OPERATING EXPENSES		0
CAPITAL - BUILDING	Pole Barn at NW	175,000
CAPITAL - EQUIPMENT	Replace Dump Truck (\$60k); Replace Pick-up (\$40k)	100,000
CAPITAL OUTLAY		275000
TOTAL		275000

Budget Requests (Wish List)

Department

Parks and Recreation

Division

3612 - Athletics

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		
TRAVEL & PER DIEM		
COMMUNICATION SERVICES		
FREIGHT & POSTAGE		
RENTALS & LEASES		
LIABILITY & CASUALTY INSURANCE		
REPAIR & MAINT - BLDG & EQUIP		
VEHICLE MAINTENANCE		
PRINTING SERVICES		
PROMOTIONAL ADVERTISING		
PUBLIC RELATIONS		
LEGAL ADVERTISING		
OPERATING SUPPLIES		
FUEL & GASOLINE		
BOOKS,PUBS,SUBS & MEMBSHP		
TRAINING		
OPERATING EXPENSES		0
CAPITAL - BUILDING		
CAPITAL - EQUIPMENT	NW Water Fountain Replacement (water bottle filling stations)	20,000
CAPITAL OUTLAY		20000
TOTAL		20000

Budget Requests (Wish List)

Department

Parks and Recreation

Division

3613 - Events & Activities

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		
TRAVEL & PER DIEM		
COMMUNICATION SERVICES		
FREIGHT & POSTAGE		
RENTALS & LEASES		
LIABILITY & CASUALTY INSURANCE		
REPAIR & MAINT - BLDG & EQUIP		
VEHICLE MAINTENANCE		
PRINTING SERVICES		
PROMOTIONAL ADVERTISING		
PUBLIC RELATIONS		
LEGAL ADVERTISING		
OPERATING SUPPLIES		
FUEL & GASOLINE		
BOOKS,PUBS,SUBS & MEMBSHP		
TRAINING		
OPERATING EXPENSES		0
CAPITAL - BUILDING	Amphitheater House Production (not including house lights)	70,000
CAPITAL - EQUIPMENT		
CAPITAL OUTLAY		70000
TOTAL		70000

CITY OF APOPKA LEGAL AND RISK SERVICES

1015

LINE ITEM DETAIL

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ADOPTED</u>	<u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	88,800	193,707	200,754	3.64%
1210 LONGEVITY PAY	-	424	449	5.80%
1400 OVERTIME	-	-	-	
1600 OTHER REIMBURSED ALLOWANCES	1,800	2,400	2,400	0.00%
2100 F.I.C.A.	6,522	15,035	15,576	3.60%
2200 RETIREMENT CONTRIBUTION	17,177	34,275	37,259	8.71%
2300 LIFE & HEALTH INSURANCE	6,696	21,461	22,185	3.37%
2400 WORKERS COMPENSATION	28	9,794	10,176	3.90%
TOTAL	121,023	277,096	288,799	4.22%
SUPPLIES AND SERVICES:				
3100 PROFESSIONAL SERVICES	120,158	150,025	171,175	
3400 OTHER CONTRACTUAL SERVICES	-	8,000	8,500	0.00%
4000 TRAVEL & PER DIEM	808	3,000	3,000	0.00%
4100 COMMUNICATION SERVICES	-	-	-	0.00%
4200 FREIGHT & POSTAGE	8	750	750	0.00%
4400 RENTALS & LEASES	-	1,050	1,050	0.00%
4500 LIABILITY & CASUALTY INSURANCE	-	1,296,550	1,722,495	0.00%
4600 REPAIR & MAINT - BLDG & EQUIP	-	150	150	0.00%
4700 PRINTING SERVICES	-	40	40	0.00%
4900 OTHER CHARGES	3,271	10,500	10,225	0.00%
5100 OFFICE SUPPLIES	-	1,000	1,000	0.00%
5200 OPERATING SUPPLIES	-	800	800	0.00%
5250 FUEL & GASOLINE	-	9,900	10,095	0.00%
5400 BOOKS,PUBS,SUBS & MEMBSHP	5,848	2,000	2,000	0.00%
5500 TRAINING	1,100	-		#DIV/0!
TOTAL	131,192	1,483,765	1,931,280	30.16%
CAPITAL OUTLAY:				
6200 BUILDING				
6400 CAPITAL EQUIPMENT		-	-	0.00%
TOTAL	-	-	-	0.00%
TOTAL COST	252,215	1,760,861	2,220,079	26.08%

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

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

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	Post-exposure services	employee post-exposure services and surveillance	5,000	5,000	0	
2	Insurance agent/broker consulting and service fees	support to ensure appropriate policies are in effect, provide assistance with claims, ensure compliance with applicable regulations	25,000	35,000	10,000	This figure is pending our deal with the Health side brokerage.
3	Necessary services-Urgent/Walk In (when clinic not available)	Post-accident drug, etc.	500	500	0	No Change
4	PD Advisor	Contract/Litigation	85,000	95,000	10,000	No 3% increase on contract /fixed litigation/appearances costs. Wrapped litigation and limited forfeiture proceeding fees into a \$10,000 yearly fee rather than being billed for these additional services by the hour.
5	Code Enforcement Hearing Officer		15,425	15,425	0	
6	Labor Attorney		5,000	5,000	0	
7	Public Defender		5,000	5,000	0	
8	Outside Expert Counsel		5,000	5,000	0	
9	Random Drug Testing	CDL Holders and Public Safety (\$15 each)	3,750	3,750	0	This cost is for both CDL Holders and Public Safety.
10	DOT / SAP Return to Duty Process	Substance Abuse Professional for CDL drivers who test positive for drugs or alcohol	0	1,500	1,500	\$750 X 2 Cases

Total Cost	149,675	171,175
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CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20

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

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	SuperVision	MVR Monitoring and Fleet Driver Management (online system)	8,000	8,500	500	Increase of employees and monthly MVR's

Total Cost	8,000	
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8,500

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

[illegible]

145

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

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	Misc mailings	including certified letters	750	750	0	

146

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

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

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	Printer/Copier/Scanner lease/maint	Lanier Copier (split fees with HR)	1,050	1,050	0	

Total Cost	1,050	1,050
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CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20

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

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	Various Policies	liability, casualty, property, E&O, fiduciary, pollution, etc				
	Public Risk Management	Property	312,400	578,570	266,170	Added \$190K for the WWTP X 17.5% increase
	Public Risk Management	Liability	411,000	452,100	41,100	Increased by 10%
	A J Gallagher	Accident	7,000	8,085	1,085	Underbudgeted 2019-20. \$7700 X 5% increase
	A J Gallagher	Public Officials Bond	750	750	0	
	A J Gallagher	Environmental Liability	12,400	12,100	-300	Year 2 of 3 year policy
	A J Gallagher	Fiduciary Liability	7,800	8,190	390	Increase by 5%
	A J Gallagher	Crime Policy Premium-incl w/PRM liability	15,000	15,750	750	Increase by 5% (will need to budget if not covered in policy)
	A J Gallagher	Boiler and Machinery-incl w/PRM liability	20,000	20,000	0	Will need to budget if not covered in policy
	A J Gallagher	Storage Tank Liability (new tanks added)	5,500	5,775	275	Increase by 5%
	A J Gallagher	Firefighter Cancer Policy	0	16,240	16,240	Not budgeted 2019-20
	Alexander Aviation	Airport Liability	2,900	3,542	642	Underbudgeted 2019-20. \$3372 X 5% increase
	A J Gallagher	Drone Insurance	1,800	0	-1,800	Underbudgeted 2019-20. \$2829. New policy expires 10/1/21
2	Deductibles	incl all policies (P&C and WC)	500,000	600,000	100,000	Increased by \$100,000 to cover older sidewalk claims. We may not need this.

Total Cost	1,296,550	1,721,102
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NOTES: Anticipated increases: Property increase calculated at 17.5% - current property market hasn't improved in 2020 and we are seeing anywhere from a +10% - +25% increase on Florida property due to poor loss experience across the industry; Liability increased by 10%. Increased Airport by 15%. Increased other lines by 5%; We are in year two of a three year policy for Environmental; Crime and Boiler and Machinery were previously included within the PRM policy at no extra cost; Deductibles have increased as we have several outstanding sidewalk claims and to account for other open claims.

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

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	Misc Small Repairs	Paint, door locks, etc.	150	150	0	

150

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

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

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	Business Cards	1 employee X \$50 Each	40	50	10	

Total Cost	40
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50

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

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

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	Litigation Expenses	Suits, etc.	10,000	10,000	0	
2	Drug & Alcohol Clearinghouse (DOT)	Clearinghouse Pre-Employment and Annual Query Fees through the Federal Motor Carrier Safety Administration	500	225	-275	Queries are \$1.25 each (run annually and for new CDL hires)

Total Cost	\$ 10,500	10,225
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CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20

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

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	Office Supplies	Necessary to maintain operations Pens, paper, toner, file folders, redaction tape, notepads, etc.	1,000	1,000	0	

Total Cost	1,000	
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Fund	General Fund - 001
Department	Legal Services 1015-514
Line Item #	5200
Line Item Description	Operating Supplies

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	Lanier Copier Overages	Copy Overages (Split with HR)	800	800	0	

153

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

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

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	PRIMA Membership	Public Risk Management Association	400	400	0	
2	West Law	Subscription	6,500	6,695	195	Increase yearly subscription by 3%
3	2021 Florida Statutes	Hardbound Book		300	300	New Budgeted Item
4	Research Resources	Other necessary research resources	3,000	500	-2,500	
5	Orlando Sentinel Digital Subscription	Subscription	0	110	110	New Budgeted Item

Total Cost	9,900	8,005	-1,895
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CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20

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

Item	Description	Justification	Projected 2019-20	Updated 2020-21	Change Amount	Reason
1	Certifications and/or Training	Florida Municipal Attorney Association	1,000	1,000	0	\$30 X 10 Employees (New Item)
2	Certifications and/or Training	City, County, and Local Government Section of Florida Bar	1,000	1,000	0	
3	Substance Abuse Supervisor Training	To satisfy requirements from FMCSA Drug and Alcohol Clearinghouse	0	300	300	

Total Cost	2,000	2,300
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CITY OF APOPKA HUMAN RESOURCES

1170

LINE ITEM DETAIL

		2019	2020	2021	PERCENT
		ACTUAL	BUDGET	ADOPTED	CHANGE
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	213,241	178,188	220,363	23.67%
1210	LONGEVITY PAY	-	175	248	41.89%
1400	OVERTIME	45	-	-	0.00%
1600	OTHER REIMBURSED ALLOWANCES	-	-	480	0.00%
2100	F.I.C.A.	15,904	13,645	16,913	23.96%
2200	RETIREMENT CONTRIBUTION	35,051	31,107	40,460	30.07%
2300	LIFE AND HEALTH INSURANCE	37,247	41,877	46,302	10.57%
2400	WORKERS COMPENSATION	161	89	111	23.96%
2500	UNEMPLOYMENT COMPENSATION	8,175	15,000	15,000	0.00%
TOTAL		309,825	280,080	339,876	21.35%
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	86,128	30,200	40,000	32.45%
3400	OTHER CONTRACTUAL SERVICES	107,421	77,225	72,225	-6.47%
4000	TRAVEL & PER DIEM	14	1,500	2,700	80.00%
4200	FREIGHT & POSTAGE	265	500	500	0.00%
4400	RENTALS & LEASES	2,073	1,050	1,050	0.00%
4500	LIABILITY INSURANCE	1,224,025	-	-	#DIV/0!
4600	REPAIR AND MAINTENANCE	-	-	5,000	0.00%
4700	PRINTING AND BINDING	-	60	100	0.00%
4900	OTHER CHARGES AND OBLIGATIONS	4,294	1,000	1,000	0.00%
5100	OFFICE SUPPLIES	1,194	1,000	2,000	100.00%
5200	OPERATING SUPPLIES	3,146	10,700	9,700	-9.35%
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	-	-	555	#DIV/0!
5500	TRAINING	-	21,000	2,000	-90.48%
TOTAL		1,428,559	144,235	136,830	-5.13%
CAPITAL OUTLAY:					
6200	BUILDING	-	-	-	0.00%
6400	EQUIPMENT	-	-	-	0.00%
6800	INTANGIBLES	-	-	-	0.00%
TOTAL		-	-	-	0.00%
TOTAL COST		1,738,384	424,315	476,706	12.35%

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Projected 2020-21
1	Insurance agent/broker consulting and service fees	support to ensure appropriate policies are in effect, provide assistance with claims, ensure compliance with applicable regulations	40,000

Total Cost	40,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Projected 2020-21
1	Fingerprint checks for City New Hires	Staffing to fill open positions (\$37.25 each)	3,725
3	HR Policy Handbook	Revision of policy handbook	10,000
4	Apopka Youth Works	Summer youth work program	35,000
5	Explain My Benefits	Online benefit services and ACA 1094-C and 1095-C form filing	23,500
	Apopka Youth Works is Finance, correct?		

Total Cost	72,225
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Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	4000	
Line Item Description	Travel & Per Diem	

Item	Description	Justification	Projected 2019-20
1	Annual FPHRA Conference	Annual meeting/education provided by Florida Public Human Resources Assn	1,500
	HR Florida State Council	Annual meeting/training	1,200

Total Cost	2,700
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Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	4200	
Line Item Description	Freight & Postage	

Item	Description	Justification	Projected 2019-20
1	Misc mailings		500

Total Cost	500
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Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	4400	
Line Item Description	Rentals and Leases	

Total Cost	1,050
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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

Item	Description	Justification	Projected 2019-20
		Move to Legal	
Total Cost			0

Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	4600	
Line Item Description	Repair and Maintenance - Bldg & Equip	

Item	Description	Justification	Projected 2019-20
# 1	Office Make-over	Office has wallpaper from the 70/80's; paint; carpet cleaning;	5,000

Total Cost	5,000
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Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	4700	
Line Item Description	Printing Services	

Item	Description	Justification	Projected 2019-20
# 1	Business Cards	HRS II, Benefits Specialist, Director	100

Total Cost	100
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Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	4900	
Line Item Description	Other Current Charges	

Total Cost	\$ 1,000
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166

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

Total Cost	2,000
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Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	5200	
Line Item Description	Operating Supplies	

Total Cost	9,700
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Fund	<i>General Fund - 001</i>
Department	<i>Human Resources 1170-513</i>
Line Item #	<i>5400</i>
Line Item Description	<i>Books, Publications & Subscriptions</i>

Item	Description	Justification	Projected 2019-20
1	FPHRA (Florida Public Human Resources Association)	Membership to support local government HR policies/laws.	135
2	Society for Human Resources Mgt	Membership	420

Total Cost	555
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Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	5500	
Line Item Description	Training	

Total Cost	2,000
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CITY OF APOPKA
FINANCE
1120

LINE ITEM DETAIL

	2019	2020	2021	PERCENT
	ACTUAL	BUDGET	ADOPTED	CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	496,606	515,723	525,386	1.87%
1210 LONGEVITY PAY	-	785	981	24.86%
1400 OVERTIME	4,641	-	-	0.00%
1600 OTHER REIMBURSED ALLOWANCES	526	480	480	0.00%
2100 F.I.C.A.	36,338	39,550	40,304	1.91%
2200 RETIREMENT CONTRIBUTION	91,531	90,163	96,413	6.93%
2300 LIFE AND HEALTH INSURANCE	89,431	98,906	102,796	3.93%
2400 WORKERS COMPENSATION	403	258	263	1.91%
TOTAL	719,476	745,865	766,622	2.78%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	7,979	94,200	83,785	-11.06%
3200 AUDIT SERVICES	51,000	60,000	65,000	8.33%
3400 OTHER CONTRACTUAL SERVICES	34,414	20,000	55,500	177.50%
STIF - PAYMENT	127,912	137,925	137,925	0.00%
4000 TRAVEL & PER DIEM	1,904	7,155	4,378	-38.81%
4100 COMMUNICATION	-	-	-	0.00%
4200 FREIGHT & POSTAGE	2,977	2,600	3,000	15.38%
4400 RENTAL & LEASES	3,371	3,600	4,800	33.33%
4600 REPAIR AND MAINTENANCE	-	-	-	0.00%
4650 VEHICLE MAINTENANCE	-	-	-	0.00%
4700 PRINTING SERVICES	1,125	2,750	3,000	9.09%
4900 OTHER CHARGES	-	-	-	0.00%
4902 LEGAL ADVERTISING	1,844	1,400	1,900	35.71%
5100 OFFICE SUPPLIES	3,408	4,740	5,100	7.59%
5200 OPERATING SUPPLIES	2,708	5,500	5,500	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	6,747	6,865	6,710	-2.26%
5500 TRAINING	1,160	7,085	5,555	-21.59%
TOTAL	246,548	353,820	382,153	8.01%
CAPITAL OUTLAY:				
6200 BUILDING	3,330	-	-	0.00%
6300 CAPITAL - INFRASTRUCTURE	4,150	-	-	0.00%
6800 INTANGIBLES	-	-	-	0.00%
TOTAL	7,480	-	-	0.00%
TOTAL COST	973,504	1,099,685	1,148,775	4.46%

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

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

Item	Description	Justification	Estimated Cost
	<i>Financial Advisor Stipend</i>	<i>Hilltop Securities (1200 x4) + (Travel Expenses)</i>	<i>5,500</i>
	<i>Investment Consultant Advisor</i>	<i>Ability to have a more sound investment program</i>	<i>25,000</i>
	<i>Distinguished Budget Presentation Award</i>	<i>Application Fee for Award</i>	<i>675</i>
	<i>Certificate of Achievement for Excellence in Financial Reporting</i>	<i>Application Fee for Award</i>	<i>610</i>
	<i>GASB 75 Actuarial Study</i>		<i>8,000</i>
	<i>Bond Council</i>	<i>Anticipation of Issuing Bond for Public Safety Complex</i>	<i>5,000</i>
	<i>Purchasing Contractor</i>	<i>Assistance for Purchasing Administrator (\$750 per week)</i>	<i>39,000</i>

Total Cost	\$ 83,785
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Fund	General Fund - 001
Department	Finance Dept 1120-513
Line Item #	3200
Line Item Description	Audit Services

Total Cost	\$ 65,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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

Item	Description	Justification	Estimated Cost
	Merchant Services Fees	Estimated at \$1540 per month plus the expansion of EMS with new billing accepting credit cards.	20,500
	Apopka Youth Works (AYW)	Career Source Program <i>Moved from HR</i>	35,000

Total Cost	\$ 55,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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

Item	Description	Justification	Estimated Cost
1	Annual Conference - Florida Govt Financial Officers Assoc (FGFOA) Boca Raton, FL GSA Rates \$14, \$16, \$26	Per Diem(1 * 176) Lodging/Hotel (1* \$1000)	176 1,000
2	Conference - Govt Financial Officers Association (GFOA) Chicago, IL GSA Rates \$18, \$19, \$34	Per Diem (1*14) Lodging/Hotel (1* \$1300) Air Fare	314 1,300 350
3	SOGF - Florida Govt Finance Officers Association Fort Myers, FL <i>Eliminated travel other than pertaining to my FGFOA since I am the State Chapter President.</i>	Per Diem(1 * 238) Lodging/Hotel (1* \$1000)	238 1,000

Total Cost \$ **4,378**

FGFOA 2021 - Boca Raton, FL

Date	Breakfast	Lunch	Dinner	Total	
06/11/21	0	0	26	26	200
06/12/21	0	0	26	26	200
06/13/21	14	16	26	56	200
06/14/21	14	0	0	14	200
06/15/21	14	0	26	40	200
06/16/21	14	0	0	14	
	56	16	104	176	1000

GFOA 2021 - Chicago, IL

Date	Breakfast	Lunch	Dinner	Total	
06/26/20	0	0	34	34	250
06/27/20	18	18	34	70	250
06/28/20	18	18	34	70	250
06/29/20	18	18	34	70	250
06/30/20	18	18	34	70	250
	72	72	170	314	1250

SOGF 2020 - Ft. Myers, FL

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

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

Total Cost	\$ 3,000
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Fund	General Fund - 001
Department	Finance Dept 1120-513
Line Item #	4400
Line Item Description	Rentals and Leases

Total Cost	\$ 4,800
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CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20

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

Item	Description	Justification	Estimated Cost
	Printing of CAFR Books		350
	Printing of Budget Books		500
	Accounts Payable & Payroll Checks		600
	Grants		250
	W2		400
	Envelope		650
	Business Cards	Staff	250

Total Cost	\$ 3,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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

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

Total Cost	\$ 1,900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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

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

Total Cost	\$ 5,100
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Fund	General Fund - 001
Department	Finance Dept 1120-513
Line Item #	5200
Line Item Description	Operating Supplies

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

Total Cost	\$ 5,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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

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

Total Cost	\$ 6,710
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2019-20**

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

Item	Description	Justification	Estimated Cost
1	FGFOA Conference	Annual Conference (1 @ \$365)	365
2	Continuing Education - CPA/CGFO	CPEs required for professional certifications	800
3	GFOA National Conference	CPEs required for CGFO	600
4	FGFOA SOGF	CPEs required for CGFO	400
5	Purchasing		
	NIGP - Seminar Training	Policy Development	745
	NIGP - Seminar Training	Policy Development	745
	NIGP - Online Webinars	Policy Development	600
	All Purchasing training above towards CPPB certification.		
	Protests	Policy Development	50
6	Grants	Required Training	750
7	Edmunds Training	Various	500
	Left Training in for staff but it would either need to be local or online where registration would be the only fee.		

Total Cost	\$ 5,555
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Budget Requests (Wish List)

Department
Division

Enter department here
1120 - Finance

ACCOUNT DESCRIPTION	DESCRIPTION/JUSTIFICATION	AMOUNT
REG. SALARIES & WAGES	Budget Analyst & Fixed Assets Accountant II	\$ 110,204.00
LONGEVITY PAY		
PROFICENCY PAY		
OTHER SALARIES & WAGES		\$ 49,429.00
OVERTIME		
SPECIAL PAY		
SALARIES & WAGES		\$ 159,633.00
PROFESSIONAL SERVICES		
OTHER CONTRACTUAL SERVICES		
TRAVEL & PER DIEM		
COMMUNICATION SERVICES		
FREIGHT & POSTAGE		
RENTALS & LEASES		
LIABILITY & CASUALTY INSURANCE		
REPAIR & MAINT - BLDG & EQUIP		
VEHICLE MAINTENANCE		
PRINTING SERVICES		
PROMOTIONAL ADVERTISING		
PUBLIC RELATIONS		
LEGAL ADVERTISING		
OPERATING SUPPLIES		
FUEL & GASOLINE		
BOOKS,PUBS,SUBS & MEMBSHP		
TRAINING		
OPERATING EXPENSES		\$ -
CAPITAL - BUILDING		
CAPITAL - EQUIPMENT		
CAPITAL OUTLAY		\$ -
TOTAL		\$ 159,633.00

CITY OF AOPKA UTILITY BILLING

401 - 3161

LINE ITEM DETAIL

	2019 ACTUAL	2020 BUDGET	2021 ADOPTED	PERCENT CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	293,047	311,985	305,025	-2.23%
1230 LONGEVITY PAY	-	1,154	919	-20.34%
1400 OVERTIME	-	-	-	0.00%
2100 F.I.C.A.	21,495	23,955	23,405	-2.30%
2200 RETIREMENT CONTRIBUTION	53,390	54,611	55,988	2.52%
2300 LIFE AND HEALTH INSURANCE	74,660	81,421	94,016	15.47%
2400 WORKERS COMPENSATION	213	157	153	-2.30%
2600 OTHER POST EMPLOYMENT BENEFITS	-	-	-	0.00%
2610 PENSION ADJUSTMENT	-	-	-	0.00%
TOTAL	442,806	473,284	479,506	1.31%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	-	-
3400 OTHER CONTRACTUAL SERVICES	211,825	225,000	248,000	10.22%
4200 FREIGHT & POSTAGE	122,946	159,000	166,750	4.87%
4300 UTILITY SERVICES	-	1,500	-	0.00%
4400 RENTALS AND LEASES	1,396	-	2,400	0.00%
4600 REPAIR AND MAINTENANCE	40,796	54,580	54,480	-0.18%
4650 VEHICLE MAINTENANCE	652	1,200	850	-
4700 PRINTING AND BINDING	67,675	69,238	72,238	4.33%
4,900 OTHER CURRENT CHARGES	575	-	-	-
5100 OFFICE SUPPLIES	2,581	7,750	6,400	-17.42%
5200 OPERATING SUPPLIES	3,073	6,110	5,150	-15.71%
5250 FUEL & GASOLINE	-	-	1,100	-
5500 TRAINING	-	1,000	1,000	0.00%
TOTAL	451,521	525,378	558,368	6.28%
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	-	20,000	20,000	0.00%
6400 EQUIPMENT	-	-	-	0.00%
6,800 INTANGIBLES	16,000	-	-	0.00%
TOTAL	16,000	20,000	20,000	0.00%
TOTAL COST	910,326	1,018,662	1,057,874	3.85%

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

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

Item	Description	Justification	Estimated Cost
	First Card Merchant	Credit card fees <i>Based on last year's credit card of \$187K and current year 6 months \$97K</i>	195,000
	First Data fee for utility bill payments	Merchant Fees from customer <i>Adequate based on \$2,300 per month</i>	28,000
	Collection Company Expense	<i>Merely an estimate need to implement an actual collection program. Used to have 3rd party vendor and this is a requirement for the bond covenants and audit. Last collection company used</i>	25,000

Total Cost	\$ 248,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Billing 3161-533</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 AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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

Item	Description	Justification	Estimated Cost
	POSTAGE	Water bills (300,000 x .50/ea) Based on 6 months at \$78K	156,000
	POSTAGE-post card	Mid month notices (15,000 x .35/ea)	5,250
	POSTAGE	Customer refunds, etc.	1,500
	POSTAGE	Miscellaneous letters & Daily Office Postage	4,000

Total Cost	\$ 166,750
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Fund	Water & Wastewater Fund - 401
Department	Utility Billing 3161-533
Line Item #	4400
Line Item Description	Rentals & Leases

Total Cost	\$ 2,400
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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

Item	Description	Justification	Estimated Cost
	Fire Extinguishers	Annual maintenance	100
	Service Calls	For mail machine	1,000
	Sensus Analytics	Annual Maintenance	17,000
	Sensus Analytics	Contract has 3% increase annually RNI Maintenace	21,000
	Sensus	Contract has 3% increase annually Basestation Extended Warranty	3,400
	Sensus Analytics	Contract has 3% increase annually Consumer Usage Portal Usage Fee	6,180
	Profit Star/Remit Plus	Currently only 250 users	
		Annual License & Hosting Fees	5,800
		Monthly Fee of \$275 per month which increased June 2020 + license fee of \$2,500.00	

Total Cost	\$	54,480
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Billing 3161-533</i>
Line Item #	<i>4650</i>
Line Item Description	<i>Repair and Maintenance - Vehicle Maintenance</i>

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

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

Item	Description	Justification	Estimated Cost
	Business cards	Information for customers	250
	Courtesy Reminder Notices	For water bills (4000 x 12 = 48,000) Window Envelopes 48,000 (.095)	4,560
	Water bill paper	For water bills (25,000 x 12 = 300,000) Window Envelopes 300,000 (.105)	31,500
	Water bill paper - Final Bills	For water bills (200 x 12 = 2,400) Window Envelopes 2,400 (.095)	228
	Printing - miscellaneous	Miscellaneous printing services Newsletters 2500 x 12 = Additional flyer inserts 50,000 (.08)	30,000 4,000
	Mid month notices	Postcards 15,000 (.080)	1,200
	Envelopes - Miscellaneous	For general correspondence and refund	500
		Entered in to a new contract with Enco in April 2019 which had increased pricing for Utility Bill Printing services.	

Total Cost	\$ 72,238
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2018-19**

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

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

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

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

Item	Description	Justification	Estimated Cost
	Meter Testing Fees	Used to test water meters as requested by customers. (Note: This fee may be charged back to customer in the event the meter is not over-registering.)	500
	General operational supplies	Monitor upgrades, wireless phone headset replacements, validator upgrades	3,500
	Record Management	Annual record disposal after RDR approval	1,000
	Safety Shoes	Safety Shoes for Meter Reader	150
Total Cost			\$ 5,150

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

Item	Description	Justification	Estimated Cost
	Vehicle Maintenance	UB Meter Reader Vehicle Maintenance <i>Fuel was being paid out of 3141 and moved to 3161 on 04/14/20</i>	1,100

Total Cost	\$ 1,100
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Fund	<i>Water & Wastewater Fund - 401</i>
Department	<i>Utility Billing 3161-533</i>
Line Item #	<i>6300</i>
Line Item Description	<i>Infrastructure</i>

Total Cost	\$ -
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Budget Requests (Wish List)

Department

Enter department here

Division

3161 - Utility Billing

ACCOUNT DESCRIPTION	DESCRIPTION/JUSTIFICATION	AMOUNT
REG. SALARIES & WAGES		
LONGEVITY PAY		
PROFICENCY PAY		
OTHER SALARIES & WAGES		
OVERTIME		
SPECIAL PAY		
SALARIES & WAGES		\$ -
PROFESSIONAL SERVICES		
OTHER CONTRACTUAL SERVICES		
TRAVEL & PER DIEM		
COMMUNICATION SERVICES		
FREIGHT & POSTAGE		
RENTALS & LEASES		
LIABILITY & CASUALTY INSURANCE		
REPAIR & MAINT - BLDG & EQUIP		
VEHICLE MAINTENANCE		
PRINTING SERVICES		
PROMOTIONAL ADVERTISING		
PUBLIC RELATIONS		
LEGAL ADVERTISING		
OPERATING SUPPLIES		
FUEL & GASOLINE		
BOOKS,PUBS,SUBS & MEMBSHP		
TRAINING		
OPERATING EXPENSES		\$ -
CAPITAL - BUILDING		
CAPITAL - EQUIPMENT		
CAPITAL - INTANGIBLES	Payments by phone or text (this is an estimated cost). Many customers call	\$ 20,000.00
CAPITAL OUTLAY		\$ 20,000.00
TOTAL		\$ 20,000.00

CITY OF APOPKA CITY CLERK

1030

LINE ITEM DETAIL

		2019	2020	2021	PERCENT
		ACTUAL	BUDGET	ADOPTED	CHANGE
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	170,633	178,062	183,814	3.23%
1210	LONGEVITY PAY	-	436	484	11.20%
1400	OVERTIME	214	-	-	0.00%
2100	F.I.C.A.	12,894	13,655	14,099	3.25%
2200	RETIREMENT CONTRIBUTION	28,789	28,355	30,815	8.67%
2300	LIFE AND HEALTH INSURANCE	17,764	17,745	18,515	4.34%
2400	WORKERS COMPENSATION	142	100	103	3.00%
TOTAL		230,436	238,353	247,830	3.98%
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	400	2,000	1,000	-50.00%
3400	OTHER CONTRACTUAL SERVICES	23,952	51,600	2,610	-94.94%
4000	TRAVEL & PER DIEM	95	1,000	1,000	0.00%
4200	FREIGHT & POSTAGE	127	500	500	0.00%
4400	RENTALS AND LEASES	2,528	2,500	2,800	12.00%
4600	REPAIR AND MAINTENANCE	2,210	2,500	2,500	0.00%
4700	PRINTING SERVICES	-	11,000	16,000	45.45%
4800	PROMOTIONAL ADVERTISING	-	-	-	0.00%
4900	OTHER CHARGES	2,242	5,000	5,000	0.00%
4902	LEGAL ADVERTISING	1,580	5,000	5,000	0.00%
5100	OFFICE SUPPLIES	1,000	1,500	1,500	0.00%
5200	OPERATING SUPPLIES	340	500	2,500	400.00%
5400	BOOKS, PUBLICATIONS & SUBSCRIPTIONS	620	800	800	0.00%
5500	TRAINING	590	1,300	1,300	0.00%
TOTAL		35,682	85,200	42,510	-50.11%
CAPITAL OUTLAY:					
6300	INFRASTRUCTURE	-	-	-	0.00%
6400	EQUIPMENT & MACHINERY	-	-	-	0.00%
TOTAL		-	-	-	0.00%
TOTAL COST		266,118	323,553	290,340	-10.27%

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

Total Cost	\$ 1,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Estimated Cost
1	State of Florida	Microfilm Storage	160
2	Code of Ordinances Online Service	Online Code; Municode NEXT; OrdBank; CodeBank; CodeBank Compare; eNotify; MuniPRO; Custom Banner Administrative Support Fee (Municode)	2,000 450

Total Cost	\$ 2,610
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Fund	<u>General Fund - 001</u>
Department	<u>City Clerk 1030-512</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & Per Diem</u>

Total Cost	\$ 1,000
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Fund	<u>General Fund - 001</u>
Department	<u>City Clerk 1030-512</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

202

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

Total Cost	\$ 500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Estimated Cost
1	Lanier C4505	Copier Lease & overage <i>NOTE: Lease expires 9/30/2021 ?? Add funds for purchase/maintenance??</i>	2,800

Total Cost	\$	2,800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$ 2,500
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Fund	<u>General Fund - 001</u>
Department	<u>City Clerk 1030-512</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

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

Total Cost	\$ 16,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$ 5,000
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Fund	<u>General Fund - 001</u>
Department	<u>City Clerk 1030-512</u>
Line Item #	<u>4902</u>
Line Item Description	<u>Legal Advertising</u>

Total Cost	\$ 5,000
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Fund	<u>General Fund - 001</u>
Department	<u>City Clerk 1030-512</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Total Cost	\$ 1,500
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Fund	<u>General Fund - 001</u>
Department	<u>City Clerk 1030-512</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Total Cost	\$ 2,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

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

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

Total Cost	\$ 1,300
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Fund	<u>General Fund - 001</u>
Department	<u>City Clerk 1030-512</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Fund	<u>General Fund - 001</u>
Department	<u>City Clerk 1030-512</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost

Total Cost	\$ -
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Budget Requests (Wish List)

Department
Division

Clerk's Office (1030)
Administration

ACCOUNT DESCRIPTION	DESCRIPTION/JUSTIFICATION	AMOUNT
REG. SALARIES & WAGES		
LONGEVITY PAY		
PROFICENCY PAY		
OTHER SALARIES & WAGES		
OVERTIME		
SPECIAL PAY		
Part-time to Full time	Records Clerk (see next sheet Personnel Request)	600 wkly plus benefits
SALARIES & WAGES		0
PROFESSIONAL SERVICES		
OTHER CONTRACTUAL SERVICES		
TRAVEL & PER DIEM		
COMMUNICATION SERVICES		
FREIGHT & POSTAGE		
RENTALS & LEASES		
LIABILITY & CASUALTY INSURANCE		
REPAIR & MAINT - BLDG & EQUIP		
VEHICLE MAINTENANCE		
PRINTING SERVICES		
PROMOTIONAL ADVERTISING		
PUBLIC RELATIONS		
LEGAL ADVERTISING		
OPERATING SUPPLIES		
FUEL & GASOLINE		
BOOKS,PUBS,SUBS & MEMBSHP		
TRAINING		
OPERATING EXPENSES		0
CAPITAL - BUILDING		
CAPITAL - EQUIPMENT		
CAPITAL OUTLAY		0
TOTAL		0

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

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

Position Title	Justification	Anticipated Salary/Grade
Part-time Records Clerk to Full-time	Lori Dunn currently works PT Records Clerk at \$15.00/hr. - 20 hr per wk Lori works mainly on records management to scan current documents as the record copy and she works as time allows on scanning the cemetery files. She also has recently started working to enter documentation in the cemetery software to help bring it up to date. While we were waiting on the new software, our records were sent for transfer in the new system, however, we had from May, 2018 to current that needs to be brought current. Lori also helps with lien searches. We have had an increase in requests and certain times of the month the lien search requests are at a higher volume. Lori has been able to help other departments with record management by helping them with the record disposition requests and understanding the retention schedules. She has been able to go to some departments and pull records for public record requests. This frees up staff from having to spend time on lengthy public record requests.	Current salary is 300 / wk Increase would be 600 / wk Grade is 104 Min 25,309 / Max 39,616

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

Coord: _____

CITY OF APOPKA MAYOR'S OFFICE

1010

LINE ITEM DETAIL

	2019 ACTUAL	2020 BUDGET	2021 ADOPTED	PERCENT CHANGE
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	211,486	258,920	343,153	32.53%
1210 LONGEVITY PAY	-	82	161	96.34%
1600 OTHER REIMBURSED ALLOWANCES	12,000	12,000	12,000	0.00%
2100 F.I.C.A.	15,451	17,171	23,620	37.56%
2200 RETIREMENT CONTRIBUTION	28,291	28,000	44,810	60.04%
2300 LIFE & HEALTH INSURANCE	18,166	19,510	29,448	50.94%
2400 WORKERS COMPENSATION	142	112	154	37.84%
TOTAL	285,536	335,795	453,347	35.01%
SUPPLIES AND SERVICES:				
3400 OTHER CONTRACTUAL SERVICES	-	-	-	0.00%
4000 TRAVEL & PER DIEM	1,373	11,000	11,000	0.00%
4100 COMMUNICATION SERVICES	-	-	-	0.00%
4200 FREIGHT & POSTAGE	244	1,000	1,000	0.00%
4400 RENTALS & LEASES	1,425	1,800	1,800	0.00%
4500 LIABILITY & CASUALTY INSURANCE	-	-	-	0.00%
4600 REPAIR & MAINT - BLDG & EQUIP	-	-	-	0.00%
4700 PRINTING SERVICES	-	650	650	0.00%
4900 OTHER CHARGES	-	-	-	0.00%
5100 OFFICE SUPPLIES	523	2,200	2,200	0.00%
5200 OPERATING SUPPLIES	21,637	56,000	56,000	0.00%
5250 FUEL & GASOLINE	-	-	-	0.00%
5400 BOOKS,PUBS,SUBS & MEMBSHP	41,945	57,250	57,250	0.00%
5500 TRAINING	2,820	7,000	7,000	0.00%
TOTAL	69,967	136,900	136,900	0.00%
CAPITAL OUTLAY:				
6200 BUILDING	-	-	-	0.00%
6400 CAPITAL EQUIPMENT	-	-	-	0.00%
TOTAL	-	-	-	0.00%
DONATIONS:				
8200 DONATIONS	-	-	-	0.00%
TOTAL	-	-	-	0.00%
TOTAL COST	355,503	472,695	590,247	24.87%

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$ 11,000
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Fund	<u>General Fund - 001</u>
Department	<u>Mayor's Office - 1010-512</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

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

Total Cost	\$ 1,000
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Fund	<u>General Fund - 001</u>
Department	<u>Mayor's Office - 1010-512</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Total Cost	\$ 1,800
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Fund	<u>General Fund - 001</u>
Department	<u>Mayor's Office - 1010-512</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

Total Cost	\$ 650
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$ 2,200
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Estimated Cost	
1	Commissioners' Discretionary Fund	\$3,000 for each Commissioner to Use for Community Donations and Discretionary Spending \$12k [5201 thru 5204]		
2	Community Donations	Mayor Discretionary Spending	15,000	South Apopka Ministerial - MLK Parade \$500
3	Luncheons	Table Sponsorship Fees for Various Luncheons (Mayor's Prayer Breakfast, Chamber Gala, Love Banquet, etc.)	5,000	
4				
5	Employee Holiday Gathering	Catering Fees for City-Hosted Luncheon	2,500	
6	Tri-County League of Cities Luncheon	Catering Fees for City-Hosted Luncheon	3,000	
7	Miss Apopka	Sponsorship, Portraiture & Program Ad	2,500	
8	Art & Foliage Festival	Chair Rental, Supplies, Art Purchase	1,000	Move to Rec
9	Keys to City/Awards/Plauques	Keys to City for Dignitaries, Citizen Awards	2,000	
10	Flowers	Flowers for Dignitaries	1,000	
11	Printing Overages	Overage	12,000	\$1,200 moved to 4400

Total Cost	\$ 44,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$ 3,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$ 3,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$ 3,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$ 3,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Estimated Cost	
1	MetroPlan Orlando	Annual Membership	27,000	Promotionals
2	Marketing Economic Development		10,000	
3	Executive Trustee Program (Apopka Area Chamber of Commerce)	Annual Contribution	7,500	
4				
5	Florida League of Cities	Annual Membership	8,000	
6	Tri-County League of Cities	Annual Membership	1,000	
7				
8	Florida League of Mayors	Annual Membership	1,500	
9				
10	VisitOrlando	Annual Membership	500	
11	Newspapers & Magazines	Orlando Sentinel, Apopka Chief, Periodicals	250	
12	Rotary Membership	Annual Membership	1,000	
13	Tiger Bay Memberships	Annual Membership	500	
Total Cost				\$ 57,250

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$ 7,000
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CITY OF APOPKA
ADMINISTRATIVE SERVICES
1020

LINE ITEM DETAIL

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>PERCENT</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ADOPTED</u>	<u>CHANGE</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	254,434	268,074	255,255	-4.78%
1210 LONGEVITY PAY	-	912	596	-34.62%
1300 OTHER SALARIES & WAGES	-	-	-	0.00%
1400 OVERTIME	8	-	-	0.00%
1600 OTHER REIMBURSED ALLOWANCES	12,000	12,000	12,000	0.00%
2100 F.I.C.A.	19,618	21,495	20,491	-4.67%
2200 RETIREMENT CONTRIBUTION	41,133	40,683	42,481	4.42%
2300 LIFE AND HEALTH INSURANCE	43,632	54,983	50,916	-7.40%
2400 WORKERS COMPENSATION	189	140	134	-4.67%
TOTAL	371,015	398,288	381,873	-4.12%
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	-	#DIV/0!
3400 OTHER CONTRACTUAL SERVICES	27,268	-	-	#DIV/0!
4000 TRAVEL AND PER DIEM	1,252	1,800	800	-55.56%
4100 COMMUNICATION	-	-	-	#DIV/0!
4200 FREIGHT & POSTAGE	122	250	250	0.00%
4400 RENTALS & LEASES	4,099	5,700	5,700	0.00%
4600 REPAIRS AND MAINTENANCE	-	-	-	#DIV/0!
4650 VEHICLE MAINTENANCE	77	1,200	1,200	0.00%
4700 PRINTING AND BINDING	23	-	-	#DIV/0!
4800 PROMOTIONAL ACTIVITIES	-	-	-	#DIV/0!
4900 OTHER CHARGES	4,975	-	-	#DIV/0!
4903 TEMPORARY LABOR	-	-	-	#DIV/0!
5100 OFFICE SUPPLIES	565	2,500	2,500	0.00%
5200 OPERATING SUPPLIES	13,608	3,310	2,700	-18.43%
5250 FUEL & GASOLINE	343	800	800	0.00%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	135	1,210	710	-41.32%
5500 TRAINING	610	6,250	5,500	-12.00%
9300 CONTINGENCY	-	-	-	#DIV/0!
TOTAL	53,076	23,020	20,160	-12.42%
CAPITAL OUTLAY:				
6400 EQUIPMENT	-	-	-	#DIV/0!
9100 CONTINGENCY	-	-	-	#DIV/0!
TOTAL	-	-	-	0.00%
TOTAL COST	424,090	421,308	402,033	-4.58%

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$	800
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Fund	<u>General Fund - 001</u>
Department	<u>Administrative Services - 1020-512</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
	<i>Postage</i>	<i>USPS, FedEx and UPS fees as required</i>	<i>150</i>

Total Cost	\$ 150
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Fund	<u>General Fund - 001</u>
Department	<u>Administrative Services - 1020-512</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Total Cost	\$ 5,700
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Fund	General Fund - 001
Department	<i>Administrative Services - 1020-512</i>
Line Item #	4650
Line Item Description	Vehicle Maintenance

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

Total Cost	\$ 1,200
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Fund	<u>General Fund - 001</u>
Department	<u>Administrative Services - 1020-512</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

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

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

Total Cost	\$ 2,500
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Fund	<u>General Fund - 001</u>
Department	<u>Administrative Services - 1020-512</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Total Cost	\$ 2,700
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Fund	General Fund - 001
Department	<i>Administrative Services - 1020-512</i>
Line Item #	5250
Line Item Description	Fuel and Gasoline

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

Total Cost	\$ 800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

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

Total Cost	\$	710
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2020-21**

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

Item	Description	Justification	Estimated Cost
	<i>Florida City/County Manager Assoc. Annual Conference [FCCMA]</i>	<i>Professional Development/Training</i>	
	<i>International City/County Manager Assoc. Annual Conference [ICMA]</i>	<i>Professional Development/Training</i>	
	<i>Miscellaneous Training Opportunities During the Year</i>	<i>Professional Development/Training</i>	
	<i>Leadership Training</i>	<i>Professional Development for Senior level staff and management.</i>	5,000
	<i>FGFOA Conference</i>	<i>CPE for CPA and CGFO</i>	500

Total Cost	\$ 5,500
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