Minutes
Town of Lake Park, Florida
Budget Meeting
Monday, July 13, 2015, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Budget Meeting on Monday, July 13, 2015 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, and Kathleen Rapoza, Town Manager John O. D'Agostino, and Town Clerk Vivian Mendez. Commissioner Michael O'Rourke and Town Attorney Thomas Baird were absent.

Town Clerk Mendez performed the roll call and Mayor DuBois led the pledge of allegiance.

DISCUSSION:

1. **Presentation of the Preliminary Fiscal Year 2015/2015 Budget.**
   1a. Commission Discussion of the Presented Preliminary Fiscal Year 2015/2016 Budget.

Town Manager D'Agostino thanked the Commission for the opportunity to begin the 2015/2016 budget process. He credited the budget team (Finance Director Blake Rane; Community Development Director Nadia DiTommaso; Human Resources Director Bambi Turner) for assisting to put together the proposed budget under enormous amounts of pressure and time constraints. He explained that the proposed budget (see Exhibit "A") includes what each department needs to function. He stated that the document has not been filtered to include or exclude items. He explained that there were not enough funds to support each department's initiatives, although there was a slight increase in property values over the past fiscal year. He gave an example of the initiatives proposed by departments that were included in the proposed budget knowing that the initiatives may not be funded.

Town Manager D'Agostino proposed the millage rate of 5.9447 (see page 3 of Exhibit "A") for fiscal year 2015/2016. He stated that staff would implement whatever millage rate the Commission sets to the best of their abilities. He reminded the Commission that the average property values were around $120,000 per residency, which does not include the homestead exemptions. He explained that included in the budget are the Police and Fire services, which are the primary drivers of the increase to the millage rate. He explained that if the Towns economic state remains the same the Town would not be able to provide the current level of services. He explained that a mixed-use initiative corridor would be important to the Town's economic sustainability. He stated that the budget was a financial planning document and staff was looking to the Commission to provide insight, initiatives, and what they would like to see take place during the next fiscal year. He pointed out that he has not made any recommendations to the Commission about the budget. He stated that the intent would be to meet one-on-one with each member of the Commission to discuss every aspect of each department's budget.

Finance Director Blake Rane explained what was included and being presented in the budget. He explained that each Commissioner would be given an opportunity to meet with staff one-on-one to discuss the budget prior to the next budget workshop, scheduled for Wednesday, August 12, 2015 at 6:30 p.m. He then explained each section of the budget.

Finance Director Rane began by explaining that on page, four (4) (of Exhibit "A") was the summary of the General Fund Revenue & Expense Recap, which reflects the submissions from each department. He explained that at the bottom of that page it reflects that the Town has a deficit of -$266,971, which would need to be balanced. He explained that on page five (5) were each department's initiatives, which totals $623,372. This figure was also included on page four (4). He explained how each department budget was set up and used the Commission budget (see page 11 of Exhibit "A") as an example.

Mayor DuBois asked for clarification regarding the proposed millage rates (see page 3 of Exhibit "A"). Town Manager D'Agostino explained that the proposed millage rate was 5.9447 mills, which was an increase of .06 mills. Vice-Mayor Glas-Castro expressed concern that the Commission were not made aware before this meeting that an increase in the millage rate would be proposed. Town Manager D'Agostino explained that he was not proposing an increase in the millage rate, but rather providing options for the Commission to consider because once the tentative millage rate was set they would not have the option to lower that rate.

Mayor DuBois asked for a status on the Marina's financial situation. Finance Director Rane explained that the Marina was at a "cash flow neutral" state. Mayor DuBois asked how much would the Town need to contribute to the Marina in the new fiscal year. Finance Director Rane explained that the budget had not been thoroughly analyzed to know exactly how much the Town would need to contribute to the Marina fund. Mayor DuBois gave a brief history of the established Marina slip rate. He reviewed the major expenses to the budget as police and fire services and asked what the health care increase were estimated for the new fiscal year. Town Manager D'Agostino stated that the anticipated health care increase was about 10 percent. He explained that the consultant was currently gathering the analysis of what the potential increase could be. The Mayor and Finance Director Rane discussed what the possible general revenue increase might be.

Mayor DuBois asked if there were an estimated amount that has been generated from the Tax Increment Finance (TIF) fund. Finance Director Rane explained that the Town would be contributing about $50,000 towards the TIF. He recapped what the increases were in the overall budget as a 10 percent towards health insurance and the Palm Beach Sheriff's Office has requested a 2.6 percent increase (or $74,000). Town Manager D'Agostino explained that the Town has negotiated the elimination of the 2.6 percent increase and instead the Town would receive an additional administrative position that would create reports for a Deputy. Currently a Deputy has been called into the office to handle those types of administrative functions. A discussion ensued between the Mayor and Finance Director Rane regarding the TIF and the CRA budget. Mayor DuBois and

staff discussed the lack of funds generated in the 2015/2016 fiscal year budget to cover an increase in personnel, increasing services, or salary raises.

The Commission began reviewing the budget by each department.

Budget 104 - Town Manager: (see pages 17-22 of Exhibit "A").

Town Manager D'Agostino explained that in the overall budget the administrative assistant titles would be changed to be more specific to each department. He gave an example that the administrative assistant working in the Town Manager's Office would have their title changed to Administrative Assistant to the Town Manager.

Vice-Mayor Glas-Castro asked for clarification of the Town Manager's initiatives as it relates to funding dance classes. Town Manager D'Agostino explained that in speaking with the owners of the dance studio on Park Avenue he learned that a number of young children in Town do not have the means to attend classes as an alternative to participating in sports programs. Commissioner Rapoza asked if only Lake Park children dance classes would be funded. Town Manager D'Agostino stated "yes". Vice-Mayor Glas-Castro asked if sporting programs were included in another section of the budget. Town Manager D'Agostino stated "yes" under the Recreation Department. Commissioner Rapoza asked what was the reason for funding Club 100 Charities. Town Manager D'Agostino explained that the organization does a significant amount of work with the youth of Lake Park. Mayor DuBois disclosed that he could not participate in this discussion because he was a member of the Board of Director for Club 100 Charities. Commissioner Rapoza pointed out that Club 100 Charities has children from other municipalities, not just Lake Park. Town Manager D'Agostino stated that Club 100 Charities are based out of Lake Park and cater to the Lake Park children. He explained that if the desire of the Commission were to divide the funds allocated among all the non-governmental organizations in Town then an application process would be established and an evaluation committee would be created to review the applications. Vice-Mayor Glas-Castro stated that the Travel & Training budget has increased significantly.

Budget 105 – Human Resources: (see pages 23 – 30 of Exhibit "A").

Town Manager D'Agostino explained that the administrative assistant in the Human Resources department's title would change to Administrative Assistant to the Human Resources Department and would be funded completely by the HR budget. He was proposing to establish that the Human Resources Director be also an assistant position to the Town Manager when he were out of the office. Mayor DuBois asked what the total increase in this department's budget was. Finance Director Rane stated that it was about $33,000. Mayor DuBois asked why there had been an increase in the current fiscal year budget. Finance Director Rane explained that funds were transferred from the Town Manager's budget when the HR Director filled in as Interim Town Manager. Vice-Mayor Glas-Castro asked for clarification on the Travel & Training budget (on page 28 of Exhibit "A"). Town Manager D'Agostino explained that additional funds were included for staff members to attend training on a variety of topics. Vice-Mayor Glas-Castro pointed out that the HR Director did not have funds allocated to attend conferences. Human Resources Director Turner explained that she decided to forego training for

herself so that funds could be included in the budget for department heads and supervisors to attend training instead. Commissioner Flaherty asked for clarification regarding the Special Pay. Finance Director Rane explained that the Special Pay was for longevity pay of the Human Resources Director's 15 years anniversary of service to the Town. Vice-Mayor Glas-Castro asked for clarification regarding the title change of Administrative Assistant to Administrative Assistant to the Human Resources Department. She asked would any additional responsibilities be required. Town Manager D'Agostino explained that in an effort of successive planning, the key positions identified would train to step in should the director of those departments not be available.

Budget 106 – Town Clerk: (see pages 31-36 of Exhibit "A").

Town Manager D'Agostino explained that the major changes in the Town Clerk's budget are the funding of a Deputy Town Clerk and the 2016 municipal election. Vice-Mayor Glas-Castro asked what the Promotional Activities budget covers. Finance Director Rane explained that the figure was inaccurately allocated in the Town Clerk's budget for the Volunteer Reception. He stated that the line item would be reviewed and corrected. Mayor DuBois asked how much was spent on this year's Volunteer Reception. Town Manager D'Agostino stated that it was less than the budgeted amount of $5,000. He explained that under the Professional Services budget five (5) additional license were being proposed to give greater access to departments to do their own research through the Laserfiche system. Currently the departments make research request of the Town Clerk.

Budget 108 – Legal: (see page 37 – 39 of Exhibit "A").

Town Manager D'Agostino explained that there were no changes to the Legal budget.

Budget 110 – Information Technology: (see pages 40 – 47 of Exhibit "A").

Town Manager D'Agostino explained that there were several Information Technology initiatives proposed. Commissioner Rapoza asked what was included in the Contractual Services. Finance Director Rane explained that on page 45 it breakdowns what each fund includes. Town Manager D'Agostino explained the different initiatives on page 45, including web streaming and the benefits it would have to the Town residents. Town Clerk Mendez explained that for those residents that do not have Comcast Cable they are unable to watch the Town meetings on channel 18. She explained that DVD recordings of the meetings were mailed to the web host and the meetings are then uploaded a week or more after the meeting has occurred. She stated that with web streaming anyone could watch a Town meeting on the internet as the meetings were occurring. Vice-Mayor Glas-Castro asked for clarification regarding the additional spare workstations. Finance Director Rane explained that there has been a need for spare workstations in multiple departments. Town Manager D'Agostino explained that the Finance Department still has one DOS based operating software. Finance Director Rane explained that switching to a windows based system requires time and resources.

Budget 150 – Finance Department: (see pages 48 – 54 of Exhibit "A").

Town Manager D'Agostino explained that the significant change to the Finance budget was the new position of Office Assistant, which the Commission approved at the July 1, 2015 Regular Commission Meeting. Finance Director Rane explained that funds were being requested to fund a policy and procedures manual for the Finance Department that would satisfy the Town's Auditor. Town Manager D'Agostino announced that in two (2) years the phone company would no longer support the Town's phone system. Vice-Mayor Glas-Castro asked for clarification on the Travel & Training fund. Finance Director Rane explained that the Travel & Training funds were being shared among all the members of the Finance staff.

Budget 200 – Law Enforcement: (see pages 55 – 64 of Exhibit "A").

Town Manager D'Agostino explained that the Palm Beach Sheriff's Office (PBSO) has requested a 2.6 percent increase and an additional employee. He explained to PBSO that the Town could not afford both and therefore PBSO agreed to only the additional employee who would work the front lobby desk at PBSO.

Budget 250 – Emergency and Disaster Relief (see pages 65 – 66 of Exhibit "A").

Finance Director Rane explained that if there were a disaster, the Commission would need to hold an Emergency Meeting to discuss where the funds would be transferred from to be used for an emergency. Town Manager D'Agostino explained that the Town has a small amount of funds placed in reserves.

Budget 300 – Fire Protective (see pages 67 – 69 of Exhibit "A").

Mayor DuBois asked for clarification on how much more the Palm Beach County Fire Rescue services cost the Town. Finance Director Rane stated that he would make a note in the budget as to how much more Palm Beach County Fire Rescue services would cost the Town now that the Town participates in the Municipal Service Taxing Unit (MSTU).

Budget 400 - Public Works Administration: (see pages 70 – 77 of Exhibit "A").

Town Manager D'Agostino explained that the Public Works and Sanitation departments need funding attention. He explained that there are salary increases for Union and Non-Union employees in Public Works. He explained that in lieu of an Assistant to the Public Works Director an Operations Manager was being proposed to help build capacity in the department. Vice-Mayor Glas-Castro asked for clarification on the tuition reimbursement policy and are the employees required to remain employed for a certain amount of years after receiving the funds. Human Resources Director Turner stated that the employee signs an agreement that they would stay employed for a certain amount of years or reimburse the Town the funds.

Budget 406 – Grounds Maintenance: (see pages 78 – 84 of Exhibit "A").

Town Manager D'Agostino expressed great gratitude to the Grounds Maintenance Division for maintaining the Town's great appearance. Public Works Director Hunt explained that three (3) 72-inch lawnmowers were purchased seven (7) years ago. He explained that he would like to start an equipment replacement program, so that the department does not need to replace all the equipment at once.

Budget 408 – Facility Maintenance: (see pages 85 – 95 of Exhibit "A").

Town Manager D'Agostino explained that a Facility Maintenance II worker was being proposed in the budget. In addition to the increase in work force, a salary survey has been conducted, which reflects that the Town's wages are below than other municipalities in the area. He pointed out some major expenses necessary in the Town over the next few years, such as the roof replacement of Town Hall, and installing storm impact windows in the Mirror Ballroom. Mayor DuBois asked about the lighting at Bert Bostrom Field. Public Works Director Hunt explained that the circuits might be equipped to be isolate the ballfield from the basketball courts. He explained that when Tommy Hutton Baseball occupied the park, they did an analysis of some of the equipment and found that the electrical panel and disconnect panel had quite a bit of corrosion. He proposed to install a surge suppressor to protect the electronics of the irrigation system.

Budget 410 – Vehicle Maintenance: (see pages 96 – 103 of Exhibit "A").

Town Manager D'Agostino explained that a Mechanic II position was being proposed. A discussion ensued regarding the salary for the proposed position not appearing correctly in schedule 5 as well as the total for Capital Fund accidently being included on schedule 1. Public Works Director Hunt clarified that the proposed Capital Fund amount was $45,500.

Budget 450 – Parking Meters (see pages 104 – 108 of Exhibit "A").

Town Manager D'Agostino explained that the parking meters are generating about $12,359 in revenue for the Town. He stated that staff had a conversation regarding continuing the parking meter service. The Commission discussed the revenue versus the expenses to continue the parking meter service as well as crime prevention factor that has occurred because of having parking meters. Town Manager D'Agostino mentioned that the promoters of the Seafood Festival have submitted a Special Events application to expand their event. He stated that the promoters are requesting a 10-year commitment from the Town for their event. Vice-Mayor Glas-Castro stated that she has always been against having parking meters and the revenue generated by the parking meters was not worth it. She suggested selling the parking meters and cutting the Town's losses. The discussion continued regarding the debt service, and the potential benefits if a Mixed-Use Corridor were established on Federal Highway. The Commission highly recommended to staff that the parking meters be removed at some future date. Finance Director Rane asked that the Commission keep in mind that some of the revenue that was generated by the parking meters helps to support the Marina and some cost would still be in the budget to support maintenance of the parking meters. Mayor DuBois asked for a report that

would show how much it would cost to remove the parking meters from Kelsey and Lake Shore Park's. Commissioner Flaherty suggested a free resident parking pass for those using the parking meters around the parks. Finance Director Rane explained that parking passes are used by several business owners and boat slip renters at the Marina. Community Development Director Nadia DiTommaso explained that one of the business on Federal Highway has purchased yearly parking meter passes for their patrons. She explained that the property owner was required to provide a Shared Parking Analysis study when they moved their business to the site several years ago. With the success of the business, the Shared Parking Analysis peak hours no longer meets the business's needs, which was why the business owner purchased the parking meter passes.

Budget 500 - Community Development: (see pages 109 – 121 of Exhibit "A").

Town Manager D'Agostino explained that the building inspection fees are collected differently since the Hy-Byrd contract was negotiated. He explained that the fees were reversed, Hy-Byrd receives 75 percent of the fee and the Town receives 25 percent of the fee. He explained that the Town use to pay for building inspection services and now its fee based. Finance Director Rane explained that the revenue has dramatically decreased as a result of the fee based system. He explained that the 25 percent net was more than the difference that the Town was collecting in revenue minus the cost of the service. Town Manager D'Agostino explained that one additional staff position in the Code Division was included to work nights and weekends. Commissioner Rapoza asked if the position was being budgeted as a full-time position. Community Development Director DiTommaso explained that it was being proposed as a full-time position to fully account for all the evening and weekend hours. Vice-Mayor Glas-Castro asked what the Town currently has for Geographic Data and Land Information Services (GIS). Community Development Director DiTommaso explained that the Town does not currently have an in-house GIS system; they have very limited GIS software, and no in-house staff to support the system. She explained that when needed they reach out to Palm Beach County for assistance. She explained that the proposed funds would support the cost of a sub-consultant to update the GIS system and then the Community Development staff would attend training in order to maintain the system. The Commission discussed the GIS system and the cost to maintain the system in-house. Finance Director Rane offered to include a revenue versus expenses sheet in the updated budget to make it easier for the Commission to understand the Community Development budget.

Budget 600 – Recreation: (see pages 122 – 129 of Exhibit "A").

Town Manager D'Agostino explained that if the Recreation Department was expected to run programs and services then they would need funds and staff to assist the Director. He explained that they were proposing a full-time Assistant Recreation Director and a Special Events Coordinator to the department. The Commission discussed special events and the coordinator position.

Budget 700 – Library: (see pages 130 – 137 of Exhibit "A").

Town Manager D'Agostino explained that the Library was an important service to the community. Finance Director Rane explained that each current part-time staff would

receive additional hours and an additional part-time staff person was being proposed. The Commission discussed the Library initiatives.

Budget 900 – Non-Departmental: (see pages 138 – 140 of Exhibit "A").

Town Manager D'Agostino explained that the Town was carrying a significant amount of debt. The Commission discussed the debt and the possibly of refinancing some of the outstanding debit in the future. Mayor DuBois asked what was the total amount invested in the Retired Police Officers Pension Fund. Finance Director Rane explained that a quarter report shows what those amounts are. He explained that returns have been in excessive of eight (8) percent over the past several years. He explained that there were seven (7) pensions that continue to be paid by the Town. Mayor DuBois asked how often actuaries were performed. Finance Director Rane stated that every other year actuaries are performed. He explained that the Town incurred pension debt when it contracted with the Palm Beach Sheriff's Office as well as Palm Beach County Fire Rescue.

Budget 150 - Insurance Fund: (see pages 141 – 143 of Exhibit "A").

Finance Director Rane explained that later this month the figures are expected from the insurance broker. He explained that the deducible has been increased by a nominal amount.

Budget 190 – Streets & Roads: (see pages 145 – 153 of Exhibit "A").

Town Manager D'Agostino explained the proposed staff increase in the budget. Vice-Mayor Glas-Castro asked for clarification regarding the Professional Services increase. Town Manager D'Agostino explained that an evaluation of the roads that are in need of attention would be identified. Public Works Director Hunt explained that it was a right-of-way infrastructure analysis with engineering estimates. Vice-Mayor Glas-Castro asked if this could be performed in-house. Public Works Director explained that the Town does not have the ability to assign the engineering estimates for the project. Vice-Mayor Glas-Castro asked why Gateway Road was prioritized in this budget. Public Works Director Hunt explained that Gateway Road was listed as not included in the budget, but something to keep in mind in the future. He explained that there has been significant development at the end of Gateway Road and the road has deteriorated.

Budget 201 – Debt Service: (see pages 155 – 156 of Exhibit "A").

Town Manager D'Agostino explained that the Town has General Obligations Bonds that would continue to be paid for many years. The total amount owed was $524,406,886.

Budget 301 – Special Projects Fund: (see pages 158 – 160 of Exhibit "A").

Town Manager D'Agostino stated that this was the only budget that did not have initiatives proposed in the budget.

Budget 401 – Marina Fund: (see pages 162 – 172 of Exhibit "A").

Town Manager D'Agostino explained the overall budget for the Marina. Commissioner Flaherty asked what was considered a utility charges versus an electrical charge. Town Manager D'Agostino explained that the difference was that the boat slip user would hook-up to the Town's utilities. The Commission discussed the diesel gas prices and salary increases for the Marina Director position and staff members.

Budget 402 – Stormwater Utility: (see pages 174 – 182 of Exhibit "A").

The Commission discussed the current Stormwater rate and what was actually collected by the Town. Mayor DuBois asked for clarification on how the drainage improvement project would be funded. Town Manager D'Agostino stated that staff would have to figure out what the increased rate would be to fund the improvements to drainage projects. Vice-Mayor Glas-Castro asked for clarification regarding the Firestone outfall remediation. Town Manager D'Agostino explained that the Town owns the outfall. Public Works Director Hunt explained that the outfall pipe had deteriorated back to the structure to the point where the South Florida Water Management District embankment had eroded away. He explained that Firestone tried to be proactive and had work done without a permit and since the outfall has been identified as the Town's structure and outfall the Town has a responsibility to remediate that outfall pipe back to the original permitted conditions. Mayor DuBois gave his experience of what occurs during a rainstorm since Firestone had modified the outfall. Public Works Director Hunt stated that the drainage pipe was working well until Firestone did the unpermitted work to the pipe. He explained that other entities would be contacted to mediate some of the cost. Mayor DuBois pointed out that the Stormwater rate does not go towards the total millage rate. It was a non-Ad Valorum Assessment.

Budget 404 – Sanitation Fund: (see pages 184 – 194 of Exhibit "A").

Town Manager D'Agostino explained that the Sanitation employees also assist with other Public Works department needs. He explained that in the future staff would be coming to the Commission with a rate collection plan that would give the Town more flexibility than the Town currently has. Mayor DuBois suggested periodic commercial sanitation rate increased rather than one large amount be charged. Public Works Director Hunt explained that the commercial rate was increased last year and would generate sufficient funds for several years.

2. Commission Action on Proposed Fiscal Year 2015/2016 Annual Budget Setting the "Current Year Proposed Operating Millage Rate".

The Commission discussed what millage rate would be acceptable.

Motion: Vice-Mayor Glas-Castro moved to set the current year proposed millage rate to 5.3474 mills; Commissioner Rapoza seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke			Absent
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0

PUBLIC COMMENT:
None

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 11:00 p.m.

Mayor James DuBois

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this 5 of August, 2015

AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Town Commission
Budget Meeting
Monday, July 13, 2015, 6:30 P.M.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
Kimberly Glas-Castro	—	**Vice-Mayor**
Erin T. Flaherty	—	**Commissioner**
Michael O'Rourke	—	**Commissioner**
Kathleen Rapoza	—	**Commissioner**
John O. D'Agostino	—	**Town Manager**
Thomas J. Baird, Esq.	—	**Town Attorney**
Vivian Mendez, CMC	—	**Town Clerk**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, 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. ***Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.***

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. DISCUSSION

1. **Presentation of the Preliminary Fiscal Year 2015/2016 Budget** **Tah 1**
   1a. Commission Discussion of the Presented Preliminary Fiscal Year 2015/2016 Budget

2. **Commission Action on Proposed Fiscal Year 2015/2016 Annual Budget Setting the "Current Year Proposed Operating Millage Rate"** **Tab 2**

D. PUBLIC COMMENT

This time is provided for audience members to address items related to the Fiscal Year 2015/2016 Budget. Please complete a comment card and provide it to the Town

Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

E. ADJOURNMENT

Next Scheduled Budget Workshop will be held on Wednesday, August 12, 2015

TOWN OF LAKE PARK

ANNUAL BUDGET

GENERAL FUND

FISCAL YEAR
October 1, 2015 through September 30, 2016

2015/16			
10.0000	Millage		Increase
(3.4581)		Revenue	
6.5419	$	2,813,305	766,312
9.4028	Millage		
(3.4581)		Revenue	
5.9447	$	2,542,387	491,788
8.8055	Millage		
(3.4581)		Revenue	
5.3474	$	2,271,470	224,477

2014/15
3,702,748
(1,655,755)
2,046,993

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE & EXPENSE RECAP
FISCAL YEAR 2015-16

FUND	001	FUNCTION	General Fund
		ACTIVITY	Revenues and Expenditures

GF Budget Summary		Actual Expenses 2012-13	Actual Expenses 2013-14	Current Budget 2014-15	Estimate for the Year 2014-15	By Department 2015-16	Proposed Budget 2015-16	Adopted Budget 2015-16
001	Revenue	7,994,241	8,348,960	8,461,526	8,307,126	7,506,409	-	-
100	Town Commission	91,741	85,368	111,641	99,173	105,982	-	-
104	Town Manager	218,464	197,704	141,065	110,902	260,675	-	-
105	Human Resources	123,140	136,874	135,197	141,867	168,706	-	-
106	Town Clerk	161,429	139,840	152,187	182,020	178,064	-	-
108	Town Attorney	97,869	104,063	121,000	110,000	121,000	-	-
110	Information Technology	141,980	166,263	185,195	211,878	163,464	-	-
150	Finance and Accounting	407,459	414,130	421,201	412,099	490,120	-	-
200	Law Enforcement	2,610,559	2,670,582	2,689,498	2,677,029	2,760,914	-	-
250	Emergency Management	-	-	1,000	-	1,000	-	-
300	Fire	1,545,931	1,550,508	1,655,755	1,655,755	-	-	-
400	Public Works Administration	196,055	186,297	195,817	187,018	260,850	-	-
406	Public Works - Grounds	363,481	323,618	359,539	317,636	406,533	-	-
408	Public Works - Facilities	302,468	277,493	286,351	235,246	428,425	-	-
410	Public Works - Vehicle Maintenance	71,176	84,656	82,459	98,230	183,764	-	-
450	Public Works - Parking Meters	70,349	73,351	43,178	38,346	48,641	-	-
500	Community Development	492,311	534,168	602,656	524,381	536,734	-	-
600	Recreation	181,598	183,885	185,245	187,758	253,568		
700	Library	247,053	231,971	257,158	221,496	293,147		
900	Non-Departmental	3,162,318	771,928	835,384	829,232	1,111,793	-	-
Total Expenses		10,485,381	8,132,699	8,461,526	8,240,065	7,773,380	-	-
Surplus (Deficit)		(2,491,140)	216,261	-	67,061	(266,971)	-	-

E:\! 2015-16 Budget\BUDGET FY 2015-2016\[BKR GF Revenue-Expense Recap FY15-16.xlsx]Fund Recap

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND INITIATIVES SUMMARY
FISCAL YEAR 2014-15

Department	Item	Cost
TOWN MANAGER (GF 104)		
	Provide Funding for Lake Park youth to attend dance classes	$ 1,500
	Provide funding for Club 100 to supplement the non-profit's initiatives in Lake Park	$ 5,000
	Elevate the position of Administrative Assistant to the Town Manager to Assistant to the Town Manager	$ 2,296
HUMAN RESOURCES (GF 105)		
	Removal from the Parks and Recreation Department budget of the 38 percent budgeted for the Administrative Assistant position	$ 14,725
	Upgrade of Administrative Assistant Position	$ 8,944
INFORMATION TECHNOLOGY (General Fund 110)		
	To replace old Storage Area Network (Dell MD3420) 6 years old no longer had warranty to new one	$ 14,500
	Transfer data to new SAN. This unit hold all the Town's Data	$ 2,400
	To add a new XEN in case the old three servers down	$ 8,700
	Replacement of 7 years old printer are no longer working.	$ 4,000
	To add client computers to EOC server at FS 68 for Emergency operation (2 laptops)	$ 3,000
	Replace old server (more than 5 years)	$ 3,200
	To add spare workstations for all department (5 computers)	$ 5,000
	Budget for 2016-2017 replacement of old phone system to VOIP	$ 15,000
FINANCE DEPARTMENT (General Fund 150)		
	Professional fee connected to completing a Policy and Procedures manual.	$ 10,000
PUBLIC WORKS ADMINSTRATION (GF 400)		
	Upgrade of Administrative Assistant Position	$ 6,851
	Administrative Assistant	$ 33,579
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)		
	Start replacement of 72" mulching mowers. Purchase one, Toro Grounds Master	$ 18,000
	Replace golf cart with all-terrain vehicle w/bed	$ 9,500
	Purchase and install irrigation controls (variable frequency drive) at Bostrom Park	$ 9,000
FACILITIES MAINTENANCE (GF 408)		
	Town Hall: Paint &seal, replace french doors in ballroom, and replace west entry door and add rain hood.	$ 104,250
	Bostrom Park: Basketball Crt. Lights / Irrigation Pump Electric Panel	$ 3,500
	Replace "WORK ORDER" Computer	$ 1,500
	Create a Facilities Maintenance Worker II position to replace the F.M. Worker III	$ 42,080
VEHICLE MAINTENANCE (GF 410)		
	Purchase five (5) pre-owned vehicles from Palm Beach County for the replace-	$ 32,500
	the fuel card reader system if it wishes to remain an authorized County	$ 7,000
	Replace tire mounting machine.	$ 6,000
	Bring back the Mechanic II position that was eliminated (laid-off) in	$ 34,818
COMMUNITY DEVELOPMENT (GF 500)		
	Geographic Information Systems (GIS)	$ 16,000
	Elevate the position of Administrative Assistant to Assistant to the Community Development 'Director	$ 1,914
	Add an additional Code Enforcement Officer	$ 41,527
RECREATION (GF 600)		
	Recreation Staffing	$ 39,959
LIBRARY (GF 700)		
	Additional Staff	$ 38,876
	Technical upgrades	$ 6,700
ACROSS ALL GENERAL FUND DEPARTMENTS		
	Potential Rate increases	$ 71,553
TOTALS FOR INITIATIVES **THAT ARE INCLUDED**		$ 623,372

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-311.100	Ad Valorem Taxes	3,276,884	3,507,900	3,702,748	3,290,723	3,660,998	2,542,387		
001-311.110	Ad Valorem Taxes - CRA	245,018	287,535	335,664	335,664	335,664	419,158		
001-311.120	Delinquent Taxes	44,850	7,323	15,000	1,631	2,447	1,000		
001-314.100	Utility Tax - Electric	667,672	748,992	636,000	351,099	702,198	705,000		
001-314.300	Utility Tax - Water	136,912	131,896	145,000	88,069	150,975	155,000		
001-314.400	Utility Tax - Gas	44,644	45,607	43,000	30,206	45,309	45,000		
001-315.100	Communications Service Tax	356,437	351,110	322,862	161,492	242,238	327,363		
001-316.100	Business Tax Receipts	331,742	332,267	330,000	322,062	330,000	330,000		
001-316.110	Contractors Fees	2,214	2,648	2,000	1,778	2,667	2,700		
001-316.120	Bus Tax Zoning Confirmation	13,285	14,352	10,800	7,130	10,695	10,800		
001-316.130	Out of Town Business Reg/Deca	25		-	50	50	-		
001-322.100	Building Permits w/Min. Surch.	14,580	13,073	20,000	6,691	10,037	15,000		
001-322.110	Building Permits Other	99,740	100,711	50,000	33,677	50,516	50,000		
001-322.111	Building Permits - Administrative Fee:	-	1,200	-	1,351	2,027	900		
001-322.115	Bldg. Permit Application - Zoning/PW				15,157	22,736	15,000		
001-322.300	Building Code Education Fund	168		250		-			
001-322.500	Special Event Permit - Appl.	1,350	1,600	2,000	650	975	500		
001-322.900	Cost Recovery	10,375	30,987	10,000	12,290	18,435	-		
001-323.100	Franchise Fees - Electric	464,734	555,505	525,000	267,733	535,466	550,000		
001-323.400	Franchise Fees - Gas	5,719	8,404	7,500	3,628	4,837	5,000		
001-323.700	Franchise Fees - Solid Waste	23,431	30,238	20,000	13,498	26,996	30,000		
001-329.100	Alarm Permits	17,050	13,975	16,000	7,500	11,250	13,000		
001-329.105	Bldg. Official Inspections		1,040	-	80	120			

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-329.110	Reinspection / Reinstatement	4,800	8,525	4,000	1,844	2,766	1,000		
001-329.152	Penalty - Bldg. Permits				2,736	4,104	2,700		
001-329.153	Penalty - Surcharges				85	128	81		
001-329.200	Signage Permits	8,050	8,650	7,000	4,600	6,900	6,000		
001-329.204	BTR Inspections/Re-inspections		280		569	854	-		
001-329.214	All Other Inspections		80		100	150	-		
001-334.700	Grant - State Aid to Libraries	8,381	7,014	7,000	6,922	6,922	7,000		
001-335.120	State Revenue Sharing	232,778	235,154	253,000	155,943	233,915	321,229		
001-335.150	Alcoholic Beverage Licenses	10,243	9,516	8,000	8,237	12,356	12,000		
001-335.180	Half Cent Sales Tax	563,688	605,562	612,000	394,385	591,578	642,098		
001-335.190	Motor Fuel Tax Refund	5,482	4,114	5,123	2,531	3,797	4,000		
001-338.110	Business Tax - County	18,390	17,481	13,000	11,380	17,070	17,000		
001-341.110	Administrative Fee - CRA	-	51,176	70,000	46,667	70,001	70,000		
001-341.401	Administrative Fee - Marina	100,000		30,000	20,000	30,000	30,000		
001-341.402	Administrative Fee - Stormwater	50,000	71,074	60,000	40,000	60,000	60,000		
001-341.404	Administrative Fee - Sanitation	135,000	106,325	135,000	90,000	135,000	135,000		
001-341.500	Tax Search			-	9,365	14,048	15,000		
001-341.900	Copy Charges / Tax Searches	17,171	16,341	10,000	2,705	4,058	5,000		
001-341.905	Admin Cost - Public Records Ret.	42	91	100	63	95	100		
001-342.510	Plan Review Fees for Development A	6,750	16,100	8,000	7,500	11,250	8,000		
001-342.520	Bank Registration Fees	10,050	7,950	3,500	2,850	4,275	3,500		
001-344.300	Advertising - Bus Shelters	2,430	2,453	2,350	1,470	2,205	1,000		
001-344.500	Parking Fees - Meters Off-road	15,833	15,304	15,000	7,139	10,709	12,000		

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-344.510	Parking Fees - Meters On-road	13,182	13,758	12,000	9,500	14,250	15,000		
001-344.520	Parking Passes		1,994	2,000	200	1,800	800		
001-347.100	Library Copies	306	343	350	295	443	400		
001-347.200	Recreation - Summer Camp Fees	14,065	10,940	10,000	2,771	4,157	11,000		
001-347.210	Recreation - Miscellaneous	1,780	1,075	1,000	2,646	3,969	4,000		
001-347.220	Recreation - Tennis Program	14,172	10,722	16,000	3,160	4,740	5,000		
001-347.221	Recreation - Utility Fee/Tennis Courts	900	150	-	415	415	-		
001-347.230	Recreation - Senior Bus Trips	1,034	425	500		-	-		
001-347.235	Tree lighting	50	2,220	1,000	2,000	2,000	2,000		
001-347.245	Recreation - Independence Day	2,552		1,000		-	-		
001-347.500	Recreation - Facilities Rental	20,171	11,657	15,000	11,953	17,930	20,000		
001-347.505	Party Package	616	600	316	530	795	1,000		
001-347.905	Recreation - Staff Coverage	6,472	5,460	3,160	5,535	8,303	7,000		
001-347.910	Bingo Fees	800		-		-	-		
001-347.915	Recreation Program Fees	340		-		-	-		
001-347.916	Recreation Vendor Fees				150		-		
001-347.920	Ballroom Dancing Fees	-	436	-		-	-		
001-347.921	Martial Arts Program	835	419	-		-	-		
001-347-922	Martial Arts	1,878		-		-	-		
001-347.926	Recreation-Tennis Court Light	657	665	-		-	-		
001-347.935	Recreation - Car Show	1,328		1,000		-	-		
001-349.100	Service Charge - Dishonored Checks	822	110	100	60	90	100		
001-351.100	Fines & Forfeitures (PBSO)	39,380	26,081	30,000	12,625	18,938	18,000		

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-352.100	Fines - Library	871	1,421	650	739	1,109	1,000		
001-354.100	Fines - Code Violations (80%)	82,971	83,215	72,000	17,053	25,580	40,000		
001-354.105	Fines - Alarm Violations	12,900	7,025	10,000	2,075	3,113	2,000		
001-354.110	Code Violations - Admin Cost	12,633	13,727	12,300	5,503	8,255	11,000		
001-354.120	Penalties - Business Tax Receipts	8,536	90	7,300	246	369	500		
001-354.130	Fines-Parking Meter Violation	6,610	6,930	7,500	3,550	5,325	5,000		
001-354.135	Parking Violations - Code	50	475	350	345	518	350		
001-354.210	Code Violations - Community Improv	20,740	20,804	18,000	4,438	6,657	10,000		
001-361.100	Interest Earnings	3,959	3,208	3,500	1,712	2,568	2,500		
001-361.110	Interest Earnings - Tax Collections	10,793	4,334	17,000		-	-		
001-361.120	Sales Tax Commissions	69	39	50	11	17	20		
001-361.130	Interest on Assessments	2,376	2,238	1,750	361	542	500		
001-361.200	Filing Fees	713	250	-		-	-		
001-362.100	Rent - P.B.C. Sheriff	120	110	120	80	120	120		
001-362.120	Rent - Cell Tower (Sprint)	27,308	28,400	15,382	15,383	15,382	-		
001-362.121	Rent - Cell Tower (Crown Castle)	17,080	17,763	17,080	-	35,400	35,400		
001-362.122	Rent - Cell Tower (T-Mobile)	-		2,950	2,950	2,950	-		
001-362.124	Rent - Burt Reynolds Institute	-	12	12		12	12		
001-362.200	Rent - Dunkin Donuts Lot	7,788	8,099	7,488	8,423	8,423	8,844		
001-363.120	Service Charges-Code Violation	1,785	8,223	4,500		-	-		
001-364.100	Sale of Surplus Property	2,043	472	1,000		-	-		
001-365.100	Sale of Scrap Material	-	528	500		-	-		
001-366.300	Event Sponsorship	850		-		-	-		

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-366.710	Summer Read Program	1,200		-		-	-		
001-366.713	Grant - FMIT Safety	5,000	445	100	1,992	2,988	3,000		
001-369.100	Miscellaneous Revenue	2,646	3,662	1,388	1,179	1,769	1,000		
001-369.110	Coke Machine Proceeds	227	88	-		-			
001-369.120	Emergency Reimbursements	-		1,000		-	1,000		
001-369.130	Seacoast Advisory Board	3,600	3,600	3,600	2,400	3,600	3,600		
001-369.200	Cash Over/Short	(6)	99	-	(24)	(36)	-		
001-369.300	Refund Prior Year Expense	85	228	85		-	-		
001-369.320	Reimbursement - PBSO Fuel	31,332	32,746	25,000	10,157	15,236	25,000		
001-380.402	Reimbursement - Stormwater Main.	39,550	29,962	39,950	26,633	39,950	40,000		
001-381.110	Transfer from CRA Fund - ILA	169,520	169,516	169,325	112,883	169,325	169,325		
001-381.130	Transfer from CRA Fund - ILA	41,104	91,325	91,322	60,881	91,322	91,322		
001-381.190	Transfer Streets and Roads	100,000	100,008	90,000	60,000	90,000	90,000		
001-381.401	Transfer from Marina	10,000		10,000	6,667	10,000	10,000		
001-381.402	Transfer from Stormwater	51,300	51,300	50,000	33,333	50,000	50,000		
001-381.404	Transfer from Sanitation	250,000	200,000	250,000	166,667	250,000	250,000		
001-389.400	Donations		2,004			-	-		
001-389.700	Donations - Library	1,230	6	-	1	1	-		
	SUB-TOTAL	7,994,241	8,348,960	8,461,525	6,366,728	8,307,126	7,506,309	-	-
001-38-000-9000	BALANCE BROUGHT FORWARD			1	-		100		
001-389.700	TOTAL GENERAL FUND REVENUE	7,994,241	8,348,960	8,461,526	6,366,728	8,307,126	7,506,409	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (General Fund 100)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	51,472	50,992	51,309	48,499	51,309	-	-
Operating Expenses	40,269	34,376	60,332	49,402	51,673	-	-
Capital Outlay	-	-	-	1,272	3,000	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	91,741	85,368	111,641	99,173	105,982	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Mayor	1.00	1.00		
Vice-Mayor	1.00	1.00		
Commissioner	1.00	1.00		
Commissioner	1.00	1.00		
Commissioner	1.00	1.00		
	5.00	5.00	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (GF 100)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-511-100-11000	Executive Salaries	47,808	47,718	47,540	29,801	44,702	47,540		
001-51-511-100-19900	Wages Reclassified				845	845			
001-51-511-100-21000	FICA	3,457	3,048	3,637	1,880	2,820	3,637		
001-51-511-100-24000	Worker's Compensation Insurance	207	226	132	88	132	132		
	TOTAL PERSONNEL EXPENSES	51,472	50,992	51,309	32,614	48,499	51,309	-	-
001-51-511-100-31000	Professional Services	23,827	21,788	18,447	8,455	12,683	10,588		
001-51-511-100-40000	Travel & Training	3,891	3,910	10,000		-	10,000		
001-51-511-100-41100	Telephone	1,256	1,238	1,100	910	1,365	1,100		
001-51-511-100-41200	Postage & Shipping	-		100	-	-	100		
001-51-511-100-47000	Printing	208		300	48	72	1,500		
001-51-511-100-48000	Promotional Activity	4,411	545	8,500	9,614	14,421	3,500		
001-51-511-100-48045	Sunset Celebration			14,400	6,098	9,147	16,800		
001-51-511-100-49400	Uniforms & Clothing	-	262	250	-	-	500		
001-51-511-100-51000	Office Supplies	60		120	-	-	120		
001-51-511-100-54200	Memberships, Dues, & Subscriptior	6,616	6,633	7,115	7,809	11,714	7,465		
	TOTAL OPERATING EXPENSES	40,269	34,376	60,332	32,934	49,402	51,673	-	-
001-51-511-100-64100	Machinery & Equipment	-	-	-	1,272	1,272	3,000		
	TOTAL CAPITAL	-	-	-	1,272	1,272	3,000	-	-
	TOTAL DEPT EXPENDITURES	91,741	85,368	111,641	66,820	99,173	105,982	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN COMMISSION (GF 100)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (GF 100)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2015-16 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Mayor	FT			10,000								10,000
Vice Mayor	FT			9,385								9,385
Commissioner	FT			9,385								9,385
Commissioner	FT			9,385								9,385
Commissioner	FT			9,385								9,385
FICA	3,637											3,637
Worker's Compensation Insurance	132											132
Total Wages & Benefits				47,540	-	-	-	-	-	-	-	51,309

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (GF 100)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
100-31000	Professional Services	Professor Instrum to do Phase 2 of the study of the election process	8,800
		Web hosting services (Vendor: 633A -- $894 + $420 + $474)	1,788
		Total	10,588
100-40000	Travel & Training	$2,000.00 allowance per elected official	10,000
100-41100	Telephone	Mobile phone charges	1,100
100-41200	Postage & Shipping	Incidental postage and shipping	100
100-47000	Printing	Incidental printing	1,500
100-48000	Promotional Activity	Annual Volunteer Recognition Receiption	2,000
		Constant Contact (e-mail blasts)	1,500
		Total	3,500
100-49399	Sunset Celebration	Band - $900 per month, other expenses - $500 per mo.	16,800
100-49400	Uniforms & Clothing	Two shirts per Commissioner @ $50.00 each	500
100-51000	Office Supplies	$10.00 / month	120
100-54200	Memberships, Dues, & Subscriptions	Palm Beach County League of Cities	5,015
		Florida League of Cities	1,050
		Northern Palm Beach County Chamber of Commerce	675
		Florida League of Mayors	350
		Other	375
		Total	7,465
		ToTal Operating Expenses	51,673
100-64100	Capital	Replacement of five iPads	3,000

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2015-16

The Town Manager is the Chief Administrative Officer of the Town of Lake Park. The position is appointed by the Town Commission. The Office of the Town Manager reports to the Mayor, Vice Mayor and Commission members. The Town Manager is responsible for the effective and efficient operation of all departments. The manager carries out the policies of the Commission. The Commission is the Chief Executive and Policy making authority for the town. The manager is dedicated to providing essential public services in the most cost effective manner possible. The manager works closely with staff to implement departmental and administrative policies. The manager responds to residential concerns, provides direction for staff and works in partnership with the Commission, Department Heads to ensure services are provided at the highest level possible given the availability of funding.

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	205,794	189,187	130,515	102,435	201,773	-	-
Operating Expenses	12,670	8,517	10,550	8,467	59,902	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	218,464	197,704	141,065	110,902	261,675	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Town Manager (15% shared with the CRA)	1.00	1.00		
Assistant to the Town Manager (15% shared with the CRA)	1.00	1.00		
	2.00	2.00	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-512-104-11000	Executive Salaries	120,369	110,596	120,000	59,574	89,361	117,000		
001-51-512-104-12000	Regular Salaries	38,949	38,892	-	5,422	8,133	42,702		
001-51-512-104-14000	Overtime Salaries	29		-	-	-	200		
001-51-512-104-15000	Special Pay	-		-	-	-	6,000		
001-51-512-104-19900	Wages Reclassified		(7,840)	(21,391)	(14,261)	(21,392)	(21,391)		
001-51-512-104-21000	FICA	11,836	10,929	9,180	4,890	7,335	12,217		
001-51-512-104-22000	Retirement	14,000	13,154	12,000	6,476	9,714	13,835		
001-51-512-104-22100	Town Retirement Matching		807	-	12	18	500		
001-51-512-104-23100	Medical Insurance	16,252	17,857	7,758	4,422	6,633	26,542		
001-51-512-104-23200	Insurance - Dental	759	790	371	186	279	816		
001-51-512-104-23300	Insurance - Life	1,273	1,456	994	825	1,238	1,156		
001-51-512-104-23400	Insurance - Vision	125	130	65	22	33	142		
001-51-512-104-23500	Disability	1,672	1,836	1,238	522	783	1,754		
001-51-512-104-24000	Worker's Compensation Insurance	530	580	300	200	300	300		
	TOTAL PERSONNEL EXPENSES	205,794	189,187	130,515	68,290	102,435	201,773	-	-
001-51-512-104-34000	Contractual Services						29,856		
001-51-512-104-40000	Travel & Training	5,916	3,911	3,500	428	642	9,000		
001-51-512-104-41100	Telephone	2,971	2,943	1,900	1,681	2,522	1,900		
001-51-512-104-41200	Postage & Shipping	61	70	100		-	100		
001-51-512-104-44200	Equipment Leases	564		100	-	-	100		
001-51-512-104-47000	Printing			100	-	-	100		
001-51-512-104-48000	Promotional Activities		74	1,500	1,141	1,712	7,100		
001-51-512-104-48001	Support of Town Organizations	-	-	-	-	-	8,796		

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-512-104-49400	Uniforms & Clothing			100	-	-	200		
001-51-512-104-51000	Office Supplies	677	109	250	954	1,431	250		
001-51-512-104-52000	Operating Supplies			500		-	-		
001-51-512-104-54200	Memberships, Dues, & Subscriptions	2,481	1,410	2,500	1,440	2,160	2,500		
	TOTAL OPERATING EXPENSES	12,670	8,517	10,550	5,644	8,467	59,902	-	-
001-51-512-104-64100	Machinery & Equipment				1,230				
	TOTAL CAPITAL				1,230				
	TOTAL DEPT EXPENDITURES	218,464	197,704	141,065	75,164	110,902	261,675	-	-

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TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2015-16

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Town Manager	FT	56.25	2,080	117,000	11,700	-	14,423	408	994	71	1,238	145,834
Assistant to the Town Manager	FT	20.53	2,080	42,702	2,135	1,000	12,119	408	162	71	516	59,113
				-								-
Wages Reclassified	(21,391)											(21,391)
Special Pay (car allowance)	6,000											6,000
FICA	12,217											12,217
Worker's Compensation Insurance	300											300
OverTime	200											200
Town Retirement Matching	500											500
Total Wages & Benefits	(2,174)			159,702	13,835	1,000	26,542	816	1,156	142	1,754	202,773

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16 **Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
104-34000	Contractual	Office of the Inspector General	29,856
104-40000	Travel & Training	FCCMA Annual Conference	900
		Florida Hurricane Conference	1,000
		Florida Redevelopment Association annual conference	1,500
		Florida League of Cities conference	1,500
		Palm Beach County Days	1,000
		National League of Cities annual conference	2,000
		Local meetings and travel	1,100
		Total	9,000
104-41100	Telephone	Office telephone extensions (2) and 1 cell phone	1,900
104-41200	Postage & Shipping		100
104-44200	Equipment Leases		100
104-47000	Printing		100
104-48000	Promotional Activities	Gift Cards - Property of the Month, Thanksgiving	7,100
104-48001	Support of Town Organizations	See Initiatives	8,796
104-47002	Uniforms & Clothing	4 logo shirts	200
104-51000	Office Supplies		250
104-54200	Memberships, Dues, & Subscriptions	ICMA membership	1,100
		Business Development Board membership	1,000
		Florida City/County Management Association membership	360
		Palm Beach County Management Association membership	40
		Total	2,500
		Total	$ 59,902

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
	Provide Funding for Lake Park youth to attend dance classes		$ 1,500
	Provide funding for Club 100 to supplement the non-profit's initiatives in Lake Park		$ 5,000
	Elevate the position of Administrative Assistant to the Town Manager to Assistant to the Town Manager		$ 2,296
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET		$ -	$ 8,796
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET		$ -	$ -
COMBINED TOTALS		$ -	$ 8,796

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TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2015-16

The goal of the Human Resources Department is to support the Town's mission by creating an environment to help promote the efficient and effective delivery of municipal services to the Town by its employees. Among this department's major responsibilities are the following:

- Human Resource Planning
- Human Resource Policy Development
- Employee Training and Development
- Employee Classification and Compensation
- Employee Benefit Planning
- Labor Relations
- Risk Management

In terms of the efficient delivery of departmental services, the departmental responsibilities outlined above have continued to be carried out in a cost-effective, accurate and timely manner. For example, this fiscal year the Human Resources Department conducted the national Town Manager search to fill the vacancy resulting from the retirement of Dale Sugerman. Such Town Manager search was successful in that a new Town Manager was hired by the Town effective 5/1/2015. The Human Resources Director also served as the Interim Town Manager from 1/26/2015 until 4/30/2015.

The Human Resources Department has continued its ongoing program of employee training focusing on compliance issues, and the Human Resources Director has continued to work with the Florida League of Cities and the Public Works Director in ensuring that the Town's workplace is a safe and healthy environment in which Town employees work, and which customers visit. Such safety initiatives have continued to significantly reduce the number of workplace accidents and workers' compensation claims and have resulted in a decrease in our workers' compensation insurance premiums.

In terms of promoting employee wellness, the Human Resources Department has arranged to bring the Jupiter Medical Center Wellness-in-Motion mobile unit back onsite to make various health screenings available to Town employees, and will do so again in FY 2016.

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	102,180	110,753	112,450	122,027	141,561	-	-
Operating Expenses	20,960	26,121	22,747	19,840	27,145	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	123,140	136,874	135,197	141,867	168,706	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Human Resources Director	1.00	1.00		
Administrative Assistant (38% budgeted for the HR Dept.)	1.00	---		
Assistant to the HR Director	---	1.00		
	2.00	2.00	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET									
HUMAN RESOURCES (GF 105)									
DEPARTMENTAL BUDGET DETAIL									
	FISCAL YEAR 2015-16								Schedule 2
ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-512-105-11000	Executive Salaries	62,637	65,515	64,635	49,863	74,795	64,626		
001-51-512-105-12000	Regular Salaries	26,537	27,187	29,765	18,690	28,035	38,750		
001-51-512-105-13000	Other & Part Time Salaries	262			73	110	-		
001-51-512-105-14000	Overtime Salaries	98		100	231	347	100		
001-51-512-105-15000	Special Pay	726	726	720	438	657	2,720		
001-51-512-105-19900	Wages Reclassified	(13,778)	(13,915)	(15,178)	(10,125)	(15,188)	-		
001-51-512-105-21000	FICA	6,719	6,961	7,221	5,185	7,778	7,908		
001-51-512-105-22000	Retirement	3,132	4,674	4,719	3,438	5,157	5,169		
001-51-512-105-22100	Town Retirement Matching		2,125	2,217	1,369	2,054	2,585		
001-51-512-105-23100	Medical Insurance	13,488	14,758	15,516	10,345	15,518	17,068		
001-51-512-105-23200	Insurance - Dental	721	760	742	557	836	816		
001-51-512-105-23300	Insurance - Life	231	316	316	218	327	316		
001-51-512-105-23400	Insurance - Vision	130	130	316	87	131	142		
001-51-512-105-23500	Disability	1,092	1,314	1,205	876	1,314	1,205		
001-51-512-105-24000	Worker's Compensation Insurance	185	202	156	104	156	156		
	TOTAL PERSONNEL EXPENSES	102,180	110,753	112,450	81,349	122,027	141,561	-	-
001-51-512-105-31000	Professional Services	4,885	5,567	6,000	2,246	3,369	6,000		
001-51-512-105-34000	Contractual Services	4,836	5,767	4,000	2,271	3,407	4,000		
001-51-512-105-40000	Travel and Training		225	1,200	237	356	2,750		
001-51-512-105-41100	Telephone	261	258	300	132	198	300		
001-51-512-105-41200	Postage & Shipping	310	457	400	35	53	400		

TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-512-105-44200	Equipment Leases	1,648	1,895	2,245	1,106	1,659	2,245		
001-51-512-105-47000	Printing	120	53	100		-	100		
001-51-512-105-47100	Photocopying		232		414	621	2,000		
001-51-512-105-48100	Advertising	6,440	8,038	5,000	5,026	7,539	6,000		
001-51-512-105-51000	Office Supplies	1,309	2,423	2,250	807	1,211	2,250		
001-51-512-105-54200	Memberships, Dues, & Subscription	1,151	1,206	1,252	951	1,427	1,100		
	TOTAL OPERATING EXPENSES	20,960	26,121	22,747	13,225	19,840	27,145	-	-
	TOTAL DEPT EXPENDITURES	123,140	136,874	135,197	94,574	141,867	168,706	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2014-15

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Human Resources Director	FT	31.07	2,080	64,626	3,231	1,500	8,534	408	170	71	828	79,368
Assistant to the HR Director	FT	18.63	2,080	38,750	1,938	-	8,534	408	146	71	377	50,224
Special Pay - Employee of the Year Award	500											500
Overtime Salaries	100											100
Wages Reclassified	-											-
Phone Allowance	720											720
FICA	7,908											7,908
Worker's Compensation Insurance	156											156
Town Retirement Matching	2,585											2,585
Total Wages & Benefits				103,376	5,169	1,500	17,068	816	316	142	1,205	141,561

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-31000	Professional Services	Florida Department of Law Enforcement Criminal Histories on the Internet (for state criminal background checks); National Student Clearing House (to verify academic degrees or attendance at a college or university); Crimcheck (for national criminal background and sex offender background checks) and, Benefits Workshop (aka JAG Enterprises, for administration of the Flexible Spending Account and the provision of COBRA services). This is being proposed as level funded from FY 2015.	$ 6,000
105-34000	Contractual Services	Jupiter Medical Center Occupational Health Services (for pre-employment and post-accident drug screens and physicals and commercial drivers' license-related drug screening); Innovative Credit Solutions (for credit investigations for applicants for certain positions); and, the Center for Family Services for the Employee Assistance Program for Town employees. This is being proposed as level funded from FY 2015	4,000
105-40000	Travel and Training	Intermediate Excel training for the HR Administrative Assistant through a local high school estimated at $150.00 (this is advertised in the fall in the publication entitled "Community Educator" along with the exact cost). Also included is the amount of $2,600 which is the cost of the training course entitled Supervisory Skills for New Supervisors through the Florida International University School of International and Public Affairs which is being proposed for Town department heads and supervisors.	2,750
105-41100	Telephone	State of Florida. Level funded from FY 2015.	300
105-41200	Postage & Shipping	United States Postal Service and occasionally Federal Express. This is being proposed as level funded from FY 2015.	400
105-44200	Equipment Leases	Toshiba (fixed cost)	2,245
105-47000	Printing	Minuteman Press. This is being proposed as level funded from FY 2015.	100
105-47100	Photocopying		2,000

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-48100	Advertising	Palm Beach Post; International City/County Management Association; American Planning Association; Florida American Planning Association; Florida Government Finance Officers Association; and, other professional organizations as needed for which there is a cost for employment advertising. It is being proposed that this be increased from the $5,000 budgeted in FY 2015 to $6,000 for FY 2016 because of the high degree of job advertising that has taken place so far this fiscal year. With 75 percent of the fiscal year completed (as of 6/24/2015), this account shows a net availability of minus $26.	6,000
105-51000	Office Supplies	Staples and Office Depot, and an additional $1,000 to cover the cost of color and black and white printing for other departments, etc. which is taking place on the HR Department Toshiba copier/printer and cannot be separated out because no print meter has been installed on this equipment. The HR Department also bears the full cost of paper purchased for all printing and copying done on this equipment. This is being proposed as level funded from FY 2015.	2,250
105-54200	Membership, Dues & Subscription	International City/County Management Association ($323.17 membership renewal fee for HR Director); Society for Human Resource Management ($180.00 approx. membership renewal fee for HR Director); and, Business and Legal Reports ($596.95 for What To Do about Personnel Problems in Florida [$557.00 plus $39.95 shipping cost]). This is a decrease from the $1,252 budgeted for this item for FY 2015.	1,100
	Total		**$ 27,145**

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Removal from the Parks and Recreation Department budget of the 38 percent budgeted for the Administrative Assistant position	Due to the increased Human Resources Department workload and increased level of responsibility assigned to this position, and the demand for an increase in the percentage of hours to be afforded to recreation duties including the increase in work on rentals from a part-time activity to a full-time activity which cannot be accomplished within the 38 percent budgeted for this position for the Parks and Recreation Department, it is being proposed that the 38 percent budgeted for this position for Parks and Recreation be removed, and that 100 percent of the costs for this position be budgeted in the Human Resources Department. The cost of this would be 38 percent of $38,750 which is the total cost per year of the second initiative (below).		$ 14,725
Upgrade of Administrative Assistant Position	Upgrade of the current Administrative Assistant position to Assistant to the Human Resources Director to reflect the increased Human Resource responsibilities assigned to the employee in the position of Administrative Assistant. This action would require the amendment of the classification plan to include the new job description of Assistant to the Human Resources Director. The hourly pay range proposed for this position is $18.63 per hour to $25.07 per hour which is consistent with the hourly rate for the current position of Assistant to the Public Works Director. Such action would result in a $4.30 per hour increase in the current hourly pay rate of $14.33 ($29,806 per year) for the position of Administrative Assistant to bring the employee up to minimum hourly rate of $18.63 ($38,750 per year) for the proposed new position, or an additional $8,944 per year. To prepare her for such increase in responsibilities, the employee currently in the position of Administrative Assistant has undergone extensive on-the-job Human Resource training by the Human Resources Director as well as training through the Florida Employment Law Seminar (in March of 2014) which provided her with an understanding of how to comply with Federal and State employment laws and regulations impacting management, i.e.: Federal and Sate Wage and Hour Laws; Employment at Will; Wrongful Discharge; Sexual Harassment; Legal and Illegal Interview Questions; Conducting Effective Reference Checks; Personnel Recordkeeping Requirements; How to Comply with the Americans with Disabilities and the Family Medical Leave Acts; How to Discipline and Discharge Employees Legally; and Dealing with Special Disciplinary Problems		$ 8,944
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET:			$ 23,669
TOTALS FOR INITIATIVES THAT ARE **NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			$ 23,669

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

The Town Clerk provides quality customer service to all Town customers and residents. The Clerk is the Town's chief records custodian, and protects and preserves all official records and documents, such as Ordinances, Resolutions, Commission and Board minutes, contracts and agreements. The Clerk is the Financial Disclosure Coordinator with the Florida Commission on Ethics, the Records Management Liaison to the Florida Department of State, along with coordinating all primary, general and special Town elections as the Municipal Supervisor of Elections. The Town Clerk is the administrator of all Town elections, and follows the Palm Beach County Supervisor of Elections for election dates and distributing candidate packages to overseeing ballots and administering the oath of office. The Clerk is the custodian of the Town Seal and provides notary services. The Clerk's Office disseminates information about legislative decisions and policy issues.

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN CLERK (GF 106)

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	124,722	101,964	131,220	160,084	133,687	-	-
Operating Expenses	35,157	37,876	20,967	21,936	44,377	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	1,550	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	161,429	139,840	152,187	182,020	178,064	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Town Clerk	1.00	1.00	1.00	
Adminstrative Assistant	1.00	---	----	
Deputy Town Clerk	---	1.00	1.00	
	2.00	2.00	2.00	0.00

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TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-512-106-11000	Executive Salaries	57,694	57,754	62,641	39,222	78,444	62,629		
001-51-512-106-12000	Regular Salaries	35,030	16,629	41,439	25,523	51,046	41,475		
001-51-512-106-14000	Overtime Salaries	42		200	441	882	200		
001-51-512-106-15000	Special Pay	1,726	726	720	438	876	720		
001-51-512-106-19900	Wages Reclassified	-		(14,141)	(9,637)	(19,274)	(14,141)		
001-51-512-106-21000	FICA	7,020	5,374	7,962	4,515	9,030	7,964		
001-51-512-106-22000	Retirement	4,329	3,797	5,203	3,249	6,498	5,205		
001-51-512-106-22100	Town Retirement Matching		1,366	2,454	1,630	3,260	2,603		
001-51-512-106-23100	Medical Insurance	16,252	14,168	22,034	12,853	25,706	24,238		
001-51-512-106-23200	Insurance - Dental	721	570	742	495	990	816		
001-51-512-106-23300	Insurance - Life	359	360	423	286	572	423		
001-51-512-106-23400	Insurance - Vision	130	97	130	87	174	142		
001-51-512-106-23500	Disability	1,259	948	1,317	876	1,752	1,317		
001-51-512-106-24000	Worker's Compensation Insurance	160	175	96	64	128	96		
	TOTAL PERSONNEL EXPENSES	124,722	101,964	131,220	80,042	160,084	133,687	-	-
001-51-512-106-31000	Professional Services	1,050	2,550	1,050	1,050	2,100	3,480		
001-51-512-106-33000	Accounting, Audit & Elections	11,306	10,842	100		-	15,000		
001-51-512-106-34000	Contractual Services	3,403	5,622	4,900	3,200	6,400	6,400		
001-51-512-106-40000	Travel & Training	2,611	2,283	2,000	791	1,582	2,500		
001-51-512-106-41100	Telephone	725	753	695	369	738	695		
001-51-512-106-41200	Postage & Shipping	329	263	220		-	200		
001-51-512-106-44200	Equipment Lease	5,135	3,208	3,352	1,872	3,744	3,352		

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-512-106-46000	Repair & Maintenance	289	745	2,000		-	500		
001-51-512-106-47000	Printing	722	136	150		-	150		
001-51-512-106-47100	Photocopying		461		813		-		
001-51-512-106-48000	Promotional Activity		20	-	2,659	5,318	5,000		
001-51-512-106-48100	Advertising	3,798	8,035	3,500		-	3,500		
001-51-512-106-48200	Recording Fees		79	100		-	100		
001-51-512-106-51000	Office Supplies	4,612	1,727	2,000	560	1,120	2,200		
001-51-512-106-52100	Gasoline & Diesel Fuel	685	583	500	282	564	500		
001-51-512-106-54100	Books & Subscriptions			100		-	400		
001-51-512-106-54200	Memberships, Dues, & Subscriptions	492	569	300	185	370	400		
	TOTAL OPERATING EXPENSES	35,157	37,876	20,967	11,781	21,936	44,377	-	-
001-51-512-106-63000	Improvements Other Than Buildings		4,229						
001-51-512-106-94100	Machinery & Equipment		5,096						
	TOTAL DEBT SERVICE	-	9,325	-	-	-	-	-	-
001-51-512-106-71000	Principal	1,518							
001-51-512-106-72000	Interest	32							
	TOTAL DEBT SERVICE	1,550	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	161,429	149,165	152,187	91,823	182,020	178,064	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN CLERK (GF 106)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2015-16

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Town Clerk	FT	30.11	2,080	62,629	3,131	-	12,119	408	261	71	801	79,420
Deputy Town Clerk	FT	19.94	2,080	41,475	2,074	-	12,119	408	162	71	516	56,825
Wages Reclassified	(14,141)											(14,141)
Overtime Salaries	200											200
Phone Allowance	720											720
FICA	7,964											7,964
Worker's Compensation Insurance	96											96
Town Retirement Matching	2,603											2,603
Total Wages & Benefits	11,383			104,104	5,205	-	24,238	816	423	142	1,317	133,687

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
106-31000	Professional Services	Laserfiche - maintenance, upgrade, 5 additional licenses	$ 3,480
106-33000	Accounting, Audit & Elections	Municipal election - Commissioners	15,000
106-34000	Contractual Services	Municode - website fee; My Municode bundle	6,400
106-40000	Travel & Training	FACC Conference; PBCMCA Training	2,500
106-41100	Telephone		695
106-41200	Postage & Shipping		220
106-44200	Equipment Lease	Lease expense on the copier/printer/fax/scan machine	3,328
		Lease of Cable Boxes	24
		Total Equipment Leases	3,352
106-46000	Repair & Maintenance	Town Car repairs Discussion to remove from Clerk's Buget	2,000
106-47000	Printing	Nameplates	150
106-48100	Advertising	Bids/RFP's Ordinances	3,500
106-48200	Recording Fees		100
106-51000	Office Supplies	Bottled water, Color Copies, Misc. Supplies, Paper	2,200
106-52100	Gasoline & Diesel Fuel	Additional usage of the Town vehicle	500
106-54100	Books & Subscriptions	Robert's Rules of Order books for newly elected Commissioners	400
106-54200	Memberships, Dues, & Subscriptions	FACC, IIMC, PBCMCA, NNA	400
		TOTAL	$ 40,897

TOWN OF LAKE PARK - ANNUAL BUDGET

LEGAL (GF 108)

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	-	-	-	-	-	-	-
Operating Expenses	97,869	104,063	121,000	110,000	121,000	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	97,869	104,063	121,000	110,000	121,000	-	-

Personnel Recap

The Commission contracts for these services

TOWN OF LAKE PARK - ANNUAL BUDGET
LEGAL (GF 108)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 03/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-514-108-31100	Professional Svc - Town Attorney	97,869	104,063	120,000	57,310	110,000	120,000		
001-51-514-108-31101	Professional Svc - Other Legal		-	1,000	-	-	1,000		
001-51-514-108-31200	Professional Svc - Foreclosure	-	-	-	-	-	-	-	
	TOTAL OPERATING EXPENSES	97,869	104,063	121,000	57,310	110,000	121,000	-	-
001-51-514-108-99105	Cost Recovery		-	-	-	-	-	-	-
	TOTAL OTHER EXPENSES	-	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	97,869	104,063	121,000	57,310	110,000	121,000	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
LEGAL (GF 108)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
500-31100	Professional Services	Professional Svc - Town Attorney	$ 120,000
500-31101	Professional Services	Professional Svc - Other Legal	$ 1,000
		TOTAL	$ 121,000

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

The Information Technology Department serves other Town departments through a series of services that includes integrating computer systems, coordinating and providing training, technology assistance and support. The department creates the technological environment that enables Town employees to quickly access vital information using the most efficient and cost effective system hardware and software. The department provides leadership as an active partner in the regional telecommunications and data-sharing network.

Services

Town Hall, Public Works, Library, Recreation, Marina and future EOC Disaster Recovery site:

- **Data:** The use of computers and networks to store, process and receive data
- **Computer systems and applications:**
  The development, installation, and implementation of computer systems and applications (IMS for Building Department, Ink force for Code Compliance system, ADG for Finance, future GIS for Community Development Department and Microsoft Exchange and Emails Protection System [EMPS], Dockmaster for Marina); also, public access computers located at Library with free Wi-Fi at Library and Marina
- **Hardware/Software/Printing/Scanning and Facsimile:**
  The support and management of computer, peripherals, and software (Virus and Malware Protection).
- **Network and Back-up:** Virtualization Servers
  (Town Hall, Public Works, Recreation, Marina and future EOC server as Disaster Recovery site).
- **Voice support:** Management and Maintenance of the telephones (Landlines and Cellular)
- **Security systems:** CCTV systems throughout the Town to provide live information to the Palm Beach County Sheriff's Office District 110
- **Communications:** LPTV channel 18 thru Comcast for the Town Meetings Live and Re-Broadcast within the Town boundaries

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	98,438	99,279	101,362	127,872	102,539	-	-
Operating Expenses	40,763	50,142	49,325	56,740	58,925	-	-
Capital Outlay	2,779	16,842	32,508	27,266	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	2,000	-	2,000	-	-
Total Expenses	141,980	166,263	185,195	211,878	163,464	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Chief Information Technology Officer	1.00	1.00		
	1.00	1.00	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-512-110-11000	Executive Salaries	75,366	75,389	76,590	48,001	96,002	76,586		
001-51-512-110-15000	Special Pay	1,990	490	490	296	592	490		
001-51-512-110-21000	FICA	5,571	5,431	5,792	3,450	6,900	5,790		
001-51-512-110-22000	Retirement	3,912	3,895	3,829	2,415	4,830	3,829		
001-51-512-110-22100	Town Retirement Matching	-	1,795	1,877	1,207	2,414	1,915		
001-51-512-110-23100	Medical Insurance	9,509	10,478	11,017	7,345	14,690	12,119		
001-51-512-110-23200	Insurance - Dental	360	380	371	278	556	408		
001-51-512-110-23300	Insurance - Life	206	261	261	174	348	261		
001-51-512-110-23400	Insurance - Vision	65	65	65	43	86	71		
001-51-512-110-23500	Disability	1,000	1,046	1,046	711	1,422	1,046		
001-51-512-110-24000	Worker's Compensation Insurance	45	49	24	16	32	24		
001-51-512-110-26000	Mileage Reimbursement	414	-	-	-	-	-		
	TOTAL PERSONNEL EXPENSES	98,438	99,279	101,362	63,936	127,872	102,539	-	-
001-51-512-110-31000	Professional Services - Adm IT	3,662	14,947	8,000	6,210	9,315	17,100		
001-51-512-110-34000	Contractual Services	8,100	6,060	10,560	8,460	12,690	10,560		
001-51-512-110-40000	Travel & Training	810	442	1,000	1,179	1,769	1,500		
001-51-512-110-41100	Telephone	2,306	2,078	2,300	2,308	3,462	2,300		
001-51-512-110-41105	Telephone - DSL	1,369	3,327	3,000	2,178	3,267	3,000		
001-51-512-110-46100	Equipment Maintenance Contract	2,756	3,055	3,000	1,844	2,766	3,000		
001-51-512-110-49303	Software - Administration	6,412	6,421	8,250	6,006	9,009	8,250		
001-51-512-110-49306	Software Maintenance - Finance	4,415	4,595	4,415	4,635	6,953	4,415		
001-51-512-110-51000	Office Supplies	129	11	-		-	-		

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-512-110-51900	Computer Supplies & Parts	7,313	6,058	4,000	4,030	6,045	4,000		
001-51-512-110-52000	Operating Supplies	2,636	2,773	4,000	16	24	4,000		
001-51-512-110-52200	Small Tools & Others			-		-			
001-51-512-110-54200	Memberships, Dues, & Subscriptior	855	375	800	960	1,440	800		
	TOTAL OPERATING EXPENSES	40,763	50,142	49,325	37,826	56,740	58,925	-	-
001-51-512-110-64100	Machinery & Equipment	2,779	16,005	32,508	18,177	27,266			
001-51-512-110-64101	Hardware - Town Commission				-	-			
001-51-512-110-64103	Hardware - Administration		837			-			
001-51-512-110-64106	Hardware - Finance					-			
001-51-512-110-64000	TOTAL CAPITAL OUTLAY	2,779	16,842	32,508	18,177	27,266	-	-	-
001-51-512-110-99901	Contingency			2,000	-	-	2,000		
	TOTAL OTHER EXPENSES			2,000	-	-	2,000	-	-
	TOTAL DEPT EXPENDITURES	141,980	166,263	185,195	119,939	211,878	163,464	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2015-16 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Chief Information Technology Officer	FT	36.82	2,080	76,586	3,829	-	12,119	408	261	71	1,046	94,320
DSL Line	490											490
FICA	5,790											5,790
Worker's Compensation Insurance	24											24
Town Retirement Matching	1,915											1,915
Total Wages & Benefits				76,586	3,829	-	12,119	408	261	71	1,046	102,539

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
110-31000	Professional Services	KDT Solutions, IT Consultant and support, & IT Audit	$ 17,100
110-34000	Contractual Services	Telvue Channel 18 and bulletin board	2,400
		EMPS Emails Protection Services (lakeparkflorida.gov)	2,880
		BDRS Disaster Recovery Services	2,400
		Website Hosting	780
		Total	10,560
110-40000	Travel & Training	FLGISA Annual Conference, CCIO Meeting, mileage reimbursement	1,500
110-41100	Telephone	Landline, Emergency phones by AT&T and Emergency air card	2,300
110-41105	DSL	DSL (Comcast and AT&T) for Town Hall	3,000
110-46100	Equipment Maintenance	AT&T Insurance for Telephones at Town Hall	3,000
110-49303	Software-Administration	Symantec Anti-Virus Protection Renewal (all)	
		Spector Software-Server Renewal	
		Astaro Firewalls	
		Backup Software	
		Software licenses Server if needed	
		Software licenses Office-Publisher	
		lakeparkflorida.gov Domain Renewal	250
		Total	8,250

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
110-49306	Software-Finance	Accounting Software (ADG) Annual Support Fee	4,415
110-51900	Computer Supplies & Parts	Maintenance and Repair Computer Parts	4,000
110-52000	Operating Supplies	Power Back UPS, Tapes/Disks Back up	4,000
110-54200	Memberships, Dues, & Subscriptions	FLGISA, FCCMA, ICMA	800
		TOTAL	$ 58,925

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (General Fund 110)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
UPGRADED SAN	To replace old Storage Area Network (Dell MD3420) 6 years old no longer had warranty to new one		$ 14,500
	Transfer data to new SAN. This unit hold all the Town's Data		$ 2,400
MAIN SERVER AT TOWN HALL	To add a new XEN in case the old three servers down (6 years old and can be down at anytime).		$ 8,700
ID CARDS PRINTER	Replacement of 7 years old printer are no longer working.		$ 4,000
XEN SERVER AT EOC	To add client computers to EOC server at FS 68 for Emergency operation (2 laptops)		$ 3,000
PW-SERVER	Replace old server (more than 5 years)		3,200
SPARE WORKSTATION	To add spare workstations for all department (5 computers)		5,000
LANDLINES PHONE	Budget for 2016-2017 replacement of old phone system to VOIP		15,000
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **TOWN MANAGERS** PROPOSED BUDGET		$ -	$ 55,800
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **DEPARTMENTS** PROPOSED BUDGET		$ -	$ -
COMMISSION CHAMBERS			
	Telvue Webstreaming		$ 10,330
	Commission Chambers Camera replacement		$ 27,789
	Rear speakers		$ 3,596
	Presentation Display Solution		$ 18,852
	Acoustical Treatment		$ 5,578
TOTALS FOR **INITIATIVES THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET		$ -	$ 66,145
COMBINED TOTALS		$ -	$ 121,945

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

The overall goal of the Town of Lake Park's Finance Department is to assure the effective and efficient use of the Town's fiscal and monetary resources and to safeguard Town assets.

Amoung the Finance Department's responsibilities are the development of the Town's fiscal budget; the development and implementation of financial and accounting reporting policies, proceedures, and practices in accordance with Government Accounting Standards Board pronouncements and other legally mandated standards; and, the development of sound record keeping and centralized public financial services in order to meet the highest promulgated standards.

Goals for the current and upcomming year are:

- Maintain a high level of transparency, openness, and disclosure with the Town Commission and the Senior Staff
- Work towards a effective and efficient team in the Finance Department
- Develop a plan to engage the community and the Commission in the financial planning of the Town, i.e. long term planning, budgeting, and specific proposals
- Stabilizing the Town's short term and long term financial position

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	300,466	336,070	337,391	329,820	395,110	-	-
Operating Expenses	106,993	78,060	83,810	82,279	95,010	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	407,459	414,130	421,201	412,099	490,120	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Finance Director (15% shared w/ CRA)	1.00	1.00		
Chief Accountant	1.00	1.00		
Accountant II	1.00	1.00		
Accountant II (20% shared w/ Sanitation and 20% w/ Stormwater)	1.00	1.00		
Accountant I	1.00	1.00		
Office Assistant	1.00	1.00		
	6.00	6.00	0.00	0.00

E:\! 2015-16 Budget\BUDGET FY 2015-2016\With out Names\[BKR 400-DPW Admin 2015-16.xlsx]Wage & Ben - Sch 3

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-513-150-11000	Executive Salaries	75,288	75,333	80,500	50,420	75,630	80,496		
001-51-513-150-12000	Regular Salaries	157,819	163,132	202,374	126,953	190,430	243,027		
001-51-513-150-13000	Other & Part Time Salaries	3,085	24,757	-	-	-	-		
001-51-513-150-14000	Overtime Salaries	-	523	200	2,169	3,254	400		
001-51-513-150-15000	Special Pay	1,726	1,726	1,720	938	1,407	1,220		
001-51-513-150-19900	Wages Reclassified	-	-	(33,788)	(17,131)	(25,697)	(33,788)		
001-51-513-150-21000	FICA	17,364	19,538	21,717	13,304	19,956	24,788		
001-51-513-150-22000	Retirement	8,811	9,986	12,166	7,716	11,574	12,145		
001-51-513-150-22100	Town Retirement Matching	-	4,442	5,825	3,200	4,800	6,073		
001-51-513-150-23100	Health Insurance	31,044	30,328	39,645	27,290	40,935	52,144		
001-51-513-150-23200	Insurance - Dental	1,321	1,521	1,855	1,392	2,088	2,448		
001-51-513-150-23300	Insurance - Life	680	949	972	742	1,113	1,191		
001-51-513-150-23400	Insurance - Vision	238	260	325	216	324	426		
001-51-513-150-23500	Disability	2,787	3,244	3,676	2,535	3,803	4,336		
001-51-513-150-24000	Worker's Compensation Insurance	303	331	204	136	204	204		
001-51-513-150-25100	Unemployment Compensation			-	-	-	-		
	TOTAL PERSONNEL EXPENSES	300,466	336,070	337,391	219,880	329,820	395,110	-	-
001-51-513-150-31000	Professional Services	2,290	-		-	-	10,000		
001-51-513-150-33000	Accounting & Auditing	49,800	42,125	49,800	17,200	49,800	50,000		
001-51-513-150-34000	Contractual Services	22,315	7,051	4,440	11,493	12,973	4,440		
001-51-513-150-40000	Travel & Training	4,249	2,596	5,000	6,685	6,685	5,000		

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-513-150-41100	Telephone	1,274	1,337	1,340	667	1,001	1,340		
001-51-513-150-41200	Postage & Shipping	5,131	5,266	4,500	503	755	4,500		
001-51-513-150-44200	Equipment Leases	4,425	3,605	4,285	1,847	2,771	4,285		
001-51-513-150-47000	Printing	575	582	1,000	187	281	1,000		
001-51-513-150-47100	Copying		285	-	293	440	1,000		
001-51-513-150-49000	Other Current Charges	435	435	435	-	-	435		
001-51-513-150-49600	Bank Charges / Admin Fees	11,340	8,065	8,000	2,222	3,333	8,000		
001-51-513-150-51000	Office Supplies	4,370	6,208	4,500	2,594	3,891	4,500		
001-51-513-150-52200	Small Tools & Other	195		-	-	-	-		
001-51-513-150-54100	Books & Subscriptions	159		-	44	66	-		
001-51-513-150-54200	Memberships & Dues	435	505	510	190	285	510		
	TOTAL OPERATING EXPENSES	106,993	78,060	83,810	43,925	82,279	95,010	-	-
001-51-513-150-64100	Machinery & Equipment	-	-	-	1,195	1,195	-		
001-51-513-150-62100	Buildings	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	-	-	-	1,195	1,195	-	-	-
	TOTAL DEPT EXPENDITURES	407,459	414,130	421,201	265,000	413,294	490,120	-	-

E:\! 2015-16 Budget\BUDGET FY 2015-2016\With out Names\[BKR 400-DPW Admin 2015-16.xlsx]Wage & Ben - Sch 3

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2014-15

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Finance Director	FT	38.70	2,080	80,496	4,025	-	8,534	408	207	71	999	94,740
Chief Accountant	FT	30.01	2,080	62,421	3,121	-	Declined	408	207	71	712	66,940
Accountant I	FT	23.76	2,080	49,421	2,471	500	14,423	408	132	71	645	68,071
Accountant II	FT	24.31	2,080	50,565	2,528	-	12,119	408	207	71	660	66,558
Accountant II	FT	19.38	2,080	40,310	-	-	8,534	408	219	71	660	50,202
Office Admin	FT	19.38	2,080	40,310	-	-	8,534	408	219	71	660	50,202
												-
Overtime	400											400
Wages Reclassified	(33,788)											(33,788)
FICA	24,788											24,788
Phone Allowance	720											720
Worker's Compensation Insurance	204											204
Town Retirement Matching	6,073											6,073
												-
Total Wages & Benefits				323,523	12,145	500	52,144	2,448	1,191	426	4,336	395,110

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (GF 150)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
150-31000	Professional fees	To help in preparing the proceedure manual	$ 10,000
150-33000	Accounting & Auditing	Annual Audit Fee (Nowlen Holt & Miner) & OPEB Actuarial (Foster & Foster	$ 50,000
150-34000	Contractual Services	Dunbar Armored Car Service $370/month	4,440
150-40000	Travel & Training	FGFOA Conference, FRA Conference, FABTO Conference, and ADG meetings	5,000
150-41100	Telephone	Six phone lines at $20 each times 12 months	1,340
150-41200	Postage & Shipping	Mailing of Sanitation bills, miscellaneous other bills, and notices	4,500
150-44200	Equipment Leases	Copy Machine lease ($2080), & Postage Machine ($2205)	4,285
150-47000	Printing	W-2 and 1099 Forms ($150), Business Tax Receipt forms ($200), Sanitations Billing cards ($350), various payroll and leave forms ($300)	1,000
150-47100	Copying	Per copy charges on the copier/printer	1,000
150-49000	Other Current Charges	GFOA Award Fee	435
150-49600	Credit Card and Banking Fees	Master Card / Visa, American Express, & Account Analysis Fees	8,000
150-51000	Office Supplies	Office Depot,Staples, and others for envelopes, copy paper, water, postage supplies, pens, etc.	4,500
150-54200	Memberships, Dues, & Subscriptions	GFOA ($170), FGFOA ($75), PBC GFOA ($60), FABTO ($40), and COSTCO ($165)	510
		TOTAL	$ 95,010

E:\! 2015-16 Budget\BUDGET FY 2015-2016\With out Names\[BKR 400-DPW Admin 2015-16.xlsx]Wage & Ben - Sch 3

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2014-15

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Policy and Procedures manual	Professional fee connected to completing a Policy and Procedures manual.	-	10,000
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **TOWN MANAGERS** PROPOSED BUDGE		$ -	$ 10,000
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **DEPARTMENTS** PROPOSED BUDGET		$ -	$ 10,000

E:\! 2015-16 Budget\BUDGET FY 2015-2016\With out Names\[BKR 400-DPW Admin 2015-16.xlsx]Wage & Ben - Sch 3

TOWN OF LAKE PARK - ANNUAL BUDGET

LAW ENFORCEMENT SERVICES (GF 200)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2015-16

The policing and security duties for the Town are contracted to the Palm Beach County Sheriff's Office (PBSO).

The eleventh addendum to the contract, the Lake Park Law Enforcement Service Agreement, has been proposed by the Palm Beach County Sheriff's Office at a $73,464 increase for Fiscal Year 2016. This brings the annual amount to $2,722,314 a 2.77% increase.

The increase includes an additional Law Enforcement Service Aide and an additional Crossing Guard.

TOWN OF LAKE PARK - ANNUAL BUDGET
LAW ENFORCEMENT SERVICES (GF 200)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services							
Operating Expenses	2,610,559	2,670,582	2,689,498	2,677,029	2,760,914	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	2,610,559	2,670,582	2,689,498	2,677,029	2,760,914	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Lieutenant	1.00	1.00		
Sergeants	3.00	3.00		
Deputy Sheriffs	19.00	19.00		
Administrative Secretary	1.00	1.00		
Law Enforcement Service Aide	—	1.00		
School Crossing Guards	9.00	10.00		
	33.00	35.00	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
LAW ENFORCEMENT SERVICES (GF 200)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-52-521-200-34010	Contract PBC Sheriff	2,571,200	2,622,624	2,648,850	1,765,900	2,648,850	2,722,314		
001-52-521-200-41100	Telephone	2,371	2,628	1,600	1,338	2,007	1,600		
001-52-521-200-43000	Utilities	10,863	9,699	10,000	5,713	8,570	10,000		
001-52-521-200-43250	Garbage & Trash	1,108	1,094	2,000	1,066	1,599	2,000		
001-52-521-200-45000	Insurance	1,626	1,891	1,448		-	-		
001-52-521-200-49101	Property Tax	-	-	600	-	-	-		
001-52-521-200-52100	Gasoline & Diesel Fuel	23,391	32,646	25,000	10,669	16,004	25,000		
	TOTAL OPERATING EXPENSES	2,610,559	2,670,582	2,689,498	1,784,686	2,677,029	2,760,914	-	-
	TOTAL DEPT EXPENDITURES	2,610,559	2,670,582	2,689,498	1,784,686	2,677,029	2,760,914	-	-

Section 4302 District 10 – Lake Park
Fiscal Years 2015-2016 Budget Narrative

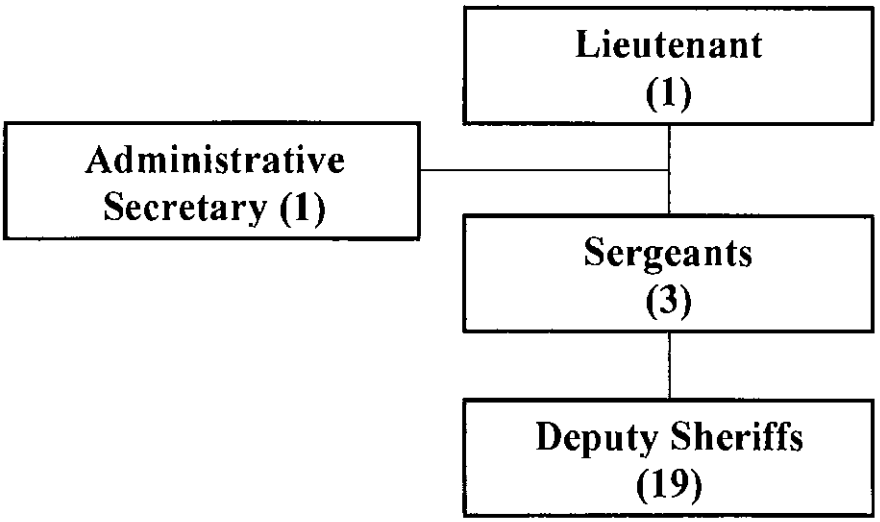
I. Section Description and Primary Functions

Section 4302: District 10 is a contract established on October 1, 2001 with the Town of Lake Park, Florida. The Town of Lake Park is located in the northeastern part of Palm Beach County and is bordered by the municipalities of Riviera Beach, Palm Beach Gardens, and North Palm Beach. The town is approximately 2.5 square miles in size and has an estimated population of 8,477. The primary function of this section is to provide law enforcement services to the town.

II. Organizational Structure of Section

District 10 consists of one (1) Lieutenant, three (3) Sergeants, nineteen (19) deputies, and one (1) Administrative Secretary.

District 10 – Lake Park
Organizational Structure



III. FY 2014 Accomplishments

<u>Patrol Activities</u>:

- Total Events: 36,358
- Total Events w/Case Numbers: 3,066
- Total Cases Cleared by Arrest: 26
- Total Directed Patrols: 22,504
- Total Traffic Stops: 2,253
- Total Citations Written: 2,683

Other Programs and Initiatives:

- Attended all of the Lake Park Community Watch meetings during the year and provided crime updates and crime prevention information.
- Continued to send crime updates and crime prevention information to residents and businesses via the Lake Park Community Email system and Town of Lake Park webpage.
- Worked with the PBSO Webmaster to update the District 10 webpage.
- Provided traffic control assistance to Lake Park Elementary school.
- Continue to train assigned deputies in expertise fields.
- PBSO Crime Prevention Deputies conducted several Crime Prevention Surveys for businesses in the town.
- Provided extra security for the Town's annual event "Lake Park Chili Cook Off" at Kelsey Park April 5th, 2014.
- Continued to document and clean up graffiti as quickly as possible. Collaborated with Lake Park Code Enforcement and Town of Lake Park Public Works to address those locations that refused to clean up the graffiti. Also utilized the PBSO Graffiti Busters during the year.
- Completed annual inventory with no discrepancies.
- District participated in the (vehicle theft prevention) Bait Car program.
- All District 10 personnel completed in-service training for 2014.
- Collaborated with the Lake Park COP Unit to set up deputy/COP ride-a-long schedule.
- *Holiday Action Plan 2014: District 10 personnel along with assistance from the Lake* Park COP conducted increased patrols in the various shopping areas of the town during the holiday shopping season. During this time, over 2000 directed/business patrols were conducted in marked/unmarked vehicles, on bicycles, from the air, and foot.
- The District 10 Community Events Deputy participated in the November 2014 food drive to help feed needy families. We provided 11 boxed meals including turkey, stuffing, rolls, corn and green beans.
- Collaborated with the District 3 Street Team and other PBSO districts in "Operation Just Cause".
- Completion of SARA plans "Open Air Drug Market" resulting in multiple arrests.
- Conducted Operation Plans in the district.
  - Operation Rough Rider
  - Operation Smash & Grab

- Continue to identify and create a list of vacant properties in the residential areas of the town.
- Provided extra security for the Town's annual event "Seafood Fest" on Park Avenue November 22nd and 23rd 2014.
- Collaborated with S.P.O.T. unit to conduct several checks on all registered sexual predators/offenders in the Town of Lake Park throughout the year.
- Provided a deputy for security at monthly Special Magistrate Hearings at Town Hall.
- Attended all Town of Lake Park Town Council Meetings.
- Attended all Town Senior Staff Meetings.
- Continue Crime Prevention/safety public service message for the residents and broadcasted on the Town's in-house cable channel.
- Participated in "Shop with a Cop" December 12th, 2014.
- Continuing D.A.R.T. certifications for new District 10 deputies.
- Attended NAMAC and WAMAC monthly meetings.
- Collaborated with local church programs.
- Collaborated with the Club 100 Charities and participated in the opening of the Lake Park Outreach Center.
- Participated in the "Chaplin" Ride-along" program.
- Conducted numerous "Crime Stopper" investigations.
- Continue to participate in the "Pill Drop" box program.
- Continue to participate in the "Decoy Car" crime prevention program.
- Conducted and identified local Gang members.
- Participated in the "homeless" registry program.
- Conducted the "House Watch" service program.
- Continue to eradicate local illegal massage parlors.
- Collaborated with Strategic Intelligence to form "intelligence liaison deputies".

IV. 2015 Priorities

- Public safety.
- Quality of life issues.
- Crime reduction.
- Maintain and improve relationships/partnerships with local law enforcement via intelligence sharing.
- Continue to improve Community Oriented Policing efforts within the Town of Lake Park.
- Support Lake Park Community Watch Program in increasing community participation.
- Collaborate with the COP program on various initiatives to include recruitment of members, more active patrols, parking enforcement activities.
- Use problem solving and partnerships to decrease crime in the town.
- Continue to improve the district's communication with business owners and town residents through a variety of methods.

V. 2016 Objectives

- Public safety.
- Crime reduction/eradication.
- Traffic enforcement (speed/crash reduction)
- Directed patrol initiatives
- Enhance community oriented policing efforts.
- Decreased call response times.
- Enhance community relations.
- Foster quality of life issues/initiatives
- Eliminate problematic panhandling issues.
- Enhance partnerships with local law enforcement agencies.
- Continued partnership with Club 100 Charities and the Town of Lake Park Outreach Center.

ELEVENTH ADDENDUM TO THE LAW ENFORCEMENT SERVICE AGREEMENT
SHERIFF RIC L. BRADSHAW AND THE TOWN OF LAKE PARK

This Eleventh Addendum to the Law Enforcement Service Agreement is made by and between The Town of Lake Park (hereinafter referred to as "Town"), located in Palm Beach County, and Ric L. Bradshaw, Sheriff of Palm Beach County, Florida (hereinafter referred to as "Sheriff"). The Town and the Sheriff shall hereinafter be referred to as the "Parties."

WHEREAS, the Parties executed a Law Enforcement Service Agreement effective October 1, 2005, a First Addendum effective June 01, 2006, a Second Addendum effective October 1, 2006, a Third Addendum effective October 1, 2007, a Fourth Addendum effective October 01, 2008, a Fifth Addendum effective October 01, 2009, a Sixth Addendum effective October 01, 2010, a Seventh Addendum effective October 01, 2011, an Eighth Addendum effective October 01, 2012, a Ninth Addendum effective October 01, 2013, and a Tenth Addendum effective October 01, 2014, (the "Agreement"), by which the Sheriff agreed to perform law enforcement services; and

WHEREAS, the Parties wish to adjust the level of service by adding one Law Enforcement Service Aide and one School Crossing Guard allocation and set forth the consideration for the third year of the extended contract term.

NOW, THEREFORE, in consideration of the mutual covenants herein contained the receipt and sufficiency of which are hereby acknowledged, it is agreed upon as follows:

1. The level of service and allocations for the Town are reflected in revised Exhibit A, attached and incorporated as if fully stated herein. Revised Exhibit A hereby replaces former Exhibit A to the Agreement and is effective October 01, 2015.

2. Article 6, Section 6.1, of the Law Enforcement Service Agreement is amended as to the total amount due for services for the period beginning October 01, 2015 through September 30, 2016, as follows: The total cost of personnel and equipment shall be $2,722,314.00. The monthly payments shall be $226,859.50.

3. In all other respects and unless otherwise stated, the terms and conditions of the Agreement, which includes prior Addendums, shall continue unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Addendum to the Agreement as of the last date all signatures below are affixed.

PALM BEACH COUNTY SHERIFF'S OFFICE	**THE TOWN OF LAKE PARK**
BY: _____ Ric L. Bradshaw	BY: _____ James DuBois
Title: Sheriff	Title: MAYOR
Witness: _____ Daniel Smith, Major	Witness: _____ Vivian Mendez, Town Clerk
DATE: _____	DATE: _____

EXHIBIT "A" *

Previous District 10 Allocations		Current District 10 Allocations	
Title	Quantity	Title	Quantity
Lieutenant LE	1	Lieutenant LE	1
Sergeant LE	3	Sergeant LE	3
Deputy Sheriff LE	19	Deputy Sheriff LE	19
Administrative Secretary	1	Administrative Secretary	1
Crossing Guard	9	Crossing Guard**	10
Law Enforcement Service Aide	0	Law Enforcement Service Aide***	1
TOTAL	33	TOTAL	35

* This Exhibit A is adopted as part of the Eleventh Addendum to the Agreement effective October 01, 2015.

**The former 9 crossing guard allocations have been changed to 10 in order to meet FDOT standards.

*** The Law Enforcement Service Aide position has been added with an annual additional cost of $73,464 and is for 40 hours per week.

TOWN OF LAKE PARK - ANNUAL BUDGET
EMERGENCY AND DISASTER RELIEF SERVICES (GF 250)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	-	-	-	-	-	-	-
Operating Expenses	-	-	1,000	-	1,000	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	-	-	1,000	-	1,000	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
None	-	-	-	-
	0.00	0.00	0.00	0.00

E:\! 2015-16 Budget\BUDGET FY 2015-2016\[BKR Fund 150 - Insurance Fund 2015-16.xlsx]Revenue & Expenses - Sch 2

TOWN OF LAKE PARK - ANNUAL BUDGET
EMERGENCY AND DISASTER RELIEF SERVICES (GF 250)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-52-525-250-34050	Other Contract Services - Debris	-	-	250	-	-	250		
001-52-525-250-34055	Other contract Services - Tree	-	-	250	-	-	250		
001-52-525-250-34060	Other Contract Services - Stormwate	-	-	250	-	-	250		
001-52-525-250-52000	Operating Supplies	-	-	250	-	-	250		
	TOTAL OPERATING EXPENSES	-	-	1,000	-	-	1,000	-	-
	TOTAL DEPT EXPENDITURES	-	-	1,000	-	-	1,000	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
FIRE PROTECTIVE SERVICES (GF 300)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	-	-	-	-	-	-	-
Operating Expenses	1,545,931	1,550,508	1,655,755	1,655,755	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	1,545,931	1,550,508	1,655,755	1,655,755	-	-	-

Recap

Contracted with Palm Beach County Fire Rescue

Palm Beach County Fire/Rescue Millage Rate for FY 2013 was 3.4581

Palm Beach County Fire/Rescue Millage Rate for FY 2014 was 3.4581

Palm Beach County Fire/Rescue Millage Rate for FY 2015 was 3.4581

Palm Beach County Fire/Rescue Millage Rate for FY 2016 is 3.4581, but with the addoption of the MSTU the funds will not pass through the Town of Lake Park

TOWN OF LAKE PARK - ANNUAL BUDGET
FIRE PROTECTIVE SERVICES (GF 300)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-52-522-300-34000	Contractual Services	1,545,931	1,550,508	1,655,755	1,107,136	1,655,755	-		
	TOTAL OPERATING EXPENSES	1,545,931	1,550,508	1,655,755	1,107,136	1,655,755	-	-	-
	TOTAL DEPT EXPENDITURES	1,545,931	1,550,508	1,655,755	1,107,136	1,655,755	-	-	-

RECEIVED

JUL 02 2015

Office of Town Manager
TOWN OF LAKE PARK

Fire Rescue
Chief Jeffrey P. Collins
405 Pike Road
West Palm Beach, FL 33411
(561) 616-7000
www.pbcgov.com

Palm Beach County Board of County Commissioners

Shelley Vana, Mayor

Mary Lou Berger, Vice Mayor

Hal R. Valeche

Paulette Burdick

Steven L. Abrams

Melissa McKinlay

Priscilla A. Taylor

County Administrator
Robert Weisman

July 1, 2015

John O. D'Agostino, Town Manager
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Mr. D'Agostino:

Based on the July 1 property values, Palm Beach County Fire Rescue has submitted a proposed millage rate of **3.4581** for FY 2016. This rate is **7.11%** over roll-back. The Board of County Commissioners (BCC) will consider this proposal at their July 21st budget workshop and will authorize a rate to be submitted to the Palm Beach County Property Appraiser. The BCC will consider and adopt a final millage rate during the budget public hearings on September 8th and 21st.

Please note Florida Statute 125.01 (1)(q) states as follows:
"…. If ad valorem taxes are levied to provide essential facilities and municipal services within the unit, the millage levied on any parcel of property for municipal purposes by all municipal service taxing units and the municipality may not exceed 10 mills…"

Therefore, the Town of Lake Park millage rate cap of 10 mills will be reduced by the Fire Rescue MSTU millage rate.

Please contact me if you have any questions or need additional information.

Sincerely,

Michael Martz, Director of Finance
Palm Beach County Fire Rescue
(561) 616-7021
email: mmartz@pbcgov.org

"An Equal Opportunity Affirmative Action Employer"

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

CORE VALUES:

*Safety and welfare of Town personnel and residents

*Maintenance of capital projects and other projects (construction of bid proposals, contracts, agenda items, maintenance of operations, etc.)

*Customer service with complaint resolution

*Support of all Public Works Divisions via work order management, vendor communications and work coordination, safety training, payroll, budget maintenance, etc.

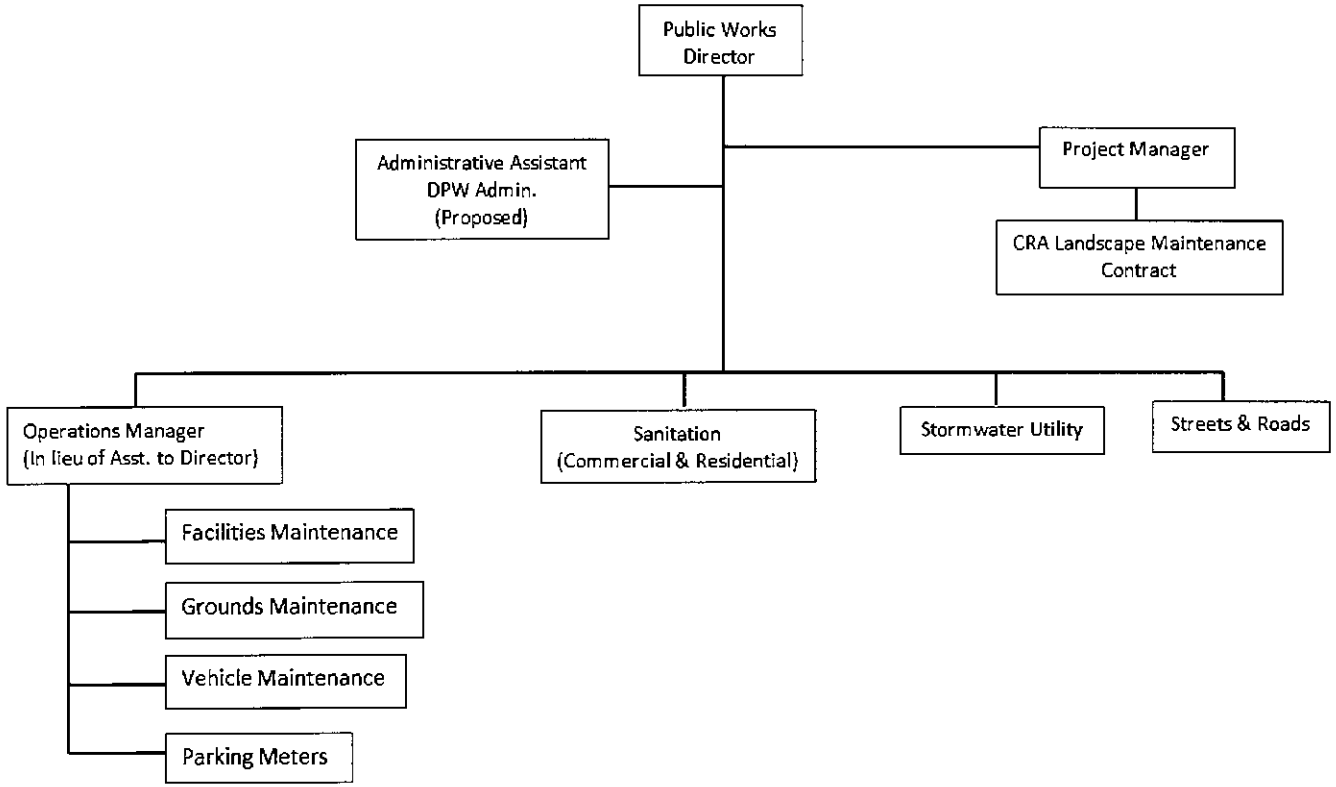
*Communications hub for inter-departmental operations

Department of Public Works Administration provides support services to the eight divisions of Public Works. Administration provides support in the form of cost accounting/budget maintenance, issuance of work orders, payroll, working with vendors; facility supplies and safety gear. Most importantly, the Public Works Department Administration is the first point of contact for the Town when residents and businesses are in need of Sanitation services or are reporting unsound conditions of sidewalks and roadways.

Administration also works on capital projects, miscellaneous maintenance projects, prepares cost estimates and Commission agenda items. One of the goals set for this year is to establish a five year improvement plan to identify and prioritize areas in need of repair or improvement. This will facilitate the budget preparation process.

The Assistant to the Public Works Director responds to incoming calls between the hours of 7:30 a.m. until 4:00 p.m. thus providing an efficient first response to the caller. The entire Public Works Department endeavors to provide a caller or visitor to the Department with a small town, personalized attention experience.

TOWN of LAKE PARK
PUBLIC WORKS DEPARTMENT
Re-Organization Chart



TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	178,603	166,176	180,271	177,458	241,476	-	-
Operating Expenses	17,452	20,121	15,546	9,560	19,374	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	196,055	186,297	195,817	187,018	260,850	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Public Works Director	1.00	1.00		
Assistant to the Director	1.00	0.00		
Operations Manager	0.00	1.00		
Project Manager (Part time, 20% shared w/ Stormwater) (10% shared w/ Streets & Roads, 20% w/ CRA)	0.65	0.72		
Administrative Assistant	0.00	1.00		
	2.65	3.72	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-53-530-400-11000	Executive Salaries	70,235	70,305	69,992	47,213	70,820	75,379		
001-53-530-400-12000	Regular Salaries	54,374	29,072	37,440	24,512	36,768	73,944		
001-53-530-400-13000	Other & Part-Time Salaries	50,624	51,297	51,735	33,728	50,592	52,770		
001-53-530-400-14000	Overtime Salaries	346	385	700	345	518	700		
001-53-530-400-15000	Special Pay	1,452	1,452	1,940	1,376	2,064	2,660		
001-53-530-400-19900	Wages Reclassified	(38,686)	(23,315)	(25,868)	(17,245)	(25,868)	(25,868)		
001-53-530-400-21000	FICA	12,849	11,117	12,215	7,870	11,805	15,498		
001-53-530-400-22000	Retirement	6,280	3,609	5,372	3,154	4,731	7,466		
001-53-530-400-22100	Town Retirement Matching	-	1,663	2,686	1,193	1,790	2,988		
001-53-530-400-23100	Medical Insurance	17,601	17,390	20,870	13,914	20,871	31,491		
001-53-530-400-23200	Insurance - Dental	759	634	742	557	836	1,224		
001-53-530-400-23300	Insurance - Life	370	393	459	310	465	659		
001-53-530-400-23400	Insurance - Vision	65	16	65	43	65	142		
001-53-530-400-23500	Disability	1,574	1,327	1,503	1,054	1,581	2,003		
001-53-530-400-24000	Worker's Compensation Insurance	760	831	420	280	420	420		
	TOTAL PERSONNEL EXPENSES	178,603	166,176	180,271	118,304	177,458	241,476	-	-
001-53-530-400-31000	Professional Services	-	-	-	-	-		-	-
001-53-530-400-34000	Contractual Services	1,175	6,126	1,375	-	-	1,375		
001-53-530-400-40000	Travel & Training	-	311	400	149	298	3,750		
001-53-530-400-41100	Telephone	2,074	3,361	2,040	2,125	4,250	2,200		
001-53-530-400-41200	Postage & Shipping	270	118	225	10	20	225		
001-53-530-400-43000	Utilities	83		-		-			

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-53-530-400-44200	Equipment Leases	748		1,486	-	-	1,486		
001-53-530-400-45000	Insurance	4,222	4,911	4,382		-	3,950		
001-53-530-400-46000	Repair & Maintenance	4,204		-		-			
001-53-530-400-46100	Equipment Maintenance Contract	787	787	788	394	788	788		
001-53-530-400-47000	Printing	97	292	250		-	400		
001-53-530-400-47100	Photocopying		118		132	264	100		
001-53-530-400-49101	Property Taxes	-		100	-	-	100		
001-53-530-400-49400	Uniforms & Clothing	25	202	200	-	-	200		
001-53-530-400-51000	Office Supplies	929	1,400	1,500	511	1,022	2,000		
001-53-530-400-52000	Operating Supplies				54	108			
001-53-530-400-52100	Gasoline & Diesel Fuel	2,562	2,196	2,250	1,113	2,226	2,250		
001-53-530-400-54200	Memberships, Dues, & Subscriptions	276	299	550	292	584	550		
	TOTAL OPERATING EXPENSES	17,452	20,121	15,546	4,780	9,560	19,374	-	-
001-53-530-400-64100	Machinery & Equipment	-	-	2,175	3,200	3,200	-		
	TOTAL CAPITAL	-	-	2,175	3,200	3,200	-	-	-
	TOTAL DEPT EXPENDITURES	196,055	186,297	197,992	126,284	190,218	260,850	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2015-16

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Public Works Director	FT	36.24	2,080	75,379	3,769	500	14,423	408	261	Declined	974	95,714
Operations Manager	FT	21.22	2,080	44,138	2,207	-	8,534	408	198	71	529	56,085
Project Manager	PT	35.18	1,500	52,770	-	-	-	-	-	-	-	52,770
Administrative Ass't.	FT	14.33	2,080	29,806	1,490		8,534	408	200	71	500	41,009
Overtime	700											700
Phone Allow / Director/Prj. Mgr./ Op. Mg	2,160											2,160
Wages Reclassified	(25,868)											(25,868)
FICA	15,498											15,498
Worker's Compensation Insurance	420											420
Town Retirement Matching	2,988											2,988
Total Wages & Benefits	(4,802)			202,093	7,466	500	31,491	1,224	659	142	2,003	241,476

Insurance Table			
	Employee Only	8,534	408
	Employee + Spouse	14,423	408
	Employee + Children	12,119	408
	Employee + Family	17,581	408

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TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
400-34000	Contractual Services	Comcast internet	$ 1,375
400-40000	Travel & Training	College tuition reimbursement; Misc. training classes for P.E., C.E.U.'s	3,750
400-41100	Telephone	Cell phones, office phone & fax lines	2,200
400-41200	Postage & Shipping	Postage for contracts and plan reviews	225
400-44200	Equipment Leases	Photocopier - Toshiba	1,486
400-45000	Insurance		3,950
400-46100	Equipment Maintenance Contract		788
400-47000	Printing	Copies of site plans and project documents	400
400-49101	Property Taxes		100
400-49400	Uniforms & Clothing	Town logo office wear	400
400-51000	Office Supplies	Photocopy paper, file folders, toner, NCR forms, office desk w/chair ($500)	2,000
400-52100	Gasoline & Diesel Fuel	Fuel for vehicle #33 (Ford Explorer)	2,250
400-54200	Memberships, Dues, & Subscrip	APWA; National Arbor Day Foundation	550
			$ 19,474

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Upgrade of Administrative Assistant Position	Upgrade of the current Assistant to the Public Works Director to Operations Manager.		6851
Administrative Assistant			$ 33,576
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET:			$ 40,427
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			$ 40,427

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS GROUNDS MAINTENANCE (GF 406)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

CORE VALUES:
*Safety of personnel and general public
*Keeping parks and town greenways well manicured for a positive town image
*Keeping sports and play areas well cared for to support the recreation department's programs
*Maintain qualified personnel and efficient machinery/equipment to support timely and effective operations

The Grounds Maintenance Division is an important part of the Public Works Department for the Town. This Division is responsible for taking care of all the green areas throughout the Town except Park Avenue, 10th Street, and the Marina.

By keeping greenways and common areas well manicured and groomed, this Division improves and maintains the Town's positive image which ultimately contributes to attracting new residents as well as providing current residents a beautiful and safe place to live. We keep the parks well maintained to continue with that small town atmosphere. We hope that the well maintained parks and recreation areas create a welcoming space for residents to come together with their neighbors, families, and friends.

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	278,232	260,241	278,404	258,409	294,305	-	-
Operating Expenses	73,260	63,377	81,135	59,227	75,728	-	-
Capital Outlay	6,000	-	-	-	36,500	-	-
Debt Service	5,989	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	363,481	323,618	359,539	317,636	406,533	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Foreman	1.00	1.00		
Grounds Maintenance Crew Leader	1.00	1.00		
Maintenance Worker III	1.00	1.00		
Maintenance Worker II	2.00	2.00		
Irrigation Technician I (40% shared w/Stormwater, and 10% w/CRA)	1.00	1.00		
	6.00	6.00	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-57-572-406-12000	Regular Salaries	201,676	185,902	199,472	123,382	185,073	208,105		
001-57-572-406-14000	Overtime Salaries	69	(64)	400	548	822	400		
001-57-572-406-15000	Special Pay	2,000	1,500	1,500	1,000	1,500	1,500		
001-57-572-406-19900	Wages Reclassified	(15,604)	(19,834)	(19,001)	(12,629)	(18,944)	(19,001)		
001-57-572-406-21000	FICA	14,155	13,391	15,405	8,962	13,443	16,065		
001-57-572-406-22000	Retirement	9,249	8,372	9,121	5,215	7,823	9,537		
001-57-572-406-22100	Town Retirement Matching		3,614	4,561	2,472	3,708	4,769		
001-57-572-406-23100	Medical Insurance	54,048	55,091	57,256	36,232	54,348	62,982		
001-57-572-406-23200	Insurance - Dental	2,146	2,091	2,226	1,515	2,273	2,448		
001-57-572-406-23300	Insurance - Life	908	920	1,055	636	954	1,055		
001-57-572-406-23400	Insurance - Vision	378	357	390	243	365	426		
001-57-572-406-23500	Disability	3,197	2,329	2,695	2,480	3,720	2,695		
001-57-572-406-24000	Worker's Compensation Insurance	6,010	6,572	3,324	2,216	3,324	3,324		
001-57-572-406-25100	Unemployment Compensation	-	-	-	-	-			
	TOTAL PERSONNEL EXPENSES	278,232	260,241	278,404	172,272	258,409	294,305	-	-
001-57-572-406-34000	Contractual Services	5,081	4,546	10,500	7,710	11,565	9,300		
001-57-572-406-34010	Contractual Services - Park Avenue	1,297	160	-	-	-			
001-57-572-406-40000	Travel & Training	40	20	400	74	111	400		
001-57-572-406-41100	Telephone	1,326	1,347	1,328	799	1,199	1,328		
001-57-572-406-43000	Utilities	12,157	11,039	12,800	6,840	10,260	12,800		
001-57-572-406-44100	Rentals	2,502	3,321	4,000	1,578	2,367	4,000		
001-57-572-406-45000	Insurance	3,642	4,236	3,407		-			
001-57-572-406-46000	Repair & Maintenance	5,172	4,575	7,800	4,748	7,122	8,650		

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-57-572-406-46010	Repair & Maintenance-Park Avenue		2,963	3,750	1,836	2,754			
001-57-572-406-49400	Uniforms & Clothing	2,436	1,495	2,000	354	531	2,000		
001-57-572-406-52000	Operating Supplies	20,447	16,579	22,150	9,656	14,484	24,250		
001-57-572-406-52010	Operating Supplies - Park Avenue	3,009	789	-	-	-			
001-57-572-406-52100	Gasoline & Diesel Fuel	13,368	11,142	12,000	5,601	8,402	12,000		
001-57-572-406-52200	Small Tools & Other	2,505	1,165	1,000	288	432	1,000		
001-57-572-406-54200	Memberships, Dues & Subscriptions	278	-	-		-			
	TOTAL OPERATING EXPENSES	73,260	63,377	81,135	39,484	59,227	75,728	-	-
001-57-572-406-64100	Machinery & Equipment						27,500		
001-57-572-406-63000	Improvement Other Than Bldg	6,000	-	-	-	-	9,000		
	TOTAL CAPITAL OUTLAY	6,000	-	-	-	-	36,500		-
001-57-572-406-71000	Principal	5,865						-	
001-57-572-406-72000	Interest	124						-	
	TOTAL DEBT SERVICE	5,989	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	363,481	323,618	359,539	211,756	317,636	406,533	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2015-16

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Foreman	FT	21.72	2,080	45,178	2,259	500	8,534	408	235	71	616	57,801
Crew Leader	FT	14.60	2,080	30,368	1,518	-	14,423	408	102	71	415	47,305
Maintenance Worker III	FT	20.32	2,080	42,266	2,113	500	14,423	408	219	71	362	60,362
Maintenance Worker II	FT	16.62	2,080	34,570	1,729	500	8,534	408	177	71	472	46,461
Irrigation Technician II	FT	15.65	2,080	32,552	1,628	-	8,534	408	146	71	381	43,720
Maintenance Worker II	FT	11.14	2,080	23,171	290	-	8,534	408	176	71	449	33,099
Overtime Salaries	400											400
Wages Reclassified	(19,001)											(19,001)
FICA	16,065											16,065
Worker's Compensation Insurance	3,324											3,324
Town Retirement Matching	4,769											4,769
Total Wages & Benefits	5,557			208,105	9,537	1,500	62,982	2,448	1,055	426	2,695	294,305

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
406-34000	Contractual Services	Park fertilization; turf pest control at tennis courts & Evergreen House	
	Trugreen		5,550
	Nozzle Nolen		1,250
	Arborist Services		2,500
		TOTAL:	$ 9,300
406-40000	Travel & Training	Fertilizer, herbicide, & pesticide applicator certification training	400
406-41100	Telephone	Mobile phones with walkie talkie for crew leaders to communicate in the field	1,328
406-43000	Utilities	Electric and water fees associated with irrigation systems	12,800
406-44100	Rentals	Boom lift for tree trimming; trash pump to prime irrigation wells; power buggies for mulch	4,000
406-45000	Insurance		3,407
406-46000	Repair & Maintenance	Contract repairs of vehicles,mowers,and small engine tools; a mower drive unit costs $4,500	
	Hector Turf		1,500
	Lawnmower headquarters (lawnmower repairs, hydrostatic drive unit)		5,400
	Melrose Supply and Sales - irrigation system repairs		1,750
		TOTAL:	$ 8,650
406-46010	Repair & Maintenance-Park Ave	CWA's extra services for irrigation repairs, tree trimming, & plant re-sets	-
406-49400	Uniforms & Clothing	Uniform and safety boot replacements	2,000
406-52000	Operating Supplies	Maint. materials, E.g., parts, chemicals, pesticides, fertilizers, custodial products, etc. (This is a sample of typical vendors used in the past. It is not an exclusive list.)	
	Florida Water Processing Co. (rust inhibitor)		1,300
	Hector Turf		3,000
	Home Depot		700
	John Deere		2,000
	Kauff's Truck and Trailer		700
	Lawnmower headquarters (3 sets mower tires and blades)		3,850
	Lowes		800
	Supplyworks		950
	Melrose Supply		3,100
	Superior Mulch (mulch shipment split with recreation)		5,000
	MISC vendors		2,850
		TOTAL:	$ 24,250
406-52010	Operating Supplies - Park Ave	Funds specific for CRA fertilization, pest control, and irrigation repairs by Town staff	-
406-52100	Gasoline & Diesel Fuel	Fuel to run service trucks, mowers, and small engine equipment	12,000
406-52200	Small Tools & Others	Replace small engine tools that exceed useful life expectancy	1,000
		TOTAL:	$ 79,135

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Mach. & Equip	Start replacement of 72" mulching mowers. Purchase one, Toro *Grounds Master*		$ 18,000
	Replace golf cart with all-terrain vehicle w/bed		9,500
Improvement Other Than Building	Purchase and install irrigation controls (variable frequency drive) at Bostrom Park		9,000
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 36,500
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			$ 36,500

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

CORE VALUES:
*Safety and welfare of Town personnel and general public
*Upkeep of Town historical buildings and other buildings
*Maintenance of proper air quality throughout Town buildings, including a/c, ventiliation, heating, etc.
*Support of special events put on by Recreation Department
*Maintenance of facility lighting

Our mission in Facilities Maintenance Division is to provide safe and well maintained public spaces in order to enhance visitor and staff users' experience. In keeping with our small town atmosphere, personnel promptly and courteously responds to calls for service.

We keep the Town looking "fresh", and we run the Division as efficiently as possible. We are pro-active in our maintenance by using inspection forms when checking buildings and playgrounds on a regular basis. We regularly paint and pressure clean, keep buildings well lit, and the plumbing functioning. This Division also manages the majority of contract vendor services which include A/C maintenance, custodial services, pest control, and building security systems.

We setup for special events, decorate for the holidays and prepare for hurricanes. This is the most versatile Division in Public Works.

Our clean buildings, parks, and Marina make Lake Park an inviting place people want to visit year round.

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	90,200	86,710	84,947	83,047	134,271	-	-
Operating Expenses	177,510	185,977	176,829	152,199	184,904	-	-
Capital Outlay	875	4,806	24,575	-	109,250	-	-
Debt Service							
Non-Operating	-	-	-	-	-	-	-
Total Expenses	302,468	277,493	286,351	235,246	428,425	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Facility Maintenance Worker III	1.00	1.00		
Facility Maintenance Worker II		1.00		
	1.00	2.00	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-54-597-408-12000	Regular Salaries	45,596	44,694	44,366	28,513	42,770	75,941		
001-54-597-408-14000	Overtime Salaries	328	280	450	144	216	450		
001-54-597-408-15000	Special Pay	500	500	500	500	750	500		
001-54-597-408-19900	Wages Reclassified	25,833	21,182	21,510	14,221	21,332	21,510		
001-54-597-408-21000	FICA	3,527	3,456	3,467	2,216	3,324	5,882		
001-54-597-408-22000	Retirement	2,347	2,334	2,218	1,458	2,187	3,797		
001-54-597-408-22100	Town Matching Retirement		1,077	1,109	729	1,094	1,899		
001-54-597-408-23100	Medical Insurance	6,744	7,379	7,758	5,172	7,758	17,068		
001-54-597-408-23200	Insurance - Dental	360	380	371	278	417	816		
001-54-597-408-23300	Insurance - Life	185	235	235	157	236	470		
001-54-597-408-23400	Insurance - Vision	65	65	65	43	65	142		
001-54-597-408-23500	Disability	591	618	618	412	618	1,236		
001-54-597-408-24000	Worker's Compensation Insurance	4,124	4,510	2,280	1,520	2,280	4,560		
	TOTAL PERSONNEL EXPENSES	90,200	86,710	84,947	55,363	83,047	134,271	-	-
001-54-597-408-31000	Professional Services					-			
001-54-597-408-34000	Contractual Services	54,198	52,829	54,061	38,592	57,888	55,061		
001-54-597-408-34010	Permits and Fees	450		450	450	675	450		
001-54-597-408-40000	Travel & Training				105	158	100		
001-54-597-408-41100	Telephone	1,045	1,064	1,054	827	1,241	1,054		
001-54-597-408-43000	Utilities	58,190	62,853	60,000	33,603	50,405	60,000		
001-54-597-408-43250	Garbage & Trash	4,708	4,649	4,738	4,530	6,795	4,738		

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-54-597-408-44100	Rentals	249	436	500	2,280	3,420	1,500		
001-54-597-408-45000	Insurance	23,570	27,417	22,051		-	22,051		
001-54-597-408-46000	Repair & Maintenance	15,748	15,003	12,525	8,898	13,347	16,800		
001-54-597-408-46010	Repair & Maintenance - Parks		2,601	2,000		-	2,000		
001-54-597-408-46020	Repair & Maintenance - Bostrom Park		83	250		-	1,000		
001-54-597-408-49400	Uniforms & Clothing	199	297	300		-	600		
001-54-597-408-52000	Operating Supplies	13,539	13,871	13,300	9,478	14,217	13,700		
001-54-597-408-52100	Gasoline & Diesel Fuel	4,808	4,874	5,100	2,702	4,053	5,100		
001-54-597-408-52200	Small Tools and Others	806		500		-	750		
	TOTAL OPERATING EXPENSES	177,510	185,977	176,829	101,465	152,199	184,904	-	-
001-54-597-408-62100	Improvements-Bldg	875	4,806	24,575		-	104,250		
001-54-597-408-63000	Improvement Other Than Bldg	-	-	-	-	-			
001-54-597-408-64100	Machinery & Equipment					-	5,000		
	TOTAL CAPITAL OUTLAY	875	4,806	24,575	-	-	109,250	-	-
	TOTAL DEPT EXPENDITURES	268,585	277,493	286,351	156,828	235,246	428,425	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2015-16

Schedule 3

Position Classification	FT/PT	PROPOSED	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Facility Maintenance Worker III	FT		21.76	2,080	45,261	2,263	500	8,534	408	235	71	618	57,890
													-
Facility Maintenance Worker II	FT		14.75	2,080	30,680	1,534		8,534	408	235	71	618	42,080
Overtime Salaries	450												450
Wages Reclassified	21,510												21,510
FICA	3,535	2,347											5,882
Worker's Compensation Insurance	2,280	2,280											4,560
Town Matching Retirement	1,132	767											1,899
Total Wages & Benefits	28,907	5,394			75,941	3,797	500	17,068	816	470	142	1,236	134,271

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor		Cost
408-34000	Contractual Services	Tyco Integrated Security	5 year contract for monitoring of fire alarm system at Sheriff's Sub-Station	$ 3,142
		USSI	3 year contract for cleaning Public Works, Town Hall, ballroom, PBSO District 10, and Lake Shore Park Bathrooms	23,928
		Alfi Electronics	Panic Alarm Town Hall; WiFi Service	927
		ADT	Town Hall elevator phone monitoring	386
		ThyssenKrupp	Monthly maintenance inspection for Town Hall	3,142
		Elevator Inspection Service	Annual inspections for Town Hall elevator	200
		Devcon Security	Fire alarm monitoring for Town Hall	1,545
		Devcon Security	Alarm monitoring for Evergreen House	443
		Heritage Crystal Clean	Disposal services for hazardous materials (fluorescent bulbs, etc	1,150
		Comcast	High speed internet and basic television service at Public Works	1,200
		Nozzle Nolen	Annual termite inspection for Evergreen House	200
		Nozzle Nolen	Annual termite inspection for Town Hall	825
		Nozzle Nolen	Monthly exterminating of Town Hall, Library, Public Works, and the Evergreen House	2,030
		Nozzle Nolen	Annual termite inspection for the Ball fields/Concession Bldg.	175
		Nozzle Nolen	Rodent bait stations at Lake Shore Park bathrooms and the Evergreen House	225
		American Cooling	Quarterly preventive maintenance for air conditioning units at Town Hall, PBSO District 10, Public Works and Library	4,400
		Alterna Power Inc.	Bi-monthly service for 5 town generators and annual tune-up	3,193
		Clark Sales/Display	Elec. holiday decorations - 10th Street	6,000

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor		Cost
		Preventive Fire & Safety	Fire extinguisher inspections	1,500
		PBC Health Dept	Annual septic tank operating permits	450
			TOTAL	$ 55,061
408-34010	Permits and Fees			450
408-41100	Telephone			1,054
408-43000	Utilities	Pays for electric and water utilities at all Town facilities		63,000
408-43250	Garbage & Trash	Pays the Solid Waste Authority's annual assessment for Town-owned garbage containers		4,738
408-44100	Rentals	Misc. rental equipment for maintenance activities, e.g., scaffolding, boom lift, paint sprayer		1,500
408-45000	Insurance			22,051
408-46000	Repair & Maintenance	Contract services,as-needed. E.g., A/C repairs, electric service plumbing, pest control. (This is a sample of typical vendors used in the past. It is not an exclusive list.)		
		A LOCKSMITH SHOP		$ 300
		ALTERNA POWER GENERATOR		1,500
		AMERICAN COOLING		4,000
		CITY ELECTRIC SUPPLY		1,400
		DANNY'S SEPTIC SERVICE		1,000
		HOME DEPOT		600
		MARTIN FENCE COMPANY		500
		KASPER ELECTRICAL/ELECTRICAL CONTRACTOR		2,500
		MISC VENDORS		5,000
			TOTAL:	$ 16,800
408-46010	Repair & Maintenance - Parks	Established to track maintenance materials specific to Town parks, E.g., paint, roof patch, etc.		2,000

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
408-46020	Repair & Maintenance - Bostrom Park		1,000
408-49400	Uniforms & Clothing	Replacement uniforms and safety boots for Public Works employees	600
408-52000	Operating Supplies	Maintenance materials, E.g., paint, water filters, hardware, keys, sealants (This is a sample of typical vendors used in the past. It is not an exclusive list.)	
		BETSY ROSS FLAGS	900
		BRITCO SIGN MANUFACTURING	400
		BOULEVARD PAINTS	500
		FIA CARD SERVICES	50
		HOME DEPOT	1,500
		JOHNSTONE SUPPLY	500
		JOHN DEERE LANDSCAPES/LESCO	400
		LAWSON PRODUCTS	200
		LOWES	1,500
		NEXGEN	475
		PALM BEACH GARDENS ACE	1,000
		SAFETY PRODUCTS (Personal Protective Equip - PPE)	450
		SEWELL HARDWARE COMPANY	500
		SIGNS OF PROGRESS	475
		SUPPLYWORKS (CUSTODIAL CONSUMABLES)	4,000
		WELDER SERVICES	350
		MISC VENDORS	500
		TOTAL:	$ 13,700

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
408-52100	Gasoline & Diesel Fuel	Necessary for the operation of service vehicles	5,100
408-52200	Small Tools & Others	Replacement of high-use power tools	750
			$ 187,804

TOWN OF LAKE PARK - ANNUAL BUDGET
FACILITIES MAINTENANCE (GF 408)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Improvements: Building	Town Hall: Prep, prime, seal, and paint exterior of building		$ 75,000
	Replace french doors in Mirror Ballroom with storm impact units		27,000
	Replace west entry door. Fabricate and install copper rain hoods		
	over three, exterior doors.		2,250
	TOTAL		104,250
Machinery & Equip.	Bostrom Park: Basketball Crt. Lights / Irrigation Pump Electric Panel - Install surge		
	suppressor and replace neutral bars		3,500
	Replacement desktop computer for tracking work orders and product searches		1,500
	TOTAL		5,000
Personnel	Create a Facilities Maintenance Worker II position to replace the F.M. Worker III		
	position that was eliminated (laid-off) in the FY '13 Budget (**See Schedule 3,**		
	***Wage & Benefits*, for associated costs)**		42,080
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 151,330
Improvements: Building	Town Hall roof: Roofing Consultant advises that the roof will need to be		
	replaced within the next two to three years.		$ 155,000
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ 155,000
COMBINED TOTALS			$ 306,330

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

CORE VALUES:

*Safety and welfare of Town personnel and general public

*Provide effective, efficient maintenance to all Town vehicles and equipment

*Maintain all operations as environmentally friendly, and maintain compliance with all federal, state, and local regulations

*Maintain all operations as environmentally friendly, and maintain compliance with all federal, state, and local regulations

TOWN OF LAKE PARK - ANNUAL BUDGET

VEHICLE MAINTENANCE (GF 410)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2015-16

CORE VALUES:

*Safety and welfare of Town personnel and general public

*Provide effective, efficient maintenance to all Town vehicles and equipment

*Maintain all operations as environmentally friendly, and maintain compliance with all federal, state, and local regulations

*Maintain all operations as environmentally friendly, and maintain compliance with all federal, state, and local regulations

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	38,137	37,499	35,556	50,750	79,514	-	-
Operating Expenses	33,039	47,157	46,903	47,480	58,750	-	-
Capital Outlay	-	-	-	-	80,318	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	71,176	84,656	82,459	98,230	218,582	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Vehicle Maintenance Foreman (50% shared with Sanitation)	1.00	1.00		
Mechanic II	---	1.00		
	1.00	2.00	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-59-591-410-12000	Regular Salaries	49,992	50,536	50,378	32,205	64,410	82,285		
001-59-591-410-14000	Overtime Salaries	336	603	100	784	1,568	100		
001-59-591-410-15000	Special Pay			2,000	2,000	4,000	-		
001-59-591-410-19900	Wages Reclassified	(28,071)	(31,800)	(32,254)	(21,527)	(43,054)	(32,254)		
001-59-591-410-21000	FICA	3,665	3,760	1,582	2,564	5,128	2,403		
001-59-591-410-22000	Retirement	2,545	2,626	2,519	1,739	3,478	4,114		
001-59-591-410-22100	Town Retirement Matching	-	1,212	1,259	875	1,750	1,284		
001-59-591-410-23100	Medical Insurance	6,744	7,379	7,758	5,172	10,344	17,068		
001-59-591-410-23200	Insurance - Dental	360	380	371	278	556	816		
001-59-591-410-23300	Insurance - Life	206	261	207	174	348	414		
001-59-591-410-23400	Insurance - Vision	65	65	65	43	86	142		
001-59-591-410-23500	Disability	671	701	671	468	936	1,342		
001-59-591-410-24000	Worker's Compensation Insurance	1,624	1,776	900	600	1,200	1,800		
	TOTAL PERSONNEL EXPENSES	38,137	37,499	35,556	25,375	50,750	79,514	-	-
001-59-591-410-34000	Contractual Services			1,400		-	2,400		
001-59-591-410-34010	Permits & Fees	65	65	65	65	130	65		
001-59-591-410-40000	Travel & Training				74		75		
001-59-591-410-41100	Telephone	335	336	275	200	400	275		
001-59-591-410-45000	Insurance	7,172	8,343	6,710		-	6,710		
001-59-591-410-45120	Insurance - Storage Tank Liability	1,225	1,400	703		-			
001-59-591-410-46000	Repair & Maintenance	7,302	15,386	17,325	14,959	29,918	20,500		
001-59-591-410-46300	Vehicle Parts & Supplies	13,205	15,657	17,175	5,573	11,146	22,800		

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-59-591-410-49400	Uniforms & Clothing	1,182	1,521	225	1,032	2,064	500		
001-59-591-410-52000	Operating Supplies	95	418	225	584	1,168	825		
001-59-591-410-52100	Gasoline & Diesel Fuel	2,458	2,849	2,600	1,327	2,654	2,600		
001-59-591-410-52200	Small Tools and Others		1,182	200		-	2,000		
	TOTAL OPERATING EXPENSES	33,039	47,157	46,903	23,814	47,480	58,750	-	-
001-59-591-410-64100	Machinery & Equipment	-	-	1,800	1,243	2,486	80,318		
	TOTAL OPERATING EXPENSES	-	-	1,800	1,243	2,486	139,068	-	-
	TOTAL DEPT EXPENDITURES	71,176	84,656	84,259	50,432	100,716	218,582	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2015-16

Schedule 3

Position Classification	FT/PT	Proposed	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Vehicle Maintenance Foreman	FT		24.70	2,080	51,376	2,569		8,534	408	207	71	671	63,836
Mechanic II	FT		14.86	2,080	30,909	1,545		8,534	408	207	71	671	42,345
Overtime Salaries	100												100
Wages Reclassified	(32,254)												(32,254)
FICA	1,505	898											2,403
Worker's Compensation Insurance	900	900											1,800
Town Retirement Matching	1,284												1,284
Total Wages & Benefits	(28,465)				82,285	4,114	-	17,068	816	414	142	1,342	79,514

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
410-34000	Contractual Services	G&K Services - Uniform and rag cleaning service	2,400
410-34010	Permits & Fees		65
410-41100	Telephone		6,710
410-45000	Insurance		703
410-45120	Insurance - Storage Tank Liability		1,400
410-46000	Repair & Maintenance	General Fund vehicles by outside vendors	
	ALL-STAR LOCK AND SAFE	VEHICLE KEY/LOCK REPLACEMENT OR REPAIR	$ 250
	ALL STAR AUTO SERVICE	HEAVY AUTO/LT TRUCK REPAIRS	6,000
	CURSIO EQUIPMENT REPAIR	REPAIRS AGING TIRE CHANGER AND TIRE BALANCER	-
	FCC EVRONMENTAL LLC	PARTS WASHER SERVICE/FLUOR LAMPS/ HAZ MAT WASTE DISPOSAL	1,500
	JIM PRICE AUTO BODY	PAINT AND BODY REPAIRS TO TOWN AUTO/LT TRUCKS	6,500
	KAUFFS OF PALM BEACH	DECALS OF TOWN AUTO/LT TRUCKS	150
	KAUFFS TRUCK & TRAILER	HEAVY REPAIRS TO PW TRAILERS	3,200
	KAUFFS TRANSPORTATION	TOWING SERVICE OF TOWN AUTOS/LT TRUCKS	150
	RIVIERA GENERATOR SERVICE	REPAIR OF ELECTRICAL COMPONANTS FOR TOWN VEHICLES/EQUIP	500
	S & S ALIGNMENT AND BRAKE SERVICE	ALIGNMENTS AND SUSPENSION REPAIRS ON AUTOS/LT TRUCKS	750
	SCHUMACHER AUTOMOTIVE INC	HEAVY AUTO/LT TRUCK REPAIRS	1,500
		TOTAL:	$ 20,500
410-46300	Vehicle Parts & Supplies	General Fund vehicles "in-house" repairs	
	ACTION BOLT AND TOOL	NUTS, BOLTS, DRILL BITS, & MISC. HAND TOOLS	$ 1,000
	ALL STAR AUTO SERVICE	SUPPLIES AUTO AND LT TRUCK PARTS FROM ALT. SOURCES	800
	BENNETT AUTO SUPPLY	MAIN SUPPLIER OF AUTO/LT TRUCK PARTS, FLUIDS, & SUPPLIES	4,000
	BOBS AUTO GLASS	MAIN SUPPLIER OF AUTO/LT TRUCK WINDSHILDS AND SIDE GLASS	400
	BOULEVARD TIRE CENTER	MAIN SUPPLIER OF AUTO/LT TRUCK TIRES PER FSA CONTRACT	6,000
	CERTIFIED LABORATORIES	MAIN SUPPLIER OF GREASE AND CHEMICALS FOR AUTO/LT TRUCK	1,000
	DELRAY LINCOLN-MERCURY	MAIN SUPPLIER OF FORD PARTS FOR TOWN GM AUTO/LT TRUCKS	1,500
	FIA CARD SERVICE	FUEL CARD SERVICE/REPLACEMENT FOR TOWN VEHICLES	100
	GENERAL GMC TRUCK SALES	ALT. SUPPLIER OF GM PARTS FOR TOWN AUTOS/LT TRUCKS	900
	IMPERIAL SUPPLIES INC	MISC AUTO ELECTRICAL SUPPLIESAND OTHER SMALL PARTS	650

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor		Cost
410-46300	Vehicle Parts & Supplies (cont.)	General Fund vehicles "in-house" repairs		
	INDUSTRIAL CLEANING EQUIPMENT	CAR WASH SOAP, BRUSHES & MISC. CLEANING SUPPLIES		200
	KAUFFS TRUCK AND TRAILER	MAIN SUPPLIER OF HITCHES, TRAILER AND RELATED PARTS		200
	KIMBALL MIDWEST	SUPPLIER OF SPECIALTY AUTO/LT TRUCK PARTS AND SUPPLIES		600
	LAWSON PRODUCTS	ALT. SUPPLIER OF SPECIALTY AUTO/LT TRUCK PARTS SUPPLIES		600
	NEXGEN	ALT.SUPPLIER OF GREASE AND OTHER CHEMICALS		500
	PALM BEACH SPRING CO	ALT. SUPPLIER OF FLUIDS AND MISC SUPPLIES		500
	RIVIERA GENERATOR SRV	MAIN SUPPLIER OF SPECIALTY BATTERIES & MAJOR ELEC. PARTS		2,200
	SCHUMACHER AUTOMOTIVE INC	MAIN SUPPLIER OF GM PARTS FOR TOWN GM AUTO/LT TRUCKS		900
	SNAP-ON-TOOLS	MAIN SUPPLIER OF SPECIALTY TOOLS FOR TOWN AUTO/LT TRUCKS		600
	GRAINGER	MISC SHOP EQUIPMENT		150
			TOTAL:	$ 22,800
410-49400	Uniforms & Clothing	Uniform / work boots purchase for Maintenance Foreman + Mechanic II		500
410-52000	Operating Supplies	Misc. materials used for shop maint. & safety items: personal protection equip		
	DEP-STORAGE TANK REGISTRATION	ANNUAL FEE		$ 75
	P.B. COUNTY HEALTH DEPT.	ANNUAL FEE		100
	FIA CARD SERVICE	FUEL CARD REPLACEMENT ANNUAL FEE		50
		MISCELLANEOUS		600
			TOTAL:	$ 825
410-52000	Gasoline & Diesel Fuel			2,600
410-52000	Small Tools and Others	UPGRADE / PURCHASE DIAGNOSTIC TOOLS; MISC. HAND TOOLS		2,000
		TOTAL OPERATING EXPENSES:		$ 60,503
404-64100	Machinery & Equipment			45,500
		TOTAL CAPITAL EXPENSE:		$ 45,500

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Machinery & Equipment	Purchase five (5) pre-owned vehicles from Palm Beach County for the replace-		
	ment of the oldest vehicles in Facilities and DPW Admin. Divisions		$ 32,500
	Palm Beach County has advised DPW that the Town is required to update		
	the fuel card reader system if it wishes to remain an authorized County		
	fueling station		7,000
	Replace tire mounting machine.		6,000
Personnel	Bring back the Mechanic II position that was eliminated (laid-off) in		
	the FY '13 Budget (See Schedule 3, *Wage & Benefits*, for associated costs)		$ 34,818
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 80,318
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ -
COMBINED TOTALS			$ 80,318

TOWN OF LAKE PARK - ANNUAL BUDGET

PARKING METERS (GF 450)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2015-16

This information that is provided here is to help ensure the bigger picture is understood.

The parking meter ticketing process also provides 12 hours a day patrol, six days a week, for the parks and Marina.

Collections and equipment checks are done every Thursday. The kiosks are self-diagnosing and communicate problems with low batteries, coin jams and tampering to staff in real time so problems are addressed rapidly.

For the first five years of the program, the meters required very few repairs outside routine maintenance. However, the system has reached an age where major repairs requiring component replacement are ocurring more frequently.

The presence of a Town official on patrol during weekends and evenings provides a greater level of security to all who enjoy using the parks and Marina.

	2014/15 Budget	Estimate for the Year 2014/15	Proposed 2015/16	Estimated 2016/17	Estimated 2017/18
Revenues					
Off Road	$ 15,000	$ 10,709	$ 12,000	$ 12,300	$ 12,608
On Road	12,000	14,250	15,000	15,375	15,759
Passes	2,000	1,800	2,000	2,050	2,101
Fines	7,500	5,325	5,000	5,125	5,253
Marina	20,000	14,828	28,000	28,700	29,418
	$ 56,500	$ 46,912	$ 62,000	$ 63,550	$ 65,139
Expenses					
Personnel	$ 21,143	$ 19,739	$ 20,871	$ 21,393	$ 21,928
Operating Expenses	22,035	18,607	27,770	28,464	29,176
Sub-Totals	43,178	38,346	48,641	49,857	51,104
Debt Service	32,277	-	-	-	-
	$ 75,455	$ 38,346	$ 48,641	$ 49,857	$ 51,104

Notes:

1 Revenue on this schedule does not include the boat trailer parking areas.
2 Parking meter debt was be paid in full at the end of the 2013/14 fiscal year.
3 Future years projected using a 2.5% annual increase.

TOWN OF LAKE PARK - ANNUAL BUDGET
PARKING METERS (GF 450)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	18,048	19,106	21,143	19,739	20,871	-	-
Operating Expenses	20,025	21,969	22,035	18,607	27,770	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	32,276	32,276	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	70,349	73,351	43,178	38,346	48,641	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Parking Enf. Code Compliance Officer (Part-time)	0.33	0.33		
Parking Enf. Code Compliance Officer (Part-time)	0.33	0.33		
	0.66	0.66	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
PARKING METERS (GF 450)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-54-545-450-13000	Other & Part Time Salaries	13,510	13,623	15,140	9,600	14,400	14,912		
001-54-545-450-14000	Overtime Salaries	399	242	500	-	-	500		
001-54-545-450-19900	Wages Reclassified	3,075	4,180	4,280	2,825	4,238	4,280		
001-54-545-450-21000	FICA	1,064	1,061	1,197	734	1,101	1,179		
001-54-545-450-22000	Retirement	-	-	26	-	-	-		
	TOTAL PERSONNEL EXPENSES	18,048	19,106	21,143	13,159	19,739	20,871	-	-
001-54-545-450-34000	Contractual Services	5,110	5,110	5,110	960	1,440	5,110		
001-54-545-450-46500	Parking Meter Parts & Supplies	3,500	3,935	4,100	3,970	5,955	8,100		
001-54-545-450-46600	Signs and Signals			250		-	250		
001-54-545-450-49300	Computer Software	6,408	6,408	6,425	7,404	8,472	7,560		
001-54-545-450-49600	Bank Charges/Admin Fees	4,898	6,463	6,000	1,321	1,982	6,000		
001-54-545-450-51900	Computer Supplies & Parts			-		-			
001-54-545-450-52000	Operating Supplies	109	53	150	505	758	750		
	TOTAL OPERATING EXPENSES	20,025	21,969	22,035	14,160	18,607	27,770	-	-
001-54-545-450-71000	Principal	27,794	30,707	-	-	-	-		
001-54-545-450-72000	Interest	4,482	1,569	-	-	-	-		
	TOTAL DEBT SERVICE	32,276	32,276	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	70,349	73,351	43,178	27,319	38,346	48,641	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PARKING METERS (GF 450)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2015-16

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours **	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Parking Enf. Code Compliance Officer	PT	10.20	731	7,456	-	-	-	-	-	-	-	7,456
Parking Enf. Code Compliance Officer	PT	10.20	731	7,456	-	-	-	-	-	-	-	7,456
			**Includes Holiday pay and non-federal holiday coverage									
Overtime Salaries		500										500
Wages Reclassified		4,280										4,280
FICA		1,179										1,179
Total Wages & Benefits		5,959		14,912	-	-	-	-	-	-	-	20,871

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
PARKING METERS (GF 450)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor		Cost
450-34000	Contractual Services	Duncan Parking Solutions, AutoCite - AutoTrax Annual Maintenance		$ 3,550
		USA Security, $30 /week for revenue collection		1,560
			TOTAL:	$ 5,110
450-46500	Parking Meter Parts & Supplies	Replacements (as needed): Specialty batteries, credit card reader, coin discriminator, launch pads, etc.		8,100.00
450-46600	Signs and Signals	Possible replacement of damaged signs and posts		250.00
450-49300	Computer Software	Duncan Parking Solutions, Wireless Service, Licensing, Internet Support		7,560.00
450-49600	Bank Charges/Admin Fees			6,000.00
450-51900	Computer Supplies & Parts	Misc. repair parts for kiosks and/or handheld citation tool (combined into 450-46500)		0.00
450-52000	Operating Supplies	Lubricants, spray paint for stall numbers, etc.		750.00
		TOTAL OPERATING EXPENSES		$ 27,770

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY DEVELOPMENT (GF 500)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2015-16

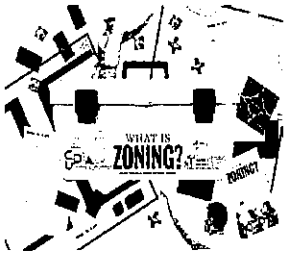
The Community Development Department is committed to delivering personalized service while encouraging a safe, well-designed and well-maintained physical environment in an effort to facilitate balanced growth, preservation and revitalization.

The Town's Community Development Department is divided into three divisions: Planning and Zoning, Building, and Code Enforcement

"THE ONE-STOP SHOP"

What is Planning?...and What is Zoning?

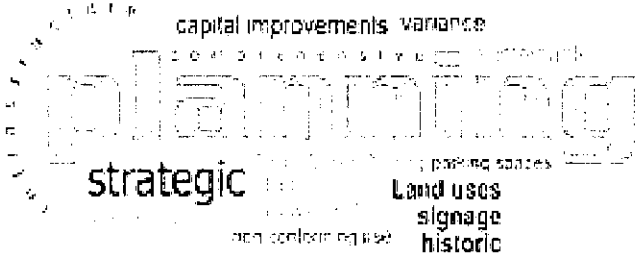
ZONING



The Town's zoning is regulated by the Town's Code of Ordinances. These zoning regulations regulate land use across the Town and shape buildings and neighborhoods. They are needed tools for preservation and physical and economic development. They ensure the public's health, safety and welfare.

PLANNING

Planning is a process that helps communities solve problems, protects important community features, and guides how the community will grow and change in the future. The Town's Community Development Department plays a key role in ensuring that the community's voice is heard; that key stakeholders are properly informed and engaged; and that the community's vision and resources are maintained for years to come.



In the upcoming fiscal year, the Town's Planning and Zoning Division, through the direction of the Town's Community Development Director and the assistance of the Town Planner and administrative staff, will continue to work on various projects namely, the Mixed-Use Overlay Zoning District; and additional Code modifications that will serve to provide current and innovative practices. In addition, staff will continue to work with interested stakeholders in the development and redevelopment of parcels in the Town to improve the Town's aesthetic and increase property values. Several development projects are currently in the pipeline and Town staff will continue to work with the various stakeholders in order to ensure viable developments. In addition, a continued focus on effective customer service methods will continue to be used in order to ensure the retention of existing businesses.

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY DEVELOPMENT (GF 500)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES (Page 2)

FISCAL YEAR 2015-16

BUILDING

What is the Building Division?

The Building Division employs the necessary personnel to make certain that residential, commercial and industrial structures and uses are properly constructed and meet all local, State and Federal requirements through the processing of all related permit applications and inspections. For example, a commercial big box store such as the Kohl's department store located in Town generated the following:

Approximately 25 building permits ranging from the initial land clearing permit to the general construction permit and the various permits for each trade (mechanical; plumbing; electrical, and so on). This type of project, which would have initiated in the Planning and Zoning Division referenced above, generated approximately $65,000 in building permit and review fees to the Town and increased the property value more than 6 million dollars and the tax base more than $200,000, with close to $20,000 being provided to the Town. The Town's Building Division plays a key role in ensuring all projects, whether large or small, are adequately permitted and appropriately stored in our database.

Fiscal Year 2015/2016 is important to the Town because it will certainly present itself as a year with economic opportunity that will hopefully help initiate the creation of a sustainable economic base for the Town for years to come, through projects that will be completed in their construction phase and new projects that may be focused along our envisioned Mixed-Use Federal Highway corridor.

The Building division also ensures that all businesses are properly registered with a local business tax receipt. A business tax receipt is proof of payment of a business tax and is required within 30 days of business opening. The application process protects the Town's neighborhoods by ensuring that the proposed use is compatible with the surrounding area and by ensuring that the proposed use meets any applicable Florida Building Code or Palm Beach County Fire Prevention Code regulations. In the 12-month period ranging from May 2014 through April 2015, the Town's Building Division, through building permits, new business tax receipts and associated fees, generated a total of over $160,000!

CODE ENFORCEMENT

What is Code Enforcement?

Code enforcement is a complex process that involves the joint efforts of the department Director, Code Compliance Officers, Planner and administrative staff. The Planner plays a key role in delivering zoning information which is sometimes time sensitive in the initial stages of a Code enforcement citation, thereby enforcing the need for the Planner to be a full-time position. Code enforcement is a very important function for the Town to accomplish Town-wide goals. It helps empower the citizens of the community to create and maintain safe, healthy and attractive life and work environments. The aim of Code enforcement continues to be to help improve neighborhoods and economic conditions so that the community is known as a good place to live, retire to, raise families, work and play. Code enforcement assists the Planning and Zoning Division in making sure the Town code requirements are being abided by; assists the Building Division in ensuring the necessary building permits and business tax receipts are applied for and abided by; and enforces ALL other sections of the Town's regulations while working with any other Departments, law enforcement or external agency personnel as needed. While the Code Enforcement Division PREFERS to educate and work with property owners to achieve compliance, this is not always possible and a Special Magistrate hearing is sometimes necessary and aids to further document an active violation which sometimes then leads to a fine being recorded on a property if compliance is not attained. A significant amount of administrative follow-up is required in these cases and while the process may be lengthy and it may seem staff is not reacting to a particular issue, due process is legally required to ensure fair and equitable enforcemer

In summary, all three divisions are IMPORTANT and REQUIRED in order for the Community Development Department to operate effectively and extend the needed support services to the community at large...with four main core values in mind: (1) Preserve and improve the character of our residential, commercial and industrial neighborhoods through viable developments and forward-thinking codes; (2) Promote sustainability through environmental initiatives, business growth and retention and a diversified housing stock and adequate level of service standards; (3) Promote a positive community appearance through effective education and code enforcement; and (4) Promote effective customer service

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16 **Schedule 1**

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	343,237	377,652	458,392	426,593	430,332	-	-
Operating Expenses	149,074	156,516	144,264	97,788	101,402	-	-
Capital Outlay	-	-	-	-	5,000	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	
Total Expenses	492,311	534,168	**602,656**	524,381	**536,734**	-	-

Personnel Recap

	Present	Department Proposed	Manager Proposed	Adopted
Community Development Director	1.00	1.00		
Planner I	1.00	1.00		
Code Compliance Officer	1.00	1.00		
Code Compliance Officer	1.00	1.00		
Code Compliance Officer	0.00	1.00		
Community Development Technician	1.00	1.00		
Administrative Assistant	1.00	1.00		
	6.00	7.00	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-52-524-500-11000	Executive Salaries	67,332	67,381	72,422	45,599	91,198	72,426		
001-52-524-500-12000	Regular Salaries	171,670	216,797	283,380	127,542	220,627	236,039		
001-52-524-500-13000	Other & Part Time Salaries	33,062	211	-	-	-			
001-52-524-500-14000	Overtime Salaries			-	804	1,608	1,000		
001-52-524-500-15000	Special Pay	726	726	720	438	720	1,720		
001-52-524-500-21000	FICA	20,570	21,436	22,419	12,960	25,920	23,674		
001-52-524-500-22000	Retirement	11,961	12,013	14,651	7,577	15,154	15,423		
001-52-524-500-22100	Town Retirement Matching		1,463	7,084	611	1,222	7,712		
001-52-524-500-23100	Medical Insurance	26,975	44,275	46,548	28,525	57,050	59,738		
001-52-524-500-23200	Insurance - Dental	1,441	2,281	2,226	1,485	2,970	2,856		
001-52-524-500-23300	Insurance - Life	915	1,359	1,398	764	1,528	1,591		
001-52-524-500-23400	Insurance - Vision	195	325	390	227	454	497		
001-52-524-500-23500	Disability	3,165	3,839	3,944	2,231	4,462	4,446		
001-52-524-500-24000	Worker's Compensation Insurance	4,990	5,457	2,760	1,840	3,680	2,760		
001-52-524-500-25100	Unemployment Compensation			-		-	-		
001-52-524-500-26000	Mileage Reimbursement	235	89	450	-	-	450		
	TOTAL PERSONNEL EXPENSES	343,237	377,652	458,392	230,603	426,593	**430,332**	-	-
				-					
				-					
001-52-524-500-31000	Professional Services	4,820	2,455	4,000	1,040	2,500	4,200		
001-52-524-500-34000	Contractual Services	94,064	92,914	95,595	23,204	46,408	56,732		
001-52-524-500-34200	Contractual Svc - Cost Recovery	21,403	31,659	8,000	10,651	21,302	2,000		
001-52-524-500-34300	Contractual Svc-Code Violation	1,565	3,332	3,397	188	1,000	5,000		
001-52-524-500-40000	Travel & Training	150	872	1,800	124	248	1,800		

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-52-524-500-40030	Training - Bldg Code Education			200	-	200	200		
001-52-524-500-41100	Telephone	4,007	3,755	4,000	2,108	4,216	4,000		
001-52-524-500-41200	Postage & Shipping	4,275	5,197	6,000	(3,496)	6,000	6,000		
001-52-524-500-44200	Equipment Leases & Devices	3,248	1,895	4,000	1,106	2,212	2,000		
001-52-524-500-45000	Insurance	2,775	2,872	2,872		-	-		
001-52-524-500-47000	Printing	995	661	1,500	646	1,500	1,500		
001-52-524-500-47100	Photocopying		295		725	1,450	1,500		
001-52-524-500-48100	Advertising		474		526	1,052	1,500		
001-52-524-500-49300	Computer Software		234	500		-	3,000		
001-52-524-500-49400	Uniforms & Clothing	282	100	400		400	400		
001-52-524-500-49900	Community Beautification Improvement Fund		-	-		-			
001-52-524-500-51000	Office Supplies - Bldg / P&Z / Code	3,657	3,558	4,000	1,387	2,500	3,000		
001-52-524-500-51010	Office Supplies - Code	539	549	500	182	500	-		
001-52-524-500-52100	Gasoline & Diesel Fuel	5,494	4,058	5,500	1,941	4,500	6,000		
001-52-524-500-52200	Small Tools & Others	130	100	-		-	500		
001-52-524-500-54200	Books, Memberships, Dues, & Subscriptions	1,670	1,536	2,000	505	1,800	2,070		
	TOTAL OPERATING EXPENSES	149,074	156,516	144,264	40,837	97,788	**101,402**	-	-
001-52-524-500-64100	Hardware						5,000		
	TOTAL CAPITAL EXPENSES						**5,000**	-	-
	TOTAL DEPT EXPENDITURES	492,311	534,168	602,656	271,440	524,381	**536,734**	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2015-16

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Community Dev Director	FT	34.82	2,080	72,426	3,621	-	8,534	408	261	71	934	86,255
Planner I	FT	22.12	2,080	46,010	2,301	-	8,534	408	240	71	637	58,201
Code Compliance Officer	FT	24.79	2,080	51,563	2,578	-	8,534	408	261	71	703	64,118
Code Compliance Officer	FT	17.67	2,080	36,754	1,838	-	8,534	408	193	71	502	48,300
Code Compliance Officer See initiatives	FT	14.57	2,080	30,306	1,515		8,534	408	193	71	502	41,529
Community Development Technician	FT	15.00	2,080	31,200	1,560	-	8,534	408	245	71	646	42,664
~~Administrative Assistant~~ *(see initiative page - new title = Assistant to Community Development Director)*	FT	19.33	2,080	40,206	2,010	1,000	8,534	408	198	71	522	52,949
Phone Allowance	720											720
FICA	23,674											23,674
Worker's Compensation Insurance	2,760											2,760
Mileage Reimbursement	450											450
Town Retirement Matching	7,712											7,712
Overtime	1,000											1,000
Total Wages & Benefits	36,316			308,465	15,423	1,000	59,738	2,856	1,591	497	4,446	**430,332**

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost ($)
500-31000	Professional Services	Special Magistrate Expenses (vary from month to month depending on number of code compliance cases). Costs are generally offset by administrative costs being recouped from code violators. However, an average of $350 per month should be set aside for Magistrate expenses.	$ 4,200
500-34000	Contractual Services	Building Official and Inspection Services are currently on a cost-sharing (performance based) contract which is compensated based on the building permit revenue that is generated through the Department; InkForce maintenance (code software) contract ($9,866); Information Management Systems (building permit software) will increase by 10% from last year ($3,515 + 10% = $3,866); and misc. contract services [Geographic Information Systems (GIS - $8,000) consulting services to create in-house GIS capability; engineering and landscape architecture consultant services for Town projects ($15,000), specifically the Federal Highway Mixed-Use Project/Streetscape Plan and Water Supply Work Plan; additional design consultant services for Town projects, specifically the Federal Highway Mixed-Use project ($10,000) and consultant assistance with the Town's Evaluation & Appraisal Report required by State Statute ($20,000)].	$ 56,732

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost ($)
500-34200	Contractual Services - Cost Recovery	Consultant reviews (engineering; survey; landscape architecture) for development applications are billed through individual project accounts and not included in this account. Sometimes, building permit applications or other departmental applications require consultant review. Even though these costs are fully recovered by the Applicant, $2,000 is being set aside to account for these costs.	$ 2,000
500-34300	Contractual Services Code Violation	Abatements for Code violations (anticipate 12 overgrowth violation abatements-one per month and possibly some additional life-safety abatements). These costs are generally offset by the property owner however, can take many months, even years to recover.	$ 5,000
500-40000	Travel & Training	American Planning Association Annual Conference ($800); Certified Local Government Historic Preservation Training Annual Meeting ($200); GIS software training through ESRI Software Company (Environmental Systems Research Institute - $400); Congress for New Urbanism Annual Conference ($300); Contingency for additional training availabilities ($100)	$ 1,800
500-40030	Training - Bldg Code Education	Certification maintenance and training for Code Compliance Officers.	$ 200
500-41100	Telephone	Department telephones. Estimated costs for office telephones should be $1,350, cellular phones (Nextel) should be $1,530, and air cards (Verizon) should be $1,120	$ 4,000
500-41200	Postage & Shipping	Covers mailings for Code and Building/Planning. Both Divisions have a considerable amount of certified mailings (liens, magistrate notifications, ordinance notices, etc.). Non-Town initiated project shipping charges associated with development applications are billed separately through individual project accounts and are not included in this account.	$ 6,000
500-44200	Equipment Leases	Department copier and payments are predetermined by contract. Due to the copier adjustments in FY 13/14, this account reduced by $2,000.	$ 2,000

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost ($)
500-47000	Printing	Funds will be required for unanticipated costs of printing new zoning maps and other official documents. This account also absorbs the costs of printing blue prints/files for building department records requests however, these costs are generally offset by customer payment for services.	$ 1,500
500-47100	Photocopying	These costs are sometimes offset by project escrow accounts and permit/application customers however, the Department also requires a budget for paper copying.	$ 1,500
500-48100	Advertising	Funds will be required for certified mails and legal advertisements of Town initiated projects/Town Code amendments.	$ 1,500
500-49300	Computer Software	Geographic Information Systems [software programs: ESRI ($1,500) and AUTOCAD ($1,500) - Total $3,000].	$ 3,000
500-49400	Uniforms & Clothing	Shirts for two full-time and two part-time Code Officers.	$ 400
500-51000	Office Supplies - Building/P&Z/Code	Supplies seem to hold steady per year. Lien filing costs are included in this category and are in the $1,000 range. The rest of the budget is for normal operating supplies for the department which includes Planning&Zoning and Code. Account 500-51010 specific to the Code Division was eliminated and combined into this account.	$ 3,000
500-52100	Gasoline & Diesel Fuel	Code Compliance Officer vehicles. A third code officer for evenings and weekends is being proposed, which requires additional gasoline for patrolling.	$ 6,000
500-52200	Small Tools & Others	$500 contingency for unanticipated costs.	$ 500

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost ($)
500-54200	Books, Memberships, Dues, & Subscriptions	American Planning Association & Florida Chapter Dues for Director and Planner ($600); Florida Association of Code Enforcement membership for full-time Officers ($150); Florida Association of Business Tax Officials membership for Community Development Technician ($25); membership to the Congress for New Urbanism for Director ($195); Intergovernmental Plan Amendment Review Committee (IPARC - $900); PBC Planning Congress Membership for Director ($50) and a $150 contingency for increased rates and/or necessary books/training guides.	$ 2,070
Blake will assign account number	Hardware - Capital Expense	Geographic Information Systems (GIS) workstation for the Department with dual screens and minimum 24gb memory and 1tb hard drive with backup local drive.	$ 5,000
			$ 106,402

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
	INITIATIVES THAT ARE BEING PROPOSED FOR FY 15\16 BUDGET AND ARE INCLUDED IN SCHEDULE TOTALS		
	Geographic Information Systems (GIS) - Hardware ($5,000 in Account #500-52200); Software ($3,000 for ESRI and AUTOCAD programs in Account #500-49300); Consulting Services ($8,000 for consulting services to get our GIS up and running in Account #500-34000).	**Value-Added Service: Departmental visualization and effectiveness and up-to-date data**	**$ 16,000**
	The existing Administrative Assistant position in the Community Development Department was changed to a "generalized" position in FY 14/15. **It was envisioned that all Administrative Assistants are interchangeable.** The previous position title in the Community Development Department was "Administrative Assistant to the Community Development Director". This positon title was initially created with the intent that it is specialized due to the unique responsibilities related to code compliance lien reporting/tracking; planning and zoning board liaison, research and technical meeting transcriptions and report writing responsibilities; as well as acting status in the extended absence of the Department Director (just to name a few). In an attempt to restore a much-needed position title that is better catered to the unique job duties/responsibilities relevant to the Community Development Department, a **first request** would be to restore the position's job title, but this time to "Assistant to the Community Development Director" thereby creating a higher position that would better serve the Department Director on a more technical/administrative level. The salary range for this position, as reviewed by the Human Resources Department is $18.63-$25.07 per hour. The existing employee is earning $18.41 per hour and the employee handbook allows for a 5% increase, for a total of $19.33 per hour. Annually, this translates to an increase in $0.95 per hour = 1,914. Consequently, a **second request** would be to increase the newly-titled position to $19.33 per hour. **Account # 500-12000.**	**Position title change to restore and promote the duties and responsibilities necessary for a more effective operation and provide fair compensation based on job duties and responsibilities.**	**$ 1,914**

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
	Pursuant to recent discussions, there may be a need to explore additional evening and weekend enforcement through additional code enforcement personnel. A proposal for one additional full-time code enforcement officer to cover evenings, Monday through Friday, 4:30-9:30 or other times as needed (5 hours per day), as well as on Saturday and Sunday (7.5 hours per day), for a total of 40 hours per week is being proposed in Account 500-12000 (Regular Salaries). The starting hourly rate is $14.57 per hour, which annualizes to $30,306 plus benefits, for an annual salary of $30,306, plus benefits which equates to $41,527 annually. Currently, the Town has two full-time (daytime) officers and with the amount of violations to address on a daily basis, the effectiveness of the operation would suffer if the daytime officer shifts are split to include evenings an weekends, thereby leaving only one full-time officer per daytime shift. With a third officer, there is also an opportunity to create rotating schedules to increase awareness between officers throughout the varying enforcement hours. Through solid leadership and communication between the officers, the Town will have full, effective coverage, but for during the overnight hours. Evening and weekend enforcement will likely be focused heavily on work without permits; commercial vehicles; noise; and events being held without appropriate permits (as some of the main issues).	**Value-Added: By providing required enforcement for public safety and welfare and better quality of life for the community**	**$ 41,527**
	TOTAL FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET		**$ 59,441**
	INITIATIVES FROM PREVIOUS YEARS THAT ARE BEING CARRIED FORWARD AND ARE NOT INCLUDED IN THE PROPOSED BUDGET (*Wishlist Items*)		
10th Street Improvements	*Phase 1*: Typical Section/Study from Town Engineering Firm	**Increased development opportunity / Train Station Appeal and feeder distribution system advantages**	$ 50,000
	Phase 2: Design		$ 100,000

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
	Phase 3: Construction		$ 2,000,000
		Sub-Total	**$ 2,150,000**
Park Avenue Extension (PAE)	The PAE would connect the existing Park Avenue to Congress Avenue by using an alignment through the Town's commercial/industrial area. Palm Beach County has submitted design plans to the Town and was hoping to get an Interlocal Agreement in place by the end of 2014 in order to receive their Board of County Commissioner approval to place the project on the County's 5-year road plan however, this has not yet occurred. Palm Beach County will construct the project; Town will own & maintain in perpetuity the road & drainage facilities once they are constructed & accepted; Town will provide or cause to provide all necessary Right-Of-Way & easements for entire road segment at no cost to County (including property not currently owned by the Town – developer property); Town will provide or cause to be provided all necessary property & easements needed for drainage facilities for the entire road segment at no cost to the County (including developer property). A starting segment of the PAE has been constructed by the adjacent private owner (Congress Avenue Properties - on the northeast corner of Congress Avenue and PAE) and will be turned over to the Town in FY 15/16 (Town will then assume perpetual maintenance and will have full jurisdiction over the roadway.	**Increased development opportunity**	**$ 3,500,000**
	TOTALS FOR **INITIATIVES** THAT ARE **NOT** INCLUDED **IN** THE PROPOSED BUDGET		**$ 5,650,000**

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

The Parks and Recreation Department has set goals to establish recreational programs for the community. To start, the focus will be on elementary and Middle School aged children by organizing free "Clinics" to draw the community in and help them to understand "how to register" and be a part of these activities. School involvement is paramount! Going into the schools and talking to children in their classrooms to explain and demonstrate what is being offered and how to join a community program. The High School element will be offered clinics to learn to coach and referee games and gain "Community Service" hours. Emphasis will be on athletes who are playing at the Junior Varsity and Varsity levels of the sport being offered. Eventually, programs will be offered to high school age children with their input as to what sports and activities they would like to participate in. These activities are not solely geared toward sports and athletics, but the Fine Arts will also be incorporated into these programs.

Grant money will continually be sought after for programming and facility renovation or improvement through FRDAP, CDBG and miscellaneous Recreation and Community organizations.

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	107,396	107,330	105,736	119,230	146,469	-	-
Operating Expenses	64,546	58,537	68,825	58,417	107,099	-	-
Capital Outlay	938	9,317	2,000	1,427	-	-	-
Debt Service	8,718	8,701	8,684	8,684	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	181,598	183,885	185,245	187,758	253,568	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Recreation Director	1.00	1.00		
Assistant Recreation Director	---	1.00		
Special Events Coordinator	---	0.25		
Recreation Bus Driver (Part-time)	0.24	---		
Camp Counselors - up to 4 (Part-time summer only)	0.59	0.48		
Event Assistants - up to 3 (Part-time)	---	---		
	1.83	2.73	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-57-572-600-11000	Executive Salaries	55,212	55,220	56,100	35,160	70,320	56,098		
001-57-572-600-12000	Regular Salaries	1,862	149	-	-	-	35,318		
001-57-572-600-13000	Other & Part Time Salaries	16,776	14,533	13,120	774	1,548	16,500		
001-57-572-600-14000	Overtime Salaries	691	48	-	-	-	-		
001-57-572-600-15000	Special Pay	726	726	720	438	876	1,440		
001-57-572-600-19900	Wages Reclassified	13,778	13,951	15,178	10,783	21,566	-		
001-57-572-600-21000	FICA	5,663	5,272	5,295	2,724	5,448	8,256		
001-57-572-600-22000	Retirement	1,214	2,858	2,808	1,758	3,516	4,571		
001-57-572-600-22100	Town Retirement Matching		566	1,375	879	1,758	2,286		
001-57-572-600-23100	Medical Insurance	6,744	7,379	7,758	5,172	10,344	17,068		
001-57-572-600-23200	Insurance - Dental	360	380	371	278	556	816		
001-57-572-600-23300	Insurance - Life	206	261	261	174	348	524		
001-57-572-600-23400	Insurance - Vision	65	65	65	43	86	142		
001-57-572-600-23500	Disability	732	765	765	521	1,042	1,530		
001-57-572-600-24000	Worker's Compensation Insurance	3,367	3,682	1,920	1,280	2,560	1,920		
001-57-572-600-25100	Unemployment Compensation		1,475	-	(738)	(738)	-		
	TOTAL PERSONNEL EXPENSES	107,396	107,330	105,736	59,246	119,230	146,469	-	-
001-57-572-600-34000	Contractual Services	1,724	-	1,944	-	-	1,944		
001-57-572-600-40000	Travel & Training	100	14	350	-	-	350		
001-57-572-600-41100	Telephone	184	1,623	2,500	2,072	4,144	2,500		
001-57-572-600-41200	Postage & Shipping	1,844	15	50	-	-	200		
001-57-572-600-43000	Utilities	39	23,031	24,000	12,396	24,792	24,000		
001-57-572-600-43250	Garbage & Trash	23,094	5,745	5,855	5,864	11,728	5,855		

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-57-572-600-44100	Rentals	5,818		500		-	500		
001-57-572-600-44200	Equipment Leases	376		-		-	-		
001-57-572-600-45000	Insurance	9,594	11,160	8,976		-	-		
001-57-572-600-46000	Repair & Maintenance	2,414	4,266	4,100	1,432	2,864	4,100		
001-57-572-600-47000	Printing	53		50		-	250		
001-57-572-600-48000	Promotional Activity	294	60	100	255	510	250		
001-57-572-600-48005	Promotional - Tree Lighting	741	1,555	1,000	2,787	2,787	2,500		
001-57-572-600-48035	Promotional - Car Show	1,335	32	1,000	-	-	1,000		
001-57-572-600-48045	Promotional - 4th of July	2,191	476	-		-	45,000		
001-57-572-600-48055	Promotional - Seafood Festival		246	-		-	-		
001-57-572-600-48056	Promotional - Easter Egg Hunt		212	500	426	852	1,000		
001-57-572-600-49400	Uniforms & Clothing	295		500	462	924	500		
001-57-572-600-51000	Office Supplies	138	124	300	245	490	300		
001-57-572-600-52000	Operating Supplies	4,258	4,376	8,000	3,692	7,384	8,000		
001-57-572-600-52010	Operating Expenses - Party Pkg	729	277	400	231	462	250		
001-57-572-600-52100	Gasoline & Diesel Fuel	2,596	1,205	2,000	271	542	2,000		
001-57-572-600-52200	Small Tools & Others		160	400		-	400		
001-57-572-600-54200	Memberships, Dues, & Subscriptions			200	159	318	200		
001-57-572-600-57200	Program Exp - Bingo	411		-		-	-		
001-57-572-600-57220	Program Exp - Summer Camp	6,051	3,885	6,000	310	620	6,000		
001-57-572-600-57230	Program Exp - Senior Bus Trips	267		100		-	-		
001-57-572-600-57235	Sponsored Event Expense		75	-	-	-	-		
	TOTAL OPERATING EXPENSES	64,546	58,537	68,825	30,602	58,417	107,099	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-57-572-600-63000	Improvement Other Than Building	938	3,232	2,000	-	-	-		
001-57-572-600-64100	Machinery & Equipment		6,085	-	1,427	1,427	-		
	TOTAL CAPITAL OUTLAY	938	9,317	2,000	1,427	1,427	-	-	-
001-57-572-600-71000	Principal	7,366	7,865	8,399	8,399	8,399	-		
001-57-572-600-72000	Interest	1,352	836	285	285	285	-		
	TOTAL DEBT SERVICE	8,718	8,701	8,684	8,684	8,684	-	-	-
	TOTAL DEPT EXPENDITURES	181,598	183,885	185,245	99,959	187,758	253,568	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

RECREATION (GF 600)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2015-16 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Recreation Director	FT	26.97	2,080	56,098	2,805	-	8,534	408	261	71	765	68,942
Assistant Recreation Director	FT	16.98	2,080	35,318	1,766		8,534	408	263	71	765	47,125
Camp Counselor X4	PT	9.00	1,000	9,000								9,000
Special Events Coordinator	PT	15.00	500	7,500								7,500
												-
												-
Wages Reclassified	-											-
Special Pay	1,440											1,440
FICA	8,256											8,256
Worker's Compensation	1,920											1,920
Town Retirement Matching	2,286											2,286
												-
Total Wages & Benefits	13,902			107,916	4,571	-	17,068	816	524	142	1,530	146,469

Camp Counselors are shown total hours worked during the summer camp

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
600-34000	Contractual Services	Custodial Service - USSI (162.00/Per month)	1,944
600-40000	Travel & Training	First Aid training for counselors, FPRA	350
600-41100	Telephone		2,500
600-41200	Postage and Shipping		200
600-43000	Utilities		24,000
600-43250	Garbage and Trash		5,855
600-44100	Rentals		500
600-46000	Repair and Maintenance	Repairs of playground equipment, air conditioning	4,100
600-47000	Printing		250
600-48000	Promotional Activity	Government Week	250
600-48005	Promotional - Tree Lighting		2,500
600-48035	Promotional - Car Show		1,000
600-48045	Promotional - 4th 0f July		45,000
600-48056	Promotional - Easter Egg Hunt		1,000
600-49400	Uniforms and clothing	Staff Shirts	500
600-51000	Office Supplies	Summer camp fliers and forms	300
600-52000	Operating Supplies	Mulch (2,475), Other (5,025)	8,000
600-52010	Operating Supplies - Party Package	Cleaning Tablecloths	250
600-52100	Gasoline and Diesel Fuel	Lake Park Elementary/summer camp/recreation truck	2,000
600-52200	Small Tools and Others	Blower, Power Washer	400
600-54200	Memberships and Dues	Florida Parks and Recreation Association	200
600-57220	Program Exp - Summer Camp	Field trips, lunches, camper t-shirts, games, arts and crafts	6,000
		Page 128 of 194	$ 107,099

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Recreation Staffing	The Parks and Recreation Department would like to add two positions to the 2015-16 budget. A full time position titled, "Assistant Recreation Director" and a part time position titled, "Special Event Coordinator" which will allow the Recreation Department to function at top capacity. The Assistant Recreation Director would assist the Director with daily activities and also drive the bus when needed. This person would help build recreational programs, assist the Director in procuring sponsorship and grant monies for future programs and facility improvements and help organize, schedule and run programs and activities for the community. The Special Events Coordinator would assist with all aspects of Town Special Events, including the "Sunset Celebration" and oversee all rentals.		$ 39,959
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 39,959
LS Park Facilities Security Cameras	Security cameras for the new buildings. Possible FDLE-JAG Grant		6,500
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ 6,500
COMBINED TOTALS			$ 46,459

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

Activities, Story-times, Movies and other Events
The Lake Park Public Library offers a variety of activities for the entire Lake Park Community, including adult programs, teen programs, exhibits, children's programs and other events.
New programs such as the Teen Club and Teen arts enrichment. Adult monthly movies and children's story-times have been very popular and there is still a strong demand by the community for regularly scheduled computers classes. As a part of the Library's Strategic Plan, the library has made an effort to offer an increased number of Adult programs, including additional book discussion groups, craft programs, author visits and speakers of interest on popular topics.
In FY14-15, our Library was recognized by Library Journal as a Star Library, the only library in Florida given this rating for the number of services and programs we provide our community with a minimum of expenditure.
Circulation of Library materials
Circulation of childrens' and youth materials represent a significant increase above adult circulation since the completion of the Teen room and Children's library two years ago.

Expanded Service to Teenagers
Teens have a dedicated room that is used daily for reading, homework and programs.
There are 6 computers in the Teen room in addition to wireless access throughout the building.
Staff , with financial support from the Friends of the Library have initiated a Teen Club this year.

Funding Plan
Library State Aid is granted by the Florida Legislature and distributed through the Department of State Division of Library and Information Services.
This year disbursement of grant awards were two payments; the first in February for 80 percent of the award and the final payment of 20 percent of the award in May.
Our award for FY14-15 was approximately $9000.,a slight increase from the previous year's award of $7900. dues to an overall increase in State budget.
Grant awards are determined in part by Library budget size and actual expenditures.
According to the current legislative session, the FY15-16 awards are estimated to be slightly reduced.
Staff has consulted with our Library and community partners by way of a Strategic Plan Workshop conducted in March, 2015 which focused on identifying particular areas needing improvements by utilizing a report card style process of feedback and scoring. The results were that the most critical issues were; need for security system for books; computer instruction; operational hours as well additional seating.
These critical issues for the most part, require additional staff which can be successfully funded by grants if approached from a project perspective. However, in order to satisfy outcomes projections accurately, the library needs to continue initiate such programs prior to full grant funding. To note, in 2005 the library had more than double the number of full time as well as part time staff. With economic constraints the library staff has shrunk as the need for programs actually increased.

Grants
For the past several years the Library has successfully applied for a number of small grants, such as the Dollar Store grant which was applied towards our summer program for that year.
For 2014-15FY, staff will be focusing on grants that support particular programs for both adult and youth. Most recently the library was the recipient of $250. donation by Sirsi as part of their "Why I love my library" essay contest.
TechSoup, a donation clearinghouse for libraries and Museums offered a one year access to Grantstation database , a primary resource for most available grants. We were able to obtain one year subscription for the administrative cost of $100., which is substantially less than the regular rate of over $700. annually.

Friends of the Lake Park Public Library
The Friends have traditionally provided supplemental support for Library programs and equipment. The sources of Friends funds are raised through fundraising activities, book sales and generous donations of community members.
The Friends are responsible for the renovation of the children's library as well as the creation of the Teen room and guest authors.

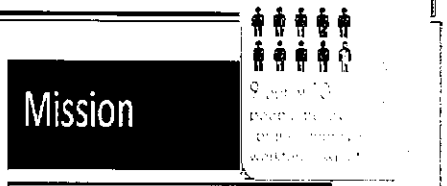
Marketing, Outreach
The library employs a number of marketing media to promote library programs and services. Staff self publishes calendars, informational brochures and pamphlets as well as posting library announcements and activities on Town and Library Websites, E-blasts and at Friends and Community Partner events.
The library also utilizes social media such as a Facebook and blog pages. Staff has expanded our social media visibility to include improved Readers Advisory services.
In addition, the library has several outreach programs at our community partner locations. We have a weekly adult and young adult book discussion at Club100/Haitian Baptist Empowerment Center and story time for younger children as well as programs at Bridges offices, Lake Park Elementary school and local day care centers.

Schuyler and other meeting rooms
The two additional study/meeting rooms provided by the Friends are occupied constantly since their addition two years ago. Students, Community groups, organizations and Library partners all regularly use our new rooms.
Yet, on many busy evenings, all available spaces, including the Teen and Children's library are in use for program use simultaneously.
The air conditioning unit in the children's room failed some time in November and public works department is currently seeking bids for these repairs. At this time of year, the outside temperature generally reaches 90 degrees or more which limits use of the room during the day and even evening. Since the air conditioning unit for the children's room also serves two meeting rooms, those areas are also affected.
Staff is currently reviewing all library policies and will continue to update outdated and ineffective library policies.

Staff Development
Staff development and cross training has been stammed due to budgetary constraints, however, staff have taken advantage of low or no - cost training such as webinars and other similar alternatives.
We expect to seek out grants this year specifically for staff training to provide improved programming to Library visitors.

Technology
Keeping up with technology development is a key part of the Library's mission. It's vital for the library to offer services that are current and compatible with the needs of Library patrons.
One of the unfunded proposals in the Library's 2014-5 FY budget is to add three additional part time staff including a technical assistant, as originally proposed two years ago. Town budgetary constraints preclude this proposal from being budgeted, however, staff considers additional staff important to maintaining sufficient service to the community and will continue investigate methods by which to fund or substitute this needed staff. At this point in the FY14-15, there remains approximately $8000. in Library State Aid that has been applied for and awarded to us specifically for coverage in the youth department.
That funding can be carried over into the next FY15-16 and combined with FY15-16 Library State Aid to provide for additional staff.
The Library remains committed to providing needed technological access for the community. Staff is requesting a small increase in the overall budget in order to provide for completing computer upgrades that are now essential since Microsoft is no longer supporting XP OS (operating systems).
Our E- book collection continues to increase in use and staff still plans to add a download kiosk to provide an additional access point for e-book users.

Volunteers
Library Volunteers are an integral part of the Lake Park Public Library. We are proud of and very grateful to the number of individuals – both adult and teenagers - who have applied to volunteer at our library to assist in a number ways. Our volumeers for tutoring for our Grassroots Workshop exceeded the number of children who were registered for this ad hoc program. In addition, several community organizations have since stepped in to create excellent community programs to provide the needed tutoring and day care assistance in Lake Park. Staff has modified and streamlined our Library volunteer program to improve the volunteer experience and better coordinate with our Community organizations and partners.

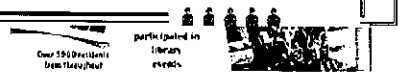


TOWN OF LAKE PARK - ANNUAL BUDGET

LIBRARY (GF 700)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2015-16



TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	185,032	166,879	199,673	175,507	233,348	-	-
Operating Expenses	62,021	65,092	42,485	32,654	53,099	-	-
Capital Outlay	-	-	-	-	6,700	-	-
Debt Service	-	-	15,000	13,335	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	247,053	231,971	257,158	221,496	**293,147**	-	-

Personnel Recap

	Present	Department	**Proposed**	Adopted
Library Director	1.00	1.00		
Librarian I	1.00	1.00		
Library Assistant I	0.25	0.50		
Library Assistant I	0.50	0.63		
Library Accounting Clerk	0.75	1.00		
Library Assistant I	0.38	0.50		
Children's Services Assistant	0.25	0.50		
Library Assistant I	0.00	0.50		
	4.13	5.13	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-57-571-700-11000	Executive Salaries	58,211	58,223	59,160	37,076	55,614	59,155		
001-57-571-700-12000	Regular Salaries	30,698	26,217	35,325	22,136	33,204	**65,916**		
001-57-571-700-13000	Other & Part Time Salaries	51,675	46,831	46,914	28,096	42,144	**49,240**		
001-57-571-700-13010	Other & Part Time - State Aid	11,396	6,632	4,987	3,431	5,147	**10,171**		
001-57-571-700-15000	Special Pay	1,726	726	720	438	657	**1,440**		
001-57-571-700-21000	FICA	11,057	10,043	10,817	6,679	10,019	11,562		
001-57-571-700-21010	FICA - State Aid	646	507	382	262	393	778		
001-57-571-700-22000	Retirement	3,467	3,542	3,762	1,854	2,781	3,756		
001-57-571-700-22100	Retirement Town Matching			1,811	-	-	1,878		
001-57-571-700-23100	Medical Insurance	13,488	11,684	31,032	14,870	22,305	25,602		
001-57-571-700-23200	Insurance - Dental	721	634	1,484	773	1,160	1,224		
001-57-571-700-23300	Insurance - Life	352	368	696	299	449	551		
001-57-571-700-23400	Insurance - Vision	130	130	260	124	186	213		
001-57-571-700-23500	Disability	1,234	1,089	2,191	877	1,316	1,730		
001-57-571-700-24000	Worker's Compensation Insurance	231	253	132	88	132	132		
001-57-571-700-25100	Unemployment Compensation			-	-	-			
	TOTAL PERSONNEL EXPENSES	185,032	166,879	199,673	117,003	175,507	**233,348**	-	-
001-57-571-700-34000	Contractual Services	10,172	14,263	18,425	8,824	13,236	21,189		
001-57-571-700-34010	Other Contractual Services	3,000	-	-	-	-			
001-57-571-700-40000	Travel & Training	149	230	1,000	536	804	2,000		
001-57-571-700-41100	Telephone	1,044	1,371	1,300	728	1,092	1,300		

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-57-571-700-41200	Postage & Shipping	40	40	50	-	-	100		
001-57-571-700-45000	Insurance	26,738	31,102	-	-	-			
001-57-571-700-46000	Repair & Maintenance		848	1,900	1,044	1,566	3,000		
001-57-571-700-47000	Printing		105	210	53	80	300		
001-57-571-700-49310	Software	363	-	1,000	500	750	500		
001-57-571-700-51000	Office Supplies	382	477	500	254	381	600		
001-57-571-700-52000	Operating Supplies	2,761	1,199	1,500	1,674	2,511	3,500		
001-57-571-700-52200	Small Tools & Others			100		-			
001-57-571-700-54200	Memberships, Dues, & Subscriptions	1,248	868	1,500	1,058	1,587	2,610		
001-57-571-700-56000	Library Materials - Adult	16,124	14,589	12,500	7,034	10,551	14,000		
001-57-571-700-56010	Library Materials - Children and Teen	-	-	2,500	64	96	4,000		
	TOTAL OPERATING EXPENSES	62,021	65,092	42,485	21,769	32,654	**53,099**	-	-
001-57-571-700-59700	Miscellaneous Supplies - Donations	4,444	109	-	-	-			
	TOTAL DONATION EXPENSE	4,444	109	-	-	-	-	-	-
001-57-571-700-62100	Improvements - Building		1,066		-	-			
001-57-571-700-64100	Machinery & Equipment			15,000	8,890	13,335	6,700		
	TOTAL CAPITAL OUTLAY	-	1,066	15,000	8,890	13,335	**6,700**	-	-
	TOTAL DEPT EXPENDITURES	251,497	233,146	257,158	147,662	221,496	**293,147**	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

LIBRARY (GF 700)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2015-16 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Library Director	FT	28.44	2,080	59,155	2,958		8,534	408	261	71	808	72,195
Librarian I	FT	18.42	2,080	38,314	798		8,534	408	145	71	461	48,731
Library Accounting Clerk	FT	13.27	2,080	27,602			8,534	408	145	71	461	37,221
Library Assistant I	PT	11.14	1,300	14,482								14,482
Library Assistant I	PT	11.14	1,040	11,586								11,586
Library Assistant I	PT	11.14	1,040	11,586								11,586
Library Assistant I	PT	11.14	1,040	11,586								11,586
Children's Services Assistant	PT	9.78	1,040	10,171								10,171
Phone Allowance	1,440											1,440
FICA	11,562											11,562
FICA - State Aid	778											778
Worker's Compensation Insurance	132											132
Town Matching Retirement	1,878											1,878
Total Wages & Benefits	15,790			184,482	3,756		25,602	1,224	551	213	1,730	**233,348**

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
700-34000	**Contractual Services**	OCLC - Worldcat cataloging database	$ 250
		USSI Custodial cleaning services	10,775
		Sirsi Dynix- Integrated Library Patron and catalog with Palm Beach Library Cooperative	7,400
		PC Cop - Public Access Computer Time control annual subscription	1,764
		Overdrive E-books subscription	1,000
		Total Contractual	**$ 21,189**
700-40000	**Travel & Training**	FLA Annual Conference;	800
		Annual Director's Meeting in Tallahassee	800
		Staff training	400
		Total Travel and Training	**2,000**
700-41100	**Telephone**	State of Florida contract	1,300
700-41200	**Postage & Shipping**	ILL (interlibrary loan between libraries) delivery/send by USPS	100
700-46000	**Repair & Maintenance**	AC Maintenance	1,000
		Furniture, other repair and replacement	1,100
		USSI additional carpet deep clean	900
		Total Repair & Maintenance	**$ 3,000**
700-47000	**Printing**	Business Cards; Librarians	110
		Signage/Special events	190
		Total Printing	**$ 300**
700-49310	**Software**	Anticipated upgrades; Initial cost of public access computer time control (PC Cop)	**500**
700-51000	**Office Supplies**	Office Depot, Staples	**600**
700-52000	**Operating Supplies**	Labels, Tape, Covers, Cleaner Stamps, Ink, etc.	**3,500**
700-52200	**Small Tools**		
700-54200	**Memberships, Dues & Subscriptio**	Magazines, Newspapers, Periodicals, Subscriptions and Membership dues	2,220
		Florida Library Association Memberships (2) for Director and Librarian	175
		Palm Beach County Library Association (2)	40
		American Library Association - Institutional membership	175
		Total Magazines, Newspapers, Periodicals and Subscriptions and membership dues	**2,610**
700-56000	**Library Materials**	Books and other media; adults	14,000
		Books and media; youth	$ 4,000
		Total Library Materials	**$ 18,000**
			$ 53,099

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Additional Staff	Add an additional Library Assistant I for 20 hours per week		11,586
	Increase Library Acccounting Clerk hours from 30 to 40 hours and change from part time to full time		6,900
	Increase part time Library Assistant I from 10 hours to 20 hours		5,793
	Increase part time Library Assistant I from 15 hours to 20 hours		2,896
	Increase part time Library Assistant I from 20 hours to 25 hours		2,896
	Increase Children's Services Assistant from 10 hours to 20 hours		5,085
	Increase Librarian's salary		3,000
	Add phone reimbursement/special pay for Librarian		720
Technical upgrades	Adding 4 more thin client *Wyse* units to main area of library to replace desktop computers		$ 2,600
	Adding 2 desktop units to childrens room		$ 1,000
	Server with installation and migration		$ 2,500
	Adding an additional staff printer-scanner		$ 600
	Total Technical upgrades		**6,700**
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET			**$ 57,162**
Add three PT employees	Two part time Library Assistants devoted to circulation desk in morning and afternoon/evenings *(with other associated duties)*		$ 32,714
	Part time (quarter) Technical Assistant devoted to media maintenance and other required special technical projects. The objective is to improve efficiency, customer service and expand programs in response to changing/new customer demands. The short term outcome is improved staff efficiency, higher productivity and customer loyalty. Long term outcome includes increase in library support/donations.		$ 6,900
Library renovation	Add a smaller circulation desk and reuse current desk as customer media center		$ 6,000
	Replace library carpeting with high traffic modular carpeting		$ 50,000
	Additional seating to accompany increased shelf area		$ 5,000
	Indirect and direct lighting		$ 40,000
	Replace large book shelves with smaller, more accessible, ADA compliant shelves.		$ 50,000
	The objective is to improve main library reading area to better suit customer needs.		
	Improving lighting will also reduce energy costs in the long term		
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET		$ -	$ 151,000
COMBINED TOTALS		$ -	**$ 398,776**

TOWN OF LAKE PARK - ANNUAL BUDGET
NON-DEPARTMENTAL (General Fund 900)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Personal Services	-	-	-	-	71,553	-	-
Operating Expenses	1,267	423	75,523	75,344	102,434	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	379,824	379,762	379,128	379,127	379,548	-	-
Non-Operating	2,781,227	391,743	438,893	374,761	558,258	-	-
Total Expenses	3,162,318	771,928	857,422	829,232	1,111,793	-	-

Recap

TOWN OF LAKE PARK - ANNUAL BUDGET
NON-DEPARTMENTAL (GF 900)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-589-900-12600	Wage Adjustment 1						50,864		
001-51-589-900-12700	Wage Adjustment 2						20,689		
001-51-589-900-22100	Town Retirement Matching			-	-	-			
		-	-	-	-	-	71,553	-	-
001-51-589-900-45000	Insurance - Property Liability			74,320	49,546	74,319	100,934		
001-51-589-900-45120	Insurance - Storage Tank			703	469	704	1,000		
001-51-589-900-49050	Other Current Charges - Sales Tax	1,267	423	500	214	321	500		
	TOTAL OPERATING EXPENSES	1,267	423	75,523	50,229	75,344	102,434	-	-
001-51-589-900-71000	Principal - Series 2009	7,371	7,747	8,143	8,143	8,143	8,559		
001-51-589-900-71010	Principal - CRA Projects 2008 (a)	96,185	99,715	103,375	103,374	103,374	107,169		
001-51-589-900-71020	Principal - FF Pension Settlement (a)	72,004	74,646	77,386	77,386	77,386	80,226		
001-51-589-900-71030	Principal - CRA Projects 2009	50,215	52,781	55,479	55,479	55,479	58,315		
001-51-589-900-72000	Interest - Series 2009	6,033	5,656	5,261	2,630	5,261	4,845		
001-51-589-900-72010	Interest - CRA Projects 2008	73,221	69,656	65,950	33,923	65,950	62,087		
001-51-589-900-72020	Interest - FF Pension Settlement	33,691	31,022	27,692	14,826	27,692	25,340		
001-51-589-900-72030	Interest - CRA Projects 2009	41,104	38,539	35,842	17,921	35,842	33,007		
	TOTAL DEBT SERVICE	379,824	379,762	379,128	313,682	379,127	379,548	-	-
001-51-589-900-91110	Transfer to CRA - Current Year	245,018	287,535	335,664	335,664	335,664	419,158		
001-51-589-900-91190	Transfer to Streets & Roads	-	51,880	-	-	-			
001-51-589-900-91301	Transfer to Special Proj Fund	-	52,328	-	-	-			
001-51-589-900-91401	Transfer to Marina Fund	-		-	-	-			

TOWN OF LAKE PARK - ANNUAL BUDGET
NON-DEPARTMENTAL (GF 900)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
001-51-589-900-91601	Contrib.-Retired Police Officers Pensior	58,008		39,097	39,097	39,097	39,100		
001-51-589-900-96200	Unrealized Gain/Loss on Investments	(1,799)		-		-			
001-51-589-900-99901	Contingency			64,131		-	100,000		
001-51-589-900-99907	Transfer to Fund Balance	2,480,000		1	-	-			
	TOTAL OTHER EXPENSES	2,781,227	391,743	438,893	374,761	374,761	558,258	-	-
	TOTAL DEPT EXPENDITURES	3,162,318	771,928	857,422	738,672	829,232	1,111,793	-	-

TOWN OF LAKE PARK

ANNUAL BUDGET

INSURANCE FUND

FISCAL YEAR
October 1, 2015 through September 30, 2016

TOWN OF LAKE PARK - ANNUAL BUDGET

Insurance Fund 150

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2015-16 **Schedule 1**

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Revenue	309,757	447,345	227,116	264,738	255,525	-	-
Personal Services	84,171	76,909	44,000	49,071	44,000	-	-
Operating Expenses	179,040	186,704	183,116	208,310	211,525	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	263,211	263,613	227,116	257,381	255,525	-	-
Total Expenses	46,546	183,732	-	7,357	-	-	-

Recap

The Insurance Fund is an Internal Service Fund. This Fund functions as a distributor of the Workers Compensation and the Property and Causality insurances for the Town. The expenses in the Fund are the result of payment of the referenced insurance bills and the revenues are the distributions of those expenses, via a matrix, to the various funds and departments.

TOWN OF LAKE PARK - ANNUAL BUDGET
Insurance Fund (150)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
150-341.001	Contributed Revenue - General Fund	102,794	117,976	87,670	58,447	87,671	100,934		
150-341.190	Contributed Revenue - Streets & Road	7,634	8,521	4,881	3,254	4,881	5,396		
150-341.401	Contributed Revenue - Marina Fund	81,985	76,763	69,919	46,613	69,920	77,717		
150-341.402	Contributed Revenue - Stormwater	12,257	13,687	8,997	5,998	8,997	9,948		
150-341.404	Contributed Revenue - Sanitation	73,841	83,370	55,649	37,099	55,649	61,530		
150-369.300	Refund Prior Year Expense	31,246	147,028	-	25,081	37,622	-		
	TOTAL REVENUE	309,757	447,345	227,116	176,492	264,738	255,525	-	-
	EXPENDITURES								
150-51-589-900-24000	Insurance Expense - Workers Comp	84,171	76,909	44,000	32,714	49,071	44,000		
	TOTAL PERSONNEL EXPENSES	84,171	76,909	44,000	32,714	49,071	44,000	-	-
150-51-589-900-45000	Insurance Expense - Prop & Liability	155,495	166,572	171,000	127,995	191,993	171,000		
150-51-589-900-45120	Insurance - Storage Tank Liability	1,196	1,186	1,171	1,255	1,883	1,171		
150-51-589-900-45200	Insurance Expense - Bonds	-		-	4,409	4,409	4,409		
150-51-589-900-45400	Insurance Expense - Excess Coverage	10,032	10,236	9,945	6,500	9,750	9,945		
150-51-589-900-49500	Insurance Claim Deductibles	12,317	8,710	1,000	184	276	25,000		
	TOTAL OPERATING EXPENSES	179,040	186,704	183,116	140,343	208,310	211,525	-	-
150-51-589-900-99901	Contingency	-	-		-	-	-	-	
	TOTAL OTHER EXPENSES	-	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	263,211	263,613	227,116	173,057	257,381	255,525	-	-
	BUDGET SURPLUS / (DEFICIT)	46,546	183,732	-	3,435	7,357	-	-	-

TOWN OF LAKE PARK

ANNUAL BUDGET

STREETS AND ROADS FUND

FISCAL YEAR
October 1, 2015 through September 30, 2016

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

CORE VALUES:
*safety and welfare of Town personnel and general public
*maintenance of sidewalks
*maintenance of roadway signage (including school zone signs)
*maintenance of proper roadway markings
*maintenance of street lighting systems
*maintenance of roadway integrity (pothole repairs, roadway repairs, etc.)

Possibly the first sign you see in Lake Park is the one under the Grand Archway at Federal Highway and Park Avenue. The Streets and Roads Division maintains all the public signs throughout the Town.

Directional and street signage lead to public facilities or the old street where many Lake Park residents grew up.

Street lighting is checked on a regular basis, keeping roadways and pathways safe at night. Faded, worn signs are replaced showing the way, with new highly reflective materials.

Street pot holes and sidewalks are repaired by this Division along with grinding down trip hazards in these travel ways.

Safety is this Division's highest priority. Performance is measured by the lack of complaint and liability claims.

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STREETS & ROADS (Fund 190)

FUND BUDGET SUMMARY

FISCAL YEAR 2015-16 **Schedule 1**

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Revenue	333,225	102,873	339,245	333,383	344,190	-	-
Personal Services	77,140	-	89,449	85,295	91,227	-	-
Operating Expenses	88,543	-	96,049	91,152	122,174	-	-
Capital Outlay	22,370	-	31,500	-	228,800	-	-
Debt Service	14,458	-	17,394	-	17,394	-	-
Non-Operating	100,000	-	104,853	90,000	90,000	-	-
Total Expenses	302,511	-	339,245	266,447	549,595	-	-
Surplus (Deficit)	30,714	102,873	-	66,937	(205,405)	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Foreman (33% shared w/Facilities & 34% w/Stormwater)	1.00	1.00		
Maintenance Worker III (8% shared with Parking Meters)	1.00	1.00		
	2.00	2.00	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
	REVENUES								
190-312.410	Local Option Gas Tax	157,182		160,000	99,582	149,374	162,727		
190-312.420	New Local Option Gas Tax	73,457		76,000	46,856	70,284	76,463		
190-335.122	State Revenue Sharing (Fuel Tax)	84,445	84,188	84,000	56,572	84,858	85,000		
190-336.100	DOT Lighting Maint. 405121-1-72-16	18,141	18,685	19,245	19,245	28,868	20,000		
	TOTAL REVENUE	333,225	102,873	339,245	222,255	333,383	344,190	-	-
	EXPENDITURES								
190-54-541-190-12000	Regular Salaries	93,821		96,575	60,557	90,836	101,886		
190-54-541-190-14000	Overtime Salaries	167		300	424	636	300		
190-54-541-190-15000	Special Pay	1,000		-	1,000	1,500	1,000		
190-54-541-190-19900	Wages Reclassified	(51,076)		(42,777)	(28,249)	(42,374)	(49,352)		
190-54-541-190-21000	FICA Taxes	7,293		7,388	4,606	6,909	7,794		
190-54-541-190-22000	Retirement	4,817		4,830	3,099	4,649	4,829		
190-54-541-190-22100	Deferred Contribution Matching	-		2,415	1,550	2,325	2,415		
190-54-541-190-23100	Medical Insurance	13,488		15,516	10,345	15,518	17,068		
190-54-541-190-23200	Insurance - Dental	721		742	557	836	816		
190-54-541-190-23300	Insurance - Life	379		480	320	480	480		
190-54-541-190-23400	Insurance - Vision	130		130	87	131	142		
190-54-541-190-23500	Disability	1,262		1,318	879	1,319	1,318		
190-54-541-190-24000	Worker's Compensation Insurance	5,138		2,532	1,688	2,532	2,532		
	TOTAL PERSONNEL EXPENSES	77,140	-	89,449	56,863	85,295	91,227	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
190-54-541-190-31000	Professional Services				1,500	2,250	22,500		
190-54-541-190-34000	Contractual Services				3,585	5,378	-		
190-54-541-190-34310	SWA Disopsal Fees			-		-			
190-54-541-190-40000	Travel & Training	64		350	404	606	1,000		
190-54-541-190-41100	Telephone	662		675	456	684	675		
190-54-541-190-43000	Utilities - Electric	65,527		61,500	43,218	64,827	61,500		
190-54-541-190-44100	Rentals	3,800		4,000	1,190	1,785	4,000		
190-54-541-190-45000	Insurance - Liability & Property	2,496		2,349	1,566	2,349	2,349		
190-54-541-190-46000	Repairs & Maintenance	3,726		7,700	300	450	4,400		
190-54-541-190-46300	Vehicle Parts & Supplies	696		4,000		-	5,050		
190-54-541-190-46600	Traffic Signs & Signals	1,774		4,000		-	4,000		
190-54-541-190-47000	Printing	-		-		-			
190-54-541-190-49400	Uniforms & Clothing	507		600		-	600		
190-54-541-190-52000	Operating Supplies	6,339		7,875	7,384	11,076	13,100		
190-54-541-190-52100	Gasoline & Diesel Fuel	2,952		3,000	1,165	1,748	3,000		
	TOTAL OPERATING EXPENSES	88,543	-	96,049	60,768	91,152	122,174	-	-
190-54-541-190-63000	Improvements other than Building	-	-	-	-	-	190,800		
190-54-541-190-63050	Improvements - Sidewalks	12,253		30,000		-	30,000		
190-54-541-190-64100	Machinery & Equipment	10,117		1,500	-	-	8,000		
	TOTAL CAPITAL OUTLAY	22,370	-	31,500	-	-	228,800	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
190-54-541-190-71000	Principal	13,532		14,074	-	-	14,074		
190-54-541-190-72000	Interest	926		3,320	-	-	3,320		
	TOTAL DEBT SERVICE	14,458	-	17,394	-	-	17,394	-	-
190-54-541-190-99001	Transfer to General Fund	100,000		90,000	60,000	90,000	90,000		
190-54-541-190-99900	Transfer to Reserve	-	-	14,853	-	-			
	TOTAL OTHER EXPENSES	100,000	-	104,853	60,000	90,000	90,000	-	-
	TOTAL DEPT EXPENDITURES	302,511	-	339,245	177,631	266,447	549,595	-	-
	BUDGET SURPLUS/(DEFICIT)	30,714	102,873	-	44,624	66,937	(205,405)	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STREETS & ROADS (Fund 190)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2015-16

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Foreman Infrastructure	FT	25.90	2,080	53,872	2,694	500	8,534	408	261	71	735	67,075
Maintenance Worker III	FT	20.53	2,080	42,702	2,135	500	8,534	408	219	71	583	55,152
												-
												-
												-
Overtime Salaries	300											300
Wages Reclassified	(49,352)											(49,352)
FICA Taxes	7,794											7,794
Worker's Compensation Insurance	2,532											2,532
Deferred Contribution Matching	2,415											2,415
Wage Adjustment 2	5,312											5,312
Total Wages & Benefits	(31,000)			96,574	4,829	1,000	17,068	816	480	142	1,318	91,227

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
190-31000	Professional Services	Evaluation of roadway (700 block of Park Ave) with recommendations and specifications. Park Ave streetscape elements replacement specifications.	$22,500
190-34000	Contractual Services		
190-40000	Travel & Training	Herbicide applicator's training & MOT training	1,000
190-43000	Utilities - Electric		61,500
190-44100	Rentals	Rental fees for boom lift & bucket truck to maintain street lights and holiday decorations ($600.00). Rentals of compactors, vibrators, mixers, etc. for sidewalk and roadway repairs.	4,000
190-46000	Repairs & Maintenance	Vendor repair services: Streets' vehicles, equip.,streetlights, etc.	
	ALL STAR AUTO SERVICE	MEDIUM/HEAVY REPAIRS TO ASSIGNED VEHICLES	2,000
	KAUFFS TRANSPORTATION	TOWING SERVICE FOR ASSIGNED VEHICLES IF NEEDED	200
	PRESSURE WASHERS USA	SERVICE CALLS/REPAIRS FOR ASSIGNED PRESSURE WASHERS	200
	GROWERS EQUIPMENT	HEAVY REPAIRS FOR THE TRACTOR	1,500
	KASPER ELECTRICAL	LICENSED ELECTRICIAN FOR STREET LIGHT REPAIRS	500
		TOTAL:	$4,400
190-46300	Vehicle Parts & Supplies	Select vendors;(This is a sample of typical vendors used in the past. It is not an exclusive list.)	
	FIA CARD SERVICES	FUEL CARDS	250
	BENNETT AUTO SUPPLY	MAINTENANCE AND REPAIR PARTS FOR ASSIGNED VEHICLES	500
	BOULEVARD TIRE	HEAVY EQUIPMENT & LT TRUCK TIRE REPLACEMENT	2,000
	GENERAL GMC TRUCK PARTS	ALTERNATIVE SUPPLIER OF GM PARTS FOR ASSIGNED VEHICLES	300
		Misc. vendors for truck & tractor parts, lubricants, filters, coolant & hoses.	2,000
		TOTAL:	$5,050
190-46600	Traffic Signs & Signals	Replace faded & outdated signs, posts and mounting hardware; Assist Community Development Division with enforcement signs.	4,000
190-49400	Uniforms & Clothing	Replacement uniforms and safety boots for staff	600

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STREETS & ROADS (Fund 190)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2015-16 **Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
190-52000	Operating Supplies	Select vendors;(This is a sample of typical vendors used in the past. It is not an exclusive list.)	
		Action Nut and Bolt	350
		Boulevard Paints	500
		City Electric	2,500
		Community Asphalt	900
		Construction Diamond Products	1,000
		J.W. Cheatham	900
		Home Depot	1,500
		Lawnmower Headquarters (new blower + small engine parts)	700
		Light Bulbs Unlimited	200
		Lowes	500
		Meyers' Turf	150
		Petty Cash	200
		Pressure Washers USA	400
		Rexel	350
		Safety Products (PPE, safety cones / barricades)	2,500
		Misc. vendors for maintenance items associated with R.O.W. repairs	450
		TOTAL:	$13,100
190-52100	Gasoline & Diesel Fuel	Fuel to run service trucks, tractor, & backhoe	3,000
190-63000	Improvements - Other than Building	(See Schedule 5 for details)	190,800
190-63050	Improvements - Sidewalks	Continue replacement of sidewalks damaged by vehicles & tree roots	30,000
190-64100	Machinery & Equipment	(See Schedule 5 for details)	8,000

TOWN OF LAKE PARK - ANNUAL BUDGET
STREETS & ROADS (FUND 190)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Improvements - Other Than Building	700 block of Park Ave, roadway reconstruct (@ $30/sq. yd.)		$ 78,000
	Park Ave 7th St. to 10th St. concrete sidewalk (assume 20% need		
	replace @ $5.75/sq.ft.); need to address root removal and barrier.		$ 37,000
	Park Ave, 7th St. to 10th St. streetscape (paver brick)		$ 30,000
	Commence street light fixture change-out to L.E.D. technology; Estimate		
	completing project in 10 years @ $1,000 / head; Change twenty		
	heads in FY'16		$ 20,000
	Pavement Markings: Stop bars, crosswalks		$ 17,000
	Centerline, turn lane markings, Watertower Rd.		$ 5,000
	Reflective Pavement Markers (RPM's) for fire		
	hydrants.		$ 3,800
Machinery & Equipment	Purchase a pre-owned, one ton dump truck from Palm Beach County		
	to replace current 1994 unit.		$ 8,000
TOTALS FOR **INITIATIVES THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 198,800
Improvements - Other	Gateway Road reconstruct		$ 125,000
Than Building			
	Pavement Markings: Roadway Centerlines		$ 20,000
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			$ 145,000

TOWN OF LAKE PARK

ANNUAL BUDGET

DEBT SERVICE FUND

FISCAL YEAR
October 1, 2015 through September 30, 2016

TOWN OF LAKE PARK - ANNUAL BUDGET

DEBT SERVICE FUND (Fund 201)

FUND BUDGET SUMMARY

FISCAL YEAR 2015-16 **Schedule 1**

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Revenue	784,739	752,381	776,712	770,500	775,896	-	-
Personal Services	-	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	768,107	768,108	776,712	768,120	775,896	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	768,107	768,108	776,712	768,120	775,896	-	-
Surplus (Deficit)	16,632	(15,727)	-	2,380	-	-	-

	2014-15	2015-16
Current year gross taxable value	$ 480,234,394	$ 524,406,886
Debt millage rate	1.6650	1.5400
Ad Valorem Taxes	$ 775,612	$ 775,296

The Debt Service Fund for the Town of Lake Park is utilized to collect from the taxpayers the required funds necessary to satisfy the requirements of the Town's General Obligations Bonds. These 20 year bonds were issued in the amount of $4,800,000 in 1997 and in the amount of $5,000,000 in 1998.

TOWN OF LAKE PARK - ANNUAL BUDGET
DEBT SERVICE FUND (Fund 201)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
	REVENUES								
201-311.100	Ad Valorem Taxes (a)	775,181	749,992	775,612	685,701	770,000	775,296		
201-311.120	Delinquent Taxes (b)	5,945	1,608	1,000	334	500	500		
201-361.100	Interest Earnings	3,613	781	100	-	-	100		
	TOTAL REVENUE	784,739	752,381	776,712	686,035	770,500	775,896	-	-
	EXPENDITURES								
201-51-517-201-31000	Professional Services	-	-	8,592	-	-	7,781		
201-51-517-201-71100	Principal - 1997 Series	286,857	316,126	331,650	164,121	331,650	348,300		
201-51-517-201-71105	Principal - 1998 Series	288,945	315,357	329,425	163,110	329,425	344,280		
201-51-517-201-72100	Interest - 1997 Series	92,593	63,324	47,810	25,604	47,810	31,155		
201-51-517-201-72105	Interest - 1998 Series	99,712	73,301	59,235	31,218	59,235	44,380		
	TOTAL DEBT SERVICE	768,107	768,108	776,712	384,053	768,120	775,896	-	-
	TOTAL DEPT EXPENDITURES	768,107	768,108	776,712	384,053	768,120	775,896	-	-
	BUDGET SURPLUS/(DEFICIT)	16,632	(15,727)	-	301,982	2,380	-	-	-

TOWN OF LAKE PARK

ANNUAL BUDGET

SPECIAL PROJECTS FUND

FISCAL YEAR
October 1, 2015 through September 30, 2016

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL PROJECTS FUND (Fund 301)
FUND BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Revenue	52,200	43,073	425,145	44,920	454,500	-	-
Personal Services	-	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	43,743	50,913	425,145	44,920	454,500	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	43,743	50,913	425,145	44,920	454,500	-	-
Surplus (Deficit)	8,457	(7,840)	-	-	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL PROJECTS FUND (Fund 301)
FUND BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
	REVENUES								
301-337.316	PBC SILVER BEACH ROAD	-	2,707	3,057	6,140	6,140	6,000		
301-337.317	CDBG FLAGLER BLVD	52,200		-		-			
301-337.318	CDBG TENNIS COURTS		37,294	-		-			
301-337.319	2013/14 & 2014/2015 CDBG Grant			403,591	-	-	403,591		
301-337.325	2015/16 CDBG						33,964		
301-337.321	2015-JAGD-PALM-13-R1-124			5,995	-	5,995			
301-337.713	FMIT GRANT		3,072	-		-			
301-38-000-9000	BALANCE BROUGHT FORWARD	-	-	12,502	-	32,785	10,945		
	TOTAL REVENUE	52,200	43,073	425,145	6,140	44,920	454,500	-	-
	EXPENDITURES								
301-52-521-301-64102	JAG ARRA EYES ON PARK	721	5,645	-	-	-			
301-52-521-301-64103	2010-DJ-BX-1595/LIB SEC	173		-		-			
301-52-521-301-64104	2015-JAGD-PALM-13-R1-124			5,995	5,969				
301-54-541-301-63808	CDBG FLAGLER BLVD	39,895		-	-	-			
301-54-541-301-63818	2013/14 & 2014/2015 CDBGrant			416,000		-	416,000		
301-54-541-301-63819	2015/16 CDBGrant						35,000		
301-55-552-301-31010	PBC R2007 SILVER BEACH ROAD	2,954	3,084	3,150	1,824	2,736	3,500		
301-55-559-301-63900	CDBG TENNIS COURTS		42,184	-	42,184	42,184			
301-57-572-301-62101	CDBG R2011 BERT BOSTROM PK	-		-	-	-			
	TOTAL DEBT SERVICE	43,743	50,913	425,145	49,977	44,920	454,500	-	-
	TOTAL DEPT EXPENDITURES	43,743	50,913	425,145	49,977	44,920	454,500	-	-
	BUDGET SURPLUS/(DEFICIT)	8,457	(7,840)	-	(43,837)	-	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL PROJECTS FUND
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
CDBGrants	2013/14 CDBG	$ 40,650	$ 40,650
	2014/15 CDBG	$ 40,650	$ 40,650
	Special Area of Hope	$ 322,291	$ 334,700
	2014/15 CDBG	$ 33,964	$ 35,000
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET		$ 437,555	$ 451,000
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ -
COMBINED TOTALS			

E:\! 2015-16 Budget\BUDGET FY 2015-2016\[BKR Fund 150 - Insurance Fund 2015-16.xlsx]Revenue & Expenses - Sch 2

TOWN OF LAKE PARK

ANNUAL BUDGET

MARINA FUND

FISCAL YEAR
October 1, 2014 through September 30, 2015

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2015-16

Occupancey levels have risen from approximatly 55% early in 2014 to an average of 90% in fiscal year 2015, which equates to an avearge of 101 slips occupied out of a total of 112 available silps.

There are multipal options available to continue to increase revenue which are currently being explored and will be discussed with the Commission when the Town Staff have completed their due dillagence.

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
FUND BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Revenue	1,686,493	1,125,059	1,888,695	1,280,564	1,400,695	-	-
Personal Services	164,148	171,125	177,743	118,809	211,681	-	-
Operating Expenses	726,306	768,650	841,899	1,229,060	747,871	-	-
Capital Outlay	-	1,798	8,700	10,843	8,700	-	-
Debt Service	375,163	372,644	380,090	380,090	380,090	-	-
Non-Operating	(2,870,000)	-	18,582	10,000	10,000	-	-
Total Expenses	(1,604,383)	1,314,217	1,427,014	1,748,802	1,358,342	-	-
Surplus (Deficit)	3,290,876	(189,158)	461,681	(468,238)	42,353	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Harbor Marina Director	1.00	1.00		
Dock Attendant(s)	2.00	2.00		
Dock Attendants (Part Time)	1.25	1.25		
	4.25	4.25	0.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
	REVENUES								
401-344.500	Parking Fees - Meters Off-road	22,828	24,326	20,000	12,362	18,543	28,000		
401-344.520	Parking Passes				1,200	1,200	1,200		
401-347.450	Sunset Celebration Proceeds	1,563		6,500		-			
401-347.500	Facilities Rental	1,155	240	2,000	240	360	500		
401-347.512	Wet Slips	394,884	520,858	607,500	472,169	708,254	790,000		
401-347.610	Ramp Fees	28,352	30,905	35,000	18,222	27,333	35,000		
401-347.612	Parking Fees - Overnight	15,552	15,748	25,000	8,133	12,200	26,500		
401-347.614	Electrical	11,278	10,556	15,000	5,054	7,581	16,500		
401-347.616	Utility Charges	14,700	18,789	31,000	18,205	27,308	24,300		
401-347.618	Pump Out	353	370	350	200	300	350		
401-347.619	Water Tank Fill	10		20		-	20		
401-347.900	Facility Rental Security	455		250	60	90	250		
401-359.100	Interest/Finance Charges	811		500		-	500		
401-359.300	Late Charges	1,191	200	1,000		-	1,000		
401-361.100	Interest Earnings	4,777		-		-			
401-361.120	Sales Tax Commissions	261	321	300	178	267	300		
401-369.106	Laundry Vending	384	829	1,200	1,148	1,722	1,200		
401-369.150	Merchandise	6,809	6,997	20,000	4,496	6,744	10,000		
401-369.200	Gasoline Sales	179,933	245,865	244,000	175,083	262,625	260,000		
401-369.201	Diesel	120,837	195,329	323,000	133,374	200,061	200,000		
401-369.250	Brick Sponsor Contributions	225		75		-	75		
401-369.300	Refund Prior Year Expense	13		-		-			

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
401-369.325	Settlements-Construction	880,000		-		-			
401-381.001	Transfer from General Fund	-	51,880	-		-			
401-389.190	Miscellaneous Revenue	155	1,142	5,000	4,006	6,009	5,000		
401-389.199	Cash Over/Short	(33)	704	1,000	(33)	(33)	-		
	TOTAL BEFORE BALANCE	1,686,493	1,125,059	1,338,695	854,097	1,280,564	1,400,695	-	-
401-399.999	BALANCE BROUGHT FORWARD	-	-	550,000	-	-	-		
	TOTAL REVENUE	1,686,493	1,125,059	1,888,695	854,097	1,280,564	1,400,695	-	-
	EXPENDITURES								
401-57-579-800-11000	Executive Salaries	65,250	61,516	66,464	12,500	18,750	72,800		
401-57-579-800-12000	Regular Salaries	22,246	42,744	43,792	29,243	43,865	48,716		
401-57-579-800-13000	Other/Part Time Salaries	45,733	27,630	26,884	13,406	20,109	26,728		
401-57-579-800-14000	Overtime Salaries	2,826	7,194	6,800	7,251	10,877	18,000		
401-57-579-800-15000	Special Pay	726	684	720	200	300	720		
401-57-579-800-15001	Compensated Vacation Leave	706	(1,529)	-		-			
401-57-579-800-15002	Compensated Sick Leave	705	(1,529)	-		-			
401-57-579-800-19900	Wages Reclassified	4,573		-		-			
401-57-579-800-21000	FICA	10,408	10,640	11,011	4,774	7,161	12,718		
401-57-579-800-22000	Retirement	2,031	4,333	5,391	1,748	2,622	5,879		
401-57-579-800-22100	Town Retirement Matching	-	1,450	1,625		-	1,625		
401-57-579-800-23100	Medical Insurance	-	7,379	7,758	6,465	9,698	17,068		
401-57-579-800-23200	Insurance - Dental	(77)	380	1,113	309	464	1,224		
401-57-579-800-23300	Insurance - Life	297	447	446	123	185	446		

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
401-57-579-800-23400	Insurance - Vision	65	130	195	92	138	213		
401-57-579-800-23500	Disability	1,157	1,452	1,500	397	596	1,500		
401-57-579-800-24000	Worker's Compensation Insurance	7,502	8,204	4,044	2,696	4,044	4,044		
	TOTAL PERSONNEL EXPENSES	164,148	171,125	177,743	79,204	118,809	211,681	-	-
401-57-579-800-31000	Professional Services	2,338	4,528	1,500	8,838	13,257	1,500		
401-57-579-800-31100	Professional Svc. - Town Attorney	16,245		500		-	1,500		
401-57-579-800-31101	Professional Svc. - Other Legal		890	-		-	-		
401-57-579-800-34000	Contractual Services	85,144	91,685	84,460	53,657	80,486	85,396		
401-57-579-800-34901	Administrative Fee	100,000		30,000	20,000	30,000	30,000		
401-57-579-800-34911	Merchandise	3,883	3,750	9,000	2,420	3,630	4,500		
401-57-579-800-40000	Travel & Training	963	713	750	82	123	750		
401-57-579-800-41100	Telephone	2,245	5,640	4,798	4,658	6,987	4,798		
401-57-579-800-41200	Postage & Shipping	556	597	600		-	700		
401-57-579-800-43000	Utilities	73,492	83,048	76,000	47,423	71,135	74,000		
401-57-579-800-43250	Garbage & Trash	16,927	16,816	16,765	13,203	19,805	16,765		
401-57-579-800-44100	Rentals	557	654	-	249	374	-		
401-57-579-800-44200	Equipment Leases			-		-	-		
401-57-579-800-45000	Insurance	74,483	68,559	65,875	43,917	65,876	65,875		
401-57-579-800-46000	Repair & Maintenance	19,275	39,478	20,000	27,895	41,843	20,000		
401-57-579-800-46050	Repair - Construct. Deficiency	-		-	240	360	-		
401-57-579-800-46060	Seawall Remediation				406,940	480,776	-		
401-57-579-800-46100	Equipment Maintenance Contract	2,491	3,360	2,824	2,006	3,009	2,824		

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
401-57-579-800-46101	Vehicle Parts/Supplies			-		-	-		
401-57-579-800-46600	Signs & Signals	425		-	727	1,091	-		
401-57-579-800-47000	Printing	872	224	1,000	436	654	1,000		
401-57-579-800-47100	Photocopying	-	27	250	30	45	4,500		
401-57-579-800-48000	Promotional Activity	9,371	7,551	4,500	3,209	4,814	250		
401-57-579-800-48045	Promotional - Sunset Celebration	5,232	14,465	-		-	-		
401-57-579-800-48050	Promotional - Arts Festival	67		-		-	-		
401-57-579-800-48100	Advertising	13,014	11,789	9,000	5,703	8,555	9,000		
401-57-579-800-49000	Other Current Charges	495		-		-			
401-57-579-800-49050	Other Current Charges - Sales Tax	780	724	1,000	420	630	1,000		
401-57-579-800-49101	Bad Debts	4,414		-		-	-		
401-57-579-800-49300	Computer Software	3,660	3,285	3,285	3,285	4,928	3,285		
401-57-579-800-49400	Uniforms & Clothing	660	822	1,000	986	1,479	1,000		
401-57-579-800-49600	Bank Charges / Admin Fees	26,344	35,920	37,003	11,269	16,904	37,003		
401-57-579-800-51000	Office Supplies	2,143	1,279	1,600	783	1,175	1,600		
401-57-579-800-52000	Operating Supplies	17,981	17,983	12,000	9,918	14,877	12,000		
401-57-579-800-52110	Gasoline	147,355	198,240	200,542	135,168	202,752	208,000		
401-57-579-800-52120	Diesel Fuel	94,744	155,998	257,022	102,180	153,270	160,000		
401-57-579-800-52200	Small Tools & Others	-		-		-			
401-57-579-800-54200	Memberships, Dues, & Subscriptior	150	625	625	150	225	625		
	TOTAL OPERATING EXPENSES	726,306	768,650	841,899	905,792	1,229,060	747,871	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
401-57-579-800-63040	Improvements/Bt Trailer Parking	-		-		-		-	-
401-57-579-800-63041	Machinery & Equipment	-	1,798	8,700	10,843	10,843	-		
401-57-579-800-64100							8,700		
	TOTAL CAPITAL OUTLAY	-	1,798	8,700	10,843	10,843	8,700	-	-
401-57-579-800-71000	Principal	145,265	145,265	145,265	158,065	145,265	145,265		
401-57-579-800-72000	Interest	226,027	227,379	234,825	205,538	234,825	234,825		
401-57-579-800-73000	Amortization Expense	3,871		-		-			
	TOTAL DEBT SERVICE	375,163	372,644	380,090	363,603	380,090	380,090	-	-
401-57-579-800-99110	Transfer to General Fund	10,000		10,000	6,667	10,000	10,000		
401-57-579-800-99907	Transfer to Fund Balance	(2,880,000)		8,582	-	-	-		
	TOTAL OTHER EXPENSES	(2,870,000)	-	18,582	6,667	10,000	10,000	-	-
	TOTAL DEPT EXPENDITURES	(1,604,383)	1,314,217	1,427,014	1,366,109	1,748,802	1,358,342	-	-
	BUDGET SURPLUS/(DEFICIT)	3,290,876	(189,158)	461,681	(512,012)	(468,238)	42,353	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2015-16 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Harbor Marina Director	FT	35.00	2,080	72,800	3,640	-	8,534	408	261	71	905	86,619
Dock Attendant	FT	10.81	2,080	22,485	1,124	-	Declined	408	75	71	304	24,467
Dock Attendant	FT	10.72	2,080	22,298	1,115		8,534	408	110	71	291	32,827
Dock Attendant	PT	10.28	1,300	13,364								13,364
Dock Attendant	PT	10.28	1,300	13,364								13,364
Overtime Salaries	18,000											18,000
Phone Allowance	720											720
FICA	12,718											12,718
Worker's Compensation Insurance	4,044											4,044
Town Retirement Matching	1,625											1,625
Wage Adjustment #2	3,933											3,933
												-
Total Wages & Benefits	41,040			144,311	5,879	-	17,068	1,224	446	213	1,500	211,681

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
800-31000	Professional Services	Fees for collection services for delinquent dockage fees	1,500
800-31100	Professional Svc. - Town Attorney	Cost for Town Attorney to assist with agenda items and other legal matters	1,500
800-34000	Contractual Services	Custodial contract - $3,264; Security contract-$42,000; Landscaping contract -$38,500	
		Pest Control Services - $696	85,396
800-34901	Administrative Fee	Administrative cost for Town Hall services	
800-34911	Merchandise	Ship Store Merchandise (beer, soda, bait, snacks, sundries, tackle, marine products, etc	4,500
800-40000	Travel & Training	Marina Manager - CMM Reaccreditation - IMI Conference, Fort Lauderdale, FL	750
800-41100	Telephone	Cost of Telephone and DSL charges ($175.85 per mo., Wi-Fi- - $199 per mo.	4,798
		Dockmaster software billing - $26.00 per mo.)	
800-41200	Postage & Shipping	Cost of mailing, including mailing of monthly bills and for marketing purposes	700
800-43000	Utilities	Cost of utilities for marina operation (electric, water and gas) $6,000 per mo.	74,000
800-43250	Garbage & Trash	SWA assessment fee- $8,751; PW sanitation service - $668/mo.	16,765
800-44100	Rentals		-
800-44200	Equipment Leases		-
800-45000	Insurance	Cost of premiums for liability insurance	65,875
800-46000	Repair & Maintenance	Maintenance required to sufficiently repair buildings and dock facilities repairs	
		and maintenance to fuel pump system $5,000, electrical pedestal repairs $7,500	
		building repair $2,500 repairs to dock facilities $2,000 piling repairs $3,000	20,000
800-46050	Repair - Construct. Deficiency		-
800-46100	Equipment Maintenance Contract	Costs for maintenance of the elevator and the lift stations	2,824
800-46300	Vehicle Parts/Supplies		
800-47000	Printing	Costs for rate cards, contracts, brochures, and other collateral materials.	1,000
800-47100	Copying		250
800-48000	Promotional Activity	Costs associated with participation at the Palm Beach International Boat Show.	4,500
		Palm Beach (Booth fee- $2,500, set-up $1,000, promotional/print/advertising $1,000)	
800-48100	Advertising	Advertising in various publications for the Marina (Waterway Guide $4,000, Embassy	
		Guide $3,000, & Marina Life $2,000).	9,000
800-49050	Other Current Charges - Sales Tax	Sales tax on parking fees remitted to the state	1,000

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
800-49101	Bad Debts		
800-49300	Computer Software	The cost of computer support for the Dockmaster software system	3,285
800-49400	Uniforms & Clothing	Cost of shirts and hats for staff	1,000
800-49600	Bank Charges / Admin Fees	Credit card fees for processing payments in Dockmaster and parking meters	37,003
800-49610	Bank Charges/Parking Meters		
800-51000	Office Supplies	Cost of office supplies	1,600
800-52000	Operating Supplies	Expenses for operating supplies (janitorial supplies $7,000, electrical supplies/outlets	12,000
		$1,000, plumbing supplies/hose bibs $1,000, paint/sealer $2,000.	
		electrical parts. $1,000	
800-52110	Gasoline	Purchase of fuel for resale to boaters.	208,000
800-52120	Diesel Fuel	Purchase of fuel for resale to boaters.	160,000
800-52200	Small Tools & Others		-
800-54200	Memberships, Dues, & Subscriptions	The cost of Marine Industries Association membership.	625
800-59000	Depreciation Expense		-

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification			Revenue	Cost
Computer Upgrade	This request is for replacement of hardware and software from Windows XP to			N/A	$ 8,700
	Windows 8.1 Pro. Microsoft will no longer support Windows XP after 2014.				
	The new software is also equired to operate the new Touchscreen(POS) module				
	that our Dockmaster collection system will be converting to after January 2015.				
	The following is a break out of costs associated with this specific capital outlay				
	request:				
	1 PC (hardware/software) for Marina Director's office	$	2,000		
	1 PC (hardware/software) for Office Clerical Desk	$	2,000		
	1 PC (hardware/software) for Dock Attendant's Desk	$	2,000		
	1 Touchscreen Module for Office Clerical Desk	$	1,000		
	1 Touchscreen Module for Dock Attendant's Desk	$	1,000		
	Training and set-up fee for Touchscreen Process	$	700		
	TOTAL	$	8,700		
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET				$ -	$ 8,700

TOWN OF LAKE PARK

ANNUAL BUDGET

STORMWATER UTILITY FUND

FISCAL YEAR
October 1, 2015 through September 30, 2016

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

CORE VALUES:
*Safety and welfare of Town personnel and the general public
*Protection of property by maintaining the stormwater infrastructure system
*Maintenance of records and maps for NPDES permitting and compliance with all federal, state, and county regulations
*Identification of illicit discharges into system

The Stormwater Utility funds personnel and equipment to maintain the stormwater infrastructure on Town owned and maintained properties which include roadway street sweeping, roadway storm pipe systems and swales and stormwater detention ponds. By efficiently maintaining this stormwater related infrastructure, safety and health of the public by reducing of standing water on roadways and reducing mosquito infestation.

Storm drainage grates are routinely cleaned during periods of heavy rainfall. The quality of the storm-water discharge is improved by routine maintenance and inspections thus making water activities more enticing.

The maintenance of the stormwater infrastructure keeps the Town compliant with Federal, State and County regulations.

The annual National Pollution Discharge Elimination System (NPDES) report requires data on the lengths of pipe cleaned, the square footage of swales regraded, the amount of debris collected both by street sweeping and storm drain cleaning. Future NPDES requirements as well as master planning drainage improvements will require storm pipe videoing in advance of repairs.

The measures of success of this program is the reduction of standing water, the absence of visible debris accumulation on storm grates, satisfaction of NPDES requirements and potential reduction in flood insurance rates.

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
FUND BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Revenue	506,534	487,309	481,020	480,000	481,020	-	-
Personal Services	163,712	162,571	169,165	126,765	173,937	-	-
Operating Expenses	137,030	182,120	198,871	140,438	228,241	-	-
Capital Outlay	-	3,875	4,800	2,486	189,500	-	-
Debt Service	117,217	104,399	56,098	52,566	56,098	-	-
Non-Operating	50,650	68,047	52,086	50,000	50,000	-	-
Total Expenses	468,609	521,012	481,020	372,255	697,776	-	-
Surplus (Deficit)	37,925	(33,703)	-	107,745	(216,756)	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Stormwater Technician I	1.00	1.00		
Stormwater Technician II	1.00	1.00		
	2.00	2.00	0.00	0.00

ESU's		6,741
Rate	$	6.50

E:\! 2015-16 Budget\BUDGET FY 2015-2016\With out Names\[BKR 500 - Department Summary 2015-16.xlsx]Wage & Ben - Sch 3

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
	REVENUES								
402-311.120	Delinquent Stormwater Assessments	8,435	2,673	1,000		-	1,000		
402-361.100	Interest Income	1,263	606	20		-	20		
402-363.120	Stormwater Assessments	493,895	484,030	480,000	433,111	480,000	480,000		
402-369.300	Refund Prior Year Expense	2,941	-			-			
	TOTAL REVENUE	506,534	487,309	481,020	433,111	480,000	481,020	-	-
	EXPENDITURES								
402-53-538-402-12000	Regular Salaries	62,690	69,063	70,230	28,198	42,297	71,954		
402-53-538-402-14000	Overtime Salaries	242	267	-	282	423	500		
402-53-538-402-15000	Special Pay	-	1,000	-		-	-		
402-53-538-402-16000	Compensated Vacation Leave	1,464	512	-		-			
402-53-538-402-17000	Compensated Sick Leave	1,464	512	-		-			
402-53-538-402-19900	Wages Reclassified	67,086	46,992	57,953	37,726	56,589	57,953		
402-53-538-402-21000	FICA Taxes	4,607	4,529	5,373	1,693	2,540	5,504		
402-53-538-402-22000	Retirement	3,175	3,563	3,440	1,418	2,127	3,411		
402-53-538-402-22100	Deferred Contribution Matching		727	1,720		-	1,706		
402-53-538-402-23100	Medical Insurance	12,926	24,277	23,741	11,302	16,953	26,115		
402-53-538-402-23200	Insurance - Dental	691	760	742	309	464	816		
402-53-538-402-23300	Insurance - Life	253	355	354	138	207	354		
402-53-538-402-23400	Insurance - Vision	124	130	130	49	74	142		
402-53-538-402-23500	Disability	806	935	934	362	543	934		
402-53-538-402-24000	Worker's Compensation Insurance	8,184	8,949	4,548	3,032	4,548	4,548		
	TOTAL PERSONNEL EXPENSES	163,712	162,571	169,165	84,509	126,765	173,937	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STORMWATER UTILITY (Fund 402)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
402-53-538-402-31000	Professional Services	6,416	9,150	29,500	5,024	7,536	66,000		
402-53-538-402-34000	Contractual Services	401	33,938	210	76	114	210		
402-53-538-402-34010	Permit Fees - NPDES	4,297	4,297	4,500	4,297	6,446	5,000		
402-53-538-402-34200	Contractual Services-Maint General	39,550	29,962	39,950	26,633	39,950	32,450		
402-53-538-402-34310	Disposal Fees - SWA	2,076	2,982	3,500	683	1,025	3,500		
402-53-538-402-34500	Commissions - PBC Tax Collector	4,617		4,380		-			
402-53-538-402-34901	Administrative Fees	50,000	71,074	60,000	40,000	60,000	60,000		
402-53-538-402-40000	Travel & Training	1,442	698	1,900	74	111	1,900		
402-53-538-402-41100	Telephone	331	334	332	234	351	332		
402-53-538-402-41200	Postage & Shipping	41	60	-	42	63	50		
402-53-538-402-43000	Utilities	259	431	500	141	212	500		
402-53-538-402-44100	Rentals	-		500		-	-		
402-53-538-402-45000	Insurance-Liability, Property,	4,073	4,738	4,449	2,966	4,449	4,449		
402-53-538-402-46000	Repairs & Maintenance	13,008	9,154	20,400	8,637	12,956	22,600		
402-53-538-402-46080	Repairs & Maintenance - Lines	-		-		-			
402-53-538-402-46300	Vehicle Parts & Supplies	1,063	2,782	8,450	846	1,269	9,450		
402-53-538-402-47000	Printing	12	200	-		-			
402-53-538-402-48100	Advertising		-		1,654		1,700		
402-53-538-402-49400	Uniforms	588	488	750	90	135	750		
402-53-538-402-51000	Office Supplies	152	50	350	150	225	150		
402-53-538-402-52000	Operating Supplies	605	2,185	8,000	780	1,170	8,000		
402-53-538-402-52100	Gasoline & Diesel Fuel	7,667	9,164	10,500	2,517	3,776	10,500		
402-53-538-402-52200	Small Tools & Others	-		250		-	250		

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16 **Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
402-53-538-402-54200	Memberships, Dues, & Subscriptions	432	433	450	433	650	450		
	TOTAL OPERATING EXPENSES	137,030	182,120	198,871	95,277	140,438	228,241	-	-
402-53-538-402-63100	Improvements - Alleyway Drainage	-	1,200	-		-			
402-53-538-402-63010	Improvements - Drainage	-	-	-		-	90,000		
402-53-538-402-64100	Machinery & Equipment	-	2,675	4,800	1,243	2,486	99,500		
	TOTAL CAPITAL OUTLAY	-	3,875	4,800	1,243	2,486	189,500	-	-
402-53-538-402-71000	Principal	56,092	58,958	-		-			
402-53-538-402-71010	Principal-Alley & Equipment	45,106	32,838	48,787	48,787	48,787	48,787		
402-53-538-402-72000	Interest	8,273	3,013	-		-			
402-53-538-402-72010	Interest-Alley & Equipment	7,746	9,590	7,311	3,778	3,779	7,311		
	TOTAL DEBT SERVICE	117,217	104,399	56,098	52,565	52,566	56,098	-	-
402-53-538-402-82101	Improvements-Drainage (DEP match)	(650)	16,747	-		-			
402-53-538-402-99001	Transfer to General Fund	51,300	51,300	50,000	33,333	50,000	50,000		
402-53-538-402-99002	Transfer to Reserve	-		2,086		-			
	TOTAL OTHER EXPENSES	50,650	68,047	52,086	33,333	50,000	50,000	-	-
	TOTAL DEPT EXPENDITURES	468,609	521,012	481,020	266,927	372,255	697,776	-	-
	BUDGET SURPLUS/(DEFICIT)	37,925	(33,703)	-	166,184	107,745	(216,756)	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2014-15

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Stormwater Tech I	FT	14.64	2,080	30,451	1,523	-	17,581	408	177	71	467	50,678
Stormwater Tech II	FT	18.15	2,080	37,752	1,888	-	8,534	408	177	71	467	49,297
												-
												-
Wages Reclassified	57,953											57,953
FICA Taxes	5,504											5,504
Worker's Compensation Insurance	4,548											4,548
Deferred Contribution Matching	1,706											1,706
Wage Adjustment #2	3,751											3,751
Over Time	500											500
Total Wages & Benefits	73,962			68,203	3,411	-	26,115	816	354	142	934	173,937

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor		Cost
402-31000	Professional Services	NPDES Annual Report prep, ESU rate certifications		$ 16,000
		Firestone outfall engineering		25,000
		Evaluate Televised Drainage System Data; Prepare R&M schedule		25,000
			TOTAL:	$ 66,000
402-34000	Contractual Services	CDL medical exams; post accident drug screening		210
402-34010	Permit Fees - NPDES	NPDES fees associated with being a co-permittee; increase due to TMDL		5,000
402-34200	Contractual Svc-Maint Gen	Transfer to General Fund for Administrative Services		32,450
402-34310	Disposal Fees - SWA	Est. cost to dispose of street sweepings and storm line debris at the SWA		3,500
402-40000	Travel and Training	Vac-con school; S/W operator training; annual Stormwater Conference		1,900
402-43000	Utilities	Cost of Seacoast Utility water to fill the Vac Truck		500
402-44100	Rentals			-
402-46000	Repairs and Maintenance	Outside vendor R&M for Vac-con,street sweeper,skid steer, & fleet trucks		
	GROWERS EQUIPMENT	HEAVY REPAIR WORK ON THE SKID STEER		$ 3,000
	G T SUPPLIES, INC	ALTERNATIVE TO SOUTHERN SEWER		1,500
	GENERAL GMC TRUCKS SALES	HEAVY REPAIR OF ASSIGNED VEHICLES		5,000
	HOSE CONNECTION	ROUTER HOSE REPAIRS ON VAC-CON TRUCK		600
	KAUFFS OF PALM BEACH	VEHICLE TOWING SERVICE AS NEEDED		500
	SOUTHERN SEWER EQUIPMEN	HEAVY REPAIRS FOR VAC-CON TRUCK		10,000
	BOBCAT OF PALM BEACH			2,000
			TOTAL:	$ 22,600

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor		Cost
402-46300	Vehicle Parts and Supplies	Parts for repairs done in-house; sweeper brooms, hydraulic hoses, lubricants		
	ARMCHEM	SPECIALTY CHEMICALS RELATED TO STORMWATER		$ 450
	GENERAL GMC TRUCKS	MAIN SUPPLIER OF STERLING PARTS		2,000
	SOUTHERN SEWER EQUIPMEN	MISC PARTS FOR VAC-CON & SWEEPER		3,500
		Misc. vendors for tires, lubricants, filters, coolant, & hoses		3,500
			TOTAL:	$ 9,450
402-48100	Advertising			1,700
402-49400	Uniforms	Costs associated with replacement uniforms and safety boots		750
402-51000	Office Supplies	Photocopy paper for printing daily inspection forms and final reports		350
402-52000	Operating Supplies	Maintenance materials, E.g., Heavy equip. parts, sod for swales, irrig. Supplies (This is a sample of typical vendors used in the past. It is not an exclusive list.)		
		FIA CARD SERVICES		$ 75
		HOSE CONNECTION		500
		MAKO HOSE AND RUBBER		650
		MEYERS TURF		3,000
		WESTSIDE REPOGRAPHICS		500
		LOWES		300
		MISC. VENDORS		2,975
			TOTAL:	$ 8,000
402-52100	Gasoline & Diesel Fuel	Necessary for the operation of heavy equipment		10,500
402-52200	Small Tools & Others	Shovels, manhole cover hooks, safety cones, etc.		250
402-54200	Membership, Dues & Subscript.	Membership in the Florida Stormwater Association		450
402-63010	Improvements: Drainage	See Initiatives, Sch 5		90,000
402-64100	Machinery & Equipment	See Initiatives, Sch 5		99,500

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Improvements: Drainage	Firestone outfall remediation		$90,000
Machinery & Equipment	GIS: Workstation / dual screen, 24Gb memory and 1 Tb hard drive with back-up to local drive		5,000
	Software: ESRI (Release 11) + AutoCAD LT		3,000
	Lap top computer for NPDES field reports		1,500
	Vac-con Refurbishment. Prolong life of equipment.		90,000
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$189,500
Improvements: Drainage	Date Palm drainage pipe repair; sink holes appearing at pipe joints		$65,000
Machinery & Equipment	Replacement debris tank for Street Sweeper. Existing tank worn & perforated.		30,000
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$95,000
COMBINED TOTALS			$ 284,500

E:\! 2015-16 Budget\BUDGET FY 2015-2016\With out Names\[BKR 500 - Department Summary 2015-16.xlsx]Wage & Ben - Sch 3

TOWN OF LAKE PARK

ANNUAL BUDGET

SANITATION FUND

FISCAL YEAR
October 1, 2015 through September 30, 2016

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2015-16

CORE VALUES:

* Safety and welfare of Town personnel and general public
* Responsive and efficient collection services for residents and businesses
* Coordination with vehicle maintenance division to ensure reliable and safe collection vehicles
* Having well trained, competent and safety minded employees who are focused on public health and safety
* Working alongside fellow DPW divisions to keep the Town cleaned and maintained to highlight its beauty

The Sanitation Division is made up of two subdivisions - the residential services subdivision and the commercial services subdivision. In addition to sanitation services, the Division supplements the General Fund Grounds Maintenance operation by providing personnel to do heavy pruning, mowing, and weeding at least twice per week. This is part of the Division's commitment to doing "whatever it takes" to help keep the Town greenways and commons beautiful.

The Residential Sanitation subdivision provides solid waste collection services to single family and small apartment residential properties in Lake Park. Our services include household garbage collection twice per week as well as collection of vegetation, bulk trash and recyclables once per week. This subdivision provides these services via a team of multi-skilled personnel and a fleet of eleven vehicles, each of which are designed for specific purposes.

The Commercial Sanitation subdivision is responsible for collection and disposal of all business-generated solid waste and cardboard recyclables within the Town. The subdivision also provides clean, well maintained dumpsters to the Town's commercial customers, promotes public safety and health by its prompt, regularly scheduled waste collection and disposal. The subdivision prides itself on its professional, friendly customer service and constantly strives to tailor services to customers' needs in order to help control the expenses of the Town's business stakeholders.

The performance of these Divisions is measured by several metrics, including customer satisfaction. The fewer phone calls from customers to Public Works Administration, the better. When a potential issue arises, we are dedicated to expedient resolution. Performance is also measured by our safety record - which is measurably excellent. In fact, it is anticpated that property and casualty insurance rates will decline based upon the last three years of safe operations.

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
FUND BUDGET SUMMARY
FISCAL YEAR 2015-16

Schedule 1

	Actual Expenses 2012-13	Actual Expenses 2013-14	Budget 2014-15	Estimate for the Year 2014-15	Department Proposed 2015-16	Manager Proposed 2015-16	Adopted Budget 2015-16
Revenue	1,480,743	1,446,636	1,643,056	1,654,567	1,676,065	-	-
Personal Services	537,755	480,320	521,139	468,781	540,934	-	-
Operating Expenses	651,951	662,332	732,776	611,212	711,491	-	-
Capital Outlay	-	-	1,500	2,552	78,500	-	-
Debt Service	112,203	112,140	112,140	112,067	106,433	-	-
Non-Operating	247,545	200,000	275,501	250,000	200,000	-	-
Total Expenses	1,549,454	1,454,792	1,643,056	1,444,612	1,637,358	-	-
Surplus (Deficit)	(68,711)	(8,156)	-	209,955	38,707	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Foreman	2.00	2.00		
Equipment Operator III	3.00	3.00		
Equipment Operator II	4.00	4.00		
	9.00	9.00	0.00	0.00

E:\! 2015-16 Budget\BUDGET FY 2015-2016\With out Names\[BKR 500 - Department Summary 2015-16.xlsx]Wage & Ben - Sch 3

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
	REVENUES								
404-311.120	Delinquent Refuse Assessments	3,660	1,036	3,000	461	461	1,000		
404-343.410	Commercial Assessment - SWA	74,743	73,667	74,000	80,971	121,457	80,000		
404-343.420	Commercial User Fees - TLP	745,770	748,896	808,566	504,222	756,333	760,000		
404-343.500	Residential Assessments - SWA	585,868	578,914	682,425	746,960	746,960	750,000		
404-343.510	Residential User Fees - TLP	10,258	7,024	7,200	4,765	4,765	7,200		
404-343.610	Recycling Income	29,911	31,249	33,000	11,640	17,460	33,000		
404-354.100	Penalties	2,493	3,089	2,400	2,596	3,894	2,400		
404-361.100	Interest Earnings	925	833	750	639	959	750		
404-361.110	Interest Earnings - Tax Collector	1,795	717	100	68	102	100		
404-364.100	Sale of Surplus Property	18,388	495	30,000	-	-	40,000		
404-365.100	Sale of Scrap Material	745		500	177	266	500		
404-369.100	Miscellaneous Revenue	50	326	500	1,143	1,715	500		
404-369.200	Container Proceeds	260		225	-	-	225		
404-369.300	Locking Device Proceeds	780	390	390	130	195	390		
404-369.301	Refund Prior Year Expense	5,097		-	-	-	-		
	TOTAL REVENUE	1,480,743	1,446,636	1,643,056	1,353,772	1,654,567	1,676,065	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
	EXPENDITURES								
404-53-534-404-12000	Regular Salaries	331,404	292,548	309,909	179,353	269,030	325,363		
404-53-534-404-14000	Overtime Salaries	3,550	2,992	4,000	3,964	5,946	4,000		
404-53-534-404-15000	Special Pay	1,600	900	1,500	-	-	1,500		
404-53-534-404-16000	Compensated Vacation Leave	(3,969)	(3,929)	-	-	-	-		
404-53-534-404-17000	Compensated Sick Leave	(3,969)	(7,297)	-	-	-	-		
404-53-534-404-19900	Wages Reclassified	32,871	31,800	42,496	27,450	41,175	42,496		
404-53-534-404-21000	FICA	22,747	20,438	23,823	13,002	19,503	25,005		
404-53-534-404-22000	Retirement	16,850	13,747	15,496	7,402	11,103	15,420		
404-53-534-404-22100	Deferred Contribution Matching	-	4,007	7,602	2,584	3,876	7,710		
404-53-534-404-23100	Medical Insurance	84,519	76,935	86,351	59,235	88,853	89,097		
404-53-534-404-23200	Insurance - Dental	3,198	2,978	3,339	2,227	3,341	3,672		
404-53-534-404-23300	Insurance - Life	1,281	1,419	1,596	969	1,454	1,596		
404-53-534-404-23400	Insurance - Vision	518	438	520	308	462	568		
404-53-534-404-23500	Disability	4,355	3,759	4,279	2,540	3,810	4,279		
404-53-534-404-24000	Worker's Compensation Insurance	36,200	39,585	20,228	13,485	20,228	20,228		
404-53-534-404-25100	Unemployment Compensation	6,600		-	-	-	-		
	TOTAL PERSONNEL EXPENSES	537,755	480,320	521,139	312,519	468,781	540,934	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
404-53-534-404-31000	Professional Services	48	152	-	144	216	150		
404-53-534-404-34000	Contractual Services	17,414	25,483	23,055	14,160	21,240	25,555		
404-53-534-404-34310	Disposal Fees - Garbage	190,404	191,745	185,000	112,926	169,389	190,000		
404-53-534-404-34500	Commissions - PBC Tax Collector	6,201	-	-	-	-			
404-53-534-404-34901	Administrative Fee	135,000	106,325	135,000	90,000	135,000	135,000		
404-53-534-404-34910	Bad Debt Expense	5,535	8,558	-		-			
404-53-534-404-40000	Travel & Training	32	-	1,000	74	111	1,000		
404-53-534-404-41100	Telephone	1,371	1,389	1,200	947	1,421	1,200		
404-53-534-404-41200	Postage & Shipping	87	63	55	80	120	120		
404-53-534-404-44100	Rentals	-	5,462	10,500	1,819	2,729	10,500		
404-53-534-404-44200	Capital Leases	-	-	38,000	-	-	-		
404-53-534-404-45000	Insurance	37,641	43,785	35,421	23,614	35,421	35,421		
404-53-534-404-46000	Repair & Maintenance	69,151	99,285	69,225	35,175	52,763	72,525		
404-53-534-404-46300	Vehicle Parts & Supplies	73,087	81,980	105,600	58,516	87,774	106,500		
404-53-534-404-47000	Printing	1,258	292	1,500	-	-	1,000		
404-53-534-404-48100	Advertising	-	-	1,125	783	1,175	1,125		
404-53-534-404-49400	Uniforms & Clothing	2,511	2,609	2,750	360	540	2,750		
404-53-534-404-51000	Office Supplies	357	194	300	150	225	300		
404-53-534-404-52000	Operating Supplies	1,344	1,433	2,045	1,030	1,545	2,045		
404-53-534-404-52100	Gasoline & Diesel Fuel	89,913	78,478	90,000	41,923	62,885	80,000		
404-53-534-404-52200	Small Tools & Others	13	906	1,000	1,164	1,746	1,300		
404-53-534-404-52400	Containers	20,584	14,193	30,000	24,608	36,912	45,000		

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2015-16

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	CURRENT YEAR BUDGET 2014-15	ACTUAL AS OF 05/31/15	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2015-16	TOWN MGT. PROPOSED BUDGET 2015-16	ADOPTED BUDGET 2015-16
	TOTAL OPERATING EXPENSES	651,951	662,332	732,776	407,473	611,212	711,491	-	-
404-53-534-404-44200	Capital Equipment Leases	-	-	-		-	-		
404-53-534-404-64100	Machinery & Equipment	-	-	1,500	2,552	2,552	78,500		
	TOTAL CAPITAL OUTLAY	-	-	1,500	2,552	2,552	78,500	-	-
404-53-534-404-71000	Principal	102,395	106,153	106,153	110,048	110,048	104,206		
404-53-534-404-72000	Interest	9,808	5,987	5,987	2,019	2,019	2,227		
	TOTAL DEBT SERVICE	112,203	112,140	112,140	112,067	112,067	106,433	-	-
404-53-534-404-96200	Unrealized Gain/Loss on Investmer	(2,455)		-	-	-			
404-53-534-404-99110	Transfer to General Fund	250,000	200,000	250,000	166,666	250,000	200,000		
404-53-534-404-99901	Contingency	-		25,501	-	-			
404-53-534-404-99907	Transfer to Fund Balance					-			
	TOTAL OTHER EXPENSES	247,545	200,000	275,501	166,666	250,000	200,000	-	-
	TOTAL DEPT EXPENDITURES	1,549,454	1,454,792	1,643,056	1,001,277	1,444,612	1,637,358	-	-
	BUDGET SURPLUS/(DEFICIT)	(68,711)	(8,156)	-	352,495	209,955	38,707	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2015-16

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Equipment Operator II	FT	13.8000	2,080	28,704	1,435	-	8,534	408	145	71	460	39,757
Equipment Operator II	FT	14.4900	2,080	30,139	1,507		14,423	408	157	71	412	47,117
Equipment Operator III	FT	20.1800	2,080	41,974	2,099	1,000	14,423	408	209	71	546	60,730
Foreman	FT	17.7900	2,080	37,003	1,850	-	8,534	408	183	71	481	48,530
Foreman	FT	21.5100	2,080	44,741	2,237	500	8,534	408	230	71	611	57,332
Equipment Operator III	FT	16.4500	2,080	34,216	1,711		Declined	408	177	Declined	467	36,979
Equipment Operator II	FT	13.8000	2,080	28,704	1,435	-	8,534	408	167	71	443	39,762
Equipment Operator II	FT	13.8000	2,080	28,704	1,435	-	8,534	408	151	71	392	39,695
Equipment Operator III	FT	16.4500	2,080	34,216	1,711	-	17,581	408	177	71	467	54,631
Overtime Salaries	4,000											4,000
Wages Reclassified	42,496											42,496
FICA	25,005											25,005
Deferred Contribution Matching	7,710											7,710
Worker's Compensation Insurance	20,228											20,228
Unemployment Compensation	-											-
Wage Adjustment 2	16,962											16,962
Total Wages & Benefits	116,401			308,401	15,420	1,500	89,097	3,672	1,596	568	4,279	540,934

Insurance Table				
	Employee Only	8,534	408	71
	Employee + Spouse	14,423	408	71
	Employee + Children	12,119	408	71
	Employee + Family	17,581	408	71

TOWN OF LAKE PARK - ANNUAL BUDGET

SANITATION FUND (FUND 404)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name		Task, Description, and/or Vendor	Cost
404-31000	Professional Services			150
404-34000	Contractual Services		Cell phone tower rental, truck wash serv., CDL physicals, random drug tests	
	Jupiter Medical Center		Drug testing. 9/yr @ $11 ea.; Est. 6/yr @ $40 ea. (post acc.)	350
	Jupiter Medical Center		CDL Physicals (8 @ $60 ea.)	480
	Spectrasite Communication		Tower rental for Sanitation (expires Sept, 2022)represents a 4% annual incre	9,150
			Lessor maintenance responsibility	2,500
	Action labor		Day laborers	3,000
	G&K Services		Uniforms - mech (Environmental & Energy surcharges)	675
	Superior Wash		Wash sanitation vehicles at $778 average monthly charge	9,400
			TOTAL:	25,555
404-34310	Disposal Fees - Garbage		Disposal fees @ Solid Waste Authority (less disposal credits)	190,000
404-34901	Adminstrative Fee			135,000
404-40000	Travel & Training		Misc. operator training / safety classes; Training materials	1,000
404-41100	Telephone			1,200
404-40002	Postage & Shipping			120
404-44100	Rentals		3 week emergency rental of clam truck w/ operator @ 700 / day	10,500
404-45000	Insurance			35,421
404-46000	Repair & Maintenance		Estimated contract repairs for aging sanitation fleet	
		CAR-COMM, INC	SERVICE/REPAIR OF 2-WAY RADIOS FOR SANITATION VEHICLES	1,200
		CUMMINS POWER SOUTH	SERVICE/ HEAVY REPAIR OF CUMMINS EQUIPED SANITATION VEHICLES	10,000
		FCC ENVIRONMENTAL LLC	PARTS WASHER SERVICE,FLUOR BULBS, HAZ MATERIAL DISPOSAL	1,600
		G T SUPPLIES, INC	REPAIRS PETERSEN AND LABRIE BODIED SANITATION VEHICLES	12,000
		GENERAL GMC TRUCK SALES	HEAVY REPAIRS ON AUTOCAR AND STRELING SANITATION VEHICLES	13,000
		JIM PRICE BODY SHOP	PROVIDES LIGHT TO MEDIUM BODY WORK ON SANITATION VEHICLES	1,200
		KAUFFS TRANSPORTATION	TOWING SERVICE FOR SANIATION VEHICLES	1,500
		KELLY TRACTOR	HEAVY REPAIRS FOR THE BACKHOE	1,500
		NEXTRAN TRUCK CENTER	REPAIRS TO MACK AND ALTERNATIVE FOR STERLING SANITATION VEHICL	8,000
		RECHTIEN INTERNATIONAL TRUCKS	SERVICE/REPAIRS INTERNATIONAL SANITATION VEHICLES	7,500
		ROGERS ENGINES	REPAIRS MOBILE AIR COMPRESSOR	275
		SCHUMACHER AUTOMOTIVE INC	DEALER ONLY REPAIRS OF GM SANITATION VEHICLE #36	750
		SUNBELT WASTE EQUIPMENT	HEAVY REPAIRS OF ALL SANITATION VEHICLES WITH HEIL BODIES	14,000
			TOTAL:	72,525

TOWN OF LAKE PARK - ANNUAL BUDGET

SANITATION FUND (FUND 404)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
404-46300	Vehicle Parts & Supplies	Estimated replacement parts for vehicles repaired at DPW	
	ACTION BOLT & TOOL	FASTENERS AND RELATED HARDWARE FOR SANITATION VEHICLES	800
	BENNETT AUTO SUPPLY	ALTERNATIVE TO FLEETPRIDE	500
	BOULEVARD TIRE CENTER	MAIN SUPPLIER OF TIRES FOR SANITATION VEHICLES AS PER FSA BID	50,000
	CAR-COMM	REPLACEMENT PARTS FOR SANITATION 2-WAY RADIOS	1,200
	CERTIFIED LABORATORIES	MAIN SUPPLIER OF GREASE/CHEMICALS FOR SANITATION VEHICLES	2,700
	CLARKE WASTE SYSTEMS	MAIN SUPPLIER OF LABRIE BODY PARTS	1,800
	FIA CARD SERVICE	FUEL CARD SERVICE/REPLACEMENT OF SANITATION VEHICLES	2,500
	FLEETPRIDE	MAIN SUPPLIER OF MAINTENANCE PARTS FOR SANITATION VEHICLES	9,000
	FLORIDA BRAKE & TRUCK PARTS	MAIN SUPPLIER OF SMALL BRAKE PARTS FOR SANITATION VEHICLES	500
	FCC ENVIRONMENTAL	MAIN SUPPLIER OF PARTS FOR PARTS WASHER	200
	FLORIDA BOLT AND NUT CO.	ALTERNATIVE TO ACTION BOLT AND TOOL	500
	GENERAL GMC TRUCK SALES	MAIN SUPPLIER OF AUTOCAR & STERLING PARTS FOR SANITATION	7,500
	HI-TECH RECOVERY & RECYCLING	SUPPLIES RECYCLED COOLANT FOR SANITATION VEHICLES	700
	HILL MANUFACTURING	ALTERNATIVE TO NEXGEN	200
	HYDRAULIC SUPPLY CO.	MAIN SUPPLIER OF HYDRA. HOSES/FITTING FOR SANITATION VEHICLES	5,000
	IMPERIAL SUPPLIES LLC	MAIN SUPPLIER OF SMALL MAINTENANCE PARTS FOR SANITATION	1,000
	INDUSTRIAL CLEANING EQUIPMENT	MAIN SUPPLIER OF TRUCK WASH, DEODERIZER, ECT FOR SANITATION	1,300
	KIMBALL MIDWEST	ALTERNATIVE TO IMPERIAL SUPPLIES	1,200
	L & L DISTRIBUTORS	ALTERNATIVE TO FLEETPRIDE	400
	LAWSON PRODUCTS	ALTERNATIVE TO CERTIFIED LABORATORIES	900
	NEXTRAN TRUCK CENTER	MAIN SUPPLIER OF MACK TRUCK PARTS	800
	NEXGEN	ALTERNATIVE TO CERTIFIED LABORATORIES AND HILL MANUFACTURING	700
	PALM BEACH SPRING	ALTERNATIVE TO BENNETT AUTO AND FLEET PRIDE	1,100
	PETERSEN INDUSTRIES	SUPPLIES ALL PARTS FOR PETERSEN TL3 BODIES	4,000
	RECHTIEN INTERNATIONAL TRUCK	SUPPLIES ALL SPECIFIC PARTS FOR INTERNATIONAL TRUCKS	3,200
	RIVIERA GENERATOR	SUPPLIES PARTS FOR MAJOR VEHICLE ELECTRICAL COMPONANTS	500
	SNAP-ON-TOOLS	SUPPLIES SPECIALTY TOOLS FOR SANITATION VEHICLES	700
	SUNBELT WASTE EQUIPMENT	SUPPLIES ALL PARTS FOR HEIL GARBAGE BODIES	6,500
	GRAINGER	SHOP/ VEHICLE MAINTENANCE EQUIPMENT	1,100
		TOTAL:	106,500

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2015-16

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
404-47000	Printing	NCR work orders, information flyers	1,000
404-48100	Advertising	Annual notice of collection fees in newspaper	1,125
404-49400	Uniforms & Clothing	Replacement uniforms and safety boots (as needed)	2,750
404-51000	Office Supplies	Photocopy paper, pens, paper clips, etc.	300
404-52000	Operating Supplies		
	ACTION BOLT & TOOL	MISC HARDWARE	100
	LOWES	MISC. SUPPLIES FOR SANITATION	150
	SAFETY PRODUCTS	PPE EQUIPMENT (GLOVES, VESTS, ETC).	600
	MISC. VENDORS		1,195
		TOTAL:	2,045
404-52100	Gasoline & Diesel Fuel	Fuel to run the sanitation heavy equipment	80,000
404-52200	Small Tools & Others	Replacement and specialty tools for heavy equipment maintenance	1,300
404-52400	Containers	Purchase and refurbish commercial dumpsters; purchase new residential cans	45,000
		TOTAL OPERATING EXPENSES:	711,491
404-64100	Machinery & Equipment	Refurbish sideloader and frontloader; (2) Replacement computers for streaming safety videos and desktop model for billing; Laser printer	78,500

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2015-16

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Machinery & Equip.	Take delivery of two vehicles; annual debt service		$106,433
	Refurbish 2006 sideloader and 2009 frontloader		75,000
	(2) Replacement computers for streaming safety videos and desktop model for billing		3,000
	Laser printer (or: upgrade DPW photocopier lease for color printing capabilitiies)		500
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$184,933
Lift Gate for #36	Lift Gate for safe operations and injury mitigation		2,500
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			2,500
COMBINED TOTALS			$187,433