AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
First Public Hearing
On the Budget Meeting
Thursday, September 8, 2016 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
Kimberly Glas-Castro	—	**Vice-Mayor**
Erin T. Flaherty	—	**Commissioner**
Anne Lynch	—	**Commissioner**
Michael O'Rourke	—	**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. PUBLIC HEARING:

******* OPEN PUBLIC BUDGET HEARING*******

A. Staff Report
B. Public Comments
C. Commission Deliberation

1. Resolution No. 35-09-16 Adopting the Proposed Millage Rate for Fiscal Year 2016-2017 **Tab 1**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A PROPOSED MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017; STATING THE ROLLED-BACK RATE FOR THE TOWN OF LAKE PARK; STATING THE PERCENT BY WHICH THE TOWN MILLAGE RATE EXCEEDS, IF ANY, THE ROLLED-

BACK MILLAGE RATE; AND LEVYING FOR AD VALOREM TAXES ON ALL TAXABLE REAL AND TANGIBLE PERSONAL PROPERTY IN THE TOWN OF LAKE PARK FOR FISCAL YEAR 2016/2017; PROVIDING FOR AN EFFECTIVE DATE.

2. Resolution No. 36-09-16 Adopting a Tentative Budget for Fiscal Year 2016-2017 Tab 2

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, MAKING SEPERATE AND SEVERAL APPROPRIATIONS FOR ITS NECESSARY OPERATING EXPENSES, THE EXPENSES OF THE VARIOUS FUNDS AND DEPARTMENTS OF THE TOWN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

******* CLOSE PUBLIC BUDGET HEARING*******

D. NEW BUSINESS:

3. Setting the 2016/2017 Non-Ad Valorem Assessed Stormwater Rates Tab 3

4. Setting the 2016/2017 Non-Ad Valorem Assessed Sanitation Rates Tab 4

E. PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. 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.

F. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

G. ADJOURNMENT:

The Final Public Hearing on the Budget will be conducted on Tuesday, September 20, 2016

Public Hearing

TAB 1

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **September 8, 2016** **Agenda Item No.** Tab 1

Agenda Title: **Resolution Adopting the Proposed Millage Rate For Fiscal Year 2016-2017**

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[X] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 8-10-16

Blake K. Rane BKR **Finance Director**
Name/Title

Originating Department: **FINANCE**	Revenue: $ 2,926,667 Funding Source: Property Taxes Acct. # 001-311.100 [X] Finance ____BKR_____	**Attachments:** **Resolution 35-09-16**
Advertised: Date: _No later than 8/20/2016 Via: __Mailed TRIM notices__ [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone __BKR_____ or Not applicable in this case _____ **Please initial one.**

Summary Explanation/Background:

This is the second year that I am trying to explain how the Town Millage rate has transitioned from containing the Palm Beach Fire/Rescue ("PBC F/R") millage for fiscal year 2014-2015 to excluding the PBC F/R millage for fiscal year's 2015-2016 and 2016-2017. While the combined rate remains the same in many documents the rates are separated, which may confuse the reader. Please see the attached table which demonstrates the rate equality:

Town of Lake Park Millage comparison			
Fiscal Year	2014-2015	2015-2016	2016-2017
Town Millage Rate	8.8055	5.3474	5.3474
PBC F/R Millage Rate	0.0000	3.4581	3.4581
Combined	8.8055	8.8055	8.8055

In accordance with Florida Statute the Town must approve a Resolution to adopt a "proposed millage" for the next fiscal year. This is required for Statutory Truth in Millage (TRIM) compliance. Any changes proposed by the Town Commission at this, the First Budget Hearing, will be incorporated into this budget.

Fla. Stat. 200.065(2)(c) requires that: "Within 80 days of the certification of value pursuant to subsection (1), but not earlier than 65 days after certification, the governing body of each taxing authority shall hold a public hearing on the tentative budget and proposed millage rate. Prior to the conclusion of the hearing, the governing body of the taxing authority shall amend the tentative budget as it sees fit, adopt the amended tentative budget, re-compute its proposed millage rate, and publicly announce the percent, if any, by which the recomputed proposed millage rate exceeds the rolled-back rate computed pursuant to subsection (1). That percent shall be characterized as the percentage increase in property taxes tentatively adopted by the governing body."

Recommended Motion:

I move approval of Resolution No. 35-09-16 setting the operating millage rate at 5.3474 mills and the debt millage rate at 1.4280 mills for the Fiscal Year 2016-2017.

RESOLUTION NO. 35-09-16

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A PROPOSED MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017; STATING THE ROLLED-BACK RATE FOR THE TOWN OF LAKE PARK; STATING THE PERCENT BY WHICH THE TOWN MILLAGE RATE EXCEEDS, IF ANY, THE ROLLED-BACK MILLAGE RATE; AND LEVYING FOR AD VALOREM TAXES ON ALL TAXABLE REAL AND TANGIBLE PERSONAL PROPERTY IN THE TOWN OF LAKE PARK FOR FISCAL YEAR 2016/2017; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Article VIII, §2 of the Florida Constitution the Town of Lake Park has the governmental, corporate and proprietary powers to conduct municipal government; and

WHEREAS, these powers include the power to adopt millage rates to be levied by the Town of Lake Park on all taxable real and tangible personal property within the Town each fiscal year; and

WHEREAS, the Town Commission has on this date held a properly advertised public hearing pursuant to the requirements of Section 200.065, *F.S.,* to adopt a tentative millage rate for the Town's 2016/2017 Fiscal Year; and

WHEREAS, the Town Commission has discussed "the percentage increase in millage over the rolled-back rate necessary to fund the budget, if any, and the specific purposes for which ad valorem tax revenues are being increased"; and

WHEREAS, the public has been allowed to speak and ask questions regarding the proposed millage rate prior to adoption and the Town Commission has explained the reasons for the increase, if any, over the rolled-back rate.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS:

Section 1. The whereas clauses are true and correct and incorporated herein.

Section 2. In order to fund the budget of the Town of Lake Park, a proposed millage rate is hereby adopted and levied by the Town Commission of the Town of Lake Park, pursuant to the Laws and Constitution of the State of Florida, as follows:

The proposed millage rate computed to fund the Town's budget is hereby approved and adopted in the sum of 5.3474 mills. For each $1,000.00 of assessed valuation, said millage rate will raise a tax of $5.35.

Section 3. The rolled-back millage rate computed by the Town of Lake Park pursuant to the instructions furnished by the Palm Beach County Property Appraiser for the Fiscal Year 2016/2017 is 4.9379 mills. The percentage, if any, by which the above specified millage rate to be levied by the Town of Lake Park exceeds the rolled-back rate, is as follows:

A. The proposed millage rate is 8.29 percent above the rolled-back millage of 4.9379 mills.

Section 4. In order to fund the voter approved debt service for the Town of Lake Park, a millage rate of 1.4280 mills is hereby adopted by the Town Commission of the Town of Lake Park pursuant to the Laws and Constitution of the State of Florida.

Section 5. Pursuant to the millage rate aforesaid, the following amount of ad valorem taxes shall be raised and collected by the Town of Lake Park for municipal purposes and expenses for the fiscal year beginning October 1, 2016 and ending September 30, 2017, to-wit:

Under the proposed millage rate: $ 2,926,667

Section 6. Pursuant to the applicable provisions of the Constitution and Laws of the State of Florida and the Charter of the Town of Lake Park, there is hereby levied a general municipal millage rate as above stated, respectively, upon the dollar amount of the assessed valuation of all taxable real and tangible personal property in the Town of Lake Park as returned by the Palm Beach County Property Appraiser in the Town's behalf and fixed by the Town Commission as shown by the 2016 Tax Roll for the Town of Lake Park, allowing the homestead and all other lawful exemptions as shown therein.

Section 7. The millage hereby levied, as above stated, respectively, is hereby approved and certified by the Town Commission of the Town of Lake Park, pursuant to the laws of the State of Florida.

Section 8. The ad valorem taxes hereby levied are for the purpose of raising funds, revenues and moneys to be used, set aside and expended for the functions and purposes of the municipal government of the Town of Lake Park pursuant to the Constitution and Laws of the State of Florida and the Town Charter.

Section 9. The ad valorem taxes, which are hereby levied, are in excess of and above all other revenues to be received by the Town of Lake Park and are to be collected during the fiscal year beginning October 1, 2016 and ending September 30, 2017. All such ad valorem taxes so specified and levied are ordered to be extended upon the tax rolls, books and records of Palm Beach County in the proper millage in proportion to the valuation of such property as returned by the Palm Beach County Property Appraiser and fixed by the Town Commission of the Town of Lake Park.

Section 10. This resolution shall take effect immediately upon adoption.

TAB 2

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **September 8, 2016** **Agenda Item No.** Tab 2

Agenda Title: **Resolution Adopting a Tentative Budget for Fiscal Year 2016-2017**

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[X] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 8-10-16

Blake K. Rane BKR **Finance Director**
Name/Title

Originating Department: **FINANCE**	General Fund Revenue: $ 7,725,562 Funding Source: Various Acct. #: Various across all Town Funds [X] Finance ____BKR_____	**Attachments:** **Resolution 36-09-16**
Advertised: Date: _No later than 8/20/2016 Via: __Mailed TRIM notices__ [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _BKR_ **Please initial one.**

Summary Explanation/Background:
In accordance with Florida Statute the Town must approve a Resolution to adopt a "tentative budget" for the next fiscal year. This is required for Statutory Truth in Millage (TRIM) compliance. Any changes proposed by the Town Commission at the First Budget Hearing will be incorporated into this budget.

Fla. Stat. 200.065(2)(c) requires that: "Within 80 days of the certification of value pursuant to subsection (1), but not earlier than 65 days after certification, the governing body of each taxing authority shall hold a public hearing on the tentative budget and proposed millage rate. Prior to the conclusion of the hearing, the governing body of the taxing authority shall amend the tentative budget as it sees fit, adopt the amended tentative budget, recompute its proposed millage rate, and publicly announce the percent, if any, by which the recomputed proposed millage rate exceeds the rolled-back rate computed pursuant to subsection (1). That percent shall be characterized as the percentage increase in property taxes tentatively adopted by the governing body."

Recommended Motion:
I move to approve Resolution No. 36-09-16 adopting the tentative budget for Fiscal Year 2016-2017.

RESOLUTION NO. 36-09-16

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, MAKING SEPARATE AND SEVERAL APPROPRIATIONS FOR ITS NECESSARY OPERATING EXPENSES, THE EXPENSES OF THE VARIOUS FUNDS AND DEPARTMENTS OF THE TOWN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

WHEREAS, pursuant to Article VIII, §2 of the Florida Constitution the Town of Lake Park has the governmental, corporate and proprietary powers to conduct municipal government; and

WHEREAS, pursuant to Section 166.241, Florida Statutes, each municipality in the state of Florida is required to establish a fiscal year beginning October 1 of each year and ending September 30 of the following year and shall adopt a budget each fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AS FOLLOWS:

Section 1. As hereinafter stated in this resolution, the term "fiscal year" shall mean that period of time beginning October 1, 2016, and including September 30, 2017.

Section 2. The revenues hereinafter incorporated by reference shall be, and the same hereby are, appropriated to provide the monies to be used to pay the necessary operating and other expenses of the respective funds and departments of the Town of Lake Park for the above described fiscal year.

Section 3. Sums hereinafter incorporated by reference listed as operating and other expenses of the respective funds and departments of the Town shall be, and the same hereby are, appropriated and shall be paid out of the revenues herein appropriated for said fiscal year.

Section 4. The revenues and the expenses for which appropriations are hereby made, all set forth above, shall be as follows:

A. As set out in the amended proposed Town of Lake Park General Fund Budget as on file in the Office of the Town Clerk of the Town of Lake Park.
B. As set out in the amended proposed Town of Lake Park Debt Service Fund Budget as on file in the Office of the Town Clerk of the Town of Lake Park.
C. As set out in the amended proposed Town of Lake Park Insurance Fund Budget as on file in the Office of the Town Clerk of the Town of Lake Park.
D. As set out in the amended proposed Town of Lake Park Special Projects Fund Budget as on file in the Office of the Town Clerk of the Town of Lake Park.
E. As set out in the amended proposed Town of Lake Park Streets and Roads Fund Budget as on file in the Office of the Town Clerk of the Town of Lake Park.
F. As set out in the amended proposed Town of Lake Park Marina Fund Budget as on file in the Office of the Town Clerk of the Town of Lake Park.

G. As set out in the amended proposed Town of Lake Park Stormwater Fund Budget as on file in the Office of the Town Clerk of the Town of Lake Park.

H. As set out in the amended proposed Town of Lake Park Sanitation Fund Budget as on file in the Office of the Town Clerk of the Town of Lake Park.

Section 5. The sums hereinbefore incorporated by reference based upon departmental estimates prepared by the Town Manager and the Finance Director shall be, and the same hereby are, fixed and adopted as the budget for the operation of the Town of Lake Park Government and its other enterprises for the fiscal year beginning October 1, 2016.

Section 6. The Town Manager is hereby authorized to amend/transfer appropriations between departmental accounts provided, however, that total appropriated expenditures by fund do not exceed Commission authorized amounts.

Section 7. The Town of Lake Park adopts the provisions of Florida Statutes 200 which provides for the expenditures of monies for the fiscal year based upon the proposed budget approved by the Town Commission of the Town of Lake Park.

Section 8. This Resolution shall take effect immediately upon adoption.

THE REST OF THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

Office of the
Town Manager

July 6, 2016

Town Commission
Town of Lake Park

Re: Draft Budget Transmittal Letter

Dear Mayor James DuBois and Members of the Town Commission of Lake Park:

The purpose of the Town Manager's Transmittal Letter is to highlight the recommended changes to the Operating Budget and the proposed funding of Departmental Initiatives for the FY 16-17 Fiscal Year that will begin on October 1, 2016. I am recommending that the Millage Rate remain the same for FY 16-17 as was proposed for FY 15-16. The rate of 8.8055 which includes the Fire MSTU of 3.458. Therefore, the proposed Millage Rate without the Fire MSTU calculation is 5.3474. The millage rage has remained the same for the past three fiscal years. The increase in the General Fund Budget is due to the increase in property values from FY 15-16 to FY 16-17; however, I must caution you that the proposed increase in value is the *preliminary number* provided to our Finance Director by the Palm Beach County Property Appraiser's Office. The actual numbers will be available through that office on or about July 1, 2016.

The Ad Valorem Tax increase is projected at $167,497. The total General Fund Revenue increase is projected at $580,774 from all revenue accounts. The revenue drivers for the General Fund include an Ad Valorem CRA increase of $93,029, a Communications Tax Increase of $7,891, an increase of $27,798 increase in the Electric Franchise Fee (resulting from an estimated rate increase of 7% from Florida Power and Light, an increase in Penalties for Building Permits of $5,500 (with the addition of a Part-Time Code Enforcement position to the budget). We expect an increase in Tennis Program revenue of $19,000. Pursuant to the RFP which the Town has recently issued for the provision of Tennis Center Management and Maintenance Services, the new tennis professional will be is required to pay a license fee to the Town. We estimate that fee to be $19,000 higher than the previous Tennis Professional. With an uptick in permits and construction in the Town of Lake Park, the percentage amount the Town of Hy-Byrd Inspections reimburses the Town at 20% of the fee will increase by $110,000. We are also projecting an increase in investment income due to rate increases of $11,500. The information contained in this portion of my transmittal letter is taken from General Fund Revenue.

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General Fund Initiatives

The following departmental initiatives are being presented as part of the Town Manager's proposed budget for the FY 16-17 Fiscal Year:

Town Commission Budget:

The administration has proposed to fund $18,495 in initiatives for the Town Commission Budget. Those initiatives consist of $5,000 for Special Events for Commissioners to attend important network functions as official representatives of the Town of Lake Park. Further, the administration has proposed to fund the redesign of the Town's official website at $10,000 in order to make it more intuitive and customer-friendly and the purchase of five new iPads for the Mayor and each Commissioner at $3,495.00.

Town Manager Department Budget:

The Town Manager's budget initiative is $53,000 to fund a Grants Writer position, which is a position which currently exists in the Town's Uniform Classification System but which has remained vacant since April of 2012.

The consensus expressed by the Commission at its June 15, 2016 meeting was to fund education reimbursements under one line item. Accordingly, it is being proposed that an initiative be funded for this purpose in the amount of $14,500 as part of the Human Resource Department budget. Such education reimbursement initiatives will be listed separately in each department budget which will be for informational purposes only.

Human Resources Department Budget:

The Human Resource Department initiatives include $14,500 for education reimbursements referenced above. Additionally, the initiative to provide a payment to each eligible employee for refusing the Town's health insurance coverage at $3,960 for two employees in the Town operating budget totaling $7,920 appears in the Human Resource budget. The following departments Sanitation, and Marina will bear, this expense at $3,960 each.

Town Clerk Department Budget:

The Town Clerk Department initiative is $2,275 which represents 5% increase to upgrade the current Administrative Assistant position to Deputy Town Clerk, which will constitute a promotion. This initiative was not listed among the initial initiatives presented to the Commission on June 15, 2016.

Information Technology Department Budget:

The initiatives for the Information Technology Department include $13,700 for Disaster Recovery at $1,800, $2,700 for Work Station Management Agent and Web Protection, $6,000 to purchase new emergency management lap top computers to augment the Town's Emergency Operations Center at Station 68 in the event of a natural disaster and the purchase of a spare server at $3,200.

Finance Department Budget:

The initiatives for the Finance Department include $8,428 to reclassify the Chief Accountant to the Assistant Finance Director and to adjust the Town's pay plan for employees of the Finance Department to correspond to the recent salary/wage survey conducted by the Public Employers Personnel Information Exchange (PEPIE)..

Public Works Department Budget (Administration Division):

The initiatives for the Public Works Administration Division consist of $3,000 to purchase two desk top computers, and $25,078 for the hiring of a full-time Administrative Assistant half way through the FY 16-17 budget at the mid-year budget adjustment period.

Public Works Department Budget (General Maintenance Division):

The initiative for the Public Works Grounds Maintenance Division is $20,000 to purchase a new 72-inch mulch mower (Toro Grounds Master).

Community Development Department Budget:

The initiative for the Community Development Department is $22,391 to fund a part-time Code Compliance Officer position to work nights and weekends. Revenue has been increased by $5,500 in anticipation of hiring the part time Code Compliance Officer.

Special Events (Formerly Parks and Recreation) Department Budget:

The initiative for the Special Events Department is $60,544 for a full-time Recreation Supervisor which was mislabeled at our June 16, 2016 initiatives review as an Assistant Events Supervisor. The actual position is a Recreation Supervisor. The figure of $60,544 includes benefits and FICA.

Library Budget:

The initiatives for the Library are $23,297 to meet the personnel needs of the Library as recommended by the Library Director, i.e.: A $3,000 increase for the Librarian I; and, an increase of $7,580 to bring the part-time Library Accounting Clerk up to full time and to fund an additional part-time Library Assistant I at $12,717 (including FICA). The increase requested by the Library Director of the current part-time Library Assistant I hours from 10 hours to 25 hours is not necessary as this position was reclassified to full-time position during this current fiscal year. The total operating budget for the Library increased from $260,389 to $290,000 (rounded up). The purchase of material for the Library and the Children's Room as requested by the Library Director.

Roads Fund and Enterprise Funded Initiatives

Public Works Department Streets and Road Fund Budget:

The Public Works Department Road Fund Budget increase of $190,000 is proposed by using Earl Stewart Funds for road projects. . The Park Avenue Streetscape redesign, the Park Avenue driveway turn-outs between the 700 to 900 blocks will be completed using Earl Stewart Funds as well as the Park Avenue mill and overlay between the 800 and 900 block.

Further, the purchase of a self-propelled line striping machine and a used Palm Beach County dump truck is proposed for purchase. The Earl Stewart Funds will be used for actual road construction and reconstruction projects and not the purchase of equipment. The cost of the Park Avenue streetscape, sidewalk and driveway turn-outs as well as the mill and overlay of Park Avenue between the 700 to 900 blocks will cost $165,000.

Public Works Facilities Maintenance Division Budget:

The Public Works Facilities Maintenance Division Budget is proposed to increase by $44,787 (including FICA) to add one additional full-time Facilities Maintenance Worker II position. The purpose of this position is to begin a rigorous maintenance schedule for all Town-owned public buildings. Our public buildings are the largest investment our community has made throughout the years in the Town of Lake Park. The preservation and upkeep of public buildings is paramount to protecting the public investment made by our taxpayers.

Marina Fund Budget:

The Marina Fund will realize a proposed increase in revenue of $63,155. The Marina is expecting an increase of $40,000 in wet slip income. The projected increase in costs to rent slips at the Riviera Beach Marina will permit the Lake Park Marina to increase wet slip rental fees an estimated 5.7%. With the implementation of a flat rate utility charge, the Marina expects to see an increase of $42,500 in electric revenue over the fiscal year.

With the purchase of a self-propelled line striping machine for the Streets and Roads Fund, the Marina can have the parking lots re-striped and pay an internal fee for the service to the Streets and Roads Fund for such services. The Marina has decided to keep the part-time Dock Attendant position currently budgeted in the Marina Fund budget rather than increase that position from part-time to full-time.

Stormwater Utility Fund Budget:

The Stormwater Utility Fund proposes to transfer $190,000 from fund balance to achieve two very important objectives: To update the 1999 Master Drainage Plan (phase I, Town-wide) and to replace the deep drainage structure and outfall line at the Earman River. As directed by the Town Commission, I will be work with all parties and stakeholders responsible to discuss and agree upon monetary contributions from them for the cost of this project.

Sanitation Fund Budget:

The Sanitation Fund proposes to replace the clam shell truck at $140,000 from the Sanitation Fund balance. The other initiatives as proposed in the Sanitation Fund will be completed using fund balance.

Conclusion:

In conclusion, the proposed Town Manager's Budget is balanced **without an increase in the Millage Rate**. The proposed budget provides funding for key personnel for the Library, Facilities Maintenance, and the Special Events Department. The addition of such personnel will ensure program continuity and expansion. Further, the addition of a part-time Grants Writer will enable the Town to identify and attract much needed grant funding to supplement projects and services throughout the Town of Lake Park. The Grants Writer position will provide grant support across the organizational structure. With the purchase of a self-propelled line painting machine, Public Works personnel can now paint road lines throughout the Town. The roadwork planned for the 700 to 900 block of Park Avenue along with sidewalk reconstruction between the 700 to 900 block and a new landscape plan for Park Avenue will serve to attract new business possibilities to Park Avenue.

As we begin the budget deliberation process, the attached budget is now balanced and addresses the important initiatives of the administration and hopefully the Town Commission. The Commission's budget deliberation will enhance the budget as together we formulate a budget document that meets the needs of the entire Lake Park community.

Sincerely Yours,

John O. D'Agostino

John O. D'Agostino
Town Manager, Town of Lake Park

Office of the
Town Manager

September 1, 2016

Lake Park Town Commission and the Residents of Lake Park:

I am pleased to present to you the fiscal and departmental goals of the Town of Lake Park. The Mission of the Town of Lake Park was set forth:

> "To improve the quality of life for all town stakeholders through the provision of effective and efficient service delivery while maintaining a small town atmosphere in an urban environment and embracing the sense of place and community that makes the Town of Lake Park Special".

In support of the Mission of the Town of Lake Park, the following overarching goals of the Town of Lake Park for Fiscal Year 2016/2017 have been established and are as follows:

- ✓ Transparency in duties, responsibilities and information distribution;
- ✓ Increased revenues outside of the tax rate;
- ✓ Support of Town programs and responsive public services for Lake Park residents;
- ✓ Reduction in the crime rate;
- ✓ Investment in and implementation of improvements in the Community Redevelopment Agency;
- ✓ Promotion of the Town of Lake Park through the organization and implementation of Special Events focused on families, neighborhoods and our public parks;
- ✓ Update of the Master Drainage Plan in two phases;
- ✓ Reconstruction of drainage pipes and outflows throughout the Town;
- ✓ Addressing of the drainage problems along the Earman River;
- ✓ Road resurfacing, reclamation and traffic line painting throughout the Town;
- ✓ Repair of the 700-900 blocks of Park Avenue;
- ✓ Development of landscape plans for Park Avenue;
- ✓ Establishment of a Visioning Group to work with the Town Commission to establish a comprehensive vision for the Town;

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- ✓ Preservation of our small town character while developing the outer parameters along US Route 1 as our Mixed Use Corridor with higher density requirements; and
- ✓ Reconstruction of our neighborhood roads to create walkable and bike-able roadways within our core residential streets.

DEPARTMENTAL GOALS

The following departmental goals have been established for Fiscal Year 2016/2017:

Community Development Department:

- ✓ Preserve and improve the character of our residential, commercial and industrial neighborhoods through viable developments and forward-thinking code/regulations;
- ✓ Promote sustainability through environmental initiatives, business growth and retention and a diversified housing stock and adequate levels of service standards;
- ✓ Promote a positive community appearance through effective education and proactive code enforcement; and
- ✓ Promote effective customer service.

Finance Department:

- ✓ Complete the construction in the Finance area providing for an enhanced welcoming to Town Hall and a more open workspace for the finance staff;
- ✓ Convert the accounting system from its current DOS based application to a web-based system;
- ✓ Create an Procedure Manual covering monthly and year-end Accounting processes;
- ✓ Complete the Comprehensive Annual Financial Report (CAFR) by March 31, 2017, and continue to win the certificate of Achievement for Excellence in Financial Reporting; and
- ✓ Eliminate all the “Findings” from the Management Letter and the Report on Internal Controls.

Human Resources Department:

- ✓ Create an environment to promote efficient and effective municipal service delivery;
- ✓ To work with Property, Causality and Health Providers to adequately protect Town Resources and Employees; and
- ✓ Development of employee wellness programs, development of employee health fair to coincide with FY 18 Open Enrollment.

Information Technology Department:

- ✓ Establish a better Technology Infrastructure by using existing Lambda Rail Network for Wi-Fi coverage through the County's Wi-Max program for the entire town as well as VoIP new phone system;
- ✓ Monitor and protect the network from threats posed by malicious entities located inside and outside of the town of Lake Park;
- ✓ Smart City Development with Wi-Fi coverage using the former Sprint Tower at Public Works;
- ✓ Promote effective and efficient communication with Residents by using the Comcast Public TV Channel 18, a new Website and by streaming future Commission and Planning and Zoning Meetings on the new Website and Smart-Phone devices;
- ✓ Disaster Recovery using Lambda Rail Fiber optic connectivity for Town Disaster Recovery backup and to maintain server Tier 1,2 and 3 inside and outside of the boundaries of Lake Park; and
- ✓ This technology improvement will occur over a two year period.

Town Clerk's Department:

- ✓ Meet Fire Protection standards for the Town's permanent documents in storage which will include fire detectors, and ionization detectors to protect documents:
- ✓ Contract with a water damage restoration company specializing in the removal of mold and mildew on documents;
- ✓ Continue to provide internal information to all departments in as timely and efficiently as time will permit;
- ✓ Respond to all requests for public information under the Sunshine Laws;
- ✓ Maintain Laserfiche software system; and
- ✓ In the future The Avante System will allow staff to streamline the agenda process by going completely paperless. This upgrade will benefit all Town departments.

Lake Park Public Library:

- ✓ Responsive to Community Needs;
- ✓ Renew, revive and update the Library;
- ✓ Strengthen current partnerships;
- ✓ Forge new partnerships;
- ✓ Nurture diversity;
- ✓ Continuous Quality and Programmatic Improvements;
- ✓ Expand availability and Participation inside and outside of the Library;
- ✓ Encourage Creativity;
- ✓ Foster innovation; and
- ✓ Expand the vision of the Library into the future.

Lake Park Harbor Marina:

- ✓ Improve Operational Efficiencies;
- ✓ Improve Financial Performance;
- ✓ Improve Visual Appearance of the Marina;
- ✓ Implement Approved business Plan; and
- ✓ Revise/update Business Plan based on Market conditions.

Special Events Department:

- ✓ Increase Community engagement with signature Town events;
- ✓ Restart Facility Rentals and implement a license fee arrangement with between 2 or 3 caterers to rent out the Mirror Ballroom, Lake Shore Pavilion and Lake Park Harbor Marina Rooms;
- ✓ Create new Town events by developing an overall plan for new events and build relationships with local businesses and non-profits to encourage future event initiatives;
- ✓ Hire a Park and Recreation Supervisor to promote the restart of summer camp; and
- ✓ The Development of Recreation Programs and Services including the summer camp program.

Public Works Department/Administration Division:

- ✓ Capital Projects, CDBG rehab of Lake Shore Restroom Facility and the Construction of a New Restroom facility at Kelsey Park;
- ✓ Develop storm water capital improvement plan including a update to the Master Drainage Plan;
- ✓ Explore alternative funding for the completion of the Mirror Ballroom windows, wind hardening and weather proof;
- ✓ Develop plans for the reconstruction of 10th Street beginning at Sliver Beach Road;
- ✓ Prepare scope of work for the remediation of lifted sidewalk and drive way turnouts in the 700 to 900 blocks of Park Avenue; and
- ✓ Repave the 700-900 blocks of Park Avenue.

Public Works Department/Ground Maintenance Division:

- ✓ Maintain parks, buildings and town open space to ensure the safe use of public facilities and to promote a positive image for the Town; and
- ✓ Provide ongoing training to ensure personnel are qualified to efficiently and safely operate machinery, equipment in support of department operations; and
- ✓ Replace plant stock at Lake Shore and Kelsey Parks.

Public Works Department/Facilities Maintenance Division:

- ✓ Maintain buildings and public facilities to ensure safe usage, preserve public investment in public buildings and to promote a positive image of the Town; and
- ✓ Maintain facility lighting, air-condition units and well-lit work spaces resulting in better night time security and to transition to energy efficient systems; and

Public Works Department/Vehicle Maintenance Division:

- ✓ Prepare long range vehicle maintenance and replacement program based on a cost benefit analysis of purchase verses lease option of vehicles, trucks etc.;
- ✓ Provide effective and efficient maintenance of all town owned vehicles, trucks; and
- ✓ Maintain compliance with all federal, state and local regulations for the operation of all fleet vehicles.

Public Works Department/Stormwater Division:

- ✓ Update the Master Drainage Plan;
- ✓ Restoration of the Earman River outfall restoration; and
- ✓ Refurbish the 2009 vacuum truck;
- ✓ Provide funding alternatives for the design and possible construction of drainage improvement for Tenth Street between Bayberry Drive and Silver Beach Road;
- ✓ Inspect infrastructure to identify the potential for illicit discharges into the storm drainage system; and
- ✓ Perform drainage swale rehabilitation throughout the town.

Public Works Department/Streets and Roads Division:

- ✓ Initiate an in-house roadway line painting program with the purchase of a new self-propelled line striping machine;
- ✓ Research firms to perform a town wide street condition survey and obtain cost estimates for future budgetary purposes;
- ✓ Purchase a light to medium duty single axle dump truck from Palm Beach County (evaluate truck condition);
- ✓ Continue to maintain sidewalks, street signs, school zone lights and fill potholes in roadways and restore curbing; and
- ✓ Plan to convert existing decorative and street lighting to LED lighting.

Public Works Department/Sanitation Division:

- ✓ Purchase a new grapple boom trash truck to replace the 2004 model;
- ✓ Refurbish the 2009 commercial front-loading garbage truck; and
- ✓ Establish Saturday collection for high generator commercial garbage accounts.

The above budgetary goals are predominately budgeted for in the Fiscal 2016-20017 operating budget. There are some departmental goals that will require two fiscal years to complete. The purpose of this letter to the Commission and the residents of Lake Park is to provide information on the planned goals for the upcoming fiscal year. As the Fiscal Year unfolds, unanticipated changes, or opportunities to maximize efficiencies and minimize risk will be evaluated and implemented on an ongoing basis.

Sincerely Yours,

John D'Agostino
Town Manager, Town of Lake Park

TOWN OF LAKE PARK

PROPOSED BUDGETS
ALL FUNDS

FISCAL YEAR
October 1, 2016 through September 30, 2017

DIRECTORY OF OFFICIALS
TOWN COMMISSION

James Dubois…….Mayor
Kimberly Glas-Castro……..…Vice Mayor
Erin Flaherty…….. Commissioner
Michael O'Rourke…… Commissioner
Anne Lynch …...……Commissioner

Town Manager
John D'Agostino

Finance Director
Blake K. Rane

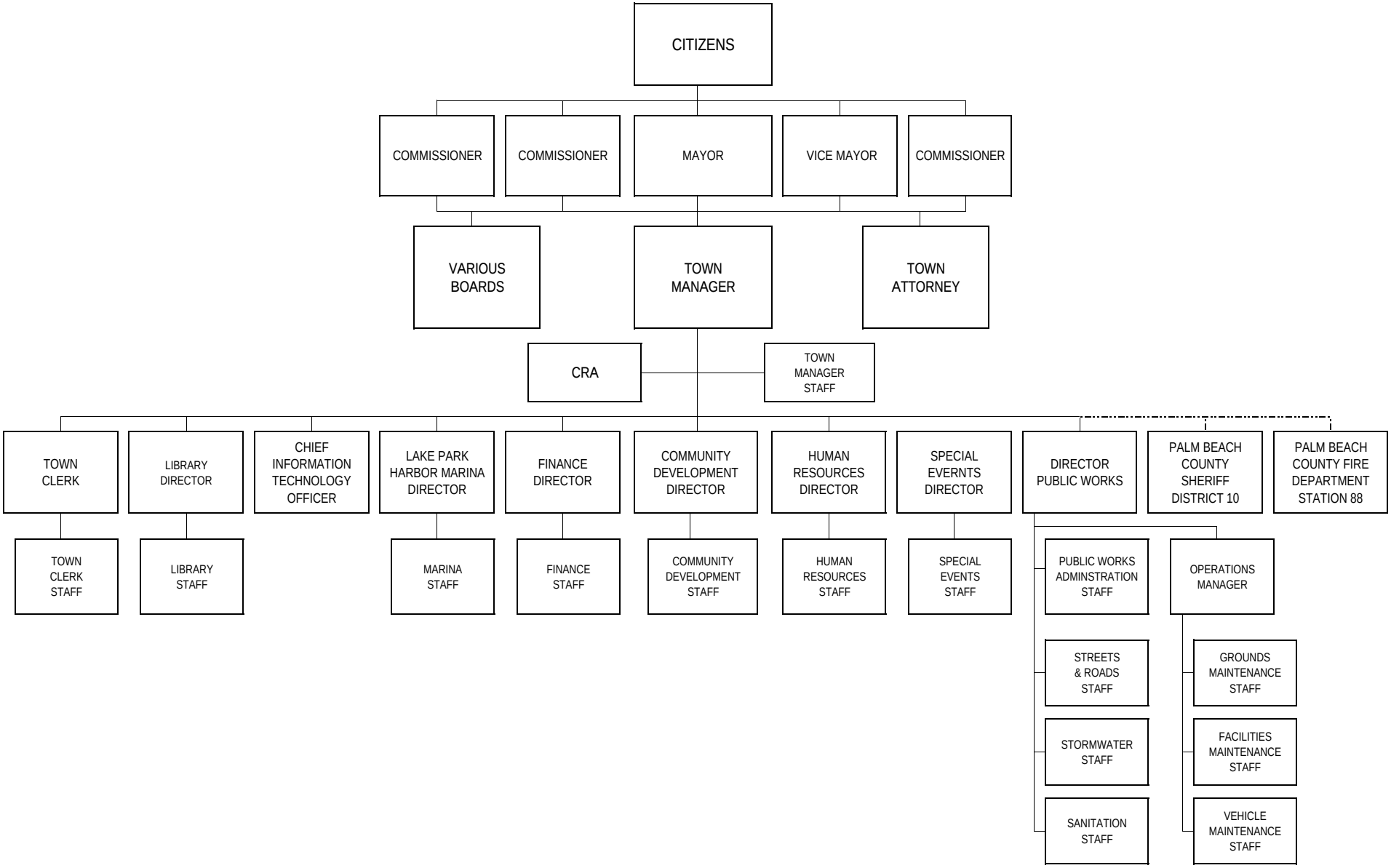
TOWN OF LAKE PARK

PROPOSED ANNUAL BUDGET

ALL FUNDS

FISCAL YEAR
October 1, 2016 through September 30, 2017

Prepared for the Budget Workshop July 13, 2016


CITIZENS
COMMISSIONER
COMMISSIONER
MAYOR
VICE MAYOR
COMMISSIONER
VARIOUS BOARDS
TOWN MANAGER
TOWN ATTORNEY
CRA
TOWN MANAGER STAFF
TOWN CLERK
LIBRARY DIRECTOR
CHIEF INFORMATION TECHNOLOGY OFFICER
LAKE PARK HARBOR MARINA DIRECTOR
FINANCE DIRECTOR
COMMUNITY DEVELOPMENT DIRECTOR
HUMAN RESOURCES DIRECTOR
SPECIAL EVERNTS DIRECTOR
DIRECTOR PUBLIC WORKS
PALM BEACH COUNTY SHERIFF DISTRICT 10
PALM BEACH COUNTY FIRE DEPARTMENT STATION 88
TOWN CLERK STAFF
LIBRARY STAFF
MARINA STAFF
FINANCE STAFF
COMMUNITY DEVELOPMENT STAFF
HUMAN RESOURCES STAFF
SPECIAL EVENTS STAFF
PUBLIC WORKS ADMINSTRATION STAFF
OPERATIONS MANAGER
STREETS & ROADS STAFF
STORMWATER STAFF
SANITATION STAFF
GROUNDS MAINTENANCE STAFF
FACILITIES MAINTENANCE STAFF
VEHICLE MAINTENANCE STAFF

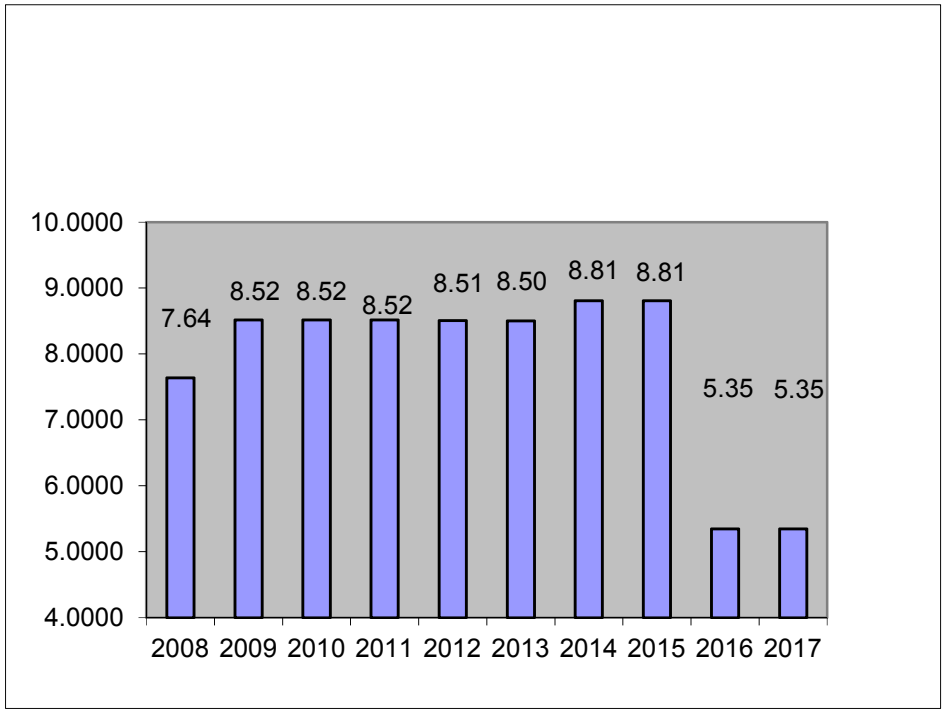
TOWN OF LAKE PARK

FISCAL YEAR 2015 - 2016

ANALYSIS OF OPERATING MILLAGE

FOR TEN YEAR PERIOD 2007 - 2016

Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
2008	7.6350	(0.3650)	-4.56%
2009	8.5163	0.8813	11.54%
2010	8.5163	0.0000	0.00%
2011	8.5163	0.0000	0.00%
2012	8.5083	(0.0080)	-0.09%
2013	8.5000	(0.0083)	-0.10%
2014	8.8055	0.3055	3.59%
2015	8.8055	0.0000	0.00%
2016	5.3474	(3.4581)	-39.27%
2017	5.3474	0.0000	0.00%



* 2016 is the first year of the Fire MSTU
2016 PBC F/R Millage is 3.4581
2017 PBC F/R Millage is 3.4581

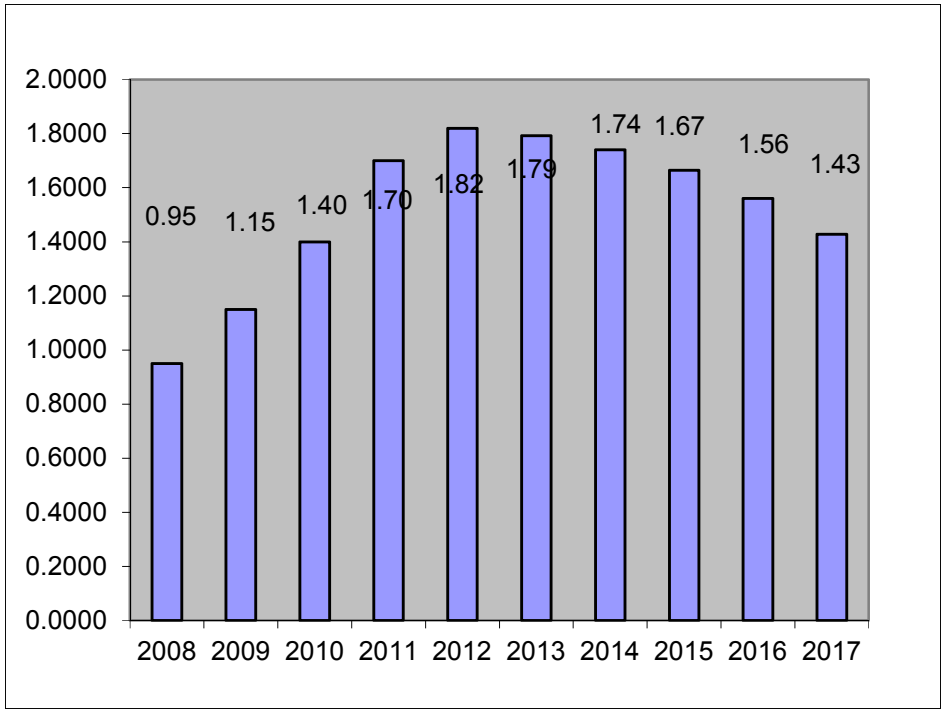
TOWN OF LAKE PARK

FISCAL YEAR 2015 - 2016

ANALYSIS OF DEBT SERVICE MILLAGE

Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
2008	0.9500	(0.3500)	-26.92%
2009	1.1500	0.2000	21.05%
2010	1.4000	0.2500	21.74%
2011	1.7000	0.3000	21.43%
2012	1.8200	0.1200	7.06%
2013	1.7921	(0.0279)	-1.53%
2014	1.7400	(0.0521)	-2.91%
2015	1.6650	(0.0750)	-4.31%
2016	1.5600	(0.1050)	-6.31%
2017	1.4280	(0.1320)	-8.46%

FOR TEN YEAR PERIOD 2007 - 2016



TOWN OF LAKE PARK

Summary of items by Department for the fiscal year 2016-2017 Proposed Budget

	Major Changes from proposed Budget	Initiatives that remain funded	Initiatives that were removed between the Dept. Proposal and the Mgr.
General Fund Revenue			
Ad Valorem Millage at 5.3474	$ 169,635	None	None
Ad Valorem for the CRA	$ 93,029		
Franchise Fees - Electric / Gas / Solid Waste	$ 32,198		
Various Taxes	$ 49,426		
Fines - Code Violations	$ 110,000		
Event Sponsorship	$ 25,000		
Cost Recovery	$ 30,000		
Miscellanous Others	$ 23,381		
TOTALS	$ 532,669		
Percentage increase over fy 2015-2016 Budget	***7.79%***		
General Fund Expenses			
TOWN COMMISSION (GF 100)			
Web design and hosting services	$ 10,000	$ 10,000	
Funds for Commission to represent the Town at events	$ 5,000	$ 5,000	$ 7,500
New I-Pads	$ 3,495	$ 3,495	
Constant Contact Email Blasts	$ 11,000		
Percentage increase over fy 2015-2016 Budget	***26.13%***		
TOWN MANAGER (GF 104)			
Grant Writer (part time)	$ 53,000	$ 53,000	
Tuition Reimbursement			$ 4,000
Lobbyist	$ 20,000	$ 20,000	
Support for Town Organizations			$ 10,000
Percentage increase over fy 2015-2016 Budget	***31.81%***		
blake			
HUMAN RESOURCES (GF 105)			
Tuition Reimbursement	$ 14,500	$ 14,500	
Insurance Opt Out Payments (included in the effected departments)		$ 7,920	
Percentage increase over fy 2015-2016 Budget	***4.49%***		

TOWN OF LAKE PARK

Summary of items by Department for the fiscal year 2016-2017 Proposed Budget

	Major Changes from proposed Budget	Initiatives that remain funded	Initiatives that were removed between the Dept. Proposal and the Mgr.
TOWN CLERK (GF 106)			
Tuition Reimbursement			$ 6,500
Licenses for Laserfiche			$ 25,000
Promotion of the Admin to Deputy Town Clerk	$ 2,275	$ 2,275	
Percentage increase over fy 2015-2016 Budget	***-1.89%***		
INFORMATION TECHNOLOGY (GF 110)			
New Voice over IP Telephone System			$ 50,000
Disaster Recovery	$ 1,800	$ 1,800	
Work Station Management Agents and Web Protection	$ 2,700	$ 2,700	
Purchase of new Laptop Computers	$ 6,000	$ 6,000	
Purchase Spare Server	$ 3,200	$ 3,200	
Purchase Commission Chamber Monitors			$ 10,000
Web Streaming			$ 10,300
Purchase LPTV 18 Camera for Commission Chamber			$ 25,000
Purchase new Library Monitors			$ 2,400
Install Free Wi-Fi in Town Hall			$ 2,000
Lambda Rail Fiber Optic			$ 214,507
Percentage increase over fy 2015-2016 Budget	***-4.55%***		
FINANCE DEPARTMENT (General Fund 150)			
Job Descriptions and Pay Plan Changes	$ 8,428	$ 8,428	
Conversion to ADP to latest version			$ 5,000
Consultant to help with Procedures			$ 20,000
Percentage increase over fy 2015-2016 Budget	***5.69%***		
LAW ENFOCEMENT SERVICES			
Twelfth Addendum to the contract	$ 54,446		
Percentage increase over fy 2015-2016 Budget	***1.68%***		
PUBLIC WORKS ADMIN			
Administrative Assistant			$ 40,163
2 Desktop computers	$ 3,000	$ 3,000	
Percentage increase over fy 2015-2016 Budget	***-8.02%***		

TOWN OF LAKE PARK

Summary of items by Department for the fiscal year 2016-2017 Proposed Budget

	Major Changes from proposed Budget	Initiatives that remain funded	Initiatives that were removed between the Dept. Proposal and the Mgr.
GROUNDS MAINTENANCE			
Replace turf mower	$ 20,000	$ 20,000	
Upgrade irrigation controls			$ 9,000
Additional Staff			$ 76,549
Percentage increase over fy 2015-2016 Budget	***4.77%***		
FACILITIES MAINTENCE			
Paint and Seal Town Hall			$ 85,000
Additional Staff	$ 41,570	$ 41,570	
Percentage increase over fy 2015-2016 Budget	***19.12%***		
VECHICAL MAINTENANCE			
Replace Aging Fleet 5 vehicles or			$ 40,000
Replace Aging Fleet 2 pick-up trucks			$ 55,000
Shop Tools	$ 3,000	$ 3,000	
Percentage increase over fy 2015-2016 Budget	***5.26%***		
COMMUNITY DEVELOPMENT			
Personnel - promotion to Office Manager			$ 8,424
Personnel - part-time GIS tech			$ 18,616
Personnel - part-time Code Compliance Officer	$ 22,391	$ 22,391	
Additional Revenue from annual housing inspections			$ (14,000)
Potential Housing Grants			$ 20,000
Car mounted Laptops for Code Officer Vehicles			$ 5,000
Zoning Certificate Application fee increase			$ (7,200)
Percentage increase over fy 2015-2016 Budget	***14.31%***		
SPECIAL EVENTS			
4th of July Event			$ 40,000
Special Events Supervisor	$ 60,544	$ 60,544	
Percentage increase over fy 2015-2016 Budget	***0.47%***		

TOWN OF LAKE PARK

Summary of items by Department for the fiscal year 2016-2017 Proposed Budget

	Major Changes from proposed Budget	Initiatives that remain funded	Initiatives that were removed between the Dept. Proposal and the Mgr.
LIBRARY (GF 600)			
Technical Upgrades - 3 tablets in the main area			$ 2,100
Technical Upgrades - 4 tablets in the children's room			$ 4,000
Technical Upgrades - wireless printer			$ 2,600
Technical Upgrades - databases accessible to the public			$ 3,600
Increase Librarian's salary	$ 3,010	$ 3,010	
Increase Library Accounting Clerk from 30 to 40 hours	$ 7,580	$ 7,580	
Increase part time Library Assistant I from 10 to 25 hours			$ 8,689
One additional Library Assistant I			$ 12,718
Part-time Technical Assistant			$ 6,900
Percentage increase over fy 2015-2016 Budget	***9.77%***		
NON-DEPARTMENTAL (GF 900)			
Wage adjustment	$ 72,872		
CRA	$ 93,029		
Retired Police Officers Pension	$ 36,832		
General Fund Health Insurance decrease	$ (57,127)		
Miscellaneous Others	$ 35,710		
TOTALS	$ 538,255	$ 299,413	$ 809,366

TOWN OF LAKE PARK

Summary of items by Department for the fiscal year 2016-2017 Proposed Budget

	Major Changes from proposed Budget	Initiatives that remain funded	Initiatives that were removed between the Dept. Proposal and the Mgr.
STREETS AND ROADS			
Reconstruct 10th St.			$ 165,000
Replace decorative streetlight bulbs with L.E.D. - US 1			$ 27,500
Replace decorative streetlight bulbs with L.E.D. - Town Hall and Parks			$ 13,500
Park Avenue Streetscape Renovation			
Redesign	$ 35,000	$ 35,000	
Repair lifted Sidewalk	$ 60,000	$ 60,000	
Park Avenue Mill & Overlay	$ 70,000	$ 70,000	
Purchase towable boom lift			$ 25,500
Purchase self-propelled line striping machine	$ 23,500	$ 23,500	
Used Dump Truck	$ 8,000	$ 8,000	
	$ 196,500	$ 196,500	$ 231,500
Percentage increase over fy 2015-2016 Budget	***61.94%***		
MARINA			
Marina Office Improvements	$ 5,500	$ 5,500	
Deck Furniture	$ 7,200	$ 7,200	
Ramp Area Improvements	$ 7,300	$ 7,300	
Flag Pole			$ 20,731
Customer Business Center			$ 3,980
Deck Furniture			$ 7,200
Two full time dock attendants			$ 62,400
	$ 20,000	$ 20,000	$ 94,311
Percentage increase over fy 2015-2016 Budget	***8.61%***		

TOWN OF LAKE PARK

Summary of items by Department for the fiscal year 2016-2017 Proposed Budget

	Major Changes from proposed Budget	Initiatives that remain funded	Initiatives that were removed between the Dept. Proposal and the Mgr.
STORMWATER			
Master Drainage Plan	$ 100,000	$ 100,000	
Firestone outfall remediation	$ 90,000	$ 90,000	
Vac-con Refurbishment			$ 90,000
10th Street Drainage Improvement			$ 50,000
Lap top 'air card'	$ 500	$ 500	
	$ 190,500	$ 190,500	$ 140,000
Percentage increase over fy 2015-2016 Budget	***40.56%***		
SANITATION			
Replacement clam shell trash truck	$ 160,000	$ 160,000	
Refurbish front loader (Veh. No. 47)	$ 25,000	$ 25,000	
Replace cart tippers on rear loader (Veh. No. 42)			$ 9,000
Place lift gate on pickup truck (Veh. No. 36)			$ 3,000
Lap top 'air card'	$ 500	$ 500	
	$ 185,500	$ 185,500	$ 12,000
Percentage increase over fy 2015-2016 Budget	***6.74%***		
		$ 891,913	$ 1,287,177

E:\! 2016-2017 BUDGET\[INITATIVES included & proposed.xlsx]Sheet1

TOWN OF LAKE PARK

ANNUAL BUDGET

GENERAL FUND

FISCAL YEAR
October 1, 2016 through September 30, 2017

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE & EXPENSE RECAP
FISCAL YEAR 2016-17

FUND	001	FUNCTION	General Fund
		ACTIVITY	Revenues and Expenditures

GF Budget Summary		Actual Expenses 2013-14	Actual Expenses 2014-15	Current Budget 2015-16	Estimate for the Year 2015-16	By Department 2016-17	Proposed Budget 2016-17	Adopted Budget 2016-17
001	Revenue	8,337,854	8,947,641	7,195,032	7,123,108	7,775,806	7,725,562	
100	Town Commission	85,368	83,992	78,499	65,071	106,508	99,008	-
104	Town Manager	197,175	155,205	210,691	204,240	291,936	277,716	-
105	Human Resources	136,522	157,064	167,773	166,046	178,012	175,298	-
106	Town Clerk	139,092	134,108	184,201	123,398	209,009	180,725	-
108	Town Attorney	104,063	111,984	121,000	100,992	121,000	121,000	-
110	Information Technology	165,286	180,752	184,603	170,146	177,567	176,210	-
150	Finance and Accounting	411,098	433,513	488,721	431,602	549,232	516,511	-
200	Law Enforcement	2,670,582	2,682,991	2,758,914	2,748,378	2,805,360	2,805,360	-
250	Emergency Management	-	121	1,000	-	1,000	1,000	-
300	Fire	1,550,508	1,660,699	-	-	-	-	-
400	Public Works Administration	185,388	194,947	215,749	185,396	227,169	198,441	-
406	Public Works - Grounds	321,504	338,233	394,319	382,282	423,127	413,113	-
408	Public Works - Facilities	302,468	254,841	308,850	274,184	371,551	367,901	-
410	Public Works - Vehicle Maintenance	84,001	83,679	115,756	76,284	129,001	121,849	-
450	Public Works - Parking Meters	73,351	43,584	-	-	-	-	-
500	Community Development	533,367	444,576	479,927	457,244	558,193	548,613	-
600	Special Events	183,169	170,015	193,356	117,753	196,973	194,259	
700	Library	233,037	251,557	260,389	226,400	306,700	285,818	
900	Non-Departmental	771,971	1,113,683	1,023,559	949,347	1,257,275	1,242,740	-
Total Expenses		8,147,950	8,495,544	7,187,307	6,678,763	7,909,614	7,725,562	-
Surplus (Deficit)		189,904	452,097	7,725	444,345	(133,808)	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 5/30/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-311.100	Ad Valorem Taxes	3,507,900	3,723,958	2,271,470	2,161,285	2,271,470	2,441,105	2,441,105	
001-311.110	Ad Valorem Taxes - CRA	287,535	335,664	392,533	391,433	391,433	485,562	485,562	
001-311.120	Delinquent Taxes	7,323	10,503	1,000	(11,003)	(11,003)	1,000	1,000	
001-314.100	Utility Tax - Electric	736,795	751,488	705,000	362,284	724,568	789,779	789,779	
001-314.300	Utility Tax - Water	144,093	154,332	155,000	90,443	155,045	155,000	155,000	
001-314.400	Utility Tax - Gas	45,607	46,952	45,000	25,789	51,578	52,000	52,000	
001-315.100	Communications Service Tax	324,291	315,322	317,109	148,227	296,454	274,756	274,756	
001-316.100	Business Tax Receipts	332,267	335,325	330,000	327,416	330,000	335,000	335,000	
001-316.110	Contractors Fees	2,648	2,862	2,700	2,126	3,189	3,100	3,100	
001-316.120	Bus Tax Zoning Confirmation	14,352	11,380	10,800	10,540	15,810	14,000	14,000	
001-316.130	Out of Town Business Reg/Deca	-	50	-	-	-	-	-	
001-322.100	Building Permits w/Min. Surch.	13,073	9,941	20,000	5,350	8,025	9,000	9,000	
001-322.110	Building Permits Other	100,711	46,053	55,000	52,840	67,060	65,000	65,000	
001-322.111	Building Permits - Administrative Fees	1,200	1,623	900	1,788	2,682	2,000	2,000	
001-322.115	Bldg. Permit Application - Zoning/PW	-	15,157	15,000	3,355	5,033	6,000	6,000	
001-322.500	Special Event Permit - Appl.	1,600	1,125	500	1,075	1,613	1,500	1,500	
001-322.900	Cost Recovery	38,897	35,775	-	14,142	21,213	30,000	30,000	
001-323.100	Franchise Fees - Electric	613,022	562,695	550,000	265,045	530,090	577,798	577,798	
001-323.400	Franchise Fees - Gas	8,404	8,205	5,000	6,256	8,341	8,400	8,400	
001-323.700	Franchise Fees - Solid Waste	30,238	25,488	30,000	19,412	29,118	31,000	31,000	
001-329.100	Alarm Permits	13,975	16,825	13,000	8,775	13,163	13,000	13,000	
001-329.105	Bldg. Official Inspections	1,040	80	-	-	-	-	-	
001-329.110	Reinspection / Reinstatement	8,525	2,253	1,000	738	1,107	1,000	1,000	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 5/30/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-329.152	Penalty - Bldg. Permits	-	4,082	4,500	6,737	10,106	10,000	10,000	
001-329.153	Penalty - Surcharges	-	135	160	232	348	400	400	
001-329.200	Signage Permits	8,650	8,650	6,000	6,650	9,975	12,000	12,000	
001-329.204	BTR Inspections/Re-inspections	280	569	-		-	-	-	
001-329.214	All Other Inspections	80	130	-	60	90	120	120	
001-334.700	Grant - State Aid to Libraries	7,014	9,229	7,000	7,103	7,115	7,125	7,125	
001-335.120	State Revenue Sharing	235,154	258,153	287,006	139,680	239,451	279,214	279,214	
001-335.150	Alcoholic Beverage Licenses	9,516	9,583	12,000	8,303	8,303	8,000	8,000	
001-335.180	Half Cent Sales Tax	605,562	650,565	693,661	344,201	688,402	703,647	703,647	
001-335.190	Motor Fuel Tax Refund	4,114	5,156	4,000	4,196	5,595	5,500	5,500	
001-338.110	Business Tax - County	17,481	26,236	17,000	4,593	7,874	9,000	9,000	
001-341.110	Administrative Fee - CRA	51,176	70,000	70,000	46,667	70,000	70,000	70,000	
001-341.401	Administrative Fee - Marina	-	30,000	30,000	20,000	30,000	30,000	30,000	
001-341.402	Administrative Fee - Stormwater	71,074	60,000	60,000	40,000	60,000	60,000	60,000	
001-341.404	Administrative Fee - Sanitation	106,325	135,000	135,000	90,000	135,000	135,000	135,000	
001-341.500	Tax (Liens) Search	-	15,245	15,000	12,741	19,112	23,000	23,000	
001-341.900	Copy Charges / Tax Searches	16,341	2,755	5,000	528	792	1,500	1,500	
001-341.905	Admin Cost - Public Records Ret.	91	416	100	421	632	1,680	1,680	
001-342.510	Plan Review Fees for Development A	16,100	10,067	8,000	8,050	12,075	10,000	10,000	
001-342.520	Bank Registration Fees	7,950	3,900	3,500	1,200	1,800	1,950	1,950	
001-344.300	Advertising - Bus Shelters	2,453	2,520	1,000	1,260	1,890	1,890	1,890	
001-344.500	Parking Fees - Meters Off-road	15,304	12,185	-	114	114	-	-	
001-344.510	Parking Fees - Meters On-road	13,758	15,295	-	176	176	-	-	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 5/30/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-344.520	Parking Passes	1,994	200	-	-	-	-	-	
001-347.100	Library Copies	343	295	400	147	221	300	300	
001-347.200	Recreation - Summer Camp Fees	10,940	14,324	11,000	-	-	11,000	11,000	
001-347.210	Recreation - Miscellaneous	1,075	3,146	4,000	500	500	-	-	
001-347.220	Recreation - Tennis Program	10,722	5,735	5,000	2,298	2,298	24,000	24,000	
001-347.221	Recreation - Utility Fee/Tennis Courts	150	415	-	-	-	-	-	
001-347.225	Recreation - Vendor Appl & Fee				200	200	-	-	
001-347.230	Recreation - Senior Bus Trips	425		-		-	-	-	
001-347.235	Tree lighting	2,220	2,000	2,000	500	500	-	-	
001-347.500	Recreation - Facilities Rental	11,657	16,513	20,000	7,730	7,730	16,000	16,000	
001-347.505	Party Package	600	630	1,000		-	-	-	
001-347.905	Recreation - Staff Coverage	5,460	7,950	7,000	4,050	4,050	8,000	8,000	
001-347.230	Bus Trips	-	-	-	-	-	700	700	
001-347.916	Recreation Vendor Fees	-	150	-		-	-	-	
001-347.920	Ballroom Dancing Fees	436		-		-	-	-	
001-347.921	Martial Arts Program	419		-		-	-	-	
001-347.926	Recreation-Tennis Court Light	665		-		-	-	-	
001-349.100	Service Charge - Dishonored Checks	110	170	100	30	30	100	100	
001-351.100	Fines & Forfeitures (PBSO)	26,081	19,309	18,000	9,989	14,984	18,000	18,000	
001-352.100	Fines - Library	1,421	1,065	1,000	701	1,052	1,000	1,000	
001-354.100	Fines - Code Violations (80%)	83,215	31,193	40,000	22,680	30,000	150,000	150,000	
001-354.105	Fines - Alarm Violations	7,025	5,575	2,000	1,600	2,400	2,000	2,000	
001-354.110	Code Violations - Admin Cost	13,727	6,308	11,000	7,677	11,516	9,000	9,000	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 5/30/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-354.120	Penalties - Business Tax Receipts	90	246	500	-	-	-	-	
001-354.130	Fines-Parking Meter Violation	6,930	6,240	-	330	330	-	-	
001-354.135	Parking Violations - Code	475	1,045	350	580	870	500	500	
001-354.210	Code Violations - Community Improve	20,804	7,798	10,000	5,670	8,505	10,000	10,000	
001-361.100	Interest Earnings	3,208	9,349	2,500	8,965	15,369	14,000	14,000	
001-361.110	Interest Earnings - Tax Collections	4,334	7,621	-	-	-	-	-	
001-361.120	Sales Tax Commissions	39	44	20	18	27	-	-	
001-361.130	Interest on Assessments	2,238	447	500	1,511	2,267	2,000	2,000	
001-361.200	Filing Fees	250		-	594	594	-	-	
001-362.100	Rent - P.B.C. Sheriff	110	120	120	80	120	120	120	
001-362.120	Rent - Cell Tower (Sprint)	28,400	29,536	-	20,329	30,494			
001-362.121	Rent - Cell Tower (Crown Castle)	17,763	18,473	35,400	-	35,400	35,400	35,400	
001-362.122	Rent - Cell Tower (T-Mobile)		5,900	-	-	-	-	-	
001-362.124	Rent - Burt Reynolds Institute	12	24	12	1	1	1	1	
001-362.200	Rent - Dunkin Donuts Lot	8,099	8,423	8,844	8,264	8,264	8,264	8,264	
001-363.120	Service Charges-Code Violation	8,223	2,150	-	2,449	2,449	2,500	2,500	
001-364.100	Sale of Surplus Property	472	-	-	-	-	-	-	
001-365.100	Sale of Scrap Material	528	-	-	-	-	-	-	
001-366.300	Event Sponsorship	-	-	-	-	-	25,000	25,000	
001-366.713	Grant - PGIT Safety	3,517	2,470	3,000	4,421	4,421	4,000	4,000	
001-369.100	Miscellaneous Revenue	3,662	1,930	1,000	4,769	5,203	5,000	5,000	
001-369.110	Coke Machine Proceeds	88	-	-	-	-	-	-	
001-369.120	Emergency Reimbursements	-	-	1,000	-	-	1,000	1,000	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 5/30/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-369.130	Seacoast Advisory Board	3,600	3,600	3,600	2,400	3,600	3,600	3,600	
001-369.200	Cash Over/Short	99	(44)	-	55	55	-	-	
001-369.300	Refund Prior Year Expense	228	-	-	-	-	-	-	
001-369.320	Reimbursement - PBSO Fuel	32,746	19,246	25,000	7,820	11,730	15,000	15,000	
001-380.402	Reimbursement - Stormwater Main.	29,962	39,950	40,000	21,632	32,448	32,448	32,448	
001-381.110	Transfer from CRA Fund - ILA	169,516	169,325	169,325	112,883	169,325	169,183	169,183	
001-381.130	Transfer from CRA Fund - ILA	38,539	35,843	91,322	60,882	91,323	91,320	91,320	
001-381.190	Transfer Streets and Roads	100,008	90,000	90,000	60,000	90,000	90,000	90,000	
001-381.401	Transfer from Marina	-	10,000	10,000	6,667	10,001	10,000	10,000	
001-381.402	Transfer from Stormwater	51,300	50,000	50,000	33,333	50,000	50,000	50,000	
001-381.404	Transfer from Sanitation	200,000	250,000	250,000	166,667	250,001	250,000	250,000	
001-388.100	Sales of Gnl Capital Assets	-	320,000	-	-	-	-	-	
001-389.400	Donations	2,004	-	-	-	-	-	-	
001-389.700	Donations - Library	6	-	-	-	-	-	-	
	SUB-TOTAL	8,337,854	8,947,641	7,194,932	5,218,650	7,123,108	7,725,462	7,725,462	-
001-38-000-9000	BALANCE BROUGHT FORWARD	-	-	100	-	-	100	100	
001-389.700	TOTAL GENERAL FUND REVENUE	8,337,854	8,947,641	7,195,032	5,218,650	7,123,108	7,725,562	7,725,562	-

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (General Fund 100)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	50,992	51,712	51,309	47,532	51,309	51,309	-
Operating Expenses	34,376	31,008	27,190	17,539	51,704	44,204	-
Capital Outlay	-	1,272	-	-	3,495	3,495	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	85,368	83,992	78,499	65,071	106,508	99,008	-

Personnel Recap

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

E:\! 2016-2017 BUDGET\Budget adjusted 7-26-2016\[100 - Department Summary 2016-17.xlsx]Sheet1

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (GF 100)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-511-100-11000	Executive Salaries	47,718	47,718	47,540	22,305	44,610	47,540	47,540	
001-51-511-100-19900	Wages Reclassified		845			-		-	
001-51-511-100-21000	FICA	3,048	3,017	3,637	1,395	2,790	3,637	3,637	
001-51-511-100-24000	Worker's Compensation Insurance	226	132	132	66	132	132	132	
	TOTAL PERSONNEL EXPENSES	50,992	51,712	51,309	23,766	47,532	51,309	51,309	-
001-51-511-100-31000	Professional Services	21,788	8,455	1,788	1,788	3,576	10,000	10,000	
001-51-511-100-40000	Travel & Training	3,910	1,996	10,000	1,951	3,902	5,000	5,000	
001-51-511-100-41100	Telephone	1,238	1,450	1,100	606	1,212	1,212	1,212	
001-51-511-100-41200	Postage & Shipping			100		-	100	100	
001-51-511-100-47000	Printing		48	1,500	54	108	110	110	
001-51-511-100-48000	Promotional Activity	545	11,068	3,500		-	13,000	13,000	
001-51-511-100-49400	Uniforms & Clothing	262	182	500		-	500	500	
001-51-511-100-51000	Office Supplies			120	332	664	700	700	
001-51-511-100-52000	Operating Supplies					-	-	-	
001-51-511-100-54200	Memberships, Dues, & Subscriptior	6,633	7,809	8,582	8,077	8,077	8,582	8,582	
001-51-511-100-40000	Special Event Attendance by Comm.						12,500	5,000	
	TOTAL OPERATING EXPENSES	34,376	31,008	27,190	12,808	17,539	51,704	44,204	-
001-51-511-100-64100	Machinery & Equipment	-	1,272	-	-	-	3,495	3,495	-
	TOTAL CAPITAL	-	1,272	-	-	-	3,495	3,495	-
	TOTAL DEPT EXPENDITURES	85,368	83,992	78,499	36,574	65,071	106,508	99,008	-

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN COMMISSION (GF 100)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2016-17 **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	7,730	439	63
	Employee + Spouse	13,064	399	57
	Employee + Children	10,977	399	57
	Employee + Family	15,925	399	57

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (GF 100)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
100-31000	Professional Services	Web design and hosting services	10,000
100-40000	Travel & Training	Allowance for Travel to Conferences and Conventions	5,000
100-41100	Telephone	Mobile phone charges	1,212
100-41200	Postage & Shipping	Incidental postage and shipping	100
100-47000	Printing	Incidental printing	110
100-48000	Promotional Activity	Annual Volunteer Recognition Receiption	2,000
		Constant Contact (e-mail blasts)	11,000
		Total	13,000
100-49400	Uniforms & Clothing	Two shirts per Commissioner @ $50.00 each	500
100-51000	Office Supplies	Supplies, business cards, printing and name plates	700
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
		National League of Cities	1,117
		Florida League of Mayors	350
		Other	375
		Total	8,582
	Special Event Expenses	Payment to Special Events Attended as Representatives for the Town	5,000
		Total Operating Expenses	44,204
100-64100	Capital	Replacement of five iPads $699.00 * 5	3,495

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

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 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	188,658	137,773	193,541	175,028	239,671	235,451	-
Operating Expenses	8,517	15,245	17,150	29,212	52,265	42,265	-
Capital Outlay	-	2,187	-	-	-	-	-
Total Expenses	197,175	155,205	210,691	204,240	291,936	277,716	-

Personnel Recap

	Present	Department	Proposed	Adopted
Town Manager (20% shared with the CRA)	1.00	1.00	1.00	
Assistant to the Town Manager (20% shared with the CRA)	1.00	1.00	1.00	
Grant Writer	----	0.47	0.47	
	2.00	2.47	2.47	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-512-104-11000	Executive Salaries	110,596	108,624	117,000	54,900	109,800	117,000	117,000	
001-51-512-104-12000	Regular Salaries	38,892	14,044	43,555	21,629	43,258	43,555	43,555	
001-51-512-104-13000	Other and Part-Time Salaries						49,200	49,200	
001-51-512-104-14000	Overtime Salaries			200		-	-	-	
001-51-512-104-15000	Special Pay		2,900	7,000	3,600	7,200	6,000	6,000	
001-51-512-104-19900	Wages Reclassified	(7,840)	(21,391)	(30,608)	(15,304)	(30,608)	(41,487)	(41,487)	
001-51-512-104-21000	FICA	10,929	9,201	12,217	5,706	11,412	16,046	16,046	
001-51-512-104-22000	Retirement	13,154	11,565	13,835	6,621	13,242	14,967	14,967	
001-51-512-104-22100	Town Retirement Matching	278	351	500	628	1,256	2,178	2,178	
001-51-512-104-23100	Medical Insurance	17,857	9,886	25,692	8,144	16,288	28,261	24,041	
001-51-512-104-23200	Insurance - Dental	790	278	798	232	464	878	878	
001-51-512-104-23300	Insurance - Life	1,456	1,130	1,156	573	1,146	1,159	1,159	
001-51-512-104-23400	Insurance - Vision	130	38	142	33	66	126	126	
001-51-512-104-23500	Disability	1,836	847	1,754	602	1,204	1,488	1,488	
001-51-512-104-24000	Worker's Compensation Insurance	580	300	300	150	300	300	300	
	TOTAL PERSONNEL EXPENSES	188,658	137,773	193,541	87,514	175,028	239,671	235,451	-

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-512-104-31000	Professional Services		500				-	-	
001-51-512-104-34000	Contractual Services						20,000	20,000	
001-51-512-104-40000	Travel & Training	3,911	3,188	4,900	3,473	6,946	6,915	6,915	
001-51-512-104-41100	Telephone	2,943	3,129	1,900	1,214	2,428	2,500	2,500	
001-51-512-104-41200	Postage & Shipping	70	57	100		-	100	100	
001-51-512-104-44200	Equipment Leases		-	100		-	100	100	
001-51-512-104-47000	Printing		200	100	136	272	300	300	
001-51-512-104-48000	Promotional Activities	74	1,601	7,100	6,733	13,466	7,600	7,600	
001-51-512-104-48001	Support of Town Organizations			-		-	10,000	-	
001-51-512-104-49400	Uniforms & Clothing		70	200		-	200	200	
001-51-512-104-51000	Office Supplies	109	1,179	250	47	94	200	200	
001-51-512-104-52000	Operating Supplies		1,828	-	112	224	350	350	
001-51-512-104-54200	Memberships, Dues, & Subscriptions	1,410	3,493	2,500	2,891	5,782	4,000	4,000	
	TOTAL OPERATING EXPENSES	8,517	15,245	17,150	14,606	29,212	52,265	42,265	-
001-51-512-104-64100	Machinery & Equipment		2,187						-
	TOTAL CAPITAL		2,187						-
	TOTAL DEPT EXPENDITURES	197,175	155,205	210,691	102,120	204,240	291,936	277,716	-

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2016-17

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 John D'Agostino	FT	56.25	2,080	117,000	11,700	-	13,064	439	983	63	1,032	144,281
Assistant to the To Janet Perry	FT	20.94	2,080	43,555	3,267	-	10,977	439	176	63	456	58,933
Grant Writer	PT	50.00	984	49,200								49,200
Wages Reclassified	(41,487)											(41,487)
Special Pay (car allowance)	6,000											6,000
FICA	16,046											16,046
Worker's Compensation Insurance	300											300
OverTime	-											-
Town Retirement Matching	2,178											2,178
Total Wages & Benefits	(16,963)			209,755	14,967	-	24,041	878	1,159	126	1,488	235,451

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2016-17 **Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
104-34000	Contractual	Contract Services for Lobbing efforts on behalf of the Town	20,000
104-40000	Travel & Training	FCCMA Annual Conference	900
		Florida Redevelopment Association annual conference	1,500
		Florida League of Cities conference	1,500
		Palm Beach County Days	1,000
		FLC Legislative Conference	750
		Tallahassee Days	500
		Climate Change Conferences	700
		PBC League GALA	65
		Total	6,915
104-41100	Telephone	Office telephone extensions (2) phone lines (Land Lines) and 2 mobility lines for AT&T and Sprint Tablet and Cell Phone	2,500
104-41200	Postage & Shipping		100
104-44200	Equipment Leases		100
104-47000	Printing		300
104-48000	Promotional Activities	Gift Cards - Property of the Month ($600), Thanksgiving employee appreciation cards (65 * $100)	7,600
104-48001	Support of Town Organizations	See Initiatives	-
104-47002	Uniforms & Clothing	4 logo shirts	200
104-51000	Office Supplies		200
104-52000	Operating Supplies		350
104-54200	Memberships, Dues, & Subscriptions	ICMA membership	1,100
		Business Development Board membership	2,000
		Florida City/County Management Association membership	360
		Palm Beach City/County Management Association membership	40
		Police Athletic League Membership to National PAL	500
		Total	4,000
		Total	$ 42,265

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17 **Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Tuition Reimbursement	Tuition Reimbursement for the Assistant to the Town Manager.		MOVED
2	Grants Writer	The Town is eligible for Grants, some require reimbursement others do not. But for these grants that can supplement our programs and activities we need to secure these grants to increase programs and services to our residents. A Grant Writer will work on Town wide grant initiatives, CRA grant initiatives, and Grants that may support various Festival and Special Events.		$ 53,000
3	Professional Services	Lobbiest		$ 20,000
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 53,000**
4	Support for Town Organizations			$ 10,000
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 63,000**

TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2016-17

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. Additionally, the Human Resources Director has served in an unofficial capacity as the Assistant Town Manager and worked with the Town Manager on various issues pertaining to the CRA, Town economic development, grant preparation, and other initiatives, and has served as Acting Town Manager in the Town Manager's absence. The Human Resources Director will work with the Town Manager in updating the Handbook of Procedures and Policies for Employees of the Town of Lake Park (Employee Handbook) during FY 2017.

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 will work with its current property and casualty insurer, Preferred Governmental Claims Solutions, in developing an employee wellness program and in developing an employee health fair to coincide with the FY 2018 open enrollment session.

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	110,401	128,978	143,551	137,840	136,050	133,336	-
Operating Expenses	26,121	28,086	24,222	28,206	41,962	41,962	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	136,522	157,064	167,773	166,046	178,012	175,298	-

Personnel Recap

	Present	Department	Proposed	Adopted
Human Resources Director (15% shared with the CRA)	1.00	1.00	1.00	
Assistant to the HR Director	1.00	1.00	1.00	
	2.00	2.00	2.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-512-105-11000	Executive Salaries	65,515	78,692	65,916	32,037	64,074	65,915	65,915	
001-51-512-105-12000	Regular Salaries	27,187	29,984	39,450	18,015	36,030	39,520	39,520	
001-51-512-105-13000	Other & Part Time Salaries		73	-	75	150	-	-	
001-51-512-105-14000	Overtime Salaries		459	100	83	166	100	100	
001-51-512-105-15000	Special Pay	726	726	2,720	312	624	1,220	1,220	
001-51-512-105-19900	Wages Reclassified	(13,915)	(15,187)	-	-	-	(12,194)	(12,194)	
001-51-512-105-21000	FICA	6,961	8,212	7,908	3,599	7,198	8,167	8,167	
001-51-512-105-22000	Retirement	4,674	5,455	5,169	2,507	5,014	7,908	7,908	
001-51-512-105-22100	Town Retirement Matching	1,773	2,378	2,585	1,285	2,570	4,778	4,778	
001-51-512-105-23100	Medical Insurance	14,758	15,517	17,068	9,638	19,276	18,174	15,460	
001-51-512-105-23200	Insurance - Dental	760	742	816	465	930	878	878	
001-51-512-105-23300	Insurance - Life	316	326	316	153	306	263	263	
001-51-512-105-23400	Insurance - Vision	130	130	142	67	134	126	126	
001-51-512-105-23500	Disability	1,314	1,315	1,205	606	1,212	1,039	1,039	
001-51-512-105-24000	Worker's Compensation Insurance	202	156	156	78	156	156	156	
	TOTAL PERSONNEL EXPENSES	110,401	128,978	143,551	68,920	137,840	136,050	133,336	-
001-51-512-105-31000	Professional Services	5,567	5,183	6,000	3,106	6,212	7,000	7,000	
001-51-512-105-34000	Contractual Services	5,767	4,089	4,000	2,826	5,652	5,000	5,000	
001-51-512-105-40000	Travel and Training	225	237	150	122	244	150	150	
001-51-512-105-40100	Tuition Reimbursement - General Fund Employees						14,500	14,500	
001-51-512-105-41100	Telephone	258	272	300	88	176	300	300	

TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-512-105-41200	Postage & Shipping	457	86	400	49	98	700	700	
001-51-512-105-44200	Equipment Leases	1,895	1,895	2,245	948	1,896	2,245	2,245	
001-51-512-105-47000	Printing	53	-	100	138	276	200	200	
001-51-512-105-47100	Photocopying	232	639	2,000	440	880	2,000	2,000	
001-51-512-105-48100	Advertising	8,038	12,396	6,000	5,325	10,650	8,000	8,000	
001-51-512-105-49400	Uniforms & Clothing		-		-	-	200	200	
001-51-512-105-51000	Office Supplies	2,423	1,821	2,250	314	628	700	700	
001-51-512-105-54200	Memberships, Dues, & Subscriptions	1,206	1,468	777	747	1,494	967	967	
	TOTAL OPERATING EXPENSES	26,121	28,086	24,222	14,103	28,206	41,962	41,962	-
	TOTAL DEPT EXPENDITURES	136,522	157,064	167,773	83,023	166,046	178,012	175,298	-

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2016-17

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 Bambi Turner	FT	31.69	2,080	65,915	4,944	-	7,730	439	137	63	711	79,939
Assistant to the HR Directo Janet Miller	FT	19.00	2,080	39,520	2,964	-	7,730	439	126	63	328	51,170
Special Pay - Employee of the Year Award	500											500
Overtime Salaries	100											100
Wages Reclassified	(12,194)											(12,194)
Phone Allowance	720											720
FICA	8,167											8,167
Worker's Compensation Insurance	156											156
Town Retirement Matching	4,778											4,778
Total Wages & Benefits				105,435	7,908	-	15,460	878	263	126	1,039	133,336

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

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 represents an increase of $1,000 from the amount budgeted amount for FY 2016 ($6,000) as it is projected that this department will spend $6,685.57 during the current fiscal year due to the increase in the number of positions to be filled and the corresponding increase in the number of background checks that must be run. With 66.67 percent of the fiscal year completed (as of 6/07/2016), this account shows that this department has spent $4,457.	$ 7,000
105-34000	Contractual Services	Jupiter Medical Center Urgent Care (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 represents an increase of $1,000 from the amount budgeted for FY 2016 ($4,000) as it is projected that this department will spend $4,800 during the current fiscal year. With 66.67 percent of the fiscal year completed (as of 6/07/2016), this accounts shows that this department has spent $3,211.	5,000
105-40000	Travel and Training	Intermediate Excel training for the Assistant to the Human Resources Director 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). Such training was budgeted for in FY 2016; however, due to time constraints and scheduling difficulties such training was not undertaken.	150
105-40100	Tuition Reimbursement	All general fund employees	10,000

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-41100	Telephone	State of Florida. Level funded from FY 2016.	300
105-41200	Postage & Shipping	United States Postal Service and occasionally Federal Express. This proposed cost figure represents an increase of $300 over the amount budgeted for FY 2016 ($400) due to the increased number of mailings required for the Human Resources Department. with 66.67 percent of the fiscal year completed (as of 6/07/2016), this account shows a net available of $49	700
105-44200	Equipment Leases	Printer/copier lease for a new printer/copier to replace the current Toshiba which is not functioning properly despite numerous service calls. Cost figure is an estimate and is level funded from FY 2016.	2,245
105-47000	Printing	Minuteman Press. The proposed cost represents a $100 increase over the amount budgeted for FY 2016 ($100.00). With 66.67 percent of the fiscal year completed (as of 6/07/2016), this account shows an overage of $42.	200
105-47100	Photocopying	The proposed cost is being level funded from FY 2016.	2,000
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 $6,000 budgeted in FY 2016 to $12,000 for FY 2017 because of the high degree of job advertising that has taken place so far this fiscal year and the anticipation that this trend will continue in FY 2017. With 66.67 percent of the fiscal year completed (as of 6/07/2016), this account shows an overage of $1,962. It is anticipated that this department will spend $11,943 during the current fiscal year.	8,000
105-49400	Uniforms & Clothing		200

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-51000	Office Supplies	Staples and Office Depot general office supplies. This cost figure is being reduced by $1,000 from the amount budgeted for FY 2016 ($2,250) because of the establishment of departmental codes for copying purposes which allows copying charges to be allocated to the proper departments. The Human Resources Department is no longer bearing the full cost of paper for copying done on this equipment.	700
105-54200	Membership, Dues & Subscriptions	Society for Human Resource Management (SHRM) $180.00 approx. membership renewal fee for Human Resources Director; Business and Legal Reports ($596.95 approx. for What To Do about Personnel Problems in Florida [$557.00 plus $39.95 shipping cost]); and, membership for the Assistant to the Human Resources Director in SHRM to provide direct access for her to the SHRM website and services to assist her in performing her increased human resource duties.	967
	Total		**$ 37,462**

TOWN OF LAKE PARK - ANNUAL BUDGET

Human Resources (105)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17 **Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Insurance Opt Out Payments	Several regular full-time and regular part-time employees (who are eligible for the Town's insurance coverage) have refused such coverage because they either obtain medical services through the Veterans' Administration, they have insurance coverage through a previous employer, or their spouses have other insurance. The purpose of this item is to provide a payment to each employee for refusing the Town's insurance coverage, for which the Town pays 100 percent of coverage for the employee only tier of insurance. The proposed amount is $330.00 per month. Note that the Marina Fund and the Sanitation Fund will each incur $3,960 of expense.		$ 7,920
1	Tuition Reimbursement	Tuition Reimbursement for Town Employees		$ 14,500
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 22,420**
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 22,420**

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN CLERK (GF 106)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2016-17

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 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	101,216	113,307	141,501	95,210	144,369	141,085	-
Operating Expenses	37,876	20,801	42,700	28,188	64,640	39,640	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	139,092	134,108	184,201	123,398	209,009	180,725	-

Personnel Recap

	Present	Department	Proposed	Adopted
Town Clerk (5% allocated to the CRA)	1.00	1.00	1.00	
Administrative Assistant to the Towm Clerk (5% allocated to the CRA)	1.00	-----	-----	
Deputy Town Clerk (5% allocated to the CRA)	-----	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 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-512-106-11000	Executive Salaries	57,754	62,836	63,877	29,965	59,930	63,877	63,877	
001-51-512-106-12000	Regular Salaries	16,629	27,597	41,475	1,064	2,128	41,496	41,496	
001-51-512-106-14000	Overtime Salaries		441	200	29	58	200	200	
001-51-512-106-15000	Special Pay	726	726	720	312	624	720	720	
001-51-512-106-19900	Wages Reclassified		(14,350)	(6,771)	(3,386)	(6,772)	(6,782)	(6,782)	
001-51-512-106-21000	FICA	5,374	6,343	7,964	2,222	4,444	8,131	8,131	
001-51-512-106-22000	Retirement	3,797	4,533	5,205	1,498	2,996	7,903	7,903	
001-51-512-106-22100	Town Retirement Matching	618	2,272	2,603	749	1,498	4,231	4,231	
001-51-512-106-23100	Medical Insurance	14,168	20,198	23,462	13,686	27,372	21,991	18,707	
001-51-512-106-23200	Insurance - Dental	570	680	816	465	930	878	878	
001-51-512-106-23300	Insurance - Life	360	446	423	225	450	378	378	
001-51-512-106-23400	Insurance - Vision	97	130	114	60	120	126	126	
001-51-512-106-23500	Disability	948	1,359	1,317	668	1,336	1,124	1,124	
001-51-512-106-24000	Worker's Compensation Insurance	175	96	96	48	96	96	96	
	TOTAL PERSONNEL EXPENSES	101,216	113,307	141,501	47,605	95,210	144,369	141,085	-
001-51-512-106-31000	Professional Services	2,550	1,050	3,533	3,455	6,910	26,418	1,418	
001-51-512-106-33000	Accounting, Audit & Elections	10,842		15,000	1,828	3,656	13,000	13,000	
001-51-512-106-34000	Contractual Services	5,622	5,298	6,400	2,980	5,960	7,000	7,000	
001-51-512-106-40000	Travel & Training	2,283	1,637	5,000	806	1,612	5,000	5,000	
001-51-512-106-41100	Telephone	753	744	695	252	504	500	500	
001-51-512-106-41200	Postage & Shipping	263		220		-	220	220	
001-51-512-106-44200	Equipment Lease	3,208	3,208	3,352	1,604	3,208	3,352	3,352	

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-512-106-46000	Repair & Maintenance	745		-	-	-	-	-	
001-51-512-106-47000	Printing	136		150	108	216	150	150	
001-51-512-106-47100	Photocopying	461	1,332	-	591	1,182	100	100	
001-51-512-106-48000	Promotional Activity	20	-	-		-	-	-	
001-51-512-106-48100	Advertising	8,035	5,789	5,000	1,487	2,974	5,000	5,000	
001-51-512-106-48200	Recording Fees	79		100		-	100	100	
001-51-512-106-49400	Uniforms & Clothing						100	100	
001-51-512-106-51000	Office Supplies	1,727	957	2,200	489	978	2,200	2,200	
001-51-512-106-52100	Gasoline & Diesel Fuel	583	467	-	109	218	750	750	
001-51-512-106-54100	Books & Subscriptions			400		-	-	-	
001-51-512-106-54200	Memberships, Dues, & Subscriptions	569	319	650	385	770	750	750	
	TOTAL OPERATING EXPENSES	37,876	20,801	42,700	14,094	28,188	64,640	39,640	-
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					-			
001-51-512-106-72000	Interest					-			
	TOTAL DEBT SERVICE	-	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	148,417	134,108	184,201	61,699	123,398	209,009	180,725	-

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN CLERK (GF 106)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2016-17 **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	Vivian Mendez	FT	30.71	2,080	63,877	4,791	-	10,977	439	168	63	435	80,750
Assistant to the To	Shaquita Edwards	FT	19.95	2,080	41,496	3,112	-	7,730	439	210	63	689	53,739
Wages Reclassified		(6,782)											(6,782)
Overtime Salaries		200											200
Phone Allowance		720											720
FICA		8,131											8,131
Worker's Compensation Insurance		96											96
Town Retirement Matching		4,231											4,231
Total Wages & Benefits		13,178			105,373	7,903	-	18,707	878	378	126	1,124	141,085

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
106-31000	Professional Services	Laserfiche - annual maintenance	$ 1,418
106-33000	Accounting, Audit & Elections	Municipal election - Mayor	13,000
106-34000	Contractual Services	Municode - website fee; My Municode bundle	7,000
106-40000	Travel & Training	FACC Conference; PBCMCA Training for Town Clerk and Deputy Town Clerk	5,000
106-41100	Telephone		500
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
106-47000	Printing	Nameplates	150
	Photocopying		100
106-48100	Advertising	Bids/RFP's Ordinances	5,000
106-48200	Recording Fees		100
106-49400	Uniforms & Clothing		100
106-51000	Office Supplies	Bottled water, Color Copies, Misc. Supplies, Paper	2,200
			750
106-54100	Books & Subscriptions	Robert's Rules of Order books and new Code books for newly elected Commissioners	-
106-54200	Memberships, Dues, & Subscriptions	Florida Association of City Clerk's (FACC), International Institute of Municipal Clerk's (IIMC), Palm Beach County Municipal Clerk's Association (PBCMCA), National Notary Association (NNA) for Town Clerk and Deputy Town Clerk	750
		TOTAL	$ 39,640

TOWN OF LAKE PARK - ANNUAL BUDGET

Town Clerk (106)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17 **Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Tuition Reimbursement	Tuition Reimbursement for Administrative Assistant		MOVED
2	Promotion	Promotion of the Administrative Assistant to Deputy Town Clerk		2,275
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 2,275**
3	Professional Services	Laserfiche - upgrade to Avante, total of 11 licenses		$ 25,000
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 27,275**

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
REVENUE BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 6

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 5/30/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-341.500	Tax (Liens) Search	-	15,245	15,000	12,741	19,112	23,000	23,000	
001-341.905	Admin Cost - Public Records Ret.	91	416	100	421	632	1,680	1,680	
	TOTAL	91	15,661	15,100	13,162	19,744	24,680	24,680	-

TOWN OF LAKE PARK - ANNUAL BUDGET

LEGAL (GF 108)

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	-	-	-	-	-	-	-
Operating Expenses	104,063	111,984	121,000	100,992	121,000	121,000	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	104,063	111,984	121,000	100,992	121,000	121,000	-

Personnel Recap

The Commission contracts for these services

TOWN OF LAKE PARK - ANNUAL BUDGET

LEGAL (GF 108)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-514-108-31100	Professional Svc - Town Attorney	104,063	111,984	120,000	50,496	100,992	120,000	120,000	
001-51-514-108-31101	Professional Svc - Other Legal		-	1,000	-	-	1,000	1,000	
001-51-514-108-31200	Professional Svc - Foreclosure	-	-	-	-	-	-	-	
	TOTAL OPERATING EXPENSES	104,063	111,984	121,000	50,496	100,992	121,000	121,000	-
001-51-514-108-99105	Cost Recovery		-	-	-	-	-	-	-
	TOTAL OTHER EXPENSES	-	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	104,063	111,984	121,000	50,496	100,992	121,000	121,000	-

TOWN OF LAKE PARK - ANNUAL BUDGET
LEGAL (GF 108)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

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 2016-17

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 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	98,302	101,504	104,078	99,456	104,952	103,595	-
Operating Expenses	50,142	49,918	61,335	49,242	58,915	58,915	-
Capital Outlay	16,842	29,330	19,190	21,448	13,700	13,700	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	165,286	180,752	184,603	170,146	177,567	176,210	-

Personnel Recap

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

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-512-110-11000	Executive Salaries	75,389	76,878	78,125	36,649	73,298	78,125	78,125	
001-51-512-110-15000	Special Pay	490	490	490	211	422	490	490	
001-51-512-110-21000	FICA	5,431	5,530	5,790	2,659	5,318	5,906	5,906	
001-51-512-110-22000	Retirement	3,895	3,868	3,829	1,843	3,686	5,859	5,859	
001-51-512-110-22100	Town Retirement Matching	818	1,934	1,915	921	1,842	3,906	3,906	
001-51-512-110-23100	Medical Insurance	10,478	11,017	12,119	6,554	13,108	9,087	7,730	
001-51-512-110-23200	Insurance - Dental	380	371	408	232	464	439	439	
001-51-512-110-23300	Insurance - Life	261	261	261	123	246	210	210	
001-51-512-110-23400	Insurance - Vision	65	65	71	33	66	63	63	
001-51-512-110-23500	Disability	1,046	1,066	1,046	491	982	843	843	
001-51-512-110-24000	Worker's Compensation Insurance	49	24	24	12	24	24	24	
001-51-512-110-26000	Mileage Reimbursement	-		-	-	-	-	-	
	TOTAL PERSONNEL EXPENSES	98,302	101,504	104,078	49,728	99,456	104,952	103,595	-
001-51-512-110-31000	Professional Services - Adm IT	14,947	10,731	12,100	3,155	6,310	12,000	12,000	
001-51-512-110-34000	Contractual Services	6,060	8,585	10,560	7,780	15,560	14,000	14,000	
001-51-512-110-40000	Travel & Training	442	1,829	1,500	495	990	1,500	1,500	
001-51-512-110-41100	Telephone	2,078	4,077	2,300	2,226	4,452	2,300	2,300	
001-51-512-110-41105	Telephone - DSL	3,327	3,163	4,200	1,926	3,852	4,200	4,200	
001-51-512-110-46100	Equipment Maintenance Contract	3,055	2,767	3,000	1,614	3,228	3,000	3,000	
001-51-512-110-49303	Software - Administration	6,421	7,114	8,250	3,375	6,750	8,500	8,500	
001-51-512-110-49306	Software Maintenance - Finance	4,595	4,635	4,415		-	4,415	4,415	
001-51-512-110-51000	Office Supplies	11		-		-		-	
001-51-512-110-51900	Computer Supplies & Parts	6,058	5,114	4,000	1,143	2,286	4,000	4,000	

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-512-110-52000	Operating Supplies	2,773	943	10,210	2,027	4,054	4,000	4,000	
001-51-512-110-54200	Memberships, Dues, & Subscriptior	375	960	800	880	1,760	1,000	1,000	
	TOTAL OPERATING EXPENSES	50,142	49,918	61,335	24,621	49,242	58,915	58,915	-
001-51-512-110-64100	Machinery & Equipment	16,005	29,330	19,190	21,448	21,448	13,700	13,700	
001-51-512-110-64103	Hardware - Administration	837							-
001-51-512-110-64000	TOTAL CAPITAL OUTLAY	16,842	29,330	19,190	21,448	21,448	13,700	13,700	-
001-51-512-110-99901	Contingency				-	-		-	-
	TOTAL OTHER EXPENSES			-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	165,286	180,752	184,603	95,797	170,146	177,567	176,210	-

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2016-17 **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 T Hoa Hoang	FT	37.56	2,080	78,125	5,859	-	7,730	439	210	63	843	93,269
DSL Line	490											490
FICA	5,906											5,906
Worker's Compensation Insurance	24											24
Town Retirement Matching	3,906											3,906
Total Wages & Benefits				78,125	5,859	-	7,730	439	210	63	843	103,595

Insurance Table

Employee Only	7,730	439	63
Employee + Spouse	13,064	439	63
Employee + Children	10,977	439	63
Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
110-31000	Professional Services	KDT Solutions, IT Consultant and support, & IT Audit	$ 12,000
110-34000	Contractual Services	Telvue Channel 18 and bulletin board	2,400
		EMPS Emails Protection Services (lakeparkflorida.gov)	2,880
		CyberSecurity for Work Station Agents	2,700
		BDRS Disaster Recovery Services	4,680
		Website Hosting	780
		Total	14,000
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	4,200
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	
		Sophos Firewalls licenses (annual)	
		Backup Software	
		Software licenses Server if needed	
		Software licenses Office-Publisher-Adobe	
		lakeparkflorida.gov Domain Renewal	500
		Total	8,500

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

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	1,000
		TOTAL	$ 58,915

TOWN OF LAKE PARK - ANNUAL BUDGET

Information Technology (110)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17 **Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Disaster Recovery	Staff proposes to add the Public Works and Marina servers to the Back Up Disaster Recovery System (BDRS) that are provided by KDT Solutions, Inc. (Town Hall servers have utilized this system for the last 10 years). This will prevent loss of data and malware attack that would cause interruption in operation.		$ 1,800
2	Work Station Management Agents and Web Protection	CyberSecurity has become a significant issue with small municipalities. Install new Work Management and Web Protection software on all computers in the domain to proactively maintain the health and security of the network, and provide web filtering on the Internet browser.		$ 2,700
3	Purchase of new Laptop Computers	Purchase and provide new laptop computers to the following departments for day-to-day operations and to be used at the Emergency Operation Center (Palm Beach County Fire Rescue Station 68): Community Development, Human Resources, Public Works and Finance.		$ 6,000
4	Purchase Spare Server	Purchase and add a spare server at Town Hall to serve as a back-up in the event of a break down of the existing servers. This additional server would be put in service if either of the existing servers fail and require service from manufacturer. This will prevent an interruption in service.		$ 3,200
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 13,700**
5	New Voice over IP Telephone System	The existing telephone system at Town Hall, Public Works and Marina was established in 1998 by Bellsouth, and AT&T will not be supporting this equipment in the near future. In order to replace this equipment with Voice over IP (VoIP), the installation of new equipment is required. Florida Government Information System Association (FLGISA) preformed a survey of other municipalities and has evaluated the following systems: ShoreTel, Acatel-Lucent, Avaya, Unify (Siemens) or AT&T by Department of Management Services (DMS) State of Florida. Staff is proposing the acquisition and installation of a VoIP system. The anticipated total cost of this project is $50,000.		$ 50,000
6	Purchase Commission Chamber Monitors	Add two large monitors in the Commission Chamber, one facing the Commission and the second facing the public for presentations.		$ 10,000
7	Web Streaming	Add equipment into existing LPTV channel 18 Comcast to provide Live Web Streaming Video for public meetings through Telvue.		$ 10,330
8	Purchase LPTV 18 Camera for Commission Chamber	Replace broken adjustable video camera in the Commission Chambers		$ 25,000
9	Purchase new Library Monitors	Replace 12 older small public access computer monitors at Library.		$ 2,400
10	Install Free Wi-Fi in Town Hall	This will enable the general public to be able to access the internet in the Commission Chamber, front hall, and Mirror Ballroom.		$ 2,000
11	Lambda Rail Fiber Optic	Link and connect the Town's facilities with State of Florida Lambda Rail system which is located at Palm Beach County Fire Rescue Station 68.		$ 214,507
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 327,937**

TOWN OF LAKE PARK - ANNUAL BUDGET

FINANCE DEPARTMENT (General Fund 150)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2016-17

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
- Complete the construction in the Finance area providing for an enhanced welcoming to Town Hall and a more open workspace for the finance staff,
- Convert the accounting system [American Data Group's (ADG)] from its current DOS based application to their new web-based system,
- Create an Procedure Manual covering monthly and year-end Accounting processes,
- Complete the Comprehensive Annual Financial Report (CAFR) by March 31, 2017, and continue to win the certificate of Achievement for Excellence in Financial Reporting, and
- Eliminate all the "Findings" from the Management Letter and the Report on Internal Controls.

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	333,038	349,209	398,711	348,096	436,222	428,501	-
Operating Expenses	78,060	84,304	90,010	83,506	113,010	88,010	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	411,098	433,513	488,721	431,602	549,232	516,511	-

Personnel Recap

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

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 5/30/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-513-150-11000	Executive Salaries	75,333	80,771	82,168	57,458	82,168	82,098	82,098	
001-51-513-150-12000	Regular Salaries	163,132	208,801	247,104	143,516	215,274	255,819	255,819	
001-51-513-150-13000	Other & Part Time Salaries	24,757		-	-	-	-	-	
001-51-513-150-14000	Overtime Salaries	523	3,250	400	1,438	2,157	400	400	
001-51-513-150-15000	Special Pay	1,726	1,226	1,220	992	1,488	1,720	1,720	
001-51-513-150-19900	Wages Reclassified	-	(28,017)	(34,129)	(22,753)	(34,129)	(26,710)	(26,710)	
001-51-513-150-21000	FICA	19,538	21,704	24,788	15,051	22,577	26,013	26,013	
001-51-513-150-22000	Retirement	9,986	12,616	12,145	10,072	15,107	22,320	22,320	
001-51-513-150-22100	Town Retirement Matching	1,410	5,105	6,073	2,769	4,154	11,379	11,379	
001-51-513-150-23100	Health Insurance	30,328	36,387	50,475	22,601	33,902	55,665	47,944	
001-51-513-150-23200	Insurance - Dental	1,521	1,856	2,394	1,162	1,743	2,634	2,634	
001-51-513-150-23300	Insurance - Life	949	1,131	1,191	506	759	1,033	1,033	
001-51-513-150-23400	Insurance - Vision	260	325	342	200	300	378	378	
001-51-513-150-23500	Disability	3,244	3,850	4,336	1,629	2,444	3,270	3,270	
001-51-513-150-24000	Worker's Compensation Insurance	331	204	204	102	153	204	204	
001-51-513-150-25100	Unemployment Compensation			-	-	-	-	-	-
	TOTAL PERSONNEL EXPENSES	333,038	349,209	398,711	234,744	348,096	436,222	428,501	-
001-51-513-150-31000	Professional Services	-	25	5,000	-	-	20,000	-	
001-51-513-150-33000	Accounting & Auditing	42,125	40,600	50,000	-	50,000	50,000	50,000	
001-51-513-150-34000	Contractual Services	7,051	13,057	4,440	2,786	5,572	9,440	4,440	
001-51-513-150-40000	Travel & Training	2,596	8,886	5,000	2,152	4,304	7,500	7,500	

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 5/30/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-513-150-41100	Telephone	1,337	1,343	1,340	447	1,340	1,340	1,340	
001-51-513-150-41200	Postage & Shipping	5,266	549	4,500	-	4,500	4,500	4,500	
001-51-513-150-44200	Equipment Leases	3,605	3,349	4,285	1,674	3,348	4,285	4,285	
001-51-513-150-47000	Printing	582	961	1,000	101	800	1,500	1,500	
001-51-513-150-47100	Copying	285	674	1,000	421	842	1,000	1,000	
001-51-513-150-49000	Other Current Charges	435	440	435	-	-	435	435	
001-51-513-150-49600	Bank Charges / Admin Fees	8,065	8,398	8,000	921	8,000	8,000	8,000	
001-51-513-150-51000	Office Supplies	6,208	5,353	4,500	2,702	4,500	4,500	4,500	
001-51-513-150-52200	Small Tools & Other		-	-	-	-		-	
001-51-513-150-54100	Books & Subscriptions		44	-	-	-		-	
001-51-513-150-54200	Memberships & Dues	505	625	510	150	300	510	510	
	TOTAL OPERATING EXPENSES	78,060	84,304	90,010	11,354	83,506	113,010	88,010	-
001-51-513-150-64100	Machinery & Equipment	-	1,195	-	-	-	-		-
001-51-513-150-62100	Buildings	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	-	1,195	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	411,098	434,708	488,721	246,098	431,602	549,232	516,511	-

TOWN OF LAKE PARK - ANNUAL BUDGET

FINANCE DEPARTMENT (General Fund 150)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2016-17

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	Blake K. Rane	FT	39.47	2,080	82,098	6,157	500	7,730	439	210	63	886	98,083
Chief Accountant	Lourdes Cariseo	FT	32.76	2,080	68,141	5,111	-	3,960	439	139	63	363	78,216
Accountant I	Merry Ann Catasus	FT	24.24	2,080	50,419	3,781	500	13,064	439	137	63	544	68,947
Accountant II	Dena Davis	FT	24.80	2,080	51,584	3,869	-	7,730	439	210	63	556	64,451
Accountant II	Cynthia Oziros	FT	21.81	2,080	45,365	3,402	-	7,730	439	172	63	444	57,615
Office Assistant	Open	FT	19.38	2,080	40,310	-	-	7,730	439	165	63	477	49,183
													-
Overtime		400											400
Wages Reclassified		(26,710)											(26,710)
FICA		26,013											26,013
Phone Allowance		720											720
Worker's Compensation Insurance		204											204
Town Retirement Matching		11,379											11,379
													-
Total Wages & Benefits					337,917	22,320	1,000	47,944	2,634	1,033	378	3,270	428,501

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (GF 150)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
150-31000	Professional fees	To help in preparing the procedure manual	$ -
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	7,500
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), printing of budget books and CAFR's	1,500
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	$ 88,010

TOWN OF LAKE PARK - ANNUAL BUDGET

Finance Department (150)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17 **Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Job Descriptions and Pay Plan Changes	Revise the position description from "Chief Accountant" to "Assistant Finance Director" and adjust the Town Pay Plan for the Finance Department to correspond to the PEPIE Survey at the 1st Quartile. Two employees would then fall below the minimum and be adjusted up to the minimum.		$ 8,428
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 8,428**
2	Conversion to ADP to latest version	The Town's accounting system provider, American Data Group (ADG) has migrated the system to a web-based platform. This items is to support the transition to the current version		$ 5,000
3	Procedure Manual	Professional fee connected to completing a Policy and Procedures manual for the Finance Department		$ 20,000
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 33,428**

TOWN OF LAKE PARK - ANNUAL BUDGET
LAW ENFORCEMENT SERVICES (GF 200)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

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

The twelfth addendum to the contract, the Lake Park Law Enforcement Service Agreement, has been proposed by the Palm Beach County Sheriff's Office at a $54,446 increase for Fiscal Year 2017. This brings the annual amount to $2,776,760 a 2.0% increase.

TOWN OF LAKE PARK - ANNUAL BUDGET
LAW ENFORCEMENT SERVICES (GF 200)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services							
Operating Expenses	2,670,582	2,682,991	2,758,914	2,748,378	2,805,360	2,805,360	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	2,670,582	2,682,991	2,758,914	2,748,378	2,805,360	2,805,360	-

Personnel Recap

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

E:\! 2016-2017 BUDGET\[200 - Department Summary 2015-16.xlsx]Expenses - Sch 2

TOWN OF LAKE PARK - ANNUAL BUDGET
LAW ENFORCEMENT SERVICES (GF 200)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-52-521-200-34010	Contract PBC Sheriff	2,622,624	2,648,850	2,722,314	1,361,157	2,722,314	2,776,760	2,776,760	
001-52-521-200-41100	Telephone	2,628	2,588	1,600	847	1,694	1,600	1,600	
001-52-521-200-43000	Utilities	9,699	10,211	8,500	4,685	9,370	10,000	10,000	
001-52-521-200-43250	Garbage & Trash	1,094	1,066	1,500		-	2,000	2,000	
001-52-521-200-45000	Insurance	1,891		-		-	-	-	
001-52-521-200-49101	Property Tax	-		-		-	-	-	
001-52-521-200-52100	Gasoline & Diesel Fuel	32,646	20,276	25,000	6,546	15,000	15,000	15,000	
	TOTAL OPERATING EXPENSES	2,670,582	2,682,991	2,758,914	1,373,235	2,748,378	2,805,360	2,805,360	-
	TOTAL DEPT EXPENDITURES	2,670,582	2,682,991	2,758,914	1,373,235	2,748,378	2,805,360	2,805,360	-

TOWN OF LAKE PARK - ANNUAL BUDGET
EMERGENCY AND DISASTER RELIEF SERVICES (GF 250)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	-	-	-	-	-	-	-
Operating Expenses	-	121	1,000	-	1,000	1,000	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	-	121	1,000	-	1,000	1,000	-

Personnel Recap

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

E:\! 2016-2017 BUDGET\[250 - Department Summary 2016-17.xlsx]Expenses - Sch 2

TOWN OF LAKE PARK - ANNUAL BUDGET
EMERGENCY AND DISASTER RELIEF SERVICES (GF 250)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-52-525-250-34050	Other Contract Services - Debris	-	-	250	-	-	250	250	
001-52-525-250-34055	Other contract Services - Tree	-	-	250	-	-	250	250	
001-52-525-250-34060	Other Contract Services - Stormwate	-	-	250	-	-	250	250	
001-52-525-250-52000	Operating Supplies	-	121	250	-	-	250	250	
	TOTAL OPERATING EXPENSES	-	121	1,000	-	-	1,000	1,000	-
	TOTAL DEPT EXPENDITURES	-	121	1,000	-	-	1,000	1,000	-

TOWN OF LAKE PARK - ANNUAL BUDGET
FIRE PROTECTIVE SERVICES (GF 300)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	-	-	-	-	-	-	-
Operating Expenses	1,550,508	1,660,699	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	1,550,508	1,660,699	-	-	-	-	-

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 was 3.4581, but with the addoption of the MSTU the funds will not pass through the Town of Lake Park

The amount of the payment for FY 2016 would have been $1,813,451 or a $157,696 increase.

Palm Beach County Fire/Rescue Millage Rate for FY 2017 is 3.4581, but with the addoption of the MSTU the funds will not pass through the Town of Lake Park

The amount of the payment for FY 2017 would have been $1,983,280 or a $169,829 increase.

TOWN OF LAKE PARK - ANNUAL BUDGET
FIRE PROTECTIVE SERVICES (GF 300)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-52-522-300-34000	Contractual Services	1,550,508	1,660,699	-	-	-	-	-	-
	TOTAL OPERATING EXPENSES	1,550,508	1,660,699	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	1,550,508	1,660,699	-	-	-	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

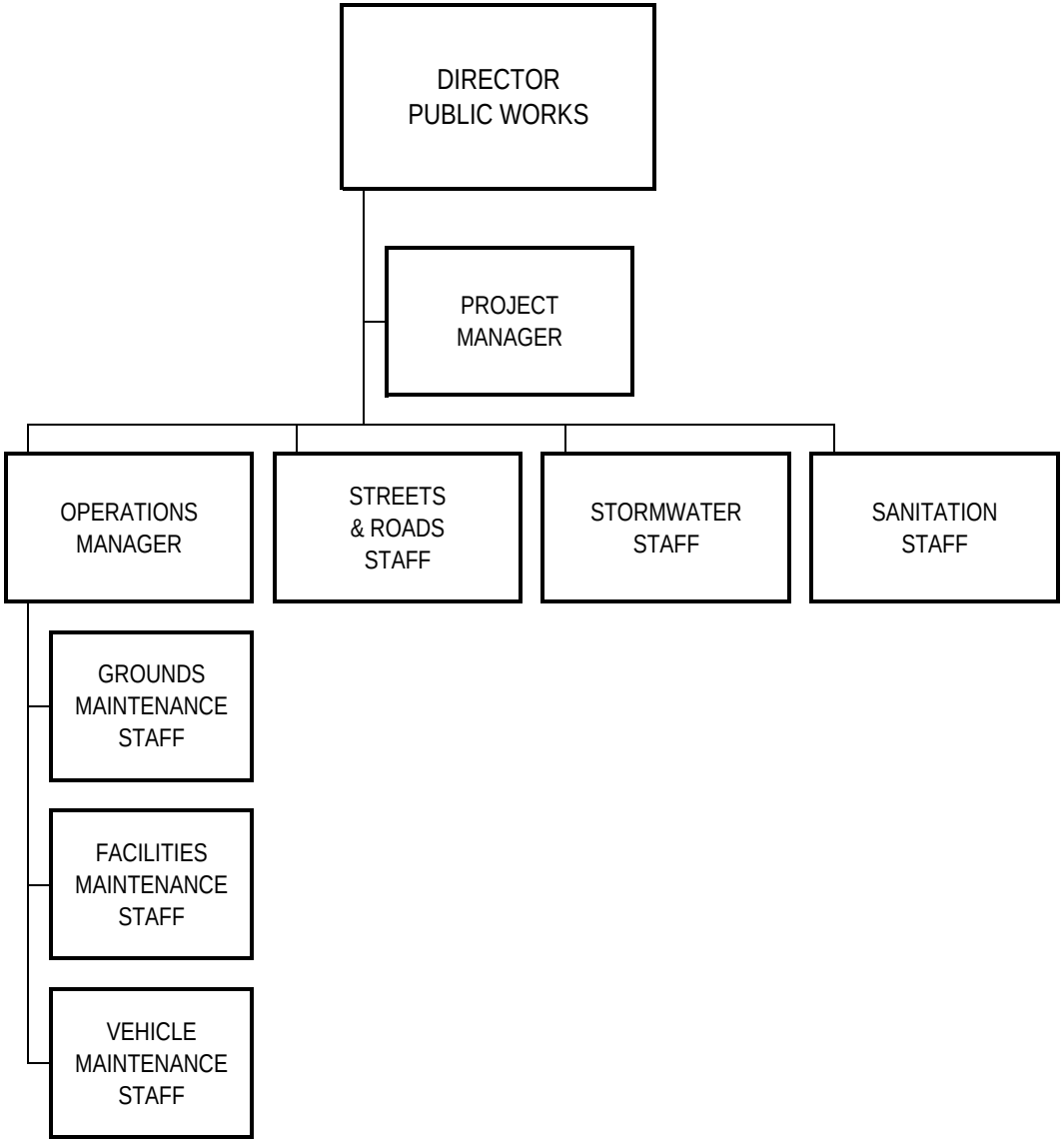
CORE VALUES:
*Safety and welfare of Town personnel and residents
*Maintenance of capital projects and other projects (construction of bid proposals, contracts, agenda items, maintenance of operations, etc.)
*Customer service with complaint resolution
*Support of all Public Works Divisions via work order 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 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	165,267	186,804	200,325	177,356	208,394	179,666	-
Operating Expenses	20,121	8,143	15,424	8,040	18,775	18,775	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	185,388	194,947	215,749	185,396	227,169	198,441	-

Personnel Recap

	Present	Department	Proposed	Adopted
Public Works Director (Shared: 10% w/ Stormwater + 10% w/ CRA)	1.00	1.00	1.00	
Operations Manager	1.00	1.00	1.00	
Project Manager (Part time, 20% shared w/ Stormwater) 20% w/ Streets & Roads, and 10% w/ CRA)	0.65	0.70	0.70	
Administrative Assistant	---	0.70	---	
	2.65	3.40	2.70	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-53-530-400-11000	Executive Salaries	70,305	75,635	76,877	36,064	72,128	76,877	76,877	
001-53-530-400-12000	Regular Salaries	29,072	39,066	45,012	21,081	42,162	45,011	45,011	
001-53-530-400-13000	Other & Part-Time Salaries	51,297	51,928	53,820	19,691	39,382	75,322	52,026	
001-53-530-400-14000	Overtime Salaries	387	345	700		-			
001-53-530-400-15000	Special Pay	1,452	1,952	2,660	984	1,968	2,160	2,160	
001-53-530-400-19900	Wages Reclassified	(23,315)	(25,868)	(26,385)	(13,193)	(26,386)	(46,806)	(46,806)	
001-53-530-400-21000	FICA	11,117	12,397	13,218	5,674	11,348	15,252	13,470	
001-53-530-400-22000	Retirement	3,609	5,303	5,976	2,857	5,714	9,142	9,142	
001-53-530-400-22100	Town Retirement Matching	752	1,903	2,988	902	1,804	4,008	4,008	
001-53-530-400-23100	Medical Insurance	17,390	20,870	22,222	12,963	25,926	24,444	20,794	
001-53-530-400-23200	Insurance - Dental	634	742	798	465	930	878	878	
001-53-530-400-23300	Insurance - Life	393	465	459	218	436	374	374	
001-53-530-400-23400	Insurance - Vision	16	65	57	33	66	63	63	
001-53-530-400-23500	Disability	1,327	1,581	1,503	729	1,458	1,249	1,249	
001-53-530-400-24000	Worker's Compensation Insurance	831	420	420	210	420	420	420	
	TOTAL PERSONNEL EXPENSES	165,267	186,804	200,325	88,678	177,356	208,394	179,666	-
001-53-530-400-31000	Professional Services	-		-		-			
001-53-530-400-34000	Contractual Services	6,126		1,375		-	1,375	1,375	
001-53-530-400-40000	Travel & Training	311	375	3,750	218	436	4,000	4,000	
001-53-530-400-41100	Telephone	3,361	3,457	2,200	1,615	3,230	2,200	2,200	
001-53-530-400-41200	Postage & Shipping	118	92	225		-	500	500	
001-53-530-400-43000	Utilities					-		-	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-53-530-400-44200	Equipment Leases			1,486		-	2,250	2,250	
001-53-530-400-45000	Insurance	4,911				-	3,950	3,950	
001-53-530-400-46000	Repair & Maintenance					-		-	
001-53-530-400-46100	Equipment Maintenance Contract	787	591	788	394	788	-	-	
001-53-530-400-47000	Printing	292	58	400	63	126	400	400	
001-53-530-400-47100	Photocopying	118	259	100	160	320	500	500	
001-53-530-400-49101	Property Taxes			100		-	100	100	
001-53-530-400-49400	Uniforms & Clothing	202		200		-	350	350	
001-53-530-400-51000	Office Supplies	1,400	918	2,000	446	892	1,000	1,000	
001-53-530-400-52000	Operating Supplies		54		127	254	-	-	
001-53-530-400-52100	Gasoline & Diesel Fuel	2,196	2,047	2,250	697	1,394	1,600	1,600	
001-53-530-400-54200	Memberships, Dues, & Subscriptions	299	292	550	300	600	550	550	
	TOTAL OPERATING EXPENSES	20,121	8,143	15,424	4,020	8,040	18,775	18,775	-
001-53-530-400-64100	Machinery & Equipment	-	3,200	-		-	3,000	3,000	
	TOTAL CAPITAL EXPENSES	-	3,200	-	-	-	3,000	3,000	-
	TOTAL DEPT EXPENDITURES	185,388	198,147	215,749	92,698	185,396	230,169	201,441	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2016-17

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 Dire	David Hunt	FT	36.96	2,080	76,877	5,766	-	13,064	439	210	Declined	829	97,185
Operations Manag	Richard Scherle	FT	21.64	2,080	45,011	3,376	-	7,730	439	164	63	420	57,203
Project Manager	Richard Pittman	PT	35.88	1,450	52,026		-	-	-	-	-	-	52,026
Administrative Assistant	(Propos	PT			-								-
Overtime													-
Phone Allow / Director/Prj. Mgr./ Op. Mg		2,160											2,160
Wages Reclassified		(46,806)											(46,806)
FICA		13,470											13,470
Worker's Compensation Insurance		420											420
Town Retirement Matching		4,008											4,008
Total Wages & Benefits					173,914	9,142	-	20,794	878	374	63	1,249	179,666

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

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	4,000
400-41100	Telephone	Cell phones, office phone & fax lines	2,200
400-41200	Postage & Shipping	Postage for contracts, certified mail, and plan reviews	500
400-44200	Equipment Leases	Photocopier - Toshiba	2,250
400-45000	Insurance		3,950
400-47000	Printing	Copies of site plans and project documents	400
400-47100	Photocopying	Copies on leased equipment	500
400-49101	Property Taxes		100
400-49400	Uniforms & Clothing	Town logo office wear	350
400-51000	Office Supplies	Photocopy paper, file folders, toner, NCR forms, office desk w/chair ($500)	1,000
400-52100	Gasoline & Diesel Fuel	Fuel for vehicle #33 (Ford Explorer)	1,600
400-54200	Memberships, Dues, & Subscrip	APWA; National Arbor Day Foundation	550
		TOTAL OPERATING EXPENSES:	$ 18,775
404-64100	Machinery & Equipment	(2) Desktop computers	$ 3,000
		TOTAL CAPITAL EXPENSES:	$ 3,000

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17 **Schedule 5**

Project Title		Description and Justification	Revenue	Cost
1	(2) Desktop computers	Create work station for additional position added to DPW Administration; Replace desktop computer for Project Manager.		$ 3,000
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 3,000**
2	Additional Staff	Hire Administrative Assistant for Public Works		$ 25,078
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 28,078**

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
REVENUE BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 6

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 5/30/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-366.713	Grant - FMIT Safety	3,517	2,470	3,000	4,421	4,421	4,000	4,000	
	TOTAL	3,517	2,470	3,000	4,421	4,421	4,000	4,000	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS GROUNDS MAINTENANCE (GF 406)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

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 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	258,127	273,092	309,591	306,256	325,249	315,235	-
Operating Expenses	63,377	65,141	75,524	57,618	77,878	77,878	-
Capital Outlay	-	-	9,204	18,408	20,000	20,000	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	321,504	338,233	394,319	382,282	423,127	413,113	-

Personnel Recap

	Present	Department	Proposed	Adopted
Foreman	1.00	1.00	1.00	
Grounds Maintenance Crew Leader	1.00	1.00	1.00	
Maintenance Worker III	1.00	1.00	1.00	
Maintenance Worker II	2.00	2.00	2.00	
Irrigation Technician I (5% shared w/ Stormwater, and 10% w/CRA)	1.00	1.00	1.00	
	6.00	6.00	6.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-57-572-406-12000	Regular Salaries	185,902	199,218	213,056	100,677	201,354	215,279	215,279	
001-57-572-406-14000	Overtime Salaries	(64)	670	400	2	4	400	400	
001-57-572-406-15000	Special Pay	1,500	1,400	1,500	1,100	2,200	1,500	1,500	
001-57-572-406-19900	Wages Reclassified	(19,834)	(18,873)	(6,514)	(3,257)	(6,514)	(9,976)	(9,976)	
001-57-572-406-21000	FICA	13,391	14,342	16,067	7,276	14,552	16,614	16,614	
001-57-572-406-22000	Retirement	8,372	8,756	9,537	4,503	9,006	16,146	16,146	
001-57-572-406-22100	Town Retirement Matching	1,500	4,243	4,769	2,251	4,502	8,880	8,880	
001-57-572-406-23100	Medical Insurance	55,091	53,378	60,966	35,564	71,128	67,062	57,048	
001-57-572-406-23200	Insurance - Dental	2,091	2,010	2,394	1,395	2,790	2,634	2,634	
001-57-572-406-23300	Insurance - Life	920	940	1,055	472	944	809	809	
001-57-572-406-23400	Insurance - Vision	357	357	342	201	402	378	378	
001-57-572-406-23500	Disability	2,329	3,327	2,695	1,282	2,564	2,199	2,199	
001-57-572-406-24000	Worker's Compensation Insurance	6,572	3,324	3,324	1,662	3,324	3,324	3,324	
001-57-572-406-25100	Unemployment Compensation	-		-		-		-	
	TOTAL PERSONNEL EXPENSES	258,127	273,092	309,591	153,128	306,256	325,249	315,235	-
001-57-572-406-34000	Contractual Services	4,546	12,223	9,300	2,879	5,758	9,300	9,300	
001-57-572-406-34010	Contractual Services - Park Avenue	160	-	-		-		-	
001-57-572-406-40000	Travel & Training	20	85	400	109	218	400	400	
001-57-572-406-41100	Telephone	1,347	1,372	1,328	688	1,376	1,328	1,328	
001-57-572-406-43000	Utilities	11,039	10,731	11,596	4,493	8,986	13,500	13,500	
001-57-572-406-44100	Rentals	3,321	1,578	4,000	249	498	4,000	4,000	
001-57-572-406-45000	Insurance	4,236		-		-		-	
001-57-572-406-46000	Repair & Maintenance	4,575	8,549	14,950	9,747	19,494	11,650	11,650	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-57-572-406-46010	Repair & Maintenance-Park Avenue	2,963	2,005	-	120	240		-	
001-57-572-406-49400	Uniforms & Clothing	1,495	875	2,000	507	1,014	2,000	2,000	
001-57-572-406-52000	Operating Supplies	16,579	15,253	21,950	5,825	11,650	25,700	25,700	
001-57-572-406-52010	Operating Supplies - Park Avenue	789		-		-		-	
001-57-572-406-52100	Gasoline & Diesel Fuel	11,142	11,101	9,000	3,767	7,534	9,000	9,000	
001-57-572-406-52200	Small Tools & Other	1,165	1,369	1,000	425	850	1,000	1,000	
001-57-572-406-54200	Memberships, Dues & Subscriptions	-		-		-		-	
	TOTAL OPERATING EXPENSES	63,377	65,141	75,524	28,809	57,618	77,878	77,878	-
001-57-572-406-64100	Machinery & Equipment						20,000	20,000	
001-57-572-406-63000	Improvement Other Than Bldg	-	-	9,204	9,204	18,408			
	TOTAL CAPITAL OUTLAY	-	-	9,204	9,204	18,408	20,000	20,000	-
001-57-572-406-71000	Principal							-	-
001-57-572-406-72000	Interest							-	-
	TOTAL DEBT SERVICE	-	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	321,504	338,233	394,319	191,141	382,282	423,127	413,113	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2016-17 **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	Verdree Patterson	FT	22.15	2,080	46,072	3,455	500	7,730	439	189	63	487	58,935
Crew Leader	Willie Williams	FT	14.89	2,080	30,971	2,323	-	13,064	439	82	63	328	47,270
Maintenance Work	Walter Thomas	FT	20.73	2,080	43,118	3,234	500	13,064	439	176	63	456	61,050
Maintenance Work	Kelvin Anderson	FT	16.95	2,080	35,256	2,644	500	7,730	439	143	63	372	47,147
Irrigation Technicia	Open	FT	16.28	2,080	33,862	2,540	-	7,730	439	118	63	301	45,053
Maintenance Work	Chad Mandy	FT	12.50	2,080	26,000	1,950	-	7,730	439	101	63	255	36,538
Overtime Salaries		400											400
Wages Reclassified		(9,976)											(9,976)
FICA		16,614											16,614
Worker's Compensation Insurance		3,324											3,324
Town Retirement Matching		8,880											8,880
Total Wages & Benefits					215,279	16,146	1,500	57,048	2,634	809	378	2,199	315,235

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

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 (2x/yr parks & town bldgs; 4x/yr Flagler-Seminole)	5,550
		Nozzle Nolen	1,250
		Arborist Services	2,500
		Action Labor - day labor	0
		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	13,500
406-44100	Rentals	Boom lift for tree trimming; trash pump to prime irrigation wells; power buggies for mulch	4,000
406-46000	Repair & Maintenance	Contract repairs of vehicles,mowers,and small engine tools; a mower drive unit costs $4,500	
		Hector Turf, Inc	3,000
		Lawnmower headquarters (lawnmower repairs, hydrostatic drive unit)	6,900
		Melrose Supply and Sales - irrigation system repairs	1,750
		TOTAL:	$ 11,650
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)	1,500
		Hector Turf Inc.	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
		Mulch Vendor (mulch shipment split with recreation)	7,500
		Safety Products (PPE)	600
		Myer's Turf (sod, misc.)	1,000
		MISC vendors	-
		TOTAL:	$ 25,700
406-52100	Gasoline & Diesel Fuel	Fuel to run service trucks, mowers, and small engine equipment	9,000
406-52200	Small Tools & Others	Replace small engine tools that exceed useful life expectancy	1,000
		TOTAL:	$ 77,878

TOWN OF LAKE PARK - ANNUAL BUDGET
Public Works - Grounds Maintenance (406)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Replace turf mower	Start replacement of 72" mulching mowers. Purchase one (1)Toro Grounds Master		$ 20,000
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 20,000**
2	Upgrade irrigation controls	Purchase and install irrigation controls (variable frequency drive) at Bostrom Park. These controls will protect the submersible pump.		$ 9,000
3	Additional Staff	Create a second grounds maintenance crew. (1) Crew Leader and (1) Maintenance Worker II. Existing truck, trailer, and equipment are available to support second crew. Split maintenance of town alleys and medians between two crews. Create a regular town-wide, tree trimming program. Start replanting material lost to age, disease, and infestations.	Crew Leader	$ 40,604
			Maintenance Worker II	$ 35,945
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 105,549**

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

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 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	86,111	86,237	89,696	94,028	145,268	141,618	-
Operating Expenses	185,977	168,604	200,904	159,906	226,283	226,283	-
Capital Outlay	4,806	-	18,250	20,250	-	-	-
Debt Service							
Non-Operating	-	-	-	-	-	-	-
Total Expenses	302,468	254,841	308,850	274,184	371,551	367,901	-

Personnel Recap

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

E:\! 2016-2017 BUDGET\Budget adjusted 7-26-2016\[408 - Department Summary 2016-17.xlsx]Initiatives - Sch 5

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-54-597-408-12000	Regular Salaries	44,694	45,769	46,176	21,738	43,476	77,480	77,480	
001-54-597-408-14000	Overtime Salaries	280	299	450	100	200	450	450	
001-54-597-408-15000	Special Pay	500	500	500		-	500	500	
001-54-597-408-19900	Wages Reclassified	21,182	21,332	21,510	11,019	22,038	23,733	23,733	
001-54-597-408-21000	FICA	3,456	3,514	3,535	1,435	2,870	6,000	6,000	
001-54-597-408-22000	Retirement	2,334	2,331	2,263	1,092	2,184	3,463	3,463	
001-54-597-408-22100	Town Matching Retirement	478	1,165	1,132	546	1,092	4,560	4,560	
001-54-597-408-23100	Medical Insurance	7,379	7,758	8,261	8,144	16,288	24,444	20,794	
001-54-597-408-23200	Insurance - Dental	380	371	399	232	464	878	878	
001-54-597-408-23300	Insurance - Life	235	235	235	110	220	378	378	
001-54-597-408-23400	Insurance - Vision	65	65	57	33	66	126	126	
001-54-597-408-23500	Disability	618	618	618	285	570	976	976	
001-54-597-408-24000	Worker's Compensation Insurance	4,510	2,280	4,560	2,280	4,560	2,280	2,280	
	TOTAL PERSONNEL EXPENSES	86,111	86,237	89,696	47,014	94,028	145,268	141,618	-
001-54-597-408-31000	Professional Services			18,100	5,233	10,466	25,000	25,000	
001-54-597-408-34000	Contractual Services	52,829	62,858	52,961	28,497	56,994	58,878	58,878	
001-54-597-408-34010	Permits and Fees		450	450	450	900	450	450	
001-54-597-408-40000	Travel & Training		105	100		-	350	350	
001-54-597-408-41100	Telephone	1,064	1,276	1,054	539	1,078	1,054	1,054	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-54-597-408-43000	Utilities	62,853	57,687	60,000	23,015	46,030	64,000	64,000	
001-54-597-408-43250	Garbage & Trash	4,649	4,530	4,738	4,234	8,468	5,000	5,000	
001-54-597-408-44100	Rentals	436	4,096	1,500	25	50	1,500	1,500	
001-54-597-408-45000	Insurance	27,417		22,051		-	22,051	22,051	
001-54-597-408-46000	Repair & Maintenance	15,003	17,037	14,100	7,816	15,632	22,500	22,500	
001-54-597-408-46010	Repair & Maintenance - Parks	2,601		2,000	2,134	4,268	2,500	2,500	
001-54-597-408-46020	Repair & Maintenance - Bostrom Pa	83		3,700		-	2,000	2,000	
001-54-597-408-49400	Uniforms & Clothing	297	17	600	140	280	600	600	
001-54-597-408-52000	Operating Supplies	13,871	14,012	13,480	4,977	9,954	14,200	14,200	
001-54-597-408-52100	Gasoline & Diesel Fuel	4,874	6,207	5,100	2,224	4,448	5,000	5,000	
001-54-597-408-52200	Small Tools and Others		329	970	669	1,338	1,200	1,200	
	TOTAL OPERATING EXPENSES	185,977	168,604	200,904	79,953	159,906	226,283	226,283	-
001-54-597-408-62100	Improvements-Bldg	4,806		16,750	13,500	20,250	-	-	
001-54-597-408-63000	Improvement Other Than Bldg	-		-	-	-	-	-	
001-54-597-408-64100	Machinery & Equipment			1,500		-	-	-	
	TOTAL CAPITAL OUTLAY	4,806	-	18,250	13,500	20,250	-	-	-
	TOTAL DEPT EXPENDITURES	276,894	254,841	308,850	140,467	274,184	371,551	367,901	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2016-17 **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
Facility Maintenanc James Skrandel	FT	22.20	2,080	46,176	3,463	500	13,064	439	189	63	488	64,382
Facility Maintenance Worker II (Propose	FT	15.05	2,080	31,304			7,730	439	189	63	488	40,213
Overtime Salaries	450											450
Wages Reclassified	23,733											23,733
FICA	6,000											6,000
Worker's Compensation Insurance	2,280											2,280
Town Matching Retirement	4,560											4,560
Total Wages & Benefits				77,480	3,463	500	20,794	878	378	126	976	141,618

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor		Cost
408-31000	Professional Services	Mechanical Engineering Study of Municipal Campus Air Conditioning Systems		$ 25,000
408-34000	Contractual Services	Regularly scheduled contract maintenance services		
		Tyco Integrated Security	5 year contract for monitoring of fire alarm system at Sheriff's Sub-Station	$ 3,142
		USSI	Contract extention for cleaning Public Works, Town Hall, ballroom, PBSO District 10, and Lake Shore Park Bathrooms. Wax/Strip flooring at Town Hall. Deep clean restroom	26,146
		Alfi Electronics	Panic Alarm Town Hall; WiFi Service	1,320
		ADT	Town Hall elevator phone monitoring	386
		ThyssenKrupp	Monthly maintenance inspection for Town Hall	3,668
		Elevator Inspection Servic	Annual inspections for Town Hall elevator	200
		ADT Security	Fire alarm monitoring for Town Hall	1,545
		ADT 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, Evergreen House, and Sheriff Substation	465
		American Cooling	Quarterly preventive maintenance for air conditioning units at Town Hall, PBSO District 10, Public Works and Library	4,840
		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
		Preventive Fire & Safety	Fire extinguisher inspections	1,500
		PBC Health Dept	Annual septic tank operating permits	450
			TOTAL	$ 58,878

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
408-31000	Professional Services	Mechanical Engineering Study of Municipal Campus Air Conditioning Systems	$ 25,000
408-34010	Permits and Fees		450
408-40000	Travel & Training	Travel expenses, lunch stipend, etc. while attending local seminars	350
408-41100	Telephone		1,054
408-43000	Utilities	Pays for electric and water utilities at all Town facilities	64,000
408-43250	Garbage & Trash	Pays the Solid Waste Authority's annual assessment for Town-owned garbage containers	5,000
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.)	
		ALTERNA POWER GENERATOR	1,500
		AMERICAN COOLING / ALTMAN AIR CONDITIONING	4,000
		CITY ELECTRIC SUPPLY	1,400
		DANNY'S SEPTIC SERVICE	1,200
		HOME DEPOT	600
		MARTIN FENCE COMPANY	500
		KASPER ELECTRICAL/ELECTRICAL CONTRACTOR	2,500
		ROOFMAN	1,000
		ASENJO PLUMBING / EDDIE'S PLUMBING	1,800
		WILSON-ROWAN LOCKSMITHS	3,000
		MISC VENDORS	5,000
		TOTAL:	$ 22,500
408-46010	Repair & Maintenance - Parks	Established to track maintenance materials specific to Town parks, E.g., paint, roof patch, etc.	2,500
408-46020	Repair & Maintenance - Bostrom Park	Established to track maintenance materials specific to Bostrom Park, E.g., irrigation parts, fencir	2,000
408-49400	Uniforms & Clothing	Replacement uniforms and safety boots for Public Works employees	600

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
408-31000	Professional Services	Mechanical Engineering Study of Municipal Campus Air Conditioning Systems	$ 25,000
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	1,000
		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:	$ 14,200
408-52100	Gasoline & Diesel Fuel	Necessary for the operation of service vehicles	5,000
408-52200	Small Tools & Others	Replacement of high-use power tools	1,200
			$ 226,283

TOWN OF LAKE PARK - ANNUAL BUDGET
Public Works - Facilities (408)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Additional Staff	Add a Facility Maintenance Worker II position to the Division. Currently, little to no preventive maintenance is being performed on Town properties. Public Works is only able to fix items as they break. All facilities are in need of door and lockset maintenance, pressure cleaning, caulking and painting. Additional staff will be needed to support an expanded special events program.		$ 41,570
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 41,570**
2	Waterproof Town Hall	Prepare and execute a contract to prep, seal, prime, and paint the exterior of Town Hall.		$ 85,000
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$126,570**

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

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

*maintenance of thorough record keeping for all vehicles and equipment

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	36,844	40,284	59,541	38,008	80,208	76,056	-
Operating Expenses	47,157	43,395	56,215	38,276	48,793	45,793	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	84,001	83,679	115,756	76,284	129,001	121,849	-

Personnel Recap

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

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-59-591-410-12000	Regular Salaries	50,536	51,533	83,304	31,171	62,342	95,201	95,201	
001-59-591-410-14000	Overtime Salaries	603	831	100	491	982	100	100	
001-59-591-410-15000	Special Pay		2,000	-		-	-	-	
001-59-591-410-19900	Wages Reclassified	(31,800)	(32,188)	(52,936)	(26,468)	(52,936)	(66,257)	(66,257)	
001-59-591-410-21000	FICA	3,760	3,985	2,403	2,219	4,438	7,291	7,291	
001-59-591-410-22000	Retirement	2,626	2,708	4,114	1,583	3,166	7,140	7,140	
001-59-591-410-22100	Town Retirement Matching	557	1,359	1,284	627	1,254	4,760	4,760	
001-59-591-410-23100	Medical Insurance	7,379	7,758	16,795	7,655	15,310	27,807	23,655	
001-59-591-410-23200	Insurance - Dental	380	371	807	232	464	847	847	
001-59-591-410-23300	Insurance - Life	261	261	414	152	304	386	386	
001-59-591-410-23400	Insurance - Vision	65	65	114	43	86	126	126	
001-59-591-410-23500	Disability	701	701	1,342	399	798	1,007	1,007	
001-59-591-410-24000	Worker's Compensation Insurance	1,776	900	1,800	900	1,800	1,800	1,800	
	TOTAL PERSONNEL EXPENSES	36,844	40,284	59,541	19,004	38,008	80,208	76,056	-
001-59-591-410-34000	Contractual Services			1,600		-	2,000	2,000	
001-59-591-410-34010	Permits & Fees	65	65	65	65	130	65	65	
001-59-591-410-40000	Travel & Training		74	75		-			
001-59-591-410-41100	Telephone	336	343	275	172	344	400	400	
001-59-591-410-45000	Insurance	8,343				-	703	703	
001-59-591-410-45120	Insurance - Storage Tank Liability	1,400				-	1,400	1,400	
001-59-591-410-46000	Repair & Maintenance	15,386	26,741	24,500	13,087	26,174	15,000	15,000	
001-59-591-410-46300	Vehicle Parts & Supplies	15,657	10,132	22,700	2,935	5,870	22,300	22,300	

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-59-591-410-49400	Uniforms & Clothing	1,521	1,746	1,300	529	1,058	500	500	
001-59-591-410-52000	Operating Supplies	418	1,329	100	183	366	825	825	
001-59-591-410-52100	Gasoline & Diesel Fuel	2,849	2,325	2,500	591	1,182	2,600	2,600	
001-59-591-410-52200	Small Tools and Others	1,182	640	3,100	1,576	3,152	3,000	-	
	TOTAL OPERATING EXPENSES	47,157	43,395	56,215	19,138	38,276	48,793	45,793	-
001-59-591-410-64100	Machinery & Equipment	-	1,243	7,725	725	1,450			
	TOTAL OPERATING EXPENSES	-	1,243	7,725	725	1,450	-	-	-
	TOTAL DEPT EXPENDITURES	84,001	84,922	123,481	38,867	77,734	129,001	121,849	-

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2016-17

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
Vehicle Maintenan(	Paul Mathis	FT	25.19	2,080	52,395	3,930		7,730	439	210	63	554	65,321
Mechanic II	Henry Rossario	FT	20.58	2,080	42,806	3,210		15,925	408	176	63	453	63,041
Overtime Salaries		100											100
Wages Reclassified		(66,257)											(66,257)
FICA		7,291											7,291
Worker's Compensation Insurance		1,800											1,800
Town Retirement Matching		4,760											4,760
Total Wages & Benefits		(52,306)			95,201	7,140	-	23,655	847	386	126	1,007	76,056

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
410-34000	Contractual Services	G&K Services - Uniform and rag cleaning service	2,000
410-34010	Permits & Fees		65
410-41100	Telephone		400
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	4,000
	HERITAGE/CRYSTAL CLEAN	PARTS WASHER SERVICE/FLUOR LAMPS/ HAZ MAT WASTE DISPOSAL	1,500
	JIM PRICE AUTO BODY	PAINT AND BODY REPAIRS TO TOWN AUTO/LT TRUCKS	3,500
	KAUFFS TRUCK & TRAILER	HEAVY REPAIRS TO PW TRAILERS	2,000
	KAUFFS TRANSPORTATION	TOWING SERVICE OF TOWN AUTOS/LT TRUCKS	500
	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
	GENERAL GMC	HEAVY AUTO/LT TRUCK REPAIRS	1,500
	CAR COMM	RADIO REPAIRS AND PROGRAMMING	500
		TOTAL:	$ 15,000
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
	CALLAGHAN TIRE	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	1,000
	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
	INDUSTRIAL CLEANING EQUIPMENT	CAR WASH SOAP, BRUSHES & MISC. CLEANING SUPPLIES	200

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
	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:	$ 22,300
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	3,000
		TOTAL OPERATING EXPENSES:	$ 48,793
404-64100	Machinery & Equipment		-
		TOTAL CAPITAL EXPENSE:	$ -

TOWN OF LAKE PARK - ANNUAL BUDGET
Public Works - Vehicle Maintenance (410)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Shop Tools	Misc. shop tools		$ 3,000
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 3,000**
2	Replace Aging Fleet	Purchase five (5) pre-owned vehicles from Palm Beach County for the replacement of the oldest vehicles in Facilities and DPW Admin. Divisions		$ 40,000
3	Replace Aging Fleet	Alternate: Purchase two (2) half ton pick-up trucks, extend cab for Facilities Maintenance		$ 55,000
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 98,000**

TOWN OF LAKE PARK - ANNUAL BUDGET
PARKING METERS (GF 450)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

Parking revenues, enforcement, and maintance has not been included in the current 2016-2017 proposed budget.

TOWN OF LAKE PARK - ANNUAL BUDGET
PARKING METERS (GF 450)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	19,106	20,038	-	-	-	-	-
Operating Expenses	21,969	23,546	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	32,276	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	73,351	43,584	-	-	-	-	-

Personnel Recap

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

TOWN OF LAKE PARK - ANNUAL BUDGET
PARKING METERS (GF 450)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-54-545-450-13000	Other & Part Time Salaries	13,623	14,678	-		-	-	-	-
001-54-545-450-14000	Overtime Salaries	242		-	-	-	-	-	-
001-54-545-450-19900	Wages Reclassified	4,180	4,237	-	-	-	-	-	-
001-54-545-450-21000	FICA	1,061	1,123	-		-	-	-	-
001-54-545-450-22000	Retirement	-		-	-	-	-	-	-
	TOTAL PERSONNEL EXPENSES	19,106	20,038	-	-	-	-	-	-
001-54-545-450-34000	Contractual Services	5,110	1,530	-		-	-	-	-
001-54-545-450-46500	Parking Meter Parts & Supplies	3,935	5,355	-	-	-	-	-	-
001-54-545-450-46600	Signs and Signals			-	-	-	-	-	-
001-54-545-450-49300	Computer Software	6,408	10,608	-	-	-	-	-	-
001-54-545-450-49600	Bank Charges/Admin Fees	6,463	5,548	-		-	-	-	-
001-54-545-450-51900	Computer Supplies & Parts			-	-	-	-	-	-
001-54-545-450-52000	Operating Supplies	53	505	-	-	-	-	-	-
	TOTAL OPERATING EXPENSES	21,969	23,546	-	-	-	-	-	-
001-54-545-450-71000	Principal	30,707	-	-	-	-	-		-
001-54-545-450-72000	Interest	1,569	-	-	-	-	-		-
	TOTAL DEBT SERVICE	32,276	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	73,351	43,584	-	-	-	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

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

In the 12-month period ranging from June 2015 through May 2016, the Town's Community Development Department, inclusive of all three Divisions and through building and signage permits, new business tax receipts, development/zoning applications, code violations and all associated fees...generated a total (net) amount of over $515,000!

"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.

The Town's Planning and Zoning Division has experienced an upswing in the current fiscal year. Moving forward in the upcoming fiscal year, we anticipate the same to occur, especially since the Mixed-Use initiative along the US-1 corridor will spark additional development interest now that the provisions are close to being solidified. This is all made possible through the Town Planner, administrative staff and Community Development Director. 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 2016-17

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.

The Community Development Technician holds a key role in the operational success of this Division. The current fiscal year has experienced an average of 60-80 permits per month, with 500+ customer interactions (in-person and via phone) per month. Large and small projects require several staff member involvement and a significant amount of follow-up.

Contingent on available funding, this Division certainly merits an additional staff person who can handle inquiries and file maintenance/logging.

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.

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.

Fiscal Year 2017 will present itself as a year with additional economic opportunity!

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.

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 adhered to; assists the Building Division in ensuring the necessary building permits and business tax receipts are applied for and adhered to; 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 enforcement.

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. With a continued upswing in activity, additional staff and resources as proposed in the Departmental initiatives are advantageous to the ongoing operation of the Department.

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	376,851	369,527	389,525	363,516	445,702	436,122	-
Operating Expenses	156,516	75,049	90,402	93,728	112,491	112,491	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	
Total Expenses	533,367	444,576	479,927	457,244	558,193	548,613	-

Personnel Recap

	Present	Department Proposed	Manager Proposed	Adopted
Community Development Director	1.00	1.00	1.00	
Planner I	1.00	1.00	1.00	
Code Compliance Officer	1.00	1.00	1.00	
Code Compliance Officer	1.00	1.00	1.00	
Code Compliance Officer	---	0.50	0.50	
Community Development Technician	1.00	1.00	1.00	
Assistant to the Community Development Director	1.00	1.00	1.00	
	6.00	6.50	6.50	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-52-524-500-11000	Executive Salaries	67,381	72,907	73,882	34,833	69,666	73882	73,882	
001-52-524-500-12000	Regular Salaries	216,797	204,403	209,851	94,171	188,342	216050	216,050	
001-52-524-500-13000	Other & Part Time Salaries	211	-	-		-	20800	20,800	
001-52-524-500-14000	Overtime Salaries		1,535	1,000	184	368	1000	1,000	
001-52-524-500-15000	Special Pay	726	726	1,720	312	624	3220	3,220	
001-52-524-500-21000	FICA	21,436	20,639	21,356	9,476	18,952	24094	24,094	
001-52-524-500-22000	Retirement	12,013	11,376	13,908	5,096	10,192	21744	21,744	
001-52-524-500-22100	Town Retirement Matching	662	921	6,954	506	1,012	10513	10,513	
001-52-524-500-23100	Medical Insurance	44,275	46,784	49,566	31,956	63,912	64155	54,575	
001-52-524-500-23200	Insurance - Dental	2,281	2,041	2,394	1,295	2,590	2634	2,634	
001-52-524-500-23300	Insurance - Life	1,359	1,246	1,398	583	1,166	1045	1,045	
001-52-524-500-23400	Insurance - Vision	325	357	342	181	362	378	378	
001-52-524-500-23500	Disability	3,839	3,620	3,944	1,671	3,342	2977	2,977	
001-52-524-500-24000	Worker's Compensation Insurance	5,457	2,760	2,760	1,380	2,760	2760	2,760	
001-52-524-500-26000	Mileage Reimbursement	89	212	450	114	228	450	450	
	TOTAL PERSONNEL EXPENSES	376,851	369,527	389,525	181,758	363,516	445,702	436,122	-
				-					
				-					
001-52-524-500-31000	Professional Services	2,455	5,457	4,200	960	4,200	4,200	4,200	
001-52-524-500-34000	Contractual Services	92,914	26,436	48,732	15,958	40,000	44,118	44,118	
001-52-524-500-34200	Contractual Svc - Cost Recovery	31,659	28,686	2,000	10,783	21,566	30,000	30,000	
001-52-524-500-34300	Contractual Svc - Code Violation	3,332	938	5,000	250	2,200	4,500	4,500	
001-52-524-500-40000	Travel & Training	872	684	1,800	510	1,800	1,800	1,800	
001-52-524-500-40030	Training - Bldg Code Education			200		-	200	200	

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-52-524-500-41100	Telephone	3,755	3,813	4,000	1,710	3,420	4,000	4,000	
001-52-524-500-41200	Postage & Shipping	5,197	(3,652)	6,000	63	5,000	6,000	6,000	
001-52-524-500-44200	Equipment Leases & Devices	1,895	1,895	2,000	948	2,000	2,808	2,808	
001-52-524-500-45000	Insurance	2,872	-			-		-	
001-52-524-500-47000	Printing	661	880	1,500	1,126	2,252	2,500	2,500	
001-52-524-500-47100	Photocopying	295	1,535	1,500	1,029	2,058	2,500	2,500	
001-52-524-500-48100	Advertising	474	712	1,500	700	1,400	1,500	1,500	
001-52-524-500-49300	Computer Software	234		-		-		-	
001-52-524-500-49400	Uniforms & Clothing	100	218	400		-	300	300	
001-52-524-500-51000	Office Supplies - Bldg / P&Z / Code	3,558	2,681	3,000	1,454	2,908	3,000	3,000	
001-52-524-500-51010	Office Supplies - Code	549	182	-		-		-	
001-52-524-500-52100	Gasoline & Diesel Fuel	4,058	3,949	6,000	915	1,830	2,500	2,500	
001-52-524-500-52200	Small Tools & Others	100		500		150	500	500	
001-52-524-500-54200	Books, Memberships, Dues, & Subscriptions	1,536	635	2,070	1,472	2,944	2,065	2,065	
	TOTAL OPERATING EXPENSES	156,516	75,049	90,402	37,878	93,728	112,491	112,491	-
001-52-524-500-64100	Hardware							-	-
	TOTAL CAPITAL EXPENSES						-	-	-
	TOTAL DEPT EXPENDITURES	533,367	444,576	479,927	219,636	457,244	558,193	548,613	-

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2016-17

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 Developmer	Nadia DiTommaso	FT	35.52	2,080	73,882	5,541	1,000	7,730	439	210	63	797	89,662
Planner I	Scott Schultz	FT	22.56	2,080	46,925	3,519	-	7,730	439	193	63	506	59,375
Code Compliance Office	Greg Durgin	FT	25.29	2,080	52,603	3,945	1,500	7,730	439	210	63	567	67,057
Code Compliance Office	Magdalena Gierczak	FT	21.00	2,080	43,680	3,276	-	7,730	439	134	63	343	55,665
Community Developmer	Melissa Sturdivant	FT	15.30	2,080	31,824	2,387	-	15,925	439	134	63	343	51,115
Assistant to Community	Kimberly Rowley	FT	19.72	2,080	41,018	3,076		7,730	439	164	63	421	52,911
NEW PT Code Compliance Officer		PT	20.00	1,040	20,800							-	20,800
Special Pay		720											720
FICA		24,094											24,094
Worker's Compensation Insurance		2,760											2,760
Mileage Reimbursement		450											450
Town Retirement Matching		10,513											10,513
Overtime		1,000											1,000
Total Wages & Benefits		39,537			310,732	21,744	2,500	54,575	2,634	1,045	378	2,977	436,122

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

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 ($3,866 + 10% = $4,252); Geographic Information Systems consulting services for assistance with mapping and engineering/landscape architecture consultant services for Town projects ($15,000), specifically the Complete Streets Plan, Phase 2 of the Mixed-Use initiative and additional Code amendments; additional design consultant services for Town projects that are created in an effort to reviatlize certain corridors and in conjunction with CRA Plan initiatives and possible future funding sources that require Town assistance ($15,000).	$ 44,118
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, $10,000 is being set aside to account for these costs.	$ 30,000
500-34300	Contractual Services Code V	Abatements for Code violations (anticipate 4-6 overgrowth violations abatements-one per month and possibly some additional life-safety abatements-pools, sidwalks, etc.). <u>These costs are generally offset by the property owner however, can take many months, even years to recover.</u>	$ 4,500

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost ($)
500-40000	Travel & Training	American Planning Association Annual Conference ($800); Certified Local Government Historic Preservation Training Annual Meeting ($200); Congress for New Urbanism Annual Conference ($300); Contingency for additional training availabilities ($500)	$ 1,800
500-40030	Training - Bldg Code Educatior	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. An improved copier is being requested at an additional $808 per year. The existing Toshiba machine in CD has been serviced several times. It eats multiple pages when scanning; has poor color copying quality and should be upgraded since it is highly utilized for CD's every day operation. CD is proposing to upgrade to the same machine in the Clerk's Office. The IT Department has verified this rate increase to be $67.30 per month (currently paying $173.06 per month; new machine would cost $240.36 per month). This annualizes to an annual increase of $807.60.	$ 2,808
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. An increase in Departmental acitivity is requiring an increase in this account for FY 2017 which is ancitipated to conitnue on this upswing in activity.	$ 2,500

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost ($)
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. An increase in Departmental acitivity is requiring an increase in this account for FY 2017 which is ancitipated to conitnue on this upswing in activity.	$ 2,500
500-48100	Advertising	Funds will be required for certified mails and legal advertisements of Town initiated projects/Town Code amendments.	$ 1,500
500-49400	Uniforms & Clothing	Shirts for two full-time Code Officers.	$ 300
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. Gas prices have dropped significantly therefore, the budget in this account has decreased by $2,000.	$ 2,500
500-52200	Small Tools & Others	$500 contingency for unanticipated costs.	$ 500
500-54200	Books, Memberships, Dues,	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 ($45) and a $150 contingency for increased rates and/or necessary books/training guides.	$ 2,065
		TOTAL OPERATING EXPENSES:	**$ 112,491**

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY DEVELOPMENT (GF 500)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17 **Schedule 5**

****** projects that are currently ongoing (Mixed-Use; Code Overhaul; and so on) have not been included in the proposed initiatives since a similar funding source to the FY 16 Budget will be incorporated in the proposed FY 16 Budget to account for these projects***

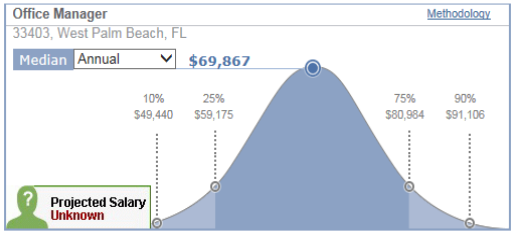
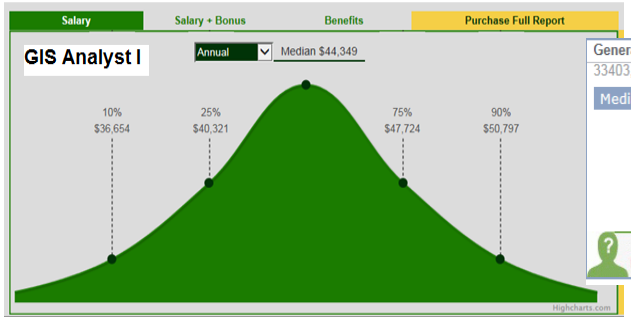
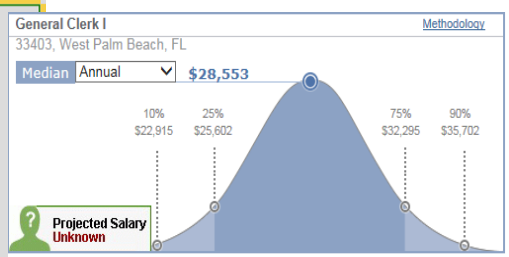
Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Personnel	**PART-TIME CODE COMPLIANCE OFFICER** (EVENINGS/WEEKENDS - 18 hours per week with alternating days/shifts - *Non-Exempt, No Benefits*) - The existing full-time code officers have worked certain evenings and weekends, but with the increase in cases, recovery residences, and Code being down one Officer for approximately 3 months in FY 15/16, a dedicated part-time officer should be considered (especially for initiative #4 below). A proposal for one additional part-time code compliance officer to cover two evenings per week (4:30-9:30) and a Saturday or Sunday (on a rotating basis – 7:30-4:00 with half hour lunch), for a total of 18 hours per week is being proposed for Account 500-13000 (Part Time Salaries). The starting hourly rate is $14.57 per hour, which **annualizes (if offered at $15/hour) to a $14,040 increase**. Currently, the Town has two full-time (primarily 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 weekly evenings and weekends. They do however, work certain evenings and weekend days as needed. With a third officer, there is also an opportunity to create rotating schedules to increase awareness between officers throughout the varying enforcement hours. Evening and weekend enforcement will likely focus heavily on work without permits; commercial vehicles; noise; and events being held without appropriate permits (as some of the main issues), along with assistance with BTR annual inspections (initiative #4 below) in order to provide flexibility on the scheduling. 20/week at $20.00 with taxes = $22,391		$ 22,391
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 22,391**

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY DEVELOPMENT (GF 500)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17 **Schedule 5**

2	Personnel	**FULL-TIME OFFICE MANAGER/CODE COMPLIANCE SUPERVISOR** *(Exempt – benefits package included)* - If treated as a promotion, existing employee (Assistant to the Community Development Director) currently earning $19.72/hour ($41,018 annually) would be bumped 5% or to the starting salary ($49,440 - estimation only) of this newly created position, whichever is **greater** according to the employee handbook. The $49,440 estimate is the greater option ($23.77 per hour - see preliminary salary.com research), for an **annual increase of $8,424**. The job description would need to be created and include a supervisory role which will serve to maximize productivity in the department (by freeing up some of the Director's supervisory time-especially as it relates to the Code Division); develop additional policies and procedures to promote productivity; all administrative-type duties; minimum high-school diploma with at least 7 years experience in the public sector, or similar combination; and supervision of the code division to ensure additional compliance and quality assurance. Account 500-12000 (Regular Salaries). Salary.com for 33403 Zip Code 		$ 8,424
3	Personnel	**PART-TIME (25 hours per week) ZONING/GIS TECHNICIAN – ENTRY LEVEL** *(Non-Exempt – No Benefits)* - Under the general supervision of the Community Development Director, the position of Zoning/GIS Technician is a part-time, non-exempt, entry-level paraprofessional position. The Zoning/GIS Technician devotes a significant amount of time on routine administrative tasks. The Zoning Technician will work closely with the public on a regular basis to provide customer service on zoning issues. The Zoning Technician will also act as the Town's Geographic Information Systems (G.I.S.) technician (which would save consultant costs, particularly when updating maps). The actual hourly rate would need to be determined however, based on some research for a General Office Clerk and GIS Analyst I (since this position would be a combination of the two), the mean hourly rate between the two positions at the lower end of the bracket is $14.32 per hour (**$18,616 annually** at 25 hours per week). A draft job description is available, and can be provided as back-up if this initiative is approved and one is created through HR. Account 500-13000 (Part Time Salaries).  		$ 18,616

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17 **Schedule 5**

4	Rental Properties (Single-Family and Duplex Properties) - Annual Inspections	In an attempt to further promote the public's health, safety and general welfare, it is recommended that annual inspections are performed by Code staff on single-family, duplex and multi-family buildings that rent out 100% of their units. **This initiative will ONLY BE POSSIBLE if a third Code Compliance Officer is considered (see additional initiative above)**. This will allow for any serious interior structural issues and overcrowding issues to be addressed and will serve as an added initiative to improve our residential areas. This inspection would be listed as a requirement on the Rental Business Tax Receipt application for Single-Family, Duplex Lots and Multi-Family structures that rent 100% of their units (and included in renewal statements for those already registered with the Town). The additional inspection cost per BTR would be $50. In reviewing our BTR software, we have approximately 108 single-family rental BTR's and over 250 duplex and multi-family rental BTR's, of which approximately 175 (70%) are likely duplex lots and 100% multi-family rental properties. If these numbers remain constant, this equates to approximately 280 BTR's requiring annual inspections at $50 each (emphasizing the need for an additional officer), for a total annual revenue of $14,000.	$ 14,000	
5	Housing	The Housing Element of the Comprehensive Plan identifies the following Policy: *Policy 2.4: The Town shall coordinate with the appropriate agencies, including the State of Florida and Palm Beach County, to attempt to secure grant funds (i.e. CDBG, HOME, SHIP) to assist income-qualified households in conducting repairs to correct substandard housing conditions, and to improve the condition of the rental housing stock that is affordable to income-qualified households.* While not all programs require matches (CDBG is a good example), in an effort to set aside certain dollars to fund these initiatives, and possibly additional housing programs which a future Grants Writer may be tasked to seek as well, a set aside of $20,000 is being requested. This may also enable staff to develop a local housing assistance program by ordinance; develop a local housing assistance plan and housing incentive strategy (CRA Plan can also be used as a guide); promote homeownership by securing grant funds to assist income-qualified renter households to become homeowners; amend land development regulations or establish local policies to implement the incentive strategies; form partnerships and combine resources in order to reduce housing costs; and so on. Initiative #1 above (if approved) would also provide some value-added time to the Director to focus on these types of initiatives.		$ 20,000
6	Equipment [verified with Chief Information Technology Officer (CITO)]	Car Desk with Laptop Mount for Code Vehicles. Two (2) are required at $300 each. Surface Pro 4 (with Windows 10 Pro; 256GB; Intel Core i7; Microsoft Office, case and keyboard) - two required for Code Officers at $2,100 each. $200 contingency.		$ 5,000

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2016-17 **Schedule 5**

7	Zoning Certificate Applications	The Zoning Certificate is the initial process leading towards the Business Tax Receipt Application. This application reviews zoning; corporation/fictitious name papers; state/county licenses; PBC Fire Rescue and Zoning inspection coordination for nonresidential locations; and a great deal of staff follow-up. The Department averages approximately 15 per month (180 annually). The Planner alone spends at least an average of 2 hours per day for zoning review, coordination and inspection/site-visits (sometimes much more and sometimes much less) with Community Director involvement; and the CD Technician spends several hours on intake and follow-up on these applications alone per day. Staff is proposing to increase this fee to $125. If the 180 annual applications remains constant, this equates to an additional annual revenue of approximately $7,200.	$ 7,200	
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ 21,200**	**$ 74,431**

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
REVENUE BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 6

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-316.100	Business Tax Receipts	332,267	335,325	330,000	327,416	330,000	335,000	335,000	
001-316.110	Contractors Fees	2,648	2,862	2,700	1,586	3,172	3,100	3,100	
001-316.120	Bus Tax Zoning Confirmation	14,352	11,380	10,800	8,245	16,490	14,000	14,000	
001-322.100	Building Permits w/Min. Surch.	13,073	9,941	20,000	3,725	7,450	9,000	9,000	
001-322.110	Building Permits Other	100,711	46,053	55,000	19,215	65,000	65,000	65,000	
001-322.111	Building Permits - Administrative Fees	1,200	1,623	900	1,338	2,676	2,000	2,000	
001-322.115	Bldg. Permit Application - Zoning/PW	-	15,157	15,000	3,055	6,110	6,000	6,000	
001-322.500	Special Event Permit - Appl.	1,600	1,125	500	900	1,800	1,500	1,500	
001-322.900	Cost Recovery	38,897	35,775	-	14,142	21,213	30,000	30,000	
001-329.110	Reinspection / Reinstatement	8,525	2,253	1,000	516	1,032	1,000	1,000	
001-329.152	Penalty - Bldg. Permits	-	4,082	4,500	5,737	11,474	10,000	10,000	
001-329.153	Penalty - Surcharges	-	135	160	192	384	400	400	
001-329.200	Signage Permits	8,650	8,650	6,000	4,350	9,000	12,000	12,000	
001-329.214	All Other Inspections	80	130	-	60	120	120	120	
001-341.900	Copy Charges	16,341	2,755	5,000	409	818	1,500	1,500	
001-342.510	Plan Review Fees for Development Applicatio	16,100	10,067	8,000	3,050	8,000	10,000	10,000	
001-342.520	Bank Registration Fees	7,950	3,900	3,500	1,050	1,350	1,950	1,950	
001-354.100	Fines - Code Violations	83,215	31,193	40,000	21,480	30,000	150,000	150,000	
001-354.110	Code Violations - Admin Cost	13,727	6,308	11,000	6,590	*9,000*	9,000	9,000	
001-354.135	Code Tickets/Citations	475	1,045	350	180	360	500	500	
001-354.210	Code Violations - CBIF Community Im	20,804	7,798	10,000	5,370	*7,500*	10,000	10,000	
001-361.100	(Code) Interest Earnings	3,208	9,349	2,500	7,163	14,326	14,000	14,000	
001-361.130	Interest on Assessments	2,238	447	500	1,511	2,267	2,000	2,000	
	TOTAL	686,061	547,353	527,410	437,280	549,542	688,070	688,070	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL EVENTS DEPARTMENT
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

The Special Events Department, formerly the Parks and Recreation Department, is charged with the responsibility of developing, promoting, marketing and maintaining Town sponsored events and in the coordination and usage of all Town recreation facilities. The marketing of such events includes managing the creation and distribution of all marketing materials necessary to promote all Town events, which also includes events occurring within the Lake Park Community Redevelopment Agency.

Among the signature Town sponsored events for which this department is responsible are the following:

- The annual Summer Camp Program
- The annual Holiday Tree Lighting Ceremony
- The annual Easter Egg Hunt
- The monthly Sunset Celebration which takes place at the Lake Park Harbor Marina

This department is also responsible for increasing community engagement and promoting the Town of Lake Park, and developing strategies for engaging the participation of Lake Park residents including minority and senior community residents, as well as the creation and management of programs that build public private partnerships with local businesses and Lake Park non-profit organizations that support all events including marketing, fundraising, and local resident outreach.

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL EVENTS (GF 600)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	106,614	102,902	113,732	70,560	141,592	138,878	-
Operating Expenses	58,537	57,002	78,899	46,468	55,381	55,381	-
Capital Outlay	9,317	1,427	725	725	-	-	-
Debt Service	8,701	8,684	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	183,169	170,015	193,356	117,753	196,973	194,259	-

Personnel Recap

	Present	Department	Proposed	Adopted
Special Events Director (40% shared with the CRA)	1.00	1.00	1.00	
Recreation Supervisor (20% shared with the CRA)	---	1.00	1.00	
Special Events Coordinator(s)	0.25	0.25	0.25	
Camp Counselors - up to 4 (Part-time summer only)	0.48	0.48	0.48	
	1.73	2.73	2.73	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL EVENTS (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-57-572-600-11000	Executive Salaries	55,220	56,311	56,496	15,062	30,124	56,098	56,098	
001-57-572-600-12000	Regular Salaries	149	637	-	1,755	3,510	46,446	46,446	
001-57-572-600-13000	Other & Part Time Salaries	14,533	9,503	32,868	10,113	20,226	32,400	32,400	
001-57-572-600-14000	Overtime Salaries	48	363	-	8	16	-	-	
001-57-572-600-15000	Special Pay	726	726	1,440	132	264	1,440	1,440	
001-57-572-600-19900	Wages Reclassified	13,951	15,845	-	-	-	(38,629)	(38,629)	
001-57-572-600-21000	FICA	5,272	5,000	6,770	1,963	3,926	10,433	10,433	
001-57-572-600-22000	Retirement	2,858	2,816	2,805	972	1,944	7,690	7,690	
001-57-572-600-22100	Town Retirement Matching	(150)	1,283	1,403	226	452	2,564	2,564	
001-57-572-600-23100	Medical Insurance	7,379	7,758	8,534	3,936	7,872	18,174	15,460	
001-57-572-600-23200	Insurance - Dental	380	371	399	100	200	878	878	
001-57-572-600-23300	Insurance - Life	261	261	261	11	22	522	522	
001-57-572-600-23400	Insurance - Vision	65	65	71	14	28	126	126	
001-57-572-600-23500	Disability	765	781	765	28	56	1,530	1,530	
001-57-572-600-24000	Worker's Compensation Insurance	3,682	1,920	1,920	960	1,920	1,920	1,920	
001-57-572-600-25100	Unemployment Compensation	1,475	(738)	-		-	-	-	
	TOTAL PERSONNEL EXPENSES	106,614	102,902	113,732	35,280	70,560	141,592	138,878	-
001-57-572-600-34000	Contractual Services	-		1,944		-			
001-57-572-600-40000	Travel & Training	14	15	350		-			
001-57-572-600-41100	Telephone	1,623	3,288	2,500	1,758	3,516	2,500	2,500	
001-57-572-600-41200	Postage & Shipping	15	3	200		-	200	200	
001-57-572-600-43000	Utilities	23,031	22,454	24,000	9,066	18,132	19,000	19,000	
001-57-572-600-43250	Garbage & Trash	5,745	5,864	5,855	5,481	10,962	5,481	5,481	
001-57-572-600-44100	Rentals			500		-	1,000	1,000	

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL EVENTS (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-57-572-600-45000	Insurance	11,160		-		-			
001-57-572-600-46000	Repair & Maintenance	4,266	1,459	4,100		-			
001-57-572-600-47000	Printing		111	250		-	500	500	
001-57-572-600-47100	Photocopying				6				
001-57-572-600-48000	Promotional Activity	60	255	250	84	168			
001-57-572-600-48005	Promotional - Tree Lighting	1,555	2,787	2,500	1,874	3,748			
001-57-572-600-48035	Promotional - Car Show	32		1,000		-			
001-57-572-600-48045	Promotional - 4th of July	476		-		-			
001-51-511-100-48045	Sunset Celebration		9,972	16,800	3,937	7,874	19,000	19,000	
001-57-572-600-48055	Promotional - Seafood Festival	246		-		-			
001-57-572-600-48056	Promotional - Easter Egg Hunt	212	426	1,000	648	1,296			
001-57-572-600-49400	Uniforms & Clothing		462	500		-	500	500	
001-57-572-600-51000	Office Supplies	124	245	300		-	300	300	
001-57-572-600-52000	Operating Supplies	4,376	3,705	8,000	260	520	500	500	
001-57-572-600-52010	Operating Expenses - Party Pkg	277	333	250	36	72			
001-57-572-600-52100	Gasoline & Diesel Fuel	1,205	937	2,000	90	180	1,000	1,000	
001-57-572-600-52200	Small Tools & Others	160		400		-			
001-57-572-600-54200	Memberships, Dues, & Subscriptions		324	200		-	200	200	
001-57-572-600-57220	Program Exp - Summer Camp	3,885	4,362	6,000		-	5,000	5,000	
001-57-572-600-57230	Bus Trips			-		-	200	200	
001-57-572-600-57235	Sponsored Event Expense	75		-		-			
	TOTAL OPERATING EXPENSES	58,537	57,002	78,899	23,240	46,468	55,381	55,381	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL EVENTS (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-57-572-600-63000	Improvement Other Than Building	3,232		-		-	-	-	-
001-57-572-600-64100	Machinery & Equipment	6,085	1,427	725	725	725	-	-	-
	TOTAL CAPITAL OUTLAY	9,317	1,427	725	725	725	-	-	-
001-57-572-600-71000	Principal	7,865	8,399				-	-	-
001-57-572-600-72000	Interest	836	285				-	-	-
	TOTAL DEBT SERVICE	8,701	8,684	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	183,169	170,015	193,356	59,245	117,753	196,973	194,259	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL EVENTS (GF 600)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2016-17

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
Special Events Director	FT	26.97	2,080	56,098	4,207	-	7,730	439	261	63	765	69,563
Recreation Supervisor	FT	22.33	2,080	46,446	3,483		7,730	439	261	63	765	59,187
Camp Counselor X4	PT	9.00	1,000	9,000								9,000
Special Events Coordinator	PT	15.00	780	11,700								11,700
Special Events Coordinator	PT	15.00	780	11,700								11,700
												-
Special Pay	1,440											1,440
FICA	10,433											10,433
Worker's Compensation	1,920											1,920
Town Retirement Matching	2,564											2,564
Total Wages & Benefits	16,357			134,944	7,690	-	15,460	878	522	126	1,530	177,507

Camp Counselors are shown total hours worked during the summer camp

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL EVENTS (GF 600)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
600-41100	Telephone		2,500
600-41200	Postage and Shipping		200
600-43000	Utilities		19,000
600-43250	Garbage and Trash		5,481
600-44100	Rentals		1,000
600-46000	Repair and Maintenance	Repairs of playground equipment, air conditioning	-
600-47000	Printing		500
600-48000	Promotional Activity	Government Week	-
600-48005	Promotional - Tree Lighting		-
600-48035	Promotional - Car Show		-
600-48056	Promotional - Easter Egg Hunt		-
600-49399	Sunset Celebration	Band - $900 / month; expenses - $600 / month	19,000
600-49400	Uniforms and clothing	Staff Shirts	500
600-51000	Office Supplies	Summer camp fliers and forms	300
600-52000	Operating Supplies		500
600-52100	Gasoline and Diesel Fuel	Lake Park Elementary/summer camp/recreation truck	1,000
600-52200	Small Tools and Others	Blower, Power Washer	-
600-54200	Memberships and Dues		200
600-57220	Program Exp - Summer Camp	Field trips, lunches, camper t-shirts, games, arts and crafts	5,000
600-57230	Bus Trips		200
			$ 55,381

TOWN OF LAKE PARK - ANNUAL BUDGET

SPECIAL EVENTS (GF 600)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2016-17

Schedule 5

	Project Title	Description and Justification	Revenue	Cost
1	Recreation Supervisor	Salary Range: $36,025- $56,857		$ 60,544
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 60,544**
2	4th of July Event	Budget a half hour fireworks show for the Town of Lake Park		$ 40,000
3	Events Currently Budgeted	Move from Town Commission and Recreation department budgets to Special Events Department. Holiday Tree Lighting Ceremony and Easter Egg Hunt (Recreation) and Sunset Celebration (Town Commission). ($20,300)		
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 100,544**

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL EVENTS (GF 600)
REVENUE BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 6

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-347.200	Summer Camp Fees	10,940	14,324	11,000		-	11,000	11,000	
001-347.210	Miscellaneous	1,075	3,146	4,000	500	1,000			
001-347.220	Tennis Program	10,722	5,735	5,000	2,298	4,596	24,000	24,000	
001-347.221	Utility Fee/Tennis Courts	150	415	-		-			
001-347.225	Vendor Appl & Fee				200				
001-347.235	Tree lighting	2,220	2,000	2,000	500	1,000			
001-347.500	Facilities Rental	11,657	16,513	20,000	7,730	15,460	16,000	16,000	
001-347.505	Party Package	600	630	1,000		-	1,000	1,000	
001-347.905	Staff Coverage	5,460	7,950	7,000	4,050	8,100	8,000	8,000	
001-347.916	Vendor Fees	-	150	-		-	-	-	-
	Bus Trips						700	700	
001-347.920	Ballroom Dancing Fees	436		-		-	-	-	-
001-347.921	Martial Arts Program	419		-		-	-	-	-
001-347.926	Tennis Court Light	665		-		-	-	-	-
001-366.300	Event Sponsorship	-		-		-	25,000	25,000	
	TOTAL	44,769	50,863	50,000	15,278	30,156	85,700	85,700	-

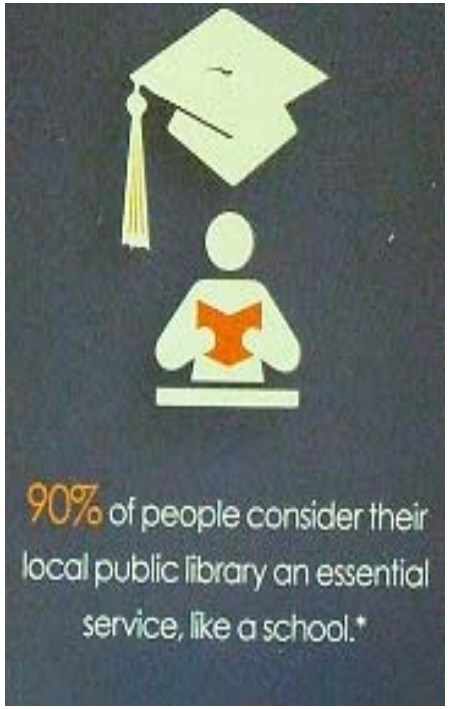
TOWN OF LAKE PARK - ANNUAL BUDGET

LIBRARY (GF 700)

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2016-17

DEPARTMENTAL METRICS, FUNCTIONS & PERFORMANCE MEASURES



Priorities for FY 2016-17 are similar to FY15-16:

>Protecting and Expanding Public Library Services.
>Update and expand technology including but not limited to Wireless printing, Tablets and charging stations
>Provide more adequate techical assistance to our Library users.

Our public library can offer a tremendous number of programs and services to Lake Park citizens. During the previous years during low economic periods, services were not adequate to fully meet the needs of the public, particularly our youth.

At a minimum, we need to protect the level of service we are currently offering.
Additionally, we need to increase staff towards the level that we previously had.
Expansion of Services in support of economic development and literacy skills would mean that the citizens of our community would have the resources to ensure that the they are able to compete in today's ever-changing economy.
The Library continues its focus on learning, innovation and creativity, and seeking out exemplary models of technology that will enable our Library to remain a relevant and essential community anchor.

In addition, we continue to help our local students and local elementary school faculty grow with the Town.
Securing a strong foundation for our local schools means a strong foundation for economic growth in our Town.

Making Cities Stronger:
PUBLIC LIBRARY CONTRIBUTIONS TO LOCAL ECONOMIC DEVELOPMENT
Public Libraries are logical partners for local economic development intiiatives that focus on people and quality of life.
... In this era of economic transformation, the business of public libraries is being recast. Their open structure, combined with the
power of new digital collections, technology and training, position them to help communities make the transition from manufacturing and service economies to high tech and information ecomimies. (the Urban Insititute)

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	166,879	182,760	199,090	180,484	244,716	223,834	-
Operating Expenses	65,092	39,395	53,099	45,916	61,984	61,984	-
Capital Outlay	1,066	29,402	8,200	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	233,037	251,557	260,389	226,400	306,700	285,818	-

Personnel Recap

	Present	Department	Proposed	Adopted
Library Director	1.00	1.00	1.00	
Librarian I	1.00	1.00	1.00	
Library Accounting Clerk	0.75	1.00	1.00	
Library Assistant I	1.00	2.00	1.50	
Children's Services Assistant	0.63	0.63	0.63	
	4.38	5.63	5.13	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-57-571-700-11000	Executive Salaries	58,223	59,381	60,341	28,306	56,612	60,341	60,341	
001-57-571-700-12000	Regular Salaries	26,217	35,453	40,498	23,989	47,978	77,651	62,213	
001-57-571-700-13000	Other & Part Time Salaries	53,463	45,747	46,769	15,717	31,434	29,536	28,163	
001-57-571-700-13010	Other & Part Time - State Aid	-	3,431	5,086		-	12,974	12,974	
001-57-571-700-15000	Special Pay	726	726	720	312	624	720	720	
001-57-571-700-21000	FICA	10,550	10,753	11,089	5,156	10,312	12,489	12,489	
001-57-571-700-21010	FICA - State Aid	-	262	389		-	993	993	
001-57-571-700-22000	Retirement	3,542	3,635	3,756	2,260	4,520	9,192	9,192	
001-57-571-700-22100	Retirement Town Matching		306	1,878	423	846	4,572	4,572	
001-57-571-700-23100	Medical Insurance	11,684	20,043	24,783	12,392	24,784	31,221	27,150	
001-57-571-700-23200	Insurance - Dental	634	959	1,197	598	1,196	1,756	1,756	
001-57-571-700-23300	Insurance - Life	368	449	551	242	484	696	696	
001-57-571-700-23400	Insurance - Vision	130	168	171	91	182	252	252	
001-57-571-700-23500	Disability	1,089	1,315	1,730	690	1,380	2,191	2,191	
001-57-571-700-24000	Worker's Compensation Insurance	253	132	132	66	132	132	132	
001-57-571-700-25100	Unemployment Compensation			-	-	-			
	TOTAL PERSONNEL EXPENSES	166,879	182,760	199,090	90,242	180,484	244,716	223,834	-
001-57-571-700-34000	Contractual Services	14,263	13,575	21,189	8,632	17,264	21,564	21,564	
001-57-571-700-34010	Other Contractual Services	-		-		-			
001-57-571-700-40000	Travel & Training	230	1,132	2,000	1,136	2,272	2,200	2,200	
001-57-571-700-41100	Telephone	1,371	1,424	1,300	470	940	1,300	1,300	

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-57-571-700-41200	Postage & Shipping	40		100		-	100	100	
001-57-571-700-45000	Insurance	31,102		-		-			
001-57-571-700-46000	Repair & Maintenance	848	2,744	3,000	229	458	6,000	6,000	
001-57-571-700-47000	Printing	105	53	300	108	216	410	410	
001-57-571-700-49310	Software	-	500	500		-	500	500	
001-57-571-700-51000	Office Supplies	477	565	600	437	874	800	800	
001-57-571-700-52000	Operating Supplies	1,199	3,735	3,500	1,430	2,860	3,500	3,500	
001-57-571-700-52200	Small Tools & Others			-		-			
001-57-571-700-54200	Memberships, Dues, & Subscriptions	868	1,222	2,610	1,557	3,114	3,610	3,610	
001-57-571-700-56000	Library Materials - Adult	14,589	12,996	14,000	6,568	13,136	16,000	16,000	
001-57-571-700-56010	Library Materials - Children and Teen	-	1,449	4,000	2,391	4,782	6,000	6,000	
	TOTAL OPERATING EXPENSES	65,092	39,395	53,099	22,958	45,916	61,984	61,984	-
001-57-571-700-59700	Miscellaneous Supplies - Donations	109	-	-	-	-			-
	TOTAL DONATION EXPENSE	109	-	-	-	-	-	-	-
001-57-571-700-62100	Improvements - Building	1,066				-			-
001-57-571-700-64100	Machinery & Equipment		29,402	8,200		-			
	TOTAL CAPITAL OUTLAY	1,066	29,402	8,200	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	233,146	251,557	260,389	113,200	226,400	306,700	285,818	-

TOWN OF LAKE PARK - ANNUAL BUDGET

LIBRARY (GF 700)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2016-17 **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	Karen Mahnk	FT	29.01	2,080	60,341	4,526		7,730	439	261	63	808	74,168
Librarian I	Amy Natale	FT	18.55	2,080	38,584	2,894		7,730	439	145	63	461	50,316
Library Accounting Cler	Cynthia Ornelas	FT	13.54	2,080	28,163	-		3,960	439	145	63	461	33,231
Library Assistant I	Knikoa Mansion	FT	11.36	2,080	23,629	1,772		7,730	439	145	63	461	34,239
Children's Services Ass	Edna Rodrigues	PT	9.98	1,300	12,974								12,974
NEW PT Library Assistant I		PT	11.36	1,040	11,814								11,814
Phone Allowance		720											720
FICA		12,489											12,489
FICA - State Aid		993											993
Worker's Compensation Insurance		132											132
Town Matching Retirement		4,572											4,572
													-
Total Wages & Benefits		18,906			175,505	9,192		27,150	1,756	696	252	2,191	235,648

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17 **Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
700-34000	**Contractual Services**		
		OCLC - Worldcat cataloging database	$ 300
		USSI Custodial cleaning services	1,500
		Sirsi Dynix- Integrated Library Patron and catalog with Palm Beach Library Cooperative	17,000
		PC Cop - Public Access Computer Time control annual subscription	1,764
		Overdrive E-books subscription	1,000
		Total Contractual	**$ 21,564**
700-40000	**Travel & Training**	FLA Annual Conference or ALA Annual Conference	800
		Annual Director's Meeting in Tallahassee	800
		Staff training	600
		Total Travel and Training	**2,200**
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
		USSI additional carpet deep clean	900
		Furniture, other repair and replacement	4,100
		Total Repair & Maintenance	**$ 6,000**
700-47000	**Printing**	Business Cards; Librarians	110
		Signage/Special events	300
		Total Printing	**$ 410**
700-49310	**Software**	Anticipated upgrades; Initial cost of public access computer time control (PC Cop)	**500**
700-51000	**Office Supplies**	Office Depot, Staples	**800**
700-52000	**Operating Supplies**	Labels, Tape, Covers, Cleaner Stamps, Ink, etc.	**3,500**
700-54200	**Memberships, Dues & Subscriptions**	Magazines, Newspapers, Periodicals, Subscriptions and Membership dues	3,220
		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	**3,610**
700-56000	**Library Materials**	Books and other media; adults	16,000
		Books and media; youth	$ 6,000
		Total Library Materials	**$ 22,000**
			$ 61,984

TOWN OF LAKE PARK - ANNUAL BUDGET

Library (700)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17 **Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
	Staff	Increase Librarian's salary		$ 3,010
	Staff	Increase Library Accounting Clerk hours from 30 to 40 hours, changing from part time		$ 7,580
	Additional Staff	Additional part time Library Assistant I for 20 hours per week devoted to circulation desk in morning and afternoon/evenings (with other associated duties)		$ 12,718
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 20,298**
	Technical upgrades	Adding 3 tablet units as kiosks to main area of library		$ 2,100
	Technical upgrades	Adding 4 tablet unit to children's room		$ 4,000
	Technical upgrades	Add wireless printer for library users to access		$ 2,600
	Technical upgrades	Add databases accessible to public		$ 3,600
	Staff	Increase part time Library Assistant I from 10 hours to 25 hours devoted to circulation desk in morning, afternoon/evenings (with other associated duties)		$ 8,689
		The objective is to improve efficiency, customer service and expand programs in response to library user demands. Some outcomes include improved staff efficiency, higher productivity.		
	Additional Staff	Additional part time Library Assistant I for 20 hours per week devoted to circulation desk in morning and afternoon/evenings (with other associated duties)		$ 12,718
	Additional Staff	Part time (quarter) Technical Assistant devoted to media maintenance and other required special technical projects.		$ 6,900
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 60,905**

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
REVENUE BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 6

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-334.700	Grant - State Aid to Libraries	7,014	9,229	7,000	-	7,115	7,125	7,125	
001-347.100	Library Copies	343	295	400	147	294	300	300	
001-352.100	Fines - Library	1,421	1,065	1,000	560	1,120	1,000	1,000	
001-389.700	Donations - Library	6	-	-		-			
	TOTAL	8,784	10,589	8,400	707	8,529	8,425	8,425	-

TOWN OF LAKE PARK - ANNUAL BUDGET
NON-DEPARTMENTAL (General Fund 900)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	-	(36,122)	9,944	-	72,872	72,872	-
Operating Expenses	423	75,379	102,434	102,434	102,434	102,434	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	379,762	379,665	379,548	379,548	382,947	382,947	-
Non-Operating	391,786	694,761	531,633	467,365	699,022	684,487	-
Total Expenses	771,971	1,113,683	1,023,559	949,347	1,257,275	1,242,740	-

Recap

TOWN OF LAKE PARK - ANNUAL BUDGET
NON-DEPARTMENTAL (GF 900)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-589-900-12600	Wage Adjustment 1			9,944	-	-	72,872	72,872	
001-51-589-900-24001	Worker's Compensation Refund		(36,122)						
		-	(36,122)	9,944	-	-	72,872	72,872	-
001-51-589-900-45000	Insurance - Property Liability		74,319	100,934	27,360	100,934	100,934	100,934	
001-51-589-900-45120	Insurance - Storage Tank		703	1,000	500	1,000	1,000	1,000	
001-51-589-900-49050	Other Current Charges - Sales Tax	423	357	500	3	500	500	500	
	TOTAL OPERATING EXPENSES	423	75,379	102,434	27,863	102,434	102,434	102,434	-
001-51-589-900-71000	Principal - Series 2009	7,747	8,143	8,559		8,559	8,996	8,996	
001-51-589-900-71010	Principal - CRA Projects 2008 (a)	99,715	103,374	107,169	107,168	107,169	111,102	111,102	
001-51-589-900-71020	Principal - FF Pension Settlement (a)	74,646	77,386	80,226	80,171	80,226	83,170	83,170	
001-51-589-900-71030	Principal - CRA Projects 2009	52,781	55,479	58,315		58,315	61,292	61,292	
001-51-589-900-72000	Interest - Series 2009	5,656	5,261	4,845	2,422	4,845	4,408	4,408	
001-51-589-900-72010	Interest - CRA Projects 2008	69,656	65,949	62,087	32,026	62,087	60,120	60,120	
001-51-589-900-72020	Interest - FF Pension Settlement	31,022	28,232	25,340	13,406	25,340	22,342	22,342	
001-51-589-900-72030	Interest - CRA Projects 2009	38,539	35,841	33,007	16,503	33,007	31,517	31,517	
	TOTAL DEBT SERVICE	379,762	379,665	379,548	251,696	379,548	382,947	382,947	-

TOWN OF LAKE PARK - ANNUAL BUDGET
NON-DEPARTMENTAL (GF 900)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
001-51-589-900-91110	Transfer to CRA - Current Year	287,535	335,664	392,533	391,433	391,433	485,562	485,562	
001-51-589-900-91190	Transfer to Streets & Roads	51,880	320,000	-	-	-	-	-	
001-51-589-900-91301	Transfer to Special Proj Fund	52,328	-	-	-	-	-	-	
001-51-589-900-91601	Contrib.-Retired Police Officers Pension		39,097	39,100	39,097	75,932	75,932	75,932	
001-51-589-900-96200	Unrealized Gain/Loss on Investments	43		-	-	-	-	-	
001-51-589-900-99901	Contingency			100,000		-	100,000	83,875	
001-51-589-900-99907	Transfer to Fund Balance			-	-	-	-	-	
	TOTAL OTHER EXPENSES	391,786	694,761	531,633	430,530	467,365	699,022	684,487	-
	TOTAL DEPT EXPENDITURES	771,971	1,113,683	1,023,559	710,089	949,347	1,257,275	1,242,740	-

TOWN OF LAKE PARK

ANNUAL BUDGET

INSURANCE FUND

FISCAL YEAR
October 1, 2016 through September 30, 2017

TOWN OF LAKE PARK - ANNUAL BUDGET

Insurance Fund 150

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Revenue	447,345	128,856	210,933	210,933	211,664	211,664	-
Personal Services	76,909	43,621	29,963	29,963	29,963	29,963	-
Operating Expenses	186,704	213,766	180,970	167,893	181,701	181,701	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	263,613	257,387	210,933	197,856	211,664	211,664	-
Total Expenses	183,732	(128,531)	-	13,077	-	-	-

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 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
150-341.001	Contributed Revenue - General Fund	117,976	90,190	45,335	35,774	45,335	46,066	46,066	
150-341.190	Contributed Revenue - Streets & Road	8,521	4,881	5,040	2,441	5,040	5,040	5,040	
150-341.401	Contributed Revenue - Marina Fund	76,763	69,919	87,467	34,959	87,467	87,467	87,467	
150-341.402	Contributed Revenue - Stormwater	13,687	8,997	9,369	4,499	9,369	9,369	9,369	
150-341.404	Contributed Revenue - Sanitation	83,370	55,649	63,722	27,825	63,722	63,722	63,722	
150-369.300	Refund Prior Year Expense	147,028	(100,780)	-	955	-	-	-	
	TOTAL REVENUE	447,345	128,856	210,933	106,453	210,933	211,664	211,664	-
	EXPENDITURES								
150-51-589-900-24000	Insurance Expense - Workers Comp	76,909	43,621	29,963	14,845	29,963	29,963	29,963	
	TOTAL PERSONNEL EXPENSES	76,909	43,621	29,963	14,845	29,963	29,963	29,963	-
150-51-589-900-45000	Insurance Expense - Prop & Liability	166,572	170,661	148,215	77,370	148,215	148,215	148,215	
150-51-589-900-45120	Insurance - Storage Tank Liability	1,186	1,255	1,255	1,486	1,486	1,486	1,486	
150-51-589-900-45400	Insurance Expense - Excess Coverage	10,236	5,166	-		-	-	-	
150-51-589-900-45500	Marina Operator Liability		6,500	6,500	7,000	7,000	7,000	7,000	
150-51-589-900-49500	Insurance Claim Deductibles	8,710	30,184	25,000	8,692	8,692	25,000	25,000	
150-51-589-900-49550	Settlements				2,500	2,500	-		
	TOTAL OPERATING EXPENSES	186,704	213,766	180,970	97,048	167,893	181,701	181,701	-
150-51-589-900-99901	Contingency	-	-		-	-	-	-	
	TOTAL OTHER EXPENSES	-	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	263,613	257,387	210,933	111,893	197,856	211,664	211,664	-
	BUDGET SURPLUS / (DEFICIT)	183,732	(128,531)	-	(5,440)	13,077	-	-	-

TOWN OF LAKE PARK

2016/2017 PROPERTY & CASUALTY INSURANCE ELECTION

GEHRING GROUP
INSURANCE BROKERS & CONSULTANTS

	Preferred Governmentalal Insurance Trust 2015-2016			Preferred Governmentalal Insurance Trust 2016-2017			
Coverage Type	**Deductible**	**Liability Limits**	**Premium**	**Deductible**	**Liability Limits**	**Premium**	**% of Change**
Property	$5,000 AOP; 5% Named Storm	TIV: $15,824,207	$ 82,122	$5,000 AOP; 5% Named Storm	TIV $15,844,948	$ 82,227	0.13%
Flood	$5,000 per occ. / $500,000 A or V	$ 5,000,000	Included in Property	$5,000 per occ. / $500,000 A or V	$ 5,000,000	Included in Property	
Earth Movement	$ 5,000	$ 5,000,000	Included in Property	$ 5,000	$ 5,000,000	Included in Property	
Inland Marine			$ 5,709			$ 5,709	0.00%
Scheduled Equipment	$ 1,000	$ 1,675,950		$ 1,000	$ 1,675,950		
Unscheduled Equipment	$ 500	$ 1,000,000	Included in Property	$ 500	$ 1,000,000	Included in Property	
Equipment Breakdown	$ 5,000	$ 15,824,207	Included in Property	$ 5,000	$ 15,824,207	Included in Property	
Crime Coverage			$ 893			$ 893	0.00%
Employee Theft	$ 1,000	$ 100,000		$ 1,000	$ 100,000		
Theft of Money & Securities: In/Out	$ 1,000	$ 10,000		$ 1,000	$ 10,000		
Faithful Performance of Duty	$ 1,000	Included in EE Theft		$ 1,000	Included in EE Theft		
Business Interruption		$ 250,000	Included in Property		$ 250,000	Included in Property	
Total Property			$ 88,724			$ 88,829	0.12%
General Liability	$ 25,000	$ 2,000,000	$ 13,204	$ 25,000	$ 2,000,000	$ 14,102	6.36%
Network Security & Privacy Liability		$ 1,000,000			$ 1,000,000		
Public Official Liability & Employment Practices Liability	$ 25,000	$2,000,000 / $2,000,000	$ 13,669	$ 25,000	$2,000,000 / $2,000,000	$ 14,579	6.25%
Inverse Condemnation/Bert Harris	$ 25,000	$ 100,000		$ 25,000	$ 100,000		
Auto Liability	$ 25,000	$ 2,000,000	$ 13,178	$ 25,000	$ 2,000,000	$ 14,191	7.14%
Personal Injury Protection		$ 10,000			$ 10,000		
Medical Payments		$ 5,000			$ 5,000		
Uninsured Motorists		$ 20,000			$ 20,000		
Hired Non-Owned Liability		Included			Included		
Auto Physical Damage			$ 4,254			$ 4,974	14.49%
Comprehensive Coverage	$ 25,000	Per Schedule		$ 25,000	Per Schedule		
Collision Coverage	$ 25,000	Per Schedule		$ 25,000	Per Schedule		
Total Liability & Auto			$ 44,304			$ 47,846	7.40%
Workers' Compensation			$ 27,239			$ 27,828	2.12%
Mod / Payroll		.72 / $ 2,247,833			.72 / $ 2,400,641.44		
Compulsory / Employer Liability		Statutory / $ 1,000,000			Statutory / $ 1,000,000		
Total Workers Comp			$ 27,239			$ 27,828	2.12%
Total Annual Premium:			$ 160,267			$ 164,503	
Gehring Group Service Fee:			$ 18,414.90			$ 18,905.56	
Total Net Premium:			$ 178,682			$ 183,409	
$ Increase/Decrease			N/A			$ 4,727	
% Increase/Decrease			N/A			2.6%	

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 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Revenue	339,752	684,790	344,190	276,848	364,981	557,369	-
Personal Services	86,770	81,540	95,346	91,712	112,726	110,012	-
Operating Expenses	88,207	90,489	111,451	81,170	183,074	113,074	-
Capital Outlay	33,610	25,146	30,000	-	61,500	226,500	-
Debt Service	-	-	17,393	-	16,664	16,664	-
Non-Operating	100,008	90,000	90,000	90,000	90,000	91,119	-
Total Expenses	308,595	287,175	344,190	262,882	463,964	557,369	-
Surplus (Deficit)	31,158	397,615	-	13,966	(98,983)	-	-

Personnel Recap

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

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
	REVENUES								
190-312.410	Local Option Gas Tax	160,352	171,564	162,727	69,440	138,880	171,000	180,403	
190-312.420	New Local Option Gas Tax	76,570	80,330	76,463	32,773	65,546	80,330	83,295	
190-335.122	State Revenue Sharing (Fuel Tax)	84,188	93,651	85,000	36,211	72,422	93,651	78,671	
190-336.100	DOT Lighting Maint. 405121-1-72-16	18,685	19,245	20,000		-	20,000	20,000	
190-369.100	Miscellanous Revenue	(43)		-		-			
190-381.001	Transfer from General Fund		320,000						
190-381.001	Transfer from Fund Balance		-					195,000	
	TOTAL REVENUE	339,752	684,790	344,190	138,424	276,848	364,981	557,369	-
	EXPENDITURES								
190-54-541-190-12000	Regular Salaries	91,441	94,488	101,886	46,223	92,446	103,927	103,927	
190-54-541-190-14000	Overtime Salaries	382	486	300	150	300	300	300	
190-54-541-190-15000	Special Pay	1,000	1,000	1,000		-	1,000	1,000	
190-54-541-190-19900	Wages Reclassified	(42,523)	(42,373)	(44,742)	(19,732)	(39,464)	(36,003)	(36,003)	
190-54-541-190-21000	FICA Taxes	7,183	7,321	7,894	3,430	6,860	8,050	8,050	
190-54-541-190-22000	Retirement	4,747	4,799	4,829	2,322	4,644	7,389	7,389	
190-54-541-190-22100	Deferred Contribution Matching	1,200	2,399	2,415	1,161	2,322	4,925	4,925	
190-54-541-190-23100	Medical Insurance	14,758	15,517	16,522	9,638	19,276	18,174	15,460	
190-54-541-190-23200	Insurance - Dental	760	742	798	465	930	878	878	
190-54-541-190-23300	Insurance - Life	480	480	480	225	450	386	386	
190-54-541-190-23400	Insurance - Vision	130	130	114	100	200	126	126	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
190-54-541-190-23500	Disability	1,319	1,319	1,318	608	1,216	1,042	1,042	
190-54-541-190-24000	Worker's Compensation Insurance	5,618	2,532	2,532	1,266	2,532	2,532	2,532	
190-54-541-190-24000	Unemployment Compensation	275	(7,300)	-		-	-		
	TOTAL PERSONNEL EXPENSES	86,770	81,540	95,346	45,856	91,712	112,726	110,012	-
190-54-541-190-31000	Professional Services	1,500	1,500	11,777		-	70,000	-	
190-54-541-190-34000	Contractual Services	40	3,585	-		-			
190-54-541-190-34310	SWA Disopsal Fees	347		-		-			
190-54-541-190-40000	Travel & Training	-	415	1,000		-	1,000	1,000	
190-54-541-190-41100	Telephone	673	685	675	344	688	675	675	
190-54-541-190-43000	Utilities - Electric	67,917	68,507	61,500	30,573	61,146	74,000	74,000	
190-54-541-190-44100	Rentals	1,451	1,689	4,000	1,410	2,820	4,000	4,000	
190-54-541-190-45000	Insurance - Liability & Property	2,903	2,349	2,349	1,175	2,350	2,349	2,349	
190-54-541-190-46000	Repairs & Maintenance	5,394	645	4,400	320	640	4,400	4,400	
190-54-541-190-46300	Vehicle Parts & Supplies	3		5,050		-	5,050	5,050	
190-54-541-190-46600	Traffic Signs & Signals	2,783	542	4,000		-	4,000	4,000	
190-54-541-190-47000	Printing	71	-	-		-	-	-	
190-54-541-190-49400	Uniforms & Clothing	443	241	600	133	266	600	600	
190-54-541-190-52000	Operating Supplies	2,421	8,276	13,100	5,985	11,970	14,500	14,500	
190-54-541-190-52100	Gasoline & Diesel Fuel	2,261	2,055	3,000	645	1,290	2,500	2,500	
	TOTAL OPERATING EXPENSES	88,207	90,489	111,451	40,585	81,170	183,074	113,074	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
	Park Avenue Project - Design and construction						-	165,000	
190-54-541-190-63000	Improvements other than Building	-		-	-	-	-	-	
190-54-541-190-63050	Improvements - Sidewalks	33,610	23,661	30,000		-	30,000	30,000	
190-54-541-190-64100	Machinery & Equipment		1,485	-	-	-	31,500	31,500	
	TOTAL CAPITAL OUTLAY	33,610	25,146	30,000	-	-	61,500	226,500	-
190-54-541-190-71000	Principal	-		14,074	-	-	15,697	15,697	
190-54-541-190-72000	Interest	-		3,319	-	-	967	967	
	TOTAL DEBT SERVICE	-	-	17,393	-	-	16,664	16,664	-
190-54-541-190-99001	Transfer to General Fund	100,008	90,000	90,000	45,000	90,000	90,000	90,000	
190-54-541-190-99900	Transfer to Reserve	-		-	-	-		1,119	
	TOTAL OTHER EXPENSES	100,008	90,000	90,000	45,000	90,000	90,000	91,119	-
	TOTAL DEPT EXPENDITURES	308,595	287,175	344,190	131,441	262,882	463,964	557,369	-
	BUDGET SURPLUS/(DEFICIT)	31,158	397,615	-	6,983	13,966	(98,983)	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STREETS & ROADS (Fund 190)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2016-17

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	Howard Butts	FT	26.42	2,080	54,954	4,122	500	7,730	439	176	63	461	68,445
Maintenance Worker III	Ray Wilson	FT	20.94	2,080	43,555	3,267	500	7,730	439	210	63	581	56,345
													-
													-
													-
Overtime Salaries		300											300
Wages Reclassified		36,003											36,003
FICA Taxes		8,050											8,050
Worker's Compensation Insurance		2,532											2,532
Deferred Contribution Matching		4,925											4,925
Wage Adjustment		5,418											5,418
Total Wages & Benefits					98,509	7,389	1,000	15,460	878	386	126	1,042	182,018

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
190-31000	Professional Services	10th Street reconstruct plans (Silver Beach to Bay Berry Dr.)	$ -
190-34000	Contractual Services		
190-40000	Travel & Training	Herbicide applicator's training & MOT training	1,000
190-43000	Utilities - Electric	Actual costs FY'14 & '15 $68k; FP&L, 9% rate increase	74,000
190-44100	Rentals	Rental fees for boom lift to maintain street lights ($1,800) and & bucket truck for holiday decorations ($1000). 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	1,000
	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	1,500
		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
	CALLAGHAN 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 2016-17 **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	750
		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
		Green Electrical Supply	1,200
		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:	$ 14,500
190-52100	Gasoline & Diesel Fuel	Fuel to run service trucks, tractor, & backhoe	2,500
190-63000	Improvements - Other than Building		-
190-63050	Improvements - Sidewalks	Continue replacement of sidewalks damaged by vehicles & tree roots	30,000
190-64100	Machinery & Equipment	Street Striping Machine and Used Dump Truck	31,500

TOWN OF LAKE PARK - ANNUAL BUDGET

Streets and Roads Fund (190)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17 **Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Park Avenue Streetscape Renovation	Park Avenue Redsign		$ 35,000
2	Park Avenue Streetscape Renovation	Repair/replace lifted sidewalk and driveway turnout sections in the 700,800, and 900 blocks of Park Avenue (approx. $20,000 per block)		$ 60,000
3	Park Avenue Mill & Overlay	Mill & Overlay 800 and 900 blocks of Park Avenue (approx. $35,000 per block)		$ 70,000
		Total for Park Avenue Project (#4, #5, & #6)		$ 165,000
4	Purchase self-propelled line striping machine	Purchase self-propelled line striping machine along with paint and glass beads for placing roadway centerlines, crosswalks, and stop bars.		$ 23,500
5	Used Dump Truck			$ 8,000
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 361,500**
6	Reconstruct 10th St.	Design and Reconstruct one block of !0th St. between Silver Beach Rd. and Bay Berry Dr. in conjunction with drainage improvements (See Stormwater Fund, $50,000 allocation)		$ 165,000
7	Replace decorative streetlight bulbs with L.E.D.	Reduce FPL billing rate on US 1 streetlights		$ 27,500
8	Replace decorative streetlight bulbs with L.E.D.	Reduce electric bill by replacing existing bulbs with L.E.D. at Town Hall and Lake Shore-Kelsey Parks		$ 13,500
9	Purchase towable boom lift	Eliminate the current practice of renting this equipment. Will provide more rapid response to light bulb replacement. Equipment can be used for safe access to high areas (I.e., tree trimming, painting, roof repair, etc.		$ 25,000
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 592,500**

TOWN OF LAKE PARK

ANNUAL BUDGET

DEBT SERVICE FUND

FISCAL YEAR
October 1, 2016 through September 30, 2017

TOWN OF LAKE PARK - ANNUAL BUDGET
DEBT SERVICE FUND (Fund 201)
FUND BUDGET SUMMARY
FISCAL YEAR 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Revenue	752,381	771,239	777,795	775,400	778,110	778,110	-
Personal Services	-	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	768,108	768,106	777,795	768,115	778,110	778,110	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	768,108	768,106	777,795	768,115	778,110	778,110	-
Surplus (Deficit)	(15,727)	3,133	-	7,285	-	-	-

	2015-16	2016-17
Current year gross taxable value	$ 522,282,942	$ 573,517,160
Debt millage rate	1.5400	1.4280
Ad Valorem Taxes	$ 763,555	$ 777,510

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 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
	REVENUES								
201-311.100	Ad Valorem Taxes (a)	749,992	767,629	777,195	688,070	777,195	777,510	777,510	
201-311.120	Delinquent Taxes (b)	1,608	2,141	500	(1,795)	(1,795)	500	500	
201-361.100	Interest Earnings	99	1,462	100		-	100	100	
201-361.110	Interest Earnings-Tax Collector	682	7						
	TOTAL REVENUE	752,381	771,239	777,795	686,275	775,400	778,110	778,110	-
	EXPENDITURES								
201-51-517-201-31000	Professional Services	-		9,680			10,000	10,000	
201-51-517-201-71100	Principal - 1997 Series	316,126	332,339	348,300	172,418	348,300	365,788	365,788	
201-51-517-201-71105	Principal - 1998 Series	315,357	329,881	344,280	170,514	344,280	359,807	359,807	
201-51-517-201-72100	Interest - 1997 Series	63,324	47,110	31,155	17,307	31,155	13,665	13,665	
201-51-517-201-72105	Interest - 1998 Series	73,301	58,776	44,380	23,814	44,380	28,850	28,850	
	TOTAL DEBT SERVICE	768,108	768,106	777,795	384,053	768,115	778,110	778,110	-
	TOTAL DEPT EXPENDITURES	768,108	768,106	777,795	384,053	768,115	778,110	778,110	-
	BUDGET SURPLUS/(DEFICIT)	(15,727)	3,133	-	302,222	7,285	-	-	-

TOWN OF LAKE PARK

ANNUAL BUDGET

SPECIAL PROJECTS FUND

FISCAL YEAR
October 1, 2016 through September 30, 2017

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL PROJECTS FUND (Fund 301)
FUND BUDGET SUMMARY
FISCAL YEAR 2016-17

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	45,415	9,065	454,500	50,360	425,275	425,275	-
Personal Services	-	-	-	-	-	-	-
Operating Expenses	50,913	16,887	454,500	39,490	425,275	425,275	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	50,913	16,887	454,500	39,490	425,275	425,275	-
Surplus (Deficit)	(5,498)	(7,822)	-	10,870	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL PROJECTS FUND (Fund 301)
FUND BUDGET DETAIL
FISCAL YEAR 2016-17

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								
301-337.204	Grant 2009-JAGD-PALM-9-GS	5,414							
301-337.316	PBC SILVER BEACH ROAD	2,707	3,070	6,000	3,122	6,140	6,500	6,500	
301-337.317	CDBG FLAGLER BLVD			-		-			
301-337.318	CDBG TENNIS COURTS	37,294		-		-			
301-337.319	2013/14 & 2014/2015 CDBG Grant			403,591	38,225	38,225	399,330	399,330	
301-337.325	2015/16 CDBG			33,964					
301-337.321	2015-JAGD-PALM-13-R1-124		5,995	-		5,995			
	2016-JAGD						6,000	6,000	
301-337.713	FMIT GRANT	-		-		-			
301-38-000-9000	BALANCE BROUGHT FORWARD	-	-	10,945	-	-	13,445	13,445	
	TOTAL REVENUE	45,415	9,065	454,500	41,347	50,360	425,275	425,275	-
	EXPENDITURES								
301-52-521-301-63101	Grant 2009-FDLE-JAGD-156 BF S	5,645							
301-52-521-301-64102	JAG ARRA EYES ON PARK	-		-		-			
301-52-521-301-64103	2010-DJ-BX-1595/LIB SEC			-		-			
301-52-521-301-64104	2015-JAGD-PALM-13-R1-124		5,995	-					
	2016-JAGD						6,000	6,000	
301-54-541-301-63808	CDBG FLAGLER BLVD			-		-			
301-54-541-301-63818	2013/14 & 2014/2015 CDBGrant		7,775	416,000	38,225	38,225	412,775	412,775	
301-54-541-301-63819	2015/16 CDBGrant			35,000					
301-55-552-301-31010	PBC R2007 SILVER BEACH ROAD	3,084	3,117	3,500	1,265	5,995	6,500	6,500	
301-55-559-301-63900	CDBG TENNIS COURTS	42,184		-					
	TOTAL OPERATING EXPENSES	50,913	16,887	454,500	39,490	44,220	425,275	425,275	-
	BUDGET SURPLUS/(DEFICIT)	(5,498)	(7,822)	-	1,857	6,140	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL PROJECTS FUND
CDBG Projects
FISCAL YEAR 2016-17

Schedule 5

Project Title	Description		Revenue	Cost
CDBGrants	2013/14 CDBG	Tennis Court Lights and Park bathrooms	$ 40,650	$ 40,650
	2014/15 CDBG		$ 40,650	$ 40,650
	Special Area of Hope		$ 322,291	$ 334,700
	2014/15 CDBG	Park benches and trash receptacles	$ 33,964	$ 35,000
		Less amounts billed in 2015-2016	$ (38,225)	$ (38,225)
TOTALS FOR PROJECTS **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 399,330	$ 412,775

E:\! 2016-2017 BUDGET\[Fund 301 - Special Projects Fund 2016-17.xlsx]Revenue & Expenses - Sch 2

TOWN OF LAKE PARK

PROPOSED BUDGET

MARINA FUND

FISCAL YEAR
October 1, 2016 through September 30, 2017

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

The goal of the Town of Lake Park Harbor Marina is to provide a fair return through a well managed and well maintained marina. In order to achieve this goal we must work towards efficient operations that reduce the demand on existing staff and/or additional staff. We need to operate in a manner that allows the marina to stand on its own by meeting all financial obligations, staying current with all maintenance requirements, reserving for future replacements and providing that fair return to the taxpayers. The marina industry market conditions are continually changing. To compete in this industry we should be ready to adapt when necessary to insure our long term success.

GOALS FOR 2016-2017

1) Improve Operational Efficiencies
2) Improve Financial Performance
3) Implement Approved Business Plan
4) Revise/Amend Business Plan based on market conditions
5) Improve visual appearance of marina

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
FUND BUDGET SUMMARY
FISCAL YEAR 2016-17

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	1,157,017	1,357,363	1,372,195	1,228,169	1,490,350	1,490,350	-
Personal Services	170,087	137,035	225,452	185,297	288,177	286,820	-
Operating Expenses	769,961	821,126	750,283	571,726	682,340	682,340	-
Capital Outlay	1	-	6,370	27,614	130,000	130,000	-
Debt Service	218,500	219,610	380,090	380,090	379,211	379,211	-
Non-Operating	-	10,000	10,000	10,000	10,622	11,979	-
Total Expenses	1,158,549	1,187,771	1,372,195	1,174,727	1,490,350	1,490,350	-
Surplus (Deficit)	(1,532)	169,592	-	53,442	-	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Harbor Marina Director	1.00	1.00	1.00	
Dock Attendant(s)	3.00	3.00	3.00	
Dock Attendants (Part Time)	0.60	0.60	0.60	
	4.60	4.60	4.60	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 03/31/16	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
	REVENUES								
401-344.500	Parking Fees - Meters Off-road	24,326	24,046	-	62	124	-	-	
401-344.520	Parking Passes	-	1,200	1,200		-	-	-	
401-347.500	Facilities Rental	240	540	500	480	960	2,000	2,000	
401-347.512	Wet Slips	541,458	718,823	790,000	415,933	780,000	830,000	830,000	
401-347.610	Ramp Fees	30,905	31,650	35,000	7,893	15,786	34,000	34,000	
401-347.612	Parking Fees - Overnight	15,748	22,610	26,000	3,331	6,662	26,000	26,000	
401-347.614	Electrical	10,556	9,603	16,500	6,023	22,235	59,400	59,400	
401-347.616	Utility Charges	18,789	28,888	24,300	17,103	34,206	35,000	35,000	
401-347.618	Pump Out	370	275	350	180	360	350	350	
401-347.900	Facility Rental Security	-	240	250	315	630	800	800	
401-359.100	Interest/Finance Charges	-	73	500		-	600	600	
401-359.300	Late Charges	200		1,000		-	-	-	
401-361.120	Sales Tax Commissions	321	312	300	102	204	200	200	
401-369.106	Laundry Vending	829	1,644	1,200	807	1,614	2,000	2,000	
401-369.150	Merchandise	6,997	8,441	10,000	2,572	5,144	5,000	5,000	
401-369.200	Gasoline Sales	245,865	311,483	260,000	119,096	238,192	260,000	260,000	
401-369.201	Diesel	195,329	188,233	200,000	61,231	122,462	180,000	180,000	
401-369.250	Brick Sponsor Contributions			75		-	-	-	
	FIND Grant						55,000	55,000	
401-381.001	Transfer from General Fund	51,880		-		-	-	-	
401-389.190	Miscellaneous Revenue	12,500	9,351	5,000	300	300	-	-	
401-389.200	Cash Over/Short	704	(49)	-	(710)	(710)	-	-	
	TOTAL REVENUE	1,157,017	1,357,363	1,372,195	634,718	1,228,169	1,490,350	1,490,350	-

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 03/31/16	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
	EXPENDITURES								
401-57-579-800-11000	Executive Salaries	61,516	38,679	72,800	22,819	52,819	93,602	93,602	
401-57-579-800-12000	Regular Salaries	42,744	45,874	47,590	36,137	72,274	99,291	99,291	
401-57-579-800-13000	Other/Part Time Salaries	27,630	22,673	40,781	8,962	17,924	19,858	19,858	
401-57-579-800-14000	Overtime Salaries	7,194	12,411	18,488	5,228	10,456	3,000	3,000	
401-57-579-800-15000	Special Pay	684	940	720	120	240	720	720	
401-57-579-800-15001	Compensated Vacation Leave	(1,723)	1,165	-	-	-		-	
401-57-579-800-15002	Compensated Sick Leave	(1,723)	1,165	-	-	-		-	
401-57-579-800-21000	FICA	10,640	9,190	13,744	5,586	11,172	16,505	16,505	
401-57-579-800-22000	Retirement	4,333	2,751	5,824	1,775	3,550	9,186	9,186	
401-57-579-800-22100	Town Retirement Matching	625		1,625		-	5,432	5,432	
401-57-579-800-23100	Medical Insurance	7,554	8,405	16,522	5,507	11,014	32,364	31,007	
401-57-579-800-23200	Insurance - Dental	380	402	1,197	332	664	1,756	1,756	
401-57-579-800-23300	Insurance - Life	447	184	446	109	218	525	525	
401-57-579-800-23400	Insurance - Vision	130	135	171	81	162	252	252	
401-57-579-800-23500	Disability	1,452	596	1,500	380	760	1,642	1,642	
401-57-579-800-24000	Worker's Compensation Insurance	8,204	4,044	4,044	2,022	4,044	4,044	4,044	
401-57-579-800-24001	Worker's Compensation Refund	-	(11,579)			-	-	-	
	TOTAL PERSONNEL EXPENSES	170,087	137,035	225,452	89,058	185,297	288,177	286,820	-

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 03/31/16	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
401-57-579-800-31000	Professional Services	4,528	9,124	1,500	545	1,090	1,500	1,500	
401-57-579-800-31100	Professional Svc. - Town Attorney	-		1,500		-	500	500	
401-57-579-800-31101	Professional Svc. - Other Legal	890		-		-			
401-57-579-800-34000	Contractual Services	91,685	87,428	85,396	38,675	77,350	88,780	88,780	
401-57-579-800-34901	Administrative Fee	-	30,000	30,000	15,000	30,000	30,000	30,000	
401-57-579-800-34911	Merchandise	3,750	4,638	4,500	1,655	3,310	3,250	3,250	
401-57-579-800-40000	Travel & Training	713	410	750	-	-	-	-	
401-57-579-800-41100	Telephone	5,640	7,747	4,798	3,836	7,672	7,900	7,900	
401-57-579-800-41200	Postage & Shipping	597	31	700	22	44	250	250	
401-57-579-800-43000	Utilities	83,048	89,882	74,000	39,723	79,446	86,400	86,400	
401-57-579-800-43250	Garbage & Trash	16,816	16,542	16,765	13,865	27,730	22,800	22,800	
401-57-579-800-44100	Rentals	654	499	-	-	-			
401-57-579-800-45000	Insurance	68,559	65,875	65,875	32,937	65,874	65,875	65,875	
401-57-579-800-45400	Insurance - Liquor License						751	751	
401-57-579-800-46000	Repair & Maintenance	39,478	52,831	20,000	12,543	25,086	20,000	20,000	
401-57-579-800-46050	Repair-Construct Deficiency		240						
401-57-579-800-46060	Seawall Remediation	-			1,980	1,980	-	-	
401-57-579-800-46100	Equipment Maintenance Contract	3,360	2,730	2,824	1,157	2,314	2,824	2,824	
401-57-579-800-46101	Vehicle Parts/Supplies			-	109	218	100	100	
401-57-579-800-46600	Signs & Signals	-	1,123	-	66	132	100	100	
401-57-579-800-47000	Printing	224	496	1,000	329	658	100	100	

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 03/31/16	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
401-57-579-800-47100	Photocopying	27	33	250	-	-	100	100	
401-57-579-800-48000	Promotional Activity	7,551	3,829	4,500	380	760	4,500	4,500	
401-57-579-800-48045	Promotional - Sunset Celebration	14,465	-	-		-			
401-57-579-800-48100	Advertising	11,789	8,815	9,000	4,608	9,216	9,000	9,000	
401-57-579-800-49050	Other Current Charges - Sales Tax	724	752	1,000	2	4			
401-57-579-800-49101	Bad Debts	4,568		-		-			
401-57-579-800-49300	Computer Software	3,285	3,632	3,285	2,589	5,178	3,285	3,285	
401-57-579-800-49400	Uniforms & Clothing	822	986	1,000	-	-	1,200	1,200	
401-57-579-800-49600	Bank Charges / Admin Fees	35,920	37,544	37,085	3,265	6,530	30,000	30,000	
401-57-579-800-51000	Office Supplies	1,279	1,554	1,600	550	1,100	1,500	1,500	
401-57-579-800-52000	Operating Supplies	17,984	13,736	14,330	8,330	16,660	15,000	15,000	
401-57-579-800-52110	Gasoline	206,722	240,090	208,000	71,153	142,306	169,000	169,000	
401-57-579-800-52120	Diesel Fuel	144,258	140,134	160,000	33,384	66,768	117,000	117,000	
401-57-579-800-54200	Memberships, Dues, & Subscriptior	625	425	625	150	300	625	625	
	TOTAL OPERATING EXPENSES	769,961	821,126	750,283	286,853	571,726	682,340	682,340	-
401-57-579-800-59000	Depreciation Expense	488,347	489,694						
	TOTAL DEPRECIATION	488,347	489,694						
401-57-579-800-63040	Improvements/Bt Trailer Parking	-		-	4,058	8,116	20,000	20,000	-
401-57-579-800-63041	Machinery & Equipment	1		6,370	9,749	19,498	110,000	110,000	
	TOTAL CAPITAL OUTLAY	1	-	6,370	13,807	27,614	130,000	130,000	-

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 03/31/16	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
401-57-579-800-71000	Principal	1		145,265	34,569	145,265	176,149	176,149	
401-57-579-800-72000	Interest	218,499	219,610	234,825	109,350	234,825	203,062	203,062	
	TOTAL DEBT SERVICE	218,500	219,610	380,090	143,919	380,090	379,211	379,211	-
401-57-579-800-99110	Transfer to General Fund	-	10,000	10,000	5,000	10,000	10,000	10,000	
401-57-579-800-99111	Contingency				-	-			
401-57-579-800-99907	Transfer to Fund Balance			-	-	-	622	1,979	
	TOTAL OTHER EXPENSES	-	10,000	10,000	5,000	10,000	10,622	11,979	-
	TOTAL DEPT EXPENDITURES	1,646,896	1,677,465	1,372,195	538,637	1,174,727	1,490,350	1,490,350	-
	BUDGET SURPLUS/(DEFICIT)	(489,879)	(320,102)	-	96,081	53,442	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2016-17 **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 Ted	FT	43.27	2,080	90,002	2,025	-	15,357	439	261	63	905	109,052
Dock Attendant James Dougherty	FT	15.30	2,080	31,824	2,387	-	3,960	439	88	63	231	38,992
Dock Attendant John Payne	FT	15.30	2,080	31,824	2,387	-	3,960	439	88	63	275	39,036
Dock Attendant Kenneth Brown	FT	15.30	2,080	31,824	2,387		7,730	439	88	63	231	42,762
Dock Attendant Open	PT	15.30	1,248	19,094								19,094
												-
Overtime Salaries	3,000											3,000
Phone Allowance	720											720
FICA	16,505											16,505
Worker's Compensation Insurance	4,044											4,044
Town Retirement Matching	5,432											5,432
Wage Adjustment	8,183											8,183
												-
												-
Total Wages & Benefits	37,884			204,568	9,186	-	31,007	1,756	525	252	1,642	286,820

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

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	500
800-34000	Contractual Services	Custodial contract - $3,264; Security contract-$42,000; Landscaping contract -$38,500	88,780
		Pest Control Services - $696; Annual Coconut - $720; Seawall sonar void evaluation - $3,600	
800-34901	Administrative Fee	Administrative cost for Town Hall services	30,000
800-34911	Merchandise	Ship Store Merchandise (beer, soda, bait, snacks, sundries, tackle, marine products, etc	3,250
800-40000	Travel & Training	Marina Manager - CMM Reaccreditation - IMI Conference, Fort Lauderdale, FL	-
800-41100	Telephone	Cost of Telephone and DSL charges ($175.85 per mo., Wi-Fi- - $199 per mo.	7,900
		Dockmaster software billing - $26.00 per mo.)	
800-41200	Postage & Shipping	Cost of mailing, including mailing of monthly bills and for marketing purposes	250
800-43000	Utilities	Cost of utilities for marina operation (electric, water and gas) $7,200 per mo.	86,400
800-43250	Garbage & Trash	SWA assessment fee- $8,751; PW sanitation service - $668/mo. Actual $1,900/mo.	22,800
800-45000	Insurance	Cost of premiums for liability insurance	65,875
800-45400	Insurance - Liquor Liab.		751
800-46000	Repair & Maintenance	Maintenance required to sufficiently repair buildings and dock facilities repairs	20,000
		and maintenance to fuel pump system $5,000; building repairs - $10,000;	
		repairs to dock facilities - $2,000; piling repairs $3,000	
800-46100	Equipment Maintenance Contract	Costs for maintenance of the elevator and the lift stations	2,824
800-46101	Vehicle Parts & Supplies		100
800-46600	Signs & Siignals		100
800-47000	Printing	Costs for rate cards, contracts, brochures, and other collateral materials.	100
800-47100	Copying		100
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	9,000
		Guide $3,000, ~~Southern Boating $3,000~~, Marina Life $2,000).	
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	1,200

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
800-49600	Bank Charges / Admin Fees	Credit card fees for processing payments in Dockmaster and parking meters	30,000
800-51000	Office Supplies	Cost of office supplies	1,500
800-52000	Operating Supplies	Expenses for operating supplies (janitorial supplies $7,000, electrical supplies/outlets $1,000, plumbing supplies/hose bibs $1,000, paint/sealer $5,000. electrical parts. $1,000	15,000
800-52110	Gasoline	Purchase of fuel for resale to boaters.	169,000
800-52120	Diesel Fuel	Purchase of fuel for resale to boaters.	117,000
800-54200	Memberships, Dues, & Subscriptions	The cost of Marine Industries Association membership.	625
		TOTALS	682,340

TOWN OF LAKE PARK - ANNUAL BUDGET

Marina Fund (401)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17

Schedule 5

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Marina Office Improvements	Creat a semi-private marina manager office downstairs and a half-wall counter to service customers with a small customer waiting area.		$ 5,500
2	Deck Furniture	Purchase three new sets of tables, chairs and umbrellas for the Marina. Staff will be charged with maintaining such equipment. 52" tables and chairs @ $2,100/each = $6,300 with umbrellas @ $300/each = $900.		$ 7,200
3	Ramp Area Improvements	Re-stripe parking lot, add directional signage, add informational signage to improve traffic flow and reduce staff requirements to monitor. Move all truck stops 2' to increase allowable trailer sizes.		$ 7,300
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 20,000**
4	Flag Pole	Purpose will be to include a new flag pole at a sizable height to be viewed from the Intracoastal. The reason being, Lake Park Harbor Marina is tucked away along the coast line. Signage and a high flag pole, with garfe and mast with a large light American flag, will provide boaters with the opportunity to see the Marina. No other marina in the area has such a visual to attract people/boaters to the Marina. (100 ft. flag pole and signage is proposed.)		$ 20,731
5	Marina Office Improvements	Create a Business Center and Customer Lounge in the former upper Manager Office.		$ 3,980
6	Deck Furniture	Purchase three new sets of tables, chairs and umbrellas for the Marina. Staff will be charged with maintaining such equipment. 52" tables and chairs @ $2,100/each = $6,300 with umbrellas @ $300/each = $900.		$ 7,200
7	Two Full-Time Dock Attendants	Staff has been requesting additional help at the Marina for years. (2 x $15/hr. x 40 hrs. x 52 = $62,4000		$ 62,400
		TOTALS FOR INITIATIVES PROPOSED FOR THIS FUND	**$ -**	**$ 114,311**

E:\! 2016-2017 BUDGET\[Fund 401 - Marina Fund 2016-17.xlsx]Revenue & Expenses - Sch 2

TOWN OF LAKE PARK

ANNUAL BUDGET

STORMWATER UTILITY FUND

FISCAL YEAR
October 1, 2016 through September 30, 2017

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

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 2016-17

Schedule 1

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Revenue	490,002	489,096	491,020	478,542	690,175	690,175	-
Personal Services	159,760	130,028	149,976	116,918	166,904	162,752	-
Operating Expenses	183,320	147,141	228,241	102,979	425,241	425,241	-
Capital Outlay	-	-	1,500	1,758	-	-	-
Debt Service	12,603	6,946	56,098	52,566	39,355	39,355	-
Non-Operating	51,300	50,000	55,205	37,500	58,675	62,827	-
Total Expenses	406,983	334,115	491,020	311,721	690,175	690,175	-
Surplus (Deficit)	83,019	154,981	-	166,821	-	-	-

Personnel Recap

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

ESU's		6,750
Rate	$	6.50

Equivalent Stormwater Unit

E:\! 2016-2017 BUDGET\[Fund 402 - Stormwater Fund 2016-17.xlsx]Initiatives - Sch 5

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
	REVENUES								
402-311.120	Delinquent Stormwater Assessments	2,673	2,083	1,000	(972)	(1,458)	-	-	
402-361.100	Interest Income	606	1,539	20		-	-	-	
402-363.120	Stormwater Assessments	486,723	485,474	490,000	430,892	480,000	500,175	500,175	
402-369.300	Refund Prior Year Expense	-				-			
402-334.460	State Grant - DEP								
	Transfer from Fund Balance	-			-	-	190,000	190,000	
	TOTAL REVENUE	490,002	489,096	491,020	429,920	478,542	690,175	690,175	-
	EXPENDITURES								
402-53-538-402-12000	Regular Salaries	69,063	53,905	71,954	32,637	48,956	72,337	72,337	
402-53-538-402-14000	Overtime Salaries	267	306	500	628	942	1,200	1,200	
402-53-538-402-15000	Special Pay	1,000	-	-		-	-	-	
402-53-538-402-16000	Compensated Vacation Leave	(777)	696	-		-			
402-53-538-402-17000	Compensated Sick Leave	(777)	696	-		-			
402-53-538-402-19900	Wages Reclassified	46,992	56,736	34,874	22,706	34,059	46,067	46,067	
402-53-538-402-21000	FICA Taxes	4,529	3,343	5,504	2,125	3,188	5,534	5,534	
402-53-538-402-22000	Retirement	3,563	2,704	3,411	1,663	2,495	5,217	5,217	
402-53-538-402-22100	Deferred Contribution Matching	(83)	-	1,706		-	2,220	2,220	
402-53-538-402-23100	Medical Insurance	24,854	18,569	25,279	14,746	22,119	27,807	23,655	
402-53-538-402-23200	Insurance - Dental	760	495	798	465	698	878	878	
402-53-538-402-23300	Insurance - Life	355	251	354	159	239	273	273	
402-53-538-402-23400	Insurance - Vision	130	87	114	133	200	126	126	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
402-53-538-402-23500	Disability	935	656	934	407	611	697	697	
402-53-538-402-24000	Worker's Compensation Insurance	8,949	4,548	4,548	2,274	3,411	4,548	4,548	
402-53-538-402-24001	Worker's Compensation Refund		(12,964)	-					
	TOTAL PERSONNEL EXPENSES	159,760	130,028	149,976	77,943	116,918	166,904	162,752	-
402-53-538-402-31000	Professional Services	9,150	5,664	66,000	7,475	11,213	251,000	251,000	
402-53-538-402-34000	Contractual Services	33,938	226	210	-	-	500	500	
402-53-538-402-34010	Permit Fees - NPDES	4,297	4,297	5,000	4,297	6,446	4,500	4,500	
402-53-538-402-34200	Contractual Services-Maint General	29,962	39,950	32,450	16,224	24,336	32,450	32,450	
402-53-538-402-34310	Disposal Fees - SWA	2,982	2,215	3,500	344	516	2,500	2,500	
402-53-538-402-34500	Commissions - PBC Tax Collector		-	-		-	-	-	
402-53-538-402-34901	Administrative Fees	71,074	60,000	60,000	30,000	45,000	60,000	60,000	
402-53-538-402-40000	Travel & Training	698	293	1,900	-	-	1,900	1,900	
402-53-538-402-41100	Telephone	334	348	332	172	258	332	332	
402-53-538-402-41200	Postage & Shipping	60	42	50	-	-	50	50	
402-53-538-402-43000	Utilities	431	244	500	113	170	500	500	
402-53-538-402-44100	Rentals		1,318	-		-	500	500	
402-53-538-402-45000	Insurance-Liability, Property,	4,738	4,449	4,449	2,225	3,338	4,449	4,449	
402-53-538-402-46000	Repairs & Maintenance	10,354	18,594	22,600	3,560	5,340	36,400	36,400	
402-53-538-402-46080	Repairs & Maintenance - Lines		-	-		-	-	-	
402-53-538-402-46300	Vehicle Parts & Supplies	2,782	846	9,450	492	738	9,500	9,500	
402-53-538-402-47000	Printing	200	-	-		-			
402-53-538-402-48100	Advertising	-	1,654	1,700	-		1,700	1,700	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
402-53-538-402-49400	Uniforms	488	231	750	186	279	750	750	
402-53-538-402-51000	Office Supplies	50	150	150	55	83	350	350	
402-53-538-402-52000	Operating Supplies	2,185	2,221	8,000	1,521	2,282	8,210	8,210	
402-53-538-402-52100	Gasoline & Diesel Fuel	9,164	3,966	10,500	1,553	2,330	8,500	8,500	
402-53-538-402-52200	Small Tools & Others		-	250		-	600	600	
402-53-538-402-54200	Memberships, Dues, & Subscriptions	433	433	450	433	650	550	550	
	TOTAL OPERATING EXPENSES	183,320	147,141	228,241	68,650	102,979	425,241	425,241	-
402-53-538-402-59000	Depreciation Expense	56,408	38,340	-					
	TOTAL DEPRECIATION EXPENSE	56,408	38,340	-					
402-53-538-402-63000	Improvement Other Than Building				3,889				
402-53-538-402-63100	Improvements - Alleyway Drainage	-	-	-		-			
402-53-538-402-63010	Improvements - Drainage	-	-	-		-			
402-53-538-402-64100	Machinery & Equipment	-	-	1,500	879	1,758			
	TOTAL CAPITAL OUTLAY	-	-	1,500	4,768	1,758	-	-	-
402-53-538-402-71000	Principal	-	-	-		-			
402-53-538-402-71010	Principal-Alley & Equipment	-	-	48,787	-	48,787	37,071	37,071	
402-53-538-402-72100	Interest	3,013	-	-		-	2,284	2,284	
402-53-538-402-72010	Interest-Alley & Equipment	9,590	6,946	7,311	-	3,779			

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
402-53-538-402-73100	Bond Issuance Costs					-			
	TOTAL DEBT SERVICE	12,603	6,946	56,098	-	52,566	39,355	39,355	-
402-53-538-402-82101	Improvements-Drainage (DEP match)	-	-	-		-			
402-53-538-402-99001	Transfer to General Fund	51,300	50,000	50,000	25,000	37,500	50,000	50,000	
402-53-538-402-99002	Transfer to Reserve		-	5,205		-	8,675	12,827	
402-53-538-402-99190	Transfer to Streets & Roads		-	-		-			
	TOTAL OTHER EXPENSES	51,300	50,000	55,205	25,000	37,500	58,675	62,827	-
	TOTAL DEPT EXPENDITURES	463,391	372,455	491,020	176,361	311,721	690,175	690,175	-
	BUDGET SURPLUS/(DEFICIT)	26,611	116,641	-	253,559	166,821	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STORMWATER UTILITY (Fund 402)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2016-17 **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 Peter Mikes	FT	14.93	2,080	31,054	2,329	-	7,730	439	122	63	310	42,047
Stormwater Tech II John Wylie	FT	18.51	2,080	38,501	2,888	-	15,925	439	151	63	387	58,354
												-
												-
Wages Reclassified	46,067											46,067
FICA Taxes	5,534											5,534
Worker's Compensation Insurance	4,548											4,548
Deferred Contribution Matching	2,220											2,220
Wage Adjustment	2,782											2,782
Overtime	1,200											1,200
Total Wages & Benefits	62,351			69,555	5,217	-	23,655	878	273	126	697	162,752

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
402-31000	Professional Services	Calvin Giordano - NPDES Annual Report, ESU annual rate certifications	$ 11,000
		Calvin Giordano - 10th St. Drainage Design	$ -
		Calvin Giordano - Misc. Stormwater Remediation Studies	50,000
		CTA - Earman River Outfall, Construction Phase Serv. Lake Park portion estimated at $90,000, remaining cost to be assessed to SFWMD, North Palm Beach, & DOT	90,000
		Phase I -- Town Master Drainage Plan	$ 100,000
		TOTAL:	$ 251,000
402-34000	Contractual Services	Street Sweeping; CDL medical exams; post accident drug screening	
	CONTRACTOR TO BE DETERMINE	STREET SWEEPING CONTRACT	
	JUPITER MEDICAL URGENT CARE	CDL MEDICAL EXAMS; POST ACCIDENT SCREENING	500
		TOTAL:	$ 500
402-34010	Permit Fees - NPDES	NPDES fees associated with being a County co-permittee	4,500
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	2,500
402-34901	Administrative Fees		60,000
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	Misc. small engine tools & equip.	500

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor		Cost
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		2,500
	GENERAL GMC TRUCKS SALES	HEAVY REPAIR OF ASSIGNED VEHICLES		5,000
	HOSE CONNECTION	ROUTER HOSE REPAIRS ON VAC-CON TRUCK		400
	KAUFFS OF PALM BEACH	VEHICLE TOWING SERVICE AS NEEDED		1,500
	SOUTHERN SEWER EQUIPMEN	HEAVY REPAIRS FOR VAC-CON TRUCK - STREET SWEEPER		22,000
	BOBCAT OF PALM BEACH			2,000
			TOTAL:	$ 36,400
402-46300	Vehicle Parts and Supplies	Parts for repairs done in-house; sweeper brooms, hydraulic hoses, lubricants		
	ARMCHEM	SPECIALTY CHEMICALS RELATED TO STORMWATER		$ 500
	GENERAL GMC TRUCKS	MAIN SUPPLIER OF STERLING PARTS		2,000
	SOUTHERN SEWER EQUIPMEN	MISC PARTS FOR VAC-CON & SWEEPER		3,000
		Misc. vendors for tires, lubricants, filters, coolant, radios, & hoses		4,000
			TOTAL:	$ 9,500
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

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
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 (INC. AIR CARDS)	$ 575
		HOSE CONNECTION	500
		MAKO HOSE AND RUBBER	650
		MEYERS TURF	3,000
		WESTSIDE REPOGRAPHICS	500
		LOWES	300
		SOD VENDORS (BUSHEL STOP/MEYER'S TURF/ ODUMS)	1,500
		MISC. VENDORS	1,185
		TOTAL:	$ 8,210
402-52100	Gasoline & Diesel Fuel	Necessary for the operation of heavy equipment	8,500
402-52200	Small Tools & Others	Shovels, manhole cover hooks, safety cones, etc.	600
402-54200	Membership, Dues & Subscript.	Membership in the Florida Stormwater Association	550
402-64100	Machinery & Equipment	Lap top 'air card'	500

TOWN OF LAKE PARK - ANNUAL BUDGET

Stormwater Fund (402)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17 **Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Master Drainage Plan	Prepare Phase I of town-wide Master Drainage Plan		$ 100,000
2	Outfall Replacement	Replace deep drainage structure and outfall line into Earman River. This project will likely require dredging.		$ 90,000
3	Lap top 'air card'	Obtain annual contract for an air card so that tablets/laptops can communicate with DPW servers from the field. Use for recording stormwater system conditions. Create reports in the field with access to office server files.		$ 500
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 190,500**
4	Refurbish Vacuum Truck	Refurbishment of Vac-con brand truck will extend life for three years until funds have accumulated to purchase replacement		$ 90,000
5	10th Street Drainage Improvement	Design and build drainage system beneath 10th Street between Silver Beach Rd. and Bay Berry Drive. Perform work in conjunction with street reconstruct.		$ 50,000
		Note: Funding will come from existing reserves along with a proposed stormwater utility rate increase.		
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 330,500**

TOWN OF LAKE PARK

ANNUAL BUDGET

SANITATION FUND

FISCAL YEAR
October 1, 2016 through September 30, 2017

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2016-17

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 2016-17

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	1,446,637	1,675,548	1,676,065	1,384,464	1,783,826	1,783,826	-
Personal Services	475,406	402,863	559,641	469,784	571,655	559,361	-
Operating Expenses	662,333	685,592	678,572	693,157	690,571	702,865	-
Capital Outlay	-	-	76,619	-	165,000	165,000	-
Debt Service	5,987	2,019	106,433	-	106,600	106,600	-
Non-Operating	201,342	250,000	250,000	250,000	250,000	250,000	-
Total Expenses	1,345,068	1,340,474	1,671,265	1,412,941	1,783,826	1,783,826	-
Surplus (Deficit)	101,569	335,074	4,800	(28,477)	-	-	-

Personnel Recap

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

E:\! 2016-2017 BUDGET\[Fund 404 - Sanitation Fund 2016-17.xlsx]Initiatives - Sch 5

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
	REVENUES								
404-311.120	Delinquent Refuse Assessments	1,036	2,900	1,000	169	169	200	200	
404-343.410	Commercial Assessment - SWA	73,667	84,443	80,000	73,840	81,000	84,000	84,000	
404-343.420	Commercial User Fees - TLP	748,896	763,931	760,000	392,376	588,564	783,000	783,000	
404-343.500	Residential Assessments - SWA	578,914	779,480	750,000	694,621	694,621	780,000	780,000	
404-343.510	Residential User Fees - TLP	7,024	7,306	7,200	3,420	3,420	7,200	7,200	
404-343.610	Recycling Income	31,250	27,479	33,000	7,262	10,893	28,000	28,000	
404-354.100	Penalties	3,089	5,189	2,400	2,729	4,094	2,400	2,400	
404-361.100	Interest Earnings	833	1,977	750	703	1,055	750	750	
404-361.110	Interest Earnings - Tax Collector	717	1,178	100		-	100	100	
404-364.100	Sale of Surplus Property	-		40,000		-	60,000	60,000	
404-365.100	Sale of Scrap Material	495	178	500		-	500	500	
404-369.100	Miscellaneous Revenue	326	1,162	500	22	33	500	500	
404-369.200	Container Proceeds			225	150	225	225	225	
404-369.300	Locking Device Proceeds	390	325	390	260	390	390	390	
404-369.301	Refund Prior Year Expense			-		-	-	-	
	Transfer from Fund Balance			-		-	36,561	36,561	
	TOTAL REVENUE	1,446,637	1,675,548	1,676,065	1,175,552	1,384,464	1,783,826	1,783,826	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
	EXPENDITURES								
404-53-534-404-12000	Regular Salaries	292,548	271,658	315,408	123,486	246,972	307,733	307,733	
404-53-534-404-14000	Overtime Salaries	2,992	5,110	7,000	6,561	13,122	10,000	10,000	
404-53-534-404-15000	Special Pay	900	1,800	1,500	1,200	2,400	1,500	1,500	
404-53-534-404-16000	Compensated Vacation Leave	(2,121)	1,858	-		-	-	-	
404-53-534-404-17000	Compensated Sick Leave	(13,573)	1,306	-		-	-	-	
404-53-534-404-19900	Wages Reclassified	31,800	41,351	78,192	31,458	62,916	78,192	78,192	
404-53-534-404-21000	FICA	20,438	19,755	24,473	9,431	18,862	24,421	24,421	
404-53-534-404-22000	Retirement	13,747	11,710	11,115	5,159	10,318	23,606	23,606	
404-53-534-404-22100	Deferred Contribution Matching	1,733	4,148	5,558	1,919	3,838	10,314	10,314	
404-53-534-404-23100	Medical Insurance	78,763	73,693	86,245	41,112	82,224	86,289	73,995	
404-53-534-404-23200	Insurance - Dental	2,978	2,815	3,591	1,760	3,520	3,951	3,951	
404-53-534-404-23300	Insurance - Life	1,419	1,353	1,596	652	1,304	1,352	1,352	
404-53-534-404-23400	Insurance - Vision	438	422	456	356	712	567	567	
404-53-534-404-23500	Disability	3,759	3,552	4,279	1,684	3,368	3,502	3,502	
404-53-534-404-24000	Worker's Compensation Insurance	39,585	(37,668)	20,228	10,114	20,228	20,228	20,228	
404-53-534-404-25100	Unemployment Compensation			-		-	-	-	
	TOTAL PERSONNEL EXPENSES	475,406	402,863	559,641	234,892	469,784	571,655	559,361	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
404-53-534-404-31000	Professional Services	152	1,089	150	382	764	150	150	
404-53-534-404-34000	Contractual Services	25,483	28,926	22,755	10,437	20,874	25,555	25,555	
404-53-534-404-34310	Disposal Fees - Garbage	191,745	203,840	190,000	71,958	204,000	204,000	204,000	
404-53-534-404-34901	Administrative Fee	106,325	135,000	135,000	67,500	135,000	135,000	135,000	
404-53-534-404-34910	Bad Debt Expense	8,558		-		-		-	
404-53-534-404-40000	Travel & Training	-	380	1,000	507	1,014	1,000	1,000	
404-53-534-404-41100	Telephone	1,389	1,421	1,200	711	1,422	1,200	1,200	
404-53-534-404-41200	Postage & Shipping	63	117	120	-	-	1,500	1,500	
404-53-534-404-44100	Rentals	5,462	3,944	4,500	-	-		-	
404-53-534-404-45000	Insurance	43,785	35,421	35,421	17,711	35,422	35,421	35,421	
404-53-534-404-46000	Repair & Maintenance	99,286	82,109	57,525	27,989	57,525	56,500	56,500	
404-53-534-404-46300	Vehicle Parts & Supplies	81,980	93,523	91,500	33,610	106,500	106,500	106,500	
404-53-534-404-47000	Printing	292	944	1,000		-	4,000	4,000	
404-53-534-404-48100	Advertising	-	4,011	5,125	8,095	16,190	8,000	8,000	
404-53-534-404-49400	Uniforms & Clothing	2,609	810	2,750	447	894	2,750	2,750	
404-53-534-404-51000	Office Supplies	194	189	300	55	110	500	500	
404-53-534-404-52000	Operating Supplies	1,433	1,316	3,926	2,836	5,672	2,195	2,195	
404-53-534-404-52100	Gasoline & Diesel Fuel	78,478	61,228	80,000	23,176	46,352	60,000	60,000	
404-53-534-404-52200	Small Tools & Others	906	2,530	1,300	480	960	1,300	1,300	
404-53-534-404-52400	Containers	14,193	28,582	45,000	30,229	60,458	45,000	45,000	
404-53-534-404-54200	Memberships, Dues, & Subscriptions		212					12,294	
	TOTAL OPERATING EXPENSES	662,333	685,592	678,572	296,123	693,157	690,571	702,865	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2016-17

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	CURRENT YEAR BUDGET 2015-16	ACTUAL AS OF 3/31/2016	ESTIMATE FOR THE YEAR 2015-16	THE DEPT. PROPOSED BUDGET BY 2016-17	TOWN MGT. PROPOSED BUDGET 2016-17	ADOPTED BUDGET 2016-17
404-53-534-44-59000	Depreciation Expense	60,023	6,930						
	TOTAL DEPRECIATION EXPENSE	60,023	6,930						
404-53-534-404-44200	Capital Equipment Leases	-	-	-		-			
404-53-534-404-64100	Machinery & Equipment	-	-	76,619		-	165,000	165,000	
	TOTAL CAPITAL OUTLAY	-	-	76,619	-	-	165,000	165,000	-
404-53-534-404-71000	Principal	-	-	104,206		-	96,100	96,100	
404-53-534-404-72000	Interest	5,987	2,019	2,227		-	10,500	10,500	
	TOTAL DEBT SERVICE	5,987	2,019	106,433	-	-	106,600	106,600	-
404-53-534-404-96200	Unrealized Gain/Loss on Investmer	1,342		-	-	-			
404-53-534-404-99110	Transfer to General Fund	200,000	250,000	250,000	125,000	250,000	250,000	250,000	
404-53-534-404-99901	Contingency	-		-	-	-			
	TOTAL OTHER EXPENSES	201,342	250,000	250,000	125,000	250,000	250,000	250,000	-
	TOTAL DEPT EXPENDITURES	1,405,091	1,347,404	1,671,265	656,015	1,412,941	1,783,826	1,783,826	-
	BUDGET SURPLUS/(DEFICIT)	41,546	328,144	4,800	519,537	(28,477)	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

SANITATION FUND (FUND 404)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2016-17

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	Marvin Payne	FT	14.0800	2,080	29,286	2,196	-	7,730	439	122	63	315	40,151
Equipment Operator II	Evrais Duprat	FT	14.7800	2,080	30,742	2,306		7,730	439	126	63	325	41,731
Equipment Operator III	open	FT	20.1800	2,080	41,974	3,148		7,730	439	209	63	546	54,109
Sanitation Foreman	Dwayne Bell	FT	18.6200	2,080	38,730	2,905	1,000	7,730	439	155	63	399	51,421
Sanitation Foreman	Jackie Harris	FT	21.9400	2,080	45,635	3,423	500	7,730	439	185	63	483	58,458
Equipment Operator III	Fensely Wisdom	FT	16.7800	2,080	34,902	2,618		15,925	439	143	63	369	54,459
Equipment Operator II	Michael Thomas	FT	14.0800	2,080	29,286	2,196	-	7,730	439	122	63	310	40,146
Equipment Operator II	open	FT	14.0800	2,080	29,286	2,196	-	7,730	439	151	63	392	40,257
Equipment Operator III	Manuel DaSilva	FT	16.7800	2,080	34,902	2,618	-	3,960	439	139	63	363	42,484
Overtime Salaries		10,000											10,000
Wages Reclassified		78,192											78,192
FICA		24,421											24,421
Deferred Contribution Matching		10,314											10,314
Worker's Compensation Insurance		20,228											20,228
Unemployment Compensation		-											-
Wage Adjustment		(7,010)											(7,010)
Total Wages & Benefits		136,145			314,743	23,606	1,500	73,995	3,951	1,352	567	3,502	559,361

Insurance Table				
	Employee Only	7,730	439	63
	Employee + Spouse	13,064	439	63
	Employee + Children	10,977	439	63
	Employee + Family	15,925	439	63

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

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.,	
	Jupiter Medical Center	Drug testing - 9/yr. @ $11; 6/yr. @ $40 - post accident and pre-employmen	350
	Jupiter Medical Center	CDL Physicals (8 @ $60 ea.)	480
	Spectrasite Communication	Tower rental for Sanitation (expires Sept, 2022)represents a 4% annual incr	9,150
		Lessor maintenance responsibility	2,500
	Action labor	Day laborers	1,000
	G&K Services	Uniforms - mech (Environmental & Energy surcharges)	675
	Superior Wash	Wash sanitation vehicles at $778 average monthly charge	9,400
		TOTAL:	23,555
404-34310	Disposal Fees - Garbage	Disposal fees @ Solid Waste Authority (less disposal credits)	204,000
404-34901	Administrative 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		1,500
404-44100	Rentals	3 week emergency rental of clam truck w/ operator @ 700 / day	10,500
404-45000	Insurance		35,421

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

Schedule 4

Account #	Account Name		Task, Description, and/or Vendor	Cost
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	5,000
		HERITAGE/CRYSTAL CLEAN	PARTS WASHER SERVICE,FLUOR BULBS, HAZ MATERIAL DISPOSAL	1,600
		G T SUPPLIES, INC	REPAIRS PETERSEN AND LABRIE BODIED SANITATION VEHICLES	9,000
		GENERAL GMC TRUCK SALES	HEAVY REPAIRS ON AUTOCAR AND STRELING SANITATION VEHICLES	8,000
		JIM PRICE BODY SHOP	PROVIDES LIGHT TO MEDIUM BODY WORK ON SANITATION VEHICLES	1,200
		KAUFFS TRANSPORTATION	TOWING SERVICE FOR SANITATION VEHICLES	2,500
		KELLY TRACTOR	HEAVY REPAIRS FOR THE BACKHOE	1,500
		NEXTRAN TRUCK CENTER	REPAIRS TO MACK AND ALTERNATIVE FOR STERLING SANITATION VEHICL	6,000
		RECHTIEN INTERNATIONAL TRUCK	SERVICE/REPAIRS INTERNATIONAL SANITATION VEHICLES	7,500
		SCHUMACHER AUTOMOTIVE INC	DEALER ONLY REPAIRS OF GM SANITATION VEHICLE #36	750
		SUNBELT WASTE EQUIPMENT	HEAVY REPAIRS OF ALL SANITATION VEHICLES WITH HEIL BODIES	10,250
		BOULEVARD TIRE CENTER	IN-THE-FIELD REPAIRS TO TIRES	2,000
			TOTAL:	56,500

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2016-17

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	500
	BENNETT AUTO SUPPLY	ALTERNATIVE TO FLEETPRIDE	800
	CALLAGHAN TIRE	MAIN SUPPLIER OF TIRES FOR SANITATION VEHICLES AS PER FSA BID	50,600
	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
	HERITAGE/CRYSTAL CLEAN	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
	LAWSON PRODUCTS	ALTERNATIVE TO CERTIFIED LABORATORIES	1,300
	NEXTRAN TRUCK CENTER	MAIN SUPPLIER OF MACK TRUCK PARTS	1,000
	NEXGEN	ALTERNATIVE TO CERTIFIED LABORATORIES AND HILL MANUFACTURING	700
	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	800
	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 2016-17

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
404-47000	Printing	NCR work orders, information flyers	4,000
404-48100	Advertising	Annual notice of collection fees in newspaper	8,000
404-49400	Uniforms & Clothing	Replacement uniforms and safety boots (as needed)	2,750
404-51000	Office Supplies	Photocopy paper, pens, paper clips, business cards, etc.	500
404-52000	Operating Supplies		
	ACTION BOLT & TOOL	MISC HARDWARE	100
	LOWES	MISC. SUPPLIES FOR SANITATION	200
	SAFETY PRODUCTS	PPE EQUIPMENT (GLOVES, VESTS, ETC).	700
	MISC. VENDORS		1,195
		TOTAL:	2,195
404-52100	Gasoline & Diesel Fuel	Fuel to run the sanitation heavy equipment	60,000
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:	699,071
404-64100	Machinery & Equipment	Continue with long range replacement and refurbish schedule:	
		Replace clamshell trash truck	140,000
		Refurbish front loader (Veh. No. 47)	25,000
		TOTAL CAPITAL EXPENSES:	165,000

TOWN OF LAKE PARK - ANNUAL BUDGET

Sanitation Fund (404)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2016-17 **Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Replacement clam shell trash truck	28 cu.yd. body on a Class VII chassis (Continue with long range refurbish and replacement schedule)		$ 140,000
2	Refurbish front loader (Veh. No. 47)	Continue with long range refurbish and replacement schedule		$ 25,000
5	Laptop 'air card'	Obtain annual contract for an air card so that tablets/laptops can communicate with DPW servers from the field. Use for filing sanitation violations and tracking waste loads during emergencies.		$ 500
		Total Initiatives that are included in the Proposed Budget	**$ -**	**$ 165,500**
3	Replace cart tippers on rear loader (Veh. No. 42)	Rear loader is back up to recycling and garbage collection operations		$ 9,000
4	Place lift gate on pickup truck (Veh. No. 36)	Vehicle is used for transporting heavy, unwieldy loads on a regular basis		$ 3,000
6				
7				
		TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT	**$ -**	**$ 177,500**

New Business

TAB 3

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **September 8, 2016** **Agenda Item No.** Tab 3

Agenda Title: **Setting the 2016-2017 Non-Ad Valorem Assessed Stormwater Rates**

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[X] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 8-10-16

Blake K. Rane BKR **Finance Director**
Name/Title

Originating Department: **FINANCE**	Costs: $ N/A Funding Source: Acct. # [X] Finance ____BKR_____	**Attachments:** **Copy of Resolution 33-08-09**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case _BKR_ **Please initial one.**

Summary Explanation/Background:

Each fiscal year, the Commission must either renew the existing Non-Ad Valorem Stormwater rate by motion or adjust the rate as it sees fit by Resolution.

The existing rate of $6.50 per month for each Equivalent Stormwater Unit (ESU) was established in August 2009 pursuant to Resolution 33-08-09, a copy of which is attached. Staff recommends that no adjustment be made to the rate and that it be held constant at $6.50 per ESU per month.

Recommended Motion:

I move that we maintain the existing Non-Ad Valorem Stormwater rate of $6.50 per ESU per month for fiscal year 2016-17.

RESOLUTION NO. 33-08-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA SETTING THE FINAL RATE FOR AN EQUIVALENT STORMWATER UNIT (ESU) TO BE CHARGED FOR STORMWATER MANAGEMENT FOR FISCAL YEAR 2009-2010; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Town of Lake Park ("Town") is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, Ordinance No. 09-2008, once adopted by the Town Commission establishes a Stormwater Utility for the Town of Lake Park; and

WHEREAS, this ordinance provides that the rate for an Equivalent Stormwater Unit (ESU) shall be established by resolution; and

WHEREAS, the Town Manager has recommended to the Town Commission a rate schedule ; and

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK:

Section 1. The foregoing whereas clauses are hereby ratified and confirmed as being true and correct and are incorporated herein.

Section 2. An Equivalent Stormwater Unit (ESU) shall be equal to five thousand two hundred two (5,202) square feet of imperious area. The number of ESU's for a given parcel shall be calculated by dividing the sum of impervious area plus 25 percent of the pervious area of a parcel by 5,202 square feet.

Section 3. The Town Commission hereby establishes that the rate for an Equivalent Stormwater Unit (ESU) shall be $6.50 per month.

Section 4. The rates shall be applied to the various classes of property within the benefited areas according to the terms of Section 4(D)1 of this ordinance.

Section 5. This Resolution shall become effective immediately upon adoption.

TOWN OF LAKE PARK SEAL FLORIDA

Certification

I, Jessica Shaw, Clerk of the Town of Lake Park Florida, do hereby certify that the foregoing is a true and correct copy of the original instrument as contained in the official records of the Town. Witness my hand and the Official Seal of the Town of Lake Park This 20th day of August 2009

Town Seal

Town Clerk

The foregoing Resolution was offered by Vice-Mayor Carey who moved its adoption. The motion was seconded by Commissioner Rumsey and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR DESCA DUBOIS	✓	—
VICE-MAYOR JEFF CAREY	✓	—
COMMISSIONER ED DALY	✓	—
COMMISSIONER PATRICIA OSTERMAN	✓	—
COMMISSIONER KENDALL RUMSEY	✓	—

The Town Commission thereupon declared the foregoing Resolution NO. 33-08-09 duly passed and adopted this 19 day of August, 2009.

TOWN OF LAKE PARK, FLORIDA

BY: Desca DuBois
DESCA DUBOIS
MAYOR

ATTEST:

Vivian M. Lemley
VIVIAN M. LEMLEY
TOWN CLERK

TOWN OF LAKE PARK SEAL FLORIDA
(TOWN SEAL)

Approved as to form and legal sufficiency:

BY: Thomas J. Baird
THOMAS J. BAIRD
TOWN ATTORNEY

TAB 4

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **September 8, 2016** **Agenda Item No.** Tab 4

Agenda Title: **Setting the 2016-2017 Non-Ad Valorem Assessed Sanitation Rates**

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[X] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 8-10-16

Blake K. Rane BKR **Finance Director**
Name/Title

Originating Department: **FINANCE**	Costs: $ N/A Funding Source: Acct. # [X] Finance ____BKR_____	**Attachments:** **Copy of Resolution 20-07-14 with Exhibits A & B**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case _BKR_ **Please initial one.**

Summary Explanation/Background:

Each fiscal year, the Commission must either renew the existing non-Ad Valorem Residential and Commercial Sanitation rates by motion or adjust the rate as it sees fit by Resolution.

The Sanitation rates were adjusted in July 2014 pursuant to Resolution 20-07-14, a copy of which is attached along with Exhibits A & B which show the details of the 2014 rates. Staff recommends that no adjustment be made to the rates and that they be held constant.

Recommended Motion:.

I move that we maintain the existing Non-Ad Valorem Sanitation rates as set forth in Exhibits A & B for fiscal year 2016-2017.

RESOLUTION NO. 20-07-14

A RESOLUTION OF THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA; ESTABLISHING THE SCHEDULE OF FEES AND CHARGES FOR RESIDENTIAL, GOVERNMENTAL AND COMMERCIAL REFUSE AND RECYCLABLES COLLECTION SERVICES; PROVIDING FOR LATE FEES, FREQUENCY OF BILLING AND OTHER MATTERS RELATING TO COLLECTION POLICY; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 24-111 of the Lake Park Code provides that the Town Commission shall set rates, fees and charges for residential, governmental and commercial refuse and recyclables collection services by Resolution or other official action; and

WHEREAS, said Section provides for establishment of policy pertaining to billing collection and related administrative policies by Resolution or other official action;

WHEREAS, the Town has determined that it is the best interest of the Town to establish the rates, fees and charges for Residential, Governmental, and Commercial refuse and recyclables collection services as described in "EXHIBIT A" and "EXHIBIT B" and attached hereto.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AS FOLLOWS:

SECTION I

The rates, fees, charges, billing, collection and related administrative policies for Residential, Governmental and Commercial refuse and recyclables collection services as provided in the attached Exhibit A and Exhibit B are hereby established.

SECTION II

Repeal prior Resolution of former rates.

SECTION III

This Resolution shall take effect upon adoption.

EXHIBIT A

RESIDENTIAL COLLECTION SERVICE FEES
(Base Level of Service)

ANNUAL ASSESSMENT PER UNIT

Single-Family	$215.49
Mobile Homes	$215.49
Multi-Family <5/bldg.	$215.49
Multi-Family >4/bldg.	$145.93

I BASE LEVEL OF SERVICE:

1. Can Service - (Garbage/household trash)
   Twice (2x) / week - Monday and Thursday

2. Dumpster Service - (Garbage/household trash)
   minimum twice (2x) / week

3. Vegetation - (Bagged clippings/bulk cuttings)
   less than twenty (20) cubic yards – Monday

4. Bulk Household Trash (furniture, white goods, etc.)
   less than twenty (20) cubic yards -Thursday

5. Recyclables - once (1x)/week - Wednesday

II SPECIAL PICKUPS:

1. Large vegetation piles: (Mondays) Greater than twenty (20) cubic yards (one truck load) shall be assessed $35.00 per truck load plus the cost of disposal at the Palm Beach County Solid Waste Authority.

2. Non-containerized household trash: (Thursdays) Greater than twenty (20) cubic yards (one truck load) shall be assessed $35.00 per truck load plus the cost of disposal at the Palm Beach County Solid Waste Authority.

3. Special Pickup Charge - In addition to special pickup and other charges, there will be an additional fee of $25.00 charged when trash and/or garbage, vegetation and/or recyclable items are placed out for collection and picked up on days not specified in the pickup schedule identified in the "Base Level of Service" Exhibit A, Section I.

ADMINISTRATIVE POLICIES:

Frequency of Billing: Owner billed on a monthly basis for special pickups.

Late Fees: $15.00 or 1.5% (whichever is greater) per month on the outstanding balance beginning thirty (30) or more days following rendition of the bill.

Service Removal and Reinstatement (Multi-Family residential): a service charge will be required for the removal of service and reinstatement of service for non-payment. The charges will be as follows;

- First offense $100.00
- Second offense $200.00
- Third and subsequent offense $500.00

101 gallon (grey) Garbage Can Replacement (Single-Family): Owner or occupant of the residence may request a new garbage can for a $75.00 replacement charge.

Collection: Account subject to referral to collection agency or property lien for any bill remaining unpaid forty-five (45) days after rendition.

EXHIBIT B

COMMERCIAL PROPERTY ASSESSMENT SCHEDULE
(Base Level of Service)

COMMERCIAL CLASS	ANNUAL ASSESSMENT/SQUARE FOOT
Low generator class	$0.016
Medium generator class	$0.060
High generator class	$0.214
Non-generator class	$0.016

The above schedule is applicable to an annual assessment calculated on the basis of the Palm Beach County Solid Waste Authority (SWA) waste generation data/property/year.

AGRICULTURAL CLASS	ANNUAL RATE
0 - 10 Acres	$53.75
11 - 99 Acres	$5.38/acre
100 + Acres	$537.50

I **BASE LEVEL OF SERVICE**

1. Collection service to be scheduled minimum, once (1x) / week for properties generating trash only and minimum twice (2x) / week for properties generating garbage and trash.

COMMERCIAL DUMPSTER (COLLECTION & DISPOSAL) RATE CHART

	1X	2X	3X	4X	5X
.5CY	18.54	37.09	55.63	74.18	92.72
2CY	74.21	148.41	222.61	296.83	371.04
3CY	111.31	222.61	333.92	445.22	556.53
4CY	148.41	296.83	445.22	593.66	742.07
6CY	222.61	445.22	667.83	890.44	1,113.06
8CY	296.83	593.66	890.49	1,187.32	1,484.15

The above schedule reflects the Town's current collection rate ($6.462 per cubic yard of container) plus the Palm Beach County Solid Waste Authority's (SWA) current fiscal year 2014 disposal rate of $2.814 per cubic yard (total collection and disposal rate = $9.276 per cu. yd.). The SWA calculates non-compacted garbage and trash to weigh 134 pounds per cubic yard and charges $42.00 per ton for disposal. (134 lbs. per cu. yd. x $42 per ton / 2000 lbs. per ton = $2.814 per cubic yard disposal fee). By this resolution, the Town's collection rate shall remain at $6.462 per cubic yard of container; the rate chart may be modified based upon SWA's annual disposal rate adjustments.

Base collection service shall include collection and disposal of the volume of containerized garbage, commercial trash and recyclable materials expected to be generated by the property. Said volume may be determined by the Town on the basis of the user classification schedule established for refuse disposal assessments by the Palm Beach County Solid Waste Authority or by other equitable basis as determined by the Town.

2. Can Service - Trash Only - minimum once (1x)/week, Monday Only
   Garbage/trash twice (2x) / week - Monday and Thursday

3. Dumpster Service - Trash Only - minimum once (1x)/week
   Garbage/trash minimum twice (2x) / week

4. Vegetation - (Bagged clippings/bulk cuttings) less than twenty (20) cubic yards - Tuesday

5. Bulk Trash (furniture, white goods, etc.) less than twenty (20) cubic yards - Thursday

6. Recyclables – 101 gallon can or bins/ once (1x) / week - Wednesday
   Cardboard dumpsters - once (1x) or twice (2x) / week - Tuesday and/or Thursday

II <u>SPECIAL PICKUPS:</u> CUSTOMER MUST CALL FOR SPECIAL PICKUP

1. Assigned container - $9.276 per cubic yard container capacity ($6.462 collection rate + $2.814 disposal rate) above the regularly scheduled service amount calculated on the basis of SWA waste generation data/property/year. In addition to the $9.276 per cubic yard rate, there will be an additional fee of $25.00 charged for the special pickup of the assigned container.

2. Non-containerized Trash – (Thursdays Only)
   Greater than twenty (20) cubic yards (one truck load) shall be assessed $35.00 per truck load plus the cost of disposal at the Palm Beach County Solid Waste Authority.

3. Large Vegetation Piles - (Tuesdays Only) Greater than twenty (20) cubic yards (one truck load) shall be assessed $35.00 per truck load plus the cost of disposal at the Palm Beach County Solid Waste Authority.

The commercial property owner or sanitation account holder must call in advance to schedule the Special Pickup for non-containerized trash or large vegetation piles. There will be no charge for the scheduled pickup of a pile less than 20 cubic yards. The Special Pickup Charge will apply when piles are placed out without scheduling with the Public Works Department and on days not specified.

4. Special Pickup Charge: In addition to special pickups and other charges there will be an additional fee of $25.00 charged when trash and/or garbage, vegetation and/or recyclable items are placed out for collection and picked up on days not specified in the pickup schedule identified in Exhibit B, "I **Base Level of Service**".

ADMINISTRATIVE POLICIES:

Frequency of Billing: Owner billed on a monthly basis for base level of service and special pickups.

Commercial Sanitation Payment Agreement: It is the property owner's responsibility to obtain sanitation collection service for the tenants. The owner and tenant may both agree to have a sanitation collection service account in the tenant's name. In such case, the owner must acknowledge that the tenant has the owner's authorization to set up sanitation collection services with the Town. Prior to establishment of service the Commercial Sanitation Payment Agreement shall be executed. The owner and tenant are severally liable and responsible for all payments on sanitation accounts established in the name of the tenant. The owner's authorization for the tenant to create a sanitation account in the tenant's name does not relieve the owner from the responsibility of paying for any delinquent accounts.

Failure to pay overdue accounts may result in the discontinuation of service, revocation of occupational license, service fees, the imposition of finance charges, a lien being placed on the subject property and foreclosure of the lien in a court of competent jurisdiction.

Late Fees: $15.00 or 1.5% (whichever is greater) per month on the outstanding balance beginning thirty (30) or more days following rendition of the bill.

Service Removal and Reinstatement: A service charge will be required for the removal of service and reinstatement of service for non-payment. The charges will be as follows:

- First offense $100.00
- Second offense $200.00
- Third and subsequent offense $500.00

Collection: Account subject to referral to collection agency or property lien for any bill remaining unpaid forty-five (45) days after rendition.