AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Final Public Hearing
On the Budget Meeting
Wednesday, September 17, 2014, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
Kimberly Glas-Castro	—	**Vice-Mayor**
Erin T. Flaherty	—	**Commissioner**
Michael O'Rourke	—	**Commissioner**
Kathleen Rapoza	—	**Commissioner**
Dale S. Sugerman, Ph.D.	—	**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 HEARINGS

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

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

1. Resolution No. 28-09-14 Adopting the Final Millage Rate for Fiscal Year 2014-2015 **Tab 1**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A FINAL MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014 AND ENDING SEPTEMBER 30, 2015; 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 2014/2015; PROVIDING FOR AN EFFECTIVE DATE.

2. Resolution No. 29-09-14 Adopting the Budget for Fiscal Year 2014-2015 **Tab 2**
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, 2014, AND ENDING SEPTEMBER 30, 2015, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

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

D. PUBLIC COMMENT:
This time is provided for addressing item 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.

E. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:

F. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, October 1, 2014

Public Hearing

TAB 1

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **September 17, 2014** **Agenda Item No.** Tab 1

Agenda Title: **Resolution Adopting the Final Millage Rate For Fiscal Year 2014-2015**

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

Approved by Town Manager DSS **Date:** 9/4/14

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

Originating Department: **FINANCE**	Revenue: $ 4,228,704 Funding Source: Property Taxes Acct. # 001-311.100 001-311-110 [X] Finance BKR	**Attachments:** **Resolution 28-09-14**
Advertised: Date: 9/20/2014 Paper: Palm Beach Post [ ] 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:

In accordance with Florida Statute 200.065 the Town must approve a Resolution to adopt a final millage rate for the next fiscal year. This is required for compliance with the Truth in Millage or TRIM statute. Furthermore, any changes adopted by the Town Commission during the Final Budget Hearing shall be incorporated into the Adopted Budget for Fiscal Year 2014/2015.

Recommended Motion:.

I move approval of Resolution No. 28-09-14 setting the millage rate at 8.8055 mills for the Fiscal Year 2014-2015.

RESOLUTION NO. 28-09-14

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A FINAL MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014 AND ENDING SEPTEMBER 30, 2015; 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 2014/2015; 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 final millage rate for the Town's 2014/2015 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 propesed millage rate computed to fund the Town's budget is hereby approved and adopted in the sum of 8.8055 mills. For each $1,000.00 of assessed valuation, said millage rate will raise a tax of $8.81.

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 2014/2015 is 8.2759 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 final millage rate is 6.40 percent above the rolled-back millage of 8.2759 mills.

Section 4. In order to fund the voter approved debt service for the Town of Lake Park, a millage rate of 1.6650 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, 2014 and ending September 30, 2015, to-wit:

Under the proposed millage rate:	$ 4,228,704
Under the final millage rate:	$ 4,228,704

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 2014 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, 2014 and ending September 30, 2015. 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 17, 2014** **Agenda Item No.** Tab 2

Agenda Title: **Resolution Adopting the Budget for Fiscal Year 2014-2015**

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

Approved by Town Manager DSS **Date:** 9/4/14

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

Originating Department: **FINANCE**	Costs: N/A Funding Source: Acct. # [X] Finance ____BKR_____	**Attachments:** **Resolution: 29-09-14**
Advertised: Date: __9/20/2014_____ Paper: _Palm Beach Post__ [ ] 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:

In accordance with Chapter 200.065 F.S. the Town must approve a budget resolution to adopt the final budget for the next fiscal year. This is required for Statutory Truth in Millage (TRIM) compliance. The changes proposed by the Town Commission will be incorporated into this budget.

Recommended Motion:.

I move to approve Resolution No. 29-09-14 adopting the Budget for Fiscal Year 2014-2015 (as amended).

RESOLUTION NO. 29-09-14

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, 2014, AND ENDING SEPTEMBER 30, 2015, 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, 2014, and including September 30, 2015.

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, 2014.

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.

The foregoing Resolution was offered by Commissioner O'Rourke who moved its adoption. The motion was seconded by Commissioner Rapoza and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR JAMES DUBOIS	✓	
VICE-MAYOR KIMBERLY GLAS-CASTRO	✓	
COMMISSIONER ERIN FLAHERTY	✓	
COMMISSIONER MICHAEL O'ROURKE	✓	
COMMISSIONER KATHLEEN RAPOZA	✓	

The Town Commission thereupon declared the foregoing Resolution NO. 29-09-14 duly passed and adopted this 17 day of September, 2014.

TOWN OF LAKE PARK, FLORIDA

BY: _____
JAMES DUBOIS
MAYOR

ATTEST:

_____
VIVIAN MENDEZ
TOWN CLERK

TOWN OF LAKE PARK SEAL FLORIDA

(TOWN SEAL)

Approved as to form and legal sufficiency:

BY: _____
THOMAS J. BAIRD
TOWN ATTORNEY

TOWN OF LAKE PARK
PROPOSED BUDGET

FISCAL YEAR 2014-2015

Office of the
Town Manager

July 11, 2014

Honorable Mayor, Vice-Mayor, Commissioners
and Residents of the Town of Lake Park

RE: Tentative Fiscal Year 2014-2015 Operating Budget

Dear Members of the Town Commission and Residents of Lake Park:

In accordance with Chapter 2, Article III, Section 2-82 (3) of the Lake Park Code of Ordinances, enclosed is an outline of the tentative fiscal year 2014-2015 operating budget. This tentative budget document contains an early estimate of the anticipated revenue and expenditure statistics which will be presented during the budget workshop meeting of July 17, 2014. All of these amounts are preliminary in nature and are being presented as the starting point for discussion with the Commission during the two workshop meetings to be held in July and August. Upon completion of those workshop meetings, and based upon the input from the members of the Commission and the public, the Town staff and I will complete our final calculations such that we will present a final recommended budget for the 2014-2015 fiscal year. The final proposed budget (to be released at the end of August) is the document that will be used going into the two formal public hearings scheduled during the month of September.

Last year at this time I reported to the Town Commission that property values in the Town of Lake Park, as established by the Palm Beach County Property Appraiser, had begun a very slight uptick compared to the continued decrease of the four prior years. Last year (the 2013-2014 budget), for the first time in 5 years we were able to report that our taxable values actually increased by 2.89% over the prior year. At the then current millage rate of 8.5 mils, this increase in value resulted in $64,110.00 of additional revenue to the General Fund. It appeared that the housing market had finally reached a bottom in the Town of Lake Park and that future assessed values might begin to rise.

Even with the slight uptick in assessed values, balancing the budget was still a very difficult task last year due to the fact that although we could anticipate an increase of $64,110.00 in additional ad valorem revenues into the General Fund, those additional tax dollars were quickly offset with increased expenses for services from the Palm Beach County Sheriff's Office ($51,574.00 over the prior year), increased expenses for services from Palm Beach County Fire Rescue ($59,529.00 over the prior year), the need for a General Fund contribution of $68,788.00 to the Marina Fund due to a shortfall in revenues over expenditures, and increased costs for employee health insurance. When all was said and done, the $64,110 in additional tax dollars from the increased

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value of property came nowhere near covering all of the additional expenses of the General Fund last budget year; and the Town Commission supported an increase in the ad valorem tax rate to offset the additional expenses.

That being said, the picture is a bit brighter for the forthcoming budget year. Assessed values of property in the Town of Lake Park have increased 7.3% over the prior year, with the tax increment value in the CRA increasing further to 15.7% over the prior year. We anticipate that the General Fund will collect $3,702,748 in ad valorem revenues this next budget year (an increase of $206,419 over the prior year) and the CRA will collect $335,664 in revenues this next budget year (an increase of $44,413 over the prior year). While a good portion of this increase in revenue will once again be consumed by year-over-year increases in our costs for the PBSO annual contract ($26,226), year-over-year increases in the annual Palm Beach County Fire Rescue contract ($105,250), increases for employee health insurance, increases for property and casualty insurance, and other recurring expenses, the very good news is that this recommended budget does not need for the Town Commission to increase the current ad valorem millage rate. The budget presented herein is balanced without any request for an increase in the Town's tax rate.

Millage Rate

It is my recommendation for the 2014-2015 fiscal year that the Town Commission maintain the General Fund millage rate of 8.8055 mils (compared to my recommendation of last year which was to increase the millage rate to 8.90 mils). As mentioned earlier, keeping the current millage rate at 8.8055 mills will generate an additional $206,419 for the General Fund and an additional $44,413 for the CRA during the 2014-2015 fiscal year as adopted at the CRA Board meeting of July 2, 2014.

Budget Philosophy

Although I have written about this before, I believe that it is important that I share with the members of the Town Commission, once again, my approach and philosophy regarding municipal budgeting. In my way of thinking, any organization's budget document is nothing more than a **plan**. It is a plan for what the organization anticipates it will receive in revenues, and it is a plan for what the organization anticipates it will spend on providing services to its resident/customers. An operating budget is not an exact checklist of actions that are to start on October 1st of this year and finish on September 30, 2015 (a full 14+ months from now). Therefore, while I believe that our budget needs to be in balance at the beginning of the fiscal year, and it must stay in a non-deficit state throughout the year, I do not believe that the budget needs to be so rigid as to be "set in stone" effective October 1, 2014. I would like our budget to remain flexible and fluid throughout the year. And the budget plan can, and should be monitored throughout the year by members of the Commission, the staff of the Finance Department, my office, and the public if they are so inclined. The best way to do this is by reviewing our Revenue and Expenditure Report which is published every quarter by the Finance Department. In addition, the Commission and the public should also take time to review the Town's Comprehensive Annual Financial Report (CAFR). And finally, I believe we should also follow the pattern that we followed during the current fiscal year where during the month of February of next year we should take a formal look to see how well we are following our "plan" and if need be, we can do a mid-year adjustment to the plan in April of 2015.

Changes to Personnel in the Recommended Budget

While there are just a few structural changes that I am recommending regarding personnel in the proposed budget, the biggest impact that I ask the Commission to support has to do with compensation for all employees that are not covered by a collective bargaining agreement. Our Town employees have not received any type of adjustment to their pay during the past five budget cycles. There have been no cost-of-living adjustments and no merit increases granted to employees. And just as a reminder, during two prior fiscal years (2009-2010 and 2010-2011), employees actually had to take furlough days where the Town reduced the hours worked by employees and thereby reduced the annual earnings of employees (a practice which was eliminated during the prior budget year). Also, during the prior budget year, there was the elimination of three full time positions and a series of layoffs (and bumping) occurred in the Public Works Department. We are finally in a position where we no longer need to ask for furlough days, nor for the layoff of any employees in order to balance the budget.

This recommended budget does two things for those employees that are not covered by a collective bargaining agreement. First, the Human Resources Department has conducted a salary survey of approximately 25 other municipalities in the tri-county area. We have compared our minimum salaries here at the Town of Lake Park, with all other salaries of those municipalities that could competitively "steal away" some of our best and brightest employees. We have put together an analysis of how we pay our employees compared to the employees working for the other municipalities that were surveyed. What we discovered was that the Town of Lake Park falls virtually at the bottom of the list in nearly all job titles. To rectify that situation, and to make sure that I can keep our current team in place, I am recommending that the Town Commission authorize salary adjustments for those employees who fall at the bottom of the list. By no means am I suggesting that these employees need to be moved to the top of the survey list. Actually, my recommendation is that salaries be adjusted to place these employees at the top of the bottom quartile of the surveyed municipalities. In the coming weeks, I will share with each member of the Town Commission the calculations that have been developed to support this recommendation.

In addition to salary adjustments, I will be recommending that the Town Commission offer a cost-of-living adjustment to all non bargaining unit members. The details of this recommendation will also be shared with members of the Town Commission in the coming weeks.

The adjustments outlined above are generic across the workforce. More specifically, there are a handful of individual personnel moves that I plan to make within this recommended budget. First is to eliminate the position of Administrative Assistant to the Town Manager. Currently, that position, while doing some very important tasks, tends to do those tasks mostly for other General Fund departments; and at least one enterprise fund. There is no need for my office to have a full-time administrative assistant. Second, I propose reclassifying the position of Deputy Town Clerk to an Administrative Assistant position. Doing so will give the Town Clerk/Deputy Town Manager greater flexibility in supervising her areas of responsibility which include her office, the Library and the Recreation program. Third, as related to these two personnel changes, the Human Resources Department is re-writing the general job description for the position title of Administrative Assistant (AA). Currently, we have a few job titles which assign the AA to a

specific department. With the re-write of the AA job title, none will be assigned to a specific department and will instead just carry the Administrative Assistant title. That way they can work in any department where they are needed. Fourth, the budget allows for three reclassifications. The first reclassification is changing the Administrative Secretary position in the Human Resources Department to an Administrative Assistant. Second reclassification is to change the job title of the Recreation Director to Recreation Manager (since this position does not supervise any full-time staff; thus the title of Director is inappropriate). Lastly, I am recommending that one of the Accountant II positions in the Finance Department be switched from part-time (30 hours per week) to full-time (40 hours per week). Doing so will round out all of the staff support that is needed in the Finance Department.

Initiatives During the Coming Year

A number of departments submitted initiatives for the coming budget year. All of the requested initiatives can be found on Schedule 5 of each department's individual budget request tab. Some of those initiatives have been funded with this recommended budget. Many others, due to their high costs, have not. Specifically, some of the initiatives which have been funded include:

- Placing an AED machine in Lake Shore Park to support the Tennis Center, the Pavilion, and the Recreation Department office.
- The purchase of software and hardware to accommodate the placement of new Microsoft Office Pro 2013 desktop computers in a variety of departments (including General Fund departments as well as Enterprise Fund departments).
- The purchase and installation of a computer server at Fire Station #68 to support the Town's Emergency Operations Center (EOC)/Disaster Recovery program, and to serve as an alternative backup server.
- Treatment/tenting of Town Hall due to evidence of infestation.
- Replacement of the existing carpeting in Town Hall, including the main staircase and the Commission Chambers.
- Replacement of the West entry doorway and the placement of copper rain hoods over entry doors.
- Purchase of a pressure steam cleaner (Stormwater Fund)

ENTERPRISE OPERATIONS

All enterprise operations are funds which stand apart from the General Fund. They have their own funding source (most are fees for service but some are shared revenues which come to us from the State of Florida) and they have their own separate expenses.

Marina Fund

Over the course of the past two years, the Lake Park Harbor Marina operation has seen it occupancy grow from approximately 31% to nearly 69% (as of June 30, 2014). This has been accomplished through a variety of factors including a very aggressive marketing and promotional campaign as well as the hard work and dedication of the Marina staff. Last year the Town Commission authorized a modification to the rate structure at the Marina, and we believe that the

current rate structure has been one of the reasons that there has been a positive impact on the occupancy rate at the Marina. Prior to the October 1st implementation of the proposed budget for Fiscal Year 2014-2015, the staff will have brought forward another recommendation for a further modification to the rate structure. The proposed Marina Fund budget has been built on the assumption that as of October 1, 2015 the staff's new recommended rate structure will be implemented by the Commission. If our assumptions about the proposed rate structure are correct, then during fiscal Year 2014-2015 the Marina Fund will generate enough revenue to cover all of its expenses, and will actually turn a slight profit for the year.

Streets & Roads Fund

The Streets & Roads Fund receives virtually all of its revenues from State of Florida sources, including local option gas taxes, fuel taxes and FDOT lighting maintenance payments. This year's recommended budget contains $30,000.00 for sidewalk improvements.

Stormwater Fund

The Stormwater Fund receives virtually all of its revenues from a stormwater assessment (non-ad valorem) imposed on each parcel within the Town. Its budget funds the personnel and equipment needed to maintain the stormwater infrastructure on Town owned and controlled properties. Activities include roadway street sweeping, roadway storm pipe maintenance, and the maintenance and upkeep of roadway swales and stormwater detention ponds. Stormwater control within the Town of Lake Park is regulated under a permit (NPDES) which is monitored by Palm Beach County, the State of Florida, and the Federal Environmental Permitting Agency.

Sanitation Fund

The Sanitation Fund generates most of its revenue from residential, multi-family and commercial fees for service. As the Commission is painfully aware, many pieces of equipment based in the Sanitation Fund operation have reached the end of their useful life. Frankly, over the past two years, Town staff has been doing the best job possible to keep the Sanitation Fund fleet operating by patching and pasting vehicles where we could. We have also been forced to rent equipment and staff from outside the organization to keep up with the needs of the Sanitation Department. This has become problematic and completely unsustainable. To that end, staff has developed a 14 year vehicle replacement program to modernize the fleet. To do so, however, will take a modification to both the residential and the commercial rate structures. The recommendation for modifying the sanitation rate structure will have been presented to the Town Commission for consideration before the final adoption of the Fiscal Year 2014-2015 annual operating budget.

The proposed Sanitation Fund budget has been built on the assumption that as of October 1, 2014 the staff's new recommended rate structure to support the proposed 14 year vehicle replacement program will be implemented by the Commission. An alternative to modifying the rates and not implementing the proposed vehicle replacement program would be to look at privatizing the collection of solid waste within the Town.

Community Redevelopment Agency

As with the General Fund, the Community Redevelopment Agency (CRA) has seen a slight increase in its revenue generated through the Tax Increment Financing (TIF) which supports the CRA. The increase in revenue for Fiscal Year 2014-2015 is just under an additional $50,000.00. There are no new initiatives planned for the proposed budget year. Instead, the CRA Fund will be using virtually all of its proceeds to support its principal and interest payments on debt issued in prior years, paying for the upkeep and maintenance of the landscaping in the CRA, paying for the utilities associated with the landscaping in the CRA, and covering a portion of the cost of General Fund staff which support the activities of the CRA throughout the year.

One thing that the Commission might want to consider is looking forward to the 2015-2016 budget year (one year from now), when the TIF may generate enough revenue to support both a part-time employee to provide guidance and direction for the CRA on a daily basis, as well as fund some improvement and/or grant programs again within the CRA.

Debt Service

With the proposed budget, as it is being presented herein, all debt service payments will be made in full and made on a timely basis. Fiscal Year 2014-2015 will see some improvement in the debt service picture. That is, a few of our prior obligations are coming off the books. Two issues will be retired on 10/1/14 and two issues will be retired on 4/1/15. All of these "retirements" have been taken into consideration within this budget proposal. Debt to be retired includes:

Project	Date of Last Payment	Total Principal & Interest
Parking meters	October 1, 2014	$ 32,277.00
Vac-Con truck	October 1, 2014	61,971.00
Recreation bus	April 1, 2015	8,684.00
Sanitation vehicles	April 1, 2015	112,068.00

Summary

It appears to me that we have reached a watershed year. We have been able to put together this proposed budget with all funds being balanced, and no funds needing any type of bailout, loans, or assistance from any other fund. We will have already asked the Town Commission to modify a few different rate structures (Marina Fund rates and Sanitation Fund rates) in advance of the beginning of the proposed budget year. So if those approvals are given, this budget year should be well on its way to a very successful year. This does not mean that we will be flush with extra cash and can go on another one of those spending sprees as was done back in the 2006-2008 timeframe. We still need to be very careful with our spending forevermore.

I would like to conclude with a few words of thanks to my immediate budget team including Blake Rane, Finance Director, Bambi Turner, Human Resources Director, Vivian Mendez, Town Clerk/Deputy Town Manager, and all of the department heads who met with me during the budget preparation time to try to work through their portion of this document. In addition, I think it important to thank all of the Town staff who, day in and day out, continue to work hard and who do the right thing for the citizens of the Town of Lake Park. Without their efforts, my job would be impossible.

Respectfully submitted,

Dale S. Sugerman

Dale S. Sugerman, Ph.D.
Town Manager

TOWN OF LAKE PARK

ADOPTED BUDGETS
ALL FUNDS

FISCAL YEAR
October 1, 2014 through September 30, 2015

DIRECTORY OF OFFICIALS
TOWN COMMISSION

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

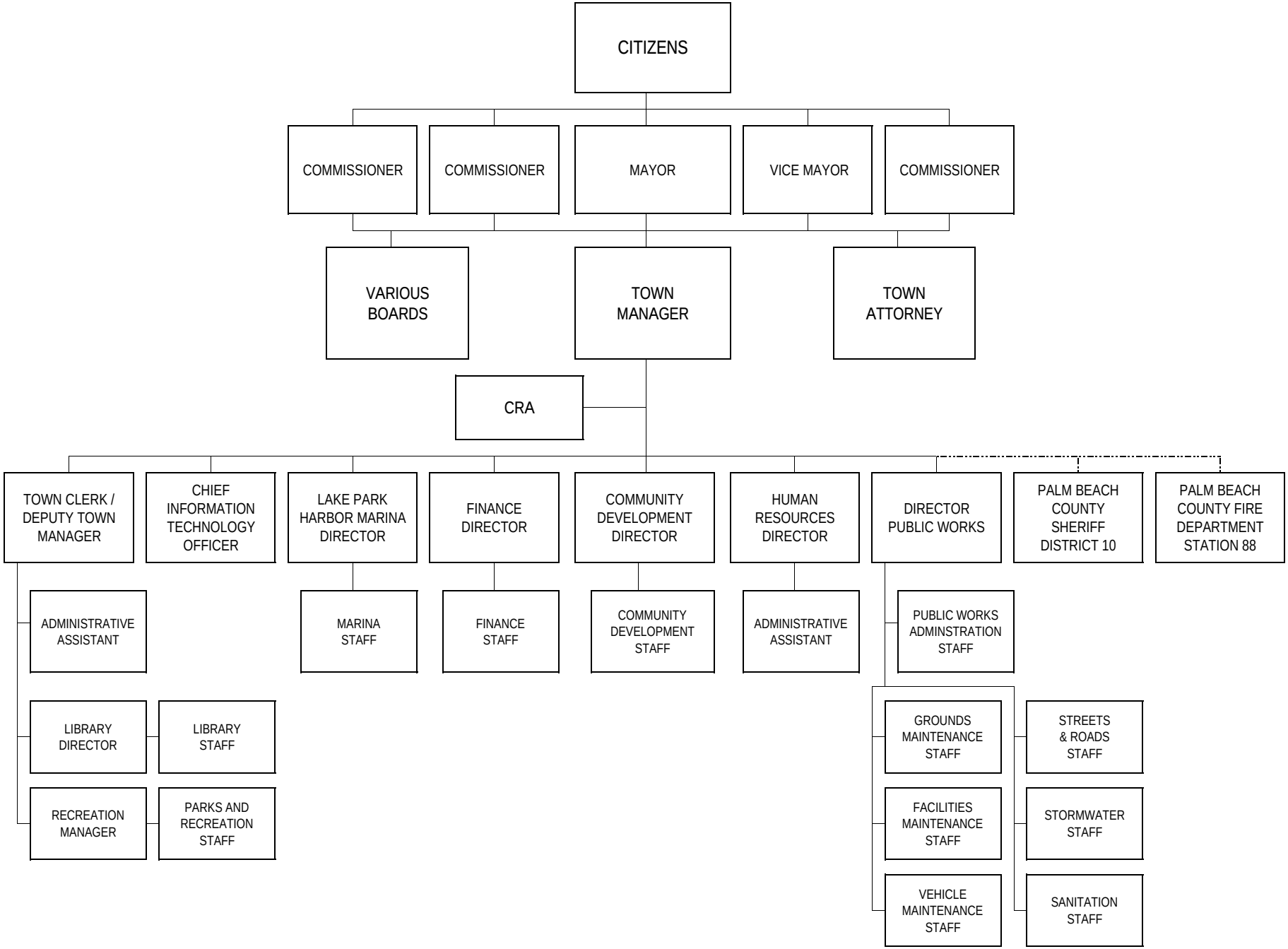
Town Manager
Dale S. Sugerman, Ph.D.

Finance Director
Blake K. Rane

Town of Lake Park

2014/15 Budget Calendar

Dates	Required Budget Action
April 30	Budget worksheets and instructions communicated to all departments
May 16	Property Appraiser provides estimated preliminary taxable base for next budget year per FS 200.065
May 29	Budgets due back to Finance for review
June 1	Estimate of Taxable Value received from Property Appraiser
June 13	Completion of budget (revenue and expense) projections
June 16-27	Budget are presented to the Town Manager who with the Finance Director analyzes the information and prioritizes
July 1	Property Appraiser submits Certificate of Taxable Value (DR420)
June 30 – July 3	Final budgets are reviewed with Department Directors
July 11	Town Commission receives preliminary budgets in general and a discussion of the tentative millage rate and other necessary fee or rate adjustments
July 17	Town Commission holds a Budget Workshop to review the budget and at the Town Commission Meeting sets the proposed millage rate, any other fee or rate adjustments, and sets the date, time and place of the first public hearing (September 10)
July 21	Proposed millage rate & calculation of rolled back rate and date for first public hearing on budget due to Property Appraiser (within 35 days of receipt of taxable value)
August 20	Town Commission holds a second Budget Workshop to hear public comment, review the Fund Budgets, and discuss Town Initiatives
September 3	First Public Hearing on budget at 6:30 in the Town Commission Chambers; adoption of a tentative millage rate and proposed operating budget. Subject to blackout dates from Palm Beach County (PBC) and Palm Beach County School District (PBCSD), which dates are not yet published.
September 12-15	Run TRIM budget ad in newspaper
September 17	Final public hearing on budget; adoption of millage rate and 2014/15 budget. Subject to blackout dates from Palm Beach County (PBC) and Palm Beach County School District (PBCSD), which dates are not yet published.


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

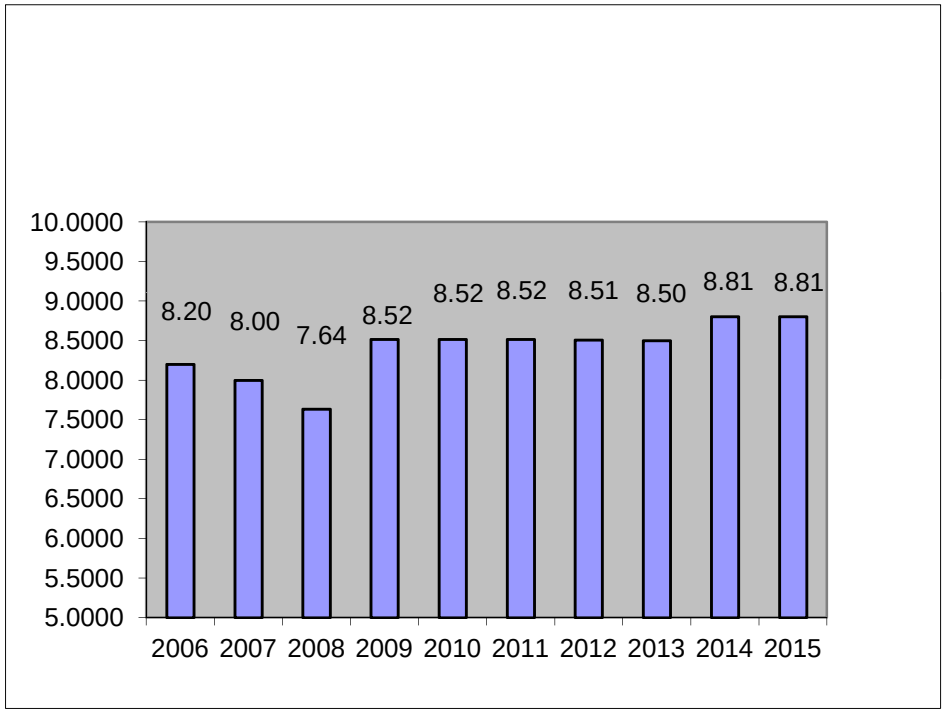
TOWN OF LAKE PARK

FISCAL YEAR 2014 - 2015

ANALYSIS OF OPERATING MILLAGE

Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
2006	8.2000	0.0000	0.00%
2007	8.0000	(0.2000)	-2.44%
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%

FOR TEN YEAR PERIOD 2006 - 2015



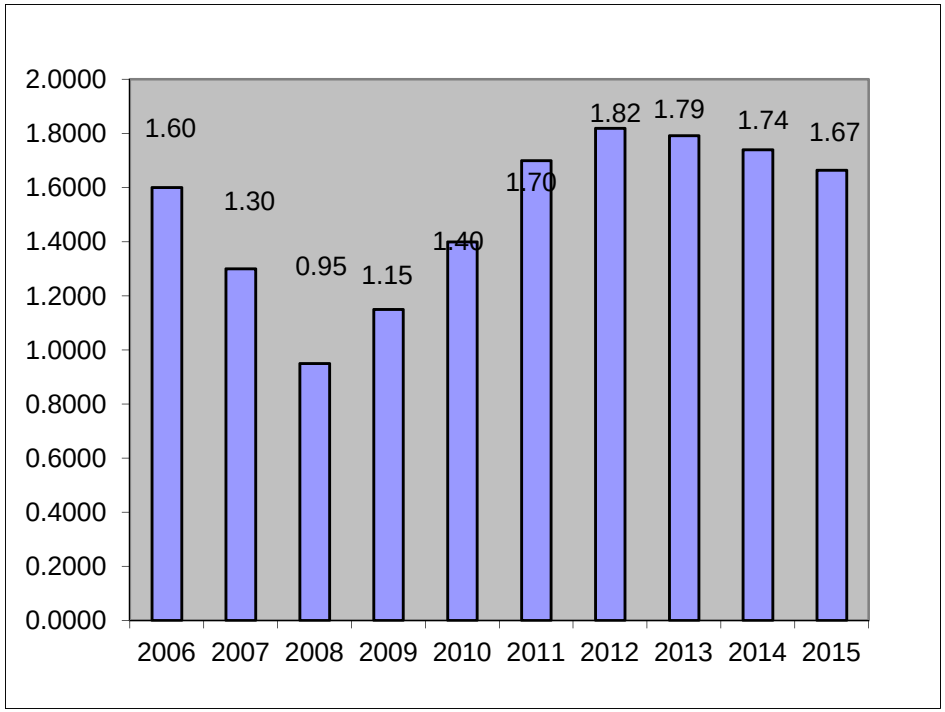
TOWN OF LAKE PARK

FISCAL YEAR 2014 - 2015

ANALYSIS OF DEBT SERVICE MILLAGE

Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
2006	1.6000	(0.6000)	-24.00%
2007	1.3000	(0.3000)	-18.75%
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%

FOR TEN YEAR PERIOD 2006 - 2015



TOWN OF LAKE PARK

ANNUAL BUDGET

GENERAL FUND

FISCAL YEAR
October 1, 2014 through September 30, 2015

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

FUND	001	FUNCTION	General Fund
		ACTIVITY	Revenues and Expenditures

	GF Budget Summary	Actual Expenses 2011-12	Actual Expenses 2012-13	Current Budget 2013-14	Estimate for the Year 2013-14	By Department 2014-15	Proposed Budget 2014-15	Adopted Budget 2014-15
001	Revenue	8,228,090	7,994,241	8,349,493	8,101,351	8,513,758	8,522,458	-
100	Town Commission	81,702	91,741	103,686	91,930	106,759	111,641	-
104	Town Manager	270,898	218,464	200,099	197,528	146,544	146,065	-
105	Human Resources	124,977	123,140	131,261	131,581	132,629	128,743	-
106	Town Clerk	142,918	159,879	157,028	141,177	145,998	145,514	-
108	Town Attorney	101,894	97,869	121,000	110,000	121,000	121,000	-
110	Information Technology	150,188	141,980	152,239	150,544	176,771	183,503	-
150	Finance and Accounting	392,911	407,459	422,271	411,337	442,173	409,557	-
200	Law Enforcement	2,688,374	2,610,559	2,667,115	2,669,667	2,689,850	2,689,498	-
250	Emergency Management	149	-	1,000	-	1,000	1,000	-
300	Fire	1,545,931	1,545,931	1,550,505	1,550,508	1,655,755	1,655,755	-
400	Public Works Administration	167,195	196,055	201,416	183,414	198,180	195,817	-
406	Public Works - Grounds	312,392	351,492	363,181	324,076	373,248	359,539	-
408	Public Works - Facilities	302,468	268,585	263,672	263,448	296,661	288,526	-
410	Public Works - Vehicle Maintenance	89,621	71,176	77,417	79,493	88,004	84,259	-
450	Public Works - Parking Meters	54,589	70,349	75,629	70,327	42,592	42,592	-
500	Community Development	490,630	477,410	516,080	509,556	548,633	544,634	-
600	Recreation	177,727	181,598	189,225	163,393	188,538	183,935	-
700	Library	251,800	235,011	251,818	225,006	286,673	279,008	-
900	Non-Departmental	755,433	3,162,318	904,851	771,997	807,620	951,872	-
Total Expenses		8,101,797	10,411,016	8,349,493	8,044,982	8,448,628	8,522,458	-
Surplus (Deficit)		126,293	(2,416,775)	-	56,369	65,130	-	-

E:\BUDGET 2014-15\[001 - General Fund Revenue.xlsx]Revenue

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 5/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-311.100	Ad Valorem Taxes	3,364,039	3,276,884	3,496,329	3,367,471	3,467,471	3,702,748	3,702,748	
001-311.110	Ad Valorem Taxes - CRA	259,848	245,018	288,159	287,535	287,535	335,664	335,664	
001-311.120	Delinquent Taxes	29,486	44,850	35,000	7,533	37,500	15,000	15,000	
001-314.100	Utility Tax - Electric	621,259	667,672	636,000	402,579	636,000	636,000	636,000	
001-314.300	Utility Tax - Water	141,636	136,912	145,000	82,795	141,325	145,000	145,000	
001-314.400	Utility Tax - Gas	41,572	44,644	43,000	28,736	43,000	43,000	43,000	
001-315.100	Communications Service Tax	375,003	356,437	344,500	189,327	323,000	322,862	322,862	
001-316.100	Business Tax Receipts	309,659	331,742	330,000	318,620	330,000	330,000	330,000	
001-316.110	Contractors Fees	2,542	2,214	2,000	1,670	2,000	2,000	2,000	
001-316.120	Bus Tax Zoning Confirmation	10,250	13,285	10,800	8,815	10,800	10,800	10,800	
001-316.130	Out of Town Business Reg/Deca	-	25	-	-	-	-	-	
001-322.100	Building Permits w/Min. Surch.	15,300	14,580	15,000	8,733	15,000	15,000	15,000	
001-322.110	Building Permits Other	99,512	99,740	98,000	59,333	98,000	95,000	95,000	
001-322.111	Dmin Fees Building Permits	-	-	-	950	-	-	-	
001-322.300	Building Code Education Fund	426	168	250	-	250	250	250	
001-322.500	Special Event Permit - Appl.	2,625	1,350	2,000	1,250	2,000	2,000	2,000	
001-322.900	Cost Recovery	19,243	10,375	1,230	18,176	18,175	10,000	10,000	
001-323.100	Franchise Fees - Electric	521,720	464,734	525,000	299,993	514,000	525,000	525,000	
001-323.400	Franchise Fees - Gas	3,031	5,719	7,500	6,562	7,500	7,500	7,500	
001-323.700	Franchise Fees - Solid Waste	21,144	23,431	20,000	17,500	20,000	20,000	20,000	
001-329.100	Alarm Permits	16,500	17,050	16,000	7,150	16,000	16,000	16,000	
001-329.105	Bldg Official Inspections				1,040			-	
001-329.110	Reinspect/Reinstmnt/Revision	6,025	4,800	6,000	6,475	6,000	6,000	6,000	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 5/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-329.200	Signage Permits	6,875	8,050	7,000	7,150	7,150	7,000	7,000	
001-334.700	Grant - State Aid to Libraries	6,674	8,381	6,600	7,014	7,014	7,000	7,000	
001-335.120	State Revenue Sharing	230,228	232,778	233,000	154,305	233,000	253,000	253,000	
001-335.150	Alcoholic Beverage Licenses	10,509	10,243	8,000	8,733	8,733	8,000	8,000	
001-335.180	Half Cent Sales Tax	533,602	563,688	561,000	363,941	561,000	612,000	612,000	
001-335.190	Motor Fuel Tax Refund	5,123	5,482	5,123	1,308	5,123	5,123	5,123	
001-338.110	Business Tax - County	22,296	18,390	13,000	8,928	13,000	13,000	13,000	
001-341.110	Administrative Fee -CRA Fund	48,034	-	51,176	34,117	51,176	70,000	70,000	
001-341.401	Administrative Fee - Marina	75,000	100,000	-	-	-	30,000	30,000	
001-341.402	Administrative Fee - StormWater	50,000	50,000	71,074	47,383	71,074	50,000	60,000	
001-341.404	Admin Fee - Sanitation Fund	134,460	135,000	106,325	70,883	106,325	135,000	135,000	
001-341.900	Copy Charges / Tax Searches	12,892	17,171	10,000	10,569	13,000	10,000	10,000	
001-341.905	Admin Cost - Public Records Ret.	801	42	100	27	54	100	100	
001-342.510	Plan Review Fees Code Sec 33	8,558	6,750	8,000	15,850	17,000	8,000	8,000	
001-342.520	Bank Registration Fees	7,200	10,050	6,900	6,150	6,900	3,500	3,500	
001-344.300	Advertising - Bus Shelters	2,363	2,430	2,350	1,418	2,350	2,350	2,350	
001-344.500	Parking Fees - Meters Off-road	21,510	15,833	20,000	11,698	20,000	15,000	15,000	
001-344.510	Parking Fees - Meters On-road	14,098	13,182	15,000	9,072	15,000	12,000	12,000	
001-344.520	Parking Passes			-	1,894	2,200	2,000	2,000	
001-347.100	Library Copies	311	306	350	252	350	350	350	
001-347.200	Recreation - Summer Camp Fees	8,858	13,505	10,000	1,776	10,000	10,000	10,000	
001-347.210	Recreation - Miscellaneous	1,876	1,780	1,000	800	1,000	1,000	1,000	
001-347.220	Recreation - Tennis Program	14,217	14,172	20,000	8,621	17,242	16,000	16,000	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 5/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-347.221	Recreation - Utility Fee/Tennis Courts	975	900	900	150	300	-	-	
001-347.230	Recreation - Senior Bus Trips	-	1,034	2,500	425	850	500	500	
001-347.235	Tree lighting		50	-	2,220	2,220	1,000	1,000	
001-347.245	Recreation - Independence Day	1,040	2,552	1,000	967	-	1,000	1,000	
001-347.500	Recreation - Facilities Rental	17,593	20,171	23,000	8,397	16,794	15,000	15,000	
001-347.505	Party Package		616	316	300	600	316	316	
001-347.905	Recreation - Staff Coverage	2,780	6,472	3,160	3,720	4,000	3,160	3,160	
001-347.910	Bingo Fees		800	-				-	
001-347.915	Recreation Program Fees	2,590	340	4,200	-	-	-	-	
001-347.920	Ballroom Dancing Fees	-	-	-	436		-	-	
001-347.921	Martial Arts Program		835	1,500	419	419	-	-	
001-347-922	Martial Arts		1,878	-	-			-	
001-347.925	Recreation - Ball field Light	400	-	1,000	-	-	-	-	
001-347.926	Recreation-Tennis Court Light	709	657	700	665	665	-	-	
001-347.935	Recreation - Car Show	868	1,328	1,000	2,400	2,400	1,000	1,000	
001-349.100	Service Charge - Dishonored Checks	120	822	100	40	100	100	100	
001-351.100	Fines & Forfeitures (PBSO)	35,428	39,380	35,000	17,759	30,000	30,000	30,000	
001-352.100	Fines - Library	650	871	650	880	1,000	650	650	
001-354.100	Fines - Code Violations (80%)	70,160	82,971	72,000	40,095	72,000	72,000	72,000	
001-354.105	Fines - Alarm Violations	17,550	12,900	10,000	3,950	10,000	10,000	10,000	
001-354.110	Code Violations - Admin Cost	15,489	12,633	12,300	5,988	11,976	12,300	12,300	
001-354.120	Penalties - Business Tax Rece	5,838	8,536	7,300	82	164	7,300	7,300	
001-354.130	Fines-Parking Meter Violation	8,900	6,610	8,500	4,720	7,080	7,500	7,500	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 5/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-354.135	Parking Violations - Code	300	50	350	425	500	350	350	
001-354.210	Code Violations - CIB Fund (20%)	17,540	20,740	18,000	10,024	18,000	18,000	18,000	
001-361.100	Interest Earnings	3,667	3,959	3,500	2,299	3,000	3,500	3,500	
001-361.110	Interest Earnings - Tax Collections	16,328	10,793	17,000	-	17,000	17,000	17,000	
001-361.120	Sales Tax Commissions	66	69	50	32	50	50	50	
001-361.130	Interest on Assessments	1,666	2,376	1,750	1,467	2,934	1,750	1,750	
001-361.200	Filing Fees	-	713	-	250	250	-	-	
001-362.100	Rent - P.B.C. Sheriff	130	120	120	80	120	120	120	
001-362.120	Rent - Cell Tower (Sprint)	26,259	27,308	27,265	18,793	27,265	27,265	27,265	
001-362.121	Rent - Cell Tower (Crown Castle)	16,423	17,080	28,000	-	-	17,080	17,080	
001-362.122	Rent - Cell Tower (T-Mobile)	-	-	8,000	-	-	-	-	
001-362.124	Rent - Burt Reynolds Institute	-	-	-	12	12	12	12	
001-362.200	Rent - Dunkin Donuts Lot	7,488	7,788	7,488	8,099	8,099	7,488	7,488	
001-363.120	Service Charges-Code Violation	11,490	1,785	4,500	5,188	10,376	4,500	4,500	
001-364.100	Sale of Surplus Property	-	2,043	5,000	600	-	1,000	1,000	
001-365.100	Sale of Scrap Material	631	-	500	-	-	500	500	
001-366.150	Donations - Summer Camp		560		-			-	
001-366.300	Event Sponsorship	267	850	-	4,250	4,250	-	-	
001-366.302	Donations - 4th of July	-	-	-	1,165	-	-	-	
001-366.710	Summer Read Program		1,200					-	
001-366.713	Grant - FMIT Safety		5,000			3,072	100	100	
001-366.720	Library Teen Room	3,095	-	-	-	-	-	-	
001-369.100	Miscellaneous Revenue	946	2,646	1,388	1,917	1,917	1,388	1,388	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 5/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-369.110	Coke Machine Proceeds	121	227	-	84	168	-	-	
001-369.120	Emergency Reimbursements	-	-	1,000	-	-	1,000	1,000	
001-369.130	Seacoast Advisory Board	1,800	3,600	3,600	2,100	3,600	3,600	3,600	
001-369.200	Cash Over/Short	10	(6)	-	1	1	-	-	
001-369.300	Refund Prior Year Expense	459	85	85	187	187	85	85	
001-369.320	Reimbursement - PBSO Fuel	103,691	31,332	25,000	22,022	44,044	25,000	25,000	
001-380.402	Reimbursement - Stormwater Maint.	78,000	39,550	39,550	26,633	39,550	39,950	39,950	
001-381.110	Transfer from CRA Fund - ILA	169,250	169,520	169,516	113,011	169,516	169,325	169,325	
001-381.111	Transfer from CRA - PBSO	56,166	-	-	-	-	-	-	
001-381.130	Transfer from CRA Fund - ILA	43,546	41,104	91,325	60,883	91,325	91,322	91,322	
001-381.190	Transfer Streets and Roads	100,000	100,000	100,000	66,676	100,000	90,000	90,000	
001-381.401	Transfer from Marina	10,000	10,000	-	-	-	10,000	10,000	
001-381.402	Transfer from Stormwater	51,300	51,300	51,300	34,200	51,300	51,300	50,000	
001-381.404	Transfer from Sanitation	250,000	250,000	200,000	133,333	200,000	250,000	250,000	
001-389.400	Donations				2,004				
001-389.700	Donations - Library	56	1,230	-	-		-	-	
	SUB-TOTAL	8,228,090	7,994,241	8,167,179	6,503,480	8,098,279	8,503,758	8,512,458	-
001-38-000-9000	BALANCE BROUGHT FORWARD			182,314	-		10,000	10,000	
001-389.700	TOTAL GENERAL FUND REVENUE	8,228,090	7,994,241	8,349,493	6,503,480	8,098,279	8,513,758	8,522,458	-

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (General Fund 100)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	49,937	51,472	51,403	51,403	51,427	51,309	-
Operating Expenses	31,765	40,269	52,283	40,527	55,332	60,332	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	81,702	91,741	103,686	91,930	106,759	111,641	-

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:\BUDGET 2014-15\[100 - Department Summary 2014-15.xlsx]Summary - Sch 1

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (GF 100)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-511-100-11000	Executive Salaries	46,179	47,808	47,540	29,983	47,540	47,540	47,540	
001-51-511-100-21000	FICA	3,533	3,457	3,637	1,911	3,637	3,637	3,637	
001-51-511-100-24000	Worker's Compensation Insurance	225	207	226	151	226	250	132	
	TOTAL PERSONNEL EXPENSES	49,937	51,472	51,403	32,045	51,403	51,427	51,309	-
001-51-511-100-31000	Professional Services	13,500	23,827	30,113	15,121	25,922	18,447	18,447	
001-51-511-100-40000	Travel & Training	4,616	3,891	10,000	1,872	2,808	10,000	10,000	
001-51-511-100-41100	Telephone	1,439	1,256	1,100	686	1,029	1,100	1,100	
001-51-511-100-41200	Postage & Shipping	190	-	100	-	-	100	100	
001-51-511-100-47000	Printing	418	208	300	-	-	300	300	
001-51-511-100-48000	Promotional Activity	4,599	4,411	3,050	545	818	3,500	8,500	
001-51-511-100-48045	Sunset Celebration						14,400	14,400	
001-51-511-100-49400	Uniforms & Clothing	-	-	500	-	-	250	250	
001-51-511-100-51000	Office Supplies	66	60	120	-	-	120	120	
001-51-511-100-54200	Memberships, Dues, & Subscriptior	6,937	6,616	7,000	6,633	9,950	7,115	7,115	
	TOTAL OPERATING EXPENSES	31,765	40,269	52,283	24,857	40,527	55,332	60,332	-
	TOTAL DEPT EXPENDITURES	81,702	91,741	103,686	56,902	91,930	106,759	111,641	-

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN COMMISSION (GF 100)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2013-14 **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	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (GF 100)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
100-31000	Professional Services	Professor Instrum to do Phase 2 of the study of the election process	8,800
		Barker Gomez Lobbying Services	8,333
		Web hosting services (Vendor: 633A -- $894 + $420)	1,314
		Total	18,447
100-40000	Travel & Training	$2,000.00 allowance per elected official	10,000
100-41100	Telephone	Mobile phone charges	1,100
100-41200	Postage & Shipping	Incidental postage and shipping	100
100-47000	Printing	Incidental printing	300
100-48000	Promotional Activity	Annual Volunteer Recognition Dinner	5,000
		Constant Contact (e-mail blasts)	1,500
		Plaques, Certificates, Recognitions	2,000
		Total	8,500
100-49399	Sunset Celebration	Band - $700 per mo., radio advertising - $500 per mo.	14,400
100-49400	Uniforms & Clothing	One shirt per Commissioner @ $50.00 each	250
100-51000	Office Supplies	$10.00/month	120
100-54200	Memberships, Dues, & Subscriptions	Palm Beach County League of Cities	5,015
		Florida League of Cities	1,050
		Northern Palm Beach County Chamber of Commerce	675
		Other	375
		Total	7,115
			60,332

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (GF 100)
LEGISLATIVE PRIORITIES
FISCAL YEAR 2014-15

Schedule 6

Legislative Priority	Potential Impact on the Town of Lake Park	History of Prior Action

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TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2014-15

Departmental Metrics

At present, the Office of the Town Manager does not keep any departmental metrics. Instead, the Town Manager's performance is reviewed by each of the elected officials during a public session. Please see the Performance Measures section below for an explanation of this.

Functions

The Town Manager's chief obligation is to provide quality of life services to the Town's 8,248 residents in an effective, efficient and transparent manner. According to the Town Charter, the Manager also implements policy decisions at the direction of the Commission, directs the Town's daily activities, prepares and oversees the Town's annual budget, and supervises the Town's employees and departments.

The Town Manager also serves as the Executive Director of the Town's Community Redevelopment Agency (CRA), and fosters an environment that encourages economic growth and development throughout the Town.

Performance Measures

In June of each year, the Town Commission conducts a performance evaluation of the Town Manager. A variety of factors are rated on a 5 point scale, including Management Style/Professional Skills, Fiscal Management, Personal Skills/Communications, Relations with the Town Commission, and Community Relations. Copies of all past performance measure scores completed by the Town Commission for the Town Manager are available upon request through the Office of the Town Clerk.

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	259,113	205,794	190,199	191,362	130,994	130,515	-
Operating Expenses	11,785	12,670	9,900	6,166	15,550	15,550	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	270,898	218,464	200,099	197,528	146,544	146,065	-

Personnel Recap

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

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TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-512-104-11000	Executive Salaries	157,688	120,369	110,000	69,477	110,000	120,000	120,000	
001-51-512-104-12000	Regular Salaries	50,986	38,949	40,667	25,502	40,548	-	-	
001-51-512-104-14000	Overtime Salaries	478	29	-	-	-	-	-	
001-51-512-104-15000	Special Pay	2,403	-	-	-	-	-	-	
001-51-512-104-19900	Wages Reclassified	-		(7,840)	(5,227)	(7,841)	(21,391)	(21,391)	
001-51-512-104-21000	FICA	14,417	11,836	11,526	6,853	10,280	9,180	9,180	
001-51-512-104-22000	Retirement	12,951	14,000	12,937	8,248	12,372	12,000	12,000	
001-51-512-104-22100	Town Retirement Matching	-		672	428	642	-	-	
001-51-512-104-23100	Medical Insurance	16,342	16,252	17,857	13,393	20,090	8,265	7,758	
001-51-512-104-23200	Insurance - Dental	874	759	760	570	855	40	371	
001-51-512-104-23300	Insurance - Life	558	1,273	1,156	1,092	1,638	994	994	
001-51-512-104-23400	Insurance - Vision	110	125	130	87	131	68	65	
001-51-512-104-23500	Disability	1,506	1,672	1,754	1,377	2,066	1,238	1,238	
001-51-512-104-24000	Worker's Compensation Insurance	800	530	580	387	581	600	300	
	TOTAL PERSONNEL EXPENSES	259,113	205,794	190,199	122,187	191,362	130,994	130,515	-
001-51-512-104-31000	Professional Services						5,000	5,000	
001-51-512-104-40000	Travel & Training	4,590	5,916	4,500	1,209	1,814	3,500	3,500	
001-51-512-104-41100	Telephone	3,535	2,971	1,900	1,415	2,123	1,900	1,900	
001-51-512-104-41200	Postage & Shipping	190	61	100	10	15	100	100	
001-51-512-104-44200	Equipment Leases	1,692	564	100	-	-	100	100	
001-51-512-104-47000	Printing	68		100	-	-	100	100	
001-51-512-104-48000	Promotional Activities	573		100	-	-	1,500	1,500	

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-512-104-49400	Uniforms & Clothing	100		100	-	-	100	100	
001-51-512-104-51000	Office Supplies	598	677	500	66	99	250	250	
001-51-512-104-52000	Operating Supplies					-	500	500	
001-51-512-104-54200	Memberships, Dues, & Subscriptions	439	2,481	2,500	1,410	2,115	2,500	2,500	
	TOTAL OPERATING EXPENSES	11,785	12,670	9,900	4,110	6,166	15,550	15,550	-
	TOTAL DEPT EXPENDITURES	270,898	218,464	200,099	126,297	197,528	146,544	146,065	-

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TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-15 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Town Manager	FT	57.69	2,080	120,000	12,000	-	7,758	371	994	65	1,238	142,426
												-
				-								-
Wages Reclassified	(21,391)											(21,391)
FICA	9,180											9,180
Worker's Compensation Insurance	300											300
								-				-
								-				
								-				
								-				
								-				
								-				
								-				
Total Wages & Benefits	(11,911)			120,000	12,000	-	7,758	371	994	65	1,238	130,515

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2014-15 **Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
104-31000	Professional Services	Contracted Temporary Services	5,000
104-40000	Travel & Training	FCCMA Annual Conference	$ 900
		Environmental Permitting School	1,500
		Local meetings and travel	1,100
		Total	3,500
104-41100	Telephone	Office telephone extensions (2) and 1 cell phone	1,900
104-41200	Postage & Shipping		100
104-44200	Equipment Leases		100
104-47000	Printing		100
104-48000	Promotional Activities	Gift Cards	1,500
104-47002	Uniforms & Clothing	2 logo shirts	100
104-51000	Office Supplies		250
104-52000	Operating Supplies		500
104-54200	Memberships, Dues, & Subscriptions	ICMA membership	1,100
		Business Development Board membership	1,000
		Florida City/County Management Association membership	360
		Palm Beach County Management Association membership	40
		Total	2,500
		Total	$ 15,550

TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2014-15

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 been carried out in a cost-effective, accurate and timely manner which has been within the departmental budget established for Fiscal Year 2014 (only 66 percent of the departmental Fiscal Year 2014 budget had been encumbered as of May 27, 2014).

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

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

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	94,607	102,180	106,725	109,478	107,032	105,996	-
Operating Expenses	30,370	20,960	24,536	22,103	25,597	22,747	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	124,977	123,140	131,261	131,581	132,629	128,743	-

Personnel Recap

	Present	Department	Proposed	Adopted
Human resources Director	1.00	1.00	1.00	
Administrative Assistant (38% shared with the Recreation Department)	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 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-512-105-11000	Executive Salaries	60,350	62,637	62,418	41,866	62,799	59,446	59,446	
001-51-512-105-12000	Regular Salaries	260	26,537	27,061	17,069	27,054	29,224	29,224	
001-51-512-105-13000	Other & Part Time Salaries	15,402	262	-		-	-	-	
001-51-512-105-14000	Overtime Salaries		98	100		-	100	100	
001-51-512-105-15000	Special Pay	830	726	720	444	666	720	720	
001-51-512-105-19900	Wages Reclassified	5,723	(13,778)	(13,951)	(9,264)	(13,896)	(15,178)	(15,178)	
001-51-512-105-21000	FICA	3,017	6,719	6,853	4,425	6,638	6,783	6,783	
001-51-512-105-22000	Retirement	7,172	3,132	4,325	2,986	4,479	4,433	4,433	
001-51-512-105-22100	Town Retirement Matching			1,946	1,379	2,069	2,217	2,217	
001-51-512-105-23100	Medical Insurance	465	13,488	14,758	11,069	16,604	16,530	15,516	
001-51-512-105-23200	Insurance - Dental	167	721	760	570	855	800	742	
001-51-512-105-23300	Insurance - Life	54	231	251	237	356	316	316	
001-51-512-105-23400	Insurance - Vision	792	130	130	87	131	136	316	
001-51-512-105-23500	Disability	375	1,092	1,152	1,013	1,520	1,205	1,205	
001-51-512-105-24000	Worker's Compensation Insurance		185	202	135	203	300	156	
	TOTAL PERSONNEL EXPENSES	94,607	102,180	106,725	72,016	109,478	107,032	105,996	-
001-51-512-105-31000	Professional Services	9,129	4,885	8,000	3,434	4,651	8,000	6,000	
001-51-512-105-34000	Contractual Services	6,022	4,836	5,000	2,482	3,723	5,000	4,000	
001-51-512-105-40000	Travel and Training			700	225	225	750	1,200	
001-51-512-105-41100	Telephone	492	261	600	107	161	600	300	

TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-512-105-41200	Postage & Shipping	509	310	400	257	386	400	400	
001-51-512-105-44200	Equipment Leases	2,187	1,648	2,245	1,264	1,896	2,245	2,245	
001-51-512-105-47000	Printing	100	120	100		-	100	100	
001-51-512-105-48100	Advertising	8,212	6,440	5,000	4,424	6,636	5,000	5,000	
001-51-512-105-51000	Office Supplies	2,654	1,309	1,250	2,146	3,219	2,250	2,250	
001-51-512-105-54200	Memberships, Dues, & Subscriptions	1,065	1,151	1,241	1,206	1,206	1,252	1,252	
	TOTAL OPERATING EXPENSES	30,370	20,960	24,536	15,545	22,103	25,597	22,747	-
	TOTAL DEPT EXPENDITURES	124,977	123,140	131,261	87,561	131,581	132,629	128,743	-

TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-15

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Human Resources Director	FT	28.58	2,080	59,446	2,972	-	7,758	371	170	65	828	71,610
Administrative Assistant	FT	14.05	2,080	29,224	1,461	-	7,758	371	146	65	377	39,402
Overtime Salaries	100											100
Wages Reclassified	(15,178)											(15,178)
Phone Allowance	720											720
FICA	6,783											6,783
Worker's Compensation Insurance	156											156
Town Retirement Matching	2,217											2,217
Total Wages & Benefits				88,670	4,433	-	15,516	742	316	130	1,205	105,810

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

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); CIS Worldwide (for national criminal and sex offender background checks); National Student Clearing House (to verify academic degrees); Crimcheck (for litigation checks); and, Benefits Workshop (aka JAG Enterprises, for administration of the Flexible Spending Account and the provision of COBRA services)	$ 6,000
105-34000	Contractual Services	Jupiter Medical Center Occupational Health Services (for pre-employment and post-accident drug screens and physicals, and, random drug screening); Innovative Credit Solutions (for credit investigations for applicants for certain positions); Thomas Reuters for national comprehensive background checks which include social security number validation); and, the Center for Family Services for the Employee Assistance Program for Town employees.	4,000
105-40000	Travel and Training	Excel training for the HR Administrative Assistant through a local high school (this is advertised in the fall in the publication entitled "Community Educator" along with the exact cost which should be less than $100.00. As a result, the $100.00 is an estimate for the purpose of this budget.) ALSO, Associate in Risk Management and Risk Management for Public Entities training through The Institutes for the HR Director (which totals $1,440).	1,200
105-41100	Telephone	State of Florida	300
105-41200	Postage & Shipping	United States Postal Service and occasionally Federal Express	400
105-44200	Equipment Leases	Toshiba (fixed cost)	2,245
105-47000	Printing	Minuteman Press	100

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-48100	Advertising	Palm Beach Post; International City/County Management Association; American Planning Association; Florida American Planning Association; Florida Government Finance Officers Association; and, other professional organizations as needed for which there is a cost for employment advertising	5,000
105-51000	Office Supplies	Staples and Office Depot, and an additional $1,000 to cover the cost of color and black and white printing for other departments, etc. which is taking place on the HR Department Toshiba copier/printer and cannot be separated out because no print meter has been installed on this equipment. The HR Department also bears the full cost of paper purchased for all printing and copying done on this equipment.	2,250
105-54200	Membership, Dues & Subscription	International City/County Management Association ($475.57 membership renewal fee for HR Director); Society for Human Resource Management ($180.00 approx. membership renewal fee for HR Director); and, Business and Legal Reports ($596.95 for What To Do about Personnel Problems in Florida [$557.00 plus $39.95 shipping cost])	1,252
	Total		**$ 22,747**

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2014-15

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Upgrade of Administrative Secretary Position	Upgrade of the current Administrative Secretary position to Administrative Assistant to reflect the current caliber of work which the employee in the position of Administrative Secretary routinely performs. The salary range for the position of Administrative Assistant is $29,214 to $48,581, which would result in a salary increase of $2,153 if the current Administrative Secretary is promoted Administrative Assistant, with 38 percent of her salary being allocated to the Parks and Recreation Department Budget.		$ 1,331
TOTALS FOR INITIATIVES THAT ARE INCLUDED IN THE PROPOSED BUDGET:			$ 1,331
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ -
COMBINED TOTALS			$ 1,331

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN CLERK (GF 106)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2014-15

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 Clerk's Office also disseminates information about legislative decisions and policy issues. 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 also the custodian of the Town Seal and provides notary services.

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	113,550	124,722	129,620	110,983	127,231	124,547	-
Operating Expenses	27,818	35,157	27,408	30,194	18,767	20,967	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	1,550	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	142,918	159,879	157,028	141,177	145,998	145,514	-

Personnel Recap

	Present	Department	Proposed	Adopted
Town Clerk	1.00	1.00	1.00	
Administrative Assistant (25% shared with the CRA)	---	1.00	1.00	
Deputy Town Clerk	1.00	---	---	
	2.00	2.00	2.00	0.00

E:\BUDGET 2014-15\[106 - Department Summary 2014-15.xlsx]Expenses - Sch 2

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-512-106-11000	Executive Salaries	55,583	57,694	57,491	36,264	54,396	57,491	57,491	
001-51-512-106-12000	Regular Salaries	30,289	35,030	37,003	16,629	24,944	41,600	40,664	
001-51-512-106-14000	Overtime Salaries	177	42	100		-	200	200	
001-51-512-106-15000	Special Pay	720	1,726	720	444	666	720	720	
001-51-512-106-19900	Wages Reclassified	-	-	-	-	-	(14,141)	(14,141)	
001-51-512-106-21000	FICA	6,243	7,020	7,456	3,840	5,760	7,580	7,509	
001-51-512-106-22000	Retirement	2,801	4,329	4,725	2,722	4,083	4,955	4,908	
001-51-512-106-22100	Town Retirement Matching	-		1,584	829	1,244	2,478	2,454	
001-51-512-106-23100	Medical Insurance	15,139	16,252	17,857	11,548	17,322	23,472	22,034	
001-51-512-106-23200	Insurance - Dental	775	721	760	475	713	800	742	
001-51-512-106-23300	Insurance - Life	291	359	360	295	443	423	423	
001-51-512-106-23400	Insurance - Vision	90	130	130	76	114	136	130	
001-51-512-106-23500	Disability	1,092	1,259	1,259	748	1,122	1,317	1,317	
001-51-512-106-24000	Worker's Compensation Insurance	350	160	175	117	176	200	96	
	TOTAL PERSONNEL EXPENSES	113,550	124,722	129,620	73,987	110,983	127,231	124,547	-
001-51-512-106-31000	Professional Services	1,050	1,050	1,300	1,050	1,575	1,050	1,050	
001-51-512-106-33000	Accounting, Audit & Elections		11,306	11,000	10,842	10,842	-	100	
001-51-512-106-34000	Contractual Services	4,619	3,403	2,000	3,770	5,655	4,900	4,900	
001-51-512-106-40000	Travel & Training	160	2,611	2,000	472	708	2,000	2,000	
001-51-512-106-41100	Telephone	747	725	400	315	473	695	695	
001-51-512-106-41200	Postage & Shipping	216	329	300	101	152	220	220	
001-51-512-106-44200	Equipment Lease	5,955	5,135	3,328	2,139	3,209	3,352	3,352	

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-512-106-46000	Repair & Maintenance		289		745	1,118	-	2,000	
001-51-512-106-47000	Printing	543	722	300	136	204	150	150	
001-51-512-106-48000	Promotional Activity				20	20		-	
001-51-512-106-48100	Advertising	7,243	3,798	3,500	1,816	2,724	3,500	3,500	
001-51-512-106-48200	Recording Fees	95		-	53	80	100	100	
001-51-512-106-51000	Office Supplies	5,825	4,612	2,000	1,630	2,445	2,000	2,000	
001-51-512-106-52100	Gasoline & Diesel Fuel	312	685	500	369	554	500	500	
001-51-512-106-54100	Books & Subscriptions			-		-	-	100	
001-51-512-106-54200	Memberships, Dues, & Subscriptions	1,053	492	780	290	435	300	300	
	TOTAL OPERATING EXPENSES	27,818	35,157	27,408	23,748	30,194	18,767	20,967	-
001-51-512-106-71000	Principal	1,518							
001-51-512-106-72000	Interest	32							
	TOTAL DEBT SERVICE	1,550	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	142,918	159,879	157,028	97,735	141,177	145,998	145,514	-

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN CLERK (GF 106)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-15 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Town Clerk / Deputy Town Manager	FT	27.64	2,080	57,491	2,875	-	11,017	371	261	65	801	72,881
Adminstrative Assistant	FT	19.55	2,080	40,664	2,033	-	11,017	371	162	65	516	54,828
Wages Reclassified	(14,141)											(14,141)
Overtime Salaries	200											200
Phone Allowance	720											720
FICA	7,509											7,509
Worker's Compensation Insurance	96											96
Town Retirement Matching	2,454											2,454
Total Wages & Benefits	10,779			98,155	4,908	-	22,034	742	423	130	1,317	124,547

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
106-31000	Professional Services	Laserfiche - maintenance	$ 1,050
106-33000	Accounting, Audit & Elections		100
106-34000	Contractual Services	Municode - website fee; My Municode bundle	4,900
106-40000	Travel & Training	FACC; PBCMCA Training; and FLC Annual Conference	2,000
106-41100	Telephone		695
106-41200	Postage & Shipping		220
106-44200	Equipment Lease	Lease expense on the copier/printer/fax/scan machine	3,328
		Lease of Cable Boxes	24
		Total Equipment Leases	3,352
106-46000	Repair & Maintenance	Town Car repairs	2,000
106-47000	Printing	Nameplates	150
106-48100	Advertising	Bids/RFP's Ordinances	3,500
106-48200	Recording Fees		100
106-51000	Office Supplies	Bottled water, Color Copies, Misc. Supplies, Paper	2,000
106-52100	Gasoline & Diesel Fuel	Additional usage of the Town vehicle	500
106-54100	Books & Subscriptions		100
106-54200	Memberships, Dues, & Subscriptions	FACC, IIMC, PBCMCA, NNA	300
		TOTAL	$ 20,967

TOWN OF LAKE PARK - ANNUAL BUDGET

LEGAL (GF 108)

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	-	-	-	-	-	-	-
Operating Expenses	101,894	97,869	121,000	110,000	121,000	121,000	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	101,894	97,869	121,000	110,000	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 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-514-108-31100	Professional Svc - Town Attorney	101,894	97,869	120,000	52,239	110,000	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	101,894	97,869	121,000	52,239	110,000	121,000	121,000	-
001-51-514-108-99105	Cost Recovery		-	-	-	-	-	-	-
	TOTAL OTHER EXPENSES	-	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	101,894	97,869	121,000	52,239	110,000	121,000	121,000	-

TOWN OF LAKE PARK - ANNUAL BUDGET
LEGAL (GF 108)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
500-31000	Professional Services	Professional Svc - Town Attorney	$ 120,000
		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 2014-15

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 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	98,041	98,438	99,324	99,797	100,446	99,670	-
Operating Expenses	43,897	40,763	47,325	41,943	47,325	49,325	-
Capital Outlay	8,250	2,779	3,590	8,804	27,000	32,508	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	2,000	-	2,000	2,000	-
Total Expenses	150,188	141,980	152,239	150,544	176,771	183,503	-

Personnel Recap

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

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TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-512-110-11000	Executive Salaries	73,922	75,366	75,088	47,363	75,070	75,088	75,088	
001-51-512-110-15000	Special Pay	490	1,990	490	300	450	490	490	
001-51-512-110-21000	FICA	5,284	5,571	5,744	3,408	5,112	5,677	5,677	
001-51-512-110-22000	Retirement	5,563	3,912	3,754	2,485	3,728	3,754	3,754	
001-51-512-110-22100	Town Retirement Matching	-	-	2,069	1,090	1,635	1,877	1,877	
001-51-512-110-23100	Medical Insurance	10,446	9,509	10,478	7,859	11,789	11,736	11,017	
001-51-512-110-23200	Insurance - Dental	431	360	380	285	428	400	371	
001-51-512-110-23300	Insurance - Life	195	206	207	196	294	261	261	
001-51-512-110-23400	Insurance - Vision	54	65	65	43	65	68	65	
001-51-512-110-23500	Disability	1,000	1,000	1,000	784	1,176	1,046	1,046	
001-51-512-110-24000	Worker's Compensation Insurance	31	45	49	33	50	49	24	
001-51-512-110-26000	Mileage Reimbursement	625	414	-		-	-	-	
	TOTAL PERSONNEL EXPENSES	98,041	98,438	99,324	63,846	99,797	100,446	99,670	-
001-51-512-110-31000	Professional Services - Adm IT	4,919	3,662	8,000	1,910	2,865	8,000	8,000	
001-51-512-110-34000	Contractual Services	11,493	8,100	10,560	6,060	9,090	10,560	10,560	
001-51-512-110-40000	Travel & Training	3,324	810	1,000		-	1,000	1,000	
001-51-512-110-41100	Telephone	2,399	2,306	2,300	1,201	1,802	2,300	2,300	
001-51-512-110-41105	Telephone - DSL	1,328	1,369	3,000	2,071	3,107	3,000	3,000	
001-51-512-110-46100	Equipment Maintenance Contract	2,744	2,756	3,000	2,133	3,200	3,000	3,000	
001-51-512-110-49303	Software - Administration	5,639	6,412	8,250	3,104	4,656	8,250	8,250	
001-51-512-110-49306	Software Maintenance - Finance	4,415	4,415	4,415	4,415	6,623	4,415	4,415	
001-51-512-110-51000	Office Supplies	-	129	-		-		-	

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-512-110-51900	Computer Supplies & Parts	4,475	7,313	3,000	4,402	6,603	3,000	4,000	
001-51-512-110-52000	Operating Supplies	2,372	2,636	3,000	2,289	3,434	3,000	4,000	
001-51-512-110-52200	Small Tools & Others			-		-		-	
001-51-512-110-54200	Memberships, Dues, & Subscriptior	789	855	800	375	563	800	800	
	TOTAL OPERATING EXPENSES	43,897	40,763	47,325	27,960	41,943	47,325	49,325	-
001-51-512-110-64100	Machinery & Equipment	1,310	2,779	2,753	5,032	7,548	27,000	32,508	
001-51-512-110-64101	Hardware - Town Commission	3,684			-	-			
001-51-512-110-64103	Hardware - Administration			837	837	1,256			
001-51-512-110-64106	Hardware - Finance	3,256				-			
001-51-512-110-64000	TOTAL CAPITAL OUTLAY	8,250	2,779	3,590	5,869	8,804	27,000	32,508	-
001-51-512-110-99901	Contingency			2,000	-	-	2,000	2,000	
	TOTAL OTHER EXPENSES			2,000	-	-	2,000	2,000	-
	TOTAL DEPT EXPENDITURES	150,188	141,980	152,239	97,675	150,544	176,771	183,503	-

TOWN OF LAKE PARK - ANNUAL BUDGET

INFORMATION TECHNOLOGY (GF 110)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-16 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Chief Information Technology Officer	FT	36.10	2,080	75,088	3,754	-	11,017	371	261	65	1,046	91,602
DSL Line	490											490
FICA	5,677											5,677
Worker's Compensation Insurance	24											24
Town Retirement Matching	1,877											1,877
Total Wages & Benefits				75,088	3,754	-	11,017	371	261	65	1,046	99,670

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

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

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
110-49306	Software-Finance	Accounting Software (ADG) Annual Support Fee	4,415
110-51900	Computer Supplies & Parts	Maintenance and Repair Computer Parts	4,000
110-52000	Operating Supplies	Power Back UPS, Tapes/Disks Back up	4,000
110-54200	Memberships, Dues, & Subscriptions	FLGISA, FCCMA, ICMA	800
		TOTAL	$ 49,325

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (General Fund 110)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2014-15

Schedule 5

Project Title	Description and Justification	Revenue	Cost
UPGRADED DESKTOPS	To replace old hardware/software for Staff from XP to Windows 8.1 with Office 2013		$ 14,000
	(Microsoft did not support XP after April 2014)		
SOFTWARE	To accommodate new computers with Microsoft Office Pro 2013		$ 4,000
EOC - SERVER	To place a server at Fire Station 68 for Emergency Operation Center (EOC)/Disaster Recovery		$ 11,756
EOC - INTERNET	Comcast Internet to communicate from EOC to Town Hall servers		1,200
PW-SERVER	To upgrade Public Works server from Microsoft (retired) 2003 to 2012		1,552
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **TOWN MANAGERS** PROPOSED BUDGET		$ -	$ 32,508
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **DEPARTMENTS** PROPOSED BUDGET		$ -	$ -
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET		$ -	$ -
COMBINED TOTALS		$ -	$ -

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TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2014-15

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

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

Goals for the current and upcomming year are:

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

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	306,165	300,466	338,628	336,755	323,363	325,747	-
Operating Expenses	86,746	106,993	83,643	74,582	83,810	83,810	-
Capital Outlay	-	-	-	-	35,000	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	392,911	407,459	422,271	411,337	442,173	409,557	-
						2,384	

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 I	1.00	1.00	1.00	
Accountant II (20% shared w/ Sanitation and 20% w/ Stormwater)	0.75	1.00	1.00	
	4.75	5.00	5.00	0.00

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TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-513-150-11000	Executive Salaries	71,631	75,288	75,000	47,308	75,000	75,000	75,000	
001-51-513-150-12000	Regular Salaries	154,906	157,819	158,017	103,291	163,758	193,045	197,537	
001-51-513-150-13000	Other & Part Time Salaries	11,342	3,085	31,200	14,659	23,240	-	-	
001-51-513-150-14000	Overtime Salaries	186	-	-	143	143	200	200	
001-51-513-150-15000	Special Pay	1,100	1,726	1,720	1,444	2,166	1,720	1,720	
001-51-513-150-19900	Wages Reclassified	-	-	-	-	-	(33,788)	(33,788)	
001-51-513-150-21000	FICA	17,497	17,364	20,344	12,289	18,434	20582	20,926	
001-51-513-150-22000	Retirement	9,865	8,811	11,650	5,963	8,945	11322	11,650	
001-51-513-150-22100	Town Retirement Matching	-	-	4,489	2,622	3,933	5661	5,825	
001-51-513-150-23100	Health Insurance	33,765	31,044	30,328	22,746	34,119	42,233	39,645	
001-51-513-150-23200	Insurance - Dental	1,705	1,321	1,520	1,140	1,710	2,000	1,855	
001-51-513-150-23300	Insurance - Life	661	680	753	712	1,068	972	972	
001-51-513-150-23400	Insurance - Vision	176	238	260	173	260	340	325	
001-51-513-150-23500	Disability	2,781	2,787	3,016	2,433	3,650	3,676	3,676	
001-51-513-150-24000	Worker's Compensation Insurance	550	303	331	221	332	400	204	
001-51-513-150-25100	Unemployment Compensation			-	-	-	-	-	
	TOTAL PERSONNEL EXPENSES	306,165	300,466	338,628	215,144	336,755	323,363	325,747	-
001-51-513-150-31000	Professional Services	-	2,290	-	-	-	-		
001-51-513-150-33000	Accounting & Auditing	54,825	49,800	49,800	34,205	42,125	49,800	49,800	
001-51-513-150-34000	Contractual Services	3,788	22,315	4,078	5,324	7,986	4,440	4,440	
001-51-513-150-40000	Travel & Training	114	4,249	5,000	3,096	4,644	5,000	5,000	

TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-513-150-41100	Telephone	1,362	1,274	1,320	558	837	1,340	1,340	
001-51-513-150-41200	Postage & Shipping	4,679	5,131	4,500	2,124	3,186	4,500	4,500	
001-51-513-150-44200	Equipment Leases	4,332	4,425	4,500	2,035	3,053	4,285	4,285	
001-51-513-150-47000	Printing	1,086	575	2,000	64	96	1,000	1,000	
001-51-513-150-47100	Copying							-	
001-51-513-150-49000	Other Current Charges	435	435	435	-	435	435	435	
001-51-513-150-49600	Bank Charges / Admin Fees	10,389	11,340	8,000	4,507	6,761	8,000	8,000	
001-51-513-150-51000	Office Supplies	5,461	4,370	3,500	3,565	5,348	4,500	4,500	
001-51-513-150-52200	Small Tools & Other	-	195	-	-	-	-	-	
001-51-513-150-54100	Books & Subscriptions	-	159	-	-	-	-	-	
001-51-513-150-54200	Memberships, Dues, & Subscriptior	275	435	510	75	113	510	510	
	TOTAL OPERATING EXPENSES	86,746	106,993	83,643	55,553	74,582	83,810	83,810	-
	Remodel Front end of Finance Dep	-	-	-	-	-	35,000	-	-
	TOTAL CAPITAL	-	-	-	-	-	35,000	-	-
	TOTAL DEPT EXPENDITURES	392,911	407,459	422,271	270,697	411,337	442,173	409,557	-

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TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (General Fund 150)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2014-15 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Finance Director	FT	36.06	2,080	75,000	3,750	-	7,758	371	207	65	999	88,150
Chief Accountant	FT	28.85	2,080	60,008	3,000	-	Declined	371	207	65	712	64,363
Accountant I	FT	23.29	2,080	48,443	2,422	500	13,112	371	132	65	645	65,690
Accountant II	FT	23.83	2,080	49,566	2,478	500	11,017	371	207	65	660	64,864
Accountant II	FT	19.00	2,080	39,520	-	-	7,758	371	219	65	660	48,593
												-
Overtime	200											200
Wages Reclassified	(33,788)											(33,788)
FICA	20,926											20,926
Phone Allowance	720											720
Worker's Compensation Insurance	204											204
Town Retirement Matching	5,825											5,825
												-
Total Wages & Benefits				272,537	11,650	1,000	39,645	1,855	972	325	3,676	325,747

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

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TOWN OF LAKE PARK - ANNUAL BUDGET
FINANCE DEPARTMENT (GF 150)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
150-33000	Accounting & Auditing	Annual Audit Fee (Nowlen Holt & Miner) & OPEB Actuarial (Foster & Foster)	$ 49,800
150-34000	Contractual Services	Dunbar Armored Car Service $370/month	4,440
150-40000	Travel & Training	FGFOA Conference, FRA Conference, FABTO Conference, and ADG meetings	5,000
150-41100	Telephone	Six phone lines at $20 each times 12 months	1,340
150-41200	Postage & Shipping	Mailing of Sanitation bills, miscellaneous other bills, and notices	4,500
150-44200	Equipment Leases	Copy Machine lease ($2080), & Postage Machine ($2205)	4,285
150-47000	Printing	W-2 and 1099 Forms ($150), Business Tax Receipt forms ($200), Sanitations Billing cards ($350), various payroll and leave forms ($300)	1,000
150-47100	Copying	Per copy charges on the copier/printer	
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	$ 83,810

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

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Accountant II position from Part-time to Full-time	This position currently processes payroll, prepares and distributes the sanitation billing, covers other positions in Finance for vacations and other absences, together with various other duties. Increasing the work hours will insure that the Sanitation Fund is invoiced timely, increasing cash flow and eliminating billing errors. This position would have time to perform analysis of the Stormwater Fund which will become more critical in the coming months.	-	11,196
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **TOWN MANAGERS** PROPOSED BUDGE		$ -	$ 11,196
Finance Department Remodeling and Citizen Engagement	Open a Cashier window from the Finance Offices directly into the front entryway of Town Hall, While this project has some technical elements it should be accomplished with a minimum of inconvenience to the public. The project is intended to enhance the appearance of the main entry way into Town Hall and to give Town Hall visitors a human face to guide them to the appropriate individual or department within Town Hall, and significantly improve the security of the department.	$ -	$ 35,000
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **DEPARTMENTS** PROPOSED BUDGET		$ -	$ 46,196

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TOWN OF LAKE PARK - ANNUAL BUDGET

LAW ENFORCEMENT SERVICES (GF 200)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2014-15

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

The tenth addendum to the contract, the Lake Park Law Enforcement Service Agreement, has been proposed by the Palm Beach County Sheriff's Office at a 1% increase for Fiscal Year 2015. This brings the annual amount to $2,648,850 a $26,226 increase.

$	2,622,624	2013/14 Contracted Cost
	1.0%	Percentage Increase
$	2,648,850	2014/15 Proposed Cost
$	26,226	Increase

TOWN OF LAKE PARK - ANNUAL BUDGET
LAW ENFORCEMENT SERVICES (GF 200)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services							
Operating Expenses	2,688,374	2,610,559	2,667,115	2,669,667	2,689,850	2,689,498	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	2,688,374	2,610,559	2,667,115	2,669,667	2,689,850	2,689,498	-

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	
School Crossing Guards	9.00	9.00	9.00	
	33.00	33.00	33.00	0.00

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TOWN OF LAKE PARK - ANNUAL BUDGET
LAW ENFORCEMENT SERVICES (GF 200)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-52-521-200-34010	Contract PBC Sheriff	2,571,200	2,571,200	2,622,624	1,748,416	2,622,624	2,648,850	2,648,850	
001-52-521-200-41100	Telephone	2,236	2,371	3,000	1,059	1,589	1,600	1,600	
001-52-521-200-43000	Utilities	9,865	10,863	12,000	6,000	9,000	10,000	10,000	
001-52-521-200-43250	Garbage & Trash	1,115	1,108	2,000	1,094	1,641	2,000	2,000	
001-52-521-200-45000	Insurance	1,900	1,626	1,891	1,084	1,626	1,800	1,448	
001-52-521-200-49101	Property Tax	558	-	600	-	600	600	600	
001-52-521-200-52100	Gasoline & Diesel Fuel	101,500	23,391	25,000	21,725	32,588	25,000	25,000	
	TOTAL OPERATING EXPENSES	2,688,374	2,610,559	2,667,115	1,779,378	2,669,667	2,689,850	2,689,498	-
	TOTAL DEPT EXPENDITURES	2,688,374	2,610,559	2,667,115	1,779,378	2,669,667	2,689,850	2,689,498	-

TOWN OF LAKE PARK - ANNUAL BUDGET
EMERGENCY AND DISASTER RELIEF SERVICES (GF 250)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	-	-	-	-	-	-	-
Operating Expenses	149	-	1,000	-	1,000	1,000	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	149	-	1,000	-	1,000	1,000	-

Personnel Recap

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

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TOWN OF LAKE PARK - ANNUAL BUDGET
EMERGENCY AND DISASTER RELIEF SERVICES (GF 250)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
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	149	-	250	-	-	250	250	-
	TOTAL OPERATING EXPENSES	149	-	1,000	-	-	1,000	1,000	-
	TOTAL DEPT EXPENDITURES	149	-	1,000	-	-	1,000	1,000	-

TOWN OF LAKE PARK - ANNUAL BUDGET
FIRE PROTECTIVE SERVICES (GF 300)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	-	-	-	-	-	-	-
Operating Expenses	1,545,931	1,545,931	1,550,505	1,550,508	1,655,755	1,655,755	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	1,545,931	1,545,931	1,550,505	1,550,508	1,655,755	1,655,755	-

Recap

	Year over year Increase
Contracted with Palm Beach County Fire Rescue	$ 105,250

Palm Beach County Millage Rate for FY 2013 was 3.4581

Palm Beach County Millage Rate for FY 2014 was 3.4581

Palm Beach County Millage Rate for FY 2015 is 3.4581

TOWN OF LAKE PARK - ANNUAL BUDGET
FIRE PROTECTIVE SERVICES (GF 300)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 05/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
001-52-522-300-34000	Contractual Services	1,545,931	1,545,931	1,550,505	1,033,672	1,550,508	1,655,755	1,655,755	
	TOTAL OPERATING EXPENSES	1,545,931	1,545,931	1,550,505	1,033,672	1,550,508	1,655,755	1,655,755	-
	TOTAL DEPT EXPENDITURES	1,545,931	1,545,931	1,550,505	1,033,672	1,550,508	1,655,755	1,655,755	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2014-15

Department of Public Works Administration provides support services to the eight divisions of Public W 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 an 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. 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 - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	150,886	178,603	187,004	160,763	182,105	180,271	-
Operating Expenses	16,309	17,452	14,412	22,651	16,075	15,546	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	167,195	196,055	201,416	183,414	198,180	195,817	-

Personnel Recap

	Present	Department	Proposed	Adopted
Public Works Director	1.00	1.00	1.00	
Assistant to the Public Works Director	1.00	1.00	1.00	
Project Manager (Part time, 20% shared w/ Stormwater)	0.65	0.72	0.72	
(10% shared w/ Streets & Roads, 20% w/ CRA)	2.65	2.72	2.72	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-53-530-400-11000	Executive Salaries	67,327	70,235	69,992	44,149	69,976	69,992	69,992	
001-53-530-400-12000	Regular Salaries	46,754	54,374	48,152	15,098	23,930	37,440	37,440	
001-53-530-400-13000	Other & Part-Time Salaries	-	50,624	46,630	32,364	51,297	51,735	51,735	
001-53-530-400-14000	Overtime Salaries	-	346	-	306	459	700	700	
001-53-530-400-15000	Special Pay	720	1,452	1,440	888	1,332	1,940	1,940	
001-53-530-400-19900	Wages Reclassified	-	(38,686)	(23,315)	(15,543)	(23,315)	(25,868)	(25,868)	
001-53-530-400-21000	FICA	8,056	12,849	12,715	6,755	10,133	12,215	12,215	
001-53-530-400-22000	Retirement	5,737	6,280	5,908	2,302	3,453	5,372	5,372	
001-53-530-400-22100	Town Retirement Matching	-	-	1,928	1,010	1,515	2,686	2,686	
001-53-530-400-23100	Medical Insurance	18,719	17,601	19,850	12,428	18,642	22,232	20,870	
001-53-530-400-23200	Insurance - Dental	930	759	760	444	666	800	742	
001-53-530-400-23300	Insurance - Life	386	370	410	278	417	459	459	
001-53-530-400-23400	Insurance - Vision	108	65	130	-	-	68	65	
001-53-530-400-23500	Disability	1,574	1,574	1,573	951	1,427	1,503	1,503	
001-53-530-400-24000	Worker's Compensation Insurance	575	760	831	554	831	831	420	
	TOTAL PERSONNEL EXPENSES	150,886	178,603	187,004	101,984	160,763	182,105	180,271	-
001-53-530-400-34000	Contractual Services	1,052	1,175	1,375	6,126	9,189	1,375	1,375	
001-53-530-400-40000	Travel & Training	74	-	-	311	467	400	400	
001-53-530-400-41100	Telephone	2,446	2,074	2,040	1,772	2,658	2,040	2,040	
001-53-530-400-41200	Postage & Shipping	29	270	225	13	20	225	225	
001-53-530-400-43000	Utilities		83			-		-	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-53-530-400-44200	Equipment Leases	2,371	748	1,486	-	-	1,486	1,486	
001-53-530-400-45000	Insurance	5,425	4,222	4,911	3,274	4,911	4,911	4,382	
001-53-530-400-46000	Repair & Maintenance		4,204			-		-	
001-53-530-400-46100	Equipment Maintenance Contract	197	787	-	394	591	788	788	
001-53-530-400-47000	Printing	184	97	250	292	438	250	250	
001-53-530-400-49101	Property Taxes	98	-	100	-	-	100	100	
001-53-530-400-49400	Uniforms & Clothing	156	25	200	-	-	200	200	
001-53-530-400-51000	Office Supplies	1,561	929	1,025	1,125	1,688	1,500	1,500	
001-53-530-400-52100	Gasoline & Diesel Fuel	2,463	2,562	2,250	1,493	2,240	2,250	2,250	
001-53-530-400-54200	Memberships, Dues, & Subscriptions	253	276	550	299	449	550	550	
	TOTAL OPERATING EXPENSES	16,309	17,452	14,412	15,099	22,651	16,075	15,546	-
	TOTAL DEPT EXPENDITURES	167,195	196,055	201,416	117,083	183,414	198,180	195,817	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2014-15

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Public Works Director	FT	33.65	2,080	69,992	3,500	500	13,112	371	261	Declined	974	88,710
Assistant to Public Works Director	FT	18.00	2,080	37,440	1,872	-	7,758	371	198	65	529	48,233
Project Manager	PT	34.49	1,500	51,735	-	-	-	-	-	-	-	51,735
Overtime	700											700
Phone Allow / Director	720											720
Phone Allow / Project Manager	720											720
Wages Reclassified	(25,868)											(25,868)
FICA	12,215											12,215
Worker's Compensation Insurance	420											420
Town Retirement Matching	2,686											2,686
Total Wages & Benefits	(9,107)			159,167	5,372	500	20,870	742	459	65	1,503	180,271

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
400-34000	Contractual Services	Comcast internet	$ 1,375
400-40000	Travel & Training		400
400-41100	Telephone	Cell phones, office phone & fax lines	2,040
400-41200	Postage & Shipping	Postage for contracts and plan reviews	225
400-44200	Equipment Leases	Photocopier - Toshiba	1,486
400-45000	Insurance		3,950
400-46100	Equipment Maintenance Contract		788
400-47000	Printing	Copies of site plans and project documents	250
400-49101	Property Taxes		100
400-49400	Uniforms & Clothing	Town logo office wear	200
400-51000	Office Supplies	Photocopy paper, file folders, toner, NCR forms	1,500
400-52100	Gasoline & Diesel Fuel	Fuel for vehicle #33 (Ford Explorer)	2,250
400-54200	Memberships, Dues, & Subscrip	APWA; National Arbor Day Foundation	550
			$ 15,114

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS GROUNDS MAINTENANCE (GF 406)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2014-15

The Grounds Maintenance Division is a very 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 the grounds looking good this makes for a more friendly place for families to want to move to Lake Park. We keep the parks well maintained to continue with that small town atmosphere. We hope that the well kept parks create a welcoming space for the 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 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	236,906	278,232	288,417	262,058	291,284	278,404	-
Operating Expenses	63,497	73,260	74,764	62,018	81,964	81,135	-
Capital Outlay	6,000	-	-	-	-	-	-
Debt Service	5,989	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	312,392	351,492	363,181	324,076	373,248	359,539	-

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 (40% 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 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-57-572-406-12000	Regular Salaries	166,133	201,676	200,990	114,530	181,530	199,472	199,472	
001-57-572-406-14000	Overtime Salaries	128	69	400	(64)	(64)	400	400	
001-57-572-406-15000	Special Pay	2,000	2,000	1,500	1,000	1,500	1,500	1,500	
001-57-572-406-19900	Wages Reclassified	(120)	(15,604)	(19,834)	(13,223)	(19,835)	(19,001)	(19,001)	
001-57-572-406-21000	FICA	11,866	14,155	15,406	8,009	12,014	15,405	15,405	
001-57-572-406-22000	Retirement	8,160	9,249	10,050	5,507	8,261	9,121	9,121	
001-57-572-406-22100	Town Retirement Matching			4,115	2,181	3,272	4,561	4,561	
001-57-572-406-23100	Medical Insurance	37,438	54,048	62,280	41,717	62,576	66,696	57,256	
001-57-572-406-23200	Insurance - Dental	2,015	2,146	2,280	1,489	2,234	2,400	2,226	
001-57-572-406-23300	Insurance - Life	640	908	927	690	1,035	1,055	1,055	
001-57-572-406-23400	Insurance - Vision	226	378	390	233	350	408	390	
001-57-572-406-23500	Disability	2,070	3,197	3,341	1,742	2,613	2,695	2,695	
001-57-572-406-24000	Worker's Compensation Insurance	6,350	6,010	6,572	4,381	6,572	6,572	3,324	
001-57-572-406-25100	Unemployment Compensation	-	-	-		-	-	-	
	TOTAL PERSONNEL EXPENSES	236,906	278,232	288,417	168,192	262,058	291,284	278,404	-
001-57-572-406-34000	Contractual Services	4,924	5,081	5,000	2,246	3,369	7,450	7,450	
001-57-572-406-34010	Contractual Services - Park Avenue	-	1,297		160	240		-	
001-57-572-406-40000	Travel & Training	-	40	400	20	30	400	400	
001-57-572-406-41100	Telephone	1,328	1,326	1,328	777	1,166	1,328	1,328	
001-57-572-406-43000	Utilities	11,243	12,157	12,800	7,561	11,342	12,800	12,800	
001-57-572-406-44100	Rentals	1,909	2,502	2,500	3,257	4,886	4,000	4,000	
001-57-572-406-45000	Insurance	4,000	3,642	4,236	2,824	4,236	4,236	3,407	
001-57-572-406-46000	Repair & Maintenance	2,895	5,172	4,500	3,746	5,619	7,800	7,800	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2014-15	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-57-572-406-46010	Repair & Maintenance-Park Avenue			3,750	252	378	3,750	3,750	
001-57-572-406-49400	Uniforms & Clothing	1,747	2,436	2,000		-	2,000	2,000	
001-57-572-406-52000	Operating Supplies	24,701	20,447	24,000	12,746	19,119	23,950	23,950	
001-57-572-406-52010	Operating Supplies - Park Avenue	-	3,009	1,250	583	875	1,250	1,250	
001-57-572-406-52100	Gasoline & Diesel Fuel	10,650	13,368	12,000	7,172	10,758	12,000	12,000	
001-57-572-406-52200	Small Tools & Other	-	2,505	1,000		-	1,000	1,000	
001-57-572-406-54200	Memberships, Dues & Subscriptions	100	278			-		-	
	TOTAL OPERATING EXPENSES	63,497	73,260	74,764	41,344	62,018	81,964	81,135	-
001-57-572-406-63000	Improvement Other Than Bldg	6,000	-	-	-	-	-	-	
	TOTAL CAPITAL OUTLAY	6,000	-	-	-	-	-	-	-
001-57-572-406-71000	Principal	5,865						-	
001-57-572-406-72000	Interest	124						-	
	TOTAL DEBT SERVICE	5,989	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	312,392	351,492	363,181	209,536	324,076	373,248	359,539	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2013-14 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Foreman	FT	21.29	2,080	44,283	2,214	500	7,758	371	235	65	616	56,042
Crew Leader	FT	14.31	2,080	29,765	1,488	-	13,112	371	102	65	415	45,318
Maintenance Worker III	FT	19.92	2,080	41,434	2,072	500	13,112	371	219	65	362	58,135
Maintenance Worker II	FT	16.29	2,080	33,883	1,694	500	7,758	371	177	65	472	44,920
Irrigation Technician	FT	13.16	2,080	27,373	1,369	-	7,758	371	146	65	381	37,463
Maintenance Worker II	FT	10.93	2,080	22,734	284	-	7,758	371	176	65	449	31,837
Overtime Salaries	400											400
Wages Reclassified	(19,001)											(19,001)
FICA	15,405											15,405
Worker's Compensation Insurance	3,324											3,324
Town Retirement Matching	4,561											4,561
Total Wages & Benefits	4,689			199,472	9,121	1,500	57,256	2,226	1,055	390	2,695	278,404

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

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		
		Rood Landscaping			$ 3,700
		Nozzle Nolen			1,250
		Arborist Services			2,500
				TOTAL:	$ 7,450
406-40000	Travel & Training		Fertilizer, herbicide, & pesticide applicator certification training		400
406-41100	Telephone		Mobile phones with walkie talkie for crew leaders to communicate in the field		1,328
406-43000	Utilities		Electric and water fees associated with irrigation systems		12,800
406-44100	Rentals		Boom lift for tree trimming; trash pump to prime irrigation wells; power buggies for mulch		4,000
406-45000	Insurance				3,407
406-46000	Repair & Maintenance		Contract repairs of vehicles,mowers,and small engine tools; a mower drive unit costs $4,500		
		Hector Turf			1,500
		Lawnmower headquarters (lawnmower repairs, hydrostatic drive unit)			5,400
		Melrose Supply and Sales - irrigation system repairs			900
				TOTAL:	$ 7,800
406-46010	Repair & Maintenance-Park Ave		CWA's extra services for irrigation repairs, tree trimming, & plant re-sets		3,750
406-49400	Uniforms & Clothing		Uniform and safety boot replacements		2,000
406-52000	Operating Supplies		Maint. materials, E.g., parts, chemicals, pesticides, fertilizers, custodial products, etc. (This is a sample of typical vendors used in the past. It is not an exclusive list.)		
		Florida Water Processing Co. (rust inhibitor)			$ 1,300
		Hector Turf			3,000
		Home Depot			700
		John Deere			2,000
		Kauff's Truck and Trailer			700
		Lawnmower headquarters (3 sets mower tires and blades)			3,850
		Lowes			500
		South Florida Janitorial			950
		Melrose Supply			3,100
		Superior Mulch (mulch shipment split with recreation)			5,000
		MISC vendors			2,850
				TOTAL:	$ 23,950
406-52010	Operating Supplies - Park Ave		Funds specific for CRA fertilization, pest control, and irrigation repairs by Town staff		1,250
406-52100	Gasoline & Diesel Fuel		Fuel to run service trucks, mowers, and small engine equipment		12,000
406-52200	Small Tools & Others		Replace small engine tools that exceed useful life expectancy		1,000
				TOTAL:	$ 81,135

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2014-15

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)

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FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	119,856	90,200	86,516	87,273	87,716	84,947	-
Operating Expenses	169,813	177,510	177,156	170,841	182,195	176,829	-
Capital Outlay	68,385	875	-	5,334	26,750	26,750	-
Debt Service							
Non-Operating	-	-	-	-	-	-	-
Total Expenses	302,468	268,585	263,672	263,448	296,661	288,526	-

Personnel Recap

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

E:\BUDGET 2014-15\[408 - Department Summary 2014-15.xlsx]Expense Detail - Sch 4

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-54-597-408-12000	Regular Salaries	83,928	45,596	44,366	28,065	44,483	44,366	44,366	
001-54-597-408-14000	Overtime Salaries	472	328	450	216	324	450	450	
001-54-597-408-15000	Special Pay	1,000	500	500	500	500	500	500	
001-54-597-408-19900	Wages Reclassified	(342)	25,833	21,182	14,121	21,182	21,510	21,510	
001-54-597-408-21000	FICA	6,445	3,527	3,467	2,187	3,281	3,467	3,467	
001-54-597-408-22000	Retirement	4,292	2,347	2,218	1,499	2,249	2,218	2,218	
001-54-597-408-22100	Town Matching Retirement			1,222	660	990	1,109	1,109	
001-54-597-408-23100	Medical Insurance	17,260	6,744	7,379	5,534	8,301	8,265	7,758	
001-54-597-408-23200	Insurance - Dental	930	360	380	285	428	400	371	
001-54-597-408-23300	Insurance - Life	339	185	186	176	264	235	235	
001-54-597-408-23400	Insurance - Vision	108	65	65	43	65	68	65	
001-54-597-408-23500	Disability	1,149	591	591	463	695	618	618	
001-54-597-408-24000	Worker's Compensation Insurance	4,275	4,124	4,510	3,007	4,511	4,510	2,280	
	TOTAL PERSONNEL EXPENSES	119,856	90,200	86,516	56,756	87,273	87,716	84,947	-
001-54-597-408-31000	Professional Services	1,430		-	-	-			
001-54-597-408-34000	Contractual Services	46,200	54,198	52,109	31,255	46,883	54,061	54,061	
001-54-597-408-34010	Permits and Fees		450			-	450	450	
001-54-597-408-41100	Telephone	670	1,045	540	617	926	1,054	1,054	
001-54-597-408-43000	Utilities	57,633	58,190	60,000	36,306	54,459	60,000	60,000	
001-54-597-408-43250	Garbage & Trash	4,738	4,708	4,725	4,649	6,974	4,738	4,738	
001-54-597-408-44100	Rentals	215	249	500	436	654	500	500	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-54-597-408-45000	Insurance	29,700	23,570	27,417	18,278	27,417	27,417	22,051	
001-54-597-408-46000	Repair & Maintenance	10,912	15,748	12,500	7,403	11,105	12,525	12,525	
001-54-597-408-46010	Repair & Maintenance - Parks	81		1,000	2,601	3,902	2,000	2,000	
001-54-597-408-46020	Repair & Maintenance - Bostrom Park				83	125	250	250	
001-54-597-408-49400	Uniforms & Clothing	422	199	300	90	135	300	300	
001-54-597-408-52000	Operating Supplies	12,208	13,539	12,465	9,490	14,235	13,300	13,300	
001-54-597-408-52100	Gasoline & Diesel Fuel	5,604	4,808	5,100	2,684	4,026	5,100	5,100	
001-54-597-408-52200	Small Tools and Others	-	806	500		-	500	500	
	TOTAL OPERATING EXPENSES	169,813	177,510	177,156	113,892	170,841	182,195	176,829	-
001-54-597-408-62100	Improvements-Bldg	3,725	875	-	3,556	5,334	26,750	26,750	
001-54-597-408-62101	Police Dept - Roof Replacement	64,660		-		-		-	
001-54-597-408-63000	Improvement Other Than Bldg	-	-	-	-	-	-	-	
	TOTAL CAPITAL OUTLAY	68,385	875	-	3,556	5,334	26,750	26,750	-
	TOTAL DEPT EXPENDITURES	358,054	268,585	263,672	174,204	263,448	296,661	288,526	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-15 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Facility Maintenance Worker III	FT	21.33	2,080	44,366	2,218	500	7,758	371	235	65	618	56,131
												-
												-
Overtime Salaries	450											450
Wages Reclassified	21,510											21,510
FICA	3,467											3,467
Worker's Compensation Insurance	2,280											2,280
Town Matching Retirement	1,109											1,109
Total Wages & Benefits	28,816			44,366	2,218	500	7,758	371	235	65	618	84,947

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor		Cost
408-34000	Contractual Services	Tyco Integrated Security	5 year contract for monitoring of fire alarm system at Sheriff's Sub-Station	$ 3,142
		USSI	3 year contract for cleaning Public Works, Town Hall, ballroom, PBSO District 10, and Lake Shore Park Bathrooms	23,928
		Alfi Electronics	Panic Alarm Town Hall	927
		ADT	Town Hall elevator phone monitoring	386
		Nozzle Nolen	Annual termite inspection for Evergreen House	200
		ThyssenKrupp	Monthly maintenance inspection for Town Hall	3,142
		Elevator Inspection Services	Annual inspections for Town Hall elevator	200
		Devcon Security	Fire alarm monitoring for Town Hall	1,545
		Devcon Security	Alarm monitoring for Evergreen House	443
		Comcast	High speed internet and basic television service at Public Works	1,200
		Orkin	Annual termite inspection for Town Hall	975
		Nozzle Nolen	Monthly exterminating of Town Hall, Library, Public Works, and the Evergreen House	2,030
		Nozzle Nolen	Annual termite inspection for the Ball fields/Concession Bldg.	175
		Nozzle Nolen	Rodent bait stations at Lake Shore Park bathrooms and the Evergreen House	225
		American Cooling	Quarterly preventive maintenance for air conditioning units at Town Hall, PBSO District 10, Public Works and Library	4,400
		Alterna Power Inc.	Bi-monthly service for 5 town generators and annual tune-up	3,193
		Clark Sales/Display	Elec. holiday decorations - 10th Street	6,000

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor		Cost
		Preventive Fire & Safety	Fire extinguisher inspections	1,500
		PBC Health Dept	Annual septic tank operating permits	450
			TOTAL	$ 54,061
408-34010	Permits and Fees			450
408-41100	Telephone			1,054
408-43000	Utilities	Pays for electric and water utilities at all Town facilities		60,000
408-43250	Garbage & Trash	Pays the Solid Waste Authority's annual assessment for Town-owned garbage containers		4,738
408-44100	Rentals	Misc. rental equipment for maintenance activities, e.g., scaffolding, boom lift, paint sprayer		500
408-45000	Insurance			22,051
408-46000	Repair & Maintenance	Contract services,as-needed. E.g., A/C repairs, electric service plumbing, pest control. (This is a sample of typical vendors used in the past. It is not an exclusive list.)		
		A LOCKSMITH SHOP		$ 250
		ALTERNA POWER GENERATOR		1,075
		AMERICAN COOLING		2,000
		BOULEVARD PAINTS		200
		CITY ELECTRIC SUPPLY		600
		DANNY'S SEPTIC SERVICE		700
		FIA CARD SERVICES		50
		HOME DEPOT		600
		ROBERT R MCGILL AIR		900
		MARTIN FENCE COMPANY		500
		PALM BEACH GARDENS ACE		200
		SEWELL HARDWARE COMPANY		200

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
		WILLIAM NOUR	250
		MISC VENDORS	5,000
		TOTAL:	$ 12,525
408-46010	Repair & Maintenance - Parks	Established to track maintenance materials specific to Town parks, E.g., paint, roof patch, etc	2,000
408-46020	Repair & Maintenance - Bostrom Park		250
408-49400	Uniforms & Clothing	Replacement uniforms and safety boots for Public Works employees	300
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.)	
		CITY ELECTRIC SUPPLY	$ 200
		COMPLIANCE SIGNS	475
		BETSY ROSS FLAGS	450
		HOME DEPOT	1,500
		JOHNSTONE SUPPLY	500
		JOHN DEERE LANDSCAPES/LESCO	400
		LAWSON PRODUCTS	200
		LOWES	1,500
		NEXGEN	475
		PALM BEACH GARDENS ACE	600
		SAFETY PRODUCTS (Personal Protective Equip - PPE)	450
		SCREEN GRAPHICS OF FL INC	450
		SOUTH FLORIDA JANITORIAL	4,000
		WELDER SERVICES	50

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
		BRITCO SIGN MANUFACTURING	400
		HERITAGE CRYSTAL CLEAN	1,150
		MISC VENDORS	500
		TOTAL:	$ 13,300
408-52100	Gasoline & Diesel Fuel	Necessary for the operation of service vehicles	5,100
408-52200	Small Tools & Others	Replacement of high-use power tools	500
			$ 176,829

TOWN OF LAKE PARK - ANNUAL BUDGET
FACILITIES MAINTENANCE (GF 408)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2014-15

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Termite Tenting: Town Hall	Evidence of infestation. Seven years has elapsed since last treatment.		$ 8,500
Replace Carpet: Town Hall	Existing carpet has chemical burns. Commission chamber's carpet was		
	not replaced last cycle.		$ 16,000
Replace Door: Town Hall	The west entry door needs replacement and copper rain hoods need to		
	be installed over three doors.		$ 2,250
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 26,750
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ -
COMBINED TOTALS			$ 26,750

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	64,380	38,137	36,484	38,303	36,971	35,556	
Operating Expenses	25,241	33,039	40,933	41,190	49,233	46,903	
Capital Outlay	-	-	-	-	1,800	1,800	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	89,621	71,176	77,417	79,493	88,004	84,259	-

Personnel Recap

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

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-59-591-410-12000	Regular Salaries	48,320	49,992	50,378	31,767	50,351	50,378	50,378	
001-59-591-410-14000	Overtime Salaries	18	336	100	590	885	100	100	
001-59-591-410-15000	Special Pay			2,000		-	2,000	2,000	
001-59-591-410-19900	Wages Reclassified		(28,071)	(31,800)	(21,200)	(31,800)	(32,254)	(32,254)	
001-59-591-410-21000	FICA	3,531	3,665	1,421	2,380	3,570	1,582	1,582	
001-59-591-410-22000	Retirement	2,429	2,545	2,519	1,687	2,531	2,519	2,519	
001-59-591-410-22100	Town Retirement Matching	-	-	1,388	742	1,113	1,259	1,259	
001-59-591-410-23100	Medical Insurance	7,172	6,744	7,379	5,534	8,301	8,265	7,758	
001-59-591-410-23200	Insurance - Dental	465	360	380	285	428	400	371	
001-59-591-410-23300	Insurance - Life	195	206	207	196	294	207	207	
001-59-591-410-23400	Insurance - Vision	54	65	65	43	65	68	65	
001-59-591-410-23500	Disability	671	671	671	526	789	671	671	
001-59-591-410-24000	Worker's Compensation Insurance	1,525	1,624	1,776	1,184	1,776	1,776	900	
	TOTAL PERSONNEL EXPENSES	64,380	38,137	36,484	23,734	38,303	36,971	35,556	-
001-59-591-410-34000	Contractual Services			250			1,400	1,400	
001-59-591-410-34010	Permits & Fees	33	65	65	65	98	65	65	
001-59-591-410-41100	Telephone	334	335	275	194	291	275	275	
001-59-591-410-45000	Insurance	8,500	7,172	8,343	5,562	8,343	8,343	6,710	
001-59-591-410-45120	Insurance - Storage Tank Liability	990	1,225	1,400	922	1,383	1,400	703	
001-59-591-410-46000	Repair & Maintenance	2,786	7,302	9,500	8,485	12,728	17,325	17,325	
001-59-591-410-46300	Vehicle Parts & Supplies	9,310	13,205	18,500	8,837	13,256	17,175	17,175	
001-59-591-410-49400	Uniforms & Clothing	1,004	1,182	250	826	1,239	225	225	

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-59-591-410-52000	Operating Supplies	366	95	150	345	518	225	225	
001-59-591-410-52100	Gasoline & Diesel Fuel	1,951	2,458	2,000	1,827	2,741	2,600	2,600	
001-59-591-410-52200	Small Tools and Others			200	395	593	200	200	
	TOTAL OPERATING EXPENSES	25,241	33,039	40,933	27,458	41,190	49,233	46,903	-
001-59-591-410-64100	Machinery & Equipment	-	-	-	-	-	1,800	1,800	
	TOTAL OPERATING EXPENSES	-	-	-	-	-	1,800	1,800	-
	TOTAL DEPT EXPENDITURES	89,621	71,176	77,417	51,192	79,493	88,004	84,259	-

TOWN OF LAKE PARK - ANNUAL BUDGET

VEHICLE MAINTENANCE (GF 410)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-15

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Vehicle Maintenance Foreman	FT	24.22	2,080	50,378	2,519	2,000	7,758	371	207	65	671	63,969
Overtime Salaries	100											100
Wages Reclassified	(32,254)											(32,254)
FICA	1,582											1,582
Worker's Compensation Insurance	900											900
Town Retirement Matching	1,259											1,259
Total Wages & Benefits	(28,413)			50,378	2,519	2,000	7,758	371	207	65	671	35,556

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
410-34000	Contractual Services	G&K Services - Uniform and rag cleaning service	$ 1,400
410-34010	Permits & Fees		65
410-41100	Telephone		6,710
410-45000	Insurance		703
410-45120	Insurance - Storage Tank Liability		1,400
410-46000	Repair & Maintenance	General Fund vehicles by outside vendors	
	ALL-STAR LOCK AND SAFE	VEHICLE KEY/LOCK REPLACEMENT OR REPAIR	$ 250
	ALL STAR AUTO SERVICE	HEAVY AUTO/LT TRUCK REPAIRS	7,500
	CURSIO EQUIPMENT REPAIR	REPAIRS AGING TIRE CHANGER AND TIRE BALANCER	500
	FCC EVRONMENTAL LLC	PARTS WASHER SERVICE/FLUOR LAMPS/ HAZ MAT WASTE DISPOSAL	1,500
	JIM PRICE AUTO BODY	PAINT AND BODY REPAIRS TO TOWN AUTO/LT TRUCKS	2,500
	KAUFFS OF PALM BEACH	DECALS OF TOWN AUTO/LT TRUCKS	100
	KAUFFS TRUCK & TRAILER	HEAVY REPAIRS TO PW TRAILERS	2,925
	KAUFFS TRANSPORTATION	TOWING SERVICE OF TOWN AUTOS/LT TRUCKS	150
	RIVIERA GENERATOR SERVICE	REPAIR OF ELECTRICAL COMPONANTS FOR TOWN VEHICLES/EQUIP	200
	S & S ALIGNMENT AND BRAKE SERVICE	ALIGNMENTS AND SUSPENSION REPAIRS ON AUTOS/LT TRUCKS	200
	SCHUMACHER AUTOMOTIVE INC	HEAVY AUTO/LT TRUCK REPAIRS	1,500
		TOTAL:	17,325
410-46300	Vehicle Parts & Supplies	General Fund vehicles "in-house" repairs	
	ACTION BOLT AND TOOL	NUTS, BOLTS, DRILL BITS, & MISC. HAND TOOLS	500
	ALL STAR AUTO SERVICE	SUPPLIES AUTO AND LT TRUCK PARTS FROM ALT. SOURCES	1,225
	BENNETT AUTO SUPPLY	MAIN SUPPLIER OF AUTO/LT TRUCK PARTS, FLUIDS, & SUPPLIES	2,000
	BOBS AUTO GLASS	MAIN SUPPLIER OF AUTO/LT TRUCK WINDSHILDS AND SIDE GLASS	400
	BOULEVARD TIRE CENTER	MAIN SUPPLIER OF AUTO/LT TRUCK TIRES PER FSA CONTRACT	5,000
	CERTIFIED LABORATORIES	MAIN SUPPLIER OF GREASE AND CHEMICALS FOR AUTO/LT TRUCK	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	700
	IMPERIAL SUPPLIES INC	MISC AUTO ELECTRICAL SUPPLIESAND OTHER SMALL PARTS	500

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
	INDUSTRIAL CLEANING EQUIPMENT	CAR WASH SOAP, BRUSHES & MISC. CLEANING SUPPLIES	200
	KAUFFS TRUCK AND TRAILER	MAIN SUPPLIER OF HITCHES, TRAILER AND RELATED PARTS	200
	KIMBALL MIDWEST	SUPPLIER OF SPECIALTY AUTO/LT TRUCK PARTS AND SUPPLIES	600
	LAWSON PRODUCTS	ALT. SUPPLIER OF SPECIALTY AUTO/LT TRUCK PARTS SUPPLIES	600
	NEXGEN	ALT.SUPPLIER OF GREASE AND OTHER CHEMICALS	500
410-46300	Vehicle Parts & Supplies (cont.)	General Fund vehicles "in-house" repairs	
	PALM BEACH SPRING CO	ALT. SUPPLIER OF FLUIDS AND MISC SUPPLIES	500
	RIVIERA GENERATOR SRV	MAIN SUPPLIER OF SPECIALTY BATTERIES & MAJOR ELEC. PARTS	1,700
	SCHUMACHER AUTOMOTIVE INC	MAIN SUPPLIER OF GM PARTS FOR TOWN GM AUTO/LT TRUCKS	700
	SNAP-ON-TOOLS	MAIN SUPPLIER OF SPECIALTY TOOLS FOR TOWN AUTO/LT TRUCKS	600
	GRAINGER	MISC SHOP EQUIPMENT	150
		TOTAL:	17,175
410-49400	Uniforms & Clothing	Uniform / work boots purchase for Maintenance Foreman	225
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
		TOTAL:	225
410-52000	Gasoline & Diesel Fuel		2,600
410-52000	Small Tools and Others		200
		TOTAL OPERATING EXPENSES:	$ 48,028
404-64100	Machinery & Equipment	Purchase computer for fleet records / steam pressure cleaner (see Sch. 5)	1,800
		TOTAL CAPITAL EXPENSE:	$ 1,800

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2014-15

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Machinery & Equipment	Replacement computer with M/S supported software to track fleet records		$ 1,800
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 1,800
Machinery & Equipment	Palm Beach County has advised DPW that the Town may be required to		
	update the fuel card reader system if it wishes to remain an authorized		
	County fueling station		$ 7,000
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ 7,000
COMBINED TOTALS			$ 8,800

TOWN OF LAKE PARK - ANNUAL BUDGET

PARKING METERS (GF 450)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2014-15

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

The parking meter ticketing process also provides 12 hours a day patrol, six days a week, for these areas.

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

For the last five years, the meters have required very few repairs outside the routine maintenance.

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

	2013/14 Budget	Estimate for the Year 2013/14	Proposed 2014/15	Estimated 2015/16	Estimated 2016/17
Revenues					
Off Road	$ 22,250	$ 15,000	$ 15,000	$ 15,375	$ 15,759
On Road	15,000	12,000	12,000	12,300	12,608
Passes	-	2,200	2,000	2,050	2,101
Fines	8,500	7,080	7,500	7,688	7,880
Marina	20,000	20,000	25,000	25,625	26,266
	$ 65,750	$ 56,280	$ 61,500	$ 63,038	$ 64,614
Expenses					
Personnel	$ 19,402	$ 18,766	$ 20,557	$ 21,071	$ 21,598
Operating Expenses	23,950	19,676	22,035	22,586	23,151
Sub-Totals	43,352	38,442	42,592	43,657	44,749
Debt Service	32,277	31,885	-	-	-
	$ 75,629	$ 70,327	$ 42,592	$ 43,657	$ 44,749

Notes:

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

TOWN OF LAKE PARK - ANNUAL BUDGET
PARKING METERS (GF 450)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	680	18,048	19,402	18,766	20,557	20,557	-
Operating Expenses	21,632	20,025	23,950	19,676	22,035	22,035	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	32,277	32,276	32,277	31,885	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	54,589	70,349	75,629	70,327	42,592	42,592	-

Personnel Recap

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

TOWN OF LAKE PARK - ANNUAL BUDGET
PARKING METERS (GF 450)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/2014	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-54-545-450-13000	Other & Part Time Salaries		13,510	13,640	8,523	13,509	14,620	14,620	
001-54-545-450-14000	Overtime Salaries	680	399	500	60	90	500	500	
001-54-545-450-19900	Wages Reclassified		3,075	4,180	2,787	4,181	4,280	4,280	
001-54-545-450-21000	FICA		1,064	1,082	657	986	1,157	1,157	
	TOTAL PERSONNEL EXPENSES	680	18,048	19,402	12,027	18,766	20,557	20,557	-
001-54-545-450-34000	Contractual Services	5,130	5,110	3,725	4,510	6,765	5,110	5,110	
001-54-545-450-46500	Parking Meter Parts & Supplies	1,721	3,500	2,500	1,325	1,988	3,000	3,000	
001-54-545-450-46600	Signs and Signals	453		250		-	250	250	
001-54-545-450-49300	Computer Software	7,008	6,408	10,775	3,738	5,607	6,425	6,425	
001-54-545-450-49600	Bank Charges/Admin Fees	5,904	4,898	6,000	3,504	5,256	6,000	6,000	
001-54-545-450-51900	Computer Supplies & Parts	51		550		-	1,100	1,100	
001-54-545-450-52000	Operating Supplies	1,365	109	150	40	60	150	150	
	TOTAL OPERATING EXPENSES	21,632	20,025	23,950	13,117	19,676	22,035	22,035	-
001-54-545-450-71000	Principal	26,443	27,794	30,707	-	30,707	-		
001-54-545-450-72000	Interest	5,834	4,482	1,570	785	1,178	-		
	TOTAL DEBT SERVICE	32,277	32,276	32,277	785	31,885	-	-	-
	TOTAL DEPT EXPENDITURES	54,589	70,349	75,629	25,929	70,327	42,592	42,592	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PARKING METERS (GF 450)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-15 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours **	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Parking Enf. Code Compliance Officer	PT	10.00	731	7,310	-	-	-	-	-	-	-	7,310
Parking Enf. Code Compliance Officer	PT	10.00	731	7,310	-	-	-	-	-	-	-	7,310
			**Includes Holiday pay and non-federal holiday coverage									
Overtime Salaries		500										500.00
Wages Reclassified		4,280										4,280.00
FICA		1,157										1,157.00
Total Wages & Benefits		5,937		14,620	-	-	-	-	-	-	-	20,557

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
PARKING METERS (GF 450)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
450-34000	Contractual Services	Duncan Parking Solutions, AutoCite - AutoTrax Annual Maintenance	$ 3,550
		USA Security, $30 /week for revenue collection	1,560
		TOTAL:	$ 5,110
450-46500	Parking Meter Parts & Supplies	Replacements (as needed): Specialty batteries, credit card reader, coin discriminator, launch pads, etc.	$ 3,000
450-46600	Signs and Signals	Possible replacement of damaged signs and posts	250
450-49300	Computer Software	Duncan Parking Solutions, Wireless Service, Licensing, Internet Support	6,425
450-49600	Bank Charges/Admin Fees		6,000
450-51900	Computer Supplies & Parts	Misc. repair parts for kiosks and/or handheld citation tool	1,100
450-52000	Operating Supplies	Lubricants, spray paint for stall numbers, etc.	150
		TOTAL OPERATING EXPENSES	$ 22,035

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY DEVELOPMENT (GF 500)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2014-15

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

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

"THE ONE-STOP SHOP"

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

ZONING

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

PLANNING

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

In the upcoming fiscal year, the Town's Planning and Zoning department, through the direction of the Town's Community Development Director and the assistance of the Town Planner and administrative staff, will continue to work on various projects namely, the Mixed-Use Overlay Zoning District; and additional Code modifications that will serve to provide current and innovative practices. In addition, staff will continue to work with interested stakeholders in the development and redevelopment of parcels in the Town to improve the Town's aesthetic and increase property values. Several development projects are currently in the pipeline and Town staff will continue to work with the various stakeholders in order to ensure viable developments. In addition, a conitnued 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 2014-15

BUILDING

What is the Building Division?

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

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

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 Code regulations. In the 12-month period ranging from May 2013 through April 2014, the Town's Building Division, through building permits, business tax receipts (new AND renewals!) and associated fees, generated a total of approximately $424,000!

CODE ENFORCEMENT

What is Code Enforcement?

Code enforcement is a complex process that involves the joint efforts of the department Director, Code Compliance officers, Planner and administrative staff. The Planner plays a key role in delivering zoning information which is sometimes time sensitive in the initial stages of a Code enforcement citation, thereby enforcing the need for the Planner to be a full-time position. Code enforcement is a very important function for the Town to accomplish Town-wide goals. It helps empower the citizens of the community to create and maintain safe, healthy and attractive life and work environments. The aim of Code enforcement continues to be to help improve neighborhoods and economic conditions so that the community is known as a good place to live, retire to, raise families, work and play. Code enforcement assists the Planning and Zoning Division in making sure the Town code requirements are being abided by; assists the building division in ensuring the necessary building permits and business tax receipts are applied for and abided by; and enforces ALL other sections of the Town's regulations while working with any other Departments, law enforcement or external agency personnel as needed. While the Code Enforcement Division PREFERS to 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 it is needed to ensure a positive community character is up kept and ensure fair and equal enforcement measures.

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 goals in mind: (1) Preserve and improve the character of our residential, commercial and industrial neighborhoods; (2) Promote an efficient and progressive transportation network; (3) Promote a positive community appearance; and (4) Promote effective customer service

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	341,556	343,237	371,816	365,738	390,678	384,747	-
Operating Expenses	149,074	134,173	144,264	143,818	157,955	159,887	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	
Total Expenses	490,630	477,410	516,080	509,556	548,633	544,634	-

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	
Community Development Technician	1.00	1.00	1.00	
Administive Assistant	1.00	1.00	1.00	
	6.00	6.00	6.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-52-524-500-11000	Executive Salaries	55,914	67,332	67,080	42,312	63,468	67,080	67,080	
001-52-524-500-12000	Regular Salaries	158,612	171,670	216,300	136,065	204,098	216,300	216,300	
001-52-524-500-13000	Other & Part Time Salaries	53,167	33,062	-	211	317	-	-	
001-52-524-500-14000	Overtime Salaries	417		-	-	-	-	-	
001-52-524-500-15000	Special Pay	2,720	726	720	444	666	720	720	
001-52-524-500-21000	FICA	20,612	20,570	21,734	13,460	20,190	21,679	21,679	
001-52-524-500-22000	Retirement	10,986	11,961	14,160	7,577	11,366	14,168	14,168	
001-52-524-500-22100	Town Retirement Matching			1,697	888	1,332	7,084	7,084	
001-52-524-500-23100	Medical Insurance	27,253	26,975	37,103	33,206	49,809	49,590	46,548	
001-52-524-500-23200	Insurance - Dental	2,231	1,441	1,900	1,711	2,567	2,400	2,226	
001-52-524-500-23300	Insurance - Life	782	915	1,114	1,009	1,514	1,398	1,398	
001-52-524-500-23400	Insurance - Vision	260	195	325	216	324	408	390	
001-52-524-500-23500	Disability	2,719	3,165	3,776	2,853	4,280	3,944	3,944	
001-52-524-500-24000	Worker's Compensation Insurance	5,575	4,990	5,457	3,638	5,457	5,457	2,760	
001-52-524-500-25100	Unemployment Compensation					-		-	
001-52-524-500-26000	Mileage Reimbursement	308	235	450	89	350	450	450	
	TOTAL PERSONNEL EXPENSES	341,556	343,237	371,816	243,679	365,738	390,678	384,747	-
				-					
				-					
001-52-524-500-31000	Professional Services	4,820	4,779	4,000	1,140	2,500	4,000	4,000	
001-52-524-500-34000	Contractual Services	94,064	87,198	95,595	57,157	95,595	94,885	94,885	
001-52-524-500-34200	Contractual Svc - Cost Recovery	21,403	9,015	8,000	11,974	15,000	25,000	25,000	
001-52-524-500-34300	Contractual Svc-Code Violation	1,565	485	3,397	2,172	2,500	2,500	5,000	
001-52-524-500-40000	Travel & Training	150	597	1,800	872	1,308	1,800	1,800	

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-52-524-500-40030	Training - Bldg Code Education		555	200	-	100	200	200	
001-52-524-500-41100	Telephone	4,007	3,986	4,000	1,954	2,931	4,000	4,000	
001-52-524-500-41200	Postage & Shipping	4,275	5,299	6,000	1,800	4,500	6,000	6,000	
001-52-524-500-44200	Equipment Leases & Devices	3,248	3,014	4,000	1,264	1,896	2,000	2,000	
001-52-524-500-45000	Insurance	2,775	2,469	2,872	1,915	2,873	2,900	2,332	
001-52-524-500-47000	Printing	995	937	1,500	445	1,000	1,500	1,500	
001-52-524-500-48100	Advertising				350	1,500	1,500	1,500	
001-52-524-500-49300	Computer Software		4,460	500		500	500	500	
001-52-524-500-49400	Uniforms & Clothing	282	98	400		400	400	400	
001-52-524-500-49900	Community Beautification Improv.		1,200	-		-	-	-	
001-52-524-500-51000	Office Supplies - Bldg	3,657	3,238	4,000	2,594	3,891	2,500	2,500	
001-52-524-500-51010	Office Supplies - Code	539	55	500	549	824	500	500	
001-52-524-500-52100	Gasoline & Diesel Fuel	5,494	4,846	5,500	2,680	4,500	5,500	5,500	
001-52-524-500-52200	Small Tools & Others	130	239	-	100	100	200	200	
001-52-524-500-54200	Books, Memberships, Dues, & Subscriptions	1,670	1,703	2,000	1,536	1,900	2,070	2,070	
	TOTAL OPERATING EXPENSES	149,074	134,173	144,264	88,502	143,818	157,955	159,887	-
	TOTAL DEPT EXPENDITURES	490,630	477,410	516,080	332,181	509,556	548,633	544,634	-

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2014-15

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Community Dev Director	FT	32.25	2,080	67,080	3,354	-	7,758	371	261	65	934	79,823
Planner I	FT	22.00	2,080	45,760	2,288	-	7,758	371	240	65	637	57,119
Code Compliance Officer	FT	24.30	2,080	50,544	2,527	-	7,758	371	261	65	703	62,229
Code Compliance Officer	FT	17.32	2,080	36,026	1,801	-	7,758	371	193	65	502	46,716
Community Development Technician	FT	22.32	2,080	46,426	2,321	-	7,758	371	245	65	646	57,832
Administive Assistant	FT	18.05	2,080	37,544	1,877	-	7,758	371	198	65	522	48,335
Phone Allowance	720											720
FICA	21,679											21,679
Worker's Compensation Insurance	2,760											2,760
Mileage Reimbursement	450											450
Town Retirement Matching	7,084											7,084
Total Wages & Benefits	32,693			283,380	14,168	-	46,548	2,226	1,398	390	3,944	384,747

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY DEVELOPMENT (GF 500)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2014-15 **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 cases). Costs are generally offset by administrative costs being recouped from code violators. <u>This amount reduced by $2,000 from FY 13/14 to reflect newly estimated costs</u>.	$ 4,000
500-34000	Contractual Services	**$ 39,885** (*fixed costs*) - Includes a fixed number for Building Official/Inspection services for the month of October 2014 ONLY (pursuant to the current contract) ($6,500); InkForce maintenance contract ($9,579 + 3% = $9,866); IMS, which is the department building permit software, will increase by 10% from last year ($3,195 + 10% = $3,515); and misc contract services ($20,000 e.g. GIS, engineering and planning/landscaping services for Town projects, specifically the Federal Highway Mixed-Use Project and Lower East Coast Water Supply Plan Updates/Water Supply Work Plan).	$ 39,885
		$55,000 (variable costs that will be offset by building permit and related fees)* – Cost-sharing "estimate" for November 1, 2014 through September 30, 2015 that will be offset by 50% of the revenue in Account #'s 001-322.100 (base fee building permits); 001-322.110 (>base fee building permits); 001-329.200 (reinspections); and 001-322.111 (admin fees for building permit revisions and sub-permits)*; *Normally, Building Official/Inspection services would be entirely covered within this account number however, the CDD is currently working on moving forward with an RFQ for Building Official/Inspection services that will include a cost-sharing compensation method rather than a fixed annual compensation method. CDD staff is also working a building permit rate adjustment to modify its rates and bring them more in line with market rates.	$ 55,000
		Subtotal	$ 94,885

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost ($)
500-34200	Contractual Services - Cost Recovery	Project review fees (Simmons & White / Jon Schmidt Landscape Architecture) for project submittals. Costs are offset by Applicant escrow accounts. Several projects, some large ones, are anticipated for FY 14/15 therefore this account is proposing to increase $17,000 from FY 14/15.	$ 25,000
500-34300	Contractual Services Code Violation	Abatements for Code violations (anticipates 15 overgrowth violations). These costs are generally offset by the property owner. CDD is currently working on a process that would allow these costs to attach to the property's tax bill in order to provide for a method that may expedite the recovery of these expenses.	$ 5,000
500-40000	Travel & Training	American Planning Association Annual Conference ($800); Certified Local Government Historic Preservation Training Annual Meeting ($200); GIS software training through ESRI ($400); Congress for New Urbanism Annual Conference ($300); Contingency for additional training availabilities ($100)	$ 1,800
500-40030	Training - Bldg Code Education	Certification maintenance and training for Code Compliance Officers.	$ 200
500-41100	Telephone	Department telephones. Estimated costs for office telephones should be $1,350, cellular phones (Nextel) should be $1,530, and air cards (Verizon) should be $1,120	$ 4,000
500-41200	Postage & Shipping	Covers mailings for Code and Building. Both divisions have a considerable amount of certified mailings (liens, magistrate notifications, ordinance notices, etc.). Postage has not gone up significantly	$ 6,000
500-44200	Equipment Leases	Department copier and payments are predetermined by contract. Due to the copier adjustments in FY 13/14, this account reduced by $2,000.	$ 2,000
500-45000	Insurance		$ 2,332
500-47000	Printing	Funds will be required for unanticipated costs of printing new zoning maps and other official documents. This account also absorbs the costs of printing blue prints/files for building department records requests however, these costs are generally offset by customer payment for services.	$ 1,500

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY DEVELOPMENT (GF 500)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2014-15 **Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost ($)
500-48100	Advertising	Funds will be required for certified mails and legal advertisements of Town initiated projects/Town Code amendments	$ 1,500
500-49300	Computer Software	Contingency for software updating; GIS; or other operational requirements.	$ 500
500-49400	Uniforms & Clothing	Shirts for two full-time and two part-time Code Officers.	$ 400
500-51000	Office Supplies - Building	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 (includes Planning). This account increased by $500 from FY 13/14 in order to account for operational requirements.	$ 2,500
500-51010	Office Supplies - Code	Supplies for normal operating supplies for the Code division.	$ 500
500-52100	Gasoline & Diesel Fuel	Code Compliance Officer vehicles.	$ 5,500
500-52200	Small Tools & Others	$200 for unanticipated costs. Increased by $200 from FY 13-14.	$ 200
500-54200	Books, Memberships, Dues, & Subscriptions	American Planning Association & Florida Chapter Dues for Director and Planner ($600); Florida Association of Code Enforcement membership for full-time Officers ($150); Florida Association of Business Tax Officials membership for Community Development Technician ($25); membership to the Congress for New Urbanism for Director ($195); Intergovernmental Plan Amendment Review Committee (IPARC - $900); and a $200 contingency for increased rates and/or necessary books/training guides.	$ 2,070
			$ 159,887

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY DEVELOPMENT (GF 500)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2013-14 **Schedule 5**

Project Title	Description and Justification	Revenue	Cost
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			**$ -**
10th Street Improvements	***Phase 1*** **: Typical Section/Study from Simmons & White or other Engineering Firm**	**Increased development opportunity**	$ 50,000
	Phase 2 **: Design**		$ 50,000
	Phase 1 **: Typical Section/Study from Simmons & White or other Engineering Firm;** ***Phase 2*** **: Design;** ***Phase 3*** **: Construction**		$ 1,900,000
		Total	**$ 2,000,000**
Park Avenue Extension (PAE)	**PBC has submitted design plans to the Town and is hoping to get an Interlocal Agreement in place by the end of 2014 in order to receive BCC approval to place the project onto their 5-year plan; County will construct the project; Town will own & maintain in perpetuity the road & drainage facilities once they are constructed & accepted; Town will provide or cause to provide all necessary ROW & easements for entire road segment at no cost to County (including property not currently owned by the Town – developer property); Town will provide or cause to be provided all necessary property & easements needed for drainage facilities for the entire road segment at no cost to the County (including developer property); a starting segment of the PAE is currently being constructed by the adjacent private owner and will be turned over to the Town in the latter part of 2014 (Town will then assume maintenance and liability)**	**Increased development opportunity**	**$ 750,000**
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ 2,750,000
COMBINED TOTALS			$ 2,750,000

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	74,138	107,396	104,801	92,425	106,845	104,426	-
Operating Expenses	69,794	64,546	73,265	58,578	71,009	68,825	-
Capital Outlay	25,061	938	2,458	3,689	2,000	2,000	-
Debt Service	8,734	8,718	8,701	8,701	8,684	8,684	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	177,727	181,598	189,225	163,393	188,538	183,935	-

Personnel Recap

	Present	Department	Proposed	Adopted
Recreation Manager	1.00	1.00	1.00	
Recreation Bus Driver (Part-time)	0.24	0.17	0.17	
Camp Counselors - up to 4 (Part-time summer only)	0.59	0.48	0.48	
Event Assistants - up to 3 (Part-time)	---	0.10	0.10	
	1.83	1.75	1.75	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-57-572-600-11000	Executive Salaries	31,255	55,212	55,000	34,692	54,987	55,000	55,000	
001-57-572-600-12000	Regular Salaries	1,859	1,862	-	149	149	-	-	
001-57-572-600-13000	Other & Part Time Salaries	23,367	16,776	14,559	1,424	2,257	13,057	13,057	
001-57-572-600-14000	Overtime Salaries	551	691	-		-	-	-	
001-57-572-600-15000	Special Pay	360	726	720	444	666	720	720	
001-57-572-600-15010	Special Pay - Security	2,649		-		-	-	-	
001-57-572-600-19900	Wages Reclassified	(106)	13,778	13,951	9,301	13,952	15,178	15,178	
001-57-572-600-21000	FICA	4,579	5,663	5,376	2,726	4,089	5,206	5,206	
001-57-572-600-22000	Retirement	519	1,214	2,750	1,742	2,613	2,750	2,750	
001-57-572-600-22100	Town Retirement Matching				53	80	1,375	1,375	
001-57-572-600-23100	Medical Insurance	2,399	6,744	7,379	5,534	8,301	8,265	7,758	
001-57-572-600-23200	Insurance - Dental	137	360	380	285	428	400	371	
001-57-572-600-23300	Insurance - Life	55	206	207	196	294	261	261	
001-57-572-600-23400	Insurance - Vision	15	65	65	43	65	68	65	
001-57-572-600-23500	Disability	219	732	732	574	861	765	765	
001-57-572-600-24000	Worker's Compensation Insurance	5,000	3,367	3,682	2,455	3,683	3,800	1,920	
001-57-572-600-25100	Unemployment Compensation	1,280		-		-	-	-	
	TOTAL PERSONNEL EXPENSES	74,138	107,396	104,801	59,618	92,425	106,845	104,426	-
001-57-572-600-34000	Contractual Services	1,000	1,724		-	-	1,944	1,944	
001-57-572-600-40000	Travel & Training		100	250	14	21	350	350	
001-57-572-600-41100	Telephone	1,616	184	2,000	893	1,340	2,500	2,500	
001-57-572-600-41200	Postage & Shipping	37	1,844	75	5	8	50	50	
001-57-572-600-43000	Utilities	24,951	39	24,000	15,125	22,688	24,000	24,000	

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-57-572-600-43250	Garbage & Trash	5,854	23,094	5,855	5,745	5,745	5,855	5,855	
001-57-572-600-44100	Rentals	844	5,818	500		-	500	500	
001-57-572-600-44200	Equipment Leases		376	-		-		-	
001-57-572-600-45000	Insurance	11,025	9,594	11,160	7,440	11,160	11,160	8,976	
001-57-572-600-46000	Repair & Maintenance	4,952	2,414	4,100	4,255	6,383	4,100	4,100	
001-57-572-600-47000	Printing	53	53	50		-	50	50	
001-57-572-600-48000	Promotional Activity	25	294	100	60	90	100	100	
001-57-572-600-48005	Promotional - Tree Lighting		741	500	1,326	1,989	1,000	1,000	
001-57-572-600-48035	Promotional - Car Show	1,024	1,335	1,300	37	56	1,000	1,000	
001-57-572-600-48045	Promotional - 4th of July	807	2,191	2,500	375	563	-	-	
001-57-572-600-48055	Promotional - Seafood Festival			3,000	221	332	-	-	
001-57-572-600-48056	Promotional - Easter Egg Hunt					-	500	500	
001-57-572-600-49400	Uniforms & Clothing	320	295	500	212	318	500	500	
001-57-572-600-51000	Office Supplies	778	138	375	5	8	300	300	
001-57-572-600-52000	Operating Supplies	8,345	4,258	7,500	4,368	6,552	8,000	8,000	
001-57-572-600-52010	Operating Expenses - Party Pkg		729	200	128	192	400	400	
001-57-572-600-52100	Gasoline & Diesel Fuel	2,736	2,596	1,700	567	851	2,000	2,000	
001-57-572-600-52200	Small Tools & Others	120		400		-	400	400	
001-57-572-600-54200	Memberships, Dues, & Subscriptions	435		200		-	200	200	
001-57-572-600-57200	Program Exp - Bingo		411	500		-	-	-	
001-57-572-600-57220	Program Exp - Summer Camp	4,872	6,051	6,000	188	282	6,000	6,000	
001-57-572-600-57230	Program Exp - Senior Bus Trips		267	500		-	100	100	
001-57-572-600-57235	Sponsored Event Expense				51	77		-	
	TOTAL OPERATING EXPENSES	69,794	64,546	73,265	41,015	58,578	71,009	68,825	-

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-57-572-600-62101	Bert Bostrom Restroom (CDBG)	6,707				-	-	-	
001-57-572-600-63000	Improvement Other Than Building		938		-	-	2,000	2,000	
001-57-572-600-63100	Improvements-Ball field/ Play Ground	10,290				-	-	-	
001-57-572-600-64100	Machinery & Equipment	8,064		2,458	2,459	3,689	-	-	
	TOTAL CAPITAL OUTLAY	25,061	938	2,458	2,459	3,689	2,000	2,000	-
001-57-572-600-71000	Principal	6,898	7,366	7,865	7,865	7,865	8,399	8,399	
001-57-572-600-72000	Interest	1,836	1,352	836	551	836	285	285	
	TOTAL DEBT SERVICE	8,734	8,718	8,701	8,416	8,701	8,684	8,684	-
	TOTAL DEPT EXPENDITURES	177,727	181,598	189,225	111,508	163,393	188,538	183,935	-

TOWN OF LAKE PARK - ANNUAL BUDGET

RECREATION (GF 600)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-15 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Recreation Manager	FT	26.4423	2,080	55,000	2,750	-	7,758	371	261	65	765	66,970
Recreation Bus Driver	PT	9.89	350	3,462								3,462
Camp Counselor X4	PT	7.93	1,000	7,930								7,930
Event Assistant X3	PT	7.93	210	1,665								1,665
												-
												-
Wages Reclassified	15,178											15,178
Special Pay	720											720
FICA	5,206											5,206
Worker's Compensation	1,920											1,920
Town Retirement Matching	1,375											1,375
												-
Total Wages & Benefits	24,399			68,057	2,750	-	7,758	371	261	65	765	104,426

Camp Counselors are shown total hours worked during the summer camp

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
600-34000	Contractual Services	Custodial Service - USSI (162.00/Per month)	1,944
600-40000	Travel & Training	First Aid training for counselors, FPRA	350
600-41100	Telephone		2,500
600-41200	Postage and Shipping		50
600-43000	Utilities		24,000
600-43250	Garbage and Trash		5,855
600-44100	Rentals		500
600-45000	Insurance		8,976
600-46000	Repair and Maintenance	Repairs of playground equipment, air conditioning	4,100
600-47000	Printing		50
600-48000	Promotional Activity	Government Week	100
600-48005	Promotional - Tree Lighting		1,000
600-48035	Promotional - Car Show		1,000
600-48056	Promotional - Easter Egg Hunt		500
600-49400	Uniforms and clothing	Staff Shirts	500
600-51000	Office Supplies	Summer camp fliers and forms	300
600-52000	Operating Supplies	Mulch (2,475), Other (5,025)	8,000
600-52010	Operating Supplies - Party Package	Cleaning Tablecloths	400
600-52100	Gasoline and Diesel Fuel	Lake Park Elementary/summer camp/recreation truck	2,000
600-52200	Small Tools and Others	Blower, Power Washer	400
600-54200	Memberships and Dues	Florida Parks and Recreation Association	200
600-57220	Program Exp - Summer Camp	Field trips, lunches, camper t-shirts, games, arts and crafts	6,000
600-57230	Program Exp - Senior Bus Trips	Driver fees and fuel	100
			$ 68,825

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2014-15

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Lake Shore Park	AED Machine for tennis ctr; rentals, summer camp		$ 2,000
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 2,000
PT Recreation Staff	Two Park attendants to oversee park facilities and noise control $7.93/Hr @ 1,456 hours each		$ 23,092
LS Park Facilities Security Cameras	Security for new buildings. Possible FDLE-JAG Grant		6,500
Kelsey Park Benches	Replace damaged benches X 26		39,974
MBR Curtains	Replace ALL curtains w/ flame retardant material		30,000
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ 99,566
COMBINED TOTALS			$ 101,566

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Activities, Story-times, Movies and other Events
The Lake Park Public Library offers a variety of activities for the entire Lake Park Community, including adult programs, teen programs, exhibits, children's programs and other events. New programs such as the writers' workshop and Saturday craft corner were add this past year. Adult monthly movie and children's story-times have been very popular this past year and there is still a strong demand by the community for regularly scheduled computers classes. As a part of the Library's Strategic Plan, the library will be offering an increased number of Adult programs, including additional book discussion groups, craft programs, author visits and speakers of interest on popular topics.

Circulation of Library materials
Library materials of all media that circulate with youth materials represent a significant increase above adult circulation since the completion of the Teen room and Children's library in the previous year.

Expanded Service to Teenagers
Teens have a dedicated room that is used daily for reading, homework and programs.
There are 5 computers in the Teen room in addition to wireless access throughout the building.
Staff in conjunction with the Friends of the Library plan to initiate a Teen Advisory group this year.

Funding Plan
Library State Aid is granted by the Florida Legislature and distributed through the Department of State Division of Library and Information Services.
This year disbursement of grant awards were reduced to a single payment at the beginning of the calendar year, rather than disbursing in two installments.
Our award was approximately $7000.,a slight decrease from the previous year's award of $8300. due to our decreased library budget. Ironically, grant awards are determined in part by Library budget size.

Grants
For the past several years the Library has successfully applied for a number of small grants, such as the Dollar Store grant which was applied towards our summer program for that year. For 2014-15FY, staff will be focusing on grants that support particular programs for both adult and youth.

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

Marketing, Outreach
The library employs a number of marketing media to promote library programs and services. Staff self publishes calendars, informational brochures and pamphlets as well as posting library announcements and activities on Town and Library Websites, E-blasts and at Friends and Community Partner events
The library also utilizes social media such as a Facebook and blog pages. Staff plans to expand our social media visibility to include improved Readers Advisory services.

Schuyler and other meeting rooms
The two additional study/meeting rooms provided by the Friends are occupied constantly since their addition two years ago. Students, Community groups, organizations and Library partners all regularly use our new rooms. Yet, on many busy evenings, all available spaces, including the Teen and Children's library are in use for program use simultaneously.
Staff is in the process of investigating charging nonresidents maintenance fees for use of the Library's rooms in order to offset the cost of cleaning and upkeep of the rooms. Recently the Library Fees policy was updated for the first time since it was initially drafting in 1992. Staff is currently reviewing all library policies and will continue to update outdated and ineffective library policies.

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

Technology
Keeping up with technology development is a key part of the Library's mission. It's vital for the library to offer services that are current and compatible with the needs of Library patrons.
One of the unfunded proposals in the Library's 2014-5 FY budget is to add three additional part time staff including a technical assistant, as originally proposed last year. Town budgetary constraints preclude this proposal from being budgeted, however, staff considers additional staff important to maintaining sufficient service to the community and will continue investigate methods by which to fund or substitute this needed staff.
The Library remains committed to providing needed technological access for the community. Staff is requesting a small increase in the overall budget in order to provide for computer upgrades that are now essential since Microsoft is no longer supporting XP OS (operating systems).
Our E- book collection continues to increase in use and staff plans to add a download kiosk to provide an additional access point for e-book users.

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

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	182,898	172,990	180,966	161,015	198,786	196,509	-
Operating Expenses	58,434	62,021	70,852	63,991	72,887	67,499	-
Capital Outlay	10,468	-	-	-	15,000	15,000	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	251,800	235,011	251,818	225,006	286,673	279,008	-

Personnel Recap

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

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TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-57-571-700-11000	Executive Salaries	56,346	58,211	58,000	36,579	57,978	58,000	58,000	
001-57-571-700-12000	Regular Salaries	27,984	30,698	34,632	13,291	21,066	34,632	34,632	
001-57-571-700-13000	Other & Part Time Salaries	62,514	51,675	49,219	33,719	53,445	45,958	45,958	
001-57-571-700-13010	Other & Part Time - State Aid	-	-	4,987	-	-	4,987	4,987	
001-57-571-700-15000	Special Pay	720	1,726	720	444	666	720	720	
001-57-571-700-21000	FICA	11,190	11,057	10,907	6,395	9,593	10,602	10,602	
001-57-571-700-21010	FICA - State Aid	-	-	382		-	382	382	
001-57-571-700-22000	Retirement	3,675	3,467	4,632	2,460	3,690	3,622	3,622	
001-57-571-700-22100	Retirement Town Matching			-	-	-	1,811	1,811	
001-57-571-700-23100	Medical Insurance	11,953	13,488	14,758	7,994	11,991	33,060	31,032	
001-57-571-700-23200	Insurance - Dental	775	721	760	444	666	1,600	1,484	
001-57-571-700-23300	Insurance - Life	286	352	352	257	386	696	696	
001-57-571-700-23400	Insurance - Vision	90	130	130	87	131	272	260	
001-57-571-700-23500	Disability	1,080	1,234	1,234	766	1,149	2,191	2,191	
001-57-571-700-24000	Worker's Compensation Insurance	875	231	253	169	254	253	132	
001-57-571-700-25100	Unemployment Compensation	5,410				-	-	-	
	TOTAL PERSONNEL EXPENSES	182,898	172,990	180,966	102,605	161,015	198,786	196,509	-
001-57-571-700-34000	Contractual Services	7,618	10,172	16,440	9,663	14,495	18,425	18,425	
001-57-571-700-34010	Other Contractual Services		3,000			-		-	
001-57-571-700-40000	Travel & Training		149	300	230	345	300	1,000	
001-57-571-700-41100	Telephone	1,362	1,044	1,300	568	852	1,300	1,300	

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-57-571-700-41200	Postage & Shipping	82	40	100	9	14	50	50	
001-57-571-700-45000	Insurance	33,000	26,738	31,102	20,735	31,103	31,102	25,014	
001-57-571-700-46000	Repair & Maintenance	350		2,000	848	1,272	1,900	1,900	
001-57-571-700-47000	Printing	53		510		-	210	210	
001-57-571-700-49310	Software		363	200		-	1,000	1,000	
001-57-571-700-51000	Office Supplies	938	382	600	288	432	500	500	
001-57-571-700-52000	Operating Supplies	630	2,761	1,500	569	854	1,500	1,500	
001-57-571-700-52200	Small Tools & Others			200		-	100	100	
001-57-571-700-54200	Memberships, Dues, & Subscriptions	1,205	1,248	1,600	805	1,208	1,500	1,500	
001-57-571-700-56000	Library Materials	13,196	16,124	15,000	8,944	13,416	15,000	15,000	
	TOTAL OPERATING EXPENSES	58,434	62,021	70,852	42,659	63,991	72,887	67,499	-
001-57-571-700-59700	Miscellaneous Supplies - Donations	656	4,444		109				
	TOTAL DEPRECIATION				109				
001-57-571-700-62100	Improvements - Building	10,468			1,066				
001-57-571-700-64100	Machinery & Equipment	-					15,000	15,000	
	TOTAL CAPITAL OUTLAY	10,468			1,066		15,000	15,000	
	TOTAL DEPT EXPENDITURES	251,800	235,011	251,818	146,439	225,006	286,673	279,008	-

TOWN OF LAKE PARK - ANNUAL BUDGET

LIBRARY (GF 700)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-15 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Library Director	FT	27.88	2,080	58,000	2,900	-	7,758	371	261	65	808	70,163
Librarian I	FT	16.65	2,080	34,632	722	-	7,758	371	145	65	461	44,154
Library Assistant I	PT	10.92	1,560	17,035	-	-	7,758	371	145	65	461	25,835
Library Accounting Clerk	PT	13.01	1,560	20,296	-	-	7,758	371	145	65	461	29,096
Library Assistant I	PT	10.92	790	8,627	-	-	-	-	-	-	-	8,627
Children's Services Carrie Schappele	PT	9.59	520	4,987	-	-	-	-	-	-	-	4,987
												-
Phone Allowance	720											720
FICA	10,602											10,602
FICA - State Aid	382											382
Worker's Compensation Insurance	132											132
Town Matching Retirement	1,811											1,811
Total Wages & Benefits	13,647			143,577	3,622	-	31,032	1,484	696	260	2,191	196,509

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
700-34000	Contractual Services	OCLC	$ 250
		USSI Custodial	10,775
		Sirsi Dynix	6,400
		Overdrive E-books	1,000
		Total Contractual	$ 18,425
700-40000	Travel & Training	FLA Annual Conference; Annual Directors Mtg. Tallahassee, Staff Training	1,000
700-41100	Telephone	State of Florida contract	1,300
700-41200	Postage & Shipping	Anticipated increase in ILL delivery/send by USPS	50
700-45000	Insurance	Florida Municipal Insurance Trust	31,102
700-46000	Repair & Maintenance	AC Maintenance	1,000
		USSI additional carpet deep clean	900
		Total Repair & Maintenance	$ 1,900
700-47000	Printing	Business Cards; Librarians	110
		Signage/Special events	100
		Total Printing	$ 210
700-49310	Software	Anticipated upgrades	1,000
700-51000	Office Supplies	Office Depot, Staples, Amazon, MJ Photocopy	500
700-52000	Operating Supplies	Labels, Tape, Covers, Cleaner Stamps, Ink, etc.	1,500
700-52200	Small Tools		100
700-54200	Memberships, Dues & Subsc	Magazines, Newspapers, Periodicals, etc. anticipated increase in cost.	1,500
700-56000	Library Materials	Books and other media - unchanged from previous FY	15,000
			$ 73,587

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2013-14

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Technical upgrades	Replacing all but 4 of the 32 XP OS public desktops that are now obsolete:		
	5 staff desktops, 4 public desktops and 14 thin client units with server and program software		$ 11,500
	Server with installation and migration		$ 3,500
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET		$ -	$ 15,000
Technical upgrades	Replacing all but 4 of the 32 XP OS public desktops that are now obsolete:		
	5 staff desktops, 4 public desktops and 14 thin client units with server and program software		$ 11,500
	Server with installation and migration		$ 3,500
Add three PT employees	Two part time Library Assistants devoted to circulation desk in morning and afternoon/evenings *(with other associated duties*)		$ 22,714
	Part time (quarter) Technical Assistant devoted to media maintenance and other required special technical projects. The objective is to improve efficiency, customer service and expand programs in response to changing/new customer demands. The short term outcome is improved staff efficiency, higher productivity and customer loyalty. Long term outcome includes increase in library support/donations.		$ 7,806
Library renovation	Add a smaller circulation desk and reuse current desk as customer media center		$ 6,000
	Additional seating to accompany increased shelf area		$ 5,000
	Indirect and direct lighting		$ 40,000
	Replace large book shelves with smaller, more accessible, ADA compliant shelves.		$ 50,000
	The objective is to improve main library reading area to better suit customer needs.		
	Improving lighting will also reduce energy costs in the long term		
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET		$ -	$ 101,000
COMBINED TOTALS		$ -	$ 116,000

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TOWN OF LAKE PARK - ANNUAL BUDGET
NON-DEPARTMENTAL (General Fund 900)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Personal Services	-	-	3,348	-	5,000	61,469	-
Operating Expenses	646	1,267	500	471	500	500	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	380,005	379,824	382,467	379,775	379,128	379,128	-
Non-Operating	374,782	2,781,227	518,536	391,751	422,992	510,775	-
Total Expenses	755,433	3,162,318	904,851	771,997	807,620	951,872	-

Recap

TOWN OF LAKE PARK - ANNUAL BUDGET
NON-DEPARTMENTAL (GF 900)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
	Salary Adjustment							23,885	
	Wage Adjustment 1							26,467	
	Wage Adjustment 2							6,117	
	Deferred Contribution Matching			3,348	-	-	5,000	5,000	
		-	-	3,348	-	-	5,000	61,469	-
001-51-589-900-49050	Other Current Charges - Sales Tax	646	1,267	500	314	471	500	500	
	TOTAL OPERATING EXPENSES	646	1,267	500	314	471	500	500	-
001-51-589-900-71000	Principal - Series 2009	7,011	7,371	7,747	-	7,747	8,143	8,143	
001-51-589-900-71010	Principal - CRA Projects 2008 (a)	92,780	96,185	99,715	99,715	99,715	103,375	103,375	
001-51-589-900-71020	Principal - FF Pension Settlement (a)	69,455	72,004	74,646	74,646	74,646	77,386	77,386	
001-51-589-900-71030	Principal - CRA Projects 2009	47,775	50,215	52,781	-	52,781	55,479	55,479	
001-51-589-900-72000	Interest - Series 2009	6,391	6,033	5,657	2,828	5,657	5,261	5,261	
001-51-589-900-72010	Interest - CRA Projects 2008	76,738	73,221	69,667	35,733	69,667	65,950	65,950	
001-51-589-900-72020	Interest - FF Pension Settlement	36,309	33,691	33,714	16,196	31,022	27,692	27,692	
001-51-589-900-72030	Interest - CRA Projects 2009	43,546	41,104	38,540	19,269	38,540	35,842	35,842	
	TOTAL DEBT SERVICE	380,005	379,824	382,467	248,387	379,775	379,128	379,128	-
001-51-589-900-91110	Transfer to CRA - Current Year	264,049	245,018	285,757	287,535	287,535	335,664	335,664	
001-51-589-900-91190	Transfer to Streets & Roads	18,150	-	-	-	-		-	
001-51-589-900-91301	Transfer to Special Proj Fund	5,611	-	-	-	-		-	
001-51-589-900-91401	Transfer to Marina Fund	5,100	-	51,880	34,587	51,888		-	

TOWN OF LAKE PARK - ANNUAL BUDGET
NON-DEPARTMENTAL (GF 900)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
001-51-589-900-91601	Contrib.-Retired Police Officers Pension	81,872	58,008	58,008	52,328	52,328	52,328	52,328	
001-51-589-900-96200	Unrealized Gain/Loss on Investments		(1,799)	-			-	-	
001-51-589-900-99901	Contingency			25,000		-	25,000	87,783	
001-51-589-900-99907	Transfer to Fund Balance	-	2,480,000	97,891	-	-	10,000	35,000	
	TOTAL OTHER EXPENSES	374,782	2,781,227	518,536	374,450	391,751	422,992	510,775	-
	TOTAL DEPT EXPENDITURES	755,433	3,162,318	904,851	623,151	771,997	807,620	951,872	-

TOWN OF LAKE PARK

ANNUAL BUDGET

INSURANCE FUND

FISCAL YEAR
October 1, 2014 through September 30, 2015

TOWN OF LAKE PARK - ANNUAL BUDGET

Insurance Fund 150

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Revenue	297,930	309,757	270,400	291,567	303,837	227,116	-
Personal Services	78,809	84,171	87,000	87,000	89,820	44,000	-
Operating Expenses	163,694	179,040	182,400	184,112	214,017	183,116	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	1,000	-	-	-	-
Total Expenses	242,503	263,211	269,400	271,112	303,837	227,116	-
Total Expenses	55,427	46,546	1,000	20,455	-	-	-

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 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 07/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
150-341.001	Contributed Revenue - GF	123,840	102,794	98,792	98,087	98,792	118,267	87,670	
150-341.110	Contribution from CRA	875	-		-		-		
150-341.190	Contributed Revenue - Sts & Roads	7,600	7,634	7,915	7,101	7,915	8,521	4,881	
150-341.401	Contributed Revenue - Marina Fund	76,850	81,985	76,763	63,969	76,763	76,764	69,919	
150-341.402	Contributed Revenue - Stormwater	10,625	12,257	12,698	11,405	12,698	14,500	8,997	
150-341.404	Contributed Revenue - Sanitation	74,700	73,841	74,232	69,475	74,232	85,785	55,649	
150-369.300	Refund Prior Year Expense	3,440	31,246	-	21,167	21,167	-	-	
	TOTAL REVENUE	297,930	309,757	270,400	271,204	291,567	303,837	227,116	-
	EXPENDITURES								
150-51-589-900-24000	Insurance Expense - Workers Comp	78,809	84,171	87,000	76,909	87,000	89,820	44,000	
	TOTAL PERSONNEL EXPENSES	78,809	84,171	87,000	76,909	87,000	89,820	44,000	-
150-51-589-900-45000	Insurance Expense - Prop & Liability	152,056	155,495	169,500	166,572	166,572	170,942	171,000	
150-51-589-900-45120	Insurance - Storage Tank Liability	1,186	1,196	1,225	1,186	1,186	1,400	1,171	
150-51-589-900-45200	Insurance Expense - Bonds	661	-	675	-	-	675	-	
150-51-589-900-45400	Insurance Expense - Excess Coverage	9,791	10,032	10,000	10,236	15,354	16,000	9,945	
150-51-589-900-49500	Insurance Claim Deductibles	-	12,317	1,000	-	1,000	25,000	1,000	
	TOTAL OPERATING EXPENSES	163,694	179,040	182,400	177,994	184,112	214,017	183,116	-
150-51-589-900-99901	Contingency	-	-	1,000	-	-	-	-	
	TOTAL OTHER EXPENSES	-	-	1,000	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	242,503	263,211	270,400	254,903	271,112	303,837	227,116	-
	BUDGET SURPLUS / (DEFICIT)	55,427	46,546	-	16,301	20,455	-	-	-

TOWN OF LAKE PARK

ANNUAL BUDGET

STREETS AND ROADS FUND

FISCAL YEAR
October 1, 2014 through September 30, 2015

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2014-15

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 isthis 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 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Revenue	339,408	333,225	333,685	331,651	339,245	339,245	-
Personal Services	113,626	77,140	90,170	81,252	91,432	89,449	-
Operating Expenses	91,858	88,543	94,753	80,396	96,603	96,049	-
Capital Outlay	19,063	22,370	30,000	31,204	31,500	31,500	-
Debt Service	-	14,458	16,842	16,852	17,394	17,394	-
Non-Operating	100,000	100,000	101,920	100,000	100,000	104,853	-
Total Expenses	324,547	302,511	333,685	309,703	336,929	339,245	-
Surplus (Deficit)	14,861	30,714	-	21,948	2,316	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Foreman (33% shared w/Facilities & 34% w/Stormwater)	1.00	1.00	1.00	
Maintenance Worker III (8% shared with Parking Meters)	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 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
	REVENUES								
190-312.410	Local Option Gas Tax	156,224	157,182	158,000	93,291	156,000	160,000	160,000	
190-312.420	New Local Option Gas Tax	73,556	73,457	72,500	45,399	73,000	76,000	76,000	
190-335.122	State Revenue Sharing (Fuel Tax)	88,459	84,445	84,500	55,977	83,966	84,000	84,000	
190-336.100	DOT Lighting Maint. 405121-1-72-16	17,910	18,141	18,685	-	18,685	19,245	19,245	
190-337.415	Grant - FMIT Safety Grant R2012 79	3,259	-	-	-	-	-	-	
	TOTAL REVENUE	339,408	333,225	333,685	194,667	331,651	339,245	339,245	-
	EXPENDITURES								
190-54-541-190-12000	Regular Salaries	79,332	93,821	94,682	56,117	84,176	94,681	96,575	
190-54-541-190-14000	Overtime Salaries	242	167	300	241	362	300	300	
190-54-541-190-15000	Special Pay	500	1,000	-	1,000	-		-	
190-54-541-190-19900	Wages Reclassified	(75)	(51,076)	(43,074)	(28,348)	(42,522)	(42,777)	(42,777)	
190-54-541-190-21000	FICA Taxes	5,924	7,293	7,266	4,548	7,266	7,243	7,388	
190-54-541-190-22000	Retirement	4,058	4,817	4,734	2,964	4,734	4,735	4,830	
190-54-541-190-22100	Deferred Contribution Matching			3,353	1,341	2,012	2,368	2,415	
190-54-541-190-23100	Medical Insurance	16,200	13,488	14,758	11,068	16,602	16,530	15,516	
190-54-541-190-23200	Insurance - Dental	930	721	760	570	855	800	742	
190-54-541-190-23300	Insurance - Life	312	379	381	360	540	480	480	
190-54-541-190-23400	Insurance - Vision	109	130	130	86	129	136	130	
190-54-541-190-23500	Disability	1,094	1,262	1,262	988	1,482	1,318	1,318	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
190-54-541-190-24000	Worker's Compensation Insurance	5,000	5,138	5,618	3,745	5,618	5,618	2,532	
	TOTAL PERSONNEL EXPENSES	113,626	77,140	90,170	54,680	81,252	91,432	89,449	-
190-54-541-190-34310	SWA Disopsal Fees				347			-	
190-54-541-190-40000	Travel & Training	-	64	75	-	-	350	350	
190-54-541-190-41100	Telephone	676	662	675	388	582	675	675	
190-54-541-190-43000	Utilities - Electric	65,876	65,527	63,000	42,151	63,227	61,500	61,500	
190-54-541-190-44100	Rentals	2,944	3,800	4,000	1,154	1,731	4,000	4,000	
190-54-541-190-45000	Insurance - Liability & Property	2,600	2,496	2,903	1,935	2,903	2,903	2,349	
190-54-541-190-46000	Repairs & Maintenance	11,435	3,726	6,500	3,836	5,754	7,700	7,700	
190-54-541-190-46300	Vehicle Parts & Supplies	-	696	4,000	3	5	4,000	4,000	
190-54-541-190-46600	Traffic Signs & Signals	1,634	1,774	4,000	1,030	1,545	4,000	4,000	
190-54-541-190-47000	Printing	22	-	-		-		-	
190-54-541-190-49400	Uniforms & Clothing	564	507	600	90	-	600	600	
190-54-541-190-52000	Operating Supplies	3,406	6,339	6,000	1,610	2,415	7,875	7,875	
190-54-541-190-52100	Gasoline & Diesel Fuel	2,701	2,952	3,000	1,490	2,235	3,000	3,000	
	TOTAL OPERATING EXPENSES	91,858	88,543	94,753	54,034	80,396	96,603	96,049	-
190-54-541-190-63000	Improvements other than Building	3,964	-	-		-			
190-54-541-190-63050	Improvements - Sidewalks	12,202	12,253	30,000	14,719	22,079	30,000	30,000	
190-54-541-190-64100	Machinery & Equipment	2,897	10,117	-	-	9,125	1,500	1,500	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
	TOTAL CAPITAL OUTLAY	19,063	22,370	30,000	14,719	31,204	31,500	31,500	-
190-54-541-190-71000	Principal		13,532	14,074	-	13,532	14,074	14,074	
190-54-541-190-72000	Interest		926	2,768	-	3,320	3,320	3,320	
	TOTAL DEBT SERVICE	-	14,458	16,842	-	16,852	17,394	17,394	-
190-54-541-190-99001	Transfer to General Fund	100,000	100,000	100,000	66,676	100,000	90,000	90,000	
190-54-541-190-99900	Transfer to Reserve	-	-	1,920	-	-	10,000	14,853	
	TOTAL OTHER EXPENSES	100,000	100,000	101,920	66,676	100,000	100,000	104,853	-
	TOTAL DEPT EXPENDITURES	324,547	302,511	333,685	190,109	309,703	336,929	339,245	-
	BUDGET SURPLUS/(DEFICIT)	14,861	30,714	-	4,559	21,948	2,316	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
WAGE AND BENEFITS - DETAIL
FISCAL YEAR 2014-15 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Foreman Infrastructure	FT	25.39	2,080	52,811	2,641		7,758	371	261	65	735	64,642
Maintenance Worker III	FT	20.13	2,080	41,870	2,094		7,758	371	219	65	583	52,960
												-
												-
												-
Overtime Salaries	300											300
Wages Reclassified	(42,777)											(42,777)
FICA Taxes	7,388											7,388
Worker's Compensation Insurance	2,532											2,532
Deferred Contribution Matching	2,415											2,415
Wage Adjustment 2	1,894				95							1,894
Total Wages & Benefits	(28,248)			94,681	4,830	-	15,516	742	480	130	1,318	89,354

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

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

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
190-40000	Travel & Training	Herbicide applicator's training & MOT training	$ 350
190-43000	Utilities - Electric		61,500
190-44100	Rentals	Rental fees for boom lift & bucket truck to maintain street lights and holiday decorations ($600.00). Rentals of compactors, vibrators, mixers, etc. for sidewalk and roadway repairs.	4,000
190-46000	Repairs & Maintenance	Vendor repair services: Streets' vehicles, equip.,streetlights, etc.	
	ALL STAR AUTO SERVICE	MEDIUM/HEAVY REPAIRS TO ASSIGNED VEHICLES	2,000
	KAUFFS TRANSPORTATION	TOWING SERVICE FOR ASSIGNED VEHICLES IF NEEDED	200
	PRESSURE WASHERS USA	SEVICE CALLS/REPAIRS FOR ASSIGNED PRESSURE WASHERS	150
	GROWERS EQUIPMENT	HEAVY REPAIRS FOR THE TRACTOR	1,500
	KASPER ELECTRICAL	LICENSED ELECTRICIAN FOR STREET LIGHT REPAIRS	500
	COMMUNITY ASPHALT	POTHOLE REPAIRS	500
	J.W. CHEATHAM	POTHOLE REPAIRS	400
		Misc. vendors for roadway markings, pavers, curbs, & signage repairs	2,450
		TOTAL:	7,700
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	600
	BENNETT AUTO SUPPLY	MAINTENANCE AND REPAIR PARTS FOR ASSIGNED VEHICLES	500
	GENERAL GMC TRUCK PARTS	ALTERNATIVE SUPPLIER OF GM PARTS FOR ASSIGNED VEHICLES	300
		Misc. vendors for truck & tractor tires, lubricants, filters, coolant & hoses.Small engine repairs	2,600
		TOTAL:	4,000
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

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	500
		Boulevard Paints	200
		City electric	2,000
		Community Asphalt	800
		Construction Diamond Products	400
		J.W. Cheatham	50
		FIA Card services	175
		Home Depot	300
		Lawnmower Headquarters	100
		Light Bulbs Unlimited	200
		Lowes	500
		Meyers' Turf	150
		Petty Cash	200
		Pressure Washers USA	400
		Porter Paints	100
		Rexel	100
		Britco Sign Manufacturing	500
		Safety Products (PPE, safety cones / barricades)	750
		Misc. vendors for maintenance items associated with R.O.W. repairs	450
		TOTAL:	7,875
190-52100	Gasoline & Diesel Fuel	Fuel to run service trucks, tractor, & backhoe	3,000
190-63050	Improvements - Sidewalks	Continue replacement of sidewalks damaged by vehicles & tree roots	30,000
190-64100	Machinery & Equipment	Vibratory Plate Compactor	1,500

TOWN OF LAKE PARK - ANNUAL BUDGET
STREETS & ROADS (FUND 190)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2014-15

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Mach. & Equip	Vibratory Plate Compactor; compact soils before placing asphalt,		
	concrete, or paver bricks		$ 1,500
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 1,500
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			$ 1,500

TOWN OF LAKE PARK

ANNUAL BUDGET

DEBT SERVICE FUND

FISCAL YEAR
October 1, 2014 through September 30, 2015

TOWN OF LAKE PARK - ANNUAL BUDGET
DEBT SERVICE FUND (Fund 201)
FUND BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Revenue	784,739	784,739	775,600	766,648	776,712	776,712	-
Personal Services	-	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	768,107	768,107	775,600	768,115	776,712	776,712	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	768,107	768,107	775,600	768,115	776,712	776,712	-
Surplus (Deficit)	16,632	16,632	-	(1,468)	-	-	-

	2013-14	2014-15
Current year gross taxable value	$ 445,754,418	$ 480,234,394
Debt millage rate	1.7400	1.6650
Ad Valorem Taxes	$ 775,600	$ 775,612

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 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/134	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
	REVENUES								
201-311.100	Ad Valorem Taxes (a)	775,181	775,181	775,600	722,243	765,119	775,612	775,612	
201-311.120	Delinquent Taxes (b)	5,945	5,945	-	1,449	1,437	1,000	1,000	
201-361.100	Interest Earnings	3,613	3,613	-	61	92	100	100	
	TOTAL REVENUE	784,739	784,739	775,600	723,753	766,648	776,712	776,712	-
	EXPENDITURES								
201-51-517-201-31000	Professional Services	-	-	7,485	-	-	8,592	8,592	
201-51-517-201-71100	Principal - 1997 Series	286,857	286,857	315,790	156,043	315,790	331,650	331,650	
201-51-517-201-71105	Principal - 1998 Series	288,945	288,945	315,210	155,864	315,210	329,425	329,425	
201-51-517-201-72100	Interest - 1997 Series	92,593	92,593	63,665	33,682	63,665	47,810	47,810	
201-51-517-201-72105	Interest - 1998 Series	99,712	99,712	73,450	38,465	73,450	59,235	59,235	
	TOTAL DEBT SERVICE	768,107	768,107	775,600	384,054	768,115	776,712	776,712	-
	TOTAL DEPT EXPENDITURES	768,107	768,107	775,600	384,054	768,115	776,712	776,712	-
	BUDGET SURPLUS/(DEFICIT)	16,632	16,632	-	339,699	(1,468)	-	-	-

TOWN OF LAKE PARK

ANNUAL BUDGET

SPECIAL PROJECTS FUND

FISCAL YEAR
October 1, 2014 through September 30, 2015

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL PROJECTS FUND (Fund 301)
FUND BUDGET SUMMARY
FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Revenue	107,522	52,200	45,184	47,189	419,150	419,150	-
Personal Services	-	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	113,928	43,743	45,184	50,261	419,150	419,150	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	113,928	43,743	45,184	50,261	419,150	419,150	-
Surplus (Deficit)	(6,406)	8,457	-	(3,072)	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL PROJECTS FUND (Fund 301)
FUND BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
	REVENUES								
301-337.205	JAG ARRA GRANT	42,024	-	-	-	-	-	-	-
301-337.316	PBC SILVER BEACH ROAD	2,947	-	2,707	2,707	2,707	3,057	3,057	-
301-337.317	CDBG FLAGLER BLVD	-	52,200				-	-	-
301-337.318	CDBG TENNIS COURTS			37,294	37,294	37,294	-	-	-
301-337.319	2013/14 & 2014/2015 CDBG Grant						403,591	403,591	
301-337.320	2014 JAGD-PALM-11-E6-145					5,414			
301-337.713	FMIT GRANT			3,143		-		-	-
301-337.714	CDBG R2011 BERT BOSTROM PK	52,932					-	-	-
301-343.901	ADELPHIA CABLE	4,008					-	-	-
301-381.001	TRANSFER FROM GENERAL FUND	5,611					-	-	-
301-38-000-9000	BALANCE BROUGHT FORWARD		-	2,040	-	1,774	12,502	12,502	-
	TOTAL REVENUE	107,522	52,200	45,184	40,001	47,189	419,150	419,150	-
	EXPENDITURES								
301-52-521-301-64101	2014 JAGD-PALM-11-E6-145	-	-	-	-	5,414	-	-	-
301-52-521-301-64102	JAG ARRA EYES ON PARK	41,695	721	-	-	-	-	-	-
301-52-521-301-64103	2010-DJ-BX-1595/LIB SEC		173				-	-	-
301-54-541-301-63808	CDBG FLAGLER BLVD	15,909	39,895	-	-	-	-	-	-
301-54-541-301-63818	2013/14 & 2014/2015 CDBG Grant						416,000	416,000	
301-55-552-301-31010	PBC R2007 SILVER BEACH ROAD	2,947	2,954	3,000	1,775	2,663	3,150	3,150	-
301-55-559-301-63900	CDBG TENNIS COURTS			42,184	42,184	42,184	-	-	-
301-57-572-301-62101	CDBG R2011 BERT BOSTROM PK	53,377	-	-	-	-	-	-	-
	TOTAL DEBT SERVICE	113,928	43,743	45,184	43,959	50,261	419,150	419,150	-
	TOTAL DEPT EXPENDITURES	113,928	43,743	45,184	43,959	50,261	419,150	419,150	-
	BUDGET SURPLUS/(DEFICIT)	(6,406)	8,457	-	(3,958)	(3,072)	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SPECIAL PROJECTS FUND
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2014-15

Schedule 5

Project Title	Description and Justification	Revenue	Cost
CDBGrants	2013/14 CDBG	$ 40,650	$ 40,650
	2014/15 CDBG	$ 40,650	$ 40,650
	Special Area of Hope	$ 322,291	$ 334,700
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET		$ 403,591	$ 416,000
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ -
COMBINED TOTALS			

E:\BUDGET 2014-15\[Fund 301 - Special Projects Fund 2014-15.xlsx]Summary - Sch 1

TOWN OF LAKE PARK

ANNUAL BUDGET

MARINA FUND

FISCAL YEAR
October 1, 2014 through September 30, 2015

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

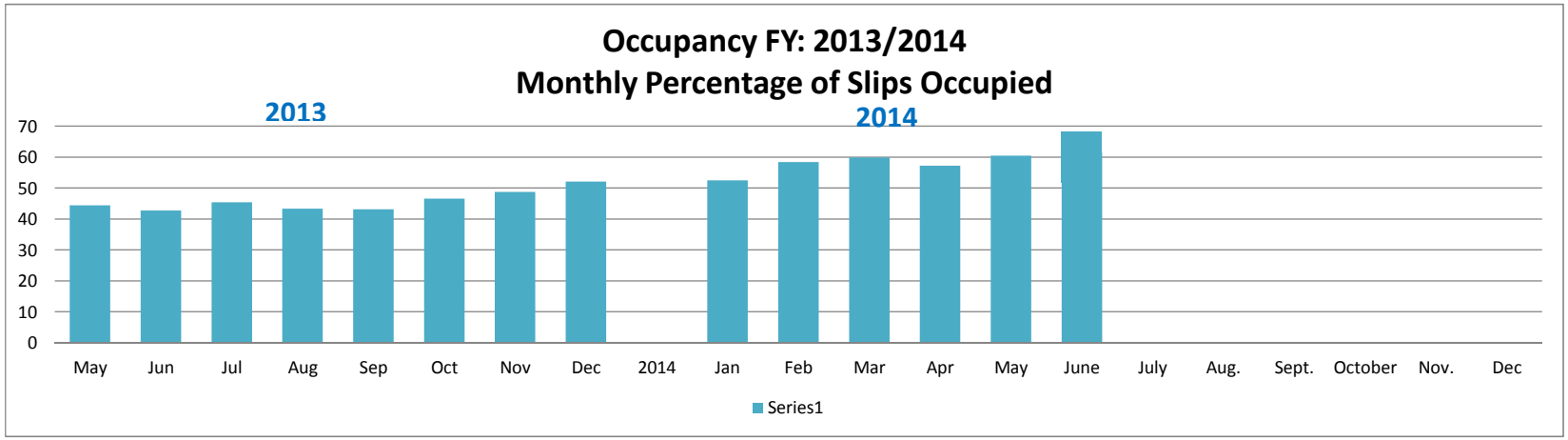
FISCAL YEAR 2014-15

There has been an upward trend in Marina occupancy levels since FY 2013 with current levels peaking in June 2014 at 68.9% according to the graph below. This is a result of an increase in the number of annual, monthly and transient vessel contracts. Annual contracts have increased from an average of 34.8 in FY 2013 to an average of 47.1 in FY 14. Monthly contracts have increased from an average of 6.3 per month in FY 2013 to 8.8 per month in FY 14. The number of transient contracts rose from an average of 2.4 in FY 2013 to 3.3 in FY 2014.

Therefore, we have established the following performance measures from data compiled during FY 2013 and FY 2014 as follows:

(1) Increase the number of annual dockage contracts from an average of approximately 47.1 to 52.5 per year.	**Est. Revenue**	**$**	**44,064**
(2) Increase the number of transient vessels from an average of approximately 3.3 to 5.3 per day.	**Est. Revenue**	**$**	**58,400**
(3) Increase the number of monthly contracts from an average of approximately 8.8 to 11.8 per month.	**Est. Revenue**	**$**	**9,840**
	TOTAL ESTIMATED ADDITIONAL REVENUE	**$**	**112,304**

(4) Increase occupancy levels from approximately 55% in FY 2014 to 70% in FY 2015, which equates to an average of 79 slips occupied out of a a total of 112 slips available for rent on a monthly basis.



TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

FUND BUDGET SUMMARY

FISCAL YEAR 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Revenue	895,405	1,686,493	1,136,989	1,151,532	1,427,014	1,427,014	-
Personal Services	135,021	164,148	173,215	177,866	179,375	177,743	-
Operating Expenses	788,822	726,306	583,684	773,994	847,334	841,899	-
Capital Outlay	-	-	-	5,375	8,700	8,700	-
Debt Service	382,094	229,898	380,090	380,090	380,090	380,090	-
Non-Operating	10,000	(2,870,000)	-	-	10,000	18,582	-
Total Expenses	1,315,937	(1,749,648)	1,136,989	1,337,325	1,425,499	1,427,014	-
Surplus (Deficit)	(420,532)	3,436,141	-	(185,793)	1,515	-	-

Personnel Recap

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

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
	REVENUES								
401-344.500	Parking Fees - Meters Off-road	23,647	22,828	20,000	13,756	20,000	25,000	25,000	
401-347.450	Sunset Celebration Proceeds	460	1,563	6,500	-	-	-	-	
401-347.500	Facilities Rental	789	1,155	2,000	240	500	500	500	
401-347.512	Wet Slips	478,392	394,884	607,500	358,375	535,000	698,819	698,819	
401-347.610	Ramp Fees	27,156	28,352	-	15,055	22,583	35,000	35,000	
401-347.612	Parking Fees - Overnight	17,057	15,552	60,000	4,315	20,000	25,000	25,000	
401-347.614	Electrical	11,852	11,278	12,000	7,565	12,000	15,000	15,000	
401-347.616	Utility Charges	13,770	14,700	16,000	12,415	18,000	31,000	31,000	
401-347.618	Pump Out	225	353	250	275	300	350	350	
401-347.619	Water Tank Fill	30	10	20	-	20	20	20	
401-347.900	Facility Rental Security	-	455	500	-	250	250	250	
401-359.100	Interest/Finance Charges	1,411	811	500	-	250	500	500	
401-359.300	Late Charges	6,132	1,191	1,000	200	300	1,000	1,000	
401-361.100	Interest Earnings	-	4,777	-		-		-	
401-361.120	Sales Tax Commissions	294	261	250	207	300	300	300	
401-369.106	Laundry Vending	292	384	500	748	1,200	1,200	1,200	
401-369.150	Merchandise	5,449	6,809	10,000	4,194	8,000	20,000	20,000	
401-369.200	Gasoline Sales	173,130	179,933	206,550	131,594	206,650	244,000	244,000	
401-369.201	Diesel	114,935	120,837	140,976	150,819	250,000	323,000	323,000	
401-369.250	Brick Sponsor Contributions	75	225	450	-	-	75	75	
401-369.300	Refund Prior Year Expense		13	13	-	-	-	-	
401-369.325	Settlements-Construction	15,000	880,000	-	-	-	-	-	

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
401-381.001	Transfer from General Fund	5,100	-	51,880	34,586	51,879	-	-	
401-389.190	Miscellaneous Revenue	209	155	100	4,069	3,300	5,000	5,000	
401-389.200	Cash Over/Short	-	(33)	-	751	1,000	1,000	1,000	
	TOTAL REVENUE	895,405	1,686,493	1,136,989	739,164	1,151,532	1,427,014	1,427,014	-
	EXPENDITURES								
401-57-579-800-11000	Executive Salaries	49,578	65,250	65,000	41,000	64,985	65,000	66,464	
401-57-579-800-12000	Regular Salaries	22,867	22,246	42,827	26,766	42,424	42,827	43,792	
401-57-579-800-13000	Other/Part Time Salaries	37,513	45,733	26,208	18,906	29,966	26,208	26,884	
401-57-579-800-14000	Overtime Salaries	2,300	2,826	2,000	4,474	4,700	6,800	6,800	
401-57-579-800-15000	Special Pay	480	726	720	444	660	720	720	
401-57-579-800-15001	Compensated Vacation Leave	(2,060)	706	-	-	-	-	-	
401-57-579-800-15002	Compensated Sick Leave	(2,060)	705	-	-	-	-	-	
401-57-579-800-19900	Wages Reclassified		4,573	-	-	-	-	-	
401-57-579-800-21000	FICA	8,336	10,408	10,407	6,973	10,919	10,985	11,011	
401-57-579-800-22000	Retirement	2,797	2,031	5,391	2,882	4,323	5,391	5,391	
401-57-579-800-22100	Town Retirement Matching	-	-	1,625	938	1,407	1,625	1,625	
401-57-579-800-23100	Medical Insurance	6,309	-	7,379	5,534	8,301	8,265	7,758	
401-57-579-800-23200	Insurance - Dental	271	(77)	1,134	285	428	1,200	1,113	
401-57-579-800-23300	Insurance - Life	199	297	389	336	504	446	446	
401-57-579-800-23400	Insurance - Vision	86	65	195	87	131	204	195	

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
401-57-579-800-23500	Disability	805	1,157	1,736	1,076	1,614	1,500	1,500	
401-57-579-800-24000	Worker's Compensation Insurance	7,600	7,502	8,204	5,469	7,504	8,204	4,044	
	TOTAL PERSONNEL EXPENSES	135,021	164,148	173,215	115,170	177,866	179,375	177,743	-
401-57-579-800-31000	Professional Services	247	2,338	1,000	1,553	1,500	1,500	1,500	
401-57-579-800-31100	Professional Svc. - Town Attorney	2,857	16,245	-		300	500	500	
401-57-579-800-31101	Professional Svc. - Other Legal				800			-	
401-57-579-800-34000	Contractual Services	82,425	85,144	76,000	56,629	86,309	84,460	84,460	
401-57-579-800-34901	Administrative Fee	75,000	100,000	-		-	30,000	30,000	
401-57-579-800-34911	Merchandise	4,560	3,883	3,000	2,295	3,443	9,000	9,000	
401-57-579-800-40000	Travel & Training	250	963	1,000	713	713	750	750	
401-57-579-800-41100	Telephone	1,986	2,245	1,600	3,045	4,686	4,798	4,798	
401-57-579-800-41200	Postage & Shipping	285	556	600	283	425	600	600	
401-57-579-800-43000	Utilities	70,399	73,492	60,000	48,657	69,400	76,000	76,000	
401-57-579-800-43250	Garbage & Trash	16,932	16,927	17,000	13,426	16,765	16,765	16,765	
401-57-579-800-44100	Rentals	182	557	-	414	414		-	
401-57-579-800-44200	Equipment Leases			-		-		-	
401-57-579-800-45000	Insurance	69,250	74,483	68,559	45,706	68,559	68,560	65,875	
401-57-579-800-46000	Repair & Maintenance	22,543	19,275	12,500	34,130	34,723	20,000	20,000	
401-57-579-800-46050	Repair - Construct. Deficiency	170,509	-	-	14,822	14,822		-	
401-57-579-800-46100	Equipment Maintenance Contract	2,138	2,491	2,000	1,937	2,906	2,824	2,824	
401-57-579-800-46101	Vehicle Parts/Supplies			-		-		-	
401-57-579-800-46600	Signs & Signals	-	425	-	-	-	-	-	
401-57-579-800-47000	Printing	324	872	1,500	224	336	1,000	1,000	

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
401-57-579-800-47100	Copying	-	-	-	-	-	-	250	
401-57-579-800-48000	Promotional Activity	1,227	9,371	12,000	7,401	9,000	4,500	4,500	
401-57-579-800-48045	Promotional - Sunset Celebration	456	5,232	6,500	9,302	11,495	-	-	
401-57-579-800-48050	Promotional - Arts Festival		67					-	
401-57-579-800-48100	Advertising	2,150	13,014	12,000	9,806	12,000	12,000	9,000	
401-57-579-800-49000	Other Current Charges	-	495					-	
401-57-579-800-49050	Other Current Charges - Sales Tax	709	780	500	343	500	1,000	1,000	
401-57-579-800-49101	Bad Debts		4,414					-	
401-57-579-800-49300	Computer Software	3,535	3,660	3,300	3,285	3,285	3,285	3,285	
401-57-579-800-49400	Uniforms & Clothing	616	660	500	822	1,200	1,000	1,000	
401-57-579-800-49600	Bank Charges / Admin Fees	29,021	26,344	21,375	21,068	31,602	37,003	37,003	
401-57-579-800-51000	Office Supplies	759	2,143	1,000	947	1,600	1,600	1,600	
401-57-579-800-52000	Operating Supplies	11,972	17,981	14,000	8,257	12,386	12,000	12,000	
401-57-579-800-52110	Gasoline	130,655	147,355	162,000	107,920	182,000	200,542	200,542	
401-57-579-800-52120	Diesel Fuel	87,558	94,744	105,600	121,024	203,000	257,022	257,022	
401-57-579-800-52200	Small Tools & Others	127	-	-		-		-	
401-57-579-800-54200	Memberships, Dues, & Subscriptior	150	150	150	625	625	625	625	
	TOTAL OPERATING EXPENSES	788,822	726,306	583,684	515,434	773,994	847,334	841,899	-
401-57-579-800-63041	Machinery & Equipment	-		-	5,375	5,375	8,700	8,700	-
	TOTAL CAPITAL OUTLAY	-	-	-	5,375	5,375	8,700	8,700	-

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
401-57-579-800-71000	Principal	145,265	145,265	145,265	130,137	145,265	145,265	145,265	
401-57-579-800-72000	Interest	239,213	226,027	234,825	234,048	234,825	234,825	234,825	
401-57-579-800-73000	Amortization Expense	(2,384)	3,871	-		-		-	-
	TOTAL DEBT SERVICE	382,094	229,898	380,090	364,185	380,090	380,090	380,090	-
401-57-579-800-99110	Transfer to General Fund	10,000	10,000	-	-	-	10,000	10,000	-
	Transfer to Fund Balance	-	(2,880,000)	-	-	-	-	8,582	-
	TOTAL OTHER EXPENSES	10,000	(2,870,000)	-	-	-	10,000	18,582	-
	TOTAL DEPT EXPENDITURES	1,315,937	(1,749,648)	1,136,989	1,000,164	1,337,325	1,425,499	1,427,014	-
	BUDGET SURPLUS/(DEFICIT)	(420,532)	3,436,141	-	(261,000)	(185,793)	1,515	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-15 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Harbor Marina Director	FT	31.25	2,080	65,000	3,250	-	Declined	371	261	65	905	69,852
Dock Attendant	FT	10.51	2,080	21,861	1,093	-	Declined	371	75	65	304	23,769
Dock Attendant	FT	10.08	2,080	20,966	1,048		7,758	371	110	65	291	30,609
Dock Attendant	PT	10.08	1,300	13,104								13,104
Dock Attendant	PT	10.08	1,300	13,104								13,104
												-
Overtime Salaries	6,800											6,800
Phone Allowance	720											720
FICA	11,011											11,011
Worker's Compensation Insurance	4,044											4,044
Town Retirement Matching	1,625											1,625
Wage Adjustment #1	1,464											1,464
Wage Adjustment #2 FT	965											965
Wage Adjustment #2 PT	676											676
Total Wages & Benefits	27,305			134,035	5,391	-	7,758	1,113	446	195	1,500	177,743

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

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	84,460
		Pest Control Services - $696	
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	9,000
800-40000	Travel & Training	Marina Manager - CMM Reaccreditation - IMI Conference, Fort Lauderdale, FL	750
800-41100	Telephone	Cost of Telephone and DSL charges ($175.85 per mo., Wi-Fi- - $199 per mo.	4,798
		Dockmaster software billing - $26.00 per mo.)	
800-41200	Postage & Shipping	Cost of mailing, including mailing of monthly bills and for marketing purposes	600
800-43000	Utilities	Cost of utilities for marina operation (electric, water and gas) $6,000 per mo.	76,000
800-43250	Garbage & Trash	SWA assessment fee- $8,751; PW sanitation service - $668/mo.	16,765
800-44100	Rentals		-
800-44200	Equipment Leases		-
800-45000	Insurance	Cost of premiums for liability insurance	65,875
800-46000	Repair & Maintenance	Maintenance required to sufficiently repair buildings and dock facilities repairs	20,000
		and maintenance to fuel pump system $5,000, electrical pedestal repairs $7,500	
		building repair $2,500 repairs to dock facilities $2,000 piling repairs $3,000	
800-46050	Repair - Construct. Deficiency		-
800-46100	Equipment Maintenance Contract	Costs for maintenance of the elevator and the lift stations	2,824
800-47000	Printing	Costs for rate cards, contracts, brochures, and other collateral materials.	1,000
800-47100	Copying		250
800-48000	Promotional Activity	Costs associated with participation at the Palm Beach International Boat Show.	4,500
		Palm Beach (Booth fee- $2,500, set-up $1,000, promotional/print/advertising $1,000)	
800-48100	Advertising	Advertising in various publications for the Marina (Waterway Guide $4,000, Embassy	9,000
		Guide $3,000, ~~Southern Boating $3,000~~, Marina Life $2,000).	
800-49050	Other Current Charges - Sales Tax	Sales tax on parking fees remitted to the state	1,000
800-49300	Computer Software	The cost of computer support for the Dockmaster software system	3,285

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
800-49400	Uniforms & Clothing	Cost of shirts and hats for staff	1,000
800-49600	Bank Charges / Admin Fees	Credit card fees for processing payments in Dockmaster and parking meters	37,003
800-49610	Bank Charges/Parking Meters		
800-51000	Office Supplies	Cost of office supplies	1,600
800-52000	Operating Supplies	Expenses for operating supplies (janitorial supplies $7,000, electrical supplies/outlets	12,000
		$1,000, plumbing supplies/hose bibs $1,000, paint/sealer $2,000.	
		electrical parts. $1,000	
800-52110	Gasoline	Purchase of fuel for resale to boaters.	200,542
800-52120	Diesel Fuel	Purchase of fuel for resale to boaters.	257,022
800-52200	Small Tools & Others		-
800-54200	Memberships, Dues, & Subscriptions	The cost of Marine Industries Association membership.	625

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2014-15

Schedule 5

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

E:\BUDGET 2014-15\[Fund 401 - Marina Fund 2014-15.xlsx]Expense Detail - Sch 4

TOWN OF LAKE PARK

ANNUAL BUDGET

STORMWATER UTILITY FUND

FISCAL YEAR
October 1, 2014 through September 30, 2015

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2014-15

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 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Revenue	505,798	506,534	503,440	492,839	481,020	481,020	-
Personal Services	113,347	163,712	151,227	159,173	163,439	169,165	-
Operating Expenses	176,741	229,343	178,802	153,575	174,922	198,871	-
Capital Outlay	-	-	-	1,800	4,800	4,800	-
Debt Service	144,279	117,217	101,267	115,243	56,098	56,098	-
Non-Operating	69,450	50,650	72,144	51,300	50,000	52,086	-
Total Expenses	503,817	560,922	503,440	481,091	449,259	481,020	-
Surplus (Deficit)	1,981	(54,388)	-	11,748	31,761	-	-

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		6,741
Rate	$	6.50

E:\BUDGET 2014-15\[Fund 402 - Stormwater Fund 2014-15.xlsx]Revenue & Expenses - Sch 2

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

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
	REVENUES								
402-311.120	Delinquent Stormwater Assessments	4,132	8,435	3,000	1,881	2,822	1,000	1,000	
402-361.100	Interest Income	2,966	1,263	440	11	17	20	20	
402-363.120	Stormwater Assessments	496,153	493,895	500,000	464,769	490,000	480,000	480,000	
402-369.300	Refund Prior Year Expense	-	2,941	-		-			
402-334.460	State Grant - DEP	2,547	-	-	-	-			
	TOTAL REVENUE	505,798	506,534	503,440	466,661	492,839	481,020	481,020	-
	EXPENDITURES								
402-53-538-402-12000	Regular Salaries	66,731	62,690	63,419	43,401	65,102	68,785	70,230	
402-53-538-402-14000	Overtime Salaries	247	242		254	381	-	-	
402-53-538-402-15000	Special Pay	-	-	500	1,000	-	-	-	
402-53-538-402-16000	Compensated Vacation Leave	572	1,464	-	-	-	-	-	
402-53-538-402-17000	Compensated Sick Leave	181	1,464	-	-	-	-	-	
402-53-538-402-19900	Wages Reclassified	(89)	67,086	46,992	31,328	46,992	47,718	57,953	
402-53-538-402-21000	FICA Taxes	4,420	4,607	8,446	2,833	4,250	5,262	5,373	
402-53-538-402-22000	Retirement	3,362	3,175	3,171	2,279	3,419	3,440	3,440	
402-53-538-402-22100	Deferred Contribution Matching			3,000	502		1,720	1,720	
402-53-538-402-23100	Medical Insurance	27,188	12,926	14,758	18,632	27,948	25,290	23,741	
402-53-538-402-23200	Insurance - Dental	1,046	691	760	570	720	800	742	
402-53-538-402-23300	Insurance - Life	278	253	265	266	306	354	354	
402-53-538-402-23400	Insurance - Vision	127	124	130	85	130	136	130	
402-53-538-402-23500	Disability	934	806	837	701	976	934	934	

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STORMWATER UTILITY (Fund 402)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
402-53-538-402-24000	Worker's Compensation Insurance	8,350	8,184	8,949	5,966	8,949	9,000	4,548	
	TOTAL PERSONNEL EXPENSES	113,347	163,712	151,227	107,817	159,173	163,439	169,165	-
402-53-538-402-31000	Professional Services	3,780	6,416	4,500	3,550	5,325	4,500	29,500	
402-53-538-402-34000	Contractual Services	281	401	210	80	120	210	210	
402-53-538-402-34010	Permit Fees - NPDES	3,403	4,297	6,200	4,297	6,446	4,500	4,500	
402-53-538-402-34200	Contractual Services-Maint General	78,000	39,550	39,950	26,633	39,950	39,950	39,950	
402-53-538-402-34310	Disposal Fees - SWA	4,290	2,076	3,500	1,669	2,504	3,500	3,500	
402-53-538-402-34500	Commissions - PBC Tax Collector	4,657	4,617	4,380	-	-	4,380	4,380	
402-53-538-402-34901	Administrative Fees	50,000	50,000	71,074	47,382	71,073	60,000	60,000	
402-53-538-402-40000	Travel & Training	148	1,442	1,900	698	1,047	1,900	1,900	
402-53-538-402-41100	Telephone	336	331	250	194	291	332	332	
402-53-538-402-41200	Postage & Shipping	38	41		42	63		-	
402-53-538-402-43000	Utilities	301	259	500	271	407	500	500	
402-53-538-402-44100	Rentals	-	-	500	-	-	500	500	
402-53-538-402-45000	Insurance-Liability, Property,	2,275	4,073	4,738	3,159	4,739	5,500	4,449	
402-53-538-402-46000	Repairs & Maintenance	6,921	13,008	15,000	4,251	6,377	20,400	20,400	
402-53-538-402-46080	Repairs & Maintenance - Lines	2,752	-	-	-	-		-	
402-53-538-402-46300	Vehicle Parts & Supplies	1,520	1,063	6,000	2,365	3,548	8,450	8,450	
402-53-538-402-47000	Printing	-	12	-		-		-	
402-53-538-402-49400	Uniforms	651	588	750	180	270	750	750	
402-53-538-402-51000	Office Supplies	157	152	150	50	75	350	350	
402-53-538-402-52000	Operating Supplies	6,164	605	8,000	956	1,434	8,000	8,000	

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

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
402-53-538-402-52100	Gasoline & Diesel Fuel	10,347	7,667	10,500	6,172	9,258	10,500	10,500	
402-53-538-402-52200	Small Tools & Others	288	-	250	-	-	250	250	
402-53-538-402-54200	Memberships, Dues, & Subscriptions	432	432	450	432	648	450	450	
402-53-538-402-59000	Depreciation Expense		92,313	-	-	-			
	TOTAL OPERATING EXPENSES	176,741	229,343	178,802	102,381	153,575	174,922	198,871	-
402-53-538-402-63100	Improvements - Alleyway Drainage	-		-	1,200	1,800		-	
402-53-538-402-63010	Improvements - Drainage	-		-		-		-	
402-53-538-402-64100	Machinery & Equipment	-		-		-	4,800	4,800	
	TOTAL CAPITAL OUTLAY	-	-	-	1,200	1,800	4,800	4,800	-
402-53-538-402-71000	Principal	53,365	56,092	58,958	-	56,095	-	-	
402-53-538-402-71010	Principal-Alley & Equipment	50,813	45,106	32,838	46,910	46,910	48,787	48,787	
402-53-538-402-72000	Interest	8,606	8,273	3,013	1,506	3,013	-	-	
402-53-538-402-72009	Interest-Alley & Equipment	12,245	7,746	6,458	5,082	9,225	7,311	7,311	
402-53-538-402-73100	Bond Issuance Costs	19,250	-	-		-			
	TOTAL DEBT SERVICE	144,279	117,217	101,267	53,498	115,243	56,098	56,098	-
402-53-538-402-82101	Improvements-Drainage (DEP match)		(650)	-		-		-	
402-53-538-402-99001	Transfer to General Fund	51,300	51,300	51,300	34,200	51,300	50,000	50,000	
402-53-538-402-99002	Transfer to Reserve	-	-	20,844	-	-		2,086	
402-53-538-402-99190	Transfer to Streets & Roads	18,150	-	-		-		-	

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STORMWATER UTILITY (Fund 402)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
	TOTAL OTHER EXPENSES	69,450	50,650	72,144	34,200	51,300	50,000	52,086	-
	TOTAL DEPT EXPENDITURES	503,817	560,922	503,440	299,096	481,091	449,259	481,020	-
	BUDGET SURPLUS/(DEFICIT)	1,981	(54,388)	-	167,565	11,748	31,761	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STORMWATER UTILITY (Fund 402)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-15 **Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Stormwater Tech I	FT	16.94	2,080	35,235	1,762	-	15,983	371	177	65	467	54,060
Stormwater Tech II	FT	16.13	2,080	33,550	1,678	-	7,758	371	177	65	467	44,066
												-
												-
Wages Reclassified	57,953											57,953
FICA Taxes	5,373											5,373
Worker's Compensation Insurance	4,548											4,548
Deferred Contribution Matching	1,720											1,720
Wage Adjustment #2	1,445											1,445
Total Wages & Benefits	71,039			68,785	3,440	-	23,741	742	354	130	934	169,165

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
402-31000	Professional Services	Simmons & White, NPDES Annual Report, ESU rate audits/challenges	$ 4,500
		Evaluate Drainage System Televising Documents	$ 25,000
		TOTAL:	$ 29,500
402-34000	Contractual Services	CDL medical exams; post accident drug screening	210
402-34010	Permit Fees - NPDES	NPDES fees associated with being a co-permittee; increase due to TMDL	4,500
402-34200	Contractual Svc-Maint Gen	Transfer to General Fund for Administrative Services	39,950
402-34310	Disposal Fees - SWA	Est. cost to dispose of street sweepings and storm line debris at the SWA	3,500
402-40000	Travel and Training	Vac-con school; S/W operator training; annual Stormwater Conference	1,900
402-43000	Utilities	Cost of Seacoast Utility water to fill the Vac Truck	500
402-44100	Rentals	Plate compactor for sink hole patches	500
402-46000	Repairs and Maintenance	Outside vendor R&M for Vac-con,street sweeper,skid steer, & fleet trucks	
	GROWERS EQUIPMENT	HEAVY REPAIR WORK ON THE SKID STEER	$ 3,000
	G T SUPPLIES, INC	ALTERNATIVE TO SOUTHERN SEWER	1,500
	GENERAL GMC TRUCKS SALES	HEAVY REPAIR OF ASSIGNED VEHICLES	5,000
	HOSE CONNECTION	ROUTER HOSE REPAIRS ON VAC-CON TRUCK	400
	KAUFFS OF PALM BEACH	VEHICLE TOWING SERVICE AS NEEDED	500
	SOUTHERN SEWER EQUIPMEN	HEVAY REPAIRS FOR VAC-CON TRUCK	8,000
	BOBCAT OF PALM BEACH		2,000
		TOTAL:	$ 20,400

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2014-15

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor		Cost
402-46300	Vehicle Parts and Supplies	Parts for repairs done in-house; sweeper brooms, hydraulic hoses, lubricants		
	ARMCHEM	SPECIALTY CHEMICALS RELATED TO STORMWATER		$ 450
	GENERAL GMC TRUCKS	MAIN SUPPLIER OF STERLING PARTS		1,500
	SOUTHERN SEWER EQUIPMEN	MISC PARTS FOR VAC-CON & SWEEPER		3,000
		Misc. vendors for tires, lubricants, filters, coolant, & hoses		3,500
			TOTAL:	$ 8,450
402-49400	Uniforms	Costs associated with replacement uniforms and safety boots		750
402-51000	Office Supplies	Photocopy paper for printing daily inspection forms and final reports		350
402-52000	Operating Supplies	Maintenance materials, E.g., Heavy equip. parts, sod for swales, irrig. supplies (This is a sample of typical vendors used in the past. It is not an exclusive list.)		
		FIA CARD SERVICES		$ 75
		HOSE CONNECTION		500
		MAKO HOSE AND RUBBER		650
		MEYERS TURF		3,000
		WESTSIDE REPOGRAPHICS		500
		LOWES		300
		MISC. VENDORS		2,975
			TOTAL:	$ 8,000
402-52100	Gasoline & Diesel Fuel	Necessary for the operation of heavy equipment		10,500
402-52200	Small Tools & Others	Shovels, manhole cover hooks, safety cones, etc.		250
402-54200	Membership, Dues & Subscript.	Membership in the Florida Stormwater Association		450
402-64100	Machinery & Equipment	See Initiatives, Sch 5		29,800

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2014-15

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Machinery & Equipment	Computer to replace existing. Software is not supported by M/S. Detailed tracking of stormwater system conditions and maintenance records is required by NPDES.		$ 1,800
Machinery & Equipment	Steam pressure cleaner.		$ 3,000
Improvements: Drainage	Professional Services: Evaluate Drainage System Televising Documents and provide repair, replacement, and lining recommendations / specifications, along with engineer's budget estimate.		$ 25,000
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 29,800
Improvements: Drainage	R & R Structure at 541 Northlake Blvd. Based upon Drainage System Televising Documents repair / replace / line failing drainage structures. Engineering Services required.	approx.	$ 100,000
Machinery & Equipment	Replacement Debris Tank for Street Sweeper. Existing tank worn & perforated.		$ 30,000
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ 130,000
COMBINED TOTALS			$ 159,800

E:\BUDGET 2014-15\[Fund 402 - Stormwater Fund 2014-15.xlsx]Revenue & Expenses - Sch 2

TOWN OF LAKE PARK

ANNUAL BUDGET

SANITATION FUND

FISCAL YEAR
October 1, 2014 through September 30, 2015

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2014-15

The Residential Sanitation Division provides solid waste collection services to the single family and small apartment residential properties in Lake Park. The services include household garbage collection twice per week and picks up vegetation, bulk trash and recyclables once per week. This division provides these services via multi-skilled personnel and eleven vehicles, each of which are designed for specific purposes. Because of the nature of small Town staff, the Sanitation Division supplements the General Fund Grounds Maintenance operation by providing personnel to do heavy pruning, mowing and weeding at least twice a week. This is part of the Sanitation Division's commitment to doing "whatever needs done" to help keep the Town commons beautiful.

The performance of this Division is measured by customer satisfaction. The fewer phone calls the Public Works Administration receives from residential customers, the better. At the beginning of the week, following Monday's residential garbage and vegetation pickup, the Public Works Administration will receive three calls or less after collecting more than 3,000 households.

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

Performance is measured by customer satisfaction, the fewer phone calls received by Public Works Administration, the better. It is also measured by the Division's safe driving records, as Sanitation trucks are the largest vehicles operated by the Town. It is anticipated 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 2014-15

Schedule 1

	Actual Expenses 2011-12	Actual Expenses 2012-13	Budget 2013-14	Estimate for the Year 2013-14	Department Proposed 2014-15	Manager Proposed 2014-15	Adopted Budget 2014-15
Revenue	1,472,575	1,480,743	1,450,243	1,428,468	1,477,065	1,643,056	-
Personal Services	550,223	537,755	566,430	525,799	532,014	521,139	-
Operating Expenses	597,625	651,951	569,734	543,871	704,595	694,776	-
Capital Outlay	-	-	-	1,695	1,500	39,500	-
Debt Service	112,275	112,203	112,140	112,210	112,140	112,140	-
Non-Operating	244,667	247,545	201,939	197,774	250,000	275,501	-
Total Expenses	1,504,790	1,549,454	1,450,243	1,381,349	1,600,249	1,643,056	-
Surplus (Deficit)	(32,215)	(68,711)	-	47,119	(123,184)	-	-

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:\BUDGET 2014-15\[Fund 404 - Sanitation Fund 2014-15.xlsx]Expense Detail - Sch 4

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
	REVENUES								
404-311.120	Delinquent Refuse Assessments	6,101	3,660	7,088	1,036	3,088	3,000	3,000	
404-343.410	Commercial Assessment - SWA	79,371	74,743	77,000	70,029	74,000	74,000	74,000	
404-343.420	Commercial User Fees - TLP	760,089	745,770	760,000	495,904	745,000	760,000	808,566	
404-343.500	Residential Assessments - SWA	576,482	585,868	565,000	552,213	565,000	565,000	682,425	
404-343.510	Residential User Fees - TLP	7,553	10,258	7,200	4,332	7,200	7,200	7,200	
404-343.610	Recycling Income	32,043	29,911	30,000	21,210	30,000	33,000	33,000	
404-354.100	Penalties	1,952	2,493	2,000	1,911	2,400	2,400	2,400	
404-361.100	Interest Earnings	1,287	925	950	601	750	750	750	
404-361.110	Interest Earnings - Tax Collector	2,735	1,795	505	(189)	100	100	100	
404-364.100	Sale of Surplus Property	-	18,388		-	-	30,000	30,000	
404-365.100	Sale of Scrap Material	608	745	-	495	500	500	500	
404-369.100	Miscellaneous Revenue	178	50	-	300	300	500	500	
404-369.200	Container Proceeds	-	260	-	-	-	225	225	
404-369.300	Locking Device Proceeds	325	780	500	65	130	390	390	
404-369.301	Refund Prior Year Expense	3,851	5,097	-	-	-	-	-	
	TOTAL REVENUE	1,472,575	1,480,743	1,450,243	1,147,907	1,428,468	1,477,065	1,643,056	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
	EXPENDITURES								
404-53-534-404-12000	Regular Salaries	345,353	331,404	330,968	175,962	319,613	304,073	309,909	
404-53-534-404-14000	Overtime Salaries	3,861	3,550	4,000	3,637	4,100	4,000	4,000	
404-53-534-404-15000	Special Pay	2,000	1,600	1,500	400	2,000	1,500	1,500	
404-53-534-404-16000	Compensated Vacation Leave		(3,969)		-		-	-	
404-53-534-404-17000	Compensated Sick Leave	3,191	(3,969)	-	-	-	-	-	
404-53-534-404-19900	Wages Reclassified	(297)	32,871	31,903	21,200	30,471	32,254	42,496	
404-53-534-404-21000	FICA	24,032	22,747	25,625	12,470	24,841	23,376	23,823	
404-53-534-404-22000	Retirement	17,106	16,850	16,549	8,795	15,981	15,204	15,496	
404-53-534-404-22100	Deferred Contribution Matching	-	-	7,314	2,446	3,669	7,602	7,602	
404-53-534-404-23100	Medical Insurance	98,320	84,519	92,682	53,954	76,140	91,986	86,351	
404-53-534-404-23200	Insurance - Dental	4,534	3,198	3,402	2,154	3,312	3,600	3,339	
404-53-534-404-23300	Insurance - Life	1,319	1,281	1,307	1,029	1,229	1,596	1,596	
404-53-534-404-23400	Insurance - Vision	529	518	585	281	594	544	520	
404-53-534-404-23500	Disability	4,687	4,355	4,410	2,732	4,264	4,279	4,279	
404-53-534-404-24000	Worker's Compensation Insurance	39,200	36,200	39,585	26,390	39,585	42,000	20,228	
404-53-534-404-25100	Unemployment Compensation	6,388	6,600	6,600	-	-	-	-	
	TOTAL PERSONNEL EXPENSES	550,223	537,755	566,430	311,450	525,799	532,014	521,139	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
404-53-534-404-31000	Professional Services	108	48	-	70	96		-	
404-53-534-404-34000	Contractual Services	16,692	17,414	19,030	16,707	15,772	25,055	23,055	
404-53-534-404-34310	Disposal Fees - Garbage	173,767	190,404	179,009	105,813	165,000	185,000	185,000	
404-53-534-404-34500	Commissions - PBC Tax Collector	6,179	6,201	6,210	-	-	-	-	
404-53-534-404-34901	Administrative Fee	134,460	135,000	106,325	70,883	106,325	135,000	135,000	
404-53-534-404-34910	Bad Debt Expense	3,474	5,535	-	-	-		-	
404-53-534-404-40000	Travel & Training	74	32	500	-	350	1,000	1,000	
404-53-534-404-41100	Telephone	1,333	1,371	1,200	803	1,175	1,200	1,200	
404-53-534-404-41200	Postage & Shipping	55	87	-	56	-	55	55	
404-53-534-404-44100	Rentals	-	-	5,700	5,462	5,700	10,500	10,500	
404-53-534-404-45000	Insurance	35,500	37,641	43,785	29,190	37,642	43,785	35,421	
404-53-534-404-46000	Repair & Maintenance	37,877	69,151	59,000	51,053	60,150	69,225	69,225	
404-53-534-404-46300	Vehicle Parts & Supplies	65,070	73,087	55,000	56,999	53,000	105,600	105,600	
404-53-534-404-47000	Printing	350	1,258	300	292	300	1,500	1,500	
404-53-534-404-48100	Advertising	1,833	-	1,125	-	1,125	1,125	1,125	
404-53-534-404-49400	Uniforms & Clothing	2,647	2,511	2,750	345	2,500	2,750	2,750	
404-53-534-404-51000	Office Supplies	203	357	300	50	300	300	300	
404-53-534-404-52000	Operating Supplies	1,428	1,344	750	1,223	750	1,500	2,045	
404-53-534-404-52100	Gasoline & Diesel Fuel	82,021	89,913	72,750	51,934	77,686	90,000	90,000	
404-53-534-404-52200	Small Tools & Others	123	13	1,000	717	1,000	1,000	1,000	
404-53-534-404-52400	Containers	34,431	20,584	15,000	9,238	15,000	30,000	30,000	
	TOTAL OPERATING EXPENSES	597,625	651,951	569,734	400,835	543,871	704,595	694,776	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2014-15

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	CURRENT YEAR BUDGET 2013-14	ACTUAL AS OF 05/31/14	ESTIMATE FOR THE YEAR 2013-14	THE DEPT. PROPOSED BUDGET BY 2014-15	TOWN MGT. PROPOSED BUDGET 2014-15	ADOPTED BUDGET 2014-15
404-53-584-404-44200	Capital Equipment Leases	-	-	-	-	-	-	38,000	
404-53-534-404-64100	Machinery & Equipment	-	-	-	1,695	1,695	1,500	1,500	
	TOTAL CAPITAL OUTLAY	-	-	-	1,695	1,695	1,500	39,500	-
404-53-534-404-71000	Principal	98,770	102,395	106,153	106,153	102,395	106,153	106,153	
404-53-534-404-72000	Interest	13,505	9,808	5,987	3,967	9,815	5,987	5,987	
	TOTAL DEBT SERVICE	112,275	112,203	112,140	110,120	112,210	112,140	112,140	-
404-53-534-404-96200	Unrealized Gain/Loss on Investmer	(5,333)	(2,455)	-	-	(2,226)		-	
404-53-534-404-99110	Transfer to General Fund	250,000	250,000	200,000	133,333	200,000	250,000	250,000	
404-53-534-404-99901	Contingency	-	-	1,939	-	-		-	
404-53-534-404-99907	Transfer to Fund Balance							25,501	
	TOTAL OTHER EXPENSES	244,667	247,545	201,939	133,333	197,774	250,000	275,501	-
	TOTAL DEPT EXPENDITURES	1,504,790	1,549,454	1,450,243	957,433	1,381,349	1,600,249	1,643,056	-
	BUDGET SURPLUS/(DEFICIT)	(32,215)	(68,711)	-	190,474	47,119	(123,184)	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

SANITATION FUND (FUND 404)

WAGE AND BENEFITS - DETAIL

FISCAL YEAR 2014-15

Schedule 3

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Equipment Operator II	FT	13.5300	2,080	28,142	1,407	-	7,758	371	145	65	460	38,348
Equipment Operator II	FT	14.2100	2,080	29,557	1,478	500	13,112	371	157	65	412	45,652
Equipment Operator III	FT	18.8400	2,080	39,187	1,959	-	13,112	371	209	65	546	55,449
Foreman	FT	17.4400	2,080	36,275	1,814	-	7,758	371	183	65	481	46,947
Foreman	FT	21.0900	2,080	43,867	2,193	500	7,758	371	230	65	611	55,595
Equipment Operator III	FT	16.1300	2,080	33,550	1,678	500	Declined	371	177	Declined	467	36,743
Equipment Operator II	FT	15.2900	2,080	31,803	1,590	-	7,758	371	167	65	443	42,197
Equipment Operator II	FT	13.5300	2,080	28,142	1,407	-	13,112	371	151	65	392	43,640
Equipment Operator III	FT	16.1300	2,080	33,550	1,678	-	15,983	371	177	65	467	52,291
Overtime Salaries	4,000											4,000
Wages Reclassified	42,496											42,496
FICA	23,823											23,823
Deferred Contribution Matching	7,602											7,602
Worker's Compensation Insurance	20,228											20,228
Unemployment Compensation	-											-
Wage Adjustment 2	5,836				292							6,128
Total Wages & Benefits	103,985			304,073	15,496	1,500	86,351	3,339	1,596	520	4,279	521,139

Insurance Table				
	Employee Only	7,758	371	65
	Employee + Spouse	13,112	371	65
	Employee + Children	11,017	371	65
	Employee + Family	15,983	371	65

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

Schedule 4

Account #	Account Name		Task, Description, and/or Vendor	Cost
404-34000	Contractual Services		Cell phone tower rental, truck wash serv., CDL physicals, random drug tests	
	Jupiter Medical Center		Monthly random drug testing. 9/yr @ $11 ea. (random); Est. 6/yr @ $40 ea	350
	Jupiter Medical Center		CDL Physicals (8 @ $60 ea.)	480
	Spectrasite Communication		Tower rental for Sanitation (expires Sept, 2022)represents a 4% annual incre	9,150
	Action labor		Day laborers	3,000
	G&K Services		Uniforms - mech (Environmental & Energy surcharges)	675
	Superior Wash		Wash sanitation vehicles at $778 average monthly charge	9,400
			TOTAL:	23,055
404-34310	Disposal Fees - Garbage		Disposal fees @ Solid Waste Authority (less disposal credits)	185,000
404-40000	Travel & Training		Misc. operator training / safety classes; Training materials	1,000
404-44100	Rentals		3 week emergency rental of clam truck w/ operator @ 700 / day	10,500
			TOTAL:	10,500
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	8,000
		FCC ENVIRONMENTAL LLC	PARTS WASHER SERVICE,FLUOR BULBS, HAZ MATERIAL DISPOSAL	1,600
		G T SUPPLIES, INC	REPAIRS PETERSEN AND LABRIE BODIED SANITATION VEHICLES	12,000
		GENERAL GMC TRUCK SALES	HEAVY REPAIRS ON AUTOCAR AND STRELING SANITATION VEHICLES	13,000
		JIM PRICE BODY SHOP	PROVIDES LIGHT TO MEDIUM BODY WORK ON SANITATION VEHICLES	1,200
		KAUFFS TRANSPORTATION	TOWING SERVICE FOR SANIATION VEHICLES	1,250
		KELLY TRACTOR	HEAVY REPAIRS FOR THE BACKHOE	1,500
		NEXTRAN TRUCK CENTER	REPAIRS TO MACK AND ALTERNATIVE FOR STERLING SANITATION VEHICLI	6,000
		PRESSURE WASHERS USA	REPAIRS SANITATION HOT WATER WASHER	1,100
		RECHTIEN INTERNATIONAL TRUCKS	SERVICE/REPAIRS INTERNATIONAL SANITATION VEHICLES	7,500
		ROGERS ENGINES	REPAIRS MOBILE AIR COMPRESSOR	275
		SCHUMACHER AUTOMOTIVE INC	DEALER ONLY REPAIRS OF GM SANITATION VEHICLE #36	600
		SUNBELT WASTE EQUIPMENT	HEAVY REPAIRS OF ALL SANITATION VEHICLES WITH HEIL BODIES	14,000
			TOTAL:	69,225

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

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
404-46300	Vehicle Parts & Supplies	Estimated replacement parts for vehicles repaired at DPW	
	ACTION BOLT & TOOL	FASTENERS AND RELATED HARDWARE FOR SANITATION VEHICLES	800
	BENNETT AUTO SUPPLY	ALTERNATIVE TO FLEETPRIDE	500
	BOULEVARD TIRE CENTER	MAIN SUPPLIER OF TIRES FOR SANITATION VEHICLES AS PER FSA BID	50,000
	CAR-COMM	REPLACEMENT PARTS FOR SANITATION 2-WAY RADIOS	1,200
	CERTIFIED LABORATORIES	MAIN SUPPLIER OF GREASE/CHEMICALS FOR SANITATION VEHICLES	4,500
	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	6,500
	FLORIDA BRAKE & TRUCK PARTS	MAIN SUPPLIER OF SMALL BRAKE PARTS FOR SANITATION VEHICLES	500
	FCC ENVIRONMENTAL	MAIN SUPPLIER OF PARTS FOR PARTS WASHER	200
	FLORIDA BOLT AND NUT CO.	ALTERNATIVE TO ACTION BOLT AND TOOL	300
	GENERAL GMC TRUCK SALES	MAIN SUPPLIER OF AUTOCAR & STERLING PARTS FOR SANITATION	7,500
	HI-TECH RECOVERY & RECYCLING	SUPPLIES RECYCLED COOLANT FOR SANITATION VEHICLES	700
	HILL MANUFACTURING	ALTERNATIVE TO NEXGEN	200
	HYDRAULIC SUPPLY CO.	MAIN SUPPLIER OF HYDRA. HOSES/FITTING FOR SANITATION VEHICLES	5,000
	IMPERIAL SUPPLIES LLC	MAIN SUPPLIER OF SMALL MAINTENANCE PARTS FOR SANITATION	1,000
	INDUSTRIAL CLEANING EQUIPMENT	MAIN SUPPLIER OF TRUCK WASH, DEODERIZER, ECT FOR SANITATION	1,300
	KIMBALL MIDWEST	ALTERNATIVE TO IMPERIAL SUPPLIES	1,200
	L & L DISTRIBUTORS	ALTERNATIVE TO FLEETPRIDE	1,400
	LAWSON PRODUCTS	ALTERNATIVE TO CERTIFIED LABORATORIES	900
	NEXTRAN TRUCK CENTER	MAIN SUPPLIER OF MACK TRUCK PARTS	800
	NEXGEN	ALTERNATIVE TO CERTIFIED LABORATORIES AND HILL MANUFACTURING	700
	PALM BEACH SPRING	ALTERNATIVE TO BENNETT AUTO AND FLEET PRIDE	1,100
	PETERSEN INDUSTRIES	SUPPLIES ALL PARTS FOR PETERSEN TL3 BODIES	3,000
	RECHTIEN INTERNATIONAL TRUCK	SUPPLIES ALL SPECIFIC PARTS FOR INTERNATIONAL TRUCKS	3,200
	RIVIERA GENERATOR	SUPPLIES PARTS FOR MAJOR VEHICLE ELECTRICAL COMPONANTS	500
	SNAP-ON-TOOLS	SUPPLIES SPECIALTY TOOLS FOR SANITATION VEHICLES	700
	SUNBELT WASTE EQUIPMENT	SUPPLIES ALL PARTS FOR HEIL GARBAGE BODIES	6,500
	GRAINGER	SHOP/ VEHICLE MAINTENANCE EQUIPMENT	1,100
		TOTAL:	105,600

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

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
404-47000	Printing	NCR work orders, information flyers	1,500
404-48100	Advertising	Annual notice of collection fees in newspaper	1,125
404-49400	Uniforms & Clothing	Replacement uniforms and safety boots (as needed)	2,750
404-51000	Office Supplies	Photocopy paper, pens, paper clips, etc.	300
404-52000	Operating Supplies		
	ACTION BOLT & TOOL	MISC HARDWARE	100
	LOWES	MISC. SUPPLIES FOR SANITATION	150
	SAFETY PRODUCTS	PPE EQUIPMENT (GLOVES, VESTS, ETC).	600
	MISC. VENDORS		1,195
		TOTAL:	2,045
404-52100	Gasoline & Diesel Fuel	Fuel to run the sanitation heavy equipment	90,000
404-52200	Small Tools & Others	Replacement and specialty tools for heavy equipment maintenance	1,000
404-52400	Containers	Purchase and refurbish commercial dumpsters; purchase new residential cans	30,000
404-64100	Machinery & Equipment	Replacement computer with faster processor for streaming safety videos from internet	1,500

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2014-15

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Machinery & Equip.	Replacement computer with faster processor for streaming safety videos from internet		$ 1,500
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 1,500
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			-
COMBINED TOTALS			$ 1,500