AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Town Commission
Budget Meeting
Tuesday, August 13, 2013, 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. DISCUSSION

1. **Commission Discussion of the Presented Preliminary Fiscal Year 2013/2014 Budget** — **Tab 1**

D. PUBLIC COMMENT

This time is provided for audience members to address items related to the Fiscal Year 2013/2014 Budget. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

E. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, August 21, 2013

TOWN OF LAKE PARK

PROPOSED BUDGET

ALL FUNDS

FISCAL YEAR 2013-2014

TOWN OF LAKE PARK

PROPOSED BUDGETS
ALL FUNDS

FISCAL YEAR
October 1, 2013 through September 30, 2014

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

Office of the
Town Manager

July 10, 2013

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

RE: Tentative Fiscal Year 2013-2014 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 2013-2014 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, 2013. 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 2013-2014 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 continued to decrease for the fourth year in a row. Last year's valuation decrease over the prior year was -3.55%. This was a continuing trend going back to 2009. From 2009 through 2012, the Town's assessed value plummeted by more than 35%; losing close to $2,400,000 in annual property tax receipts available for use in the General Fund. Going into the new budget year we seem to have a bit of encouraging news. We have been advised by the Property Appraiser's Office that the estimated value of property in the Town of Lake Park has <u>increased slightly</u> year-over-year. Last year the total taxable value of all property in the Town of Lake Park (certified as of October 10, 2012) was $431,159,683.00. For the next fiscal year, it is estimated (as of June 1, 2013) that the total taxable value of all property in the Town of Lake Park will be $443,554,089.00, an increase of $12,394,406.00 in taxable value. For the first time in 5 years we can report that our taxable values have actually increased by 2.89% over the prior year. At the current millage rate of 8.5 mils, this increase in value would result in $64,110.00 of additional revenue to the General Fund. It appears that the housing market has finally reached a bottom in the Town of Lake Park and that future assessed values may begin to rise.

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Presenting a Balanced Budget

This preliminary budget is being presented to the Town Commission with all funds being balanced. That does not, however, mean that the picture is completely rosy. The effort to balance all of the funds has not come without some difficult decisions. Let's start with the most difficult fund of all: the Marina Fund. The current budget year (2012-2013) was quite an easy year to budget for the Marina Fund in that the 2012-2013 budget year saw an infusion of $880,000.00 of cash from the settlement proceeds of the Marina lawsuit. Of the $880,000.00 of one-time cash coming into the Marina Fund, $391,124.00 of those proceeds were used to establish a balanced budget. The 2012-2013 balanced budget in the Marina Fund included a $100,000.00 set-aside for Marina deficiency repairs (although the ultimate cost for the final seawall repairs are still unknown at this time), a $100,000.00 Administrative Fee charged to the Marina Fund by the General Fund, and an outright $10,000.00 transfer to the General Fund (an historical practice which seems to have no actual basis for why such a transfer was ever set up). In essence, with the $880,000.00 proceeds from the lawsuit settlement, the Marina Fund set aside some construction dollars, but also underwrote the General Fund to the tune of $110,000.00. After all of the budgeted transfers and after any deficiency repair expenses in the current budget year, the Marina Fund will finish the 2012-2013 fiscal year with approximately $419,084.00 in unexpended cash.

For the upcoming 2013-2014 budget year, there will be no one-time infusion of new cash to help balance the Marina Fund. Therefore, in the Marina Fund, after all of the revenues have been projected and all of the expenses have been projected we find that the anticipated expenses exceed the anticipated revenues by $68,788.00 and therefore, in order to present a balanced budget, the Marina Fund will need to rely on the General Fund to make up that difference. This budget proposal includes a transfer of $68,788.00 from the General Fund to the Marina Fund. This is due to the fact that the Marina operation is still not profitable. As was shared with the Commission in an earlier report it looks as though the Marina operation is headed in the right direction. That is, occupancy rates are trending upward and revenues continue to increase. However, it will be at least another year before revenues get close to outpacing expenses. Rather than having the Marina Fund support the General Fund (as it has done this past year with the infusion of a portion of the lawsuit settlement proceeds), the General Fund will once again have to support the Marina Fund. However, within this proposed budget, and with the transfer of $68,788.00 from the General Fund, the Marina Fund will be in balance.

The General Fund is the next fund which has not been easy to balance. But it has been balanced with two specific assumptions made on my part. First is the assumption that the Town Commission will take an action during the current fiscal year (2012-2013) to forgive the debt owed by the Marina Fund both to the General Fund and the Sanitation Fund. The second assumption on my part is that the Town Commission will approve a General Fund millage rate of 8.90 mils (compared to the current 8.5 mils). Each of these assumptions is explained in greater detail on the following pages.

Assumptions for Presenting a Balanced Budget

Forgiveness of Debt

The Marina Fund owes the General Fund $2,480,000.00 and it owes the Sanitation Fund $400,000.00. These amounts, for the most part, were the funds that were used to cover the costs for bringing the lawsuit against the various contractors who undertook the most recent construction at the Marina. Unfortunately, hindsight is 20-20, and here in 2013 we can now see that it did not make much sense to spend nearly $2.5 million dollars on attorneys and expert witnesses, only to settle the lawsuit for $880,000.00. But that being said, the Marina Fund still owes these amounts to both the General Fund and the Sanitation Fund. It is unlikely that the Marina Fund will be able to pay these obligations back any time soon. It will only be able to do so once the Marina operation becomes profitable. In the meantime, because that debt is outstanding (Marina to General Fund and Sanitation Fund), the external auditors have continued to report that the outstanding debt of the Marina Fund and its relationship to the General Fund have put a cloud over both funds, and although the law has recently changed, keeping that outstanding debt on the books could potentially put the Town in a State of Financial Emergency according to section 218.503(1)(e), Florida Statutes. In addition, because of this outstanding debt, the General Fund cannot report most of its cash balance as being available as an "unrestricted" reserve (but for $20,643.00 identified in the most recent CAFR). Instead, virtually all available cash in the General Fund's "rainy day" account is reported as being "restricted" as it needs to be available to cover the obligation (outstanding debt) of the Marina Fund to the General Fund.

Last year at this time, it was recommended that the Town Commission take an action to forgive the debt of the Marina to both the General Fund and to the Sanitation Fund. According to the external auditor, doing so would help the financial picture of the Marina Fund, the General Fund, and the Sanitation Fund. It would eliminate the audit comment of the Town potentially being in a Condition of Financial Emergency and it would also free up "restricted" reserves in the General Fund which could be used to balance any shortfall in revenues compared to expenses. A copy of the most recent recommendation from the external auditor about the advisability of the Town Commission approving a forgiveness of debt by the General Fund and the Sanitation Fund to the Marina Fund will go a long way in helping to clear up the Town's financial picture. With the presentation of the proposed budget, I am making an assumption that the Town Commission will approve the forgiveness of debt owed by the Marina Fund to the General Fund and to the Sanitation Fund during the current fiscal year (2012-2013) such that we will have a much cleaner balance sheet going into the proposed budget year. Once the debt forgiveness is accomplished, the General Fund can use some of its unrestricted reserves to balance the various operating funds that need help this next fiscal year.

If approved by the Town Commission, once the debt is forgiven, the General Fund will need to transfer $70,648.00 from its unrestricted reserves to bring the 2013-2014 budget into balance. The fiscal year must begin with the General Fund being

balanced. However, even with the infusion of cash from the unrestricted reserves, the General Fund will be balanced with a very small contingency line item of just $25,000.00.

Millage Rate

It is my recommendation that for the 2013-2014 fiscal year that the Town Commission adopt a General Fund millage rate of 8.90 mils (compared to the current 8.50 mils). Adjusting the millage rate to 8.90 mills will raise an additional $159,084.00 for the General Fund and will also be used to balance the budget as presented. This additional $159,084 in proposed new revenue will be in addition to the $70,648.00 taken from unrestricted reserves (after the forgiveness of the Marina Debt) to balance the General Fund.

While no one likes to have the millage rate increased, there are four (4) very clear-cut reasons why the millage rate is being recommended to be set at 8.90 mils (those reasons are outlined in the next section appearing after the chart below). Before such a decision is made, one might want to know what impact this recommendation will have on the taxes paid by Lake Park residential property owners. Below is a chart which outlines the impact of setting a millage rate at 8.90 mils:

Town of Lake Park

FISCAL YEAR 2013-2014

Analysis of Adjusting the Property Tax Millage Rate

Residential Units		Assessed Value including homestead exemptions		Lake Park Property Taxes at the highest value in the range		Maximum Difference between Rates
Units*	Cumulative	From	To	8.50 mils	8.90 mils	
494	13.84%	$ -	$ 25,000	$ 212.50	$ 222.50	$ 10.00
1,967	68.95%	$ 25,001	$ 50,000	$ 425.00	$ 445.00	$ 20.00
406	80.33%	$ 50,001	$ 75,000	$ 637.50	$ 667.50	$ 30.00
564	96.13%	$ 75,001	$ 100,000	$ 850.00	$ 890.00	$ 40.00
125	99.64%	$ 100,001	$ 125,000	$ 1,062.50	$ 1,112.50	$ 50.00
9	99.89%	$ 125,001	$ 150,000	$ 1,275.00	$ 1,335.00	$ 60.00
3	99.97%	$ 150,001	$ 175,000	$ 1,487.50	$ 1,557.50	$ 70.00
0	99.97%	$ 175,001	$ 200,000	$ 1,700.00	$ 1,780.00	$ 80.00
1	100.00%	$ 200,001	Over			
3,569						

* Taken from the 2012 Property Tax Rolls

Therefore, one can see that if a millage rate of 8.90 mils is adopted by the Town Commission, 494 residential units in Town will pay up to a total of $10.00 more in local taxes in the next fiscal year. 1,967 residential units in Town will pay up to a total of $20.00 more in local taxes in the next fiscal year. 406 residential units will pay up to a total of $30.00 more in local taxes in the next fiscal year, and 564 residential units will pay up to a total of $40.00 more in local taxes in the next fiscal year. As is very clear from the chart above, with a millage rate set at 8.90 mils, 99.64% of the residential units in town will pay $50.00 or less in the next fiscal year for all of the services outlined in this proposed budget.

Why a Millage Rate Increase is Necessary

The first reason for the need to raise an additional $159,084.00 in ad valorem revenue (with a millage rate of 8.90 mils) is because the annual cost for engaging the Palm Beach County Sheriff's office has increased by $51,574.00 over the prior year. Included as an exhibit to this budget message is a letter from PBSO advising us that their charge to us for police services next fiscal year will be increased by 2% over the current year.

The second reason for the need to raise the additional ad valorem revenue is because the annual cost for engaging Palm Beach County Fire Rescue has increased by $59,529.00 over the prior year. Included as an exhibit to this budget message is a letter from PBC/FR advising us that their charge to us for fire/rescue services next fiscal year will be increased by 2.3% over the current year.

The third reason for the need to raise the additional ad valorem revenue is because of the previously mentioned $68,788.00 shortfall in revenues over expenditures at the Marina. This will need to be a contribution from the General Fund to the Marina Fund to ensure that their budget is balanced.

Finally, it is anticipated that the Town's insurance costs will be going up fairly significantly, with employee health insurance costs increasing by approximately $27,230.00 over the prior year and property/casualty insurance costs increasing approximately $16,450.00 year-over year.

Just these four items alone account for an additional expense of approximately $223,571.00 in the General Fund over the prior year and that is why it is my recommendation to adjust the ad valorem millage rate from 8.50 mils to 8.90 mils. Obviously, raising the millage rate to 8.90 mils (which adds $159,084.00 in new General Fund revenue) does not even cover the increased cost of the four items listed above. So any additional expenses over and above the $159,084.00 of new revenues from a millage rate of 8.90 are covered by a combination of further cuts in operating expenses in other departments and transferring funds from the General Fund fund balance.

Budget Philosophy

Since four of the five members of the Town Commission are newly elected members of our governing body, I believe 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, 2014 (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, 2013. 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. One way of doing that is by reviewing our monthly Revenue and Expenditure Report which is published each month by the Finance Department. We can 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 2014.

Changes to Personnel in the Recommended Budget

This next year will, hopefully, be a watershed year compared to the last four years of our annual budget process. Over those last four years a number of decisions had to be made that impacted all of our employees. First, the Town has not given any pay raises nor a cost of living adjustment during the last four years. Second, during the prior two fiscal years (2009-2010 and 2010-2011), employees had to take furlough days (a practice which was eliminated during the current budget year). Also, during the current budget year, there was the elimination of three full time positions and a series of layoffs (and bumping) occurred in the Public Works Department. Lastly, the Town has not made a matching pension contribution for any of our employees over the last three years.

This recommended budget does not offer any salary increases nor does if offer cost of living adjustments for our employees. On the other hand, it does not recommend any furlough days nor any layoffs as was done over the past two years. It does, however, include enough funds to reinstate a 2.5% match to employee voluntary pension contributions. That is, if an employee makes a voluntary payroll contribution into their 457 pension fund account, the Town will match that contribution up to 2.5%. The cost of doing so would be approximately $21,997.00 to the General Fund and approximately $13,667.00 to the Enterprise Funds.

The recommended budget also has three personnel changes which are recommended as improvements to our operations. First, it is recommended that the part-time Planner in the Community Development Department be moved into a full-time

position. This is a result of the desire of the Town Commission to have the staff do more planning (master planning in the Western and Eastern corridors, as well as roadway and transportation planning throughout the community). The Planner is currently working 30 hours per week and this recommended change will put her at 40 hours per week. The total cost to the General Fund for moving the Planner from part-time to full-time is $20,275.00.

The recommended budget also includes moving a part-time dock attendant to full-time (and eliminating one of the part-time positions). This is a result of our desire to have better coverage at the Marina (three full-time employees and two part-time employees as opposed to two full-time employees and three part-time employees). Moving one of our part-time employees to full time will give us an opportunity to concentrate more on promotional programs for bringing folks down to the Marina, event planning, marketing, and safety inspections. Since this personnel change adds just a few hours to one existing part-time employee (making him a full-time employee) and eliminates another part-time employee, the net cost to the Marina Fund operations is just $6,602.00.

The final change to the budget is an administrative change with an assignment to an existing position. At present, there is not a second-in-command formally designated behind the Town Manager. This is a critical issue, especially as it relates to emergency preparedness and our response to any emergency which may occur in Town. Should the Town Manager (Incident Commander) not be available during any emergency event, it is important to have someone designated, in advance, to step right in and take responsibility for the overall response. To that end, I am asking the Town Commission to modify the duties and responsibilities of the Town Clerk to also serve in the role of Deputy Town Manager. This does not create a new position within the organizational structure, but rather assigns the additional duties of Deputy Town Manager to the Town Clerk. This is an assignment which is compensated with an additional 5% in pay. In this case, that would equate to an annual expense of $2,875.00.

Initiatives During the Coming Year

Most of the operating departments submitted a number of initiatives that they would like to have funded; if money was available. However, since funds are extremely tight, just four initiatives are actually being funded in the recommended budget. (For an outline of all of the initiatives requested by the departments, but left unfunded in the recommended budget, please see the attached exhibit).

The four initiatives include the previously outlined personnel changes (part-time to full-time planner, part-time to full-time dock attendant, and title change/assignment for the Town Clerk). The only other funded initiative is a replacement program for the 7 year old computers in all of the offices of Town Hall. An allocation of $20,000.00 has been put into the Information Technology Department budget to replace 20 desktop computers.

An Area for Further Scrutiny

One area that should receive some additional scrutiny as the 2013-2014 budget year rolls out is the Town's Recreation Department. At present, we are spending nearly $185,000.00 per year running a recreation program that, quite frankly, does not seem to be delivering much value for the money spent. There have been some successes this past year, including the annual holiday ceremony on the Town Green and a few instructor led classes. We do run a tennis program that only loses a little more than it takes in. Unfortunately, most of the rest of the programs either have failed to generate adequate participants, or have created a situation where the taxpayers of Lake Park are actually subsidizing a small group of individuals (some of whom are not even Lake Park residents). Our summer camp program generates approximately $10,000.00 in revenue, but costs us more than $30,000.00 to operate (and nearly half of the children taking advantage of the summer camp program live in other communities). Most of our year-round recreational programming has been cancelled (for lack of participants) or never got off of the ground (because there were not enough folks to support the launch of a new program).

To that end, the Town Commission may want to consider how the Recreation Department is structured. We may want to go to an exclusive event-based program where we just schedule for-profit type events; or we may want to think about dropping the recreation programming altogether. It is my opinion that our recreation programming has not been successful not because of a lack of effort on the part of Town staff. Our staff has worked tirelessly to provide a variety of different recreational opportunities. It could just be that a true Community Recreation program in a community such as the Town of Lake Park will not work because of the make-up and the particular needs of our citizenry.

Streets & Roads Fund/Stormwater Fund/Sanitation Fund

These three funds are stand-alone funds which have their own funding source and their own separate expenses. Each of these funds will remain relatively unchanged during the upcoming fiscal year. That is, there are no new initiatives, nor any modifications to staffing and it is my recommendation that rates remain the same year-over-year. That being said, there are two expenses within the Sanitation Fund which need to be brought to the attention of the Town Commission.

First, in order to balance the Sanitation Fund, we have reduced the amount of "contribution" from the Sanitation Fund to the General Fund by $50,000.00 over the prior year. Second, in an effort to further balance the Sanitation Fund, we reduced the Administrative Fee charged by the General Fund to the Sanitation Fund by $28,135.00. Each of these reductions in costs to the Sanitation Fund were done in an effort to provide better clarity (truer cost accounting) and transparency for operating the Sanitation Fund; but together, these two modifications in Sanitation Fund expenses have reduced income to the General Fund by $78,135.00.

Finally, there are no capital improvements planned in any of these three funds during the upcoming budget year. The Town Commission may want to begin to think about future capital improvement projects within each of these distinct funds. The Commission may want to see major road repairs made, increased stormwater control throughout the Town, and will clearly need to consider the idea of beginning to replace an aging fleet of sanitation vehicles. All of these funds are supported by user taxes and user fees. Therefore, in order to do any capital improvements, an enhanced source of funding will have to be identified in upcoming years.

Marina Fund

For the most part, the budget document displays our intent with the Marina Fund. As previously mentioned, revenues are not strong enough to cover expenses; however the trend is encouraging and it is anticipated that in succeeding budget years the Marina will finally be able to stand on its own.

Community Redevelopment Agency

During this next budget year, the Community Redevelopment Agency is being funded nearly the same as it was funded during the prior fiscal year. That is, there are minimal staff expenses being assigned to the CRA budget (except that 15% of the Administrative Assistant to the Town Manager is being charged as an expense to the CRA). Most of the expenses associated with the CRA budget are to cover insurance, maintenance, utilities, and contract landscaping services. The CRA budget will be presented to the Town Commission as a separate and distinct budget.

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.

Summary

As best we can, we have gone over each line item in each departmental budget, and we have reduced anticipated expenses either by deferring some maintenance on equipment and infrastructure for the next year or outright reducing expenditures. For example, I have reduced the request for purchase of library materials made by the Library Director by $10,000.00. While deferring maintenance on equipment and infrastructure is never a healthy thing, part of this next budget year will be to assess just how much maintenance deferral we have chosen to take over the past few years. I plan to report that information out to the Commission during this next year so that we do not lose track of just how far we have possibly fallen behind on this issue.

We still have quite a bit of work to do and I look forward to working with the Town Commission on the completion of the budget process over the next few months. This budget proposal has come with some very specific recommendations on my part. Of course, I am always open to other ways of thinking and to any creative ideas which could improve upon what is contained within this document.

I would like to conclude with a few words of thanks to Blake Rane, Finance Director, all of the department heads who met with me during the budget preparation time to try to work through their portion of this document, and 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

RECOMMENDATION FOR FORGIVENESS OF DEBT

NOWLEN, HOLT & MINER, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

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July 3, 2013

Mr. Blake K. Rane
Finance Director
Town of Lake Park
535 Park Avenue
Lake Park, Fl 33403

Dear Mr. Rane:

This letter is in response to your request that we comment on the advisability and process of the Town's General Fund and Sanitation Fund forgiving the debt owed by the Marina Fund. At September 30, 2012, the Marina fund owed $2,480,000 to the General Fund and $400,000 to the Sanitation Fund. Also at September 30, 2012 the Marina Fund had deficit unrestricted net assets of $2,924,454.

There are no reasons under generally accepted accounting principles or auditing standards that would prohibit the Town from forgiving the debt. Ultimately the final decision to forgive the debt would require the approval of the Town Commission and consultation with the Town's attorney. If approved the General Fund and the Sanitation Fund would record transfers out and the Marina Fund would record a transfer in for the debt forgiveness.

The attached schedules I and II, show what affect the forgiveness would have had on the individual and total funds if it had been done as of September 30, 2012. As shown on this schedule the positive affect on the Marina Fund overshadows the negative effects on the General and Sanitation Funds. The forgiveness of the debt would not have any effect on the unassigned fund balance of the General Fund and the unrestricted net assets of the Sanitation Fund is still positive.

The assets of both the General Fund and Sanitation Fund would decrease by the amount of debt forgiven, but since it is unlikely that the Marina Fund would have sufficient income or cash flows to repay this debt in the near future one could make an argument that the adjusted numbers are a more accurate reflection of the true financial condition of the Town. The adjusted numbers also lead to financial statements that are less complex and are more easily understandable by the average reader. The net assets of the Marina Fund would go from a negative $2,924,454 to a negative $44,454, which might help in securing grant funding in the future. In future years, if the Marina Fund operations generate a surplus, the Town could repay the funds through an interfund transfer.

As you are aware, in the 2010 and the 2011 audits the deficit unrestricted net assets in the Marina fund met the criteria of a Condition of a Financial Emergency according to section 218.503(1)(e), Florida Statues. If this debt had been forgiven in fiscal year 2010 or 2011, the Town would not have met a Condition of a Financial Emergency according to section 218.503(1)(e), Florida Statues and there would not have been a comment in the management letter concerning this. For fiscal year 2012, the State Legislature changed the definition of Financial Emergency, such that deficit net assets are no longer considered a condition. However, the large deficit in unrestricted net assets is the most significant factor in determining that the Marina Fund is in a deteriorating financial condition as reported in our Management Letter for 2012.

Please let us know if you would like to discuss this in more detail or need additional information.

Sincerely,

Terry J. Holt

Nowlen, Holt &Miner, P.A.

Schedule I
Affect of Debt Forgiveness
on Individual Funds

	September 30, 2012		
	Actual Balances	Debt Forgiveness	Adjusted Balance
General Fund			
Assets	$ 3,781,743	(2,480,000)	$ 1,301,743
Liabilities	$ 661,011		$ 661,011
Fund balances			
Nonspendable	3,045,989	(2,480,000)	565,989
Restricted	54,100		54,100
Assigned	-		-
Unassigned	20,643		20,643
Total fund balances	$ 3,120,732		$ 640,732
Sanitation Fund			
Assets	$ 983,183	(400,000)	$ 583,183
Liabilities	$ 401,424		$ 401,424
Net assets			
Investment in capital assets, net of debt	43,406		43,406
Unrestricted	538,353	(400,000)	138,353
Total net assets	$ 581,759		$ 181,759
Marina Fund			
Assets	$ 9,853,627		$ 9,853,627
Liabilities	$ 7,893,616	(2,880,000)	$ 5,013,616
Net assets			
Investment in capital assets, net of debt	4,884,465		4,884,465
Unrestricted	(2,924,454)	2,880,000	(44,454)
Total net assets	$ 1,960,011		$ 4,840,011

Schedule II
Affect of Debt Forgiveness
on Total Funds

	September 30, 2012		
	Actual Balances	Debt Forgiveness	Adjusted Balance
Total Governmental Funds			
Assets	$ 4,648,155	(2,480,000)	$ 2,168,155
Liabilities	$ 1,531,715		$ 1,531,715
Fund balances			
Nonspendable	3,045,989	(2,480,000)	565,989
Restricted	267,633		267,633
Assigned	18,458		18,458
Unassigned	(215,640)		(215,640)
Total fund balances	$ 3,116,440		$ 636,440
Total Enterprise Funds			
Assets	$ 11,872,459	(400,000)	$ 11,472,459
Liabilities	$ 8,718,808	(2,880,000)	$ 5,838,808
Net assets			
Investment in capital assets, net of debt	5,205,987		5,205,987
Restricted	99,592		99,592
Unrestricted	(2,151,928)	2,480,000	328,072
Total net assets	$ 3,153,651		$ 5,633,651

INCREASE IN ANNUAL COST
PALM BEACH COUNTY
SHERIFF'S OFFICE

PALM BEACH COUNTY
SHERIFF'S OFFICE
RIC L. BRADSHAW, SHERIFF

MAJOR DAN SMITH
COUNTYWIDE OPERATIONS
PHONE: (561) 681-4520 **FAX: (561) 681- 4525** **E-MAIL: smithd@pbso.org**

March 08, 2013

Town of Lake Park
James DuBois, Mayor
535 Park Avenue
Lake Park, Florida 33403

Dear Mayor DuBois:

The Palm Beach County Sheriff's Office adjustments for the Town of Lake Park Law Enforcement Service Agreement renewal have been under careful consideration. For the past two (2) years, the Sheriff was able to afford no increase, however, this year there will be a 2% increase for 10/01/13 – 09/30/14. We will be contacting you to schedule a meeting to further discuss the particulars of the contract.

A ninth addendum will be submitted with the renewal dates and the adjusted rate for signature prior to expiration of the eighth addendum.

Sincerely,

Major Dan Smith
Countywide Operations

INCREASE IN ANNUAL COST
PALM BEACH COUNTY
FIRE/RESCUE

Fire Rescue
Chief Jeffrey P. Collins

405 Pike Road
West Palm Beach, FL 33411
(561) 616-7000
www.pbcgov.com

Palm Beach County Board of County Commissioners

Steven L. Abrams, Mayor
Priscilla A. Taylor, Vice Mayor
Hal R. Valeche
Paulette Burdick
Shelley Vana
Mary Lou Berger
Jess R. Santamaria

County Administrator
Robert Weisman

"An Equal Opportunity Affirmative Action Employer"

July 2, 2013

Dale S. Sugerman, Ph.D., Town Manager
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

Dear Mr. Sugerman, Ph.D.:

Based on the July 1 property values, Palm Beach County Fire Rescue has submitted a proposed millage rate of **3.4581** for FY 2014. This rate is **2.77%** over roll-back. The Board of County Commissioners (BCC) will consider this proposal at their July 16th budget workshop and will authorize a rate to be submitted to the Palm Beach County Property Appraiser. The BCC will consider and adopt a final millage rate during the budget public hearings on September 9th and 23th.

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

Sincerely,

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

INITIATIVES REQUESTED BUT NOT FUNDED

Town of Lake Park
Schedule of Unfunded Departmental Initiatives
Proposed Budget 2013/14

	Estimated Cost
Human Resources	
Employee Health Clinic	
Enter into a Memorandum of Understanding or similar agreement with the City of Palm Beach Gardens, for use of its employee health clinic	
*Approximate cost of $3,559 per month x 12 months, plus supplies to be charged on a per usage basis as quoted by the City of Palm Beach Gardens	
Total HR Initiatives	**$ 42,708**

Information Technology	
Emergency Operation Center	**11,357**
Place a server at Fire Station 68 for EOC/Disaster Recovery	
Upgraded Servers	**9,387**
To upgraded servers to Exchange 2012 and Server 2008-R2 from 2003 (To be able to communicate with EOC server)	
Internet	
Comcast Internet to communicate from EOC to Town Hall servers (Microsoft will not support XP after 2014)	**1,200**
Paperless Agenda	
Establish i-pads for Senior Staff (Director level)	**5,800**
Total IT Initiatives	**$ 27,744**

Finance	
Remodeling and Citizen Engagement	
Open a cashier window from the Finance offices directly into the front entryway. While this project has some technical elements it should be able to be accomplished with a minimum of inconvenience to the public.	
The project is intended to enhance the appearance of the main entryway into Town Hall and to give Town Hall visitors a human face to guide them to the appropriate individual or department within Town Hall.	
Total Finance Initiatives	**$ 35,000**

Town of Lake Park
Schedule of Unfunded Departmental Initiatives
Proposed Budget 2013/14

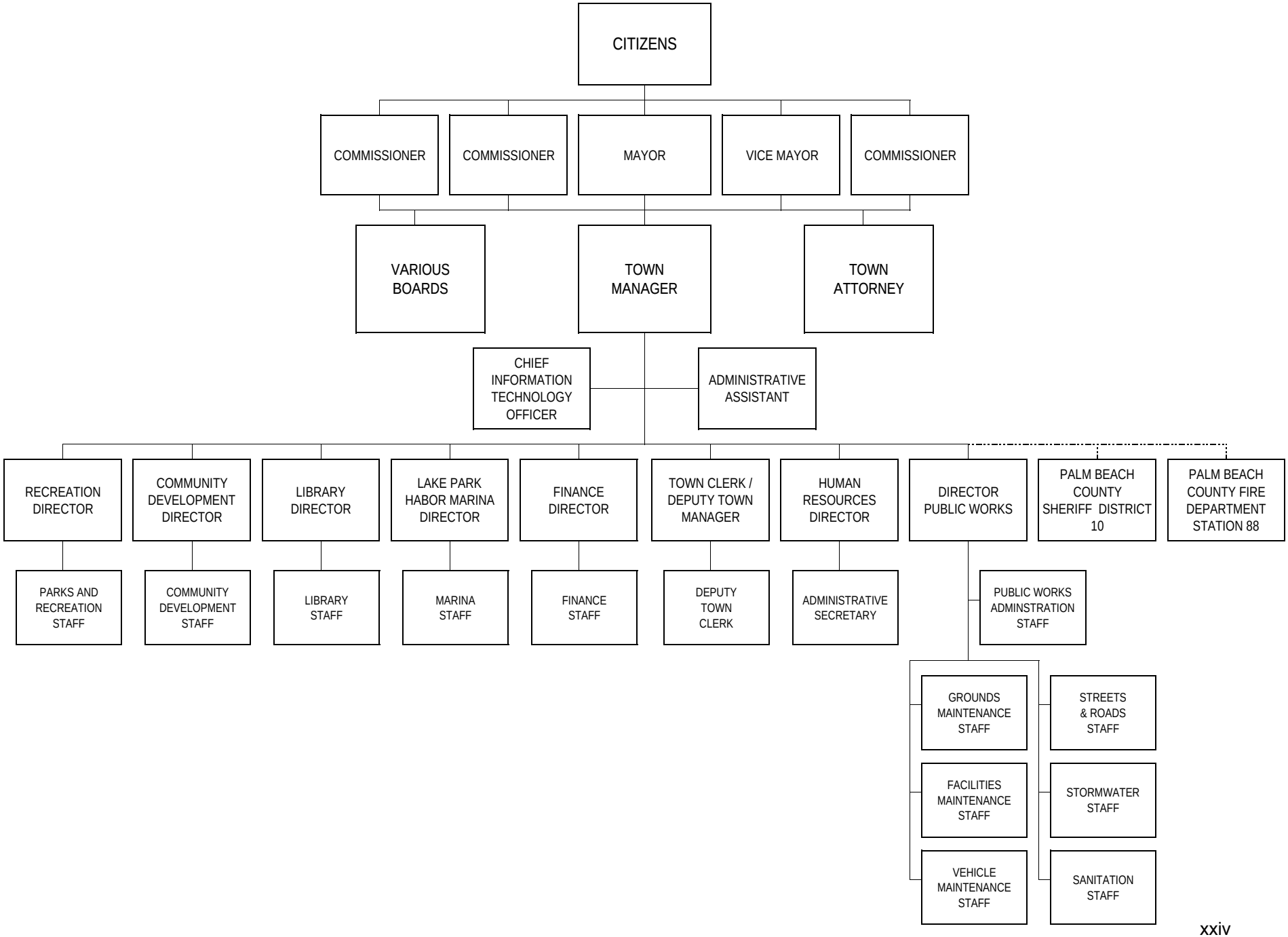
	Estimated Cost
Community Development	
Design Consultant for Mixed-Use Zoning (Federal Hwy Corridor Initiative) In addition to the in-house proposal of a Mixed-Use Zoning District, a distinct set of design guidelines created by a certified design professional would enhance Staff's current initiatives.	**$ 20,000**
10th St Improvements Phase 1: Typical Section/Study from Simmons & White or other Engineering Firm; Phase 2: Design; Phase 3 Construction	**TBD**
Park Ave Extension Palm Beach County (PBC) will submit design plans to the Town in July 2013 for review and once approved will bring to their Board of County Commissioners (BCC) for approval onto their 5-year plan; County will construct the project; Town will own and maintain in perpetuity the road and drainage facilities once they are constructed and 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 Town [developer property]; Town will provide or cause to provide all necessary property and easements needed for drainage facilities for the entire road segment at no coast to the County (including developer property)	**TBD**
Annexation Study; Public meetings; Legal Review; Referendum at a scheduled election or special election	**TBD**
Total Com. Dev Initiatives	**TBD**

Town of Lake Park
Schedule of Unfunded Departmental Initiatives
Proposed Budget 2013/14

	Estimated Cost
Library	
Add three PT employees	
Two part time Library Assistants devoted to circulation desk in am and pm (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 a 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 American Disabilities Act 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.	
Total Library Initiatives	**$ 131,520**

Sanitation	
Renovate Two Packers	
Rebuild the hydraulics and paint the body of Veh. # 43, 2004, commercial front loader	**45,000**
Rebuild the hydraulics and paint the body of Veh. # 48, 2006, residential side loader	**45,000**
Rather than replace the two units that are approaching the end of their wear cycle at a cost of $250,000 each, rebuild heavy wear items and repaint the bodies that are starting to rust. This should extend the life expectancy of each vehicle by about 3 years.	
Total Sanitation Initiatives	**$ 90,000**

Total Unfunded Initiatives for FY 2014 Proposed Budget	**$ 326,972**


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

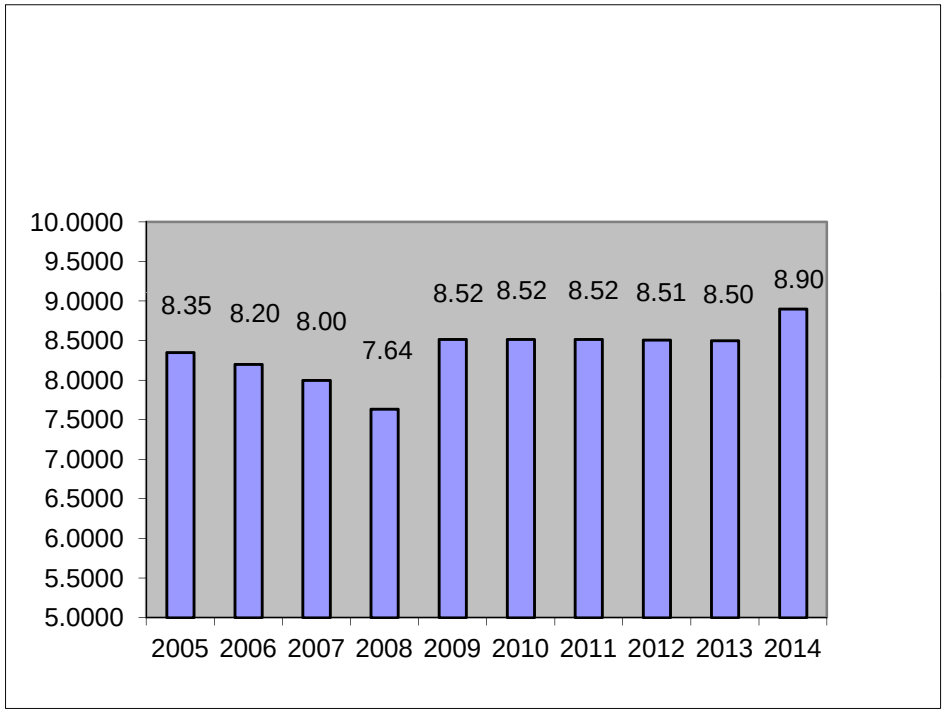
TOWN OF LAKE PARK

FISCAL YEAR 2013 - 2014

ANALYSIS OF OPERATING MILLAGE

FOR TEN YEAR PERIOD 2005 - 2014

Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
2005	8.3500	0.0000	0.00%
2006	8.2000	(0.1500)	-1.80%
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	8.9000	0.4000	4.71%



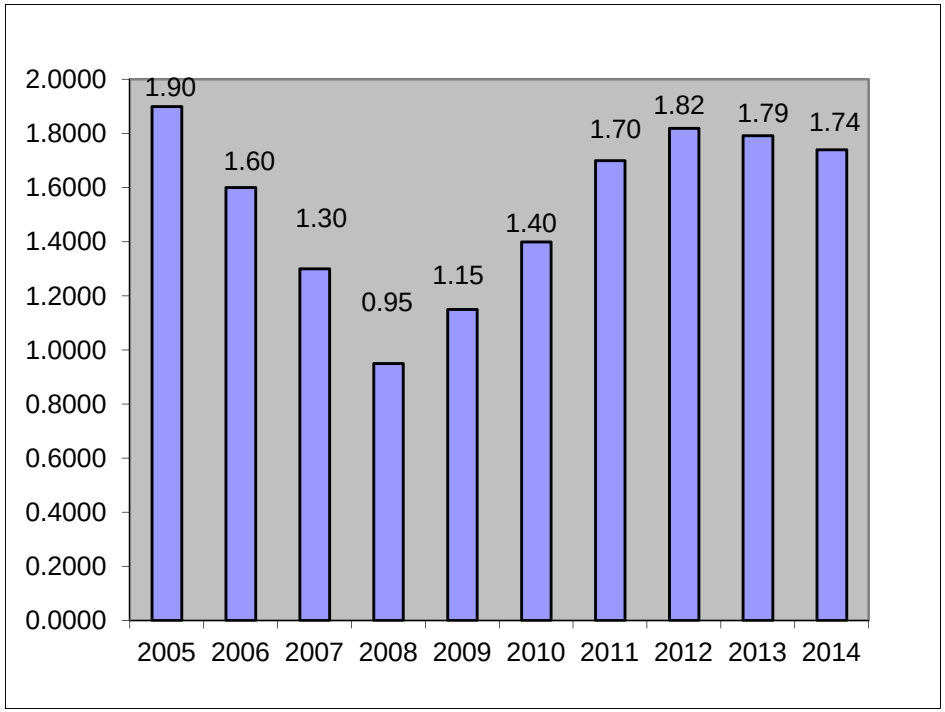
TOWN OF LAKE PARK

FISCAL YEAR 2013 - 2014

ANALYSIS OF DEBT SERVICE MILLAGE

FOR TEN YEAR PERIOD 2005 - 2014

Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
2005	1.9000	(0.6000)	-24.00%
2006	1.6000	(0.3000)	-15.79%
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%



Town of Lake Park

FISCAL YEAR 2013-2014

Number of Residential Properties by Assessed Value
(including homestead exemptions)

Assessed Value Ranges *		Single Family	Condos	Multi-Family	Totals
From	To				
$0	$25,000	139	128	227	494
$25,001	$50,000	690	333	944	1,967
$50,001	$75,000	227	131	48	406
$75,001	$100,000	260	95	209	564
$100,001	$125,000	56	69	-	125
$125,001	$150,000	9	-	-	9
$150,001	$175,000	3	-	-	3
$175,001	$200,000	-	-	-	-
$200,001	Over	1	-	-	1
Totals		**1,385**	**756**	**1,428**	**3,569**

* Source: 2012 PBC Property Appraiser database

Town of Lake Park
2013/14 BUDGET
Shown in Full Time Equivalents (FTE)

BUDGETED STAFFING SUMMARY	2012-13 BUDGET*				2013-14 BUDGET*				DIFFERENCE			
	Commission & Mayor	Full Time	Part Time	TOTALS	Commission & Mayor	Full Time	Part Time	TOTALS	Commission & Mayor	Full Time	Part Time	TOTALS
LEGISLATIVE	5.00	-	-	5.00	5.00	-	-	5.00	-			-
TOWN MANAGER	-	2.00	-	2.00	-	2.00	-	2.00		-	-	-
HUMAN RESOURCES	-	2.00	-	2.00	-	2.00	-	2.00		-	-	-
TOWN CLERK	-	2.00	-	2.00	-	2.00	-	2.00		-	-	-
INFORMATION TECHNOLOGY	-	1.00	-	1.00	-	1.00	-	1.00		-	-	-
FINANCE	-	4.00	0.75	4.75	-	4.00	0.75	4.75		-	-	-
LIBRARY	-	2.00	2.53	4.53	-	2.00	2.13	4.13		-	(0.40)	(0.40)
RECREATION	-	1.00		1.00	-	1.00	-	1.00		-	-	-
PUBLIC WORKS	-	10.00	0.65	10.65	-	10.00	0.65	10.65		-	-	-
PARKING METERS	-	-	0.66	0.66	-	-	0.66	0.66		-	-	-
COMMUNITY DEVELOPMENT	-	5.00	0.75	5.75	-	6.00	-	6.00		1.00	(0.75)	0.25
SUB-TOTAL GENERAL FUND	5.00	29.00	5.34	39.34	5.00	30.00	4.19	39.19	-	1.00	(1.15)	(0.15)
STREETS & ROADS	-	2.00	-	2.00	-	2.00	-	2.00		-	-	-
MARINA	-	2.00	2.32	4.32	-	3.00	1.25	4.25		1.00	(1.07)	(0.07)
STORMWATER	-	2.00	-	2.00	-	2.00	-	2.00		-	-	-
SANITATION	-	9.00	-	9.00	-	9.00	-	9.00		-	-	-
CRA	-	-	-	-	-	-	-	-		-	-	-
TOTAL	5.00	44.00	7.66	56.66	5.00	46.00	5.44	56.44	-	2.00	(2.22)	(0.22)

* DOES NOT INCLUDE SEASONAL EMPLOYEES

Town of Lake Park - General Fund
Comparison of Expenditures By Classification
Fiscal Years Ended September 30, 2011-2014

		2010-2011 Actual	2011-2012 Actual	2012-2013 Estimated	2013-2014 As Proposed	2013-2014 As Adopted
51	General Government	2,278,037	2,030,787	1,951,649	2,231,572	-
52	Public Safety	4,906,546	4,725,085	4,583,369	4,722,886	-
53	Physical Environment	193,564	167,197	195,380	197,918	-
54	Transportation	358,510	412,644	344,498	348,422	-
57	Culture-Recreation	812,694	726,794	761,050	798,356	-
59	Intragovernmental Services	99,413	89,653	74,219	75,874	-
	Total Expenditures	8,648,764	8,152,160	7,910,165	8,375,028	-

Town of Lake Park - General Fund
Comparison of Expenditures By Object
Fiscal Years Ended September 30, 2011-2014

	2010-2011 Actual	2011-2012 Actual	2012-2013 Estimated	2013-2014 As Proposed	2013-2014 As Adopted
Personal Services	2,275,736	2,094,899	2,095,620	2,187,045	
Operating Expenses	5,441,648	5,140,942	4,987,525	5,197,529	
Capital Outlay	36,449	104,470	38,032	20,000	
Debt Service	428,675	421,014	460,902	423,445	
Non-Operating	466,256	390,835	328,086	547,009	
Total Expenditures	8,648,764	8,152,160	7,910,165	8,375,028	-

Town of Lake Park - General Fund
Summary of Expenditures by Department

Fiscal Years Ended September 30, 2011-2014

			2010-2011 Actual	2011-2012 Actual	2012-2013 Estimated	2013-2014 As Proposed	2013-2014 As Adopted
51	**General Government**						
	100	Town Commission	88,525	81,701	90,254	94,770	
	104	Town Manager	306,512	270,899	217,150	199,127	
	105	Human Resources	137,645	124,977	120,002	129,452	
	106	Town Clerk	162,995	141,368	157,344	155,632	
	108	Town Attorney	127,220	101,894	83,887	121,000	
	110	Information Technology	152,096	145,552	170,279	163,687	
	150	Finance and Accounting	453,709	392,911	404,924	417,951	
	900	Non-Departmental	849,335	771,485	707,809	949,953	
		Total General Government	2,278,037	2,030,787	1,951,649	2,231,572	-
52	**Public Safety**						
	200	Police	2,774,468	2,688,374	2,613,491	2,667,115	
	250	Emergency Management	1,207	149	-	1,000	
	300	Fire	1,634,102	1,545,931	1,490,976	1,541,463	
	500	Community Development	496,769	490,631	478,902	513,308	
				-			
		Total Public Safety	4,906,546	4,725,085	4,583,369	4,722,886	-
53	**Physical Environment**						
	400	Public Works Administration	193,564	167,197	195,380	197,918	
		Total Physical Environment	193,564	167,197	195,380	197,918	-

Summary Of Expenditures
(continued)

			2010-2011 Actual	2011-2012 Actual	2012-2013 Estimated	2013-2014 As Proposed	2013-2014 As Adopted
54	**Transportation**						
	408	Public Works - Facilities	302,468	358,055	273,538	272,715	
	450	Public Works - Parking Meters	56,042	54,589	70,960	75,707	
		Total Transportation	358,510	412,644	344,498	348,422	-
57	**Culture and Recreation**						
	700	Library	297,265	241,988	237,151	252,659	
	710	Library - State Aid	7,501	6,674	4,946	5,369	
	600	Recreation	162,377	177,728	165,716	184,847	
	406	Public Works - Grounds	345,551	300,404	353,237	355,481	
		Total Culture and Recreation	812,694	726,794	761,050	798,356	-
59	**Intergovernmental Services**						
	410	Public Works - Vehicle Maintenance	99,413	89,653	74,219	75,874	
		Total Intergovernmental Services	99,413	89,653	74,219	75,874	-
		Total Expenditures	8,648,764	8,152,160	7,910,165	8,375,028	-

TOWN OF LAKE PARK - PROPOSED ANNUAL BUDGET 2013-2014

RECAP OF ALL FUNDS

FUND	ALL		Proposed Budget 2013-14
			RECAP

Budget Summary	General Fund	Insurance Fund	Streets & Roads Fund	Debt Service Fund	Marina Fund	Stormwater Fund	Sanitation Fund
Revenues	8,375,028	270,400	333,685	775,600	1,085,109	503,440	1,450,243
Personal Services	2,187,045	87,000	90,582	-	171,798	163,719	567,256
Operating Expenses	5,197,529	182,400	94,753	-	585,309	178,802	569,734
Capital Outlay	20,000	-	30,000	-	-	-	-
Debt Service	423,445	-	16,842	775,600	380,090	101,267	112,140
Non-operating Expenses	547,009	1,000	101,508	-	(52,088)	59,652	201,113
Total Budgeted Expenses	8,375,028	270,400	333,685	775,600	1,085,109	503,440	1,450,243
Surplus (Deficit)	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Expenses and Surplus	8,375,028	270,400	333,685	775,600	1,085,109	503,440	1,450,243
Balanced	√	√	√	√	√	√	√

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TOWN OF LAKE PARK

PROPOSED BUDGET

GENERAL FUND 001

FISCAL YEAR
October 1, 2013 through September 30, 2014

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE RECAP

FUND	001	**FUNCTION**	General Fund
		ACTIVITY	Revenues and Expenditures

Budget Summary	Actual Expenses 2010-11	Actual Expenses 2011-12	Current Budget 2012-13	Estimate for the Year 2012-13	By Department 2013-14	Proposed Budget 2013-14	Adopted Budget 2013-14
Revenues	8,642,327	8,218,782	8,166,202	7,987,793	8,375,028	8,375,028	
Personal Services	2,275,736	2,094,899	2,191,918	2,095,620	2,187,045	2,187,045	
Operating Expenses	5,441,648	5,140,942	5,076,360	4,987,525	5,197,529	5,197,529	
Capital Outlay	36,449	104,470	6,780	38,032	20,000	20,000	
Debt Service	428,675	421,014	420,909	460,902	423,445	423,445	
Non-operating Expenses	466,256	390,835	470,235	328,086	547,009	547,009	
Total Expenses	8,648,764	8,152,160	8,166,202	7,910,165	8,375,028	8,375,028	
Surplus (Deficit)	(6,437)	66,622	-	77,628	-	-	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-311.100	Ad Valorem Taxes	3,562,605	3,364,039	3,316,420	3,042,907	3,300,000	3,539,614	3,539,614	
001-311.110	Ad Valorem Taxes - CRA	294,060	259,848	245,825	245,018	245,018	291,251	291,251	
001-311.120	Delinquent Taxes	89,580	29,486	20,000	32,277	37,500	35,000	35,000	
001-314.100	Utility Tax - Electric	613,238	621,259	630,000	356,041	638,998	636,000	636,000	
001-314.300	Utility Tax - Water	143,612	141,636	145,000	80,208	141,325	145,000	145,000	
001-314.400	Utility Tax - Gas	39,813	41,572	40,150	28,016	42,961	43,000	43,000	
001-315.100	Communications Service Tax	414,748	375,003	398,887	216,316	358,998	344,500	344,500	
001-316.100	Business Tax Receipts	323,867	309,659	330,000	325,057	330,000	325,000	330,000	
001-316.110	Contractors Fees	2,210	2,542	2,000	1,404	2,000	2,000	2,000	
001-316.120	Bus Tax Zoning Confirmation	11,150	10,250	10,000	8,355	10,835	10,800	10,800	
001-316.130	Out of Town Business Reg/Deca	490	-	-	25	-	-	-	
001-322.100	Building Permits w/Min. Surch.	17,333	15,300	15,000	10,320	15,000	15,000	15,000	
001-322.110	Building Permits Other	60,391	99,512	95,000	65,014	95,000	95,000	95,000	
001-322.300	Building Code Education Fund	277	426	200	168	200	250	250	
001-322.500	Special Event Permit - Appl.	1,350	2,625	2,000	1,200	2,000	2,000	2,000	
001-322.900	Cost Recovery	11,026	19,243	10,000	1,230	1,230	1,230	1,230	
001-323.100	Franchise Fees - Electric	546,589	521,720	530,000	230,226	511,286	525,000	525,000	
001-323.400	Franchise Fees - Gas	6,483	3,031	2,000	4,223	3,500	3,000	7,500	
001-323.700	Franchise Fees - Solid Waste	19,774	21,144	14,000	12,810	15,000	20,000	20,000	
001-329.100	Alarm Permits	16,660	16,500	14,500	8,550	16,000	16,000	16,000	
001-329.110	Reinspect/Reinstmnt/Revision	11,161	6,025	7,000	3,450	5,900	6,000	6,000	
001-329.200	Signage Permits	11,475	6,875	6,500	4,300	6,500	7,000	7,000	
001-334.700	Grant - State Aid to Libraries	7,501	6,674	6,500	8,381	8,381	6,600	6,600	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-335.120	State Revenue Sharing	226,112	230,228	250,000	153,831	230,747	233,000	233,000	
001-335.150	Alcoholic Beverage Licenses	9,425	10,509	10,000	6,915	9,000	8,000	8,000	
001-335.180	Half Cent Sales Tax	579,262	533,602	554,000	338,754	552,800	561,000	561,000	
001-335.190	Motor Fuel Tax Refund	3,364	5,123	9,000	1,305	5,123	5,123	5,123	
001-338.110	Business Tax - County	13,126	22,296	13,000	8,443	13,000	13,000	13,000	
001-341.110	Administrative Fee -CRA Fund	72,050	48,034	-	-	-	60,000	55,000	
001-341.401	Administrative Fee - Marina	75,000	75,000	100,000	66,668	100,000	50,000	-	
001-341.402	Administrative Fee - StormWater	45,500	50,000	50,000	33,332	50,000	50,000	71,074	
001-341.404	Admin Fee - Sanitation Fund	126,325	134,460	135,000	90,000	135,000	135,000	106,325	
001-341.900	Copy Charges / Tax Searches	6,056	12,892	9,000	8,284	10,662	10,000	10,000	
001-341.905	Admin Cost - Public Records Ret.	512	801	500	42	-	100	100	
001-342.510	Plan Review Fees Code Sec 33	2,750	8,558	5,000	4,700	5,500	8,000	8,000	
001-342.520	Bank Registration Fees	-	7,200	5,000	7,350	6,900	6,900	6,900	
001-344.300	Advertising - Bus Shelters	2,220	2,363	2,350	1,418	2,350	2,350	2,350	
001-344.500	Parking Fees - Meters Off-road	28,628	21,510	22,250	11,393	20,000	20,000	20,000	
001-344.510	Parking Fees - Meters On-road	13,336	14,098	15,000	9,441	15,000	15,000	15,000	
001-347.100	Library Copies	389	311	350	106	250	350	350	
001-347.200	Recreation - Summer Camp Fees	12,488	8,858	9,000	1,800	9,000	10,000	10,000	
001-347.210	Recreation - Miscellaneous	838	1,876	3,500	155	1,000	1,000	1,000	
001-347.220	Recreation - Tennis Program	13,632	14,217	14,225	10,629	14,225	14,225	20,000	
001-347.221	Recreation - Utility Fee/Tenn	-	975	900	675	900	900	900	
001-347.230	Recreation - Senior Bus Trips	-	-	2,500	1,134	2,500	2,500	2,500	
001-347.235	Tree lighting				50	50	-	-	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-347.245	Recreation - Independence Bus Trips	-	1,040	2,500	1,250	1,000	1,000	1,000	
001-347.500	Recreation - Facilities Rental	7,863	17,593	21,000	12,866	21,000	21,000	21,000	
001-347-505	Party Package				416	316	316	316	
001-347.905	Recreation - Security	1,410	2,780	2,500	4,120	3,160	3,160	3,160	
001-347.910	Bingo Fees	2,662	-	-	800	800	-	-	
001-347.915	Recreation Program Fees	4,250	2,590	4,500	340	4,500	4,200	4,200	
001-347.920	Ballroom Dancing Fees	438	-	-	-		-	-	
001-347.921	Martial Arts Program				318	636	1,500	1,500	
001-347-922	Martial Arts				741			-	
001-347.925	Recreation - Ball field Light	1,760	400	1,000	-	1,000	1,000	1,000	
001-347.926	Recreation-Tennis Court Light	-	709	500	544	700	700	700	
001-347.935	Recreation - Car Show	1,800	868	900	1,328	1,328	1,000	1,000	
001-349.100	Service Charge - Dishonored Checks	120	120	100	160	160	100	100	
001-351.100	Fines & Forfeitures (PBSO)	24,122	35,428	25,000	21,134	30,000	35,000	35,000	
001-352.100	Fines - Library	1,142	650	600	459	600	650	650	
001-354.100	Fines - Code Violations (80%)	41,760	70,160	40,000	48,011	72,000	72,000	72,000	
001-354.105	Fines - Alarm Violations	7,700	17,550	10,000	6,900	10,000	10,000	10,000	
001-354.110	Code Violations - Admin Cost	14,104	15,489	12,300	7,499	12,300	12,300	12,300	
001-354.120	Penalties - Business Tax Rece	6,035	5,838	7,000	7,571	7,300	7,300	7,300	
001-354.130	Fines-Parking Meter Violation	20,090	8,900	8,500	4,200	8,500	8,500	8,500	
001-354.135	Parking Violations - Code	1,170	300	350	50	350	350	350	
001-354.210	Code Violations - CIB Fund (20%)	10,440	17,540	8,000	12,000	18,000	18,000	18,000	
001-361.100	Interest Earnings	4,025	3,667	3,500	3,009	3,500	3,500	3,500	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-361.110	Interest Earnings - Tax Collections	17,669	16,328	17,000	3,261	17,000	17,000	17,000	
001-361.120	Sales Tax Commissions	55	66	50	33	50	50	50	
001-361.130	Interest on Assessments	3,235	1,666	1,750	1,500	1,750	1,750	1,750	
001-361.200	Filing Fees	732	-	-	713	713	-	-	
001-362.100	Rent - P.B.C. Sheriff	120	130	120	80	120	120	120	
001-362.120	Rent - Cell Tower (Sprint)	25,248	26,259	27,265	18,071	27,265	27,265	27,265	
001-362.121	Rent - Cell Tower (CrownCastle)	15,791	16,423	16,425	-	16,423	17,080	28,000	
001-362.122	Rent - Cell Tower (T-Mobile)	-	-	-	-	-	-	-	
001-362.200	Rent - Dunkin Donuts Lot	7,200	7,488	7,490	7,788	7,488	7,488	7,488	
001-363.120	Service Charges-Code Violation	6,400	11,490	4,500	800	-	4,500	4,500	
001-364.100	Sale of Surplus Property	-	-	5,000	2,043	5,000	5,000	5,000	
001-365.100	Sale of Scrap Material	2,851	631	500	500	500	500	500	
001-366.300	Event Sponsorship		267		850	850	-	-	
001.366.305	Donations Employee Picnic	2,100	-	-	-	-	-	-	
001-366.720	Library Teen Room		3,095		-	-	-	-	
001-369.100	Miscellaneous Revenue	1,312	946	1,000	1,439	1,388	1,388	1,388	
001-369.110	Coke Machine Proceeds	-	121	-	90	64	-	-	
001-369.120	Emergency Reimbursements	-	-	10,000	-	-	1,000	1,000	
001-369-130	Seacoast Advisory Board	-	1,800	3,600	2,100	3,600	3,600	3,600	
001-369.200	Cash Over/Short	(75)	10	-	-	-	-	-	
001-369.300	Refund Prior Year Expense	7,992	459	-	85	85	85	85	
001-369.320	Reimbursement - PBSO Fuel	127,897	103,691	25,000	20,302	25,000	25,000	25,000	
001-380.402	Reimbursement - Stormwater Maint.	78,000	78,000	39,550	26,366	39,550	39,550	39,550	

TOWN OF LAKE PARK - ANNUAL BUDGET
GENERAL FUND REVENUE (General Fund 001)
REVENUE BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-381.110	Transfer from CRA Fund - ILA	239,076	169,250	169,520	113,012	169,520	169,516	169,516	
001-381.111	Transfer from CRA - PBSO	84,250	56,166	-	-	-	-	-	
001-381.130	Transfer from CRA Fund - ILA	45,868	43,546	91,325	91,319	91,325	91,325	91,325	
001-381.190	Transfer Streets and Roads	100,000	100,000	100,000	66,668	100,000	100,000	100,000	
001-381.401	Transfer from Marina	10,000	10,000	10,000	6,668	10,000	-	-	
001-381.402	Transfer from Stormwater	51,300	51,300	51,300	34,200	51,300	51,300	51,300	
001-381.404	Transfer from Sanitation	225,000	250,000	250,000	166,668	250,000	250,000	200,000	
001-389.700	Donations - Library	3,009	56	10,000	14	14	-	-	
	SUB-TOTAL	8,642,327	8,228,090	8,041,202	6,140,207	7,987,793	8,290,786	8,204,380	-
001-38-000-9000	BALANCE BROUGHT FORWARD	-		125,000	-		100,000	170,648	
001-389.700	TOTAL GENERAL FUND REVENUE	8,642,327	8,228,090	8,166,202	6,140,207	7,987,793	8,390,786	8,375,028	

Town of Lake Park
GENERAL FUND EXPENSES BY DEPARTMENT
Summary

	Budget		Forecast	Budget vs. Forecast	2012/13 vs. 2013/14
	2012/13	2013/14	2012/13	2012/13	Bugets
Commission	$ 94,864	$ 94,350	$ 89,714	$ 5,150	$ 514
Town Manager	218,445	199,127	217,150	1,295	19,318
Human Resources	128,969	129,452	120,002	8,967	(483)
Town Clerk	160,082	155,632	157,344	2,738	4,450
Legal	130,000	121,000	83,887	46,113	9,000
Information Technology	148,938	169,667	133,901	15,037	(20,729)
Finance	412,436	417,951	404,924	7,512	(5,515)
Law Enforcement	2,615,541	2,667,115	2,613,491	2,050	(51,574)
Disaster	10,000	1,000	-	10,000	9,000
Fire Services	1,490,976	1,541,463	1,490,976	-	(50,487)
Public Works	885,615	901,988	896,374	(10,759)	(16,373)
Parking Facilities	72,958	75,707	70,960	1,998	(2,749)
Community Development	496,490	515,908	478,902	17,588	(19,418)
Parks and Recreation	191,417	184,847	165,716	25,701	6,570
Library	251,761	258,028	242,097	9,664	(6,267)
Debt Coverage	379,910	382,467	379,905	5	(2,557)
Non-Departmental	477,800	498,698	327,904	149,896	(20,898)
TOTAL EXPENSES	$ 8,166,202	$ 8,314,400	$ 7,873,247	$ 292,955	$ (148,198)

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN COMMISSION (General Fund 100)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	48,471	49,937	51,384	49,064	51,403	51,403	-
Operating Expenses	40,054	31,765	43,420	40,650	43,367	43,367	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	88,525	81,702	94,804	89,714	94,770	94,770	-

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

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TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN COMMISSION (General Fund 100)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14

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
001-51-511-100-11000	Executive Salaries	44,918	46,179	47,540	30,256	45,384	47,540	47,540	
001-51-511-100-21000	FICA	3,398	3,533	3,637	2,315	3,473	3,637	3,637	
001-51-511-100-24000	Worker's Compensation Insurance	155	225	207	138	207	226	226	
	TOTAL PERSONNEL EXPENSES	48,471	49,937	51,384	32,709	49,064	51,403	51,403	-
001-51-511-100-31000	Professional Services	13,500	13,500	29,000	15,494	22,200	18,447	18,447	
001-51-511-100-40000	Travel & Training	8,133	4,616	2,500	72	144	10,000	10,000	
001-51-511-100-41100	Telephone	906	1,439	1,250	828	1,656	1,100	1,100	
001-51-511-100-41200	Postage & Shipping	1,275	190	500	-	-	100	100	
001-51-511-100-47000	Printing	226	418	300	208	208	300	300	
001-51-511-100-48000	Promotional Activity	3,078	4,599	2,250	4,411	8,822	5,800	5,800	
001-51-511-100-48100	News Letter	5,822	-	-		-	-	-	
001-51-511-100-49400	Uniforms & Clothing	210	-	120	-	-	500	500	
001-51-511-100-51000	Office Supplies	96	66	-	60	120	120	120	
001-51-511-100-54200	Memberships,Dues, & Subscriptions	6,808	6,937	7,500	6,616	7,500	7,000	7,000	
	TOTAL OPERATING EXPENSES	40,054	31,765	43,420	27,689	40,650	43,367	43,367	-
	TOTAL DEPT EXPENDITURES	88,525	81,702	94,804	60,398	89,714	94,770	94,770	-

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	226											226
Total Wages & Benefits				47,540	-	-	-	-	-	-	-	51,403

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN COMMISSION (GF 100)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2013-14 **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 through February 2014	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	3,000
		Constant Contact (e-mail blasts)	1,500
		Plaques, Certificates, Recognitions	1,300
		Total	5,800
100-48100	Newsletter		-
100-49400	Uniforms & Clothing	2 logo shirts/Commissioner @ $50.00 each	500
100-51000	Office Supplies	$10.00/month	120
100-54200	Memberships, Dues, & Subscriptions	Palm Beach County League of Cities	4,900
		Florida League of Cities	1,050
		Northern Palm Beach County Chamber of Commerce	675
		Other	375
		Total	7,000

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN COMMISSION (GF 100)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2013-14 **Schedule 5**

Project Title	Description and Justification	Revenue	Cost
Election Analysis	Analysis of prior two elections to determine feasibility of changing the process		$ 8,800
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			$ 8,800
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			

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TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2013-14

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 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	296,343	259,113	205,285	203,788	189,627	189,627	-
Operating Expenses	10,169	11,785	13,160	13,362	9,900	9,900	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	306,512	270,898	218,445	217,150	199,527	199,527	-

Personnel Recap

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

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TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-51-512-104-11000	Executive Salaries	144,036	157,688	120,000	76,154	120,000	110,000	110,000	
001-51-512-104-12000	Regular Salaries	74,274	50,986	38,730	25,126	38,730	40,667	40,667	
001-51-512-104-14000	Overtime Salaries	200	478	-	-	-	-	-	
001-51-512-104-15000	Special Pay	8,184	2,403	-	-	-	-	-	
001-51-512-104-19900	Wages Reclassified	-	-	-	-	-	(8,163)	(8,163)	
001-51-512-104-21000	FICA	13,761	14,417	12,143	7,522	11,283	11,526	11,526	
001-51-512-104-22000	Retirement	27,285	12,951	13,936	8,872	13,308	12,937	12,937	
001-51-512-104-23100	Medical Insurance	23,819	16,342	16,253	13,189	16,253	18,284	18,284	
001-51-512-104-23200	Insurance - Dental	1,052	874	736	519	736	756	756	
001-51-512-104-23300	Insurance - Life	823	558	1,305	888	1,305	1,156	1,156	
001-51-512-104-23400	Insurance - Vision	127	110	132	82	123	130	130	
001-51-512-104-23500	Disability	2,192	1,506	1,520	1,088	1,520	1,754	1,754	
001-51-512-104-24000	Worker's Compensation Insurance	590	800	530	354	530	580	580	
	TOTAL PERSONNEL EXPENSES	296,343	259,113	205,285	133,794	203,788	189,627	189,627	-
001-51-512-104-40000	Travel & Training	287	4,590	4,000	2,319	4,500	4,500	4,500	
001-51-512-104-41100	Telephone	4,032	3,535	3,750	1,776	3,552	1,900	1,900	
001-51-512-104-41200	Postage & Shipping	264	190	200	48	100	100	100	
001-51-512-104-44200	Equipment Leases	1,692	1,692	2,170	564	2,170	100	100	
001-51-512-104-47000	Printing	658	68			-	100	100	
001-51-512-104-48000	Promotional Activities	-	573			-	100	100	
001-51-512-104-47002	Uniforms & Clothing	-	100			-	100	100	

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN MANAGER (GF 104)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-51-512-104-51000	Office Supplies	1,284	598	540	403	540	500	500	
001-51-512-104-54200	Memberships, Dues, & Subscriptions	1,952	439	2,500	2,456	2,500	2,500	2,500	
	TOTAL OPERATING EXPENSES	10,169	11,785	13,160	7,566	13,362	9,900	9,900	-
	TOTAL DEPT EXPENDITURES	306,512	270,898	218,445	141,360	217,150	199,527	199,527	-

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TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

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
Town Manager	FT	52.88	2,080	110,000	11,000	-	7,587	378	994	65	1,238	131,262
Administrative Assistant	FT	18.62	2,080	38,730	1,937	-	10,697	378	162	65	516	52,485
5% Temporary Assignment Pay				1,937								1,937
Wages Reclassified	(8,163)											(8,163)
FICA	11,526											11,526
Worker's Compensation Insurance	580											580
Total Wages & Benefits	3,943			150,667	12,937	-	18,284	756	1,156	130	1,754	189,627

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
104-40000	Travel & Training	FCCMA Annual Conference	$ 900
		ICMA Annual Conference	2,500
		Local meetings and travel	1,100
		Total	4,500
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		100
104-47002	Uniforms & Clothing	2 logo shirts	100
104-51000	Office 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

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN MANAGER (GF 104)

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			
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			

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TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2013-14

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 and timely manner which has been within the departmental budget established for Fiscal Year 2013 (only 44 percent of the departmental Fiscal Year 2013 budget had been encumbered as of March 31, 2013). For example, in the summer of 2012 the update of the Handbook of Procedures and Policies for Employees of the Town of Lake Park (Employee Handbook) was completed internally by staff thereby saving the Town the expense of hiring outside counsel.
The Human Resources Department has established an ongoing program of employee training focusing on compliance issues as well as training in basic First Aid, CPR and AED heartsaver certification training in the use of external defibrillators which have been installed in several Town Departments.

Employee wellness is also promoted by this department by encouraging employees to utilize the online employee wellness benefits, which include a fitness reimbursement program in which several area gyms participate, and which are available to covered employees and their covered spouses through our medical insurance provider, United Healthcare, in an effort to help reduce health insurance costs to the Town.

The Human Resources Department has also instituted a program of annual facility inspections conducted by the Florida League of Cities in order to help ensure a safe and healthy working environment for Town employees and customers. The Human Resources Department and the Public Works Department have worked together in establishing a workplace safety training program for Town employees which has decreased the number of workplace accidents and worker's compensation claims.

The Human Resources Department has sought to provide a high caliber of services to the Town as an organization, and to its employees regarding employee benefits and other employment-related matters in a manner that has been both accurate and timely. The Human Resources Department is also currently in the process of initiating an employee job satisfaction survey to identify employees' needs in terms of job satisfaction and engagement and develop strategies for improvement to be undertaken in Fiscal Year 2013.

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	96,927	94,607	101,124	98,432	104,317	104,317	-
Operating Expenses	40,718	30,370	27,845	21,570	24,536	24,536	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	137,645	124,977	128,969	120,002	128,853	128,853	-

Personnel Recap

	Present	Department	Proposed	Adopted
Human resources Director	1.00	1.00	1.00	
Administrative Secretary (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 2013-14

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
001-51-512-105-11000	Executive Salaries	60,146	60,350	59,446	39,591	59,387	62,418	62,418	
001-51-512-105-12000	Regular Salaries	-	260	27,061	16,546	24,819	27,061	27,061	
001-51-512-105-13000	Other & Part Time Salaries	16,959	15,402		262	393			
001-51-512-105-14000	Overtime Salaries				98	147	100	100	
001-51-512-105-15000	Special Pay	1,500	830	1,220	450	675	720	720	
001-51-512-105-19900	Wages Reclassified	-	5,723	(13,778)	(9,186)	(13,779)	(14,825)	(14,825)	
001-51-512-105-21000	FICA	5,847	3,017	6,657	4,238	6,357	6,853	6,853	
001-51-512-105-22000	Retirement	3,315	7,172	4,325	1,960	2,940	4,325	4,325	
001-51-512-105-23100	Medical Insurance	7,409	465	13,488	10,116	15,174	15,174	15,174	
001-51-512-105-23200	Insurance - Dental	431	167	736	480	720	756	756	
001-51-512-105-23300	Insurance - Life	195	54	345	147	221	251	251	
001-51-512-105-23400	Insurance - Vision	54	792	132	87	131	130	130	
001-51-512-105-23500	Disability	792	375	1,307	708	1,062	1,152	1,152	
001-51-512-105-24000	Worker's Compensation Insurance	279		185	123	185	202	202	
	TOTAL PERSONNEL EXPENSES	96,927	94,607	101,124	65,620	98,432	104,317	104,317	-
001-51-512-105-31000	Professional Services	17,154	9,129	10,000	2,281	8,000	8,000	8,000	
001-51-512-105-34000	Contractual Services	9,239	6,022	7,000	3,359	6,000	5,000	5,000	
001-51-512-105-40000	Travel and Training			-	-	-	700	700	
001-51-512-105-41100	Telephone	604	492	650	153	230	600	600	
001-51-512-105-41200	Postage & Shipping	494	509	400	173	260	400	400	

TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14

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
001-51-512-105-44200	Equipment Leases	2,242	2,187	2,245	858	1,287	2,245	2,245	
001-51-512-105-47000	Printing	28	100	100	45	68	100	100	
001-51-512-105-48100	Advertising	6,889	8,212	5,000	2,508	3,762	5,000	5,000	
001-51-512-105-51000	Office Supplies	3,003	2,654	1,250	633	950	1,250	1,250	
001-51-512-105-54100	Books & Subscriptions	-			-	-	-	-	
001-51-512-105-54200	Memberships, Dues, & Subscriptions	1,065	1,065	1,200	675	1,013	1,241	1,241	
	TOTAL OPERATING EXPENSES	40,718	30,370	27,845	10,685	21,570	24,536	24,536	-
	TOTAL DEPT EXPENDITURES	137,645	124,977	128,969	76,305	120,002	128,853	128,853	-
	Notes (Changes in year over year):								
*	105-31000: Professional Services.								
**	105-41200: Postage & Shipping reduced from FY 2013 budget								
***	105-54200: Membership, Dues & Subscriptions increase due to cost of the Business and Legal Reports subscription.								

TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

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
Human Resources Director	FT	28.58	2,080	59,446	2,972	-	7,587	378	135	65	792	71,375
5% Temporary Assignment Pay				2,972								2,972
Administrative Secretary	FT	13.01	2,080	27,061	1,353	-	7,587	378	116	65	360	36,920
Overtime Salaries	100											100
Wages Reclassified	(14,825)											(14,825)
Phone Allowance	720											720
FICA	6,853											6,853
Worker's Compensation Insurance	202											202
Total Wages & Benefits	(6,950)			89,479	4,325	-	15,174	756	251	130	1,152	104,317

Insurance Table				
	Employee Only	7587	378	65
	Employee + Spouse	12215	378	65
	Employee + Children	10697	378	65
	Employee + Family	15439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-31000	Professional Services	Vendors: 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)	$ 8,000
105-34000	Contractual Services	Vendors: Jupiter Medical Center Occupational Health Services (for pre-employment and post-accident drug screens and physicals, and random drug screening).	5,000
105-40000	Travel and Training	Vendors: Staff training in Office 2013, vendor to be determined ($200.00); and, National Seminars Training in Human Resources and the Law ($299.00 for the HR Administrative Secretary, who serves as the HR assistant)	700
105-41100	Telephone	Vendors: State of Florida	600
105-41200	Postage & Shipping	Vendors: United States Postal Service and occasionally Federal Express	400
105-44200	Equipment Leases	Vendor: Toshiba (fixed cost)	2,245
105-47000	Printing	Vendor: Minuteman Press	100
105-48100	Advertising	Vendors: 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	Vendors: Staples and Office Depot	1,250
105-54100	Books & Subscriptions	Vendor: N/A	-

TOWN OF LAKE PARK - ANNUAL BUDGET
HUMAN RESOURCES (GF 105)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-54200	Membership, Dues & Subscriptior	Vendors: 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 ($584.95 for What To Do about Personnel Problems in Florida [$545.00 plus $39.95 shipping cost])	1,241

TOWN OF LAKE PARK - ANNUAL BUDGET

HUMAN RESOURCES (GF 105)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2013-14 **Schedule 5**

Project Title	Description and Justification	Revenue	Cost
	None		
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			-
Employee Health Clinic	Enter into a Memorandum of Understanding or similar agreement with the City		
	of Palm Beach Gardens, FL for use of its employee health clinic		42,708*
	*Approximate cost of $3,559 per month x 12 months, plus supplies to be charged		
	on a per usage basis as quoted by the City of Palm Beach Gardens		
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			42,708
COMBINED TOTALS			42,708

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN CLERK (GF 106)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2013-14

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 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	122,846	113,550	124,102	124,070	128,224	128,224	-
Operating Expenses	38,599	27,818	35,980	33,274	36,600	27,408	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	1,550	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	162,995	141,368	160,082	157,344	164,824	155,632	-

Personnel Recap

	Present	Department	Proposed	Adopted
Town Clerk	1.00	1.00	1.00	
Deputy Town Clerk	1.00	1.00	1.00	
	2.00	2.00	2.00	0.00

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TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-51-512-106-11000	Executive Salaries	56,598	55,583	57,491	36,466	57,491	60,366	60,366	
001-51-512-106-12000	Regular Salaries	34,270	30,289	34,632	23,462	34,632	37,003	37,003	
001-51-512-106-14000	Overtime Salaries	21	177	75	42	42	100	100	
001-51-512-106-15000	Special Pay	726	720	1,720	1,450	1,720	720	720	
001-51-512-106-21000	FICA	6,630	6,243	7,053	4,469	7,053	7,456	7,456	
001-51-512-106-22000	Retirement	5,540	2,801	4,250	2,656	4,250	4,725	4,725	
001-51-512-106-23100	Medical Insurance	16,509	15,139	16,253	12,189	16,253	15,174	15,174	
001-51-512-106-23200	Insurance - Dental	753	775	736	480	736	756	756	
001-51-512-106-23300	Insurance - Life	309	291	340	238	340	360	360	
001-51-512-106-23400	Insurance - Vision	95	90	132	87	132	130	130	
001-51-512-106-23500	Disability	1,147	1,092	1,260	839	1,260	1,259	1,259	
001-51-512-106-24000	Worker's Compensation Insurance	248	350	160	107	161	175	175	
	TOTAL PERSONNEL EXPENSES	122,846	113,550	124,102	82,485	124,070	128,224	128,224	-
001-51-512-106-31000	Professional Services	1,324	1,050	1,100	1,050	2,100	8,492	1,300	
001-51-512-106-33000	Accounting, Audit & Elections	11,177		11,000	11,306	11,500	11,000	11,000	
001-51-512-106-34000	Contractual Services	3,426	4,619	5,000	1,315	2,630	4,000	2,000	
001-51-512-106-40000	Travel & Training	168	160	2,400	440	880	2,000	2,000	
001-51-512-106-41100	Telephone	933	747	780	420	840	400	400	
001-51-512-106-41200	Postage & Shipping	199	216	400	270	540	300	300	
001-51-512-106-44200	Equipment Lease	6,218	5,955	6,300	2,682	6,000	3,328	3,328	
001-51-512-106-47000	Printing	1,837	543	700	722	1,000	300	300	
001-51-512-106-48100	Advertising	5,205	7,243	4,000	3,103	4,000	3,500	3,500	

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-51-512-106-48200	Recording Fees	-	95	300	-	150	-	-	
001-51-512-106-51000	Office Supplies	6,910	5,825	2,500	1,364	2,500	2,000	2,000	
001-51-512-106-52100	Gasoline & Diesel Fuel	401	312	400	363	450	500	500	
001-51-512-106-54100	Books & Subscriptions	-					-	-	
001-51-512-106-54200	Memberships, Dues, & Subscriptions	801	1,053	1,100	342	684	780	780	
	TOTAL OPERATING EXPENSES	38,599	27,818	35,980	23,377	33,274	36,600	27,408	-
001-51-512-106-71000	Principal	1,518							
001-51-512-106-72000	Interest	32							
	TOTAL DEBT SERVICE	1,550	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	162,995	141,368	160,082	105,862	157,344	164,824	155,632	-

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN CLERK (GF 106)

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
Town Clerk / Deputy Town Manager	FT	27.64	2,080	57,491	2,875	-	7,587	378	207	65	766	69,369
5% Temporary Assignment Pay				2,875								2,875
Deputy Clerk	FT	17.79	2,080	37,003	1,850	-	7,587	378	153	65	493	47,529
Overtime Salaries	100											100
Phone Allowance	720											720
FICA	7,456											7,456
Worker's Compensation Insurance	175											175
Total Wages & Benefits	8,351			97,369	4,725	-	15,174	756	360	130	1,259	128,224

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET

TOWN CLERK (GF 106)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2013-14 **Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
106-31000	Professional Services	Laserfiche - maintenance	$ 1,300
106-33000	Accounting, Audit & Elections	The cost of the Mayoral election	11,000
106-34000	Contractual Services	Municode - website fee	2,000
106-40000	Travel & Training	FACC; PBCMCA Training; and FLC Annual Conference	2,000
106-41100	Telephone		400
106-41200	Postage & Shipping		300
106-44200	Equipment Lease	Lease expense on the copier/printer/fax/scan machine	3,208
		Lease of Cable Boxes	120
		Total Equipment Leases	3,328
106-47000	Printing		300
106-48100	Advertising		3,500
106-51000	Office Supplies		2,000
106-52100	Gasoline & Diesel Fuel	Additional usage of the Town vehicle	500
106-54200	Memberships, Dues, & Subscriptions	FACC, IIMC, PBCMCA, NNA	780
		TOTAL	$ 27,408

TOWN OF LAKE PARK - ANNUAL BUDGET
TOWN CLERK (GF 106)
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 **TOWN MANAGERS** PROPOSED BUDGET		$ -	$ -
Municode	Ordlink would allow all Ordinance to appear on the website before the supplement		$ 2,000
	is released		
Laserfiche	Upgrade to at least 5 license so other department may have access to system		7,192
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **DEPARTMENTS** PROPOSED BUDGET		$ -	$ 9,192
Web streaming	Streaming live meetings on the website (Granicus)		$ 11,313
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ 11,313
COMBINED TOTALS			$ 20,505

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TOWN OF LAKE PARK - ANNUAL BUDGET

LEGAL (GF 108)

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	-	-	-	-	-	-	-
Operating Expenses	127,220	101,894	130,000	83,887	121,000	121,000	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	127,220	101,894	130,000	83,887	121,000	121,000	-

Personnel Recap

Contractor Services

TOWN OF LAKE PARK - ANNUAL BUDGET
LEGAL (GF 108)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-51-514-108-31100	Professional Svc - Town Attorney	125,240	101,894	120,000	48,934	83,887	120,000	120,000	
001-51-514-108-31101	Professional Svc - Other Legal	1,980	-	10,000	-	-	1,000	1,000	
001-51-514-108-31200	Professional Svc - Foreclosure	-	-	-	-	-	-	-	
	TOTAL OPERATING EXPENSES	127,220	101,894	130,000	48,934	83,887	121,000	121,000	-
001-51-514-108-99105	Cost Recovery		-	-	-	-	-		
	TOTAL OTHER EXPENSES	-	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	127,220	101,894	130,000	48,934	83,887	121,000	121,000	-

TOWN OF LAKE PARK - ANNUAL BUDGET

LEGAL (GF 108)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2013-14

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 2013-14

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 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	98,041	93,550	98,413	98,291	94,362	94,362	-
Operating Expenses	43,897	40,978	46,525	32,831	57,912	47,325	-
Capital Outlay	8,250	11,023	2,000	2,779	37,157	20,000	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	2,000	-	2,000	2,000	-
Total Expenses	150,188	145,551	148,938	133,901	191,431	163,687	-

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 2013-14

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
001-51-512-110-11000	Executive Salaries	73,922	71,853	75,088	47,641	75,088	75,088	75,088	
001-51-512-110-15000	Special Pay	490	486	1,990	1,804	1,990	490	490	
001-51-512-110-21000	FICA	5,284	5,206	5,897	3,561	5,897	5,744	5,744	
001-51-512-110-22000	Retirement	5,563	3,635	3,754	2,472	3,754	3,754	3,754	
001-51-512-110-23100	Medical Insurance	10,446	10,112	9,509	7,132	9,509	7,587	7,587	
001-51-512-110-23200	Insurance - Dental	431	465	368	240	368	378	378	
001-51-512-110-23300	Insurance - Life	195	195	195	137	195	207	207	
001-51-512-110-23400	Insurance - Vision	54	54	66	43	66	65	65	
001-51-512-110-23500	Disability	1,000	1,000	1,001	667	1,001	1,000	1,000	
001-51-512-110-24000	Worker's Compensation Insurance	31	50	45	30	45	49	49	
001-51-512-110-26000	Mileage Reimbursement	625	494	500	189	378	-	-	
	TOTAL PERSONNEL EXPENSES	98,041	93,550	98,413	63,916	98,291	94,362	94,362	-
001-51-512-110-31000	Professional Services - Adm IT	4,919	5,550	8,000	1,300	5,000	8,000	8,000	
001-51-512-110-34000	Contractual Services	11,493	9,300	7,500	5,280	7,500	11,760	10,560	
001-51-512-110-40000	Travel & Training	3,324	1,026	500	202	500	1,000	1,000	
001-51-512-110-41100	Telephone	2,399	2,310	2,300	1,626	2,300	2,300	2,300	
001-51-512-110-41105	Telephone - DSL	1,328	1,319	5,760	790	1,120	3,000	3,000	
001-51-512-110-46100	Equipment Maintenance Contract	2,744	2,767	3,000	1,850	2,774	3,000	3,000	
001-51-512-110-49303	Software - Administration	5,639	6,621	8,250	1,662	3,304	17,637	8,250	
001-51-512-110-49306	Software - Finance	4,415	4,415	4,415	4,415	4,415	4,415	4,415	
001-51-512-110-49400	Uniforms & Clothing	-	161				-	-	
001-51-512-110-51000	Office Supplies	-	140		65	130	-	-	

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-51-512-110-51900	Computer Supplies & Parts	4,475	4,365	3,000	1,461	2,922	3,000	3,000	
001-51-512-110-52000	Operating Supplies	2,372	2,149	3,000	930	1,644	3,000	3,000	
001-51-512-110-52200	Small Tools & Others				211	422	-	-	
001-51-512-110-54200	Memberships, Dues, & Subscriptior	789	855	800	375	800	800	800	
	TOTAL OPERATING EXPENSES	43,897	40,978	46,525	20,167	32,831	57,912	47,325	-
001-51-512-110-64000	TOTAL CAPITAL OUTLAY	8,250	11,023	2,000	2,779	2,779	37,157	20,000	-
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	145,551	148,938	86,862	133,901	191,431	163,687	-

TOWN OF LAKE PARK - ANNUAL BUDGET

INFORMATION TECHNOLOGY (GF 110)

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
Director	FT	36.10	2,080	75,088	3,754	-	7,587	378	207	65	1,000	88,079
DSL Line	490											490
FICA												5744
Worker's Compensation Insurance												49
Total Wages & Benefits				75,088	3,754	-	7,587	378	207	65	1,000	94,362

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

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
		Servers audit and Misc.	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)	2,000
		Spector Software-Server Renewal	500
		Astaro Firewalls	3,000
		Backup Software	500
		Software licenses Server if needed	1,750
		Software licenses Office-Publisher	250
		lakeparkflorida.gov Domain Renewal	250
		Total	8,250

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (GF 110)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

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	3,000
110-52000	Operating Supplies	Power Back UPS, Tapes Back up	3,000
110-54200	Memberships, Dues, &	FLGISA, FCCMA, ICMA	800
		TOTAL	$ 47,325
110-64000	Capital Outlay	UPGRADE DESKTOPS -- To replace old hardware/software for Staff	20,000
110-99901	Contingency	For use if needed for unanticipated technical repairs	2,000

TOWN OF LAKE PARK - ANNUAL BUDGET
INFORMATION TECHNOLOGY (General Fund 110)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2013-14

Schedule 5

Project Title	Description and Justification	Revenue	Cost
UPGRADED DESKTOPS	To replace old hardware/software for Staff from XP to Windows 7 with Office 2013		$ 20,000
	(Microsoft will not support XP after 2014)		
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **TOWN MANAGERS** PROPOSED BUDGET		$ -	$ 20,000
EOC - SERVER	To place a server at Fire Station 68 for Emergency Operation Center (EOC)/Disaster Recovery		$ 11,357
EOC - TOWN HALL UPGRADED SERVERS	To upgrade servers to Exchange 2012 and Server 2008-R2 from 2003		9,387
	(To be able to communicate with EOC server)		
EOC - INTERNET	Comcast Internet to communicate from EOC to Town Hall servers		1,200
	(Microsoft will not support XP after 2014)		
PAPERLESS AGENDA	Establish i-pads for Senior Staff (Director level)		5,800
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **DEPARTMENTS** PROPOSED BUDGET		$ -	$ 27,744
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET		$ -	$ -
COMBINED TOTALS		$ -	$ 47,744

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TOWN OF LAKE PARK - ANNUAL BUDGET

FINANCE DEPARTMENT (G F 150)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2013-14

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.

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

Goals for the current and upcoming year are:

- Maintain a high level of transparency, openness, and disclosure with the Town Commission and the Senior Staff
- Work towards an 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 (GF 150)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	368,711	306,165	329,666	309,440	334,308	334,308	-
Operating Expenses	84,998	86,746	82,770	95,484	83,643	83,643	-
Capital Outlay	-	-	-	-	35,000	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	453,709	392,911	412,436	404,924	452,951	417,951	-

Personnel Recap

	Present	Department	Proposed	Adopted
Finance Director	1.00	1.00	1.00	
Chief Accountant	1.00	1.00	1.00	
Accountant II	1.00	2.75	2.75	
Accounts Payable/Receivable Coordinator	1.00	0.00	0.00	
Accountant/Business Tax Coordinator (Part-Time)	0.75	0.00	0.00	
	4.75	4.75	4.75	0.00

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

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
001-51-513-150-11000	Executive Salaries	97,302	71,631	75,000	47,596	75,000	75,005	75,005	
001-51-513-150-12000	Regular Salaries	150,976	154,906	159,017	100,656	158,393	158,017	158,017	
001-51-513-150-13000	Other & Part Time Salaries	30,129	11,342	26,000	3,085	7,885	31,200	31,200	
001-51-513-150-14000	Overtime Salaries	71	186	100	-	-	-	-	
001-51-513-150-15000	Special Pay	1,226	1,100	1,720	1,450	1,720	1,720	1,720	
001-51-513-150-21000	FICA	20,282	17,497	19,976	11,123	18,589	20,345	20,345	
001-51-513-150-22000	Retirement	18,672	9,865	11,322	5,227	11,322	11,650	11,650	
001-51-513-150-23100	Medical Insurance	41,822	33,765	31,090	24,266	31,090	30,499	30,499	
001-51-513-150-23200	Insurance - Dental	1,722	1,705	1,472	931	1,472	1,512	1,512	
001-51-513-150-23300	Insurance - Life	776	661	710	498	710	753	753	
001-51-513-150-23400	Insurance - Vision	163	176	264	168	264	260	260	
001-51-513-150-23500	Disability	3,250	2,781	2,692	2,011	2,692	3,016	3,016	
001-51-513-150-24000	Worker's Compensation Insurance	395	550	303	202	303	331	331	
001-51-513-150-25100	Unemployment Compensation	1,925		-	-	-	-	-	
	TOTAL PERSONNEL EXPENSES	368,711	306,165	329,666	197,213	309,440	334,308	334,308	-
001-51-513-150-31000	Professional Services	-	-	-	1,840	7,840	-	-	
001-51-513-150-33000	Accounting & Auditing	52,300	54,825	51,850	49,800	49,800	49,800	49,800	
001-51-513-150-34000	Contractual Services	3,194	3,788	2,875	9,668	9,734	4,078	4,078	
001-51-513-150-40000	Travel & Training	40	114	2,500	4,151	4,295	5,000	5,000	
001-51-513-150-41100	Telephone	1,813	1,362	1,320	738	1,320	1,320	1,320	
001-51-513-150-41200	Postage & Shipping	5,194	4,679	5,000	3,091	4,000	4,500	4,500	
001-51-513-150-44200	Equipment Leases	4,332	4,332	4,350	2,909	4,350	4,500	4,500	

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

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
001-51-513-150-47000	Printing	2,499	1,086	2,000	6	500	2,000	2,000	
001-51-513-150-49000	Other Current Charges	435	435	450	-	435	435	435	
001-51-513-150-49600	Bank Charges / Admin Fees	8,126	10,389	9,000	7,761	9,700	8,000	8,000	
001-51-513-150-51000	Office Supplies	6,675	5,461	3,000	2,482	3,000	3,500	3,500	
001-51-513-150-54200	Memberships, Dues, & Subscriptior	390	275	425	40	510	510	510	
	TOTAL OPERATING EXPENSES	84,998	86,746	82,770	82,486	95,484	83,643	83,643	-
001-51-513-150-62100	Building Improvements	-	-	-	-	-	35,000	-	-
001-51-513-150-64100	Machinery & Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	35,000	-	-
	TOTAL DEPT EXPENDITURES	453,709	392,911	412,436	279,699	404,924	452,951	417,951	-

TOWN OF LAKE PARK - ANNUAL BUDGET

FINANCE DEPARTMENT (GF 150)

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
Finance Director	FT	36.06	2,080	75,005	3,750	-	7,587	378	207	65	999	87,991
Chief Accountant	FT	28.85	2,080	60,008	3,000	-	Declined	378	207	65	712	64,370
Accountant II	FT	23.29	2,080	48,443	2,422	500	12,215	378	132	65	645	64,800
Accountant II	FT	23.83	2,080	49,566	2,478	500	10,697	378	207	65	660	64,551
Accountant II	PT	20.00	1,560	31,200	-	-	-	-	-	-	-	31,200
												-
FICA	20,345											20,345
Phone Allowance	720											720
Worker's Compensation Insurance	331											331
												-
												-
Total Wages & Benefits				264,222	11,650	1,000	30,499	1,512	753	260	3,016	334,308

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

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	$ 49,800
150-34000	Contractual Services	Dunbar Armored Car Service $340/month	4,078
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	1,320
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)	4,500
150-47000	Printing	W-2 and 1099 Forms ($150), Business Tax Receipt forms ($200), Sanitations Billing cards ($350), various payroll and leave forms ($1300)	2,000
150-49000	Other Current Charges	GFOA Award Fee	435
150-49600	Bank Charges and Banking Administration Fees PNC	Master Card / Visa fees	3,114
		American Express fees	221
		Deposit Slips	150
		Account Analysis Fee	4,515
		Total	8,000
150-51000	Office Supplies	Per copy charges on the copier/printer, toner, envelopes, copy paper, water, postage supplies, pens, etc.	3,500
150-54200	Memberships, Dues, & Subscriptions	GFOA ($170), FGFOA ($75), PBC GFOA ($60), FABTO ($40), and COSTCO ($165)	510
		TOTAL	$ 83,643

TOWN OF LAKE PARK - ANNUAL BUDGET

FINANCE DEPARTMENT (GF 150)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2013-14 **Schedule 5**

Project Title	Description and Justification	Revenue	Cost
Matching of voluntary retirement savings	Resume the policy of matching the first 5% of contributions made by employees, to their VALIC retirement plan with up to 2.5%. This policy encourages and incentivizes Town employees to save for retirement. The impact to the General Fund is estimated to be $21,997, with the impact to the enterprise funds estimated to be $13,667. Total Town wide cost of $35,664.	$ -	$ 21,997
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **TOWN MANAGERS** PROPOSED BUDGET		$ -	$ 21,997
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.		$ 35,000
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **DEPARTMENTS** PROPOSED BUDGET		$ -	$ 35,000
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET		$ -	$ -
COMBINED TOTALS		$ -	$ 56,997

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TOWN OF LAKE PARK - ANNUAL BUDGET

LAW ENFORCEMENT SERVICES (GF 200)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2013-14

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

The ninth addendum to the contract, the Lake Park Law Enforcement Service Agreement, has been proposed by the Palm Beach County Sheriff's Office at a 2% increase for Fiscal Year 2013. This brings the annual amount to $2,622,624 a $51,424 increase.

TOWN OF LAKE PARK - ANNUAL BUDGET
LAW ENFORCEMENT SERVICES (GF 200)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services							-
Operating Expenses	2,774,468	2,688,374	2,615,541	2,613,491	2,666,850	2,667,115	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	2,774,468	2,688,374	2,615,541	2,613,491	2,666,850	2,667,115	-

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 2013-14

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
001-52-521-200-34010	Contract PBC Sheriff	2,634,120	2,571,200	2,571,200	1,714,133	2,571,200	2,622,624	2,622,624	
001-52-521-200-41100	Telephone	3,091	2,236	3,000	1,363	1,550	3,000	3,000	
001-52-521-200-43000	Utilities	10,521	9,865	12,000	6,579	12,000	12,000	12,000	
001-52-521-200-43250	Garbage & Trash	1,046	1,115	1,115	1,108	1,115	2,000	2,000	
001-52-521-200-45000	Insurance	1,439	1,900	1,626	1,084	1,626	1,626	1,891	
001-52-521-200-49101	Property Tax	579	558	600	-	-	600	600	
001-52-521-200-52100	Gasoline & Diesel Fuel	123,672	101,500	26,000	14,889	26,000	25,000	25,000	
	TOTAL OPERATING EXPENSES	2,774,468	2,688,374	2,615,541	1,739,156	2,613,491	2,666,850	2,667,115	-
	TOTAL DEPT EXPENDITURES	2,774,468	2,688,374	2,615,541	1,739,156	2,613,491	2,666,850	2,667,115	-

TOWN OF LAKE PARK - ANNUAL BUDGET
EMERGENCY AND DISASTER RELIEF SERVICES (GF 250)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	-	-	-	-	-	-	-
Operating Expenses	1,207	149	10,000	-	1,000	1,000	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	1,207	149	10,000	-	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 2013-14

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 03/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
001-52-525-250-34050	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	-	-	5,000	-	-	250	250	
001-52-525-250-52000	Operating Supplies	1,207	149	4,500	-	-	250	250	
	TOTAL OPERATING EXPENSES	1,207	149	10,000	-	-	1,000	1,000	-
	TOTAL DEPT EXPENDITURES	1,207	149	10,000	-	-	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 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	-	-	-	-	-	-	-
Operating Expenses	1,634,102	1,545,931	1,490,976	1,490,976	1,550,505	1,550,505	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	1,634,102	1,545,931	1,490,976	1,490,976	1,550,505	1,550,505	-

Recap

	Year over year Increase
Contracted with Palm Beach County Fire Rescue	$ 59,529

Palm Beach County Millage Rate for FY 2012 was 3.4581

Palm Beach County Millage Rate for FY 2013 is 3.4581

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

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 03/31/13	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	1,634,102	1,545,931	1,490,976	993,984	1,490,976	1,550,505	1,550,505	
	TOTAL OPERATING EXPENSES	1,634,102	1,545,931	1,490,976	993,984	1,490,976	1,550,505	1,550,505	-
	TOTAL DEPT EXPENDITURES	1,634,102	1,545,931	1,490,976	993,984	1,490,976	1,550,505	1,550,505	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2013-14

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

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

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

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	151,409	150,886	182,604	182,039	183,506	183,506	-
Operating Expenses	42,155	16,309	13,984	13,341	14,412	14,412	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	193,564	167,195	196,588	195,380	197,918	197,918	-

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	0.65	0.65	
(10% shared w/ Streets & Roads, 20% w/ CRA)	2.65	2.65	2.65	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-53-530-400-11000	Executive Salaries	68,891	67,327	69,992	44,392	69,992	69,992	69,992	
001-53-530-400-12000	Regular Salaries	47,427	46,754	48,152	32,294	48,152	48,152	48,152	
001-53-530-400-13000	Other & Part-Time Salaries	-	-	46,630	32,908	46,630	46,630	46,630	
001-53-530-400-14000	Overtime Salaries	-	-	-	191	-	-	-	
001-53-530-400-15000	Special Pay	726	720	1,440	900	1,320	1,440	1,440	
001-53-530-400-19900	Wages Reclassified	-	-	(23,315)	(15,543)	(23,314)	(23,315)	(23,315)	
001-53-530-400-21000	FICA	8,336	8,056	12,606	8,021	12,212	12,715	12,715	
001-53-530-400-22000	Retirement	5,602	5,737	5,907	3,844	5,852	5,908	5,908	
001-53-530-400-23100	Medical Insurance	17,077	18,719	17,602	13,201	17,602	18,284	18,284	
001-53-530-400-23200	Insurance - Dental	861	930	736	519	796	756	756	
001-53-530-400-23300	Insurance - Life	386	386	387	233	398	410	410	
001-53-530-400-23400	Insurance - Vision	108	108	132	43	64	130	130	
001-53-530-400-23500	Disability	1,574	1,574	1,575	1,049	1,575	1,573	1,573	
001-53-530-400-24000	Worker's Compensation Insurance	421	575	760	508	760	831	831	
001-53-530-400-25100	Unemployment Compensation	-	-	-	-	-	-	-	
	TOTAL PERSONNEL EXPENSES	151,409	150,886	182,604	122,560	182,039	183,506	183,506	-
001-53-530-400-31000	Professional Services	26,500	-	-	-	-	-	-	
001-53-530-400-34000	Contractual Services	396	1,052	1,320	876	1,314	1,375	1,375	
001-53-530-400-40000	Travel & Training	11	74	75	-	-	-	-	
001-53-530-400-41100	Telephone	4,044	2,446	2,040	1,264	2,040	2,040	2,040	
001-53-530-400-41200	Postage & Shipping	75	29	50	230	250	225	225	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-53-530-400-44200	Equipment Leases	2,387	2,371	2,415	743	1,115	1,486	1,486	
001-53-530-400-45000	Insurance	4,110	5,425	4,222	2,814	4,221	4,911	4,911	
001-53-530-400-46100	Equipment Maintenance Contract	-	197	-	394	591			
001-53-530-400-47000	Printing	250	184	200	97	146	250	250	
001-53-530-400-49101	Property Taxes	99	98	100	-	-	100	100	
001-53-530-400-49400	Uniforms & Clothing	17	156	200	-	-	200	200	
001-53-530-400-51000	Office Supplies	1,796	1,561	562	576	864	1,025	1,025	
001-53-530-400-52100	Gasoline & Diesel Fuel	2,132	2,463	2,250	1,238	2,250	2,250	2,250	
001-53-530-400-54200	Memberships, Dues, & Subscriptions	338	253	550	276	550	550	550	
	TOTAL OPERATING EXPENSES	42,155	16,309	13,984	8,508	13,341	14,412	14,412	-
	TOTAL DEPT EXPENDITURES	193,564	167,195	196,588	131,068	195,380	197,918	197,918	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS ADMINSTRATION (GF 400)

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
Public Works Director	FT	33.65	2,080	69,992	3,500	-	10,697	378	207	65	932	85,771
Assist. to PW Director	FT	23.15	2,080	48,152	2,408	-	7,587	378	203	65	641	59,434
Project Manager	PT	34.49	1,352	46,630	-	-	-	-	-	-	-	46,630
Phone Allow / Director	720											720
Phone Allow / Project Manager	720											720
Wages Reclassified	(23,315)											-23315
FICA	12,715											12715
Worker's Compensation Insurance	831											831
Total Wages & Benefits	(8,329)			164,774	5,908	-	18,284	756	410	130	1,573	183,506

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS ADMINSTRATION (GF 400)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
400-34000	Contractual Services	Comcast internet	$ 1,375
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
400-47000	Printing	Copies of site plans and project documents	250
400-49400	Uniforms & Clothing	Town logo office wear	200
400-51000	Office Supplies	Photocopy paper, file folders, toner, NCR forms	1,025
400-52100	Gasoline & Diesel Fuel	Fuel for vehicle #33 (Ford Explorer)	2,250
400-54200	Memberships, Dues, & Subscript	APWA; National Arbor Day Foundation	550

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS GROUNDS MAINTENANCE (GF 406)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2013-14

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 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	262,970	236,906	281,767	281,501	280,717	280,717	-
Operating Expenses	70,592	63,497	72,016	71,736	74,764	74,764	-
Capital Outlay	6,000	-	-	-	-	-	-
Debt Service	5,989	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	345,551	300,403	353,783	353,237	355,481	355,481	-

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 (General Fund 406)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-57-572-406-12000	Regular Salaries	175,729	166,133	200,533	126,805	200,533	200,990	200,990	
001-57-572-406-14000	Overtime Salaries	215	128	400	69	138	400	400	
001-57-572-406-15000	Special Pay	1,500	2,000	1,500	1,500	1,500	1,500	1,500	
001-57-572-406-19900	Wages Reclassified	(187)	(120)	(18,004)	(12,004)	(18,008)	(23,831)	(23,831)	
001-57-572-406-21000	FICA	12,924	11,866	15,486	8,928	15,486	15,406	15,406	
001-57-572-406-22000	Retirement	12,261	8,160	10,027	5,550	10,027	10,050	10,050	
001-57-572-406-23100	Medical Insurance	46,082	37,438	59,786	40,131	59,786	62,704	62,704	
001-57-572-406-23200	Insurance - Dental	2,153	2,015	2,208	1,426	2,208	2,268	2,268	
001-57-572-406-23300	Insurance - Life	702	640	824	614	824	927	927	
001-57-572-406-23400	Insurance - Vision	271	226	396	249	396	390	390	
001-57-572-406-23500	Disability	2,200	2,070	2,601	2,229	2,601	3,341	3,341	
001-57-572-406-24000	Worker's Compensation Insurance	4,502	6,350	6,010	4,006	6,010	6,572	6,572	
001-57-572-406-25100	Unemployment Compensation	4,618	-	-		-	-		
	TOTAL PERSONNEL EXPENSES	262,970	236,906	281,767	179,503	281,501	280,717	280,717	-
001-57-572-406-34000	Contractual Services	6,575	4,924	5,900	2,877	4,560	5,000	5,000	
001-57-572-406-34010	Contractual Services - Park Avenue	-	-	2,100	1,165	1,165			
001-57-572-406-40000	Travel & Training	40	-	75	20	40	400	400	
001-57-572-406-41100	Telephone	1,227	1,328	1,250	889	1,250	1,328	1,328	
001-57-572-406-43000	Utilities	12,452	11,243	12,800	7,009	12,800	12,800	12,800	
001-57-572-406-44100	Rentals	1,579	1,909	2,500	2,182	2,500	2,500	2,500	
001-57-572-406-45000	Insurance	3,035	4,000	3,642	2,428	3,642	4,236	4,236	
001-57-572-406-46000	Repair & Maintenance	3,908	2,895	4,500	1,552	4,000	4,500	4,500	
001-57-572-406-46010	Repair & Maintenance-Park Avenue						3,750	3,750	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (General Fund 406)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-57-572-406-49400	Uniforms & Clothing	1,037	1,747	1,520	1,823	2,000	2,000	2,000	
001-57-572-406-52000	Operating Supplies	26,899	24,701	23,279	10,145	23,279	24,000	24,000	
001-57-572-406-52010	Operating Supplies - Park Avenue	-	-	2,500	2,889	2,500	1,250	1,250	
001-57-572-406-52100	Gasoline & Diesel Fuel	13,360	10,650	11,000	6,982	11,000	12,000	12,000	
001-57-572-406-52200	Small Tools & Other	380	-	850	2,505	3,000	1,000	1,000	
001-57-572-406-54200	Memberships, Dues & Subscriptions	100	100	100	100	-			
	TOTAL OPERATING EXPENSES	70,592	63,497	72,016	42,566	71,736	74,764	74,764	-
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	345,551	300,403	353,783	222,069	353,237	355,481	355,481	-

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	7,587	378	186	65	590	55,803
Crew Leader	FT	14.31	2,080	29,765	1,488	-	10,697	378	124	65	397	42,914
Maintenance Worker III	FT	19.92	2,080	41,434	2,072	500	10,697	378	174	65	362	55,682
Maintenance Worker II	FT	16.29	2,080	33,883	1,694	500	7,587	378	141	65	451	44,699
Irrigation Technician	FT	13.89	2,080	28,891	1,445	-	15,439	378	207	65	1,238	47,663
Maintenance Worker II	FT	10.93	2,080	22,734	1,137	-	10,697	378	95	65	303	35,409
Overtime Salaries	400											400
Wages Reclassified	(23,831)											(23,831)
FICA	15,406											15,406
Worker's Compensation Insurance	6,572											6,572
Total Wages & Benefits	(1,453)			200,990	10,050	1,500	62,704	2,268	927	390	3,341	280,717

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

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	$ 5,000
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	2,500
406-46000	Repair & Maintenance	Contract repairs of vehicles,mowers,and small engine tools; a mower drive unit costs $1,500	4,500
406-46010	Repair & Maintenance-Park Ave	CWA's extra services for irrigation repairs, tree trimming, pesticide application, extra fertilizat	3,750
406-49400	Uniforms & Clothing	Uniform and safety boot replacements	2,000
406-52000	Operating Supplies	Mulch split with Recreation $3,712 (this is a light delivery); mower tires $1,800; blades $900.	24,000
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

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)

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			
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			

F:\Budget\Budget 2013-14\Budget Document\[Departmental Summary-406 2013-14.xlsx]Initiatives - Sch 5

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2013-14

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

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

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

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

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	124,314	119,856	86,288	86,138	85,733	85,733	-
Operating Expenses	168,986	169,813	180,630	186,525	175,242	175,242	-
Capital Outlay	9,168	68,385	2,000	875	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	302,468	358,054	268,918	273,538	260,975	260,975	-

Personnel Recap

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

F:\Budget\Budget 2013-14\Budget Document\[Departmental Summary-408 2013-14.xlsx]Initiatives - Sch 5

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-54-597-408-12000	Regular Salaries	85,083	83,928	44,366	29,099	44,366	44,366	44,366	
001-54-597-408-14000	Overtime Salaries	122	472	250	-	100	450	450	
001-54-597-408-15000	Special Pay	1,000	1,000	500	500	500	500	500	
001-54-597-408-19900	Wages Reclassified	(108)	(342)	23,433	15,622	23,433	21,415	21,415	
001-54-597-408-21000	FICA	6,784	6,445	3,452	2,249	3,452	3,467	3,467	
001-54-597-408-22000	Retirement	6,455	4,292	2,218	1,480	2,218	2,218	2,218	
001-54-597-408-23100	Medical Insurance	19,337	17,260	6,744	5,058	6,744	7,587	7,587	
001-54-597-408-23200	Insurance - Dental	861	930	368	240	368	378	378	
001-54-597-408-23300	Insurance - Life	339	339	176	123	176	186	186	
001-54-597-408-23400	Insurance - Vision	108	108	66	43	66	65	65	
001-54-597-408-23500	Disability	1,149	1,149	591	394	591	591	591	
001-54-597-408-24000	Worker's Compensation Insurance	3,184	4,275	4,124	2,750	4,124	4,510	4,510	
	TOTAL PERSONNEL EXPENSES	124,314	119,856	86,288	57,558	86,138	85,733	85,733	-
001-54-597-408-31000	Professional Services	-	1,430	-	-	-			
001-54-597-408-34000	Contractual Services	50,172	46,200	60,610	40,332	60,610	50,660	50,660	
001-54-597-408-41100	Telephone	756	670	350	696	1,000	540	540	
001-54-597-408-43000	Utilities	58,329	57,633	60,000	34,508	60,000	60,000	60,000	
001-54-597-408-43250	Garbage & Trash	6,531	4,738	6,500	4,708	6,500	4,725	4,725	
001-54-597-408-44100	Rentals	186	215	500	249	500	500	500	
001-54-597-408-45000	Insurance	22,526	29,700	23,570	15,714	23,570	27,417	27,417	
001-54-597-408-46000	Repair & Maintenance	4,673	10,912	9,000	12,045	14,245	12,500	12,500	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-54-597-408-46010	Repair & Maintenance - Parks	815	81	1,000	-	1,000	1,000	1,000	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-54-597-408-49400	Uniforms & Clothing	315	422	500	199	500	300	300	
001-54-597-408-52000	Operating Supplies	17,156	12,208	13,000	9,105	13,000	12,000	12,000	
001-54-597-408-52100	Gasoline & Diesel Fuel	6,353	5,604	5,100	2,586	5,100	5,100	5,100	
001-54-597-408-52200	Small Tools and Others	1,174	-	500	806	500	500	500	
	TOTAL OPERATING EXPENSES	168,986	169,813	180,630	120,948	186,525	175,242	175,242	-
001-54-597-408-62100	Improvements-Bldg	6,553	3,725	2,000	875	875	-	-	
001-54-597-408-62101	Police Dept - Roof Replacement	-	64,660	-		-			
001-54-597-408-63000	Improvement Other Than Bldg	2,615	-	-	-	-	-	-	
	TOTAL CAPITAL OUTLAY	9,168	68,385	2,000	875	875	-	-	-
						-			
						-			
	TOTAL DEBT SERVICE	-	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	302,468	358,054	268,918	179,381	273,538	260,975	260,975	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)

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
Facility Maintenance Worker III	FT	21.33	2,080	44,366	2,218	500	7,587	378	186	65	591	55,891
												-
												-
Overtime Salaries	450											450
Wages Reclassified	21,415											21,415
FICA	3,467											3,467
Worker's Compensation Insurance	4,510											4,510
Total Wages & Benefits	29,842			44,366	2,218	500	7,587	378	186	65	591	85,733

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2013-14 **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	$ 3,050
		USSI	3 year contract for cleaning Public Works, Town Hall, PBSO District 10, and Lake Shore Park Bathrooms	21,010
		Alfi Electronics	Panic Alarm Town Hall	900
		ADT	Town Hall elevator phone monitoring	375
		Nozzle Nolen	Annual termite inspection for Evergreen House	200
		ThyssenKrupp	Monthly maintenance inspection for Town Hall	3,050
		Elevator Inspection Services	Annual inspections for Town Hall elevator	200
		Devcon Security	Fire alarm monitoring for Town Hall	1,500
		Devcon Security	Alarm monitoring for Evergreen House	425
		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	2,050
		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	4,275
		Alterna Power Inc.	Bi-monthly service for 5 town generators and annual tune-up	3,100
		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 2013-14 **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	$ 50,660
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		4,725
408-44100	Rentals	Miscellaneous rental equipment for maintenance activities, e.g., scaffolding, boom lift, paint sprayer		500
408-46000	Repair & Maintenance	Contract services on an as-needed e.g., A/C repairs, electric service plumbing, pest control		12,500
408-46010	Repair & Maintenance - Parks	Established to track maintenance materials specific to Town parks, E.g., paint, asphalt patch		1,000
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		12,000
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

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)

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			
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			

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TOWN OF LAKE PARK - ANNUAL BUDGET

VEHICLE MAINTENANCE (GF 410)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2013-14

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	67,467	64,380	36,164	35,026	35,191	35,191	-
Operating Expenses	31,946	25,274	35,947	39,193	40,933	40,933	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	99,413	89,654	72,111	74,219	76,124	76,124	-

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 2013-14

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
001-59-591-410-12000	Regular Salaries	50,654	48,320	50,378	31,662	48,150	50,378	50,378	
001-59-591-410-14000	Overtime Salaries	-	18	200	291	436	100	100	
001-59-591-410-15000	Special Pay	-				-	2,000	2,000	
001-59-591-410-19900	Wages Reclassified	-		(30,471)	(20,314)	(30,472)	(31,903)	(31,903)	
001-59-591-410-21000	FICA	3,689	3,531	3,869	2,326	3,540	1,413	1,413	
001-59-591-410-22000	Retirement	3,848	2,429	2,519	1,598	2,430	2,519	2,519	
001-59-591-410-23100	Medical Insurance	6,791	7,172	6,744	5,058	7,868	7,587	7,587	
001-59-591-410-23200	Insurance - Dental	431	465	368	240	360	378	378	
001-59-591-410-23300	Insurance - Life	195	195	195	137	240	207	207	
001-59-591-410-23400	Insurance - Vision	59	54	66	43	64	65	65	
001-59-591-410-23500	Disability	671	671	672	447	782	671	671	
001-59-591-410-24000	Worker's Compensation Insurance	1,129	1,525	1,624	1,084	1,628	1,776	1,776	
	TOTAL PERSONNEL EXPENSES	67,467	64,380	36,164	22,572	35,026	35,191	35,191	-
001-59-591-410-34000	Contractual Services						250	250	
001-59-591-410-34010	Permits & Fees		33		65	65	65	65	
001-59-591-410-41100	Telephone	567	334	300	224	270	275	275	
001-59-591-410-45000	Insurance	6,451	8,500	7,172	4,780	7,168	8,343	8,343	
001-59-591-410-45120	Insurance - Storage Tank Liability	990	990	1,225	817	1,226	1,400	1,400	
001-59-591-410-46000	Repair & Maintenance	4,622	2,786	7,000	10,367	9,374	9,500	9,500	
001-59-591-410-46300	Vehicle Parts & Supplies	15,865	9,310	17,000	10,999	18,554	18,500	18,500	
001-59-591-410-49400	Uniforms & Clothing	1,080	1,004	1,100	537	602	250	250	
001-59-591-410-52000	Operating Supplies	114	366	150	20	100	150	150	

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-59-591-410-52100	Gasoline & Diesel Fuel	2,113	1,951	2,000	1,164	1,834	2,000	2,000	
001-59-591-410-52200	Small Tools and Others	144				-	200	200	
	TOTAL OPERATING EXPENSES	31,946	25,274	35,947	28,973	39,193	40,933	40,933	-
	TOTAL DEPT EXPENDITURES	99,413	89,654	72,111	51,545	74,219	76,124	76,124	-

TOWN OF LAKE PARK - ANNUAL BUDGET

VEHICLE MAINTENANCE (GF 410)

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
Vehicle Maintenance Foreman	FT	24.22	2,080	50,378	2,519	2,000	7,587	378	207	65	671	63,805
Overtime Salaries	100											100
Wages Reclassified	(31,903)											(31,903)
FICA	1,413											1,413
Worker's Compensation Insurance	1,776											1,776
Total Wages & Benefits	(28,614)			50,378	2,519	2,000	7,587	378	207	65	671	35,191

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET
VEHICLE MAINTENANCE (GF 410)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
410-34000	Contractual Services	Uniform service	$ 250
410-46000	Repair & Maintenance	General Fund vehicles by outside vendors	9,500
410-46300	Vehicle Parts & Supplies	General Fund vehicles "in-house"	18,500
410-49400	Uniforms & Clothing	Work boots for Public Works Employees	250
410-52000	Operating Supplies	Misc. materials used for shop maint. and safety items personal protection equipment	150
410-52100	Gasoline & Diesel Fuel	Fuel for the four vehicles assigned to this division	2,000
410-52200	Small Tools and Others	Replacement tools	200

TOWN OF LAKE PARK - ANNUAL BUDGET

PARKING METERS (GF 450)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2013-14

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 four 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.

	2012/13 Budget	Estimate for the Year 2012/13	Proposed 2013/14	Estimated 2014/15	Estimated 2014/15
Revenues					
Off Road	$ 22,250	$ 20,000	$ 20,000	$ 20,500	$ 21,013
On Road	15,000	15,000	15,000	15,375	15,759
Fines	8,500	4,200	8,500	8,713	8,931
Marina	20,000	20,000	20,000	20,500	21,013
	$ 65,750	$ 59,200	$ 63,500	$ 65,088	$ 66,716
Expenses					
Personnel	$ 18,268	$ 17,970	$ 19,480	$ 19,967	$ 20,466
Operating Expenses	22,410	20,710	23,950	24,549	25,163
Sub-Totals	40,678	38,680	43,430	44,516	45,629
Debt Service	32,280	32,280	32,277	-	-
	$ 72,958	$ 70,960	$ 75,707	$ 44,516	$ 45,629

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 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	607	680	18,268	17,970	19,480	19,480	-
Operating Expenses	23,158	21,632	22,410	20,710	23,950	23,950	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	32,277	32,276	32,280	32,280	32,277	32,277	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	56,042	54,588	72,958	70,960	75,707	75,707	-

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 2013-14

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
001-54-545-450-13000	Other & Part Time Salaries	-		13,520	8,603	13,520	13,640	13,640	
001-54-545-450-14000	Overtime Salaries	607	680	600	182	364	500	500	
001-54-545-450-19900	Wages Reclassified	-		3,075	2,050	3,076	4,258	4,258	
001-54-545-450-21000	FICA	-		1,073	672	1,010	1,082	1,082	
	TOTAL PERSONNEL EXPENSES	607	680	18,268	11,507	17,970	19,480	19,480	-
001-54-545-450-34000	Contractual Services	4,106	5,130	5,110	930	3,710	3,725	3,725	
001-54-545-450-46500	Parking Meter Parts & Supplies	382	1,721	2,350	2,030	2,350	2,500	2,500	
001-54-545-450-46600	Signs and Signals	399	453	450		-	250	250	
001-54-545-450-49300	Computer Software	8,408	7,008	7,950	4,272	7,950	10,775	10,775	
001-54-545-450-49600	Bank Charges/Admin Fees	8,216	5,904	6,000	3,030	6,000	6,000	6,000	
001-54-545-450-51900	Computer Supplies & Parts	-	51	-		550	550	550	
001-54-545-450-52000	Operating Supplies	1,647	1,365	550	78	150	150	150	
001-54-545-450-52200	Small Tools and Others	-				-			
	TOTAL OPERATING EXPENSES	23,158	21,632	22,410	10,340	20,710	23,950	23,950	-
001-54-545-450-71000	Principal	26,443	27,794	29,215	29,215	29,215	30,707	30,707	
001-54-545-450-72000	Interest	5,834	4,482	3,065	1,531	3,065	1,570	1,570	
	TOTAL DEBT SERVICE	32,277	32,276	32,280	30,746	32,280	32,277	32,277	-
	TOTAL DEPT EXPENDITURES	56,042	54,588	72,958	52,593	70,960	75,707	75,707	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PARKING METERS (GF 450)

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
Parking Enf. Code Compliance Officer	PT	10.00	682	6,820	-	-	-	-	-	-	-	6,820
Parking Enf. Code Compliance Officer	PT	10.00	682	6,820	-	-	-	-	-	-	-	6,820
			**Includes Holiday pay and non-federal holiday coverage									
Overtime Salaries		500										500.00
Wages Reclassified		4,258										4,258.00
FICA		1,082										1,082
Total Wages & Benefits		5,840		13,640	-	-	-	-	-	-	-	19,480

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET
PARKING METERS (GF 450)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
450-34000	Contractual Services	Duncan Parking Solutions, AutoCite - AutoTrax Annual Maintenance	2,150
		USA Security, est. $30 / wk for revenue collection	1,575
		Total	3,725
450-46500	Parking Meter Parts & Suppli	Specialty batteries, credit card reader, coin discriminator, etc.	2,500
450-46600	Signs and Signals	Possible replacement of damaged signs and posts	250
450-49300	Computer Software	Duncan Parking Solutions, Wireless Serv, Licensing, Internet Support	10,775
450-49600	Bank Charges/Admin Fees		6,000
450-51900	Computer Supplies & Parts	Misc. repair parts for kiosks and/or handheld citation tool	550
450-52000	Operating Supplies	Lubricants, spray paint for stall numbers, etc.	150

TOWN OF LAKE PARK - ANNUAL BUDGET
PARKING METERS (GF 450)
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			
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			$ -
COMBINED TOTALS			$ -

F:\Budget\Budget 2013-14\Budget Document\[Departmental Summary-450 2013-14.xlsx]Performance Measures

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY DEVELOPMENT (GF 500)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2013-14

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.

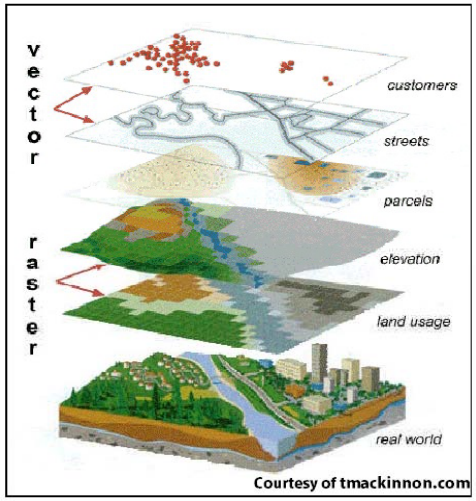
The Town's Community Development Department is divided into three divisions: Planning and Zoning, Building, and Code Enforcement

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 buildin 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 enhancing the Town's Code of Ordinances to reflect current and innovative practices, as well as develop regulatory framework for the promotion of the Town's various zoning districts. In addition, staff will continue to work with interested stakeholders in the development and redevelopment of parcels in Town to improve the Town's aesthetic and increase property values. Additional efforts are needed in building an in-house Geographic Information Systems (GIS) in order to capture the Town's existing land uses and infrastructure. A FULL-TIME PLANNER is required to facilitate the Planning Division's initiatives.

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY DEVELOPMENT (GF 500)

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

FISCAL YEAR 2013-14

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! 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. The department Director, Town Planner and administrative staff are integral in the process. A FULL-TIME PLANNER will provide for a quicker response time and additional time which can be dedicated to the review of applications. In the 12-month period ranging from May 2012 through April 2013, the Town's Building Division, through building permits, business tax receipts and associated fees, generated a total of approximately $248,000!

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 services to the community at large!

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	347,745	341,556	354,171	344,695	370,941	370,941	-
Operating Expenses	149,024	149,074	142,319	134,207	142,367	142,367	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	496,769	490,630	496,490	478,902	513,308	513,308	-

Personnel Recap

	Present	Department Proposed	Manager Proposed	Adopted
Community Development Director	1.00	1.00	1.00	
Planner I (Part Time)	0.75	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	
Admin. Assistant to the Community Development Director	1.00	1.00	1.00	
	5.75	6.00	6.00	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (500)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 03/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
001-52-524-500-11000	Executive Salaries	51,482	55,914	67,080	32,244	67,080	67,080	67,080	
001-52-524-500-12000	Regular Salaries	182,428	158,612	179,066	81,964	170,540	216,300	216,300	
001-52-524-500-13000	Other & Part Time Salaries	32,068	53,167	34,320	15,794	34,320	-	-	
001-52-524-500-14000	Overtime Salaries	947	417	950		-			
001-52-524-500-15000	Special Pay	2,106	2,720	720	330	720	720	720	
001-52-524-500-21000	FICA	20,230	20,612	21,528	9,830	21,528	21,734	21,734	
001-52-524-500-22000	Retirement	15,219	10,986	11,881	5,710	11,881	14,160	14,160	
001-52-524-500-23100	Medical Insurance	30,383	27,253	26,976	15,735	26,976	37,935	37,935	
001-52-524-500-23200	Insurance - Dental	2,107	2,231	1,840	721	1,840	1,890	1,890	
001-52-524-500-23300	Insurance - Life	843	782	870	532	870	1,114	1,114	
001-52-524-500-23400	Insurance - Vision	246	260	330	97	330	325	325	
001-52-524-500-23500	Disability	3,079	2,719	3,170	1,846	3,170	3,776	3,776	
001-52-524-500-24000	Worker's Compensation Insurance	4,147	5,575	4,990	2,497	4,990	5,457	5,457	
001-52-524-500-25100	Unemployment Compensation	2,037		-		-			
001-52-524-500-26000	Mileage Reimbursement	423	308	450	77	450	450	450	
	TOTAL PERSONNEL EXPENSES	347,745	341,556	354,171	167,377	344,695	370,941	370,941	-
001-52-524-500-31000	Professional Services	12,625	4,820	6,000	2,459	6,000	6,000	6,000	
001-52-524-500-34000	Contractual Services	99,190	94,064	97,900	41,769	97,000	95,595	95,595	
001-52-524-500-34200	Contractual Svc - Cost Recovery	5,766	21,403	7,500	4,006	6,009	8,000	8,000	
001-52-524-500-34300	Contractual Svc-Code Violation	1,200	1,565	1,000		-	1,500	1,500	
001-52-524-500-40000	Travel & Training	74	150	1,800	100	1,800	1,800	1,800	
001-52-524-500-40030	Training - Bldg Code Education	-		200		200	200	200	

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (500)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 03/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
001-52-524-500-41100	Telephone	3,998	4,007	4,000	1,472	4,000	4,000	4,000	
001-52-524-500-41200	Postage & Shipping	3,500	4,275	6,000	2,403	3,605	6,000	6,000	
001-52-524-500-44200	Equipment Leases & Devices	3,543	3,248	3,550	2,067	3,101	4,000	4,000	
001-52-524-500-45000	Insurance	2,116	2,775	2,469	1,235	1,853	2,872	2,872	
001-52-524-500-47000	Printing	1,047	995	1,500	185	500	1,500	1,500	
001-52-524-500-49300	Computer Software	-		-		-	500	500	
001-52-524-500-49400	Uniforms & Clothing	104	282	400		400	400	400	
001-52-524-500-49900	Community Beautification Improv.	4,478		-		-			
001-52-524-500-51000	Office Supplies - Bldg	3,367	3,657	2,000	1,261	2,000	2,000	2,000	
001-52-524-500-51010	Office Supplies - Code	882	539	500		500	500	500	
001-52-524-500-52100	Gasoline & Diesel Fuel	5,766	5,494	5,500	1,806	5,000	5,500	5,500	
001-52-524-500-52200	Small Tools & Others	-	130	-	239	239	-	-	
001-52-524-500-54200	Books, Memberships, Dues, & Subscriptions	1,368	1,670	2,000	1,575	2,000	2,000	2,000	
	TOTAL OPERATING EXPENSES	149,024	149,074	142,319	60,577	134,207	142,367	142,367	-
	TOTAL DEPT EXPENDITURES	496,769	490,630	496,490	227,954	478,902	513,308	513,308	-

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY DEVELOPMENT (GF 500)

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
Community Dev Director	FT	32.25	2,080	67,080	3,354	-	7,587	378	207	65	894	79,565
Planner I	FT	22.00	2,080	45,760	2,280	-	7,587	378	195	65	610	56,875
Code Compliance Officer	FT	24.30	2,080	50,544	2,527	-	7,587	378	207	65	673	61,981
Code Compliance Officer	FT	17.32	2,080	36,026	1,801	-	7,587	378	153	65	480	46,490
Community Development Technician	FT	22.32	2,080	46,426	2,321	-	Declined	Declined	195	Declined	619	49,561
Admin Asst to Comm Dev Dir	FT	18.05	2,080	37,544	1,877	-	7,587	378	157	65	500	48,108
Phone Allowance	720											720
FICA	21,734											21,734
Worker's Compensation Insurance	5,457											5,457
Mileage Reimbursement	450											450
Total Wages & Benefits	28,361			283,380	14,160	-	37,935	1,890	1,114	325	3,776	370,941

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY DEVELOPMENT (GF 500)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

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).	6,000
500-34000	Contractual Services	Hy-Byrd Building Inspections ($77,400); InkForce maintenance ($10,000); IMS software ($3,195); Misc. GIS & Engineering for Town projects ($5,000)	95,595
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.	8,000
500-34300	Contractual Services Code Violation	Abatements for Code violations (anticipates 15 overgrowth violations)	1,500
500-40000	Travel & Training	American Planning Association Annual Conference ($800); Certified Local Government Historic Preservation Training Annual Meeting ($200); GIS software training through ESRI ($500); Contingency for additional training availabilities ($300)	1,800
500-40030	Training - Bldg Code Education	Certification maintenance and training for Code Compliance Officers.	200
500-52100	Gasoline & Diesel Fuel	Code Compliance Officer vehicles.	5,500
500-52200	Small Tools & Others		-
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); Intergovernmental Plan Amendment Review Committee (IPARC - $900); and a $325 contingency for increased rates and/or necessary books/training guides.	2,000

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
Planner position from Part-Time to Full-Time	**The Community Development Department is seeing an increase in building permit submittals; business tax receipt applications, and project submittals, all of which require the Planner's review. An increased number of Code amendment and mapping initiatives are needed and require joint Planner/Director focus.**	*There may be an opportunity to increase permit fees, BTR fees, create permit revision fees and additional inspection fees.*	**$ 20,275**
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			**$ 20,275**
Design Consultant for Mixed-Use Zoning District Design Guidelines *(also referred to as the Federal Highway Corridor initiative)*	**In addition to the in-house proposal of a Mixed-Use Zoning District, a distinct set of design guidelines created by a certified design professional would enhance staff's current initiatives.**	**Increased development opportunity**	**$ 20,000**
10th Street Improvements	***Phase 1*: Typical Section/Study from Simmons & White or other Engineering Firm; *Phase 2*: Design; *Phase 3*: Construction**	**Increased development opportunity**	**TBD**
Park Avenue Extension	**PBC will submit design plans to the Town in July 2013 for review and once approved will bring to their BCC for approval 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 County (including developer property)**	**Increased development opportunity**	**TBD**
Annexation	**Study; Public Hearings; Legal Review; Referendum at a scheduled election or special election**	**TBD**	**TBD**
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			

TOWN OF LAKE PARK - ANNUAL BUDGET

RECREATION (GF 600)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2013-14

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	77,434	74,138	112,099	93,800	105,881	105,881	
Operating Expenses	73,631	69,794	70,999	63,197	70,265	70,265	
Capital Outlay	2,563	25,061	-	-	-	-	-
Debt Service	8,749	8,734	8,719	8,719	8,701	8,701	
Non-Operating	-	-	-	-	-	-	
Total Expenses	162,377	177,727	191,817	165,716	184,847	184,847	

Personnel Recap

	Present	Department	Proposed	Adopted
Recreation Director	1.00	1.00	1.00	
Recreation Bus Driver (Part-time)	0.19	0.24	0.24	
Camp Counselors (Part-time summer only)	0.12	0.20	0.20	
	0.12	0.27	0.27	
	0.12	0.12	0.12	
	1.55	1.83	1.83	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-57-572-600-11000	Executive Salaries	30,521	31,255	55,000	34,904	55,000	55,000	55,000	
001-57-572-600-12000	Regular Salaries	-	1,859		670	670			
001-57-572-600-13000	Other & Part Time Salaries	28,653	23,367	19,767	3,214	5,196	14,559	14,559	
001-57-572-600-14000	Overtime Salaries	-	551			-			
001-57-572-600-15000	Special Pay	726	360	720	450	720	720	720	
001-57-572-600-15010	Special Pay - Security	1,260	2,649	2,500		-			
001-57-572-600-19900	Wages Reclassified	(683)	(106)	13,778	9,186	13,780	14,825	14,825	
001-57-572-600-21000	FICA	4,026	4,579	5,911	2,943	5,311	5,376	5,376	
001-57-572-600-22000	Retirement	1,563	519	1,650	139	1,650	2,750	2,750	
001-57-572-600-23100	Medical Insurance	7,535	2,399	6,744	5,058	6,744	7,587	7,587	
001-57-572-600-23200	Insurance - Dental	207	137	368	240	368	378	378	
001-57-572-600-23300	Insurance - Life	83	55	195	137	195	207	207	
001-57-572-600-23400	Insurance - Vision	24	15	66	43	66	65	65	
001-57-572-600-23500	Disability	(193)	219	733	488	733	732	732	
001-57-572-600-24000	Worker's Compensation Insurance	3,712	5,000	3,367	2,245	3,367	3,682	3,682	
001-57-572-600-25100	Unemployment Compensation		1,280	1,300		-			
	TOTAL PERSONNEL EXPENSES	77,434	74,138	112,099	59,717	93,800	105,881	105,881	-
001-57-572-600-34000	Contractual Services	-	1,000		-	-			
001-57-572-600-40000	Travel & Training	11		160	10	20	250	250	
001-57-572-600-41100	Telephone	1,879	1,616	2,000	1,046	2,000	2,000	2,000	
001-57-572-600-41200	Postage & Shipping	20	37	75	15	75	75	75	
001-57-572-600-43000	Utilities	26,674	24,951	24,000	13,639	24,000	24,000	24,000	
001-57-572-600-43250	Garbage & Trash	7,317	5,854	5,855	5,818	5,818	5,855	5,855	

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-57-572-600-44100	Rentals	333	844	500		-	500	500	
001-57-572-600-44200	Equipment Leases	-				-		-	
001-57-572-600-45000	Insurance	8,358	11,025	9,594	6,396	9,594	11,160	11,160	
001-57-572-600-46000	Repair & Maintenance	1,532	4,952	4,040	467	1,000	4,200	4,100	
001-57-572-600-47000	Printing		53	50		50	50	50	
001-57-572-600-48000	Promotional Activity	10	25	500	290	500	100	100	
001-57-572-600-48005	Promotional - Tree Lighting				741	741	500	500	
001-57-572-600-48035	Promotional - Car Show	1,275	1,024	900	1,328	1,328	1,300	1,300	
001-57-572-600-48045	Promotional - 4th of July		807	2,500		2,500	2,500	2,500	
001-57-572-600-49400	Uniforms & Clothing		320	200		200	500	500	
001-57-572-600-51000	Office Supplies	515	778	375	138	268	375	375	
001-57-572-600-52000	Operating Supplies	7,780	8,345	7,500	1,534	5,000	7,500	7,500	
001-57-572-600-52010	Operating Expenses - Party Pkg			1,000	582	412	200	200	
001-57-572-600-52100	Gasoline & Diesel Fuel	3,532	2,736	400	390	780	1,700	1,700	
001-57-572-600-52200	Small Tools & Others	450	120	400		-	400	400	
001-57-572-600-54200	Memberships, Dues, & Subscriptions	225	435	450		-	100	200	
001-57-572-600-57200	Program Exp - Bingo	2,595			411	411	500	500	
001-57-572-600-57220	Program Exp - Summer Camp	11,125	4,872	8,000	-	8,000	6,000	6,000	
001-57-572-600-57230	Program Exp - Senior Bus Trips			2,500	267	500	500	500	
	TOTAL OPERATING EXPENSES	73,631	69,794	70,999	33,072	63,197	70,265	70,265	-
001-57-572-600-62101	Bert Bostrom Restroom (CDBG)		6,707						
001-57-572-600-63100	Improvements-Ball field/ Play Ground	2,563	10,290						

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-57-572-600-64100	Machinery & Equipment		8,064						
	TOTAL CAPITAL OUTLAY	2,563	25,061						
001-57-572-600-71000	Principal	6,460	6,898	7,366	7,366	7,366	7,865	7,865	
001-57-572-600-72000	Interest	2,289	1,836	1,353	801	1,353	836	836	
	TOTAL DEBT SERVICE	8,749	8,734	8,719	8,167	8,719	8,701	8,701	-
	TOTAL DEPT EXPENDITURES	162,377	177,727	191,817	100,956	165,716	184,847	184,847	

TOWN OF LAKE PARK - ANNUAL BUDGET

RECREATION (GF 600)

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
Recreation Director	FT	26.4423	2,080	55,000	2,750	-	7,587	378	207	65	732	66,719
Recreation Bus Driver	PT	9.89	504	4,985								4,985
Camp Counselor	PT	7.79	417	3,248								3,248
Camp Counselor	PT	7.79	562	4,378								4,378
Camp Counselor	PT	7.79	250	1,948								1,948
Wages Reclassified	14,825											14,825
Special Pay	720											720
FICA	5,376											5,376
Worker's Compensation	3,682											3,682
Total Wages & Benefits	24,603			69,559	2,750	-	7,587	378	207	65	732	105,881

Camp Counselors are shown total hours worked during the summer camp

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
600-34000	Contractual Services		-
600-40000	Travel & Training	First Aid training for counselors	250
600-41100	Telephone		2,000
600-41200	Postage and Shipping		75
600-43000	Utilities		24,000
600-43250	Garbage and Trash		5,855
600-44100	Rentals		500
600-45000	Insurance		11,160
600-46000	Repair and Maintenance	Repairs on playground equipment, benches, security cameras, a/c	4,100
600-47000	Printing		50
600-48000	Promotional Activity	Recreation programs	100
600-48005	Uniforms and Clothing	Shirts for Recreation staff/Zeidel's	500
600-48035	Promotional - Car Show		1,300
600-48045	Promotional - 4th of July		2,500
600-49400	Uniforms and clothing		500
600-51000	Office Supplies	Summer camp fliers and forms	375
600-52000	Operating Supplies	Mulch (2,475), Other (5,025)	7,500
600-52010	Operating Supplies - Party Package	Tablecloths/chaffing dishes - Mirror Ballroom(Rentals)	200
600-52100	Gasoline and Diesel Fuel	Lake Park Elementary/summer camp/recreation truck	1,700
600-52200	Small Tools and Others		400
600-54200	Memberships and Dues	Florida Parks and Recreation Association	200
600-57200	Program Exp - Bingo	Bingo supplies and prizes	500
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	500
			$ 70,265

TOWN OF LAKE PARK - ANNUAL BUDGET
RECREATION (GF 600)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2013-14

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Bertha Bostrom Playground	Remove playground equipment other than swing set		0
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			
Bertha Bostrom Playground	Install an artificial turf field to be funded by a sponsor & Lacrosse Group - PBGLAX	Rental Fee	200,000
	Baseball field-Low rental fee to HEAT Baseball whereby this field becomes their "home",	Rental Fee	0
	the maintenance and lighting is paid for by them.	TBD	
	Concession - rent out to vendor for practices and games.	Rental Fee	
		TBD	
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			

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TOWN OF LAKE PARK - ANNUAL BUDGET

LIBRARY (GF 700)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2013-14

Increased circulation and program attendance by youth using the Library during the past year reflect the Town's changing population needs. The largest portion of the population now is 25 years of age or younger as shown on the graph in page 2. http://www.city-data.com/housing/houses-Lake-Park-Florida.html#ixzz1SknowrUI

More than 100 children along with nearly 20 parents attended the first day of the Library's Summer Reading Program this year. An average of 50 teens utilize the Library's teen room each day since the Teen room has been operational. The table below gives a view of our Library's use by our community in comparison to other Florida Public Libraries of varying size of the communities served. 92% percent of the Town's population is a Lake Park Library cardholder, substantially higher than for libraries serving larger geographic areas but also comparatively higher than similar sized libraries serving small communities less than 25000. Also significant is the ratio of cardholder to those who attend library programs. Lake Park Library's program attendance per capita is the highest - nearly 1 percent compared to other Florida libraries. http://dlis.dos.state.fl.us/bld/research_office/fy2011/ The table below reflects that Lake Park residents value their local library and use it.

It is estimated that Florida libraries provide an ROI of about $8.32; however, Lake Park Library's ROI may be much higher considering population and the high rates of resident cardholders and those who participate in library programs. ROI is calculated by multiplying total value of individual use times the number of Lake Park library cardholders. http://dlis.dos.state.fl.us/bld/roi/ http://dlis.dos.state.fl.us/savingscalculator/values.cfm

An additional factor when estimating Lake Park's ROI is a decreasing Library budget and staff reduction over the last 4 years while operating hours have increased along with program attendance and cardholders. The compounding detriment of consecutive, library budget cuts is the associated reduction of state aid operating grant funds. The Florida State Library Grant provides libraries with up to 25 cents per every local dollar expended for the operation and maintenance of the library (http://www.dos.state.fl.us/grants/library.aspx) .Viewed from another perspective, Lake Park could be losing up to 25 cents of State funding for every dollar it does not budget for the library. In terms of compounded valuation, the loss to the Town may be even greater than 25 cents per dollar in light of the community's unusually high per capita cardholder and program attendance ratios.*In addition, the importance of such services provided by the library to a community where these services are not available at home and not easily attainable carry a premium value. For example, the ability for an unemployed citizen to access a public computer is vital for that individual's success in finding new employment. In a more affluent community where the unemployment rate is nominal, the value may be less critical.

I am requesting a 19.579% increase in the overall budget in order to add 3 more part time employees and increase materials budget to $24000. This amount is comparable to 2005 level. The 2005 FY was the only Library Materials budget since 2001 that was less than $30,000 other than the current FY budget. The increase in part time staff is necessary to address the increase in library visitors and computer users as well as the increase in children's and Teen program attendance. Budget reductions in previous years eliminated dedicated circulation staff. However, as much as library staff has managed to adapt to lack of dedicated circulation staff, it is not a reasonable long term condition. The increase in library users and the increased demand for computer and other assistance is at the level which needs some restoration to previous budget levels.

Florida Libraries
Resident Borrowers and Library Programs*

Location	Service Area Population	Resident Borrowers	Percent Residents with Library Cards	Total Program Attendance	Total Program Attendance Per Capita
Mandel Public Library of West Palm Beach	100,801	67,240	67%	61,230	0.607
Palm Beach County Library System	880,417	482,392	55%	230,005	0.261
Miami-Dade Public Library System	2,164,991	866,600	40%	229,988	0.106
Riviera Beach Public Library	32,535	21,329	66%		
Sanibel Public Library	6,470	6,198	96%		
Lantana Public Library	10,466	9,966	95%	206	0.020
Lake Park Public Library	8,198	7,518	92%	6,646	0.811
Taylor County Public Library	22,500	16,609	74%	5,818	0.259
Brockway Memorial Library	10,608	6,780	64%	2,935	0.277
Eustis Memorial Library	18,483	9,491	51%	6,780	0.367
Doreen Gauthier Lighthouse Point Library	10,377	4,966	48%		
Maitland Public Library	15,808	7,322	46%		
North Palm Beach Library	12,033	5,371	45%	4,638	0.385
Parkland Library	24,391	10,611	44%		
Palm Springs Public Library	19,082	7,346	38%		
Richard C. Sullivan Public Library	11,743	4,455	38%	2,671	0.227
Lynn Haven Public Library	18,585	7,013	38%	2,062	0.111
Fort Myers Beach Library	16,574	5,155	31%		

*Planning, Evaluation & Statistics Unit State Library and Archives of Florida, Division of Library and Information Services. (2012). *Fy2011 Florida public library statistics*. Retrieved from State of Florida, Department of State website: http://dlis.dos.state.fl.us/bld/research_office/fy2011/ .

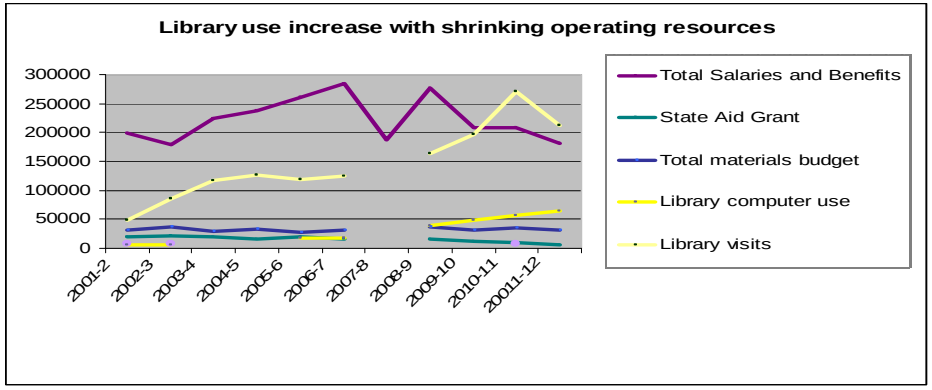
Distribution of Residents' Ages
Number of residents
120
100
80
60
40
20
0
0 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85
Age
Males
Females

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2013-14

Library Budget History from 2001 - current (as reported to Florida State Library annually)

	2001-2	2002-3	2003-4	2004-5	2005-6	2006-7	2007-8	2008-9	2009-10	2010-11	20011-12	2012-13	Proposed 2013-14
Director salary	45,000	47,250	50,303	51,549	52,021	66,523	70,799	64,780		58,000	58,000		
Librarian salary	28,000	31,500	31,500	31,500	35,500	37,145	42,360	41,102	35,000	35,000	35,000		
Regular Salaries (FT)													
Other salaries (PT)													
Total Salaries and Benefits	199,025	179,312	224,853	238,386	261,654	285,152	186,040	276,520	209,205	208,425	180,689		
State Aid Grant	20,128	21,679	18,965	15,764	18,607	16,347		15,000	11,819	8,897	6,674		
Hours of operation	53	53	60	60	60	60		46	45	40	54		
Number of FT staff	4	6	4	4	4	4		2	2	2	2		
Number of PT staff	5		5	4	8	8		6	4	3	4		
Total Staff	9	6	9	8	12	12		8	6	5	6		
Total Borrowers	4,823	4,785	6,407	7,209	7,844	8,502		10,085	11,014	12,143	12,827		
Total Town Population	8,719	8,693								8,172		8,732	
Total materials budget	31,572	36,098	28,829	33,632	26,310	30,413		37,500	31,239	35,611	31,243	15,000	
Total Circulation	25,740	17,290	30,791	28,788	24,972	23,021		23,296	23,316	20,009	26,942		
Adult circulation	20,617	15,290	25,183	23,902	21,698	19,259		20,572	19,708	16,500	22,215		
Youth Circulation	5,123	2,000	5,608	4,886	3,274	3,762		2,724	3,608	3,829	4,727		
Library computer use	6,500	6,227			16,910	17,815		38,858	49,081	55,894	64,000		
Computer class attendance		57	152	115	64	20		366		408	1,500		
Unique Programs per week /day	2	2	2	3	3	3		3	2	4	6		
Library visits	49,146	85,715	115,936	126,910	118,119	125,561		162,938	197,035	270,917	212,663		

Circulation desk staff per day max	6	4
Circulation desk staff per day min	4	2
Circulation desk hours per day max	12	11
Circulation desk hours per day min	4	6



TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	204,950	182,898	183,849	183,850	221,586	176,009	
Operating Expenses	81,847	59,090	61,238	53,301	76,650	76,650	
Capital Outlay	10,468	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	
Non-Operating	-	-	-	-	-	-	
Total Expenses	297,265	241,988	245,087	237,151	298,236	252,659	-

Personnel Recap

	Present	Department	Proposed	Adopted
Library Director	1.00	1.00	1.00	
Librarian I	1.00	1.00	1.00	
Library Assistant l (Part Time)	0.38	0.50	0.38	
Library Accounting Clerk (Part Time)	0.75	0.75	0.75	
Library Technical Assistant (Part Time)	0.75	0.90	0.75	
Library Assistant I (Part Time)	0.00	0.50	0.00	
Library Assistant I (Part Time)	0.00	0.50	0.00	
Library Technical Assistant (Part Time)	0.00	0.29	0.00	
	3.88	5.44	3.88	0.00

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

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
001-57-571-700-11000	Executive Salaries	57,095	56,346	57,990	36,799	57,990	58,000	58,000	
001-57-571-700-12000	Regular Salaries	34,094	27,984	35,006	22,111	35,006	33,566	34,632	
001-57-571-700-13000	Other & Part Time Salaries	71,272	62,514	57,337	37,814	57,337	92,623	49,219	
001-57-571-700-15000	Special Pay	726	720	1,720	1,450	1,720	720	720	
001-57-571-700-21000	FICA	12,483	11,190	11,577	7,381	11,577	14,146	10,907	
001-57-571-700-22000	Retirement	4,548	3,675	4,065	1,890	4,065	4,632	4,632	
001-57-571-700-23100	Medical Insurance	14,817	11,953	13,488	10,116	13,488	15,174	15,174	
001-57-571-700-23200	Insurance - Dental	861	775	736	480	736	756	756	
001-57-571-700-23300	Insurance - Life	333	286	332	235	332	352	352	
001-57-571-700-23400	Insurance - Vision	108	90	132	87	132	130	130	
001-57-571-700-23500	Disability	1,288	1,080	1,235	823	1,235	1,234	1,234	
001-57-571-700-24000	Worker's Compensation Insurance	652	875	231	154	232	253	253	
001-57-571-700-25100	Unemployment Compensation	6,673	5,410			-			
	TOTAL PERSONNEL EXPENSES	204,950	182,898	183,849	119,340	183,850	221,586	176,009	
001-57-571-700-34000	Contractual Services	14,710	7,618	8,000	6,317	8,000	16,440	16,440	
001-57-571-700-34010	Other Contractual Services	1,259		3,000		-	-	-	
001-57-571-700-40000	Travel & Training			300	149	298	300	300	
001-57-571-700-41100	Telephone	1,335	1,362	500	782	892	1,300	1,300	
001-57-571-700-41200	Postage & Shipping	104	82	100	38	76	100	100	
001-57-571-700-45000	Insurance	25,023	33,000	26,738	17,826	26,739	31,102	31,102	
001-57-571-700-46000	Repair & Maintenance	338	350	3,000		-	2,000	2,000	

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

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
001-57-571-700-47000	Printing	131	53			-	510	510	
001-57-571-700-49310	Software	362		500		-	200	200	
001-57-571-700-51000	Office Supplies	890	938	600	418	600	600	600	
001-57-571-700-52000	Operating Supplies	3,726	630	1,500	900	1,500	1,500	1,500	
001-57-571-700-52200	Small Tools & Others	844		300		-	200	200	
001-57-571-700-54200	Memberships, Dues, & Subscriptions	1,568	1,205	1,700	928	1,700	1,600	1,600	
001-57-571-700-56000	Library Materials	28,319	13,196	15,000	9,421	13,154	24,000	15,000	
001-57-571-700-59700	Miscellaneous Supplies - Donations	3,238	656		3,122	342	-	-	
	TOTAL OPERATING EXPENSES	81,847	59,090	61,238	39,901	53,301	76,650	76,650	
001-57-571-700-62100	Improvements - Building	10,468							
001-57-571-700-64100	Machinery & Equipment	-							
	TOTAL CAPITAL OUTLAY	10,468							
	TOTAL DEPT EXPENDITURES	297,265	241,988	245,087	159,241	237,151	298,236	252,659	-

TOWN OF LAKE PARK - ANNUAL BUDGET

LIBRARY (GF 700)

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
Library Director	FT	27.8800	2,080	58,000	2,900	-	7,587	378	207	65	773	69,910
Librarian I	FT	16.6500	2,080	34,632	1,732	-	7,587	378	145	65	461	45,000
Library Assistant I	PT	10.9200	790	8,627	-	-	-	-	-	-	-	8,627
Library Accounting Clerk	PT	13.0100	1,560	20,296	-	-	-	-	-	-	-	20,296
Library Technical Assistant	PT	13.0100	1,560	20,296	-	-	-	-	-	-	-	20,296
Library Assistant I	PT	10.9200	-	-	-	-	-	-	-	-	-	-
Library Assistant I	PT	10.9200	-	-								-
Library Technical Assistant	PT	13.0100	-	-								-
Phone Allowance	720											720
FICA	10,907											10,907
Worker's Compensation Insurance	253											253
Total Wages & Benefits	11,880			141,851	4,632	-	15,174	756	352	130	1,234	176,009

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY (GF 700)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
700-34000	Contractual Services	OCLC	$ 200
		USSI Custodial	10,740
		Sirsi Dynix	4,000
		Overdrive E-books	1,500
		Total Contractual	**$ 16,440**
700-40000	Travel & Training	FLA Annual Conference; Annual Directors Mtg. Tallahassee, Staff Training	300
700-41100	Telephone	State of Florida contract	1,300
700-41200	Postage & Shipping	Anticipated increase in ILL delivery/send by USPS	100
700-45000	Insurance	Florida Municipal Insurance Trust	27,000
700-46000	Repair & Maintenance	Miscellaneous	1,000
		USSI additional carpet deep clean	1,000
		Total Repair & Maintenance	**$ 2,000**
700-47000	Printing	Business Cards; Librarians	110
		Signage/Special events	400
		Total Printing	**$ 510**
700-49310	Software	Miscellaneous - anticipated upgrades	200
700-51000	Office Supplies	Office Depot, Staples, Amazon, MJ Photocopy	600
700-52000	Operating Supplies	Labels, Tape, Covers, Cleaner Stamps, Ink, etc.	1,000
		Relabeling of books moved to new locations	500
		Total Operating Supplies	**$ 1,500**
700-52200	Small Tools	Miscellaneous	200
700-54200	Memberships, Dues & Subsc	Magazines, Newspapers, Periodicals, etc. anticipated increase in cost.	1,600
700-56000	Library Materials	Increase in costs; restore to previous FY2010-11	24,000
			$ 96,200

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
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **TOWN MANAGERS** PROPOSED BUDGET		$ -	$ -
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
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE **DEPARTMENTS** PROPOSED BUDGET		$ -	$ 35,020
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		$ -	$ 136,020

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TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY STATE AID (GF 710)
DEPARTMENTAL BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	7,501	6,674	6,674	4,946	5,369	5,369	-
Operating Expenses	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	7,501	6,674	6,674	4,946	5,369	5,369	-

Personnel Recap

	Present	Department	Proposed	Adopted
Children's Services Assistant	0.25	0.25	0.25	
	0.25	0.25	0.25	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
LIBRARY STATE AID (GF 710)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
001-57-571-710-13000	Other & Part Time Salaries	6,968	6,200	6,200	2,209	4,418	4,987	4,987	
001-57-571-710-21000	FICA	533	474	474	264	528	382	382	
	TOTAL PERSONNEL EXPENSES	7,501	6,674	6,674	2,473	4,946	5,369	5,369	-
	TOTAL DEPT EXPENDITURES	7,501	6,674	6,674	2,473	4,946	5,369	5,369	-

TOWN OF LAKE PARK - ANNUAL BUDGET

LIBRARY STATE AID (GF 710)

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
Children's Services Assistant	PT	9.5900	520	4,987	-	-	-	-	-	-	-	4,987
Total Wages & Benefits				4,987	-	-	-	-	-	-	-	4,987

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET

NON-DEPARTMENTAL (General Fund 900)

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2013-14 **Schedule 1**

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Personal Services	-	-	-	-	21,977	21,977	-
Operating Expenses	2,969	646	1,000	500	500	500	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	380,110	380,005	379,910	379,904	382,467	382,467	-
Non-Operating	466,256	374,782	469,235	301,227	476,221	545,009	-
Total Expenses	849,335	755,433	850,145	681,631	881,165	949,953	-

Recap

TOWN OF LAKE PARK - ANNUAL BUDGET
NON-DEPARTMENTAL (GF 900)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
	Deferred Contribution Matching						21,977	21,977	
							21,977	21,977	
001-51-589-900-48100	Promotional - Employee Picnic	2,094	-	-	-	-			
001-51-589-900-49050	Other Current Charges - Sales Tax	875	646	1,000	295	500	500	500	
	TOTAL OPERATING EXPENSES	2,969	646	1,000	295	500	500	500	-
001-51-589-900-71000	Principal - Series 2009	6,671	7,011	7,375	-	7,375	7,747	7,747	
001-51-589-900-71010	Principal - CRA Projects 2008 (a)	89,495	92,780	96,185	96,185	96,185	99,715	99,715	
001-51-589-900-71020	Principal - FF Pension Settlement (a)	66,996	69,455	72,005	72,004	72,004	74,646	74,646	
001-51-589-900-71030	Principal - CRA Projects 2009	45,452	47,775	50,215	-	50,215	52,781	52,781	
001-51-589-900-72000	Interest - Series 2009	6,732	6,391	6,035	3,017	6,034	5,657	5,657	
001-51-589-900-72010	Interest - CRA Projects 2008	80,083	76,738	73,275	37,518	73,272	69,667	69,667	
001-51-589-900-72020	Interest - FF Pension Settlement	38,813	36,309	33,715	17,517	33,714	33,714	33,714	
001-51-589-900-72030	Interest - CRA Projects 2009	45,868	43,546	41,105	20,552	41,105	38,540	38,540	
	TOTAL DEBT SERVICE	380,110	380,005	379,910	246,793	379,904	382,467	382,467	-
001-51-589-900-91110	Transfer to CRA - Current Year	318,362	264,049	245,950	245,018	245,018	293,213	293,213	
001-51-589-900-91190	Transfer to Streets & Roads	16,925	18,150	-	-	-			
001-51-589-900-91301	Transfer to Special Proj Fund	-	5,611	-	-	-			
001-51-589-900-91401	Transfer to Marina Fund	19,175	5,100	-		-		68,788	
001-51-589-900-91601	Contrib.-Retired Police Officers Pension	117,296	81,872	58,008	82,867	58,008	58,008	58,008	
001-51-589-900-92110	Transfer to CRA - Delinquent Payment	-		-	-	-			
001-51-589-900-95000	Settlements	-		-		-			
001-51-589-900-96200	Unrealized Gain/Loss on Investments	(5,502)		-	(1,799)	(1,799)	-	-	
001-51-589-900-99901	Contingency	-		29,235		-	25,000	25,000	

TOWN OF LAKE PARK - ANNUAL BUDGET

NON-DEPARTMENTAL (GF 900)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14

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
001-51-589-900-99907	Transfer to Fund Balance	-	-	136,042	-	-	100,000	100,000	
	TOTAL OTHER EXPENSES	466,256	374,782	469,235	326,086	301,227	476,221	545,009	-
	TOTAL DEPT EXPENDITURES	849,335	755,433	850,145	573,174	681,631	881,165	949,953	-

TOWN OF LAKE PARK

PROPOSED BUDGET

INSURANCE FUND 150

FISCAL YEAR
October 1, 2013 through September 30, 2014

TOWN OF LAKE PARK - ANNUAL BUDGET

Insurance Fund 150

DEPARTMENTAL BUDGET SUMMARY

FISCAL YEAR 2013-14 **Schedule 1**

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Revenue	228,577	297,930	277,950	402,602	270,400	270,400	-
Personal Services	61,227	78,809	79,000	84,171	87,000	87,000	-
Operating Expenses	156,181	163,694	173,950	164,301	182,400	182,400	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	25,000	-	1,000	1,000	-
Total Expenses	217,408	242,503	277,950	248,472	270,400	270,400	-

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 2013-14

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
150-341.001	Contributed Revenue - GF	93,493	123,840	102,235	68,534	137,068	98,792	98,792	
150-341.110	Contribution from CRA	635	875	-	-	-			
150-341.190	Contributed Revenue - Sts & Roads	5,689	7,600	7,634	5,090	10,180	7,915	7,915	
150-341.401	Contributed Revenue - Marina Func	58,171	76,850	81,985	54,657	109,314	76,763	76,763	
150-341.402	Contributed Revenue - Stormwater	7,944	10,625	12,255	8,171	16,342	12,698	12,698	
150-341.404	Contributed Revenue - Sanitation	56,103	74,700	73,841	49,226	98,452	74,232	74,232	
150-369.300	Refund Prior Year Expense	6,542	3,440	-	31,246	31,246			
	TOTAL REVENUE	228,577	297,930	277,950	216,924	402,602	270,400	270,400	-
	EXPENDITURES								
150-51-589-900-24000	Insurance Expense - Workers Comp	61,227	78,809	79,000	63,128	84,171	87,000	87,000	
	TOTAL PERSONNEL EXPENSES	61,227	78,809	79,000	63,128	84,171	87,000	87,000	-
150-51-589-900-45000	Insurance Expense - Prop & Liability	140,511	152,056	137,000	116,956	155,605	169,500	169,500	
150-51-589-900-45120	Insurance - Storage Tank Liability	1,210	1,186	1,225	1,195	1,196	1,225	1,225	
150-51-589-900-45200	Insurance Expense - Bonds	660	661	675	-	675	675	675	
150-51-589-900-45400	Insurance Expense - Excess Cov	10,339	9,791	10,050	5,825	5,825	10,000	10,000	
150-51-589-900-49500	Insurance Claim Deductibles	3,461	-	25,000	1,000	1,000	1,000	1,000	
	TOTAL OPERATING EXPENSES	156,181	163,694	173,950	124,976	164,301	182,400	182,400	-
150-51-589-900-99901	Contingency	-	-	25,000	-	-	1,000	1,000	
	TOTAL OTHER EXPENSES	-	-	25,000	-	-	1,000	1,000	-
	TOTAL DEPT EXPENDITURES	217,408	242,503	277,950	188,104	248,472	270,400	270,400	-

TOWN OF LAKE PARK

PROPOSED BUDGET

STREETS AND ROADS FUND 190

FISCAL YEAR
October 1, 2013 through September 30, 2014

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2013-14

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 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Revenue	371,839	339,408	332,000	333,400	333,685	333,685	-
Personal Services	121,913	113,626	70,574	66,377	90,582	90,582	-
Operating Expenses	88,117	91,858	90,296	89,439	94,678	94,753	-
Capital Outlay	35,751	19,063	39,125	39,125	30,000	30,000	-
Debt Service	2,460	-	16,715	16,852	16,842	16,842	-
Non-Operating	100,000	100,000	115,290	100,000	100,000	101,508	-
Total Expenses	348,241	324,547	332,000	311,793	332,102	333,685	-
Surplus (Deficit)	23,598	14,861	-	21,607	1,583	-	-

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 2013-14

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
	REVENUES								
190-312.410	Local Option Gas Tax	156,766	156,224	155,000	91,206	155,000	158,000	158,000	
190-312.420	New Local Option Gas Tax	73,294	73,556	70,000	42,419	71,400	72,500	72,500	
190-335.122	State Revenue Sharing (Fuel Tax)	91,264	88,459	90,000	55,805	90,000	84,500	84,500	
190-336.100	DOT Lighting Maint. 405121-1-72-16	16,665	17,910	17,000	18,685	17,000	18,685	18,685	
190-369.300	Refund Prior Year Expense	-		-		-	-		
190-337.415	Grant - FMIT Safety Grant R2012 795	-	3,259	-	-	-	-		
190-381.001	Transfer from General Fund	16,925		-		-	-		
190-381.402	Transfer from Stormwater Fund	16,925	-	-		-	-		
	TOTAL REVENUE	371,839	339,408	332,000	208,115	333,400	333,685	333,685	-
	EXPENDITURES								
190-54-541-190-12000	Regular Salaries	80,829	79,332	82,098	60,889	82,098	94,682	94,682	
190-54-541-190-14000	Overtime Salaries	345	242	300	167	214	300	300	
190-54-541-190-15000	Special Pay	500	500	500	1,000	-			
190-54-541-190-19900	Wages Reclassified	-	(75)	(50,651)	(33,767)	(50,650)	(43,074)	(43,074)	
190-54-541-190-21000	FICA Taxes	5,528	5,924	6,341	4,662	6,976	7,266	7,266	
190-54-541-190-22000	Retirement	6,139	4,058	4,105	3,109	4,105	4,734	4,734	
	Deferred Contribution Matching						3,353	3,353	
190-54-541-190-23100	Medical Insurance	22,485	16,200	20,468	10,115	15,734	15,174	15,174	
190-54-541-190-23200	Insurance - Dental	861	930	736	480	720	757	757	

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
190-54-541-190-23300	Insurance - Life	312	312	312	252	440	381	381	
190-54-541-190-23400	Insurance - Vision	108	109	132	86	130	130	130	
190-54-541-190-23500	Disability	1,094	1,094	1,095	841	1,472	1,262	1,262	
190-54-541-190-24000	Worker's Compensation Insurance	3,712	5,000	5,138	3,426	5,138	5,618	5,618	
	TOTAL PERSONNEL EXPENSES	121,913	113,626	70,574	51,260	66,377	90,582	90,582	-
190-54-541-190-31000	Professional Services	-	-	-	-	-	-	-	
190-54-541-190-34000	Contractual Services	-	-	-	-	-	-	-	
190-54-541-190-40000	Travel & Training	11	-	-	-	-	-	75	
190-54-541-190-41100	Telephone	679	676	700	442	675	675	675	
190-54-541-190-43000	Utilities - Electric	68,899	65,876	63,000	40,765	59,494	63,000	63,000	
190-54-541-190-44100	Rentals	3,777	2,944	2,250	2,889	4,674	4,000	4,000	
190-54-541-190-45000	Insurance - Liability & Property	1,977	2,600	2,496	1,664	2,496	2,903	2,903	
190-54-541-190-46000	Repairs & Maintenance	2,714	11,435	10,000	1,826	8,500	6,500	6,500	
190-54-541-190-46300	Vehicle Parts & Supplies	1,565	-	2,000	2,000	4,000	4,000	4,000	
190-54-541-190-46600	Traffic Signs & Signals	1,325	1,634	1,750	576	1,750	4,000	4,000	
190-54-541-190-47000	Printing	8	22	-		-	-		
190-54-541-190-49400	Uniforms & Clothing	306	564	600	326	600	600	600	
190-54-541-190-52000	Operating Supplies	3,961	3,406	4,500	3,567	4,500	6,000	6,000	
190-54-541-190-52100	Gasoline & Diesel Fuel	2,895	2,701	3,000	1,384	2,750	3,000	3,000	
	TOTAL OPERATING EXPENSES	88,117	91,858	90,296	55,439	89,439	94,678	94,753	-

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STREETS & ROADS (Fund 190)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
190-54-541-190-63000	Improvements other than Building	17,849	3,964	-		-			
190-54-541-190-63050	Improvements - Sidewalks	17,902	12,202	30,000	12,253	30,000	30,000	30,000	
190-54-541-190-63055	Improvements - Street Lights	-	-	-		-			
190-54-541-190-64100	Machinery & Equipment	-	2,897	9,125	8,795	9,125	-	-	
	TOTAL CAPITAL OUTLAY	35,751	19,063	39,125	21,048	39,125	30,000	30,000	-
190-54-541-190-71000	Principal	2,409		13,420	13,532	13,532	14,074	14,074	
190-54-541-190-72000	Interest	51		3,295	1,795	3,320	2,768	2,768	
	TOTAL DEBT SERVICE	2,460	-	16,715	15,327	16,852	16,842	16,842	-
190-54-541-190-99001	Transfer to General Fund	100,000	100,000	100,000	66,668	100,000	100,000	100,000	
190-54-541-190-99900	Emergency Reserve	-	-	15,290	-	-	-	1,508	
	TOTAL OTHER EXPENSES	100,000	100,000	115,290	66,668	100,000	100,000	101,508	-
	TOTAL DEPT EXPENDITURES	348,241	324,547	332,000	209,742	311,793	332,102	333,685	-
	BUDGET SURPLUS/(DEFICIT)	23,598	14,861	-	(1,627)	21,607	1,583	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STREETS & ROADS (Fund 190)

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 General Infrastructure	FT	25.39	2,080	52,811	2,641		7,587	378	207	65	704	64,393
Maintenance Worker III	FT	20.13	2,080	41,870	2,094		7,587	378	174	65	558	52,726
												-
												-
												-
Overtime Salaries	300											300
Wages Reclassified	(43,074)											(43,074)
FICA Taxes	7,266											7,266
Worker's Compensation Insurance	5,618											5,618
Deferred Contribution Matching	3,353											3,353
Total Wages & Benefits	(26,537)			94,682	4,734	-	15,174	757	381	130	1,262	90,582

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	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	$75
190-43000	Utilities - Electric	Pays for FPL street light leases and Town-owned fixture electric usage.	63,000
190-44100	Rentals	Rental fees for bucket truck & boom lift to maintain street lights and holiday decorations. Rentals of compactors, vibrators, mixers, etc. for sidewalk and roadway repairs.	4,000
190-46000	Repairs & Maintenance	Streets' vehicles; vendor repair services:licensed electrician for st. lights	6,500
190-46300	Vehicle Parts & Supplies	Truck tires, oil changes, filters, skid steer loader tires & hoses. Small engine repairs	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
190-52000	Operating Supplies	Type II barricades, cones, asphalt patch, tack, safety supplies & PPE, e.g., gloves, vests, & eye protection; Rakes, shovels, etc.	6,000
190-52100	Gasoline & Diesel Fuel	Fuel to run service trucks and skid steer loader	3,000
190-63050	Improvements - Sidewalks	Continue replacement of sidewalks damaged by vehicles & tree roots	30,000

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STREETS & ROADS (Fund 190)

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			
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			

F:\Budget\Budget 2013-14\Budget Document\[190 FUND RECAP 2013-14.xlsx]Expense Detail - Sch 4

TOWN OF LAKE PARK

PROPOSED BUDGET

DEBT SERVICE FUND 201

FISCAL YEAR
October 1, 2013 through September 30, 2014

TOWN OF LAKE PARK - ANNUAL BUDGET
DEBT SERVICE FUND (Fund 201)
FUND BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Revenue	787,958	784,739	772,700	780,643	775,600	775,600	-
Personal Services	-	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	768,107	768,107	772,700	767,815	775,600	775,600	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	768,107	768,107	772,700	767,815	775,600	775,600	-
Surplus (Deficit)	19,851	16,632	-	12,828	-	-	-

	2012-13	2013-14
Current year gross taxable value	$ 431,154,692	$ 445,754,418
Debt millage rate	1.7921	1.7400
Ad Valorem Taxes	$ 772,700	$ 775,600

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 2013-14

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	CURRENT YEAR BUDGET 2012-13	ACTUAL AS OF 03/31/13	ESTIMATE FOR THE YEAR 2012-13	THE DEPT. PROPOSED BUDGET BY 2013-14	TOWN MGT. PROPOSED BUDGET 2013-14	ADOPTED BUDGET 2013-14
	REVENUES								
201-311.100	Ad Valorem Taxes (a)	769,857	775,181	772,700	626,099	772,700	775,600	775,600	
201-311.120	Delinquent Taxes (b)	14,738	5,945	-	6,613	6,613		-	
201-361.100	Interest Earnings	3,363	3,613	-	665	1,330		-	
	TOTAL REVENUE	787,958	784,739	772,700	633,377	780,643	775,600	775,600	-
	EXPENDITURES								
201-51-517-201-31000	Professional Services	-	-	4,885	-	-	7,485	7,485	
201-51-517-201-71100	Principal - 1997 Series	273,200	286,857	300,690	148,741	300,690	315,790	315,790	
201-51-517-201-71105	Principal - 1998 Series	276,533	288,945	301,610	149,281	301,610	315,210	315,210	
201-51-517-201-72100	Interest - 1997 Series	106,249	92,593	78,465	40,984	78,465	63,665	63,665	
201-51-517-201-72105	Interest - 1998 Series	112,125	99,712	87,050	45,047	87,050	73,450	73,450	
	TOTAL DEBT SERVICE	768,107	768,107	772,700	384,053	767,815	775,600	775,600	-
	TOTAL DEPT EXPENDITURES	768,107	768,107	772,700	384,053	767,815	775,600	775,600	-
	BUDGET SURPLUS/(DEFICIT)	19,851	16,632	-	249,324	12,828	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

DEBT SERVICE FUND (Fund 201)

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			
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			

F:\Budget\Budget 2013-14\Budget Document\[201 FUND RECAP 2013-14.xlsx]Summary - Sch 1

TOWN OF LAKE PARK

PROPOSED BUDGET

MARINA FUND 401

FISCAL YEAR
October 1, 2013 through September 30, 2014

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES

FISCAL YEAR 2013-14

There has been a steady rise in Marina occupancy levels since October 2012 with current levels peaking in May 2013 at 44.5% accordi the graph below. This is bolstered by the number of annual and monthly contracts which are starting to show an increase from the beginning of the fiscal year 2012/13. Annual contracts have increased from 29.6 per month in October 2012 to 37.8 per month in May 2013 and monthly contracts have increased to a high of 8.5 per month in May 2013. The number of transient contracts also peaked in May 2013 to a high of 3.5 per day according to a recent study over the last 25 months. Therefore, we have established the following performance measures for Fiscal Year 2013/14 from data compiled during the current fiscal year as follows:

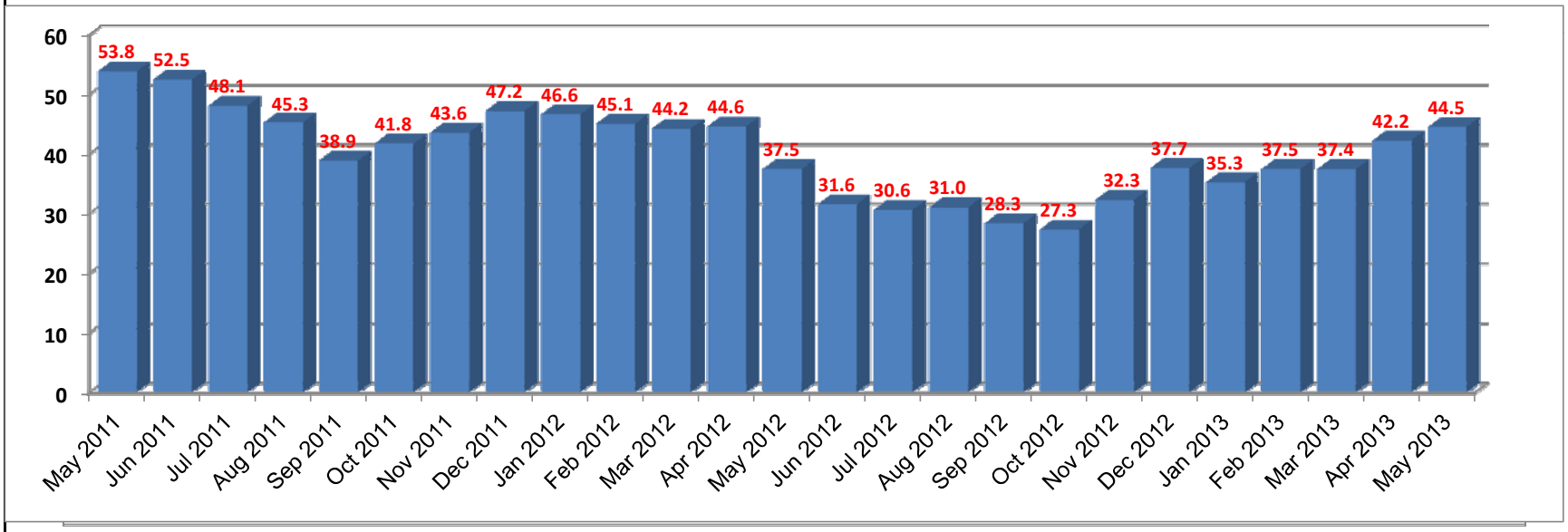
Increase the number of annual dockage contracts from an average of approximately 33 to 45 per month. Est. Revenue $110,160

Increase the number of transient vessels from an average of approximately 1.5 to 3.0 per day. Est. Revenue $41,610

Increase the number of monthly contracts from an average of approximately 5.6 to 7.5 per month. Est. Revenue $18,696

TOTAL ESTIMATED REVENUE $170,466

Increase occupancy on an average annual basis from approximately 36% to 43%.



TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
FUND BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Revenue	3,568,627	895,405	1,633,853	1,702,053	1,085,109	1,085,109	-
Personal Services	181,373	134,793	161,921	157,629	171,798	171,798	-
Operating Expenses	950,654	788,822	699,966	681,250	585,309	585,309	-
Capital Outlay	-	-	3,000	3,000	-	-	-
Debt Service	388,470	382,094	380,090	380,090	380,090	380,090	-
Non-Operating	10,000	10,000	388,876	10,000	(52,088)	(52,088)	-
Total Expenses	1,530,497	1,315,709	1,633,853	1,231,969	1,085,109	1,085,109	-
Surplus (Deficit)	2,038,130	(420,304)	-	470,084	-	-	-

Personnel Recap

	Present	Department	Proposed	Adopted
Harbor Marina Director	1.00	1.00	1.00	
Dock Attendant(s)	1.00	2.00	2.00	
Dock Attendants (Part Time)	2.32	1.25	1.25	
	4.32	4.25	4.25	0.00

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
	REVENUES								
401-337.715	Grant-PBC/Waterfront Acc/115 Fed	2,400,000	-	-	-	-		-	
401-337.746	Grant-F.I.N.D. PB-LP-08-130	-	-	-	-	-		-	
401-344.500	Parking Fees - Meters Off-road	38,770	23,647	20,000	12,383	20,000	20,000	20,000	
401-347.450	Sunset Celebration Proceeds	404	460	500	1,388	2,000	6,500	6,500	
401-347.500	Facilities Rental	300	789	600	1,155	1,500	2,000	2,000	
401-347.512	Wet Slips	593,873	478,392	371,000	261,749	451,000	607,500	607,500	
401-347.610	Ramp Fees	35,347	27,156	30,000	15,115	30,000	-	-	
401-347.612	Parking Fees - Overnight	15,250	17,057	15,000	6,180	15,000	60,000	60,000	
401-347.614	Electrical	16,682	11,852	17,000	7,506	10,000	12,000	12,000	
401-347.616	Utility Charges	18,773	13,770	18,000	9,256	14,000	16,000	16,000	
401-347.618	Pump Out	335	225	300	190	250	250	250	
401-347.619	Water Tank Fill	10	30	50	10	20	20	20	
401-347.900	Facility Rental Security	-	-	-	245	500	500	500	
401-349.900	Collection Fees	5,000	-	-	455	-		-	
401-359.100	Interest/Finance Charges	3,486	1,411	-	893	1,000	500	500	
401-359.300	Late Charges	31	6,132	-	1,191	1,500	1,000	1,000	
401-361.100	Interest Earnings	-	-	-		-		-	
401-361.120	Sales Tax Commissions	305	294	250	177	250	250	250	
401-364.100	Sale of Surplus Property	-	-	-	-	-		-	
401-369.106	Laundry Vending	670	292	650	650	500	500	500	
401-369.150	Merchandise	6,916	5,449	5,500	3,374	5,000	10,000	10,000	
401-369.200	Gasoline Sales	232,135	173,130	155,003	102,659	166,000	206,550	206,550	

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
401-369.201	Diesel	181,109	114,935	120,000	75,107	103,000	140,976	140,976	
401-369.250	Brick Sponsor Contributions	55	75	-	225	450	450	450	
401-369.300	Refund Prior Year Expense	-		-	880	13	13	13	
401-369.325	Settlements-Construction	-	15,000	880,000	880,000	880,000	-	-	
401-381.001	Transfer from General Fund	19,175	5,100	-		-	-	-	
401-389.190	Miscellaneous Revenue	1	209	-	125	70	100	100	
401-389.200	Cash Over/Short	-	-	-	-	-	-	-	
401-399.999	Balance Brought Forward	-	-	-		-	-	-	
	TOTAL REVENUE	3,568,627	895,405	1,633,853	1,380,913	1,702,053	1,085,109	1,085,109	-
	EXPENDITURES								
401-57-579-800-11000	Executive Salaries	70,711	49,578	65,000	41,250	65,000	65,000	65,000	
401-57-579-800-12000	Regular Salaries	36,761	22,867	21,861	13,915	21,104	42,827	42,827	
401-57-579-800-13000	Other/Part Time Salaries	20,520	37,513	49,729	28,800	48,216	26,208	26,208	
401-57-579-800-14000	Overtime Salaries	2,360	2,300	2,000	1,572	2,550	2,000	2,000	
401-57-579-800-15000	Special Pay	726	480	720	450	660	720	720	
401-57-579-800-15001	Compensated Vacation Leave	-	(2,060)	-	-	-	-	-	
401-57-579-800-15002	Compensated Sick Leave	-	(2,060)	-	-	-	-	-	
401-57-579-800-21000	FICA	9,404	8,336	10,602	6,544	9,764	10,407	10,407	
401-57-579-800-22000	Retirement	6,494	2,797	2,178	750	1,150	5,391	5,391	
401-57-579-800-23100	Medical Insurance	19,878	6,081	-		-	7,587	7,587	
401-57-579-800-23200	Insurance - Dental	682	271	736	(78)	(77)	1,134	1,134	

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14

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
401-57-579-800-23300	Insurance - Life	344	199	281	197	344	389	389	
401-57-579-800-23400	Insurance - Vision	145	86	132	43	64	195	195	
401-57-579-800-23500	Disability	1,378	805	1,180	772	1,350	1,736	1,736	
401-57-579-800-24000	Worker's Compensation Insurance	5,645	7,600	7,502	5,002	7,504	8,204	8,204	
401-57-579-800-25100	Unemployment Compensation	6,325	-	-		-	-	-	
	TOTAL PERSONNEL EXPENSES	181,373	134,793	161,921	99,217	157,629	171,798	171,798	-
401-57-579-800-31000	Professional Services	5,390	247	-	513	500	1,000	1,000	
401-57-579-800-31100	Professional Svc. - Town Attorney	-	2,857	-	16,093	-	-	-	
401-57-579-800-34000	Contractual Services	93,450	82,425	90,200	48,890	73,000	76,000	76,000	
401-57-579-800-34901	Administrative Fee	75,000	75,000	100,000	66,668	100,000	-	-	
401-57-579-800-34911	Merchandise	4,329	4,560	3,000	2,259	3,000	3,000	3,000	
401-57-579-800-40000	Travel & Training	48	250	-	772	772	1,000	1,000	
401-57-579-800-41100	Telephone	1,988	1,986	2,000	1,209	1,600	1,600	1,600	
401-57-579-800-41200	Postage & Shipping	438	285	500	360	600	600	600	
401-57-579-800-43000	Utilities	79,481	70,399	80,000	43,032	72,000	60,000	60,000	
401-57-579-800-43250	Garbage & Trash	15,147	16,932	16,950	13,537	24,500	17,000	17,000	
401-57-579-800-44100	Rentals	-	182	-	432	600	-	-	
401-57-579-800-44200	Equipment Leases	-		-		-	-	-	
401-57-579-800-45000	Insurance	52,526	69,250	74,483	49,655	74,482	68,559	68,559	
401-57-579-800-46000	Repair & Maintenance	12,320	22,543	12,500	13,416	12,500	12,500	12,500	
401-57-579-800-46050	Repair - Construct. Deficiency	247,892	170,509	35,000	31,055	38,000	-	-	

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14

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
401-57-579-800-46100	Equipment Maintenance Contract	2,048	2,138	2,000	1,455	2,000	2,000	2,000	
401-57-579-800-46300	Vehicle Parts/Supplies	111		-		-		-	
401-57-579-800-47000	Printing	519	324	500	872	1,500	1,500	1,500	
401-57-579-800-48000	Promotional Activity	-	1,227	7,500	6,191	7,500	12,000	12,000	
401-57-579-800-48045	Promotional - Sunset Celebration	23	456	2,500	2,627	3,500	6,500	6,500	
401-57-579-800-48050	Promotional - Arts Festival	-	-	-	67	134	-	-	
401-57-579-800-48100	Advertising	922	2,150	12,000	11,273	12,000	12,000	12,000	
401-57-579-800-49050	Other Current Charges - Sales Tax	1,180	709	700	293	472	500	500	
401-57-579-800-49101	Bad Debts	(1,018)		-	-	-		-	
401-57-579-800-49300	Computer Software	3,413	3,535	3,300	3,660	4,500	3,300	3,300	
401-57-579-800-49400	Uniforms & Clothing	648	616	500	540	540	500	500	
401-57-579-800-49600	Bank Charges / Admin Fees	35,640	29,021	29,000	15,684	23,000	23,000	23,000	
401-57-579-800-49610	Bank Charges/Parking Meters	(3)	-	-		-		-	
401-57-579-800-51000	Office Supplies	1,547	759	525	1,033	1,200	1,000	1,000	
401-57-579-800-52000	Operating Supplies	10,383	11,972	10,000	12,465	15,200	14,000	14,000	
401-57-579-800-52110	Gasoline	170,686	130,655	124,000	83,706	130,000	162,000	162,000	
401-57-579-800-52120	Diesel Fuel	136,396	87,558	92,308	56,545	78,000	105,600	105,600	
401-57-579-800-52200	Small Tools & Others	-	127	-		-		-	
401-57-579-800-54200	Memberships, Dues, & Subscriptior	150	150	500	150	150	150	150	
401-57-579-800-59000	Depreciation Expense	-	-	-		-		-	
	TOTAL OPERATING EXPENSES	950,654	788,822	699,966	484,452	681,250	585,309	585,309	-

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14

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
401-57-579-800-63040	Improvements/Bt Trailer Parking	-		-		-		-	
401-57-579-800-63041	Machinery & Equipment	-		3,000		3,000	-	-	
	TOTAL CAPITAL OUTLAY	-	-	3,000	-	3,000	-	-	-
401-57-579-800-71000	Principal	145,265	145,265	145,265	145,265	145,265	145,265	145,265	
401-57-579-800-72000	Interest	245,589	239,213	234,825	134,670	234,825	234,825	234,825	
401-57-579-800-73000	Amortization Expense	(2,384)	(2,384)	-		-		-	
	TOTAL DEBT SERVICE	388,470	382,094	380,090	279,935	380,090	380,090	380,090	-
401-57-579-800-99110	Transfer to General Fund	10,000	10,000	10,000	6,668	10,000	(52,088)	(52,088)	
401-57-579-800-99900	Contingency	-		100,000	-	-	-	-	
	Transfer to Fund Balance	-		278,876		-		-	
	TOTAL OTHER EXPENSES	10,000	10,000	388,876	6,668	10,000	(52,088)	(52,088)	-
	TOTAL DEPT EXPENDITURES	1,530,497	1,315,709	1,633,853	870,272	1,231,969	1,085,109	1,085,109	-
	BUDGET SURPLUS/(DEFICIT)	2,038,130	(420,304)	-	510,641	470,084	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

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
Harbor Marina Director	FT	31.25	2,080	65,000	3,250	-	Declined	378	207	65	291	69,191
Dock Attendant	FT	10.51	2,080	21,861	1,093	-	Declined	378	91	65	866	24,354
Dock Attendant (Part Time)	PT	10.08	1,300	13,104								13,104
Dock Attendant	FT	10.08	2,080	20,966	1,048		7,587	378	91	65	579	30,714
Dock Attendant (Part Time)	PT	10.08	1,300	13,104								13,104
												-
Overtime Salaries	2,000											2,000
Phone Allowance	720											720
FICA	10,407											10,407
Worker's Compensation Insurance	8,204											8,204
					1.00							
					2.00							
					1.25							
Total Wages & Benefits	21,331			134,035	5,395	-	7,587	1,134	389	195	1,736	171,798

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
800-31000	Professional Services	Fees for collection services for delinquent dockage fees	1,000
800-31100	Professional Svc. - Town Attorney	Cost for Town Attorney to assist with agenda items and other legal matters	-
800-34000	Contractual Services	Custodial contract - $3,264; Security contract-$37,860; Landscaping contract -$34,889	76,000
800-34901	Administrative Fee	Administrative cost for Town Hall services	
800-34911	Merchandise	Ship Store Merchandise (beer, soda, bait, tackle, marine products, etc.)	3,000
800-40000	Travel & Training	Marina Manager - CMM Reaccreditation - IMI Conference, Fort Lauderdale, FL	1,000
800-41100	Telephone	Cost of Telephone and DSL charges ($150 per mo.)	1,600
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) $5,000 per mo.	60,000
800-43250	Garbage & Trash	SWA assessment fee- $8,862; PW sanitation service - $668/mo.	17,000
800-44100	Rentals		-
800-44200	Equipment Leases		-
800-45000	Insurance	Cost of premiums for liability insurance	68,559
800-46000	Repair & Maintenance	Maintenance required to sufficiently repair buildings and dock facilities (electrical/$5,000	12,500
		plumbing $1,000, dock repair $3,000, painting $500, building repair/lighting $1,000,	
800-46050	Repair - Construct. Deficiency		-
800-46100	Equipment Maintenance Contract	Costs for maintenance of the elevator and the lift stations	2,000
800-46300	Vehicle Parts/Supplies		-
800-47000	Printing	Expenses associated with brochures and print material for marketing purposes	1,500
800-48000	Promotional Activity	Costs associated with participation at various boat shows (Palm Beach, Fort Laud.)	12,000
		Palm Beach (Booth fee- $3,000, set-up $1,000, promotional/print/advertising $1,500)	
		Fort Lauderdale (Booth fee - $4,000, set-up 1,000, promotional/print/advertising $1,500)	
800-48045	Promotional - Sunset Celebration	Expenses for the Sunset Celebration (advertising, $800, musician $350/mo.,staff $1,000	6,500
		misc. $500)	
800-48050	Promotional - Arts Festival		-
800-48100	Advertising	Advertising in various publications for the Marina (Waterway Guide $4,000, Embassy	12,000
		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	500

TOWN OF LAKE PARK - ANNUAL BUDGET
MARINA FUND (Fund 401)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
800-49101	Bad Debts		-
800-49300	Computer Software	The cost of computer support for the Dockmaster software system	3,300
800-49400	Uniforms & Clothing	Cost of shirts and hats for staff	500
800-49600	Bank Charges / Admin Fees	Credit card fees for processing payments in Dockmaster and parking meters	28,000
800-49610	Bank Charges/Parking Meters		-
800-51000	Office Supplies	Cost of office supplies	1,200
800-52000	Operating Supplies	Expenses for operating supplies (janitorial supplies $4,000, electrical supplies/outlets	14,000
		$3,000, plumbing supplies/hose bibs $1,000, safety ladders $3,000, paint/sealer $2,000.	
		misc. $1,000	
800-52110	Gasoline	Purchase of fuel for resale to boaters.	162,000
800-52120	Diesel Fuel	Purchase of fuel for resale to boaters.	105,600
800-52200	Small Tools & Others		-
800-54200	Memberships, Dues, & Subscriptions	The cost of Marine Industries Association ,e,bership.	150

TOWN OF LAKE PARK - ANNUAL BUDGET

MARINA FUND (Fund 401)

PROPOSED INITIATIVES with DETAIL

FISCAL YEAR 2013-14 **Schedule 5**

Project Title	Description and Justification	Revenue	Cost
Reclassify P/T Dock	Reclassify P/T Dock Attendant Kenneth Brown to F/T status from 32 hours per	$ 50,000	$ 5,032
Attendant to full time	week to 40 hours per week -- this position is needed to oversee the boat ramp ,		
	operation, coordinate maintenance projects, and perform safety inspections and		
	occupancy checks on a daily basis. The boat ramp operation		
	generates approximately $50,000 per year with the potential to generate more		
	revenue with proper coordination which is the basis for this request. The benefits o		
	this request outweigh the estimated cost of $5,032 towards health insurance for		
	employee.		
2014 Trawler Fest	The Lake Park Harbor Marina will be host to the 2014 Trawler Fest in January 201	37,000	1,000
Boat Show	The event consists of a small boat show with display and sale of approximately		
	50-60 boats and a large number of marine manufacturing products (i.e. engines,		
	(electronics, water makers, generators, etc.) -- Trawler Fest is sponsored by		
	Passage maker Magazine -- current venues include Antacares, Wash., Baltimore,		
	MD., and Fort Lauderdale, FL.		
	Sources of revenue include the following: Dockage Rentals -- $25,000		
	Fuel Sales - $10,000		
	Ship's Store - $2,000		
	Estimated costs for the event are likely to come from additional hours of coverage		
	by staff to service early or late vessel arrivals, fueling and other activities that may		
	require servicing of the marina facility before or after normal operating hours.		
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET		$ 87,000	$ 1,000

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TOWN OF LAKE PARK

PROPOSED BUDGET

STORMWATER UTILITY FUND 402

FISCAL YEAR
October 1, 2013 through September 30, 2014

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2013-14

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 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Revenue	518,992	505,798	505,000	506,296	503,440	503,440	-
Personal Services	103,000	113,347	194,914	160,597	163,719	163,719	-
Operating Expenses	178,334	176,741	153,253	140,559	178,802	178,802	-
Capital Outlay	-	-	-	59,972	-	-	-
Debt Service	61,970	144,279	104,111	101,293	101,267	101,267	-
Non-Operating	67,725	69,450	52,723	50,000	59,652	59,652	-
Total Expenses	411,029	503,817	505,001	512,421	503,440	503,440	-
Surplus (Deficit)	107,963	1,981	(1)	(6,125)	-	-	-

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

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TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
	REVENUES								
402-311.120	Delinquent Stormwater Assessments	11,690	4,132	2,500	2,915	2,915	3,000	3,000	
402-361.100	Interest Income	2,866	2,966	2,500	220	440	440	440	
402-363.120	Stormwater Assessments	504,436	496,153	500,000	457,088	500,000	500,000	500,000	
402-369.300	Refund Prior Year Expense	-	-	-	2,941	2,941	-	-	
402-334.460	State Grant - DEP	-	2,547	-	-	-		-	
	TOTAL REVENUE	518,992	505,798	505,000	463,164	506,296	503,440	503,440	-
	EXPENDITURES								
402-53-538-402-12000	Regular Salaries	62,802	66,731	88,400	41,213	61,820	63,419	63,419	
402-53-538-402-14000	Overtime Salaries	176	247	500	91	137	-	-	
402-53-538-402-15000	Special Pay	-	-	-	-	-	1,000	1,000	
402-53-538-402-16000	Compensated Vacation Leave	538	572	-	-	-	-	-	
402-53-538-402-17000	Compensated Sick Leave	195	181	-	-	-	-	-	
402-53-538-402-19900	Wages Reclassified	(150)	(89)	65,462	43,642	65,463	50,455	50,455	
402-53-538-402-21000	FICA Taxes	4,138	4,420	6,801	3,056	4,584	8,711	8,711	
402-53-538-402-22000	Retirement	3,870	3,362	3,142	2,069	3,104	3,171	3,171	
	Deferred Contribution Matching						3,000	3,000	
402-53-538-402-23100	Medical Insurance	23,150	27,188	20,468	10,115	15,173	23,026	23,026	
402-53-538-402-23200	Insurance - Dental	861	1,046	736	480	720	756	756	
402-53-538-402-23300	Insurance - Life	254	278	250	175	306	265	265	
402-53-538-402-23400	Insurance - Vision	108	127	132	86	130	130	130	
402-53-538-402-23500	Disability	848	934	839	558	976	837	837	

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STORMWATER UTILITY (Fund 402)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14 **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
402-53-538-402-24000	Worker's Compensation Insurance	6,210	8,350	8,184	5,456	8,184	8,949	8,949	
	TOTAL PERSONNEL EXPENSES	103,000	113,347	194,914	106,941	160,597	163,719	163,719	-
402-53-538-402-31000	Professional Services	6,525	3,780	6,800	2,500	2,500	4,500	4,500	
402-53-538-402-34000	Contractual Services	470	281	120	211	120	210	210	
402-53-538-402-34010	Permit Fees - NPDES	3,258	3,403	4,300	4,297	4,297	6,200	6,200	
402-53-538-402-34200	Contractual Services-Maint General	78,000	78,000	39,550	26,366	39,548	39,950	39,950	
402-53-538-402-34310	Disposal Fees - SWA	5,248	4,290	3,500	1,069	3,500	3,500	3,500	
402-53-538-402-34500	Commissions - PBC Tax Collector	4,783	4,657	4,380	4,570	4,166	4,380	4,380	
402-53-538-402-34901	Administrative Fees	45,500	50,000	50,000	33,332	49,996	71,074	71,074	
402-53-538-402-40000	Travel & Training	914	148	1,700	1,400	1,700	1,900	1,900	
402-53-538-402-41100	Telephone	438	336	250	221	222	250	250	
402-53-538-402-41200	Postage & Shipping	37	38	250	41	-		-	
402-53-538-402-43000	Utilities	657	301	700	186	500	500	500	
402-53-538-402-44100	Rentals	-	-	-	-	-	500	500	
402-53-538-402-45000	Insurance-Liability, Property,	1,734	2,275	4,073	2,715	4,072	4,738	4,738	
402-53-538-402-46000	Repairs & Maintenance	1,341	6,921	12,000	9,416	14,500	15,000	15,000	
402-53-538-402-46080	Repairs & Maintenance - Lines	-	2,752	-	-	-		-	
402-53-538-402-46300	Vehicle Parts & Supplies	10,490	1,520	10,000	374	5,500	6,000	6,000	
402-53-538-402-47000	Printing	257	-	-		-		-	
402-53-538-402-49400	Uniforms	301	651	750	588	1,176	750	750	
402-53-538-402-51000	Office Supplies	-	157	190	89	102	150	150	
402-53-538-402-52000	Operating Supplies	5,519	6,164	2,000	547	978	8,000	8,000	

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STORMWATER UTILITY (Fund 402)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14

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
402-53-538-402-52100	Gasoline & Diesel Fuel	12,062	10,347	12,000	3,538	7,000	10,500	10,500	
402-53-538-402-52200	Small Tools & Others	360	288	250	-	250	250	250	
402-53-538-402-54200	Memberships, Dues, & Subscriptions	440	432	440	432	432	450	450	
402-53-538-402-59000	Depreciation Expense			-	-	-		-	
	TOTAL OPERATING EXPENSES	178,334	176,741	153,253	91,892	140,559	178,802	178,802	-
402-53-538-402-63100	Improvements - Alleyway Drainage	-		-	29,986	59,972		-	
402-53-538-402-63010	Improvements - Drainage	-		-		-		-	
402-53-538-402-64100	Machinery & Equipment	-		-		-		-	
	TOTAL CAPITAL OUTLAY	-	-	-	29,986	59,972	-	-	-
402-53-538-402-71000	Principal	50,770	53,365	56,095	-	56,092	58,958	58,958	
402-53-538-402-71010	Principal-Alley & Equipment	-	50,813	33,833	31,574	31,574	32,838	32,838	
402-53-538-402-72000	Interest	11,200	8,606	5,880	2,940	5,880	3,013	3,013	
402-53-538-402-72009	Interest-Alley & Equipment		12,245	8,303	5,984	7,747	6,458	6,458	
402-53-538-402-73100	Bond Issuance Costs	-	19,250	-		-		-	
	TOTAL DEBT SERVICE	61,970	144,279	104,111	40,498	101,293	101,267	101,267	-
402-53-538-402-82101	Improvements-Drainage (DEP match)	(500)		-	(650)	(1,300)	-	-	
402-53-538-402-99001	Transfer to General Fund	51,300	51,300	51,300	34,200	51,300	51,300	51,300	
402-53-538-402-99002	Transfer to Capital Reserve	-	-	1,423	-	-	8,352	8,352	
402-53-538-402-99190	Transfer to Streets & Roads	16,925	18,150	-		-		-	

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STORMWATER UTILITY (Fund 402)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14

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
	TOTAL OTHER EXPENSES	67,725	69,450	52,723	33,550	50,000	59,652	59,652	-
	TOTAL DEPT EXPENDITURES	411,029	503,817	505,001	302,867	512,421	503,440	503,440	-
	BUDGET SURPLUS/(DEFICIT)	107,963	1,981	(1)	160,297	(6,125)	-	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STORMWATER UTILITY (Fund 402)

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
Stormwater Tech I	FT	14.36	2,080	29,869	1,493	500	7,587	378	124	65	390	40,406
Stormwater Tech II	FT	16.13	2,080	33,550	1,678	500	15,439	378	141	65	447	52,198
												-
												-
Wages Reclassified	50,455											50,455
FICA Taxes	8,711											8,711
Worker's Compensation Insurance	8,949											8,949
Deferred Contribution Matching	3,000											3,000
Total Wages & Benefits	71,115			63,419	3,171	1,000	23,026	756	265	130	837	163,719

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET
PUBLIC WORKS - STORMWATER UTILITY (Fund 402)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

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
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	6,200
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 operating 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 (now out of warranty) and street sweeper	15,000
402-46300	Vehicle Parts and Supplies	Parts for repairs done in-house; sweeper brooms, hydraulic hoses, lubricants	6,000
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	150
402-52000	Operating Supplies	Purchase of sod for swale remediation and manatee grates for outfalls	8000
402-52100	Gasoline & Diesel Fuel	Necessary for the operation of heavy equipment	10500
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

TOWN OF LAKE PARK - ANNUAL BUDGET

PUBLIC WORKS - STORMWATER UTILITY (Fund 402)

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			
Master Drainage Plan Update	Survey Town Drainage System and provide repair, replacement, and improvement recommendations along with engineer's budget estimate		???
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			

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TOWN OF LAKE PARK

PROPOSED BUDGET

SANITATION FUND 404

FISCAL YEAR
October 1, 2013 through September 30, 2014

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES
FISCAL YEAR 2013-14

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 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Revenue	1,500,382	1,472,574	1,486,900	1,456,168	1,445,243	1,450,243	-
Personal Services	522,646	546,663	517,745	525,341	567,256	567,256	-
Operating Expenses	524,764	597,626	586,911	579,780	619,369	569,734	-
Capital Outlay	-	-	-	-	90,000	-	-
Debt Service	20,754	13,505	112,210	112,210	112,140	112,140	-
Non-Operating	215,324	250,000	270,035	247,778	250,000	201,113	-
Total Expenses	1,283,488	1,407,794	1,486,901	1,465,109	1,638,765	1,450,243	-
Surplus (Deficit)	216,894	64,780	(1)	(8,941)	(193,522)	-	-

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	3.00	3.00	3.00	
Vehicle Mechanic II	1.00	1.00	1.00	
	9.00	9.00	9.00	0.00

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TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
	REVENUES								
404-311.120	Delinquent Refuse Assessments	12,367	6,101	5,000	3,544	5,000	7,088	7,088	
404-343.410	Commercial Assessment - SWA	79,059	79,371	77,000	74,279	77,000	77,000	77,000	
404-343.420	Commercial User Fees - TLP	775,791	760,089	775,000	500,125	754,604	760,000	760,000	
404-343.500	Residential Assessments - SWA	574,238	576,482	560,000	539,498	560,000	565,000	565,000	
404-343.510	Residential User Fees - TLP	7,168	7,553	7,000	7,370	7,000	7,200	7,200	
404-343.610	Recycling Income	44,357	32,042	24,000	17,971	24,600	25,000	30,000	
404-354.100	Penalties	1,662	1,952	2,000	1,565	2,000	2,000	2,000	
404-361.100	Interest Earnings	1,063	1,287	950	678	950	950	950	
404-361.110	Interest Earnings - Tax Collector	3,392	2,735	750	505	505	505	505	
404-364.100	Sale of Surplus Property	-		35,000	18,387	18,387	-	-	
404-365.100	Sale of Scrap Material	292	608	-	290	290	-	-	
404-369.100	Miscellaneous Revenue	3	178	-	33	50	-	-	
404-369.200	Container Proceeds	170	-	-	185	185	-	-	
404-369.300	Locking Device Proceeds	520	325	200	520	500	500	500	
404-369.301	Refund Prior Year Expense	-	3,851	-	5,097	5,097	-	-	
404-369.310	Reimbursement-Worker's Comp	-	-	-	-	-	-	-	
404-369.400	Service Reinstatement Fees	300	-	-	-	-	-	-	
404-399.999	Balance Brought Forward	-	-	-	-	-	-	-	
	TOTAL REVENUE	1,500,382	1,472,574	1,486,900	1,170,047	1,456,168	1,445,243	1,450,243	-

TOWN OF LAKE PARK - ANNUAL BUDGET

SANITATION FUND (FUND 404)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14

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
	EXPENDITURES								
404-53-534-404-12000	Regular Salaries	318,060	345,353	319,613	209,202	319,613	330,968	330,968	
404-53-534-404-12500	Workers Comp Wages	21,453	-	-	-	-	-	-	
404-53-534-404-13000	Other & Part Time Salaries	7,209	-	-	-	-	-	-	
404-53-534-404-14000	Overtime Salaries	3,981	3,861	4,100	2,691	4,100	4,000	4,000	
404-53-534-404-15000	Special Pay	1,050	2,000	1,000	1,000	2,000	1,500	1,500	
404-53-534-404-17000	Compensated Sick Leave	-	3,191	-	-	-	-	-	
404-53-534-404-19900	Wages Reclassified	(719)	(297)	30,471	20,314	30,471	31,903	31,903	
404-53-534-404-21000	FICA	23,867	24,032	24,841	14,400	24,841	25,625	25,625	
404-53-534-404-22000	Retirement	19,477	17,106	15,981	10,547	15,981	16,549	16,549	
	Deferred Contribution Matching						7,314	7,314	
404-53-534-404-23100	Medical Insurance	74,715	94,759	76,140	61,671	76,140	93,508	93,508	
404-53-534-404-23200	Insurance - Dental	4,019	4,534	3,312	2,117	3,312	3,402	3,402	
404-53-534-404-23300	Insurance - Life	1,254	1,320	1,229	846	1,229	1,307	1,307	
404-53-534-404-23400	Insurance - Vision	493	529	594	346	594	585	585	
404-53-534-404-23500	Disability	4,410	4,687	4,264	2,884	4,264	4,410	4,410	
404-53-534-404-24000	Worker's Compensation Insurance	42,434	39,200	36,200	24,132	36,196	39,585	39,585	
404-53-534-404-25100	Unemployment Compensation	943	6,388	-	6,600	6,600	6,600	6,600	
	TOTAL PERSONNEL EXPENSES	522,646	546,663	517,745	356,750	525,341	567,256	567,256	-
404-53-534-404-31000	Professional Services	72	108	-	48	96	-	-	

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
404-53-534-404-34000	Contractual Services	18,849	16,693	20,150	10,543	15,772	19,030	19,030	
404-53-534-404-34310	Disposal Fees - Garbage	149,446	173,767	165,000	104,445	165,000	179,009	179,009	
404-53-534-404-34500	Commissions - PBC Tax Collector	1,825	6,179	6,210	6,137	6,210	6,210	6,210	
404-53-534-404-34901	Administrative Fee	106,325	134,460	134,460	90,000	134,460	134,460	106,325	
404-53-534-404-34910	Bad Debt Expense	1,428	3,474	-	-	-	-	-	
404-53-534-404-40000	Travel & Training	33	74	500	32	350	500	500	
404-53-534-404-41100	Telephone	1,198	1,333	1,200	917	1,175	1,200	1,200	
404-53-534-404-41200	Postage & Shipping	52	55	250	55	-	-	-	
404-53-534-404-44100	Rentals	2,295	-	5,700	-	5,700	5,700	5,700	
404-53-534-404-45000	Insurance	36,952	35,500	37,641	25,094	37,642	43,785	43,785	
404-53-534-404-46000	Repair & Maintenance	42,199	37,877	63,800	26,478	60,150	59,000	59,000	
404-53-534-404-46300	Vehicle Parts & Supplies	66,834	65,070	53,000	46,218	53,000	55,000	55,000	
404-53-534-404-47000	Printing	312	350	500	97	300	300	300	
404-53-534-404-48100	Advertising	3,120	1,833	1,850	-	1,125	1,125	1,125	
404-53-534-404-49400	Uniforms & Clothing	2,844	2,647	2,500	1,751	2,500	2,750	2,750	
404-53-534-404-51000	Office Supplies	66	203	400	181	300	300	300	
404-53-534-404-52000	Operating Supplies	2,048	1,428	750	534	750	750	750	
404-53-534-404-52100	Gasoline & Diesel Fuel	61,566	82,021	70,000	42,626	72,750	72,750	72,750	
404-53-534-404-52200	Small Tools & Others	964	123	1,500	416	1,000	1,000	1,000	
404-53-534-404-52400	Containers	26,336	34,431	21,500	8,627	21,500	36,500	15,000	
404-53-534-404-59000	Depreciation Expense	-	-	-	-	-	-	-	
	TOTAL OPERATING EXPENSES	524,764	597,626	586,911	364,199	579,780	619,369	569,734	-

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
404-53-534-404-63101	Improvements-Dumpster Enclosure	-	-	-	-	-	-	-	
404-53-534-404-64100	Machinery & Equipment	-	-	-	-	-	90,000	-	
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	90,000	-	-
404-53-534-404-71000	Principal	-		102,395	102,395	102,395	106,153	106,153	
404-53-534-404-72000	Interest	20,754	13,505	9,815	5,846	9,815	5,987	5,987	
	TOTAL DEBT SERVICE	20,754	13,505	112,210	108,241	112,210	112,140	112,140	-
404-53-534-404-96200	Unrealized Gain/Loss on Investmen	(9,676)	-	-	(1,113)	(2,226)			
404-53-534-404-99110	Transfer to General Fund	225,000	250,000	250,000	166,668	250,004	250,000	200,000	
404-53-534-404-99901	Contingency	-	-	20,035	-	-		1,113	
	TOTAL OTHER EXPENSES	215,324	250,000	270,035	165,555	247,778	250,000	201,113	-
	TOTAL DEPT EXPENDITURES	1,283,488	1,407,794	1,486,901	994,745	1,465,109	1,638,765	1,450,243	-
	BUDGET SURPLUS/(DEFICIT)	216,894	64,780	(1)	175,302	(8,941)	(193,522)	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET

SANITATION FUND (FUND 404)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14

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

TOWN OF LAKE PARK - ANNUAL BUDGET

SANITATION FUND (FUND 404)

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
Equipment Operator III	FT	16.6100	2,080	34,549	1,727	-	7,587	378	145	65	460	44,911
Equipment Operator II	FT	14.2100	2,080	29,557	1,478	-	12,215	378	124	65	394	44,211
Equipment Operator II	FT	18.8400	2,080	39,187	1,959	-	15,439	378	166	65	522	57,716
Foreman	FT	24.6900	2,080	51,355	2,568	500	12,215	378	135	65	684	67,900
Foreman	FT	21.0900	2,080	43,867	2,193	500	7,587	378	182	65	585	55,357
Equipment Operator III	FT	16.1300	2,080	33,550	1,678	-	-	378	141	65	447	36,259
Equipment Operator II	FT	15.2900	2,080	31,803	1,590	-	7,587	378	132	65	424	41,979
Equipment Operator II	FT	16.1300	2,080	33,550	1,678	500	15,439	378	141	65	447	52,198
Equipment Operator III	FT	16.1300	2,080	33,550	1,678	-	15,439	378	141	65	447	51,698
Overtime Salaries	4,000											4,000
Wages Reclassified	31,903											31,903
FICA	25,625											25,625
Deferred Contribution Matching	7,314											7,314
Worker's Compensation Insurance	39,585											39585
Unemployment Compensation	6,600											6600
Total Wages & Benefits	115,027			330,968	16,549	1,500	93,508	3,402	1,307	585	4,410	567,256

Insurance Table				
	Employee Only	7,587	378	65
	Employee + Spouse	12,215	378	65
	Employee + Children	10,697	378	65
	Employee + Family	15,439	378	65

TOWN OF LAKE PARK - ANNUAL BUDGET

SANITATION FUND (FUND 404)

EXPENSE DETAIL & ANALYSIS

FISCAL YEAR 2013-14 **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.		$350	9/yr @ $11 ea. (random) Est. 6/yr @ $40 ea. (post acc.)	
		Jupiter Medical Center	CDL Physicals		480	8 @ $60 ea.	
		Spectrasite Communication	Tower rental for Sanitation	Sept. 2022	8,800	with a 4% annual increase	
		Superior Wash	Wash sanitation vehicles		9,400	$778 average monthly charge	
		ANNUAL ESTIMATED AMOUNT			$19,030		$19,030.00
404-34310	Disposal Fees - Garbage	Disposal fees @ Solid Waste Authority (less disposal credits)					179,009.00
404-40000	Travel & Training	Misc. operator training / safety classes; Training materials					500.00
404-44100	Rentals	2 week emergency rental of residential packer @ $2,850 / wk					5,700.00
404-46000	Repair & Maintenance	Contract repairs for aging sanitation fleet					59,000.00
404-46300	Vehicle Parts & Supplies	Replacement parts for vehicles repaired at DPW					55,000.00
404-47000	Printing	NCR work orders, information flyers					300.00
404-48100	Advertising	Annual notice of collection fees in newspaper					1,125.00
404-49400	Uniforms & Clothing	Replacement uniforms and safety boots (as needed)					2,750.00
404-51000	Office Supplies	Photocopy paper, pens, paper clips, etc.					300.00
404-52000	Operating Supplies	Personal protective equipment,E.g., gloves, vests, eye protection; rakes, shovels; dumpster and trash can replacement wheels					750.00
404-52100	Gasoline & Diesel Fuel	Fuel to run the sanitation heavy equipment					72,750.00
404-52200	Small Tools & Others	Replacement and specialty tools for heavy equipment maintenance					1,000.00
404-52400	Containers	Purchase and refurbish commercial dumpsters; purchase new residential cans					36,500.00
404-64100	Machinery & Equipment	Renovate two packer trucks					90,000.00

TOWN OF LAKE PARK - ANNUAL BUDGET
SANITATION FUND (FUND 404)
PROPOSED INITIATIVES with DETAIL
FISCAL YEAR 2013-14

Schedule 5

Project Title	Description and Justification	Revenue	Cost
Renovate two packers	Rebuild the hydraulics and paint the body of Veh. # 43, 2004, commercial front loader		$ 45,000
	Rebuild the hydraulics and paint the body of Veh. # 48, 2006, residential side loader		$ 45,000
	Rather than replace the two units that are approaching the end of their wear cycle at		
	a cost of $250,000 each, rebuild heavy wear items and repaint the bodies that are		
	starting to rust. This should extend the life expectancy of each vehicle by about 3 years.		
TOTALS FOR INITIATIVES **THAT ARE INCLUDED** IN THE PROPOSED BUDGET			
TOTALS FOR INITIATIVES **THAT ARE NOT INCLUDED** IN THE PROPOSED BUDGET			
COMBINED TOTALS			

F:\Budget\Budget 2013-14\Budget Document\[404 FUND RECAP 2013-14.xlsx]Expense Detail - Sch 4

TOWN OF LAKE PARK

PROPOSED BUDGET

CRA FUND 110

FISCAL YEAR
October 1, 2013 through September 30, 2014

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (Fund 110)
FUND BUDGET SUMMARY
FISCAL YEAR 2013-14

Schedule 1

	Actual Expenses 2010-11	Actual Expenses 2011-12	Budget 2012-13	Estimate for the Year 2012-13	Department Proposed 2013-14	Manager Proposed 2013-14	Adopted Budget 2013-14
Revenue	533,851	425,584	390,037	384,782	450,084	450,084	-
Personal Services	336,651	198,120	-	-	22,225	22,225	-
Operating Expenses	595,131	363,699	129,192	136,704	170,742	167,018	-
Capital Outlay	3,999	-	-	-	-	-	-
Debt Service	214,027	212,795	260,845	317,025	260,841	260,841	-
Non-Operating	203,388	59,624	-	-	-	-	-
Total Expenses	1,353,196	834,238	390,037	453,729	453,808	450,084	-
Surplus (Deficit)	(819,345)	(408,654)	-	(68,947)	(3,724)	0	-

2013/14 Increment	$34,679,202	
Town Millage	8.9000	$ 291,251
Palm Beach County Millage	4.7815	$ 156,133
TOTAL		$ 447,384

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (Fund 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
	REVENUES								
110-311.115	Ad Valorem Taxes - County	163,502	144,549	138,835	137,830	137,830	156,133	156,133	
110-345.305	Art Class Supplies	209							
110-345.400	Co-op Jury Fee	175							
110-345.705	Co-op Commissions Earned - Art	2,923							
110-345.710	Sale by Artist	11,686							
110-345.725	Co-op Commissions Earned	468							
110-345.900	Co-op Rent - Studio Space	7,759							
110-345.910	Co-op Rent - Display Space	4,363							
110-345.925	Co-op Fees - Art Programs	905							
110-345.930	Co-op Fees - Firing Fees	90							
110-345.950	Co-op Dues	605							
110-345.955	Co-Op Associate Memberships	225							
110-347.005	Festival Jury Fees	1,106							
110-347.013	Seafood Festival	1,083	3,654						
110-347.014	Holiday Arts & Crafts Fair	8,071							
110-347.016	Cruise-in on Park - Jan 2011	50							
110-347.017	Cruise-in on Park - May 2011	25							
110-347.018	Tree Lighting	-	150						
110-347.400	Art on Park Festival	909							
110-347.410	Art on Park Festival - Artist	5,274							
110-347.415	Art on Park Festival - Vendor	1,961							
110-347.420	Art on Park Festival - Merchant	16							
110-361.100	Interest Earnings	513	616	500	111	222	200	200	
110-361.120	Interest Income - Bus. Dev. Lo	1,391	2,118	1,600	1,712	1,711	2,500	2,500	

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (Fund 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
110-361.130	Sales Tax Commissions	73	8		1	1	-		
110-366.300	Event Sponsorship	400	3,000				-		
110-366.315	Event Sponsorship-Seafood Fest	500	7,340				-		
110-366.320	Sponsorship - Art on Park	1,200					-		
110-369.100	Miscellaneous Revenue	7		3,277			-		
110-369.300	Refund Prior Year Expense	-	100				-		
110-381.001	Transfer from General Fund	318,362	264,049	245,825	245,018	245,018	291,251	291,251	
110-389.900	Fund Balance Surplus	-		-					
	TOTAL REVENUE	533,851	425,584	390,037	384,672	384,782	450,084	450,084	-
	EXPENDITURES								
110-55-552-520-11000	Executive Salaries	124,769	89,649						
110-55-552-520-12000	Regular Salaries	48,714	19,214						
110-55-552-520-13000	Other & Part Time Salaries	48,918	54,201						
110-55-552-520-14000	Overtime Salaries	-	16						
110-55-552-520-15000	Special pay	726	720						
110-55-552-520-19900	Wages Reclassified						22,225	22,225	
110-55-552-520-21000	FICA	16,847	12,245						
110-55-552-520-22000	Retirement	11,162	5,636						
110-55-552-520-23100	Health Insurance	25,136	12,586						
110-55-552-520-23200	Insurance - Dental	1,136	713		60	-			
110-55-552-520-23300	Insurance - Life	476	347						
110-55-552-520-23400	Insurance - Vision	168	85						
110-55-552-520-23500	Disability	3,025	1,833						
110-55-552-520-24000	Workers' Compensation Insurance	635	875						

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (Fund 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
110-55-552-520-25100	Unemployment Compensation	4,231	-						
	TOTAL PERSONNEL EXPENSES	285,943	198,120	-	60	-	22,225	22,225	-
110-55-552-520-31000	Professional Services	26,122	16,074	1,000		190			
110-55-552-520-31100	Professional Svc - Town Attorney	5,197	10,066		1,225	2,450	2,500	2,500	
110-55-552-520-34000	Contractual Services	116,161	112,206	100,648	56,111	100,648	78,855	78,855	
110-55-552-520-34010	Contract PBC Sheriff	224,675	99,231						
110-55-552-520-34901	Administrative Fee	72,050	48,034				60,000	55,000	
110-55-552-520-40000	Travel & Training	1,026	215						
110-55-552-520-41100	Telephone	1,954	1,481		168	336	1,523	1,523	
110-55-552-520-41200	Postage & Shipping	1,057	202	100	37	74	50	50	
110-55-552-520-43000	Utilities	15,735	16,126	15,000	7,605	15,000	11,500	11,500	
110-55-552-520-44000	Rental & Leases - Office Space	6,600	9,402						
110-55-552-520-44100	Equipment Rentals	1,227	2,624	750	750	750	750	750	
110-55-552-520-44200	Equipment Leases	1,034							
110-55-552-520-45000	Insurance	11,525	10,651	9,769	7,327	9,769	9,769	9,769	
110-55-552-520-46000	Repair & Maintenance	10,689	7,926	1,200	4,058	4,200	5,000	6,276	
110-55-552-520-46070	Repair & Maintenance - Town Grounds	-	1,064						
110-55-552-520-47000	Printing	3,844	88						
110-55-552-520-48000	Promotional Activity	3,737	5,006						
110-55-552-520-48011	Promotional - Ride to Park	116							
110-55-552-520-48013	Promotional - Seafood Festival	7,388	10,487						
110-55-552-520-48014	Promo - Holiday Arts & Crafts	17,656							
110-55-552-520-48016	Promo - Cruise-in on Park/Jan	1,462							
110-55-552-520-48017	Promo - Cruise-in on Park/May	1,014							

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (Fund 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
110-55-552-520-48050	Promotional - Art Festival	13,834							
110-55-552-520-48055	Promotional - Cruise In On Pa	1,444							
110-55-552-520-48100	Advertising	2,199							
110-55-552-520-51000	Office Supplies	1,386	433						
110-55-552-520-52000	Operating Expenses	1,635	4,376						
110-55-552-520-52100	Gasoline & Diesel Fuel	814	460						
110-55-552-520-52200	Small Tools & Other	209							
110-55-552-520-54200	Memberships, Dues, & Subscript	2,510	2,545	175	795	795	795	795	
	TOTAL OPERATING EXPENSES	554,300	358,697	128,642	78,076	134,212	170,742	167,018	-
110-55-552-520-63106	Improvements/800 Park Avenue	1,495							
110-55-552-520-64100	Machinery & Equipment	2,504							
	TOTAL CAPITAL OUTLAY	3,999	-	-	-	-	-	-	-
110-55-552-520-82111	Grant - Business Development	27,750							
110-55-552-520-82112	Grant - Mos'Art Theater	-	3,458						
110-55-552-520-82310	Downtown Awnings	21,887							
110-55-552-520-91001	Transfer to General Fund	153,751	56,166						
110-55-552-520-91010	Transfer to General Fund - ILA	169,575	169,250	169,520	113,012	226,024	169,516	169,516	
110-55-552-520-91030	Transfer - ILA 2009	27,521	26,127	54,795	54,792	54,795	54,795	54,795	
110-55-552-520-96200	Unrealized Gain/Loss on Invest	(1,416)			(161)	(322)			
	TOTAL OTHER EXPENSES	399,068	255,001	224,315	167,643	280,497	224,311	224,311	-
	TOTAL DEPT EXPENDITURES	1,243,310	811,818	352,957	245,779	414,709	417,278	413,554	-

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (Fund 110)
DEPARTMENTAL BUDGET DETAIL
FISCAL YEAR 2013-14

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
525 - Art On Park Expenses									
	EXPENDITURES								
110-55-552-525-12000	Regular Salaries	30,562							
110-55-552-525-13000	Other & Part Time Salaries	9,766							
110-55-552-525-21000	FICA	3,190							
110-55-552-525-22000	Retirement	141							
110-55-552-525-23100	Medical Insurance	6,174							
110-55-552-525-23200	Insurance - Dental	359							
110-55-552-525-23300	Insurance - Life	108							
110-55-552-525-23400	Insurance - Vision	45							
110-55-552-525-23500	Disability	363							
	TOTAL PERSONNEL EXPENSES	50,708	-	-	-	-	-	-	-
110-55-552-525-31000	Professional Services	4,559							
110-55-552-525-31500	Commissions Paid	12,461							
110-55-552-525-34000	Contractual Services	3,750							
110-55-552-525-41100	Telephone	2,695	2,060		1,145	2,290			
110-55-552-525-41200	Postage & Shipping	1,331							
110-55-552-525-43000	Utilities	3,453	2,038		101	202			
110-55-552-525-43250	Garbage & Trash	722	547	550					
110-55-552-525-46000	Repair & Maintenance	3,360							
110-55-552-525-47000	Printing	232							
110-55-552-525-48000	Promotional Activity	4,028							
110-55-552-525-49600	Bank Charges/Admin Fees	766	357						
110-55-552-525-51000	Office Supplies	818							

TOWN OF LAKE PARK - ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY (Fund 110)

DEPARTMENTAL BUDGET DETAIL

FISCAL YEAR 2013-14

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
110-55-552-525-52000	Operating Supplies	2,280							
110-55-552-525-52200	Small Tools & Others	376							
	TOTAL OPERATING EXPENSES	40,831	5,002	550	1,246	2,492	-	-	-
110-55-552-525-91030	Transfer to General Fund - ILA	18,347	17,418	36,530	-	36,528	36,530	36,530	
	TOTAL OTHER EXPENSES	18,347	17,418	36,530	-	36,528	36,530	36,530	-
	TOTAL DEPT EXPENDITURES	109,886	22,420	37,080	1,246	39,020	36,530	36,530	-
	TOTAL CRA EXPENDITURES	1,353,196	834,238	390,037	247,025	453,729	453,808	450,084	-
	SURPLUS/(DEFICIT)	(819,345)	(408,654)	-	137,647	(68,947)	(3,724)	-	-

TOWN OF LAKE PARK - ANNUAL BUDGET
COMMUNITY REDEVELOPMENT AGENCY (Fund 110)
EXPENSE DETAIL & ANALYSIS
FISCAL YEAR 2013-14

Schedule 4

Account #	Account Name	Task, Description, and/or Vendor	Cost
520-31100	Professional Services	Town Attorney	$ 2,500
520-34000	Contractual Services	CWA landscape maintenance ($77960 + $2000), & Web hosting ($895)	78,855
520-41100	Telephone		1,523
520-41200	Postage & Shipping	Miscellaneous items	50
520-43000	Utilities	FP&L and Seacoast Utility Authority	11,500
520-44100	Equipment Rentals	Lift for decorations	750
520-45000	Insurance	Property and Casualty	9,769
520-46000	Repair and Maintenance	Sprinkler systems and the 800 Park Avenue building	5,000
520-54200	Memberships, Dues, & Subscriptions	Florida Redevelopment Association ($620) State of Florida ($175)	795