



**Town of Lake Park  
Budget – Fiscal Year 2017/2018  
Also Included Is:  
The Lake Park CRA Budget for Fiscal Year 2017/2018**



Office of the  
Town Manager

September 15, 2017

Town Commission Town  
of Lake Park Residents

**Re: Final Budget Transmittal Letter**

Dear Mayor Michael O'Rourke, Vice Mayor Kim Glas-Castro and  
Members of the Town Commission and the Residents of Lake Park:

The purpose of this final Budget Transmittal Letter is to highlight the actual changes to the Operating Budget for the upcoming Fiscal Year 2017-2018.

The budget process for various departments started with department initiatives. Those initiatives along with budget increases in line item requests resulted in a budget deficit of more than \$1.4 million dollars. Budget initiatives are important to department heads because such initiatives are what each department feels they need to properly run their respective departments. Unfortunately, revenue never matches up with each request. The task at hand was to pare down the budget to ensure that the operating budget along with each enterprise fund is balanced.

I am pleased to announce that the operating budget for the upcoming Fiscal 2017-2018 is balanced without increasing the millage rate which remains at 5.3474. The Fire MSTU is 3.458. Together, the total millage rate is 8.8055. The state has capped the millage rate at \$10.00 per \$1,000. The millage rate will raise \$3,185,067 in revenue to support a budget of more than \$7,945,067. The difference is made up from other revenue sources outside of the Millage Rate.

For several years, the financial condition of the Town has not changed. We have never had enough funds to provide the quality services that we wanted to provide to our residents. Over the past few years, new residents have been moving into Lake Park. The average age is much younger meaning that young families are finding Lake Park affordable. If we do not provide them with the services they desire, the Town will remain a transitional community. New residents will transition out of Lake Park as the families before them have leaving Lake Park a predominately rental community. The challenge we face as leaders is to stem the tide of rental housing and provide a better alternative. That alternative rests with the redevelopment of the US Route One corridor. There are those who believe that the US Route One corridor project will never happen. The Town has hired RMA Associates to prepare Land Development Regulations for the US Route One Corridor. The investment of \$180,000 will result in development regulations that will encourage investment and redevelopment. Such development will diversify our tax base and increase revenue at a time critical to the financial future of our community. If we fail to provide the type of services our residents demand, especially the young families moving into Lake Park, we will lose yet another generation of families to North Palm Beach, Palm Beach Gardens and surrounding communities because those communities can provide the services they desire.

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## **MILLAGE RATE:**

The Millage rate will remain at 5.3474. This rate has remained steady for the past three fiscal years. The increase in your tax bill results from an increase in value. The greatest increase in property value occurred within the CRA boundaries of the Town. The CRA continues to be a good investment for business.

## **HOMESTEAD EXEMPTION:**

Homestead exemptions remove \$522,405 in revenue each and every year. With the ballot question looming, to add an additional \$25,000 exemptions to homes valued at or more than \$100,000 it is expected to increase the current exemption amount by another \$125,000. This will exacerbate our ability to provide services in the future. The US Route One Corridor initiative will increase revenue at a critical time in our Town's future. Either we remain financially solvent by initiating the US Route One Corridor Project or we continue the spiraling effect of deeper budget cuts starting in Fiscal Year 2019-2020.

## **FUNDED INITIATIVES:**

The Town administration and the Commission will fund the second half of the US Route One Development with RMA. This initiative, is the most important initiative we are funding in the Fiscal Year 2017-2018 budget. Land values continue to lag well behind our neighboring communities. The majority of land values are at the low end of the value spectrum, of \$117,000 on average. As a result, with the high Ad Valorem rate of \$8.8055, there is little room to raise the millage rate. Land values along the waterfront are significantly suppressed. Land Development Regulations to be proposed from RMA's contract will increase private investment along the corridor. If the Town can encourage private investment for property near the Marina and along the block across from Kelsey Park, revenue is anticipated to increase by more than \$3 million dollars just with those two development projects alone. Market studies indicate the US Route One corridor is ripe for private investment and redevelopment that will increase revenue and allow the Town to begin to provide more services and lower the Ad Valorem rate at the same time.

The budget will fund Lazerfiche at \$33,616. This initiative which will permit the town to move all records from paper storage to a digital format. This will increase efficiency, the rate of retrieval of such records and provide the town with the ability to preserve public records. However, there are a number of records that must be maintain in a paper format. We must find an alternative to the current storage methods used by the Town.

In an effort to assist for-profit business enterprises and non-profit organizations in our community that meet certain eligibility criteria, the Commission wanted the administration to fund \$25,000 for a matching grant program for such organizations that are located within the municipal boundaries of the Town and whose projects will provide direct benefits to town residents. This funding was made possible as the result of cutting \$10,000 in overtime from the Finance Department budget and adjusting revenue of \$15,000 to permit this initiative to be funded.

## **PERSONNEL CHANGES:**

The budget will provide an increase to the Human Resource Director to also support the Town Manager as the Assistant Town Manager commencing October 1st. The increase including FICA is \$8,110.

Initially, in the proposed budget, the Administration suggested an appropriation of \$96,512 for the Human Resource Director. The Town Commission decided to increase the salary by 10 percent resulting in excess funding of \$20,947 that was used to bring the part-time (Thirty Hour) Grants Writer's position to full-time.

## ENTERPRISE FUNDED INITIATIVES:

### Public Works Department Streets and Road Fund Budget:

The Public Works Department and Road Fund Budget will remain unchanged with no additional funding proposed. In the Fiscal Year 2017-2018 budget, we have \$30,000 in funding for sidewalks.

### Marina Fund Budget:

The Marina Fund has submit a budget for the Fiscal Year 2017-2018 that will require a slight increase in slip fee charges. One of the biggest challenges to the Marina budget is the ability to fund capital project needs. In addition to the capital needs funded within the operating budget of the Marina is the need to upgrade and repair the fuel pumps and lines for gas and diesel. The cost is estimated at \$50,000. The installation of a new Captain's lounge is a required amenity and a selling point for future slip rentals at the Marina. The replacement of air conditioner units for the Event room and the bathrooms is required at an estimated cost of \$6,000. A touch screen point of sale monitor for the Marina office is required to speed up transaction using the Dockmaster system currently in use. The cost is estimated at \$1,000. Marina summer help on a part-time basis is required as demand for services during the summer increases.

We have rebid the instillation of the boat lifts under the FIND grant for \$55,000 matched by the Marina with an additional \$55,000 for a total estimated cost of \$110,000. The scope of the project will install five boat lifts directly north of the boat ramps. The cost is now \$180,000 of which the Marina will have to match 50 percent or \$90,000. In speaking with FIND, they suggest we apply for the difference in the upcoming fiscal year resulting in an A & B project. Thereby permitting the town to apply for additional funding to get the boat lift project completed.

### Stormwater Utility Fund Budget:

1. Video Storm drain lines to identify system failures and improvements in the amount of \$103,000
2. Storm Drain Survey to prepare digital atlas for storm drain system survey data in the amount of \$15,000.
3. Refurbish 2009 Vac-Con to extend life of vehicle by three years in the amount of \$90,000
4. Complete Earmin River Outfall Project in the amount of \$125,000.

### Sanitation Fund Budget:

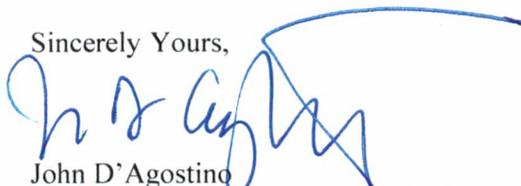
The Sanitation Fund proposes to replace the clam shell truck at \$140,000 from the Sanitation Fund balance. In order to fund the Clam Shell Truck, fund balance will need to contribute \$90,000.

## CONCLUSION:

The Budget for Fiscal Year 2017-2018 is balanced. Service levels will remain the same. I look forward to working with the Commission to further the goals and objectives of both the Commission and the administration as together we move the Town forward in a positive direction.

I would like to thank the Commission for their insight, vision and direction as together we have balanced the budget with the best intentions of the Town at the heart of what we do on behalf of the residents of Lake Park.

Sincerely Yours,



John D'Agostino  
Town Manager, Town of Lake Park

# TOWN OF LAKE PARK

## PROPOSED BUDGETS ALL FUNDS

### FISCAL YEAR

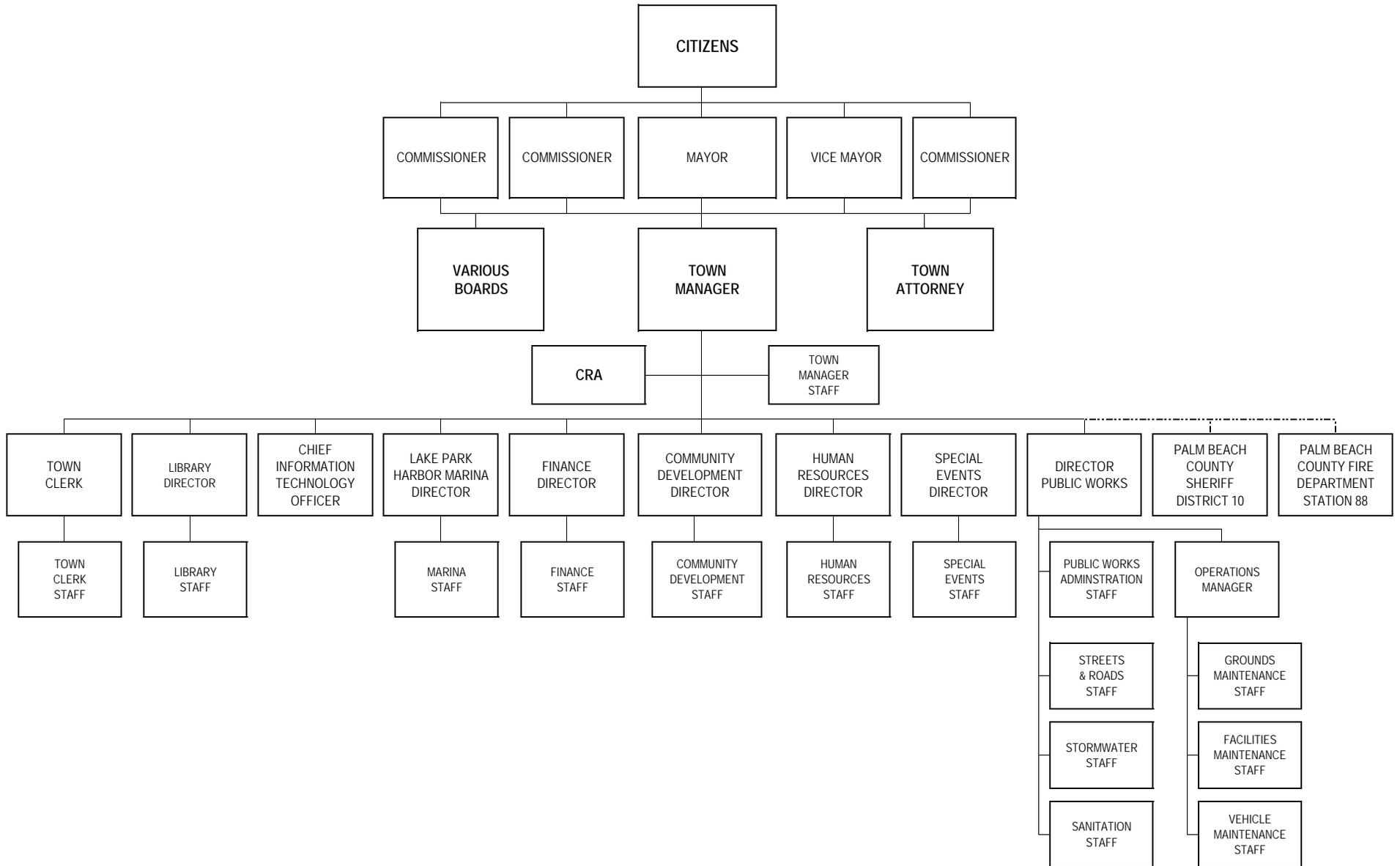
October 1, 2017 through September 30, 2018

### DIRECTORY OF OFFICIALS TOWN COMMISSION

Michael O'Rourke.....	Mayor
Kimberly Glas-Castro.....	Vice Mayor
Erin Flaherty.....	Commissioner
Anne Lynch.....	Commissioner
Roger Michaud.....	Commissioner

Town Manager  
John D'Agostino

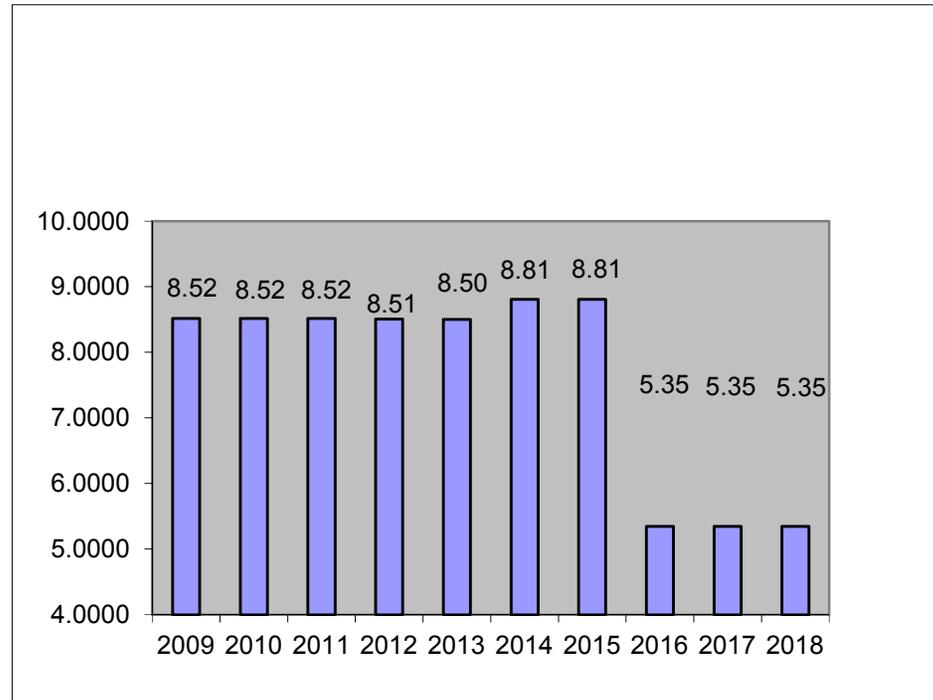
Finance Director  
Blake K. Rane



**TOWN OF LAKE PARK**  
**FISCAL YEAR 2017 - 2018**  
**ANALYSIS OF OPERATING MILLAGE**

**FOR TEN YEAR PERIOD 2009 - 2018**

Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
2009	8.5163	N/A	N/A
2010	8.5163	0.0000	0.00%
2011	8.5163	0.0000	0.00%
2012	8.5083	(0.0080)	-0.09%
2013	8.5000	(0.0083)	-0.10%
2014	8.8055	0.3055	3.59%
2015	8.8055	0.0000	0.00%
2016	5.3474	(3.4581)	-39.27%
2017	5.3474	0.0000	0.00%
2018	5.3474	0.0000	0.00%



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

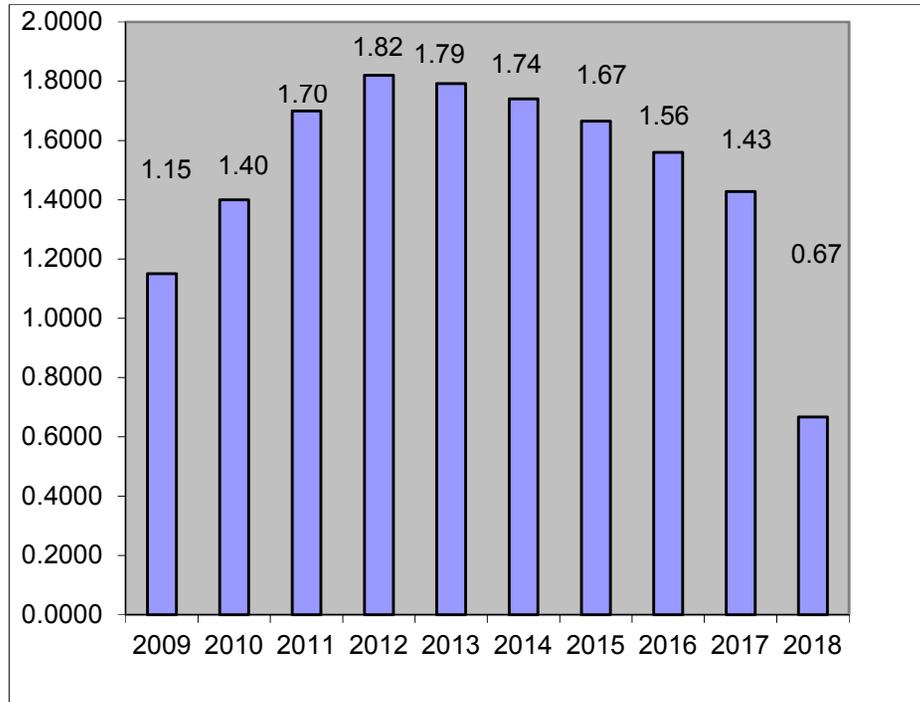
# TOWN OF LAKE PARK

## FISCAL YEAR 2017 - 2018

### ANALYSIS OF DEBT SERVICE MILLAGE

FOR TEN YEAR PERIOD 2007 - 2016

Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
2009	1.1500	(0.6000)	-24.00%
2010	1.4000	0.2500	21.74%
2011	1.7000	0.3000	21.43%
2012	1.8200	0.1200	7.06%
2013	1.7921	(0.0279)	-1.53%
2014	1.7400	(0.0521)	-2.91%
2015	1.6650	(0.0750)	-4.31%
2016	1.5600	(0.1050)	-6.31%
2017	1.4280	(0.1320)	-8.46%
2018	0.6675	(0.7605)	-53.26%



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

**FISCAL YEAR 2017-18**

<b>FUND</b>	<b>001</b>	<b>FUNCTION</b>	<b>General Fund</b>						
		<b>ACTIVITY</b>	<b>Revenues and Expenditures</b>						
<b>GF Budget Summary</b>			Actual Expenses 2014-15	Actual Expenses 2015-16	Current Budget 2016-17	Estimate for the Year 2016-17	By Department 2017-18	Proposed Budget 2017-18	Adopted Budget 2017-18
001		Revenue	8,947,641	7,250,622	7,725,562	7,758,253	7,881,540	7,995,067	
100		Town Commission	83,992	83,217	99,008	76,836	79,491	74,491	-
104		Town Manager	155,205	217,935	281,231	259,260	408,151	365,166	-
105		Human Resources	157,064	182,226	175,298	176,238	205,840	180,963	-
106		Town Clerk	134,108	142,995	180,725	186,654	275,071	213,789	-
108		Town Attorney	111,984	152,294	121,000	227,298	211,000	161,000	-
110		Information Technology	180,752	213,399	176,210	162,657	302,686	174,907	-
150		Finance and Accounting	434,708	468,647	516,511	502,419	595,150	566,135	-
200		Law Enforcement	2,682,991	2,746,768	2,805,360	2,794,252	3,126,059	2,868,026	-
250		Emergency Management	121	-	1,000	-	1,000	1,000	-
300		Fire	1,660,699	-	-	-	-	-	-
400		Public Works Administration	194,947	207,236	203,692	206,148	228,210	156,051	-
406		Public Works - Grounds	338,233	370,083	413,113	408,192	465,316	396,793	-
408		Public Works - Facilities	302,468	334,824	367,901	282,907	528,291	275,690	-
410		Public Works - Vehicle Maintenance	83,679	99,818	121,849	108,581	183,886	119,913	-
450		Public Works - Parking Meters	43,584	-	-	-	-	-	-
500		Community Development	444,576	479,067	548,613	567,942	766,791	598,041	-
600		Special Events	170,015	99,593	194,259	117,904	255,470	214,426	
700		Library	280,959	243,929	285,818	203,986	346,038	316,966	
900		Non-Departmental	1,113,683	902,575	1,233,974	1,051,323	1,303,674	1,311,710	-
<b>Total Expenses</b>			<b>8,573,768</b>	<b>6,944,606</b>	<b>7,725,562</b>	<b>7,332,597</b>	<b>9,282,124</b>	<b>7,995,067</b>	<b>-</b>
<b>Surplus (Deficit)</b>			<b>373,873</b>	<b>306,016</b>	<b>-</b>	<b>425,656</b>	<b>(1,400,584)</b>	<b>-</b>	<b>-</b>

# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **GENERAL FUND**

**FISCAL YEAR**

**October 1, 2017 through September 30, 2018**

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**GENERAL FUND REVENUE (General Fund 001)**  
**REVENUE BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-311.100	Ad Valorem Taxes	3,723,958	2,325,537	2,441,105	2,139,755	2,441,105	2,608,448	2,613,340	2,613,340
001-311.110	Ad Valorem Taxes - CRA	335,664	391,433	485,562	485,562	485,562	564,417	571,727	571,727
001-311.120	Delinquent Taxes	10,503	(1,515)	1,000	1,872	1,872	1,500	1,500	1,500
001-314.100	Utility Tax - Electric	751,488	771,884	789,779	420,248	789,779	789,779	789,779	789,779
001-314.300	Utility Tax - Water	154,332	160,029	155,000	100,418	155,000	160,029	160,029	160,029
001-314.400	Utility Tax - Gas	46,952	43,793	52,000	27,772	52,000	47,609	47,609	47,609
001-315.100	Communications Service Tax	315,322	286,682	274,756	157,081	274,756	279,280	279,280	279,280
001-316.100	Business Tax Receipts	335,325	334,669	335,000	329,098	335,000	335,000	335,000	335,000
001-316.110	Contractors Fees	2,862	3,442	3,100	1302	2,232	2,400	2,400	2,400
001-316.120	Bus Tax Zoning Confirmation	11,380	17,313	14,000	7,650	13,114	16,800	12,000	12,000
001-316.130	Out of Town Business Reg/Deca	50	250	-	-	-	-	-	-
001-322.100	Building Permits w/Min. Surch.	9,941	8,425	9,000	4,675	8,014	10,000	10,000	10,000
001-322.101	Building Permits-250K-1M				3,200	6,400	40,000	50,000	50,000
001-322.102	Building Permits-Over 1M				60,968	65,000	20,000	30,000	30,000
001-322.110	Building Permits Other	46,053	65,282	65,000	19,967	19,967	-	-	-
001-322.111	Building Permits - Administrative Fee:	1,623	2,765	2,000	2,113	3,622	2,500	2,500	2,500
001-322.115	Bldg. Permit Application - Zoning/PW	15,157	3,875	6,000	540	926	1,000	1,000	1,000
001-322.500	Special Event Permit - Appl.	1,125	-	1,500	500	857	1,000	1,000	1,000
001-322.900	Cost Recovery	35,775	20,124	30,000	32,655	55,980	30,000	30,000	30,000
001-323.100	Franchise Fees - Electric	562,695	560,963	577,798	245,566	577,798	578,000	578,000	578,000
001-323.400	Franchise Fees - Gas	8,205	8,443	8,400	9,933	9,933	9,000	9,000	9,000
001-323.700	Franchise Fees - Solid Waste	25,488	36,217	31,000	18,754	31,000	31,000	31,000	31,000
001-329.100	Alarm Permits	16,825	16,200	13,000	9,150	15,686	16,000	16,000	16,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**GENERAL FUND REVENUE (General Fund 001)**  
**REVENUE BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

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001-329.105	Bldg. Official Inspections	80		-		-	-	-	-
001-329.110	Reinspection / Reinstatement	2,253	1,075	1,000	1,024	1,500	1,500	1,500	1,500
001-329.152	Penalty - Bldg. Permits	4,082	10,215	10,000	3,340	4,000	5,000	10,000	10,000
001-329.153	Penalty - Surcharges	135	350	400	119	200	300	300	300
001-329.200	Signage Permits	8,650	14,300	12,000	10,300	15,450	8,000	9,000	9,000
001-329.204	BTR Inspections/Re-inspections	569	18	-		-			
001-329.214	All Other Inspections	130	70	120	30	60	100	100	100
001-329.225	Rental Property Annual inspections	-	-	-	-	-	17,000	-	-
001-334.700	Grant - State Aid to Libraries	9,229	7,116	7,125	6,341	7,116	7,125	7,125	7,125
001-335.120	State Revenue Sharing	258,153	243,344	279,214	146,702	251,489	279,214	279,214	279,214
001-335.150	Alcoholic Beverage Licenses	9,583	8,719	8,000	8,744	8,744	8,744	8,744	8,744
001-335.180	Half Cent Sales Tax	650,565	673,639	703,647	409,578	702,134	703,000	704,693	704,693
001-335.190	Motor Fuel Tax Refund	5,156	4,379	5,500	2,576	5,500	5,500	5,500	5,500
001-338.110	Business Tax - County	26,236	19,421	9,000	4,239	8,478	9,000	11,487	11,487
001-341.110	Administrative Fee - CRA	70,000	70,000	70,000	52,500	70,000	70,000	70,000	70,000
001-341.401	Administrative Fee - Marina	30,000	30,000	30,000	22,500	30,000	30,000	60,000	60,000
001-341.402	Administrative Fee - Stormwater	60,000	60,000	60,000	45,000	60,000	60,000	60,000	60,000
001-341.404	Administrative Fee - Sanitation	135,000	135,000	135,000	101,250	135,000	140,000	140,000	140,000
001-341.500	Tax (Liens) Search	15,245	19,362	23,000	12,534	21,487	17,875	20,000	20,000
001-341.900	Copy Charges / Tax Searches	2,755	936	1,500	998	1,711	1,500	1,500	1,500
001-341.905	Admin Cost - Public Records Ret.	416	421	1,680	885	1,517	1,680	1,680	1,680
001-342.510	Plan Review Fees for Development A	10,067	8,800	10,000	11,250	12,000	8,000	9,000	9,000
001-342.520	Bank Registration Fees	3,900	2,400	1,950	1,057	1,200	1,000	1,000	1,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**GENERAL FUND REVENUE (General Fund 001)**  
**REVENUE BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

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001-344.300	Advertising - Bus Shelters	2,520	2,550	1,890	1,522	1,890	1,890	2,490	2,490
001-344.500	Parking Fees - Meters Off-road	12,185	114	-	-	-	-	-	-
001-344.510	Parking Fees - Meters On-road	15,295	176	-	-	-	-	-	-
001-344.520	Parking Passes	200	-	-	-	-	-	-	-
001-347.100	Library Copies	295	395	300	320	549	400	400	400
001-347.200	Recreation - Summer Camp Fees	14,324	-	11,000	6,590	10,000	11,000	11,000	11,000
001-347.210	Recreation - Miscellaneous	3,146	1,000	-	250	500	-	-	-
001-347.220	Recreation - Tennis Program	5,735	2,298	24,000	2,400	8,000	9,600	9,600	9,600
001-347.221	Recreation - Utility Fee/Tennis Courts	415	-	-	-	-	-	-	-
001-347.225	Recreation - Vendor Appl & Fee	-	200	-	-	-	-	-	-
001-347.235	Tree lighting	2,000	500	-	-	-	-	-	-
001-347.500	Recreation - Facilities Rental	16,513	-	16,000	2,599	5,198	10,000	10,000	10,000
001-347.505	Party Package	630	-	-	-	-	-	-	-
001-347.905	Recreation - Staff Coverage	7,950	3,870	8,000	420	840	-	-	-
001-347.230	Bus Trips	-	225	700	-	-	-	-	-
001-347.915	Recreation Program Fees	-	-	-	674	1,348	-	-	-
001-347.916	Recreation Vendor Fees	150	-	-	-	-	1,400	1,400	1,400
001-349.100	Service Charge - Dishonored Checks	170	-	100	402	804	500	500	500
001-351.100	Fines & Forfeitures (PBSO)	19,309	13,016	18,000	4,776	9,552	12,000	12,000	12,000
001-352.100	Fines - Library	1,065	1,002	1,000	685	1,174	1,000	1,000	1,000
001-354.100	Fines - Code Violations (80%)	31,193	42,464	150,000	92,809	185,000	100,000	110,000	110,000
001-354.105	Fines - Alarm Violations	5,575	5,275	2,000	2,225	3,814	5,000	5,000	5,000
001-354.110	Code Violations - Admin Cost	6,308	15,102	9,000	10,238	12,000	8,000	13,000	13,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**GENERAL FUND REVENUE (General Fund 001)**  
**REVENUE BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

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001-354.120	Penalties - Business Tax Receipts	246	-	-	-	-	-	-	-
001-354.130	Fines-Parking Meter Violation	6,240	330	-	-	-	-	-	-
001-354.135	Parking Violations - Code	1,045	6,455	500	14,406	16,000	13,000	20,000	20,000
001-354.210	Code Violations - Community Improve	7,798	10,616	10,000	12,219	13,000	10,000	10,000	10,000
001-361.100	Interest Earnings	9,349	17,522	14,000	14,406	24,696	20,000	20,000	20,000
001-361.110	Interest Earnings - Tax Collections	7,621	239	-	274	548	-	-	-
001-361.120	Sales Tax Commissions	44	22	-	4	8	-	-	-
001-361.130	Interest on Assessments	447	7,363	2,000	8,032	13,769	5,000	5,000	5,000
001-361.200	Filing Fees		594	-	725	725	-	-	-
001-362.100	Rent - P.B.C. Sheriff	120	120	120	80	120	120	120	120
001-362.120	Rent - Cell Tower (Sprint)	29,536	22,927	-	-	-	-	-	-
001-362.121	Rent - Cell Tower (Crown Castle)	18,473	49,526	35,400	-	36,462	36,462	38,682	38,682
001-362.122	Rent - Cell Tower (T-Mobile)	5,900		-		-	-	-	-
001-362.124	Rent - Burt Reynolds Institute	24	1	1	700	700	-	-	-
001-362.200	Rent - Dunkin Donuts Lot	8,423	8,264	8,264	9,110	9,110	10,217	10,217	10,217
001-363.120	Service Charges-Code Violation	2,150	6,550	2,500	-	-	-	-	-
001-335.100	Sale of Scrap Material				1,149	1,149	100	100	100
001-366.300	Event Sponsorship	-		25,000	-	-	-	-	-
001-366.713	Grant - PGIT Safety	2,470	4,951	4,000	3,980	3,980	4,000	4,000	4,000
001-369.100	Miscellaneous Revenue	1,930		5,000	421	421	1,000	1,000	1,000
001-369.120	Emergency Reimbursements	-	-	1,000	-	-	1,000	1,000	1,000
001-369.130	Seacoast Advisory Board	3,600	3,600	3,600	2,400	3,600	3,600	3,600	3,600
001-369.200	Cash Over/Short	(44)	58	-	17	34	-	-	-

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**GENERAL FUND REVENUE (General Fund 001)**  
**REVENUE BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-369.320	Reimbursement - PBSO Fuel	19,246	10,274	15,000	4,277	7,332	5,000	5,000	5,000
001-380.402	Reimbursement - Stormwater Main.	39,950	32,448	32,448	24,336	32,448	32,448	32,448	32,448
001-381.110	Transfer from CRA Fund - ILA	169,325	169,325	169,183	126,942	169,183	169,183	169,183	169,183
001-381.130	Transfer from CRA Fund - ILA	35,843	33,009	91,320	68,492	91,320	91,320	91,320	91,320
001-381.190	Transfer Streets and Roads	90,000	90,000	90,000	67,500	90,000	90,000	90,000	90,000
001-381.401	Transfer from Marina	10,000	10,000	10,000	7,500	10,000	10,000	10,000	10,000
001-381.402	Transfer from Stormwater	50,000	50,000	50,000	37,500	50,000	50,000	50,000	50,000
001-381.404	Transfer from Sanitation	250,000	250,000	250,000	187,500	250,000	250,000	250,000	250,000
001-388.100	Sales of Gnl Capital Assets	320,000	-	-	-	-	-	-	-
	SUB-TOTAL	8,947,641	7,250,622	7,725,462	5,642,521	7,758,253	7,881,540	7,960,067	7,960,067
001-38-000-9000	BALANCE BROUGHT FORWARD	-	-	100	-	-	-	35,000	35,000
001-389.700	TOTAL GENERAL FUND REVENUE	8,947,641	7,250,622	7,725,562	5,642,521	7,758,253	7,881,540	7,995,067	7,995,067

F:\Budget\BUDGET 2017-18\2017-08-11\BUDGET 2017 2018\[001 - General Fund Revenue 2017-18.xlsx]Revenue

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN COMMISSION (General Fund 100)**  
**DEPARTMENTAL BUDGET SUMMARY**  
**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	51,712	51,418	51,309	50,426	51,309	51,309	51,309
Operating Expenses	31,008	31,799	44,204	19,138	28,182	23,182	23,182
Capital Outlay	1,272	-	3,495	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>83,992</b>	<b>83,217</b>	<b>99,008</b>	<b>69,564</b>	<b>79,491</b>	<b>74,491</b>	<b>74,491</b>
<b>Personnel Recap</b>							
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
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	
				<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>0.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN COMMISSION (GF 100)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-511-100-11000	Executive Salaries	47,718	48,261	47,540	23,626	47,252	47,540	47,540	47,540
001-51-511-100-19900	Wages Reclassified	845	-	-	-	-	-	-	-
001-51-511-100-21000	FICA	3,017	3,025	3,637	1,521	3,042	3,637	3,637	3,637
001-51-511-100-24000	Worker's Compensation Insurance	132	132	132	66	132	132	132	132
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>51,712</b>	<b>51,418</b>	<b>51,309</b>	<b>25,213</b>	<b>50,426</b>	<b>51,309</b>	<b>51,309</b>	<b>51,309</b>
001-51-511-100-31000	Professional Services	8,455	1,788	10,000	-	-	-	-	-
001-51-511-100-40000	Travel & Training	1,996	6,917	5,000	3,603	7,206	15,000	10,000	10,000
001-51-511-100-41100	Telephone	1,450	1,226	1,212	1,182	2,364	2,500	2,500	2,500
001-51-511-100-41200	Postage & Shipping		67	100	-	-	100	100	100
001-51-511-100-47000	Printing	48	792	110	22	44	100	100	100
001-51-511-100-48000	Promotional Activity	11,068	910	13,000	162	324	1,250	1,250	1,250
001-51-511-100-48045	Sunset Celebration		10,904					-	-
001-51-511-100-49400	Uniforms & Clothing	182	132	500	-	-	500	500	500
001-51-511-100-51000	Office Supplies		55	700	-	-	200	200	200
001-51-511-100-52000	Operating Supplies		931	-				-	-
001-51-511-100-54200	Memberships, Dues, & Subscription	7,809	8,077	8,582	8,136	9,000	8,532	8,532	8,532
001-51-511-100-40000	Special Event Attendance by Comm.			5,000	100	200		-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>31,008</b>	<b>31,799</b>	<b>44,204</b>	<b>13,205</b>	<b>19,138</b>	<b>28,182</b>	<b>23,182</b>	<b>23,182</b>
001-51-511-100-64100	Machinery & Equipment	1,272		3,495	-	-			
	<b>TOTAL CAPITAL</b>	<b>1,272</b>	<b>-</b>	<b>3,495</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>83,992</b>	<b>83,217</b>	<b>99,008</b>	<b>38,418</b>	<b>69,564</b>	<b>79,491</b>	<b>74,491</b>	<b>74,491</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN COMMISSION (GF 100)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 3**

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

Insurance Table	Employee Only	8,807	383	53
	Employee + Spouse	14,884	383	53
	Employee + Children	12,506	383	53
	Employee + Family	18,142	383	53

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN COMMISSION (GF 100)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
100-40000	Travel & Training	Allowance for Travel to Conferences and Conventions	10,000
100-41100	Telephone	Mobile phone charges	2,500
100-41200	Postage & Shipping	Incidental postage and shipping	100
100-47000	Printing	Incidental printing	100
100-48000	Promotional Activity	Annual Volunteer Recognition Reception	1,000
		Constant Contact (e-mail blasts)	250
		Total	1,250
100-49400	Uniforms & Clothing	Two shirts per Commissioner @ \$50.00 each	500
100-51000	Office Supplies	Supplies, business cards, printing and name plates	200
100-54200	Memberships, Dues, & Subscriptions	Palm Beach County League of Cities	5,015
		Florida League of Cities	1,000
		Palm Beach North Chamber of Commerce	675
		National League of Cities	1,117
		Florida League of Mayors	350
		Other	375
		Total	8,532
		Total Operating Expenses	23,182

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN MANAGER (GF 104)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2017-18**

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

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN MANAGER (GF 104)**  
**DEPARTMENTAL BUDGET SUMMARY**  
**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	137,773	193,096	238,966	220,352	275,338	276,106	276,106
Operating Expenses	15,245	24,839	42,265	38,908	132,813	89,060	89,060
Capital Outlay	2,187	-	-	-	-	-	-
<b>Total Expenses</b>	<b>155,205</b>	<b>217,935</b>	<b>281,231</b>	<b>259,260</b>	<b>408,151</b>	<b>365,166</b>	<b>365,166</b>

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Town Manager (25% shared with the CRA)	1.00	1.00	1.00	
Assistant to the Town Manager (15% shared with the CRA)	1.00	1.00	1.00	
Grants Writer (10% shared with the CRA and 10% shared with Stormwater)	0.75	1.00	0.75	
	<u>2.75</u>	<u>3.00</u>	<u>2.75</u>	<u>0.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN MANAGER (GF 104)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-512-104-11000	Executive Salaries	108,624	117,900	120,515	60,257	120,514	120,515	120,515	120,515
001-51-512-104-12000	Regular Salaries	14,044	46,255	43,555	20,230	40,460	45,323	45,323	45,323
001-51-512-104-13000	Other and Part-Time Salaries			49,200	17,223	34,446	83,200	83,200	83,200
001-51-512-104-14000	Overtime Salaries		1,666	-	677	1,354	500	500	500
001-51-512-104-15000	Special Pay	2,900	7,100	6,000	2,620	5,240	6,720	6,720	6,720
001-51-512-104-19900	Wages Reclassified	(21,391)	(30,608)	(41,487)	(20,744)	(41,488)	(66,565)	(66,565)	(66,565)
001-51-512-104-21000	FICA	9,201	12,319	16,046	7,211	14,422	19,090	19,090	19,090
001-51-512-104-22000	Retirement	11,565	14,236	14,967	7,117	14,234	21,691	21,691	21,691
001-51-512-104-22100	Town Retirement Matching	351	1,285	2,178	1,137	2,274	4,346	4,346	4,346
001-51-512-104-23100	Medical Insurance	9,886	19,622	24,041	12,021	24,042	34,948	36,197	36,197
001-51-512-104-23200	Insurance - Dental	278	664	878	495	990	1,449	1,149	1,149
001-51-512-104-23300	Insurance - Life	1,130	1,056	1,159	605	1,210	1,407	1,121	1,121
001-51-512-104-23400	Insurance - Vision	38	79	126	69	138	207	159	159
001-51-512-104-23500	Disability	847	1,222	1,488	1,108	2,216	2,207	2,360	2,360
001-51-512-104-24000	Worker's Compensation Insurance	300	300	300	150	300	300	300	300
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>137,773</b>	<b>193,096</b>	<b>238,966</b>	<b>110,176</b>	<b>220,352</b>	<b>275,338</b>	<b>276,106</b>	<b>276,106</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN MANAGER (GF 104)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-512-104-31000	Professional Services	500			300	600	33,750	-	-
001-51-512-104-34000	Contractual Services			20,000	4,075	8,150	42,000	42,000	42,000
001-51-512-104-40000	Travel & Training	3,188	7,179	6,915	2,914	5,828	16,503	7,000	7,000
001-51-512-104-41100	Telephone	3,129	3,180	2,500	1,538	3,076	2,500	2,500	2,500
001-51-512-104-41200	Postage & Shipping	57	115	100	91	182	100	100	100
001-51-512-104-44200	Equipment Leases	-	-	100	-	-	100	100	100
001-51-512-104-47000	Printing	200	136	300	-	-	300	300	300
001-51-512-104-48000	Promotional Activities	1,601	7,974	7,600	6,805	13,610	7,600	7,100	7,100
001-51-512-104-48001	Funding of Town Grant Making			-	-	-	25,000	25,000	25,000
001-51-512-104-49400	Uniforms & Clothing	70	-	200		-	200	200	200
001-51-512-104-51000	Office Supplies	1,179	236	200	420	840	200	200	200
001-51-512-104-52000	Operating Supplies	1828	192	350	2,838	5,676	350	350	350
001-51-512-104-54200	Memberships, Dues, & Subscriptions	3,493	5,827	4,000	473	946	4,210	4,210	4,210
	<b>TOTAL OPERATING EXPENSES</b>	<b>15,245</b>	<b>24,839</b>	<b>42,265</b>	<b>19,454</b>	<b>38,908</b>	<b>132,813</b>	<b>89,060</b>	<b>89,060</b>
001-51-512-104-64100	Machinery & Equipment	2,187							
	<b>TOTAL CAPITAL</b>	<b>2,187</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>155,205</b>	<b>217,935</b>	<b>281,231</b>	<b>129,630</b>	<b>259,260</b>	<b>408,151</b>	<b>365,166</b>	<b>365,166</b>



**TOWN OF LAKE PARK - ANNUAL BUDGET**

**TOWN MANAGER (GF 104)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
104-31000	Professional Services	Social Media Communication Plan	-
		Public Relations Specialist	-
		Total	-
104-34000	Contractual	Contract Services for Lobbying efforts on behalf of the Town	42,000
104-40000	Travel & Training	FCCMA Annual Conference	900
		FCCMA Winter Insitute Conference	600
		Florida Redevelopment Association annual conference	4,800
		Florida League of Cities conference	1,500
		Palm Beach County Days	1,000
		FLC Legislative Conference	750
		Tallahassee Days	500
		BDB GALA	350
		PBC League GALA	65
		Governors Hurricane Conference	1,700
		Leadership Training via Webinars	1,838
		Grants Writer travel	2,000
		Misc.	500
		Adjustment	(9,503)
		Total	7,000
104-41100	Telephone	Office telephone extensions (2) phone lines (Land Lines) and 2 mobility lines for AT&T and Sprint Tablet and Cell Phone	2,500
104-41200	Postage & Shipping		100
104-44200	Equipment Leases		100
104-47000	Printing		300
104-48000	Promotional Activities	Gift Cards - Property of the Month (\$600), Thanksgiving employee appreciation cards (65 * \$100)	7,600
104-48001	Support of Town Organizations	See Initiatives	-
104-47002	Uniforms & Clothing	4 logo shirts	200
104-51000	Office Supplies		200
104-52000	Operating Supplies		350
104-54200	Memberships, Dues, & Subscriptions	ICMA membership	1,100
		Business Development Board membership	2,000
		Florida City/County Management Association membership	360
		Palm Beach City/County Management Association membership	40
		Police Athletic League Membership to National PAL	500
		Leadership Award Plam Beach North Chapter	185
		Palm Beach County Affordable Housing Collaborative	25
		Total	4,210
		Total	\$ 64,560

**TOWN OF LAKE PARK - ANNUAL BUDGET  
TOWN MANAGER (GF 104)  
PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL  
FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Social Media Consultant	Social Media Messaging Plan. The purpose is to effectively communicate timely information to residents and surrounding area populations to promote regular events, disseminate information to targeted Lake Park Residents on a number of initiatives including the US Route One Mixed Use District, regular events, advertise important events posting on Facebook, Google + buys, newsletters, graphics Tele-Town Hall events 4 times per year. Targeting will include voters, super voters and residents and businesses providing information that includes, Name, Name of Business Address, Business Address, Business Phone, Home Phone, Cell Phone and e-mail addresses,		\$ 15,750
2	Public Relations Specialist	Content Development and design for all social media messaging whether for publication, design and content development. Includes design and content development for Monthly Newsletters highlighting departmental information, distribution on social media platforms targeting Lake Park residents. Discuss and highlight major initiatives happening in the Town of Lake Park. Elliot Cohen will be handling all information disseminated to the public, content development for the newsletter and providing public relations services on an as needed basis in the event of news releases, press briefings. The scope of the work is for a twelve month period includes design and distribution of monthly newsletter (both print and electronic newsletter, provide social media content, implement media campaign relations campaign and ongoing consultation for year-long PR Efforts to aid the Town in any initiatives requiring media relations including emergency public relations presence to deal with media inquiries.		\$ 18,000
3	Funding of Town Grant Making	Funding of the Town's Grant Making mechanism the policy for which was approved by the Town Commission on 4/19/2017.		\$ 25,000
4				
5				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**HUMAN RESOURCES (GF 105)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2017-18**

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

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

In terms of the efficient delivery of departmental services, the departmental responsibilities outlined above have continued to be carried out in a cost-effective, accurate and timely manner. Additionally, the Human Resources Director has continued to serve in an unofficial capacity as the Assistant Town Manager and worked with the Town Manager on various issues pertaining to the CRA, Town economic development, grant preparation, and other initiatives, and has served as Acting Town Manager in the Town Manager's absence.

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

***During Fiscal Year 2018, the Human Resources Director will work on developing strategies for increased employee engagement, and on training in the area of effective decision-making, and subsequent follow-through.***

**TOWN OF LAKE PARK - ANNUAL BUDGET  
HUMAN RESOURCES (GF 105)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	128,978	151,423	133,336	136,374	168,465	143,588	143,588
Operating Expenses	28,086	30,803	41,962	39,864	37,375	37,375	37,375
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>157,064</b>	<b>182,226</b>	<b>175,298</b>	<b>176,238</b>	<b>205,840</b>	<b>180,963</b>	<b>180,963</b>

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Assistant Town Manager/Human Resources Director (15% shared with the CRA)	1.00	1.00	1.00	
Assistant to the HR Director (10% shared with the Marina)	1.00	1.00	1.00	
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>

TOWN OF LAKE PARK - ANNUAL BUDGET									
HUMAN RESOURCES (GF 105)									
DEPARTMENTAL BUDGET DETAIL									
FISCAL YEAR 2017-18								Schedule 2	
ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-512-105-11000	Executive Salaries	78,692	72,664	65,915	34,487	68,974	96,512	75,442	75,442
001-51-512-105-12000	Regular Salaries	29,984	40,439	39,520	20,208	40,416	40,310	40,310	40,310
001-51-512-105-13000	Other & Part Time Salaries	73	75	-		-	-	-	-
001-51-512-105-14000	Overtime Salaries	459	226	100	234	468	100	100	100
001-51-512-105-15000	Special Pay	726	2,232	1,220	300	600	1,720	1,720	1,720
001-51-512-105-19900	Wages Reclassified	(15,187)		(12,194)	(6,097)	(12,194)	(17,048)	(17,048)	(17,048)
001-51-512-105-21000	FICA	8,212	8,252	8,167	3,894	7,788	10,606	8,994	8,994
001-51-512-105-22000	Retirement	5,455	5,741	7,908	3,941	7,882	10,261	8,681	8,681
001-51-512-105-22100	Town Retirement Matching	2,378	2,902	4,778	2,162	4,324	6,337	5,284	5,284
001-51-512-105-23100	Medical Insurance	15,517	16,522	15,460	7,730	15,460	17,006	17,614	17,614
001-51-512-105-23200	Insurance - Dental	742	797	878	433	866	966	766	766
001-51-512-105-23300	Insurance - Life	326	263	263	138	276	217	373	373
001-51-512-105-23400	Insurance - Vision	130	115	126	76	152	138	106	106
001-51-512-105-23500	Disability	1,315	1,039	1,039	603	1,206	1,184	1,090	1,090
001-51-512-105-24000	Worker's Compensation Insurance	156	156	156	78	156	156	156	156
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>128,978</b>	<b>151,423</b>	<b>133,336</b>	<b>68,187</b>	<b>136,374</b>	<b>168,465</b>	<b>143,588</b>	<b>143,588</b>
001-51-512-105-31000	Professional Services	5,183	5,933	7,000	2,866	5,732	5,000	5,000	5,000
001-51-512-105-34000	Contractual Services	4,089	3,636	5,000	2,566	5,132	5,000	5,000	5,000
001-51-512-105-40000	Travel and Training	237	108	150	130	260	-	-	-
001-51-512-105-40100	Tuition Reimbursement - General Fund Employees			14,500	1,463	9,944	10,254	10,254	10,254
001-51-512-105-41100	Telephone	272	266	300	57	114	300	300	300

<b>TOWN OF LAKE PARK - ANNUAL BUDGET</b>									
<b>HUMAN RESOURCES (GF 105)</b>									
<b>DEPARTMENTAL BUDGET DETAIL</b>									
<b>FISCAL YEAR 2017-18</b>								<b>Schedule 2</b>	
<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>CURRENT YEAR BUDGET 2016-17</b>	<b>ACTUAL AS OF 3/31/2017</b>	<b>ESTIMATE FOR THE YEAR 2016-17</b>	<b>THE DEPT. PROPOSED BUDGET BY 2017-18</b>	<b>TOWN MGT. PROPOSED BUDGET 2017-18</b>	<b>ADOPTED BUDGET 2017-18</b>
001-51-512-105-41200	Postage & Shipping	86	572	700	176	352	700	700	700
001-51-512-105-44200	Equipment Leases	1,895	1,895	2,245	948	1,896	1,537	1,537	1,537
001-51-512-105-47000	Printing	-	146	200	55	110	200	200	200
001-51-512-105-47100	Photocopying	639	951	2,000	474	948	1,032	1,032	1,032
001-51-512-105-48100	Advertising	12,396	14,887	8,000	5,674	11,348	10,000	10,000	10,000
001-51-512-105-49400	Uniforms & Clothing	-	-	200	-	-	200	200	200
001-51-512-105-51000	Office Supplies	1,821	1,135	700	971	1,942	1,500	1,500	1,500
001-51-512-105-54100	Books & Subscriptions	-	-	-	-	-	-	-	-
001-51-512-105-52000	Operating Supplies	-	-	-	-	-	-	-	-
001-51-512-105-54200	Memberships, Dues, & Subscriptions	1,468	1,274	967	1,043	2,086	1,652	1,652	1,652
	<b>TOTAL OPERATING EXPENSES</b>	<b>28,086</b>	<b>30,803</b>	<b>41,962</b>	<b>16,423</b>	<b>39,864</b>	<b>37,375</b>	<b>37,375</b>	<b>37,375</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>157,064</b>	<b>182,226</b>	<b>175,298</b>	<b>84,610</b>	<b>176,238</b>	<b>205,840</b>	<b>180,963</b>	<b>180,963</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**HUMAN RESOURCES (GF 105)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2017-18**

**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
Assistant Town Manager/Human Resources Director	FT	36.27	2,080	75,442	5,658	-	8,807	383	250	53	711	91,304
Assistant to the HR Director	FT	19.38	2,080	40,310	3,023	500	8,807	383	123	53	379	53,578
Special Pay - Employee of the Year Award	500											500
Overtime Salaries	100											100
Wages Reclassified	(13,696)	(5,358)										(19,054)
Phone Allowance	720											720
FICA	8,994											8,994
Worker's Compensation Insurance	156											156
Town Retirement Matching	5,284											5,284
<b>Total Wages &amp; Benefits</b>				115,752	8,681	500	17,614	766	373	106	1,090	141,582

Insurance Table

Employee Only	8,807	383	53
Employee + Spouse	14,884	383	53
Employee + Children	12,506	383	53
Employee + Family	18,142	383	53
Health Coverage Op-out Cred	3,960		

**163,121**

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**HUMAN RESOURCES (GF 105)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-31000	Professional Services	Florida Department of Law Enforcement Criminal Histories on the Internet (for state criminal background checks); National Student Clearing House (to verify academic degrees or attendance at a college or university); Crimcheck (for national criminal background and sex offender background checks) and, Benefits Workshop (aka JAG Enterprises, for administration of the Flexible Spending Account and the provision of COBRA services). Since as of 6/2/2017, 66.66 percent of Fiscal Year 2017 has been completed and \$4,507 has been spent as of this date, this account is being budgeted at \$2,000 less than the amount budgeted for Fiscal Year 2017.	\$ 5,000
105-34000	Contractual Services	Jupiter Medical Center Urgent Care (for pre-employment and post-accident drug screens and physicals and commercial drivers' license-related drug screening); Innovative Credit Solutions (for credit investigations for applicants for certain positions); and, the Center for Family Services for the Employee Assistance Program for Town employees. Since as of 6/2/2017, 66.66 percent of Fiscal Year 2017 has been completed and \$3,471 has been spent as of this date, this account is being level-funded in the same amount as budgeted for Fiscal Year 2017.	5,000
		Upgrade of the Town's official website by Vision Internet - Town Wide Project	-
		Upgrade of the Town's official website by Vision Internet for Library sub-site	-
		Total	5,000
105-40000	Travel and Training	No travel and training is proposed for Fiscal Year 2018.	-
105-40100	Tuition Reimbursement	All general fund employees. This account benefit has been approved for two individuals: first for 6 classes at \$1,100 each, and second for 3 classes at \$1,218 for each class. (6 x 1,100)+(3 x 1,218)	10,254

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**HUMAN RESOURCES (GF 105)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-41100	Telephone	State of Florida. Level funded from FY 2017.	300
105-41200	Postage & Shipping	United States Postal Service and occasionally Federal Express. This account is being level-funded from Fiscal Year 2017 (NOTE: The actual of \$191.00 spent so far this fiscal year may not be correct as the Human Resources Department generates a high volume of mail.)	700
105-44200	Equipment Leases	Printer/copier lease for a new Canon printer/copier that has been installed, the annual lease amount is \$1,537.00 per year (\$128.12 per month).	1,537
105-47000	Printing	Minuteman Press. This account is being level funded from Fiscal Year 2017.	200
105-47100	Photocopying	Inasmuch as the new Canon printer/copier has been installed, the amount being budgeted for Fiscal Year 2018 consists of the following: \$20.00 per month x 12 = \$240.00 per year for black and white copies; and, \$66.00 per month x 12 = \$792.00 per year for color copies, for an overall total of \$1,032.00.	1,032
105-48100	Advertising	Palm Beach Post; International City/County Management Association; American Planning Association; Florida American Planning Association; Florida Government Finance Officers Association; and, other professional organizations as needed for which there is a cost for employment advertising. It is being proposed that this be increased from the \$8,000 budgeted for Fiscal Year 2017 to \$10,000 for Fiscal Year 2018 because of the high degree of job advertising that has taken place so far this fiscal year and the anticipation that this trend will continue in Fiscal Year 2018.	10,000
105-49400	Uniforms & Clothing		200

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**HUMAN RESOURCES (GF 105)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-51000	Office Supplies	Staples for general office supplies. This cost figure is being increased from the amount of \$700.00 budgeted for Fiscal Year 2017 to \$1,500.00 due to the cost of personnel folders needed for employee personnel files, and because the Human Resources Department purchases the copy paper for the Canon printer/copier which is used by other departments.	1,500
105-54200	Membership, Dues & Subscription	Society for Human Resource Management (SHRM) \$190.00 x 2 = \$380.00 for membership renewals for Human Resources Director and the Assistant to the Human Resources Director; Business and Legal Reports (\$695 approx. for What To Do about Personnel Problems in Florida [plus \$39.95 shipping cost]); and, membership for the Human Resources Director in the International City/County Managers Association (ICMA) at \$537.00 estimated.	1,652
	<b>Total</b>		<b>\$ 37,375</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Human Resources (105)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Upgrade of the Town's Official Website	The current official website of the Town of Lake Park at www.lakeparkflorida.gov is not customer friendly and is not an effective communication tool for the Town. The purpose of this initiative is to upgrade the Town's official website by having a new comprehensive customized website created by Vision Internet that is professional, intuitive, easy for the customer to navigate, and that is in line with current best practices. Vision Internet is a California-based company with an extensive track record of assisting local governments in redesigning their websites, Vision Internet is a General Services Administration (GSA) contract holder. This is a five-year project, the total cost of which is projected to be \$72,469. The first project year will consist of project visioning, graphic design, development and training, and go-live maintenance resulting from the public launch of the website, etc.) the cost of which is projected to be \$34,109 which is included as an initiative for FY 2018.		\$ 34,109
2	Town Library's Website	Upgrade of the Town's official website by Vision Internet for Library sub-site		\$ 11,943
3	Change the title of the Human Resources Director to Assistant Town Manager/Human Resources Director	Since May of 2015, the Human Resources Director has functioned as the Assistant Town Manager at the current Town Manager's request. And the Human Resources Director has functioned in this capacity and has taken on an increased level of responsibility without a change in her title and without an increase in compensation. The purpose of this initiative is to change the title of the Human Resources Director to Assistant Town Manager/Human Resources Director and to increase her salary to \$75442 plus benefits		\$ 8,057
4				
5				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 8,057</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN CLERK (GF 106)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2017-18**

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

**TOWN OF LAKE PARK - ANNUAL BUDGET  
TOWN CLERK (GF 106)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	113,307	116,709	141,085	139,632	180,369	149,477	149,477
Operating Expenses	20,801	26,286	39,640	47,022	94,702	64,312	64,312
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>134,108</b>	<b>142,995</b>	<b>180,725</b>	<b>186,654</b>	<b>275,071</b>	<b>213,789</b>	<b>213,789</b>
<b>Personnel Recap</b>							
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Town Clerk (5% allocated to the CRA)				1.00	1.00	1.00	
Deputy Town Clerk (5% allocated to the CRA)				1.00	1.00	1.00	
Records Management Technician				-----	1.00	-----	
				<hr/> 2.00	<hr/> 3.00	<hr/> 2.00	<hr/> 0.00

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**TOWN CLERK (GF 106)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>CURRENT YEAR BUDGET 2016-17</b>	<b>ACTUAL AS OF 3/31/2017</b>	<b>ESTIMATE FOR THE YEAR 2016-17</b>	<b>THE DEPT. PROPOSED BUDGET BY 2017-18</b>	<b>TOWN MGT. PROPOSED BUDGET 2017-18</b>	<b>ADOPTED BUDGET 2017-18</b>
001-51-512-106-11000	Executive Salaries	62,836	64,361	63,877	32,739	65,478	66,477	66,477	66,477
001-51-512-106-12000	Regular Salaries	27,597	22,344	41,496	21,154	42,308	65,728	42,328	42,328
001-51-512-106-14000	Overtime Salaries	441	349	200	279	558	800	800	800
001-51-512-106-15000	Special Pay	726	732	720	300	600	720	2,220	2,220
001-51-512-106-19900	Wages Reclassified	(14,350)	(6,771)	(6,782)	(3,391)	(6,782)	(7,011)	(7,101)	(7,101)
001-51-512-106-21000	FICA	6,343	6,329	8,131	3,988	7,976	10,230	8,555	8,555
001-51-512-106-22000	Retirement	4,533	3,218	7,903	2,481	4,962	8,161	8,161	8,161
001-51-512-106-22100	Town Retirement Matching	2,272	1,609	4,231	1,582	3,164	4,382	4,382	4,382
001-51-512-106-23100	Medical Insurance	20,198	22,016	18,707	9,354	18,708	26,955	21,313	21,313
001-51-512-106-23200	Insurance - Dental	680	797	878	433	866	1,328	766	766
001-51-512-106-23300	Insurance - Life	446	383	378	192	384	538	331	331
001-51-512-106-23400	Insurance - Vision	130	110	126	63	126	190	106	106
001-51-512-106-23500	Disability	1,359	1,136	1,124	594	1,188	1,775	1,043	1,043
001-51-512-106-24000	Worker's Compensation Insurance	96	96	96	48	96	96	96	96
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>113,307</b>	<b>116,709</b>	<b>141,085</b>	<b>69,816</b>	<b>139,632</b>	<b>180,369</b>	<b>149,477</b>	<b>149,477</b>
001-51-512-106-31000	Professional Services	1,050	3,455	1,418	1,418	2,836	58,616	33,726	33,726
001-51-512-106-33000	Accounting, Audit & Elections		2,228	13,000	5,601	11,202	50	50	50
001-51-512-106-34000	Contractual Services	5,298	4,432	7,000	2,671	5,342	8,000	7,000	7,000
001-51-512-106-40000	Travel & Training	1,637	1,543	5,000	1,940	3,880	6,000	5,000	5,000
001-51-512-106-41100	Telephone	744	739	500	166	332	450	450	450
001-51-512-106-41200	Postage & Shipping		149	220	190	380	250	250	250
001-51-512-106-44200	Equipment Lease	3,208	3,208	3,352	1,604	3,208	3,352	3,352	3,352

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN CLERK (GF 106)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-512-106-46000	Repair & Maintenance			-	-	-			
001-51-512-106-47000	Printing		280	150	63	126	150	150	150
001-51-512-106-47100	Photocopying	1,332	1,283	100	883	1,766	3,000	3,000	3,000
001-51-512-106-48000	Promotional Activity	-	-	-	-	-	750	750	750
001-51-512-106-48100	Advertising	5,789	6,561	5,000	8,027	16,054	10,000	8,000	8,000
001-51-512-106-48200	Recording Fees		-	100	-	-	100	100	100
001-51-512-106-49400	Uniforms & Clothing		-	100	-	-	100	100	100
001-51-512-106-51000	Office Supplies	957	1,570	2,200	503	1,006	3,000	1,500	1,500
001-51-512-106-52100	Gasoline & Diesel Fuel	467	281	750	115	230			
001-51-512-106-54100	Books & Subscriptions		-	-	-	-	-	-	-
001-51-512-106-54200	Memberships, Dues, & Subscriptions	319	557	750	330	660	884	884	884
	<b>TOTAL OPERATING EXPENSES</b>	<b>20,801</b>	<b>26,286</b>	<b>39,640</b>	<b>23,511</b>	<b>47,022</b>	<b>94,702</b>	<b>64,312</b>	<b>64,312</b>
001-51-512-106-63000	Improvements Other Than Buildings	4,229	-	-	-	-	-	-	-
001-51-512-106-64100	Machinery & Equipment	5,096	-	-	-	-	-	-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>9,325</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	<b>TOTAL DEPT EXPENDITURES</b>	<b>143,433</b>	<b>142,995</b>	<b>180,725</b>	<b>93,327</b>	<b>186,654</b>	<b>275,071</b>	<b>213,789</b>	<b>213,789</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN CLERK (GF 106)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Town Clerk	FT	31.96	2,080	66,477	4,986	1,500	12,506	383	202.00	53	635.00	86,742
Deputy Town Clerk	FT	20.35	2,080	42,328	3,175	-	8,807	383	129.00	53	408.00	55,283
Records Management Technician	FT	15.00	-	-	-	-	-	-	-	-	-	-
Wages Reclassified	(4,337)	(2,764)										(7,101)
Overtime Salaries	800											800
Phone Allowance	720											720
FICA	8,555											8,555
Worker's Compensation Insurance	96											96
Town Retirement Matching	4,382											4,382
<b>Total Wages &amp; Benefits</b>	<b>13,753</b>			<b>108,805</b>	<b>8,161</b>	<b>1,500</b>	<b>21,313</b>	<b>766</b>	<b>331</b>	<b>106</b>	<b>1,043</b>	<b>149,477</b>

Insurance Table	Employee Only	8,807	383	53
	Employee + Spouse	14,884	383	53
	Employee + Children	12,506	383	53
	Employee + Family	18,142	383	53
	Health Coverage Op-out Cred	3,960		

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**TOWN CLERK (GF 106)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
106-31000	Professional Services	Laserfiche - if upgraded to version 10 it would cost \$4,011. If upgrade to Avante it would cost \$33,616	\$ 33,726
106-33000	Accounting, Audit & Elections	Municipal election - no election in 2018	50
106-34000	Contractual Services	Municode - website fee - \$1,175; Administrative Maintenance fee \$275; Codification of Ordinances \$6,558	7,000
106-40000	Travel & Training	FACC Conference; PBCMCA Training for Town Clerk and Deputy Town Clerk; webinars	5,000
106-41100	Telephone		450
106-41200	Postage & Shipping		250
106-44200	Equipment Lease	Lease expense on the copier/printer/fax/scan machine	3,328
		Lease of Cable Boxes	24
		Total Equipment Leases	3,352
106-47000	Printing	Nameplates for new board members	150
	Photocopying	Black, white and color copies	3,000
106-48000	Promotional Activities	PBC Municipal Clerk's Association Luncheon - October 2017 - VM to be sworn in a President of Association	750
106-48100	Advertising	Bids/RFP's Ordinances	8,000
106-48200	Recording Fees		100
106-49400	Uniforms & Clothing		100
106-51000	Office Supplies	Bottled water, Misc. Supplies, Paper	1,500
106-54100	Books & Subscriptions	Robert's Rules of Order books and new Code books for newly elected Commissioners	-
106-54200	Memberships, Dues, & Subscriptions	Florida Association of City Clerk's (FACC) \$150, International Institute of Municipal Clerk's (IIMC) 320, Palm Beach County Municipal Clerk's Association (PBCMCA) \$70, for Town Clerk and Deputy Town Clerk, National Notary Association (NNA) \$134.	884
		TOTAL	\$ 64,312

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Town Clerk (106)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Lazerfiche License Upgrade	Lazerfiche license upgrade		\$ 25,000
2	Laserfiche - Avante	Utilization by all departments		\$ 33,616
3	Records Management Technician	Add a full time employee to scan and organize the electronic files		\$ 30,930
4				
5				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 33,616</b>

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

**Schedule 6**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-341.500	Tax (Liens) Search	15,245	19,362	23,000	12,534	21,487	17,875	20,000	
001-341.905	Admin Cost - Public Records Ret.	416	421	1,680	885	1,517	1,680	1,680	
	TOTAL	15,661	19,783	24,680	13,419	23,004	19,555	21,680	
								-	

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LEGAL (GF 108)**

**DEPARTMENTAL BUDGET SUMMARY**

**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	-	-	-	-	-	-	-
Operating Expenses	111,984	152,294	121,000	227,298	211,000	161,000	161,000
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>111,984</b>	<b>152,294</b>	<b>121,000</b>	<b>227,298</b>	<b>211,000</b>	<b>161,000</b>	<b>161,000</b>
<b>Personnel Recap</b>							
<p align="center">The Commission contracts for these services</p>							

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**LEGAL (GF 108)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-514-108-31100	Professional Svc - Town Attorney	111,984	152,294	120,000	126,310	216,531	210,000	160,000	160,000
001-51-514-108-31101	Professional Svc - Other Legal		-	1,000	10,767	10,767	1,000	1,000	1,000
001-51-514-108-31200	Professional Svc - Foreclosure	-	-	-	-	-	-	-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>111,984</b>	<b>152,294</b>	<b>121,000</b>	<b>137,077</b>	<b>227,298</b>	<b>211,000</b>	<b>161,000</b>	<b>161,000</b>
001-51-514-108-99105	Cost Recovery		-	-	-	-	-	-	-
	<b>TOTAL OTHER EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>111,984</b>	<b>152,294</b>	<b>121,000</b>	<b>137,077</b>	<b>227,298</b>	<b>211,000</b>	<b>161,000</b>	<b>161,000</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LEGAL (GF 108)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
500-31100	Professional Services	Professional Svc - Town Attorney	\$ 160,000
500-31101	Professional Services	Professional Svc - Other Legal	\$ 1,000
		TOTAL	\$ 161,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**INFORMATION TECHNOLOGY (GF 110)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2017-18**

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 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	101,504	102,571	103,595	105,602	110,247	110,372	110,372
Operating Expenses	49,918	55,851	58,915	57,055	89,255	64,535	64,535
Capital Outlay	29,330	54,977	13,700	-	103,184	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>180,752</b>	<b>213,399</b>	<b>176,210</b>	<b>162,657</b>	<b>302,686</b>	<b>174,907</b>	<b>174,907</b>

Personnel Recap

Chief Information Technology Officer

<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
1.00	1.00	1.00	
1.00	1.00	1.00	0.00

**TOWN OF LAKE PARK - ANNUAL BUDGET  
INFORMATION TECHNOLOGY (GF 110)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-512-110-11000	Executive Salaries	76,878	78,716	78,125	40,071	80,142	81,286	81,286	81,286
001-51-512-110-15000	Special Pay	490	494	490	203	406	2,490	2,490	2,490
001-51-512-110-21000	FICA	5,530	5,858	5,906	3,024	6,048	6,145	6,145	6,145
001-51-512-110-22000	Retirement	3,868	3,961	5,859	2,887	5,774	6,096	6,096	6,096
001-51-512-110-22100	Town Retirement Matching	1,934	1,980	3,906	1,946	3,892	4,064	4,064	4,064
001-51-512-110-23100	Medical Insurance	11,017	9,996	7,730	3,865	7,730	8,503	8,807	8,807
001-51-512-110-23200	Insurance - Dental	371	399	439	217	434	483	383	383
001-51-512-110-23300	Insurance - Life	261	210	210	105	210	210	247	247
001-51-512-110-23400	Insurance - Vision	65	57	63	33	66	69	53	53
001-51-512-110-23500	Disability	1,066	843	843	438	876	877	777	777
001-51-512-110-24000	Worker's Compensation Insurance	24	24	24	12	24	24	24	24
001-51-512-110-26000	Mileage Reimbursement	-	33	-	-	-	-	-	-
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>101,504</b>	<b>102,571</b>	<b>103,595</b>	<b>52,801</b>	<b>105,602</b>	<b>110,247</b>	<b>110,372</b>	<b>110,372</b>
001-51-512-110-31000	Professional Services - Adm IT	10,731	10,717	12,000	980	1,960	12,000	12,000	12,000
001-51-512-110-34000	Contractual Services	8,585	7,905	14,000	4,920	9,840	26,340	19,620	19,620
001-51-512-110-40000	Travel & Training	1,829	1,404	1,500	830	1,660	1,500	1,500	1,500
001-51-512-110-41100	Telephone	4,077	4,045	2,300	1,844	3,688	2,300	2,300	2,300
001-51-512-110-41105	Telephone - DSL	3,163	3,500	4,200	1,604	3,208	4,200	4,200	4,200
001-51-512-110-46100	Equipment Maintenance Contract	2,767	2,766	3,000	1,153	2,306	3,000	3,000	3,000
001-51-512-110-49303	Software - Administration	7,114	5,788	8,500	3,911	7,822	8,500	8,500	8,500
001-51-512-110-49306	Software Maintenance - Finance	4,635	4,635	4,415	-	4,415	4,415	4,415	4,415
001-51-512-110-51900	Computer Supplies & Parts	5,114	3,810	4,000	3,769	7,538	4,000	4,000	4,000

**TOWN OF LAKE PARK - ANNUAL BUDGET  
 INFORMATION TECHNOLOGY (GF 110)  
 DEPARTMENTAL BUDGET DETAIL  
 FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-512-110-52000	Operating Supplies	943	10,401	4,000	6,349	12,698	22,000	4,000	4,000
001-51-512-110-54200	Memberships, Dues, & Subscription	960	880	1,000	960	1,920	1,000	1,000	1,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>49,918</b>	<b>55,851</b>	<b>58,915</b>	<b>26,320</b>	<b>57,055</b>	<b>89,255</b>	<b>64,535</b>	<b>64,535</b>
001-51-512-110-64100	Machinery & Equipment	29,330	53,212	13,700	-	-	25,000	-	-
001-51-512-110-64100	Machinery & Equipment						78,184	-	-
001-51-512-110-64000	<b>TOTAL CAPITAL OUTLAY</b>	<b>29,330</b>	<b>54,977</b>	<b>13,700</b>	<b>-</b>	<b>-</b>	<b>103,184</b>	<b>-</b>	<b>-</b>
001-51-512-110-99901	Contingency	-	-	-	-	-	-	-	-
	<b>TOTAL OTHER EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>180,752</b>	<b>213,399</b>	<b>176,210</b>	<b>79,121</b>	<b>162,657</b>	<b>302,686</b>	<b>174,907</b>	<b>174,907</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**INFORMATION TECHNOLOGY (GF 110)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Chief Information Technology Officer	FT	39.08	2,080	81,286	6,096	2,000	8,807	383	247	53	777	99,649
DSL Line	490											490
FICA	6,145											6,145
Worker's Compensation Insurance	24											24
Town Retirement Matching	4,064											4,064
<b>Total Wages &amp; Benefits</b>				81,286	6,096	2,000	8,807	383	247	53	777	110,372

Insurance Table

Employee Only	8,807	383	53
Employee + Spouse	14,884	383	53
Employee + Children	12,506	383	53
Employee + Family	18,142	383	53
Health Coverage Op-out Credi	3,960		

**TOWN OF LAKE PARK - ANNUAL BUDGET  
INFORMATION TECHNOLOGY (GF 110)  
EXPENSE DETAIL & ANALYSIS  
FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
110-31000	Professional Services	KDT Solutions, IT Consultant and support, & IT Audit	\$ 12,000
110-34000	Contractual Services	Telvue Channel 18 and bulletin board	\$ 2,400
		EMPS Emails Protection Services (lakeparkflorida.gov)	\$ 2,880
		CyberSecurity for Work Station Agents	\$ 2,880
		BDRS Disaster Recovery Services-Town Hall-Marina-Public Works	\$ 4,680
		Drop Box Annual Fee-All Departments and Commission	\$ 6,000
		Critical servers back up on cloud	\$ -
		Website Hosting	\$ 780
		Total	\$ 19,620
110-40000	Travel & Training	FLGISA Annual Conference, CCIO Meeting, mileage reimbursement	\$ 1,500
110-41100	Telephone	Landline, Emergency phones by AT&T and Emergency air card	\$ 2,300
110-41105	DSL	DSL (Comcast and AT&T) for Town Hall	\$ 4,200
110-46100	Equipment Maintenance	AT&T Insurance for Telephones at Town Hall	\$ 3,000
110-49303	Software-Administration	Symantec Anti-Virus Protection Renewal (all)	
		Spector Software-Server Renewal	
		Sophos Firewalls licenses (annual)	
		Backup Software	
		Software licenses Server if needed	
		Software licenses Office-Publisher-Adobe	
		lakeparkflorida.gov Domain Renewal	
Total	\$ 8,500		

**TOWN OF LAKE PARK - ANNUAL BUDGET  
 INFORMATION TECHNOLOGY (GF 110)  
 EXPENSE DETAIL & ANALYSIS  
 FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
110-49306	Software-Finance	Accounting Software (ADG) Annual Support Fee	\$ 4,415
110-51900	Computer Supplies & Parts	Maintenance and Repair Computer Parts	\$ 4,000
110-52000	Operating Supplies iPads Commission Chambers	Power Back UPS, Internal Disks Back up	\$ 4,000
		iPads for operations	\$ -
		To add two large TV screens at Commission Chambers in front of the	\$ -
		Total	\$ 4,000
110-54200	Memberships, Dues, & Subscriptions	FLGISA, FCCMA, ICMA	\$ 1,000
		TOTAL	\$ 64,535

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Information Technology (110)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Lambda Rail Fiber Optic	To link and connect The Town's facilities with State of Florida Lambda Rail system which is located at Fire Station 68. (Town Hall-Library-Public Works-PBSO Office) <b>Moved to Special Projects Fund</b>		\$ 78,184
2	Telephone System	The existing telephones system at Town Hall, Public Works and Marina was establish in 1998 by Bellsouth and AT&T will not be support these equipments in the near future. In order to replace these units with VoIP, the new equipments and installation are needed. The survey from other municipalities in Florida done by Florida Government Information System Association (FLGISA) had shown the following system: ShoreTel, Acatel-Lucent, Avaya, Unify (Siemens) or AT&T by Department of Management Services (DMS) State of Florida. Proposed to have this project in two budget years (2016-2017 and 2017-2018) to have RFP or DMS contract to replace Town of Lake Park telephone systems at Town Hall, Public Works and Marina with new VoIP. <b>Will be re-evaluated in the Mid-Year Budget Adjustment</b>		\$ 25,000
3	Operation I-Pads	To add iPads to the following departments for operation and will be use for Emergency Operation Center if necessary: Town Clerk, Town Manager, Special Events, Public Works, Finance.		\$ 4,000
4	Server Back up on Cloud	To back up critical Virtual servers on cloud and can bring back server on cloud in the event of failure.		\$ 6,720
5	Commission Chambers	To add two large TV screens at Commission Chambers in front of the dais for Commisions and public to view presentation during meeting.		\$ 10,000
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**FINANCE DEPARTMENT (General Fund 150)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2017-18**

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, procedures, and practices in accordance with Government Accounting Standards Board pronouncements and other legally mandated standards; and, the development of sound record keeping and centralized public financial services in order to meet the highest promulgated standards.

Goals for the current and upcoming year are:

- ❖ Maintain a high level of transparency, openness, and disclosure with the Town Commission and the Senior Staff
- ❖ Complete the construction in the Finance area providing for an enhanced welcoming to Town Hall and a more open workspace for the finance staff,
- ❖ Convert the Business Tax Receipt system from Information Management Services (IMS) software to American Data Group's (ADG) software,
- ❖ Create an Procedure Manual covering monthly and year-end Accounting processes,
- ❖ Complete the Comprehensive Annual Financial Report (CAFR) by March 31, 2018, and continue to win the certificate of Achievement for Excellence in Financial Reporting, and
- ❖ Eliminate all the "Findings" from the Management Letter and the Report on Internal Controls.

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**FINANCE DEPARTMENT (General Fund 150)**  
**DEPARTMENTAL BUDGET SUMMARY**  
**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	349,209	372,181	447,501	420,676	479,979	466,164	466,164
Operating Expenses	84,304	92,041	88,010	91,506	115,171	99,971	99,971
Capital Outlay	1,195	4,425	-	788	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>434,708</b>	<b>468,647</b>	<b>535,511</b>	<b>512,969</b>	<b>595,150</b>	<b>566,135</b>	<b>566,135</b>
<b>Personnel Recap</b>							
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Finance Director (15% shared w/ CRA)				1.00	1.00	1.00	
Assistant Finance Director				1.00	1.00	1.00	
Accountant III				----	1.00	1.00	
Accountant II				1.00	----	----	
Accountant II (20% shared w/ Sanitation)				1.00	1.00	1.00	
Accountant I				1.00	1.00	1.00	
Office Assistant				1.00	1.00	1.00	
				<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**FINANCE DEPARTMENT (General Fund 150)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-513-150-11000	Executive Salaries	80,771	89,824	85,384	51,654	77,481	85,416	85,416	85,416
001-51-513-150-12000	Regular Salaries	208,801	219,496	268,090	162,524	243,786	268,215	269,630	269,630
001-51-513-150-13000	Other & Part Time Salaries			-	-	-	-	-	-
001-51-513-150-14000	Overtime Salaries	3,250	6,233	3,843	15,714	20,000	20,000	5,000	5,000
001-51-513-150-15000	Special Pay	1,226	1,232	1,720	1,420	2,130	1,720	1,720	1,720
001-51-513-150-19900	Wages Reclassified	(28,017)	(34,129)	(26,710)	(17,806)	(26,709)	(27,611)	(27,646)	(27,646)
001-51-513-150-21000	FICA	21,704	23,124	26,013	16,846	25,269	28,714	27,675	27,675
001-51-513-150-22000	Retirement	12,616	15,509	22,320	14,668	22,002	26,522	26,628	26,628
001-51-513-150-22100	Town Retirement Matching	5,105	5,949	11,379	6,188	9,282	12,629	12,665	12,665
001-51-513-150-23100	Health Insurance	36,387	38,744	43,984	24,370	36,555	51,954	53,811	53,811
001-51-513-150-23150	Opt Out Payments	-		3,960	2,640	3,960	3,960	3,960	3,960
001-51-513-150-23200	Insurance - Dental	1,856	1,993	2,634	1,423	2,135	2,897	2,298	2,298
001-51-513-150-23300	Insurance - Life	1,131	867	1,032	604	906	1,117	1,082	1,082
001-51-513-150-23400	Insurance - Vision	325	343	378	267	401	416	318	318
001-51-513-150-23500	Disability	3,850	2,792	3,270	2,183	3,275	3,826	3,403	3,403
001-51-513-150-24000	Worker's Compensation Insurance	204	204	204	136	204	204	204	204
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>349,209</b>	<b>372,181</b>	<b>447,501</b>	<b>282,831</b>	<b>420,676</b>	<b>479,979</b>	<b>466,164</b>	<b>466,164</b>
001-51-513-150-31000	Professional Services	25		-	-	2,500	15,200	2,500	2,500
001-51-513-150-33000	Accounting & Auditing	40,600	41,750	46,800	16,500	46,800	50,000	50,000	50,000
001-51-513-150-34000	Contractual Services	13,057	15,934	4,440	3,615	5,423	4,848	4,848	4,848
001-51-513-150-40000	Travel & Training	8,886	3,237	7,500	1,785	2,678	7,500	5,000	5,000
001-51-513-150-41100	Telephone	1,343	1,726	1,340	1,128	1,692	1,512	1,512	1,512

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**FINANCE DEPARTMENT (General Fund 150)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-513-150-41200	Postage & Shipping	549	5,117	4,500	2,400	3,600	4,500	4,500	4,500
001-51-513-150-44200	Equipment Leases	3,349	3,349	7,485	1,978	7,485	6,676	6,676	6,676
001-51-513-150-47000	Printing	961	800	1,500	541	812	2,000	2,000	2,000
001-51-513-150-47100	Copying	674	832	1,000	-	-	1,000	1,000	1,000
001-51-513-150-49000	Other Current Charges	440	527	435	-	435	435	435	435
001-51-513-150-49600	Bank Charges / Admin Fees	8,398	10,906	8,000	7,968	11,952	13,000	13,000	13,000
001-51-513-150-51000	Office Supplies	5,353	7,238	4,500	5,180	7,770	7,500	7,500	7,500
001-51-513-150-54100	Books & Subscriptions	44	-	-	-	-	-	-	-
001-51-513-150-54200	Memberships & Dues	625	625	510	240	360	1,000	1,000	1,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>84,304</b>	<b>92,041</b>	<b>88,010</b>	<b>41,335</b>	<b>91,506</b>	<b>115,171</b>	<b>99,971</b>	<b>99,971</b>
001-51-513-150-64100	Machinery & Equipment	1,195	-	-	-	-	-	-	-
001-51-513-150-62100	Buildings	-	4,425	-	525	788	-	-	-
	<b>TOTAL CAPITAL</b>	<b>1,195</b>	<b>4,425</b>	<b>-</b>	<b>525</b>	<b>788</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>434,708</b>	<b>468,647</b>	<b>535,511</b>	<b>324,691</b>	<b>512,969</b>	<b>595,150</b>	<b>566,135</b>	<b>566,135</b>



**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**FINANCE DEPARTMENT (GF 150)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
150-31000	Professional Services	Contract to prepare the procedure manual (\$2,500) ClearGov - Financial Information Presentation Software Convert from IMS software to ADG software for management and accounting of the Town's Business Tax Receipts	\$ 2,500 \$ - \$ -
150-33000	Accounting & Auditing	Annual Audit Fee (Nowlen Holt & Miner) & OPEB Actuarial (Foster & Foster)	\$ 50,000
150-34000	Contractual Services	Dunbar Armored Car Service \$404/month	4,848
150-40000	Travel & Training	FGFOA Conference (\$2,000) , FRA Conference (\$2,190) , FABTO Conference (\$2,400), and FGFOA Local meetings and Seminars (\$910)	5,000
150-41100	Telephone	Six phone lines at \$21 each times 12 months	1,512
150-41200	Postage & Shipping	Mailing of Sanitation bills, miscellaneous other bills, and notices	4,500
150-44200	Equipment Leases	Copy Machine (\$2080), Postage Machine (\$1572) Folding Machine(3,024)	6,676
150-47000	Printing	W-2 and 1099 Forms (\$150), Business Tax Receipt forms (\$200), Business Cards (\$200) printing of budget books and CAFR's	2,000
150-47100	Copying	Per copy charges on the copier/printer	1,000
150-49000	Other Current Charges	GFOA Award Fee	435
150-49600	Credit Card and Banking Fees	Master Card / Visa, American Express, & Account Analysis Fees	13,000
150-51000	Office Supplies	Office Depot, Staples, and others for envelopes, copy paper, water, postage supplies, pens, etc.	7,500
150-54200	Memberships, Dues, & Subscriptions	(2) GFOA (\$170), (2) FGFOA (\$75), (3) PBC GFOA (\$60), (2) FABTO (\$40), and COSTCO (\$165) MISC (\$75)	1,000
		TOTAL	\$ 99,971

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Finance Department (150)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2016-17**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Promotion	Promotion of one of the Town's employees, an Accountant II, to become an Accountant III upon completion of ten years on service and contribution to the department and the Town.		\$ 3,226
2	Software Conversion	Convert from IMS software to ADG software for management and accounting of the Town's Business Tax Receipts, thus eliminating the redundant entry of information that must be input into the system that tracks and prints the certificates and into the system that records the payments into the accounting system.		/
3	ClearGov - Financial Information Presentation Software	Increase the transparency of the Town's Financial Information through the use of financial presentation package that would be available on the Town's website. The software would be mapped to the Town's accounting package, translate that information into various graphical presentations that would be available to the public. The public could drill-down to each fund and department and to expense types within departments on a monthly basis.		/
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 3,226</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
LAW ENFORCEMENT SERVICES (GF 200)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
FISCAL YEAR 2017-18**

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

The thirteenth addendum to the contract, the Lake Park Law Enforcement Service Agreement, has been discussed with Palm Beach County Sheriff's Office Fiscal Year 2018. This brings the annual amount to \$2,862,296, which includes an exchange of one automobile based Deputy for one Motor Deputy.

**TOWN OF LAKE PARK - ANNUAL BUDGET  
LAW ENFORCEMENT SERVICES (GF 200)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Town Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services							
Operating Expenses	2,682,991	2,746,768	2,805,360	2,794,252	3,126,059	2,868,026	2,868,026
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>2,682,991</b>	<b>2,746,768</b>	<b>2,805,360</b>	<b>2,794,252</b>	<b>3,126,059</b>	<b>2,868,026</b>	<b>2,868,026</b>
<b>Personnel Recap</b>							
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Captain				----	1.00	----	
Lieutenant				1.00	----	1.00	
Sergeants				3.00	4.00	3.00	
Deputy Sheriffs				19.00	19.00	18.00	
Motor Deputy				----	1.00	1.00	
Administrative Secretary				1.00	1.00	1.00	
Law Enforcement Service Aide				1.00	1.00	1.00	
School Crossing Guards				10.00	10.00	10.00	
				35.00	37.00	35.00	0.00

**TOWN OF LAKE PARK - ANNUAL BUDGET  
LAW ENFORCEMENT SERVICES (GF 200)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-52-521-200-34010	Contract PBC Sheriff	2,648,850	2,722,314	2,776,760	1,388,380	2,776,760	3,107,859	2,849,826	2,849,826
001-52-521-200-41100	Telephone	2,588	2,612	1,600	548	1,096	1,200	1,200	1,200
001-52-521-200-43000	Utilities	10,211	10,979	10,000	4,642	9,284	10,000	10,000	10,000
001-52-521-200-43250	Garbage & Trash	1,066	-	2,000	955	1,910	2,000	2,000	2,000
001-52-521-200-45000	Insurance			-		-			
001-52-521-200-49101	Property Tax			-		-			
001-52-521-200-52100	Gasoline & Diesel Fuel	20,276	10,863	15,000	2,601	5,202	5,000	5,000	5,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,682,991</b>	<b>2,746,768</b>	<b>2,805,360</b>	<b>1,397,126</b>	<b>2,794,252</b>	<b>3,126,059</b>	<b>2,868,026</b>	<b>2,868,026</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>2,682,991</b>	<b>2,746,768</b>	<b>2,805,360</b>	<b>1,397,126</b>	<b>2,794,252</b>	<b>3,126,059</b>	<b>2,868,026</b>	<b>2,868,026</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
 LAW ENFORCEMENT SERVICES (GF 200)  
 PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL  
 FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	4th Sergeant	Adding to the contract a fourth sergeant such that all four shifts have supervision here in Lake Park and do not rely on others for coverage		\$ 177,988
2	Motor Deputy	Adding to the contract an additional deputy - dedicated to traffic control here in Lake Park		\$ 153,111
3	Convert a Deputy	Convert on Deputy from automobile to a motorcycle (Motor Deputy)		\$ 26,000
		<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>	<b>\$ -</b>	<b>\$ 26,000</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**EMERGENCY AND DISASTER RELIEF SERVICES (GF 250)**  
**DEPARTMENTAL BUDGET SUMMARY**  
**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2013-14	Actual Expenses 2014-15	Budget 2015-16	Estimate for the Year 2015-16	Department Proposed 2016-17	Manager Proposed 2016-17	Adopted Budget 2016-17
Personal Services	-	-	-	-	-	-	-
Operating Expenses	121	-	1,000	-	1,000	1,000	1,000
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>121</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<u>Personnel Recap</u>							
None				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
				-	-	-	-
				<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
EMERGENCY AND DISASTER RELIEF SERVICES (GF 250)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-52-525-250-34050	Other Contract Services - Debris	-	-	250	-	-	250	250	250
001-52-525-250-34055	Other contract Services - Tree	-	-	250	-	-	250	250	250
001-52-525-250-34060	Other Contract Services - Stormwater	-	-	250	-	-	250	250	250
001-52-525-250-52000	Operating Supplies	121	-	250	-	-	250	250	250
	TOTAL OPERATING EXPENSES	121	-	1,000	-	-	1,000	1,000	1,000
	TOTAL DEPT EXPENDITURES	121	-	1,000	-	-	1,000	1,000	1,000

**TOWN OF LAKE PARK - ANNUAL BUDGET  
FIRE PROTECTIVE SERVICES (GF 300)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	-	-	-	-	-	-	-
Operating Expenses	1,660,699	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>1,660,699</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Recap

Contracted with Palm Beach County Fire Rescue

Palm Beach County Fire/Rescue Millage Rate for FY 2013, 2014, and 2015 was 3.4581

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

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

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

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

Palm Beach County Fire/Rescue Millage Rate for FY 2018 is 3.4581, but with the adoption of the MSTU the funds will not pass through the Town of Lake Park

**The amount of the payment for FY 2018 would have been \$2,159,846 or a \$176,566 increase.**

**TOWN OF LAKE PARK - ANNUAL BUDGET  
 FIRE PROTECTIVE SERVICES (GF 300)  
 DEPARTMENTAL BUDGET DETAIL  
 FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-52-522-300-34000	Contractual Services	1,660,699	-	-	-	-	-	-	-
	TOTAL OPERATING EXPENSES	1,660,699	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	1,660,699	-	-	-	-	-	-	-

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION (GF 400)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
FISCAL YEAR 2017-18**

**CORE VALUES:**

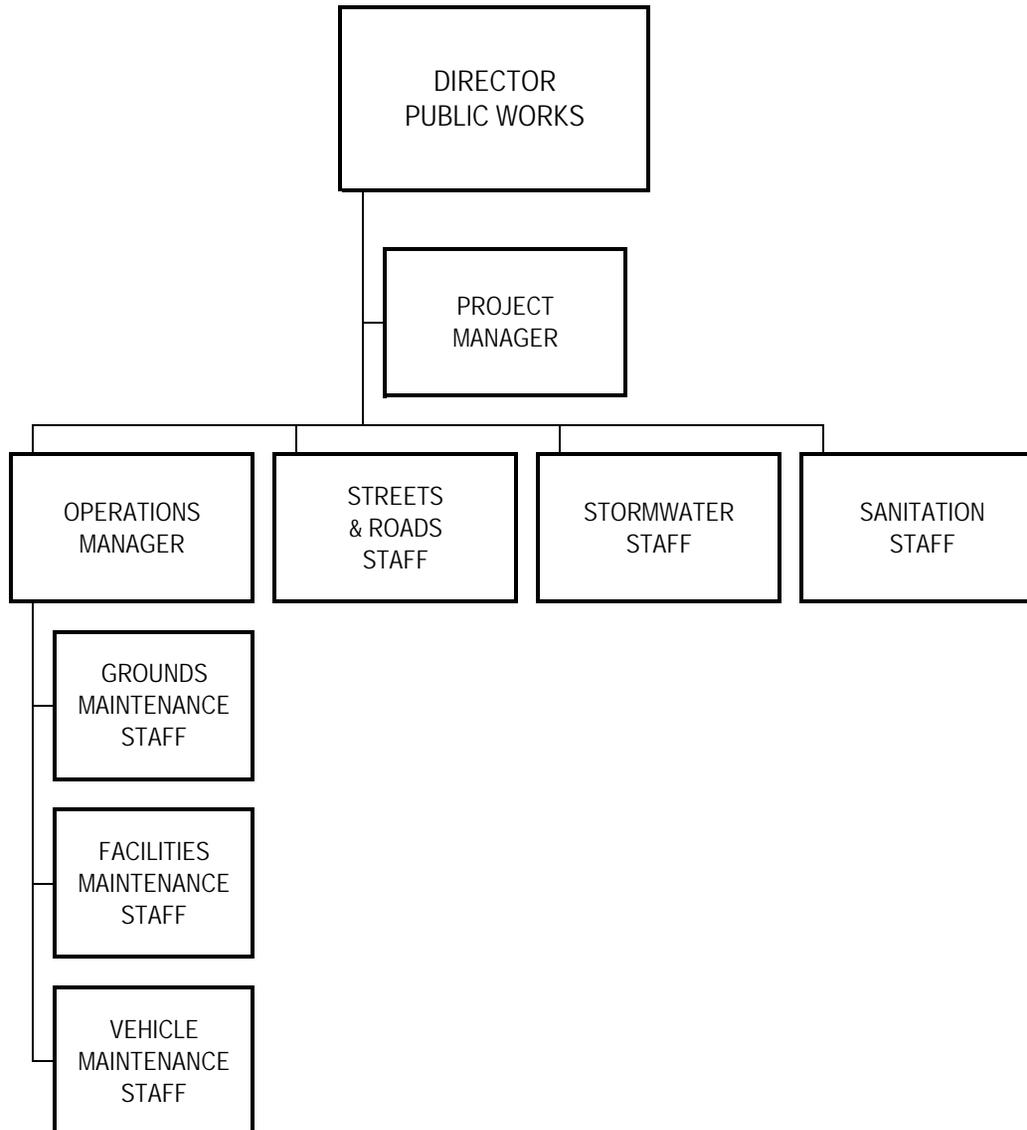
- \*Safety and welfare of Town personnel and residents
- \*Maintenance of capital projects and other projects (construction of bid proposals, contracts, agenda items, maintenance of operations, etc.)
- \*Customer service with complaint resolution
- \*Support of all Public Works Divisions via work order management, vendor communications and work coordination, safety training, payroll, budget maintenance, etc.
- \*Communications hub for inter-departmental operations

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

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

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

TOWN OF LAKE PARK  
PUBLIC WORKS DEPARTMENT  
Organization Chart



**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION (GF 400)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	186,804	194,822	185,225	190,314	209,985	144,926	144,926
Operating Expenses	8,143	12,414	18,775	15,834	18,225	11,125	11,125
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>194,947</b>	<b>207,236</b>	<b>204,000</b>	<b>206,148</b>	<b>228,210</b>	<b>156,051</b>	<b>156,051</b>
 <u>Personnel Recap</u>							
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Public Works Director (25% shared w/ Stormwater, 20% w/ Sanitation, and 10% w/ CRA)				1.00	1.00	1.00	
Operations Manager				1.00	1.00	1.00	
Project Manager (Part-time) (25% shared w/ Stormwater, 25% w/ Streets & Roads, 10% w/ Marina, and 10% w/ CRA)				0.65	0.72	0.72	
Administrative Assistant				----	0.50	----	
				<hr/> 2.65	<hr/> 3.22	<hr/> 2.72	<hr/> 0.00

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS ADMINISTRATION (GF 400)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-53-530-400-11000	Executive Salaries	75,635	77,459	76,877	40,923	81,846	78,416	78,416	78,416
001-53-530-400-12000	Regular Salaries	39,066	45,318	49,421	24,453	48,906	49,421	49,421	49,421
001-53-530-400-13000	Other & Part-Time Salaries	51,928	50,189	52,026	26,672	53,344	73,204	53,070	53,070
001-53-530-400-14000	Overtime Salaries	345	-	-	988	1,000	-	-	-
001-53-530-400-15000	Special Pay	1,952	2,244	2,160	900	1,800	2,160	2,160	2,160
001-53-530-400-19900	Wages Reclassified	(25,868)	(26,385)	(46,806)	(23,403)	(46,806)	(46,303)	(92,453)	(92,453)
001-53-530-400-21000	FICA	12,397	12,803	14,005	6,918	13,836	15,545	14,005	14,005
001-53-530-400-22000	Retirement	5,303	6,139	9,588	4,731	9,462	9,588	9,588	9,588
001-53-530-400-22100	Town Retirement Matching	1,903	1,936	4,176	1,485	2,970	4,176	4,176	4,176
001-53-530-400-23100	Medical Insurance	20,870	22,222	20,794	10,397	20,794	20,794	23,691	23,691
001-53-530-400-23200	Insurance - Dental	742	797	878	433	866	878	766	766
001-53-530-400-23300	Insurance - Life	465	374	374	197	394	374	390	390
001-53-530-400-23400	Insurance - Vision	65	57	63	33	66	63	53	53
001-53-530-400-23500	Disability	1,581	1,249	1,249	708	1,416	1,249	1,223	1,223
001-53-530-400-24000	Worker's Compensation Insurance	420	420	420	210	420	420	420	420
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>186,804</b>	<b>194,822</b>	<b>185,225</b>	<b>95,645</b>	<b>190,314</b>	<b>209,985</b>	<b>144,926</b>	<b>144,926</b>
001-53-530-400-31000	Professional Services		107			-	3,500	-	-
001-53-530-400-34000	Contractual Services		-	1,375	-	-	1,375	1,375	1,375
001-53-530-400-40000	Travel & Training	375	2,740	4,000	1,463	2,926	1,000	1,000	1,000
001-53-530-400-41100	Telephone	3,457	3,411	2,200	1,623	3,246	2,200	2,200	2,200
001-53-530-400-41200	Postage & Shipping	92	95	500	42	84	500	500	500
001-53-530-400-43000	Utilities			-		-	-	-	-
001-53-530-400-44200	Equipment Leases		1,027	2,250	856	1,712	2,250	2,250	2,250

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION (GF 400)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-53-530-400-45000	Insurance			3,950		-	-	-	-
001-53-530-400-46000	Repair & Maintenance		145	-	5,200	5,200	-	-	-
001-53-530-400-46100	Equipment Maintenance Contract	591	787	-	197	394	-	-	-
001-53-530-400-47000	Printing	58	328	400	28	56	400	400	400
001-53-530-400-47100	Photocopying	259	355	500	176	352	500	500	500
001-53-530-400-49101	Property Taxes			100	-	-			
001-53-530-400-49400	Uniforms & Clothing			350		-	350	350	350
001-53-530-400-51000	Office Supplies	918	1,547	1,000	41	82	1,000	1,000	1,000
001-53-530-400-52000	Operating Supplies	54	127	-		-	3,000	-	-
001-53-530-400-52100	Gasoline & Diesel Fuel	2,047	1,445	1,600	581	1,162	1,600	1,000	1,000
001-53-530-400-54200	Memberships, Dues, & Subscriptions	292	300	550	310	620	550	550	550
	<b>TOTAL OPERATING EXPENSES</b>	<b>8,143</b>	<b>12,414</b>	<b>18,775</b>	<b>10,517</b>	<b>15,834</b>	<b>18,225</b>	<b>11,125</b>	<b>11,125</b>
001-53-530-400-64100	Machinery & Equipment	3,200		3,000		-	-	-	-
	<b>TOTAL CAPITAL EXPENSES</b>	<b>3,200</b>	<b>-</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>198,147</b>	<b>207,236</b>	<b>207,000</b>	<b>106,162</b>	<b>206,148</b>	<b>228,210</b>	<b>156,051</b>	<b>156,051</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION (GF 400)  
WAGE AND BENEFITS - DETAIL  
FISCAL YEAR 2017-18**

**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	37.70	2,080	78,416	5,881	-	14,884	383	239	Declined	749	100,552
Operations Manager	FT	23.76	2,080	49,421	3,707	-	8,807	383	151	53	474	62,996
Project Manager	PT	36.60	1,450	53,070		-	-	-	-	-	-	53,070
Administrative Assistant	PT	19.36	-	-								-
Overtime												-
Phone Allow / Director/Prj. Mgr./ Op. Mg	2,160											2,160
Wages Reclassified	(55,304)	-	(37,149)									(92,453)
FICA	14,005											14,005
Worker's Compensation Insurance	420											420
Town Retirement Matching	4,176											4,176
<b>Total Wages &amp; Benefits</b>				180,907	9,588	-	23,691	766	390	53	1,223	144,926

Insurance Table			
Employee Only	8,807	383	53
Employee + Spouse	14,884	383	53
Employee + Children	12,506	383	53
Employee + Family	18,142	383	53
Health Coverage Op-out Credit	3,960		

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION (GF 400)  
EXPENSE DETAIL & ANALYSIS  
FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
400-31000	Professional Services	Debris handling plan (see initiative # 3)	\$ -
400-34000	Contractual Services	Comcast internet	\$ 1,375
400-40000	Travel & Training	Misc. training classes for P.E., C.E.U.'s	1,000
400-41100	Telephone	Cell phones, office phone & fax lines	2,200
400-41200	Postage & Shipping	Postage for contracts, certified mail, and plan reviews	500
400-44200	Equipment Leases	Photocopier - Toshiba	2,250
400-47000	Printing	Copies of site plans and project documents	400
400-47100	Photocopying	Copies on leased equipment	500
400-49101	Property Taxes	Exempt	-
400-49400	Uniforms & Clothing	Town logo office wear	350
400-51000	Office Supplies	Photocopy paper, file folders, toner, NCR forms, office desk w/chair (\$500)	1,000
400-52000	Operating Supplies	Replace Computer	-
400-52100	Gasoline & Diesel Fuel	Fuel for vehicle #33 (Ford Explorer)	1,000
400-54200	Memberships, Dues, & Subscrip	APWA; National Arbor Day Foundation	550
		TOTAL OPERATING EXPENSES:	\$ 11,125
		TOTAL CAPITAL EXPENSES:	\$ -

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION (GF 400)  
PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL  
FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Additional Staff	Hire part-time Administrative Assistant for Public Works		\$ 25,078
2	Desktop Computer	<del>Create work station for part time staff person (Administrative Assistant), replace project manager's desktop</del>		\$ 3,000
3	Create Storm Debris Management Plan	FEMA/DEP consultant to create debris handling plan for submittal to FEMA/FDEP		\$ 3,500
4				
5				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION (GF 400)  
REVENUE BUDGET DETAIL  
FISCAL YEAR 2017-18**

**Schedule 6**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-366.713	Grant - FMIT Safety	2,470	4,951	4,000	3,980	3,980	4,000	4,000	
	TOTAL	2,470	4,951	4,000	3,980	3,980	4,000	4,000	-

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS GROUNDS MAINTENANCE (GF 406)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
FISCAL YEAR 2017-18**

**CORE VALUES:**

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

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

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

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)**  
**DEPARTMENTAL BUDGET SUMMARY**  
**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	273,092	298,563	315,235	303,044	364,943	330,853	330,853
Operating Expenses	65,141	62,316	77,878	66,920	71,040	65,940	65,940
Capital Outlay	-	9,204	20,000	38,228	38,333	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>338,233</b>	<b>370,083</b>	<b>413,113</b>	<b>408,192</b>	<b>474,316</b>	<b>396,793</b>	<b>396,793</b>
<b>Personnel Recap</b>							
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Grounds Maintenance Foreman (10% shared w/ CRA)				1.00	1.00	1.00	
Grounds Maintenance Crew Leader				1.00	1.00	1.00	
Maintenance Worker III				1.00	2.00	1.00	
Maintenance Worker II				2.00	2.00	2.00	
Irrigation Technician II (10% shared w/ Stormwater, and 10% w/ CRA)				1.00	1.00	1.00	
				6.00	7.00	6.00	0.00

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-57-572-406-12000	Regular Salaries	199,218	207,128	215,279	102,063	204,126	249,709	225,950	225,950
001-57-572-406-14000	Overtime Salaries	670	91	400	998	1,996	400	400	400
001-57-572-406-15000	Special Pay	1,400	1,600	1,500	1,000	2,000	2,500	2,500	2,500
001-57-572-406-19900	Wages Reclassified	(18,873)	(6,514)	(9,976)	(4,988)	(9,976)	(13,423)	(15,881)	(15,881)
001-57-572-406-21000	FICA	14,342	14,879	16,614	7,436	14,872	19,325	17,507	17,507
001-57-572-406-22000	Retirement	8,756	9,099	16,146	5,162	10,324	16,946	16,946	16,946
001-57-572-406-22100	Town Retirement Matching	4,243	4,550	8,880	3,292	6,584	9,649	9,649	9,649
001-57-572-406-23100	Medical Insurance	53,378	58,901	57,048	31,400	62,800	69,129	64,996	64,996
001-57-572-406-23200	Insurance - Dental	2,010	2,259	2,634	1,423	2,846	3,260	2,298	2,298
001-57-572-406-23300	Insurance - Life	940	782	809	482	964	1,014	685	685
001-57-572-406-23400	Insurance - Vision	357	334	378	222	444	466	318	318
001-57-572-406-23500	Disability	3,327	2,130	2,199	1,370	2,740	2,644	2,161	2,161
001-57-572-406-24000	Worker's Compensation Insurance	3,324	3,324	3,324	1,662	3,324	3,324	3,324	3,324
001-57-572-406-25100	Unemployment Compensation			-		-			
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>273,092</b>	<b>298,563</b>	<b>315,235</b>	<b>151,522</b>	<b>303,044</b>	<b>364,943</b>	<b>330,853</b>	<b>330,853</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-57-572-406-34000	Contractual Services	12,223	8,865	9,300	6,510	13,020	12,100	10,000	10,000
001-57-572-406-40000	Travel & Training	85	704	400	1,663	3,326	1,500	1,500	1,500
001-57-572-406-41100	Telephone	1,372	1,378	1,328	648	1,296	1,440	1,440	1,440
001-57-572-406-43000	Utilities	10,731	10,162	13,500	4,576	9,152	13,500	13,500	13,500
001-57-572-406-44100	Rentals	1,578	1,443	4,000	-	-	3,000	3,000	3,000
001-57-572-406-46000	Repair & Maintenance	8,549	12,837	11,650	4,268	8,536	6,500	6,500	6,500
001-57-572-406-46010	Repair & Maintenance-Park Avenue	2,005	120	-	-	-	-	-	-
001-57-572-406-49400	Uniforms & Clothing	875	1,151	2,000	384	768	2,000	2,000	2,000
001-57-572-406-52000	Operating Supplies	15,253	17,069	25,700	11,160	22,320	22,750	20,750	20,750
001-57-572-406-52100	Gasoline & Diesel Fuel	11,101	7,663	9,000	3,245	6,490	7,000	6,000	6,000
001-57-572-406-52200	Small Tools & Other	1,369	924	1,000	1,006	2,012	1,250	1,250	1,250
001-57-572-406-54200	Memberships, Dues & Subscriptions	-	-	-	-	-	-	-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>65,141</b>	<b>62,316</b>	<b>77,878</b>	<b>33,460</b>	<b>66,920</b>	<b>71,040</b>	<b>65,940</b>	<b>65,940</b>
001-57-572-406-64100	Machinery & Equipment	-	9,204	20,000	19,114	38,228	38,333	-	-
001-57-572-406-63000	Improvement Other Than Bldg	-	-	-	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>9,204</b>	<b>20,000</b>	<b>19,114</b>	<b>38,228</b>	<b>38,333</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>338,233</b>	<b>370,083</b>	<b>413,113</b>	<b>204,096</b>	<b>408,192</b>	<b>474,316</b>	<b>396,793</b>	<b>396,793</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2017-18**

**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
Grounds Maintenance Foreman	FT	23.04	2,080	47,923	3,594	500	8,807	383	144	53	455	61,859
Crew Leader	FT	15.19	2,080	31,595	2,370	1,000	14,884	383	96	53	303	50,684
Maintenance Worker III	FT	21.15	2,080	43,992	3,299	500	14,884	383	133	53	417	63,661
Maintenance Worker II	FT	17.55	2,080	36,504	2,738	500	8,807	383	111	53	351	49,447
Irrigation Technician II	FT	17.34	2,080	36,067	2,705	-	8,807	383	111	53	351	48,477
Maintenance Worker II	FT	14.36	2,080	29,869	2,240	-	8,807	383	90	53	284	41,726
Maintenance Worker III	FT	15.23	-	-	-	-	-	-	-	-	-	-
Overtime Salaries		400										400
Wages Reclassified		(6,186)	(9,695)									(15,881)
FICA		17,507										17,507
Worker's Compensation Insurance		3,324										3,324
Town Retirement Matching		9,649										9,649
<b>Total Wages &amp; Benefits</b>				225,950	16,946	2,500	64,996	2,298	685	318	2,161	330,853

Insurance Table

Employee Only	8,807	383	53
Employee + Spouse	14,884	383	53
Employee + Children	12,506	383	53
Employee + Family	18,142	383	53
Health Coverage Op-out Credit	3,960		

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
406-34000	Contractual Services		
		Fertilizer Vendor (2x/yr parks & town bldgs)	5,500
		Nozzle Nolen - tennis court and Evergreen House perimeter pest control and fertilization	1,100
		Arborist and Tree Trimming Services (Flagler Blvd.)	4,000
		Action Labor - day labor	1,500
		Adjustment	(2,100)
		TOTAL:	\$ 10,000
406-40000	Travel & Training	Fertilizer-herbicide applicator certification/arborist/safety training	1,500
406-41100	Telephone	Mobile phones with walkie talkie for crew leaders to communicate in the field	1,440
406-43000	Utilities	Electric and water fees associated with irrigation systems	13,500
406-44100	Rentals	Boom lift for tree trimming; trash pump to prime irrigation wells; power buggies for mulch	3,000
406-46000	Repair & Maintenance	Contract repairs of vehicles,mowers,and small engine tools; a mower drive unit costs \$4,500	
		Hector Turf, Inc	3,000
		Lawnmower headquarters (lawnmower -small engine repairs)	2,000
		Melrose Supply and Sales - irrigation system repairs	1,500
		TOTAL:	\$ 6,500
406-49400	Uniforms & Clothing	Uniform and safety boot replacements	2,000
406-52000	Operating Supplies	Maint. materials, E.g., parts, chemicals, pesticides, fertilizers, custodial products, etc. (This is a sample of typical vendors used in the past. It is not an exclusive list.)	
		Florida Water Processing Co. (rust inhibitor)	1,500
		Hector Turf Inc.	1,500
		Home Depot	700
		Site One (fertilizer)	2,000
		Kauff's Truck and Trailer	700
		Lawnmower headquarters (2 sets mower tires and blades)	2,500
		Lowe's	800
		Supplyworks	950
		Melrose Supply	3,000
		Mulch Vendor (mulch shipment - 3 truck loads of certified safety mulch for playgrounds and parks)	7,500
		Safety Products (PPE)	600
		Myer's Turf (sod, misc.)	1,000
		Adjustment	(2,000)
		TOTAL:	\$ 20,750
406-52100	Gasoline & Diesel Fuel	Fuel to run service trucks, mowers, and small engine equipment	6,000
406-52200	Small Tools & Others	Replace small engine tools that exceed useful life expectancy	1,250
		TOTAL:	\$ 65,940

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Public Works - Grounds Maintenance (406)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Replace Turf Mower	Continue replacement of 72" mulching mowers. Purchase one (1) Toro Grounds Master		\$ 20,000
2	Tow Behind Boom Lift	Boom lift for tree trimming. Total esimated cost of \$28k split between streets/roads, facilities maintenance, and grounds maintenance due to expected shared use.		\$ 9,333
3	Upgrade of Irrigation Controls - Bostrom Park	Purchase and install irrigation controls (variable frequency drive) at Bostrom Park. These controls will protect the submersible pump.		\$ 9,000
4	Additional Staff	Hire Maintenance Worker III to create Town wide tree trimming operation .		\$ 40,604
		<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>	\$ -	\$ -

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2017-18**

**CORE VALUES:**

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

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

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

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

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

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	2,280	95,731	145,762	99,536	137,508	114,379	114,379
Operating Expenses	168,604	171,996	219,221	155,376	191,450	161,311	161,311
Capital Outlay	-	67,097	-	27,995	199,333	-	-
Debt Service							
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>302,468</b>	<b>334,824</b>	<b>364,983</b>	<b>282,907</b>	<b>528,291</b>	<b>275,690</b>	<b>275,690</b>
<u>Personnel Recap</u>							
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Facility Maintenance Worker III (15% shared with Streets and Roads)				1.00	1.00	1.00	
Facility Maintenance Worker II				1.00	1.00	1.00	
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-54-597-408-12000	Regular Salaries	44,694	46,673	79,040	27,191	54,382	79,040	79,040	79,040
001-54-597-408-14000	Overtime Salaries	45,769	175	450	260	520	450	450	450
001-54-597-408-15000	Special Pay	299	500	500	-	-	500	500	500
001-54-597-408-19900	Wages Reclassified	500	22,037	23,733	8,931	17,862	13,300	(10,060)	(10,060)
001-54-597-408-21000	FICA	21,332	3,141	6,119	1,882	3,764	6,119	6,119	6,119
001-54-597-408-22000	Retirement	3,514	2,367	5,928	1,981	3,962	5,928	5,928	5,928
001-54-597-408-22100	Town Matching Retirement	2,331	1,184	4,560	1,241	2,482	4,560	4,560	4,560
001-54-597-408-23100	Medical Insurance	1,165	13,961	20,794	6,532	13,064	22,873	23,691	23,691
001-54-597-408-23200	Insurance - Dental	7,758	399	878	217	434	966	766	766
001-54-597-408-23300	Insurance - Life	371	189	378	98	196	378	241	241
001-54-597-408-23400	Insurance - Vision	235	57	126	33	66	138	106	106
001-54-597-408-23500	Disability	65	488	976	262	524	976	758	758
001-54-597-408-24000	Worker's Compensation Insurance	618	4,560	2,280	1,140	2,280	2,280	2,280	2,280
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>2,280</b>	<b>95,731</b>	<b>145,762</b>	<b>49,768</b>	<b>99,536</b>	<b>137,508</b>	<b>114,379</b>	<b>114,379</b>
001-54-597-408-31000	Professional Services		16,140	18,100	2,332	4,664	15,000	-	-
001-54-597-408-34000	Contractual Services	62,858	57,316	58,878	26,853	53,706	51,200	51,200	51,200
001-54-597-408-34010	Permits and Fees	450	525	450	528	1,056	450	450	450
001-54-597-408-40000	Travel & Training	105	-	100	221	442	750	500	500
001-54-597-408-41100	Telephone	1,276	1,079	1,054	486	972	1,100	1,100	1,100

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-54-597-408-43000	Utilities	57,687	54,468	64,000	23,403	46,806	64,000	58,500	58,500
001-54-597-408-43250	Garbage & Trash	4,530	4,234	4,738	5,011	10,022	5,000	5,000	5,000
001-54-597-408-44100	Rentals	4,096	25	1,500	573	1,146	2,000	2,000	2,000
001-54-597-408-45000	Insurance		-	22,051	-	-	-	-	-
001-54-597-408-46000	Repair & Maintenance	17,037	13,356	22,500	11,887	23,774	26,200	19,824	19,824
001-54-597-408-46010	Repair & Maintenance - Parks		2,134	2,000	-	-	1,000	1,000	1,000
001-54-597-408-46020	Repair & Maintenance - Bostrom Park		3,868	3,700	-	-	1,000	1,000	1,000
001-54-597-408-49400	Uniforms & Clothing	17	207	600	56	112	600	600	600
001-54-597-408-52000	Operating Supplies	14,012	13,268	13,480	4,959	9,918	16,400	15,387	15,387
001-54-597-408-52100	Gasoline & Diesel Fuel	6,207	4,607	5,100	1,379	2,758	3,750	3,750	3,750
001-54-597-408-52200	Small Tools and Others	329	769	970	-	-	3,000	1,000	1,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>168,604</b>	<b>171,996</b>	<b>219,221</b>	<b>77,688</b>	<b>155,376</b>	<b>191,450</b>	<b>161,311</b>	<b>161,311</b>
							Init #1, 3, 4, & 6		
001-54-597-408-62100	Improvements-Bldg	-	40,247		18,663	27,995	190,000	-	-
001-54-597-408-63000	Improvement Other Than Bldg	-			-	-			
001-54-597-408-64100	Machinery & Equipment		26,850				9,333	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>67,097</b>	<b>-</b>	<b>18,663</b>	<b>27,995</b>	<b>199,333</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>170,884</b>	<b>334,824</b>	<b>364,983</b>	<b>146,119</b>	<b>282,907</b>	<b>528,291</b>	<b>275,690</b>	<b>275,690</b>



**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
408-31000	Professional Services	Mechanical Engineering Study of Municipal Campus A/C Systems (see initiative No. 7)	\$ -
408-34000	Contractual Services	Regularly scheduled contract maintenance services	/
		Tyco Integrated Security      5 year contract for monitoring of fire alarm system at Sheriff's Sub-Station	\$ 3,700
		USSI      Contract extention for cleaning Public Works, Town Hall, ballroom, PBSO District 10, and Lake Shore Park Bathrooms. Wax/Strip flooring at Town Hall. Deep clean restroom	30,000
		Alfi Electronics      Panic Alarm Town Hall; WiFi Service	1,350
		ADT      Town Hall elevator phone monitoring	400
		ThyssenKrupp      Monthly maintenance inspection for Town Hall	3,700
		Elevator Inspection Servic      Annual inspections for Town Hall elevator	200
		ADT Security      Fire alarm monitoring for Town Hall	1,550
		ADT Security      Alarm monitoring for Evergreen House	450
		Heritage Crystal Clean      Disposal services for hazardous materials (fluorescent bulbs, etc.	1,000
		Comcast      High speed internet and basic television service at Public Works	1,200
		Nozzle Nolen      Annual termite inspection for Evergreen House	200
		Nozzle Nolen      Annual termite inspection for Town Hall	825
		Nozzle Nolen      Monthly exterminating of Town Hall, Library, Public Works, and the Evergreen House	2,050
		Nozzle Nolen      Annual termite inspection for the Ball fields/Concession Bldg.	175
		Nozzle Nolen      Rodent bait stations at Lake Shore Park bathrooms, Evergreen House, and Sheriff Substation	600
		Altman Air      Quarterly preventive maintenance for air conditioning units at Town Hall, PBSO District 10, Public Works and Library	4,650
		Alterna Power Inc.      Bi-monthly service for 5 town generators and annual tune-up	3,200
		Clark Sales/Display      Elec. holiday decorations - 10th Street	(6,000)
		Preventive Fire & Safety      Fire extinguisher inspections	1,500
		PBC Health Dept      Annual septic tank operating permits	450
		<b>TOTAL</b>	<b>\$ 51,200</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
408-34010	Permits and Fees		450
408-40000	Travel & Training	Travel expenses, lunch stipend, etc. while attending local seminars	500
408-41100	Telephone		1,100
408-43000	Utilities	Pays for electric and water utilities at all Town facilities	58,500
408-43250	Garbage & Trash	Pays the Solid Waste Authority's annual assessment for Town-owned garbage containers	5,000
408-44100	Rentals	Misc. rental equipment for maintenance activities, e.g., scaffolding, boom lift, paint sprayer	2,000
408-46000	Repair & Maintenance	Contract services,as-needed. E.g., A/C repairs, electric service plumbing, pest control. (This is a sample of typical vendors used in the past. It is not an exclusive list.)	/
		ALTERNA POWER GENERATOR	1,500
		AMERICAN COOLING / ALTMAN AIR CONDITIONING	4,000
		CITY ELECTRIC SUPPLY	1,000
		DANNY'S SEPTIC SERVICE	1,200
		HOME DEPOT	500
		GATE ENTRY SYSTEMS	1,000
		KASPER ELECTRICAL/ELECTRICAL CONTRACTOR	2,500
		ROOFMAN	4,000
		ASENJO PLUMBING / EDDIE'S PLUMBING	2,500
		WILSON-ROWAN LOCKSMITHS	3,000
		MISC VENDORS	5,000
		Adjustment	(6,376)
		TOTAL:	\$ 19,824
408-46010	Repair & Maintenance - Parks	Established to track maintenance materials specific to Town parks, E.g., paint, roof patch, etc.	1,000
408-46020	Repair & Maintenance - Bostrom Park	Established to track maintenance materials specific to Bostrom Park, E.g., irrigation parts, fencing, electrical, etc.	1,000
408-49400	Uniforms & Clothing	Replacement uniforms and safety boots for Public Works employees	600

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
408-52000	Operating Supplies	Maintenance materials, E.g., paint, water filters, hardware, keys, sealants (This is a sample of typical vendors used in the past. It is not an exclusive list.)	/
		FLAG SUPPLIES (BETSY ROSS/FLAGS PLUS)	1,000
		SIGN MANUFACTURING VENDOR	400
		PAINT SUPPLIES (BOULEVARD PAINT / SHERWIN WILLIAMS)	1,000
		FLORIDA BOLT	500
		GATE ENTRY SYSTEMS	1,200
		HOME DEPOT	1,500
		JOHNSTONE SUPPLY	750
		LOWES	1,500
		MARTIN FENCE COMPANY	500
		PALM BEACH GARDENS ACE	1,000
		SAFETY PRODUCTS (Personal Protective Equip - PPE)	450
		SEWELL HARDWARE COMPANY	1,500
		SIGNS OF PROGRESS	250
		SUPPLYWORKS (CUSTODIAL CONSUMABLES)	4,000
		WELDER SERVICES	350
		MISC VENDORS	500
		Adjustment	(1,013)
		TOTAL:	\$ 15,387
408-52100	Gasoline & Diesel Fuel	Necessary for the operation of service vehicles	3,750
408-52200	Small Tools & Others	Replacement of high-use power tools	1,000
			<b>\$ 161,311</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Public Works - Facilities (408)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Town Hall Entryway Door Repairs	Doors are failing and require refurbishment. <b>Will be re-considered at the mid-year adjustment only with a specification of which doors are being repaired and a firm estimate of the cost.</b>		\$ <del>15,000</del>
2	Tow Behind Lift	This is a person-lift to hoist people and equipment for high repair work. To be split amongst Streets/roads, Facilities Maintenance, and Grounds Maintenance due to the shared use expected. (Unit total cost estimated at \$28,000)		\$ <del>9,333</del>
3	Mirror Ballroom Door Refurbishment	Doors require rebuild and waterproofing. \$120,000.00 engineering estimate for total project - seeking 50% grant (\$60,000)		\$ <del>60,000</del>
4	Waterproof and Paint Town Hall	Prepare and execute a contract to prepare, seal, prime, and paint the exterior of Town Hall		\$ <del>85,000</del>
5	Power Tools	Purchase of power drills, saws, and rechargeable batteries for repair work.		\$ <del>2,000</del>
6	Lakeshore Park Pavilion Door Replacement	Replacement of steel doors with aluminum impact doors.		\$ <del>30,000</del>
7	A/C System Evaluation	Professional services to evaluate and report on existing air conditioning systems at Town Hall, Library, and District 10		\$ <del>15,000</del>
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
VEHICLE MAINTENANCE (GF 410)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
FISCAL YEAR 2017-18**

CORE VALUES:

- \*Safety and welfare of Town personnel and general public
- \*provide effective, efficient maintenance to all Town vehicles and equipment
- \*maintain all operations as environmentally friendly, and maintain compliance with all federal, state, and local regulations
- \*maintenance of thorough record keeping for all vehicles and equipment

**TOWN OF LAKE PARK - ANNUAL BUDGET  
VEHICLE MAINTENANCE (GF 410)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	40,284	62,896	76,056	85,337	82,586	79,513	79,513
Operating Expenses	43,395	36,922	45,793	23,244	46,300	40,400	40,400
Capital Outlay	-	-	-	-	55,000	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>83,679</b>	<b>99,818</b>	<b>121,849</b>	<b>108,581</b>	<b>183,886</b>	<b>119,913</b>	<b>119,913</b>

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Vehicle Maintenance Foreman (50% shared with Sanitation, 5% with Stormwater)	1.00	1.00	1.00	
Mechanic II (50% shared with Sanitation)	1.00	1.00	1.00	
	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>0.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**VEHICLE MAINTENANCE (GF 410)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-59-591-410-12000	Regular Salaries	51,533	82,433	95,201	51,783	103,566	99,050	99,050	99,050
001-59-591-410-14000	Overtime Salaries	831	595	100	2,375	2,375	100	100	100
001-59-591-410-15000	Special Pay	2,000	-	-	-	-	720	720	720
001-59-591-410-19900	Wages Reclassified	(32,188)	(52,935)	(66,257)	(33,129)	(66,258)	(67,429)	(71,208)	(71,208)
001-59-591-410-21000	FICA	3,985	5,685	7,291	3,725	7,450	7,585	7,585	7,585
001-59-591-410-22000	Retirement	2,708	4,151	7,140	3,892	7,784	7,429	7,429	7,429
001-59-591-410-22100	Town Retirement Matching	1,359	1,335	4,760	1,434	2,868	4,953	4,953	4,953
001-59-591-410-23100	Medical Insurance	7,758	18,188	23,655	11,828	23,656	26,021	26,949	26,949
001-59-591-410-23200	Insurance - Dental	371	399	847	217	434	891	791	791
001-59-591-410-23300	Insurance - Life	261	313	386	195	390	395	290	290
001-59-591-410-23400	Insurance - Vision	65	114	126	100	200	138	106	106
001-59-591-410-23500	Disability	701	818	1,007	536	1,072	933	948	948
001-59-591-410-24000	Worker's Compensation Insurance	900	1,800	1,800	900	1,800	1,800	1,800	1,800
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>40,284</b>	<b>62,896</b>	<b>76,056</b>	<b>43,856</b>	<b>85,337</b>	<b>82,586</b>	<b>79,513</b>	<b>79,513</b>
001-59-591-410-34000	Contractual Services		107	2,000	-	-	1,000	1,000	1,000
001-59-591-410-34010	Permits & Fees	65	65	65	-	-	65	65	65
001-59-591-410-40000	Travel & Training	74	-	-	-	-	-	-	-
001-59-591-410-41100	Telephone	343	344	400	162	324	360	360	360
001-59-591-410-45000	Insurance			703	-	-	-	-	-
001-59-591-410-45120	Insurance - Storage Tank Liability			1,400	-	-	-	-	-
001-59-591-410-46000	Repair & Maintenance	26,741	22,243	15,000	5,626	11,252	17,150	17,150	17,150

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**VEHICLE MAINTENANCE (GF 410)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-59-591-410-46300	Vehicle Parts & Supplies	10,132	7,675	22,300	4,232	8,464	20,400	15,000	15,000
001-59-591-410-49400	Uniforms & Clothing	1,746	1,418	500	560	1,120	1,500	1,000	1,000
001-59-591-410-52000	Operating Supplies	1,329	774	825	232	464	825	825	825
001-59-591-410-52100	Gasoline & Diesel Fuel	2,325	1,678	2,600	690	1,380	2,000	2,000	2,000
001-59-591-410-52200	Small Tools and Others	640	2,618	-	120	240	3,000	3,000	3,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>43,395</b>	<b>36,922</b>	<b>45,793</b>	<b>11,622</b>	<b>23,244</b>	<b>46,300</b>	<b>40,400</b>	<b>40,400</b>
001-59-591-410-64100	Machinery & Equipment	7,725	5,524	-	-	-	55,000	-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>7,725</b>	<b>5,524</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>91,404</b>	<b>105,342</b>	<b>121,849</b>	<b>55,478</b>	<b>108,581</b>	<b>183,886</b>	<b>119,913</b>	<b>119,913</b>



**TOWN OF LAKE PARK - ANNUAL BUDGET**

**VEHICLE MAINTENANCE (GF 410)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
410-34000	Contractual Services	G&K Services - rag cleaning service	1,000
410-34010	Permits & Fees		65
410-41100	Telephone		360
410-45000	Insurance		-
410-45120	Insurance - Storage Tank Liability		-
410-46000	Repair & Maintenance	General Fund vehicles by outside vendors	
	ALL-STAR LOCK AND SAFE	VEHICLE KEY/LOCK REPLACEMENT OR REPAIR	\$ 250
	ALL STAR AUTO SERVICE	HEAVY AUTO/LT TRUCK REPAIRS	6,000
	HERITAGE/CRYSTAL CLEAN	PARTS WASHER SERVICE/FLUOR LAMPS/ HAZ MAT WASTE DISPOSAL	1,500
	JIM PRICE AUTO BODY	PAINT AND BODY REPAIRS TO TOWN AUTO/LT TRUCKS	5,000
	KAUFFS TRUCK & TRAILER	HEAVY REPAIRS TO PW TRAILERS	900
	KAUFFS TRANSPORTATION	TOWING SERVICE OF TOWN AUTOS/LT TRUCKS	500
	RIVIERA GENERATOR SERVICE	REPAIR OF ELECTRICAL COMPONENTS FOR TOWN VEHICLES/EQUIP	500
	S & S ALIGNMENT AND BRAKE SERVICE	ALIGNMENTS AND SUSPENSION REPAIRS ON AUTOS/LT TRUCKS	500
	GENERAL GMC	HEAVY AUTO/LT TRUCK REPAIRS	1,500
	CAR COMM	RADIO REPAIRS AND PROGRAMMING	500
		TOTAL:	\$ 17,150

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**VEHICLE MAINTENANCE (GF 410)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
410-46300	Vehicle Parts & Supplies	General Fund vehicles "in-house" repairs	
	WURTH AUTOMOTIVE SUPPLY	NUTS, BOLTS, DRILL BITS, & MISC. HAND TOOLS	\$ 1,000
	BENNETT AUTO SUPPLY	MAIN SUPPLIER OF AUTO/LT TRUCK PARTS, FLUIDS, & SUPPLIES	4,000
	BOBS AUTO GLASS	MAIN SUPPLIER OF AUTO/LT TRUCK WINDSHILDS AND SIDE GLASS	400
	CALLAGHAN TIRE	MAIN SUPPLIER OF AUTO/LT TRUCK TIRES PER FSA CONTRACT	6,000
	CERTIFIED LABORATORIES	MAIN SUPPLIER OF GREASE AND CHEMICALS FOR AUTO/LT TRUCK	1,000
	DELRAY LINCOLN-MERCURY	MAIN SUPPLIER OF FORD PARTS FOR TOWN GM AUTO/LT TRUCKS	1,000
	FIA CARD SERVICE	FUEL CARD SERVICE/REPLACEMENT FOR TOWN VEHICLES	100
	GENERAL GMC TRUCK SALES	ALT. SUPPLIER OF GM PARTS FOR TOWN AUTOS/LT TRUCKS	1,800
	IMPERIAL SUPPLIES INC	MISC AUTO ELECTRICAL SUPPLIESAND OTHER SMALL PARTS	650
	INDUSTRIAL CLEANING EQUIPMENT	CAR WASH SOAP, BRUSHES & MISC. CLEANING SUPPLIES	200
	KAUFFS TRUCK AND TRAILER	MAIN SUPPLIER OF HITCHES, TRAILER AND RELATED PARTS	200
	KIMBALL MIDWEST	SUPPLIER OF SPECIALTY AUTO/LT TRUCK PARTS AND SUPPLIES	500
	LAWSON PRODUCTS	ALT. SUPPLIER OF SPECIALTY AUTO/LT TRUCK PARTS SUPPLIES	600
	RIVIERA GENERATOR SRV	MAIN SUPPLIER OF SPECIALTY BATTERIES & MAJOR ELEC. PARTS	2,200
	SNAP-ON-TOOLS	MAIN SUPPLIER OF SPECIALTY TOOLS FOR TOWN AUTO/LT TRUCKS	600
	GRAINGER	MISC SHOP EQUIPMENT	150
		Adjustment	(5,400)
		TOTAL:	\$ 15,000
410-49400	Uniforms & Clothing	Uniform / work boots purchase for Maintenance Foreman + Mechanic II	1,000
410-52000	Operating Supplies	Misc. materials used for shop maint. & safety items: personal protection equip	
	DEP-STORAGE TANK REGISTRATION	ANNUAL FEE	\$ 75
	P.B. COUNTY HEALTH DEPT.	ANNUAL FEE	100
	FIA CARD SERVICE	FUEL CARD REPLACEMENT ANNUAL FEE	50
		MISCELLANEOUS	600
		TOTAL:	\$ 825
410-52000	Gasoline & Diesel Fuel		2,000
410-52000	Small Tools and Others	UPGRADE / PURCHASE DIAGNOSTIC TOOLS; MISC. HAND TOOLS	3,000
		TOTAL OPERATING EXPENSES:	\$ 40,400

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Public Works - Vehicle Maintenance (410)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Start Fleet Replacement Program	Purchase of an SUV for DPW Director and work truck for Stormwater to replace #33 and #7 (16 years old and 20 years old respectively)		\$ 55,000
2				
3				
4				
5				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PARKING METERS (GF 450)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2017-18**

Parking revenues, enforcement, and maintenance has not been included in the current 2017-2018 proposed budget.

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PARKING METERS (GF 450)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	20,038	-	-	-	-	-	-
Operating Expenses	23,546	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>43,584</b>	-	-	-	-	-	-
<b>Personnel Recap</b>							
None				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
				---	---	---	---
				<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



TOWN OF LAKE PARK - ANNUAL BUDGET  
 COMMUNITY DEVELOPMENT (GF 500)  
 DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
 FISCAL YEAR 2017-18

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 Compliance](#)

In the approximate 12-month period ranging from May 2016 through May 2017, the Town's Community Development Department, inclusive of all three Divisions and through building and signage permits, new business tax receipts, development/zoning applications, code violations and all associated fees...generated a total revenue amount of over \$550,000! In addition, over 850 building permit applications were processed; over 90 business tax receipt applications were processed; and over 2,700 Code Compliance related documents were processed!! THIS IS A HIGHLY-ACTIVE DEPARTMENT!!

**"THE ONE-STOP SHOP"**

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

**ZONING**



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

**PLANNING**

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



The Town's Planning and Zoning Division has experienced an upswing in the current fiscal year. Moving forward in the upcoming fiscal year, we anticipate the same to occur, especially since the Mixed-Use initiative along the US-1 corridor will spark additional development interest now that the Town has engaged a consultant to bring us to the finish line. In addition, staff will continue to work with interested stakeholders in the development and redevelopment of parcels in the Town to improve the Town's aesthetic and increase property values. Several development projects are currently in the pipeline and Town staff will continue to work with the various stakeholders in order to ensure viable developments. In addition, a continued focus on effective customer service methods will continue to be used in order to ensure the retention of existing businesses. The Planner, Assistant to the Community Development Director and Director are key to this Division.

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY DEVELOPMENT (GF 500)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES (Page 2)  
FISCAL YEAR 2017-18**

**BUILDING**

*What is the Building Division?*

The Building Division employs the necessary personnel to make certain that residential, commercial and industrial structures and uses are properly constructed and meet all local, State and Federal requirements through the processing of all related permit applications and inspections.



*The Community Development Technician holds a key role in the operational success of this Division. The current fiscal year has experienced an average of 70-90 permits per month, with an average of 600+ customer interactions (in-person and via phone) per month. Large and small projects require multiple staff member involvement and a significant amount of follow-up. Contingent on available funding, this Division certainly merits an additional staff person who can handle inquiries and file maintenance/logging. Currently, the Assistant to the CDD, Finance Assistant and Planner provide relief as needed. The Town's Building Division plays a key role in ensuring all projects, whether large or small, are adequately permitted and appropriately stored in our database.*

The Building Division also ensures that all businesses are properly registered with a local business tax receipt. A business tax receipt is proof of payment of a business tax and is required within 30 days of business opening. The application process protects the Town's neighborhoods by ensuring that the proposed use is compatible with the surrounding area and by ensuring that the proposed use meets any applicable Florida Building Code or Palm Beach County Fire Prevention Code regulations.

**Fiscal Year 2018 will continue to present itself as a year with additional economic opportunity!**

**CODE COMPLIANCE**

*"Educate first; Enforce later"*

*What is Code Compliance?*

Code compliance 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 compliance citation.

Code compliance 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 compliance 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.**

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

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY DEVELOPMENT (GF 500)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	369,527	386,433	436,122	420,850	512,776	406,926	406,926
Operating Expenses	75,049	92,634	112,491	147,092	254,015	191,115	191,115
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	
<b>Total Expenses</b>	<b>444,576</b>	<b>479,067</b>	<b>548,613</b>	<b>567,942</b>	<b>766,791</b>	<b>598,041</b>	<b>598,041</b>
<b>Personnel Recap</b>							
				<u>Present</u>	<u>Department Proposed</u>	<u>Manager Proposed</u>	<u>Adopted</u>
Community Development Director (15% shared w/ CRA)				1.00	1.00	1.00	
Planner I				1.00	1.00	1.00	
Code Compliance Officer				1.00	1.00	1.00	
Code Compliance Officer				1.00	1.00	1.00	
Code Compliance Officer (Part-time)				0.50	1.00	----	
Community Development Technician				1.00	1.00	1.00	
Zoning Technician				----	0.50	----	
Assistant to the Community Development Director				1.00	1.00	1.00	
				6.50	7.50	6.00	0.00

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY DEVELOPMENT (GF 500)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-52-524-500-11000	Executive Salaries	72,907	74,615	73,882	38,711	77,422	75,358	75,358	75,358
001-52-524-500-12000	Regular Salaries	204,403	208,994	216,050	110,181	220,362	274,165	223,725	223,725
001-52-524-500-13000	Other & Part Time Salaries	-	149	20,800	-	-	18,285	-	-
001-52-524-500-14000	Overtime Salaries	1,535	1,546	1,000	1,012	2,024	1,000	1,000	1,000
001-52-524-500-15000	Special Pay	726	1,732	3,220	2,800	5,600	720	720	720
001-52-524-500-19900	Wages Reclassified	-	-	-	-	-	-	(13,680)	(13,680)
001-52-524-500-21000	FICA	20,639	21,061	24,094	11,227	22,454	27,666	23,164	23,164
001-52-524-500-22000	Retirement	11,376	11,825	21,744	9,411	18,822	23,095	22,432	22,432
001-52-524-500-22100	Town Retirement Matching	921	1,529	10,513	4,505	9,010	11,769	11,769	11,769
001-52-524-500-23100	Medical Insurance	46,784	55,569	54,575	27,288	54,576	68,536	52,842	52,842
001-52-524-500-23200	Insurance - Dental	2,041	2,258	2,634	1,299	2,598	3,381	2,298	2,298
001-52-524-500-23300	Insurance - Life	1,246	1,025	1,045	555	1,110	1,314	908	908
001-52-524-500-23400	Insurance - Vision	357	327	378	197	394	483	318	318
001-52-524-500-23500	Disability	3,620	2,929	2,977	1,634	3,268	3,794	2,862	2,862
001-52-524-500-24000	Worker's Compensation Insurance	2,760	2,760	2,760	1,380	2,760	2,760	2,760	2,760
001-52-524-500-26000	Mileage Reimbursement	212	114	450	-	450	450	450	450
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>369,527</b>	<b>386,433</b>	<b>436,122</b>	<b>210,200</b>	<b>420,850</b>	<b>512,776</b>	<b>406,926</b>	<b>406,926</b>
001-52-524-500-31000	Professional Services	5,457	3,680	4,200	6,620	13,240	8,400	8,400	8,400
001-52-524-500-34000	Contractual Services	26,436	25,404	44,118	17,377	95,000	135,000	135,000	135,000
001-52-524-500-34200	Contractual Svc - Cost Recovery	28,686	29,292	30,000	2,645	6,000	5,000	5,000	5,000
001-52-524-500-34300	Contractual Svc - Code Violation	938	2,063	4,500	-	-	4,000	4,000	4,000
001-52-524-500-40000	Travel & Training	684	1,067	1,800	1,444	3,000	2,500	1,500	1,500

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY DEVELOPMENT (GF 500)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-52-524-500-40030	Training - Bldg Code Education		-	200	-	-	1,000	500	500
001-52-524-500-41100	Telephone	3,813	3,889	4,000	1,572	3,144	4,000	3,500	3,500
001-52-524-500-41200	Postage & Shipping	(3,652)	10,951	6,000	4,014	7,000	10,000	10,000	10,000
001-52-524-500-44200	Equipment Leases & Devices	1,895	1,895	2,808	948	2,808	6,600	6,600	6,600
001-52-524-500-47000	Printing	880	2,001	2,500	862	2,000	2,500	2,500	2,500
001-52-524-500-47100	Photocopying	1,535	3,015	2,500	1,000	3,000	2,500	2,500	2,500
001-52-524-500-48100	Advertising	712	1,593	1,500	144	3,500	3,000	3,000	3,000
001-52-524-500-49400	Uniforms & Clothing	218	90	300	214	300	400	400	400
001-52-524-500-51000	Office Supplies - Bldg / P&Z / Code	2,681	3,772	3,000	2,498	3,500	4,000	4,000	4,000
001-52-524-500-51010	Office Supplies - Code	182		-		-			
001-52-524-500-51011	CBIF Grants	-	-	-	-	-	60,000	-	-
001-52-524-500-52100	Gasoline & Diesel Fuel	3,949	2,142	2,500	911	2,500	2,500	2,000	2,000
001-52-524-500-52200	Small Tools & Others		343	500	-	-	500	100	100
001-52-524-500-54200	Books, Memberships, Dues, & Subscriptions	635	1,437	2,065	1,446	2,100	2,115	2,115	2,115
	<b>TOTAL OPERATING EXPENSES</b>	<b>75,049</b>	<b>92,634</b>	<b>112,491</b>	<b>41,695</b>	<b>147,092</b>	<b>254,015</b>	<b>191,115</b>	<b>191,115</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>444,576</b>	<b>479,067</b>	<b>548,613</b>	<b>251,895</b>	<b>567,942</b>	<b>766,791</b>	<b>598,041</b>	<b>598,041</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY DEVELOPMENT (GF 500)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2017-18**

**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 Development Director	FT	36.23	2,080	75,358	5,652	-	8,807	383	229	53	720	91,202
Planner I	FT	23.47	2,080	48,818	3,661	-	8,807	383	148	53	465	62,335
Code Compliance Officer	FT	26.19	2,080	54,475	4,086	-	8,807	383	166	53	521	68,491
Code Compliance Officer	FT	21.85	2,080	45,448	3,409	-	8,807	383	139	53	436	58,675
Community Development Technician	FT	15.93	2,080	33,134	2,485	-	8,807	383	99	53	322	45,283
Assistant to Community Development Director	FT	20.12	2,080	41,850	3,139	-	8,807	383	127	53	398	54,757
Code Compliance Officer (Init. #4)	FT	20.00	-	-	-	-	-	-	-	-	-	-
Init #3	PT	14.56	-	-	-	-	-	-	-	-	-	-
Init #2		4.25	-	-	-	-	-	-	-	-	-	-
Special Pay												720
FICA												23,164
Worker's Compensation Insurance												2,760
Wages Reclassified												(13,680)
Mileage Reimbursement												450
Town Retirement Matching												11,769
Overtime												1,000
<b>Total Wages &amp; Benefits</b>												
		28,183		299,083	22,432	-	52,842	2,298	908	318	2,862	406,926

Insurance Table

Employee Only	8,807	383	53
Employee + Spouse	14,884	383	53
Employee + Children	12,506	383	53
Employee + Family	18,142	383	53
Health Coverage Op-out Credit	3,960		

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**COMMUNITY DEVELOPMENT (GF 500)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost (\$)
500-31000	Professional Services	Special Magistrate Expenses (vary from month to month depending on number of code compliance cases). Costs are generally offset by administrative costs being recouped from code violators. However, given the increase in code cases and the increase in the processing of Reasonable Accommodation applications, an average of \$700 per month should be set aside for Magistrate expenses.	\$ 8,400
500-34000	Contractual Services	Building Official and Inspection Services are currently on a cost-sharing (performance based) contract which is compensated based on the building permit revenue that is generated through the Department; InkForce maintenance (code software) contract (approx. \$9,800); Information Management Systems (building permit software) will increase by 10% from last year (\$4,252 + 10% = \$4,677); Geographic Information Systems consulting services for assistance with mapping and engineering/landscape architecture consultant services for Town projects (\$15,000), specifically the Complete Streets Plan, Mixed-Use initiative and additional Code amendments given our Code Overhaul initiative; additional design consultant services for Town projects that are created in an effort to revitalize certain corridors and in conjunction with CRA Plan initiatives and possible future funding sources that require Town assistance. RMA has also been hired and their contract commitment for the US-1 corridor Mixed-Use initiative is \$103,200.	\$ 135,000
500-34200	Contractual Services - Cost Recovery	Consultant reviews (engineering; survey; landscape architecture) for development applications are billed through individual project accounts and not included in this account. Sometimes, building permit applications or other departmental applications require consultant review. Even though these costs are fully recovered by the Applicant, \$5,000 is being set aside to account for these costs.	\$ 5,000
500-34300	Contractual Services Code Violation	Abatements for Code violations. Even though FY 17 experience more compliance thereby eliminating the need to abate, FY 18 may be different and certain funds should be set aside to abate public health, safety and welfare violations if the owner does not comply. <u>These costs are generally offset by the property owner however, this can take many months, even years to recover.</u>	\$ 4,000

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY DEVELOPMENT (GF 500)  
EXPENSE DETAIL & ANALYSIS  
FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost (\$)
500-40000	Travel & Training	American Planning Association Annual Conference (\$800); Certified Local Government Historic Preservation Training Annual Meeting (\$200); Congress for New Urbanism Annual Conference (\$300); Contingency for additional training availabilities (\$400); Florida Association of Business Tax Official (FABTO) training/annual conference for Community Development Technician (\$800)	\$ 1,500
500-40030	Training - Bldg Code Education	Certification maintenance and training for Code Compliance Officers.	\$ 500
500-41100	Telephone	Department telephones. Estimated costs for office telephones should be \$1,350, cellular phones (Nextel) should be \$1,530, and air cards (Verizon) should be \$1,120	\$ 3,500
500-41200	Postage & Shipping	Covers mailings for Code and Building/Planning. All three Divisions have a considerable amount of combined certified mailings (liens, magistrate notifications, ordinance notices, etc.). Non-Town initiated project shipping charges associated with development applications are billed separately through individual project accounts and are not included in this account. With the Mixed-Use initiative underway and the Town's Code Overhaul process which is nearing the Land Development portion overhaul, a considerable amount of postage (for notification) is anticipated.	\$ 10,000
500-44200	Equipment Leases	Department copier and payments are predetermined by contract (new Canon contract). Copier is \$259.25/month and large format machine is \$289.75 per month.	\$ 6,600
500-47000	Printing	Funds will be required for unanticipated costs of printing new zoning maps and other official documents. This account also absorbs the costs of printing blue prints/files for building department records requests however, these costs are generally offset by customer payment for services. <b>A separate financing account for those costs that are recovered by applicants pursuant to public records requests so as to not have them pass through this account is proposed an not anticipated in the total.</b>	\$ 2,500

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**COMMUNITY DEVELOPMENT (GF 500)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost (\$)
500-47100	Photocopying	These costs are sometimes offset by project escrow accounts and permit/application customers however, the Department also requires a budget for paper copying. An increase in Departmental activity is requiring an increase in this account for FY 2018 which is anticipated to continue on this upswing in activity. Minimal standard in-house B/W estimated at \$30/month; Color at \$70/month. Projects and records requests are extra. <i>Similar to the 'Printing' account, a separate financing account that captures costs associated with public records requests is proposed and not anticipated in the total.</i>	\$ 2,500
500-48100	Advertising	Funds will be required for certified mails and legal advertisements of Town initiated projects/Town Code amendments. With the Land Development Code Overhaul on this horizon and mixed-use related amendments, this account has been increased.	\$ 3,000
500-49400	Uniforms & Clothing	Shirts for two full-time Code Officers (contingency for a third Officer if hired).	\$ 400
500-51000	Office Supplies - Building/P&Z/Code	Supplies seem to hold steady per year. Lien filing costs are included in this category and are in the \$1,000 range. The remaining budget is for normal operating supplies for the department which includes Building, Planning&Zoning and Code. Account 500-51010 specific to the Code Division was eliminated last fiscal year and combined into this account.	\$ 4,000
500-52100	Gasoline & Diesel Fuel	Code Compliance Officer vehicles. Use of Town truck by officer staff for meetings, inspections, P&Z Board deliveries, etc.	\$ 2,000
500-52200	Small Tools & Others	\$500 contingency for unanticipated costs (for example, new Code cell phone or mobile printer, or other).	\$ 100
500-54200	Books, Memberships, Dues, & Subscriptions	American Planning Association & Florida Chapter Dues for Director and Planner (\$600); Florida Association of Code Enforcement membership for full-time Officers (\$150); Florida Association of Business Tax Officials membership for Community Development Technician (\$25); membership to the Congress for New Urbanism for Director (\$195); Intergovernmental Plan Amendment Review Committee (IPARC - \$900); PBC Planning Congress Membership for Director (\$45) and a \$200 contingency for increased rates and/or necessary books/training guides.	\$ 2,115
		<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 191,115</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY DEVELOPMENT (GF 500)  
PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL  
FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	US-1 Mixed-Use Corridor	RMA Agreement to develop the necessary comprehensive plan amendments and land development regulations to promote mixed-use development along the west and east sides of the US-1 corridor. <b>(FUNDED PRIORITY - RESOLUTION 20-03-17)</b>		\$ 103,200
2	Personnel	<b>FULL-TIME OFFICE MANAGER/CODE COMPLIANCE SUPERVISOR</b> (Exempt – benefits package included) - If treated as a promotion, existing employee (Assistant to the Community Development Director) currently earning \$20.12/hour (\$41,849 annually) would be bumped 5% or to the starting salary (\$50,689 - estimation only will be determined by HR) of this newly created position, whichever is greater according to the employee handbook. The \$50,689 estimate is the greater option (\$24.37 per hour - pursuant to preliminary salary.com research in the 33403 zip code), for an annual increase of \$8,840. The job description would need to be created and include a supervisory role which will serve to maximize productivity in the department (by freeing up some of the Director's supervisory time-especially as it relates to the Code Division); develop additional policies and procedures to promote productivity; all administrative-type duties; minimum high-school diploma with at least 5 years experience in the public sector, or similar combination; and supervision of the code division to ensure additional compliance and quality assurance. Account 500-12000 (Regular Salaries).		\$ 8,840
3	Personnel	<b>PART-TIME (25 hours per week) ZONING/GIS TECHNICIAN – ENTRY LEVEL</b> (Non-Exempt – No Benefits) - Under the general supervision of the Community Development Director, the position of Zoning/GIS Technician is a part-time, non-exempt, entry-level paraprofessional position. The Zoning/GIS Technician devotes a significant amount of time on routine administrative tasks. The Zoning Technician will work closely with the public on a regular basis to provide customer service on zoning issues. The Zoning Technician will also act as the Town's Geographic Information Systems (G.I.S.) technician (which would save consultant costs, particularly when updating maps). The actual hourly rate would need to be determined by HR however, based on some research for a General Office Clerk and GIS Analyst I (since this position would be a combination of the two), the mean hourly rate between the two positions at the lower end of the bracket according to salary.com in the 33403 zip code is \$14.56 per hour (\$18,928 annually at 25 hours per week). A draft job description is available, and can be provided as back-up if this initiative is approved and one is created through HR. Account 500-13000 (Part Time Salaries). IT accommodations will need to be discussed with the CITO if this initiative is considered. An existing spare desk and computer is available, as well as GIS capabilities (however may need to be upgraded).		\$ 18,928

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY DEVELOPMENT (GF 500)  
PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL  
FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
4	Personnel	<p>The Town was unsuccessful in FY 17 in its three attempts to hire a part-time Code Compliance Officer. This was due to the schedule of the position (evenings/weekends) and part-time nature of the position. Consequently, an existing Town Code Officer worked overtime hours to determine the necessity of enforcement on evenings and weekends. Based on a one-month overtime schedule whereby an existing full-time Officer enforced evenings and weekends, it was determined (a report is available) that the main violations included: conducting yard/garage sales without permits; swale parking throughout the Town; temporary signage being installed without a permit; parking/disabled vehicle violations at the Marina; and misc matters throughout the community such as a noise disturbance at a single-family home and an unleashed dog along Northern Drive. Since the Town was not determined to be silent of violations evenings and weekends, if the desire is to pursue enforcement evenings and weekends in FY 18 and given staff's unsuccessful attempt to hire a part-time officer, it is recommended that a <b>FULL-TIME CODE COMPLIANCE OFFICER</b> is considered. This would add some additional daytime hours and provide coverage evenings and weekends. At a minimum starting rate of \$15.46 per hour, this equates to an annual minimum expense of \$32,156 PLUS BENEFITS. Account 500-12000 (Regular Salaries). IT considerations (discussed with CITO), include a desk computer; laptop; mobile printer and cell phone. A desk is already available in the Code office (estimated cost provided by CITO): Desktop with Software \$1,500; Laptop with Software \$2,000; Cellphone \$100 plus \$70 per month; mobile printer \$300 - TOTAL IT = \$4,740 Account 500-52200).</p>		\$ 36,896
5	Rental Properties - Annual Inspections	<p>In an attempt to further promote the public's health, safety and general welfare, it is recommended that annual inspections are performed by Code staff on single-family, duplex and multi-family buildings that rent out 100% of their units. This initiative will ONLY BE POSSIBLE if a third Code Compliance Officer and a Code Supervisor is considered (see additional initiative above). This will allow for any serious interior structural issues and overcrowding issues to be addressed and will serve as an added initiative to improve our residential areas. This inspection would be listed as a requirement on the Rental Business Tax Receipt application for Single-Family, Duplex Lots and Multi-Family structures that rent 100% of their units (and included in renewal statements for those already registered with the Town). The additional inspection cost per BTR would be \$50. In reviewing our BTR software, we have approximately 350 rental BTR's throughout the Town (some of which contain several rental units since they are multi-family BTR's). If these numbers remain constant, the number of properties requiring annual inspections would result in an Officer performing at least 1, maybe 2 property inspections per day and generating a report for such inspection. At approximately 350 annual inspections and \$50 each (emphasizing the need for an additional officer), the total revenue is estimated at \$17,500 and can be used to justify the need for a third officer as well since inspection may also likely occur evenings or weekends when owners are available. (Note: The Planner conducted research of various municipalities in PBC and only a few conduct annual inspections - full report is available).</p>	\$ 17,500	

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY DEVELOPMENT (GF 500)  
PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL  
FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
6	Housing & Code Initiatives	<p>The Housing Element of the Comprehensive Plan identifies the following Policy: Policy 2.4: The Town shall coordinate with the appropriate agencies, including the State of Florida and Palm Beach County, to attempt to secure grant funds (i.e. CDBG, HOME, SHIP) to assist income-qualified households in conducting repairs to correct substandard housing conditions, and to improve the condition of the rental housing stock that is affordable to income-qualified households. While not all programs require matches (CDBG is a good example), in an effort to set aside certain dollars to fund these initiatives, and possibly additional housing programs which the Town's Grants Writer may be tasked to seek as well, an estimated set aside of \$30,000 is being requested (Account 500-31000). This may also enable staff to develop a local housing assistance program by ordinance as may be needed by some of the granting sources; develop a local housing assistance plan and housing incentive strategy (CRA Plan can also be used as a guide); promote homeownership by securing grant funds to assist income-qualified renter households to become homeowners; amend land development regulations or establish local policies to implement the incentive strategies; form partnerships and combine resources in order to reduce housing costs; and so on. Initiative #2 above - Office Manager/Code Supervisor (if approved) would also provide some value-added time to the Director to focus on these types of initiatives. An additional Code Compliance Toolbox fund of \$30,000 (discussed internally and a report is available) to assist homeowners with roof repairs; driveway repairs; and other code violations is being requested as well. An existing \$10,000 is available in the CBIF fund and the request is to add an additional \$30,000 for homeowners who qualify to take advantage of in an attempt to beautify the community and increase property values (CBIF fund - increase percentage retained from Code violations).</p>		\$ 30,000
7	Zoning Certificate Applications	<p>The Zoning Certificate is the initial process leading towards the issuance of a local Business Tax Receipt. This application reviews zoning; corporation/fictitious name papers; state/county licenses; PBC Fire Rescue and Zoning inspection coordination for nonresidential locations; and a involves a significant amount of staff follow-up. The Department has been averaging approximately 10-15 per month (120-180 annually). The Planner alone spends at least an average of 2 hours per day for zoning review, coordination and inspection/site-visits (sometimes much more and sometimes much less) with Community Director involvement; and the CD Technician spends several hours on intake and follow-up on these applications alone per day. Staff is proposing to increase this fee from \$85 to \$125. If the lower number (120) annual applications remains constant, this equates to an additional annual revenue of approximately \$7,200.</p>	\$ 4,800	
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>

**\*\*\*Improved website; telephone system and software to share information across departments are Town-wide initiatives and have not been included above however are necessary. The reorganization of the Department with the possible future opening of the entrance wall to the front lobby area has also not been included due to the unknown costs at this time, however should also be considered moving forward\*\*\***

<b>TOWN OF LAKE PARK - ANNUAL BUDGET</b>									
<b>COMMUNITY DEVELOPMENT (GF 500)</b>									
<b>REVENUE BUDGET DETAIL</b>									
<b>FISCAL YEAR 2017-18</b>									
<b>Schedule 6</b>									
<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>CURRENT YEAR BUDGET 2016-17</b>	<b>ACTUAL AS OF 3/31/2017 (APPROX)</b>	<b>ESTIMATE FOR THE YEAR 2016-17</b>	<b>THE DEPT. PROPOSED BUDGET BY 2017-18</b>	<b>TOWN MGT. PROPOSED BUDGET 2017-18</b>	<b>ADOPTED BUDGET 2017-18</b>
001-316.100	Business Tax Receipts	335,325	334,669	335,000	265,000	335,000	335,000	335,000	335,000
001-329.225	Rental Property Annual Inspections	-	-	-	-	-	17,500	-	-
001-316.110	Contractors Fees	2,862	3,442	3,100	1,000	2,400	2,400	2,400	2,400
001-316.120	Bus Tax Zoning Confirmation (Init #7)	11,380	17,313	14,000	6,000	12,000	16,800	12,000	12,000
001-322.100	Building Permits w/Min. Surch.	9,941	8,425	9,000	3,500	8,000	10,000	12,000	12,000
001-322.110	Building Permits Other	46,053	65,282	65,000	15,000	<i>see below</i>	<i>see below</i>	<i>see below</i>	<i>see below</i>
001-322.101	Building Permits 250K-\$999,999	-	-	-	-	8,000	40,000	50,000	50,000
001-322.102	Building Permits \$1M and over	-	-	-	-	65,000	20,000	30,000	30,000
001-322.111	Building Permits - Administrative Fees	1,623	2,765	2,000	1,500	2,500	2,500	2,500	2,500
001-322.115	Bldg. Permit Application - Zoning/PW	15,157	3,875	6,000	500	500	1,000	1,000	1,000
001-322.500	Special Event Permit - Appl.	1,125	-	1,500	500	1,000	1,000	1,000	1,000
001-322.900	Cost Recovery	35,775	20,124	30,000	32,655	48,983	30,000	30,000	30,000
001-329.110	Reinspection / Reinstatement	2,253	1,075	1,000	700	1,500	1,500	1,500	1,500
001-329.152	Penalty - Bldg. Permits	4,082	10,215	10,000	2,800	4,000	5,000	10,000	10,000
001-329.153	Penalty - Surcharges	135	350	400	100	200	300	300	300
001-329.200	Signage Permits	8,650	14,300	12,000	6,300	12,000	8,000	9,000	9,000
001-329.214	All Other Inspections	130	70	120	20	100	100	100	100
001-341.900	Copy Charges	2,755	936	1,500	660	1,500	1,500	1,500	1,500
001-342.510	Plan Review Fees for Dev. Application	10,067	8,800	10,000	11,250	14,000	8,000	8,000	8,000
001-342.520	Bank Registration Fees	3,900	2,400	1,950	600	1,000	1,000	1,000	1,000
001-354.100	Fines - Code Violations	31,193	42,464	150,000	92,389	185,000	100,000	110,000	110,000
001-354.110	Code Violations - Admin Cost	6,308	15,102	9,000	8,500	10,000	8,000	13,000	13,000
001-354.135	Code Tickets/Citations	1,045	6,455	500	9,200	11,000	13,000	20,000	20,000
001-354.210	Code Violations - CBIF Community Imp	7,798	10,616	10,000	11,000	10,000	10,000	10,000	10,000
001-361.100	(Code) Interest Earnings	9,349	17,522	14,000	14,500	24,406	20,000	20,000	20,000
001-361.130	Interest on Assessments	447	7,363	2,000	7,900	9,000	5,000	5,000	5,000
	<b>TOTAL</b>	<b>547,353</b>	<b>593,563</b>	<b>688,070</b>	<b>491,574</b>	<b>767,089</b>	<b>657,600</b>	<b>685,300</b>	<b>685,300</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
SPECIAL EVENTS DEPARTMENT (GF 600)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
FISCAL YEAR 2017-18**

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

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

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

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

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SPECIAL EVENTS (GF 600)**  
**DEPARTMENTAL BUDGET SUMMARY**  
**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	102,902	49,787	138,878	66,290	139,032	137,988	137,988
Operating Expenses	57,002	47,502	55,381	51,614	96,438	76,438	76,438
Capital Outlay	1,427	2,304	725	-	20,000	-	-
Debt Service	8,684	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>170,015</b>	<b>99,593</b>	<b>194,984</b>	<b>117,904</b>	<b>255,470</b>	<b>214,426</b>	<b>214,426</b>

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Special Events Director (40% shared with the CRA)	1.00	1.00	1.00	
Recreation Supervisor (20% shared with the CRA)	1.00	1.00	1.00	
Special Events Coordinator (20% shared with the CRA)	1.00	1.00	1.00	
Camp Counselors - up to 4 (Part-time summer only)	0.48	0.48	0.48	
	<b>3.48</b>	<b>3.48</b>	<b>3.48</b>	<b>0.00</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**SPECIAL EVENTS (GF 600)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>CURRENT YEAR BUDGET 2016-17</b>	<b>ACTUAL AS OF 3/31/2017</b>	<b>ESTIMATE FOR THE YEAR 2016-17</b>	<b>THE DEPT. PROPOSED BUDGET BY 2017-18</b>	<b>TOWN MGT. PROPOSED BUDGET 2017-18</b>	<b>ADOPTED BUDGET 2017-18</b>
001-57-572-600-11000	Executive Salaries	56,311	27,360	56,098	28,748	57,496	57,221	57,221	57,221
001-57-572-600-12000	Regular Salaries	637	1,755	46,446	9,383	18,766	68,578	68,578	68,578
001-57-572-600-13000	Other & Part Time Salaries	9,503	10,122	32,400	5,321	10,642	13,500	13,500	13,500
001-57-572-600-14000	Overtime Salaries	363	8	-	-	-	-	-	-
001-57-572-600-15000	Special Pay	726	312	1,440	300	600	1,440	1,440	1,440
001-57-572-600-19900	Wages Reclassified	15,845		(38,629)	(18,855)	(37,710)	(43,980)	(43,662)	(43,662)
001-57-572-600-21000	FICA	5,000	2,912	10,433	3,526	7,052	10,767	10,767	10,767
001-57-572-600-22000	Retirement	2,816	972	7,690	-	-	6,267	6,267	6,267
001-57-572-600-22100	Town Retirement Matching	1,283	226	2,564	-	-	2,349	2,349	2,349
001-57-572-600-23100	Medical Insurance	7,758	3,936	15,460	2,970	5,940	16,423	16,727	16,727
001-57-572-600-23200	Insurance - Dental	371	133	878	278	556	1,449	1,149	1,149
001-57-572-600-23300	Insurance - Life	261	28	522	118	236	732	369	369
001-57-572-600-23400	Insurance - Vision	65	24	126	48	96	207	159	159
001-57-572-600-23500	Disability	781	79	1,530	348	696	2,159	1,204	1,204
001-57-572-600-24000	Worker's Compensation Insurance	1,920	1,920	1,920	960	1,920	1,920	1,920	1,920
001-57-572-600-25100	Unemployment Compensation	(738)		-	-	-	-	-	-
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>102,902</b>	<b>49,787</b>	<b>138,878</b>	<b>33,145</b>	<b>66,290</b>	<b>139,032</b>	<b>137,988</b>	<b>137,988</b>
001-57-572-600-34000	Contractual Services		-	-	91	182	-	-	-
001-57-572-600-40000	Travel & Training	15	-	-	-	-	1,600	-	-
001-57-572-600-41100	Telephone	3,288	3,494	2,500	1,156	2,312	2,500	2,500	2,500
001-57-572-600-41200	Postage & Shipping	3	32	200	12	24	200	200	200
001-57-572-600-43000	Utilities	22,454	29,831	19,000	14,370	28,740	28,800	28,800	28,800
001-57-572-600-43250	Garbage & Trash	5,864	5,481	5,481	3,818	7,636	7,650	7,650	7,650
001-57-572-600-44100	Rentals		-	1,000		-	1,000	1,000	1,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**SPECIAL EVENTS (GF 600)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>CURRENT YEAR BUDGET 2016-17</b>	<b>ACTUAL AS OF 3/31/2017</b>	<b>ESTIMATE FOR THE YEAR 2016-17</b>	<b>THE DEPT. PROPOSED BUDGET BY 2017-18</b>	<b>TOWN MGT. PROPOSED BUDGET 2017-18</b>	<b>ADOPTED BUDGET 2017-18</b>
001-57-572-600-44200	Equipment Leases		-	-		-	2,340	2,340	2,340
001-57-572-600-46000	Repair & Maintenance	1,459		-	-	-	100	100	100
001-57-572-600-47000	Printing	111	172	500	141	282	500	500	500
001-57-572-600-47100	Photocopying		6	-	-	-	2,148	2,148	2,148
001-57-572-600-48000	Promotional Activity	255	84	-	650	1,300	1,300	1,300	1,300
001-57-572-600-48005	Promotional - Tree Lighting	2,787	1,991	-	1,059	2,118	13,000	3,000	3,000
001-57-572-600-48035	Promotional - Car Show			-		-	1,000	1,000	1,000
001-57-572-600-48045	Promotional - 4th of July			-		-	-	-	-
001-51-511-100-48046	Sunset Celebration	9,972		19,000	3,786	7,572	19,000	16,000	16,000
001-57-572-600-48055	Promotional - Seafood Festival			-		-	-	-	-
001-57-572-600-48056	Promotional - Easter Egg Hunt	426	738	-	375	750	2,000	2,000	2,000
	Promotional - Back to School	-	-	-	-	-	3,000	-	-
001-57-572-600-49400	Uniforms & Clothing	462	128	500	-	-	500	500	500
001-57-572-600-51000	Office Supplies	245		300	35	70	500	500	500
001-57-572-600-52000	Operating Supplies	3,705	3,742	500	120	240	500	500	500
001-57-572-600-52010	Operating Expenses - Party Pkg	333	36	-	-	-	-	-	-
001-57-572-600-52100	Gasoline & Diesel Fuel	937	432	1,000	-	-	1,000	1,000	1,000
001-57-572-600-54200	Memberships, Dues, & Subscriptions	324		200	-	-	2,400	-	-
001-57-572-600-57220	Program Exp - Summer Camp	4,362		5,000		-	5,000	5,000	5,000
001-57-572-600-57230	Bus Trips			200		-	200	200	200
001-57-572-600-57235	Sponsored Event Expense			-	97	194	200	200	200
	<b>TOTAL OPERATING EXPENSES</b>	<b>57,002</b>	<b>47,502</b>	<b>55,381</b>	<b>25,807</b>	<b>51,614</b>	<b>96,438</b>	<b>76,438</b>	<b>76,438</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SPECIAL EVENTS (GF 600)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-57-572-600-63000	Improvement Other Than Building			-	-	-	-	-	-
001-57-572-600-64100	Machinery & Equipment	1,427	2,304	725	-	-	20,000	-	-
	TOTAL CAPITAL OUTLAY	1,427	2,304	725	-	-	20,000	-	-
001-57-572-600-71000	Principal	8,399			-	-	-	-	-
001-57-572-600-72000	Interest	285			-	-	-	-	-
	TOTAL DEBT SERVICE	8,684	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	170,015	99,593	194,984	58,952	117,904	255,470	214,426	214,426

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SPECIAL EVENTS (GF 600)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Special Events Director	FT	27.51	2,080	57,221	4,292	-	3,960	383	175.00	53	550.00	66,634
Recreation Supervisor	FT	17.67	2,080	36,754	1,378	-	3,960	383	111.00	53	351.00	42,990
Special Events Coordinator	FT	15.30	2,080	31,824	597	-	8,807	383	83.00	53	303.00	42,050
Camp Counselor X4	PT	9.00	1,500	13,500								13,500
												-
												-
Special Pay		1,440										1,440
Wages Reclassified		(26,654)	(8,598)	(8,410)								(43,662)
FICA		10,767										10,767
Worker's Compensation		1,920										1,920
Town Retirement Matching		2,349										2,349
<b>Total Wages &amp; Benefits</b>		<b>(10,178)</b>		<b>139,299</b>	<b>6,267</b>	<b>-</b>	<b>16,727</b>	<b>1,149</b>	<b>369</b>	<b>159</b>	<b>1,204</b>	<b>137,988</b>

Camp Counselors are shown total hours worked during the summer camp

Insurance Table

Employee Only	8,807	383	53
Employee + Spouse	14,884	383	53
Employee + Children	12,506	383	53
Employee + Family	18,142	383	53
Health Coverage Op-out Credit	3,960		

**TOWN OF LAKE PARK - ANNUAL BUDGET  
SPECIAL EVENTS (GF 600)  
EXPENSE DETAIL & ANALYSIS**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
600-40000	Travel & Training	Florida Parks and Recreation Association Annual Conference	-
600-41100	Telephone	Department Telephones	2,500
600-41200	Postage and Shipping	Mailings for programs and events	200
600-43000	Utilities	Utilities	28,800
600-43250	Garbage and Trash	Garbage and Trash (Annual Solid Waste Fee)	7,650
600-44100	Rentals	Supplies needed for facility rentals	1,000
600-44200	Equipment Leases	Canon printer/copier lease of \$195.00 per month	2,340
600-46000	Repair and Maintenance	Repairs of picnic tables, playground equipment, air conditioning, etc.	100
600-47000	Printing	Business Cards, Flyers, Brochures	500
600-47100	Photocopying	Department printing using Canon Copier Machine. \$16.00 per month for black & white copies (\$192.00) and \$163.00 per month for color copies (\$1,956.00)	2,148
600-48000	Promotional Activity	Promotion for miscellaneous events that the Town participates in including Student Government Week, South Florida Fair, etc.	1,300
600-48005	Promotional - Tree Lighting	Entertainment, Flyers, Food, Give-A-Ways, Etc. <del>plus Tree Lease \$10,000</del>	3,000
600-48035	Promotional - Car Show	Entertainment, Flyers, Food, Give-A-Ways, Etc.	1,000
600-48046	Sunset Celebration	Live Entertainment = \$900.00 Per Month Cleaning Service = \$100.00 Per Month Other Expenses = \$600.00 Per Month 10 EVENTS	16,000
600-48056	Promotional - Easter Egg Hunt	Entertainment, Flyers, Food, Give-A-Ways, Etc.	2,000
	Promotional - Back to School		-
600-49400	Uniforms and Clothing	Staff Shirts	500
600-51000	Office Supplies	General Offices Supplies from Staples and Office Depot	500
600-52000	Operating Supplies	Event and Recreation Supplies	500
600-52100	Gasoline and Diesel Fuel	Bus & Truck for Recreation Department	1,000
600-54200	Memberships and Dues	Florida Parks and Recreation Association	-
600-57220	Program Exp - Summer Camp	Field trips, lunches, camper t-shirts, games, arts and crafts, etc.	5,000
600-57230	Bus Trips	Recreation Trips	200
600-57235	Sponsored Event Expense	Promotion of Events Sponsored By The Town	200
			<b>\$ 76,438</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SPECIAL EVENTS (GF 600)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2016-17**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
	Holiday Tree Lighting, Easter Egg Hunt and Car Show	The Town Holiday Tree Lighting (\$3,000), Easter Egg Hunt (\$2,000) and Car Show (\$1,000) were not included in the FY 2016-2017 budget. In order to make these events successful we need to provide them with financial support.		\$ 6,000
	Back To School Explosion	The Special Events Department will take the lead in organizing the annual Back To School Explosion here in Lake Park. This event provides backpacks and school supplies for 500 students in Lake Park and surrounding areas.		\$ 3,000
	Town Holiday Tree	The Town Holiday Tree needs to be replaced. The Public Works staff have worked diligently on trying to repair broken branches and bulbs on the current tree. This would allow the Town to lease a tree from a company that would provide installation, removal and maintenance.		\$ 10,000
	Lake Shore Park Picnic Tables	Replace 7 picnic tables and benches in Lake Shore Park. The current picnic tables and benches at Lake Shore Park are in bad condition. The metal on most of them have rotted, some benches are missing and a couple have broken table tops.		\$ 20,000
	Sunset Celebration Vendor Fee	The Special Events Department would like to begin charging vendors to participate in Sunset Celebration. There will be a monthly fee of \$20.00 for food vendors and \$10.00 for all other vendors. Sunset Celebration is held the last Friday of each month from January - October.	\$ 2,500	
	Bert Bostrom Park Playground Equipment Improvements - Grant	Replace the playground equipment at Bert Bostrom Park with Community Block Development Grant (CBDG) funds through the PBC Dept. of Economic Sustainability. Total project cost: \$57,490; <i>in-kind matching funds (staff salary)</i> from GF Special Events \$1,000; <i>in-kind matching funds (staff salary and materials)</i> GF Public Works \$4,980. Anticipated CBDG funds \$34,032 with sourcing the remaining funds from Florida Recreation Development Assistance Program (FRDAP). There is no match for FRDAP because of the threshold of requested amount.		\$ -
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**SPECIAL EVENTS (GF 600)**

**REVENUE BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 6**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>CURRENT YEAR BUDGET 2016-17</b>	<b>ACTUAL AS OF 5/31/2017</b>	<b>ESTIMATE FOR THE YEAR 2016-17</b>	<b>THE DEPT. PROPOSED BUDGET BY 2017-18</b>	<b>TOWN MGT. PROPOSED BUDGET 2017-18</b>	<b>ADOPTED BUDGET 2017-18</b>
001-347.200	Summer Camp Fees	14,324	-	11,000		10,000	11,000	11,000	11,000
001-347.210	Miscellaneous	3,146	1,000	-		-	-	-	-
001-347.220	Tennis Program	5,735	2,298	24,000		9,600	9,600	9,600	9,600
001-347.221	Utility Fee/Tennis Courts	415	-	-		-	-	-	-
001-347.225	Vendor Appl & Fee		200	-			2,500	2,500	2,500
001-347.230	Bus Trips	-	225	700	-	-	-	-	-
001-347.235	Tree lighting	2,000	500	-		-	-	-	-
001-347.500	Facilities Rental	16,513	-	16,000		-	10,000	10,000	10,000
001-347.505	Party Package	630	-	1,000		-	-	-	-
001-347.905	Staff Coverage	7,950	3,870	8,000		-	-	-	-
001-347.915	Recreation Program Fees	-	-	-	674	1,348	-	-	-
001-347.916	Vendor Fees (Sunset Celebration)	150	-	-		-	1,400	1,400	1,400
001-366.300	Event Sponsorship			25,000		-	-	-	-
	<b>TOTAL</b>	<b>50,863</b>	<b>8,093</b>	<b>85,700</b>	<b>674</b>	<b>20,948</b>	<b>34,500</b>	<b>34,500</b>	<b>34,500</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
LIBRARY (GF 700)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**DEPARTMENTAL METRICS, FUNCTIONS & PERFORMANCE MEASURES**

**Our Guiding Principles**  
in conjunction with our Mission and Vision are the basis of our strategic plan priorities for 2017-18 FY

- Maintain accountability to the community we serve
- Promote partnerships and collaborations among community entities
- Protect the intellectual freedom of our users, and improve their access to information
- Provide a welcoming and respectful environment in which all users enjoy library services
- Recognize the diverse needs and interests within our community
- Respond to the community's service needs with creative, effective solutions
- Support the cultural and artistic endeavors of community residents
- Strive for innovation, anticipate changes in technology and integrate new developments in the library

**Strategic Priorities for Fiscal Year 2017-18**

- Literacy and Learning
- Expanded Operational Hours
- Programs that engage the community
- Digital advancements
- Personnel competencies

BECAUSE LEARNING TO READ COMES BEFORE READING TO LEARN

BECAUSE TRANSFORMATION IS ESSENTIAL TO THE COMMUNITIES WE SERVE.

Because 5 out of 5 doctors agree reading aloud to children supports brain development.

BECAUSE LIBRARIANS KNOW INFORMATION IS THE BEST MEDICINE FOR HEALTHCARE QUESTIONS.

BECAUSE THE BEST SEARCH ENGINE IN THE LIBRARY IS THE LIBRARIAN.

Because txt r fine, but srsly, ppl also need 2 c real wds

Because adding access to gaming may inspire more future engineers than mathematics alone.

BECAUSE A LIBRARY CARD IS THE MOST IMPORTANT SCHOOL SUPPLY OF ALL.

BECAUSE STUDENTS WHO READ DURING THE SUMMER, END UP ON THE HONOR ROLL IN THE FALL.

BECAUSE EMPLOYERS WANT CANDIDATES WHO KNOW THE DIFFERENCE BETWEEN A WEBSARCH AND RESEARCH.

Because there are more than 14,400,000 Search RESULTS FOR THE 2016 PRESIDENTIAL Election.

BECAUSE ACCESS EQUALS OPPORTUNITY

BECAUSE MORE THAN A QUARTER OF U.S. HOUSEHOLDS DON'T HAVE A COMPUTER WITH AN INTERNET CONNECTION.

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LIBRARY (GF 700)**

**DEPARTMENTAL BUDGET SUMMARY**

**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	182,760	185,416	223,834	169,010	276,578	255,706	255,706
Operating Expenses	39,395	57,664	61,984	34,976	69,460	55,960	61,260
Capital Outlay	29,402	849	-	-	-	-	-
Debt Service	29,402	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>280,959</b>	<b>243,929</b>	<b>285,818</b>	<b>203,986</b>	<b>346,038</b>	<b>311,666</b>	<b>316,966</b>

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Library Director	1.00	1.00	1.00	
Librarian II	1.00	1.00	1.00	
Library Accounting Clerk	1.00	1.00	1.00	
Library Assistant I	1.50	1.50	1.50	
Library Assistant I (PT)	----	0.63	----	
Children's Services Assistant	0.63	1.00	0.63	
	<u>5.13</u>	<u>6.13</u>	<u>5.13</u>	<u>0.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LIBRARY (GF 700)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-57-571-700-11000	Executive Salaries	59,381	60,798	60,341	38,053	57,080	61,547	61,547	61,547
001-57-571-700-12000	Regular Salaries	35,453	50,221	62,213	40,755	61,133	121,388	100,214	100,214
001-57-571-700-13000	Other & Part Time Salaries	49,178	33,201	41,137	9,045	13,568	15,067	25,288	25,288
001-57-571-700-14000	Overtime	-	-	-	486	729	-	-	-
001-57-571-700-15000	Special Pay	726	732	720	420	630	2,220	2,220	2,220
001-57-571-700-21000	FICA	11,015	10,914	13,482	6,858	10,287	15,317	14,479	14,479
001-57-571-700-22000	Retirement	3,635	4,560	9,192	3,688	5,532	12,132	12,132	12,132
001-57-571-700-22100	Retirement Town Matching	306	760	4,572	278	417	5,583	5,583	5,583
001-57-571-700-23100	Medical Insurance	20,043	21,341	27,150	11,659	17,489	37,972	26,421	26,421
001-57-571-700-23150	Opt Out Insurance Payment							3,960	3,960
001-57-571-700-23200	Insurance - Dental	959	1,030	1,756	526	789	2,415	1,532	1,532
001-57-571-700-23300	Insurance - Life	449	408	696	183	275	640	715	715
001-57-571-700-23400	Insurance - Vision	168	153	252	81	122	345	212	212
001-57-571-700-23500	Disability	1,315	1,166	2,191	551	827	1,820	1,271	1,271
001-57-571-700-24000	Worker's Compensation Insurance	132	132	132	88	132	132	132	132
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>182,760</b>	<b>185,416</b>	<b>223,834</b>	<b>112,671</b>	<b>169,010</b>	<b>276,578</b>	<b>255,706</b>	<b>255,706</b>
001-57-571-700-34000	Contractual Services	13,575	32,990	21,564	11,945	17,918	13,800	13,800	13,800
001-57-571-700-40000	Travel & Training	1,132	1,765	2,200	442	663	3,800	1,500	1,500
001-57-571-700-41100	Telephone	1,424	1,503	1,300	295	443	1,300	1,000	1,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LIBRARY (GF 700)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-57-571-700-41200	Postage & Shipping		47	100	2	3	100	100	100
001-57-571-700-46000	Repair & Maintenance	2,744	229	6,000	159	239	6,100	2,000	2,000
001-57-571-700-47000	Printing	53	108	410	-	-	2,700	1,000	1,000
001-57-571-700-49310	Software	500	5	500	-	-	500	500	500
001-57-571-700-51000	Office Supplies	565	475	800	160	240	1,000	1,000	1,000
001-57-571-700-52000	Operating Supplies	3,735	5,442	3,500	4,668	7,002	9,600	4,500	4,500
001-57-571-700-54200	Memberships, Dues, & Subscriptions	1,222	2,343	3,610	1,757	2,636	4,560	4,560	4,560
001-57-571-700-56000	Library Materials - Books and Other	12,996	9,006	16,000	3,220	4,830	18,000	18,000	23,300
001-57-571-700-56010	Library Materials - Children and Teen	1,449	3,751	6,000	668	1,002	8,000	8,000	8,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>39,395</b>	<b>57,664</b>	<b>61,984</b>	<b>23,316</b>	<b>34,976</b>	<b>69,460</b>	<b>55,960</b>	<b>61,260</b>
001-57-571-700-59700	Miscellaneous Supplies - Donations	109	-	-	-	-	-	-	-
	<b>TOTAL DONATION EXPENSE</b>	<b>109</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
001-57-571-700-62100	Improvements - Building	-	-	-	-	-	-	-	-
001-57-571-700-64100	Machinery & Equipment	29,402	849	-	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>29,402</b>	<b>849</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>251,666</b>	<b>243,929</b>	<b>285,818</b>	<b>135,987</b>	<b>203,986</b>	<b>346,038</b>	<b>311,666</b>	<b>316,966</b>



**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LIBRARY (GF 700)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
700-34000	<b>Contractual Services</b>	OCLC - Worldcat cataloging database	\$ 300
		USSI Custodial -- cleaning services	1,000
		Sirsi Dynix - Integrated Library Patron and catalog with Palm Beach Library Cooperative	7,000
		SEFLIN membership	1,500
		Programs - speakers, presenters	1,000
		Overdrive E-books subscription	3,000
		<b>Total Contractual</b>	<b>\$ 13,800</b>
700-40000	<b>Travel &amp; Training</b>	FLA Annual Conference for Director or Librarian II	1,000
		ALA Annual Conference For Director or Librarian II	1,200
		Annual Director's Meeting in Tallahassee	800
		Staff training	800
		Adjustment	(2,300)
		<b>Total Travel and Training</b>	<b>1,500</b>
700-41100	<b>Telephone</b>	State of Florida contract	1,000
700-41200	<b>Postage &amp; Shipping</b>	ILL (interlibrary loan between libraries) delivery/send by USPS	100
700-46000	<b>Repair &amp; Maintenance</b>	AC Maintenance	1,000
		USSI additional carpet deep clean	1,000
		Furniture, other repair and replacement	2,100
		Adjustment	(2,100)
		<b>Total Repair &amp; Maintenance</b>	<b>\$ 2,000</b>
700-47000	<b>Printing</b>	Business Cards; Librarians	200
		Signage, events, brochures	800
		<b>Total Printing</b>	<b>\$ 1,000</b>
700-49310	<b>Software</b>	Anticipated software upgrades of public access computers	500
700-51000	<b>Office Supplies</b>	Office Depot, Staples	1,000
700-52000	<b>Operating Supplies</b>	Labels, Tape, Covers, Cleaner Stamps, Ink, etc. (Plus Init #4, #5, & #6)	3,500
		Laser die cutter for story boards and other Library programs	1,000
		<b>Total Operating Supplies</b>	<b>4,500</b>
700-54200	<b>Memberships, Dues &amp; Subscriptions</b>	Magazines, Newspapers, Periodicals, Subscriptions and Membership dues	3,220
		Subscription for public access database, (tumble books)	500
		Florida Library Association Memberships (2) for Director and Librarian II	400
		Palm Beach County Library Association (2)	40
		American Library Association - Institutional membership	400
		<b>Total Magazines, Newspapers, Periodicals and Subscriptions and membership dues</b>	<b>4,560</b>
700-56000	<b>Library Materials</b>	Books and other media; adults	18,000
		Books and media; youth	\$ 8,000
		<b>Total Library Materials</b>	<b>\$ 26,000</b>
			<b>\$ 55,960</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**Library Department (700)**

**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Radio Frequency Identification (RFID) Conversion - Library - Grant	Convert the existing barcode system of tracking books and materials to increase customer service, provide real-time tracking, and reduce theft with a grant from FL Dept. of State Division of Library and Information Services: Library Services and Technology Act. Total project cost: \$54,500; <i>matching library staff salary in-kind</i> funds: \$17,000.		\$ -
2	Add evening circulation desk Library Assistant I for 25 hours per week	To cover circulation desk in evenings to ensure that Library programs can properly conducted by staff and to extend operating hours from 6:00 pm to 8:00 pm on Mondays as well as extend hours on Friday and Saturday to 5 pm. In addition, open on Saturday one hour earlier at 9:00 am. Additional hours will provide more opportunities for additional adult and family programs.		\$ 15,067
3	Extend Children's Services Assistant hours from 25 hours per week to 40 hours per week (full time)	To provide for improved outreach to the local schools such as weekly storytimes. To provide for additional preschool activities for parents and local daycare centers during the day. Respond to community's focus on preschool learning, kindergarten readiness and early literacy.		\$ 16,778
4	Two tablets/kiosks in main area	Tablets will serve patrons who want to access the library's catalog but do not want to use a computer. Patrons must either sign up for a computer to look up a book, or ask staff. Patrons often prefer to look up the book themselves. Patrons also need a quick convenient method to download e-books in the library where staff can assist and answer any questions.		\$ 1,500
5	Four tablets in children's library	The tablet kiosk is very popular and an additional kiosk is needed so children do not have to wait an inordinate amount of time to use a tablet.		\$ 3,800
6	40" - 50" monitor afixed to north lobby wall with bracket and added wiring	To provide more current and readable display of programs, program changes and other activities as patrons enter library as well as when library is closed. Signage on doors is unsightly and often is overlooked. Town Code requires clear windows and Town property should comply whenever possible. PBSO recommends cleared windows as part of crime prevention measures.		\$ 800
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 5,300</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LIBRARY (GF 700)**

**REVENUE BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 6**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>CURRENT YEAR BUDGET 2016-17</b>	<b>ACTUAL AS OF 5/31/2017</b>	<b>ESTIMATE FOR THE YEAR 2016-17</b>	<b>THE DEPT. PROPOSED BUDGET BY 2017-18</b>	<b>TOWN MGT. PROPOSED BUDGET 2017-18</b>	<b>ADOPTED BUDGET 2017-18</b>
001-334.700	Grant - State Aid to Libraries	9,229	7,116	7,125	6,341	7,125	8,626	8,626	
001-347.100	Library Copies	295	395	300	321	482	400	400	
001-352.100	Fines - Library	1,065	1,002	1,000	642	963	1,000	1,000	
001-389.700	Donations - Library	-	-	-	1	1	-	-	-
	<b>TOTAL</b>	<b>10,589</b>	<b>8,513</b>	<b>8,425</b>	<b>7,305</b>	<b>8,571</b>	<b>10,026</b>	<b>10,026</b>	<b>-</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
NON-DEPARTMENTAL (General Fund 900)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Personal Services	(36,122)	-	72,872	-	70,196	70,196	70,196
Operating Expenses	75,379	55,722	102,434	102,434	102,083	110,119	110,119
Capital Outlay	-	-	-	-	-	-	-
Debt Service	379,665	379,488	382,947	382,947	379,288	379,288	379,288
Non-Operating	694,761	467,365	675,720	565,942	752,107	752,107	752,107
<b>Total Expenses</b>	<b>1,113,683</b>	<b>902,575</b>	<b>1,233,973</b>	<b>1,051,323</b>	<b>1,303,674</b>	<b>1,311,710</b>	<b>1,311,710</b>
<hr/>							
Recap							

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**NON-DEPARTMENTAL (GF 900)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-589-900-12600	Wage Adjustment 1			72,872	-	-	70,196	70,196	70,196
001-51-589-900-24001	Worker's Compensation Refund	(36,122)							
		(36,122)	-	72,872	-	-	70,196	70,196	70,196
001-51-589-900-45000	Insurance - Property Liability	74,319	54,719	100,934	50,467	100,934	100,583	108,619	108,619
001-51-589-900-45120	Insurance - Storage Tank	703	1,000	1,000	500	1,000	1,000	1,000	1,000
001-51-589-900-49050	Other Current Charges - Sales Tax	357	3	500	-	500	500	500	500
	<b>TOTAL OPERATING EXPENSES</b>	<b>75,379</b>	<b>55,722</b>	<b>102,434</b>	<b>50,967</b>	<b>102,434</b>	<b>102,083</b>	<b>110,119</b>	<b>110,119</b>
001-51-589-900-71000	Principal - Series 2009	8,143	8,559	8,996	-	8,996	9,456	9,456	9,456
001-51-589-900-71010	Principal - CRA Projects 2008 (a)	103,374	107,168	111,102	111,101	111,102	115,179	115,179	115,179
001-51-589-900-71020	Principal - FF Pension Settlement (a)	77,386	80,171	83,170	83,094	83,170	86,222	86,222	86,222
001-51-589-900-71030	Principal - CRA Projects 2009	55,479	58,314	61,292	-	61,292	64,425	64,425	64,425
001-51-589-900-72000	Interest - Series 2009	5,261	4,844	4,408	2,204	4,408	3,948	3,948	3,948
001-51-589-900-72010	Interest - CRA Projects 2008	65,949	62,086	60,120	30,060	60,120	53,929	53,929	53,929
001-51-589-900-72020	Interest - FF Pension Settlement	28,232	25,340	22,342	11,934	22,342	19,234	19,234	19,234
001-51-589-900-72030	Interest - CRA Projects 2009	35,841	33,006	31,517	15,013	31,517	26,895	26,895	26,895
	<b>TOTAL DEBT SERVICE</b>	<b>379,665</b>	<b>379,488</b>	<b>382,947</b>	<b>253,406</b>	<b>382,947</b>	<b>379,288</b>	<b>379,288</b>	<b>379,288</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**NON-DEPARTMENTAL (GF 900)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
001-51-589-900-91110	Transfer to CRA - Current Year	335,664	391,433	485,562	485,562	485,562	571,727	571,727	571,727
001-51-589-900-91190	Transfer to Streets & Roads	320,000	-	-	-	-	-	-	-
001-51-589-900-91601	Contrib.-Retired Police Officers Pension	39,097	75,932	75,932	-	80,380	80,380	80,380	80,380
001-51-589-900-99901	Contingency	-	-	73,801	-	-	100,000	100,000	100,000
001-51-589-900-99907	Transfer to Fund Balance	-	-	40,425	-	-	-	-	-
	<b>TOTAL OTHER EXPENSES</b>	<b>694,761</b>	<b>467,365</b>	<b>675,720</b>	<b>485,562</b>	<b>565,942</b>	<b>752,107</b>	<b>752,107</b>	<b>752,107</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>1,113,683</b>	<b>902,575</b>	<b>1,233,973</b>	<b>789,935</b>	<b>1,051,323</b>	<b>1,303,674</b>	<b>1,311,710</b>	<b>1,311,710</b>

# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **INSURANCE FUND**

**FISCAL YEAR**

**October 1, 2017 through September 30, 2018**

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**Insurance Fund 150**

**DEPARTMENTAL BUDGET SUMMARY**

**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Revenue	128,856	211,948	211,664	210,933	211,664	211,664	211,664
Personal Services	43,621	30,296	29,963	29,963	29,963	29,963	29,963
Operating Expenses	213,766	174,346	181,701	157,158	181,701	181,701	181,701
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	257,387	204,642	211,664	187,121	211,664	211,664	211,664
Surplus (Deficit)	(128,531)	7,306	-	23,812	-	-	-

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 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
150-341.001	Contributed Revenue - General Fund	90,190	71,547	46,066	57,741	45,335	46,066	46,066	46,066
150-341.190	Contributed Revenue - Streets & Road:	4,881	4,881	5,040	2,441	5,040	5,040	5,040	5,040
150-341.401	Contributed Revenue - Marina Fund	69,919	69,919	87,467	34,959	87,467	87,467	87,467	87,467
150-341.402	Contributed Revenue - Stormwater	8,997	8,997	9,369	4,499	9,369	9,369	9,369	9,369
150-341.404	Contributed Revenue - Sanitation	55,649	55,649	63,722	27,825	63,722	63,722	63,722	63,722
150-369.300	Refund Prior Year Expense	(100,780)	955	-	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>128,856</b>	<b>211,948</b>	<b>211,664</b>	<b>127,464</b>	<b>210,933</b>	<b>211,664</b>	<b>211,664</b>	<b>211,664</b>
	<b>EXPENDITURES</b>								
150-51-589-900-24000	Insurance Expense - Workers Comp	43,621	30,296	29,963	22,800	29,963	29,963	29,963	29,963
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>43,621</b>	<b>30,296</b>	<b>29,963</b>	<b>22,800</b>	<b>29,963</b>	<b>29,963</b>	<b>29,963</b>	<b>29,963</b>
150-51-589-900-45000	Insurance Expense - Prop & Liability	170,661	149,640	148,215	153,076	148,215	148,215	148,215	148,215
150-51-589-900-45120	Insurance - Storage Tank Liability	1,255	1,486	1,486	1,574	1,574	1,486	1,486	1,486
150-51-589-900-45400	Insurance Expense - Excess Coverage	5,166	5,027	-	-	-	-	-	-
150-51-589-900-45500	Marina Operator Liability	6,500	7,000	7,000	7,369	7,369	7,000	7,000	7,000
150-51-589-900-49500	Insurance Claim Deductibles	30,184	8,692	25,000	-	-	25,000	25,000	25,000
150-51-589-900-49550	Settlements		2,500	-	-	-	-	-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>213,766</b>	<b>174,346</b>	<b>181,701</b>	<b>162,019</b>	<b>157,158</b>	<b>181,701</b>	<b>181,701</b>	<b>181,701</b>
150-51-589-900-99901	Contingency	-	-	-	-	-	-	-	-
	<b>TOTAL OTHER EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>257,387</b>	<b>204,642</b>	<b>211,664</b>	<b>184,819</b>	<b>187,121</b>	<b>211,664</b>	<b>211,664</b>	<b>211,664</b>
	<b>BUDGET SURPLUS / (DEFICIT)</b>	<b>(128,531)</b>	<b>7,306</b>	<b>-</b>	<b>(57,355)</b>	<b>23,812</b>	<b>-</b>	<b>-</b>	<b>-</b>

# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **STREETS AND ROADS FUND**

**FISCAL YEAR**

**October 1, 2017 through September 30, 2018**

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STREETS & ROADS (Fund 190)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2017-18**

**CORE VALUES:**

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

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

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

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

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

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

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS - STREETS & ROADS (Fund 190)  
FUND BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Revenue	684,790	360,032	557,369	304,750	367,086	399,342	399,342
Personal Services	81,540	96,858	110,012	82,230	125,753	125,737	125,737
Operating Expenses	90,489	115,874	113,074	103,641	317,875	117,891	117,891
Capital Outlay	25,146	1,500	61,500	22,692	49,063	49,063	49,063
Debt Service	-	-	16,664	16,664	16,651	16,651	16,651
Non-Operating	90,000	90,000	91,119	90,000	90,000	90,000	90,000
Total Expenses	287,175	304,233	392,369	315,228	599,342	399,342	399,342
Surplus (Deficit)	397,615	55,800	165,000	(10,477)	(232,256)	-	-

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
General Infrastructure Foreman (33% shared w/Facilities & 34% w/Stormwat	1.00	1.00	1.00	
Maintenance Worker III	1.00	1.00	1.00	
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STREETS & ROADS (Fund 190)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
<b>REVENUES</b>									
190-312.410	Local Option Gas Tax	171,564	175,923	180,403	75,104	150,209	180,403	187,144	187,144
190-312.420	New Local Option Gas Tax	80,330	81,833	83,295	35,103	70,207	83,295	87,375	87,375
190-335.122	State Revenue Sharing (Fuel Tax)	93,651	82,453	78,671	30,169	60,338	78,671	79,152	79,152
190-336.100	DOT Lighting Maint. 405121-1-72-16	19,245	19,822	20,000	-	23,997	24,717	24,717	24,717
190-369.100	Miscellaneous Revenue		1	-		-			
190-381.001	Transfer from General Fund	320,000	-	-					
190-381.001	Transfer from Fund Balance	-	-	195,000				20,954	20,954
	<b>TOTAL REVENUE</b>	<b>684,790</b>	<b>360,032</b>	<b>557,369</b>	<b>140,377</b>	<b>304,750</b>	<b>367,086</b>	<b>399,342</b>	<b>399,342</b>
<b>EXPENDITURES</b>									
190-54-541-190-12000	Regular Salaries	94,488	98,713	103,927	34,635	69,269	106,012	106,012	106,012
190-54-541-190-14000	Overtime Salaries	486	199	300	546	1,091	300	300	300
190-54-541-190-15000	Special Pay	1,000	1,000	1,000	1,000	2,000	500	500	500
190-54-541-190-19900	Wages Reclassified	(42,373)	(39,465)	(36,003)	(12,808)	(25,615)	(24,050)	(24,099)	(24,099)
190-54-541-190-21000	FICA Taxes	7,321	7,462	8,050	3,162	6,324	8,171	8,171	8,171
190-54-541-190-22000	Retirement	4,799	4,999	7,389	2,597	5,194	7,536	7,536	7,536
190-54-541-190-22100	Deferred Contribution Matching	2,399	2,499	4,925	1,702	3,404	5,024	5,024	5,024
190-54-541-190-23100	Medical Insurance	15,517	16,522	15,460	7,730	15,461	17,006	17,614	17,614
190-54-541-190-23200	Insurance - Dental	742	797	878	433	866	966	766	766
190-54-541-190-23300	Insurance - Life	480	386	386	196	393	420	308	308
190-54-541-190-23400	Insurance - Vision	130	171	126	100	200	138	106	106

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STREETS & ROADS (Fund 190)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
190-54-541-190-23500	Disability	1,319	1,042	1,042	556	1,112	1,198	967	967
190-54-541-190-24000	Worker's Compensation Insurance	2,532	2,532	2,532	1,266	2,532	2,532	2,532	2,532
190-54-541-190-24000	Unemployment Compensation	(7,300)		-		-	-	-	-
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>81,540</b>	<b>96,858</b>	<b>110,012</b>	<b>41,115</b>	<b>82,230</b>	<b>125,753</b>	<b>125,737</b>	<b>125,737</b>
190-54-541-190-31000	Professional Services	1,500	22,338		7,900	15,800	200,000	-	-
190-54-541-190-34000	Contractual Services	3,585		-		-			
190-54-541-190-34310	SWA Disposal Fees			-		-			
190-54-541-190-40000	Travel & Training	415		1,000	221	442	750	750	750
190-54-541-190-41100	Telephone	685	687	675	323	646	675	675	675
190-54-541-190-43000	Utilities - Electric	68,507	67,006	74,000	31,968	63,936	72,000	72,000	72,000
190-54-541-190-44100	Rentals	1,689	2,200	4,000	2,124	4,248	4,000	4,000	4,000
190-54-541-190-45000	Insurance - Liability & Property	2,349	2,349	2,349	1,175	2,349	4,000	4,000	4,000
190-54-541-190-46000	Repairs & Maintenance	645	4,088	4,400	2,314	4,628	5,000	5,000	5,000
190-54-541-190-46300	Vehicle Parts & Supplies		1,008	5,050	1,551	3,102	4,050	4,066	4,066
190-54-541-190-46600	Traffic Signs & Signals	542	2,652	4,000	657	1,314	5,500	5,500	5,500
190-54-541-190-47000	Printing	-		-	97	195	100	100	100
190-54-541-190-49400	Uniforms & Clothing	241	371	600		-	600	600	600
190-54-541-190-52000	Operating Supplies	8,276	11,638	14,500	2,940	5,880	19,200	19,200	19,200
190-54-541-190-52100	Gasoline & Diesel Fuel	2,055	1,536	2,500	551	1,102	2,000	2,000	2,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>90,489</b>	<b>115,874</b>	<b>113,074</b>	<b>51,821</b>	<b>103,641</b>	<b>317,875</b>	<b>117,891</b>	<b>117,891</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STREETS & ROADS (Fund 190)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
190-54-541-190-63020	Park Avenue Project - Design and construction			165,000					
190-54-541-190-63000	Improvements other than Building			-	-	-			
190-54-541-190-63050	Improvements - Sidewalks	23,661	1,500	30,000	1,350	2,700	30,000	30,000	30,000
190-54-541-190-63055	Improvements - Street Lights	-		-		-			
190-54-541-190-64100	Machinery & Equipment	1,485		31,500	9,996	19,992	19,063	19,063	19,063
	<b>TOTAL CAPITAL OUTLAY</b>	<b>25,146</b>	<b>1,500</b>	<b>61,500</b>	<b>11,346</b>	<b>22,692</b>	<b>49,063</b>	<b>49,063</b>	<b>49,063</b>
							* last payme	* last payme	
190-54-541-190-71000	Principal	-		15,697	15,697	15,697	16,324	16,324	16,324
190-54-541-190-72000	Interest	-		967	967	967	327	327	327
	<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>16,664</b>	<b>16,664</b>	<b>16,664</b>	<b>16,651</b>	<b>16,651</b>	<b>16,651</b>
190-54-541-190-99001	Transfer to General Fund	90,000	90,000	90,000	45,000	90,000	90,000	90,000	90,000
190-54-541-190-99900	Transfer to Reserve	-		1,119	-	-			
	<b>TOTAL OTHER EXPENSES</b>	<b>90,000</b>	<b>90,000</b>	<b>91,119</b>	<b>45,000</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>287,175</b>	<b>304,233</b>	<b>392,369</b>	<b>165,946</b>	<b>315,228</b>	<b>599,342</b>	<b>399,342</b>	<b>399,342</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>397,615</b>	<b>55,800</b>	<b>165,000</b>	<b>(25,569)</b>	<b>(10,477)</b>	<b>(232,256)</b>	<b>-</b>	<b>-</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STREETS & ROADS (Fund 190)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
General Infrastructure Foreman	FT	26.95	2,080	56,056	4,204	500	8,807	383	172	53	540	70,715
Maintenance Worker III	FT	21.36	2,080	44,429	3,332		8,807	383	136	53	427	57,567
												-
												-
												-
Overtime Salaries	300											300
Wages Reclassified	(47,379)	23,280										(24,099)
FICA Taxes	8,171											8,171
Worker's Compensation Insurance	2,532											2,532
Deferred Contribution Matching	5,024											5,024
Wage Adjustment	5,527											5,527
<b>Total Wages &amp; Benefits</b>				100,485	7,536	500	17,614	766	308	106	967	125,737

Insurance Table			
Employee Only	8,807	383	53
Employee + Spouse	14,884	383	53
Employee + Children	12,506	383	53
Employee + Family	18,142	383	53
Health Coverage Op-out	3,960		

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STREETS & ROADS (Fund 190)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
190-31000	Professional Services	Engineering survey is required to catalog street and sidewalk conditions.	\$ -
190-34000	Contractual Services		
190-40000	Travel & Training	Herbicide applicator's training & MOT training	750
190-43000	Utilities - Electric	Actual costs FY'14 & '15 \$68k; FP&L, 9% rate increase in fiscal year 16-17	72,000
190-44100	Rentals	Rental fees for boom lift to maintain street lights (\$1,800) and bucket truck for holiday decorations (\$1000). Rentals of compactors, vibrators, mixers, etc. for sidewalk and roadway repairs.	4,000
190-46000	Repairs & Maintenance	Vendor repair services: Streets' vehicles, equip., streetlights, etc.	
	ALL STAR AUTO SERVICE	MEDIUM/HEAVY REPAIRS TO ASSIGNED VEHICLES	1,000
	KAUFFS TRANSPORTATION	TOWING SERVICE FOR ASSIGNED VEHICLES IF NEEDED	200
	PRESSURE WASHERS USA	SERVICE CALLS/REPAIRS FOR ASSIGNED PRESSURE WASHERS	300
	GROWERS EQUIPMENT	HEAVY REPAIRS FOR THE TRACTOR	1,500
	ELECTRICIAN SERVICES	LICENSED ELECTRICIAN FOR STREET LIGHT REPAIRS	2,000
			TOTAL:
190-46300	Vehicle Parts & Supplies	Select vendors; (This is a sample of typical vendors used in the past. It is not an exclusive list.)	
	FIA CARD SERVICES	FUEL CARDS	250
	BENNETT AUTO SUPPLY	MAINTENANCE AND REPAIR PARTS FOR ASSIGNED VEHICLES	500
	CALLAGHAN TIRE	HEAVY EQUIPMENT & LT TRUCK TIRE REPLACEMENT	2,000
	GENERAL GMC TRUCK PARTS	ALTERNATIVE SUPPLIER OF GM PARTS FOR ASSIGNED VEHICLES	300
		Misc. vendors for truck & tractor parts, lubricants, filters, coolant & hoses.	1,000
			TOTAL:
190-46600	Traffic Signs & Signals	Replace faded & outdated signs, posts and mounting hardware; Assist Community Development Division with enforcement signs.	5,500
190-49400	Uniforms & Clothing	Replacement uniforms and safety boots for staff	600

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS - STREETS & ROADS (Fund 190)  
EXPENSE DETAIL & ANALYSIS  
FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
190-52000	Operating Supplies	Select vendors; (This is a sample of typical vendors used in the past. It is not an exclusive list.)	-
		Action Nut and Bolt	750
		Traffic Paint Supplies (Sherwin Williams, Boulevard Paint, etc.)	6,500
		City Electric	2,500
		Community Asphalt	900
		Construction Diamond Products	1,000
		J.W. Cheatham	900
		Home Depot	750
		Lawnmower Headquarters (new blower + small engine parts)	700
		Green Electrical Supply	2,000
		Lowe's	500
		Pressure Washers USA	400
		Rexel	350
		Safety Products (PPE, safety cones)	1,500
		Misc. vendors for maintenance items associated with R.O.W. repairs	450
	TOTAL:	\$ 19,200	
190-52100	Gasoline & Diesel Fuel	Fuel to run service trucks, tractor, & backhoe	2,000
190-63000	Improvements - Other than Building		-
190-63050	Improvements - Sidewalks	Continue replacement of sidewalks damaged by vehicles & tree roots	30,000
190-64100	Machinery & Equipment	Initiatives # 2 and #4	9,730

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Streets and Roads Fund (190)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Street and Sidewalk Condition Survey	Engineering survey is required to catalog street and sidewalk conditions.		\$ 200,000
2	Tow Behind Boom Lift	This is a lift to allow repairs to street lights, holiday decoration installations, tree trimming for street sign obstructions (and overhead obstructions). Total esimated cost of \$28k split between streets/roads, facilities maintenance, and grounds maintenance due to expected shared use.		\$ 9,333
3	Replace decorative streetlight bulbs with LED	Reduce FPL billing rate by replacing existing bulbs with LED along Park Avenue		\$ 2,000
4	Loader Bucket Attachment for Tractor	Loading bucket attachment with boom for storm readiness and improved disaster response		\$ 9,730
5				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 11,730</b>

# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **DEBT SERVICE FUND**

**FISCAL YEAR**

**October 1, 2017 through September 30, 2018**

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**DEBT SERVICE FUND (Fund 201)**  
**FUND BUDGET SUMMARY**  
**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Revenue	771,239	780,977	782,154	782,154	397,933	397,933	397,933
Personal Services	-	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	768,106	768,107	782,154	768,110	397,933	397,933	397,933
Non-Operating	-	-	-	-	-	-	-
Total Expenses	768,106	768,107	782,154	768,110	397,933	397,933	397,933
Surplus (Deficit)	3,133	12,870	-	14,044	-	-	-

	2016-17	2017-18
Current year gross taxable value	\$ 576,112,061	\$ 626,978,050
Debt millage rate	1.4280	0.6675
Ad Valorem Taxes	\$ 781,554	\$ 397,583

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 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
<b>REVENUES</b>									
201-311.100	Ad Valorem Taxes (a)	767,629	779,891	781,554	701,080	781,554	397,583	397,583	397,583
201-311.120	Delinquent Taxes (b)	2,141	1,031	500	486	500	250	250	250
201-361.100	Interest Earnings	1,462	55	100	63	100	100	100	100
201-361.110	Interest Earnings-Tax Collector	7							
	<b>TOTAL REVENUE</b>	<b>771,239</b>	<b>780,977</b>	<b>782,154</b>	<b>701,630</b>	<b>782,154</b>	<b>397,933</b>	<b>397,933</b>	<b>397,933</b>
<b>EXPENDITURES</b>									
201-51-517-201-31000	Professional Services			14,044			9,276	9,276	9,276
201-51-517-201-71100	Principal - 1997 Series	332,339	349,021	365,788	181,084	365,788	-	-	-
201-51-517-201-71105	Principal - 1998 Series	329,881	344,751	359,807	178,211	359,807	359,807	359,807	359,807
201-51-517-201-72100	Interest - 1997 Series	47,110	30,429	13,665	8,641	13,665	-	-	-
201-51-517-201-72105	Interest - 1998 Series	58,776	43,906	28,850	16,118	28,850	28,850	28,850	28,850
	<b>TOTAL DEBT SERVICE</b>	<b>768,106</b>	<b>768,107</b>	<b>782,154</b>	<b>384,054</b>	<b>768,110</b>	<b>397,933</b>	<b>397,933</b>	<b>397,933</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>768,106</b>	<b>768,107</b>	<b>782,154</b>	<b>384,054</b>	<b>768,110</b>	<b>397,933</b>	<b>397,933</b>	<b>397,933</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>3,133</b>	<b>12,870</b>	<b>-</b>	<b>317,576</b>	<b>14,044</b>	<b>-</b>	<b>-</b>	<b>-</b>

# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **SPECIAL PROJECTS FUND**

**FISCAL YEAR**

**October 1, 2017 through September 30, 2018**

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SPECIAL PROJECTS FUND (Fund 301)**  
**FUND BUDGET SUMMARY**  
**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Revenue	9,065	8,189	460,275	790,247	1,243,398	1,247,398	1,247,398
Personal Services	-	-	-	-	-	-	-
Operating Expenses	16,887	80,554	460,275	6,833	1,243,398	1,247,398	1,247,398
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	16,887	80,554	460,275	6,833	1,243,398	1,247,398	1,247,398
Surplus (Deficit)	(7,822)	(72,365)	-	783,414	-	-	-

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SPECIAL PROJECTS FUND (Fund 301)**  
**FUND BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
<b>REVENUES</b>									
301-337.316	PBC SILVER BEACH ROAD	3,070	3,122	6,500	3,053	3,122	3,200	3,200	3,200
301-337.319	2013/14 & 2014/2015 CDBG Grant			399,330	48,537	412,775			
301-337.324	2017/18 CDBG						34,198	38,198	38,198
301-337.325	2015/16 CDBG								
301-337.321	2015-JAGD-PALM-13-R1-124	5,995	5,067						
	2016-JAGD			6,000		6,000			
	2017-JAGD						6,000	6,000	6,000
	Lake Shore Drive - Line Item Appropriation						600,000	600,000	600,000
	PBC Discretionary Surtax					350,350	600,000	600,000	600,000
	2017 PAL GRANT				1,930	18,000			
301-38-000-9000	BALANCE BROUGHT FORWARD	-	-	48,445	-	-			
	<b>TOTAL REVENUE</b>	<b>9,065</b>	<b>8,189</b>	<b>460,275</b>	<b>53,520</b>	<b>790,247</b>	<b>1,243,398</b>	<b>1,247,398</b>	<b>1,247,398</b>
<b>EXPENDITURES</b>									
301-52-521-301-64104	2015-JAGD-PALM-13-R1-124	5,995							
	2016-JAGD		5067	6,000	-	5,067			
	2017-JAGD						6,000	6,000	6,000
	Lake Shore Drive - Line Item Appropriation						600,000	600,000	600,000
	PBC Discretionary Surtax Projects					350,350	600,000	600,000	600,000
301-54-541-301-63808	CDBG FLAGLER BLVD					-			
301-54-541-301-63818	2013/14 & 2014/2015 CDBGGrant	7,775	68,904	412,775	2,761	412,775			
301-54-541-301-63819	2015/16 CDBG Grant-Non Reimbursement		3,532	35,000	813	35,000			
301-54-541-301-63821	2017/18 CDBGGrant						34,198	38,198	38,198
301-55-552-301-31010	PBC R2007 SILVER BEACH ROAD	3,117	3,051	6,500	1,329	3,122	3,200	3,200	3,200
301-55-569-301-82026	2017 PAL GRANT				1,930	18,000			
	<b>TOTAL OPERATING EXPENSES</b>	<b>16,887</b>	<b>80,554</b>	<b>460,275</b>	<b>6,833</b>	<b>824,314</b>	<b>1,243,398</b>	<b>1,247,398</b>	<b>1,247,398</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>(7,822)</b>	<b>(72,365)</b>	<b>-</b>	<b>46,687</b>	<b>(34,067)</b>	<b>-</b>	<b>-</b>	<b>-</b>

# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **MARINA FUND**

**FISCAL YEAR**

**October 1, 2017 through September 30, 2018**

**TOWN OF LAKE PARK - ANNUAL BUDGET  
MARINA FUND (Fund 401)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
FISCAL YEAR 2017-18**

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

**GOALS FOR 2017-2018**

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

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**FUND BUDGET SUMMARY**

**FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Revenue	1,357,363	1,340,329	1,490,350	1,420,647	1,466,800	1,502,903	1,502,903
Personal Services	137,035	207,750	286,820	275,732	345,106	346,914	346,914
Operating Expenses	821,126	704,240	682,340	638,071	705,830	738,551	738,551
Capital Outlay	1	-	130,000	132,190	64,000	64,000	64,000
Debt Service	219,610	216,431	379,211	336,609	343,437	343,438	343,438
Non-Operating	10,000	10,000	11,979	10,000	10,000	10,000	10,000
Total Expenses	1,187,772	1,138,421	1,490,350	1,392,602	1,468,373	1,502,903	1,502,903
Surplus (Deficit)	169,591	201,908	-	28,045	(1,573)	-	-

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Harbor Marina Director	1.00	1.00	1.00	
Dock Attendant(s)	3.00	3.00	3.00	
Dock Attendant(s) Parttime	0.50	----	----	
Marina Maintenance Worker I	----	1.00	1.00	
Assistant Dock Master (Seasonal)	----	0.34	0.34	
	<u>4.50</u>	<u>5.34</u>	<u>5.34</u>	<u>0.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
<b>REVENUES</b>									
401-344.500	Parking Fees - Meters Off-road	24,046	62	-	-	-	-	-	-
401-344.520	Parking Passes	1,200	-	-	-	-	-	-	-
401-347.500	Facilities Rental	540	480	2,000	-	-	-	3,600	3,600
401-347.512	Wet Slips	718,823	782,892	830,000	429,209	858,418	875,000	856,503	856,503
401-347.610	Ramp Fees	31,650	30,382	34,000	13,687	34,374	35,000	55,000	55,000
401-347.612	Parking Fees - Overnight	22,610	22,981	26,000	3,533	25,067	25,000	25,000	25,000
401-347.614	Electrical	9,603	18,065	59,400	11,298	22,596	34,200	34,200	34,200
401-347.616	Utility Charges	28,888	33,078	35,000	29,929	59,858	57,600	57,600	57,600
401-347.618	Pump Out	275	355	350	166	332	300	300	300
	Trailor Parking Lot Fees	-	-	-	-	-	-	21,000	21,000
401-347.900	Facility Rental Security	240	315	800	-	-	-	-	-
401-359.100	Interest/Finance Charges	73	695	600	1,241	2,482	2,000	2,000	2,000
401-361.120	Sales Tax Commissions	312	308	200	146	293	-	-	-
401-369.106	Laundry Vending	1,644	1,507	2,000	642	1,284	1,200	1,200	1,200
401-369.150	Merchandise	8,441	5,356	5,000	1,758	3,517	3,500	3,500	3,500
401-369.200	Gasoline Sales	311,483	290,576	260,000	111,679	248,359	275,000	280,000	280,000
401-369.201	Diesel	188,233	153,054	180,000	54,986	159,973	155,000	160,000	160,000
401-369.250	Brick Sponsor Contributions		75	-		-			
401-337.747	FIND Grant			55,000		-			
401-389.190	Miscellaneous Revenue	9,351	777	-	1,793	3,586	2,500	2,500	2,500
401-389.200	Cash Over/Short	(49)	(630)	-	254	508	500	500	500
	<b>TOTAL REVENUE</b>	<b>1,357,363</b>	<b>1,340,329</b>	<b>1,490,350</b>	<b>660,322</b>	<b>1,420,647</b>	<b>1,466,800</b>	<b>1,502,903</b>	<b>1,502,903</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>CURRENT YEAR BUDGET 2016-17</b>	<b>ACTUAL AS OF 3/31/2017</b>	<b>ESTIMATE FOR THE YEAR 2016-17</b>	<b>THE DEPT. PROPOSED BUDGET BY 2017-18</b>	<b>TOWN MGT. PROPOSED BUDGET 2017-18</b>	<b>ADOPTED BUDGET 2017-18</b>
<b>EXPENDITURES</b>									
401-57-579-800-11000	Executive Salaries	38,679	55,532	93,602	45,332	90,664	95,483	95,484	95,484
401-57-579-800-12000	Regular Salaries	45,874	91,486	99,291	50,092	100,184	141,344	133,600	133,600
401-57-579-800-13000	Other/Part Time Salaries	22,673	9,723	19,858	317	635	8,400	8,400	8,400
401-57-579-800-14000	Overtime Salaries	12,411	10,793	3,000	10,240	20,480	15,000	15,000	15,000
401-57-579-800-15000	Special Pay	940	420	720	300	600	720	720	720
401-57-579-800-15990	Wages Reclassified	-	-	-	-	-	-	10,651	10,651
401-57-579-800-15001	Compensated Vacation Leave	1,165	2,209	-	-	-	-	-	-
401-57-579-800-15002	Compensated Sick Leave	1,165	301	-	-	-	-	-	-
401-57-579-800-21000	FICA	9,190	12,770	16,505	8,436	16,872	19,907	19,315	19,315
401-57-579-800-22000	Retirement	2,751	3,866	9,186	3,239	6,478	10,076	9,518	9,518
401-57-579-800-22100	Town Retirement Matching		-	5,432	133	266	4,779	4,779	4,779
401-57-579-800-23100	Medical Insurance	8,405	11,015	23,087	11,690	23,380	26,833	32,498	32,498
401-57-579-800-23150	Opt Out of Medical Insurance	-		7,920	3,960	7,920	12,463	7,920	7,920
401-57-579-800-23200	Insurance - Dental	402	764	1,756	650	1,299	2,415	1,915	1,915
401-57-579-800-23300	Insurance - Life	184	491	525	270	539	723	673	673
401-57-579-800-23400	Insurance - Vision	135	172	252	134	268	339	275	275
401-57-579-800-23500	Disability	596	866	1,642	1,051	2,103	2,580	2,122	2,122
401-57-579-800-24000	Worker's Compensation Insurance	4,044	4,044	4,044	2,022	4,044	4,044	4,044	4,044
401-57-579-800-24001	Worker's Compensation Refund	(11,579)	3,300	-	-	-	-	-	-
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>137,035</b>	<b>207,750</b>	<b>286,820</b>	<b>137,866</b>	<b>275,732</b>	<b>345,106</b>	<b>346,914</b>	<b>346,914</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>CURRENT YEAR BUDGET 2016-17</b>	<b>ACTUAL AS OF 3/31/2017</b>	<b>ESTIMATE FOR THE YEAR 2016-17</b>	<b>THE DEPT. PROPOSED BUDGET BY 2017-18</b>	<b>TOWN MGT. PROPOSED BUDGET 2017-18</b>	<b>ADOPTED BUDGET 2017-18</b>
401-57-579-800-31000	Professional Services	9,124	1,683	1,500	-	-	1,500	1,500	1,500
401-57-579-800-31100	Professional Svc. - Town Attorney	-	3,573	500	8,550	10,000	2,000	6,000	6,000
401-57-579-800-33200	Permitting Fees	-	100	-	-	-	-	-	-
401-57-579-800-34000	Contractual Services	87,428	88,764	88,780	48,424	96,847	88,780	88,780	88,780
401-57-579-800-34788	Miscellaneous	-	4,633	-	-	-	-	-	-
401-57-579-800-34901	Administrative Fee	30,000	30,000	30,000	15,000	30,000	30,000	60,000	60,000
401-57-579-800-34911	Merchandise	4,638	4,926	3,250	972	1,944	1,500	1,750	1,750
401-57-579-800-40000	Travel & Training	410	140	-	3,618	7,235	5,000	3,500	3,500
401-57-579-800-41100	Telephone	7,747	7,050	7,900	4,216	8,432	5,700	5,700	5,700
401-57-579-800-41200	Postage & Shipping	31	465	250	247	494	500	250	250
401-57-579-800-43000	Utilities	89,882	91,853	86,400	40,224	80,448	84,000	84,000	84,000
401-57-579-800-43250	Garbage & Trash	16,542	18,540	22,800	11,930	23,861	22,800	22,800	22,800
401-57-579-800-44100	Rentals	499	343	-	190	380	500	500	500
401-57-579-800-45000	Insurance	65,875	65,875	65,875	32,937	65,874	65,874	65,875	65,875
401-57-579-800-45400	Insurance - Liquor License		751	751	-	-	751	751	751
401-57-579-800-46000	Repair & Maintenance	52,831	31,750	20,000	18,591	37,183	36,000	35,950	35,950
401-57-579-800-46050	Repair-Construct Deficiency	240	-	-	-	-	-	-	-
401-57-579-800-46060	Seawall Remediation		1,980	-	-	-	-	-	-
401-57-579-800-46100	Equipment Maintenance Contract	2,730	2,626	2,824	1,146	2,292	2,300	2,824	2,824
401-57-579-800-46101	Vehicle Parts/Supplies		192	100	-	-	500	500	500
401-57-579-800-46600	Signs & Signals	1,123	2,828	100	669	1,338	1,200	1,200	1,200
401-57-579-800-47000	Printing	496	486	100	-	-	-	100	100
401-57-579-800-47100	Photocopying	33	-	100	-	-	-	100	100

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>CURRENT YEAR BUDGET 2016-17</b>	<b>ACTUAL AS OF 3/31/2017</b>	<b>ESTIMATE FOR THE YEAR 2016-17</b>	<b>THE DEPT. PROPOSED BUDGET BY 2017-18</b>	<b>TOWN MGT. PROPOSED BUDGET 2017-18</b>	<b>ADOPTED BUDGET 2017-18</b>
401-57-579-800-48000	Promotional Activity	3,829	760	4,500	1,390	2,780	2,500	2,500	2,500
401-57-579-800-48100	Advertising	8,815	10,038	9,000	1,905	3,810	7,000	7,000	7,000
401-57-579-800-49050	Other Current Charges - Sales Tax	752	2	-	-	-	-	-	-
401-57-579-800-49300	Computer Software	3,632	2,589	3,285	3,764	7,527	3,500	3,285	3,285
401-57-579-800-49400	Uniforms & Clothing	986	897	1,200	261	521	1,200	1,200	1,200
401-57-579-800-49600	Bank Charges / Admin Fees	37,544	36,729	30,000	36,405	4,583	30,000	30,000	30,000
401-57-579-800-51000	Office Supplies	1,554	1,935	1,500	956	1,912	2,000	2,000	2,000
401-57-579-800-52000	Operating Supplies	13,736	15,997	15,000	8,366	16,733	20,000	13,000	13,000
401-57-579-800-52110	Gasoline	240,090	189,521	169,000	80,098	160,196	184,500	187,855	187,855
401-57-579-800-52120	Diesel Fuel	140,134	86,790	117,000	36,690	73,381	105,600	109,006	109,006
401-57-579-800-54200	Memberships, Dues, & Subscription	425	425	625	150	300	625	625	625
	<b>TOTAL OPERATING EXPENSES</b>	<b>821,126</b>	<b>704,240</b>	<b>682,340</b>	<b>356,699</b>	<b>638,071</b>	<b>705,830</b>	<b>738,551</b>	<b>738,551</b>
401-57-579-800-59000	Depreciation Expense	489,694	547,058						
	<b>TOTAL DEPRECIATION</b>	<b>489,694</b>	<b>547,058</b>						
401-57-579-800-63040	Improvements/Bt Trailer Parking	-		20,000	11,095	22,190	-	-	-
401-57-579-800-63041	Machinery & Equipment	1		110,000		110,000	64,000	64,000	64,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1</b>	<b>-</b>	<b>130,000</b>	<b>11,095</b>	<b>132,190</b>	<b>64,000</b>	<b>64,000</b>	<b>64,000</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2017-18**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2014-15</b>	<b>ACTUAL 2015-16</b>	<b>CURRENT YEAR BUDGET 2016-17</b>	<b>ACTUAL AS OF 3/31/2017</b>	<b>ESTIMATE FOR THE YEAR 2016-17</b>	<b>THE DEPT. PROPOSED BUDGET BY 2017-18</b>	<b>TOWN MGT. PROPOSED BUDGET 2017-18</b>	<b>ADOPTED BUDGET 2017-18</b>
401-57-579-800-71000	Principal			176,149	36,149	211,985	207,808	207,808	207,808
401-57-579-800-72000	Interest	219,610	216,431	203,062	70,344	132,983	133,629	133,629	133,629
401-57-579-800-73200	Other Debt Service Cost			-	1,830	2,000	2,000	2,001	2,001
	<b>TOTAL DEBT SERVICE</b>	<b>219,610</b>	<b>216,431</b>	<b>379,211</b>	<b>108,323</b>	<b>346,968</b>	<b>343,437</b>	<b>343,438</b>	<b>343,438</b>
401-57-579-800-99110	Transfer to General Fund	10,000	10,000	10,000	5,000	10,000	10,000	10,000	10,000
401-57-579-800-99111	Contingency				-	-	-	-	-
401-57-579-800-99907	Transfer to Fund Balance			1,979	-	-	-	-	-
	<b>TOTAL OTHER EXPENSES</b>	<b>10,000</b>	<b>10,000</b>	<b>11,979</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>1,677,466</b>	<b>1,685,479</b>	<b>1,490,350</b>	<b>618,983</b>	<b>1,402,961</b>	<b>1,468,373</b>	<b>1,502,903</b>	<b>1,502,903</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>(320,103)</b>	<b>(345,150)</b>	<b>-</b>	<b>41,339</b>	<b>17,686</b>	<b>(1,573)</b>	<b>-</b>	<b>-</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**WAGE AND BENEFITS - DETAIL**

**FISCAL YEAR 2017-18**

**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	44.14	2,080	91,811	2,066	-	14,884	383	277	53	872	110,346
Dock Attendant	FT	15.92	2,080	33,114	2,484	-	8,807	383	102	53	322	45,265
Dock Attendant	FT	15.92	2,080	33,114	2,484	-	3,960	383	102	53	322	40,418
Dock Attendant	FT	15.92	2,080	33,114	2,484		3,960	383	102	53	322	40,418
Marina Maintenance Worker I	FT	14.00	2,080	29,120			8,807	383	90	63	284	38,747
Assistant Dock Master	Seasonal	12.00	700	8,400								8,400
												-
Overtime Salaries	15,000											15,000
Phone Allowance	720											720
Wage Reclassified	10,651											10,651
FICA	19,315											19,315
Worker's Compensation Insurance	4,044											4,044
Town Retirement Matching	4,779											4,779
Wage Adjustment	8,811											8,811
												-
												-
<b>Total Wages &amp; Benefits</b>	<b>63,320</b>			<b>228,673</b>	<b>9,518</b>	<b>-</b>	<b>40,418</b>	<b>1,915</b>	<b>673</b>	<b>275</b>	<b>2,122</b>	<b>346,914</b>

Insurance Table

Employee Only	8,807	383
Employee + Spouse	14,884	383
Employee + Children	12,506	383
Employee + Family	18,142	383
Health Coverage Op-out Cred	3,960	

53
53
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**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
800-31000	Professional Services	Fees for collection services for delinquent dockage fees	1,500
800-31100	Professional Svc. - Town Attorney	Cost for Town Attorney to assist with agenda items and other legal matters	6,000
800-34000	Contractual Services	Custodial contract - \$3,264; Security contract-\$42,000; Landscaping contract -\$38,500	88,780
		Pest Control Services - \$696; Annual Coconut - \$720; Seawall sonar void evaluation - \$3,600	
800-34901	Administrative Fee	Administrative cost for Town Hall services	60,000
800-34911	Merchandise	Ship Store Merchandise (beer, soda, bait, snacks, sundries, tackle, marine products, etc)	1,750
800-40000	Travel & Training	Marina Manager - CMM Reaccreditation - IMI Conference, Fort Lauderdale, FL	3,500
800-41100	Telephone	Cost of Telephone and DSL charges (\$175.85 per mo., Wi-Fi- \$0 per mo. Dockmaster software billing - \$0 per mo.)	5,700
800-41200	Postage & Shipping	Cost of mailing, including mailing of monthly bills and for marketing purposes	250
800-43000	Utilities	Cost of utilities for marina operation (electric, water and gas) \$7,200 per mo.	84,000
800-43250	Garbage & Trash	SWA assessment fee- \$8,751; PW sanitation service - \$668/mo. Actual \$1,900/mo.	22,800
			500
800-45000	Insurance	Cost of premiums for liability insurance	65,875
800-45400	Insurance - Liquor Liab.		751
800-46000	Repair & Maintenance	Maintenance required to sufficiently repair buildings and dock facilities repairs and maintenance to fuel pump system \$5,000; building repairs - \$15,000; repairs to dock facilities - \$3,000; piling repairs \$3,000	36,000
800-46100	Equipment Maintenance Contract	Costs for maintenance of the elevator and the lift stations	2,824
800-46101	Vehicle Parts & Supplies		500
800-46600	Signs & Signals		1,200
800-47000	Printing	Costs for rate cards, contracts, brochures, and other collateral materials.	100
800-47100	Copying		100
800-48000	Promotional Activity		2,500
800-48100	Advertising	Advertising in various publications for the Marina (Waterway Guide \$4,000, Embassy Guide \$3,000, Southern Boating \$3,000, Marina Life \$2,000).	7,000
800-49300	Computer Software	The cost of computer support for the Dockmaster software system	3,285

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
800-49400	Uniforms & Clothing	Cost of shirts and hats for staff	1,200
800-49600	Bank Charges / Admin Fees	Credit card fees for processing payments in Dockmaster	30,000
800-51000	Office Supplies	Cost of office supplies	2,000
800-52000	Operating Supplies	Expenses for operating supplies (janitorial supplies \$7,000, electrical supplies/outlets \$3,500, plumbing supplies/hose bibs \$3,500, paint/sealer \$5,000. electrical parts. \$1,000	13,000
800-52110	Gasoline	Purchase of fuel for resale to boaters.	187,855
800-52120	Diesel Fuel	Purchase of fuel for resale to boaters.	109,006
800-54200	Memberships, Dues, & Subscriptions	The cost of Marine Industries Association membership.	625
		<b>TOTALS</b>	<b>738,601</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Marina Fund (401)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Fuel System-Repair	Diesel and Gas lines from the sump to the pumps must be replaced.		\$ 50,000
2	Captain Lounge-Amenity	New floor, paint and furniture to make former marina manager office into Captain's Lounge		\$ 5,000
3	Bicycles/Rack-Amenity	Purchase 4 bikes for tenant use while on the property.		<del>\$ 1,200</del>
4	Kayaks-Amenity	Purchase 2 kayaks for tenant use while on the property		<del>\$ 800</del>
5	New A/C units-Replace	New A/C units are needed to replace Event Room and Bathroom units		\$ 6,000
6	Office Monitor	Add a touch screen monitor for Dockmaster and Point of Sale		\$ 1,000
7	Personel	Convert PT position to FT (\$15,000) , add Summer Temp position (\$8,400)		\$ 23,400
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 85,400</b>
8	Camera/WiFi-Upgrade	Complete upgrade of Cameras/WiFi sytem for better security on property / Possible Grant		\$ 30,000
9	Door Locks-Upgrade	Install programmable locks with the ability to control via Wi-Fi		\$ 15,000
10	Boat ramp-Repair	Surface of the boat ramp needs to be replaced / Possible Grant		\$ 50,000
11	Floating Docks-Repair	Multiple structural repairs are necessary to maintain floating docks / Possible Grant		\$ 100,000
12	Patio Awning-Amenity	40'x10' in a teal color to cover a portion of the patio at the front doors		\$ 15,000
13	Reseal/stripe lot-Repair	Reseal and restripe the main lot and the boat ramp lot		\$ 20,000
14	Pump out boat-Amenity	Purchase dual purpose pump out / work boat for marina / Possible Grant		\$ 80,000
15	Bathrooms-Upgrade	Remodel all six bathrooms, new fixtures, new surfaces / Possible Grant		\$ 100,000
<b>TOTALS FOR FUTURE INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 410,000</b>

# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **STORMWATER UTILITY FUND**

#### **FISCAL YEAR**

**October 1, 2017 through September 30, 2018**

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2017-18**

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 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Revenue	489,096	485,790	690,175	486,077	972,500	952,463	952,463
Personal Services	142,992	159,027	162,752	156,761	176,387	176,719	176,719
Operating Expenses	147,141	188,403	425,241	133,500	471,931	471,419	471,419
Capital Outlay	-	-	-	-	230,500	215,000	215,000
Debt Service	6,946	5,321	39,355	39,355	39,325	39,325	39,325
Non-Operating	50,000	50,000	62,827	50,000	50,000	50,000	50,000
Total Expenses	347,079	402,751	690,175	379,616	968,143	952,463	952,463
Surplus (Deficit)	142,017	83,039	-	106,461	4,357	-	-
<u>Personnel Recap</u>							
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Stormwater Technician I				1.00	1.00	1.00	
Stormwater Technician II				1.00	1.00	1.00	
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
ESU's	6,750						
Rate	\$ 10.00						
Equivalent Stormwater Unit							

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
<b>REVENUES</b>									
402-311.120	Delinquent Stormwater Assessments	2,083	8	-	407	610	400	400	400
402-361.100	Interest Income	1,539	123	-	65	97	100	100	100
402-363.120	Stormwater Assessments	485,474	485,581	500,175	444,651	480,000	769,500	769,500	769,500
402-369.300	Refund Prior Year Expense		79	-	2,685	5,370	2,500	2,500	2,500
402-334.460	State Grant - DEP			-					
402-399.999	Transfer from Fund Balance			190,000	-	-	200,000	179,963	179,963
	<b>TOTAL REVENUE</b>	<b>489,096</b>	<b>485,790</b>	<b>690,175</b>	<b>447,808</b>	<b>486,077</b>	<b>972,500</b>	<b>952,463</b>	<b>952,463</b>
<b>EXPENDITURES</b>									
402-53-538-402-12000	Regular Salaries	53,905	70,090	72,337	35,273	70,546	73,786	73,786	73786
402-53-538-402-14000	Overtime Salaries	306	1,019	1,200	1,512	3,024	2,500	2,500	2500
402-53-538-402-15000	Special Pay	-		-		-	-	-	0
402-53-538-402-16000	Compensated Vacation Leave	696	2,261	-		-			
402-53-538-402-17000	Compensated Sick Leave	696	328	-		-			
402-53-538-402-19900	Wages Reclassified	56,736	45,411	46,067	20,884	41,768	53,935	53,935	53935
402-53-538-402-21000	FICA Taxes	3,343	4,540	5,534	2,396	4,792	5,645	5,645	5645
402-53-538-402-22000	Retirement	2,704	3,555	5,217	2,431	4,862	5,321	5,321	5321
402-53-538-402-22100	Deferred Contribution Matching	-	-	2,220	676	1,351	2,265	2,265	2265
402-53-538-402-23100	Medical Insurance	18,569	25,279	23,655	11,828	23,655	26,201	26,949	26949
402-53-538-402-23200	Insurance - Dental	495	797	878	434	867	966	766	766
402-53-538-402-23300	Insurance - Life	251	273	273	144	288	302	216	216
402-53-538-402-23400	Insurance - Vision	87	228	126	133	265	138	106	106
402-53-538-402-23500	Disability	656	697	697	398	795	780	682	682

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
402-53-538-402-24000	Worker's Compensation Insurance	4,548	4,548	4,548	2,274	4,548	4,548	4,548	4548
402-53-538-402-24001	Worker's Compensation Refund	(12,964)		-					
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>142,992</b>	<b>159,027</b>	<b>162,752</b>	<b>78,381</b>	<b>156,761</b>	<b>176,387</b>	<b>176,719</b>	<b>176,719</b>
402-53-538-402-31000	Professional Services	5,664	46,494	251,000	6,350	12,700	196,000	196,000	196,000
402-53-538-402-34000	Contractual Services	226	150	500	-	-	106,000	106,000	106,000
402-53-538-402-34010	Permit Fees - NPDES	4,297	4,297	4,500	4,597	9,194	4,500	4,500	4,500
402-53-538-402-34200	Contractual Services-Maint General	39,950	32,448	32,450	16,224	32,448	32,450	32,450	32,450
402-53-538-402-34310	Disposal Fees - SWA	2,215	1,311	2,500	1,506	3,013	2,500	2,500	2,500
402-53-538-402-34500	Commissions - PBC Tax Collector	-		-		-			
402-53-538-402-34901	Administrative Fees	60,000	60,000	60,000	30,000	60,000	60,000	60,000	60,000
402-53-538-402-40000	Travel & Training	293	-	1,900	442	884	1,900	1,900	1,900
402-53-538-402-41100	Telephone	348	344	332	334	667	332	332	332
402-53-538-402-41200	Postage & Shipping	42	39	50	0	1	50	50	50
402-53-538-402-43000	Utilities	244	274	500	115	229	2,000	2,000	2,000
402-53-538-402-44100	Rentals	1,318	1,730	500	1,514	3,027	500	500	500
402-53-538-402-45000	Insurance-Liability, Property,	4,449	4,449	4,449	2,225	4,449	4,449	4,449	4,449
402-53-538-402-46000	Repairs & Maintenance	18,594	23,472	36,400	400	800	33,500	32,988	32,988
402-53-538-402-46080	Repairs & Maintenance - Lines	-		-		-			
402-53-538-402-46300	Vehicle Parts & Supplies	846	3,397	9,500	89	178	10,000	10,000	10,000
402-53-538-402-47000	Printing	-	-	-		-			

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
402-53-538-402-48100	Advertising	1,654		1,700	-	-	1,700	1,700	1,700
402-53-538-402-49400	Uniforms	231	526	750	131	262	750	750	750
402-53-538-402-51000	Office Supplies	150	150	350	-	-			
402-53-538-402-52000	Operating Supplies	2,221	5,647	8,210	1,185	2,370	8,650	8,650	8,650
402-53-538-402-52100	Gasoline & Diesel Fuel	3,966	3,241	8,500	1,139	2,278	5,500	5,500	5,500
402-53-538-402-52200	Small Tools & Others	-	-	600	-	-	600	600	600
402-53-538-402-54200	Memberships, Dues, & Subscriptions	433	433	550	500	1,000	550	550	550
	<b>TOTAL OPERATING EXPENSES</b>	<b>147,141</b>	<b>188,403</b>	<b>425,241</b>	<b>66,750</b>	<b>133,500</b>	<b>471,931</b>	<b>471,419</b>	<b>471,419</b>
402-53-538-402-59000	Depreciation Expense	38,340	38,954	-					
	<b>TOTAL DEPRECIATION EXPENSE</b>	<b>56,408</b>	<b>38,954</b>	<b>-</b>					
402-53-538-402-63000	Improvement Other Than Building								
402-53-538-402-63100	Improvements - Alleyway Drainage	-	-	-	-	-			
402-53-538-402-63010	Improvements - Drainage	-	-	-	-	-	125,000	125,000	<b>125,000</b>
402-53-538-402-64100	Machinery & Equipment	-	-	-	-	-	105,500	90,000	<b>90,000</b>
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>230,500</b>	<b>215,000</b>	<b>215,000</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 3/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
402-53-538-402-71000	Principal	-	-	-		-			
402-53-538-402-71010	Principal-Alley & Equipment	-	-	37,071	37,071	37,071	38,554	38,554	38,554
402-53-538-402-72100	Interest	-	-	-	-	-			
402-53-538-402-72010	Interest-Alley & Equipment	6,946	5,321	2,284	2,284	2,284	771	771	771
402-53-538-402-73100	Bond Issuance Costs					-	* Last payment		
	<b>TOTAL DEBT SERVICE</b>	<b>6,946</b>	<b>5,321</b>	<b>39,355</b>	<b>39,355</b>	<b>39,355</b>	<b>39,325</b>	<b>39,325</b>	<b>39,325</b>
402-53-538-402-82101	Improvements-Drainage (DEP match)	-	-	-		-			
402-53-538-402-99001	Transfer to General Fund	50,000	50,000	50,000	25,000	50,000	50,000	50,000	50,000
402-53-538-402-99002	Transfer to Reserve		-	12,827		-	-		
402-53-538-402-99190	Transfer to Streets & Roads		-	-		-			
	<b>TOTAL OTHER EXPENSES</b>	<b>50,000</b>	<b>50,000</b>	<b>62,827</b>	<b>25,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>403,487</b>	<b>441,705</b>	<b>690,175</b>	<b>209,486</b>	<b>379,616</b>	<b>968,143</b>	<b>952,463</b>	<b>952,463</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>85,609</b>	<b>44,085</b>	<b>-</b>	<b>238,322</b>	<b>106,461</b>	<b>4,357</b>	<b>-</b>	<b>-</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Stormwater Tech I	FT	15.23	2,080	31,678	2,376	-	8,807	383	96	53	303	43,696
Stormwater Tech II	FT	18.88	2,080	39,270	2,945	-	18,142	383	120	53	379	61,292
												-
												-
Wages Reclassified		53,935										53,935
FICA Taxes		5,645										5,645
Worker's Compensation Insurance		4,548										4,548
Deferred Contribution Matching		2,265										2,265
Wage Adjustment		2,838										2,838
Overtime		2,500										2,500
<b>Total Wages &amp; Benefits</b>		<b>71,731</b>		<b>70,948</b>	<b>5,321</b>	<b>-</b>	<b>26,949</b>	<b>766</b>	<b>216</b>	<b>106</b>	<b>682</b>	<b>176,719</b>

Insurance Table

Employee Only	8,807	383	53
Employee + Spouse	14,884	383	53
Employee + Children	12,506	383	53
Employee + Family	18,142	383	53
Health Coverage Op-out Cre	3,960		

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
402-31000	Professional Services	Calvin Giordano - NPDES Annual Report, ESU annual rate certifications	\$ 31,000
		Calvin Giordano - 10th St. Drainage Design	\$ -
		Calvin Giordano - Misc. Stormwater Remediation Studies	50,000
		Prepare digital atlas based upon stormwawter survey data	15,000
		Phase I -- Town Master Drainage Plan	\$ 100,000
		TOTAL:	\$ 196,000
402-34000	Contractual Services	Street Sweeping; CDL medical exams; post accident drug screening	
	CONTRACTOR TO BE DETERMINED	STREET SWEEPING CONTRACT	
	JUPITER MEDICAL URGENT CARE	CDL MEDICAL EXAMS; POST ACCIDENT SCREENING	500
	LINE TELEVISIONING CONTRACTOR	VIDEO STORM DRAIN LINES	103,000
	WATER TESTING LAB SERVICES		2,500
		TOTAL:	\$ 106,000
402-34010	Permit Fees - NPDES	NPDES fees associated with being a County co-permittee	4,500
402-34200	Contractual Svc-Maint Gen	Transfer to General Fund for Administrative Services	32,450
402-34310	Disposal Fees - SWA	Est. cost to dispose of street sweepings and storm line debris at the SWA	2,500
402-34901	Administrative Fees		60,000
402-40000	Travel and Training	Vac-con school; S/W operator training; annual Stormwater Conference, safety training	1,900
402-43000	Utilities	Cost of Seacoast Utility water to fill the Vac Truck	500
402-44100	Rentals	Misc. small engine tools & equip.	2,000
402-46000	Repairs and Maintenance	Outside vendor R&M for Vac-con,street sweeper,skid steer, & fleet trucks	

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
	THOMPSON TRACTOR	HEAVY REPAIR WORK ON THE SKID STEER	\$ 3,000
	GENERAL GMC TRUCKS SALES	HEAVY REPAIR OF ASSIGNED VEHICLES	5,000
	HOSE CONNECTION	ROUTER HOSE REPAIRS ON VAC-CON TRUCK	1,500
	KAUFFS OF PALM BEACH	VEHICLE TOWING SERVICE AS NEEDED	1,500
	SOUTHERN SEWER EQUIPMENT	HEAVY REPAIRS FOR VAC-CON TRUCK - STREET SWEEPER	22,000
	BOBCAT OF PALM BEACH		500
		TOTAL:	\$ 33,500
402-46300	Vehicle Parts and Supplies	Parts for repairs done in-house; sweeper brooms, hydraulic hoses, lubricants	
	GT SUPPLIES	SPECIALTY CHEMICALS RELATED TO STORMWATER	\$ 1,000
	GENERAL GMC TRUCKS	MAIN SUPPLIER OF STERLING PARTS	2,000
	SOUTHERN SEWER EQUIPMENT	MISC PARTS FOR VAC-CON & SWEEPER	2,000
		Misc. vendors for tires, lubricants, filters, coolant, radios, & hoses	5,000
		TOTAL:	\$ 10,000
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	350

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
402-52000	Operating Supplies	Maintenance materials, E.g., Heavy equip. parts, sod for swales, irrig. supplies (This is a sample of typical vendors used in the past. It is not an exclusive list.)	
		FIA CARD SERVICES (INC. AIR CARDS)	\$ 700
		HOSE CONNECTION	500
		MAKO HOSE AND RUBBER	650
		MEYERS TURF	3,000
		WESTSIDE REPOGRAPHICS	500
		LOWES	300
		SOD VENDORS (BUSHEL STOP/MEYER'S TURF/ ODUMS)	1,500
		SAFETY PRODUCTS (traffic cones, PPE)	500
		MISC. VENDORS (Wate sampling)	1,000
		TOTAL:	\$ 8,650
402-52100	Gasoline & Diesel Fuel	Necessary for the operation of heavy equipment	5,500
402-52200	Small Tools & Others	Batt. operated tools	400
402-54200	Membership, Dues & Subscript.	Membership in the Florida Stormwater Association	550
	Improvements - Drainage	Initiative #3 - Earmin River Project	90,000
402-64100	Machinery & Equipment	Intiatives #2 and #4	140,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Stormwater Fund (402)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Storm Drain Line Televising	Video storm drain lines to identify state of system for future improvements		\$ 103,500
2	Storm Drain Survey Digital Atlas	Prepare digital atlas based upon storm drain system survey data.		\$ 15,000
3	Refurb Vac-Con Truck	Refurbishment of 2009 Vac-Con to extend life of vehicle for three years		\$ 90,000
4	Earmin River Outfall	Complete Earmin River outfall project. Assess remaining cost to SFWMD, North Palm Beach, & FDOT. This figure represents \$75,000 from Plan A Stormwater Rate Adjustment plus \$50,000 from FY 16-17 budgeted funds for the project		\$ 125,000
5	Combination Bucket for Skid Steer/Tractor	Bucket assembly for storm readiness and stormwater swale maintenance		\$ 4,940
6				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 333,500</b>

# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **SANITATION FUND**

**FISCAL YEAR**

**October 1, 2017 through September 30, 2018**

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2017-18**

**CORE VALUES:**

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

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

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

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

The performance of these Divisions is measured by several metrics, including customer satisfaction. The fewer phone calls from customers to Public Works Administration, the better. When a potential issue arises, we are dedicated to expedient resolution. Performance is also measured by our safety record - which is measurably excellent. In fact, it is 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 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
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Revenue	1,675,548	1,700,874	1,783,826	1,686,494	1,833,450	1,823,450	1,823,450
Personal Services	402,863	471,290	559,361	516,806	620,227	620,973	620,973
Operating Expenses	685,592	722,743	702,865	630,850	744,426	706,392	706,392
Capital Outlay	-	-	165,000	55,680	140,000	140,000	140,000
Debt Service	2,019	106,164	106,600	106,164	106,085	106,085	106,085
Non-Operating	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Total Expenses	1,340,474	1,550,197	1,783,826	1,559,500	1,860,738	1,823,450	1,823,450
Surplus (Deficit)	335,074	150,677	-	126,994	(27,288)	-	-

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Sanitation Foreman	2.00	2.00	2.00	
Equipment Operator III	3.00	3.00	3.00	
Equipment Operator II	4.00	4.00	4.00	
	9.00	9.00	9.00	0.00

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
<b>REVENUES</b>									
404-311.120	Delinquent Refuse Assessments	2,900	2,246	200	684	2,200	2,200	2,200	2,200
404-343.410	Commercial Assessment - SWA	84,443	83,278	84,000	76,870	84,000	84,000	84,000	84,000
404-343.420	Commercial User Fees - TLP	763,931	782,652	783,000	522,360	783,000	783,000	783,000	783,000
404-343.500	Residential Assessments - SWA	779,480	782,932	780,000	698,076	781,000	783,000	783,000	783,000
404-343.510	Residential User Fees - TLP	7,306	5,701	7,200	4,116	7,200	6,400	6,400	6,400
404-343.610	Recycling Income	27,479	19,576	28,000	7,115	14,230	19,500	19,500	19,500
404-354.100	Penalties	5,189	5,499	2,400	5,756	6,500	6,500	6,500	6,500
404-361.100	Interest Earnings	1,977	1,659	750	1,422	1,700	1,700	1,700	1,700
404-361.110	Interest Earnings - Tax Collector	1,178	129	100	107	214	200	200	200
404-364.100	Sale of Surplus Property			60,000	-	-	45,000	45,000	45,000
404-365.100	Sale of Scrap Material	178		500	-	-	-	-	-
404-369.100	Miscellaneous Revenue	1,162	491	500	4,830	5,000	500	500	500
404-369.200	Container Proceeds		150	225	75	150	150	150	150
404-369.300	Locking Device Proceeds	325	1,235	390	650	1,300	1,300	1,300	1,300
404-369.301	Refund Prior Year Expense			-	-	-	-	-	-
404-369.330	Settlement - Insurance		15,326		3,357	-	-	-	-
	Transfer from Fund Balance			36,561	-	-	100,000	90,000	90,000
	<b>TOTAL REVENUE</b>	<b>1,675,548</b>	<b>1,700,874</b>	<b>1,783,826</b>	<b>1,325,418</b>	<b>1,686,494</b>	<b>1,833,450</b>	<b>1,823,450</b>	<b>1,823,450</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
<b>EXPENDITURES</b>									
404-53-534-404-12000	Regular Salaries	271,658	263,581	307,733	185,988	278,982	335,869	335,869	335,869
404-53-534-404-14000	Overtime Salaries	5,110	8,498	10,000	13,892	20,838	10,000	10,000	10,000
404-53-534-404-15000	Special Pay	1,800	2,200	1,500	1,000	1,500	1,500	1,500	1,500
404-53-534-404-16000	Compensated Vacation Leave	1,858	5,150	-	-	-	-	-	0
404-53-534-404-17000	Compensated Sick Leave	1,306	909	-	-	-	-	-	0
404-53-534-404-19900	Wages Reclassified	41,351	62,917	78,192	51,907	77,861	99,506	99,506	99,506
404-53-534-404-21000	FICA	19,755	19,835	24,421	14,731	22,097	26,574	26,574	26,574
404-53-534-404-22000	Retirement	11,710	10,810	23,606	12,436	18,654	24,192	24,192	24,192
404-53-534-404-22100	Deferred Contribution Matching	4,148	4,294	10,314	6,203	9,305	11,537	11,537	11,537
404-53-534-404-23100	Medical Insurance	73,693	65,414	70,035	37,647	56,471	77,039	79,791	79,791
404-53-534-404-23150	Opt Out			3,960	2,640	3,960	3,960	3,960	3,960
404-53-534-404-23200	Insurance - Dental	2,815	3,089	3,951	1,733	2,600	4,347	3,447	3,447
404-53-534-404-23300	Insurance - Life	1,353	1,065	1,352	679	1,019	1,352	1,014	1,014
404-53-534-404-23400	Insurance - Vision	422	547	567	376	564	621	477	477
404-53-534-404-23500	Disability	3,552	2,753	3,502	1,818	2,727	3,502	2,878	2,878
404-53-534-404-24000	Worker's Compensation Insurance	(37,668)	20,228	20,228	13,485	20,228	20,228	20,228	20,228
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>402,863</b>	<b>471,290</b>	<b>559,361</b>	<b>344,535</b>	<b>516,806</b>	<b>620,227</b>	<b>620,973</b>	<b>620,973</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
404-53-534-404-31000	Professional Services	1,089	1,420	150	139	209	-	-	-
404-53-534-404-34000	Contractual Services	28,926	24,151	25,555	12,597	18,896	24,455	24,455	24,455
404-53-534-404-34310	Disposal Fees - Garbage	203,840	224,224	204,000	128,416	192,624	216,000	216,000	216,000
404-53-534-404-34901	Administrative Fee	135,000	135,000	135,000	90,000	135,000	135,000	135,000	135,000
404-53-534-404-34910	Bad Debt Expense	-	5,274	-	-	-	-	-	-
404-53-534-404-40000	Travel & Training	380	512	1,000	676	1,014	1,500	1,500	1,500
404-53-534-404-41100	Telephone	1,421	1,423	1,200	1,155	1,733	2,200	2,200	2,200
404-53-534-404-41200	Postage & Shipping	117	69	1,500	73	110	1,500	1,500	1,500
404-53-534-404-44100	Rentals	3,944	723	-	11,154	16,731	11,000	11,000	11,000
404-53-534-404-45000	Insurance	35,421	35,421	35,421	23,614	35,421	35,421	35,421	35,421
404-53-534-404-46000	Repair & Maintenance	82,109	102,077	56,500	45,202	67,803	81,500	71,500	71,500
404-53-534-404-46300	Vehicle Parts & Supplies	93,523	80,843	106,500	47,233	70,850	116,500	91,444	91,444
404-53-534-404-47000	Printing	944	159	4,000	15	23	4,000	4,000	4,000
404-53-534-404-48100	Advertising	4,011	11,475	8,000	3,152	4,728	8,000	8,000	8,000
404-53-534-404-49400	Uniforms & Clothing	810	1,941	2,750	1,102	1,653	2,750	2,750	2,750
404-53-534-404-51000	Office Supplies	189	255	500	-	-	500	500	500
404-53-534-404-52000	Operating Supplies	1,316	5,861	2,195	1,888	2,832	3,800	1,568	1,568
404-53-534-404-52100	Gasoline & Diesel Fuel	61,228	46,232	60,000	27,626	41,439	54,000	53,254	53,254
404-53-534-404-52200	Small Tools & Others	2,530	827	1,300	915	1,373	1,300	1,300	1,300
404-53-534-404-52400	Containers	28,582	44,856	45,000	25,607	38,411	45,000	45,000	45,000
404-53-534-404-54200	Memberships, Dues, & Subscription	212		12,294	-	-	-	-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>685,592</b>	<b>722,743</b>	<b>702,865</b>	<b>420,564</b>	<b>630,850</b>	<b>744,426</b>	<b>706,392</b>	<b>706,392</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
404-53-534-44-59000	Depreciation Expense	6,930	4,942						
	<b>TOTAL DEPRECIATION EXPENSE</b>	<b>6,930</b>	<b>4,942</b>						
404-53-534-404-44200	Capital Equipment Leases	-	-	-	-	-	-	-	-
404-53-534-404-64100	Machinery & Equipment	-	-	165,000	37,120	55,680	140,000	140,000	140,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>165,000</b>	<b>37,120</b>	<b>55,680</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>
404-53-534-404-71000	Principal	-	105,215	96,100	95,768	95,768	98,188	98,188	98,188
404-53-534-404-72000	Interest	2,019	949	10,500	10,396	10,396	7,897	7,897	7,897
	<b>TOTAL DEBT SERVICE</b>	<b>2,019</b>	<b>106,164</b>	<b>106,600</b>	<b>106,164</b>	<b>106,164</b>	<b>106,085</b>	<b>106,085</b>	<b>106,085</b>
404-53-534-404-96200	Unrealized Gain/Loss on Investment	-	-	-	-	-	-	-	-
404-53-534-404-99110	Transfer to General Fund	250,000	250,000	250,000	166,667	250,000	250,000	250,000	250,000
404-53-534-404-99901	Contingency	-	-	-	-	-	-	-	-
	<b>TOTAL OTHER EXPENSES</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>166,667</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>1,347,404</b>	<b>1,555,139</b>	<b>1,783,826</b>	<b>1,075,050</b>	<b>1,559,500</b>	<b>1,860,738</b>	<b>1,823,450</b>	<b>1,823,450</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>328,144</b>	<b>145,735</b>	<b>-</b>	<b>250,368</b>	<b>126,994</b>	<b>(27,288)</b>	<b>-</b>	<b>-</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Equipment Operator II	FT	14.3600	2,080	29,869	2,240	-	8,807	383	90	53	284	41,726
Equipment Operator II	FT	15.3900	2,080	32,011	2,401		8,807	383	99	53	313	44,067
Equipment Operator III	FT	20.1800	2,080	41,974	3,148		8,807	383	127	53	398	54,890
Sanitation Foreman	FT	19.3700	2,080	40,290	3,022		8,807	383	123	53	389	53,067
Sanitation Foreman	FT	22.3800	2,080	46,550	3,491	500	8,807	383	142	53	446	60,372
Equipment Operator III	FT	17.3400	2,080	36,067	2,705	1,000	18,142	383	111	53	129	58,590
Equipment Operator II	FT	14.3600	2,080	29,869	2,240	-	8,807	383	90	53	284	41,726
Equipment Operator II	FT	14.3600	2,080	29,869	2,240	-	8,807	383	90	53	284	41,726
Equipment Operator III	FT	17.3400	2,080	36,067	2,705	-	3,960	383	142	53	351	43,661
Overtime Salaries	10,000											10,000
Wages Reclassified	99,506											99,506
FICA	26,574											26,574
Deferred Contribution Matching	11,537											11,537
Worker's Compensation Insurance	20,228											20,228
Unemployment Compensation	-											-
Wage Adjustment	13,303											13,303
<b>Total Wages &amp; Benefits</b>	<b>181,148</b>			<b>322,566</b>	<b>24,192</b>	<b>1,500</b>	<b>83,751</b>	<b>3,447</b>	<b>1,014</b>	<b>477</b>	<b>2,878</b>	<b>620,973</b>

Insurance Table

Employee Only	8,807	383.00	53
Employee + Spouse	14,884	383.00	53
Employee + Children	12,506	383.00	53
Employee + Family	18,142	383.00	53
Health Coverage Op-out Cred	3,960		

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
404-31000	Professional Services		
404-34000	Contractual Services	Cell phone tower rental, truck wash serv.,	
	Jupiter Medical Center	Drug testing - 9/yr. @ \$11; 6/yr. @ \$40 - post accident and pre-employment	350
	Jupiter Medical Center	CDL Physicals (8 @ \$60 ea.)	480
	Spectrasite Communication	Tower rental for Sanitation (expires Sept, 2022)represents a 4% annual increase	9,550
		Lessor maintenance responsibility	2,500
	Action labor	Day laborers	1,500
	G&K Services	Uniforms - mech (Environmental & Energy surcharges)	675
	Superior Wash	Wash sanitation vehicles at \$778 average monthly charge	9,400
		TOTAL:	24,455
404-34310	Disposal Fees - Garbage	Disposal fees @ Solid Waste Authority (less disposal credits)	216,000
404-34901	Administrative Fee		135,000
404-40000	Travel & Training	Misc. operator training / safety classes; Training materials	1,500
404-41100	Telephone		2,200
404-40002	Postage & Shipping		1,500
404-44100	Rentals	6 emergency rental of clam truck w/ operator @ 700 / day; 1 mo. Rear @ \$6.5k	11,000
404-45000	Insurance		35,421
404-46000	Repair & Maintenance	Estimated contract repairs for aging sanitation fleet	
	CAR-COMM, INC	SERVICE/REPAIR OF 2-WAY RADIOS FOR SANITATION VEHICLES	1,500
	CUMMINS POWER SOUTH	SERVICE/ HEAVY REPAIR OF CUMMINS EQUIPED SANITATION VEHICLES	5,200
	HERITAGE/CRYSTAL CLEAN	PARTS WASHER SERVICE,FLUOR BULBS, HAZ MATERIAL DISPOSAL	1,600
	G T SUPPLIES, INC	REPAIRS PETERSEN AND LABRIE BODIED SANITATION VEHICLES	17,000
	GENERAL GMC TRUCK SALES	HEAVY REPAIRS ON AUTOCAR AND STRELING SANITATION VEHICLES	16,000
	JIM PRICE BODY SHOP	PROVIDES LIGHT TO MEDIUM BODY WORK ON SANITATION VEHICLES	1,200
	KAUFFS TRANSPORTATION	TOWING SERVICE FOR SANITATION VEHICLES	3,000
	KELLY TRACTOR	HEAVY REPAIRS FOR THE BACKHOE	1,500
	NEXTRAN TRUCK CENTER	REPAIRS TO MACK AND ALTERNATIVE FOR STERLING SANITATION VEHICLES	6,000
	RECHTIEN INTERNATIONAL TRUCKS	SERVICE/REPAIRS INTERNATIONAL SANITATION VEHICLES	10,000
	SCHUMACHER AUTOMOTIVE INC	DEALER ONLY REPAIRS OF GM SANITATION VEHICLE #36	750
	SUNBELT WASTE EQUIPMENT	HEAVY REPAIRS OF ALL SANITATION VEHICLES WITH HEIL BODIES	13,250
	BOULEVARD TIRE CENTER	IN-THE-FIELD REPAIRS TO TIRES	2,500
	SPEEDY SIGN	VEHICLE GRAPHICS	1,000
	DECOKE ENGINE CARBON CLEAN	ENGINE CLEANING SERVICE TO MAINTAIN FUEL EFFICIENCY AND LONGEVITY	1,000
		Adjustment	(10,000)
		TOTAL:	71,500

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
404-46300	Vehicle Parts & Supplies	Estimated replacement parts for vehicles repaired at DPW	
	ACTION BOLT & TOOL	FASTENERS AND RELATED HARDWARE FOR SANITATION VEHICLES	500
	BENNETT AUTO SUPPLY	ALTERNATIVE TO FLEETPRIDE	800
	CALLAGHAN TIRE	MAIN SUPPLIER OF TIRES FOR SANITATION VEHICLES AS PER FSA BID	50,600
	CAR-COMM	REPLACEMENT PARTS FOR SANITATION 2-WAY RADIOS	1,200
	CERTIFIED LABORATORIES	MAIN SUPPLIER OF GREASE/CHEMICALS FOR SANITATION VEHICLES	2,700
	CLARKE WASTE SYSTEMS	MAIN SUPPLIER OF LABRIE BODY PARTS	1,800
	FIA CARD SERVICE	FUEL CARD SERVICE/REPLACEMENT OF SANITATION VEHICLES	2,500
	FLEETPRIDE	MAIN SUPPLIER OF MAINTENANCE PARTS FOR SANITATION VEHICLES	9,000
	FLORIDA BRAKE & TRUCK PARTS	MAIN SUPPLIER OF SMALL BRAKE PARTS FOR SANITATION VEHICLES	500
	HERITAGE/CRYSTAL CLEAN	MAIN SUPPLIER OF PARTS FOR PARTS WASHER	200
	FLORIDA BOLT AND NUT CO.	ALTERNATIVE TO ACTION BOLT AND TOOL	500
	GENERAL GMC TRUCK SALES	MAIN SUPPLIER OF AUTOCAR & STERLING PARTS FOR SANITATION	9,500
	HI-TECH RECOVERY & RECYCLING	SUPPLIES RECYCLED COOLANT FOR SANITATION VEHICLES	1,200
	HILL MANUFACTURING	ALTERNATIVE TO NEXGEN	200
	HYDRAULIC SUPPLY CO.	MAIN SUPPLIER OF HYDRA. HOSES/FITTING FOR SANITATION VEHICLES	7,000
	IMPERIAL SUPPLIES LLC	MAIN SUPPLIER OF SMALL MAINTENANCE PARTS FOR SANITATION	1,000
	INDUSTRIAL CLEANING EQUIPMENT	MAIN SUPPLIER OF TRUCK WASH, DEODERIZER, ECT FOR SANITATION	1,300
	KIMBALL MIDWEST	ALTERNATIVE TO IMPERIAL SUPPLIES	1,200
	LAWSON PRODUCTS	ALTERNATIVE TO CERTIFIED LABORATORIES	1,300
	NEXTRAN TRUCK CENTER	MAIN SUPPLIER OF MACK TRUCK PARTS	2,000
	NEXGEN	ALTERNATIVE TO CERTIFIED LABORATORIES AND HILL MANUFACTURING	700
	PETERSEN INDUSTRIES	SUPPLIES ALL PARTS FOR PETERSEN TL3 BODIES	4,000
	RECHTIEN INTERNATIONAL TRUCK	SUPPLIES ALL SPECIFIC PARTS FOR INTERNATIONAL TRUCKS	3,200
	RIVIERA GENERATOR	SUPPLIES PARTS FOR MAJOR VEHICLE ELECTRICAL COMPONENTS	1,800
	SNAP-ON-TOOLS	SUPPLIES SPECIALTY TOOLS FOR SANITATION VEHICLES	700
	SUNBELT WASTE EQUIPMENT	SUPPLIES ALL PARTS FOR HEIL GARBAGE BODIES	8,500
	GRAINGER	SHOP/ VEHICLE MAINTENANCE EQUIPMENT	1,100
	BURK OIL CO.	HYDRAULIC OIL FOR SANITATION VEHICLES	1,500
		Adjustment	(25,056)
		TOTAL:	91,444
404-47000	Printing	NCR work orders, information flyers	4,000
404-48100	Advertising	Annual notice of collection fees in newspaper and advertisements for sanitation positions	8,000
404-49400	Uniforms & Clothing	Replacement uniforms and safety boots (as needed)	2,750
404-51000	Office Supplies	Photocopy paper, pens, paper clips, business cards, etc.	500

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
404-52000	Operating Supplies		
	ACTION BOLT & TOOL	MISC HARDWARE	100
	LOWES	MISC. SUPPLIES FOR SANITATION	200
	SAFETY PRODUCTS	PPE EQUIPMENT (GLOVES, VESTS, ETC).	700
	MISC. VENDORS		1,200
	Diagnosis Software and Shop Tools	Diagnosis SoftwareAnd Shop Tool - A-Frame Gantry Crane	(2,232)
	COMPUTER SUPPLY VENDOR	(2) TABLETS for FIELD OPERATIONS	1,600
		TOTAL:	1,568
404-52100	Gasoline & Diesel Fuel	Fuel to run the sanitation heavy equipment	54,000
404-52200	Small Tools & Others	Replacement and specialty tools for heavy equipment maintenance	1,300
404-52400	Containers	Purchase and refurbish commercial dumpsters; purchase new residential cans	45,000
		TOTAL OPERATING EXPENSES:	707,138
404-64100	Machinery & Equipment	Continue with long range replacement and refurbish schedule:	
		Replace clamshell trash truck	140,000
		TOTAL CAPITAL EXPENSES:	140,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Sanitation Fund (404)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Purchase of Grapple Loader	Per sanitation vehicle replacement schedule, purchase (1) new grapple loader		\$ 140,000
2	Diagnosis Software	12 months subscription for heavy truck diagnosis software		<del>\$ 2,268</del>
3	Shop Tool - A-Frame Gantry Crane	Tool for servicing hydraulic cylinders and heavy components on sanitation vehicles to enable additional in-house repair capacity; includes chain hoist		<del>\$ 4,500</del>
4	Purchase Dumpster Delivery Truck - Used	Purchase of truck to safely transport, deliver, and place dumpsters.		<del>\$ 45,000</del>
5				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 140,000</b>

# **TOWN OF LAKE PARK**

## **PROPOSED BUDGET**

### **COMMUNITY REDEVELOPMENT AGENCY**

**FISCAL YEAR**

**October 1, 2017 through September 30, 2018**

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
BUDGET SUMMARY  
FISCAL YEAR 2017-18**

**Schedule 1**

	Actual Expenses 2014-15	Actual Expenses 2015-16	Budget 2016-17	Estimate for the Year 2016-17	Department Proposed 2017-18	Manager Proposed 2017-18	Adopted Budget 2017-18
Revenue	517,033	602,438	750,229	745,353	884,882	884,882	884,882
Personal Services	63,123	66,442	138,842	136,086	177,591	177,591	177,591
Operating Expenses	179,798	203,431	294,320	222,221	334,138	415,132	415,132
Capital Outlay	-	-	50,000	50,000	429,330	29,330	29,330
Debt Service	205,168	202,334	260,579	260,727	260,579	260,579	260,579
Non-Operating	194	-	6,488	-	2,250	2,250	2,250
Total Expenses	448,283	472,207	750,229	669,034	1,203,888	884,882	884,882
Surplus (Deficit)	68,750	130,231	-	76,318	(319,006)	-	-

2017/18 Increment	\$ 68,345,665
Town Millage	5.3474 \$ 347,198
Palm Beach County Fire/Rescue Millage	3.4581 \$ 224,529
Palm Beach County Millage	4.7815 \$ 310,455
<b>TOTAL</b>	<b>\$ 882,182</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (CRA)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
<b>REVENUES</b>									
110-311.115	Ad Valorem Taxes - County	179,547	210,238	263,667	263,607	257,607	310,455	310,455	310,455
110-361.120	Interest Income - Bus. Dev. Loans	1,218	767	1,000	367	551	1,000	1,000	1,000
110-369.100	Miscellaneous Revenue			-	1,633	1,633	1,700	1,700	1,700
110-369.300	Refund Prior Year Expense	604		-		-	-	-	-
110-381.001	Transfer from General Fund	335,664	391,433	485,562	485,562	485,562	571,727	571,727	571,727
	<b>TOTAL REVENUE</b>	<b>517,033</b>	<b>602,438</b>	<b>750,229</b>	<b>751,169</b>	<b>745,353</b>	<b>884,882</b>	<b>884,882</b>	<b>884,882</b>
<b>EXPENDITURES</b>									
110-55-552-520-19900	Wages Reclassified	62,848	66,442	138,842	90,724	136,086	177,591	177,591	177,591
110-55-552-520-25100	Unemployment Compensation	275	-	-	-	-	-	-	-
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>63,123</b>	<b>66,442</b>	<b>138,842</b>	<b>90,724</b>	<b>136,086</b>	<b>177,591</b>	<b>177,591</b>	<b>177,591</b>
110-55-552-520-31000	Professional Services	-	2,530	55,250	9,745	55,250	68,000	40,000	40,000
110-55-552-520-31100	Professional Services - CRA Attorney	2,394	6,916	10,000	650	975	10,000	10,000	10,000
110-55-552-520-34000	Contractual Services	77,436	76,757	98,000	40,391	60,587	119,943	98,000	98,000
110-55-552-520-34901	Administrative Fee	70,000	70,000	70,000	46,667	70,000	70,000	70,000	70,000
110-55-552-520-34910	Bad Debt Expense	6,182	-	-	-	-	-	-	-
110-55-552-520-40000	Travel & Training	-	111	2,000	7,273	10,910	9,000	7,000	7,000
110-55-552-520-41200	Postage & Shipping	-	8	1,000	-	-	1,000	1,000	1,000
110-55-552-520-43000	Utilities	12,213	13,766	12,000	7,562	7,562	12,000	12,000	12,000
110-55-552-520-43250	Garbage & Trash	-	6,541	1,000	538	807	1,000	1,000	1,000
110-55-552-520-44100	Equipment Rentals	400	599	2,000	-	-	2,000	2,000	2,000
110-55-552-520-45000	Insurance	10,023	8,291	12,000	8,329	8,329	10,000	10,000	10,000
110-55-552-520-46000	Repair & Maintenance	159	8,875	11,800	4,545	6,818	11,800	12,300	12,300
110-55-552-520-47000	Printing	103	-	500	-	-	500	500	500
110-55-552-520-48000	Promotional Activity	-	-	10,000	-	-	10,000	10,000	10,000
110-55-552-520-48100	Advertising	93	443	5,000	43	65	5,000	5,000	5,000

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2017-18**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	CURRENT YEAR BUDGET 2016-17	ACTUAL AS OF 5/31/2017	ESTIMATE FOR THE YEAR 2016-17	THE DEPT. PROPOSED BUDGET BY 2017-18	TOWN MGT. PROPOSED BUDGET 2017-18	ADOPTED BUDGET 2017-18
110-55-552-520-48101	Office Supplies	-	-	250	-	-	250	250	250
110-55-552-520-48102	Operating Expenses	-	3,874	250	-	-	250	250	250
110-55-552-520-52000	Operating Supplies	-	-	2,475	-	-	2,475	2,475	2,475
110-55-552-520-54200	Memberships, Dues, & Subscription	795	795	795	920	920	920	920	920
110-55-552-520-82113	Grant - Artists of Palm Beach County	-	3,925	-	-	-	-	-	-
110-55-552-520-82118	Grants and Incentives	-	-	-	-	-	-	132,437	132,437
	<b>TOTAL OPERATING EXPENSES</b>	<b>179,798</b>	<b>203,431</b>	<b>294,320</b>	<b>126,663</b>	<b>222,221</b>	<b>334,138</b>	<b>415,132</b>	<b>415,132</b>
110-55-552-520-63000	Improvements other than buildings	-	-	50,000	-	50,000	429,330		
110-55-552-520-64100	Machinery & Equipment	3,295	-	-	-	-	-	29,330	29,330
	<b>TOTAL CAPITAL OUTLAY</b>	<b>3,295</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>	<b>429,330</b>	<b>29,330</b>	<b>29,330</b>
110-55-552-520-91010	Transfer to General Fund - ILA	169,325	169,325	169,256	112,937	169,406	169,256	169,256	169,256
110-55-552-520-91030	Transfer - ILA 2009	(687)	(3,521)	54,793	36,528	54,792	54,793	54,793	54,793
110-55-552-525-91030	Transfer to General Fund - ILA	36,530	36,530	36,530	24,353	36,530	36,530	36,530	36,530
	<b>TOTAL DEBT SERVICE</b>	<b>205,168</b>	<b>202,334</b>	<b>260,579</b>	<b>173,818</b>	<b>260,727</b>	<b>260,579</b>	<b>260,579</b>	<b>260,579</b>
110-55-552-520-82111	Economic Incentive (BIB)	-	-	-	-	-	2,250	2,250	2,250
110-55-552-520-96200	Unrealized Gain/Loss on Invest	194	-	-	-	-	-	-	-
110-389.900	Fund Balance Surplus	-	-	6,488	-	-	-	-	-
	<b>TOTAL OTHER EXPENSES</b>	<b>194</b>	<b>-</b>	<b>6,488</b>	<b>-</b>	<b>-</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>
	<b>TOTAL CRA EXPENDITURES</b>	<b>451,578</b>	<b>472,207</b>	<b>750,229</b>	<b>391,205</b>	<b>669,034</b>	<b>1,203,888</b>	<b>884,882</b>	<b>884,882</b>
	<b>SURPLUS/(DEFICIT)</b>	<b>65,455</b>	<b>130,231</b>	<b>-</b>	<b>359,964</b>	<b>76,318</b>	<b>(319,006)</b>	<b>-</b>	<b>-</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
EXPENSE DETAIL & ANALYSIS  
FISCAL YEAR 2017-18**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
520-19900	Wages Reclassified	25% of the Town Manager, 15% of the Human resources Director, 15% of the Finance Director, 10% of the Assistant to the TM, 10 % of the Grants Writer, 5% of the Town Clerk and the Deputy Town Clerk, 10% of the Public Works Director, 10% the Project Manager, 10% of the Grounds Maintenance Foreman, 10% of the Irrigation Tech 2, 15% of the Community Development Director, 40% of the Special Events Director, 20% of the Special Events Coordinator, and 20% of the Recreation Supervisor.	\$ 177,591
		TOTAL PERSONNEL EXPENSES	\$ 177,591
520-31000	Professional Services	Property marketing, networking, and consulting (\$25,000), design services 10th and Park (\$15,000), and <del>Park Avenue sidewalk realignment (\$28,000)</del>	\$ 40,000
520-31100	Prof. Ser. - Attorney	Town Attorney	10,000
520-34000	Contractual Services	Terracon Services, Inc. landscape maintenance (\$97,105), Web hosting (\$895), <del>New Website (\$11,943), Town Green Improvements (\$10,000)</del>	98,000
520-34901	Administrative Fee	Services provided the CRA by other Town staff members	70,000
520-40000	Travel & Training	Staff to FRA Conference	7,000
520-41200	Postage & Shipping	Miscellaneous items	1,000
520-43000	Utilities	FP&L and Seacoast Utility Authority	12,000
520-43250	Garbage & Trash	SWA Fee	1,000
520-44100	Equipment Rentals	Lift for decorations, etc.	2,000
520-45000	Insurance	Property and Casualty	10,000
520-46000	Repair and Maintenance	Irrigation system repairs (\$1,800), reset of plant materials (\$10,000), 800 Park Building (\$500)	12,300
520-47000	Printing		500
520-48000	Promotional Activity		10,000
520-48100	Advertising		5,000
520-48101	Office Supplies		250
520-48102	Operating Expenses		250
520-52000	Operating Supplies	Irrigation materials (\$1,200), fertilizer (\$1,275)	2,475
520-54200	Memberships, Dues, & Subscriptions	Florida Redevelopment Association (\$745) State of Florida (\$175)	920
		TOTAL OPERATING EXPENSES	\$ 282,695

**LAKE PARK COMMUNITY REDEVELOPMENT AGENCY - ANNUAL BUDGET WORKSHEET**

**PROPOSED INITIATIVES and FUNDED PRIORITIES**

**FISCAL YEAR 2017-18**

**Schedule 5**

	Project Title	Description and Justification	Revenue	Cost
<b>1</b>	Town Green Improvements	Sod and hedge replacement at Town Green		\$ 10,000
<b>2</b>	Park Avenue Sidewalk Realignment	Prepare engineering plans for sidewalk realignment on Park Avenue.		\$ 28,000
<b>3</b>	Website Redesign	Upgrade of the Town's official website by Vision Internet for Library sub-site		\$ 11,943
<b>4</b>	10th and Park Avenue Intersection Landscape Plan	Prepare roadway and landscaping plan for intersection improvement (complete streets).		\$ 15,000
<b>5</b>	Park Avenue security cameras	Upgrade the security cameras on Park Avenue. The existing cameras were installed at the end of 2011 and technology has greatly improved resolution and features. The estimated cost includes new recording equipment.		\$ 29,330
<b>6</b>	Tax and other Incentives, and Grants	Incentives and Grants that align for some of the initiatives outlined in the CRA Plan in the various target areas, particularly as it relates to housing initiatives in the CRA in sub-area 2 where housing improvements have been identified. Depending on what (if any) the set aside funds could be, a rehabilitation program can be coordinated.  Possible tax incentives / targeted industry tax refund set aside (local contribution) for the redevelopment of the Brownfields site (as a local incentive).		\$ 128,468
<b>7</b>	Parking improvements	Parking improvements on the CRA owned site (761 Foresteria Drive). <b>Moved to the Special Project Fund.</b>		\$ 400,000
<b>TOTALS</b>			\$ -	\$ 157,798