

A photograph of an outdoor dining area. In the foreground, there are several wooden tables and chairs arranged on a paved patio. Two large white patio umbrellas are open. In the background, a marina is visible with several boats docked. A tall, thin building is visible in the distance under a clear blue sky. The scene is framed by green foliage on the left and right sides.

**Town of Lake Park**

**Adopted Budget**

**All Funds**

**Fiscal Year 2018-2019**



Office of the  
Town Manager

September 20, 2018

**Re: 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 Budget Transmittal Letter is to highlight the changes to the Operating and Enterprise Budgets for the upcoming Fiscal Year 2018-19.

The budget process with the various departments started with the submittal of department initiatives. Initially, budget initiatives along with budget increases in line item requests resulted in a budget deficit of more than \$1,177,152 dollars. Budget initiatives are important to department heads because budget initiatives are what each department feels they need to run their respective departments. Unfortunately, revenues never match up to requests. The budget process requires us 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 2018-2019 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 \$2,737,304 in new property value revenue to support a budget of more than \$8,458,431. The difference is made up from other revenue sources outside of the Millage Rate.

The financial condition of the Town has improved. We are working with the revenues to provide quality services to our residents. Over the past few years, young residents have moved into Lake Park. Young families are finding Lake Park affordable. We must provide families with the services they desire to remain a livable community. The challenges we face as leaders is to stem the tide of rental housing. Replace rental housing with homeownership opportunities. Lake Park is an attractive affordable community on the move. We desire young families to move to Lake Park. The CRA Branding initiative, in this year's CRA budget will promote the Lake Park CRA as a hipster community with a unique feel that millennials can call home. The US Route One corridor is underway. Forest Development purchased parcels to the West of Marina. The investment of \$180,000 has yielded developer interest in the corridor. The first project developed will set the tone for future development along US Route One. Such development will diversify our tax base and increase revenue at a time critical to the financial future of our community. We will not lose another generation of young families moving out of Lake Park, because we are not providing the programs they desire.

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Lake Park, FL 33403  
Phone: (561) 881-3304  
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[www.lakeparkflorida.gov](http://www.lakeparkflorida.gov)

### MILLAGE RATE:

The Millage rate will remain at 5.3474. This rate has remained steady for the past four 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 eliminates \$522,405 in revenue each year. With the ballot question looming, to add an additional \$25,000 in property tax exemptions to homes valued at or more than \$100,000 it is expected to increase the current exemption amount by another \$75,000. This will adversely influence our ability to provide services. The US Route One Corridor initiative should increase revenue at a critical time in our Town's future.

### FUNDED INITIATIVES:

The Town administration is recommending to the Town Commission the need to delay funding initiatives until we know how much the Town can expect from Forest Development in the form of a master development fee. We are estimating that fee, based on project value to be over \$800,000. Therefore, I am recommending to the Commission the need to reopen the budget process to fund budget initiatives later in the FY 2018-2019 fiscal year. The following initiatives are included in the FY 2018-2019 budget: Upgrade of Town Website, Computers and Laptops, Part-time Planner, Code Enforcement Officer and Mobile Printer.

Furthermore, the continuation of grant program for \$20,000 to assist for-profit business enterprises and non-profit organizations in our community will continue in fiscal year 2018-2019.

### PERSONNEL CHANGES:

The budget will provide for another FTE Code Enforcement Officer. The funding for the Code Enforcement Officer will come from the CDBG Grant Program as well as from General Fund Revenue to create the FTE position. The total funds from the CDBG grant are \$25,590 and the balance of funding for \$30,842 will come from the General Fund. Further, the budget will fund a Part-Time Planner to work on various projects anticipated during the 2018-2019 Fiscal Year.

### 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. In the Fiscal Year 2018-2019 budget, we have \$30,000 in funding to continue the sidewalk repair program initiated last fiscal year.

#### **Marina Fund Budget:**

The Marina Fund Budget 2018-2019 total is \$1,451,679. The Marina Fund last year slightly increased slip fees. The focus on the Marina Operating Budget will be to hire a FTE Maintenance II position. This position will perform much needed maintenance to the buildings, shower and

bathroom facilities. Further maintenance to the property will be required. Air Condition units for the men and woman's shower rooms need replacing. The fuel pumps at the Marina were further evaluated and do not need replacement at this time. One of the greatest challenges to the Marina budget continues to be the funding of large-scale capital projects. The administration expects to hire a Dockmaster instead of a Full-Time Marina Director. The need to re-evaluate how services are delivered is required. For many years, the Marina has rented slips and staff has acted as caretakers. Development near the marina will require us to rethink how services are delivered. We must move towards a resort management philosophy verses a slip rental approach.

**Stormwater Utility Fund Budget:**

The Sanitation Budget has a balance of \$777,048. Funds for this year will be used to complete the following initiatives: Master Drainage Plan Phase I, Video Drain Line Project, Joint Separation Repair-Palmetto and Kalmia.

**Sanitation Fund Budget:**

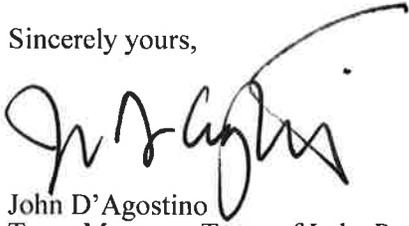
The Sanitation Budget has a balance of \$1,823,079. Funds for this year will be used to complete the following initiatives: GPS Vehicle Tracking, Sideloader Truck Refurbish, Shop Tool A-Frame Gantry Crane, Desktop Computer and Rearloader Floor Replacement. Total amount of initiatives \$63,000.

**CONCLUSION:**

The Budget for Fiscal Year 2018-2019 is balanced. Service levels in some departments will increase such as the Library and Community development. Other departments 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

## ADOPTED BUDGETS ALL FUNDS

### FISCAL YEAR

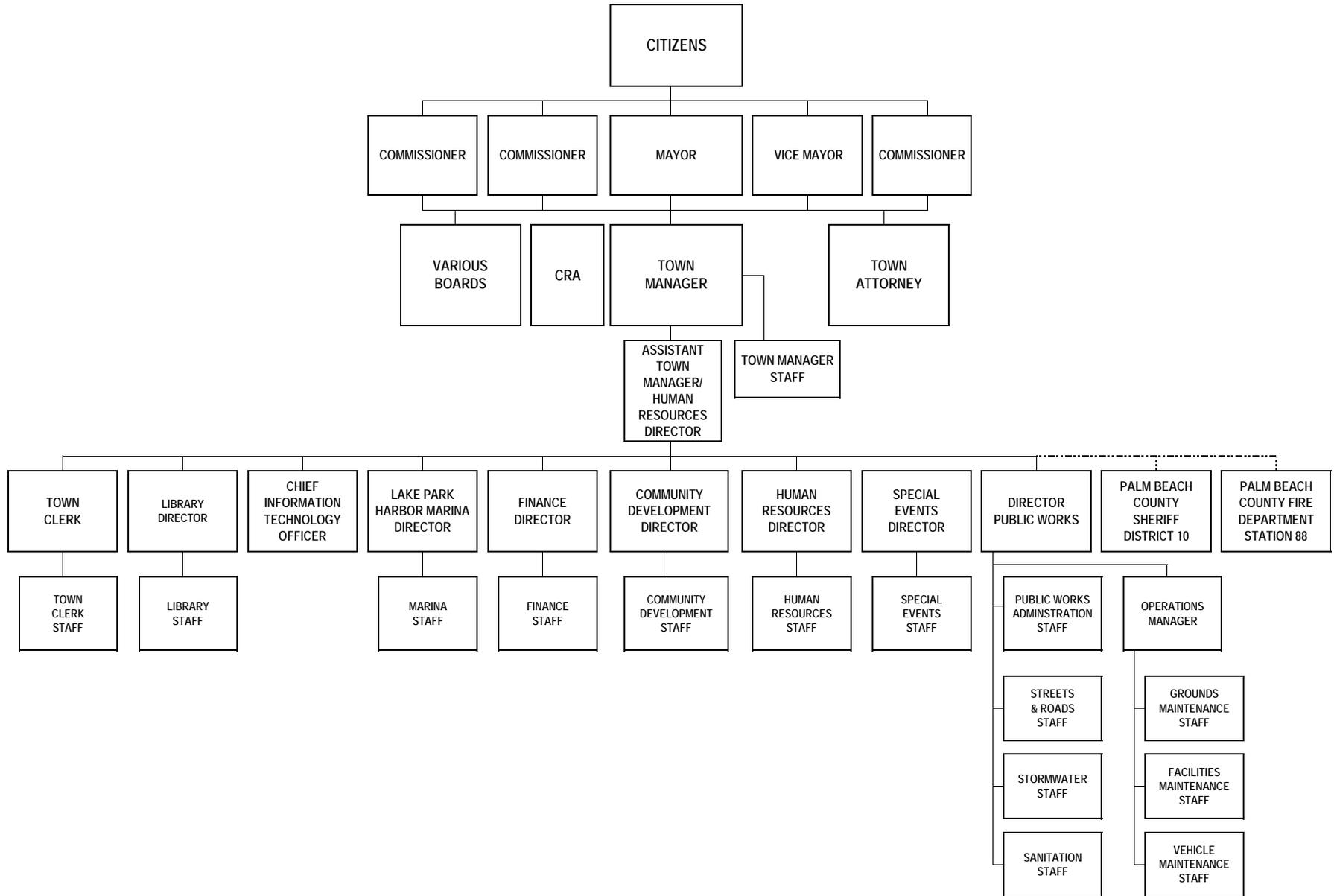
October 1, 2018 through September 30, 2019

### 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

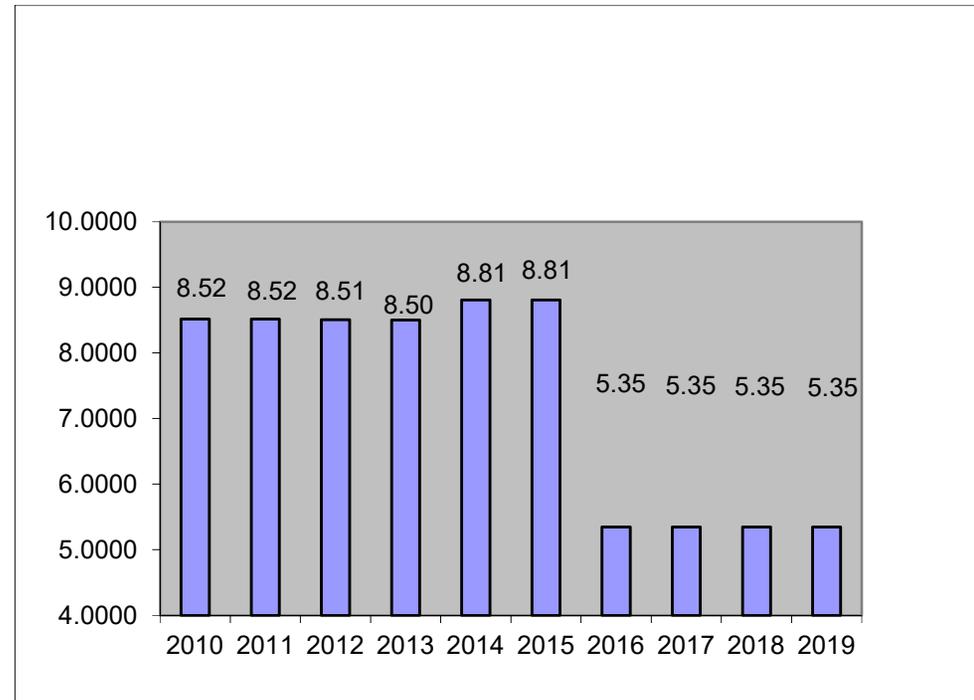
Finance Director  
Lourdes Cariseo



**TOWN OF LAKE PARK**  
**FISCAL YEAR 2018 - 2019**  
**ANALYSIS OF OPERATING MILLAGE**

**FOR TEN YEAR PERIOD 2010 - 2019**

		Inc./Dec.	% Inc./Dec.
Fiscal	Oper.	Over Prior	Over Prior
Year	Millage	Year	Year
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%
2019	5.3474	0.0000	0.00%

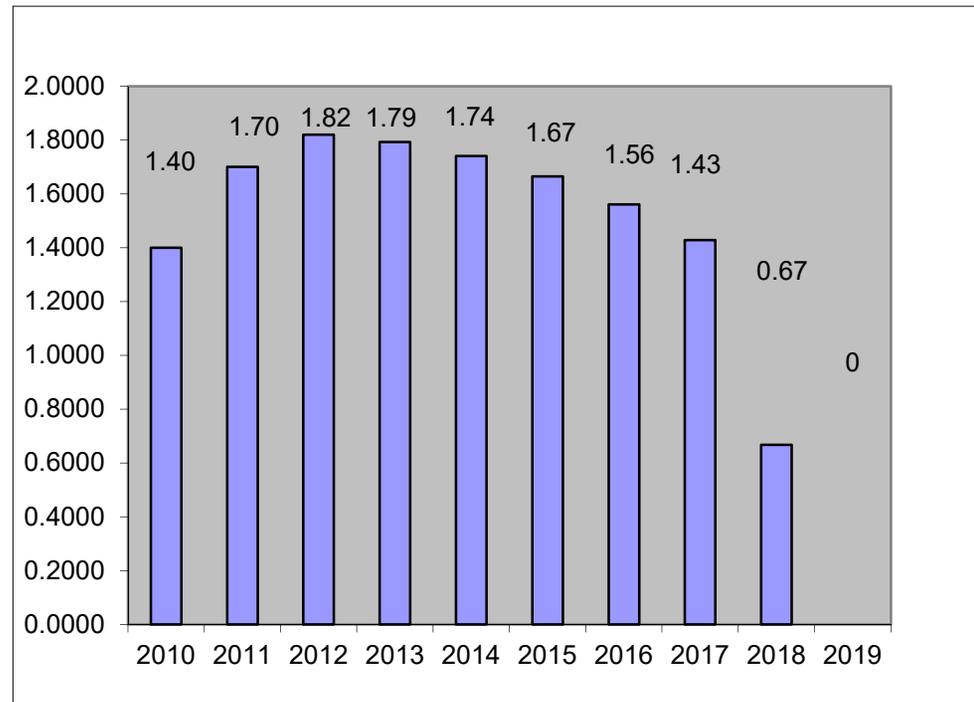


\* 2016 is the first year of the Fire MSTU  
 2016 PBC F/R Millage is 3.4581

**TOWN OF LAKE PARK**  
**FISCAL YEAR 2018 - 2019**  
**ANALYSIS OF DEBT SERVICE MILLAGE**

**FOR TEN YEAR PERIOD 2010 - 2019**

Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
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%
2019	0.0000	(0.6675)	-100.00%



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

**FISCAL YEAR 2018-19**

FUND	001						
<b>GF Budget Summary</b>		Actual Expenses 2016-17	Current Budget 2017-18	Estimate for the Year 2017-18	By Department 2018-19	Proposed Budget 2018-19	Adopted Budget 2018-19
001	Revenue	7,250,622	7,995,067	7,995,067	8,391,692	8,462,431	-
100	Town Commission	83,217	74,491	74,491	141,773	134,784	-
104	Town Manager	217,935	365,166	365,166	342,268	337,386	-
105	Human Resources	182,226	180,963	180,963	203,191	198,366	-
106	Town Clerk	142,995	213,789	213,789	204,732	202,632	-
108	Town Attorney	152,294	161,000	161,000	161,000	161,000	-
110	Information Technology	213,399	174,907	174,907	208,472	204,972	-
150	Finance and Accounting	468,647	566,135	566,135	581,429	578,429	-
200	Law Enforcement	2,746,768	2,868,026	2,868,026	2,997,187	2,997,187	-
250	Emergency Management	-	1,000	1,000	1,000	1,000	-
300	Fire	-	-	-	-	-	-
400	Public Works Administration	207,236	156,051	156,051	195,177	194,227	-
406	Public Works - Grounds	370,083	396,793	396,793	403,248	399,198	-
408	Public Works - Facilities	334,824	275,690	275,690	295,784	328,540	-
410	Public Works - Vehicle Maintenance	99,818	119,913	119,913	175,711	175,311	-
500	Community Development	479,067	598,041	598,041	623,120	624,614	-
600	Special Events	99,593	214,426	214,426	233,050	226,750	-
700	Library	243,929	316,966	316,966	397,381	386,211	-
900	Non-Departmental	902,575	1,311,710	1,311,710	1,313,759	1,311,824	-
Total Expenses		6,944,606	7,995,067	7,995,067	8,478,282	8,462,431	-
Surplus (Deficit)		306,016	-	-	(86,590)	0	-

# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **GENERAL FUND**

**FISCAL YEAR**

**October 1, 2018 through September 30, 2019**

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**GENERAL FUND REVENUE (General Fund 001)**  
**REVENUE BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	2018_0001, CCF06122018_0002	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-311.100	Ad Valorem Taxes	3,723,958	2,325,537	2,613,340	2,657,885	2,657,885	2,737,304	2,737,304	2,737,304
001-311.110	Ad Valorem Taxes - CRA	335,664	391,433	571,727	571,727	571,727	647,102	647,102	647,102
001-311.120	Delinquent Taxes	10,503	(1,515)	1,500	6,446	6,800	4,000	6,800	6,800
001-314.100	Utility Tax - Electric	751,488	771,884	789,779	512,301	789,779	795,677	795,677	795,677
001-314.300	Utility Tax - Water	154,332	160,029	160,029	121,703	171,661	172,000	180,000	180,000
001-314.400	Utility Tax - Gas	46,952	43,793	47,609	29,119	47,031	47,609	47,609	47,609
001-315.100	Communications Service Tax	315,322	286,682	279,280	187,662	284,000	285,000	285,000	285,000
001-316.100	Business Tax Receipts	335,325	334,669	335,000	299,000	315,000	335,000	335,000	335,000
001-316.110	Contractors Fees	2,862	3,442	2,400	3,155	3,500	4,200	4,200	4,200
001-316.120	Bus Tax Zoning Confirmation	11,380	17,313	12,000	10,200	13,000	13,000	13,000	13,000
001-316.130	Out of Town Business Reg/Deca	50	250			-			
001-322.100	Building Permits w/Min. Surch.	9,941	8,425	10,000	6,260	10,000	10,000	10,000	10,000
001-322.101	Building Permits-250K-1M			50,000	59,294	62,000	50,000	50,000	50,000
001-322.102	Building Permits-Over 1M			30,000	8,175	10,000	150,000	150,000	150,000
001-322.110	Building Permits Other	46,053	65,282	-	37,398	38,102	40,000	40,000	40,000
001-322.111	Building Permits - Administrative Fees	1,623	2,765	2,500	1,884	2,500	2,500	2,500	2,500
001-322.115	Bldg. Permit Application - Zoning/PW	15,157	3,875	1,000	350	600	500	500	500
001-322.500	Special Event Permit - Appl.	1,125	-	1,000	1,025	1,025	1,000	1,000	1,000
001-322.900	Cost Recovery	35,775	20,124	30,000	10,041	30,000	30,000	30,000	30,000
001-323.100	Franchise Fees - Electric	562,695	560,963	578,000	361,245	578,000	578,000	578,000	578,000
001-323.400	Franchise Fees - Gas	8,205	8,443	9,000	11,512	12,000	10,000	12,000	12,000
001-323.700	Franchise Fees - Solid Waste	25,488	36,217	31,000	21,182	31,000	31,000	36,000	36,000
001-329.100	Alarm Permits	16,825	16,200	16,000	10,300	16,000	16,000	16,000	16,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**GENERAL FUND REVENUE (General Fund 001)**  
**REVENUE BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

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001-329.105	Bldg. Official Inspections	80		-		-	-	-	-
001-329.110	Reinspection / Reinstatement	2,253	1,075	1,500	2,565	3,000	3,000	3,000	3,000
001-329.152	Penalty - Bldg. Permits	4,082	10,215	10,000	6,098	10,000	10,000	10,000	10,000
001-329.153	Penalty - Surcharges	135	350	300	197	300	300	300	300
001-329.200	Signage Permits	8,650	14,300	9,000	8,300	10,000	9,000	10,000	10,000
001-329.204	BTR Inspections/Re-inspections	569	18			-			
001-329.214	All Other Inspections	130	70	100	20	100	100	100	100
001-329.225	Rental Property Annual inspections	-	-	-	-	-	-	-	-
001-334.700	Grant - State Aid to Libraries	9,229	7,116	7,125	7,098	7,098	7,125	11,125	11,125
001-335.120	State Revenue Sharing	258,153	243,344	279,214	167,660	269,214	252,000	264,912	264,912
001-335.150	Alcoholic Beverage Licenses	9,583	8,719	8,744	8,545	8,545	8,744	8,744	8,744
001-335.180	Half Cent Sales Tax	650,565	673,639	704,693	423,626	704,693	706,600	711,915	711,915
001-335.190	Motor Fuel Tax Refund	5,156	4,379	5,500	1,205	5,500	5,500	5,500	5,500
001-337.324	CDBG Drabt 2018/2019						25,590	25,590	25,590
001-338.110	Business Tax - County	26,236	19,421	11,487	6,992	11,487	12,000	14,000	14,000
001-341.110	Administrative Fee - CRA	70,000	70,000	70,000	52,500	70,000	73,000	73,000	73,000
001-341.401	Administrative Fee - Marina	30,000	30,000	60,000	45,000	60,000	62,000	62,000	62,000
001-341.402	Administrative Fee - Stormwater	60,000	60,000	60,000	45,000	60,000	62,000	62,000	62,000
001-341.404	Administrative Fee - Sanitation	135,000	135,000	140,000	105,000	140,000	145,000	145,000	145,000
001-341.500	Tax (Liens) Search	15,245	19,362	20,000	19,840	21,000	21,000	21,000	21,000
001-341.900	Copy Charges / Tax Searches	2,755	936	1,500	107	330	1,000	1,000	1,000
001-341.905	Admin Cost - Public Records Ret.	416	421	1,680	152	152	300	300	300
001-342.510	Plan Review Fees for Development A	10,067	8,800	9,000	11,350	12,000	20,000	20,000	20,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**GENERAL FUND REVENUE (General Fund 001)**  
**REVENUE BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

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001-342.520	Bank Registration Fees	3,900	2,400	1,000	600	1,000	1,000	1,000	1,000
001-344.300	Advertising - Bus Shelters	2,520	2,550	2,490	1,958	2,550	2,610	2,610	2,610
001-347.100	Library Copies	295	395	400	504	504	400	400	400
001-347.200	Recreation - Summer Camp Fees	14,324	-	11,000	4,670	10,000	11,000	11,000	11,000
001-347.210	Recreation - Miscellaneous	3,146	1,000	-	250	375	-	-	-
001-347.220	Recreation - Tennis Program	5,735	2,298	9,600	6,544	9,600	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		10,000	7,245	9,000	10,000	10,000	10,000
001-347.505	Party Package	630	-			-			
001-347.905	Recreation - Staff Coverage	7,950	3,870	-	4,200	4,200	-	4,200	4,200
001-347.230	Bus Trips	-	225	-		-	-	-	-
001-347.915	Recreation Program Fees			-	182	182	-	-	-
001-347.916	Recreation Vendor Fees	150		1,400	850	1,400	1,400	1,400	1,400
001-349.100	Service Charge - Dishonored Checks	170		500	70	140	500	500	500
001-351.100	Fines & Forfeitures (PBSO)	19,309	13,016	12,000	14,011	18,000	19,000	21,000	21,000
001-352.100	Fines - Library	1,065	1,002	1,000	624	1,000	1,000	1,000	1,000
001-354.100	Fines - Code Violations (80%)	31,193	42,464	110,000	73,970	90,000	110,000	110,000	110,000
001-354.105	Fines - Alarm Violations	5,575	5,275	5,000	1,800	3,086	5,200	5,200	5,200
001-354.110	Code Violations - Admin Cost	6,308	15,102	13,000	9,930	13,000	13,000	13,000	13,000
001-354.120	Penalties - Business Tax Receipts	246	-			-			
001-354.135	Parking Violations - Code	1,045	6,455	20,000	4,715	5,000	6,000	6,000	6,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**GENERAL FUND REVENUE (General Fund 001)**  
**REVENUE BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

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001-354.210	Code Violations - Community Improve	7,798	10,616	10,000	16,155	16,250	12,000	16,000	16,000
001-361.100	Interest Earnings	9,349	17,522	20,000	21,523	26,000	30,000	41,712	41,712
001-361.110	Interest Earnings - Tax Collections	7,621	239	-	-	-	-	-	-
001-361.120	Sales Tax Commissions	44	22	-	14	15	-	-	-
001-361.130	Interest on Assessments	447	7,363	5,000	908	1,000	2,000	2,000	2,000
001-361.200	Filing Fees		594	-	-	-	-	-	-
001-362.100	Rent - P.B.C. Sheriff	120	120	120	100	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	38,682	-	38,682	39,842	39,842	39,842
001-362.122	Rent - Cell Tower (T-Mobile)	5,900		-	-	-	-	-	-
001-362.124	Rent - Burt Reynolds Institute	24	1	-	-	-	-	-	-
001-362.200	Rent - Dunkin Donuts Lot	8,423	8,264	10,217	9,110	9,110	10,217	10,217	10,217
001-363.120	Service Charges-Code Violation	2,150	6,550		26,982	26,982	-	-	-
001-335.100	Sale of Scrap Material			100	251	251	100	100	100
001-366.300	Event Sponsorship	-		-	-	-	-	-	-
001-366.713	Grant - PGIT Safety	2,470	4,951	4,000	2,692	4,000	4,000	4,000	4,000
001-369.100	Miscellaneous Revenue	1,930		1,000	2,446	1,000	1,000	1,000	1,000
001-369.120	Emergency Reimbursements	-	-	1,000	10,265	10,265	1,000	1,000	1,000
001-369.130	Seacoast Advisory Board	3,600	3,600	3,600	3,000	3,600	3,600	3,900	3,900
001-369.200	Cash Over/Short	(44)	58	-	-	-	-	-	-
001-369.320	Reimbursement - PBSO Fuel	19,246	10,274	5,000	4,783	5,200	5,000	7,000	7,000
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	126,887	169,183	169,183	169,183	169,183

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**GENERAL FUND REVENUE (General Fund 001)**  
**REVENUE BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	2018_0001, CCF06122018_0002	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-381.130	Transfer from CRA Fund - ILA	35,843	33,009	91,320	68,490	91,320	91,321	91,321	91,321
001-381.190	Transfer Streets and Roads	90,000	90,000	90,000	67,500	90,000	90,000	93,500	93,500
001-381.401	Transfer from Marina	10,000	10,000	10,000	7,500	10,000	15,000	15,000	15,000
001-381.402	Transfer from Stormwater	50,000	50,000	50,000	37,500	50,000	60,000	60,000	60,000
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	8,913,721	7,250,002	7,960,067	6,594,079	8,059,282	8,391,692	8,462,431	8,462,431
001-38-000-9000	BALANCE BROUGHT FORWARD	-	-	35,000	-	-	-	-	-
001-389.700	TOTAL GENERAL FUND REVENUE	8,913,721	7,250,002	7,995,067	6,594,079	8,059,282	8,391,692	8,462,431	8,462,431

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN COMMISSION (General Fund 100)**  
**DEPARTMENTAL BUDGET SUMMARY**  
**FISCAL YEAR 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	51,418	48,506	51,309	51,309	51,309	51,309	51,309
Operating Expenses	31,799	31,225	23,182	22,844	90,464	83,475	83,475
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>83,217</b>	<b>79,731</b>	<b>74,491</b>	<b>74,153</b>	<b>141,773</b>	<b>134,784</b>	<b>134,784</b>
<b>Personnel Recap</b>							
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Mayor				1.00	1.00	1.00	1.00
Vice-Mayor				1.00	1.00	1.00	1.00
Commissioner				1.00	1.00	1.00	1.00
Commissioner				1.00	1.00	1.00	1.00
Commissioner				1.00	1.00	1.00	1.00
				<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN COMMISSION (GF 100)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-51-511-100-11000	Executive Salaries	48,261	45,203	47,540	34,737	47,540	47,540	47,540	47,540
001-51-511-100-19900	Wages Reclassified	-	-	-		-		-	-
001-51-511-100-21000	FICA	3,025	3,171	3,637	2,657	3,637	3,637	3,637	3,637
001-51-511-100-24000	Worker's Compensation Insurance	132	132	132	99	132	132	132	132
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>51,418</b>	<b>48,506</b>	<b>51,309</b>	<b>37,493</b>	<b>51,309</b>	<b>51,309</b>	<b>51,309</b>	<b>51,309</b>
001-51-511-100-31000	Professional Services	1,788	-	-	-	-			
001-51-511-100-34000	Contractual Services						60,500	60,500	60,500
001-51-511-100-40000	Travel & Training	6,917	10,663	10,000	5,808	10,000	14,738	10,000	10,000
001-51-511-100-41100	Telephone	1,226	3,095	2,500	1,002	2,500	1,400	1,400	1,400
001-51-511-100-41200	Postage & Shipping	67	18	100	-	-	100	100	100
001-51-511-100-47000	Printing	792	400	100	31	62	2,500	2,000	2,000
001-51-511-100-48000	Promotional Activity	910	1,901	1,250	948	1,250	1,700	1,200	1,200
001-51-511-100-48045	Sunset Celebration	10,904	-	-				-	-
001-51-511-100-49400	Uniforms & Clothing	132	372	500	222	500	500	500	500
001-51-511-100-51000	Office Supplies	55	5,074	200	-	-	300	200	200
001-51-511-100-52000	Operating Supplies	931	1,566	-		-		-	-
001-51-511-100-54200	Memberships, Dues, & Subscription	8,077	8,136	8,532	8,214	8,532	8,726	7,575	7,575
001-51-511-100-40000	Special Event Attendance by Comm.			-	-	-		-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>31,799</b>	<b>31,225</b>	<b>23,182</b>	<b>16,225</b>	<b>22,844</b>	<b>90,464</b>	<b>83,475</b>	<b>83,475</b>
001-51-511-100-64100	Machinery & Equipment				-	-			
	<b>TOTAL CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>83,217</b>	<b>79,731</b>	<b>74,491</b>	<b>53,718</b>	<b>74,153</b>	<b>141,773</b>	<b>134,784</b>	<b>134,784</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN COMMISSION (GF 100)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**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>				47,540	-	-	-	-	-	-	-	51,309

Insurance Table			
Employee Only	9,612	383	53
Employee + Spouse	16,244	383	53
Employee + Children	13,649	383	53
Employee + Family	19,800	383	53

**TOWN OF LAKE PARK - ANNUAL BUDGET  
TOWN COMMISSION (GF 100)  
EXPENSE DETAIL & ANALYSIS  
FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
100-34000	Contractual Services	The current official website of the Town of Lake Park at <a href="http://www.lakeparkflorida.gov">www.lakeparkflorida.gov</a> is not customer friendly and is not an effective communication tool for the Town. The purpose of this budget item 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 which will include live-streaming. 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 which will enable the Town to engage the services of this company without having to go out for a competitive solicitation for such services. This is a five-year project, the total cost of which is projected to be \$35,741 (or a reduction of \$34,197 from the original quote of \$69,983). 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 new website. The cost for the first year of this project, which will be Fiscal Year 2019, will be \$18,500. The design of the new website will cover all Town Departments including the Library, the Community Redevelopment Agency and the Marina, which will eliminate the need to factor in additional monies for the creation of sub-sites. Also included is \$42,000 for the Town's Lobbyist.	60,500
100-40000	Travel & Training	Allowance for Travel to Conferences and Conventions: FLC Annual Legislative Conf. (\$774), PBC Days (\$1,145), FLC IEMO (\$953), FLC Advanced IEMO Conf. (\$652), Governor's Hurricane Conf. (\$400), FLC Annual Conf. (\$6,792-4 members), FLC Legislative Action Days (\$1,747), PBC League Installation Banquet (\$300), BDB Gala (\$1,200), Homeless Coalition of PBC (\$300), Safe Streets Summit (\$50), PB North Valor and Community Service Awards (\$180), PB North Leadership Awards (\$185), PB North Business Before Hours (\$60) <b>Budget Reduction of (\$4,738) applied</b>	10,000
100-41100	Telephone	Mobile phone charges	1,400
100-41200	Postage & Shipping	Incidental postage and shipping	100
100-47000	Printing	Newsletter printing/Incidental printing	2,000
100-48000	Promotional Activity	Annual Volunteer Recognition Reception	700
		Constant Contact (e-mail blasts)	500
		Total	1,200
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, & Subs.	Palm Beach County League of Cities	5,140
		Florida League of Cities	1,000
		Palm Beach North Chamber of Commerce	710
		National League of Cities	
		Florida League of Mayors	350
		Other	375
		Total	7,575
		10	
		Total Operating Expenses	83,475

**TOWN OF LAKE PARK - ANNUAL BUDGET  
TOWN COMMISSION (GF 100)  
PROPOSED INITIATIVES with DETAIL  
FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Upgrade of the Town's Official Website			Added to Budget
2				
3				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>

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**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN MANAGER (GF 104)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2018-19**

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 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	193,096	240,488	276,106	272,159	274,969	281,001	281,001
Operating Expenses	24,839	61,483	89,060	81,574	67,299	56,385	56,385
Capital Outlay	-	-	-	-	-	-	-
Total Expenses	217,935	301,971	365,166	353,733	342,268	337,386	337,386

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	1.00
Assistant to the Town Manager (15% shared with the CRA)	1.00	1.00	1.00	1.00
Grants Writer (10% shared with the CRA and 10% shared with Stormwater)	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**TOWN MANAGER (GF 104)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015-16</b>	<b>ACTUAL 2016-17</b>	<b>CURRENT YEAR BUDGET 2017-18</b>	<b>ACTUAL AS OF 6/30/2018</b>	<b>ESTIMATE FOR THE YEAR 2017-18</b>	<b>THE DEPT. PROPOSED BUDGET BY 2018-19</b>	<b>TOWN MGT. PROPOSED BUDGET 2018-19</b>	<b>ADOPTED BUDGET 2018-19</b>
001-51-512-104-11000	Executive Salaries	117,900	115,010	120,515	88,069	120,515	120,515	126,547	126,547
001-51-512-104-12000	Regular Salaries	46,255	88,768	128,523	97,019	128,523	133,744	133,744	133,744
001-51-512-104-13000	Other and Part-Time Salaries				-	-	-	-	-
001-51-512-104-14000	Overtime Salaries	1,666	4,023	500	119	238	500	500	500
001-51-512-104-15000	Special Pay	7,100	5,980	6,720	4,480	6,720	7,440	7,440	7,440
001-51-512-104-19900	Wages Reclassified	(30,608)	(41,487)	(66,565)	(66,565)	(66,565)	(70,359)	(70,359)	(70,359)
001-51-512-104-21000	FICA	12,319	15,338	19,090	13,646	19,090	19,951	19,951	19,951
001-51-512-104-22000	Retirement	14,236	17,114	21,691	11,771	19,151	16,193	16,193	16,193
001-51-512-104-22100	Town Retirement Matching	1,285	2,196	4,346	1,726	3,300	2,359	2,359	2,359
001-51-512-104-23100	Medical Insurance	19,622	28,551	36,197	30,163	36,197	39,504	39,504	39,504
001-51-512-104-23200	Insurance - Dental	664	959	1,149	860	1,150	1,182	1,182	1,182
001-51-512-104-23300	Insurance - Life	1,056	1,329	1,121	734	1,021	1,121	1,121	1,121
001-51-512-104-23400	Insurance - Vision	79	138	159	131	159	159	159	159
001-51-512-104-23500	Disability	1,222	2,269	2,360	1,318	2,360	2,360	2,360	2,360
001-51-512-104-24000	Worker's Compensation Insurance	300	300	300	225	300	300	300	300
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>193,096</b>	<b>240,488</b>	<b>276,106</b>	<b>183,696</b>	<b>272,159</b>	<b>274,969</b>	<b>281,001</b>	<b>281,001</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**TOWN MANAGER (GF 104)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-51-512-104-31000	Professional Services		25,100	-	34,160	34,160	12,000	12,000	12,000
001-51-512-104-34000	Contractual Services		4,300	42,000	5,056	5,056	-	-	-
001-51-512-104-40000	Travel & Training	7,179	12,092	7,000	2,846	7,000	12,414	6,700	6,700
001-51-512-104-41100	Telephone	3,180	4,825	2,500	2,468	4,936	5,000	5,000	5,000
001-51-512-104-41200	Postage & Shipping	115	221	100	173	200	100	100	100
001-51-512-104-44200	Equipment Leases	-	-	100	-	-	100	100	100
001-51-512-104-47000	Printing	136	855	300	56	112	300	300	300
001-51-512-104-48000	Promotional Activities	7,974	7,728	7,100	10,539	10,600	7,400	7,400	7,400
001-51-512-104-48001	Funding of Town Grants			25,000	800	15,000	25,000	20,000	20,000
001-51-512-104-49400	Uniforms & Clothing	-	-	200		-	300	300	300
001-51-512-104-51000	Office Supplies	236	1,902	200	288	300	200	200	200
001-51-512-104-52000	Operating Supplies	192	3,923	350	-	-	350	150	150
001-51-512-104-54200	Memberships, Dues, & Subscriptions	5,827	537	4,210	3,665	4,210	4,135	4,135	4,135
								-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>24,839</b>	<b>61,483</b>	<b>89,060</b>	<b>60,051</b>	<b>81,574</b>	<b>67,299</b>	<b>56,385</b>	<b>56,385</b>
001-51-512-104-64100	Machinery & Equipment								
	<b>TOTAL CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>217,935</b>	<b>301,971</b>	<b>365,166</b>	<b>243,747</b>	<b>353,733</b>	<b>342,268</b>	<b>337,386</b>	<b>337,386</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**TOWN MANAGER (GF 104)**

**WAGE AND BENEFITS - DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Town Manager	FT	60.84	2,080	126,547	12,655	-	16,244	394	732	53	1,147	157,772
Assistant to the Town Manager	FT	22.68	2,080	47,174	3,538	-	13,648	394	139	53	436	65,382
Grants Writer	FT	41.62	2,080	86,570	-	-	9,612	394	250	53	777	97,656
Wages Reclassified	(41,021)	(9,807)	(19,531)									(70,359)
(2 Special Pay) & (car allowance)	7,440											7,440
FICA	19,951											19,951
Worker's Compensation Insurance	300											300
OverTime	500											500
Town Retirement Matching	2,359											2,359
<b>Total Wages &amp; Benefits</b>	<b>(10,471)</b>			<b>260,291</b>	<b>16,193</b>	<b>-</b>	<b>39,504</b>	<b>1,182</b>	<b>1,121</b>	<b>159</b>	<b>2,360</b>	<b>281,001</b>

Insurance Table

Employee Only	9,612	394	53
Employee + Spouse	16,244	394	53
Employee + Children	13,648	394	53
Employee + Family	19,800	394	53
Health Coverage Op-out Credit	4,356		

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**TOWN MANAGER (GF 104)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
104-31000	Professional Services	Public Relations Specialist	12,000
104-34000	Contractual	Contract Services for Lobbying efforts on behalf of the Town	-
104-40000	Travel & Training	FCCMA Annual Conference	1,036
		FCCMA Winter Institute Conference	600
		Florida Redevelopment Association annual conference	800
		Florida League of Cities Conference	1,750
		Palm Beach County Days	800
		FLC Legislative Action Days	1,000
		BDB GALA	400
		PBC League GALA	75
		Governors Hurricane Conference	800
		Training and Webinars	1,838
		Grants Writer travel -GPA National Conference	-
		Misc.	500
		PB North Chamber -Valor and Community Service Awards	120
		BDB of PBC Event	55
		PB North Chamber Business Before Hours	100
		PBC League District 1 Lunch (\$20 x 12)	240
		<b>Budget reduction</b>	<b>(3,414)</b>
		Total	6,700
104-41100	Telephone	Office telephone extensions (2) phone lines (Land Lines) and 2 mobility lines for AT&T and Sprint Tablet and Cell Phone	5,000
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 (68 * \$100)	7,400
104-48001	Funding of Town Grants		20,000
104-47002	Uniforms & Clothing	6 logo shirts	300
104-51000	Office Supplies		200
104-52000	Operating Supplies		150
104-54200	Memberships, Dues, & Subscriptions	ICMA membership	1,000
		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 Palm Beach North Chapter	185
		Palm Beach County Affordable Housing Collaborative	50
		Total	4,135
		18	Total
			\$ 56,385

**TOWN OF LAKE PARK - ANNUAL BUDGET  
TOWN MANAGER (GF 104)  
PROPOSED INITIATIVES with DETAIL  
FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1		None		\$ -
2				
3				\$ -
4				
5				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>

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**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**HUMAN RESOURCES (GF 105)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2018-19**

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

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

In terms of the efficient delivery of departmental services, the departmental responsibilities outlined above have continued to be carried out in a cost-effective, accurate and timely manner. Additionally, the Human Resources Director has served 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 2019, the Human Resources Director will focus on employee compensation and engagement issues.***

**TOWN OF LAKE PARK - ANNUAL BUDGET  
HUMAN RESOURCES (GF 105)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	151,423	142,228	143,588	141,479	146,777	146,777	146,777
Operating Expenses	30,803	40,736	37,375	48,493	56,414	51,589	51,589
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>182,226</b>	<b>182,964</b>	<b>180,963</b>	<b>189,972</b>	<b>203,191</b>	<b>198,366</b>	<b>198,366</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	1.00
Assistant to the HR Director (10% shared with the Marina)	1.00	1.00	1.00	1.00
	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**HUMAN RESOURCES (GF 105)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-51-512-105-11000	Executive Salaries	72,664	74,943	75,442	64,589	75,442	76,960	76,960	76,960
001-51-512-105-12000	Regular Salaries	40,439	38,837	40,310	31,736	40,310	42,786	42,786	42,786
001-51-512-105-13000	Other & Part Time Salaries	75	-	-		-	-	-	-
001-51-512-105-14000	Overtime Salaries	226	748	100	121	150	100	100	100
001-51-512-105-15000	Special Pay	2,232	720	1,720	980	1,720	1,220	1,220	1,220
001-51-512-105-19900	Wages Reclassified		(12,194)	(17,048)	(19,054)	(19,054)	(19,719)	(19,719)	(19,719)
001-51-512-105-21000	FICA	8,252	8,173	8,994	6,965	8,994	9,262	9,262	9,262
001-51-512-105-22000	Retirement	5,741	8,411	8,681	6,708	8,681	8,981	8,981	8,981
001-51-512-105-22100	Town Retirement Matching	2,902	4,663	5,284	4,067	5,284	5,452	5,452	5,452
001-51-512-105-23100	Medical Insurance	16,522	15,461	17,614	14,678	17,614	19,222	19,222	19,222
001-51-512-105-23200	Insurance - Dental	797	742	766	573	766	788	788	788
001-51-512-105-23300	Insurance - Life	263	249	373	118	220	373	373	373
001-51-512-105-23400	Insurance - Vision	115	124	106	79	106	106	106	106
001-51-512-105-23500	Disability	1,039	1,195	1,090	796	1,090	1,090	1,090	1,090
001-51-512-105-24000	Worker's Compensation Insurance	156	156	156	117	156	156	156	156
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>151,423</b>	<b>142,228</b>	<b>143,588</b>	<b>112,473</b>	<b>141,479</b>	<b>146,777</b>	<b>146,777</b>	<b>146,777</b>
001-51-512-105-31000	Professional Services	5,933	6,701	5,000	4,130	5,000	5,000	5,000	5,000
001-51-512-105-34000	Contractual Services	3,636	4,416	5,000	3,054	5,000	5,000	5,000	5,000
001-51-512-105-40000	Travel and Training	108	-	-	75	150	1,000	1,000	1,000
001-51-512-105-40100	Tuition Reimb - GF Employees		5,517	10,254	9,094	10,254	17,325	15,000	15,000
001-51-512-105-41100	Telephone	266	225	300	153	300	300	300	300

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**HUMAN RESOURCES (GF 105)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015-16</b>	<b>ACTUAL 2016-17</b>	<b>CURRENT YEAR BUDGET 2017-18</b>	<b>ACTUAL AS OF 6/30/2018</b>	<b>ESTIMATE FOR THE YEAR 2017-18</b>	<b>THE DEPT. PROPOSED BUDGET BY 2018-19</b>	<b>TOWN MGT. PROPOSED BUDGET 2018-19</b>	<b>ADOPTED BUDGET 2018-19</b>
001-51-512-105-41200	Postage & Shipping	572	453	700	347	700	700	700	700
001-51-512-105-44200	Equipment Leases	1,895	1,717	1,537	1,153	1,537	1,537	1,537	1,537
001-51-512-105-47000	Printing	146	55	200	155	200	200	200	200
001-51-512-105-47100	Photocopying	951	1,413	1,032	2,037	2,500	2,000	2,000	2,000
001-51-512-105-48100	Advertising	14,887	16,944	10,000	18,724	19,500	20,000	17,500	17,500
001-51-512-105-49400	Uniforms & Clothing			200	-	200	200	200	200
001-51-512-105-51000	Office Supplies	1,135	1,715	1,500	1,259	1,500	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	1,274	1,580	1,652	616	1,652	1,652	1,652	1,652
	<b>TOTAL OPERATING EXPENSES</b>	<b>30,803</b>	<b>40,736</b>	<b>37,375</b>	<b>40,797</b>	<b>48,493</b>	<b>56,414</b>	<b>51,589</b>	<b>51,589</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>182,226</b>	<b>182,964</b>	<b>180,963</b>	<b>153,270</b>	<b>189,972</b>	<b>203,191</b>	<b>198,366</b>	<b>198,366</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**HUMAN RESOURCES (GF 105)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**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	37.00	2,080	76,960	5,772	-	9,611	394	250	53	711	93,751
Assistant to the HR Director	FT	20.57	2,080	42,786	3,209	-	9,611	394	123	53	379	56,555
Special Pay - Employee of the Year Award	500											500
Overtime Salaries	100											100
Wages Reclassified	(14,063)	(5,656)										(19,719)
Phone Allowance	720											720
FICA	9,262											9,262
Worker's Compensation Insurance	156											156
Town Retirement Matching	5,452											5,452
<b>Total Wages &amp; Benefits</b>				119,746	8,981	-	19,222	788	373	106	1,090	146,777

Insurance Table

Employee Only	9,611	394	53
Employee + Spouse	16,244	394	53
Employee + Children	13,649	394	53
Employee + Family	19,800	394	53
Health Coverage Op-out Cred	4,356		

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**HUMAN RESOURCES (GF 105)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**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 6/4/2018, 75 percent of Fiscal Year 2018 has been completed and \$2,101 is the net available, this account is being level-funded in the same amount as budgeted for Fiscal Year 2018.	\$ 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 6/4/2018, 75 percent of Fiscal Year 2018 has been completed and \$2,449 is the net available in this account, this account is being level-funded in the same amount as budgeted for Fiscal Year 2018.	5,000
105-40000	Travel and Training	No travel and training was budgeted for in Fiscal Year 2018; however, the Assistant Town Manager/Human Resources Director attended the Governor's Hurricane Conference from 5/14/2018 to 5/16/2018, and \$75.00 was spent on travel and meals. An estimated "not to exceed" figure of \$150 is being budgeted for possible attendance at the Governor's Hurricane Conference occurring during Fiscal Year 2019. Additionally, \$99.00 is being budgeted for attendance by the Assistant to the Human Resources Director at the Society for Human Resource Management training on "The Employment Eligibility: A Practical Guide to I-9 and E-Verify". Therefore, an overall total of \$1,000.00 is being budgeted for this item for Fiscal Year 2019.	1,000
105-40100	Tuition Reimbursement	All general fund employees. This account benefit is being proposed for three employees in the total amount of \$17,325 (two of whom have been receiving this benefit during Fiscal Year 2018).	15,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**HUMAN RESOURCES (GF 105)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-41100	Telephone	State of Florida. Level funded from Fiscal Year 2018.	300
105-41200	Postage & Shipping	United States Postal Service and occasionally Federal Express. Since as of 6/4/2018, 75 percent of Fiscal Year 2018 has been completed and \$458 is the net available, this account is being level-funded in the same amount as budgeted for Fiscal Year 2018.	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). This account has been level funded from Fiscal Year 2018.	1,537
105-47000	Printing	Minuteman Press. Since as of 6/4/2018, 75 percent of Fiscal Year 2018 has been completed and \$45 is the net available, this account is being level-funded in the same amount as budgeted for Fiscal Year 2018.	200
105-47100	Photocopying	The new Canon printer/copier was installed in Fiscal Year 2018, and for this fiscal year the amount budgeted consisted 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; however, at this point in the current fiscal year this account is \$689 overbudget. Therefore, an increased amount of \$2,000 is being budgeted for Fiscal Year 2019.	2,000
105-48100	Advertising	Palm Beach Post; International City/County Management Association; American Planning Association; Florida American Planning Association; Florida Government Finance Officers Association; and, other professional organizations as needed for which there is a cost for employment advertising. For Fiscal Year 2018, the amount of \$10,000 was budgeted because of the high degree of job advertising that was anticipated. And such trend has continued and is expected to continue in view of the low unemployment rate and until such time as the Town is able to increase pay rates. With 75 percent of the fiscal year having been completed, there is a negative balance of \$5,217 in this account. Therefore, this account is being budgeted for an increased amount of \$20,000 for Fiscal Year 2019.	17,500
105-49400	Uniforms & Clothing	The amount of \$200 was budgeted for this account for Fiscal Year 2018 and so far, no funds have been expended. This account is being level funded from Fiscal Year 2018 in the amount of \$200.	200
105-51000	Office Supplies	Staples for general office supplies. With 75 percent of the fiscal year completed, there is a net available of \$260 in this account. Therefore, this account is being level funded from Fiscal Year 2018 in the amount of \$1,500.	1,500

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**HUMAN RESOURCES (GF 105)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
105-54200	Membership, Dues & Subscriptions	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 estimate for Fiscal Year 2018.	1,652
	<b>Total</b>		<b>\$ 51,589</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**Human Resources (105)**

**PROPOSED INITIATIVES with DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Lazerfiche License Upgrade for the Human Resources Department	<p>Purchase of the Human Resources module which Laserfiche offers on the Avante system to automate access to employee files, automate personnel tasks and track decisions through out the employee lifecycle. This module can be used to capture and route employment applications, send notifications to department heads when an application requires review, expedite the employee onboarding process and automatically schedule benefits enrollment and other tasks (including the tracking of employee evaluations). Such a system is needed as the responsibilities of the Assistant to the Human Resources Director have increased because the Human Resources Director has taken on an additional role, and being able to automate certain processes will assist in her workload. The quote received from MCCI includes the following considerations: Forms Professional is \$68/Full User and \$18/user of that is reoccurring yearly support. Forms Portal (granting anonymous submission of forms from your website) is \$10,395 and \$2,400 of that is reoccurring yearly support. Forms Authenticated Users are \$260/user and \$60/user for reoccurring yearly support. MCCI has suggested that this project will cost roughly \$15,000. That includes Forms Pro for the two Full Users, Forms Portal, and 5 new Forms Authenticated Users as well as Project Management/Install Fees. MCCI has pointed out that the numbers are purely for software and support and do not include the project management/installation fees. Therefore, the amount of \$15,000 is a ballpark figure for preliminary budget purposes only as MCCI will need to schedule a time to an official scope of work for what Human Resources is seeking to accomplish.</p>		\$ 15,000
2	Compensation Study	<p>The Town Manager has directed that a compensation study of all Town positions be conducted by an outside consultant. The purpose of such a study will be to review the effectiveness of the Town's current pay play as it relates to market competitiveness for attracting and retaining quality employees, and for conducting a job analysis for ensuring proper classification and internal equity as well as to compare the Town's compensation for competitiveness with the local labor market. Based upon a survey conducted earlier this year of municipalities, it was determined that a number of them used the firm of Evergreen Solutions LLC to conduct their compensation studies and they were very pleased with this firm and found it to be very knowledgeable of the Florida public sector. The City of Destin, which has a population of about 13,654 (as of 2016) and approximately 100 employees, used Evergreen Solutions LLC and paid \$14,000. While the Town will have to go out for an RFP for these services, I am including this figure as my cost estimate for the provision of similar services to the Town of Lake Park on a not to exceed basis. I chose the City of Destin as this was the municipality that had utilized Evergreen Solutions LLC that is closest to the Town's population and number of employees in its workforce.</p>		\$ 14,000
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 29,000</b>

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**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN CLERK (GF 106)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2018-19**

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 2018-19**

**Schedule 1**

	Actual Expenses 2015-17	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	116,709	143,465	149,477	149,477	155,088	155,088	155,088
Operating Expenses	26,286	48,200	64,312	62,971	49,644	47,544	47,544
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>142,995</b>	<b>191,665</b>	<b>213,789</b>	<b>212,448</b>	<b>204,732</b>	<b>202,632</b>	<b>202,632</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	1.00
Deputy Town Clerk (5% allocated to the CRA)				1.00	1.00	1.00	1.00
Records Management Technician				-----	-----	-----	
				<hr/> 2.00	<hr/> 2.00	<hr/> 2.00	<hr/> 2.00

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**TOWN CLERK (GF 106)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015-16</b>	<b>ACTUAL 2016-17</b>	<b>CURRENT YEAR BUDGET 2017-18</b>	<b>ACTUAL AS OF 6/30/2018</b>	<b>ESTIMATE FOR THE YEAR 2017-18</b>	<b>THE DEPT. PROPOSED BUDGET BY 2018-19</b>	<b>TOWN MGT. PROPOSED BUDGET 2018-19</b>	<b>ADOPTED BUDGET 2018-19</b>
001-51-512-106-11000	Executive Salaries	64,361	68,680	66,477	49,921	66,477	69,202	69,202	69,202
001-51-512-106-12000	Regular Salaries	22,344	40,598	42,328	32,815	42,328	44,054	44,054	44,054
001-51-512-106-14000	Overtime Salaries	349	539	800	335	800	1,000	1,000	1,000
001-51-512-106-15000	Special Pay	732	660	2,220	1,980	2,220	720	720	720
001-51-512-106-19900	Wages Reclassified	(6,771)	(6,782)	(7,101)	(7,101)	(7,101)	(7,364)	(7,364)	(7,364)
001-51-512-106-21000	FICA	6,329	8,098	8,555	6,225	8,555	8,796	8,796	8,796
001-51-512-106-22000	Retirement	3,218	6,655	8,161	6,344	8,161	8,494	8,494	8,494
001-51-512-106-22100	Town Retirement Matching	1,609	3,790	4,382	3,400	4,382	4,561	4,561	4,561
001-51-512-106-23100	Medical Insurance	22,016	18,707	21,313	17,760	21,313	23,261	23,261	23,261
001-51-512-106-23200	Insurance - Dental	797	742	766	573	766	788	788	788
001-51-512-106-23300	Insurance - Life	383	387	331	210	331	331	331	331
001-51-512-106-23400	Insurance - Vision	110	109	106	96	106	106	106	106
001-51-512-106-23500	Disability	1,136	1,186	1,043	796	1,043	1,043	1,043	1,043
001-51-512-106-24000	Worker's Compensation Insurance	96	96	96	72	96	96	96	96
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>116,709</b>	<b>143,465</b>	<b>149,477</b>	<b>113,426</b>	<b>149,477</b>	<b>155,088</b>	<b>155,088</b>	<b>155,088</b>
001-51-512-106-31000	Professional Services	3,455	1,417	33,726	33,457	33,457	7,500	7,500	7,500
001-51-512-106-33000	Accounting, Audit & Elections	2,228	15,456	50	-	-	15,000	15,000	15,000
001-51-512-106-34000	Contractual Services	4,432	5,096	7,000	6,319	7,000	6,008	6,008	6,008
001-51-512-106-40000	Travel & Training	1,543	4,970	5,000	1,270	5,000	5,000	3,400	3,400
001-51-512-106-41100	Telephone	739	629	450	511	700	450	450	450
001-51-512-106-41200	Postage & Shipping	149	335	250	105	250	250	250	250
001-51-512-106-44200	Equipment Lease	3,208	1,604	3,352	2,098	3,352	3,352	3,352	3,352

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**TOWN CLERK (GF 106)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-51-512-106-46000	Repair & Maintenance				-	-		-	
001-51-512-106-47000	Printing	280	136	150	45	150	400	400	400
001-51-512-106-47100	Photocopying	1,283	884	3,000	1,784	3,000	1,000	1,000	1,000
001-51-512-106-48000	Promotional Activity	-	-	750	(11)	(22)	-	-	-
001-51-512-106-48100	Advertising	6,561	14,970	8,000	4,978	8,000	8,000	8,000	8,000
001-51-512-106-48200	Recording Fees	-	-	100	-		-	-	-
001-51-512-106-49400	Uniforms & Clothing	-	122	100	-		100	100	100
001-51-512-106-51000	Office Supplies	1,570	1,896	1,500	627	1,000	1,500	1,000	1,000
001-51-512-106-52100	Gasoline & Diesel Fuel	281	278		198	200	200	200	200
001-51-512-106-54100	Books & Subscriptions	-	12	-	-	-	-	-	-
001-51-512-106-54200	Memberships, Dues, & Subscriptions	557	395	884	549	884	884	884	884
	<b>TOTAL OPERATING EXPENSES</b>	<b>26,286</b>	<b>48,200</b>	<b>64,312</b>	<b>51,930</b>	<b>62,971</b>	<b>49,644</b>	<b>47,544</b>	<b>47,544</b>
001-51-512-106-63000	Improvements Other Than Buildings		-	-	-	-	-		
001-51-512-106-64100	Machinery & Equipment		-		-	-	-		
	<b>TOTAL OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
		-	-	-	-	-	-		
		-	-	-	-	-	-		
		-	-	-	-	-	-		
	<b>TOTAL DEPT EXPENDITURES</b>	<b>142,995</b>	<b>191,665</b>	<b>213,789</b>	<b>165,356</b>	<b>212,448</b>	<b>204,732</b>	<b>202,632</b>	<b>202,632</b>



**TOWN OF LAKE PARK - ANNUAL BUDGET**

**TOWN CLERK (GF 106)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
106-31000	Professional Services	Laserfiche - Annual Support Renewal	\$ 7,500
106-33000	Accounting, Audit & Elections	Municipal election for Commissioners	15,000
106-34000	Contractual Services	Municode - website fee - \$1,175; Administrative Maintenance fee \$275; Codification of Ordinances \$4,558 -	6,008
106-40000	Travel & Training	FACC Conference; PBCMCA Training for Town Clerk and Deputy Town Clerk; webinars	3,400
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 - including Tree Board	400
	Photocopying	Black & white and color copies	1,000
106-48100	Advertising	Bids/RFP's Ordinances	8,000
106-48200	Recording Fees		-
106-49400	Uniforms & Clothing		100
106-51000	Office Supplies	Bottled water, Misc. Supplies, Paper - included is a laptop and iPad	1,000
106-52100	Gasoline and Diesel Fuel	Town Vehicle	200
106-54100	Books & Subscriptions	Robert's Rules of Order books and new Code books for newly elected Commissioners	-
106-54200	Memberships, Dues, & Subscr	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
		36	
		<b>TOTAL</b>	<b>\$ 47,544</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Town Clerk (106)**  
**PROPOSED INITIATIVES with DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Records Management Technician	Add a full time employee to scan and organize the electronic files		\$ 44,248
2	Municode Corporation	Code Overhaul Project		\$ 10,500
		<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>	<b>\$ -</b>	<b>\$ 54,748</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
TOWN CLERK (GF 106)  
REVENUE BUDGET DETAIL  
FISCAL YEAR 2018-19**

**Schedule 6**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-341.500	Tax (Liens) Search	19,362	18,867	20,000	19,840	20,000	21,000	21,000	21,000
001-341.905	Admin Cost - Public Records Ret.	421	421	1,680	152	300	300	300	300
	TOTAL	19,783	19,288	21,680	19,992	20,300	21,300	21,300	21,300

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LEGAL (GF 108)**

**DEPARTMENTAL BUDGET SUMMARY**

**FISCAL YEAR 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	-	-	-	-	-	-	-
Operating Expenses	111,984	152,294	161,000	227,298	161,000	161,000	161,000
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>111,984</b>	<b>152,294</b>	<b>161,000</b>	<b>227,298</b>	<b>161,000</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 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-51-514-108-31100	Professional Svc - Town Attorney	111,984	152,294	160,000	126,310	216,531	160,000	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>161,000</b>	<b>137,077</b>	<b>227,298</b>	<b>161,000</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>161,000</b>	<b>137,077</b>	<b>227,298</b>	<b>161,000</b>	<b>161,000</b>	<b>161,000</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LEGAL (GF 108)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**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

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**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**INFORMATION TECHNOLOGY (GF 110)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2018-19**

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 2018-19**

**Schedule 1**

	Actual Expenses 2015-17	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	102,571	102,986	110,372	110,924	111,137	111,137	111,137
Operating Expenses	55,851	57,494	64,535	73,983	97,335	93,835	93,835
Capital Outlay	54,977	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>213,399</b>	<b>160,480</b>	<b>174,907</b>	<b>184,907</b>	<b>208,472</b>	<b>204,972</b>	<b>204,972</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	1.00	1.00

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**INFORMATION TECHNOLOGY (GF 110)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-51-512-110-11000	Executive Salaries	78,716	77,803	81,286	60,857	81,826	82,909	82,909	82,909
001-51-512-110-15000	Special Pay	494	446	2,490	2,324	2,490	490	490	490
001-51-512-110-21000	FICA	5,858	5,876	6,145	4,638	6,145	6,268	6,268	6,268
001-51-512-110-22000	Retirement	3,961	5,735	6,096	4,718	6,096	6,218	6,218	6,218
001-51-512-110-22100	Town Retirement Matching	1,980	3,855	4,064	3,146	4,064	4,145	4,145	4,145
001-51-512-110-23100	Medical Insurance	9,996	7,731	8,807	8,161	8,807	9,612	9,612	9,612
001-51-512-110-23200	Insurance - Dental	399	372	383	287	383	394	394	394
001-51-512-110-23300	Insurance - Life	210	210	247	113	247	247	247	247
001-51-512-110-23400	Insurance - Vision	57	57	53	44	53	53	53	53
001-51-512-110-23500	Disability	843	877	777	590	777	777	777	777
001-51-512-110-24000	Worker's Compensation Insurance	24	24	24	18	36	24	24	24
001-51-512-110-26000	Mileage Reimbursement	33	-	-	-	-	-	-	-
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>102,571</b>	<b>102,986</b>	<b>110,372</b>	<b>84,896</b>	<b>110,924</b>	<b>111,137</b>	<b>111,137</b>	<b>111,137</b>
001-51-512-110-31000	Professional Services - Adm IT	10,717	9,279	12,000	12,000	12,000	12,000	12,000	12,000
001-51-512-110-34000	Contractual Services	7,905	7,639	19,620	22,350	22,350	34,920	34,920	34,920
001-51-512-110-40000	Travel & Training	1,404	1,811	1,500	769	1,500	1,500	1,500	1,500
001-51-512-110-41100	Telephone	4,045	4,759	2,300	4,419	8,838	2,300	2,300	2,300
001-51-512-110-41105	Telephone - DSL	3,500	3,199	4,200	1,502	4,200	4,200	4,200	4,200
001-51-512-110-46100	Equipment Maintenance Contract	2,766	2,997	3,000	2,075	3,000	3,000	3,000	3,000
001-51-512-110-49303	Software - Administration	5,788	7,451	8,500	4,576	8,500	8,500	8,500	8,500
001-51-512-110-49306	Software Maintenance - Finance	4,635	4,635	4,415	4,635	4,635	4,915	4,915	4,915
001-51-512-110-51900	Computer Supplies & Parts	3,810	7,466	4,000	2,076	4,000	21,000	17,500	17,500

**TOWN OF LAKE PARK - ANNUAL BUDGET  
INFORMATION TECHNOLOGY (GF 110)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-51-512-110-52000	Operating Supplies	10,401	7,298	4,000	854	4,000	4,000	4,000	4,000
001-51-512-110-54200	Memberships, Dues, & Subscription	880	960	1,000	960	960	1,000	1,000	1,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>55,851</b>	<b>57,494</b>	<b>64,535</b>	<b>56,216</b>	<b>73,983</b>	<b>97,335</b>	<b>93,835</b>	<b>93,835</b>
001-51-512-110-64100	Machinery & Equipment	53,212	-	-	-	-	-	-	-
001-51-512-110-64100	Machinery & Equipment	-	-	-	-	-	-	-	-
001-51-512-110-64000	<b>TOTAL CAPITAL OUTLAY</b>	<b>54,977</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</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>213,399</b>	<b>160,480</b>	<b>174,907</b>	<b>141,112</b>	<b>184,907</b>	<b>208,472</b>	<b>204,972</b>	<b>204,972</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**INFORMATION TECHNOLOGY (GF 110)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**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	39.86	2,080	82,909	6,218	-	9,612	394	247	53	777	100,210
DSL Line		490										490
FICA		6,268										6,268
Worker's Compensation Insurance		24										24
Town Retirement Matching		4,145										4,145
<b>Total Wages &amp; Benefits</b>				82,909	6,218	-	9,612	394	247	53	777	111,137

Insurance Table

Employee Only	9,612	394	53
Employee + Spouse	16,244	394	53
Employee + Children	13,649	394	53
Employee + Family	19,800	394	53
Health Coverage Op-out Credit	4,356		

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**INFORMATION TECHNOLOGY (GF 110)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2018-19**

**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
		Telvue Live Streaming - equipment warranty	\$ 4,800
		BDRS Disaster Recovery Services-Town Hall-Marina-Public Works	\$ 4,680
		Drop Box Annual Fee-All Departments and Commission	\$ 6,000
		Lambda Rail with PBC ISS Annual Fee	\$ 10,500
		Website Hosting	\$ 780
		Total	\$ 34,920
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 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
110-49306	Software-Finance	Accounting Software (ADG) Annual Support Fee	\$ 4,915
110-51900	Computer Supplies & Parts	Maintenance and Repair Computer Parts/Replace Computers	\$ 17,500
110-52000	Operating Supplies	Power Back UPS, Internal Disks Back up	\$ 4,000
110-54200	Memberships, Dues, & Subscriptions	FLGISA, FCCMA, ICMA	\$ 1,000
		TOTAL	\$ 93,835

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Information Technology (110)**  
**PROPOSED INITIATIVES**  
**FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Server Backup on Cloud	To back up critical Virtual servers on cloud and can bring back server on cloud in the event of failure or physical damage to equipment's at our facilities or Ransomware Hacker. This is annual fee.		\$ 6,720
2	Cell Phone Plans with SMS Archive	To have Mayor, Town Manager and Senior Staff who have Cell phones on plan with Verizon's, AT&T or Sprint-T-Mobile with SMS Text Messages Archive through Smarsh for Public Records Request. Cost for phones plan are the same with stipend but the Town now have to provide the devices which involved the cost to replace them every two years. We have to budget about \$5,500 every two years after the first year. (Quotes from at&t and Verizon's).		\$ 11,500
3	Email Exchange Server	We are having Microsoft Exchange Server 2013 which provide email and calendar for employees and Town's Elected Official. Also Microsoft Office Professional 2013 which included Word, Excel, Power Point, Access and Publisher. These software are a one time expense. However Microsoft offers Office 365 which includes all of the above on cloud but will have a user cost per month. Estimate is \$15 per month per user. A few have multiple email addresses. The annual cost is estimated to be approx. \$15 x 80= \$1,200 per month x 12 = \$14,400 per year. Cost to replace server and software licenses are \$5,000.00 every three years if we do not transition to Office 365.		\$ 14,400
4	New Telephone System	The existing telephone systems at Town Hall, Public Works and Marina were established in 1998 by Bellsouth and AT&T, and will not be supported in the near future. In order to replace these units with VoIP, new equipment and installation are needed. The survey from other municipalities in Florida 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. This project is proposed over two budget years (2018-2019 and 2019-2020) to have RFP, Piggy Back contract with City of Boca Raton, Palm Beach County Interlocal Agreement or DMS contract to replace Town of Lake Park telephone systems at Town Hall, Public Works and Marina with new VoIP. (Quotes from AT&T and State of Florida contract for references).		\$ 45,000
5	Office 365 for Library Public Access Computer	Cost to move to Office 365 for Library Public Access computer as: \$15 x 30 = \$450 x 12 = \$5,400 per year. This is an annual fee.		\$ 5,400
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 83,020</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**FINANCE DEPARTMENT (General Fund 150)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2018-19**

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
- ❖ Convert the Business Tax Receipt system from Information Management Services (IMS) software to American Data Group's (ADG) software,
- ❖ The Procedures Manual covering monthly and year-end Accounting processes, is under way this year and will need budget of \$5,000 to complete in fiscal year 2018/2019
- ❖ Complete the Comprehensive Annual Financial Report (CAFR) by March 31, 2019, 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 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	372,181	451,875	461,164	450,168	469,036	469,036	469,036
Operating Expenses	92,041	85,950	104,971	107,127	112,393	109,393	109,393
Capital Outlay	4,425	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>468,647</b>	<b>537,825</b>	<b>566,135</b>	<b>557,294</b>	<b>581,429</b>	<b>578,429</b>	<b>578,429</b>

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Finance Director (15% shared w/ CRA)	1.00	1.00	1.00	1.00
Chief Accountant (10% shared w/Marina)	1.00	1.00	1.00	1.00
Accountant III	1.00	1.00	1.00	1.00
Accountant II (20% shared w/ Sanitation)	1.00	1.00	1.00	1.00
Accountant I	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**FINANCE DEPARTMENT (General Fund 150)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-51-513-150-11000	Executive Salaries	89,824	70,515	85,416	55,334	85,416	87,131	87,131	87,131
001-51-513-150-12000	Regular Salaries	219,496	267,513	264,630	170,850	247,000	275,350	275,350	275,350
001-51-513-150-13000	Other & Part Time Salaries			-	-	-	-	-	-
001-51-513-150-14000	Overtime Salaries	6,233	26,652	5,000	19,033	20,000	6,000	6,000	6,000
001-51-513-150-15000	Special Pay	1,232	1,540	1,720	920	1,720	2,220	2,220	2,220
001-51-513-150-19900	Wages Reclassified	(34,129)	(26,709)	(27,646)	(27,646)	(27,646)	(36,841)	(36,841)	(36,841)
001-51-513-150-21000	FICA	23,124	26,968	27,675	18,001	27,675	28,692	28,692	28,692
001-51-513-150-22000	Retirement	15,509	23,477	26,628	17,781	26,628	23,212	23,212	23,212
001-51-513-150-22100	Town Retirement Matching	5,949	8,872	12,665	5,185	7,778	12,813	12,813	12,813
001-51-513-150-23100	Health Insurance	38,744	45,699	53,811	37,060	50,811	58,729	58,729	58,729
001-51-513-150-23150	Opt Out Payments			3,960	2,970	3,960	4,356	4,356	4,356
001-51-513-150-23200	Insurance - Dental	1,993	2,103	2,298	1,434	2,151	2,367	2,367	2,367
001-51-513-150-23300	Insurance - Life	867	1,035	1,082	434	750	1,082	1,082	1,082
001-51-513-150-23400	Insurance - Vision	343	382	318	219	318	318	318	318
001-51-513-150-23500	Disability	2,792	3,624	3,403	2,012	3,403	3,403	3,403	3,403
001-51-513-150-24000	Worker's Compensation Insurance	204	204	204	153	204	204	204	204
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>372,181</b>	<b>451,875</b>	<b>461,164</b>	<b>303,740</b>	<b>450,168</b>	<b>469,036</b>	<b>469,036</b>	<b>469,036</b>
001-51-513-150-31000	Professional Services			2,500	-	2,500	5,000	5,000	5,000
001-51-513-150-33000	Accounting & Auditing	41,750	45,550	50,000	2,799	50,000	55,000	55,000	55,000
001-51-513-150-34000	Contractual Services	15,934	5,913	9,848	4,091	9,848	5,520	5,520	5,520
001-51-513-150-40000	Travel & Training	3,237	2,445	5,000	3,503	5,000	5,000	3,000	3,000
001-51-513-150-41100	Telephone	1,726	1,387	1,512	949	1,512	1,512	1,512	1,512

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**FINANCE DEPARTMENT (General Fund 150)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-51-513-150-41200	Postage & Shipping	5,117	4,941	4,500	3,418	4,900	4,650	4,650	4,650
001-51-513-150-44200	Equipment Leases	3,349	4,988	6,676	7,456	9,000	8,676	8,676	8,676
001-51-513-150-47000	Printing	800	1,225	2,000	2,203	2,000	2,600	2,600	2,600
001-51-513-150-47100	Copying	832	626	1,000	1,316	1,974	2,000	2,000	2,000
001-51-513-150-49000	Other Current Charges	527	-	435	-	435	435	435	435
001-51-513-150-49600	Bank Charges / Admin Fees	10,906	10,966	13,000	6,016	10,000	11,000	11,000	11,000
001-51-513-150-51000	Office Supplies	7,238	7,634	7,500	8,681	9,200	9,000	8,250	8,250
001-51-513-150-54100	Books & Subscriptions	-	-	-	-	-	1,000	750	750
001-51-513-150-54200	Memberships & Dues	625	275	1,000	505	758	1,000	1,000	1,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>92,041</b>	<b>85,950</b>	<b>104,971</b>	<b>40,937</b>	<b>107,127</b>	<b>112,393</b>	<b>109,393</b>	<b>109,393</b>
001-51-513-150-64100	Machinery & Equipment	-	-	-	-	-	-	-	-
001-51-513-150-62100	Buildings	4,425	-	-	-	-	-	-	-
	<b>TOTAL CAPITAL</b>	<b>4,425</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>468,647</b>	<b>537,825</b>	<b>566,135</b>	<b>344,677</b>	<b>557,294</b>	<b>581,429</b>	<b>578,429</b>	<b>578,429</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**FINANCE DEPARTMENT (General Fund 150)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Finance Director	FT	41.89	2,080	87,131	6,535	-	-	394	259	53	815	95,187
Chief Accountant	FT	32.90	2,080	68,432	5,132	1,000	9,612	394	220	53	692	85,535
Accountant I	FT	26.26	2,080	54,621	4,097	500	16,244	394	160	53	502	76,571
Accountant III	FT	26.51	2,080	55,141	4,136	-	9,612	394	172	53	540	70,048
Accountant II	FT	25.48	2,080	52,998		-	9,612	394	148	53	465	63,670
Office Assistant	FT	21.23	2,080	44,158	3,312	-	13,649	394	123	53	389	62,078
												-
Overtime	6,000											6,000
Wages Reclassified	(36,841)											(36,841)
FICA	28,692											28,692
Phone Allowance	720											720
Worker's Compensation Insurance	204											204
Town Retirement Matching	12,813											12,813
Opt Out Insurance	4,356											4,356
<b>Total Wages &amp; Benefits</b>				<b>362,481</b>	<b>23,212</b>	<b>1,500</b>	<b>58,729</b>	<b>2,367</b>	<b>1,082</b>	<b>318</b>	<b>3,403</b>	<b>469,036</b>

Insurance Table

Employee Only	9,612	394	53.00
Employee + Spouse	16,244	394	53.00
Employee + Children	13,649	394	53.00
Employee + Family	19,800	394	53.00
Health Coverage Op-out Credit	4,356		

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**FINANCE DEPARTMENT (GF 150)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
150-31000	Professional Services	Contract to prepare the procedure manual (\$5,000)	\$ 5,000
		ClearGov - Financial Information Presentation Software	\$ -
		Convert from IMS software to ADG software for management and accounting of the Town's Business Tax Receipts	\$ -
150-33000	Accounting & Auditing	Annual Audit Fee (Nowlen Holt & Miner) & OPEB Actuarial (Foster & Foster)	\$ 55,000
150-34000	Contractual Services	Dunbar Armored Car Service \$460/month	5,520
150-40000	Travel & Training	FGFOA Conference (\$2,000) , , FABTO Conference (\$2,600), and FGFOA Local meetings and Seminars (\$400)	3,000
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	4,650
150-44200	Equipment Leases	Copy Machine (\$4080), Postage Machine (\$1572) Folding Machine(3,024)	8,676
150-47000	Printing	W-2 and 1099 Forms (\$550), Business Tax Receipt forms (\$475), Business Cards (\$200) printing of budget books (\$775) and CAFR's (\$600)	2,600
150-47100	Copying	Per copy charges on the copier/printer	2,000
150-49000	Other Current Charges	GFOA Award Fee	435
150-49600	Credit Card and Banking Fees	Master Card / Visa, American Express, & Account Analysis Fees	11,000
150-51000	Office Supplies	Office Depot, Staples, and others for envelopes, checks, copy paper, water, postage supplies, calculator, pens, etc.	8,250
150-54100	Books & Subscriptions	GAAFR blue book, Governmental Accounting Publications	750
150-54200	Memberships, Dues, & Subscriptions	(2) GFOA (\$170), (2) FGFOA (\$75), (3) PBC GFOA (\$60), (2) FABTO (\$40), and COSTCO (\$165) MISC (\$85)	1,000
		56	TOTAL \$ 109,393

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**Finance Department (150)**

**PROPOSED INITIATIVES with DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	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.		\$ 10,000
		<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>	<b>\$ -</b>	<b>\$ 10,000</b>

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**TOWN OF LAKE PARK - ANNUAL BUDGET  
LAW ENFORCEMENT SERVICES (GF 200)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
FISCAL YEAR 2018-19**

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

The fourteenth addendum to the contract, the Lake Park Law Enforcement Service Agreement, has been discussed with Palm Beach County Sheriff's Office Fiscal Year 2019. This brings the annual amount to \$2,978,187 which includes an exchange of one Lieutenant to Captain, and a Deputy Officer to Sergeant.

**TOWN OF LAKE PARK - ANNUAL BUDGET  
LAW ENFORCEMENT SERVICES (GF 200)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Town Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services							
Operating Expenses	2,682,991	2,746,768	2,868,026	2,868,826	2,997,187	2,997,187	2,997,187
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>2,682,991</b>	<b>2,746,768</b>	<b>2,868,026</b>	<b>2,868,826</b>	<b>2,997,187</b>	<b>2,997,187</b>	<b>2,997,187</b>
<b>Personnel Recap</b>							
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Captain				----	1.00	1	<u>1</u>
Lieutenant				1.00	0	0.00	0.00
Sergeants				3.00	4.00	4.00	4.00
Deputy Sheriffs				18.00	17.00	17.00	17.00
Motor Deputy				1	1.00	1.00	1.00
Administrative Secretary				1.00	1.00	1.00	1.00
Law Enforcement Service Aide				1.00	1.00	1.00	1.00
School Crossing Guards				10.00	10.00	10.00	10.00
				35.00	35.00	35.00	35.00

**TOWN OF LAKE PARK - ANNUAL BUDGET  
LAW ENFORCEMENT SERVICES (GF 200)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-52-521-200-34010	Contract PBC Sheriff	2,648,850	2,722,314	2,849,826	2,137,370	2,849,826	2,978,187	2,978,187	2,978,187
001-52-521-200-41100	Telephone	2,588	2,612	1,200	1,425	2,000	2,000	2,000	2,000
001-52-521-200-43000	Utilities	10,211	10,979	10,000	6,747	10,000	10,000	10,000	10,000
001-52-521-200-43250	Garbage & Trash	1,066	-	2,000	983	2,000	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	5,000	3,755	5,000	5,000	5,000	5,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,682,991</b>	<b>2,746,768</b>	<b>2,868,026</b>	<b>2,150,280</b>	<b>2,868,826</b>	<b>2,997,187</b>	<b>2,997,187</b>	<b>2,997,187</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>2,682,991</b>	<b>2,746,768</b>	<b>2,868,026</b>	<b>2,150,280</b>	<b>2,868,826</b>	<b>2,997,187</b>	<b>2,997,187</b>	<b>2,997,187</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
 LAW ENFORCEMENT SERVICES (GF 200)  
 PROPOSED INITIATIVES  
 FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1				
2				
3				
		<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>	<b>\$ -</b>	<b>\$ -</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 2015-16	2016-2017	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	-	-	-	-	-	-	-
Operating Expenses	-	-	1,000	-	1,000	1,000	1,000
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	-	-	1,000	-	1,000	1,000	1,000
<b>Personnel Recap</b>							
None				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
				-	-	-	-
				0.00	0.00	0.00	0.00

**TOWN OF LAKE PARK - ANNUAL BUDGET  
EMERGENCY AND DISASTER RELIEF SERVICES (GF 250)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	2016-2017	CURRENT YEAR BUDGET 2017-2018	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
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 - Stormwate	-	-	250	-	-	250	250	250
001-52-525-250-52000	Operating Supplies	-	-	250	-	-	250	250	250
	TOTAL OPERATING EXPENSES	-	-	1,000	-	-	1,000	1,000	1,000
	TOTAL DEPT EXPENDITURES	-	-	1,000	-	-	1,000	1,000	1,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS ADMINISTRATION (GF 400)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2018-19**

**CORE VALUES:**

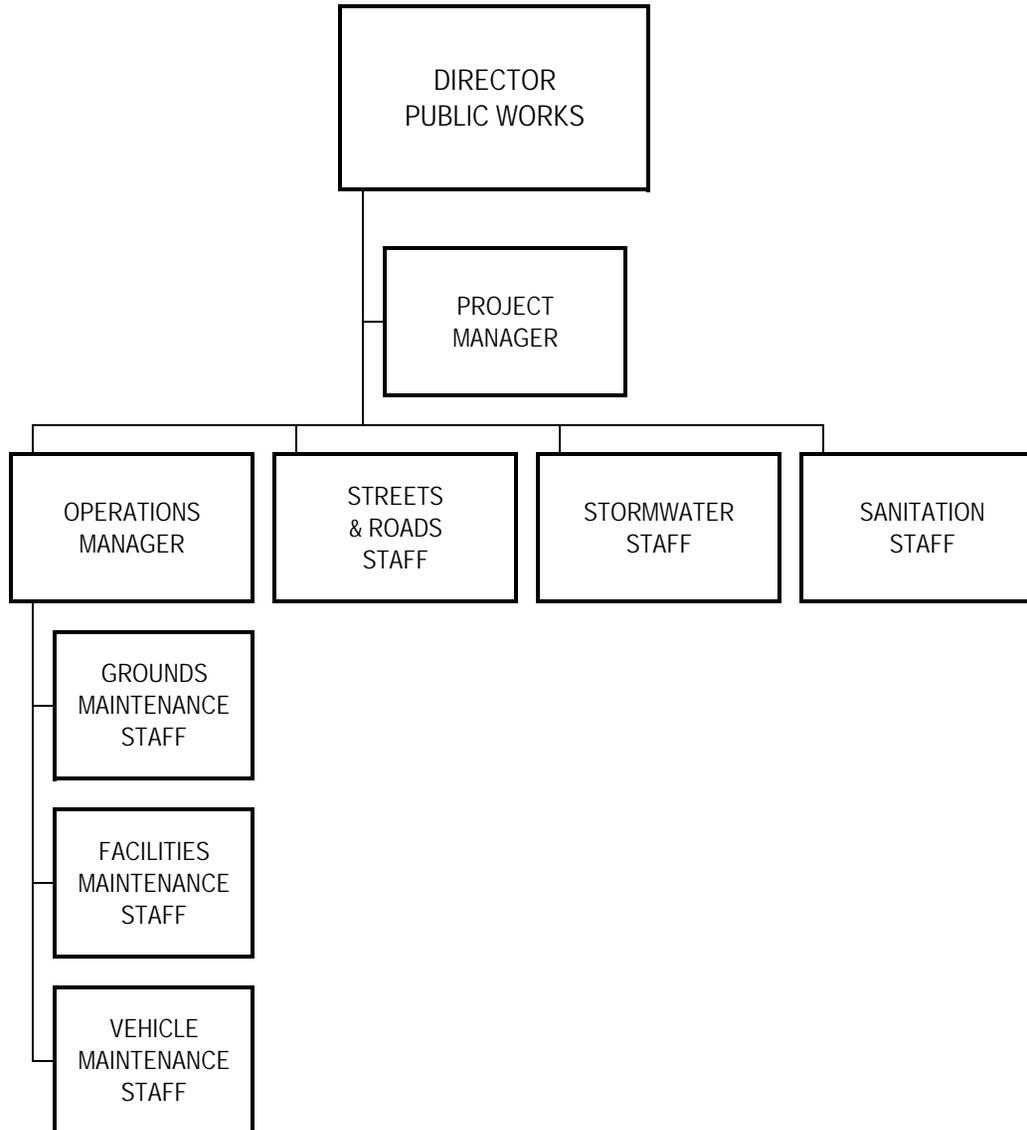
- \*Safety and welfare of Town personnel and residents
- \*Maintenance of capital projects and other projects (construction of bid proposals, contracts, agenda items, maintenance of operations, etc.)
- \*Customer service with complaint resolution
- \*Support of all Public Works Divisions via work order 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 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	194,822	185,588	144,926	108,156	181,727	181,727	181,727
Operating Expenses	12,414	16,971	11,125	9,088	13,450	12,500	12,500
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>207,236</b>	<b>202,559</b>	<b>156,051</b>	<b>117,244</b>	<b>195,177</b>	<b>194,227</b>	<b>194,227</b>
<b>Personnel Recap</b>							
				<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	1.00
Operations Manager				1.00	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	0.72
Administrative Assistant				----	1.00	1.00	1.00
				<u>2.65</u>	<u>3.72</u>	<u>3.72</u>	<u>3.72</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS ADMINISTRATION (GF 400)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-53-530-400-11000	Executive Salaries	77,459	71,588	78,416		39,208	79,976	79,976	79,976
001-53-530-400-12000	Regular Salaries	45,318	50,988	49,421	39,773	49,421	86,861	86,861	86,861
001-53-530-400-13000	Other & Part-Time Salaries	50,189	51,721	53,070	49,372	69,372	55,216	55,216	55,216
001-53-530-400-14000	Overtime Salaries	-	10,081	-	988	1,500	1,000	1,000	1,000
001-53-530-400-15000	Special Pay	2,244	1,860	2,160	840	1,680	2,660	2,660	2,660
001-53-530-400-19900	Wages Reclassified	(26,385)	(46,806)	(92,453)	(48,606)	(92,453)	(104,409)	(104,409)	(104,409)
001-53-530-400-21000	FICA	12,803	13,824	14,005	6,819	14,005	17,267	17,267	17,267
001-53-530-400-22000	Retirement	6,139	8,282	9,588	4,731	9,588	5,998	5,998	5,998
001-53-530-400-22100	Town Retirement Matching	1,936	2,636	4,176	-	4,176	4,235	4,235	4,235
001-53-530-400-23100	Medical Insurance	22,222	18,618	23,691	3,669	8,807	28,836	28,836	28,836
001-53-530-400-23200	Insurance - Dental	797	681	766	223	766	1,182	1,182	1,182
001-53-530-400-23300	Insurance - Life	374	371	390	112	390	629	629	629
001-53-530-400-23400	Insurance - Vision	57	62	53	33	53	159	159	159
001-53-530-400-23500	Disability	1,249	1,262	1,223	501	1,223	1,697	1,697	1,697
001-53-530-400-24000	Worker's Compensation Insurance	420	420	420	245	420	420	420	420
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>194,822</b>	<b>185,588</b>	<b>144,926</b>	<b>58,700</b>	<b>108,156</b>	<b>181,727</b>	<b>181,727</b>	<b>181,727</b>
001-53-530-400-31000	Professional Services	107	107	-		-	-	-	
001-53-530-400-34000	Contractual Services	-	-	1,375	-	-	700	700	700
001-53-530-400-40000	Travel & Training	2,740	2,850	1,000	135	1,000	1,000	1,000	1,000
001-53-530-400-41100	Telephone	3,411	3,519	2,200	1,627	2,200	2,200	2,200	2,200
001-53-530-400-41200	Postage & Shipping	95	64	500	56	112	500	500	500
001-53-530-400-43000	Utilities			-		-	-	-	-
001-53-530-400-44200	Equipment Leases	1,027	1,884	2,250	1,027	2,250	2,250	2,250	2,250

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION (GF 400)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-53-530-400-45000	Insurance			-		-	-	-	-
001-53-530-400-46000	Repair & Maintenance	145	5,200	-	-	-	-	-	-
001-53-530-400-46100	Equipment Maintenance Contract	787	787	-	394	788	-	-	-
001-53-530-400-47000	Printing	328	57	400	-	400	400	400	400
001-53-530-400-47100	Photocopying	355	486	500	254	508	500	500	500
001-53-530-400-49101	Property Taxes				-	-	-	-	-
001-53-530-400-49400	Uniforms & Clothing			350		-	350	250	250
001-53-530-400-51000	Office Supplies	1,547	678	1,000	379	758	1,000	1,000	1,000
001-53-530-400-52000	Operating Supplies	127	-	-		-	3,000	2,150	2,150
001-53-530-400-52100	Gasoline & Diesel Fuel	1,445	1,029	1,000	216	432	1,000	1,000	1,000
001-53-530-400-54200	Memberships, Dues, & Subscriptions	300	310	550	640	640	550	550	550
	<b>TOTAL OPERATING EXPENSES</b>	<b>12,414</b>	<b>16,971</b>	<b>11,125</b>	<b>4,728</b>	<b>9,088</b>	<b>13,450</b>	<b>12,500</b>	<b>12,500</b>
001-53-530-400-64100	Machinery & Equipment			-		-	-		
	<b>TOTAL CAPITAL EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
	<b>TOTAL DEPT EXPENDITURES</b>	<b>207,236</b>	<b>202,559</b>	<b>156,051</b>	<b>63,428</b>	<b>117,244</b>	<b>195,177</b>	<b>194,227</b>	<b>194,227</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION (GF 400)  
WAGE AND BENEFITS - DETAIL  
FISCAL YEAR 2018-19**

**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	38.45	2,080	79,976	5,998	500	9,612	394	239	53	749	97,521
Operations Manager	FT	23.76	2,080	49,421	-	-	9,612	394	151	53	474	60,105
Project Manager	PT	38.08	1,450	55,216	-	-	-	-	-	-	-	55,216
Administrative Assistant	FT	18.00	2,080	37,440	-	-	9,612	394	239	53	474	48,212
Overtime	1,000											1,000
Phone Allow / Director/Prj. Mgr./ Op. Mg	2,160											2,160
Wages Reclassified	(104,409)	-										(104,409)
FICA	17,267											17,267
Worker's Compensation Insurance	420											420
Town Retirement Matching	4,235											4,235
<b>Total Wages &amp; Benefits</b>				222,053	5,998	500	28,836	1,182	629	159	1,697	181,727

Insurance Table	<b>Employee Only</b>	<b>9,612</b>	<b>394</b>	<b>53</b>
	<b>Employee + Spouse</b>	<b>16,244</b>	<b>394</b>	<b>53</b>
	<b>Employee + Children</b>	<b>13,649</b>	<b>394</b>	<b>53</b>
	<b>Employee + Family</b>	<b>19,800</b>	<b>394</b>	<b>53</b>
	<b>Health Coverage Op-out Cred</b>	<b>4,356</b>		

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION (GF 400)  
EXPENSE DETAIL & ANALYSIS  
FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
400-31000	Professional Services		\$ -
400-34000	Contractual Services	Comcast internet	\$ 700
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	250
400-51000	Office Supplies	Photocopy paper, file folders, toner, NCR forms, office desk w/chair (\$500)	1,000
400-52000	Operating Supplies	Replace Computers	2,150
400-52100	Gasoline & Diesel Fuel	Fuel for admin vehicles	1,000
400-54200	Memberships, Dues, & Subscrip	APWA; National Arbor Day Foundation	550
		TOTAL OPERATING EXPENSES:	\$ 12,500
		TOTAL CAPITAL EXPENSES:	\$ -

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION (GF 400)  
PROPOSED INITIATIVES  
FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
				\$ -
				\$ -
				\$ -
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS GROUNDS MAINTENANCE (GF 406)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
FISCAL YEAR 2018-19**

**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 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	298,563	312,560	330,853	323,194	330,808	330,808	330,808
Operating Expenses	62,316	75,609	65,940	74,040	72,440	68,390	68,390
Capital Outlay	9,204	19,114	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>370,083</b>	<b>407,283</b>	<b>396,793</b>	<b>397,234</b>	<b>403,248</b>	<b>399,198</b>	<b>399,198</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	1.00
Grounds Maintenance Crew Leader				1.00	1.00	1.00	1.00
Maintenance Worker III				1.00	0.00	0.00	0.00
Maintenance Worker II				2.00	3.00	3.00	3.00
Irrigation Technician II (10% shared w/ Stormwater, and 10% w/ CRA)				1.00	1.00	1.00	1.00
				6.00	6.00	6.00	6.00

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-57-572-406-12000	Regular Salaries	207,128	203,574	225,950	149,419	225,950	232,982	232,982	232,982
001-57-572-406-14000	Overtime Salaries	91	12,093	400	181	400	400	400	400
001-57-572-406-15000	Special Pay	1,600	1,500	2,500	2,000	2,500	1,000	1,000	1,000
001-57-572-406-19900	Wages Reclassified	(6,514)	(10,200)	(15,881)	(15,881)	(15,881)	(16,648)	(16,648)	(16,648)
001-57-572-406-21000	FICA	14,879	15,259	17,507	11,254	17,000	17,930	17,930	17,930
001-57-572-406-22000	Retirement	9,099	10,553	16,946	10,962	15,000	14,174	14,174	14,174
001-57-572-406-22100	Town Retirement Matching	4,550	6,678	9,649	4,288	7,000	7,738	7,738	7,738
001-57-572-406-23100	Medical Insurance	58,901	63,575	64,996	50,638	62,500	64,380	64,380	64,380
001-57-572-406-23200	Insurance - Dental	2,259	2,258	2,298	1,657	2,298	2,364	2,364	2,364
001-57-572-406-23300	Insurance - Life	782	945	685	442	685	685	685	685
001-57-572-406-23400	Insurance - Vision	334	363	318	245	318	318	318	318
001-57-572-406-23500	Disability	2,130	2,638	2,161	1,517	2,100	2,161	2,161	2,161
001-57-572-406-24000	Worker's Compensation Insurance	3,324	3,324	3,324	2,493	3,324	3,324	3,324	3,324
001-57-572-406-25100	Unemployment Compensation					-			
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>298,563</b>	<b>312,560</b>	<b>330,853</b>	<b>219,215</b>	<b>323,194</b>	<b>330,808</b>	<b>330,808</b>	<b>330,808</b>
001-57-572-406-34000	Contractual Services	8,865	13,585	10,000	20,050	20,050	15,000	15,000	15,000
001-57-572-406-40000	Travel & Training	704	641	1,500	-	-	1,500	1,500	1,500
001-57-572-406-41100	Telephone	1,378	1,488	1,440	1,116	1,440	1,440	1,440	1,440
001-57-572-406-43000	Utilities	10,162	12,435	13,500	10,461	13,500	13,500	13,500	13,500
001-57-572-406-44100	Rentals	1,443	3,295	3,000	2,137	3,000	3,000	3,000	3,000
001-57-572-406-46000	Repair & Maintenance	12,837	7,864	6,500	5,252	6,500	6,500	6,200	6,200
001-57-572-406-46010	Repair & Maintenance-Park Avenue	120	1,740			-	-	-	-
001-57-572-406-49400	Uniforms & Clothing	1,151	1,296	2,000	970	1,300	1,500	1,000	1,000
001-57-572-406-52000	Operating Supplies	17,069	20,881	20,750	18,287	20,750	22,750	20,000	20,000
001-57-572-406-52100	Gasoline & Diesel Fuel	7,663	9,199	6,000	6,134	7,000	6,000	6,000	6,000
001-57-572-406-52200	Small Tools & Other	924	3,185	1,250	320	500	1,250	750	750
001-57-572-406-54200	Memberships, Dues & Subscriptions					-	-	-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>62,316</b>	<b>75,609</b>	<b>65,940</b>	<b>64,727</b>	<b>74,040</b>	<b>72,440</b>	<b>68,390</b>	<b>68,390</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-57-572-406-64100	Machinery & Equipment	9,204	19,114	-	-	-	-		
001-57-572-406-63000	Improvement Other Than Bldg	-	-			-			
	TOTAL CAPITAL OUTLAY	9,204	19,114	-	-	-	-		
	TOTAL DEPT EXPENDITURES	370,083	407,283	396,793	283,942	397,234	403,248	399,198	

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**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	23.97	2,080	49,858	3,739	500	9,612	394	144	53	455	64,755
Crew Leader	FT	15.81	2,080	32,885	2,466	-	16,244	394	96	53	303	52,441
Maintenance Worker II	FT	21.15	2,080	43,992		-	9,688	394	133	53	417	54,677
Maintenance Worker II	FT	18.17	2,080	37,794	2,835	500	9,612	394	111	53	351	51,650
Irrigation Technician II	FT	18.04	2,080	37,523	2,814	-	9,612	394	111	53	351	50,858
Maintenance Worker II	FT	14.87	2,080	30,930	2,320	-	9,612	394	90	53	284	43,683
		-	-	-	-	-	-	-	-	-	-	-
Overtime Salaries	400											400
Wages Reclassified	(6,476)	(5,086)	(5,086)									(16,648)
FICA	17,930											17,930
Worker's Compensation Insurance	3,324											3,324
Town Retirement Matching	7,738											7,738
<b>Total Wages &amp; Benefits</b>				232,982	14,174	1,000	64,380	2,364	685	318	2,161	330,808

Insurance Table

Employee Only	9,612	394	53
Employee + Spouse	16,244	394	53
Employee + Children	13,649	394	53
Employee + Family	19,800	394	53
Health Coverage Op-out Credit	4,356		

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS - GROUNDS MAINTENANCE (GF 406)  
EXPENSE DETAIL & ANALYSIS  
FISCAL YEAR 2018-19**

**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 - personnel shortages	4,400
		TOTAL:	\$ 15,000
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	2,700
		Lawnmower headquarters (lawnmower -small engine repairs)	2,000
		Melrose Supply and Sales - irrigation system repairs	1,500
		TOTAL:	\$ 6,200
406-49400	Uniforms & Clothing	Uniform and safety boot replacements	1,000
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)	2,000
		Lowe's	800
		Supplyworks	700
		Melrose Supply	2,500
		Mulch Vendor (mulch shipment - 3 truck loads of certified safety mulch for playgrounds and parks)	6,000
		Safety Products (PPE)	600
		Myer's Turf (sod, misc.)	1,000
			-
		TOTAL:	\$ 20,000
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	750
		TOTAL:	\$ 68,390

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Public Works - Grounds Maintenance (406)**  
**PROPOSED INITIATIVES with DETAIL**  
**FISCAL YEAR 2018-19**

**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. Existing units are aging.		\$ 20,000
2				
3				
4				
		<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>	<b>\$ -</b>	<b>\$ 20,000</b>

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**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2018-19**

**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 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	95,731	111,568	114,379	73,552	108,116	108,116	108,116
Operating Expenses	171,996	158,765	161,311	160,461	173,668	167,368	167,368
Capital Outlay	67,097	28,085	-	-	14,000	53,056	53,056
Debt Service							
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>302,468</b>	<b>298,418</b>	<b>275,690</b>	<b>234,013</b>	<b>295,784</b>	<b>328,540</b>	<b>328,540</b>

Personnel Recap

	<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	1.00
Facility Maintenance Worker II	1.00	1.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-54-597-408-12000	Regular Salaries	46,673	60,276	79,040	37,084	52,000	80,954	80,954	80,954
001-54-597-408-14000	Overtime Salaries	175	2,842	450	44	88	450	450	450
001-54-597-408-15000	Special Pay	500	500	500	-	-	500	500	500
001-54-597-408-19900	Wages Reclassified	22,037	17,861	(10,060)	(10,060)	(10,060)	(9,579)	(9,579)	(9,579)
001-54-597-408-21000	FICA	3,141	4,627	6,119	2,855	4,000	6,266	6,266	6,266
001-54-597-408-22000	Retirement	2,367	4,703	5,928	2,822	5,644	3,677	3,677	3,677
001-54-597-408-22100	Town Matching Retirement	1,184	2,794	4,560	1,830	4,000	2,451	2,451	2,451
001-54-597-408-23100	Medical Insurance	13,961	14,063	23,691	11,009	14,000	19,224	19,224	19,224
001-54-597-408-23200	Insurance - Dental	399	619	766	446	700	788	788	788
001-54-597-408-23300	Insurance - Life	189	254	241	146	200	241	241	241
001-54-597-408-23400	Insurance - Vision	57	81	106	66	100	106	106	106
001-54-597-408-23500	Disability	488	668	758	472	600	758	758	758
001-54-597-408-24000	Worker's Compensation Insurance	4,560	2,280	2,280	1,710	2,280	2,280	2,280	2,280
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>95,731</b>	<b>111,568</b>	<b>114,379</b>	<b>48,424</b>	<b>73,552</b>	<b>108,116</b>	<b>108,116</b>	<b>108,116</b>
001-54-597-408-31000	Professional Services	16,140	2,532	-	-	-			
001-54-597-408-34000	Contractual Services	57,316	53,184	51,200	38,981	51,200	58,418	58,418	58,418
001-54-597-408-34010	Permits and Fees	525	578	450	461	461	450	450	450
001-54-597-408-40000	Travel & Training	-	221	500	221	500	500	500	500
001-54-597-408-41100	Telephone	1,079	1,133	1,100	850	1,700	1,100	1,100	1,100

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-54-597-408-43000	Utilities	54,468	59,824	58,500	39,035	58,500	58,500	58,500	58,500
001-54-597-408-43250	Garbage & Trash	4,234	5,012	5,000	5,158	5,158	5,000	5,000	5,000
001-54-597-408-44100	Rentals	25	608	2,000	102	1,000	2,000	1,500	1,500
001-54-597-408-45000	Insurance	-	-	-	-	-	-	-	-
001-54-597-408-46000	Repair & Maintenance	13,356	19,782	19,824	22,205	22,205	24,700	21,500	21,500
001-54-597-408-46010	Repair & Maintenance - Parks	2,134	-	1,000	-	-	1,000	1,000	1,000
001-54-597-408-46020	Repair & Maintenance - Bostrom Pa	3,868	-	1,000	-	-	1,000	1,000	1,000
001-54-597-408-49400	Uniforms & Clothing	207	440	600	549	600	600	600	600
001-54-597-408-52000	Operating Supplies	13,268	11,593	15,387	12,224	15,387	16,400	14,000	14,000
001-54-597-408-52100	Gasoline & Diesel Fuel	4,607	3,858	3,750	3,216	3,750	3,000	3,000	3,000
001-54-597-408-52200	Small Tools and Others	769	-	1,000	-	-	1,000	800	800
	<b>TOTAL OPERATING EXPENSES</b>	<b>171,996</b>	<b>158,765</b>	<b>161,311</b>	<b>123,002</b>	<b>160,461</b>	<b>173,668</b>	<b>167,368</b>	<b>167,368</b>
001-54-597-408-62100	Improvements-Bldg	40,247	18,663	-	-	-	14,000	53,056	53,056
001-54-597-408-63000	Improvement Other Than Bldg								
001-54-597-408-64100	Machinery & Equipment	26,850	9,422	-					
	<b>TOTAL CAPITAL OUTLAY</b>	<b>67,097</b>	<b>28,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,000</b>	<b>53,056</b>	<b>53,056</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>334,824</b>	<b>298,418</b>	<b>275,690</b>	<b>171,426</b>	<b>234,013</b>	<b>295,784</b>	<b>328,540</b>	<b>328,540</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Facility Maintenance Worker III	FT	23.57	2,080	49,026	3,677	500	9,612	394	145.00	53	455.00	63,862
Facility Maintenance Worker III	FT	15.35	2,080	31,928		-	9,612	394	96.00	53	303.00	42,386
Overtime Salaries		450										450
Wages Reclassified	(9,579)	23,312	From Streets & Roads									(9,579)
FICA	6,266											6,266
Worker's Compensation Insurance	2,280											2,280
Town Matching Retirement	2,451											2,451
<b>Total Wages &amp; Benefits</b>				<b>80,954</b>	<b>3,677</b>	<b>500</b>	<b>19,224</b>	<b>788</b>	<b>241</b>	<b>106</b>	<b>758</b>	<b>108,116</b>

Insurance Table

Employee Only	9,612	394	53
Employee + Spouse	16,244	394	53
Employee + Children	13,649	394	53
Employee + Family	19,800	394	53
Health Coverage Op-out Credit	4,356		

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**PUBLIC WORKS - FACILITY MAINTENANCE (GF 408)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost	
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 for cleaning Public Works, Town Hall, ballroom, PBSO District 10, and Lake Shore Park Bathrooms. Wax/Strip flooring at Town Hall. Deep clean restroom	26,100
		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 Services	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	3,168
		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, Town Hall chiller repair	8,650
		Alterna Power Inc.	Bi-monthly service for 5 town generators and annual tune-up	3,200
		Clark Sales/Display	Elec. holiday decorations - 10th Street	-
		Preventive Fire & Safety	Fire extinguisher inspections	1,500

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

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost	
		PBC Health Dept	Annual septic tank operating permits	450
			TOTAL	\$ 58,418
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		1,500
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		1,300
		AMERICAN COOLING / ALTMAN AIR CONDITIONING		3,000
		CITY ELECTRIC SUPPLY		1,000
		DANNY'S SEPTIC SERVICE		1,200
		HOME DEPOT		500
		GATE ENTRY SYSTEMS		1,000
		KASPER ELECTRICAL/ELECTRICAL CONTRACTOR		2,000
		ROOFMAN		3,000
		ASENJO PLUMBING / EDDIE'S PLUMBING		2,000
		WILSON-ROWAN LOCKSMITHS		1,500
		MISC VENDORS		5,000
				TOTAL:
408-46010	Repair & Maintenance - Parks	Established to track maintenance materials specific to Town parks, E.g., paint, roof patch, etc.		1,000

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

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
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
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	1,100
		JOHNSTONE SUPPLY	750
		LOWES	1,000
		MARTIN FENCE COMPANY	500
		PALM BEACH GARDENS ACE	500
		SAFETY PRODUCTS (Personal Protective Equip - PPE)	450
		SEWELL HARDWARE COMPANY	1,500
		SIGNS OF PROGRESS	250
		SUPPLYWORKS (CUSTODIAL CONSUMABLES)	3,000
		WELDER SERVICES	350
		MISC VENDORS	500
		<b>TOTAL:</b>	<b>\$ 14,000</b>
408-52100	Gasoline & Diesel Fuel	Necessary for the operation of service vehicles	3,000
408-52200	Small Tools & Others	Replacement of high-use power tools	800
408-63000	<b>Improvement Other than</b>	Replace or refurbish doors in critical condition Ballroom Doors	<b>\$ 53,056</b>

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

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
			\$ 220,424

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Public Works - Facilities (408)**  
**PROPOSED INITIATIVES with DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Town Hall Chiller	Existing Chiller over 20 years old. Chiller leaking and requires replacement.		\$ 80,000
2	Town Hall Roof	Roofing system is reaching end of its lifecycle and requires replacement. Roof will start failing.		\$ 300,000
3	Sheriff Station Door Replacements	Three doors are failing and require replacement.		\$ 4,800
4	Waterproof and Paint Town Hall	Prepare and execute contract to prepare, seal, prime, and paint the exterior of Town Hall		\$ 90,000
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 474,800</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
VEHICLE MAINTENANCE (GF 410)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
FISCAL YEAR 2018-19**

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 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	62,896	87,549	79,513	78,189	81,267	81,267	81,267
Operating Expenses	36,922	34,366	40,400	26,340	94,444	94,044	94,044
Capital Outlay	5,524	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>105,342</b>	<b>121,915</b>	<b>119,913</b>	<b>104,529</b>	<b>175,711</b>	<b>175,311</b>	<b>175,311</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	1.00
Mechanic II (50% shared with Sanitation)	1.00	1.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**VEHICLE MAINTENANCE (GF 410)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-59-591-410-12000	Regular Salaries	82,433	98,671	99,050	75,786	99,050	101,067	101,067	101,067
001-59-591-410-14000	Overtime Salaries	595	9,346	100	912	1,000	100	100	100
001-59-591-410-15000	Special Pay	-	-	720	-	-	-	-	-
001-59-591-410-19900	Wages Reclassified	(52,935)	(66,257)	(71,208)	(71,208)	(71,208)	(73,630)	(73,630)	(73,630)
001-59-591-410-21000	FICA	5,685	7,416	7,585	5,211	7,585	7,739	7,739	7,739
001-59-591-410-22000	Retirement	4,151	7,931	7,429	5,752	7,429	7,580	7,580	7,580
001-59-591-410-22100	Town Retirement Matching	1,335	2,950	4,953	2,070	3,500	5,053	5,053	5,053
001-59-591-410-23100	Medical Insurance	18,188	23,655	26,949	22,457	26,949	29,412	29,412	29,412
001-59-591-410-23200	Insurance - Dental	399	402	791	573	740	802	802	802
001-59-591-410-23300	Insurance - Life	313	393	290	212	290	290	290	290
001-59-591-410-23400	Insurance - Vision	114	171	106	88	106	106	106	106
001-59-591-410-23500	Disability	818	1,071	948	719	948	948	948	948
001-59-591-410-24000	Worker's Compensation Insurance	1,800	1,800	1,800	1,350	1,800	1,800	1,800	1,800
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>62,896</b>	<b>87,549</b>	<b>79,513</b>	<b>43,922</b>	<b>78,189</b>	<b>81,267</b>	<b>81,267</b>	<b>81,267</b>
001-59-591-410-34000	Contractual Services	107	273	1,000	-	-	1,000	1,000	1,000
001-59-591-410-34010	Permits & Fees	65	-	65	65	65	65	65	65
001-59-591-410-40000	Travel & Training	-	155	-	-	-	-	-	-
001-59-591-410-41100	Telephone	344	371	360	279	360	360	360	360
001-59-591-410-44200	Equipment Leases				416	600	80,244	80,244	80,244
001-59-591-410-45000	Insurance			-	-	-	-	-	-
001-59-591-410-45120	Insurance - Storage Tank Liability			-	-	-	-	-	-

**TOWN OF LAKE PARK - ANNUAL BUDGET  
VEHICLE MAINTENANCE (GF 410)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-59-591-410-46000	Repair & Maintenance	22,243	14,435	17,150	5,360	6,500	4,950	4,950	4,950
001-59-591-410-46300	Vehicle Parts & Supplies	7,675	13,095	15,000	11,000	15,000	3,700	3,700	3,700
001-59-591-410-49400	Uniforms & Clothing	1,418	1,870	1,000	1,126	1,500	1,000	1,000	1,000
001-59-591-410-52000	Operating Supplies	774	640	825	915	915	825	825	825
001-59-591-410-52100	Gasoline & Diesel Fuel	1,678	1,986	2,000	1,098	1,400	1,800	1,600	1,600
001-59-591-410-52200	Small Tools and Others	2,618	1,541	3,000	-	-	500	300	300
	<b>TOTAL OPERATING EXPENSES</b>	<b>36,922</b>	<b>34,366</b>	<b>40,400</b>	<b>20,259</b>	<b>26,340</b>	<b>94,444</b>	<b>94,044</b>	<b>94,044</b>
001-59-591-410-64100	Machinery & Equipment	5,524	-	-	-	-	-	-	-
	<b>TOTAL OPERATING EXPENSES</b>	<b>5,524</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>105,342</b>	<b>121,915</b>	<b>119,913</b>	<b>64,181</b>	<b>104,529</b>	<b>175,711</b>	<b>175,311</b>	<b>175,311</b>



**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**VEHICLE MAINTENANCE (GF 410)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2018-19**

**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
410-44200	Equipment Leases	Vehicles leased from Enterprise	80,244
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	1,000
	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	-
	KAUFFS TRUCK & TRAILER	HEAVY REPAIRS TO PW TRAILERS	1,200
	KAUFFS TRANSPORTATION	TOWING SERVICE OF TOWN AUTOS/LT TRUCKS	500
	RIVIERA GENERATOR SERVICE	REPAIR OF ELECTRICAL COMPONENTS FOR TOWN EQUIPMENT	-
	S & S ALIGNMENT AND BRAKE SERVICE	ALIGNMENTS AND SUSPENSION REPAIRS ON AUTOS/LT TRUCKS	-
	GENERAL GMC	HEAVY AUTO/LT TRUCK REPAIRS	-
	CAR COMM	RADIO REPAIRS AND PROGRAMMING	500
		TOTAL:	\$ 4,950

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**VEHICLE MAINTENANCE (GF 410)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**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	-
	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	-
	CERTIFIED LABORATORIES	MAIN SUPPLIER OF GREASE AND CHEMICALS FOR EQUIPMENT	1,000
	DELRAY LINCOLN-MERCURY	MAIN SUPPLIER OF FORD PARTS FOR TOWN GM AUTO/LT TRUCKS	-
	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	-
	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	-
	LAWSON PRODUCTS	ALT. SUPPLIER OF SPECIALTY AUTO/LT TRUCK PARTS SUPPLIES	-
	RIVIERA GENERATOR SRV	MAIN SUPPLIER OF SPECIALTY BATTERIES & MAJOR ELEC. PARTS	-
	SNAP-ON-TOOLS	MAIN SUPPLIER OF SPECIALTY TOOLS FOR TOWN AUTO/LT TRUCKS	-
	GRAINGER	MISC SHOP EQUIPMENT	150
		TOTAL:	\$ 3,700
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		1,600
410-52000	Small Tools and Others	UPGRADE / PURCHASE DIAGNOSTIC TOOLS; MISC. HAND TOOLS	300
		TOTAL OPERATING EXPENSES:	\$ 94,044

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Public Works - Vehicle Maintenance (410)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1				
2				
3				
4				
5				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>



TOWN OF LAKE PARK - ANNUAL BUDGET  
 COMMUNITY DEVELOPMENT (GF 500)  
 DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
 FISCAL YEAR 2018-19

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.

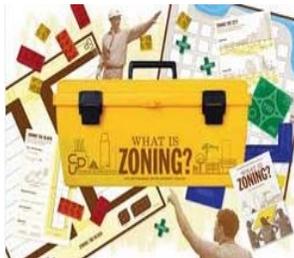
The Town's Community Development Department is divided into three Divisions: [Planning and Zoning](#), [Building](#), and [Code Compliance](#)

In the approximate 12-month period ranging from May 2017 through April 2018, 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 \$650,000! In addition, over 890 building permit applications were processed; over 100 business tax receipt applications were processed; and over 1,800 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 2018-19**

**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 2019 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/regulations; and*
- (2) Promote sustainability through environmental initiatives, business growth and retention and a diversified housing stock and adequate level of service standards; and*
- (3) Promote a positive community appearance through effective education and code enforcement; and*
- (4) Promote effective customer service.*

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

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY DEVELOPMENT (GF 500)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	386,433	404,896	406,926	413,849	525,472	525,472	525,472
Operating Expenses	92,634	240,456	191,115	269,920	99,142	99,142	99,142
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>479,067</b>	<b>645,352</b>	<b>598,041</b>	<b>683,769</b>	<b>624,614</b>	<b>624,614</b>	<b>624,614</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	1.00
Planner I				1.00	1.00	1.00	1.00
Planner I				0.63	0.63	0.63	0.63
Code Compliance Officer				1.00	1.00	1.00	1.00
Code Compliance Officer				1.00	1.00	1.00	1.00
Code Compliance Officer <b>(Full-time)</b>				0.50	1.00	1.00	1.00
Community Development Technician				1.00	1.00	1.00	1.00
Assistant to the Community Development Director				1.00	1.00	1.00	1.00
				<u>7.13</u>	<u>7.63</u>	<u>7.63</u>	<u>7.63</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY DEVELOPMENT (GF 500)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-52-524-500-11000	Executive Salaries	74,615	75,284	75,358	57,304	75,358	78,416	78,416	78,416
001-52-524-500-12000	Regular Salaries	208,994	210,189	223,725	140,348	223,725	316,129	316,129	316,129
001-52-524-500-13000	Other & Part Time Salaries	149	149	-	5,574	8,000	-	-	-
001-52-524-500-14000	Overtime Salaries	1,546	1,346	1,000	6,529	7,000	1,000	1,000	1,000
001-52-524-500-15000	Special Pay	1,732	3,160	720	480	720	720	720	720
001-52-524-500-19900	Wages Reclassified	-	-	(13,680)	(13,680)	(13,680)	(14,296)	(14,296)	(14,296)
001-52-524-500-21000	FICA	21,061	22,148	23,164	15,698	21,000	30,467	30,467	30,467
001-52-524-500-22000	Retirement	11,825	20,301	22,432	12,962	19,000	19,821	19,821	19,821
001-52-524-500-22100	Town Retirement Matching	1,529	9,264	11,769	7,674	15,348	11,096	11,096	11,096
001-52-524-500-23100	Medical Insurance	55,569	53,249	52,842	37,899	50,100	71,473	71,473	71,473
001-52-524-500-23200	Insurance - Dental	2,258	2,226	2,298	1,307	1,600	2,758	2,758	2,758
001-52-524-500-23300	Insurance - Life	1,025	1,107	908	427	800	1,047	1,047	1,047
001-52-524-500-23400	Insurance - Vision	327	338	318	215	318	371	371	371
001-52-524-500-23500	Disability	2,929	3,231	2,862	1,602	2,600	3,260	3,260	3,260
001-52-524-500-24000	Worker's Compensation Insurance	2,760	2,760	2,760	2,070	1,760	2,760	2,760	2,760
001-52-524-500-26000	Mileage Reimbursement	114	144	450	141	200	450	450	450
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>386,433</b>	<b>404,896</b>	<b>406,926</b>	<b>276,550</b>	<b>413,849</b>	<b>525,472</b>	<b>525,472</b>	<b>525,472</b>
001-52-524-500-31000	Professional Services	3,680	15,530	8,400	4,321	8,400	8,400	8,400	8,400
001-52-524-500-34000	Contractual Services	25,404	113,796	135,000	130,099	135,000	35,000	35,000	35,000
001-52-524-500-34200	Contractual Svc - Cost Recovery	29,292	75,542	5,000	52,391	55,000	5,000	5,000	5,000
001-52-524-500-34300	Contractual Svc - Code Violation	2,063	1,600	4,000	23,006	23,500	6,000	6,000	6,000
001-52-524-500-40000	Travel & Training	1,067	1,901	1,500	(435)	1,500	3,000	3,000	3,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY DEVELOPMENT (GF 500)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-52-524-500-40030	Training - Bldg. Code Education	-	-	500	-	-	2,000	2,000	2,000
001-52-524-500-41100	Telephone	3,889	3,994	3,500	2,879	3,500	3,500	3,500	3,500
001-52-524-500-41200	Postage & Shipping	10,951	8,057	10,000	8,185	10,000	10,000	10,000	10,000
001-52-524-500-44200	Equipment Leases & Devices	1,895	3,642	6,600	4,041	6,600	6,600	6,600	6,600
001-52-524-500-47000	Printing	2,001	1,813	2,500	854	2,500	1,500	1,500	1,500
001-52-524-500-47100	Photocopying	3,015	2,394	2,500	3,426	4,000	3,500	3,500	3,500
001-52-524-500-48100	Advertising	1,593	2,048	3,000	3,150	3,500	5,000	5,000	5,000
001-52-524-500-49400	Uniforms & Clothing	90	214	400	278	400	450	450	450
001-52-524-500-51000	Office Supplies - Bldg. / P&Z / Code	3,772	5,279	4,000	2,908	4,000	5,100	5,100	5,100
001-52-524-500-52000	Operating Supplies		905		583	6,000	-	-	-
001-52-524-500-51011	CBIF Grants	-	-	-	-	-	-	-	-
001-52-524-500-52100	Gasoline & Diesel Fuel	2,142	1,853	2,000	1,379	2,000	1,750	1,750	1,750
001-52-524-500-52200	Small Tools & Others	343	223	100	1,905	1,905	422	422	422
001-52-524-500-54200	Books, Memberships, Dues, & Subscriptions	1,437	1,665	2,115	1,708	2,115	1,920	1,920	1,920
	<b>TOTAL OPERATING EXPENSES</b>	<b>92,634</b>	<b>240,456</b>	<b>191,115</b>	<b>240,678</b>	<b>269,920</b>	<b>99,142</b>	<b>99,142</b>	<b>99,142</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>479,067</b>	<b>645,352</b>	<b>598,041</b>	<b>517,228</b>	<b>683,769</b>	<b>624,614</b>	<b>624,614</b>	<b>624,614</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY DEVELOPMENT (GF 500)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**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	37.70	2,080	78,416	5,881	-	9,612	394	229	53	720	95,305
Planner I	FT	25.00	2,080	52,000	-	-	9,688	394	148	53	465	62,748
Code Compliance Officer	FT	27.25	2,080	56,680	4,251	-	9,612	394	166	53	521	71,677
Code Compliance Officer	FT	22.74	2,080	47,299	3,547	-	9,612	394	139	53	436	61,480
Community Development Technician	FT	18.00	2,080	37,440	2,808	-	13,649	394	99	53	322	54,765
Assistant to Community Development Director	FT	21.37	2,080	44,450	3,334	-	9,612	394	127	53	398	58,368
Code Compliance Officer	FT	22.00	2,080	45,760	-	-	9,688	394	139	53	398	56,432
Planner I	PT	25.00	1,300	32,500	-	-	-	-	-	-	-	32,500
			-	-	-							-
Special Pay		720										720
FICA		30,467										30,467
Worker's Compensation Insurance		2,760										2,760
Wages Reclassified		(14,296)	-	-								(14,296)
Mileage Reimbursement		450										450
Town Retirement Matching		11,096										11,096
Overtime		3,000										1,000
<b>Total Wages &amp; Benefits</b>		<b>34,197</b>		<b>394,545</b>	<b>19,821</b>	<b>-</b>	<b>71,473</b>	<b>2,758</b>	<b>1,047</b>	<b>371</b>	<b>3,260</b>	<b>525,472</b>

Insurance Table

Employee Only	9,612	394	53
Employee + Spouse	16,244	394	53
Employee + Children	13,649	394	53
Employee + Family	19,800	394	53
Health Coverage Op-out Cred	4,356		

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY DEVELOPMENT (GF 500)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2018-19**

**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 various matters related to Recovery Residences, 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 (\$4,677 + 10% = \$5,145); Geographic Information Systems consulting services for assistance with mapping and engineering/landscape architecture consultant services for Town projects and 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 (\$10,000); Consulting review services for the Marina property public/private partnership redevelopment (\$10,000),	\$ 35,000
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. Sometimes, the Town experiences code matters with extensive violations that must be abated at a high cost. This was the case for one property in FY 18. In the event this occurs again, or any combination thereof, \$6,000 is being proposed in this account. <u>These costs are generally offset by the property owner however, this can take many months, even years to recover.</u>	\$ 6,000
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) Training new Code Compliance Officer (1,500)	\$ 3,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY DEVELOPMENT (GF 500)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost (\$)
500-40030	Training - Bldg Code Education	Certification maintenance and training for Code Compliance Officers.	\$ 2,000
500-41100	Telephone	Department telephones. Estimated costs for office telephones should be \$1,350 cellular phones (Nextel) should be \$2,450, and air cards (Verizon) should be \$1,720	\$ 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 additional 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 and not anticipated in the total.</b>	\$ 1,500
500-47100	Photocopying	These costs are sometimes offset by project escrow accounts and permit/application customers however, the Department also requires a budget for paper copying. A continued increase in Departmental activity is requiring an increase in this account for FY 2019 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. <b>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.</b>	\$ 3,500
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 the horizon and other occasional amendments, this account has been increased.	\$ 5,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY DEVELOPMENT (GF 500)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost (\$)
500-49400	Uniforms & Clothing	Shirts for two full-time Code Officers (contingency for a third Officer if hired).	\$ 450
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 two fiscal years ago and combined into this account. Computer, Laptop, and car charger for new Code Officer	\$ 5,100
500-52100	Gasoline & Diesel Fuel	Code Compliance Officer vehicles and use by officer staff for meetings, inspections, P&Z Board deliveries, etc.	\$ 1,750
500-52200	Small Tools & Others	For unanticipated costs (for example, new Code cell phone or mobile printer, or other).	\$ 422
500-54200	Books, Memberships, Dues, & Subscriptions	American Planning Association & Florida Chapter Dues for Director and Planner (\$600); Florida Association of Code Enforcement membership for full-time Officers (\$150); Florida Association of Business Tax Officials membership for Community Development Technician (\$25); Intergovernmental Plan Amendment Review Committee (IPARC - \$900); PBC Planning Congress Membership for Director (\$45) and a \$200 contingency for increased rates and/or necessary books/training guides.	\$ 1,920
		<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 99,142</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY DEVELOPMENT (GF 500)  
PROPOSED INITIATIVES with DETAIL  
FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost																									
<b>1</b>	<b>PROPOSED PERSONNEL</b> "RECRUIT" INITIATIVE <i>(based on Department Strategic Personnel Plan, using the last version of the PEPIE survey)</i>	<p><b>FULL-TIME CODE COMPLIANCE SUPERVISOR</b> (Exempt – benefits package included) - <b>\$53,560 estimate plus benefits</b> (\$25.75 per hour - pursuant to preliminary salary.com research in the 33403 zip code). 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 specifically with code compliance duties and responsibilities, or similar combination; and supervision of the code division to ensure additional compliance and quality assurance.</p>		\$ 53,560																									
<b>2</b>	<b>PROPOSED PERSONNEL</b> "RECRUIT" INITIATIVE <i>(based on Department Strategic Personnel Plan, using the last version of the PEPIE survey)</i>	<p><b>Additional Planner</b> (Job Description available through Human Resources) - Activity has increased significantly and in order to ensure and maintain an acceptable level of service and evenly distribute the Planner's roles and responsibilities given the increase in activity, a second Planner is being requested. Below is some data from the last version of the PEPIE survey (<b>estimated at \$56,900 plus benefits for a Planner with experience</b>):</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 15%;"><u>Minimum</u></th> <th style="width: 15%;"><u>Midpoint</u></th> <th style="width: 15%;"><u>Maximum</u></th> </tr> </thead> <tbody> <tr> <td></td> <td>Average:</td> <td>\$46,679</td> <td>\$59,467</td> <td>\$72,254</td> </tr> <tr> <td></td> <td>3rd Quartile:</td> <td>\$49,493</td> <td>\$62,161</td> <td>\$76,266</td> </tr> <tr> <td></td> <td>1st Quartile:</td> <td>\$42,700</td> <td>\$56,058</td> <td>\$68,248</td> </tr> <tr> <td></td> <td>Median:</td> <td>\$46,421</td> <td>\$60,684</td> <td>\$72,754</td> </tr> </tbody> </table>			<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>		Average:	\$46,679	\$59,467	\$72,254		3rd Quartile:	\$49,493	\$62,161	\$76,266		1st Quartile:	\$42,700	\$56,058	\$68,248		Median:	\$46,421	\$60,684	\$72,754		\$ 56,900
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>																									
	Average:	\$46,679	\$59,467	\$72,254																									
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<b>2</b>	<b>PROPOSED PERSONNEL</b> "RECRUIT" INITIATIVE <i>(based on Department Strategic Personnel Plan, using the last version of the PEPIE survey)</i>	<p><b>Create Zoning/GIS Technician Position</b> Annual Fiscal Impact = approximately <b>\$36,000, plus benefits</b> FULL-TIME impact and approximately \$18,400 (no benefits) if hired on a part-time basis at 20 hours per week. ENTRY LEVEL (Non-Exempt – No Benefits) - Under the general supervision of the Community Development Director, the position of Zoning/GIS Technician is a part-time, non-exempt, entry-level paraprofessional position. The Zoning/GIS Technician devotes a significant amount of time on routine administrative tasks. The Zoning Technician will work closely with the public on a regular basis to provide customer service on zoning issues. The Zoning Technician will also act as the Town's Geographic Information Systems (G.I.S.) technician (which would save consultant costs, particularly when updating maps). The actual hourly rate would need to be determined 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 according to salary.com in the 33403 zip code is \$17.66 per hour and at 40% of the salary range approximately \$40,000 annually (\$19.23 per hour – full-time, plus benefits).</p>		\$ 36,000																									

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY DEVELOPMENT (GF 500)  
PROPOSED INITIATIVES with DETAIL  
FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
3	<b>HOUSING AND CODE INITIATIVES</b>	<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 \$75,000 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 included herein for the 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 (discussed internally) to assist homeowners with roof repairs; driveway repairs; and other code violations can also benefit from these funds. An existing \$10,000 is available in the CBIF fund annually which the third officer (if hired) can assist in promoting based on inspections conducted.</p>		\$ 75,000
4	<b>COMMUNITY RATING SYSTEM (CRS)</b>	<p>Given the increased workloads and limits staff and resources in the Department, the Department has been struggling to maintain the Town's Class 8 rating in the CRS program given the reporting and maintenance requirements. In an attempt to ensure that the various requirements are adhered to on an annual basis and possibly even work on ways to improve the Town's rating, the Department is proposing to work with a consultant, CRS MAX Consultants, Inc. on the annual recertification CRS process and to improve our rating.</p>		\$ 10,000
5	<b>HISTORIC PRESERVATION</b>	<p>The Department is interested in working with a Historic Consultant to develop improved historic preservation guidelines; a historic preservation support document that caters to all historically designated properties in the Town along with any future designated properties; along with performing an update to the Historic Preservation Florida Master Site File Structural Forms for properties (the last update was in 1997 and it is recommended that this update is performed every 10 years).</p>		\$ 30,000
6	<b>SECURITY</b>	<p>Given the heightened traffic in the Community Development Department, a proposal to add:</p> <ul style="list-style-type: none"> <li>• Two (2) pre-fab "teller window" set-ups with bullet proof/safety glass</li> <li>• Replacement of the existing swinging half-door with a full-size door, either glass or wood</li> <li>• Framing out of the area for the installation of "teller windows" and the door</li> </ul> <p>TOTAL ESTIMATED COST: \$25,000 (Account 500-31000)</p>		\$ 25,000

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY DEVELOPMENT (GF 500)  
PROPOSED INITIATIVES with DETAIL  
FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
7	<b>CODE OVERHAUL (Land Development Code)</b>	Select Staff has been reviewing the Town Code of Ordinances in an effort to perform a complete overhaul of the Town Code. The process has been ongoing for almost two years and staff has been able to almost complete Subpart A of the Town Code, which still requires a Chapter by Chapter review of the Town Attorney and future Ordinances adopting the changes. Subpart B has not yet been started (but for occasional Ordinances and workshops addressing certain sections) however, this second part entirely focuses on the land development code which includes the various zoning districts in the Town. This review process is involved and must account for significant input, workshops and meetings in order to meet the established goals and objectives for the various areas in the Town. A neighboring municipality recently initiated this overhaul process for which a consultant was retained through a Request for Qualifications process at a cost of \$150,000 for a 14 month process. This estimate is being used as our benchmark for this proposed initiative. (Account 500-34000)		\$ 150,000
8	<b>OFFICE SUPPLIES - NEW CHAIRS</b>	New department ergonomic chairs (8) at approximately \$300 each. (Account 500-51000)		\$ 2,400
9	<b>TECHNOLOGY</b>	Planner: 1. GIS Work Station: \$5,000. 2. GIS Software: Use existing license for new work station (\$0). 3. AutoCAD software: \$2,000 per year.		\$ 7,320
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>				<b>\$ 446,180</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**COMMUNITY DEVELOPMENT (GF 500)**

**REVENUE BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 6**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/31/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-316.100	Business Tax Receipts	334,669	339,839	335,000	283,131	335,000	335,000	335,000	335,000
001-316.110	Contractors Fees	3,442	2,150	2,400	3,155	3,500	4,200	4,200	4,200
001-316.120	Bus Tax Zoning Confirmation (Init #7)	17,313	11,135	12,000	6,460	13,000	13,000	13,000	13,000
001-329.225	Rental Property Annual Inspections	-	-	-	-	-	-	-	-
001-322.100	Building Permits w/Min. Surch.	8,425	7,025	10,000	3,800	10,000	10,000	10,000	10,000
001-322.110	Building Permits Other	65,282	34,239	-	37,398	40,000	40,000	40,000	40,000
001-322.101	<i>Building Permits \$2,500-\$249,999</i>	-	6,070	50,000	22,631	45,000	50,000	50,000	50,000
001-322.102	<i>Building Permits \$250K and over</i>	-	59,969	30,000	30,516	55,000	150,000	150,000	150,000
001-322.111	Building Permits - Administrative Fees	2,765	2,823	2,500	1,884	2,500	2,500	2,500	2,500
001-322.115	Bldg. Permit Application - Zoning/PW	3,875	740	1,000	350	500	500	500	500
001-322.500	Special Event Permit - Appl.	-	500	1,000	1,025	1,025	1,000	1,000	1,000
001-322.900	Cost Recovery	20,124	63,825	30,000	10,041	30,000	30,000	30,000	30,000
001-329.110	Reinspection / Reinstatement	1,075	1,504	1,500	2,565	3,000	3,000	3,000	3,000
001-329.152	Penalty - Bldg. Permits	10,215	4,968	10,000	4,358	10,000	10,000	10,000	10,000
001-329.153	Penalty - Surcharges	350	177	300	143	300	300	300	300
001-329.200	Signage Permits	14,300	11,796	9,000	4,700	10,000	10,000	10,000	10,000
001-329.214	All Other Inspections	70	40	100	10	100	100	100	100
001-341.900	Copy Charges	936	1,110	1,500	107	1,500	1,500	1,500	1,500
001-342.510	Plan Review Fees for Dev. Applicator	8,800	19,850	9,000	6,250	14,000	20,000	20,000	20,000
001-342.520	Bank Registration Fees	2,400	1,357	1,000	600	800	800	800	800
001-354.100	Fines - Code Violations	42,464	203,209	110,000	43,350	110,000	110,000	110,000	110,000
001-354.110	Code Violations - Admin Cost	15,102	12,584	13,000	9,930	13,000	13,000	13,000	13,000
001-354.135	Code Tickets/Citations	6,455	19,530	20,000	4,715	6,000	6,000	6,000	6,000
001-354.210	Code Violations - CBIF Community Im	10,616	39,819	10,000	16,155	16,250	12,000	12,000	12,000
001-361.130	Interest on Assessments	7,363	8,410	5,000	908	1,000	2,000	2,000	2,000
	<b>TOTAL</b>	<b>576,041</b>	<b>852,669</b>	<b>664,300</b>	<b>494,182</b>	<b>721,475</b>	<b>824,900</b>	<b>824,900</b>	<b>824,900</b>

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**TOWN OF LAKE PARK - ANNUAL BUDGET  
SPECIAL EVENTS DEPARTMENT (GF 600)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
FISCAL YEAR 2018-19**

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 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	49,787	86,038	137,988	170,320	148,267	148,267	148,267
Operating Expenses	47,502	64,214	76,438	80,798	84,783	78,483	78,483
Capital Outlay	2,304	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>99,593</b>	<b>150,252</b>	<b>214,426</b>	<b>251,118</b>	<b>233,050</b>	<b>226,750</b>	<b>226,750</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	1.00
Recreation Supervisor (20% shared with the CRA)	1.00	1.00	1.00	1.00
Special Events Coordinator (20% shared with the CRA)	1.00	1.00	1.00	1.00
Camp Counselors - up to 4 (Part-time summer only)	0.48	0.48	0.48	0.48
	<b>3.48</b>	<b>3.48</b>	<b>3.48</b>	<b>3.48</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**SPECIAL EVENTS (GF 600)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-57-572-600-11000	Executive Salaries	27,360	55,515	57,221	44,649	89,298	60,736	60,736	60,736
001-57-572-600-12000	Regular Salaries	1,755	28,287	68,578	37,037	74,074	69,951	69,951	69,951
001-57-572-600-13000	Other & Part Time Salaries	10,122	17,426	13,500	3,171	11,000	13,500	13,500	13,500
001-57-572-600-14000	Overtime Salaries	8	1,416	-	-	304	-	-	-
001-57-572-600-15000	Special Pay	312	660	1,440	420	480	720	720	720
001-57-572-600-19900	Wages Reclassified		(37,252)	(43,662)	(43,662)	(43,662)	(43,659)	(43,659)	(43,659)
001-57-572-600-21000	FICA	2,912	8,357	10,767	6,818	9,900	11,827	11,827	11,827
001-57-572-600-22000	Retirement	972	852	6,267	3,349	6,000	8,584	8,584	8,584
001-57-572-600-22100	Town Retirement Matching	226	284	2,349	1,116	2,000	2,455	2,455	2,455
001-57-572-600-23100	Medical Insurance	3,936	6,930	16,727	13,501	16,000	9,612	9,612	9,612
001-57-572-600-23150	Opt Out of Medical Insurance						9,688	9,688	9,688
001-57-572-600-23200	Insurance - Dental	133	495	1,149	637	1,274	1,182	1,182	1,182
001-57-572-600-23300	Insurance - Life	28	297	369	255	369	369	369	369
001-57-572-600-23400	Insurance - Vision	24	96	159	105	159	159	159	159
001-57-572-600-23500	Disability	79	755	1,204	882	1,204	1,223	1,223	1,223
001-57-572-600-24000	Worker's Compensation Insurance	1,920	1,920	1,920	1,440	1,920	1,920	1,920	1,920
001-57-572-600-25100	Unemployment Compensation			-	-	-	-	-	-
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>49,787</b>	<b>86,038</b>	<b>137,988</b>	<b>69,718</b>	<b>170,320</b>	<b>148,267</b>	<b>148,267</b>	<b>148,267</b>
001-57-572-600-34000	Contractual Services	-	-	-	7,210	7,210	-	-	-
001-57-572-600-40000	Travel & Training	-	-	-	-	-	2,350	2,350	2,350
001-57-572-600-41100	Telephone	3,494	2,612	2,500	1,310	2,500	2,500	2,500	2,500
001-57-572-600-41200	Postage & Shipping	32	34	200	69	200	200	200	200
001-57-572-600-43000	Utilities	29,831	34,986	28,800	18,129	28,800	25,000	25,000	25,000
001-57-572-600-43250	Garbage & Trash	5,481	3,818	7,650	3,930	4,500	4,595	4,595	4,595

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**SPECIAL EVENTS (GF 600)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-57-572-600-44100	Rentals	-	-	1,000		-	1,000	1,000	1,000
001-57-572-600-44200	Equipment Leases	-	1,170	2,340	1,755	2,340	2,340	2,340	2,340
001-57-572-600-46000	Repair & Maintenance			100	-	-	2,000	2,000	2,000
001-57-572-600-47000	Printing	172	384	500	139	278	500	500	500
001-57-572-600-47100	Photocopying	6	592	2,148	1,000	2,148	2,148	2,148	2,148
001-57-572-600-48000	Promotional Activity	84	650	1,300	427	854	1,300	700	700
001-57-572-600-48005	Promotional - Tree Lighting	1,991	1,059	3,000	1,531	1,531	3,000	2,500	2,500
001-57-572-600-48035	Promotional - Car Show	-	-	1,000	-	-	-	-	-
001-57-572-600-48045	Promotional - 4th of July			-	-	-	-	-	-
001-57-572-600-48046	Sunset Celebration		12,469	16,000	9,674	16,000	22,000	17,000	17,000
001-57-572-600-48055	Promotional - Seafood Festival			-	-	-	-	-	-
001-57-572-600-48056	Promotional - Easter Egg Hunt	738	767	2,000	1,121	1,121	2,000	2,000	2,000
	Promotional - Back to School	-	-	-	-	-	-	-	-
001-57-572-600-49400	Uniforms & Clothing	128	128	500	292	500	500	500	500
001-57-572-600-51000	Office Supplies	-	-	500	422	500	1,000	1,000	1,000
001-57-572-600-52000	Operating Supplies	3,742	3,742	500	5,432	5,432	3,600	3,600	3,600
001-57-572-600-52010	Operating Expenses - Party Pkg	36	36	-	-	-	-	-	-
001-57-572-600-52100	Gasoline & Diesel Fuel	432	432	1,000	165	330	1,000	1,000	1,000
001-57-572-600-54200	Memberships, Dues, & Subscriptions	-	-	-	-	-	350	350	350
001-57-572-600-57220	Program Exp - Summer Camp			5,000	2,430	4,860	6,000	6,000	6,000
001-57-572-600-57230	Bus Trips			200	-	-	200	200	200
001-57-572-600-57235	Sponsored Event Expense			200	1,498	1,500	1,200	1,000	1,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>47,502</b>	<b>64,214</b>	<b>76,438</b>	<b>56,631</b>	<b>80,798</b>	<b>84,783</b>	<b>78,483</b>	<b>78,483</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
SPECIAL EVENTS (GF 600)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-57-572-600-63000	Improvement Other Than Building			-	-	-	-		
001-57-572-600-64100	Machinery & Equipment	2,304	-	-	-	-	-		
	TOTAL CAPITAL OUTLAY	2,304	-	-	-	-	-		
001-57-572-600-71000	Principal			-	-	-	-		
001-57-572-600-72000	Interest			-	-	-	-		
	TOTAL DEBT SERVICE	-	-	-	-	-	-		
	TOTAL DEPT EXPENDITURES	99,593	150,252	214,426	126,349	251,118	233,050	226,750	

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SPECIAL EVENTS (GF 600)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**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	29.20	2,080	60,736	4,555	-	-	394	175.00	53	569.00	66,482
Recreation Supervisor	FT	18.02	2,080	37,482	2,811	-	-	394	111.00	53	351.00	41,202
Special Events Coordinator	FT	15.61	2,080	32,469	1,218	-	9,612	394	83.00	53	303.00	44,132
Camp Counselor X4	PT	9.00	1,500	13,500								13,500
												-
												-
Special Pay		720										720
Wages Reclassified		(26,593)	(8,240)	(8,826)								(43,659)
FICA		11,827										11,827
Worker's Compensation		1,920										1,920
Town Retirement Matching		2,455										2,455
Opt Out Medical		9,688										9,688
<b>Total Wages &amp; Benefits</b>	<b>17</b>			<b>144,187</b>	<b>8,584</b>	<b>-</b>	<b>9,612</b>	<b>1,182</b>	<b>369</b>	<b>159</b>	<b>1,223</b>	<b>148,267</b>

Camp Counselors are shown total hours worked during the summer camp

Insurance Table	Employee Only	Employee + Spouse	Employee + Children	Employee + Family	Health Coverage Op-out Credit
	9,612	16,244	13,649	19,800	4,356
	394	394	394	394	
	53	53	53	53	



**TOWN OF LAKE PARK - ANNUAL BUDGET**

**SPECIAL EVENTS (GF 600)**

**PROPOSED INITIATIVES with DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	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, maintenance and storage.		\$ 10,000
2	Back To School Explosion	The Special Events Department has taken the lead in organizing the annual Back To School Explosion here in Lake Park. This free event provides backpacks, school supplies, physicals, haircuts/styles, food, games and fun for over 500 students in Lake Park and surrounding areas. Last year's event was funded by the generosity of local sponsors who made both monetary and in-kind donations. This community based event was also featured on News Channel 12 and on pbpost.com. The total budget for this event is \$6,000. The Special Events Department will obtain the remaining amount of \$2,500 through sponsorships and in-kind donations.		\$ 3,500
3	Veterans Day Parade	The Commission previously instructed the Special Events Department to organize a Veterans Day Parade for the Town of Lake Park. The budgeted amount of \$10,000 will cover staff fees, advertising, signs, decorations, rentals, etc. The Veterans Day Parade will be followed by the Veterans Day Car Show that is hosted by Mike Scott annually in Kelsey Park.		\$ 10,000
4	Recreation Programs	The Special Events Department would like to make a new line in its existing budget entitled "Recreation Programs". We have noticed that many families living in Lake Park cannot afford to register their child for recreation programs. The Special Events Department would like to try and offset some of these costs by adding \$5,000 in the budget to help fund recreation programs.		\$ 5,000
5	Certified Playground Safety Inspector	The Special Events Department has received suggestions from PGIT to have our Recreation Supervisor become a Certified Playground Safety Inspector (CPSI) for the Town of Lake Park. The CPSI certification program provides the most comprehensive and up-to-date training on playground safety issues including hazard identification, equipment specifications, surfacing requirements and risk management methods. Funding would cover the coursework, exam and travel expenses.		\$ 1,500
6	Family Health & Fitness Day	The Special Events Department would like to begin hosting an annual Family Health & Fitness Day in Lake Park. The goal of the event is to inspire families to become active, stay fit and live healthy lives. The event will feature a fitness party by Digital Vibe, a local non-profit whose mission is to provide avenues for families to maintain a healthy lifestyle through physical fitness and recreational activities. The program will mix hip-hop style dancing with Latin dance moves and island beats. Dances are kid-friendly and repetitive so the even youngest dancer can keep up and feel good about working out. This free event will also feature health and wellness vendors, guest speakers, health screenings, giveaways and more.		\$ 3,000
7	Department Laptop	One laptop for the Special Events Department to use when working off site at events, summer camp and other programs and activities.		\$ 2,000
8	Lake Shore Park Picnic Tables	Replace commercial grade picnic tables 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.		\$ 10,000
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 45,000.00</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**SPECIAL EVENTS (GF 600)**

**REVENUE BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 6**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015-16</b>	<b>ACTUAL 2016-17</b>	<b>CURRENT YEAR BUDGET 2017-18</b>	<b>ACTUAL AS OF 3/31/2018</b>	<b>ESTIMATE FOR THE YEAR 2017-18</b>	<b>THE DEPT. PROPOSED BUDGET BY 2018-19</b>	<b>TOWN MGT. PROPOSED BUDGET 2018-19</b>	<b>ADOPTED BUDGET 2018-19</b>
001-347.200	Summer Camp Fees	-	9,410	11,000	1,590	10,000	10,000	10,000	
001-347.210	Miscellaneous	1,000	252	-		-			
001-347.220	Tennis Program	2,298	-	24,000		9,600	9,600	9,600	
001-347.221	Utility Fee/Tennis Courts	-	-	-		-			
001-347.222	Tennis Program Maintenance Fee		8,000		4,896		5,000	5,000	
001-347.225	Vendor Appl & Fee	200	-	-					
001-347.230	Bus Trips	225	-	700	-	-			
001-347.235	Tree lighting	500	-	-		-			
001-347.500	Facilities Rental	-	4,615	16,000	4,780	9,560	9,560	9,560	
001-347.505	Party Package	-	-	1,000	-	-			
001-347.905	Staff Coverage	3,870	1,320	8,000	2,800	5,600	5,600	5,600	
001-347.915	Recreation Program Fees	-	1,050	-	674	1,348	1,350	1,350	
001-347.916	Vendor Fees (Sunset Celebration)	-	-	-		-	1,000	1,000	
001-366.300	Event Sponsorship			25,000		-			
	<b>TOTAL</b>	<b>8,093</b>	<b>24,647</b>	<b>85,700</b>	<b>14,740</b>	<b>36,108</b>	<b>42,110</b>	<b>42,110</b>	<b>-</b>

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**TOWN OF LAKE PARK - ANNUAL BUDGET  
LIBRARY (GF 700)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2018-19**

### Our Guiding Principles

- Maintain Accountability to the community we serve
- Promote Partnerships and collaborations among Community entities
- Strive for innovation, anticipate changes in technology and integrate new developments in the library
- Protect the Intellectual freedom of our users and improve their access to information
- Provide 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

Library Simplifying Technology

Technology Simplifying Library



MEASU

Technology Simplifying Library

Library Simplifying Technology

### Strategic Priorities

for 2018 - 2019

### Focus on Progressing Forward

- Expand innovative Literacy and Learning Programs
- Advance Technology services
- Update interior main areas to better serve users
- Increase Community involvement and support
- Methodize staff support and services standards

### Accomplishments and Goals Achieved 2017-18

- ✓ Over 32 different programs for the public - a progressive increase over previous three years.
- ✓ 6 different community partner programs.
- ✓ Increase in Grant awards - a 66% increase over 16-17FY.
- ✓ Fourth straight year recognized as a Star Library - We are only one of two in Florida recognized for number of programs at our budget level.
- ✓ Innovative lending, such as new LEAP Program and Home Delivery Borrowing program.
- ✓ Cutting edge technology - The first public Library of our size in Florida to install RFID technology.
- ✓ High ROI value to Community - About \$15 in Economic Return per capita for every dollar invested in our Library and services.
- ✓ 10 of 12 Lake Park Library Teen Club HS seniors entered College as the first in their family to attend college.
- ✓ Increased personal device services, laptop, wireless support.
- ✓ Added social media outreach to Community.
- ✓ Expanded collection formats - E-books, E-Audio.

Library Addendum to  
Five Year Capital Improvement Schedule  
FY 2015/16 - 2019/20

\*\*2018 update.

Funded items appear in blue, Added or amended items appear in green, unfunded projects in strikethrough.

Project Category	Project Name	14/15	15/16	16/17	17/18	18/19	19/20	Funding Source
1,2,4	Upgrade of Public Access Computers to Laptop Kiosk	\$15,000	\$5000	\$0	\$0	\$0	\$10,000	General Fund, Donations, LSTA grant
1,2,4	Upgrade of staff computers; addition of tablets & laptops	\$0	\$8200	\$5000	\$2000	\$0	\$0	General Fund, Donations
1,2,4	RFID Security system	\$0	\$0	\$40,000	<del>123</del>	\$0	\$0	State Technical Grant/LSTA General Fund(matching)

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**LIBRARY (GF 700)**  
**DEPARTMENTAL BUDGET SUMMARY**  
**FISCAL YEAR 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	185,416	203,600	255,706	240,092	308,640	308,640	308,640
Operating Expenses	57,664	56,233	61,260	70,522	88,741	77,571	77,571
Capital Outlay	849	-	-	33,230	-	-	-
Debt Service	849	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>244,778</b>	<b>259,833</b>	<b>316,966</b>	<b>343,844</b>	<b>397,381</b>	<b>386,211</b>	<b>386,211</b>
<u>Personnel Recap</u>							
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Library Director				1.00	1.00	1.00	1.00
Librarian II				1.00	1.00	1.00	1.00
Library Accounting Clerk				1.00	1.00	1.00	1.00
Library Assistant I				1.50	2.00	2.00	2.00
Library Assistant I (PT)				----	0.00	0.00	0.00
Children's Services Assistant				0.63	1.00	1.00	1.00
				<hr/> 5.13	<hr/> 6.00	<hr/> 6.00	<hr/> 6.00

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LIBRARY (GF 700)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-57-571-700-11000	Executive Salaries	60,798	61,991	64,022	48,179	64,022	64,022	64,022	64,022
001-57-571-700-12000	Regular Salaries	50,221	78,859	128,238	75,854	101,139	102,711	102,711	102,711
001-57-571-700-13000	Other & Part Time Salaries	33,201	15,158	25,288	9,716	12,955	49,172	49,172	49,172
001-57-571-700-14000	Overtime	-	1,692	-	242	242	-	-	-
001-57-571-700-15000	Special Pay	732	1,220	2,220	1,980	2,220	720	720	720
001-57-571-700-21000	FICA	10,914	12,281	14,479	10,403	13,871	16,905	16,905	16,905
001-57-571-700-22000	Retirement	4,560	6,191	12,132	7,748	10,331	12,505	12,505	12,505
001-57-571-700-22100	Retirement Town Matching	760	514	5,583	1,019	1,529	5,141	5,141	5,141
001-57-571-700-23100	Medical Insurance	21,341	22,972	26,421	20,697	26,421	48,060	48,060	48,060
001-57-571-700-23150	Opt Out Insurance Payment			3,960	3,960	3,960	4,356	4,356	4,356
001-57-571-700-23200	Insurance - Dental	1,030	897	1,532	860	1,290	1,970	1,970	1,970
001-57-571-700-23300	Insurance - Life	408	396	715	341	512	618	618	618
001-57-571-700-23400	Insurance - Vision	153	139	212	131	197	265	265	265
001-57-571-700-23500	Disability	1,166	1,158	1,271	1,193	1,271	2,063	2,063	2,063
001-57-571-700-24000	Worker's Compensation Insurance	132	132	132	99	132	132	132	132
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>185,416</b>	<b>203,600</b>	<b>255,706</b>	<b>182,422</b>	<b>240,092</b>	<b>308,640</b>	<b>308,640</b>	<b>308,640</b>
								-	
001-57-571-700-34000	Contractual Services	32,990	20,948	13,800	17,163	25,158	35,241	30,841	30,841
001-57-571-700-40000	Travel & Training	1,765	2,381	1,500	1,555	1,555	4,800	3,000	3,000
001-57-571-700-41100	Telephone	1,503	1,181	1,000	777	1,000	1,000	1,000	1,000

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**LIBRARY (GF 700)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-57-571-700-41200	Postage & Shipping	47	67	100	166	240	240	240	240
001-57-571-700-46000	Repair & Maintenance	229	159	2,000	-	-	1,000	1,000	1,000
001-57-571-700-47000	Printing	108	112	1,000	-	-	2,400	400	400
001-57-571-700-49310	Software	5	400	500	-	-	-	-	-
001-57-571-700-51000	Office Supplies	475	947	1,000	213	320	1,000	1,000	1,000
001-57-571-700-52000	Operating Supplies	5,442	9,348	4,500	5,670	6,600	8,500	8,500	8,500
001-57-571-700-54200	Memberships, Dues, & Subscriptions	2,343	2,693	4,560	2,899	4,349	4,560	4,560	4,560
001-57-571-700-56000	Library Materials - Books and Other	9,006	12,342	23,300	12,043	23,300	20,000	17,030	17,030
001-57-571-700-56010	Library Materials - Children and Teen	3,751	5,655	8,000	3,771	8,000	10,000	10,000	10,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>57,664</b>	<b>56,233</b>	<b>61,260</b>	<b>44,257</b>	<b>70,522</b>	<b>88,741</b>	<b>77,571</b>	<b>77,571</b>
								-	
001-57-571-700-59700	Miscellaneous Supplies - Donations	-	-		-	-		-	
	<b>TOTAL DONATION EXPENSE</b>	<b>-</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	849	-			33,230	-	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>849</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,230</b>	<b>-</b>	<b>-</b>	<b>-</b>
								-	
	<b>TOTAL DEPT EXPENDITURES</b>	<b>243,929</b>	<b>259,833</b>	<b>316,966</b>	<b>226,679</b>	<b>343,844</b>	<b>397,381</b>	<b>386,211</b>	<b>386,211</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**LIBRARY (GF 700)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 3**

Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Medical Insurance	23200 Dental Insurance	23300 Life Insurance	23400 Vision Insurance	23500 Disability Insurance	Total Cost
Library Director	FT	30.78	2,080	64,022	4,802		9,612	394	151.00	53	607.00	79,641
Librarian II	FT	22.95	2,080	47,736	3,580		9,612	394	134.00	53	462.00	61,971
Library Accounting Clerk	FT	14.37	2,080	29,890	2,242				87.00	-	283.00	32,502
Library Assistant I	FT	12.06	2,080	25,085	1,881		9,612	394	82.00	53	237.00	37,344
Children's Services Assistant	FT	11.82	2,080	24,586			9,612	394	82.00	53	237.00	34,964
Library Assistant I	FT	11.82	2,080	24,586			9,612	394	82.00	53	237.00	34,964
		-	-	-								-
												-
												-
Phone Allowance		720										720
FICA		16,905										16,905
Worker's Compensation Insurance		132										132
Town Matching Retirement		5,141										5,141
OPT OUT INSURANCE		4,356										4,356
<b>Total Wages &amp; Benefits</b>		<b>27,254</b>		<b>215,905</b>	<b>12,505</b>	<b>-</b>	<b>48,060</b>	<b>1,970</b>	<b>618</b>	<b>265</b>	<b>2,063</b>	<b>308,640</b>

Insurance Table

Employee Only	9,612	394	53
Employee + Spouse	16,244	394	53
Employee + Children	13,649	394	53
Employee + Family	19,800	394	53
Health Coverage Op-out Cred	4,356		

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LIBRARY (GF 700)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**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	11,917
		SirsiDynix 2018-2019 - Final contract year cost.	6,224
		SirsiDynix - Integrated Library patron catalog with Palm Beach Library Cooperative - Extraction fee.	3,800
		Bywater Koha ILS initial cost to convert SirsiDynix records; Includes staff training and first year maintenance - cost thereafter, \$3000. annually	7,300
		SEFLIN membership	1,500
		Programs - speakers, presenters	1,200
		Overdrive E and E-audio books subscription	3,000
		Budget Cut	(4,400)
		<b>Total Contractual</b>	<b>\$ 30,841</b>
700-40000	<b>Travel &amp; Training</b>	PLA <i>or</i> FLA Annual Conference for Director or Librarian II	1,200
		ALA Annual Conference For Director or Librarian II	-
		Annual Director's Meeting in Tallahassee <i>or</i> Legislative day	1,000
		Staff training	800
		<b>Total Travel and Training</b>	<b>\$ 3,000</b>
700-41100	<b>Telephone</b>	Suncom/ State of Florida contract	\$ 1,000
700-41200	<b>Postage &amp; Shipping</b>	ILL (interlibrary loan between libraries) delivery/send by USPS Postage /Correspondence	\$ 240
700-46000	<b>Repair &amp; Maintenance</b>	AC Maintenance	\$ 1,000
700-47000	<b>Printing</b>	Business Cards; Librarians	200

		Signage, events, Library card brochures	200
		<b>Total Printing</b>	<b>\$ 400</b>
700-49310	<b>Software</b>	Anticipated software upgrades of public access computers	\$ -
700-51000	<b>Office Supplies</b>	Office Depot, Staples	\$ 1,000
700-52000	<b>Operating Supplies</b>	Labels, Tags, Tape, Covers, Cleaner, Stamps, Printer Ink, program supplies, Computers etc.	\$ 8,500
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	17,030
700-56010	<b>Library Materials - Childrens</b>	Books and media; youth	10,000
		<b>Total Library Materials</b>	<b>\$ 27,030</b>
			<b>\$ 77,571</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**Library Department (700)**

**PROPOSED INITIATIVES with DETAIL**

**FISCAL YEAR 2018-19**

Project Priority	Project Title	Description and Justification	Cost
1	Replace damaged shelves with easy access shelving that is ADA compliant	Current shelves are not ADA compliant. Seventy five percent of all shelves in the main library area are too tall for disabled access. It's worth noting that in 2001, these shelves sustained water damage but were never repaired or replaced. In addition, the shelves are not structured properly for library books, as they are missing middle guides which prevent books from falling back between the shelves. A retrofit of the shelves' endcaps and shelf guards has been estimated to cost nearly 60 percent the cost of new shelves. However, such retrofitting would not satisfy ADA compliance.	\$ 35,000
2	Replace worn, damaged carpeting with more energy efficient high traffic carpet tiles that can be easily replaced when damaged	Existing carpet flooring is nearly 20 years old. The light color shows severe wear and is badly stained even after a number of "deep" cleaning attempts at spot removal. (The procedure of the cleaning crew is to bring an exterior garbage throughout the library instead of bringing pails to the tiled lobby area which has resulted in liquids sometimes seeping through the pail wheels and exacerbating the condition). Replacing the current light colored carpet with darker color carpet tiles will allow for spot replacement of damaged or badly stained areas as well as extend the lifespan of the carpeting. Requiring our cleaning contractor to modify their procedures will also stem premature damage and tear. Further degradation of the current carpet flooring may potentially create tripping hazards in the near future.	\$ 35,000
3	Replace damaged and worn seating	Seating is over 20 years old. Fabric is degrading to the point of tears and holes. Wood portions are beginning to weaken from two decades of constant use to the point of failure of some chairs with wood areas splitting and/or breaking completely. This poses a potential safety hazard in the long run. Replace other worn furniture.	\$ 15,200
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ 85,200</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**LIBRARY (GF 700)**

**REVENUE BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 6**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015-16</b>	<b>ACTUAL 2016-17</b>	<b>CURRENT YEAR BUDGET 2017-18</b>	<b>ACTUAL AS OF 6/30/2018</b>	<b>ESTIMATE FOR THE YEAR 2017-18</b>	<b>THE DEPT. PROPOSED BUDGET BY 2018-19</b>	<b>TOWN MGT. PROPOSED BUDGET 2018-19</b>	<b>ADOPTED BUDGET 2018-19</b>
001-334.700	Grant - State Aid to Libraries	7,116	7,116	7,125	7,125	7,089	7,125	7,125	11,125
001-334.725	Grant - LSTA RFID conversion Project				9,950	39,490			
001-347.100	Library Copies	395	395	300	503	550	400	400	400
001-352.100	Fines - Library	1,002	1,002	1,000	596	1,000	1,000	1,000	1,000
001-389.700	Donations - Library	-	-	-	-		-	-	-
	<b>TOTAL</b>	<b>8,513</b>	<b>8,513</b>	<b>8,425</b>	<b>18,174</b>	<b>48,129</b>	<b>8,525</b>	<b>8,525</b>	<b>12,525</b>

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**TOWN OF LAKE PARK - ANNUAL BUDGET  
NON-DEPARTMENTAL (General Fund 900)  
DEPARTMENTAL BUDGET SUMMARY  
FISCAL YEAR 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Personal Services	(36,122)	-	70,196	70,196	71,000	71,297	71,297
Operating Expenses	75,379	101,934	110,119	111,500	111,500	109,268	109,268
Capital Outlay	-	-	-	-	-	-	-
Debt Service	379,665	380,151	379,288	379,748	379,152	379,152	379,152
Non-Operating	694,761	884,188	752,107	743,235	752,107	752,107	752,107
<b>Total Expenses</b>	<b>1,113,683</b>	<b>1,366,273</b>	<b>1,311,710</b>	<b>1,304,679</b>	<b>1,313,759</b>	<b>1,311,824</b>	<b>1,311,824</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**NON-DEPARTMENTAL (GF 900)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-51-589-900-12600	Wage Adjustment 1		72,872	70,196	70,196	70,196	71,000	71,297	71,297
001-51-589-900-24001	Worker's Compensation Refund	(36,122)							
		(36,122)	-	70,196	70,196	70,196	71,000	71,297	71,297
001-51-589-900-45000	Insurance - Property Liability	74,319	100,934	108,619	81,464	110,500	110,500	108,068	108,068
001-51-589-900-45120	Insurance - Storage Tank	703	1,000	1,000	750	1,000	1,000	1,200	1,200
001-51-589-900-49050	Other Current Charges - Sales Tax	357	-	500	-	-			
	<b>TOTAL OPERATING EXPENSES</b>	<b>75,379</b>	<b>101,934</b>	<b>110,119</b>	<b>82,214</b>	<b>111,500</b>	<b>111,500</b>	<b>109,268</b>	<b>109,268</b>
001-51-589-900-71000	Principal - Series 2009	8,143	8,996	9,456	9,456	9,456	9,939	9,939	9,939
001-51-589-900-71010	Principal - CRA Projects 2008 (a)	103,374	111,101	115,179	115,179	115,179	119,405	119,405	119,405
001-51-589-900-71020	Principal - FF Pension Settlement (a)	77,386	83,904	86,222	86,222	86,222	89,386	89,386	89,386
001-51-589-900-71030	Principal - CRA Projects 2009	55,479	61,293	64,425	-	64,425	67,718	67,718	67,718
001-51-589-900-72000	Interest - Series 2009	5,261	4,407	3,948	1,974	4,408	3,465	3,465	3,465
001-51-589-900-72010	Interest - CRA Projects 2008	65,949	58,081	53,929	28,021	53,929	49,625	49,625	49,625
001-51-589-900-72020	Interest - FF Pension Settlement	28,232	22,342	19,234	10,408	19,234	16,011	16,011	16,011
001-51-589-900-72030	Interest - CRA Projects 2009	35,841	30,027	26,895	13,447	26,895	23,603	23,603	23,603
	<b>TOTAL DEBT SERVICE</b>	<b>379,665</b>	<b>380,151</b>	<b>379,288</b>	<b>264,707</b>	<b>379,748</b>	<b>379,152</b>	<b>379,152</b>	<b>379,152</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**NON-DEPARTMENTAL (GF 900)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
001-51-589-900-91110	Transfer to CRA - Current Year	335,664	485,562	571,727	571,727	571,727	571,727	571,727	571,727
001-51-589-900-91190	Transfer to Streets & Roads	320,000	396,000	-	-	-	-	-	-
001-51-589-900-91601	Contrib.-Retired Police Officers Pension	39,097	80,380	80,380	71,508	71,508	80,380	80,380	80,380
001-51-589-900-99901	Contingency	-	73,801	100,000	-	100,000	100,000	100,000	100,000
001-51-589-900-99907	Transfer to Fund Balance	-	(151,555)	-	-	-	-	-	-
	<b>TOTAL OTHER EXPENSES</b>	<b>694,761</b>	<b>884,188</b>	<b>752,107</b>	<b>643,235</b>	<b>743,235</b>	<b>752,107</b>	<b>752,107</b>	<b>752,107</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>1,113,683</b>	<b>1,366,273</b>	<b>1,311,710</b>	<b>1,060,352</b>	<b>1,304,679</b>	<b>1,313,759</b>	<b>1,311,824</b>	<b>1,311,824</b>

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# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **INSURANCE FUND**

**FISCAL YEAR**

**October 1, 2018 through September 30, 2019**

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**Insurance Fund 150**

**DEPARTMENTAL BUDGET SUMMARY**

**FISCAL YEAR 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Revenue	128,856	211,948	211,664	210,933	247,295	247,295	247,295
Personal Services	43,621	30,296	29,963	29,963	29,963	29,963	29,963
Operating Expenses	213,766	174,346	181,701	151,543	217,332	217,332	217,332
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	257,387	204,642	211,664	181,506	247,295	247,295	247,295
Surplus (Deficit)	(128,531)	7,306	-	29,427	-	-	-

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 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
150-341.001	Contributed Revenue - General Fund	90,190	71,547	46,066	48,066	45,335	46,066	46,066	46,066
150-341.190	Contributed Revenue - Streets & Road:	4,881	4,881	5,040	4,898	5,040	5,040	5,040	5,040
150-341.401	Contributed Revenue - Marina Fund	69,919	69,919	87,467	52,439	87,467	94,876	94,876	94,876
150-341.402	Contributed Revenue - Stormwater	8,997	8,997	9,369	6,747	9,369	8,997	8,997	8,997
150-341.404	Contributed Revenue - Sanitation	55,649	55,649	63,722	41,736	63,722	55,649	55,649	55,649
150-369.400	Transfer from Fund Balance	(100,780)	955	-	-	-	36,667	36,667	36,667
	<b>TOTAL REVENUE</b>	<b>128,856</b>	<b>211,948</b>	<b>211,664</b>	<b>153,886</b>	<b>210,933</b>	<b>247,295</b>	<b>247,295</b>	<b>247,295</b>
	<b>EXPENDITURES</b>								
150-51-589-900-24000	Insurance Expense - Workers Comp	43,621	30,296	29,963	29,963	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>29,963</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	141,326	148,215	147,179	147,179	147,179
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	1,754	1,754	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 (Until 12/1/19 \$35,000)		2,500	-	-	-	36,667	36,667	36,667
	<b>TOTAL OPERATING EXPENSES</b>	<b>213,766</b>	<b>174,346</b>	<b>181,701</b>	<b>144,654</b>	<b>151,543</b>	<b>217,332</b>	<b>217,332</b>	<b>217,332</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>174,617</b>	<b>181,506</b>	<b>247,295</b>	<b>247,295</b>	<b>247,295</b>
	<b>BUDGET SURPLUS / (DEFICIT)</b>	<b>(128,531)</b>	<b>7,306</b>	<b>-</b>	<b>(20,731)</b>	<b>29,427</b>	<b>-</b>	<b>-</b>	<b>-</b>

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# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **STREETS AND ROADS FUND**

**FISCAL YEAR**

**October 1, 2018 through September 30, 2019**

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STREETS & ROADS (Fund 190)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2018-19**

**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 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Revenue	360,032	368,173	705,311	703,280	379,022	379,022	379,022
Personal Services	96,858	69,506	125,737	98,526	114,932	114,932	114,932
Operating Expenses	115,874	126,433	117,891	111,360	140,615	140,590	140,590
Capital Outlay	1,500	18,047	355,032	404,454	30,000	30,000	30,000
Debt Service	-	16,664	16,651	16,651	-	-	-
Non-Operating	90,000	90,000	90,000	90,000	93,500	93,500	93,500
Total Expenses	304,233	320,650	705,311	720,991	379,047	379,022	379,022
Surplus (Deficit)	55,800	47,523	-	(17,711)	(25)	-	-

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	1.00
Maintenance Worker III	1.00	1.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STREETS & ROADS (Fund 190)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 06/30/18	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET FY 2018-19	TOWN MGT. PROPOSED BUDGET FY 2018-19	ADOPTED BUDGET FY 2018-19
<b>REVENUES</b>									
190-312.410	Local Option Gas Tax	175,923	183,753	187,144	114,855	187,144	187,986	187,986	187,986
190-312.420	New Local Option Gas Tax	81,833	85,841	87,375	56,881	85,344	86,652	86,652	86,652
190-335.122	State Revenue Sharing (Fuel Tax)	82,453	74,582	79,152	49,829	79,152	79,667	79,667	79,667
190-336.100	DOT Lighting Maint. 405121-1-72-1€	19,822	23,997	24,717	24,717	24,717	24,717	24,717	24,717
190-369.100	Miscellaneous Revenue	1	-			-			
190-381.001	Transfer from General Fund	-	-						
190-381.001	Transfer from Fund Balance	-	-	326,923	326,923	326,923			
	<b>TOTAL REVENUE</b>	<b>360,032</b>	<b>368,173</b>	<b>705,311</b>	<b>573,205</b>	<b>703,280</b>	<b>379,022</b>	<b>379,022</b>	<b>379,022</b>
<b>EXPENDITURES</b>									
190-54-541-190-12000	Regular Salaries	98,713	60,354	106,012	63,963	92,000	97,344	97,344	97,344
190-54-541-190-14000	Overtime Salaries	199	3,796	300	418	500	300	300	300
190-54-541-190-15000	Special Pay	1,000	1,000	500	500	500	500	500	500
190-54-541-190-19900	Wages Reclassified	(39,465)	(25,615)	(24,099)	(24,099)	(24,099)	(26,330)	(26,330)	(26,330)
190-54-541-190-21000	FICA Taxes	7,462	5,277	8,171	4,785	7,000	7,508	7,508	7,508
190-54-541-190-22000	Retirement	4,999	4,769	7,536	3,283	5,000	6,920	6,920	6,920
190-54-541-190-22100	Deferred Contribution Matching	2,499	3,114	5,024	2,189	3,100	4,613	4,613	4,613
190-54-541-190-23100	Medical Insurance	16,522	12,230	17,614	7,339	10,000	19,375	19,375	19,375
190-54-541-190-23200	Insurance - Dental	797	618	766	510	612	789	789	789
190-54-541-190-23300	Insurance - Life	386	333	308	190	308	308	308	308
190-54-541-190-23400	Insurance - Vision	171	152	106	79	106	106	106	106

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STREETS & ROADS (Fund 190)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 06/30/18	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET FY 2018-19	TOWN MGT. PROPOSED BUDGET FY 2018-19	ADOPTED BUDGET FY 2018-19
190-54-541-190-23500	Disability	1,042	946	967	662	967	967	967	967
190-54-541-190-24000	Worker's Compensation Insurance	2,532	2,532	2,532	1,899	2,532	2,532	2,532	2,532
190-54-541-190-24000	Unemployment Compensation			-		-	-	-	-
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>96,858</b>	<b>69,506</b>	<b>125,737</b>	<b>61,718</b>	<b>98,526</b>	<b>114,932</b>	<b>114,932</b>	<b>114,932</b>
190-54-541-190-31000	Professional Services	22,338	19,341	15,373	15,373	15,373	11,174	11,174	11,174
190-54-541-190-34000	Contractual Services		115		35	35			
190-54-541-190-34310	SWA Disposal Fees		-			-			
190-54-541-190-40000	Travel & Training		221	750	-	-	750	750	750
190-54-541-190-41100	Telephone	687	742	675	557	700	700	675	675
190-54-541-190-43000	Utilities - Electric	67,006	72,718	72,000	50,608	60,000	72,000	72,000	72,000
190-54-541-190-44100	Rentals	2,200	5,019	4,000	830	1,660	4,000	4,000	4,000
190-54-541-190-44200	Equipment Leases						5,835	5,835	5,835
190-54-541-190-45000	Insurance - Liability & Property	2,349	2,349	4,000	2,999	4,000	5,040	5,040	5,040
190-54-541-190-46000	Repairs & Maintenance	4,088	5,681	5,000	1,750	3,500	4,800	4,800	4,800
190-54-541-190-46300	Vehicle Parts & Supplies	1,008	1,551	4,066	231	462	3,016	3,016	3,016
190-54-541-190-46600	Traffic Signs & Signals	2,652	4,930	5,500	3,813	4,500	11,500	11,500	11,500
190-54-541-190-47000	Printing		729	100	-	-	-	-	-
190-54-541-190-49400	Uniforms & Clothing	371	391	600	315	630	600	600	600
190-54-541-190-52000	Operating Supplies	11,638	11,379	19,200	19,000	19,200	19,200	19,200	19,200
190-54-541-190-52100	Gasoline & Diesel Fuel	1,536	1,267	2,000	962	1,300	2,000	2,000	2,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>115,874</b>	<b>126,433</b>	<b>117,891</b>	<b>96,473</b>	<b>111,360</b>	<b>140,615</b>	<b>140,590</b>	<b>140,590</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STREETS & ROADS (Fund 190)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 06/30/18	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET FY 2018-19	TOWN MGT. PROPOSED BUDGET FY 2018-19	ADOPTED BUDGET FY 2018-19
190-54-541-190-63020						-			
190-54-541-190-63000	Improvements other than Building			125,000	125,000	125,000			
190-54-541-190-63020	Improvements - Road			122,488	180,973	180,973			
190-54-541-190-63050	Improvements - Sidewalks	1,500	1,350	88,481	81,308	88,481	30,000	30,000	30,000
190-54-541-190-63055	Improvements - Street Lights					-			
190-54-541-190-64100	Machinery & Equipment		16,697	19,063	9,996	10,000			
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,500</b>	<b>18,047</b>	<b>355,032</b>	<b>397,277</b>	<b>404,454</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
				* last payment					
190-54-541-190-71000	Principal		15,697	16,324	16,324	16,324			
190-54-541-190-72000	Interest		967	327	327	327	-	-	-
	<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>16,664</b>	<b>16,651</b>	<b>16,651</b>	<b>16,651</b>	<b>-</b>	<b>-</b>	<b>-</b>
190-54-541-190-99001	Transfer to General Fund	90,000	90,000	90,000	67,500	90,000	93,500	93,500	93,500
190-54-541-190-99900	Transfer to Reserve				-	-			
	<b>TOTAL OTHER EXPENSES</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>67,500</b>	<b>90,000</b>	<b>93,500</b>	<b>93,500</b>	<b>93,500</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>304,233</b>	<b>320,650</b>	<b>705,311</b>	<b>639,619</b>	<b>720,991</b>	<b>379,047</b>	<b>379,022</b>	<b>379,022</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>55,800</b>	<b>47,523</b>	<b>-</b>	<b>(66,414)</b>	<b>(17,711)</b>	<b>(25)</b>	<b>(0)</b>	<b>(0)</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STREETS & ROADS (Fund 190)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**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	28.04	2,080	58,323	4,374	500	9,688	394	172	53	540	74,044
Maintenance Worker III	FT	16.32	2,080	33,946	2,546		9,688	394	136	53	427	47,190
												-
												-
												-
Overtime Salaries	300											300
Wages Reclassified	(49,610)	23,280										(26,330)
FICA Taxes	7,508											7,508
Worker's Compensation Insurance	2,532											2,532
Deferred Contribution Matching	4,613											4,613
Wage Adjustment	5,075											5,075
<b>Total Wages &amp; Benefits</b>				92,269	6,920	500	19,375	789	308	106	967	114,932

Insurance Table	<b>Employee Only</b>	<b>9,688</b>	<b>394</b>	<b>53</b>
	<b>Employee + Spouse</b>	<b>16,372</b>	<b>394</b>	<b>53</b>
	<b>Employee + Children</b>	<b>13,757</b>	<b>394</b>	<b>53</b>
	<b>Employee + Family</b>	<b>19,956</b>	<b>394</b>	<b>53</b>
	<b>Health Coverage Op-out Cre</b>	<b>4,356</b>		

**TOWN OF LAKE PARK - ANNUAL BUDGET  
PUBLIC WORKS - STREETS & ROADS (Fund 190)  
EXPENSE DETAIL & ANALYSIS  
FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
190-31000	Professional Services	Speeding Study and related traffic studies.	\$ 11,174
190-40000	Travel & Training	Herbicide applicator's training & MOT training	750
190-41100	Telephone	Phone service	675
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
190-44200	Equipment Leases	Vehicle Lease	5,835
190-46000	Repairs & Maintenance	Vendor repair services: Streets' vehicles, equip., streetlights, etc.	<del>4,800</del>
	KAUFF'S TRAILER	MEDIUM/HEAVY REPAIRS TO TRAILERS	1,000
	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:	\$ 4,800
190-45000	Insurance - Liability & Property		\$ 5,040
190-46300	Vehicle Parts & Supplies	Select vendors;(This is a sample of typical vendors used in the past. It is not an exclusive list.)	<del>3,016</del>
	FIA CARD SERVICES	FUEL CARDS	250
	CALLAGHAN TIRE	TRAILER TIRES	1,466
	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:	\$ 3,016
190-46600	Traffic Signs & Signals	Replace faded & outdated signs, posts and mounting hardware; Assist Community Development Division with enforcement signs.	11,500
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 2018-19**

**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		
<b>TOTAL</b>			170,590

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Streets and Roads Fund (190)**  
**PROPOSED INITIATIVES and FUNDED PRIORITIES with DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	Speeding Study / Traffic Study	Conduct Town-wide speeding study (\$15,000). Conduct other traffic studies as needed (\$10,000).		\$ 15,000
2	Replace Streetlight bulbs with LED	Streetlight retrofits at Sheriff Station, Town Hall, and Library		\$ 5,000
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 20,000</b>

Notes: 10th Street is deteriorating. Stormwater schedule identifies \$90k in FY20 for drainage improvements to coincide with roadway restoration. Last Gateway Road is deteriorating. Last estimate to reconstruct is \$1.7 million

# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **SPECIAL PROJECTS FUND**

**FISCAL YEAR**

**October 1, 2018 through September 30, 2019**

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SPECIAL PROJECTS FUND (Fund 301)**  
**FUND BUDGET SUMMARY**  
**FISCAL YEAR 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Revenue	9,065	8,189	1,247,398	1,097,403	1,335,685	1,335,685	1,335,685
Personal Services	-	-	-	-	-	-	-
Operating Expenses	16,887	80,554	1,247,398	670,471	1,261,398	1,335,685	1,335,685
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	16,887	80,554	1,247,398	670,471	1,261,398	1,335,685	1,335,685
Surplus (Deficit)	(7,822)	(72,365)	-	426,932	74,287	-	-

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SPECIAL PROJECTS FUND (Fund 301)**  
**FUND BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
<b>REVENUES</b>									
301-337.316	PBC SILVER BEACH ROAD	3,070	3,122	3,200	-	3,122	3,200	3,200	3,200
301-337.319	2013/14 & 2014/2015 CDBG Grant				464,281	464,281			
301-337.324	2017/18 CDBG			38,198	-		34,198	34,198	34,198
301-337.325	2015/16 CDBG				-				
301-337.321	2015-JAGD-PALM-13-R1-124	5,995	5,067		-				
301-337.322	2016-JAGD					6,000			
301-337.323	2017-JAGD			6,000	6,058	6,000	6,000	6,000	6,000
301-337.330	Lake Shore Drive - Line Item Appropriation			600,000	-		600,000	600,000	600,000
301-338.100	PBC Discretionary Surtax			600,000	446,112	600,000	674,287	674,287	674,287
301-337.326	2017 PAL GRANT				11,892	18,000	18,000	18,000	18,000
301-38-000-9000	BALANCE BROUGHT FORWARD	-	-		-	-			
	<b>TOTAL REVENUE</b>	<b>9,065</b>	<b>8,189</b>	<b>1,247,398</b>	<b>928,343</b>	<b>1,097,403</b>	<b>1,335,685</b>	<b>1,335,685</b>	<b>1,335,685</b>
<b>EXPENDITURES</b>									
301-52-521-301-64104	2015-JAGD-PALM-13-R1-124	5,995							
301-52-521-301-64105	2016-JAGD		5067		-	5,067			
301-52-521-301-63822	2017-JAGD			6,000	578		6,000	6,000	6,000
301-55-552-301-63826	Lake Shore Drive - Line Item Appropriation			600,000			600,000	600,000	600,000
301-52-521-301-63100	PBC Discretionary Surtax Projects			600,000	350,340	600,000	600,000	674,287	674,287
301-54-541-301-63808	CDBG FLAGLER BLVD				-	-			
301-54-541-301-63818	2013/14 & 2014/2015 CDBG Grant	7,775	68,904		315,481	412,775			
301-54-541-301-63819	2015/16 CDBG Grant-Non Reimbursement		3,532		813	35,000			
301-54-541-301-63821	2017/18 CDBG Grant			38,198			34,198	34,198	34,198
301-55-552-301-31020	PBC R2007 SILVER BEACH ROAD	3,117	3,051	3,200	1,329	3,122	3,200	3,200	3,200
301-55-569-301-82026	2017 PAL GRANT				1,930	18,000	18,000	18,000	18,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>16,887</b>	<b>80,554</b>	<b>1,247,398</b>	<b>670,471</b>	<b>1,073,964</b>	<b>1,261,398</b>	<b>1,335,685</b>	<b>1,335,685</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>(7,822)</b>	<b>(72,365)</b>	<b>-</b>	<b>257,872</b>	<b>23,439</b>	<b>74,287</b>	<b>-</b>	<b>-</b>

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# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **MARINA FUND**

**FISCAL YEAR**

**October 1, 2018 through September 30, 2019**

**TOWN OF LAKE PARK - ANNUAL BUDGET  
MARINA FUND (Fund 401)  
DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES  
FISCAL YEAR 2018-19**

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 2018-2019**

- 1) Improve Operational Efficiencies
- 2) Improve Financial Performance

**TOWN OF LAKE PARK - ANNUAL BUDGET  
MARINA FUND (Fund 401)  
FUND BUDGET SUMMARY  
FISCAL YEAR 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Revenue	1,340,329	1,340,329	1,502,903	1,441,844	1,451,679	1,451,679	1,451,679
Personal Services	137,035	207,750	346,914	236,119	300,084	300,084	300,084
Operating Expenses	821,126	704,240	738,551	765,277	788,381	788,381	788,381
Capital Outlay	1	-	64,000	-	-	-	-
Debt Service	219,610	216,431	343,438	336,609	348,214	348,214	348,214
Non-Operating	10,000	10,000	10,000	10,000	15,000	15,000	15,000
Total Expenses	1,187,772	1,138,421	1,502,903	1,348,005	1,451,679	1,451,679	1,451,679
Surplus (Deficit)	152,557	201,908	-	93,839	-	-	-

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Harbor Marina Director	0.00	0.00	0.00	0.00
Dock Attendant(s)	2.00	2.00	2.00	3.00
Dock Master	1.00	1.00	1.00	1.00
Marina Maintenance Worker II	1.00	1.00	1.00	1.00
Part-time Dock Attendant (Seasonal)	0.34	0.34	0.34	0.00
	<u>4.34</u>	<u>4.34</u>	<u>4.34</u>	<u>5.00</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015-16</b>	<b>ACTUAL 2016-17</b>	<b>CURRENT YEAR BUDGET 2017-18</b>	<b>ACTUAL AS OF 6/30/2018</b>	<b>ESTIMATE FOR THE YEAR 2017-18</b>	<b>THE DEPT. PROPOSED BUDGET BY 2018-19</b>	<b>TOWN MGT. PROPOSED BUDGET 2018-19</b>	<b>ADOPTED BUDGET 2018-19</b>
<b>REVENUES</b>									
401-344.500	Parking Fees - Meters Off-road	62	62	-	-	-	-	-	-
401-344.520	Parking Passes	-	-	-	-	-	-	-	-
401-347.500	Facilities Rental	480	480	3,600	-	1,600	3,600	3,600	3,600
401-347.512	Wet Slips	782,892	782,892	856,503	521,040	856,503	859,579	859,579	859,579
401-347.610	Ramp Fees	30,382	30,382	55,000	6,298	10,000	42,000	42,000	42,000
401-347.612	Parking Fees - Overnight	22,981	22,981	25,000	5,008	25,000	25,000	25,000	25,000
401-347.614	Electrical	18,065	18,065	34,200	359	1,000	1,000	1,000	1,000
401-347.616	Utility Charges	33,078	33,078	57,600	65,367	82,000	82,000	82,000	82,000
401-347.618	Pump Out	355	355	300	240	300	300	300	300
401-347.611	Traylor Parking Lot Fees	-	-	21,000	4,950	10,000	-	-	-
401-347.900	Facility Rental Security	315	315	-	-	-	-	-	-
401-359.100	Interest/Finance Charges	695	695	2,000	873	2,000	2,000	2,000	2,000
401-361.120	Sales Tax Commissions	308	308	-	226	141	-	-	-
401-369.106	Laundry Vending	1,507	1,507	1,200	606	1,200	1,200	1,200	1,200
401-369.150	Merchandise	5,356	5,356	3,500	1,593	2,000	2,000	2,000	2,000
401-369.200	Gasoline Sales	290,576	290,576	280,000	194,927	280,000	275,000	275,000	275,000
401-369.201	Diesel	153,054	153,054	160,000	102,436	160,000	155,000	155,000	155,000
401-369.250	Brick Sponsor Contributions	75	75	-	-	-	-	-	-
401-337.747	FIND Grant	-	-	-	-	-	-	-	-
401-389.190	Miscellaneous Revenue	777	777	2,500	-	10,000	2,500	2,500	2,500
401-389.200	Cash Over/Short	(630)	(630)	500	(49)	100	500	500	500
	<b>TOTAL REVENUE</b>	<b>1,340,329</b>	<b>1,340,329</b>	<b>1,502,903</b>	<b>903,874</b>	<b>1,441,844</b>	<b>1,451,679</b>	<b>1,451,679</b>	<b>1,451,679</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015-16</b>	<b>ACTUAL 2016-17</b>	<b>CURRENT YEAR BUDGET 2017-18</b>	<b>ACTUAL AS OF 6/30/2018</b>	<b>ESTIMATE FOR THE YEAR 2017-18</b>	<b>THE DEPT. PROPOSED BUDGET BY 2018-19</b>	<b>TOWN MGT. PROPOSED BUDGET 2018-19</b>	<b>ADOPTED BUDGET 2018-19</b>
<b>EXPENDITURES</b>									
401-57-579-800-11000	Executive Salaries	38,679	55,532	95,484	7,993	7,993	-	-	-
401-57-579-800-12000	Regular Salaries	45,874	91,486	133,600	94,124	133,600	187,271	187,271	187,271
401-57-579-800-13000	Other/Part Time Salaries	22,673	9,723	8,400	-	8,400	-	-	-
401-57-579-800-14000	Overtime Salaries	12,411	10,793	15,000	15,670	20,000	10,000	10,000	10,000
401-57-579-800-15000	Special Pay	940	420	720	-	-	720	720	720
401-57-579-800-15990	Wages Reclassified	-	-	10,651	18,624	18,624	19,655	19,655	19,655
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	19,315	9,169	12,000	15,101	15,101	15,101
401-57-579-800-22000	Retirement	2,751	3,866	9,518	7,729	9,518	6,210	6,210	6,210
401-57-579-800-22100	Town Retirement Matching		-	4,779	-	-	4,779	4,779	4,779
401-57-579-800-23100	Medical Insurance	8,405	11,015	32,498	6,969	12,000	39,332	39,332	39,332
401-57-579-800-23150	Opt Out of Medical Insurance	-		7,920	7,920	7,920	8,712	8,712	8,712
401-57-579-800-23200	Insurance - Dental	402	764	1,915	391	500	1,915	1,915	1,915
401-57-579-800-23300	Insurance - Life	184	491	673	141	200	498	498	498
401-57-579-800-23400	Insurance - Vision	135	172	275	117	200	275	275	275
401-57-579-800-23500	Disability	596	866	2,122	560	1,120	1,572	1,572	1,572
401-57-579-800-24000	Worker's Compensation Insurance	4,044	4,044	4,044	3,033	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>346,914</b>	<b>172,440</b>	<b>236,119</b>	<b>300,084</b>	<b>300,084</b>	<b>300,084</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015-16</b>	<b>ACTUAL 2016-17</b>	<b>CURRENT YEAR BUDGET 2017-18</b>	<b>ACTUAL AS OF 6/30/2018</b>	<b>ESTIMATE FOR THE YEAR 2017-18</b>	<b>THE DEPT. PROPOSED BUDGET BY 2018-19</b>	<b>TOWN MGT. PROPOSED BUDGET 2018-19</b>	<b>ADOPTED BUDGET 2018-19</b>
401-57-579-800-31000	Professional Services	9,124	1,683	1,500	273	500	1,500	1,500	1,500
401-57-579-800-31100	Professional Svc. - Town Attorney	-	3,573	6,000	-	-	2,000	2,000	2,000
401-57-579-800-33200	Permitting Fees	-	100	-	-	-	-	-	-
401-57-579-800-34000	Contractual Services	87,428	88,764	88,780	94,206	95,000	85,180	85,180	85,180
401-57-579-800-34788	Miscellaneous	-	4,633	-	-	-	-	-	-
401-57-579-800-34901	Administrative Fee	30,000	30,000	60,000	45,000	60,000	62,000	62,000	62,000
401-57-579-800-34911	Merchandise	4,638	4,926	1,750	1,770	2,000	3,000	3,000	3,000
401-57-579-800-40000	Travel & Training	410	140	3,500	-	-	1,000	1,000	1,000
401-57-579-800-41100	Telephone	7,747	7,050	5,700	3,965	5,700	5,600	5,600	5,600
401-57-579-800-41200	Postage & Shipping	31	465	250	364	400	500	500	500
401-57-579-800-43000	Utilities	89,882	91,853	84,000	56,113	84,000	87,000	87,000	87,000
401-57-579-800-43250	Garbage & Trash	16,542	18,540	22,800	14,916	20,000	24,000	24,000	24,000
401-57-579-800-44100	Rentals	499	343	500	-	-	500	500	500
401-57-579-800-45000	Insurance	65,875	65,875	65,875	49,406	98,812	94,876	94,876	94,876
401-57-579-800-45400	Insurance - Liquor License		751	751	-	751	751	751	751
401-57-579-800-46000	Repair & Maintenance	52,831	31,750	35,950	25,456	35,000	35,068	35,068	35,068
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	1,694	2,824	2,824	2,824	2,824
401-57-579-800-46101	Vehicle Parts/Supplies		192	500	-	500	500	500	500
401-57-579-800-46600	Signs & Signals	1,123	2,828	1,200	197	1,200	1,200	1,200	1,200
401-57-579-800-47000	Printing	496	486	100	311	400	500	500	500
401-57-579-800-47100	Photocopying	33	-	100	11	22	100	100	100

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**DEPARTMENTAL BUDGET DETAIL**

**FISCAL YEAR 2018-19**

**Schedule 2**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>ACTUAL 2015-16</b>	<b>ACTUAL 2016-17</b>	<b>CURRENT YEAR BUDGET 2017-18</b>	<b>ACTUAL AS OF 6/30/2018</b>	<b>ESTIMATE FOR THE YEAR 2017-18</b>	<b>THE DEPT. PROPOSED BUDGET BY 2018-19</b>	<b>TOWN MGT. PROPOSED BUDGET 2018-19</b>	<b>ADOPTED BUDGET 2018-19</b>
401-57-579-800-48000	Promotional Activity	3,829	760	2,500	720	1,440	3,000	3,000	3,000
401-57-579-800-48100	Advertising	8,815	10,038	7,000	5,738	11,476	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	3,400	3,400	4,285	4,285	4,285
401-57-579-800-49400	Uniforms & Clothing	986	897	1,200	463	926	1,200	1,200	1,200
401-57-579-800-49600	Bank Charges / Admin Fees	37,544	36,729	30,000	21,420	30,000	42,000	42,000	42,000
401-57-579-800-51000	Office Supplies	1,554	1,935	2,000	1,047	2,094	2,000	2,000	2,000
401-57-579-800-52000	Operating Supplies	13,736	15,997	13,000	5,676	11,352	14,298	14,298	14,298
401-57-579-800-52110	Gasoline	240,090	189,521	187,855	133,345	187,855	228,794	228,794	228,794
401-57-579-800-52120	Diesel Fuel	140,134	86,790	109,006	69,225	109,000	77,080	77,080	77,080
401-57-579-800-54200	Memberships, Dues, & Subscription	425	425	625	425	625	625	625	625
	<b>TOTAL OPERATING EXPENSES</b>	<b>821,126</b>	<b>704,240</b>	<b>738,551</b>	<b>535,141</b>	<b>765,277</b>	<b>788,381</b>	<b>788,381</b>	<b>788,381</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	-			8,450	-	-	-	-
401-57-579-800-63041	Machinery & Equipment	1		64,000	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1</b>	<b>-</b>	<b>64,000</b>	<b>8,450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**MARINA FUND (Fund 401)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
401-57-579-800-71000	Principal			207,808	207,088	207,808	219,550	219,550	219,550
401-57-579-800-72000	Interest	219,610	216,431	133,629	133,629	133,629	126,664	126,664	126,664
401-57-579-800-73200	Other Debt Service Cost			2,001	2,001	2,001	2,000	2,000	2,000
	<b>TOTAL DEBT SERVICE</b>	<b>219,610</b>	<b>216,431</b>	<b>343,438</b>	<b>342,718</b>	<b>343,438</b>	<b>348,214</b>	<b>348,214</b>	<b>348,214</b>
401-57-579-800-99110	Transfer to General Fund	10,000	10,000	10,000	7,500	10,000	15,000	15,000	15,000
401-57-579-800-99111	Contingency			-	-	-	-	-	-
401-57-579-800-99907	Transfer to Fund Balance			-	-	-	-	-	-
	<b>TOTAL OTHER EXPENSES</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>7,500</b>	<b>10,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>1,677,466</b>	<b>1,685,479</b>	<b>1,502,903</b>	<b>1,066,249</b>	<b>1,354,834</b>	<b>1,451,679</b>	<b>1,451,679</b>	<b>1,451,679</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>(337,137)</b>	<b>(345,150)</b>	<b>-</b>	<b>(162,375)</b>	<b>87,010</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**WAGE AND BENEFITS - DETAIL**

**FISCAL YEAR 2018-19**

**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	-	-	-	-	-	-	-	-	-	-	-
Dockmaster	FT	25.48	2,080	52,998	-	-	4,356	383	102	53	322	58,214
Dock Attendant	FT	15.92	2,080	33,114	2,484	-	4,356	383	102	53	322	40,814
Dock Attendant	FT	15.92	2,080	33,114	2,484		19,956	383	102	53	322	56,414
Marina Maintenance Worker II	FT	14.00	2,080	29,120			9,688	383	90	63	284	39,628
Dock Attendant	FT	15.92	2,080	33,114	1,242		9,688	383	102	53	322	44,904
												-
Overtime Salaries	10,000											10,000
Phone Allowance	720											720
Wage Reclassified	19,655											19,655
FICA	15,101											15,101
Worker's Compensation Insurance	4,044											4,044
Town Retirement Matching	4,779											4,779
Wage Adjustment	5,934											5,934
												-
												-
<b>Total Wages &amp; Benefits</b>	<b>60,233</b>			<b>181,460</b>	<b>6,210</b>	<b>-</b>	<b>48,044</b>	<b>1,915</b>	<b>498</b>	<b>275</b>	<b>1,572</b>	<b>300,207</b>

Insurance Table

Employee Only	9,688	383	53
Employee + Spouse	14,883	383	53
Employee + Children	13,757	383	53
Employee + Family	19,956	383	53
Health Coverage Op-out Cred	4,356		

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**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	2,000
800-34000	Contractual Services	Custodial contract - \$3,264; Security contract-\$42,000; Landscaping contract -\$38,500 Pest Control Services - \$696; Annual Coconut - \$720;	85,180
800-34901	Administrative Fee	Administrative cost for Town Hall services	62,000
800-34911	Merchandise	Ship Store Merchandise (beer, soda, bait, snacks, sundries, tackle, marine products, etc)	3,000
800-40000	Travel & Training	Workshops	1,000
800-41100	Telephone	Cost of Telephone and DSL charges (\$175.85 per mo., Wi-Fi- - \$0 per mo. Dockmaster software billing - \$0 per mo.)	5,600
800-41200	Postage & Shipping	Cost of mailing, including mailing of monthly bills and for marketing purposes	500
800-43000	Utilities	Cost of utilities for marina operation (electric, water and gas) \$7,200 per mo.	87,000
800-43250	Garbage & Trash	SWA assessment fee- \$8,751; PW sanitation service - \$668/mo. Actual \$1,900/mo.	24,000
800-44100	Rentals		500
800-45000	Insurance	Cost of premiums for liability insurance	94,876
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	35,068
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.	500
800-47100	Copying		100
800-48000	Promotional Activity		3,000
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	4,285

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**MARINA FUND (Fund 401)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**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	42,000
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	14,298
800-52110	Gasoline	Purchase of fuel for resale to boaters.	228,794
800-52120	Diesel Fuel	Purchase of fuel for resale to boaters.	77,080
800-54200	Memberships, Dues, & Subscriptions	The cost of Marine Industries Association membership.	625
		<b>TOTALS</b>	<b>788,381</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**Marina Fund (401)**

**PROPOSED INITIATIVES with DETAIL**

**FISCAL YEAR 2018-19**

**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	Camera/WiFi-Upgrade	Complete upgrade of Cameras/WiFi sytem for better security on property / Possible Grant		\$ 30,000
4	Door Locks-Upgrade	Install programmable locks with the ability to control via Wi-Fi		\$ 15,000
5	Boat ramp-Repair	Surface of the boat ramp needs to be replaced / Possible Grant		\$ 50,000
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 150,000</b>
6	Floating Docks-Repair	Multiple structural repairs are necessary to maintain floating docks / Possible Grant		\$ 100,000
7	Reseal/stripe lot-Repair	Reseal and restripe the main lot and the boat ramp lot		\$ 20,000
8	Work Boat	Purchase Skiff work boat for marina		\$ 30,000
9	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>\$ 250,000</b>

# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **STORMWATER UTILITY FUND**

**FISCAL YEAR**

**October 1, 2018 through September 30, 2019**

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2018-19**

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 stormwater 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 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Revenue	485,790	485,790	952,463	951,536	777,048	777,048	777,048
Personal Services	159,027	154,734	176,719	179,434	209,585	209,585	209,585
Operating Expenses	188,403	188,403	471,419	459,361	461,947	461,947	461,947
Capital Outlay	-	-	215,000	215,000	45,516	45,516	45,516
Debt Service	5,321	5,321	39,325	39,355	-	-	-
Non-Operating	50,000	50,000	50,000	50,000	60,000	60,000	60,000
Total Expenses	402,751	398,458	952,463	943,150	777,048	777,048	777,048
Surplus (Deficit)	83,039	87,332	-	8,386	-	-	-

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Stormwater Technician I	1.00	1.00	1.00	1.00
Stormwater Technician II	1.00	1.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</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 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
<b>REVENUES</b>									
402-311.120	Delinquent Stormwater Assessments	8	8	400	961	2,073	400	400	400
402-361.100	Interest Income	123	123	100	-	-	100	100	100
402-363.120	Stormwater Assessments	485,581	485,581	769,500	738,605	769,500	776,548	776,548	776,548
402-369.300	Refund Prior Year Expense	79	79	2,500	-	-	-	-	-
402-334.460	State Grant - DEP								
402-399.999	Transfer from Fund Balance			179,963	179,963	179,963	-	-	-
<b>TOTAL REVENUE</b>		<b>485,790</b>	<b>485,790</b>	<b>952,463</b>	<b>919,529</b>	<b>951,536</b>	<b>777,048</b>	<b>777,048</b>	<b>777,048</b>
<b>EXPENDITURES</b>									
402-53-538-402-12000	Regular Salaries	70,090	66,641	73786	53,972	73,786	73,819	73,819	73819
402-53-538-402-14000	Overtime Salaries	1,019	6,149	2500	1,669	2,500	2,500	2,500	2500
402-53-538-402-15000	Special Pay			0		-	1,500	1,500	1500
402-53-538-402-16000	Compensated Vacation Leave	2,261	-			-		-	0
402-53-538-402-17000	Compensated Sick Leave	328	-			-		-	0
402-53-538-402-19900	Wages Reclassified	45,411	41,589	53935	56,650	56,650	82,149	82,149	82149
402-53-538-402-21000	FICA Taxes	4,540	4,756	5645	3,537	5,645	5,762	5,762	5762
402-53-538-402-22000	Retirement	3,555	5,342	5321	4,164	5,321	5,536	5,536	5536
402-53-538-402-22100	Town Retirement Matching	-	-	2265	1,124	2,265	2,357	2,357	2357
402-53-538-402-23100	Medical Insurance	25,279	23,655	26949	23,382	26,949	29,644	29,644	29644
402-53-538-402-23200	Insurance - Dental	797	743	766	574	766	766	766	766
402-53-538-402-23300	Insurance - Life	273	295	216	163	216	216	216	216
402-53-538-402-23400	Insurance - Vision	228	228	106	88	106	106	106	106
402-53-538-402-23500	Disability	697	788	682	525	682	682	682	682

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
402-53-538-402-24000	Worker's Compensation Insurance	4,548	4,548	<b>4548</b>	3,411	4,548	4,548	4,548	4548
402-53-538-402-24001									
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>159,027</b>	<b>154,734</b>	<b>176,719</b>	<b>149,259</b>	<b>179,434</b>	<b>209,585</b>	<b>209,585</b>	<b>209,585</b>
402-53-538-402-31000	Professional Services	46,494	46,494	<b>196,000</b>	68,682	196,000	191,000	191,000	191,000
402-53-538-402-34000	Contractual Services	150	150	<b>106,000</b>	77,000	106,000	33,000	33,000	33,000
402-53-538-402-34010	Permit Fees - NPDES	4,297	4,297	<b>4,500</b>	4,250	4,500	4,500	4,500	4,500
402-53-538-402-34200	Contractual Services-Maint General	32,448	32,448	<b>32,450</b>	24,337	32,450	32,450	32,450	32,450
402-53-538-402-34310	Disposal Fees - SWA	1,311	1,311	<b>2,500</b>	1,350	2,500	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	<b>60,000</b>	45,000	60,000	62,000	62,000	62,000
402-53-538-402-40000	Travel & Training	-	-	<b>1,900</b>	-	-	1,900	1,900	1,900
402-53-538-402-40100	Tuition Reimbursement						1,025	1,025	1,025
402-53-538-402-41100	Telephone	344	344	<b>332</b>	603	800	800	800	800
402-53-538-402-41200	Postage & Shipping	39	39	<b>50</b>	55	60	100	100	100
402-53-538-402-43000	Utilities	274	274	<b>2,000</b>	182	364	500	500	500
402-53-538-402-44100	Rentals	1,730	1,730	<b>500</b>	-	-	1,000	1,000	1,000
402-53-538-402-45000	Insurance-Liability, Property,	4,449	4,449	<b>4,449</b>	3,337	4,449	8,997	8,997	8,997
402-53-538-402-46000	Repairs & Maintenance	23,472	23,472	<b>32,988</b>	18,200	32,988	95,975	95,975	95,975
402-53-538-402-46080	Repairs & Maintenance - Lines					-		-	-
402-53-538-402-46300	Vehicle Parts & Supplies	3,397	3,397	<b>10,000</b>	10,010	10,500	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 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
402-53-538-402-48100	Advertising			<b>1,700</b>	-	-	-	-	-
402-53-538-402-49400	Uniforms	526	526	<b>750</b>	408	750	750	750	750
402-53-538-402-51000	Office Supplies	150	150		-	-	350	350	350
402-53-538-402-52000	Operating Supplies	5,647	5,647	<b>8,650</b>	1,521	5,000	8,650	8,650	8,650
402-53-538-402-52100	Gasoline & Diesel Fuel	3,241	3,241	<b>5,500</b>	1,440	3,000	5,500	5,500	5,500
402-53-538-402-52200	Small Tools & Others	-	-	<b>600</b>	-	-	400	400	400
402-53-538-402-54200	Memberships, Dues, & Subscriptions	433	433	<b>550</b>	-	-	550	550	550
	<b>TOTAL OPERATING EXPENSES</b>	<b>188,403</b>	<b>188,403</b>	<b>471,419</b>	256,375	459,361	461,947	461,947	461,947
402-53-538-402-59000	Depreciation Expense	38,954	38,954						
	<b>TOTAL DEPRECIATION EXPENSE</b>	<b>38,954</b>	<b>38,954</b>						
402-53-538-402-63000	Improvement Other Than Building					20,100			
402-53-538-402-63100	Improvements - Alleyway Drainage	-	-		-	-			
402-53-538-402-63010	Improvements - Drainage	-	-	<b>125,000</b>	64,000	125,000	45,516	45,516	45,516
402-53-538-402-64100	Machinery & Equipment	-	-	<b>90,000</b>	-	90,000			
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>215,000</b>	64,000	215,000	45,516	45,516	45,516

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

Schedule 2

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
402-53-538-402-71000	Principal	-	-			-			
402-53-538-402-71010	Principal-Alley & Equipment	-	-	38,554	38,554	37,071	-		
402-53-538-402-72100	Interest	-	-		-	-	-		
402-53-538-402-72010	Interest-Alley & Equipment	5,321	5,321	771	771	2,284	-		
402-53-538-402-73100	Bond Issuance Costs					* Last payment			
	<b>TOTAL DEBT SERVICE</b>	<b>5,321</b>	<b>5,321</b>	<b>39,325</b>	<b>39,325</b>	<b>39,355</b>	<b>-</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	60,000	60,000	
402-53-538-402-99002	Transfer to Reserve	-	-			-	-		
402-53-538-402-99190	Transfer to Streets & Roads	-	-			-			
	<b>TOTAL OTHER EXPENSES</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>25,000</b>	<b>50,000</b>	<b>60,000</b>	<b>60,000</b>	
	<b>TOTAL DEPT EXPENDITURES</b>	<b>441,705</b>	<b>437,412</b>	<b>952,463</b>	<b>533,959</b>	<b>943,150</b>	<b>777,048</b>	<b>777,048</b>	
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>44,085</b>	<b>48,378</b>	<b>-</b>	<b>385,570</b>	<b>8,386</b>	<b>-</b>	<b>-</b>	

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**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	15.84	2,080	32,947	2,471	500	9,688	383	96	53	303	46,441
Stormwater Tech II	FT	19.65	2,080	40,872	3,065	1,000	19,956	383	120	53	379	65,828
												-
												-
Wages Reclassified		82,149										82,149
FICA Taxes		5,762										5,762
Worker's Compensation Insurance		4,548										4,548
Town Retirement Matching		2,357										2,357
Wage Adjustment		-										-
Overtime		2,500										2,500
<b>Total Wages &amp; Benefits</b>		<b>97,316</b>		<b>73,819</b>	<b>5,536</b>	<b>1,500</b>	<b>29,644</b>	<b>766</b>	<b>216</b>	<b>106</b>	<b>682</b>	<b>209,585</b>

Insurance Table

<b>Employee Only</b>	<b>9,688</b>	<b>383</b>	<b>53</b>
<b>Employee + Spouse</b>	<b>16,372</b>	<b>383</b>	<b>53</b>
<b>Employee + Children</b>	<b>13,757</b>	<b>383</b>	<b>53</b>
<b>Employee + Family</b>	<b>19,956</b>	<b>383</b>	<b>53</b>
<b>Health Coverage Op-out Credit</b>	<b>4,356</b>		

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
402-31000	Professional Services	Engineering - NPDES Annual Report, ESU annual rate certifications	\$ 26,000
		Engineering - 10th St. Drainage Design	\$ -
		Engineering - Misc. Stormwater Remediation Studies	50,000
		Prepare digital atlas based upon stormwater survey data	15,000
		Phase I -- Town Master Drainage Plan	\$ 100,000
		TOTAL:	\$ 191,000
402-34000	Contractual Services	CDL medical exams; post accident drug screening	
	JUPITER MEDICAL URGENT CARE	CDL MEDICAL EXAMS; POST ACCIDENT SCREENING	500
	LINE TELEVISIONING CONTRACTOR	VIDEO STORM DRAIN LINES	30,000
	WATER TESTING LAB SERVICES		2,500
		TOTAL:	\$ 33,000
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 Maintenance	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		62,000
402-40000	Travel and Training	Vac-con school; S/W operator training; annual Stormwater Conference, safety training	1,900
402-40100	Tuition Reimbursement	Reimbursement for Education	1,025
402-41100	Telephone	Monthly Charges	800
402-41200	Postage & Shipping	Mail	100
402-43000	Utilities	Cost of Seacoast Utility water to fill the Vac Truck	500
402-44100	Rentals	Misc. small engine tools & equip.	1,000
402-45000	Insurance-Liability, Property,		8,997

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
402-46000	Repairs and Maintenance	Outside vendor R&M for Vac-con,street sweeper,skid steer, & fleet trucks	

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**PUBLIC WORKS - STORMWATER UTILITY (Fund 402)**  
**EXPENSE DETAIL & ANALYSIS**  
**FISCAL YEAR 2018-19**

**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	-
	SOUTHERN SEWER EQUIPMEN	HEAVY REPAIRS FOR VAC-CON TRUCK - STREET SWEEPER	7,000
	JOINT SEPARATION REPAIR	Stormwater pipe and catch basin at Palmetto and Kalmia - causing sinkholes	78,975
	BOBCAT OF PALM BEACH		500
		TOTAL:	\$ 95,975
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 EQUIPMEN	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 2018-19**

**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 (Water sampling)	1,000
		<b>TOTAL:</b>	<b>\$ 8,650</b>
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
402-63010	Improvements - Drainage		45,516
			507,463

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Stormwater Fund (402)**  
**PROPOSED INITIATIVES with DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	GIS System	Establish GIS system, including software and equipment		\$ 40,000
5				
6				
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ 40,000</b>

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# **TOWN OF LAKE PARK**

## **ANNUAL BUDGET**

### **SANITATION FUND**

**FISCAL YEAR**

**October 1, 2018 through September 30, 2019**

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**DEPARTMENTAL METRICS, FUNCTIONS, & PERFORMANCE MEASURES**  
**FISCAL YEAR 2018-19**

**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 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Revenue	1,700,874	1,696,547	1,823,450	2,107,650	1,823,079	1,823,079	1,823,079
Personal Services	471,290	547,104	620,973	589,895	617,860	617,860	617,860
Operating Expenses	722,743	706,621	706,392	736,617	843,622	843,622	843,622
Capital Outlay	-	209,462	140,000	140,000	5,432	5,432	5,432
Debt Service	106,164	106,164	106,085	106,254	106,165	106,165	106,165
Non-Operating	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Total Expenses	1,550,197	1,819,351	1,823,450	1,822,766	1,823,079	1,823,079	1,823,079
Surplus (Deficit)	150,677	(122,804)	-	284,884	-	-	-
<b>Personnel Recap</b>							
				<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 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
<b>REVENUES</b>									
404-311.120	Delinquent Refuse Assessments	2,246	4,171	2,200	4,520	-	3,200	3,200	3,200
404-343.410	Commercial Assessment - SWA	83,278	91,480	84,000	81,467	84,000	86,000	86,000	86,000
404-343.420	Commercial User Fees - TLP	782,652	779,716	783,000	593,392	783,000	783,000	783,000	783,000
404-343.500	Residential Assessments - SWA	782,932	786,575	783,000	781,000	795,000	795,000	795,000	795,000
404-343.510	Residential User Fees - TLP	5,701	6,256	6,400	2,000	6,400	6,400	6,400	6,400
404-343.610	Recycling Income	19,576	9,302	19,500	1,023	499	19,500	19,500	19,500
404-354.100	Penalties	5,499	7,871	6,500	13,438	9,630	6,500	6,500	6,500
404-361.100	Interest Earnings	1,659	1,422	1,700	3,734	-	4,000	4,000	4,000
404-361.110	Interest Earnings - Tax Collector	129	135	200	-	-	200	200	200
404-364.100	Sale of Surplus Property		-	45,000	69,022	69,022	15,000	15,000	15,000
404-365.100	Sale of Scrap Material			-	-	-	-	-	-
404-369.100	Miscellaneous Revenue	491	5,342	500	139	24	500	500	500
404-369.200	Container Proceeds	150	75	150	75	75	150	150	150
404-369.300	Locking Device Proceeds	1,235	845	1,300	65	-	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			90,000	180,000	360,000	102,329	102,329	102,329
	<b>TOTAL REVENUE</b>	<b>1,700,874</b>	<b>1,696,547</b>	<b>1,823,450</b>	<b>1,729,875</b>	<b>2,107,650</b>	<b>1,823,079</b>	<b>1,823,079</b>	<b>1,823,079</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
<b>EXPENDITURES</b>									
404-53-534-404-12000	Regular Salaries	263,581	282,054	335,869	173,710	330,000	339,697	339,697	339,697
404-53-534-404-14000	Overtime Salaries	8,498	32,034	10,000	9,937	13,892	10,000	10,000	10,000
404-53-534-404-15000	Special Pay	2,200	1,000	1,500	1,000	1,500	500	500	500
404-53-534-404-16000	Compensated Vacation Leave	5,150	5,150	-	-	-	-	-	0
404-53-534-404-17000	Compensated Sick Leave	909	909	-	-	-	-	-	0
404-53-534-404-19900	Wages Reclassified	62,917	77,833	99,506	100,219	100,219	99,506	99,506	99,506
404-53-534-404-21000	FICA	19,835	23,224	26,574	13,224	17,600	26,790	26,790	26,790
404-53-534-404-22000	Retirement	10,810	20,028	24,192	14,151	20,000	17,497	17,497	17,497
404-53-534-404-22100	Town Match	4,294	10,055	11,537	6,394	10,000	9,030	9,030	9,030
404-53-534-404-23100	Medical Insurance	65,414	67,180	79,791	53,864	70,000	78,084	78,084	78,084
404-53-534-404-23150	Opt Out	-	-	3,960	-	-	8,712	8,712	8,712
404-53-534-404-23200	Insurance - Dental	3,089	2,568	3,447	1,593	2,390	3,447	3,447	3,447
404-53-534-404-23300	Insurance - Life	1,065	1,176	1,014	556	834	1,014	1,014	1,014
404-53-534-404-23400	Insurance - Vision	547	566	477	236	354	477	477	477
404-53-534-404-23500	Disability	2,753	3,099	2,878	1,787	2,878	2,878	2,878	2,878
404-53-534-404-24000	Worker's Compensation Insurance	20,228	20,228	20,228	15,171	20,228	20,228	20,228	20,228
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>471,290</b>	<b>547,104</b>	<b>620,973</b>	<b>391,842</b>	<b>589,895</b>	<b>617,860</b>	<b>617,860</b>	<b>617,860</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
404-53-534-404-31000	Professional Services	1,420	274	-	944	994	-	-	-
404-53-534-404-34000	Contractual Services	24,151	24,105	24,455	21,000	24,455	24,455	24,455	24,455
404-53-534-404-34310	Disposal Fees - Garbage	224,224	236,833	216,000	172,469	258,704	234,000	234,000	234,000
404-53-534-404-34901	Administrative Fee	135,000	135,000	135,000	105,000	135,000	145,000	145,000	145,000
404-53-534-404-34910	Bad Debt Expense	5,274	-	-	-	-	-	-	-
404-53-534-404-40000	Travel & Training	512	688	1,500	4	100	1,500	1,500	1,500
404-53-534-404-41000	Tuition Reimbursement						1,300	1,300	1,300
404-53-534-404-41100	Telephone	1,423	1,946	2,200	1,456	2,184	2,200	2,200	2,200
404-53-534-404-41200	Postage & Shipping	69	73	1,500	61	92	1,500	1,500	1,500
404-53-534-404-44100	Rentals	723	11,706	11,000	-	-	10,996	10,996	10,996
404-53-534-404-45000	Insurance	35,421	35,421	35,421	26,565	35,421	45,421	45,421	45,421
404-53-534-404-46000	Repair & Maintenance	102,077	82,170	71,500	40,000	60,000	134,100	134,100	134,100
404-53-534-404-46300	Vehicle Parts & Supplies	80,843	78,644	91,444	76,000	114,000	123,700	123,700	123,700
404-53-534-404-47000	Printing	159	15	4,000	-	-	4,000	4,000	4,000
404-53-534-404-48100	Advertising	11,475	11,475	8,000	5,855	8,000	8,000	8,000	8,000
404-53-534-404-49400	Uniforms & Clothing	1,941	1,809	2,750	1,109	1,664	2,750	2,750	2,750
404-53-534-404-51000	Office Supplies	255	202	500	500	750	500	500	500
404-53-534-404-52000	Operating Supplies	5,861	2,342	1,568	7,000	7,000	3,200	3,200	3,200
404-53-534-404-52100	Gasoline & Diesel Fuel	46,232	40,295	53,254	29,000	43,500	51,000	51,000	51,000
404-53-534-404-52200	Small Tools & Others	827	916	1,300	1,160	1,740	5,000	5,000	5,000
404-53-534-404-52400	Containers	44,856	42,707	45,000	28,675	43,013	45,000	45,000	45,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>722,743</b>	<b>706,621</b>	<b>706,392</b>	<b>516,798</b>	<b>736,617</b>	<b>843,622</b>	<b>843,622</b>	<b>843,622</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
404-53-534-44-59000	Depreciation Expense	4,942	4,942						
	<b>TOTAL DEPRECIATION EXPENSE</b>	<b>4,942</b>	<b>4,942</b>						
404-53-534-404-44200	Capital Equipment Leases	-	-	-	-	-	5,432	5,432	5,432
404-53-534-404-64100	Machinery & Equipment	-	209,462	140,000	24,006	140,000			
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>209,462</b>	<b>140,000</b>	<b>24,006</b>	<b>140,000</b>	<b>5,432</b>	<b>5,432</b>	<b>5,432</b>
404-53-534-404-71000	Principal	105,215	95,768	98,188	98,188	98,267	100,832	100,832	100,832
404-53-534-404-72000	Interest	949	10,396	7,897	7,987	7,987	5,333	5,333	5,333
	<b>TOTAL DEBT SERVICE</b>	<b>106,164</b>	<b>106,164</b>	<b>106,085</b>	<b>106,175</b>	<b>106,254</b>	<b>106,165</b>	<b>106,165</b>	<b>106,165</b>
								-	-
404-53-534-404-96200	Unrealized Gain/Loss on Investments				-	-		-	-
404-53-534-404-99110	Transfer to General Fund	250,000	250,000	250,000	187,500	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>187,500</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>1,555,139</b>	<b>1,824,293</b>	<b>1,823,450</b>	<b>1,226,321</b>	<b>1,822,766</b>	<b>1,823,079</b>	<b>1,823,079</b>	<b>1,823,079</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>145,735</b>	<b>(127,746)</b>	<b>-</b>	<b>503,554</b>	<b>284,884</b>	<b>-</b>		

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**SANITATION FUND (FUND 404)**  
**WAGE AND BENEFITS - DETAIL**  
**FISCAL YEAR 2018-19**

**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	-	-	9,688	383	90	53	284	40,367
Equipment Operator II	FT	15.3900	2,080	32,011	-	-	9,688	383	99	53	313	42,547
Equipment Operator III	FT	18.0400	2,080	37,523	2,814	-	9,688	383	127	53	398	50,986
Sanitation Foreman	FT	20.1600	2,080	41,933	3,145	-	4,356	383	123	53	389	50,382
Sanitation Foreman	FT	23.2900	2,080	48,443	3,633	500	9,688	383	142	53	446	63,288
Equipment Operator III	FT	18.0400	2,080	37,523	2,814	-	19,956	383	111	53	129	60,969
Equipment Operator II	FT	14.9400	2,080	31,075	2,331	-	9,688	383	90	53	284	43,904
Equipment Operator II	FT	14.9400	2,080	31,075	-	-	9,688	383	90	53	284	41,573
Equipment Operator III	FT	17.6900	2,080	36,795	2,760	-	4,356	383	142	53	351	44,840
Overtime Salaries	10,000											10,000
Wages Reclassified	99,506											99,506
FICA	26,790											26,790
Deferred Contribution Matching	9,030											9,030
Worker's Compensation Insurance	20,228											20,228
Unemployment Compensation	-											-
Wage Adjustment	13,450											13,450
<b>Total Wages &amp; Benefits</b>	<b>179,004</b>			<b>326,247</b>	<b>17,497</b>	<b>500</b>	<b>86,796</b>	<b>3,447</b>	<b>1,014</b>	<b>477</b>	<b>2,878</b>	<b>617,860</b>

Insurance Table

<b>Employee Only</b>	<b>9,688</b>	<b>383</b>	<b>53</b>
<b>Employee + Spouse</b>	<b>16,372</b>	<b>383</b>	<b>53</b>
<b>Employee + Children</b>	<b>13,757</b>	<b>383</b>	<b>53</b>
<b>Employee + Family</b>	<b>19,956</b>	<b>383</b>	<b>53</b>
Health Coverage Op-out Cre	4,356		

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**SANITATION FUND (FUND 404)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
404-34000	Contractual Services	Cell phone tower rental, truck wash serv.,	0
	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)	234,000
404-34901	Administrative Fee		145,000
404-40000	Travel & Training	Misc. operator training / safety classes; Training materials	1,500
404-40100	Tuition Reimbursement	Reimbursement for Education	1,300
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	10,996
404-44100	Capital Leases	Enterprise Vehicle	5,432
404-45000	Insurance		45,421
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	15,300
	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	5,500
	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	12,250
	BOULEVARD TIRE CENTER	IN-THE-FIELD REPAIRS TO TIRES	2,500

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**SANITATION FUND (FUND 404)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
	SPEEDY SIGN	VEHICLE GRAPHICS	1,000
	DECOKE ENGINE CARBON CLEAN	ENGINE CLEANING SERVICE TO MAINTAIN FUEL EFFICIENCY AND LONGEVITY	1,000
	VENDOR	REFURBISH SIDELoader #48 (45,000), REFURBISH FLOOR TO REARLOADER #42 (9,800)	54,800
		TOTAL:	134,100

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**SANITATION FUND (FUND 404)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**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
	MISC. VENDORS	A FRAME GANTRY CRANE (4,500),GPS VEHICLE TRACKER(2,700)	7,200
		TOTAL:	123,700
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

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**SANITATION FUND (FUND 404)**

**EXPENSE DETAIL & ANALYSIS**

**FISCAL YEAR 2018-19**

**Schedule 4**

Account #	Account Name	Task, Description, and/or Vendor	Cost
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 2018-19**

**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
	DELL	COMPUTER FOR MECHANIC II	1,000
		TOTAL:	3,200
404-52100	Gasoline & Diesel Fuel	Fuel to run the sanitation heavy equipment	51,000
404-52200	Small Tools & Others	Replacement and specialty tools for heavy equipment maintenance	5,000
404-52400	Containers	Purchase and refurbish commercial dumpsters; purchase new residential cans	45,000
		TOTAL OPERATING EXPENSES:	849,054
		TOTAL CAPITAL EXPENSES:	-

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**Sanitation Fund (404)**  
**PROPOSED INITIATIVES**  
**FISCAL YEAR 2018-19**

**Schedule 5**

Project Priority	Project Title	Description and Justification	Revenue	Cost
1	GPS Vehicle Tracking	Initiate GPS vehicle tracking pilot program for nine (9) sanitation vehicles. Will assist with improvements to customer service and reductions in fuel consumption.		\$ -
2	Sideloader Truck Refurbish	Refurbish body and cylinders on sideloader #48, per vehicle replacement schedule. In conjunction with increased repair budget, this will extend the lifecycle of the unit until scheduled replacement in 2021		\$ -
3	Shop Tool - A-Frame Gantry Crane	Tool for servicing hydraulic cylindrs and heavy components on sanitation vehicles to enable additional in-house repair capacity (includes chain hoist). This item will reduce reliance on third party vendors.		\$ -
4	Desktop Computer	Computer for vehicle garage to allow Mechanic II full access to work order program, email, etc.		\$ -
5	Rearloader Floor Replacement	Refurbish floor to Rearloader #42. Floor is rotting and rusting. Will allow lifecycle of unit to be extended.		\$ -
<b>TOTALS FOR INITIATIVES PROPOSED FOR THIS DEPARTMENT</b>			<b>\$ -</b>	<b>\$ -</b>

# **TOWN OF LAKE PARK**

## **BUDGET**

### **COMMUNITY REDEVELOPMENT AGENCY**

**FISCAL YEAR**

**October 1, 2018 through September 30, 2019**

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
BUDGET SUMMARY  
FISCAL YEAR 2018-19**

**Schedule 1**

	Actual Expenses 2015-16	Actual Expenses 2016-17	Budget 2017-18	Estimate for the Year 2017-18	Department Proposed 2018-19	Manager Proposed 2018-19	Adopted Budget 2018-19
Revenue	602,438	743,323	884,882	881,702	1,001,187	1,001,187	1,001,187
Personal Services	66,442	136,087	177,591	177,591	170,183	170,183	170,183
Operating Expenses	203,431	204,804	415,132	406,471	274,330	395,500	395,500
Capital Outlay	-	-	29,330	35,000	-	-	-
Debt Service	165,804	224,049	260,579	260,576	260,504	260,504	260,504
Non-Operating	-	-	2,250	-	100,000	175,000	175,000
Total Expenses	435,677	564,940	884,882	879,638	805,017	1,001,187	1,001,187
Surplus (Deficit)	166,761	178,383	-	2,064	196,170	-	-

2018/19 Increment	\$ 77,356,185
Town Millage	5.3474 \$ 392,972
Palm Beach County Fire/Rescue Millage	3.4581 \$ 254,130
Palm Beach County Millage	4.7815 \$ 351,385
TOTAL	<u>\$ 998,487</u>

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**COMMUNITY REDEVELOPMENT AGENCY (CRA)**  
**DEPARTMENTAL BUDGET DETAIL**  
**FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
<b>REVENUES</b>									
110-311.115	Ad Valorem Taxes - County	210,238	257,251	310,455	307,994	307,994	351,385	351,385	351,385
110-361.120	Interest Income - Bus. Dev. Loans	767	510	1,000	232	348	1,000	1,000	1,000
110-369.100	Miscellaneous Revenue			1,700	-	1,633	1,700	1,700	1,700
110-369.300	Refund Prior Year Expense			-		-	-	-	-
110-381.001	Transfer from General Fund	391,433	485,562	571,727	571,727	571,727	647,102	647,102	647,102
	<b>TOTAL REVENUE</b>	<b>602,438</b>	<b>743,323</b>	<b>884,882</b>	<b>879,953</b>	<b>881,702</b>	<b>1,001,187</b>	<b>1,001,187</b>	<b>1,001,187</b>
								-	0
<b>EXPENDITURES</b>									
110-55-552-520-19900	Wages Reclassified	66,442	136,087	177,591	176,605	177,591	170,183	170,183	170,183
110-55-552-520-25100	Unemployment Compensation	-	-	-	-	-	-	-	-
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>66,442</b>	<b>136,087</b>	<b>177,591</b>	<b>176,605</b>	<b>177,591</b>	<b>170,183</b>	<b>170,183</b>	<b>170,183</b>
110-55-552-520-31000	Professional Services	2,530	10,020	40,000	55,250	40,000	40,000	55,000	55,000
110-55-552-520-31100	Professional Services - CRA Attorney	6,916	5,750	10,000	3,150	10,000	10,000	10,000	10,000
110-55-552-520-34000	Contractual Services	76,757	78,349	98,000	98,000	98,000	98,000	179,170	179,170
110-55-552-520-34901	Administrative Fee	70,000	70,000	70,000	52,500	70,000	73,000	73,000	73,000
110-55-552-520-34910	Bad Debt Expense	-	-	-	-	-	-	-	-
110-55-552-520-40000	Travel & Training	111	7,273	7,000	469	5,000	5,500	5,500	5,500
110-55-552-520-41200	Postage & Shipping	8	8	1,000	-	-	1,000	1,000	1,000
110-55-552-520-43000	Utilities	13,766	13,061	12,000	9,085	12,000	12,000	12,000	12,000
110-55-552-520-43250	Garbage & Trash	6,541	538	1,000	528	1,000	1,000	1,000	1,000
110-55-552-520-44100	Equipment Rentals	599	-	2,000	605	1,200	2,000	2,000	2,000
110-55-552-520-45000	Insurance	8,291	8,329	10,000	8,308	8,308	10,000	10,000	10,000
110-55-552-520-46000	Repair & Maintenance	8,875	6,020	12,300	-	12,300	12,300	12,300	12,300
110-55-552-520-47000	Printing	-	49	500	-	-	500	500	500
110-55-552-520-48000	Promotional Activity	-	-	10,000	10,000	15,000	-	-	-
110-55-552-520-48100	Advertising	443	146	5,000			4,425	4,425	4,425

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
DEPARTMENTAL BUDGET DETAIL  
FISCAL YEAR 2018-19**

**Schedule 2**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	CURRENT YEAR BUDGET 2017-18	ACTUAL AS OF 6/30/2018	ESTIMATE FOR THE YEAR 2017-18	THE DEPT. PROPOSED BUDGET BY 2018-19	TOWN MGT. PROPOSED BUDGET 2018-19	ADOPTED BUDGET 2018-19
110-55-552-520-48101	Office Supplies	-	-	250	-	-	250	250	250
110-55-552-520-48102	Operating Expenses	3,874	416	250	-	-	250	250	250
110-55-552-520-52000	Operating Supplies	-	-	2,475	204	306	2,475	2,475	2,475
110-55-552-520-54200	Memberships, Dues, & Subscription	795	920	920	920	920	1,630	1,630	1,630
110-55-552-520-82113	Grant - Artists of Palm Beach County	3,925	3,925	-	-	-	-	-	-
110-55-552-520-82118	Grants	-	-	132,437	75,242	132,437	-	25,000	25,000
	<b>TOTAL OPERATING EXPENSES</b>	<b>203,431</b>	<b>204,804</b>	<b>415,132</b>	<b>314,261</b>	<b>406,471</b>	<b>274,330</b>	<b>395,500</b>	<b>395,500</b>
								-	-
110-55-552-520-63000	Improvements other than buildings	-	-	50,000	3,706	35,000			
110-55-552-520-64100	Machinery & Equipment	-	-	29,330	-	-			
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>29,330</b>	<b>3,706</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
								-	-
110-55-552-520-91010	Transfer to General Fund - ILA	169,325	169,256	169,256	169,256	169,256	169,183	169,183	169,183
110-55-552-520-91030	Transfer - ILA 2009	(3,521)	54,793	91,320	91,320	91,320	91,321	91,321	91,321
110-55-552-520-99901	Unappropriated	-	-						
	<b>TOTAL DEBT SERVICE</b>	<b>165,804</b>	<b>224,049</b>	<b>260,579</b>	<b>260,576</b>	<b>260,576</b>	<b>260,504</b>	<b>260,504</b>	<b>260,504</b>
110-55-552-520-82111	Economic Incentive (BIB)	-	-	2,250	-	-	100,000	175,000	175,000
110-55-552-520-96200	Unrealized Gain/Loss on Invest	-	-	-	-	-	-	-	-
110-389.900	Fund Balance Surplus	-	-	-	-	-	-	-	-
	<b>TOTAL OTHER EXPENSES</b>	<b>-</b>	<b>-</b>	<b>2,250</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>175,000</b>	<b>175,000</b>
	<b>TOTAL CRA EXPENDITURES</b>	<b>435,677</b>	<b>564,940</b>	<b>884,882</b>	<b>755,148</b>	<b>879,638</b>	<b>805,017</b>	<b>1,001,187</b>	<b>1,001,187</b>
	<b>SURPLUS/(DEFICIT)</b>	<b>166,761</b>	<b>178,383</b>	<b>-</b>	<b>124,805</b>	<b>2,064</b>	<b>196,170</b>	<b>-</b>	<b>-</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
EXPENSE DETAIL & ANALYSIS  
FISCAL YEAR 2018-19**

**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.	\$ 170,183
		TOTAL PERSONNEL EXPENSES	\$ 170,183
520-31000	Professional Services	Property marketing, networking, and consulting (\$15,000), Marketing Plan (\$40,000)	\$ 55,000
520-31100	Prof. Ser. - Attorney	Town Attorney	10,000
520-34000	Contractual Services	Terracon Services, Inc. landscape maintenance (\$97,105), Web hosting (\$895), PBSO (\$81,170)	179,170
520-34901	Administrative Fee	Services provided the CRA by other Town staff members	73,000
520-40000	Travel & Training	Staff to FRA Conference	5,500
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
520-48100	Advertising		4,425
520-48101	Office Supplies		250
520-48102	Operating Expenses		250
520-52000	Operating Supplies	Irrigation materials (\$1,200), fertilizer (\$1,275)	2,475
520-82118	Grants	Community Grants	25,000

520-54200	Memberships, Dues, & Subscriptions	Florida Redevelopment Association (\$745) State of Florida (\$175) Chamber of Commerce (\$710)	1,630
		TOTAL OPERATING EXPENSES	395,500
520-82111		1. This program will work with local entrepreneurs in the area to grow a concept or idea into a business. The accelerator program provides 6 months helping entrepreneurs bring their ideas to reality through educations, mentorship and micro financing. The first stage is two months long. The Co-Starters curriculum will focus on weekly education courses for enrollees. Fifty six organizations throughout North America adopted this curriculum. A more in-depth explanation of the curriculum can be found here:( <a href="https://costarters.co/about/">https://costarters.co/about/</a> ) . The cohort based program equips all students with the resources they need to turn an idea into action. The second stage is 4 months of direct mentoring using the Union Software Platform developed by the 1776 accelerator ( <a href="https://www.1776.vc">https://www.1776.vc</a> ) and used by global organizations like 500 startups. Utilizing current mentors from Palm Beach Tech and FAU, the program will scale their network group of successful local entrepreneurs to meet the demands of the program. Finally, the third stage is a pitch competition of all qualified graduates with a wide variety of winners receiving cash and in-kind grants sourced the Community. The Program works with financial institutions such as TD Bank, JP Morgan, and First Bank of Palm Beach. Service providers to the program include Locke Lord, Gunster and Dazkal Bolton. The program's goal is to guide 100 local students, community members and aspiring entrepreneurs in four cohorts annually. The expenditure from the CRA budget of \$25,000 will assist 25 students from Lake Park. The goal is to guide cohorts of Twenty Five members in curated programs for specific industry verticals, depending on funding and community partners. The CRA envisions blending technology and art into a vertical program for the CRA. The following Communities are participating in the Entrepreneurial Program: City of Boca Raton. City of Boynton Beach, City of Delray and the Town of Lake Park. Each Community will have a different focus and cohort. This cost is \$25,000. 2. Incentives for Business Development is \$50,000. Commitment to Dedicated IT per agreement for Business Development is \$100,000.	175,000
	+	TOTAL OPERATING AND OTHER EXPENSES	\$ 570,500

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

**FUNDED INITIATIVES**

**FISCAL YEAR 2018-19**

	Project Title	Description and Justification	Cost
1	Treasure Coast Regional Planning Agency in Market Study/Branding Recommendations	The CRA is seeking to engage the services of a marketing firm to help market the CRA area, which would include putting into effect the recommendations made by Treasure Coast Regional Planning Agency in its Market Study/Branding Finding and Recommendations (e.g., working to attract millennials into the CRA area especially the downtown area, helping to attract businesses into the downtown area and help fill vacant commercial properties), and in general help market Lake Park as a hip area in which to locate.	\$50,000 Included in Budget
2	PBSO Walking Patrols	Propose foot patrols Thursday-Saturday. Thursday 8 p.m.-Midnight (4 hrs.), Friday 5 p.m.-1 a.m. (8 hrs.) and Saturday 5 p.m.-2 a.m. (9 hrs.) = 21 hours/week at \$65/hr. PBSO Detail Rate.	\$81,170 Included in Budget
3			
4			
5			
6			
7			
<b>TOTALS</b>			<b>\$ -</b>