



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Special Call Commission Meeting  
“Budget Workshop”  
Wednesday, July 11, 2012, 6:30 P.M.  
Lake Park Town Hall  
535 Park Avenue

<b>James DuBois</b>	—	<b>Mayor</b>
<b>Kendall Rumsey</b>	—	<b>Vice-Mayor</b>
<b>Steven Hockman</b>	—	<b>Commissioner</b>
<b>Jeanine Longtin</b>	—	<b>Commissioner</b>
<b>Tim Stevens</b>	—	<b>Commissioner</b>
.....		
<b>Dale S. Sugerman</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez Lemley, CMC</b>	—	<b>Town Clerk</b>

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk’s office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. **CALL TO ORDER**

B. **PLEDGE OF ALLEGIANCE**

C. **ROLL CALL**

D. **DISCUSSION**

1. Presentation of the Preliminary Fiscal Year 2012/2013 Budget
2. Commission Discussion of the Presented Preliminary Fiscal Year 2012/2013 Budget
3. Discussion of the Storm Water and Refuse Rates
4. Setting the next Budget Workshop Date
5. Setting the “Current Year Proposed Operating Millage Rate”
6. Setting the “First Public Budget Hearing” Date, Time and Place

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Special Call Commission Meeting  
Budget Workshop  
July 11, 2012

**E. PUBLIC COMMENT**

**This time is provided for audience members to address items related to the Fiscal Year 2012/2013 Budget. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.**

**F. ADJOURNMENT**

TOWN OF LAKE PARK  
PROPOSED BUDGET  
ALL FUNDS



FISCAL YEAR 2012-2013

# TOWN OF LAKE PARK

## PROPOSED BUDGETS ALL FUNDS

### FISCAL YEAR

October 1, 2012 through September 30, 2013

### DIRECTORY OF OFFICIALS TOWN COMMISSION

James Dubois.....	Mayor
Kendall Rumsey.....	Vice Mayor
Steve Hockman.....	Commissioner
Jeanine Longtin.....	Commissioner
Tim Stevens.....	Commissioner

Town Manager

Dale S. Sugerman, Ph.D.

Finance Director

Blake K. Rane



Office of the  
Town Manager

July 6, 2012

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

RE: Preliminary Tentative Fiscal Year 2012-2013 Operating Budget

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

In accordance with Chapter 2, Article III, Section 2-82 (4) of the Lake Park Code of Ordinances, enclosed is an outline of a preliminary tentative fiscal year 2012-2013 operating budget. One might ask what is meant by a "preliminary tentative" budget document? This budget message and the attached supporting pages have been constructed within the first three business days of my employment as your new town manager. This preliminary tentative budget document is being submitted so that the Town Commission has a relatively basic set of anticipated revenue and expenditure statistics which can be used during the budget workshop meeting of July 11, 2012. Within a few weeks, the Town staff and I will complete our final calculations such that we can share with you the final draft Tentative Fiscal Year 2012-2013 Operating Budget proposal which is the document that can be used going into the actual formal public hearings on the proposed budget.

It is unfortunate that I have to report that property values in the Town of Lake Park, as established by the Palm Beach County Property Appraiser, have continued to decrease. The Town's property values have decreased 3.55% over the prior year which equates to a reduction in anticipated Ad Valorem tax revenue of \$135,212.00 (at last year's tax rate). The most recent county-wide statistics show that some communities have finally seen an up tick in their values, some communities have remained flat in their values, and some municipalities such as the Town of Lake Park have continued to see a slower, but nonetheless, decrease in property values. One can only hope that this downward trend has finally reached a bottom in the Town of Lake Park and that future assessed values will begin to rise.

535 Park Avenue  
Lake Park, FL 33403  
Phone: (561) 881-3304  
Fax: (561) 881-3314

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[www.lakeparkflorida.gov](http://www.lakeparkflorida.gov)



Please understand that, at this point, the attached draft budget document does not present to you a balanced General Fund budget. Under the law, the Town Commission cannot approve deficit spending for the coming fiscal year. Therefore, it is my responsibility to ultimately present to you a General Fund budget which is balanced, and it is my commitment to do so within the coming weeks. But with a continued pattern of reduced revenues and a continued demand to attempt to leave service levels where they currently are, a balanced General Fund budget is not possible without my proposing a reduction in certain expenditures and services. Some of those reductions which I am proposing have already been inserted in the draft document and are further outlined below. Some additional reductions will still need to be taken to produce a balanced General Fund budget and the advice and input from the Town Commission, residents, other stakeholders, and Town staff is welcomed on this subject.

As of the writing of this budget message, all funds but for the General Fund and the Marina Fund are in balance. The General Fund draft budget document shows a negative difference of \$116,349.00 when comparing anticipated revenues to anticipated expenditures. Part of reducing the gap down to where it presently stands includes a proposal to use \$100,000.00 from the General Fund unrestricted fund balance. We anticipate ending the current fiscal year with approximately \$300,000.00 in unrestricted fund balance. And the proposed budget uses \$100,000.00 of that end-of-year fund balance. Our goal for ending the 2012-2013 proposed budget year is to end with an excess of revenues over expenditures of approximately \$125,000.00.

We will eventually close the current gap of \$116,349.00 such that the Commission will be able to adopt a balanced budget; however closing the gap so far has not been without some initial tough decisions. These initial tough decisions will lead to some pain for some of our current employees as of the close of business on September 30<sup>th</sup> of this year. Ultimately closing the final gap will not be without some additional pain.

The Marina Fund is also currently in a position of not being balanced going into the new fiscal year. The Marina Fund draft budget has a current deficit of \$112,598.00. Frankly, after 3 working days on the job I do not have an answer at this point as to how we can eliminate that deficit. It will take some hard work between the Finance Department, Engineering, the Town Attorney, my office and the guidance and the direction of our external auditors to help us with this dilemma. But we are up to that task and we will work on it immediately.

Before I get into some of the details of the work done to date on the Preliminary Tentative Fiscal Year 2012-2013 Operating Budget, I believe it is important that I share with you my approach and philosophy regarding municipal budgeting. In my way of thinking, any organization's budget document is nothing more than a **plan**. It is a plan for what the organization anticipates it will receive in revenues, and it is a plan for what the organization anticipates it will spend on providing services to its resident/customers. An operating budget is not an exact checklist of actions that are to start on October 1<sup>st</sup> of this year and finish on September 30, 2013 (a full 14+ months from now). Therefore, while I believe that our budget

needs to be in balance at the beginning of the fiscal year, and must stay in a non-deficit state throughout the year, I do not believe that the budget needs to be so rigid as to be “set in stone” effective October 1, 2012. I would like our budget to remain flexible and fluid throughout the year. And the budget plan can, and should be monitored throughout the year (by members of the Commission, the staff of the Finance Department, my office, and the public if they are so inclined) such that by February of next year we should take a formal look to see how well we are following our “plan” and if need be, we can do a mid-year adjustment to the plan in April of 2013.

As your new town manager, it has been an honor and privilege to have been allowed to work on the 2012-2013 annual operating budget for the Town of Lake Park for the past three business days. What I have discovered in those 3 business days is both broad in scope and narrow in depth. Thus the reason why this document is a preliminary tentative budget plan rather than a final draft budget which you could adopt as presented. There is more work that needs to be done over the coming weeks. However, there is some relatively clear insight which I can share with you at this point.

The first thing that comes to mind (and should be no surprise to anyone reading this document) is that our protective services contracts with the Palm Beach County Sheriff’s Office and Palm Beach County Fire/Rescue, combined, will use 124% of the budgeted Ad Valorem revenue we anticipate collecting during the upcoming fiscal year. With these two General Fund functions we have precious few other resources available to fully support the other General Fund-based municipal services we have all come to both expect and appreciate.

Another topic which must be kept in the forefront of our minds is that the General Fund is significantly burdened with debt service from prior borrowing to fund certain projects. The principal and interest payments on our General Fund debt service cannot be avoided. With the proposed tentative budget as it is being presented herein, all debt service payments will be made in full and made on a timely basis.

With the help and guidance of Jamie Titcomb as Interim Town Manager, and Blake Rane, Finance Director the fiscal decisions already made to continue down the path of operating with a “CRA Lite” have been carried into the proposed draft budget. This means that the position of Economic Development Director will not be funded after September 30, 2012. The position of Project Manager is no longer a CRA expense (it is proposed to be absorbed into the Public Works Department of the General Fund), and the PBSO deputy assigned to the CRA will no longer be funded. CRA debt service payments, reduced contract landscaping work, and minimal event planning activities are still funded; but at a significantly reduced level such that the CRA budget for the coming year will be recommended to the CRA Board with funding at approximately \$390,000.00.

This proposed budget also recommends a consolidation of positions within the Public Works Department. It is my recommendation that the Public Works Department combine all of the functions which support General Fund activities (including Facilities Maintenance, Grounds

Maintenance, Vehicle Maintenance, and Administration). By doing so, it will not only allow for cross-utilization of existing employees (thereby eliminating budget silos), but will create a situation where we can reduce the workforce by two full-time positions. The job titles being recommended from this proposed budget include one Facilities Maintenance Worker III and one Mechanic. This will, of course, result in layoffs, but all employees impacted will be afforded all of their rights and benefits associated with our layoff procedures. As to the actual budgetary consolidation of the Public Works Department, we have not had enough time to include a revised organizational chart or a budget worksheet to show that consolidation. We anticipate that the next iteration of the budget document will be able to reflect these recommended changes.

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

Just to share one example of our outright reduction in operating expenditures, we have cut every department's office supply expense line item. Our plan is to centralize the office supply function, and to not let each department keep its "stash" of office supplies. Office supplies will be provided on an as-needed basis and distributed from the Office of the Town Manager. This may seem to be a trivial endeavor, and quite frankly it does not save us bundles of money. But it saves the Town money nonetheless and it also sets a tone for how we are going to be as fiscally prudent as possible going forward.

If you as the reader of this budget message are beginning to pick up on a trend of nothing but bad news coming out of the Office of the Town Manager, it is now time for me to turn the corner. Actually, there is some very good news going into the new budget year.

First, Town employees have been asked to not only do more with less the past few years, but some have also been asked to reduce a portion of their livelihood by taking cuts in base salary and also not being paid for furlough days. This proposed budget does not cut the base salaries of any employees funded in the budget and it does not propose using furlough days in the next budget year. It does not include any cost-of-living adjustments, nor merit increases; but at least it stops the bleeding and the squeezing of more and more out of our employees.

Second, we have some great new leadership which has been brought into our organization over the last few months and I have attempted to create an environment where department heads will feel comfortable unleashing their own potential. I have already charged department heads to get creative in the programming they are going to offer to the community,



the marketing they are going to implement to promote the Town of Lake Park, and the fundraising they are going to do to increase revenues. Just as an example, the proposed budget includes a \$10,000.00 reduction in the funding for library materials requested by the Library Director. My commitment to her was that together, she and I will go out to the community (especially with the help of the Friends of the Library) and will raise a minimum of \$10,000.00 to offset the cut that I felt compelled to make to the Library budget. Interestingly, when I told Karen Mahnk, Library Director that her request for library materials was being cut by \$10,000.00, but that she and I would put in the effort to raise the money from the community, she responded to this opportunity to “step outside the box” in the so called way that we have always done things around here by suggesting that with the proper support, she could move her staff around a bit such that they could extend the hours of the Library without adding additional staff. Needless to say, she has my complete support to do so.

And finally, my last bit of good news is that, even though the General Fund is not quite in balance yet, we have done all of our calculations assuming that we will be able to **reduce** next year’s tax rate from the current 8.5083 mils to a proposed 8.4000 mils. This is not a huge reduction, but it is still a reduction nonetheless. It is hoped that this will send a strong signal to the entire community that we will turn this ship around and will now be headed in the right direction.

We still have quite a bit of work to do. And the work will not be easy and will not be without some pain for some folks. I am truly sorry for the pain and I wish it could be different. Of course, I am always open to other ways of thinking and to any creative ideas which could improve upon what is contained within this document.

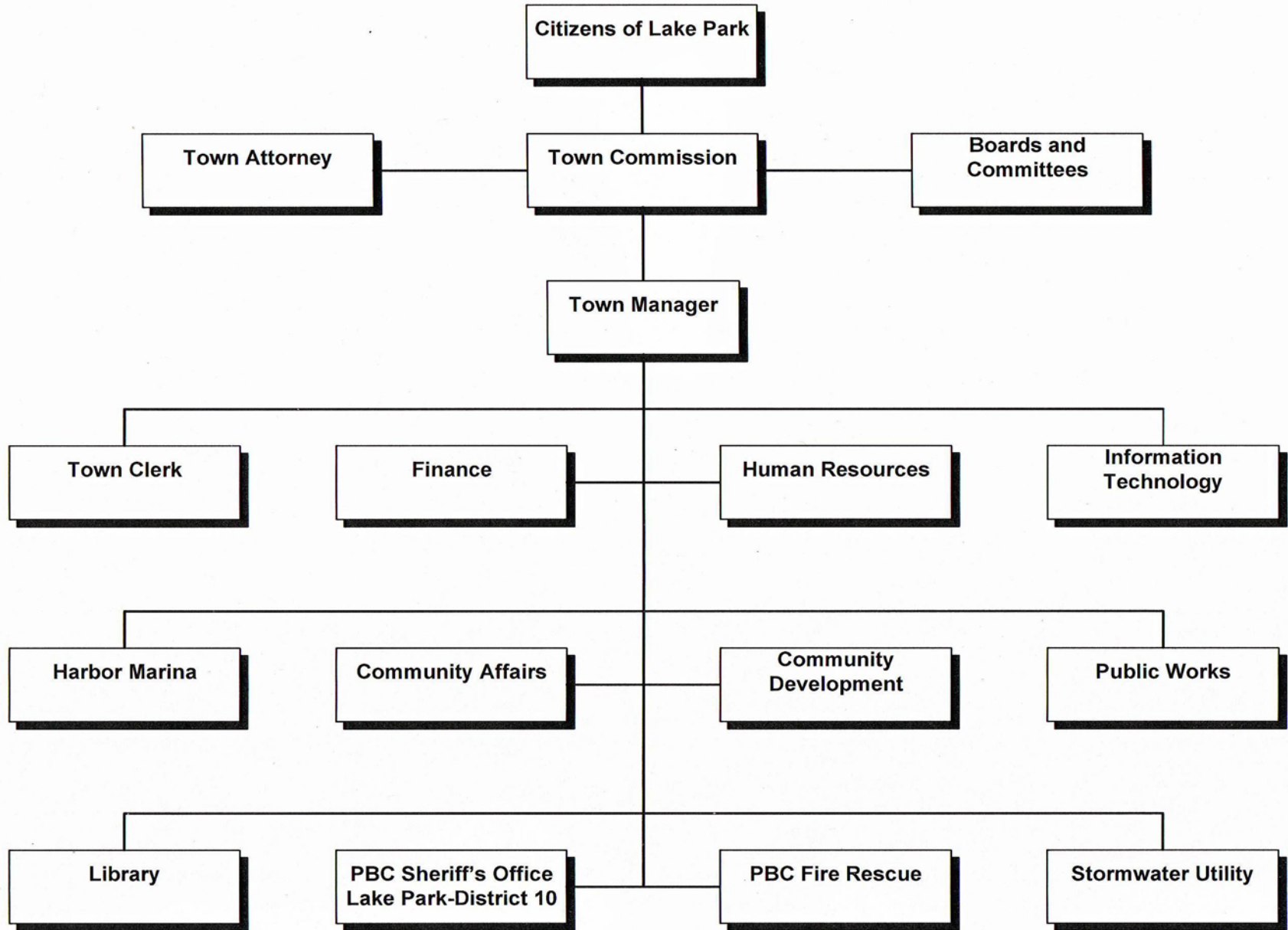
I would like to conclude with a few words of thanks to Jamie Titcomb, Interim Town Manager, Blake Rane, Finance Director, all of the department heads who met with me during my first week on the job to try to work through their portion of this document, and all of the Town staff who, day in and day out, continue to work hard and who do the right thing for the citizens of the Town of Lake Park. Without their efforts, my job would be impossible.

Respectfully submitted,



Dale S. Sugerman, Ph.D.  
Town Manager

# TOWN OF LAKE PARK, FLORIDA ORGANIZATIONAL CHART



## THE BUDGET PROCESS

In accordance with the provisions of the Town of Lake Park, the Town Manager and Town Finance Director are charged with preparing a budget for the operation of the Town government during each fiscal year beginning October 1<sup>st</sup>. The budget so prepared shall afford the Town Commission a comprehensive understanding of the needs and requirements of various departments, and is a policy document that serves as a management tool and guide by which the Town Commission, the Town Manager and the department heads can measure performance throughout the year. This adopted budget establishes the financial program of the Town for the year.

Budget planning is an on-going process, and this awareness continues throughout the year. All department heads are involved, and since they receive monthly budgetary progress reports, they constantly seek methods and procedures in which will afford the highest level of service at the most reasonable cost.

Budgetary control is maintained at the sub-object level by the encumbrances of estimated purchase amounts. Open encumbrances are reported as reservations of fund balance at fiscal year end for those financial statements presented in accordance with generally accepted accounting principals and are recorded as expenditures in the financial statements presented on a budgetary basis.

The Finance Department prepared the necessary forms and schedules for the submission of proposed budgets by departments. Information on prior years performance and other technical dates is included. In addition, a regular budget manual is prepared establishing guidelines, the procedure for completion of the forms, and the overall objectives of management.

The budget document contains a recap of all funds subject to the budgetary process. Revenues are categorized by type and detail, and are recapped as to actual receipts for the immediate two preceding fiscal years, as to estimated current fiscal year, and the projected next fiscal year. Expenditures are categorized by character, function, object and sub-object in the same yearly format as revenues. Each department includes a summary of personal services, operating expenses, capital outlay and non-operating expenditures.

Line item appropriation transfers are permitted within a department when requested by a department head and approved by the Town Manager. Appropriation transfers between departments or from contingency funds can only be authorized by specific Town Commission action. In 1982, the Florida legislative passed the Truth in Millage (TRIM) bill which was intended to increase public awareness and participation in the budget process with the goal of keeping the property tax millage at or near the prior year's level. This is referred to as the "rolled back" rate. Each year the State Department of Revenue prepared a calendar of dates which require certain actions and compliances during the budget process, culminating with certification that all requirements have been met.

All employees are made aware of the budget process and, as such, they are actively involved in its performance. Citizens are encouraged to participate in the budget formulation, and copies of it and related reports are distributed to the library and office of the Town Clerks for references and review.

## PROCEDURE

### PROPERTY ASSESSMENT AND TAX COLLECTION

Real and personal property valuations are determined each year as of January 1<sup>st</sup> by the Property Appraiser's office. All taxable real and personal property must be assessed at its just or fair market value. The tax roll is prepared between January 1<sup>st</sup> and July 1<sup>st</sup> with each taxpayer given notice of his assessment. The property owner has the right to file an appeal with the Property Appraisal Adjustment Board, which considers petitions relating to assessments and exemptions. The Property Appraisal Adjustment Board certifies the assessment roll upon completion of the hearing of all appeals.

Pursuant to Section 196.03, Florida Statutes, the first \$5,000 of assessed valuation of a homestead is exempt from taxation for any person who has title to and resides in such homestead on a permanent basis. Pursuant to legislation and a constitutional amendment adopted in 1980, the homestead exemption was increased to \$15,000 with respect to 1980 assessments, \$20,000 with respect to 1981 assessments and \$25,000 with respect to assessments for 1982 for any person who had been a resident of the State for five consecutive years prior to filing for a homestead exemption. Beginning January 1, 1983 the \$25,000 exemption became available regardless of the length of residency. To qualify, a person must hold title to and reside on the property as of January 1<sup>st</sup> of the taxing year.

On January 29, 2008, the Florida electorate approved an amendment to the Florida Constitution relative to property taxation. This amendment (referred to as Amendment 1) was placed on the ballot by the Florida Legislature at a special session held in October 2007. With respect to homestead property, Amendment 1 increases the current \$25,000 homestead exemption by another \$25,000 (for property values between \$50,000 - \$75,000), except for school district taxes. Since the new \$25,000 homestead exemption does not apply to school district taxes, this effectively amounts to a \$15,000 increase to the existing homestead exemption, resulting in an estimated annual savings of \$240 for an average homeowner. Amendment 1 also allows property owners to transfer (make portable) up to \$500,000 of their Save Our Homes benefits to their next homestead when they move. Save Our Homes became effective in 1995 and limits (caps) the annual increase in assessed value for homestead property to three percent (3%) or the percentage change in the Consumer Price Index, whichever is less.

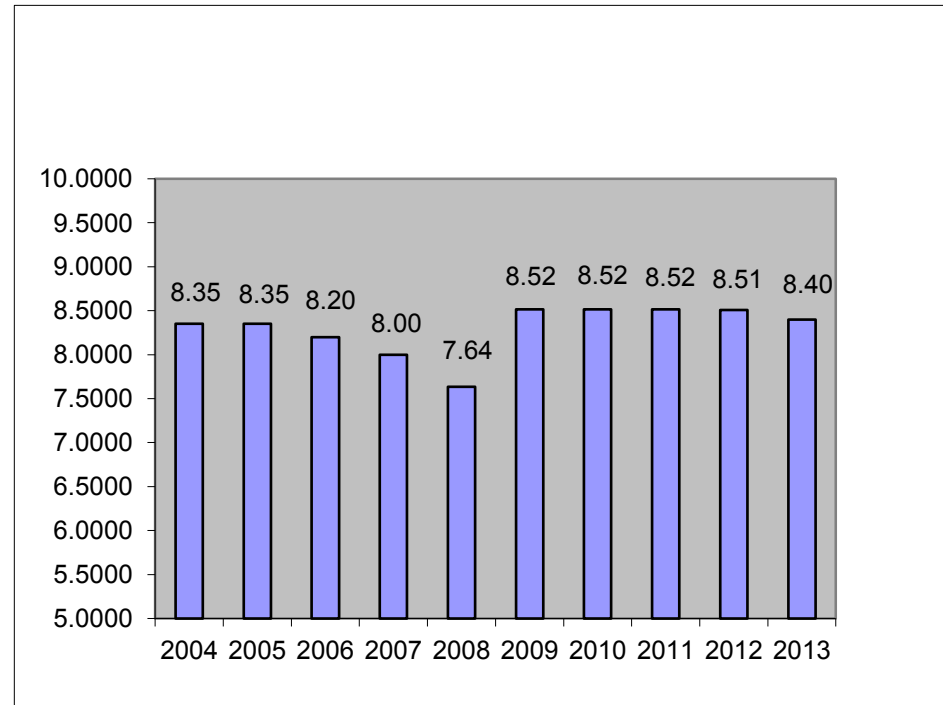
With respect to non-homestead property, Amendment 1 limits (caps) the annual increase in assessed value for non-homestead property (businesses, industrial property, rental property, second homes, etc.) to ten percent (10%), except for school district taxes. The Amendment also provides a \$25,000 exemption for tangible personal property.

Amendment 1 became effective on October 1, 2008, with the exception of the ten percent (10%) assessment cap on non-homestead property which became effective on January 1, 2009.

**TOWN OF LAKE PARK**  
**FISCAL YEAR 2012 - 2013**  
**ANALYSIS OF OPERATING MILLAGE**

**FOR TEN YEAR PERIOD 2004 - 2013**

		Inc./Dec.	% Inc./Dec.
Fiscal	Oper.	Over Prior	Over Prior
Year	Millage	Year	Year
2004	8.3500	0.0000	0.00%
2005	8.3500	0.0000	0.00%
2006	8.2000	(0.1500)	-1.80%
2007	8.0000	(0.2000)	-2.44%
2008	7.6350	(0.3650)	-4.56%
2009	8.5163	0.8813	11.54%
2010	8.5163	0.0000	0.00%
2011	8.5163	0.0000	0.00%
2012	8.5083	(0.0080)	-0.09%
2013	8.4000	(0.1083)	-1.27%





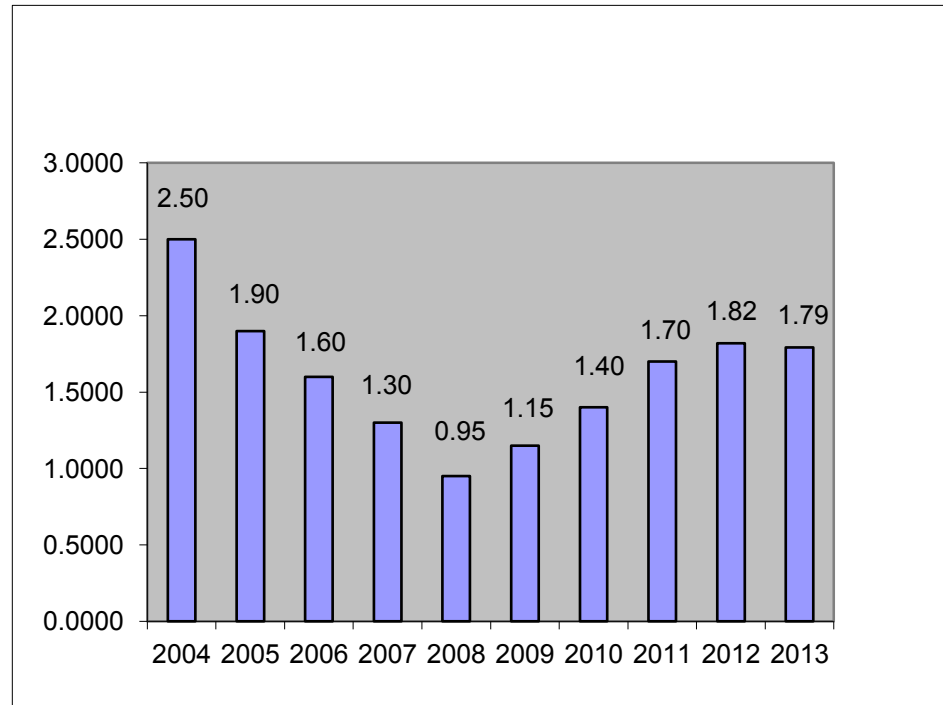
# TOWN OF LAKE PARK

## FISCAL YEAR 2012 - 2013

### ANALYSIS OF DEBT SERVICE MILLAGE

#### FOR TEN YEAR PERIOD 2004 - 2013

Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
2004	2.5000	(0.5358)	-17.65%
2005	1.9000	(0.6000)	-24.00%
2006	1.6000	(0.3000)	-15.79%
2007	1.3000	(0.3000)	-18.75%
2008	0.9500	(0.3500)	-26.92%
2009	1.1500	0.2000	21.05%
2010	1.4000	0.2500	21.74%
2011	1.7000	0.3000	21.43%
2012	1.8200	0.1200	7.06%
2013	1.7921	(0.0279)	-1.53%



**Town of Lake Park - General Fund  
Comparison of Expenditures By Character  
Fiscal Years Ended September 30, 2010-11-12-13**

	<u>2009-2010 Actual</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Estimated</u>	<u>2012-2013 As Proposed</u>	<u>2012-2013 As Adopted</u>
51 General Government	2,467,297	2,278,037	2,066,563	2,116,645	
52 Public Safety	5,484,119	4,906,546	4,765,670	4,689,479	
53 Physical Environment	141,969	193,564	167,440	192,543	
54 Transportation	496,236	358,510	432,950	336,847	
57 Culture-Recreation	836,929	812,694	730,334	809,146	
59 Intragovernmental Services	167,276	99,413	100,155	74,413	
<b>Total Expenditures</b>	<u>9,593,826</u>	<u>8,648,764</u>	<u>8,263,112</u>	<u>8,219,073</u>	<u>-</u>

**Town of Lake Park - General Fund  
Comparison of Expenditures By Object  
Fiscal Years Ended September 30, 2009-10-11-12**

	<u>2009-2010 Actual</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Estimated</u>	<u>2012-2013 As Proposed</u>	<u>2012-2013 As Adopted</u>
Personal Services	2,369,011	2,275,736	2,125,569	2,159,514	
Operating Expenses	6,082,706	5,441,648	5,236,500	5,174,450	
Capital Outlay	139,785	36,449	105,038	7,000	
Debt Service	436,304	428,675	421,040	420,909	
Non-Operating	566,020	466,256	374,965	457,200	
<b>Total Expenditures</b>	<u>9,593,826</u>	<u>8,648,764</u>	<u>8,263,112</u>	<u>8,219,073</u>	<u>-</u>

**Town of Lake Park - General Fund  
Recapitulation Of Expenditures  
By Department  
Fiscal Years Ended September 30, 2010-11-12-13**

		<u>2009-2010</u> Actual	<u>2010-2011</u> Actual	<u>2011-2012</u> Estimated	<u>2012-2013</u> As Proposed	<u>2012-2013</u> As Adopted
<b>51</b>	<b>General Government</b>					
	100 Town Commission	91,056	88,525	84,975	74,550	
	104 Town Manager	299,690	306,512	278,535	228,325	
	105 Human Resources	144,319	137,645	128,995	128,880	
	106 Town Clerk	184,797	162,995	144,155	165,850	
	108 Town Attorney	185,667	127,220	130,000	130,000	
	110 Information Technology	166,664	152,096	152,898	152,650	
	150 Finance and Accounting	448,111	453,709	393,020	400,280	
	900 Non-Departmental	946,993	849,335	753,985	836,110	
	Total General Government	<u>2,467,297</u>	<u>2,278,037</u>	<u>2,066,563</u>	<u>2,116,645</u>	-
<b>52</b>	<b>Public Safety</b>					
	200 Police	2,908,413	2,774,468	2,695,815	2,696,005	
	250 Emergency Management	1,235	1,207	10,000	10,000	
	300 Fire	2,001,820	1,634,102	1,545,935	1,490,976	
	500 Community Development	572,651	496,769	513,920	492,498	
	Total Public Safety	<u>5,484,119</u>	<u>4,906,546</u>	<u>4,765,670</u>	<u>4,689,479</u>	-
<b>53</b>	<b>Physical Environment</b>					
	400 Public Works Administration	141,969	193,564	167,440	192,543	
	Total Physical Environment	<u>141,969</u>	<u>193,564</u>	<u>167,440</u>	<u>192,543</u>	-

**Recapitulation Of Expenditures  
(continued)**

<b>54 Transportation</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Estimated</b>	<b>2012-2013 As Proposed</b>	<b>2012-2013 As Adopted</b>
408 Public Works - Facilities	321,184	302,468	376,920	263,597	
450 Public Works - Parking Meters	175,052	56,042	56,030	73,250	
Total Transportation	<u>496,236</u>	<u>358,510</u>	<u>432,950</u>	<u>336,847</u>	<u>-</u>
<b>57 Culture and Recreation</b>					
700 Library	258,286	297,265	235,865	255,403	
710 Library - State Aid	7,675	7,501	6,674	6,674	
600 Recreation	197,162	162,377	183,070	193,855	
406 Public Works - Grounds	373,806	345,551	304,725	353,214	
Total Culture and Recreation	<u>836,929</u>	<u>812,694</u>	<u>730,334</u>	<u>809,146</u>	<u>-</u>
<b>59 Intergovernmental Services</b>					
410 Public Works - Vehicle Maintenance	167,276	99,413	100,155	74,413	
Total Intergovernmental Services	<u>167,276</u>	<u>99,413</u>	<u>100,155</u>	<u>74,413</u>	<u>-</u>
<b>Total Expenditures</b>	<u><u>9,593,826</u></u>	<u><u>8,648,764</u></u>	<u><u>8,263,112</u></u>	<u><u>8,219,073</u></u>	<u><u>-</u></u>

# **TOWN OF LAKE PARK**

## **PROPOSED BUDGET**

### **GENERAL FUND 001**

#### **FISCAL YEAR**

**October 1, 2012 through September 30, 2013**



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

<b>FUND</b>	001	<b>FUNCTION</b>	General Fund
		<b>ACTIVITY</b>	Revenues and Expenditures

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Revenues	9,273,828	8,642,327	8,810,070	8,201,482	8,141,173	8,102,723	-
Personal Services	2,369,011	2,275,736	2,205,125	2,125,569	2,246,956	2,159,513	-
Operating Expenses	6,082,706	5,441,648	5,225,713	5,236,500	5,191,875	5,174,450	-
Capital Outlay	139,785	36,449	28,130	105,038	7,000	7,000	-
Debt Service	436,304	428,675	421,040	421,040	420,909	420,909	-
Non-operating Expenses	566,020	466,256	945,450	374,965	332,200	457,200	-
Total Expenses	9,593,826	8,648,764	8,825,458	8,263,112	8,198,940	8,219,073	-
Surplus (Deficit)	(319,998)	(6,437)	(15,388)	(61,630)	(57,767)	(116,349)	-

Cost Center 001 - General Fund

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
<b>REVENUES</b>								
001-311.100	Ad Valorem Taxes	4,112,773	3,562,605	3,353,600	3,353,600	3,277,403	3,277,403	
001-311.110	Ad Valorem Taxes - CRA	503,282	294,060	259,825	294,060	245,825	245,825	
001-311.120	Delinquent Taxes	73,245	89,580	20,000	20,000	20,000	20,000	
001-314.100	Utility Tax - Electric	607,096	613,238	615,000	615,000	615,000	615,000	
001-314.300	Utility Tax - Water	138,113	143,612	140,000	140,000	141,725	141,725	
001-314.400	Utility Tax - Gas	26,175	39,813	42,500	42,500	40,150	40,150	
001-315.100	Communications Service Tax	464,184	414,748	415,000	415,000	381,600	381,600	
001-316.100	Business Tax Receipts	339,287	323,867	330,000	330,000	310,000	310,000	
001-316.110	Contractors Fees	2,578	2,210	2,000	2,000	2,000	2,000	
001-316.120	Bus Tax Zoning Confirmation Fe	12,394	11,150	10,000	10,000	10,000	10,000	
001-316.130	Out of Town Business Reg./Decal	5	490	500	-	-	-	
001-322.100	Building Permits w/Min. Surcharge	133,551	17,333	15,000	15,000	15,000	15,000	
001-322.110	Building Permits Other	-	60,391	55,000	65,000	95,000	95,000	
001-322.300	Building Code Education Fund	-	277	250	250	200	200	
001-322.500	Special Event Permit - Appl. F	425	1,350	1,000	2,500	2,000	2,000	
001-322.900	Cost Recovery	7,496	11,026	7,500	14,000	10,000	10,000	
001-323.100	Franchise Fees - Electric	547,504	546,589	510,000	480,000	530,000	530,000	
001-323.400	Franchise Fees - Gas	11,629	6,483	15,500		2,000	2,000	
001-323.700	Franchise Fees - Solid Waste	10,735	19,774	14,000	15,000	14,000	14,000	
001-329.100	Alarm Permits	16,515	16,660	14,500	14,500	14,500	14,500	
001-329.110	Re-inspection/Reinstatement/Revision	-	11,161	10,000	8,000	7,000	7,000	
001-329.200	Signage Permits	13,950	11,475	12,000	4,500	6,500	6,500	
001-334.700	Grant - State Aid to Libraries	7,675	7,501	7,675	6,674	6,500	6,500	
001-335.120	State Revenue Sharing	223,804	226,112	228,000	250,000	250,000	250,000	
001-335.150	Alcoholic Beverage Licenses	9,992	9,425	10,000	10,000	10,000	10,000	
001-335.180	Half Cent Sales Tax	559,351	579,262	530,000	530,000	554,000	554,000	
001-335.190	Motor Fuel Tax Refund	9,909	3,364	8,000	8,000	9,000	9,000	
001-338.110	Business Tax - County	24,229	13,126	25,000	14,000	13,000	13,000	
001-341.110	Administrative Fee -CRA Fund	49,925	72,050	72,050	48,034	-	-	
001-341.401	Administrative Fee - Marina	60,000	75,000	75,000	75,000	75,000	75,000	

Cost Center 001 - General Fund

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
<b>REVENUES</b>								
001-341.402	Administrative Fee - StormWater	33,000	45,500	50,000	50,000	50,000	50,000	
001-341.404	Admin Fee - Sanitation Fund	106,325	126,325	134,460	134,460	135,000	135,000	
001-341.900	Copy Charges / Tax Searches	5,095	6,056	4,500	10,000	9,000	9,000	
001-341.905	Admin Cost - Public Records Re	415	512	300	800	500	500	
001-342.510	Plan Review Fees Code Sec 33-7	4,125	2,750	4,000	6,500	5,000	5,000	
001-342.520	Bank Registration Fees	-	-	-	4,000	5,000	5,000	
001-344.300	Advertising - Bus Shelters	1,539	2,220	2,340	2,340	2,350	2,350	
001-344.500	Parking Fees - Meters Off-road	24,973	28,628	28,000	23,000	22,250	22,250	
001-344.510	Parking Fees - Meters On-road	15,423	13,336	15,000	15,000	15,000	15,000	
001-347.100	Library Copies	550	389	350	350	350	350	
001-347.130	Library - Summer Reading Program	45	-	-	-	-	-	
001-347.200	Recreation - Summer Camp Fees	15,120	12,488	20,000	8,000	8,000	8,000	
001-347.210	Recreation - Miscellaneous	639	838	500	1,200	1,500	1,500	
001-347.220	Recreation - Tennis Program	13,106	13,632	14,220	14,220	14,225	14,225	
001-347.221	Recreation - Utility Fee/Tennis	-	-	-	1,000	900	900	
001-347.230	Recreation - Senior Bus Trips	1,363	-	-	-	2,500	2,500	
001-347.245	Recreation-Independence Day Picnic	-	-	-	2,000	2,500	2,500	
001-347.500	Recreation - Facilities Rental	8,134	7,863	8,000	15,000	15,000	15,000	
001-347.905	Recreation - Security	1,605	1,410	2,500	2,500	2,500	2,500	
001-347.910	Bingo Fees	5,120	2,662	-	-	-	-	
001-347.915	Recreation Program Fees	2,851	4,250	3,000	3,000	3,000	3,000	
001-347.920	Ballroom Dancing Fees	1,290	438	-	-	-	-	
001-347.925	Recreation - Ball field Light F	1,100	1,760	1,000	500	500	500	
001-347.926	Recreation-Tennis Court Light	-	-	-	500	500	500	
001-347.935	Recreation - Car Show	1,000	1,800	1,000	868	900	900	
001-349.100	Service Charge - Dishonored Ch	250	120	100	100	100	100	
001-351.100	Fines & Forfeitures	18,536	24,122	25,000	24,000	25,000	25,000	
001-352.100	Fines - Library	1,172	1,142	1,200	1,000	600	600	
001-354.100	Fines - Code Violations	27,061	41,760	40,000	55,000	40,000	40,000	
001-354.105	Fines - Alarm Violations	7,425	7,700	5,000	7,500	10,000	10,000	

Cost Center 001 - General Fund

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
<b>REVENUES</b>								
001-354.110	Code Violations - Admin Cost	10,173	14,104	15,000	8,500	12,300	12,300	
001-354.120	Penalties - Business Tax Receivable	8,238	6,035	8,000	6,200	7,000	7,000	
001-354.130	Fines-Parking Meter Violations	21,995	20,090	20,000	11,500	8,500	8,500	
001-354.135	Parking Violations - Code	2,100	1,170	1,500	350	350	350	
001-354.210	Code Violations - CIB Fund	6,690	10,440	10,000	14,000	10,000	10,000	
001-361.100	Interest Earnings	7,149	4,025	3,500	4,000	3,500	3,500	
001-361.110	Interest Earnings - Tax Collect	27,473	17,669	25,000	17,500	17,000	17,000	
001-361.120	Sales Tax Commissions	56	55	50	75	50	50	
001-361.130	Interest on Assessments	776	3,235	500	650	1,750	1,750	
001-361.200	Filing Fees	300	732	-	-	-	-	
001-362.100	Rent - P.B.C. Sheriff	120	120	120	120	120	120	
001-362.120	Rent - Cell Tower	24,276	25,248	26,220	26,220	27,265	27,265	
001-362.121	Rent - Cell Tower (BellSouth)	15,184	15,791	16,425	16,425	16,425	16,425	
001-362.122	Rent - at Cell Tower (Metro PCS)	-	-	-	-	10,200	10,200	
001-362.200	Rent - Dunkin Donuts Lot	5,500	7,200	7,490	7,490	7,490	7,490	
001-363.120	Service Charges-Code Violation	17,500	6,400	1,000	4,500	3,000	3,000	
001-364.100	Sale of Surplus Property	4,698	-	-	-	5,000	5,000	
001-365.100	Sale of Scrap Material	969	2,851	-	631	500	500	
001-366.150	Donations - Summer Camp	1,165	-	-	-	-	-	
001-366.305	Donations - Employee Picnic	-	2,100	-	-	-	-	
001-366.710	Donations - Summer Read Program	3,000	-	-	-	-	-	
001-369.100	Miscellaneous Revenue	1,869	1,312	1,000	1,000	1,000	1,000	
001-369.110	Coke Machine Proceeds	303	-	500	45	-	-	
001-369.120	Emergency Reimbursements	-	-	-	-	10,000	10,000	
001-369.200	Cash Over/Short	-	(75)	-	-	-	-	
001-369.300	Refund Prior Year Expense	3,102	7,992	-	459	-	-	
001-369.320	Reimbursement - PBSO Fuel	111,765	127,897	110,000	110,000	110,000	110,000	
001-380.402	Reimbursement - Stormwater Mai	70,125	78,000	78,000	78,000	78,000	39,550	
001-381.110	Transfer from CRA Fund - ILA 2	169,640	239,076	169,520	169,520	169,520	169,520	
001-381.111	Transfer from CRA - PBSO	84,250	84,250	84,250	56,166	-	-	

Cost Center 001 - General Fund

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
<b>REVENUES</b>								
001-381.130	Transfer from CRA Fund - ILA 2	54,889	45,868	91,325	91,325	91,325	91,325	
001-381.190	Transfer Streets and Roads	75,000	100,000	100,000	100,000	100,000	100,000	
001-381.401	Transfer from Marina	5,001	10,000	10,000	10,000	10,000	10,000	
001-381.402	Transfer from Stormwater	51,300	51,300	51,300	51,300	51,300	51,300	
001-381.404	Transfer from Sanitation	225,000	225,000	250,000	250,000	250,000	250,000	
001-389.700	Donations - Library	1,138	3,009	500	50	10,000	10,000	
	SUB-TOTAL	9,273,828	8,642,327	8,240,570	8,201,482	8,041,173	8,002,723	-
001-38-000-9000	BALANCE BROUGHT FORWAR	-	-	569,500	-	100,000	100,000	
001-389.700	TOTAL REVENUE	9,273,828	8,642,327	8,810,070	8,201,482	8,141,173	8,102,723	-



**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	LEGISLATIVE
<b>DEPT.</b>	100	<b>ACTIVITY</b>	Town Commission

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	50,468	48,471	49,935	49,935	51,430	51,430	-
Operating Expenses	40,588	40,054	34,110	35,040	23,870	23,120	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>91,056</b>	<b>88,525</b>	<b>84,045</b>	<b>84,975</b>	<b>75,300</b>	<b>74,550</b>	-

<u>Personnel Recap</u>	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Mayor	1.00	1.00	1.00	
Commissioner	1.00	1.00	1.00	
Commissioner	1.00	1.00	1.00	
Commissioner	1.00	1.00	1.00	
Commissioner	1.00	1.00	1.00	
	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	-

**Cost Center 100 - Town Commission**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-51-511-100-11000	Executive Salaries	46,801	44,918	46,175	46,175	47,540	47,540	
001-51-511-100-21000	FICA	3,441	3,398	3,535	3,535	3,640	3,640	
001-51-511-100-24000	Worker's Compensation Insuranc	226	155	225	225	250	250	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>50,468</b>	<b>48,471</b>	<b>49,935</b>	<b>49,935</b>	<b>51,430</b>	<b>51,430</b>	<b>-</b>
001-51-511-100-31000	Professional Services	15,445	13,500	18,000	18,000	6,000	6,000	
001-51-511-100-40000	Travel & Training	2,599	8,133	5,000	5,000	5,000	5,000	
001-51-511-100-41100	Telephone	2,186	906	650	1,330	1,450	1,450	
001-51-511-100-41200	Postage & Shipping	1,779	1,275	500	500	500	500	
001-51-511-100-47000	Printing	270	226	300	300	300	300	
001-51-511-100-48000	Promotional Activity	4,615	3,078	2,000	2,250	3,000	2,250	
001-51-511-100-48100	News Letter	6,094	5,822	-	-	-	-	
001-51-511-100-49400	Uniforms & Clothing	451	210	160	160	120	120	
001-51-511-100-51000	Office Supplies	54	96	-	-	-	-	
001-51-511-100-54200	Memberships, Dues, & Subscript	7,095	6,808	7,500	7,500	7,500	7,500	
	<b>TOTAL OPERATING EXPENSES</b>	<b>40,588</b>	<b>40,054</b>	<b>34,110</b>	<b>35,040</b>	<b>23,870</b>	<b>23,120</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>91,056</b>	<b>88,525</b>	<b>84,045</b>	<b>84,975</b>	<b>75,300</b>	<b>74,550</b>	<b>-</b>

## Town Commission Budget Analysis FY12-13

- 100-31000 Professional Services** – \$6,000 – Estimated cost for professional services needed by Commission.
- 100-40000 Travel & Training** – \$5,000 – \$1,000 each allowance for the mayor and commissioners.
- 100-41100 Telephone** – \$1,450 – Cell phone for mayor and land line in commission chamber.
- 100-41200 Postage & Shipping** – \$500 – Used for regular and certified mailing, Federal Express deliveries, and postage.
- 100-47000 Printing** – \$300 – Costs for printing, binding, and other reproduction services.
- 100-48000 Promotional Activity** - \$2,250 – Costs for volunteer dinner and promotional activity.
- 100-54200 Memberships, Dues, & Subscriptions** – \$7,500 – Florida League of Cities (\$917), Palm Beach County League of Cities (\$5,150), Florida League of Mayors (\$250), and Kiwanis (\$1,000).

**TOWN OF LAKE PARK - ANNUAL BUDGET**  
**WAGE AND BENEFITS - DETAIL**

FUND	001	FUNCTION	LEGISLATIVE									
DEPT	100	ACTIVITY	Town Commission									
Position Classification	FT/PT	Annual Rate	Hours	Base Wages	Pension	Longevity	23100 Health Ins.	23200 Dental Ins.	23300 Life Ins.	23400 Vision Ins.	23500 Disability Ins.	Total Cost
Vice Mayor	PT	9,385		9,385	-	-	-	-	-	-	-	9,385
Commissioner	PT	9,385		9,385	-	-	-	-	-	-	-	9,385
Commissioner	PT	9,385		9,385	-	-	-	-	-	-	-	9,385
Mayor	PT	10,000		10,000	-	-	-	-	-	-	-	10,000
Commissioner	PT	9,385		9,385	-	-	-	-	-	-	-	9,385
<b>Total Wages &amp; Benefits</b>				47,540	-	-	-	-	-	-	-	47,540

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	EXECUTIVE
<b>DEPT.</b>	104	<b>ACTIVITY</b>	Town Manager

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	291,697	296,343	293,670	267,840	214,305	214,305	-
Operating Expenses	7,993	10,169	7,845	10,695	14,320	14,020	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>299,690</b>	<b>306,512</b>	<b>301,515</b>	<b>278,535</b>	<b>228,625</b>	<b>228,325</b>	-

<u>Personnel Recap</u>	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Town Manager	1.00	1.00	1.00	
Administrative Assistant	1.00	1.00	1.00	
Grant Writer	1.00	-	-	
	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	-



**Cost Center 104 - Town Manager**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-51-512-104-11000	Executive Salaries	144,036	144,036	142,075	158,000	120,000	120,000	
001-51-512-104-12000	Regular Salaries	75,067	74,274	72,615	51,000	38,750	38,750	
001-51-512-104-14000	Overtime Salaries	74	200	-	100	-	-	
001-51-512-104-15000	Special Pay	7,239	8,184	8,120	3,000	-	-	
001-51-512-104-19900	Wages Reclassified	(516)	-	-	-	-	-	
001-51-512-104-21000	FICA	13,766	13,761	17,050	16,250	12,150	12,150	
001-51-512-104-22000	Retirement	26,245	27,285	25,575	15,000	13,950	13,950	
001-51-512-104-23100	Health Insurance	20,601	23,819	23,060	20,000	24,710	24,710	
001-51-512-104-23200	Insurance - Dental	1,052	1,052	1,165	950	930	930	
001-51-512-104-23300	Insurance - Life	830	823	825	725	1,305	1,305	
001-51-512-104-23400	Insurance - Vision	118	127	140	115	110	110	
001-51-512-104-23500	Disability	2,327	2,192	2,245	1,900	1,520	1,520	
001-51-512-104-24000	Worker's Compensation Insuranc	858	590	800	800	880	880	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>291,697</b>	<b>296,343</b>	<b>293,670</b>	<b>267,840</b>	<b>214,305</b>	<b>214,305</b>	<b>-</b>
001-51-512-104-40000	Travel & Training	-	287	-	1,500	4,500	4,500	
001-51-512-104-41100	Telephone	2,780	4,032	2,400	3,750	3,750	3,750	
001-51-512-104-41200	Postage & Shipping	380	264	200	200	200	200	
001-51-512-104-44200	Equipment Leases	1,441	1,692	2,170	2,170	2,170	2,170	
001-51-512-104-47000	Printing	48	658	-	-	-	-	
001-51-512-104-51000	Office Supplies	1,479	1,284	1,200	1,200	1,200	900	
001-51-512-104-54200	Memberships, Dues, & Subscript	1,865	1,952	1,875	1,875	2,500	2,500	
	<b>TOTAL OPERATING EXPENSES</b>	<b>7,993</b>	<b>10,169</b>	<b>7,845</b>	<b>10,695</b>	<b>14,320</b>	<b>14,020</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>299,690</b>	<b>306,512</b>	<b>301,515</b>	<b>278,535</b>	<b>228,625</b>	<b>228,325</b>	<b>-</b>

## Town Manager Budget Analysis FY12-13

- 104-40000 Travel & Training** – \$4,500 – For needed training and travel by Town Manager.
- 104-41100 Telephone** – \$3,700 – Estimated cost of department telephones and Town Manager cell phones.
- 104-41200 Postage & Shipping** – \$200 – Used for regular and certified mailing, FedEx deliveries, and other messenger services.
- 104-51000 Office Supplies** – \$900 - Miscellaneous office supplies for Town Manager, Administrative Assistant, and Grants Writer.
- 104-54200 Memberships, Dues, & Subscriptions** – \$2,500 – ICMA, FCCMA, PBCMA, and miscellaneous memberships.

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**WAGE AND BENEFITS - DETAIL**

<b>FUND</b>	001	<b>FUNCTION</b>	EXECUTIVE									
<b>DEPT</b>	104	<b>ACTIVITY</b>	Town Manager									
Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Ins.	23200 Dental Ins.	23300 Life Ins.	23400 Vision Ins.	23500 Disability Ins.	Total Cost
Town Manager	FT	60.10	2,080	120,000	12,000	-	14,595	465	1,150	55	1,000	149,265
Administrative Assista	FT	18.62	2,080	38,730	1,936	-	10,115	465	155	55	520	51,976
<b>Total Wages &amp; Benefits</b>				158,730	13,936	-	24,710	930	1,305	110	1,520	201,241

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	FINANCIAL AND ADMINISTRATIVE
<b>DEPT.</b>	105	<b>ACTIVITY</b>	Human Resources

Budget Summary	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	98,040	96,927	92,010	92,000	100,410	100,410	-
Operating Expenses	46,279	40,718	37,095	36,995	29,095	28,470	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>144,319</b>	<b>137,645</b>	<b>129,105</b>	<b>128,995</b>	<b>129,505</b>	<b>128,880</b>	-

<u>Personnel Recap</u>	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Human Resources Director	1.00	1.00	1.00	
Administrative Assistant (38% recreation department support)	0.62	0.62	0.62	
	<b>1.62</b>	<b>1.62</b>	<b>1.62</b>	-

**Cost Center 105 - Human Resources**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-51-512-105-11000	Executive Salaries	62,393	60,146	57,450	57,450	59,450	59,450	
001-51-512-105-12000	Regular Salaries	-	-	-	-	27,065	27,065	
001-51-512-105-13000	Other & Part Time Salaries	16,856	16,959	16,425	16,425	-	-	
001-51-512-105-15000	Special Pay	500	1,500	500	500	500	500	
001-51-512-105-19900	Wages Reclassified	(368)	-	-	-	(13,975)	(13,975)	
001-51-512-105-21000	FICA	5,784	5,847	5,700	5,690	5,590	5,590	
001-51-512-105-22000	Retirement	4,503	3,315	2,875	2,875	4,325	4,325	
001-51-512-105-23100	Health Insurance	6,496	7,409	7,175	7,175	14,345	14,345	
001-51-512-105-23200	Insurance - Dental	431	431	465	465	930	930	
001-51-512-105-23300	Insurance - Life	195	195	195	195	345	345	
001-51-512-105-23400	Insurance - Vision	51	54	55	55	110	110	
001-51-512-105-23500	Disability	792	792	795	795	1,310	1,310	
001-51-512-105-24000	Worker's Compensation Insuranc	407	279	375	375	415	415	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>98,040</b>	<b>96,927</b>	<b>92,010</b>	<b>92,000</b>	<b>100,410</b>	<b>100,410</b>	<b>-</b>
001-51-512-105-31000	Professional Services	21,469	17,154	18,000	18,000	10,000	10,000	
001-51-512-105-34000	Contractual Services	9,966	9,239	7,000	7,000	7,000	7,000	
001-51-512-105-41100	Telephone	692	604	650	650	650	650	
001-51-512-105-41200	Postage & Shipping	506	494	500	500	400	400	
001-51-512-105-44200	Equipment Leases	2,196	2,242	2,245	2,245	2,245	2,245	
001-51-512-105-47000	Printing	70	28	100	-	100	100	
001-51-512-105-48100	Advertising	7,458	6,889	5,000	5,000	5,000	5,000	
001-51-512-105-51000	Office Supplies	2,901	3,003	2,500	2,500	2,500	1,875	
001-51-512-105-54100	Books & Subscriptions	395	-	-	-	-	-	
001-51-512-105-54200	Memberships, Dues, & Subscript	626	1,065	1,100	1,100	1,200	1,200	
	<b>TOTAL OPERATING EXPENSES</b>	<b>46,279</b>	<b>40,718</b>	<b>37,095</b>	<b>36,995</b>	<b>29,095</b>	<b>28,470</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>144,319</b>	<b>137,645</b>	<b>129,105</b>	<b>128,995</b>	<b>129,505</b>	<b>128,880</b>	<b>-</b>

## Human Resources Budget Analysis FY12-13

- 105-15000 Special Pay** – \$500 – this is for the \$500 monetary award for Employee of the Year Award.
- 105-31000 Professional Services** – \$10,000 – Reduced by \$8,000 from FY 2012. Used for criminal background checks, Benefits Workshop FSA administration, employment expenses, and outside legal expenses for labor/employment attorney expenses.
- 105-34000 Contractual Services** – \$7,000 – Used for pre-employment background checks, physicals, and drug screenings, hepatitis shots and CDL for non-enterprise fund departments.
- 105-41100 Telephone** – \$650 – Used for telephone and fax expenses.
- 105-41200 Postage & Shipping** – \$400 – Used for regular and certified mailing, Federal Express deliveries, and messenger service.
- 105-44200 Equipment Leases** – \$2,245 – Used for copier lease (\$175 per month) in Human Resources Department. As of the Budget vs. Accrual dated 5/2/11, \$3.35 is the net available for this account.
- 105-47000 Printing** – \$100 – Used for printing, binding, and other reproduction services.
- 105-48100 Advertising** - \$5,000 – Level funded from FY 2012. Used for advertising of job openings for the Town through the Palm Beach Post, International City/County Management Association (ICMA) and other professional organizations for which there is a cost.
- 105-51000 Office Supplies** – \$1,875 – Used for miscellaneous offices supplies and includes copy paper for the copier located in the Human Resources Department which is also used by other departments.

**105-54200 Memberships, Dues, & Subscriptions** – \$1,200 - This account includes the following:

- \$500.00 – Subscription to What to Do About Personnel Problems in Florida through Business and Legal Reports.
- \$700.00 – Used for the Human Resources Director’s memberships in ICMA and the Society for Human Resource Management (SHRM). The breakdown for this amount is as follows:
  - \$500.00 for ICMA
  - \$200.00 for SHRM

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**WAGE AND BENEFITS - DETAIL**

<b>FUND</b>	001	<b>FUNCTION</b>	FINANCIAL AND ADMINISTRATIVE									
<b>DEPT</b>	105	<b>ACTIVITY</b>	Human Resources									
		Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Ins.	23200 Dental Ins.	23300 Life Ins.	23400 Vision Ins.	23500 Disability Ins.	Total Cost
Human Resource Dire	FT	28.58	2,080	59,446	2,972	-	7,172	465	195	55	792	71,098
Administrative Secreta	PT	13.01	2,080	27,061	1,353	-	7,172	465	150	55	515	36,771
<b>Total Wages &amp; Benefits</b>				86,507	4,325	-	14,344	930	345	110	1,307	107,869



**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	EXECUTIVE					
<b>DEPT.</b>	106	<b>ACTIVITY</b>	Town Clerk					
<b>Budget Summary</b>								
		Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services		128,404	122,846	123,605	120,735	128,620	128,620	-
Operating Expenses		53,298	38,599	27,545	23,420	38,480	37,230	-
Capital Outlay		-	-	-	-	-	-	-
Debt Service		3,095	1,550	-	-	-	-	-
Non-Operating		-	-	-	-	-	-	-
<b>Total Expenses</b>		<b>184,797</b>	<b>162,995</b>	<b>151,150</b>	<b>144,155</b>	<b>167,100</b>	<b>165,850</b>	-
<b>Personnel Recap</b>								
				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>	
				1.00	1.00	1.00		
				1.00	1.00	1.00		
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>		-

**Cost Center 106 - Town Clerk**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-51-512-106-11000	Executive Salaries	56,615	56,598	55,550	55,550	57,495	57,495	
001-51-512-106-12000	Regular Salaries	38,571	34,270	33,650	33,650	34,635	34,635	
001-51-512-106-14000	Overtime Salaries	111	21	75	75	75	75	
001-51-512-106-15000	Special Pay	1,184	726	720	720	1,720	1,720	
001-51-512-106-21000	FICA	7,099	6,630	6,900	6,900	7,190	7,190	
001-51-512-106-22000	Retirement	6,020	5,540	3,300	2,795	4,250	4,250	
001-51-512-106-23100	Health Insurance	15,849	16,509	20,230	18,125	20,230	20,230	
001-51-512-106-23200	Insurance - Dental	861	753	930	835	930	930	
001-51-512-106-23300	Insurance - Life	350	309	360	345	340	340	
001-51-512-106-23400	Insurance - Vision	103	95	110	90	110	110	
001-51-512-106-23500	Disability	1,280	1,147	1,430	1,300	1,260	1,260	
001-51-512-106-24000	Worker's Compensation Insuranc	361	248	350	350	385	385	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>128,404</b>	<b>122,846</b>	<b>123,605</b>	<b>120,735</b>	<b>128,620</b>	<b>128,620</b>	<b>-</b>
001-51-512-106-31000	Professional Services	1,276	1,324	1,145	1,050	1,100	1,100	
001-51-512-106-33000	Accounting, Audit & Elections	21,191	11,177	-	-	11,000	11,000	
001-51-512-106-34000	Contractual Services	8,074	3,426	7,000	4,100	5,000	5,000	
001-51-512-106-40000	Travel & Training	-	168	200	200	2,400	2,400	
001-51-512-106-41100	Telephone	959	933	950	605	780	780	
001-51-512-106-41200	Postage & Shipping	361	199	500	200	400	400	
001-51-512-106-44200	Equipment Lease	6,082	6,218	6,500	6,220	6,300	6,300	

**Cost Center 106 - Town Clerk**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-51-512-106-47000	Printing	781	1,837	750	550	700	700	
001-51-512-106-48100	Advertising	5,465	5,205	3,500	4,200	4,000	4,000	
001-51-512-106-48200	Recording Fees	115	-	300	65	300	300	
001-51-512-106-51000	Office Supplies	7,864	6,910	5,500	5,000	5,000	3,750	
001-51-512-106-52100	Gasoline & Diesel Fuel	370	401	400	315	400	400	
001-51-512-106-54100	Books & Subscriptions	236	-	-	-	-	-	
001-51-512-106-54200	Memberships, Dues, & Subscript	524	801	800	915	1,100	1,100	
	<b>TOTAL OPERATING EXPENSES</b>	<b>53,298</b>	<b>38,599</b>	<b>27,545</b>	<b>23,420</b>	<b>38,480</b>	<b>37,230</b>	<b>-</b>
001-51-512-106-71000	Principal	2,935	1,518	-	-	-	-	
001-51-512-106-72000	Interest	160	32	-	-	-	-	
	<b>TOTAL DEBT SERVICE</b>	<b>3,095</b>	<b>1,550</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>184,797</b>	<b>162,995</b>	<b>151,150</b>	<b>144,155</b>	<b>167,100</b>	<b>165,850</b>	<b>-</b>

## Town Clerk Budget Analysis FY12-13

- 106-14000 Overtime Salaries** – Expected cost of approximately \$50. This amount includes overtime for the Deputy Clerk for extra hours worked for Commission meeting, Volunteer Dinner, etc.
- 106-15000 Special Pay** - \$720 for telephone allowance for Town Clerk.
- 106-31000 Professional Services** – This line includes annual fee to R & S Integrated Products for Laserfiche (\$1,100).
- 106-33000 Accounting, Audit & Elections** – Expected cost of \$11,000. Supervisor of Election (SOE) charge (approx. \$3,300) and election expenses (delivery and pick up of voting equipment, legal ad, printing of ballots, SOE precinct set-up fee, absentee ballots, polling location fee, and poll worker fees at an approximate cost of \$7,700).
- 106-34000 Contractual Services** – Expected cost of \$5,000. Municipal Code Corporation - Annual code on internet (\$500) and Schedule of Supplements (Quarterly contract – Town is charged by number of Ordinances adopted each quarter). This account is budgeted for \$3,000 less than last year.
- 106-40000 Travel & Per Diem** – For either Town Clerk or Deputy Town Clerk – Miscellaneous Clerks training, example: Records Management, Elections Laws, Public Records Request, etc. \$2,400.
- 106-41100 Telephone** – Telephone and fax expense in the amount of \$780. This cost has decreased from last year with the elimination of the fax machine.
- 106-41200 Postage & Shipping** – Postage budgeted at \$400 for mailing of Release of Liens, Financial disclosures, board membership letters, and Referendum informational mailers.
- 106-44200 Equipment Leases** – \$6,500 annual cost of Color copier lease (\$483 per month) and personal property tax.
- 106-47000 Printing** – Estimated cost of \$500 for Mayor/Commission and board membership nameplates, picture nameplates, business cards, stationary, and envelopes.

- 106-48100 Advertising** - Cost for advertising for ordinances, bids, elections, code/charter changes. Expected cost of advertising is \$4,000.
- 106-48200 Recording Fees** – Estimated cost of \$300 for recording release of liens and miscellaneous records for County/State. The source of the fee is being charged for the recording fee.
- 106-51000 Office Supplies** – Miscellaneous offices supplies budgeted at \$3,750.
- 106-52100 Gasoline & Diesel Fuel** – Gasoline (\$400) used for deliveries of agenda packets and local meetings.
- 106-54100 Books & Subscriptions** – Estimated cost of \$250 for newspaper subscription.
- 106-54200 Memberships, Dues, & Subscriptions** – Membership dues of \$545 for FACC (\$200), International Institute of Municipal Clerks (\$250), Palm Beach Municipal Clerk’s Association (\$130), and National Notary Association for Town Clerk and Deputy Clerk (\$200). Newspaper subscription for Palm Beach Post of \$265. Robert’s Rules of Order for newly elected Commissioner (\$55).

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**WAGE AND BENEFITS - DETAIL**

<b>FUND</b>	001	<b>FUNCTION</b>	EXECUTIVE									
<b>DEPT</b>	106	<b>ACTIVITY</b>	Town Clerk									
							23100	23200	23300	23400	23500	
Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	Health Ins.	Dental Ins.	Life Ins.	Vision Ins.	Disability Ins.	Total Cost
Town Clerk	FT	27.64	2,080	57,491	2,875	1,000	10,113	465	195	55	767	72,961
Deputy Clerk	FT	16.65	2,080	34,632	1,375	-	10,113	465	145	55	493	47,278
<b>Total Wages &amp; Benefits</b>				92,123	4,250	1,000	20,226	930	340	110	1,260	120,239

**TOWN OF LAKE PARK - ANNUAL BUDGET  
TRAVEL AND TRAINING REQUEST - DETAIL**

**Schedule 3**

<b>FUND</b>	001	<b>FUNCTION</b>	EXECUTIVE		
<b>DEPT.</b>	106	<b>ACTIVITY</b>	Town Clerk		
Description of Training		Reason	Person Attending	By Department 2012-13	Proposed Budget 2012-13
Webinar and other training		Continue Clerk's education	Clerk or Deputy Clerk	2,400	
				2,400	-

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	GENERAL GOVERNMENT - Legal Counsel
<b>DEPT.</b>	108	<b>ACTIVITY</b>	Legal

Budget Summary	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	-	-	-	-	-	-	-
Operating Expenses	185,667	127,220	130,000	130,000	130,000	130,000	-
Capital Outlay	-	-	-	-	-	-	-
Debt Services	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>185,667</b>	<b>127,220</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>-</b>

<u>Personnel Recap</u>				
Contract	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>



**Cost Center 108 - Legal**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-51-514-108-31100	Professional Svc - Town Attorn	169,504	125,240	120,000	120,000	120,000	120,000	
001-51-514-108-31101	Professional Svc - Other Legal	16,163	1,980	10,000	10,000	10,000	10,000	
001-51-514-108-31200	Professional Svc - Foreclosure	-	-	-	-	-	-	
	TOTAL OPERATING EXPENSES	185,667	127,220	130,000	130,000	130,000	130,000	-
001-51-514-108-99105	Cost Recovery	-	-	-	-	-	-	-
	TOTAL OTHER EXPENSES	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	185,667	127,220	130,000	130,000	130,000	130,000	-

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	FINANCIAL AND ADMINISTRATIVE
<b>DEPT.</b>	110	<b>ACTIVITY</b>	Information Technology

Budget Summary	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	94,940	98,041	93,900	93,850	99,125	99,125	-
Operating Expenses	50,107	45,805	42,055	46,025	46,525	46,525	-
Capital Outlay	21,617	8,250	11,105	11,023	5,000	5,000	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	2,000	2,000	2,000	2,000	-
<b>Total Expenses</b>	<b>166,664</b>	<b>152,096</b>	<b>149,060</b>	<b>152,898</b>	<b>152,650</b>	<b>152,650</b>	<b>-</b>

<u>Personnel Recap</u>				
	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Chief Information Technology Officer	1.00	1.00	1.00	
	1.00	1.00	1.00	-

**Cost Center 110 - Information Technology**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-51-512-110-11000	Executive Salaries	72,778	73,922	71,800	71,800	75,090	75,090	
001-51-512-110-15000	Special Pay	462	490	490	490	1,990	1,990	
001-51-512-110-21000	FICA	5,065	5,284	5,550	5,550	5,900	5,900	
001-51-512-110-22000	Retirement	5,276	5,563	3,625	3,625	3,755	3,755	
001-51-512-110-23100	Health Insurance	9,354	10,446	10,115	10,115	10,115	10,115	
001-51-512-110-23200	Insurance - Dental	431	431	465	465	465	465	
001-51-512-110-23300	Insurance - Life	195	195	195	195	195	195	
001-51-512-110-23400	Insurance - Vision	51	54	55	55	55	55	
001-51-512-110-23500	Disability	994	1,000	1,005	1,005	1,005	1,005	
001-51-512-110-24000	Worker's Compensation Insuranc	45	31	50	50	55	55	
001-51-512-110-26000	Mileage Reimbursement	289	625	550	500	500	500	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>94,940</b>	<b>98,041</b>	<b>93,900</b>	<b>93,850</b>	<b>99,125</b>	<b>99,125</b>	<b>-</b>
001-51-512-110-31000	Professional Services - Adm IT	14,205	4,919	8,000	8,000	8,000	8,000	
001-51-512-110-34000	Contractual Services	2,625	11,493	5,100	7,500	7,500	7,500	
001-51-512-110-40000	Travel & Training	3,019	3,324	-	-	500	500	
001-51-512-110-41100	Telephone	2,459	2,399	2,290	2,300	2,300	2,300	
001-51-512-110-41105	Telephone-DSL	2,561	1,328	4,200	5,760	5,760	5,760	
001-51-512-110-46100	Equipment Maintenance Contract	2,733	2,744	3,000	3,000	3,000	3,000	
001-51-512-110-49303	Software - Administration	10,942	5,639	8,250	8,250	8,250	8,250	
001-51-512-110-49306	Software - Finance	4,415	4,415	4,415	4,415	4,415	4,415	
001-51-512-110-49400	Uniforms & Clothing	254	-	-	-	-	-	
001-51-512-110-51000	Office Supplies	3	-	-	-	-	-	
001-51-512-110-51900	Computer Supplies & Parts	2,010	4,475	3,000	3,000	3,000	3,000	
001-51-512-110-52000	Operating Supplies	3,127	2,372	3,000	3,000	3,000	3,000	

**Cost Center 110 - Information Technology**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-51-512-110-52200	Small Tools & Others	837	1,908	-	-	-	-	
001-51-512-110-54200	Memberships, Dues, & Subscript	917	789	800	800	800	800	
	<b>TOTAL OPERATING EXPENSES</b>	<b>50,107</b>	<b>45,805</b>	<b>42,055</b>	<b>46,025</b>	<b>46,525</b>	<b>46,525</b>	<b>-</b>
001-51-512-110-64100	Machinery & Equipment	8,608	1,310	6,175	6,161	-	-	
001-51-512-110-64101	Hardware - Town Commission	1,495	3,684	-	-	5,000	5,000	
001-51-512-110-64102	Hardware - Town Manager	-	-	2,465	2,431	-	-	
001-51-512-110-64106	Hardware - Finance	-	3,256	-	-	-	-	
001-51-512-110-64108	Hardware - Community Developme	-	-	2,465	2,431	-	-	
001-51-512-110-64110	Hardware - Library	11,514	-	-	-	-	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>21,617</b>	<b>8,250</b>	<b>11,105</b>	<b>11,023</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
001-51-512-110-99901	Contingency	-	-	2,000	2,000	2,000	2,000	
	<b>TOTAL OTHER EXPENSES</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>166,664</b>	<b>152,096</b>	<b>149,060</b>	<b>152,898</b>	<b>152,650</b>	<b>152,650</b>	<b>-</b>

## Information Technology Budget Analysis FY12-13

- 110-15000 Special Pay** – Expected cost of approximately \$1,990. This expense is for remote DSL access and longevity payment of \$1,500.
- 110-31000 Professional Services-Admin IT** – \$8,000 budgeted for technical support from KDT.
- 110-34000 Contractual Services** – \$7,500 for e-mail protection and web hosting and Channel 18.
- 110-41100 Telephone** –\$2,300 for cell phone (\$1,100), emergency phones (\$630), and air-cards (\$560).
- 110-41105 Telephone-DSL** – \$5,700 for town-wide DSL charges.
- 110-46100 Equipment Maintenance Contract** – \$3,000 for telephone maintenance (\$227.72 per month).
- 110-49303 Software - Administration** – \$8,250 for necessary software needed during the year.
- 110-49306 Software - Finance** - \$4,415 for annual fee for ADG accounting software.
- 110-51900 Computer Supplies & Parts** – \$3,000 budgeted for necessary maintenance/parts needed during the year.
- 110-52000 Operating Supplies** – Miscellaneous operating supplies budgeted at \$3,000.
- 110-54200 Memberships, Dues, & Subscriptions** – \$800.for memberships for ICMA (\$592), FCCMA (\$200), and FLGISA (\$125).

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**WAGE AND BENEFITS - DETAIL**

<b>FUND</b>	001	<b>FUNCTION</b>	FINANCIAL AND ADMINISTRATIVE									
<b>DEPT</b>	110	<b>ACTIVITY</b>	Information Technology									
							23100	23200	23300	23400	23500	
Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	Health Ins.	Dental Ins.	Life Ins.	Vision Ins.	Disability Ins.	Total Cost
Chief Info Tech Office	FT	36.10	2,080	75,088	3,754	1,500	10,113	465	195	55	1,001	92,171
<b>Total Wages &amp; Benefits</b>				75,088	3,754	1,500	10,113	465	195	55	1,001	92,171

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	FINANCIAL AND ADMINISTRATIVE
<b>DEPT.</b>	150	<b>ACTIVITY</b>	Finance

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	358,751	368,711	351,955	310,185	316,435	316,435	-
Operating Expenses	89,360	84,998	78,820	82,835	85,220	83,845	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>448,111</b>	<b>453,709</b>	<b>430,775</b>	<b>393,020</b>	<b>401,655</b>	<b>400,280</b>	-

<u>Personnel Recap</u>	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Finance Director	1.00	1.00	1.00	
Assistant to the Finance Director	1.00	1.00	1.00	
Accountant	1.00	1.00	1.00	
Accounts Payable/Receivable Coordinator	1.00	1.00	1.00	
Accountant/Business Tax Coordinator (Part-Time)	0.63	0.63	0.63	
	<u>4.63</u>	<u>4.63</u>	<u>4.63</u>	-

**Cost Center 150 - Finance**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-51-513-150-11000	Executive Salaries	96,180	97,302	94,025	77,500	75,000	75,000	
001-51-513-150-12000	Regular Salaries	149,115	150,976	146,825	146,825	151,445	151,445	
001-51-513-150-13000	Other & Part Time Salaries	30,864	30,129	29,175	13,000	20,000	20,000	
001-51-513-150-14000	Overtime Salaries	140	71	100	200	100	100	
001-51-513-150-15000	Special Pay	1,184	1,226	1,720	1,100	720	720	
001-51-513-150-21000	FICA	20,379	20,282	20,850	18,255	18,690	18,690	
001-51-513-150-22000	Retirement	17,816	18,672	12,100	10,800	11,325	11,325	
001-51-513-150-23100	Health Insurance	33,048	41,822	40,490	36,000	33,065	33,065	
001-51-513-150-23200	Insurance - Dental	1,722	1,722	1,860	1,780	1,860	1,860	
001-51-513-150-23300	Insurance - Life	774	776	780	780	710	710	
001-51-513-150-23400	Insurance - Vision	154	163	225	195	220	220	
001-51-513-150-23500	Disability	3,235	3,250	3,255	3,200	2,695	2,695	
001-51-513-150-24000	Worker's Compensation Insuranc	565	395	550	550	605	605	
001-51-513-150-25100	Unemployment Compensation	3,575	1,925	-	-	-	-	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>358,751</b>	<b>368,711</b>	<b>351,955</b>	<b>310,185</b>	<b>316,435</b>	<b>316,435</b>	<b>-</b>
001-51-513-150-33000	Accounting & Auditing	59,000	52,300	51,850	51,850	51,850	51,850	
001-51-513-150-34000	Contractual Services	3,108	3,194	2,875	2,875	2,875	2,875	
001-51-513-150-40000	Travel & Training	132	40	100	115	2,500	2,500	
001-51-513-150-41100	Telephone	1,772	1,813	1,320	1,320	1,320	1,320	
001-51-513-150-41200	Postage & Shipping	5,530	5,194	5,000	5,000	5,000	5,000	



**Cost Center 150 - Finance**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-51-513-150-44200	Equipment Leases	4,332	4,332	4,350	4,350	4,350	4,350	
001-51-513-150-47000	Printing	2,907	2,499	2,000	2,000	2,000	2,000	
001-51-513-150-49000	Other Current Charges	435	435	450	450	450	450	
001-51-513-150-49600	Bank Charges / Admin Fees	5,579	8,126	5,000	9,000	9,000	9,000	
001-51-513-150-51000	Office Supplies	5,496	6,675	5,450	5,450	5,450	4,075	
001-51-513-150-52200	Small Tools & Other	679	-	-	-	-	-	
001-51-513-150-54200	Memberships, Dues, & Subscript	390	390	425	425	425	425	
	TOTAL OPERATING EXPENSES	89,360	84,998	78,820	82,835	85,220	83,845	-
	TOTAL DEPT EXPENDITURES	448,111	453,709	430,775	393,020	401,655	400,280	-

## Finance Department Budget Analysis FY12-13

- 150-15000 Special Pay** – \$1,220 – this includes one longevity payment for employee and the \$720 cell phone allowance for Director.
- 150-33000 Accounting & Auditing** – \$49,100 for auditing services. \$1,250 for GASB45, and \$1,500 for Arbitrage Calculation.
- 150-34000 Contractual Services** – \$2,875 for armored car services (3 times weekly).
- 150-40000 Travel & Training** – \$2,500 – Training for director and staff.
- 150-41100 Telephone** – \$1,320 – This is for the department telephones and fax.
- 150-41200 Postage & Shipping** – \$5,000 – This category covers mailings for general Finance Department mail and Sanitation billing.
- 150-44200 Equipment Leases** – \$4,350 – This is for the department copier and postage meter. Lease costs include annual copier lease \$2,060 (\$170.96/mo), and postage meter costs of \$1,960 (\$489.15/quarterly) and \$330 (\$80.85/quarterly).
- 150-47000 Printing** - \$2,000 – This cost is for printing of purchase orders, requisitions, request for disbursements, payroll forms, and any other finance related forms.
- 150-49000 Other Current Charges**– \$450 – Cost of GFOA Certificate of Achievement for annual audit.
- 150-49600 Bank Charges/Admin Fees**– \$9,000 – This account covers the cost of credit card processing and bank fees.

- 150-51000 Office Supplies** – \$4,075 for offices supplies, check stock, MICR ink for checks, bill stock for sanitation bills and business tax certificates. Any other supplies needed for daily operation of the Finance Department.
- 150-54200 Memberships, Dues, & Subscriptions** – \$425 - for Costco membership (\$150), GFOA membership (\$170) and FGFOA membership (\$20) for Finance Director , and FABTO membership for Business Tax Accountant (\$40) and \$50 for SGR GAAFR Review Newsletter.



**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	LAW ENFORCEMENT
<b>DEPT.</b>	200	<b>ACTIVITY</b>	Police - Administration

Budget Summary	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	-	-	-	-	-	-	-
Operating Expenses	2,908,413	2,774,468	2,700,950	2,695,815	2,696,005	2,696,005	-
Capital Outlay	-	-	-	-	-	-	-
Debt Services	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>2,908,413</b>	<b>2,774,468</b>	<b>2,700,950</b>	<b>2,695,815</b>	<b>2,696,005</b>	<b>2,696,005</b>	<b>-</b>

<u>Personnel Recap</u>				
	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Contract with Palm Beach County Sheriff				
Lieutenant	1.00	1.00	1.00	
Sergeants	3.00	3.00	3.00	
Deputy Sheriffs	19.00	19.00	19.00	
Administrative Secretary	1.00	1.00	1.00	
School Crossing Guards	9.00	9.00	9.00	
	<u>33.00</u>	<u>33.00</u>	<u>33.00</u>	<u>-</u>

**Cost Center 200 - Police Administration**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-52-521-200-34010	Contract PBC Sheriff	2,776,538	2,634,120	2,571,200	2,571,200	2,571,200	2,571,200	
001-52-521-200-41100	Telephone	3,294	3,091	3,200	3,000	3,000	3,000	
001-52-521-200-43000	Utilities	13,958	10,521	17,000	12,000	12,000	12,000	
001-52-521-200-43250	Garbage & Trash	1,004	1,046	1,050	1,115	1,115	1,115	
001-52-521-200-45000	Insurance	1,803	1,439	1,900	1,900	2,090	2,090	
001-52-521-200-49101	Property Tax	681	579	600	600	600	600	
001-52-521-200-52100	Gasoline & Diesel Fuel	111,135	123,672	106,000	106,000	106,000	106,000	
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,908,413</b>	<b>2,774,468</b>	<b>2,700,950</b>	<b>2,695,815</b>	<b>2,696,005</b>	<b>2,696,005</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>2,908,413</b>	<b>2,774,468</b>	<b>2,700,950</b>	<b>2,695,815</b>	<b>2,696,005</b>	<b>2,696,005</b>	<b>-</b>

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	EMERGENCY AND DISASTER RELIEF SERVICES
<b>DEPT.</b>	250	<b>ACTIVITY</b>	Emergency Management

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	-	-	-	-	-	-	-
Operating Expenses	1,235	1,207	10,000	10,000	10,000	10,000	-
Capital Outlay	-	-	-	-	-	-	-
Debt Services	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>1,235</b>	<b>1,207</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>

<u>Personnel Recap</u>				
	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>

**Cost Center 250 - Emergency and Disaster Relief Services**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-52-525-250-34050	Other Contract Services - Debr	-	-	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 - Stw	639	-	5,000	5,000	5,000	5,000	
001-52-525-250-52000	Operating Supplies	596	1,207	4,500	4,500	4,500	4,500	
	TOTAL OPERATING EXPENSES	1,235	1,207	10,000	10,000	10,000	10,000	-
	TOTAL DEPT EXPENDITURES	1,235	1,207	10,000	10,000	10,000	10,000	-



**TOWN OF LAKE PARK - ANNUAL BUDGET**

**DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	FIRE CONTROL
<b>DEPT.</b>	300	<b>ACTIVITY</b>	Fire - Administration

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	-	-	-	-	-	-	-
Operating Expenses	2,001,820	1,634,102	1,545,935	1,545,935	1,490,976	1,490,976	-
Capital Outlay	-	-	-	-	-	-	-
Debt Services	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>2,001,820</b>	<b>1,634,102</b>	<b>1,545,935</b>	<b>1,545,935</b>	<b>1,490,976</b>	<b>1,490,976</b>	<b>-</b>

<u>Personnel Recap</u>							
Contract with Palm Beach County Fire Rescue			<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>	

**Cost Center 300 - Fire**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-52-522-300-34000	Contractual Services	2,001,820	1,634,102	1,545,935	1,545,935	1,490,976	1,490,976	
	TOTAL OPERATING EXPENSES	2,001,820	1,634,102	1,545,935	1,545,935	1,490,976	1,490,976	-
	TOTAL DEPT EXPENDITURES	2,001,820	1,634,102	1,545,935	1,545,935	1,490,976	1,490,976	-

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	PHYSICAL ENVIRONMENT
<b>DEPT.</b>	400	<b>ACTIVITY</b>	Public Works Administration

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	122,413	151,409	151,620	151,620	176,248	176,248	-
Operating Expenses	18,677	42,155	15,850	15,820	18,045	16,295	-
Capital Outlay	879	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>141,969</b>	<b>193,564</b>	<b>167,470</b>	<b>167,440</b>	<b>194,293</b>	<b>192,543</b>	-

<u>Personnel Recap</u>	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Public Works Director	1.00	1.00	1.00	
Assistant to the Public Works Director	1.00	1.00	1.00	
Project Manager	-	0.50	0.50	
	<u>2.00</u>	<u>2.50</u>	<u>2.50</u>	-

**Cost Center 400 - Public Works Administration**

**Schedule 1 Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-53-530-400-11000	Executive Salaries	45,454	68,891	67,275	67,275	69,995	69,995	
001-53-530-400-12000	Regular Salaries	49,829	47,427	46,775	46,775	48,155	48,155	
001-53-530-400-13000	Other & Part-Time Salaries	-	-	-	-	35,870	35,870	
001-53-530-400-14000	Overtime Salaries	669	-	-	-	-	-	
001-53-530-400-15000	Special Pay	1,024	726	720	720	1,440	1,440	
001-53-530-400-19999	Wages Rec;assified	-	-	-	-	(18,000)	(18,000)	
001-53-530-400-21000	FICA	7,123	8,336	8,800	8,800	10,520	10,520	
001-53-530-400-22000	Retirement	3,441	5,602	5,750	5,750	5,910	5,910	
001-53-530-400-23100	Health Insurance	10,285	17,077	18,720	18,720	18,720	18,720	
001-53-530-400-23200	Insurance - Dental	682	861	930	930	930	930	
001-53-530-400-23300	Insurance - Life	304	386	390	390	390	390	
001-53-530-400-23400	Insurance - Vision	82	108	110	110	110	110	
001-53-530-400-23500	Disability	1,199	1,574	1,575	1,575	1,575	1,575	
001-53-530-400-24000	Worker's Compensation Insuranc	610	421	575	575	633	633	
001-53-530-400-25100	Unemployment Compensation	1,711	-	-	-	-	-	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>122,413</b>	<b>151,409</b>	<b>151,620</b>	<b>151,620</b>	<b>176,248</b>	<b>176,248</b>	<b>-</b>
001-53-530-400-31000	Professional Services	1,645	26,500	-	-	1,000	-	
001-53-530-400-34000	Contractual Services	996	396	1,320	1,320	1,320	1,320	
001-53-530-400-40000	Travel & Training	-	11	-	75	75	75	
001-53-530-400-41100	Telephone	4,065	4,044	2,040	2,040	2,040	2,040	
001-53-530-400-41200	Postage & Shipping	85	75	100	25	50	50	
001-53-530-400-44200	Equipment Leases	2,334	2,387	2,415	2,415	2,415	2,415	
001-53-530-400-45000	Insurance	5,149	4,110	5,425	5,425	5,970	5,970	

**Cost Center 400 - Public Works Administration**

**Schedule 1 Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-53-530-400-47000	Printing	152	250	400	400	200	200	
001-53-530-400-49101	Property Taxes	109	99	100	100	100	100	
001-53-530-400-49400	Uniforms & Clothing	236	17	250	200	200	200	
001-53-530-400-51000	Office Supplies	1,841	1,796	1,000	1,020	1,125	1,125	
001-53-530-400-52100	Gasoline & Diesel Fuel	1,224	2,132	2,250	2,250	3,000	2,250	
001-53-530-400-52200	Small Tools & Others	600	-	-	-	-	-	
001-53-530-400-54200	Memberships, Dues, & Subscript	241	338	550	550	550	550	
	<b>TOTAL OPERATING EXPENSES</b>	<b>18,677</b>	<b>42,155</b>	<b>15,850</b>	<b>15,820</b>	<b>18,045</b>	<b>16,295</b>	<b>-</b>
001-53-530-400-64100	Machinery & Equipment	879	-	-	-	-	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>879</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>141,969</b>	<b>193,564</b>	<b>167,470</b>	<b>167,440</b>	<b>194,293</b>	<b>192,543</b>	<b>-</b>

## Public Works Administration Budget Analysis FY12-13

- 400-34000 Contractual Services** – Annual cost of \$1,320 for Public Works’ monthly internet service.
- 400-41100 Telephone** – Estimated annual cost of \$2,040 for monthly office telephone and fax line expenses; mobile phone expenses for the Director’s Assistant daily operations functions.
- 400-41200 Postage & Shipping** – Expected cost of \$50 for sending certified mailing and other correspondence.
- 400-44200 Equipment Leases** – Annual cost of \$2,415 for copier monthly lease.
- 400-47000 Printing** – Expenses for printing business cards and new Town logo stationary is estimated at \$200.
- 400-49101 Property Taxes** – Annual Ad Valorem/Non-Ad Valorem taxes for Public Works site.
- 400-49400 Uniforms & Clothing** – Cost to purchase Town logo polo shirts \$200.
- 400-51000 Office Supplies** – Miscellaneous supplies for office (\$1,125).
- 400-52100 Gasoline & Diesel Fuel** – Estimated annual cost of \$2,250 for Administration vehicle’s fuel.
- 400-54200 Memberships, Dues & Subscriptions** – \$550 for American Public Works Association and National Arbor Day Foundation dues.



**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	PARKS AND RECREATION
<b>DEPT.</b>	406	<b>ACTIVITY</b>	PW Grounds Maintenance

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	284,802	262,970	238,305	238,305	281,140	281,140	-
Operating Expenses	71,707	70,592	68,407	66,420	72,074	72,074	-
Capital Outlay	5,338	6,000	-	-	-	-	-
Debt Service	11,959	5,989	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>373,806</b>	<b>345,551</b>	<b>306,712</b>	<b>304,725</b>	<b>353,214</b>	<b>353,214</b>	-

<u>Personnel Recap</u>	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Foreman	1.00	1.00	1.00	
Grounds Maintenance Crew Leader	1.00	1.00	1.00	
Maintenance Worker III	1.00	1.00	1.00	
Maintenance Worker II	1.00	2.00	2.00	
Irrigation Technician (Shared w/Stormwater)	0.75	0.75	0.75	
	<u>4.75</u>	<u>5.75</u>	<u>5.75</u>	-



**Cost Center 406 - PW Grounds Maintenance**

**Schedule 1      Schedule 1**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2010 ACTUAL</b>	<b>2011 ACTUAL</b>	<b>2012 CURR YR BUDGET</b>	<b>2012 ESTIMATE FOR THE YEAR</b>	<b>2013 BY DEPARTMENT</b>	<b>2013 PROPOSED BUDGET</b>	<b>2013 ADOPTED BUDGET</b>
001-57-572-406-12000	Regular Salaries	195,085	175,729	166,100	166,100	200,500	200,500	
001-57-572-406-14000	Overtime Salaries	400	215	400	400	400	400	
001-57-572-406-15000	Special Pay	1,500	1,500	2,000	2,000	1,500	1,500	
001-57-572-406-19900	Wages Reclassified	(346)	(187)	-	-	(15,800)	(15,800)	
001-57-572-406-21000	FICA	14,735	12,924	12,900	12,900	14,815	14,815	
001-57-572-406-22000	Retirement	13,622	12,261	8,450	8,450	10,025	10,025	
001-57-572-406-23100	Health Insurance	43,219	46,082	37,440	37,440	56,160	56,160	
001-57-572-406-23200	Insurance - Dental	2,476	2,153	1,860	1,860	2,800	2,800	
001-57-572-406-23300	Insurance - Life	779	702	590	590	825	825	
001-57-572-406-23400	Insurance - Vision	287	271	220	220	330	330	
001-57-572-406-23500	Disability	2,632	2,200	1,995	1,995	2,600	2,600	
001-57-572-406-24000	Worker's Compensation Insuranc	6,549	4,502	6,350	6,350	6,985	6,985	
001-57-572-406-25100	Unemployment Compensation	3,864	4,618	-	-	-	-	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>284,802</b>	<b>262,970</b>	<b>238,305</b>	<b>238,305</b>	<b>281,140</b>	<b>281,140</b>	<b>-</b>
001-57-572-406-34000	Contractual Services	7,449	6,575	6,800	4,050	7,300	7,300	
001-57-572-406-40000	Travel & Training	-	40	-	20	75	75	
001-57-572-406-41100	Telephone	1,578	1,227	1,250	1,250	1,250	1,250	
001-57-572-406-43000	Utilitites	11,879	12,452	12,800	12,800	12,800	12,800	
001-57-572-406-44100	Rentals	1,230	1,579	1,500	2,300	2,500	2,500	
001-57-572-406-45000	Insurance	3,802	3,035	4,000	4,000	4,400	4,400	
001-57-572-406-46000	Repair & Maintenance	3,529	3,908	3,500	3,500	4,500	4,500	
001-57-572-406-49400	Uniforms & Clothing	1,651	1,037	1,400	1,400	1,520	1,520	
001-57-572-406-52000	Operating Supplies	30,307	26,899	27,057	27,000	25,779	25,779	

Cost Center 406 - PW Grounds Maintenance

Schedule 1 Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-57-572-406-52100	Gasoline & Diesel Fuel	9,914	13,360	10,000	10,000	11,000	11,000	
001-57-572-406-52200	Small Tools & Other	368	380	-		850	850	
001-57-572-406-54200	Memberships, Dues & Subscripti	-	100	100	100	100	100	
	TOTAL OPERATING EXPENSES	71,707	70,592	68,407	66,420	72,074	72,074	-
001-57-572-406-63000	Improvement Other Than Bldg	5,338	6,000	-	-	-		
	TOTAL CAPITAL OUTLAY	5,338	6,000	-	-	-	-	-
001-57-572-406-71000	Principal	11,342	5,865	-	-	-		
001-57-572-406-72000	Interest	617	124	-	-	-		
	TOTAL DEBT SERVICE	11,959	5,989	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	373,806	345,551	306,712	304,725	353,214	353,214	-

## Public Works Grounds Maintenance Budget Analysis FY12-13

- 406-12000 Regular Salaries** – Absorb the current, part-time Maintenance Worker II from the Recreation Department and make this a full-time position. In addition to this employee’s current duties, the extra hours shall cover the landscape maintenance tasks formerly performed by contractors in the CRA District.
- 406-34000 Contractual Services** – Fertilize parks, ball fields, and building grounds 2 x per year with a “weed & feed” and insecticide/fertilizer. Take turf pest control around park buildings from Facility Maintenance (-408) and place in Grounds (\$7,300).
- 406-41100 Telephone** –Estimated cost of \$1,250 for mobile phones for key personnel.
- 406-44100 Rentals** – Anticipated cost of \$2,500 for rental of portable boom lift for tree trimming, stump grinder, mulch buggies, & irrigation pump.
- 406-45000 Insurance** – Property/Liability insurance premiums (\$4,400).
- 406-46000 Repair & Maintenance** – Costs associated with the repair and maintenance of irrigation systems; R&M expenses for turf maintenance equipment (i.e. mowers, trimmers, blowers and trailers) and tree pruning saws. Estimated annual expenses: \$4,500.
- 406-49400 Uniforms & Clothing** – Cost to purchase safety shoes, uniform replacement , and rain gear (\$1,520).
- 406-52000 Operating Supplies** – Purchase ADA rated mulch for playgrounds. Sprinkler heads, flags, bulk chemicals (i.e. iron remover, Round-up etc.), public restroom supplies, sod for parks, topsoil, and replacement plants. (\$25,779)
- 406-52100 Gasoline & Diesel Fuel** – Expected cost of \$11,000 for vehicle and equipment fuel.
- 406-54200 Memberships, Dues & Subscriptions** – Membership in the Florida Urban Forestry Council (\$100).



**TOWN OF LAKE PARK - ANNUAL BUDGET  
TRAVEL AND TRAINING REQUEST - DETAIL**

**Schedule 3**

<b>FUND</b>	001	<b>FUNCTION</b>	PARKS AND RECREATION		
<b>DEPT.</b>	406	<b>ACTIVITY</b>	PW Grounds Maintenance		
Description of Training		Reason	Person Attending	By Department 2012-13	Proposed Budget 2012-13
Fertilizer applicator training		NPDES mandate	W. Williams	25	
Fertilizer applicator training		NPDES mandate	W. Thomas	25	
Fertilizer applicator training		NPDES mandate	K. Anderson	25	
				75	-

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	PHYSICAL ENVIRONMENT
<b>DEPT.</b>	408	<b>ACTIVITY</b>	PW Facility Maintenance

Budget Summary	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	121,986	124,314	121,175	121,650	138,071	82,102	-
Operating Expenses	197,398	168,986	178,261	178,600	179,495	179,495	-
Capital Outlay	1,800	9,168	-	76,670	2,000	2,000	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>321,184</b>	<b>302,468</b>	<b>299,436</b>	<b>376,920</b>	<b>319,566</b>	<b>263,597</b>	<b>-</b>

<u>Personnel Recap</u>	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Facility Maintenance Worker III	1.00	1.00	1.00	
Facility Maintenance Worker III	1.00	1.00	-	
	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>-</u>

**Cost Center 408 - PW Facility Maintenance**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-54-597-408-12000	Regular Salaries	85,137	85,083	83,750	83,750	86,240	44,400	
001-54-597-408-14000	Overtime Salaries	528	122	150	600	250	250	
001-54-597-408-15000	Special Pay	1,000	1,000	1,000	1,000	1,000	500	
001-54-597-408-19900	Wages Reclassified	(163)	(108)	-	-	17,995	17,995	
001-54-597-408-21000	FICA	6,260	6,784	6,500	6,525	6,693	3,454	
001-54-597-408-22000	Retirement	6,263	6,455	4,250	4,250	4,315	2,200	
001-54-597-408-23100	Health Insurance	15,888	19,337	18,720	18,720	14,345	7,200	
001-54-597-408-23200	Insurance - Dental	861	861	930	930	930	500	
001-54-597-408-23300	Insurance - Life	337	339	340	340	340	200	
001-54-597-408-23400	Insurance - Vision	103	108	110	110	110	100	
001-54-597-408-23500	Disability	1,142	1,149	1,150	1,150	1,150	600	
001-54-597-408-24000	Worker's Compensation Insurance	4,630	3,184	4,275	4,275	4,703	4,703	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>121,986</b>	<b>124,314</b>	<b>121,175</b>	<b>121,650</b>	<b>138,071</b>	<b>82,102</b>	<b>-</b>
001-54-597-408-34000	Contractual Services	66,859	50,172	50,536	50,500	48,025	48,025	
001-54-597-408-41100	Telephone	754	756	600	700	700	700	
001-54-597-408-43000	Utilities	61,691	58,329	60,000	60,000	60,000	60,000	
001-54-597-408-43250	Garbage & Trash	7,524	6,531	7,000	7,000	6,500	6,500	
001-54-597-408-44100	Rentals	616	186	250	250	500	500	
001-54-597-408-45000	Insurance	28,219	22,526	29,700	29,700	32,670	32,670	

**Cost Center 408 - PW Facility Maintenance**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-54-597-408-46000	Repair & Maintenance	9,959	4,673	6,325	9,400	9,000	9,000	
001-54-597-408-46010	Repair & Maintenance - Park Ma	-	815	1,800	1,000	1,000	1,000	
001-54-597-408-49400	Uniforms & Clothing	769	315	500	500	500	500	
001-54-597-408-52000	Operating Supplies	16,259	17,156	16,000	14,000	15,000	15,000	
001-54-597-408-52100	Gasoline & Diesel Fuel	4,748	6,353	5,050	5,050	5,100	5,100	
001-54-597-408-52200	Small Tools and Others	-	1,174	500	500	500	500	
	<b>TOTAL OPERATING EXPENSES</b>	<b>197,398</b>	<b>168,986</b>	<b>178,261</b>	<b>178,600</b>	<b>179,495</b>	<b>179,495</b>	<b>-</b>
001-54-597-408-62100	Improvements-Bldg	1,800	6,553	-	9,970	2,000	2,000	
001-54-597-408-62101	Police Dept - Roof Replacement	-	-	-	66,700	-	-	
001-54-597-408-63000	Improvement Other Than Bldg	-	2,615	-	-	-	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,800</b>	<b>9,168</b>	<b>-</b>	<b>76,670</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
001-54-597-408-71000	Principal	-	-	-	-	-	-	
001-54-597-408-72000	Interest	-	-	-	-	-	-	
	<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>321,184</b>	<b>302,468</b>	<b>299,436</b>	<b>376,920</b>	<b>319,566</b>	<b>263,597</b>	<b>-</b>



## Public Works Facilities Maintenance Budget Analysis FY12-13

- 408-34000 Contractual Services** – Estimated cost of \$48,025 for numerous annual service contracts including fire alarm monitoring, elevator maintenance, pest and rat control, and termite inspection services. Custodial services for Town Hall, PBSO Sub-station, Public Works, and Park restrooms. Bi-monthly maintenance for Town Hall chiller system, quarterly air conditioning maintenance, and fire extinguisher inspections. Emergency generators' bi-monthly inspections along with annual tune-ups.
- 408-41100 Telephone** – Estimated cost of \$700 for mobile phone expenses for key personnel.
- 408-43000 Utilities** – Expected expense of \$60,000 for cost of electricity and water at Town buildings.
- 408-43200 Garbage & Trash** – A Governmental Assessment from the Solid Waste Authority charges \$6,500 for annual garbage fees at the Town Hall, Public Works, and Library.
- 408-44100 Rentals** – Scaffolding, carpet cleaner, and high reach rental for miscellaneous projects (\$500).
- 408-45000 Insurance** – Property/Liability insurance premiums (\$32,670)
- 408-46000 Repair & Maintenance** – Repair/maintenance costs for emergency building repairs to air conditioning and security systems, electrical devices, and division equipment (\$9,000).
- 408-46010 Repair & Maint – Park Maintenance** – Designate \$1,000 for Kelsey/Lake Shore Park maintenance projects such as painting and rotten wood replacement at park buildings and benches.
- 408-49400 Uniforms & Clothing** – Cost to purchase safety shoes and replacement uniforms (\$500).
- 408-52000 Operating Supplies** – Estimated cost of \$15,000 to purchase non-durable goods such as light bulbs, ballasts, filters, caulk, paint and supplies, tools, cleaning products, bathroom supplies, adhesives and solvents, all needed for the upkeep of Town buildings. Also includes safety supplies such as gloves, vests, and glasses.

## Public Works Facilities Maintenance Budget Analysis FY12-13 (cont.)

**408-52100 Gasoline & Diesel Fuel** – Anticipated cost of \$5,100 for fuel used in maintenance vehicles and equipment.

**408-52200 Small Tools and Others** – Budget \$500 to replace worn out power tools, as needed.

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**WAGE AND BENEFITS - DETAIL**

<b>FUND</b>	001	<b>FUNCTION</b>	PHYSICAL ENVIRONMENT									
<b>DEPT</b>	408	<b>ACTIVITY</b>	PW Facility Maintenance									
Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Ins.	23200 Dental Ins.	23300 Life Ins.	23400 Vision Ins.	23500 Disability Ins.	Total Cost
Facility Maint. Worker II	FT	21.33	2,080	44,366	2,218	500	7,172	465	176	55	591	55,544
<b>Total Wages &amp; Benefits</b>				44,366	2,218	500	7,172	465	176	55	591	55,544

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	OTHER GOVERNMENT
<b>DEPT.</b>	410	<b>ACTIVITY</b>	PW Vehicle Maintenance

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	131,633	67,467	65,165	65,165	67,213	36,513	-
Operating Expenses	35,643	31,946	35,265	34,990	37,900	37,900	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>167,276</b>	<b>99,413</b>	<b>100,430</b>	<b>100,155</b>	<b>105,113</b>	<b>74,413</b>	-

<u>Personnel Recap</u>				
	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Vehicle Maintenance Foreman	1.00	1.00	0.50	
	<hr/> 1.00	<hr/> 1.00	<hr/> 0.50	<hr/> -

**Cost Center 410 - Public Works Vehicle Maintenance**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-59-591-410-12000	Regular Salaries	91,615	50,654	48,675	48,675	50,380	50,380	
001-59-591-410-14000	Overtime Salaries	508	-	200	200	200	200	
001-59-591-410-15000	Special Pay	1,500	-	-	-	-	-	
001-59-591-410-19900	Wages Reclassified	(112)	-	-	-	-	(30,700)	
001-59-591-410-21000	FICA	6,466	3,689	3,750	3,750	3,870	3,870	
001-59-591-410-22000	Retirement	5,799	3,848	2,450	2,450	2,520	2,520	
001-59-591-410-23100	Health Insurance	20,056	6,791	7,175	7,175	7,175	7,175	
001-59-591-410-23200	Insurance - Dental	861	431	465	465	465	465	
001-59-591-410-23300	Insurance - Life	351	195	195	195	195	195	
001-59-591-410-23400	Insurance - Vision	103	59	55	55	55	55	
001-59-591-410-23500	Disability	1,189	671	675	675	675	675	
001-59-591-410-24000	Worker's Compensation Insuranc	3,297	1,129	1,525	1,525	1,678	1,678	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>131,633</b>	<b>67,467</b>	<b>65,165</b>	<b>65,165</b>	<b>67,213</b>	<b>36,513</b>	<b>-</b>
001-59-591-410-41100	Telephone	673	567	700	300	300	300	
001-59-591-410-45000	Insurance	8,081	6,451	8,500	8,500	9,350	9,350	
001-59-591-410-45120	Insurance - Storage Tank Liabl	975	990	990	990	1,000	1,000	
001-59-591-410-46000	Repair & Maintenance	5,383	4,622	7,000	7,000	7,000	7,000	
001-59-591-410-46300	Vehicle Parts & Supplies	16,589	15,865	15,000	15,000	17,000	17,000	
001-59-591-410-49400	Uniforms & Clothing	2,032	1,080	1,200	1,200	1,100	1,100	
001-59-591-410-52000	Operating Supplies	234	114	75	200	150	150	
001-59-591-410-52100	Gasoline & Diesel Fuel	1,676	2,113	1,800	1,800	2,000	2,000	
001-59-591-410-52200	Small Tools and Others	-	144	-	-	-	-	
	<b>TOTAL OPERATING EXPENSES</b>	<b>35,643</b>	<b>31,946</b>	<b>35,265</b>	<b>34,990</b>	<b>37,900</b>	<b>37,900</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>167,276</b>	<b>99,413</b>	<b>100,430</b>	<b>100,155</b>	<b>105,113</b>	<b>74,413</b>	<b>-</b>

## Public Works Vehicle Maintenance Budget Analysis FY12-13

- 410-14000 Overtime** – Possible after-hour road calls (\$200).
- 410-41100 Telephone** – Estimated annual cost of \$300 for the Foreman’s cell phone service.
- 410-45000 Insurance** – Property/Liability insurance premiums (\$9,350).
- 410-45120 Insurance – Storage Tank Liability** – Fuel tank liability insurance premiums (\$1,000).
- 410-46000 Repair & Maintenance** – Repairs to fleet performed by outside vendors, including transmission repairs and body work (\$7,000).
- 410-46300 Vehicle Parts & Supplies** – Supplies for fleet repairs completed in-house (\$17,000). Additional costs allow for the aging fleet. No new vehicles shall be purchased this budget year.
- 410-49400 Uniforms & Clothing** – Cost to purchase safety shoes, shop towels, fender covers, and weekly cleaning of uniforms (\$1,100).
- 410-52000 Operating Supplies** – Estimated cost of \$150 to purchase absorbent materials for spills, hand and parts cleaners, safety supplies, and other miscellaneous expenses.
- 410-52100 Gasoline & Diesel Fuel** – Expected cost of \$2,000 for fuel for vehicles and equipment.

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**WAGE AND BENEFITS - DETAIL**

<b>FUND</b>	001	<b>FUNCTION</b>	OTHER GOVERNMENT									
<b>DEPT</b>	410	<b>ACTIVITY</b>	PW Vehicle Maintenance									
Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Ins.	23200 Dental Ins.	23300 Life Ins.	23400 Vision Ins.	23500 Disability Ins.	Total Cost
Vehicle Maint. Foreman	FT	24.22	2,080	50,378	2,519	-	7,172	465	195	55	672	61,455
<b>Total Wages &amp; Benefits</b>				50,378	2,519	-	7,172	465	195	55	672	61,455

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	TRANSPORTATION - Parking Facilities
<b>DEPT.</b>	450	<b>ACTIVITY</b>	Parking Meters

Budget Summary	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	617	607	600	600	18,560	18,560	-
Operating Expenses	35,077	23,158	24,610	23,150	22,410	22,410	-
Capital Outlay	107,081	-	-	-	-	-	-
Debt Service	32,277	32,277	32,280	32,280	32,280	32,280	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>175,052</b>	<b>56,042</b>	<b>57,490</b>	<b>56,030</b>	<b>73,250</b>	<b>73,250</b>	<b>-</b>

Personnel Recap	<u>Present</u>	<u>Present</u>	<u>Proposed</u>	<u>Adopted</u>
Parking Enforcement Code Compliance Officer (PT)	0.65	0.65	0.33	
Parking Enforcement Code Compliance Officer (PT)	0.60	0.60	0.33	
	1.25	1.25	0.66	-



**Cost Center 450 - Parking Meters**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-54-545-450-13000	Other & Part Time Salaries	-	-	-	-	13,520	13,520	
001-54-545-450-14000	Overtime Salaries	617	607	600	600	600	600	
001-54-545-450-19999	Wages Reclassified	-	-	-	-	3,120	3,120	
001-54-545-450-21000	FICA	-	-	-	-	1,320	1,320	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>617</b>	<b>607</b>	<b>600</b>	<b>600</b>	<b>18,560</b>	<b>18,560</b>	<b>-</b>
001-54-545-450-34000	Contractual Services	2,757	4,106	6,800	6,000	4,100	4,100	
001-54-545-450-46500	Parking Meter Parts & Supplies	10,555	382	1,700	1,500	2,350	2,350	
001-54-545-450-46600	Signs and Signals	5,088	399	400	450	450	450	
001-54-545-450-49300	Computer Software	5,574	8,408	8,410	8,450	8,960	8,960	
001-54-545-450-49600	Bank Charges/Admin Fees	5,421	8,216	6,750	6,000	6,000	6,000	
001-54-545-450-51900	Computer Supplies & Parts	325	-	-	-	-	-	
001-54-545-450-52000	Operating Supplies	5,061	1,647	550	750	550	550	
001-54-545-450-52200	Small Tools and Others	296	-	-	-	-	-	
	<b>TOTAL OPERATING EXPENSES</b>	<b>35,077</b>	<b>23,158</b>	<b>24,610</b>	<b>23,150</b>	<b>22,410</b>	<b>22,410</b>	<b>-</b>
001-54-545-450-63102	Improvements - Overflow Parkin	10,146	-	-	-	-	-	
001-54-545-450-63450	Improvements - Parking Meters	69,444	-	-	-	-	-	
001-54-545-450-64100	Machinery & Equipment	27,491	-	-	-	-	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>107,081</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
001-54-545-450-71000	Principal	24,149	26,443	27,795	27,795	29,215	29,215	
001-54-545-450-72000	Interest	8,128	5,834	4,485	4,485	3,065	3,065	
	<b>TOTAL DEBT SERVICE</b>	<b>32,277</b>	<b>32,277</b>	<b>32,280</b>	<b>32,280</b>	<b>32,280</b>	<b>32,280</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>175,052</b>	<b>56,042</b>	<b>57,490</b>	<b>56,030</b>	<b>73,250</b>	<b>73,250</b>	<b>-</b>

## Public Works Parking Meters Budget Analysis FY12-13

- 450-14000 Overtime** – Estimated wages associated with after-hours trouble calls (\$600).
- 450-34000 Contractual Services** – \$4,100 expected cost for armed guard service during coin collection and meter supplier's annual hardware maintenance costs. Maintenance warranty eliminated.
- 450-46500 Parking Meter Parts & Supplies** - \$2,350 for specialty batteries and miscellaneous parts such as credit card readers and coin discriminators in the six kiosks.
- 450-46600 Signs and Signals** – \$450 for miscellaneous repairs and replacement of damaged signs and poles.
- 450-49300 Computer Software** – \$8,960 annual maintenance, monthly wireless services, and telephone/ internet support for proprietary software.
- 450-49600 Bank Charges/Admin Fees** - \$6,000 estimated annual cost for banking services and credit card fees (dependent upon usage).
- 450-52000 Operating Supplies** – Estimated cost of \$550 to purchase lubricants, small batteries, striping paint, brushes, and other miscellaneous supplies.

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**WAGE AND BENEFITS - DETAIL**

<b>FUND</b>	001	<b>FUNCTION</b>	TRANSPORTATION - Parking Facilities									
<b>DEPT</b>	450	<b>ACTIVITY</b>	Parking Meters									
Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Ins.	23200 Dental Ins.	23300 Life Ins.	23400 Vision Ins.	23500 Disability Ins.	Total Cost
Parking Enf. CC Officer	PT	10.00	676	6,760	-	-	-	-	-	-	-	6,760
Parking Enf. CC Officer	PT	10.00	676	6,760	-	-	-	-	-	-	-	6,760
<b>Total Wages &amp; Benefits</b>				13,520	-	-	-	-	-	-	-	13,520

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	PROTECTIVE INSPECTIONS
<b>DEPT.</b>	500	<b>ACTIVITY</b>	Community Development

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	389,575	347,745	346,965	346,215	348,343	348,343	-
Operating Expenses	183,076	149,024	163,825	167,705	144,905	144,155	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>572,651</b>	<b>496,769</b>	<b>510,790</b>	<b>513,920</b>	<b>493,248</b>	<b>492,498</b>	-

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Community Development Director	1.00	1.00	1.00	
Planner I (PT)	0.75	0.75	0.75	
Code Compliance Officer (FT)	1.00	1.00	1.00	
Code Compliance Officer (FT)	1.00	1.00	1.00	
Permit Technician	1.00	1.00	1.00	
Administrative Assistant to the Community Development Director	1.00	1.00	1.00	
	<b>5.75</b>	<b>5.75</b>	<b>5.75</b>	<b>0.00</b>

**Cost Center 500 - Community Development**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-52-524-500-11000	Executive Salaries	70,076	51,482	51,600	51,600	67,080	67,080	
001-52-524-500-12000	Regular Salaries	204,721	182,428	161,875	161,875	170,540	170,540	
001-52-524-500-13000	Other & Part Time Salaries	19,212	32,068	56,400	56,400	34,320	34,320	
001-52-524-500-14000	Overtime Salaries	533	947	950	950	950	950	
001-52-524-500-15000	Special Pay	684	2,106	2,720	2,720	720	720	
001-52-524-500-21000	FICA	22,240	20,230	20,950	20,950	20,935	20,935	
001-52-524-500-22000	Retirement	17,199	15,219	10,775	10,775	11,885	11,885	
001-52-524-500-23100	Health Insurance	31,975	30,383	28,575	28,575	28,690	28,690	
001-52-524-500-23200	Insurance - Dental	2,451	2,107	2,190	2,190	2,325	2,325	
001-52-524-500-23300	Insurance - Life	977	843	810	810	870	870	
001-52-524-500-23400	Insurance - Vision	269	246	260	260	275	275	
001-52-524-500-23500	Disability	3,769	3,079	3,085	3,085	3,170	3,170	
001-52-524-500-24000	Worker's Compensation Insuranc	6,030	4,147	5,575	5,575	6,133	6,133	
001-52-524-500-25100	Unemployment Compensation	8,270	2,037	-	-	-	-	
001-52-524-500-26000	Mileage Reimbursement	1,169	423	1,200	450	450	450	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>389,575</b>	<b>347,745</b>	<b>346,965</b>	<b>346,215</b>	<b>348,343</b>	<b>348,343</b>	<b>-</b>
001-52-524-500-31000	Professional Services	25,880	12,625	16,900	16,900	6,000	6,000	
001-52-524-500-34000	Contractual Services	108,167	99,190	108,200	108,200	97,900	97,900	
001-52-524-500-34200	Contractual Svc - Cost Recover	7,845	5,766	7,500	10,750	7,500	7,500	
001-52-524-500-34300	Contractual Svc-Code Violation	1,350	1,200	-	500	500	1,000	
001-52-524-500-40000	Travel & Training	340	74	-	-	1,800	1,800	
001-52-524-500-40030	Training - Bldg Code Education	-	-	200	200	200	200	
001-52-524-500-41100	Telephone	4,267	3,998	4,000	4,000	4,000	4,000	
001-52-524-500-41200	Postage & Shipping	5,682	3,500	6,000	6,000	6,000	6,000	

**Cost Center 500 - Community Development**

**Schedule 1**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2010 ACTUAL</b>	<b>2011 ACTUAL</b>	<b>2012 CURR YR BUDGET</b>	<b>2012 ESTIMATE FOR THE YEAR</b>	<b>2013 BY DEPARTMENT</b>	<b>2013 PROPOSED BUDGET</b>	<b>2013 ADOPTED BUDGET</b>
001-52-524-500-44200	Equipment Leases	3,543	3,543	3,550	3,550	3,550	3,550	
001-52-524-500-45000	Insurance	2,650	2,116	2,775	2,775	3,055	3,055	
001-52-524-500-47000	Printing	1,652	1,047	1,500	1,500	1,500	1,500	
001-52-524-500-48100	Advertising	2,712	-	-	-	-	-	
001-52-524-500-49300	Computer Software	1,500	-	-	-	-	-	
001-52-524-500-49400	Uniforms & Clothing	256	104	400	400	400	400	
001-52-524-500-49900	Community Beautification Impro	3,709	4,478	-	-	-	-	
001-52-524-500-51000	Office Supplies - Bldg	3,673	3,367	4,000	4,000	4,000	3,000	
001-52-524-500-51010	Office Supplies - Code	1,761	882	1,000	1,000	1,000	750	
001-52-524-500-52100	Gasoline & Diesel Fuel	5,885	5,766	5,500	5,500	5,500	5,500	
001-52-524-500-52200	Small Tools & Others	-	-	-	130	-	-	
001-52-524-500-54100	Books & Subscriptions	97	-	-	-	-	-	
001-52-524-500-54200	Memberships, Dues, & Subscript	2,107	1,368	2,300	2,300	2,000	2,000	
	<b>TOTAL OPERATING EXPENSES</b>	<b>183,076</b>	<b>149,024</b>	<b>163,825</b>	<b>167,705</b>	<b>144,905</b>	<b>144,155</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>572,651</b>	<b>496,769</b>	<b>510,790</b>	<b>513,920</b>	<b>493,248</b>	<b>492,498</b>	<b>-</b>

## Community Development Budget Analysis FY12-13

- 500-15000 Special Pay – \$ 720** - The \$720.00 is the phone allowance for the Director.
- 500-31000 Professional Services – \$ 6,000** – This line includes the Special Magistrate expenses. However, the cost is generally offset by administrative costs being recouped from code violators. Only 50% (approximately **\$8,000**) of the allotted budget in 2011/12 will be utilized. The additional \$1,500 previously set aside for follow-up on Reasonable Accommodation Hearings has also been eliminated. This year's budget reflects a decrease of \$10,900.
- 500-34000 Contractual Services – \$ 97,900** – Includes Hy-Byrd building inspection services which was previously reduced for three straight years (\$80,000); InkForce maintenance contract (\$10,000); IMS, which is the department building permit software, will increase by 10% from last year (\$2,640 + 10% = \$2,904); and misc contract services (\$5,000 e.g. GIS, engineering services for Town projects). This year's budget reflects a decrease of \$10,300.
- 500-41100 Telephone – \$ 4,000** – This is for the department telephones. Estimated costs for office telephones should be \$1,350, cellular phones (Nextel) should be \$1,530, and air cards (Verizon) should be \$1,120. This year's budget remains the same.
- 500-41200 Postage & Shipping – \$ 6,000** – This category covers mailings for Code and Building. Both divisions have a considerable amount of certified mailings (liens, magistrate notifications, ordinance notices, etc.). Postage has not gone up significantly. This year's budget remains the same.
- 500-44200 Equipment Leases – \$ 3,550** – This is for the department copier and payments are predetermined by contract (\$295.24/mo). This year's budget remains the same.

- 500-47000 Printing – \$ 1,500** - 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, this cost is usually offset by costs being recouped by the customer. This year's budget remains the same.
- 500-51000 Office Supplies – \$ 3,000** - Supplies seem to hold steady per year. Lien filing costs are included in this category and are in the \$1,000 range. The rest of the budget is for normal operating supplies for the department (includes Planning).
- 500-51010 Office Supplies/Code - \$ 750** - Supplies for normal operating supplies for the Code department.
- 500-52100 Gasoline and Diesel Fuels - \$ 5,500** - Prices have stabilized around \$ per gallon this year. This year's budget remains the same.
- 500-54200 Memberships, Dues, & Subscriptions – \$ 2,000** - Includes costs for memberships in American Planning Association  
(APA) and the American Institute of Community Planners Florida Chapter (AICP; this is the professional division of APA) for director and planner (\$530), dues for Code enforcement officers (\$150); yearly subscription to the Palm Beach Post (\$110) and membership in the Intergovernmental Plan Amendment Review Committee (IPARC) which is \$900 per year. This membership is through an interlocal agreement with the other municipalities in the County. This year's budget reflects a **decrease** of \$300.





**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	PARKS AND RECREATION				
<b>DEPT.</b>	600	<b>ACTIVITY</b>	Recreation				
<b>Budget Summary</b>							
	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	104,310	77,434	88,265	84,070	115,780	115,006	-
Operating Expenses	84,089	73,631	64,600	72,915	70,255	70,130	-
Capital Outlay	-	2,563	17,025	17,345	-	-	-
Debt Service	8,763	8,749	8,740	8,740	8,719	8,719	-
Non-Operating	-	-	-	-	-	-	-
Total Expenses	197,162	162,377	178,630	183,070	194,754	193,855	-

<u>Personnel Recap</u>				<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Recreation Director				1.00	1.00	1.00	
Maintenance Worker II (PT)				0.50	0.00	0.00	
Administrative Assistant (PT)				0.00	0.38	0.38	
Various Part-Time				Various	Various	Various	
Camp Counselors/Security (Part-Time)				Various	Various	Various	
				<u>1.50</u>	<u>1.38</u>	<u>1.38</u>	<u>0.00</u>

**Cost Center 600 - Recreation**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-57-572-600-11000	Executive Salaries	47,244	30,521	31,250	30,900	55,000	55,000	
001-57-572-600-12000	Regular Salaries	-	-	-	900	-	-	
001-57-572-600-13000	Other & Part Time Salaries	28,354	28,653	33,875	33,375	20,540	19,770	
001-57-572-600-14000	Overtime Salaries	318	-	-	500	-		
001-57-572-600-15000	Special Pay	1,184	726	720	330	720	720	
001-57-572-600-15010	Special Pay - Security	1,920	1,260	2,500	2,500	2,500	2,500	
001-57-572-600-19900	Wages Reclassified	-	(683)	-	-	13,975	13,975	
001-57-572-600-21000	FICA	5,455	4,026	5,250	5,250	5,970	5,966	
001-57-572-600-22000	Retirement	2,298	1,563	1,575	475	1,650	1,650	
001-57-572-600-23100	Health Insurance	10,005	7,535	7,300	3,000	7,175	7,175	
001-57-572-600-23200	Insurance - Dental	311	207	235	165	465	465	
001-57-572-600-23300	Insurance - Life	145	83	100	75	195	195	
001-57-572-600-23400	Insurance - Vision	36	24	30	20	55	55	
001-57-572-600-23500	Disability	672	(193)	430	280	735	735	
001-57-572-600-24000	Worker's Compensation Insuranc	5,397	3,712	5,000	5,000	5,500	5,500	
001-57-572-600-25100	Unemployment Compensation	971	-	-	1,300	1,300	1,300	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>104,310</b>	<b>77,434</b>	<b>88,265</b>	<b>84,070</b>	<b>115,780</b>	<b>115,006</b>	<b>-</b>
001-57-572-600-34000	Contractual Services	-	-	-	1,500	-	-	
001-57-572-600-40000	Travel & Training	-	11	-	-	-	-	
001-57-572-600-41100	Telephone	2,547	1,879	2,000	2,000	2,000	2,000	
001-57-572-600-41200	Postage & Shipping	30	20	75	75	75	75	
001-57-572-600-43000	Utilities	29,700	26,674	24,000	24,000	24,000	24,000	
001-57-572-600-43250	Garbage & Trash	5,017	7,317	4,700	5,855	5,855	5,855	
001-57-572-600-44100	Rentals	-	333	-	900	500	500	
001-57-572-600-44200	Equipment Leases	-	-	200	-	-	-	
001-57-572-600-45000	Insurance	10,471	8,358	11,025	11,025	12,125	12,125	

**Cost Center 600 - Recreation**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-57-572-600-46000	Repair & Maintenance	606	1,532	200	2,500	1,200	1,200	
001-57-572-600-47000	Printing	363	-	50	50	50	50	
001-57-572-600-48000	Promotional Activity	3,153	10	-	250	500	500	
001-57-572-600-48035	Promotional - Car Show	1,000	1,275	1,000	1,025	900	900	
001-57-572-600-48045	Promotional - 4th of July	-	-	-	2,000	2,500	2,500	
001-57-572-600-49400	Uniforms & Clothing	460	-	400	400	200	200	
001-57-572-600-51000	Office Supplies	843	515	500	500	500	375	
001-57-572-600-52000	Operating Supplies	9,798	7,780	8,000	10,000	7,500	7,500	
001-57-572-600-52100	Gasoline & Diesel Fuel	2,671	3,532	2,000	2,000	1,000	1,000	
001-57-572-600-52200	Small Tools & Others	835	450	-	400	400	400	
001-57-572-600-54100	Books & Subscriptions	66	-	-	-	-	-	
001-57-572-600-54200	Memberships, Dues, & Subscript	415	225	450	435	450	450	
001-57-572-600-57200	Program Exp - Bingo	3,940	2,595	-	-	-	-	
001-57-572-600-57220	Program Exp - Summer Camp	11,626	11,125	10,000	8,000	8,000	8,000	
001-57-572-600-57230	Program Exp - Senior Bus Trips	548	-	-	-	2,500	2,500	
	<b>TOTAL OPERATING EXPENSES</b>	<b>84,089</b>	<b>73,631</b>	<b>64,600</b>	<b>72,915</b>	<b>70,255</b>	<b>70,130</b>	<b>-</b>
001-57-572-600-62101	Bert Bostrom Restroom (CDBG)	-	-	7,055	7,055	-	-	
001-57-572-600-63100	Improvements - Ballfield Playg	-	2,563	9,970	10,290	-	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>2,563</b>	<b>17,025</b>	<b>17,345</b>	<b>-</b>	<b>-</b>	<b>-</b>
001-57-572-600-71000	Principal	6,050	6,460	6,900	6,900	7,366	7,366	
001-57-572-600-72000	Interest	2,713	2,289	1,840	1,840	1,353	1,353	
	<b>TOTAL DEBT SERVICE</b>	<b>8,763</b>	<b>8,749</b>	<b>8,740</b>	<b>8,740</b>	<b>8,719</b>	<b>8,719</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>197,162</b>	<b>162,377</b>	<b>178,630</b>	<b>183,070</b>	<b>194,754</b>	<b>193,855</b>	<b>-</b>

## Recreation Budget Analysis FY12-13

- 600-15000 Special Pay** – \$720 – Phone allowance for Recreation Director.
- 600-41100 Telephone** – \$2,000 – Used for telephone and fax expenses.
- 600-41200 Postage & Shipping** – \$75 – Used for regular mailing.
- 600-43000 Utilities** – \$24,000 – Costs for electricity and water for the parks and the ball field.
- 600-43250 Garbage & Trash** – \$5,855 – Costs for Solid Waste disposal fees for the parks and ball field.
- 600-52000 Operating Supplies** – \$7,500 – Costs to operate and maintain the recreation department.
- 600-52100 Gasoline & Diesel Fuel** – \$1,000 – Fuel costs for daily operations and summer camp.
- 600-54200 Memberships, Dues, & Subscriptions** – \$450 – FRPA (\$200), NRPA (\$145), and SE Regional fees.
- 600-57220 Program Expense – Summer Camp** - \$8,000 – Program expense for Summer Camp (Costs are offset by revenue received from participants).



**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	LIBRARIES				
<b>DEPT.</b>	700	<b>ACTIVITY</b>	Library				
<b>Budget Summary</b>							
	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	183,700	204,950	180,280	176,725	184,603	184,603	-
Operating Expenses	71,516	81,847	59,440	59,140	81,300	70,800	-
Capital Outlay	3,070	10,468	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>258,286</b>	<b>297,265</b>	<b>239,720</b>	<b>235,865</b>	<b>265,903</b>	<b>255,403</b>	-
<b>Personnel Recap</b>							
			<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>	
Library Director			1.00	1.00	1.00		
Librarian I			1.00	1.00	1.00		
Library Assistant I (Part-Time)			0.38	0.38	0.38		
Library Accounting Clerk (Part-Time)			0.75	0.75	0.75		
Library Technical Assistant (Part-Time)			0.75	0.75	0.75		
Custodian (Part-Time)			0.40	0.40	0.40		
			<u>4.28</u>	<u>4.28</u>	<u>4.28</u>		

Cost Center 700 - Library

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-57-571-700-11000	Executive Salaries	38,870	57,095	56,050	56,050	57,990	57,990	
001-57-571-700-12000	Regular Salaries	37,856	34,094	34,000	30,000	35,010	35,010	
001-57-571-700-13000	Other & Part Time Salaries	67,236	71,272	55,925	55,925	57,340	57,340	
001-57-571-700-15000	Special Pay	564	726	720	720	720	720	
001-57-571-700-21000	FICA	11,059	12,483	11,225	10,920	11,560	11,560	
001-57-571-700-22000	Retirement	4,242	4,548	4,525	3,665	4,065	4,065	
001-57-571-700-23100	Health Insurance	10,071	14,817	14,350	13,150	14,345	14,345	
001-57-571-700-23200	Insurance - Dental	574	861	930	875	930	930	
001-57-571-700-23300	Insurance - Life	233	333	335	335	335	335	
001-57-571-700-23400	Insurance - Vision	73	108	110	100	110	110	
001-57-571-700-23500	Disability	896	1,288	1,235	1,285	1,235	1,235	
001-57-571-700-24000	Worker's Compensation Insuranc	949	652	875	875	963	963	
001-57-571-700-25100	Unemployment Compensation	11,077	6,673	-	2,825	-	-	
	TOTAL PERSONNEL EXPENSES	183,700	204,950	180,280	176,725	184,603	184,603	-
001-57-571-700-34000	Contractual Services	14,214	14,710	8,535	8,535	11,000	11,000	
001-57-571-700-34010	Other Contractual Services	-	1,259	-	-	-	-	
001-57-571-700-41100	Telephone	1,207	1,335	1,300	1,300	500	500	
001-57-571-700-41200	Postage & Shipping	422	104	100	100	100	100	
001-57-571-700-44200	Equipment Leases	172	-	-	-	-	-	
001-57-571-700-45000	Insurance	31,347	25,023	33,000	33,000	36,300	36,300	
001-57-571-700-46000	Repair & Maintenance	627	338	500	500	3,000	3,000	
001-57-571-700-47000	Printing	48	131	-	-	-	-	
001-57-571-700-48000	Promotional Avtivity	66	-	-	-	-	-	
001-57-571-700-49310	Software	-	362	-	-	500	500	
001-57-571-700-51000	Office Supplies	2,028	890	750	750	600	600	



**Cost Center 700 - Library**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-57-571-700-52000	Operating Supplies	7,216	3,726	1,500	1,500	2,000	1,500	
001-57-571-700-52010	Operating Exp-Children's Progr	3,040	-	-	-	-	-	
001-57-571-700-52200	Small Tools & Others	500	844	300	-	300	300	
001-57-571-700-54100	Books & Subscriptions	4,273	-	-	-	-	-	
001-57-571-700-54200	Memberships, Dues, & Subscript	-	1,568	1,600	1,600	2,000	2,000	
001-57-571-700-56000	Library Materials	6,196	28,319	11,355	11,355	25,000	15,000	
001-57-571-700-59700	Miscellaneous Supplies - Donat	160	3,238	500	500	-	-	
	<b>TOTAL OPERATING EXPENSES</b>	<b>71,516</b>	<b>81,847</b>	<b>59,440</b>	<b>59,140</b>	<b>81,300</b>	<b>70,800</b>	<b>-</b>
001-57-571-700-62100	Improvements - Building	-	10,468	-	-	-	-	
001-57-571-700-64100	Machinery & Equipment	3,070	-	-	-	-	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>3,070</b>	<b>10,468</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>258,286</b>	<b>297,265</b>	<b>239,720</b>	<b>235,865</b>	<b>265,903</b>	<b>255,403</b>	<b>-</b>

## Library Budget Analysis FY11-12

- 700-70000 Special Pay** – \$720. Phone allowance for Director.
- 700-34000 Contractual Services** – \$11,000. COALA Sirsi dues; \$5,125, OCLC Worldcat cataloging access and Interlibrary loan membership : \$270, movie annual licensing; \$110.00, and repayment of loan from Delray Beach.
- 700-41100 Telephone** – \$500. For department telephones.
- 700-41200 Postage & Shipping** – \$100. Letters, monthly overdue notices and Inter-library loans outside of Palm Beach area.
- 700-46000 Repair & Maintenance** - \$3,000. Estimated cost of any need repairs and maintenance.
- 700-49310 Software** - \$-500.- Miscellaneous software purchases
- 700-51000 Office Supplies** – \$600. Pens, pencils, notepads and other normal office materials purchased generally as needed monthly and annually.
- 700-52000 Operating Supplies** - \$1,500. Computer printer ink, paper, software, hardware and general materials relating to upkeep of Library. Supplies associated with covering and labeling of books.
- 700-52200 Small Tools & Others** - \$300. For custodial, computer and other general needs.
- 700-54200 Memberships, Dues & Subscriptions** - \$2,000. Serials, yearbooks and magazines subscriptions paid annually. This amount budgeted reflects reduction of \$2,900 from prior year.
- 700-56000 Library Materials** - \$15,000. All other books, DVDs and other media purchased permanently for the collection on a monthly basis. Library cards, customized bar codes and related supplies.



**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	LIBRARIES
<b>DEPT.</b>	710	<b>ACTIVITY</b>	Library - State Aid

Budget Summary	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services	7,675	7,501	7,675	6,674	6,674	6,674	-
Operating Expenses	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Non-Operating	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>7,675</b>	<b>7,501</b>	<b>7,675</b>	<b>6,674</b>	<b>6,674</b>	<b>6,674</b>	<b>-</b>

<u>Personnel Recap</u>				
	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Children's Services Assistant	0.37	0.31	0.31	
	<u>0.37</u>	<u>0.31</u>	<u>0.31</u>	<u>0.00</u>

**Cost Center 710 - Library State Aid**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-57-571-710-13000	Other & Part Time Salaries	7,130	6,968	7,130	6,200	6,200	6,200	
001-57-571-710-21000	FICA	545	533	545	474	474	474	
	TOTAL PERSONNEL EXPENSES	7,675	7,501	7,675	6,674	6,674	6,674	-
001-57-571-710-52200	Small Tools & Others	-	-	-				
	TOTAL OPERATING EXPENSES	-	-	-	-	-	-	-
	TOTAL DEPT EXPENDITURES	7,675	7,501	7,675	6,674	6,674	6,674	-

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**WAGE AND BENEFITS - DETAIL**

<b>FUND</b>	001	<b>FUNCTION</b>	LIBRARIES									
<b>DEPT</b>	710	<b>ACTIVITY</b>	Library - State Aid									
		Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Ins.	23200 Dental Ins.	23300 Life Ins.	23400 Vision Ins.	23500 Disability Ins.	Total Cost
Children's Svcs Assist	PT	9.59	647	6,200	-	-						6,200
<b>Total Wages &amp; Benefits</b>			647	6,200	-	-	-	-	-	-	-	6,200

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEPARTMENTAL SUMMARY**

<b>FUND</b>	001	<b>FUNCTION</b>	OTHER GOVERNMENT						
<b>DEPT.</b>	900	<b>ACTIVITY</b>	Non-Departmental						
<b>Budget Summary</b>									
			Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Personal Services			-	-	-	-	-	-	-
Operating Expenses			763	2,969	1,100	1,000	1,000	1,000	-
Capital Outlay			-	-	-	-	-	-	-
Debt Service			380,210	380,110	380,020	380,020	379,910	379,910	-
Non-Operating			566,020	466,256	943,450	372,965	455,200	455,200	-
Total Expenses			946,993	849,335	1,324,570	753,985	836,110	836,110	-

**Cost Center 900 - Non-Departmental**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
001-51-589-900-48100	Promtional - Employee Picnic	-	2,094	-	-	-	-	
001-51-589-900-49050	Other Current Charges - Sales	763	875	1,100	1,000	1,000	1,000	
	TOTAL OPERATING EXPENSES	763	2,969	1,100	1,000	1,000	1,000	-
001-51-589-900-71000	Principal - Series 2009	5,347	6,671	7,015	7,015	7,375	7,375	
001-51-589-900-71010	Principal - CRA Projects 2008	86,327	89,495	92,780	92,780	96,185	96,185	
001-51-589-900-71020	Principal - FF Pension Settlem	64,624	66,996	69,455	69,455	72,005	72,005	
001-51-589-900-71030	Principal - CRA Projects 2009	36,430	45,452	47,775	47,775	50,215	50,215	
001-51-589-900-72000	Interest - Series 2009	28,077	6,732	6,395	6,395	6,035	6,035	
001-51-589-900-72010	Interest - CRA Projects 2008	83,309	80,083	76,740	76,740	73,275	73,275	
001-51-589-900-72020	Interest - FF Pension Settleme	21,207	38,813	36,310	36,310	33,715	33,715	
001-51-589-900-72030	Interest - CRA Projects 2009	54,889	45,868	43,550	43,550	41,105	41,105	
	TOTAL DEBT SERVICE	380,210	380,110	380,020	380,020	379,910	379,910	-
001-51-589-900-91110	Transfer to CRA - Current Year	545,904	318,362	259,825	259,850	245,950	245,950	
001-51-589-900-91190	Tansfer to Streets & Roads	16,920	16,925	18,150	18,150	-	-	
001-51-589-900-91301	Transfer to Special Proj Fund	-	-	5,611	5,615	-	-	
001-51-589-900-91401	Transfer to Marina Fund	17,500	19,175	5,100	5,100	-	-	
001-51-589-900-91601	Contribution - Police Actuary	-	117,296	84,250	84,250	84,250	84,250	
001-51-589-900-92110	Transfer to CRA - Delinquent P	-	-	500,000	-	-	-	
001-51-589-900-95000	Settlements	1,675	-	-	-	-	-	
001-51-589-900-96200	Unrealized Gain/Loss on Invest	(15,979)	(5,502)	-	-	-	-	
001-51-589-900-99901	Contingency	-	-	37,139	-	-	-	
001-51-589-900-99907	Transfer to Fund Balance	-	-	33,375	-	125,000	125,000	
	TOTAL OTHER EXPENSES	566,020	466,256	943,450	372,965	455,200	455,200	-
	TOTAL DEPT EXPENDITURES	946,993	849,335	1,324,570	753,985	836,110	836,110	-



# **TOWN OF LAKE PARK**

## **PROPOSED BUDGET**

### **INSURANCE FUND 150**

#### **FISCAL YEAR**

**October 1, 2012 through September 30, 2013**

**TOWN OF LAKE PARK - ANNUAL BUDGET  
INSURANCE FUND RECAP**

<b>FUND</b>	150	<b>FUNCTION</b>	INSURANCE FUND
		<b>ACTIVITY</b>	Revenues & Expenditures

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2012-13	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Revenues	301,055	228,577	293,500	293,500	322,134	322,134	-
Personal Services	86,811	61,227	85,975	85,975	95,584	95,584	-
Operating Expenses	203,153	156,181	196,575	196,575	226,550	226,550	-
Non-Operating	-	-	10,950	10,950	-	-	-
Total Expenses	289,964	217,408	293,500	293,500	322,134	322,134	-
Surplus (Deficit)	11,091	11,169	-	-	-	-	-

**Cost Center 150 - Insurance**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTME NT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
<b>REVENUES</b>								
150-341.001	Contributed Revenue - General	122,345	93,493	122,850	122,850	135,417	135,417	
150-341.110	Contribution from CRA	1,310	635	875	875	-	-	
150-341.190	Contributed Revenue - Strts &	7,874	5,689	7,600	7,600	8,360	8,360	
150-341.401	Contributed Revenue - Marina F	74,022	58,171	76,850	76,850	84,535	84,535	
150-341.402	Contributed Revenue-Stormwater	8,338	7,944	10,625	10,625	11,690	11,690	
150-341.404	Contributed Revenue - Sanitati	79,386	56,103	74,700	74,700	82,132	82,132	
150-369.300	Refund Prior Year Expense	7,780	6,542	-	-	-	-	
	<b>TOTAL REVENUE</b>	<b>301,055</b>	<b>228,577</b>	<b>293,500</b>	<b>293,500</b>	<b>322,134</b>	<b>322,134</b>	<b>-</b>
<b>EXPENDITURES</b>								
150-51-589-900-24000	Insurance Expense - Work Comp	86,811	61,227	85,975	85,975	95,584	95,584	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>86,811</b>	<b>61,227</b>	<b>85,975</b>	<b>85,975</b>	<b>95,584</b>	<b>95,584</b>	<b>-</b>
150-51-589-900-45000	Insurance Expense - Prop/Liab	150,838	140,511	159,625	159,625	189,600	189,600	
150-51-589-900-45120	Insurance - Storage Tank Liabi	1,172	1,210	1,225	1,225	1,225	1,225	
150-51-589-900-45200	Insurance Expense - Bonds	660	660	675	675	675	675	
150-51-589-900-45400	Insurance Expense - Excess Cov	9,676	10,339	10,050	10,050	10,050	10,050	
150-51-589-900-49500	Insurance Claim Deductibles	40,807	3,461	25,000	25,000	25,000	25,000	
	<b>TOTAL OPERATING EXPENSES</b>	<b>203,153</b>	<b>156,181</b>	<b>196,575</b>	<b>196,575</b>	<b>226,550</b>	<b>226,550</b>	<b>-</b>
150-51-589-900-99901	Contingency	-	-	10,950	10,950	-	-	
	<b>TOTAL OTHER EXPENSES</b>	<b>-</b>	<b>-</b>	<b>10,950</b>	<b>10,950</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>289,964</b>	<b>217,408</b>	<b>293,500</b>	<b>293,500</b>	<b>322,134</b>	<b>322,134</b>	<b>-</b>
	<b>NET INCOME</b>	<b>11,091</b>	<b>11,169</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# **TOWN OF LAKE PARK**

## **PROPOSED BUDGET**

### **STREETS & ROADS FUND 190**

#### **FISCAL YEAR**

**October 1, 2012 through September 30, 2013**

**TOWN OF LAKE PARK - ANNUAL BUDGET  
STREET & ROADS FUND RECAP**

<b>FUND</b>	190	<b>FUNCTION</b>	PW STREET & ROADS
		<b>ACTIVITY</b>	Revenues & Expenditures

Budget Summary	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Revenues	379,695	371,839	378,210	157,953	376,210	332,000	-
Personal Services	120,539	121,913	119,570	56,295	119,670	80,965	-
Operating Expenses	91,520	88,117	97,348	47,302	96,475	90,660	-
Capital Outlay	47,566	35,751	39,100	3,964	38,100	39,125	-
Debt Service	4,912	2,460	-	-	1,780	16,715	-
Non-Operating	75,000	100,000	131,840	50,002	128,115	104,535	-
Total Expenses	339,537	348,241	387,858	157,563	384,140	332,000	-
Surplus (Deficit)	40,158	23,598	(9,648)	390	(7,930)	0	-

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Foreman	1.00	1.00	1.00	
Maintenance Worker III	1.00	1.00	1.00	
	2.00	2.00	2.00	-

**Cost Center 190 - Streets & Roads**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012		2013 BY DEPARTMENT	2013	2013 ADOPTED BUDGET
				2012 CURR YR BUDGET	ESTIMATE FOR THE YEAR		PROPOSED BUDGET	
<b>REVENUES</b>								
190-312.410	Local Option Gas Tax	161,673	156,766	160,000	64,505	159,500	155,000	
190-312.420	New Local Option Gas Tax	75,287	73,294	74,000	30,796	73,500	70,000	
190-335.122	State Revenue Sharing (Fuel Ta	91,541	91,264	90,000	44,502	89,000	90,000	
190-336.100	DOT Lighting Maint. 405121-1-	16,180	16,665	17,910	-	17,910	17,000	
190-369.300	Refund Prior Year Expense	94	-	-	-	-	-	
190-381.001	Transfer from General Fund	16,920	16,925	18,150	9,075	18,150		
190-381.402	Transfer from Stormwater Fund	18,000	16,925	18,150	9,075	18,150		
	<b>TOTAL REVENUE</b>	<b>379,695</b>	<b>371,839</b>	<b>378,210</b>	<b>157,953</b>	<b>376,210</b>	<b>332,000</b>	<b>-</b>
<b>EXPENDITURES</b>								
190-54-541-190-12000	Regular Salaries	81,355	80,829	79,475	37,934	79,475	82,100	
190-54-541-190-14000	Overtime Salaries	162	345	200	136	300	300	
190-54-541-190-15000	Special Pay	500	500	500	500	500	500	
190-54-541-190-19999	Wages Reclassified	-	-	-	-	-	(39,110)	
190-54-541-190-21000	FICA Taxes	5,721	5,528	6,150	2,813	6,150	3,350	
190-54-541-190-22000	Retirement	4,983	6,139	4,025	1,966	4,025	4,105	
190-54-541-190-23100	Health Insurance	20,056	22,485	21,770	9,028	21,770	21,770	
190-54-541-190-23200	Insurance - Dental	861	861	930	543	930	930	
190-54-541-190-23300	Insurance - Life	312	312	315	182	315	315	
190-54-541-190-23400	Insurance - Vision	103	108	110	54	110	110	
190-54-541-190-23500	Disability	1,089	1,094	1,095	638	1,095	1,095	
190-54-541-190-24000	Worker's Compensation Insuranc	5,397	3,712	5,000	2,501	5,000	5,500	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>120,539</b>	<b>121,913</b>	<b>119,570</b>	<b>56,295</b>	<b>119,670</b>	<b>80,965</b>	<b>-</b>

**Cost Center 190 - Streets & Roads**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012		2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
				2012 CURR YR BUDGET	ESTIMATE FOR THE YEAR			
190-54-541-190-31000	Professional Services	700	-	-	-	-	-	-
190-54-541-190-34000	Contractual Services	3,200	-	-	-	-	-	-
190-54-541-190-40000	Travel & Training	-	11	-	-	-	-	-
190-54-541-190-41100	Telephone	857	679	700	347	700	700	
190-54-541-190-43000	Utilities - Electric	65,609	68,899	66,000	30,918	63,000	63,000	
190-54-541-190-44100	Rentals	1,756	3,777	3,000	1,607	4,300	2,250	
190-54-541-190-45000	Insurance - Liability,Property	2,477	1,977	2,600	1,298	2,600	2,860	
190-54-541-190-46000	Repairs & Maintenance	835	2,714	14,648	10,060	15,000	10,000	
190-54-541-190-46300	Vehicle Parts & Supplies	1,472	1,565	600	-	2,000	2,000	
190-54-541-190-46600	Traffic Signs & Signals	6,493	1,325	1,750	407	1,750	1,750	
190-54-541-190-47000	Printing	-	8	250	21	25	-	
190-54-541-190-49400	Uniforms & Clothing	742	306	500	473	600	600	
190-54-541-190-52000	Operating Supplies	4,087	3,961	4,500	920	4,000	4,500	
190-54-541-190-52100	Gasoline & Diesel Fuel	3,292	2,895	2,800	1,251	2,500	3,000	
	<b>TOTAL OPERATING EXPENSES</b>	<b>91,520</b>	<b>88,117</b>	<b>97,348</b>	<b>47,302</b>	<b>96,475</b>	<b>90,660</b>	<b>-</b>
190-54-541-190-63000	Improvements other than Building	-	17,849	5,000	3,964	4,000	-	
190-54-541-190-63050	Improvements - Sidewalks	-	17,902	30,000	-	30,000	30,000	
190-54-541-190-63055	Improvements - Street Lights	47,566	-	-	-	-	-	
190-54-541-190-64100	Machinery & Equipment	-	-	4,100	-	4,100	9,125	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>47,566</b>	<b>35,751</b>	<b>39,100</b>	<b>3,964</b>	<b>38,100</b>	<b>39,125</b>	<b>-</b>

**Cost Center 190 - Streets & Roads**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012		2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
				2012 CURR YR BUDGET	ESTIMATE FOR THE YEAR			
190-54-541-190-71000	Principal	4,658	2,409	-	-	-	13,420	
190-54-541-190-72000	Interest	254	51	-	-	1,780	3,295	
	TOTAL DEBT SERVICE	4,912	2,460	-	-	1,780	16,715	-
190-54-541-190-99001	Transfer to General Fund	75,000	100,000	100,000	50,002	100,000	100,000	
190-54-541-190-99900	Emergency Reserve	-	-	31,840	-	28,115	4,535	
	TOTAL OTHER EXPENSES	75,000	100,000	131,840	50,002	128,115	104,535	-
	TOTAL DEPT EXPENDITURES	339,537	348,241	387,858	157,563	384,140	332,000	-
	NET INCOME	40,158	23,598	(9,648)	390	(7,930)	0	-



## Streets & Roads Budget Analysis FY12-13

- 190-14000 Overtime** – Estimated costs for any emergency call outs for downed traffic control signs.
- 190-41100 Telephone** – Estimated cost for cell phone expenses.
- 190-43000 Utilities – Electric** – Cost of electric for street lights (\$63,000).
- 190-44100 Rentals** – Costs for bucket truck and boom lift rental for banner placement and holiday decoration installation/removal in areas outside the CRA District. Miscellaneous street construction equipment.
- 190-45000 Insurance** – Property/Liability insurance premiums\$2,860.
- 190-46000 Repair & Maintenance** – Estimated charges for electrical contractor to perform street light repairs. Vehicle and equipment repairs by vendors. Estimated costs, \$10,000.
- 190-46300 Vehicle Parts & Supplies** – Supplies for repairs to vehicles completed in-house by Public Works Vehicle Maintenance (\$2,000).
- 190-46600 Traffic Signs & Signals** – Cost to purchase and maintain signs, including posts and re-facing (\$1,750).
- 190-49400 Uniforms & Clothing** – Cost to purchase safety shoes, new uniforms, and rain gear (\$600).
- 190-52000 Operating Supplies** – Asphalt tack and patch, striping paint, bagged concrete, grinding wheels, safety supplies (gloves, glasses, vests, etc.) and other miscellaneous supplies (\$4,500).
- 190-52100 Gasoline & Diesel Fuel** – Anticipated cost of \$3,000 for vehicles and equipment fuel and oil.
- 190-63050 Improvements - Sidewalks** – Repair of damaged sidewalks throughout the Town (\$30,000).

## Streets & Roads Budget Analysis FY12-13 (cont.)

**190-64000 Machinery & Equipment** – \$2,600 for the purchase of a finishing mower and chemical spray tank. These are tractor attachments that shall be used for alleyway maintenance. \$6,600 for the purchase of a 2 Ton dump trailer to replace 1994 dump truck (Vehicle # 32).

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**WAGE AND BENEFITS - DETAIL**

<b>FUND</b>	190	<b>FUNCTION</b>	PW STREET & ROADS									
<b>DEPT</b>		<b>ACTIVITY</b>	Revenues & Expenditures									
Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Ins.	23200 Dental Ins.	23300 Life Ins.	23400 Vision Ins.	23500 Disability Ins.	Total Cost
Foreman	FT	25.39	2,080	52,811	2,641	500	14,595	465	195	55	704	71,966
Maintenance Worker III	FT	14.08	2,080	29,286	1,464	-	7,172	465	117	55	391	38,951
<b>Total Wages &amp; Benefits</b>				82,098	4,105	500	21,767	930	312	110	1,095	110,916

# **TOWN OF LAKE PARK**

## **PROPOSED BUDGET**

### **DEBT SERVICE FUND 201**

#### **FISCAL YEAR**

**October 1, 2012 through September 30, 2013**

**TOWN OF LAKE PARK - ANNUAL BUDGET  
DEBT SERVICE FUND RECAP**

<b>FUND</b>	201	<b>FUNCTION</b>	DEBT SERVICE
		<b>ACTIVITY</b>	Revenues & Expenditures

<b>Budget Summary</b>	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Revenues	758,919	787,958	772,950	776,280	772,700	772,700	-
Debt Service	768,107	768,107	772,950	772,950	772,700	772,700	-
Surplus (Deficit)	(9,188)	19,851	-	3,330	-	-	-

	2011-12	2012-13
Current year gross taxable value	\$ 447,046,417	\$ 431,154,692
Debt millage rate	1.8200	1.7921
Ad Valorem Taxes	\$ 813,600	\$ 772,700

Cost Center 201 - Debt Service

Schedule 1

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURR YR BUDGET	Actual as of 03/31/12	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET
<b>REVENUES</b>								
201-311.100	Ad Valorem Taxes	758,806	769,857	772,950	652,630	772,950	772,700	772,700
201-311.120	Delinquent Taxes	-	14,738	-	2,830	2,830	-	-
201-361.100	Interest Earnings	113	3,363	-	396	500	-	-
	<b>TOTAL REVENUE</b>	<b>758,919</b>	<b>787,958</b>	<b>772,950</b>	<b>655,856</b>	<b>776,280</b>	<b>772,700</b>	<b>772,700</b>
<b>EXPENDITURES</b>								
201-51-517-201-31000	Professional Services	-	-	4,800	-	4,800	4,885	4,885
201-51-517-201-71100	Principal - 1997 Series	260,106	273,200	286,325	141,604	286,325	300,690	300,690
201-51-517-201-71105	Principal - 1998 Series	264,572	276,533	288,600	142,818	288,600	301,610	301,610
201-51-517-201-72100	Interest - 1997 Series	119,344	106,249	93,150	48,121	93,150	78,465	78,465
201-51-517-201-72105	Interest - 1998 Series	124,085	112,125	100,075	51,511	100,075	87,050	87,050
	<b>TOTAL DEBT SERVICE</b>	<b>768,107</b>	<b>768,107</b>	<b>772,950</b>	<b>384,054</b>	<b>772,950</b>	<b>772,700</b>	<b>772,700</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>768,107</b>	<b>768,107</b>	<b>772,950</b>	<b>384,054</b>	<b>772,950</b>	<b>772,700</b>	<b>772,700</b>
	<b>NET INCOME</b>	<b>(9,188)</b>	<b>19,851</b>	<b>-</b>	<b>271,802</b>	<b>3,330</b>	<b>-</b>	<b>-</b>

# **TOWN OF LAKE PARK**

## **PROPOSED BUDGET**

### **MARINA FUND 401**

#### **FISCAL YEAR**

**October 1, 2012 through September 30, 2013**

**TOWN OF LAKE PARK - ANNUAL BUDGET  
MARINA FUND RECAP**

<b>FUND</b>	401	<b>FUNCTION</b>	MARINA
		<b>ACTIVITY</b>	Revenues & Expenditures

Budget Summary	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Revenues	1,184,628	3,568,627	1,214,700	960,008	1,127,828	1,127,828	-
Personal Services	191,639	181,373	159,995	143,745	174,535	174,535	-
Operating Expenses	1,568,735	1,439,544	649,225	774,830	672,800	672,800	-
Capital Outlay	-	-	5,100	5,100	3,000	3,000	-
Debt Service	249,272	243,205	375,365	375,365	380,090	380,090	-
Non-Operating	5,001	10,000	25,015	10,000	10,000	10,000	-
Total Expenses	2,014,647	1,874,122	1,214,700	1,309,040	1,240,425	1,240,425	-
Surplus (Deficit)	(830,019)	1,694,505	-	(349,032)	(112,598)	(112,598)	-

<u>Personnel Recap</u>	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Harbor Marina Director	1.00	1.00	1.00	
Dock Attendant	1.00	1.00	1.00	
Dock Attendant (Part-Time)	0.80	0.80	0.80	
Dock Attendant (Part-Time)	0.80	0.80	0.80	
Dock Attendant (Part-Time)	-	0.72	0.72	
	3.60	4.32	4.32	-



**Cost Center 401 - Marina**

**Schedule 1**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2010 ACTUAL</b>	<b>2011 ACTUAL</b>	<b>2012 CURR YR BUDGET</b>	<b>2012 ESTIMATE FOR THE YEAR</b>	<b>2013 BY DEPARTMENT</b>	<b>2013 PROPOSED BUDGET</b>	<b>2013 ADOPTED BUDGET</b>
<b>REVENUES</b>								
401-337.715	Grant-PBC/Waterfront Acc/115 F	-	2,400,000	-	-	-	-	-
401-337.746	Grant-F.I.N.D. PB-LP-08-130	-	-	-	-	-	-	-
401-344.500	Parking Fees - Meters Off-road	35,366	38,770	35,000	17,500	20,000	20,000	
401-347.450	Sunset Celebration Proceeds	628	404	650	100	500	500	
401-347.500	Facilities Rental	600	300	-	600	600	600	
401-347.512	Wet Slips	627,985	593,873	714,750	550,000	660,000	660,000	
401-347.610	Ramp Fees	35,097	35,347	36,000	20,000	30,000	30,000	
401-347.612	Parking Fees - Overnight	17,105	15,250	16,000	7,500	15,000	15,000	
401-347.614	Electrical	20,736	16,682	20,000	8,000	17,000	17,000	
401-347.616	Utility Charges	15,400	18,773	20,000	13,000	18,000	18,000	
401-347.618	Pump Out	342	335	300	200	300	300	
401-347.619	Water Tank Fill	30	10	50	50	50	50	
401-349.900	Collection Fees	1,184	5,000	-	-	-	-	
401-359.100	Interest/Finance Charges	216	3,486	-	500	-	-	
401-359.300	Late Charges	186	31	-	2,100	-	-	
401-361.100	Interest Earnings	68	-	-	-	-	-	
401-361.120	Sales Tax Commissions	304	305	250	250	250	250	
401-364.100	Sale of Surplus Property	859	-	-	-	-	-	
401-369.106	Laundry Vending	1,508	670	1,000	200	650	650	
401-369.150	Merchandise	8,096	6,916	5,600	4,000	5,500	5,500	
401-369.200	Gasoline Sales	234,587	232,135	200,000	140,000	200,003	200,003	
401-369.201	Diesel	166,549	181,109	160,000	130,000	159,975	159,975	
401-369.250	Brick Sponsor Contributions	110	55	-	-	-	-	
401-369.300	Refund Prior Year Expense	194	-	-	-	-	-	
401-369.325	Settlements-Construction Defic	-	-	-	15,000	-	-	

**Cost Center 401 - Marina**

**Schedule 1**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2010 ACTUAL</b>	<b>2011 ACTUAL</b>	<b>2012 CURR YR BUDGET</b>	<b>2012 ESTIMATE FOR THE YEAR</b>	<b>2013 BY DEPARTMENT</b>	<b>2013 PROPOSED BUDGET</b>	<b>2013 ADOPTED BUDGET</b>
401-381.001	Transfer from General Fund	17,500	19,175	5,100	51,000	-	-	
401-389.190	Miscellaneous Revenue	(23)	1	-	8	-	-	
401-389.200	Cash Over/Short	1	-	-	-	-	-	
401-399.999	Balance Brought Forward	-	-	-	-	-	-	
	<b>TOTAL REVENUE</b>	<b>1,184,628</b>	<b>3,568,627</b>	<b>1,214,700</b>	<b>960,008</b>	<b>1,127,828</b>	<b>1,127,828</b>	<b>-</b>
<b>EXPENDITURES</b>								
401-57-579-800-11000	Executive Salaries	64,963	70,711	63,925	51,100	65,000	65,000	
401-57-579-800-12000	Regular Salaries	53,426	36,761	21,250	21,900	21,865	21,865	
401-57-579-800-13000	Other/Part Time Salaries	16,354	20,520	33,900	36,000	49,700	49,700	
401-57-579-800-14000	Overtime Salaries	2,553	2,360	2,000	2,000	2,000	2,000	
401-57-579-800-15000	Special Pay	684	726	720	540	720	720	
401-57-579-800-21000	FICA	10,202	9,404	9,325	8,550	10,655	10,655	
401-57-579-800-22000	Retirement	8,261	6,494	4,175	2,750	2,180	2,180	
401-57-579-800-23100	Health Insurance	22,608	19,878	14,595	10,950	11,550	11,550	
401-57-579-800-23200	Insurance - Dental	1,256	682	930	815	930	930	
401-57-579-800-23300	Insurance - Life	407	344	285	260	285	285	
401-57-579-800-23400	Insurance - Vision	150	145	110	100	110	110	
401-57-579-800-23500	Disability	1,730	1,378	1,180	1,180	1,180	1,180	
401-57-579-800-24000	Worker's Compensation Insuranc	8,220	5,645	7,600	7,600	8,360	8,360	
401-57-579-800-25100	Unemployment Compensation	825	6,325	-	-	-	-	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>191,639</b>	<b>181,373</b>	<b>159,995</b>	<b>143,745</b>	<b>174,535</b>	<b>174,535</b>	<b>-</b>

**Cost Center 401 - Marina**

**Schedule 1**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2010 ACTUAL</b>	<b>2011 ACTUAL</b>	<b>2012 CURR YR BUDGET</b>	<b>2012 ESTIMATE FOR THE YEAR</b>	<b>2013 BY DEPARTMENT</b>	<b>2013 PROPOSED BUDGET</b>	<b>2013 ADOPTED BUDGET</b>
401-57-579-800-31000	Professional Services	8,430	5,390	-	-	-	-	-
401-57-579-800-31100	Professional Svc. - Town Attor	-	-	-	750	-	-	-
401-57-579-800-34000	Contractual Services	99,985	93,450	85,000	85,000	85,000	85,000	85,000
401-57-579-800-34901	Administrative Fee	60,000	75,000	75,000	75,000	75,000	75,000	75,000
401-57-579-800-34911	Merchandise	4,662	4,329	3,500	2,500	3,000	3,000	3,000
401-57-579-800-40000	Travel & Training	126	48	-	-	-	-	-
401-57-579-800-41100	Telephone	1,906	1,988	2,000	2,000	2,000	2,000	2,000
401-57-579-800-41200	Postage & Shipping	560	438	650	500	500	500	500
401-57-579-800-43000	Utilities	80,819	79,481	80,000	80,000	80,000	80,000	80,000
401-57-579-800-43250	Garbage & Trash	12,566	15,147	13,075	16,950	16,950	16,950	16,950
401-57-579-800-44100	Rentals	220	-	-	120	-	-	-
401-57-579-800-44200	Equipment Leases	564	-	-	-	-	-	-
401-57-579-800-45000	Insurance	65,801	52,526	69,250	69,250	76,175	76,175	76,175
401-57-579-800-46000	Repair & Maintenance	12,532	12,320	8,000	15,000	12,500	12,500	12,500
401-57-579-800-46050	Repair - Construct. Deficiency	388,793	247,892	-	175,000	-	-	-
401-57-579-800-46100	Equipment Maintenance Contract	1,972	2,048	2,000	2,000	2,000	2,000	2,000
401-57-579-800-46300	Vehicle Parts/Supplies	112	111	-	-	-	-	-
401-57-579-800-47000	Printing	289	519	500	250	500	500	500
401-57-579-800-48000	Promotional Activity	1,377	-	-	85	3,000	3,000	3,000
401-57-579-800-48045	Promotional - Sunset Celebrati	506	23	-	25	-	-	-
401-57-579-800-48100	Advertising	2,539	922	1,500	1,000	5,000	5,000	5,000
401-57-579-800-49050	Other Current Charges - Sales	1,058	1,180	750	750	700	700	700
401-57-579-800-49101	Bad Debts	(25,589)	(1,018)	-	-	-	-	-
401-57-579-800-49300	Computer Software	4,385	3,413	3,200	3,300	3,300	3,300	3,300
401-57-579-800-49400	Uniforms & Clothing	674	648	500	500	500	500	500
401-57-579-800-49600	Bank Charges / Admin Fees	35,461	35,640	29,000	29,000	29,000	29,000	29,000
401-57-579-800-49610	Bank Charges/Parking Meters	560	(3)	-	-	-	-	-

**Cost Center 401 - Marina**

**Schedule 1**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2010 ACTUAL</b>	<b>2011 ACTUAL</b>	<b>2012 CURR YR BUDGET</b>	<b>2012 ESTIMATE FOR THE YEAR</b>	<b>2013 BY DEPARTMENT</b>	<b>2013 PROPOSED BUDGET</b>	<b>2013 ADOPTED BUDGET</b>
401-57-579-800-51000	Office Supplies	1,034	1,547	500	700	525	525	
401-57-579-800-52000	Operating Supplies	10,506	10,383	8,000	10,000	10,000	10,000	
401-57-579-800-52110	Gasoline	181,282	170,686	148,150	105,000	148,150	148,150	
401-57-579-800-52120	Diesel Fuel	127,090	136,396	118,500	100,000	118,500	118,500	
401-57-579-800-52200	Small Tools & Others	1,070	-	-	-	-	-	
401-57-579-800-54200	Memberships, Dues, & Subscript	130	150	150	150	500	500	
401-57-579-800-59000	Depreciation Expense	487,315	488,890	-	-	-	-	
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,568,735</b>	<b>1,439,544</b>	<b>649,225</b>	<b>774,830</b>	<b>672,800</b>	<b>672,800</b>	<b>-</b>
401-57-579-800-63040	Improvements/Bt Trailer Parkin	-	-	5,100	5,100	-	-	
401-57-579-800-63041	Mach & Equipment	-	-	-	-	3,000	3,000	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>5,100</b>	<b>5,100</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
401-57-579-800-71000	Principal	-	-	133,965	133,965	145,265	145,265	
401-57-579-800-72000	Interest	251,656	245,589	241,400	241,400	234,825	234,825	
401-57-579-800-73000	Amortization Expense	(2,384)	(2,384)	-	-	-	-	
	<b>TOTAL DEBT SERVICE</b>	<b>249,272</b>	<b>243,205</b>	<b>375,365</b>	<b>375,365</b>	<b>380,090</b>	<b>380,090</b>	<b>-</b>
401-57-579-800-99110	Transfer to General Fund	5,001	10,000	10,000	10,000	10,000	10,000	
401-57-579-800-99900	Emergency Reserve	-	-	15,015	-	-	-	
	<b>TOTAL OTHER EXPENSES</b>	<b>5,001</b>	<b>10,000</b>	<b>25,015</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>2,014,647</b>	<b>1,874,122</b>	<b>1,214,700</b>	<b>1,309,040</b>	<b>1,240,425</b>	<b>1,240,425</b>	<b>-</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>(830,019)</b>	<b>1,694,505</b>	<b>-</b>	<b>(349,032)</b>	<b>(112,598)</b>	<b>(112,598)</b>	<b>-</b>

## Marina Budget Analysis FY12-13

- 800-15000 Special Pay** – \$720 - Phone allowance for Marina Director.
- 800-34000 Contractual Services** – \$85,000 - \$47,000 for CSS Security for year-round security patrolling, \$37,000 for landscape maintenance and fertilization, and \$450 for fuel spill recovery services.
- 800-34911 Merchandise** - \$3,000 - Cost of merchandise sold in the ship store. Items for sale at the ship store include ice, beer, soda, t-shirts, and boating supplies.
- 800-41100 Telephone** - \$2,000 - Cost of telephone and DSL charges.
- 800-41200 Posting & Shipping** - \$500 – Expense of mailing, including mailing of monthly billing statements.
- 800-43000 Utilities** - \$80,000 – Cost of utilities for Marina operations for electricity, water, and gas.
- 800-43250 Garbage & Trash** – This line includes the assessment fee from SWA, at an amount estimated at \$6,400, and monthly sanitation service, at an estimated cost of \$445-718 per month (amount determined by usage).
- 800-45000 Insurance** – \$76,175 - This line includes the cost of premiums for liability insurance.
- 800-46000 Repair & Maintenance** - \$12,500 -This line includes the cost of any repairs and maintenance required for the building at the marina. The amount is a decrease of \$3,000 from the original amount budgeted for FY10.
- 800-48100 Advertising** – \$5,000 -This line includes the cost for advertising, US Chart Services (\$450), Sea Tow (\$150), and miscellaneous advertising to increase sales.
- 800-49050 Other Current Charges – Sales Tax** - \$750 for sales tax on parking meters remitted to the state.

- 800-49300 Computer Software** - \$3,300 for the cost of computer support for the Dockmaster software system.
- 800-49600 Bank Charges/Admin Fees** - \$29,000 for credit card fees for processing payments in Dockmaster.
- 800-52000 Operating Supplies** - \$10,000 for janitorial, electrical and operating supplies for daily operation. This amount also includes cost of state food permit (\$340), alcohol license (\$392), and elevator permit (\$75).
- 800-52110 Gasoline** - \$148,150 for purchase of fuel for resale. Cost is offset by revenue (35% markup).
- 800-52120 Diesel Fuel** - \$118,500 for purchase of fuel for resale. Cost is offset by revenue (35% markup).
- 800-54200 Memberships, Dues, & Subscriptions** – \$500 for the cost of membership for the Marine Industries Association and other membership costs.

**TOWN OF LAKE PARK - ANNUAL BUDGET  
WAGE AND BENEFITS - DETAIL**

FUND	401	FUNCTION	MARINA									
DEPT		ACTIVITY	Revenues & Expenditures									
Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Ins.	23200 Dental Ins.	23300 Life Ins.	23400 Vision Ins.	23500 Disability Ins.	Total Cost
Marina Director	FT	31.25	2,080	65,000	1,085	-	11,547	465	195	55	888	79,235
Dock Attendant	FT	10.51	2,080	21,861	1,093	-	-	465	86	55	292	23,852
Dock Attendant	PT	11.08	1,664	18,437	-	-	-	-	-	-	-	18,437
Dock Attendant	PT	9.89	1,664	16,457	-	-	-	-	-	-	-	16,457
Dock Attendant	PT	9.89	1,500	14,835	-	-	-	-	-	-	-	14,835
<b>Total Wages &amp; Benefits</b>				136,590	2,178	-	11,547	930	281	110	1,180	152,816

# **TOWN OF LAKE PARK**

## **PROPOSED BUDGET**

### **STORMWATER UTILITY FUND 402**

#### **FISCAL YEAR**

**October 1, 2012 through September 30, 2013**



**TOWN OF LAKE PARK - ANNUAL BUDGET  
STORMWATER UTILITY FUND RECAP**

<b>FUND</b>	402	<b>FUNCTION</b>	PW STORMWATER UTILITY
		<b>ACTIVITY</b>	Revenues & Expenditures

Budget Summary	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Revenues	522,647	518,992	503,000	503,250	505,000	505,000	-
Personal Services	83,108	103,000	119,695	111,200	197,905	197,905	-
Operating Expenses	217,623	240,329	199,280	195,625	205,135	151,685	-
Capital Outlay	-	-	-	74,000	-	-	-
Debt Service	13,597	11,200	108,475	125,812	99,398	104,110	-
Non-Operating	69,300	67,725	75,550	75,550	51,300	51,300	-
Total Expenses	383,628	422,254	503,000	582,187	553,737	505,000	-
Surplus (Deficit)	139,019	96,738	-	(78,937)	(48,737)	-	-

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Stormwater Technician I	1.00	1.00	1.00	
Stormwater Technician II	1.00	1.00	1.00	
Irrigation Technician	0.25	0.25	0.25	
	2.25	2.25	2.25	-
ESU's	6,741			
Rate	\$	6.50		

**Cost Center 402 - Stormwater Utility Fund**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURRENT YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
<b>REVENUES</b>								
402-311.120	Delinquent Stormwater Assessments	9,601	11,690	2,500	2,500	2,500	2,500	
402-334.460	State Grant - DEP	4,246	-	-	-	-	-	
402-361.100	Interest Income	3,535	2,866	500	750	2,500	2,500	
402-363.120	Stormwater Assessments	505,265	504,436	500,000	500,000	500,000	500,000	
	<b>TOTAL REVENUE</b>	<b>522,647</b>	<b>518,992</b>	<b>503,000</b>	<b>503,250</b>	<b>505,000</b>	<b>505,000</b>	<b>-</b>
<b>EXPENDITURES</b>								
402-53-538-402-12000	Regular Salaries	61,215	62,802	70,075	65,000	89,900	89,900	
402-53-538-402-14000	Overtime Salaries	148	176	250	250	500	500	
402-53-538-402-16000	Compensated Vacation Leave	710	538	-	-	-	-	
402-53-538-402-17000	Compensated Sick Leave	165	195	-	-	-	-	
402-53-538-402-19900	Wages Reclassified	(45)	(150)	-	-	51,795	51,795	
402-53-538-402-21000	FICA Taxes	4,484	4,138	5,400	4,995	10,900	10,900	
402-53-538-402-22000	Retirement	1,510	3,870	3,525	3,265	3,530	3,530	
402-53-538-402-23100	Health Insurance	6,718	23,150	28,940	26,550	28,940	28,940	
402-53-538-402-23200	Insurance - Dental	861	861	1,395	1,240	1,395	1,395	
402-53-538-402-23300	Insurance - Life	246	254	370	330	370	370	
402-53-538-402-23400	Insurance - Vision	103	108	165	120	165	165	
402-53-538-402-23500	Disability	828	848	1,225	1,100	1,225	1,225	
402-53-538-402-24000	Worker's Compensation Insurance	6,165	6,210	8,350	8,350	9,185	9,185	
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>83,108</b>	<b>103,000</b>	<b>119,695</b>	<b>111,200</b>	<b>197,905</b>	<b>197,905</b>	<b>-</b>

**Cost Center 402 - Stormwater Utility Fund**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURRENT YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
402-53-538-402-31000	Professional Services	3,267	6,525	3,000	3,000	6,800	6,800	
402-53-538-402-34000	Contractual Services	230	470	70	120	120	120	
402-53-538-402-34010	Permit Fees - NPDES	3,060	3,258	3,500	3,410	4,300	4,300	
402-53-538-402-34200	Contractual Services-Maint Gen	70,125	78,000	78,000	78,000	78,000	39,550	
402-53-538-402-34310	Disposal Fees - SWA	7,336	5,248	6,000	2,500	3,500	3,500	
402-53-538-402-34500	Commissions - PBC Tax Collecto	1,614	4,783	3,000	4,380	4,380	4,380	
402-53-538-402-34901	Administrative Fees	33,000	45,500	50,000	50,000	50,000	50,000	
402-53-538-402-40000	Travel & Training	282	914	1,700	1,250	1,700	1,700	
402-53-538-402-41100	Telephone	349	438	350	250	250	250	
402-53-538-402-41200	Postage & Shipping	67	37	250	250	250	250	
402-53-538-402-43000	Utilities	1,179	657	700	500	700	700	
402-53-538-402-44100	Rentals	56	-	-	-	-	-	
402-53-538-402-45000	Insurance-Liability, Property,	2,172	1,734	2,275	2,275	2,505	2,505	
402-53-538-402-46000	Repairs & Maintenance	5,068	1,341	5,000	10,000	12,000	12,000	
402-53-538-402-46080	Repairs & Maintenance - Lines	-	-	12,000	10,000	15,000	-	
402-53-538-402-46300	Vehicle Parts & Supplies	12,656	10,490	10,000	10,000	10,000	10,000	
402-53-538-402-47000	Printing	-	257	-	-	-	-	
402-53-538-402-49400	Uniforms	746	301	500	750	750	750	
402-53-538-402-51000	Office Supplies	-	-	245	250	190	190	
402-53-538-402-52000	Operating Supplies	5,966	5,519	10,000	8,000	2,000	2,000	
402-53-538-402-52100	Gasoline & Diesel Fuel	11,824	12,062	12,000	10,000	12,000	12,000	
402-53-538-402-52200	Small Tools & Others	-	360	250	250	250	250	
402-53-538-402-54200	Memberships, Dues, & Subscript	-	440	440	440	440	440	
402-53-538-402-59000	Depreciation Expense	58,626	61,995	-	-	-	-	
	<b>TOTAL OPERATING EXPENSES</b>	<b>217,623</b>	<b>240,329</b>	<b>199,280</b>	<b>195,625</b>	<b>205,135</b>	<b>151,685</b>	<b>-</b>

**Cost Center 402 - Stormwater Utility Fund**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURRENT YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
402-53-538-402-63100	Improvements - Alleyway Drainage	-	-	-	-	-	-	-
402-53-538-402-63010	Improvements - Drainage	-	-	-	-	-	-	-
402-53-538-402-64100	Machinery & Equipment	-	-	-	74,000	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	<b>74,000</b>	-	-	-
402-53-538-402-71000	Principal	-	-	53,365	53,365	56,095	56,095	-
402-53-538-402-71010	Principal-Alley & Equipment	-	-	27,500	50,812	30,043	33,833	-
402-53-538-402-72000	Interest	13,597	11,200	8,610	8,610	5,880	5,880	-
402-53-538-402-72010	Interest-Alley & Equipment	-	-	19,000	13,025	7,379	8,303	-
	<b>TOTAL DEBT SERVICE</b>	<b>13,597</b>	<b>11,200</b>	<b>108,475</b>	<b>125,812</b>	<b>99,398</b>	<b>104,110</b>	-
402-53-538-402-82101	Improvements-Drainage (DEP mat	-	(500)	-	-	-	-	-
402-53-538-402-99001	Transfer to General Fund	51,300	51,300	51,300	51,300	51,300	51,300	-
402-53-538-402-99002	Transfer to Capital Reserve	-	-	6,100	6,100	-	-	-
402-53-538-402-99190	Transfer to Streets & Roads	18,000	16,925	18,150	18,150	-	-	-
	<b>TOTAL OTHER EXPENSES</b>	<b>69,300</b>	<b>67,725</b>	<b>75,550</b>	<b>75,550</b>	<b>51,300</b>	<b>51,300</b>	-
	<b>TOTAL DEPT EXPENDITURES</b>	<b>383,628</b>	<b>422,254</b>	<b>503,000</b>	<b>582,187</b>	<b>553,737</b>	<b>505,000</b>	-
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>139,019</b>	<b>96,738</b>	<b>-</b>	<b>(78,937)</b>	<b>(48,737)</b>	<b>-</b>	<b>-</b>

## Stormwater Budget Analysis FY12-13

- 402-31000 Professional Services** – Consultant fees to Town Engineer for NPDES reporting and Stormwater Utility billing verification (\$6,800).
- 402-34000 Contractual Services** – \$120 for CDL medical exams and misc. drug screening.
- 402-34010 Permit Fees** – NPDES co-permittee fees (\$4,300).
- 402-34200 Contractual Services – Maint. Gen.** – Transfers to General Fund for Administrative Services (\$39,550).
- 402-34310 Disposal Fees - SWA** – Estimated cost of disposal of street sweepings and catch basin debris at the Solid Waste Authority (\$3,500).
- 402-34500 Commissions – PBC Tax Collector** – Commissions paid to Palm Beach County for collection of taxes (\$4,380).
- 402-34901 Administrative Fees** – Transfers to General Fund for administrative services (\$50,000).
- 402-40000 Travel & Training** – Vac-con operator and mechanic training and conference attendance fees (\$1,700).
- 402-41100 Telephone** – Technician’s two-way radio expense (\$250).
- 402-41200 Postage & Shipping** – Cost estimated at \$250 for specialty parts shipping.
- 402-43000 Utilities** – Estimated cost of hydrant water for vac/jet truck and street sweeper (\$700).
- 402-45000 Insurance** – Property/Liability insurance premiums (\$2,505).
- 402-46000 Repair & Maintenance** – Estimated cost of repairs to utility truck and equipment performed by outside vendors as needed (\$12,000).

## Stormwater Budget Analysis FY12-13 (cont.)

- 402-46300 Vehicle Parts & Supplies** – Parts and repairs performed in-house for vac/jet truck, street sweeper, and skid steer loader (\$10,000).
- 402-49400 Uniforms & Clothing** – Cost to purchase safety shoes, replacement uniforms, and rain gear (\$750).
- 402-51000 Office Supplies** – \$190 for miscellaneous supplies including copy paper, notebooks, and pens.
- 402-52000 Operating Supplies** – Estimated cost of \$2,000 for re-sodding swales and placing manatee grates over outfalls.
- 402-52100 Gasoline & Diesel Fuel** – Estimated fuel costs of \$12,000 for vehicles and equipment.
- 402-52200 Small Tools & Others** – Miscellaneous specialty tools associated with the vac/jet truck (\$250).
- 402-54200 Membership, Dues, & Subscr** - \$440 membership for the Town's participation in the Florida Stormwater Association.

**TOWN OF LAKE PARK - ANNUAL BUDGET**

**WAGE AND BENEFITS - DETAIL**

<b>FUND</b>	402	<b>FUNCTION</b>	PW STORMWATER UTILITY										
<b>DEPT</b>		<b>ACTIVITY</b>	Revenues & Expenditures										
Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Ins.	23200 Dental Ins.	23300 Life Ins.	23400 Vision Ins.	23500 Disability Ins.	Total Cost	
Stormwater Tech I	FT	14.08	2,080	29,286	1,464	-	7,172	465	117	55	391	38,951	
Stormwater Tech II	FT	16.13	2,080	33,550	1,678	-	14,595	465	133	55	448	50,924	
<b>Total Wages &amp; Benefits</b>				62,837	3,142	-	21,767	930	250	110	839	89,875	

**TOWN OF LAKE PARK - ANNUAL BUDGET  
TRAVEL AND TRAINING REQUEST - DETAIL**

**Schedule 3**

<b>FUND</b>	402	<b>FUNCTION</b>	PW STORMWATER UTILITY		
<b>DEPT.</b>		<b>ACTIVITY</b>	Revenues & Expenditures		
Description of Training		Reason	Person Attending	Proposed Budget 2012-13	Adopted Budget 2012-13
FL S/W Assoc. Conference		NPDES Permit requirement training	D Hunt	900	
Vac-Con Training		Safe Operation of Vacuum Truck	J Wylie/D Kelley	450	
Mechanic Van-Con Training		Maint/Repair of Specialty Equipment	P Mathis	350	
				1,700	-



**TOWN OF LAKE PARK - ANNUAL BUDGET  
CAPITAL OUTLAY REQUEST - DETAIL**

**Schedule 4**

<b>FUND</b>	402	<b>FUNCTION</b>	PW STORMWATER UTILITY			
<b>DEPT.</b>		<b>ACTIVITY</b>	Revenues & Expenditures			
Description of Equipment and/or Project		Justification and/or Items to be Replaced	Trade-in Value	Cost	By Department 2012-13	Proposed Budget 2012-13
Storm Drain Line Video Equip.		NPDES permit requirement data will be used to update master plan		62,000	62,000	
Misc tools/Video ops support		Plugs and a pump for videoing in water-filled lines		12,000	12,000	
				74,000	74,000	-

# **TOWN OF LAKE PARK**

## **PROPOSED BUDGET**

### **SANITATION FUND 404**

#### **FISCAL YEAR**

**October 1, 2012 through September 30, 2013**

**TOWN OF LAKE PARK - ANNUAL BUDGET  
SANITATION FUND RECAP**

<b>FUND</b>	404	<b>FUNCTION</b>	PW SANITATION
		<b>ACTIVITY</b>	Revenues & Expenditures

Budget Summary	Actual Expenses 2009-10	Actual Expenses 2010-11	Current Budget 2011-12	Estimate for the Year 2011-12	By Department 2012-13	Proposed Budget 2012-13	Adopted Budget 2012-13
Revenues	1,521,417	1,500,382	1,513,550	1,446,855	1,486,900	1,486,900	-
Personal Services	522,646	577,224	546,163	546,133	559,493	532,570	-
Operating Expenses	871,191	870,585	592,530	597,870	588,320	588,320	-
Capital Outlay	-	-	-	-	90,000	-	-
Debt Service	20,754	17,123	112,275	112,275	112,210	112,210	-
Non-Operating	215,324	221,669	262,582	250,000	250,000	253,800	-
Total Expenses	1,629,915	1,686,601	1,513,550	1,506,278	1,600,023	1,486,900	-
Surplus (Deficit)	(108,498)	(186,219)	-	(59,423)	(113,123)	-	-

Personnel Recap

	<u>Present</u>	<u>Department</u>	<u>Proposed</u>	<u>Adopted</u>
Foreman	1.00	1.00	1.00	
Foreman	1.00	1.00	1.00	
Equipment Operator III	1.00	1.00	1.00	
Equipment Operator III	1.00	1.00	1.00	
Equipment Operator III	1.00	1.00	1.00	
Equipment Operator II	1.00	1.00	1.00	
Equipment Operator II	1.00	1.00	1.00	
Equipment Operator II	1.00	1.00	1.00	
Equipment Operator II	1.00	1.00	1.00	
Vehicle Mechanic II	1.00	1.00	0.50	
	10.00	10.00	9.50	-

**Cost Center 404 - Sanitation**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURRENT YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
<b>REVENUES</b>								
404-311.120	Delinquent Refuse Assessments	5,015	12,367	5,000	5,000	5,000	5,000	
404-343.410	Commercial Assessment - SWA	77,039	79,059	77,000	77,000	77,000	77,000	
404-343.420	Commercial User Fees - TLP	804,472	775,791	780,000	770,000	775,000	775,000	
404-343.500	Residential Assessments - SWA	559,539	574,238	560,000	560,000	560,000	560,000	
404-343.510	Residential User Fees - TLP	2,803	7,168	2,800	7,000	7,000	7,000	
404-343.610	Recycling Income	33,694	44,357	45,000	24,000	24,000	24,000	
404-354.100	Penalties	1,372	1,662	1,750	2,000	2,000	2,000	
404-361.100	Interest Earnings	2,725	1,063	950	950	950	950	
404-361.110	Interest Earnings - Tax Collec	776	3,392	750	750	750	750	
404-364.100	Sale of Surplus Property	7,496	-	-	-	35,000	35,000	
404-365.100	Sale of Scrap Material	75	292	100	-	-	-	
404-369.100	Miscellaneous Revenue	75	3	50	25	-	-	
404-369.200	Container Proceeds	57	170	200	-	-	-	
404-369.300	Locking Device Proceeds	1,300	520	650	130	200	200	
404-369.301	Refund Prior Year Expense	472	-	-	-	-	-	
404-369.310	Reimbursement-Workman's Comp	24,507	-	-	-	-	-	
404-369.400	Service Reinstatement Fees	-	300	300	-	-	-	
404-399.999	Balance Brought Forward	-	-	39,000	-	-	-	
	<b>TOTAL REVENUE</b>	<b>1,521,417</b>	<b>1,500,382</b>	<b>1,513,550</b>	<b>1,446,855</b>	<b>1,486,900</b>	<b>1,486,900</b>	<b>-</b>
<b>EXPENDITURES</b>								
404-53-534-404-12000	Regular Salaries	318,060	368,159	348,193	348,193	358,800	319,600	
404-53-534-404-12500	Workers Comp Wages	21,453	-	-	-	-	-	
404-53-534-404-13000	Other & Part Time Salaries	7,209	-	-	-	-	-	
404-53-534-404-14000	Overtime Salaries	3,981	4,095	4,100	4,100	4,100	4,100	
404-53-534-404-15000	Special Pay	1,050	2,800	3,000	3,000	1,000	1,000	
404-53-534-404-19900	Wages Reclassified	(719)	(181)	-	-	-	30,700	
404-53-534-404-21000	FICA	23,867	25,729	27,200	27,180	27,838	27,188	

**Cost Center 404 - Sanitation**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURRENT YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
404-53-534-404-22000	Retirement	19,477	18,781	17,775	17,765	17,940	16,000	
404-53-534-404-23100	Health Insurance	74,715	104,999	95,320	95,320	95,320	80,700	
404-53-534-404-23200	Insurance - Dental	4,019	4,593	4,650	4,650	4,650	4,200	
404-53-534-404-23300	Insurance - Life	1,254	1,425	1,385	1,385	1,385	1,200	
404-53-534-404-23400	Insurance - Vision	493	574	550	550	550	500	
404-53-534-404-23500	Disability	4,410	5,034	4,790	4,790	4,790	4,300	
404-53-534-404-24000	Worker's Compensation Insuranc	42,434	29,172	39,200	39,200	43,120	43,082	
404-53-534-404-25100	Unemployment Compensation	943	12,044	-	-	-		
	<b>TOTAL PERSONNEL EXPENSES</b>	<b>522,646</b>	<b>577,224</b>	<b>546,163</b>	<b>546,133</b>	<b>559,493</b>	<b>532,570</b>	<b>-</b>
404-53-534-404-31000	Professional Services	72	398	-	-	-	-	
404-53-534-404-34000	Contractual Services	18,849	16,194	19,400	19,400	20,150	20,150	
404-53-534-404-34310	Disposal Fees - Garbage	149,446	169,689	175,000	164,000	165,000	165,000	
404-53-534-404-34500	Commissions - PBC Tax Collecto	1,825	6,210	1,900	6,210	6,210	6,210	
404-53-534-404-34901	Administrative Fee	106,325	126,325	134,460	134,460	134,460	134,460	
404-53-534-404-34910	Bad Debt Expense	1,428	557	-	-	-	-	
404-53-534-404-40000	Travel & Training	33	50	250	250	500	500	
404-53-534-404-41100	Telephone	1,198	1,020	1,200	1,200	1,200	1,200	
404-53-534-404-41200	Postage & Shipping	52	54	300	200	250	250	
404-53-534-404-44100	Rentals	2,295	1,977	2,000	2,000	5,700	5,700	
404-53-534-404-45000	Insurance	36,952	26,931	35,500	35,500	39,050	39,050	
404-53-534-404-46000	Repair & Maintenance	42,199	42,897	30,000	48,000	63,800	63,800	
404-53-534-404-46300	Vehicle Parts & Supplies	66,834	63,739	79,000	69,000	53,000	53,000	
404-53-534-404-47000	Printing	312	3,537	500	400	500	500	
404-53-534-404-48100	Advertising	3,120	1,771	1,770	1,850	1,850	1,850	
404-53-534-404-49400	Uniforms & Clothing	2,844	2,089	2,500	2,500	2,500	2,500	
404-53-534-404-51000	Office Supplies	66	63	500	500	400	400	
404-53-534-404-52000	Operating Supplies	2,048	1,477	-	650	750	750	
404-53-534-404-52100	Gasoline & Diesel Fuel	61,566	73,878	68,500	72,000	70,000	70,000	

**Cost Center 404 - Sanitation**

**Schedule 1**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 CURRENT YR BUDGET	2012 ESTIMATE FOR THE YEAR	2013 BY DEPARTMENT	2013 PROPOSED BUDGET	2013 ADOPTED BUDGET
404-53-534-404-52200	Small Tools & Others	964	719	750	750	1,500	1,500	
404-53-534-404-52400	Containers	26,336	31,255	39,000	39,000	21,500	21,500	
404-53-534-404-59000	Depreciation Expense	346,427	299,755	-	-	-	-	
	<b>TOTAL OPERATING EXPENSES</b>	<b>871,191</b>	<b>870,585</b>	<b>592,530</b>	<b>597,870</b>	<b>588,320</b>	<b>588,320</b>	<b>-</b>
404-53-534-404-63101	Improvements-Dumpster Enclosur	-	-	-	32,500	-	-	
404-53-534-404-64100	Machinery & Equipment	-	-	-	-	90,000	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>90,000</b>	<b>-</b>	<b>-</b>
404-53-534-404-71000	Principal	-	-	98,770	98,770	102,395	102,395	
404-53-534-404-72000	Interest	20,754	17,123	13,505	13,505	9,815	9,815	
	<b>TOTAL DEBT SERVICE</b>	<b>20,754</b>	<b>17,123</b>	<b>112,275</b>	<b>112,275</b>	<b>112,210</b>	<b>112,210</b>	<b>-</b>
404-53-534-404-96200	Unrealized Gain/Loss on Invest	(9,676)	(3,331)	-	-	-	-	
404-53-534-404-99110	Transfer to General Fund	225,000	225,000	250,000	250,000	250,000	250,000	
404-53-534-404-99901	Contingency	-	-	12,582	-	-	3,800	
	<b>TOTAL OTHER EXPENSES</b>	<b>215,324</b>	<b>221,669</b>	<b>262,582</b>	<b>250,000</b>	<b>250,000</b>	<b>253,800</b>	<b>-</b>
	<b>TOTAL DEPT EXPENDITURES</b>	<b>1,629,915</b>	<b>1,686,601</b>	<b>1,513,550</b>	<b>1,506,278</b>	<b>1,600,023</b>	<b>1,486,900</b>	<b>-</b>
	<b>BUDGET SURPLUS/(DEFICIT)</b>	<b>(108,498)</b>	<b>(186,219)</b>	<b>-</b>	<b>(59,423)</b>	<b>(113,123)</b>	<b>-</b>	<b>-</b>

## Sanitation Budget Analysis FY12-13

- 404-14000 Overtime Salaries** – Holiday collection service; include Vehicle Maintenance mechanic coverage (\$4,100)
- 404-34000 Contractual Services** – Cost for CDL physicals, washing of sanitation vehicles, and radio tower rental (\$20,150).
- 404-34310 Disposal Fees - SWA** – Estimated cost of disposal of collected trash, garbage, and vegetation at the Solid Waste Authority (\$165,000).
- 404-34500 Commissions – PBC Tax Collector** – Commissions paid to Palm Beach County for collection of taxes (\$6,210).
- 404-34901 Administrative Fees** – Transfers to General Fund administrative services (\$134,460).
- 404-40000 Travel & Training** – Operator safety training classes and training material (\$500).
- 404-41100 Telephone** – Estimated cost of \$1,200 for mobile phones for key personnel.
- 404-41200 Postage & Shipping** – Cost estimated at \$250 for mailing of certified letters sent to sanitation customers.
- 404-44100 Rentals** – Emergency rental, on an “as needed” basis, for garbage collection equipment (\$5,700)
- 404-45000 Insurance** – Property/Liability insurance premiums (\$39,050).
- 404-46000 Repair & Maintenance** – Costs for repairs for vehicles completed by outside vendors, including annual inspections (\$63,800). This increase reflects the loss of a Mechanic position.
- 404-46300 Vehicle Parts & Supplies** – Parts and repairs for vehicles (including heavy duty truck tires) performed by in-house maintenance staff (\$53,000).
- 404-47000 Printing** – Cost of violation notices, ncr work orders, logo letterhead and envelopes (\$500).

## Sanitation Budget Analysis FY11-12 (cont.)

- 404-48100 Advertising** – Advertising costs for rate notices and employment posting (\$1,850).
- 404-49400 Uniforms & Clothing** – Cost to purchase safety shoes, uniform replacements, and rain gear (\$2,500).
- 404-51000 Office Supplies** – Estimated cost of \$400 to purchase miscellaneous office supplies.
- 404-52000 Operating Supplies** – Estimated cost of \$750 to purchase safety supplies (i.e. gloves, vests, and glasses) and other miscellaneous supplies such as rakes, pitchforks and coolers.
- 404-52100 Gasoline & Diesel Fuel** – Expected cost of \$70,000 for fuel to run vehicles and equipment.
- 404-52400 Containers** – Expected cost of \$21,500 to purchase replacement garbage dumpsters, recycle dumpsters, and garbage cans. Refurbish existing commercial dumpsters and purchase parts to refurbish cans.



**TOWN OF LAKE PARK - ANNUAL BUDGET**

**WAGE AND BENEFITS - DETAIL**

<b>FUND</b>	404	<b>FUNCTION</b>	PW SANITATION									
<b>DEPT</b>		<b>ACTIVITY</b>	Revenues & Expenditures									
Position Classification	FT/PT	Hourly Rate	Hours	Base Wages	Pension	Longevity	23100 Health Ins.	23200 Dental Ins.	23300 Life Ins.	23400 Vision Ins.	23500 Disability Ins.	Total Cost
Equipment Operator III	FT	16.62	2,080	34,570	1,728	-	7,172	465	137	55	461	44,588
Equipment Operator II	FT	13.53	2,080	28,142	1,407	-	7,172	465	125	55	376	37,743
Equipment Operator II	FT	13.53	2,080	28,142	1,407	-	11,547	465	125	55	376	42,118
Foreman	FT	24.69	2,080	51,355	2,568	500	11,547	465	127	55	684	67,301
Foreman	FT	21.09	2,080	43,867	2,193	-	7,172	465	172	55	585	54,510
Equipment Operator III	FT	19.25	2,080	40,040	2,002	-	7,172	465	160	55	534	50,428
Equipment Operator II	FT	13.53	2,080	28,142	1,407	-	7,172	465	125	55	376	37,743
Equipment Operator II	FT	15.29	2,080	31,803	1,590	-	7,172	465	125	55	424	41,634
Equipment Operator III	FT	16.13	2,080	33,550	1,678	500	14,595	465	133	55	448	51,424
<b>Total Wages &amp; Benefits</b>				319,613	15,981	1,000	80,721	4,185	1,229	495	4,264	427,487

	SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRI	SAT
<b>JULY</b>	1	2	3	4	5	6	7
	<b>DAY 1</b>			HOLIDAY			
	8	9	10	11	12	13	14
				Proposed Budget Workshop			
	15	16	17	18	19	20	21
				Commission Meeting			
	22	23	24	25	26	27	28
			School Board Meeting		PALM BEACH COUNTY'S REQUESTED DR 420's DEAD LINE		
29	30	31					

<b>AUGUST</b>				1	2	3	4
				CRA Board Meeting			<b>DAY 35</b>
				Commission Meeting			
	5	6	7	8	9	10	11
				Proposed Budget Workshop			
	12	13	14	15	16	17	18
				Commission Meeting			
19	20	21	22	23	24	25	
					<b>DAY 55</b>		
26	27	28	29	30	31		

<b>SEPTEMBER</b>							1
	2	3	4	5	6	7	8
		<b>DAY 65</b>		School Board Meeting	BoCC Meeting		
				CRA Board Meeting			
				Commission Meeting			
	9	10	11	12	13	14	15
				Proposed Tentative Budget Hearing 6:30 pm		Advertise for Final Budget Meeting	
16	17	18	19	20	21	22	
			Commission Meeting				
		<b>DAY 80</b>	Proposed Final Budget Hearing 6:30 pm		CERTIFICATION OF FINAL TAXABLE VALUE		
23	24	25	26	27	28	29	