



TOWN OF PALM BEACH, FLORIDA
COMPREHENSIVE ANNUAL BUDGET
FISCAL YEAR 2022
(OCTOBER 1, 2021 – SEPTEMBER 30, 2022)

Mayor and Town Council

Danielle H. Moore, Mayor
Margaret A. Zeidman, Town Council President
Bobbie Lindsay, Town Council President Pro-Tem
Julie Araskog, Town Council Member
Ted Cooney, Town Council Member
Lew Crampton, Town Council Member

Town Manager

Kirk Blouin



Prepared by the Finance Department
Jane LeClainche, Finance Director
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www.townofpalmbeach.com



TOWN OF PALM BEACH ORGANIZATIONAL STRUCTURE

CITIZENS OF PALM BEACH

ELECT



MAYOR
Danielle H. Moore

TOWN COUNCIL



PRESIDENT
Margaret A. Zeidman



PRESIDENT PRO-TEM
Bobbi Lindsay



Julie Araskog



Ted Cooney



Lew Crampton

APPOINTS



TOWN ATTORNEY
John C. Randolph



TOWN MANAGER
Kirk Blouin

**ADVISORY BOARD AND
COMMISSIONS**



**DEPUTY TOWN
MANAGER**
Jay Boodheshwar



**ASSISTANT
TOWN MANAGER**
Carolyn Stone



**DIRECTOR OF
PLANNING, ZONING
AND BUILDING**
Wayne Bergman



**DIRECTOR OF PUBLIC
WORKS**
H. Paul Brazil



POLICE CHIEF
Nicholas Caristo



FIRE-RESCUE CHIEF
Darrel Donatto



DIRECTOR OF FINANCE
Jane Le Clainche

GUIDE FOR READERS

The following information might be helpful to the reader in finding information in the budget document for programs, services and financial information. The Town of Palm Beach Budget compiles financial and service delivery data in a single source document for easy reference. This guide explains the budget format and will assist in locating information that may be of particular interest. The budget is intended to serve four purposes.

THE BUDGET AS A POLICY DOCUMENT

As a policy document, the Budget indicates what services the Town of Palm Beach will provide during the upcoming fiscal year, and the reasons for these services. The Budget provides goals and objectives for each organizational unit in the Town of Palm Beach as well as the performance measures upon which programs will be monitored for the forthcoming fiscal year. All Town of Palm Beach funds are described in detail in their respective sections.

THE BUDGET AS AN OPERATIONS GUIDE

As an operations guide, the budget indicates how departments and funds are organized to provide services that will be delivered to the community. The Departments' budget sections provide a mission statement, goals and objectives, organization chart, authorized personnel, revenue and expenditure summaries with descriptions, and performance measures for each Town of Palm Beach Department.

THE BUDGET AS A FINANCIAL PLAN

As a financial plan, the budget outlines the cost of the Town of Palm Beach services and how they will be funded. The Revenues and Expenditures Section provides an overview of the Budget including major revenue and expenditure breakdowns and categories for the following Funds: General, Special Revenue Funds, Debt Service, Capital, Enterprise, Internal Service Activity and Trust & Agency. The introductory section includes a budget message, Town-wide goals, demographic information, assessed value and millage rate information, Town history, a discussion of the Town of Palm Beach accounting structure and financial policies, a description of the budget preparation process and the financial structure. The budget summary section details the approved budget as well as a comparison of financial activity over a multi-year period with an analysis of the Town reserves.

THE BUDGET AS A COMMUNICATIONS DEVICE

The Budget is designed to be user friendly with summary information in text, charts, tables and graphs. A glossary of financial budget terms is included for your reference. In addition to the reader's guide, the table of contents provides a listing of sections in the order in which they appear in this document, and includes to hyperlinks to help navigate the document. You can also click the image of a yacht at the bottom of each page beginning on page 8 to navigate back to the Table of Contents. The statistical section includes miscellaneous information relevant to the Town of Palm Beach. Should you have a question about the Town of Palm Beach that this document does not answer, please feel free to call The Finance Department at (561) 838-5444. This Budget Document is available on the Town's web site, www.townofpalmbeach.com.

Guide for Readers Town of Palm Beach

A STEP BY STEP GUIDE

Given its size and the variety of information it contains, the budget document can be an overwhelming undertaking to review. The purpose of this section is to provide the reader with a guide to the document's contents: where and how to find the information and how to understand or use the information.

The budget document has been prepared in a summary format intended to be easily understood by the public. The following describes each of its major sections:

INTRODUCTION

The budget message or transmittal letter is the best place to start. It is most important in understanding where we have been and where we are going in the upcoming year. The letter provides a broad perspective of services provided and discusses taxes and millage rates, changes in operations, significant differences in revenues and expenditures, and the focus and direction of the budget year.

The introduction section also includes general information about the Town, its budget philosophy and process, financial policies (which form the foundation of the Town's budget development and financial management processes), and other general information.

BUDGET SUMMARY, GENERAL FUND, REVENUES, EXPENDITURES, DEPARTMENTAL TABS AND OTHER

The Budget Summary, General Fund, Revenues, Expenditures including Departmental and Other tabs include various presentations of the general fund budget. The Budget Summary section includes summary budget information for all funds and an analysis of Town reserves. The General Fund section includes a financial trend analysis of Revenues and Expenditures. The Revenues tab includes a detailed five-year general fund revenue history, as well as narrative and charts regarding major general fund revenue history. The Expenditures tab includes an exhibit containing four years of expenditure history by program, as well as summary budget charts.

An overview of each department/program, the largest portion of the General Fund budget, is included in this section. Each department's section may include the following: A revenue and expenditure summary, personnel complements, an organizational chart, mission statement, goals and objectives, performance measures and workload indicators.

SPECIAL REVENUE, DEBT SERVICE, CAPITAL, ENTERPRISE, INTERNAL SERVICE AND TRUST & AGENCY FUNDS

These sections include budget summaries, program descriptions, trend analyses and income statement analyses for the Town's governmental (other than general), enterprise, internal service and trust & agency funds.

APPENDIX

The appendix includes property tax and millage rate schedules, donation reserve account detail, financial policies, historical staffing levels, and other exhibits that may be helpful to the reader.

We sincerely hope this "how-to" has aided in finding and understanding information contained in the Town's budget. If any point is unclear, or if additional information is necessary, please call the Finance Department at (561)838-5444. Should the same requests repeatedly occur, we will make an effort to incorporate clarifications in next year's budget document.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Palm Beach
Florida**

For the Fiscal Year Beginning

October 01, 2020

Christopher P. Morill

Executive Director



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Town of Palm Beach Executive Summary

BUDGET FOR FISCAL YEAR 2021-2022

Town of Palm Beach
Finance Department



Town of Palm Beach, Florida

October 1, 2021

Honorable Mayor, Town Council and Residents of the Town of Palm Beach;

Members of the staff and I start the budget process each year by conducting a thorough review of Town operations and available resources, while looking for improved ways to meet the needs and expectations of the community.

The final FY2022 budget is the result of the fourth year of hard work to find efficiencies and apply lean government principles on a Town-wide basis. After the new budget is adopted, members of staff continue to closely examine each expenditure before they are made, to ensure the following; is the resource still needed, can the expense be deferred, can the operational needs be met in a more efficient and/or effective manner (reorganization, technology, etc.) and, is the Town procuring and purchasing its budget allotments in the most cost effective manner.

The Town Team found efficiencies where possible and have produced a \$3 million surplus in FY20, and we expect to have another large surplus for FY21. It is because of the hard work over the past few years, and the current values of real estate that we were able to present a budget that provides partial funding for the reconstruction of the North Fire-Rescue Station and tax relief for the property owners.

GENERAL FUND

FY22 BUDGET PRESENTATION

To ensure full transparency, relative to the methodology for apportioning health insurance and retirement costs, please note the following:

- Health Insurance costs are calculated and then allocated throughout the budget on a per Full-Time Equivalent (FTE) basis. The Health costs per FTE for FY22 are \$10,788.
- Retirement costs are actuarially determined and then allocated throughout the budget per FTE for current and legacy plan costs. The Town's actuarially determined contribution is \$11,746,005. Legacy plan costs represent \$8,838,582 of the total and the costs for the ongoing plan are \$2,907,423. The breakdown by active full-time employee group as of the most recent actuarial report dated September 30, 2020, is shown below.

Participants	FTE	Legacy Plan	Ongoing plan	Total Contribution
General	149	2,561,805	1,074,933	3,636,738
Lifeguard	-	187,586	7,793	195,379
Police	55	2,711,577	809,785	3,521,362
Fire-Rescue	64	3,377,614	1,014,912	4,392,526
Total	268	8,838,582	2,907,423	11,746,005
Percent of Total		75.2%	24.8%	100.0%

FY22 GENERAL FUND REVENUES

Property Taxes

FY22 Property Taxes

The General Fund is the only fund to directly use property taxes as a revenue source. Property taxes (ad valorem taxes) represent the largest revenue source. The Town's portion of the total millage rate in FY22 was 17.85%. This means for every \$100 paid in taxes only \$17.85 stays in the Town.

Below are the taxing districts and the adopted millage rates for FY22 with the total amount of taxes paid to each of the districts by Palm Beach Property owners. The biggest beneficiaries of Town of Palm Beach property owners' taxes are Palm Beach County and Palm Beach County School District collecting 72.05% of all taxes paid in the Town followed by the Town of Palm Beach at 17.85% with the other taxing districts making up the balance of 10.1%.

Taxing Authority	FY22 Adopted Millage Rates	Taxes Per \$1 Million Value	% of Total Tax Bill	Paid by Palm Beach Property Owners
Palm Beach County School District	6.8750	\$6,875	42.37%	\$141,609,992
Palm Beach County	4.8149	\$4,815	29.68%	\$99,176,429
Palm Beach	2.8966	\$2,897	17.85%	\$59,663,637
Health Care District	0.7261	\$726	4.48%	\$14,956,075
Children Services	0.6233	\$623	3.84%	\$12,838,619
South Florida Water Mgmt	0.2207	\$221	1.36%	\$4,545,938
Everglades Construction	0.0365	\$37	0.22%	\$751,820
Florida Inland Navigation	0.0320	\$32	0.20%	\$659,130
Grand Total	16.2251	\$16,225	100.00%	\$334,201,640

The total taxes paid per million of taxable value in the Town in FY22 will be \$16,494 a decrease of \$268.80 from FY21. Of that amount, \$2,897 stayed in the Town to pay for services and the remaining \$13,328 went to other taxing districts. A breakdown by taxing district for a \$1 million homesteaded property using the FY21 tax rates is shown below.



Appearing below is a millage rate table that provides the FY22 final millage rate versus the FY21 millage. The FY22 millage rate of 2.8966 represents a 3.32% reduction from FY21 and a \$54 reduction for homesteaded properties.

The State of Florida requires the Town to calculate a rolled-back millage rate. The rolled-back rate is defined as the millage rate which provides the same property tax revenue for each taxing authority as was levied during the previous year (exclusive of new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, deletions). The rolled-back millage rate is 2.8135 and is 2.95% more than the final millage rate.

	FY21 Millage Rate	FY22 Millage Rate
Millage Rate	2.9962	2.8966
Tax Revenue	\$57,074,145	\$59,663,511
Revenue Increase over FY21	n/a	\$2,589,366
Millage % Increase/Decrease vs. FY21	n/a	(3.32%)
Homestead Value Increased by 1.4%	\$1,000,000	\$1,014,000
Town Taxes	\$2,846	\$2,792
Increase/(Decrease) over FY21	n/a	(\$54)
Non Homestead Tax Increase Ave 6.87%	n/a	\$136

In FY21, we prepared a very conservative revenue budget estimate due to the uncertainty surrounding the pandemic related recession. For FY21 to date, many of our revenue sources have exceeded budget expectations. The FY22 final revenues represent a conservative increase over FY21. The revenue budget by type for the General Fund for FY22 compared to FY21 is shown on the table below:

Revenue	FY2021	FY2022	FY21 vs. FY22 Difference	% Change
Ad Valorem Taxes	\$57,134,000	\$59,663,700	\$ 2,529,700	4.43%
Non Ad Valorem Taxes	6,351,000	6,710,500	359,500	5.66%
Licenses & Permits	4,245,100	4,419,233	174,133	4.10%
Intergovernmental	956,000	1,121,700	165,700	17.33%
Charges for Services	5,384,700	6,172,500	787,800	14.63%
Fines and Forfeitures	916,000	1,025,500	109,500	11.95%
Investment Earnings	904,773	359,811	(544,962)	-60.23%
Miscellaneous	494,500	499,500	5,000	1.01%
Transfers from the Enterprise Funds	3,225,000	3,736,665	511,665	15.87%
Transfers from unassigned fund balance for Contingency and Compensated Absences	1,304,500	5,431,464	4,126,964	316.36%
Total Revenues	\$80,915,573	\$89,140,573	\$ 8,225,000	10.16%

Significant highlights for General Fund FY22 revenues include:

- ❖ Based upon the Property Appraiser's Certification issued July 1, 2021, existing property taxable values in the Town have risen 8.13% over the prior year. The total taxable value is \$21,681,912,582.
- ❖ The amount included for property tax represents the taxes generated from millage rate that equals a \$54 decrease per million of taxable value for homestead property owners.
- ❖ The Non Ad Valorem tax revenue is increased based on current trends.
- ❖ The increase in Licenses and Permits is due to the high volume of current activity expected to continue into FY22.
- ❖ The Intergovernmental revenue increase is due to improvements in State revenue sharing and sales tax receipts.
- ❖ Charges for services increased mostly due to the recently adopted increases for parking meter fees and usage. In addition, Recreation fees also increased due to the expectations that usage will continue to improve during the FY22 season and some fee increases.
- ❖ Fines and forfeiture revenue increased based on the additional metered spaces.
- ❖ Investment earnings have decreased based on lower expected interest rates.
- ❖ The transfers from the Enterprise Funds represent a transfer of \$25,000 from the Par 3 Golf Course enterprise fund, a transfer of \$511,665 from the Marina Fund which represents General Fund allocated costs of services such as Finance, Human Resources, Town Manager and a small portion of Public Works and the transfer from the Building Enterprise Fund of \$3,200,000 represents allocated costs of General Fund services provided for the Building permit process.
- ❖ Transfers from fund balance represent transfers for Contingency and the compensated absence payouts for the year these total \$1,431,464. The compensated absence payout increased due to a large amount of expected retirements in FY22. In addition, \$4 million is final to be transferred to the Capital Improvement Program from General Fund Unassigned Reserves for the reconstruction of the North Fire-Rescue Station.

GENERAL FUND EXPENDITURES

General Fund expenditures have increased by 10.16% from FY21. The details by expenditure category are shown in the table below.

Expenditure Category	FY2021	FY2022	FY21 vs. FY22	
			Difference	% Change
Salary and Wages	\$26,512,380	\$27,950,544	\$ 1,438,164	5.42%
Pension Benefits	11,590,985	11,646,771	\$ 55,786	0.48%
Other Employee Benefits	6,695,585	6,624,587	\$ (70,998)	-1.06%
Contractual	10,407,395	11,187,512	\$ 780,117	7.50%
Commodities	1,712,155	1,693,282	\$ (18,873)	-1.10%
Depreciation/Capital Outlay	2,318,836	2,279,381	\$ (39,455)	-1.70%
Subtotal Operating Expenditures	59,237,336	61,382,077	\$ 2,144,741	3.62%
Library	352,650	363,230	\$ 10,580	3.00%
Transfer to the Risk Insurance Fund	2,010,439	2,173,487	\$ 163,048	8.11%
Transfer to Capital Improvement Program	2,662,000	8,428,200	\$ 5,766,200	216.61%
Transfer to Underground Utility Fund	165,000	176,550	\$ 11,550	7.00%
Transfer to the Debt Service Fund	5,691,148	5,676,719	\$ (14,429)	-0.25%
Transfer to Coastal Management Fund	4,777,000	4,920,310	\$ 143,310	3.00%
Extraordinary Transfer to Retirement Fund	5,420,000	5,420,000	\$ -	0.00%
Contingency	600,000	600,000	\$ -	0.00%
Subtotal Transfers and Contingency	21,678,237	27,758,496	\$ 6,080,259	28.05%
Total General Fund	\$80,915,573	\$89,140,573	\$ 8,225,000	10.16%

Highlights for General Fund expenditures are as follows:

Total operating expenditures increased \$2,144,741 or 3.62% from FY21. Total transfers and other expenses increased \$6,080,259 or 28.05%. Details of the changes are as follows:

Operating Expenditures:

- ❖ Salary and wages increased \$1,438,164 due to the increase in FTEs in the General Fund of 1.18 (see full description later in the document). The increase also includes merit and step increases totaling \$427,661. As a reminder, the Town Council approved during the Compensation study, lowering merit increases to 1.5% - 6%, from 3% - 7.5% in FY21. The Town Council approved staff's recommendation to adopt the Social Security COLA calculation as the method to determine the annual COLA rather than focusing on a one-month snapshot. The Social Security calculation uses a three-month average of the CPI-W in order to calculate the annual COLA increase for social security recipients. We have taken the average of the CPI index for the Miami-Ft. Lauderdale-West Palm Beach area for the last three reporting periods. (This CPI index is reported every other month). We have included a COLA increase of 2.2% based on this calculation at a cost of \$544,659 in the budget. The Town Council approved an additional 1% COLA since this calculation was not used last year and it would have resulted in a 1% COLA for FY21 at an additional cost of \$189,906. Also included are market adjustments for Police Officers and Fire-Rescue personnel to ensure they remain at the 75th percentile and a 1.1% market adjustment for General Employee ranges to maintain competitiveness. Additional information regarding compensation changes can be found later in this message under "Compensation Update".
- ❖ The total annual required contribution for the defined benefit plan (DB) and defined contribution (DC) pension benefits increased in the general fund by a total of \$55,786 due to FTE allocations between funds and the new positions. In addition, in FY21, the Town used prepaid contributions of \$126,945 to offset the Town Contribution, in FY22 the Town Council approved using the remaining \$484,000 in prepaid contributions to directly to reduce the UAAL. Defined Contribution costs increased by \$7,425.
- ❖ Other employee benefit costs decreased by \$70,998 or 1.06%. Health insurance costs were lower by \$23,727. FICA tax increased by \$40,713 due to the increase in the salary budget. The Longevity/Bonus program increased by \$20,362.
- ❖ Included in Other Employee Benefits is the Transfer to the OPEB trust. The transfer to the OPEB trust fund decreased by \$95,643. In the most recent actuarial report, the Town's funding level was 133.9% funded using a 5% return assumption. The Investment Advisory Committee recommended that the return assumption be lowered from 6% to 5%.
- ❖ The increase in contractual costs (\$780,117) is due to increases for code review of \$50,000, increases in sewage treatment and disposal costs of \$47,931, landscaping contracting \$110,937, additional compacted garbage pickup \$44,210, janitorial costs \$15,300, contractual hiring in recreation \$85,900 and IT \$40,000, IT Maintenance costs \$34,845, a contractual vehicle technician in the Police Department \$30,900, and electricity costs \$16,700. The rental of trailers to house the firefighters during construction of the North Fire-Rescue Station in the amount of \$250,000 has been included. Also, employee events \$20,000, as well as education and conference travel, \$33,100 were added back into the budget after cuts in FY21 due to the pandemic.
- ❖ The decrease in commodities of (\$18,873) is related to numerous small decreases throughout these accounts.
- ❖ Depreciation/Capital outlay costs decreased \$39,455, due reduction in the purchase of equipment versus prior years.
- ❖ The funding for the Four Arts Library will increase by \$10,580. This funding is now tied to CPI with a cap of 3%. The CPI 12-month change through April for the Miami-Fort Lauderdale-West Palm Beach was 4.1%.

Transfers and Other:

- ❖ The transfer to the Risk Fund increased by \$163,048 due to anticipated increases in the insurance market.
- ❖ The transfer to the Capital Improvement Fund increased by (\$5,766,200) or 216.61% over FY21. Funding for the reconstruction of the North Fire-Rescue Station of \$5,500,000 has been added to the transfer. A portion of the funding (\$4,000,000) is from General Fund reserves, or a future bank financing.

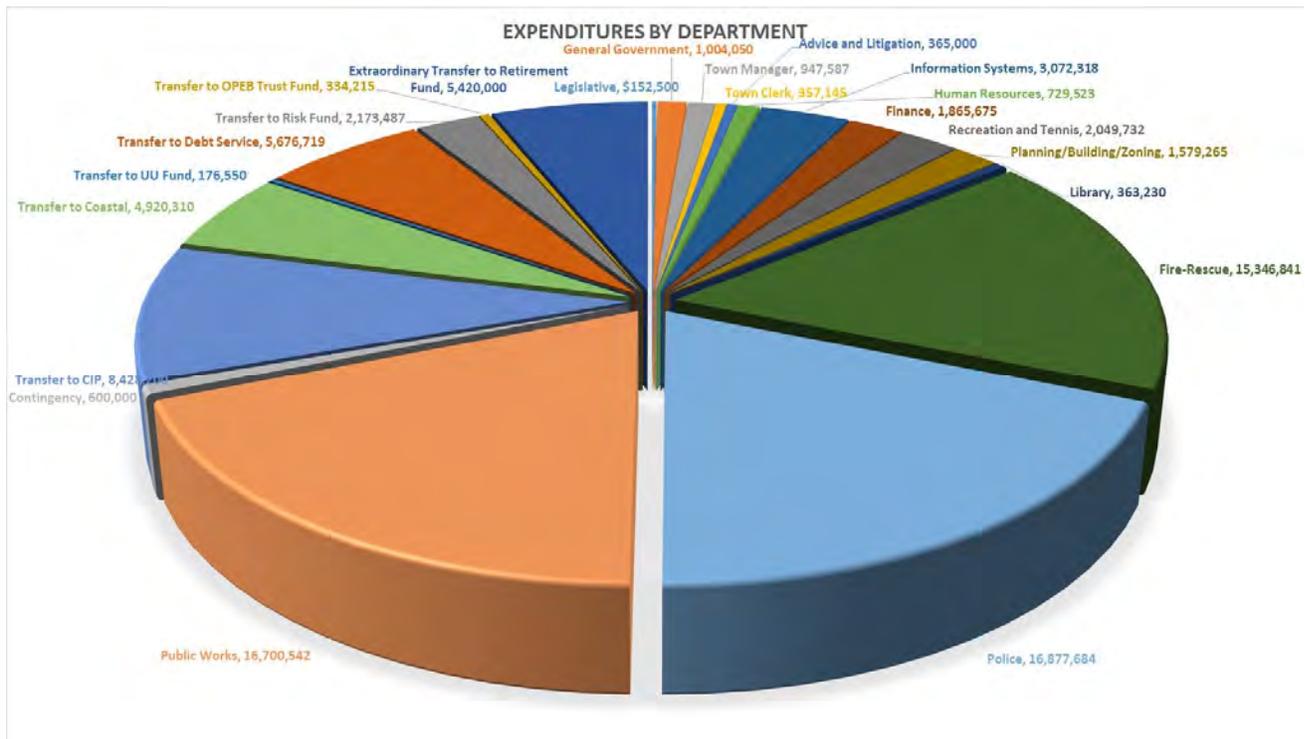
Executive Summary Town of Palm Beach

- ❖ The transfer to the Underground Utility Fund represents the transfer of funds to pay for the Project Manager’s salary and benefits.
- ❖ The transfer to the debt service fund decreased by \$14,429.
- ❖ Coastal funding includes a 3% increase of \$143,310.
- ❖ The extraordinary transfer to the retirement fund to accelerate improvements to the UAAL remained at \$5,420,000.
- ❖ Contingency is funded at 1% of operating expenditures. Absent extraordinary unforeseen circumstances, this amount should be enough to cover unexpected expenditures.

FUNDING BY DEPARTMENT

Departmental Expenditures

The three largest departments, Police, Fire-Rescue and Public Works, account for over 54.9% of the Town budget. The transfers mentioned above account for another 30.4% for a total of 85.3% of the total Town budget. All other general government and administrative departments make up the balance of 14.7%. The charts on the following page provide a graphic example of expenditures by each department and transfer.



How each \$1,000 of Town Property Tax Revenue is spent



FUND BALANCE

The General Fund Unassigned Fund Balance as of September 30, 2020 was \$29,628,725. This amount was \$12,614,582 above the policy-required minimum. The FY22 budget includes a transfer of \$600,000 from fund balance to fund the contingency reserve and \$698,500 from the reserve for compensated absences to fund the compensated absence payouts. After the contingency transfer, the remaining balance in the unassigned fund balances will be \$11,316,082.

Total excess reserves in all Town funds as of September 30, 2020, were \$28,247,248.

For FY21, we expect to add an additional \$1.5 million to fund balance.

COMPENSATION UPDATE

Human Resources staff conducted an annual market assessment to ensure the Town's pay ranges remain competitive within the Palm Beach County market and at the 75th percentile for public safety. Twenty (20) percent of all general positions and all sworn and certified positions were studied. The analysis of public safety market pay ranges resulted in increases to the minimum and maximum for all positions on the Fire Rescue step plan in order to bring the minimum and maximum to the 75th percentile. The maximum of the Police step plan will be increased for the Police Officer and the Police Sergeant position. The General employees that were studied this year remain competitive and within policy with two exceptions. Two positions were found to be below the 65th percentile of the market and will be re-graded so that the maximum is between the 65th and 75th percentile. In order to remain competitive for the rest of the positions, we have increased the ranges by 1.1% for all other positions (unless they are at or above the 75th percentile).

PERSONNEL COMPLEMENT

The total FTE includes full time employees and part time no benefits employees (PTNB). The total personnel complement (for all funds Townwide) for FY22 is 352.68 full-time equivalent personnel (FTE), which is a net increase of 7.11 FTE from the adopted FY21 budget. A chart of the FTE by department is shown on the following page for FY21 and FY22. The chart shows full-time employees which increased by 3.0 FTE and PTNB staffing which increased by 4.11 FTE. The changes in the FTE for both full-time and part-time staffing are described in detail after the table.

Department/Fund	FY21	FY22
Full Time Staffing		
Town Manager	7.00	7.70
Information Systems	8.00	8.00
Human Resources	3.77	4.00
Finance	13.69	13.69
Planning & Zoning	9.10	9.10
Fire-Rescue	78.40	78.40
Police	96.85	96.85
Public Works	79.88	81.00
Recreation	7.90	8.40
Town Docks	1.57	4.55
Par 3 Golf Course	6.65	6.55
Building Fund	17.65	16.65
Underground Utility Fund	1.00	1.00
Coastal Management Fund	1.00	1.00
Risk Fund	1.78	1.20
Health Fund	1.12	0.55
OPEB Trust	0.98	0.50
Retirement Fund	0.66	0.86
Total Full Time Staffing	337.00	340.00
Part Time No Benefit Staffing		
Fire- Rescue (Ocean Rescue)	3.00	3.00
Police	1.35	0.00
Recreation Center	1.78	1.34
Tennis	1.38	1.03
Town Wide Undergrounding	0.00	0.75

Fire Prevention	0.00	0.38
Building Fund	0.00	4.38
Human Resources	0.00	0.40
Risk Management	0.00	0.20
Health	0.00	0.10
OPEB	0.00	0.05
Par 3 Golf Course	1.06	1.06
Total Part Time No Benefits Staffing	8.57	12.68
Total Town Staffing	345.57	352.68

The increase of 7.11 FTEs in FY22 is made up of the following additions and reductions in part time and full time positions:

Position changes:

- 1 FTE reduction of the Human Resource Director.
- 1 FTE addition of Assistant Town Manager.
- 1 FTE addition of Communications Specialist (TMO/HR)
- 1 FTE addition of Administrative Assistant in Planning Zoning and Building.
- 1 FTE reduction of Electronic Documents Manager (PZB/IT)
- 1 FTE reduction in Police with the elimination of Training Coordinator.
- 1 FTE addition of Project Engineer Public Works
- **3 FTE increase at Marina**
- **4 PTNB increase in Building Enterprise Fund for monitoring and enforcement of construction sites**
- .75 FTE addition of Administrative Assistant for the Town wide underground program.
- .25 FTE reduction of full time administrative position to part time in HR
- .25 FTE reduction of full time administrative position to part time in PZB
- .35 FTE reduction in Police of part time vehicle technician
- 0.79 FTE reduction in Recreation part time no benefit positions.

OTHER FUNDS

Below are highlights from the budgets for other Town funds. Additional information can be found at the tabs in the back of the Budget Document behind the General Fund information. The Town's other funds include: Special Revenue, Debt Service, Capital Improvement Funds, Enterprise Funds (Marina, Par 3 Golf Course and Building Enterprise Fund), Internal Service Funds (Health, Risk, Equipment Replacement), and Trust Funds (Pension and OPEB Trust).

SPECIAL REVENUE FUND (122) TOWNWIDE UNDERGROUND UTILITY PROJECT

The Townwide Underground Utility Project fund accounts for the project costs and associated assessments and borrowings for the project. During FY22, we expect to complete Phase 2 South and Phase 3 South, and continue construction of Phase 4 North and South and begin construction of Phase 5.

During 2021, property owners were provided a final opportunity to prepay their assessments. The Town received over \$6.5 million in prepaid assessments reducing the amount available to pay future debt service. The Town issued the final GO bond in the amount of \$8,575,000. After the issuance of the 2021 General Obligation Bond, the cash flow forecast shows a projected ending deficit of \$12,657,846 in FY2026. The Town Council approved staff's recommendation to fund this deficit by using annual Marina surplus funds in the amount of \$2,600,000 for five years.

DEBT SERVICE FUNDS (205, 206)

The Debt Service Funds provide for the payment of principal and interest on the Town's outstanding bonds.

The 2016A, 2013, 2019 Series Revenue Bond debt service is funded from non-ad valorem revenues. A portion of the debt service payment is funded through the Par 3 Enterprise Fund for the Town's portion of the golf course and clubhouse renovation (\$191,100), and a portion is funded through the Coastal Management Fund (\$508,958). The non-ad valorem revenue transfer from the General Fund for FY22 is \$5,676,719.

The 2016B Series Revenue Bonds debt service appropriation of \$722,113 is funded through non ad valorem assessments on the property owners within the Worth Avenue Assessment District.

The Town has issued General Obligation bonds for the Underground Utility Project. These bonds shall be payable first from the Underground Utility Project special assessments and, to the extent the assessments are insufficient to pay debt service or not assessed, ad valorem taxes will be levied and collected on all taxable property in the Town to pay principal and interest on the bonds as they become due and payable. Total debt service for FY22 on these bonds will be \$3,847,805.

In 2020, the Town issued non ad valorem debt totaling \$31,000,000 through a bank loan for the Marina construction project at an interest rate of 2.25%. The debt service for FY22 will be \$1,992,763 and paid through the Marina fund. This loan is structured to include a 1% prepayment premium during the first four years and no prepayment premium thereafter.

The Town's outstanding Revenue Bond debt as of September 30, 2021, is shown on the table on the following page:

<i>Year Issued</i>	<i>Outstanding Principal Balance September 30, 2021</i>	<i>Purpose</i>
2016A	\$38,125,000	First Phase of the ACIP and Refund Outstanding Debt
2016B	\$9,900,000	Worth Avenue Commercial District Project
2013	\$5,470,000	Remaining Balance on Second Phase of ACIP
2018	\$53,320,000	General Obligation Bonds for Townwide Undergrounding Project
2019	\$48,285,000	Taxable Refunding Revenue Bonds for Second Phase of the ACIP
2019	\$4,475,000	Refunding of Remaining Balance of First Phase of ACIP Debt
2020	31,000,000	Marina Loan
2021	8,575,000	General Obligation Bonds for Townwide Undergrounding Project
Total	\$199,150,000	

As of September 30, 2021, the Town's net bonded debt will amount to 18.6% of the legal limit of \$1,084,095,629 (5% of preliminary FY22 taxable value of \$21,681,912,582).

CAPITAL IMPROVEMENT FUNDS (307, 309, 311, 314)

For FY22, the transfer to the Capital Improvement Fund has increased by \$5,766,200. The following items totaling \$11,040,000 are included in the Capital Improvement Fund (307):

- North Fire-Rescue Station Reconstruction - \$5,500,000
- Pavement Management - \$1,000,000
- Drainage Improvements - \$1,075,000
- Sanitary Sewage System Improvements - \$1,770,000
- Town Building Improvements - \$595,000
- Water main improvements (WPB) - \$1,000,000 (Funded by West Palm Beach)
- General Engineering Services - \$100,000

The American Rescue Plan (ARP) will provide the Town funding for sewer and drainage projects. The Town was recently informed that we will receive \$4,415,526 from this source. The updated 5-year Capital Improvement plan moved the rehabilitation of the North Fire-Rescue Station from FY2025 – 2026 to FY22. This project is expected to cost \$5,500,000. The Town Council approved additional funding of \$1,500,000 from property taxes and \$4,000,000 from Town reserves or possibly bank financing, depending on rates at the time, to fund this project.

COASTAL MANAGEMENT

The Coastal Management Fund (309) is used to fund the construction costs of the coastal projects. The details of the FY22 budget for Coastal Management can be found in the Annual Budget Document. This plan has been updated by Public Works to include estimates for future projects based upon current costs. The plan includes resiliency projects such as the Mid-Town seawall funded at \$2.5 million per year for the next five years and annual funding of \$1,000,000 per year for the next ten years for seawall or bulkhead repair or replacement.

ENTERPRISE FUNDS (401, 402, 405)

TOWN MARINA

Town Marina was closed for construction through most of FY21. The marina is expected to be operational as of November 1, 2021. Staff has prepared a 10-year financial forecast for the marina. The Town Council approved an appropriation of \$2,600,000 per year of the annual marina surplus for the next 5 years from the Marina Fund to fund the deficit in the Townwide Underground Project Fund.

In addition, the Town Council adopted 3 new financial policies for the Marina. The policies include a Dock Maintenance and Improvement Reserve, Marina Depreciation Reserve, and the Unrestricted Net Position Policy.

PAR 3 GOLF COURSE

Par 3 revenues are projected to increase over end of year estimates during FY22. The various FY22 fee adjustments include strategic increases to green fees and passes which will capitalize on player demand for our unique facility. The Par 3 Golf Course anticipates an operating gross profit of \$683,500 prior to depreciation and other below the line expenses. The transfer to the reserves for the Golf Course and Clubhouse and the Equipment Replacement Fund total \$263,924. Additional deductions from the operating profit include transfers for debt service (\$194,813), contingency (\$92,950) and the general fund (\$25,000).

FY20 ended the year with a small deficit due to the closures related to the pandemic. For FY21, the Par 3 should end the year with a healthy surplus. The LTFP forecast shows improvement to the net assets of the fund. We will closely monitor this fund to ensure that there is improvement in the reserves.

BUILDING ENTERPRISE FUND

The Building Enterprise Fund was created last year to account for all building permit revenue and expenses and allow for greater transparency as required by the State of Florida. During FY21, a cost allocation study was performed to confirm the appropriate permit fee multiplier to stay consistent with Florida Statutes and to provide the basis for implementing reduced permit fees for owners and contractors that choose to use private providers on their construction projects. FY21 revenues are expected to be higher than budget and will provide for a higher surplus than anticipated. Total revenues for FY22 are conservatively estimated to be \$6,904,119 and total operating expenses are \$6,536,343 which includes a transfer to the General Fund of \$3,200,000, which is for the allocated costs that the General Fund provides to the building permit process. Building permit related revenues have increased by \$642,114 due to the recent increase in building activity. Funding for software implementation, training and annual maintenance of \$319,984 has been included in the budget for new building permit software to improve customer service and efficiency. In addition, funding for additional part time no benefit personnel has been added to monitor construction sites for violations. After depreciation and capital outlay expense of \$343,148 and a 5% operating expense contingency of \$166,817 there is a projected net loss of \$142,189, which will decrease the reserves of this fund.

INTERNAL SERVICE FUNDS (501, 502, 320)

The transfer to the Risk Fund (501) has increased by \$163,048 due to expected increases in the insurance market.

The Health Insurance Fund (502) transfer from all funds has decreased due to past favorable claims experience.

The Equipment Replacement Fund (320) contains the accumulated depreciation of all fixed assets over the established thresholds of \$5,000 for capital equipment and \$3,000 for computer equipment. A detailed listing of planned equipment purchases is located in the Internal Service Funds section of the Annual Budget Document.

TRUST FUNDS (600 & 610)

RETIREMENT (600)

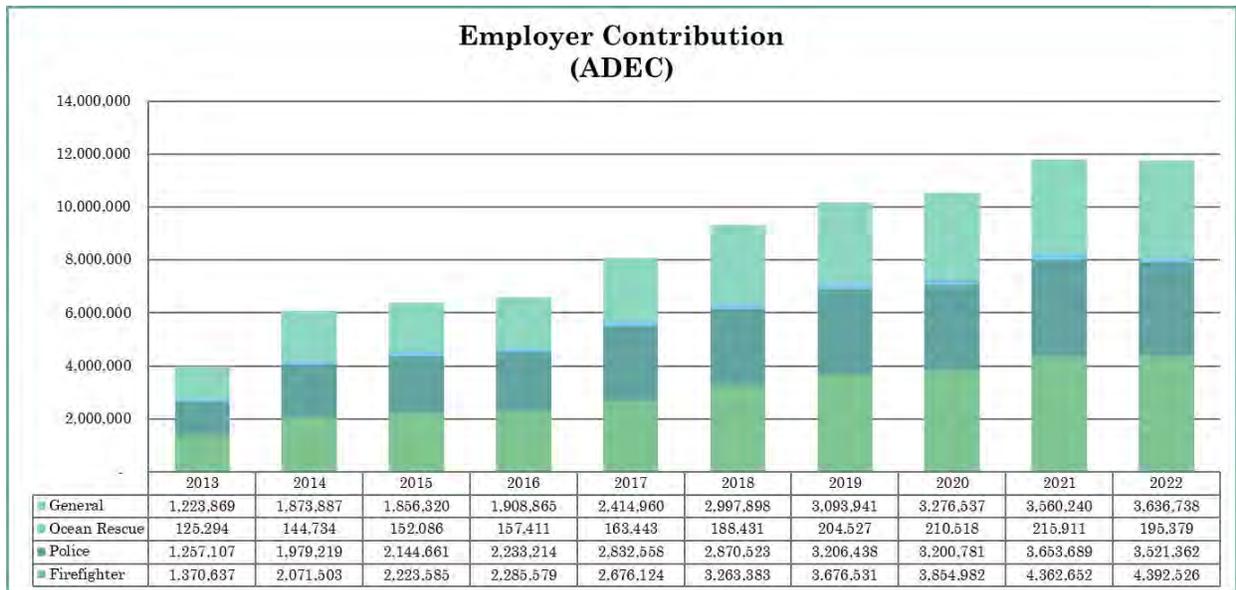
The FY22 actuarially determined contribution to the Defined Benefit plan totals \$11,746,005. The contribution decreased \$46,487 due to the updated mortality tables used by FRS, offset by assumption changes, including the investment return which was lowered in FY20 from 7.1% to 6.8% and has decreased to 6.6% in FY21. In FY21 the Town used \$126,945 in prepaid contributions to offset the Town's contribution. The Town has \$484,000 remaining in prepaid contributions that have been approved to be used to directly lower the UAAL and not use the funds to offset Town Contributions.

The Town contribution amounts by employee group are shown below versus the FY21 contribution. Legacy plan costs represent \$8,838,582 (75.25%) of the total and the costs for the ongoing plan are \$2,907,423 (24.75%).

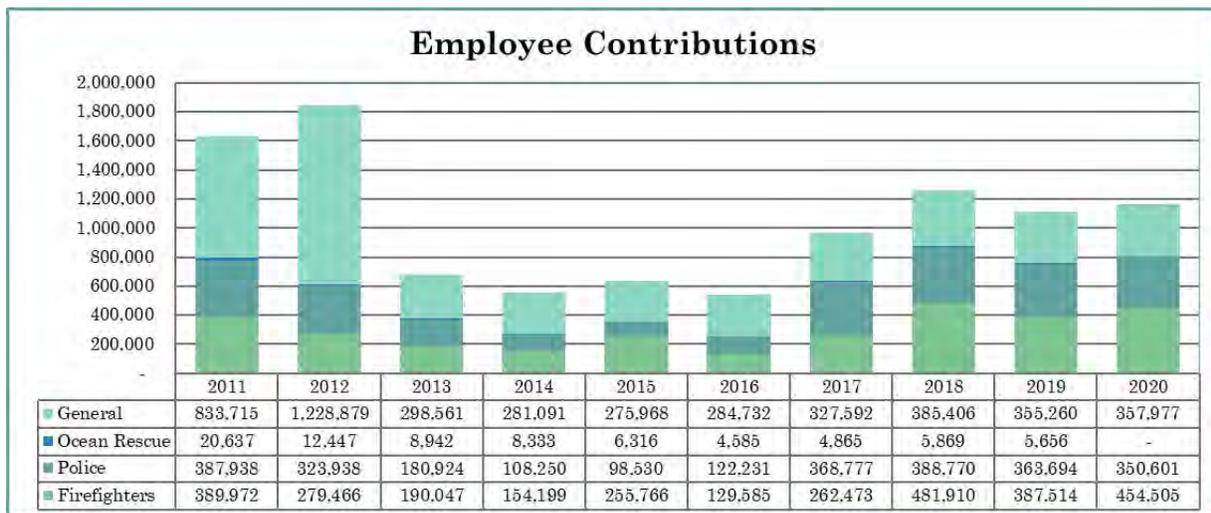
Town DB and DC Retirement Contributions

Town Retirement Contributions	FY2021	FY2022	\$ Change	% Change
General Employee DB	\$3,560,240	\$3,636,738	\$76,498	2.15%
Lifeguards DB	215,911	195,379	(\$20,532)	-9.51%
Police DB	3,653,689	3,521,362	(\$132,327)	-3.62%
Fire-Rescue DB	4,362,652	4,392,526	\$29,874	0.68%
Total DB Contribution	\$11,792,492	\$11,746,005	(\$46,487)	-0.39%
Total DC Contribution	\$626,921	\$638,746	\$11,825	1.89%
Total Town DB and DC Contribution	\$12,419,413	\$12,384,751	(\$34,662)	-0.28%

The historical 10-year trend in Town actuarially determined employer contributions (ADEC) for the defined benefit pensions are shown on the chart on the next page:



The 10-year trend for employee contributions is shown below:



General Employees and Lifeguards have a DC component to their pension plan, the Town contributes a mandatory match of 3% and an optional match of 2% to the Defined Contribution (DC) plan. Total employer contributions to the DC plan are shown in the table below:

Employer Defined Contribution Funding

DC Contributions	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Budget
General	\$467,062	\$445,592	\$450,148	\$620,455	\$631,738
Lifeguards	5,844	5,155	2,356	6,386	7,008
Total	\$472,906	\$450,747	\$452,504	\$626,841	\$638,746

HEALTH INSURANCE (OPEB) TRUST (610)

The actuarially determined transfer to the OPEB trust from the General Fund in the FY22 budget is \$334,215. This amount is \$95,643 less than FY21. The Investment Advisory Committee recommended the investment return assumption be lowered from 6% to 5%. The funded ratio in the September 30, 2020, actuarial report was 133.9% at the 5% rate.

The Town's balance in the OPEB trust fund continues to be well ahead of other government agencies across the country.

WORTH AVENUE SPECIAL ASSESSMENT DISTRICT

The budget for the Worth Avenue Special Assessment District is included in the Capital Funds and the Debt Service section of the budget document. The budget includes funding for maintenance and debt service. These costs are fully offset by the assessments charged to property owners within the district.

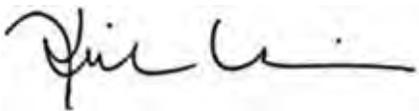
LONG-TERM FINANCIAL PLAN

The Long-Term Financial Plan (LTFP) has been updated with the FY22 final budget. Portions of the plan are included in the budget document. The entire document can be found on the Town's website with the final budget document.

CONCLUSION

This concludes the executive summary portion of the FY22 final budget. Please see the documents that follow this summary for detailed information about the FY21 budget.

Respectfully Submitted,



Kirk Blouin
Town Manager

cc: Jay Boodheshwar, Deputy Town Manager
Carolyn Stone, Assistant Town Manager
Department Directors

STRATEGIC PLANNING AND PERFORMANCE MEASUREMENT

In 2003, the Town of Palm Beach developed and adopted a strategic plan. The development of the strategic plan involved input from elected officials, citizens, the business community, and staff. In conjunction with the Town's strategic plan, staff developed an organizational vision statement, which included input from all employees. Both the strategic plan and the vision statement, in addition to annually adopted Town-wide goals, help us to form our department and program goals. Outlined in the following pages is a summary of our strategic plan, organizational vision, and departmental goals for FY22.

STRATEGIC PLANNING

In 2001, the Town Council formed a Strategic Planning Board comprised of then Mayor Lesly Smith and four other Town residents. The board held a series of meetings and community forums to receive input from citizens, the business community, staff and others. The Town Council formally approved the strategic plan in 2003, which is summarized below.

A LEGACY WORTH KEEPING

Palm Beach is a fully developed community, world renowned for its extraordinary beauty, quality of life, and small-town character. Our permanent and seasonal residents love our barrier island community and are determined to preserve our legacy. We do not seek to change Palm Beach, but rather to protect our community's assets, correct any deficiencies, and to manage inevitable change so as to maintain our tradition of excellence.

As we envision our future ten years from now, we see Palm Beach remaining true to the inspired legacy of our founders, a Mediterranean-style mecca of stunning architecture and natural beauty, acclaimed shopping, restaurants and hotels, a cosmopolitan culture, and an involved citizenry committed to civic and philanthropic causes and excellence in Town Government.

QUALITY AND RESPONSIVE TOWN GOVERNMENT

Town government is supported by a respected Mayor and Town Council, a skilled and dedicated staff, and by the active volunteer participation of many citizens. Palm Beach provides residents with the highest level of safety and security through its vigilance and commitment to high quality training and state-of-the-art equipment. The Town has maintained its fiscal strengths with resourceful budgeting and prudent management.

In the future, we envision...

Continued high quality services and facilities provided in a responsive, resourceful manner. A structure of government guided by clear mandates and performance goals for Town administration and for appointed boards and commissions, continued technological innovation, and excellent internal and external communication.

Pro-active initiatives and continuous vigilance to anticipate and avert threats to public safety, enabling Palm Beachers to live secure in safe neighborhoods.

Solid fiscal strength and strong alliances with state and federal partners. Actions will be taken and communicated to residents to instill confidence that optimum services are provided for taxes paid.

PUBLIC FACILITIES AND INFRASTRUCTURE

While completely developed, the Town of Palm Beach recognizes a number of redevelopment challenges and functional deficiencies among its current capital facilities. Traffic has increased and parking is at a premium. Beach erosion has become severe, threatening oceanfront property and diminishing a key scenic and recreational asset. Drainage deficiencies and occasional water shortages continue to pose a threat.

In the future we envision...

Beaches fully restored and maintained for the protection of oceanfront property, enjoyment of residents, and scenic enhancement.

Modernized, reliable infrastructure systems, including improved facilities for water distribution and storm drainage. Capital projects will be completed expeditiously and with an effort to limit the disruption they inevitably will cause to adjacent property owners.

Convenient network of roads and parking, less hampered by congestion and sufficient to meet local needs without encouraging additional traffic or visitation.

CHARACTER AND QUALITY OF LIFE

While Palm Beach is built out, growth continues in the form of redevelopment and changes in use raising questions and concerns about over-development, scale and our historic legacy. The Town is proud of its lush landscaped setting, its historic architecture, and its array of shopping and other amenities, but concerns are expressed about expanded tourism, visitation and traffic, straining our limited service capacity. The Town recognizes that among our greatest resources are our people and their involvement in civic groups, charities, cultural activities, and faith-based organizations.

In the future we envision...

A community that has guarded against over-development, encouraging redevelopment consistent in scale with existing neighborhoods, reflective of our heritage.

A town with a rich menu of cultural choices, enabling Palm Beach to continue to combine the intimacy and convenience of small town life with the cultural sophistication and variety of a city.

Palm Beach will remain a friendly community which embraces its diversifying population, nurtures young families and children, and welcomes new residents and visitors. Palm Beachers will continue their heritage of support to worthy causes and their involvement in civic affairs creating new opportunities for all to participate fully in the life of the community.

TOWN STAFF VISION

In 2005, Town staff developed and implemented an organizational vision and values statement. A Visioning Committee of 20 employees representing each department and every level of authority developed the draft vision and values statement that was reviewed by all Town employees. The final vision and values statement is shown below:

OUR VISION

The Town of Palm Beach delivers the highest quality service by continuously improving and always striving to be the standard by which others are measured.

Our Town

Rich in history...

Rich in service...

Always exceptional!

OUR VALUES

The employees of the Town of Palm Beach commit to and are guided by the following values:

Respect for everyone

Highest ethical standards

Cooperation and teamwork

Commitment to quality

Spirit of innovation

Open, timely communication

Personal responsibility and accountability

This is a commitment by the employees of the Town of Palm Beach. Our success as a team is dependent upon our actions being consistent with the vision & values we profess.

THE VISION/STRATEGIC PLAN/PERFORMANCE MEASUREMENT PROCESS

The Town-wide vision and strategic plan developed by the Strategic Planning Board and the organizational vision developed by Town staff complement each other. The Staff recognizes the Town's rich history and commitment to excellence that has made the Town an exceptional place to live and work.

The strategic plan and organizational vision guide the decision making process as the elected officials and staff develop annual Town-wide, department and program goals, and the annual budget. We then use performance measures to track our progress in achieving the goals that have been set.

The process is depicted in a flowchart below and elements of the process are described in greater detail in this section. The department and program performance measurement methodology are described in greater detail in the department sections of this document.

THE VISION/STRATEGIC PLAN/GOALS AND PERFORMANCE MEASUREMENT PROCESS



TOWN-WIDE BUDGET PRIORITIES FOR FY2022

The Town Council’s annual budget priorities for FY2022 are outlined below.

In addition to the Town Council priorities, the Departments developed other major initiatives for the year. The Departmental goals will be reviewed on a continual basis throughout the fiscal year.

The following is a breakdown of the Town Council Priorities and a listing of the departmental objectives that address the Council’s agenda. The table below shows the linkage between the Council’s priority and the Department objectives that will be implemented during the year or have already been implemented. A detailed listing of all departmental objectives and performance measurements can be found in the Department sections of this document.

Goal #1: Develop financial policies and plans to address future needs of the Town. This will include, but not limited to, policy for Marina reserves (should include minimum reserve balances in the Marina Fund, and potential uses for any excess balances), long-term plan to finance the Capital Improvement Program, including the rebuild/new construction of the North Fire Station, finance plan to address the projected budget shortfalls in the Underground Utility Construction Project.

Finance: Develop financial policies and plans to address future needs of the Town

Goal #2: Complete and review water feasibility study. Evaluate water supply and distribution options, with an emphasis on quality and cost. Develop a plan for implementation and begin negotiations for a contract with a vendor.

Public Works: Complete water feasibility study containing data collection and review, water supply options, water distribution options and evaluation report. The Final report should have alternatives with total order to magnitude of cost shown and other non-quantitative factors such as constructability, regulatory, sustainability and risk.

Goal #3: Conduct a complete review of the Town Code or identify and devise a plan to address the most pressing Town Code reform needs.

Planning, Zoning and Building: Develop a budget and process to include analysis of the existing code, create a steering committee, host a public engagement session to solicit community feedback, research impacts of federal, state and county regulations and prepare recommended code changes.

Planning, Zoning and Building: Work with the Town Council, residents and the Planning and Zoning Commission to address quality of life issues and other zoning matters that are requested by Town Council.

Goal #4: Continue Planning, Zoning and Building process improvement initiative to further improve operational efficiency, customer services and policies/procedures.

Planning, Zoning and Building: Identify and implement a software program designed for use by Planning, Zoning and Building to meet these goals.

Planning, Zoning and Building: Reduce the number of permits and forms used throughout the permit process.

Goal #5: Complete and publicly review the second phase of the Woods Hole Group resiliency study. The first phase included dynamic modeling and anticipated storm events and the effects of sea level rise on the Town. The second phase will identify methods to mitigate these impacts and will prioritize solutions. After analysis, develop a multi-year implementation plan with input from the Mayor and Town Council to mitigate the potential impacts to the Town, which will impact both public and private property.

Public Works: Develop a multi-year implementation plan with input from the Mayor and Town Council to mitigate the potential impacts of the Town, which will impact both public and private property.

Goal #6: Complete the Town Marina project on time and on budget. Create and implement a detailed and strategic marketing plan for the Town Marina. Provide regular updates to the Mayor and Town Council and receive input on key decisions related to design elements, budget and operations.

Public Works: Work with the Town's Purchasing Manager to ensure the Town Marina is constructed on time and on budget.

Town Marina: Remain on budget and on schedule for a Fall 2021 renovation completion.

Town Marina: Maximize revenue with updated marketing plan focused on new clients

DEPARTMENT PERFORMANCE MEASURES

The Town departments have adopted goals and performance measures representing the most critical targets for their operations. The other department and program specific results are shown in the department section of the budget document.

Location
Town of Palm Beach

LOCATION

Palm Beach is located on a barrier island east of West Palm Beach, Florida in Palm Beach County. The land area of the Town is approximately 3.77 square miles with 12.1 miles of coastline on the Atlantic Ocean. The Town is also bound on the west by 15.9 miles of Intracoastal frontage (Lake Worth), on the north by the Palm Beach Inlet, and on the south by the Town of South Palm Beach.



TOWN OVERVIEW/DEMOGRAPHICS

Palm Beach at a Glance

Date of Incorporation	April 17, 1911
Form of Government	Council/Manager
Land Area	3.77 Square Miles
FY2021 General Fund Budget	\$80.9 million
Taxable Property Valuation	\$19.9 Billion

Town of Palm Beach Demographics

Population		Service Statistics		
2019 (Univ of Florida Est)	8,321	Police Stations	1	
2018 (Univ of Florida Est)	8,295	Fire-Rescue Stations	3	
2017 (Univ of Florida Est)	8,291	Public Elementary School	1	
2016 (Univ of Florida Est)	8,040	Public Library	1	
2015 (Univ of Florida Est)	8,040	Recreation Facilities		
2010 (Census)	8,161	Tennis Courts	14	
2000	9,676	Par 3 Golf Course	1	
1990	9,814	Marina (88 slips)	1	
1980	9,432	Community Building	1	
1980	9,086	Playfields	5	
1960	6,055	Bicycle Paths	9.3 miles	
1950	3,886	Picnic Tables	77	
		Outdoors Grills	28	
		Recreation Areas		
Resident Statistics		Phipps Ocean Park	24 acres	
Median Age	68.5 yrs.	Special Use Parks		
Avg. Household Size	1.81	Public Park on Beach	3.0 acres	
Median Home Value	\$1,149,500	Municipal Beach	5.60 acres	
		Peruvian/So. County Rd	0.24 acres	
Population by Age		Southern Blvd Causeway	9.60 acres	
Under 5 years	1.0%	Nature Islands	39 acres	
Under 18 years	6.1%			
65 years and over	62.0%			
		Registered Voters		8,371
Racial Composition		Bond Ratings		
Caucasian & Other Races	95.3%		2013/2016 Revenue Bonds	Issuer's Rating
Hispanic/Latino	4.1%			
African American	0.8%	Moody's	Aa1	Aaa
Asian	1.7%	S&P	AAA	AAA

Town History

Town of Palm Beach

TOWN HISTORY

According to early settler accounts, Palm Beach received its name from a shipwreck named the “Providencia”. The ship washed ashore in January of 1878 with a load of coconuts bound from Havana to Barcelona. Early settlers lost no time claiming salvage and planting the coconuts, which were not native to South Florida in an effort to launch tropical South Florida on a commercial coconut industry.

In 1893 millionaire industrialist, Henry M. Flagler and his second wife honeymooned in St. Augustine. Impressed with the beauty and history of the area, he envisioned an “American Riviera”. Flagler left home at age 14 with an eighth-grade education. Later, with John D. Rockefeller and Samuel Adams, he founded Standard Oil, and the rest is history. Having invested large sums in several hotels in the St. Augustine area, Flagler extended his holdings southward. He bought and improved existing railways anticipating the tremendous potential for South Florida. His railway was named the Florida East Coast Railway.

Flagler’s agents soon were buying acres of land on the island of Palm Beach. Many early homesteaders found themselves very wealthy, as orders had been given to buy “at any price”. Ground was broken May 1, 1893, and on February 11, 1894, the Royal Poinciana Hotel, the largest wood structure in the world, opened in Palm Beach and welcomed 17 guests. A month after the opening, the first train pulled from the station on Loftin Street (later used as an office and warehouse by the Town of Palm Beach) in West Palm Beach on the newly built bridge across Lake Worth to deliver vacationing residents, some in their own private railway cars, to the new hotel. Henry Flagler built his own house in 1902, Whitehall, as a wedding present for his third wife, Mary Lily Kenan. Whitehall is now the Henry Morrison Flagler Museum and is open to the public.



Flagler continued to develop the Royal Poinciana Hotel property and built a second hotel, the Palm Beach Inn, on the beachfront portion of the Royal Poinciana’s property. When the Palm Beach Inn burned in 1903 the first Breakers Hotel was built. Destroyed by a fire in 1925, it was rebuilt as the splendid hotel it is today. The Breakers is listed in the National Register of Historic Places.

Town History

Town of Palm Beach

On April 17, 1911, a meeting of the registered and qualified voters of Palm Beach, Florida, was held at the Palm Beach Hotel for the purpose of incorporating the Town of Palm Beach. Thirty-four qualified voters voted to incorporate the Town.

In 1918, before the end of World War I, Addison Mizner, an established New York architect who was born in California and studied in Spain, accepted an invitation from Paris Singer to recuperate from a leg injury in Palm Beach. As Mizner's health improved his boredom turned into creativity, and he transformed Singer's bungalow into a Chinese villa. The conversion was a success, but Singer looked forward to a larger project. Having established two hospitals in France, Paris Singer decided to build a convalescent home in Palm Beach for service men returning from the war. The buildings were completed, but before the opening of the clubhouse in January 1919, the "Touchstone Convalescent Club" had been transformed into the exclusive Everglades Club on Worth Avenue where it still is today. Mizner's era had begun and was to continue along the southeast Florida coast through the 1920's.

The Town of Palm Beach soon began long range plans to develop and protect this island paradise, and the beauty which Town residents now enjoy is due to the efforts of several generations of planning activity. In 1929, the Garden Club of Palm Beach joined the Town and formally sponsored the preparation of a Town Plan. The overall goal of the 1929 Plan stated the following:

"One attractive and well managed public bath and beach, the concentration of general traffic upon a limited number of streets, beautification without especial reference to main arteries of travel, and a system of leisurely and convenient byways free from automobiles, punctuated with gardens: this is a plan which will localize recreation seeking crowds, discourage trespassing, and provide safety and quiet for residents of Palm Beach."

Also included in the plan was the following statement:

"There are many communities which can be said to be beautiful. The places in which charm is the additional attribute are very few. The element of charm is the thing, which lifts a community out of the ordinary and makes it distinctive. The attribute of charm may be produced by an intelligent development of physical advantages in an unusual way."

Today's Comprehensive Plan in Palm Beach builds on the early foundation as an effort to preserve the quality and beauty of Palm Beach.

The Town of Palm Beach has 8,371 registered voters in 2020 with approximately 8,321 full time residents. The population swells to approximately 25,000 during "season" which is from November to April. Residents and visitors enjoy the very best in dining, shopping, and luxurious surroundings. Worth Avenue shops attract visitors worldwide.

In 2011, the Town celebrated its Centennial with a season full of activities and events. A Centennial Commission was formed to engage with the community, residents and businesses alike, to identify ways to celebrate the 100th anniversary of the Town's incorporation on April 17, 2011.

TAXABLE VALUE AND MILLAGE RATE

The Town Council approved a millage rate of 2.8966 for FY22, a decrease from the FY21 millage rate of 2.9962. Taxable value increased 8.13% to \$21,681,912,582 for FY22. Ad Valorem revenue of \$59,663,700 is included in the FY22 budget. Town adopted final millage rate is above rollback but below maximum millage rates. The increase in tax revenue if the rollback rate was adopted would have been \$817,958. The chart below identifies the millage rate options available to the Town and the Town's adopted final millage rate.

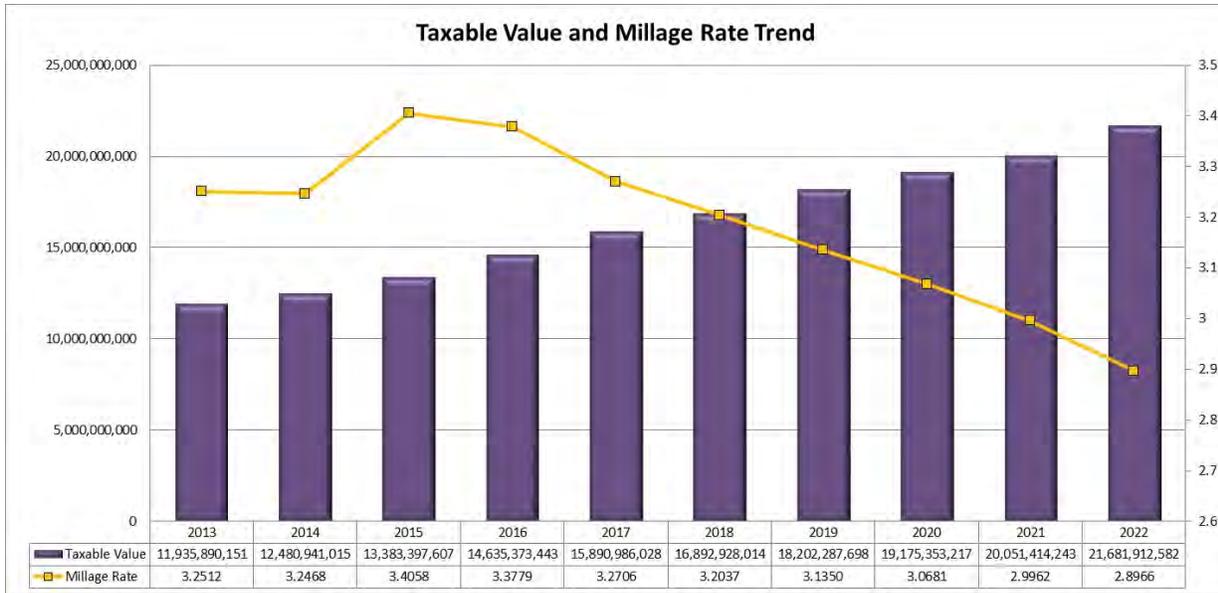
	Millage Rate	Tax Revenue
Rollback Millage Rate	2.8135	\$57,951,958
Majority Vote Maximum Millage Rate	2.9906	\$61,599,831
2/3 Vote Maximum Millage Rate	3.2897	\$67,760,638
FY21 Millage Rate	2.9962	\$61,715,179
Town Adopted Final Millage Rate	2.8966	\$59,663,700

The majority maximum millage rate is the prior year rolled-back rate adjusted to the rolled back rate if the prior year majority vote rate had been levied. This newly calculated rolled-back rate is then adjusted by the percentage change in per capita Florida personal income to arrive at the current year majority vote rate. This year the percentage change in Florida personal income was 1.0443%. The 2/3 vote maximum rate is 110% of the majority maximum rate.

The Town's taxable value since 2013 has increased 81.6% to all-time highs as shown in the chart below. In 2021 the taxable value increased by 8.13%. New construction for the year totaled \$267,431.281 with 41 Certificates of Occupancy issued, both were historic highs.

The increase in the FY15 millage rate was to supplement the budget for funding of the coastal protection program. Since that time, the millage rate had declined due to increasing values. The tax revenue trend is shown on the chart on the following page.

Taxable Value and Millage Rate Town of Palm Beach



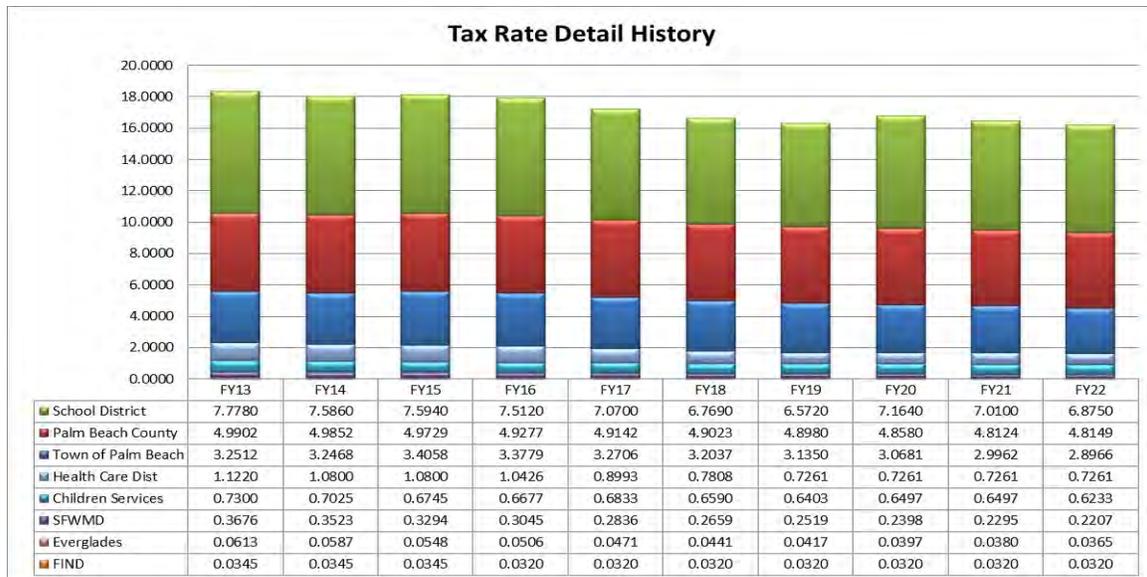
The Town millage rate represents 17.85% of the total tax bill. The table below illustrates the difference between the FY21 vs. FY22 total tax bill by taxing district for a Palm Beach property owner with a taxable value of \$1 million.



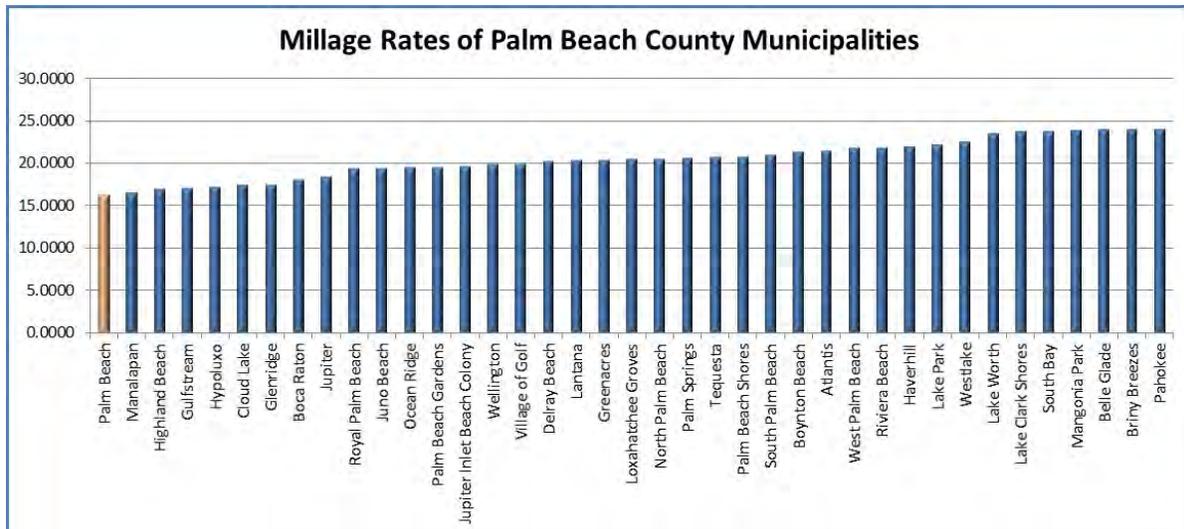
Impact on owner of \$1 million property

Taxing Authority	FY21 Millage Rate	FY22 Millage Rate	FY22 Tax Per \$1 Million Value	Change Per \$1 million Value	% Change	% of Total Tax Bill
Palm Beach County School District	7.0100	6.8750	\$6,875	-\$135.00	-1.93%	42.37%
Palm Beach County	4.8124	4.8149	\$4,815	\$2.50	0.05%	29.68%
Palm Beach	2.9962	2.8966	\$2,897	-\$99.60	-3.32%	17.85%
Health Care District	0.7261	0.7261	\$726	\$0.00	0.00%	4.48%
Children Services	0.6497	0.6233	\$623	-\$26.40	-4.06%	3.84%
South Florida Water Mgmt	0.2295	0.2207	\$221	-\$8.80	-3.83%	1.36%
Everglades Construction	0.0380	0.0365	\$37	-\$1.50	-3.95%	0.22%
Florida Inland Navigation	0.0320	0.0320	\$32	\$0.00	0.00%	0.20%
Grand Total	16.4939	16.2251	\$16,225	-\$268.80	-1.63%	100.00%

The chart below shows the 10-year trend in millage rates for all taxing authorities.



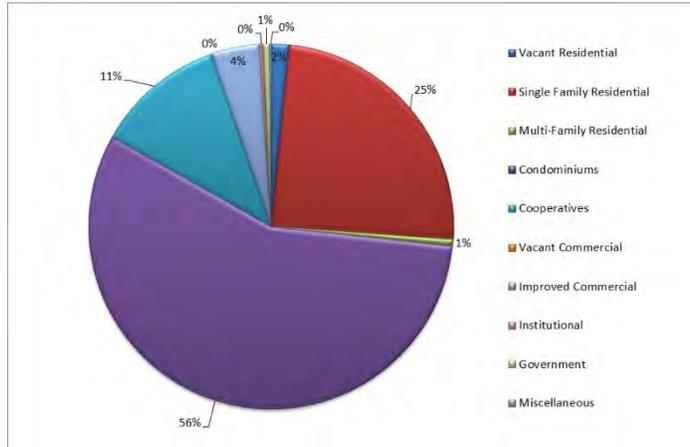
The Town's total millage rate is the lowest municipal rate in Palm Beach County as shown below.



Taxable Value and Millage Rate Town of Palm Beach

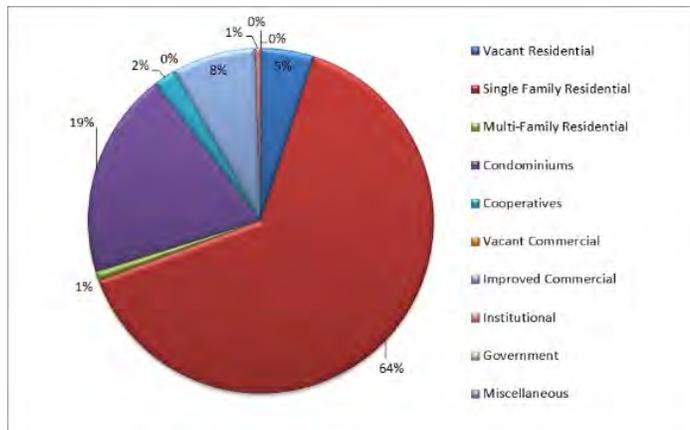
PROPERTY BREAKDOWN BY NUMBER OF PARCELS

The Town has a total of 9,416 total parcels. Residential units total 8,866 or 94% of all parcels. Condominiums and Cooperatives represent the greatest percentage of total parcels in the Town at 67.6% or 6,365 parcels. Single family residential parcels are the second largest group at 2,296 parcels or 24.4% of the total. Commercial and industrial parcels total 403 and the balance is made up of multi-family, government, institutional and miscellaneous parcels. There are 3,418 Properties with a Homestead exemption representing 36.3% of the total parcels in the Town.



PROPERTY BREAKDOWN BY TAXABLE VALUE

The taxable value of parcels in the Town total \$21.5 billion. Residential parcels represent 91.6% of the total value of parcels at \$19,749,966,139 and single family residential represents 64.4% of the total value. Commercial and industrial properties represent 7.8% or \$1,680,474,445 of the total value of parcels.

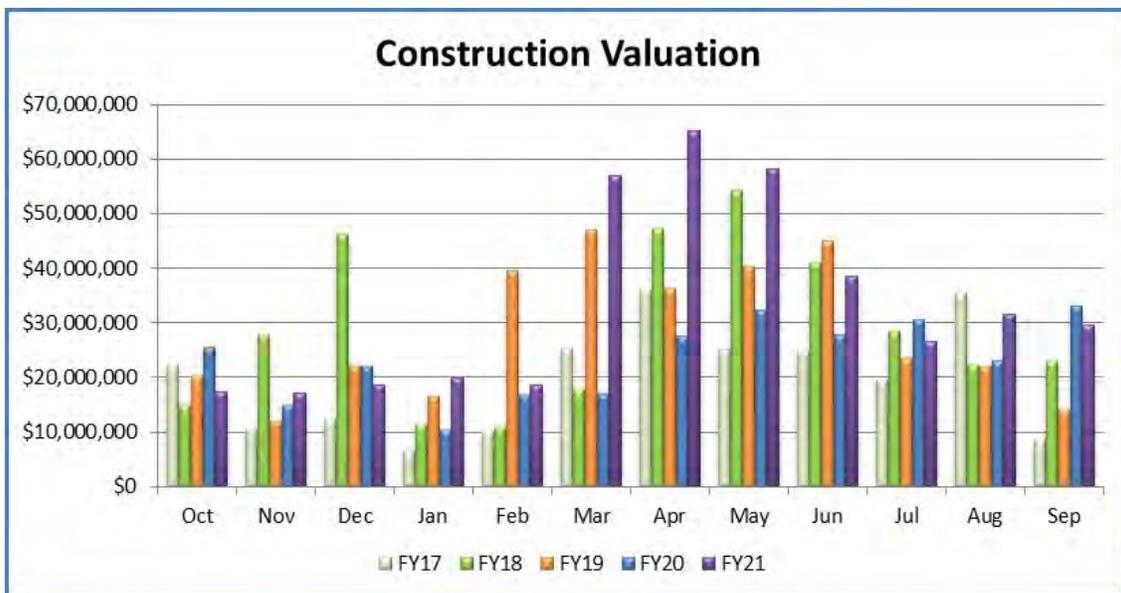
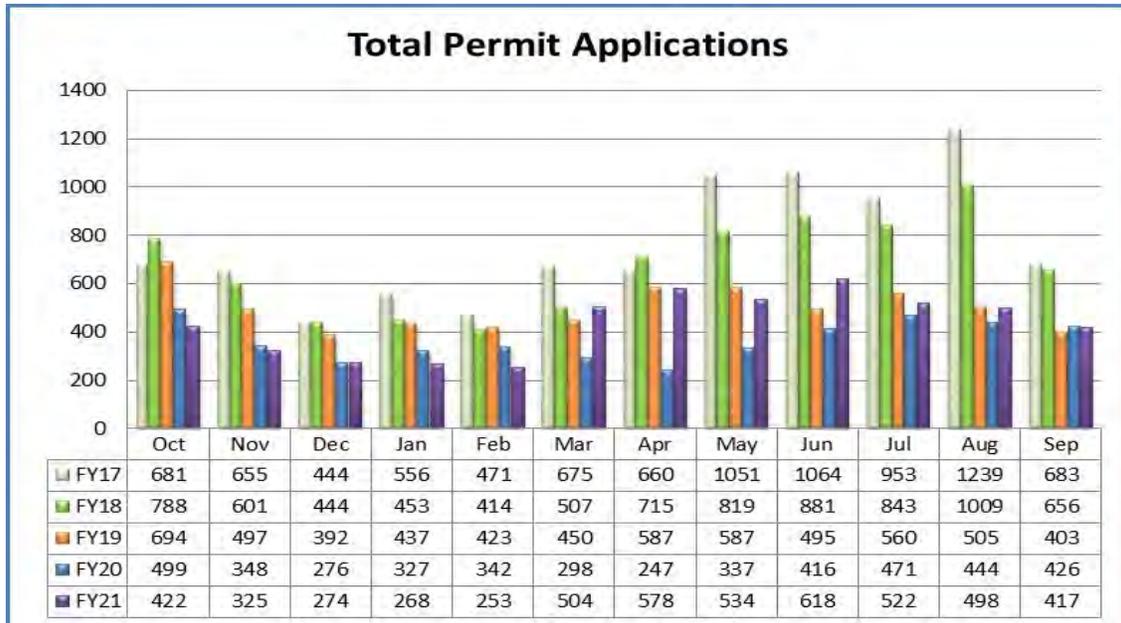


Taxable Value and Millage Rate
Town of Palm Beach

HISTORICAL BUILDING PERMIT DETAIL

During FY20, the Town revised the permit process and consolidated many building permits for one project into a master permit. The permit application numbers declined because of the new “one permit” process. Total construction valuation for FY21 was \$398,172,523 compared to \$283,152,993 in FY20 and exceeding all prior year’s totals. We have estimated higher than average permit revenues for FY21 because activity is still strong.

The monthly trend for permit activity and permit valuation for the past five years is shown on the charts below.



FINANCIAL POLICIES

The Town of Palm Beach financial policies, compiled below, set forth the basic framework for the overall financial management of the Town. These policies assist the Town Council's decision-making process and provide guidelines for evaluating both current activities and proposals for future programs. Copies of Town Council adopted policies are located in the appendix section of this document.

GENERAL POLICIES

- Annually prepare a budget, submit it to the Town Council for approval and publicly issue a budget document.
- Identify costs and funding sources before recommending approval of capital and operating budgets.
- Provide for sound financial planning, the best possible bond rating, funding of depreciation and adequate working capital in all funds.
- Take measures to protect against catastrophic losses through a combination of insurance, funded self-insurance, and cash reserves.
- Follow the Town of Palm Beach Charter when preparing the Town's budget.
- Estimate and review the long-term costs associated with proposed new programs or services.
- Assign all program costs as accurately as practical (including interfund transfers when necessary) utilizing intergovernmental service funds where indicated.
- Annually review all existing programs to determine whether a recommendation to the Town Council to maintain, decrease, or increase service levels is appropriate.
- Review annually all administrative policies governing accounting procedures, billing, purchasing, asset use and control, and risk management.

OPERATING BUDGET POLICIES

- Pay for all current year operating expenses with current year revenues and/or available fund balances.
- Provide for adequate funding of all pension plans, as determined by the Town's actuary.
- Make all purchases in an impartial, economical, efficient, and competitive manner, in accordance with all Federal, State and municipal laws and coordinated through the Purchasing Division.
- The budget will be controlled at the program level within each department by the applicable department head. Budget amendment requests and transfers of funds between programs will

Financial Policies

Town of Palm Beach

originate from the applicable department director and the Finance Director and shall be subject to the approval of the Town Manager.

- The Town Manager may authorize transfers between departments if the action is deemed necessary to meet the obligations of the Town.
- Issue a Comprehensive Annual Budget Document after adoption.

CAPITAL BUDGET POLICIES

- Evaluate the relative merit of each capital project according to the Town Council's goals and priorities.
- Rely on internally generated funds and/or grants to finance its capital needs. Debt will be issued for a capital project only in the case of an emergency, or when inclusion of a project in the Town's pay-as-you-go Capital program will preclude the construction of smaller necessary capital improvements.
- Thoroughly evaluate and update the Capital Improvement Program on an annual basis providing detailed information regarding operational impacts.

REVENUE MANAGEMENT POLICIES

- Levy taxes to provide the desired level of service.
- Annually review all revenue schedules, including taxes, rates, licenses, user fees, and other charges, to insure compliance with Town Council's approved policies.
- Maintain a diversified revenue base to help mitigate the effects of short-term fluctuations in any one revenue source.
- Conservatively estimate annual revenues utilizing established industry standards along with historical trend information.
- Annually review user fees for the Recreation Programs and the Marina and Golf Course Enterprise Funds and set at a level that is competitive in the market and provides value for Town residents.
- Review new sources of revenue to fund operating and capital costs consistent with the Town Councils' goals and priorities.

INVESTMENT MANAGEMENT POLICIES

- Prepare a cash flow analysis of all funds on a regular basis. Disbursement, collection and deposit of all funds will be scheduled to insure cash availability.
- Deposit funds only in financial institutions which are insured by the Federal Deposit Insurance Corporation or are approved for full collateralization by the public deposit protection act or other state statutes.

Financial Policies

Town of Palm Beach

- Pool cash from all legally permitted funds for investment purposes.
- Maximize the investment rate of return. Adhere to lawful investment options. Safety of the principal shall be the dominant requirement, followed by sufficient liquidity to meet operating requirements, and then yield.
- Insure timely deposit of all collected revenues.

DEBT MANAGEMENT POLICIES

- Periodically approve the issuance of Debt Obligations on behalf of the Town to finance the construction or acquisition of infrastructure and other assets for the purpose of meeting its governmental obligations to its residents.
- Approve the issuance of Debt Obligations to refund outstanding debt when market conditions indicate or for management considerations.
- Assure that such Debt Obligations are issued and administered in such a manner as to ensure and sustain the long-term financial integrity of the Town, to achieve the highest possible credit rating and to preserve and enhance the quality of life, safety and welfare of its citizens.
- Assure that such Debt Obligations shall not be issued or debt proceeds used to finance current operations of the Town except as provided herein.
- Issue Debt Obligations if necessary to minimize the impact of construction or acquisition of infrastructure and other assets on the budget of the Town.
- Consider long-term financing for the acquisition, maintenance, replacement, or expansion of physical assets (including land) only if they have an economic/useful life of at least five years.
- Not issue debt for periods exceeding the useful life or average useful lives of the project or projects to be financed.
- Normally rely on internally generated funds and/or grants to finance its capital needs. Debt will be issued for a capital project only in the case of an emergency, or when inclusion of a project in the Town's pay-as-you-go capital program will preclude the construction of smaller necessary capital improvements.
- Keep outstanding debt within the limits prescribed by Section 7.01 of the Town Charter.

ACCOUNTING, AUDITING AND REPORTING POLICIES

- Establish and maintain a high degree of accounting competency. Financial accounting and reporting will be done in accordance with methods prescribed by the Governmental Accounting Standards Board and the Government Finance Officers Association, or their equivalents.
- Present monthly and annual reports to the Town Council summarizing financial activity.

Financial Policies

Town of Palm Beach

- Maintain financial systems to monitor expenditures, revenues and performance of all municipal programs on an ongoing basis.
- Provide full disclosure in annual financial statements and bond representations.
- Use an independent certified public accounting firm to perform an annual audit.
- Publicly issue a Comprehensive Annual Financial Report.
- Comply with all required reporting requirements related to bond issuance terms.

RESERVE POLICIES

- Maintain a contingency reserve in the General Fund equal to 1% of the proposed General Fund budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain a contingency reserve in the Capital Fund equal to 10% of the proposed Capital Fund budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain an assigned fund balance in the General Fund equal to a minimum of 25% of current year General Fund budgeted expenditures.
- Maintain a contingency reserve for the Equipment Replacement Fund of \$500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain a contingency reserve in the Enterprise Funds equal to 5% of the proposed Town Marina and Golf Course Enterprise Fund's operating expense budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain a contingency reserve in the Self-Insurance Risk Fund of \$500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain a contingency reserve in the Self-Insurance Health Fund of \$500,000 to address unanticipated expenditures and/or to meet unexpected increases in health insurance costs and claims exposure.
- Establish a reserve to designate fund balance in the amount equal to the Town's unpaid obligations, unfinished projects and prepaid expenses that carry over from one fiscal year into the next.
- Maintain minimum unrestricted net position levels equal to one year of operating expenses plus one year of debt service.
- Maintain minimum unrestricted net position levels equal to or less than a four-year average of the Fund's operating budget in the Building Enterprise Fund.

- Maintain a minimum reserve of \$2,500,000 for the Risk Fund designated as a reserve for catastrophic exposures/emergencies.
- Maintain a reserve for funding the replacement costs of General Fund existing equipment, vehicles, and computers when they reach the end of their useful lives. The reserve will be maintained at a rate of 100% of accumulated depreciation (calculated at replacement cost) of the existing equipment.
- Maintain a reserve for funding the replacement costs of Golf Course Enterprise Fund existing equipment, vehicles, and computers when they reach the end of their useful lives. The reserve will be maintained at a rate of 100% of accumulated depreciation (calculated at replacement cost) of the existing equipment.
- Maintain a reserve for funding a dock replacement fund. The reserve will be maintained at a rate of 100% of accumulated depreciation based on the cost of construction for the marina built in 2021.
- Maintain a repair and replacement reserve for funding the maintenance and improvement projects for the Golf Course.
- Maintain a reserve for funding the costs on non-routine maintenance and improvement projects of the Town Marina. The reserve fund is to be funded at a rate of 1% of annual revenues calculated at fiscal year-end.
- Maintain a commitment of fund balance in the General Fund for payment of the liability related to compensated absences. This commitment will be funded at a rate of 100% of the fiscal year end accrued balance.

RETIREMENT FUNDING POLICY

- The Town of Palm Beach will budget and contribute an amount equal to the Actuarially Determined Employer Contribution (ADEC).
- In addition, the Town of Palm Beach will contribution additional funds over and above the ADEC during the first month of the fiscal year. These additional funds serve to reduce the Town's Unfunded Actuarially Accrued Liability (UAAL) and will be reflected as receivable contributions in the actuarial valuation that is as of the September 30th immediately preceding the deposit date of the additional Funds.
- The amount of \$5,420,000 of additional funding will be paid annually until fully funded, unless reduced due to a maximum allowed under this policy and subject to said funds being budgeted annually.
- The total Town contribution (including the ADEC) shall be capped at \$16 million (indexed after 2017 at 2.75% per annum).

Budget Preparation Process

Town of Palm Beach

BUDGET PREPARATION PROCESS

The accounting policies and reporting practices of the Town conform to generally accepted accounting principles as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant policies and practices.

FINANCIAL REPORTING ENTITY

For financial reporting purposes, management has defined the reporting entity in accordance with criteria set forth in generally accepted accounting principles. The basic criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities. Based upon the application of these criteria, the following is a brief review of each potential component unit addressed in defining the Town's reporting entity.

Included within the reporting entity:

The Town of Palm Beach Employees' Retirement System

The Town and the Systems' participants are obligated to fund the costs based upon actuarial valuations. The Employee's Retirement Board recommends and the Town Council is authorized to establish benefit levels and to approve the actuarial assumptions used in the determination of contribution levels.

Excluded from the reporting entity:

East Central Regional Wastewater Treatment Facility ("Facility")

The Town participates in an interlocal agreement with Palm Beach County and the Cities of West Palm Beach, Riviera Beach and Lake Worth to provide wastewater treatment. The facility is governed by a Board of Directors comprised of one member from each participating entity. The Board of Directors has the authority to accept and disburse funds, approve an annual budget, transact business, enter into contracts and decide all other matters related to the Facility. The Town reimburses the Facility based upon usage and also provides funds for renewal and replacement costs. The Town does not exercise significant oversight responsibility nor can the Town significantly influence the Facility's operations and, therefore, the Facility has not been included as part of the reporting entity.

Budget Preparation Process

Town of Palm Beach

BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All Governmental Funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized in the period in which they become susceptible to accrual that is when they become measurable and available to pay liabilities of the current period.

Property taxes, utility and franchise taxes, intergovernmental revenues and charges for services are susceptible to accrual when collected in the current year or within sixty days subsequent to September 30th, provided that amounts received pertained to billings through the fiscal year just ended. Further, property taxes are recognized as revenue in the fiscal year for which they are levied. Investment earnings are recorded as earned since they are measurable and available. Permits, fines, forfeitures and contributions are not susceptible to accrual because, generally, they are not measurable until received in cash. Revenues collected in advance of the year to which they apply are recorded as deferred revenues.

Expenditures under the modified accrual basis of accounting are generally recognized when the related fund liability is incurred and expected to be liquidated with available resources. Exceptions to this general rule include principal and interest on general long-term debt which are recognized when due.

All Proprietary Fund types and the Pension and Nonexpendable Trust Funds are accounted for using the accrual basis of accounting. Revenue is recognized when earned, and expenses are recognized when they are incurred.

The Agency Funds are custodial in nature and do not involve measurement of results of operations. They are accounted for under the modified accrual basis of accounting. Assets and liabilities are recognized on the modified accrual basis.

BUDGET BASIS

The budgets of general government type funds are prepared on a modified accrual basis. Briefly, this means that obligations of the Town are budgeted as expenses, but revenues are recognized only when they are actually received. Unencumbered appropriations lapse at fiscal yearend.

The enterprise funds, on the other hand, are budgeted on a full accrual basis. Not only are expenditures recognized when a commitment is made, but revenues are also recognized when they are obligated to the town.

The Comprehensive Annual Financial Report (CAFR) shows the status of the Town's finances on the basis of "generally accepted accounting principles" (GAAP) and fund expenditures/revenues on both a GAAP basis and budget basis for comparison purposes.

Budget Preparation Process

Town of Palm Beach

BUDGETS AND BUDGETARY REQUIREMENTS

The Town follows these procedures in establishing the budgetary data reflected in the financial statements:

- Under the Laws of the State of Florida and the Town Code, prior to July 31, the Town Manager submits to the Mayor and Town Council a proposed Annual Budget and Financial Plan for the fiscal year, commencing the following October 1st. The Annual Budget and Financial Plan is prepared by fund, function and activity and includes proposed expenditures and the means of financing them.
- Two Public hearings are conducted to obtain taxpayer comments.
- Prior to October 1st, the budget is legally enacted by the Town Council through passage of a resolution.
- Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary control in the General Fund and Capital Projects Funds. On a Non-GAAP budgetary basis, encumbrances are recorded as expenditures of the current year. On a GAAP basis, encumbrances at year-end are reported as reservations of fund balance for subsequent-year expenditures.
- Budgets are adopted each fiscal year for the General, Debt Service, Capital Projects, Enterprise, Internal Service, and Trust Funds. Budgets are adopted on a basis consistent with generally accepted accounting principles except that budgetary comparisons for the General Fund and Capital Projects include encumbrances as expenditures.
- All annual unencumbered appropriations lapse at fiscal yearend.
- Changes or amendments to the budgeted amounts at the fund level must be approved by Ordinance by the Town Council; however, changes within a function or activity may be approved at the administrative level.

TRUTH IN MILLAGE (TRIM)

The budget and property tax rate adoption process is governed by the State Statute known as TRIM (truth in millage). In Florida, properties are assessed by the County Property Appraiser and property taxes are collected by the County Tax Collector. Property owners are eligible to receive a homestead exemption of \$50,000 on their principal place of residence. All property is assessed at 85% of market value.

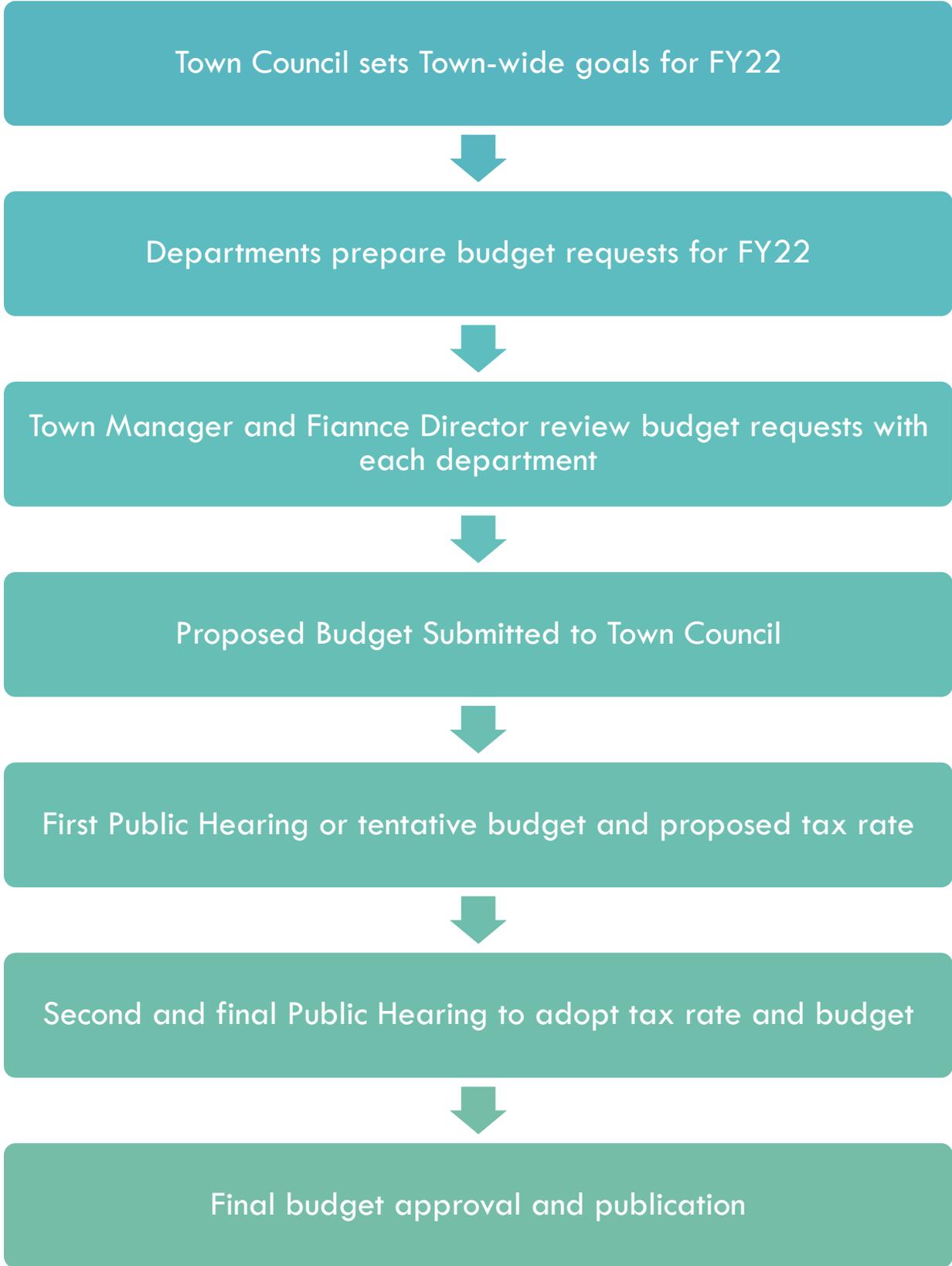
By State Law, the Town is required to hold two public hearings for adoption of a property tax rate and budget. The first public hearing is advertised by the Property Appraiser's mailing to each property owner a TRIM notice. In addition to notification of this first public hearing the TRIM notice contains the following information:

- The new assessed value and the assessed value for the prior year and any exemptions on the property;
- The prior year property taxes;
- The tax bill if the rolled-back rate is levied for the new year (the rolled-back rate is that property tax rate which would derive the same amount of revenue based on the new assessed values as was raised in the prior year at the old assessed values); and
- The property tax bill if the proposed budget is adopted.

The second public hearing is advertised by means of a newspaper advertisement which must be published not more than 5 days but not less than 2 days prior to the second public hearing. Accompanying this advertisement is a summary of the revenues and expenditures contained within the budget tentatively approved at the first public hearing.

Budget Preparation Process
Town of Palm Beach

BUDGET PROCESS



Budget Preparation Process

Town of Palm Beach

BUDGET CALENDAR

DATE	TASK
2/1/21	Finance to distribute FY22 budget instructions
2/9/21	Town Council Meeting – Adoption of the Town Manager’s goals for FY22
2/19/21	Submit initial CIP request forms to Public Works, IT requests to IT and reorganization/reclassification requests to HR
3/11/21	All budget information submitted to finance from departments
3/18/21 – 4/22/21	Town Manager’s review of departmental budgets, including Capital, Coastal, Health and OPEB
5/28/21	Property Appraiser issues preliminary property values
6/7/21	Proposed budget document pages returned to Finance
6/29/21	Distribution of proposed FY22 budget document
6/30/21	Notice from Property Appraiser of preliminary certification of taxable value
7/15/21	Town Council Meeting – consider proposed FY22 budget and initial resolution(s) adopting special non-ad valorem assessments and review of the Long-term financial plan
8/19/21	Notice of proposed property taxes is mailed from Palm Beach County Property Appraiser
9/13/21	Town Council Meeting – First Public Hearing to approve tentative budget and proposed tax rate for FY22 and final resolution(s) adopting special non-ad valorem assessments
9/23/21	Town Council Meeting – Second Public Hearing to adopt the FY22 budget and millage rate
10/1/21	Resolution adopting the final millage rate is forwarded to Property Appraiser and Tax Collector and Certificate of Compliance sent to the Department of Revenue
12/1/21	Final FY22 Budget document distributed
12/1/21	Final FY22 budget document submitted to the GFOA for Distinguished Budget Award

Financial Structure

Town of Palm Beach

DESCRIPTION OF FUNDS AND FUND TYPES

For accounting purposes, a state or local government is not treated as a single, integral entity. Rather, a government is viewed instead as a collection of smaller, separate entities known as “funds”. The Governmental Accounting Standards Board’s (GASB) *Codification of Governmental Accounting and Financial Reporting Standards (Codification)*, Section 1300, defines a fund as:

A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

All of the funds used by a government must be classified into one of seven “fund types.” Four of these fund types are used to account for a state or local government’s “governmental-type” activities and are known as “governmental funds”. Two of these fund types are used to account for a government’s “business-type” activities and are known as “proprietary funds”. Finally, the seventh fund type is reserved for a government’s “fiduciary activities”.

GOVERNMENTAL FUNDS

Four fund types are used to account for governmental-type activities. These are the general fund, special revenue funds, debt service funds, and capital projects funds.

General Fund (Major)

The General Fund is used to account for most of the day-to-day operations of the Town, which are financed from property taxes, fees, licenses, permits, fines and forfeitures, intergovernmental and other general revenue. There can only be one general fund. Activities financed by the General Fund include the following:

- **General Government**
Includes expenditures for Compensated Absences and other Town-wide items.
- **Legislative**
Includes expenditures for the Mayor and Town Council.
- **Town Manager**
The budget of the Town Manager includes expenditures for administrative expenses relating to the Town Manager’s Office, Advice and Litigation expenses for the Town Attorney and outside counsel, Information Technology and the Town Clerk’s Office.

In FY17, the Town Clerk’s Office became a division of the Town Manager’s Office. The Town Clerk’s Office is responsible for the records of the Town as well as conducting elections held within the Town. The Department also processes permits for charitable solicitations, special events, commercial motion picture-making, going-out-of-business sales, and door-to-door solicitations.

- **Human Resources**
The Human Resources Department is responsible for the recruitment, screening, and selection of employees to serve the Town. The Department is also responsible for employee benefits administration and compensation analysis. The Risk Manager is also under the supervision of the Human Resources Department.

Financial Structure

Town of Palm Beach

- **Finance**
The Finance Department is responsible for the administration, development and monitoring of the operating and capital budgets, preparation of the comprehensive financial reports, investments, debt management, cash management, and the maintenance of accurate financial reporting systems to meet all of the Town needs. The Department also is responsible for the operation and management of the purchasing, payroll and accounts payable functions.
- **Planning and Zoning**
The Planning and Zoning Department is responsible for zoning changes. The Department also assists residents, businesses, and the construction industry in code compliance. The Department strives to preserve the aesthetic, historical, and economic values of Palm Beach.
- **Fire-Rescue**
The Fire-Rescue Department provides fire suppression, fire prevention education, rescue and emergency medical care and ocean rescue functions to the citizens and visitors to the Town. The Department conducts education programs on injury, heart attack and stroke prevention.
- **Police**
The Police Department is responsible for the prevention of crime, preservation of peace, enforcement of laws and ordinances. This is accomplished through the patrol services, organized crime, vice and narcotics (OCVAN), crime scene/evidence, parking control enforcement and communications.
- **Public Works**
The Public Works Department is responsible for the repair, maintenance, and cleaning of streets within the Town, the maintenance of storm sewers and sanitary sewers, the collection and disposal of residential and commercial garbage and yard trash, beach cleaning, the maintenance of the Town parks and buildings, coastal management, and providing the general engineering services for the Town.
- **Other**
Under this classification are expenditures relating to the Four Arts Library and contingent appropriations.
- **Transfers to other Funds**
This classification includes transfers to the capital, coastal, underground utility project, risk insurance, OPEB Trust, debt service funds and the extraordinary retirement contribution.

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, by law, are designated to finance particular functions or activities of government and which therefore cannot be diverted to other uses. The Town has the following special revenue funds for which an annual budget is not adopted:

- (101) State Forfeiture Fund (Nonmajor) - Accounts for State confiscated property through the Police Department per Florida State Statutes Section 932.
- (102) Federal Forfeiture Fund (Nonmajor) - Accounts for federally confiscated property through the Police Department. An annual report is submitted to the United States Department of Justice by November 30th of each year.

Financial Structure

Town of Palm Beach

- (103) Donations Fund (Nonmajor) - The Town of Palm Beach receives substantial donations each year from its residents. Most donations are earmarked for specific departments and/or purposes.
- (110) Grant Fund (Nonmajor) – Accounts for grants received by the Town.
- (120) Underground Utility Assessment Fund (Nonmajor) – Accounts for assessment projects relating to undergrounding utilities in various assessment areas in the Town.
- (121) Special Assessment Maintenance Fund (Nonmajor) – Accounts for the non-capitalized expenses related to the assessment districts.

The Town has the following special revenue fund for which an annual budget is adopted:

- (122) Town-wide Undergrounding of Utilities Project Fund (Major) – Accounts for undergrounding utilities town-wide for all areas not previously completed.

DEBT SERVICE FUNDS (NONMAJOR)

The Debt Service Funds are used to account for the payment of interest and principal on general and special obligation debts other than those payable from special assessments and debt issued for and serviced by a governmental enterprise. The sources of revenues in these funds are transfer of non-ad valorem revenue from the General Fund and transfers of assessment revenue from the Worth Avenue Assessment Area Improvement Fund.

- (205) Revenue Bond Series 2010A, 2013, 2016A and General Obligation Bond Series 2018 – This fund accounts for the debt service for the accelerated capital improvement program and the Town-wide Underground Utility Project.
- (206) Revenue Bond Series 2010B and 2016B – This fund accounts for the debt service for the Worth Avenue Special Assessment District Construction Project.
-

CAPITAL PROJECTS FUNDS

The Capital Projects Funds account for all resources used for the acquisition and/or construction of capital infrastructure by the Town except those financed by Enterprise and Internal Service Funds. The sources of revenue in these funds are revenue bonds, transfers from other funds and grants.

- (307) Capital Improvement Fund (Nonmajor) - This fund accounts for various construction projects undertaken by the Town. Any unexpended amounts at fiscal year- end, are rolled over to the new fiscal year. A five year Capital plan is presented during the budget process, of which only the first year is adopted by the Town Council. This fund is financed on a pay-as-you go basis from the General Fund.
- (309) Comprehensive Coastal Management Plan (CCMP) Construction Fund (Major) - This fund was created during Fiscal Year 2000 to account for the Beach Restoration Project construction costs financed with proceeds from the 2000 Revenue Bond.
- (311) Worth Avenue Assessment Area Improvement Fund (Nonmajor) - This fund was created during Fiscal Year 2010 to account for pre-construction and ongoing maintenance costs for Worth Avenue Improvements.

Financial Structure

Town of Palm Beach

PROPRIETARY FUNDS

Two fund types are used to account for a government's business-type activities (activities that receive a significant portion of their funding through user fees). These are the enterprise funds and the internal service funds.

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises; where the intent of the government's board is that the costs of providing goods and services to the general public on a continuing basis are financed or recovered primarily through user charges; or where the government's board has decided that periodic determination of net income is appropriate for accountability purposes.

- (401) Marina Enterprise Fund - This fund was created in FY2019 after the Recreation Enterprise Fund was dissolved and accounts for the Marina services at the Town Docks. The fund also includes capital projects and for the enterprise fund.
- (402) Par 3 Enterprise Fund – This fund was created in FY2019 after the Recreation Enterprise Fund was dissolved and accounts for the revenues and expenses of the Par 3 Golf Course. The fund also includes capital projects and equipment replacement reserves for the enterprise fund.
- (405) Building Enterprise Fund – This fund was created in FY2021. The fund includes the issuance of permits for building, mechanical, plumbing, electrical, gas, energy and coastal construction.
-

INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency of a government to other department or agencies on a cost reimbursement basis. Accounting for Internal Service Funds as a proprietary fund type is designed to accumulate the total cost (including depreciation) of providing a particular service. Costs for services are reimbursed by the departments or agencies to which the services are provided.

- (501) Risk Management Self Insurance Fund - This fund was established to account for the Town's Property, Liability and Worker's Compensation Insurance costs. Monthly funding transfers are made from the General Fund to the Risk Fund.
- (502) Health Insurance Self Insurance Fund - This fund was established to account for the Town's health insurance costs which include medical, dental, life, long-term disability accidental death/dismemberment and supplemental life insurance. Monthly funding transfers are made from the General Fund to the Health Fund.
- (320) Equipment Replacement Fund - This reserve was established to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful lives. The reserve has significantly reduced the budgetary fluctuations due to purchases of equipment and established the fixed asset inventory and depreciation schedule required by GASB 34.

Financial Structure

Town of Palm Beach

FIDUCIARY FUNDS

These funds are used when a government holds or manages financial resources in an agent or fiduciary capacity. This single type is subdivided into four “sub-fund types” to account for various types of fiduciary obligations. These are the pension trust fund, nonexpendable trust fund, expendable trust fund, and agency funds.

TRUST FUNDS

Trust funds are used when governments manage pension and OPEB trust plans. The sources of revenues in these funds are transfers from other funds, interest earnings and employee contributions.

- (600) Employees Retirement Fund - This fund accounts for the Town’s defined benefit retirement program for General, Lifeguard, Police Officers and Firefighter employees.
- (610) Other Post-Employment Benefits (OPEB) Trust Fund - This fund was established by Ordinance 9-06 to fund the portion of health care benefits paid by the Town for retirees.

NON-EXPENDABLE AND EXPENDABLE TRUST FUNDS

These consist of resources received from non-Town sources and held by the Town as trustee to be expended or invested in accordance with the conditions of the trust. In a non-expendable trust, the government typically is only permitted to spend the investment earnings and not the assets. The Town does not have non-expendable and expendable trust funds at the present time.

AGENCY FUNDS

Trust funds typically involve some degree of financial management. Agency funds are used when the government plays a more limited role by just collecting funds on behalf of a third party. The Town does not have an Agency Fund at the present time.

GENERAL FUND LONG TERM FINANCIAL PLAN FORECAST

Financial forecasts are the foundation of a long term financial plan. These forecasts provide the Mayor, Town Council and staff with information they need to more effectively determine future levels of service and methods of funding. We prepared this forecast of General Fund revenues and expenditures to include the FY22 proposed budget and an 8-year forecast through FY30. The complete 2021 long-term financial plan can be found on the [Budget Section of the Town's website](#).

ASSUMPTIONS

The forecast for the first 2 - 4 years is based upon recent trends and specific expectations. The forecast for the remaining years is less tactical and more mathematical, and is based primarily upon estimates by actuaries and long-term inflation expectations.

The major assumptions that were used to prepare the forecast are as follows:

	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Ad Valorem Tax Increase	3.46%	3.75%	4.23%	3.66%	2.59%	1.36%	2.43%	2.61%
General Inflation	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salaries & Wages	2.82%	4.28%	4.34%	4.28%	4.37%	4.36%	4.29%	4.30%
Health Insurance	6.00%	5.75%	5.60%	5.44%	5.29%	5.13%	4.98%	4.83%
Pension (ADEC)	4.17%	5.6%	5.29%	4.12%	-0.97%	-7.03%	-3.82%	-4.06%
Other Employee Benefits	1.83%	2.85%	1.85%	2.86%	3.42%	3.70%	3.65%	3.43%
Property Insurance	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Liability Insurance	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
W/C Insurance	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

Revenue forecasts are based upon historical trends and recent activity. The forecast was prepared using property tax to balance the budget. The percentage increases for ad valorem taxes are shown in the table above. This will not be the ultimate result in future years. The forecast for all revenue categories are described in greater detail later in this section.

The assumption for inflation for FY23 and the next eight years is 2.5%, which is based upon the forecast in the June 2021, *Livingston Survey* issued by the Federal Reserve Bank of Philadelphia. The salary and wage assumption is based upon the most recent compensation and benefits study in FY20 and average annual increases for all employee groups and forecasted retirements from FY23 through FY30. The health insurance forecast assumption is based upon input from our health consultant's actuary. The pension forecast assumptions were updated by the Town's pension actuary to include the results of the compensation study results. The other employee benefit assumptions have been calculated based upon anticipated retirements and other inflation factors and does not include health insurance. Property, Liability and Workmen's Compensation insurance assumptions are based upon information received from our brokers regarding potential increases.

Forecast Summary
Town of Palm Beach

2021 FORECAST

The forecast charts shown on the following pages include actual results for 2017-2020 shown in dark blue, the FY21 budget, shown in medium blue and the proposed FY22 budget shown in violet, and then forecasts through FY30 shown in light blue. The forecast maintains service levels and funds the additional contribution of \$5,420,000 for the retirement program.

GENERAL FUND REVENUE FORECAST

The forecast for revenues is conservative and should allow for minor fluctuations in various revenue sources. The forecast details for each major revenue category are included in this analysis. The forecast chart below contains the property tax increases based on the assumptions shown on the table at the beginning of the document.



PROPERTY TAX REVENUE

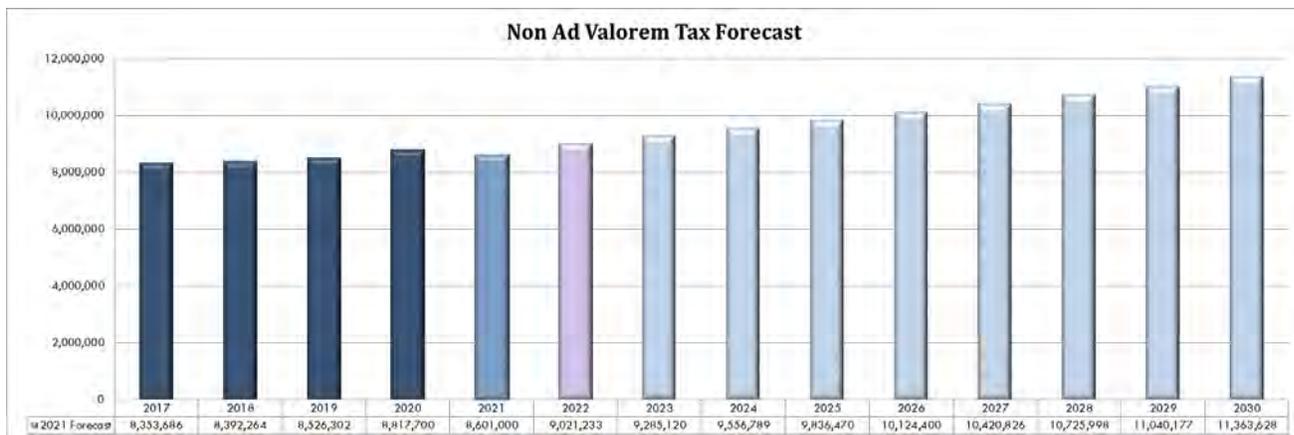
As mentioned earlier, we used ad valorem property taxes as the plug to balance the budget for the forecast years of FY23 through FY30. Over the past 5 years, taxable value has increased by 32.1% an average of 6.42% per year. The taxable value increase for FY22 was 8.13%. Over the past five years through FY21, the Town portion of the property tax bill for a \$1,000,000 homesteaded property has decreased by \$117. In FY20, the school district millage increased based on a voter approved tax increase, which caused the overall tax bill for a \$1 million homestead property owner to increase by \$1,123 in FY20. Prior to FY20, the total bill had decreased \$1,131 since 2016. Through FY21, the total tax bill has increased by \$147 since 2016.

Forecast Summary Town of Palm Beach



NON AD VALOREM TAXES

Non ad valorem taxes include local option gas taxes, franchise fees and utility service taxes. The forecast has increased because recent revenue collections have improved. The forecast and trend chart is shown below:

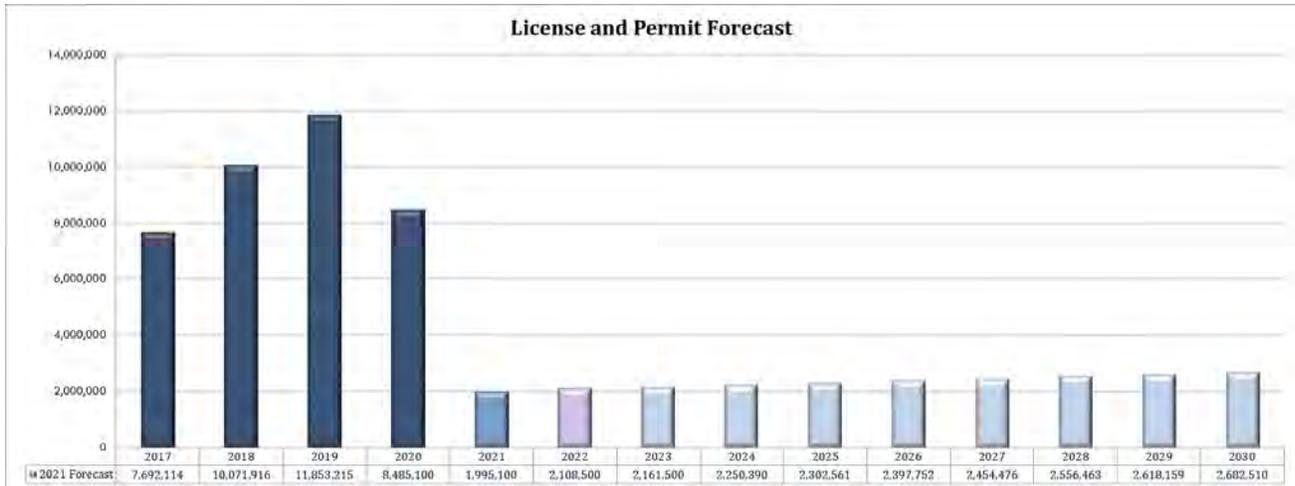


LICENSE AND PERMIT REVENUE

License and permit revenue includes business licenses, building permit revenues and parking permits.

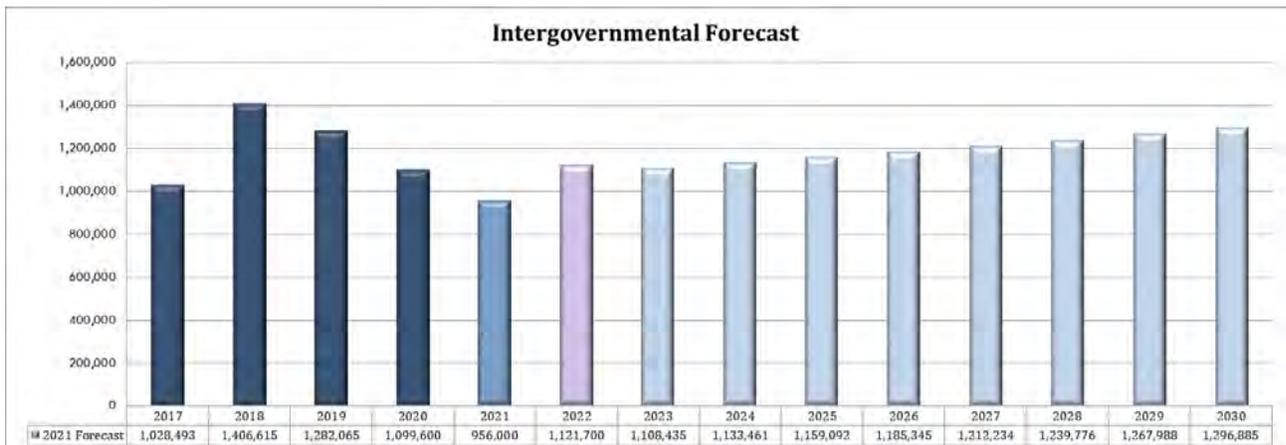
The chart on the following page shows record years for these revenues sources in FY16, FY18 and FY19. In FY20, revenues were lower due to the COVID-19 shutdown. For FY21 through 30, the building permit related revenues have been transferred to the Building Enterprise Fund. The forecast is for the remaining non-building permit revenues.

Forecast Summary
Town of Palm Beach



INTERGOVERNMENTAL REVENUE

Intergovernmental revenue includes revenue received from Federal, State, County and local government sources. Revenues from the State of Florida include State revenue sharing, local government sales tax and alcoholic beverage licenses. Local revenues include County occupational license revenue, and the 911 reimbursement from Palm Beach County. Federal and State grants are also included in this category.



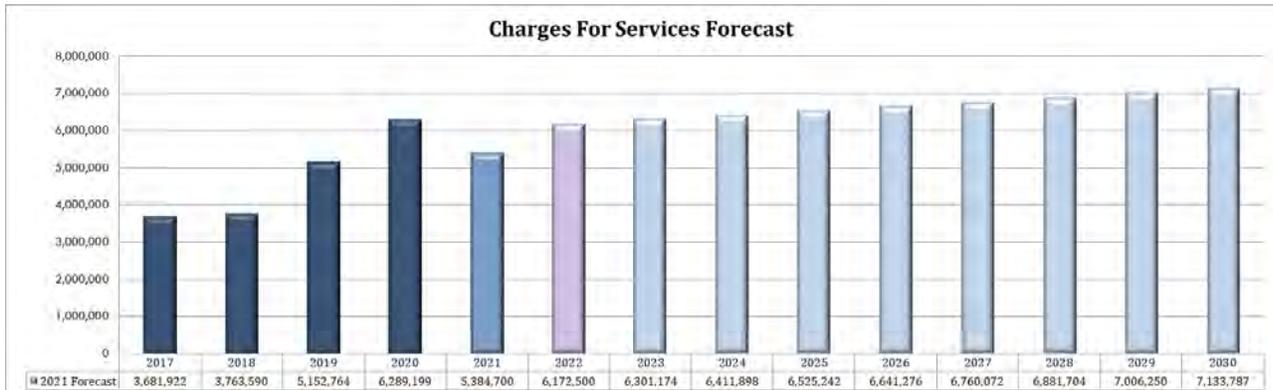
The forecast for intergovernmental revenues has increased for FY22 based on revenues received from the State of Florida for sales tax and revenue sharing returning to more normalized levels. FY18 contained grant funds from FEMA and the Federal Government. The updated forecast for all other revenues anticipates a small inflationary increase per year.

CHARGES FOR SERVICES

Charges for services include public safety fees, solid waste fees, parking meter collections and other small fees such as copy charges and lien searches. The updated forecast reflects the increase in special assignment overtime for two new large contracts. This revenue source offsets increased expenditures in the salary and wage budget in the police department. If the contracts were not renewed and the revenue was lost, the expenditures would also decline by approximately the same amount. This category also includes the revenue

Forecast Summary Town of Palm Beach

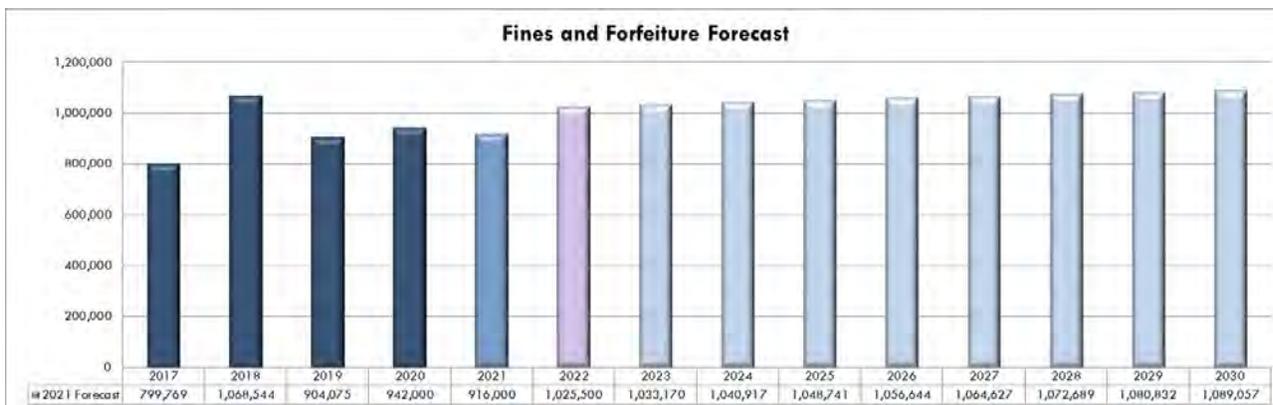
for the Recreation Center that opened in FY20. The forecast for these revenue sources reflect small inflationary increases.



FINES AND FORFEITURES

Fine and Forfeiture revenue includes traffic violation fines and penalties, parking fines and penalties and code enforcement violation fines.

Revenues from these sources have been variable. Recent efforts to add contractual parking enforcement officers have increased revenues.



INVESTMENT INCOME

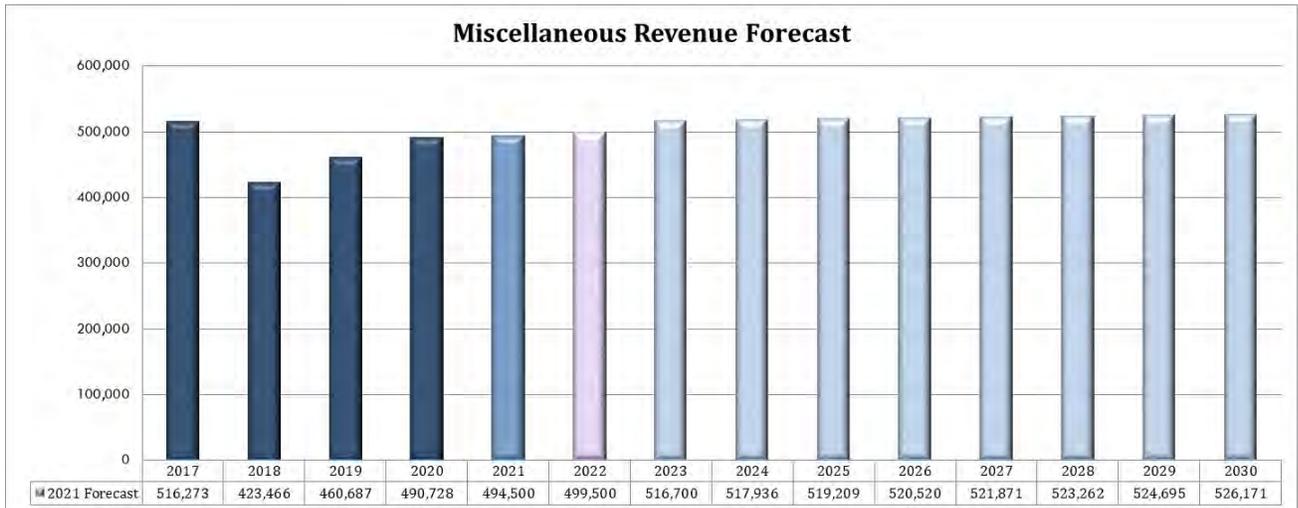
Investment returns had started to increase due to rising interest rates until the Federal Reserve cut interest rates in response to the COVID-19 recession, so we have lowered our FY21 and FY22 budgets and maintain the low rates through FY23. The future forecast begins to increase the rates to prior levels near the end of the forecast period. The Investment Advisory Committee and our investment consultants are monitoring the situation closely and will adjust the duration of the portfolios as required.

Forecast Summary
Town of Palm Beach



MISCELLANEOUS AND TRANSFERS

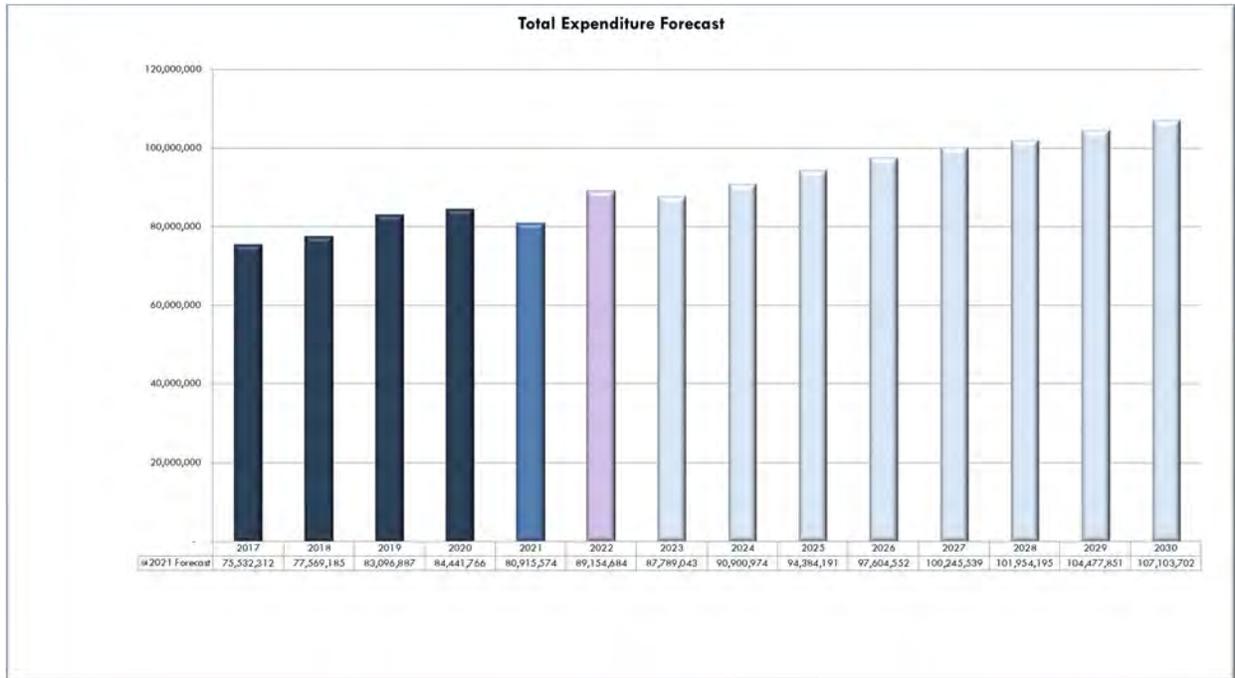
Miscellaneous revenue includes rents and royalties, the sale of fixed assets and other revenue.



Forecast Summary
Town of Palm Beach

TOTAL GENERAL FUND EXPENDITURES

The 2021 forecast contains the FY22 proposed budget and includes the annual additional funding of \$5,420,000 for the pension fund, and an increase in CIP funding due to the reconstruction of the North Fire-Rescue Station. In addition, the forecast reflects the expenditure increase assumptions outlined earlier in this section. The charts in this section include four years of actual data from 2017-2020 in dark blue, the FY21 budget in medium blue, the proposed FY22 budget in violet and the forecast through FY30 in light blue. The forecast reflects the transfer of the Building Permit related expenses to the new Building Enterprise Fund beginning in FY21.



SALARY AND WAGES

The forecasted salary and wage increases are based upon the employee pay policies and replacements of retirees at lower salaries through the forecast period. The salary and wage assumption is based upon the compensation study results and the change to the merit system and new step program including COLA on October 1st of each year. In recent years expenditures have come in well below budget due to vacancies from retirements and turnover. We expect the FY21 actual costs to be below the budget amount. For FY22, a COLA increase of 3.2% is included in the budget. The chart on the following page shows the forecast and past trends.

Forecast Summary
Town of Palm Beach



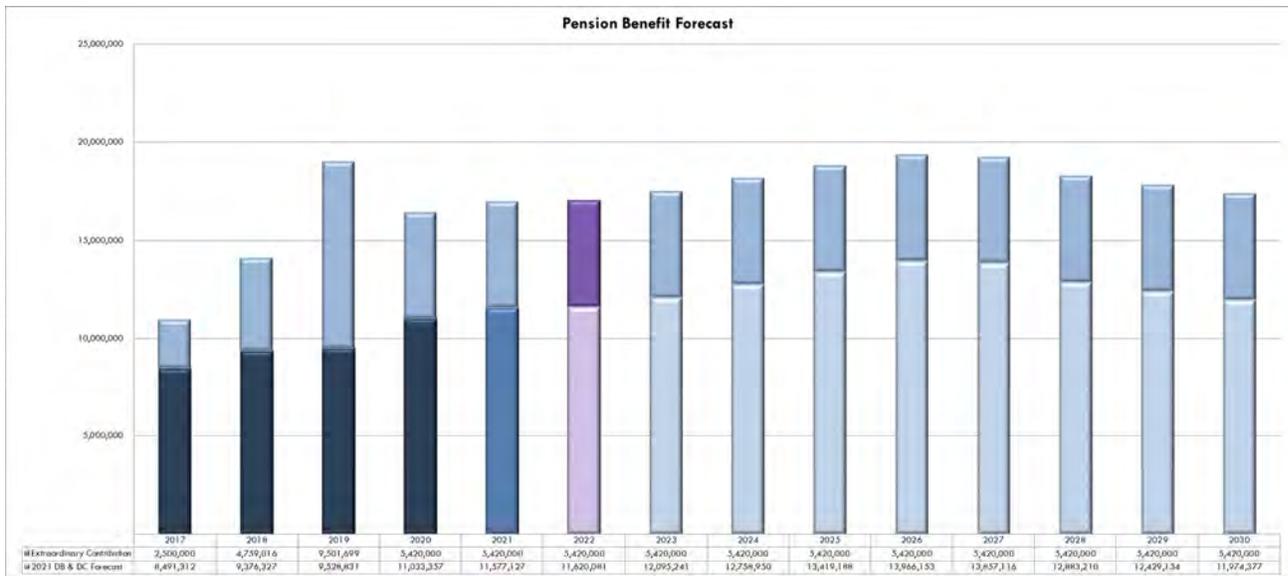
Vacancies have kept these costs stable in recent years. The average increase throughout the forecast period is 4.15% for total salary and wages.

PENSION BENEFITS

The pension estimate is based upon the actuary’s forecast of the annual required contribution and estimates for the General Employee DC contributions. The forecast for annual contributions include the compensation study results and the benefit changes for police officers and firefighters made in FY19. The extraordinary contribution of \$5,420,000 is included in each year of the forecast.

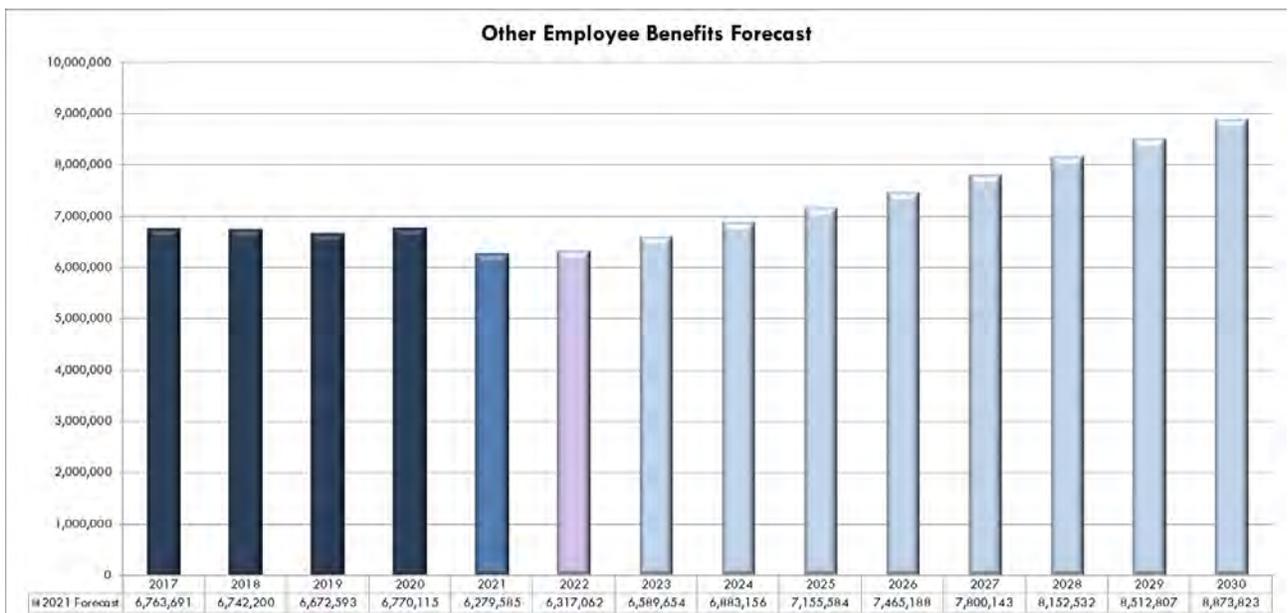
The forecast reflects the Town’s Retirement Board recommended a change in the investment assumption from 7.0% to 6.0% over a 5-year period, the change in the payroll growth assumption, the increase in the wage growth assumption and the new mortality tables. The actuary forecasts the costs will begin to decline over the end of the 8-year period if all assumptions are met. The FY19 extraordinary contribution includes additional funds paid into the system for the new amortization and the prepayment of the UAAL for the effects of the compensation study. If the assumptions are met and the extraordinary contribution is continued through FY30, the funded ratio of the plan is estimated to be 92.7%.

Forecast Summary
Town of Palm Beach



OTHER EMPLOYEE BENEFITS

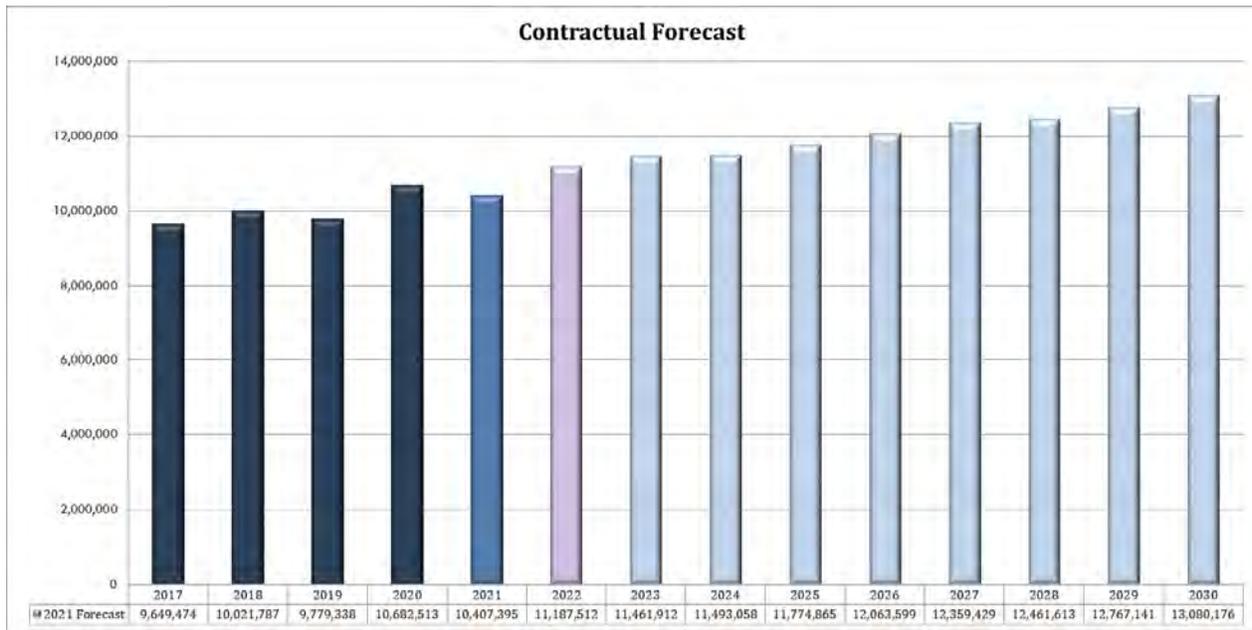
Other Employee Benefits category includes all other benefits including health insurance. Health insurance costs have remained flat for seven years. The health insurance forecast reflects the forecast prepared by the plan’s actuary. Health increases range from 6% in FY23 and decrease to 4.83% in FY30. It is our expectation that the forecast for health increases is higher than what we will experience based on our past experience in managing the plan. Other employee benefits (including FICA, longevity, incentives, and allowances) are expected to increase at a much lower rate.



Forecast Summary
Town of Palm Beach

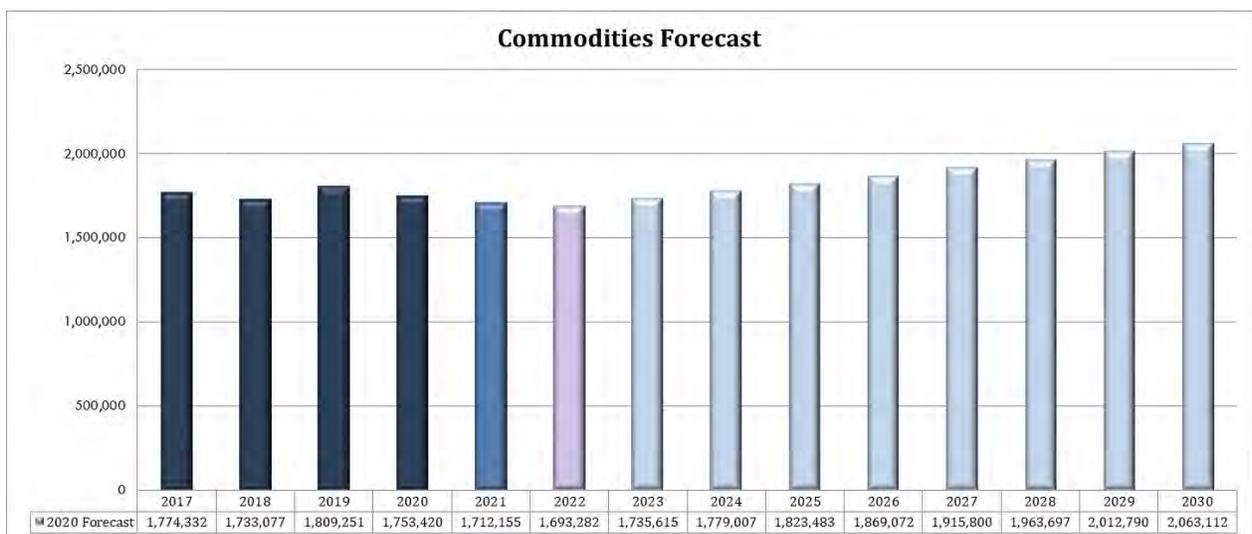
CONTRACTUAL

The contractual costs have increased due to increases in software maintenance agreements, sanitary sewer treatment costs, landscape maintenance and the addition of Recreation Department expenses. In recent years contractual costs have increased due to contracting out parking enforcement, lifeguards, and some recreation positions. Contractual expenditures are forecasted to increase by the rate of inflation.



COMMODITIES

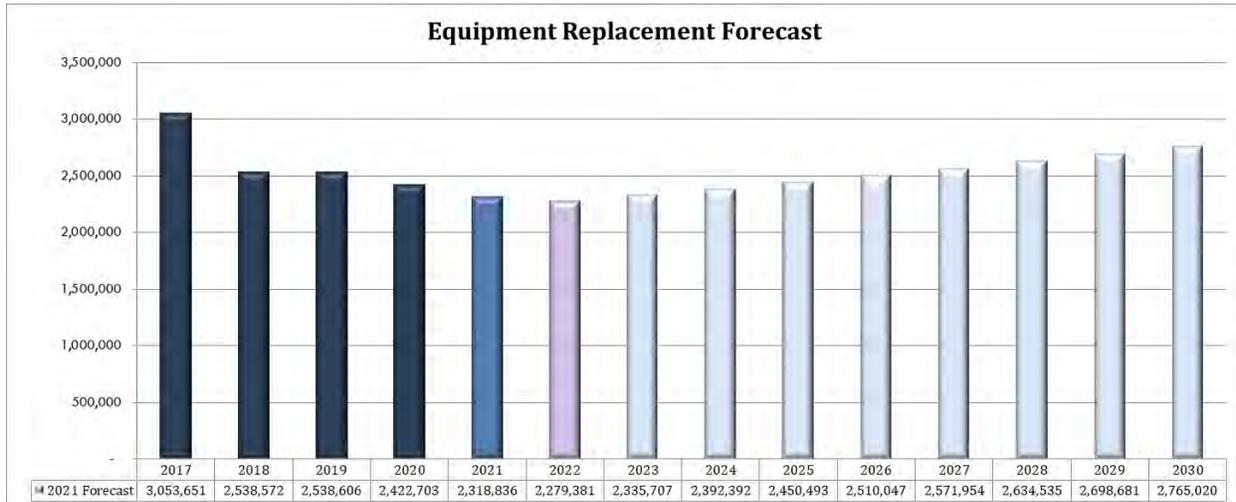
The commodity forecast is based upon the assumed rate of inflation. Commodity budgets include fuel, supplies, dues, software, some computer hardware and vehicle maintenance and uniforms. The reduction in expenses in recent years represent an overall town effort to reduce expenses wherever possible.



Forecast Summary
Town of Palm Beach

EQUIPMENT REPLACEMENT/CAPITAL OUTLAY

This category includes depreciation on Town vehicles and equipment that is charged to the departments and transferred to the Equipment Replacement Fund. It also includes purchases of new equipment that is not replacement equipment. There were large capital purchases in FY17 in the Police and Fire-Rescue Departments that caused the spike in that year.



TRANSFERS

The Transfers category includes transfers to the Capital Improvement Program, Coastal Protection Fund, Debt Service Fund, Risk Insurance Fund and Retiree Health Insurance Trust. It also includes the annual contingency allocation.



- In FY17, the transfer to the Capital Improvement Program increased by \$1,260,200. This transfer was intended to begin to build reserves for capital projects in the pay-as-you-go fund once the ACIP bond funds had been spent at the end of 2019. The spike in FY22 includes the transfer of

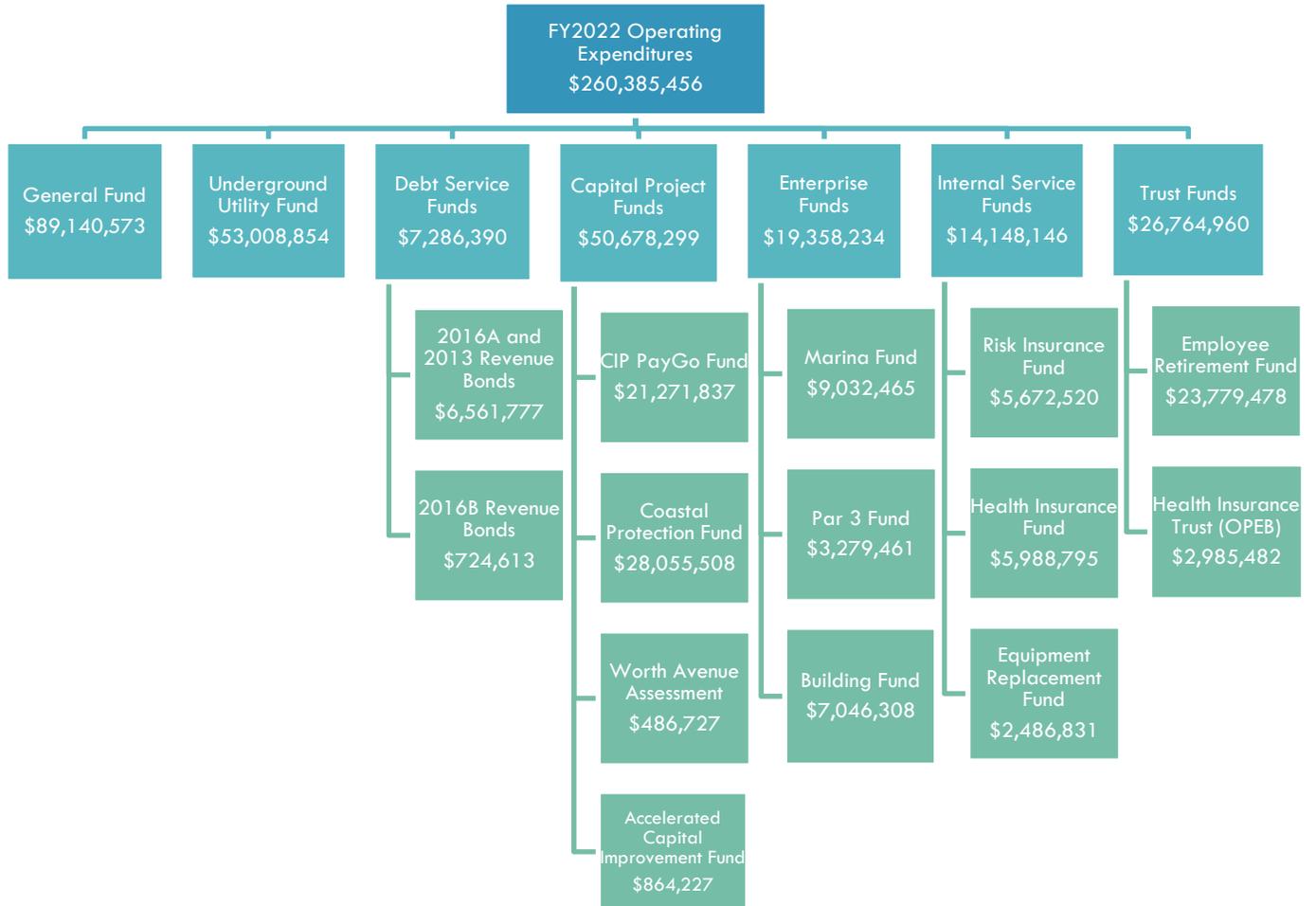
Forecast Summary

Town of Palm Beach

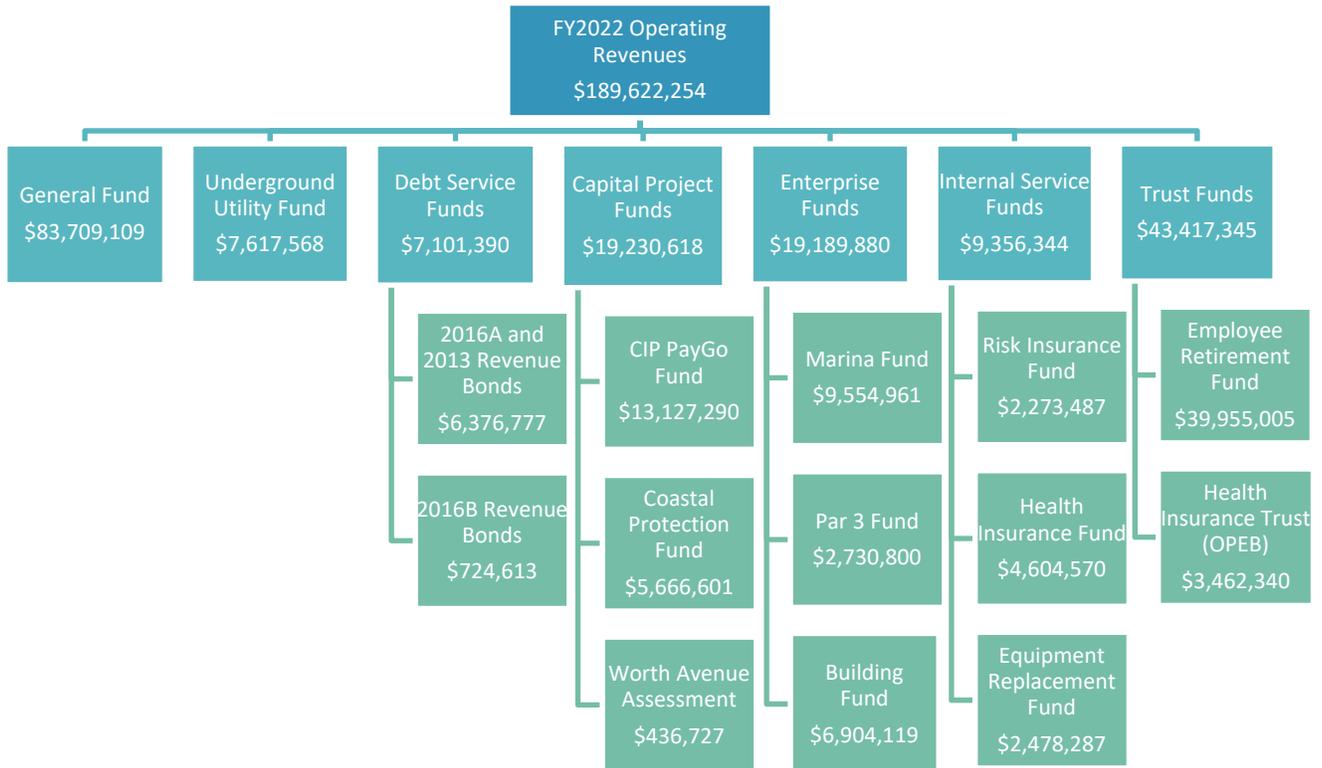
\$5,500,000 for the reconstruction of the North Fire-Rescue Station. A portion of the transfer (\$1,500,000) is from an increase in taxes and the balance of \$4 million is from General Fund reserves, or future bank financing. The forecast assumes a 10% increase per year until 2025 then a 5% increase thereafter. The increases are in anticipation of the need to increase funding in the Capital Improvement fund going forward to move toward pay-as-you-go funding for capital improvement projects.

- The Town Council approved a 10 year \$84 million Coastal Protection program in 2013. The first year funding in FY15 was approved at \$4,777,000. The transfer increased to \$8,015,220 due to increased beach renourishment project costs. In FY17, the transfer was lowered to \$7,265,000 due to the reduction in scope of some projects. In FY20 the transfer was reduced by \$369,413 and in FY21 the budget was reduced to the original \$4,777,000 because of grant awards from FEMA, Federal and State agencies. The forecast for FY23 forward assumes a 3% increase per year in funding.
- Debt service decreased in FY17 due to the refunding of the 2010A bonds at a lower interest rate. The budget for FY21 was reduced due to the refunding of the balance of the 2010A bonds and the 2013 bonds. The forecast includes the debt service on both the 2016 and 2019 bonds which are paid mostly from General Fund revenues.
- Risk insurance premium increases have been estimated as follows: Property Insurance 5% per year, Liability Insurance 2% per year, and Worker's Compensation 3% per year throughout the forecast period.
- Retiree Health Insurance is based upon a forecast for Town Contributions prepared by the Town's actuary. Due to the over funded status of this trust the transfer has been reduced to \$334,215 in FY22. The actuary calculated the amounts in the forecast to keep the plan 100% funded if the investment return assumption is set at 5%.
- The General Fund contingency appropriation has been estimated to be 1% of the forecasted operating expenditures as required by Town policy. The General Fund contingency is funded through a transfer from fund balance rather than through operating revenues.
- The Town's contribution to the Four Arts Library is forecasted to increase by CPI capped at 3% per year.

BREAKDOWN OF TOTAL OPERATING EXPENDITURES – ALL FUNDS



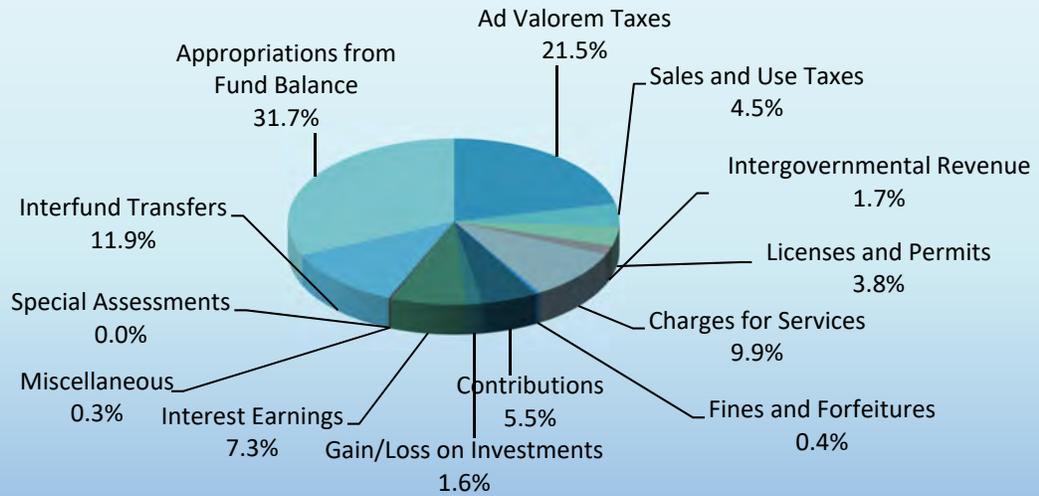
BREAKDOWN OF TOTAL OPERATING REVENUES – ALL FUNDS



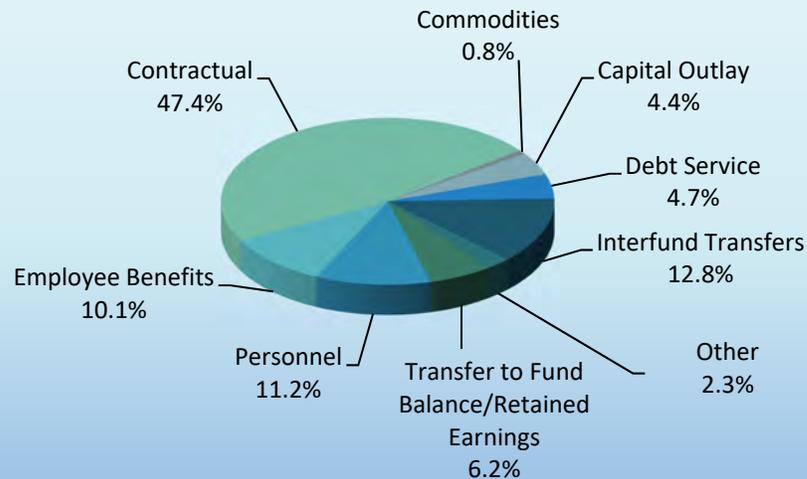
BUDGET SUMMARY BY FUND TYPE

FY 22 Budget Summary by Fund Type, Revenues and Expenditures								
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Totals
Revenues								
Ad Valorem Taxes	59,663,700	-	-	-	-	-	-	59,663,700
Non Ad Valorem Taxes	7,517,500	385,000	724,113	429,727	-	-	-	12,521,340
Licenses and Permits	3,657,233	-	-	-	6,864,200	-	-	10,521,433
Intergovernmental	1,121,700	-	-	3,707,763	-	-	-	4,829,463
Charges for Services	6,172,500	-	-	-	12,274,326	8,966,344	-	27,413,170
Fines and Forfeitures	1,025,500	-	-	-	15,000	-	-	1,040,500
Contributions/Grants	-	-	-	5,000	-	-	15,192,345	15,197,345
Gain/Loss on Investments	-	-	-	-	-	75,000	4,300,000	4,375,000
Interest Earnings	359,811	255,009	500	875,391	24,935	315,000	18,500,000	20,330,646
Miscellaneous	454,500	239,309	-	-	11,419	-	5,000	710,228
Special Assessments	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-
Interfund Transfers	3,736,665	3,273,250	6,376,777	14,212,737	-	-	5,420,000	33,019,429
Subtotal	83,709,109	7,617,568	7,101,390	19,230,618	19,189,880	9,356,344	43,417,345	189,622,254
Appropriations from Fund								
Balance	5,431,464	45,391,286	185,000	31,447,681	690,850	4,791,802	0	87,938,083
Total Revenues	\$89,140,573	\$53,008,854	\$7,286,390	\$50,678,299	\$19,880,730	\$14,148,146	\$43,417,345	\$277,560,337
Expenditures								
Salaries and Wages	27,950,544	140,693	-	129,922	2,475,908	204,449	143,339	31,044,855
Employee Benefits	17,937,143	44,536	-	53,781	1,242,325	5,946,392	2,828,411	28,052,588
Contractual	11,187,512	48,975,570	7,500	41,799,248	3,869,084	2,017,728	23,792,820	131,649,462
Commodities	1,693,282	250	-	6,200	474,425	3,846	390	2,178,393
Depreciation/Capital Outlay	2,279,381	-	-	5,661,963	2,286,991	1,927,419	-	12,155,754
Debt Service	-	3,847,805	7,278,890	-	1,992,763	48,312	-	13,167,770
Interfund Transfers	27,129,481	-	-	1,873,185	6,623,315	-	-	35,625,981
Other	963,230	-	-	1,154,000	393,423	4,000,000	-	6,510,653
Subtotal	89,140,573	53,008,854	7,286,390	50,678,299	19,358,234	14,148,146	26,764,960	260,385,456
Transfer to Fund								
Balance/Retained Earnings	-	-	-	-	522,496	0	16,652,385	17,174,881
Total Expenditures	\$89,140,573	\$53,008,854	\$7,286,390	\$50,678,299	\$19,880,730	\$14,148,146	\$43,417,345	\$277,560,337
Financial Ratios								
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Total
Ad Valorem Taxes as percentage of total fund budget	66.93%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	21.50%
Ad Valorem Taxes per capita (8,409 population)	\$7,095	\$0	\$0	\$0	\$0	\$0	\$0	\$7,095
Total expenditures per capita (8,409 population)	\$10,601	\$6,304	\$866	\$6,027	\$2,364	\$1,683	\$5,163	\$33,008
Personnel as a percentage of the total budget	31.36%	0.00%	0.00%	0.26%	12.45%	1.45%	0.33%	11.18%
Capital expenditures as percentage of total fund budget	2.56%	0.00%	0.00%	11.17%	11.50%	13.62%	0.00%	4.38%
Capital expenditures per capita (8,409 population)	\$271	\$0	\$0	\$673	\$272	\$229	\$0	\$1,446

FY22 Budget by Revenue Type All Funds



FY22 Budget by Expenditure Classification All Funds



SUMMARY OF MAJOR REVENUES BY FUND TYPE

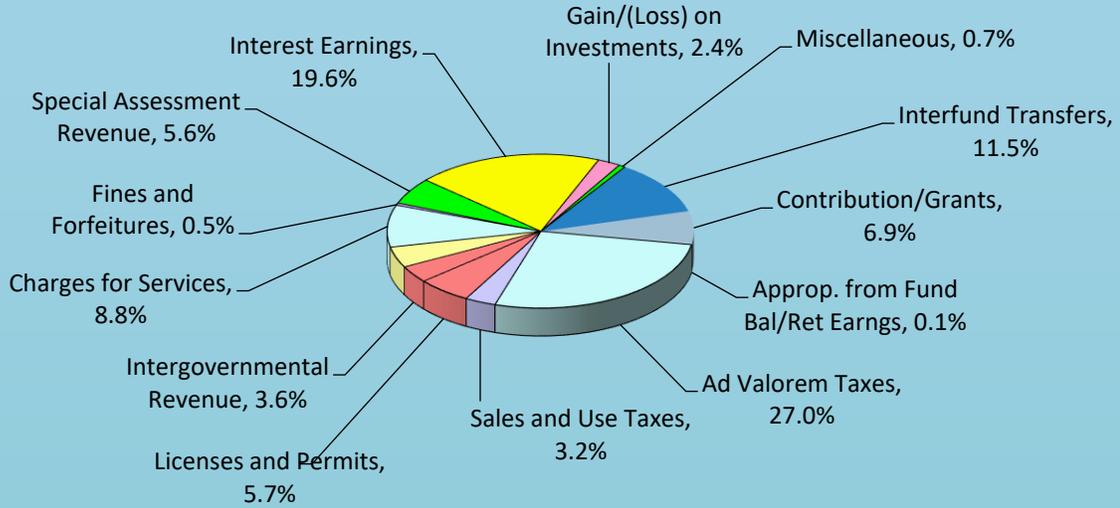
Description	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	FY22 Budget to	FY22
						FY2021 Budget % Variance	% of Total
General Fund							
Ad Valorem Taxes	\$54,883,747	\$56,817,697	\$57,134,058	\$57,134,058	\$59,663,700	4.43%	69.95%
Sales and Use Taxes	6,299,361	6,367,325	6,351,000	6,345,122	6,710,500	5.66%	7.77%
Licenses and Permits	14,126,340	12,001,116	4,290,100	4,353,408	4,464,233	4.06%	5.33%
Intergovernmental Revenue	1,282,063	1,948,606	956,000	1,845,273	1,121,700	17.33%	2.26%
Charges for Services	5,152,761	5,648,637	5,384,700	7,178,226	6,172,500	14.63%	8.79%
Fines and Forfeitures	904,076	780,976	916,000	1,001,890	1,025,500	11.95%	1.23%
Interest Earnings	969,782	696,608	904,715	126,445	359,811	-60.23%	0.15%
Miscellaneous	414,502	479,154	449,500	464,425	454,500	1.11%	0.57%
Interfund Transfers	2,161,035	25,000	3,225,000	3,225,000	3,736,665	15.87%	3.95%
Subtotal	86,193,667	84,765,119	79,611,073	81,673,847	83,709,109	5.15%	100.00%
Appropriations from Fund Balance	0	0	1,304,500	0	5,431,464	316.36%	0.00%
Total General Fund	\$86,193,667	\$84,765,119	\$80,915,573	\$81,673,847	\$89,140,573	10.16%	100.00%
Special Revenue Funds							
Interest Earnings	1,719,181	810,606	800,000	115,711	255,009	-68.12%	0.55%
Special Assessments	4,338,050	4,530,945	4,200,000	10,761,264	3,850,000	-8.33%	51.30%
Miscellaneous Revenue	800,654	234,594	200,000	236,939	239,309	19.65%	1.13%
Donations	0	0	0	0	0	0.00%	0.00%
Bond Proceeds	60,499,897	0	0	9,198,896	0	0.00%	43.85%
Interfund Transfers	635,000	644,450	665,000	665,000	3,276,550	392.71%	3.17%
Subtotal	67,992,783	6,220,594	5,865,000	20,977,810	7,620,868	29.94%	100.00%
Appropriations from Fund Balance	0	0	50,850,145	0	45,387,986	-10.74%	0.00%
Total Debt Service Funds	\$67,992,783	\$6,220,594	\$56,715,145	\$20,977,810	\$53,008,854	-6.53%	100.00%
Debt Service Funds							
Interest Earnings	12,840	2,662	2,000	1,500	500	-75.00%	0.02%
Special Assessments	720,810	711,068	723,413	723,413	724,113	0.10%	9.91%
Bond Proceeds	0	53,499,266	0	0	0	0.00%	0.00%
Interfund Transfers	6,736,682	6,727,833	6,399,142	6,399,142	6,376,777	-0.35%	87.66%
Subtotal	7,470,331	60,940,829	7,124,555	7,124,055	7,101,390	-0.33%	97.60%
Appropriations from Fund Balance	0	0	183,255	175,520	185,000	0.95%	2.40%
Total Debt Service Funds	\$7,470,331	\$60,940,829	\$7,307,810	\$7,299,575	\$7,286,390	-0.29%	100.00%
Capital Projects Funds							
Interest Earnings	1,497,021	1,516,789	657,288	827,501	875,391	33.18%	5.22%
Sales and Use Taxes	623,176	572,891	500,000	500,000	500,000	0.00%	3.15%
Grants/Interlocal/Donations	9,322,817	4,425,301	17,267,500	5,712,763	3,212,763	-81.39%	36.00%
Special Assessment Revenue	223,595	270,316	264,918	264,918	429,727	62.21%	1.67%
Miscellaneous	0	0	0	0	0	0.00%	0.00%
Interfund Transfers	21,615,921	9,940,211	7,439,000	8,562,108	14,212,737	91.06%	53.96%
Subtotal	33,282,529	16,725,508	26,128,706	15,867,290	19,230,618	-26.40%	100.00%
Appropriations from Fund Balance	0	0	11,928,089	0	31,447,681	163.64%	0.00%
Total Capital Projects Funds	\$33,282,529	\$16,725,508	\$38,056,795	\$15,867,290	\$50,678,299	33.16%	100.00%

Summary of Major Revenues by Fund Type
Town of Palm Beach

FY2022

Description	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	FY22 Budget	
						FY21 Budget % Variance	FY22 % of Total
Enterprise Funds							
Charges for Services	\$6,564,551	\$5,219,169	\$2,590,500	\$2,699,200	\$12,254,326	373.05%	25.88%
Licenses and Permits	\$0		\$6,247,005	\$7,687,966	\$6,899,200	10.44%	73.72%
Interest Earnings	432,612	267,615	0	40,000	24,935	100.00%	0.38%
Loan Proceeds	0		0	0	0	0.00%	0.00%
Grants/Interlocal/Donations	0	2,468,506	3,100,000	0	0	-100.00%	0.00%
Interfund Transfers	6,225,321		0	0	0	0.00%	0.00%
Miscellaneous	7,566	11,916	17,000	2,123	11,419	-32.83%	0.02%
Subtotal	13,230,050	7,967,206	11,954,505	10,429,289	19,189,880	60.52%	100.00%
Appropriations from Retained Erngs.	10,448,278	0	26,930,840	0	690,850	-97.43%	0.00%
Total Enterprise Funds	\$23,678,329	\$7,967,206	\$38,885,345	\$10,429,289	\$19,880,730	-48.87%	100.00%
Internal Service Funds							
Interest Earnings	\$1,197,346	\$1,054,765	\$600,000	\$178,187	\$315,000	-47.50%	1.94%
Gain/Loss on Investments	-2,413	9,169	55,000	90,000	75,000	36.36%	0.98%
Miscellaneous	1,031,137	782,362	0	183,170	0	0.00%	1.99%
Interfund Transfers	110,268	0	0	0	0	0.00%	0.00%
Charges for Services	9,004,158	8,914,794	8,798,308	8,748,308	8,966,344	1.91%	95.09%
Subtotal	11,340,495	10,761,090	9,453,308	9,199,665	9,356,344	-1.03%	100.00%
Appropriations from Retained Erngs.	0	0	4,391,629	0	4,791,802	9.11%	0.00%
Total Internal Service Funds	\$11,340,495	\$10,761,090	\$13,844,937	\$9,199,665	\$14,148,146	2.19%	100.00%
Trust & Agency Funds							
Interest Earnings	3,080,120	1,477,906	16,500,000	40,146,264	18,500,000	12.12%	61.00%
Gain/Loss on Investments	8,522,498	14,486,276	3,300,000	5,019,035	4,300,000	30.30%	7.63%
Miscellaneous	-46,158	358,202	2,500	559,069	5,000	100.00%	0.85%
Contributions	12,393,053	13,690,852	14,822,350	14,668,036	15,192,345	2.50%	22.29%
Interfund Transfers	9,501,699	5,420,000	5,420,000	5,420,000	5,420,000	0.00%	8.24%
Subtotal	33,451,212	35,433,236	40,044,850	65,812,404	43,417,345	8.42%	100.00%
Appropriations from Fund Balance	0	0	0	0	0	0.00%	0.00%
Total Trust & Agency Funds	\$33,451,212	\$35,433,236	\$40,044,850	\$65,812,404	\$43,417,345	8.42%	100.00%
All Funds							
Ad Valorem Taxes	\$54,883,747	\$56,817,697	\$57,134,058	\$57,134,058	\$59,663,700	4.43%	27.04%
Sales and Use Taxes	6,922,537	6,940,216	6,851,000	6,845,122	7,210,500	5.25%	3.24%
Licenses and Permits	14,126,340	12,001,116	10,537,105	12,041,374	11,363,433	7.84%	5.70%
Intergovernmental Revenue	1,282,063	6,373,907	956,000	7,558,036	4,334,463	353.40%	3.58%
Commercial Paper	60,499,897	0	0	9,198,896	0	0.00%	4.35%
Charges for Services	20,721,470	19,782,600	16,773,508	18,625,734	27,393,170	63.31%	8.82%
Fines and Forfeitures	904,076	780,976	916,000	1,001,890	1,025,500	11.95%	0.47%
Special Assessment Revenue	5,282,455	5,512,329	5,188,331	11,749,595	5,003,840	-3.56%	5.56%
Interest Earnings	8,908,901	5,826,951	19,464,003	41,435,608	20,330,646	4.45%	19.61%
Gain/(Loss) on Investments	8,520,084	14,495,445	3,355,000	5,109,035	4,375,000	30.40%	2.42%
Miscellaneous	2,207,702	55,365,495	669,000	1,445,726	710,228	6.16%	0.68%
Interfund Transfers	46,985,926	22,757,494	23,148,142	24,271,250	33,022,729	42.66%	11.49%
Contribution/Grants	21,715,870	16,159,358	35,189,850	14,668,036	15,192,345	-56.83%	6.94%
Approp. from Fund Bal/Ret Earnings	10,448,278	0	95,588,458	175,520	87,934,783	-8.01%	0.08%
Total All Funds	\$263,409,347	\$222,813,583	\$275,770,455	\$211,259,880	\$277,560,337	0.65%	100.00%

FY22 Budget by Revenue Type - All Funds



Summary of Expenditure Classifications by Fund Type
Town of Palm Beach

FY2022

SUMMARY OF EXPENDITURE CLASSIFICATIONS BY FUND TYPE

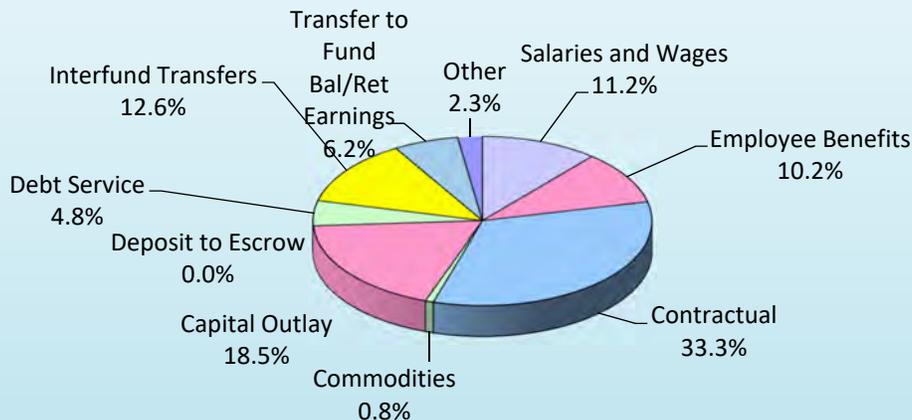
Description	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY22 Budget to		
					FY2022 Budget	FY21 Budget % Variance	FY2022 % of Total
General Fund							
Salaries and Wages	\$24,909,207	\$26,378,166	\$26,512,380	\$25,796,524	\$27,950,544	5.42%	31.36%
Employee Benefits	16,492,516	17,937,509	18,286,570	18,249,313	18,271,358	-0.08%	20.50%
Contractual	9,871,056	10,668,321	10,407,395	10,694,683	11,187,512	7.50%	12.55%
Commodities	1,727,763	1,608,956	1,712,155	1,894,093	1,693,282	-1.10%	1.90%
Depreciation/Capital Outlay	2,533,597	2,461,527	2,318,836	2,312,649	2,279,381	-1.70%	2.56%
Interfund Transfers	27,078,620	22,389,393	20,725,587	20,725,587	26,795,266	29.29%	30.06%
Other	345,058	352,650	952,650	352,650	963,230	1.11%	1.08%
Subtotal	82,957,817	81,796,523	80,915,573	80,025,499	89,140,573	10.16%	100.00%
Transfer to Fund Balance	0	0	0	0	0	0.00%	0.00%
Total General Fund	\$82,957,817	\$81,796,523	\$80,915,573	\$80,025,499	\$89,140,573	10.16%	100.00%
Special Revenue Funds							
Salaries and Wages	\$98,609	\$105,706	\$109,872	\$75,000	\$140,693	28.05%	0.27%
Employee Benefits	32,838	34,440	35,437	29,448	44,536	25.68%	0.08%
Contractual	7,744,074	8,790,392	53,170,486	21,017,909	48,975,570	-7.89%	92.39%
Commodities	147	1,186	500	250	250	-50.00%	0.00%
Debt Service	2,887,490	3,398,350	3,398,850	3,398,850	3,847,805	13.21%	7.26%
Interfund Transfers	0	0	0	0	0	0.00%	0.00%
Subtotal	10,763,157	12,330,073	56,715,145	24,521,457	53,008,854	-6.53%	100.00%
Transfer to Fund Balance	0	0	0	0	0	0.00%	0.00%
Total Debt Service Funds	\$10,763,157	\$12,330,073	\$56,715,145	\$24,521,457	\$53,008,854	-6.53%	100.00%
Debt Service Funds							
Debt Service	\$7,632,943	\$60,661,049	\$7,285,310	\$7,289,825	\$7,278,890	-0.09%	99.90%
Deposit to Escrow	0	0	0	0	0	0.00%	0.00%
Other	7,908	0	22,500	9,750	7,500	-66.67%	0.10%
Interfund Transfers	0	0	0	0	0	-100.00%	0.00%
Subtotal	7,640,851	60,661,049	7,307,810	7,299,575	7,286,390	-0.29%	100.00%
Transfer to Fund Balance	0	0	0	0	0	-100.00%	0.00%
Total Debt Service Funds	\$7,640,851	\$60,661,049	\$7,307,810	\$7,299,575	\$7,286,390	-0.29%	100.00%
Capital Projects Funds							
Salaries and Wages	\$123,164	\$126,918	\$126,751	\$126,751	\$129,922	2.50%	0.26%
Employee Benefits	47,057	50,169	51,730	52,730	53,781	3.96%	0.11%
Contractual	1,398,296	1,876,098	1,415,851	3,226,788	2,472,660	74.64%	4.88%
Commodities	2,792	1,014	6,200	5,300	6,200	0.00%	0.01%
Capital Outlay	16,333,127	19,011,562	35,091,082	17,799,942	44,988,551	28.21%	88.77%
Interfund Transfers	2,061,432	2,044,107	1,013,181	1,013,181	1,873,185	84.88%	3.70%
Other	0	0	352,000	352,000	1,154,000	227.84%	2.28%
Subtotal	19,965,868	23,109,867	38,056,795	22,576,692	50,678,299	33.16%	100.00%
Transfer to Fund Balance	0	0	0	0	0	0.00%	0.00%
Total Capital Projects Funds	\$19,965,868	\$23,109,867	\$38,056,795	\$22,576,692	\$50,678,299	33.16%	100.00%
Enterprise Funds							
Salaries and Wages	\$692,927	\$666,869	\$2,132,793	\$1,643,005	\$2,475,908	16.09%	12.45%
Employee Benefits	498,614	399,442	1,116,562	1,056,037	1,242,325	11.26%	6.25%
Contractual	1,435,516	1,162,601	2,020,785	2,224,796	3,869,084	91.46%	19.46%
Commodities	353,228	339,930	380,550	441,451	474,425	24.67%	2.39%
Capital Outlay	544,308	616,253	28,749,456	25,447,718	2,286,991	-92.05%	11.50%
Debt Service	199,338	697,042	935,713	935,713	2,183,863	133.39%	10.98%
Interfund Transfers	1,307,160	25,000	3,225,000	25,000	6,432,215	99.45%	32.35%
Other	29,731,222	0	271,629	0	393,423	44.84%	1.98%
Subtotal	34,762,311	3,907,137	38,832,488	31,773,720	19,358,234	-50.15%	97.37%
Transfer to Retained Earnings	0	0	52,857	0	522,496	0.00%	2.63%
Total Enterprise Funds	\$34,762,311	\$3,907,137	\$38,885,345	\$31,773,720	\$19,880,730	-48.87%	100.00%

Summary of Expenditure Classifications by Fund Type
Town of Palm Beach

FY2022

Description	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY22 Budget to		
					FY2022 Budget	FY21 Budget % Variance	FY2021 % of Total
Internal Service Funds							
Salaries and Wages	\$151,770	\$205,460	\$261,596	\$203,716	\$204,449	-21.85%	1.45%
Employee Benefits	4,000,542	4,151,756	5,346,123	4,911,991	5,946,392	11.23%	42.03%
Contractual	1,675,650	1,712,853	1,900,407	2,067,455	2,017,728	6.17%	14.26%
Commodities	3,538	108,822	3,715	16,750	3,846	3.53%	0.03%
Capital Outlay	1,727,927	1,744,203	2,284,784	2,418,491	1,927,419	-15.64%	13.62%
Debt Service	3,759	2,209	48,312	60,390	48,312	0.00%	0.34%
Interfund Transfers	1,327,754	49,847	0	0	0	0.00%	0.00%
Other	0	0	4,000,000	3,000,000	4,000,000	0.00%	28.27%
Subtotal	8,890,940	7,975,149	13,844,937	12,678,793	14,148,146	2.19%	100.00%
Transfer to Retained Earnings	0	0	0	0	0	0.00%	0.00%
Total Internal Service Funds	\$8,890,940	\$7,975,149	\$13,844,937	\$12,678,793	\$14,148,146	2.19%	100.00%
Trust & Agency Funds							
Salaries and Wages	\$113,767	\$114,921	\$136,939	\$94,650	\$143,339	4.67%	0.33%
Employee Benefits	2,525,966	2,146,406	2,947,202	2,484,478	2,828,411	-4.03%	6.51%
Contractual	20,188,871	20,584,518	22,235,961	22,391,646	23,792,820	7.00%	54.80%
Commodities	99	424	835	100	390	-53.29%	0.00%
Subtotal	22,828,703	22,846,269	25,320,937	24,970,874	26,764,960	5.70%	61.64%
Transfer to Fund Balance	0	0	14,723,913	0	16,652,385	13.10%	38.35%
Total Trust & Agency Funds	\$22,828,703	\$22,846,269	\$40,044,850	\$24,970,874	\$43,417,345	8.42%	100.00%
Total: All Funds							
Salaries and Wages	\$26,089,445	\$27,598,040	\$29,280,331	\$27,939,646	\$31,044,855	6.03%	11.18%
Employee Benefits	\$23,597,533	\$24,719,721	\$27,783,624	\$26,783,997	\$28,386,803	2.17%	10.23%
Contractual	42,313,463	44,794,783	91,150,885	61,623,277	92,315,374	1.28%	33.26%
Commodities	2,087,565	2,060,332	2,103,955	2,357,944	2,178,393	3.54%	0.78%
Capital Outlay	21,138,959	23,833,545	68,444,158	47,979,050	51,482,342	-24.78%	18.55%
Deposit to Escrow	0	0	0	0	0	0.00%	0.00%
Debt Service	10,723,530	64,758,650	11,668,185	11,684,778	13,358,870	14.49%	4.81%
Interfund Transfers	31,774,966	24,508,347	24,963,768	21,763,768	35,100,666	40.61%	12.65%
Transfer to Fund Bal/Ret Earnings	0	0	14,776,770	0	17,174,881	16.23%	6.19%
Other	30,084,188	352,650	5,598,779	3,714,400	6,518,153	16.42%	2.35%
Subtotal All Funds	\$187,809,647	\$212,626,068	\$275,770,455	\$203,846,860	\$277,560,337	0.65%	100.00%

FY22 Budget by Expenditure Classification All Funds





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TOWN OF PALM BEACH RESERVES

The Town Council has adopted twenty two financial policies, nineteen of which address reserves. The reserve policies serve to safeguard the Town's financial resources and ensure fiscal stability. The size of a municipality's fund balance can affect its ability to withstand financial emergencies. Reserves can also be used to accumulate funds for capital purchases or capital projects without having to borrow.

Below is a table showing the projected fund balance through September 30, 2021, based on the ending fund balance at September 30, 2020 plus FY21 budgeted revenues less expenditures for all funds.

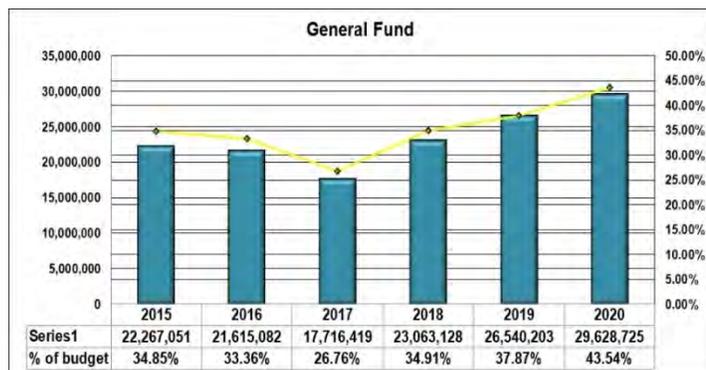
FUND BALANCE PROJECTIONS

FISCAL YEAR 2022 ANNUAL BUDGET

Fund	Estimated Fund Balance at 9/30/21	Estimated FY2022 Revenues	Estimated FY2022 Expenditures	Projected Fund Balance at 9/30/22
General Fund	\$ 30,128,725	\$ 83,709,109	\$ 89,140,573	\$ 24,697,261
Townwide Underground Utilities Fund	\$ 54,311,659	\$ 7,617,568	\$ 53,008,854	\$ 8,920,373
2013 and 2016A Bonds Debt Service Fund	\$ 1,659,221	\$ 6,376,777	\$ 6,561,777	\$ 1,474,221
2016B Worth Avenue Bond Debt Service Fund	\$ 173,121	\$ 724,613	\$ 724,613	\$ 173,121
Capital Improvement Fund	\$ 18,846,416	\$ 13,127,290	\$ 21,271,837	\$ 10,701,869
Coastal Management Fund	\$ 42,907,129	\$ 5,666,601	\$ 28,055,508	\$ 20,518,222
Worth Avenue Assessment District Fund	\$ 243,363	\$ 436,727	\$ 486,727	\$ 193,363
Accelerated Capital Improvement Fund	\$ 864,227	\$ -	\$ 864,227	\$ -
Marina Enterprise Fund	\$ 6,505,208	\$ 9,554,961	\$ 9,032,465	\$ 7,027,704
Par 3 Golf Course Enterprise Fund	\$ 10,449,262	\$ 2,730,800	\$ 3,279,461	\$ 9,900,601
Building Fund	\$ 1,817,671	\$ 6,904,119	\$ 7,046,308	\$ 1,675,482
Risk Insurance Fund	\$ 4,680,841	\$ 2,273,487	\$ 5,672,520	\$ 1,281,808
Health Insurance Fund	\$ 8,458,804	\$ 4,604,570	\$ 5,988,795	\$ 7,074,579
Equipment Replacement Fund	\$ 27,727,568	\$ 2,478,287	\$ 2,486,831	\$ 27,719,024
Employee's Retirement Fund	\$ 279,172,631	\$ 39,955,005	\$ 23,779,478	\$ 295,348,158
OPEB Trust Fund	\$ 37,399,588	\$ 3,462,340	\$ 2,985,482	\$ 37,876,446
Totals	\$ 525,345,434	\$ 189,622,254	\$ 260,385,456	\$ 454,582,232

UNASSIGNED FUND BALANCE - GENERAL FUND

Pursuant to adopted policy, the unassigned fund balance for the General Fund is to be maintained at a minimum level of 25% of current year General Fund budgeted expenditures. This minimum level is to be maintained to protect the Town against economic downturns, temporary revenue shortfalls, unpredicted one-time expenditures, and for tax rate stabilization purposes. Twenty-five percent of the FY21 General Fund operating budget (General



Reserve Status

Town of Palm Beach

Fund budget less CIP, coastal and extraordinary retirement transfer) is \$17,014,143. The FY20 ending fund balance was \$29,628,725. The unassigned fund balance exceeded the minimum requirement by \$12,614,582. The General Fund Undesignated Fund Balance has consistently exceeded the required minimum level of 25%. The chart shows the trend for the General Fund Undesignated Fund Balance and the percent of budgeted expenditures the balance represents. The Town Council approved the use of a portion of the excess fund balance for the Lake Drive Park project. A preliminary amount of \$1,123,108 has been approved to transfer to the Capital Improvement Fund. The entire amount may not be necessary and once all costs are known any excess will remain in the General Fund reserve. For the FY22 budget, \$4 million transfer from reserves to the Capital Improvement Fund has been approved for the North Fire-Rescue project. The Town Council may decide to utilize bank financing instead and these funds may not be used.

DESIGNATION OF GENERAL FUND RESERVES FOR PAYMENT OF LIABILITY RELATED TO COMPENSATED ABSENCES LEAVE BALANCES

The Reserve for Compensated Absences reduces the budgetary fluctuations due to the payout of accrued leave time to employees when they leave Town service. This reserve is funded at a rate of 100% of the fiscal year end accrued leave balances. Funds are appropriated annually from this reserve based upon estimates of pay-outs of eligible accrued vacation and sick time and the related payroll tax liability. The balance in the reserve as of September 30, 2020, was \$2,703,693. The FY21 appropriation for the pay-out of eligible accrued vacation, sick and compensatory time from this reserve is \$490,705.

TOWNWIDE UNDERGROUND UTILITIES FUND

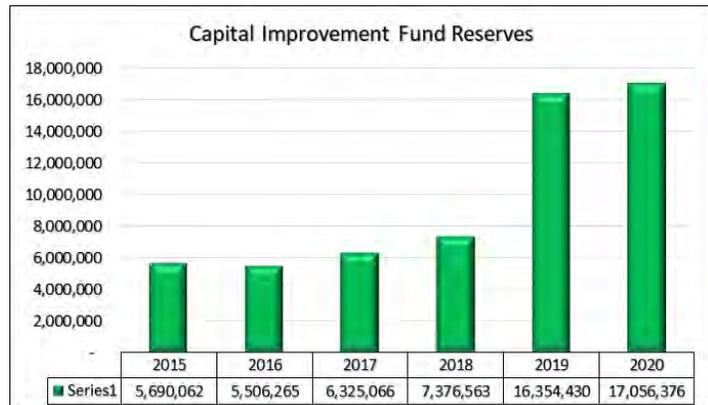
The Town issued General Obligation Bonds in FY19 for the Townwide Underground Utilities Project. Phase 1 North was completed in FY19. Phase 1 South and Phase 2 North were completed in FY20. During FY21, Phase 2 South, Phase 3 South, and Phase 4 North are under construction, and Phase 3 North is almost complete. Phase 4 South, Phase 5 North and South design is complete and construction will start fall of 2021. Engineering and design is underway for Phases 6, 7 and 8 of the project. The completion of these projects will reduce the net assets in this fund during FY22. Current project estimates show a deficit of over \$12 million for the project. This deficit will be funded from excess profits from the new Town Marina.

DEBT SERVICE FUNDS

The debt service fund for the 2016A and 2019 bonds has excess reserves of \$1,659,221 that had accrued since the issuance of the 2013 bonds. These excess funds are being used to lower the annual transfer from the General Fund to the debt service fund.

CAPITAL IMPROVEMENT FUND

For many years, the Town funded all of the capital infrastructure improvements through pay-as-you-go financing. For FY21, the transfer to Capital Improvement Fund from the General Fund increased to \$2,662,000 to fund future projects. The increase in reserves to the FY19 balance is due to the transfer of the Mandel Recreation Center project to this fund from the Recreation Enterprise Fund and contributions from the Mandel foundation and the Friends of



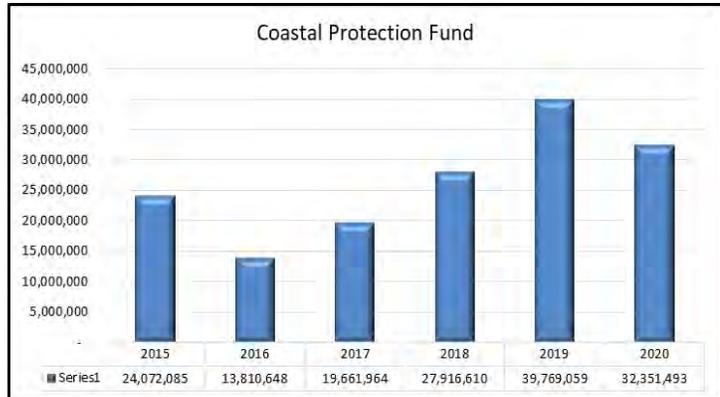
Reserve Status

Town of Palm Beach

Recreation. Reserves of \$7,051,303 have been encumbered for current projects. The balance of \$10,005,073 is reserved for future projects.

COASTAL PROTECTION FUND

The Coastal Protection Fund reserves are in place for beach renourishment projects. The Coastal Protection financing plan calls for annual transfers from the General Fund to the Coastal Fund to accumulate funds for renourishment projects and the other costs associated with the plan. The FY21 transfer was \$4,777,000. As of September 30, 2020, the reserve balance in this fund is \$32,351,495. In FY20 portion of this reserve, (\$3,562,492), was approved to be used for the replacement of the bulkhead at the new Town marina. The Mid-Town beach renourishment project occurred in FY20 which lowered the balance of these reserves. Sufficient funds will be available for future projects with Federal, State and County grant funds expected to offset a significant amount of the cost. The coastal fund also has accumulated \$2 million in reserves and has budgeted \$1 million per year in the 10 year plan for bulkhead rehabilitation or replacement. These funds are planned as part of the resiliency efforts and may be transferred out to a separate fund once decisions are made on the Town’s future resiliency plan.

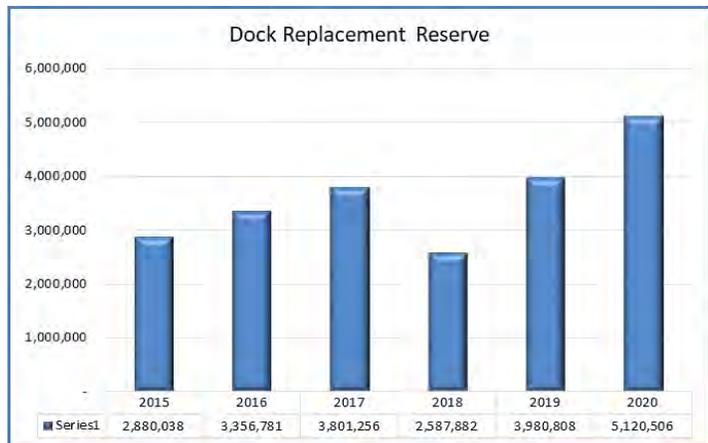


WORTH AVENUE ASSESSMENT DISTRICT

The Worth Avenue Assessment District is used to account for the maintenance of the improvements on Worth Avenue. The maintenance and debt service is fully paid through assessments on the property owners in this district. The reserves in this fund have accumulated since the initial capital project was completed. The reserves in FY21 are being used to offset increased maintenance costs and for valet service during the season.

MARINA ENTERPRISE FUND RESERVES

At the end of FY20, \$5,120,506 had been set aside in the Dock Replacement Reserve. The Dock Replacement reserve was created to partially fund the replacement cost of the construction of the Town’s docks when they are replaced. In FY18, the Town used a portion of these reserves to fund the engineering and permitting costs associated with the dock replacement project. The Marina was closed at the end of the season to begin construction of the new Marina. A loan was secured for \$31,000,000 to finance a portion of the construction. Construction is expected to be finished in the fall of 2021. The Marina Enterprise Fund net assets are expected to decline in FY21 due



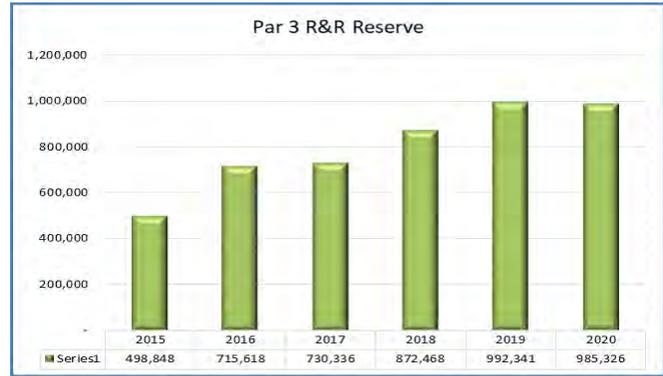
Reserve Status

Town of Palm Beach

to the closure of the marina. Due to funding from the Florida Inland Navigation District, the dock replacement reserve will not need to be used for the Marina Project. The Town Council approved an allocation from these reserves to be used to fund a portion (\$1,133,500) of the Lake Drive Park project that is related to the Marina. The Town Council also approved the use of future profits in the amount of \$2,600,000 per year for 5 years from the Marina to the Townwide Underground Utility Project.

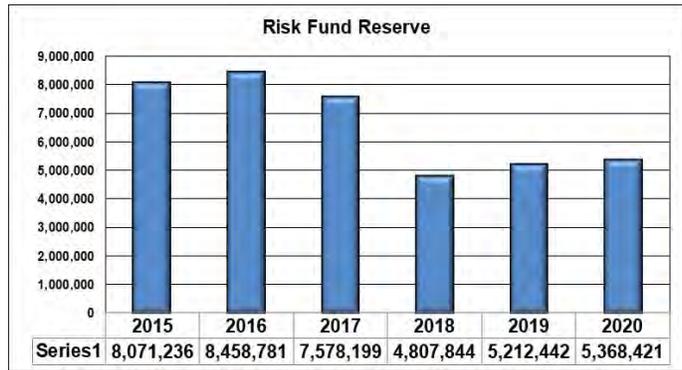
PAR 3 ENTERPRISE FUND RESERVES

The Par 3 Golf course repair and replacement reserve is funded with a transfer equal to 1/2 of the annual depreciation on the clubhouse and golf course. The balance in this reserve as of September 30, 2020 is \$985,326. The Par 3 Enterprise Fund also has an Equipment Replacement Fund with a reserve balance at the end of FY20 of \$624,869.



RISK FUND RESERVES

The total reserve balance for the Risk Fund was \$5,368,421 as of September 30, 2020. Out of this reserve balance, the Town funds the Reserve for Catastrophic Exposures/Emergencies - Risk Fund in the amount of \$2,500,000 and the Contingency Reserve for \$500,000. The trend for the Risk Fund Reserve is shown in the table. The fund balance declined in FY18 due to a transfer of \$2,300,000 of excess reserves to the Recreation Enterprise Fund to partially fund the Town's portion of the new Recreation Center. The minimum recommended reserve balance is \$4,000,000, which represents the amount of the Reserve for Catastrophic Exposures/Emergencies and the Contingency Reserve plus an equity amount of \$1 million to safeguard the Town's budget from an adverse event recommended by the actuary. The excess reserve for this fund at the end of FY20 is \$1,368,421. The \$3,000,000 appropriated each year for contingency and the Reserve for Catastrophic Exposures/Emergencies is not expected to be spent unless there is an emergency event such as a hurricane that would require the use of these reserves.



RESERVE FOR CATASTROPHIC EXPOSURES/EMERGENCIES - RISK FUND

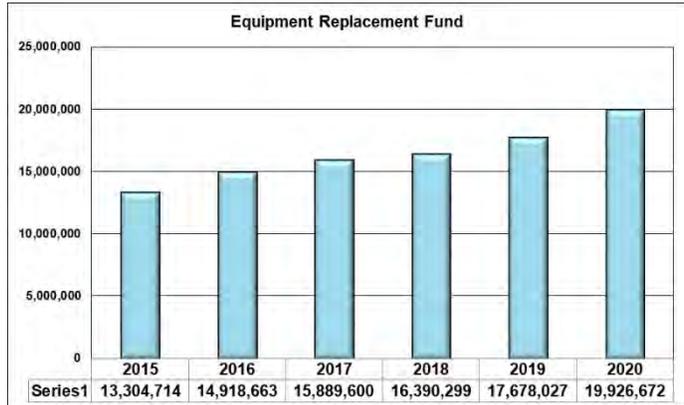
The Reserve for Catastrophic Exposures/Emergencies for the Risk Fund is funded at a minimum of \$2,500,000. This reserve was established to set aside emergency funds to protect the Town against the potential financial impacts of large judgments in excess of insurance coverage and the financial impacts of response to and recovery from a man-made or natural emergency situation. In addition, the reserve can be used in response to increases in premium rates and/or loss fund increases. This reserve is funded with a budget appropriation from the Net Asset reserves of the Risk Fund.

Reserve Status
Town of Palm Beach

EQUIPMENT REPLACEMENT FUND

The Town-wide Equipment Replacement Fund is intended to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful life. This reserve significantly reduces the budgetary fluctuations due to purchases of large pieces of equipment.

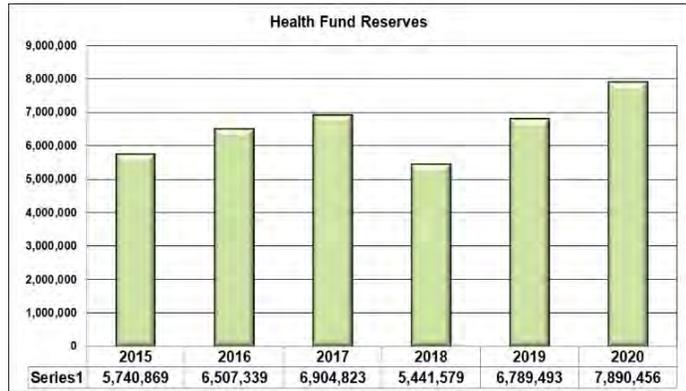
The Unassigned balance in the Equipment Replacement Fund Reserve for year-end FY20 was \$19,926,672. In FY13, the Town Council approved the use of funds from this reserve for internal financing for small neighborhood underground utility projects financed by special assessments. To date, there is a balance of \$1,701,946 remaining from this allocation. Currently the total amount in the fund for equipment replacement is \$15,962,016 leaving an excess of \$3,964,656.



For FY21, income including the depreciation transfer will total \$2,503,424 and expenditures for capital equipment are budgeted at \$2,333,096 which will cause the net assets of this fund to increase.

HEALTH INSURANCE RESERVE

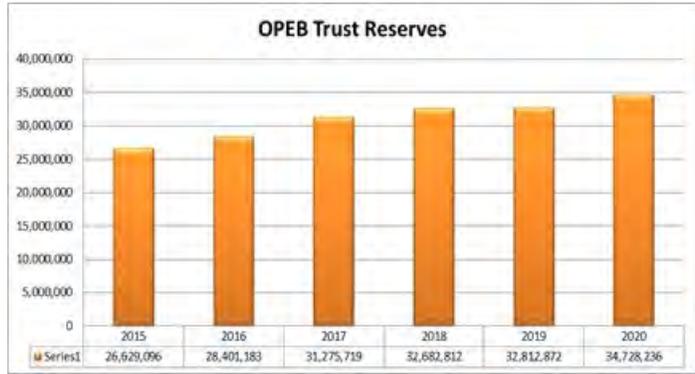
The balance of the reserve in the Health Fund at the end FY20 was \$7,890,456. These reserves guard against any deficiencies in the Town’s self-insurance health fund for active employees’ insurance expenditures. The trend in the reserve balance is shown in the chart. Since FY13, the Town maintained level funding of health insurance benefits due to the wellness program and good claims experience which enabled a reduction in funding for FY19 and FY20 and allowed for maintained level funding in FY21. The reserves of this fund have provided a cushion in case claims unexpectedly increase. In FY18, a transfer of \$2,300,000 from excess reserves to the Recreation Enterprise Fund was made to fund the Town’s portion of the new Recreation Center. The actuary recommends a minimum reserve of 6 months of estimated claims as well as the incurred but not Recorded (IBNR) claims. These amounts at the end of FY20 totalled \$1,986,960, leaving a surplus reserve amount of \$5,903,496. For FY21, the contingency balance is not expected to be spent and the projected fund balance is expected to be stable.



Reserve Status
Town of Palm Beach

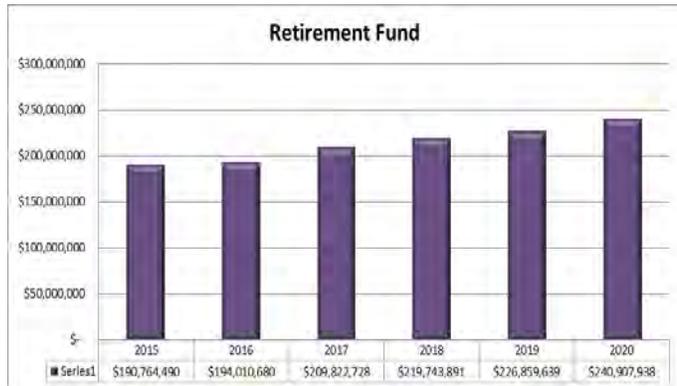
OPEB (OTHER POST EMPLOYMENT BENEFITS) TRUST

The Town's OPEB Trust Fund was established in 2007 to comply with GASB Statements 43 and 54, which required the establishment of a liability for actuarially determined costs of retiree health benefits. This fund's investments are overseen by the Town's Investment Advisory Committee. The net asset balance in this trust was \$34,728,236 as of September 30, 2020. The total OPEB liability is calculated to be \$24,931,118, resulting in a Net OPEB asset of \$8,797,117, and a funded ratio of 133.9% using a 5% return assumption. The actuarially determined transfer from the General Fund for the OPEB liability for FY21 is \$429,858. The Town is exceptionally well funded and continues to be well ahead of other government agencies.



RETIREMENT FUND

The Town provides pension benefits for General Employees, Lifeguards, Police Officers, and Firefighters. The funds were separately managed by three pension boards until the consolidation on April 1, 2012, into the Employee's Retirement Fund. The Retirement Board oversees all of the Town's pension assets and retirement programs. The net assets of the consolidated retirement fund at the end of FY20 were \$240,907,938. The increase was a result of good investment performance during the year and the extraordinary retirement contribution. The funded ratio improved to 72.7% compared to 70.3% last year.



CONTINGENCY RESERVES

Contingency reserves were established for the General Fund, Capital Fund, Equipment Replacement Fund, Marina and Par 3 Enterprise Funds, Building Enterprise Fund, Risk Insurance Fund and Health Insurance Fund to provide for unanticipated unbudgeted expenditures of a nonrecurring nature. The amount of the General Fund Contingency has been funded at 1% of the FY20 operating budget. The Capital Fund Contingency is appropriated at 10% of the capital budget, while the Equipment Replacement Fund, Risk, and Health Contingency Reserves are appropriated at \$500,000 each. The Enterprise Funds maintain a Contingency Reserve at 5% of the operating expenses. All of the contingency reserves are annually appropriated in the budget process from the net asset reserves of each of the funds. Amounts from the contingency are appropriated for expenditures through an affirmative vote of the Town Council.

The table on the following page identifies the contingency budgets and actual expenditures for the fiscal years 2017 through FY2022 budget.

**Contingency Balances
2017-2022**

Contingency	2017	2018	2019	2020	2021	2022
General Fund Budget	\$ 960,300	\$ 655,877	\$ 560,000	\$ 610,000	\$ 600,000	\$ 600,000
General Fund Actual	\$ 759,644	\$ 12,000	\$ 79,864	\$ 160,280	\$ 105,000	\$ -
CIP Budget	\$ 348,600	\$ 284,500	\$ 603,750	\$ 693,500	\$ 352,000	\$ 604,000
CIP Actual	\$ -	\$ -	\$ 95,796	\$ -	\$ -	\$ -
ERF Budget	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
ERF Actual	\$ 10,391	\$ 105,252	\$ -	\$ -	\$ 30,000	\$ -
Risk Budget	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Risk Actual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health Budget	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Health Actual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Par 3 Golf Course Budget	\$ -	\$ -	\$ 89,630	\$ 85,298	\$ 93,223	\$ 103,616
Par 3 Golf Course Actual	\$ -	\$ -	\$ 55,882	\$ 69,000	\$ -	\$ -
Marina Budget	\$ -	\$ -	\$ 55,679	\$ 54,209	\$ 39,686	\$ 123,129
Marina Actual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Permit Fund	\$ -	\$ -	\$ -	\$ -	\$ 138,720	\$ 166,817
Building Permit Fund	\$ -	\$ -	\$ -	\$ -	\$ 74,030	\$ -
Recreation Enterprise Budget	\$ 321,200	\$ 168,303	\$ -	\$ -	\$ -	\$ -
Recreation Enterprise Actual	\$ -	\$ 37,750	\$ -	\$ -	\$ -	\$ -

UNASSIGNED NET POSITION

All reserves are at or over the policy established minimum. The financial strength of the Town can be measured by the health of its reserves. Bond rating agencies look closely at the reserve levels and the financial policies in place when rating a municipality. The rating agencies reviewed the Town's credit ratings in preparation for the issuance of the Town's bonds. They cited the Town's healthy reserves, solid fiscal policies, and conservative management practices as some of the reasons for our exceptional bond ratings. Moody's Investors Service gave the Town an Aa1 for the Revenue Bonds and provided the Town with a General Obligation Bond rating of Aaa. Standard and Poor's has recently upgraded the credit rating on the revenue bonds to AAA and provided the Town's General Obligation Bond a rating of AAA. These revenue bond ratings and issuer credit ratings are the highest ratings these two services issue and represent the highest quality investment grade debt.

The table and the chart on the following page summarize the trend of the unassigned net position, compensated absence, and replacement reserve balances for fiscal year ending 2015 through fiscal year end 2020. Total reserves equal \$458,623,388. Reserves less Pension and Retiree Health Trust total \$182,987,214. Total Town reserves have grown over 34.2% since 2015. Total reserves less the Pension Fund and Retiree Health OPEB Trust have grown by 47.8% or \$59,174,772 over the same period. The Pension and Retiree Health Funds have grown by \$58,242,588 or 26.8% since 2015. Funding for future capital, coastal and Townwide underground utility projects held in reserves totals \$108,127,402.

**Town Reserve Balance History
2015 - 2020**

Fund	2015	2016	2017	2018	2019	2020
General Fund	\$ 22,267,051	\$ 21,615,082	\$ 17,716,419	\$ 23,063,128	\$ 26,540,203	\$ 29,628,725
Compensated Absence (GF)	\$ 3,168,789	\$ 3,061,180	\$ 3,210,518	\$ 3,129,714	\$ 3,094,888	\$ 2,703,693
Equipment Replacement Fund	\$ 13,304,714	\$ 14,918,663	\$ 15,889,600	\$ 16,390,299	\$ 17,678,027	\$ 19,926,672
Recreation Enterprise Fund	\$ 179,645	\$ 169,291	\$ 777,250	\$ -	\$ -	\$ -
Recreation ERF	\$ 584,638	\$ 583,475	\$ 651,225	\$ -	\$ -	\$ -
Dock Replacement	\$ 2,880,038	\$ 3,356,781	\$ 3,801,256	\$ 2,587,882	\$ 3,980,807	\$ 5,141,712
Par 3 M&I Reserve	\$ 351,246	\$ 388,132	\$ 442,910	\$ -	\$ -	\$ -
Tennis M&I reserve	\$ 46,320	\$ 53,852	\$ 61,142	\$ 71,610	\$ -	\$ -
Par 3 M&I	\$ 147,602	\$ 327,485	\$ 287,426	\$ 872,468	\$ 992,341	\$ 985,326
Par 3 Equipment Replacement					\$ 524,641	\$ 524,869
Donation Fund	\$ 564,368	\$ 1,180,331	\$ 3,018,697	\$ 1,666,199	\$ 1,490,547	\$ 1,011,637
Debt Service	\$ 1,567,384	\$ 955,441	\$ 1,569,976	\$ 1,566,248	\$ 1,381,353	\$ 1,659,221
Capital Improvement	\$ 5,898,531	\$ 5,506,265	\$ 6,639,003	\$ 7,376,553	\$ 16,354,430	\$ 17,056,376
Coastal Protection Fund	\$ 24,072,085	\$ 13,810,648	\$ 19,661,966	\$ 27,916,610	\$ 39,769,059	\$ 32,351,493
Townwide Underground Fund			\$ (1,172,618)	\$ 6,672,736	\$ 63,944,516	\$ 57,855,306
2013 ACIP Fund	\$ 34,967,926	\$ 20,196,064	\$ 12,095,772	\$ 7,286,574	\$ 1,601,603	\$ 864,227
Health Fund	\$ 5,740,869	\$ 6,507,339	\$ 6,904,823	\$ 5,441,578	\$ 6,789,493	\$ 7,890,456
Risk Fund	\$ 8,071,236	\$ 8,458,781	\$ 7,578,199	\$ 4,807,846	\$ 5,212,442	\$ 5,387,501
Health - OPEB Trust	\$ 26,629,096	\$ 28,401,183	\$ 31,275,719	\$ 32,682,812	\$ 32,812,872	\$ 34,728,236
Pension Funds	\$ 190,764,490	\$ 194,010,680	\$ 209,822,728	\$ 219,743,891	\$ 226,859,639	\$ 240,907,938
Total	\$ 341,206,028	\$ 323,500,673	\$ 340,232,011	\$ 361,276,148	\$ 449,026,861	\$ 458,623,388

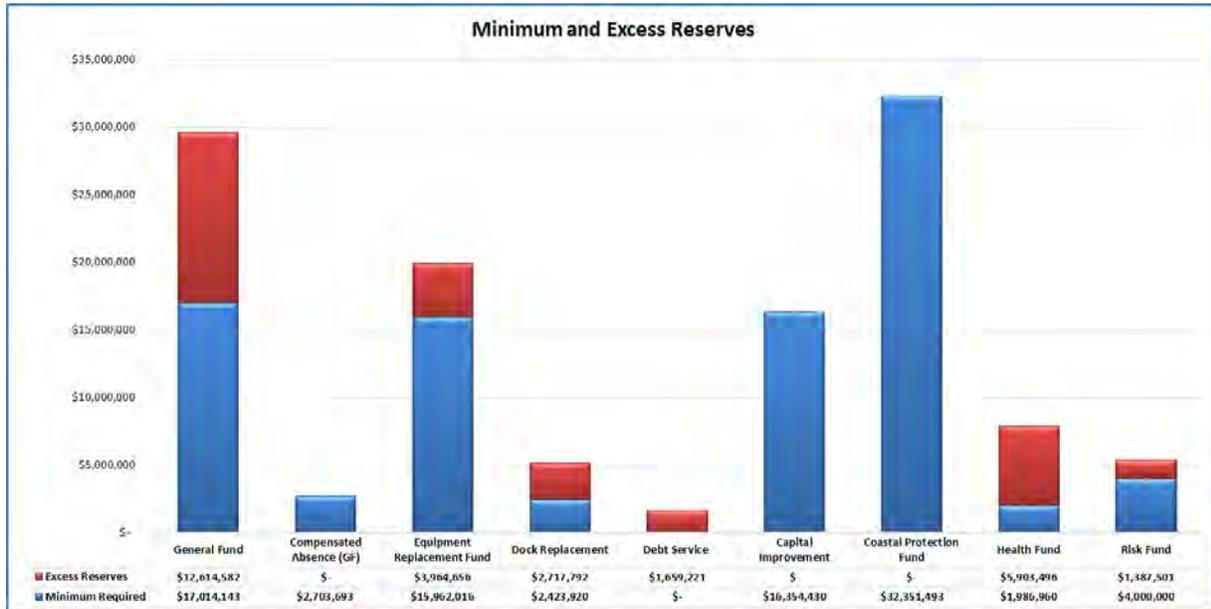


Reserve Status
Town of Palm Beach

EXCESS RESERVES

Many of the Town’s reserves must be maintained at a minimum level set by policy or based on recommendations of the actuarial firms used by the Town. The various capital fund reserves represent funds that have been accrued for future projects. The chart below shows the FY20 ending balance, minimum reserve amount and excess reserve balances. Total excess reserves are \$28,247,248. Of this amount, the Town Council in FY21 has allocated \$1,133,500 from the Marina Reserve and \$1,123,108 from the General Fund Reserve for the Lake Park Project.

Fund	2020 Reserve Balance	Minimum Required Balance	Excess Reserves
General Fund	\$ 29,628,725	\$ 17,014,143	\$ 12,614,582
Compensated Absence (GF)	\$ 2,703,693	\$ 2,703,693	\$ -
Equipment Replacement Fund	\$ 19,926,672	\$ 15,962,016	\$ 3,964,656
Dock Replacement	\$ 5,141,712	\$ 2,423,920	\$ 2,717,792
Debt Service	\$ 1,659,221	\$ -	\$ 1,659,221
Capital Improvement	\$ 16,354,430	\$ 16,354,430	\$ -
Coastal Protection Fund	\$ 32,351,493	\$ 32,351,493	\$ -
Health Fund	\$ 7,890,456	\$ 1,986,960	\$ 5,903,496
Risk Fund	\$ 5,387,501	\$ 4,000,000	\$ 1,387,501
Health - OPEB Trust	\$ 34,728,236	\$ 34,728,236	\$ -
Pension Funds	\$ 240,907,938	\$ 240,907,938	\$ -
Total	\$ 399,201,909	\$ 370,954,661	\$ 28,247,248





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CAPITAL EXPENDITURES

The Town of Palm Beach defines a “capital expenditure as the cost(s) associated with the acquisition of land, improvements to land, buildings, vehicles, machinery, equipment, works of art, infrastructure and other tangible or intangible assets that are used in operations and that have an initial useful life extending beyond a single reporting period. Capital expenditures with the following minimum dollar threshold are recognized as depreciable as recommended by GFOA Best Practices:

- Infrastructure - \$50,000
- Computer Software - \$25,000
- Machinery, equipment, vehicles and office furniture - \$5,000
- Computers - \$3,000

Capital expenditures are further categorized as “routine” and “non-routine.” Routine capital expenditures represent the cost of items that are purchased on an annual basis such as computer hardware, vehicles and various other types of equipment. Non-routine capital expenditures represent the cost of items such as capital improvements projects that are not incurred on a regular basis.

The Town defines the term “capital improvement” as a major repair, renovation or replacement of infrastructure which has an estimated cost of \$50,000 or greater and extends the useful life by at least five years or adds capacity/square footage to an existing facility. Capital improvements are accounted for in the Capital Funds section of the budget.

The purpose of the capital budget is to promote advanced planning by department directors and serves as a fiscal planning tool to forecast the demands on revenues and future borrowing needs. The capital improvements program is reviewed and updated annually. During the budget preparation process, departments provide the Public Works Director with updates on current projects, the projects scheduled for the next fiscal year and any changes that are requested from the previous five-year plan. The plan is then presented to the Budget Review Committee for review prior to approval by Town Council. These changes include requests for new projects or modifications to projects already forecasted in the plan. Departments are required to give a description of the project, estimated costs and justification, funding resources and a statement of impact on the Town’s annual operating budget.

Capital Expenditures
Town of Palm Beach

FY2022

FY2022 Town-Wide Capital Expenditures					
Department	General Fund	Internal Service Funds	Capital Funds	Enterprise Funds	Total
Information Technology					
Annual Depreciation	207,759				207,759
Major Computer Equipment	5,000	526,111			531,111
Finance					
Annual Depreciation	3,326				3,326
Planning and Zoning					
Annual Depreciation	5,955				5,955
Recreation					
Annual Depreciation	52,944				52,944
Fire Rescue					
Annual Depreciation	560,752				560,752
Grant Equipment	25,000				25,000
Freightline Chassis	8,853	303,887			312,740
Demers F450 Rescue	23,731	300,477			324,208
Compressed Air Unit	500	87,418			87,918
Washer Extractor	2,340	7,422			9,762
Police Department					
Annual Depreciation	743,560				743,560
2 Hybrid Pursuit		100,000			100,000
Admin Patrol Vehicle		30,000			30,000
Surveillance Equipment		260,370			260,370
Public Works					
Annual Depreciation	633,661				633,661
Portable Generator		28,000			28,000
Conflict Monitor		9,734			9,734
Pro Link Diagnostic Tool		13,000			13,000
Ford T-250 Cargo Van		28,000			28,000
Ford F250 Utility Body		37,000			37,000
2 International Dump Trucks		196,000			196,000
Vehicle Shop Equipment	6,000				6,000
Parking Meter Lease		59,412			59,412
Coastal Fund					
Annual Depreciation			1,963		1,963
Coastal Projects			27,347,751		27,347,751
Par 3 Fund					
Annual Depreciation				379,697	379,697
Turf Tender				15,500	15,500
All Utility Vehicle				10,500	10,500
Triplex Mower - 3150				32,000	32,000
Scoreboard				6,000	6,000
Range Mat				22,000	22,000
Range Ball Machine				12,000	12,000
Marina Fund					
Annual Depreciation				1,246,774	1,246,774
Building Fund					
Annual Depreciation				93,363	93,363
Building Dept Software				249,785	249,785
Total Capital Expenditures	\$2,279,381	\$1,986,831	\$27,349,714	\$2,067,619	\$33,683,545

General Fund Revenues and Expenditures
Town of Palm Beach

GENERAL FUND REVENUES AND EXPENDITURES

Town of Palm Beach, Florida
General Fund Revenues and Expenditures
Budget Comparison
Fiscal Years 2021 - 2022

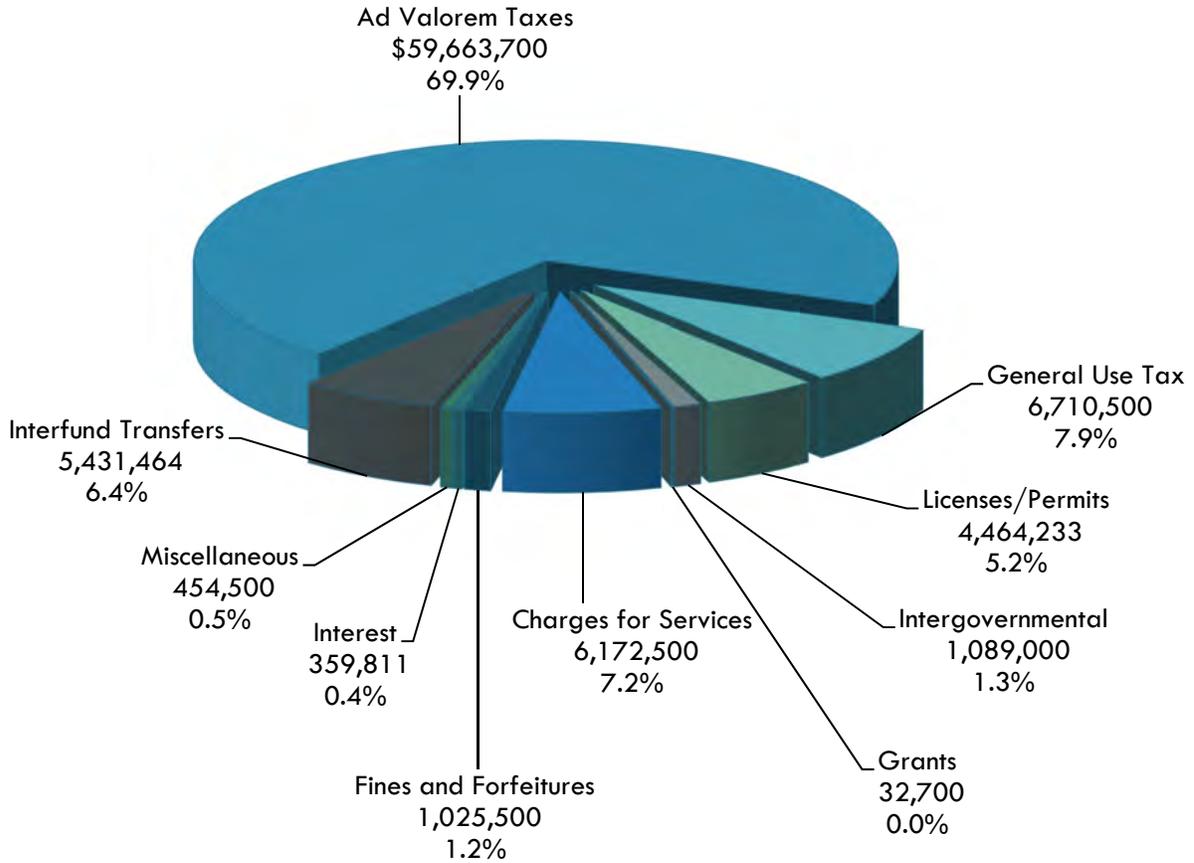
	Budget FY2021	Budget FY2022	FY21 vs. FY22 \$ Difference	FY21 vs. FY22 % Change
Revenues				
Ad Valorem Taxes	\$57,134,058	\$59,663,700	\$2,529,642	4.43%
Non Ad Valorem Taxes	6,351,000	6,710,500	\$359,500	5.66%
Licenses & Permits	4,245,100	4,419,233	\$174,133	4.10%
Intergovernmental	956,000	1,121,700	\$165,700	17.33%
Charges for Services	5,384,700	6,172,500	\$787,800	14.63%
Fines and Forfeitures	916,000	1,025,500	\$109,500	11.95%
Investment Earnings	904,715	359,811	-\$544,904	-60.23%
Miscellaneous Revenues	494,500	499,500	\$5,000	1.01%
Interfund Transfers	25,000	536,665	\$511,665	2046.66%
Transfer From Fund Balance	1,304,500	5,431,464	\$4,126,964	316.36%
Transfer from Building Fund	3,200,000	3,200,000	\$0	100.00%
Total Revenues	\$80,915,573	\$89,140,573	\$8,225,000	10.16%
Expenditures				
Department				
Legislative	\$154,400	\$152,500	-\$1,900	-1.23%
General Government	863,542	1,004,050	\$140,508	16.27%
Town Manager	802,615	947,587	\$144,972	18.06%
Town Clerk	316,092	357,145	\$41,053	12.99%
Advice and Litigation	390,000	365,000	-\$25,000	-6.41%
Human Resources	700,508	729,523	\$29,015	4.14%
Information Systems	2,935,478	3,072,318	\$136,840	4.66%
Finance	1,774,049	1,865,675	\$91,626	5.16%
Recreation and Tennis	1,865,276	2,049,732	\$184,456	9.89%
Planning/Building/Zoning	1,401,621	1,579,265	\$177,644	12.67%
Library	352,650	363,230	\$10,580	3.00%
Fire-Rescue	14,621,091	15,346,841	\$725,750	4.96%
Police	16,906,530	16,877,684	-\$28,846	-0.17%
Public Works	16,076,276	16,700,542	\$624,266	3.88%
Contingency	600,000	600,000	\$0	0.00%
Transfer to Other Funds				
Transfer to CIP	2,662,000	8,428,200	\$5,766,200	216.61%
Transfer to Coastal	4,777,000	4,920,310	\$143,310	3.00%
Transfer to UU Fund	165,000	176,550	\$11,550	7.00%
Transfer to Debt Service	5,691,148	5,676,719	-\$14,429	-0.25%
Transfer to Risk Fund	2,010,439	2,173,487	\$163,048	8.11%
Transfer to OPEB Trust Fund	429,858	334,215	-\$95,643	-22.25%
Extraordinary Transfer to Retirement Fund	5,420,000	5,420,000	\$0	0.00%
Total General Fund Expenditures	\$80,915,573	\$89,140,573	\$8,225,000	10.16%
Revenues Over/(Under) Expenditures	\$0	\$0		



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General Fund Revenues
Town of Palm Beach

REVENUES BY TYPE



Ad Valorem Taxes	\$ 59,663,700
General Use Tax	6,710,500
Licenses/Permits	4,464,233
Intergovernmental	1,089,000
Grants	32,700
Charges for Services	6,172,500
Fines and Forfeitures	1,025,500
Interest	359,811
Miscellaneous	454,500
Interfund Transfers	3,736,665
Use of Fund Balance	5,431,464
	<u>\$89,140,573</u>

General Fund Revenues
Town of Palm Beach

FY2022

Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget	% Variance	% of Total Budget
Ad Valorem Taxes							
Current Ad Valorem Taxes	54,847,083	56,740,735	57,134,058	57,134,058	59,663,700	4.43%	66.93%
Back Taxes	36,664	76,962	-	-	-	0.00%	0.00%
	54,883,747	56,817,697	57,134,058	57,134,058	59,663,700	4.43%	66.93%
Sales, Use and Fuel Taxes							
1-6 Cents Local Opt Fuel Tax	241,392	215,880	235,000	209,910	220,000	-6.38%	0.25%
1-5 Cents Local Opt Fuel Tax	111,983	99,266	110,000	96,712	105,000	-4.55%	0.12%
	353,375	315,146	345,000	306,622	325,000	-5.80%	0.36%
Utility Services Taxes							
Electricity Utility	2,652,524	2,699,268	2,666,000	2,700,000	3,037,500	13.93%	3.41%
Simplified Telecom Tax	1,041,475	1,053,108	1,070,000	1,020,000	1,025,000	-4.21%	1.15%
Water Utility	1,956,020	1,954,802	1,950,000	1,950,000	1,950,000	0.00%	2.19%
Gas Utility	277,509	323,903	300,000	345,000	350,000	16.67%	0.39%
Propane Utility	18,458	21,099	20,000	23,500	23,000	15.00%	0.03%
	5,945,986	6,052,179	6,006,000	6,038,500	6,385,500	6.32%	7.16%
Business Tax Receipts							
Business Tax Receipts	744,976	781,754	740,000	739,658	777,000	5.00%	0.87%
Business Tax Receipt Penalties	28,063	32,149	30,000	30,000	30,000	0.00%	0.03%
	773,039	813,903	770,000	769,658	807,000	4.81%	0.91%
Building Permits							
Building	8,115,868	6,606,842	-	-	-	0.00%	0.00%
Electrical	369,503	138,809	-	-	-	0.00%	0.00%
Plumbing	195,696	61,266	-	-	-	0.00%	0.00%
Permit Processing	24,270	21,190	-	-	-	0.00%	0.00%
Permit Penalty	41,276	25,888	-	-	-	0.00%	0.00%
Except/Var. App.	247,878	265,707	235,000	314,901	275,000	17.02%	0.31%
Reinspection Fees	3,240	1,510	-	100	-	0.00%	0.00%
Abandonments	370	(205)	-	(194)	-	0.00%	0.00%
Architectural Fees	282,370	253,542	250,000	416,520	280,000	12.00%	0.31%
Landmarks Submittal	44,950	45,405	37,000	73,543	45,000	21.62%	0.05%
Mechanical Permits	301,404	158,119	-	-	-	0.00%	0.00%
Contractor Registration Fee	9,750	6,725	-	-	-	0.00%	0.00%
Landscape Permit	3,952	-	-	-	-	0.00%	0.00%
Miscellaneous Permit Fees	360	7,500	-	-	-	0.00%	0.00%
Building Permit Search Fee	53,650	55,650	-	-	-	0.00%	0.00%
Permit Revision Fee	197,575	178,600	-	-	-	0.00%	0.00%
	9,892,112	7,826,548	522,000	804,870	600,000	14.94%	0.67%
Franchise Fees							
Electricity Franchise	1,956,232	1,895,038	1,950,000	1,787,318	2,010,733	3.11%	2.26%
Gas Franchise	270,709	281,490	300,000	300,000	300,000	0.00%	0.34%
	2,226,940	2,176,527	2,250,000	2,087,318	2,310,733	2.70%	2.59%
Other Licenses, Fees & Permits							
Right Of Way Permits	1,079,411	1,026,273	606,600	565,791	600,000	-1.09%	0.67%
Residential Parking Plans	96,200	113,475	95,000	110,000	100,000	5.26%	0.11%
Taxi Permits	675	1,125	900	900	900	0.00%	0.00%

General Fund Revenues
Town of Palm Beach

Flood Plain Mgmt Permit Fee	10,958	11,250	-	771	-	0.00%	0.00%
Newsrack Enclosure Admin Fee	820	700	600	600	600	0.00%	0.00%
Charitable Solicitations Fee	43,320	27,640	40,000	10,000	40,000	0.00%	0.04%
Char Solit Late Filing Fee	2,865	3,675	5,000	3,500	5,000	0.00%	0.01%
	1,234,249	1,184,138	748,100	691,562	746,500	-0.21%	0.84%
Federal Grants							
Bullet Proof Vests Grant	8,395	-	7,700	7,700	7,700	0.00%	0.01%
Federal Grants - Public Safety	57,614	15,102	-	-	-	0.00%	0.00%
FEMA/FDOT Reimbursement	121,978	816,498	-	751,084	-	0.00%	0.00%
CARES Act	-	14,856	-	-	-	0.00%	0.00%
	187,987	846,456	7,700	758,784	7,700	0.00%	0.01%
State Grants							
State Of FL - Public Safety	-	50,000	-	-	-	0.00%	0.00%
State Of FL - Emer Mgmt	7,393	44,237	-	27,403	-	0.00%	0.00%
	7,393	94,237	-	27,403	-	0.00%	0.00%
State Shared Revenues							
State Revenue Sharing	280,793	256,510	200,000	256,239	280,000	40.00%	0.31%
Alcoholic Beverage Lic	24,393	29,380	26,000	30,000	26,000	0.00%	0.03%
Local Govt. Sales Tax	672,120	622,691	600,000	685,071	685,000	14.17%	0.77%
Fire Supp Compensation	36,691	25,875	30,000	37,409	37,000	23.33%	0.04%
911 Equip Reimbursement	24,217	28,490	20,000	8,115	20,000	0.00%	0.02%
Seized Tag	3,417	2,567	3,800	2,103	2,500	-34.21%	0.00%
Fuel Tax Refund	21,569	23,506	21,000	22,421	21,000	0.00%	0.02%
	1,063,200	989,019	900,800	1,041,358	1,071,500	18.95%	1.20%
Grants From Other Local Units							
Ems Grant - PB County	-	-	25,000	-	25,000	0.00%	0.03%
	-	-	25,000	-	25,000	0.00%	0.03%
Shared Revenues-Other Local Units							
County Occ. Licenses	20,720	16,016	20,000	15,000	15,000	-25.00%	0.02%
\$12.50 Citation Monies	2,765	2,879	2,500	2,728	2,500	0.00%	0.00%
	23,485	18,895	22,500	17,728	17,500	-22.22%	0.02%
Public Safety							
Special Assignment Ot - Other	1,332,881	2,070,693	1,400,000	2,816,029	1,100,000	-21.43%	1.23%
Police Id Cards	47,150	4,600	25,000	25,000	25,000	0.00%	0.03%
Burglar Alarm False Alarm Fees	73,375	37,350	55,000	55,000	55,000	0.00%	0.06%
Burglar Alarm Registration Fee	90,900	88,925	95,000	90,000	90,000	-5.26%	0.10%
Burglar Alarm - Penalties	7,180	7,873	5,000	5,159	5,000	0.00%	0.01%
Burglar Alarm - Direct Connect	21,772	21,927	23,000	23,000	23,000	0.00%	0.03%
Valet Parking Permit	6,900	12,850	13,000	13,000	13,000	0.00%	0.01%
Tent Permits	19,393	19,312	21,000	15,000	15,000	-28.57%	0.02%
Special Detail-Fire	6,782	4,795	7,000	900	5,000	-28.57%	0.01%
Fire Prev Bonfires	-	600	-	-	-	0.00%	0.00%
Fire Prev Hot Work	26,825	1,650	-	2,750	2,000	100.00%	0.00%
Fire Prev Public Assembly	350	400	1,000	-	1,000	0.00%	0.00%
False Fire Alarms	7,224	14,920	12,000	14,926	12,000	0.00%	0.01%
Fire Prev Fireworks	14,508	2,000	6,000	6,000	6,000	0.00%	0.01%
Bldg. Insp. Fund Fees	13,681	10,602	-	-	-	0.00%	0.00%
Radon Gas	9,245	7,143	-	-	-	0.00%	0.00%
Fire Prev Technical Fire Insp	31,000	500	-	-	-	0.00%	0.00%

General Fund Revenues
Town of Palm Beach

Fire Prev Annual Ins Fee	99,797	70,599	100,000	73,276	100,000	0.00%	0.11%
Ems Transport Fees	492,105	431,200	425,000	365,000	400,000	-5.88%	0.45%
	2,301,067	2,807,939	2,188,000	3,505,040	1,852,000	-15.36%	2.08%
Physical Environment							
Special Solid Waste	12,292	9,289	12,000	12,000	12,000	0.00%	0.01%
Solid Waste	866,171	856,066	900,000	850,000	875,000	-2.78%	0.98%
Comp. Garbage Collection Fee	289,503	231,229	275,000	250,000	275,000	0.00%	0.31%
SWA Recycling Revenue	3,989	305	-	-	-	0.00%	0.00%
Historic Specimen Tree Fee	3,757	4,199	5,000	5,000	5,000	0.00%	0.01%
	1,175,710	1,101,088	1,192,000	1,117,000	1,167,000	-2.10%	1.31%
Transportation							
Prkg Meter Royal Palm Way Lot	1,445	6,820	10,000	20,000	21,000	110.00%	0.02%
Prkg Meter Ocean Front	583,158	621,703	575,000	904,000	1,100,000	91.30%	1.23%
Prkg Meter Lake Front	30,209	26,970	-	100	-	0.00%	0.00%
Prkg Meter Phipps Ocean Front	161,211	135,001	125,000	150,000	100,000	-20.00%	0.11%
Prkg Meter Peruvian	110,891	86,350	115,000	125,500	150,000	30.43%	0.17%
Prkg Meter Bradley Place	10,700	2,843	5,000	10,700	15,000	200.00%	0.02%
Prkg Meter North County	-	-	-	50,000	120,000	100.00%	0.13%
Parking Meter Royal Palm Way	38,711	44,980	45,000	65,000	100,000	122.22%	0.11%
Prkg Meter Sunrise	-	-	-	105,000	150,000	100.00%	0.17%
Other Parking Placards	283,135	269,417	225,000	300,000	375,000	66.67%	0.42%
	1,219,460	1,194,084	1,100,000	1,730,300	2,131,000	93.73%	2.39%
Culture and Recreation							
Adult Program Fees (Rec)	12,743	26,432	84,500	20,000	81,000	-4.14%	0.09%
Youth Program Fees (Rec)	143,516	108,299	348,000	265,500	345,000	-0.86%	0.39%
Fitness Center Classes	-	700	-	4,500	6,500	100.00%	0.01%
Tennis Mixers	744	387	500	-	-	-100.00%	0.00%
Merchandise Sales	17,269	20,619	16,000	30,000	20,500	28.13%	0.02%
Adult Program Fees (Tennis)	6,043	6,063	8,000	2,000	4,000	-50.00%	0.00%
Tennis 12 Play Pass	28,099	52,482	35,200	41,000	44,720	27.05%	0.05%
Daily Tennis Court Fees	21,743	30,032	20,000	30,000	25,000	25.00%	0.03%
Annual Tennis Court Fees	37,814	28,245	40,000	75,000	54,140	35.35%	0.06%
Passes/Daily Admission	-	89,135	184,000	90,000	68,500	-62.77%	0.08%
Marina Amenity	-	-	-	-	179,640	100.00%	0.20%
Promotional Merchandise	289	60	3,500	1,500	3,500	0.00%	0.00%
Town Share Tennis Teaching Services	85,173	93,074	80,000	93,000	93,000	16.25%	0.10%
Town Share Tennis Merch Sales	705	983	1,000	1,000	1,000	0.00%	0.00%
Recreation M & I Fee	652	55	-	-	-	0.00%	0.00%
Tennis M & I Fee	9,231	121	-	-	-	0.00%	0.00%
	364,021	456,684	820,700	653,500	926,500	12.89%	1.04%
Other Charges for Services							
Misc Copies	2,151	2,491	2,500	2,500	2,500	0.00%	0.00%
Lien Search Fee	76,825	73,975	68,000	156,386	80,000	17.65%	0.09%
Microfiche/Scan Documents	25	-	-	-	-	0.00%	0.00%
Tennis Pro Admin Fees	13,502	12,375	13,500	13,500	13,500	0.00%	0.02%
	92,503	88,841	84,000	172,386	96,000	14.29%	0.11%
Judgments and Fines							
Fines - Other Parking	372,844	389,077	500,000	489,230	490,000	-2.00%	0.55%
Fines - Parking Meters	29,577	69,833	40,000	117,620	125,000	212.50%	0.14%

General Fund Revenues
Town of Palm Beach

Row Parking Violation Fines	66,720	63,475	45,500	61,458	65,000	42.86%	0.07%
Moving Violations	7,866	6,796	9,000	4,993	5,000	-44.44%	0.01%
Revenue/2nd \$ Funding	728	1,575	2,000	1,049	1,000	-50.00%	0.00%
Boot Fees	7,700	8,750	5,000	14,400	10,000	100.00%	0.01%
Penalty - Other Parking	87,441	95,814	120,000	125,897	125,000	4.17%	0.14%
Penalty - Parking Meters	8,324	20,940	15,000	36,000	25,000	66.67%	0.03%
	581,201	656,261	736,500	850,647	846,000	14.87%	0.95%
Violations of Local Ordinances							
Code Compliance Fines	318,425	122,790	175,000	150,000	175,000	0.00%	0.20%
Code Compliance Admin Fee	4,450	1,925	4,500	1,243	4,500	0.00%	0.01%
	322,875	124,715	179,500	151,243	179,500	0.00%	0.21%
Interest and Other Earnings							
Interest - Checking	108,179	146,044	200,000	40,338	75,000	-62.50%	0.08%
Fmivt Interest	54,544	24,757	20,000	(2,048)	20,000	0.00%	0.02%
PFM/TD Bank Interest Income	343,323	307,812	419,715	(14,180)	149,811	-64.31%	0.17%
Interest – CD's	452,016	206,333	250,000	87,335	100,000	-60.00%	0.11%
Inv Earnings/Ad Valorem	11,720	11,661	15,000	15,000	15,000	0.00%	0.02%
	969,782	696,608	904,715	126,445	360,000	-60.21%	0.40%
Rents and Royalties							
Equipment Rentals - Tennis	-	12	-	-	-	0.00%	0.00%
Facility Rental Fees - Tennis	15	1,080	500	-	500	0.00%	0.00%
Facility Rental Fees - Rec	-	5,831	25,000	15,000	25,000	0.00%	0.03%
Room Rental Dep - South Fire	822	(250)	-	-	-	0.00%	0.00%
Seaview Park Concession	-	401	4,000	-	6,000	50.00%	0.01%
Rooftop Lease	37,453	40,065	37,000	40,000	40,000	8.11%	0.04%
	38,290	47,139	66,500	55,000	71,500	7.52%	0.08%
Other Miscellaneous Revenues							
State Highway Lighting Maint	101,267	123,245	100,000	120,000	120,000	20.00%	0.13%
Rebate For Town Towing	3,522	3,139	3,000	3,000	3,000	0.00%	0.00%
Purchase Card Rebate	4,677	22,533	25,000	25,591	25,000	0.00%	0.03%
Credit Card Cust Surcharge	19,481	14,614	15,000	20,834	15,000	0.00%	0.02%
DC Forfeiture Trsfr from ICMA	180,000	190,000	190,000	190,000	170,000	-10.53%	0.19%
Miscellaneous Revenue	67,265	78,485	50,000	50,000	50,000	0.00%	0.06%
	376,212	432,016	383,000	409,425	383,000	0.00%	0.43%
Interfund Transfer							
Transfer in from 403 Rec Fund	73,454	-	-	-	-	0.00%	0.00%
Transfer from 320 Equip Repl	780,421	-	-	-	-	0.00%	0.00%
Use Of Fund Balance	-	-	1,304,500	-	5,431,464	316.36%	6.09%
Interfd Transfer-Marina	1,282,160	-	-	-	511,665	0.00%	0.57%
Interfd Transfer-Golf	25,000	25,000	25,000	25,000	25,000	0.00%	0.03%
Interfd Transfer-Building Fund	-	-	3,200,000	3,200,000	3,200,000	0.00%	3.59%
	2,161,035	25,000	4,529,500	3,225,000	9,168,128	102.41%	10.29%
	86,193,667	84,765,119	80,915,573	81,673,847	89,140,573	10.16%	100.00%

MAJOR REVENUE SOURCES

PROPERTY TAX

General Description

Under State law, the assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the property appraiser of each county and tax collector of each county. Municipalities are not permitted to levy property taxes at a rate of more than 10 mills for operating millage. There is no limitation as to rate or amount of ad valorem taxes levied for the purpose of paying debt service on general obligation bonds, pursuant to Florida Statutes, but the Town, according to Section 7.01 of the Town Charter, cannot have a total indebtedness which exceeds an amount equal to five percent (5%) of the total assessed value of the taxable property within the Town's corporate limits. The laws of the State regulating tax assessment are designed to assure a consistent property valuation method statewide. The State Constitution does, however, permit different assessment standards for agricultural land, land used exclusively for noncommercial recreational purposes, tangible personal property held for sale as stock-in-trade and livestock.

Property Assessment Procedure

Municipal ad valorem taxes are levied based upon the assessed valuation of taxable real and tangible personal property located within the boundaries of the municipality. Property valuations are determined each year as of January 1 by the Property Appraiser. A tax roll is prepared by July 1 and each taxpayer whose property is subject to taxation is given notice of the assessment of such property. The property owner has the right to file an appeal with the Value Adjustment Board, which considers petitions relating to assessments and exemptions. The Value Adjustment Board certifies the assessment roll upon completion of the hearing of all appeals.

Exemptions

Every person who has the legal title or beneficial title in equity to real property in the State of Florida and who resides thereon and in good faith makes the same his or her permanent residence or the permanent residence of others legally or naturally dependent upon such person is entitled to an exemption from ad valorem taxation by counties of \$25,000 for a property with an assessed value of up to \$50,000. Beginning at \$50,000 and continuing through an assessed value of \$75,000 the additional benefit will increase with the increase in property value. A property with an assessed value of \$75,000 or more will receive the full \$50,000 exemption. Other exemptions from the ad valorem tax include property owned by certain permanently and totally disabled persons; active military personnel; disabled veterans; renewable energy source improvements; inventory; historic properties; property used by hospitals, nursing homes, homes for special services and property used by homes for the aged; educational property; property owned and used by labor organizations; community centers; governmental property; property owned by not-for-profit sewer and water companies; and the first \$500 of property of every widow and widower.

Levy of Ad Valorem Taxes

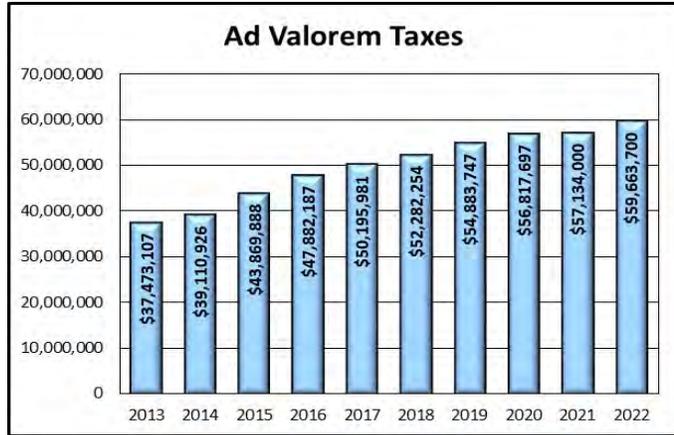
The Town is required to establish a budget for each fiscal year. The Town is required to compute a proposed millage rate necessary to fund the tentative budget other than the portion of the budget to be funded from sources other than ad valorem taxes. After a procedure involving notice, hearings and public comment, the tentative budget and millage rate become final when approved by the Town Council. This procedure creates the tax roll which is then turned over to the Tax Collector on or about the first Monday in October.

Tax Collection Procedure

Upon receipt of the certified tax roll, the Tax Collector is required to mail to each taxpayer appearing on the assessment roll a tax notice stating, among other things, the amount of current taxes, including any ad valorem taxes due from the taxpayer. In general, each taxpayer is required to pay all taxes shown in the tax notice without preference in payment of any particular increment of the tax bill.

Major Revenue Sources Town of Palm Beach

The Statutes relating to the enforcement of county ad valorem taxes (and thus municipal property taxes) provide that such taxes become due and payable on November 1 of the year in which assessed or as soon thereafter as the certified tax roll is received by the Tax Collector. If paid during November or the following three (3) months, the taxpayer is granted a discount which is equal to four percent (4%) in November and which decreases pro rata monthly to one percent (1%) in February. All taxes become delinquent on April 1 following the year in which they are assessed or immediately after sixty (60) days have expired from the mailing of the original tax notice, whichever is later, and the tax collector is required to collect taxes prior to the date of delinquency and to institute statutory procedures upon delinquency to collect assessed taxes.



Property Tax Reform

Millage rate increases are limited to the rolled back rate (the rate that produces the same taxes as the prior year, exclusive of taxes from new construction) plus growth in personal income. Local governments are allowed to override the cap by extraordinary vote, either a 2/3 vote of the Council for up to a 10% increase over the rolled back rate, or a unanimous vote of the Council for an increase in excess of 10%. For FY22 the Town adopted a millage rate of 2.8966, which is 3.32% less than the FY21 rate of 2.9962. Since taxable value increased by 8.13%, the reduced millage rate resulted in an increase in taxes of \$2,529,700 over FY21.

The chart below identifies the FY22 TRIM options available to the Town.

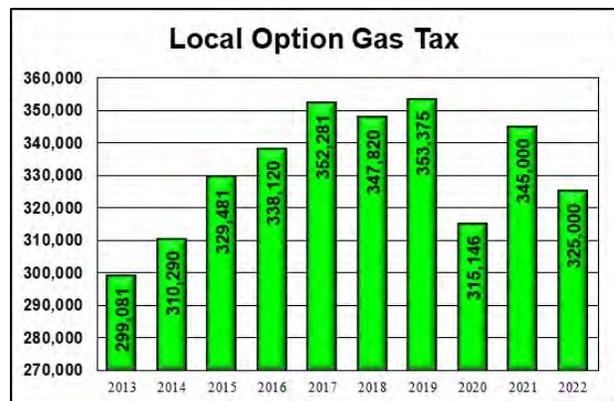
Taxable Value		\$21,681,912,582
FY22 Millage Rate Options	Millage	Tax Revenue
Rollback Millage Rate	2.8135	\$57,851,958
Majority Maximum Millage Rate	2.9906	\$61,599,831
2/3 Vote Maximum Millage Rate	3.2897	\$67,760,638
FY21 Millage Rate	2.9962	\$61,715,179
FY22 Town Adopted Millage Rate	2.8966	\$59,663,700

LOCAL OPTION GAS TAX

Local governments are authorized to impose a tax of 1 cent to 6 cents on every gallon of motor fuel and special fuel sold at the retail level. Local Option Gas Taxes are enacted by an inter-local agreement concerning the distribution of the tax proceeds is established between the local governments in the county.

The Town participates in two separate and distinct inter-local agreements relative to Local Option Gas Tax as follows:

- a. In 1986, an inter-local agreement was signed which provided a distribution formula for the six cent gas tax in effect of 1/3 of all sums collected to municipalities and 2/3 of all sums collected to the county.



Major Revenue Sources

Town of Palm Beach

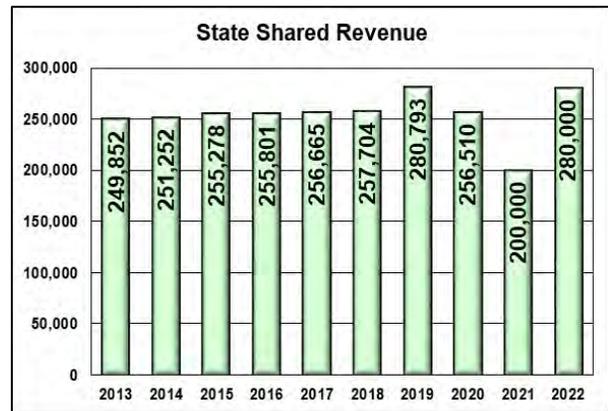
- b. A second inter-local agreement was signed in August 1993 providing a distribution formula for an additional five cent gas tax which the state legislation authorized the county commission to levy and the county commission approved on July 20, 1993. The approved distribution formula is 21% of all sums collected by the County from the State are distributed to municipalities and 79% of all sums collected are distributed to the County. The agreement is written to terminate at such time as the gas tax proceeds are no longer collected and distributed, with the distribution formula scheduled for review annually.

The Local Option Gas Tax budget for FY22 is based upon estimates provided by the State of Florida. Due to the pandemic, gas tax revenue for FY20 was impacted current budget reflects lower anticipated revenue.

STATE SHARED REVENUE

Sharing of certain state revenues with cities and counties began in Florida at least as early as 1931. Financial rescue of the counties from their overwhelming road debts from the 1920's came principally through sharing of the state's motor fuel tax. The Florida Revenue Sharing Act of 1972 was a major attempt by the legislature to ensure an equitable distribution at a minimum level of revenue across counties and municipalities.

The current structure of the revenue sharing program has three revenue sources for municipalities: Cigarette tax, one-cent municipal gas tax and the state alternative fuel decal user's fee. There are several criteria a local government must meet in order to qualify to receive funds. Governments must: Levy ad valorem taxes (excluding debt service and other special millage) that will produce the equivalent of three mills per dollar of assessed valuation or collect an equivalent amount of revenue from an occupational license tax, or a utility tax (or both) in combination with the ad valorem tax. Other requirements include annual audits of financial statements and certification of compliance with TRIM.



Funds for the above referenced revenue sources are collected in a trust and net of administrative cost, then are distributed monthly to qualified recipients based on an apportionment formula comprised of three factors: weighted population, sales tax, and relative ability to raise revenue. The State provides estimates each year for budgeting purposes.

Revenues have remained flat for the past few years and the FY20 revenues have been impacted by the pandemic. The budget for FY22 is based upon estimates provided by the State of Florida.

HALF-CENT SALES TAX

In 1982, the State authorized the Local Government Half Cent Sales Tax Program. The program includes three distributions of state sales tax revenue collected. The ordinary distribution to eligible county and municipal governments is possible due to the transfer of 8.814 percent of net sales tax proceeds to the Local Government Half-cent Sales Tax Clearing Trust Fund. The emergency and supplemental distributions are possible due to the transfer of .095% of net sales tax proceeds to the Trust Fund. The emergency and supplemental distributions are available to select



Major Revenue Sources

Town of Palm Beach

counties that meet certain fiscal-related eligibility requirements.

Like the sales tax itself, the proceeds from the sales tax distributed to local governments are subject to cyclical variations based on the level of economic activity within the particular month. In 1987, the State expanded the base upon which the sales tax is levied by including several services formerly exempted. Effective February 1, 1988, the sales tax on goods was increased to 6%. The current rate in affect for Palm Beach County is 7%. The State provides estimates for budgeting purposes.

SHARED REVENUE COLLECTIONS				
Fiscal Year	Local Option Gas Tax	State Shared Revenue	Half-Cent Sales Tax	Total
2022 (Budget)	325,000	280,000	685,000	\$1,290,000
2021 (Estimate)	306,622	256,239	685,071	1,247,932
2020	315,146	256,510	622,691	1,194,347
2019	353,375	280,793	672,120	1,306,288
2018	347,820	357,704	651,610	1,357,134
2017	352,281	256,665	633,740	1,242,686
2016	338,120	255,801	647,792	1,241,713
2015	329,481	255,278	631,987	1,216,746
2014	310,290	251,252	597,433	1,158,975
2013	299,081	249,852	572,763	1,121,696

ONE-CENT SALES TAX

On November 8, 2016, the voters of Palm Beach County approved a 1-cent sales surtax for infrastructure throughout the County. The surtax began on January 1, 2017 and will end on December 31, 2026 or when \$2.7 billion in revenue is collected, whichever is earlier. The proceeds are to be disbursed on a percentage basis as follows:

- School Board 50% - (\$1,350,000,000)
- Palm Beach County 30% - (\$810,000,000)
- Municipalities 20% - (\$540,000,000)

The Town of Palm Beach is expected to receive distributions from the State for this tax over the ten year-period of approximately \$5 million. The funds are to be used for infrastructure projects. The Town Council approved using the revenues for the Town-wide undergrounding project.

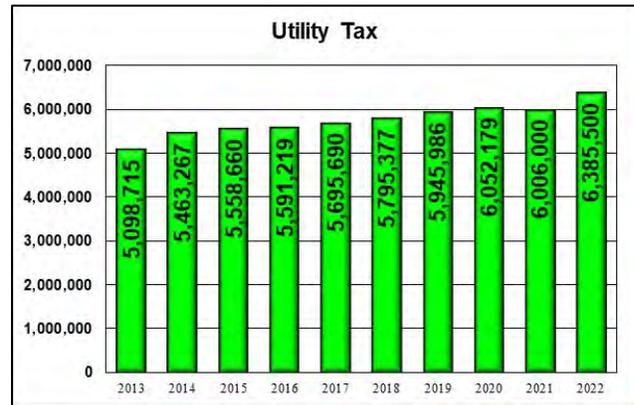
Fiscal Year	Amount Received
FY17	\$350,846
FY18	\$576,792
FY19	\$623,175
FY20	\$572,891
FY21 (Estimate)	\$592,618
FY22 (Budget)	\$500,000

Major Revenue Sources Town of Palm Beach

UTILITY TAX

Pursuant to F.S.166.231, the Town levies a utility tax, or public service tax on the purchase of electricity, metered or bottled gas and water service. The Town levies this tax at the state allowed maximum of 10% for all services.

The Florida Legislature adopted the Communications Tax Simplification law that went into effect on October 1, 2001. This legislation combined the Telecommunications utility tax as well as the Telecommunications franchise fee and cable franchise fee into one tax rate on a broad base of services. The rate is 5.1% plus .12% (additional rate for not charging separate permit fees) totaling 5.22%.



Collections from these taxes vary depending on utility usage. The water and electricity utility tax depends to a great extent on weather conditions. Fluctuations may be experienced from these revenue sources which are beyond the ability of the Town to predict or control. The budget for utility tax is based on historical trends. Recent revenue trends have been positive. Electricity, gas and water utility taxes have exceeded budget expectations. The FY22 budget reflects an estimate based on recent trends. This revenue source has not been impacted by the pandemic.

UTILITY TAX						
Fiscal Year	Electricity	Comm. Service Tax	Water	Gas	Propane	Total
2022 (Budget)	3,037,500	1,025,000	1,950,000	350,000	23,000	6,385,500
2021 (Anticipated)	2,700,000	1,020,000	1,950,000	345,000	23,500	6,038,500
2020	2,699,268	1,053,108	1,954,802	323,903	21,099	6,052,179
2019	2,652,524	1,041,475	1,956,020	277,509	18,458	5,945,986
2018	2,599,713	1,030,521	1,788,414	351,634	25,096	5,795,377
2017	2,531,458	955,689	1,842,141	345,385	21,017	5,695,690
2016	2,592,663	982,674	1,700,644	299,322	15,916	5,591,219
2015	2,554,383	1,074,774	1,663,154	255,299	11,050	5,558,660
2014	2,568,843	1,030,492	1,616,381	238,984	7,567	5,463,267
2013	2,362,068	1,149,952	1,336,302	246,874	3,519	5,098,715

Major Revenue Sources

Town of Palm Beach

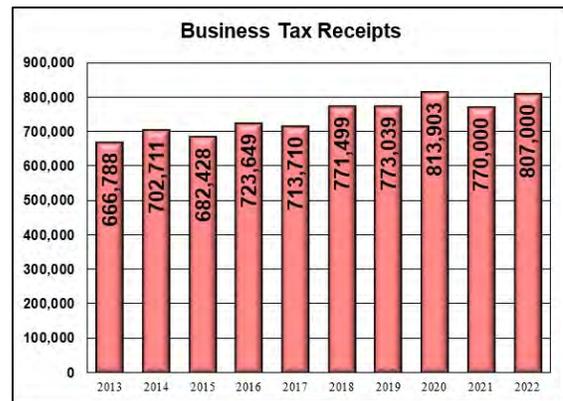
FRANCHISE FEES

Public utilities operating within the Town of Palm Beach must pay to the Town a franchise fee in return for the right to do business within the Town and for the right to use public rights-of-way. The table on the following page shows the two franchise agreements currently in effect. The budget for franchise fees is based upon historical trends. As mentioned under the Utility Tax section, the Communications Tax Simplification Law eliminated the franchise fees for telephone and cable companies and replaces it with a single rate on a broad base of telecommunication and cable services. The trend in franchise fee revenue is shown in the table below.

FRANCHISE FEES			
Fiscal Year	Electricity	Gas	Total
Provider	Florida Power & Light	Florida Public Utilities	
Effective Date	4/1/11	4/1/16	
Term	30 years	25 years	
Rate	5.9%	6.0%	
2022 (Budget)	2,010,733	300,000	2,310,733
2021 (Anticipated)	1,787,318	300,000	2,087,318
2020	1,895,038	281,490	2,176,527
2019	1,956,231	270,709	2,226,940
2018	1,933,883	315,184	2,249,067
2017	1,935,063	370,652	2,305,715
2016	1,939,949	192,070	2,132,019
2015	1,999,420	168,751	2,168,171
2014	2,012,907	159,633	2,172,540
2013	1,872,920	163,145	2,036,065

BUSINESS TAX RECEIPTS

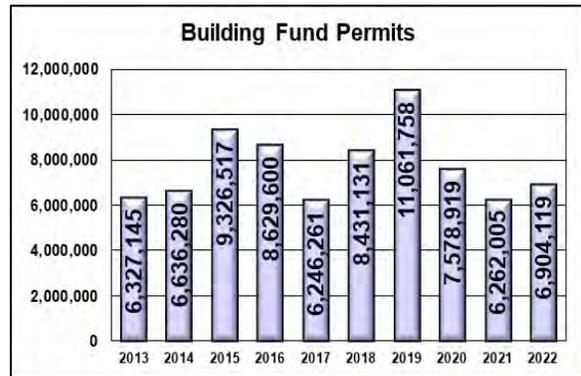
Any person engaging in or managing any business, occupation or profession, within the limits of the Town of Palm Beach must have a license and pay a Business Tax. All licenses must be secured at the time the business begins operation and are renewed thereafter each October 1. The fee for each license is based on the business in which the entity is engaged. This revenue source has trended downward. The increase in 2014 is due to the receipt of a significant amount of penalties for late payment. In FY16, FY18, FY20 and FY22 fee increases were adopted.



Major Revenue Sources Town of Palm Beach

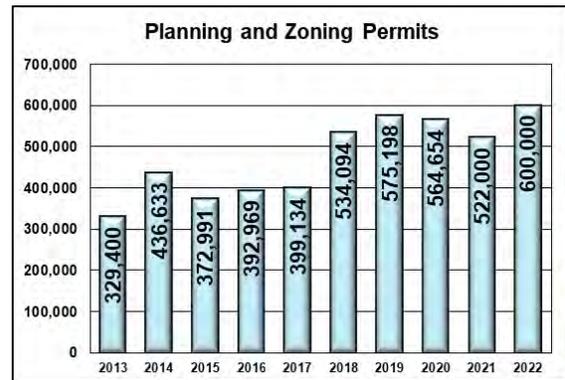
BUILDING PERMITS

Permits must be issued to any individual or business that performs construction work within the corporate limits of the Town of Palm Beach. Permits are issued for building, electrical, plumbing, and mechanical construction. The revenue from building permits fluctuates based upon current economic conditions and major construction projects. From FY15 and FY16, revenue from these sources exceeded expectations. In FY17 a cost allocation study was completed and building permit fees were lowered. FY18 and FY19 permit activity was strong. Due to the closures related to the pandemic, FY20 was lower than anticipated. For FY21, a Building Enterprise Fund was created and the revenues on the chart reflect the revenues in the new fund. The fund was created to allow for better transparency related to the new State mandates. FY21 revenues are exceeding the budget expectations and FY22 revenues reflect conservative estimates.



PLANNING AND ZONING PERMITS

Planning and zoning permit fees in the General Fund are fees charged for exceptions and variance applications, architectural committee application fees and landmark application fees. These fees have increased in recent years due to the increase in building activity in Town.



SOLID WASTE DISPOSAL

Commercial establishments, including apartments, are charged for collection and disposal costs based upon the type of facility being serviced. Annually Town Council, will adjust the rate structure to cover anticipated costs. The Solid Waste Authority of Palm Beach County assesses commercial facilities for a portion of their disposal costs while the Town is responsible for the remaining cost.

The Town is the sole provider of garbage service to its residents and commercial properties. Most commercial properties are serviced five times per week, except restaurants, which are serviced seven times per week.

The solid waste disposal charges for commercial properties are billed as a non-ad valorem assessment on the customer's property tax bill. FY20 revenues were affected by the pandemic, but revenues have improved since.

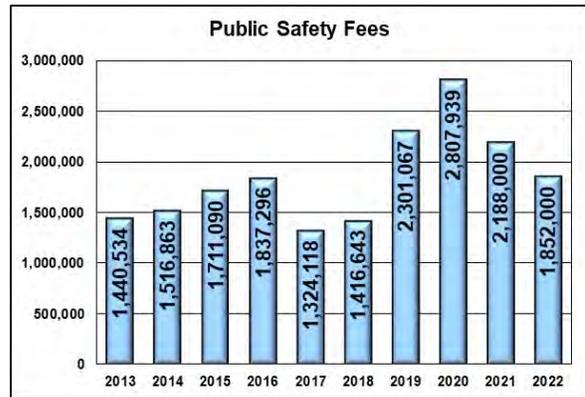


Major Revenue Sources Town of Palm Beach

PUBLIC SAFETY FEES

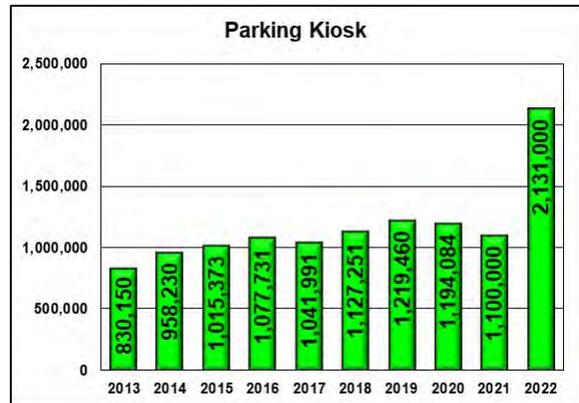
Public Safety Fees include special detail charges for police and fire-rescue services, alarm registration fees and false alarm fees, fire prevention fees and EMS transport fees.

For FY13, a decrease was approved to special detail fees. Special detail pay was no longer part of the final average compensation calculation for employee pensions, so the cost for the Town to provide the service was reduced. A reduction in the fee from \$90 per hour to \$70 per hour was approved. The false alarm registration and fee schedule was modified in FY15. The revenue since FY19 reflects an increase in special assignment overtime due to two new large contracts.



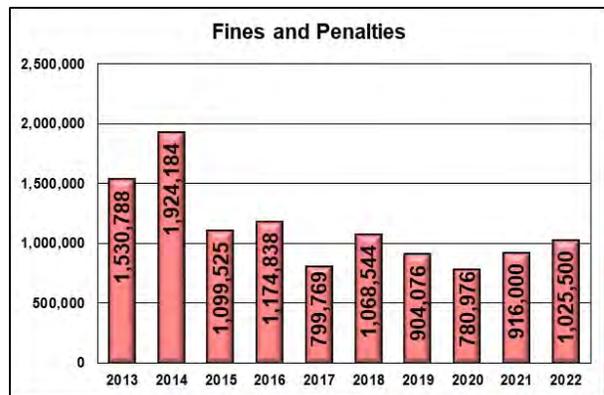
PARKING KIOSK FEES

The Town has parking kiosks in various commercial locations in Town. The revenue also includes parking placards that are issued for parking meters on the ocean and on the lake front and a few other select locations. The largest source of revenue from meters is from the ocean front meters at Mid-town beach. This revenue amounts to approximately 60% of the total parking meter revenue. The FY20 revenues were affected by the shutdown related to the pandemic. The FY22 budget reflects fee increases of from \$5 to \$6 per hour at the ocean front, and \$3 to \$4 per hour in most other areas. During FY21, additional metered parking was installed



FINES AND PENALTIES

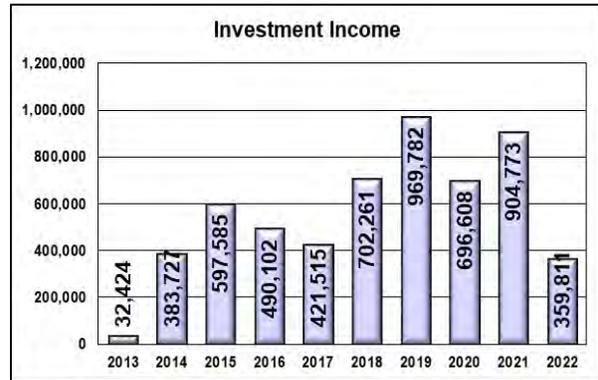
Parking fines, penalties and code enforcement penalties make up a significant portion of this revenue source. Revenues from these sources have increased in recent years due to improved collection efforts. In addition to parking and code compliance fines, right of way parking violation fines, and moving violations are included in this category of revenues. The increase in FY13 is due to an increase in parking ticket fines of between \$50 and \$60. The FY14 revenue reflects a large code enforcement violation collection. The budget for code enforcement for FY22 is conservative due to the volatile nature of this revenue source. Revenues from FY17 through FY21 declined due to parking enforcement officers are being used to direct traffic when the President was in town.



Major Revenue Sources Town of Palm Beach

INVESTMENT INCOME

The Town's Investment Advisory Committee oversees the investment of the Town's surplus funds. The historically low rates have caused a decline in revenues. The increasing revenue trend from FY18 through FY21 was based on the rising interest rate environment and increased surplus funds. The FY22 decrease is related to the lower interest rates due to the Federal Reserve's actions during the pandemic. The FY22 budget was based upon the expectation of continued lower rates.



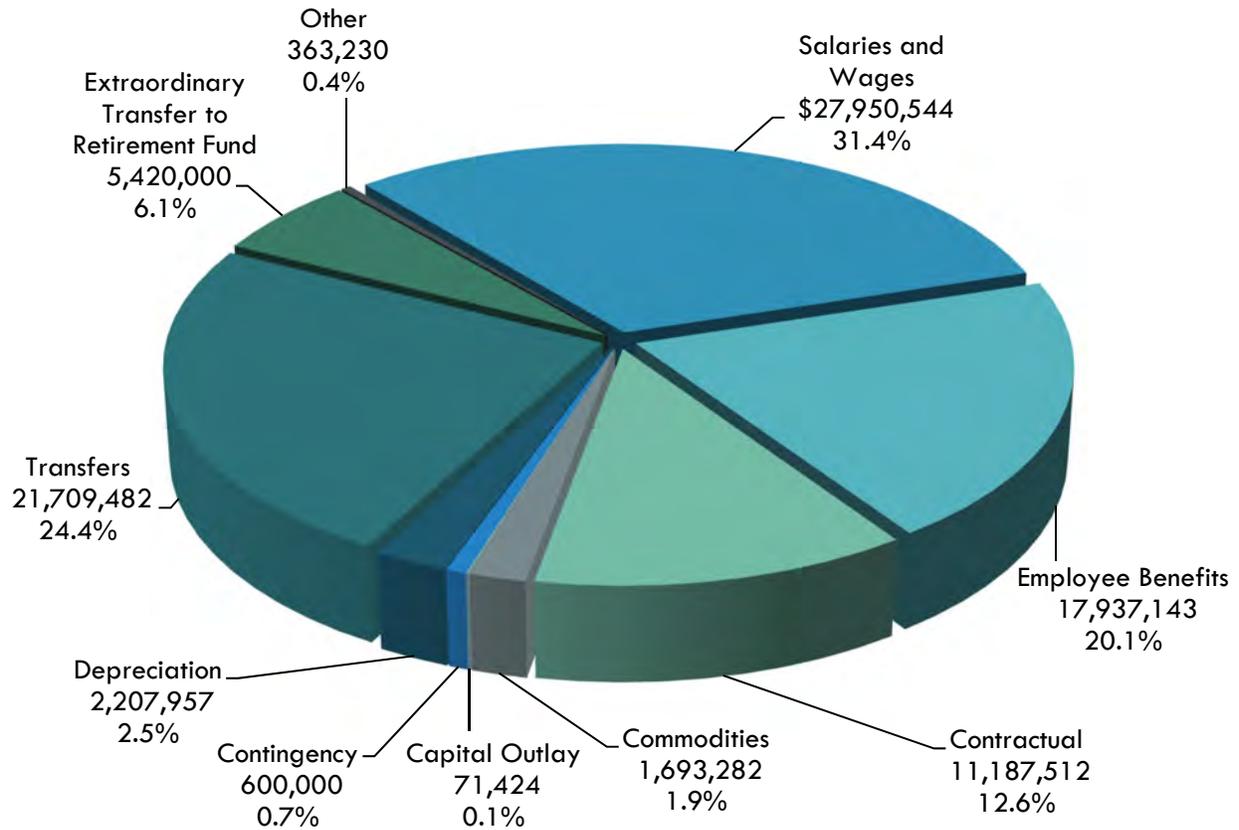
GENERAL FUND REVENUE TREND SUMMARY

Total General Fund revenues have increased at an average annual rate of 3.74% since FY13. This trend is due to increases in ad valorem revenues, building permit revenues, fine revenue, and one-time revenues from the sale of Town owned property, offset by a decline in FY20, that was mainly due to reductions caused by the pandemic. The 10-year trend is shown in the chart on the following page. For FY15 and FY16, revenues increased due to a planned increase in property taxes to begin to fund the annual requirement for the 10 year Coastal Protection Program. In FY19, the increase is due to a higher building permit revenues and public safety fees. The FY21 budget decrease was related to expectations that revenue impacts related to the pandemic would cause declines. The actual revenues beat expectations. FY22 revenues reflect an increase in property tax revenues as well as a \$4 million transfer from reserves earmarked for the North Fire-Rescue Station reconstruction.



General Fund Expenditures
Town of Palm Beach

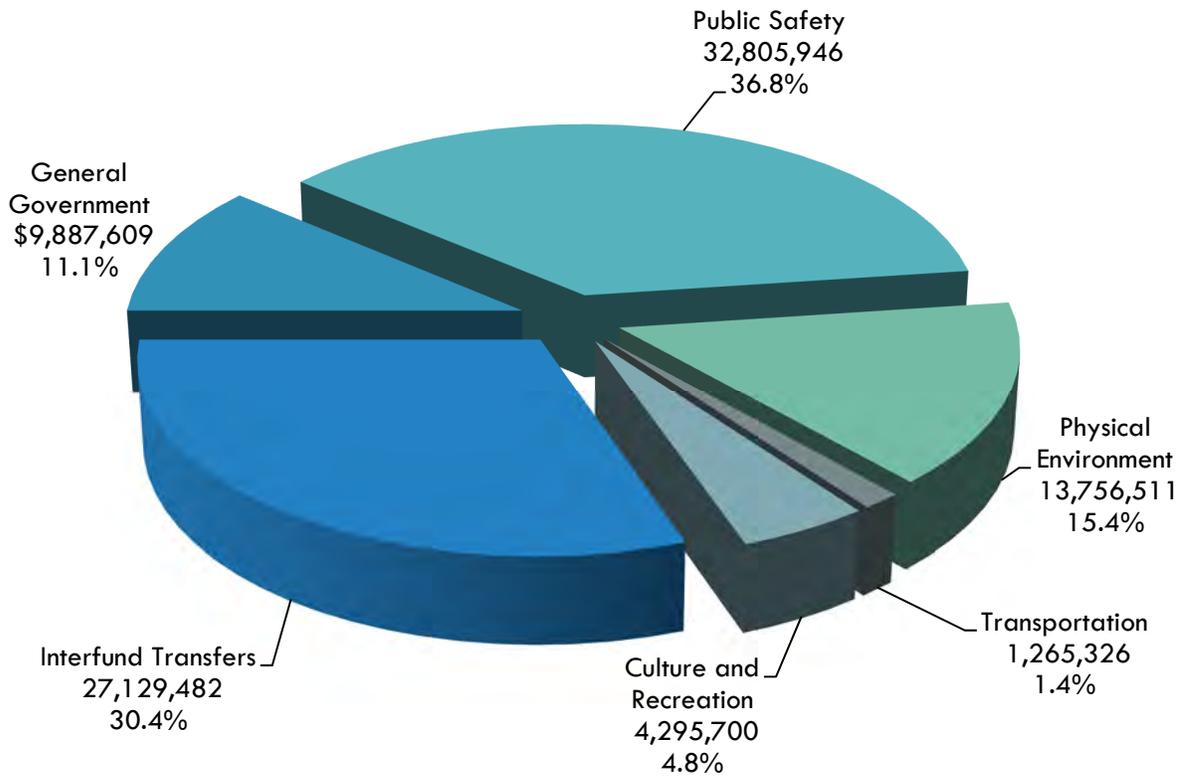
GENERAL FUND EXPENDITURES BY TYPE



Salaries and Wages	\$ 27,950,544
Employee Benefits	17,937,143
Contractual	11,187,512
Commodities	1,693,282
Capital Outlay	71,424
Contingency	600,000
Depreciation	2,207,957
Transfer to CIP Funds	8,428,200
Transfer to Coastal Protection Fund	4,920,310
Transfer to Town-wide Underground Utilities Fund	176,550
Transfer to Debt Service Fund	5,676,720
Transfer to Group Health Retirees Fund	334,215
Transfer to Risk Fund	2,173,487
Extraordinary Transfer to Retirement Fund	5,420,000
Other	363,230
	<u>\$ 89,140,574</u>

General Fund Expenditures
Town of Palm Beach

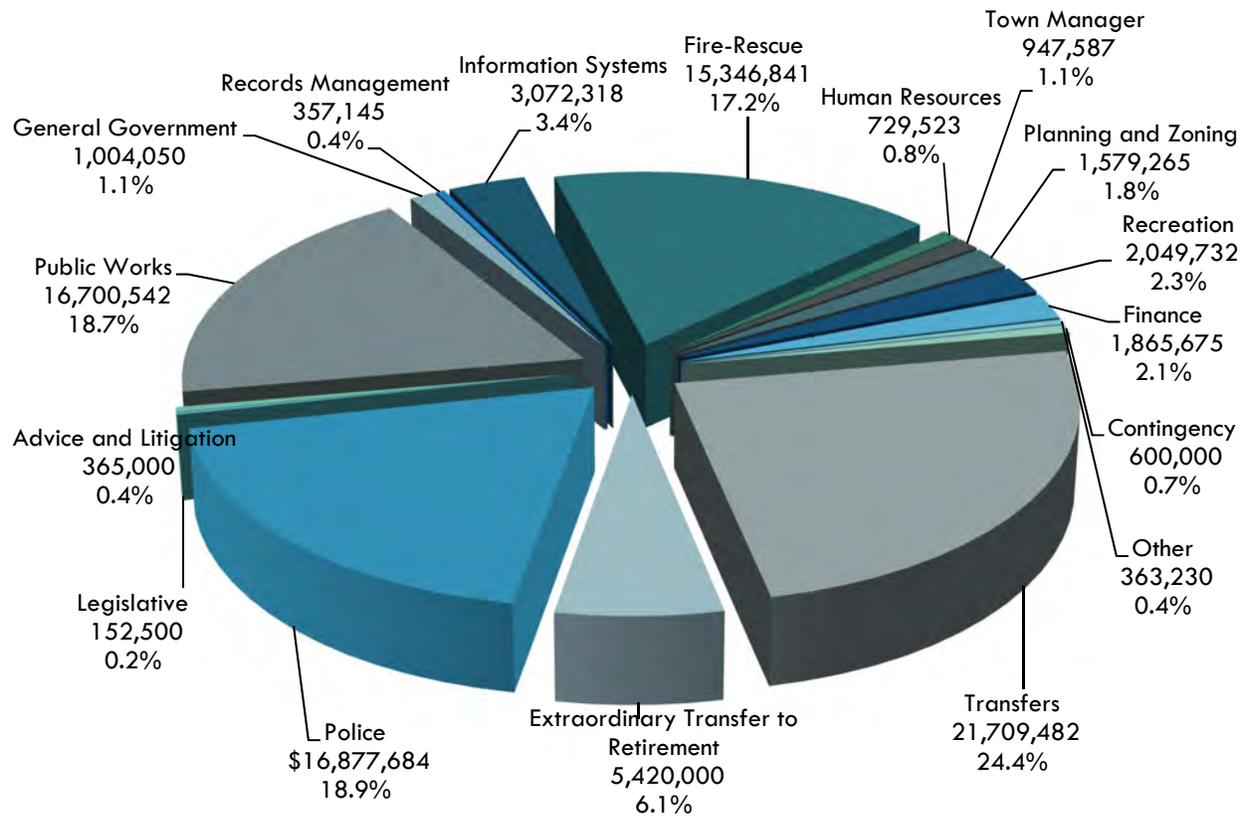
GENERAL FUND EXPENDITURES BY FUNCTION



General Government	\$ 9,887,609
Public Safety	32,805,946
Physical Environment	13,756,511
Transportation	1,265,326
Culture and Recreation	4,295,700
Interfund Transfers	27,129,482
	<u>\$ 89,140,574</u>

General Fund Expenditures
Town of Palm Beach

GENERAL FUND EXPENDITURES BY DEPARTMENT



Police	\$ 16,877,684
Legislative	152,500
Advice and Litigation	365,000
Public Works	16,700,542
General Government	1,004,050
Records Management	357,145
Information Systems	3,072,318
Fire-Rescue	15,346,841
Human Resources	729,523
Town Manager	947,587
Planning and Zoning	1,579,265
Recreation	2,049,732
Finance	1,865,675
Other	363,230
Contingency	600,000
Transfers	21,709,482
Extraordinary Transfer to Retirement	5,420,000
Total	\$ 89,140,574

General Fund Expenditures
Town of Palm Beach

Program		FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change	% of Total GF Budget
LEGISLATIVE	111	132,740	154,400	154,400	151,000	152,500	-1.23%	0.17%
GENERAL GOVERNMENT	113	1,021,926	863,542	997,019	893,442	1,004,050	16.27%	1.13%
TOWN MANAGER'S OFFICE	121	812,741	802,615	803,037	817,769	947,587	18.06%	1.06%
ADVICE & LITIGATION	122	365,667	390,000	429,033	352,600	365,000	-6.41%	0.41%
INFORMATION SYSTEMS	125	2,457,796	2,935,478	3,041,706	2,769,571	3,072,318	4.66%	3.45%
RECORDS MANAGEMENT	131	229,779	316,092	317,066	336,463	357,145	12.99%	0.40%
HUMAN RESOURCES	123	628,089	700,508	745,902	564,027	729,523	4.14%	0.82%
FINANCE								
Financial Management	141	1,036,450	1,051,742	1,051,742	1,046,804	1,107,657	5.32%	1.24%
Purchasing	144	779,708	722,307	723,605	728,337	758,018	4.94%	0.85%
		1,816,158	1,774,049	1,775,347	1,775,141	1,865,675	5.16%	2.09%
PLANNING/ZONING/BUILDING								
Planning & Zoning	211	792,693	665,765	729,388	762,511	793,811	19.23%	0.89%
Permit Issuance	212	1,111,927	-	66,651	-	-	0.00%	0.00%
Inspection/Compliance	213	1,396,144	-	3,259	-	-	0.00%	0.00%
Landmarks Preservation	214	126,961	123,292	123,292	210,488	204,033	65.49%	0.23%
Fire Prevention	215	289,318	312,274	312,274	316,197	304,758	-2.41%	0.34%
Code Enforcement	216	284,628	300,290	300,511	299,629	276,663	-7.87%	0.31%
		4,001,671	1,401,621	1,535,375	1,588,825	1,579,265	12.67%	1.77%
RECREATION								
Rec Administration	311	202,226	209,810	209,921	210,690	301,252	43.58%	0.34%
Tennis	312	403,369	417,496	419,768	400,525	496,660	18.96%	0.56%
Recreation Center	313	835,642	1,237,970	1,249,318	1,153,010	1,251,820	1.12%	1.40%
		1,441,237	1,865,276	1,879,007	1,764,225	2,049,732	9.89%	2.30%
FIRE-RESCUE								
Fire Administration	411	505,876	539,219	539,569	496,650	567,820	5.30%	0.64%
Operations	417	12,643,349	13,029,038	13,030,697	12,954,103	13,655,088	4.81%	15.32%
Training	418	290,287	301,828	301,828	297,126	368,641	22.14%	0.41%
Beach Rescue	419	665,763	751,006	751,117	742,838	755,292	0.57%	0.85%
		14,105,275	14,621,091	14,623,211	14,490,717	15,346,841	4.96%	17.22%
POLICE								
Administrative Management	421	1,058,042	1,139,383	1,139,383	1,083,265	1,138,020	-0.12%	1.28%
Org Crime/Vice/Narcotics	422	719,943	793,804	795,231	803,303	854,324	7.62%	0.96%
Records Information Systems	423	186,890	194,038	194,038	190,514	176,732	-8.92%	0.20%
Training/Per/Pub Enf	424	282,037	320,137	320,137	319,257	193,096	-39.68%	0.22%
Communications	425	1,496,133	1,720,015	1,720,015	1,581,736	1,723,546	0.21%	1.93%
Crime Scene/Evidence	426	200,981	218,521	218,521	216,021	273,347	25.09%	0.31%
Patrol Services	428	10,581,825	10,691,058	10,728,453	10,711,529	10,501,598	-1.77%	11.78%
Criminal Investigation	429	1,180,836	1,203,817	1,203,928	1,224,612	1,411,351	17.24%	1.58%
Parking Control	430	686,004	625,757	633,207	596,399	605,670	-3.21%	0.68%
		16,392,691	16,906,530	16,952,912	16,726,636	16,877,684	-0.17%	18.93%
PUBLIC WORKS								
Administrative Management	511	955,674	1,091,661	1,293,558	1,159,418	1,039,036	-4.82%	1.17%
Street Repair/Maintenance	521	320,894	439,990	448,096	462,119	519,136	17.99%	0.58%
Traffic Control	523	81,667	97,604	117,114	99,604	18,800	-80.74%	0.02%
Street Lighting	524	490,131	423,480	423,480	448,473	727,390	71.76%	0.82%
Storm Sewer Maintenance	531	900,793	865,785	919,308	938,915	320,132	-63.02%	0.36%
Sanitary Sewer Maintenance	532	1,467,563	1,485,190	1,492,882	1,451,894	1,948,961	31.23%	2.19%
Sanitary Sewer Treatment	533	2,404,895	2,431,044	2,472,688	2,431,044	2,478,975	1.97%	2.78%
Residential Collection	541	956,048	1,022,893	1,024,549	993,002	1,007,640	-1.49%	1.13%
Commercial Collection	542	1,128,571	1,187,800	1,189,360	1,138,678	1,266,142	6.60%	1.42%
Refuse Disposal	543	72,450	71,000	71,000	72,000	73,000	2.82%	0.08%
Yard Trash Collection	544	1,973,964	2,210,112	2,276,413	2,204,037	2,227,040	0.77%	2.50%
Recycling	545	378,883	391,847	391,847	389,947	378,946	-3.29%	0.43%
Beach Cleaning	546	23,490	-	1,649	-	-	0.00%	0.00%
Parks	551	1,639,378	1,708,102	1,847,965	1,792,989	1,678,705	-1.72%	1.88%
Facilities Maintenance	554	964,736	1,155,842	1,218,527	1,215,600	1,273,673	10.19%	1.43%
Parking Meter Maint & Collections	558	2,334	-	-	-	-	0.00%	0.00%
General Engineering Services	561	662,022	563,325	592,643	562,875	749,218	33.00%	0.84%
Right of Way Inspections	565	113,213	102,989	102,989	102,889	107,581	4.46%	0.12%
Equip Operations/Maintenance	571	684,692	827,612	829,710	823,504	886,167	7.08%	0.99%
Coastal Management	581	375	-	-	-	-	0.00%	0.00%
		15,221,774	16,076,276	16,713,776	16,286,988	16,700,542	3.88%	18.74%

General Fund Expenditures
Town of Palm Beach

Program		FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change	% of Total GF Budget
LIBRARY SERVICES	321	352,650	352,650	352,650	352,650	363,230	3.00%	0.41%
TRANSFER TO OTHER FUNDS								
Cap Impr Program (307/308/310/320)	611	2,420,000	2,662,000	2,662,000	2,662,000	8,428,200	216.61%	9.45%
Coastal Protection Fund (309)	611	6,520,211	4,777,000	4,777,000	4,777,000	4,920,310	3.00%	5.52%
Townwide Underground Utilities	611	144,450	165,000	165,000	165,000	176,550	7.00%	0.20%
Debt Service Fund (205)	612	5,983,913	5,691,148	5,691,148	5,691,148	5,676,720	-0.25%	6.37%
Group Health Retirees (610)	621	423,014	429,858	429,858	429,858	334,215	-22.25%	0.37%
Risk-W/C, Liab, Prop (501)	622	1,900,819	2,010,439	2,010,439	2,010,439	2,173,487	8.11%	2.44%
Extraordinary trsfr to Retirement (600)	624	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	0.00%	6.08%
		<u>22,812,407</u>	<u>21,155,445</u>	<u>21,155,445</u>	<u>21,155,445</u>	<u>27,129,482</u>	<u>28.24%</u>	<u>30.43%</u>
INVENTORY WRITE-OFF	680	3,622	-	-	-	-	0.00%	0.00%
EMERGENCY/DISASTER RESPONSE	710	300	-	-	-	-	0.00%	0.00%
CONTINGENT APPROPRIATIONS	711	-	600,000	495,000	-	600,000	0.00%	0.67%
General Operating Fund (001) Total		58,984,116	59,760,128	60,815,441	58,870,054	62,011,092	3.77%	69.57%
Transfers to Other Funds		<u>22,812,407</u>	<u>21,155,445</u>	<u>21,155,445</u>	<u>21,155,445</u>	<u>27,129,482</u>	<u>28.24%</u>	<u>30.43%</u>
TOTAL GENERAL FUND		<u>81,796,523</u>	<u>80,915,573</u>	<u>81,970,886</u>	<u>80,025,499</u>	<u>89,140,574</u>	<u>10.16%</u>	<u>100.00%</u>

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.



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Legislative



Legislative
Town of Palm Beach

PROGRAM: LEGISLATIVE 111

Pursuant to the Town’s Charter, the Mayor and Town Council are elected at large by the electors of the Town. The Town Council enacts ordinances and resolutions, reviews and adopts the annual budget, and establishes policies and other measures, which promote the general welfare of the Town and protect the health and safety of its citizens. Town Council members are elected for two-year terms, two in odd numbered years and three in even numbered years. The Mayor runs in odd numbered years for a two-year term and is not a voting member of the Council, but may vote to break a tie and may veto ordinances and resolutions, subject to Town Council override. Elected officials serve without pay.

This program also includes funding allocations for lobbying services and Mayor and Town Council interaction with other government related agencies. These agencies include the Palm Beach County League of Cities, the Florida League of Cities, the Countywide Intergovernmental Coordination Program, and other local, State and Federal government organizations. Formal and informal interaction with other government representatives improves existing information exchange networks, and enables Town officials to provide better services to the community and protect the Town’s interests in Federal, State, and County legislative and administrative matters.

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	130,000	130,000	140,000	140,000	140,000	140,000	0.00%
Commodities	19,895	2,740	14,400	14,400	11,000	12,500	-13.19%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	149,895	132,740	154,400	154,400	151,000	152,500	-1.23%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

CONTRACTUAL

The proposed budget for contractual services includes costs related to general and Coastal Management Program lobbying.

COMMODITIES

Includes costs associated with membership dues and miscellaneous expenses for the Mayor and Town Council.



General Government



General Government
Town of Palm Beach

PROGRAM: GENERAL GOVERNMENT 113

In accordance with Florida's Uniform Accounting System Manual, this program represents the cost of general government services and activities, which are not specifically or reasonably classified elsewhere within departmental program classifications of the Town's General Fund budget. The majority of the activities in this program are overseen by the Town Manager's Office.

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	665,027	625,643	729,500	729,500	605,950	832,000	14.05%
Employee Benefits	11,909	11,546	25,500	25,500	25,500	25,500	0.00%
Contractual	241,840	139,570	107,700	120,592	161,400	146,300	35.84%
Commodities	29	149,647	500	6,485	100,250	250	-50.00%
Capital Outlay	-	95,520	-	114,600	-	-	0.00%
Depreciation	-	-	342	342	342	-	-100.00%
TOTALS	918,805	1,021,926	863,542	997,019	893,442	1,004,050	16.27%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The cost of compensated absences (accrued vacation and sick leave) as projected by the Finance Department and POTUS overtime. Compensated absences increased in FY2021 due to anticipated retirements.

EMPLOYEE BENEFITS

The cost of FICA associated with payment of compensated absences as projected by the Finance Department.

CONTRACTUAL

Includes costs associated with contractual services for POTUS visits, employee events and recognition, holiday decorations, and other miscellaneous contracted services.

COMMODITIES

Includes costs associated with boards and committees refreshments



Town Manager

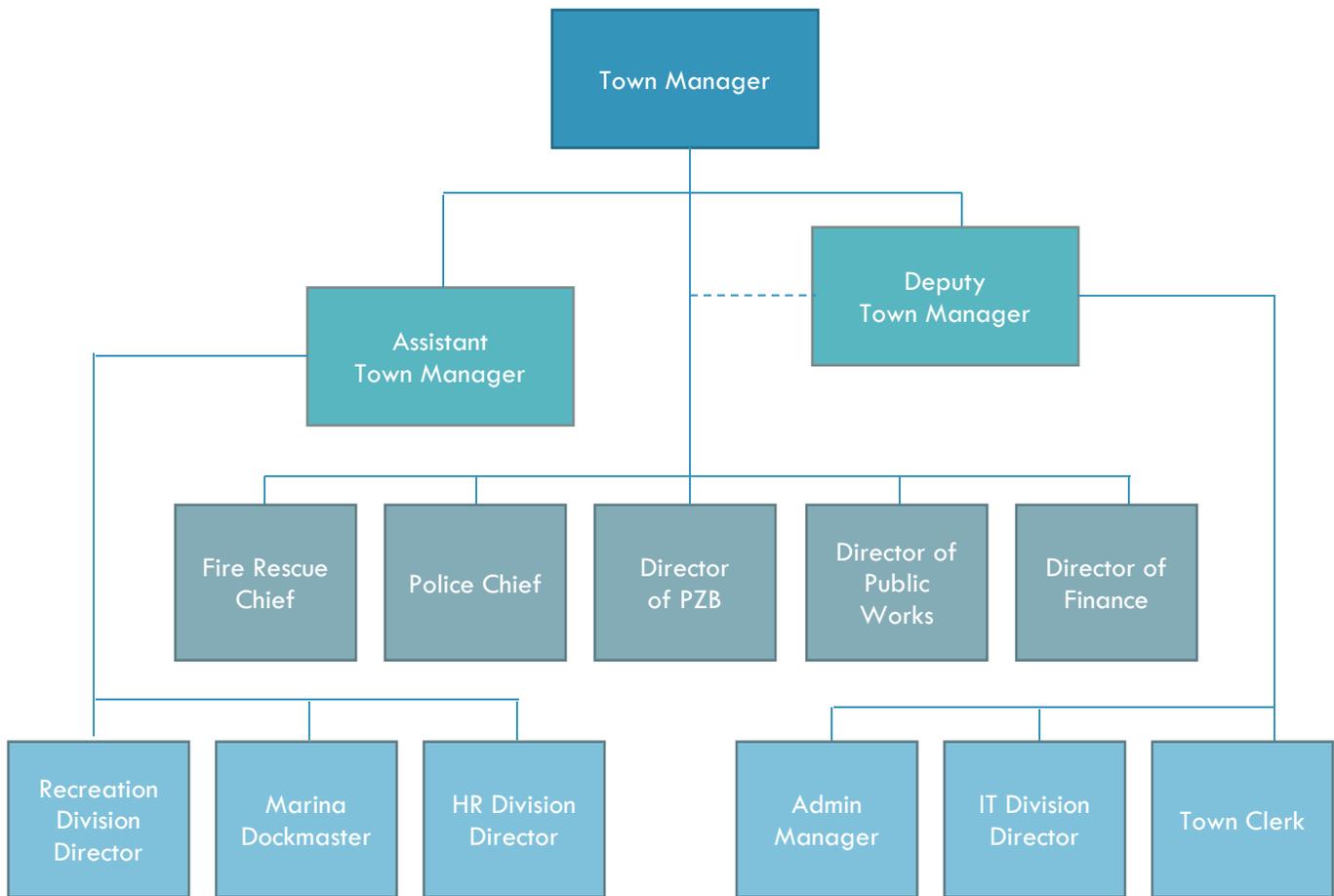


Town Manager's Office
Town of Palm Beach

DEPARTMENT: TOWN MANAGER'S OFFICE

MISSION

The Town Manager's Office is dedicated to effectively advising the Mayor and Town Council regarding policy formation; keeping the Mayor, Town Council and community informed on Town government issues of importance; and setting overall administrative direction for all operating departments. The Town Manager, as the primary administrative official of the Town, provides the linkage between the policies set by the Mayor and Town Council and the operations of the Town staff.



Town Manager's Office
Town of Palm Beach

PROGRAM: ADMINISTRATIVE MANAGEMENT 121

MISSION:

Town Manager's Office provides oversight and direction to all Town departments to promote continuous improvement of service delivery consistent with Town Council policy.

MAIN ACTIVITIES:

- Advise Mayor and Town Council and assist them in the adoption of sound policy decisions
- Promote the Town's vision/values
- Communicate clearly and continuously with residents, elected officials, staff, and others both inside and outside the community
- Monitor and manage staff progress on Town programs and projects
- Deliver exceptional customer service to residents, elected officials, staff, and others both inside and outside the community

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	13,201	565,548	571,961	571,961	574,961	688,217	20.33%
Employee Benefits	199,032	182,919	214,368	214,368	214,418	244,020	13.83%
Contractual	58,529	57,781	8,600	9,022	20,950	7,700	-10.47%
Commodities	7,220	6,494	7,150	7,150	7,440	7,650	6.99%
Depreciation	-	-	536	536	-	-	-100.00%
TOTALS	777,982	812,741	802,615	803,037	817,769	947,587	18.06%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes the addition of 0.50 FTE for a Communications Specialist, 0.20 FTE for an Assistant Town Manager, along with a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Includes costs associated with education reimbursement for employee seeking bachelor's degree, conference expenses for Town Manager, Deputy Town Manager and Assistant Town Manager, copy machine, postage, and other minor miscellaneous expenses.

COMMODITIES

Includes costs associated with office supplies, fuel, membership dues, and other minor miscellaneous expenses.

Town Manager's Office
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Town Manager	1.000	1.000	1.000	1.000	1.000
Deputy Town Manager	1.000	1.000	1.000	1.000	1.000
Assistant Town Manager	-	-	-	-	0.200
Communications Specialist	0.500	-	-	-	0.500
Administrative Manager	1.000	0.800	1.000	1.000	1.000
Administrative Assistant II	1.000	1.000	1.000	-	-
Administrative Assistant	0.500	0.500	0.500	0.500	1.500
Administrative Clerk	-	-	-	1.000	-
	5.000	4.300	4.500	4.500	5.200

TOWN MANAGER'S OFFICE FY2022 GOALS

- Develop financial policies and plans to address future needs of the Town. This will include, but not limited to, policy for Marina reserves (should include minimum reserve balances in the Marina Fund, and potential uses for any excess balances), long-term plan to finance the Capital Improvement Program, including the rebuild/new construction of the North Fire Station, finance plan to address the projected budget shortfalls in the Underground Utility Construction Project.
- Complete and review water feasibility study. Evaluate water supply and distribution options with an emphasis on quality and cost. Develop a plan for implementation and begin negotiations for a contract with a vendor.
- Conduct a complete review of the Town Code or identify and devise a plan to address the most pressing Town Code reform needs. Develop a budget and process to include analysis of the existing code, create a steering committee, host a public engagement session to solicit community feedback, research impacts of federal, state and county regulations and prepare recommended code changes.
- Continue Planning, Zoning and Building Process Improvement Initiative to further improve operational efficiency, customer services, and policies/procedures. Identify and implement a software program designed for use by Planning, Zoning and Building to meet these goals.
- Complete and publicly review the second phase of Woods Hole Group resiliency study. The first phase included dynamic modeling of anticipated storm events and the effects of sea level rise on the Town. The second phase will identify methods to mitigate these impacts and will prioritize solutions. After analysis, develop a multi-year implementation plan with input from the Mayor and Town Council to mitigate the potential impacts to the Town, which will impact both public and private property.
- Complete the Town Marina on time and on budget. Create and implement a detailed and strategic marketing plan for the Town Marina. Provide regular updates to the Mayor and Town Council and receive input on key decisions related to design elements, budget and operations.



Town Clerk



Town Clerk
Town of Palm Beach

PROGRAM: TOWN CLERK 131

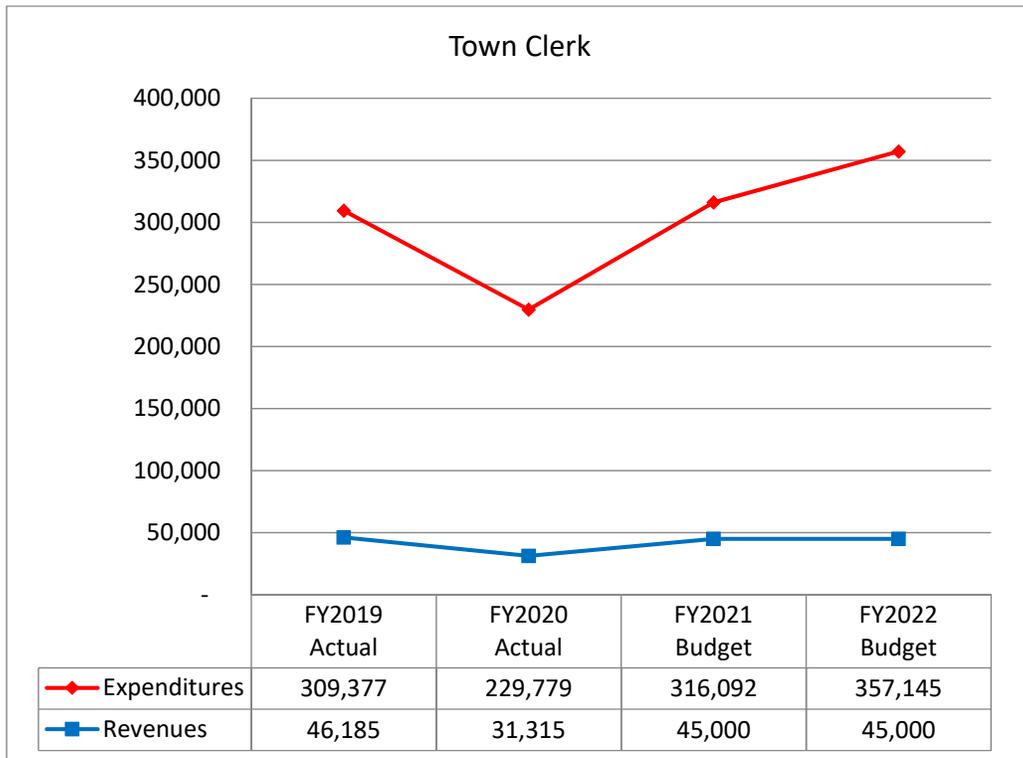
MISSION:

The mission of the Town Clerk’s Office is to provide excellent customer service to the residents and staff in the most efficient, competent and courteous manner while performing the main duties and functions of the Office in accordance with the State Statutes and Town laws.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Manage the Town’s official records, including: ordinances, resolutions, bonds, deeds, contracts, agreements, and meeting minutes
- Coordinate and prepare all Town Council meeting agendas and back-up materials
- Attend all Town Council and Council Committee Meetings and prepare the minutes
- Attest and certify the Town’s official documents and adopted legislation
- Ensure record access both electronically and physically
- Maintain the Town’s Online and Physical Code of Ordinances
- Supervise and administer the Town’s municipal elections
- Oversee and coordinate the fulfillment of public records requests
- Manage the appointment process for all Advisory Boards and Commissions
- Provide information to the general public, staff and other government agencies on a daily basis



Town Clerk
Town of Palm Beach

Revenue Summary

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget	% Change
Charitable Solicitations Fee	43,320	27,640	40,000	10,000	40,000	0.00%
Charitable Solicitations Late Filing Fee	2,865	3,675	5,000	3,500	5,000	0.00%
TOTALS	46,185	31,315	45,000	13,500	45,000	0.00%

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	158,542	119,355	168,779	168,779	175,000	188,903	11.92%
Employee Benefits	101,751	91,835	101,488	101,488	103,417	106,652	5.09%
Contractual	45,604	14,721	41,750	42,724	46,371	52,370	25.44%
Commodities	2,626	3,013	3,220	3,220	10,820	9,220	186.34%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	855	855	855	855	855	-	-100.00%
TOTALS	309,377	229,779	316,092	317,066	336,463	357,145	12.99%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Increase is associated with public records compliance software, transcription services, staff training and codification updates

COMMODITIES

Increase is primarily associated with the implementation of a new boards and commission management program through the Granicus software

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Town Clerk	1.000	1.000	1.000	1.000	1.000
Deputy Clerk	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	0.500	0.500	0.500	0.500
Administrative Manager	-	0.200	-	-	-
	3.000	2.700	2.500	2.500	2.500

Town Clerk
Town of Palm Beach

Town Clerk Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY2021	Projected FY2022
Public records requests	191	320	365	803	850
Meetings attended and minutes taken	46	45	57	32	52
Charitable solicitation permits	234	102	124	51	100
All other permits	40	23	18	6	10
Board/Commission applications processed	40	42	63	53	60
Trainings and seminars attended	43	25	0	3	4



Advice and Litigation



Advice and Litigation
Town of Palm Beach

PROGRAM: ADVICE AND LITIGATION 122

The Town Attorney advises the Town’s elected officials and staff regarding legal matters concerning the Town of Palm Beach. The Town Attorney represents the Town in lawsuits, hearings, and other litigation matters and prepares contracts, deeds, ordinances, resolutions and other legal instruments for the Town. The Town Attorney, or his designee, attends Town Council, Architectural Commission, Code Enforcement Board, Landmarks Preservation Commission, Planning and Zoning Commission and other Town meetings to provide legal advice and direction regarding issues related to the deliberations of the Mayor, Town Council, Boards and Commissions. The Town Attorney is a contractual position serving at the pleasure of the Town Council. This program also includes funding for special counsel who advises and represents the Town in all collective bargaining, other labor related issues, and miscellaneous Town matters.

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	691,685	365,667	390,000	429,033	352,600	365,000	-6.41%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	691,685	365,667	390,000	429,033	352,600	365,000	-6.41%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

CONTRACTUAL

The proposed budget for contractual expenses includes general, labor and telecom legal advice, as well as anticipated litigation costs.



Information Technology



Information Technology
Town of Palm Beach

PROGRAM: INFORMATION TECHNOLOGY 125

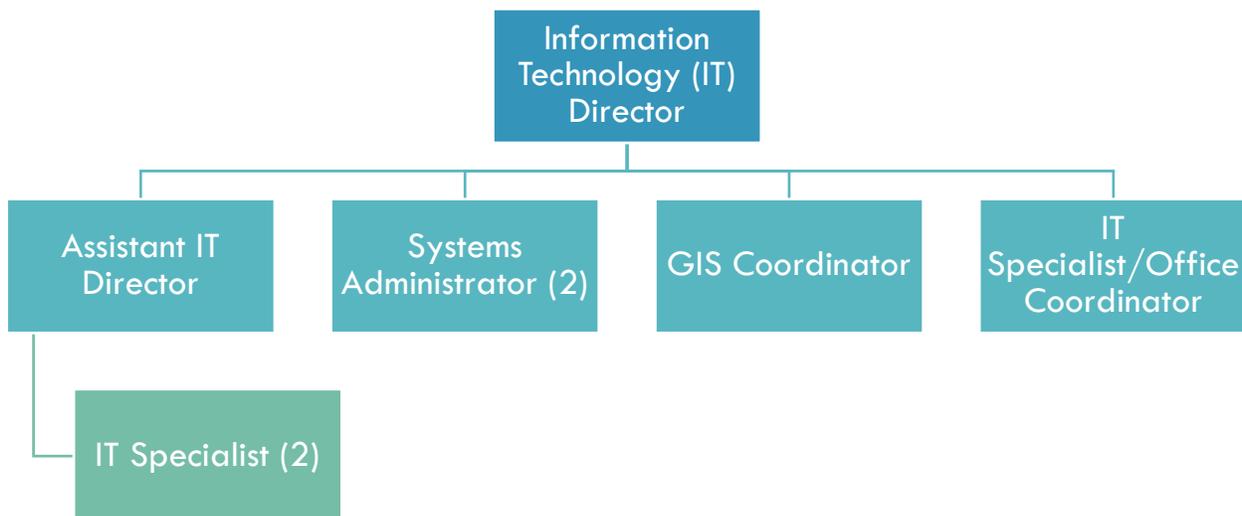
MISSION:

Provide a collaborative and cooperative enterprise approach in identifying, prioritizing, managing, supporting, partnering and successfully executing a service portfolio of digital initiatives and solutions aligning with town strategic goals and cross-functional vision through the use of industry standards, generally accepted principles and formal project management tools and techniques.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Provide strategic direction and long-range planning for the development, deployment, integration and operation of the foundational digital environment in support of evolving town-wide operations
- Continuously evaluate the digital environment against evolving security threats and execute emerging best practices and ongoing security training
- Establish and promote IT governance that includes IT Controls, Frameworks and Methodologies including Policies, Procedures (SOP), and Best Practices
- Provide exceptional customer service and responsive remediation based on defined service levels
- Coordinate and direct services and solutions that ensure efficiency and effective use of digital resources
- Advocate in support of digital solutions that support transparency and civic engagement
- Support collaboration of emerging digital resources among Town personnel and residents
- Centralize systems support, service, programming and high availability
- Facilitate end-user device management, maintenance, support, and established refresh cycles
- Manage, coordinate and educate regarding the complex digital service portfolio managed and maintained town-wide
- Coordinate the continued execution of replacement cycles as suggested by industry best practices and standards
- Oversee GIS solutions and assist departments with the optimal use of these mission critical systems
- Manage and maintain key elements of Town electronic content management (ECM) systems.



Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	697,354	745,201	767,260	767,260	665,760	780,091	1.67%
Employee Benefits	309,275	327,707	347,935	347,935	337,054	343,315	-1.33%
Contractual	1,096,907	1,182,788	1,498,408	1,551,847	1,470,282	1,593,853	6.37%
Commodities	87,735	48,137	147,000	167,518	121,600	142,300	-3.20%
Capital Outlay	65,984	10,117	5,000	37,271	5,000	5,000	0.00%
Depreciation	207,240	143,847	169,875	169,875	169,875	207,759	22.30%
TOTALS	2,464,496	2,457,796	2,935,478	3,041,706	2,769,571	3,072,318	4.66%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Contractual costs have increased due to growing need for training, and staff augmentation; specifically for network and security programming, replacement of the Town's virtual server environment, and migration to Office365. Telephone base and long distance costs have gone up due to vendor increases.

COMMODITIES

Decrease due to reduction of Computer Software purchases.

CAPITAL OUTLAY

Capital Outlay costs remain unchanged.

DEPRECIATION

Depreciation costs have increased due to under estimated totals from FY21, which require a "make up" contribution for FY22.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Information Technology Director	1.000	1.000	1.000	1.000	1.000
Assistant IT Director	1.000	1.000	1.000	1.000	1.000
Systems Administrator	2.000	2.000	2.000	2.000	2.000
GIS Coordinator	1.000	1.000	1.000	1.000	1.000
Information Technology Specialist	3.000	3.000	3.000	3.000	3.000
	8.000	8.000	8.000	8.000	8.000

Information Technology
Town of Palm Beach

INFORMATION TECHNOLOGY FY2021 ACCOMPLISHMENTS

- Evaluated terminated Comcast iNet franchise agreement and developed action plan to replace Wide Area Network solution allowing continued interconnectivity between critical Town sites
- Implemented redundant offsite backups into the cloud for disaster recovery and redundancy
- Completed migration of all Town owned computers to Windows 10 operating system
- Deployed new secured VPN access for remote employee access to Town resources
- Led task force in identification of next generation MDTs (computers) for Public Safety vehicle fleet
- Contracted penetration test and internal vulnerability assessment and started implementation of recommendations
- Supported deployment of new Computerized Maintenance Management System (Lucity) for Public Works
- Managed implementation of Crisis Track for Fire Rescue
- Completed transition to new firewall
- Deployed new UPS for critical Public Safety infrastructure and EOC operations
- Updated IT Handbook including associated policies and procedures
- Continued monthly cyber security testing and training to ensure all end-users are properly educated in the proper and safe usage of digital resources and communications
- Further increased data backup retention periods through repurposing useful storage devices
- Transitioned several critical services to the cloud and eliminated 9 servers

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Provide high availability network and internet capacity, timely response to service requests, knowledgeable support and productive solutions				
Objectives	Track key performance indicators to minimize downtime, provide responsive customer service and balance needs of daily operational issues and strategic initiatives				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Systems availability	99.99%	99.99%	99.99%	99.99%	99.99%
Avg work order response time (in hours)	12	3.4	4.9	1.8	2
Work orders completed	1,675	1,754	2,100	1,640	2,000
IS staff training (in hours)	216	456	232	112	200

Department Goal	Implement formal project management framework and controls for effectively managing and prioritizing Town-wide projects and initiatives				
Objectives	Establish project database that tracks requested projects, allows for status updates, effective prioritization and monitoring of ongoing strategic and operational initiatives				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
IT Projects Requested/Completed/Active	29/26/19	17/16/20	16/18/15	19/17/15	20/19/17
GIS Projects Requested/Completed/Active	21/15/8	10/9/9	13/7/4	0/3/1	10/8/5

Information Technology
Town of Palm Beach

Department Goal	Monitor and evaluate cyber security trends and activity				
Objectives	Track key performance indicators (KPIs) for cyber security, evaluate threats and execute necessary remediation				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Virus infections	5	3	12	0	0
Firewall issues	0	0	0	0	0
Policy violations	0	0	0	0	0
SPAM blocked/quarantined	949,000	1,095,000	989,863	869,689	975,000

Department Goal	Evaluate Town-wide network infrastructure, identify network service gaps, limitations, improvements and implement necessary changes		
Objectives	Develop plan for expanding bandwidth, network services and network stability		
Performance Measures	Actual FY20	Actual FY21	Projected FY22
Evaluation process	Internal/External Bandwidth Monitoring	Internal/External Bandwidth Monitoring	Internal/External Bandwidth Monitoring
Implementation of network bandwidth improvements	<ol style="list-style-type: none"> No annual upgrades required Bandwidth utilization remains consistent with highly performing environments. 	<ol style="list-style-type: none"> No annual upgrades required Bandwidth utilization remains consistent with highly performing environments. 	<ol style="list-style-type: none"> Consideration of secondary/redundant internet circuit.

FY19 – Implemented internet bandwidth increase from 100 Mbps to 1,000 Mbps

Information Technology Department Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Monitor network and server activity via automated systems to be proactive in fixing issues	Yes	Yes	Yes	Yes	Yes
Automate password and security changes via domain policy	Yes	Yes	Yes	Yes	Yes
Implement recommended policies, procedures and best practices identified as a result of ongoing technology audits	Yes	Yes	Yes	Yes	Yes



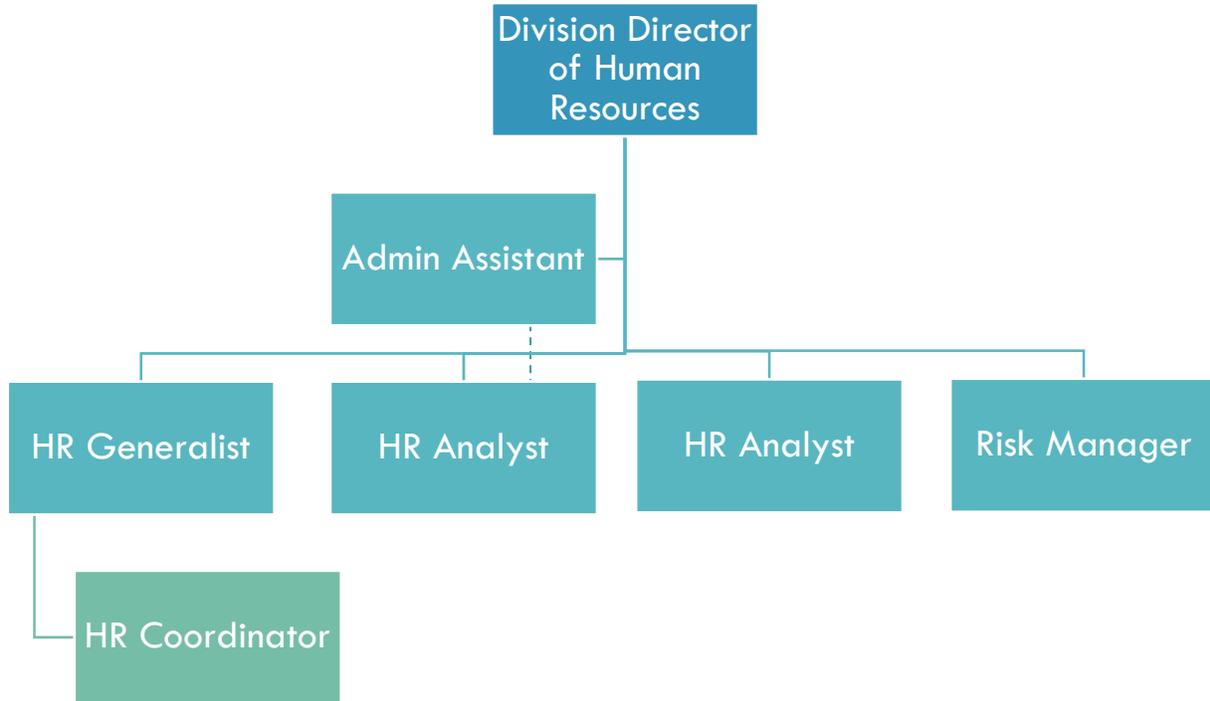
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Human Resources



DEPARTMENT: HUMAN RESOURCES



HUMAN RESOURCES DEPARTMENT FY2022 GOALS

Goal #1:

Manage the employee health insurance program in a manner that provides quality program resources in a legally compliant and fiscally responsible manner

Objective:

Partner with Gehring Group and continue to evaluate the insurance program, identify the most cost-effective deliverables from insurance vendors, and ensure quality health insurance options

Objective:

Expand and promote the employee wellness, program maintaining the focus on education in the top risk areas identified through employee participation in the annual wellness screening, while educating employees on the additional benefits included in each insurance plan and encouraging prevention for lower claims

Goal #2:

Maintain a comprehensive training program that supports and develops staff competencies for their current roles that they may serve in the future as leaders in the organization

Objective:

Ensure employees and supervisors are provided training and continuing education on all legal employment related matters

Objective:

Evaluate recent and current training programs and ensure future offerings align with job-related competencies

Goal #3:

Manage an efficient recruitment and on-boarding program that provides opportunities for the expedient selection and placement of quality applicants

Objective:

Identify and implement enhancements to the applicant screening and interview process in order to distinguish between good candidates and great candidates as future Town of Palm Beach employees

Objective:

Implement enhancements to the onboarding process to increase new hire engagement by increasing accessibility to policies, procedures and training

Objective:

Implement an Equal Employment Opportunity Plan and conduct annual utilization reports ensuring compliance with the laws governing the acceptance of Federal grant funds

Goal #4:

Maintain the compensation plan in a manner that complies with Town policy and ensures market competitiveness to attract and retain candidates who fully support the vision and values of the organization

Objective:

Conduct an annual market analysis and present recommendations during the annual budget process for amendments to pay grade assignments of positions to ensure policy compliance

Objective:

Evaluate change in the Consumer Price Index (CPI) and other relevant factors and provide a recommendation during the annual budget process for cost of living adjustments if appropriate

Human Resources
Town of Palm Beach

PROGRAM: HUMAN RESOURCES 123

MAIN ACTIVITIES:

The most important things we do to fulfill the Town’s mission are to provide cost effective and competitive compensation and benefit plans to employees; shield the Town from costly litigation related to employment issues; and provide support to employees, which enables them to serve the Town with pride.

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	367,853	345,746	341,807	341,807	281,916	362,570	6.07%
Employee Benefits	185,177	167,703	181,680	181,680	208,499	204,968	12.82%
Contractual	163,959	108,441	169,440	214,834	70,538	155,416	-8.28%
Commodities	6,589	6,199	7,581	7,581	3,074	6,569	-13.35%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	457	-	-	-	-	-	0.00%
TOTALS	724,036	628,089	700,508	745,902	564,027	729,523	4.14%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Contractual costs decreased primarily due to a reduction of the Police Recruitment and copy machine accounts. Expenses include enhanced background screening of employment candidates, compliance and diversity training for employees and supervisors, changes in the post-employment drug and alcohol free workplace program, and addition of external storage services for inactive employee and retiree personnel and medical files required to be retained per state retention rules.

COMMODITIES

Decrease reflects a reduction in cost for training expenses and membership dues.

Human Resources
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Assistant Town Manager	-	-	-	-	0.200
Division Director of Human Resources	-	-	-	-	0.500
Director of Human Resources	0.776	0.776	0.496	0.496	-
Assistant Director	0.600	0.600	0.500	0.500	-
Human Resources Generalist	-	-	-	-	0.900
Occupational Health Nurse	0.500	-	-	-	-
Human Resources Analyst	1.800	1.800	1.800	1.800	1.000
HR Coordinator	0.350	0.350	0.350	0.350	0.900
Communications Specialist	-	-	-	-	0.500
Administrative Assistant (Part Time)	-	-	-	-	0.400
HR Resource Specialist	0.625	1.065	0.625	0.625	-
Office Assistant II	0.375	-	-	-	-
	5.026	4.591	3.771	3.771	4.400

HUMAN RESOURCES FY2021 ACCOMPLISHMENTS

- Maintained level funding for the 9th consecutive fiscal year for the Town’s dental insurance program.
- Expeditiously amended department operations in order to ensure continuity of operations during pandemic conditions. This included automating processes while ensuring accuracy, and providing for accurate administration of employee benefit, retirement, recruitment and compensation matters remotely without service impairments.
- Continued emergency pandemic employee communication notices, programs, and distribution systems to ensure important local and Federal employment related information was provided accurately and in a timely manner to all employees. This includes but is not limited to the Federal Families First Coronavirus Response Act of 2020 and its impact on Emergency Family Medical Leave and Sick Pay.
- Quickly established service agreements, protocols, and a comprehensive workplace guide, while adhering the CDC guidelines, for handling pandemic related impacts to Town policies and employment conditions arising from pandemic conditions.
- Managed over 230 cases of employee testing of COVID-19, including personalized assistance to employees, testing and result monitoring, quarantine processing, contact tracing and ensuring adherence to Federal policy for mandatory sick leave pay and related employment matters.
- Provided remote assistance to employees and retirees during open enrollment period; assisted employees with completion of the wellness activities; assisted employees and retirees with insurance changes; maintained greater than 90% participation in the Wellness Program for the 7th consecutive year.
- Conducted biometrics screenings through mail-in testing and testing centers for employee during the open enrollment period; greater than 60% participation
- Conducted outreach to Town Retirees providing online web-based benefit resources, notices, and evaluation of services rendered by contracted administration.
- Facilitated and/or successfully responded to several employee relations matters including internal grievances, disciplinary hearings, appeals, complaints, and a variety of employment related legal claims.
- Distributed monthly “In the Know” news flash messages providing information regarding Town and general human resources information, such as benefit and retirement information, for employees.
- Created and distributed monthly supervisory newsletter providing information regarding maintaining legal compliance with employment laws, Town policies, and guidance for positive coaching and performance management of employees.

Human Resources Town of Palm Beach

- Provided wellness informational notices to employees regarding health and financial matters and tips.
- Monthly notifications and meeting availability with retirement plan vendors to all eligible employees to encourage financial soundness in retirement, as well as the availability of vendor webinars and online education.
- Promoted flu shots to employees through e-mails and provided two onsite flu shot clinics.
- Delivered a variety of wellness programs and webinars for stress management, exercise, sun safety campaign, pain management, and responding to mental health concerns in the workplace.
- Organized employee wellness challenges with an average participation rate greater than 50%.
- Worked with wellness vendor to order and distribute swag bag items for all employees to promote awareness to sun safety, hydration, healthy fruits, and exercise and mindfulness of personal health.
- Assisted in coordination of mandatory employee training for COVID19 Facts and Myths imparted by Dr. Alonso
- Implemented Video Interviewing to support hiring managers in the evaluation of all qualified candidates, in less time, and more effectively; by having candidates answer structured questions that aid in distinguishing the best among them.
- Implemented the eForms workflow module in NEOGOV to allow employees to complete and submit forms electronically, in support of social distancing guidelines, and serving as groundwork for future electronic document management efforts.
- Created a resources portal in NEOGOV so that employees can access the same benefits and COVID19 relevant information and links, that are normally accessible through the Town's intranet, by logging into their Neogov accounts from any computer
- Implemented a new learning management system that contains a built-in course creator which all departments can have access to, in order to improve training offerings and delivery. An advantage of the new LMS is greater accessibility to training catalog by employees since it is all in the same NEOGOV dashboard they are already using for their performance reviews and forms submissions.
- Contracted with and implement a new FSA/DCA and COBRA vendor
- Coordinated completion of contract and transition to new EAP vendor (ComPsych to Cigna), providing announcements, materials, and transition coordination to all eligible employees.
- Distributed and audited compliance training including Palm Beach County Ethics, Preventing Sexual Harassment, and Bloodborne Pathogen training.
- Researched and coordinated the logistics for the newly created Florida State Statute for the Firefighter Cancer Claim Reimbursement including the determination to award, pay codes, and budgeting resources.
- Created the Veterans Preference Plan as required by Florida State Statute as of July 1st and implemented the changes within the employment process.

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Manage the employee health insurance and wellness program in a manner that provides quality program resources in a legally compliant and fiscally responsible manner				
Objectives	Partner with Gehring Group and continue to evaluate the insurance program, identify the most cost-effective deliverables from insurance vendors and ensure quality health insurance options				
	Expand and promote the employee wellness, program maintaining the focus on education in the top risk areas identified through employee participation in the annual wellness screening, while educating employees on the additional benefits included in each insurance plan and encouraging prevention for lower claims.				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Total fiscal year end health insurance plan cost	\$5,909,533	\$5,393,479	\$5,364,349	\$6,210,338	\$5,719,424
% change in total health insurance plan cost	3.0%	-8.7	-0.5%	15.8%	2.65
Average annual insurance plan enrollment (employees and retirees)	425	432	422	409	422
Town cost per employee/retiree per year based on total plan costs less employee/retiree contributions	\$9,866	\$8,436	\$8,916	\$11,489	\$9,676
Number of benefit and retirement orientation trainings offered to new employees	30	34	44	61	50
Number of open enrollment meetings held	2	2	8	3	3
Number of open enrollment and/or other benefit changes processed	281	234	215	136	217
Average number of days for claim issue resolution	1	1	1	1	1
Number of claim issues managed	95	88	90	85	85

Human Resources
Town of Palm Beach

Department Goal	Maintain a comprehensive training program that supports and develops staff competencies for their current roles and the roles they may serve in the future as leaders in the organization				
Objectives	Ensure employees and supervisors are provided training and continuing education on all legal employment related matters				
	Evaluate recent and current training programs and ensure future offerings align with job-related competencies				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Number of workplace training and online classes offered (includes continuing education for Palm Beach County Commission on Ethics)	12	50	9 ¹	17 ¹	13
Workplace training attendees	702 ²	845	587	802	734
Tuition reimbursement program participants	13	8	12	10	11

¹ In class sessions were reduced due to pandemic conditions

²Includes online sessions attended for retirement education programs

Human Resources
Town of Palm Beach

Department Goal	Manage an efficient recruitment and on-boarding program that provides opportunities for the expedient selection and placement of quality applicants				
Objectives	Evaluate current recruitment processes and identify efficiencies to reduce the turnaround time between job postings and job placement				
	Identify and implement enhancements to the applicant screening and interview process in order to distinguish between good candidates and great candidates as future Town of Palm Beach employees				
	Implement enhancements to the onboarding process to increase new hire engagement by increasing accessibility to policies, procedures and training				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Annual turnover	14%	10%	11%	13%	12%
Number of advertised positions	30	42	26 ¹	39	35
Number of applications received	3,504	3,767	2,601	4412	3571
Number of pre-employment selection tests offered	929	1,180	941	905	990
Number of qualified applicants interviewed	493	564	561	620	560
Average number of calendar days from posting to offer	72	72	70	68	70
Total number of hires into budget approved positions:	40	38	59	62	50
Full-time	31	31	46	53	41
Part-time	0	0	0	1	1
Part-time partial benefits	0	2	6	0	1
Temporary	9	5	7	8	8
Number of orientation sessions held	6	3	2	0	6

¹This includes 'open until filled' positions that continuously collect applications for multiple vacancies.

Human Resources
Town of Palm Beach

Human Resources Department Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Number of public record requests received and processed	132	162	195	87	100
Number of employment verifications received	78	77	128	185	115
Number of personnel action forms processed	504	520	439	517	495
Number of notary services provided	46	35	22 ¹	42	34
Number of non-town employment disclosures received	77	71	117	64	82
Number of acceptance of favors or gratuities disclosures received	143	177	203	212	184
Number of unemployment claims received	5	5	5	18	9
Savings from protested unemployment claims	\$7,449	\$3,336	\$8,350	0	0
Number of electronic forms/processes submitted	-	-	-	19 ²	240

¹Occurrences reduced due to pandemic conditions

²Process implemented in the last 6 weeks of the Fiscal Year



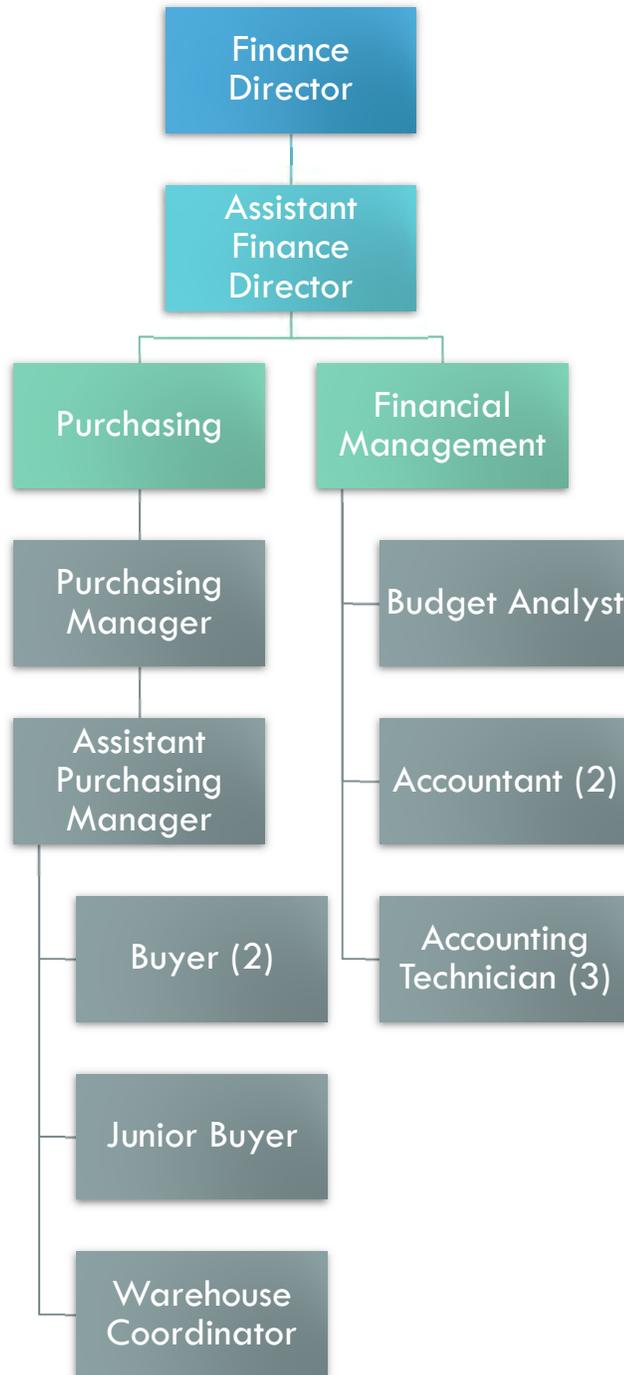
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Finance



FINANCE DEPARTMENT ORGANIZATION CHART



FINANCE DEPARTMENT FY2022 GOALS

Goal #1:

Develop financial polices and plans to address future needs of the Town.

Objective: Update financial policies for the Marina Fund

Objective: Develop long-term plan to finance the rebuild/construction of the North Fire Station

Objective: Develop long-term to plan to address projected budget shortfall in the Underground Utility Construction project

Goal #2:

Maximize rate of return on investments while applying the GFOA best practices and guidelines

Objective:

The Town's annualized rate of return exceeds that of the benchmark rate of return for the investment

Goal #3:

Implement key performance indicators for each contract utilized by Town Staff to measure effectiveness of delivery of services, materials and construction services.

Objective:

To provide useful contracts to Town end users with best pricing options and metrics to measure output of the contract. In the event that there are performance issues during the year, this would be documented within the KPI field of the Contract Management software. Vendor performance would be included in contract renewal decisions and in new solicitations in the event that a firm is recommended for award.

Goal #4:

Expand training for use of purchasing and purchasing cards, as well as contract administration for the use of the contract. Contract administration is a key function in purchasing metrics. If you issue a contract for services, there must be a trained staff member to understand if the vendor is delivering and what is to be paid and when to pay an invoice. The contract administrator would be responsible for vendor performance metrics.

Objective:

Provide basic purchasing training to all new employees, as well as specialized training for contract administration for specialized contracts

Goal #5:

Issue internal customer service surveys to understand user needs and satisfaction level on quarterly basis

To improve the quality of services provided by the purchasing division

DEPARTMENT: FINANCE

MISSION:

The Finance department is dedicated to providing the highest quality service through a commitment to excellence, integrity and teamwork. We serve the finance and purchasing needs of the Town Council, citizens, Town Manager, Town employees and general public. We provide publications and information to inform citizens and other interested parties regarding the financial position and operations of the Town. We use Generally Accepted Accounting Principles and GFOA budgeting standards to assure that policy makers and the community are well informed and the Town remains fiscally strong. It is important to us to perform our duties efficiently, effectively, reliably and accurately. We take pride in serving our elected officials, our fellow employees and our community.

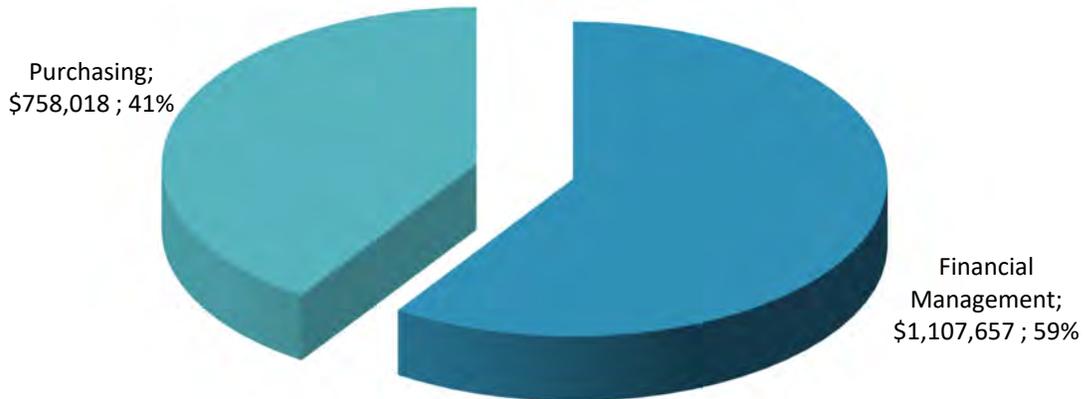
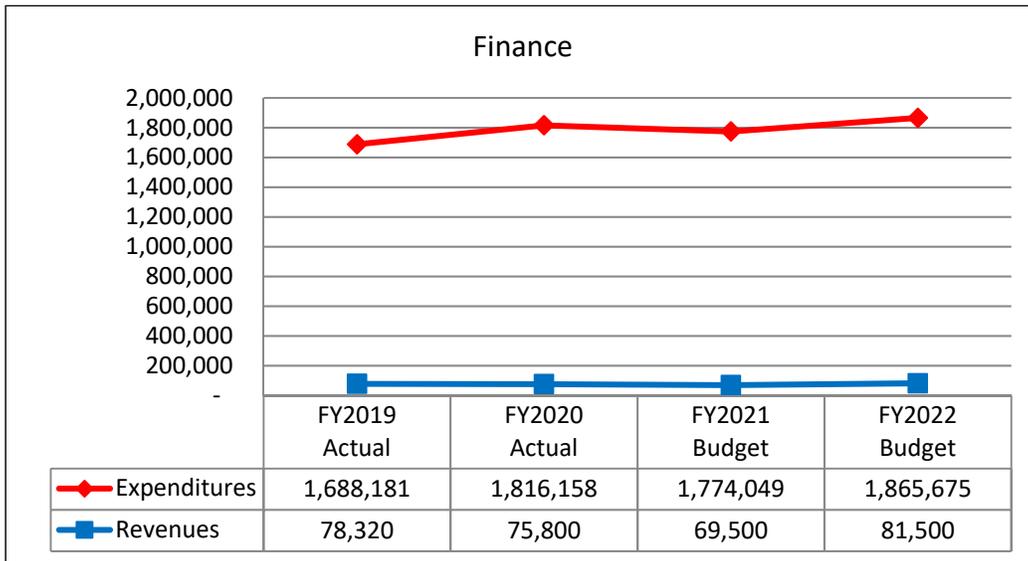
Revenue Summary

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget	% Change
Taxi Permits	675	1,125	900	900	900	0.00%
Newsrack Enclosure Admin Fee	820	700	600	600	600	0.00%
Lien Search Fee	76,825	73,975	68,000	156,386	80,000	17.65%
	78,320	75,800	69,500	157,886	81,500	17.27%

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	1,010,740	1,073,383	1,040,770	1,040,770	1,058,000	1,131,258	8.69%
Employee Benefits	523,151	574,265	562,120	562,120	560,602	564,616	0.44%
Contractual	130,412	138,987	143,575	143,575	130,925	144,025	0.31%
Commodities	20,024	25,670	23,730	25,028	21,760	22,450	-5.39%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	3,854	3,854	3,854	3,854	3,854	3,326	-13.70%
TOTALS	1,688,181	1,816,158	1,774,049	1,775,347	1,775,141	1,865,675	5.16%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.



	FY2019	FY2020	FY2021	FY2022
Total Full Time Equivalent Employees	14.739	14.689	13.689	13.689

PROGRAM: FINANCIAL MANAGEMENT 141

MISSION:

This division exists to provide central accounting, fiscal control and professional advice and recommendations in the formation of sound fiscal policies to ensure long-term financial strength for the Town of Palm Beach.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Advise the Town Council and Manager regarding financial matters
- Develop and recommend administrative and Council fiscal policy
- Provide internal checks and balances regarding financial control and purchasing procedures
- Develop and submit an annual budget that is reliable and balanced
- Direct purchasing activities in an efficient and effective manner

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	545,827	593,604	602,512	602,512	608,000	654,945	8.70%
Employee Benefits	280,985	306,386	307,766	307,766	309,930	311,998	1.38%
Contractual	121,867	123,445	126,300	126,300	115,650	126,700	0.32%
Commodities	12,074	12,702	14,850	14,850	12,910	13,700	-7.74%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	314	314	314	314	314	314	0.00%
TOTALS	961,067	1,036,450	1,051,742	1,051,742	1,046,804	1,107,657	5.32%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

Finance
Town of Palm Beach

CONTRACTUAL

The budget includes funds for the annual external audit, copy machine charges, supplies for annual wage reporting and the residential parking permit program, credit card discount fees on Town receipts, and postage. Rental costs of the postage machine increased while decreases occurred with postage and legal advertising

COMMODITIES

Funds included cover office supplies, professional membership dues/subscriptions and continuing education.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Finance Director	0.850	0.850	0.850	0.850	0.850
Assistant Finance Director	0.975	0.975	0.975	0.975	0.975
Budget Analyst	0.950	0.950	0.900	0.900	0.900
Accounting Technician	2.988	2.964	2.964	2.964	2.964
Accountant	2.800	2.000	2.000	2.000	2.000
	8.563	7.739	7.689	7.689	7.689

FINANCE DEPARTMENT FY2021 ACCOMPLISHMENTS

- Worked with Town Manager and staff to prepare the FY2022 budget, which resulted in a decrease in operating expenditures of .8%. The adopted millage rate was 3.32% less than FY2021 resulting in a tax decrease for homesteaded properties.
- Awarded the Certificate of Achievement for Excellence in Financial Reporting for the 33rd consecutive year by the Government Finance Officers Association of the United States and Canada
- Awarded the Distinguished Budget Presentation Award for the 29th year by the Government Finance Officers Association of the United States and Canada. Also received the Special Capital Recognition for the first time.
- Developed a 10-year long-term financial plan forecast. The forecast was used to develop the FY2022 budget.
- Worked with the Investment Advisory Committee to develop a plan to reduce the OPEB return assumption to 5.0% and de-risk the asset allocation.
- The Town issued the final tranche of general obligation bonds for the townwide undergrounding project in the amount of \$8,575,000. The true interest cost (TIC) is 1.906%.
- Developed financial policies to establish the appropriate level of Unrestricted Net Position for the Marina and the Building Funds. Also developed policies to create a reserve within the Marina Fund for depreciation and maintenance and improvement.
- Implemented debt management software to ease the tracking and preparation of audit schedules.
- Developed a financial report for the OPEB Trust for the Investment Advisory Committee.

Fiscal Year 2022 Goals and Performance Measures	
Town Council Budget Priority	Develop financial policies and plans to address future needs of the Town. This will include, but not limited to, policy for Marina reserves (should include minimum reserve balances in the Marina Fund, and potential uses for any excess balances), long-term plan to finance the Capital Improvement Program, including the rebuild/new construction of the North Fire Station, finance plan to address the projected budget shortfalls in the Underground Utility Construction Project
Department Goal	Develop financial policies and plans to address future needs of the Town
Objective	Update financial policies for the Marina Fund
	Develop long-term plan to finance the rebuild/construction of the North Fire Station
	Develop long-term to plan to address projected budget shortfall in the Underground Utility Construction project

Department Goal	Maximize rate of return on investments while applying the GFOA Best Practices guidelines				
Objective	The Town's annualized rate of return exceeds that of the benchmark rate of return for the investments				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Town's annualized blended return	0.72%	3.40%	3.24%	0.12%	1.0%
Town's benchmark return	-0.05%	3.75%	3.30%	-0.12%	.75%

Finance Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Credit Rating – Issuer	AAA	AAA	AAA	AAA	AAA
Credit Rating – Revenue Bond	AAA	AAA	AAA	AAA	AAA
Number of Management letter comments in audit	0	0	0	0	0
Parking ticket collection rate	84.9%	88.0%	84.2%	82.8%	85%

PROGRAM: PURCHASING 144

MISSION:

The Purchasing Division provides professional procurement services to the Town Departments while ensuring compliance with County Ethics Commission, Inspector General, Florida State Statutes, and Town Purchasing Policies and Procedures. These services include purchase of supplies, equipment services, and construction in an efficient, effective manner as well as managing the purchasing card program, the fixed asset inventory, central stores warehouse, and surplus property.

The Town of Palm Beach was awarded the National Purchasing Institute Excellence in Procurement during FY21.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Develop and administer purchasing policies consistent with established policies and procedures and governmental best business practices
- Solicit goods, services and construction services for Town Departments
- Coordinate solicitation documents, award documents and agenda preparation for all sourced items
- Prepare contracts for awarded solicitations
- Continually seek to improve procurement and inventory processes while providing top quality service and products
- Ensure delivery of critical purchases on time
- Maintain positive vendor relationships
- Administer evaluation process for vendor performance for both goods, services and construction
- Facilitate the sale of surplus Town assets through an online Governmental Auction Site
- Evaluate warehouse stock to minimize long-term storage and obsolete materials
- Engage performance improvement with user departments/divisions

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	464,913	479,779	438,258	438,258	450,000	476,313	8.68%
Employee Benefits	242,166	267,880	254,354	254,354	250,672	252,618	-0.68%
Contractual	8,545	15,542	17,275	17,275	15,275	17,325	0.29%
Commodities	7,950	12,968	8,880	10,178	8,850	8,750	-1.46%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	3,540	3,540	3,540	3,540	3,540	3,012	-14.92%
TOTALS	727,113	779,708	722,307	723,605	728,337	758,018	4.94%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

Finance
Town of Palm Beach

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Contractual costs will reflect reductions in copy machine charges, office supplies and reduction in other contractual services. A slight increase was proposed for training procurement best practices to Town staff. Town Purchasing has implemented an E-Bidding Platform for solicitations and Contract Management. This is a new expense under Purchasing.

COMMODITIES

Estimates for commodities remain the same based on current market conditions

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Assistant Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Senior Buyer	-	-	-	1.000	1.000
Buyer	1.500	1.500	2.000	1.000	1.000
Purchasing Technician	1.000	1.000	-	-	-
Junior Buyer	-	-	1.000	1.000	1.000
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Purchasing Coordinator	1.000	1.000	1.000	-	-
Courier/Warehouse Assistant	0.500	0.500	-	-	-
	<u>7.000</u>	<u>7.000</u>	<u>7.000</u>	<u>6.000</u>	<u>6.000</u>

PURCHASING DEPARTMENT FY2021 ACCOMPLISHMENTS

- Updated Purchasing Policy and Procedures Manual – Administrative Procedure No. 1-21-1
- Updated Purchasing related Administrative Policies and Procedures after Legal Review
- Sought cost avoidance in new contracts through negotiations in the amount of \$708,673
- Purchasing expanded the use of the E-Bidding and E-Contract Management Software during FY21. The initial deployment was in FY19, with the overall goals of streamlined rankings of RFP’s and RFQ’s, greater accountability in the process and greater outreach to the vendor community to respond to Town solicitations. The E-Bidding Platform is web-based and has been noted by the vendor community to be easier to use in responding to solicitations. The goal of the Contract Management Tool was to be able to share all vendors that currently have contracts or agreements with Town staff or the vendor community, provide for better management of renewals and for capturing metrics of vendor performance. Access to both the E-Bidding Platform and Contract Management Software were provided Office of the Inspector General as a viewer
- Continued search for agreements that were originally handled by Departments with goal of entering into Contract Management Program. Worked with departments and divisions to secure information
- Sought greater outreach to the vendor community for participation in Town Solicitations. For the Town Marina, outreach was completed to a firm in Europe
- Conducted quarterly Surveys on level of service being provided by Purchasing with the goal of providing the best in Customer Service
- Facilitated selection committee meetings, per-bid meetings, bid openings through electronic platforms to maintain transparency to the procurement process

Finance
Town of Palm Beach

- Incorporated the use of Subject Matter Experts to participate on Selection Committees for solicitations both from the private and public sectors
- The Purchasing Manager continued the responsibility to write Town Council Agenda Items related to all purchasing related items for all departments and prepared all contractual documents after approval by the Town Council
- During FY21, both managers and the buyers continued outreach to all operating departments and divisions with a goal of providing the best in service, timely response to strategic sourcing and providing guidance to routine business needs. Additionally, the senior buyer, buyer and junior buyer positions have been meeting with respective user departments and divisions for greater knowledge of upcoming needs.
- Encouraged purchasing staff to obtain national certification.
- Developed a refresher training for p-card holders online to ensure compliance with established policy and procedures. The class was offered through Target Solutions.
- Successfully completed annual warehouse physical inventory. Lucity, a new Asset Management Software was implemented which includes stock withdrawals. Phase 1 was implemented in August 2020 and was expanded in FY21 for issuance of all inventory parts and receipt of inventory
- Expanded the use of primary, secondary and tertiary vendors for all itemized contracts. This provides the Town with options in the event that a contractor cannot provide the required services as requested.
- Purchasing Manager presented to the National Institute of Public Purchasing (NIPP) on Building Trust in the Procurement Process to a nationwide audience of 517 attendees via Zoom.
- Managed spending on purchase cards from \$734,390 in FY18 to \$1,802,663 in FY19 to \$1,990,270 to \$1,127,886 for Calendar Year20 to garner greater rebate for use of bank card at end of calendar year. The full expenditure for 202 is based on calendar year vs. fiscal year. Continue practice of providing the best in Internal Customer Service to the departments and divisions that are served
- Focused on obtaining Best Value for all solicitations

Fiscal Year 2022 Goals and Performance Measures				
Department Goal	Implement key performance indicators for each contract utilized by Town Staff to measure effectiveness of delivery of services, materials and construction services			
Objectives	To provide useful contracts to Town end users with best pricing options and metrics to measure output of the contract. In the event that there are performance issues during the year, this would be documented within the KPI field of the Contract Management Software. Vendor performance would be included in contract renewal decisions and in new solicitations in the event that a firm is recommended for award.			
Performance Measures	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Vendor Performance Evaluations	-	18	95	150

Finance
Town of Palm Beach

Department Goal	Expand training for use of purchasing and purchasing cards as well as contract administration for the use of the contract. Contract administration is a key function in purchasing metrics. If you issue a contract for services, there must be a trained staff member to understand if the vendor is delivering and what is to be paid and when to pay an invoice. The contract administrator would be responsible for vendor performance metrics.			
Objectives	Provide basic purchasing training to all new employees as well as specialized training for contract administration for specialized contracts			
Performance Measures	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Number of employees trained	68	52	47	75

Department Goal	Issue internal customer service surveys to understand user needs and satisfaction level on a quarterly basis.			
Objectives	To improve the quality of services provided by the purchasing department			
Performance Measures	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Surveys completed by Town end users	-	67	59	70

Purchasing Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Purchase orders written	1,404	1,146	1,128	1,210	1,3000
Total Value of Purchase Orders Issued	-	\$17,030,480	\$114,525,812	\$53,271,917	\$40,000,000
Formal bids, RFPs, RFQs	75	40	28	37	45
Purchase orders (\$2,500 - \$14,999)	348	342	326	372	350
Purchase orders (\$15,000 - \$35,000)	99	110	136	143	150
Warehouse –# of issues	2,583	1,930	1,704	2,318	2,000
Dollars spent using purchasing cards	\$734,390	\$1,802,663	\$1,990,270	\$1,127,886	\$1,500,000
# of Credit Card Transactions	-	-	4,241	2,848	3,500
Credit Card Rebate	-	\$4,673	\$22,533	\$25,591.33	
Surplus sales	\$239,337	\$193,181	\$39,809	\$112,961	\$100,000
Cost avoidance	\$1,896,339	\$444,624	\$1,556,554	\$708,673	\$950,000



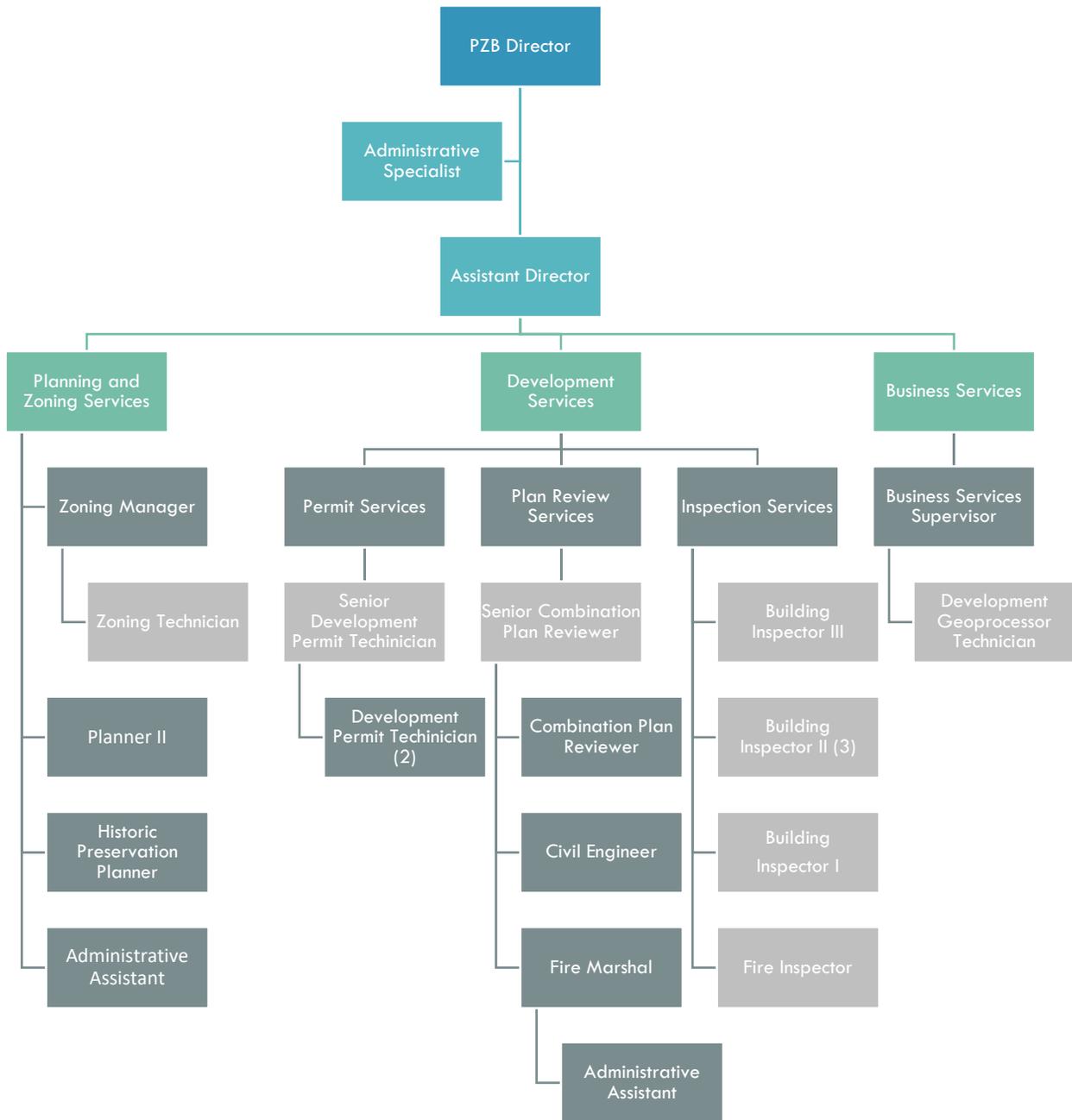
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Planning and Zoning



PLANNING, ZONING AND BUILDING ORGANIZATIONAL CHART



PLANNING, ZONING & BUILDING DEPARTMENT FY2022 GOALS

Goal #1:

Conduct a complete review of the Town Code or identify and devise a plan to address the most pressing Town Code reform needs. Develop a budget and process to include analysis of the existing code, create a steering committee, host a public engagement session to solicit community feedback, research impacts of federal, state and county regulations and prepare recommended code changes.

Objective:

Implement new department software to further streamline work flows and bring Palm Beach's process in line with current industry standards and best practices that are tailored for Palm Beach's unique environment

Objective:

Conduct community engagement sessions with residents and other interested parties to hear frustrations with the process, identify what is working well, gather their ideas for improvements and sharesome of the Town's emerging solutions for process improvement

Objective:

Work with the Town Council, residents, and the Planning & Zoning Commission to address quality of life issues and other zoning matters that are requested by Town Council

Goal #2:

Continue Planning, Zoning and Building Process Improvement Initiative to further improve operational efficiency, customer services, and policies/procedures. Identify and implement a software program designed for use by Planning, Zoning and Building to meet these goals.

Objective:

Continue to update the Town Council, ARCOM, and Landmark application process to provide better transparency to residents regarding land use applications

Objective:

Continue to reduce the number of permits and forms used throughout the department

Goal #3:

Continue to implement the new historic preservation program using the conservation districts and historically significant buildings

Objective:

Continue to develop new strategies and incentives for Landmarked properties

Objective:

Work with the Town council and the Landmarks preservation Commission to expand the number of Landmarked properties

DEPARTMENT: PLANNING, ZONING AND BUILDING

MISSION:

The Planning, Zoning and Building Department identifies, recommends and implements the vision of the community, as expressed through the policies of the Town Council, relative to the development, redevelopment and use of real property, to ensure the beauty, quality of life and character of the Town, and the health, safety and welfare of our residents, businesses and visitors, while providing the highest quality of service to our customers.

Revenue Summary

	2019 Actual	2020 Actual	2021 Budget*	2021 Projected	2022 Budget	% Change
Business Tax Receipts	744,976	781,754	740,000	739,658	777,000	5.00%
Business Tax Receipt Penalties	28,063	32,149	30,000	30,000	30,000	0.00%
Building	8,115,868	6,606,842	-	-	-	0.00%
Electrical	369,503	138,809	-	-	-	0.00%
Plumbing	195,696	61,266	-	-	-	0.00%
Permit Processing	24,270	21,190	-	-	-	0.00%
Permit Penalty	41,276	25,888	-	-	-	0.00%
Except/Var. App.	247,878	265,707	235,000	314,901	275,000	17.02%
Reinspection Fees	3,240	1,510	-	100	-	0.00%
Abandonments	370	(205)	-	(194)	-	0.00%
Architectural Fees	282,370	253,542	250,000	416,520	280,000	12.00%
Landmarks Submittal	44,950	45,405	37,000	73,543	45,000	21.62%
Mechanical Permits	301,404	158,119	-	-	-	0.00%
Contractor Registration Fee	9,750	6,725	-	-	-	0.00%
Landscape Permit	3,952	-	-	-	-	0.00%
Miscellaneous Permit Fees	360	7,500	-	-	-	0.00%
Building Permit Search Fee	53,650	55,650	-	-	-	0.00%
Permit Revision Fee	197,575	178,600	-	-	-	0.00%
Right Of Way Permits	1,079,411	1,026,273	606,600	565,791	600,000	-1.09%
Flood Plain Mgmt Permit Fee	10,958	11,250	-	771	-	0.00%
County Occ. Licenses	20,720	16,016	20,000	15,000	15,000	-25.00%
Tent Permits	19,393	19,312	21,000	15,000	15,000	-28.57%
Bldg. Insp. Fund Fees	13,681	10,602	-	-	-	0.00%
Radon Gas	9,245	7,143	-	-	-	0.00%
Microfiche/Scanned Documents	25	-	-	-	-	0.00%
Code Compliance Fines	318,425	122,790	175,000	150,000	175,000	0.00%
Code Compliance Admin Fee	4,450	1,925	4,500	1,243	4,500	0.00%
Credit Card Cust. Surcharge	19,481	14,614	15,000	20,834	15,000	0.00%
TOTALS	12,160,939	9,870,376	2,134,100	2,343,167	2,231,500	4.56%

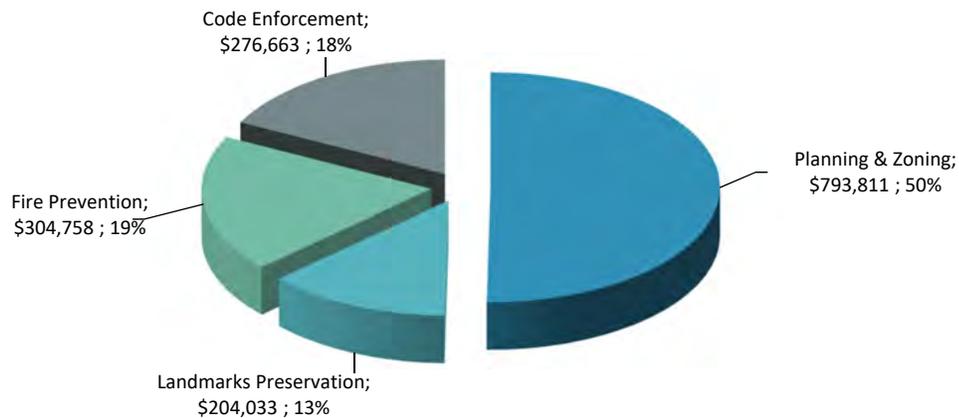
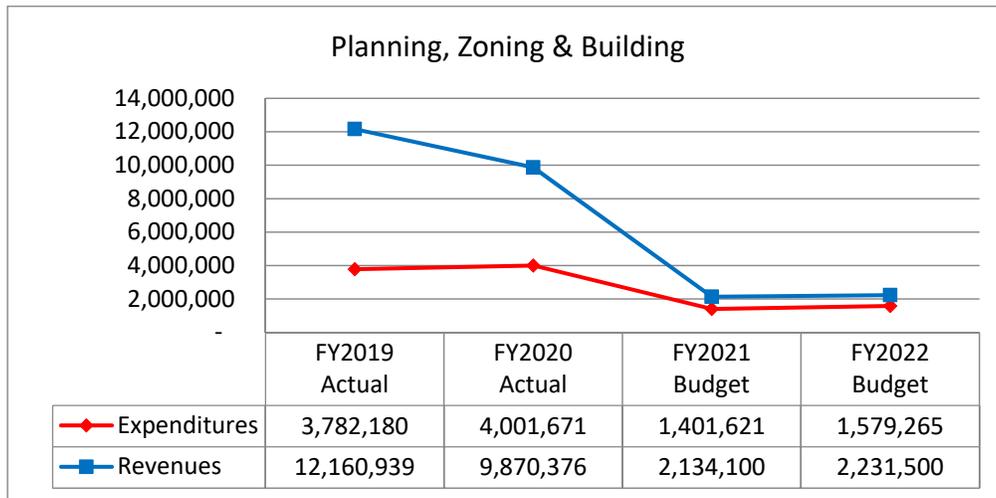
*In FY2021 two programs were moved from the General Fund into the new Building Enterprise Fund

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget**	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	1,806,701	1,661,885	737,237	737,237	699,670	841,524	14.15%
Employee Benefits	1,004,707	973,322	352,567	352,567	351,206	342,909	-2.74%
Contractual	813,755	1,221,080	281,948	415,149	501,724	366,457	29.97%
Commodities	54,686	40,487	23,465	24,018	29,821	22,420	-4.45%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	102,330	104,897	6,404	6,404	6,404	5,955	-7.01%
TOTALS	3,782,180	4,001,671	1,401,621	1,535,375	1,588,825	1,579,265	12.67%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

**In FY2021 two programs were moved from the General Fund into the new Building Enterprise Fund



	FY2019	FY2020	FY2021*	FY2022
Total Full Time Equivalent Employees	27.250	25.750	9.100	9.475

*In FY2021 two programs were moved from the General Fund into the new Building Enterprise Fund

Planning, Zoning and Building
Town of Palm Beach

PROGRAM: PLANNING AND ZONING 211

MISSION:

This division exists to stabilize and preserve the aesthetic, historical and economic values of Palm Beach.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Coordination and support of commissions;
- Conduct planning and zoning studies, and recommend changes where necessary;
- Develop, recommend, implement and enforce policies in a highly professional manner;
- Maintain all maps and data contained in the Comprehensive Plan and Land Development Regulations;
- Interpret Zoning Code, Comprehensive Plan and Land Development Regulations and process applications;
- Keep citizens informed of policies and procedures and solicit input from citizens; and
- Work continually to improve the efficiency and effectiveness of the processes of the department.

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	332,984	287,312	326,740	326,740	290,140	400,549	22.59%
Employee Benefits	140,827	131,420	133,725	133,725	132,599	180,762	35.17%
Contractual	179,320	365,887	195,800	259,423	327,642	203,800	4.09%
Commodities	16,910	7,904	9,500	9,500	12,130	8,700	-8.42%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	170	170	-	-	-	-	0.00%
TOTALS	670,211	792,693	665,765	729,388	762,511	793,811	19.23%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases, as well as an additional 0.50 FTE for an administrative assistant.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program. The increase in benefits is mainly due the 0.50 FTE increase.

CONTRACTUAL

Includes costs associated with legal services, general planning activities, and concurrency studies per state law.

COMMODITIES

Includes office and computer supplies and replacement costs, and continued software enhancements.

Planning, Zoning and Building
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Director	0.700	0.700	0.700	0.700	0.700
Assistant Director	0.350	-	0.350	0.350	0.350
Zoning Manager	1.000	1.000	1.000	1.000	1.000
Zoning Technician	0.500	0.500	0.500	0.500	-
Planning Administrator	0.400	0.400	0.400	-	-
Planner I	-	-	-	-	0.500
Administrative Specialist	0.500	0.500	0.500	0.500	0.500
Office Manager	0.120	-	-	-	-
Administrative Assistant	-	0.500	-	-	0.500
Historic Preservation Planner	-	-	-	0.400	0.400
	3.570	3.600	3.450	3.450	3.950

PLANNING & ZONING FY2021 ACCOMPLISHMENTS

- Reorganized the PZB Department to promote better customer service
- Continue to use and improve the One Permit per Project process to reduce the number of permits issued each year
- ARCOM and LPC Staff reviews/approvals are now processed as permits

Fiscal Year 2022 Goals and Performance Measures	
Town Council Budget Priority	Conduct a complete review of the Town Code or identify and devise a plan to address the most pressing Town Code reform needs. Develop a budget and process to include analysis of the existing code, create a steering committee, host a public engagement session to solicit community feedback, research impacts of federal, state and county regulations and prepare recommended code changes.
Objectives	Implement new department software to further streamline work flows and bring Palm Beach's process in line with current industry standards and best practices that are tailored for Palm Beach's unique environment
	Work with the Town Council, residents, and the Planning & Zoning Commission to address quality of life issues and other zoning matters that are requested by Town Council

Town Council Budget Priority	Continue Planning, Zoning and Building Process Improvement Initiative to further improve operational efficiency, customer services, and policies/procedures. Identify and implement a software program designed for use by Planning, Zoning and Building to meet these goals.
Objectives	Continue to reduce the number of permits and forms used throughout the department
	Continue to reduce the number of permits and forms used throughout the department

Planning & Zoning Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Comprehensive Plan amendments processed	1	1	1	1	1
Zoning amendments processed	25	14	2	7	15
Development review application processed	100	74	61	94	100
ARCOM applications processed	165	125	65	170	180
ARCOM Staff approvals processed	438	396	478	778	800
# of Business Tax receipts issued	1,648	1,729	1,635	1,678	1,700
# of new business applications processed	140	224	130	208	225
# of records request processed	4,226	3,026	1,595	2,183	2,700

Planning, Zoning and Building
Town of Palm Beach

PROGRAM: LANDMARKS PRESERVATION 214

MISSION:

This division exists to serve the Town’s desire to maintain its rich history and quality of life by stabilizing and preserving the historic and economic value of significant physical structures and other properties.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Coordinate and support the Landmark Preservation Commission;
- Develop, recommend and enforce policies that serve historic preservation;
- Inform and educate our citizens;
- Process Certificates of Appropriateness as directed by codes and policy;
- Discuss and entertain requests for possible designation of properties as historic; and
- Maintain accurate records and files.

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	58,678	20,745	33,398	33,398	32,931	43,405	29.96%
Employee Benefits	29,329	29,805	16,844	16,844	15,741	17,828	5.84%
Contractual	67,168	76,162	71,000	71,000	158,206	140,500	97.89%
Commodities	1,080	249	2,050	2,050	3,610	2,300	12.20%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	156,255	126,961	123,292	123,292	210,488	204,033	65.49%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Contract costs related to landmark designation studies and historic preservation.

COMMODITIES

Office supplies and minor software enhancements

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Director	0.050	0.050	0.050	0.050	0.050
Assistant Director	0.050	-	0.050	0.050	0.050
Planner	0.300	0.300	0.300	0.300	0.300
Office Manager	0.350	-	-	-	-
Administrative Assistant	-	0.500	-	-	-
Administrative Specialist	-	-	0.500	-	-
	0.750	0.850	0.900	0.400	0.400

LANDMARKS PRESERVATION FY2021 ACCOMPLISHMENTS

- All certificates of appropriateness applications available for viewing on the web
- Complete the current Historic Site Survey of the Town
- Historic District Educational Symposium held in December of 2019

Fiscal Year 2022 Goals and Performance Measures			
Department Goal	Continue to implement the new historic preservation program using the conservation districts and historically significant buildings		
Objectives	Adopt and enforce the required ordinances and resolutions		
	Implement the program, along with a new incentive for preserving the historic buildings		
Performance Measures	Actual FY20	Actual FY21	Projected FY22
Number of historically significant buildings preserved under this program	1	24	25

Landmarks Preservation Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
# of COA Applications processed	49	34	34	33	33
# of properties designated as Landmarks	6	5	4	6	12
# of Landmarks staff approvals processed	133	114	128	165	165

PROGRAM: FIRE PREVENTION 215

(Program managed by Fire Rescue)

MISSION:

This division exists to enforce Federal, State and local life safety codes to protect life and property to improve the community.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Educate the community on life saving skills, fire prevention and community risk reduction programs
- Conduct annual fire safety inspections
- Managing the adequacy and reliability of the fire protection water supply
- Conduct community risk analysis
- Create or revise ordinances to enhance fire prevention
- Generate revenue through fire inspection and other fees
- Investigate fires for cause and origin

EXPENDITURE SUMMARY

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	192,763	197,273	212,645	212,645	212,645	217,979	2.51%
Employee Benefits	75,281	79,614	84,921	84,921	84,921	63,631	-25.07%
Contractual	12,025	10,306	10,888	10,888	12,916	17,697	62.54%
Commodities	2,073	2,124	3,820	3,820	5,715	3,820	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	282,142	289,318	312,274	312,274	316,197	303,127	-2.93%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program. The FY2022 budget includes a decrease for health insurance costs and defined benefits costs after reducing a full-time employee position to a part-time position.

CONTRACTUAL

The contractual category covers travel, community education, and software maintenance. The increase resulted from the addition of computer tablets and data line charges associated with each tablet utilized for fire inspections.

Planning, Zoning and Building
Town of Palm Beach

COMMODITIES

Remained constant

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Fire Marshal	1.000	1.000	1.000	1.000	1.000
Fire Inspector	1.000	1.000	1.000	1.000	1.000
Office Assistant II	0.500	0.500	0.500	0.500	0.375
	2.500	2.500	2.500	2.500	2.375

FIRE PREVENTION PROGRAM FY2020 ACCOMPLISHMENTS

- Ensured that all commercial buildings were inspected for unsafe design and use
- Improved cooperation, coordination, and integration with Planning Zoning and Building Department for construction related matters
- Improved cooperation, coordination, and integration with Public Works for all town projects, including undergrounding, roadways and town infrastructure projects
- Decreased the amount of time to issue permits
- Attended all meetings related to undergrounding
- Attended all meetings related to the town marina project

Fiscal Year 2022 Goals and Performance Measures		
Department Goal	Palm Beach Fire Rescue will increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach	
Objectives	Palm Beach Fire Rescue will reduce the number of false fire alarms (NFIRS 700 class) incidents by 20%	
	Palm Beach Fire Rescue will complete an annual fire prevention inspection on at least 95% of all commercial and multi-family properties	
Performance Measures	Actual FY21	Projected FY22
Percentage of annual fire prevention inspections on all commercial and multi-family properties	63%*	95%
Number of false fire alarms (NFIRS 700 class) incidents	564	451

Planning, Zoning and Building
Town of Palm Beach

Fire Prevention Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
% of assigned fire inspections completed	100%	98%	75%*	63%*	95%
Building plans reviewed	1,878	1,999	1,850	1,917	1,917
Pre-fire plans completed	196	185	30*	0*	950
Fire hydrants tested and maintained	398	391	398	398	398
High-rise safety training programs delivered	0	9	1*	0	8
Fire extinguisher training programs delivered	5	11	6*	0	10
Total inspections conducted	994	941	1,004	622	1,000
Inspections conducted by shift members	492	471	150*	137	400
Inspections conducted by Fire Prevention	502	455	854	485*	600

* Cancelled or reduced due to Covid-19

Planning, Zoning and Building
Town of Palm Beach

PROGRAM: CODE ENFORCEMENT 216

(Program managed by Police)

MISSION:

The Code Enforcement Unit is responsible for the enforcement of codes and ordinances relating to quality of life, public safety and health, building and licensing, sanitation, nuisance, parks and recreation, trees and shrubs, and landmark preservation. The Code Enforcement Unit pro-actively conducts inspections and investigates code and ordinance violations, citing violators when necessary, and prosecuting violations either through the Town Code Enforcement Board or when applicable, the County Court system.

MAIN ACTIVITIES

The most important things we do to fulfill the mission are:

- Conduct inspections and investigate code and ordinance violations
- Issue code enforcement citations to violators
- Attend Code Enforcement Board meetings/hearings
- Prepare and maintain correspondence and board meeting minutes

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	162,139	157,641	164,454	164,454	163,954	177,960	8.21%
Employee Benefits	116,740	110,045	117,077	117,077	117,945	80,688	-31.08%
Contractual	3,987	4,094	4,260	4,260	2,960	4,460	4.69%
Commodities	8,265	6,444	8,095	8,316	8,366	7,600	-6.11%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	7,125	6,404	6,404	6,404	6,404	5,955	-7.01%
TOTALS	298,256	284,628	300,290	300,511	299,629	276,663	-7.87%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Contracted services remain level for the year

COMMODITIES

Commodities remain level for the year

Planning, Zoning and Building
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Code Compliance Officer I	2.000	2.000	2.00	2.00	2.00
Parking/Code Enforcement Manager	0.500	0.500	-	-	-
Parking/Code Enforcement Specialist	0.750	0.750	0.75	0.75	0.75
	3.250	3.250	2.750	2.750	2.750

CODE ENFORCEMENT FY2021 ACCOMPLISHMENTS

- Assist other departments in the collection of outstanding dues and fines such as Finance and Public Works (i.e. Solid Waste bills, etc.)
- Continue to provide timely and consistent enforcement of the Town of Palm Beach Code of Ordinances
- Take proactive steps to promote voluntary code compliance from business, landscape and construction companies and residents
- Continue to educate the public and achieve voluntary compliance with lighting during Turtle Season

Fiscal Year 2022 Goals and Performance Measures	
Department Goal	Be responsive to the needs and concerns of the residents, businesses, Town elected officials and other members of the community
Objectives	Continually evaluate the function and services of the Code Enforcement unit to best utilize staff
	Train police and parking enforcement officers, as well as other Town employees (i.e. Public Works) on common code enforcement violations in order to utilize Town staff that are regularly patrolling the community

Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Code violation complaints	1,546	2,135	2,042	1,478	2,000
Code violations issued	163	136	79	1,145*	1,250
Code violation cases brought for CEB	90	86	34	54	60

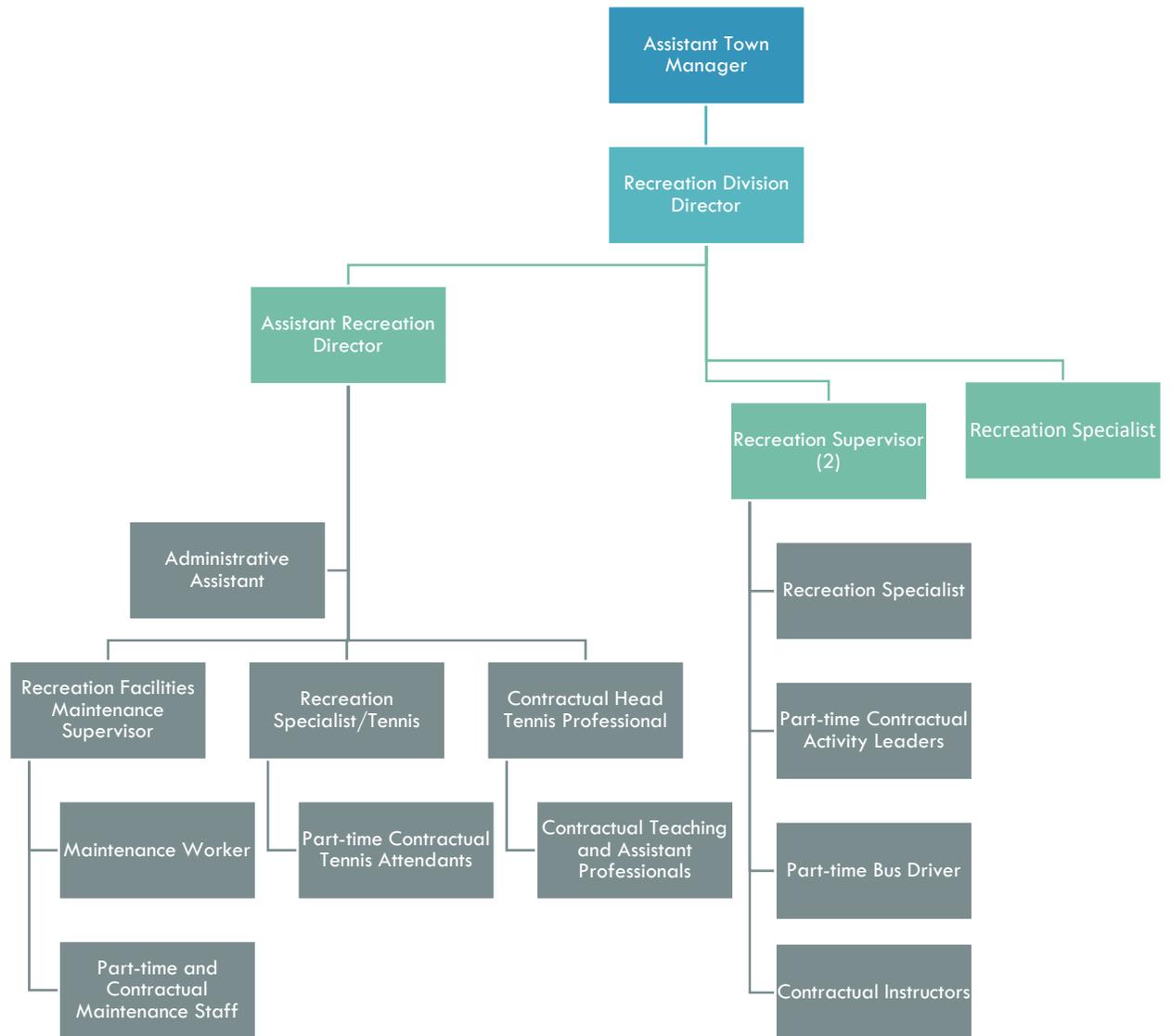
*FY21 Violations issued include: Verbal Warnings (495), Written Warnings (487), NOV Letters (94) & NOV Citations (69)



Recreation



RECREATION DEPARTMENT ORGANIZATIONAL CHART



RECREATION DEPARTMENT FY2022 GOALS

Goal #1:

Assess and recommend appropriate staffing models to deliver exceptional service

Objective:

Develop and conduct a uniform onboarding training for all staff

Objective:

Create staff training resources

Objective:

Execute meaningful orientation for instructors and employees

Objective:

Provide additional direct supervision and management of Mandel Recreation Center and Tennis Centers

Goal #2:

Continue successful programming and revenue expansion for the Mandel Recreation Center and Tennis Centers

Objective:

Deploy marketing strategies to promote the facilities and programs

Objective:

Create new and/or enhanced youth and adult programs by actively soliciting novel partnerships

Objective:

Continue to engage with residents to incorporate feedback and ideas in programming and facilities

Objective:

Update staffing and operation plan to provide higher level of customer service

Objective:

Work with fitness center management (Health Fitness) to promote programs, memberships, and wellness programming, enhancing revenue

Objective:

Enhance healthy offerings at the café/snack bar

DEPARTMENT: RECREATION

The goal of the Recreation Department is to provide outstanding recreational opportunities, excellent customer service, and safe, well-maintained facilities at Seaview Park and Phipps Ocean Park Tennis Centers, the Mandel Recreation Center and Seaview Park.

Revenue Summary

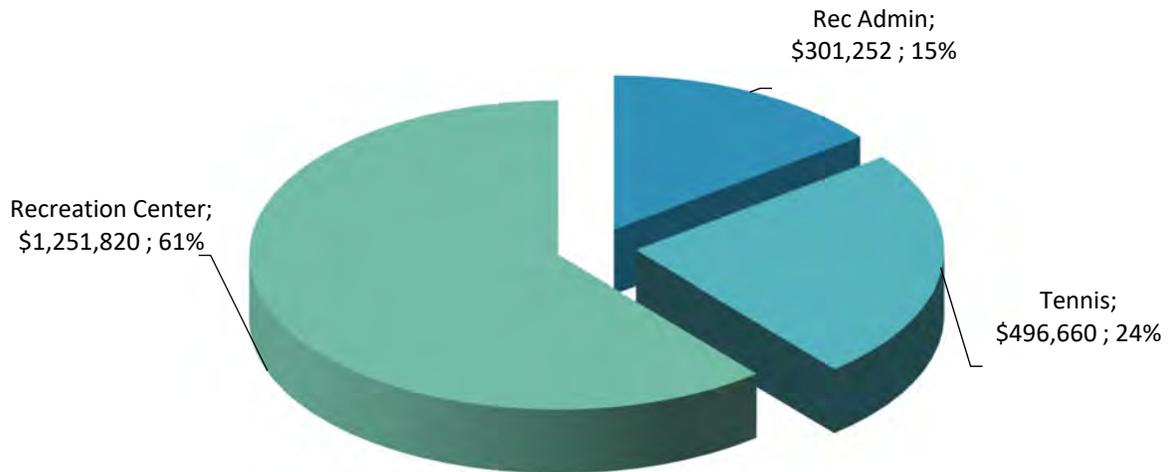
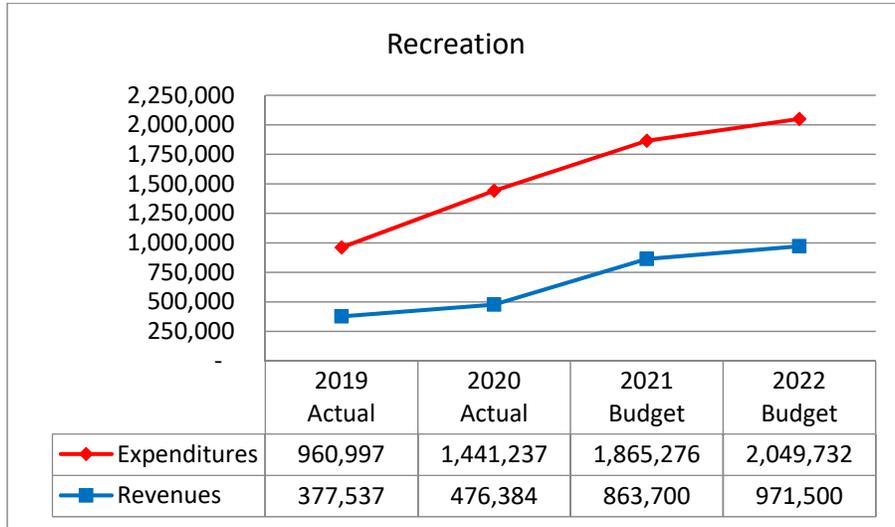
	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget	% Change
Adult Program Fees (Rec)	12,743	26,432	84,500	20,000	81,000	-4.1%
Youth Program Fees (Rec)	143,516	108,299	348,000	265,500	345,000	-0.9%
Fitness Center Classes	-	700	-	4,500	6,500	100.0%
Tennis Mixers	744	387	500	-	-	-100.0%
Merchandise Sales	17,269	20,619	16,000	20,000	20,500	28.1%
Adult Program Fees (Tennis)	6,043	6,063	8,000	1,500	4,000	-50.0%
Tennis 12 Play Pass	28,099	52,482	35,200	41,000	44,720	27.0%
Daily Tennis Court Fees	21,743	30,032	20,000	30,000	25,000	25.0%
Annual Tennis Court Fees	37,814	28,245	40,000	63,900	54,140	35.4%
Marina Amenity (Tennis/Fitness Ctr)	-	-	-	-	179,640	100.0%
Passes/Daily Admission	-	89,135	184,000	90,000	68,500	-62.8%
Promotional Merchandise	289	60	3,500	1,500	3,500	0.0%
Town Share Tennis Teaching Services	85,173	93,074	80,000	93,000	93,000	16.3%
Town Share Tennis Merchandise Sales	705	983	1,000	1,000	1,000	0.0%
Recreation M & I Fee	652	55	-	-	-	0.0%
Tennis M & I Fee	9,231	121	-	-	-	0.0%
Tennis Pro Admin Fees	13,502	12,375	13,500	13,500	13,500	0.0%
Equipment Rentals - Tennis	-	12	-	-	-	0.0%
Facility Rental Fees - Tennis	15	1,080	500	-	500	0.0%
Facility Rental Fees - Recreation	-	5,831	25,000	15,000	25,000	0.0%
Seaview Park Concession	-	401	4,000	-	6,000	50.0%
TOTALS	377,537	476,384	863,700	660,400	971,500	12.5%

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	382,947	556,846	650,389	650,389	594,658	650,897	0.08%
Employee Benefits	291,997	296,639	329,543	329,543	329,543	359,741	9.16%
Contractual	245,976	502,003	794,500	807,613	752,500	897,200	12.93%
Commodities	30,381	67,471	80,770	81,388	77,450	88,950	10.13%
Capital Outlay	-	8,333	-	-	-	-	0.00%
Depreciation	9,697	9,945	10,074	10,074	10,074	52,944	425.55%
TOTALS	960,997	1,441,237	1,865,276	1,879,007	1,764,225	2,049,732	9.89%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

Recreation
Town of Palm Beach



	FY2019	FY2020	FY2021	FY2022
Total Full Time Equivalent Employees	11.746	20.032	11.060	10.769

PROGRAM: ADMINISTRATION 311

Administrative management responsibilities include providing leadership and organizational management of all Recreation Department operations. The administrative management team is responsible for budget development and control, business plan modifications, department policies and procedures, action planning, record keeping, recruitment, training and development of staff, payroll processing, coordinating/processing work requests, requisitions and contracts. Administration duties also include complaint management and conflict resolution, risk management, enforcement of ordinances, rules and regulations at all Town recreation facilities, and the ongoing assessment and evaluation of Recreation Department facilities, programs and services offered to the community. Department administration is also responsible for the coordination, facilitation, and support of Recreation Advisory Commission meetings and its members. Administrative staff also coordinates communication with the Town Manager and the Mayor and Town Council. The administrative management team consists of the Recreation Division Director, Assistant Recreation Director, Administrative Assistant and Recreation Specialist.

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	96,150	113,878	120,743	120,743	120,743	154,055	27.59%
Employee Benefits	106,532	74,168	67,347	67,347	67,347	79,177	17.57%
Contractual	24,368	5,065	9,500	9,500	9,700	10,800	13.68%
Commodities	5,401	4,915	8,020	8,131	8,700	9,400	17.21%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	4,686	4,200	4,200	4,200	4,200	47,820	1,038.57%
TOTALS	237,137	202,226	209,810	209,921	210,690	301,252	43.58%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Includes annual software maintenance fees, legal notices and advertisements and copy machine fees

COMMODITIES

Includes office supplies, professional membership dues, staff professional development and subscriptions

DEPRECIATION

Includes Rec Pro software, CCTV system, fitness center and athletic equipment, furnishings

Recreation
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Director of Recreation	1.000	0.450	-	-	-
Dir. of Bus. Development & Operations	-	-	0.300	0.300	-
Assistant Town Manager	-	-	-	-	0.250
Assistant Director of Recreation	0.500	0.300	0.300	0.300	0.300
Recreation Division Director	-	-	-	-	0.300
Administrative Clerk	1.000	0.800	0.800	-	-
Administrative Assistant	-	0.800	0.600	0.600	0.600
Recreation Specialist	-	-	-	0.400	0.400
Office Manager	1.000	-	-	-	-
	3.500	2.350	2.000	1.600	1.850

PROGRAM: TENNIS 312

The Tennis program offers drop-in play, league play, lessons, clinics, mixers, tournaments, and special events for children and adults throughout the year. A total of thirteen (13) hydrogrid clay tennis courts are provided at the Seaview Park and Phipps Ocean Park Tennis Centers. A contractual Head Tennis Professional coordinates the teaching services at both facilities, as well as the retail concession for tennis equipment related merchandise. Assistant Tennis Instructors are hired and compensated by the Head Tennis Professional.

The tennis program is supervised by the Assistant Recreation Director. Daily operations are managed by the Recreation Specialist for Tennis, with assistance from part time and contractual labor staff. Recreation maintenance personnel provide routine and seasonal tennis facility maintenance services, supported by contractual tennis court maintenance specialists.

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	109,552	167,265	192,171	192,171	156,000	173,515	-9.71%
Employee Benefits	93,102	84,875	97,091	97,091	97,091	101,721	4.77%
Contractual	96,994	115,812	106,000	108,272	124,200	195,400	84.34%
Commodities	16,841	31,233	18,050	18,050	19,050	22,150	22.71%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,881	4,184	4,184	4,184	4,184	3,874	-7.41%
TOTALS	318,370	403,369	417,496	419,768	400,525	496,660	18.96%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Includes costs associated with contractual labor, contractual court repair/maintenance and programming requirements

COMMODITIES

Includes cost of maintenance supplies for tennis courts, cost of merchandise sold, building and program supplies

DEPRECIATION

Includes a tennis roller, court maintenance tennis carts

Recreation
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Dir. of Bus. Development & Operations	-	-	0.100	0.100	-
Recreation Division Director	-	-	-	-	0.150
Assistant Director	0.250	0.250	0.250	0.250	0.250
Administrative Assistant	-	-	0.100	0.100	0.100
Tennis Facility Supervisor	1.000	1.000	1.000	1.000	-
Maintenance Worker/Tennis	0.500	0.522	0.522	0.522	0.540
Tennis Facility Assistant	1.000	1.000	-	-	-
Tennis Attendant	1.208	1.208	1.344	1.359	0.991
Rec Facilities Maintenance Supervisor	-	0.250	0.250	0.350	0.350
Recreation Specialist	-	-	-	0.100	1.100
Laborer	0.022	-	-	-	-
Public Works Employees	0.090	0.090	-	-	-
	4.070	4.320	3.566	3.781	3.481

TENNIS FY2021 ACCOMPLISHMENTS

- Estimated operating cost recovery of 88.5% exceeds goal of 60.0%*
- Generated the most revenue in the Tennis Centers history (more than \$348,000*)
- Merchandise revenue up 38% and tennis lessons revenue up 39% compared to FY20 (the previous record year)
- Phipps Ocean Park Tennis Center and Seaview Park Tennis Centers were updated by in-house and professional craft work: both received landscaping improvements, irrigation enhancements, and are now stocked with higher quality and greater variety of merchandise; while Phipps had the awning frames re-painted, all court fencing connectors replaced and Seaview had all water fountains re-painted
- Overall resident participation has increased to 72%

*FY2021 operating cost recovery results are estimated as of October 7, 2021 postings

Fiscal Year 2022 Goals and Performance Measures	
Department Goal	Assess appropriate staffing models to deliver exceptional service
Objectives	Develop and conduct a uniformed onboarding training for all staff
	Create staff training resources
	Execute meaningful orientation for instructors and employees
	Provide additional direct supervision and management of Mandel Recreation Center and Tennis Centers
Performance Measures	Projected FY22
Conduct customer service trainings	Ongoing
Conduct orientation for instructors and employees	Ongoing

Recreation
Town of Palm Beach

Department Goal	Continue successful programming and revenue expansion for the Mandel Recreation Center and Tennis Centers
Objectives	Deploy marketing strategies to promote the facilities and programs
	Create new and/or enhanced youth and adult programs by actively soliciting novel partnerships
	Continue to engage with residents to incorporate feedback and ideas in programming and facilities
	Update staffing and operation plan to provide higher level of customer service
	Sell 275 12 Play Passes for the Tennis Centers
Performance Measures	Projected FY22
Enhance social media	ongoing
Develop new and re-imagine recreation marketing materials	ongoing
Increase the frequency of promotions and number of marketing outlets utilized to promote programs and facilities	ongoing

Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Lesson participation	4,188	5,263	5775	7,742	8,000
Clinic participation	2,750	2,168	1635	1,526	2,000
Daily youth participation	2,923	2,464	2470	2,997	3,000
Daily adult participation	19,273	18,288	15798	21,389	21,000
Annual/Seasonal passes sold	111	83	74	77	80
Tournaments/special events	10	6	3	3	5
League teams hosted	6	7	6	4	5
Resident/nonresident ratio	65/35	64/36	71/29	72/28	75/25
Operating cost recovery	66.4%	73.2%	62.7%	88.5%*	65%

FY18, FY19 and FY20 participation were affected by the construction enhancements to Seaview Park (which included limiting access to courts at various times), and the courts were closed due to COVID-19 from March 18-April 30, 2020.

*FY21 Operating Cost Recovery results are estimated as of October 7, 2021

Recreation
Town of Palm Beach

PROGRAM: RECREATION CENTER 313

The Mandel Recreation Center offers recreational programs and a fitness center to the residents and/or visitors of Palm Beach. Examples of adult programs offered include a variety of fitness/wellness, foreign languages, lectures, and art classes. Youth programs include athletics, arts & crafts, dance, self-defense, pre-school programs and a variety of other instructional/enrichment classes. In addition to these activities, an after-school program and day camps are offered, along with special events. The Mandel Recreation Center program also manages the maintenance of the Seaview Park amenities. This includes the coordination, monitoring, and oversight of daily maintenance, preventative maintenance, and special projects.

The Mandel Recreation Center daily operations are overseen by the Recreation Division Director, with assistance from the Assistant Recreation Director, Recreation Supervisors and Recreation Specialist, who supervise a variety of part-time and contractual staff in planning and coordinating, implementing, and evaluating the maintenance, programs and events. Recreation maintenance personnel provide routine maintenance services.

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	177,245	275,704	337,475	337,475	317,915	323,327	-4.19%
Employee Benefits	92,363	137,595	165,105	165,105	165,105	178,843	8.32%
Contractual	124,614	381,126	679,000	689,841	618,600	691,000	1.77%
Commodities	8,139	31,323	54,700	55,207	49,700	57,400	4.94%
Capital Outlay	-	8,333	-	-	-	-	0.00%
Depreciation	3,130	1,561	1,690	1,690	1,690	1,250	-26.04%
TOTALS	405,490	835,642	1,237,970	1,249,318	1,153,010	1,251,820	1.12%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Includes costs associated with contractual labor, preventative building maintenance and janitorial support, non-warranty building repairs, and programming requirements, along with preventative maintenance, repairs and upkeep assistance within Seaview Park amenities.

COMMODITIES

Includes cost of maintenance supplies for the Mandel Recreation Center and Seaview Park amenities, buildings and program supplies

DEPRECIATION

Includes a minivan and utility trailer

Recreation
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Dir. of Bus. Development & Operations	-	-	0.100	0.100	-
Recreation Division Director	-	-	-	-	0.300
Assistant Director of Recreation	0.250	0.250	0.250	0.250	0.250
Administrative Assistant	-	-	0.100	0.100	0.100
Recreation Supervisor	2.000	1.250	1.350	1.000	2.000
Rec Facilities Maintenance Supervisor	-	-	-	0.450	0.450
Program Dev & Operations Manager	-	-	1.000	1.000	-
Maintenance Worker	0.500	0.561	0.561	0.561	0.579
Recreation Specialist	-	-	-	0.500	0.500
Activity Leader	2.500	2.500	2.500	1.052	0.530
Recreation Center Attendants	-	-	8.195	0.255	0.425
Laborer	0.061	-	-	-	-
Bus Driver	0.410	0.410	0.410	0.411	0.304
Public Works Employees	0.106	0.105	-	-	-
	5.827	5.076	14.466	5.679	5.438

RECREATION CENTER FY2021 ACCOMPLISHMENTS

- Estimated operating cost recovery of 53.8% exceeds goal of 50.0%*
- Generated the most revenue in the recreation center history (more than \$565,000*)
- Sold 277 fitness center memberships notwithstanding capacity restrictions throughout most of the fiscal year
- Offered 102 unique programs despite limited capacity restrictions at the Mandel Recreation Center
- Overall resident participation was 72% at the Mandel Recreation Center

*FY2021 operating cost recovery results are estimated as of October 8, 2021 postings

Fiscal Year 2022 Goals and Performance Measures	
Department Goal	Assess and recommend appropriate staffing models to deliver exceptional service
Objectives	Develop and conduct a uniformed onboarding training for all staff
	Create staff training resources
	Execute meaningful orientation for instructors and employees
	Provide additional direct supervision and management of Mandel Recreation Center and Tennis Centers
Performance Measures	Projected FY22
Conduct customer service trainings	Ongoing
Conduct orientation for instructors and employees	Ongoing

Recreation
Town of Palm Beach

Department Goal	Continue successful programming and revenue expansion for the Mandel Recreation Center and Tennis Centers				
Objectives	Deploy marketing strategies to promote the facilities and programs				
	Create new and/or enhanced youth and adult programs by actively soliciting novel partnerships				
	Continue to engage with residents to incorporate feedback and ideas in programming and facilities				
	Update staffing and operation plan to provide higher level of customer service				
	Work with fitness center management (Health Fitness) to promote programs, memberships, and wellness programming, enhancing revenue				
	Enhance healthy offerings for café/snack bar				
	Enhance social media marketing and engagement				
	Sell 225 fitness center memberships				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Family special events participation	1,300	250	N/A	529	650
Youth enrichment/athletics participation	2,927	854	650	2,360	2,700
Youth camps/after school participation	9,628	3,680	1,450	5,643	6,000
Adult enrichment/fitness participation	1,599	993	750	976	1,100
Resident/nonresident ratio – youth	33/67	26/74	62/38	40/60	43/57
Resident/nonresident ratio – adult	90/10	94/6	90/10	94/6	95/5
Operating cost recovery	52.8%	39.2%	30%	53.8%	52%

FY18, FY19 and FY20 participation were affected by the construction enhancements to Seaview Park, and the Mandel Recreation Center was closed beginning March 18, 2020, re-opening on May 18, 2020, with limited capacity.

*FY2021 operating cost recovery results are estimated as of October 8, 2021 postings



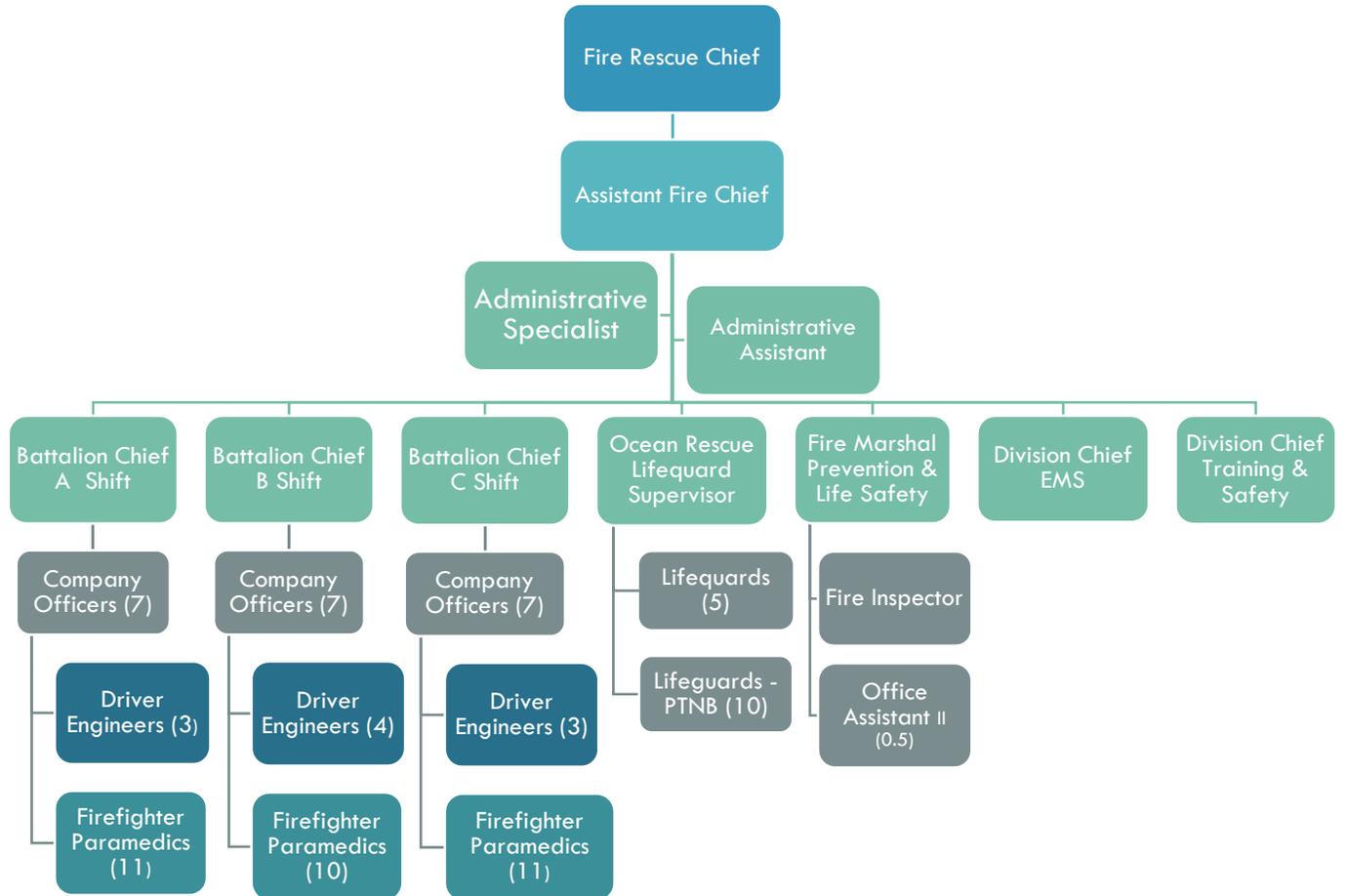
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Fire Rescue



FIRE RESCUE ORGANIZATIONAL CHART



FIRE RESCUE DEPARTMENT FY2022 GOALS

Goal #1:

Palm Beach Fire Rescue will increase the use of data to drive decision making

Objective:
Palm Beach Fire Rescue will implement a business analytics software solution

Objective:
Palm Beach Fire Rescue will utilize dashboards for the display of key performance measures

Goal #2:

To prepare upcoming leaders for the future challenges associated with managing our fire rescue department

Objective:
80% of Firefighter rank employees with two years on the job will be certified as a pump operator

Objective:
80% of newly promoted officers, step-up officers and future step-up officers will complete the Palm Beach Fire Rescue officer development program

Objective:
Increase the number of step-up Battalion Chiefs currently in use from 5 to 9

Fire Rescue
Town of Palm Beach

Goal #3:

Palm Beach Fire Rescue will increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach

Objective:
Maintain an average response time from dispatch to arrival of 4.5 minutes or less on all high priority (Priorities 1, 2, & P) emergency responses

Objective:
The first arriving engine company will be on-scene within 320 seconds from dispatched to arrival at least 90% of the time for confirmed structure fires

Objective:
Two engine companies and one Ladder Company will be on-scene within 560 seconds from dispatched to arrival at least 90% of the time for confirmed structure fires

Objective:
Have an on-scene time of 20 minutes or less at least 90% of the time for STEMI alert patients

Objective:
Have an on-scene time of 20 minutes or less at least 90% of the time for stroke alert patients

Objective:
Have an on-scene time of 10 minutes or less at least 90% of the time for trauma alert patients

Fire Rescue
Town of Palm Beach

Goal 4:

To ensure the employees have the essential knowledge, skills and abilities to deliver the high standard of care deserving of our community

Objective:
95% of Fire Rescue Lieutenants and Acting Lieutenants will complete at least 10 fire simulation training exercises per year

Objective:
95% of Fire Rescue Paramedics will serve as the lead Paramedic for at least 10 EMS simulation training exercises per year

Objective:
95% of Fire Rescue Paramedics will maintain nationally recognized EMS certification in Pediatric Advanced Life Support and an advanced course in trauma life support

Objective:
95% of fire Rescue Paramedics will complete an EMS resuscitation academy course

Objective:
90% of Palm Beach Telecommunicators will complete a dispatch resuscitation academy course

Objective:
95% of operational personnel will complete a natural gas emergency response course

Fire Rescue
Town of Palm Beach

DEPARTMENT: FIRE RESCUE

MISSION:

To positively impact the lives of the residents and visitors to the Town of Palm Beach through the protection of life and property, provision of pre-hospital care for the sick and injured, and mitigation of man-made and natural emergencies. We will accomplish this through the effective and efficient delivery of emergency and non-emergency services.

Revenue Summary

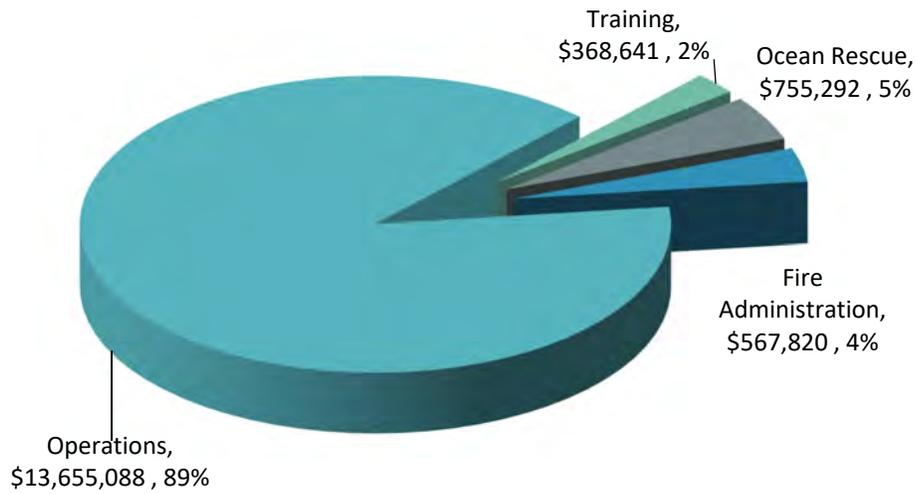
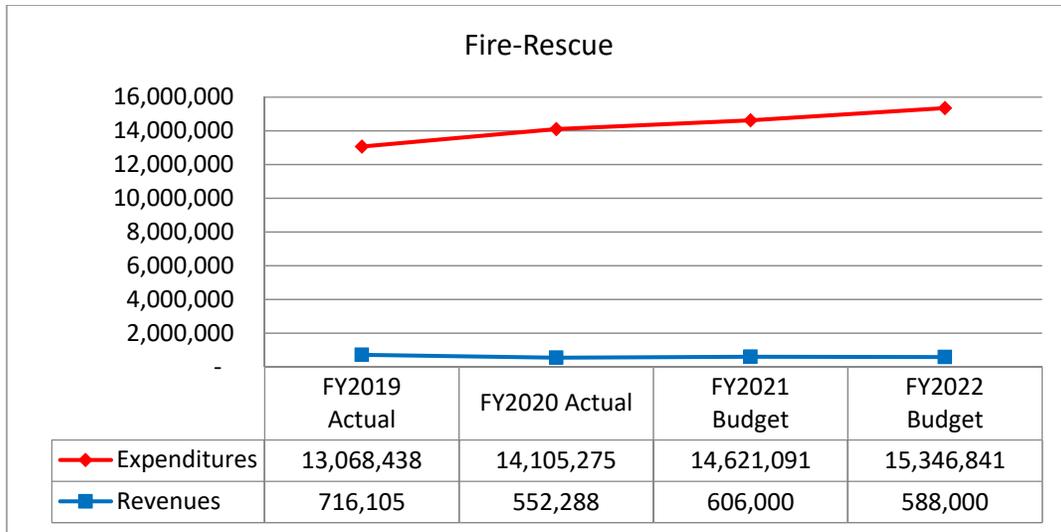
	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Fire Supplemental Compensation	36,691	25,875	30,000	37,409	37,000	23.33%
EMS Grant - Palm Beach County	-	-	25,000	-	25,000	0.00%
Special Detail-Fire	6,782	4,795	7,000	900	5,000	-28.57%
Fire Prev Bonfires	-	600	-	-	-	0.00%
Fire Prev Hot Work	26,825	1,650	-	2,750	2,000	100.00%
Fire Prev Public Assembly	350	400	1,000	-	1,000	0.00%
False Fire Alarms	7,224	14,919	12,000	14,926	12,000	0.00%
Fire Prev Fireworks	14,508	2,000	6,000	6,000	6,000	0.00%
Fire Prev Technical Fire Insp	31,000	500	-	-	-	0.00%
Fire Prev Annual Ins Fee	99,797	70,599	100,000	73,276	100,000	0.00%
Ems Transport Fees	492,105	431,200	425,000	365,000	400,000	-5.88%
Room Rental Dep - South Fire	822	-250	-	-	-	0.00%
TOTALS	716,105	552,288	606,000	500,261	588,000	-2.97%

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	6,605,956	6,887,615	7,124,982	7,124,982	6,991,188	7,567,648	6.21%
Employee Benefits	5,149,992	5,842,974	6,194,305	6,194,305	6,169,781	6,287,422	1.50%
Contractual	395,196	412,040	410,302	410,652	441,397	654,620	59.55%
Commodities	262,339	227,403	223,525	225,295	223,525	215,975	-3.38%
Capital Outlay	1,185	-	25,000	25,000	21,849	60,424	141.70%
Depreciation	653,770	735,243	642,977	642,977	642,977	560,752	-12.79%
TOTALS	13,068,438	14,105,275	14,621,091	14,623,211	14,490,717	15,346,841	4.96%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

Fire Rescue
Town of Palm Beach



	FY2019	FY2020	FY2021	FY2022
Total Full Time Equivalent Employees	78.400	81.400	81.400	81.400

Fire Rescue
Town of Palm Beach

PROGRAM: FIRE ADMINISTRATION 411

MISSION:

This division exists to oversee the Fire-Rescue department to ensure that the community is provided with the highest quality of life through the protection of life and property.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Plan for the future to meet the needs of the community
- Provide leadership and direction for personnel
- Acquire resources to enable the department to function properly
- Maintain adequate staffing level with trained and competent personnel
- Develop and justify budget requests to meet future needs
- Generate revenue through EMS transport billings

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	309,002	288,433	299,381	299,381	277,000	282,959	-5.49%
Employee Benefits	96,851	118,225	108,230	108,230	100,947	170,654	57.68%
Contractual	96,522	89,057	119,663	120,013	106,758	102,758	-14.13%
Commodities	10,341	9,665	11,000	11,000	11,000	11,000	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	496	496	945	945	945	449	-52.49%
TOTALS	513,212	505,876	539,219	539,569	496,650	567,820	5.30%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Decreases resulted from the reductions in telephone charges and printing.

COMMODITIES

Commodities remained constant

Fire Rescue
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2021
Director of Public Safety	0.500	-	-	-	-
Deputy Fire Rescue Chief	1.000	-	-	-	-
Fire Rescue Chief	-	1.000	1.000	1.000	1.000
Office Manager	1.000	1.000	1.000	-	-
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
Administrative Specialist	-	-	-	1.000	1.000
	3.500	3.500	3.000	3.000	3.000

FIRE ADMINISTRATION FY2021 ACCOMPLISHMENTS

- Operated a responsible budget assuring fiscal integrity and accountability while improving the overall effectiveness of service delivery to the residents and visitors to the Town.
- Created policies and procedures for Town Employees, Town Residents, and Fire Rescue Personnel to mitigate the dangers of Covid-19 including; prevention, screening, response, exposure protocols, and post-exposure quarantine/testing procedures.
- Implemented tele-medicine for Regeneron patient monitoring
- Mitigated any effects from heavy traffic caused by all bridge closures
- Hired 8 new firefighters, 6 part-time lifeguards, and 1 Administrative Assistant
- Promoted 1 Lieutenant
- Managed the responsibilities of Emergency Management.
- Awarded a Palm Beach County EMS Grant for a new Stryker Power-Load patient cot loading system.
- Administrative personnel attended monthly board meetings for the EMS Advisory Council, EMS Providers Association, Fire Chiefs Association, Fire Marshals Association, and the Training Officers Association, including staff serving as board members.
- Administrative personnel participated in state level meetings through the Florida Fire Chiefs Association
- Participated in the annual Town toy drive, school supply drive and food drive as the key collection points town wide
- Emergency operations were reviewed and adjusted to account for any contingency due to the Southern Boulevard Bridge Project
- Continued the Public Safety succession plan

Fire Rescue
Town of Palm Beach

Fiscal Year 2022 Goals and Performance Measures		
Department Goal	Palm Beach Fire Rescue will increase the use of data to drive decision making	
Objectives	Palm Beach Fire Rescue will implement a business analytics software solution	
	Palm Beach Fire Rescue will utilize dashboards for the display of key performance measures	
Performance Measures	Actual FY21	Projected FY22
Fire Rescue implemented a business analytics software solution	N/A	Yes
Fire Rescue utilized dashboards for the display of key performance measures	N/A	Yes

Fire Rescue
Town of Palm Beach

PROGRAM: OPERATIONS 417

MISSION:

This division exists to protect life and property through fire protection and suppression, excellent pre-hospital care for sick and injured and mitigation of natural and man-made emergencies.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are emergency response for:

- Fire protection and suppression
- Advanced Life Support services and EMS transport
- Hazardous condition response
- Technical Rescue

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	5,840,830	6,179,791	6,314,710	6,314,710	6,251,000	6,705,021	6.18%
Employee Benefits	4,612,033	5,323,106	5,675,683	5,675,683	5,667,609	5,714,699	0.69%
Contractual	168,872	207,013	183,402	183,402	183,402	433,527	136.38%
Commodities	228,324	206,153	194,815	196,474	194,815	187,700	-3.65%
Capital Outlay	1,185	-	25,000	25,000	21,849	60,424	141.70%
Depreciation	650,870	727,286	635,428	635,428	635,428	553,717	-12.86%
TOTALS	11,502,114	12,643,349	13,029,038	13,030,697	12,954,103	13,655,088	4.81%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program. The FY2022 budget includes an increase for health insurance costs.

CONTRACTUAL

Includes maintenance and repairs performed by outside vendors. Increase resulted from greater maintenance cost for Advantage Medical supply and Minerva Gear Service following the completion of a 5-year contract.

COMMODITIES

Decrease in certification fees due to the removal of Paramedic and EMT license fee and removal of the State ALS/BLS license fee.

CAPITAL OUTLAY

The increase in this category resulted from replacement costs for the replacement of an air and light vehicle, ambulance and a station gear washer/extractor.

Fire Rescue
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Assistant Fire-Rescue Chief	1.000	1.000	1.000	1.000	1.000
Battalion Chief	3.000	3.000	3.000	3.000	3.000
Division Chief - EMS Coordinator	1.000	1.000	1.000	1.000	1.000
Lieutenant / Paramedic	21.000	21.000	21.000	21.000	21.000
F/F, Driver/Engineer, Paramedic or EMT	12.000	12.000	12.000	10.000	10.000
Firefighter, Paramedic or EMT	30.000	27.000	30.000	32.000	32.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Master Mechanic	0.200	-	-	0.200	-
Mechanic	-	0.200	0.200	-	0.200
	68.400	65.400	68.400	68.400	68.400

OPERATIONS PROGRAM FY2021 ACCOMPLISHMENTS

- Personnel worked to mitigate the dangers of Covid-19 including; prevention, screening, response, exposure protocols, post exposure treatment and post-exposure quarantine/testing procedures.
- Staff identified and conducted leadership training targeting potential personnel for future leadership positions
- Hired 8 operations personnel through attrition and successfully transitioned them through an in-house onboarding program before going on shift.
- Responded to 2,652 medical and fire responses this year, maintained an average response time from dispatch to arrival of 4.5 minutes or less on all high priority (Priorities 1, 2, & P) emergency responses
- Responded to 26 Trauma Alerts
- Responded to 6 Cardiac Alerts
- Responded to 10 Cardiac Arrests
- Responded to 16 Stroke Alerts
- Responded to 22 fires, 3 structure fires
- Acquired protective bunker gear extractors/cleaner for Firefighter health and safety
- Continue to stay pro-active in Community Outreach Programs this year, teaching Cardio Pulmonary Resuscitation Classes (CPR)

Fire Rescue
Town of Palm Beach

Fiscal Year 2022 Goals and Performance Measures			
Department Goal	Palm Beach Fire Rescue will increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach		
Objectives	Maintain an average response time from dispatch to arrival of 4.5 minutes or less on all high priority (Priorities 1, 2, & P) emergency responses		
	The first arriving engine company will be on-scene within 320 seconds from dispatched to arrival at least 90% of the time for confirmed structure fires		
	Two engine companies and one Ladder Company will be on-scene within 560 seconds from dispatched to arrival at least 90% of the time for confirmed structure fires		
	Have an on-scene time of 20 minutes or less at least 90% of the time for STEMI alert patients		
	Have an on-scene time of 20 minutes or less at least 90% of the time for stroke alert patients		
	Have an on-scene time of 10 minutes or less at least 90% of the time for trauma alert patients		
Performance Measures	Actual FY20	Actual FY21	Projected FY22
Average response time from dispatch to arrival on all high priority (Priorities 1, 2, & P) emergency responses	4.09	4.45	4.30
Percentage of first arriving engine arrival within 320 seconds on all confirmed structure fires	100%	100%	100%
Percentage of two engine companies and one ladder company arrival within 560 seconds on all confirmed structure fires	67%	67%	90%
On-scene time of 20 minutes or less at least 90% of the time for STEMI alert patients	25%	67%	90%
On-scene time of 20 minutes or less at least 90% of the time for stroke alert patients	67%	81%	90%
On-scene time of 10 minutes or less at least 90% of the time for trauma alert patients	54%	61%	90%

Fire Rescue
Town of Palm Beach

PROGRAM: TRAINING 418

MISSION:

This division exists to provide fire and EMS training to all personnel to ensure state of the art, competent and safe operations to best serve the citizens of Palm Beach.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Develop and deliver pertinent classroom and hands-on training for Fire, EMS, Hazardous Materials, Technical Rescue and all aspects for fire-rescue operations
- Seek opportunities for training that continually keep the department on the cutting edge of the fire-rescue field

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	107,258	98,240	98,703	98,703	95,000	146,118	48.04%
Employee Benefits	141,458	77,445	85,778	85,778	84,779	94,513	10.18%
Contractual	129,659	110,185	104,037	104,037	104,037	115,135	10.67%
Commodities	18,575	4,417	13,310	13,310	13,310	12,875	-3.27%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	396,950	290,287	301,828	301,828	297,126	368,641	22.14%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases. The increase was due to a personnel change, which included a higher salaried employee moving into this position. Account 417 – Operations had the opposite decrease due to the personnel change.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program. The FY2022 budget includes an increase for health insurance costs.

CONTRACTUAL

The increase in this category is due to the higher costs with Vector Solutions Training platform.

COMMODITIES

The reduction in this category is due to the elimination of the Prehospital Care subscription.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Division Chief - Training/Safety	1.000	1.000	1.000	1.000	1.00

Fire Rescue
Town of Palm Beach

TRAINING PROGRAM FY2021 ACCOMPLISHMENTS

- Conducted training for personnel responding to mitigate the dangers of Covid-19 including; prevention, screening, response, exposure protocols, and post-exposure quarantine/testing procedures.
- Participated in 18 live fire training drills
- Provided onboarding training for 8 new personnel
- Trained 9 New ACLS/PALS Instructor's for In-House Classes
- Conducted joint Public Safety training and issued equipment to effectively deal with active shooter and mass casualty incidents
- Conducted monthly fire training drills using nationally standardized performance criteria
- Provided in-house hazardous materials training for department personnel
- Participated in training with mutual-aid partners
- Conducted Advanced Cardiac Life Support training for 100% of Paramedics
- Conducted Pediatric Advanced Life Support training for 98% of Paramedics
- Conducted Pre-Hospital Advanced Trauma Life Support training for 90% of Paramedics
- Conducted joint water rescue training with Palm Beach Ocean Rescue

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	To prepare upcoming leaders for the future challenges associated with managing our fire rescue department				
Objectives	80% of Firefighter rank employees with two years on the job will be certified as a pump operator				
	80% of newly promoted officers, step-up officers and future step-up officers will complete the Palm Beach Fire Rescue officer development program				
	Increase the number of Lieutenants qualified to step-up for the Battalion/Division Chief position from 5 to 9				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Percentage of firefighters with 2 years on the job with pump operator certification	9%	11%	13%	15%	80%
Percentage of newly promoted officers, step-up officers and future step-up officers completing the Palm Beach Fire Rescue officer development program	21%	21%	21%	21%	80%
Number of Lieutenants qualified to step-up for the Battalion/Division Chief position	7	8	5	5	9

Fire Rescue
Town of Palm Beach

Department Goal	To ensure the employees have the essential knowledge, skills and abilities to deliver the high standard of care deserving of our community		
Objective	95% of Fire Rescue Lieutenants and Acting Lieutenants will complete at least 10 fire simulation training exercises per year		
	95% of Fire Rescue Paramedics will serve as the lead Paramedic for at least 10 EMS simulation training exercises per year		
	95% of Fire Rescue paramedics will maintain nationally recognized EMS certification in Pediatric Advanced Life Support and an advanced course in trauma life support		
	95% of Fire Rescue paramedics will complete an EMS resuscitation academy course		
	90% of Palm Beach Telecommunicators will complete a dispatch resuscitation academy.		
	95% of operational personnel will complete a natural gas emergency response course.		
Performance Measures	Actual FY20	Actual FY21	Projected FY22
Percentage of Lieutenants and Acting Lieutenants completing at least 10 fire simulation	N/A	N/A	95%
Percentage of Paramedics serving as the lead Paramedic for EMS simulation training exercises	N/A	N/A	95%
Percentage of paramedics maintaining certification in Pediatric Advanced Life Support and an advanced course in trauma life support	95%	98%	98%
Percentage of paramedics completing an EMS resuscitation academy course	N/A	N/A	95%
Percentage of Telecommunicators will complete a dispatch resuscitation academy.	N/A	N/A	90%
Percentage of personnel completing a natural gas emergency response course.	N/A	76%	95%

Fire Rescue
Town of Palm Beach

PROGRAM: OCEAN RESCUE 419

MISSION:

This division exists to provide for the safety and security of beach patrons.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Ensure that lifeguards maintain top physical conditioning
- Participate in first-aid training programs, parking enforcement and local sea turtle conservation program
- Inform public of hazards through signs, condition boards, flags, beach report and verbal
- Continually train staff in environmental conditions and hazards, medical skills, and rescue techniques
- Take proactive measures to ensure the safety of swimmers

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	348,866	321,150	412,188	412,188	368,188	433,550	5.18%
Employee Benefits	299,650	324,198	324,614	324,614	316,446	307,556	-5.25%
Contractual	143	5,785	3,200	3,200	47,200	3,200	0.00%
Commodities	5,099	7,169	4,400	4,511	4,400	4,400	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	2,404	7,461	6,604	6,604	6,604	6,586	-0.27%
TOTALS	656,163	665,763	751,006	751,117	742,838	755,292	0.57%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Remained constant

COMMODITIES

Remained constant

Fire Rescue
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2021
Supervisor Lifeguard	1.000	1.000	1.000	1.000	1.000
Lifeguard On-Call	3.000	3.000	3.000	3.000	3.000
Lifeguard	5.000	5.000	5.000	5.000	5.000
	9.000	9.000	9.000	9.000	9.000

OCEAN RESCUE FY2021 ACCOMPLISHMENTS

- Conducted training for personnel responding to mitigate the dangers of Covid-19 including; prevention, screening, response, exposure protocols, and post-exposure quarantine/testing procedures.
- 0 drownings on public beaches while life guards on duty
- Conducted comprehensive water rescue and survival training for all operations level Fire Rescue personnel
- Conducted swimming capabilities testing for Police Department as part of new recruit qualifications evaluation
- Provided onboarding water testing and training for 5 new personnel

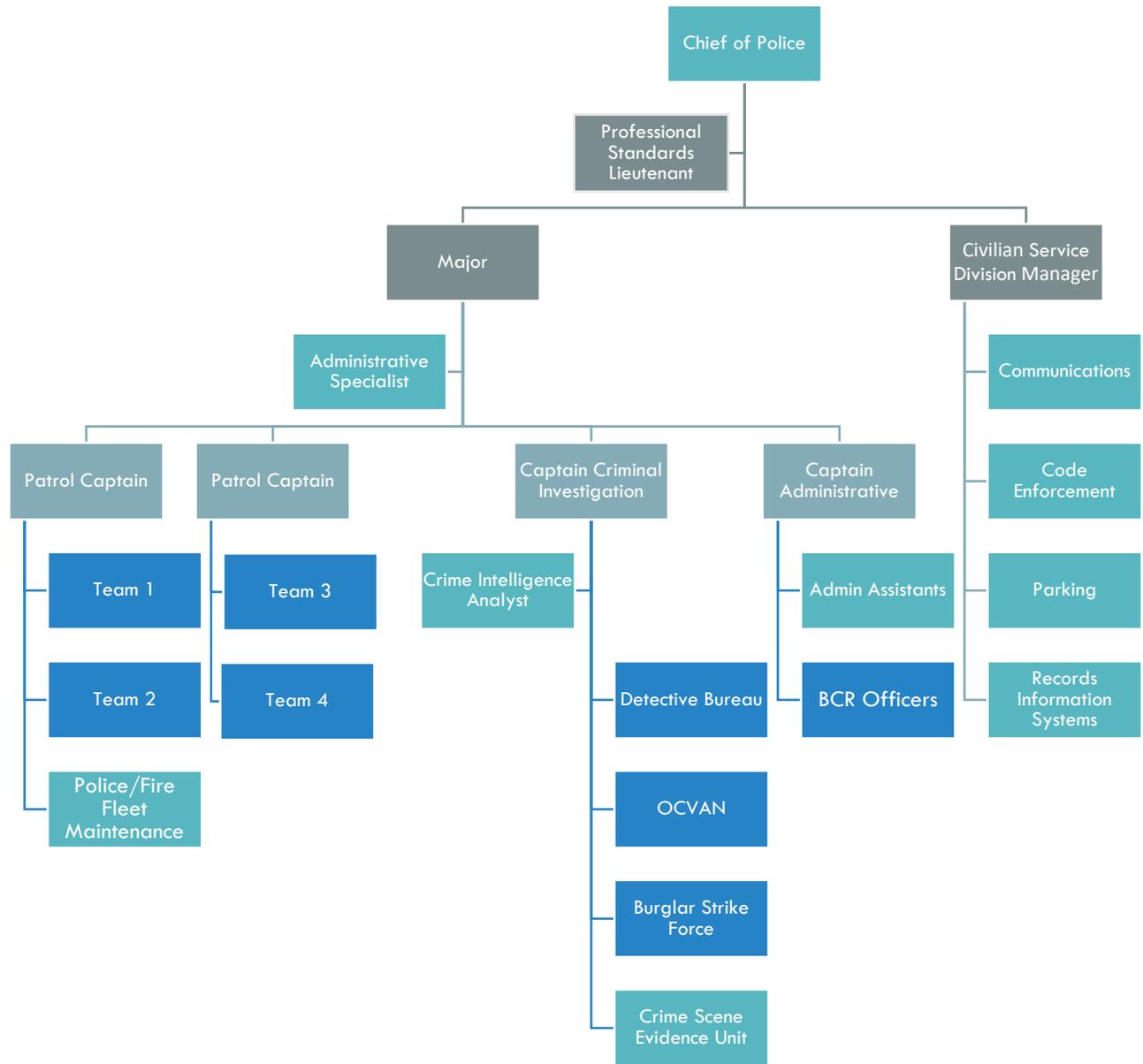
Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Palm Beach Fire Rescue will increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach				
Objectives	Recruit and train high caliber ocean rescue candidates				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Number of candidates recruited and hired	0	2	6	5	5



Police Department



PALM BEACH POLICE DEPARTMENT: ORGANIZATIONAL CHART



PALM BEACH POLICE DEPARTMENT FY2022 GOALS

Goal #1:

Monitor the allocation of resources to ensure the public's safety, address traffic flow issues and provide timely communication

Objective:

Use the town-wide camera and security system to monitor activity in public areas for violations of law and to mitigate construction and traffic issues impacting residents, the business community and visitors

Objective:

Utilize Emergency Operation Plans to ensure the allocation of resources in the event of civil demonstrations to allow sufficient traffic flow during rush hour and for all emergency vehicles

Objective:

Attend FDOT Southern Boulevard Bridge meetings and communicate any logistics issues/information to appropriate staff/units for action

Objective:

Conduct selective enforcements as a result of citizen or staff observations/concerns

Objective:

Provide relevant and timely updates to the community through appropriate social and news media outlets

Objective:

Assign officers to units and/or specialty assignments (i.e. Burglary Strike Force (BSF), Business & Community Relations (BCR), TRT, DRONE, etc.) to ensure the ability to respond various types of events and criminal activity issues

Goal #2:

Review FY2021 department budget and functions to achieve possible cost savings and revenue sources for future budgets

Objective:

Thoroughly review individual unit functions and budgets to accomplish cost savings and maintain unit efficiencies without compromising services

Objective:

Participate in available state and federal grant opportunities in order to reimburse the Town for extraordinary overtime or emergency purchase of equipment necessitated by a particular event or pattern of events

Goal #3:

Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community

Objective:

Route all emergency Priority 1 calls through dispatch within 60 seconds and maintain an average police officer response time of less than 4 minutes to these calls

Objective:

Enhance the utilization of the town-wide security system and coastal radar and continue to expand these systems through private/public partnerships

Objective:

Continue to maintain and expand, as needed, the capabilities of specialty units to include the sUAS unit, Emergency Field Force, Behavioral Services Unit (BSU) and others

Objective:

Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the well-being of the community

Goal #4:

Develop and maintain an organizational environment that is professionally rewarding, challenging and that promotes leadership succession to address the future challenges of the police department

Objective:

Recruit, train and maintain high caliber police candidates

Objective:

Identify high potential future leaders and invest in them through training, education and mentoring programs

Goal #5:

Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed

Objective:

Use innovative and proactive measures to gather and analyze intelligence and utilize the latest technology to develop and collect evidence at crime scenes

Objective:

Investigate all cases to identify and arrest the offending party, recover property and bring investigations to successful conclusions above national average clearance rates

Objective:

Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases

Objective:

Assign officers to BSF and local task forces in order to prevent, investigate and solve auto burglaries and thefts

Objective:

Proactively enforce Town ordinances, Florida State Statutes and traffic laws

Goal #6:

Provide for the safe and efficient use of parking spaces for residents and business patrons

Objective:

Regulate the use of all parking in the Town of Palm Beach by enforcement of all parking ordinances and regulations in order to create adequate turnover

DEPARTMENT: POLICE DEPARTMENT

MISSION:

The Palm Beach Police Department is dedicated to the:

- prevention of crime and the protection of life and property;
- preservation of peace, order and safety;
- enforcement of laws and ordinances; and,
- safeguarding of constitutional guarantees
Through pro-active and creative means.

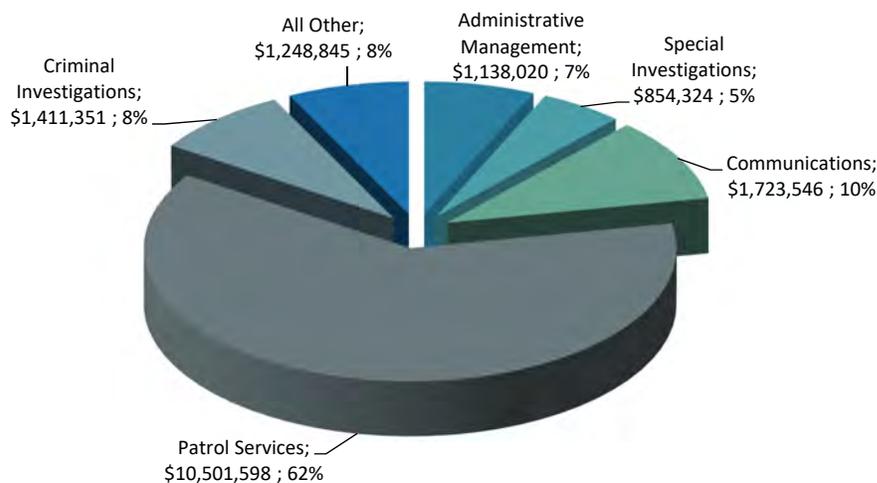
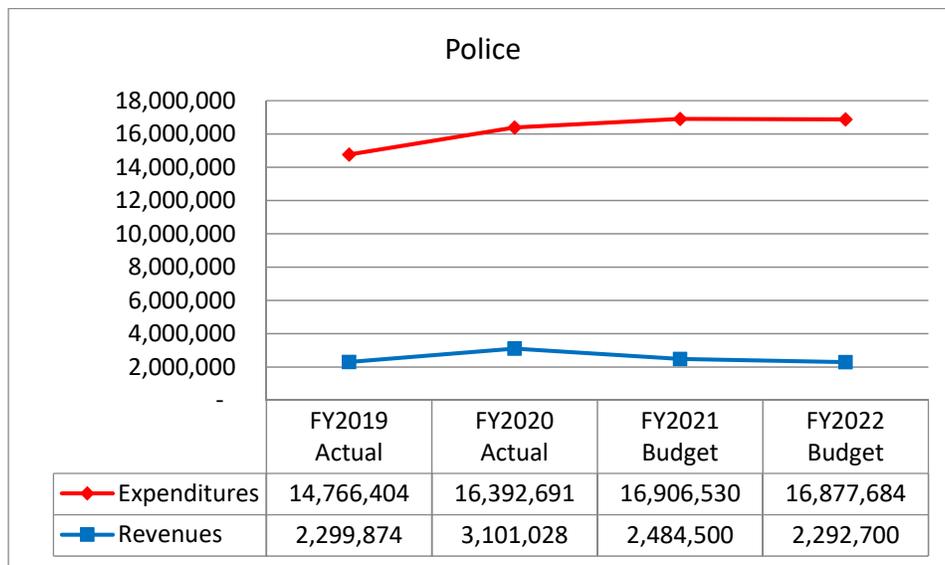
Revenue Summary

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget	% Change
Residential Parking Plans	96,200	113,475	95,000	110,000	100,000	5.26%
Bullet Proof Vests Grant	8,395	-	7,700	7,700	7,700	0.00%
FDLE Justice Assistance Grant	-	50,000	-	-	-	0.00%
911 Equip Reimbursement	24,217	28,490	20,000	8,115	20,000	0.00%
Seized Tag	3,417	2,567	3,800	2,103	2,500	-34.21%
\$12.50 Citation Monies	2,765	2,879	2,500	2,728	2,500	0.00%
Special Assignment OT - Other	1,332,881	2,070,693	1,400,000	2,816,029	1,100,000	-21.43%
Police Id Cards	47,150	4,600	25,000	25,000	25,000	0.00%
Burglar Alarm False Alarm Fees	73,375	37,350	55,000	55,000	55,000	0.00%
Burglar Alarm Registration Fee	90,900	88,925	95,000	90,000	90,000	-5.26%
Burglar Alarm - Penalties	7,180	7,873	5,000	5,159	5,000	0.00%
Burglar Alarm - Direct Connect	21,772	21,927	23,000	23,000	23,000	0.00%
Valet Parking Permit	6,900	12,850	13,000	13,000	13,000	0.00%
Fines - Other Parking	372,844	389,077	500,000	489,230	490,000	-2.00%
Fines - Parking Meters	29,577	69,833	40,000	117,620	125,000	212.50%
Row Parking Violation Fines	66,720	63,475	45,500	61,458	65,000	42.86%
Moving Violations	7,866	6,796	9,000	4,993	5,000	-44.44%
Revenue/2nd \$ Funding	728	1,575	2,000	1,049	1,000	-50.00%
Boot Fees	7,700	8,750	5,000	14,400	10,000	100.00%
Penalty - Other Parking	87,441	95,814	120,000	125,897	125,000	4.17%
Penalty - Parking Meters	8,324	20,940	15,000	36,000	25,000	66.67%
Rebate For Town Towing	3,522	3,139	3,000	3,000	3,000	0.00%
TOTALS	2,299,874	3,101,028	2,484,500	4,011,481	2,292,700	-7.72%

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	7,835,724	8,828,564	8,896,544	8,896,544	8,710,917	9,051,090	1.74%
Employee Benefits	5,361,900	6,043,300	6,346,980	6,346,980	6,339,549	6,165,737	-2.86%
Contractual	412,530	491,305	570,486	581,141	559,452	555,999	-2.54%
Commodities	381,406	370,610	377,178	400,721	401,376	361,298	-4.21%
Capital Outlay	107,945	14,936	-	12,184	-	-	0.00%
Depreciation	666,898	643,975	715,342	715,342	715,342	743,560	3.94%
TOTALS	14,766,404	16,392,691	16,906,530	16,952,912	16,726,636	16,877,684	-0.17%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.



	FY2019	FY2020	FY2021	FY2022
Total Full Time Equivalent Employees	101.350	102.200	98.200	96.850

Police Department
Town of Palm Beach

PROGRAM: ADMINISTRATIVE MANAGEMENT 421

MISSION:

This division exists to manage, support and evaluate all functions of the Police Department in order to provide highly effective and efficient law enforcement for Palm Beach.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Provide leadership and motivation
- Administer a budget that supports necessary activities
- Develop, review, and enforce department policy to promote the goals and objectives of the Town and the Department
- Develop staff members for future leadership roles

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	508,103	621,889	638,419	638,419	600,600	669,566	4.88%
Employee Benefits	265,781	367,406	389,199	389,199	387,947	367,638	-5.54%
Contractual	26,302	20,093	63,597	63,597	46,550	51,300	-19.34%
Commodities	54,265	46,786	46,300	46,300	46,300	46,300	0.00%
Capital Outlay	23,383	-	-	-	-	-	0.00%
Depreciation	1,348	1,868	1,868	1,868	1,868	3,216	72.16%
TOTALS	879,182	1,058,042	1,139,383	1,139,383	1,083,265	1,138,020	-0.12%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

The decrease is the result of a reduction in recruitment expenses

COMMODITIES

Commodities remain level

Police Department
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Director of Public Safety	0.500	-	-	-	-
Deputy Police Chief	1.000	-	-	-	-
Police Chief	-	1.000	1.000	1.000	1.000
Major	1.000	1.000	1.000	1.000	1.000
Lieutenant	1.000	1.000	1.000	1.000	1.000
Civilian Services Division Mgr	-	-	1.000	1.000	1.000
Police Planner	1.000	1.000	1.000	1.000	1.000
Administrative Specialist	1.000	1.000	1.000	1.000	1.000
	5.500	5.000	6.000	6.000	6.000

POLICE ADMINISTRATION FY2021 ACCOMPLISHMENTS

- Addressed recruitment and staffing issues resulting in revised pensions and salaries for personnel.
- Continue to address the security needs and traffic issues related to POTUS and other high-profile dignitary visits
- Applied for and received reimbursement of overtime expense as they relate to POTUS security and related demonstrations/protests

Fiscal Year 2022 Goals and Performance Measures

Department Goal	Increase the department's efforts on diversity in recruitment.				
Objectives	Obtain 100% staffing level for sworn officers provide department continuity, reduce officer fatigue and improve officer morale.				
	Provide relevant and timely updates to the community through appropriate social and news media outlets				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Website visitors	17,600	24,951	27,480	27,540	28,000

Police Department
Town of Palm Beach

Department Goal	Review FY2021 department budget and functions to achieve possible cost savings and revenue sources for future budgets				
Objectives	Thoroughly review individual unit functions and budgets to accomplish cost savings without comprising services				
	Participate in available state and federal grant opportunities in order to reimburse the Town for extraordinary overtime expenses and emergency equipment purchases necessitated by an event.				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Police Budget	13,988,385	14,406,792	15,979,204	16,726,636	16,877,684
POTUS Grant Reimbursement	71,270	57,614	15,102	12,210	10,000
Bulletproof Vest Reimbursement	7,755	2,864	3,285	2,420	7,700

Department Goal	Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community				
Objectives	Engage the capabilities of the town-wide security system and coastal radar and continue to expand the systems through private/public partnerships				
	Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the wellbeing of the community				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Alerts via town-wide security system (dispatched)	145	121	55*	62	75
Code violations issued/addressed	163	136	79	1,145**	1,250**

*LPR system was non-operable for a portion of the year.

**These numbers include all actions taken for violations

Police Department
Town of Palm Beach

Department Goal	Develop and maintain an organizational environment that is professionally rewarding, challenging and that promotes leadership succession to address the future challenges of the police department				
Objectives	Recruit and train high caliber police candidates				
	Identify high potential future leaders and invest in them through training, education and mentoring programs				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Applicants interviewed	261	224	211	235	200
Applicants completed FTO training	7	15	6	9	7
Training hours: external and internal	7,902	11,255*	5,622**	8,466	8,500

*Includes sponsored Police Academy cadets.

**Training hours limited due to PBC Pandemic Emergency Orders

Department Goal	Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed				
Objective	Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
News releases/media alerts	80	46	174	97	125
Crime prevention programs/events	42	89	14**	6	25

**Numerous programs cancelled/rescheduled due to PBC Pandemic Emergency Orders

Police Department
Town of Palm Beach

PROGRAM: ORGANIZED CRIME VICE AND NARCOTICS (OCVAN) 422

MISSION:

This division exists to minimize the impact of specialized criminal activity (drug enforcement, computer/internet, major financial, organized and vice) within the Town of Palm Beach.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Interview potential targets and associates
- Conduct surveillance
- Make arrests, seize property and assets, establish confidential informants
- Network with other agencies and intelligence groups
- Analyze all intelligence to disseminate
- Maintain intelligence files
- Unmarked crime suppression activities and general support of patrol and investigation
- Reducing residential burglary through proactive strategic and tactical operations

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	270,207	362,937	364,276	364,276	365,530	400,172	9.85%
Employee Benefits	315,125	304,756	382,800	382,800	383,760	382,250	-0.14%
Contractual	15,141	21,741	20,864	21,627	26,029	29,600	41.87%
Commodities	16,717	20,924	14,900	15,564	17,020	19,520	31.01%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	12,923	9,585	10,964	10,964	10,964	22,782	107.79%
TOTALS	630,113	719,943	793,804	795,231	803,303	854,324	7.62%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases slightly offset by a decrease in anticipated overtime expenses.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

The increase is the result of creating a budget for attorney's fees related to potential forfeiture proceedings.

Police Department
Town of Palm Beach

COMMODITIES

Increase is for the purchase of cell phone investigative software and equipment, and an anticipated increase in fuel costs.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Sergeant	1.000	1.000	1.000	1.000	1.000
Officer/Detective	4.000	4.000	3.000	4.000	4.000
	5.000	5.000	4.000	5.000	5.000

OCVAN FY2021 ACCOMPLISHMENTS

- Gained extensive intelligence monitoring protests in an undercover capacity, which was coordinated with multiple Law Enforcement Agencies throughout South Florida, the South Florida Fusion Center, USSS and the FBI.
- Worked extensively with PBSO, USSS, FBI, DHS, USCG and various other Federal Agencies regarding matters involving POTUS, Mar-A-Lago. OCVAN Detective effected an arrest of a subject who threw an explosive device in the roadway in front of Mar a Lago, as well as several other subjects attempting to unlawfully enter Mar a Lago.
- Effected 8 arrests of members associated with South Florida Organized Auto Theft Rings
- Worked complicated organized fraud cases involving Money Laundering, Wire and Credit Card Fraud, Unlawful Use of Personal Identification, and Organized Scheme’s to Defraud, and COVID-19 related fraud.
- Froze a fraudulent wire transfer for \$185,000 retrieving the victim’s funds.
- Narcotics arrest resulted in the seizure of \$9,150.63 in US Currency
- Continued implementation and use of various new technologies, such as GPS Devices and other audio/video recording devices.
- Conducted 4 Undercover Operations (Low Tide, Switch & Bait, Pruno, and Stone Garden) resulting in 5 arrests for organized retail theft, narcotics, and prostitution.
- Added a fourth detective to the unit due to increased caseload and continued work with the Palm Beach Sheriff’s Office South Florida Task Force, to further our mutual aid initiative, jointly investigating Palm Beach automobile and residential burglaries.
- Detective assigned to the South Florida FBI Joint Terrorism Task Force investigated 5 cases involving threats to the Town of Palm Beach and FPOTUS/Mar a Lago.
- Members of OCVAN entered into a partnership with the FBI’s Threat Management Team/Behavioral Health Unit, and is now a member of the Palm Beach County Threat Management Task Force.

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed				
Objectives	Use innovative and proactive measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes				
	Investigate all cases to identify and arrest the offending party, recover property and bring investigations to successful conclusions above national average clearance rates				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Total cases investigated	255	135	183	189	200
Total intelligence reports (received)	95	106	88	91	115
Disseminated intelligence bulletins	133	69	52	136	120

OCVAN Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Cases investigated	255	135	183	189	200
Warrants applied for	75	5	46	37	30
Arrests	30	10	29	28	25
Surveillance hours	431	381	1,172*	1,183**	1,200***

*Significant increase due to 9 month investigation and demonstrations and protest related to 2020 election and the death of George Floyd.

**Increase surveillance hours due to undercover operations: Low Tide, Switch & Bait, Pruno, and Stone Garden, as well as increased threats to Mar a Lago and POTUS during the 2020 election cycle

***Significant increase due to Mid-Term elections and FPOTUS declaring residency at Mar a Lago

Police Department
Town of Palm Beach

PROGRAM: RECORDS INFORMATION SYSTEM UNIT 423

MISSION:

This division exists to provide a centralized collection point for all police activity records and disseminate the information in an accurate and meaningful way.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Input all records and data into computer system
- Destroy records in accordance with General Records Schedule for Local Government Agencies and Law Enforcement Agencies
- Provide the public and department with requested reports and records
- Maintain an accurate inventory of police equipment and all police property

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	97,420	99,798	102,624	102,624	99,500	84,781	-17.39%
Employee Benefits	74,682	73,471	79,097	79,097	79,097	79,034	-0.08%
Contractual	7,678	5,674	6,300	6,300	6,300	6,800	7.94%
Commodities	4,856	6,530	4,600	4,600	4,200	4,700	2.17%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,514	1,417	1,417	1,417	1,417	1,417	0.00%
TOTALS	186,151	186,890	194,038	194,038	190,514	176,732	-8.92%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Increase is associated with the per diem expenses in relation to training a new employee.

COMMODITIES

Slight increase is related to membership dues.

Police Department
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Communications Manager	0.500	-	-	-	-
Records Assistant I	2.000	-	-	-	-
Records Specialist	-	2.000	2.000	2.000	2.000
Civilian Division Manager	-	0.250	-	-	-
	2.500	2.250	2.000	2.000	2.000

RECORDS PROGRAM FY2021 ACCOMPLISHMENTS

- Began the migration process towards NIBRS federal compliance of 2021
- Continued to scan documents and arrests packets into the Records Management System (RMS) and created an electronic document file for non-case related items for easier retrieval if needed
- Transitioned items inventoried by the RIS Unit (i.e. Tasers, guns) from RMS to Excel Sheet for the past 20 years.

Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Incident reports received	1,724	1,703	1,353	1,440	1,600
Citations/violations processed	2,979	2,940	1,669	1,576	2,000
Public records requests processed	1,035	892	796	853	950

PROGRAM: TRAINING AND COMMUNITY RELATIONS UNIT (TCR) 424

MISSION:

This division exists to enhance public safety by providing education and training to the community and the Police Department staff that will both enhance crime prevention and encourage citizen involvement.

MAIN ACTIVITIES:

The most important thing we do to fulfill the mission are:

- Provide education programs for citizens, businesses and schools as needed based on current trends and community issues.
- Recruit, place and manage volunteers for a variety of assignments
- Provide progressive training necessary for certification, retention, advancement and to ensure that all training is statutorily compliant
- Provide accurate information to the public and news media regarding police activities
- Plan, process and track external training requests
- Manage the Special Assignment Overtime detail program
- Develop new programs that stay abreast with current crime trends

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	174,263	181,636	181,178	181,178	181,178	116,348	-35.78%
Employee Benefits	82,500	92,139	115,383	115,383	116,163	54,571	-52.70%
Contractual	6,895	1,370	11,500	11,500	11,500	12,600	9.57%
Commodities	7,351	6,441	12,038	12,038	10,378	9,128	-24.17%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	451	451	38	38	38	449	1081.58%
TOTALS	271,459	282,037	320,137	320,137	319,257	193,096	-39.68%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases. Decrease in salaries is the result of the Training Coordinator position being eliminated during FY 2021.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program. Decrease in benefits is mainly due to the elimination of the Training Coordinator positing during FY 2021.

CONTRACTUAL

Increase due to per diem expenses related to training.

Police Department
Town of Palm Beach

COMMODITIES

Decrease is the result of the elimination of a training software program.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Training & Comm Relations Coordinator	1.000	1.000	1.000	1.000	-
Administrative Assistant	2.000	2.000	2.000	2.000	2.000
	3.000	3.000	3.000	3.000	2.000

TRAINING AND COMMUNITY RELATIONS FY2021 ACCOMPLISHMENTS

- Coordinated Instructor level training of new VIRTRA 300 Response to Resistance Simulator
- Implemented Department-wide VIRTRA 300 training to include response to resistance, responding to special needs populations (Autism) and Active Shooter response
- Acquired the responsibility of recruitment and hiring from Human Resources
- Planned and began Firearms Range renovations
- Acquired and expanded the Business & Community Relations Officer Unit

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Monitor the allocation of resources to ensure the public's safety, address traffic flow issues and provide timely communications				
Objectives	Provide relevant and timely updates to the community through appropriate social and news media outlets				
	Manage the recruitment process for police openings in order reduce the hiring timeline and fill vacancies more efficiently				
	Continue to use the virtual training simulator to train officers to appropriately respond to active events.				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Public E-blasts (via website)	12	82	8	6	10
News releases/bulletins to website	40	46	86	40	50
Website updates (i.e. pictures, forms, flyers, etc.)	265	350	30	95	115

Police Department
Town of Palm Beach

Department Goal	Maximize the use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community				
Objective	Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the wellbeing of the community				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Website updates/alerts/news releases	270	128	174	192	200
Website hits	17,600	24,951	27,480	27,540	28,000

Department Goal	Develop and maintain an organizational environment that is professionally rewarding and challenging and that promotes leadership succession to fill vacancies due to retirements and increase high liability instructors (Firearms/Defensive Tactics/First Aid CPR/Driving)				
Objectives	Recruit and train high caliber and diverse police candidates				
	Identify high potential future leaders and invest in them through training, education and mentoring programs				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Applications received	1,254	717	847	1,527	1,500
Applicants interviewed	261	224	211	235	225
Applicants hired	10	15	13	13	10
Applicants completed FTO program	7	15	6	9	7
# of hours of training provided	7,902	11,255*	5,622**	8,466	9,000

*Includes sponsored Police Academy cadets.

**Training hours limited due to PBC Pandemic Emergency Orders.

Department Goal	Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed				
Objective	Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases				
	Proactively enforce Town ordinances, Florida State Statutes and traffic laws				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Crime prevention/community activities/meetings/programs	42	89	14**	6	25
Palm Beach Crime Watch members*	128	112	112	232	275

Meetings/activities include Crime Watch breakfast, various community association meetings, school programs, shred events, open house, National Night Out, etc.

*Crime Watch was absorbed by the Palm Beach Police & Fire Foundation. The PD continues to be a vested partner.

**Numerous program cancelled/rescheduled due to PBC Pandemic Emergency Orders

Police Department
Town of Palm Beach

PROGRAM: COMMUNICATIONS UNIT 425

MISSION:

This division exists to enhance public safety by providing the community and field personnel with professional and rapid response to all calls for public safety assistance through effective training of personnel and continual evaluation of success and need.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Receive emergency and non-emergency calls for service
- Coordinate appropriate response of Public Safety services
- Provide emergency medical instructions
- Operate and control interoperable radio systems for Police and Fire Rescue
- Support field personnel by processing and relaying information

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	788,523	794,502	953,113	953,113	824,770	954,859	0.18%
Employee Benefits	490,508	550,823	604,880	604,880	604,376	614,327	1.56%
Contractual	92,802	103,267	108,775	108,775	99,343	105,949	-2.60%
Commodities	6,204	5,264	8,100	8,100	8,100	8,100	0.00%
Capital Outlay	5,200	-	-	-	-	-	0.00%
Depreciation	42,276	42,276	45,147	45,147	45,147	40,311	-10.71%
TOTALS	1,425,513	1,496,133	1,720,015	1,720,015	1,581,736	1,723,546	0.21%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Decrease is the result of a reduction in costs associated with data line and radio expenses.

COMMODITIES

Commodity expenses remain level for the year.

Police Department
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Lead Telecommunications Supervisor	-	1.000	1.000	1.000	1.000
Communications Manager	0.500	-	-	-	-
Telecommunications Supervisor	3.000	3.000	3.000	4.000	4.000
Telecommunicator	11.000	11.000	11.000	10.000	10.000
	14.500	15.000	15.000	15.000	15.000

COMMUNICATIONS FY2021 ACCOMPLISHMENTS

- Upgraded Priority Dispatch software in order to quickly evaluate and recognize possible COVID-19 cases to prevent field personnel exposure
- Upgraded phone system and recording server to allow better access to 911 and radio recordings
- Hired 4 Telecommunicators who have successfully completed CTO training and have been released to full duty
- Promoted two CTOs to Supervisors and promoted an additional Supervisor
- Promoted two Telecommunicators to CTOs

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed				
Objectives	Route all emergency Priority 1 calls through dispatch within 60 seconds and maintain an average police officer response time of less than 4 minutes to these calls				
	Upgrade phone system's mapping interface and link to RapidSOS for more accurate 911 locations				
	Re-organize unit to provide a supervisor on each of the 4 Teams and train and promote 2 Telecommunicators to fill Supervisor position				
	Appoint two Telecommunicators as Certified Training Officers				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Average call dispatch time (Police)	1:12	1:11	1:12	1:25	1:10
Average call dispatch time (Fire/Medical)	0:14	0:10	0:10	0:11	0:10

Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Police calls	50,043	57,322	63,436	52,167	55,000
Fire/medical calls	2,713	2,732	2,664	2,651	2,700

PROGRAM: CRIME SCENE/EVIDENCE UNIT 426

MISSION:

This division exists to enhance public safety and assist the crime solving process through the forensic investigation of crime scenes.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Collect, record and preserve physical evidence found at crime scenes
- Prepare detailed investigative reports
- Sketching and photography, as needed
- Conduct laboratory analysis of forensic evidence
- Examination and comparison of latent fingerprints
- Preparation of cases for trial
- Submission of evidence to appropriate forensic laboratories for analysis
- Perform crime prevention services for the community to include fingerprinting and identification cards
- Receives, logs, stores, all items of evidence and property turned in to the unit. Purges same by either returning, auctioning, or destroying when property and evidence is no longer needed either by adjudication or statute of limitation

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	127,106	141,242	143,771	143,771	142,771	164,604	14.49%
Employee Benefits	42,661	40,677	46,682	46,682	46,682	80,129	71.65%
Contractual	5,282	3,034	6,900	6,900	5,400	8,200	18.84%
Commodities	9,380	6,289	9,150	9,150	9,150	9,150	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	12,228	9,739	12,018	12,018	12,018	11,264	-6.27%
TOTALS	196,657	200,981	218,521	218,521	216,021	273,347	25.09%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Increase is the result of per diem expenses and a slight increase in advertising fees.

COMMODITIES

Commodity expenses remain level for the year.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2021
Crime Scene Evidence Manager	1.000	1.000	1.000	1.000	1.000
Crime Scene Evidence Technician	-	-	-	-	1.000
Crime Scene Technician II (2 Part-Time)	1.000	1.000	1.000	1.000	-
	2.000	2.000	2.000	2.000	2.000

CRIME SCENE/EVIDENCE UNIT FY2021 ACCOMPLISHMENTS

- Due to the COVID-19 pandemic the unit continued an on-line registration program in the absence of issuing Voluntary ID cards. The current registry of VID applications and Out of State Resident applications contains almost 2,400 names of people who applied for the program.
- The unit obtained a 360-degree camera station and software to produce seamless panoramic photos of crime scenes and fatal traffic accidents.

Fiscal Year 2022 Goals and Performance Measures

Department Goal	Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed				
Objective	Use innovative and proactive measures to gather and analyze intelligence and utilize the latest technology to develop and collect evidence at crime scenes				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Voluntary ID cards	1,549	2,357	297	0	3,500
Crime scenes processed	44	79	56	85	80

Productivity Measures

Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Latent print comparisons	271	173	277	240	250
Audio/visual/photographic evidence	376	567	228	500	525
Evidence collected	2,009	1,940	1,077	1,500	1,750
Evidence disposed of	1,057	2,318	2,165	2,800	2,500

PROGRAM: PATROL 428

MISSION:

This division exists to protect life and property, prevent and suppress crime, preserve the public order and apprehend violators of laws and ordinances in order to create an environment where citizens feel safe and secure.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Provide first level of law enforcement response
- Use cruisers, motorcycles, bicycles, ATV's, marine units and foot patrol as appropriate to the situation
- Provide special event security at high volume community affairs
- Investigate suspicious persons and incidents to deter and detect criminal activity
- Establish 'omnipresence' through frequent and conspicuous patrol throughout the community
- Resolve various types of problems and conflicts in order to preserve the peace
- Enforce traffic regulations, investigate accidents and maintain an orderly flow of traffic
- Employ a proactive approach to deter and prevent crime

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	5,000,142	5,785,714	5,711,148	5,711,148	5,678,506	5,712,101	0.02%
Employee Benefits	3,439,316	3,893,640	4,066,891	4,066,891	4,060,677	3,900,888	-4.08%
Contractual	169,193	175,717	122,450	124,892	154,250	124,950	2.04%
Commodities	250,039	246,372	251,490	274,259	279,017	235,800	-6.24%
Capital Outlay	79,362	14,936	-	12,184	-	-	0.00%
Depreciation	466,993	465,447	539,079	539,079	539,079	527,859	-2.08%
TOTALS	9,405,045	10,581,825	10,691,058	10,728,453	10,711,529	10,501,598	-1.77%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases. Increases are offset by the reduction in potential Special Assignment Details during the fiscal year.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

Police Department
Town of Palm Beach

CONTRACTUAL

Contractual expenses increased slight for printing expenses related to bi-annual CRP re-certification cards.

COMMODITIES

The commodity budget in the patrol unit is especially fluid from year to year based on particular unit needs. The decrease is the result of the end of a 5 year lease/purchase contract for department Tasers.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Captain	4.000	4.000	2.000	2.000	2.000
Lieutenant	-	-	2.000	2.000	2.000
Sergeant	8.000	8.000	8.000	8.000	8.000
Officer	42.000	41.000	42.000	41.000	40.000
Master Mechanic	0.800	-	-	0.800	-
Mechanic	-	0.800	0.800	-	0.800
Vehicle Technician	-	-	0.350	0.350	-
Fleet Manager	0.800	0.800	0.800	0.800	0.800
	55.600	54.600	55.950	54.950	53.600

POLICE PATROL FY2021 ACCOMPLISHMENTS

- Continued a sUAS (Drone) program and unit and implemented officer training
- Updated beach patrol capabilities with the purchase of new ATV and Mule
- Continued conversion to Hybrid Police Vehicles with the purchase of 2 additional hybrid patrol SUVs
- Established a working relationship with community organizers to assist with response to demonstrations in Town
- Successfully responded to COVID-19 pandemic through education and the enforcement of multiple emergency orders

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Monitor the allocation of resources to ensure the public's safety, address traffic flow issues and provide timely communications				
Objectives	Use of the town-wide camera and security system to mitigate construction and traffic issues impacting residents, the business community and visitors				
	Utilize Emergency Operations Plans and other proactive measures to allocate resources to allow sufficient traffic flow during rush hour and for all emergency vehicles				
	Attend al FDOT Flagler Bridge meeting sand communicate any logistics issues/information to appropriate staff/units for action				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Alerts via town-wide security system (Dispatched)	145	121	55*	62	75

*LPR System was non-operable during a portion of FY20

Police Department
Town of Palm Beach

Department Goal	Maximize the use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community				
Objectives	Engage the capabilities of the town-wide security system and coastal radar and continue to expand the systems through private/public partnerships				
	Expand Direct Connect users to improved alarm response to residents and the business community and reduce allocation of resources to false alarms				
	Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the wellbeing of the community				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Public E-blasts (via website)	12	82	8	6	10
News releases/bulletins to website	40	46	56	40	50

Department Goal	Develop and maintain an organizational environment that is professionally rewarding, challenging and that promotes leadership succession to address the future challenges of the police department				
Objectives	Recruit and train high caliber police candidates				
	Identify high potential future leaders and invest in them through training, education and mentoring programs				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Applications received	1,254	717	847	1,527***	1,500
Applicants interviewed	261	224	211	235	225
Applicants hired	10	15	13	13	10
Applicants completed FTO program	7	15	6	9	7
# of hours of training provided	7,902	11,255*	5,622**	8,466	9,000

*Includes sponsored Police Academy cadets

**Training hours limited due to PBC Pandemic Emergency Orders

***This number has increased due to allowing continuous applications and the maintenance of an eligibility list

Police Department
Town of Palm Beach

Department Goal	Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed				
Objectives	Route all emergency Priority 1 calls through dispatch within 60 seconds and maintain an average police response time of less than 4 minutes to these calls				
	Use innovative and proactive measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes				
	Investigate all cases to identify and arrest the offending party, recover property and bring investigations to successful conclusions above national average clearance rates				
	Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Police calls	50,043	57,322	63,436	52,167	55,000
Patrol response time	5:06	2:46	4:03	4:37	4:10
Arrest by patrol officer	1,890	1,913	1,042	869	1,000
Business security checks	2,485	3,120	4,475	10,155	11,000
Closed housed checks/Security Check	2,014	3,308	4,750	5,398	5,500
Field interview reports	329	412	336	213	300
Intelligence reports	86	106	82	91	115

Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Foot patrol hours	1,392	1,461	1,749	1,228	1,500
Bicycle/Segway patrol hours	81	210	397	145	400
ATV patrol hours	8.75	55	471	151	400
Marine patrol hours	1,471.5	1,724	1,605	1,443	1,500
Selective enforcement hours	2,074	1,124	4,232	3,300	3,500

PROGRAM: CRIMINAL INVESTIGATION 429

MISSION:

This division exists to investigate, solve and suppress crime and apprehend criminals in order to provide a sense of personal safety and security to citizens and business owners.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Interviewing of witnesses and interrogation of suspects
- Victim contact and follow-up
- Coordinate the flow of investigations and information among other jurisdictions and units
- Dignitary protection for qualified recipients
- Unmarked crime suppression activities
- Reduce residential burglary through proactive strategic and tactical operatives

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	621,206	650,999	629,034	629,034	653,895	769,596	22.35%
Employee Benefits	407,947	479,476	528,933	528,933	527,276	595,791	12.64%
Contractual	13,653	7,208	9,700	9,700	9,680	11,200	15.46%
Commodities	20,905	22,785	16,500	16,611	14,111	15,500	-6.06%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	21,259	20,368	19,650	19,650	19,650	19,264	-1.96%
TOTALS	1,084,970	1,180,836	1,203,817	1,203,928	1,224,612	1,411,351	17.24%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes an increase for a 5th detective and for COLA and pay for performance increases

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Increase is the result of per diem related to training.

COMMODITIES

Commodities remain level with a slight reduction in training registration fees.

Police Department
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Captain	1.000	1.000	1.000	1.000	1.000
Sergeant	1.000	1.000	1.000	1.000	1.000
Officer/Detective	4.000	4.000	4.000	4.000	5.000
Crime Intelligence Analyst	1.000	1.000	1.000	1.000	1.000
	<u>7.000</u>	<u>7.000</u>	<u>7.000</u>	<u>7.000</u>	<u>8.000</u>

CRIMINAL INVESTIGATION UNIT FY2021 ACCOMPLISHMENTS

- Maintained an exceptional Crime Uniform Clearance Rate over 56%, while the national average remains in the teens
- Updated the Criminal reporting procedures and began the transition to the Federally mandated NIBRS reporting
- Oversaw the Burglary Strike Force Unit and adjusted their strategies, locations, and schedules to combat evolving crime trends
- Conducted an operation to capture serial wine thieves
- Utilized Town surveillance video and LPR history to arrest serial auto theft members
- Successfully investigated and arrested suspects in home invasion/aggravated battery that left the victim hospitalized for several days

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed				
Objectives	Use innovative and proactive measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes				
	Investigate all cases to identify and arrest the offending party, recover property and bring investigations to successful conclusions above national average clearance rates to keep the Town of Palm Beach the safest community to reside in				
	Conduct programs and activities to achieve crime prevention awareness and inform the public of current crime trends and suspicious occurrences through social media and news releases				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Crimes investigated	215	230	285	299	310
Investigative clearance rate (Part 1)	71.0%	54.4%	43%	56%	58%

Effectiveness/Output Measures	Productivity Measures				
	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Investigative hours	3,281	3,530.5	3,078	2,949	3,100
Surveillance hours	88	174.5	58	126	130
Patrol hours	374	814.5	988	1,163	950

Police Department
Town of Palm Beach

PROGRAM: PARKING CONTROL UNIT 430

MISSION:

This division exists to provide for the efficient use of limited public parking availability through active enforcement of all parking ordinances, rules and regulations.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Patrol parking areas on a regular basis to identify and ticket violators
- Address inquiries and complaints from the public
- Handle pedestrian and vehicular traffic at schools and major intersections
- Apply vehicle immobilization device as necessary
- Review construction plans for traffic hazards, traffic flow and parking for special events as needed
- Parking Enforcement Officers serve as the school crossing guards for the Town

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	248,754	189,847	172,981	172,981	164,167	179,063	3.52%
Employee Benefits	243,380	240,913	133,115	133,115	133,571	91,109	-31.56%
Contractual	75,585	153,202	220,400	227,850	200,400	205,400	-6.81%
Commodities	11,690	9,219	14,100	14,100	13,100	13,100	-7.09%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	107,906	92,824	85,161	85,161	85,161	116,998	37.38%
TOTALS	687,314	686,004	625,757	633,207	596,399	605,670	-3.21%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program. The FY2022 budget decreased due to an employee entering DROP thereby decreasing the retirement contributions.

CONTRACTUAL

Decrease is the result of reducing potential contract personnel hired as Parking Enforcement Officers during the fiscal year.

COMMODITIES

Reduction is the result of slight decrease in training registration fees.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Parking/Code Enforcement Mgr	0.500	-	-	-	-
Civilian Division Services Manager	-	0.250	-	-	-
Lead Parking Control Officer	1.000	1.000	1.000	1.000	1.000
Parking Enforcement Officer	6.000	6.000	6.000	2.000	2.000
Code/Parking Enforcement Specialist	0.250	0.250	0.250	0.250	0.250
	7.750	7.500	7.250	3.250	3.250

PARKING CONTROL FY2021 ACCOMPLISHMENTS

- Completed the conversion to Vigilant Solutions LPR system which will enable to view all tags recorded by a Parking Enforcement Unit vehicles
- Reallocated Parking Enforcement Officers during COVID restrictions and public area shutdowns to assist the enforcement government mandates
- Used Parking Enforcement Officers to assist with traffic closures and vehicular flow during demonstrations and protests

Fiscal Year 2022 Goals and Performance Measures

Department Goal	Provide for the safe and efficient use of parking spaces for residents and business patrons				
Objective	Regulate the use of all parking in the Town of Palm Beach by enforcement of all parking ordinances and regulations in order to create adequate turnover				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Parking tickets	11,328	8,976	9,907	10,776	11,000
Kiosk tickets	1,350	659	1,476	2,139	2,200
Traffic boots	47	26	17	46	50

Productivity Measures

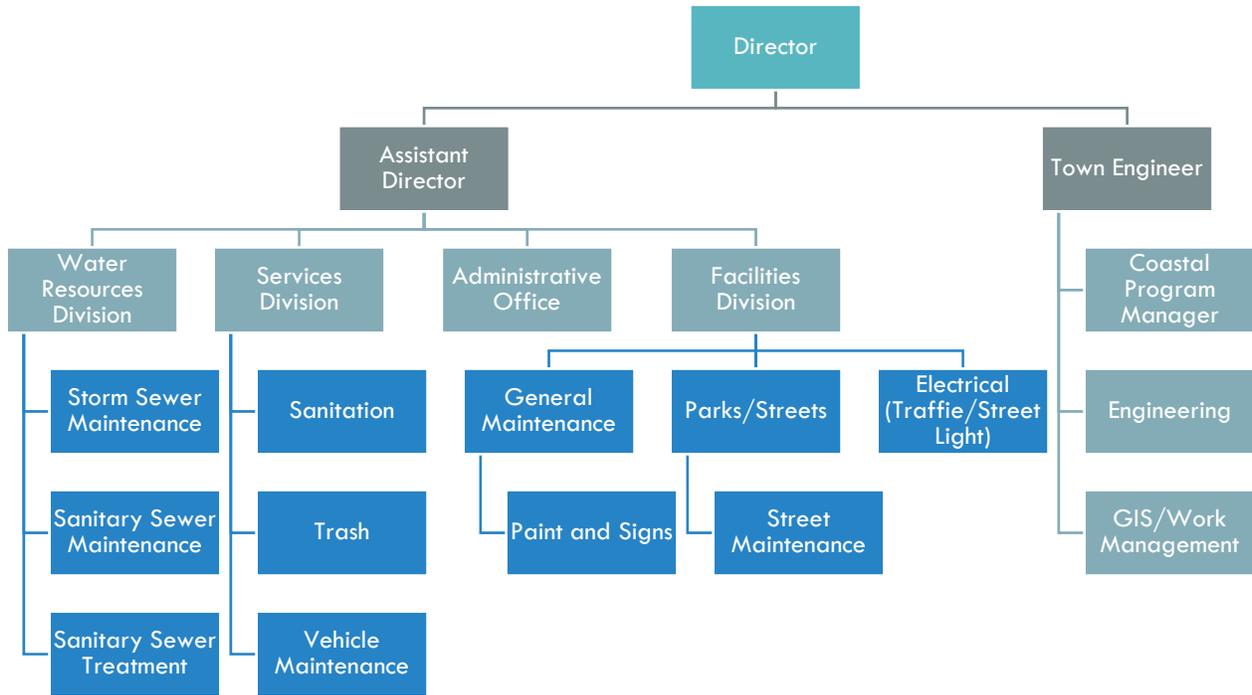
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Vehicle patrol hours	8,069	7,103	8,663	7,928	8,200
Revenues	\$824,845	\$936,325	\$887,376	\$1,977,926	\$2,000,000
Expenditures	\$616,598	\$687,314	\$748,195	\$633,207	\$700,000



Public Works



PUBLIC WORKS ORGANIZATIONAL CHART



PUBLIC WORKS DEPARTMENT FY2022 GOALS

Goal #1:

Complete and review water feasibility study. Evaluate water supply and distribution options with an emphasis on quality and cost. Develop a plan for implementation and begin negotiations for a contract with a vendor.

Objective:

Complete water supply feasibility study to determine options and alternatives

Objective:

Identify next steps

Objective:

Create magnitude of order cost estimate to determine best options

Goal #2:

Continue to work with the Town's Purchasing Manager, and the design engineer to optimize the design and construction of the Town-wide Undergrounding project to implement construction in the most efficient and cost effective manner

Objective:

Continue monthly design meetings with all utilities and continue to challenge utilities to optimize their designs

Objective:

Continue to challenge CMAR proposals to achieve the most cost effective Guaranteed Maximum Price for each phase

Objective:

Continue to work to finalize easement acquisition for the remainder of the program to limit program cost increase due to delays with easement acquisitions

Public Works
Town of Palm Beach

Goal #3:

The Assistant Director of Public Works will continue to work with the Town’s Purchasing Manager to ensure the Town Marina is constructed on time and on budget

Objective:

Provide updates to the Public Works Committee and Town Council on critical path items, key decisions and budget

Objective:

Continue weekly meetings with Town staff and design engineers to ensure project continues to remain on schedule and on budget

Goal #4:

Continue to monitor FDOT’s Southern Boulevard Bridge Project and implement coordinated actions with other governmental authorities (State, County and City of West Palm Beach) to mitigate impacts of any short-term or long-term closures on the bridge

Objective:

Attend periodic meetings with FDOT/contractor project teams

Objective:

Coordinate negative traffic impacts with other Town departments, as well as affected residents/businesses, assist in developing mitigation strategies

Goal #5:

Continue implementation of a long-term Coastal Protection Plan

Objective:

Continue pursuit of required Federal permits in accordance with BMA

Objective:

Continue BMA and permit required monitoring

Objective:

Construct shore protection projects in accordance with the 10-year plan

Public Works
Town of Palm Beach

Goal #6:

Storm water management - protect the health, safety and property of residents and businesses to prevent or minimize flooding of the Town's rights-of-way and adjacent private property

Objective:

Operate and maintain the storm water collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to call outs for reported flooding of streets and property

Objective:

Assist in rehabilitation or construction of ACIP projects related to storm water facilities

Goal #7:

Landscape maintenance - maintain the landscaping and grounds of the Town in an efficient and cost effective manner, while striving to improve its appearance

Objective:

Continue to improve irrigation systems town-wide and to standardize equipment and materials. Implement low-flow irrigation heads and smart irrigation upgrades or replacements in larger parks and medians as appropriate

DEPARTMENT: PUBLIC WORKS

MISSION:

The Public Works Department exists to create and maintain a safe, clean and aesthetically pleasing environment for all the citizens of Palm Beach. This efficient and cost effective environment is provided for the residents, businesses, visitors, and employees who utilize the Town facilities in our community. The Public Works Department applies both proven and innovative techniques and systems to provide for excellence in the operation, construction, maintenance and repair of the public buildings, structures and grounds to achieve this purpose. The continuous stewardship of the Town's infrastructure and coastal resources is achieved through the dedicated efforts of a diverse group of operational, administrative, engineering, and construction professionals.

Revenue Summary

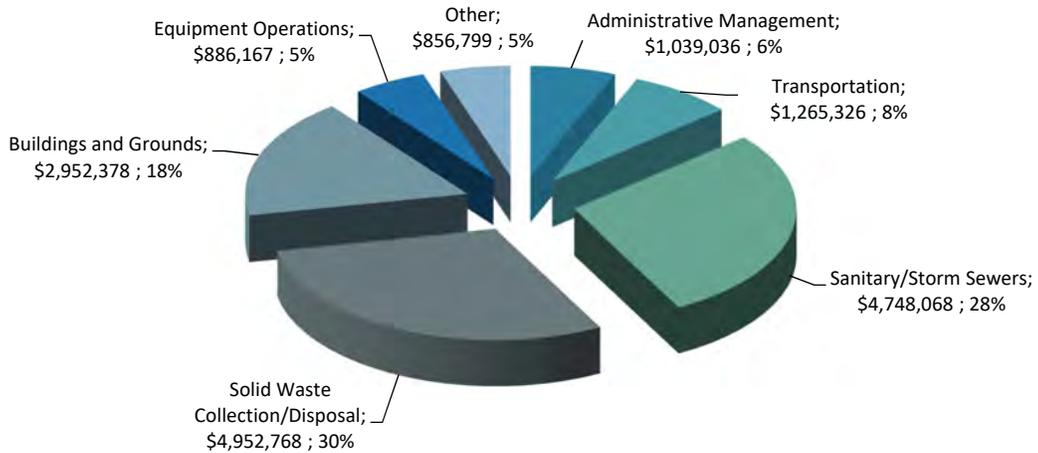
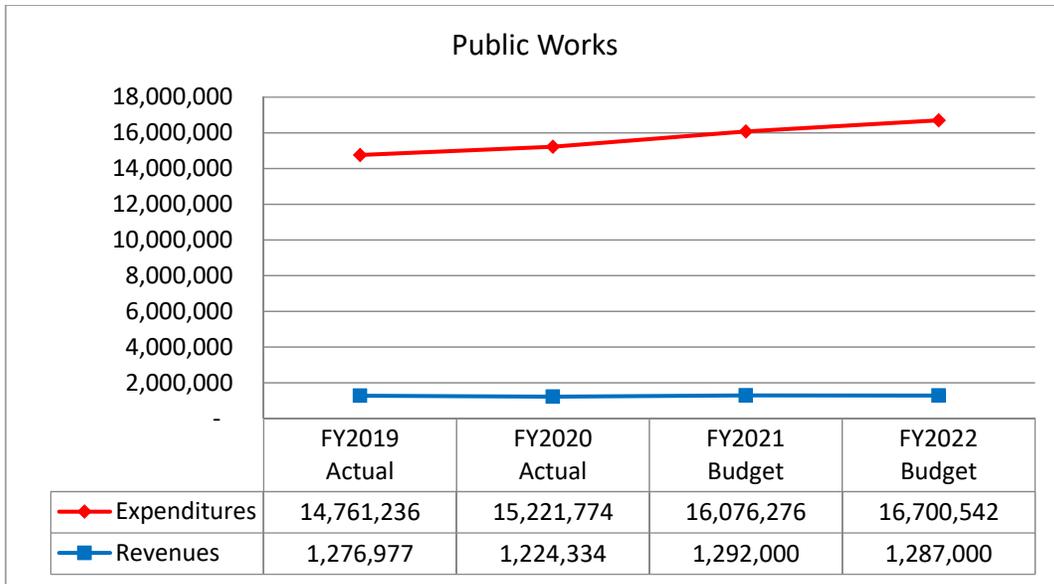
	FY2019 Actual	FY2020 Actual	2021 Budget	2021 Projected	2022 Budget	% Change
Special Solid Waste	12,292	9,289	12,000	12,000	12,000	0.00%
Solid Waste	866,171	856,066	900,000	850,000	875,000	-2.78%
Comp. Garbage Collection Fee	289,503	231,229	275,000	250,000	275,000	0.00%
SWA Recycling Revenue	3,989	305	-	-	-	0.00%
Historic Specimen Tree Fee	3,757	4,199	5,000	5,000	5,000	0.00%
State Highway Lighting Maint	101,267	123,245	100,000	120,000	120,000	20.00%
TOTALS	1,276,977	1,224,334	1,292,000	1,237,000	1,287,000	-0.39%

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	4,865,161	4,968,381	5,483,151	5,483,151	5,438,504	5,856,346	6.81%
Employee Benefits	2,918,241	3,002,285	3,200,226	3,200,226	3,179,886	3,292,263	2.88%
Contractual	5,444,605	5,903,640	5,850,686	6,384,633	6,046,544	6,108,572	4.41%
Commodities	819,847	657,464	803,636	907,189	885,977	803,700	0.01%
Capital Outlay	7,576	8,115	17,500	17,500	15,000	6,000	-65.71%
Depreciation	705,806	681,890	721,077	721,077	721,077	633,661	-12.12%
TOTALS	14,761,236	15,221,774	16,076,276	16,713,776	16,286,988	16,700,542	3.88%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

Public Works
Town of Palm Beach



	FY2019	FY2020	FY2021	FY2022
Total Full Time Equivalent Employees	83.637	80.852	79.884	81.000

Public Works
Town of Palm Beach

PROGRAM: ADMINISTRATIVE MANAGEMENT 511

MISSION:

This division provides guidance, inspiration, resources and direction to the Public Works Department to ensure that the multiple services we perform are both efficient through our commitment to continual improvement and effective in meeting the expectations of the citizens we serve.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Provide oversight to all Public Works programs to ensure we maintain or improve levels of service and safety measures
- Implement the Town’s Capital Improvement Plan and the Comprehensive Coastal Management Plan
- Manage all projects authorized by the Town Council
- Continually seek new and better ways to accomplish our mission

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	498,658	556,535	727,481	727,481	696,481	704,148	-3.21%
Employee Benefits	256,097	265,363	333,374	333,374	329,539	307,652	-7.72%
Contractual	101,711	48,608	16,500	116,500	17,376	16,500	0.00%
Commodities	14,725	81,778	10,381	112,278	112,097	10,200	-1.74%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	4,237	3,390	3,925	3,925	3,925	536	-86.34%
TOTALS	875,428	955,674	1,091,661	1,293,558	1,159,418	1,039,036	-4.82%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

The FY22 contractual budget has 0% change.

COMMODITIES

The FY22 commodities budget decreased due to the implementation of the new work management/asset software in FY21.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Public Works Director	1.000	1.000	1.000	1.000	1.000
Assistant Director	1.000	1.000	1.000	1.000	1.000
Buyer	0.500	-	-	-	-
Office Manager	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	4.000	3.000	3.000	3.000	3.000
Computerized Maint. Mgmt. Sys Coord	-	-	-	1.000	1.000
GIS Support Specialist	-	-	-	1.000	1.000
Water Resources Technician II	-	-	-	0.500	-
Public Works Systems Specialist	1.000	1.000	1.000	-	-
	8.500	7.000	7.000	8.500	8.000

Public Works
Town of Palm Beach

PROGRAM: STREET REPAIR & MAINTENANCE 521

MISSION:

This bureau exists to maintain and repair wayfinding and regulatory signage and pavement in order to provide a safe riding surface throughout the Town, and to assure that we have safe sidewalks, bikeways, and trail systems.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Work to continually improve quality and efficiency
- Inspect the condition of streets, sidewalks, and paths to prioritize maintenance, repairs and replacement appropriately
- Install new signs as approved by the Town Manager and upgrade/replace signs as needed to be consistent with industry standard respond to emergencies and priorities in a timely fashion

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	31,310	52,185	95,914	95,914	93,914	141,905	47.95%
Employee Benefits	46,932	42,663	57,116	57,116	73,287	78,801	37.97%
Contractual	161,792	169,573	221,342	229,448	231,200	223,800	1.11%
Commodities	14,159	33,814	47,600	47,600	45,700	58,100	22.06%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	25,434	22,659	18,018	18,018	18,018	16,530	-8.26%
TOTALS	279,627	320,894	439,990	448,096	462,119	519,136	17.99%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

This increase reflects additional hours for bringing temporary labor from part time to full time; and rebidding of the curb painting contract. The new contract includes additional scope of work, adding tire stops, delineators and bollard painting, which increased the cost from past contracts. In addition, increased costs for data plan for tablets. A minor reduction of vendor participation relating to pothole patching in commercial areas, repair and replacement of sidewalks based on revised ordinances requiring adjacent property owners to be responsible for that effort.

COMMODITIES

This increase is due to the reallocation of items from the Facilities and Grounds bureau into Streets Repair/Maintenance Bureau

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Facilities Maintenance Division Manager	0.075	0.075	0.075	0.125	0.333
General Maintenance Supervisor	0.085	0.085	0.095	0.168	-
Grounds Supervisor	0.080	0.080	0.080	0.080	0.500
PW Project Coordinator	-	-	-	0.302	-
Street & Sign Painter	0.008	0.008	-	-	-
Building Maintenance Worker	0.016	0.016	0.281	-	-
Equipment Operator I/Streets	-	-	-	-	-
Equipment Operator II	1.310	0.663	0.700	0.800	1.000
Water Resources Technician I	-	-	0.010	-	-
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	-
	1.584	0.937	1.251	1.485	1.833

STREET REPAIR AND MAINTENANCE FY2021 ACCOMPLISHMENTS

- Performed Town-wide sidewalk inspections
- Optimizing staff efficiency by contracting with a third-party vendor to assist in repairs and maintenance of Town streets
- Repair & replace regulatory and wayfinding signage as needed for enforcement, local and state laws

Fiscal Year 2022 Goals and Performance Measures	
Department Goal	Provide all necessary regulatory traffic control signage, pavement markings and roadway maintenance to ensure safe pedestrian and vehicle management
Objectives	Sweep all streets and clean out storm drainage inlets to keep roads clear
	Respond in a timely manner to roadway imperfections and repair as needed
	Inspect and replace broken sidewalks as needed
	Maintain proper signs and pavement markings to meet parking/traffic needs
	Maintain regulatory and wayfinding signage in accordance with MUTCD & FDOT regulations
	Track and forecast costs for sign materials and labor with new WOM system

Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Inspect and rep air sidewalks (sq. yards/LF)	280	234	99	1,115 LF	1,964 LF
Pot holes patched (sq. yards)	81	252	234	207	200
Replace traffic control signs	479	302	184	296	200
Curbs and traffic control lines painted	34,288 LF	35,166 LF	35,166 LF	35,166 LF	35,166 LF

Public Works
Town of Palm Beach

PROGRAM: TRAFFIC CONTROL 523

MISSION:

This bureau exists to provide and maintain signalized traffic intersections and controls to ensure vehicular safety

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Preventive maintenance and inspection programs to proactively address issues
- Repair/replace traffic signals, and respective equipment as needed or required per Town's preventative maintenance service plan

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	109,677	42,672	53,361	53,361	53,661	-	-100.00%
Employee Benefits	71,835	25,394	25,496	25,496	25,496	-	-100.00%
Contractual	32,221	8,131	7,800	27,310	7,500	7,500	-3.85%
Commodities	43,204	1,712	9,000	9,000	11,000	11,300	25.56%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	5,309	3,758	1,947	1,947	1,947	-	-100.00%
TOTALS	262,247	81,667	97,604	117,114	99,604	18,800	-80.74%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The \$53,361 decrease in salary and wages is the result of moving FTE allocations for two (2) Industrial Electrician positions and one (1) Electrical Supervisor from the Traffic Control Bureau into the Street Lighting/Electrical Bureau

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program. The \$25,496 decrease in employee benefits is the result of moving FTE allocations for two (2) Industrial Electrician positions and one (1) Electrical Supervisor from the Traffic Control Bureau into the Street Lighting/Electrical Bureau

CONTRACTUAL

There was no change from the previous year.

COMMODITIES

This increase reflects the additional costs for materials and electrical components related to traffic signalization.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Water Resources Division Manager	-	-	-	0.100	-
Facilities Maintenance Division Mgr	0.155	0.155	0.180	0.037	-
Electrician Supervisor	0.181	0.181	-	-	-
Grounds Supervisor	0.005	0.005	0.005	-	-
General Maintenance Supervisor	0.093	0.095	0.096	0.005	-
Industrial Electrician	0.350	0.350	0.016	0.302	-
SR Industrial Electrician	0.175	0.175	0.201	0.151	-
Building Maintenance Worker	0.395	0.395	0.127	0.010	-
Utilities Maintenance Supervisor	-	-	0.010	-	-
Street & Sign Painter	0.750	0.785	-	-	-
	2.104	2.141	0.635	0.623	0.000

TRAFFIC CONTROL FY2021 ACCOMPLISHMENTS

- Performed preventive maintenance on all traffic signal intersections

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Provide all necessary traffic control devices and markings to ensure safe pedestrian and vehicle operation				
Objectives	Operate/maintain traffic signals, including preventative maintenance, and also responding to urgent call-outs in a timely manner				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Traffic signal replacement (LED)	64	60	2	11	34
Perform preventative maintenance in signalized intersections	52	52	52	52	52

Public Works
Town of Palm Beach

PROGRAM: STREET LIGHTING 524

MISSION:

This bureau exists to maintain reliable, safe and effective street lighting systems that contribute to safe streets in the Town and protect endangered sea turtles from light intrusion during nesting season.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Conduct preventive maintenance annually on the 1,251 streetlights in Town
- Perform “locates” for underground wiring to minimize the likelihood of damage due to digging
- Replacement of older poles on predetermined schedule for uniform lighting
- Conduct periodic inspections of streetlights to ensure they are operating properly

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	80,458	87,089	85,095	85,095	87,595	293,735	245.18%
Employee Benefits	32,858	26,717	43,248	43,248	39,407	148,268	242.83%
Contractual	311,743	308,232	216,150	216,150	234,604	211,300	-2.24%
Commodities	49,106	37,561	50,100	50,100	57,980	45,200	-9.78%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	31,707	30,532	28,887	28,887	28,887	28,887	0.00%
TOTALS	505,872	490,131	423,480	423,480	448,473	727,390	71.76%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The \$208,640 increase in salary and wages is the result of moving the FTE allocations for two (2) Industrial Electricians and one (1) Electrical Supervisor from the consolidation of the manpower allocation.

EMPLOYEE BENEFITS

The \$105,020 increase in employee benefits is the result of moving the FTE allocations for two (2) Industrial Electricians and one (1) Electrical Supervisor from the consolidation of the manpower allocation. The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

This decrease reflects a reduction in budgeted electrical repairs performed by outside vendors.

COMMODITIES

This decrease reflects a reduction in fuel costs, office supplies, chemical/cleaning and other supplies, and minor equipment replacements.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Water Resources Division Manager	-	-	-	0.100	0.500
General Maintenance Supervisor	-	-	-	0.025	-
PW Project Coordinator	-	-	-	0.018	-
Electrician Supervisor	0.200	0.200	-	-	1.000
Industrial Electrician	0.400	0.400	0.100	0.552	1.000
SR Industrial Electrician	0.200	0.200	0.250	0.276	1.000
Building Maintenance Worker	-	-	0.050	0.050	-
Utilities Maintenance Supervisor	-	-	0.053	-	-
Facilities Maintenance Division Manager	0.150	0.150	0.125	0.038	-
	0.950	0.950	0.578	1.059	3.500

STREET LIGHTING FY2021 ACCOMPLISHMENTS

- Painted 231 street lights

Effectiveness/Output Measures	Productivity Measures				
	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Bi-monthly street light surveying	6	7	7	7	7

Public Works
Town of Palm Beach

PROGRAM: STORM SEWER MAINTENANCE 531

MISSION:

This bureau exists to protect the health, safety and property of residents and businesses by effectively operating and maintaining the storm system.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Perform highest level of preventive maintenance to provide 100% equipment readiness at all times
- Clean, inspect and repair storm water collection and pumping systems to keep them fully functional
- Respond quickly to rainfall and storm events
- Evaluate and improve systems to meet or exceed design standards
- Track rainfall and storm duration for analysis and future planning

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	378,233	346,136	366,661	366,661	379,661	-	-100.00%
Employee Benefits	194,991	204,940	200,010	200,010	200,010	-	-100.00%
Contractual	267,728	272,393	208,400	261,923	262,730	230,800	10.75%
Commodities	70,250	50,752	64,300	64,300	70,100	65,400	1.71%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	22,565	26,573	26,414	26,414	26,414	23,932	-9.40%
TOTALS	933,767	900,793	865,785	919,308	938,915	320,132	-63.02%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The -\$366,661 decrease in salary and wages is the result of reallocating WRD staff from the Storm Maintenance Program into the Sanitary Sewer Program.

EMPLOYEE BENEFITS

The -\$200,010 decrease in employee benefits is the result of reallocating WRD staff from the Storm Maintenance Program into the Sanitary Sewer Program.

CONTRACTUAL

The decrease reflects the elimination of travel/per diem.

COMMODITIES

This decrease reflects a reduction of fuel costs for vehicles and generators, office supplies, uniforms, other equipment/materials, and minor supplies.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Building Maintenance Worker	0.022	0.022	0.022	0.020	-
Electrician Supervisor	0.188	0.188	-	-	-
Equipment Operator II	0.074	0.037	-	-	-
Equipment Operator I/Streets	-	-	-	-	-
General Maintenance Supervisor	0.005	0.005	0.005	0.005	-
Industrial Electrician	0.364	0.364	0.813	0.400	-
SR Industrial Electrician	0.182	0.182	0.075	0.200	-
Irrigation and Spray Technician	0.010	0.010	0.010	0.008	-
Grounds Supervisor	0.010	0.010	0.010	0.010	-
Grounds Technician	0.056	0.056	0.056	-	-
Utilities Maintenance Supervisor	0.245	0.245	0.375	0.438	-
Facilities Division Manager	-	-	-	0.005	-
PW Project Coordinator	-	-	-	0.018	-
Water Resource Technician I	2.895	2.895	2.895	2.660	-
Water Resource Technician II	0.735	0.735	0.735	0.740	-
Water Resources Division Manager	0.600	0.600	0.600	0.485	-
	5.386	5.349	5.596	4.989	0.000

STORM SEWER MAINTENANCE FY2021 ACCOMPLISHMENTS

- Performed visual inspection on all fifty three (53) storm station pumps. Identified issues with three (3) storm water pumps and sent to vendor for repairs prior to failure
- During routine inspection, identified an issue with the duty pump discharge line and made repairs to the check valve to prevent back-flow into the station
- Continued transfer of written schedules and duties to the new Lucity Work Order Management System. Started using system in July 2020
- Experienced no instances of flooding or standing water resulting in damages to public or private properties

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Protect the health, safety and property of residents and businesses to prevent or minimize flooding of the Town's rights-of-way and adjacent private property.				
Objectives	Operate and maintain the storm water collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to call outs for reported flooding of streets and property				
	Assist in rehabilitation or construction of ACIP projects related to storm water facilities				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Pump station inspections	728	728	728	903	772
Storm pump repairs	29	20	10	19	19
Manhole basin inspections	1,905	50	1,356	743	1,013
Mainline cleaning (feet)	4,963	2,250	0	3,606	2,705
Clean and inspect storm inlets	1,640	1,640	1,640	1,640	1,640

Public Works
Town of Palm Beach

PROGRAM: SANITARY SEWER MAINTENANCE 532

MISSION:

This bureau exists to protect the health and well-being of residents, businesses and visitors by operating a sanitary sewer system that prevents sewage back-up, spillage or odor impact and is 100% reliable.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Schedule and conduct proper preventive maintenance and repairs on all systems
- Troubleshoot and repair all mechanical problems in a timely manner
- Televising gravity lines and repair as necessary
- Closely monitor run time for pumps
- Reduce inflow and infiltration into systems to reduce treatment costs
- Emergency repairs and electrical maintenance of sewer pump station controls, telemetry systems, and back-up generator systems
- Upgrade stations to improve efficiency

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	666,626	696,366	709,125	709,125	719,125	1,024,195	44.43%
Employee Benefits	453,798	472,174	438,445	438,445	394,906	590,000	34.57%
Contractual	165,039	162,009	162,300	169,992	162,843	159,700	-1.60%
Commodities	96,640	64,766	94,900	94,900	94,600	94,300	-0.63%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	76,647	72,247	80,420	80,420	80,420	80,766	0.43%
TOTALS	1,458,750	1,467,563	1,485,190	1,492,882	1,451,894	1,948,961	31.23%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The \$315,070 increase in salary and wages is the result of consolidating the manpower allocation from the Storm Sewer Maintenance program. The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The \$151,555 increase in employee benefits is the result of consolidating the manpower allocation from the Storm Sewer Maintenance program. The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

The decrease is due to reduced contractual services and assumptions on electrical usage.

COMMODITIES

Slight decrease for anticipated fuel expenses based on prior year's expenses.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Building Maintenance Worker	0.020	0.020	0.020	0.020	-
Electrician Supervisor	0.239	0.239	-	-	-
General Maintenance Supervisor	0.005	0.005	0.005	0.005	-
SR Industrial Electrician	0.239	0.239	0.075	0.210	-
Industrial Electrician	0.478	0.478	0.945	0.420	-
Irrigation and Spray Technician	0.005	0.005	0.005	0.008	-
Grounds Supervisor	0.010	0.010	0.010	0.010	-
Grounds Technician	0.056	0.056	0.056	-	-
Utilities Maintenance Supervisor	0.755	0.755	0.562	0.562	1.000
PW Project Coordinator	-	-	-	0.018	-
Water Resource Technician I	8.105	8.105	8.095	7.340	10.000
Water Resource Technician II	2.265	2.265	2.265	1.760	3.000
Water Resource Division Manager	0.400	0.400	0.400	0.300	0.500
	12.577	12.577	12.438	10.653	14.500

SANITARY SEWER MAINTENANCE FY2021 ACCOMPLISHMENTS

- Began the process of field verification of underground pipes in three basins that are slated for Cure in Place Pipe Lining (CIPP) during the upcoming budget year
- Performed over 4,400 underground utility locates to identify Town owned infrastructure prior to construction projects within the Town
- Removed and replaced the defective wear rings on all five (5) pumps at the S-2 Pump Station to improve the reliability of the primary pump system
- Initiated an annual program to individually rebuild a primary pump at the S-2 Pump Station to proactively replace high wear items before failure occurs.
- Continued transfer of written schedules and duties to the new Lucity Work Order Management System. Started using system in July 2020

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Protect the health and welfare of residents, businesses, general public and the environment to collect, transport, and dispose of the Town's sewage in an efficient and cost effective manner				
Objectives	Operate and maintain the sanitary sewer collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to call outs for reported problems associated with clogs, backups, spills or equipment				
	Assist in rehabilitation or construction of ACIP projects related to sanitary sewer facilities and infrastructure				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Residential service calls	91	30	29	10	40
Mainline cleaning (feet)	208,306	119,131	88,000	138,479	150,500
Utility locates	4,674	4,408	4,088	4,764	4,483
Televised inspections (feet)	5,623	20,914	432	8,890	8,965
Pump station inspections	2,704	2,704	2,617	1,996	2,505
Manhole inspections/repairs	649	228	115	331	331

Public Works
Town of Palm Beach

PROGRAM: SANITARY SEWER TREATMENT 533

This program reflects the costs of treatment and disposal of the Town’s sanitary sewage at the East Central Regional Water Reclamation Facility (ECR).

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	2,093,778	2,404,895	2,431,044	2,472,688	2,431,044	2,478,975	1.97%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	2,093,778	2,404,895	2,431,044	2,472,688	2,431,044	2,478,975	1.97%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

CONTRACTUAL

This increase reflects the greater operating costs associated with new bio-solids infrastructure and the debt service required to fund several essential capital projects (aeration basins and electrical improvements). This also includes the chemical pre-treatment prior to pumping effluent to the regional treatment plant.

PROGRAM: RESIDENTIAL COLLECTION 541

MISSION:

This bureau exists to promote the health of the community through the efficient and effective removal of residential garbage on a regular schedule prescribed by ordinance.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Collect garbage four days per week and recyclable materials once per week. Minimize the impact of garbage odors, pest attraction and unpleasant appearance
- Collect with the least disruption possible

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	491,356	503,770	517,777	517,777	491,228	513,405	-0.84%
Employee Benefits	293,151	309,705	345,220	345,220	346,128	338,189	-2.04%
Contractual	107	-	1,650	1,650	1,700	1,700	3.03%
Commodities	46,441	35,727	51,400	53,056	47,100	47,500	-7.59%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	95,182	106,846	106,846	106,846	106,846	106,846	0.00%
TOTALS	926,237	956,048	1,022,893	1,024,549	993,002	1,007,640	-1.49%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Minimal 3% increase in printing costs.

COMMODITIES

This change reflects the decrease in fuel and chemicals.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Building Maintenance Worker	0.020	0.020	0.020	0.022	-
Electrician Supervisor	0.005	0.005	-	-	-
Equipment Operator I	7.200	7.200	7.200	7.200	7.200
PW Project Coordinator	-	-	-	0.018	-
General Maintenance Supervisor	0.005	0.005	0.005	0.005	-
Grounds Technician	0.013	0.013	0.013	-	-
SR Industrial Electrician	0.005	0.005	0.005	0.005	-
Industrial Electrician	0.010	0.010	0.010	0.010	-
Street & Sign Painter	0.025	-	-	-	-
Grounds Supervisor	0.005	0.005	0.005	0.005	-
Sanitation Supervisor	0.400	0.400	0.400	0.400	0.400
Transfer Station Operator	0.750	0.750	0.750	0.750	0.750
Services Division Manager	0.280	0.280	0.280	0.280	0.200
	<u>8.718</u>	<u>8.693</u>	<u>8.688</u>	<u>8.695</u>	<u>8.550</u>

Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Tons collected	6,382	6,351	6,331	6725	6800
Reported misses	3	1	1	4	0

Public Works
Town of Palm Beach

PROGRAM: COMMERCIAL COLLECTION 542

MISSION:

This bureau exists to serve the commercial and business garbage collection and disposal needs of the community.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Steady, consistently excellent scheduled service without missing pickups
- Maintain positive customer relationships with commercial customers

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	470,155	485,008	487,998	487,998	475,000	521,588	6.88%
Employee Benefits	229,345	244,102	250,434	250,434	264,780	258,641	3.28%
Contractual	277,428	255,834	293,890	295,450	253,700	338,100	15.04%
Commodities	41,702	33,645	51,880	51,880	41,600	50,600	-2.47%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	109,983	109,983	103,598	103,598	103,598	97,213	-6.16%
TOTALS	1,128,613	1,128,571	1,187,800	1,189,360	1,138,678	1,266,142	6.60%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

This increase reflects adding Royal Poinciana Plaza and Town Marina to the compacted garbage contract.

COMMODITIES

The decrease reflects reduction in chemical/cleaning supplies, fuel, and other supplies.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Equipment Operator II	2.000	2.000	2.000	2.000	2.000
Sanitation and Trash Worker	4.000	4.000	4.000	4.000	4.000
Transfer Station Operator	0.250	0.250	0.250	0.250	0.250
Sanitation Supervisor	0.400	0.400	0.400	0.400	0.400
Services Division Manager	0.150	0.150	0.150	0.150	0.200
	6.800	6.800	6.800	6.800	6.850

Public Works
Town of Palm Beach

Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Tons collected	2,361	2,349	2,714	2882	3000
Reported misses	0	0	0	0	0

Public Works
Town of Palm Beach

PROGRAM: REFUSE DISPOSAL 543

MISSION:

This program exists to serve the community’s health and welfare by transporting residential and commercial garbage to the county solid waste authority for appropriate processing disposal.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Operate transfer station to efficiently and effectively transport all residential and commercial garbage to the Solid Waste Authority for disposal
- Function as part of the team that collects garbage and delivers it to the transfer station to assure proper coordination and efficiency
- Provides funding for landfill tip fees not covered by commercial and residential credits

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	71,643	72,450	71,000	71,000	72,000	73,000	2.82%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	71,643	72,450	71,000	71,000	72,000	73,000	2.82%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

CONTRACTUAL

Solid waste disposal fees paid to Solid Waste Authority. Increase reflects proposed rate increases and actual quantities disposed.

Public Works
Town of Palm Beach

PROGRAM: YARD TRASH COLLECTION 544

MISSION:

This bureau exists to collect yard trash from streets, right-of-ways and off road “stash” areas in a safe, timely, efficient and effective manner to keep the Town attractive and drainage inlets clear.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Provide weekly curbside collection, transport and disposal of yard waste from all properties in the Town
- Perform our job with commitment to leaving the pickup site clean and free of waste residue
- Keep storm drains clear for proper drainage
- Partner with other Public Works divisions to serve community drainage needs

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	829,985	870,812	930,689	930,689	930,689	974,769	4.74%
Employee Benefits	583,985	632,278	659,136	659,136	659,136	675,705	2.51%
Contractual	170,538	185,293	237,900	304,201	244,900	247,600	4.08%
Commodities	109,385	81,422	128,775	128,775	115,700	123,600	-4.02%
Capital Outlay	-	-	6,000	6,000	6,000	-	-100.00%
Depreciation	229,049	204,159	247,612	247,612	247,612	205,366	-17.06%
TOTALS	1,922,941	1,973,964	2,210,112	2,276,413	2,204,037	2,227,040	0.77%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

This escalation reflects an increase in other contracted services and the addition of volume reduction services.

COMMODITIES

This decrease reflects a reduction in fuel costs.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2021
Building Maintenance Worker	0.020	0.020	0.021	0.022	-
Crane Operator	3.000	3.000	3.000	3.000	3.000
Electrician Supervisor	0.005	0.005	-	-	-
Equipment Operator I/Streets	-	-	-	-	-
Equipment Operator I	9.000	9.000	9.000	8.000	8.000
Equipment Operator II	0.116	-	-	1.000	1.000
General Maintenance Supervisor	0.005	0.005	0.005	0.005	-
SR Industrial Electrician	0.005	0.005	0.005	0.005	-
Industrial Electrician	0.010	0.010	0.010	0.010	-
Irrigation and Spray Technician	0.010	-	-	-	-
Sanitation and Trash Worker	4.000	4.000	4.000	3.000	3.000
Landfill Operator	1.000	1.000	1.000	1.000	1.000
Services Division Manager	0.300	0.300	0.300	0.300	0.200
Street & Sign Painter	0.010	-	-	-	-
Grounds Supervisor	0.010	-	-	-	-
Trash Supervisor	0.900	0.900	1.000	1.000	1.000
	18.391	18.245	18.341	17.360	17.200

YARD TRASH COLLECTION FY2021 ACCOMPLISHMENTS

- Collection and landfill operations processed 127,276 cubic yards of debris generated from residential and commercial establishments
- Maintained permit compliance with all conditions per regulatory agencies
- Implemented a new work order management system to assist in creating collection routes, schedules, landfill operations and volumes of waste collected

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Provide timely yard waste collection and disposal services, by providing the desired level of service in an efficient and cost effective manner				
Objectives	Continue to investigate and study alternative means of reducing the volume of vegetative debris at these sites, to prolong the useful life of the landfills. Pilot program was approved through the recent permit renewal process.				
	Continue consultant task to identify a suitable pilot program for waste reduction, material processing and potential uses for final disposition				
	Develop long-term master plan for landfill use, closure and/or long-term care				
	Maintain care and closure plans for the sale/lease of the Okeechobee Boulevard site				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
CY collected and disposed of yard waste	121,960	116,680	134,000	127,276	130,000

Public Works
Town of Palm Beach

PROGRAM: RECYCLING 545

MISSION:

This bureau exists to provide recycling services for paper, plastic, and other recyclable materials accepted by the Solid Waste Authority for processing. These services are provided to the residents, businesses and visitors in an efficient, safe and courteous manner.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Collect and dispose of recyclables on schedule
- Demonstrate excellent customer service in all we do
- Publicize and encourage participation in recycling programs

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	182,505	194,609	198,205	198,205	198,205	207,128	4.50%
Employee Benefits	110,660	117,900	129,530	129,530	129,530	131,835	1.78%
Contractual	5,358	9,275	12,500	12,500	12,000	13,200	5.60%
Commodities	13,304	9,597	14,400	14,400	13,000	14,200	-1.39%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	42,938	47,503	37,212	37,212	37,212	12,583	-66.19%
TOTALS	354,765	378,883	391,847	391,847	389,947	378,946	-3.29%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Increase related to temporary labor services.

COMMODITIES

Budget reflects decrease in fuel costs.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Equipment Operator I	1.800	1.800	1.800	1.800	1.800
Equipment Operator III	1.000	1.000	1.000	1.000	1.000
Sanitation Supervisor	0.200	0.200	0.200	0.200	0.200
Services Division Manager	0.170	0.170	0.170	0.170	0.200
	<u>3.170</u>	<u>3.170</u>	<u>3.170</u>	<u>3.170</u>	<u>3.200</u>

RECYCLING FY2021 ACCOMPLISHMENTS

- Met residential and commercial collection schedules with no reported misses
- Continue to coordinate and maintain a universal county-wide recycling page with SWA

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Increase the total volume collected by providing education and guidance to commercial businesses and establishments				
Objectives	Use multiple methods of communication to obtain customer feedback to determine the type and quantity of materials being recycled by commercial customers and implement appropriate procedures				
	Continue to educate residents and businesses on the benefits of recycling, and strive to increase the amount of material being recycled				
	Expand a Town of Palm Beach office recycling program specific to departmental operations				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Tons collected	1,502	1,346	1,518	1,503	1,650

Public Works
Town of Palm Beach

PROGRAM: PARKS 551

MISSION:

This bureau exists to maintain all Town parks, green spaces, and entryways into the Town of Palm Beach to the highest standards.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Maintain public areas to optimum condition adhering to established work program and environmental standards
- Trim all Town-owned trees as needed, and consistent with desired aesthetic and safety requirements
- Provide light maintenance to some privately owned historic/specimen trees
- Manage contractor to inoculate 2,600 +/- palm trees 3 times a year that are susceptible to lethal yellowing disease
- Continually seek new approaches and improved systems to enhance efficiency and effectiveness

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	244,867	224,375	237,201	237,201	239,201	153,218	-35.41%
Employee Benefits	150,312	159,938	138,711	138,711	138,711	80,451	-42.00%
Contractual	1,105,706	1,204,756	1,257,060	1,396,923	1,340,647	1,368,997	8.90%
Commodities	57,819	33,403	49,600	49,600	48,900	49,100	-1.01%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	20,082	16,906	25,530	25,530	25,530	26,939	5.52%
TOTALS	1,578,785	1,639,378	1,708,102	1,847,965	1,792,989	1,678,705	-1.72%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

The increase in Contractual is due to the addition of the Tidal Garden maintenance located at Bradley Park and renovations associated with Lakeside Park. Additionally, added tree trimming services for the Town's Historic/Specimen and hardwood trees.

COMMODITIES

This decrease in largely due to a reduction in valves/components and minor supplies.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Building Maintenance Worker	0.050	0.050	0.103	0.110	-
Electrician Supervisor	0.011	0.011	-	-	-
Equipment Operator II	0.300	0.500	0.300	0.200	-
Facilities Maintenance Division Mgr	0.330	0.330	0.350	0.350	0.333
General Maintenance Supervisor	0.064	0.064	0.064	0.050	-
Grounds Technician	0.850	1.850	1.850	-	-
SR Industrial Electrician	0.018	0.018	0.018	0.013	-
Industrial Electrician	0.036	0.036	0.036	0.026	-
Irrigation and Spray Technician	0.941	0.951	0.967	0.966	1.000
PW Project Coordinator	-	-	-	0.750	-
Parks Laborer	1.000	-	-	-	-
Street & Sign Painter	0.013	0.013	-	-	-
Grounds Supervisor	0.844	0.854	0.870	0.875	0.500
Water Resources Division Manager	-	-	-	0.005	-
	4.657	4.477	4.558	3.345	1.833

LANDSCAPE MAINTENANCE FY2021 ACCOMPLISHMENTS

- Converted irrigation systems at Lakeside Park and Town Square to low flow type. Completed an irrigation update on Royal Palm Way to low flow and remote accessible system.
- Added decorative plantings on North County Road & Mid-Town Beach. Incorporated native plantings on Royal Poinciana medians and Park Avenue mini parks.
- Continue to add Pannill pipes to Lakeside Park, Palmo Park and the North County Road Landmarked Ficus trees for strength and stability
- Began experimentation with Royal Palm bug and effective natural treatments
- Removed several hundreds of lineal feet of Ficus hedges from Town owned properties. We have compiled a list and are working at eliminating Ficus and replacing native species.
- We have ceased the use of synthetic non-selective herbicides and are pursuing alternative, safer methods of control

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Maintain the landscaping and grounds of the Town in an efficient and cost effective manner while striving to improve its appearance				
Objectives	Continue to improve irrigation systems town wide, and to standardize equipment and materials. Implement low flow irrigation heads and smart irrigation upgrades or replacements in larger parks and medians as appropriate				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Inspect irrigation systems (hours) (FY21 task count)	320	532	260	484	480
Inspect historic trees	102	106	107	118	118

Public Works
Town of Palm Beach

PROGRAM: FACILITY MAINTENANCE 554

MISSION:

This bureau’s main function is to maintain Town facilities to a high standard, providing timely repairs and making residents proud of the Town.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Ensure a clean, safe, and positive work environment for staff and visitors
- Set and follow maintenance schedules
- Repair, maintain and inspect all Town structures
- Work efficiently always seeking better tools, techniques, materials and methods

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	155,091	210,065	282,694	282,694	284,694	344,026	21.70%
Employee Benefits	110,534	107,940	174,746	174,746	174,154	214,982	23.03%
Contractual	579,292	602,052	640,050	702,735	699,900	661,300	3.32%
Commodities	48,275	32,868	44,000	44,000	42,500	43,800	-0.45%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	13,595	11,811	14,352	14,352	14,352	9,565	-33.35%
TOTALS	906,787	964,736	1,155,842	1,218,527	1,215,600	1,273,673	10.19%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

The increase reflects repairs for HVAC, ice machine and refrigeration, and estimates associated with rebidding of existing maintenance contracts.

COMMODITIES

Decrease for fuel based on a three (3) year average.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Building Maintenance Worker	1.084	1.345	1.296	1.716	2.000
Electrician Supervisor	0.148	0.148	-	-	-
Facility Maintenance Division Manager	0.250	0.250	0.250	0.435	0.334
General Maintenance Supervisor	0.600	0.675	0.687	0.707	1.000
SR Industrial Electrician	0.153	0.153	0.361	0.135	-
Industrial Electrician	0.306	0.306	0.050	0.270	-
Irrigation and Spray Technician	0.008	0.008	0.008	0.008	-
PW Project Coordinator	-	-	-	0.804	2.000
Grounds Technician	0.025	0.025	0.025	-	-
Grounds Supervisor	0.020	0.020	0.020	0.020	-
Water Resources Division Manager	-	-	-	0.010	-
Street & Sign Painter	0.168	0.168	-	-	-
	2.762	3.098	2.697	4.105	5.334

FACILITY MAINTENANCE FY2021 ACCOMPLISHMENTS

- Completed the conversion of existing lighting to LED in apparatus bays at all fire stations, Public Works central stores and machine shop areas
- Replacement of ceiling tile at South Fire Station conference, dorms, and hallway
- Converted central stores and machine shop lighting at Public Works to LED type
- Replaced public beach access stairs at Gulfstream Road beach access
- Painted the Police Department exterior decking and lobby
- Replaced laundry washers and dryers at North, Central and South Fire Stations

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Maintain the buildings, structures and facilities of the Town in an efficient, safe and cost effective manner for the general public and Town employees				
Objectives	Continue with identification and replacement of obsolete and inefficient HVAC systems in all Town buildings				
	Identify and replace worn flooring systems through all Town facilities				
	Continue the systematic replacement of existing lighting with energy efficient LED lighting				
	Begin replacement of old lavatory faucet systems with water saving systems				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Scheduled PM work orders	125	26	50	257	350
Quarterly inspections at all Town buildings	0	0	0	0	0
Completed re-active work orders	324	308	386	216	200

Public Works
Town of Palm Beach

PROGRAM: GENERAL ENGINEERING SERVICES 561

MISSION:

This division exists to apply sound engineering and architectural principles to plan, budget, design, and build infrastructure that maximizes functionality and minimizes maintenance, repair and replacement costs.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Prepare budget estimates for infrastructure projects
- Plan, design and oversee construction of public facilities
- Complete design, cost estimates, and construction of miscellaneous minor projects not planned or budgeted elsewhere
- Coordinate with other entities to address engineering issues and address complaints
- Continually seek new and better ways to provide our services
- Conduct development review and contract administration

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	409,227	383,123	392,065	392,065	392,065	533,453	36.06%
Employee Benefits	171,154	168,159	153,897	153,897	153,897	201,962	31.23%
Contractual	6,801	102,518	4,800	34,118	4,800	4,800	0.00%
Commodities	8,879	3,068	3,550	3,550	3,100	1,600	-54.93%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	10,438	5,155	9,013	9,013	9,013	7,403	-17.86%
TOTALS	606,498	662,022	563,325	592,643	562,875	749,218	33.00%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases, along with the additional Project Engineer position.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

COMMODITIES

The decrease reflects a change in membership dues and fuel costs.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Senior Project Engineer	1.000	1.000	1.000	1.000	1.000
Engineer Tech Support Spec	0.500	-	-	-	-
Project Engineer	2.000	2.000	1.000	1.000	2.000
Town Engineer	1.000	1.000	1.000	1.000	1.000
	4.500	4.000	3.000	3.000	4.000

GENERAL ENGINEERING FY2021 ACCOMPLISHMENTS

- Successful implementation of the last year of ACIP Phase 2
- Successful implementation of Town-wide Undergrounding Program including: completion of first phase of construction, on-going Phase 2 North construction, award of Phase 3 North construction, completing design of Phase 2 and 3 and significant progress on design of Phases 4 and 5

Fiscal Year 2022 Goals and Performance Measures			
Town Council Budget Priority	Complete and review water feasibility study. Evaluate water supply and distribution options with an emphasis on quality and cost. Develop a plan for implementation and begin negotiations for a contract with a vendor.		
Department Goal	Complete water feasibility study containing data collection and review, water supply options, water distribution options and evaluation report. The final report should have alternatives with total order of magnitude cost shown and other non-quantitative factors such as constructability, regulatory, sustainability and risk.		
Objectives	Complete water supply feasibility study to determine options and alternatives.		
	Identify next steps.		
	Create magnitude of order cost estimate to determine best options.		
Performance Measures	Actual FY20	Actual FY21	Projected FY22
Complete study by end of 2021	30%	90%	100%

Fiscal Year 2022 Goals and Performance Measures (Continued)			
Department Goal	Continue to work with the Town's Purchasing Manager, and the design engineer to optimize the design and construction of the Town-wide Undergrounding project to implement construction in the most efficient and cost effective manner.		
Objectives	Continue monthly design meetings with all utilities and continue to challenge utilities to optimize their designs.		
	Continue to challenge CMAR proposals to achieve the most cost effective Guaranteed Maximum Price for each phase.		
	Continue to work to finalize easement acquisition for the remainder of the program to limit program cost increase due to delays with easement acquisitions.		
Performance Measures	Actual FY20	Actual FY21	Projected FY22
Award construction contracts within 5% of the revised budget	All awards were within 5% of the revised budget	One award exceeded 5% of budget, but overall average is within the 5% of budget	All awards less than 5% of the budget
Town Council Budget Priority	Complete the Town Marina on time and on budget		
Department Goal	The Assistant Director of Public Works will continue to work with the Town's Purchasing Manager to ensure the Town Marina is constructed on time and on budget.		
Objectives	Provide updates to the Public Works Committee and Town Council on critical path items, key decisions, and budget.		
	Continue weekly meetings with Town staff and design engineers to ensure project continues to remain on schedule and on budget.		
Performance Measures	Actual FY20	Actual FY21	Projected FY22
Compare pay applications to proposed schedules and budget	3	12	3
Department Goal	Continue to monitor FDOT's Southern Boulevard Bridge Project and implement coordinated actions with other governmental authorities (State, County, and City of West Palm Beach) to mitigate impacts of any short-term or long-term closures on the bridge.		
Objectives	Attend periodic meetings with FDOT/contractor project teams.		
	Coordinate negative traffic impacts with other Town Departments, as well as affected residents/businesses, assist in developing mitigation strategies.		

Fiscal Year 2022 Goals and Performance Measures (Continued)	
Town Council Budget Priority	Complete and publicly review the second phase of Woods Hole Group resiliency study. The first phase included dynamic modeling of anticipated storm events and the effects of sea level rise on the Town. The second phase will identify methods to mitigate these impacts and will prioritize solutions.
Department Goal	Develop a multi-year implementation plan with input from the Mayor and Town Council to mitigate the potential impacts to the Town, which will impact both public and private property.
Objectives	Town Council to develop new policies related to development of private property.

Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Projects on budget	100%	90%	100%	75%	100%
Projects on time	75%	90%	75%	90%	100%
Projects during season	0	1	2	0	0
Injuries on job site	0	0	0	0	0
Continuing education (#/person)	18	9	9	9	9

Public Works
Town of Palm Beach

PROGRAM: RIGHT OF WAY INSPECTIONS 565

MISSION:

This bureau exists to contribute to the well-being of the community by permitting, overseeing and inspecting work activities in the Town’s rights of way and easements to ensure quality work with minimal disruption

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Adhere to all guidelines set by the Town
- Issue permits in compliance with the Town’s ROW manual
- Minimize inconvenience to the public
- Make sure contractors restore to Town standards and regulate to that end
- Provide permit and inspection service in a timely manner
- Observe work activities to ensure compliance with permit conditions and ROW manual regulations

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	59,115	46,009	59,470	59,470	59,470	63,814	7.30%
Employee Benefits	33,056	34,011	38,794	38,794	38,794	39,142	0.90%
Contractual	433	29,200	700	700	600	600	-14.29%
Commodities	1,506	1,268	1,300	1,300	1,300	1,300	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	2,725	2,725	2,725	2,725	2,725	2,725	0.00%
TOTALS	96,834	113,213	102,989	102,989	102,889	107,581	4.46%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

The decrease reflects changes in the telephone costs.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Right of Way Inspector I	1.000	-	-	-	-
Right of Way Inspector	1.000	1.000	1.000	1.000	1.000
	2.000	1.000	1.000	1.000	1.000

RIGHT-OF-WAY INSPECTIONS FY2021 ACCOMPLISHMENTS

- Successful implementation of the new 3 strike rule
- Successful initiation of GIS tracking of all right-of-way permits
- Increased compliance of right-of-way rules

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Right-of-way maintenance and enforcement to ensure all Town rights-of-way are managed to meet the Town's standards applicable to public rights-of-way and easements within the Town of Palm Beach				
Objectives	Continue to improve on compliance with the right-of-way standards				
	Improve coordination of traffic impacts due to issuance of right-of-way permits. Ensure only necessary number of parking permits are issued for each request				
	Increase compliance of parking within the right-of-way				
	Increase compliance of right-of-way permitted use				
	Minimize north/south traffic disruptions caused by permitted work within the right-of-way				
	Increase site inspections of right-of-way compliance				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
% of right of way permits issued captured in GIS map	95	100	100	100	100
Weekly right of way inspections	30	55	70	100	100
Monthly review of right-of-way permits and road impacts	40	150	150	170	200

Public Works
Town of Palm Beach

PROGRAM: EQUIPMENT OPERATION & MAINTENANCE 571

MISSION:

This bureau exists to maintain the Town’s fleet of vehicles and equipment in top condition at the lowest operating cost.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Schedule and perform preventive maintenance inspections for the Town’s vehicles and equipment
- Service and repair equipment to optimize operating time
- Prepare specifications and plan for new vehicle purchases on a scheduled replacement

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	257,858	269,628	339,415	339,415	337,515	380,962	12.24%
Employee Benefits	176,629	191,002	212,069	212,069	212,111	226,635	6.87%
Contractual	60,315	42,597	67,600	69,698	69,000	70,700	4.59%
Commodities	201,905	155,707	182,450	182,450	181,300	187,500	2.77%
Capital Outlay	7,576	8,115	11,500	11,500	9,000	6,000	-47.83%
Depreciation	15,915	17,643	14,578	14,578	14,578	14,370	-1.43%
TOTALS	720,198	684,692	827,612	829,710	823,504	886,167	7.08%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Change reflects the increase for other contractual services and other equipment maintenance.

COMMODITIES

Budget reflects the increase in vehicle repair parts, other equipment maintenance supplies and uniforms.

CAPITAL OUTLAY

Reflects decrease in purchase of shop equipment for FY2022.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2021
Fleet Mechanic	3.000	3.000	3.000	3.000	3.000
Fleet Mechanic Supervisor	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
Services Division Manager	0.100	0.100	0.100	0.100	0.200
	5.100	5.100	5.100	5.100	5.200

EQUIPMENT OPERATION AND MAINTENANCE FY2021 ACCOMPLISHMENTS

- Met projected goal of unscheduled repairs by implementing a predictive monitoring plan
- Purchased and commissioned five (5) pieces of equipment for various user divisions
- Implemented a new work order management system to schedule maintenance and track repair costs. This new tool will also be used to assist in equipment replacement schedules and budgeting

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Maintain the vehicles and equipment of the Town's non-public safety fleet in an efficient, safe and cost effective manner				
Objectives	Maintain high level of equipment availability and reduce down time by performing necessary and proactive preventive maintenance and repairs as required				
	Acquire new vehicles and equipment through planning and budgeting from the Equipment Replacement Fund to provide newer and more efficient fleet that meets the requirements of the users				
	Continue to evaluate vehicle and equipment right-sizing study and seek input from the users				
	Continue to evaluate preventive maintenance intervals and adjust accordingly				
	Continue creating equipment specific predictive maintenances tasks				
	Utilization of the Lucity work order management platform for vehicle maintenance tasks to include creating an equipment replacement master schedule				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Repairs	974	566	726	1,039	900
Preventive maintenance scheduled	1,048	1,174	564	506	500



Other



Other Programs
Town of Palm Beach

PROGRAM 321: LIBRARY SERVICES

The Town contracts with The Society of the Four Arts Library to provide library services to its residents. The library maintains exceptional collection of books, audio, and video tapes and periodicals on the arts. It also sponsors special events and activities for its patrons. This annual appropriation takes the place of, and is substantially less than, property taxes that would be levied upon the residents by the Palm Beach County Library District.

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	-	-	-	-	-	-	0.00%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	345,058	352,650	352,650	352,650	352,650	363,230	3.00%
TOTALS	345,058	352,650	352,650	352,650	352,650	363,230	3.00%

*FY21 adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

PROGRAMS 611 TO 625: TRANSFERS

The following transfers are made from the general fund into the other funds within the Town.

Expenditure Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY20201 Projected	FY2022 Budget	% Change
Capital Improvement Fund (307)	2,200,000	2,420,000	2,662,000	2,662,000	2,662,000	8,428,200	216.61%
Coastal Protection Fund (309)	7,349,124	6,520,211	4,777,000	4,777,000	4,777,000	4,920,310	3.00%
Townwide Underground Utilities (122)	135,000	144,450	165,000	165,000	165,000	176,550	7.00%
Debt Service Fund (205)	5,994,738	5,983,913	5,691,148	5,691,148	5,691,148	5,676,720	-0.25%
Extraordinary Transfer to Retirement (600)	9,501,699	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	0.00%
Group Health Retirees (610)	435,383	423,014	429,858	429,858	429,858	334,215	-22.25%
Risk - W/C, Liab, Prop	1,898,059	1,900,819	2,010,439	2,010,439	2,010,439	2,173,487	8.11%
TOTALS	27,514,003	22,812,407	21,155,445	21,155,445	21,155,445	27,129,482	28.24%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

Other Programs
Town of Palm Beach

PROGRAM 710: EMERGENCY MANAGEMENT

MISSION:

This division exists to ensure the Town is at an acceptable level of readiness for response to hazards affecting Palm Beach in accordance with the National Incident Management System (NIMS) guidelines. This program was eliminated in FY2020 and all related duties have been absorbed by Fire Rescue.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Conduct NIMS compliancy training to Town officials, employees, volunteers and contractors as need
- Maximize coordination and cooperation for emergency response planning among the different departments through the Emergency Planning Team (EPT)
- Assist in the development and coordination of emergency plans for more effective response efforts as needed
- Assist with any community outreach programs relating to public emergency preparations and awareness

Expenditure Summary

	FY2019 Actual	FY2020 Budget	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	57	300	-	-	-	-	0.00%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	57	300	-	-	-	-	0.00%

*FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

Other Programs
Town of Palm Beach

PROGRAM 711: CONTINGENT APPROPRIATIONS

This program contains the budget for the General Fund Contingency account.

The budget for the General Fund Contingency Account is established at 1.0% of the proposed budget and is adjusted throughout the year by Town Council approved transfers. Appropriations are transferred out of this line item and into line items designated by Town Council. Expenditures are not reflected in this program, but in the program approved by Town Council, on a case by case basis.

The Contingent Appropriations Program reflects expenditures which are not readily identifiable to a Program, and are not under the direction of any one Department.

Expenditure Summary

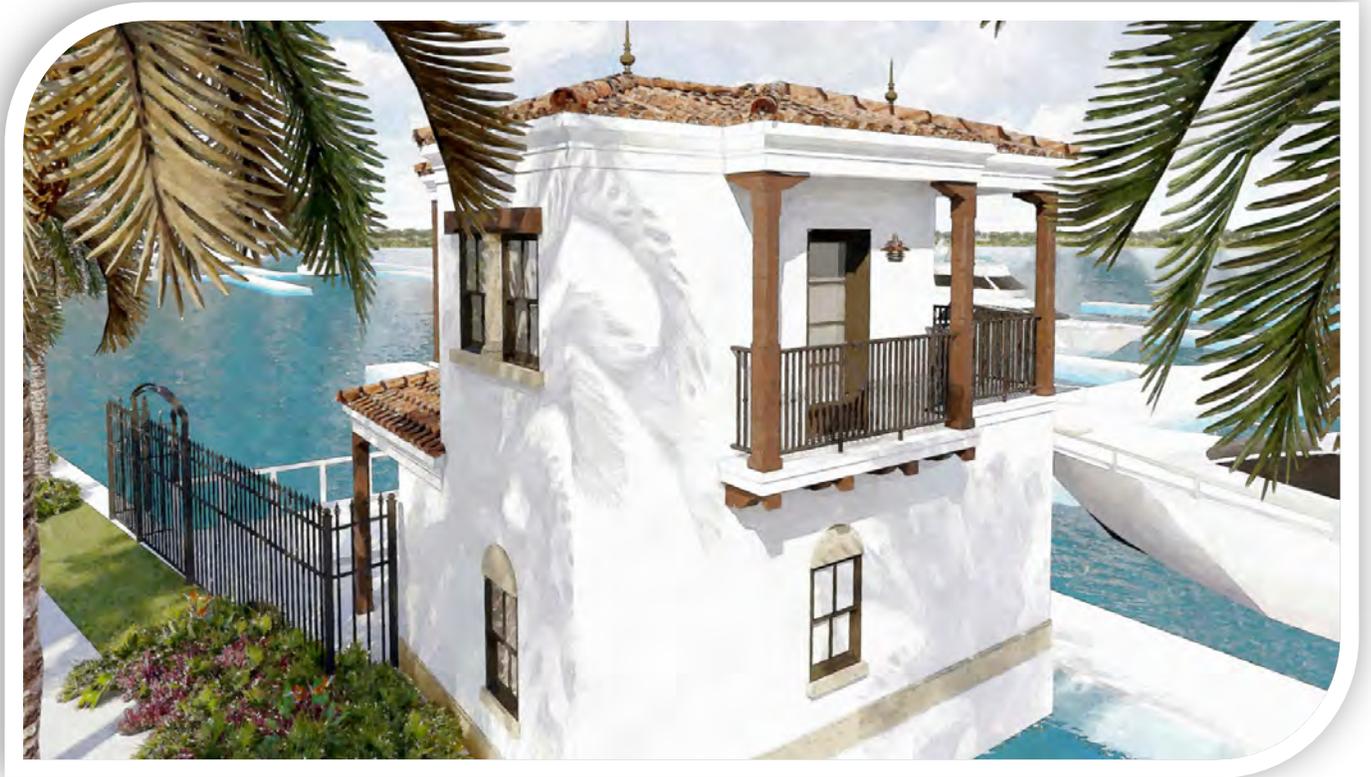
	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Budget	% Change
Salaries and Wages	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	0.00%
Contractual	-	-	-	-	0.00%
Commodities	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%
Other	560,000	610,000	600,000	600,000	0.00%
TOTALS	560,000	610,000	600,000	600,000	0.00%
Percent of Budget	1.0%	1.0%	1.0%	1.0%	



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Special Revenue Fund



FUND 122: TOWN-WIDE UNDERGROUND UTILITIES

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Revenues						
Special Assessment Revenue	4,338,050	1,771,380	4,200,000	10,761,264	3,850,000	-8.33%
Bond Proceeds	60,499,897	-	-	9,198,896	-	0.00%
Transfer from General Fund	135,000	144,450	165,000	165,000	176,550	7.00%
Transfer from CIP Fund (307)	500,000	500,000	500,000	500,000	500,000	0.00%
Interest on Investments	1,719,181	3,570,171	800,000	115,711	255,009	-68.12%
Transfer from Marina Fund	-	-	-	-	2,600,000	100.00%
Other Income	800,654	234,594	200,000	236,939	239,309	19.65%
TOTALS	67,992,783	6,220,594	5,865,000	20,977,810	7,620,868	29.94%
Expenses						
Salaries and Wages	98,609	105,706	109,872	75,000	140,693	28.05%
Employee Benefits	32,838	34,440	35,437	29,448	44,536	25.68%
Contractual Services	202,737	1,202,363	42,400	939,900	194,236	358.10%
Commodities	147	1,186	500	250	250	-50.00%
Debt Service	2,464,849	3,398,350	3,398,850	3,398,850	3,847,805	13.21%
Carry Over Projects	-	-	9,067,086	-	18,948,155	108.98%
Projects	7,921,823	7,567,759	44,061,000	20,078,009	29,833,179	-32.29%
TOTALS	10,721,003	12,309,803	56,715,145	24,521,457	53,008,854	-6.53%
Total Revenues Over/(Under)						
Expenses	57,271,780	(6,089,209)	(50,850,145)	(3,543,647)	(45,387,986)	
Beginning Fund Equity	6,672,735	63,944,515	57,855,306	57,855,306	54,311,659	
ENDING NET ASSETS	63,944,515	57,855,306	7,005,161	54,311,659	8,923,673	

REVENUES

SPECIAL ASSESSMENT REVENUE

Non Ad Valorem revenue collected for the Town-wide Undergrounding project via the Palm Beach County Tax Collector

TRANSFER FROM THE GENERAL FUND (001)

FY2019 -2022 represents funding for the Project Manager's pay and benefits.

TRANSFER FROM THE CIP (PAY AS YOU GO) FUND (307)

The transfer of the 1-cent sales tax funds that have been approved by the Town Council to be used for the underground utility project.

INTEREST ON INVESTMENTS

Interest revenue is based upon the financial market conditions and funds available for investment.

EXPENSES

SALARIES AND WAGES/EMPLOYEE BENEFITS

Salaries/Wages and Employee Benefits for the Underground Utilities Easement Acquisition Manager and Administrative Assistant.

Town-wide Underground Utilities Fund
Town of Palm Beach

CONTRACTUAL SERVICES

Projected budget for engineering and other contractual services related to the project.

DEBT SERVICE

Interest payments on the commercial paper, the payoff of the commercial paper once the GO Bonds have been issued and first year debt service on the GO bond.

CARRY OVER PROJECTS

Projected unexpended project balances, authorized in prior years.

PROJECTS

The Town-wide Underground Utility Project accounts for the project costs and associated assessments and borrowings for the project. During FY22, we expect to complete phase 3 South and Phase 4 North, continue construction of Phase 4 South, and phases 5 North and South. In FY23, engineering design will continue for Phases 6, 7 and 8 of the project.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Underground Utilities Easement Acquisition Mgr	-	-	-	-	1.000
Underground Utilities Project Manager	1.000	1.000	1.000	1.000	-
Administrative Assistant	-	-	-	-	0.750
Communications Specialist	0.250	-	-	-	-
	<u>1.250</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.750</u>



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Debt Service



GENERAL OBLIGATION BONDS

General Obligation Bonds offer maximum security to investors through the pledge of the municipality's full faith and credit, which for the Town of Palm Beach requires voter approval.

The voters approved a referendum on March 15, 2016 for the issuance of \$90,000,000 in General Obligation Bonds for the Underground Utility Project. The Town issued \$56,040,000 of the General Obligation Bonds in September 2018. The all-in true interest cost (TIC) for the 2018 series was 3.64%.

In 2021, the Town issued \$8,575,000 in General Obligation Bonds through Robert W. Baird & Co. Inc. for the Underground Utility Project. The all-in true interest cost (TIC) for the 2021 series was 2.02%.

The General Obligation Bonds shall be payable first from the Underground Utility Project Special Assessments and, to the extent the Underground Utility Project Special Assessments are insufficient to pay debt service or not assessed, ad valorem taxes levied and collected in the Town on all taxable property in the Town sufficient to pay principal and interest on the bonds as they become due and payable. The Town may apply other legally available sources of revenues to the payment of the Bonds.

REVENUE BONDS

In 2010 the Town issued 2010A Public Improvement Revenue and Refunding Bonds in the principal amount of \$57,035,000, and 2010B Worth Avenue Commercial District Project bonds in the principal amount of \$14,770,000. The all-in true interest cost (TIC) for the 2010A issue was 4.52% and the 2010B issue was 4.51%.

The 2010A bonds refunded the 2003B bonds (\$5,310,000), the 2008 Revenue Note (\$10,000,000), and a 2009 Line of Credit (\$600,000) which was issued for the Worth Avenue Project. The balance of the proceeds were to fund a portion of the Town's Accelerated Capital Improvement Program totaling \$41,232,000 and \$1,740,844 was used to reimburse the Town for the Town's portion of the Par 3 Golf Course Project.

The 2010B bonds were used to fund the Worth Avenue Commercial District streetscape project. The Town imposed a capital special assessment against real property in the Worth Avenue Commercial District to pay the costs of the Worth Avenue Projects. The assessments will be payable over a thirty year period. The assessments will be security for the 2010B bonds.

On January 1, 2012, the Town used excess funds remaining after completion of the Worth Avenue Project to redeem \$1,485,000 of the 2010B Bonds.

On August 25, 2016, the Town issued bonds to refund the 2010A & 2010B bonds. This transaction produced gross savings of \$8,900,539 over 23 years. The net present value savings is \$6,895,965 or 13.35%. The all-in true interest cost (TIC) for the 2016 issue was 2.75%. On October 17, 2019, the Town refunding the remaining \$4,660,000 of the 2010A bonds. The refunding achieved \$1,157,902 of net present value debt service savings or 25.39% of the refunded bonds par amount. The all-in true interest Cost (TIC) was 2.46%.

In 2013, the Town issued Public Improvement Revenue Bonds in a par amount of \$55,590,000. The proceeds of the bond were used for the second phase of the Town's Accelerated Capital Improvement Program (\$44,997,957) groin rehabilitation and seawall replacement (\$11,900,000) and the Town's portion of the Par 3 Clubhouse project (\$1,250,000). The all-in true interest cost (TIC) for the 2013 issue was 4.49%. In 2019, the Town issued bonds to refund most of the 2013 bonds. The transaction produced savings of \$4,385,248 or 10.24%. The all-in true interest cost (TIC) for the 2019 refunding was 3.036%.

In 2020, the Town issued \$31,000,000 in Revenue Bond through CenterState Bank for the Marina Construction project. This bond is secured by non-ad valorem revenues. The rate on the bonds is 2.25%.

All of these bonds are revenue obligations of the Town payable solely from and secured solely by the pledged revenues. Pledged revenues shall consist primarily of Non-Ad Valorem Revenues budgeted and appropriated annually by the Town for the purpose of paying debt service on the Bonds. The Town covenants that in each fiscal year while any bonds are outstanding, the total non-self-supporting debt service in any fiscal year of the Town will not exceed 50% of Non-Ad Valorem Revenues of the Town.

The Town has covenanted and agreed that it will not incur any indebtedness payable from or supported by a pledge of the Non-Ad Valorem Revenues unless the Town can show that following the incurrence of such additional indebtedness, (1) the total amount of Non-Ad Valorem Revenues (based upon the most recent Fiscal Year) will be greater than twice the then maximum debt service and (2) the total amount of Non-Ad Valorem Revenues in each Fiscal Year in which Bonds are outstanding will be greater than 2.00 times the non self-supporting debt in each such fiscal year.

As part of the preparation for the 2021 General Obligation Bond, the Town's issuer's and Revenue Bond ratings were reviewed by both Moody's and Standard & Poor's. The Town's conservative financial policies and strong management of its financial resources were recognized, and it resulted in Moody's Investors Service issuing a rating of Aa1 for the Revenue bonds and an Aaa GO issuer's rating. Standard and Poor's issued a Revenue bond rating of AA+ and a AAA issuer's GO rating. The ratings for both the Bond and issuer credit are the highest ratings these two rating services issue and represent the highest quality investment grade debt.

On February 23, 2018, Standard and Poor's reviewed the Town's Revenue bond ratings and raised the credit rating from AA+ to AAA while affirming the stable outlook. For the 2018 General Obligation Bond issue both Standard and Poor's and Moody's reaffirmed the Town's AAA ratings.

LEGAL DEBT MARGIN

The Town of Palm Beach has a 5% debt limit as a percent of assessed valuation per Section 7.01 of the Town Charter. The following is a computation of the Town of Palm Beach Legal Debt Margin:

Preliminary Assessed Valuation	<u>\$21,429,082,342</u>
Legal Debt Margin:	
Debt Limitation - 5% of assessed value	<u>\$1,071,454,117</u>

DEBT SERVICE PAYMENTS

Principal payments are due on January 1, and interest payments are due on January 1 and July 1 of each year. The annual debt service requirements for the outstanding bonds through 2030 are contained in the table below.

Fiscal Year	2013 Revenue Bond	2016A Revenue Bond ACIP-I	2016B Revenue Bond Worth Ave	2019 Revenue Bond	2019 Taxable Revenue Bond	2018 General Obligation Bond	2020 Revenue Bond	2021 General Obligation Bond	Total
2021	1,503,500	2,929,375	722,912	291,423	1,838,099	3,398,850	697,500	66,079	11,447,738
2022	1,506,875	2,928,125	722,112	292,054	1,807,244	3,401,850	1,992,763	445,955	13,096,958
2023	1,511,875	2,928,750	721,012	287,627	1,806,474	3,402,100	1,992,950	446,655	13,097,443
2024	1,508,500	2,926,125	724,537	293,084	1,805,474	3,399,600	1,992,463	447,255	13,097,037
2025	1,506,750	2,930,000	722,687	293,365	1,809,162	3,399,350	1,996,244	447,755	13,105,313
2026	0	2,930,125	720,537	288,589	3,333,224	3,401,100	1,999,238	446,255	13,119,068
2027	0	2,926,500	713,888	288,754	3,342,099	3,399,600	1,996,500	449,255	13,116,595
2028	0	2,924,000	717,262	288,803	3,339,599	3,399,850	1,998,031	446,505	13,114,050
2029	0	2,927,250	714,513	293,677	3,330,912	3,401,600	2,003,719	448,255	13,119,924
2030	0	2,930,875	720,513	293,376	3,329,639	3,399,600	2,003,563	449,255	13,126,820

DEBT SUMMARY

Outstanding debt as of September 30, 2021:

General Obligation Bonds **\$ 61,895,000**

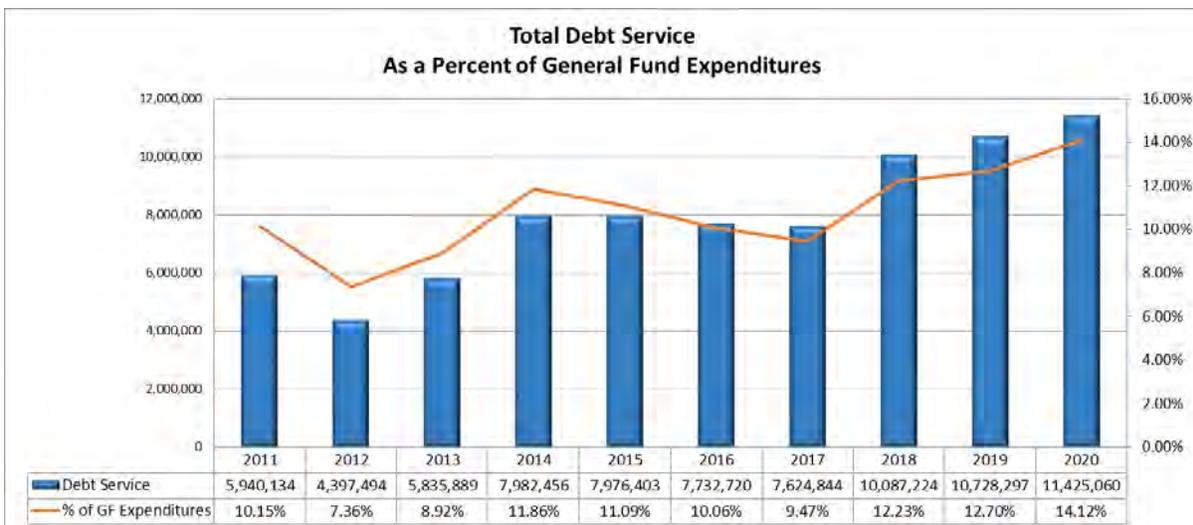
General Fund Pledge Obligations:

Non-Ad Valorem Revenue Bonds \$137,255,000

Total Gross Debt (18.6% of capacity) **\$199,150,000**

	Debt Ratios	Per Capita
Population	8,409	
Taxable Value	\$21,429,082,342	\$2,548,350
Total Gross Debt	\$199,150,000	\$23,682

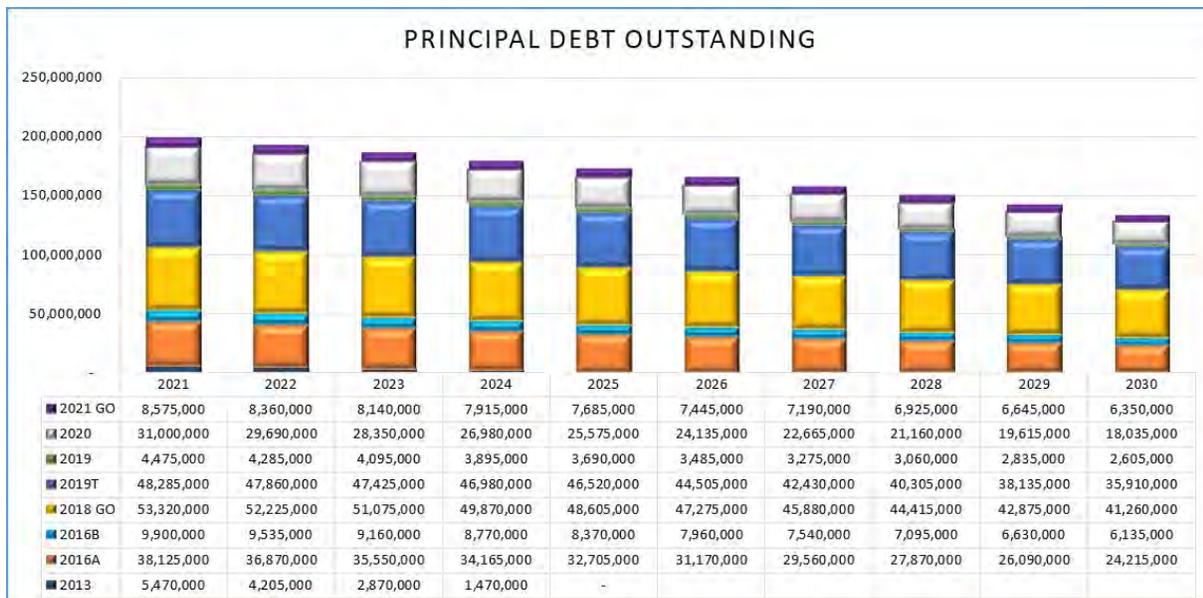
The chart below shows the trend of total debt service as a percentage of general fund expenditures.



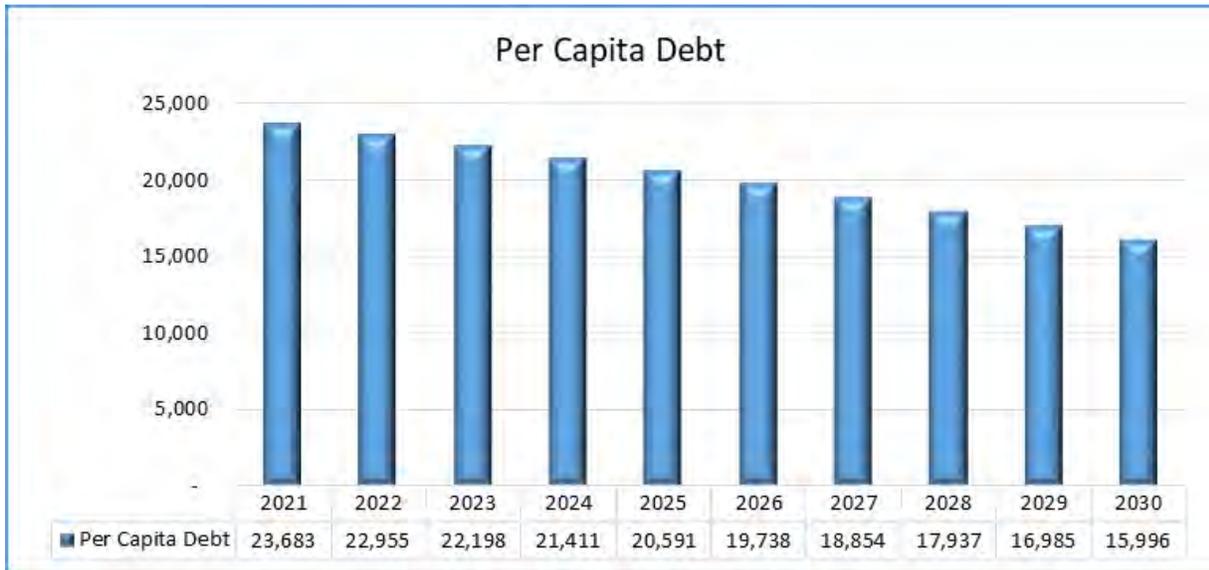
**Town of Palm Beach
Principal Debt Outstanding
FY2021 – FY2030**

Fiscal Year Ending	2013 Revenue Bond	2016A Revenue Bond	2016B Revenue Bond	2019 Revenue Bond	2019 Taxable Revenue Bond	2018 General Obligation Bond	2020 Revenue Bond	2021 General Obligation Bond	Total Debt Outstanding
2021	5,470,000	38,125,000	9,900,000	4,475,000	48,285,000	53,320,000	31,000,000	8,575,000	199,150,000
2022	4,205,000	36,870,000	9,535,000	4,285,000	47,860,000	52,225,000	29,690,000	8,360,000	193,030,000
2023	2,870,000	35,550,000	9,160,000	4,095,000	47,425,000	51,075,000	28,350,000	8,140,000	186,665,000
2024	1,470,000	34,165,000	8,770,000	3,895,000	46,980,000	49,870,000	26,980,000	7,915,000	180,045,000
2025	0	32,705,000	8,370,000	3,690,000	46,520,000	48,605,000	25,575,000	7,685,000	173,150,000
2026	0	31,170,000	7,960,000	3,485,000	44,505,000	47,275,000	24,135,000	7,445,000	165,975,000
2027	0	29,560,000	7,540,000	3,275,000	42,430,000	45,880,000	22,665,000	7,190,000	158,540,000
2028	0	27,870,000	7,095,000	3,060,000	40,305,000	44,415,000	21,160,000	6,925,000	150,830,000
2029	0	26,090,000	6,630,000	2,835,000	38,135,000	42,875,000	19,615,000	6,645,000	142,825,000
2030	0	24,215,000	6,135,000	2,605,000	35,910,000	41,260,000	18,035,000	6,350,000	134,510,000

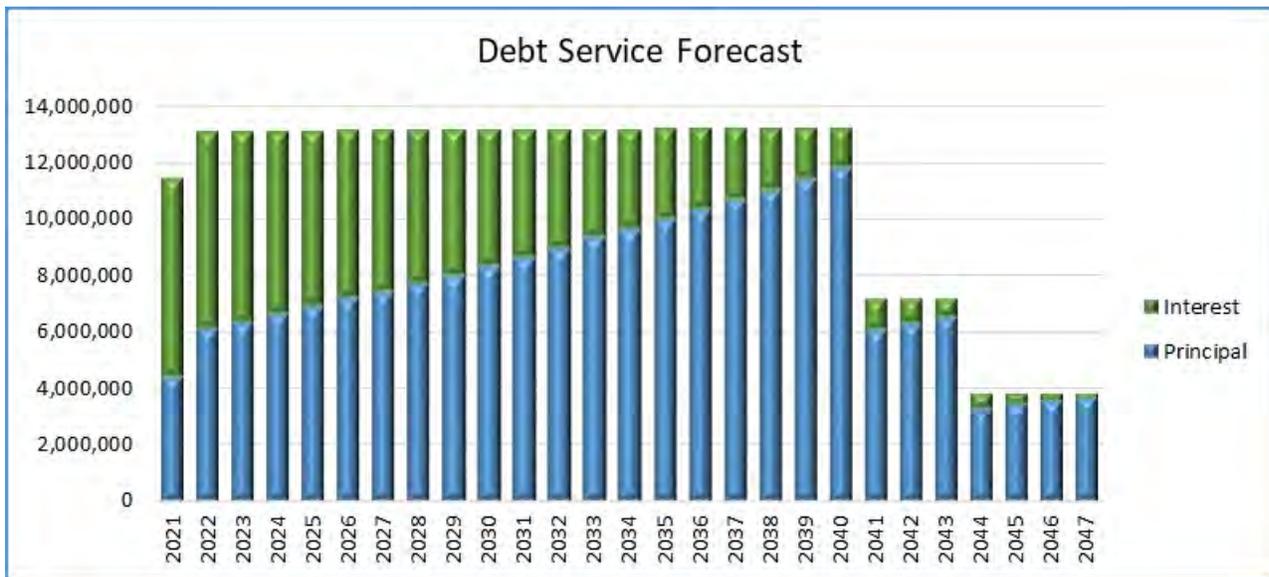
The chart below shows the total principal debt outstanding for FY21 through FY30.



The chart below shows total outstanding debt per capita for FY21 through FY30.



The forecasted total annual debt service through the life of all outstanding debt, broken down by principal and interest is shown on the chart below.



Debt Service Fund – 2016A and 2019 Revenue Bonds
Town of Palm Beach

FUND 205: 2016A AND 2019 REVENUE BONDS

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Revenues						
Interest Earnings	8,875	8,875	-	1,000	-	0.00%
Bond Proceeds	-	53,499,266	-	-	-	0.00%
Transfer from General Fund	5,994,738	5,983,913	5,691,148	5,691,148	5,676,720	-0.25%
Transfer from Par 3 Golf Course	199,338	199,813	194,813	194,813	191,100	-1.91%
Transfer from Coastal Fund	542,606	544,107	513,181	513,181	508,958	-0.82%
Use of Fund Balance	-	-	183,255	175,340	185,000	0.95%
TOTALS	6,745,557	60,227,88	6,582,397	6,575,482	6,561,778	-0.31%
Expenses						
Debt Service Interest	4,574,181	4,004,397	3,537,397	3,537,397	3,399,278	-3.90%
Debt Service Principal	2,350,000	2,455,000	3,025,000	3,025,000	3,135,000	3.64%
Other Expenses	6,271	688,333	20,000	3,335	20,000	0.00%
Deposit to Escrow	-	52,802,290	-	-	-	0.00%
TOTALS	6,930,452	59,950,019	6,582,397	6,575,482	6,561,778	-0.31%
Total Revenues Over/(Under) Expenses	(184,895)	(277,869)	-	-	-	
Beginning Fund Equity	1,566,249	1,381,354	1,659,223	1,659,223	1,659,223	
ENDING NET ASSETS	1,381,354	1,659,223	1,659,22	1,659,223	1,659,223	

REVENUES

INTEREST EARNINGS

Represents interest earned on reserves of fund

BOND PROCEEDS

Funding from the refinancing of the 2013 Revenue Bonds and the balance of the 2010A bonds.

TRANSFER FROM GENERAL FUND

Debt service on 2016A/2019 Bond issues

TRANSFER FROM PAR 3 GOLF COURSE

Debt service on 2016A/2019 Bond issues

TRANSFER FROM COSTAL FUND

Debt service on 2019 Bond issue

Debt Service Fund – 2016A and 2019 Revenue Bonds
Town of Palm Beach

EXPENDITURES

DEBT SERVICE INTEREST/PRINCIPAL

Represents the amount of interest/principal due on the 2016A and 2019 Revenue Bonds

OTHER EXPENSES

Represents amounts due for bond expenses

DEPOSIT TO ESCROW

Transfer of funding to the escrow for the refinanced 2013 and 2010A Bonds.

FUND 206: 2016B WORTH AVENUE REVENUE BOND

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Revenues						
Interest Earnings	3,965	1,873	2,000	500	500	-
Non Ad Valorem Assessment Revenue	720,810	711,068	723,413	723,413	724,113	75.00%
TOTALS	724,775	712,941	725,413	723,913	724,613	-0.11%
Expenses						
Debt Service Interest	388,763	378,600	367,913	367,913	357,113	-2.94%
Debt Service Principal	320,000	330,000	355,000	355,000	365,000	2.82%
Other Expenses	1,637	2,430	2,500	1,180	2,500	0.00%
TOTALS	710,399	711,030	725,413	724,093	724,613	-0.11%
Total Revenues Over/(Under) Expenses	14,376	1,911	-	(180)	-	
Beginning Fund Equity	157,015	171,391	173,301	173,301	173,121	
ENDING NET ASSETS	171,391	173,301	173,301	173,121	173,121	

REVENUES

INTEREST EARNINGS

Represents interest earned on reserves of fund

NON AD VALOREM ASSESSMENT REVENUE

Assessment for debt service

EXPENDITURES

DEBT SERVICE INTEREST/PRINCIPAL

Represents the amount of interest/principal due on the 2016B Revenue Bond

OTHER EXPENSES

Represents amounts due for bond expenses



Capital Funds



CAPITAL FUNDS

Introduction:

The Capital Improvement Fund section includes accomplishments as well as summary schedules that reflect each project with carry-over funds from prior years that will be utilized at some point in the future for a designated purpose.

Description of Funds:

The Town accounts for four Capital Funds as described below:

1) Capital Improvement Program - Pay-as-you-go (307)

This fund accounts for capital projects not covered by the remaining three capital funds. While the Capital Improvement Program encompasses a five year period, only the first year of the Program is adopted each year by the Town Council for funding and implementation. The out years of the Program are not a budget, but provide appropriate financial information for prudent budget and planning recommendations and assist the Town's Elected Officials and Management Staff in the decision making process. Through budgetary action, the first year of the Program becomes the Capital Projects allocation which is funded from the General Operating Budget for the Town.

2) Comprehensive Coastal Management Plan (CCMP) (309)

This fund accounts for coastal expenditures financed with proceeds from bond issues, transfers from other Town funds and grants. Coastal expenditures include beach restoration/renourishment through the placement of sand, construction of groin fields and environmental mitigation for beach stabilization in all or a portion of the beaches located in Town.

3) Worth Avenue Assessment District (311)

This fund was initially established to account for the Worth Avenue Assessment District construction costs. This fund currently accounts for maintenance costs associated with the district.

4) Accelerated Capital Improvement Fund 2013 Bond Issue (314)

This fund was established as a result of the 2013 bond issue to account for storm water, sanitary sewer and other projects as outlined in the bond document.

Capital Funds
Town of Palm Beach

IMPACT OF CAPITAL INVESTMENTS ON OPERATING BUDGET

There are many features that distinguish the operating budget from the capital budget. The operating budget includes expenses that are generally of a recurring nature for all services and are appropriated for one year only, but do not result in major physical assets. From year to year, changes in the operating budget are expected to be fairly stable and represent incremental changes in the cost of doing business, in the growth of the community and in the types and levels of the services provided. Capital expenditures or the capital budget on the other hand include one-time costs for projects and may fluctuate widely from year to year.

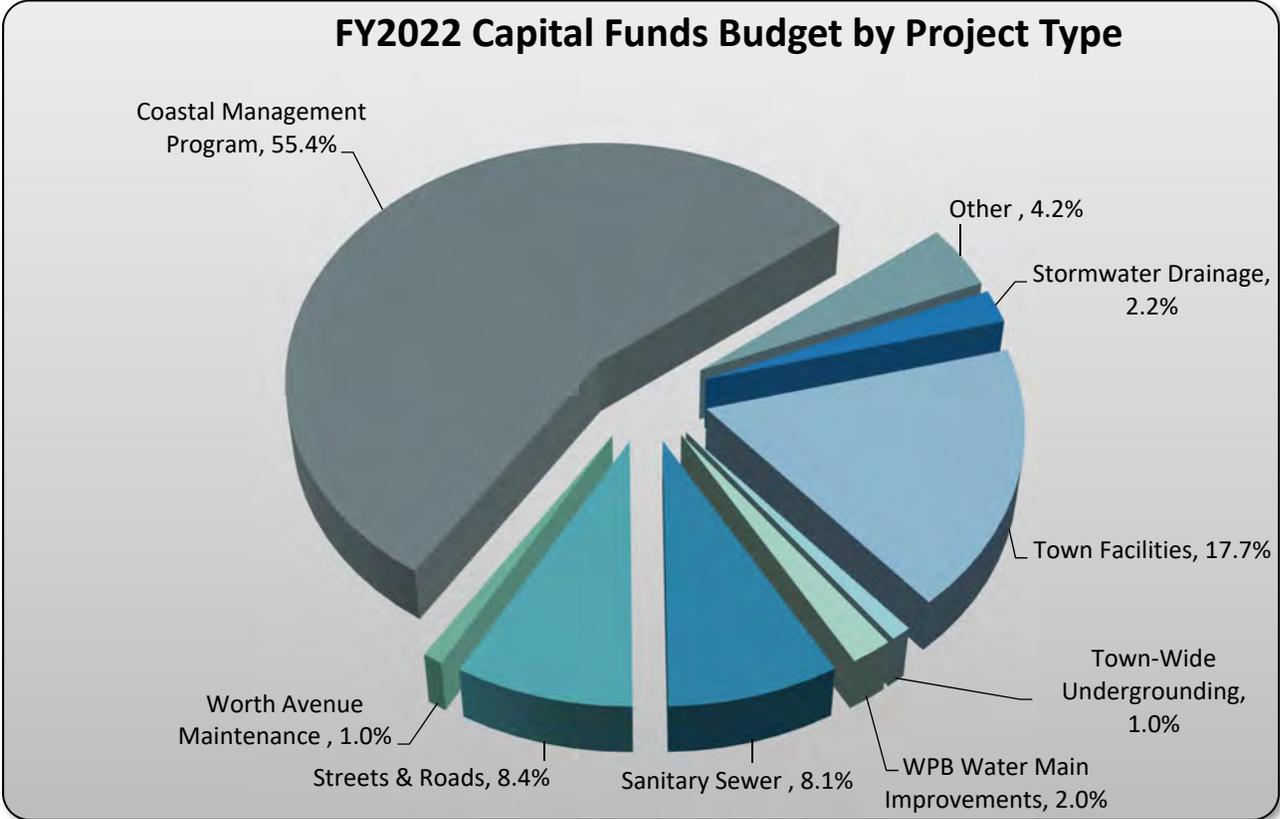
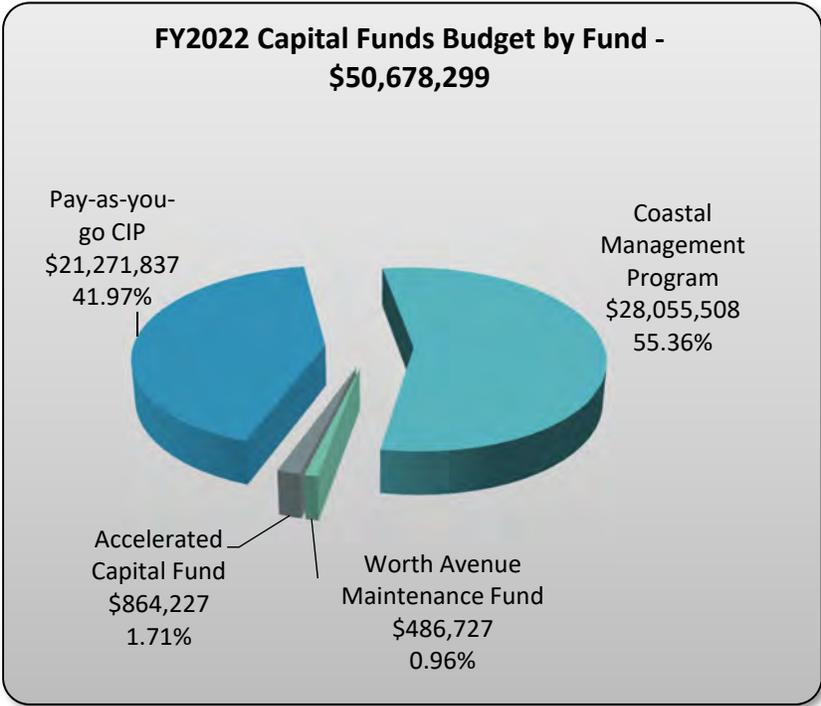
The most obvious connection is the fact that the operating budget assumes the cost of maintaining and operating new facilities that are built under the capital budget. The operating budget impact estimates for capital projects are important for future planning and are included in budget projections used in the annual budget process. These costs or savings adjust the annual operating budget in the year the asset is complete and the asset is operational. Some capital improvements will actually decrease maintenance costs, such as replacement of vehicles and water lines or reconstruction of roads.

The following table reflects the impact of capital investments on the Town’s operating budget:

**Impact of Capital Investments on Operating Budget
Annual Operating Savings/(Cost)**

Project	Salary/ Benefits	Supplies/ Contractual	Total Savings/ (Cost)	Comments
Stormwater Projects				
D-8, D-14 & A-7 Pump Station Fuel Tank Replacement	(1,115)	0	\$ (1,115)	Labor Savings from reduced corrosion control
D-12 Pump Replacement	(13,377)	0	\$ (13,377)	Labor savings from decreased failures
Sub Total Stormwater	\$ (14,492)	\$ -	\$ (14,492)	
Sanitary Projects				
Pump Stations A-5 & A-6 Improvements	\$ (4,460)	0	\$ (4,460)	Labor savings from decreased failures
Pump Station A-4 Improvements	(5,574)	0	\$ (5,574)	Labor savings from decreased failures
Pump Stations A-42 & A-43 Improvements	(4,460)	0	\$ (4,460)	Labor savings from decreased failures
Pump Stations A-39 & A-41 Improvements	(5,574)	0	\$ (5,574)	Labor savings from decreased failures
Pump Stations A-39,41,42,43 Generators	(11,148)	0	\$ (11,148)	Labor savings from decreased failures
E-6 Bradley Park to Tangier Avenue Force Main	(2,079)	0	\$ (2,079)	Additional ARV and Plug Valves to maintain
E-5 Country Club Drive	278	0	\$ 278	Additional ARV and Plug Valves to maintain
A-42 to A-41 & Par 3 to A-39 Force Main	1,161	0	\$ 1,161	Additional ARV and Plug Valves to maintain
A-39 to A-7 Force Main Replacement	1,904	0	\$ 1,904	Additional ARV and Plug Valves to maintain
Sub Total Sanitary	\$ (29,952)	\$ -	\$ (29,952)	
Grand Total Savings/(Cost)	\$ (44,444)	\$ -	\$ (44,444)	

CAPITAL PROJECTS BY PROJECT TYPE AND FUND



FUND 307: PAY-AS-YOU-GO CAPITAL IMPROVEMENT PLAN

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Revenues						
Transfer from General Fund	2,200,000	2,420,000	2,662,000	3,785,108	8,428,200	216.61%
Transfer from ACIP 314 Fund	-	-	-	-	864,227	100.00%
Transfer from Rec Enterprise Fund	11,047,970	-	-	-	-	0.00%
Restricted - One Cent Sur Tax	623,176	572,891	500,000	500,000	500,000	0.00%
American Rescue Plan	-	-	-	2,207,763	2,207,763	100.00%
Donations	3,032,874	3,179,698	-	2,500,000	-	0.00%
Interest on Investments	270,374	456,127	107,600	50,000	127,100	18.12%
Cost Sharing/Interlocal Agreement	184,479	159,948	1,000,000	1,000,000	1,000,000	0.00%
TOTALS	17,358,873	6,788,664	4,269,600	10,042,871	13,127,290	207.46%
Expenses						
Projects	9,680,159	3,489,503	3,020,000	6,698,886	11,040,000	265.56%
Carry Over Reserves	-	-	6,528,297	-	8,577,837	31.39%
Contingency	-	-	352,000	352,000	1,154,000	227.84%
Transfer to ACIP Fund (314)	-	1,000,000	-	-	-	0.00%
Transfer to TWUU Fund (122)	500,000	500,000	500,000	500,000	500,000	0.00%
TOTALS	10,180,159	4,989,503	10,400,297	7,550,886	21,271,837	104.53%
Total Revenues Over/(Under)						
Expenses	7,178,714	1,799,161	(6,130,697)	2,491,985	(8,144,547)	
Beginning Fund Equity	7,376,553	14,555,267	16,354,428	16,354,428	18,846,413	
ENDING NET ASSETS	14,555,267	16,354,428	10,223,731	18,846,413	10,701,866	

REVENUES

TRANSFER FROM GENERAL FUND (001)

Annual Pay-As-You-Go funding transferred from the General Fund to the Capital Fund

RESTRICTED ONE CENT SURTAX

Voter approved surtax restricted for infrastructure projects

INTEREST ON INVESTMENTS

The interest revenue is based upon the financial market conditions and funds available for investment

AMERICAN RESCUE PLAN

Federal Aid to make investments in infrastructure.

INTERLOCAL AGREEMENT

Revenue from residents for single-family expulsor station assessments and the city of West Palm Beach for water projects

Pay-As-You-Go Capital Improvement Fund
Town of Palm Beach

EXPENSES

PROJECTS

A detailed schedule of projects can be found on the following page

CARRY OVER PROJECTS

Projected unexpended project balances, authorized in prior years

CONTINGENCY

10% of current year projects per Town policy

TRANSFER TO UNDERGROUND UTILITY FUND (122)

Transfer of One-Cent Sales Tax to the Underground Utility Project, approved by Town Council at the December 10, 2019 meeting.

Pay-As-You-Go Capital Improvement Fund
Town of Palm Beach

Pay-as-you-go Capital Improvement Plan									
FY2022 Budget									
Item #	Location		FY2021 Balance Forward	FY2022 Estimated	FY2023 Estimated	FY2024 Estimated	FY2025 Estimated	FY2026 Estimated	FY2022-2026 Total
Pavement Management			\$ 3,263,749	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
Town-Wide Paving Program			\$ 3,263,749	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
Drainage System			\$ 52,992	\$ 1,075,000	\$ 395,000	\$ 1,915,000	\$ 1,305,000	\$ 75,000	\$ 4,765,000
1	D-16	Jungle Road							\$ -
2	D-18	El Brillo Way							\$ -
3	D-17	Clarendon Avenue			\$ 120,000	\$ 340,000			\$ 460,000
4	D-2	Palmo Way							\$ -
5	D-8	Country Club Road	\$ 4,227	\$ 1,000,000					\$ 1,000,000
6	D-12	Everglade Avenue	\$ 4,000						\$ -
7	D-3	Tangier Avenue			\$ 200,000	\$ 1,400,000			\$ 1,600,000
8	D-6	Royal Palm Way					\$ 140,000		\$ 140,000
9	D-7	Australian Avenue					\$ 140,000		\$ 140,000
10	Stormwater Pumpstation Condition Assessment / Resiliency					\$ 100,000			\$ 100,000
11	Seagrass Surveys - Stormwater		\$ 5,089						\$ -
12	Stormwater Pump/R&R			\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 100,000
13	Minor Drainage Improvements		\$ 39,676	\$ 50,000	\$ 50,000	\$ 50,000	\$ 1,000,000	\$ 50,000	\$ 1,200,000
Sanitary Sewer System			\$ 2,356,658	\$ 1,770,000	\$ 2,360,000	\$ 1,175,000	\$ 1,075,000	\$ 1,395,000	\$ 7,775,000
1	E-8	Island Road							\$ -
2	E-1	Mediterranean Road							\$ -
3	E-2	Mockingbird Trail							\$ -
4	G-9	Flag Pole Beach							\$ -
5	E-3	Garden Road (trail)							\$ -
6	A-4	The Breakers	\$ 800,000						\$ 800,000
7	A-5	Royal Poinciana Way (S of S-2)	\$ 112,000			\$ 500,000	\$ 500,000		\$ 1,112,000
8	A-6	Royal Palm Way/Intracoastal	\$ 675,217					\$ 820,000	\$ 1,495,217
9	E-6	Tangier Avenue		\$ 775,000					\$ 775,000
10	E-5	Country Club Drive	\$ 92,196	\$ 150,000					\$ 242,196
11	A-7	Island Road/S County Road							\$ -
12	A-41	Palm Beach Par 3 Golf Course							\$ -
13	A-42	Bellaria Condominium		\$ 80,000	\$ 560,000				\$ 640,000
14	A-43	Atriums of Palm Beach		\$ 90,000	\$ 550,000				\$ 640,000
15	A-39	Phipps Park		\$ 100,000	\$ 675,000				\$ 775,000
16	S-2	Royal Poinciana Way (N of A-5)		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
17	Land Implementation		\$ 509,063	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,009,063
18	Wastewater Pumpstation Condition Assessment / Resiliency					\$ 100,000			\$ 100,000
19	Wastewater Pump/R&R		\$ 84,020	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 209,020
20	Sanitary Sewer Air Release Valve R&R		\$ 84,162						\$ 84,162
Town Buildings			\$ 2,874,438	\$ 6,095,000	\$ 1,071,111	\$ 240,000	\$ 330,000	\$ -	\$ 7,736,111
1	Public Works Facility				\$ 550,000				\$ 550,000
2	Police Facility				\$ 271,111	\$ 240,000			\$ 511,111
3	Royal Poinciana Way Median		\$ 179,095						\$ -
4	Royal Palm Way Median								\$ -
5	Phipps Ocean Park Lifeguard Building		\$ 150,000						\$ -
6	Central Fire Station		\$ 85,000	\$ 325,000					\$ 325,000
7	North Fire Station		\$ 537,153	\$ 5,500,000					\$ 5,500,000
8	South Fire Station		\$ 16,939	\$ 270,000					\$ 270,000
9	Old Purchasing - Structural Repairs								\$ -
10	Town Hall				\$ 250,000		\$ 330,000		\$ 580,000
11	Recreation Center		\$ 830,803						\$ -
12	Lake Drive Park		\$ 1,075,448						\$ -
13	6th Street								\$ -
CIP Request (Seaview Tennis Courts)						\$ 455,000			\$ 455,000
Solid Waste/Vegetation Disposal			\$ 30,000	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
1	Skees / Okeechobee Landfill		\$ 30,000			\$ 200,000			\$ 200,000
General Engineering Services				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
CIP Expenditures - Subtotal			\$ 8,577,837	\$10,040,000	\$ 4,926,111	\$ 5,085,000	\$ 3,810,000	\$ 2,570,000	\$ 26,431,111
Town Wide Undergrounding - Sales Tax			\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
Water Main Improvements			\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
Expenditures/Encumbrances to date			\$ 5,698,886						\$ -
Designated Reserves/Contingency			\$ 352,000	\$ 1,154,000	\$ 642,611	\$ 658,500	\$ 531,000	\$ 407,000	\$ 3,393,111
CIP Expenditures			\$ 16,128,723	\$12,694,000	\$ 7,068,722	\$ 7,243,500	\$ 5,841,000	\$ 4,477,000	\$ 53,452,945

Pay-As-You-Go Capital Improvement Fund
Town of Palm Beach

REVENUES								
General Fund Transfer	\$ 3,785,108	\$ 8,428,200	\$ 3,221,020	\$ 3,543,122	\$ 3,897,434	\$ 4,287,178	\$ 23,376,954	
ACIP (314) Transfer		\$ 864,227						
Other	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000	
Donations	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
American Rescue Plan	\$ 1,700,000	\$ 1,700,000					\$ 1,700,000	
Interest	\$ 50,000	\$ 127,100	\$ 145,300	\$ 112,300	\$ 80,900	\$ 75,500	\$ 541,100	
1 Cent Sales Tax	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000	
Capital Improvement Program Revenues	\$ 9,535,108	\$12,619,527	\$ 4,866,320	\$ 5,155,422	\$ 5,478,334	\$ 5,862,678	\$ 43,517,389	
Surplus/(Deficit)	\$ (6,593,615)	\$ (74,473)	\$ (2,202,402)	\$ (2,088,078)	\$ (362,666)	\$ 1,385,678	\$ (3,341,941)	
Beginning Reserve Balance	\$ 16,354,430	\$ 9,760,815	\$ 9,686,342	\$ 7,483,940	\$ 5,395,862	\$ 5,033,196		
Ending Reserve Balance	\$ 9,760,815	\$ 9,686,342	\$ 7,483,940	\$ 5,395,862	\$ 5,033,196	\$ 6,418,874		

A-4 SANITARY SEWER PUMP STATION IMPROVEMENTS

PROJECT DESCRIPTION: This project was identified in the Town-wide Wastewater Pump Station Condition Assessment Report as requiring improvements. The improvements include: replacement of pumps, constructing new wet well, rails, valve vault and hatches. All of the electrical equipment will be replaced within this project.

PROJECT ENGINEER: Jason Debrincat
CONSULTANT: Kimley Horn
CONTRACTOR: TBD
PROJECT LOCATION: Pinewalk @ The Breakers



CURRENT ACTIVITIES

No activity until FY 2022

WHAT'S COMING UP

Advertise Bid for Construction in FY 2022



SCHEDULE

	Begin Activity	Activity Complete
Design	5/1/2018	11/1/2018
Procurement/Council	12/1/2021	2/1/2022
Pre-Construction	3/1/2022	
Construction	5/1/2022	11/20/2022
Hold		

BUDGET

Current	\$800,000
Amendments	
Spent to Date	
Remaining	

A-6 SANITARY SEWER PUMP STATION IMPROVEMENTS

PROJECT DESCRIPTION:

This project was identified in the Town-wide Wastewater Pump Station Condition Assessment Report as requiring improvements. The improvements include: replacement of pumps, valves, check valves and discharge piping. MCC and all the electrical equipment will be replaced within this project.

- PROJECT ENGINEER:** Jie House
- CONSULTANT:** Kimley-Horn and Associates, Inc.
- CONTRACTOR:** Burkhardt Construction, Inc.
- PROJECT LOCATION:** Royal Palm Way in Lakeside Park



CURRENT ACTIVITIES

Procuring long lead items



WHAT'S COMING UP

Start construction work in May 2022



SCHEDULE

	Begin Activity	Activity Complete
Design	11/1/2019	2/1/2020
Procurement/Council	11/1/2020	9/1/2021
Pre-Construction	10/15/2021	
Construction	5/2/2022	9/30/2022
Hold		

BUDGET

Current	\$1,906,326
Amendments	
Spent to Date	\$0
Remaining	\$1,906,326

E-5 SANITARY SEWER PUMP STATION IMPROVEMENTS

PROJECT DESCRIPTION: This project was identified in the Town-wide Wastewater Pump Station Condition Assessment Report as requiring improvements. The improvements include: replacement of pumps, constructing new wet well, rails, valve vault and hatches. All of the electrical equipment will be replaced within this project.

PROJECT ENGINEER: Mike Roach
CONSULTANT: TBD
CONTRACTOR: TBD
 Country Club
PROJECT LOCATION: Drive



CURRENT ACTIVITIES
 Currently under design. Plans are at 90%.

WHAT'S COMING UP
 Currently under design. Anticipated construction to start May 2022



SCHEDULE

	Begin Activity	Activity Complete
Design	1/1/2020	2/1/2022
Procurement/Council	2/1/2022	3/1/2022
Pre-Construction	3/1/2022	
Construction	5/3/2022	10/19/2022
Hold		

BUDGET

Current	\$165,000
Amendments	
Spent to Date	
Remaining	

E-6 SANITARY SEWER PUMP STATION IMPROVEMENTS

PROJECT DESCRIPTION:

This project was identified in the Town-wide Wastewater Pump Station Condition Assessment Report as requiring improvements. The improvements include: replacement of pumps, constructing new wet well, rails, valve vault and hatches. All of the electrical equipment will be replaced within this project.

PROJECT ENGINEER: Jason Debrincat
CONSULTANT: Kimley Horn
CONTRACTOR: TBD
PROJECT LOCATION: Tangier Ave at the Intercoastal



CURRENT ACTIVITIES

No activity until FY 2022

WHAT'S COMING UP

Advertise Bid for Construction in FY 2022



SCHEDULE

	Begin Activity	Activity Complete
Design	11/1/2019	2/1/2020
Procurement/Council	12/1/2021	2/1/2022
Pre-Construction	3/1/2022	
Construction	5/1/2022	10/20/2022
Hold		

BUDGET

Current	\$775,000
Amendments	
Spent to Date	
Remaining	

A-39 SANITARY SEWER PUMP STATION IMPROVEMENTS

PROJECT DESCRIPTION:

This project was identified in the Town-wide Wastewater Pump Station Condition Assessment Report as requiring improvements. The improvements include: discharge valves and intake piping replacement, bypass pump connection replacement, front door replacement, ATS and level control electrical equipment and backup generator will be replaced within this project.

PROJECT ENGINEER: Mike Roach
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: S. Ocean Blvd



CURRENT ACTIVITIES

Proposals for Design.

WHAT'S COMING UP

Design Plans, Comments and Review



SCHEDULE

	Begin Activity	Activity Complete
Design	1/1/2022	11/1/2022
Procurement/Council	TBD	TBD
Pre-Construction	TBD	
Construction	TBD	TBD
Hold		

BUDGET

Current	\$80,000
Amendments	
Spent to Date	
Remaining	

A-42 SANITARY SEWER PUMP STATION IMPROVEMENTS

PROJECT DESCRIPTION:

This project was identified in the Town-wide Wastewater Pump Station Condition Assessment Report as requiring improvements. The improvements include: blower and ductwork replacement, bypass pump connection replacement, windows, doors and louvers, bathroom replacement, MCC and level control electrical equipment and new roof.

PROJECT ENGINEER: Jason Debrincat
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: S. Ocean Blvd



CURRENT ACTIVITIES

Proposals for Design.

WHAT'S COMING UP

Design Plans, Comments and Review



SCHEDULE

	Begin Activity	Activity Complete
Design	1/1/2022	11/1/2022
Procurement/Council	TBD	TBD
Pre-Construction	TBD	
Construction	TBD	TBD
Hold		

BUDGET

Current	\$90,000
Amendments	
Spent to Date	
Remaining	

D-8 STORM DRAINAGE SYSTEM

PROJECT DESCRIPTION:

This project was identified in the Town-wide Stormwater Pump Station Condition Assessment Report as requiring improvements. The improvements include: changing the flap gates, replacement of generator coolant system, some structural improvement, replacement of exterior lighting, replacement of station control panel. For consideration based on age/life expectancy: replacement of the pumps and cans, discharge sheeting and rip-rap, instruments and controls.

- PROJECT ENGINEER:** Mike Roach
- CONSULTANT:** Kimley Horn/Mock Roos
- CONTRACTOR:** TBD
- PROJECT LOCATION:** Country Club Road



CURRENT ACTIVITIES

Currently under design. Plans are at 90%.

WHAT'S COMING UP

Finalize Plans to 100%. Advertise Bid for Construction in FY 2022



SCHEDULE		
	Begin Activity	Activity Complete
Design	Jan-20	2/1/2022
Procurement/Council	2/1/2022	3/28/2022
Pre-Construction	3/28/2022	5/1/2022
Construction	5/1/2022	10/1/2022
Hold		

BUDGET
Current
\$1,000,000
Amendments
Spent to Date
Remaining

D-12 STORM DRAINAGE SYSTEM

PROJECT DESCRIPTION:

This project was identified in the Town-wide Stormwater Pump Station Condition Assessment Report as requiring improvements. The improvements include: Replace duty pump and can, access hatches to the wetwell, check valves, generator coolant system to be replaced, some structural improvement, replacement of instruments and controls in the wet well.

PROJECT ENGINEER: Jason Debrincat
CONSULTANT: Kimley Horn
CONTRACTOR: TBD
PROJECT LOCATION: West end of Everglade Avenue

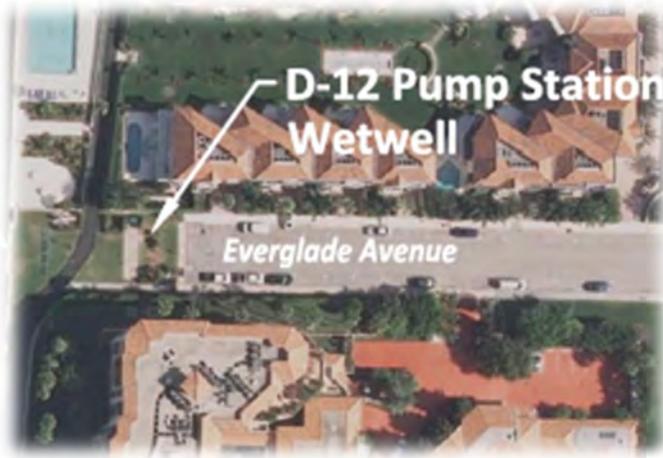


CURRENT ACTIVITIES

No activity until FY 2022

WHAT'S COMING UP

Advertise Bid for Construction in FY 2022



SCHEDULE

	Begin Activity	Activity Complete
Design	Nov-19	10/1/2020
Procurement/Council	12/1/2021	2/1/2022
Pre-Construction	3/1/2022	
Construction	5/1/2022	11/20/2022
Hold		

BUDGET

Current	\$830,000
Amendments	
Spent to Date	
Remaining	

TOWN BUILDINGS - SOUTH FIRE STATION

PROJECT DESCRIPTION: The South Fire facility interior finishes needs to be upgraded and requires renovations to existing tile and carpet flooring in lobby, hallway, kitchen, and dorm areas. In addition, renovation of public restrooms and fire station locker rooms.

PROJECT ENGINEER: Patricia Strayer
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: South Fire Station



CURRENT ACTIVITIES
Activity is scheduled in FY2022

WHAT'S COMING UP
Facilities staff will work with engineering and purchasing to determine the most cost effective way to move forward to ensure the work is completed in FY 2022.



SCHEDULE		
	Begin Activity	Activity Complete
Design	2022	
Procurement/Council		
Pre-Construction		
Construction		
Hold		

BUDGET
Current
\$270,000
Amendments
Spent to Date
Remaining

TOWN BUILDINGS - CENTRAL FIRE STATION

PROJECT DESCRIPTION: The Central Fire Station flat roof has been repaired in specific areas multiple times over the past few years. With each rainy season more leaks are identified. The entire flat roof system needs to be removed and replaced. The barrel tile portion of the roof will be lift tested in FY 2022 and will be evaluated for replacement in FY 2022.

PROJECT ENGINEER: Patricia Strayer

CONSULTANT: TBD

CONTRACTOR: TBD

PROJECT LOCATION: Central Fire

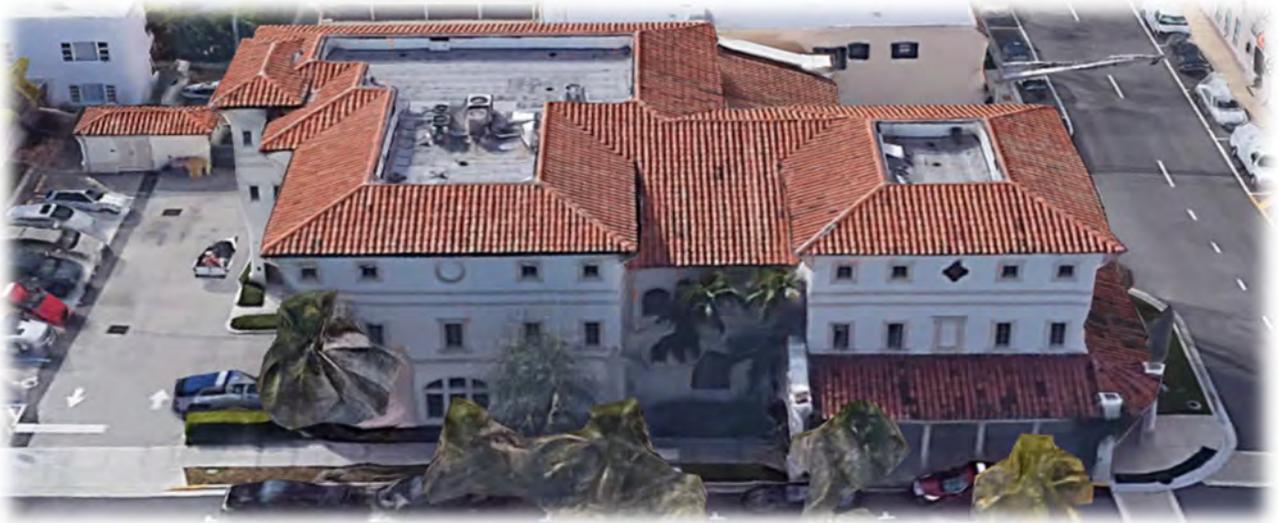


CURRENT ACTIVITIES

Work is scheduled to begin in FY2022

WHAT'S COMING UP

Facilities staff will work with engineering and purchasing to determine the most cost effective way to move forward to ensure the work is completed in FY 2022.



SCHEDULE

	Begin Activity	Activity Complete
Design	2022	
Procurement/Council		
Pre-Construction		
Construction		
Hold		

BUDGET

\$410,000

Amendments

Spent to Date

Remaining

TOWN BUILDINGS - NORTH FIRE STATION

PROJECT DESCRIPTION: Complete remodel and up date of interior to address structural and building envelope deficiencies. Scope is to include roof replacement, interior remodel and update and update of exterior

PROJECT ENGINEER: Mike Roach
CONSULTANT: Bridges and Marsh
CONTRACTOR: Hedrick Brothers
PROJECT LOCATION: Wells Road and North County Road



CURRENT ACTIVITIES

Planning of Temporary Facilities. Start of design and project programming

WHAT'S COMING UP

Receive quote for Temporary Facility and present to TC. Finalize temporary site layout. Start of Demo of interior of building this summer.



SCHEDULE		
	Begin Activity	Activity Complete
Design	12/1/2021	11/1/2022
Procurement/Council	9/1/2021	12/1/2022
Pre-Construction		
Construction	6/1/2022	11/1/2023
Hold		

BUDGET
Current
\$5,500,000
Amendments
Spent to Date
Remaining

TOWN BUILDINGS - PHIPPS OCEAN PARK LIFEGUARD BUILDING

PROJECT DESCRIPTION: The Phipps Ocean Park Life Guard Station is in dire need of upgrade and repairs. The interior and exterior doors are warped and need to be replaced. The roof system was repaired after Hurricane Irma and need to be replaced. Windows and hurricane shutters have also failed. Plywood is presently being used to cover the windows in place of the shutters. Floors are also failing and need to be repaired or replaced.

PROJECT ENGINEER: Mike Roach
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: Phipps Ocean Park



CURRENT ACTIVITIES
Chen Moore performed interior and exterior site investigation

WHAT'S COMING UP
Analysis of the consultants findings to be presented to Fire Rescue and Public Works mid Dec 2021



SCHEDULE		
	Begin Activity	Activity Complete
Design	2/1/2022	1/1/2023
Procurement/Council		
Pre-Construction		
Construction		
Hold		

BUDGET
Current
\$150,000
Amendments
Spent to Date
Remaining

COMPREHENSIVE COASTAL MANAGEMENT PROGRAM FY 2021 ACCOMPLISHMENTS & FY 2022 ACTION PLAN

SHORE PROTECTION BOARD

On July 8, 2008, the Town Council created the Shore Protection Board (SPB) to “act in an advisory capacity to the Town Council and shall make recommendations to the Town Council on all matters relating to shore protection in the Town of Palm Beach.” On December 9, 2008, Town Council appointed seven (7) Board members who held their first meeting on December 17, 2008.

Coastal Management Work Plan

On February 11, 2009, the Town Council directed the Board “to accelerate its meetings, identify a contingency plan for Reach 7 and 8, and provide a long term plan of action (with options) for Town Council consideration in November 2009.” Per direction of the Town Council, the Shore Protection Board submitted a Coastal Management Work Plan on November 9, 2009 which the Town Council accepted as a “blue print” for future coastal management activities in the Town of Palm Beach.

During the 2010, 2011, and 2012 calendar years, the Board has continued an adaptive management approach to their 10-year Work Plan. As more information has become available, some items originally suggested for FY 2011, FY 2012, or FY 2013 were adjusted for future years.

The Board’s FY 2013 Coastal Management Program budget and 10-Year Plan was peer reviewed by Woods Hole Group between August 2012 and June 2013. Based on the recommendations from Woods Hole Group, a FY 2014 Program Budget and 10-year plan was developed, and approved by Town Council for funding and implementation. In 2015, a FY 2016 program budget and 10-year plan update was performed by Town staff at the request of Town Council. The FY 2021 Coastal Management Program budget is year eight (8) of the FY 2014 10-year plan and includes 2015 revisions, as recommended from Woods Hole Group.

The current status of the Town’s Coastal Management Program is set forth below and the 10-year plan summary is presented at the end of this report.

COASTAL PROJECTS UPDATES

Included as an element of the Comprehensive Coastal Management Plan, the Town’s shoreline was divided into eight (8) segments, or “reaches”. Each reach has a unique set of characteristics, based on upland uses, existing armoring, shoreline condition, shoreline orientation, and previous coastal management projects constructed, among others. The Board planned projects are specific for each reach. The information provided below has been separated and is consistent with the work currently being performed, or to be performed, within each reach.

1. Reach 1 (LAKE WORTH INLET TO ONONDAGA AVENUE)

Current Action

Continue Inlet Maintenance Dredging to include settling basin, harbor channel, and turning basins. Placement of all beach-compatible sand will be placed on the dry beach and within the permitted beach profile.

The Town continues to work with the U.S. Army Corps of Engineers on the various Federally-participated inlet maintenance dredging activities. Ensuring operation and maintenance of the Sand Transfer Plant.

2020 Town-wide Physical Monitoring Report, dated March 2021

Reach 1

Reach 1 experienced a net shoreline recession of 21.6 feet during this monitoring period. Total volumetric

Coastal Management Fund Town of Palm Beach

gains were 140,232 cubic yards (CY), with 57 percent of the gain occurring between the -13.1 feet contour and the Depth of Closure (DOC) (-26.2 feet NAVD88).

Overall, this reach has exhibited a long-term substantial net shoreline advance of 42.7 feet and volumetric gain (to the DOC) of 483,889 CY since 1990. This long-term advance in shoreline and volume is associated with discharge by the Sand Transfer Plant within this reach and direct placement of material from inlet maintenance operations.

FDEP Strategic Beach Management Plan, Southeast Atlantic Coast Region, April 2020

Strategy: Bypass an average annual volume of 202,000 cubic yards of sand to the downdrift beaches through a combination of the operation of the sand transfer plant and beach placement of maintenance dredge material from the federally authorized navigation channel; place all beach compatible material dredged during channel maintenance on downdrift beaches in Reach 1, in an extended beach placement in Reach 2, and when feasible, at Mid-Town and Phipps Ocean Park projects; dredging placement should be limited to dry beach, extension of the discharge pipeline to discharge points located at the south jetty, and approximately 3,600 feet south of the south jetty; comply with the Palm Beach Island Beach Management Agreement (BMA), 2013; monitor; update the sediment budget and the inlet management plan.

Comprehensive Coastal Management Plan, 1998 Update

Reach 1 has been subjected to direct sand placement in recent years as a result of dredged sand disposal from the maintenance of Lake Worth Inlet. With the continued Sand Transfer Plant discharge of sand onto the north end of Palm Beach Island and placement of beach-quality maintenance dredge sand by the U.S. Army Corps of Engineers, two principal Lake Worth Inlet Management Plan objectives of sand bypassing across the Inlet and maintenance of the navigation channel are partially satisfied.

2. Reach 2 (ONONDAGA AVENUE TO EL MIRASOL)

Due to the extensive amount of hardbottom in Reach 2, is it unlikely that a JCP permit for beach restoration could be obtained. In lieu of a beach restoration project, Town staff has identified alternative projects that would introduce additional sand to Reach 2. The addition of a second discharge for the Sand Transfer Plant would dispose beach quality sand on the dry beach. The purpose of placing sand in Reach 2 is to continue the natural southerly flow of sand that has been interrupted by the channel and inlet jetties. The 3,500 foot pipeline extension south of the inlet may assist the Reach 2 beaches with modest accretion. Town staff worked with FDEP and USACE Civil Works staff to expand the footprint of the Lake Worth Inlet's Maintenance Dredging Project south to Palmo Way in Reach 2.

Should the second discharge, or an expanded inlet maintenance placement area, create a small stable beach throughout Reach 2, a Sand Forepassing Dune Project may be considered to add high quality sand with vegetation to create a more natural beach and dune cross shore profile. Dune projects provide a line of defense from storms and benefit the Town's entire coastal system.

Current Action

The Beach Management Agreement (BMA) was signed in September 2013. The BMA includes an expansion of the Mid-Town Beach Nourishment Project taper into the southern portion of Reach 2. Physical and Biological Monitoring efforts have continued.

2020 Town-wide Physical Monitoring Report, dated March 2021

Reach 2

Over this monitoring period, the Reach 2 shoreline had an average recession of 2.6 feet. In total, the reach gained a net volume of 60,465 CY over the past year. Volumetric gains occurred throughout the reach and were most significant within the nearshore above the 13.1 foot depth contour.

Since 1990, the reach has exhibited a net shoreline advance of 37.6 feet, although this gain primarily occurs within the northernmost portion of the reach between R-78 and R-80. Overall, this reach has lost a net volume

Coastal Management Fund Town of Palm Beach

of 36,571 CY since 1990 although it is noted that this deficit has decreased significantly over this monitoring period. Reach 2 exhibits the most significant net long-term loss of volume between R-86 and R-88 and is the only reach which currently exhibits a net loss relative to 1990 conditions.

FDEP Strategic Beach Management Plan, Southeast Atlantic Coast Region, April 2020

Strategy: Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources; construct a feeder beach to re-establish littoral transport for Reach 2, and construct restoration projects in environmentally suited areas of Reach 5 and Reach 8. Comply with BMA (2013).

Comprehensive Coastal Management Plan, 1998 Update

Because of high erosion rates in Reach 2, supplemental sand placement must occur.

Reach 2 Related Shore Protection Board Recommended Actions, November 2009

Sand Transfer Plant, Phase II - Installation of a second discharge to be located in Reach 2, south of Reef Road.

STATUS: A sand Forepassing project is planned from construction concurrently with the next Lake Worth Inlet Maintenance Dredging event with dry beach placement. The USACE anticipates the next dry beach placement project will occur in early 2022. Monitoring the result of the Sand Forepassing Project will determine the likely effectiveness of a second STP discharge.

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A revised plan to prioritize rehabilitation is to be developed for Town Council consideration.

STATUS: Groin Rehabilitation for Reaches 2-6 has been permitted. This item is awaiting future Town Council consideration.

Maintenance Dredge Sand Permitting, Placement Extension - Previous maintenance dredging events performed by the U.S. Corps of Engineers have been conducted under an agreement with the Town of Palm Beach to place sand on the dry beach at the incremental cost versus placing the sand in the nearshore. The dry beach placement has been restricted to Reach 1 and the northern portion of Reach 2. The SPB would like to expand the dry beach placement areas to include other sections of Town, such as the remainder of Reach 2.

STATUS: The USACE has received State permit authorization to renew their existing permit for inlet maintenance activities. Details of the renewal include the placement of sand further to the south into Reach 2 to approximately R-80 (Palmo Way). The next Lake Worth Inlet Maintenance Dredging Project with dry beach placement will extend south to Palmo Way. An EIS will likely need to be completed to extend the placement area south of the current southern limit.

3. Reach 3 (EL MIRASOL TO VIA BETHESDA)

Current Action

Continued Physical Monitoring and implementation of BMA-required monitoring.

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

2020 Town-wide Physical Monitoring Report, March 2021

Reaches 3 & 4

This segment comprises both north and south segments of the Mid-Town Beach Renourishment Project. Over this monitoring period, the reach exhibited a net shoreline advance of 48.7 feet. Gains were observed within the entire segment. These gains can be attributed to the recent Mid-Town Beach Nourishment in early 2020, which placed 838,647 cy of material. In total, this segment gained 354,222 cy above the Depth of Closure.

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Since 1990, this shoreline segment has exhibited a net increase in volume of 1,413,878 CY and an average advance in shoreline position of 96.6 feet due to direct sand placement. These significant gains are directly attributable to repealed renourishment efforts within this area.

FDEP Strategic Beach Management Plan, Southeast Atlantic Coast Region, April 2020

Strategy: Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources.

Comprehensive Coastal Management Plan, 1998 Update

The management solution for Reach 3 is beach restoration to occur simultaneously with the renourishment of the Mid-Town project.

Reach 3 Related Shore Protection Board Recommended Actions, November 2009

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A plan to prioritize rehabilitation was developed for SPB consideration.

STATUS: Groin Rehabilitation for Reaches 2-6 has been permitted. This item is awaiting future Town Council consideration.

4. Reach 4 (VIA BETHESDA TO 270 FEET SOUTH OF BANYAN ROAD)

Current Action

Continued Physical Monitoring and implementation of BMA-required monitoring.

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

2020 Town-wide Physical Monitoring Report, March 2021

Reaches 3 & 4

This segment comprises both north and south segments of the Mid-Town Beach Renourishment Project. Over this monitoring period, the reach exhibited a net shoreline advance of 48.7 feet. Gains were observed within the entire segment. These gains can be attributed to the recent Mid-Town Beach Nourishment in early 2020, which placed 838,647 cy of material. In total, this segment gained 354,222 cy above the Depth of Closure.

Since 1990, this shoreline segment has exhibited a net increase in volume of 1,413,878 CY and an average advance in shoreline position of 96.6 feet due to direct sand placement. These significant gains are directly attributable to repealed renourishment efforts within this area.

FDEP Strategic Beach Management Plan, Southeast Atlantic Coast Region, April 2020

Strategy: Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources.

Comprehensive Coastal Management Plan, 1998 Update

The management solution is the renourishment of the Mid-Town Project. The Mid-Town groin field should be inspected and maintained to support to the beach fill project.

5. Reach 5 (270 FEET SOUTH OF BANYAN ROAD TO 170 FEET NORTH OF WIDENER'S CURVE)

Current Action

Reach 5 continues to benefit from repeated restorations of Reaches 3 and 4. Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

Continue physical monitoring per BMA requirement.

2020 Town-wide Physical Monitoring Report, March 2021

Reach 5

Over the current monitoring period, Reach 5 has experienced a net average shoreline recession of 31.1 feet, with losses occurring throughout the reach except the southern extent (R-109 to R-110+100), where minor gains were observed. The reach exhibited a net volumetric loss of 320,160 cy. While losses were observed throughout every region of the profile, losses were greatest in the nearshore region between the -13.1-foot contour and the -26.2-foot contour, with losses of 206,577 cy.

Long term, this area has experienced a net shoreline advance of 23.2 feet since 1990 and has gained approximately 713,100 cy (above -26.2 feet NAVD) throughout the entire shoreline segment. Gains in shoreline position and volume are directly attributable to the movement of material into Reach 5 from the Mid-Town Beach Projects within Reaches 3 and 4. Lacking regular renourishment of the Mid-Town Project, this reach would likely revert to a net erosion/recession condition consistent with conditions present prior to the initiation of the beach nourishment program.

FDEP Strategic Beach Management Plan, Southeast Atlantic Coast Region, April 2020

Strategy: Construct restoration projects in environmentally suited areas of Reach 5 and Reach 8. Comply with BMA (2013).

Comprehensive Coastal Management Plan, 1998 Update

Proposed improvements include beach fill and a groin field at the south terminus of the reach.

Reach 5 Related Shore Protection Board Recommended Actions, November 2009

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A plan to prioritize rehabilitation was developed for SPB consideration.

STATUS: Groin Rehabilitation for Reaches 2-6 has been permitted. This item is awaiting future Town Council consideration.

Dune Restoration – The SPB recognizes that Reach 5 has maintained a healthy beach due to the sand moving down from Reaches 3 and 4. The SPB may recommend adding sand into the beach and dune system in Reach 5. Placement of sand in the form of dunes will create a line of defense for the beachfront owners to improve the storm protection to South Ocean Boulevard. This action will add more sand to naturally be added into the littoral drift during a storm event, eventually bringing sand into the Reach 6 area.

STATUS: Physical Monitoring is to continue, per BMA-requirement. No dune restoration projects are planned for Reach 5 per the most recent 10-Year Plan for the Coastal Management Program (for FY 2022). Plan, design, and permitting to begin for a southern expansion of the Mid-Town Beach Nourishment Project to extend the limits south into Reach 5.

6. Reach 6 (170 FEET NORTH OF WIDENER'S CURVE TO SLOAN'S CURVE)

Current Action

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

Continue physical monitoring.

2020 Town-wide Physical Monitoring Report, March 2021

Reach 6

Over the most recent monitoring period, Reach 6 exhibited a net shoreline advance of 22.6 feet with the highest advancement occurring at R-111 with a gain of 56.4. This gain occurred in the vicinity of the Florida Department of Transportation (FDOT) revetment. Reach 6 exhibited a net volumetric gain (to the DOC) of 10,614 cy.

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Since 1990, Reach 6 has exhibited a net shoreline advance of 26.4 feet and a volumetric gain of 384,356 CY (to the DOC).

In general, Reach 6 has remained stable, with a long-term trend of shoreline advance and volumetric gains. Much of this behavior can be attributed to the down-drift effect of the Mid-Town Nourishment Projects which have provided a sediment source to both Reaches 5 and 6. The monitoring data suggest that the functional limit of this beneficial down-drift effect occurs within Reach 6, in the vicinity of the FDOT revetment (between R-111 and R-116).

FDEP Strategic Beach Management Plan, Southeast Atlantic Coast Region, April 2020

Strategy: Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources, construct a feeder beach to re-establish littoral transport for Reach 2, and construct restoration projects in environmentally suited areas of Reach 5 and Reach 8. Comply with BMA (2013).

Comprehensive Coastal Management Plan, 1998 Update

Due to high longshore transport energies evident in this Reach, coupled with the large trough located between 70 and 350 feet from shore and the extensive hardbottom resources, direct placement of sand in this shoreline segment is not recommended.

Reach 6 Related Shore Protection Board Recommended Actions, November 2009

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A plan to prioritize rehabilitation was developed for SPB consideration.

STATUS: Groin Rehabilitation for Reaches 2-6 has been permitted. This item is awaiting future Town Council consideration.

Dune Restoration - Because of the limited amount of sand going into Reach 7 from Reach 6, the condition of the Reach 7 beaches is a SPB concern. With most of the Reach 6 shoreline consisting of nearshore hardbottom resources, a beach nourishment project is not practical. A thought to be considered by the SPB is to cover the revetment with sand, or place dune sand east of the revetment where the opportunity presents itself. Creating a more natural beach and dune profile in Reach 6 may provide a volume of sand during storm events to assist the north end of Reach 7 with storm recovery.

STATUS: Physical Monitoring is to continue, per BMA-requirement. No dune restoration projects are planned for Reach 6 per the most recent 10-Year Plan for the Coastal Management Program (for FY 2022).

7. Reach 7 (SLOAN'S CURVE TO THE LAKE WORTH MUNICIPAL PIER)

The Shore Protection Board has made the Reach 7 beaches a top priority for additional coastal management activities.

Current Action

Continue Physical Monitoring per BMA-requirement.

2020 Town-wide Physical Monitoring Report, March 2021

Reach 7

Over the most recent monitoring period, the Reach 7 shoreline has experienced a net recession of 23.3 feet, with losses observed in the northern extreme of the reach and at R-117 and R-121. Over this monitoring period, Reach 7 lost a net volume of 386,322 cy.

Since 1990, Reach 7 has exhibited a net average shoreline advance of 20.8 feet. The reach has exhibited a net volumetric gain of 880,359 cy above the DOC since 1990. Gains have occurred throughout the reach

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and are attributable to the repeated nourishment of the beach in this reach.

FDEP Strategic Beach Management Plan, Southeast Atlantic Coast Region, April 2020

Strategy: Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources.

Comprehensive Coastal Management Plan, 1998 Update

Beach fill project and the construction of a groin field.

8. Reach 8 (LAKE WORTH MUNICIPAL TO LA BONNE VIE CONDOMINIUM)

Based on the Final Order by Administrative Law Judge Robert Meale, FDEP Secretary Michael Sole issued a denial of the Reach 8 beach restoration project in 2009.

Although the project was denied, the Town was able to secure the state cost-share funding until June 2011 through a grant amendment. The purpose of the time extension was to provide ample time to develop a revised project. A permit application for South End Palm Beach Restoration was submitted to the regulatory agencies in September 2010. With this project in the permitting phase, the Town will again seek a grant amendment to extend the life of the agreement through the anticipated construction.

A revised project was designed in an innovative stepped approach to strategically place sand and allow the natural movement of sand to help sustain a minimum beach profile in Reach 8. The Town has received positive feedback from the Surfrider Foundation regarding the revised project. The design and volume of the revised project is consistent with recommendations by both Administrative Law Judge Robert Meale and the petitioners who opposed the Town in the previous Reach 8 beach project administrative hearing (The Surfrider Foundation was the primary petitioner in that hearing). The permit application for the revised proposed beach restoration project in Reach 8 was developed, and is currently on hold until receipt of the USACE-issued Record of Decision following publishing of the Federal-mandated EIS in 2016.

Current Action

South End Palm Beach (Reach 8) Beach Nourishment, Permitting
Central Palm Beach County Comprehensive Erosion Control Project, Managed by Palm Beach County ERM, Environmental Impact Statement (EIS) awaiting Record of Decision from U.S. Army Corps of Engineers.

2020 Town-wide Physical Monitoring Report, March 2021

Reach 8

Over the past year, Reach 8 exhibited a net shoreline recession of 6.2 feet. Shoreline losses occurred throughout the reach with the exception of R-129. This reach exhibited a net volumetric loss above the DOC of 40,790 cy over this monitoring period. The beach experienced a net volumetric loss above MHW of 3,386 cy. Net gains of 54,174 cy were observed in the offshore portion, between the -13.1 and the -26.2-foot-contour.

Since 1990, Reach 8 has exhibited a net average shoreline recession of 3.7 feet. Since 1990, the reach has exhibited a net volumetric gain of 54,317 cy to the Depth of Closure.

FDEP Strategic Beach Management Plan, Southeast Atlantic Coast Region, May 2018

Strategy: Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources; construct a feeder beach to re-establish littoral transport for Reach 2, and construct restoration projects in environmentally suited areas of Reach 5 and Reach 8. Comply with BMA (2013).

Comprehensive Coastal Management Plan, 1998 Update

Beach fill project and the construction of a groin field within the last 2,000 feet of Reach 8.

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Reach 8 Related Shore Protection Board Recommended Actions, November 2009

Beach Restoration - A small scale beach nourishment project in Reach 8.

STATUS: The Final EIS has been published. The Town is awaiting issuance of the Record of Decision from the USACE.

TOWN-WIDE

9. Regional Monitoring

The Regional Monitoring program is ongoing and currently includes annual aerial cartographic photography used to monitor nearshore hardbottom, topographic and bathymetric surveys to monitor current sand movement throughout the Town, and a sediment budget analysis that provides long-term tracking of sand movement throughout the Town. As of September 2013, the BMA was signed and has served as a regional approach to managing the shoreline along Palm Beach Island. Additional monitoring activities in FY 2022 budget include:

- Biological monitoring related to the beach and dune projects in Reaches 1, 3, 4, 7, and 8.
- Town-wide sea turtle monitoring.
- Annual tilling of the beaches within the nourishment areas.
- Perform escarpment reductions on engineered beaches during sea turtle nesting season, as necessary.

FUND 309: COASTAL MANAGEMENT PROGRAM

MISSION:

The Town's Coastal Management Program implements beach and dune projects for erosion-control and storm protection, as adopted by Town Council, consistent with both the State Strategic Beach Management Plan and the Beach Management Agreement, through coordination with state and federal regulatory and advisory agencies. In addition, the Coastal Management Program includes the planning, development, and implementation of long-term coastal resiliency projects to maintain sustainable shorelines.

MAIN ACTIVITIES:

- Develop budget estimates for beach nourishment, dune restoration, erosion-control structures, and other coastal protection and coastal resiliency projects
- Plan, design, permit and oversee coastal construction projects
- Ensure state and federal permit required physical, biological, and sea turtle nesting monitoring obligations are met
- Prepare Town Council-appointed Shore Protection Board members to make informed decisions during regular public meetings and report their recommendations back to Town Council
- Perform contract administration with U.S. Army Corps of Engineers, consultants, and contractors
- Administer state grant agreements for project-related cost-sharing

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Revenues						
Transfer from Gen Fund (001)	7,349,124	6,520,211	4,777,000	4,777,000	4,920,310	3.00%
Interest on Investments	1,104,641	1,042,431	547,688	100,000	746,291	36.26%
Grants/Local Revenue	6,100,465	1,080,655	16,262,500	21,011,130	-	-100.00%
TOTALS	14,554,230	8,643,297	21,587,188	25,888,130	5,666,601	-73.75%
Expenses						
Projects	956,477	15,328,108	6,052,000	14,625,636	7,639,000	26.22%
Carry Over Projects	-	-	20,560,822	-	19,708,751	-4.14%
Transfer to Debt Service	542,606	544,107	513,181	513,181	508,958	-0.82%
Transfer to ACIP (314)	1,018,826	-	-	-	-	0.00%
Salaries and Wages	123,164	126,918	126,751	126,751	129,922	2.50%
Employee Benefits	47,057	50,169	51,730	52,730	53,781	3.96%
Contractual	8,895	8,584	6,933	6,933	6,933	0.00%
Commodities	2,792	1,014	6,200	5,300	6,200	0.00%
Capital Outlay	1,963	1,963	1,963	1,963	1,963	0.00%
TOTALS	2,701,780	16,060,862	27,319,580	15,332,494	28,055,508	2.69%
Total Revenues Over/(Under)						
Expenses	11,852,450	(7,417,566)	(5,732,392)	10,555,636	(22,388,907)	
Beginning Fund Equity	27,916,609	39,769,059	32,351,493	32,351,493	42,907,129	
ENDING NET ASSETS	39,769,059	32,351,493	26,619,101	42,907,129	20,518,222	

Coastal Management Fund
Town of Palm Beach

REVENUES

TRANSFER FROM GENERAL FUND (001)

Represents money transferred from the General Fund for the Coastal Program.

INTEREST ON INVESTMENTS

Interest revenue is based on the financial market conditions and funds available for investments.

GRANTS/LOCAL REVENUE

FDEP/Federal Government reimbursement for beach projects.

EXPENSES

PROJECTS

Planned construction projects include Sand Forepassing in Reach 2, following sand placement by the U.S. Army Corps of Engineers, and Mid-Town mitigation. Includes appropriations for a sand search, upcoming seawall replacement and resiliency projects and the required physical, biological, and sea turtle nesting monitoring.

CARRY OVER PROJECTS

Unexpended project balances to be carried over in FY2022.

TRANSFER TO DEBT SERVICES

Principal and interest repayment on 2013 debt issue continues into FY2022 and remains consistent with FY2021.

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Includes legal/consulting fees, travel, telephone and equipment.

COMMODITIES

Membership dues and training includes requirements for continuing education units, and keeping current with State and Federal permitting requirements.

CAPITAL OUTLAY

Annual depreciation costs remain consistent with previous years.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Coastal Projects Manager	1.000	1.000	1.000	1.000	1.000
Engineering Tech Support Spec	0.500	-	-	-	-
Communications Specialist	0.250	-	-	-	-
	1.750	1.000	1.000	1.000	1.000

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Continue implementation of a long-term coastal protection plan				
Objectives	Continue pursuit of required Federal permits in accordance with BMA				
	Continue BMA and permit required monitoring				
	Construct shore protection projects in accordance with the 10-year long-term plan				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Continue to pursue required permits in accordance with the BMA	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

Coastal Management Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Lake Worth Inlet Management Plan (volume in cubic yards)	339,788	128,200	100,400	218,000	500,000+
Regulatory required monitoring/compliance (No. of events)	5	5	5	5	5

COASTAL MANAGEMENT PROGRAM PROPOSED FY 2022 BUDGET AND 10 YEAR PLAN																							
Project Name	FY 2021 Balance Forward					FY 2022 Proposed					Outlook												
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	
1 APPLY AND UPDATE ISLANDWIDE SEDIMENT TRANSPORT ANALYSIS		\$ 24,000	\$ 25,000	\$ 26,000	\$ 27,000	\$ 28,000	\$ 29,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 31,000	\$ 32,000											
2 ANNUAL SEDIMENT REPORT (BMA REQUIRED)		\$ 77,000	\$ 56,000	\$ 56,000	\$ 59,000	\$ 60,000	\$ 65,000	\$ 65,000	\$ 67,000	\$ 67,000	\$ 68,000	\$ 70,000											
3 SEAWALL/LOD FUNCTION/NON-STRUCTURAL INVENTORY ASSESSMENT & ANALYSIS		\$ 1,116,000	\$ -	\$ -	\$ -	\$ 143,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
4a SEAWALL/LOD REHABILITATION/REPLACEMENT		\$ 1,340,478	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000											
4b SEAWALL/BULKHEAD REPAIRS		\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
5 GROIN ASSESSMENT		\$ 70,000	\$ -	\$ -	\$ -	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
6 GROIN REHABILITATION		\$ 2,985,905	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
7 FLOODING AND CLIMATE CHANGE		\$ 15,486	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
8 LOBBYING		\$ 120,000	\$ 120,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000											
9 DUNE VEGETATION MAINTENANCE AT MID-TOWN MUNICIPAL BEACH		\$ 16,186	\$ 10,000	\$ 10,000	\$ 10,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 14,000											
10 REGIONAL SAND NEEDS/ SAND SEARCH		\$ 725,000	\$ 62,000	\$ 62,000	\$ 66,000	\$ 69,000	\$ 70,000	\$ 72,000	\$ 74,000	\$ 75,000	\$ 77,000	\$ 77,000											
11 GENERAL COASTAL ENGINEERING		\$ 177,000	\$ 184,000	\$ 184,000	\$ 187,000	\$ 191,000	\$ 195,000	\$ 199,000	\$ 203,000	\$ 213,000	\$ 219,000	\$ 219,000											
12 BMA PHYSICAL MONITORING		\$ 242,000	\$ 242,000	\$ 242,000	\$ 242,000	\$ 242,000	\$ 242,000	\$ 242,000	\$ 242,000	\$ 242,000	\$ 242,000	\$ 242,000											
13 BMA SEA TURTLE NESTING MONITORING		\$ 386,096	\$ 249,000	\$ 246,000	\$ 254,000	\$ 261,000	\$ 269,000	\$ 277,000	\$ 285,000	\$ 291,000	\$ 297,000	\$ 297,000											
14 BMA BIOLOGICAL MONITORING		\$ 198,799	\$ 204,763	\$ 210,906	\$ 217,233	\$ 223,750	\$ 230,463	\$ 237,276	\$ 244,088	\$ 251,833	\$ 259,388	\$ 259,388											
15 COASTAL MANAGEMENT PROGRAM OPERATING EXPENSES		\$ 508,958	\$ 546,107	\$ 540,732	\$ 539,982	\$ 543,607	\$ 546,481	\$ 548,731	\$ 548,831	\$ 548,831	\$ 548,831	\$ 548,831											
16 ANNUAL DEBT SERVICE PAYMENT		\$ 52,273	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000											
17 SAND TRANSFER PLANT MAINTENANCE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
18 MAINTENANCE DREDGING SAND PLACEMENT (EXTENSION (ES))		\$ 7,180	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000											
19 BMA BEACH TILLING (REACHES 1, 2, 3, 4, AND 7)		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000											
20 BMA ESCARPMENT REMOVAL (REACHES 3, 2, 3, 4, AND 7)		\$ 2,000,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000											
21 MID-TOWN SEAWALL REPLACEMENT		\$ 800,000	\$ 660,000	\$ -	\$ 700,000	\$ -	\$ 742,000	\$ -	\$ -	\$ -	\$ 787,000	\$ -											
22 SAND FOREPASSING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
23 MID-TOWN BEACH RENOURISHMENT ENGINEERING/PERMITTING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
24 MID-TOWN BEACH RENOURISHMENT CONSTRUCTION		\$ 570,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
HURRICANE MATTHEW [*CARRIYOVER FROM FY 19]		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
HURRICANE IRMA [*CARRIYOVER FROM FY 20]		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
HURRICANE CLARKE (AVENUE)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
25 MID-TOWN DETAILED DESIGN AND PERMITTING (BREAKERS/CLARKE AVENUE)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
26 OBTAIN FEDERAL COST-SHARE FOR MID-TOWN		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
27 MID-TOWN MITIGATION - CORAL NURSERY/TRANSPLANTATION		\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
28 MID-TOWN MITIGATION - ARTIFICIAL REEF CONSTRUCTION [*CARRIYOVER FROM FY 16]		\$ 4,118,124	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000											
29 PHIPPS NOURISHMENT ENGINEERING/PERMITTING		\$ -	\$ 387,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
30 PHIPPS OCEAN PARK/BEACH 7 BEACH NOURISHMENT CONSTRUCTION		\$ 3,236,522	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
HURRICANE MATTHEW [*CARRIYOVER FROM FY 19]		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
HURRICANE IRMA [*CARRIYOVER FROM FY 20]		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
31 REACH 8 - ES		\$ 85,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
32 REACH 8 - SOUTH END PALM BEACH RESTORATION PERMITTING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
33 REACH 8 - SOUTH END PALM BEACH RESTORATION (INITIAL CONSTRUCTION)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
HURRICANE IRMA [*CARRIYOVER FROM FY 20]		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
HURRICANE DORIAN		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
34 REACH 8 - CONSTRUCTION ACCESS EASEMENT AND SITE RESTORATION		\$ 735,627	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
35 REACH 8 - DUNE/BEACH CONSTRUCT CONCURRENTLY WITH MID-TOWN OR PHIPPS		\$ 871,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
36 REACH 8 - BIOLOGICAL MONITORING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
37 REACH 8 - PROJECT ENGINEERING REPORT		\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500											
38 BEACH TILLING (REACH 8)		\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500											
39 ESCARPMENT REMOVAL (REACH 8)		\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500											
40 BEACH CLEANING (PUBLIC BEACHES)		\$ 5,300	\$ 50,000	\$ 50,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000											
MISCELLANEOUS PROJECTS		\$ 768,932	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
YTD EXPENDITURES/ENCUMBRANCES		\$ 15,332,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
TOTALS		\$ 35,041,245	\$ 8,346,757	\$ 6,945,870	\$ 5,733,215	\$ 6,774,357	\$ 3,458,944	\$ 30,524,107	\$ 3,380,329	\$ 4,205,664	\$ 3,484,219	\$ -											
REVENUES																							
Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031												
General Fund Transfer	\$ 4,777,000	\$ 4,920,310	\$ 5,067,919	\$ 5,219,957	\$ 5,376,556	\$ 5,537,853	\$ 5,705,988	\$ 5,875,107	\$ 6,051,361	\$ 6,232,901	\$ 6,424,901												
County	\$ 250,000	\$ -	\$ -	\$ 3,400,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
State portion of FEMA projects	\$ 2,887,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
State	\$ 4,748,630	\$ -	\$ -	\$ 8,502,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
FEMA (including Mid-town, Phipps, and Reach 8)	\$ 13,725,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
Bonds	\$ 100,000	\$ 746,291	\$ 685,600	\$ 644,691	\$ 284,269	\$ 390,955	\$ 481,897	\$ 652,240	\$ 528,393	\$ 528,393	\$ 528,393												
Interest	\$ 25,888,130	\$ 5,666,601	\$ 5,753,519	\$ 17,767,448	\$ 5,660,825	\$ 5,928,847	\$ 6,185,885	\$ 23,293,107	\$ 6,579,754	\$ 6,761,294	\$ 6,761,294												
TOTALS	\$ 25,888,130	\$ 5,666,601	\$ 5,753,519	\$ 17,767,448																			

FUND 311: WORTH AVENUE MAINTENANCE FUND

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
<u>Revenues</u>						
Special Assessment Revenue	223,595	270,316	264,918	264,918	429,727	62.21%
Interest on Investments	7,143	3,299	2,000	500	2,000	0.00%
Donations/Miscellaneous	5,000	5,000	5,000	5,000	5,000	0.00%
TOTALS	235,738	278,615	271,918	270,418	436,727	60.61%
<u>Expenses</u>						
Maintenance Costs	265,269	307,194	336,918	336,918	486,727	44.46%
TOTALS	265,269	307,194	336,918	336,918	486,727	44.46%
Total Revenues Over/(Under) Expenses	(29,531)	(28,579)	(65,000)	(66,500)	(50,000)	
Beginning Fund Equity	367,973	338,442	309,863	309,863	243,363	
ENDING NET ASSETS	338,442	309,863	244,863	243,363	193,363	

REVENUES

SPECIAL ASSESSMENT REVENUE

Non Ad Valorem revenue collected from property owners for Worth Avenue special assessments

INTEREST ON INVESTMENTS

The interest revenue is based upon the financial market conditions and funds available for investment

DONATIONS/MISCELLANEOUS

Represents donations received for Worth Avenue maintenance

EXPENSES

MAINTENANCE COSTS

Annual maintenance costs for Worth Avenue. Also included are expenses required for the preparation of the annual assessment



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FUND 314: 2013 ACCELERATED CAPITAL FUND

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Revenues						
Interest on Investments	114,863	14,933	-	-	-	0.00%
Transfer from Coastal 309	1,018,826	-	-	-	-	100.00%
Transfer from CIP (307)	-	1,000,000	-	-	-	100.00%
Donations/Grants	-	-	-	-	-	0.00%
TOTALS	1,133,689	1,014,933	-	-	-	0.00%
Expenses						
Projects	6,818,660	1,752,309	-	-	-	0.00%
Carry Over Projects	-	-	-	-	-	0.00%
Transfer to CIP (307)	-	-	-	-	864,227	100.00%
TOTALS	6,818,660	1,752,309	-	-	864,227	100.00%
Total Revenues						
Over/(Under) Expenses	(5,684,971)	(737,376)	-	-	(864,227)	
Beginning Fund Equity	7,286,574	1,601,603	864,227	864,227	864,227	
ENDING NET ASSETS	1,601,603	864,227	864,227	864,227	-	

EXPENSES

TRANSFER TO CIP (307)

Transfer fund balance back to CIP (307) Fund.



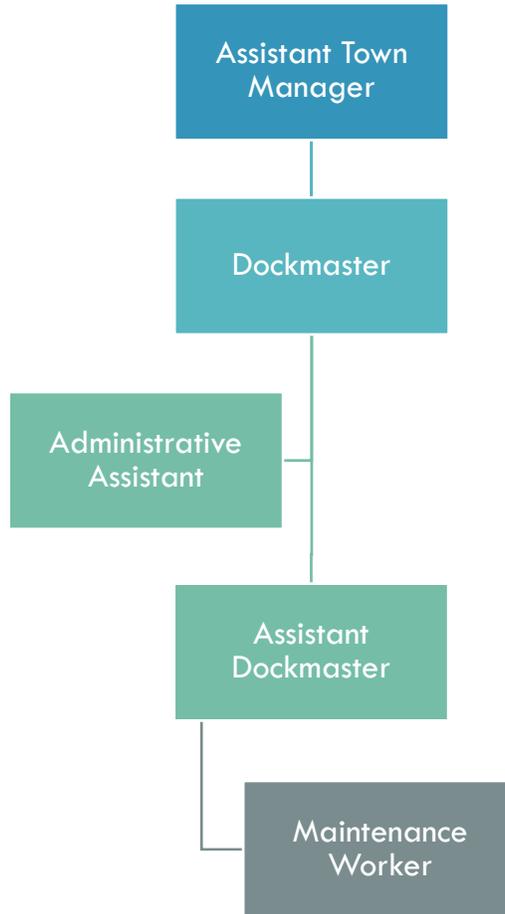
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Marina Enterprise Fund



MARINA ENTERPRISE FUND ORGANIZATION CHART



MARINA ENTERPRISE FUND FY2022 GOALS

Goal #1:

Complete the Town Marina on time and on budget. Create and implement a detailed and strategic marketing plan for the Town Marina. Provide regular updates to the Mayor and Town Council and receive input on key decisions related to design elements, budget and operations.

Objective:

Implement and revise marketing strategies with a professional marketing firm in preparation for the opening and continued re-branding of the new Town Marina

Objective:

Implement and refine staffing and operations plan to provide highest level of customer service

Objective:

Utilize newly acquired marina software

Goal #2:

Implement and refine staffing model to deliver exceptional customer service

Objective:

Actively evaluate staffing needs for relaunched marina

Objective:

Develop and deliver meaningful employee orientation, and associated training documents

Objective:

Seek feedback in regards to staff performance

Goal #3:

Maximize revenue at the Town Marina

Objective:

Implement a marina marketing plan focusing on new clients, which will increase awareness of transient boating opportunities

Objective:

Closely monitor competition and prepare fee schedules with evaluation of competitors fees and service

Objective:

Secure deposits for annual and seasonal leaseholders during the construction phase

Objective:

Develop methods to improve transient customer experience to encourage extension of stay

Goal #4:

Engage with patrons, parents, community groups to incorporate feedback and ideas in programming services and facilities

Objective:

Continue to solicit feedback from residents concerning facility renovations

Objective:

Implement the master plan for the Town Marina and accessory structures

Objective:

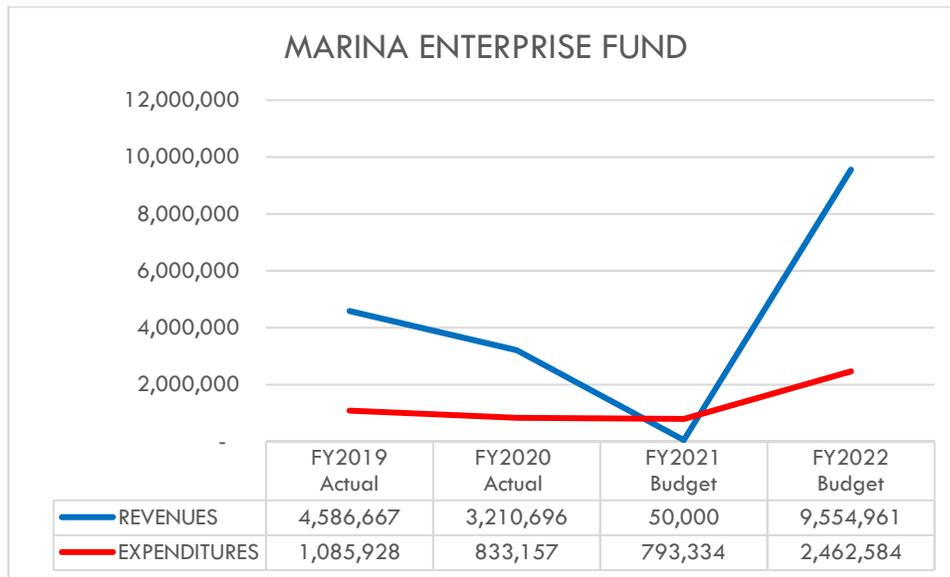
Increase awareness utilizing diverse marketing methods

FUND 401: MARINA ENTERPRISE FUND

The only public facility of its kind in the area, a classic dating from the 1940s, The Town of Palm Beach Marina will reopen after an extensive \$40 million renovation in Fall 2021. It is designed to fit in with the desirable, historic Palm Beach community, with coveted berths ranging in size from 60'-294' for residents and visitors alike. The Marina's location near both the island's fashionable Worth Avenue shopping district and the commercial downtown of West Palm Beach, makes it a perfect boater's destination.

The 84- slips will be leased annually, seasonally, monthly or daily. The marina property will offer a variety of amenities - three dock buildings, electrical service panels for all vessels, freshwater, Wi-Fi, Captain's lounge and showers, sewage pump-out systems, and 7 day a week security with surveillance cameras.

The Dockmaster is responsible for daily operations, supervision of employees (Town and contractual), slip assignments, safety, and revenue collection in accordance with established policies, with assistance from the Assistant Dockmaster, Administrative Assistant and Dock Attendants. A Marina Maintenance worker provides routine maintenance services and in-house repairs.



Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Revenues							
Annual Leases	3,198,708	2,231,786	-	-	-	7,782,303	100.00%
Transient Rental	703,473	578,058	-	-	(10,500)	1,084,223	100.00%
Electricity	194,309	132,226	-	-	(500)	621,000	100.00%
Waiting List Applic Fee	6,000	-	50,000	50,000	25,000	-	-100.00%
Tender Rental	-	-	-	-	-	36,000	100.00%
Ice Sales	924	417	-	-	-	-	0.00%
Flag Sales	150	56	-	-	-	-	0.00%
Interest Earnings	469,816	267,966	-	-	40,000	24,935	100.00%
M & I	12,992	-	-	-	-	-	0.00%
Sales Tax Commissions	293	187	-	-	-	-	0.00%
Miscellaneous Revenue	2	-	-	-	-	6,500	100.00%
TOTALS	4,586,667	3,210,696	50,000	50,000	54,000	9,554,961	19,009.92%
Expenses							
Salaries and Wages	217,873	181,529	162,234	200,484	161,284	330,625	103.80%
Employee Benefits	112,278	117,052	73,500	78,339	73,500	189,175	157.38%
Contractual	704,290	531,705	548,400	633,500	352,000	1,917,784	249.71%
Commodities	13,752	2,871	9,200	9,200	7,700	25,000	171.74%
Capital Outlay	37,735	-	-	-	-	-	0.00%
TOTALS	1,085,928	833,157	793,334	921,523	594,484	2,462,582	210.41%
Operating Revenues							
Over/(Under) Expenses	3,500,739	2,377,539	(743,334)	(871,523)	(540,484)	7,092,377	
Depreciation	(155,865)	(155,464)	(900,000)	(900,000)	(900,000)	(1,246,774)	
Capital Expenses	-	(9,155,260)	(27,214,526)	(28,348,026)	(27,874,501)	-	
Contingency	-	-	(39,686)	(39,686)	-	(123,129)	
Transfer from REF	6,225,321	-	-	-	-	-	
Transfer to Gen Fund	(1,282,160)	-	-	-	-	(511,665)	
Transfer to TWUU Fund	-	-	-	-	-	(2,600,000)	
Bond Proceeds	-	31,000,000	-	-	-	-	
Grant Revenues - FIND	-	2,468,506	3,100,000	-	1,956,494	-	
Debt Service Costs	-	(497,229)	(740,900)	(740,900)	(852,900)	(1,992,763)	
M & I Reserve (1% Rev)	-	-	-	-	-	(95,550)	
TOTAL REVENUES OVER/(UNDER) EXPENSES	8,288,035	26,038,092	(26,538,446)	(30,900,135)	(28,211,391)	522,496	
Beginning Net Assets	390,472	8,678,507	34,716,599	34,716,599	34,716,599	6,505,208	
ENDING NET ASSETS	8,678,507	34,716,599	8,178,153	3,816,464	6,505,208	7,027,704	

*In FY19 the Marina was moved from the Recreation Enterprise Fund (403) into the Marina Enterprise Fund (401)

REVENUES

ANNUAL LEASES

Revenue from vessels under an annual lease at the Town Marina

TRANSIENT RENTAL

Revenue from transient vessels (those staying on a daily or monthly rate without a long-term lease)

Marina Enterprise Fund
Town of Palm Beach

ELECTRICITY/UTILITIES

Use of electricity/utilities by dock customers invoiced based upon usage

WAITING LIST APPLICATION FEE

\$1,000 application fee to be on the waiting list for annual and seasonal leases

SALES TAX COMMISSIONS

Discount received from the State of Florida for timely filing and payment of sales tax

MISCELLANEOUS REVENUE

Funds to be requested through grant applications for dock improvements

EXPENSES

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Increase due to the renovation and closing of the Town Marina beginning in May 2020; costs include electrical costs, 7 day-a-week security, the payment to the state for the Sovereign Submerged Lands Lease (based on the previous year's revenue), contractual labor (Dock Attendants), water, and the ongoing international marketing and re-branding campaign.

COMMODITIES

Increase due to the renovation and closing of the Town Marina beginning in May 2020: costs include re-stocking office supplies, equipment supplies (non-warranty pumping station parts, compactor maintenance/repair/parts), dock cart replacements and parts, janitorial and cleaning supplies, staff uniforms.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Assistant Town Manager	-	-	-	-	0.250
Dockmaster	1.000	1.000	1.000	1.000	1.000
Assistant Dockmaster	-	-	-	-	1.000
Dock Attendant	1.851	2.111	1.500	-	-
Dock Hand	0.200	0.200	-	-	-
Maintenance Worker	-	-	-	-	1.000
Administrative Clerk	-	-	0.100	-	-
Assistant Director of Recreation	-	-	0.100	0.100	0.100
Dir. of Business Dev & Operations	-	-	0.250	0.250	-
Administrative Assistant	-	-	0.100	0.100	1.100
Rec Facilities Maint. Supervisor	-	-	0.250	0.100	0.100
Public Works Employees	0.079	0.078	0.068	0.018	-
	3.130	4.189	3.318	1.568	4.550

MARINA FY2021 ACCOMPLISHMENTS

- Marina is scheduled to be completed on-time and within budget
- Successfully launched an international marketing campaign and re-branding
- Implemented the approved staffing model to achieve customer service standards
- Over 85% occupancy for Annual and Seasonal lease-holder deposits for the 2021-2022 season

Fiscal Year 2022 Goals and Performance Measures	
Town Council Budget Priority	Complete the Town Marina on time and on budget. Create and implement a detailed and strategic marketing plan for the Town Marina. Provide regular updates to the Mayor and Town Council and receive input on key decisions related to design elements, budget and operations.
Department Goal	Remain on-budget and on-schedule for a Fall 2021 renovation completion.
Objectives	Implement and revise marketing strategies with a professional marketing firm in preparation for the opening and continued re-branding of the new Town Marina
	Implement and refine staffing and operations plan to provide highest level of customer service
	Utilize newly acquired marina software

Department Goal	Implement and refine staffing model to deliver exceptional customer service
Objectives	Actively evaluate staffing needs for relaunched marina
	Develop and deliver meaningful employee orientation and associated training documents
	Seek feedback in regards to staff performance

Performance Measures	Projected FY22
Conduct customer service trainings	Ongoing
Conduct orientation for employees	Ongoing
Provide more direct supervision by supervisors	Ongoing

Department Goal	Maximize revenue at the Marina				
Objectives	Implement a Marina marketing plan focusing on new clients, which will increase awareness of transient boating opportunities				
	Closely monitor competition and prepare fee schedules with evaluation of competitors fees and service				
	Secure deposits for annual and seasonal leaseholders during the construction phase				
	Develop methods to improve transient customer experience to encourage extension of stay				
Performance Measures	Actual FY18	Actual FY19	Actual FY20*	Actual FY21*	Projected FY22
Annual occupancy (vessels)	94% (78)	90% (73)	82% (68)	N/A	85%
Lease retention	72%	71%	60%	N/A	75%
Total transient vessels	285	347	219	N/A	TBD
Total transient nights	2,089	2,020	1,782	N/A	TBD
Transient average nights of stay	7.33	5.79	8.14	N/A	TBD

*Renovation of Town Marina began in May 2020

Department Goal	Engage with patrons, parents and community groups to incorporate feedback and ideas in programming services and facilities				
Objectives	Continue to solicit feedback from residents concerning programming and facility renovation				
	Implement the Master Plan for the Town Marina and accessory structures				
	Increase awareness of program offerings utilizing diverse marketing methods				
Performance Measures	Projected FY22				
Enhance social media presence	Ongoing (Dockwa contracted to assist)				
Develop new and enhanced marketing materials	Ongoing				
Increase the frequency of promotions and number of marketing outlets utilized to promote programs and facilities	Ongoing				

Marina Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Operating Cost Recovery	444.4%	422.3%	385.3%	N/A	388%



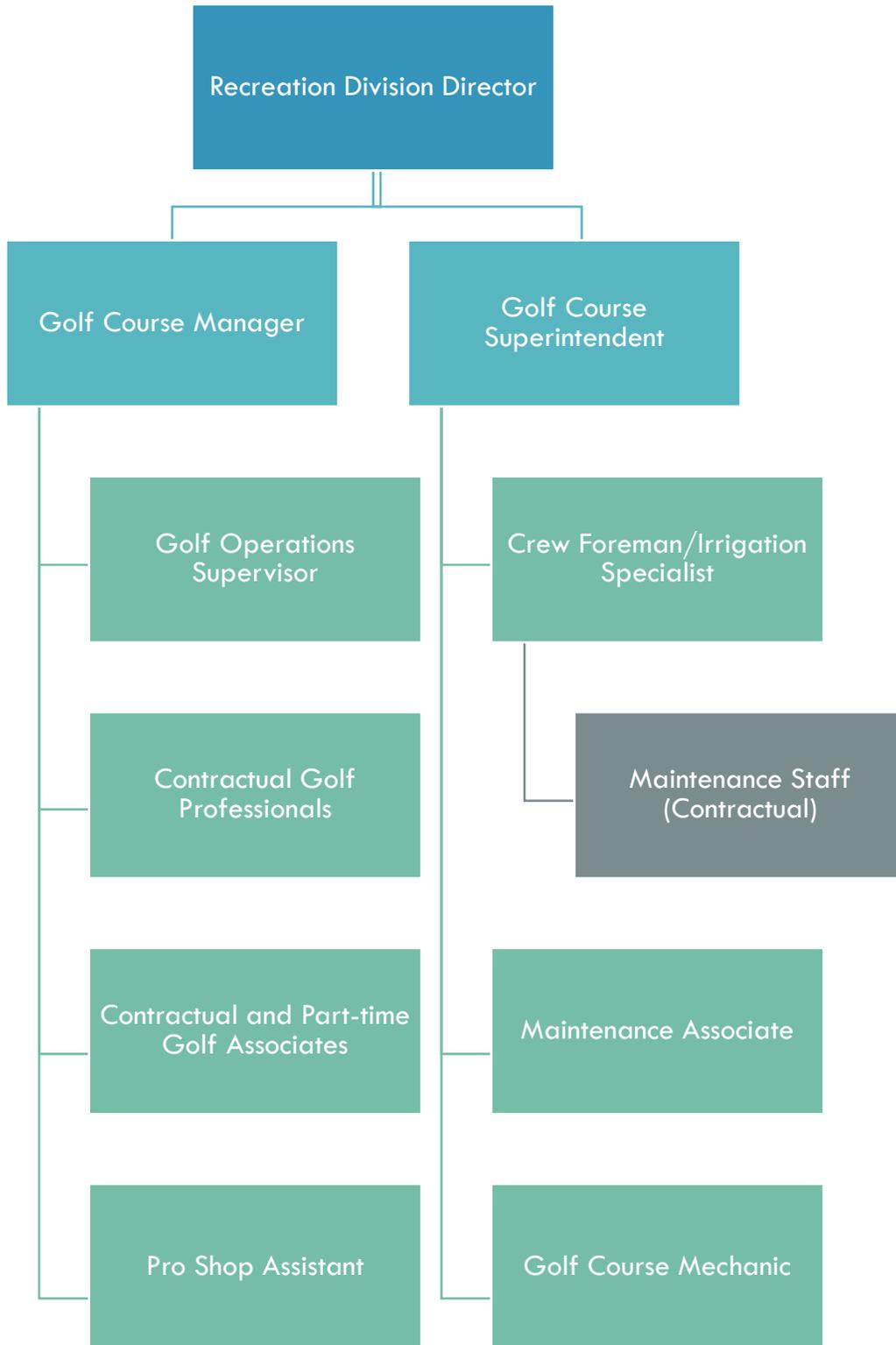
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Par 3 Enterprise Fund



PAR 3 ENTERPRISE FUND ORGANIZATIONAL CHART



PAR 3 ENTERPRISE FUND FY2022 GOALS

Goal #1:

Maintain high standards and quality of the Par 3 golf course clubhouse, greens and fairways

Objective:

Utilize best practices in maintenance procedures including the Integrated Pest Management Program

Objective:

Continue staff preventative maintenance training measures

Objective:

Ensure maintenance practices have a positive effect on the surrounding environment while providing a superior golfing experience

Goal #2:

Continue to grow the auxiliary services revenue and improve customer relations

Objective:

Enhance experience for customers at the driving range and putting green

Objective:

Maintain merchandise sales level and increase the sales of Hole in One Honey

Objective:

Conduct meaningful staff customer service trainings with a focus on making the Par 3 experience a customer "favorite"

Objective:

Execute standard orientation for instructors and employees

Objective:

Provide additional direct supervision by full time staff

Objective:

Enhance awareness of program offerings utilizing diverse marketing methods (social media, earned media, online marketing)

Objective:

Continue to solicit feedback from residents concerning programming and facility development

Par 3 Enterprise Fund
Town of Palm Beach

FUND 402: PAR 3 ENTERPRISE FUND

The Par 3 Golf Course is a scenic and challenging course, featuring holes which range up to 211 yards. The clubhouse offers a full-service pro shop and food and beverage services. There is a staff of qualified PGA instructors who conduct adult and junior clinics and private lessons. The Par 3 hosts outings, tournaments and league play. The maintenance building is located on the west side of South Ocean Boulevard.

The Golf Course Manager is responsible for daily supervision of the golf course, in conjunction with the Golf Course Superintendent. Both positions oversee a variety of full, part-time and contractual labor service employees. The Golf Manager also administers the golf instruction services contracts.



Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Revenues							
Golf Teaching Services	44,083	49,554	50,000	50,000	60,000	60,000	20.00%
Resident Pass Fees	9,000	16,900	10,000	10,000	18,700	10,000	0.00%
Non-resident Pass Fees	-	3,000	3,000	3,000	3,000	-	-100.00%
12 Play Pass - Regular Rate	1,820	2,880	1,500	1,500	1,500	1,500	0.00%
12 Play Pass - Resident Rate	4,466	8,467	6,000	6,000	6,000	6,000	0.00%
Greens Fees - Regular Rate	398,370	490,126	480,000	480,000	490,000	490,000	2.08%
Greens Fees - Resident Rate	57,677	62,013	65,000	65,000	65,000	80,000	23.08%
Greens Fees - Reg Weekends & Holidays	411,334	393,006	480,000	480,000	490,000	490,000	2.08%
Greens Fees - Resident Weekend & Holidays	98,894	76,020	130,000	130,000	155,000	150,000	15.38%
Merchandise Sales	202,154	210,498	225,000	225,000	250,000	267,200	18.76%
Food and Beverage Sales	453,183	356,230	400,000	400,000	425,000	440,000	10.00%
Riding Cart Rental - Resident Rate	69,684	47,106	72,000	72,000	78,000	80,000	11.11%
Riding Cart Rental - Regular Rate	264,979	303,211	285,000	285,000	290,000	290,000	1.75%
Marina Amenity	-	-	-	-	-	18,100	100.00%
Pull Cart Rental	34,065	22,571	30,000	30,000	30,000	30,000	0.00%
Club Rentals	78,654	62,889	80,000	80,000	80,000	80,000	0.00%
Driving Range	99,476	83,678	105,000	105,000	115,000	115,000	9.52%
Driving Range - 10 bucket program	20,243	21,750	25,000	25,000	30,000	30,000	20.00%
Programs and Special Events	3,074	1,083	4,000	4,000	4,000	4,000	0.00%
Golf Pro Administrative Fee	3,695	-	-	-	-	-	0.00%
Golf Outings	71,240	41,244	85,000	85,000	90,000	85,000	0.00%
Gift Certificates Sold	18,952	18,878	30,000	30,000	30,000	30,000	0.00%
Gift Certificates Redeemed	(14,452)	(10,235)	(30,000)	(30,000)	(30,000)	(30,000)	0.00%
Maint. And Improvement Fee	114,515	10,286	-	-	-	-	0.00%
Sales Tax Commission	360	330	500	500	500	-	-100.00%
Golf Now Transaction Fee	5,193	10,926	1,500	1,500	1,500	-	-100.00%
Electricity - Par 3	3,962	5,944	4,000	4,000	4,000	4,000	0.00%
Interest Income	4,079	150	-	-	-	-	0.00%
Miscellaneous Revenue	646	-	-	-	-	-	0.00%
TOTALS	2,459,347	2,288,505	2,542,500	2,542,500	2,687,200	2,730,800	7.41%
Expenses							
Salaries and Wages	475,054	485,340	552,436	552,436	494,500	545,995	-1.17%
Employee Benefits	386,336	272,139	293,395	293,395	293,535	315,595	7.57%
Contractual	583,278	587,045	680,285	680,662	786,121	793,300	16.61%
Commodities	298,925	337,059	338,350	343,388	402,375	417,425	23.37%
Capital Outlay	-	-	-	-	-	-	0.00%
TOTALS	1,743,593	1,681,583	1,864,466	1,869,880	1,976,531	2,072,315	11.15%
Operating Revenues Over/(Under)							
Expenses	715,755	606,922	678,034	672,620	710,669	658,485	
Transfer to Equipment Replace and Golf course Reserve Fund	(180,790)	(179,649)	(237,712)	(250,586)	(177,384)	(226,391)	
Assets	(41,284)	(500)	-	-	-	-	
Contingency	-	-	(93,223)	(93,223)	-	(103,616)	
Transfer to Debt Service	(199,338)	(199,813)	(194,813)	(194,813)	(194,813)	(191,100)	
Transfer to General Fund	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	
Total Revenues Over/(Under)							
Expenses	269,343	201,959	127,286	108,998	313,472	112,379	

Par 3 Enterprise Fund
Town of Palm Beach

Golf Course & Buildings Reserves						
Beginning Balance	872,468	875,012	984,467	984,467	984,467	960,389
Capital Expenses	(150,763)	(43,852)	(237,712)	(250,586)	(177,384)	(190,500)
Transfer to Reserve Fund	153,307	153,307	153,307	153,307	153,307	153,307
Ending Balance	875,012	984,467	900,061	887,187	960,389	923,196

Equipment Replacement Reserves						
Beginning Balance	578,501	485,847	410,963	410,963	410,963	419,130
Equipment Replacement Purchases	(174,485)	(174,485)	(102,450)	(102,450)	(102,450)	(98,000)
Transfer to Reserve Fund	81,831	99,601	110,617	110,617	110,617	73,084
Ending Balance	485,847	410,963	419,130	419,130	419,130	394,214

Financial Depreciation (Assets other than equipment)	(306,613)	(306,613)	(306,613)	(306,613)	(306,613)	(306,613)
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Beginning Net Assets	-	-	10,135,790	10,135,790	10,135,790	10,449,262
Ending Net Assets	10,269,074	10,135,790	10,263,076	10,244,788	10,449,262	10,561,641

*In FY19 Par 3 Golf Course was moved from the Recreation Enterprise Fund (403) into the Par 3 Golf Course Enterprise Fund (402)

GOLF REVENUES

TEACHING SERVICES

Percentage of lesson fees taught by contracted Golf Pros

RESIDENT PASS FEES

Fee paid by Palm Beach resident for annual pass

12-PLAY PASS – REGULAR RATE

Fee paid for 12-play multi use pass by non-resident

12-PLAY PASS – RESIDENT RATE

Fee paid for 12-play multi use pass by Palm Beach resident

GREENS FEES – REGULAR RATE

Fee paid for daily play by non-resident

GREENS FEES – RESIDENT RATE

Fee paid for daily play by Palm Beach resident

GREENS FEES – REGULAR WEEKEND & HOLIDAYS

Fees paid by non-resident for greens fees on Friday, Saturday, Sunday and holidays

GREENS FEES – RESIDENT WEEKEND & HOLIDAY

Fees paid by Palm Beach resident for greens fees on Friday, Saturday, Sunday and holidays

MERCHANDISE SALES

This figure represents revenue for merchandise sales in the pro-shop

FOOD AND BEVERAGE SALES

This figure represents the agreement for a food and beverage contractor

RIDING CART RENTAL – RESIDENT RATE

Fee paid for rental of riding cart by Palm Beach resident

Par 3 Enterprise Fund
Town of Palm Beach

RIDING CART RENTAL – REGULAR RATE

Fee paid for rental of riding cart by a non-resident

PULL CART RENTAL

Fee paid for rental of pull cart

CLUB RENTALS

Fee paid for use of Town owned rental clubs

DRIVING RANGE

Fee paid for use of golf balls on driving range

DRIVING RANGE – 10 BUCKET PROGRAM

Fee paid for multi-use purchase of tokens for golf range usage

PROGRAMS AND SPECIAL EVENTS

Rate category for special programs and activities

GOLF OUTINGS

Revenue from pre-arranged golf outings

GIFT CERTIFICATES SOLD

This is a pass through account that is offset by an account for gift certificates redeemed. Actual revenue received is reported in accounts where it is spent (i.e. green fees)

MAINTENANCE AND IMPROVEMENT FEE

Fee that was paid per round of golf, beginning in FY2020 the fee was incorporated into the various fees

SALES TAX COMMISSION

Discount received from the State of Florida for timely filing and payment of sales tax

GOLF NOW TRANSACTION FEES

Convenience fee charged for booking tee times on GolfNow website (no longer using this service)

ELECTRIC REIMBURSEMENT FROM RESTAURANT

Reimbursement from restaurant for cost of electric service to old clubhouse

EXPENSES

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

These expenses reflect an increased use of contracted labor and other maintenance and operational services performed and are expected to increase as a result of inflation and increased participation.

Par 3 Enterprise Fund
Town of Palm Beach

COMMODITIES

Expenses within these accounts are expected to rise as a result of inflation and increased participation.

CAPITAL OUTLAY

Expenses incurred include equipment replacement purchased through the Equipment Replacement Fund.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Golf Manager	1.000	1.000	1.000	1.000	1.000
Golf Course Superintendent	1.000	1.000	1.000	1.000	1.000
Crew Forman/Irrigation Specialist	1.000	1.000	1.000	1.000	1.000
Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Pro-Shop Assistant	1.515	1.515	1.000	-	-
Golf Operations Supervisor	-	-	-	1.000	1.000
Maintenance Worker	1.000	0.750	0.750	0.750	0.750
Senior Golf Associate	-	1.000	1.000	1.000	1.000
Equipment Operator	0.250	0.250	0.250	-	-
Golf Course Associate	0.850	1.250	0.850	0.312	0.309
Administrative Clerk	-	0.100	0.100	-	-
Assistant Director of Recreation	-	0.100	0.100	0.100	0.100
Recreation Division Director	-	-	-	-	0.250
Rec Facilities Maintenance Supervisor	-	-	-	-	0.100
Dir. of Bus Development & Operations	-	0.300	0.250	0.250	-
Administrative Assistant	-	0.100	0.100	0.100	0.100
Recreation Supervisor	-	0.250	0.200	0.100	-
Public Works Employees	.090	0.090	0.098	0.098	-
	7.705	9.190	8.698	7.710	7.609

PAR 3 ENTERPRISE FY2021 ACCOMPLISHMENTS

- Estimated operating cost recovery of 185.1% exceeds goal of 110%*
- Generated the most revenue in the Par 3's history (more than \$3.65MM)*
- Generated more than \$400,000* in merchandise sales
- Awarded the Public/Resort South Florida PGA Merchandiser of the Year for the SE Chapter (for the 2nd time)
- Maintenance projects completed included: clubhouse – new carpet, California Closet system installation, painted both clubhouses and refreshed the patio, added a sound system and audio/video upgrades; golf course – trimmed all trees and mangroves on property in house, re-located cart path on #18 to enhance golfer view of Atlantic Ocean make the hole more playable, re-painted the pump station piping and replaced the manifold, additional dry-ject and aerification to help the turf with amount of play
- Successful transition to Club Caddie registration system (saving the Par 3 over \$160,000/year)

*FY2021 operating cost recovery results are estimated as of October 12, 2021 postings

Fiscal Year 2022 Goals and Performance Measures	
Department Goal	Maintain high standards and quality of the Par 3 golf course clubhouse, greens and fairways
Objectives	Utilize enhanced best practices maintenance procedures, including the Integrated Pest Management Program
	Continue staff preventative maintenance training measures
	Ensure maintenance practices have a positive effect on the surrounding environment while providing a superior golfing experience
Performance Measures	Projected FY22
Reevaluate current best practices for maintenance - IPM	Ongoing
Upgrade staff training on maintenance procedures	Ongoing

Department Goal	Continue to grow the auxiliary services revenue and improve customer relations
Objectives	Enhance experience for customers at the driving range and putting green
	Maintain merchandise sales and increase sales of Hole in One Honey
	Conduct meaningful staff customer service trainings with a focus on making the Par 3 experience a customer 'favorite'
	Execute standard orientation for instructors and employees
	Provide additional direct supervision by the full time staff
	Enhance awareness of program offerings utilizing diverse marketing methods (social media, earned media, and online marketing)
	Continue to solicit feedback from residents concerning programming and facility development
Performance Measures	Projected FY22
Conduct customer service trainings	Ongoing
Conduct orientation for employees	Ongoing
Provide more direct supervision by supervisors	Ongoing
Enhance social media presence	Ongoing
Develop new and enhanced marketing materials	Ongoing
Increase the frequency of promotions and number of outlets utilized to promote programs and facilities	Ongoing

Par 3 Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Total lessons/clinics participation	1,363	1,492	1,500	2,700	2,700
Total rounds of golf	38,089	39,114	37,500	52,459	45,000
Tournaments/outings hosted	93	95	60	76	80
Resident/nonresident ratio	19/81	20/80	20/80	21/79	23/77
Operating cost recovery	156.5%	161.1%	144.4%	185.1%	130.9%

Par 3 Enterprise Fund
Town of Palm Beach

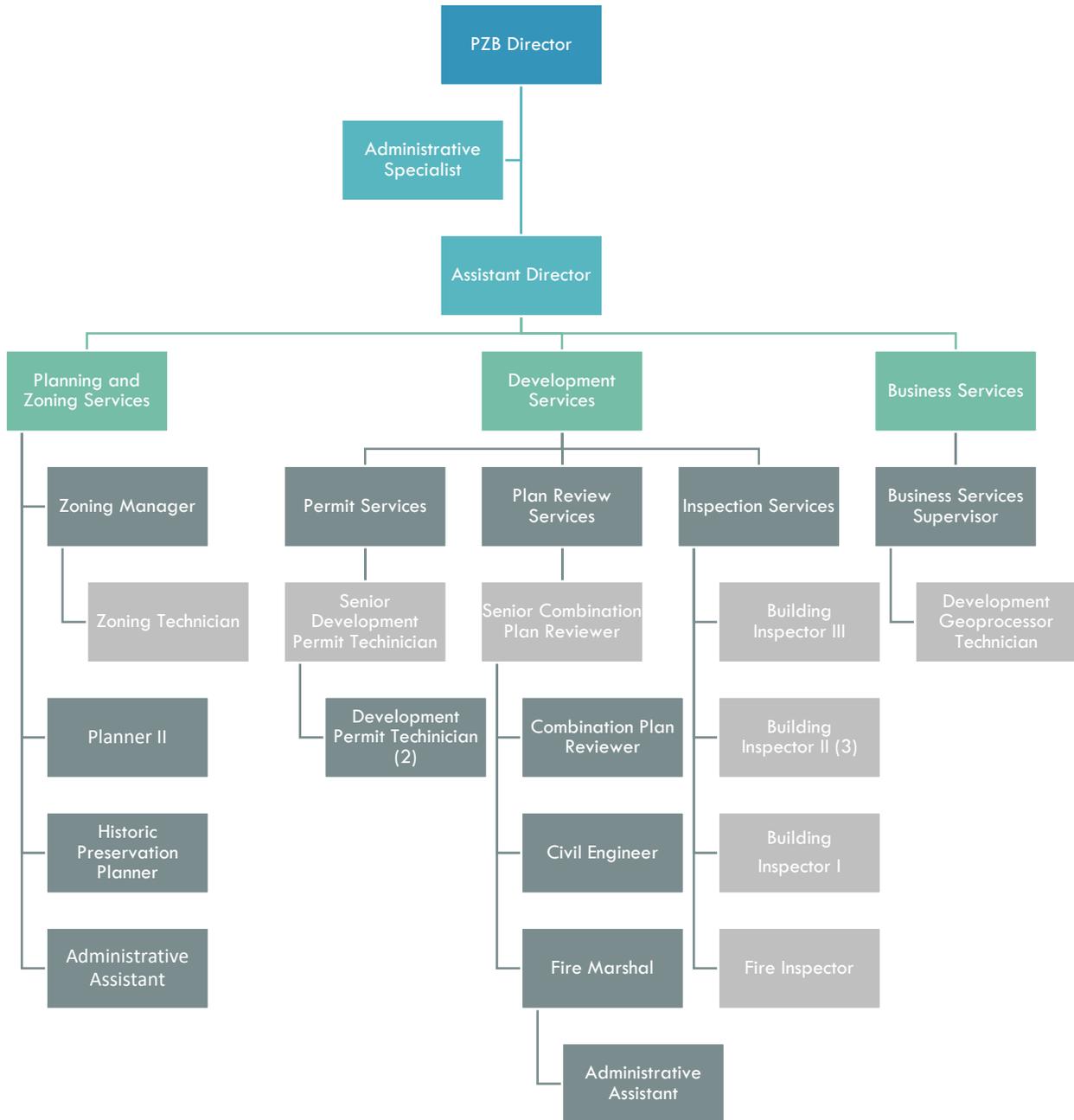
Par 3 Golf Course Five Year Capital Improvement Plan									
FY2022 Budget									
EXPENDITURES			FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2022-2026
Item #	Description	Location	Carryover	Estimated	Estimated	Estimated	Estimated	Estimated	Total
Recreation									
Par 3 Golf Course									
	Paint new clubhouse exterior, Keim paint	Clubhouse	\$ 50,000					\$ 55,000	\$ 55,000
	Paint old clubhouse exterior, Keim paint	Clubhouse	\$ 15,000					\$ 18,000	\$ 18,000
	Sealcoat/Stripe Parking Lot	Clubhouse		\$ 10,000					\$ 10,000
	Women's/Men's Restroom Refresh	Clubhouse		\$ 50,000					\$ 50,000
	Paint interior	Clubhouse		\$ 25,000				\$ 25,000	\$ 50,000
	New Carpet in Proshop	Clubhouse				\$ 15,000			\$ 15,000
	Mill/Resurface Parking Lot	Clubhouse			\$ 15,000			\$ 15,000	\$ 30,000
	New Scoreboard	Clubhouse		\$ 6,000					\$ 6,000
	A/C replacement	Clubhouse				\$ 45,000			\$ 45,000
	Range Ball machine	Clubhouse		\$ 12,000					\$ 12,000
	Sod Replacement	Golf Course	\$ 25,000						\$ -
	Pump Upgrades and Sod Replacement	Golf Course	\$ 20,000						\$ -
	Concrete Repairs to Cart-Path	Golf Course	\$ 25,000						\$ -
	Synthetic Turf Replacement	Golf Course		\$ 22,000			\$ 22,000		\$ 44,000
	Relevel 9 Tees	Golf Course		\$ 50,000		\$ 50,000		\$ 50,000	\$ 150,000
	Rebuild/Enlarge Putting Green	Golf Course			\$ 150,000				\$ 150,000
	Cover for driving Driving Range/Power Tee/	Golf Course			\$ 200,000				\$ 200,000
	Renovate Irrigation System	Golf Course	\$ 33,500	\$ 33,500	\$ 33,500	\$ 33,500	\$ 33,500	\$ 33,500	\$ 167,500
Capital Improvement Program Expenditures			\$ 168,500	\$ 208,500	\$ 398,500	\$ 143,500	\$ 153,500	\$ 98,500	\$ 1,002,500
Year			FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Total
REVENUES				FY2022	FY2023	FY2024	FY2025	FY2026	FY2022-2026
Source				Estimated	Estimated	Estimated	Estimated	Estimated	Total
	M&I Reserve			\$ 208,500	\$ 398,500	\$ 143,500	\$ 153,500	\$ 98,500	\$ 1,002,500
	Financing								\$ -
	Reserves								\$ -
	Interest								\$ -
Capital Improvement Program Revenues				\$ 208,500	\$ 398,500	\$ 143,500	\$ 153,500	\$ 98,500	\$ 1,002,500
NET COST				FY2022	FY2023	FY2024	FY2025	FY2026	FY2022-2026
	(Surplus / (Deficit))			Estimated	Estimated	Estimated	Estimated	Estimated	Total
Sub-Total - Net Cost				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Building Enterprise Fund



PLANNING, ZONING AND BUILDING ORGANIZATIONAL CHART



BUILDING ENTERPRISE FUND FY2022 GOALS

Goal #1:

Conduct a complete review of the Town Code or identify and devise a plan to address the most pressing Town Code reform needs. Develop a budget and process to include analysis of the existing code, create a steering committee, host a public engagement session to solicit community feedback, research impacts of federal, state and county regulations and prepare recommended code changes.

Objective:

Implement new department software to further streamline work flows and bring Palm Beach's process in line with current industry standards and best practices that are tailored for Palm Beach's unique environment

Objective:

Conduct community engagement sessions with residents and other interested parties to hear frustrations with the process, identify what is working well, gather their ideas for improvements and share some of the Town's emerging solutions for process improvement

Objective:

Work with the Town Council, residents, and the Planning & Zoning Commission to address quality of life issues and other zoning matters that are requested by Town Council

Goal #2:

Continue Planning, Zoning and Building Process Improvement Initiative to further improve operational efficiency, customer services, and policies/procedures. Identify and implement a software program designed for use by Planning, Zoning and Building to meet these goals.

Objective:

Continue to update the Town Council, ARCOM, and Landmark application process to provide better transparency to residents regarding land use applications

Objective:

Continue to reduce the number of permits and forms used throughout the department

Building Enterprise Fund
Town of Palm Beach

Goal #3:

Continue to implement the new historic preservation program using the conservation districts and historically significant buildings

Objective:

Continue to develop new strategies and incentives for Landmarked properties

Objective:

Work with the Town Council and the Landmarks preservation Commission to expand the number of Landmarked properties

BUILDING ENTERPRISE FUND

MISSION:

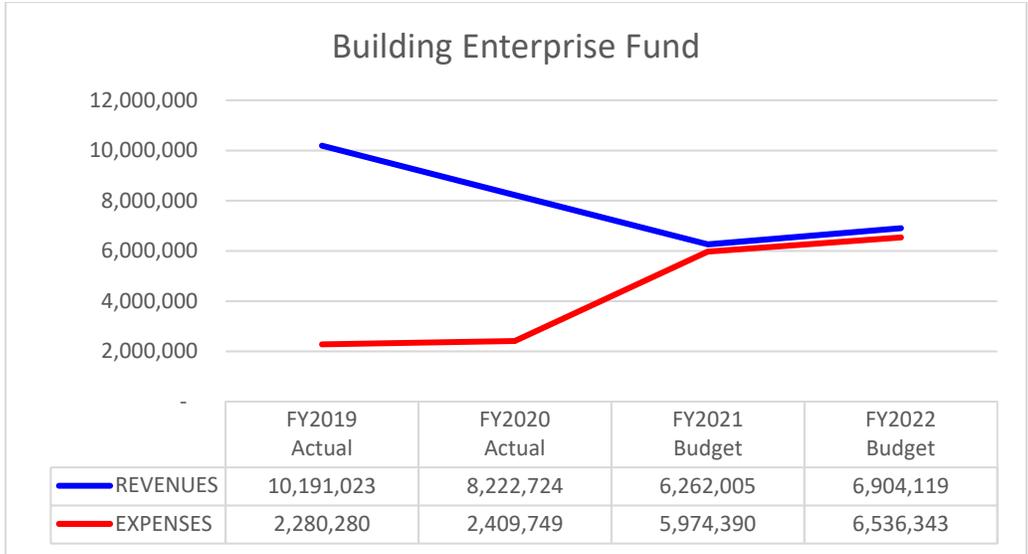
The Building Enterprise Fund identifies, recommends and implements the vision of the community, as expressed through the policies of the Town Council, relative to the development, redevelopment and use of real property, to ensure the beauty, quality of life and character of the Town, and the health, safety and welfare of our residents, businesses and visitors, while providing the highest quality of service to our customers.

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted*	FY2021 Projected	FY2022 Budget	% Change
Revenues							
Town Plan Review & Town Inspection	8,681,067	6,806,918	5,500,000	5,500,000	6,630,958	5,930,200	7.82%
Permit Processing	24,270	21,190	38,000	38,000	41,986	40,000	5.26%
Permit Penalty	41,276	25,888	15,000	15,000	43,040	45,000	200.00%
Reinspection Fees	3,240	1,510	1,600	1,600	1,820	2,000	25.00%
Contractor Registration Fees	9,570	6,725	8,500	8,500	6,700	7,000	-17.65%
Permit Revision Fee	197,575	178,600	180,000	180,000	166,150	180,000	0.00%
Flood Plain Management Fee	10,958	11,250	10,000	10,000	13,500	10,000	0.00%
Right of Way Permits	1,079,411	1,026,273	393,400	393,400	632,429	600,000	52.52%
Building Inspection Fund Fees	13,681	10,602	11,000	11,000	10,142	10,000	-9.09%
Radon Gas	9,245	7,143	10,000	10,000	6,833	10,000	0.00%
ROW Violations	66,720	63,475	29,505	29,505	11,858	15,000	-49.16%
Building Permit Search Fee	53,650	55,650	50,000	50,000	122,550	50,000	0.00%
Miscellaneous Revenue	360	7,500	15,000	15,000	123	4,919	-67.21%
TOTALS	10,191,023	8,222,724	6,262,005	6,262,005	7,688,089	6,904,119	10.25%
Expenses							
Salaries and Wages	1,060,137	998,913	1,418,123	1,418,123	987,221	1,599,288	12.77%
Employee Benefits	642,530	622,438	749,667	749,667	689,002	737,555	-1.62%
Contractual	551,255	764,630	573,600	573,600	866,781	967,500	68.67%
Commodities	26,358	23,767	33,000	33,000	31,376	32,000	-3.03%
Capital Outlay	-	-	-	-	-	-	0.00%
Transfer for Services to the General Fund	-	-	3,200,000	3,200,000	3,200,000	3,200,000	0.00%
TOTALS	2,280,280	2,409,749	5,974,390	5,974,390	5,774,380	6,536,343	9.41%
Operating Revenues Over/(Under)							
Expenses	7,910,743	5,812,975	287,615	287,615	1,913,709	367,776	
Depreciation	(95,035)	(98,323)	(96,038)	(96,038)	(96,038)	(343,148)	
Capital Expenses	-	-	-	-	-	-	
Contingency	-	-	(138,720)	(138,720)	-	(166,817)	
TOTAL REVENUES OVER/(UNDER)							
EXPENSES	7,815,708	5,714,652	52,858	52,858	1,817,671	(142,189)	
Beginning Net Assets	-	-	-	-	-	1,817,671	
ENDING NET ASSETS	-	-	52,858	52,858	1,817,671	1,675,482	

*In FY2021 two PZB programs were moved from the General Fund (001) into the Building Enterprise Fund (405)
The shaded areas are presented for trend analysis only

Building Enterprise Fund
Town of Palm Beach



	FY2019	FY2020	FY2021*	FY2022
Total Full Time Equivalent Employees	17.050	16.150	17.650	17.025

*In FY2021 two programs were moved from the General Fund into the new Building Enterprise Fund

PROGRAM: PERMIT ISSUANCE 212

MISSION:

This division exists to provide for the life, safety and welfare of Palm Beach citizens and visitors through the enforcement of building codes and accurate and accessible historical records of all Departmental files. Moreover, this division promotes and maintains high architectural standards of physical structures in Palm Beach.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Review building permit applications and plans for adherence to Town codes and policies and issue building permits;
- Communicate Town requirements with contractors, designers, property owners and other Town departments;
- Ensure that contractors working in the Town have a valid contractor license;
- Coordinate and support the Architectural Commission;
- Keep citizens informed and educated;
- Process applications for architectural approval of proposed construction projects as directed by codes and policy;
- Record departmental revenues accurately; and
- Organize, digitize and retrieve departmental records for public use.

Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted**	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	525,122	439,723	654,702	654,702	426,031	639,993	-2.25%
Employee Benefits	340,602	301,090	365,946	365,946	331,881	334,018	-8.72%
Contractual	243,216	356,971	241,100	241,100	418,552	442,800	83.66%
Commodities	12,934	14,143	19,000	19,000	16,758	18,500	-2.63%
Capital Outlay	-	-	-	-	-	249,785	100.00%
TOTALS	1,121,874	1,111,927	1,280,748	1,280,748	1,193,222	1,685,096	31.57%

*In FY21 Program 212 was moved from the General Fund (001) into the Building Enterprise Fund (405) The shaded areas are presented for trend analysis only

**FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

Building Enterprise Fund
Town of Palm Beach

CONTRACTUAL

Includes costs associated with legal services, general planning activities, and concurrency studies per state law.

COMMODITIES

Includes office and computer supplies and replacement costs, and continued software enhancements.

CAPITAL OUTLAY

Includes the cost of implementation and training for new permitting software

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Director	0.150	0.150	0.150	0.150	0.150
Assistant Director	0.300	-	0.300	0.300	0.300
Building Official	0.500	0.500	-	-	-
Planning Administrator	0.300	0.300	0.300	-	-
Planner II	-	-	-	-	0.700
Administrative Specialist	0.300	0.300	0.300	0.300	0.300
Chief Construction Inspectors	0.300	0.900	0.900	-	-
Building Inspector II	-	-	-	0.500	0.500
Building Inspector III	-	-	-	0.100	0.100
Combination Plan Reviewer	1.400	1.400	1.400	1.700	0.700
Combination Plan Reviewer, SR	-	-	-	0.700	0.700
Development Geoprocessor	1.000	1.000	1.000	1.000	1.000
Civil Engineer	0.500	0.500	0.500	0.500	0.500
Senior Development Permit Technician	-	-	-	0.500	0.500
Development Permit Technician	2.500	1.500	1.500	1.000	1.000
Office Manager	0.530	0.500	-	-	-
Business Services Supervisor	-	-	0.500	0.500	0.500
Business Systems Analyst	-	-	0.500	-	-
Administrative Assistant	0.500	0.500	0.500	0.500	0.675
Historic Preservation Planner	-	-	-	0.300	0.300
Document Management Coordinator	1.000	1.000	-	0.500	-
Office Assistant III	1.000	-	-	-	-
	10.280	8.550	7.850	8.550	7.925

PERMIT ISSUANCE FY2021 ACCOMPLISHMENTS

- Maintained Annual Building Code Effectiveness Grading Schedule review; current rating of Residential – 3, Commercial – 3
- Completed Annual Recertification of the Community Rating System (CRS) program; currently a class Class 6 community
- Continued with the Annual Facilities Permit for commercial buildings
- Town Council awarded the new PZB software to Tyler Energov, with a one-year implementation schedule.

Fiscal Year 2020 Goals and Performance Measures	
Town Council Budget Priority	Continue Planning, Zoning and Building Process Improvement Initiative to further improve operational efficiency, customer services, and policies/procedures. Identify and implement a software program designed for use by Planning, Zoning and Building to meet these goals.
Objectives	Implement the new department software
	Continue to reduce the number of permits and forms used throughout the department

Permit Issuance Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
# of permits issued	-	9,263	6,050	8,484	8,500
# of construction permits issued	6,588	6,039	3,753	4,925	5,000
# of revisions processed/issued	916	1,167	991	1,063	1,100
# of PW permits processed/issued	1,728	2,057	1,881	2,117	2,200
Average # of days to scan current records	1	1	1	1	1
# of expedited plan pages reviewed	4,978	0	0	0	0
# of Private Providers	-	9	10	19	20
# of Private Provider Inspections	-	0	1,360	2,400	2,400
# of departmental forms and applications	-	111	75	77	70

Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Permit Types Issued:				
Z – Development Review	74	61	94	100
U – ROW	1,896	1,881	2,035	2,100
B – Construction	6,236	4,108	4,925	5,000
Revenue	\$11,435,720	\$6,979,299	\$7,688,089	\$6,904,119
Construction Value	\$341,383,296	\$272,669,356	\$392,710,597	\$350,000,000

Building Enterprise Fund
Town of Palm Beach

PROGRAM: INSPECTION & COMPLIANCE 213

MISSION:

This division exists to provide protective services to the residents and businesses of the Town through professional and responsible enforcement of building codes and Town policies related to unimproved land, development, construction activities, and issuance of business tax receipts.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Inspect construction sites to ensure compliance with appropriate State and Town codes and land development regulations;
- Issue permits for right of way parking and storm water improvements; and
- Review commercial operations for conformance to the zoning code.

Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Adjusted**	FY2021 Projected	FY2022 Budget	% Change
Salaries and Wages	535,015	559,190	763,421	763,421	561,190	959,295	25.66%
Employee Benefits	301,928	321,349	383,721	383,721	357,121	403,537	5.16%
Contractual	308,039	407,659	332,500	332,500	448,229	524,700	57.80%
Commodities	13,424	9,624	14,000	14,000	14,618	13,500	-3.57%
Capital Outlay	95,035	98,323	96,038	96,038	96,038	93,363	-2.79%
TOTALS	1,253,441	1,396,144	1,589,680	1,589,680	1,477,196	1,994,395	25.46%

*In FY21 Program 213 was moved from the General Fund (001) into the Building Enterprise Fund (405). The shaded areas are presented for trend analysis only

**FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases. The 25% increase is due mainly to hiring part-time construction site monitors.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Contract costs related to construction permits, including permit inspections, travel and education and storage and scanning. Increases reflect the additional costs for contract inspections, caused by the increase in construction activities and the outsourcing of some permit-related public works inspections, to assist the department in maintaining its goal of completion on the same day, of all inspections scheduled by 6:00 a.m.

Building Enterprise Fund
Town of Palm Beach

COMMODITIES

Office supplies and any necessary software enhancements

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Director	0.100	0.100	0.100	0.100	0.100
Assistant Director	0.300	-	0.300	0.300	0.300
Building Official	0.500	0.500	-	-	-
Building Inspector I	0.500	0.900	-	1.000	1.000
Building Inspector II	2.700	1.200	2.100	2.500	2.500
Building Inspector II	-	-	-	0.900	0.900
Administrative Specialist	0.200	0.200	0.200	0.200	0.200
Administrative Assistant	-	-	-	-	0.200
Combination Inspector	2.000	2.000	2.000	-	-
Planner I	-	-	-	-	0.500
Planner II	-	-	-	-	0.300
Combination Plan Reviewer	0.600	0.600	0.600	0.300	0.300
Combination Plan Reviewer SR	-	-	-	0.300	0.300
Civil Engineer	0.500	0.500	0.500	0.500	0.500
Senior Development Permit Technician	-	-	-	0.500	0.500
Development Permit Coordinator	0.500	1.500	1.500	1.000	1.000
Zoning Technician	0.500	0.500	-	0.500	-
Business Systems Analyst	-	-	0.500	-	-
Office Manager	0.500	0.500	-	-	-
Document Management Coordinator	-	-	-	0.500	-
Business Services Supervisor	-	-	0.500	0.500	0.500
	8.900	8.500	8.300	9.100	9.100

INSPECTION AND COMPLIANCE FY2021 ACCOMPLISHMENTS

- Maintained Annual Building Code Effectiveness Grading Schedule review; current rating of Residential – 3, Commercial – 3
- Completed Annual recertification of the Community Rating System (CRS) program; currently a class Class 6 community
- Continued with the Annual Facilities Permit for commercial buildings
- Town Council awarded the new PZB software to Tyler Energov, with a one-year implementation schedule.

Inspection and Compliance Productivity Measures					
Effectiveness/Output Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
# of inspections completed	23,810	23,760	15,660	12,083	13,000



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FUND 501: SELF INSURANCE FUND (RISK MANAGEMENT)

MISSION:

This division exists to provide a safe and healthy work environment for all employees, and to minimize the adverse effects of unexpected losses. Ensuring that a Comprehensive Risk Management Program is in place that best protects the interests of the Town and its employees.

MAIN ACTIVITIES:

The most important things we do to fulfill the mission are:

- Identify exposures and address resolutions
- Determine proper method for insurance coverage by analyzing options
- Manage claims in a manner that serves both the interests of the claimant, as well as the Town
- Apply a variety of approaches to control loss and improve personal safety through the following:
 - Safety training, committees, bulletins, manual and handbook
 - Periodic safety inspections of Town facilities and property
 - Conducting motor vehicle report checks
 - Create various manuals and procedures as needed

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Revenues						
Risk Funding	1,898,059	1,900,819	2,010,439	2,010,439	2,173,487	8.11%
Insurance Proceeds	321,312	168,131	-	33,170	-	0.00%
Interest on Investments	305,805	233,804	200,000	78,187	100,000	-50.00%
Grant Revenue	29,835	-	-	-	-	0.00%
TOTALS	2,555,011	2,302,754	2,210,439	2,121,796	2,273,487	2.85%
Expenses						
Salaries and Wages	93,076	145,185	174,270	146,663	147,356	-15.44%
Employee Benefits	463,453	342,593	680,311	673,944	653,465	-3.95%
Contractual	1,588,767	1,630,740	1,786,127	2,009,469	1,868,643	4.62%
Commodities	2,360	2,242	2,680	2,556	3,056	14.03%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	2,758	2,758	-	-	-	0.00%
Other (Contingency)	-	-	3,000,000	-	3,000,000	0.00%
TOTALS	2,150,414	2,123,519	5,643,388	2,832,632	5,672,520	0.52%
Total Revenues						
Over/(Under) Expenses	404,597	179,235	(3,432,949)	(710,836)	(3,399,033)	
Beginning Net Assets	4,807,845	5,212,442	5,391,677	5,391,677	4,680,841	
ENDING NET ASSETS	5,212,442	5,391,677	1,958,728	4,680,841	1,281,808	

Self Insurance Fund
Town of Palm Beach

REVENUES

RISK FUNDING

Amount transferred from the general fund

MISCELLANEOUS

Subrogation of claims received from 3rd parties

INTEREST ON INVESTMENT

The interest revenue is based on the financial market conditions and funds available for investment

EXPENSES

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program. The FY2022 budget includes an increase for health insurance costs.

CONTRACTUAL

The slight increase is based upon the actual costs for outsourcing the review of certificates of insurance that was implemented as a result of reorganization and reduction in staff allocated to Risk Management.

COMMODITIES

Slight increase in supplies for a printer/copier.

CONTINGENCY

Contingency policies for Risk were adopted October 1, 2001 via Resolution #55-01 to ensure financial stabilization.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Risk Manager	1.000	1.000	1.000	1.000	0.900
Division Director of HR	-	-	-	-	0.200
Assistant Town Manager	-	-	-	-	0.100
Human Resources Specialist	-	0.160	0.250	-	-
Assistant Director of HR	-	-	0.100	0.100	-
Director of HR	-	-	0.280	0.280	-
Administrative Assistant	0.500	-	-	0.400	0.200
Occupational Health Nurse	0.160	-	-	-	-
	1.660	1.160	1.630	1.780	1.400

Fiscal Year 2022 Goals and Performance Measures					
Department Goal	Identify exposures in order to determine the type of coverage available to the Town				
Objectives	Work with insurance agents to obtain the best coverages and premiums available to the Town				
	Structure the insurance program to best protect the interests of the Town				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Annual insurance premiums	\$853,394	\$820,513	\$919,517	\$919,517	\$1,061,517
Total claims processed	127	134	143	129	133

Department Goal	Provide a safe work environment				
Objective	Conduct annual facility safety inspections				
Performance Measures	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Projected FY22
Total number of safety violations found town wide during the annual facility safety inspections	116	118	118	96	112
Safety bulletins distributed	12	12	12	12	12



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FUND 502: SELF INSURANCE (HEALTH BENEFIT)

This program provides for the management of the employee health insurance program. Responsibilities include: planning, organizing, implementing, and directing the self-insurance fund of the Town's Health Insurance Program.

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Revenues						
Employer Contributions	3,681,886	3,679,772	3,689,570	3,689,570	3,689,570	0.00%
Employee Contributions	854,612	827,276	825,000	775,000	800,000	-3.03%
Miscellaneous Revenue	221,292	306,122	-	150,000	-	0.00%
Interest Income	271,569	231,822	200,000	50,000	115,000	-42.50%
TOTALS	5,029,359	5,044,992	4,714,570	4,664,570	4,604,570	-2.33%
Expenses						
Salaries and Wages	58,693	60,275	87,326	57,053	57,093	-34.62%
Employee Benefits	3,537,090	3,802,631	4,665,812	4,238,047	5,292,927	13.44%
Contractual	84,483	78,292	114,280	47,776	137,985	20.74%
Commodities	1,177	473	1,035	300	790	-23.67%
Capital Outlay	-	-	-	-	-	0.00%
Other (Contingency)	-	-	500,000	-	500,000	0.00%
TOTALS	3,681,444	3,941,671	5,368,453	4,343,176	5,988,795	11.56%
Total Revenues						
Over/(Under) Expenses	1,347,916	1,347,915	(653,883)	321,394	(1,384,225)	
Beginning Net Assets	5,441,579	6,789,495	8,137,410	8,137,410	8,458,804	
ENDING NET ASSETS	6,789,495	8,137,410	7,483,527	8,458,804	7,074,579	

REVENUES

EMPLOYER CONTRIBUTIONS

Town's portion of health care expenses; plan funding requirements are determined by experience and actuarial analysis conducted by The Gehring Group.

EMPLOYEE CONTRIBUTIONS

Employee portion of health care expenses are calculated based on experience and actuarial analysis by the Gehring Group.

INTEREST INCOME

This amount consists of interest earnings

EXPENSES

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

Self Insurance Fund – Health
Town of Palm Beach

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

Includes professional and other contracted services. The increase is due to added contracted services for a 1094-C/1095-C filing program, off-site document and record storage services and a dedicated HR Specialist from The Gehring Group.

COMMODITIES

Commodities include office supplies and training expenses associated with professional development.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Division Director of Human Resources	-	-	-	-	0.100
Director of Human Resources	0.100	0.100	0.100	0.100	-
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	-
Risk Manager	-	-	-	-	0.100
Human Resources Generalist	-	-	-	-	0.050
Administrative Assistant	-	-	-	0.400	0.100
Office Asst II/OHC	0.125	-	-	-	-
Occupational Health & Wellness Nurse	0.170	-	-	-	-
Human Resources Coordinator	0.320	0.320	0.320	0.320	0.050
Human Resource Specialist	-	0.200	0.200	-	-
Human Resource Analyst	0.100	0.100	0.100	0.100	0.250
	1.015	0.920	0.920	1.120	0.650

FUND 320: EQUIPMENT REPLACEMENT FUND

This fund was established to provide a means to replace capital and computer equipment, excluding enterprise fund equipment, when the end of its useful life has been reached.

Equipment is replaced when it is determined that due to its age, condition, operation and maintenance costs, obsolescence, and depreciation, it is no longer economical to maintain. Depreciation is funded annually with a transfer from the various departments to the Equipment Replacement Fund based on the economic life and replacement cost of the equipment utilized by each department. The calculation for funding was modified in FY2006 to use replacement cost rather than original cost to insure sufficient funds are available when the asset is replaced.

Depreciation for fixed assets is calculated using the straight line method which takes replacement cost less anticipated salvage value divided by the expected useful life of the asset.

The established asset value threshold for inclusion in the Equipment Replacement Fund is: \$5,000 for fixed assets, and \$3,000 for computer assets.

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Revenues						
Interest on Investments	619,972	589,139	200,000	50,000	100,000	-50.00%
Surplus Equipment Proceeds	(2,413)	9,169	55,000	90,000	75,000	36.36%
Trsfr from General and Other Funds	3,138,567	2,814,320	2,273,299	2,273,299	2,303,287	1.32%
Miscellaneous	-	716	-	-	-	0.00%
TOTALS	3,756,126	3,413,344	2,528,299	2,413,299	2,478,287	-1.98%
Expenses						
Transfer to General Fund	780,421	-	-	-	-	0.00%
Contractual	-	-	-	-	11,100	100.00%
Capital Lease - Kiosks	-	-	-	-	48,312	100.00%
Capital Outlay - Equipment	825,733	1,885,782	2,292,696	1,948,691	1,401,308	-38.88%
Capital Outlay - IT Equipment	311,050	17,646	540,400	554,294	526,111	-2.64%
TOTALS	1,917,204	1,903,428	2,833,096	2,502,985	1,986,831	-29.87%
Total Revenues Over/(Under)						
Expenses	1,838,922	1,509,915	(304,797)	(89,686)	491,456	
Contingency	-	-	(500,000)	-	(500,000)	
Beg Investment in Capital Assets	9,918,870	9,918,870	10,139,227	10,139,227	12,642,212	
Beginning Unrestricted Net Assets	15,889,600	15,889,600	17,678,027	17,678,027	15,085,356	
ENDING NET ASSETS	27,647,392	27,318,385	27,012,457	27,727,568	27,719,024	

REVENUES

INTEREST ON INVESTMENTS

The interest revenue is based upon the financial market conditions and funds available for investment

SURPLUS EQUIPMENT PROCEEDS

This revenue source represents the sale of surplus equipment

Equipment Replacement Fund
Town of Palm Beach

TRANSFER FROM GENERAL AND OTHER FUNDS

This transfer represents the depreciation expense charged to General and Coastal Fund program budgets and transferred to the Equipment Replacement Fund on an annual basis

EXPENSES

TRANSFER TO GENERAL FUND

Transfer of previously accumulated depreciation funds on assets that will not be replaced

CAPITAL LEASE – KIOSKS

Annual lease payments on town-wide parking kiosks

CAPITAL OUTLAY – EQUIPMENT

This represents the budget for the replacement of vehicles, machinery and office equipment

CAPITAL OUTLAY – IT EQUIPMENT

This represents the budget for the replacement of computer equipment

CONTINGENCY

Contingency reserve

DEPRECIATION CHARGES BY DEPARTMENT	
FY2022	
Department	Depreciation
Town Manager's Office	\$0
Information Technology	207,759
Town Clerk	0
Finance	3,326
Planning and Zoning	5,955
Recreation	52,944
Fire Rescue	560,753
Police	743,562
Public Works	633,662
Building Fund	93,363
Coastal Fund	1,963
TOTAL DEPRECIATION	\$2,303,287

REPLACEMENT EQUIPMENT FY 2022	
Department	Cost
Fire Rescue	
Freightline chassis, rescue body	303,887
2022 Demers F450 Rescue Ambulance	300,477
Compressed Air Unit	87,418
Ready Rack Washer Extractor	7,422
Police	
Hybrid Patrol Pursuit (2)	100,000
Admin Patrol Vehicle	30,000
Surveillance Equipment	260,370
Public Works	
Portable Generator	28,000
Conflict Monitor	9,734
Pro Link Diagnostic Tool	13,000
Ford T-250 Cargo Van	28,000
Ford F-250 Utility Body	37,000
International MV607 Dump Truck (2)	196,000
Information Technology	
Computer Equipment	526,111
TOTAL EQUIPMENT REPLACEMENT EXPENDITURES	\$1,927,419



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Retirement Fund
Town of Palm Beach

RETIREMENT FUND

The Town provides pension benefits for General Employees, Police Officers and Firefighters. Approximately 268 active employees and 444 retirees are covered by the three Plans.

The Town of Palm Beach Retirement System Board of Trustees is responsible for the administration of all of the Town’s pension assets and retirement programs. An outside pension consultant serves the board as retirement system administrator. Details of the pension benefits are outlined later in this section.

The Town’s Retirement Plan Administration consists of Town Staff in Finance and Human Resources and an external provider, GRS Consulting. In FY20, a Defined Contribution Committee was formed. This committee is involved in the oversight of the fiduciary obligation for management of the DC retirement plans and is managed by Human Resources.

The contribution requirements of the Plan members are established and may be amended by the Town Council. Plan members are required to contribute a percentage of their pensionable earnings.

Benefit Group	Defined Benefit Plan Employee Contribution	401(a) Defined Contribution Plan			
		Mandatory Contribution		Voluntary Contribution (post tax)	
		Employee	Employer	Employee	Employer
General Employees	3.5%	3%	3%	Voluntary up to the maximum allowable under IRS regulations	Up to 2.0%
Lifeguard Employees	3.5%	3%	3%		Up to 2.0%
Firefighter Union	8.5%				
Firefighter Non-Union	8.5%				
Police Officer	8.5%				

The FY22 actuarially determined contribution to the defined benefit plan totals \$11,746,005. Due to concerns about the rising unfunded liability in the pension fund, a policy was adopted that would require annual appropriations of the annual required contribution plus \$5,420,000 to be capped at \$16 million. The Retirement Board approved a reduction in the UAAL amortization period from 25 years to a hybrid amortization of 15 years for experience gains/losses and plan changes and 20 years for assumption/method changes.

The Town began contributing the entire contribution in October of each fiscal year beginning in FY17. This early contribution allows for a reduction for interest savings due to the earlier than expected payment timing.

Retirement Fund
Town of Palm Beach

The funded ratio history for the each of the pension plans is shown in the chart below.

As of Fiscal Year End	FY2016	FY2017	FY2018	FY2019	FY2020
General Employees	74.10%	72.20%	72.90%	73.60%	75.70%
Lifeguards	64.00%	63.10%	63.80%	66.00%	69.50%
Police	68.60%	68.60%	71.10%	72.40%	75.40%
Fire-Rescue	62.60%	61.80%	63.90%	65.20%	68.30%

The actuarial determined employer contribution history for the defined benefit pension and the excess and extraordinary contributions for the last five years is shown in the table below:

Actuarially Determined Employer Contribution	2018	2019	2020	2021	2022
General	\$2,881,982	\$3,093,941	\$3,276,537	\$3,560,240	\$3,636,738
Lifeguards	181,145	204,527	210,518	215,911	195,379
Police	2,870,523	3,206,438	3,280,844	3,653,689	3,521,362
Fire-Rescue	3,262,296	3,676,531	3,972,519	4,362,652	4,392,526
Total	\$9,195,946	\$10,181,437	\$10,740,418	\$11,792,492	\$11,746,005
Excess Contributions	124,289	-	-	-	-
Extraordinary Contributions	4,759,016	9,501,699	5,420,000	5,420,000	5,420,000
Total Town Contributions	\$14,079,251	\$19,683,136	\$16,160,418	\$17,212,492	\$17,166,005

The Town's total contribution for the defined benefit and defined contribution plans for FY22 and FY21 is shown below. The FY21 total below decreased due to favorable demographic experience. The Town had accumulated \$560,945 in prepaid contributions. In FY21, the Town used a portion of the prepaid balance (\$126,945) to offset contributions. Staff is proposing to apply the remaining prepaid balance of \$434,000 to lower the unfunded liability directly and not lower the Town contribution.

Town Retirement Contributions	FY2021	FY2022	Change	% Change
General Employees DB	\$3,560,240	\$3,636,738	\$76,498	2.15%
Lifeguards DB	215,911	195,379	(\$20,532)	-9.51%
Police DB	3,653,689	3,521,362	(\$132,327)	-3.62%
Fire-Rescue DB	4,362,652	4,392,526	\$29,874	0.68%
Total DB Contribution	\$11,792,492	\$11,746,005	(\$46,487)	-0.39%
DC Contributions	\$626,921	\$629,507	\$2,586	0.41%
Total Town DB And DC Contribution	\$12,419,413	\$12,375,512	(\$43,901)	-0.35%

Based on recent pension changes, the Town no longer provides a DC plan for public safety employees. For General Employees and Lifeguards, the new plan was modified in FY18 and now the Town contributes a mandatory match of 3% and an optional match of 2% to the Defined Contribution (DC) plan. Total employer contributions to the DC plan per year are shown on the following page:

Retirement Fund
Town of Palm Beach

DC Contributions	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Budget
General	\$467,062	\$445,592	\$450,148	\$620,455	\$622,499
Lifeguards	5,844	5,155	2,356	6,386	7,008
Total	\$472,906	\$450,747	\$452,504	\$626,841	\$629,507

The table below shows the breakdown in costs between Normal Cost and the amortization of the UAAL by benefit tier (Plan B and Legacy), for the plan as a whole and each employee group. A small number of grandfathered employees were accruing benefits under the legacy plan and their normal cost is included in the legacy plan percentages.

Actuarially Determined Contribution Breakdown by Benefit Tier					
Valuation Date: September 30, 2020					
	Total Plan	General	Ocean Rescue	Police	Firefighters
Participants	268	149	0	55	64
<i>Total Plan</i>					
Employer Normal Cost	12.83%	8.86%	0.00%	17.30%	16.90%
Amortization of UAAL	46.97%	26.63%	0.00%	67.67%	66.76%
Total	59.80%	35.49%	0.00%	84.97%	83.66%
Town Contribution	\$ 11,746,005	\$3,636,738	\$ 195,379	\$ 3,521,362	\$ 4,392,526
<i>Plan B - Ongoing Plan</i>					
Employer Normal Cost	12.83%	8.86%	0.00%	17.30%	16.90%
Amortization of UAAL	1.97%	1.63%	0.00%	2.24%	2.43%
Total	14.80%	10.49%	0.00%	19.54%	19.33%
Town Contribution	\$ 2,907,423	\$1,074,933	\$ 7,793	\$ 809,785	\$ 1,014,912
<i>Plan A - Legacy Plan</i>					
Employer Normal Cost	0.00%	0.00%	0.00%	0.00%	0.00%
Amortization of UAAL	45.00%	25.00%	0.00%	65.43%	64.33%
Total	45.00%	25.00%	0.00%	65.43%	64.33%
Town Contribution	\$ 8,838,582	\$2,561,805	\$ 187,586	\$ 2,711,577	\$ 3,377,614
Legacy cost	75.2%	70.4%	96.0%	77.0%	76.9%

Retirement Fund
Town of Palm Beach

The Town Council previously committed to lowering the investment return assumption from the current 6.8% to 6% by .2% per year. As of the September 30, 2020 valuation date, the cost to lower the assumption to 6% immediately would increase the Town Contribution for FY21 by \$3,349,902 and increase the UAAL by \$46,315,004. The details are shown in the chart below.

	Total Plan
Current Rate of 6.8%	
Employer Normal Cost	12.83%
Ammortization of UAAL	46.97%
Total	59.80%
Town Contribution	\$ 11,746,005
UAAL	\$ 94,163,607
Funded Ratio	72.70%
Assumption Change to 6%	
Employer Normal Cost	15.93%
Ammortization of UAAL	56.01%
Total	71.94%
Town Contribution	\$ 14,169,630
UAAL	\$ 126,842,512
Funded Ratio	66.40%
Difference	
Town Contribution	\$ 2,423,625
UAAL	\$ 32,678,905
Funded Ratio	-6.30%

Retirement Fund
Town of Palm Beach

UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)

The UAAL as of September 30, 2019, for all pension groups is \$94,163,607. The table below summarizes the causes for the increase since 2009.

Experience (Gain)/Loss include demographic experience due to salary increases, retirements, terminations, mortality experience and other census changes that differ from the actuarial assumptions. In addition, it also includes the gains/losses from investments.

Assumption changes include reductions in the investment assumption, changes in several demographic assumptions after an experience study and changes in the mortality tables. Benefit changes include the reduction in benefits in 2012 offset by benefit improvements made since 2012.

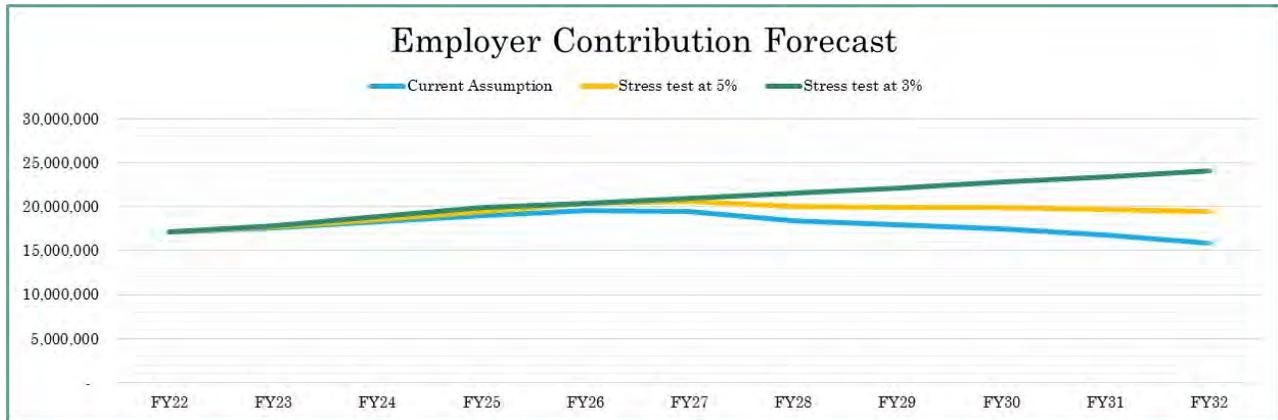
Date		General	Lifeguard	Police	Firefighter	Total
2009	Initial Unfunded	11,580,317	732,834	4,712,642	14,067,598	31,093,391
	Experience (Gain)/Loss					
2010	Experience (Gain)/Loss	1,166,335	67,219	820,214	1,305,374	3,359,142
2011	Experience (Gain)/Loss	(3,560,587)	114,796	387,799	(1,054,188)	(4,112,180)
2012	Experience (Gain)/Loss	3,919,061	262,603	5,553,719	4,790,261	14,525,644
2013	Experience (Gain)/Loss	(809,809)	22,644	2,124,265	1,835,308	3,172,408
2014	Experience (Gain)/Loss	(69,720)	(17,249)	894,776	169,502	977,309
2015	Experience (Gain)/Loss	2,378,242	91,546	2,284,460	2,107,224	6,861,472
2016	Experience (Gain)/Loss	31,693	(12,542)	(560,887)	2,852,112	2,310,376
2017	Experience (Gain)/Loss	183,591	79,532	290,878	531,876	1,085,877
2018	Experience (Gain)/Loss	1,763,403	74,816	661,953	1,186,455	3,686,627
2019	Experience (Gain)/Loss	978,469	23,131	1,379,748	1,478,350	3,859,698
2020	Experience (Gain)/Loss	199,122	(22,399)	(410,323)	(4,723)	(238,323)
	Total Experience (Gain)/Loss	6,179,800	684,097	13,426,602	15,197,551	35,488,050
	Benefit Changes					
2012	Benefit Changes	(4,265,256)	(208,382)	(3,801,892)	(6,617,363)	(14,892,893)
2013	Benefit Changes	68,346	-	-	-	68,346
2014	Benefit Changes	35,501	1,453	77,243	32,023	146,220
2016	Benefit Changes	1,340,957	19,553	786,012	369,919	2,516,441
2017	Benefit Changes	-	-	-	752,275	752,275
2019	Benefit Changes	-	-	-	-	-
2020	Benefit Changes					
	Total Benefit Changes	(2,820,452)	(187,376)	(2,938,637)	(5,463,146)	(11,409,611)
	Assumption Method Changes					
2010	Assumption Method Changes	(1,649,038)	(45,944)	(596,953)	(727,091)	(3,019,026)
2011	Assumption Method Changes	(104,102)	59,987	366,501	183,683	506,069
2012	Assumption Method Changes	4,145,696	233,225	4,134,343	4,230,664	12,743,928
2015	Assumption Method Changes	5,774,343	163,939	1,659,269	2,150,996	9,748,547
2016	Assumption Method Changes	2,265,817	151,298	2,814,110	2,880,470	8,111,695
2017	Assumption Method Changes	1,062,202	56,663	991,854	1,054,979	3,165,698
2018	Assumption Method Changes	1,086,899	57,517	1,011,479	1,087,726	3,243,621
2019	Assumption Method Changes	1,093,435	48,785	654,304	1,161,952	2,958,476
2020	Assumption Method Changes	1,705,842	(24,777)	(265,183)	116,887	1,532,769
	Total Assumption Method Changes	15,381,094	700,693	10,769,724	12,140,266	38,991,777
	UAAL as of September 30, 2020	30,320,759	1,930,248	25,970,331	35,942,269	94,163,607
	Membership - Retirees	218	12	106	108	444
	Membership - Active	149	-	55	64	268
	Membership - Terminated/Vested	40	3	28	28	99
	Ratio of Total Membership to UAAL	74,498	128,683	137,409	179,711	116,108

Retirement Fund
Town of Palm Beach

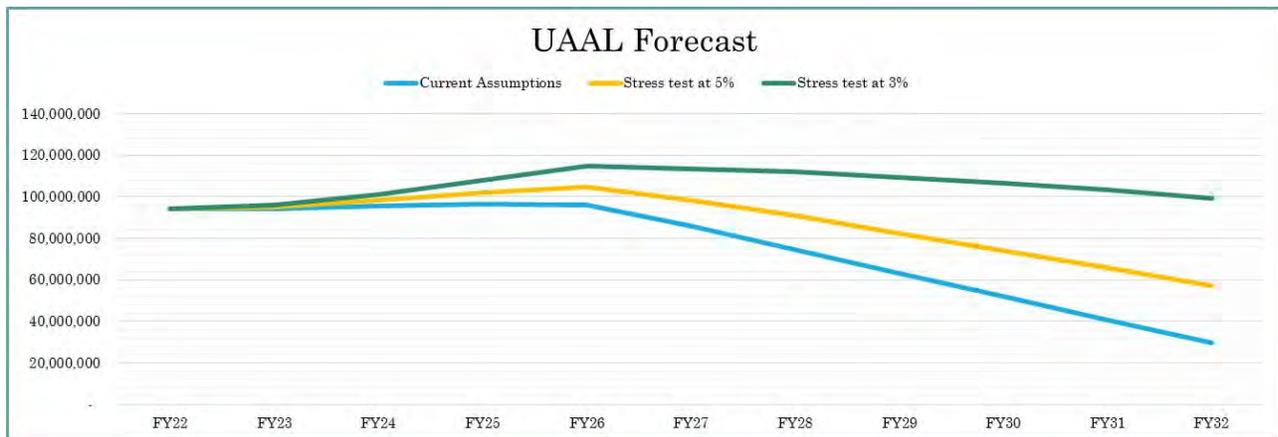
UAAL AND EMPLOYER CONTRIBUTION FORECAST

A ten-year forecast of the Unfunded Actuarial Accrued Liability (UAAL) and Employer Contribution has been prepared by the actuary. The current assumptions include the reduction in investment return by .2% per year from 6.8% used in the September 30, 2020 Actuarial Valuation Report to 6.0% as of September 30, 2024.

This forecast was stress tested using an estimated actual return on the market value of assets of 5% per year and 3% per year. The results are shown on the following charts for UAAL and Employer Contribution.



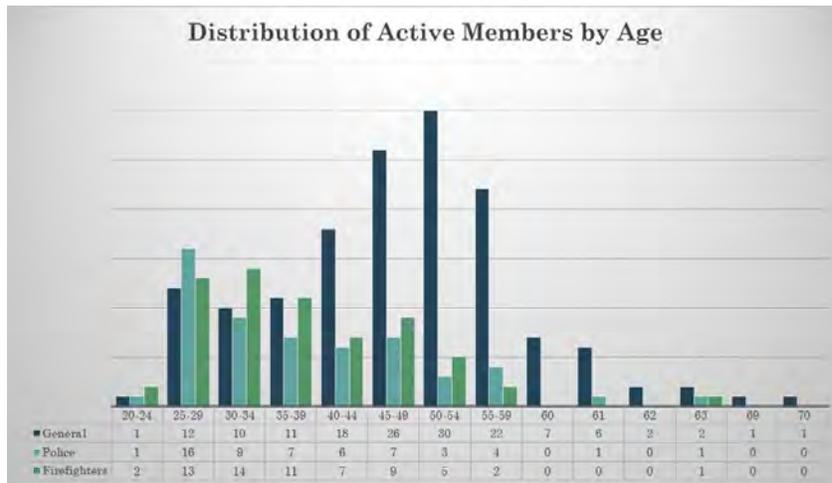
Since last year, there has been improvement in the UAAL forecast. This is due to the Town’s commitment to contribute an additional \$5,420,000 per year to the system, which has been included in the forecast and the reduction in the amortization period from 25 years to a hybrid of 20 years for assumption changes and 15 years for experience gains/losses and plan changes.



Retirement Fund
Town of Palm Beach

DEMOGRAPHIC INFORMATION

The following charts depict the System membership (Active, Retired and Vested Terminated Members) for the past 10 years. The first chart shows the total membership for all three funds. It is followed by charts depicting the membership for each separate benefit group. Information extracted from the September 30, 2020 Actuarial Report.



Retirement Fund
Town of Palm Beach

SUMMARY OF DEFINED BENEFIT PLAN PROVISIONS

Grandfathered Benefits: The benefits consist of the old defined benefit plan (Plan A - see below) including future accruals in Plan A for employees that were eligible to retire on or before May 1, 2012 (grandfather).

Plan A Benefits: The accrued benefits prior to May 1, 2012 in the old defined benefit plan (frozen benefits).

Plan B Benefits: The accrued benefits on and after May 1, 2012.

NORMAL RETIREMENT:

ELIGIBILITY

Plan A

- I. *General:* 30 or more years of service, regardless of age; or age 55 with 10 or more years of service
- II. *Ocean Rescue:* Age 50 with 10 or more years of service. Or 10 or more years of service and age plus credited service totals 65 years or more.
- III. *Police and Firefighters:* 20 or more years of service, regardless of age; or, age 50 with 10 or more years of service; or, at least 10 years of service and age plus credited service totals 65 years or more.
- IV. Immediate vesting was granted to all employees who on May 1, 2012, were active contributing plan participants.

Plan B

General and Ocean Rescue: Age 62 with 10 or more years of service if employed or participating in DROP on May 1, 2017. If not employed or participating in DROP on May 1, 2017, retirement eligibility age is 65 with 10 or more years of service. Employees hired on or after May 1, 2017 are eligible to retire at age 62 with 10 or more years of service.

Police: Effective October 1, 2019, Age 55 with 10 or more years of service or age 52 with at least 25 years of service. This applies to police officers who are participating in the DROP on October 1, 2019 and who retire or enter the DROP on or after that date, but does not apply to members who retired or separated from employment before October 1, 2019. Employees hired on or after October 1, 2016 are eligible to retire at age 56 with 10 or more years of service. If not employed or participating in DROP on October 1, 2016, retirement eligibility age is 65 with 10 or more years of service.

Non-union Firefighters: Effective October 1, 2019, Age 55 with 10 or more years of service or age 52 with at least 25 years of service. This applies to non-union firefighters who are participating in the DROP on October 1, 2019 and who retire or enter the DROP on or after that date, but does not apply to members who retired or separated from employment before October 1, 2019. Employees hired on or after October 1, 2016 are eligible to retire at age 56 with 10 or more years of service. If not employed or participating in DROP on October 1, 2016, retirement eligibility age is 65 with 10 or more years of service.

Union Firefighters: Effective November 2, 2019 Age 55 with 10 or more years of service or age 52 with at least 25 years of service. This applies to union firefighters who are participating in the DROP on November 2, 2019 and who retire or enter the DROP on or after that date, but does not apply to members who retired or separated from employment before November 2, 2019. Employees hired on or after August 12, 2017 are eligible to retire at age 56 with 10 or more years of service. If not employed or participating in DROP on August 12, 2017, retirement eligibility age of 65 with 10 or more years of service.

PENSION AMOUNT

Plan A

- a) *General:* Average final compensation (AFC) times the sum of a) 2.75% for service earned after September 30, 1990, to a maximum of 82.5%, plus 2.35% for service earned on or before September 30, 1990 for the first 30 years of service, plus, b)

Retirement Fund Town of Palm Beach

- 1.0% for service in excess of 30 years.
- b) *Ocean Rescue*: AFC times the sum of a) 2.85% for the first 25 years of service with a maximum of 71.25%, plus, b) 1.0% for service in excess of 25 years.
 - c) *Police Officers and Firefighters*: AFC multiplied by the sum of a) 3.5% per year of credited service to a maximum of 87.5 percent, plus, b) 2.0% per year of credited service, if any, in excess of 43.75 years.

Plan B

General and Ocean Rescue: The normal form of pension is a pension payable for life. Also see Automatic Death Benefit. AFC multiplied by 1.25% per year of credited service from May 1, 2012, through April 30, 2017 and multiplied by 1.70% per year after May 1, 2017.

Union Firefighters: The normal form of pension is a pension payable for life. Also see Automatic Death Benefit. AFC multiplied by 1.25% per year of credited service from May 1, 2012 through September 30, 2017. AFC multiplied by 2.75% per year of credited service on or after October 1, 2017.

Police and non-union Firefighters: The normal form of pension is a pension payable for life. Also see Automatic Death Benefit. AFC multiplied by 1.25% per year of credited service from May 1, 2012 through September 30, 2016. AFC multiplied by 2.75% per year of credited service on or after October 1, 2016.

Members can elect an optional **survivorship benefit with an actuarial reduction in benefit.**

AVERAGE FINAL COMPENSATION (AFC):

Plan A

Average of the highest 2 consecutive years within the member's last 5 years of credited service.

Plan B

AFC after April 30, 2012, is the average of the final 5 years of credited service.

DROP RETIREMENT: BOTH PLAN A AND PLAN B

Eligibility - Same as Normal Retirement. Participation must be terminated within 5 years of DROP commencement.

Pension Amount

General and Ocean Rescue: 100% of member's accrued benefit at the date of election to participate in DROP. Grandfathered General and Ocean Rescue employees: 98% of member's accrued benefit at the date of election to participate in DROP

Police and Firefighters: 100% of the member's accrued benefit at the date of election to participate in DROP.

The rate of return credit for the DROP and Share accounts is calculated based on a five-year trailing average annual return of the plan, and applied to the DROP and Share balances at the end of each quarter on the average daily balance for the quarter.

EARLY RETIREMENT (GENERAL EMPLOYEES ONLY):

ELIGIBILITY

Plan A

Age 50 with 10 or more years of credited service based on a monthly reduction from normal retirement date as explained below.

Plan B

Early retirement at age 60 with 10 or more years of credited service, based on a monthly reduction from normal retirement date based on actuarial equivalency.

Retirement Fund
Town of Palm Beach

PENSION AMOUNT

Plan A

Computed as a normal retirement benefit but reduced 6/10 of 1% (3/10 of 1% if service credit is 20 or more years) for each month early retirement precedes the member's normal retirement date.

DEFERRED RETIREMENT (VESTED TERMINATION BENEFIT): BOTH PLAN A AND PLAN B

Eligibility - 10 or more years of service (waived for frozen benefits). Pension begins upon meeting requirement for normal retirement. Contributions must be left on deposit in the System; failure to do so results in forfeiture of the vested benefit. Frozen accrued benefits as of April 30, 2012 are vested immediately.

Pension Amount - Computed as for normal retirement, based upon Plan A frozen benefit, or Plan B service and AFC at time of termination.

DUTY DISABILITY RETIREMENT: BOTH PLAN A AND PLAN B

Eligibility - No age or service requirements.

General Employees and Ocean Rescue: Payment of sixty percent of the monthly AFC (greater of Plan A or B); or if the member retires prior to attaining the age for normal retirement, the amount of the monthly pension shall be computed as if the member has continued to accrue credited service until the date the member would have attained the age for normal retirement provided that the member has been in receipt of the disability benefit for at least five years.

Police Officers and Firefighters: Payment of sixty percent of the monthly AFC (greater of Plan A or B); or if the member retires prior to attaining the age for normal retirement, the amount of the monthly pension shall be computed as if the member has continued to accrue credited service until the date the member would have attained the age for normal retirement provided that the member has been in receipt of the disability benefit for at least five years.

NON-DUTY DISABILITY BEFORE RETIREMENT: BOTH PLAN A AND PLAN B

Eligibility - 10 or more years of service (waived for frozen benefit).

Pension Amount - Computed as for normal retirement. For Police and Firefighter benefit groups, the disability pension benefit shall not be less than a payment of 30 percent of the member's AFC at the time of disability.

Elective Survivor Benefits

Eligibility – The member dies while in the employ of the Town with at least 10 years of credited service and not participating in the DROP. Survivor beneficiary shall be in writing and filed with Human Resources Department.

DUTY DEATH SPECIAL PROVISION: BOTH PLAN A AND PLAN B

Eligibility – Death while actuarially performing duty for the Town or was the natural and proximate result, independent of all other causes, of a personal injury or disease arising out of and in the course of the actual performance of duty for the town.

- 1) 10-year vesting requirement waived
- 2) Surviving children is 25% of deceased member's AFC, not to exceed 75% of AFC when four or more surviving children.
- 3) Surviving spouse is paid difference between 75% of deceased AFC and aggregate amount paid surviving children.

AUTOMATIC DEATH AFTER RETIREMENT PENSION:

Plan A

To Surviving Child(ren): 25% of the retiree's pension payable to age 18, not to exceed an equal share of 75% of the retiree's pension. Payments to surviving children may be paid to age 25 if

Retirement Fund
Town of Palm Beach

retirement if no surviving spouse.

To Surviving Spouse: The difference, if any, between 75% of the deceased retiree's pension and the aggregate amount paid to any surviving children for the month.

Plan B

Reduced option forms of payment are available for survivorship benefits.

POST-RETIREMENT COST-OF-LIVING ADJUSTMENTS:

Plan A

Pensions are increased 2.0% annually based on the total pension payable subsequent to an initial 3-year deferral period.

Plan B

None.

PURCHASE OF SERVICE CREDIT: BOTH PLAN A AND PLAN B

A vested member who has not purchased service credit under Prior Governmental Service, including Military Service elsewhere may purchase years or fractional parts of years of service, not to exceed 5 years, to be added to years of credited service provided that the member contributes the sum that would have been contributed to the retirement plan to pay the full actuarial cost.

Purchase of service by members of benefit group firefighter may only be based upon actual prior service as a firefighter or service in the military and purchase of service by a member of benefit group police officer may only be based upon actual prior service as a police officer or service in the military.

Retirement Fund
Town of Palm Beach

FUND 600: EMPLOYEES RETIREMENT

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Revenues						
Employer Contributions	9,302,382	10,797,401	11,231,547	11,665,547	11,746,005	4.58%
Employee Contributions	1,230,568	1,170,103	1,200,000	1,195,686	1,300,000	8.33%
Use of Prepaid Contributions	-	-	560,945	126,945	484,000	-13.72%
Gain/(Loss) on Investments	8,159,231	5,935,157	13,000,000	3,000,000	4,000,000	-69.23%
Miscellaneous	43,302	1,411	2,500	15,000	5,000	100.00%
Investment Income	2,432,434	7,929,574	5,000,000	39,146,264	17,000,000	240.00%
Transfer from General Fund	9,501,699	5,420,000	5,420,000	5,420,000	5,420,000	0.00%
TOTALS	30,669,616	31,253,646	36,414,992	60,569,442	39,955,005	9.72%
Expenses						
Salaries and Wages	46,532	47,560	50,162	28,528	89,337	78.10%
Employee Benefits	20,489	37,653	26,026	25,446	38,441	47.70%
Contractual	20,110,146	20,491,367	22,144,500	22,256,237	23,651,700	6.81%
TOTALS	20,177,167	20,576,580	22,220,688	22,310,211	23,779,478	7.02%
Total Revenues Over/(Under)						
Expenses	10,492,449	10,677,066	14,194,304	38,259,231	16,175,527	
Beginning Net Assets	19,743,886	230,236,335	240,913,400	240,913,400	279,172,631	
ENDING NET ASSETS	230,236,335	240,913,400	255,107,704	279,172,631	295,348,158	

REVENUES

EMPLOYER CONTRIBUTIONS

The employer contributions are actuarially determined for the hybrid pension plan.

EMPLOYEE CONTRIBUTIONS

Employee contributions are calculated based on the eligible employee's salary multiplied by a contribution rate.

GAIN/(LOSS) ON INVESTMENTS

Estimated gains on the sale of equities. Projections reflect the 7.2% return assumption for the fund.

INTEREST ON INVESTMENTS

The budgeted amount represents the anticipated interest to be earned on fixed income investments.

TRANSFER FROM THE GENERAL FUND

Extraordinary transfer from General Fund fund balance to improve the unfunded status.

EXPENSES

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes a COLA increase and pay for performance increases.

Retirement Fund
Town of Palm Beach

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

CONTRACTUAL

This line item reflects anticipated pension payments and operating costs.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Finance Director	0.100	0.100	0.100	0.100	0.100
Assistant Finance Director	0.025	0.025	0.025	0.025	0.025
Budget Analyst	0.050	0.050	0.100	0.100	0.100
Division Director of Human Resources	-	-	-	-	0.100
Human Resources Analyst	-	-	-	-	0.500
Accounting Specialist II	0.200	-	-	-	-
Accounting Technician	0.012	0.036	0.036	0.036	0.036
Director of Human Resources	0.024	0.024	0.024	0.024	-
Human Resources Specialist	0.375	0.375	0.875	0.375	-
	0.786	0.610	1.160	0.660	0.861



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HEALTH INSURANCE TRUST (OPEB)

The Town makes post-employment health care benefits available to retirees and funds a portion of the retiree health insurance benefits. In FY2007, the Town established a Health Insurance Trust for the funding of these benefits. The trust was established with an initial deposit of \$16,000,000 transferred from the reserves from the Health Insurance Fund. The Town’s Investment Advisory Committee oversees the investment of the assets of this trust.

An actuarial valuation of the retiree health plan was conducted as of October 1, 2020. The Town’s biannual Actuarial Accrued Liability as of October 1, 2020 was determined to be \$25,931,118 using a 5.0% discount rate and return on assets and resulting in a funded ratio of 133.9%. The annual budgeted contribution for FY2022 is \$334,215.

The Town provides to the retirees self-insured medical and prescription plan(s) administered by Cigna.

SUMMARY OF PLAN PROVISIONS

Eligibility

Employee must terminate employment with the Town and be eligible to retire under the Town’s retirement system.

Plan Design

Eligible retirees can choose from one of two Cigna plans: Open Access Plus – Seabreeze or Open Access Plus In-Network – Seaview Plan. A summary of the significant plan provisions for the plan year that begins on January 1, 2022 are provided below:

Cigna Open Access Plus – Seabreeze Plan		
	In-Network	Out-of-Network
Deductible	\$500 Ind/\$1,500 Family	\$1,000 Ind/\$3,000 Family
Coinsurance	10%	30%
Out of Pocket Maximum	\$1,500 Ind/\$4,500 Family	\$3,000 Ind/\$9,000 Family
Office Visit Copay	\$25	Ded+30%
Prescription Drugs	\$100 Ded for Non-generic drugs	
Retail Copayment	Generic-\$10, Preferred-\$30, Non-Preferred-50% of Cost	
Mail Order Copayment	Generic-\$20, Preferred-\$60, Non-Preferred-50% of Cost	
Lifetime Maximum	Unlimited	

Health Insurance Trust Fund
Town of Palm Beach

Cigna Open Access Plus In-Network* – Seaview Plan		
	In-Network	*Out-of-Network
Deductible	N/A	
Coinsurance	N/A	
Out of Pocket Maximum	\$1,500 Individual, \$3,000 Family	
Office Visit Copay	\$20	
Inpatient Copay	\$500 per admission	
Emergency Room Copay	\$115	
Prescription Drugs	\$100 Ded for Non-generic drugs	
Retail Copayment	Generic-\$10, Preferred-\$30, Non-Preferred-50% of Cost	
Mail Order Copayment	Generic-\$20, Preferred-\$60, Non-Preferred-50% of Cost	
Lifetime Maximum	Unlimited	

*Out of network services are not covered under the Seaview plan

Discount Rate

The actuarial analysis assumes a 5.0% annual discount rate.

Required Monthly Contributions

Contribution amounts are determined by the medical plan chosen, the years of employment service, and the amount of pension earned according to the retiree sliding scale for insurance premiums. Contributions are required to both retiree and dependent coverage. The premium cost sharing between retirees and the Town ranges from 50% to the maximum charge allowable per state statute for the non-Medicare group.

Health Insurance Trust Fund
Town of Palm Beach

FUND 610: HEALTH INSURANCE TRUST

Revenue and Expense Summary

	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	% Change
Revenues						
Town Funding	435,383	423,014	429,858	429,858	334,215	-22.25%
Retiree Funding	1,422,042	1,306,084	1,400,000	1,250,000	1,328,125	-5.13%
Miscellaneous Revenue	(86,781)	356,791	-	544,069	-	0.00%
Investment Income	1,010,953	2,099,451	1,800,000	3,019,035	1,800,000	0.00%
TOTALS	2,781,596	4,185,340	3,629,858	5,242,962	3,462,340	-4.62%
Expenses						
Salaries and Wages	67,235	67,361	86,777	66,122	54,002	-37.77%
Employee Benefits	2,505,477	2,108,753	2,921,176	2,459,032	2,789,970	-4.49%
Contractual	78,725	93,439	91,461	46,357	141,120	54.30%
Commodities	99	424	835	100	390	-53.29%
TOTALS	2,651,536	2,269,977	3,100,249	2,571,611	2,985,482	-3.70%
Total Revenues						
Over/(Under) Expenses	130,060	1,915,363	529,609	2,671,351	476,858	
Beginning Net Assets	32,682,813	32,812,873	34,728,236	34,728,236	37,399,588	
ENDING NET ASSETS	32,812,873	34,728,236	35,257,845	37,399,588	37,876,446	

REVENUES

TOWN FUNDING

Town's portion of retiree health care expenses; plan funding requirements are determined by experience and actuarial analysis conducted by the Gehring Group

RETIREE FUNDING

The FY2022 projected budget for Retiree Funding is based on trending and actual contributions for FY2021

GAIN/(LOSS) ON INVESTMENTS

Gain/Loss on investments represents revenue earned or investment losses on the investments in the trust

EXPENSES

SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2022 budget includes pay for performance increases and the proposed increase in the ranges. The decrease is attributed to the elimination of the Director of Human Resources position and additional changes to FTE allocations.

EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program. The decrease is attributed to the elimination of the Director of Human Resources position and additional changes to FTE allocations.

Health Insurance Trust Fund

Town of Palm Beach

CONTRACTUAL

Includes professional and other contracted services. The increase is due to added contracted services for a 1094-C/1095-C filing program, off-site document and record storage services, and a dedicated HR Specialist from the Gehring Group.

COMMODITIES

Commodities include office supplies and training expenses associated with professional development. The increase is attributed to additional funding needed to cover the cost of printer cartridges needed for a new printer purchased to replace the Risk/HR copier. The copy machine GL for this fund has been reduced to cover this increase.

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Director of Human Resources	0.100	0.100	0.100	0.100	-
Finance Director	0.050	0.050	0.050	0.050	0.050
Division Director of Human Resources	-	-	-	-	0.100
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	-
Human Resources Generalist	-	-	-	-	0.050
Administrative Assistant	-	-	-	0.200	0.050
Occupational Health Nurse	0.170	-	-	-	-
Human Resource Coordinator	0.330	0.330	0.330	0.330	0.050
Human Resource Specialist	-	0.200	0.050	-	-
Human Resource Analyst	0.100	0.100	0.100	0.100	0.250
	0.950	0.980	0.830	0.980	0.550



OAP Seabreeze Plan

Retiree Sliding Scale Insurance Premium Rates 2022

Years of Service		Q1		Q2		Q3		Q4	
25 + years		50%		51%		52%		Maximum	
	<i>Retiree</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
		\$ 618.63	\$ 305.24	\$ 631.00	\$ 311.34	\$ 643.37	\$ 317.45	\$ 665.24	\$ 328.24
	<i>Retiree +1 Dependent</i>	\$ 1,305.30	\$ 646.15	\$ 1,331.41	\$ 659.07	\$ 1,357.51	\$ 671.99	\$ 1,409.93	\$ 697.94
	<i>Retiree +2 Dependents</i>	\$ 1,662.06	\$ 811.83	\$ 1,695.30	\$ 828.24	\$ 1,728.54	\$ 844.65	\$ 1,977.22	\$ 1,014.36
<i>Retiree +3 Dependents</i>	\$ 2,018.83	\$ 977.51	\$ 2,059.21	\$ 994.59	\$ 2,099.58	\$ 1,011.67	\$ 2,544.52	\$ 1,270.08	
20 - 24 years		50%		51%		52%		Maximum	
	<i>Retiree</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
		\$ 618.63	\$ 305.24	\$ 631.00	\$ 311.34	\$ 643.37	\$ 317.45	\$ 665.24	\$ 328.24
	<i>Retiree +1 Dependent</i>	\$ 1,305.30	\$ 646.15	\$ 1,331.41	\$ 659.07	\$ 1,357.51	\$ 671.99	\$ 1,409.93	\$ 697.94
	<i>Retiree +2 Dependents</i>	\$ 1,662.06	\$ 811.83	\$ 1,695.30	\$ 828.24	\$ 1,728.54	\$ 844.65	\$ 1,977.22	\$ 1,014.36
<i>Retiree +3 Dependents</i>	\$ 2,018.83	\$ 977.51	\$ 2,059.21	\$ 994.59	\$ 2,099.58	\$ 1,011.67	\$ 2,544.52	\$ 1,270.08	
15 - 19 years		50%		51%		52%		Maximum	
	<i>Retiree</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
		\$ 618.63	\$ 305.24	\$ 631.00	\$ 311.34	\$ 643.37	\$ 317.45	\$ 665.24	\$ 328.24
	<i>Retiree +1 Dependent</i>	\$ 1,305.30	\$ 646.15	\$ 1,331.41	\$ 659.07	\$ 1,357.51	\$ 671.99	\$ 1,409.93	\$ 697.94
	<i>Retiree +2 Dependents</i>	\$ 1,662.06	\$ 811.83	\$ 1,695.30	\$ 828.24	\$ 1,728.54	\$ 844.65	\$ 1,977.22	\$ 1,014.36
<i>Retiree +3 Dependents</i>	\$ 2,018.83	\$ 977.51	\$ 2,059.21	\$ 994.59	\$ 2,099.58	\$ 1,011.67	\$ 2,544.52	\$ 1,270.08	
10 - 14 years		Maximum		Maximum		Maximum		Maximum	
	<i>Retiree</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
		\$ 665.24	\$ 328.24	\$ 665.24	\$ 328.24	\$ 665.24	\$ 328.24	\$ 665.24	\$ 328.24
	<i>Retiree +1 Dependent</i>	\$ 1,409.93	\$ 697.94	\$ 1,409.93	\$ 697.94	\$ 1,409.93	\$ 697.94	\$ 1,409.93	\$ 697.94
	<i>Retiree +2 Dependents</i>	\$ 1,977.22	\$ 977.51	\$ 1,977.22	\$ 977.51	\$ 1,977.22	\$ 977.51	\$ 1,977.22	\$ 977.51
<i>Retiree +3 Dependents</i>	\$ 2,544.52	\$ 1,270.08	\$ 2,544.52	\$ 1,270.08	\$ 2,544.52	\$ 1,270.08	\$ 2,544.52	\$ 1,270.08	

Monthly Pension Earnings		
Quartile	Minimum	Maximum
Q1	\$ -	\$ 1,801.50
Q2	\$ 1,801.51	\$ 3,345.12
Q3	\$ 3,345.13	\$ 5,399.00
Q4	\$ 5,399.01	or greater

* Rates are based on the commingled experience of the retiree group with the claims experience of the active employees in accordance with F.S. 112.0801.

** Employees hired after October 1, 2009 will be charged the maximum allowable per state statute.



OAPIN - Seaview Plan
Retiree Sliding Scale Insurance Premium Rates 2022

Years of Service		Q1		Q2		Q3		Q4	
25 + years		50%		51%		51%		Maximum	
		<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
	Retiree	\$ 532.61	\$ 260.29	\$ 543.26	\$ 265.49	\$ 543.26	\$ 265.49	\$ 552.84	\$ 270.17
	Retiree +1 Dependent	\$ 1,124.82	\$ 551.73	\$ 1,147.32	\$ 562.76	\$ 1,147.32	\$ 562.76	\$ 1,172.76	\$ 575.24
	Retiree +2 Dependents	\$ 1,411.25		\$ 1,439.48		\$ 1,439.48		\$ 1,628.29	
Retiree +3 Dependents	\$ 1,697.78		\$ 1,731.73		\$ 1,731.73		\$ 2,083.83		
20 - 24 years		50%		51%		51%		Maximum	
		<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
	Retiree	\$ 532.61	\$ 260.29	\$ 543.26	\$ 265.49	\$ 543.26	\$ 265.49	\$ 552.84	\$ 270.17
	Retiree +1 Dependent	\$ 1,124.82	\$ 551.73	\$ 1,147.32	\$ 562.76	\$ 1,147.32	\$ 562.76	\$ 1,172.76	\$ 575.24
	Retiree +2 Dependents	\$ 1,411.25		\$ 1,439.48		\$ 1,439.48		\$ 1,628.29	
Retiree +3 Dependents	\$ 1,697.78		\$ 1,731.73		\$ 1,731.73		\$ 2,083.83		
15 - 19 years		50%		51%		51%		Maximum	
		<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
	Retiree	\$ 532.61	\$ 260.29	\$ 543.26	\$ 265.49	\$ 543.26	\$ 265.49	\$ 552.84	\$ 270.17
	Retiree +1 Dependent	\$ 1,124.82	\$ 551.73	\$ 1,147.32	\$ 562.76	\$ 1,147.32	\$ 562.76	\$ 1,172.76	\$ 575.24
	Retiree +2 Dependents	\$ 1,411.25		\$ 1,439.48		\$ 1,439.48		\$ 1,628.29	
Retiree +3 Dependents	\$ 1,697.78		\$ 1,731.73		\$ 1,731.73		\$ 2,083.83		
10 - 14 years		Maximum		Maximum		Maximum		Maximum	
		<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
	Retiree	\$ 552.84	\$ 270.17	\$ 552.84	\$ 270.17	\$ 552.84	\$ 270.17	\$ 552.84	\$ 270.17
	Retiree +1 Dependent	\$ 1,172.76	\$ 575.24	\$ 1,172.76	\$ 575.24	\$ 1,172.76	\$ 575.24	\$ 1,172.76	\$ 575.24
	Retiree +2 Dependents	\$ 1,628.29		\$ 1,628.29		\$ 1,628.29		\$ 1,628.29	
Retiree +3 Dependents	\$ 2,083.83		\$ 2,083.83		\$ 2,083.83		\$ 2,083.83		

Monthly Pension Earnings		
Quartile	Minimum	Maximum
Q1	\$ -	\$ 1,801.50
Q2	\$ 1,801.51	\$ 3,345.12
Q3	\$ 3,345.13	\$ 5,399.00
Q4	\$ 5,399.01	or greater

* Rates are base on the commingled experience of the retiree group with the claims experience of the active employees in accordance with F.S. 112.0801.

** Employees hired after October 1, 2009 will be charged the maximum allowable per state statute.



Appendix



AUTHORIZED POSITIONS

Full Time Equivalent Employees	FY2018	FY2019	FY2020	FY2021	FY2022
Town Manager's Office					
Town Manager	1.000	1.000	1.000	1.000	1.000
Deputy Town Manager	1.000	1.000	1.000	1.000	1.000
Assistant Town Manager	-	-	-	-	0.200
Communications Specialist	0.500	-	-	-	0.500
Administrative Manager	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	1.500	2.000	2.000	2.000	2.000
Town Clerk	1.000	1.000	1.000	1.000	1.000
Deputy Town Clerk	1.000	1.000	1.000	1.000	1.000
Office Assistant III	1.000	-	-	-	-
	8.000	7.000	7.000	7.000	7.700
Information Systems					
Information Technology Director	1.000	1.000	1.000	1.000	1.000
Assistant Information Technology Director	1.000	1.000	1.000	1.000	1.000
Systems Administrator	1.000	2.000	2.000	2.000	2.000
Information Technology Analyst	1.000	-	-	-	-
GIS Coordinator	1.000	1.000	1.000	1.000	1.000
Information Technology Specialist	3.000	3.000	3.000	3.000	3.000
	8.000	8.000	8.000	8.000	8.000
Human Resources					
Assistant Town Manager	-	-	-	-	0.200
Director of Human Resources	0.776	0.776	0.496	0.496	-
Division Director of Human Resources	-	-	-	-	0.500
Assistant Director of Human Resources	0.600	0.600	0.500	0.500	-
Human Resources Generalist	-	-	-	-	0.900
Communications Specialist	-	-	-	-	0.500
Occupational Health & Wellness Nurse	0.500	-	-	-	-
Human Resources Analyst	1.800	1.800	1.800	1.800	1.000
Human Resources Coordinator	0.350	0.350	0.350	0.350	0.900
Human Resources Specialist	0.625	1.065	0.625	0.625	-
Office Assistant II	0.375	-	-	-	-
Administrative Assistant (Part time)	-	-	-	-	0.400
	5.026	4.591	3.771	3.771	4.400
Finance					
Finance Director	0.850	0.850	0.850	0.850	0.850
Assistant Finance Director	0.975	0.975	0.975	0.975	0.975
Budget Analyst	0.950	0.950	0.900	0.900	0.900
Accountant	2.800	2.000	2.000	2.000	2.000
Accounting Technician	2.988	2.964	2.964	2.964	2.964
Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Assistant Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Buyer	1.500	2.000	2.000	1.000	1.000

Authorized Positions
Town of Palm Beach

Purchasing Technician	1.000	1.000	-	-	-
Purchasing Coordinator	1.000	1.000	1.000	-	-
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Driver/Warehouse Assistant	0.500	-	-	-	-
Senior Buyer	-	-	-	1.000	1.000
Junior Buyer	-	-	1.000	1.000	1.000
	15.563	14.739	14.689	13.689	13.689
Planning and Zoning					
Director Planning, Zoning and Building	1.000	1.000	1.000	0.750	0.750
Assistant Director PZB	1.000	-	1.000	0.400	0.400
Zoning Manager	1.000	1.000	1.000	1.000	1.000
Zoning Technician	1.000	1.000	-	0.500	-
Administrative Specialist	-	-	-	0.500	0.500
Administrative Assistant	1.000	1.000	1.000	-	0.500
Planning Administrator	1.000	1.000	1.000	-	-
Planner	-	-	-	0.300	0.800
Document Management Coordinator	1.000	1.000	-	-	-
Development Permit Coordinator	3.000	3.000	3.000	-	-
Building Official	1.000	1.000	-	-	-
Chief Construction Inspectors	3.000	3.000	3.000	-	-
Development Geoprocessor Technician	1.000	1.000	1.000	-	-
Project Engineer	1.000	-	-	-	-
Civil Engineer	-	1.000	1.000	-	-
Combination Building Inspector	2.000	2.000	2.000	-	-
Parking/Code Enforcement Manager	0.500	-	-	-	-
Civilian Division Manager	-	0.500	-	-	-
Parking/Code Enforcement Specialist	0.750	0.750	0.750	0.750	0.750
Code Compliance Officer I	2.000	2.000	2.000	2.000	2.000
Office Manager	1.000	1.000	-	-	-
Fire Marshal	1.000	1.000	1.000	1.000	1.000
Fire Inspector	1.000	1.000	1.000	1.000	1.000
Combination Plan Reviewer	2.000	2.000	2.000	-	-
Office Assistant III	1.000	1.000	1.000	-	-
Office Assistant II	1.000	1.000	1.000	0.500	0.375
Business Services Supervisor	-	-	1.000	-	-
Historic Preservation Planner	-	-	-	0.400	0.400
Business Systems Analyst	-	-	1.000	-	-
	28.250	27.250	25.750	9.100	9.475
Recreation					
Assistant Town Manager	-	-	-	-	0.250
Assistant Director of Recreation	1.000	0.800	0.800	0.800	0.800
Recreation Division Director	-	-	-	-	0.750
Office Manager	1.000	0.800	-	-	-
Office Assistant II	1.000	-	-	-	-
Administrative Clerk	-	0.800	0.800	-	-
Administrative Assistant	-	-	0.800	0.800	0.800

Authorized Positions
Town of Palm Beach

Tennis Facilities Supervisor	1.000	1.000	1.000	1.000	-
Tennis Facilities Assistant	1.000	1.000	-	-	-
Tennis Attendant	1.208	1.208	1.344	1.359	0.991
Recreation Supervisor	2.000	1.500	1.600	1.000	2.000
Recreation Facilities Maintenance Supervisor	-	-	-	0.800	0.800
Program Development & Operations Manager	-	-	1.000	1.000	-
Recreation Specialist	-	-	-	1.000	2.000
Maintenance Worker	1.000	1.083	1.083	1.083	1.119
Laborer - Recreation	0.083	-	-	-	-
Bus Driver	0.410	0.410	0.410	0.411	0.304
Activity Leader	2.500	2.500	2.500	1.052	0.530
Recreation Center Attendants	-	-	8.195	0.255	0.425
Director of Recreation	1.000	0.450	-	-	-
Director of Business Development & Operations	-	-	0.500	0.500	-
Public Works Employees	0.196	0.195	-	-	-
	13.397	11.746	20.032	11.060	10.769
Fire-Rescue					
Fire-Rescue Chief	-	1.000	1.000	1.000	1.000
Director of Public Safety	0.500	-	-	-	-
Deputy Fire-Rescue Chief	1.000	-	-	-	-
Assistant Fire-Rescue Chief	1.000	1.000	1.000	1.000	1.000
Office Manager	1.000	1.000	1.000	-	-
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
Administrative Specialist	-	-	-	1.000	1.000
Battalion Chief	3.000	3.000	3.000	3.000	3.000
Division Chief - EMS Coordinator	1.000	1.000	1.000	1.000	1.000
Division Chief - Training and Safety	1.000	1.000	1.000	1.000	1.000
Lieutenant	21.000	21.000	21.000	21.000	21.000
Firefighter Driver/Engineer	12.000	12.000	12.000	10.000	10.000
Firefighter	30.000	27.000	30.000	32.000	32.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Master Mechanic	0.200	-	-	0.200	-
Mechanic	-	0.200	0.200	-	0.200
Supervisor Lifeguard	1.000	1.000	1.000	1.000	1.000
Lifeguard	5.000	5.000	5.000	5.000	5.000
Lifeguard On-Call	3.000	3.000	3.000	3.000	3.000
	81.900	78.400	81.400	81.400	81.400
Police					
Director of Public Safety	0.500	-	-	-	-
Police Chief	-	1.000	1.000	1.000	1.000
Deputy Police Chief	1.000	-	-	-	-
Major	1.000	1.000	1.000	1.000	1.000
Captain	5.000	5.000	3.000	3.000	3.000
Lieutenant	1.000	1.000	3.000	3.000	3.000
Sergeant	10.000	10.000	10.000	10.000	10.000
Police Planner	1.000	1.000	1.000	1.000	1.000

Authorized Positions
Town of Palm Beach

Administrative Specialist	1.000	1.000	1.000	1.000	1.000
Civilian Services Division Manager	-	-	1.000	1.000	1.000
Administrative Assistant	2.000	2.000	2.000	2.000	2.000
Police Officer	50.000	49.000	49.000	49.000	49.000
Records Specialist	-	2.000	2.000	2.000	2.000
Records Assistant I	2.000	-	-	-	-
Training & Community Relations Coordinator	1.000	1.000	1.000	1.000	-
Communications Manager	1.000	-	-	-	-
Lead Telecommunications Supervisor	-	1.000	1.000	1.000	1.000
Telecommunications Supervisor	3.000	3.000	3.000	4.000	4.000
Telecommunicator	11.000	11.000	11.000	10.000	10.000
Crime Scene Evidence Technician	1.000	1.000	1.000	1.000	1.000
Master Mechanic	0.800	-	-	0.800	-
Mechanic	-	0.800	0.800	-	0.800
Vehicle Technician	-	-	0.350	0.350	-
Crime Scene Evidence Manager	1.000	1.000	1.000	1.000	1.000
Lead Parking Enforcement Officer	1.000	1.000	1.000	1.000	1.000
Parking Enforcement Officer	6.000	6.000	6.000	2.000	2.000
Parking/Code Enforcement Manager	0.500	-	-	-	-
Support Services Manager	-	0.500	-	-	-
Parking/Code Enforcement Specialist	0.250	0.250	0.250	0.250	0.250
Fleet Manager	0.800	0.800	0.800	0.800	0.800
Crime Intelligence Analyst	1.000	1.000	1.000	1.000	1.000
	102.850	101.350	102.200	98.200	96.850
Public Works					
Director of Public Works	1.000	1.000	1.000	1.000	1.000
Assistant Director of Public Works	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	5.000	4.000	4.000	4.000	4.000
Buyer	0.500	-	-	-	-
Senior Project Engineer	1.000	1.000	1.000	1.000	1.000
Public Works System Specialist	1.000	1.000	1.000	-	-
Computerized Maint Mgmt System Coordinator	-	-	-	1.000	1.000
GIS Support Specialist	-	-	-	1.000	1.000
Public Works Inspector					
Right of Way Inspector I	1.000	-	-	-	-
Right of Way Inspector	1.000	1.000	1.000	1.000	1.000
Town Engineer	1.000	1.000	1.000	1.000	1.000
Project Engineer	2.000	2.000	1.000	1.000	2.000
Engineering Technical Support Specialist	0.500	-	-	-	-
Managers					
Office Manager	1.000	1.000	1.000	1.000	1.000
Facilities Maintenance Division Manager	0.960	0.960	0.980	0.990	1.000
Services Division Manager	1.000	1.000	1.000	1.000	1.000
Water Resources Division Manager	1.000	1.000	1.000	1.000	1.000
Supervisors					
Electrician Supervisor	0.977	0.977	-	-	1.000
General Maintenance Supervisor	0.937	0.939	0.962	0.975	1.000

Authorized Positions
Town of Palm Beach

Utilities Maintenance Supervisor	1.000	1.000	1.000	1.000	1.000
Grounds Supervisor	0.984	0.984	1.000	1.000	1.000
Supervisor/Sanitation	1.000	1.000	1.000	1.000	1.000
Supervisor/Trash	1.000	1.000	1.000	1.000	1.000
Senior Industrial Electrician	0.977	0.977	0.990	0.995	1.000
Industrial Electrician	1.954	1.954	1.980	1.990	1.000
PW Project Coordinator	-	-	-	1.964	2.000
Mechanics					
Fleet Mechanic	3.000	3.000	3.000	3.000	3.000
Fleet Mechanic Supervisor	1.000	1.000	1.000	1.000	1.000
Equipment Operators					
Crane Operator	3.000	3.000	3.000	3.000	3.000
Equipment Operator I	18.000	18.000	18.000	17.000	17.000
Equipment Operator II	5.000	3.000	3.000	4.000	4.000
Equipment Operator III	1.000	1.000	1.000	1.000	1.000
Irrigation and Spray Technician	0.984	0.984	1.000	1.000	1.000
Landfill Operator	1.000	1.000	1.000	1.000	1.000
Transfer Station Operator	1.000	1.000	1.000	1.000	1.000
Water Resource Technician I	11.000	11.000	11.000	10.000	10.000
Water Resource Technician II	3.000	3.000	3.000	3.000	3.000
Grounds Technician	1.000	2.000	2.000	-	-
Laborers					
Laborer I	8.000	8.000	8.000	-	-
Sanitation and Trash Worker	-	-	-	7.000	7.000
Parks Laborer	1.000	-	-	-	-
Building Maintenance Worker	1.888	1.888	1.940	1.970	2.000
Street & Sign Painter	0.974	0.974	-	-	-
	88.635	83.637	80.852	79.884	81.000
Townwide Underground Utilities					
Underground Utilities Program Coordinator	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	-	-	-	-	0.750
Communications Specialist	0.250	-	-	-	-
	1.250	1.000	1.000	1.000	1.750
Coastal Management Fund					
Coastal Program Manager	1.000	1.000	1.000	1.000	1.000
Communications Specialist	0.250	-	-	-	-
Engineering Tech Support Specialist	0.500	-	-	-	-
	1.750	1.000	1.000	1.000	1.000
Marina Enterprise Fund					
Assistant Town Manager	-	-	-	-	0.250
Dockmaster	1.000	1.000	1.000	1.000	1.000
Assistant Dockmaster	-	-	-	-	1.000
Dock Attendant	1.851	2.111	1.500	-	-
Dock Hand	0.200	0.200	-	-	-
Administrative Assistant	-	0.100	0.100	0.100	1.100

Authorized Positions
Town of Palm Beach

Maintenance Worker	-	-	-	-	1.000
Administrative Clerk	-	0.100	0.100	-	-
Recreation Facilities Maintenance Supervisor	-	0.250	0.200	0.100	0.100
Director of Business Development & Operations	-	0.250	0.250	0.250	-
Assistant Director of Recreation	-	0.100	0.100	0.100	0.100
Public Works Employees	0.079	0.078	0.068	0.018	-
	3.130	4.189	3.318	1.568	4.550
Par 3 Enterprise Fund					
Golf Manager	1.000	1.000	1.000	1.000	1.000
Golf Course Superintendent	1.000	1.000	1.000	1.000	1.000
Crew Foreman/Irrigation Specialist	1.000	1.000	1.000	1.000	1.000
Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Pro-Shop Assistant	1.515	1.000	1.000	-	-
Golf Operations Supervisor	-	-	-	1.000	1.000
Maintenance Worker	-	0.750	0.750	0.750	0.750
Senior Golf Associate	1.000	1.000	1.000	1.000	1.000
Equipment Operator	0.250	0.250	0.250	-	-
Golf Course Associate	1.002	1.250	0.850	0.312	0.309
Golf Course Attendant	0.461	-	-	-	-
Administrative Clerk	-	0.100	0.100	-	-
Recreation Division Director	-	-	-	-	0.250
Assistant Director of Recreation	-	0.100	0.100	0.100	0.100
Director of Business Development & Operations	-	0.300	0.250	0.250	-
Administrative Assistant	-	0.100	0.100	0.100	0.100
Recreation Facilities Maintenance Supervisor	-	0.250	0.200	0.100	0.100
Public Works Employees	0.090	0.090	0.080	0.098	-
	8.318	9.190	8.680	7.710	7.609
Building Enterprise Fund					
Director of Planning, Zoning and Building	-	-	-	0.250	0.250
Assistant Director of PZB	-	-	-	0.600	0.600
Administrative Specialist	-	-	-	0.500	0.500
Building Inspector I	-	-	-	1.000	1.000
Building Inspector II	-	-	-	3.000	3.000
Building Inspector III	-	-	-	1.000	1.000
Combination Plan Reviewer	-	-	-	2.000	1.000
Combination Plan Reviewer SR	-	-	-	1.000	1.000
Development Geoprocessor	-	-	-	1.000	1.000
Civil Engineer	-	-	-	1.000	1.000
Development Permit Technician	-	-	-	2.000	2.000
Development Permit Technician SR	-	-	-	1.000	1.000
Business Services Supervisor	-	-	-	1.000	1.000
Administrative Assistant	-	-	-	0.500	0.875
Zoning Technician	-	-	-	0.500	-
Historic Preservation Planner	-	-	-	0.300	0.300
Planner I	-	-	-	-	0.500
Planner II	-	-	-	-	1.000

Authorized Positions
Town of Palm Beach

Construction Inspectors/Monitors (PTNB)	-	-	-	-	1.750
Electronic Document Management Coordinator	-	-	-	1.000	-
*Building Fund Est. FY2021 - FTE's moved from Gen Fund	-	-	-	17.650	18.775
Self Insurance Fund - Risk					
Assistant Town Manager	-	-	-	-	0.100
Division Director of Human Resources	-	-	-	-	0.200
Risk Manager	1.000	1.000	1.000	1.000	0.900
Human Resource Specialist	-	0.160	0.250	-	-
Director of Human Resources	-	-	0.280	0.280	-
Assistant Director of Human Resources	-	-	0.100	0.100	-
Administrative Assistant	0.500	-	-	0.400	0.200
Occupational Health Nurse	0.160	-	-	-	-
	1.660	1.160	1.630	1.780	1.400
Self Insurance Fund - Health					
Division Director of Human Resources	-	-	-	-	0.100
Risk Manager	-	-	-	-	0.100
Director of Human Resources	0.100	0.100	0.100	0.100	-
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	-
Human Resources Specialist	-	0.200	0.200	-	-
Human Resources Generalist	-	-	-	-	0.050
Human Resources Coordinator	0.320	0.320	0.320	0.320	0.050
Human Resource Analyst	0.100	0.100	0.100	0.100	0.250
Administrative Assistant	-	-	-	0.400	0.100
Occupational Health & Wellness Nurse	0.170	-	-	-	-
Office Assistant II	0.125	-	-	-	-
	1.015	0.920	0.920	1.120	0.650
Retirement Fund					
Director of Human Resources	0.024	0.024	0.024	0.024	-
HR Specialist	0.375	0.375	0.875	0.375	-
Division Director of Human Resources	-	-	-	-	0.100
Human Resources Analyst	-	-	-	-	0.500
Finance Director	0.100	0.100	0.100	0.100	0.100
Assistant Finance Director	0.025	0.025	0.025	0.025	0.025
Budget Analyst	0.050	0.050	0.100	0.100	0.100
Accountant	0.200	-	-	-	-
Accounting Technician	0.012	0.036	0.036	0.036	0.036
	0.786	0.610	1.160	0.660	0.861
OPEB Trust					
Director of Human Resources	0.100	0.100	0.100	0.100	-
Human Resources Specialist	-	0.200	0.050	-	-
Division Director of Human Resources	-	-	-	-	0.100
Human Resources Generalist	-	-	-	-	0.050
Human Resource Analyst	0.100	0.100	0.100	0.100	0.250
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	-
Human Resources Coordinator	0.330	0.330	0.330	0.330	0.050

Authorized Positions
Town of Palm Beach

Administrative Assistant	-	-	-	0.200	0.050
Occupational Health & Wellness Nurse	0.170	-	-	-	-
Finance Director	0.050	0.050	0.050	0.050	0.050
	0.950	0.980	0.830	0.980	0.550
Grand Total	370.480	355.762	362.232	345.572	350.428



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Donation Reserve Account
Town of Palm Beach

DONATION RESERVE ACCOUNT SUMMARY

Donation Account	Balance at 9/30/20	Adjustment Made to Reser	Revenues FY	Expenditures FY	Encumbrance	Balance at 9/30/20
Finance	44.97					44.97
Fire-Rescue	38,646.92		49,900.00	32,189.47	3,500.00	52,857.45
Fire Public Education	18,146.98			836.10		17,310.88
Co-Worker Recognition Program	40,612.87		49,975.00	40,696.48	9,278.52	40,612.87
Employee of the Year Award	-		3,500.00			3,500.00
Town Scholarship Fund	3,000.00					3,000.00
Employee Wellness	125,766.83			10,635.98		115,130.85
Thomas Mettler Memorial Scholarship	79,825.42		633.93			80,459.35
ToPB Employee Relief Fund	15,999.00			15,999.00		-
Police Department	20,112.54		178,589.79	23,822.34	4,300.00	170,579.99
DuPont Training	2,464.42			141.41		2,323.01
Police Scholarship Fund	1,000.00					1,000.00
Police Softball League	8,979.39					8,979.39
Crime Watch	6,256.34					6,256.34
Community Camera & Security Ptrshp	25,000.00					25,000.00
PB Public Holiday Boxes	2,367.16			2,350.00		17.16
Police Firearms Range	-		228,000.00	164,719.91	32,594.00	30,686.09
Public Works Department	8,031.14		5,000.00	1,517.17		11,513.97
Town Beautification	71,609.64	2,500.00	20,500.00	26,741.20	1,110.00	66,758.44
Tangier/N. County Road Improvement	2,415.36					2,415.36
Ibis Bridge Sand Dredging	-					-
MidTown Bathrooms	31,716.96					31,716.96
Drinking Fountain	2,500.00	(2,500.00)				-
Bradley Park Improvements	-		146,274.50	146,274.50	-	-
Virtra Training System Buildout	11,794.00		2,960.21	14,754.21		-
Lake Drive Park Improvement Project	-					-
Recreation Department	11,193.49		5,001.81			16,195.30
July 4th Celebration	-					-
PW - Safety Program	3,286.00		3,000.00	2,391.10		3,894.90
Employee Fitness Center	1,352.34		5,000.00	2,443.54		3,908.80
Undesignated Donations	4,787.99					4,787.99
Holiday Decorations	52,588.76					52,588.76
Employee Events	14,315.95					14,315.95
PB Towers ROW Maintenance	2,000.00					2,000.00
Retiree/Employee Relief Fund	14,000.00		15,999.00	-		29,999.00
Administrative Donations	78,022.82			2,931.02		75,091.80
Road Safety Grant	10,000.00					10,000.00
Total						882,945.58



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Town of Palm Beach, Florida

Subject Policy: Fund Balance

Approved: August 9, 2011

Update: July 12, 2012

Purpose: The Town hereby establishes and will maintain Fund Balance, as defined herein, in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Fund Balance shall be composed of non-spendable, restricted, committed, assigned and unassigned amounts.

A Fund Balance Policy is adopted to establish a level of funding that protects against unanticipated events that would adversely affect the financial condition of the Town and jeopardize the continuation of necessary public services. The policy also is established to secure and maintain investment-grade credit ratings, meet seasonal shortfalls in cash flow, and guard against revenue shortfalls. Fund balance information is used to identify the available resources for tax stabilization or enhance the financial position of the Town, in accordance with policies established by the Town Council.

This Fund Balance Policy establishes:

- a) Fund balance policy for the general fund;
- b) Reservations of fund balance for the general fund;
- c) The method of budgeting the amount of estimated unrestricted fund balance available for appropriation during the annual budget adoption process (prior to the actual, audited fund balance being known); and
- d) Establish a spending order of fund balances.

Fund Balance Policy:

1. Restricted Fund Balance –Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation will be budgeted and reported in special revenue funds, capital project funds or debt service funds. There is no restricted fund balance in the General Fund.
2. Committed Fund Balance – Commitment of fund balance may be made for such purposes including, but not limited to, a) major maintenance and repair projects; b) meeting future obligations resulting from a natural disaster; c) accumulating resources pursuant to stabilization arrangements; d) establishing reserves for disasters; and/or e) for setting aside amounts for specific projects or purposes.
Commitment of fund balance may be made from time-to-time by ordinance of the Town Council. Commitments may be changed or lifted only by the Town Council taking the same formal action that imposed the constraint originally (ordinance). The use of committed fund balances will be considered in conjunction with the annual budget adoption process or by budget amendment approved by Ordinance of the Town Council during the fiscal year.
3. Assigned Fund Balance – Assignment of fund balance may be a) made for a specific purpose that is narrower than the general purposes of the government itself; and/or b) used to reflect the appropriation of a portion of existing unassigned fund balance to eliminate a projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues.

Assigned fund balance shall reflect management's intended use of resources as set forth in the annual budget (and any amendments thereto). Assigned fund balance may or may not be appropriated for

expenditure in the subsequent year depending on the timing of the project/reserve for which it was assigned.

4. **Non-Spendable Fund Balance** – Non-spendable fund balance is established to report items that are not expected to be converted to cash such as inventory and prepaid items; items not currently in cash form such as the long-term amount of loans and notes receivable; and, items legally or contractually required to be maintained intact.
5. **Minimum Level of Unassigned Fund Balance** – Unassigned fund balance is the residual classification for the general fund and represents fund balance that has not been restricted, committed or assigned to specific purposes within the general fund. The Town will maintain a minimum level of 25% of general fund operating expenditures.

If after the annual audit, prior committed or assigned fund balance causes the unassigned fund balance to fall below 25% of general fund operating expenditures, the Town Manager will so advise the Town Council in order for necessary action to be taken to restore the unassigned fund balance to 25% of General Fund operating expenditures.

The Town Manager will prepare and submit a plan to the Town Council, that may include expenditure reductions, revenue increases, use of non-recurring revenues, budget surpluses and excess resources in other funds to restore fund balance to the minimum level. The Town shall take action necessary to restore the unassigned fund balance to acceptable levels within two years.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it is the Town's policy to reduce restricted amounts first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it is the Town's policy to reduce committed amounts first, followed by assigned amounts, then unassigned amounts.

Reservations of Fund Balance (General Fund)

Committed Fund Balance – There are no current commitments of fund balance in the General Fund.

Assigned Fund Balance

The Town Council hereby establishes the following assignment of fund balance in the General Fund:

- a) East Central Regional Wastewater Treatment Facility Debt Service – A reserve equal to the Town's portion of the future debt service on the 1993 loan for the improvements to the East Central Regional Wastewater Treatment Facility. The reserve will be adjusted annually to reflect the outstanding debt service.
- b) Compensated Absence Reserve – To fund the value of accrued compensated absences. The reserve includes accrued vacation, sick time and compensatory time and related payroll tax liability. The reserve will be adjusted annually during the year-end process and will be funded at a rate of 100% of the fiscal year end accrued balance. The Town Council will annually give consideration to appropriate funds from this reserve based upon estimated pay-outs of eligible accrued vacation, sick and compensatory time and the related payroll tax liability.
- c) Assignment to Subsequent Year's Budget – The subsequent year's budget fund balance is assigned by the Town management as set forth in the annual budget (and any amendments thereto) to appropriate a portion of existing unassigned fund balance to eliminate projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues.

Budgeting

1. Appropriation of Unrestricted Fund Balance – The actual amount of unrestricted fund balance (total of committed fund balance assigned fund balance and unassigned fund balance) is not known until the completion of the annual audit which takes place within six months after the end of the fiscal year being audited. However, an estimate of unrestricted fund balance (also called estimated beginning fund balance) will be made and reported during the annual budget adoption process (June through September) which is prior to the end of the fiscal year, September 30th.
2. Estimated Beginning Fund Balance – In order to achieve the most accurate estimate possible, the Finance Department shall project both Sources of Funds (revenues, prior years unrestricted fund balances carried forward and other financing sources) and Uses of Funds (operating and non-operating expenditures), including accruals, for each governmental fund through September 30th of the current fiscal year. These projections will be shown for each fund in the proposed and final budget documents. The difference between the estimated actual sources of funds and estimated actual uses of funds is the calculated estimated beginning fund balance for the subsequent fiscal year. If planned for use in the subsequent fiscal year, committed and assigned fund balance may be included in the estimated beginning fund balance.
3. Estimated Ending Fund Balance – For the year being budgeted, a calculation of estimated ending fund balance shall be made. This calculation shall be the difference between the budgeted sources of funds and the budgeted uses of funds as described above.

If after the annual audit, the actual general fund unassigned fund balance is greater than 25% of operating expenditures in the general fund, the excess may be used in one or a combination of the following ways:

- a) Left in the general fund to earn interest and roll forward into the subsequent year's beginning fund balance;

Financial Policies
Town of Palm Beach

- b) Appropriated by the Town Council for a one-time expenditure or opportunity that does not increase recurring operating costs; or
- c) Temporary revenue shortfalls or unpredicted one-time expenditures due to a severe economic downturn or other major event(s) affecting the General Fund.

Spending Order of Fund Balances: The Town will use excess unassigned fund balance first before spending any of the unassigned fund balance below 25%.

Annual Review and Determination of Fund Balance Policy: Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process, and the estimated amounts of restricted, committed assigned, non-spendable and minimum level of unassigned fund balance shall be determined during this process. The Town Manager will report the preliminary status of fund balance in the annual budget.

Responsibility: It will be the responsibility of the Town Manager and the Finance Director to implement this policy.

Effective Date: This policy shall take effect immediately upon adoption and will be applied beginning with the preparation of the Town's September 30, 2012 Comprehensive Annual Financial Report and adoption of the Town's Fiscal Year 2012-2013 Budget.

Update: Update shall take effect immediately upon adoption and will be applied with the preparation of the Town's September 30, 2013 Comprehensive Annual Financial Report.

DEFINITIONS

Fund Balance – As defined by the Governmental Accounting, Auditing and Financial Reporting of the Government Finance Officers Association, fund balance is “The difference between assets and liabilities reported in a governmental fund.”

Non-Spendable Fund Balance – Amounts that are (a) not in a spendable form or (b) legally or contractually required to be maintained intact. “Not in spendable form” includes items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as long-term amount of loans and notes receivable, as well as property acquired for resale. The principal of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

Restricted Fund Balance – Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations or other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – Amounts that can be used only for the specific purposes determined by a formal action (ordinance) of the Town Council. Commitments may be changed or lifted only by the Town Council taking the same formal action (ordinance ~~or resolution~~) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned Fund Balance – Includes spendable fund balance amounts established by management of the Town that are intended to be used for specific purposes that are neither considered restricted or committed.

Unassigned Fund Balance - Unassigned fund balance is the residual classification for the general fund and represents fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

Unrestricted Fund Balance – The total of committed fund balance, assigned fund balance and unassigned fund balance.

Reservations of Fund Balance – Reserves established by the Town Council or by Town Management.

Town of Palm Beach, Florida

Subject Policy: Budgetary Control

Effective Date: October 1, 2001

Purpose: The purpose of this policy is to formalize the Town's level of budgetary control, and to provide for the administrative realignments of funds by the Town Manager and Finance Director to deal with unexpected needs as long as service to the public is not negatively impacted.

Policy: It is the policy of the Town of Palm Beach that the budget be controlled at the program level within each department by the applicable department head. Budget amendment requests, transferring funds between programs will originate from the applicable department head and the Finance Director and shall be subject to the approval of the Town Manager. The Town Manager may authorize transfers between departments if the action is deemed necessary to meet the obligations of the Town.

Reserves and new revenues may not be appropriated through this process, interfund transfers may not be made, and total appropriations of the Town shall not be changed, without prior affirmative action of the Town Council.

Responsibility: It is the responsibility of the Finance Director, under the direction of the Town Manager, to implement this policy.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Designation of General Fund - Fund Balance for Payment of Liability Related to Compensated Absences Leave Balances

Effective Date: September 30, 2004

Purpose: The purpose of this policy is to designate a portion of the General Fund - Fund Balance to create a reserve to fund the value of accrued compensated absences. The reserve will significantly reduce the budgetary fluctuations due to the payout of accrued leave time to terminated or retired employees. The reserve will also fund Retirement Health Savings Plan contributions of vacation and sick time, and any expenditures relating to the plan.

Policy: It is the policy of the Town of Palm Beach to designate a portion of the Town's General Fund - Unassigned Fund Balance as a reserve for funding the value of accrued compensated absences. The reserve includes accrued vacation, sick time and compensatory time and related payroll tax liability. The designation will be adjusted annually during the year end process and will be funded at a rate of 100% of the fiscal year end accrued balance. The Town Council will annually give consideration to appropriate funds from this reserve based upon estimates of pay-outs of eligible accrued vacation, sick and compensatory time and the related payroll tax liability. In addition, funds may be appropriated from this reserve for employees that elect to use their vacation or sick time as a contribution to the Retirement Health Savings Plan. The reserve fund will be increased or decreased annually based upon the fiscal year end accrued balance. The annual appropriation for estimated pay-outs will be shown in the General Government program of the General Fund budget.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually during the budget process of the amount to be appropriated from this fund. In addition, the full reserve value will be shown as a designation of General Fund - Fund Balance in the Comprehensive Annual Financial Report. The Town Council has the authority to annually appropriate funds during the budget process for this purpose.

Approval Date: August 10, 2004

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - General Fund

Effective Date: October 1, 2001

Revised: October 1, 2005

Revised: October 1, 2007

Revised: October 1, 2018

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline restricting the use of the Contingency Reserve within the General Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 1% of the proposed General Fund budget from the Fund Balance of the General Fund, to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town;
2. Unfunded federal/state mandates that require immediate funding;
3. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Original Approval Date: August 14, 2001

Revision Approved: July 12, 2005

Second Revision Approved: August 6, 2007

Third Revision Approved: September 12, 2017

Town of Palm Beach, Florida

Subject Policy: Reserve for Encumbrances, Continuing Appropriations, and Prepaid Expenses

Effective Date: October 1, 2001

Purpose: In order to honor unpaid obligations, unfinished projects and prepaid expenses for the budget period, a reserve of fund balance will be established at the end of the fiscal year for encumbrances, continuing appropriations and prepaid expenses.

Policy: It is the policy of the Town of Palm Beach that at the end of every fiscal year a reserve will be established to designate fund balance in the amount equal to the Town's unpaid obligations, unfinished projects and prepaid expenses that carry over from one fiscal year to into the next. Departments shall encumber funds with a purchase order or with written approval by the Town Manager in a memorandum making the request.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to implement this policy.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Revenue Shortfall Plan

Effective Date: October 1, 2002

Purpose: To establish a plan to address financial conditions which could result in a net shortfall of revenues as compared to expenditures. The plan is divided into the following three components:

Indicators, which serve as warnings that potential budgetary impacts are increasing in probability. Indicators will be shown as a percentage reduction in revenues. The Town will monitor key revenue sources as well as inflation factors and national and state trends.

Phases, which will serve to classify and communicate the severity of the situation, as well as identify the actions to be taken at the given phase.

Actions, which are the preplanned steps to be taken in order to prudently address and counteract the anticipated shortfall.

The recession plan and classification of the severity of the economic downturn, will be used in conjunction with the Town's policy regarding the importance of maintaining the Unassigned Fund Balance reserves to address economic uncertainties.

The following is a summary of the phase classifications, indicators and the corresponding actions to be taken:

Phase 1

Alert: An anticipated net reduction in budgeted revenue vs. actual receipts of 1% up to 5%. The actions associated with this phase are as follows:

Actions:

- A. Delaying expenditures where reasonably possible, while maintaining the same level of service.
- B. Departments shall monitor their individual budgets to ensure that only essential expenditures are made to maintain service levels.
- C. Non-essential capital expenditures may be deferred.
- D. Hiring for vacant positions will be closely scrutinized and may result in delaying the recruitment process and using temporary help where possible.

Phase 2

Minor: A reduction in total budgeted revenues vs. actual receipts in excess of 5% to 9%. The objective at this level is still to maintain the same level of service where possible. Actions associated with this level may be:

Actions:

- A. Intensifying the review process for large items such as contract services, consulting services, and capital expenditures including capital improvements.
- B. Hiring to fill vacant positions only with special justification and authorization.
- C. Closely monitoring and reducing expenditures for travel and seminars.

Phase 3

Moderate: A reduction in total budgeted revenues vs. actual receipts of 10% to 15% Initiating cuts of service levels by:

Actions:

- A. Deferring large expenditures.
- B. Deferring capital expenditures.

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- C. Reducing CIP appropriations from the General Fund and deferring projects.
- D. Institute a hiring freeze.
- E. Eliminate expenditures for travel and seminars.
- F. Consider across the board departmental budget cuts.

Phase 4

Major: A reduction in total budgeted revenues vs. actual receipts of 16% to 25% implementation of major service cuts may include:

Actions:

- A. Reducing the temporary work force.
- B. Deferring merit wage increases.
- C. Further reducing capital expenditures.
- D. Preparing a strategy for reduction in work force.
- E. Instituting across the board departmental budget cuts.
- F. Draw on excess unassigned fund balance to compensate for lost revenue.

Phase 5

Crisis: A reduction in total budgeted revenues vs. actual receipts of over 25%. Actions may include:

Actions:

- A. Implementing reduction in work force or other personnel cost reduction strategies.
- B. Eliminate programs.
- C. Eliminate capital improvement projects.
- D. Draw on unassigned fund balance to compensate for lost revenue.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council of a revenue shortfall as soon as it is apparent based upon the established indicators. The Town Manager and Finance Director will recommend actions based upon the Phase classifications.

Approval Date: August 13, 2002

Town of Palm Beach, Florida

Subject Policy: Debt Management Policy

Effective Date: October 1, 2001

Purpose: To establish parameters and guidance for the issuance, management, monitoring, assessment and evaluation of all Debt Obligations (defined below) issued by the Town of Palm Beach.

Policy: It is the policy of the Town of Palm Beach:

- E. To periodically approve the issuance of Debt Obligations on behalf of the Town to finance the construction or acquisition of infrastructure and other assets for the purpose of meeting its governmental obligations to its residents;
- F. To approve the issuance of Debt Obligations to refund outstanding debt when indicated by market conditions or management of Debt Obligations to refund outstanding debt when indicated by market conditions or management considerations;
- G. That such Debt Obligations are issued and administered in such a manner as to ensure and sustain the long-term financial integrity of the Town, to achieve the highest possible credit rating and to preserve and enhance the quality of life, safety and welfare of its citizens;
- H. That such Debt Obligations shall not be issued or debt proceeds used to finance current operations of the Town except as provided herein;
- I. To minimize the impact of construction or acquisition of infrastructure and other assets on the budget of the Town;
- J. That the Town will consider long-term financing for the acquisition, maintenance, replacement, or expansion of physical assets (including land) only if they have an economic/useful life of at least five years;
- K. That the Town will not issue debt for periods exceeding the useful life or average useful lives of the project or projects to be financed;
- L. That the Town normally will rely on internally generated funds and/or grants to finance its capital needs. Debt will be issued for a capital project only in the case of emergency, or when inclusion of a project in the Town's pay-as-you-go Capital program will preclude the construction of smaller necessary capital improvements;
- M. That the Town will keep outstanding debt within the limits prescribed by Section 7.01 of the Town Charter.

Debt Obligations shall mean bonds, notes, letters and lines of credit, lease purchases, or other securities issued by the Town against a pledge of a specific revenue source or sources, the proceeds of which are used to fund a capital project providing a public benefit.

Responsibility: It is the responsibility of the Finance Director under the direction of the Town Manager, to implement this policy. Departments should submit requests to use debt obligations for financing and submit to the Town Manager for review and approval.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - Capital Fund

Effective Date: October 1, 2001

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Capital Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 10% of the proposed Capital budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town;
2. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year;
3. Unforeseen expenses that would be more cost effective to be completed with a current project;
4. Expenses in excess of the budgeted contingency for any budgeted capital improvement project.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - Equipment Replacement Fund

Effective Date: October 1, 2007

Revised: October 1, 2009

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Equipment Replacement Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of \$500,000, or an amount deemed necessary and prudent by the Town Manager as indicated in his/her annual budget proposal, from the net assets of the fund to address unexpected needs that may occur throughout the year. Examples of the use of this reserve may include:

Requests that could not be reasonably anticipated during the budget process for the current year.

Expenditures to replace unbudgeted equipment purchases that has been damaged or has become inoperable prior to the end of the useful life.

All requests for expenditures from this reserve will require a detailed justification to be submitted to the Town Manager for his/her prior approval, and the subsequent approval of the Town Council.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council annually or as necessary on the use of this contingency reserve.

Approval Date: August 6, 2007

Revision Approved: July 14, 2009

Town of Palm Beach, Florida

Subject Policy: Equipment Replacement Reserve

Effective Date: October 1, 2001

Revised: September 30, 2006

Purpose: The purpose of this policy is to create a reserve to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful lives. The reserve will significantly reduce the budgetary fluctuations due to the purchase of large costly pieces of equipment. The reserve also established the fixed asset inventory and depreciation schedule as required by GASB34.

Policy: It is the policy of the Town of Palm Beach to maintain a reserve for funding the replacement costs of existing equipment, vehicles, and computers when they reach the end of their useful lives. The fund is to be maintained at a rate of 100% of accumulated depreciation based upon the estimated replacement cost of the assets in the fund. Funds will be drawn from this reserve to purchase replacement equipment that has been fully depreciated and must be replaced. New purchases (non-replacement items) shall be appropriated in the requesting department's budget and added to the fixed asset listing when purchased. They will then be depreciated annually for replacement upon the end of the asset's useful life. The fund will receive an annual appropriated transfer from the General Fund equal to the annual depreciation amount on the assets held in the fund. The annual depreciation amount will be allocated to each department as an appropriated expenditure based on the assets held by the department.

The proceeds, net of costs, from the sale of surplus equipment from the equipment replacement fund shall be deposited in the equipment replacement fund.

Requests for replacement of equipment should be made annually through the budget process and should coincide with the 5 year equipment replacement plan. All requests will be reviewed for approval by the Town Manager.

Excess reserves in the fund that have built up over time may be used to fund new purchases (non- replacement items). Distribution of the excess reserves for new purchases shall be a decision of the Town Manager and the requesting department's proportionate share of the fund's assets will be a consideration in making distribution decisions.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually through the budget process of the items and dollar amount for each that will be purchased from the equipment replacement fund and to advise to the adequacy of the funding level of this reserve.

Approval Date: July 12, 2006

Town of Palm Beach, Florida

Subject Policy: Enterprise Funds – Contingency Reserve

Effective Date: October 1, 2018

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and provide a clear guideline restricting the use of the Contingency Reserve within the Town Docks, Golf Course and Building Enterprise Funds.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 5% of the proposed Town Docks, Golf Course and Building Enterprise Funds operating expense budgets to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town and/or the activities of the fund and,
2. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: September 13, 2018

Modified to Add Building Enterprise Fund: October 1, 2020

Town of Palm Beach, Florida

Subject Policy: Golf Course Enterprise Fund – Repair and Replacement Reserve

Effective Date: September 30, 2018

Purpose: The purpose of this policy is to create separate reserves within the Golf Course Enterprise Fund to fund the costs of non-routine maintenance and improvement (M&I) projects at the Par 3 Golf Course and Clubhouse. These reserves will significantly reduce the budgetary fluctuations due to the varying costs of these projects.

Policy: It is the policy of the Town of Palm Beach to maintain reserves for funding maintenance and improvement projects at the Par 3 Golf Course and clubhouse. Funds will be drawn from these reserves to fund the cost of non-routine maintenance and improvement projects.

The reserve will be originally funded as follows:

The balances of the Golf Course and Golf Course Clubhouse maintenance and improvement reserves as of September 30, 2018, will be transferred into the Golf Course Enterprise Fund Repair and Replacement Reserve.

Annual Funding of Reserve:

A transfer equal to ½ of the annual depreciation on the clubhouse and golf course will be added to the reserve each year.

Requests for the use of these reserves should be made annually through the budget process, and approved by the Town Manager prior to Town Council consideration. In such a situation when the use of these reserves may be unexpectedly needed during the fiscal year, approval from the Town Council shall be required.

Responsibility: It is the responsibility of the Town Manager and the Director of Finance to advise the Town Council annually through the budget process of the projects and dollar amount of expenses charged to the reserves and to advise to the adequacy of the funding level of these reserves.

Approval Date: September 13, 2018

Town of Palm Beach, Florida

Subject Policy: Golf Course Enterprise Fund – Equipment Replacement Reserve

Effective Date: October 1, 2018

Purpose: The purpose of this policy is to create a reserve within the Golf Course Enterprise Fund to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful lives. The reserve will significantly reduce the budgetary fluctuations due to the purchase of large costly pieces of equipment.

Policy: It is the policy of the Town of Palm Beach to maintain a reserve for funding the replacement costs of existing equipment, vehicles, and computers within the Golf Course Enterprise Fund when they reach the end of their useful lives. The fund is to be maintained at a rate of 100% of accumulated depreciation based upon the estimated replacement cost of the assets in the fund. Funds will be drawn from this reserve to purchase replacement equipment that has been fully depreciated and must be replaced. New purchases (non replacement items) shall be appropriated in the fund's budget and added to the fixed asset listing when purchased. These assets will then be depreciated annually for replacement upon the end of the asset's useful life. The reserve fund will be increased by an annual appropriation equal to the annual depreciation. Any interest earned on the reserve will be allocated to the account. The annual depreciation amount will be allocated to the fund as an appropriated expense based on the assets held.

The proceeds, net of costs, from the sale of surplus equipment from the Golf Course Enterprise Fund shall be added to the reserve fund.

Requests for replacement of equipment should be made annually through the budget process and should coincide with the estimated useful life of the asset. All requests will be reviewed for approval by the Town Manager.

Excess reserves in the fund that have built up over time may be used to fund new purchases (non replacement items). Distribution of the excess reserves for new purchases shall be a decision of the Town Manager.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually through the budget process of the items and dollar amount for each asset that will be purchased from the equipment replacement fund and to advise to the adequacy of the funding level of this reserve.

Approval Date: September 13, 2018

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve -Risk Fund

Effective Date: October 1, 2001

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Risk Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of \$500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Uninsured losses of \$500,000 or less or,
2. Rate increases which exceed forecasted, budgeted amounts.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Reserve for Catastrophic Exposures/Emergencies - Risk Fund

Effective Date: October 1, 2001

Revised: October 1, 2002

Purpose: The purpose of this policy is to set aside emergency reserves that will protect the Town of Palm Beach against the potentially disastrous financial impacts of response to and recovery from a man-made or natural emergency situation.

Policy: It is the policy of the Town of Palm Beach to maintain a Reserve for Catastrophic Exposures/Emergencies within the Town's Self Insurance - Risk Fund for events of such magnitude that they could not otherwise be covered by available budgeted funds. This reserve shall be used only for one or more of the following events:

- N. Local disaster response and recovery costs resulting from a natural or man-made disaster requiring Town expenditures not reimbursable from insurance carriers or the Federal and State governments;
- O. Local disaster response and recovery costs resulting from a natural or man-made disaster that are paid up-front to expedite effective emergency management prior to reimbursement by insurance carriers or the Federal and State governments, with reimbursements, if any, paid back to the reserve;
- P. Large judgments in excess of insurance coverage, or uninsured claims not covered by policies;
- Q. Budget stabilization purposes in response to increases in premium rates and/or loss fund increases.

The amount of the reserve will be maintained at a *minimum* level of \$2,500,000, and may be adjusted annually based on market conditions, inflation rates, insured retention levels, and potential claims. This amount will be appropriated annually from Net Assets, in order to avoid amending the budget in case of an emergency.

Responsibility: It is the responsibility of the Town Manager and/or the Finance Director to advise the Town Council when it may be necessary to draw down this reserve, identifying the criterion which has been met. The Town Manager may draw down this reserve without Town Council approval if necessary to aid in the payment of local disaster response and recovery costs.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - Health Insurance Fund

Effective Date: October 1, 2003

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in health insurance costs and claims exposure, and provide a clear guideline for the use of the Contingency Reserve within the Health Insurance Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of \$500,000, or an amount deemed necessary and prudent by the Town Manager as indicated in his/her annual budget proposal, from the Retained Earnings of the fund to address unexpected needs that may occur throughout the year. Examples of the use of this reserve may include:

1. A large volume of claims that exceed the forecasted, budgeted amounts;
2. Rate increases which exceed forecasted, budgeted amounts.

All requests for expenditures from this reserve will require a detailed justification to be submitted to the Town Manager for his/her prior approval.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council annually or as necessary on the use of this contingency reserve.

Approval Date: August 12, 2003

Town of Palm Beach, Florida

Subject Policy: Funding Policy for the Town of Palm Beach Retirement System

Effective Date: October 1, 2017

Revised: September 30, 2019

Purpose: The Mayor and Town Council along with the Retirement Board recognizes its fiduciary duty to set prudent funding policies that promote benefit security and intergenerational equity in compliance with all federal, state and local statutes, ordinances and regulations. This Funding Policy constitutes the Town's intentions that the Retirement Systems benefit obligations be funded on a systematic and actuarially sound basis in accordance with State Statutes.

This Funding Policy is intended to guide the Town, the Board members, and the plan's actuary in the discharge of their respective services to the Plan.

Policy: Each year the Town of Palm Beach will budget and contribute an amount equal to the Actuarially Determined Employer Contribution (ADEC). The contribution will be made to the Retirement Fund in either one annual payment during the first month of the fiscal year or quarterly installments throughout the fiscal year, depending on what is in the best interest of the Town. The ADEC amount will be derived from the annual valuation report and determined based on the current actuarial assumptions in place each year that is adjusted by the Board and/or the Town Council.

In addition, the Town of Palm Beach will contribute additional funds over and above the ADEC during the first month of the fiscal year. These additional funds serve to reduce the Town's Unfunded Actuarially Accrued Liability (UAAL) and will be reflected as receivable contributions in the actuarial valuation for the year ending September 30th immediately preceding the deposit date of the additional funds. An additional amount of \$5,420,000 will be paid annually until the Plan is fully funded, subject to the funds being budgeted annually. In the event the amount exceeds the cap on contributions as described in this policy, this additional amount shall be reduced to meet the cap. The total Town contribution (including the ADEC) shall be capped at \$16 million (indexed after 2017 at 2.75% per annum).

When deemed appropriate, the Town Council may authorize an additional one-time contribution to the Plan in excess of the cap to further reduce the UAAL. Such contributions shall be made on a case-by case basis.

It is the intent of this policy that the additional contribution will be budgeted and paid each year unless one of the following circumstances are met:

1. A force majeure, including a catastrophic storm or other unforeseen event that would prohibit the Town from meeting this obligation.
2. A financial circumstance such as a severe recession or other unforeseen financial event that would cause the Town to not be able to meet this obligation.
3. The Retirement Fund achieves the 100% actuarial funding objective.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to, appropriate funds for this contribution in the Town's annual budget process.

Initial Approval Date: October 10, 2017

Revision Date: September 10, 2019

Reference Document: Refer to GRS Retirement Consulting Report dated August 31, 2017 for the basis of the minimum amount.

Town of Palm Beach, Florida

Subject Policy: Building Enterprise Fund Unrestricted Net Position

Effective Date: September 30, 2021

Purpose: The purpose of this policy is to establish an appropriate level of unrestricted net position in the Building Enterprise Fund. Adequate levels of net position will provide for unanticipated financial impacts.

Policy: It is the policy of the Town of Palm Beach that the Town maintain minimum unrestricted net position levels equal to or less than a four year average of the Fund's operating budget. These costs include the costs that were used in the cost allocation model prepared by the consultant. Any excess balance will be used to reduce fees as part of an update to the cost allocation and fee determination study in compliance with Florida Statutes section 553.80.

Each year all of the costs associated with enforcing the Florida Building Code will be estimated prior to the issuance of the annual budget and will be recalculated at fiscal year-end with actual year end expenditures.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to implement this policy. The Finance Director will report regarding the status of the net position in the Comprehensive Annual Financial Report.

Approval Date: August 10, 2021

Town of Palm Beach, Florida

Subject Policy: Town Marina Enterprise Fund – Maintenance and Improvement Reserve

Effective Date: October 1, 2021

Purpose: The purpose of this policy is to create a reserve to fund the costs of non-routine maintenance and improvement projects (\$50,000 or more) to the infrastructure and major equipment at the each of the docks. These reserves will significantly reduce the budgetary fluctuations due to the varying costs of these projects.

Policy: It is the policy of the Town of Palm Beach to maintain a reserve for funding the costs on non-routine maintenance and improvement projects of the Town Marina. The reserve fund is to be funded at a rate of 1% of annual revenues calculated at fiscal year-end. An estimate for the annual reserve amount be annually appropriated and any interest earned on the reserve will be allocated to the account. The Town Council must approve all expenditures from this reserve.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council as to the adequacy of the funding level of this reserve. The Town Manager and Finance Director will recommend an appropriation of funds from this reserve to the Town Council whenever it is necessary for improvements to be made.

Approval Date: August 10, 2021

Town of Palm Beach, Florida

Subject Policy: Town Marina Enterprise Fund – Depreciation Replacement Reserve

Effective Date: October 1, 2021

Purpose: The purpose of this policy is to create a reserve to partially fund the replacement cost for Town's marina when it reaches the end of its useful life. The reserve will reduce the amount needed for borrowing funds to finance the future reconstruction of the marina.

Policy: It is the policy of the Town of Palm Beach to maintain a reserve for partial funding the replacement cost of the Town Marina. The reserve fund is to be maintained at a rate of 100% accumulated depreciation based upon the cost of construction for the marina built in 2021. Funds will be drawn from this reserve for the construction of new docks whenever it is determined that they must be replaced or are in need of significant repairs. The reserve fund will be increased by an annual appropriation equal to the estimated depreciation and any interest earned on the reserve will be allocated to the account. The depreciation will be calculated using the straight-line method with an estimated useful life of 30 years as recommended by the engineers. This reserve will accrue interest on the average balance in the fund. The Town Council must approve the used of these funds. If funds are used from this reserve, it should be replenished to the minimum level as soon as practical.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council as to the adequacy of the funding level of this reserve. The Town Manager and Finance Director will recommend an appropriation of funds from this reserve to the Town Council whenever it is necessary for construction of a replacement dock(s) is to take place.

Approval Date: August 10, 2021

Town of Palm Beach, Florida

Subject Policy: Town Marina Enterprise Fund Unrestricted Net Position

Effective Date: September 30, 2021

Purpose: The purpose of this policy is to establish an appropriate level of unrestricted net position in the Town Marina Enterprise Fund. Adequate levels of net position will provide for unanticipated financial impacts.

Policy: It is the policy of the Town of Palm Beach that the Town maintain minimum unrestricted net position levels equal to one year of operating expenses plus one year of debt service. This reserve would be sufficient to pay operating costs and debt service in case of a severe storm event that may close the marina for an extended period of time.

Amounts in excess of the minimum unrestricted net position will be partially used to fund the project cost deficits in the Townwide Underground Utility Project Fund. An amount of \$2,600,000 will be appropriated in the annual FY22 through FY26 budgets. This amount may be adjusted as the project continues in order to fund the project deficit.

Additional excess balance after the aforementioned appropriation may be used for one-time expenditures after review and approval by the Town Council. This review will occur each year during the budget process in order for appropriations to be made in the upcoming fiscal year budget. During the course of the fiscal year, if an expenditure from fund balance is deemed necessary and approved by the Town Council, a budget amendment will be prepared to appropriate funds from the marina reserves. The excess balance could also be used to prepay the marina construction loan in part or in full upon approval by the Town Council.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to implement this policy. The Finance Director will report regarding the status of the net position in the Comprehensive Annual Financial Report.

Approval Date: August 10, 2021

GLOSSARY

The definition of terms listed are provided to assist the user in the understanding of terminology used throughout the text of the budget document. For your convenience and reading ease, the following is a list of acronyms that are used by the Town of Palm Beach

ACIP	Accelerated Capital Improvement Program	GIS	Geographic Information System
ALS	Advanced Life Support	ICMA	International City/County Management Association
ARC	Annual Required Contribution	MDT	Mobile Data Terminals
CAFR	Comprehensive Annual Financial Report	OPEB	Other Post Employment Benefits
CDBG	Community Development Block Grant	POTUS	President of the United States
CIP	Capital Improvement Program	REF	Recreation Enterprise Fund
EMS	Emergency Medical Services	ROW	Right of Way
FY	Fiscal Year	TRIM	Truth in Millage
FTE	Full-Time Equivalent	UAAL	Unfunded Actuarial Accrued Liability
GAAP	Generally Accepted Accounting Principals	UUTF	Underground Utilities Task Force
GASB	Governmental Accounting Standards Board		

ACCOUNT NUMBER: A system of designating accounts, entries, invoices, vouchers that quickly references certain required information.

ACCOUNTING PERIOD: A period at the end of which and for which financial statements are prepared. The Town's accounting period is from October 1 through September 30.

ACCOUNTING PROCEDURES: All processes that discover, record, classify and summarize financial information to produce financial reports and provide internal control.

ACCOUNTING SYSTEM: The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.

ACCOUNTS PAYABLE: A liability account reflecting amounts on open accounts owing to private persons or organizations for goods and services received by a government.

ACCOUNTS RECEIVABLE: An asset account reflecting amounts owing on open accounts from private persons or organizations for goods and services provided by a government.

ACCRUAL BASIS: The basis of accounting under which transactions are recognized when they occur regardless of the timing of related cash flow.

ACTUARIAL: A person or methodology that makes determinations of required contributions to achieve future funding levels that addresses risk and time.

ACCUMULATED DEPRECIATION: Accumulated depreciation is the total depreciation taken for an asset since it was placed in service. Also known as life-to-date depreciation and depreciation reserve.

ACTIVITY CLASSIFICATION: A grouping of expenditures on the basis of specific lines of work performed by organizational units. For example: sewage treatment and disposal, solid waste collection, and street cleaning are activities performed in carrying out the function of sanitation and the segregation of the expenditures is made for each of these activities constitutes an activity classification.

AD VALOREM: A tax levied in proportion to value of the property against which it is levied.

ADOPTED BUDGET: The budget as it is approved by the Town Council prior to the beginning of each fiscal year.

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AMENDED BUDGET: The amended budget is the working budget. It is the adopted budget that incorporates all operating transfers and approved budget amendments (changes in the budget total that are approved subsequent to initial adoption).

AMORTIZATION: (1) Gradual reduction, redemption or liquidation of the balance of account according to a specific schedule of times and amounts. (2) Provision for the extinguishment of a debt by means of a Debt Service Fund.

ANNUAL BUDGET: A plan for the coordination of resources and expenditures. The budget is the financial plan for the Town's allocation of resources to provide services, accomplish the Town's goals and objectives, and perform activities.

APPRAISE: To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term "assess" is substituted for this term.

APPROPRIATION: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT ROLL: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. The name and address of the last known owner are also usually shown. In the case of personal property, the assessment roll is the official list containing the name and address of the owner, a description of the personal property and its assessed value.

ASSETS: Resources owned or held by a government, which have monetary value.

AUDIT: A methodical examination of utilization of resources. It concludes in a written opinion of its findings. An audit is a test of management's accounting system to determine the extent to which internal accounting controls are both available and being used.

AUTHORITY: A government or public agency created to perform a single function or a restricted group of related activities. Usually such units are financed from service charges, fees and tolls, but in some instances, they also have taxing powers. An authority may be completely independent of other governments or partially dependent upon other governments for its creation, its financing or the exercise of certain powers

AVAILABLE FUND BALANCE: This refers to the funds remaining from the prior year that are available for appropriation and expenditure in the current year.

BALANCED BUDGET: A budget in which planned funds available equal planned expenditures.

BEGINNING FUND BALANCE: The unexpended amount in a fund at fiscal yearend, which is available for appropriation in the next fiscal year.

BENEFITS: Payments to which participants may be entitled under a pension plan, including pension benefits, death benefits, and benefits due on termination of employment.

BOND: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BOND RATING: An evaluation of credit worthiness performed by an independent rating service. The Town maintains a AAA rating from both Moody's and Standard & Poor's.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan is finally approved by that body. It is either usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

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BUDGET AMENDMENT: The process by which unanticipated changes in revenue or expenditures are made a part of the budget, thereby amending it.

BUDGET CALENDAR: A schedule of key dates that the Town follows in the preparation, adoption and administration of the budget.

BUDGET MESSAGE: A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

BUDGET TRANSFER: An action which changes budgeted amounts at the department, division, and/or object code level of control with offsetting increases and decreases in budgeted line items.

BUDGETARY BASIS: This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash or modified accrual.

BUDGETARY CONTROL: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

BUSINESS PLAN: A written document outlining how Town sources will be applied to achieve the objectives determined for the Leisure Services Enterprise Fund.

CAPITAL EQUIPMENT: Equipment with an expected life of more than one year and a value of more than \$2,500 for vehicles and equipment and \$1,500 for computer equipment.

CAPITAL LEASE: An agreement conveying the right to use property, plant or equipment usually for a stated period of time where the lessee assumes all the risks and rewards of ownership.

CAPITAL OUTLAYS: Expenditures that result in the acquisition or addition of fixed assets.

CAPITAL PROGRAM: A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures. The minimum threshold used to

qualify a project for the Capital Improvement Program is \$50,000.

CAPITAL PROJECT: Major construction, acquisition, or renovation activities that add value to a government's physical assets or significantly increase their useful life; also called capital improvements.

CAPITAL PROJECT FUNDS: One or more governmental type of funds established to account for resources used for the acquisition of large capital improvements, other than those accounted for in proprietary or trust funds.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): This official annual report presents the status of the Town's finances in a standardized format. The CAFR is organized by fund and contains two basic types of information: a balance sheet that compares assets with liabilities and fund balance; and an operating statement that compares revenues and expenditures.

CONTINGENCY: A budgeted reserve set-aside for possible emergencies, revenue shortfalls, or unforeseen expenditures not otherwise budgeted for.

CURRENT ASSETS: Those assets that are available or can be made readily available to finance current operations or to pay current liabilities. Those assets that will be used upon or converted into cash within one year. Some examples are cash, temporary investments and taxes receivable which will be collected within one year.

DEBT LIMIT: The maximum amount of gross or net debt that is legally permitted.

DEBT SERVICE: The payment of principal and interest on borrowed funds, such as bonds.

DEBT SERVICE FUNDS: One or more funds established to account for revenues and expenditures used to repay the principal and interest on debt.

DEBT SERVICE REQUIREMENT: The amount of money required to pay the principal and interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

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DEFICIT: An excess of liabilities and reserves of a fund over its assets.

DEPARTMENT: A basic organizational unit of government that is functionally unique in its delivery of services.

DEPRECIATION: The decrease in value of physical assets due to use and the passage of time.

DESIGNATED FUND BALANCE: Funds that have been identified for a specific purpose. This differs from reserved funds, in that there is no legal requirement for funds that have been designated.

DISTINGUISHED BUDGET PRESENTATION PROGRAM: A voluntary program administered by the Government Finance Officers Association to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

ENCUMBRANCE: An amount of money committed for the payment of goods and services not yet received or paid for.

ENTERPRISE FUND: A self-supporting fund designed to account for activities supported by user charges. Examples are Water, Solid Waste, Marina and Par 3 Golf funds.

EXPENDITURES: Decreases in net current financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service, and capital outlays.

EXPENSES: Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FIDUCIARY FUNDS: Trust and/or agency funds used to account for assets held by the Town in a trustee capacity, or as an agent for individuals, private organizations, other governments, and/or other funds.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. By State Law, the fiscal year for the Town of Palm Beach, and all Florida local governments, is October 1 to September 30.

FIXED ASSETS: Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, and machinery and equipment.

FRANCHISE: A special privilege granted by a government regulating the continuing use of public property such as city streets and usually involving the elements of monopoly and regulation.

FULL FAITH AND CREDIT: A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.

FULL-TIME EQUIVALENT (FTE): Number of positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.

FULL-TIME POSITION: A position which qualifies for full Town benefits, usually required to work 40 hours per week. Full-time fire personnel work 50.4 hours per week and all part-time personnel working in excess of 35 hours per week are granted benefits as full-time employees.

FUNCTIONAL CLASSIFICATION: Expenditures classification according to the principal purposes for which expenditures are made. Examples are public safety, general government, culture/recreation, etc.

FUND: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: The fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures. When revenues exceed expenditures in a given period, fund balance increases and when expenditures exceed revenue, fund balance decreases.

FUND TYPE: In governmental accounting, all funds are classified into eight generic fund types; General, Special Revenue, Debt Service, Capital Projects,

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Special Assessment, Enterprise, Internal Service, and Trust and Agency.

GASB: Governmental Accounting Standards Board - an established national board, which governs financial reporting standards on state and local government levels throughout the United States of America, with its main headquarters in Chicago, IL.

GASB 34: Statement 34 of the Governmental Accounting Standards Board - Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments - establishes new financial reporting standards for state and local governments throughout the United States.

GENERAL FUND: A fund containing revenues such as property taxes not designated by law for a special purpose. Some of the departments that are part of the General Fund include Fire, Police, Public Works, Administration and Recreation.

GENERAL OBLIGATION BONDS: Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): Uniform minimum standards of/and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statement of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard to measure financial presentations. The primary authoritative statement of the application of GAAP to state and local governments are NCGA pronouncements. Every government should prepare and publish financial statements in conformity with GAAP. The objectives of government GAAP financial reports are different from and much broader than, the objective of business GAAP financial reports.

GEOGRAPHIC INFORMATION SYSTEM (GIS): A GIS is a specialized data management system designed for the entry, analyses, and display of data commonly found on maps. GIS integrates maps with a database and allows analyses to be performed using location relationships of map features to the database.

GOAL: A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

GOVERNMENTAL FUNDS: Governmental funds account for the activities of a typical state or local government's operations (e.g. public safety, public health). Governmental funds can be further classified into four generic fund types - general fund, special revenue funds, capital projects funds, and debt service funds.

GRANTS: Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

HOMESTEAD EXEMPTION: Pursuant to the Florida State Constitution, the first \$25,000 of assessed value of a home which the owner occupies as principal residence is exempt from the property tax.

INFLATION: A rise in price levels caused by an increase in available funds beyond the proportion of available goods.

INFRASTRUCTURE: Assets which are immovable and of value only to the governmental unit (e.g. sidewalks, gutters, bridges.)

INTERFUND TRANSFERS: The movement of moneys between the funds of a governmental entity.

INTERGOVERNMENTAL REVENUE: Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

INTERLOCAL AGREEMENT: A written agreement between the Town and other units of government to share in similar services, projects, emergency assistance, support, funding, etc., to the mutual benefit of all parties.

INTERNAL SERVICE FUNDS: One or more funds that accounts for the goods and services provided by one department to another within government on a cost-reimbursement basis.

INVESTMENTS: Securities and real estate held for the production of revenues in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in government operations.

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LEVY: (Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

MILL: A taxation unit equal to one dollar of tax obligation for every \$1,000 of assessed valuation of property.

MILLAGE RATE: The tax rate applied to each thousand dollars of taxable assessed valuation which results in the tax levy. Example: A 4.0 millage rate applied to property with a taxable valuation of \$500,000 would generate tax in the amount of \$2,000.00 (4.0 x 500) of ad valorem revenue.

MISSION STATEMENT: The statement that identifies the particular purpose and function of a department.

MODIFIED ACCRUAL BASIS: The accrual basis of accounting adopted for the governmental fund type. In this basis of accounting, expenditures are recognized when the goods or services are received and revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

NON-EXPENDABLE TRUST FUNDS: When a government uses a non-expendable trust fund, the principal must remain intact, but it can expend the earnings.

OBJECTIVE: A simply stated, readily measurable statement of the aim of expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program:

- (a) An operational objective focuses on service delivery.
- (b) A managerial objective focuses on those aspects of management that help staff achieve operational objectives, i.e., staff training, work plan development, etc.

OBLIGATIONS: Amounts that a government may be required legally to meet out of its resources. They

include not only actual liabilities, but also unliquidated encumbrances.

OPERATING BUDGET: Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled. The use of an annual operating budget is required by law.

OPERATING COSTS: Expenses for such items such as expendable supplies, contractual services, and utilities.

ORDINANCE: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

OTHER COSTS: Costs which are not personnel, operating or capital in nature, such as debt service and transfers between funds.

OUTSIDE AGENCY: Governmental or not-for-profit entities that provide services to Town residents or to the Town under terms of a contract or agreement. Example: The Town of Palm Beach administers the financial and parking enforcement operations for Kreusler Park which is utilized by Town residents and visitors, but is owned by Palm Beach County.

PART-TIME: Part-time employees work less than 35 hours per week and are not entitled to full-time employee benefits.

PAY-AS-YOU-GO BASIS: A term used to describe the financial policy of a governmental unit which finances all of its capital outlays from current revenues rather than by long-term borrowing.

PENSION FUND: The pension funds account for the accumulation of resources to be used for retirement benefit payments to the Town's employees.

PER CAPITA: A measurement of the proportion of some statistic to an individual resident determined by dividing the statistic by the current population.

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PERFORMANCE BUDGET: A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

PERFORMANCE MEASURE: Data collected to determine how effective and/or efficient a program is in achieving its objectives.

PERSONAL SERVICES: A general category of operating expenses that includes salaries and wages, pensions, health insurance and other fringe benefits.

PERSONNEL COSTS: Costs directly associated with employees, including salaries and fringe benefits.

POST-EMPLOYMENT BENEFITS: A form of deferred compensation that includes healthcare and any type of post-employment benefit that is not an integral part of a pension plan.

PROGRAM: A distinct, clearly identifiable activity, function, cost center, or organizational unit which is budgeted as a sub-unit of a department. A program budget utilizes the separate programs as its basic component.

PROGRAM BUDGET: A budget with expenditures that are based primarily on programs of work. Each individual program is established as a separate cost center.

PROPERTY TAX: A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

PROPRIETARY FUND TYPES: Proprietary funds account for activities that are common in the private sector, which the government operates in a manner similar to their counterparts in the commercial world. The primary source of revenues for this fund type is user charges. Proprietary funds can be further classified into two fund types - enterprise funds and internal service funds.

PURCHASE ORDER: A document which authorizes the delivery of specified merchandise or the rendering of certain services.

RECLASSIFICATION: The moving of an existing position from one personnel classification (title) to another based upon the different performance of duties.

REQUISITION: A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.

RESERVES: a portion of the fund balance or retained earnings legally segregated for specific purposes.

RESERVE FOR CONTINGENCIES: An amount set aside that can subsequently be appropriated by the Town Council to meet unexpected needs.

RESOLUTION: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

RETAINED EARNINGS: An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

REVENUE BONDS: A particular kind of bond in which the revenue to pay back the bond and interest comes from the project that the borrowed money was used to create, expand, or improve. Pledged revenues may be derived from operation of the financed project, grants, and excise or other non-ad valorem taxes. Generally, no election is required prior to issuance or validation of such obligations.

REVENUES: Increases in governmental fund-type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement 1, general long-term debt proceeds and operating transfers-in are classified as "other financing sources" rather than revenues.

ROLLED BACK RATE: That tax rate which when applied to the current year's adjusted taxable value, generates the same ad valorem tax revenue as the prior year.

SAVE OUR HOMES: Provisions in Florida Statutes, Section 193.155(1) limit the annual increase in the taxable value of a homesteaded property. Beginning in 1995, or the year after the property receives homestead exemption, an annual increase in assessment shall not exceed the lower of the following:

- a. Three percent of the assessed value of the property for the prior year; or
- b. The percentage change in the Consumer Price Index (CPI) for all urban consumers, U.S. city average, all items 1967 = 100 or successor reports* for the

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preceding calendar year as initially reported by the U.S. Department of Labor, Bureau of Labor Statistics.

STATUTE: A written law enacted by a duly organized and constituted legislative body.

TAX RATE: The amount of tax stated in terms of a unit of a tax base. The State of Florida uses a mill as its tax rate. A mill is the rate applied to each thousand dollars of taxable appraised value. For example, 3.170 mills applied to property valued at \$150,000 would generate taxes of \$475.50 (3.170 x 150) of ad valorem revenue. In accordance with Florida Statute, 200.071, except as otherwise provided herein, no ad valorem tax millage shall be levied against real property and tangible personal property by counties in excess of 10 mills, except for voted levies.

TAX RATE LIMIT: The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

TAX ROLL: The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

TAXABLE VALUE: The assessed value of property minus the homestead exemption and any other exemptions that may be applicable.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for service rendered only to those paying such charges as, for example, development fees.

TEMPORARY POSITION: A temporary position is filled for a specific period of time, is not permanent in

nature, and does not qualify for regular town benefits.

TRANSFERS IN/OUT (INTER-FUND TRANSFERS): Amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute revenues or expenditures of the governmental unit. Thus, they are budgeted and accounted for separately from other revenues and expenditures as other financing sources or uses.

TRUST FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

TRUTH IN MILLAGE: The Florida Truth in Millage Act (TRIM) serves to formalize the property tax levying process by requiring a specific method of tax rate calculation, form of notice, public hearing requirements and advertisement specifications prior to the adoption of a budget tax rate.

The effect of TRIM is to inform taxpayers that their property taxes are changing (up or down), the cause (a change in the assessed value of their property and/or an increase in the proposed spending level) and how the proposed new tax rate compares to the rate that would generate the same property tax dollars as the current year (the "rolled back" rate).

UNENCUMBERED: The portion of an allotment not yet expended or encumbered.

UNDESIGNATED/UNRESERVED FUND BALANCE: Unrestricted funds available to be designated as a budget-funding source.

USEFUL LIFE: The period of time that a fixed asset is able to be used. This can refer to a budgeted period of time for an equipment class or the actual amount of time for a particular item.

USER CHARGES: The payment of a fee for direct receipt of a public service by the party benefitting from the service.

WORKLOAD INDICATORS: Statistical and historical measures of the services level provided or workload completed by each department within the Town.