



TOWN OF PALM BEACH, FLORIDA

COMPREHENSIVE ANNUAL BUDGET

FISCAL YEAR 2023

(OCTOBER 1, 2022 – SEPTEMBER 30, 2023)

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

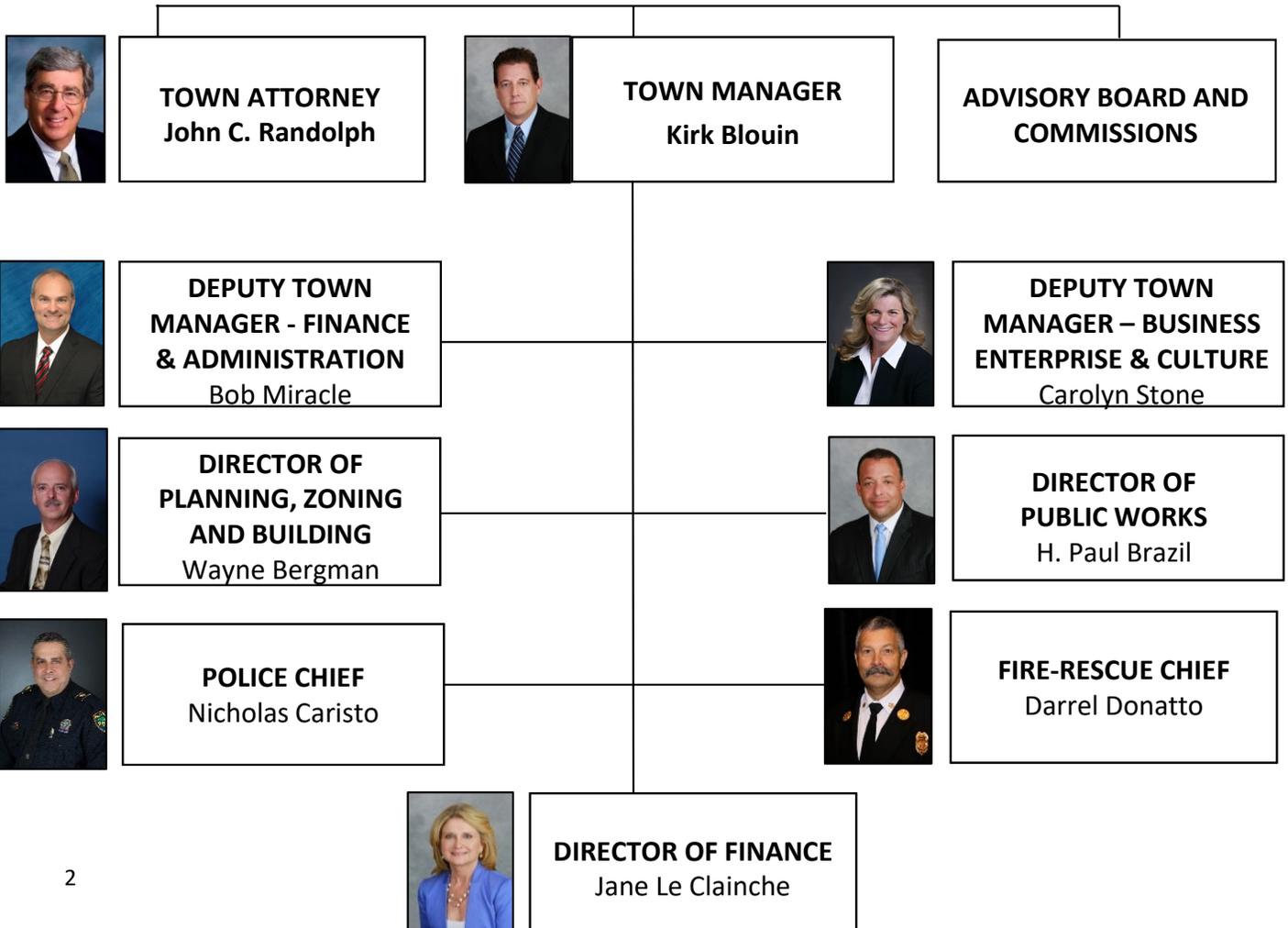


MAYOR
Danielle H. Moore

TOWN COUNCIL

				
<u>PRESIDENT</u> Margaret A. Zeidman	<u>PRESIDENT PRO-TEM</u> Bobbie Lindsay	Julie Araskog	Ted Cooney	Lew Crampton

APPOINTS



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. 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 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, 2021

Christopher P. Morill

Executive Director



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TABLE OF CONTENTS

INTRODUCTION

Organization Structure..... 2
 Guide for Readers 3
 GFOA Distinguished Budget Presentation Award 5
 Table of Contents 7
 Budget Message..... 13
 Strategic Planning and Key Results Measurement 33

Introductory Information

Map 41
 Town Overview/Demographics 42
 Town History 43
 Taxable Value and Millage Rate 45
 Financial Policies 50
 Budget Preparation Process..... 55
 Budget Calendar..... 59
 Financial Structure 60
 Long-Term Financial Plan Forecast 65

BUDGET SUMMARY

Fund Budget Overview..... 77
 Budget Summary by Fund Type, Revenues and Expenditures 79
 Summary of Major Revenues by Fund Type 81
 Summary of Expenditure Classifications by Fund Type 84
 Reserve Analysis..... 87
 Capital Expenditures 97

GENERAL FUND

General Fund Revenues and Expenditures Budget Comparison 99

REVENUES

General Fund Revenues 100
 Major Revenue Sources 105

EXPENDITURES

General Fund Expenditures..... 114

LEGISLATIVE

Legislative (111) 120

GENERAL GOVERNMENT

General Government (113)..... 122

TOWN MANAGER

Administrative Management (121)..... 124

TOWN CLERK

Town Clerk (131) 128

Table of Contents
Town of Palm Beach

ADVICE AND LITIGATION

Advice and Litigation (122) 132

INFORMATION TECHNOLOGY

Information Technology Organizational Chart 134
Information Technology (125) 134

PEOPLE & CULTURE

People & Culture Organizational Chart..... 140
People & Culture (123) 144

FINANCE

Finance Organizational Chart..... 152
Finance Department Revenue and Expenditure Summary 155
Financial Management (141) 157
Procurement and Contracts Management (144)..... 160

PLANNING AND ZONING

Planning and Zoning Organizational Chart 166
Planning and Zoning Department Revenue and Expenditure Summary 169
Planning and Zoning (211) 171
Landmarks Preservation (214) 174
Fire Prevention (215) 176
Code Enforcement (216) 178

RECREATION

Recreation Organizational Chart..... 182
Recreation Department Revenue and Expenditure Summary 184
Recreation Administration (311) 186
Tennis (312) 188
Recreation Center (313)..... 191

FIRE RESCUE

Fire-Rescue Department Organizational Chart..... 196
Fire-Rescue Department Revenue and Expenditure Summary 199
Fire Administration (411) 201
Operations (417) 203
Training (418) 206
Ocean Rescue (419) 209

POLICE

Police Department Organizational Chart 212
Police Department Revenue and Expenditure Summary 216
Administrative Management (421)..... 218
Organized Crime Vice and Narcotics – OCVAN (422)..... 221
Records Information System Unit (423) 224
Training and Community Relations Unit – TCR (424) 226
Communications Unit (425) 229
Crime Scene/Evidence Unit (426) 231
Patrol (428) 233

Table of Contents
Town of Palm Beach

Criminal Investigation Unit (429) 237
 Parking Control Unit (430) 240

PUBLIC WORKS

Public Works Department Organizational Chart 244
 Public Works Department Revenue and Expenditure Summary 248
 Administrative Management (511)..... 250
 Street Repair and Maintenance (521)..... 252
 Traffic Control (523)..... 254
 Street Lighting (524)..... 256
 Storm Sewer Maintenance (531) 258
 Sanitary Sewer Maintenance (532)..... 261
 Sanitary Sewage Treatment (533) 264
 Residential Collection (541) 265
 Commercial Collection (542)..... 267
 Refuse Disposal (543)..... 269
 Yard Trash Collection (544)..... 270
 Recycling (545)..... 272
 Parks (551) 274
 Facility Maintenance (554) 276
 General Engineering Services (561) 278
 Right of Way Inspections (565)..... 281
 Equipment Operation and Maintenance (571)..... 283

OTHER

Library Services (321)..... 286
 Transfers to Other Funds (611 to 625) 287
 Contingent Appropriations (711)..... 288

SPECIAL REVENUE FUND

Town-wide Underground Utilities Fund (Fund 122) 290

DEBT SERVICE FUNDS

Debt Administration..... 294
 2016A and 2019 Revenue Bonds (Fund 205)..... 300
 2016B Worth Avenue Revenue Bond (Fund 206)..... 301

CAPITAL FUNDS

Capital Funds..... 304
 Impact of Capital Investments on Operating Budget 305
 Capital Projects by Project Type and Fund 306

Capital Improvement Fund (Fund 307)

Pay-as-you-go Capital Improvement Fund 307
 Five Year Capital Improvement Pay-as-you-go/Facilities Program..... 309
 Project Fact Sheets
 • D-3 Storm Drainage System 311
 • D-8 Storm Drainage System 312
 • D-12 Storm Drainage System 313
 • A-4 Sanitary Sewer Pump Station Improvements 314
 • A-6 Sanitary Sewer Pump Station Improvements 315

• A-39 Sanitary Sewer Pump Station Improvements	316
• A-42 Sanitary Sewer Pump Station Improvements	317
• A-43 Sanitary Sewer Pump Station Improvements	318
• E-5 Sanitary Sewer Pump Station Improvements	319
• E-6 Sanitary Sewer Pump Station Improvements	320
• Town Buildings – North Fire Station	321
• Town Buildings – Phipps Ocean Park Lifeguard Building	322
Comprehensive Coastal Management Plan Bond Proceeds Construction Fund (Fund 309)	
CCMP FY22 Accomplishments and FY23 Action Plan	323
Comprehensive Coastal Management Project Fund	331
Coastal Management Program Budget.....	335
Worth Avenue Assessment District (Fund 311)	
Worth Avenue Maintenance	337
<hr/>	
MARINA ENTERPRISE FUND (FUND 401)	
Marina Enterprise Fund Organization Chart.....	340
Marina Revenue and Expense Summary	344
<hr/>	
PAR 3 ENTERPRISE FUND (FUND 402)	
Par 3 Enterprise Fund Organization Chart	350
Par 3 Revenue and Expense Summary	354
Par 3 Golf Course 5-year Capital Improvement Plan	359
<hr/>	
BUILDING ENTERPRISE FUND (FUND 405)	
Building Enterprise Fund Organization Chart	362
Building Fund Revenue and Expense Summary.....	364
Permit Issuance (212)	366
Inspection and Compliance (213)	369
<hr/>	
INTERNAL SERVICE FUNDS	
Self Insurance Fund – Risk Management (Fund 501)	371
Self Insurance Fund – Health Benefit (Fund 502)	375
Equipment Replacement Fund (Fund 320)	377
<hr/>	
TRUST AND AGENCY FUNDS	
Retirement Fund (Fund 600).....	381
Retirement Fund Revenue and Expense Summary	391
Health Insurance Trust (Fund 610)	395
Health Insurance Trust Revenue and Expense Summary	395
Retiree Sliding Scale Insurance Premium Rates 2020.....	397
<hr/>	
APPENDIX	
Authorized Positions	400
Donation Reserve Account Summary	407
Financial Policies	
Fund Balance.....	409
Budgetary Control.....	414
Designation of General Fund Balance - Liability Related to Compensated Absences Leave Balances	415
Contingency Reserve – General Fund	416

Table of Contents
Town of Palm Beach

Reserve for Encumbrances, Continuing Appropriations, and Prepaid Expenses 417

Revenue Shortfall Plan..... 418

Debt Management Policy 420

Contingency Reserve – Capital Fund..... 421

Contingency Reserve – Equipment Replacement Fund..... 422

Equipment Replacement Reserve..... 423

Enterprise Funds – Contingency Reserve 424

Golf Course Enterprise Fund – Repair and Replacement Reserve..... 425

Golf Course Enterprise Fund – Equipment Replacement Reserve 426

Contingency Reserve – Risk Fund 427

Reserve for Catastrophic Exposures/Emergencies – Risk Fund..... 428

Contingency Reserve – Health Insurance Fund 429

Funding Policy for the Town of Palm Beach Retirement System 430

Building Enterprise Fund Unrestricted Net Position..... 431

Town Marina Enterprise Fund – Maintenance and Improvement Reserve 432

Town Marina Enterprise Fund – Depreciation Replacement Reserve 433

Town Marina Enterprise Fund Unrestricted Net Position 434

GLOSSARY

Glossary..... 435



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TOWN OF PALM BEACH EXECUTIVE SUMMARY

Budget for Fiscal Year 2022-2023



Town of Palm Beach, Florida

October 1, 2022

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

Each year the Directors and I start the budget process 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 FY2023 budget is the result of the fifth year of hard work to find efficiencies and apply lean government principles on a Town-wide basis. Once the new budget is adopted, members of staff continue to closely examine each expenditure before it is made, to ensure the following questions are answered: 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 produced a \$2.3 million surplus in FY21. We expect to have another surplus for FY22. We are proposing a budget which contains additional staffing to meet operational and service needs of the community as outlined by the Town Council and members of Town staff. Inflation continues to pose challenges to controlling costs, particularly material and labor costs in the South Florida market. The increase in the current values of real estate has allowed us to produce a budget that contains a tax cut for homestead and some non-homesteaded properties. More detail on expenditures and revenues are contained later in the summary.

This year staff has been busy implementing new initiatives and working on many significant projects. These include:

- ✓ The IT Department is busy upgrading the Town to Office 365; implementing cybersecurity measures; maintaining and upgrading the IT infrastructure; and supporting the Town staff.
- ✓ The Human Resources Department is currently undergoing a major transformation and rebranding process. Over the past three months, it has begun the shift from a highly efficient and technically competent administrative hub to a formally integrated People and Culture business partner that projects the highest quality of standards and cost-efficiencies to the internal and external marketplace. As People and Culture seeks to establish a pandemic resilient and aspirational workplace, it will feature an employee life cycle model that attracts, onboards, develops, supports, rewards, advances and retains its employees throughout their journey with the Town. By optimizing a people-

centric and highly engaged culture, its goal is to establish the Town of Palm Beach as the #1 Municipal Employer.

- ✓ Finance has developed, produced, and released a new Annual Report detailing the fiscal year end 2021 financial information, accomplishments and future initiatives.
- ✓ The Purchasing Division has begun to write all contracts and/or agreements and filtering them through legal review. They now review KPI's of vendor performance as a tool to renew contracts or defining a plan for improvement. They also serve as a repository for all contracts and agreements within a contract management system. The Division will now be titled Procurement and Contract Management Division.
- ✓ Consultants have been selected and are beginning the process of code reform.
- ✓ A permitting software system has been selected for the Planning Zoning and Building Department and the implementation will begin soon.
- ✓ Staff has been working with the Strategic Planning Committee to develop a new strategic plan. This plan will be released during the spring of 2023.
- ✓ The Town-wide undergrounding project is now in Phase 4 and Phase 5 with Phase 6 starting shortly.
- ✓ A facilities assessment has been performed and the Capital Projects budget has been updated to reflect the findings of this assessment.
- ✓ The Town is in the implementation phase of ongoing resiliency efforts.
- ✓ The Town is actively exploring water feasibility options for future water use.
- ✓ The number of construction site monitors have been increased to resolve the issues experienced at these sites.
- ✓ The number of police officers have been increased to promote high visibility in the community to increase interaction with business, schools, and religious institutions in Town.
- ✓ The North Fire-Rescue staff will be relocated to temporary trailers for the station reconstruction efforts.
- ✓ The Mandel Recreation Center and the Seaview and Phipps Tennis centers are having record years.
- ✓ Marina revenues will exceed expectations in the initial year of operations.
- ✓ Golf revenues continue to set records.

GENERAL FUND

FY23 Budget Presentation

FY23 General Fund Revenues

Property Taxes

Executive Summary
Town of Palm Beach

FY23 Final 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 FY23 was 17.38%. This means for every \$100 paid in taxes only \$17.38 stays in the Town.

Below are the taxing districts and the adopted millage rates for FY23 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 72.69% of all taxes paid in the Town followed by the Town of Palm Beach at 17.38% with the other taxing districts making up the balance of 9.93%.

Town of Palm Beach Tax Bill Components						
Taxing Authority	FY 2022 Millage Rate	FY 2023 Millage Rate	FY23 Taxes Per \$1 Million Value	\$ Change Per \$1 million Value	% Change	% of Total Tax Bill
Palm Beach County School District	6.8750	6.5190	\$6,519	-\$356.00	-5.18%	42.07%
Palm Beach County	4.8149	4.7439	\$4,744	-\$71.00	-1.47%	30.62%
Palm Beach	2.8966	2.6932	\$2,693	-\$203.40	-7.02%	17.38%
Health Care District	0.7261	0.7261	\$726	\$0.00	0.00%	4.69%
Children Services	0.6233	0.5508	\$551	-\$72.50	-11.63%	3.55%
South Florida Water Mgmt	0.2207	0.1974	\$197	-\$23.30	-10.56%	1.27%
Everglades Construction	0.0365	0.0327	\$33	-\$3.80	-10.41%	0.21%
Florida Inland Navigation	0.0320	0.0320	\$32	\$0.00	0.00%	0.21%
Grand Total	16.2251	15.4951	\$15,495	-\$730.00	-4.50%	100.00%

The total taxes paid per million of taxable value in the Town in FY23 will be \$15,495 a decrease of \$730 from FY22. Of that amount, \$2,693 stayed in the Town to pay for services and the remaining \$12,802 went to other taxing districts. A breakdown by taxing district for a \$1 million homesteaded property using the FY23 tax rates is shown below.



FY23 Millage Rate

The millage rate table below shows the FY23 rate versus the FY22 millage. The FY23 millage rate of 2.6932 represents a 7.02% reduction from FY22 and a \$113 reduction in taxes per million for homesteaded properties and an estimated \$66 increase for non-homestead properties based on the 10% cap, as defined by State law.

	FY22 Millage Rate	FY23 Millage Rate
Millage Rate	2.8966	2.6932
Tax Revenue	\$59,663,700	\$65,419,700
Revenue Increase over FY22	n/a	\$5,756,000
Millage % Increase/Decrease vs. FY22	n/a	(7.02%)
Homestead Value Increased by 3.0%	\$1,000,000	\$1,030,000
Town Taxes	\$2,752	\$2,639
Increase/(Decrease) over FY22	n/a	(\$113)
Non-Homestead Tax Increase (Decrease) 10% Cap	n/a	\$66

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 currently is 2.4843. This millage would represent a 14.23% decrease from the FY22 millage and would provide the homestead property owner a \$317 per million reduction in taxes. The millage rate for FY23 represents an 8.41% increase over the rolled-back rate.

Revenues

The FY22 revenue budget estimates were conservative. For FY22 to date, many of the revenue sources are exceeding budget expectations. The FY23 revenues represent a conservative increase over FY22. The revenue budget by type for the General Fund for FY23 compared to FY22 is shown on the table on the following page:

Revenue	FY2022	FY2023	FY21 vs. FY22 Difference	% Change
Ad Valorem Taxes	\$59,663,700	\$65,419,700	\$ 5,756,000	9.65%
Non Ad Valorem Taxes	6,710,500	6,672,100	(38,400)	-0.57%
Licenses & Permits	4,419,233	5,012,400	593,167	13.42%
Intergovernmental	1,121,700	1,181,000	59,300	5.29%
Charges for Services	6,172,500	7,823,200	1,650,700	26.74%
Fines and Forfeitures	1,025,500	943,200	(82,300)	-8.03%
Investment Earnings	359,811	213,217	(146,594)	-40.74%
Miscellaneous	499,500	332,700	(166,800)	-33.39%
Transfers from the Enterprise Funds	3,736,665	6,164,921	2,428,256	64.98%
Transfers from unassigned fund balance for Contingency and Compensated Absences	<u>5,431,464</u>	<u>3,429,500</u>	<u>(2,001,964)</u>	-36.86%
Total Revenues	\$89,140,573	\$97,191,938	\$ 8,051,365	9.03%

Significant highlights for General Fund FY23 revenues include:

- ❖ The Property Appraiser's Final Taxable Value Certification showed existing property taxable values in the Town have risen 17.95% over the prior year. The total taxable value is \$25,542,199,170.
- ❖ The amount included for property tax represents the taxes generated from a millage rate of 2.6932 that represents a \$113 decrease per million for homestead property owners.
- ❖ The Non Ad Valorem tax revenue has decreased based on current trends.
- ❖ The increase in Licenses and Permits is due to the high volume of current activity expected to continue into FY23.
- ❖ The Intergovernmental revenue increase is due to improvements in State sales tax receipts.
- ❖ Charges for services increased mostly due to increases for special assignment overtime, parking meter fees and usage.
- ❖ Fines and forfeiture revenue decreased based on current trends.
- ❖ Investment earnings have decreased based on the current interest rate environment.
- ❖ The transfers from the Enterprise Funds represent a transfer of \$25,000 from the Par 3 Golf Course enterprise fund, a transfer of \$620,465 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. The transfer from the Building Enterprise Fund of \$5,519,456 represents allocated costs of General Fund services provided for the building permit process. This amount was originally estimated conservatively when the fund was established. The actual costs have been much higher than originally anticipated.
- ❖ Transfers from fund balance represent transfers for Contingency and the compensated absence payouts for the year. In addition, the estimates for the reconstruction of the

North Fire-Rescue station have been modified, and a transfer of \$2 million is for additional funding for this project.

General Fund Expenditures

General Fund expenditures have increased by 9.03% from FY22. The details by expenditure category are shown in the table below.

Expenditure Category	FY2022	FY2023	FY22 vs. FY23	
			Difference	% Change
Salary and Wages	\$27,950,544	\$31,365,775	\$ 3,415,231	12.22%
Pension Benefits	11,646,771	11,437,661	\$ (209,110)	-1.80%
Other Employee Benefits	6,624,587	7,564,885	\$ 940,298	14.19%
Contractual	11,187,512	13,205,563	\$ 2,018,051	18.04%
Commodities	1,693,282	1,932,622	\$ 239,340	14.13%
Depreciation/Capital Outlay	2,279,381	2,509,665	\$ 230,284	10.10%
Subtotal Operating Expenditures	61,382,077	68,016,171	\$ 6,634,094	10.81%
Library	363,230	374,127	\$ 10,898	3.00%
Transfer to the Risk Insurance Fund	2,173,487	2,274,106	\$ 100,619	4.63%
Transfer to Capital Improvement Program	8,428,200	9,371,020	\$ 942,820	11.19%
Transfer to Underground Utility Fund	176,550	191,116	\$ 14,566	8.25%
Transfer to the Debt Service Fund	5,676,719	5,680,666	\$ 3,947	0.07%
Transfer to Coastal Management Fund	4,920,310	5,264,732	\$ 344,422	7.00%
Extraordinary Transfer to Retirement Fund	5,420,000	5,420,000	\$ -	0.00%
Contingency	600,000	600,000	\$ -	0.00%
Subtotal Transfers and Contingency	27,758,496	29,175,767	\$ 1,417,272	5.11%
Total General Fund	\$89,140,573	\$97,191,938	\$ 8,051,366	9.03%
FTE Totals	350.43	362.59	12.16	3.47%

Highlights for General Fund expenditures are as follows:

Total operating expenditures increased \$6,634,094 or 10.81% from FY22. Total transfers and other expenses increased \$1,417,272 or 5.11%. Details of the changes are as follows:

Operating Expenditures:

- ❖ A total of \$3,415,231 has been earmarked to pay for increased salary and wages, and the increase in FTEs allocated to the General Fund of 9.6 (see full description later in the document). The increase also includes merit and step increases and a cost-of-living increase (COLA). Previously, the Town Council approved during the Compensation study, lowering merit increases to 1.5% - 6%, from 3% - 7.5% in FY22 and providing for an annual COLA. Last year we adopted a policy using the Social Security COLA calculation as the method to determine our annual COLA rather than focusing on a one-month snapshot, which could result in abnormal spikes. We use 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).

- Using this methodology results in an 8.9% COLA at a budget cost of \$2,294,643. In order to reduce the pension impact of adding the full 8.9% to salaries. The Town Council decided to add 2% of the COLA to salaries and the balance to be paid out in a non-pensionable lump sum. (The 2% COLA would keep most of the salaries within the pension assumptions).
- ❖ We are also included market adjustments for Police and Fire-Rescue personnel to ensure they remain at the 75th percentile and a 3% market adjustment for General Employee ranges to maintain internal equity and market competitiveness as well as effective compensation administration practices. 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 decreased in the general fund by a total of \$209,110 due to investment gains in FY21. The General Fund portion of the defined benefit costs decreased by \$302,389 offset by the defined contribution cost increase of \$90,527.
- ❖ Other employee benefit costs increased by \$940,298 or 14.19%. Health insurance costs increased for the first time since 2013. Total Town funding for health insurance is expected to increase by \$737,914 with \$619,016 of the increase allocated to the General Fund. 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 FY23 are \$12,393.
- ❖ FICA tax increased by \$257,655 due to the increase in the salary budget. The Longevity/Bonus program increased by \$42,937. Last year the Federal government adopted Juneteenth (June 19th) as a federal holiday. After a thorough canvassing of some 50 municipalities, it was determined that approximately half of the local municipalities, including Palm Beach County have established Juneteenth as an official holiday. The holiday has been added to the FY23 budget and we will begin to observe the holiday on June 19, 2023.
- ❖ Included in Other Employee Benefits is the Transfer to the OPEB trust. The transfer to the OPEB trust fund decreased by \$2,998. In the most recent actuarial report, the Town’s funding level was 147.8% funded using a 5% return assumption.
- ❖ Over half of the increase in contractual costs (\$2,018,051) is due to increases in sewage treatment and disposal costs of \$1,027,162 as defined by the East Central Regional Water Reclamation Facility (ECR), the remaining increase includes the addition of cloud computing services of \$150,000, IT support costs of \$65,000, software maintenance \$214,487, merchant service charges for parking meters increased \$38,800. Upgraded traffic software and licensing \$67,600, contracted garbage collection \$112,700, consultant for landfill \$40,000, landscape contracting increase of \$124,153, increases in facilities maintenance \$135,900 and traffic studies \$42,000.
- ❖ The increase in commodities of \$239,340 is related to additional software \$41,900, higher fuel costs \$125,010, uniforms \$8,450, cleaning supplies \$27,700 and other supply budgets throughout the budget \$18,950.
- ❖ Depreciation/Capital outlay costs increased \$230,284. Most of the increase (\$175,000) is due to IT equipment that includes: A virtual environment technology refresh to replace

aging technology, consolidation of old servers, technology improvements to the Council Chambers and EOC and Public Works Conference room and funding of \$92,137 for the shortage in the Equipment Replacement Fund for an ambulance and fire engine replacement. These increases are offset by a decrease in depreciation funding.

- ❖ The funding for the Four Arts Library will increase by \$10,898. This funding is now tied to CPI with a cap of 3%.

Transfers and Other:

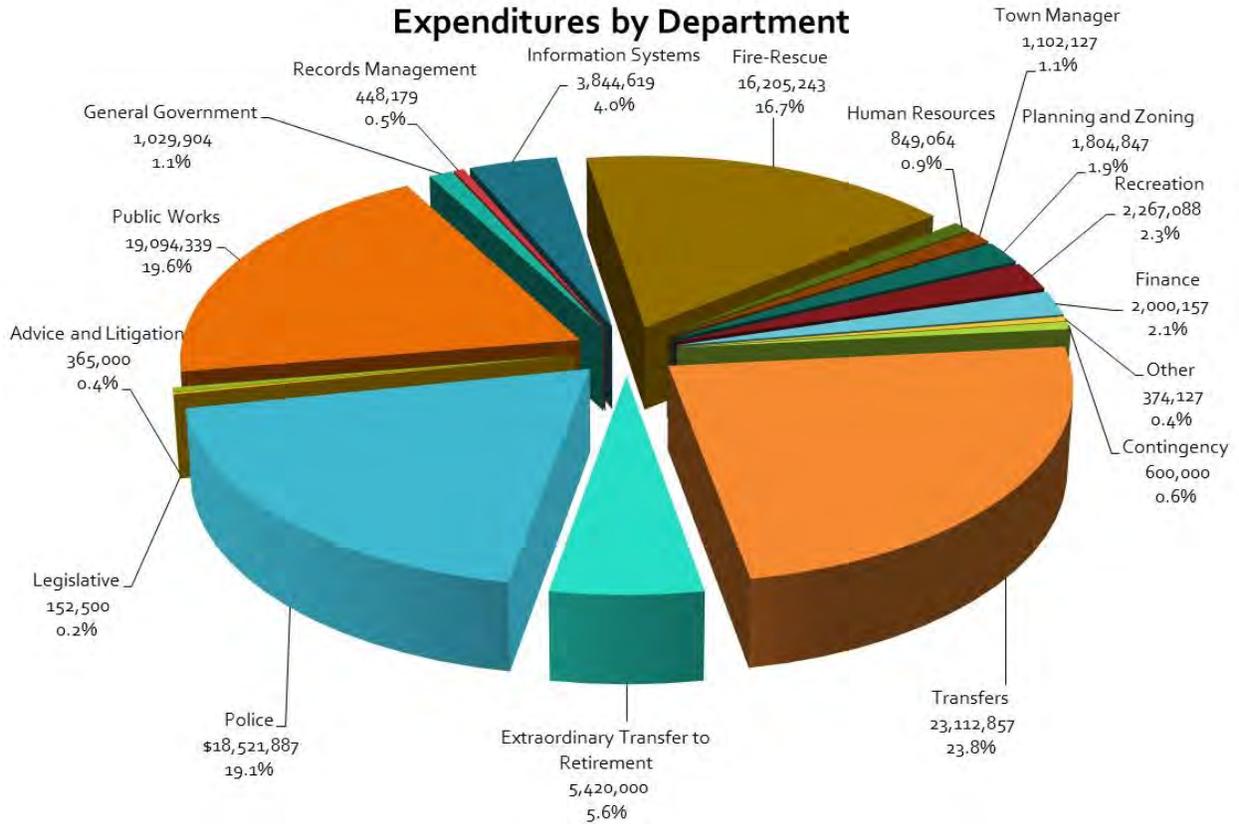
- ❖ The transfer to the Risk Fund increased by \$100,619 due to anticipated increases in the insurance market.
- ❖ The annual transfer to the Capital Improvement Fund increased by \$942,820 or 11.2% over FY22 to improve funding levels for facility projects that have been added as the result of a facilities study that was completed this year. In addition, funding of \$1,500,000 was added for interconnect traffic signals and \$1,000,000 for crosswalk improvements. Costs for the North Fire Rescue Station are expected to be higher than had been budgeted in FY22, so we have included an additional \$2,000,000 to the budget. This additional transfer will be from General Fund reserves.
- ❖ The transfer to the Underground Utility Fund represents funding to pay for the Project Manager's salary and benefits.
- ❖ The transfer to the debt service fund increased by \$3,947.
- ❖ Coastal funding has been increased by 7% or \$344,422. The estimates for the Mid-Town seawall replacement have been updated and additional annual funding is included in the budget and future annual contributions will also be increased. Please see the Coastal Budget section for more information about the budget and forecasted expenditures and revenues.
- ❖ The extraordinary transfer to the retirement fund to accelerate improvements to the UAAL remained at \$5,420,000.
- ❖ Contingency is funded at the same amount as last year. 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 58.1% of the Town budget. The transfers mentioned above account for another 26.6% for a total of 84.7% of the total Town budget. All other general government and administrative departments make up the balance of 15.3%. The charts on the following page provide a graphic example of expenditures by each department and transfer.

Expenditures by Department



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



Fund Balance

The General Fund Unassigned Fund Balance as of September 30, 2021, was \$28,001,332. This amount was \$10,408,316 above the policy-required minimum. The FY23 budget includes a transfer of \$600,000 from fund balance to fund the contingency. We are proposing a \$2,000,000 transfer from reserves to fund the additional estimated costs for the North Fire-Rescue Station. After these transfers, the remaining unassigned fund balance will be \$25,401,332. Estimated compensated absence payouts totaling \$829,500 will be paid from the reserve for compensated absences. Total excess reserves in all Town funds as of September 30, 2021, were \$25,123,830.

Compensation Update

People & Culture 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 inclusive of a Cost of Living Adjustment (COLA). The Police step plan will be increased for the Police Officer and the Police Sergeant position to bring the minimum and maximum to the 75th percentile inclusive of a Cost of Living Adjustment (COLA). The Police positions not of the Police step plan (Police Management) were also analyzed and resulted in increases to the minimum and maximum for all positions to bring the minimum and maximum to the 75th percentile.

The 20% of General employees that were studied this year remain competitive and within policy with thirteen exceptions. Thirteen positions were found to be below the 65th percentile of the market and have been re-graded so that the maximum is between the 65th and 75th percentile. To remain competitive for the rest of the General positions, we have increased the salary ranges by 3% for all other General positions (unless they are at or above the 75th percentile).

Moving forward, due to the unstable market, People & Culture has determined a more proactive approach is required to ensure that all Town salaries remain market competitive in the coming years. Rather than undertaking a costly five-year comprehensive Town salary survey, we propose to raise the annual review of all general positions from 20% to 33% to ensure that all positions are consistently reviewed within a three-year period. It also proposes a more appropriate and market-typical salary administration approach to ensure that salary scales are adjusted upwards on an annual basis from 25% to 50% of the CPI, thereby preventing the current practice of pay crowding at the top of each scale and avoiding the need for larger adjustments during those years when increased fiscal restraint is required.

Personnel Complement

Total FTE includes full time employees and part time no benefits employees (PTNB). The total personnel complement (for all funds Town-wide) for FY23 is 362.59 full-time equivalent

personnel (FTE), which is a net increase of 12.16 FTE from the adopted FY22 budget. The increase of 12.16 FTEs in FY23 is made up of the following changes in full time and part time positions:

Department	Roles	# FTEs	Comments
IT	Applications Specialist	1	Enhanced IT systems and cyber security
Planning, Zoning & Building	Administrative Support	1	Costs absorbed by increased revenues
People & Culture	Specialist	.25	PT to Full Time
People & Culture	Benefits Specialist	1	Outsourced in previous budget
Recreation	Administration	1	Support Operations
Police	Police Officers	4	Increased security
Police	Parking Enforcement	2	Increased enforcement
Police/ Planning, Zoning, Building	Construction Site Monitors	2.25	Shifted to full time FTEs for site monitoring. In addition to the 1.75 in FY22 for a total of 4
Planning, Zoning & Building	Zoning Technician	1	Costs absorbed by increased revenues
Recreation	Pro Shop	1	Costs absorbed by increased revenues
Planning, Zoning & Building	Building Inspector	-1	Reorganization
Planning, Zoning & Building	Combo Plan Reviewer	-1	Reorganization
Recreation	Part Time FTE's	-0.34	Change annually based on needs
Total FTE additions		12.16	

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) Town wide Underground Utility Project

The Town wide Underground Utility Project fund accounts for the project costs and associated assessments and borrowings for the project. During FY23, we expect to finish construction of Phase 4 North and Phase 3 South. During FY23 work will continue on Phase 5 North and South 6 North and South and begin Phases 7 North and South. The entire project is expected to be completed in 2026.

Debt Service Funds (205, 206)

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

The 2013, 2016A and 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

Executive Summary
Town of Palm Beach

the Town’s portion of the golf course and clubhouse renovation (\$187,426), and a portion is funded through the Coastal Management Fund (\$509,135). The non-ad valorem revenue transfer from the General Fund for FY23 is \$5,680,666.

The 2016B Series Revenue Bonds debt service appropriation of \$723,513 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 FY23 on these bonds will be \$3,848,755 and is included in the Town wide Underground Utility project fund.

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 FY23 will be \$1,992,950 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, 2022, is shown on the table below:

<i>Year Issued</i>	<i>Outstanding Principal Balance September 30, 2022</i>	<i>Purpose</i>
2016A	\$36,870,000	First Phase of the ACIP and Refund Outstanding Debt
2016B	\$9,535,000	Worth Avenue Commercial District Project
2013	\$4,205,000	Remaining Balance on Second Phase of ACIP
2018	\$52,225,000	General Obligation Bonds for Town-wide Undergrounding Project
2019	\$47,860,000	Taxable Refunding Revenue Bonds for Second Phase of the ACIP
2019	\$4,285,000	Refunding of Remaining Balance of First Phase of ACIP Debt
2020	29,690,000	Marina Loan
2021	8,360,000	General Obligation Bonds for Town-wide Undergrounding Project
Total	\$193,030,000	

Executive Summary Town of Palm Beach

As of September 30, 2022, the Town's net bonded debt will amount to 15.1% of the legal limit of \$1,277,109,958 (5% of preliminary FY23 taxable value of \$25,542,199,170).

Capital Improvement Funds (307, 309, 311)

For FY23, the following items totaling \$9,308,345 are included in the Capital Improvement Fund (307):

- Pavement Management - \$1,000,000
- Interconnect Traffic Signals - \$1,500,000
- Crosswalk Improvements - \$1,000,000
- Drainage Improvements - \$1,325,000
- Sanitary Sewage System Improvements - \$2,475,000
- Town Facility Improvements - \$3,408,345
- Water main improvements (WPB) - \$1,000,000 (Funded by West Palm Beach)
- General Engineering Services - \$100,000

The transfer from the General Fund to the Capital Improvement Fund is \$7,371,020 an increase of \$942,820 from FY22 due to the addition of the Town facility improvements that reflect the recommendations from a facilities study conducted in FY22. The study and allocation from the operating budget lend itself to improved financial planning and less reliance on transfers from reserves. In addition, a transfer from General Fund reserves of \$2,000,000 to the Capital Improvement Fund is also included in the budget for the anticipated additional funding needed for the reconstruction of the North Fire-Rescue Station.

The American Rescue Plan (ARP) will provide the Town funding for sewer and drainage projects. We currently expect to receive a total of \$4,415,526 from this source and have received both installments of \$2,207,763.

Coastal Management

The Coastal Management Fund (309) is used to fund the construction costs of the coastal projects. The details of the FY23 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. The costs estimates have increased to \$18.5 million for this project and \$7 million per year for the next two years has been added to the program. Also included in this budget is annual funding of \$1,000,000 per year for the next ten years for seawall or bulkhead repair or replacement. We are proposing an increase in the annual funding for the coastal program of \$344,422 or 7% to begin to offset the Mid-Town seawall costs. The additional funding from the FY23 budget should lead to less reliance on transfers from reserves.

Executive Summary
Town of Palm Beach

Enterprise Funds (401, 402, 405)

Town Marina

Town Marina reopened for new vessels on November 1, 2021. FY22 has been a very successful year. The success is due in part to improvements in branding, marketing, and financial planning. For FY22, revenues exceed budget estimates by over \$2.1 million. The FY23 revenue budget is projected to be 31% or \$3,024,239 higher than FY22 budget. The expenditure budget has increased by 18.6% or \$447,109 due to increases in the submerged land lease, which is based on revenues, increases in salaries and benefits, promotional advertising, electricity, and contractual services. The projected net income for FY23 is 113% higher than the forecast prepared last year.

Par 3 Golf Course

Par 3 revenues are projected to increase over end of year estimates during FY23. The FY23 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 \$803,626 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 \$236,538. Additional deductions from the operating profit include transfers for debt service (\$187,426), contingency (\$130,169) and the general fund transfer (\$25,000).

Year end revenues for the Par 3 are above estimates at 134% of budget. The Par 3 will end the year with a surplus. The LTFP forecast shows improvement to the net assets of the fund.

Building Enterprise Fund

The Building Enterprise Fund was created in FY21 to account for all building permit revenue and expenses and allow for greater transparency as required by the State of Florida. During FY20, 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. FY22 revenues are higher than budget and will provide for a higher surplus than anticipated. Total revenues for FY23 are conservatively estimated to be \$9,268,236 and total operating expenses are \$8,268,236 which includes a transfer to the General Fund of \$5,519,456, which is for the allocated costs that the General Fund provides to the building permit process. Building permit related revenues have increased by \$1,227,797 due to the recent increase in building activity. After depreciation of \$89,503 and a 5% operating expense contingency of \$187,439 there is a projected reduction in reserves of \$276,942.

Executive Summary Town of Palm Beach

For the past two years, the budget included a \$3,200,000 transfer to the General Fund for allocated costs. This amount was based on an estimate when the fund was established. After two years of operations, there is a better understanding of the true allocated costs. The FY23 amount represents the new allocation. At the end of FY22, a calculation was made based on the new allocation and a true-up amount was transferred to the General Fund as directed in the Building Fund Reserve Policy adopted by the Town Council last year.

Internal Service Funds (501, 502, 320)

The transfer to the Risk Fund (501) has increased by \$100,619 due to expected increases in the insurance market.

The transfer from all funds to the Health Insurance Fund (502) has increased for the first time since FY13 due to recent higher than normal claims experience. The increase in Town funding is \$737,914 or 20%. During FY21 the fund had a deficit of \$601,379. This was the first deficit since 2008. A deficit is also expected for FY22. These past 2 years could be an anomaly influenced or caused by the pandemic and individual catastrophic events. Due to the expected increase, we are proposing a 10% increase in employee contributions for their dependent health premiums. This is the first increase for employees since 2014.

The Town of Palm Beach is re-establishing a Town Clinic, located at Public Works, on Old Okeechobee Road in West Palm Beach. The former clinic, originally opened in 1973 and staffed by a Town employee nurse, administrative assistant and PT physician, was closed in 2016 when it was decided that similar services could be provided by outside contractors at a lower cost.

In the years following, the complexity and costs of managing multiple contractors and employee absenteeism resulted in a re-examination of the business model. The new model differs from the former Town Clinic in that it will be fully outsourced (including the registered nurse practitioner, administrative support and physician oversight) to a single full-service provider. Concentra, is the #1 national provider that specializes in occupational health management and effective and efficient coordination and oversight of workers compensation claims. With a focus on total employee health and return on investment to municipalities, the clinic will provide a level of service that will greatly increase overall employee health, reduce employee absenteeism, and the need for at least five departments to manage and administer multiple providers. This model also has the potential to reduce the costs of overall health insurance premiums through preventative health, early detection, group pharma purchases, and decreased claims for all Town employees. The clinic budget in the first year is estimated at \$347K of which \$40K are startup costs.

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

Executive Summary
Town of Palm Beach

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 FY23 actuarially determined contribution to the DB plan totals \$11,457,243. The contribution decreased \$288,762 due to the strong investment return for FY21. The return assumption will decrease from 6.6% in FY22 to 6.4% in FY23.

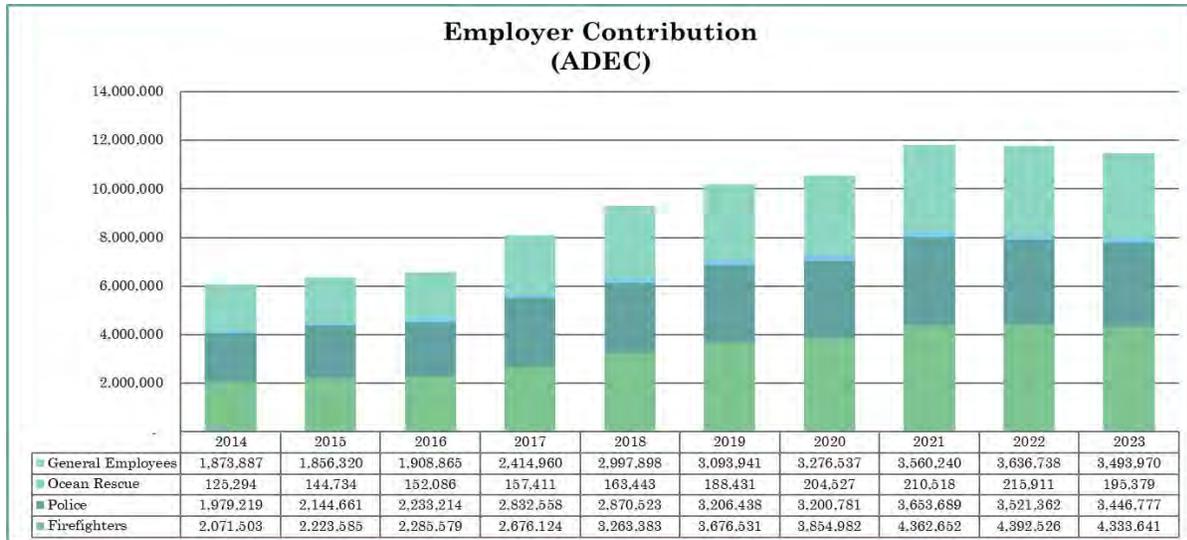
The budget also contains the \$5,420,000 extraordinary contribution to the retirement plan. The funded ratio increased from 72.7% to 76.1% and the unfunded liability decreased from \$94,163,607 to \$85,333,977. Assuming all assumptions are realized the total Town contributions to the retirement system, including the extra Town contributions of \$5.42 million per year are expected to be in the range of \$12.2 to \$16.8 million over the next 8 years and are then projected to decline to around \$4.9 to \$5.5 million.

The Town contribution amounts by employee group are shown below versus the FY22 contribution. Legacy plan costs represent \$8,275,061 (72.2%) of the total and the costs for the ongoing plan are \$3,182,182 (27.8%).

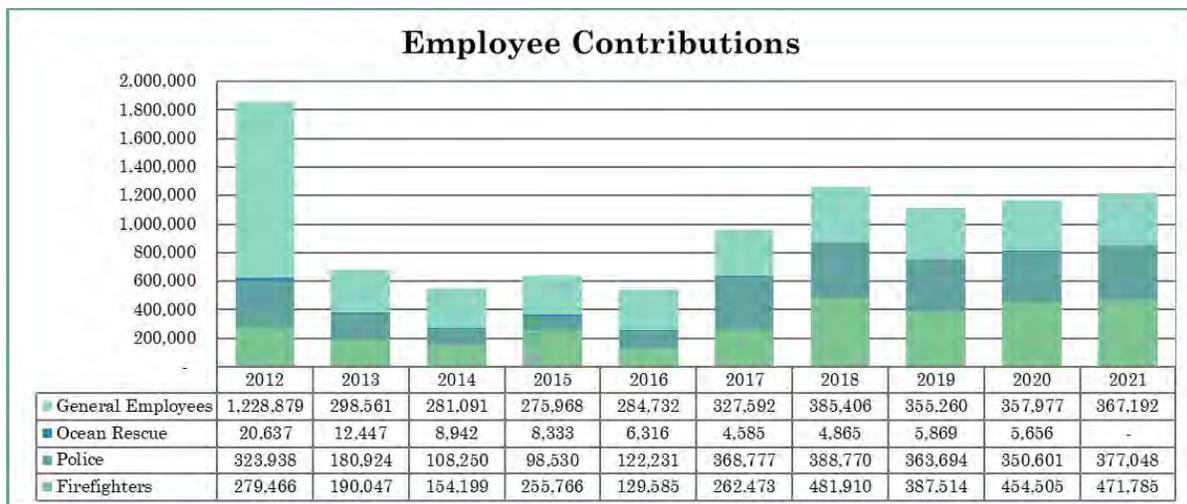
Town DB and DC Retirement Contributions

Town Retirement Contributions	FY2022	FY2023	\$ Change	% Change
General Employee DB	\$3,636,738	3,493,970	(\$142,768)	-3.93%
Lifeguards DB	195,379	182,855	(\$12,524)	-6.41%
Police DB	3,521,362	3,446,777	(\$74,585)	-2.12%
Fire-Rescue DB	4,392,526	4,333,641	(\$58,885)	-1.34%
Total DB Contribution	\$11,746,005	\$11,457,243	(\$288,762)	-2.46%
Total DC Contribution	\$638,746	\$750,267	\$111,521	17.46%
Total Town DB and DC Contribution	\$12,384,751	\$12,207,510	(\$177,241)	-1.43%

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



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



For General Employees and Lifeguards, 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	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Budget	FY2023 Budget
General	\$445,592	\$450,148	\$620,455	\$631,738	\$738,462
Lifeguards	5,155	2,356	6,386	7,008	11,805
Total	\$450,747	\$452,504	\$626,841	\$638,746	\$750,267

Executive Summary
Town of Palm Beach

Health Insurance (OPEB) Trust (610)

The actuarially determined transfer to the OPEB trust from the General Fund in the FY23 budget is \$331,217. This amount is \$2,998 less than FY22. The funded ratio in the September 30, 2021, actuarial report was 147.8% 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.

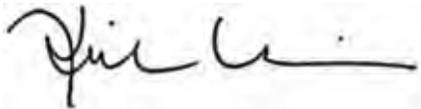
Long-Term Financial Plan

The Long-Term Financial Plan (LTFP) has been updated with the FY23 adopted budget and is on the Town's website. Portions of the plan are included in the budget document.

Conclusion

This concludes the executive summary portion of the FY23 final budget. Please see the documents that follow this summary for detailed information about the FY23 budget.

Respectfully Submitted,



Kirk Blouin
Town Manager

cc:

Bob Miracle, Deputy Town Manager – Finance and Administration
Carolyn Stone, Assistant Town Manager
Department Directors



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STRATEGIC PLANNING AND PERFORMANCE MEASUREMENT

In 2021, Mayor Danielle H. Moore and Councilmembers Araskog, Crampton, Cooney, Lindsay and Zeidman created the Strategic Planning Board to service in an advisory capacity in the development of the Five-Year Strategic Plan. The Board commenced the strategic planning process on January 20, 2022 with the goal of it being presented to the Town Council for adoption in Spring 2023 with incorporation into the planning of the Fiscal Year 2024 budget cycle.

The plan is targeted for a five-year lifecycle servicing as a roadmap through FY2028. The execution and monitoring of the plan will occur in the years following, including elements of strategy refinement and mid-cycle reviews.

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 FY23.

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 FY2023

The Town Council's annual budget priorities for FY2023 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.

FINANCIAL STABILITY AND PLANNING

Priority #1: Continue to implement cost-saving measures and identify opportunities to increase non-tax related revenue, while improving operational efficiencies, without compromising the community's expectation for exceptional public service

Town Clerk: Enhance technological tools to optimize the delivery of exceptional service

Police Department: 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

Police Department: Monitor the allocation of resources to ensure the public's safety, address traffic flow issues and provide timely communications

Marina Enterprise Fund : Maximize revenue at the Marina

Par 3 Fund: Continue to grow the auxiliary services revenue and improve customer relations

Self Insurance Fund - Risk: Identify exposures in order to determine the types of coverage available to the Town

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

Public Works: Continued evaluation of potable water supply alternatives at Town Council's direction

COMMUNITY STANDARDS, REGULATIONS AND QUALITY OF LIFE

Priority #3: Continue the review of the Town Zoning Code and develop a plan with solutions to address the most pressing Town Zoning Code Reform needs. Develop a budget and process to include analysis of the existing code, possibly create a steering committee, host multiple public engagement sessions, including charrettes, to sollicit community feedback, research impacts and requirements of federal, state and county regulations and prepare recommended code changes, with the assistance of the Planning and Zoning Commission and outside consultants.

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 are requested by Town Council

Priority #4: Continue to proactively address construction site violations in an effort to ease parking and traffic related issues, noise complaints and other associated community concerns, through enhanced regulations and improved code and parking enforcement.

Public Works: Right-of-Way maintenance and enforcement to ensure all Town right-of-ways are managed to meet the Town's standards applicable to public rights-of-way and easements within the Town of Palm Beach

Building Fund: Monitor construction sites to reduce the impact of issues in the community

ENVIRONMENT AND RESILIENCY

Priority #5: Continue to review the second phase of the Woods Hole Group resiliency study. The second phase identified methods to mitigate the impacts of sea level rise and prioritized solutions. A paramount issue is the amount of freeboard to be established for new construction, substantial improvements, substantial damage properties and seawall construction. 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.

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

CAPITAL IMPROVEMENT PROJECTS

Priority #6: Initiate a strategic crosswalk initiative. This will include an analysis of the current crosswalks on the public roadways and identify new and improved methods and technologies to enhance pedestrian safety. The plan will encompass a budget, funding plan, priority list and long-term implementation strategy.

Public Works: Design of strategic smart crosswalks project

Public Works: Provide all necessary traffic control devices and markings to ensure safe pedestrian and vehicle operation

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
FY2023 General Fund Budget	\$97.1 million
Taxable Property Valuation	\$25.5 Billion

Town of Palm Beach Demographics

Population		Service Statistics		
2021 (Univ of Florida est)	9,253	Police Stations	1	
2020 (Census)	9,245	Fire-Rescue Stations	3	
2019 (Univ of Florida est)	8,321	Public Elementary School	1	
2018 (Univ of Florida est)	8,295	Public Library	1	
2017 (Univ of Florida est)	8,291	Recreation Facilities		
2010 (Census)	8,161	Tennis Courts	13	
2000	9,676	Par 3 Golf Course	1	
1990	9,814	Marina (84 slips)	1	
1980	9,432	Community Building	1	
1980	9,086	Playfields	1	
1960	6,055	Bicycle Paths	9.3 miles	
1950	3,886	Picnic Tables	77	
		Outdoors Grills	28	
Resident Statistics		Recreation Areas		
Median Age	69.7 yrs.	Phipps Ocean Park	24 acres	
Avg. Household Size	1.78	Special Use Parks		
Median Home Value	\$1,211,900	Public Park on Beach	3.0 acres	
		Municipal Beach	5.60 acres	
Population by Age		Peruvian/So. County Rd	0.24 acres	
Under 5 years	0.8%	Southern Blvd Causeway	9.60 acres	
Under 18 years	6.2%	Nature Islands	39 acres	
65 years and over	62.1%			
		Registered Voters	8,442	
Racial Composition				
Caucasian & Other Races	93.4%	Bond Ratings		
Hispanic/Latino	4.6%		2013/2016 Revenue Bonds	Issuer's Rating
African American	0.5%	Moody's	Aa1	Aaa
Asian	1.5%	S&P	AAA	AAA

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.

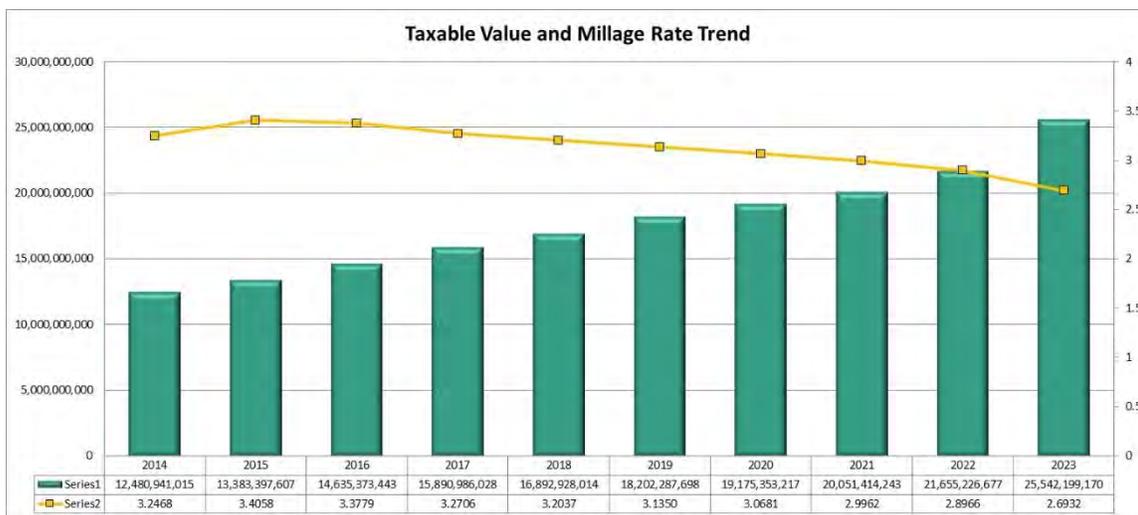
TAXABLE VALUE AND MILLAGE RATE

The Town Council approved a millage rate of 2.6932 for FY23, a decrease from the FY22 millage rate of 2.8966. Taxable value increased 17.95% to \$25,542,199,170 for FY23. Ad Valorem revenue of \$65,419,700 is included in the FY23 budget. The 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 \$755,083. 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	2.4843	\$60,281,761
Majority Vote Maximum Millage Rate	2.6365	\$63,974,908
2/3 Vote Maximum Millage Rate	2.9943	\$70,372,398
FY22 Millage Rate	2.8966	\$70,286,257
Town Adopted Final Millage Rate	2.6932	\$65,419,605

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 1.0613%. The 2/3 vote maximum rate is 110% of the majority maximum rate.

The Town's taxable value since 2014 has increased 105% to all-time highs as shown in the chart below. In 2022 the taxable value increased by 17.95%. New construction for the year totaled \$319,673,089 with 49 Certificates of Occupancy issued, both were historic highs.



Taxable Value and Millage Rate Town of Palm Beach

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 below.



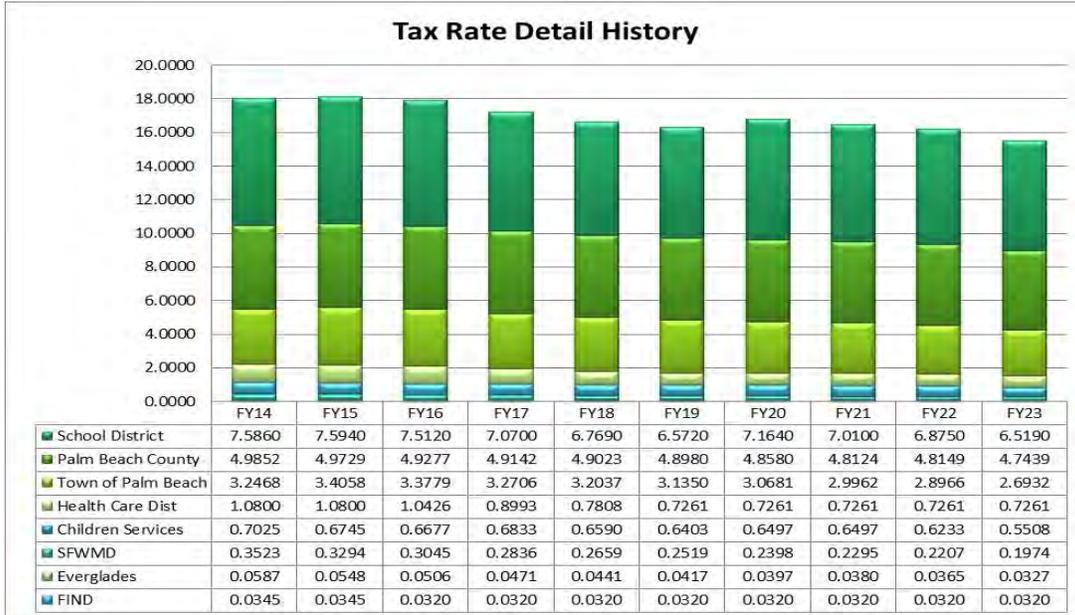
The Town millage rate represents 17.38% of the total tax bill. The table below illustrates the difference between the FY22 vs. FY23 total tax bill by taxing district for a Palm Beach property owner with a taxable value of \$1 million.

Impact on owner of \$1 million property

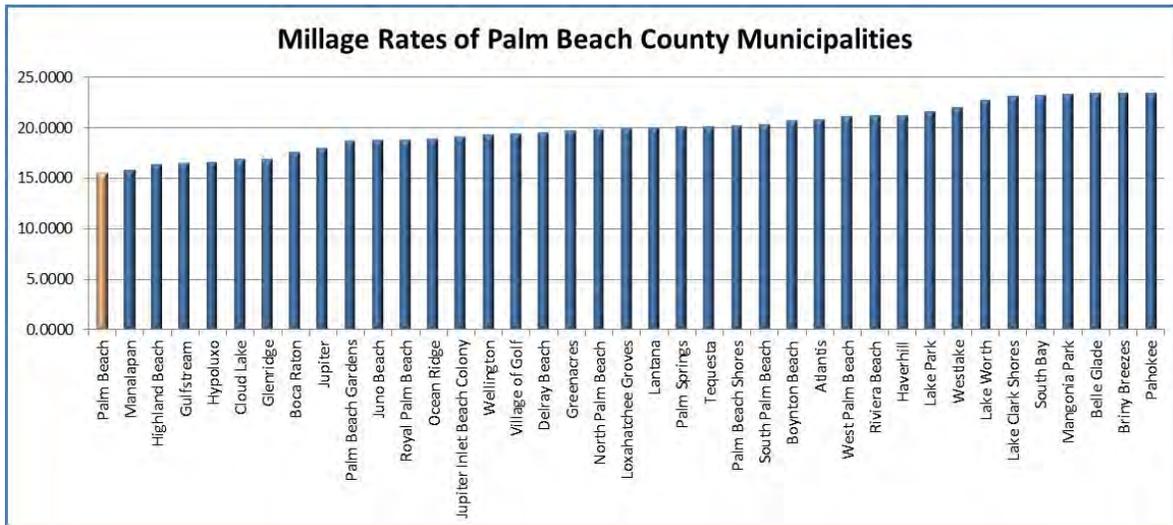
Taxing Authority	FY 2022 Millage Rate	FY 2023 Millage Rate	FY23 Taxes Per \$1 Million Value	\$ Change Per \$1 million Value	%Change	% of Total Tax Bill
Palm Beach County School District	6.8750	6.5190	\$6,519	-\$356.00	-5.18%	42.07%
Palm Beach County	4.8149	4.7439	\$4,744	-\$71.00	-1.47%	30.62%
Palm Beach	2.8966	2.6932	\$2,693	-\$203.40	-7.02%	17.38%
Health Care District	0.7261	0.7261	\$726	\$0.00	0.00%	4.69%
Children Services	0.6233	0.5508	\$551	-\$72.50	-11.63%	3.55%
South Florida Water Mgmt	0.2207	0.1974	\$197	-\$23.30	-10.56%	1.27%
Everglades Construction	0.0365	0.0327	\$33	-\$3.80	-10.41%	0.21%
Florida Inland Navigation	0.0320	0.0320	\$32	\$0.00	0.00%	0.21%
Grand Total	16.2251	15.4951	\$15,495	-\$730.00	-4.50%	100.00%

Taxable Value and Millage Rate Town of Palm Beach

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



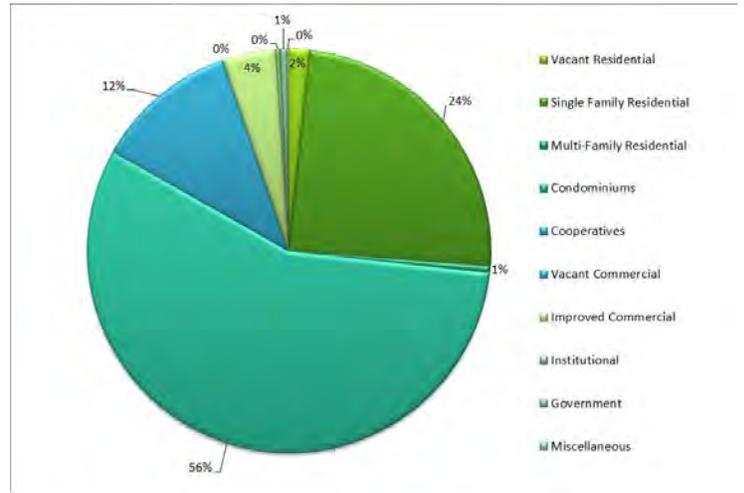
The Town's total millage rate is the lowest municipal rate in Palm Beach County as shown below.



Taxable Value and Millage Rate Town of Palm Beach

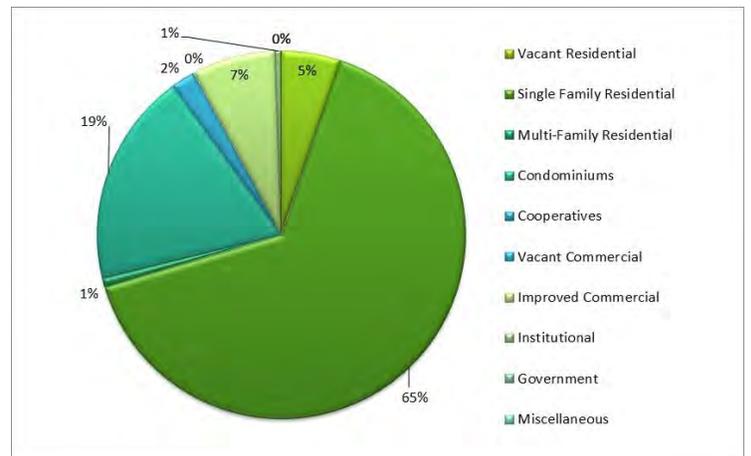
PROPERTY BREAKDOWN BY NUMBER OF PARCELS

The Town has a total of 9,410 total parcels. Residential units total 8,860 or 94% of all parcels. Condominiums and Cooperatives represent the greatest percentage of total parcels in the Town at 67.6% or 6,359 parcels. Single family residential parcels are the second largest group at 2,289 parcels or 24.3% of the total. Commercial and industrial parcels total 401 and the balance is made up of multi-family, government, institutional and miscellaneous parcels. There are 3,438 Properties with a Homestead exemption representing 36.5% of the total parcels in the Town.



PROPERTY BREAKDOWN BY TAXABLE VALUE

The taxable value of parcels in the Town total approximately \$25.4 billion. Residential parcels represent 92.1% of the total value of parcels at \$23,382,069,468 and single family residential represents 65.2% of the total value. Condominium and Cooperative values total \$5,308,392,939 and represent 20.9% of the total taxable value. Commercial and industrial properties represent 7.4% or \$1,870,635,976 of the total value of parcels.

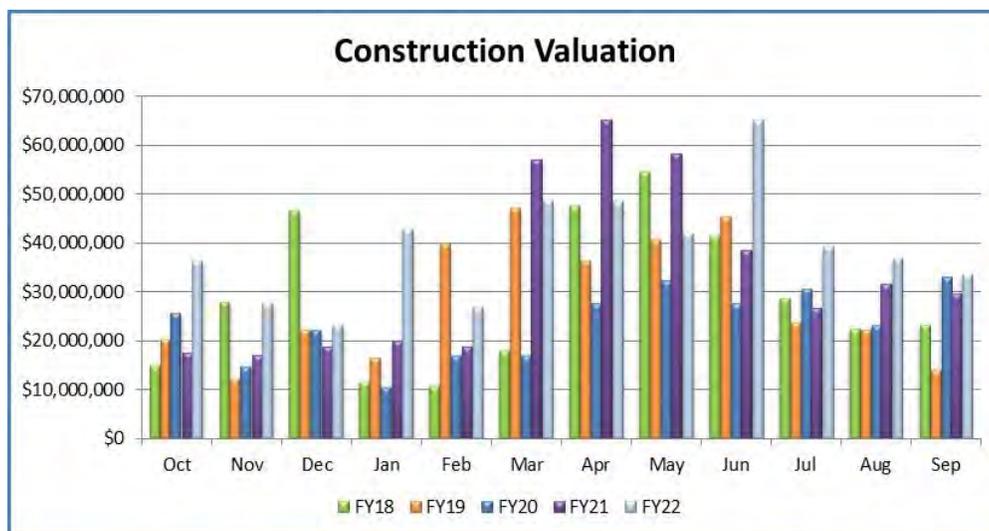
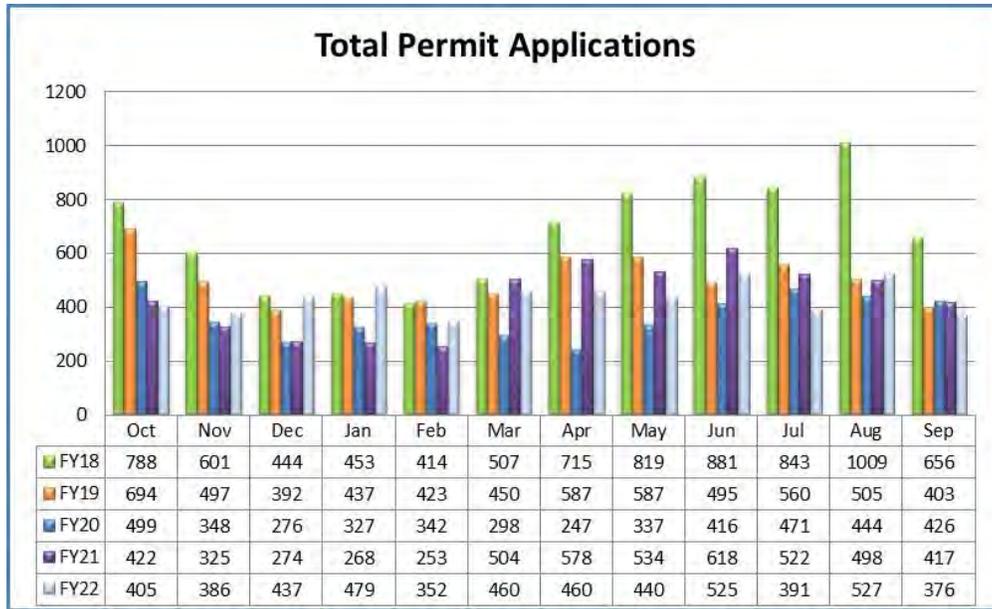


Taxable Value and Millage Rate
Town of Palm Beach

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. The total number of permits issued for FY22 was 5,238 versus 5,213 in FY21. Total construction value for FY22 was \$471,352,200 compared to \$398,172,523 in FY21 and exceeded all prior year’s totals. We have estimated higher than average permit revenues for FY23 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 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.
- Pool cash from all legally permitted funds for investment purposes.

Financial Policies Town of Palm Beach

- 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.
- 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.

Financial Policies Town of Palm Beach

- 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

Financial Policies Town of Palm Beach

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

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.

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.

Budget Preparation Process Town of Palm Beach

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 Annual Comprehensive Financial Report (ACFR) 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.

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.

Budget Preparation Process Town of Palm Beach

- 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)

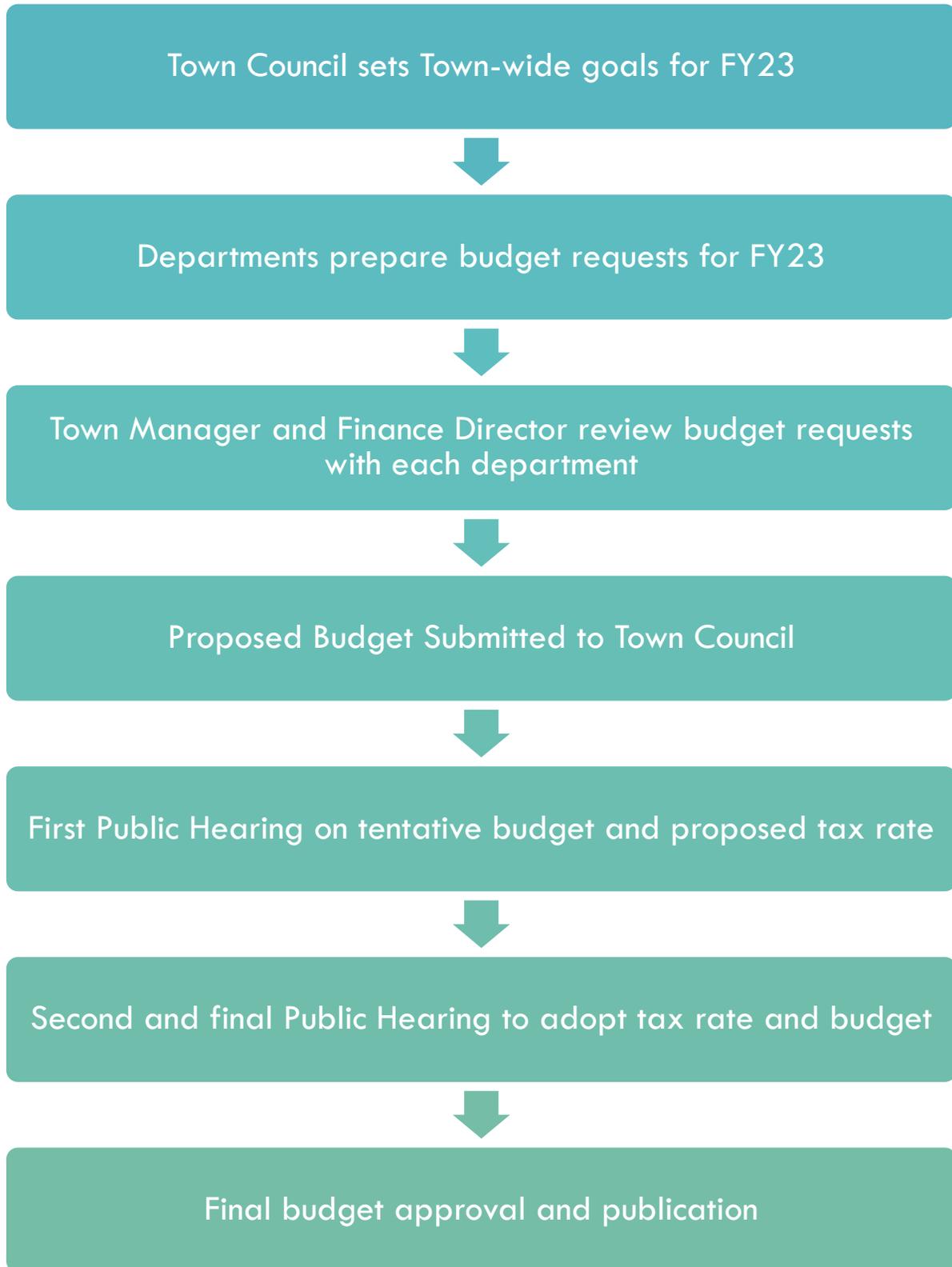
The budget and property tax rate adoption process is governed by the State Statute known as TRIM (truth in millage). In Florida, properties are assessed by the County Property Appraiser and property taxes are collected by the County Tax Collector. Property owners are eligible to receive a homestead exemption 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 PROCESS



BUDGET CALENDAR

DATE	TASK
2/1/22	Finance to distribute FY23 budget instructions
2/8/22	Town Council Meeting – Adoption of the Town Manager’s goals for FY23
2/18/22	Submit initial CIP request forms to Public Works, IT requests to IT and reorganization/reclassification requests to HR
3/14/22	All budget information submitted to finance from departments
3/22/22 – 4/26/22	Town Manager’s review of departmental budgets, including Capital, Coastal, Health and OPEB
5/31/22	Property Appraiser issues preliminary property values
6/10/22	Proposed budget document pages returned to Finance
6/30/22	Distribution of proposed FY23 budget document
6/30/22	Notice from Property Appraiser of preliminary certification of taxable value
7/14/22	Town Council Meeting – consider proposed FY23 budget and initial resolution(s) adopting special non-ad valorem assessments
8/18/22	Notice of proposed property taxes is mailed from Palm Beach County Property Appraiser
9/14/22	Town Council Meeting – First Public Hearing to approve tentative budget and proposed tax rate for FY23 and final resolution(s) adopting special non-ad valorem assessments
9/22/22	Town Council Meeting – Second Public Hearing to adopt the FY23 budget and millage rate
10/1/22	Resolution adopting the final millage rate is forwarded to Property Appraiser and Tax Collector and Certificate of Compliance sent to the Department of Revenue
12/1/22	Final FY23 Budget document distributed
12/1/22	Final FY23 budget document submitted to the GFOA for Distinguished Budget Award

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.

- **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.
- (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.

Financial Structure

Town of Palm Beach

- (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.

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.

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 FY23 proposed budget and a 9-year forecast through FY32. The complete 2022 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:

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Ad Valorem Tax Increase	4.11%	4.31%	4.25%	3.29%	3.09%	4.13%	4.29%	4.13%	-2.10%
General Inflation	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salaries & Wages	4.65%	5.72%	5.72%	5.73%	5.73%	5.74%	5.74%	5.75%	5.75%
Health Insurance	5.75%	5.60%	5.44%	5.29%	5.13%	4.98%	4.82%	4.54%	4.54%
Pension (ADEC)	-0.12%	0.06%	-1.12%	-8.01%	-11.16%	-7.70%	-8.96%	-12.48%	-19.17%
Other Employee Benefits	3.05%	4.20%	4.07%	4.13%	4.53%	5.62%	4.70%	4.77%	4.82%
Property Insurance	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%
Liability Insurance	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
W/C Insurance	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

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 is described in greater detail later in this section.

The assumption for inflation for FY24 is 3% and the balance of the forecast is 2.5% which is based upon the forecast in the June 2022, *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 and actuarial estimates for General, Police and Firefighters. 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. 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 Worker's Compensation insurance assumptions are based upon information received from our brokers regarding potential increases.

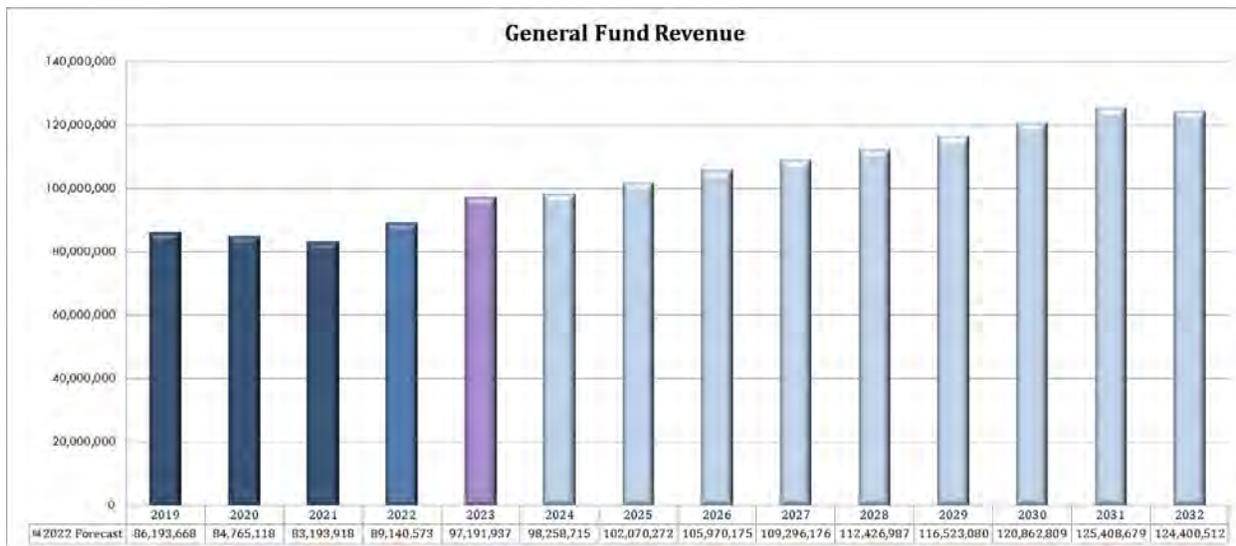
Forecast Summary
Town of Palm Beach

2022 FORECAST

The forecast charts shown on the following pages include actual results for 2019-2021 shown in dark blue, the FY22 budget, shown in medium blue and the proposed FY23 budget shown in violet, and then forecasts through FY32 shown in light blue. The forecast maintains service levels and funds the additional contribution of \$5,420,000 for the retirement program through FY31 and no contribution in FY32 when the actuarial estimates show the plan at 100% funded.

GENERAL FUND REVENUE FORECAST

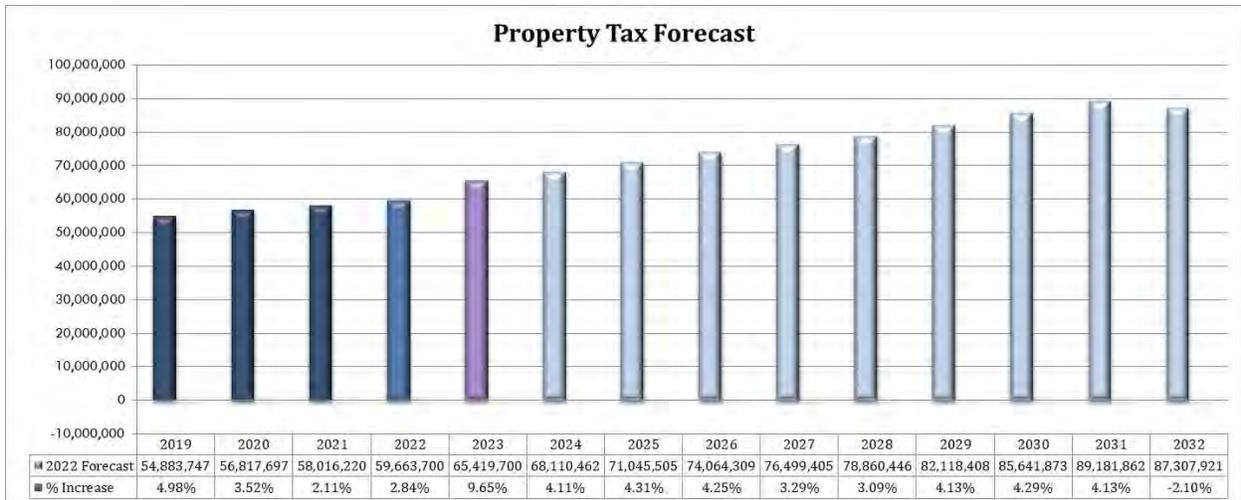
The forecast for revenues is conservative and should allow for minor fluctuations in various revenue sources. The forecast details for each major revenue category are included in this analysis. The forecast chart below contains the property tax increases based on the assumptions shown on the table at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



PROPERTY TAX REVENUE

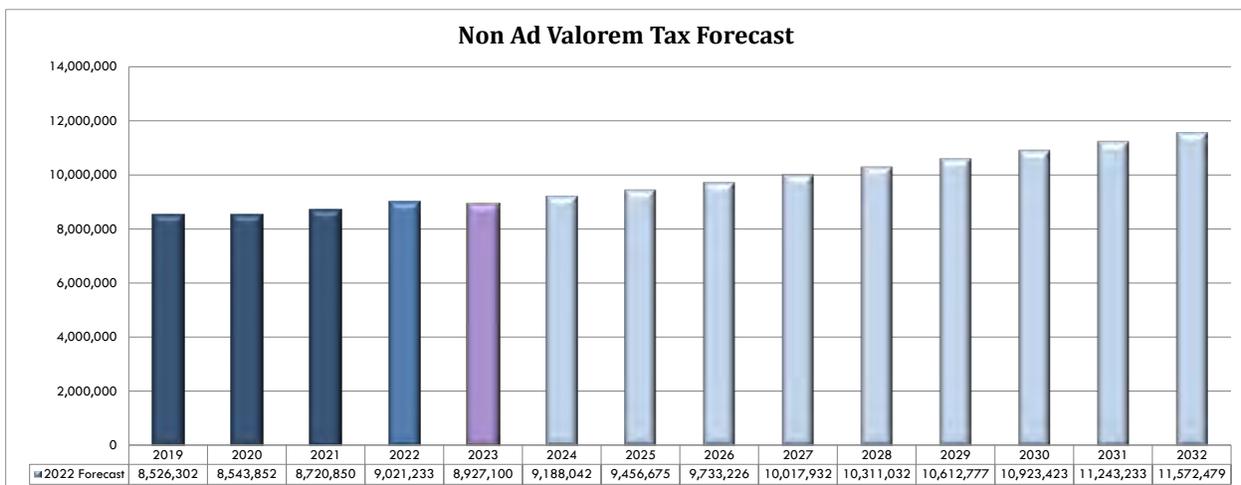
As mentioned earlier, we used ad valorem property taxes as the plug to balance the budget for the forecast years of FY24 through FY32. Over the past 5 years, taxable value has increased by 38.6% an average of 8.44% per year. The taxable value increase for FY23 was 18.07%. Over the past five years from FY17 through FY22, the Town portion of the property tax bill for a \$1,000,000 homesteaded property has decreased by \$200. The total tax bill during the same 5-year period, including all taxing districts has increased \$205 for a homestead property.

Forecast Summary
Town of Palm Beach



NON AD VALOREM TAXES

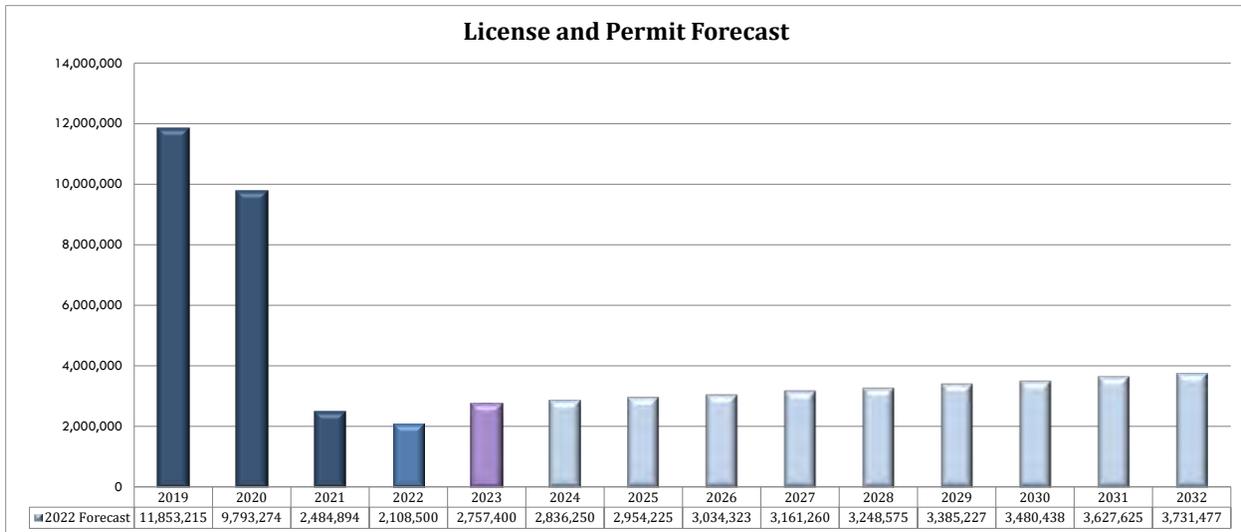
Non ad valorem taxes include local option gas taxes, franchise fees and utility service taxes. The forecast has increased because recent revenue collections have improved. The forecast and trend chart is shown below:



LICENSE AND PERMIT REVENUE

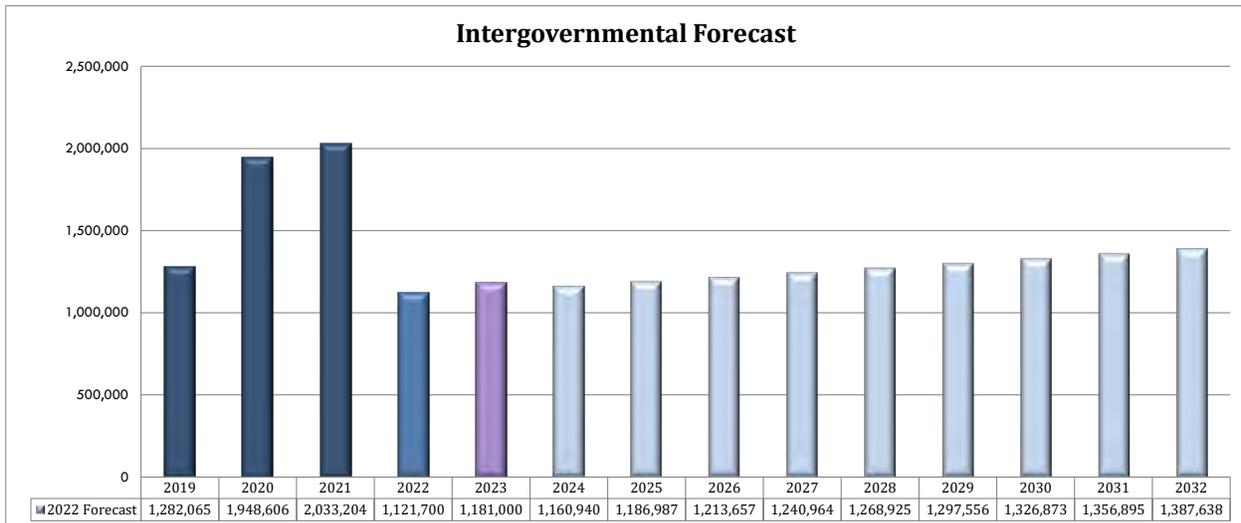
License and permit revenue includes business licenses, building permit revenues and parking permits.

The chart on the following page shows a record year for these revenue sources in 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.



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.



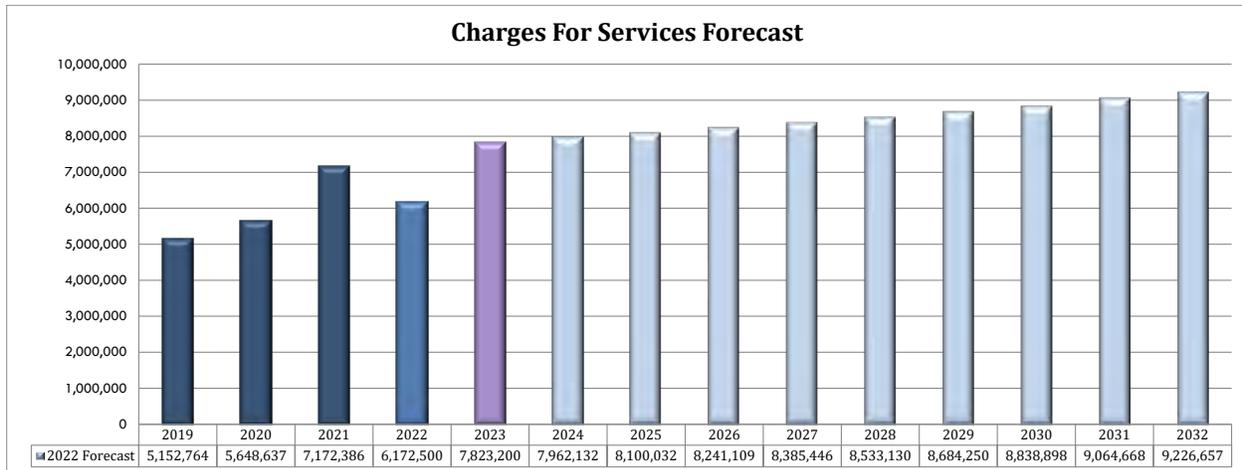
The forecast for intergovernmental revenues has decreased slightly for FY24 based on revenues received from the State of Florida for sales tax and revenue sharing returning to more normalized levels. FY20 and FY21 contained grant funds from FEMA and the Federal Government. The updated forecast for all 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

Forecast Summary Town of Palm Beach

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 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.

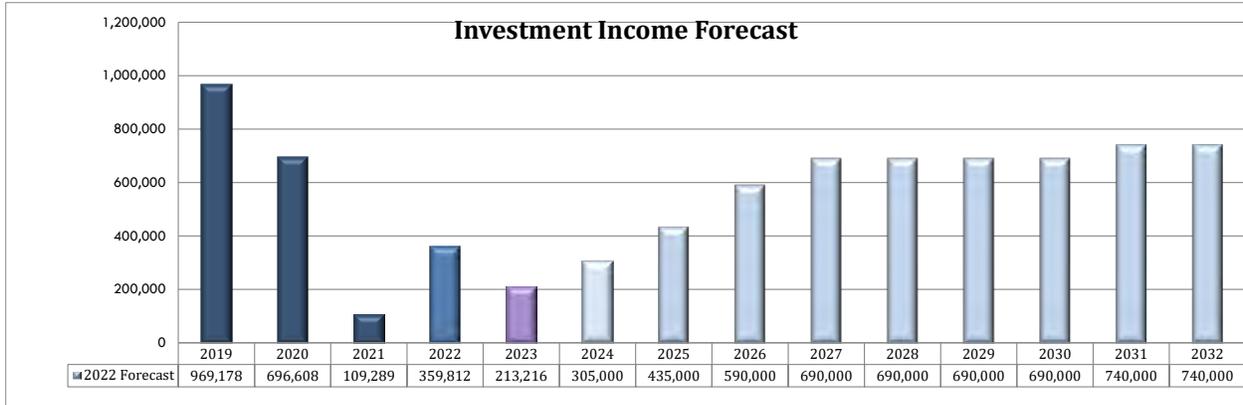
Revenues from these sources have been variable. Recent efforts to add contractual parking enforcement officers have increased revenues.



INVESTMENT INCOME

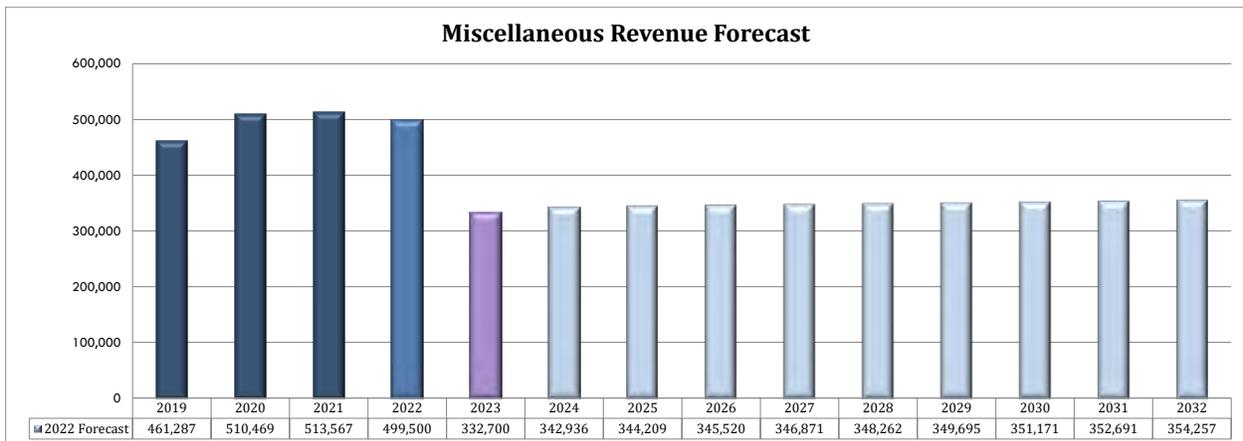
Investment returns had started to increase due to rising interest rates until the Federal Reserve cut interest rates in response to the COVID-19 recession, so we have lowered our FY22 and FY23 budgets and maintain the low investment income through FY24. The future forecast begins to increase investment income to lower than trend levels through 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

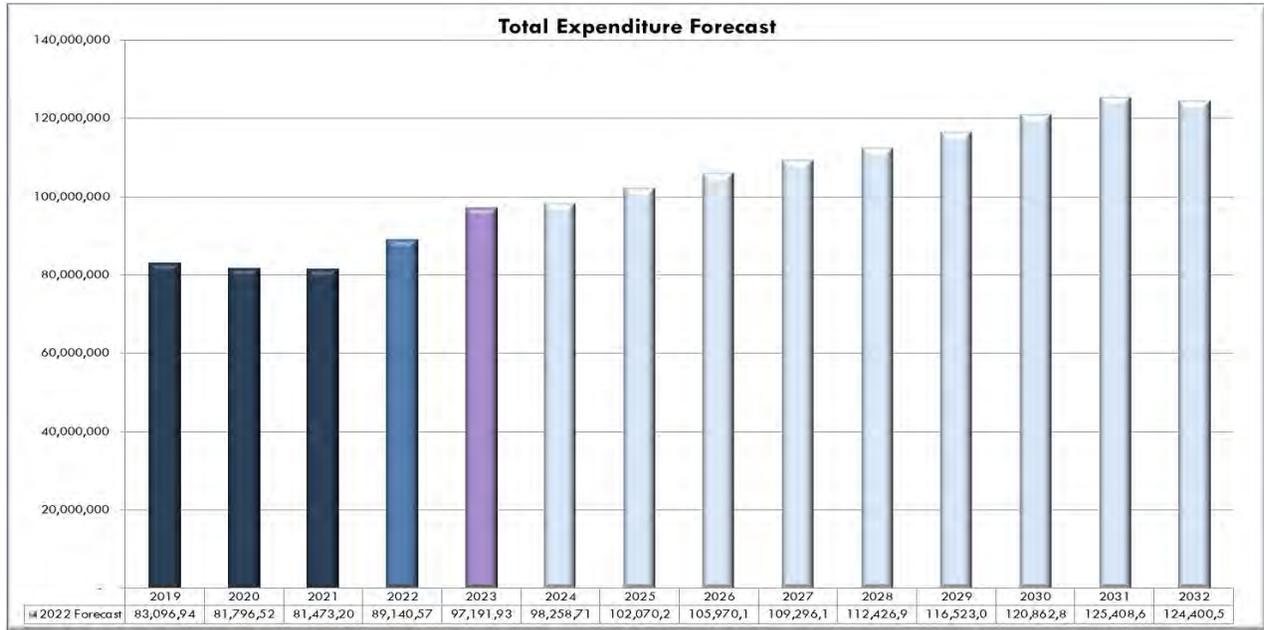
Miscellaneous revenue includes rents and royalties, the sale of fixed assets and other revenue.



TOTAL GENERAL FUND EXPENDITURES

The 2022 forecast contains the FY23 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 and enhancements to crosswalks and traffic signals. In addition, the forecast reflects the expenditure increase assumptions outlined earlier in this section. The charts in this section include three years of actual data from 2019-2021 in dark blue, the FY22 budget in medium blue, the proposed FY23 budget in violet and the forecast through FY32 in light blue. The forecast reflects the transfer of the Building Permit related expenses to the new Building Enterprise Fund beginning in FY21.

Forecast Summary
Town of Palm Beach



SALARY AND WAGES

The forecasted salary and wage increases are based upon the employee pay policies and the actuarial assumptions for General, Police and Firefighters. 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 FY22 actual costs to be below the budget amount. For FY23, a COLA increase of 8.9% is included in the budget. The chart on the following page shows the forecast and past trends.



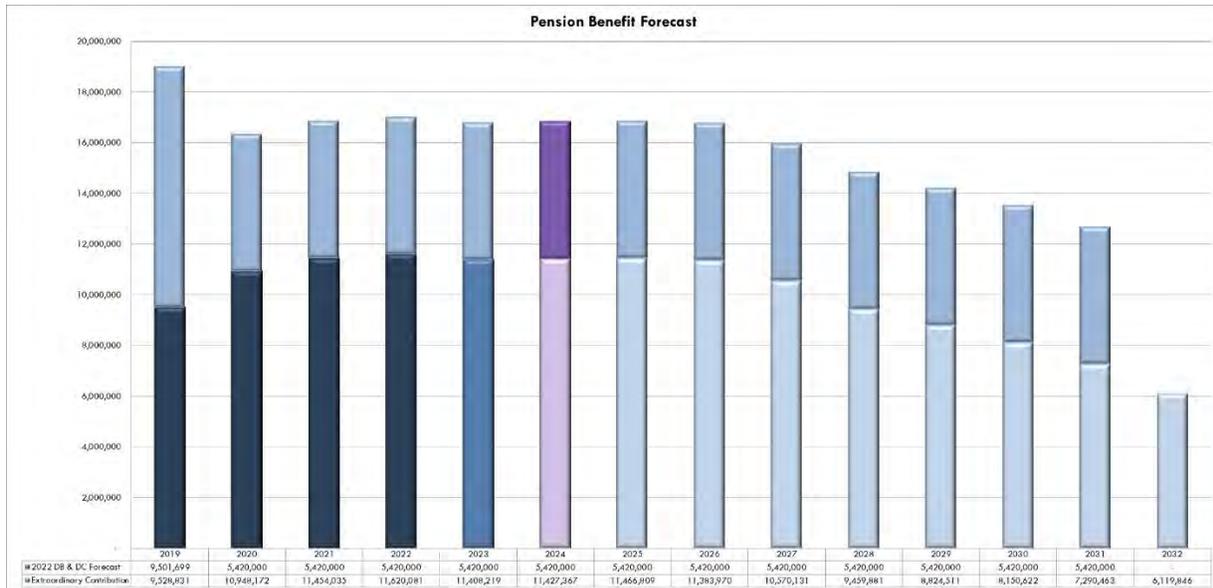
Vacancies have kept these costs stable in recent years. The average increase throughout the forecast period is 5.61% for total salary and wages.

Forecast Summary
Town of Palm Beach

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 includes 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 except FY32 when, based on the actuarial estimates, the plan is at 100% funded.

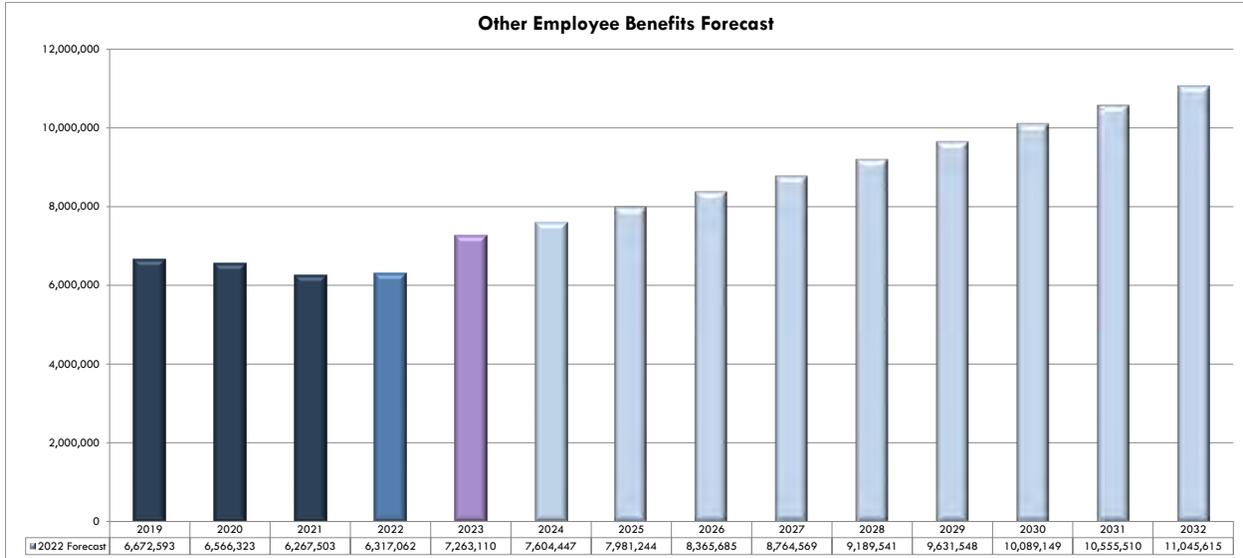
The forecast reflects the Town’s Retirement Board recommended change in the investment assumption from 7.0% to 6.0% over a 5-year period, the change in the payroll growth assumption, the increase in the wage growth assumption and the new mortality tables. The actuary forecasts the costs will decline over the 9-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 FY31, the funded ratio of the plan is estimated to be 99.1% in FY31 and 101% in FY32.



OTHER EMPLOYEE BENEFITS

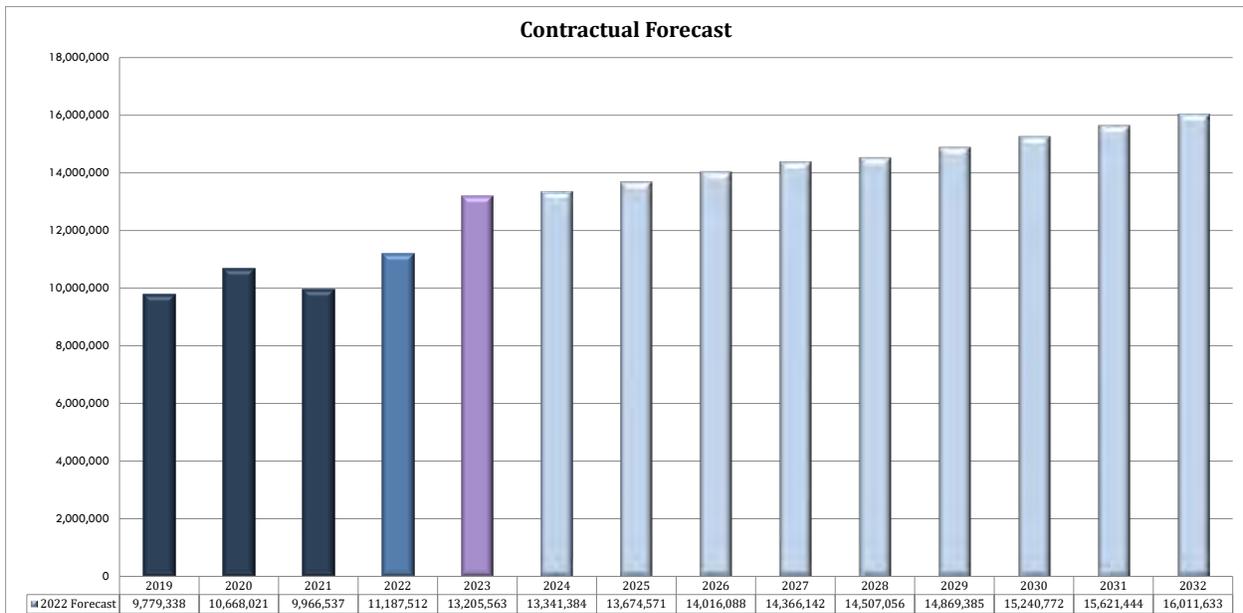
Other Employee Benefits category includes all other benefits including health insurance. Health insurance costs have remained flat for seven years. The health insurance forecast reflects the forecast prepared by the plan’s actuary. Health increases range from 5.75% in FY24 and decrease to 4.54% in FY32. It is our expectation that the forecast for health increases is higher than what we will experience based on our 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

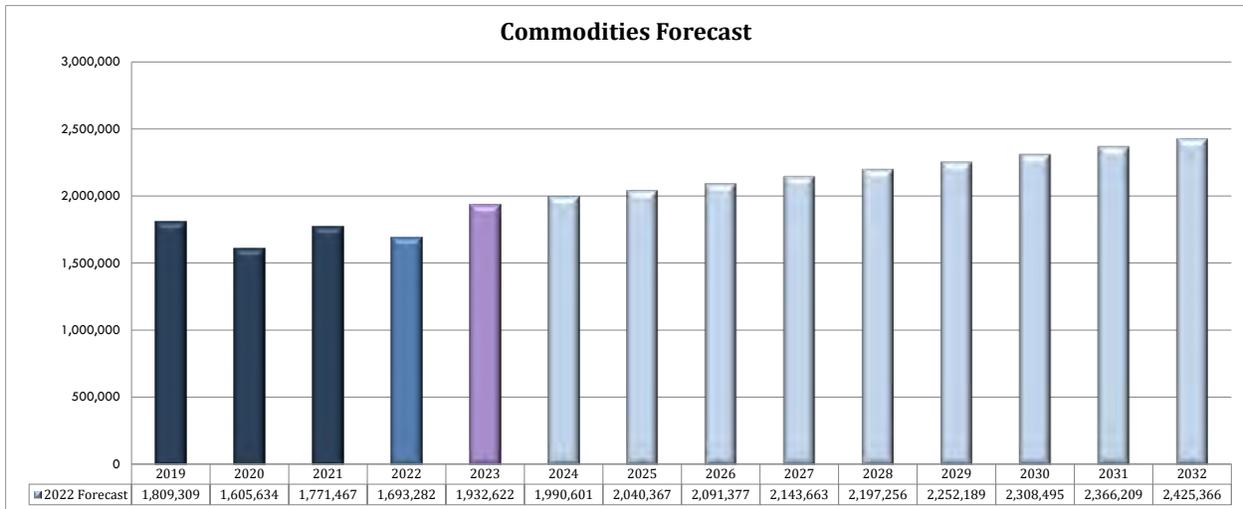
The contractual costs have increased due to increases in software maintenance agreements, sanitary sewer treatment costs, landscape maintenance and the addition of Recreation Department expenses. In recent years contractual costs have increased due to contracting out parking enforcement, lifeguards,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



COMMODITIES

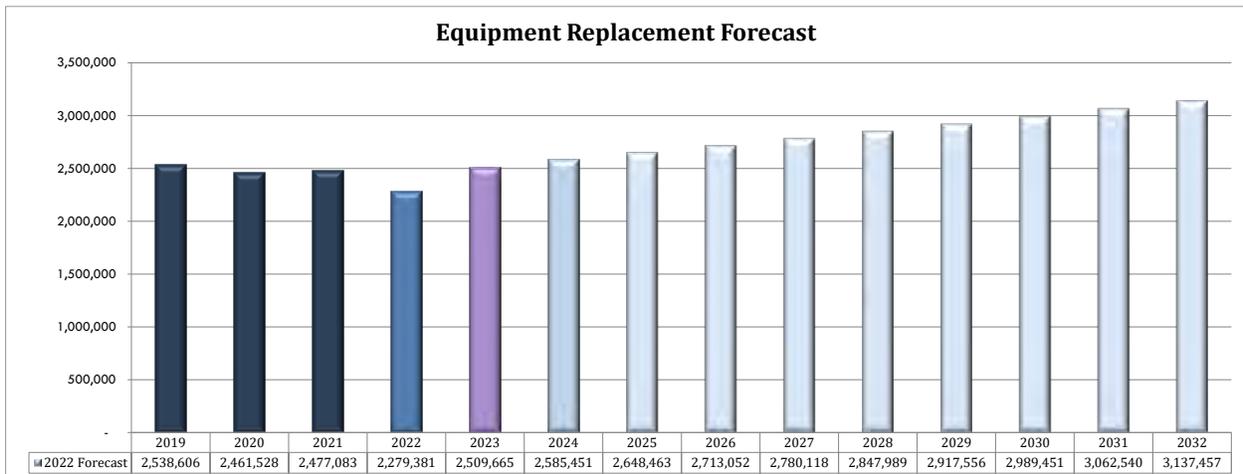
The commodity forecast is based upon the assumed rate of inflation. Commodity budgets include fuel, supplies, dues, software, some computer hardware and vehicle maintenance and uniforms. The reduction in expenses in recent years represent an overall town effort to reduce expenses wherever possible.

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.



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.

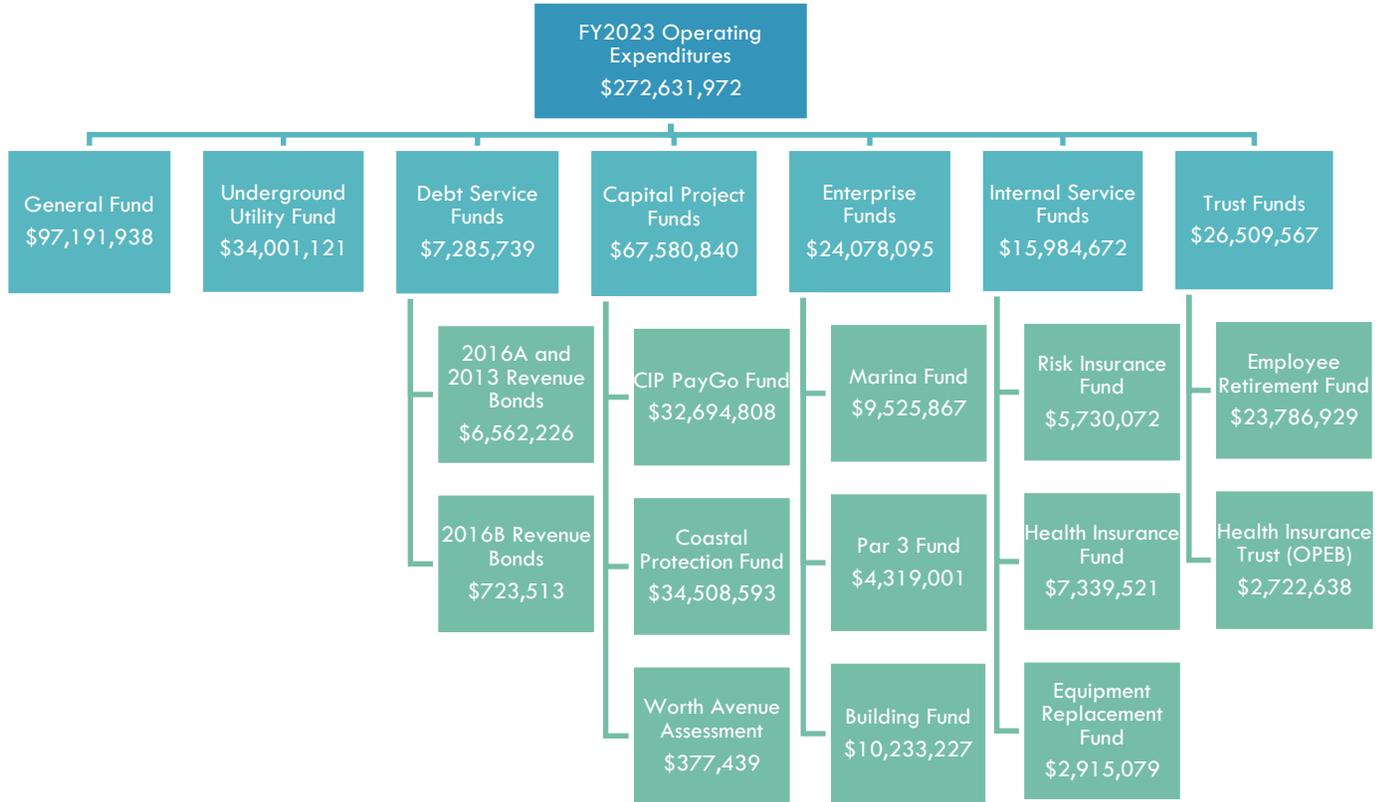


- The spike in FY22 includes the transfer to the Capital Improvement Fund of \$5,500,000 for the reconstruction of the North Fire-Rescue Station. A portion of the transfer (\$1,500,000) is from an increase in taxes and the balance of \$4 million is from General Fund reserves. The forecast assumes a 17.4% decrease in FY24 due to the one time transfer for the North Fire-Rescue Station, and a 5% increase through FY32. The increases are in anticipation of the need for increased funding in the Capital Improvement fund going forward for the pay-as-you-go program 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 in FY16 due to increased beach renourishment project costs. In FY21 the budget was reduced to the original \$4,777,000 because of grant awards from FEMA, Federal and State agencies. The budget for FY23 includes a 7% increase and the forecast assumes a 10% increase per year in funding.
- The Debt Service Transfer 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 8% 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 \$331,217 in FY23. 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.

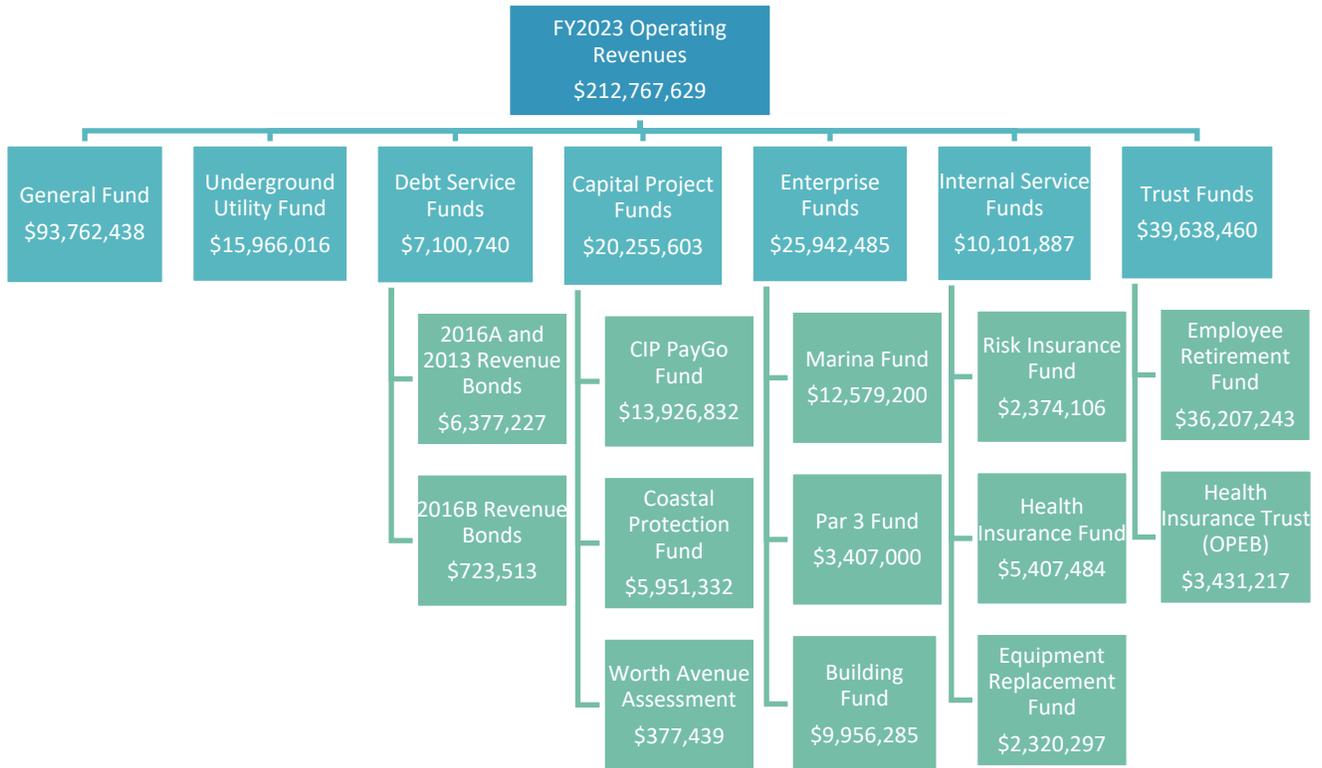


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BREAKDOWN OF TOTAL OPERATING EXPENDITURES – ALL FUNDS



BREAKDOWN OF TOTAL OPERATING REVENUES – ALL FUNDS

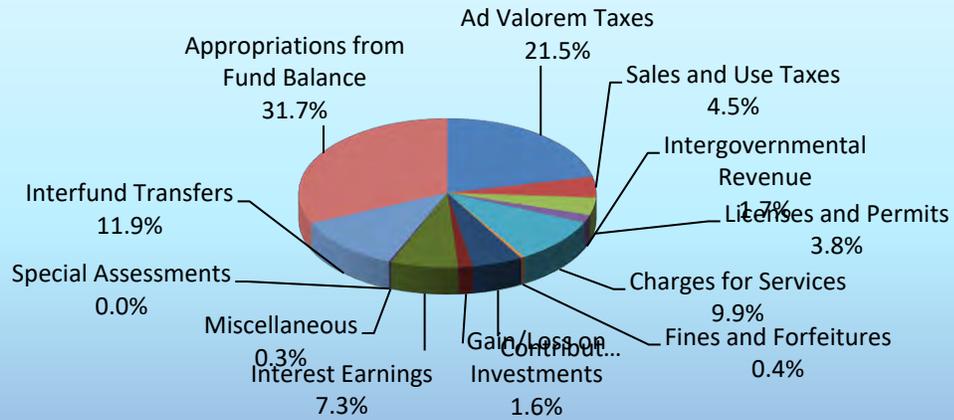


BUDGET SUMMARY BY FUND TYPE

FY 23 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	65,419,700	-	-	-	-	-	-	65,419,700
Non Ad Valorem Taxes	6,672,100	3,850,000	723,013	371,939	-	-	-	11,617,052
Licenses and Permits	5,054,400	-	-	-	9,906,285	-	-	14,960,685
Intergovernmental	1,137,500	-	-	1,500,000	-	-	-	2,637,500
Charges for Services	7,823,200	-	-	-	15,909,700	7,452,781	-	31,185,681
Fines and Forfeitures	943,200	-	-	-	40,000	-	-	983,200
Contributions/Grants	43,500	8,500,000	-	2,212,763	-	-	14,307,243	25,063,506
Gain/Loss on Investments	-	-	-	-	-	75,000	3,250,000	3,325,000
Interest Earnings	213,217	100,000	500	847,100	50,000	300,000	16,325,000	17,835,817
Miscellaneous	290,700	224,900	-	-	36,500	-	5,000	557,100
Interfund Transfers	6,164,921	3,291,116	6,377,227	15,323,801	-	2,274,106	5,751,217	39,182,388
Subtotal	93,762,438	15,966,016	7,100,740	20,255,603	25,942,485	10,101,887	39,638,460	212,767,629
Appropriations from Fund								
Balance	3,429,500	18,035,105	184,999	47,325,237	1,188,943	5,882,785	-	76,046,569
Total Revenues	97,191,938	34,001,121	7,285,739	67,580,840	27,131,428	15,984,672	39,638,460	\$288,814,198
Expenditures								
Salaries and Wages	31,365,775	143,804	-	139,302	2,751,508	225,693	185,316	34,811,398
Employee Benefits	18,671,329	47,312	-	54,512	1,475,987	6,917,299	2,575,384	29,741,823
Contractual	13,205,563	29,961,000	7,500	40,081,684	4,591,855	2,421,566	23,747,463	114,016,631
Commodities	1,932,622	250	-	6,200	692,497	5,035	1,404	2,638,008
Depreciation/Capital Outlay	2,509,665	-	-	25,054,672	2,469,309	2,415,079	-	32,448,725
Debt Service	-	3,848,755	7,278,239	-	1,992,950	-	-	13,119,944
Interfund Transfers	28,532,857	-	-	1,009,135	9,640,396	-	-	39,182,388
Other	974,127	-	-	1,235,335	463,593	4,000,000	-	6,673,055
Subtotal	97,191,938	34,001,121	7,285,739	67,580,840	24,078,095	15,984,672	26,509,567	272,631,972
Transfer to Fund	-	-	-	-	3,053,333	-	13,128,893	16,182,226
Balance/Retained Earnings	-	-	-	-	-	-	-	-
Total Expenditures	97,191,938	34,001,121	7,285,739	67,580,840	27,131,428	15,984,672	39,638,460	288,814,198
Financial Ratios								
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Total
Ad Valorem Taxes as percentage of total fund budget	67.31%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	22.65%
Ad Valorem Taxes per capita (9,245 population)	\$7,076	\$0	\$0	\$0	\$0	\$0	\$0	\$7,076
Total expenditures per capita (9,245 population)	\$10,513	\$3,678	\$788	\$7,310	\$2,935	\$1,729	\$4,288	\$31,240
Personnel as a percentage of the total budget	32.27%	0.42%	0.00%	0.21%	10.14%	1.41%	0.47%	12.05%
Capital expenditures as percentage of total fund budget	2.58%	0.00%	0.00%	37.07%	9.10%	15.11%	0.00%	11.24%
Capital expenditures per capita (9,245 population)	\$271	\$0	\$0	\$2,710	\$267	\$261	\$0	\$3,510

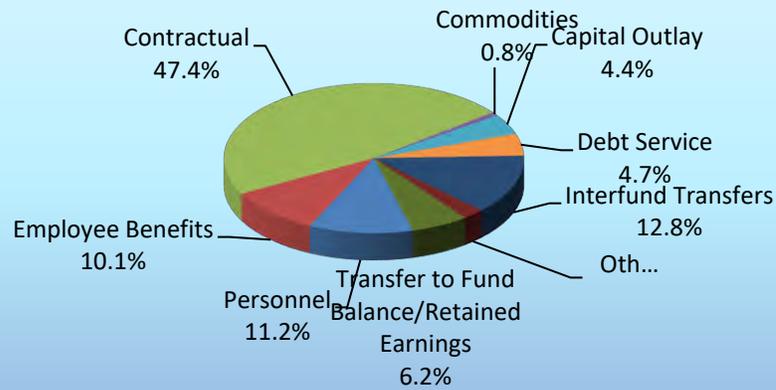
FY23 Budget by Revenue Type

All Funds



FY23 Budget by Expenditure Classification

All Funds



SUMMARY OF MAJOR REVENUES BY FUND TYPE

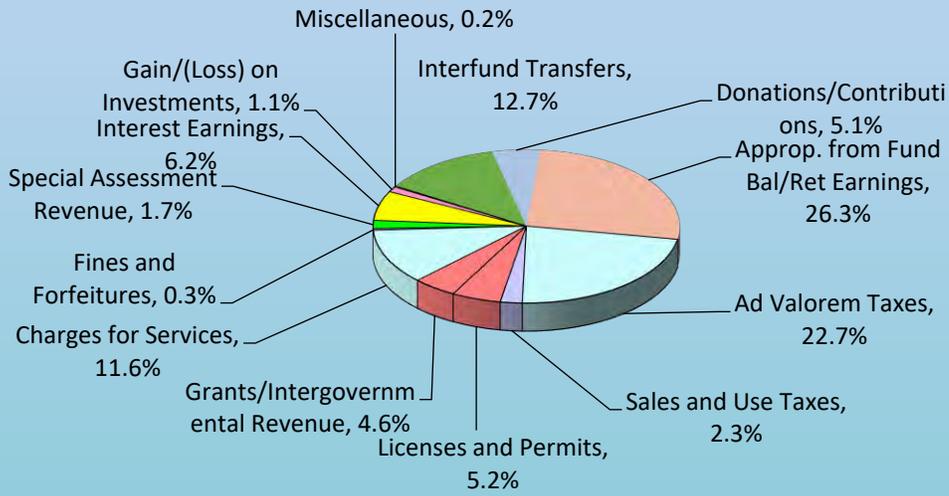
Description	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	FY22 Budget to	FY22
						FY2021 Budget % Variance	% of Total
General Fund							
Ad Valorem Taxes	\$56,817,697	\$58,016,220	\$59,663,700	\$59,663,700	\$65,419,700	9.65%	67.31%
Sales and Use Taxes	6,367,325	6,452,853	6,710,500	6,625,377	6,672,100	-0.57%	6.86%
Licenses and Permits	12,001,116	4,766,940	4,464,233	5,306,243	5,054,400	13.22%	5.20%
Intergovernmental Revenue	1,948,606	2,033,204	1,121,700	1,231,191	1,181,000	5.29%	1.22%
Charges for Services	5,648,637	7,172,386	6,172,500	7,728,132	7,823,200	26.74%	8.05%
Fines and Forfeitures	780,976	918,509	1,025,500	958,833	943,200	-8.03%	0.97%
Interest Earnings	696,608	109,289	359,811	(599,008)	213,217	-40.74%	0.22%
Miscellaneous	479,154	499,518	454,500	401,371	290,700	-36.04%	0.30%
Interfund Transfers	25,000	3,225,000	3,736,665	3,736,665	6,164,921	64.98%	6.34%
Subtotal	84,765,119	83,193,918	83,709,109	85,052,504	93,762,438	12.01%	96.47%
Appropriations from Fund Balance	0	0	5,431,464	0	3,429,500	-36.86%	3.53%
Total General Fund	\$84,765,119	\$83,193,918	\$89,140,573	\$85,052,504	\$97,191,938	9.03%	100.00%
Special Revenue Funds							
Interest Earnings	810,606	89,953	255,009	75,000	100,000	-60.79%	0.29%
Special Assessments	4,530,945	10,852,747	3,850,000	3,850,000	3,850,000	0.00%	11.32%
Intergovernmental Revenue	0	0	0	0	8,500,000	100.00%	25.00%
Miscellaneous Revenue	234,594	220,557	239,309	230,000	224,900	-6.02%	0.66%
Donations	0	0	0	0	0	0.00%	0.00%
Bond Proceeds	0	9,198,896	0	0	0	0.00%	0.00%
Interfund Transfers	644,450	665,000	3,276,550	3,276,550	3,291,116	0.44%	9.68%
Subtotal	6,220,594	21,027,153	7,620,868	7,431,550	15,966,016	109.50%	46.96%
Appropriations from Fund Balance	0	0	45,387,986	23,233,899	18,035,105	-60.26%	53.04%
Total Special Revenue Funds	\$6,220,594	\$21,027,153	\$53,008,854	\$30,665,449	\$34,001,121	-35.86%	100.00%
Debt Service Funds							
Interest Earnings	2,663	1,080	500	300	500	0.00%	0.01%
Special Assessments	711,068	723,958	724,113	730,000	723,013	-0.15%	9.92%
Bond Proceeds	53,499,266	0	0	0	0	0.00%	0.00%
Interfund Transfers	6,727,833	6,399,142	6,376,777	6,376,677	6,377,227	0.01%	87.53%
Subtotal	60,940,830	7,124,181	7,101,390	7,106,977	7,100,740	-0.01%	97.46%
Appropriations from Fund Balance	0	0	185,000	185,000	184,999	0.00%	2.54%
Total Debt Service Funds	\$60,940,830	\$7,124,181	\$7,286,390	\$7,291,977	\$7,285,739	-0.01%	100.00%
Capital Projects Funds							
Interest Earnings	1,516,789	(19,849)	875,391	0	847,100	-3.23%	1.25%
Sales and Use Taxes	572,891	0	500,000	0	0	-100.00%	0.00%
Donations	3,339,646	1,704,021	0	736,500	0	0.00%	0.00%
Grants/Interlocal Revenue	1,085,655	10,111,913	3,212,763	8,841,717	3,712,763	15.56%	5.49%
Special Assessment Revenue	270,316	269,096	429,727	0	371,939	-13.45%	0.55%
Miscellaneous	0	0	0	0	0	0.00%	0.00%
Interfund Transfers	9,940,211	8,562,108	14,212,737	13,348,510	15,323,801	7.82%	22.67%
Subtotal	16,725,508	20,627,289	19,230,618	22,926,727	20,255,603	5.33%	29.97%
Appropriations from Fund Balance	0	0	31,447,681	0	47,325,237	50.49%	70.03%
Total Capital Projects Funds	\$16,725,508	\$20,627,289	\$50,678,299	\$22,926,727	\$67,580,840	33.35%	100.00%

Summary of Major Revenues by Fund Type
Town of Palm Beach

FY2023

Description	FY2020 Actual	FY2020 Actual	FY2022 Budget	FY2021 Projected	FY2022 Budget	FY22 Budget	
						FY21 Budget % Variance	FY22 % of Total
Enterprise Funds							
Charges for Services	\$5,219,169	\$3,658,661	\$12,254,326	\$14,725,890	\$15,909,700	29.83%	58.64%
Licenses and Permits	\$0	\$10,693,279	\$6,884,200	\$8,866,091	\$9,906,285	43.90%	36.51%
Interest Earnings	267,615	37,657	24,935	10,000	50,000	100.52%	0.18%
Fines and Forfeitures	0	47,951	15,000	54,603	40,000	0.00%	0.15%
Grants/Interlocal/Donations	2,468,506	1,918,494	0	0	0	0.00%	0.00%
Interfund Transfers	0	31,475	0	0	0	0.00%	0.00%
Gain/(Loss) on Investments	0	(1,026,721)	0	0	0	0.00%	0.00%
Miscellaneous	11,916	3,329	11,419	7,530	36,500	219.64%	0.13%
Subtotal	7,967,206	15,364,125	19,189,880	23,664,114	25,942,485	35.19%	95.62%
Appropriations from Retained Erngs.	0	0	690,850	0	1,188,943	72.10%	4.38%
Total Enterprise Funds	\$7,967,206	\$15,364,125	\$19,880,730	\$23,664,114	\$27,131,428	36.47%	100.00%
Internal Service Funds							
Interest Earnings	\$1,054,765	\$ (9,112)	\$315,000	\$ (950,000)	\$300,000	-4.76%	1.88%
Gain/Loss on Investments	9,169	92,044	75,000	75,000	75,000	0.00%	0.47%
Donations	0	0	0	100,000	0	0.00%	0.00%
Miscellaneous	782,362	247,358	0	81,500	0	0.00%	0.00%
Interfund Transfers	0	292,711	0	0	0	0.00%	0.00%
Charges for Services	8,914,794	8,798,205	8,966,344	8,966,344	9,726,887	8.48%	60.85%
Subtotal	10,761,090	9,421,206	9,356,344	8,272,844	10,101,887	7.97%	63.20%
Appropriations from Retained Erngs.	0	0	4,791,802	2,188,573	5,882,785	22.77%	36.80%
Total Internal Service Funds	\$10,761,090	\$9,421,206	\$14,148,146	\$10,461,417	\$15,984,672	12.98%	100.00%
Trust & Agency Funds							
Interest Earnings	1,477,906	42,373,666	18,500,000	3,675,000	16,425,000	-11.22%	41.44%
Gain/Loss on Investments	14,486,276	15,347,218	4,300,000	-3,375,000	3,150,000	-26.74%	7.95%
Miscellaneous	358,202	793,849	5,000	350,000	5,000	0.00%	0.01%
Contributions	13,690,852	14,523,225	15,192,345	15,178,656	14,638,460	-3.65%	36.93%
Interfund Transfers	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	0.00%	13.67%
Subtotal	35,433,236	78,457,959	43,417,345	21,248,656	39,638,460	-8.70%	100.00%
Appropriations from Fund Balance	0	0	0	1,510,082	0	0.00%	0.00%
Total Trust & Agency Funds	\$35,433,236	\$78,457,959	\$43,417,345	\$22,758,738	\$39,638,460	-8.70%	100.00%
All Funds							
Ad Valorem Taxes	\$56,817,697	\$58,016,220	\$59,663,700	\$59,663,700	\$65,419,700	9.65%	22.65%
Sales and Use Taxes	6,940,216	6,452,853	7,210,500	6,625,377	6,672,100	-7.47%	2.31%
Licenses and Permits	12,001,116	15,460,218	11,348,433	14,172,334	14,960,685	31.83%	5.18%
Grants/Intergovernmental Revenue	3,034,261	12,145,116	4,334,463	10,072,908	13,393,763	209.01%	4.64%
Bond Proceeds	53,499,266	9,198,896	0	0	0	0.00%	0.00%
Charges for Services	19,782,600	19,629,253	27,393,170	31,420,366	33,459,787	22.15%	11.59%
Fines and Forfeitures	780,976	966,460	1,040,500	1,013,436	983,200	-5.51%	0.34%
Special Assessment Revenue	5,512,329	11,845,802	5,003,840	4,580,000	4,944,952	-1.18%	1.71%
Interest Earnings	5,826,952	42,582,685	20,330,646	2,211,292	17,935,817	-11.78%	6.21%
Gain/(Loss) on Investments	14,495,445	14,412,541	4,375,000	-3,300,000	3,225,000	-26.29%	1.12%
Miscellaneous	1,866,228	1,764,610	710,228	1,070,401	557,100	-21.56%	0.19%
Interfund Transfers	22,757,494	24,595,436	33,022,729	32,158,402	36,577,065	10.76%	12.66%
Donations/Contributions	19,499,004	18,145,741	15,192,345	16,015,156	14,638,460	-3.65%	5.07%
Approp. from Fund Bal/Ret Earnings	0	0	87,934,783	27,117,554	76,046,569	-13.52%	26.33%
Total All Funds	\$222,813,584	\$235,215,830	\$277,560,337	\$202,820,926	\$288,814,198	4.05%	100.00%

FY23 Budget by Revenue Type - All Funds



Summary of Expenditure Classifications by Fund Type
Town of Palm Beach

FY2023

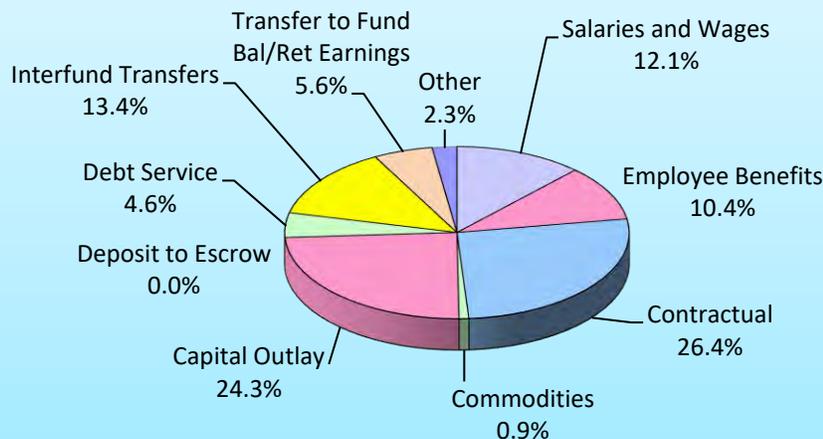
SUMMARY OF EXPENDITURE CLASSIFICATIONS BY FUND TYPE

Summary of Expenditure Classifications by Fund Type FY23 Budget							
Description	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	FY23 Budget to	
						FY22 Budget % Variance	FY2023 % of Total
General Fund							
Salaries and Wages	\$26,378,166	\$26,301,194	\$27,950,544	\$26,720,767	\$31,365,775	12.22%	32.27%
Employee Benefits	17,937,509	18,151,397	18,271,358	18,191,210	19,002,546	4.00%	19.55%
Contractual	10,668,321	9,966,778	11,187,512	11,332,432	13,205,563	18.04%	13.59%
Commodities	1,608,956	1,775,410	1,693,282	1,666,876	1,932,622	14.13%	1.99%
Depreciation/Capital Outlay	2,461,527	2,477,082	2,279,381	2,258,957	2,509,665	10.10%	2.58%
Interfund Transfers	22,389,393	21,848,695	26,795,266	26,795,266	28,201,640	5.25%	29.02%
Other	352,650	352,650	963,230	363,230	974,127	1.13%	1.00%
Subtotal	81,796,523	80,873,205	89,140,573	87,328,738	97,191,938	9.03%	100.00%
Transfer to Fund Balance	0	0	0	0	0	0.00%	0.00%
Total General Fund	\$81,796,523	\$80,873,205	\$89,140,573	\$87,328,738	\$97,191,938	9.03%	100.00%
Special Revenue Funds							
Salaries and Wages	\$105,706	\$49,423	\$140,693	\$92,200	\$143,804	2.21%	0.42%
Employee Benefits	34,440	26,313	44,536	40,794	47,312	6.23%	0.14%
Contractual	8,790,392	10,450,417	48,975,570	26,684,500	29,961,000	-38.82%	88.12%
Commodities	1,186	2,270	250	150	250	0.00%	0.00%
Debt Service	3,398,350	3,667,309	3,847,805	3,847,805	3,848,755	0.02%	11.32%
Interfund Transfers	0	0	0	0	0	0.00%	0.00%
Subtotal	12,330,073	14,195,732	53,008,854	30,665,449	34,001,121	-35.86%	100.00%
Transfer to Fund Balance	0	0	0	0	0	0.00%	0.00%
Total Debt Service Funds	\$12,330,073	\$14,195,732	\$53,008,854	\$30,665,449	\$34,001,121	-35.86%	100.00%
Debt Service Funds							
Debt Service	\$60,661,049	\$7,292,382	\$7,278,890	\$7,261,940	\$7,278,239	-0.01%	99.90%
Deposit to Escrow	0	0	0	0	0	0.00%	0.00%
Contractual	0	11,250	7,500	7,500	7,500	0.00%	0.10%
Interfund Transfers	0	0	0	0	0	-100.00%	0.00%
Subtotal	60,661,049	7,303,632	7,286,390	7,269,440	7,285,739	-0.01%	100.00%
Transfer to Fund Balance	0	0	0	0	0	-100.00%	0.00%
Total Debt Service Funds	\$60,661,049	\$7,303,632	\$7,286,390	\$7,269,440	\$7,285,739	-0.01%	100.00%
Capital Projects Funds							
Salaries and Wages	\$126,918	\$126,976	\$129,922	\$129,922	\$139,302	7.22%	0.21%
Employee Benefits	50,169	53,147	53,781	53,781	54,512	1.36%	0.08%
Contractual	1,876,098	1,897,185	2,472,660	4,762,321	2,396,372	-3.09%	3.55%
Commodities	1,014	2,582	6,200	3,082	6,200	0.00%	0.01%
Capital Outlay	19,011,562	17,142,733	44,988,551	7,965,876	62,739,984	39.46%	92.84%
Interfund Transfers	2,044,107	1,013,181	1,873,185	1,008,958	1,009,135	-46.13%	1.49%
Other	0	0	1,154,000	0	1,235,335	7.05%	1.83%
Subtotal	23,109,867	20,235,805	50,678,299	13,923,940	67,580,840	33.35%	100.00%
Transfer to Fund Balance	0	0	0	0	0	0.00%	0.00%
Total Capital Projects Funds	\$23,109,867	\$20,235,805	\$50,678,299	\$13,923,940	\$67,580,840	33.35%	100.00%
Enterprise Funds							
Salaries and Wages	\$666,869	\$1,943,208	\$2,475,908	\$1,969,518	\$2,751,508	11.13%	10.14%
Employee Benefits	399,442	2,632,834	1,242,325	1,242,693	1,475,987	18.81%	5.44%
Contractual	1,162,601	2,121,360	3,869,084	3,698,696	4,591,855	18.68%	16.92%
Commodities	339,930	530,049	474,425	619,647	692,497	45.97%	2.55%
Capital Outlay	616,253	402,218	2,286,991	6,770,827	2,379,806	4.06%	8.77%
Debt Service	697,042	902,103	2,183,863	2,277,226	2,269,879	3.94%	8.37%
Interfund Transfers	25,000	3,225,000	6,432,215	3,243,040	9,578,262	48.91%	35.30%
Other	0	0	393,423	0	463,593	17.84%	1.71%
Subtotal	3,907,137	11,756,773	19,358,234	19,821,647	24,203,387	25.03%	89.21%
Transfer to Retained Earnings	0	0	522,496	522,496	2,928,041	0.00%	10.79%
Total Enterprise Funds	\$3,907,137	\$11,756,773	\$19,880,730	\$20,344,143	\$27,131,428	36.47%	100.00%

Summary of Expenditure Classifications by Fund Type Town of Palm Beach

Description	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY23 Budget		
					FY2023 Budget	FY22 Budget to FY2023 % Variance	FY2023 % of Total
Internal Service Funds							
Salaries and Wages	\$205,460	\$173,513	\$204,449	\$189,356	\$225,693	10.39%	1.41%
Employee Benefits	4,151,756	5,552,742	5,946,392	6,559,525	6,917,299	16.33%	43.27%
Contractual	1,712,853	1,488,061	2,017,728	1,997,068	2,421,566	20.01%	15.15%
Commodities	108,822	43,013	3,846	3,866	5,035	30.92%	0.03%
Capital Outlay	1,744,203	1,707,185	1,927,419	2,434,115	2,415,079	25.30%	15.11%
Debt Service	2,209	2,192	48,312	48,312		-100.00%	0.00%
Interfund Transfers	49,847	26,940	0			0.00%	0.00%
Other	0		4,000,000		4,000,000	0.00%	25.02%
Subtotal	7,975,149	8,993,646	14,148,146	11,232,242	15,984,672	12.98%	100.00%
Transfer to Retained Earnings	0	0	0	0	0	0.00%	0.00%
Total Internal Service Funds	\$7,975,149	\$8,993,646	\$14,148,146	\$11,232,242	\$15,984,672	12.98%	100.00%
Trust & Agency Funds							
Salaries and Wages	\$114,921	\$94,117	\$143,339	\$92,658	\$185,316	29.29%	0.47%
Employee Benefits	2,146,406	2,434,204	2,828,411	2,743,906	2,575,384	-8.95%	6.50%
Contractual	20,584,518	23,013,985	23,792,820	22,782,730	23,747,463	-0.19%	59.91%
Commodities	424	4,896	390	1,890	1,404	260.00%	0.00%
Subtotal	22,846,269	25,547,201	26,764,960	25,621,184	26,509,567	-0.95%	66.87%
Transfer to Fund Balance	0	0	16,652,385	0	13,128,893	-21.16%	33.12%
Total Trust & Agency Funds	\$22,846,269	\$25,547,201	\$43,417,345	\$25,621,184	\$39,638,460	-8.70%	100.00%
Total: All Funds							
Salaries and Wages	\$27,598,040	\$28,688,430	\$31,044,855	\$29,194,421	\$34,811,398	12.13%	12.05%
Employee Benefits	\$24,719,721	\$28,850,636	\$28,386,803	\$28,831,909	\$30,073,040	5.94%	10.41%
Contractual	44,794,783	48,937,786	92,315,374	71,257,747	76,323,819	-17.32%	26.43%
Commodities	2,060,332	2,358,221	2,178,393	2,295,511	2,638,008	21.10%	0.91%
Capital Outlay	23,833,545	21,729,219	51,482,342	19,429,775	70,044,534	36.06%	24.25%
Debt Service	64,758,650	11,863,987	13,358,870	13,435,283	13,396,873	0.28%	4.64%
Interfund Transfers	24,508,347	26,113,816	35,100,666	31,047,264	38,789,037	10.51%	13.43%
Transfer to Fund Bal/Ret Earnings	0	0	17,174,881	522,496	16,056,934	-6.51%	5.56%
Other	352,650	363,900	6,518,153	370,730	6,680,555	2.49%	2.31%
Subtotal All Funds	\$212,626,068	\$168,905,994	\$277,560,337	\$196,385,136	\$288,814,198	4.05%	100.00%

FY23 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, 2022, based on the ending fund balance at September 30, 2021 plus FY22 budgeted revenues less expenditures for all funds.

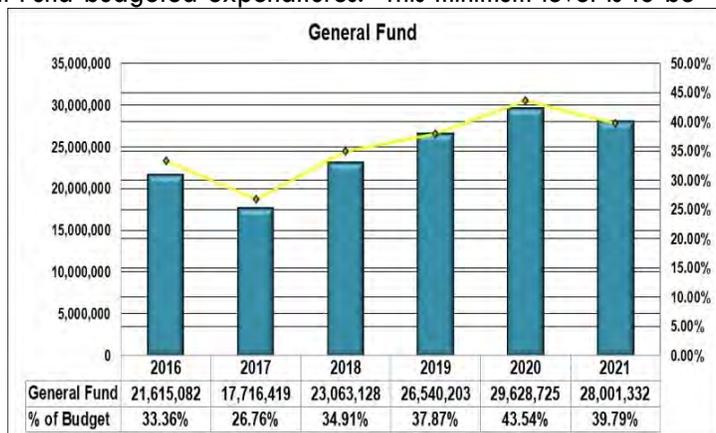
FUND BALANCE PROJECTIONS

Fiscal Year 2023 Annual Budget

Fund	Estimated Fund Balance at 9/30/22	Estimated FY2023 Revenues	Estimated FY2023 Expenditures	Projected Fund Balance at 9/30/23
General Fund	\$ 37,479,326	\$ 89,140,574	\$ 89,140,574	\$ 37,479,326
Townwide Underground Utilities Fund	\$ 41,466,696	\$ 15,966,016	\$ 34,001,121	\$ 23,431,591
2013 and 2016A Bonds Debt Service Fund	\$ 1,312,569	\$ 6,562,226	\$ 6,562,226	\$ 1,312,569
2016B Worth Avenue Bond Debt Service Fund	\$ 180,191	\$ 723,513	\$ 723,513	\$ 180,191
Capital Improvement Fund	\$ 17,688,703	\$ 12,999,563	\$ 10,073,902	\$ 20,614,364
Coastal Management Fund	\$ 32,314,211	\$ 9,927,164	\$ 3,850,038	\$ 38,391,337
Worth Avenue Assessment District Fund	\$ 246,292	\$ 435,300	\$ 500,297	\$ 181,295
Marina Enterprise Fund	\$ 12,006,656	\$ 11,609,190	\$ 13,586,095	\$ 10,029,751
Par 3 Golf Course Enterprise Fund	\$ 11,571,168	\$ 3,123,450	\$ 2,776,584	\$ 11,918,034
Building Fund	\$ 2,646,705	\$ 8,931,474	\$ 6,214,978	\$ 5,363,201
Risk Insurance Fund	\$ 5,485,417	\$ 2,048,487	\$ 2,646,241	\$ 4,887,663
Health Insurance Fund	\$ 7,289,078	\$ 4,496,070	\$ 6,086,889	\$ 5,698,259
Equipment Replacement Fund	\$ 30,258,192	\$ 1,728,287	\$ 2,499,112	\$ 29,487,367
Employee's Retirement Fund	\$288,216,109	\$ 19,904,441	\$ 22,682,113	\$285,438,437
OPEB Trust Fund	\$ 40,330,823	\$ 1,344,215	\$ 2,854,297	\$ 38,820,741
Totals	\$528,492,136	\$188,939,970	\$ 204,197,980	\$513,234,126

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, unanticipated one-time expenditures, and for tax rate stabilization purposes. Twenty-five percent of the FY22 General Fund operating budget (General Fund budget less CIP, coastal and extraordinary retirement transfer) is \$17,593,016. The FY21 ending fund balance was \$28,001,332. The unassigned fund balance exceeded the minimum requirement by \$10,408,316. The General Fund Undesignated Fund Balance has consistently exceeded the required minimum



Reserve Status
Town of Palm Beach

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 unassigned fund balance declined due to the \$4 million transfer from reserves to the Capital Improvement Fund for the North Fire-Rescue project. The Town Council also 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. Once the project is closed out, a budget amendment will be needed to transfer the needed funding in FY22.

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, 2021, was \$2,645,408. The FY22 appropriation for the pay-out of eligible accrued vacation, sick and compensatory time from this reserve is \$831,464.

TOWNWIDE UNDERGROUND UTILITIES FUND

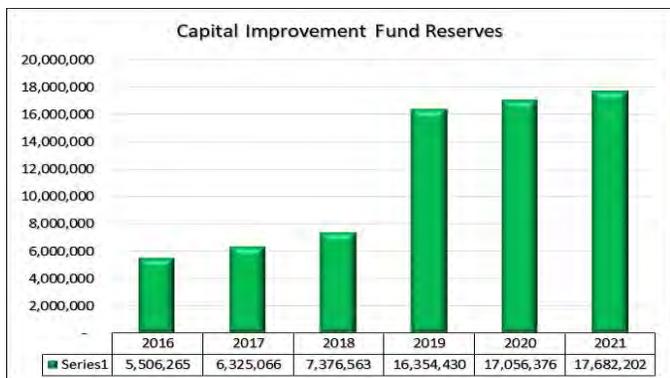
The Town issued General Obligation Bonds in FY19 and FY21 for the Townwide Underground Utilities Project. Phase 1 North was completed in FY19. Phase 1 South and Phase 2 North were completed in FY20. During FY21, Phase 3 North was completed. During FY22, we expect Phase 2 South and Phase 4 North to be completed, and Phase 3 South to be substantially complete. Phase 4 South, Phase 5 North and South are under construction. 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 \$1,479,569 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

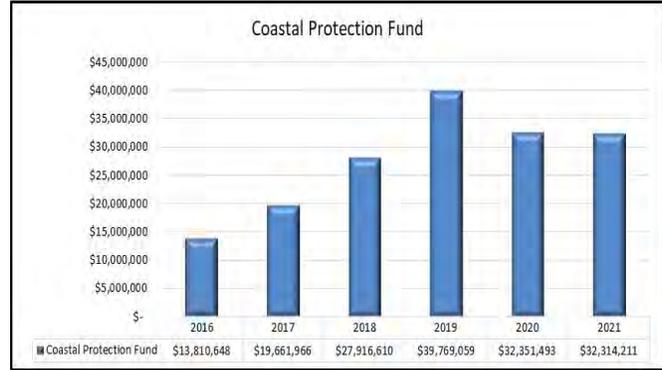
For many years, the Town funded all of the capital infrastructure improvements through pay-as-you-go financing. For FY22, the transfer to Capital Improvement Fund from the General Fund increased to \$8,428,200 to fund future projects and the North Fire-Rescue station renovation. The increase in reserves 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 Recreation. Reserves of \$4,199,743 have been encumbered for current projects. The balance of \$13,482,459 is reserved for future projects.



Reserve Status
Town of Palm Beach

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 FY22 transfer was \$4,920,310. As of September 30, 2021, the reserve balance in this fund is \$32,314,211. 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.

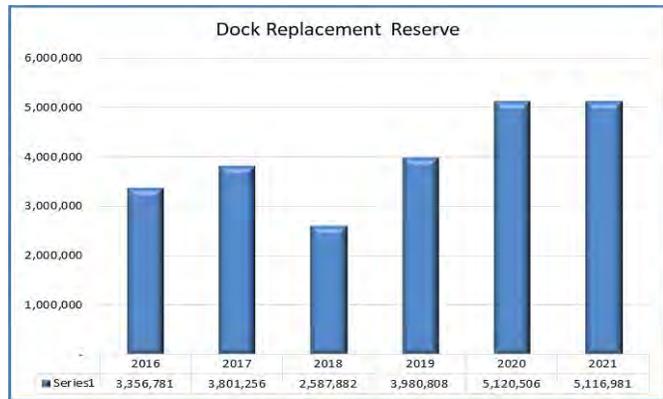


WORTH AVENUE ASSESSMENT DISTRICT

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 of \$246,292 have accumulated since the initial capital project was completed. The reserves in FY22 are being used to offset increased maintenance costs and for valet service during the season.

MARINA ENTERPRISE FUND RESERVES

At the end of FY21, \$5,116,981 has been set aside in the Dock Replacement Reserve and at the end of FY21 the unassigned fund balance totalled \$10,361,146. The unassigned fund balance will decline in FY22 once the construction project has been closed out. The Dock Replacement reserve was created to partially fund the replacement cost of the construction of the Town's docks. 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 2020 season to begin construction

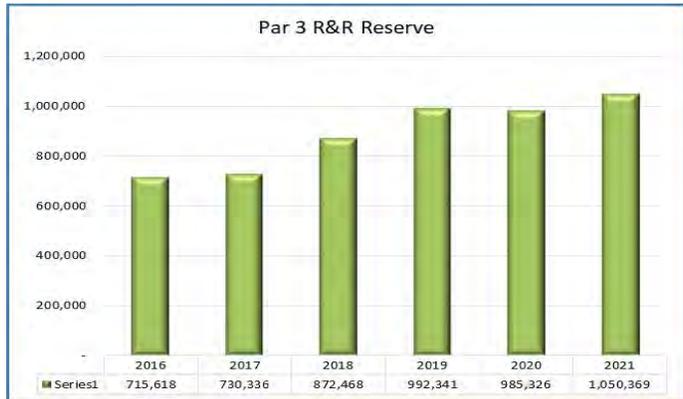


of the new Marina. A loan was secured for \$31,000,000 to finance a portion of the construction. Construction was finished and the Marina reopened November 1, 2021. Due to funding from the Florida Inland Navigation District, the dock replacement reserve was not used for the Marina Project. The annual depreciation for the new Marina is \$1,246,774. These funds will be set aside for future replacement. 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.

Reserve Status
Town of Palm Beach

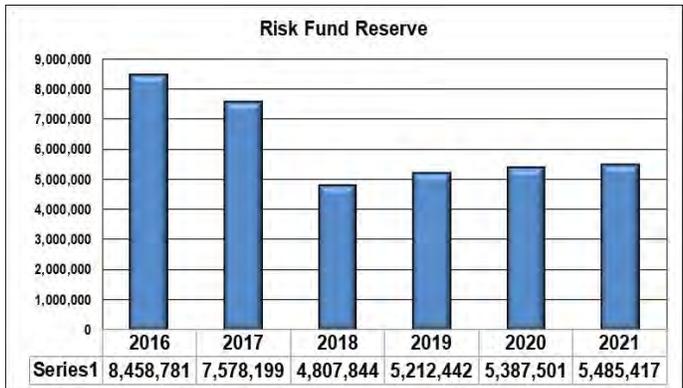
PAR 3 ENTERPRISE FUND RESERVES

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, 2021 is \$1,050,369. The Par 3 Enterprise Fund also has an Equipment Replacement Fund with a reserve balance at the end of FY21 of \$555,779.



RISK FUND RESERVES

The total reserve balance for the Risk Fund was \$5,485,417 as of September 30, 2021. 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 FY21 is \$1,485,417. The \$3,000,000 appropriated each year for contingency and the Reserve for Catastrophic Exposures/Emergencies are 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 CATASTROPIC EXPOSURES/EMERGENCIES – RISK FUND

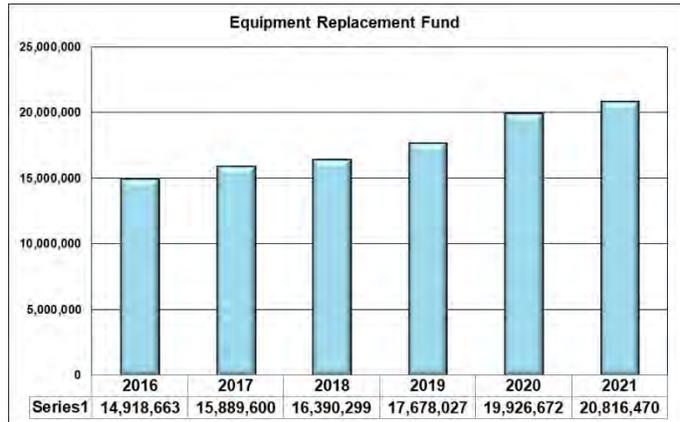
The Reserve for Catastrophic Exposures/Emergencies for the Risk Fund is funded at a minimum of \$2,500,000. This reserve was established to set aside emergency funds to protect the Town against the potential financial impacts of large judgments in excess of insurance coverage and the financial impacts 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.

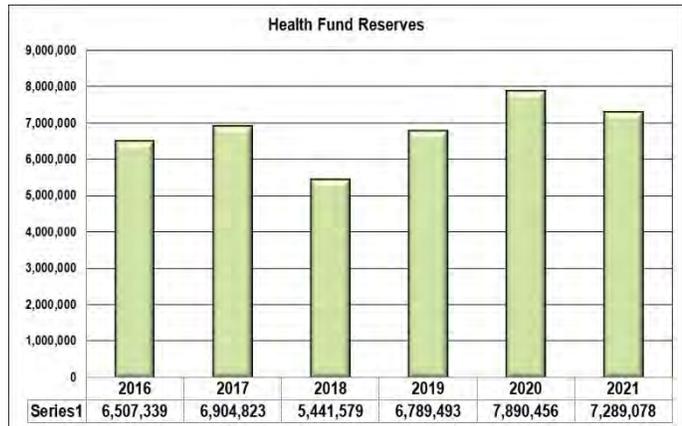
The Unassigned balance in the Equipment Replacement Fund Reserve for year-end FY21 was \$20,816,470. In FY13, the Town Council approved the use of funds from this reserve for internal financing for small neighborhood underground utility projects financed by special assessments. To date, there is a balance of \$812,036 remaining from this allocation. Currently the total amount in the fund for equipment replacement is \$17,389,686 leaving an excess of \$3,426,784.



For FY22, income including the depreciation transfer will total \$2,478,287 and expenditures for capital equipment are budgeted at \$1,986,831 which will cause the net assets of this fund to increase.

HEALTH INSURANCE RESERVE

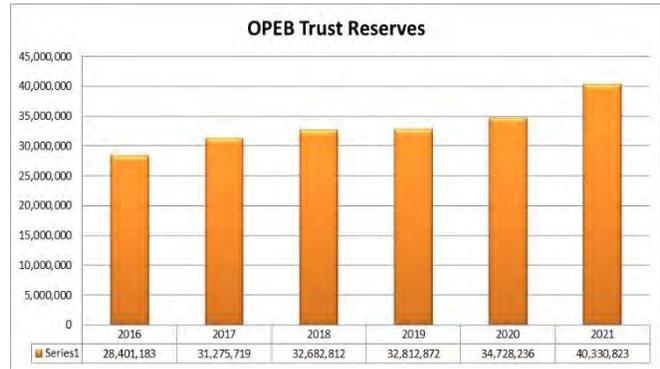
The balance of the reserve in the Health Fund at the end FY21 was \$7,289,078. These reserves guard against any deficiencies in the Town's self-insurance health fund for active employees' insurance expenditures. The trend in the reserve balance is shown in the chart. Since FY13, the Town maintained level 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. In FY21, reserves decreased due to higher than expected claims due to COVID. The actuary recommends a minimum reserve of 6 months of estimated claims, plus 60 days of claims, as well as the incurred but not Recorded (IBNR) claims. These amounts at the end of FY21 totaled \$2,835,541, leaving a surplus reserve amount of \$4,453,537. For FY22, 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 Committee lowered the investment assumption from 6% to 5% in FY21. The net asset balance in this trust was \$40,330,823 as of September 30, 2021. The total OPEB liability at the end of FY21, was calculated to be \$27,343,375, resulting in a Net OPEB asset of \$13,074,019, and a funded ratio of 147.81% using a 5% return assumption. The actuarially determined transfer from the General Fund for the OPEB liability for FY22 is \$334,215. 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 FY21 were \$288,216,109. The increase was a result of good investment performance during the year and the extraordinary retirement contribution. The funded ratio improved to 76.1% compared to 72.7% last year. The improvement in the actuarial results resulted in a decrease of \$288,762 in the actuarially determined employer contribution for FY23.



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 FY22 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	\$103,477
Par 3 Golf Course Actual	\$ -	\$ -	\$ 55,882	\$ 69,000	\$ -	\$ -
Marina Budget	\$ -	\$ -	\$ 55,679	\$ 54,209	\$ 39,686	\$123,094
Marina Actual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Permit Fund	\$ -	\$ -	\$ -	\$ -	\$138,720	\$154,790
Building Permit Fund	\$ -	\$ -	\$ -	\$ -	\$ 74,030	\$ -
Recreation Enterprise Budget	\$ 321,200	\$ 168,303	\$ -	\$ -	\$ -	\$ -
Recreation Enterprise Actual	\$ -	\$ 37,750	\$ -	\$ -	\$ -	\$ -

UNASSIGNED NET POSITION

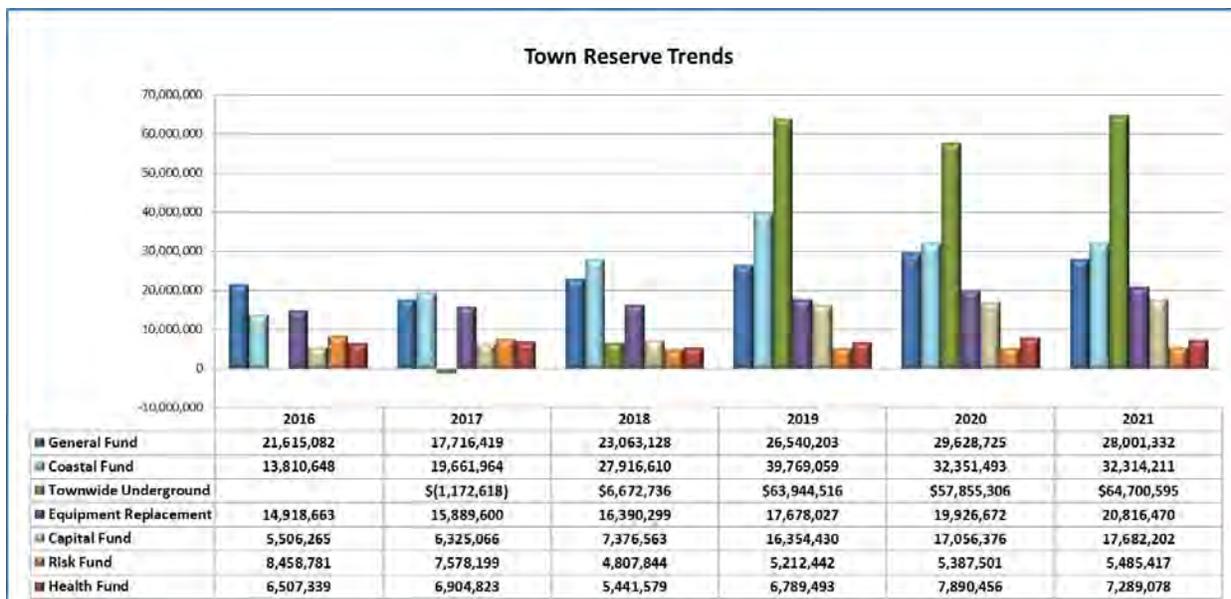
All reserves are at or over the policy established minimum. The financial strength of the Town can be measured by the health of its reserves. Bond rating agencies look closely at the reserve levels and the financial policies in place when rating a municipality. The rating agencies reviewed the Town's 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 2016 through fiscal year end 2021. Total reserves equal \$523,709,914. Reserves less Pension and Retiree Health Trust total \$195,162,982. Total Town reserves have grown over 61.9% since 2016. Total reserves less the Pension Fund and Retiree Health OPEB Trust have grown by 93.1% or \$94,074,172 over the same period. The Pension and Retiree Health Funds have grown by \$106,135,069 or 47.7% since 2016. Funding for future capital, coastal and Townwide underground utility projects held in reserves totals \$114,697,008.

**Town Reserve Balance History
2016 – 2021**

Fund	2016	2017	2018	2019	2020	2021
General Fund	\$ 21,615,082	\$ 17,716,419	\$ 23,063,128	\$ 26,540,203	\$ 29,628,725	\$ 28,001,332
Compensated Absence (GF)	\$ 3,061,180	\$ 3,210,518	\$ 3,129,714	\$ 3,094,888	\$ 2,703,693	\$ 2,645,408
Equipment Replacement Fund	\$ 14,918,663	\$ 15,889,600	\$ 16,390,299	\$ 17,678,027	\$ 19,926,672	\$ 20,816,470
Recreation Enterprise Fund	\$ 169,291	\$ 777,250	\$ -	\$ -	\$ -	\$ -
Recreation ERF	\$ 583,475	\$ 651,225	\$ -	\$ -	\$ -	\$ -
Town Docks Unassigned Reserve						\$ 4,330,345
Dock Replacement	\$ 3,356,781	\$ 3,801,256	\$ 2,587,882	\$ 3,980,807	\$ 5,141,712	\$ 5,116,981
Tennis M&I reserve	\$ 53,852	\$ 61,142	\$ 71,610	\$ 80,841	\$ 80,962	\$ 80,962
Par 3 R&R Reserve	\$ 715,617	\$ 730,336	\$ 872,468	\$ 992,341	\$ 985,326	\$ 1,050,369
Par 3 Equipment Replacement			\$ 638,842	\$ 524,641	\$ 524,869	\$ 555,779
Building Fund						\$ 2,572,742
Donation Fund	\$ 1,180,331	\$ 3,018,697	\$ 1,666,199	\$ 1,490,547	\$ 1,011,637	\$ 1,041,522
Debt Service	\$ 955,441	\$ 1,569,976	\$ 1,566,248	\$ 1,381,353	\$ 1,659,221	\$ 1,479,569
Capital Improvement	\$ 5,506,265	\$ 6,639,003	\$ 7,376,553	\$ 16,354,430	\$ 17,056,376	\$ 17,682,202
Coastal Protection Fund	\$ 13,810,648	\$ 19,661,966	\$ 27,916,610	\$ 39,769,059	\$ 32,351,493	\$ 32,314,211
Townwide Underground Fund		\$ (1,172,618)	\$ 6,672,736	\$ 63,944,516	\$ 57,855,306	\$ 64,700,595
2013 ACIP Fund	\$ 20,196,064	\$ 12,095,772	\$ 7,286,574	\$ 1,601,603	\$ 864,227	\$ -
Health Fund	\$ 6,507,339	\$ 6,904,823	\$ 5,441,578	\$ 6,789,493	\$ 7,890,456	\$ 7,289,078
Risk Fund	\$ 8,458,781	\$ 7,578,199	\$ 4,807,846	\$ 5,212,442	\$ 5,387,501	\$ 5,485,417
Health - OPEB Trust	\$ 28,401,183	\$ 31,275,719	\$ 32,682,812	\$ 32,812,872	\$ 34,728,236	\$ 40,330,823
Pension Funds	\$ 194,010,680	\$ 209,822,728	\$ 219,743,891	\$ 226,859,639	\$ 240,907,938	\$ 288,216,109
Total	\$ 323,500,673	\$ 340,232,011	\$ 361,914,990	\$ 449,107,701	\$ 458,704,350	\$ 523,709,914

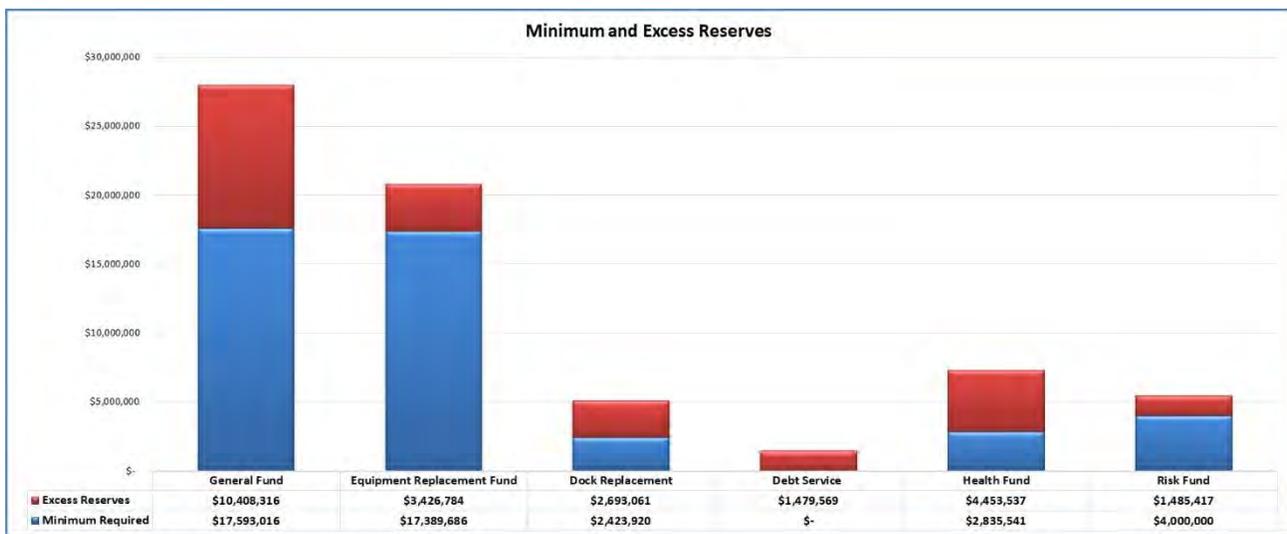
The chart below shows the reserve trends of the major Town funds excluding enterprise funds and special revenue funds.



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 FY21 ending balance, minimum reserve amount and excess reserve balances. Total excess reserves are \$25,123,830.

Fund	2021 Reserve Balance	Minimum Required Balance	Excess Reserves
General Fund	\$ 28,001,332	\$ 17,593,016	\$ 10,408,316
Building Enterprise Fund	\$ 2,572,742	\$ 2,572,742	\$ -
Equipment Replacement Fund	\$ 20,816,470	\$ 17,389,686	\$ 3,426,784
Dock Replacement	\$ 5,116,981	\$ 1,246,774	\$ 3,870,207
Debt Service	\$ 1,479,569	\$ -	\$ 1,479,569
Capital Improvement	\$ 17,682,202	\$ 17,682,202	\$ -
Coastal Protection Fund	\$ 32,314,211	\$ 32,314,211	\$ -
Health Fund	\$ 7,289,078	\$ 2,835,541	\$ 4,453,537
Risk Fund	\$ 5,485,417	\$ 4,000,000	\$ 1,485,417
Health - OPEB Trust	\$ 40,330,823	\$ 40,330,823	\$ -
Pension Funds	\$ 288,216,109	\$ 288,216,109	\$ -
Total	\$ 455,394,686	\$ 430,270,856	\$ 25,123,830





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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

FY2023

FY2023 Town-Wide Capital Expenditures					
Department	General Fund	Internal Service Funds	Capital Funds	Enterprise Funds	Total
Information Technology					
Annual Depreciation	196,698				196,698
Major Computer Equipment	175,000	992,260			1,167,260
Finance					
Annual Depreciation	3,326				3,326
Planning and Zoning					
Annual Depreciation	4,607				4,607
Recreation					
Annual Depreciation	52,244				52,244
Fire Rescue					
Annual Depreciation	635,340				635,340
Grant Equipment	25,000				25,000
Ford F150		39,015			39,015
Demers F450 Rescue	92,137	282,863			375,000
Honda Rancher 4x4	704	8,455			9,159
Police Department					
Annual Depreciation	615,833				615,833
2 Hybrid Pursuit		90,000			90,000
Hybrid Admin Explorer		32,000			32,000
Motorcycle		18,000			18,000
s UAS Drone(s)		40,000			40,000
RNI System (Fuel Mgmt)		55,786			55,786
Surveillance Equipment		100,000			100,000
Public Works					
Annual Depreciation	683,156				683,156
Particulate Filter Cleaner	25,620				
3 Ford F150		78,000			78,000
2 Freightliner		491,000			491,000
Like Trailer		180,000			180,000
Ice Machine		7,700			7,700
Coastal Fund					
Annual Depreciation			327		327
Coastal Projects			10,011,000		10,011,000
Par 3 Fund					
Annual Depreciation				389,844	389,844
Toro Electric				39,400	39,400
Toro Reelmaster 3550-d				58,000	58,000
Marina Fund					
Annual Depreciation				1,246,774	1,246,774
Building Fund					
Annual Depreciation				89,503	89,503
Total Capital Expenditures	\$2,509,665	\$2,415,079	\$10,011,327	\$1,823,521	\$16,733,972

General Fund Revenues and Expenditures
Town of Palm Beach

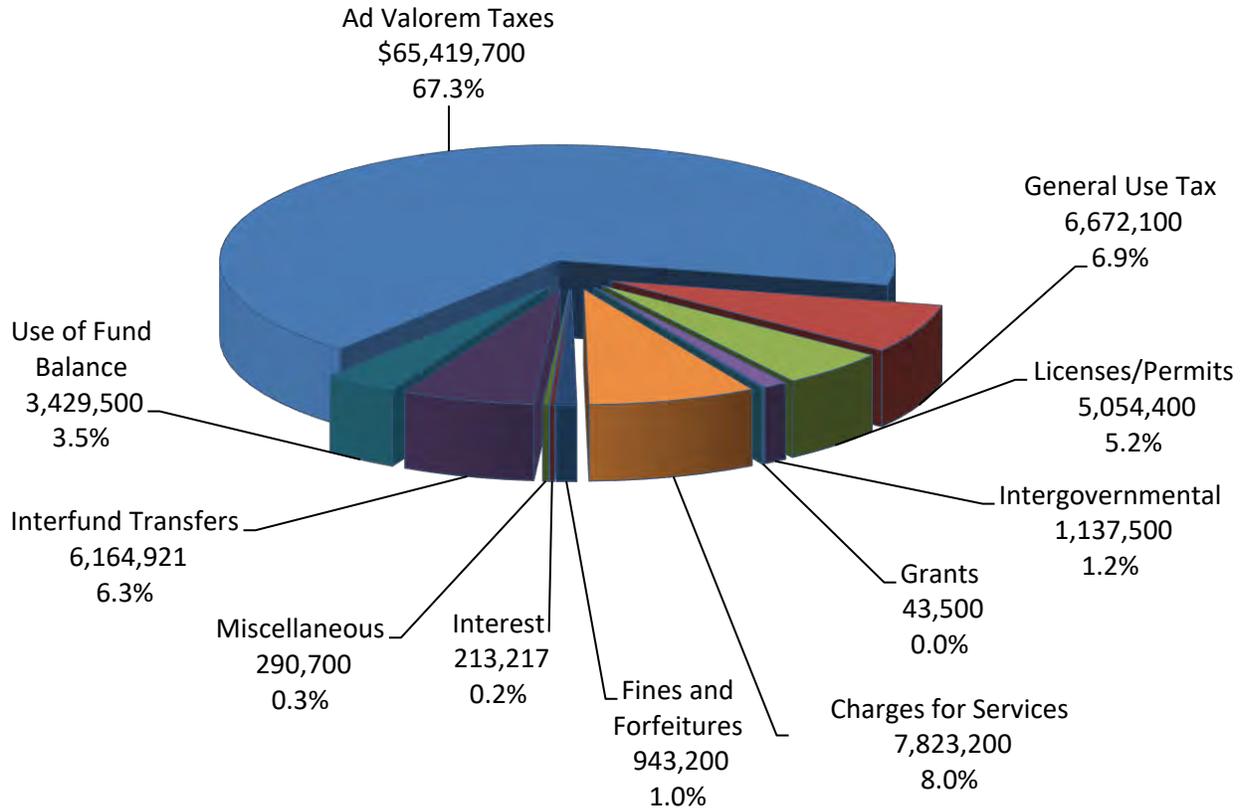
GENERAL FUND REVENUES AND EXPENDITURES

Town of Palm Beach, Florida
General Fund Revenues and Expenditures
Budget Comparison
Fiscal Years 2022 - 2023

	Budget FY2022	Budget FY2023	FY22 vs. FY23 \$ Difference	FY22 vs. FY23 % Change
Revenues				
Ad Valorem Taxes	\$59,663,700	\$62,919,808	\$3,256,108	5.46%
Non Ad Valorem Taxes	6,710,500	6,672,100	-\$38,400	-0.57%
Licenses & Permits	4,419,233	5,054,400	\$635,167	14.37%
Intergovernmental	1,121,700	1,181,000	\$59,300	5.29%
Charges for Services	6,172,500	7,823,200	\$1,650,700	26.74%
Fines and Forfeitures	1,025,500	943,200	-\$82,300	-8.03%
Investment Earnings	359,811	235,000	-\$124,811	-34.69%
Miscellaneous Revenues	499,500	290,700	-\$208,800	-41.80%
Interfund Transfers	536,665	645,465	\$108,800	20.27%
Transfer From Fund Balance	5,431,464	3,429,500	-\$2,001,964	-36.86%
Transfer from Building Fund	3,200,000	5,519,456	\$2,319,456	72.48%
Total Revenues	\$89,140,573	\$94,713,829	\$5,573,256	6.25%
Expenditures				
Department				
Legislative	\$152,500	\$152,500	\$0	0.00%
General Government	1,004,050	1,029,904	\$25,854	2.57%
Town Manager	947,587	1,102,989	\$155,402	16.40%
Town Clerk	357,145	448,522	\$91,377	25.59%
Advice and Litigation	365,000	365,000	\$0	0.00%
Human Resources	729,523	849,784	\$120,261	16.48%
Information Systems	3,072,318	3,846,137	\$773,819	25.19%
Finance	1,865,675	2,002,342	\$136,667	7.33%
Recreation and Tennis	2,049,732	2,268,079	\$218,347	10.65%
Planning/Building/Zoning	1,579,265	1,806,275	\$227,010	14.37%
Library	363,230	374,127	\$10,897	3.00%
Fire-Rescue	15,346,841	16,205,680	\$858,839	5.60%
Police	16,877,684	18,525,478	\$1,647,794	9.76%
Public Works	16,700,542	19,104,155	\$2,403,613	14.39%
Contingency	600,000	600,000	\$0	0.00%
Transfer to Other Funds				
Transfer to CIP	4,428,200	4,871,020	\$442,820	10.00%
Transfer to CIP for N. Fire Station	4,000,000	2,000,000	-\$2,000,000	-50.00%
Transfer to Coastal	4,920,310	5,264,732	\$344,422	7.00%
Transfer to UU Fund	176,550	191,116	\$14,566	8.25%
Transfer to Debt Service	5,676,719	5,680,666	\$3,947	0.07%
Transfer to Risk Fund	2,173,487	2,274,106	\$100,619	4.63%
Transfer to OPEB Trust Fund	334,215	331,217	-\$2,998	-0.90%
Extraordinary Transfer to Retirement Fund	5,420,000	5,420,000	\$0	0.00%
Total General Fund Expenditures	\$89,140,573	\$94,713,829	\$5,573,256	6.25%
Revenues Over/(Under) Expenditures	\$0	\$0		

General Fund Revenues
Town of Palm Beach

REVENUES BY TYPE



Ad Valorem Taxes	\$65,419,700
General Use Tax	6,672,100
Licenses/Permits	5,054,400
Intergovernmental	1,137,500
Grants	43,500
Charges for Services	7,823,200
Fines and Forfeitures	943,200
Interest	213,217
Miscellaneous	290,700
Interfund Transfers	6,164,921
Use of Fund Balance	3,429,500
	<u>\$97,191,938</u>

General Fund Revenues
Town of Palm Beach

FY2023

Title	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Variance	% of Total Budget
Ad Valorem Taxes							
Current Ad Valorem Taxes	56,740,735	57,966,306	59,663,700	59,663,700	65,419,700	9.65%	67.31%
Back Taxes	76,962	49,914	-	-	-	0.00%	0.00%
	56,817,697	58,016,220	59,663,700	59,663,700	65,419,700	9.65%	67.31%
Sales, Use and Fuel Taxes							
1-6 Cents Local Opt Fuel Tax	215,880	224,588	220,000	235,748	230,000	4.55%	0.24%
1-5 Cents Local Opt Fuel Tax	99,266	102,271	105,000	108,246	107,100	2.00%	0.11%
	315,146	326,858	325,000	343,994	337,100	3.72%	0.36%
Utility Services Taxes							
Electricity Utility	2,699,268	2,702,687	3,037,500	2,760,000	2,800,000	-7.82%	2.96%
Simplified Telecom Tax	1,053,108	1,004,023	1,025,000	1,043,903	1,050,000	2.44%	1.11%
Water Utility	1,954,802	2,036,173	1,950,000	2,100,000	2,100,000	7.69%	2.22%
Gas Utility	323,903	356,011	350,000	342,883	350,000	0.00%	0.37%
Propane Utility	21,099	27,101	23,000	34,597	35,000	52.17%	0.04%
	6,052,179	6,125,995	6,385,500	6,281,383	6,335,000	-0.79%	6.69%
Business Tax Receipts							
Business Tax Receipts	781,754	776,348	777,000	820,582	825,000	6.18%	0.87%
Business Tax Receipt Penalties	32,149	29,362	30,000	34,383	35,000	16.67%	0.04%
	813,903	805,710	807,000	854,965	860,000	6.57%	0.91%
Building Permits							
Building	6,606,842	-	-	-	-	0.00%	0.00%
Electrical	138,809	-	-	-	-	0.00%	0.00%
Plumbing	61,266	-	-	-	-	0.00%	0.00%
Permit Processing	21,190	-	-	-	-	0.00%	0.00%
Permit Penalty	25,888	-	-	-	-	0.00%	0.00%
Except/Var. App.	265,707	316,266	275,000	607,922	500,000	81.82%	0.53%
Reinspection Fees	1,510	-	-	-	-	0.00%	0.00%
Abandonments	(205)	(194)	-	3,785	1,000	100.00%	0.00%
Architectural Fees	253,542	479,666	280,000	560,800	450,000	60.71%	0.48%
Landmarks Submittal	45,405	71,900	45,000	79,500	70,000	55.56%	0.07%
Mechanical Permits	158,119	-	-	-	-	0.00%	0.00%
Contractor Registration Fee	6,725	-	-	-	-	0.00%	0.00%
Miscellaneous Permit Fees	7,500	-	-	-	-	0.00%	0.00%
Building Permit Search Fee	55,650	-	-	-	-	0.00%	0.00%
Permit Revision Fee	178,600	-	-	-	-	0.00%	0.00%
	7,826,548	867,638	600,000	1,252,007	1,021,000	70.17%	1.08%
Franchise Fees							
Electricity Franchise	1,895,038	1,959,374	2,010,733	1,906,621	1,950,000	-3.02%	2.06%
Gas Franchise	281,490	308,622	300,000	300,000	305,000	1.67%	0.32%
	2,176,527	2,267,996	2,310,733	2,206,621	2,255,000	-2.41%	2.38%
Other Licenses, Fees & Permits							
Right Of Way Permits	1,026,273	664,062	600,000	834,650	750,000	25.00%	0.79%
Residential Parking Plans	113,475	146,430	100,000	125,000	125,000	25.00%	0.13%
Taxi Permits	1,125	225	900	900	900	0.00%	0.00%
Flood Plain Mgmt Permit Fee	11,250	450	-	-	-	0.00%	0.00%
Newsrack Enclosure Admin Fee	700	380	600	600	500	-16.67%	0.00%
Charitable Solicitations Fee	27,640	13,264	40,000	28,000	35,000	-12.50%	0.04%

General Fund Revenues
Town of Palm Beach

FY2023

Title	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Variance	% of Total Budget
Char Solit Late Filing Fee	3,675	785	5,000	3,500	7,000	40.00%	0.01%
	1,184,138	825,596	746,500	992,650	918,400	23.03%	0.97%
Federal Grants							
Bullet Proof Vests Grant	-	2,420	7,700	26,695	18,500	140.26%	0.02%
FDLE Justice Assistance Grant	50,000	-	-	-	-	0.00%	0.00%
Federal Grants - Public Safety	15,102	12,210	-	-	-	0.00%	0.00%
FEMA/FDOT Reimbursement	816,498	644,079	-	3,411	-	0.00%	0.00%
CARES Act	14,856	201,409	-	-	-	0.00%	0.00%
	896,456	860,118	7,700	30,106	18,500	140.26%	0.02%
State Grants							
State Of FL - Public Safety	-	3,780	-	-	-	0.00%	0.00%
State Of FL - Emer Mgmt	44,237	35,795	-	-	-	0.00%	0.00%
	44,237	39,575	-	-	-	0.00%	0.00%
State Shared Revenues							
State Revenue Sharing	256,510	263,668	280,000	259,964	270,000	-3.57%	0.29%
Alcoholic Beverage Lic	29,380	32,858	26,000	30,000	30,000	15.38%	0.03%
Local Govt. Sales Tax	622,691	727,279	685,000	824,723	750,000	9.49%	0.79%
Fire Supp Compensation	25,875	32,733	37,000	37,200	37,000	0.00%	0.04%
911 Equip Reimbursement	28,490	8,115	20,000	11,357	12,000	-40.00%	0.01%
Seized Tag	2,567	1,227	2,500	-	-	-100.00%	0.00%
Fuel Tax Refund	23,506	23,039	21,000	20,341	21,000	0.00%	0.02%
	989,019	1,088,919	1,071,500	1,183,585	1,120,000	4.53%	1.18%
Grants From Other Local Units							
Ems Grant - PB County	-	21,849	25,000	2,500	25,000	0.00%	0.03%
	-	21,849	25,000	2,500	25,000	0.00%	0.03%
Shared Revenues-Other Local Units							
County Occ. Licenses	16,016	20,014	15,000	15,000	15,000	0.00%	0.02%
\$12.50 Citation Monies	2,879	2,728	2,500	-	2,500	0.00%	0.00%
	18,895	22,743	17,500	15,000	17,500	0.00%	0.02%
Public Safety							
Special Assignment Ot - Other	2,070,693	2,374,950	1,100,000	1,606,105	1,500,000	36.36%	1.58%
Police Id Cards	4,600	-	25,000	100	25,000	0.00%	0.03%
Burglar Alarm False Alarm Fees	37,350	38,975	55,000	35,325	40,000	-27.27%	0.04%
Burglar Alarm Registration Fee	88,925	87,950	90,000	90,000	90,000	0.00%	0.10%
Burglar Alarm - Penalties	7,873	3,047	5,000	5,724	5,000	0.00%	0.01%
Burglar Alarm - Direct Connect	21,927	21,069	23,000	21,000	21,000	-8.70%	0.02%
Valet Parking Permit	12,850	17,500	13,000	13,000	13,000	0.00%	0.01%
Tent Permits	19,312	4,072	15,000	15,000	15,000	0.00%	0.02%
Special Detail-Fire	4,795	4,675	5,000	25,000	10,000	100.00%	0.01%
Fire Prev Bonfires	600	-	-	-	-	0.00%	0.00%
Fire Prev Hot Work	1,650	3,300	2,000	2,750	2,500	25.00%	0.00%
Fire Prev Public Assembly	400	50	1,000	825	1,000	0.00%	0.00%
False Fire Alarms	14,920	18,825	12,000	17,139	16,000	33.33%	0.02%
Fire Prev Fireworks	2,000	8,000	6,000	13,000	10,000	66.67%	0.01%
Bldg. Insp. Fund Fees	10,602	-	-	-	-	0.00%	0.00%
Radon Gas	7,143	-	-	-	-	0.00%	0.00%

General Fund Revenues
Town of Palm Beach

FY2023

Title	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Variance	% of Total Budget
Fire Prev Technical Fire Insp	500	-	-	-	-	0.00%	0.00%
Fire Prev Annual Ins Fee	70,599	77,421	100,000	62,015	75,000	-25.00%	0.08%
Ems Transport Fees	431,200	379,635	400,000	469,576	435,000	8.75%	0.46%
	2,807,939	3,039,469	1,852,000	2,376,559	2,258,500	21.95%	2.38%
Physical Environment							
Special Solid Waste	9,289	14,285	12,000	13,000	12,000	0.00%	0.01%
Solid Waste	856,066	821,821	875,000	846,479	850,000	-2.86%	0.90%
Comp. Garbage Collection Fee	231,229	261,809	275,000	351,688	290,000	5.45%	0.31%
SWA Recycling Revenue	305	-	-	6,618	3,500	100.00%	0.00%
Historic Specimen Tree Fee	4,199	1,768	5,000	2,000	2,000	-60.00%	0.00%
	1,101,088	1,099,683	1,167,000	1,219,785	1,157,500	-0.81%	1.22%
Transportation							
Prkg Meter Royal Palm Way Lot	6,820	22,140	21,000	35,551	35,000	66.67%	0.04%
Prkg Meter Ocean Front	621,703	1,017,333	1,100,000	1,416,088	1,650,000	50.00%	1.74%
Prkg Meter Lake Front	26,970	119	-	-	-	0.00%	0.00%
Prkg Meter Phipps Ocean Front	135,001	204,177	100,000	251,150	310,000	210.00%	0.33%
Prkg Meter Peruvian	86,350	143,167	150,000	216,015	270,000	80.00%	0.29%
Prkg Meter Bradley Place	2,843	14,049	15,000	16,809	20,000	33.33%	0.02%
Prkg Meter North County	-	58,370	120,000	74,906	86,000	-28.33%	0.09%
Parking Meter Royal Palm Way	44,980	108,730	100,000	193,123	225,000	125.00%	0.24%
Prkg Meter Sunrise	-	122,386	150,000	126,349	145,000	-3.33%	0.15%
Other Parking Placards	269,417	314,030	375,000	416,198	490,000	30.67%	0.52%
	1,194,084	2,004,501	2,131,000	2,746,189	3,231,000	51.62%	3.41%
Culture and Recreation							
Adult Program Fees (Rec)	26,432	21,579	81,000	24,530	81,000	0.00%	0.09%
Youth Program Fees (Rec)	108,299	386,980	345,000	486,773	345,000	0.00%	0.36%
SOMA Dome Fees	-	60	-	-	1,000	100.00%	0.00%
Fitness Center Classes	700	6,635	6,500	7,910	6,500	0.00%	0.01%
Tennis Mixers	387	33	-	-	-	0.00%	0.00%
Merchandise Sales	20,619	28,470	20,500	23,945	30,000	46.34%	0.03%
Adult Program Fees (Tennis)	6,063	1,805	4,000	2,000	3,000	-25.00%	0.00%
Tennis 12 Play Pass	52,482	53,425	44,720	122,637	53,000	18.52%	0.06%
Daily Tennis Court Fees	30,032	32,175	25,000	30,290	33,500	34.00%	0.04%
Annual Tennis Court Fees	28,245	86,026	54,140	80,310	80,000	47.77%	0.08%
Passes/Daily Admission	89,135	125,280	68,500	136,360	120,000	75.18%	0.13%
Marina Amenity	-	-	179,640	179,640	191,100	6.38%	0.20%
Promotional Merchandise	60	600	3,500	2,243	3,500	0.00%	0.00%
Town Share Tennis Teach Svcs	93,074	134,526	93,000	171,711	121,000	30.11%	0.13%
Town Share Tennis Merch Sales	983	1,486	1,000	1,200	1,600	60.00%	0.00%
Recreation M & I Fee	55	-	-	-	-	0.00%	0.00%
Tennis M & I Fee	121	-	-	-	-	0.00%	0.00%
	456,684	879,079	926,500	1,269,549	1,070,200	15.51%	1.13%
Other Charges for Services							
Misc Copies	2,491	4,353	2,500	2,500	2,500	0.00%	0.00%
Lien Search Fee	73,975	131,800	80,000	100,050	90,000	12.50%	0.10%
Tennis Pro Admin Fees	12,375	13,500	13,500	13,500	13,500	0.00%	0.01%
	88,841	149,653	96,000	116,050	106,000	10.42%	0.11%

General Fund Revenues
Town of Palm Beach

FY2023

Title	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Variance	% of Total Budget
Judgments and Fines							
Fines - Other Parking	389,077	387,373	490,000	415,584	415,000	-15.31%	0.44%
Fines - Parking Meters	69,833	92,474	125,000	99,920	100,000	-20.00%	0.11%
Row Parking Violation Fines	63,475	74,088	65,000	112,116	100,000	53.85%	0.11%
Moving Violations	6,796	6,224	5,000	8,877	7,500	50.00%	0.01%
Revenue/2nd \$ Funding	1,575	1,224	1,000	1,321	1,200	20.00%	0.00%
Boot Fees	8,750	14,350	10,000	14,350	15,000	50.00%	0.02%
Penalty - Other Parking	95,814	101,940	125,000	124,920	125,000	0.00%	0.13%
Penalty - Parking Meters	20,940	24,435	25,000	26,420	25,000	0.00%	0.03%
	656,261	702,109	846,000	803,508	788,700	-6.77%	0.83%
Violations of Local Ordinances							
Code Compliance Fines	122,790	214,625	175,000	150,000	150,000	-14.29%	0.16%
Code Compliance Admin Fee	1,925	1,775	4,500	5,325	4,500	0.00%	0.00%
	124,715	216,400	179,500	155,325	154,500	-13.93%	0.16%
Interest and Other Earnings							
Interest - Checking	146,044	31,242	75,000	18,770	30,000	-60.00%	0.03%
Fmivt Interest	24,757	1,193	20,000	(100,000)	20,000	0.00%	0.02%
PFM/TD Bank Interest Income	307,812	8,293	149,811	(524,809)	128,217	-14.41%	0.13%
Interest – CD's	206,333	64,983	100,000	3,112	25,000	-75.00%	0.03%
Inv Earnings/Ad Valorem	11,661	3,579	15,000	3,919	10,000	-33.33%	0.01%
	696,608	109,289	359,811	(599,008)	213,217	-40.74%	0.22%
Rents and Royalties							
Equipment Rentals - Tennis	12	4	-	-	-	0.00%	0.00%
Facility Rental Fees - Tennis	1,080	2,263	500	3,000	500	0.00%	0.00%
Facility Rental Fees - Rec	5,831	23,907	25,000	20,000	25,000	0.00%	0.03%
Room Rental Dep - South Fire	(250)	-	-	-	-	0.00%	0.00%
Seaview Park Concession	401	265	6,000	2,000	6,000	0.00%	0.01%
Rooftop Lease	40,065	40,065	40,000	40,000	41,200	3.00%	0.04%
	47,139	66,504	71,500	65,000	72,700	1.68%	0.08%
Other Miscellaneous Revenues							
State Highway Lighting Maint	123,245	107,436	120,000	120,000	120,000	0.00%	0.13%
Rebate For Town Towing	3,139	2,708	3,000	3,000	3,000	0.00%	0.00%
Purchase Card Rebate	22,533	25,591	25,000	21,371	25,000	0.00%	0.03%
Credit Card Cust Surcharge	14,614	28,176	15,000	25,000	20,000	33.33%	0.02%
DC Forfeiture Trsfr from ICMA	190,000	190,000	170,000	102,000	-	-100.00%	0.00%
Miscellaneous Revenue	78,485	79,103	50,000	65,000	50,000	0.00%	0.05%
	432,016	433,014	383,000	336,371	218,000	-43.08%	0.23%
Interfund Transfer							
Use Of Fund Balance	-	-	5,431,464	-	3,429,500	-36.86%	3.62%
Interfd Transfer-Marina	-	-	511,665	511,665	620,465	0.00%	0.66%
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	5,519,456	0.00%	5.83%
	25,000	3,225,000	9,168,129	3,736,665	9,594,421	4.65%	10.13%
	84,765,119	83,193,918	89,140,573	85,052,504	94,713,829	6.25%	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.

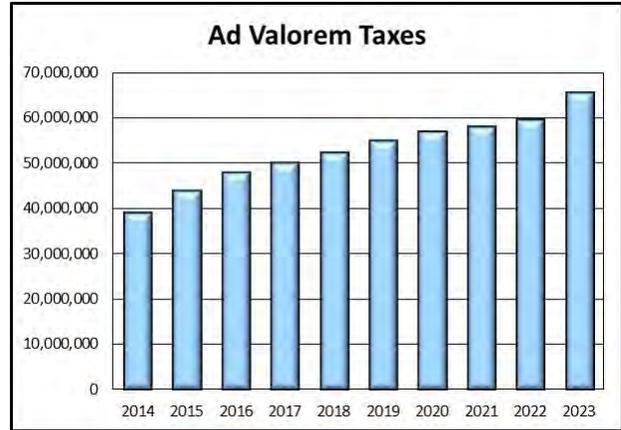
Tax Collection Procedure

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 FY23 the Town adopted a millage rate of 2.6932, which is 7.02% less than the FY22 rate of 2.8966. Since taxable value increased by 18.07%, the reduced millage rate resulted in an increase in taxes of \$5,829,605 over FY22.

The chart below identifies the FY23 TRIM options available to the Town.

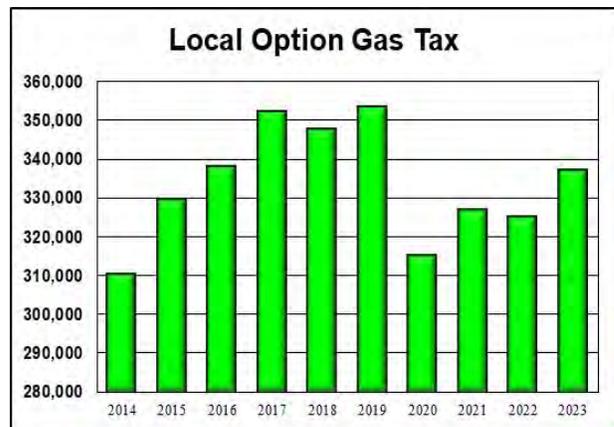
Taxable Value		\$25,569,115,619
FY23 Millage Rate Options	Millage	Tax Revenue
Rollback Millage Rate	2.4843	\$60,345,286
Majority Maximum Millage Rate	2.7221	\$61,599,831
2/3 Vote Maximum Millage Rate	2.9943	\$67,760,638
FY22 Millage Rate	2.8966	\$70,360,325
FY23 Town Adopted Millage Rate	2.6932	\$60,419,700

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.
- 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



Major Revenue Sources

Town of Palm Beach

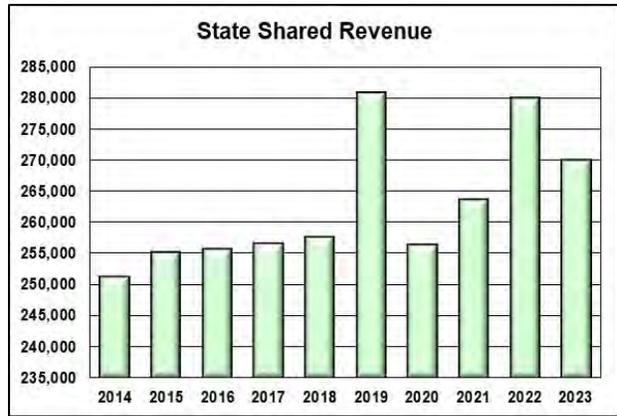
county commission approved on July 20, 1993. The approved distribution formula is 21% of all sums collected by the County from the State are distributed to municipalities and 79% of all sums collected are distributed to the County. The agreement is written to terminate at such time as the gas tax proceeds are no longer collected and distributed, with the distribution formula scheduled for review annually.

The Local Option Gas Tax budget for FY23 is based upon estimates provided by the State of Florida. Due to the pandemic, gas tax revenue for FY20 was impacted. The current budget reflects higher anticipated revenue due to recent trends.

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.

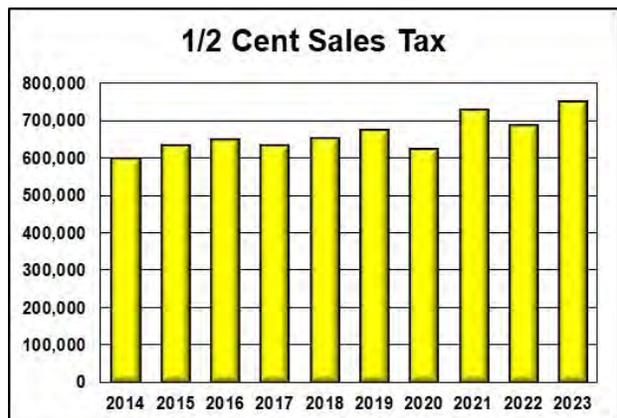


Funds for the above referenced revenue sources are collected in a trust and net of administrative cost, then are distributed monthly to qualified recipients based on an apportionment formula comprised of three factors: weighted population, sales tax, and relative ability to raise revenue. The State provides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

Revenues in FY20 revenues were impacted by the pandemic. The FY19 revenues were higher than anticipated. The budget for FY23 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 counties that meet certain fiscal-related eligibility requirements.



Major Revenue Sources

Town of Palm Beach

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
2023 (Budget)	337,100	270,000	750,000	\$1,357,100
2022 (Estimate)	343,994	259,964	824,723	1,428,681
2021	326,858	263,668	727,279	1,317,805
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

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.

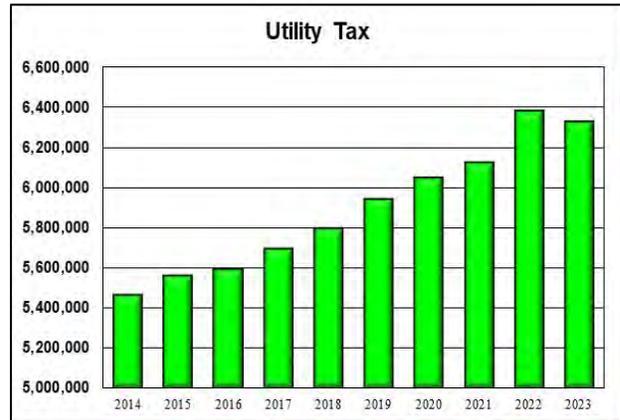
Fiscal Year	Amount Received
FY17	\$350,846
FY18	\$576,792
FY19	\$623,175
FY20	\$572,891
FY21	\$666,598
FY22 (Estimate)	\$686,000
FY23 (Budget)	\$500,000

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 FY23 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
2023 (Budget)	2,800,000	1,050,000	2,100,000	350,000	35,000	6,335,000
2022 (Anticipated)	2,760,000	1,043,903	1,043,903	342,883	34,597	6,281,383
2021	2,702,687	1,004,023	2,036,173	356,011	27,101	6,125,995
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

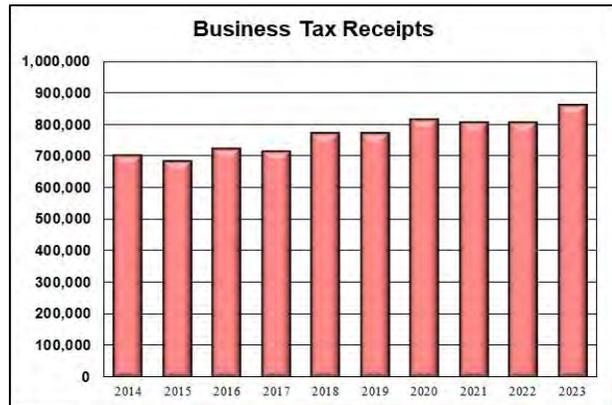
FRANCHISE FEES

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%	
2023 (Budget)	1,950,000	305,000	2,255,000
2022 (Anticipated)	1,906,621	300,000	2,206,621
2021	2,010,733	308,622	2,267,996
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

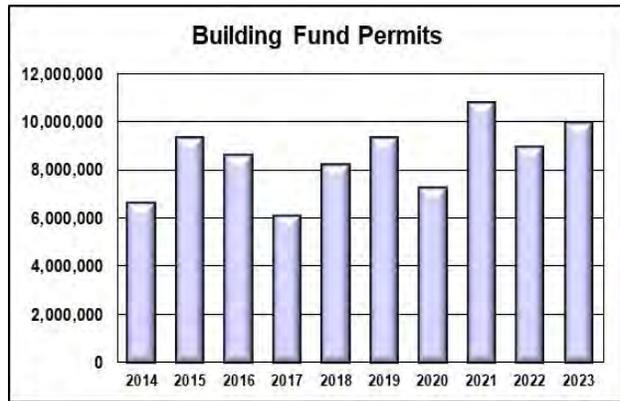
Any person engaging in or managing any business, occupation or profession, within the limits of the Town of Palm Beach must have a license and pay a Business Tax. All licenses must be secured at the time the business begins operation and are renewed thereafter each October 1. The fee for each license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



Major Revenue Sources Town of Palm Beach

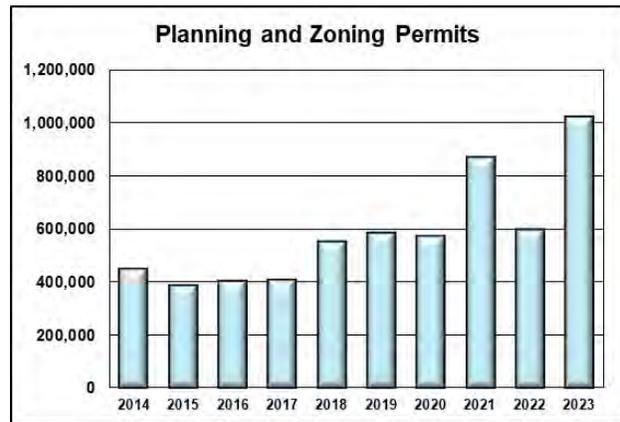
BUILDING PERMITS

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 and FY22 revenues exceeded the budget expectations and FY23 revenues reflect conservative estimates.



PLANNING AND ZONING PERMITS

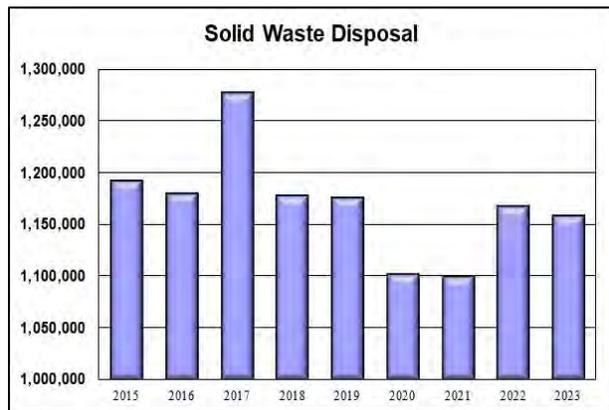
Planning and zoning permit fees in the General Fund are fees charged for exceptions and variance applications, architectural committee application fees and landmark application fees. These fees have increased in recent years due to the increase in building activity in Town.



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 and FY21 revenues were affected by the pandemic, but revenues have improved since.

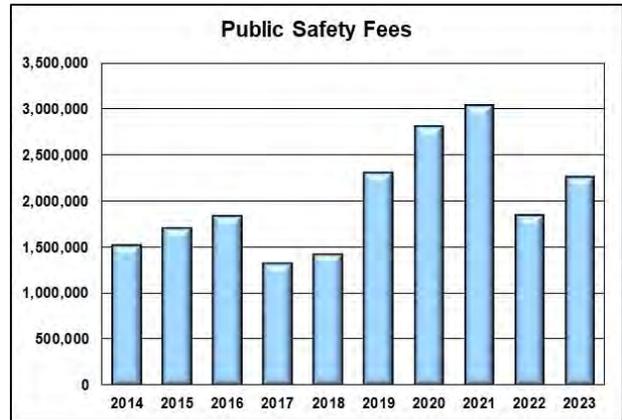


Major Revenue Sources Town of Palm Beach

PUBLIC SAFETY FEES

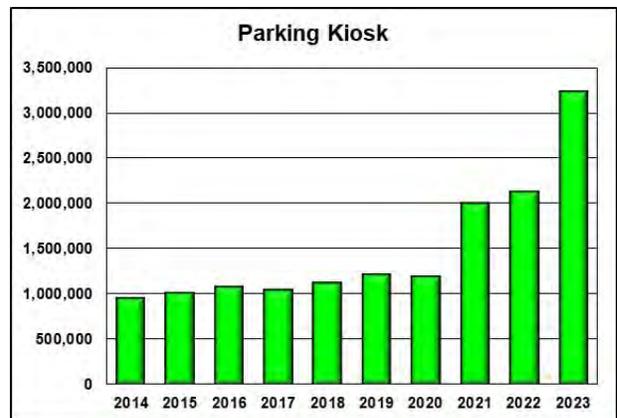
Public Safety Fees include special detail charges for police and fire-rescue services, alarm registration fees and false alarm fees, fire prevention fees and EMS transport fees.

The false alarm registration and fee schedule was modified in FY15. The revenue since FY19 reflects an increase in special assignment overtime due to a few new large contracts. The revenue from these contracts have decreased and recent revenue has been closer to trend.



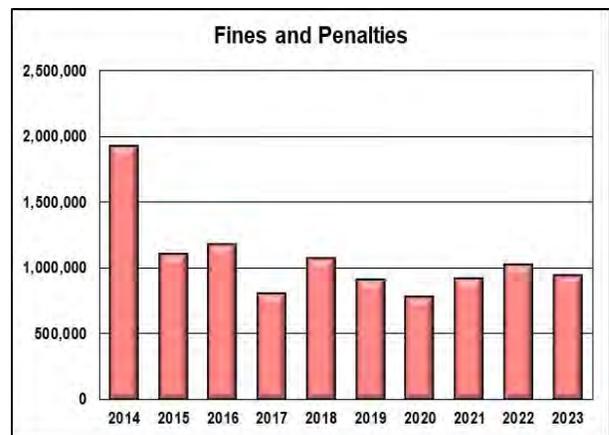
PARKING KIOSK FEES

The Town has parking kiosks and park mobile spaces in various commercial locations in Town. The revenue also includes parking placards that are issued for parking kiosks on the ocean and a 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 FY23 budget reflects fee increases of from \$6 to \$7 per hour at the ocean front, and \$4 to \$5 per hour in most other areas. During FY21, additional kiosk and park mobile parking was initiated.



FINES AND PENALTIES

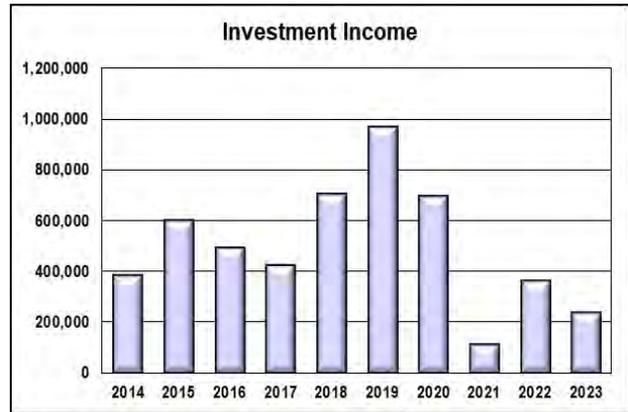
Parking fines, penalties and code enforcement penalties make up a significant portion of this revenue source. Revenues from these sources have increased in recent years due to improved collection efforts. In addition to parking and code compliance fines, right of way parking violation fines, and moving violations are included in this category of revenues. The FY14 revenue reflects a large code enforcement violation collection. The budget for code enforcement for FY23 is conservative due to the volatile nature of this revenue source. Revenues since FY17 have been improving and in FY20 revenues were affected by the pandemic.



Major Revenue Sources Town of Palm Beach

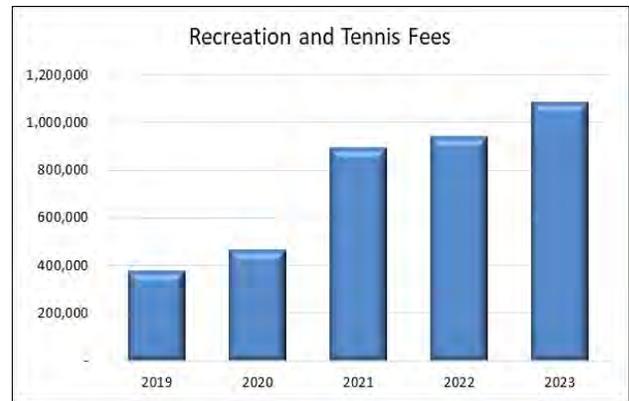
INVESTMENT INCOME

The Town's Investment Advisory Committee oversees the investment of the Town's surplus funds. The historically low rates have kept revenues low. The increasing revenue trend from FY18 through FY21 was based on the higher interest rate environment and increased surplus funds. The FY21 decrease is related to the Federal Reserve's actions to begin to raise rates. The FY22 year end numbers will be below the budget estimate. The FY23 budget was based upon the expectation of increasing rates causing market losses.



RECREATION AND TENNIS FEES

The recreation center closed operations in 2019 and the building was demolished and reconstructed through partnership between the Morton and Barbara Mandel Family Foundation, the Friends of Recreation and the Town. The center reopened in FY20, just prior to the start of the pandemic. The center offers a variety of youth and adult classes, programs and special events. FY21 revenues show an improvement and FY22 estimated revenues will exceed the budget. The FY23 revenue budget is based on current trend and continued success of the Mandel Recreation Center offerings. The tennis operations continued at the Phipps Park complex and at Seaview Park while the recreation center was closed.



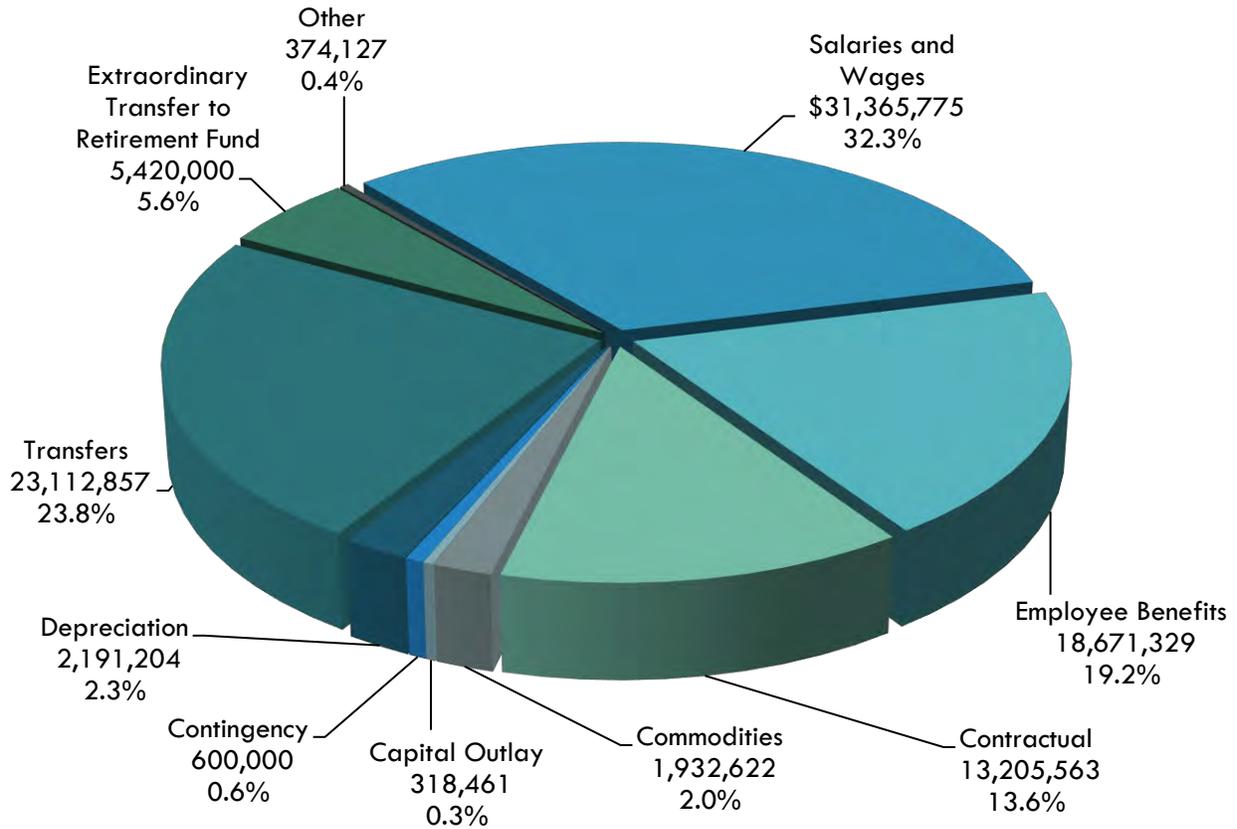
GENERAL FUND REVENUE TREND SUMMARY

Total General Fund revenues have increased at an average annual rate of 5.02% since FY14. This trend is due to increases in ad valorem revenues, building permit revenues, fine revenue, offset by a decline in FY20, that was mainly due to reductions caused by the pandemic and investment income. The 10-year trend is shown in the chart below. 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 FY22 revenue decrease was related to conservative budget estimates. The actual revenues will exceed budget expectations. FY23 revenues reflect an increase in property tax revenues as well as a \$2 million transfer from reserves earmarked for the North Fire-Rescue Station reconstruction.



General Fund Expenditures
Town of Palm Beach

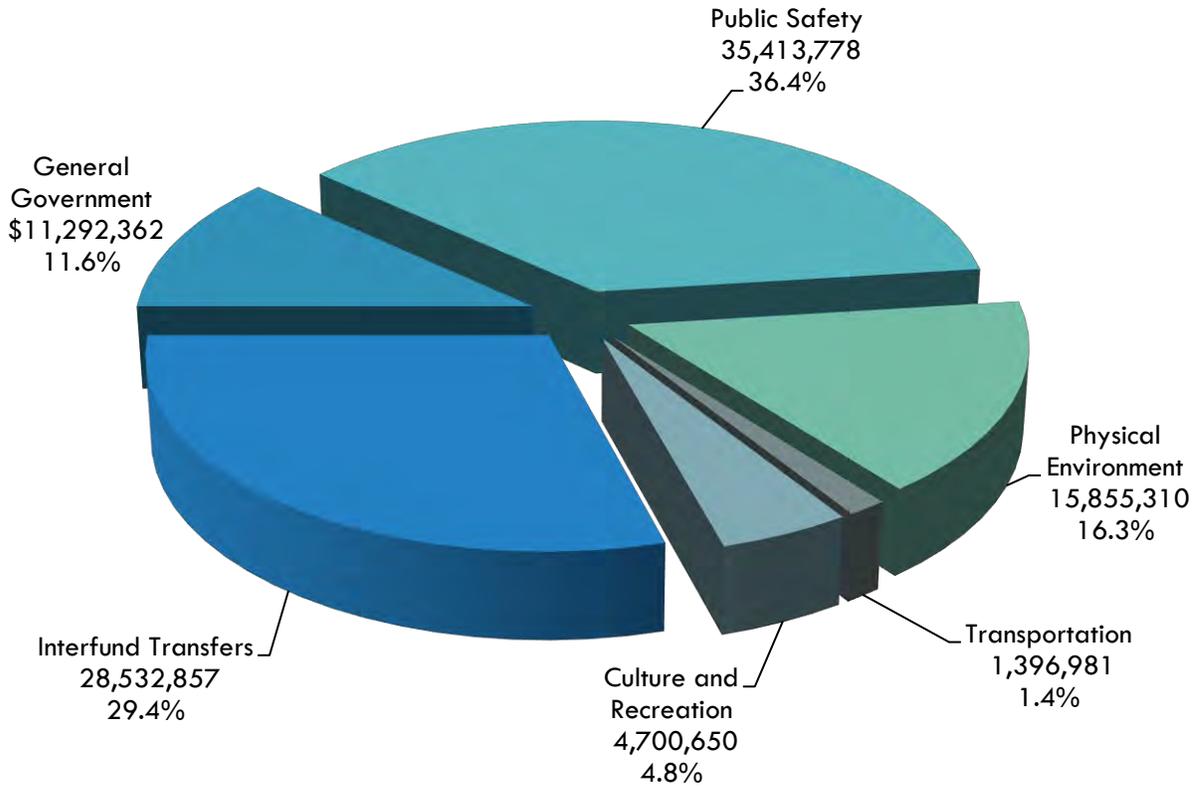
GENERAL FUND EXPENDITURES BY TYPE



Salaries and Wages	\$ 31,365,775
Employee Benefits	18,671,329
Contractual	13,205,563
Commodities	1,932,622
Capital Outlay	318,461
Contingency	600,000
Depreciation	2,191,204
Transfer to CIP Funds	9,371,020
Transfer to Coastal Protection Fund	5,264,732
Transfer to Town-wide Underground Utilities Fund	191,116
Transfer to Debt Service Fund	5,680,666
Transfer to Group Health Retirees Fund	331,217
Transfer to Risk Fund	2,274,106
Extraordinary Transfer to Retirement Fund	5,420,000
Other	374,127
	<u>\$ 97,191,938</u>

General Fund Expenditures
Town of Palm Beach

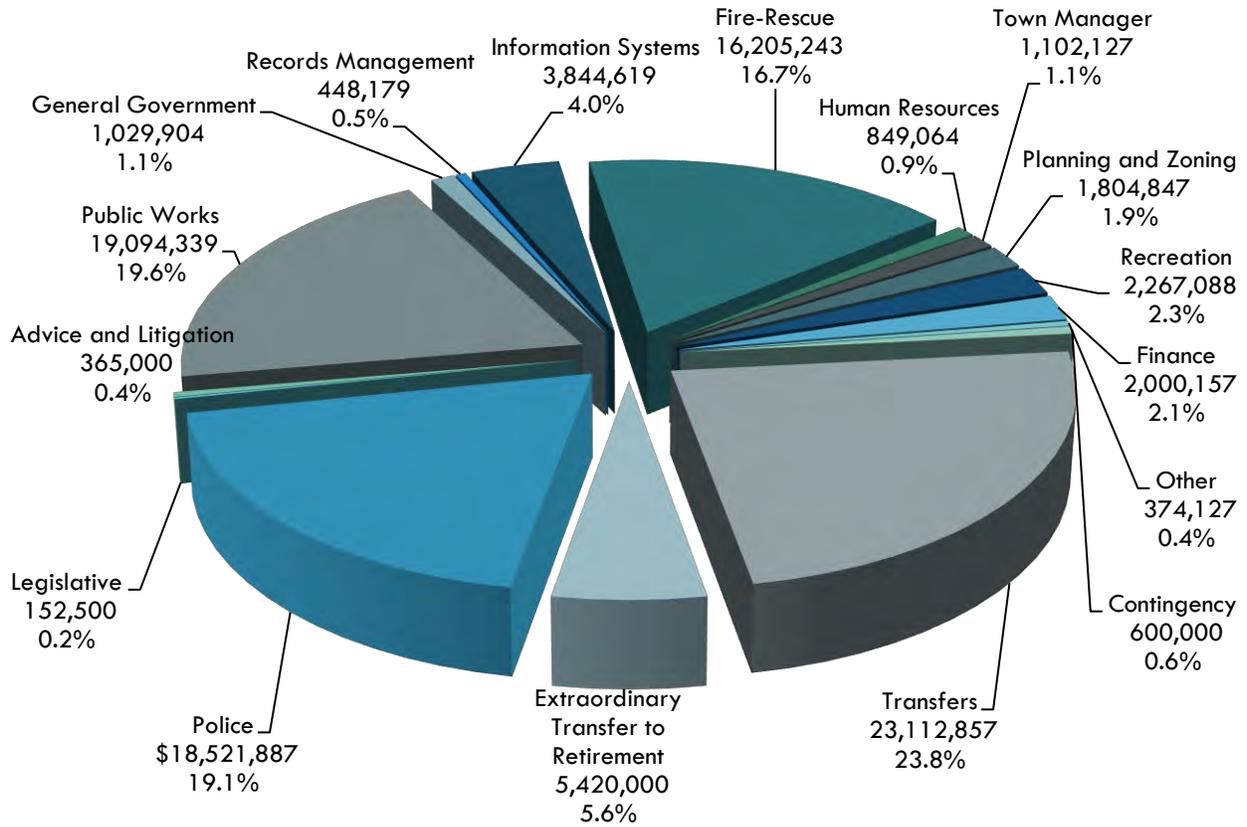
GENERAL FUND EXPENDITURES BY FUNCTION



General Government	\$	11,292,362
Public Safety		35,413,778
Physical Environment		15,855,310
Transportation		1,396,981
Culture and Recreation		4,700,650
Interfund Transfers		28,532,857
	\$	<u>97,191,938</u>

General Fund Expenditures
Town of Palm Beach

GENERAL FUND EXPENDITURES BY DEPARTMENT



Police	\$18,521,887
Legislative	152,500
Advice and Litigation	365,000
Public Works	19,094,339
General Government	1,029,904
Records Management	448,179
Information Systems	3,844,619
Fire-Rescue	16,205,243
Human Resources	849,064
Town Manager	1,102,127
Planning and Zoning	1,804,847
Recreation	2,267,088
Finance	2,000,157
Other	374,127
Contingency	600,000
Transfers	23,112,857
Extraordinary Tsfr to Retirement	5,420,000
	<u>\$97,191,938</u>

General Fund Expenditures
Town of Palm Beach

Program		FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change	% of Total GF Budget
LEGISLATIVE	111	152,981	152,500	152,500	152,500	152,500	0.00%	0.16%
GENERAL GOVERNMENT	113	913,617	1,004,050	1,016,380	921,986	1,029,904	2.57%	1.06%
TOWN MANAGER'S OFFICE	121	852,953	947,587	947,587	945,015	1,102,127	16.31%	1.13%
ADVICE & LITIGATION	122	359,863	365,000	404,258	456,885	365,000	0.00%	0.38%
INFORMATION SYSTEMS	125	2,550,736	3,072,318	3,232,720	2,997,449	3,844,619	25.14%	3.96%
RECORDS MANAGEMENT	131	350,313	357,145	358,119	326,245	448,179	25.49%	0.46%
HUMAN RESOURCES	123	573,443	729,523	740,608	686,075	849,064	16.39%	0.87%
FINANCE								
Financial Management	141	1,056,390	1,107,657	1,109,052	1,078,911	1,201,082	8.43%	1.24%
Purchasing	144	706,545	758,018	758,018	758,443	799,075	5.42%	0.82%
		1,762,934	1,865,675	1,867,070	1,837,354	2,000,157	7.21%	2.06%
PLANNING/ZONING/BUILDING								
Planning & Zoning	211	798,337	793,811	800,017	898,153	900,812	13.48%	0.93%
Permit Issuance	212	-	-	-	-	-	0.00%	0.00%
Inspection/Compliance	213	-	-	1,165	-	-	0.00%	0.00%
Landmarks Preservation	214	139,415	204,033	204,033	186,455	217,387	6.55%	0.22%
Fire Prevention	215	305,446	304,758	304,758	305,959	345,714	13.44%	0.36%
Code Enforcement	216	300,284	276,663	276,882	275,193	340,934	23.23%	0.35%
		1,543,481	1,579,265	1,586,854	1,665,760	1,804,847	14.28%	1.86%
RECREATION								
Rec Administration	311	207,401	301,252	301,361	312,897	361,701	20.07%	0.37%
Tennis	312	411,623	496,660	496,660	506,529	558,348	12.42%	0.57%
Recreation Center	313	1,081,014	1,251,820	1,312,927	1,262,420	1,347,039	7.61%	1.39%
		1,700,038	2,049,732	2,110,948	2,081,846	2,267,088	10.60%	2.33%
FIRE-RESCUE								
Fire Administration	411	498,754	567,820	568,611	565,896	569,625	0.32%	0.59%
Operations	417	13,152,577	13,655,088	13,665,668	13,304,514	14,488,825	6.11%	14.91%
Training	418	272,656	368,641	373,641	363,641	377,714	2.46%	0.39%
Beach Rescue	419	684,103	755,292	755,401	653,590	769,079	1.83%	0.79%
		14,608,089	15,346,841	15,363,321	14,887,641	16,205,243	5.59%	16.67%
POLICE								
Administrative Management	421	1,047,556	1,138,020	1,138,020	960,507	1,422,524	25.00%	1.46%
Org Crime/Vice/Narcotics	422	813,543	854,324	855,302	849,391	897,756	5.08%	0.92%
Records Information Systems	423	192,234	176,732	176,732	190,956	174,098	-1.49%	0.18%
Training/Per/Pub Enf	424	352,318	193,096	193,096	330,608	216,689	12.22%	0.22%
Communications	425	1,541,793	1,723,546	1,723,546	1,540,426	1,917,231	11.24%	1.97%
Crime Scene/Evidence	426	227,814	273,347	273,347	250,016	293,123	7.23%	0.30%
Patrol Services	428	11,134,595	10,501,598	10,508,272	9,888,243	11,500,323	9.51%	11.83%
Criminal Investigation	429	1,252,157	1,411,351	1,411,460	1,266,390	1,398,037	-0.94%	1.44%
Parking Control	430	627,357	605,670	612,750	584,609	702,106	15.92%	0.72%
		17,189,366	16,877,684	16,892,526	15,861,146	18,521,887	9.74%	19.06%
PUBLIC WORKS								
Administrative Management	511	941,190	1,039,036	1,042,558	1,039,236	918,939	-11.56%	0.95%
Street Repair/Maintenance	521	488,770	519,136	521,842	524,536	562,430	8.34%	0.58%
Traffic Control	523	79,863	18,800	34,568	19,000	86,500	360.11%	0.09%
Street Lighting	524	459,296	727,390	763,125	787,690	748,051	2.84%	0.77%
Storm Sewer Maintenance	531	919,335	320,132	360,116	383,532	375,337	17.24%	0.39%
Sanitary Sewer Maintenance	532	1,431,252	1,948,961	1,963,797	1,985,661	2,093,740	7.43%	2.15%
Sanitary Sewer Treatment	533	2,462,891	2,478,975	2,492,945	2,479,000	3,506,137	41.43%	3.61%
Residential Collection	541	950,272	1,007,640	1,007,640	1,020,040	1,077,054	6.89%	1.11%
Commercial Collection	542	1,203,117	1,266,142	1,284,159	1,325,442	1,449,018	14.44%	1.49%
Refuse Disposal	543	52,208	73,000	73,000	73,000	76,600	4.93%	0.08%
Yard Trash Collection	544	2,105,204	2,227,040	2,299,002	2,233,390	2,428,841	9.06%	2.50%
Recycling	545	314,412	378,946	378,946	381,346	415,163	9.56%	0.43%
Beach Cleaning	546	-	-	1,649	-	-	0.00%	0.00%
Parks	551	1,695,444	1,678,705	1,825,444	1,701,708	1,842,048	9.73%	1.90%
Facilities Maintenance	554	1,072,508	1,273,673	1,385,329	1,312,020	1,469,521	15.38%	1.51%
Parking Meter Maint & Collections	558	-	-	-	-	-	0.00%	0.00%
General Engineering Services	561	714,168	749,218	775,748	754,174	1,002,080	33.75%	1.03%
Right of Way Inspections	565	99,971	107,581	107,581	106,683	119,536	11.11%	0.12%
Equip Operations/Maintenance	571	689,860	886,167	909,979	889,667	923,344	4.20%	0.95%
Coastal Management	581	-	-	-	-	-	0.00%	0.00%
		15,679,763	16,700,542	17,227,428	17,016,125	19,094,339	14.33%	19.65%

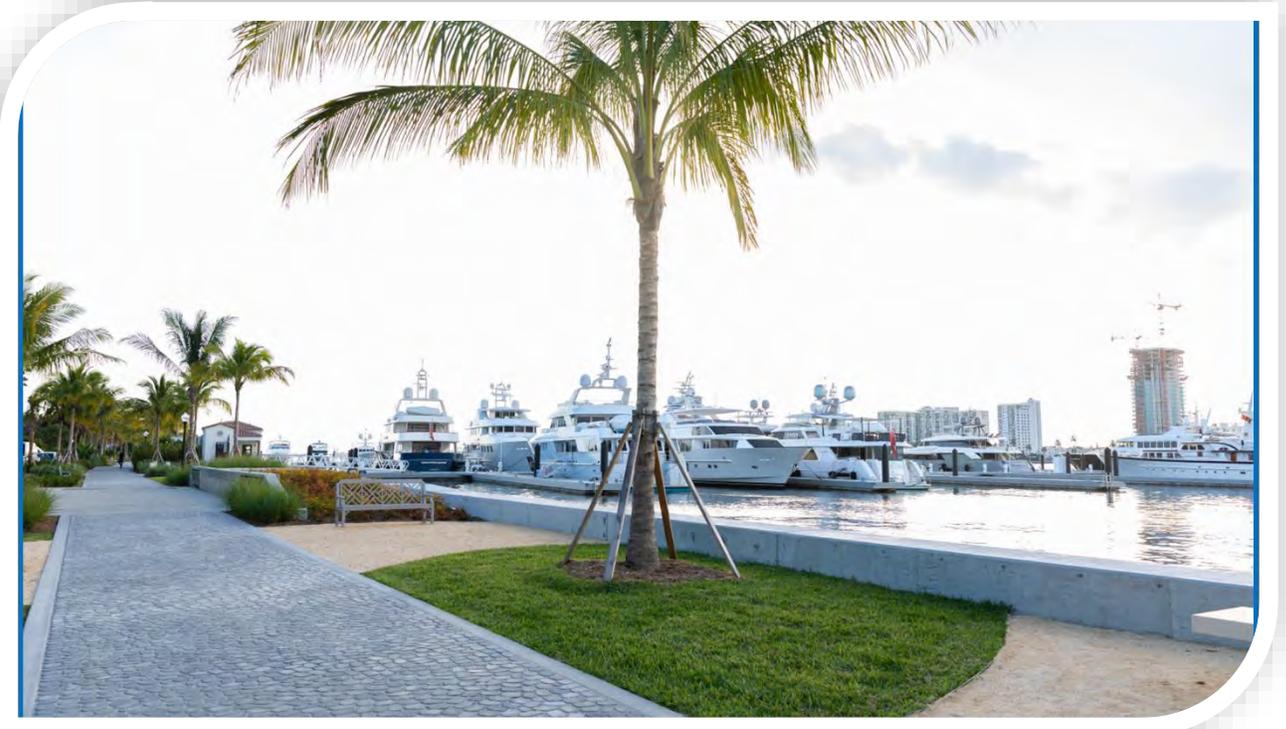
General Fund Expenditures
Town of Palm Beach

Program		FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change	% of Total GF Budget
LIBRARY SERVICES	321	352,650	363,230	363,230	363,230	374,127	3.00%	0.38%
TRANSFER TO OTHER FUNDS								
Cap Impr Program (307/308/310/320)	611	3,785,108	8,428,200	8,428,200	8,428,200	9,371,020	11.19%	9.64%
Coastal Protection Fund (309)	611	4,777,000	4,920,310	4,920,310	4,920,310	5,264,732	7.00%	5.42%
Townwide Underground Utilities	611	165,000	176,550	176,550	176,550	191,116	8.25%	0.20%
Debt Service Fund (205)	612	5,691,148	5,676,719	5,676,719	5,676,719	5,680,666	0.07%	5.84%
Group Health Retirees (610)	621	429,858	334,215	334,215	334,215	331,217	-0.90%	0.34%
Risk-W/C, Liab, Prop (501)	622	2,010,439	2,173,487	2,173,487	2,173,487	2,274,106	4.63%	2.34%
Extraordinary trsfr to Retirement (600)	624	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	0.00%	5.58%
		22,278,553	27,129,481	27,129,481	27,129,481	28,532,857	5.17%	29.36%
INVENTORY WRITE-OFF	680	4,183	-	-	-	-	0.00%	0.00%
EMERGENCY/DISASTER RESPONSE	710	240	-	-	-	-	0.00%	0.00%
CONTINGENT APPROPRIATIONS	711	-	600,000	558,000	-	600,000	0.00%	0.62%
General Operating Fund (001) Total		58,594,652	62,011,092	62,821,548	60,199,257	68,659,081	10.72%	70.64%
Transfers to Other Funds		22,278,553	27,129,481	27,129,481	27,129,481	28,532,857	5.17%	29.36%
TOTAL GENERAL FUND		80,873,205	89,140,573	89,951,029	87,328,738	97,191,938	9.03%	100.00%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.



Legislative



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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	130,000	141,208	140,000	140,000	140,000	140,000	0.00%
Commodities	2,740	11,773	12,500	12,500	12,500	12,500	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	132,740	152,981	152,500	152,500	152,500	152,500	0.00%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	625,643	558,065	832,000	832,000	725,000	816,000	-1.92%
Employee Benefits	11,546	11,068	25,500	25,500	25,500	25,500	0.00%
Contractual	139,570	160,275	146,300	158,630	171,236	188,154	28.61%
Commodities	149,647	84,876	250	250	250	250	0.00%
Capital Outlay	95,520	98,990	-	-	-	-	0.00%
Depreciation	-	342	-	-	-	-	0.00%
TOTALS	1,021,926	913,617	1,004,050	1,016,380	921,986	1,029,904	2.57%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

SALARIES AND WAGES

The cost of compensated absences (accrued vacation and sick leave) as projected by the Finance Department. Compensated absences increased slightly in FY2023 due to anticipated retirements.

EMPLOYEE BENEFITS

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

CONTRACTUAL

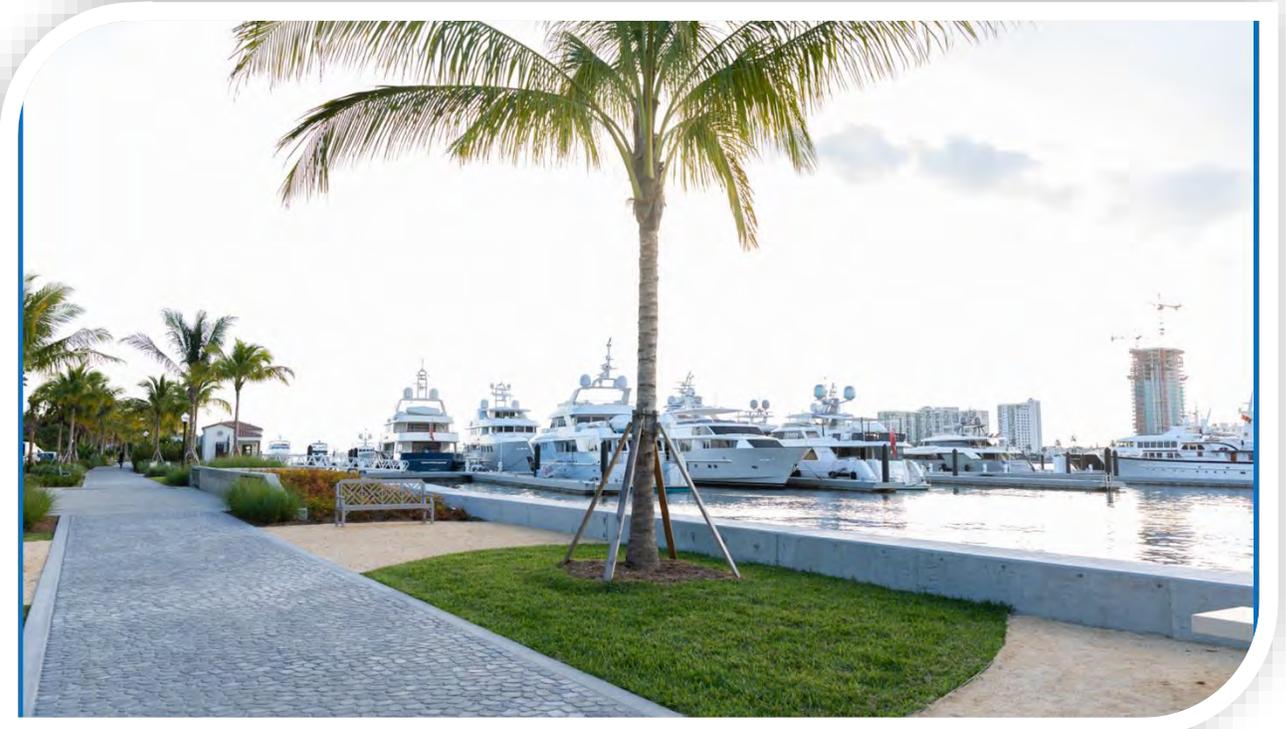
Includes costs associated with employee events and recognition, holiday decorations, and other miscellaneous contracted services.

COMMODITIES

Includes costs associated with boards and committees refreshments



Town Manager



Town Manager’s Office
Town of Palm Beach

PROGRAM: TOWN MANAGER’S OFFICE 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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	565,548	610,984	688,217	688,217	662,776	822,529	19.52%
Employee Benefits	182,919	216,145	244,020	244,020	232,659	260,498	6.75%
Contractual	57,781	16,806	7,700	7,700	41,930	11,450	48.70%
Commodities	6,494	8,482	7,650	7,650	7,650	7,650	0.00%
Depreciation	-	536	-	-	-	-	0.00%
TOTALS	812,741	852,953	947,587	947,587	945,015	1,102,127	16.31%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 budget includes a 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

Includes costs associated with education reimbursement, conference expenses, 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	FY2019	FY2020	FY2021	FY2022	FY2023
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	0.250
Communications Specialist	-	-	-	0.500	0.500
Administrative Manager	0.800	1.000	1.000	1.000	1.000
Administrative Assistant II	1.000	1.000	-	-	-
Administrative Assistant	0.500	0.500	0.500	1.500	1.500
Administrative Clerk	-	-	1.000	-	-
	4.300	4.500	4.500	5.200	5.250

TOWN MANAGER’S OFFICE FY 2023 GOALS

FINANCIAL STABILITY AND PLANNING

- Continue to implement cost-saving measures and identify opportunities to increase non-tax related revenue, while improving operational efficiencies, without compromising the community’s expectation for exceptional public service
- Complete and review water feasibility study. Evaluate water supply and distribution options with an emphasis on service needs, quality and cost. Develop an implementation plan and begin negotiations for a contract with the provider.

COMMUNITY STANDARDS, REGULATIONS AND QUALITY OF LIFE

- Continue the review of the Town Zoning Code and develop a plan with solutions to address the most pressing Town Zoning Code reform needs. Develop a budget and process to include analysis of the existing code, possibly create a steering committee, host multiple public engagement sessions, including charrettes, to solicit community feedback, research impacts and requirements of federal, state and county regulations and prepare recommended code changes, with the assistance of the Planning and Zoning Commission and outside consultants.
- Continue to proactively address construction site violations in an effort to ease parking and traffic-related issues, noise complaints and other associated community concerns, through enhanced regulations and improved code and parking enforcement.

ENVIRONMENT AND RESILIENCY

- Continue to review the second phase of the Woods Hole Group resiliency study. The second phase identified methods to mitigate the impacts of sea-level rise and prioritized solutions. A paramount issue is the amount of freeboard to be established for new construction, substantial improvements, substantial damage properties, and seawall construction. 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.

CAPITAL IMPROVEMENT PROJECTS

- Initiate a strategic crosswalk initiative. This will include an analysis of the current crosswalks on the public roadways and identify new and improved methods and technologies to enhance pedestrian safety. The plan will encompass a budget, funding plan, priority list and long-term implementation strategy.



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Town Clerk



Town Clerk
Town of Palm Beach

PROGRAM: TOWN CLERK 131

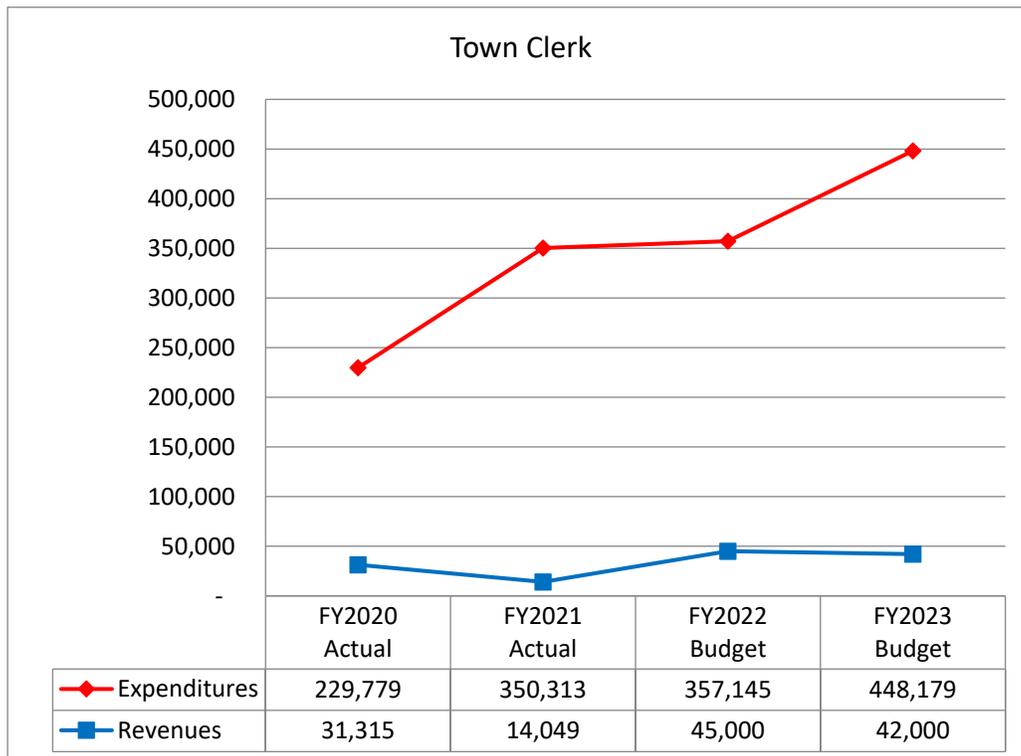
MISSION:

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



Revenue Summary

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Charitable Solicitations Fee	27,640	13,264	40,000	28,000	35,000	-12.50%
Charitable Solicitations Late Filing Fee	3,675	785	5,000	3,500	7,000	40.00%
TOTALS	31,315	14,049	45,000	31,500	42,000	-6.67%

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	119,355	180,909	188,903	188,903	173,898	255,518	35.26%
Employee Benefits	91,835	104,042	106,652	106,652	107,152	129,066	21.02%
Contractual	14,721	61,381	52,370	53,344	36,175	54,875	4.78%
Commodities	3,013	3,126	9,220	9,220	9,020	8,720	-5.42%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	855	855	-	-	-	-	0.00%
TOTALS	229,779	350,313	357,145	358,119	326,245	448,179	25.49%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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, transcription services, staff training, legal advertisements, and codification updates.

COMMODITIES

Commodities include necessary materials and software.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Town Clerk	1.000	1.000	1.000	1.000	1.000
Deputy Clerk	1.000	1.000	1.000	1.000	1.500
Administrative Assistant	0.500	0.500	0.500	0.500	0.500
Administrative Manager	0.200	-	-	-	-
	2.700	2.500	2.500	2.500	3.000

TOWN CLERK FY2022 ACCOMPLISHMENTS

- Records disposition event complete

Fiscal Year 2023 Goals and Performance Measures	
Town Council Budget Priority	Financial Stability and Planning – Continue to implement cost-saving measures and identify opportunities to increase non-tax related revenue, while improving operational efficiencies, without compromising the community’s expectation for exceptional public service
Department Goal	Enhance technological tools to optimize the delivery of exceptional service
Objectives	Complete website redesign and restructure
	Implement new Public Record Request portal
	Implement and deploy digital agenda option for appointed and elected leaders
	Optimize public meeting agenda process software
	Implement digital applications for Charitable Solicitations and Special Event permits

Town Clerk Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY2023
Public records requests	320	365	803	826	825
Meetings attended and minutes taken	45	57	32	79 ¹	80
Charitable solicitation permits	102	124	51	78	100
All other permits	23	18	6	13	20
Board/Commission applications processed	42	63	53	45	50
Trainings and seminars attended	25	0	3	14	20

¹ Planning, Zoning, and Building Department public meetings now clerked by the Town Clerk’s Office



Advice and Litigation



Advice and Litigation
Town of Palm Beach

PROGRAM: ADVICE AND LITIGATION 1 2 2

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	365,667	359,863	365,000	404,258	456,885	365,000	0.00%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	365,667	359,863	365,000	404,258	456,885	365,000	0.00%

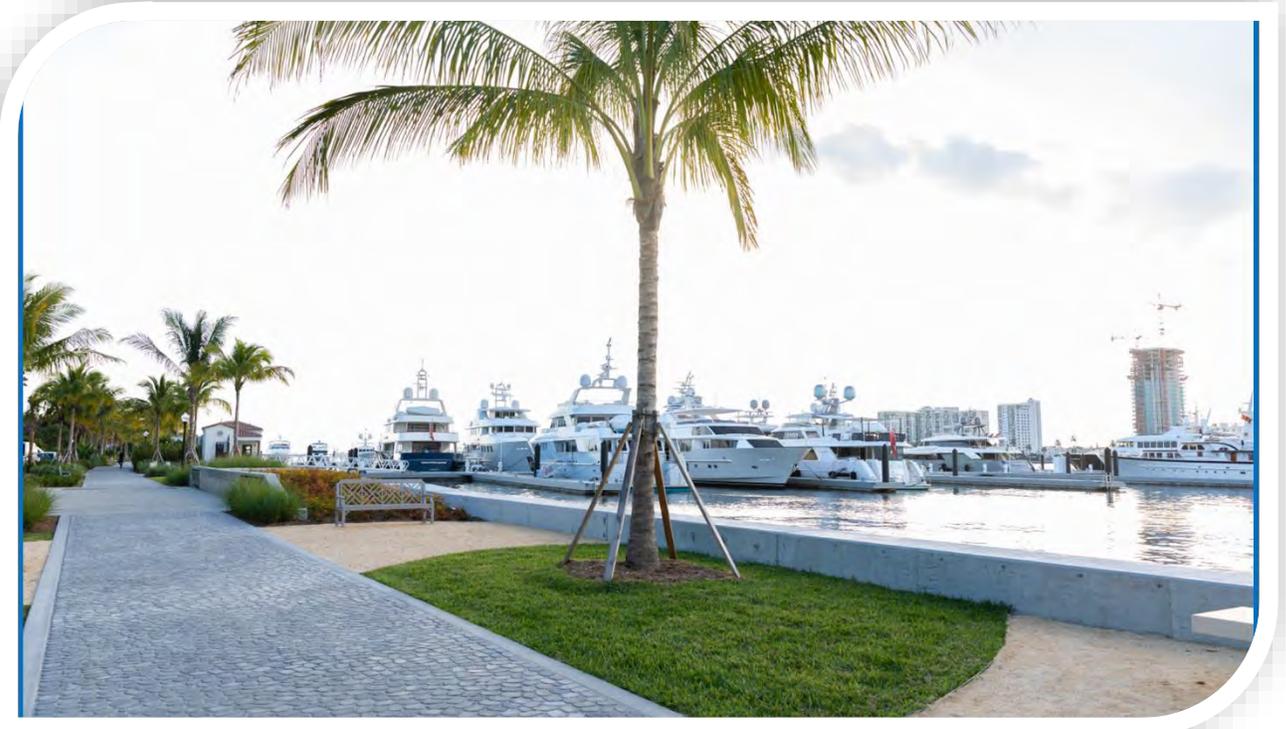
*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

CONTRACTUAL

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



Information Technology



PROGRAM: INFORMATION TECHNOLOGY 125

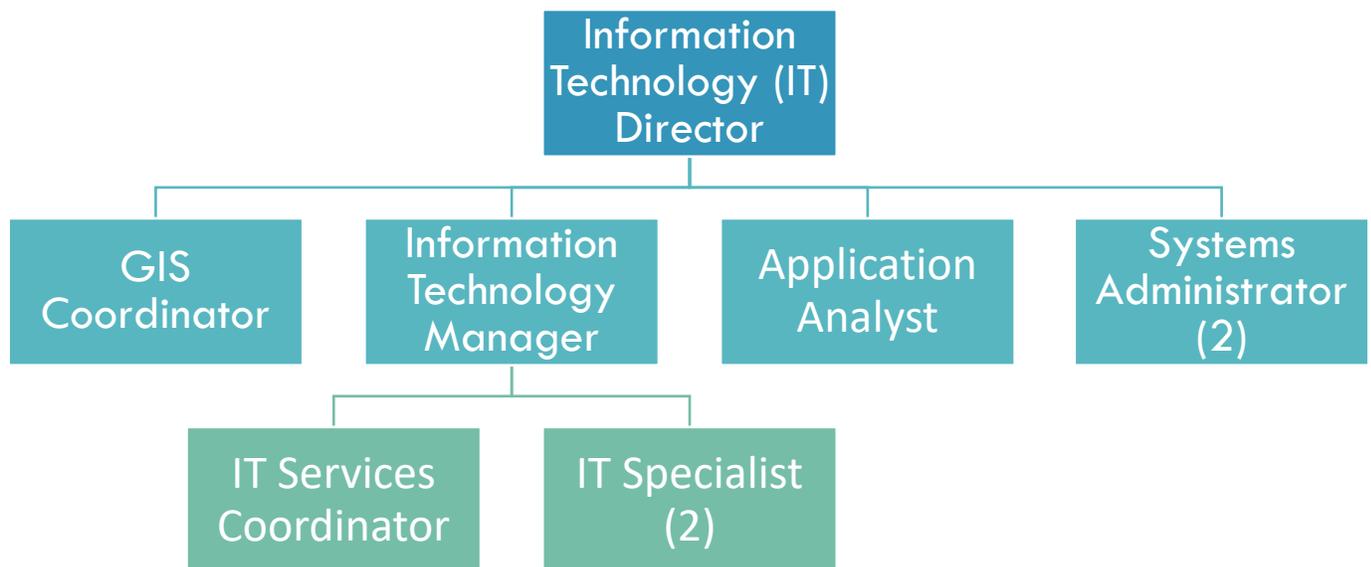
MISSION:

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	745,201	709,759	780,091	780,091	779,591	920,138	17.95%
Employee Benefits	327,707	339,583	343,315	343,315	350,779	399,743	16.44%
Contractual	1,182,788	1,173,377	1,593,853	1,695,817	1,541,100	1,985,840	24.59%
Commodities	48,137	123,095	142,300	200,738	98,220	167,200	17.50%
Capital Outlay	10,117	35,047	5,000	5,000	20,000	175,000	3,400.00%
Depreciation	143,847	169,875	207,759	207,759	207,759	196,698	-5.32%
TOTALS	2,457,796	2,550,736	3,072,318	3,232,720	2,997,449	3,844,619	25.14%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 Cloud services.

COMMODITIES

Increase due to Computer Software licensing purchases.

CAPITAL OUTLAY

Capital Outlay costs increased due to need of Technology refresh for IT server environment, Council Chambers, Town Training facility (EOC), and Public Works conference room.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Div. Director of Information Technology	-	-	-	-	1.000
Information Technology Manager	-	-	-	-	1.000
Information Technology Director	1.000	1.000	1.000	1.000	-
Assistant IT Director	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
IT Services Coordinator	-	-	-	-	1.000
IT Applications Specialist	-	-	-	-	1.000
IT Public Safety Specialist	-	-	-	-	1.000
Information Technology Specialist	3.000	3.000	3.000	3.000	1.000
	8.000	8.000	8.000	8.000	9.000

Information Technology
Town of Palm Beach

INFORMATION TECHNOLOGY FY2022 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
- Created new GIS department
- Completed migration to Office 365 for all Town users
- Deployed new secured VPN access for remote employee access to Town resources
- Completed the deployment of new MDTs (computers) for Public Safety vehicle fleet
- Contracted penetration test and internal vulnerability assessment and started implementation of recommendations
- 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
- Physically secured network closet.
- Audited access to network equipment at all locations and why.
- Clean up legacy accounts; consolidate accounts; remove personal accounts from services
- Devise a schedule to routinely change Service Account Passwords
- Mandate a change of all Service and Admin account passwords when an IT Staff member leaves the organization
- Implemented Multi-Factor Authentication
- Implemented consistent patching process for Point-Of-Sale systems and MDTs to minimize disruptions and downtime. This should be a combination of process and technology.
- Remediated exposed file server. Continue to review and pursue a resolution to this issue.
- Shored up DNS protection as needed
- Remediated exposed Firewall and remediate this issue with Sentinel
- Implemented a more reliable connection for MDTs.
- Created DMZ
- Filled Applications Specialist and Public Safety Specialist roles.

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Systems availability	99.99%	99.99%	99.99%	99.99%	99.99%
Avg work order response time (in hours)	3.4	4.9	1.8	1	1
Work orders completed	1,754	2,100	1,640	2,227	2,200
IS staff training (in hours)	456	232	112	129.5	150

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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Virus infections	3	12	0	0	0
Firewall issues	0	0	0	0	0
Policy violations	0	0	0	0	0
SPAM blocked/quarantined	1,095,000	989,863	869,689	1,121,557	1,350,000



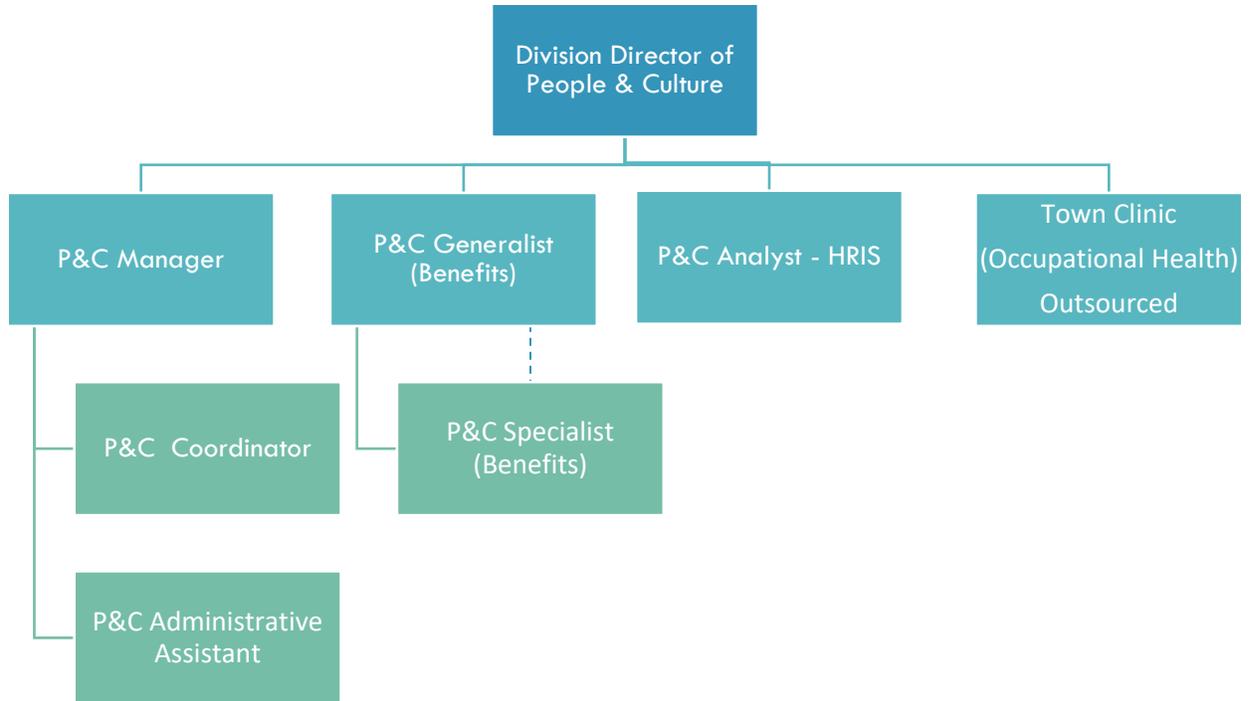
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People and Culture



PEOPLE AND CULTURE ORGANIZATION CHART



Goal #1:

Establish a pandemic resilent and aspirational workplace, beginning with transforming the reputation and purpose of the Town of Palm Beach Human Resource department from a highly efficient and technically competent administrative hub to a formally integrated people and culture business partner that projects the highest quality of standards and cost-efficiencies to the internal and external marketplace.

Objective:

Rebrand the department from Human Resources to "People and Culture", with an emphasis on building an optimal work culture that maximizes employee engagement and performance and attracts the highest quality external candidates

Objective:

Establish and socialize a robust employee life cycle model that attracts, onboards, develops, supports, rewards, advances and retains employees throughout their journey with the Town.

Objective:

Establish a strategic workforce planning model in all eight departments

Objective:

Further streamline the recruitment and selection process through elimination of stumbling blocks and increased engagement with departments

Objective:

Refresh orientation program and develop continual onboarding program

Objective:

Establish an organizational development strategy, including leadership training and individual training plans

Goal #1 (continued):

Establish a pandemic resilient and aspirational workplace, beginning with transforming the reputation and purpose of the Town of Palm Beach Human Resource department from a highly efficient and technically competent administrative hub to a formally integrated people and culture business partner that projects the highest quality of standards and cost-efficiencies to the internal and external marketplace.

Objective:

Expand rewards, recognition and benefits for Town employees including:

- Compensation review of 100% of Public Safety and 33% of general employees
- Job description renewal for 33% of general employees
- Policy renewal in at least 8 key areas

Objective:

Expand progression and performance programs through establishing:

- Career pathing program
- Supervisor assessment program

Objective:

Develop employee retention initiatives including:

- Continuing the employee engagement surveys
- Establishing social recognition practices
- Improve retention behavior training for managers
- Expanding employee communication methods
- Establishing a hybrid work environment policy

Objective:

Accelerate digital records management through enhanced use of Office 365, NeoGov and SharePoint technologies

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

PROGRAM: PEOPLE AND CULTURE 123

MAIN ACTIVITIES:

- The People & Culture Department’s primary purpose is to establish a pandemic resilient and aspirational workplace that projects the highest quality of standards and cost-efficiencies to the internal and external marketplace.
- Through its robust **employee life cycle model** that attracts, onboards, develops, supports, rewards advances and retains employees throughout their journey with the Town, its role as a key business partner for all Town Departments will establish the Town of Palm Beach as the premiere workplace of choice for the next generation of top municipal public service talent.

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	345,746	296,262	362,570	362,570	367,000	489,251	34.94%
Employee Benefits	167,703	188,201	204,968	204,968	215,326	241,641	17.89%
Contractual	108,441	84,055	155,416	166,501	96,844	108,135	-30.42%
Commodities	6,199	4,925	6,569	6,569	6,905	10,037	52.79%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	628,089	573,443	729,523	740,608	686,075	849,064	16.39%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 budget includes a COLA increase and pay for performance increases. It also includes the results of a FY 22 market review and reclassification of two positions and reflects a shift of Risk Management to the Finance Department.

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 the shift of all pre and post employee testing and related services to the new Town Clinic in the Health budget. Expenses include employee training, recognition and engagement; mayor reception; investigative services and archiving; criminal background checks and increased advertising.

COMMODITIES

Increase reflects increase in cost for training and technical workshops in the post-COVID environment.

People and Culture
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Assistant Town Manager	-	-	-	0.200	0.250
Division Director of People & Culture	-	-	-	0.500	0.600
People & Culture Manager	-	-	-	-	0.900
Director of Human Resources	0.776	0.496	0.496	-	-
Assistant Director of Human Resources	0.600	0.500	0.500	-	-
People & Culture Generalist (Benefits)	-	-	-	0.900	0.150
People & Culture Analyst - HRIS	1.800	1.800	1.800	1.000	0.900
People & Culture Coordinator	0.350	0.350	0.350	0.900	0.900
Communications Specialist	-	-	-	0.500	0.500
People & Culture Admin Assistant	-	-	-	0.400	0.850
People & Culture Specialist (Benefits)	1.065	0.625	0.625	-	0.150
	4.591	3.771	3.771	4.400	5.200

PEOPLE AND CULTURE FY2022 ACCOMPLISHMENTS

Strategy

- Established an 18-month strategic plan with a robust 2025 end state and 18-month set of goals and objectives.
- Commenced rebrand of Human Resources to People & Culture with 30 in-person presentations with Town Staff.

Talent Attraction

- Partnered with NeoGov to implement an “Attract” module aimed at proactively attracting people who may not be actively applying for new positions which emphasizes our brand.
- Began active postings with rebrand approach on LinkedIn resulting in 367 new followers in the last year.
-

Recruitment & Selection

- 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 amongst them.
- Began partnering with Career Source as an additional resource for recruitment and selection.

Onboarding

- Re-commenced the full day orientation session for new staff following the COVID-19 hiatus.
- Began the design of a one-year onboard process for new employees and a full-day first day orientation.

Learning & Development

- Implemented a new learning management system that contains a built-in course creator which all departments have access to, that will 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.
- Distributed and audited compliance training including Palm Beach County Ethics, Preventing Sexual Harassment, and Bloodborne Pathogen training.

People and Culture

Town of Palm Beach

Reward, Recognition & Benefits

- Completed over 100% of Public Safety & 20% of General employee position market compensation studies and related classifications (as necessary).
- Maintained level funding for the 10th consecutive fiscal year for the Town's dental insurance program.
- 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.
- Continued the establishment of protocols, and a revised workplace guide, while adhering the CDC guidelines, for handling pandemic related impacts to Town policies and employment conditions arising from pandemic conditions.
- Continued the management 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.
- Aided 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.
- Regular 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. Resumed onsite, in-person Defined Contribution program 1:1 meetings for employees.
- Provided an onsite dermatology option to employees in two locations.
- Promoted flu shots to employees and provided onsite flu shot clinic.
- Organized and 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.
- Distributed promotional Town-logo and wellness program items and wellness information for all employees to promote awareness to sun safety, hydration, healthy fruits, and exercise and mindfulness of personal health.
- Conducted onsite biometrics screenings for employees during the open enrollment period. Coordinated with lab for reporting of all offsite testing results.
- Conducted outreach to Town Retirees providing online web-based benefit resources, notices, and evaluation of services rendered by contracted administration.
- Underwent a Request for Information Process and confirmed a new external provider to manage the new Town Clinic
- Through collaboration with Fire Rescue and the Union, secured a verbal agreement to extend the Union contract for another year with no changes.
- Began the establishment of a mental wellness program at the Town, initially through Public Safety (Fire Rescue).

Progression & Performance

- 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.
- Introduced Career Pathing program for employees
- Introduced Supervisory Assessments to gain a 360-return review of supervisors.

Retention & Separation

- Introduced Employee Engagement Survey and provided feedback to surveys to all department
- Began the process of policy renewal through the establishment of a policy database and a request for participation in a policy working group. Begun modifying key, time-sensitive policies.
- In cooperation with the VIEW Committee Co-Chairs, assisted in the facilitation of three VIEW events (Cinco de Mayo, Juneteenth, Pride Month).

People and Culture
Town of Palm Beach

- Created informational retirement folders and developed a more formal process for employees retiring from the Town that reviews benefit options, paperwork completion, and questions regarding their next steps.

People & Culture Information and Employee Support Systems

- Continued the automation of processes while ensuring accuracy, and providing for accurate administration of employee benefit, retirement, recruitment, and compensation matters remotely without service impairments.
- 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
- Established a new TownNet (Intranet) facility to replace the old Intranet.
- Facilitated an enterprise version of Survey Monkey such that all Departments could undertake their own survey using a more advanced version of technology
- Participated in the pre-positioning for the ERP Governance Team to establish the new ERP.

Fiscal Year 2023 Goals and Performance Measures					
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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Number of workplace training and online classes offered (includes continuing education for Palm Beach County Commission on Ethics)	50	9 ¹	17 ¹	44	30
Workplace training attendees	845	587	802	1216	863
Tuition reimbursement program participants	8	12	10	6	9

¹ In class sessions were reduced due to pandemic conditions

People and Culture
Town of Palm Beach

Town Council Budget Priority	Continue to implement cost-saving measures and identify opportunities to increase non-tax related revenue, while improving operational efficiencies, without compromising the community's expectation for exceptional public service				
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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Total fiscal year end health insurance plan cost	\$5,393,479	\$5,364,349	\$6,929,900	\$7,672,801	\$7,378,401
% change in total health insurance plan cost	-8.7	-0.5%	15.8%	9.7%	-4.0%
Average annual insurance plan enrollment (employees and retirees)	432	422	412	414	420
Town cost per employee/retiree per year based on total plan costs less employee/retiree contributions	\$8,436	\$8,916	\$11,489	\$14,698	\$14,000
Number of benefit and retirement orientation trainings offered to new employees	34	44	61	51	48
Number of open enrollment meetings held	2	8	3	5	2
Number of open enrollment and/or other benefit changes processed	234	215	136	177	190
Number of claim issues managed	88	90	85	50	50

People and Culture
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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Annual turnover	10%	11%	13%	12%	12%
Number of advertised positions	42	26 ¹	39	43	41
Number of applications received	3,767	2,601	4,412	3,354	3,533
Number of pre-employment selection tests offered	1,180	941	905	1,120	1,036
Number of qualified applicants interviewed	564	561	620	971	679
Average number of calendar days from posting to offer	72	70	68	66	69
Total number of hires into budget approved positions:	38	59	62	59	55
Full-time	31	46	53	53	45
Part-time	0	0	1	2	2
Part-time partial benefits	2	6	0	0	2
Temporary	5	7	8	4	6
Number of orientation sessions held	3	2	0	2	8

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

People and Culture
Town of Palm Beach

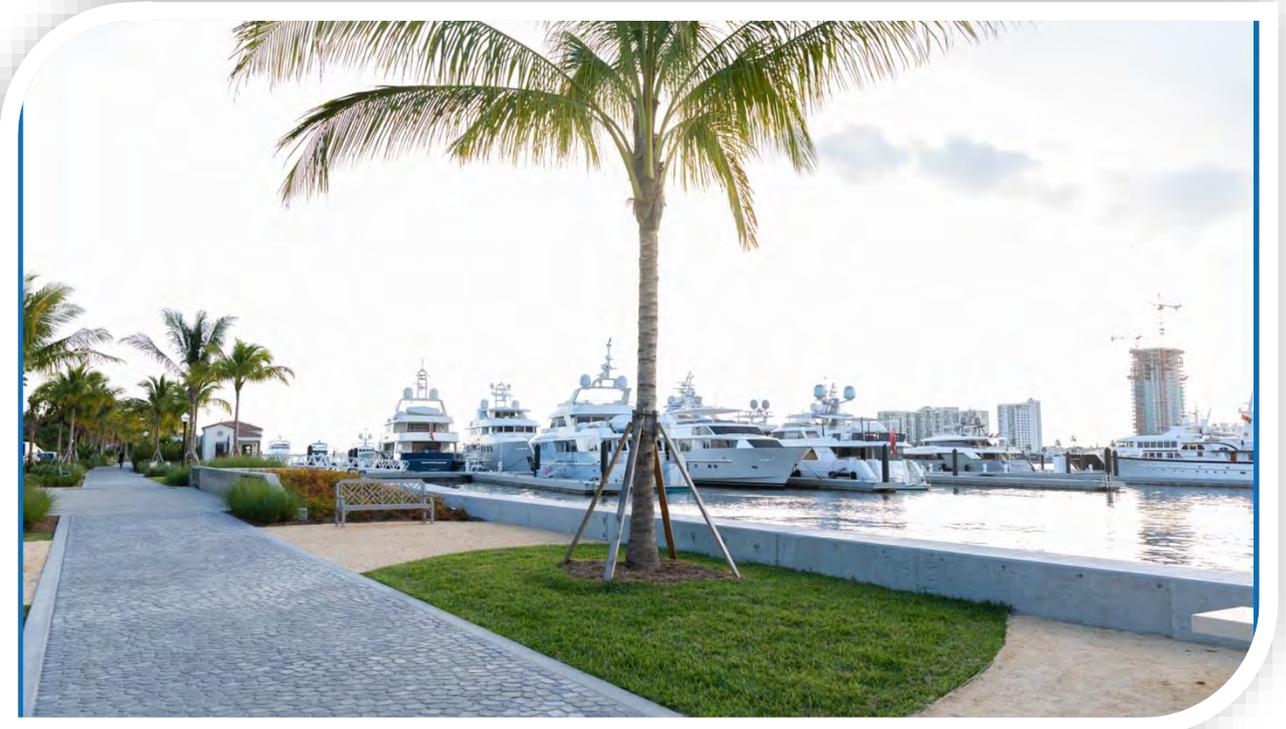
Human Resources Department Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Number of public record requests received and processed	162	195	87	84	132
Number of employment verifications received	77	128	185	115	126
Number of personnel action forms processed	520	439	517	583	515
Number of non-town employment disclosures received	71	117	64	73	81
Number of acceptance of favors or gratuities disclosures received	177	203	212	447	260
Number of unemployment claims received	5	5	18	13	10
Savings from protested unemployment claims	\$3,336	\$8,350	0	0	0

¹Occurrences reduced due to pandemic conditions

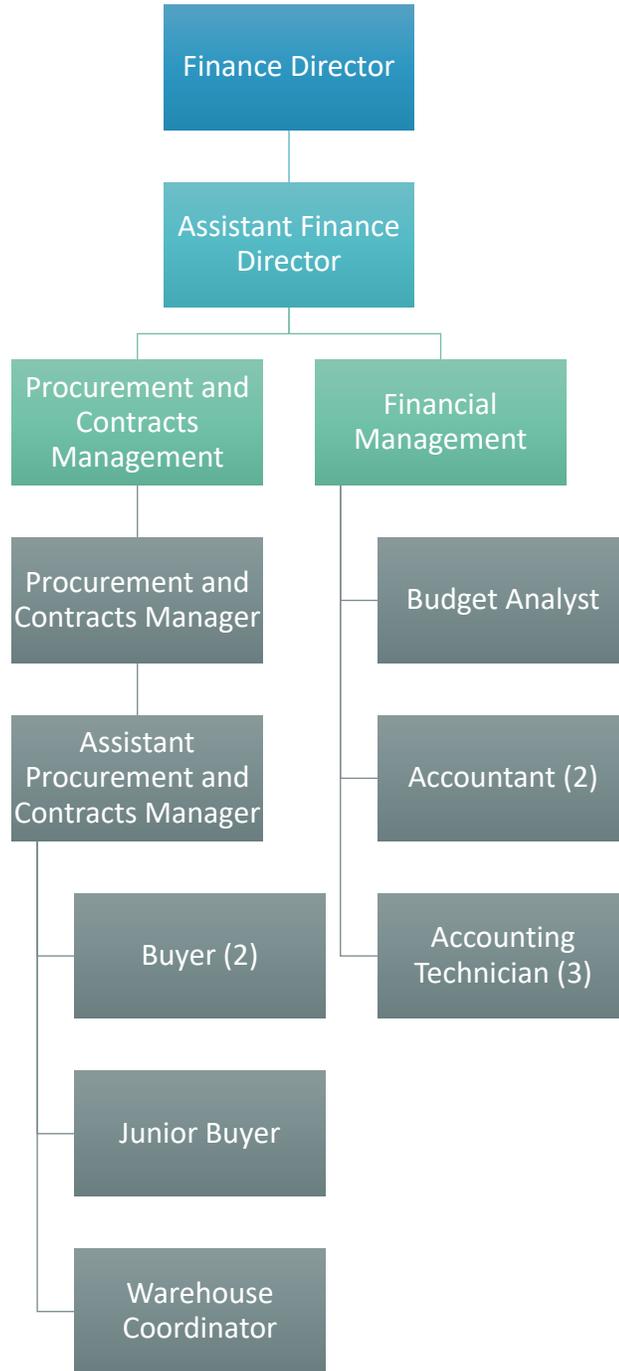
²Process implemented in the last 6 weeks of the Fiscal Year



Finance



FINANCE DEPARTMENT ORGANIZATION CHART



FINANCE DEPARTMENT FY2023 GOALS

Goal #1:

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

Objective: Develop a long-term plan to address and mitigate the impacts of sea level rise

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

Objective: 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

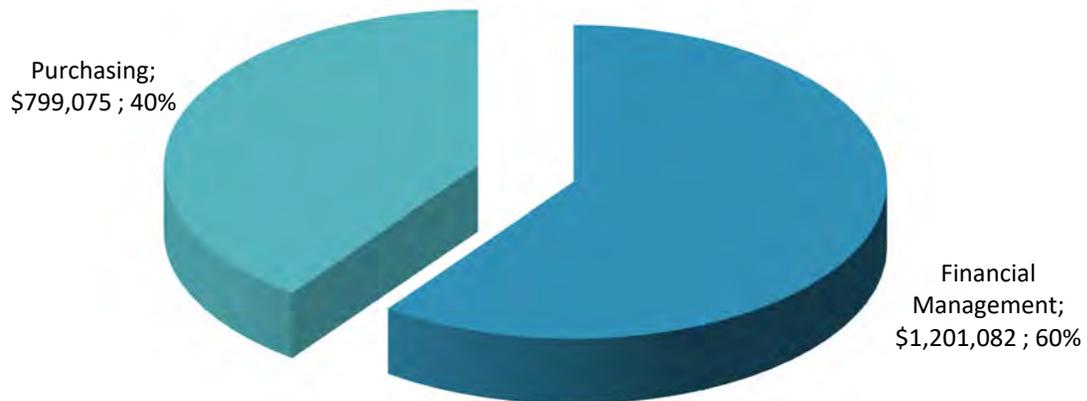
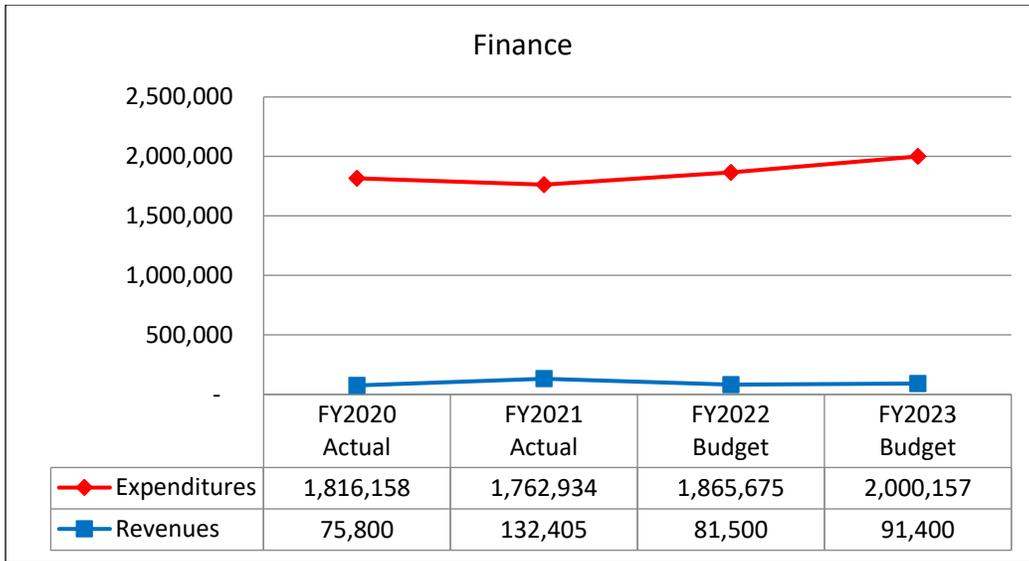
	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Taxi Permits	1,125	225	900	900	900	0.00%
Newsrack Enclosure Admin Fee	700	380	600	600	500	-16.67%
Lien Search Fee	73,975	131,800	80,000	100,050	90,000	12.50%
	75,800	132,405	81,500	101,550	91,400	12.15%

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	1,073,383	1,048,176	1,131,258	1,131,258	1,121,313	1,246,862	10.22%
Employee Benefits	574,265	548,465	564,616	564,616	565,815	581,094	2.92%
Contractual	138,987	136,878	144,025	145,420	126,575	145,825	1.25%
Commodities	25,670	25,561	22,450	22,450	20,325	23,050	2.67%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	3,854	3,854	3,326	3,326	3,326	3,326	0.00%
TOTALS	1,816,158	1,762,934	1,865,675	1,867,070	1,837,354	2,000,157	7.21%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

Finance Department
Town of Palm Beach



	FY2020	FY2021	FY2022	FY2023
Total Full Time Equivalent Employees	14.689	13.689	13.689	13.539

Finance Department
Town of Palm Beach

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	593,604	614,559	654,945	654,945	645,000	723,647	10.49%
Employee Benefits	306,386	308,046	311,998	311,998	313,197	336,821	7.96%
Contractual	123,445	121,514	126,700	128,095	108,775	126,800	0.08%
Commodities	12,702	11,957	13,700	13,700	11,625	13,500	-1.46%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	314	314	314	314	314	314	0.00%
TOTALS	1,036,450	1,056,390	1,107,657	1,109,052	1,078,911	1,201,082	8.43%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 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.

COMMODITIES

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

DEPRECIATION

Depreciation includes a folding machine

Finance Department
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Finance Director	0.850	0.850	0.850	0.850	0.750
Assistant Finance Director	0.975	0.975	0.975	0.975	0.975
Budget Analyst	0.950	0.900	0.900	0.900	0.900
Accounting Technician	2.964	2.964	2.964	2.964	2.914
Accountant	2.800	2.000	2.000	2.000	2.000
	7.739	7.689	7.689	7.689	7.539

FINANCE DEPARTMENT FY2022 ACCOMPLISHMENTS

- Worked with the Town Manager and staff to prepare the FY2023 budget, which resulted in an increase in operating expenditures of 10.81%. The adopted millage rate was 7.02% less than FY2022, resulting in a tax decrease for homesteaded properties.
- Awarded the Certificate of Achievement for Excellence in Financial Reporting for the 34th consecutive year by the Government Finance Officers Association of the United States and Canada
- Awarded the Distinguished Budget Presentation Award for the 30th year by the Government Finance Officers Association of the United States and Canada.
- Developed a 10-year long-term financial plan forecast. The forecast was used to develop the FY2023 budget.
- Developed a Popular Annual Financial Report (PAFR).
- Implemented GASB 87, Accounting for Leases.

Fiscal Year 2023 Goals and Performance Measures	
Town Council Budget Priority	Continue to review the second phase of the Woods Hole Group resiliency study. The second phase identified methods to mitigate the impacts of sea level rise and prioritized solutions. A paramount issue is the amount of freeboard to be established for new construction, substantial improvements, substantial damage properties and seawall construction. 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.
Department Goal	Develop financial policies and plans to address future needs of the Town
Objective	Develop a long-term plan to address and mitigate the impacts of sea level rise

Finance Department
Town of Palm Beach

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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Town's annualized blended return	3.40%	3.24%	0.12%	-4.62%	1.0%
Town's benchmark return	3.75%	3.30%	-0.12%	-4.72%	0.75%

Finance Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
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	88.0%	84.2%	82.8%	83.6%	85.0%

PROGRAM: PROCUREMENT AND CONTRACTS MANAGEMENT 144

MISSION:

The Procurement and Contracts Management 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 FY22. The AEP Award demonstrates to their leadership, governing body and the public that they exceed the highest standards in innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement organization. This is the second AEP Award made to the Town.

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 through RFP's, RFQ's and ITB's
- Coordinate solicitation documents, award documents and agenda preparation for all sourced items
- Administer the Town Purchasing Card Program
- Prepare contracts/agreements 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
- Provide internal stakeholder training and to the vendor community

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	479,779	433,617	476,313	476,313	476,313	523,215	9.85%
Employee Benefits	267,880	240,419	252,618	252,618	252,618	244,273	-3.30%
Contractual	15,542	15,365	17,325	17,325	17,800	19,025	9.81%
Commodities	12,968	13,604	8,750	8,750	8,700	9,550	9.14%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	3,540	3,540	3,012	3,012	3,012	3,012	0.00%
TOTALS	779,708	706,545	758,018	758,018	758,443	799,075	5.42%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

Finance

Town of Palm Beach

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 FY2023 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

A slight increase was proposed for training. Training is seen as a best practice for Procurement as solicitations are more complex. Town Purchasing implemented an E-Bidding Platform for solicitations and Contract Management.

COMMODITIES

Estimates for commodities remain the same based on current market conditions

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Procurement and Contract Mgr	1.000	1.000	1.000	1.000	1.000
Asst Procurement and Contract Mgr	1.000	1.000	1.000	1.000	1.000
Senior Buyer	-	-	1.000	1.000	1.000
Buyer	1.500	2.000	1.000	1.000	1.000
Purchasing Technician	1.000	-	-	-	-
Junior Buyer	-	1.000	1.000	1.000	1.000
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Purchasing Coordinator	1.000	1.000	-	-	-
Courier/Warehouse Assistant	0.500	-	-	-	-
	7.000	7.000	6.000	6.000	6.000

PURCHASING DEPARTMENT FY2022 ACCOMPLISHMENTS

- Updated Purchasing Policy and Procedures Manual – Administrative Procedure No. 1-22-1
- Sought cost avoidance in new contracts through negotiations in the amount of \$308,767.15
- Purchasing expanded the use of the E-Bidding and E-Contract Management Software during FY22. 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. Both the E-Bidding Platform and Contract Management Software were reviewed by the Office of the Inspector General.
- 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.

Finance

Town of Palm Beach

- 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.
- Incorporated the use of Subject Matter Experts to participate on Selection Committees for solicitations both from the private and public sectors.
- The Procurement and Contract Manager continued the responsibility to write Town Council Agenda Items related to all purchasing related items for all departments.
- During FY22, 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 procurement and contract agent and procurement and contract agent 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.
- 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.
- Staff has attended monthly meetings of the NIGP Cooperative within the South Florida region.
- The Procurement and Contract Manager presented at FAPPO, Florida Association of Public Procurement Officers, during the spring and fall conference and presented to the National Procurement Institute during the annual conference. The Procurement and Contract Manager has been elected to serve as a director for the National Procurement Institute.
- Increased spending on purchase cards to garner greater rebate for use of bank card at end of calendar year. The full expenditure for 2022 is based on calendar year vs. fiscal year. We are anticipating expenditures in excess of \$2,200,000 for the calendar 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 2023 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 Contact 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 FY20	Actual FY21	Actual FY22	Projected FY23
Vendor Performance Evaluations	18	95	87	150

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	Actual FY22	Projected FY23
Number of employees trained	68	52	47	62	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 FY20	Actual FY21	Actual FY22	Projected FY23
Surveys completed by Town end users	67	59	76	100

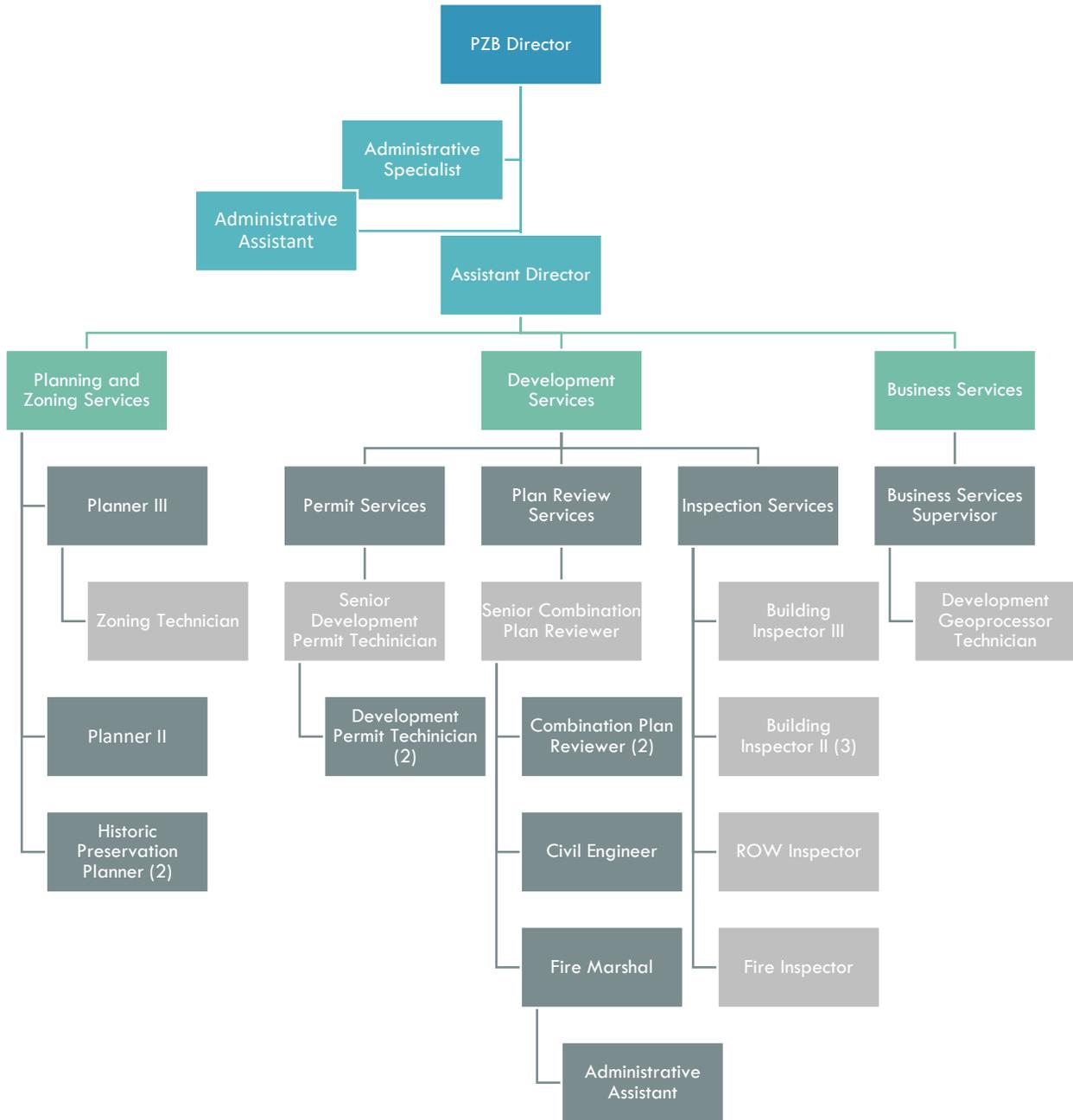
Purchasing Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Purchase orders written	1,146	1,128	1,210	1,341	1,250
Total Value of Purchase Orders Issued	\$17,030,480	\$114,525,812	\$53,271,917	\$165,508,133	\$50,000,000
Formal bids, RFPs, RFQs	40	28	37	24	50
Purchase orders (\$2,500 - \$14,999)	342	326	372	-	-
Purchase orders (\$3,500-\$35,000)				511	500
Purchase orders (\$15,000 - \$35,000)	110	136	143	-	-
Purchase order \$35,000 - \$65,000				92	100
Purchase orders > \$65,000				738	800
Warehouse –# of issues	1,930	1,704	2,318	2,697	2,500
Dollars spent using purchasing cards	\$1,802,663	\$1,990,270	\$1,127,886	\$2,036,083	\$2,000,000
# of Credit Card Transactions	-	4,241	2,848	5,331	5,500
Credit Card Rebate	\$4,673	\$22,533	\$25,591	\$21,387	\$27,000
Surplus sales	\$193,181	\$39,809	\$112,961	\$59,088	\$100,000
Cost avoidance	\$444,624	\$1,556,554	\$708,673	\$308,767	\$500,000



Planning and Zoning



PLANNING, ZONING AND BUILDING ORGANIZATIONAL CHART



PLANNING AND ZONING 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

	2020 Actual	2021 Actual*	2022 Budget	2022 Projected	2023 Budget	% Change
Business Tax Receipts	781,754	776,348	777,000	820,582	825,000	6.18%
Business Tax Receipt Penalties	32,149	29,362	30,000	34,383	35,000	16.67%
Building	6,606,842	-	-	-	-	0.00%
Electrical	138,809	-	-	-	-	0.00%
Plumbing	61,266	-	-	-	-	0.00%
Permit Processing	21,190	-	-	-	-	0.00%
Permit Penalty	25,888	-	-	-	-	0.00%
Except/Var. App.	265,707	316,266	275,000	607,922	500,000	81.82%
Reinspection Fees	1,510	-	-	-	-	0.00%
Abandonments	(205)	(194)	-	3,785	1,000	100.00%
Architectural Fees	253,542	479,666	280,000	560,800	450,000	60.71%
Landmarks Submittal	45,405	71,900	45,000	79,500	70,000	55.56%
Mechanical Permits	158,119	-	-	-	-	0.00%
Contractor Registration Fee	6,725	-	-	-	-	0.00%
Miscellaneous Permit Fees	7,500	-	-	-	-	0.00%
Building Permit Search Fee	55,650	-	-	-	-	0.00%
Permit Revision Fee	178,600	-	-	-	-	0.00%
Right Of Way Permits	1,026,273	664,062	600,000	834,650	750,000	25.00%
Flood Plain Mgmt Permit Fee	11,250	450	-	-	-	0.00%
County Occ. Licenses	16,016	20,014	15,000	15,000	15,000	0.00%
Tent Permits	19,312	4,072	15,000	15,000	15,000	0.00%
Bldg. Insp. Fund Fees	10,602	-	-	-	-	0.00%
Radon Gas	7,143	-	-	-	-	0.00%
Code Compliance Fines	122,790	214,625	175,000	150,000	150,000	-14.29%
Code Compliance Admin Fee	1,925	1,775	4,500	5,325	4,500	0.00%
Credit Card Cust. Surcharge	14,614	28,176	15,000	25,000	20,000	33.33%
	9,870,375	2,606,522	2,231,500	3,151,947	2,835,500	27.07%

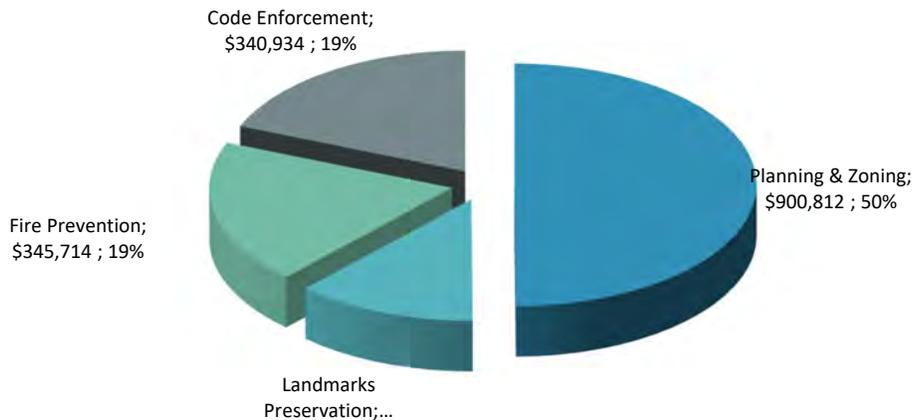
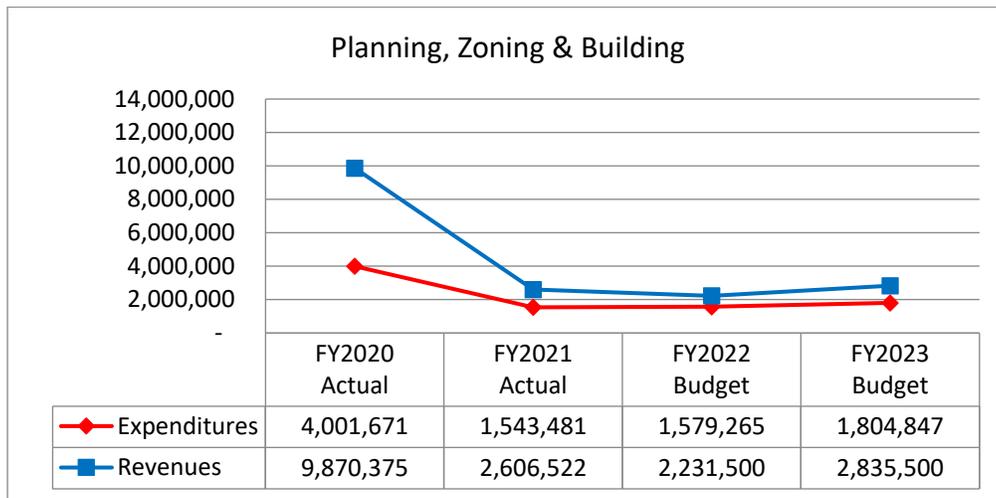
*In FY2021 two programs were moved from the General Fund into the new Building Enterprise Fund

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	1,661,885	756,523	841,524	841,524	778,594	912,641	8.45%
Employee Benefits	973,322	347,795	342,909	342,909	348,313	398,571	11.89%
Contractual	1,221,080	407,299	366,457	373,499	510,358	463,408	26.46%
Commodities	40,487	25,459	22,420	22,967	22,540	25,620	14.27%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	104,897	6,404	5,955	5,955	5,955	4,607	-22.64%
TOTALS	4,001,671	1,543,481	1,579,265	1,586,854	1,665,760	1,804,847	14.28%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

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



	FY2020	FY2021*	FY2022	FY2023
Total Full Time Equivalent Employees	25.750	9.100	9.350	7.5

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

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	287,312	347,019	400,549	400,549	356,741	425,027	6.11%
Employee Benefits	131,420	135,985	180,762	180,762	181,962	179,285	-0.82%
Contractual	365,887	306,167	203,800	210,006	351,950	286,500	40.58%
Commodities	7,904	9,166	8,700	8,700	7,500	10,000	14.94%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	170	-	-	-	-	-	0.00%
TOTALS	792,693	798,337	793,811	800,017	898,153	900,812	13.48%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 legal services, general planning activities, and concurrency studies per state law.

COMMODITIES

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

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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	-
Zoning Technician	0.500	-	0.500	-	0.500
Planning Administrator	0.400	0.400	-	-	-
Planner III	-	-	-	-	1.000
Planner I	-	-	-	0.500	0.500
Administrative Specialist	0.500	0.500	0.500	0.500	0.500
Administrative Assistant	0.500	0.500	-	0.500	-
Historic Preservation Planner	-	-	0.400	0.400	0.400
	3.600	3.450	3.450	3.950	3.950

PLANNING & ZONING FY2022 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 2023 Goals and Performance Measures	
Town Council Budget Priority	Community Standards, Regulations and Quality of Life - Continue the review of the Town Zoning Code and develop a plan with solutions to address the most pressing Town Zoning Code reform needs.
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
Objectives	Continue to reduce the number of permits and forms used throughout the department

Planning & Zoning Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Comprehensive Plan amendments processed	1	1	1	1	1
Zoning amendments processed	14	2	7	7	10
Development review application processed	74	61	94	99	100
ARCOM applications processed	125	65	170	203	225
ARCOM Staff approvals processed	396	478	778	586	600
LPC Staff approvals processed	N/A	N/A	N/A	168	150
# of Business Tax receipts issued	1,729	1,635	1,678	1,710	1,710
# of new business applications processed	224	130	208	208	200
# of records request processed	3,026	1,595	2,183	2,010	2,000

Planning and Zoning
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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	20,745	37,633	43,405	43,405	30,688	40,819	-5.96%
Employee Benefits	29,805	16,423	17,828	17,828	15,967	17,268	-3.14%
Contractual	76,162	84,264	140,500	140,500	137,000	156,000	11.03%
Commodities	249	1,095	2,300	2,300	2,800	3,300	43.48%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	126,961	139,415	204,033	204,033	186,455	217,387	6.55%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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	FY2019	FY2020	FY2021	FY2022	FY2023
Director	0.050	0.050	0.050	0.050	0.050
Assistant Director	-	0.050	0.050	0.050	0.050
Historic Preservation Planner	-	-	0.300	0.300	0.300
Administrative Assistant	0.500	0.500	-	-	-
Planning Administrator	0.300	0.300	-	-	-
	0.850	0.900	0.400	0.400	0.400

LANDMARKS PRESERVATION FY2022 ACCOMPLISHMENTS

- All certificates of appropriateness applications available for viewing on the web

Fiscal Year 2023 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	Actual FY22	Projected FY23
Number of historically significant buildings preserved under this program	1	24	14	14

Landmarks Preservation Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
# of COA Applications processed	34	34	33	70	70
# of properties designated as Landmarks	5	4	6	15	15
# of Landmarks staff approvals processed	114	128	165	168	168

Planning and Zoning
Town of Palm Beach

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	197,273	204,729	219,610	219,610	219,160	244,915	11.52%
Employee Benefits	79,614	79,844	63,631	63,631	65,631	81,081	27.42%
Contractual	10,306	13,081	17,697	17,697	17,348	15,898	-10.17%
Commodities	2,124	7,792	3,820	3,820	3,820	3,820	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	289,318	305,446	304,758	304,758	305,959	345,714	13.44%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 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.

COMMODITIES

Remained constant

Planning and Zoning
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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	0.375	0.375
	2.500	2.500	2.500	2.375	2.375

FIRE PREVENTION PROGRAM FY2022 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

Fiscal Year 2023 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 complete an annual fire prevention inspection on at least 95% of all commercial and multi-family properties		
Performance Measures	Actual FY21	Actual FY22	Projected FY23
Percentage of annual fire prevention inspections on all commercial and multi-family properties	63%*	100%	100%
Number of false fire alarms (NFIRS 700 class) incidents	564	582	550

Fire Prevention Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
% of assigned fire inspections completed	98%	75%*	63%*	100%	100%
Building plans reviewed	1,999	1,850	1,917	1917	1917
Pre-fire plans completed	185	30*	0*	158	158
Fire hydrants tested and maintained	391	398	398	403	403
High-rise safety training programs delivered	9	1*	0	11	11
Fire extinguisher training programs delivered	11	6*	0	16	16
Total inspections conducted	941	1,004	622	1267	1267
Inspections conducted by shift members	471	150*	137	650	650
Inspections conducted by Fire Prevention	455	854	485*	617	617

* Cancelled or reduced due to Covid-19

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

	FY2020	FY2021	FY2022	FY2022	FY2022	FY2023	%
	Actual	Actual	Budget	Adjusted*	Projected	Budget	Change
Salaries and Wages	157,641	167,142	177,960	177,960	172,005	201,880	13.44%
Employee Benefits	110,045	115,543	80,688	80,688	84,753	120,937	49.88%
Contractual	4,094	3,787	4,460	4,460	4,060	5,010	12.33%
Commodities	6,444	7,407	7,600	7,819	8,420	8,500	11.84%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	6,404	6,404	5,955	5,955	5,955	4,607	-22.64%
TOTALS	284,628	300,284	276,663	276,882	275,193	340,934	23.23%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Code Compliance Officer I	2.000	2.000	2.00	2.00	2.00
Parking/Code Enforcement Manager	0.500	-	-	-	-
Parking/Code Enforcement Specialist	0.750	0.750	0.75	0.75	0.75
	3.250	2.750	2.750	2.750	2.750

CODE ENFORCEMENT FY2022 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
- Code Enforcement now collects past due fines for the Fire Marshall for False Fire Alarms and Violations
- Worked with the Code Board Chairman to implement a new procedure to collect old fines
- Began to recruit, hire, train, and manage Construction Site Monitor employees in the furtherance of enforcing Town Ordinances involving construction site and right of way violations

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Code violation complaints	2,135	2,042	1,478	1,828	2,000
Code violations issued	136	79	1,145*	1,578**	1,657
Code violation cases brought for CEB	86	34	54	66	60***

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

** FY22 Violations issued include: Verbal Warnings (629), Written Warnings (613) NOV Letters (180) & NOV Citations (156)

*** This figure is less because our goal is to obtain compliance before having to go to a hearing.



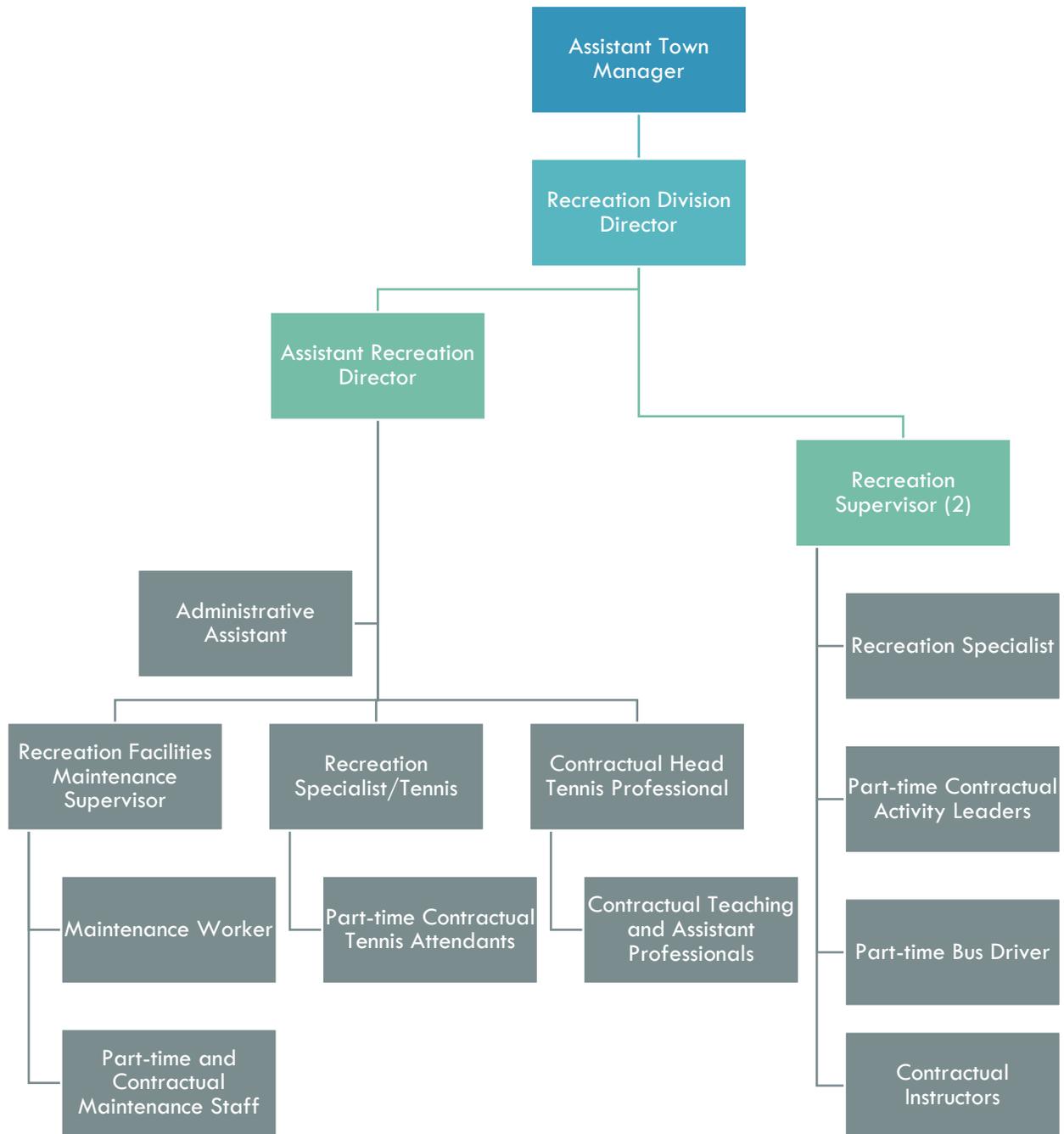
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Recreation



RECREATION DEPARTMENT ORGANIZATIONAL CHART



RECREATION DEPARTMENT FY2023 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, and the Mandel Recreation Center.

Revenue Summary

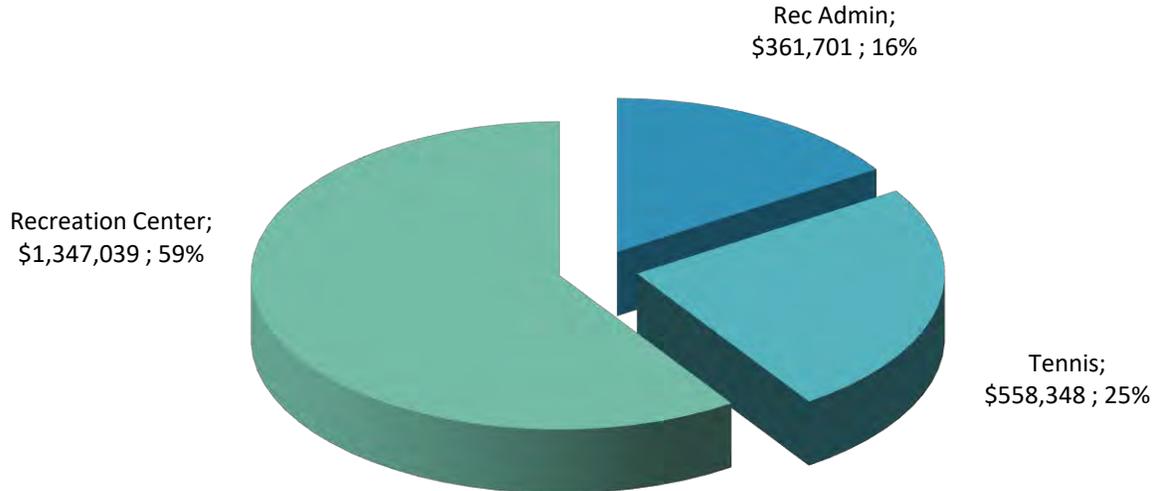
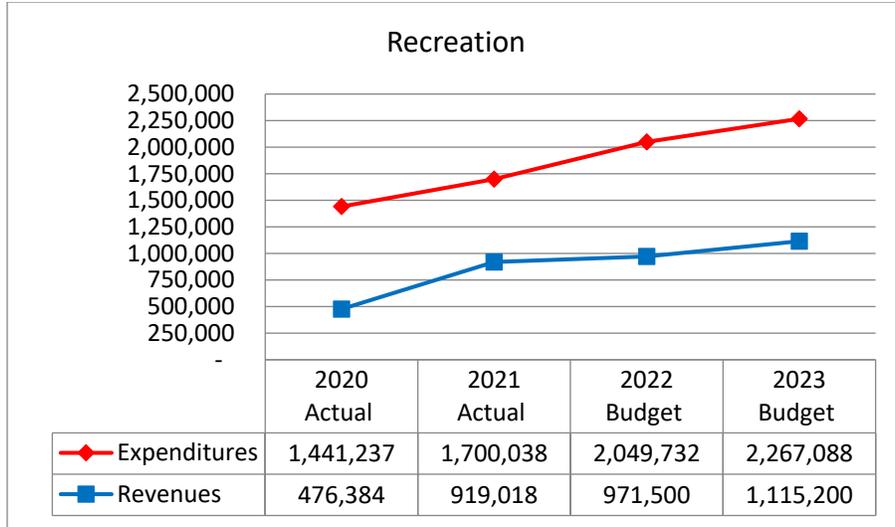
	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Adult Program Fees (Rec)	26,432	21,579	81,000	20,000	81,000	0.0%
Youth Program Fees (Rec)	108,299	386,980	345,000	265,500	345,000	0.0%
Soma Dome Fees	-	60	-	1,000	1,000	100.0%
Fitness Center Classes	700	6,635	6,500	4,500	6,500	0.0%
Tennis Mixers	387	33	-	-	-	0.0%
Merchandise Sales	20,619	28,470	20,500	25,000	30,000	46.3%
Adult Program Fees (Tennis)	6,063	1,805	4,000	3,000	3,000	-25.0%
Tennis 12 Play Pass	52,482	53,425	44,720	50,000	53,000	18.5%
Daily Tennis Court Fees	30,032	32,175	25,000	28,000	33,500	34.0%
Annual Tennis Court Fees	28,245	86,026	54,140	64,000	80,000	47.8%
Marina Amenity Fee	-	-	179,640	182,000	191,100	6.4%
Passes/Daily Admission	89,135	125,280	68,500	110,000	120,000	75.2%
Promotional Merchandise	60	600	3,500	1,500	3,500	0.0%
Town Share Tennis Teaching Svcs	93,074	134,526	93,000	110,000	121,000	30.1%
Town Share Tennis Merch Sales	983	1,486	1,000	1,000	1,600	60.0%
Recreation M & I Fee	55	-	-	-	-	0.0%
Tennis M & I Fee	121	-	-	-	-	0.0%
Tennis Pro Admin Fees	12,375	13,500	13,500	13,500	13,500	0.0%
Equipment Rentals - Tennis	12	4	-	-	-	0.0%
Facility Rental Fees - Tennis	1,080	2,263	500	1,600	500	0.0%
Facility Rental Fees – Rec	5,831	23,907	25,000	16,000	25,000	0.0%
Seaview Park Concession	401	265	6,000	1,000	6,000	0.0%
TOTALS	476,384	919,018	971,500	897,600	1,115,200	14.8%

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	556,846	556,015	650,897	650,897	644,327	768,377	18.05%
Employee Benefits	296,639	326,408	359,741	359,741	360,425	386,417	7.42%
Contractual	502,003	744,518	897,200	916,307	933,200	956,400	6.60%
Commodities	67,471	63,024	88,950	89,059	90,950	103,650	16.53%
Capital Outlay	8,333	-	-	42,000	-	-	0.00%
Depreciation	9,945	10,074	52,944	52,944	52,944	52,244	-1.32%
TOTALS	1,441,237	1,700,038	2,049,732	2,110,948	2,081,846	2,267,088	10.60%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

Recreation
Town of Palm Beach



	FY2020	FY2021	FY2022	FY2023
Total Full Time Equivalent Employees	20.032	11.060	10.769	11.446

Recreation
Town of Palm Beach

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 Director of Business Development and Operations, Assistant Recreation Director, Administrative Assistant and Recreation Specialist.

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	113,878	123,654	154,055	154,055	165,000	197,937	28.48%
Employee Benefits	74,168	66,382	79,177	79,177	79,177	94,444	19.28%
Contractual	5,065	5,135	10,800	10,800	11,400	12,100	12.04%
Commodities	4,915	8,030	9,400	9,509	9,500	10,100	7.45%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	4,200	4,200	47,820	47,820	47,820	47,120	-1.46%
TOTALS	202,226	207,401	301,252	301,361	312,897	361,701	20.07%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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	FY2019	FY2020	FY2021	FY2022	FY2023
Director of Recreation	0.450	-	-	-	-
Dir. of Bus. Development & Operations	-	0.300	0.300	-	-
Assistant Town Manager	-	-	-	0.250	0.250
Assistant Director of Recreation	0.300	0.300	0.300	0.300	0.300
Recreation Division Director	-	-	-	0.300	0.300
Administrative Clerk	0.800	0.800	-	-	-
Administrative Assistant	0.800	0.600	0.600	0.600	1.000
Recreation Specialist	-	-	0.400	0.400	0.400
	2.350	2.000	1.600	1.850	2.250

Recreation
Town of Palm Beach

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 Tennis Supervisor, with assistance from part time and contractual labor staff. Recreation maintenance personnel provide routine and seasonal tennis court maintenance services.

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	167,265	131,758	173,515	173,515	165,000	195,940	12.92%
Employee Benefits	84,875	92,370	101,721	101,721	101,905	101,584	-0.13%
Contractual	115,812	162,304	195,400	195,400	212,700	224,300	14.79%
Commodities	31,233	21,007	22,150	22,150	23,050	32,650	47.40%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	4,184	4,184	3,874	3,874	3,874	3,874	0.00%
TOTALS	403,369	411,623	496,660	496,660	506,529	558,348	12.42%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 budget includes a 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

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 and modular work station in pro-shop

Recreation
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Dir. of Bus. Development & Operations	-	0.100	0.100	-	-
Recreation Division Director	-	-	-	0.150	0.150
Assistant Director	0.250	0.250	0.250	0.250	0.250
Administrative Assistant	-	0.100	0.100	0.100	0.200
Tennis Facility Supervisor	1.000	1.000	1.000	-	-
Maintenance Worker/Tennis	0.522	0.522	0.522	0.540	0.540
Tennis Facility Assistant	1.000	-	-	-	-
Tennis Attendant	1.208	1.344	1.359	0.991	0.845
Rec Facilities Maintenance Supervisor	-	-	-	0.350	0.350
Rec Supervisor	0.250	0.250	0.350	-	-
Recreation Specialist	-	-	0.100	1.100	1.100
Public Works Employees	0.090	-	-	-	-
	4.320	3.566	3.781	3.481	3.345

TENNIS FY2022 ACCOMPLISHMENTS

- Estimated operating cost recovery of 93% exceeds goal of 60.0%*
- Generated the most revenue in the Tennis Centers history (more than \$418,000*)
- 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
- Seaview Park Tennis Center and Phipps Ocean Park Tennis Center received court resurfacing along net lines and court perimeters
- Overall resident participation has increased to 72%

*FY2022 operating cost recovery results are estimated as of October 7, 2022 postings

Fiscal Year 2023 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	Actual FY22	Projected FY23
Conduct customer service trainings	Ongoing	Ongoing
Conduct orientation for instructors and employees	Ongoing	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	Actual FY22	Projected FY23
Enhance social media	Ongoing	Ongoing
Develop new and re-imagine recreation marketing materials	Ongoing	Ongoing
Increase the frequency of promotions and number of marketing outlets utilized to promote programs and facilities	Ongoing	Ongoing

Performance Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Lesson participation	5,263	5775	7,742	7,732	7,800
Clinic participation	2,168	1635	1,526	2,612	2,650
Daily youth participation	2,464	2470	2,997	2,503	2,600
Daily adult participation	18,288	15798	21,389	19,521	20,000
Annual/Seasonal passes sold	83	74	77	79	80
Tournaments/special events	6	3	3	3	5
League teams hosted	7	6	4	6	6
Resident/nonresident ratio	64/36	71/29	72/28	72/28	72/28
Operating cost recovery	73.2%	62.7%	88.5%*	93.20	75%

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.

*FY22 Operating Cost Recovery results are estimated as of October 7, 2022

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, art, dancing, and technology 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 Program Development and Operations Manager, with assistance from the Recreation Supervisor 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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	275,704	300,602	323,327	323,327	314,327	374,500	15.83%
Employee Benefits	137,595	167,656	178,843	178,843	179,343	190,389	6.46%
Contractual	381,126	577,079	691,000	710,107	709,100	720,000	4.20%
Commodities	31,323	33,987	57,400	57,400	58,400	60,900	6.10%
Capital Outlay	8,333	-	-	42,000	-	-	0.00%
Depreciation	1,561	1,690	1,250	1,250	1,250	1,250	0.00%
TOTALS	835,642	1,081,014	1,251,820	1,312,927	1,262,420	1,347,039	7.61%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 budget includes a 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

Includes costs associated with contractual labor, preventative building maintenance and janitorial support, non-warranty building repairs, and programming requirements.

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	FY2019	FY2020	FY2021	FY2022	FY2023
Dir. of Bus. Development & Operations	-	0.100	0.100	-	-
Recreation Division Director	-	-	-	0.300	0.300
Assistant Director of Recreation	0.250	0.250	0.250	0.250	0.250
Administrative Assistant	-	0.100	0.100	0.100	0.600
Recreation Supervisor	1.250	1.350	1.450	2.000	1.000
Rec Facilities Maintenance Supervisor	-	-	-	0.450	0.450
Program Dev & Operations Mgr	-	1.000	1.000	-	-
Program Manager	-	-	-	-	1.000
Maintenance Worker	0.561	0.561	0.561	0.579	0.600
Recreation Specialist	-	-	0.500	0.500	0.500
Activity Leader	2.500	2.500	1.052	0.530	0.550
Recreation Center Attendants	-	8.195	0.255	0.425	0.207
Bus Driver	0.410	0.410	0.411	0.304	0.304
Public Works Employees	0.105	-	-	-	-
	5.076	14.466	5.679	5.438	5.761

RECREATION CENTER FY2022 ACCOMPLISHMENTS

- Estimated operating cost recovery of 74.8% exceeds goal of 50.0%*
- Generated the most revenue in the recreation center history (more than \$821,000*)
- Sold 347 fitness center memberships notwithstanding capacity restrictions within the fiscal year
- Offered 209 unique programs despite limited capacity restrictions at the Mandel Recreation Center
- Overall resident participation was 72% at the Mandel Recreation Center

*FY2022 operating cost recovery results are estimated as of October 8, 2022 postings

Fiscal Year 2023 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	Actual FY22	Projected FY23
Conduct customer service trainings	Ongoing	Ongoing
Conduct orientation for instructors and employees	Ongoing	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 FY19	Actual FY20	Actual FY21	Actual FY22
Family special events participation	250	N/A	529	860	900
Youth enrichment/athletics participation	854	650	2,360	5,170	5,200
Youth camps/after school participation	3,680	1,450	5,643	8,402	8,450
Adult enrichment/fitness participation	993	750	976	830	900
Resident/nonresident ratio – youth	26/74	62/38	40/60	34/66	40/60
Resident/nonresident ratio – adult	94/6	90/10	94/6	93/7	95/5
Operating cost recovery	39.2%	30%	53.8%	74.8%	66%

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.

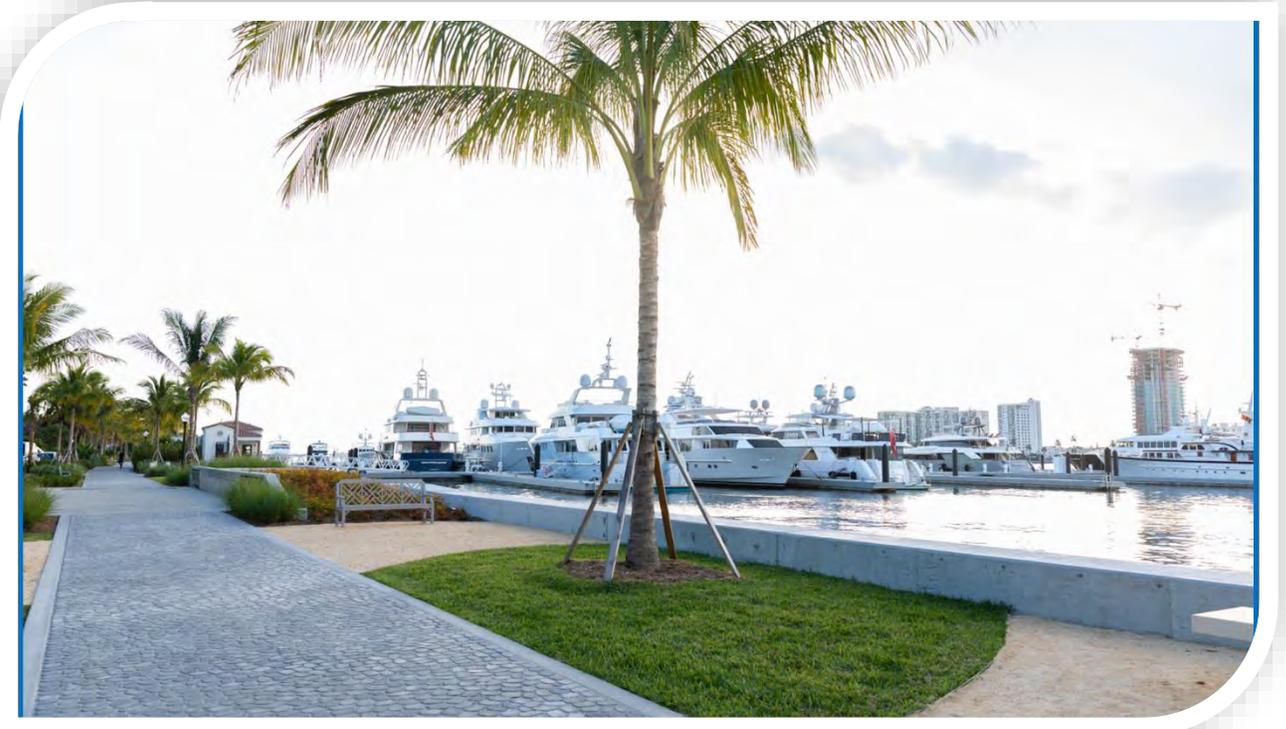
*FY2022 operating cost recovery results are estimated as of October 7, 2022 postings



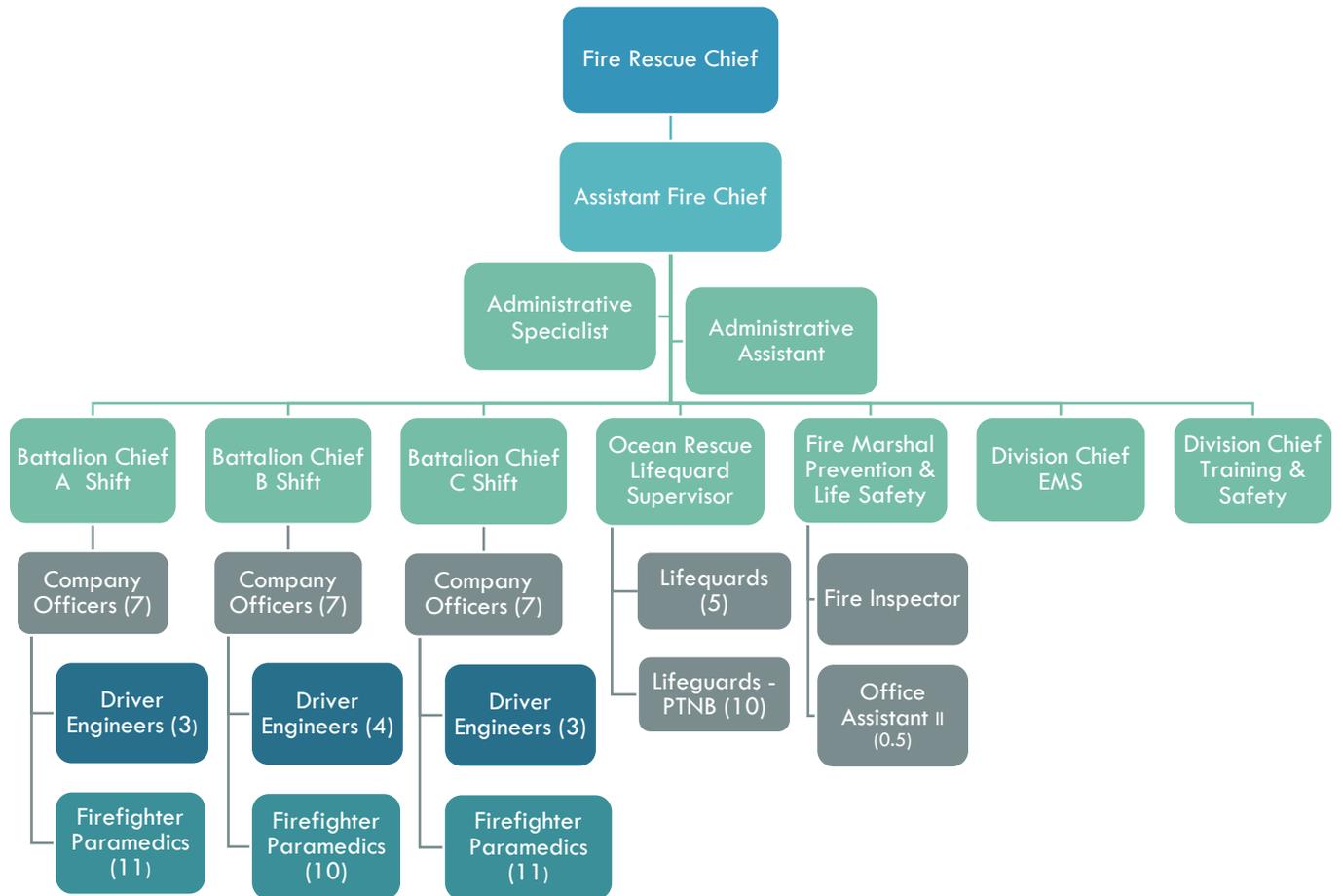
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Fire Rescue



FIRE RESCUE ORGANIZATIONAL CHART



FIRE RESCUE DEPARTMENT FY2023 GOALS

Goal #1:

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

Objective: 70% of operational personnel will obtain certification in technical rescue.

Objective: 70% of operational personnel will obtain certification in vehicle extrication and machinery rescue.

Objective: 70% of officers, and step-up officers will complete an incident command and control course.

Goal #2:

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 Basic Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support and an advanced course in trauma life support

Objective: 95% of operational personnel will complete a underground electrical emergency response course

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 with smoke showing

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

Objective: Palm Beach Fire Rescue will complete an annual fire prevention inspection on at least 95% of all commercial and multi-family properties

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

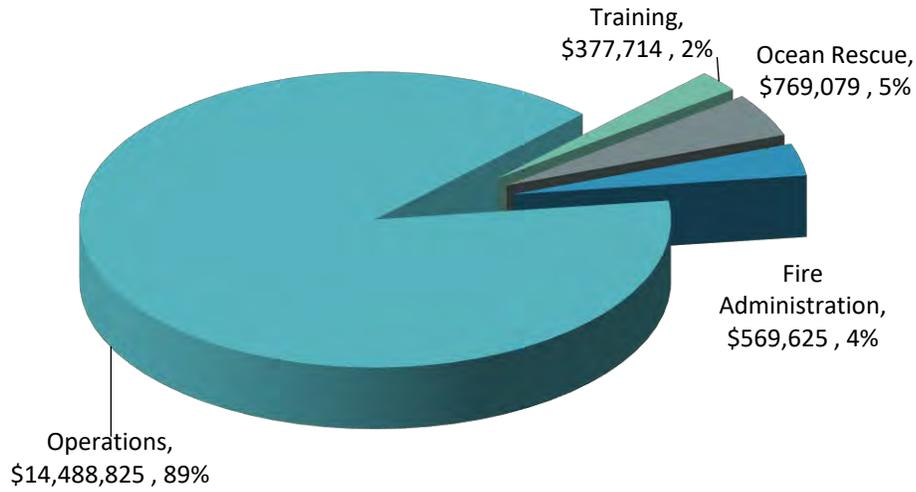
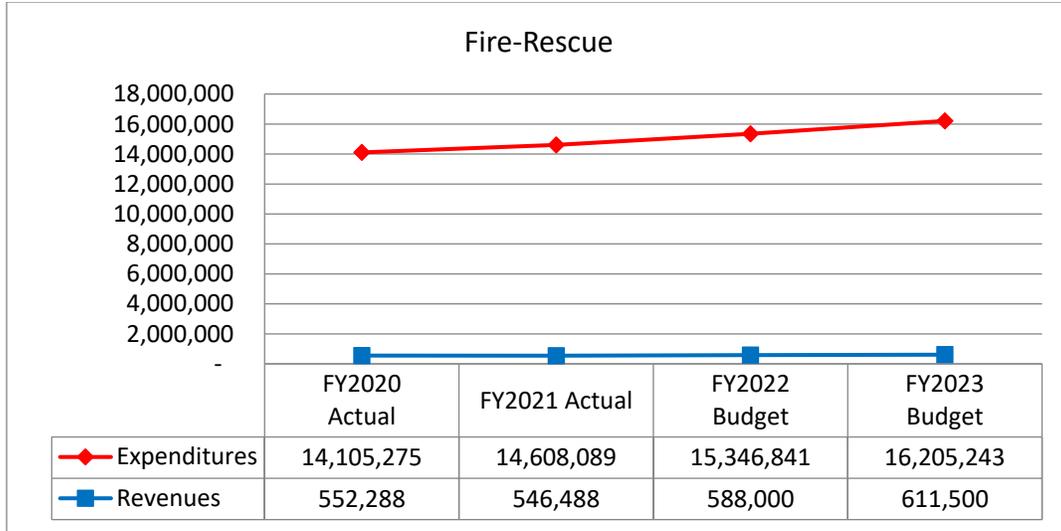
	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Fire Supplemental Compensation	25,875	32,733	37,000	37,200	37,000	0.00%
EMS Grant - Palm Beach County	-	21,849	25,000	2,500	25,000	0.00%
Special Detail-Fire	4,795	4,675	5,000	25,000	10,000	100.00%
Fire Prev Bonfires	600	-	-	-	-	0.00%
Fire Prev Hot Work	1,650	3,300	2,000	2,750	2,500	25.00%
Fire Prev Public Assembly	400	50	1,000	825	1,000	0.00%
False Fire Alarms	14,919	18,825	12,000	17,139	16,000	33.33%
Fire Prev Fireworks	2,000	8,000	6,000	13,000	10,000	66.67%
Fire Prev Technical Fire Insp	500	-	-	-	-	0.00%
Fire Prev Annual Ins Fee	70,599	77,421	100,000	62,015	75,000	-25.00%
Ems Transport Fees	431,200	379,635	400,000	469,576	435,000	8.75%
Room Rental Dep - South Fire	(250)	-	-	-	-	0.00%
	552,288	546,488	588,000	630,005	611,500	4.00%

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	6,887,615	7,180,990	7,567,648	7,567,648	7,334,098	8,362,288	10.50%
Employee Benefits	5,842,974	6,210,218	6,287,422	6,287,422	6,267,146	6,397,981	1.76%
Contractual	412,040	357,498	654,620	669,350	489,420	431,395	-34.10%
Commodities	227,403	194,557	215,975	217,726	211,225	260,835	20.77%
Capital Outlay	-	21,849	60,424	60,424	25,000	117,841	95.02%
Depreciation	735,243	642,977	560,752	560,752	560,752	635,340	13.30%
TOTALS	14,105,275	14,608,089	15,346,841	15,363,321	14,887,641	16,205,680	5.60%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

Fire Rescue
Town of Palm Beach



	FY2020	FY2021	FY2022	FY2023
Total Full Time Equivalent Employees	81.400	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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	288,433	294,210	282,959	282,959	282,959	292,749	3.46%
Employee Benefits	118,225	104,913	170,654	170,654	168,930	161,100	-5.60%
Contractual	89,057	86,265	102,758	103,549	102,558	104,558	1.75%
Commodities	9,665	12,421	11,000	11,000	11,000	11,000	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	496	945	449	449	449	449	0.00%
TOTALS	505,876	498,754	567,820	568,611	565,896	569,856	0.36%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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

Increases in this category is due to an increase in MPSCC charges for radio operational costs.

COMMODITIES

Commodities remained constant

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Fire Rescue Chief	1.000	1.000	1.000	1.000	1.000
Office Manager	1.000	1.000	-	-	-
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
Administrative Specialist	-	-	1.000	1.000	1.000
	3.000	3.000	3.000	3.000	3.000

FIRE ADMINISTRATION FY2022 ACCOMPLISHMENTS

- 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 patient monitoring
- Hired 4 new firefighters, 1 full-time lifeguard, 2 part-time lifeguards, and 1 Administrative Assistant
- Promoted 1 Assistant Chief, 1 Battalion Chief and 1 Lieutenant
- Managed the responsibilities of Emergency Management.
- 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
- Palm Beach Fire Rescue implemented Power BI (a business analytics software solution)
- Palm Beach Fire Rescue implemented the utilization dashboards for the display of key performance measures
- 100% of Operations Personnel completed a cardiac resuscitation academy class.
- 100% of Palm Beach Telecommunicators completed a cardiac resuscitation academy class.
- 100% of Fire Rescue Paramedics served as the lead Paramedic for at least 10 EMS simulation training exercises this past year
- 81% of newly promoted officers, step-up officers and future step-up officers completed the Palm Beach Fire Rescue officer development program
- 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
- 95% of operational personnel completed a natural gas emergency response course.

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	6,179,791	6,458,321	6,705,021	6,705,021	6,645,021	7,470,901	11.42%
Employee Benefits	5,323,106	5,709,184	5,714,699	5,714,699	5,714,549	5,832,992	2.07%
Contractual	207,013	153,893	433,527	442,466	178,527	208,527	-51.90%
Commodities	206,153	173,901	187,700	189,341	187,700	232,260	23.74%
Capital Outlay	-	21,849	60,424	60,424	25,000	117,137	93.86%
Depreciation	727,286	635,428	553,717	553,717	553,717	627,008	13.24%
TOTALS	12,643,349	13,152,577	13,655,088	13,665,668	13,304,514	14,488,825	6.11%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 maintenance and repairs performed by outside vendors. Decrease is a result of reduction of rental equipment needed.

COMMODITIES

Increase in this category is due to increased fuel costs and increased costs for uniforms and equipment.

CAPITAL OUTLAY

The increase in this category resulted from replacement costs for the replacement of an ambulance.

Fire Rescue
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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	10.000	10.000	10.000
Firefighter, Paramedic or EMT	27.000	30.000	32.000	32.000	32.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Master Mechanic	-	-	0.200	-	-
Mechanic	0.200	0.200	-	0.200	0.200
	65.400	68.400	68.400	68.400	68.400

OPERATIONS PROGRAM FY2022 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 4 operations personnel through attrition and successfully transitioned them through an in-house onboarding program before going on shift.
- Responded to 2,864 medical and fire responses this year, maintained an average response time from dispatch to arrival of 4.40 minutes or less on all high priority (Priorities 1, 2, & P) emergency responses
- Responded to 30 Trauma Alerts
- Responded to 9 Cardiac Alerts
- Responded to 16 Cardiac Arrests
- Responded to 25 Stroke Alerts
- Responded to 26 fires, 9 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 Cardiopulmonary Resuscitation Classes (CPR)

Fiscal Year 2023 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 with smoke showing			
	Have an on-scene time of 20 minutes or less at least 90% of the time for STEMI (heart attack) 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	Actual FY22	Projected FY23
Average response time from dispatch to arrival on all high priority (Priorities 1, 2, & P) emergency responses	4.09	4.45	4.40	4.3
Percentage of first arriving engine arrival within 320 seconds on all confirmed structure fires	100%	100%	56%	100%
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 with smoke showing).	N/A	N/A	N/A	90%
On-scene time of 20 minutes or less at least 90% of the time for STEMI (heart attack) alert patients	25%	67%	89%	90%
On-scene time of 20 minutes or less at least 90% of the time for stroke alert patients	67%	81%	92%	95%
On-scene time of 10 minutes or less at least 90% of the time for trauma alert patients	54%	61%	67%	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

	FY2020	FY2021	FY2022	FY2022	FY2022	FY2023	%
	Actual	Actual	Budget	Adjusted*	Projected	Budget	Change
Salaries and Wages	98,240	116,605	146,118	146,118	146,118	154,665	5.85%
Employee Benefits	77,445	86,304	94,513	94,513	94,513	95,064	0.58%
Contractual	110,185	65,128	115,135	120,135	115,135	115,110	-0.02%
Commodities	4,417	4,619	12,875	12,875	7,875	12,875	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	290,287	272,656	368,641	373,641	363,641	377,714	2.46%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 in this category is due to the lower costs associated with our ACLS renewal.

COMMODITIES

Commodities remained constant

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Division Chief - Training/Safety	1.000	1.000	1.000	1.000	1.00

Fire Rescue
Town of Palm Beach

TRAINING PROGRAM FY2022 ACCOMPLISHMENTS

- Participated in 396 hours of live fire training drills (18 hours x 22 operational personnel)
- Provided onboarding training for 4 new personnel
- Trained 8 New ACLS/PALS Instructor's for In-House Classes
- Conducted monthly fire and EMS training drills using nationally standardized performance criteria
- Provided in-house Natural Gas Emergency training for 95% of department personnel
- Participated in training with mutual-aid partners
- Conducted Advanced Cardiac Life Support training for 100% of Paramedics
- Conducted Basic Life Support training for 100% of all Paramedics and EMTs
- Conducted Pre-Hospital Advanced Trauma Life Support training for 100% of Paramedics
- 100% of operational Conducted joint water rescue training with Palm Beach Ocean Rescue

Fiscal Year 2023 Goals and Performance Measures					
Department Goal	To prepare upcoming leaders for the future challenges associated with managing our fire rescue department				
Objectives	80% of operational personnel will obtain certification in technical rescue				
	80% of operational personnel will obtain certification in vehicle extrication and machinery rescue.				
	80% of officers, and step-up officers will complete an incident command and control course.				
Performance Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
70% of operational personnel will obtain certification in technical rescue	N/A	N/A	N/A	N/A	80%
70% of operational personnel will obtain certification in vehicle extrication and machinery rescue.	N/A	N/A	N/A	N/A	80%
70% of officers, and step-up officers will complete an incident command and control course.	N/A	N/A	N/A	N/A	80%

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 Basic Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support and an advanced course in trauma life support			
	95% of operational personnel will complete an underground electrical emergency response course			
Performance Measures	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Percentage of Lieutenants and Acting Lieutenants completing at least 10 fire simulation	N/A	N/A	100%	100%
Percentage of Paramedics serving as the lead Paramedic for EMS simulation training exercises	N/A	N/A	100%	100%
Percentage of paramedics maintaining certification in Basic Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support and an advanced course in trauma life support	95%	98%	100%	100%
Percentage of personnel completing an underground electrical emergency response course	N/A	N/A	N/A	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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	321,150	311,853	433,550	433,550	260,000	443,973	2.40%
Employee Benefits	324,198	309,817	307,556	307,556	289,154	308,825	0.41%
Contractual	5,785	52,212	3,200	3,200	93,200	3,200	0.00%
Commodities	7,169	3,617	4,400	4,509	4,650	4,700	6.82%
Capital Outlay	-	-	-	-	-	704	100.00%
Depreciation	7,461	6,604	6,586	6,586	6,586	7,883	19.69%
TOTALS	665,763	684,103	755,292	755,401	653,590	769,285	1.85%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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

Increase in this category is due to increased fuel costs.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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
	<u>9.000</u>	<u>9.000</u>	<u>9.000</u>	<u>9.000</u>	<u>9.000</u>

Fire Rescue
Town of Palm Beach

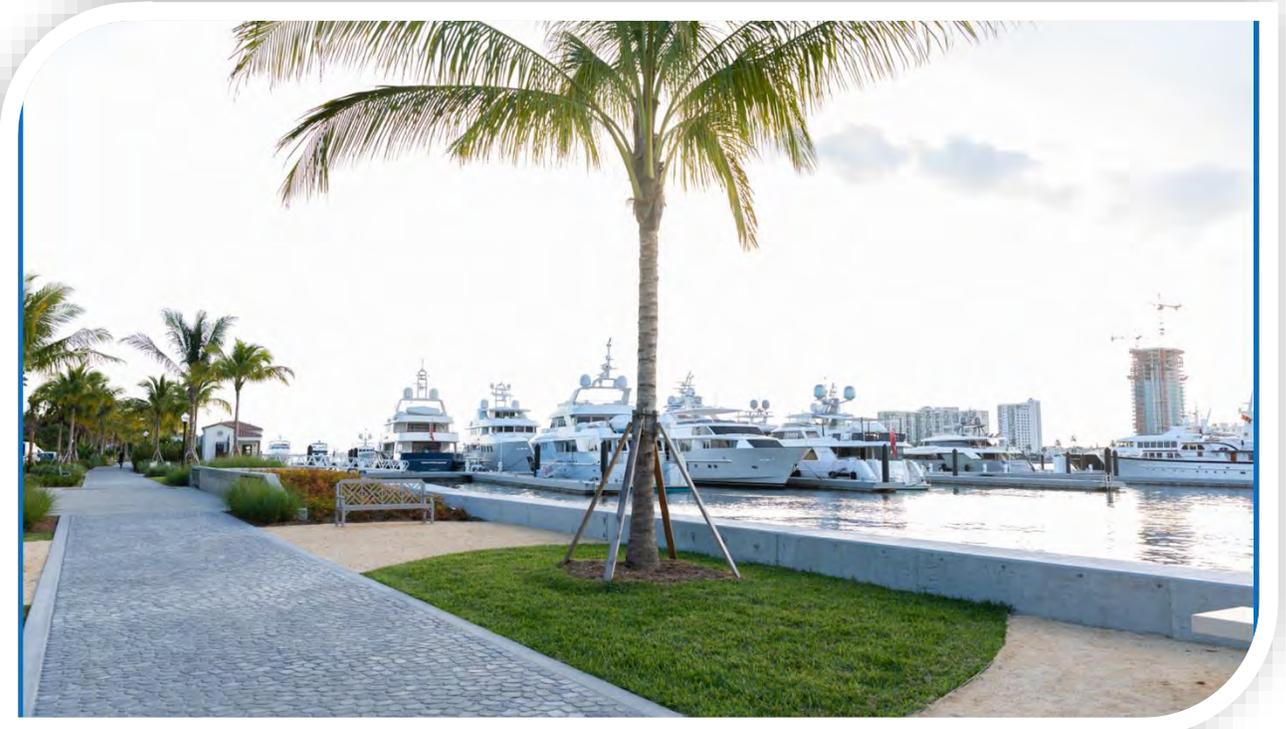
OCEAN RESCUE FY2022 ACCOMPLISHMENTS

- Conducted training for personnel responding to mitigate the dangers of Covid-19 including; prevention, screening, response, exposure protocols, and post-exposure quarantine/testing procedures.
- Changed hours in Ocean Rescue after analyzing data to reflect need for additional lifeguard coverage
- 0 drownings on public beaches while lifeguards 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 4 new personnel

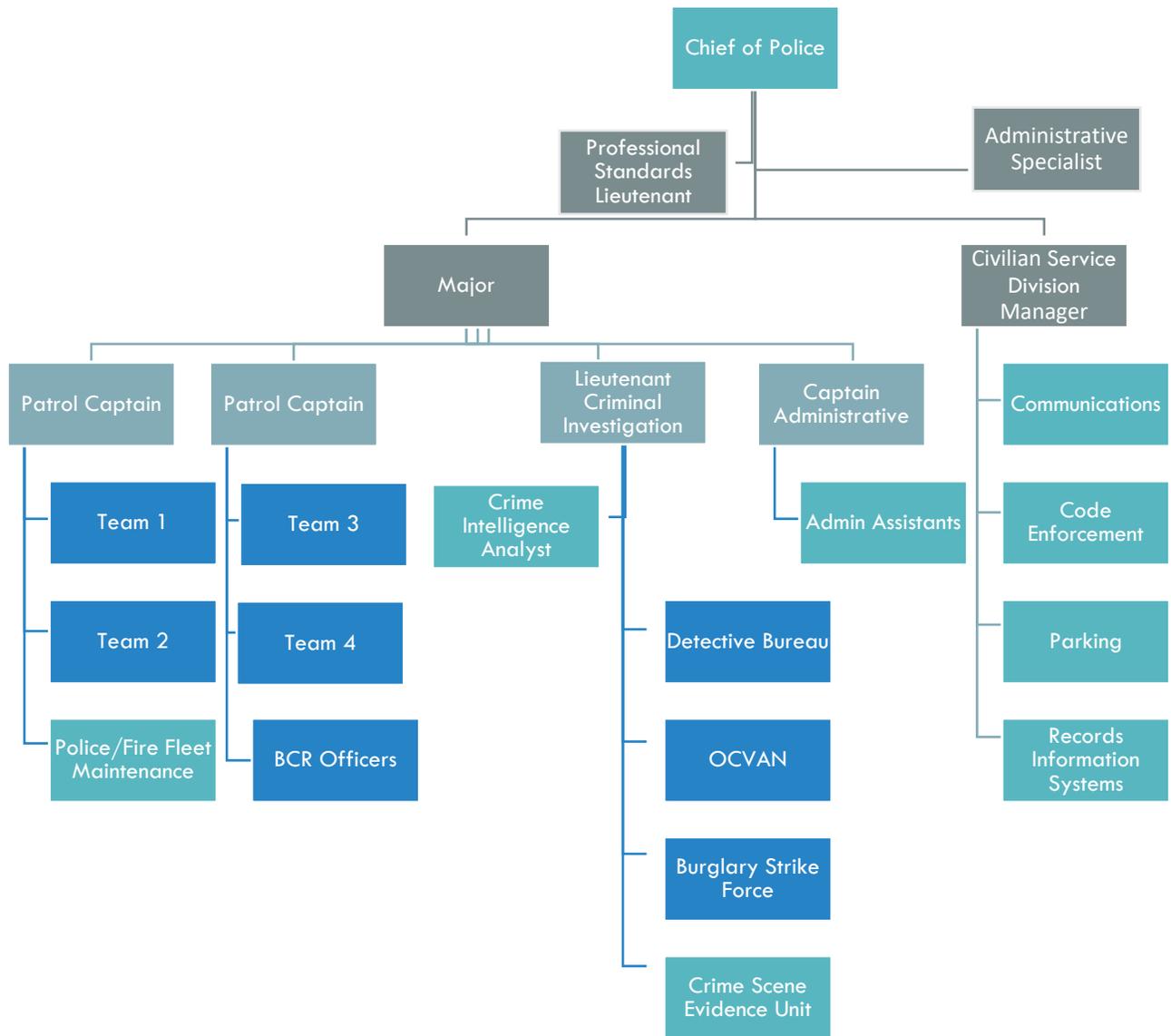
Fiscal Year 2023 Goals and Performance Measures					
Department Goal	Palm Beach Fire Rescue will increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach				
Objectives	Recruit and train high caliber ocean rescue candidates				
Performance Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Number of candidates recruited and hired	2	6	5	4	5



Police Department



PALM BEACH POLICE DEPARTMENT: ORGANIZATIONAL CHART



PALM BEACH POLICE DEPARTMENT FY2023 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 FY2023 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.

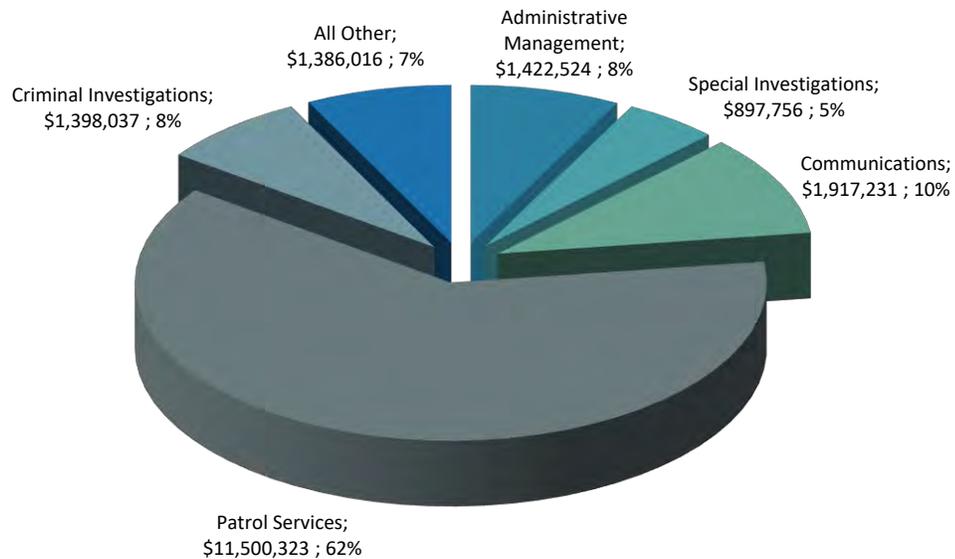
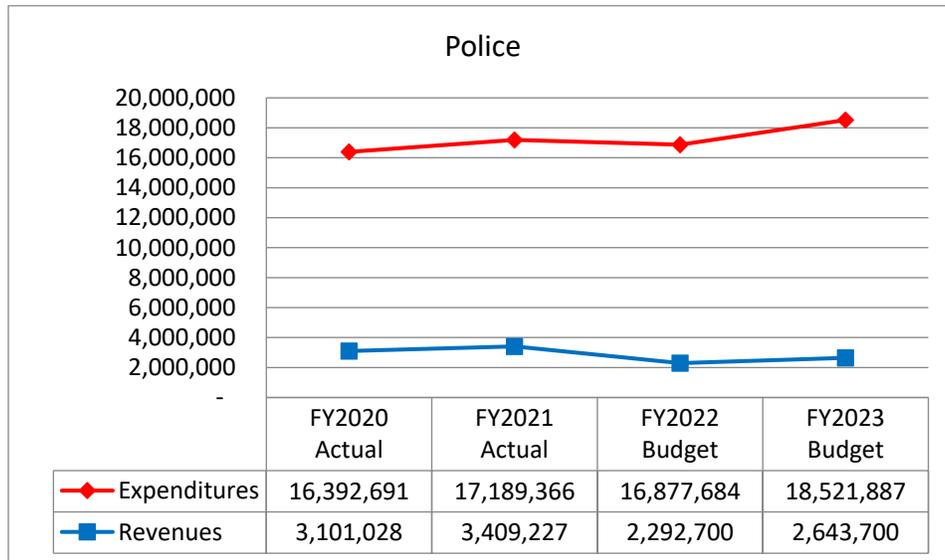
Revenue Summary

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Residential Parking Plans	113,475	146,430	100,000	125,000	125,000	25.00%
Bullet Proof Vests Grant	-	2,420	7,700	26,695	18,500	140.26%
FDLE Justice Assistance Grant	50,000	-	-	-	-	0.00%
911 Equip Reimbursement	28,490	8,115	20,000	11,357	12,000	-40.00%
Seized Tag	2,567	1,227	2,500	-	-	-100.00%
\$12.50 Citation Monies	2,879	2,728	2,500	-	2,500	0.00%
Special Assignment Ot - Other	2,070,693	2,374,950	1,100,000	1,606,105	1,500,000	36.36%
Police Id Cards	4,600	-	25,000	100	25,000	0.00%
Burglar Alarm False Alarm Fees	37,350	38,975	55,000	35,325	40,000	-27.27%
Burglar Alarm Registration Fee	88,925	87,950	90,000	90,000	90,000	0.00%
Burglar Alarm - Penalties	7,873	3,047	5,000	5,724	5,000	0.00%
Burglar Alarm - Direct Connect	21,927	21,069	23,000	21,000	21,000	-8.70%
Valet Parking Permit	12,850	17,500	13,000	13,000	13,000	0.00%
Fines - Other Parking	389,077	387,373	490,000	415,584	415,000	-15.31%
Fines - Parking Meters	69,833	92,474	125,000	99,920	100,000	-20.00%
Row Parking Violation Fines	63,475	74,088	65,000	112,116	100,000	53.85%
Moving Violations	6,796	6,224	5,000	8,877	7,500	50.00%
Revenue/2nd \$ Funding	1,575	1,224	1,000	1,321	1,200	20.00%
Boot Fees	8,750	14,350	10,000	14,350	15,000	50.00%
Penalty - Other Parking	95,814	101,940	125,000	124,920	125,000	0.00%
Penalty - Parking Meters	20,940	24,435	25,000	26,420	25,000	0.00%
Rebate For Town Towing	3,139	2,708	3,000	3,000	3,000	0.00%
	3,101,028	3,409,227	2,292,700	2,740,814	2,643,700	15.31%

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	8,828,564	9,222,027	9,051,090	9,051,090	8,256,624	10,485,118	15.84%
Employee Benefits	6,043,300	6,282,118	6,165,737	6,165,737	6,091,759	6,485,172	5.18%
Contractual	491,305	587,279	555,999	563,401	455,162	556,194	0.04%
Commodities	370,610	382,601	361,298	368,738	314,041	379,570	5.06%
Capital Outlay	14,936	-	-	-	-	-	0.00%
Depreciation	643,975	715,342	743,560	743,560	743,560	615,833	-17.18%
TOTALS	16,392,691	17,189,366	16,877,684	16,892,526	15,861,146	18,521,887	9.74%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.



	FY2020	FY2021	FY2022	FY2023
Total Full Time Equivalent Employees	102.200	98.200	96.850	100.85

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	621,889	579,863	669,566	669,566	520,681	888,848	32.75%
Employee Benefits	367,406	380,863	367,638	367,638	353,460	441,056	19.97%
Contractual	20,093	45,064	51,300	51,300	39,800	47,800	-6.82%
Commodities	46,786	39,897	46,300	46,300	43,350	44,300	-4.32%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,868	1,868	3,216	3,216	3,216	520	-83.83
TOTALS	1,058,042	1,047,556	1,138,020	1,138,020	960,507	1,422,524	25.00%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 decreased due to the result of Education Reimbursement.

COMMODITIES

Commodities slightly decreased for the year.

Police Department
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Police Chief	1.000	1.000	1.000	1.000	1.000
Major	1.000	1.000	1.000	1.000	1.000
Captain	-	-	-	-	1.000
Lieutenant	1.000	1.000	1.000	1.000	1.000
Civilian Services Division Mgr	-	1.000	1.000	1.000	1.000
Police Planner	1.000	1.000	1.000	1.000	-
Administrative Specialist	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	-	-	-	-	1.000
	5.000	6.000	6.000	6.000	7.000

POLICE ADMINISTRATION FY2022 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 2023 Goals and Performance Measures					
Department Goal	Increase the department's efforts on diversity in recruitment.				
Objectives	Obtain 100% staffing level for sworn officers to provide dept. 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Website visitors	24,951	27,480	27,540	33,888	35,000

Town Council Budget Priority	Financial Stability and Planning: Continue to implement cost-saving measures and identify opportunities to increase non-tax related revenue, while improving operation efficiencies, without compromising the community's expectation for exceptional public service				
Department Goal	Review FY2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Police Budget	14,406,792	15,979,204	16,726,636	16,892,526	18,521,887
POTUS Grant Reimbursement	57,614	15,102	12,210	8,798	8,000
Bulletproof Vest Reimbursement	2,864	3,285	2,420	3,672	10,323

Police Department
Town of Palm Beach

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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Alerts via town-wide security system (dispatched)	121	55*	62	52	75
Code violations issued/addressed	136	79	1,145**	3,247 **	3,500

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

**These numbers include all actions taken for violations

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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Applicants interviewed	224	211	235	343	250
Applicants completed FTO training	15	6	9	11	6
Training hours: external and internal	11,255*	5,622**	8,466	7,318	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				
Performance Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
News releases/media alerts	46	174	97	193	200
Crime prevention programs/events	89	14**	6	30	35

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

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	362,937	369,135	400,172	400,172	397,796	462,525	15.58%
Employee Benefits	304,756	389,835	382,250	382,250	390,335	369,345	-3.38%
Contractual	21,741	21,761	29,600	29,922	22,208	29,700	0.34%
Commodities	20,924	21,849	19,520	20,176	16,270	15,320	-21.52%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	9,585	10,964	22,782	22,782	22,782	20,866	-8.41%
TOTALS	719,943	813,543	854,324	855,302	849,391	897,756	5.08%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 slightly increased for the year.

COMMODITIES

Commodities decreased due to minor office equipment expenses and fuel charges for unit vehicles.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Sergeant	1.000	1.000	1.000	1.000	1.000
Officer/Detective	4.000	3.000	4.000	4.000	4.000
	5.000	4.000	5.000	5.000	5.000

OCVAN FY2022 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 are now a member of the Palm Beach County Threat Management Task Force.
- Added a Task Force Officer to the Palm Beach County Human Trafficking Task Force

Police Department
Town of Palm Beach

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Total cases investigated	135	183	189	250	275
Total intelligence reports (received)	106	88	91	111	125
Disseminated intelligence bulletins	69	52	136	91	115

OCVAN Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Cases investigated	135	183	189	250	275
Warrants applied for	5	46	37	28	35
Arrests	10	29	28	28	30
Surveillance hours	381	1,172*	1,183**	1,200***	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

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 to include the State Attorney’s Office, and FDLE
- Destroy records in accordance with General Records Schedule for Local Government Agencies and Law Enforcement Agencies
- Provide the public, attorneys, courts, and department with requested reports and records
- Maintain an accurate inventory of police equipment and all police property
- Maintain and comply with court ordered expungements and sealed records

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	99,798	101,836	84,781	84,781	103,443	90,103	6.28%
Employee Benefits	73,471	77,543	79,034	79,034	79,181	71,578	-9.43%
Contractual	5,674	6,860	6,800	6,800	5,020	6,300	-7.35%
Commodities	6,530	4,578	4,700	4,700	1,895	4,700	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,417	1,417	1,417	1,417	1,417	1,417	0.00%
TOTALS	186,890	192,234	176,732	176,732	190,956	174,098	-1.49%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 slightly decreased for the year.

COMMODITIES

Commodities remain level.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Records Specialist	2.000	2.000	2.000	2.000	2.000
Civilian Division Manager	0.250	-	-	-	-
	<u>2.250</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>

RECORDS PROGRAM FY2022 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Incident reports received	1,703	1,353	1,440	1,383	1,500
Citations/violations processed	2,940	1,669	1,576	2,115	2,200
Public records requests processed	892	796	853	865	900

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	181,636	211,334	116,348	116,348	228,223	124,212	6.76%
Employee Benefits	92,139	116,999	54,571	54,571	71,292	56,877	4.23%
Contractual	1,370	17,324	12,600	12,600	26,396	28,500	126.19%
Commodities	6,441	6,623	9,128	9,128	4,248	7,100	-22.22%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	451	38	449	449	449	-	-100.00%
TOTALS	282,037	352,318	193,096	193,096	330,608	216,689	12.22%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 increased due to Virtra Service/Maintenance.

COMMODITIES

Commodities decreased due to the result of registration costs for training.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Training & Comm Relations Coordinator	1.000	1.000	1.000	-	-
Administrative Assistant	2.000	2.000	2.000	2.000	2.000
	3.000	3.000	3.000	2.000	2.000

TRAINING AND COMMUNITY RELATIONS FY2022 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 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Public E-blasts (via website)	82	8	6	13	15
News releases/bulletins to website	46	86	40	193	200
Website updates (i.e. pictures, forms, flyers, etc.)	350	30	95	60	65

Town Council Priority	Financial Stability and Planning – Continue to implement cost-saving measures and identify opportunities to increase non-tax related revenue, while improving operational efficiencies, without compromising the community's expectation for exceptional public service				
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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Website updates/alerts/news releases	128	174	192	193	200
Website hits	24,951	27,480	27,540	33,888	35,000

Police Department
Town of Palm Beach

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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Applications received	717	847	1,527	1,810	2,000
Applicants interviewed	224	211	235	343	250
Applicants hired	15	13	13	16	10
Applicants completed FTO program	15	6	9	11	6
# of hours of training provided	11,255*	5,622**	8,466	7,318	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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Crime prevention/community activities/meetings/programs	89	14**	6	30	35
Palm Beach Crime Watch members*	112	112	232	237	250

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 programs 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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	794,502	826,136	954,859	954,859	795,688	1,090,350	14.19%
Employee Benefits	550,823	575,244	614,327	614,327	588,454	623,557	1.50%
Contractual	103,267	89,461	105,949	105,949	109,973	120,949	14.16%
Commodities	5,264	5,805	8,100	8,100	6,000	7,600	-6.17%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	42,276	45,147	40,311	40,311	40,311	74,775	85.50
TOTALS	1,496,133	1,541,793	1,723,546	1,723,546	1,540,426	1,917,231	11.24%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 increased due to costs associated with data line and radio expenses.

COMMODITIES

Commodity slightly decreased for the year.

Police Department
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Lead Telecommunications Supervisor	1.000	1.000	1.000	1.000	1.000
Telecommunications Supervisor	3.000	3.000	4.000	4.000	4.000
Telecommunicator	11.000	11.000	10.000	10.000	10.000
	15.000	15.000	15.000	15.000	15.000

COMMUNICATIONS FY2022 ACCOMPLISHMENTS

- Upgraded Priority Dispatch software and Quality Assurance software to the most up-to-date version
- Promoted one CTO to Supervisor
- Promoted one Telecommunicator to a CTO
- Upgraded Intrado phone system platform to ESINET and added ADT text alarms.

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Average call dispatch time (Police)	1:11	1:12	1:25	2:20	2:00
Average call dispatch time (Fire/Medical)	0:10	0:10	0:11	0:34	0:30

Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Police calls	57,322	63,436	52,167	52,685	54,000
Fire/medical calls	2,732	2,664	2,651	2,880	2,900

Police Department
Town of Palm Beach

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	141,242	157,890	164,604	164,604	151,686	181,991	10.56%
Employee Benefits	40,677	48,082	80,129	80,129	78,666	83,679	4.43%
Contractual	3,034	3,280	8,200	8,200	5,700	8,200	0.00%
Commodities	6,289	6,543	9,150	9,150	2,700	9,350	2.19%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	9,739	12,018	11,264	11,264	11,264	9,903	-12.08
TOTALS	200,981	227,814	273,347	273,347	250,016	293,123	7.23%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 remain level.

Police Department
Town of Palm Beach

COMMODITIES

Commodity slightly increased for the year.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Crime Scene Evidence Manager	1.000	1.000	1.000	1.000	1.000
Crime Scene Evidence Technician	-	-	-	1.000	1.000
Crime Scene Technician II (2 Part-Time)	1.000	1.000	1.000	-	-
	2.000	2.000	2.000	2.000	2.000

CRIME SCENE/EVIDENCE UNIT FY2022 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.
- The unit has streamlined patrol in-house drug testing, by reducing the number of processes, effectivity reducing the drug testing budgetary requirements by 60%.

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Voluntary ID cards	2,357	297	0	1,350	1,600
Crime scenes processed	79	56	85	46	54

Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Latent print comparisons	173	277	240	23	26
Audio/visual/photographic evidence	567	228	500	7,453	8,496
Evidence collected	1,940	1,077	1,500	1,848	2,107
Evidence disposed of	2,318	2,165	2,800	2,579	2,940

*The Projected Stats for Goals and Performance Measures are based on a 14% overall crime rate increase in Palm Beach County, and increased population data.

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	5,785,714	6,131,053	5,712,101	5,712,101	5,225,149	6,581,313	15.22%
Employee Benefits	3,893,640	4,026,044	3,900,888	3,900,888	3,834,765	4,074,630	4.45%
Contractual	175,717	164,571	124,950	124,950	89,070	144,550	15.69%
Commodities	246,372	273,849	235,800	242,474	211,400	257,400	9.16%
Capital Outlay	14,936	-	-	-	-	-	0.00%
Depreciation	465,447	539,079	527,859	527,859	527,859	442,430	-16.18
TOTALS	10,581,825	11,134,595	10,501,598	10,508,272	9,888,243	11,500,323	9.51%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 increased due Range and Vehicle Maintenance

COMMODITIES

The commodity budget in the patrol unit is especially fluid from year to year based on particular unit needs. The increase is the result of fuel for Patrol Vehicles and Police Boat.

Police Department
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Captain	4.000	2.000	2.000	2.000	2.000
Lieutenant	-	2.000	2.000	2.000	2.000
Sergeant	8.000	8.000	8.000	8.000	8.000
Officer	41.000	42.000	41.000	40.000	43.000
Master Mechanic	-	-	0.800	-	-
Mechanic	0.800	0.800	-	0.800	0.800
Vehicle Technician	-	0.350	0.350	-	-
Fleet Manager	0.800	0.800	0.800	0.800	0.800
	54.600	55.950	54.950	53.600	56.600

POLICE PATROL FY2022 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 2023 Goals and Performance Measures					
Town Council Priority	Financial Planning and Stability – Continue to implement cost-saving measures and identify opportunities to increase non-tax related revenue, while improving operational efficiencies, without compromising the community’s expectation for exceptional public service				
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 all FDOT Flagler Bridge meeting sand communicate any logistics issues/information to appropriate staff/units for action				
Performance Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Alerts via town-wide security system (Dispatched)	121	55*	62	52	75

*LPR System was non-operable during a portion of FY20

Police Department
Town of Palm Beach

Town Council Priority	Financial Planning and Stability – Continue to implement cost-saving measures and identify opportunities to increase non-tax related revenue, while improving operational efficiencies, without compromising the community’s expectation for exceptional public service				
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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Public E-blasts (via website)	82	8	6	13	15
News releases/bulletins to website	46	56	40	193	200

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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Applications received	717	847	1,527***	1,810	2,000
Applicants interviewed	224	211	235	343	250
Applicants hired	15	13	13	16	10
Applicants completed FTO program	15	6	9	11	6
# of hours of training provided	11,255*	5,622**	8,466	7,318	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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Police calls	57,322	63,436	52,167	52,685	54,000
Patrol response time	2:46	4:03	4:37	4:31	4:25
Arrest by patrol officer	1,913	1,042	869	967	1,000
Business security checks	3,120	4,475	10,155	9,158	10,000
Closed housed checks/Security Check	3,308	4,750	5,398	3,846	4,500
Field interview reports	412	336	213	256	275
Intelligence reports	106	82	91	111	125

Effectiveness/Output Measures	Productivity Measures				
	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Foot patrol hours	1,461	1,749	1,228	1,048	1,300
Bicycle/Segway patrol hours	210	397	145	308	350
ATV patrol hours	55	471	151	129	250
Marine patrol hours	1,724	1,605	1,443	1,614	1,750
Selective enforcement hours	1,124	4,232	3,300	3,001	3,250

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	650,999	671,440	769,596	769,596	620,760	774,038	0.58%
Employee Benefits	479,476	537,323	595,791	595,791	600,871	579,464	-2.74%
Contractual	7,208	9,534	11,200	11,200	8,195	11,395	1.74%
Commodities	22,785	14,210	15,500	15,609	17,300	18,700	20.65%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	20,368	19,650	19,264	19,264	19,264	14,440	-25.04%
TOTALS	1,180,836	1,252,157	1,411,351	1,411,460	1,266,390	1,398,037	-0.94%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 budget 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

Contractual slightly increased for the year.

COMMODITIES

Commodities increased due to vehicle maintenance and fuel charges for unit vehicles.

Police Department
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Captain	1.000	1.000	1.000	1.000	-
Lieutenant	-	-	-	-	1.000
Sergeant	1.000	1.000	1.000	1.000	1.000
Officer/Detective	4.000	4.000	4.000	5.000	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>8.000</u>	<u>8.000</u>

Criminal Investigation Unit FY2022 Accomplishments

- Maintained an exceptional NIBRS Clearance Rate (80% in September) while the national average remains in the teens
- Updated the Criminal reporting procedures and began the transition to the Federally mandated NIBRS crime reporting system
- Oversaw the Burglary Strike Force Unit and adjusted their strategies, locations, and schedules to combat evolving crime trends
- Conducted a complex financial fraud investigation regarding the embezzlement of funds from a religious institution
- Implemented new Standard Operating Procedures for the utilization of the Facial Analysis Comparison & Examination System (FACENXT). FACENXT is an additional facial recognition tool used to identify suspects and successfully prosecute criminal acts.
- Successfully investigated and arrested a retail theft suspect who resided out of the State. This career criminal used a disguise (dressed as a female) to commit multiple thefts throughout the state of FL, GA, NY, and PA.

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Crimes investigated	230	285	299	481	500
Investigative clearance rate (Part 1)	54.4%	43%	56%	34%/54%*	55%

*A transition in reporting methodology occurred mid-year from UCR to NIBRS/FIBRS

Effectiveness/Output Measures	Productivity Measures				
	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Investigative hours	3,530.5	3,078	2,949	2,845	3,000
Surveillance hours	174.5	58	126	112	135
Patrol hours	814.5	988	1,163	1,075	1,100

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	189,847	173,340	179,063	179,063	213,198	291,738	62.92%
Employee Benefits	240,91	130,18	91,109	91,109	94,735	184,986	10.04%
Contractual	153,20	229,424	205,400	212,480	148,800	158,800	-22.69%
Commodities	9,219	9,247	13,100	13,100	10,878	15,100	15.27%
Capital Outlay	-	-	-	--	-	-	0.00%
Depreciation	92,824	85,161	116,998	116,998	116,998	51,482	-56.00%
TOTALS	686,004	627,357	605,670	612,750	584,609	702,106	15.92%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 decreased due to reducing potential contract personnel hired as Parking Enforcement Officers during the fiscal year.

COMMODITIES

Commodities increased due to fuel charges for unit vehicles.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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	2.000	2.000	4.000
Code/Parking Enforcement Specialist	0.250	0.250	0.250	0.250	0.250
	7.500	7.250	3.250	3.250	5.250

PARKING CONTROL FY2022 ACCOMPLISHMENTS

- Upgraded all Vigilant Solutions LPR which will enable to view all tags recorded by a Parking Enforcement Unit Vehicles and reviewed by the Crime Analyst
- Parking Enforcement Officers assist with traffic closures and vehicular flow during demonstrations, protests and crashes.
- Parking Enforcement Officers are responsible for escorting vendors within restricted areas.

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Parking tickets	8,976	9,907	10,776	14,426	15,000
Kiosk tickets	659	1,476	2,139	3,564	3,600
Traffic boots	26	17	46	47	50

Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Vehicle patrol hours	7,103	8,663	7,928	7,043	8,000
Revenues	\$936,325	\$887,376	\$1,977,926	\$1,066,292	\$881,000
Expenditures	\$687,314	\$748,195	\$633,207	\$642,565	\$514,000



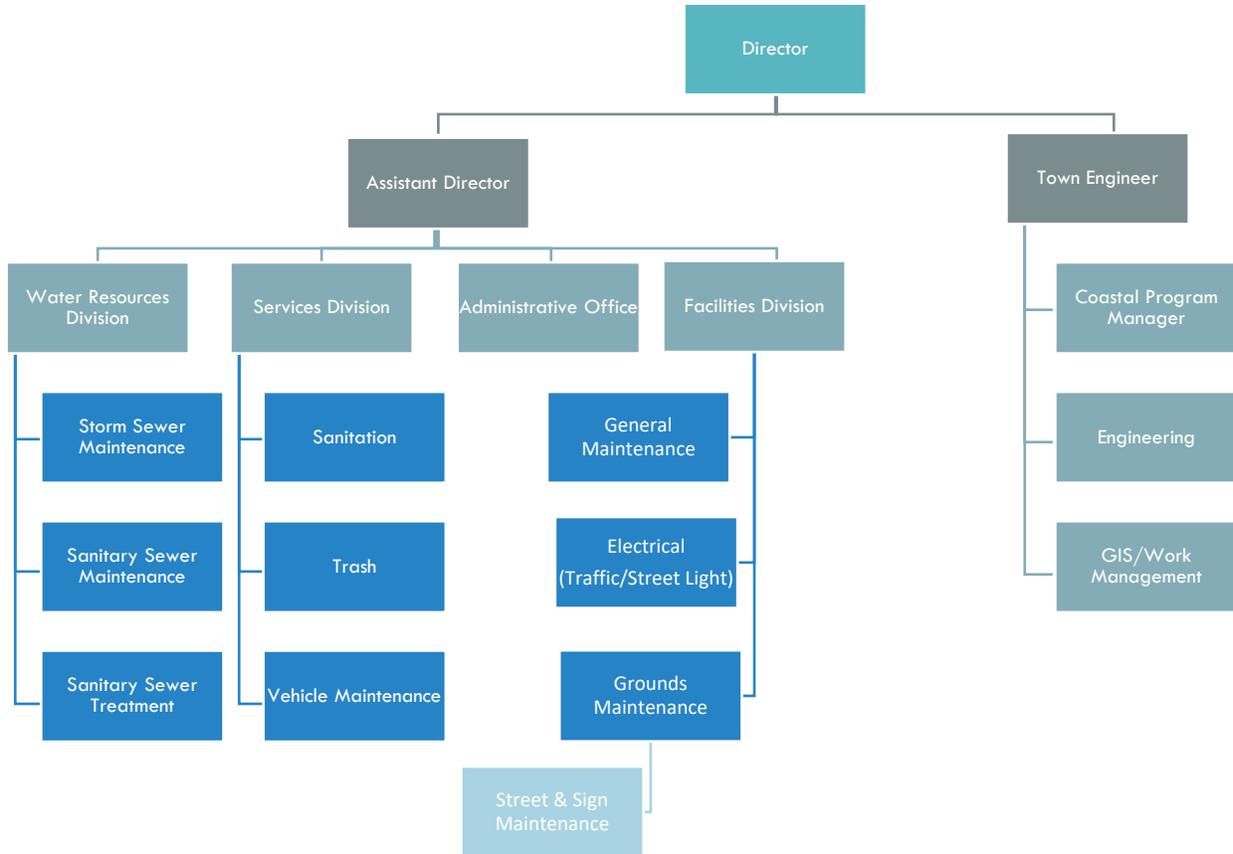
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Public Works



PUBLIC WORKS ORGANIZATION CHART



PUBLIC WORKS DEPARTMENT FY2023 GOALS

Goal #1:

Complete and review water feasibility study. Evaluate water supply and distribution options with an emphasis on service needs, quality and cost. Develop an implementation plan and begin negotiations for a contract with the provider.

Objective:

Continue to provide Town Manager and Town Council with detailed information to support their decision-making process.

Objective:

Support negotiations as necessary.

Goal #2:

Complete the restoration of the North Fire Station.

Objective:

Continue aggressive design and demolition schedule to support the construction of the restoration.

Objective:

Finalize design and GMP for full implementation of construction.

Objective:

Issue final GMP for full restoration.

Goal #3:

Initiate the replacement of the Mid-Town Seawall construction.

Objective:

Complete permitting and ARCOM approval.

Objective:

Award Construction contract.

Public Works
Town of Palm Beach

Goal #4:
Design and implement strategic smart crosswalks project.

- Objective:
Complete the design and install conduits at strategic crosswalks in previously completed and ongoing phases of undergrounding.
- Objective:
Modify design for Phases 7 and 8 to include conduits for smart crosswalks.

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 long-term plan.

Goal #6:
Stormwater 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.

Public Works
Town of Palm Beach

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

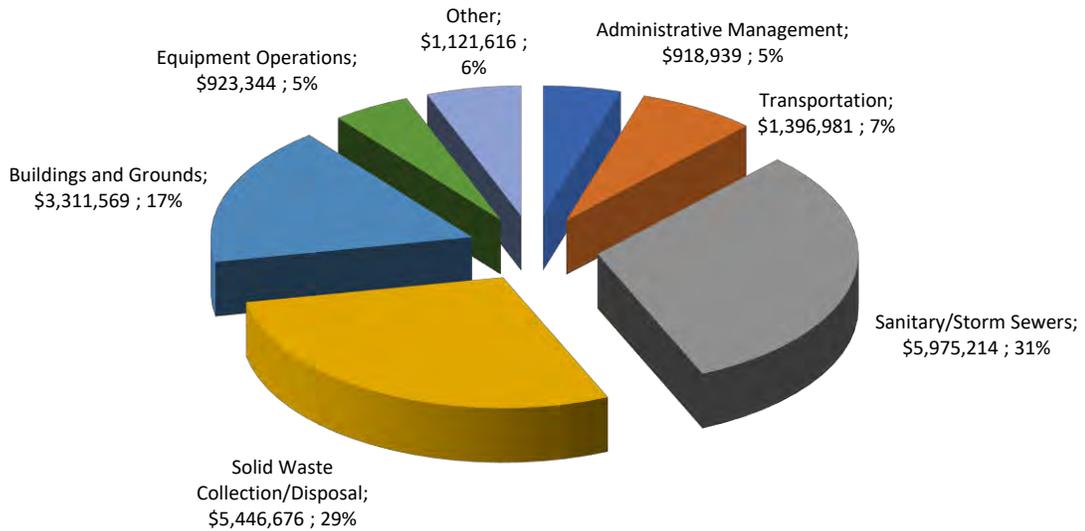
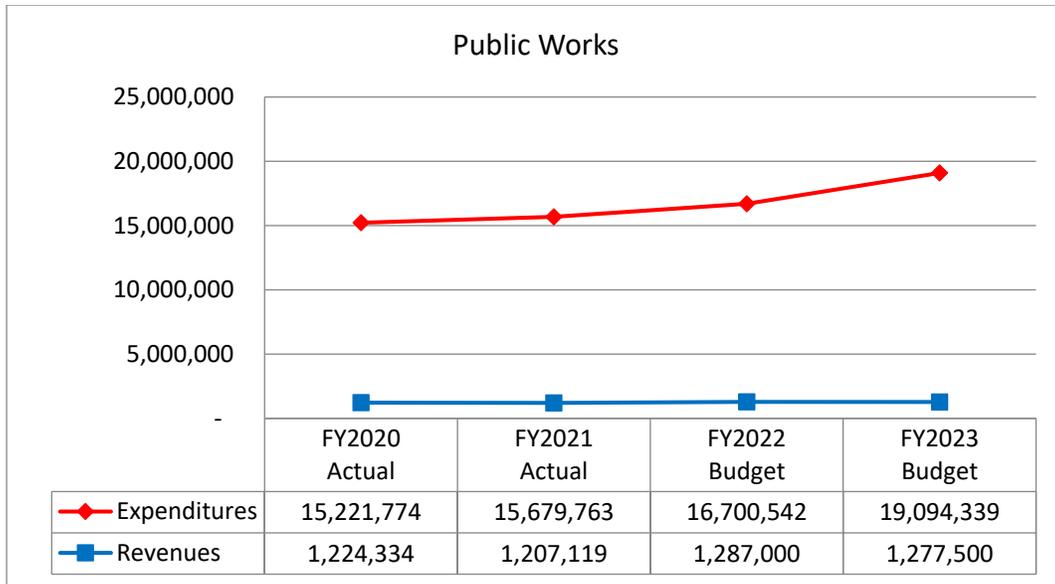
	FY2020 Actual	FY2021 Actual	2022 Budget	2022 Projected	2023 Budget	% Change
Special Solid Waste	9,289	14,285	12,000	13,000	12,000	0.00%
Solid Waste	856,066	821,821	875,000	846,479	850,000	-2.86%
Comp. Garbage Collection Fee	231,229	261,809	275,000	351,688	290,000	5.45%
SWA Recycling Revenue	305	-	-	6,618	3,500	100.00%
Historic Specimen Tree Fee	4,199	1,768	5,000	2,000	2,000	-60.00%
State Highway Lighting Maint	123,245	107,436	120,000	120,000	120,000	0.00%
TOTALS	1,224,334	1,207,119	1,287,000	1,339,785	1,277,500	-0.74%

Expenditure Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	4,968,381	5,181,484	5,856,346	5,856,346	5,877,546	6,287,053	7.35%
Employee Benefits	3,002,285	3,147,494	3,292,263	3,292,263	3,292,121	3,366,083	2.24%
Contractual	5,903,640	5,736,100	6,108,572	6,605,865	6,333,547	7,798,887	27.67%
Commodities	657,464	843,747	803,700	812,045	873,250	933,540	16.16%
Capital Outlay	8,115	6,866	6,000	27,248	6,000	25,620	327.00%
Depreciation	681,890	764,071	633,661	633,661	633,661	683,156	7.81%
TOTALS	15,221,774	15,679,763	16,700,542	17,227,428	17,016,125	19,094,339	14.33%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

Public Works
Town of Palm Beach



	FY2020	FY2021	FY2022	FY2023
Total Full Time Equivalent Employees	80.852	79.884	81.000	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 provide 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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	556,535	550,427	704,148	704,148	704,148	636,221	-9.65%
Employee Benefits	265,363	298,550	307,652	307,652	307,652	255,182	-17.05%
Contractual	48,608	16,874	16,500	16,500	16,700	16,800	1.82%
Commodities	81,778	71,414	10,200	13,722	10,200	10,200	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	3,390	3,925	536	536	536	536	0.00%
TOTALS	955,674	941,190	1,039,036	1,042,558	1,039,236	918,939	-11.56%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 FY2023 contractual budget increased by 1.82%.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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
Office Manager	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	3.000	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	-	-	-
	<u>7.000</u>	<u>7.000</u>	<u>8.500</u>	<u>8.000</u>	<u>6.000</u>

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	52,185	88,936	141,905	141,905	142,105	148,339	4.53%
Employee Benefits	42,663	61,243	78,801	78,801	78,801	78,261	-0.69%
Contractual	169,573	261,257	223,800	226,506	224,200	249,400	11.44%
Commodities	33,814	59,316	58,100	58,100	62,900	69,900	20.31%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	22,659	18,018	16,530	16,530	16,530	16,530	0.00%
TOTALS	320,894	488,770	519,136	521,842	524,536	562,430	8.34%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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

The increase is due to increased cost of fuel, aluminum waste containers and signs; and concrete delineators and street markers.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Facilities Maintenance Division Manager	0.075	0.075	0.125	0.333	0.250
General Maintenance Supervisor	0.085	0.095	0.168	-	-
Grounds Supervisor	0.080	0.080	0.080	0.500	0.500
PW Project Coordinator	-	-	0.302	-	-
Street & Sign Painter	0.008	-	-	-	-
Building Maintenance Worker	0.016	0.281	-	-	-
Equipment Operator II	0.663	0.700	0.800	1.000	1.000
Water Resources Technician I	-	0.010	-	-	-
Irrigation and Spray Technician	0.010	0.010	0.010	-	-
	0.937	1.251	1.485	1.833	1.750

STREET REPAIR AND MAINTENANCE FY2022 ACCOMPLISHMENTS

- Performed Town-wide sidewalk inspections and repairs
 - 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 2023 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 Manual and Uniform Traffic Control Devices & FDOT regulations
	Track and forecast costs for sign materials and labor with new Work order management system

Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Inspect and repair sidewalks (sq. yards/LF)	234	99	1,115 LF	1,264 LF	1,000 LF
Potholes patched (sq. yards) previous to FY21. FY22 actual number of Potholes patched)	252	234	207	50	50
Replace traffic control signs	302	184	296	262	250
Curbs and traffic control lines painted	35,166 LF				

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	42,672	34,716	-	-	-	-	0.00%
Employee Benefits	25,394	22,890	-	-	-	-	0.00%
Contractual	8,131	11,733	7,500	22,968	7,600	75,200	902.67%
Commodities	1,712	8,577	11,300	11,600	11,400	11,300	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	3,758	1,947	-	-	-	-	0.00%
TOTALS	81,667	79,863	18,800	34,568	19,000	86,500	360.11%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

CONTRACTUAL

This increase reflects upgrading current traffic software to an Edaptive traffic software system includes associated annual licensing.

COMMODITIES

Remained constant

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY202
Water Resources Division Manager	-	-	0.100	-	-
Facilities Maintenance Division Mgr	0.155	0.180	0.037	-	-
Electrician Supervisor	0.181	-	-	-	-
Grounds Supervisor	0.005	0.005	-	-	-
General Maintenance Supervisor	0.095	0.096	0.005	-	-
Industrial Electrician	0.350	0.016	0.302	-	-
SR Industrial Electrician	0.175	0.201	0.151	-	-
Building Maintenance Worker	0.395	0.127	0.010	-	-
Utilities Maintenance Supervisor	-	0.010	-	-	-
Street & Sign Painter	0.785	-	-	-	-
	2.141	0.635	0.623	0.000	0.000

TRAFFIC CONTROL FY2022 ACCOMPLISHMENTS

- Performed preventive maintenance on all traffic signal intersections limiting down time and maintained consistent traffic flow.

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Traffic signal replacement (LED)	60	2	11	18	15
Perform preventative maintenance in signalized intersections	52	52	52	52	52

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	87,089	124,791	293,735	293,735	294,135	291,389	-0.80%
Employee Benefits	26,717	44,666	148,268	148,268	148,268	137,875	-7.01%
Contractual	308,232	195,555	211,300	247,035	270,200	237,800	12.54%
Commodities	37,561	62,721	45,200	45,200	46,200	52,100	15.27%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	30,532	31,562	28,887	28,887	28,887	28,887	0.00%
TOTALS	490,131	459,296	727,390	763,125	787,690	748,051	2.84%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 an anticipated utility (electric) cost based off a three (3) year average.

COMMODITIES

This increase reflects the systematic replacement of the Town’s street lighting fixture heads, 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	FY2019	FY2020	FY2021	FY2022	FY2023
Water Resources Division Manager	-	-	0.100	0.500	-
General Maintenance Supervisor	-	-	0.025	-	-
PW Project Coordinator	-	-	0.018	-	-
Electrician Supervisor	0.200	-	-	1.000	1.000
Industrial Electrician	0.400	0.100	0.552	1.000	1.000
SR Industrial Electrician	0.200	0.250	0.276	1.000	1.000
Building Maintenance Worker	-	0.050	0.050	-	-
Utilities Maintenance Supervisor	-	0.053	-	-	-
Facilities Maintenance Division Manager	0.150	0.125	0.038	-	0.250
	0.950	0.578	1.059	3.500	3.250

STREET LIGHTING FY2022 ACCOMPLISHMENTS

- Painted 398 streetlights.
- Conduct preventive maintenance annually on the 1,251 streetlights in Town.
- Performed utility locates for underground wiring to minimize the likelihood of damage to Town infrastructure due to digging.
- Performed preventive maintenance for all storm and sanitary pump stations as well as all facilities.

Effectiveness/Output Measures	Productivity Measures				
	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Bi-monthly street light surveying	7	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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	346,136	371,601	-	-	-	-	0.00%
Employee Benefits	204,940	196,769	-	-	-	-	0.00%
Contractual	272,393	256,205	230,800	270,784	292,800	287,900	24.74%
Commodities	50,752	68,346	65,400	65,400	66,800	71,500	9.33%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	26,573	26,414	23,932	23,932	23,932	15,937	-33.41%
TOTALS	900,793	919,335	320,132	360,116	383,532	375,337	17.24%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

CONTRACTUAL

Contractual needs are based on services that are outside of our expertise and also includes utility needs. The increase is based on a significant need for SCADA and repair services.

COMMODITIES

This increase reflects a rise of fuel costs for vehicles and generators, office supplies, uniforms, other equipment/materials, and minor supplies.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Building Maintenance Worker	0.022	0.022	0.020	-	-
Electrician Supervisor	0.188	-	-	-	-
Equipment Operator II	0.037	-	-	-	-
General Maintenance Supervisor	0.005	0.005	0.005	-	-
Industrial Electrician	0.364	0.813	0.400	-	-
SR Industrial Electrician	0.182	0.075	0.200	-	-
Irrigation and Spray Technician	0.010	0.010	0.008	-	-
Grounds Supervisor	0.010	0.010	0.010	-	-
Grounds Technician	0.056	0.056	-	-	-
Utilities Maintenance Supervisor	0.245	0.375	0.438	-	-
Facilities Division Manager	-	-	0.005	-	-
PW Project Coordinator	-	-	0.018	-	-
Water Resource Technician I	2.895	2.895	2.660	-	-
Water Resource Technician II	0.735	0.735	0.740	-	-
Water Resources Division Manager	0.600	0.600	0.485	-	-
	5.349	5.596	4.989	-	-

STORM SEWER MAINTENANCE FY2022 ACCOMPLISHMENTS

- Performed visual inspection on all thirteen (13) storm stations.
- 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 located at station D-14, and made repairs to the check valve to prevent back-flow into the station.
- Re-engaged into our system wide tv inspection and cleaning program, for our storm collection piping.
- Continued use of Lucity (asset management system) to manage work order, track workload, schedule projects, and create reports.
- Upgraded storm sewer pumps station D-7's SCADA system, from radio to fiber communications.
- Experienced no instances of flooding or standing water resulting in damages to public or private properties.
- Raised and replaced six (6) catch basin inlets along S. Ocean Boulevard.

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Pump station inspections	728	728	903	700	676
Storm pump repairs	20	10	19	9	10
Manhole basin inspections	50	1,356	743	20	500
Mainline cleaning (feet)	2,250	0	3,606	5,243	5,000
Clean and inspect storm inlets	1,640	1,640	1,640	824	1,640
Televised inspections (mainline)	-	-	-	1,100	2,000
Generator inspections (Town wide)	-	-	-	303	300

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
- Televise 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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	696,366	638,696	1,024,195	1,024,195	1,024,195	1,127,905	10.13%
Employee Benefits	472,174	424,652	590,000	590,000	590,000	606,436	2.79%
Contractual	162,009	175,323	159,700	170,956	196,300	193,500	21.16%
Commodities	64,766	98,508	94,300	97,880	94,400	99,100	5.09%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	72,247	94,072	80,766	80,766	80,766	66,799	-17.29%
TOTALS	1,467,563	1,431,252	1,948,961	1,963,797	1,985,661	2,093,740	7.43%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 budget includes pay for performance increases and the proposed increase in the ranges.

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 for outside vendor to maintain and repair of telemetry equipment and Significant increases to service repairs.

COMMODITIES

Increase for anticipated fuel expenses based on prior year's expenses, general office supplies, gas detecting equipment, and small maintenance supplies.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Building Maintenance Worker	0.020	0.020	0.020	-	-
Electrician Supervisor	0.239	-	-	-	-
General Maintenance Supervisor	0.005	0.005	0.005	-	-
SR Industrial Electrician	0.239	0.075	0.210	-	-
Industrial Electrician	0.478	0.945	0.420	-	-
Irrigation and Spray Technician	0.005	0.005	0.008	-	-
Grounds Supervisor	0.010	0.010	0.010	-	-
Grounds Technician	0.056	0.056	-	-	-
Utilities Maintenance Supervisor	0.755	0.562	0.562	1.000	1.000
PW Project Coordinator	-	-	0.018	-	-
Water Resource Technician I	8.105	8.095	7.340	10.000	9.000
Water Resource Technician II	2.265	2.265	1.760	3.000	4.000
Water Resource Division Manager	0.400	0.400	0.300	0.500	1.000
	12.577	12.438	10.653	14.500	15.000

SANITARY SEWER MAINTENANCE FY2022 ACCOMPLISHMENTS

- Continued 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 5,332 underground utility locates to identify Town owned infrastructure prior to construction projects within the Town.
- 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.
- Internal repairs of 4 sanitary sewer line breaks.
- Internal replacement of three (4) sanitary sewer manhole lids and castings and one (1) ejector station lid and casting.
- Researched, trained and developed a trenchless pipe patch repair system that staff can do internally.
- Re-engaged into our system wide tv inspection and cleaning program for piping.
- Continued transfer of written schedules and duties to the new Lucity Work Order Management System. Started using system in July 2020.

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Residential service calls	30	29	10	44	25
Mainline cleaning (feet)	119,131	88,000	138,479	114,061	130,000
Utility locates	4,408	4,088	4,764	5,332	5,000
Televised inspections (feet)	20,914	432	8,890	26,595	25,000
Pump station inspections	2,704	2,617	1,996	2,763	2,548
Manhole inspections/repairs	228	115	331	14	150

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	2,404,895	2,462,891	2,478,975	2,492,945	2,479,000	3,506,137	41.44%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	2,404,895	2,462,891	2,478,975	2,492,945	2,479,000	3,506,137	41.44%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

CONTRACTUAL

This increase reflects the greater operating costs associated with infrastructure and the debt service required to fund several essential capital projects. This also includes the chemical pre-treatment increase 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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	503,770	458,292	513,405	513,405	515,405	544,488	6.05%
Employee Benefits	309,705	341,520	338,189	338,189	338,089	353,320	4.47%
Contractual	-	-	1,700	1,700	1,200	5,600	229.41%
Commodities	35,727	43,614	47,500	47,500	58,500	66,800	40.63%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	106,846	106,846	106,846	106,846	106,846	106,846	0.00%
TOTALS	956,048	950,272	1,007,640	1,007,640	1,020,040	1,077,054	6.89%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 for planned facility maintenance at the transfer station.

COMMODITIES

This escalation reflects the increase in other supplies, chemicals, and fuel costs.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Building Maintenance Worker	0.020	0.020	0.022	-	-
Electrician Supervisor	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	-	-
Grounds Technician	0.013	0.013	-	-	-
SR Industrial Electrician	0.005	0.005	0.005	-	-
Industrial Electrician	0.010	0.010	0.010	-	-
Grounds Supervisor	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	0.200	0.200
	8.693	8.688	8.695	8.550	8.550

Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Tons collected	6,351	6,331	6,725	6,892	6800
Reported misses	1	1	4	3	1

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	485,008	519,336	521,588	521,588	533,688	563,463	8.03%
Employee Benefits	244,102	261,883	258,641	258,641	258,641	280,333	8.39%
Contractual	255,834	262,249	338,100	356,117	380,600	450,800	33.33%
Commodities	33,645	39,526	50,600	50,600	55,300	61,600	21.74%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	109,983	120,124	97,213	97,213	97,213	92,822	-4.52%
TOTALS	1,128,571	1,203,117	1,266,142	1,284,159	1,325,442	1,449,018	14.44%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 to the compacted garbage contract and an increase to the temporary labor contracts.

COMMODITIES

The increase reflects fuel costs.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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	0.200	0.200
	6.800	6.800	6.800	6.850	6.850

Effectiveness/Output Measures	Productivity Measures				
	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Tons collected	2,349	2,714	2,882	2,954	2,900
Reported misses	0	0	0	2	1

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 transport all residential and commercial garbage efficiently and effectively 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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	72,450	52,208	73,000	73,000	73,000	76,600	4.93%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
TOTALS	72,450	52,208	73,000	73,000	73,000	76,600	4.93%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	870,812	910,078	974,769	974,769	974,769	1,057,872	8.53%
Employee Benefits	632,278	663,047	675,705	675,705	675,705	675,260	-0.07%
Contractual	185,293	178,721	247,600	319,562	237,100	299,100	20.80%
Commodities	81,422	105,745	123,600	123,600	140,450	150,900	22.09%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	204,159	247,612	205,366	205,366	205,366	245,709	19.64%
TOTALS	1,973,964	2,105,204	2,227,040	2,299,002	2,233,390	2,428,841	9.06%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 contracted services.

COMMODITIES

This account reflects an increase primarily to fuel costs.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Building Maintenance Worker	0.020	0.021	0.022	-	-
Crane Operator	3.000	3.000	3.000	3.000	3.000
Electrician Supervisor	0.005	-	-	-	-
Equipment Operator I	9.000	9.000	8.000	8.000	8.000
Equipment Operator II	-	-	1.000	1.000	1.000
General Maintenance Supervisor	0.005	0.005	0.005	-	-
SR Industrial Electrician	0.005	0.005	0.005	-	-
Industrial Electrician	0.010	0.010	0.010	-	-
Sanitation and Trash Worker	4.000	4.000	3.000	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	0.200	0.200
PW Project Coordinator	-	-	0.018	-	-
Trash Supervisor	0.900	1.000	1.000	1.000	1.000
	18.245	18.341	17.360	17.200	17.200

YARD TRASH COLLECTION FY2022 ACCOMPLISHMENTS

- Collection and landfill operations processed 125,900 cubic yards of debris generated from residential and commercial establishments
- Maintained permit compliance with all conditions per regulatory agencies
- Expanded the work order management system to assist in creating collection routes, schedules, landfill operations and volumes of waste collected

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
CY collected and disposed of yard waste	116,680	134,000	127,276	125,900	128,000

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	194,609	128,821	207,128	207,128	208,528	222,292	7.32%
Employee Benefits	117,900	124,852	131,835	131,835	131,835	134,745	2.21%
Contractual	9,275	12,488	13,200	13,200	13,200	13,900	5.30%
Commodities	9,597	11,040	14,200	14,200	15,200	16,300	14.79%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	47,503	37,212	12,583	12,583	12,583	27,926	121.93%
TOTALS	378,883	314,412	378,946	378,946	381,346	415,163	9.56%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 increase in this account.

COMMODITIES

Budget reflects increase in fuel costs.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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	0.200	0.200
	<u>3.170</u>	<u>3.170</u>	<u>3.170</u>	<u>3.200</u>	<u>3.200</u>

RECYCLING FY2022 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 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Tons collected	1,346	1,518	1,503	1,599	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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	224,375	249,596	153,218	153,218	155,518	158,327	3.33%
Employee Benefits	159,938	139,265	80,451	80,451	80,451	80,663	0.26%
Contractual	1,204,756	1,216,534	1,368,997	1,515,736	1,368,400	1,494,250	9.15%
Commodities	33,403	55,194	49,100	49,100	70,400	78,700	60.29%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	16,906	34,855	26,939	26,939	26,939	30,108	11.76%
TOTALS	1,639,378	1,695,444	1,678,705	1,825,444	1,701,708	1,842,048	9.73%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 vendor CPI's, the rebid of tree trimming contract, and utility increases.

COMMODITIES

This increase is largely due to the increase in chemical cost for the Green Initiative.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Building Maintenance Worker	0.050	0.103	0.110	-	-
Electrician Supervisor	0.011	-	-	-	-
Equipment Operator II	0.300	0.300	0.200	-	-
Facilities Maintenance Division Mgr	0.330	0.350	0.350	0.333	0.250
General Maintenance Supervisor	0.064	0.064	0.050	-	-
Grounds Technician	1.850	1.850	-	-	-
SR Industrial Electrician	0.018	0.018	0.013	-	-
Industrial Electrician	0.036	0.036	0.026	-	-
Irrigation and Spray Technician	0.951	0.967	0.966	1.000	1.000
PW Project Coordinator	-	-	0.750	-	-
Street & Sign Painter	0.013	-	-	-	-
Grounds Supervisor	0.854	0.870	0.875	0.500	0.500
Water Resources Division Manager	-	-	0.005	-	-
	4.477	4.558	3.345	1.833	1.750

LANDSCAPE MAINTENANCE FY2022 ACCOMPLISHMENTS

- Completed an irrigation upgrade on Royal Poinciana Way to low-flow smart irrigation with 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 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Inspect irrigation systems (hours)	532	260	484	1,180	2000
Inspect historic trees	106	107	118	121	121

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	210,065	282,851	344,026	344,026	347,826	380,586	10.63%
Employee Benefits	107,940	162,581	214,982	214,982	214,982	213,149	-0.85%
Contractual	602,052	566,801	661,300	772,948	695,947	810,500	22.56%
Commodities	32,868	45,106	43,800	43,808	43,700	43,300	-1.14%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	11,811	15,169	9,565	9,565	9,565	21,986	129.86%
TOTALS	964,736	1,072,508	1,273,673	1,385,329	1,312,020	1,469,521	15.38%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 budget includes a 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

The increase reflects anticipated utility increases based off a 3-year average, vendor CPI increases and new contracts for Janitorial, HVAC contracts, a reduction of cost for termite fumigation for the North Fire station, suspended travel/per diem for training, and a reduction in water consumption based off of a three (3) year average.

COMMODITIES

This slight decrease reflects a reduction in chemical/cleaning supplies, and 3-year average for vehicle fuel.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Building Maintenance Worker	1.345	1.296	1.716	2.000	2.000
Electrician Supervisor	0.148	-	-	-	-
Facility Maintenance Division Manager	0.250	0.250	0.435	0.334	0.250
General Maintenance Supervisor	0.675	0.687	0.707	1.000	1.000
SR Industrial Electrician	0.153	0.361	0.135	-	-
Industrial Electrician	0.306	0.050	0.270	-	-
Irrigation and Spray Technician	0.008	0.008	0.008	-	-
PW Project Coordinator	-	-	0.804	2.000	2.000
Grounds Technician	0.025	0.025	-	-	-
Grounds Supervisor	0.020	0.020	0.020	-	-
Water Resources Division Manager	-	-	0.010	-	-
Street & Sign Painter	0.168	-	-	-	-
	3.098	2.697	4.105	5.334	5.250

FACILITY MAINTENANCE FY2022 ACCOMPLISHMENTS

- Continued conversion of existing lighting to LED in apparatus bays at all fire stations, Public Works' central stores and machine shop areas
- Converted to automatic, low flow, water saving flush valves and equipment at Public Works, and public restrooms.
- Converted central stores and machine shop lighting at Public Works to LED type

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Scheduled PM work orders	26	50	257	338	400
Quarterly inspections at all Town buildings	0	0	0	6	15
Completed re-active work orders	308	386	216	311	250

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	383,123	505,741	533,453	533,453	533,453	695,529	30.38%
Employee Benefits	168,159	170,508	201,962	201,962	201,918	287,748	42.48%
Contractual	102,518	26,587	4,800	31,330	7,300	6,800	41.67%
Commodities	3,068	2,319	1,600	1,600	4,100	4,600	187.50%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	5,155	9,013	7,403	7,403	7,403	7,403	0.00%
TOTALS	662,022	714,168	749,218	775,748	754,174	1,002,080	33.75%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 is due to Travel and Per Diem costs.

COMMODITIES

The increase reflects an increase in fuel costs.

Public Works
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Town Engineer	1.000	1.000	1.000	1.000	1.000
Project Engineer	2.000	1.000	1.000	2.000	2.000
Senior Project Engineer	1.000	1.000	1.000	1.000	1.000
GIS Specialist	-	-	-	-	1.000
CMMS Coordinator	-	-	-	-	1.000
	4.000	3.000	3.000	4.000	6.000

GENERAL ENGINEERING FY2022 ACCOMPLISHMENTS

- Successful completion of the Town Marina.
 - Successful implementation of Town-wide Undergrounding Program including: completion of Phase 2 and 3 North and 2 South. Award of construction contracts for Phases 5 and 6 within 5% of budgeted construction estimate. Continued construction of Phases 3, 4, 5 and 6 South. and Phases 4, 5 and 6 North. Along with successful award of Phases 7 South and North construction.
 - Completion of the water feasibility study.

Fiscal Year 2023 Goals and Performance Measures				
Town Council Budget Priority	Financial Stability and Planning - Complete and review water feasibility study. Evaluate water supply and distribution options with an emphasis on service needs, quality and cost. Develop an implementation plan and begin negotiations for a contract with the provider.			
Department Goal	Continued evaluation of potable water supply alternatives at Town Council's direction.			
Objectives	Continue to provide Town Manager and Town Council with detailed information to support their decision-making process.			
	Support negotiations as necessary.			
Performance Measures	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Complete negotiation by end of FY24	-	-	50%	50%

Public Works
Town of Palm Beach

Fiscal Year 2023 Goals and Performance Measures (Continued)				
Department Goal	Complete the restoration of the North Fire Station.			
Objectives	Continue aggressive design and demolition schedule to support the construction of the restoration.			
	Finalize design and GMP for full implementation of construction.			
	Issue final GMP for full restoration.			
Performance Measures	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Complete construction by end of FY 24.	-	-	10%	50%

Department Goal	Initiate the replacement of the Mid-Town Seawall construction.			
Objectives	Complete permitting and ARCOM approval.			
	Award Construction contract.			
Performance Measures	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Complete the replacement of the Mid-Town Seawall by end of FY26	-	-	-	30% (Design and Permitting 100%)

Town Council Budget Priority	Capital Improvement Projects - Initiate a strategic crosswalk initiative. This will include an analysis of the current crosswalks on the public roadways and identify new and improved methods and technologies to enhance pedestrian safety. The plan will encompass a budget, funding plan, priority list and long-term implementation strategy.			
Department Goal	Design of strategic smart crosswalks project.			
Objectives	Complete the design and install conduits at strategic crosswalks in previously completed and ongoing phases of undergrounding.			
	Modify design for Phases 7 and 8 to include conduits for smart crosswalks.			

Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Complete installation of necessary conduit for smart crosswalks by FY26	-	-	-	-	50%

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Salaries and Wages	46,009	58,437	63,814	63,814	62,814	73,970	15.92%
Employee Benefits	34,011	37,012	39,142	39,142	39,144	39,841	1.79%
Contractual	29,200	680	600	600	600	700	16.67%
Commodities	1,268	1,117	1,300	1,300	1,400	2,300	76.92%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	2,725	2,725	2,725	2,725	2,725	2,725	0.00%
TOTALS	113,213	99,971	107,581	107,581	106,683	119,536	11.11%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 an increase in the telephone and printing costs.

COMMODITIES

The increase reflects an increase in fuel and training registration costs.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Right of Way Inspector	1.000	1.000	1.000	1.000	1.000
	1.000	1.000	1.000	1.000	1.000

RIGHT-OF-WAY INSPECTIONS FY2022 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 2023 Goals and Performance Measures					
Town Council Budget Priority	Community Standards, Regulations and Quality of Life - Continue to proactively address construction site violations in an effort to ease parking and traffic-related issues, noise complaints and other associated community concerns, through enhanced regulations and improved code and parking enforcement.				
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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
% of right of way permits issued captured in GIS map	100%	100%	100%	100%	100%
Weekly right of way inspections	55	70	100	177	200
Monthly review of right-of-way permits and road impacts	150	150	170	400	350

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

	FY2020	FY2021	FY2022	FY2022	FY2022	FY2023	%
	Actual	Actual	Budget	Adjusted*	Projected	Budget	Change
Salaries and Wages	269,628	259,164	380,962	380,962	380,962	386,672	1.50%
Employee Benefits	191,002	198,057	226,635	226,635	226,635	223,270	-1.48%
Contractual	42,597	39,994	70,700	72,329	69,400	73,900	4.53%
Commodities	155,707	171,201	187,500	188,435	192,300	194,940	3.97%
Capital Outlay	8,115	6,866	6,000	27,248	6,000	25,620	327.00%
Depreciation	17,643	14,578	14,370	14,370	14,370	18,942	31.82%
TOTALS	684,692	689,860	886,167	909,979	889,667	923,344	4.20%

*FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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 account reflects an increase for contractual services.

COMMODITIES

Budget reflects the increase primarily due to fuel costs.

CAPITAL OUTLAY

Increase reflects in purchase of shop equipment for FY2023.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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	0.200	0.200
	5.100	5.100	5.100	5.200	5.200

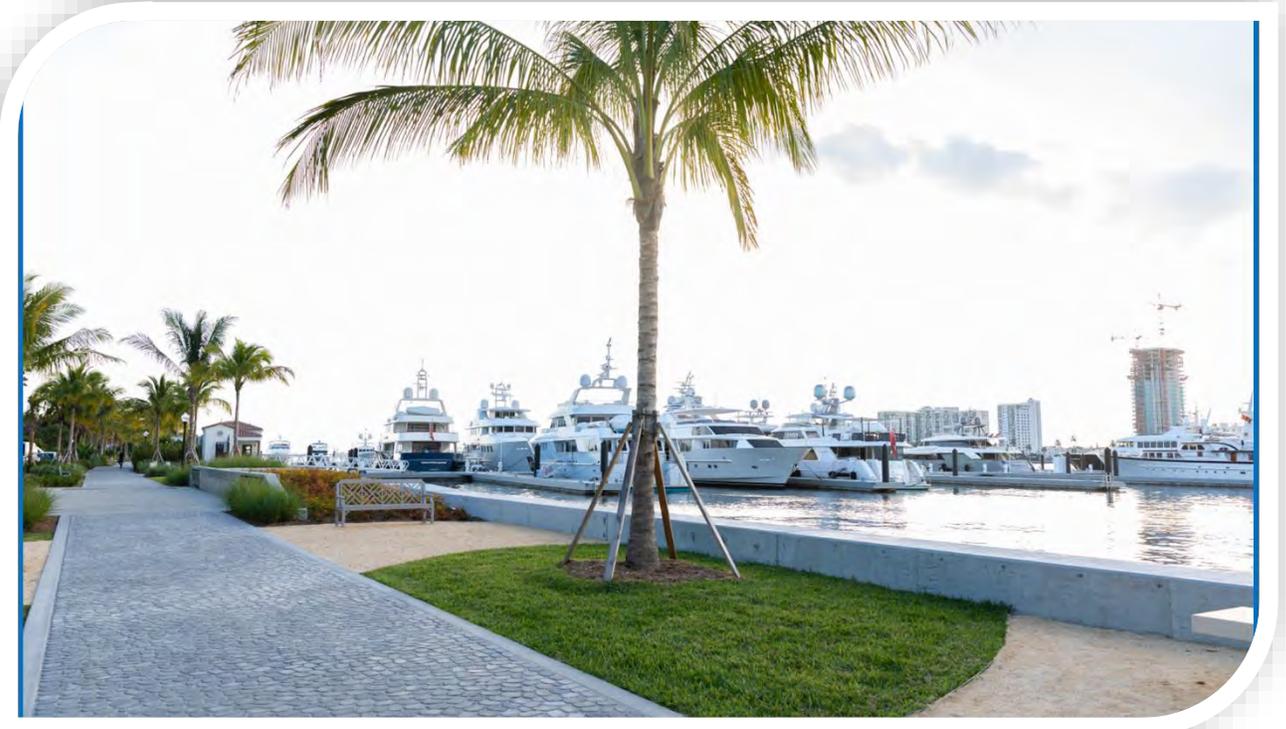
EQUIPMENT OPERATION AND MAINTENANCE FY2022 ACCOMPLISHMENTS

- Met projected goal of unscheduled repairs by implementing a predictive monitoring plan.
- Purchased and commissioned three (3) pieces of equipment for various user divisions.
- Expanded the work order management system to schedule maintenance and track repair costs. This new tool is being used to assist in equipment replacement schedules and budgeting.

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Repairs	566	726	1,039	705	600
Preventive maintenance scheduled	1,174	564	506	552	500



Other



Other
Town of Palm Beach

PROGRAM: LIBRARY SERVICES 321

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 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	352,650	352,650	363,230	363,230	363,230	374,127	3.00%
TOTALS	352,650	352,650	363,230	363,230	363,230	374,127	3.00%

*FY22 adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

Other
Town of Palm Beach

PROGRAM: TRANSFERS 611-625

The following transfers are made from the general fund into the other funds within the Town.

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Capital Improvement Fund (307)	2,420,000	3,785,108	8,428,200	8,428,200	9,371,020	11.19%
Coastal Protection Fund (309)	6,520,211	4,777,000	4,920,310	4,920,310	5,264,732	7.00%
Townwide Underground Utilities (122)	144,450	165,000	176,550	176,550	191,116	8.25%
Debt Service Fund (205)	5,983,913	5,691,148	5,676,719	5,676,719	5,680,666	0.07%
Extraordinary Transfer to Retirement (600)	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	0.00%
Group Health Retirees (610)	423,014	429,858	334,215	334,215	331,217	-0.90%
Risk - W/C, Liab, Prop	1,900,819	2,010,439	2,173,487	2,173,487	2,274,106	4.63%
TOTALS	22,812,407	22,278,553	27,129,481	27,129,481	28,532,857	5.17%

Other
Town of Palm Beach

CONTINGENT APPROPRIATIONS 711

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

	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 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	610,000	600,000	600,000	600,000	0.00%
TOTALS	610,000	600,000	600,000	600,000	0.00%



Special Revenue Fund



Town-wide Underground Utilities Fund
Town of Palm Beach

FUND 122: TOWN-WIDE UNDERGROUND UTILITIES

Revenue and Expense Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Revenues						
Special Assessment Revenue	1,771,380	8,149,121	3,850,000	3,850,000	3,850,000	0.00%
Bond Proceeds	-	9,198,896	-	-	-	0.00%
Transfer from General Fund	144,450	165,000	176,550	176,550	191,116	8.25%
Transfer from CIP Fund (307)	500,000	500,000	500,000	500,000	500,000	0.00%
Interest on Investments	3,570,170	2,793,579	255,009	75,000	100,000	-60.79%
Transfer from Marina Fund	-	-	2,600,000	2,600,000	2,600,000	0.00%
Other Income	234,593	220,557	239,309	230,000	224,900	-6.02%
TOTALS	6,220,593	21,027,153	7,620,868	7,431,550	7,466,016	-2.03%
Expenses						
Salaries and Wages	105,706	49,423	140,693	92,200	143,804	2.21%
Employee Benefits	34,440	26,313	44,536	40,794	47,312	6.23%
Contractual Services	1,202,363	1,202,394	194,236	103,500	111,000	-42.85%
Commodities	1,186	2,270	250	150	250	0.00%
Debt Service	3,398,350	3,667,309	3,847,805	3,847,805	3,848,755	0.02%
Carry Over Projects	-	-	18,948,155	-	14,000,000	-26.11%
Projects	7,567,759	9,234,156	29,833,179	26,581,000	15,850,000	-46.87%
TOTALS	12,309,803	14,181,864	53,008,854	30,665,449	34,001,121	-35.86%
Total Revenues Over/(Under)						
Expenses	(6,089,210)	6,845,289	(45,387,986)	(23,233,899)	(26,535,105)	
Beginning Fund Equity	63,944,516	57,855,306	64,700,595	64,700,595	41,466,696	
ENDING NET ASSETS	57,855,306	64,700,595	19,312,609	41,466,696	14,931,591	

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)

FY2020 -2023 represents funding for the Project Manager's and Administrative Assistant 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

TRANSFER FROM MARINA FUND

Transfer approved by the Town Council to be used for the underground utility project

Town-wide Underground Utilities Fund
Town of Palm Beach

EXPENSES

SALARIES AND WAGES/EMPLOYEE BENEFITS

Salaries/Wages and Employee Benefits for the Underground Utilities Easement Acquisition Manager and Administrative Assistant

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 FY23, we expect to complete Phase 4 North, and Phase 3 South. During FY23 work will continue construction of Phase 5 North and South, Phases 6 North and South, and begin in Phases 7 North and South. In FY23, engineering design will continue for Phases 7 and 8 of the project.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Underground Utilities Easement Acquisition Mgr	-	-	-	1.000	1.000
Underground Utilities Project Manager	1.000	1.000	1.000	-	-
Administrative Assistant	-	-	-	0.750	0.750
	1.000	1.000	1.000	1.750	1.750



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Debt Service Funds



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

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>\$25,542,199,170</u>
Legal Debt Margin:	
Debt Limitation - 5% of assessed value	<u>\$1,277,109,959</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 2031 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
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
2031	0	2,924,875	715,263	292,959	3,329,416	3,398,850	2,007,563	449,505	13,118,429

DEBT SUMMARY

Outstanding debt as of September 30, 2022:

General Obligation Bonds **\$ 60,585,000**

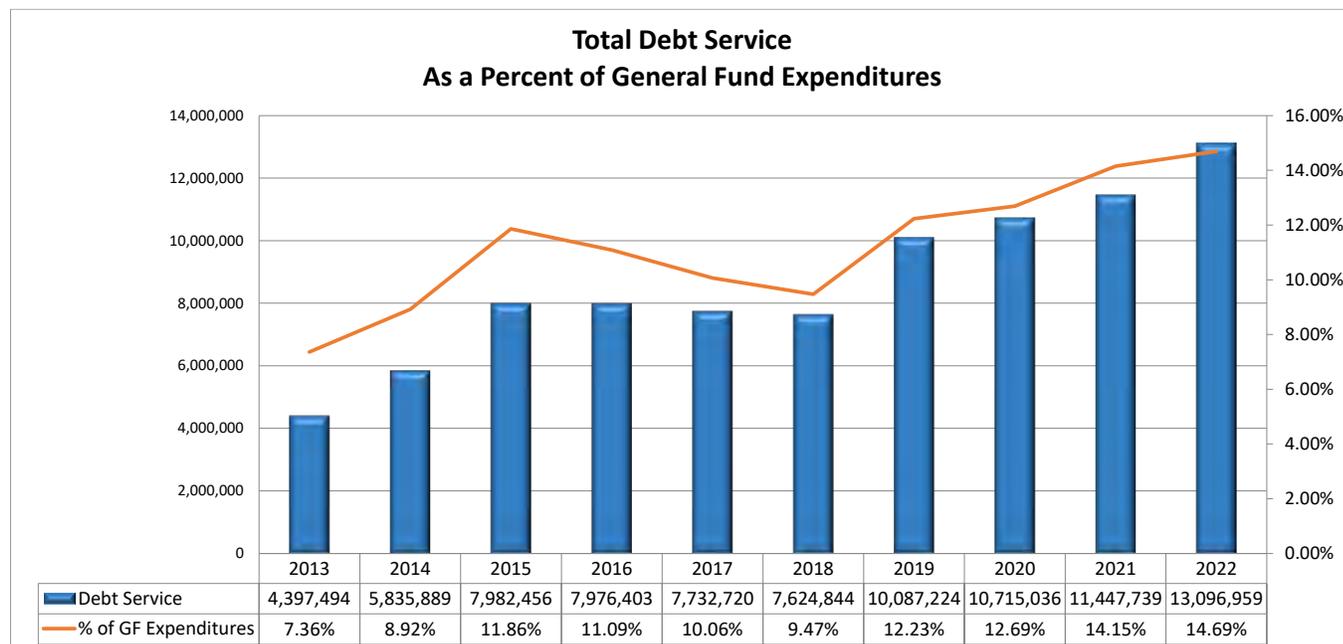
General Fund Pledge Obligations:

Non-Ad Valorem Revenue Bonds \$132,445,000

Total Gross Debt (15.1% of capacity) **\$193,030,000**

	Debt Ratios	Per Capita
Population	9,245	
Taxable Value	\$25,542,199,170	\$2,762,812
Total Gross Debt	\$193,030,000	\$20,879

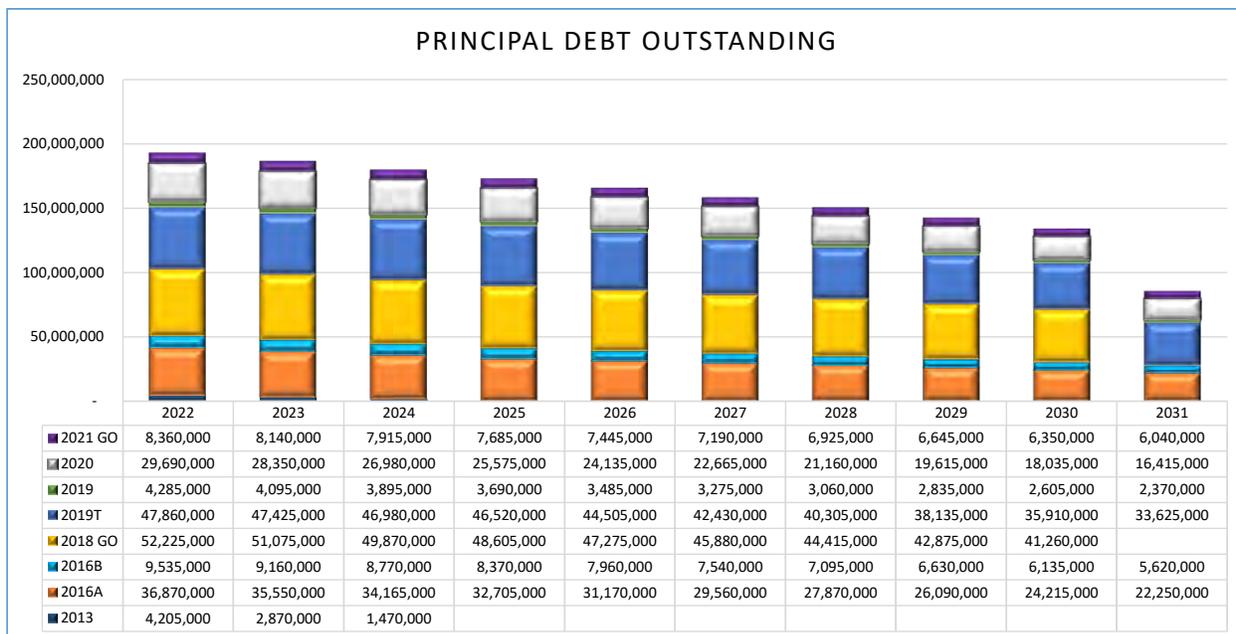
The chart below shows the trend of total debt service as a percentage of general fund expenditures.



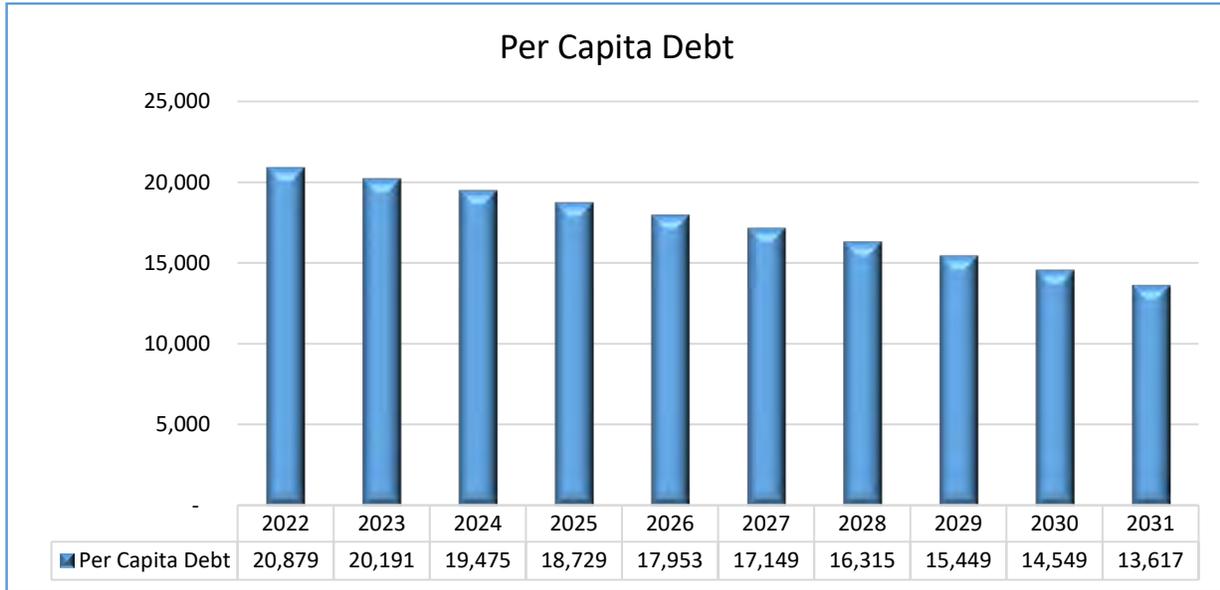
**Town of Palm Beach
Principal Debt Outstanding
FY2022 – FY2031**

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
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
2031	0	22,250,000	5,620,000	2,370,000	33,625,000	39,565,000	16,415,000	6,040,000	125,885,000

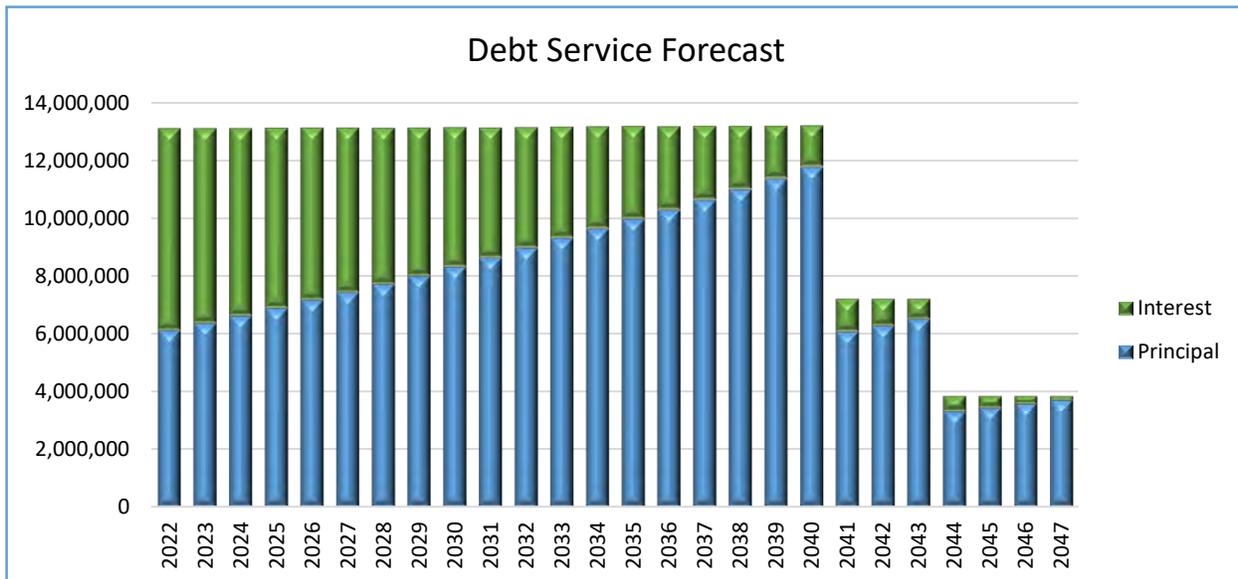
The chart below shows the total principal debt outstanding for FY22 through FY31.



The chart below shows total outstanding debt per capita for FY22 through FY31.



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.



FUND 205: 2016A AND 2019 REVENUE BONDS

Revenue and Expense Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Revenues						
Interest Earnings	788	745	-	-	-	0.00%
Bond Proceeds	53,499,266	-	-	-	-	0.00%
Transfer from General Fund	5,983,913	5,691,148	5,676,719	5,676,719	5,680,666	0.07%
Transfer from Par 3 Golf Course	199,813	194,813	191,100	191,100	187,426	-1.92%
Transfer from Coastal Fund	544,107	513,181	508,958	508,958	509,135	0.03%
TOTALS	60,227,887	6,399,887	6,376,777	6,376,777	6,377,227	0.01%
Expenses						
Debt Service Interest	4,004,396	3,539,634	3,399,277	3,399,277	3,254,726	-4.25%
Debt Service Principal	2,455,000	3,025,000	3,135,000	3,135,000	3,280,000	4.63%
Other Expenses	688,333	4,655	20,000	2,000	20,000	0.00%
Contractual	-	10,250	7,500	7,500	7,500	0.00%
Deposit to Escrow	52,802,290	-	-	-	-	0.00%
TOTALS	59,950,019	6,579,539	6,561,777	6,543,777	6,562,226	0.01%
Total Revenues Over/(Under)						
Expenses	277,868	(179,652)	(185,000)	(167,000)	(184,999)	
Beginning Fund Equity	1,381,353	1,659,221	1,479,569	1,479,569	1,312,569	
ENDING NET ASSETS	1,659,221	1,479,569	1,294,569	1,312,569	1,127,570	

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

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Revenues						
Interest Earnings	1,873	335	500	300	500	0.00%
Non Ad Valorem Assessment Revenue	711,068	723,958	724,113	730,000	723,013	-0.15%
TOTALS	712,941	724,294	724,613	730,300	723,513	-0.15%
Expenses						
Debt Service Interest	378,600	367,913	357,113	357,113	346,013	-3.11%
Debt Service Principal	330,000	355,000	365,000	365,000	375,000	2.74%
Contractual	-	1,000	-	-	-	0.00%
Other Expenses	2,430	180	2,500	1,500	2,500	0.00%
TOTALS	711,030	724,093	724,613	723,613	723,513	-0.15%
Total Revenues Over/(Under) Expenses	1,911	201	-	6,687	-	
Beginning Fund Equity	171,391	173,302	173,503	173,503	180,190	
ENDING NET ASSETS	173,302	173,503	173,503	180,190	180,190	

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



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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 three 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.

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.

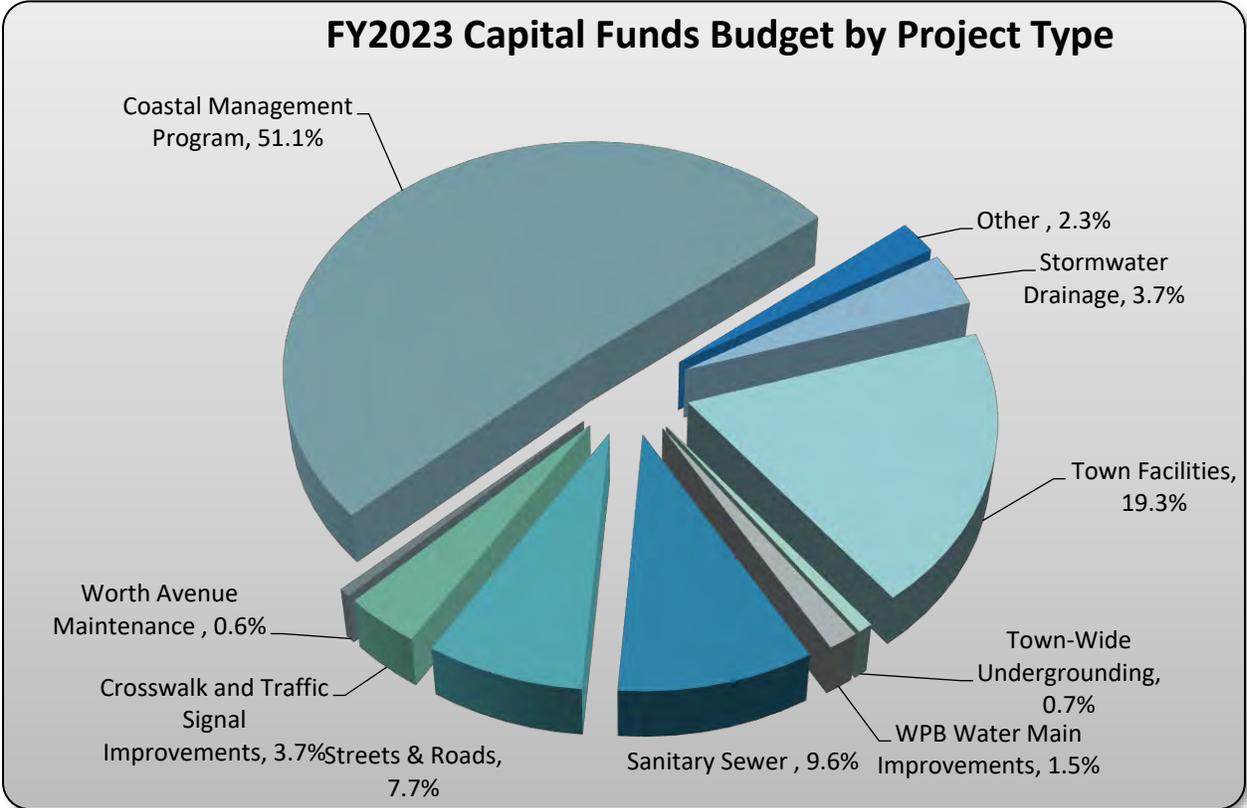
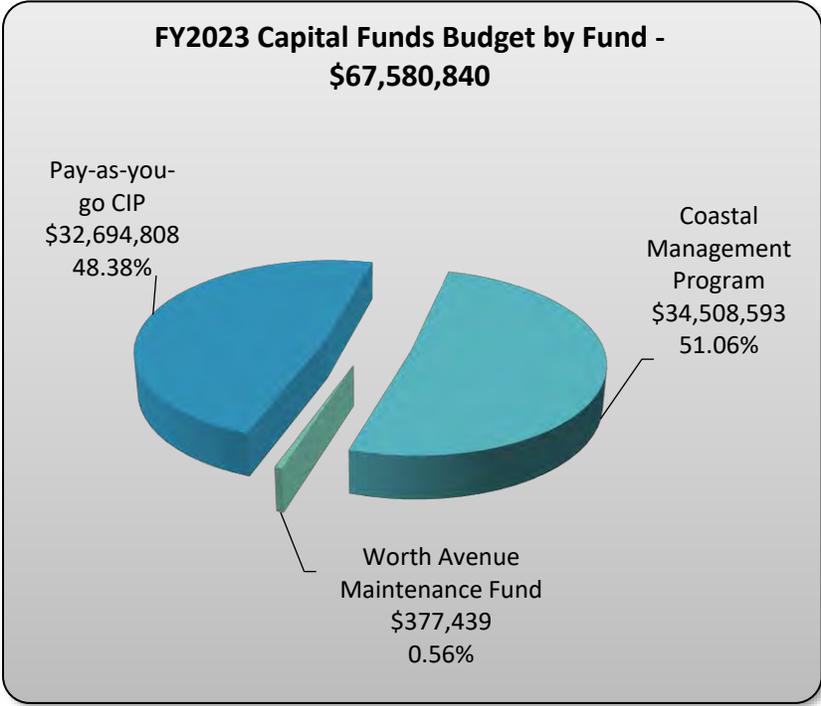
The most obvious connection is the fact that the operating budget assumes the cost of maintaining and operating new facilities that are built under the capital budget. The operating budget impact estimates for capital projects are important for future planning and are included in budget projections used 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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Revenues						
Transfer from General Fund (001)	2,420,000	3,785,108	8,428,200	8,428,200	9,371,020	11.19%
Transfer from ACIP 314 Fund	-	839,596	864,227	-	-	-100.00%
Transfer from Building Fund (405)	-	-	-	-	688,049	100.00%
Restricted - One Cent Sur Tax	572,891	666,598	500,000	500,000	500,000	0.00%
American Rescue Plan	-	-	2,207,763	2,207,763	2,207,763	0.00%
Donations	3,179,698	1,521,209	-	736,500	-	0.00%
Interest on Investments	456,127	(8,964)	127,100	127,100	160,000	25.89%
Cost Sharing/Interlocal Agreement	159,948	182,812	1,000,000	1,000,000	1,000,000	0.00%
TOTALS	6,788,664	6,986,359	13,127,290	12,999,563	13,926,832	6.09%
Expenses						
Projects	3,489,503	5,152,086	11,040,000	4,306,825	13,353,345	20.95%
Carry Over Reserves	-	-	8,577,837	-	17,606,128	105.25%
Contingency	-	-	1,154,000	-	1,235,335	7.05%
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	4,989,503	5,652,086	21,271,837	4,806,825	32,694,808	53.70%
Total Revenues Over/(Under)						
Expenses	1,799,161	1,334,273	(8,144,547)	8,192,738	(18,767,976)	
Beginning Fund Equity	14,555,269	16,354,430	17,688,703	17,688,703	25,881,441	
ENDING NET ASSETS	16,354,430	17,688,703	9,544,156	25,881,441	7,113,465	

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 FY2023 Budget									
Item #	Location		FY2022 Balance Forward	FY2023 Estimated	FY2024 Estimated	FY2025 Estimated	FY2026 Estimated	FY2027 Estimated	FY2023-2027 Total
Pavement Management			\$ 4,175,942	\$ 3,500,000	\$ 2,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 8,500,000
Town-Wide Paving Program			\$ 4,175,942	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
Interconnect Traffic Signals				\$ 1,500,000	\$ 500,000				\$ 2,000,000
Crosswalk Improvements				\$ 1,000,000	\$ 500,000				\$ 1,500,000
Drainage System			\$ 1,169,695	\$ 1,325,000	\$ 2,175,000	\$ 225,000	\$ 515,000	\$ 1,440,000	\$ 5,680,000
1	D-2	Palmo Way					\$ 200,000	\$ 1,000,000	\$ 1,200,000
2	D-3	Tangier Avenue		\$ 200,000	\$ 1,400,000				\$ 1,600,000
3	D-6	Royal Palm Way					\$ 140,000		\$ 140,000
4	D-7	Australian Avenue						\$ 140,000	\$ 140,000
5	D-8	Country Club Road	\$ 1,002,721						\$ -
6	D-12	Everglade Avenue	\$ 8,219	\$ 950,000					\$ 950,000
7	D-14	Four Arts						\$ 125,000	\$ 125,000
8	D-17	Clarendon Avenue			\$ 500,000				\$ 500,000
9	Stormwater Pumpstation Condition Assessment				\$ 100,000				\$ 100,000
10	Resiliency Implementation			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
11	Seagrass Surveys - Stormwater		\$ 15,197						\$ -
12	Stormwater Pump/R&R			\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
13	Minor Drainage Improvements		\$ 143,558	\$ 50,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 300,000
Sanitary Sewer System			\$ 3,992,482	\$ 2,475,000	\$ 2,635,000	\$ 2,275,000	\$ 1,345,000	\$ 225,000	\$ 8,955,000
1	A-4	The Breakers	\$ 912,000						\$ -
2	A-5	Royal Poinciana Way (S of S-2)			\$ 500,000	\$ 500,000			\$ 1,000,000
3	A-6	Royal Palm Way/Intracoastal	\$ 276,796						\$ -
4	A-7	Island Road/S County Road	\$ 445,300						\$ -
5	A-39	Phipps Park	\$ 137,310	\$ 850,000					\$ 850,000
6	A-41	Palm Beach Par 3 Golf Course							\$ -
7	A-42	Bellaria Condominium	\$ 80,000		\$ 560,000				\$ 560,000
8	A-43	Atriums of Palm Beach	\$ 90,000			\$ 550,000			\$ 550,000
9	E-1	Mediterranean Road							\$ -
10	E-2	Mockingbird Trail							\$ -
11	E-3	Garden Road (trail)							\$ -
12	E-5	Country Club Drive	\$ 227,374						\$ -
13	E-6	Tangier Avenue	\$ 775,000	150,000					\$ 150,000
14	E-11	El Vedado Way					\$ 120,000		\$ 120,000
15	S-2	Royal Poinciana Way (N of A-5)	\$ 41,224	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
16	Ejector Stations - 21 in Total			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
17	I and I Implementation		\$ 923,317	\$ 1,250,000	\$ 1,250,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 4,500,000
18	Wastewater Pumpstation Condition Assessment				\$ 100,000				\$ 100,000
19	Resiliency Implementation			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
20	Wastewater Pump/R&R			\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
21	Sanitary Sewer Air Release Valve R&R		\$ 84,162						\$ -
Town Facilities			\$ 8,070,730	\$ 4,953,345	\$ 3,128,492	\$ 1,057,596	\$ 2,539,941	\$ 1,499,178	\$ 13,178,553
1	Bradley Park Restrooms and Tea House				\$ -	\$ -	\$ -	\$ 18,958	\$ 18,958
2	Central Fire Station / Emergency Operations Centre		\$ 410,000	\$ 592,509	\$ 209,592	\$ 132,376	\$ 270,416	\$ 280,059	\$ 1,484,952
3	Maintenance Shop			\$ 55,411	\$ 10,207	\$ 91,586	\$ 42,322	\$ 94,743	\$ 294,269
4	Mid-Town Life Guard Station and Restrooms			\$ 155,823	\$ 5,103	\$ 29,626	\$ 2,581	\$ 32,446	\$ 225,579
5	Phipps Ocean Park Restrooms			\$ 14,194	\$ -	\$ 4,897	\$ 5,161	\$ 6,334	\$ 30,585
6	Phipps Ocean Park Tennis Center			\$ 15,371	\$ 22,976	\$ 6,674	\$ 18,393	\$ 6,228	\$ 69,641
7	Pinewalk Transfer Station			\$ 57,216	\$ -	\$ -	\$ -	\$ 11,965	\$ 69,181
8	Police Department			\$ 831,956	\$ 1,247,310	\$ 107,977	\$ 261,138	\$ 172,037	\$ 2,620,418
9	Public Works Facility		\$ 73,766	\$ 301,584	\$ 526,720	\$ 326,579	\$ 761,648	\$ 261,251	\$ 2,177,782
10	Skees Road Storage			\$ -	\$ -	\$ -	\$ 25,073	\$ -	\$ 25,073
11	South Fire Station		\$ 293,170	\$ 498,268	\$ 254,270	\$ 215,917	\$ 924,541	\$ 359,403	\$ 2,252,398
12	Town Hall			\$ 281,013	\$ 852,315	\$ 141,965	\$ 228,668	\$ 255,755	\$ 1,759,716
13	Royal Poinciana Way Median		\$ 68,427						\$ -
14	Phipps Ocean Park Lifeguard Building		\$ 126,079	\$ 150,000					\$ 150,000
15	North Fire Station		\$ 5,311,152	\$ 2,000,000					\$ 2,000,000
16	Recreation Center/Seaview Tennis Courts		\$ 712,689						\$ -
17	Lake Drive Park		\$ 1,075,448						\$ -
Solid Waste/Vegetation Disposal			\$ 30,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
1	Skees / Okeechobee Landfill		\$ 30,000		\$ 200,000				\$ 200,000
Misc Projects			\$ 48,230						\$ -
General Engineering Services			\$ 119,048	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
CIP Expenditures - Subtotal			\$ 17,606,128	\$ 12,353,345	\$ 10,238,492	\$ 4,657,596	\$ 5,499,941	\$ 4,264,178	\$ 37,013,553
Town Wide Undergrounding Transfer - Sales Tax			\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,000,000
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 to date			\$ 3,947,923						\$ -
Designated Reserves/Contingency			\$ 1,154,000	\$ 1,235,335	\$ 1,023,849	\$ 465,760	\$ 549,994	\$ 426,418	\$ 3,701,355
CIP Expenditures			\$ 24,208,051	\$ 15,088,680	\$ 12,762,342	\$ 6,623,356	\$ 7,549,935	\$ 5,690,596	\$ 47,714,908

Pay-As-You-Go Capital Improvement Fund
Town of Palm Beach

		FY2022 Balance Forward	FY2023 Estimated	FY2024 Estimated	FY2025 Estimated	FY2026 Estimated	FY2027 Estimated	FY2023-2027 Total
REVENUES								
	General Fund Transfer	\$ 8,428,200	\$ 9,371,020	\$ 7,739,571	\$ 8,126,550	\$ 8,532,877	\$ 8,959,521	\$ 42,729,538
	Transfer from Building Fund		\$ 688,049					\$ 688,049
	Water Main Improvements	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
	Donations	\$ 736,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	American Rescue Plan	\$ 2,207,763	\$ 2,207,763	\$ -	\$ -	\$ -	\$ -	\$ 2,207,763
	Interest	\$ 127,100	\$ 160,000	\$ 70,000	\$ -	\$ -	\$ -	\$ 230,000
	Tennis M&I Reserves	\$ -	\$ -	\$ 80,962				\$ 80,962
	1 Cent Sales Tax	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000		\$ 2,000,000
	Capital Improvement Program Revenues	\$ 12,999,563	\$ 13,926,832	\$ 9,390,533	\$ 9,626,550	\$ 10,032,877	\$ 9,959,521	\$ 52,936,312
	Surplus/(Deficit)	\$ (11,208,488)	\$ (1,161,848)	\$ (3,371,809)	\$ 3,003,194	\$ 2,482,942	\$ 4,268,925	\$ 5,221,404
	Beginning Reserve Balance	\$ 17,688,703	\$ 6,480,215	\$ 5,318,367	\$ 1,946,558	\$ 4,949,752	\$ 7,432,694	
	Ending Reserve Balance	\$ 6,480,215	\$ 5,318,367	\$ 1,946,558	\$ 4,949,752	\$ 7,432,694	\$ 11,701,619	

Pay-As-You-Go Five-Year Capital Improvement Plan

D-3 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 pumps and can, discharge pipe, rip rap, access hatches to the wetwell, check valves, 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

Design in FY 2023



SCHEDULE

	Begin Activity	Activity Complete
Design	12/1/2022	11/1/2023
Procurement/Council	TBD	TBD
Pre-Construction	TBD	
Construction	TBD	TBD
Hold		

BUDGET

\$200,000

Pay-As-You-Go Five-Year Capital Improvement Plan

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 95%.



WHAT'S COMING UP

Finalize Plans to 100%. Advertise Bid for Construction in FY 2023



SCHEDULE

	Begin Activity	Activity Complete
Design	1/1/2020	12/1/2022
Procurement/Council	1/1/2023	3/1/2021
Pre-Construction	3/1/2023	5/1/2022
Construction	5/1/2023	11/20/2023
Hold		

BUDGET

\$1,000,000

Pay-As-You-Go Five-Year Capital Improvement Plan

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 2023



SCHEDULE

	Begin Activity	Activity Complete
Design	11/1/2019	10/1/2020
Procurement/Council	12/1/2022	2/1/2023
Pre-Construction	3/1/2023	
Construction	5/1/2023	11/20/2023
Hold		

BUDGET

\$950,000

Pay-As-You-Go Five-Year Capital Improvement Plan

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

Finalize design drawings



WHAT'S COMING UP

Advertise Project for Construction in FY 2023



SCHEDULE

	Begin Activity	Activity Complete
Design	5/1/2018	12/2/2022
Procurement/Council	12/5/2022	2/3/2023
Pre-Construction	2/6/2023	4/28/2023
Construction	5/1/2023	11/17/2023
Hold		

BUDGET

\$912,000

Pay-As-You-Go Five-Year Capital Improvement Plan

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: Jason Debrincat
CONSULTANT: Kimley-Horn and Associates, Inc.
CONTRACTOR: Burkhardt Construction, Inc.
PROJECT LOCATION: Royal Palm Way in Lakeside Park



CURRENT ACTIVITIES

Construction in progress



WHAT'S COMING UP

Finalize construction and project close out



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	5/1/2022
Construction	5/2/2022	12/30/2022
Hold		

BUDGET

\$1,400,000

Pay-As-You-Go Five-Year Capital Improvement Plan

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: Jason Debrincat
CONSULTANT: Kimely Horn
CONTRACTOR: TBD
PROJECT LOCATION: S. Ocean Blvd



CURRENT ACTIVITIES

Design Development Drawings



WHAT'S COMING UP

Design Plan Submittals, Review and Comments



SCHEDULE

	Begin Activity	Activity Complete
Design	1/1/2022	5/1/2023
Procurement/Council	TBD	TBD
Pre-Construction	TBD	TBD
Construction	TBD	TBD
Hold		

BUDGET

\$850,000

Pay-As-You-Go Five-Year Capital Improvement Plan

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, Review and Comments



SCHEDULE

	Begin Activity	Activity Complete
Design	1/1/2022	5/1/2023
Procurement/Council	TBD	TBD
Pre-Construction	TBD	TBD
Construction	TBD	TBD
Hold		

BUDGET

\$80,000

Pay-As-You-Go Five-Year Capital Improvement Plan

A-43 SANITARY SEWER PUMP STATION IMPROVEMENTS

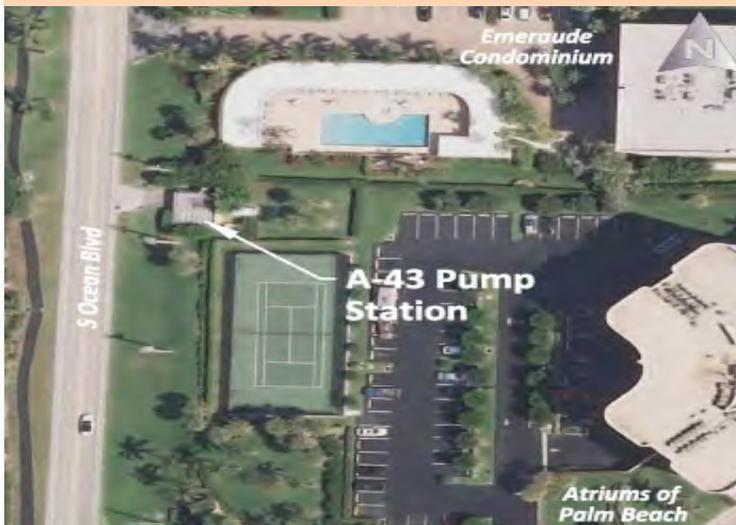
PROJECT DESCRIPTION: This project was identified in the Town-wide Wastewater Pump Station Condition Assessment Report as requiring improvements. The improvements include: blower and ductwork replacement, bypass pump connection replacement, windows, doors and louvers, bathroom replacement, MCC and level control electrical equipment and new roof.

PROJECT ENGINEER: Mike Roach
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: S. Ocean Blvd



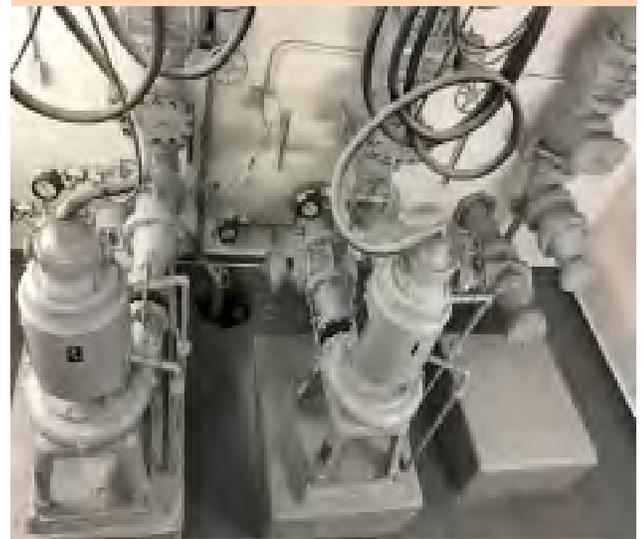
CURRENT ACTIVITIES

Proposals for Design.



WHAT'S COMING UP

Design Plans, Comments and Review



SCHEDULE

	Begin Activity	Activity Complete
Design	1/1/2022	5/1/2023
Procurement/Council	TBD	TBD
Pre-Construction	TBD	
Construction	TBD	TBD
Hold		

BUDGET

\$90,000

Pay-As-You-Go Five-Year Capital Improvement Plan

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: Mock Roos
CONTRACTOR: TBD
PROJECT LOCATION: Country Club Drive



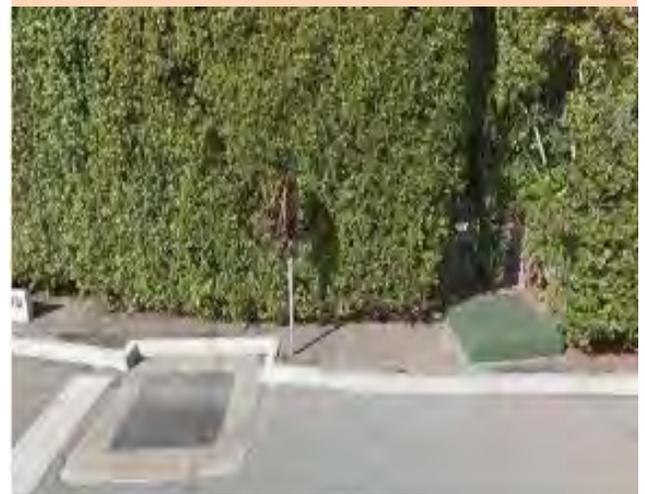
CURRENT ACTIVITIES

Currently under design. Plans are at 90%.



WHAT'S COMING UP

Advertise Project for Construction in FY 2023



SCHEDULE

	Begin Activity	Activity Complete
Design	1/1/2020	2/1/2022
Procurement/Council	12/5/2022	2/3/2023
Pre-Construction	2/6/2023	4/28/2023
Construction	5/1/2023	11/17/2023
Hold		

BUDGET

\$244,409

Pay-As-You-Go Five-Year Capital Improvement Plan

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

Finalize design drawings

WHAT'S COMING UP

Advertise Project for Construction in FY 2023



SCHEDULE

	Begin Activity	Activity Complete
Design	11/1/2019	12/2/2022
Procurement/Council	12/5/2022	2/3/2023
Pre-Construction	2/6/2023	4/28/2023
Construction	5/1/2023	11/17/2023
Hold		

BUDGET

\$775,000

Pay-As-You-Go Five-Year Capital Improvement Plan

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

Pay-As-You-Go Five-Year Capital Improvement Plan

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 consultant's findings to be presented to Fire Rescue and Public Works mid Dec 2022



SCHEDULE

	Begin Activity	Activity Complete
Design	2/1/2022	1/1/2023
Procurement/Council		
Pre-Construction		
Construction		
Hold		

BUDGET

\$150,000

COMPREHENSIVE COASTAL MANAGEMENT PROGRAM FY 2022 ACCOMPLISHMENTS & FY 2023 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 2023 Coastal Management Program budget is year ten (10) 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.

10. 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.

2021 Town-wide Physical Monitoring Report, dated February 2022

Reach 1

Reach 1 experienced a net shoreline advancement of 85.3 feet during this monitoring period. Total

Coastal Management Fund Town of Palm Beach

volumetric gains were 99,379 cubic yards (CY), with 83 percent of the gain occurring between the -13.1 feet contour and the Depth of Closure (DOC) (-26.2 feet NAVD88). Losses of 23,330 CY were observed beyond the DOC to -40 feet. This trend is the opposite of what was observed last year.

Overall, this reach has exhibited a long-term substantial net shoreline advance of 128.0 feet and volumetric gain (to the DOC) of 583,268 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.

11. 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.

2021 Town-wide Physical Monitoring Report, dated April 2022

Reach 2

Over this monitoring period, the Reach 2 shoreline had an average recession of 0.4 feet. In total, the reach gained a net volume of 40,448 CY over the past year. Large volumetric gains occurred at the northern end of the reach and were most significant within the offshore between -13.1 foot depth contour and the DOC. This gain is largely attributable to the STP.

Coastal Management Fund Town of Palm Beach

Since 1990, the reach has exhibited a net shoreline advance of 37.9 feet, although this gain primarily occurs within the northernmost portion of the reach between R-78 and R-80. Overall, this reach has gained a net volume of 72,604 CY since 1990. Reach 2 historically exhibits the most significant net long-term loss of volume between R-80 and R-82.

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 was constructed concurrently with 2022 Lake Worth Inlet Maintenance Dredging event with dry beach placement. The USACE anticipates the next dry beach placement project will occur in early 2023. 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.

12. 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.

2021 Town-wide Physical Monitoring Report, February 2022

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 recession of 23.9 feet. Losses were observed throughout most of the segment. These losses can be attributed to the equilibrium from the most recent Mid-

Coastal Management Fund
Town of Palm Beach

Town Beach Nourishment in early 2020, which placed 838,647 cy of material.

Since 1990, this shoreline segment has exhibited a net increase in volume of 1,298,949 CY and an average advance in shoreline position of 72.7 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.

13. 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.

2021 Town-wide Physical Monitoring Report, February 2022

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 recession of 23.9 feet. Losses were observed throughout most of the segment. These losses can be attributed to the equilibrium from the most recent Mid-Town Beach Nourishment in early 2020, which placed 838,647 cy of material.

Since 1990, this shoreline segment has exhibited a net increase in volume of 1,298,949 CY and an average advance in shoreline position of 72.7 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.

14. 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.

2021 Town-wide Physical Monitoring Report, February 2022

Reach 5

Over the current monitoring period, Reach 5 has experienced a net average shoreline advance of 25.0 feet, with gains occurring throughout the reach. The reach exhibited a net volumetric gain of 259,154 CY. While gains were observed throughout every region of the profile, gains were greatest in the nearshore region between the MHW line and the -13.1-foot contour, with gains of 195,916 CY.

Long term, this area has experienced a net shoreline advance of 48.2 feet since 1990 and has gained approximately 919,080 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 repeated 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.

15. 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.

2021 Town-wide Physical Monitoring Report, February 2022

Reach 6

Over the most recent monitoring period, Reach 6 exhibited a net shoreline recession of 3.0 feet with the highest loss occurring at R-113 with a loss of 23.8 feet. This loss occurred in the vicinity of the Florida Department of Transportation (FDOT) revetment. Reach 6 exhibited a net volumetric gain (to the DOC) of 20,657 CY over this monitoring period.

Since 1990, Reach 6 has exhibited a net shoreline advance of 46.0 feet and volumetric gains of 411,191

Coastal Management Fund
Town of Palm Beach

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).

16. **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.

2021 Town-wide Physical Monitoring Report, February 2022

Reach 7

Over the most recent monitoring period, the Reach 7 shoreline has experienced a net advancement of 52.3 feet, with the largest gains observed in the middle of the reach and from R-119 and R-127. This is due to the direct placement of sand during the 2020-2021 Phipps Beach Restoration Project. Over this monitoring period, Reach 7 has gained a net volume of 685,770 CY.

Since 1990, Reach 7 has exhibited a net average shoreline advance of 73.1 feet. The reach has exhibited a net volumetric gain of 1,562,253 CY above the DOC since 1990. Gains have occurred throughout the

Coastal Management Fund
Town of Palm Beach

reach 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.

17. 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.

2021 Town-wide Physical Monitoring Report, February 2022

Reach 8

Over the past year, Reach 8 exhibited a net shoreline advancement of 6.4 feet. Shoreline gains occurred throughout the reach. This reach exhibited a net volumetric gain above the DOC of 162,770 CY over this monitoring period, directly attributable to the dune placement during the 2020-2021 project. The beach experienced a net volumetric gain above MHW of 35,334 CY. Net gains of 72,967 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 2.7 feet. Since 1990, the reach has exhibited a net volumetric gain of 225,567 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.

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

18. 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 2023 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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Revenues						
Trsfr from General Fund (001)	6,520,211	4,777,000	4,920,310	4,920,310	5,264,732	7.00%
Interest on Investments	1,042,431	(11,407)	746,291	-	686,600	-8.00%
Grants/Local Revenue	1,080,655	9,440,315	-	5,006,854	-	0.00%
TOTALS	8,643,297	14,205,908	5,666,601	9,927,164	5,951,332	5.02%
Expenses						
Projects	15,328,108	13,537,709	7,639,000	3,144,700	11,701,000	53.17%
Carry Over Projects	-	-	19,708,751	-	22,090,184	12.08%
Transfer to Debt Service	544,107	513,181	508,958	508,958	509,135	0.03%
Salaries and Wages	126,918	126,976	129,922	129,922	139,302	7.22%
Employee Benefits	50,169	53,147	53,781	53,781	54,512	1.36%
Contractual	8,584	7,631	6,933	7,632	7,933	14.42%
Commodities	1,014	2,582	6,200	3,082	6,200	0.00%
Capital Outlay	1,963	1,963	1,963	1,963	327	-83.34%
TOTALS	16,060,862	14,243,190	28,055,508	3,850,038	34,508,593	23.00%
Total Revenues Over/(Under)						
Expenses	(7,417,566)	(37,282)	(22,388,907)	6,077,126	(28,557,261)	
Beginning Fund Equity	39,769,059	32,351,493	32,314,211	32,314,211	38,391,337	
ENDING NET ASSETS	32,351,493	32,314,211	9,925,304	38,391,337	9,834,076	

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

There are no planned projects this fiscal year, but preparations are underway for major rehabilitation of the Mid-Town seawall next fiscal year. 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 FY2023.

TRANSFER TO DEBT SERVICES

Principal and interest repayment on 2013 debt issue continues into FY2023 and remains consistent with FY2022.

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 FY2023 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	FY2019	FY2020	FY2021	FY2022	FY2023
Coastal Projects Manager	1.000	1.000	1.000	1.000	1.000

Fiscal Year 2023 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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Continue to pursue required permits in accordance with the BMA	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

Coastal Management Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Lake Worth Inlet Management Plan (volume in cubic yards)	128,200	100,400	218,000	445,000	400,000
Regulatory required monitoring/compliance (No. of events)	5	5	5	5	5



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Coastal Management Fund
Town of Palm Beach

COASTAL MANAGEMENT PROGRAM PROPOSED FY 2023 BUDGET AND 10 YEAR PLAN												
EXPENDITURES												
Project Name	FY2022 Carryover	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Outlook					
							FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	
1	APPLY AND UPDATE ISLANDWIDE SEDIMENT TRANSPORT ANALYSIS		\$ 25,000	\$ 26,000	\$ 27,000	\$ 28,000	\$ 29,000	\$ 30,000	\$ 30,000	\$ 31,000	\$ 32,000	\$ 33,000
2	ANNUAL SEDIMENT REPORT (BMA REQUIRED)	\$ 69,750	\$ 56,000	\$ 58,000	\$ 59,000	\$ 60,000	\$ 63,000	\$ 65,000	\$ 67,000	\$ 68,000	\$ 70,000	\$ 72,000
3	SEAWALL/LLOD FUNCTION/NON-STRUCTURAL INVENTORY ASSESSMENT & ANALYSIS	\$ 1,116,000	\$ -	\$ -	\$ -	\$ 143,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	SEAWALL/LLOD REHABILITATION/REPLACEMENT	\$ 2,372,976	\$ 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
5	SEAWALL/BULKHEAD REPAIRS											
6	GROIN ASSESSMENT	\$ 70,000	\$ -	\$ -	\$ -	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	GROIN REHABILITATION	\$ 2,985,805	\$ -									
8	FLOODING AND CLIMATE CHANGE		\$ 450,000	\$ 450,000	\$ 300,000	\$ 309,000	\$ 319,000	\$ 328,000	\$ 338,000	\$ 348,000	\$ 358,000	\$ 369,000
9	WATER LEVEL MONITORING		\$ 40,000	\$ 85,000	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000	\$ 39,000	\$ 41,000	\$ 42,000	\$ 43,000
10	LOBBYING	\$ 30,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
11	DUNE VEGETATION MAINTENANCE AT MID-TOWN MUNICIPAL BEACH	\$ 24,330	\$ 10,000	\$ 10,000	\$ 10,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 14,000	\$ 14,000
12	REGIONAL SAND NEEDS/SAND SEARCH	\$ 725,000	\$ 725,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	GENERAL COASTAL ENGINEERING	\$ 75,038	\$ 62,000	\$ 64,000	\$ 66,000	\$ 69,000	\$ 70,000	\$ 72,000	\$ 74,000	\$ 75,000	\$ 77,000	\$ 79,000
14	BMA PHYSICAL MONITORING	\$ 218,290	\$ 184,000	\$ 187,000	\$ 191,000	\$ 195,000	\$ 199,000	\$ 203,000	\$ 209,000	\$ 213,000	\$ 219,000	\$ 226,000
15	BMA SEA TURTLE NESTING MONITORING	\$ 187,936	\$ 258,000	\$ 266,000	\$ 274,000	\$ 283,000	\$ 291,000	\$ 299,000	\$ 308,000	\$ 318,000	\$ 327,000	\$ 337,000
16	BMA BIOLOGICAL MONITORING	\$ 330,807	\$ 246,000	\$ 254,000	\$ 261,000	\$ 269,000	\$ 277,000	\$ 285,000	\$ 291,000	\$ 297,000	\$ 306,000	\$ 315,000
17	COASTAL MANAGEMENT PROGRAM OPERATING EXPENSES		\$ 208,274	\$ 214,522	\$ 220,958	\$ 227,587	\$ 234,414	\$ 241,447	\$ 248,690	\$ 256,151	\$ 263,835	\$ 271,750
18	ANNUAL DEBT SERVICE PAYMENT		\$ 509,135	\$ 508,463	\$ 508,760	\$ 511,417	\$ 512,778	\$ 512,395	\$ 511,062	\$ 510,867	\$ 510,832	\$ 511,710
19	SAND TRANSFER PLANT MAINTENANCE	\$ 47,606	\$ 250,000	\$ 250,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
20	SAND TRANSFER PLANT REPAIRS	\$ 274,919	\$ 1,000,000	\$ 1,000,000	\$ 250,000	\$ 250,000	\$ 250,000					
21	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
22	BMA ESCARPMENT REMOVAL (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
23	MID-TOWN SEAWALL REPLACEMENT	\$ 4,473,500	\$ 7,000,000	\$ 7,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	SAND FOREPASSING	\$ 1,225,852	\$ -	\$ 700,000	\$ -	\$ 742,000	\$ -	\$ 787,000	\$ -	\$ 803,000	\$ -	\$ 819,000
25	MID-TOWN BEACH RENOURISHMENT ENGINEERING/PERMITTING		\$ -	\$ -	\$ -	\$ -	\$ 126,000	\$ -	\$ -	\$ -	\$ -	\$ -
26	MID-TOWN BEACH RENOURISHMENT CONSTRUCTION	\$ 645,499	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 22,000,000	\$ -	\$ -	\$ -	\$ 1,400,000
27	MID-TOWN DETAILED DESIGN AND PERMITTING (BREAKERS/CLARKE AVENUE)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	OBTAIN FEDERAL COST-SHARE FOR MID-TOWN		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	MID-TOWN MITIGATION - CORAL NURSERY/TRANSPLANTATION		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
30	MID-TOWN MITIGATION - ARTIFICIAL REEF CONSTRUCTION [*CARRYOVER FROM FY 16]	\$ 5,301,089	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31	PHIPPS NOURISHMENT ENGINEERING/PERMITTING		\$ -	\$ 387,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	PHIPPS OCEAN PARK/REACH 7 BEACH NOURISHMENT CONSTRUCTION	\$ 12,264	\$ -	\$ 21,800,000	\$ -	\$ -	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ 27,600,000
33	REACH 8 - EIS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	REACH 8 - SOUTH END PALM BEACH RESTORATION PERMITTING	\$ 234,275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	REACH 8 - SOUTH END PALM BEACH RESTORATION (INITIAL CONSTRUCTION)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	REACH 8 - CONSTRUCTION ACCESS EASEMENT AND SITE RESTORATION		\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
37	REACH 8 - DUNE/BEACH CONSTRUCT CONCURRENTLY WITH MID-TOWN OR PHIPPS	\$ 154,843	\$ -	\$ 2,750,000	\$ -	\$ -	\$ -	\$ 3,100,000	\$ -	\$ -	\$ -	\$ 3,500,000
38	REACH 8 - BIOLOGICAL MONITORING	\$ 94,940	\$ -	\$ 64,000	\$ 66,000	\$ 68,000	\$ 70,000	\$ 72,000	\$ 74,000	\$ 75,000	\$ 77,000	\$ 79,000
39	REACH 8 - PROJECT ENGINEERING REPORT		\$ -	\$ 13,000	\$ 14,000	\$ 14,000	\$ 15,000	\$ 16,000	\$ 16,000	\$ 17,000	\$ 18,000	\$ 18,000
40	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
41	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
42	BEACH CLEANING (PUBLIC BEACHES)	\$ 71,500	\$ 50,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
	MISCELLANEOUS PROJECTS	\$ 1,322,968										
	YTD EXPENDITURES	\$ 2,044,242										
	TOTALS	\$ 24,134,426	\$ 12,418,409	\$ 38,566,985	\$ 3,702,718	\$ 4,724,004	\$ 3,926,192	\$ 30,761,842	\$ 3,638,752	\$ 4,486,018	\$ 3,734,667	\$ 37,187,460

Coastal Management Fund
Town of Palm Beach

REVENUES												
Source		FY 2023 Estimated	FY 2024 Estimated	FY 2025 Estimated	FY 2026 Estimated	FY 2027 Estimated	FY 2028 Estimated	FY 2029 Estimated	FY 2030 Estimated	FY 2031 Estimated	FY 2032 Estimated	
General Fund Transfer	\$	4,920,310	\$ 5,264,732	\$ 5,791,205	\$ 6,370,326	\$ 7,007,358	\$ 7,708,094	\$ 8,478,904	\$ 9,326,794	\$ 10,259,473	\$ 11,285,421	\$ 12,413,963
Coastal Fund Transfer		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County		\$ -	\$ 3,400,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State portion of FEMA projects	\$	19,657	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State	\$	4,629,962	\$ -	\$ 8,502,000	\$ -	\$ -	\$ -	\$ 5,765,760	\$ -	\$ -	\$ -	\$ 10,764,000
Federal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
Federal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FEMA (including Mid-Town, Phipps, and Reach 8)	\$	353,824	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$	(821,712)	\$ 686,600	\$ 659,700	\$ 153,561	\$ 223,310	\$ 285,172	\$ 386,006	\$ 256,943	\$ 404,799	\$ 558,481	\$ 760,437
TOTALS	\$	9,102,041	\$ 5,951,332	\$ 18,353,705	\$ 6,523,887	\$ 7,230,668	\$ 7,993,266	\$ 25,630,670	\$ 9,583,737	\$ 10,664,272	\$ 11,843,902	\$ 23,938,400
NET ANNUAL COST												
		Surplus/ (Deficit)										
Surplus/Deficit	\$	(15,032,385)	\$ (6,467,077)	\$ (20,213,280)	\$ 2,821,169	\$ 2,506,665	\$ 4,067,074	\$ (5,131,172)	\$ 5,944,985	\$ 6,178,255	\$ 8,109,234	\$ (13,249,061)
FUND BALANCE												
Fund Balance 10/1	\$	32,314,211	\$ 17,281,826	\$ 10,814,749	\$ (9,398,531)	\$ (6,577,362)	\$ (4,070,697)	\$ (3,623)	\$ (5,134,795)	\$ 810,189	\$ 6,988,444	\$ 15,097,678
Fund Balance 9/30	\$	17,281,826	\$ 10,814,749	\$ (9,398,531)	\$ (6,577,362)	\$ (4,070,697)	\$ (3,623)	\$ (5,134,795)	\$ 810,189	\$ 6,988,444	\$ 15,097,678	\$ 1,848,618

Worth Avenue Maintenance Fund
Town of Palm Beach

FUND 311: WORTH AVENUE MAINTENANCE FUND

Revenue and Expense Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Revenues						
Special Assessment Revenue	270,316	269,096	429,727	430,000	371,939	-13.45%
Interest on Investments	3,299	521	2,000	300	500	-75.00%
Donations/Miscellaneous	5,000	5,000	5,000	5,000	5,000	0.00%
TOTALS	278,615	274,617	436,727	435,300	377,439	-13.58%
Expenses						
Maintenance Costs	307,194	315,898	486,727	500,297	377,439	-22.45%
TOTALS	307,194	315,898	486,727	500,297	377,439	-22.45%
Total Revenues Over/(Under)						
Expenses	(28,579)	(41,279)	(50,000)	(64,997)	-	
Beginning Fund Equity	316,150	287,571	246,292	246,292	181,295	
ENDING NET ASSETS	287,571	246,292	196,292	181,295	181,295	

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



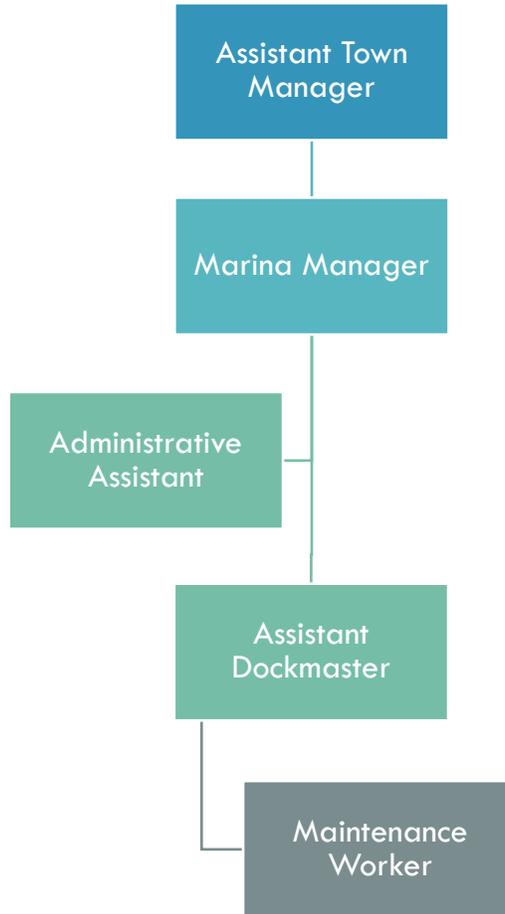
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Marina Enterprise Fund



MARINA ENTERPRISE FUND ORGANIZATION CHART



MARINA ENTERPRISE FUND FY2023 GOALS

Goal #1:

Ensure exceptional facility maintenance and upkeep of the Marina. Follow a detailed maintenance schedule for the facility. Apply the components of the business plan for the Town Marina. Provide regular updates to the Mayor and Town Council on critical path, key decisions and budget performance

Objective:

Continue coordination with the facility maintenance team to address needs

Objective:

Continue to follow the Town Marina business plan

Objective:

Develop and implement marketing strategies with a profession marketing firm to continue the promotion of the Town Marina

Objective:

Continue to improve staffing and operations plan to provide higher level of customer service

Objective:

Continue the maximise marina software

Goal #2:

Assess and recommend appropriate staffing model to deliver exceptional customer service

Objective:

Continue to evaluate staffing needs for the marina

Objective:

Develop and deliver meaningful employee orientation, in-service and online trainings

Goal #3:

Maximize revenue at the Town Marina

Objective:

Follow the 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:

Develop appropriate lease terms for customers

Objective:

Secure deposits for annual and seasonal leaseholders during the construction phase

Objective:

Continue to research rate structure for fee alterations

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

Objective:

Implement the master plan for the Town Marina and accessory structures

Objective:

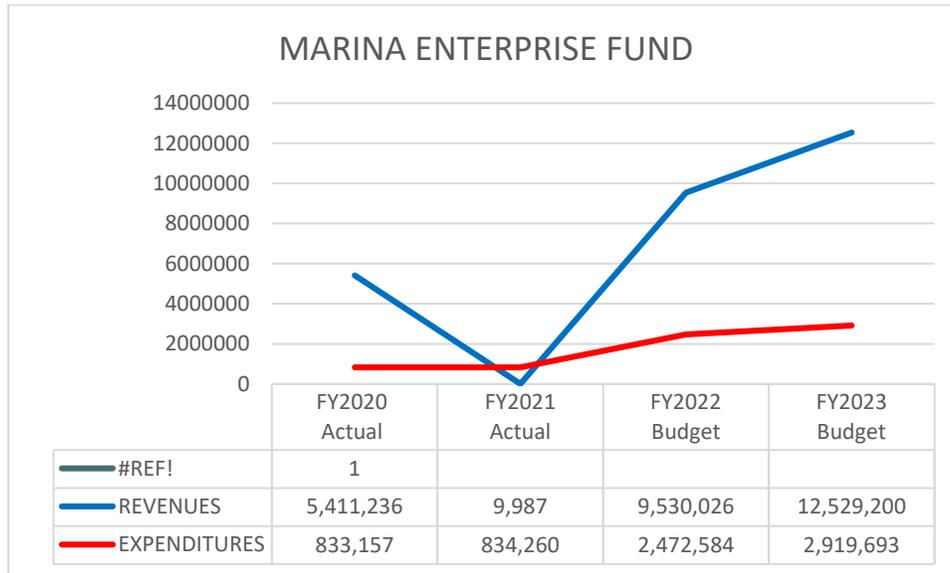
Increase awareness utilizing diverse marketing methods

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 has reopened after an extensive \$36 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. Included in the long-term financial plan is a [Marina Fund Forecast](#).

The 84- slips is leased annually, seasonally, monthly or daily. The marina property offers 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 Marina Manager 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 and Dock Hands. A Marina Maintenance worker provides routine maintenance services and in-house repairs.



Marina Enterprise Fund
Town of Palm Beach

Revenue and Expense Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Revenues							
Annual/Seasonal Leases	2,231,786	16,355	7,782,303	7,782,303	9,452,690	11,000,000	41.35%
Transient Rental	578,058	(5,747)	1,084,223	1,084,223	1,500,000	770,000	-28.98%
Electricity	132,226	(520)	621,000	621,000	400,000	687,700	10.74%
Waiting List Applic Fee	-	-	-	-	250,000	40,000	100.00%
Tender Rental	-	-	36,000	36,000	-	5,000	-86.11%
Ice Sales	417	(102)	-	-	-	-	0.00%
Flag Sales	56	-	-	-	-	-	0.00%
Merchandise	-	-	-	-	-	20,000	100.00%
Sales Tax Commissions	187	-	-	-	-	-	0.00%
Grant Revenues - FIND	2,468,506	-	-	-	-	-	0.00%
Miscellaneous Revenue	-	-	6,500	6,500	6,500	6,500	0.00%
TOTALS	5,411,236	9,987	9,530,026	9,530,026	11,609,190	12,529,200	31.47%
Expenses							
Salaries and Wages	181,529	178,451	330,625	330,625	331,275	373,904	13.09%
Employee Benefits	117,052	76,316	189,175	189,175	176,035	192,889	1.96%
Contractual	531,705	575,982	1,917,784	2,036,991	1,839,760	2,310,700	20.49%
Commodities	2,871	3,511	35,000	35,000	25,200	42,200	20.57%
Capital Outlay	-	-	-	-	-	-	0.00%
TOTALS	833,157	834,260	2,472,584	2,591,791	2,372,270	2,919,693	18.08%
Operating Revenues Over/(Under)							
Expenses	4,578,079	(824,273)	7,057,442	6,938,235	9,236,920	9,609,507	
Depreciation	(155,464)	(155,431)	(1,246,774)	(1,246,774)	(1,246,774)	(1,246,774)	
Contingency	-	-	(24,726)	(24,626)	-	(145,985)	
Transfer to General Fund	-	-	(511,665)	(511,665)	(511,665)	(620,465)	
Transfer to TWUU Fund	-	-	(2,600,000)	(2,600,000)	(2,600,000)	(2,600,000)	
Pension/OPEB Expense	-	241,849	-	-	-	-	
Interest Earnings	267,966	34,477	24,935	24,935	-	50,000	
Capital Contributions from Grants	-	1,918,494	-	-	-	-	
Gain/(Loss) on disposal of assets	-	(990,486)	-	-	-	-	
Debt Service Costs	(497,229)	(699,360)	(1,992,763)	(1,992,763)	(1,992,763)	(1,992,950)	
M & I Reserve (1% Operating Rev)	-	-	(95,550)	(95,550)	(116,092)	(125,292)	
TOTAL REVENUES OVER/(UNDER)	4,193,351	(474,730)	610,899	491,792	2,769,626	2,928,041	
EXPENSES	4,193,351	(474,730)	610,899	491,792	2,769,626	2,928,041	
Beginning Net Assets	8,288,035	12,481,386	12,006,656	12,006,656	12,006,656	14,776,282	
ENDING NET ASSETS	12,481,386	12,006,656	12,617,555	12,498,448	14,776,282	17,704,323	

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)

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

Marina Enterprise Fund
 Town of Palm Beach
 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 FY2023 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/Hands), 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	FY2019	FY2020	FY2021	FY2022	FY2023
Assistant Town Manager	-	-	-	0.250	0.250
Dockmaster	1.000	1.000	1.000	1.000	1.000
Assistant Dockmaster	-	-	-	1.000	1.000
Dock Attendant	2.111	1.500	-	-	-
Dock Hand	0.200	-	-	-	-
Maintenance Worker	-	-	-	1.000	1.000
Administrative Clerk	0.100	0.100	-	-	-
Assistant Director of Recreation	0.100	0.100	0.100	0.100	0.100
Dir. of Business Dev & Operations	0.250	0.250	0.250	-	-
Administrative Assistant	0.100	0.100	0.100	1.100	1.100
Rec Facilities Maint. Supervisor	0.250	0.200	0.100	0.100	0.100
Public Works Employees	0.078	0.068	0.018	-	-
	4.189	3.318	1.568	4.550	4.550

MARINA FY2022 ACCOMPLISHMENTS

- Estimated operating cost recovery exceeds the goal of 300%*
- Achieved a 100% seasonal occupancy rate
- The total transient vessels staying at the Marina (December 1, 2021, through August 30, 2022) was 610, with 3265 transient nights and an average length of stay at 5.35 nights
- Construction of newly renovated was completed in FY22

*FY2022 operating cost recovery results are estimated as of October 7, 2022 postings

Marina Enterprise Fund
Town of Palm Beach

Fiscal Year 2023 Goals and Performance Measures	
Department Goal	Ensure exceptional facility maintenance and upkeep of the Marina
Objectives	Continue coordination with the facility maintenance team to address needs
	Continue to follow the Town Marina business plan
	Develop and implement marketing strategies with a profession marketing firm to continue the promotion of the Town Marina
	Continue to improve staffing and operations plan to provide higher level of customer service
	Continue to maximize marina software

Town Council Budget Priority	Financial Stability and Planning – Continue to implement cost-saving measures and identify opportunities to increase non-tax related revenue, while improving operational efficiencies, without compromising the community’s expectation for exceptional public service.
Department Goal	Maximize revenue at the Marina
Objectives	Follow the 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
	Develop appropriate lease terms for customers
	Continue to research rate structure for fee alterations
	Develop methods to improve transient customer experience to encourage extension of stay

Performance Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Annual occupancy (vessels)	90% (73)	82% (68)	*N/A	100% (84)	95% (84)
Lease retention	71%	60%	*N/A	79%	65%
Total transient vessels	347	219	*N/A	610	605
Total transient nights	2,020	1,782	*N/A	3265	3260
Transient average nights of stay	5.79	8.14	*N/A	5.35	5.60

*Renovation of Town Marina began in May 2020, seasonal leases only for FY20

*Renovation of Town Marina began in May 2020, and did not open until early FY 2022

Marina Enterprise Fund
Town of Palm Beach

Department Goal	Assess and recommend appropriate staffing model to deliver exceptional customer service	
Objectives	Continue to evaluate staffing needs for the marina	
	Develop and deliver meaningful employee orientation, in-service and online trainings	
Performance Measures	Actual FY22	Projected FY23
Conduct customer service trainings	Ongoing	Ongoing
Conduct orientation for employees	Ongoing	Ongoing
Provide more direct supervision by supervisors	Ongoing	Ongoing

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	
	Implement the Master Plan for the Town Marina and accessory structures	
	Increase awareness of program offerings utilizing diverse marketing methods	
Performance Measures	Actual FY22	Projected FY23
Enhance social media presence	Ongoing	Ongoing
Develop new and enhanced marketing materials	Ongoing	Ongoing
Increase the frequency of promotions and number of marketing outlets utilized to promote programs and facilities	Ongoing	Ongoing
Complete design of the Master Plan and accessory structures	Ongoing	Ongoing

Marina Enterprise Fund
Town of Palm Beach

Marina Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Operating Cost Recovery	411.8%	303.7%	*N/A	478.7%	431%

*FY2022 operating cost recovery results are estimated as of October 7, 2022 postings

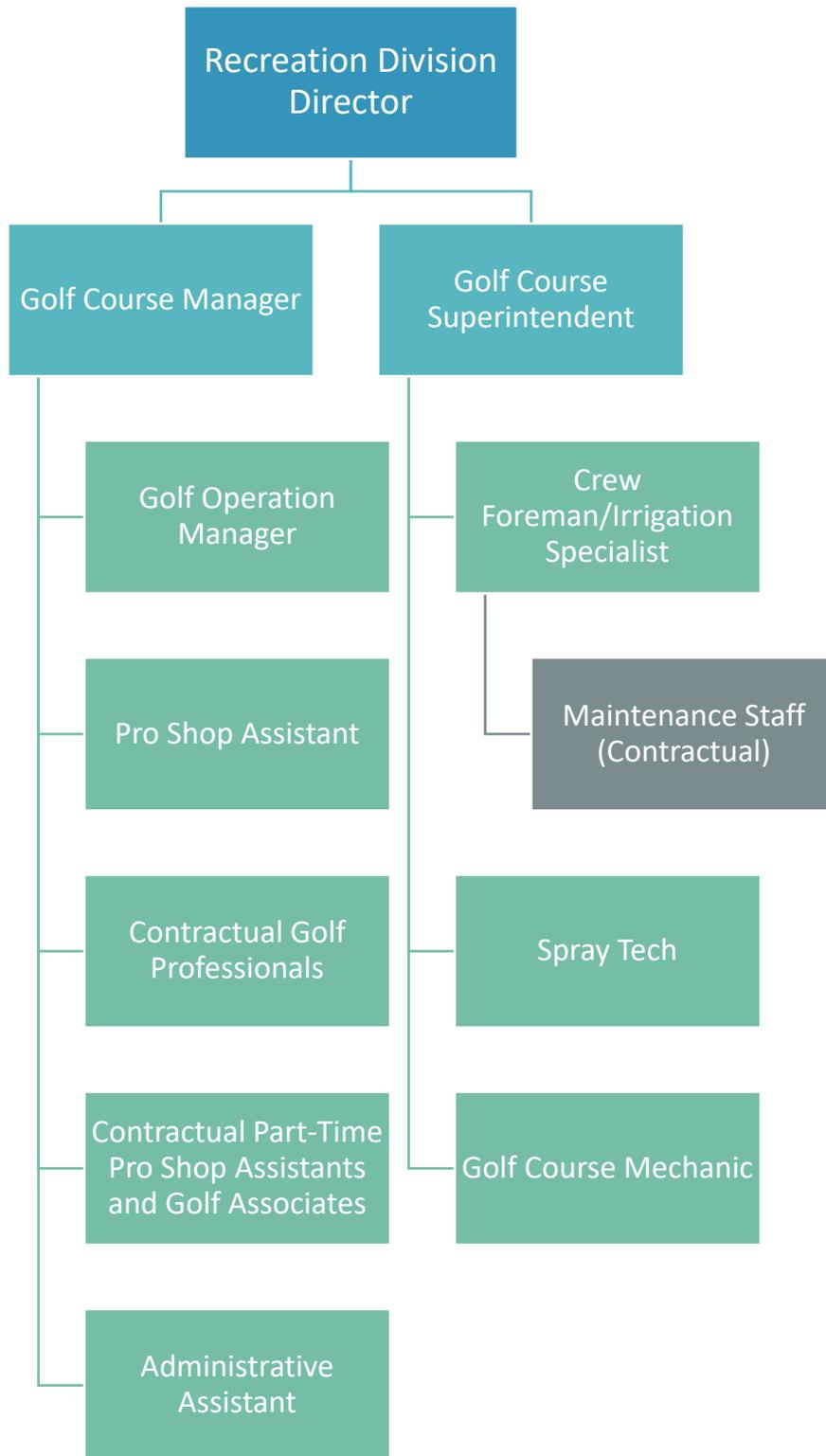
*Renovation of Town Marina began in May 2020, and did not open until early FY 2022



Par 3 Enterprise Fund



PAR 3 ENTERPRISE FUND ORGANIZATIONAL CHART



PAR 3 ENTERPRISE FUND FY2023 GOALS

Goal #1:

Maintain high standards and quality of the Par 3 golf course clubhouse, greens and fairways

Objective:

Implement enhanced best practices maintenance procedures including the Integrated Pest Management Program and create a plan for sustaining the improvements

Objective:

Improve attention to preventative maintenance items to prolong the life of structures and equipment

Objective:

Ensure maintenance practices have a positive effect on the surrounding environment while providing a superior golfing experience (green speed, as a measure)

Objective:

Explore additional opportunities for environmental friendly initiatives (similar to adding bee hives and bird boxes)

Goal #2:

Continue to grow the auxiliary services revenue and improve customer relations

Objective:

Enhance experience for customers at the driving range

Objective:

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:

Continue to execute standard orientation for instructors and employees

Objective:

Leverage in-store merchandise success by expanding footprint of online sale opportunities

Par 3 Enterprise Fund
Town of Palm Beach

Goal #3:

Continue to engage with participants to incorporate feedback and ideas in programming services and facilities

Objective:

Continue to solicit feedback from residents concerning programming and facility development via online reviews, in person comments and survey tools

Objective:

Increase awareness of program offerings utilizing diverse marketing methods through social media and online marketing

Par 3 Enterprise Fund
Town of Palm Beach

FUND 402: PAR 3 ENTERPRISE FUND

The Par 3 Golf Course is a scenic and challenging facility, featuring holes which range up to 211 yards. The clubhouse, which opened in January 2014, 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 contract.



Par 3 Enterprise Fund
Town of Palm Beach

Revenue and Expense Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted*	FY2022 Projected	FY2023 Budget	% Change
Revenues							
Golf Teaching Services	49,554	78,475	60,000	60,000	60,000	70,000	16.67%
Resident Pass Fees	16,900	24,730	10,000	10,000	29,600	25,000	150.00%
Non-resident Pass Fees	3,000	5,432	-	-	-	-	0.00%
12 Play Pass - Regular Rate	2,880	6,546	1,500	1,500	10,000	10,000	566.67%
12 Play Pass - Resident Rate	8,467	599	6,000	6,000	7,500	10,000	66.67%
Greens Fees - Regular Rate	490,126	1,053,143	490,000	490,000	700,000	800,000	63.27%
Greens Fees - Resident Rate	62,013	99,024	80,000	80,000	80,000	100,000	25.00%
Greens Fees - Reg Weekends & Holidays	393,006	389,805	490,000	490,000	400,000	400,000	-18.37%
Greens Fees - Resident Weekend & Holidays	76,020	98,012	150,000	150,000	100,000	125,000	-16.67%
Merchandise Sales	210,498	400,884	267,200	267,200	400,000	425,000	59.06%
Food and Beverage Sales	356,230	501,073	440,000	440,000	440,000	500,000	13.64%
Riding Cart Rental - Resident Rate	47,106	66,405	80,000	80,000	90,000	100,000	25.00%
Riding Cart Rental - Regular Rate	303,211	540,797	290,000	290,000	490,000	510,000	75.86%
Marina Amenity	-	-	18,100	18,100	18,100	19,000	4.97%
Pull Cart Rental	22,571	30,247	30,000	30,000	30,000	30,000	0.00%
Club Rentals	62,889	95,937	80,000	80,000	80,000	85,000	6.25%
Driving Range	83,678	129,439	115,000	115,000	115,000	120,000	4.35%
Driving Range - 10 bucket program	21,750	27,127	30,000	30,000	30,000	30,000	0.00%
Programs and Special Events	1,083	1,290	4,000	4,000	4,000	4,000	0.00%
Golf Pro Administrative Fee	-	-	-	-	-	-	0.00%
Golf Outings	41,244	80,373	85,000	85,000	35,000	40,000	-52.94%
Gift Certificates Sold	18,878	32,123	30,000	30,000	30,000	30,000	0.00%
Gift Certificates Redeemed	(10,235)	(20,088)	(30,000)	(30,000)	(30,000)	(30,000)	0.00%
Maint. And Improvement Fee	10,286	934	-	-	-	-	0.00%
Sales Tax Commission	330	360	-	-	150	-	0.00%
Golf Now Transaction Fee	10,926	1,992	-	-	-	-	0.00%
Electricity - Par 3	5,944	6,267	4,000	4,000	4,000	4,000	0.00%
Interest Income	150	930	-	-	-	-	0.00%
Miscellaneous Revenue	-	508	-	-	100	-	0.00%
TOTALS	2,288,505	3,652,363	2,730,800	2,730,800	3,123,450	3,407,000	24.76%
Expenses							
Salaries and Wages	485,340	452,658	545,995	545,995	505,995	641,895	17.56%
Employee Benefits	282,390	286,595	315,595	315,595	320,292	340,227	7.80%
Contractual	587,045	825,271	793,300	795,225	950,000	1,006,955	26.93%
Commodities	337,059	493,355	417,425	419,775	568,447	614,297	47.16%
Capital Outlay	-	-	-	-	-	-	0.00%
TOTALS	1,691,834	2,057,879	2,072,315	2,076,590	2,344,734	2,603,374	25.63%
Operating Revenues Over/(Under)							
Expenses	596,671	1,594,484	658,485	654,210	778,716	803,626	
Capital Projects and Equipment							
Purchases	(179,649)	(40,539)	(409,872)	(409,872)	(215,750)	(885,788)	
Assets	(500)	(36,236)	-	-	-	-	
Contingency	-	-	(103,477)	(103,477)	-	(130,169)	
Transfer to Debt Service	(199,813)	(194,813)	(191,100)	(191,100)	(191,100)	(187,426)	
Transfer to General Fund	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	
Total Revenues Over/(Under)							
Expenses	191,708	1,297,897	(70,964)	(75,239)	346,866	(424,757)	

Par 3 Enterprise Fund
Town of Palm Beach

Golf Course & Buildings Reserves						
Beginning Balance	875,012	943,855	1,056,623	943,855	943,855	881,411
Capital Expenses	(43,852)	(40,539)	(190,500)	(386,670)	(215,750)	(788,390)
Transfer to Reserve Fund	112,695	153,307	153,307	153,307	153,307	153,307
Ending Balance	943,855	1,056,623	1,019,429	710,491	881,411	246,328

Equipment Replacement Reserves						
Beginning Balance	485,847	410,963	409,743	410,963	410,963	410,047
Equipment Replacement Purchases	(174,485)	(78,638)	(98,000)	(107,565)	(74,000)	(97,400)
Transfer to Reserve Fund	99,601	77,418	73,084	73,084	73,084	83,231
Ending Balance	410,963	409,743	384,827	376,482	410,047	395,878

Financial Depreciation (Assets other than equipment)	(225,389)	(218,005)	(306,613)	(306,613)	(306,613)	(306,613)
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Beginning Net Assets	-	10,135,790	11,571,168	11,571,168	11,571,168	11,918,034
Ending Net Assets	10,135,790	11,571,168	11,500,204	11,495,929	11,918,034	11,493,275

GOLF REVENUES

TEACHING SERVICES

Percentage of lesson fees taught by contracted Golf Pros

RESIDENT PASS FEES

Fee paid by 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-residents

GREENS FEES – RESIDENT RATE

Fee paid for daily play by Palm Beach resident

GREENS FEES – REGULAR WEEKEND & HOLIDAYS

Fees paid by non-residents for greens fees on Friday, Saturday, Sunday and holidays

GREENS FEES – RESIDENT WEEKEND & HOLIDAY

Fees paid by Palm Beach residents 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

RIDING CART RENTAL – REGULAR RATE

Fee paid for rental of riding cart by a non-resident

Par 3 Enterprise Fund
Town of Palm Beach

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 FY2023 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.

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.

Par 3 Enterprise Fund
Town of Palm Beach

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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	1.000	1.000	-	-	1.000
Golf Operations Supervisor	-	-	1.000	1.000	1.000
Maintenance Worker	0.750	0.750	0.750	0.750	1.000
Senior Golf Associate	1.000	1.000	1.000	1.000	-
Equipment Operator	0.250	0.250	-	-	-
Golf Course Associate	1.250	0.850	0.312	0.309	0.290
Administrative Clerk	0.100	0.100	-	-	-
Assistant Director of Recreation	0.100	0.100	0.100	0.100	0.100
Recreation Division Director	-	-	-	0.250	0.250
Rec Facilities Maintenance Supervisor	-	-	-	0.100	0.100
Dir. of Bus Development & Operations	0.300	0.250	0.250	-	-
Administrative Assistant	0.100	0.100	0.100	0.100	0.850
Recreation Supervisor	0.250	0.200	0.100	-	-
Public Works Employees	0.090	0.098	0.098	-	-
	9.190	8.698	7.710	7.609	8.590

PAR 3 ENTERPRISE FY2022 ACCOMPLISHMENTS

- Estimated operating cost recovery of 144.3% exceeds goal of 110%*
- Maintenance projects completed included: golf course – trimmed all trees and mangroves on property in house, re-routed cart on #18 tee to enhance golfer view of Atlantic Ocean, replaced 100+ irrigation heads, installed new water sensors (which measure water content of soil, salt content and temperature) to be more scientific/conservative on water usage
- Record number of rounds in 7 of 12 months
- Generated the most revenue in Par 3 history (more than \$4,343,000*)

*FY2022 operating cost recovery results are estimated as of September 29, 2022 postings

Fiscal Year 2023 Goals and Performance Measures		
Department Goal	Continue to engage with participants to incorporate feedback and ideas in programming services and facilities	
Objective	Continue to solicit feedback from residents concerning programming and facility development via online reviews, in person comments and survey tools	
	Increase awareness of program offerings utilizing diverse marketing methods through social media and online marketing	
Performance Measures	Projected FY22	Actual FY23
Enhance social media presence	Ongoing	Ongoing
Develop new and enhanced marketing materials	Ongoing	Ongoing

Par 3 Enterprise Fund
Town of Palm Beach

Department Goal	Maintain high standards and quality of the Par 3 golf course clubhouse, greens and fairways	
Objectives	Implement enhanced best practices maintenance procedures, including the Integrated Pest Management Program and create a plan for sustaining the improvements	
	Improve attention to preventative maintenance items to prolong the life of structures and equipment	
	Ensure maintenance practices have a positive effect on the surrounding environment while providing a superior golfing experience (green speed, as a measure)	
	Explore additional opportunities for environmentally friendly initiatives (similar to adding bee hives and bird boxes)	
Performance Measures	Actual FY22	Projected FY23
Reevaluate current best practices for maintenance - IPM	Ongoing	Ongoing
Upgrade staff training on maintenance procedures	Ongoing	Ongoing

Town Council Priority	Financial Stability and Planning – Continue to implement cost-saving measures and identify opportunities to increase non-tax related revenue, while improving operational efficiencies, without compromising the community’s expectation for exceptional public service	
Department Goal	Continue to grow the auxiliary services revenue and improve customer relations	
Objectives	Enhance experience for customers at the driving range.	
	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’	
	Continue to execute standard orientation for instructors and employees	
	Leverage in-store merchandise success by expanding footprint of online sale opportunities	
Performance Measures	Actual FY22	Projected FY23
Conduct customer service trainings	Ongoing	Ongoing
Conduct orientation for employees	Ongoing	Ongoing

Par 3 Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Total lessons/clinics participation	1,492	1,500	1,625	1,770	1,800
Range buckets sold	18,950	16,500	17,025	18,240	18,000
Total rounds of golf	39,114	37,500	52,345	54,775	50,000
Tournaments/outings hosted	95	60	52	45	50
Resident/nonresident ratio	20/80	20/80	20/80	20/80	20/80
Operating cost recovery	161.1%	144.4%	144.4%	144.3%	110%

Par 3 Golf Course Five Year Capital Improvement Plan									
FY2023 Budget									
EXPENDITURES			FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2022-2027
Item #	Description	Location	Carryover	Estimated	Estimated	Estimated	Estimated	Estimated	Total
Recreation									
Par 3 Golf Course									
	Paint new clubhouse exterior, Keim paint	Clubhouse	\$ 59,900			\$ 40,000			\$ 99,900
	Paint old clubhouse exterior, Keim paint	Clubhouse				\$ 15,000			\$ 15,000
	Sealcoat/Stripe Parking Lot	Clubhouse	\$ 10,000						\$ 10,000
	Women's/Men's Restroom Refresh	Clubhouse	\$ 50,000	\$ 50,000					\$ 100,000
	Paint interior	Clubhouse			\$ 30,000			\$ 35,000	\$ 65,000
	New Carpet in Proshop	Clubhouse				\$ 15,000			\$ 15,000
	Mill/Resurface Parking Lot/repaint parking lot	Clubhouse		\$ 15,000				\$ 15,000	\$ 30,000
	New Scoreboard	Clubhouse							\$ -
	A/C replacement	Clubhouse		\$ 60,000				\$ 60,000	\$ 120,000
	Roof replacement-Clubhouse/Maint Bldgs	Clubhouse	\$ 23,202						\$ 23,202
	expand parking lot, double parking	Golf Course		\$ 100,000					\$ 100,000
	Sod Replacement improvement range and	Golf Course		\$ 15,000					\$ 15,000
	Repair damaged concrete (back steps of clubhouse), 10,000; add concrete to north and south side of clubhouse, 10,000; add rocks to #5 green and #6 tee along sea wall (improve safety, prevent carts from driving into intracoastal waterway), 15,000; repair damaged cart paths, 10,000	Golf Course		\$ 45,000					\$ 45,000
	Synthetic Turf Replacement	Golf Course	\$ 6,997			\$ 22,000			\$ 28,997
	Relevel 9 Tees/enhance	Golf Course	\$ 83,211		\$ 50,000		\$ 50,000		\$ 183,211
	Rebuild/Enlarge Putting Green	Golf Course		\$ 150,000					\$ 150,000
	Cart Path Repairs	Golf Course	\$ 18,100						\$ 18,100
	Irrigation Pump House Repairs	Golf Course	\$ 17,767						\$ 17,767
	Renovate Irrigation System	Golf Course	\$ 4,250						\$ 4,250
	Facilities Assessment - Storage Building			\$ 1,803					
	Facilities Assessment - Par 3 Clubhouse	Clubhouse		\$ 69,642					
	Facilities Assessment - Old Par 3 Clubhouse	Clubhouse		\$ 105,918					\$ 105,918
Capital Improvement Program Expenditures			\$ 273,427	\$ 612,363	\$ 80,000	\$ 92,000	\$ 50,000	\$ 110,000	\$ 1,146,345
Year			FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	Total
REVENUES									
Source				Estimated	Estimated	Estimated	Estimated	Estimated	Total
M&I Reserve				\$ 612,363	\$ 80,000	\$ 92,000	\$ 50,000	\$ 110,000	\$ 944,363
Financing									\$ -
Reserves									\$ -
Interest									\$ -
Capital Improvement Program Revenues				\$ 612,363	\$ 80,000	\$ 92,000	\$ 50,000	\$ 110,000	\$ 944,363
NET COST									
(Surplus / (Deficit))				Estimated	Estimated	Estimated	Estimated	Estimated	Total
Sub-Total - Net Cost				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 201,982



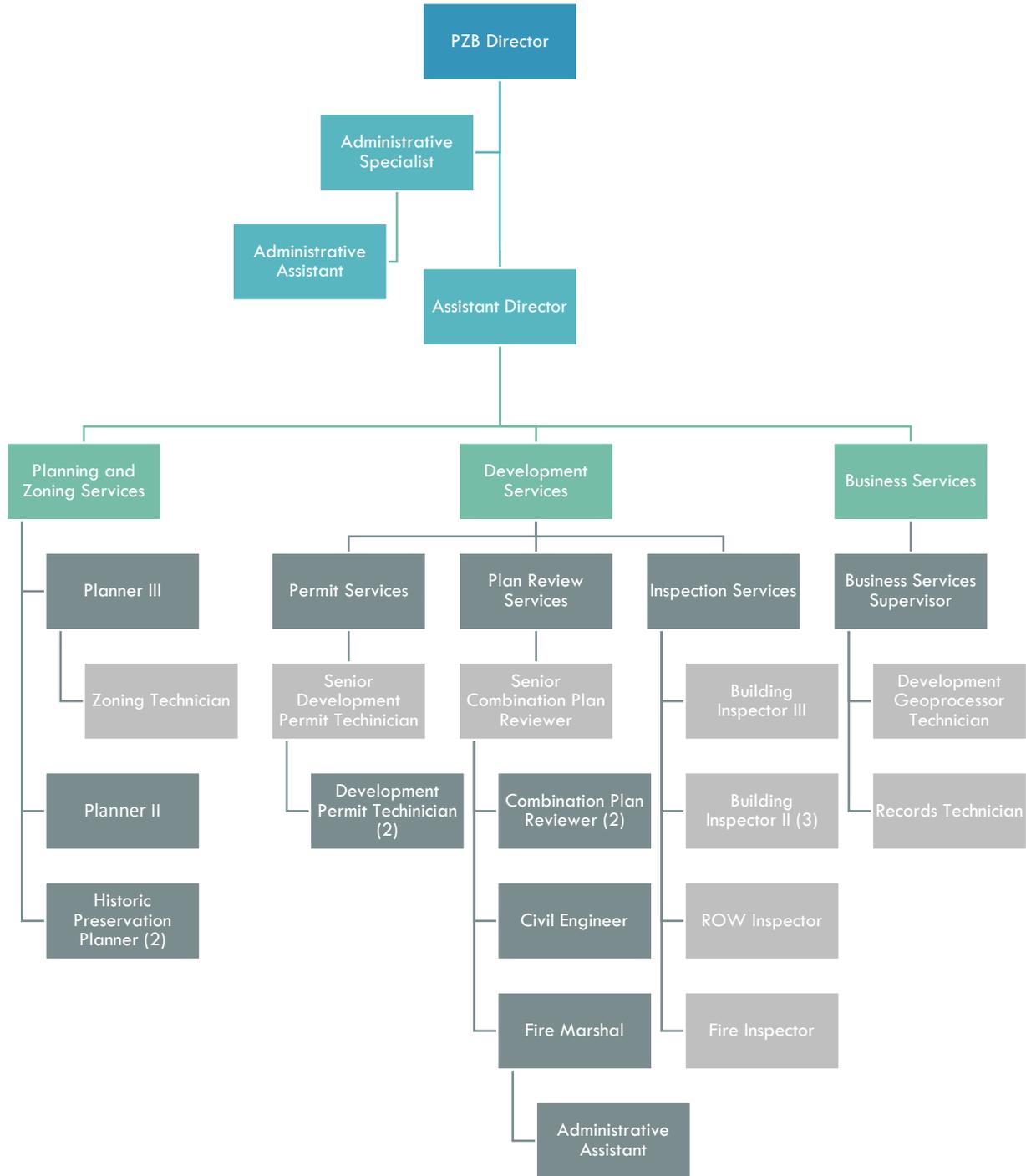
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Building Enterprise Fund



PLANNING, ZONING AND BUILDING ORGANIZATIONAL CHART



BUILDING ENTERPRISE FUND FY2023 GOALS

Goal #1:

Continue with process improvement and implement EnerGov software

Objective: Assess technology to determine how automation technology may be used 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

Goal #2:

Continue to review and modify departmental policies and processes to simplify the delivery of service to the community

Objective:

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

Objective: Continue implementation of EnerGov software

Objective: Continue to monitor construction sites to reduce the impact of issues in the community

BUILDING ENTERPRISE FUND

MISSION:

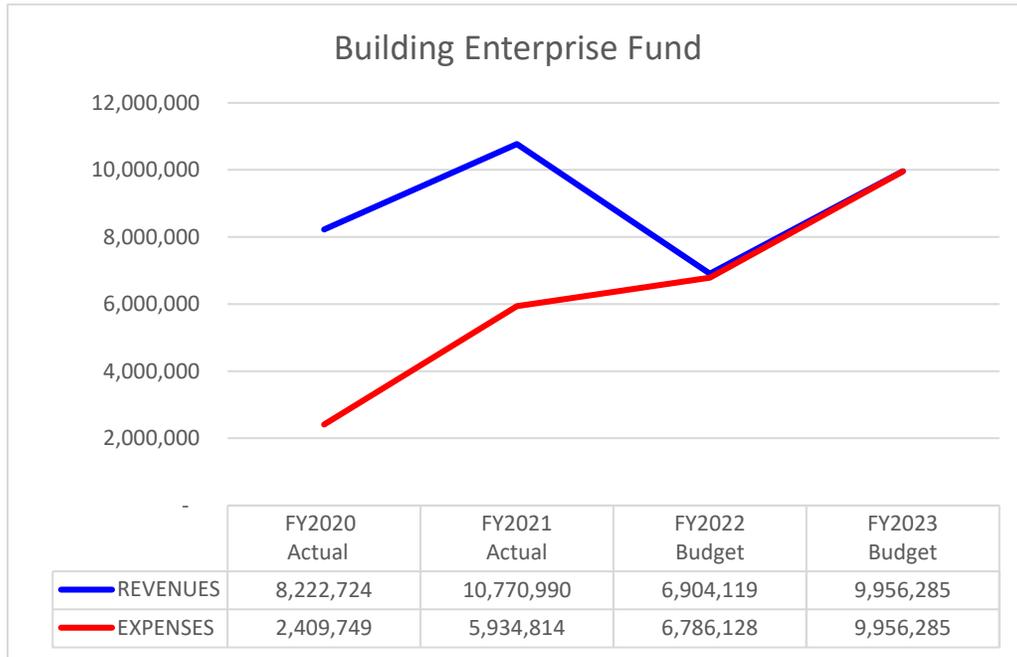
The Building Enterprise Fund identifies, recommends and implements the vision of the community, as expressed through the policies of the Town Council, relative to the development, redevelopment and use of real property, to ensure the beauty, quality of life and character of the Town, and the health,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

Revenue and Expense Summary

	FY2020	FY2021	FY2022	FY2022	FY2022	FY2023	%
	Actual	Actual	Budget	Adjusted*	Projected	Budget	Change
Revenues							
Town Plan Review & Town Inspection	6,806,918	9,847,393	5,930,200	5,930,200	7,933,909	8,985,785	51.53%
Permit Processing	21,190	41,993	40,000	40,000	22,750	25,000	-37.50%
Permit Penalty	25,888	23,500	45,000	45,000	76,200	50,000	11.11%
Reinspection Fees	1,510	2,010	2,000	2,000	1,600	1,500	-25.00%
Contractor Registration Fees	6,725	10,200	7,000	7,000	4,950	6,000	-14.29%
Dune Vegetation Fee	-	100	-	-	-	-	0.00%
Permit Revision Fee	178,600	184,100	180,000	180,000	166,800	150,000	-16.67%
Flood Plain Management Fee	11,250	21,150	10,000	10,000	34,200	30,000	200.00%
Right of Way Permits	1,026,273	430,666	600,000	600,000	532,940	600,000	0.00%
Building Inspection Fund Fees	10,602	14,815	10,000	10,000	11,962	10,000	0.00%
Radon Gas	7,143	9,952	10,000	10,000	8,030	8,000	-20.00%
ROW Violations	63,475	47,951	15,000	15,000	54,603	40,000	166.67%
Building Permit Search Fee	55,650	107,400	50,000	50,000	72,750	40,000	-20.00%
Interest Earnings	-	2,251	-	-	10,000	-	0.00%
Miscellaneous Revenue	7,500	570	4,919	4,919	780	10,000	103.29%
Transfer from Equip Replacement Fund	-	26,940	-	-	-	-	0.00%
TOTALS	8,222,724	10,770,990	6,904,119	6,904,119	8,931,474	9,956,285	44.21%
Expenses							
Salaries and Wages	998,913	1,312,099	1,599,288	1,599,288	1,132,248	1,735,709	8.53%
Employee Benefits	622,438	714,318	737,555	737,555	746,366	942,871	27.84%
Contractual	764,630	675,214	967,500	987,555	693,186	1,034,200	6.89%
Commodities	23,767	33,183	32,000	32,000	26,000	36,000	12.50%
Capital Outlay	-	-	249,785	-	323,815	-	-100.00%
Transfer to Capital (307)	-	-	-	-	-	688,049	100.00%
Transfer for Services to the General Fund	-	3,200,000	3,200,000	3,200,000	3,200,000	5,519,456	72.48%
TOTALS	2,409,749	5,934,814	6,786,128	6,556,398	6,121,615	9,956,285	46.72%
Operating Revenues Over/(Under)							
Expenses	5,812,975	4,836,176	117,991	347,721	2,809,859	-	
Depreciation	(98,323)	(7,930)	(93,363)	(417,178)	(93,363)	(89,503)	
Pension/OPEB Expense	-	(2,181,541)	-	-	-	-	
Capital Expenses	-	-	-	-	-	-	
Contingency	-	-	(166,817)	(167,820)	-	(187,439)	
TOTAL REVENUES OVER/(UNDER)							
EXPENSES	5,714,652	2,646,705	(142,189)	(237,277)	2,716,496	(276,942)	
Beginning Net Assets	-	-	2,646,705	2,646,705	2,646,705	5,363,201	
ENDING NET ASSETS	-	2,646,705	2,504,516	2,409,428	5,363,201	5,086,259	

*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



	FY2020	FY2021*	FY2022	FY2023
Total Full Time Equivalent Employees	16.150	17.650	18.775	20.525

*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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted**	FY2022 Projected	FY2023 Budget	% Change
Expenses							
Salaries and Wages	439,723	535,404	639,993	639,993	454,211	657,669	2.76%
Employee Benefits	301,090	340,182	334,018	334,018	337,718	331,144	-0.86%
Contractual	356,971	345,522	442,800	453,178	350,886	591,900	33.67%
Commodities	14,143	22,188	18,500	18,500	13,000	19,000	2.70%
Depreciation	-	7,930	-	-	-	-	0.00%
Capital Outlay	-	-	249,785	323,815	323,815	-	-100.00%
TOTALS	1,111,927	1,251,226	1,685,096	1,769,504	1,479,630	1,599,713	-5.07%

*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

**FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 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 FY2023 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.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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	-	-	-	-
Planning Administrator	0.300	0.300	-	-	-
Planner II	-	-	-	0.700	0.700
Administrative Specialist	0.300	0.300	0.300	0.300	0.300
Chief Construction Inspectors	0.300	0.900	-	-	-
Building Inspector II	-	-	0.500	0.500	0.500
Building Inspector III	-	-	0.100	0.100	0.100
Combination Plan Reviewer	1.400	1.400	1.700	0.700	-
Combination Plan Reviewer, SR	-	-	0.700	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	0.500
Development Permit Technician	1.500	1.500	1.000	1.000	1.000
Office Manager	0.500	-	-	-	-
Business Services Supervisor	-	0.500	0.500	0.500	0.500
Business Systems Analyst	-	0.500	-	-	-
Administrative Assistant	0.500	0.500	0.500	0.675	0.875
Historic Preservation Planner	-	-	0.300	0.300	0.300
Deputy Town Clerk	-	-	-	-	0.250
Document Management Coordinator	1.000	-	0.500	-	-
	8.550	7.850	8.550	7.925	7.675

PERMIT ISSUANCE FY2022 ACCOMPLISHMENTS

- Completed Annual Building Code Effectiveness Grading Schedule review; received rating of Residential – 3, Commercial – 3
- Completed Five-Year Community Rating System (CRS) audit; received a class improvement to a Class 6 community
- Started Annual Facilities Permit for commercial buildings
- Created regulations to provide for project construction screening and truck logistics plans

Fiscal Year 2023 Goals and Performance Measures	
Department Goal	Continue to review and modify departmental policies and processes to simplify the delivery of service to the community.
Objectives	Continue to reduce the number of permits and forms used throughout the department and launch new permitting software to create efficiencies

Permit Issuance Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
# of permits issued	9,263	6,050	8,484	8,399	8,500
# of construction permits issued	6,039	3,753	4,925	4,907	5,000
# of revisions processed/issued	1,167	991	1,063	1,119	1,200
# of PW permits processed/issued	2,057	1,881	2,117	2,737	3,000
Average # of days to scan current records	1	1	1	1	1
# of expedited plan pages reviewed	0	0	0	0	0
# of Private Providers	9	10	19	35	35
# of Private Provider Inspections	0	1,360	2,400	3,900	4,400
# of departmental forms and applications	111	75	77	87	87

Effectiveness/Output Measures	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Permit Types Issued:				
U – ROW	1,881	2,035	2,737	2,800
B – Construction	4,108	4,925	4,907	5,000
Revenue	\$6,979,299	\$7,688,089	\$14,168,414	\$9,900,000
Construction Value	\$272,669,356	\$392,710,597	\$470,998,176.	\$550,000,000

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.
- Issue Business Tax Receipts including annual fire inspection fees and outdoor café seating permits

Expense Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Adjusted**	FY2022 Projected	FY2023 Budget	% Change
Expenses							
Salaries and Wages	559,190	776,695	959,295	959,295	678,037	1,078,040	12.38%
Employee Benefits	321,349	374,136	403,537	403,537	408,648	611,727	51.59%
Contractual	407,659	329,692	524,700	534,378	342,300	442,300	-15.70%
Commodities	9,624	10,995	13,500	13,500	13,000	17,000	25.93%
Depreciation	98,323	-	93,363	93,363	93,363	89,503	-4.13%
TOTALS	1,396,144	1,491,518	1,994,395	2,004,073	1,535,348	2,238,570	12.24%

*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 FY2023 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 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	FY2019	FY2020	FY2021	FY2022	FY2023
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	-	-	-	-
Building Inspector I	0.900	-	1.000	1.000	-
Building Inspector II	1.200	2.100	2.500	2.500	2.500
Building Inspector II	-	-	0.900	0.900	0.900
Administrative Specialist	0.200	0.200	0.200	0.200	0.200
Administrative Assistant	-	-	-	0.200	0.500
Combination Inspector	2.000	2.000	-	-	-
Planner I	-	-	-	0.500	0.500
Planner II	-	-	-	0.300	0.300
Combination Plan Reviewer	0.600	0.600	0.300	0.300	-
Combination Plan Reviewer SR	-	-	0.300	0.300	0.300
Civil Engineer	0.500	0.500	0.500	0.500	0.500
Senior Development Permit Technician	-	-	0.500	0.500	0.500
Development Permit Technician	1.500	1.500	1.000	1.000	1.000
Zoning Technician	0.500	-	0.500	-	0.500
Business Systems Analyst	-	0.500	-	-	-
Office Manager	0.500	-	-	-	-
Document Management Coordinator	-	-	0.500	-	-
Business Services Supervisor	-	0.500	0.500	0.500	0.500
Deputy Town Clerk	-	-	-	-	0.250
Construction Inspectors/Monitors	-	-	-	1.750	4.000
	8.500	8.300	9.100	10.850	12.850

INSPECTION AND COMPLIANCE FY2023 ACCOMPLISHMENTS

- Reorganized the PZB Department to promote better customer service
- Implemented one building permit per project, reducing staff and customer time in the application and permit issuance processes
- Introduced Annual Facility permits for commercial buildings

Inspection and Compliance Productivity Measures					
Effectiveness/Output Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
# of inspections completed	23,760	15,660	12,083	10,312	9,700

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Revenues						
Risk Funding	1,900,819	2,010,439	2,173,487	2,173,487	2,274,106	4.63%
Insurance Proceeds	168,131	93,026	-	75,000	-	0.00%
Interest on Investments	233,803	(7,438)	100,000	(200,000)	100,000	0.00%
TOTALS	2,302,753	2,096,027	2,273,487	2,048,487	2,374,106	4.43%
Expenses						
Salaries and Wages	145,185	124,685	147,356	147,356	141,387	-4.05%
Employee Benefits	346,768	440,633	653,465	615,711	602,391	-7.82%
Contractual	1,630,740	1,411,591	1,868,643	1,880,098	1,983,093	6.12%
Commodities	2,242	2,124	3,056	3,076	3,201	4.74%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	2,758	1,379	-	-	-	0.00%
Other (Contingency)	-	-	3,000,000	-	3,000,000	0.00%
TOTALS	2,127,694	1,980,412	5,672,520	2,646,241	5,730,072	1.01%
Total Revenues						
Over/(Under) Expenses	175,059	115,615	(3,399,033)	(597,754)	(3,355,966)	
Gain/(Loss) on disposal of assets	-	(17,700)	-	-	-	
Beginning Net Assets	5,212,442	5,387,501	5,485,417	5,485,417	4,887,663	
ENDING NET ASSETS	5,387,501	5,485,417	2,086,384	4,887,663	1,531,697	

Self Insurance Fund - Risk
Town of Palm Beach

REVENUES

RISK FUNDING

Amount transferred from the general fund

MISCELLANEOUS

Insurance Proceeds are from the subrogation of claims received from at fault 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 decrease in salary is from removing the .40 positions in HR and only adding .15 positions in Finance. The FY2023 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 decrease is from removing the .40 positions in HR and only adding .15 positions in Finance.

CONTRACTUAL

The 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. In addition to the unfunded mandate for PTSD training for public safety and the anticipated increase in premium for the Cyber liability coverage.

COMMODITIES

Slight increase in supplies for a dedicated printer/copier/fax/scanner for Risk Management.

CONTINGENCY

Contingency policies for Risk were adopted October 1, 2001 via Resolution #55-01 to ensure financial stabilization.

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
Risk Manager	1.000	1.000	1.000	0.900	1.000
Director of Finance	-	-	-	-	0.100
Accounting Technician	-	-	-	-	0.050
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	-	-	0.400	0.200	-
	1.160	1.630	1.780	1.400	1.150

Fiscal Year 2023 Goals and Performance Measures					
Town Council Priority	Financial Stability and Planning – continue to implement cost-saving measures and identify opportunities to increase non-tax related revenue, while improving operational efficiencies, without compromising the community’s expectation for exceptional public service.				
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 FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Annual insurance premiums	\$820,513	\$919,517	\$1,021,772	\$1,033,144	\$1,086,144
Total claims processed	134	143	131	135	136

*Includes Hurricanes Matthew and Irma

Department Goal	Provide a safe work environment				
Objective	Conduct annual facility safety inspections				
Performance Measures	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Projected FY23
Total number of safety violations found town wide during the annual facility safety inspections	118	120	96	81	103
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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Revenues						
Employer Contributions	3,679,771	3,677,308	3,689,570	3,689,570	4,427,484	20.00%
Employee Contributions	827,276	794,166	800,000	800,000	880,000	10.00%
Insurance Recoveries	180,458	-	-	-	-	0.00%
Miscellaneous Revenue	125,664	154,332	-	6,500	-	0.00%
Interest Income	231,822	934	115,000	-	100,000	-13.04%
TOTALS	5,044,991	4,626,741	4,604,570	4,496,070	5,407,484	17.44%
Expenses						
Salaries and Wages	60,275	48,828	57,093	42,000	84,306	47.66%
Employee Benefits	3,804,987	5,112,109	5,292,927	5,943,814	6,314,908	19.31%
Contractual	78,292	66,781	137,985	100,285	438,473	217.77%
Commodities	473	400	790	790	1,834	132.15%
Capital Outlay	-	-	-	-	-	0.00%
Other (Contingency)	-	-	500,000	-	500,000	0.00%
TOTALS	3,944,028	5,228,118	5,988,795	6,086,889	7,339,521	22.55%
Total Revenues						
Over/(Under) Expenses	1,100,963	(601,378)	(1,384,225)	(1,590,819)	(1,932,037)	
Beginning Net Assets	6,789,493	7,890,456	7,289,078	7,289,078	5,698,259	
ENDING NET ASSETS	7,890,456	7,289,078	5,904,853	5,698,259	3,766,222	

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 FY2023 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	FY2019	FY2020	FY2021	FY2022	FY2023
Division Director of Human Resources	-	-	-	0.100	0.150
Human Resource Manager	-	-	-	-	0.050
Director of Human Resources	0.100	0.100	0.100	-	-
Assistant Director of Human Resources	0.200	0.200	0.200	-	-
Risk Manager	-	-	-	0.100	-
Human Resources Generalist	-	-	-	0.050	0.300
Administrative Assistant	-	-	0.400	0.100	0.050
Human Resources Coordinator	0.320	0.320	0.320	0.050	0.050
Human Resource Specialist	0.200	0.200	-	-	0.300
Human Resource Analyst	0.100	0.100	0.100	0.250	0.050
	0.920	0.920	1.120	0.650	0.950

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

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
<u>Revenues</u>						
Interest on Investments	589,139	(2,609)	100,000	(750,000)	100,000	0.00%
Surplus Equipment Proceeds	9,169	109,744	75,000	75,000	75,000	0.00%
Transfer from Gen and Other Funds	2,814,320	2,609,004	2,303,287	2,303,287	2,145,297	-6.86%
Donations	-	-	-	100,000	-	0.00%
Miscellaneous	916	-	-	-	-	0.00%
TOTALS	3,413,344	2,716,139	2,478,287	1,728,287	2,320,297	-6.37%
<u>Expenses</u>						
Transfer to Building Enterprise Fund	-	26,940	-	-	-	0.00%
Contractual	-	9,688	11,100	16,685	-	-100.00%
Capital Lease - Kiosks	-	2,192	48,312	48,312	-	-100.00%
Capital Outlay - Equipment	1,885,782	1,649,327	1,401,308	1,748,828	1,422,819	1.54%
Capital Outlay - IT Equipment	17,646	96,967	526,111	685,287	992,260	88.60%
TOTALS	1,903,428	1,785,115	1,986,831	2,499,112	2,415,079	21.55%
Total Revenues Over/(Under)						
Expenses	1,509,915	931,024	491,456	(770,825)	(94,782)	
Contingency	-	-	(500,000)	-	(500,000)	
Beg Investment in Capital Assets	10,139,227	9,400,495	9,441,772	9,441,722	11,875,837	
Beg Unrestricted Net Assets	17,678,027	19,926,672	20,816,470	20,816,470	17,611,530	
ENDING NET ASSETS	29,327,169	30,258,191	30,249,648	29,487,367	28,892,585	

Equipment Replacement Fund
Town of Palm Beach

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

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	
FY2023	
Department	Depreciation
Town Manager's Office	\$0
Information Technology	156,977
Town Clerk	0
Finance	3,326
Planning and Zoning	4,607
Recreation	52,244
Fire Rescue	633,951
Police	624,622
Public Works	669,243
Coastal Fund	327
TOTAL DEPRECIATION	\$2,145,297

Equipment Replacement Fund
Town of Palm Beach

FY2023

REPLACEMENT EQUIPMENT FY 2023	
Department	Cost
Fire Rescue	
Ford F150	39,015
2022 Demers F450 Rescue Ambulance	282,863
Honda Rancher 4x4	8,455
Police	
Camera Surveillance Project	100,000
sUAS Drones	40,000
Two (2) Hybrid Pursuit Vehicles	90,000
One (1) Hybrid Admin Explorer	32,000
Police Motorcycle	18,000
RNI System	55,786
Public Works	
Three (3) Ford F150	78,000
Two (2) Freightliner	491,000
Like Trailer	180,000
Ice Machine	7,700
Information Technology	
Computer Equipment	992,260
TOTAL EQUIPMENT REPLACEMENT EXPENDITURES	\$2,415,079



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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 275 active employees and 443 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 FY23 actuarially determined contribution to the defined benefit plan totals \$11,457,243. Due to concerns about the rising unfunded liability in the pension fund, a funding policy was adopted that would require annual appropriations of the annual required contribution plus \$5,420,000 to be capped at \$16 million, indexed for inflation. 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	FY2017	FY2018	FY2019	FY2020	FY2021
General Employees	72.20%	72.90%	73.60%	75.70%	79.40%
Lifeguards	63.10%	63.80%	66.00%	69.50%	75.10%
Police	68.60%	71.10%	72.40%	75.40%	80.20%
Fire-Rescue	61.80%	63.90%	65.20%	68.30%	73.50%

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	2019	2020	2021	2022	2023
General	\$3,093,941	\$3,276,537	\$3,560,240	\$3,636,738	\$3,493,970
Lifeguards	204,527	210,518	215,911	195,379	182,855
Police	3,206,438	3,280,844	3,653,689	3,521,362	3,446,777
Fire-Rescue	3,676,531	3,972,519	4,362,652	4,392,526	4,333,641
Total	\$10,181,437	\$10,740,418	\$11,792,492	\$11,746,005	\$11,457,243
Extraordinary Contributions	9,501,699	5,420,000	5,420,000	5,420,000	5,420,000
Total Town Contributions	\$19,683,136	\$16,160,418	\$17,212,492	\$17,166,005	\$16,877,243

The Town's total contribution for the defined benefit and defined contribution plans for FY23 and FY22 is shown below. The FY23 total below decreased due to favorable investment performance.

Town Retirement Contributions	FY2022	FY2023	Change	% Change
General Employees DB	\$3,636,738	\$3,493,970	(\$142,768)	-3.93%
Lifeguards DB	195,379	182,855	(\$12,524)	-6.41%
Police DB	3,521,362	3,446,777	(\$74,585)	-2.12%
Fire-Rescue DB	4,392,526	4,333,641	(\$58,885)	-1.34%
Total DB Contribution	\$11,746,005	\$11,457,243	(\$288,762)	-2.46%
DC Contributions	\$638,746	\$772,158	\$133,412	20.89%
Total Town DB And DC Contribution	\$12,384,751	\$12,229,401	(\$155,350)	-1.25%

The DC plan is available to General Employees and Lifeguards. 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 below:

DC Contributions	FY2019 Actual	FY2020 Actual	FY2021 Budget	FY2022 Budget	FY2023 Budget
General	\$445,592	\$450,148	\$620,455	\$631,738	\$760,147
Lifeguards	5,155	2,356	6,386	7,008	12,011
Total	\$450,747	\$452,504	\$626,841	\$638,746	\$772,158

Retirement Fund
Town of Palm Beach

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, 2021					
	Total Plan	General	Ocean Rescue	Police	Firefighters
Participants	275	151	0	57	67
Total Plan					
Employer Normal Cost	13.35%	9.19%	0.00%	17.73%	17.56%
Amortization of UAAL	41.95%	25.75%	0.00%	58.45%	58.85%
Total	55.30%	34.94%	0.00%	76.18%	76.41%
Town Contribution	\$ 11,457,243	\$3,493,970	\$ 182,855	\$ 3,446,777	\$ 4,333,641
Plan B - Ongoing Plan					
Employer Normal Cost	13.35%	9.19%	0.00%	17.73%	17.56%
Amortization of UAAL	2.01%	1.61%	0.00%	2.27%	2.56%
Total	15.36%	10.80%	0.00%	20.00%	20.12%
Town Contribution	\$ 3,182,182	\$1,129,226	\$ 6,935	\$ 904,903	\$ 1,141,118
Plan A - Legacy Plan					
Employer Normal Cost	0.00%	0.00%	0.00%	0.00%	0.00%
Amortization of UAAL	39.94%	24.14%	0.00%	56.18%	56.29%
Total	39.94%	24.14%	0.00%	56.18%	56.29%
Town Contribution	\$ 8,275,061	\$2,364,744	\$ 175,920	\$ 2,541,874	\$ 3,192,523
Legacy cost	72.2%	67.7%	96.2%	73.7%	73.7%

The Town Council previously committed to lowering the investment return assumption from the current 6.6% to 6% by .2% per year. As of the September 30, 2021 valuation date, the cost to lower the assumption to 6% immediately would increase the Town Contribution for FY22 by \$1,923,769 and increase the UAAL by \$24,961,949. The details are shown in the chart below.

	Total Plan
Current Rate of 6.6%	
Employer Normal Cost	13.35%
Amortization of UAAL	41.95%
Total	55.30%
Town Contribution	\$ 11,457,243
UAAL	\$ 85,333,977
Funded Ratio	76.10%
Assumption Change to 6%	
Employer Normal Cost	15.77%
Amortization of UAAL	48.69%
Total	64.46%
Town Contribution	\$ 13,381,012
UAAL	\$ 110,295,926
Funded Ratio	71.10%
Difference	
Town Contribution	\$ 1,923,769
UAAL	\$ 24,961,949
Funded Ratio	-5.00%

Retirement Fund
Town of Palm Beach

UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)

The UAAL as of September 30, 2021, for all pension groups is \$85,333,977. 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.

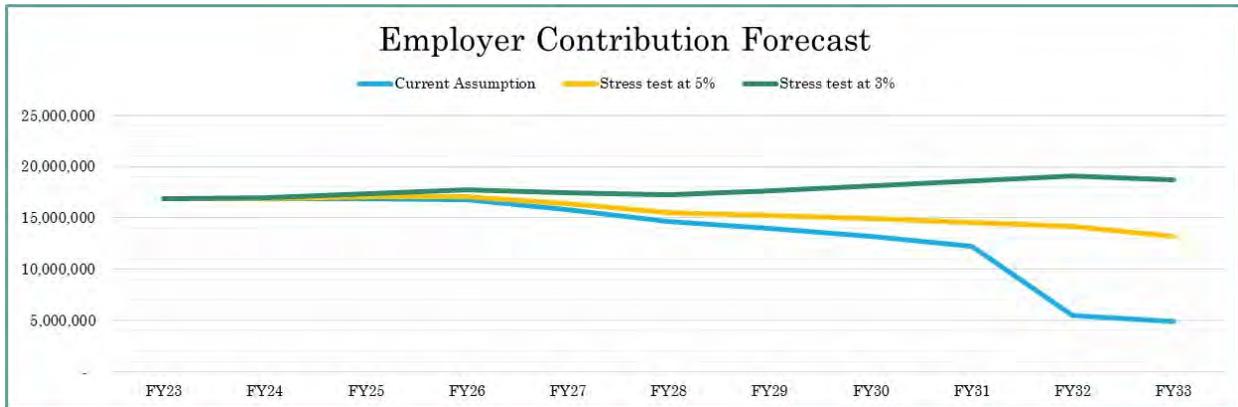
Date		General	Lifeguard	Police	Firefighter	Total
2009	Initial Unfunded	10,396,990	633,455	3,802,216	12,566,788	27,399,449
	Experience (Gain)/Loss					
2010	Experience (Gain)/Loss	1,047,154	58,580	727,372	1,175,673	3,008,779
2011	Experience (Gain)/Loss	(3,196,751)	100,043	343,903	(949,445)	(3,702,250)
2012	Experience (Gain)/Loss	3,518,595	228,853	4,925,083	4,314,303	12,986,834
2013	Experience (Gain)/Loss	(727,059)	19,734	1,883,816	1,652,953	2,829,444
2014	Experience (Gain)/Loss	(62,596)	(15,032)	793,495	152,660	868,527
2015	Experience (Gain)/Loss	2,135,223	79,780	2,025,878	1,897,851	6,138,732
2016	Experience (Gain)/Loss	28,454	(10,931)	(497,400)	2,568,728	2,088,851
2017	Experience (Gain)/Loss	164,831	69,310	257,953	479,029	971,123
2018	Experience (Gain)/Loss	1,594,109	65,650	591,066	1,075,924	3,326,749
2019	Experience (Gain)/Loss	889,662	20,415	1,239,139	1,348,402	3,497,618
2020	Experience (Gain)/Loss	181,963	(19,868)	(370,367)	(4,330)	(212,602)
2021	Experience (Gain)/Loss	(2,816,286)	(74,354)	(1,512,871)	(2,312,996)	(6,716,507)
	Total Experience (Gain)/Loss	2,757,299	522,180	10,407,067	11,398,752	25,085,298
	Benefit Changes					
2012	Benefit Changes	(3,829,414)	(181,600)	(3,371,548)	(5,959,865)	(13,342,427)
2013	Benefit Changes	61,362	-	-	-	61,362
2014	Benefit Changes	31,873	1,266	68,499	28,841	130,479
2016	Benefit Changes	1,203,933	17,040	697,042	333,164	2,251,179
2017	Benefit Changes	-	-	-	677,529	677,529
2019	Benefit Changes	-	-	-	-	-
2020	Benefit Changes	-	-	-	-	-
2021	Benefit Changes	-	-	-	-	-
	Total Benefit Changes	(2,532,246)	(163,294)	(2,606,007)	(4,920,331)	(10,221,878)
	Assumption Method Changes					
2010	Assumption Method Changes	(1,519,132)	(41,083)	(543,185)	(671,921)	(2,775,321)
2011	Assumption Method Changes	(95,901)	53,640	333,489	169,746	460,974
2012	Assumption Method Changes	3,819,111	208,550	3,761,957	3,909,648	11,699,266
2015	Assumption Method Changes	5,319,459	146,595	1,509,816	1,987,782	8,963,652
2016	Assumption Method Changes	2,087,323	135,291	2,560,639	2,661,904	7,445,157
2017	Assumption Method Changes	978,526	50,668	902,516	974,929	2,906,639
2018	Assumption Method Changes	1,004,635	51,604	923,460	1,008,562	2,988,261
2019	Assumption Method Changes	1,013,747	43,903	599,182	1,080,661	2,737,493
2020	Assumption Method Changes	1,585,676	(22,356)	(243,481)	108,995	1,428,834
2021	Assumption Method Changes	2,584,128	126,124	1,880,876	2,625,025	7,216,153
	Total Assumption Method Changes	16,777,572	752,936	11,685,269	13,855,331	43,071,108
	UAAL as of September 30, 2021	27,399,615	1,745,277	23,288,545	32,900,540	85,333,977
	Membership - Retirees	221	12	105	105	443
	Membership - Active	151	-	57	67	275
	Membership - Terminated/Vested	43	3	24	27	97
	Ratio of Total Membership to UAAL	66,023	116,352	125,207	165,329	104,704

Retirement Fund
Town of Palm Beach

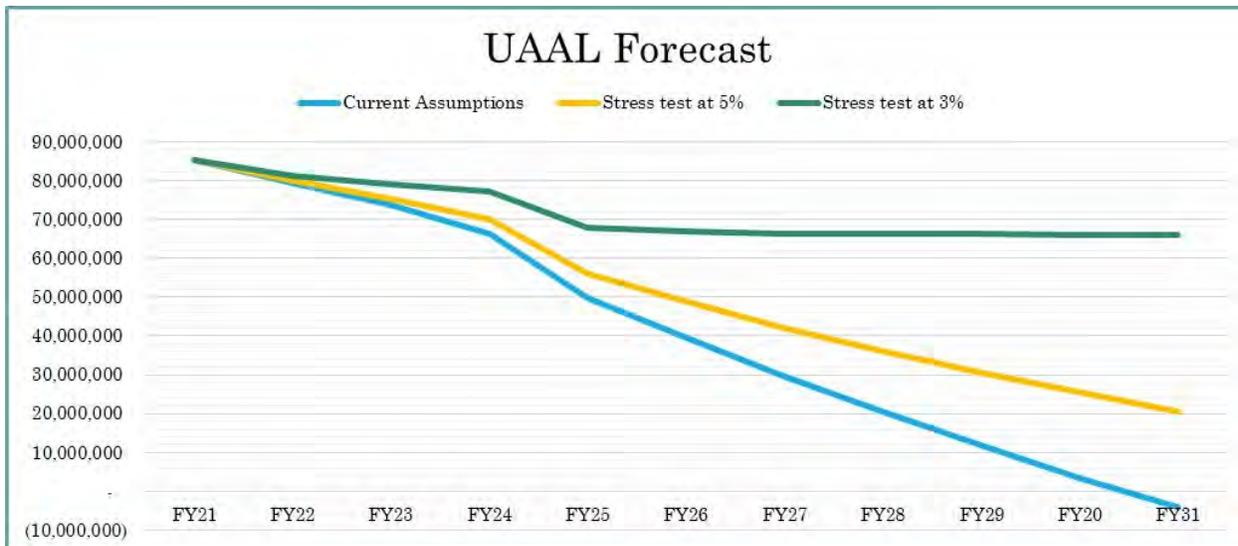
UAAL AND EMPLOYER CONTRIBUTION FORECAST

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 6.6% used in the September 30, 2021 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.



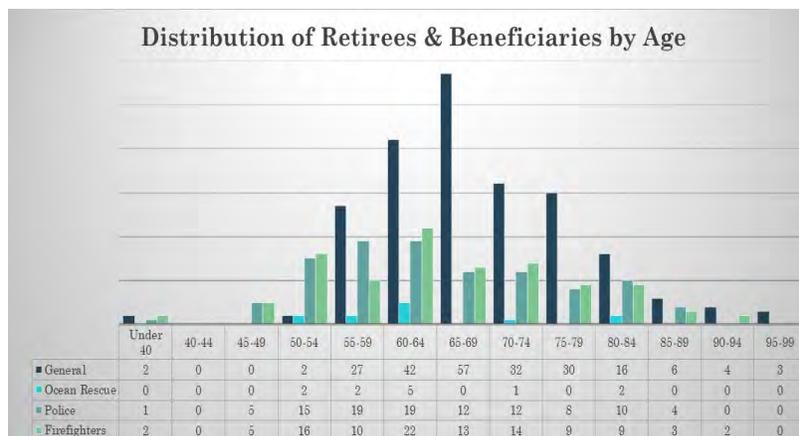
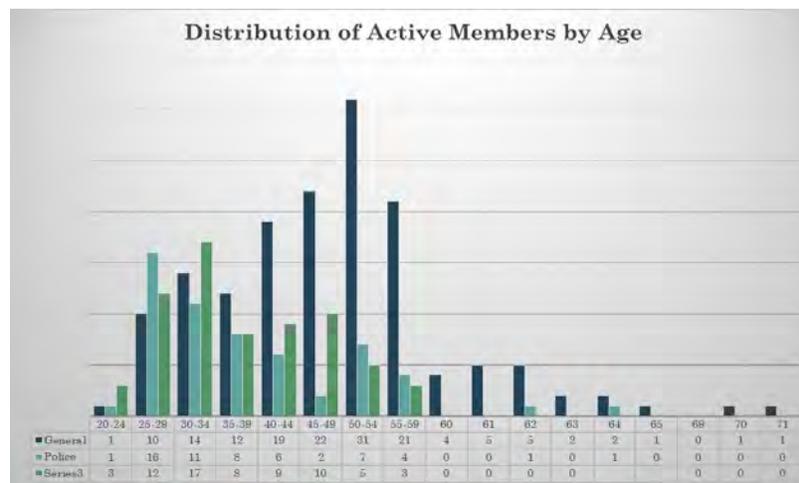
Since last year, there has been improvement in the UAAL forecast. This is due to the Town’s commitment to contribute an additional \$5,420,000 per year to the system, which has been included in the forecast and the reduction in the amortization period from 25 years to a hybrid of 20 years for assumption 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, 2021, 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.

FUND 600: EMPLOYEES RETIREMENT

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Revenues						
Employer Contributions	10,791,651	11,665,547	11,746,005	11,746,005	11,457,243	-2.46%
Employee Contributions	1,170,103	1,222,273	1,300,000	1,504,436	1,650,000	26.92%
Use of Prepaid Contributions	-	-	484,000	434,000	-	-100.00%
Gain/(Loss) on Investments	5,935,157	41,277,449	4,000,000	(3,375,000)	2,850,000	-28.75%
Miscellaneous	1,410	16,827	5,000	-	5,000	0.00%
Investment Income	7,929,573	10,697,238	17,000,000	4,175,000	14,825,000	-12.79%
Transfer from General Fund	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	0.00%
TOTALS	31,247,894	70,299,334	39,955,005	19,904,441	36,207,243	-9.38%
Expenses						
Salaries and Wages	47,560	30,469	89,337	41,658	90,736	1.57%
Employee Benefits	37,653	23,307	38,441	33,220	42,493	10.54%
Contractual	20,491,079	22,937,386	23,651,700	22,682,113	23,653,700	0.01%
TOTALS	20,576,292	22,991,161	23,779,478	22,756,991	23,786,929	0.03%
Total Revenues Over/(Under)						
Expenses	10,671,601	47,308,171	16,175,527	(2,852,550)	12,420,314	
Beginning Net Assets	230,236,337	240,907,938	288,216,109	288,216,109	285,363,559	
ENDING NET ASSETS	240,907,938	288,216,109	304,391,636	285,363,559	297,783,873	

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

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, 2021. The Town's Actuarial Accrued Liability as of October 1, 2021 was determined to be \$27,343,375 using a 5.0% discount rate and return on assets and resulting in a funded ratio of 147.8%. The annual budgeted contribution for FY2023 is \$331,217.

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	

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.

FUND 610: HEALTH INSURANCE TRUST (OPEB)

Revenue and Expense Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	% Change
Revenues						
Town Funding	423,014	429,858	334,215	334,215	331,217	-0.90%
Retiree Funding	1,306,084	1,205,551	1,328,125	1,160,000	1,200,000	-9.65%
Miscellaneous Revenue	356,791	777,022	-	350,000	-	0.00%
Investment Income	2,099,451	5,746,196	1,800,000	(500,000)	1,900,000	5.56%
TOTALS	4,185,340	8,158,627	3,462,340	1,344,215	3,431,217	-0.90%
Expenses						
Salaries and Wages	67,361	63,648	54,002	51,000	94,580	75.14%
Employee Benefits	2,108,753	2,410,897	2,789,970	2,710,686	2,532,891	-9.21%
Contractual	93,439	76,599	141,120	90,721	93,763	-33.56%
Commodities	424	4,896	390	1,890	1,404	260.00%
TOTALS	2,269,977	2,556,040	2,985,482	2,854,297	2,722,638	-8.80%
Total Revenues						
Over/(Under) Expenses	1,915,363	5,602,587	476,858	(1,510,082)	708,579	
Beginning Net Assets	32,812,873	34,728,236	40,330,823	40,330,823	38,820,741	
ENDING NET ASSETS	34,728,236	40,330,823	40,807,681	38,820,741	39,529,320	

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 FY2023 projected budget for Retiree Funding is based on trending and actual contributions for FY2022

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 FY2023 budget includes pay for performance increases and the proposed increase in the ranges.

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.

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	FY2019	FY2020	FY2021	FY2022	FY2023
Director of Human Resources	0.100	0.100	0.100	-	-
Finance Director	0.050	0.050	0.050	0.050	0.050
Division Director of People & Culture	-	-	-	0.100	0.150
Assistant Director of Human Resources	0.200	0.200	0.200	-	-
People & Culture Manager	-	-	-	-	0.050
People & Culture Generalist (Benefits)	-	-	-	0.050	0.300
Administrative Assistant	-	-	0.200	0.050	0.050
People & Culture Coordinator	0.330	0.330	0.330	0.050	0.050
People & Culture Specialist (Benefits)	0.200	0.050	-	-	0.300
People & Culture Analyst - HRIS	0.100	0.100	0.100	0.250	0.050
	0.980	0.830	0.980	0.550	1.000



OAP Seabreeze Plan
 (Previously the PPO Plan)
 Retiree Sliding Scale Monthly Insurance Premium Rates 2023

Years of Service	Q1		Q2		Q3		Q4		
	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	
25 + years	50%								
	Retiree	\$ 618.63	\$ 305.24	\$ 631.00	\$ 311.34	\$ 643.37	\$ 317.45	\$ 665.24	\$ 328.24
	Retiree +1 Dependent	\$ 1,305.30	\$ 646.15	\$ 1,331.41	\$ 659.07	\$ 1,357.51	\$ 671.99	\$ 1,409.93	\$ 697.94
	Retiree +2 Dependents	\$ 1,662.06		\$ 1,695.30		\$ 1,728.54		\$ 1,977.22	
Retiree +3 Dependents	\$ 2,018.83		\$ 2,059.21		\$ 2,099.58		\$ 2,544.52		
20 - 24 years	50%								
	Retiree	\$ 618.63	\$ 305.24	\$ 631.00	\$ 311.34	\$ 643.37	\$ 317.45	\$ 665.24	\$ 328.24
	Retiree +1 Dependent	\$ 1,305.30	\$ 646.15	\$ 1,331.41	\$ 659.07	\$ 1,357.51	\$ 671.99	\$ 1,409.93	\$ 697.94
	Retiree +2 Dependents	\$ 1,662.06		\$ 1,695.30		\$ 1,728.54		\$ 1,977.22	
Retiree +3 Dependents	\$ 2,018.83		\$ 2,059.21		\$ 2,099.58		\$ 2,544.52		
15 - 19 years	50%								
	Retiree	\$ 618.63	\$ 305.24	\$ 631.00	\$ 311.34	\$ 643.37	\$ 317.45	\$ 665.24	\$ 328.24
	Retiree +1 Dependent	\$ 1,305.30	\$ 646.15	\$ 1,331.41	\$ 659.07	\$ 1,357.51	\$ 671.99	\$ 1,409.93	\$ 697.94
	Retiree +2 Dependents	\$ 1,662.06		\$ 1,695.30		\$ 1,728.54		\$ 1,977.22	
Retiree +3 Dependents	\$ 2,018.83		\$ 2,059.21		\$ 2,099.58		\$ 2,544.52		
10 - 14 years	Maximum								
	Retiree	\$ 665.24	\$ 328.24	\$ 665.24	\$ 328.24	\$ 665.24	\$ 328.24	\$ 665.24	\$ 328.24
	Retiree +1 Dependent	\$ 1,409.93	\$ 697.94	\$ 1,409.93	\$ 697.94	\$ 1,409.93	\$ 697.94	\$ 1,409.93	\$ 697.94
	Retiree +2 Dependents	\$ 1,977.22		\$ 1,977.22		\$ 1,977.22		\$ 1,977.22	
Retiree +3 Dependents	\$ 2,544.52		\$ 2,544.52		\$ 2,544.52		\$ 2,544.52		

Quartile	Monthly Pension Earnings	
	Minimum	Maximum
Q1	\$ -	\$ 1,928.69
Q2	\$ 1,928.70	\$ 3,428.21
Q3	\$ 3,428.22	\$ 5,384.04
Q4	\$ 5,384.05	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 (Previously the HMO Plan)

Retiree Sliding Scale Monthly Insurance Premium Rates 2023

Years of Service	Q1		Q2		Q3		Q4			
	50%		51%		51%		Maximum			
25 + years	Retiree	Non-Medicare	532.61	260.29	543.26	265.49	543.26	265.49	552.84	270.17
	Retiree +1 Dependent	Medicare	1,124.82	551.73	1,147.32	562.76	1,147.32	562.76	1,172.76	575.24
	Retiree +2 Dependents	Non-Medicare	1,411.25		1,439.48		1,439.48		1,628.29	
	Retiree +3 Dependents	Medicare	1,697.78		1,731.73		1,731.73		2,083.83	
20 - 24 years	Retiree	Non-Medicare	532.61	260.29	543.26	265.49	543.26	265.49	552.84	270.17
	Retiree +1 Dependent	Medicare	1,124.82	551.73	1,147.32	562.76	1,147.32	562.76	1,172.76	575.24
	Retiree +2 Dependents	Non-Medicare	1,411.25		1,439.48		1,439.48		1,628.29	
	Retiree +3 Dependents	Medicare	1,697.78		1,731.73		1,731.73		2,083.83	
15 - 19 years	Retiree	Non-Medicare	532.61	260.29	543.26	265.49	543.26	265.49	552.84	270.17
	Retiree +1 Dependent	Medicare	1,124.82	551.73	1,147.32	562.76	1,147.32	562.76	1,172.76	575.24
	Retiree +2 Dependents	Non-Medicare	1,411.25		1,439.48		1,439.48		1,628.29	
	Retiree +3 Dependents	Medicare	1,697.78		1,731.73		1,731.73		2,083.83	
10 - 14 years	Retiree	Non-Medicare	532.61	260.29	543.26	265.49	543.26	265.49	552.84	270.17
	Retiree +1 Dependent	Medicare	1,124.82	551.73	1,147.32	562.76	1,147.32	562.76	1,172.76	575.24
	Retiree +2 Dependents	Non-Medicare	1,411.25		1,439.48		1,439.48		1,628.29	
	Retiree +3 Dependents	Medicare	1,697.78		1,731.73		1,731.73		2,083.83	

Monthly Pension Earnings		
Quartile	Minimum	Maximum
Q1	\$ -	\$ 1,928.69
Q2	\$ 1,928.70	\$ 3,428.21
Q3	\$ 3,428.22	\$ 5,384.04
Q4	\$ 5,384.05	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.



Appendix



AUTHORIZED POSITIONS

Full Time Equivalent Employees	FY2019	FY2020	FY2021	FY2022	FY2023
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	0.250
Communications Specialist	-	-	-	0.500	0.500
Administrative Manager	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	2.000	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	1.500
	7.000	7.000	7.000	7.700	8.250
Information Systems					
Division Director of Information Technology	-	-	-	-	1.000
Information Technology Manager	1.000	1.000	1.000	1.000	1.000
Assistant Information Technology Director	1.000	1.000	1.000	1.000	-
Systems Administrator	2.000	2.000	2.000	2.000	2.000
Information Technology Coordinator	-	-	-	-	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	9.000
Human Resources					
Assistant Town Manager	-	-	-	0.200	0.250
Director of Human Resources	0.776	0.496	0.496	-	-
Division Director of People and Culture	-	-	-	0.500	0.600
Assistant Director of Human Resources	0.600	0.500	0.500	-	-
People and Culture Generalist	-	-	-	0.900	0.150
Communications Specialist	-	-	-	0.500	0.500
People and Culture Manager	-	-	-	-	0.900
People and Culture Analyst	1.800	1.800	1.800	1.000	0.900
People and Culture Coordinator	0.350	0.350	0.350	0.900	0.900
People and Culture Specialist	1.065	0.625	0.625	-	0.150
Office Assistant II	-	-	-	-	-
Administrative Assistant	-	-	-	0.400	0.850
	4.591	3.771	3.771	4.400	5.200
Finance					
Finance Director	0.850	0.850	0.850	0.850	0.750
Assistant Finance Director	0.975	0.975	0.975	0.975	0.975
Budget Analyst	0.950	0.900	0.900	0.900	0.900
Accountant	2.000	2.000	2.000	2.000	2.000
Accounting Technician	2.964	2.964	2.964	2.964	2.914
Procurement and Contracts Manager	1.000	1.000	1.000	1.000	1.000
Assistant Procurement and Contracts Manager	1.000	1.000	1.000	1.000	1.000
Buyer	2.000	2.000	1.000	1.000	1.000

Authorized Positions
Town of Palm Beach

Purchasing Technician	1.000	-	-	-	-
Purchasing Coordinator	1.000	1.000	-	-	-
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Senior Buyer	-	-	1.000	1.000	1.000
Junior Buyer	-	1.000	1.000	1.000	1.000
	14.739	14.689	13.689	13.689	13.539
Planning and Zoning					
Director Planning, Zoning and Building	1.000	1.000	0.750	0.750	0.750
Assistant Director PZB	-	1.000	0.400	0.400	0.400
Zoning Manager	1.000	1.000	1.000	1.000	-
Zoning Technician	1.000	-	0.500	-	0.500
Administrative Specialist	-	-	0.500	0.500	0.500
Administrative Assistant	1.000	1.000	-	0.500	-
Planning Administrator	1.000	1.000	-	-	-
Planner I	-	-	-	0.500	0.500
Planner III	-	-	-	-	1.000
Document Management Coordinator	1.000	-	-	-	-
Development Permit Coordinator	3.000	3.000	-	-	-
Building Official	1.000	-	-	-	-
Chief Construction Inspectors	3.000	3.000	-	-	-
Development Geoprocessor Technician	1.000	1.000	-	-	-
Civil Engineer	1.000	1.000	-	-	-
Combination Building Inspector	2.000	2.000	-	-	-
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	-	-	-	-
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	-	-	-
Office Assistant III	1.000	1.000	-	-	-
Office Assistant II	1.000	1.000	0.500	0.375	0.375
Business Services Supervisor	-	1.000	-	-	-
Historic Preservation Planner	-	-	1.000	0.700	0.700
Business Systems Analyst	-	1.000	-	-	-
	27.250	25.750	9.100	9.475	9.475
Recreation					
Assistant Town Manager	-	-	-	0.250	0.250
Assistant Director of Recreation	0.800	0.800	0.800	0.800	0.800
Recreation Division Director	-	-	-	0.750	0.750
Office Manager	0.800	-	-	-	-
Program Manager	-	-	-	-	1.000
Administrative Clerk	0.800	0.800	-	-	-
Administrative Assistant	-	0.800	0.800	0.800	1.800
Tennis Facilities Supervisor	1.000	1.000	1.000	-	-
Tennis Facilities Assistant	1.000	-	-	-	-

Authorized Positions
Town of Palm Beach

Tennis Attendant	1.208	1.344	1.359	0.991	0.845
Recreation Supervisor	1.500	1.600	1.000	2.000	1.000
Recreation Facilities Maintenance Supervisor	-	-	0.800	0.800	0.800
Program Development & Operations Manager	-	1.000	1.000	-	-
Recreation Specialist	-	-	1.000	2.000	2.000
Maintenance Worker	1.083	1.083	1.083	1.119	1.140
Bus Driver	0.410	0.410	0.411	0.304	0.304
Activity Leader	2.500	2.500	1.052	0.530	0.550
Recreation Center Attendants	-	8.195	0.255	0.425	0.207
Director of Recreation	0.450	-	-	-	-
Director of Business Development & Operations	-	0.500	0.500	-	-
Public Works Employees	0.195	-	-	-	-
	11.746	20.032	11.060	10.769	11.446
Fire-Rescue					
Fire-Rescue Chief	1.000	1.000	1.000	1.000	1.000
Assistant Fire-Rescue Chief	1.000	1.000	1.000	1.000	1.000
Office Manager	1.000	1.000	-	-	-
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
Administrative Specialist	-	-	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
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	10.000	10.000	10.000
Firefighter	27.000	30.000	32.000	32.000	32.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Master Mechanic	-	-	0.200	-	-
Mechanic	0.200	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
	78.400	81.400	81.400	81.400	81.400
Police					
Police Chief	1.000	1.000	1.000	1.000	1.000
Major	1.000	1.000	1.000	1.000	1.000
Captain	5.000	3.000	3.000	3.000	3.000
Lieutenant	1.000	3.000	3.000	3.000	4.000
Sergeant	10.000	10.000	10.000	10.000	10.000
Police Planner	1.000	1.000	1.000	1.000	-
Administrative Specialist	1.000	1.000	1.000	1.000	1.000
Civilian Services Division Manager	-	1.000	1.000	1.000	1.000
Administrative Assistant	2.000	2.000	2.000	2.000	3.000
Police Officer	49.000	49.000	49.000	49.000	52.000
Records Specialist	2.000	2.000	2.000	2.000	2.000
Training & Community Relations Coordinator	1.000	1.000	1.000	-	-
Lead Telecommunications Supervisor	1.000	1.000	1.000	1.000	1.000

Authorized Positions
Town of Palm Beach

Telecommunications Supervisor	3.000	3.000	4.000	4.000	4.000
Telecommunicator	11.000	11.000	10.000	10.000	10.000
Crime Scene Evidence Technician	1.000	1.000	1.000	1.000	1.000
Master Mechanic	-	-	0.800	-	-
Mechanic	0.800	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	2.000	2.000	4.000
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
	101.350	102.200	98.200	96.850	102.85
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	4.000	4.000	4.000	4.000	4.000
Buyer	-	-	-	-	-
Senior Project Engineer	1.000	1.000	1.000	1.000	1.000
Public Works System Specialist	1.000	1.000	-	-	-
Computerized Maint Mgmt System Coordinator	-	-	1.000	1.000	1.000
GIS Support Specialist	-	-	1.000	1.000	1.000
Public Works Inspector					
Right of Way Inspector I	-	-	-	-	-
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	1.000	1.000	2.000	2.000
Engineering Technical Support Specialist	-	-	-	-	-
Managers					
Office Manager	1.000	1.000	1.000	1.000	1.000
Facilities Maintenance Division Manager	0.960	0.980	0.990	1.000	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	-	-	1.000	1.000
General Maintenance Supervisor	0.939	0.962	0.975	1.000	1.000
Utilities Maintenance Supervisor	1.000	1.000	1.000	1.000	1.000
Grounds Supervisor	0.984	1.000	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	0.990	0.995	1.000	1.000
Industrial Electrician	1.954	1.980	1.990	1.000	1.000
PW Project Coordinator	-	-	1.964	2.000	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

Authorized Positions
Town of Palm Beach

Equipment Operators					
Crane Operator	3.000	3.000	3.000	3.000	3.000
Equipment Operator I	18.000	18.000	17.000	17.000	17.000
Equipment Operator II	3.000	3.000	4.000	4.000	4.000
Equipment Operator III	1.000	1.000	1.000	1.000	1.000
Irrigation and Spray Technician	0.984	1.000	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	10.000	10.000	9.000
Water Resource Technician II	3.000	3.000	3.000	3.000	4.000
Grounds Technician	2.000	2.000	-	-	-
Laborers					
Laborer I	8.000	8.000	-	-	-
Sanitation and Trash Worker	-	-	7.000	7.000	7.000
Parks Laborer	-	-	-	-	-
Building Maintenance Worker	1.888	1.940	1.970	2.000	2.000
Street & Sign Painter	0.974	-	-	-	-
	83.637	80.852	79.884	81.000	81.000
Townwide Underground Utilities					
Underground Utilities Easement Acquisition Manager	-	-	-	1.000	1.000
Underground Utilities Project Manager	1.000	1.000	1.000	-	-
Administrative Assistant (Part-Time)	-	-	-	0.750	0.750
	1.000	1.000	1.000	1.750	1.750
Coastal Management Fund					
Coastal Program Manager	1.000	1.000	1.000	1.000	1.000
	1.000	1.000	1.000	1.000	1.000
Marina Enterprise Fund					
Assistant Town Manager	-	-	-	0.250	0.250
Dockmaster	1.000	1.000	1.000	1.000	1.000
Assistant Dockmaster	-	-	-	1.000	1.000
Dock Attendant	2.111	1.500	-	-	-
Dock Hand	0.200	-	-	-	-
Administrative Assistant	0.100	0.100	0.100	1.100	1.100
Maintenance Worker	-	-	-	1.000	1.000
Administrative Clerk	0.100	0.100	-	-	-
Recreation Facilities Maintenance Supervisor	0.250	0.200	0.100	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	0.100
Public Works Employees	0.078	0.068	0.018	-	-
	4.189	3.318	1.568	4.550	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

Authorized Positions
Town of Palm Beach

Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Pro-Shop Assistant	1.000	1.000	-	-	1.000
Golf Operations Supervisor	-	-	1.000	1.000	1.000
Maintenance Worker	0.750	0.750	0.750	0.750	1.000
Senior Golf Associate	1.000	1.000	1.000	1.000	-
Equipment Operator	0.250	0.250	-	-	-
Golf Course Associate	1.250	0.850	0.312	0.309	0.290
Administrative Clerk	0.100	0.100	-	-	-
Recreation Division Director	-	-	-	0.250	0.250
Assistant Director of Recreation	0.100	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	0.850
Recreation Facilities Maintenance Supervisor	0.250	0.200	0.100	0.100	0.100
Public Works Employees	0.090	0.080	0.098	-	-
	9.190	8.680	7.710	7.609	8.590
Building Enterprise Fund					
Director of Planning, Zoning and Building	-	-	0.250	0.250	0.250
Assistant Director of PZB	-	-	0.600	0.600	0.600
Administrative Specialist	-	-	0.500	0.500	0.500
Building Inspector I	-	-	1.000	1.000	-
Building Inspector II	-	-	3.000	3.000	3.000
Building Inspector III	-	-	1.000	1.000	1.000
Combination Plan Reviewer	-	-	2.000	1.000	-
Combination Plan Reviewer SR	-	-	1.000	1.000	1.000
Development Geoprocessor	-	-	1.000	1.000	1.000
Civil Engineer	-	-	1.000	1.000	1.000
Development Permit Technician	-	-	2.000	2.000	2.000
Development Permit Technician SR	-	-	1.000	1.000	1.000
Business Services Supervisor	-	-	1.000	1.000	1.000
Administrative Assistant	-	-	0.500	0.875	1.375
Zoning Technician	-	-	0.500	-	0.500
Historic Preservation Planner	-	-	0.300	0.300	0.300
Planner I	-	-	-	0.500	0.500
Planner II	-	-	-	1.000	1.000
Deputy Town Clerk	-	-	-	-	0.500
Construction Inspectors/Monitors (PTNB)	-	-	-	1.750	4.000
Electronic Document Management Coordinator	-	-	1.000	-	-
*Building Fund Est. FY2021 - FTE's moved from Gen Fund	-	-	17.650	18.775	20.525
Self Insurance Fund - Risk					
Assistant Town Manager	-	-	-	0.100	-
Division Director of Human Resources	-	-	-	0.200	-
Risk Manager	1.000	1.000	1.000	0.900	1.000
Director of Finance	-	-	-	-	0.100
Human Resource Specialist	0.160	0.250	-	-	-
Director of Human Resources	-	0.280	0.280	-	-
Assistant Director of Human Resources	-	0.100	0.100	-	-

Authorized Positions
Town of Palm Beach

Administrative Assistant	-	-	0.400	0.200	-
Accounting Technician	-	-	-	-	0.050
	1.160	1.630	1.780	1.400	1.150
Self Insurance Fund - Health					
Division Director of People and Culture	-	-	-	0.100	0.150
People and Culture Manager	-	-	-	-	0.050
Risk Manager	-	-	-	0.100	-
Director of Human Resources	0.100	0.100	0.100	-	-
Assistant Director of Human Resources	0.200	0.200	0.200	-	-
People and Culture Specialist	0.200	0.200	-	-	0.300
People and Culture Generalist	-	-	-	0.050	0.300
People and Culture Coordinator	0.320	0.320	0.320	0.050	0.050
People and Culture Analyst	0.100	0.100	0.100	0.250	0.050
Administrative Assistant	-	-	0.400	0.100	0.050
	0.920	0.920	1.120	0.650	0.950
Retirement Fund					
Director of Human Resources	0.024	0.024	0.024	-	-
People and Culture Specialist	0.375	0.875	0.375	-	0.250
Division Director of People and Culture	-	-	-	0.100	0.100
People and Culture Analyst	-	-	-	0.500	-
People and Culture Generalist	-	-	-	-	0.250
Director of Finance	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	0.100	0.100	0.100	0.100
Administrative Assistant	-	-	-	-	0.050
Accounting Technician	0.036	0.036	0.036	0.036	0.036
	0.610	1.160	0.660	0.861	0.911
OPEB Trust					
Director of Human Resources	0.100	0.100	0.100	-	-
People and Culture Specialist	0.200	0.050	-	-	0.300
Division Director of People and Culture	-	-	-	0.100	0.150
People and Culture Manager	-	-	-	-	0.050
Human Resources Generalist	-	-	-	0.050	0.300
People and Culture Analyst	0.100	0.100	0.100	0.250	0.050
Assistant Director of Human Resources	0.200	0.200	0.200	-	-
People and Culture Coordinator	0.330	0.330	0.330	0.050	0.050
Administrative Assistant	-	-	0.200	0.050	0.050
Occupational Health & Wellness Nurse	-	-	-	-	-
Director of Finance	0.050	0.050	0.050	0.050	0.050
	0.980	0.830	0.980	0.550	1.000
Grand Total	355.762	362.232	345.572	350.428	362.586

Donation Account Reserve
Town of Palm Beach

DONATION RESERVE ACCOUNT SUMMARY

Donation Account	Balance at 10/1/21	Adjustments	Revenues FY22	Expenditures FY22	Encumbrances	Balance at 9/30/22
Finance	44.97					44.97
Fire-Rescue	56,357.45	(1,500.00)	30,447.00	45,421.36		39,883.09
Fire Public Education	17,310.88			1,404.49		15,906.39
Co-Worker Recognition Program	49,891.39		48,275.00	47,153.34		51,013.05
Employee of the Year Award	-		3,500.00	3,500.00		-
Town Scholarship Fund	3,000.00					3,000.00
Employee Wellness	115,130.85			517.51		114,613.34
Thomas Mettler Memorial Scholarship	80,459.35					80,459.35
ToPB Employee Relief Fund	-					-
Police Department	216,115.72	(1,500.00)	50,677.00	78,970.42		186,322.30
DuPont Training	2,323.01					2,323.01
Police Softball League	-					-
Crime Scene Equipment	-					-
Crime Watch	-					-
Police Vehicles	-		100,000.00	93,933.42	-	6,066.58
Community Camera & Security Ptrshp	-		46,800.00			46,800.00
PB Public Holiday Boxes	17.16					17.16
Police Firearms Range	63,280.09			53,643.59	14,444.94	(4,808.44)
Public Works Department	11,513.97			6,503.05		5,010.92
Town Beautification	67,868.44		6,000.00	66,424.90		7,443.54
Tangier/N. County Road Improvement	2,415.36					2,415.36
S County Rd Beautification	1,958.08					1,958.08
MidTown Bathrooms	31,716.96					31,716.96
LW Lagoon Dredging	109,285.00					109,285.00
Yong McDonald Memorial Fund	-		500.00			500.00
Planning, Zoning & Building	50.00					50.00
Recreation Department	16,195.30		10,000.00			26,195.30
PW - Safety Program	3,894.90		2,141.00	4,504.26	240.31	1,291.33
Employee Fitness Center	3,908.80	3,000.00		3,854.20		3,054.60
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	29,999.00					29,999.00
Administrative Donations	75,091.80			65.93		75,025.87
Road Safety Grant	10,000.00					10,000.00
Mayor's Appreciation Fund	-		169,950.00	149,000.00		20,950.00
Technology Fund	-		50,000.00			50,000.00



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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.

Financial Policies
Town of Palm Beach

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:

Financial Policies Town of Palm Beach

- a) Left in the general fund to earn interest and roll forward into the subsequent year's beginning fund balance;
- 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:

- I. Delaying expenditures where reasonably possible, while maintaining the same level of service.
- II. Departments shall monitor their individual budgets to ensure that only essential expenditures are made to maintain service levels.
- III. Non-essential capital expenditures may be deferred.
- IV. 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:

Financial Policies Town of Palm Beach

- Deferring large expenditures.
- Deferring capital expenditures.
- Reducing CIP appropriations from the General Fund and deferring projects.
- Institute a hiring freeze.
- Eliminate expenditures for travel and seminars.
- 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:

- I. 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;
- II. 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;
- III. 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;
- IV. That such Debt Obligations shall not be issued or debt proceeds used to finance current operations of the Town except as provided herein;
- V. To minimize the impact of construction or acquisition of infrastructure and other assets on the budget of the Town;
- VI. 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;
- VII. 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;
- VIII. 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;
- IX. 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 $\frac{1}{2}$ 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:

- I. 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;
- II. 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;
- III. Large judgments in excess of insurance coverage, or uninsured claims not covered by policies;
- IV. 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

ACFR	Annual Comprehensive Financial Report	GFOA	Government Finance Officers Association
ACIP	Accelerated Capital Improvement Program	GIS	Geographic Information System
ALS	Advanced Life Support	ICMA	International City/County Management Association
ARC	Annual Required Contribution	LTFP	Long-Term Financial Plan
ARP	American Rescue Plan	MDT	Mobile Data Terminals
CDBG	Community Development Block Grant	OPEB	Other Post Employment Benefits
CIP	Capital Improvement Program	POTUS	President of the United States
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.

Glossary

Town of Palm Beach

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.

ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR): This official annual report presents the status of the Town's finances in a standardized format. The ACFR 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.

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

Glossary

Town of Palm Beach

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.

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.

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.

DEFICIT: An excess of liabilities and reserves of a fund over its assets.

Glossary

Town of Palm Beach

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 increase 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, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

Glossary

Town of Palm Beach

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.

Glossary

Town of Palm Beach

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.

Glossary

Town of Palm Beach

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

Glossary

Town of Palm Beach

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.