

FISCAL YEAR  
2023-2024

PALM BEACH  
*Florida*

# COMPREHENSIVE ANNUAL BUDGET





# TOWN OF PALM BEACH, FLORIDA

## COMPREHENSIVE ANNUAL BUDGET

FISCAL YEAR 2024  
(October 1, 2023 - September 30, 2024)

### Mayor and Town Council

Danielle Moore, Mayor  
Maggie 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

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# TOWN OF PALM BEACH ORGANIZATIONAL STRUCTURE

CITIZENS OF PALM BEACH

ELECT

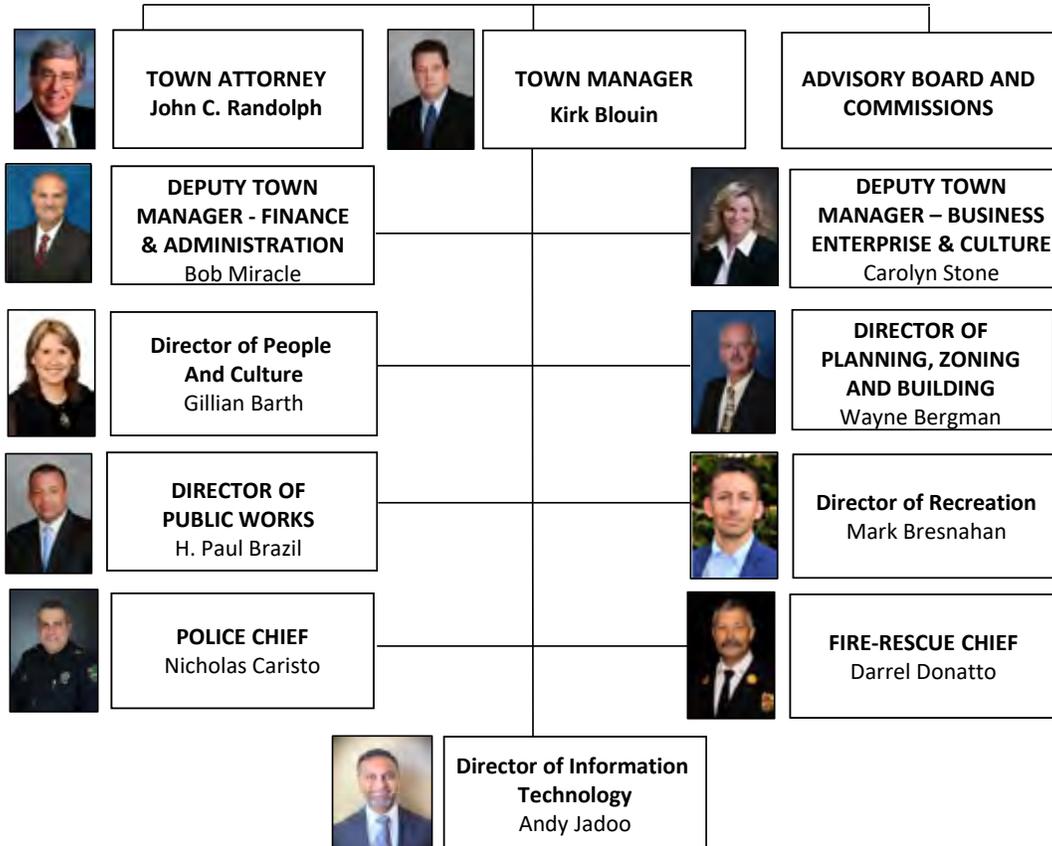


**MAYOR**  
Danielle H. Moore

TOWN COUNCIL



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](http://www.townofpalmbeach.com).

### **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, 2022**

*Christopher P. Morill*

**Executive Director**

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# Budget Message

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**



## Town of Palm Beach, Florida

September 12, 2023

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 proposed FY2024 budget is the result of Town Management and department efforts 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 \$513,455 surplus in FY2022. We expect to have another surplus for FY2023 . 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 current values of real estate has allowed us to propose a budget that contains a \$0 increase for homesteaded properties. More detail on proposed 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.
- ▶ People and Culture 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 within the next five years.
- ▶ The Procurement and Contract Management Division was the recipient of the National Procurement Institute Achievement of Excellence in Procurement Award in 2022. This prestigious annual award is earned by those organizations that demonstrate excellence by obtaining a high score based on

criteria designed to measure innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement organization. The Town was one of one hundred seventy-eight organizations nationwide to achieve this award. In addition, the Division was the recipient of the Florida Association of Public Procurement Officer's Award of Excellence in Public Procurement.

- ▶ Planning, Zoning and Building (PZB) Department staff and consultants have continued to work on reviewing code reform opportunities. PZB held a charette engaging the public on the possibilities of code reform.
- ▶ PZB along with Public Works, Police, Finance and IT are implementing a new permitting software system that will help streamline the building permit process and integrate data between departments.
- ▶ Town Council has accepted the recommendations from the Strategic Planning Committee on the Town's strategic plan initiatives. Departments have started to incorporate this into their own operations and budgets moving forward.
- ▶ The Town-wide undergrounding project is expected to finish construction of Phases 3 and 4 South, Phases 5 North and South and Phase 6 North. During FY24 work will continue on Phase 6 South, and begin Phases 7 North and South. The entire project is expected to be completed in 2027.
- ▶ The Town is in the implementation phase of ongoing resiliency efforts.
- ▶ The Town is in negotiations with West Palm Beach and Lake Worth Beach on who will be the Town's next water provider.
- ▶ We are expanding the number of police officers as high visibility community contacts to increase interaction with residents, businesses, schools, and religious institutions in Town.
- ▶ Police are leading the efforts for the Town's proposed comprehensive parking plan.
- ▶ The North Fire-Rescue station will start construction later this Summer.
- ▶ The Mandel Recreation Center is on pace for another record year in revenues.
- ▶ Seaview Park and Phipps Ocean Tennis centers are close to last year's record pace in revenues.
- ▶ Marina revenues have exceeded expectations in the second year of operations.
- ▶ Golf revenues continue to set records.

## **General Fund**

### ***FY24 Budget Presentation***

There are two sets of documents that have been provided to the Town Council and the public. One document contains the program-by-program detail of the General Fund and other fund budgets. The other document, which can be found online, contains the budget "flex sheets," which show the budget detail by line item.

Each Department prepared a memorandum that is included in each department's section of the full proposed budget document, which highlights the major changes for each program.

### ***FY24 General Fund Revenues***

#### ***Property Taxes***

#### ***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 FY2023 was 17.4%. 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 FY2023 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 72.7% of all taxes paid in the Town followed by the Town of Palm Beach at 17.4% with the other taxing districts making up the balance of 9.9%.

Taxing Authority	FY23 Adopted Millage Rates	Taxes Per \$1 Million Value	% of Total Tax Bill	Total Taxes Paid by Palm Beach Property Owners
Palm Beach County School District	6.5190	\$ 6,519	42.07%	\$ 158,184,117
Palm Beach County	4.7439	\$ 4,744	30.62%	\$ 115,111,157
Palm Beach	2.6932	\$ 2,693	17.38%	\$ 65,350,738
Health Care District	0.7261	\$ 726	4.69%	\$ 17,618,881
Children Services	0.5508	\$ 551	3.55%	\$ 13,365,211
South Florida Water Mgmt	0.1974	\$ 197	1.27%	\$ 4,789,929
Everglades Construction	0.0327	\$ 33	0.21%	\$ 793,468
Florida Inland Navigation	0.0320	\$ 32	0.21%	\$ 776,483
<b>Grand Total</b>	<b>15.4951</b>	<b>\$ 15,495</b>	<b>100.00%</b>	<b>\$ 375,989,984</b>

The total taxes paid per million of taxable value in the Town in FY23 was \$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.



**FY24 Millage Rate**

On the next page is a millage rate table that shows the FY24 proposed rate versus the FY23 millage rate. The proposed FY24 millage rate of 2.6110 represents a 3.05% reduction from FY23 and a \$0 increase in taxes per million for homesteaded properties and a \$179 increase for non-homestead properties based on the 10% cap, as defined by State law, for these properties.

	FY2023 Millage Rate	FY2024 Millage Rate	FY2024 \$0 Increase for Homestead
Millage Rate		2.6932	2.6110
Tax Revenue	\$ 65,419,605	\$ 71,741,527	
Revenue Increase over FY23		n/a	\$ 6,321,922
Millage % Increase/Decrease vs. FY23		n/a	(3.05%)
Homestead Value Increased by 3.0%	\$ 1,000,000	\$ 1,030,000	
Town Taxes	\$ 2,559	\$ 2,559	
Increase/(Decrease) over FY23		n/a	\$ 0
Non-Homestead Tax Increase (Decrease) Max 10%		n/a	\$ 179

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 2.3736. This millage would represent a 11.9% decrease from the FY23 millage and would provide the homestead property owner a \$233 per million reduction in taxes. The proposed millage rate for FY24 represents a 10.0% increase over the rolled-back rate.

### Revenues

The FY23 revenue budget estimates were conservative. For FY23 to date, many of the revenue sources are exceeding budget expectations. The FY24 proposed revenues represent a conservative increase over FY23. The revenue budget by type for the General Fund for FY24 compared to FY23 is shown on the table on the following page:

Revenue	FY2023	FY2024	FY23 vs. FY24 Difference	% Change
Ad Valorem Taxes	\$ 65,419,700	\$ 72,130,510	\$ 6,710,810	10.26%
Non Ad Valorem Taxes	6,672,100	6,678,000	5,900	0.09%
Licenses & Permits	5,054,400	5,331,000	276,600	5.47%
Intergovernmental	1,181,000	1,240,200	59,200	5.01%
Charges for Services	7,823,200	8,175,638	352,438	4.51%
Fines and Forfeitures	943,200	1,128,000	184,800	19.59%
Investment Earnings	213,217	685,386	472,169	221.45%
Miscellaneous	290,700	595,200	304,500	104.75%
Transfers from the Enterprise Funds	6,164,921	7,748,997	1,584,076	25.69%
Transfers from unassigned fund balance for Contingency and Compensated Absences	3,429,500	1,100,000	(2,329,500)	(67.93%)
<b>Total Revenues</b>	<b>\$ 97,191,938</b>	<b>\$ 104,812,931</b>	<b>\$ 7,620,993</b>	<b>7.84%</b>

Significant highlights for General Fund FY24 revenues include:

- ▶ The Property Appraiser's Preliminary Certification issued June 28, 2023, showed existing property taxable values in the Town have risen 13.35% over the prior year. The total taxable value is \$29,079,603,728.
- ▶ The amount included for property tax represents the taxes generated from millage rate of 2.6110 that represents a \$0 increase per million for homestead property owners.
- ▶ The Non Ad Valorem tax revenue has increased slightly based on current trends.
- ▶ The increase in Licenses and Permits is due to the high volume of current activity expected to continue into FY24. \$100,000 of the increase is due to the proposed start of a residential parking sticker program for Town residents.
- ▶ The Intergovernmental revenue increase is due to improvements in State sales tax receipts.
- ▶ Charges for services increased due to recreation fees anticipated to increase with historically high levels of usage and the proposed additional paid parking associated with the Town's proposed comprehensive parking plan.
- ▶ Fines and forfeiture revenue increased based on current trends.
- ▶ Investment earnings have increased 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 \$1,096,000 from the Marina Fund which represents General Fund allocated costs of services such as Finance, People and Culture, Town Manager and Public Works. The transfer from the Building Enterprise Fund of \$6,627,997 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 allocated costs have been much higher than originally anticipated.
- ▶ Transfers from fund balance represent transfers for Contingency and the compensated absence payouts for the year.

### General Fund Expenditures

General Fund expenditures have increase by 7.84% from FY23. The details by expenditure category are shown in the table below.

Expenditure Category	FY2023	FY2024	FY23 vs. FY24 Difference	% Change
Salary and Wages	\$ 31,365,775	\$ 33,335,046	\$ 1,969,271	6.28%
Pension Benefits	11,437,661	12,591,685	1,154,024	10.09%
Other Employee Benefits	7,564,885	8,760,748	1,195,863	15.81%
Contractual	13,205,563	15,090,034	1,884,471	14.27%
Commodities	1,932,622	2,102,506	169,884	8.79%
Depreciation/Capital Outlay	2,509,665	2,419,403	(90,262)	(3.60%)
<b>Subtotal Operating Expenditures</b>	<b>68,016,171</b>	<b>74,299,423</b>	<b>6,283,252</b>	<b>9.24%</b>
Library	374,127	385,351	11,224	3.00%
Transfer to the Risk Insurance Fund	2,274,106	2,329,817	55,711	2.45%
Transfer to Capital Improvement Program	9,371,020	10,308,122	937,102	10.00%
Transfer to Underground Utility Fund	191,116	-	(191,116)	(100.00%)
Transfer to the Debt Service Fund	5,680,666	5,679,013	(1,653)	(0.03%)
Transfer to Coastal Management Fund	5,264,732	5,791,205	526,473	10.00%
Extraordinary Transfer to Retirement Fund	5,420,000	5,420,000	-	-%
Contingency	600,000	600,000	-	-%
<b>Subtotal Transfers and Contingency</b>	<b>29,175,767</b>	<b>30,513,508</b>	<b>1,337,741</b>	<b>4.59%</b>
<b>Total General Fund</b>	<b>\$ 97,191,938</b>	<b>\$ 104,812,931</b>	<b>\$ 7,620,993</b>	<b>7.84%</b>
<b>FTE Totals</b>	<b>362.586</b>	<b>370.919</b>	<b>8.33</b>	<b>2.25%</b>

Highlights for General Fund expenditures are as follows:

Total operating expenditures increased \$6,283,252 or 9.24% from FY23. Total transfers and other expenses increased \$1,337,741 or 4.59%. Details of the changes are as follows:

#### Operating Expenditures:

- ▶ Tentatively, \$1,969,271 has been earmarked to pay for increased salary and wages, and the increase in FTEs allocated to the General Fund of 6.333 (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. In 2022, the Town 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 the COLA for FY24 would be 9.0%. Included in this proposed budget is a 2% increase to employee wages and a 7% non-pensionable lump sum payment. Paying out 7% as a non-pensionable lump sum would help curb any impacts to the pension fund and assist in keeping salaries in line with the assumptions in the actuarial forecasts. For FY25 and beyond, it is our recommendation to have the full COLA amount paid as a lump sum to help minimize the effects of the COLA on the pension liability.
- ▶ We are also including 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. Additional information regarding compensation changes can be found later in this message under “Compensation Update”.

- ▶ The total annual required contribution for the defined benefit plan (DB) and defined contribution (DC) pension benefits increased in the general fund by a total of \$1,154,024 due to investment losses in FY22.
- ▶ Other employee benefit costs increased by \$1,195,863 or 15.81%. Total Town funding for health insurance increased by \$442,748 with \$406,034 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 FY24 are \$13,343.
- ▶ FICA tax increased by \$351,626 due to the increase in the salary budget. The Longevity/Bonus program decreased by \$8,293 due to retirements. New employees are not eligible for bonus until they have worked for the Town for 5 years.
- ▶ Included in Other Employee Benefits is the Transfer to the OPEB trust. The transfer to the OPEB trust fund increased by \$457,911. The increase was due to the investment losses in FY22.
- ▶ The increase in contractual costs, \$1,884,471, is mainly due to increases associated with anticipated CPI increases for contract renewals. The largest increase is in the sewage treatment and disposal program of \$287,828. Other large increases include Information Technology, \$220,489, Planning and Zoning, \$162,500 and Recreation Programs, \$153,100.
- ▶ The increase in commodities of \$169,884 is related to higher fuel costs/usage, \$24,102, vehicle maintenance, \$12,250, cleaning supplies, \$15,250 and other supply budget increases.
- ▶ Depreciation/Capital outlay costs decreased \$90,262. The decrease is mainly attributed to fixed assets becoming fully depreciated and either not being replaced or replaced after the scheduled end of life.
- ▶ The funding for the Four Arts Library will increase by \$11,224. This funding is now tied to CPI with a cap of 3%.

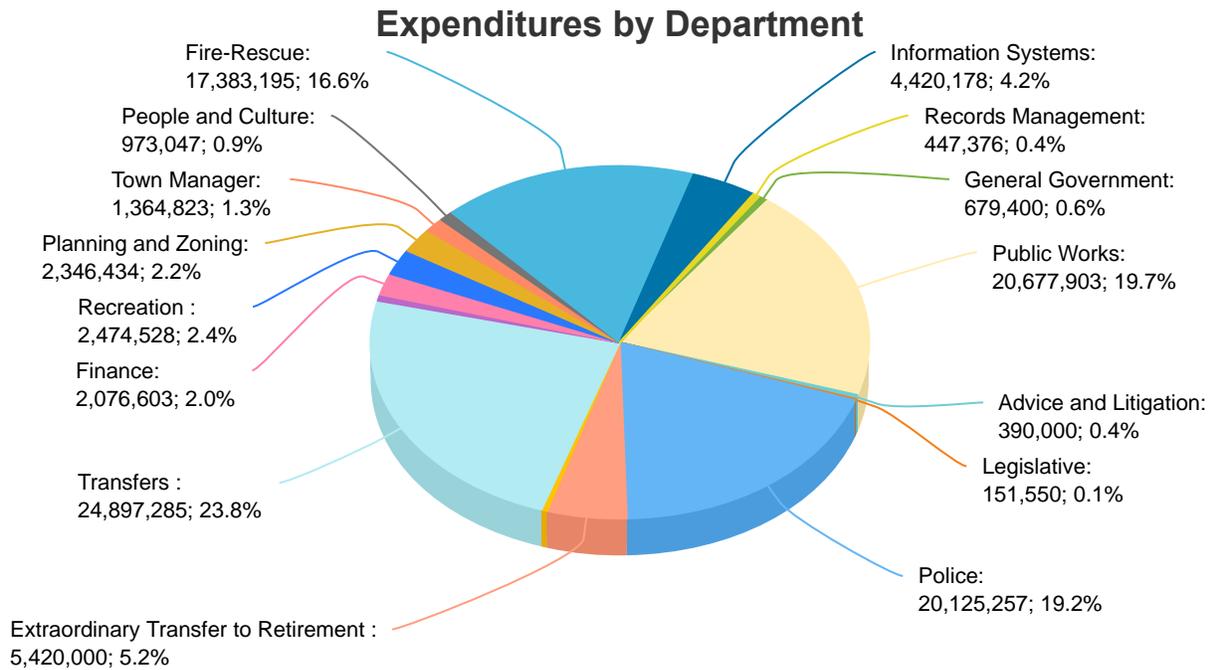
**Transfers and Other:**

- ▶ The transfer to the Risk Fund increased by \$55,711 due to anticipated increases in the insurance market.
- ▶ The annual transfer to the Capital Improvement Fund increased by \$937,102 or 10.00% over FY23. The North Fire Station will receive most of the FY24 fund transfer from the General Fund. Also, the A-39, Phipps Park sanitary sewer system will be started in FY24. Other projects funded from prior year transfers will be worked on by Public Works in FY24.
- ▶ The transfer to the debt service fund decreased \$1,653.
- ▶ Coastal funding increased by 10% or \$526,473. The transfer will provide funding for the annual coastal operations plus future projects such as the Mid-Town seawall replacement and Reach 7/8 renourishment. The revenues reflect what the Town would be reimbursed for through the federal and state agencies. 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 55.5% of the Town budget. The transfers mentioned on the prior page account for another 29%, for a total of 84.5% of the total Town budget. All other general government and administrative departments make up the balance of 15.5%. The charts below provide a graphic example of expenditures by each department and transfer.



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



### Fund Balance

The General Fund Unassigned Fund Balance as of September 30, 2022, was \$30,702,132. This amount was \$11,418,086 above the policy-required minimum. The FY24 budget includes a transfer of \$600,000 from fund balance to fund the contingency. Estimated compensated absence payouts totaling \$500,000

will be paid from the reserve for compensated absences. Total excess reserves in Town’s remaining funds as of September 30, 2022, were \$13,657,851.

For FY23, revenues are exceeding the budget estimates and are at 92.4% through May, and expenditures are close to budget estimates at 66.6% to date. We expect another surplus this fiscal year.

**Compensation Update**

People & Culture is in the process of conducting the regular annual market assessment for public safety to ensure that the Town’s pay ranges remain at the 75th percentile. All Sworn and certified positions will be included in this study. Added benefit incentives for sworn and certified are also under review to ensure that the Town can match other municipal competitors.

Thirty-Three (33) percent of all General employee positions have been studied and the majority required some adjustments to the scale and/or incumbent’s salaries. It bears emphasizing that the current market for talent in the public sector is highly competitive, and if the Town wishes to attract and retain exceptional employees, such studies and adjustments will be required over the coming months/years. As planned in FY23, another thirty-three (33) percent of positions will be reviewed in the coming year.

People & Culture is also recommending for a second year in a row (and will likely on a yearly basis moving forward should inflation continue to dominate market forces) that the general employee salary scales be adjusted upwards by 3% to avoid pay crowding at the top of each scale.

**Personnel Complement**

Total FTE includes full time employees and part time no benefits employees (PTNB). The total personnel complement (for all funds Townwide) for FY24 is 370.919 full-time equivalent personnel (FTE), which is a net increase of 8.333 FTE from the adopted FY23 budget. The additional FTE’s included in the FY24 budget do not include the FTE’s approved by Council to support the additional needs of Phipps Ocean Park once the construction is complete. These positions will be added into the FY25 budget in conjunction with the agreement with the Preservation Foundation of Palm Beach. The increase of 8.333 FTEs in FY24 is made up of the following changes in full-time and part-time positions:

Department	Roles	# FTEs	Comments
Planning, Zoning & Building	Design and Preservation Manager	1.000	Costs absorbed by increased revenues
Planning, Zoning & Building	Zoning Technician	1.000	Increased Demand
Information Technology	GIS Tech	1.000	Increased Demand with new softwares
Information Technology	IT Solutions Analyst	1.000	Aid in the advancement of Sharepoint/Microsoft 365
Engineering	Engineering Support Coordinator	0.250	PT to Full Time
Par 3 Golf Course	Pro-Shop Assistant	0.250	PT to Full Time
Par 3 Golf Course	Pro-Shop Assistant	1.000	Decrease contracted workers
Police Department	Police Officer	2.000	Increased security
Police Department	Digital Crime Scene Technician	1.000	Assistance with Digital Public Records Request
Recreation	Part Time FTE's	(0.167)	Change annually based on needs
<b>Total FTE additions</b>		<b>8.333</b>	

**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 FY24, we expect to finish construction of Phases 3 and 4 South, Phases 5 North and South and Phase 6 North. During FY24 work will continue on Phase 6 South, and begin Phases 7 North and South. The entire project is expected to be completed in 2027.

In the FY23 budget a \$2.6 million transfer of Marina surplus funds was approved to offset prior project deficits. This transfer has been increased to \$4.1 million in the FY24 budget.

### **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 the Town's portion of the golf course and clubhouse renovation (\$188,207), and a portion is funded through the Coastal Management Fund (\$508,463). The non-ad valorem revenue transfer from the General Fund for FY24 is \$5,679,013.

The 2016B Series Revenue Bonds debt service appropriation of \$727,038 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 FY24 on these bonds will be \$3,847,355 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 FY24 will be \$1,992,463 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, 2023, is shown on the table on below:

<b>Year Issued</b>	<b>Outstanding Principal Balance September 30, 2023</b>	<b>Purpose</b>
2016A	\$ 35,550,000	First Phase of the ACIP and Refund Outstanding Debt
2016B	\$ 9,160,000	Worth Avenue Commercial District Project
2013	\$ 2,870,000	Remaining Balance on Second Phase of ACIP
2018	\$ 51,075,000	General Obligation Bonds for Townwide Undergrounding Project
2019	\$ 47,425,000	Taxable Refunding Revenue Bonds for Second Phase of the ACIP
2019	\$ 4,095,000	Refunding of Remaining Balance of First Phase of ACIP Debt
2020	28,350,000	Marina Loan
2021	8,140,000	General Obligation Bonds for Townwide Undergrounding Project
<b>Total</b>	<b>\$ 186,665,000</b>	

As of September 30, 2023, the Town's net bonded debt will amount to 12.8% of the legal limit of \$1,446,139,340 (5% of preliminary FY24 taxable value of \$29,079,603,728).

### **Capital Improvement Funds (307, 309, 311)**

For FY24, the following items totaling \$15,143,604 are included in the Capital Improvement Fund (307):

- ▶ Drainage Improvements – \$350,000
- ▶ Sanitary Sewage System Improvements – \$1,235,000
- ▶ Town Facility Improvements (including N. Fire Station) – \$11,558,604
- ▶ 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 \$10,308,122 and increased by \$937,102 from FY23.

### **Coastal Management**

The Coastal Management Fund (309) is used to fund the construction costs of the coastal projects. The details of the FY24 budget for Coastal Management can be found in the Proposed Budget Document. This plan has been updated by Public Works to include estimates for future projects based upon current costs. The plan includes annual operating costs, as well as planned projects, including Phipps Ocean Park Beach Renourishment in FY25. The cost estimate is \$23,350,000 for this project. 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 \$526,473 or 10% to begin to offset the Mid-Town seawall costs.

### **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.

### **Enterprise Funds (401, 402, 405)**

#### **Town Marina**

Town Marina reopened for new vessels on November 1, 2021. FY23 has been a very successful year. The success is due in part to improvements in branding, marketing, and financial planning. Through July, revenues are at 108.3% of budget estimates. The FY24 revenue budget is projected to be 27% or \$3,352,800 higher than FY23 budget. The expenditure budget has an increase of 24.5%, \$714,169 due to increases in the submerged land lease, which is based on revenues, increases in salaries, employee benefits and electricity.

#### **Par 3 Golf Course**

Pending the Town Council approval of the recommended fees, Par 3 revenues are projected to increase over end of year estimates during FY24. The various FY24 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 \$1,184,757 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 \$227,110. Additional deductions from the operating profit include transfers for debt service, \$188,207, contingency, \$142,022 and the general fund transfer, \$25,000.

Through July, the Par 3 revenues are at 108.9% of budget estimates. The Par 3 should end the year with a surplus. The LTFP forecast shows improvement to the net assets of the fund.

A memorandum and resolution are included in the backup for the proposed fee increases.

### **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. FY23 revenues are expected to be higher than budget and will provide for a higher surplus than anticipated. Total revenues for FY24 are conservatively estimated to be \$10,009,500 and total operating expenses are \$11,160,952, which includes a transfer to the General Fund of \$6,627,997, which is for the allocated costs that the General Fund provides to the building permit process. Building permit related revenues have increased by \$53,215 due to the anticipated stabilization of building activity. After depreciation of \$86,897 and a 5% operating expense contingency of \$217,708 there is a projected reduction in reserves of \$1,456,057.

### **Internal Service Funds (501, 502, 320)**

The transfer to the Risk Fund (501) has increased by \$55,711 due to expected increases in the insurance market.

The transfer from all funds to the Health Insurance Fund (502) has increased \$442,748 or 10% due to recent higher than normal claims experience. During FY21 the fund had a deficit of \$601,379. This was the first deficit since 2008. In FY22 the fund had another deficit of \$1,494,302, and another deficit is expected for FY23. These 3 past years may be an anomaly influenced or caused by the pandemic and individual catastrophic events..

In FY23 the Town re-established the Town Clinic, located at the Public Works facility in West Palm Beach. The increase in Clinic services, contracted out to Concentra, will provide minor urgent care and primary care services to all employees, ultimately impacting claims and reducing the overall claims expense in the upcoming and future years. The return on investment will not be realized until we can review future claims experience.

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

### **Trust Funds (600 & 610)**

#### **Retirement (600)**

The FY24 actuarially determined contribution to the Defined Benefit (DB) plan totals \$12,650,878. The contribution increased \$1,193,635 due to the weak investment returns for FY22. The return assumption will decrease from 6.4% in FY23 to 6.2% in FY24.

The budget also contains the \$5,420,000 extraordinary contribution to the retirement plan. The funded ratio decreased from 76.1% to 75.2% and the unfunded liability increased from \$85,333,977 to \$91,096,064. 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 \$18 to 21.2 million over the next 9 years and are then projected to decline to around \$15.6 million in FY34.

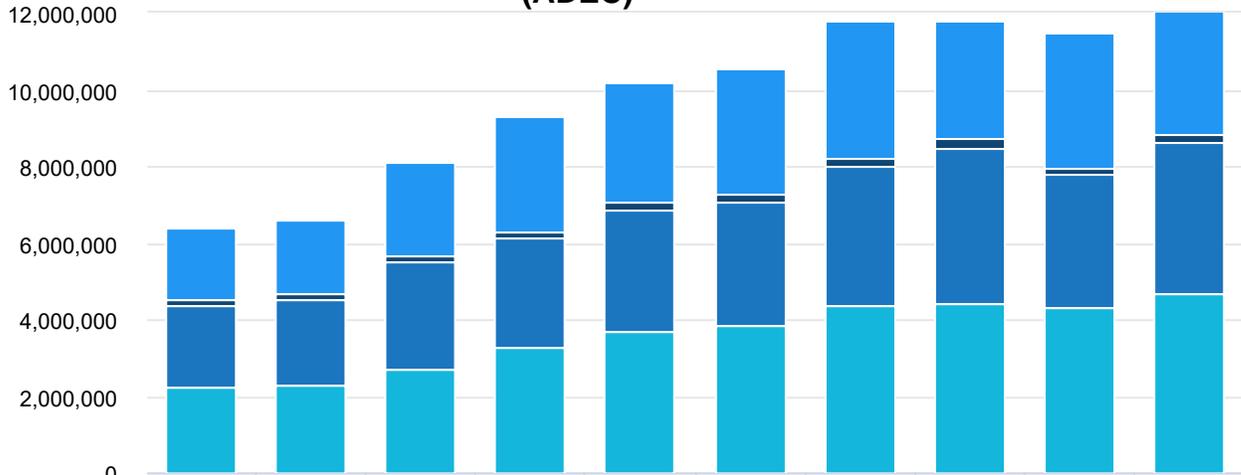
The Town contribution amounts by employee group are shown below versus the FY23 contribution. Legacy plan costs represent \$8,792,743 (69.5%) of the total and the costs for the ongoing plan are \$3,858,135 (30.5%).

### Town DB and DC Retirement Contributions

Town Retirement Contributions	FY2023	FY2024	\$ Change	% Change
General Employee DB	\$ 3,493,970	\$ 3,819,225	\$ 325,255	9.31%
Lifeguards DB	182,855	202,223	19,368	10.59%
Police DB	3,446,777	3,928,198	481,421	13.97%
Fire-Rescue DB	4,333,641	4,701,232	367,591	8.48%
<b>Total DB Contribution</b>	<b>\$ 11,457,243</b>	<b>\$ 12,650,878</b>	<b>\$ 1,193,635</b>	<b>10.42%</b>
<b>Total DC Contribution</b>	<b>\$ 750,267</b>	<b>\$ 820,322</b>	<b>\$ 70,055</b>	<b>9.34%</b>
<b>Total Town DB and DC Contribution</b>	<b>\$ 12,207,510</b>	<b>\$ 13,471,200</b>	<b>\$ 1,263,690</b>	<b>10.35%</b>

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

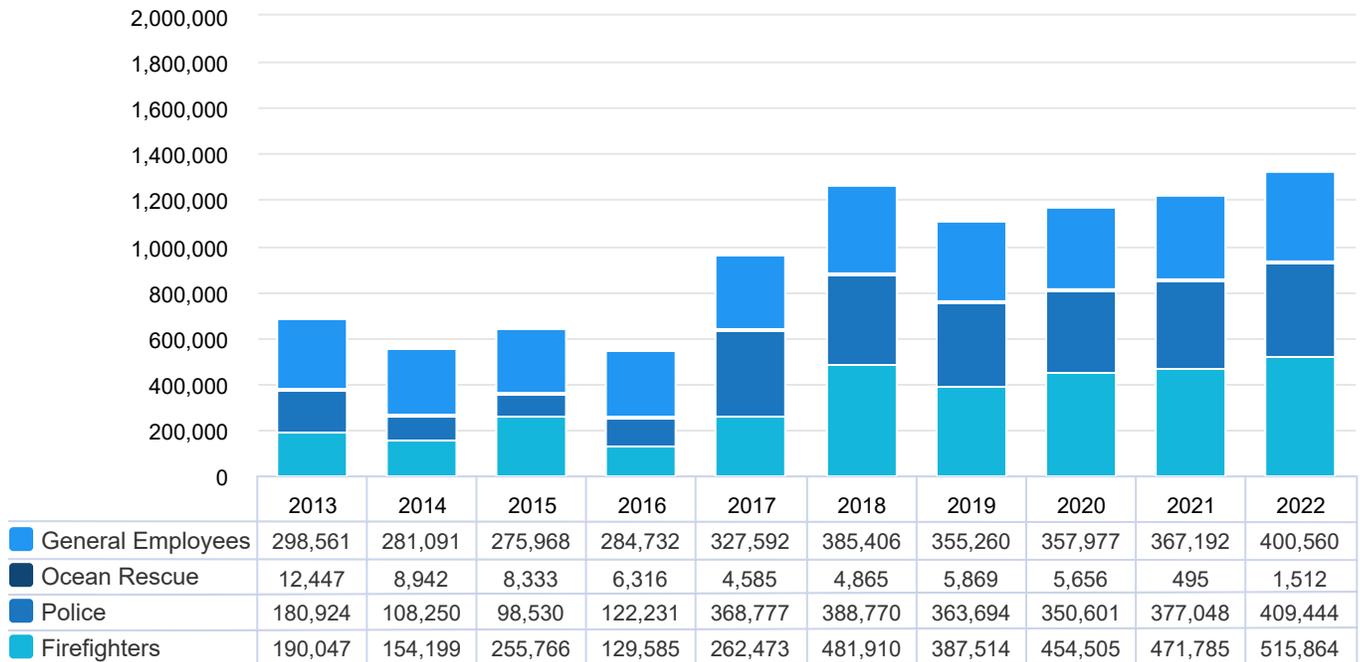
### Employer Contribution (ADEC)



	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
General Employees	1,856,320	1,908,865	2,414,960	2,997,898	3,093,941	3,276,537	3,560,240	3,063,742	3,493,970	3,819,225
Ocean Rescue	144,734	152,086	157,411	163,443	188,431	204,527	210,518	215,911	182,855	202,223
Police	2,144,661	2,233,214	2,832,558	2,870,523	3,206,438	3,200,781	3,653,689	4,045,678	3,446,777	3,928,198
Firefighters	2,223,585	2,285,579	2,676,124	3,263,383	3,676,531	3,854,982	4,362,652	4,441,206	4,333,641	4,701,232

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

### Employee Contributions



Based on pension changes, the Town no longer provides a DC plan for public safety employees. 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	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Budget
General	\$ 450,148	\$ 469,444	\$ 504,896	\$ 738,462	\$ 805,508
Lifeguards	2,356	424	1,393	11,805	9,097
<b>Total</b>	<b>\$ 452,504</b>	<b>\$ 469,868</b>	<b>\$ 638,746</b>	<b>\$ 750,267</b>	<b>\$ 814,605</b>

### Health Insurance (OPEB) Trust (610)

The actuarially determined transfer to the OPEB trust from the General Fund in the FY24 budget is \$789,128. This amount is \$457,911 more than FY23, and is due to poor investment returns in FY22. The funded ratio in the September 30, 2022, actuarial report was 110.8% at the 5% rate of return.

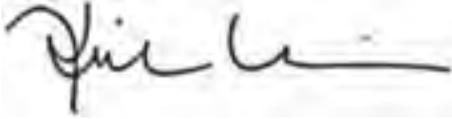
The Town’s balance in the OPEB trust fund continues to be well ahead of other government agencies across the country.

### Long-Term Financial Plan

The Long-Term Financial Plan (LTFP) has been updated with the FY24 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 FY24 proposed budget. Staff will be prepared to answer any questions you may have.

A handwritten signature in black ink, appearing to read "Kirk Blouin", is positioned above the typed name.

Kirk Blouin  
Town Manager

cc: Department Directors



# Strategic Planning and Performance Measurement

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## STRATEGIC PLANNING AND PERFORMANCE MEASUREMENT

The original Strategic Plan ('The Plan') for the Town of Palm beach was adopted in 2003 and established strategies to uphold the community's character and quality of life based upon the mission and vision statements. Subsequent annual updates to The Plan were conducted until 2012. The Plan provided primary policy direction to town government operations regarding the Town's social, economic and physical development.

In 2021, the Town Council commissioned the creation of a new Strategic Planning Board to write a new Strategic Plan for the Town. The Town of Palm Beach embarked on its strategic planning journey in December 2021, marked by the adoption of Resolution No. 141-2021. This resolution led to the establishment of the Strategic Planning Board, a body designed to offer advisory insights in crafting the e2023 Strategic Plan. Mayor Danielle H. Moore served as the Chair of the Board. Eight residents were selected for their varied areas of expertise, including Alfred "Skip" Aldridge, Elizabeth Dowdle, Kristen Kelly Fisher, Nicki McDonald, Peter McKelvy, Katherine Ostberg, Michael PUcillo and Michael Reiter.

This meticulous process unfolded through a series of well-defined phases aimed at guaranteeing a comprehensive and all-encompassing strategic plan. These phases encompassed eleven facilitated board meetings, a comprehensive community survey, a series of focus groups, active engagement events involving past and present town leaders, inclusive community input sessions and multiple workshops involving senior-level staff.

The outcomes of the Strategic Planning Board's efforts were presented for deliberation and approval by the Town Council in the Spring of 2023. This led to the endorsement of the mission and vision statements, the strategic priorities and the strategic focus areas on May 9, 2023.

The resulting strategic plan is projected to span a five-year lifecycle, serving as a guiding path until fiscal year 2028. This timeframe encompasses plan execution, monitoring, strategy refinement and mid-cycle evaluations.

The five overarching strategic priorities endorsed by the Board emerged from a conscientious process of community engagement, surveys, and input from diverse stakeholders. These priorities encapsulate the pivotal areas necessitating focused efforts and investments to propel the town to a progressive future.

Within each strategic priority, the process involves refining strategic focus areas that add granularity to the overarching priorities. This ensures precise identification of areas needing strategic intervention.

Complementary to these focus areas, actionable and quantifiable strategic objectives are outlined. These objectives provide a clear roadmap for the town, defining specific achievements within each focus area.

Integral to the successful realization of the plan are the senior-level staff members responsible for translating strategic objectives into tangible projects, judiciously allocating resources, and diligently tracking progress. Their involvement ensures the effective execution of the strategic plan through action plans.

Moreover, the strategic plan seamlessly intertwines with forthcoming fiscal budget planning cycles. The articulated objectives guide resource allocation, ensuring financial investments are channeled into initiatives and projects aligned with strategic priorities.

The format and design of The Strategic Plan ('The Plan') has been designed to be actionable, dynamic, and easily digestible. The presentation of The Plan in this format seeks to guide the business of the Town operations and policies as well as serves as a unifying source of motivation and focus.



## STRATEGIC PRIORITIES AND FOCUS AREAS FOR FY2024

### COMMUNITY, CULTURE AND CHARACTER

- ✦ **Quality of Life:** Our lifestyle is sustained by preservation of our community beauty through its built and natural environment; management of traffic, parking and mobility impacts; enjoyment of cultural recreational and education opportunities; expectations for respectful community conduct; and a safe and secure community.
- ✦ **Preserve Community Culture and Character:** The Town promotes the small-town feel of Palm Beach by preserving its exceptional architectural character, rich history, unique character and its historical commercial districts and businesses.

### MOBILITY & TRANSPORTATION

- ✦ **Quality of Life:** Our lifestyle is sustained by preservation of our community beauty through its built and natural environment; management of traffic, parking and mobility impacts; enjoyment of cultural recreational and education opportunities; expectations for respectful community conduct; and a safe and secure community.
- ✦ **Control, regulate and stabilize on-island mobility including traffic, parking and pedestrian-friendly routing.**

### ENVIRONMENTAL STEWARDSHIP

- ✦ **Proactive Management of Environmental Threats:** The Town creates resilience to environmental (natural and man-made) threats by identifying and planning for immediate and future threats such as climate change impacts, pollution from pesticides and chemicals, invasive species, sewage/stormwater/garbage impacts and intrusive new technologies.
- ✦ **Promote sustainable management and enhancement of the Town of Palm Beach's outstanding parks and natural environment through conservation and environmental protection.**

### SAFE & RESILIENT COMMUNITY

- ✦ **Provide a framework for supporting the Town of Palm beach before, during and after a natural or man-made disaster.**
- ✦ **Safe, clean and sustainable drinking water, wastewater and stormwater.** The Town's drinking water is healthy, both for consumption and the environment. It is readily available without worry or limitations. The utility infrastructure is sound and meets current and future needs to provide reliable and sustainable management of drinking water, wastewater and stormwater.

### GOVERNMENTAL LEADERSHIP & INNOVATION

- ✦ **Collaborative Town Government:** Elected officials, Town staff, volunteers, residents and businesses work together to respond positively and proactively to the needs of residents, businesses and visitors.
- ✦ **Sound Fiscal Management:** The town thrives financially over the long term because of decision-making and budgeting based on accurate and relevant data, setting organizational priorities across all government services considering needs, and basing fiscal policies on governmental accounting best practices.
- ✦ **Actively engage with federal, state and local governments and agencies to protect home rule and promote cooperative relationships that affect the quality of life for the Town of Palm Beach.**

**COMMUNITY, CULTURE & CHARACTER**

Objectives

Status

**Quality of Life**



Create a town-wide culture among employees that mirrors the community's culture of graciousness, kindness, and exceptionalism through operational alignment of the Town's Vision, Mission, Values, and Strategic Plan.	IN PROGRESS
Proactively address the impacts of development decisions occurring outside the Town to minimize adverse impacts to residents.	IN PROGRESS
Support the community to live happier, healthier, and longer lives through educational and recreational programming and partnerships	IN PROGRESS
Prepare upcoming leaders for the future challenges associated with managing our fire rescue department	IN PROGRESS
Ensure the employees have the essential knowledge, skills, and abilities to deliver the high standard of care deserving of our community	IN PROGRESS
Increase the department's efforts on diversity in recruitment.	IN PROGRESS
Obtain 100% staffing level for sworn officers provide department continuity, reduce officer fatigue and improve officer morale.	COMPLETED
Provide relevant and timely updates to the community through appropriate social and news media outlets	COMPLETED
Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases	IN PROGRESS
Proactively enforce Town ordinances, Florida State Statutes and traffic laws	IN PROGRESS
Issue internal customer service surveys to understand user needs and satisfaction level on a quarterly basis.	IN PROGRESS
improve the quality of services provided by the procurement and contract management department	IN PROGRESS

**Preserve Community, Culture and Character**



Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the wellbeing of the community	IN PROGRESS
Complete the restoration of the North Fire Station.	IN PROGRESS
Conduct a complete review of the Town Code or identify and devise a plan to address the most pressing Town Code reform needs.	IN PROGRESS
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	IN PROGRESS
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	IN PROGRESS
Continue to implement the new historic preservation program using the conservation districts and historically significant buildings	IN PROGRESS
Adopt and enforce the required ordinances and resolutions	COMPLETED
Implement the program, along with a new incentive for preserving the historic buildings	NOT STARTED
Update the ARCOM and Landmark applications	IN PROGRESS
Continue to reduce the number of permits and forms used throughout the department and launch new permitting software to create efficiencies	COMPLETED
Engage the capabilities of the town-wide security system and coastal radar and continue to expand the systems through private/public partnerships	IN PROGRESS

Expand Direct Connect users to improved alarm response to residents and the business community and reduce allocation of resources to false alarms

COMPLETED

**MOBILITY AND TRANSPORTATION**

Objectives

Status

**Stabilize On-Island Mobility**



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

IN PROGRESS

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

IN PROGRESS

Evaluate Town-wide network infrastructure, identify network service gaps, limitations, improvements and implement necessary changes

IN PROGRESS

Develop plan for expanding bandwidth, network services and network stability

IN PROGRESS

Ensure safe pedestrian and vehicle operations

IN PROGRESS

**Quality of Life**



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

IN PROGRESS

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

COMPLETED

Ensure safe pedestrian and vehicle operations

IN PROGRESS

**GOVERNMENTAL LEADERSHIP & INNOVATION**

Objectives

Status

**Collaborative Town Government**



Enhance technological tools to optimize the delivery of exceptional service

IN PROGRESS

Deliver exceptional services to the community with optimal resource utilization.

IN PROGRESS

Maximize technology to deliver streamlined information and continual access to Town information and processes through the production of user-friendly interfaces.

IN PROGRESS

Advance organizational operations by fostering collaborative efforts across departments to proactively plan for future challenges.

IN PROGRESS

Support and enhance open, two-way communication between the Town and its residents and businesses.

IN PROGRESS

Maintain the vehicles and equipment of the Town's non-public safety fleet in an efficient, safe and cost-effective manner

IN PROGRESS

Conduct annual facility safety inspections

IN PROGRESS

Deliver exceptional services to the community with optimal resource utilization.

IN PROGRESS

Develop a comprehensive formal communications program and provide appropriate resources to address information expectations for community residents and Town employees.

NOT STARTED

Support and enhance open, two-way communication between the Town and its residents and businesses.

NOT STARTED

Enhance relationship between Town employees and residents and businesses.	NOT STARTED
Embrace a workforce culture that promotes being proactive and anticipatory.	IN PROGRESS
Champion Townwide transition away from single-use plastics throughout the workplace.	NOT STARTED
Recruit and train high caliber police candidates	IN PROGRESS
Identify high potential future leaders and invest in them through training, education and mentoring programs	IN PROGRESS
Provide high availability network and internet capacity, timely response to service requests, knowledgeable support and productive solutions	IN PROGRESS
Track key performance indicators to minimize downtime, provide responsive customer service and balance needs of daily operational issues and strategic initiatives	IN PROGRESS
Implement formal project management framework and controls for effectively managing and prioritizing Town-wide IT projects and initiatives	IN PROGRESS
Establish project database that tracks requested projects, allows for status updates, effective prioritization and monitoring of ongoing strategic and operational initiatives	IN PROGRESS
Continue proactive review of Ordinances and application of best practices.	IN PROGRESS
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.	IN PROGRESS
Provide basic purchasing training to all new employees as well as specialized training for contract administration for specialized contracts	IN PROGRESS
Engage internal stakeholders for strategic procurement of goods and services.	IN PROGRESS
Be responsive to the needs and concerns of the residents, businesses, Town elected officials and other members of the community	IN PROGRESS
Continually evaluate the function and services of the Code Enforcement unit to best utilize staff	IN PROGRESS
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	IN PROGRESS
Enhance relationship between Town employees and residents and businesses.	IN PROGRESS
Embrace a workforce culture that promotes being proactive and anticipatory.	IN PROGRESS
Invest sufficiently in the Town's internal infrastructure to maximize productivity, enhance performance, and develop technical and leadership skills.	IN PROGRESS
Enable a sustainable future by proactively managing the overall costs of the Town government.	IN PROGRESS
Align and integrate the Strategic Planning Process with the Annual Budget Cycle	IN PROGRESS
Value and invest in a professional Town workforce that receives competitive compensation, recognition, and rewards for exceptional employee achievement in support of a culture of continuous improvement.	IN PROGRESS

### Sound Fiscal Management



Review department budget and functions to achieve possible cost savings and revenue sources for future budgets	IN PROGRESS
Thoroughly review individual unit functions and budgets to accomplish cost savings without comprising services	COMPLETED
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.	IN PROGRESS
Deliver exceptional services to the community with optimal resource utilization.	IN PROGRESS
Work with insurance agents to obtain the best coverages and premiums available to the Town	IN PROGRESS
Structure the insurance program to best protect the interests of the Town	COMPLETED
Value and invest in a professional Town workforce that receives competitive compensation, recognition, and rewards for exceptional employee achievement in support of a culture of continuous improvement.	IN PROGRESS

Create an optimized staffing structure.	IN PROGRESS
Invest sufficiently in the Town's internal infrastructure to maximize productivity, enhance performance, and develop technical and leadership skills.	IN PROGRESS
Enable a sustainable future by proactively managing the overall costs of the Town government.	IN PROGRESS
Align and integrate the Strategic Planning Process with the Annual Budget Cycle	IN PROGRESS
Manage the employee health insurance and wellness program in a manner that provides quality program resources in a legally compliant method	IN PROGRESS
Partner with Gehring Group and continue to evaluate the insurance program, identify the most cost-effective deliverables from insurance	COMPLETED
Continue working towards status as #1 employer in a fiscally responsible manner.	IN PROGRESS
Ensure that the Town remains at the 7th percentile (General) and the 85th percentile (Public Safety) in staff salaries and benefits.	IN PROGRESS
Manage an efficient recruitment and on-boarding program that provides opportunities for the expedient selection and placement of quality applicants	IN PROGRESS
Evaluate current recruitment processes and identify efficiencies to reduce the turnaround time between job postings and job placement	IN PROGRESS
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	IN PROGRESS
Implement enhancements to the onboarding process to increase new hire engagement by increasing accessibility to policies, procedures and training	IN PROGRESS
Align staffing strategies with organizational priorities.	IN PROGRESS
Evaluate, enact and follow sensible fiscal policies	IN PROGRESS
Promote transparency in all financial matters	IN PROGRESS
Continuously review retirement and other investments to ensure optimal liquidity and security positions	IN PROGRESS
Follow the marina marketing plan focusing on new clients, which will increase awareness of transient boating opportunities	IN PROGRESS
Closely monitor competition and prepare fee schedules with evaluation of competitors fees and service	IN PROGRESS
Develop appropriate lease terms for customers	IN PROGRESS
Continue to research rate structure for fee alterations	IN PROGRESS
Develop methods to improve transient customer experience to encourage extension of stay	IN PROGRESS
Closely monitor rev/exp and tweak strategies based on performance.	IN PROGRESS
Create an elite recreational and tennis braand designed to enhance prestige and generate increased income.	IN PROGRESS

**SAFE & RESILIENT COMMUNITY**

Objectives

Status

**Sustainable Management of All Water Resources**



Protect the health and welfare of residents, businesses, and the environment by collecting, transporting, and disposing of the Town's sanitary sewage.

IN PROGRESS

Continue to mitigate the infiltration of groundwater into the sanitary sewer collection system through Cured in Place Pipe (CIPP) lining.

IN PROGRESS

Investigate the needs of Cured in Place Pipe (CIPP) lining through TV inspections and monitoring sewage flows.

IN PROGRESS

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.	IN PROGRESS
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### Emergency Management



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	IN PROGRESS
Upgrade phone system's mapping interface and link to RapidSOS for more accurate 911 locations	COMPLETED
Re-organize unit to provide a supervisor on each of the 4 Teams and train and promote 2 Telecommunicators to fill Supervisor position	COMPLETED
Appoint two Telecommunicators as Certified Training Officers	IN PROGRESS
Utilize the latest technology to develop and collect evidence at crime scenes and in a controlled laboratory environment, while also assisting in the prevention of crime by the identification of suspects through the use of fingerprint and DNA identificati	IN PROGRESS
Use innovative and proactive measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes	IN PROGRESS
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	COMPLETED
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	COMPLETED
Continue the Implementation of the Town-wide Underground Utilities (TWUU) Program	IN PROGRESS
Develop hazard-specific communication plans, along with templates to ensure expeditious communication and information-sharing during an emergency.	IN PROGRESS
Continue proactive review of ordinances and application of best practices.	IN PROGRESS
Increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach	IN PROGRESS
Recruit and train high caliber ocean rescue candidates	IN PROGRESS
Improve traffic flow to achieve service levels in line with the comprehensive plan and implement a traffic mitigation plan for roadways not meeting the Town's level of	IN PROGRESS
Utilize Emergency Operations Plans and other proactive measures to allocate resources to allow sufficient traffic flow during rush hour and for all emergency vehicles	COMPLETED
Attend all FDOT Flagler Bridge meeting sand communicate any logistics issues/information to appropriate staff/units for action	COMPLETED
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	IN PROGRESS
Investigate all cases to identify and arrest the offending party, recover property and bring investigations to successful conclusions above national average clearance rates	IN PROGRESS
Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases	IN PROGRESS
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	IN PROGRESS
Ensure employees and supervisors are provided training and continuing education	IN PROGRESS
Evaluate recent and current training programs and ensure future offerings align with job-related competencies	IN PROGRESS
Ensure that employees are trained in emergency response and ready for immediate deployment.	NOT STARTED
Ensure that relevant employees are clear about their roles and responsibilities during an emergency response.	IN PROGRESS
Monitor and evaluate cyber security trends and activity	IN PROGRESS
Track key performance indicators (KPIs) for cyber security.	IN PROGRESS

Evaluate threats and execute necessary remediation	IN PROGRESS
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**ENVIRONMENTAL STEWARDSHIP**

*Objectives* *Status*

**Management of Environmental Threats**



Provide timely yard waste collection and disposal services, by providing the desired level of service in an efficient and cost-effective manner	IN PROGRESS
Increase the total volume collected by providing education and guidance to commercial businesses and establishments.	IN PROGRESS
Initiate the replacement of the Mid-Town Seawall construction.	IN PROGRESS
Continue implementation of a long-term coastal protection plan.	IN PROGRESS
Optimize technology and prioritize digitalization to reduce environmental impacts.	IN PROGRESS
Ensure safe pedestrian, vehicle operation and minimize light pollution in coastal areas during the sea turtle nesting season	IN PROGRESS

**Promote Sustainable Management**



Maintain the landscaping and grounds of the Town in an efficient and cost-effective manner while striving to improve its appearance.	IN PROGRESS
Maintain the buildings, structures and facilities of the Town in an efficient, safe and cost-effective manner for the general public and Town employees	IN PROGRESS
Continue to identify and implement actions and standards that are in keeping with the Town's Green Initiative including "greener" practices, including smart irrigation, energy-efficient equipment, and implementation of Integrated Pest Management (IPM) in	IN PROGRESS
Increase awareness of environmental landscaping practices.	IN PROGRESS
Earn Clean Marina Designation	IN PROGRESS
Earn Safe and Resilient Marina Designation	IN PROGRESS

**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.



# Introductory Information

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## 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
FY2024 General Fund Budget	\$104.8 Million
Taxable Property Valuation	\$29 Billion

### Town of Palm Beach Demographics

Population	
2022 (Univ of Florida est)	9,218
2021 (Univ of Florida est)	9,253
2020 (Census)	9,245
2019 (Univ of Florida est)	8,321
2018 (Univ of Florida est)	8,295
2010 (Census)	8,161
2000	9,676
1990	9,814
1980	9,432
1980	9,086
1960	6,055
1950	3,886

Resident Statistics	
Median Age	70.6 yrs.
Avg. Household Size	1.71
Median Home Value	\$1.52 Million

Population by Age	
Under 5 years	1.3%
Under 18 years	5.6%
65 years and over	63.0%

Racial Composition	
Caucasian & Other Races	92.9%
Hispanic/Latino	6.5%
African American	0.2%
Asian	0.9%

Service Statistics	
Police Stations	1
Fire-Rescue Stations	3
Public Elementary School	1
Public Library	1
Recreation Facilities	
Tennis Courts	13
Par 3 Golf Course	1
Marina (84 slips)	1
Community Building	1
Playfields	5
Bicycle Paths	9.3 miles
Picnic Tables	77
Outdoors Grills	28
Recreation Areas	
Phipps Ocean Park	24 acres
Special Use Parks	
Public Park on Beach	3.0 acres
Municipal Beach	5.60 acres
Peruvian/So. County Rd	0.24 acres
Southern Blvd Causeway	9.60 acres
Nature Islands	39 acres
Registered Voters	7,531

Bond Ratings		
	2013/2016 Revenue Bonds	Issuer's Rating
Moody's	Aaa	Aaa
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.



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 2.6110 for FY23, a decrease from the FY23 millage rate of 2.6932. Taxable value increased 13.96% to \$29,079,603,728 for FY24. Ad Valorem revenue of \$72,130,510 is included in the FY24 budget. Town adopted final millage rate is above rollback but below maximum millage rates. The increase in tax revenue if the rollback rate was adopted would have been \$286,931 . The chart below identifies the millage rate options available to the Town and the Town’s adopted final millage rate.”

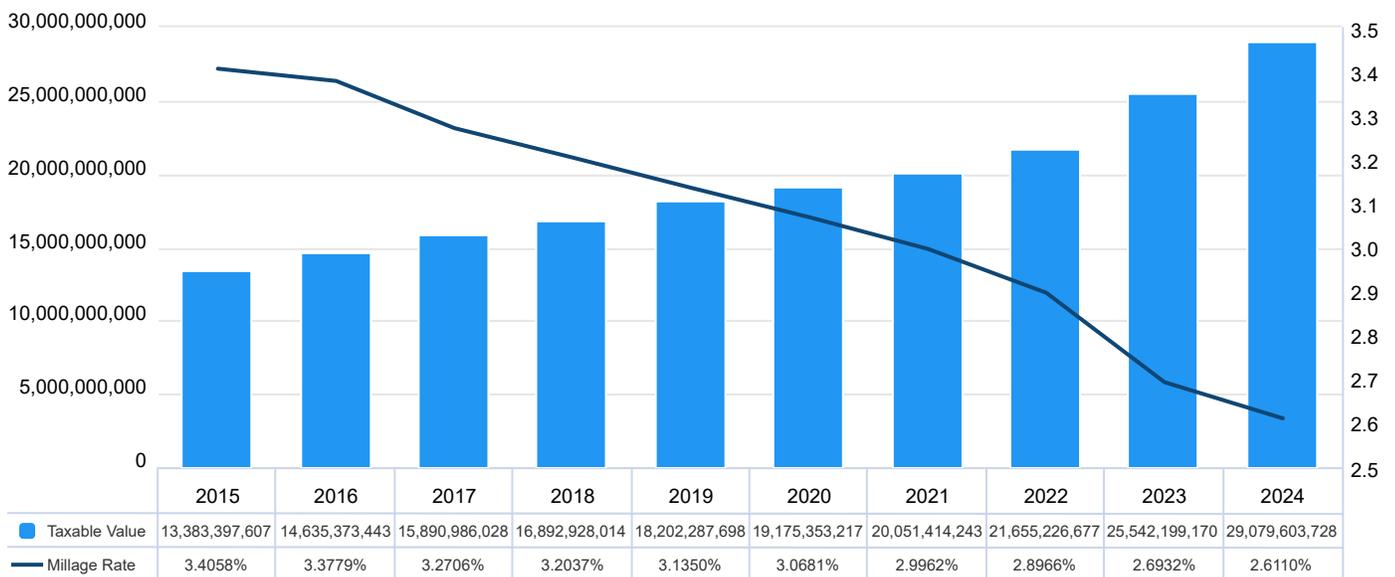
	Millage Rate	Tax Revenue
Rollback Millage Rate	2.3736	\$ 65,572,180
Majority Vote Maximum Millage Rate	2.4671	\$ 68,155,176
2/3 Vote Maximum Millage Rate	2.7138	\$ 74,970,417
FY23 Millage Rate	2.6932	\$ 65,285,249
Town Proposed Millage Rate	2.6110	\$ 72,130,510

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 2015 has increased 117.28% to all-time highs as shown in the chart below. In 2024 the taxable value increased by 13.85%. New construction for the year totaled \$267,431.281 with 41 Certificates of Occupancy issued, both were historic highs.

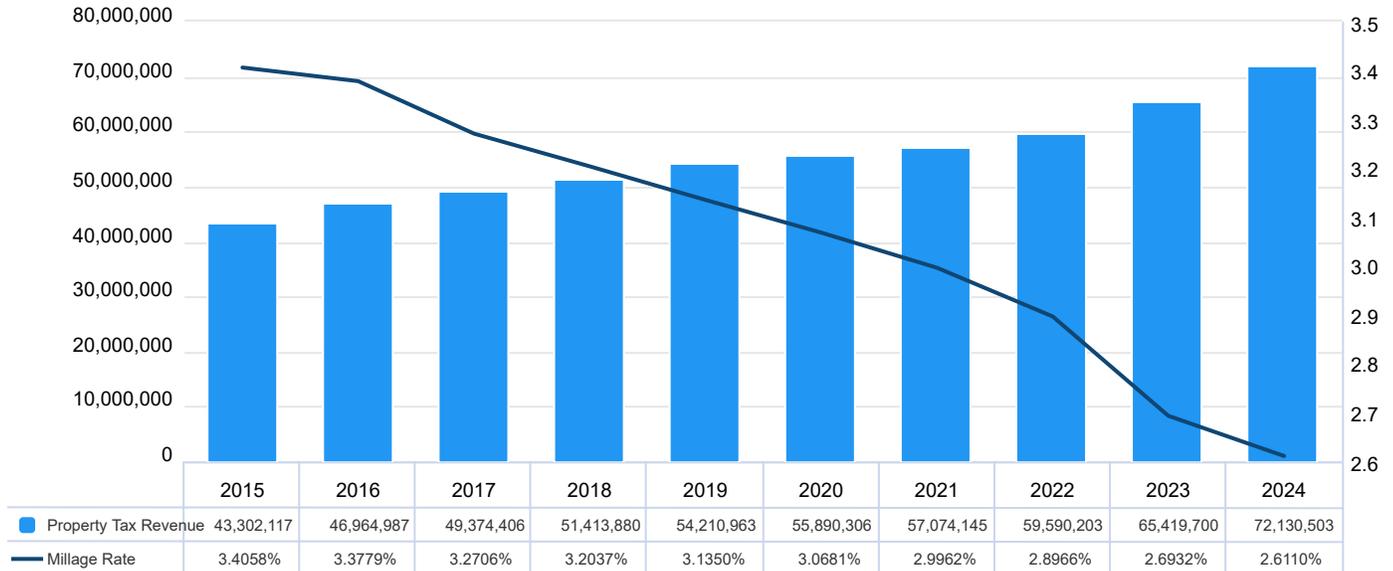
The increase in the FY15 millage rate was to supplement the budget for funding of the coastal protection program. Since that time, the millage rate had declined due to increasing values. The tax revenue trend is shown on the chart on the following page.

**Taxable Value and Millage Rate Trend**



The Town millage rate represents 17.39% of the total tax bill. The table below illustrates the difference between the FY23 vs FY24 total tax bill by taxing district for a Palm Beach property owner with a taxable value of \$1 million.

### Property Tax Revenue and Millage Rate History

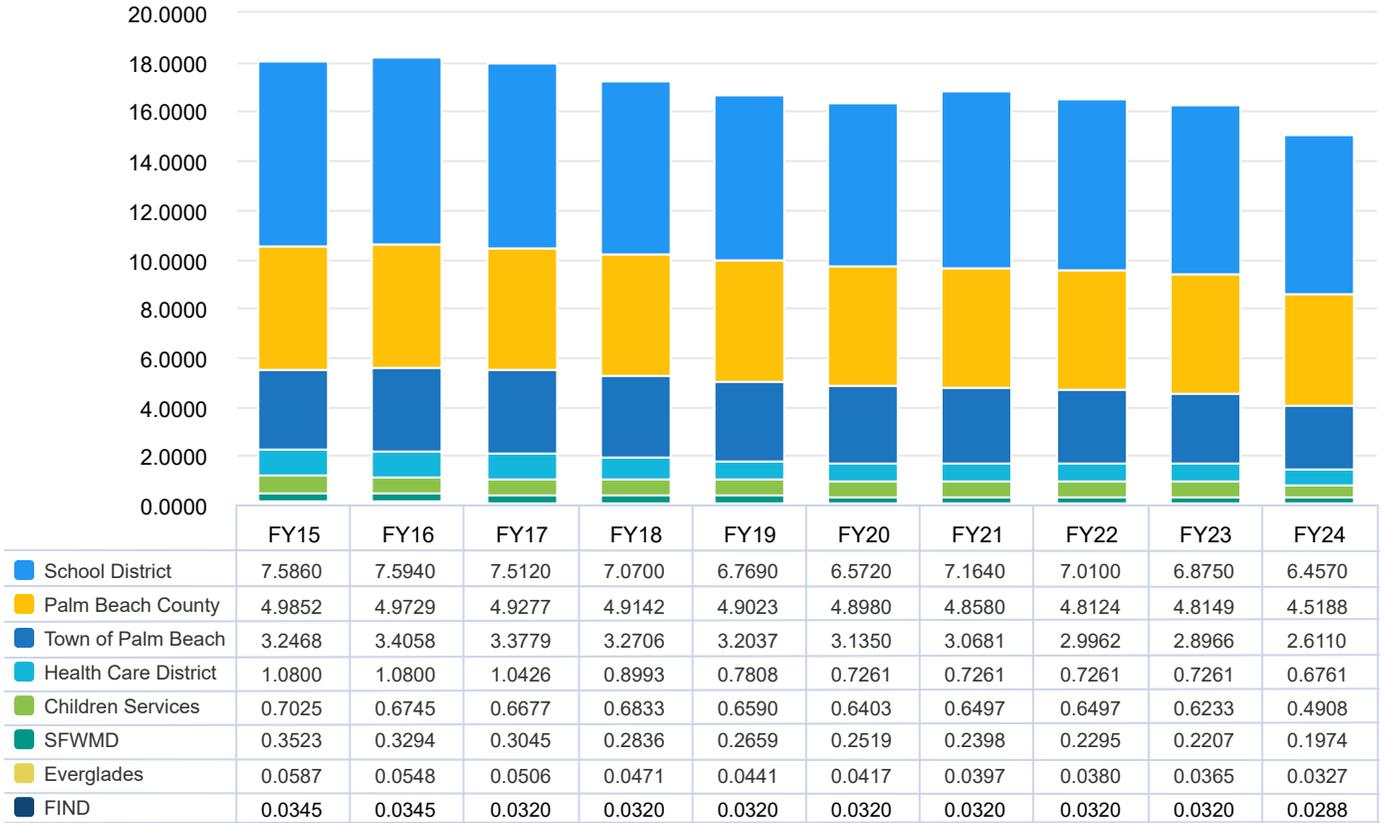


### Impact on owner of \$1 million property

Taxing Authority	FY23 Millage Rate	FY24 Millage Rate	FY24 Tax Per \$1 million value	Change Per \$1 million Value	% Change	% of Total Tax Bill
Palm Beach County School District	6.8750	6.4570	\$ 6,457	\$ (418)	(6.08%)	43.01%
Palm Beach County	4.8149	4.5188	\$ 4,519	\$ (296)	(6.15%)	30.10%
Palm Beach	2.8966	2.6110	\$ 2,611	\$ (286)	(9.86%)	17.39%
Health Care District	0.7261	0.6761	\$ 676	\$ (50)	(6.89%)	4.50%
Children Services	0.6233	0.4908	\$ 491	\$ (133)	(21.26%)	3.27%
South Florida Water Mgmt	0.2207	0.1974	\$ 197	\$ (23)	(10.56%)	1.31%
Everglades Construction	0.0365	0.0327	\$ 33	\$ (4)	(10.41%)	0.22%
Florida Inland Navigation	0.0320	0.0288	\$ 29	\$ (3)	(10.00%)	0.19%
<b>Grand Total</b>	<b>16.2251</b>	<b>15.0126</b>	<b>\$ 15,013</b>	<b>\$ (1,213)</b>	<b>(7.47%)</b>	<b>100.00%</b>

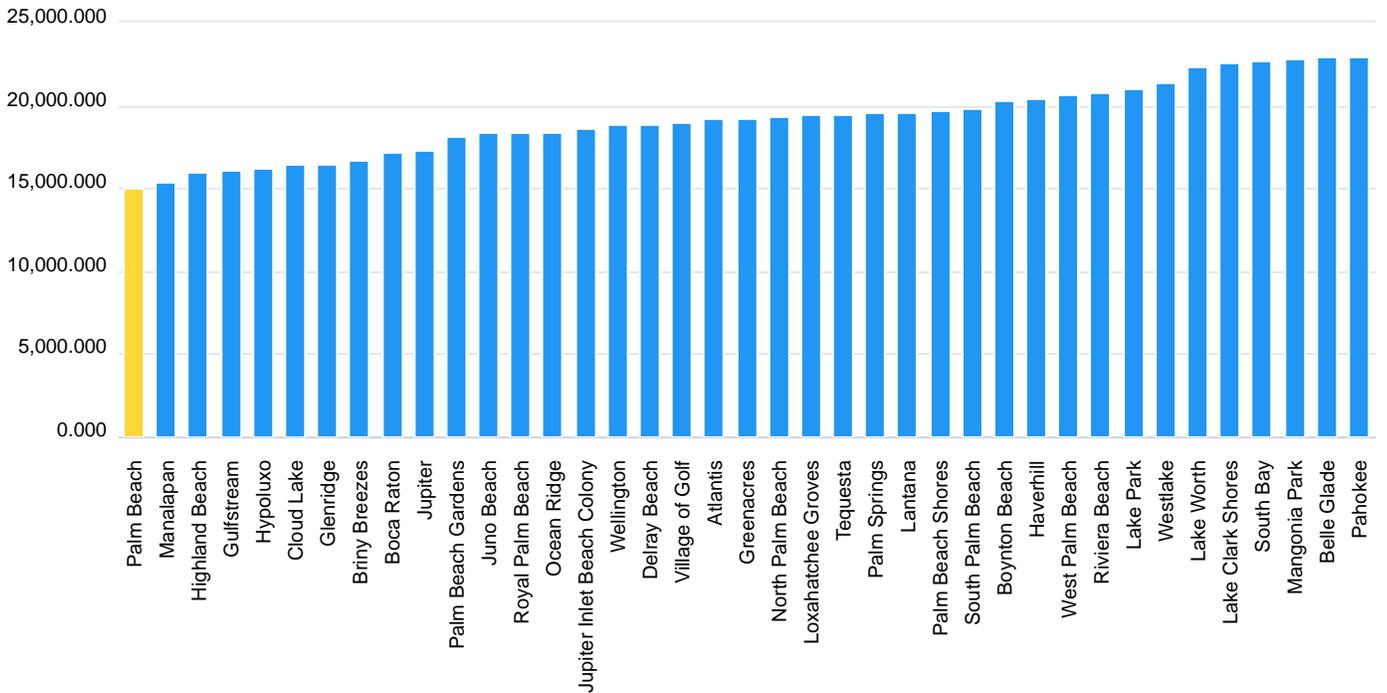
The chart on the next page shows the 10-year trend in millage rates for all taxing authorities.

### Tax Rate Detail History



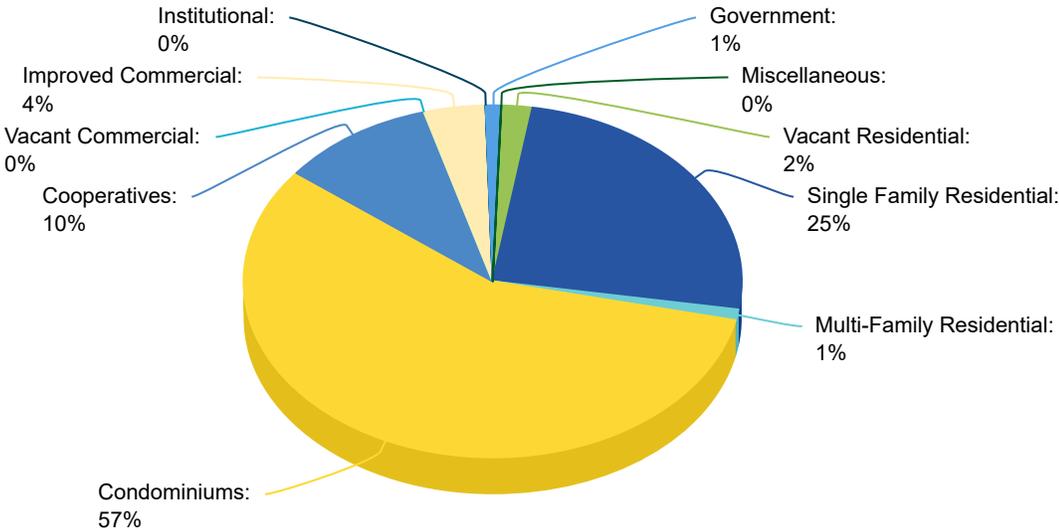
The Town's total millage rate is the lowest municipal rate in Palm Beach County as shown below.

### Millage Rates of Palm Beach County Municipalities



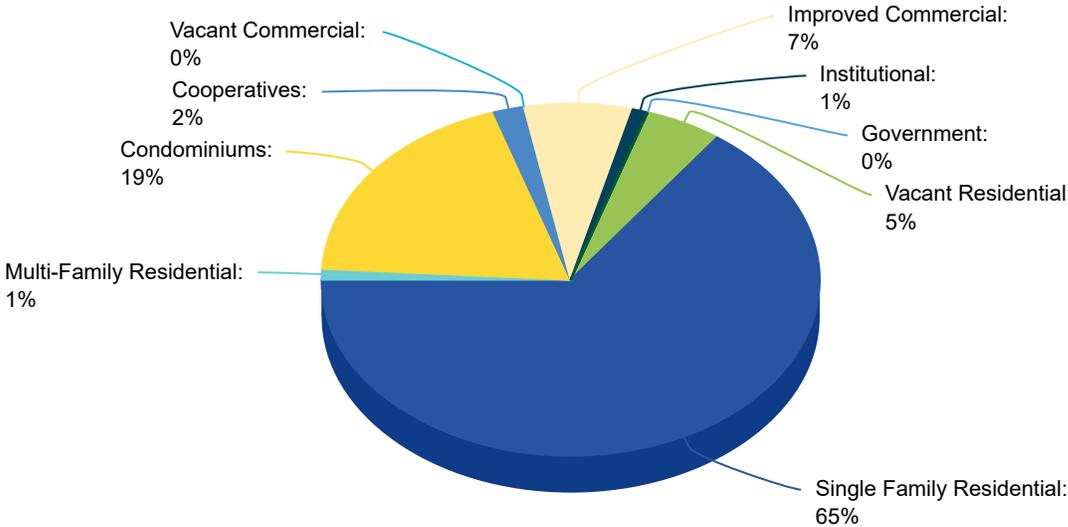
**PROPERTY BREAKDOWN BY NUMBER OF PARCELS**

The Town has a total of 9,269 total parcels. Residential units total 8,761 or 94.6% of all parcels. Condominiums and Cooperatives represent the greatest percentage of total parcels in the Town at 67.2% or 6,225 parcels. Single family residential parcels are the second largest group at 2,283 parcels or 24.6% of the total. Commercial and industrial parcels total 403 and the balance is made up of multi-family, government, institutional and miscellaneous parcels. There are 3,683 properties with a Homestead exemption representing 42% of the total parcels in the Town.



**PROPERTY BREAKDOWN BY TAXABLE VALUE**

The taxable value of parcels in the Town total \$28.9 billion. Residential parcels represent 92% of the total value of parcels at \$26,485,380,763 and single family residential represents 65% of the total value. Commercial and industrial properties represent 7.4% or \$2,143,096,905 of the total value of parcels.

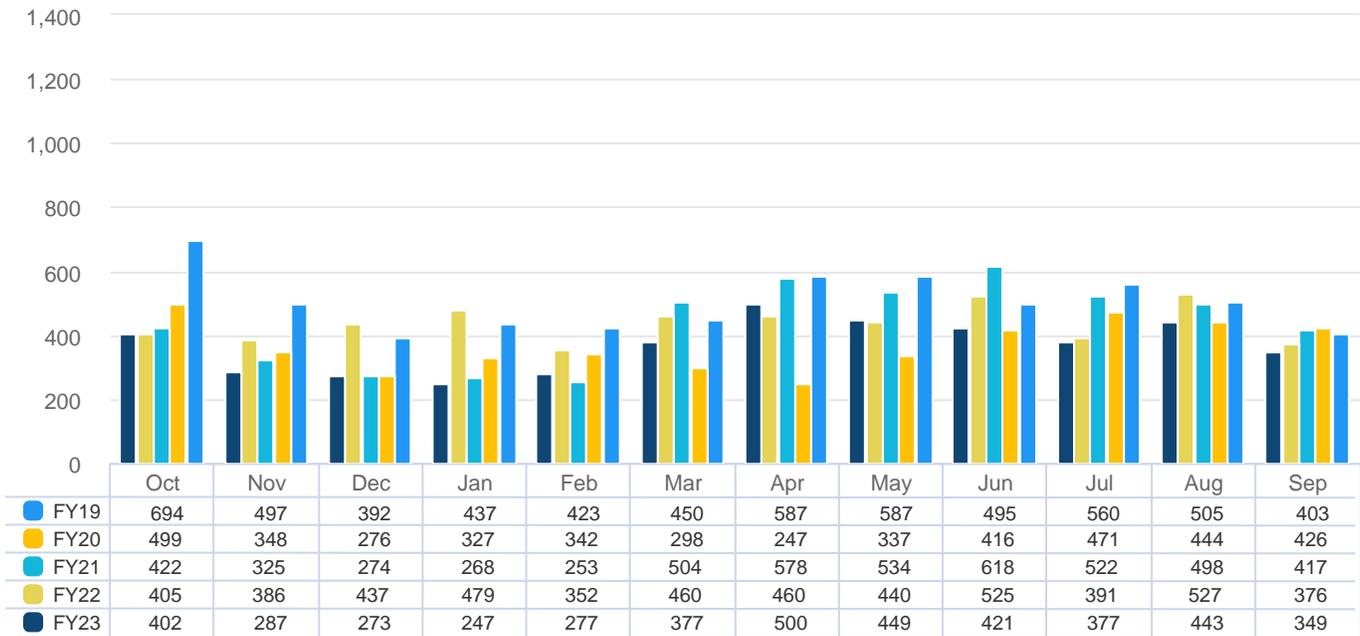


## HISTORICAL BUILDING PERMIT DETAIL

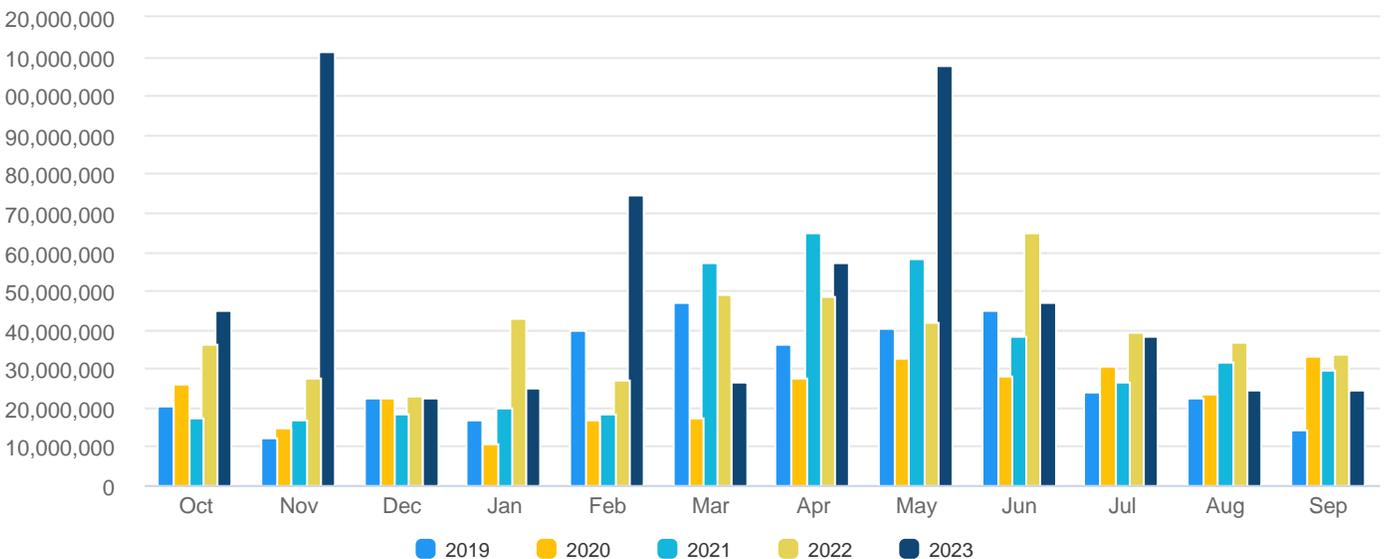
During FY19, the Town revised the permit process and consolidated many building permits for one project into a master permit. The permit application numbers declined because of the new “one permit” process. The number of permits declined in FY23, however total construction value increased over 125%. Total construction valuation for FY23 was \$604,389,825 compared to \$471,352,200 in FY22 and exceeded all prior year’s totals.

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

### Total Permit Applications



### Construction Valuation



## 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.
- ▶ 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.
- ▶ Use an independent certified public accounting firm to perform an annual audit.
- ▶ Publicly issue a Comprehensive Annual Financial Report.
- ▶ Comply with all required reporting requirements related to bond issuance terms.

## **RESERVE POLICIES**

- ▶ Maintain a contingency reserve in the General Fund equal to 1% of the proposed General Fund budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- ▶ Maintain a contingency reserve in the Capital Fund equal to 10% of the proposed Capital Fund budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- ▶ Maintain an assigned fund balance in the General Fund equal to a minimum of 25% of current year General Fund budgeted expenditures.
- ▶ Maintain a contingency reserve for the Equipment Replacement Fund of \$500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- ▶ Maintain a contingency reserve in the Enterprise Funds equal to 5% of the proposed Town Marina and Golf Course Enterprise Fund's operating expense budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.

- ▶ Maintain a contingency reserve in the Self-Insurance Risk Fund of \$500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- ▶ Maintain a contingency reserve in the Self-Insurance Health Fund of \$500,000 to address unanticipated expenditures and/or to meet unexpected increases in health insurance costs and claims exposure.
- ▶ Establish a reserve to designate fund balance in the amount equal to the Town's unpaid obligations, unfinished projects and prepaid expenses that carry over from one fiscal year into the next.
- ▶ Maintain minimum unrestricted net position levels equal to one year of operating expenses plus one year of debt service.
- ▶ Maintain minimum unrestricted net position levels equal to or less than a four-year average of the Fund's operating budget in the Building Enterprise Fund.
- ▶ Maintain a minimum reserve of \$2,500,000 for the Risk Fund designated as a reserve for catastrophic exposures/emergencies.
- ▶ Maintain a reserve for funding the replacement costs of General Fund existing equipment, vehicles, and computers when they reach the end of their useful lives. The reserve will be maintained at a rate of 100% of accumulated depreciation (calculated at replacement cost) of the existing equipment.
- ▶ Maintain a reserve for funding the replacement costs of Golf Course Enterprise Fund existing equipment, vehicles, and computers when they reach the end of their useful lives. The reserve will be maintained at a rate of 100% of accumulated depreciation (calculated at replacement cost) of the existing equipment.
- ▶ Maintain a reserve for funding a dock replacement fund. The reserve will be maintained at a rate of 100% of accumulated depreciation based on the cost of construction for the marina built in 2021.
- ▶ Maintain a repair and replacement reserve for funding the maintenance and improvement projects for the Golf Course.
- ▶ Maintain a reserve for funding the costs on non-routine maintenance and improvement projects of the Town Marina. The reserve fund is to be funded at a rate of 1% of annual revenues calculated at fiscal year-end.
- ▶ Maintain a commitment of fund balance in the General Fund for payment of the liability related to compensated absences. This commitment will be funded at a rate of 100% of the fiscal year end accrued balance.

## **RETIREMENT FUNDING POLICY**

- ▶ The Town of Palm Beach will budget and contribute an amount equal to the Actuarially Determined Employer Contribution (ADEC).
- ▶ In addition, the Town of Palm Beach will 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 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.

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 year end.

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.
- ▶ 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 year end.
- ▶ 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
2/14/23	Town Council Meeting – Adoption of the Town Manager’s goals for FY24
2/21/23	Finance to distribute FY24 budget instructions
3/17/23	Submit initial CIP request forms to Public Works, IT requests to IT and reorganization/reclassification requests to HR
4/7/23	All budget information submitted to finance from departments
4/15/23 - 5/15/23	Town Manager’s review of departmental budgets, including Capital, Coastal, Health and OPEB
5/31/23	Property Appraiser issues preliminary property values
6/16/23	Proposed budget document pages returned to Finance
6/30/23	Distribution of proposed FY24 budget document
6/30/23	Notice from Property Appraiser of preliminary certification of taxable value
7/13/23	Town Council Meeting – consider proposed FY24 budget and initial resolution(s) adopting special non-ad valorem assessments
8/18/23	Notice of proposed property taxes is mailed from Palm Beach County Property Appraiser
9/12/23	Town Council Meeting – First Public Hearing to approve tentative budget and proposed tax rate for FY24 and final resolution(s) adopting special non-ad valorem assessments
9/21/23	Town Council Meeting – Second Public Hearing to adopt the FY24 budget and millage rate
10/1/23	Resolution adopting the final millage rate is forwarded to Property Appraiser and Tax Collector and Certificate of Compliance sent to the Department of Revenue
12/1/23	Final FY24 Budget document distributed
12/1/23	Final FY24 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.

▶ **People and Culture**

The People and Culture 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.

▶ **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. The Risk Manager is also under the supervision of the Finance Department.

▶ **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.
- ▶ (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.





# Long-Term Financial Plan

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## 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 2024 approved budget and a 9-year forecast through FY33. The complete 2023 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:

	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Ad Valorem Tax Increase	2.37%	5.30%	5.29%	4.23%	4.53%	4.58%	4.21%	4.20%
General Inflation	4.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salaries & Wages	5.72%	5.72%	5.73%	5.73%	5.73%	5.74%	5.74%	5.75%
Health Insurance	5.60%	5.44%	5.29%	5.13%	5.00%	5.00%	5.00%	5.00%
Pension (ADEC)	10.10%	8.65%	3.18%	1.51%	(1.15%)	(1.81%)	(2.72%)	(3.90%)
Other Employee Benefits	5.45%	4.82%	4.77%	4.85%	4.81%	4.75%	4.62%	4.64%
Property Insurance	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%
Liability Insurance	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
W/C Insurance	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 are described in greater detail later in this section.

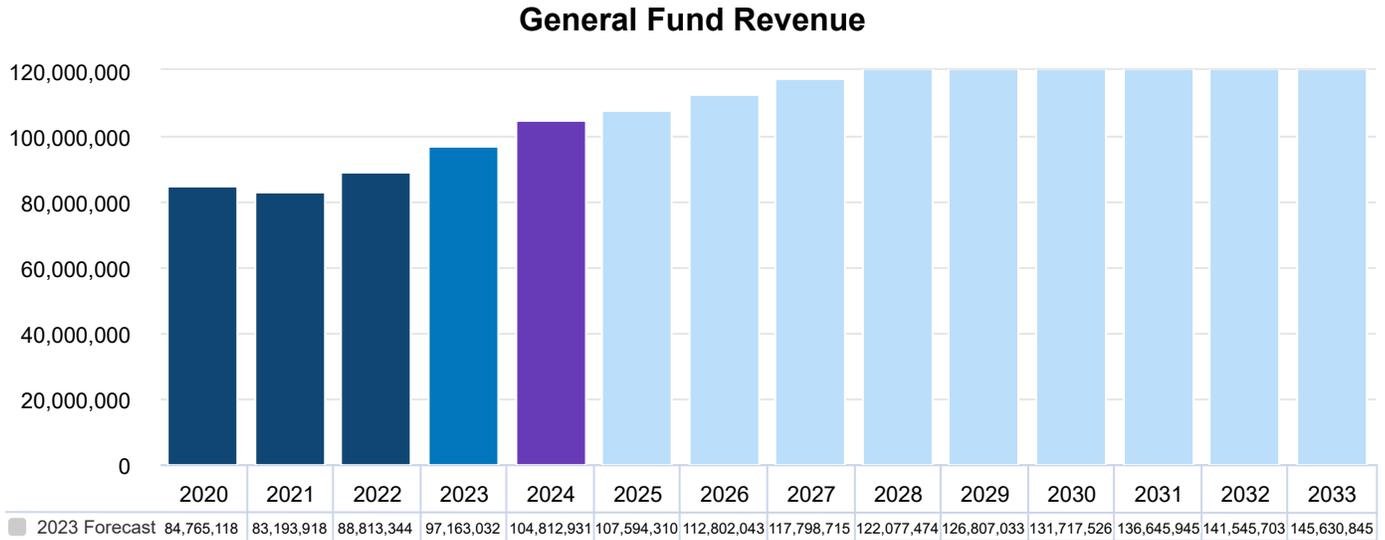
The assumption for inflation for FY24 and the next eight years is 4.0%, which is based upon the forecast in the June 2023, *Livingston Survey* issued by the Federal Reserve Bank of Philadelphia. The salary and wage assumption is based upon the most recent compensation and benefits study and actuarial 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.

### 2023 FORECAST

The forecast charts shown on the following pages include actual results for 2020-2022 shown in dark blue, the FY23 budget, shown in medium blue and the FY24 budget shown in violet, and then forecasts through FY33 shown in light blue. The forecast maintains service levels and funds the additional contribution of \$5,420,000 for the retirement program.

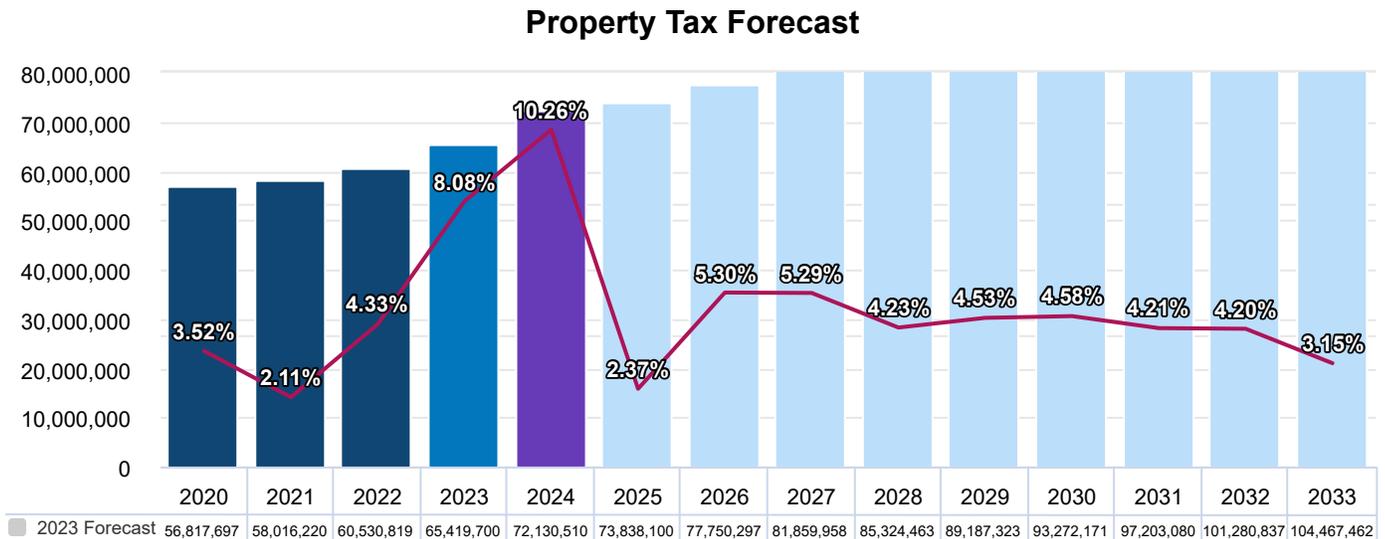
### GENERAL FUND REVENUE FORECAST

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



### PROPERTY TAX REVENUE

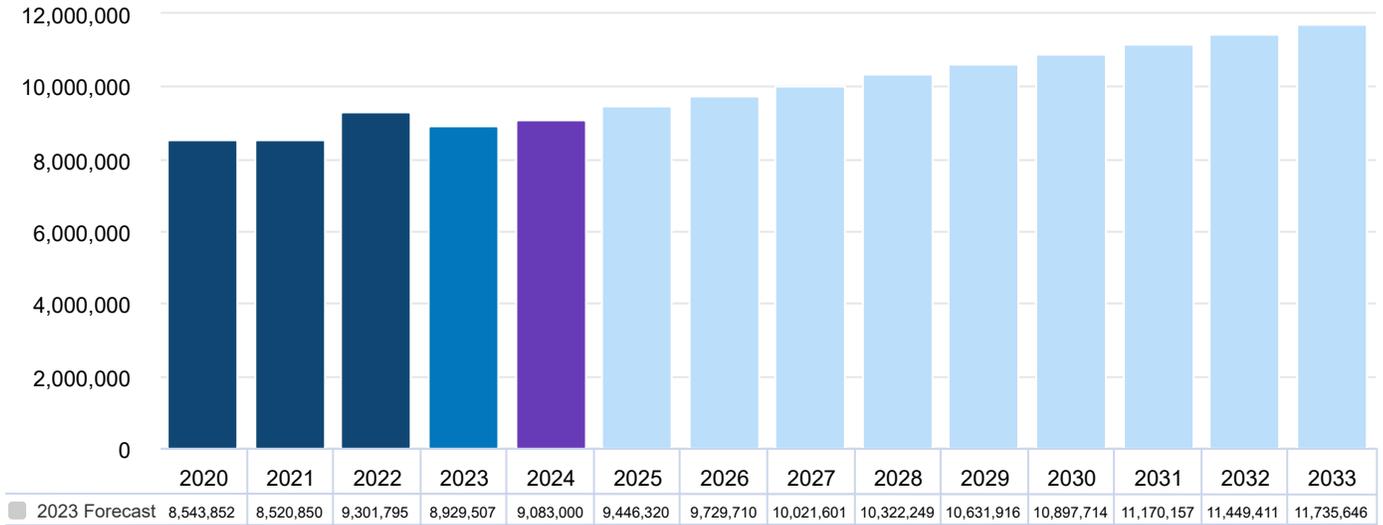
As mentioned earlier, we used ad valorem property taxes as the plug to balance the budget for the forecast years of FY25 through FY33. Over the past 5 years, taxable value has increased by 51.7% an average of 9.8% per year. The taxable value increase for FY24 was 12.2%.



### 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 on the next page:

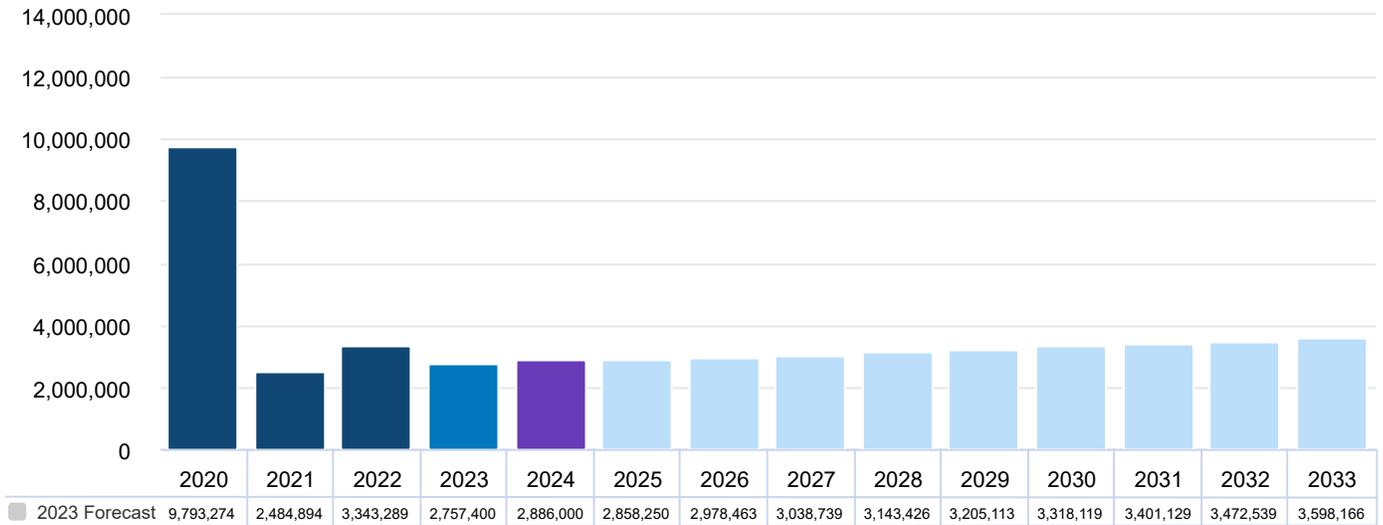
### Non Ad Valorem Taxes



### LICENSE AND PERMIT REVENUE

License and permit revenue includes business licenses, building permit revenues and parking permits. For FY21 through 33, the building permit related revenues have been transferred to the Building Enterprise Fund. The forecast is for the remaining non-building permit revenues.

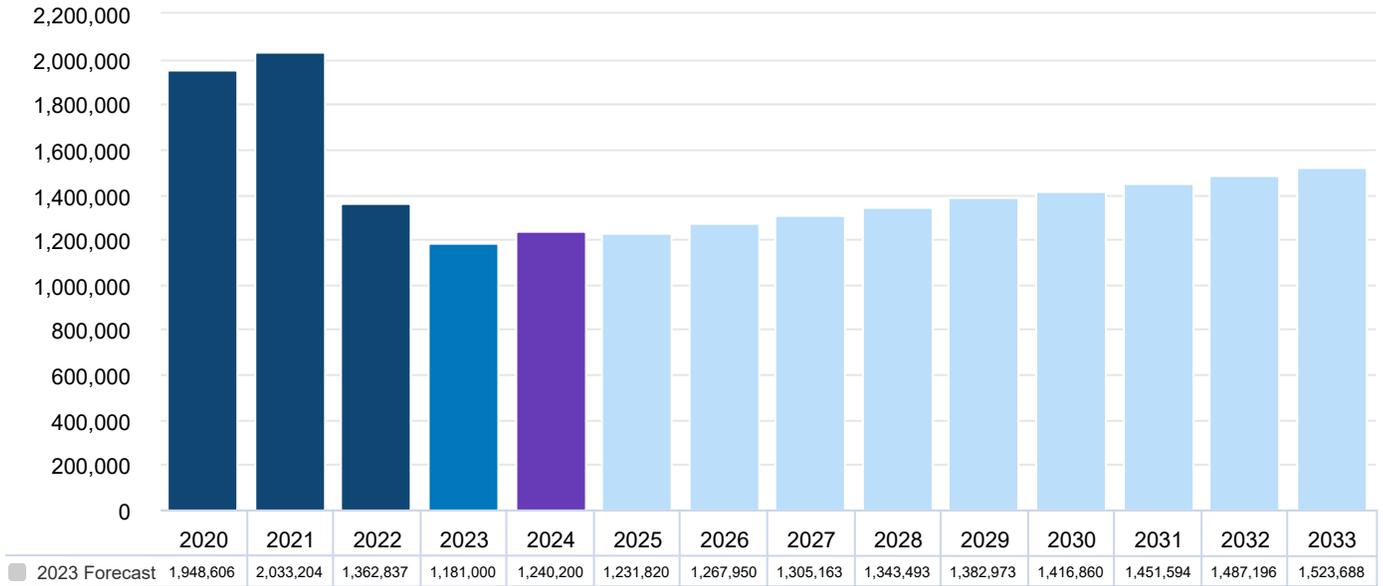
#### License and Permit Forecast



### 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.

### Intergovernmental Revenue

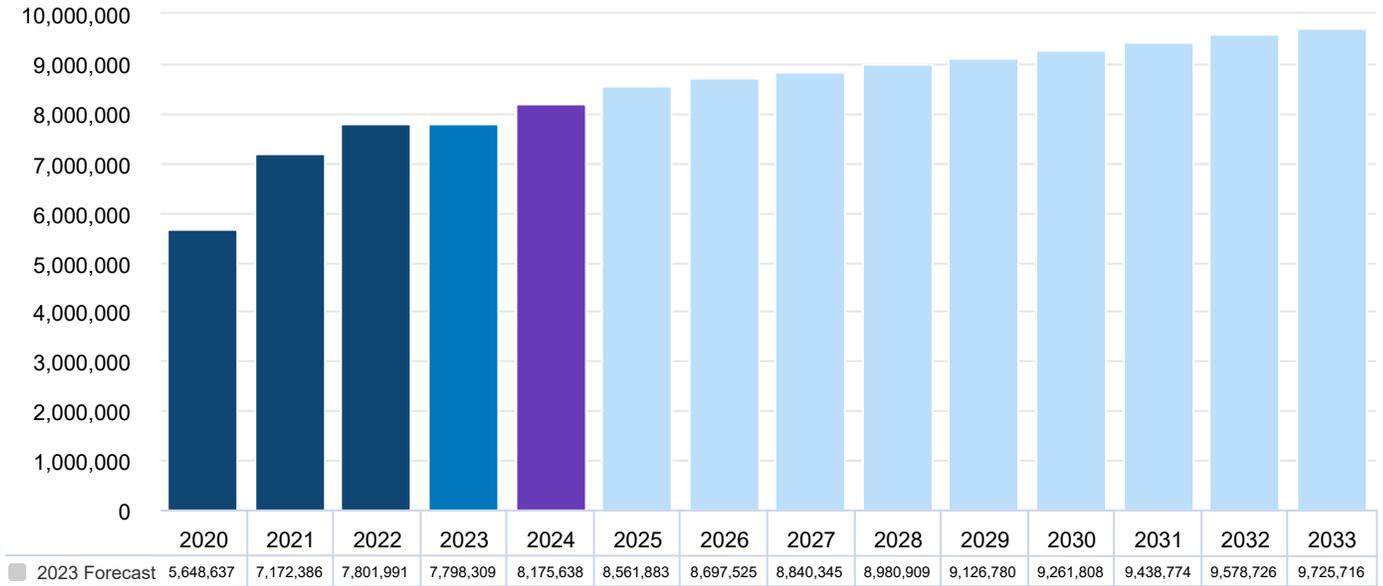


The forecast for intergovernmental revenues has decreased slightly for FY24 based on revenues received from the State of Florida for sales tax and revenue sharing returning to more normalized levels. FY20 and FY21 contained grant funds from FEMA and the Federal Government. The updated forecast for all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

### Charges for Services Forecast

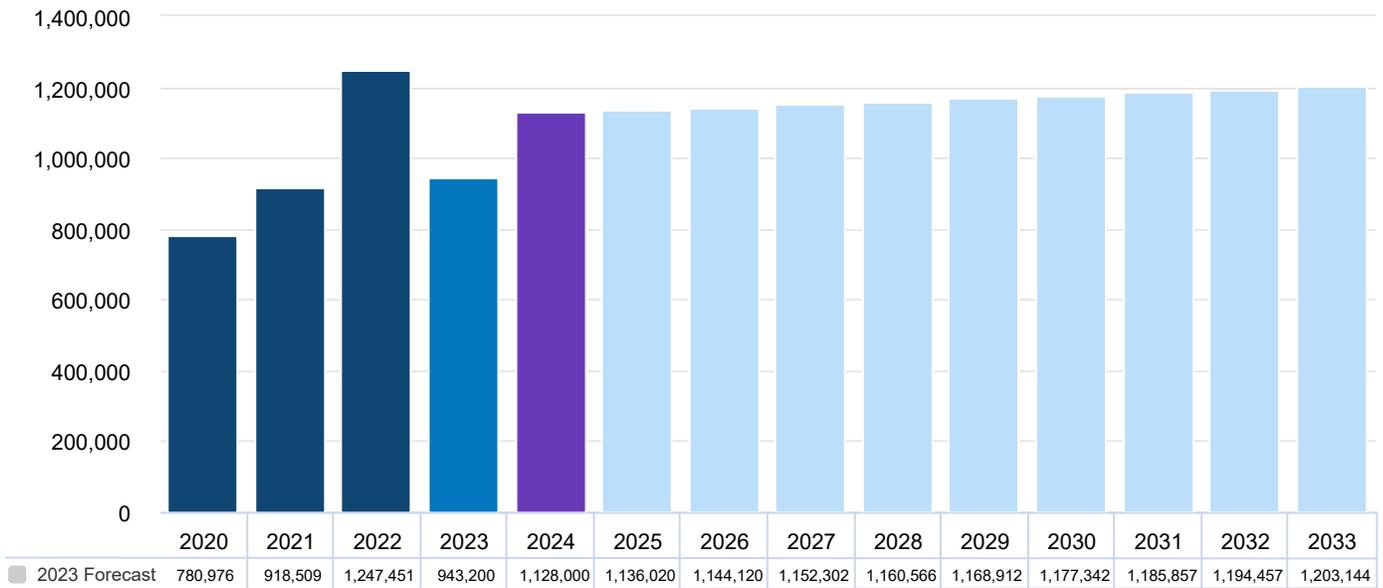


### FINES AND FORFEITURES

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.

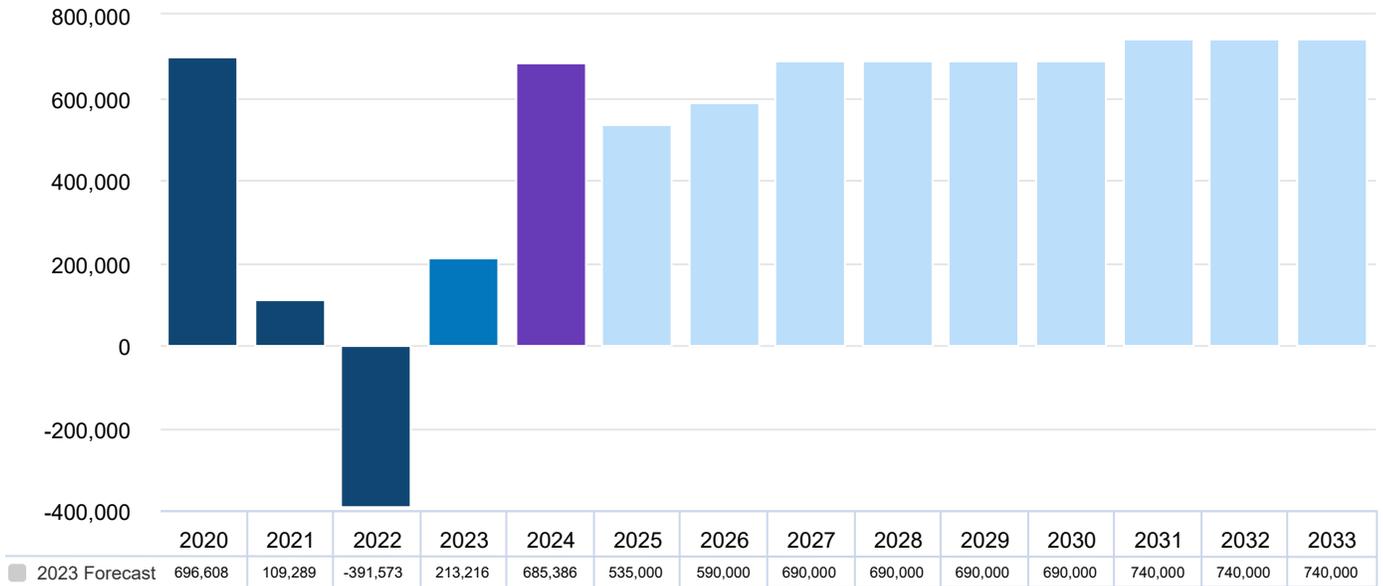
### Fines and Forfeitures Forecast



## 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 FY23 budget and increase investment income in 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.

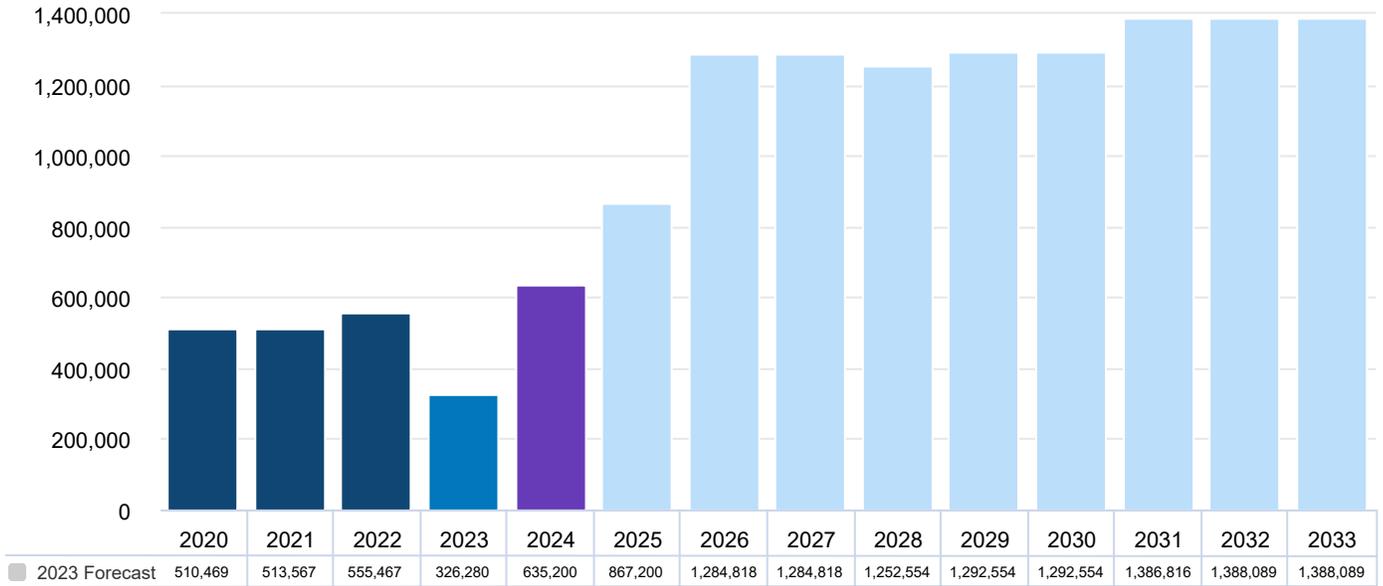
**Investment Income Forecast**



## MISCELLANEOUS AND TRANSFERS

Miscellaneous revenue includes rents and royalties, the sale of fixed assets and other revenue. The increases in miscellaneous revenue in FY25 – FY33 is largely due to the land lease agreement that will begin partially in FY25 and fully in FY26.

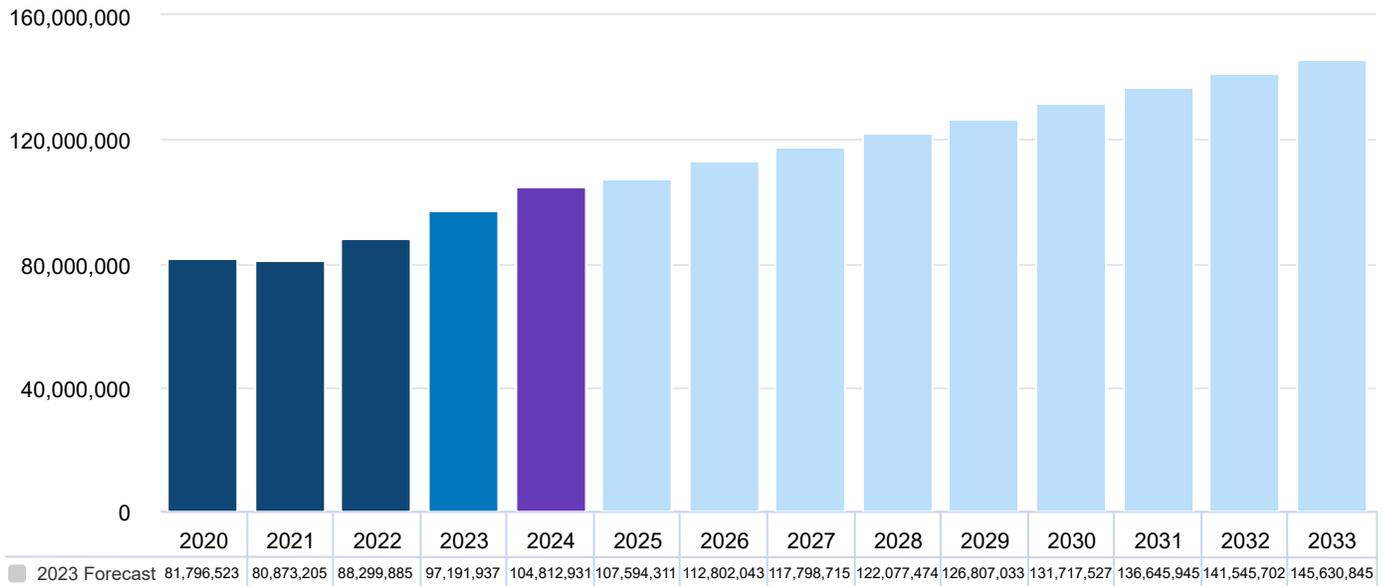
### Miscellaneous Revenue and Transfers



## TOTAL GENERAL FUND EXPENDITURES

The 2023 forecast contains the FY24 budget and includes the annual additional funding of \$5,420,000 for the pension fund, and an increase in CIP funding due to the reconstruction of the North Fire-Rescue Station. In addition, the forecast reflects the expenditure increase assumptions outlined earlier in this section. The charts in this section include three years of actual data from 2020 - 2022 in dark blue, the FY23 budget in medium blue, the FY24 budget in violet and the forecast through FY33 in light blue. The forecast reflects the transfer of the Building Permit related expenses to the new Building Enterprise Fund beginning in FY21..

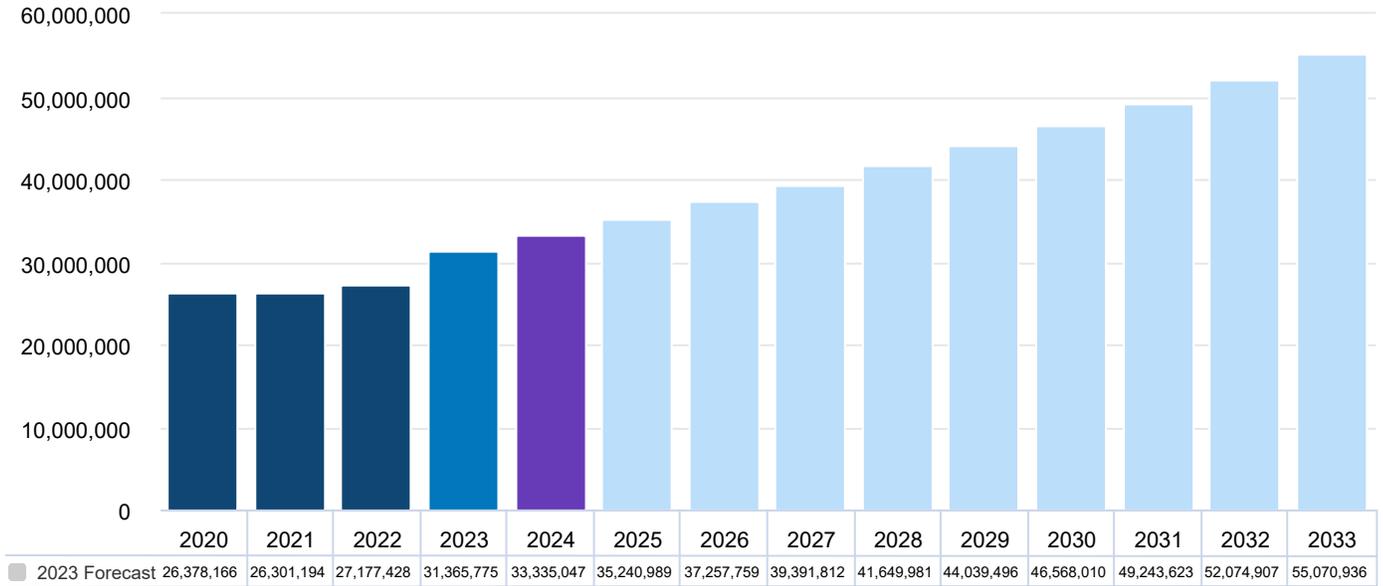
**Total Expenditure Forecast**



## 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 FY23 actual costs to be below the budget amount. For FY24, a COLA increase of 9.0% is included in the budget. The chart on the following page shows the forecast and past trends.

### Salary and Wage Forecast



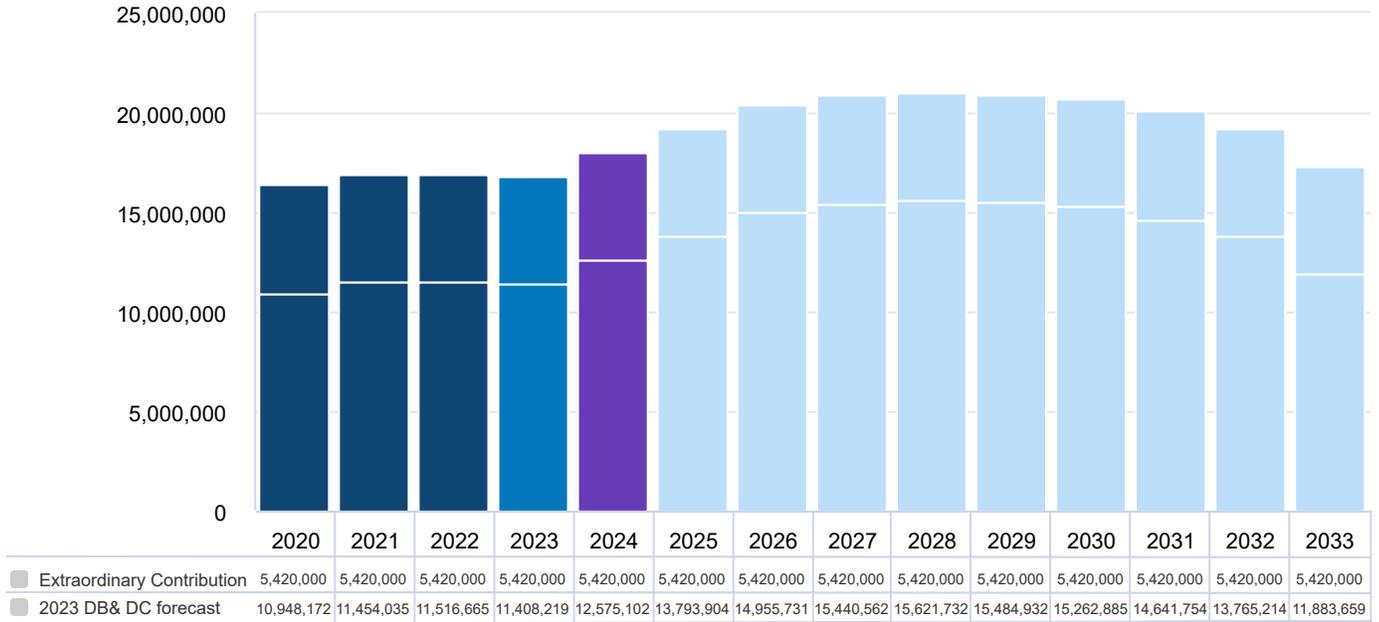
Vacancies have kept these costs stable in recent years. The average increase throughout the forecast period is 5.74% for total salary and wages.

### Pension Benefits

The pension estimate is based upon the actuary’s forecast of the annual required contribution and estimates for the General Employee DC contributions. The extraordinary contribution of \$5,420,000 is included in each year of the forecast.

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. If the assumptions are met and the extraordinary contribution is continued through FY33, the funded ratio of the plan is estimated at 92.9% in FY33.

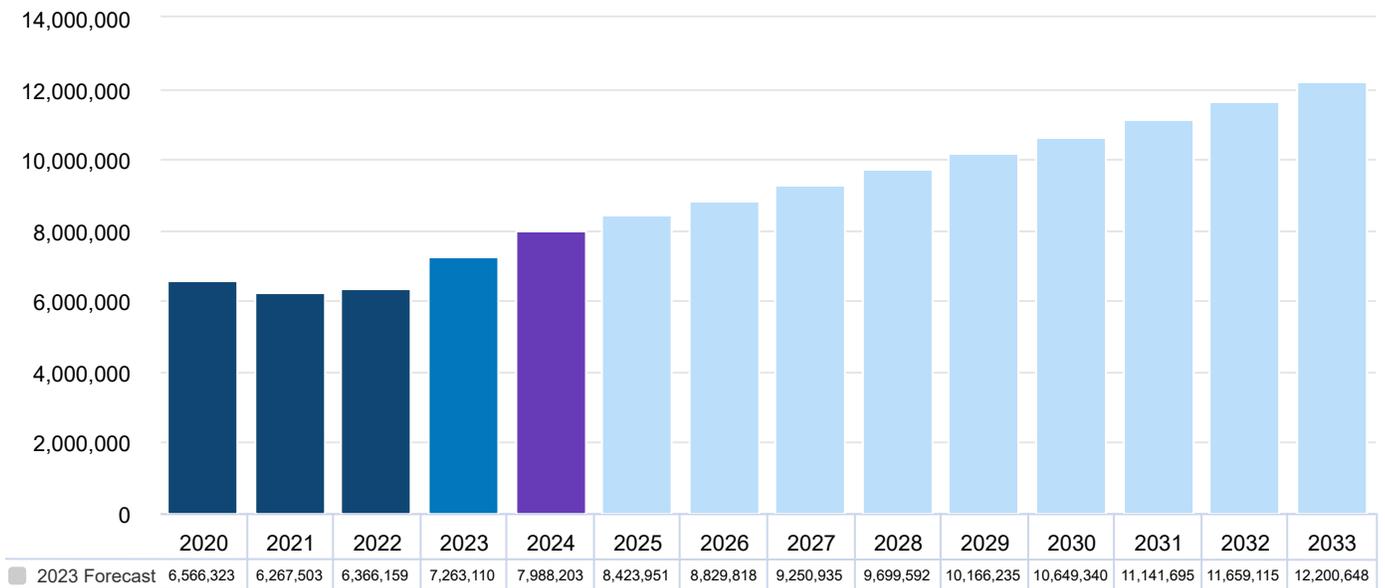
### Pension Benefit Forecast



### 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. FY24 budget includes a 10% increase in health insurance costs. Other employee benefits (including FICA, longevity, incentives, and allowances) are expected to increase at a much lower rate.

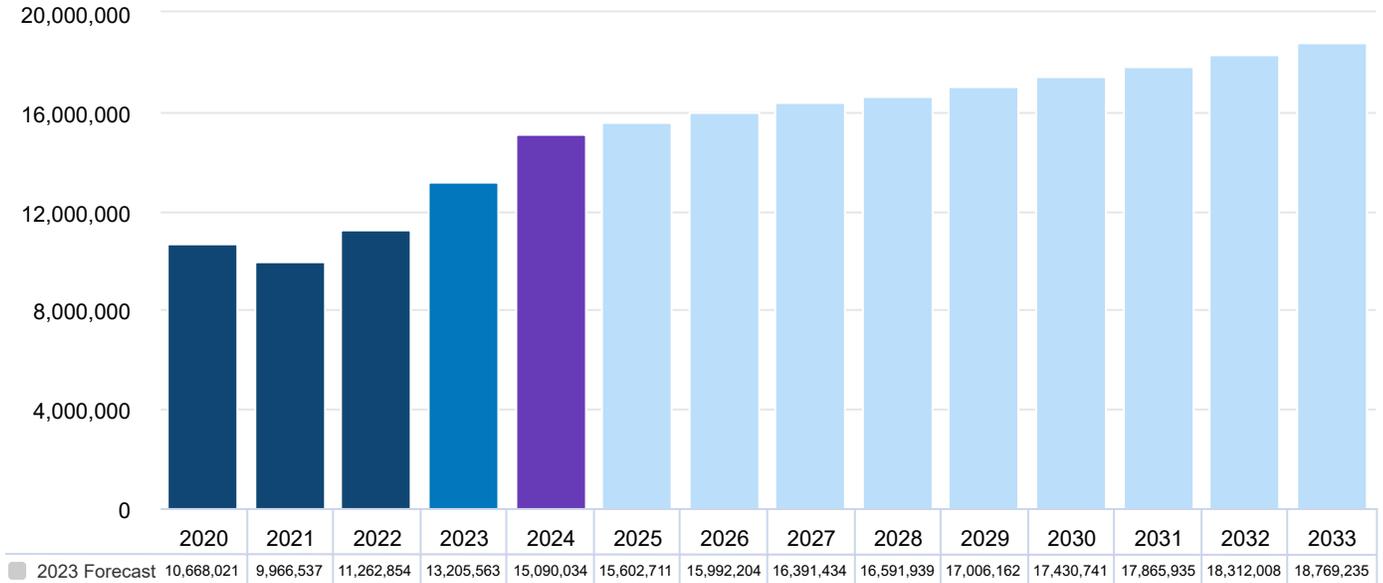
### Other Employee Benefits Forecast



## 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.

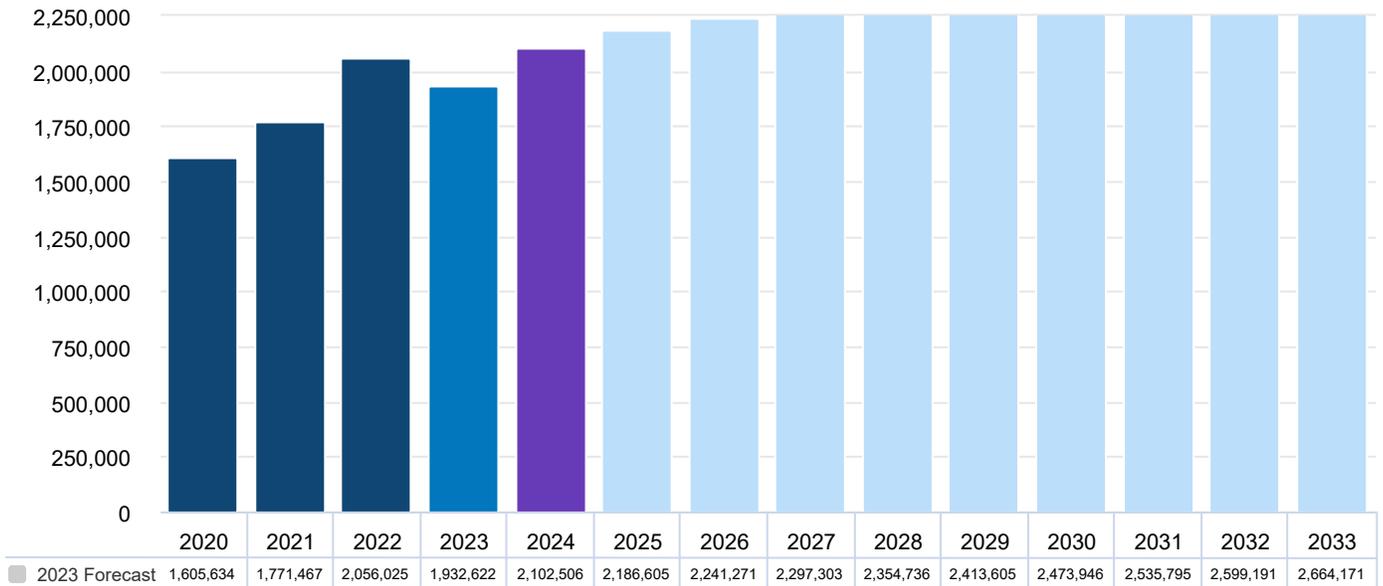
**Contractual Forecast**



## 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.

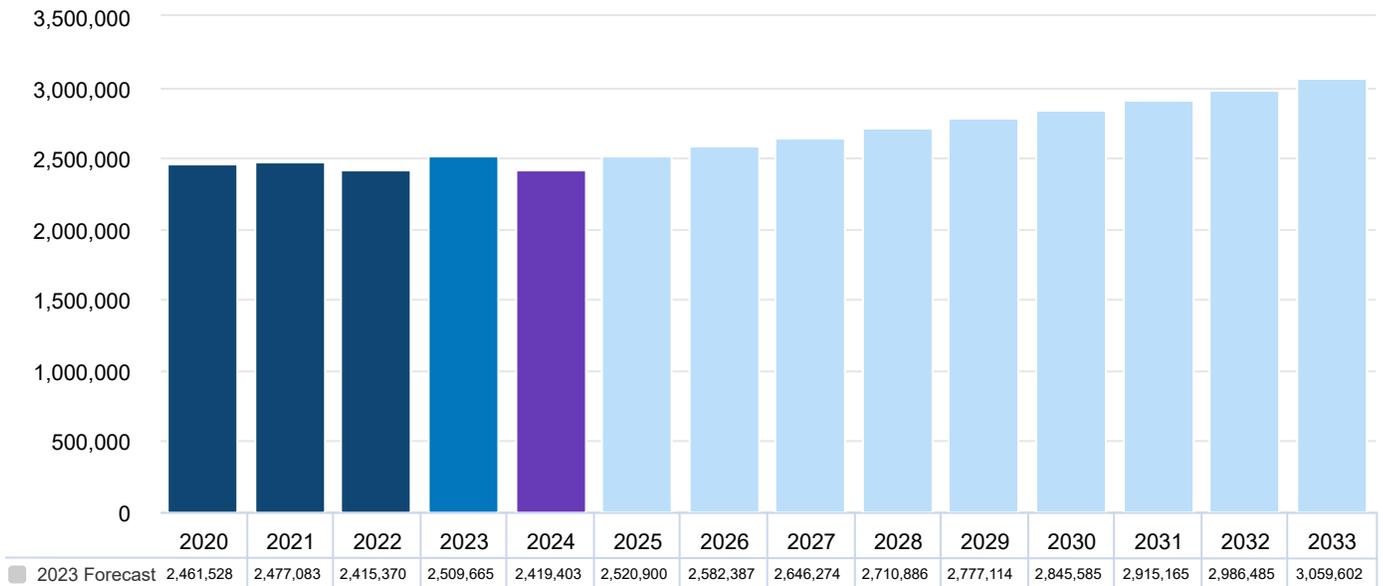
### Commodities Forecast



### 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.

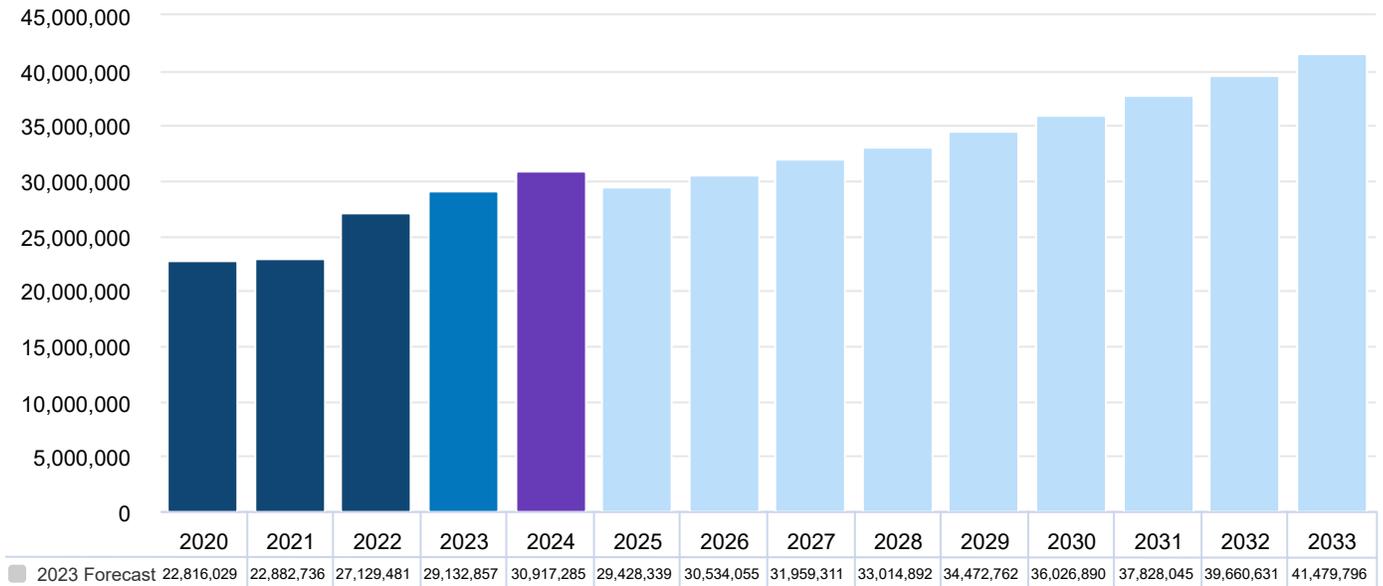
### Equipment Replacement Forecast



### 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.

### Transfers Forecast



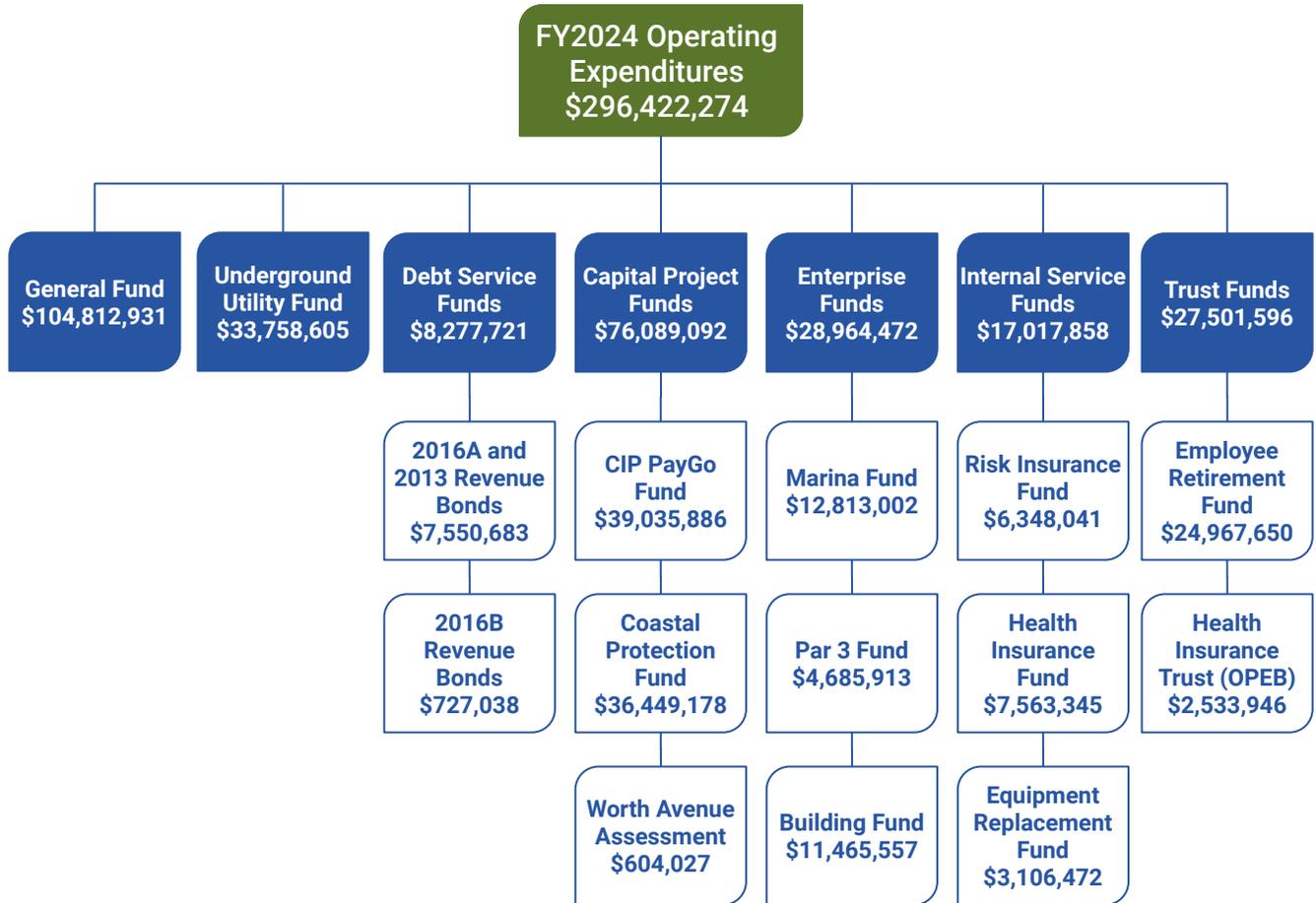
- ✦ The increase in FY22 includes the transfer to the Capital Improvement Fund of \$5,500,000 for the reconstruction of the North Fire-Rescue Station. A portion of the transfer (\$1,500,000) is from an increase in taxes and the balance of \$4 million is from General Fund reserves. The forecast assumes a 6.51% decrease in FY24 due completion of the North Fire-Rescue Station, and a 5% increase through FY33. 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 FY24 includes a 10% 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.
- ✦ 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.
- ✦ Retiree Health Insurance is based upon a forecast for Town Contributions prepared by the Town’s actuary. Due to investment losses in the trust the transfer has been increased to \$789,128 in FY24. 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.



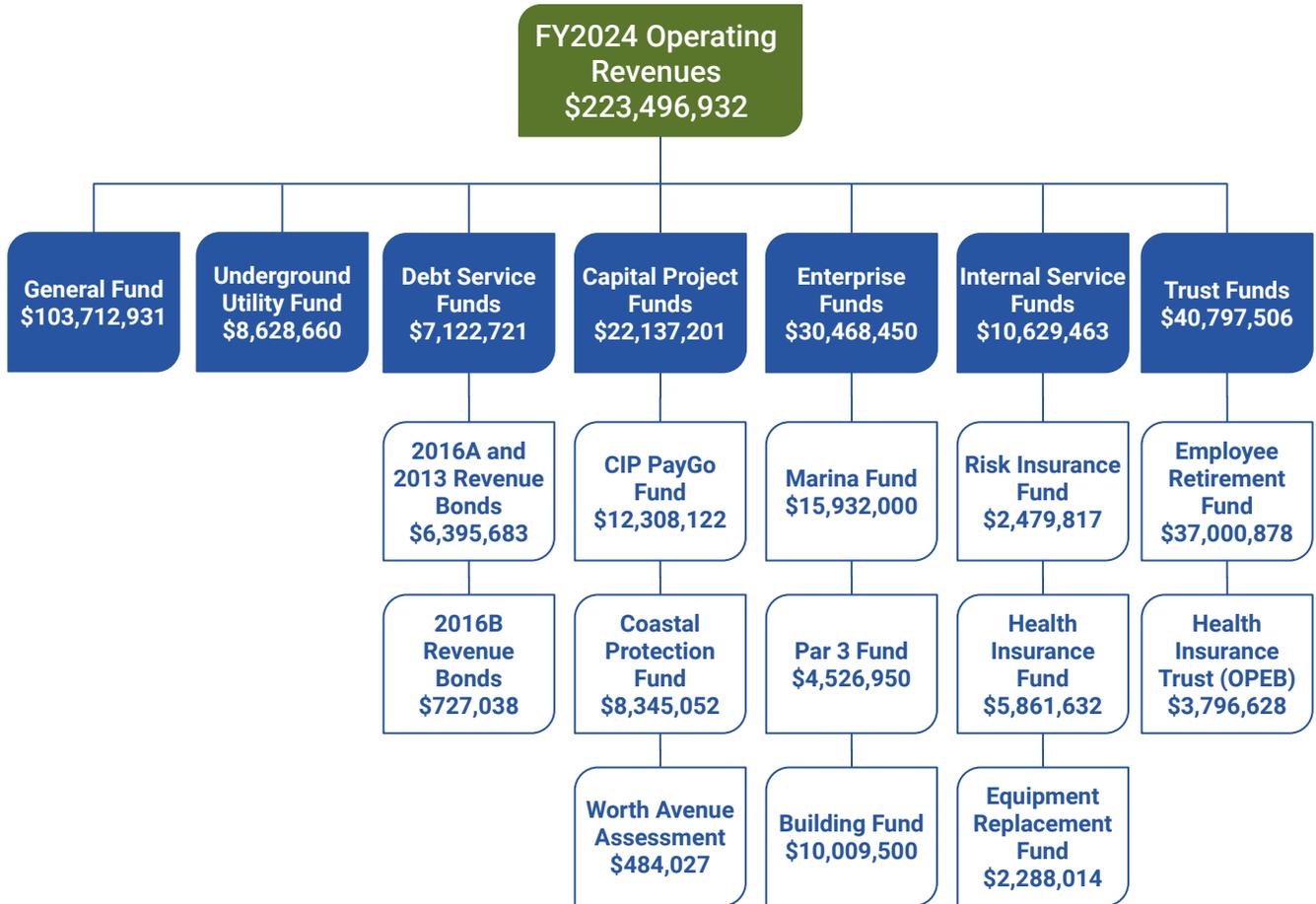
# Budget Summary

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## BREAKDOWN OF TOTAL OPERATING EXPENDITURES – ALL FUNDS



## BREAKDOWN OF TOTAL OPERATING REVENUES – ALL FUNDS



## BUDGET SUMMARY BY FUND TYPE

### FY24 Budget Summary by Fund Type, Revenues and Expenditures

	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Total
<b>Revenues</b>								
Ad Valorem Taxes	72,130,510	-	-	-	-	-	-	72,130,510
Non Ad Valorem Taxes	6,678,000	3,503,760	727,038	478,027	-	-	-	11,386,825
Licenses and Permits	5,331,000	-	-	-	9,841,500	-	-	15,172,500
Intergovernmental	1,207,500	-	-	3,353,847	-	-	-	4,561,347
Charges for Services	8,175,638	-	-	-	19,611,950	7,874,646	-	35,662,234
Fines and Forfeitures	1,128,000	-	-	-	45,000	-	-	1,173,000
Contributions/Grants	32,700	-	-	5,000	-	-	15,358,378	15,396,078
Gain/Loss on Investments	-	-	-	-	-	75,000	2,800,000	2,875,000
Interest Earnings	685,386	300,000	20,000	1,201,000	350,000	350,000	16,425,000	19,331,386
Miscellaneous	595,200	224,900	-	-	620,000	-	5,000	1,445,100
Interfund Transfers	7,748,997	4,600,000	6,375,683	17,099,327	-	2,329,817	6,209,128	44,362,952
<b>Subtotal</b>	<b>103,712,931</b>	<b>8,628,660</b>	<b>7,122,721</b>	<b>22,137,201</b>	<b>30,468,450</b>	<b>10,629,463</b>	<b>40,797,506</b>	<b>223,496,932</b>
Appropriations from Fund Balance	1,100,000	25,129,945	1,155,000	53,951,891	1,615,020	6,388,395	-	89,340,251
<b>Total Revenues</b>	<b>104,812,931</b>	<b>33,758,605</b>	<b>8,277,721</b>	<b>76,089,092</b>	<b>32,083,470</b>	<b>17,017,858</b>	<b>40,797,506</b>	<b>312,837,182</b>
<b>Expenditures</b>								
Salaries and Wages	33,335,046	-	-	146,442	3,176,065	219,237	181,154	37,057,943
Employee Benefits	20,563,306	-	-	57,157	1,610,019	7,054,333	2,391,674	31,676,489
Contractual	15,090,034	29,911,000	7,500	672,460	5,469,754	3,131,174	24,926,187	79,208,109
Commodities	2,102,506	250	-	6,700	937,522	6,642	2,581	3,056,201
Depreciation/Capital Outlay	2,419,403	-	-	73,869,279	3,195,832	2,606,472	-	82,090,986
Debt Service	-	3,847,355	7,270,221	-	1,992,463	-	-	13,110,039
Interfund Transfers	30,317,285	-	1,000,000	1,008,463	12,037,204	-	-	44,362,952
Other	985,351	-	-	328,590	545,613	4,000,000	-	5,859,554
<b>Subtotal</b>	<b>104,812,931</b>	<b>33,758,605</b>	<b>8,277,721</b>	<b>76,089,091</b>	<b>28,964,472</b>	<b>17,017,858</b>	<b>27,501,596</b>	<b>296,422,273</b>
Transfer to Fund Balance/Retained Earnings	-	-	-	-	3,118,998	-	13,295,910	16,414,908
<b>Total Expenditures</b>	<b>104,812,931</b>	<b>33,758,605</b>	<b>8,277,721</b>	<b>76,089,091</b>	<b>32,083,470</b>	<b>17,017,858</b>	<b>40,797,506</b>	<b>312,837,182</b>
<b>Financial Ratios</b>								
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Total
Ad Valorem Taxes as percentage of total fund budget	68.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	23.06%
Ad Valorem Taxes per capita (9,218 population)	\$ 7,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,825
Total expenditures per capita (9,218 population)	\$ 11,370	\$ 3,662	\$ 898	\$ 8,254	\$ 3,481	\$ 1,846	\$ 4,426	33,938
Personnel as a percentage of the total budget	51.42%	-%	-%	0.27%	14.92%	42.74%	6.31%	21.97%
Capital expenditures as percentage of total fund budget	2.31%	-%	-%	97.08%	9.96%	15.32%	-%	26.24%
Capital expenditures per capita (9,218 population)	\$ 262	\$ -	\$ -	\$ 8,014	\$ 347	\$ 283	\$ -	8,906

## Summary of Major Revenues by Fund Type

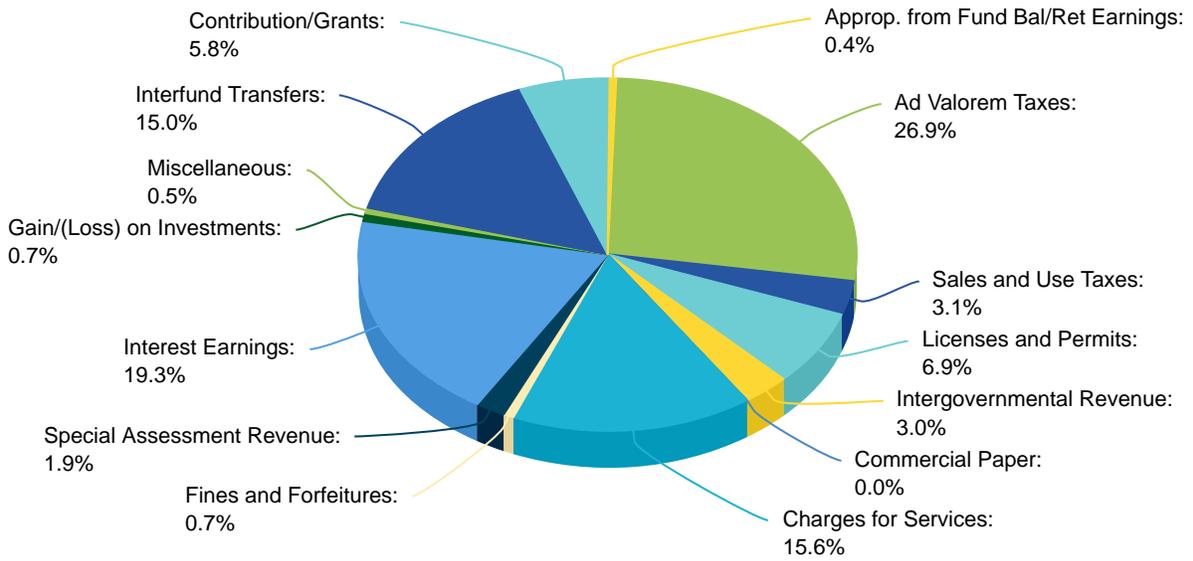
Description	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Variance	% of Total Budget
<b>General Fund</b>							
Ad Valorem Taxes	\$ 58,016,220	\$ 60,530,819	\$ 65,419,700	\$ 65,432,700	\$ 72,130,510	10.26%	66.31%
Sales and Use Taxes	6,452,853	6,700,986	6,672,100	6,934,600	6,678,000	0.09%	7.03%
Licenses and Permits	4,766,940	5,978,460	5,054,400	5,978,166	5,331,000	5.47%	6.06%
Intergovernmental Revenue	2,033,204	1,362,837	1,181,000	1,418,105	1,240,200	5.01%	1.44%
Charges for Services	7,172,386	7,801,991	7,823,200	8,455,241	8,175,638	4.51%	8.57%
Fines and Forfeitures	918,509	1,247,451	943,200	1,644,800	1,128,000	19.59%	1.67%
Interest Earnings	109,289	(391,573)	213,217	1,902,000	685,386	221.45%	1.93%
Miscellaneous	499,518	458,041	290,700	744,625	595,200	104.75%	0.75%
Interfund Transfers	3,225,000	5,061,266	6,164,921	6,164,921	7,748,997	25.69%	6.25%
Subtotal	83,193,918	88,750,278	93,762,438	98,675,158	103,712,931	10.61%	100.00%
Appropriations from Fund Balance	-	-	3,429,500	-	1,100,000	(67.93%)	-%
<b>Total General Fund</b>	<b>\$ 83,193,918</b>	<b>\$ 88,750,278</b>	<b>\$ 97,191,938</b>	<b>\$ 98,675,158</b>	<b>\$ 104,812,931</b>	<b>7.84%</b>	<b>100.00%</b>
<b>Special Revenue Funds</b>							
Interest Earnings	\$ 89,962	\$ 358,601	\$ 100,000	\$ 1,202,000	\$ 300,000	200.00%	8.87%
Special Assessments	10,862,886	3,899,190	3,850,000	3,500,000	3,503,760	(8.99%)	25.81%
Intergovernment Revenue	-	827,237	8,500,000	5,365,123	-	(100.00%)	39.57%
Miscellaneous Revenue	220,557	212,030	224,900	200,000	224,900	-%	1.48%
Bond Proceeds	9,198,896	-	-	-	-	-%	-%
Interfund Transfers	665,000	3,276,550	3,291,116	3,291,116	4,600,000	39.77%	24.27%
Subtotal	21,037,301	8,573,608	15,966,016	13,558,239	8,628,660	(45.96%)	100.00%
Appropriations from Fund Balance	-	-	18,035,105	-	25,129,945	39.34%	-%
<b>Total Special Revenue Funds</b>	<b>\$ 21,037,301</b>	<b>\$ 8,573,608</b>	<b>\$ 34,001,121</b>	<b>\$ 13,558,239</b>	<b>\$ 33,758,605</b>	<b>(0.71%)</b>	<b>100.00%</b>
<b>Debt Service Funds</b>							
Interest Earnings	\$ 1,080	\$ 5,816	\$ 500	\$ 30,000	\$ 20,000	3900.00%	0.41%
Special Assessments	723,958	746,520	723,013	785,000	727,038	0.56%	10.66%
Interfund Transfers	6,399,142	6,376,777	6,377,227	6,377,227	6,375,683	(0.02%)	86.60%
Subtotal	7,124,181	7,129,113	7,100,740	7,192,227	7,122,721	0.31%	97.67%
Appropriations from Fund Balance	-	-	184,999	171,749	1,155,000	524.33%	2.33%
<b>Total Debt Service Funds</b>	<b>\$ 7,124,181</b>	<b>\$ 7,129,113</b>	<b>\$ 7,285,739</b>	<b>\$ 7,363,976</b>	<b>\$ 8,277,721</b>	<b>13.62%</b>	<b>100.00%</b>
<b>Capital Projects Funds</b>							
Interest Earnings	\$ (19,849)	\$ (1,990,642)	\$ 847,100	\$ 2,479,589	\$ 1,201,000	41.78%	9.93%
Sales and Use Taxes	\$ 666,598	\$ 812,286	500,000	700,000	\$ 500,000	-%	2.80%
Grants/Interlocal/Donations	\$ 11,149,336	\$ 2,300,386	3,212,763	5,985,690	\$ 2,858,847	(11.02%)	23.97%
Special Assessment Revenue	269,096	282,500	371,939	385,002	478,027	28.52%	1.54%
Miscellaneous	-	-	-	93,728	-	-%	0.38%
Interfund Transfers	8,562,108	13,348,510	15,323,801	15,323,801	17,099,327	11.59%	61.37%
Subtotal	20,627,289	14,753,039	20,255,603	24,967,810	22,137,201	9.29%	100.00%
Appropriations from Fund Balance	-	-	47,325,237	-	53,951,891	14.00%	-%
<b>Total Capital Projects Funds</b>	<b>\$ 20,627,289</b>	<b>\$ 14,753,039</b>	<b>\$ 67,580,840</b>	<b>\$ 24,967,810</b>	<b>\$ 76,089,092</b>	<b>12.59%</b>	<b>100.00%</b>

Summary of Major Revenues by Fund Type (continued)

Description	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Variance	% of Total Budget
<b>Enterprise Funds</b>							
Charges for Services	\$ 3,658,661	\$ 14,860,076	\$ 15,909,700	\$ 19,788,970	\$ 20,188,950	26.90%	63.28%
Licenses and Permits	10,741,230	12,320,044	9,946,285	10,924,525	9,909,500	(0.37%)	34.94%
Interest Earnings	(989,064)	(182,342)	50,000	550,000	350,000	600.00%	1.76%
Loan Proceeds	4,535	-	-	-	-	-%	-%
Grants/Interlocal/Donations	1,918,494	-	-	-	-	-%	-%
Interfund Transfers	26,940	71,517	-	-	-	-%	-%
Miscellaneous	3,329	3,472	36,500	7,500	20,000	(45.21%)	0.02%
Subtotal	15,364,125	27,072,767	25,942,485	31,270,995	30,468,450	17.45%	100.00%
Appropriations from Retained Erngs.	-	-	1,188,943	-	1,615,020	35.84%	-%
<b>Total Enterprise Funds</b>	<b>\$ 15,364,125</b>	<b>\$ 27,072,767</b>	<b>\$ 27,131,428</b>	<b>\$ 31,270,995</b>	<b>\$ 32,083,470</b>	<b>18.25%</b>	<b>100.00%</b>
<b>Internal Service Funds</b>							
Interest Earnings	-\$9,112	-\$1,138,243	\$ 300,000	\$ 755,000	\$ 350,000	16.67%	6.53%
Gain/Loss on Investments	92,044	(11,082)	75,000	75,000	75,000	-%	0.65%
Miscellaneous	247,358	212,202	-	90,000	-	-%	0.78%
Interfund Transfers	292,711	257,816	-	-	-	-%	-%
Charges for Services	8,798,205	8,915,034	9,726,887	9,761,694	10,204,463	4.91%	84.45%
Subtotal	9,421,206	8,235,727	10,101,887	10,681,694	10,629,463	5.22%	92.41%
Appropriations from Retained Erngs.	-	-	5,882,785	877,009	6,388,395	8.59%	7.59%
<b>Total Internal Service Funds</b>	<b>\$ 9,421,206</b>	<b>\$ 8,235,727</b>	<b>\$ 15,984,672</b>	<b>\$ 11,558,703</b>	<b>\$ 17,017,858</b>	<b>6.46%</b>	<b>100.00%</b>
<b>Trust &amp; Agency Funds</b>							
Interest Earnings	\$ 42,373,666	\$ (55,318,310)	\$ 16,425,000	\$ 39,971,000	\$ 16,425,000	-%	65.12%
Gain/Loss on Investments	15,347,218	5,011,867	3,150,000	1,700,000	2,800,000	(11.11%)	2.77%
Miscellaneous	793,849	302,871	5,000	115,600	5,000	-%	0.19%
Contributions	14,523,225	14,530,331	14,638,460	14,172,260	16,147,506	10.31%	23.09%
Interfund Transfers	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	-%	8.83%
Subtotal	78,457,959	(30,053,241)	39,638,460	61,378,860	40,797,506	2.92%	100.00%
<b>Total Trust &amp; Agency Funds</b>	<b>\$ 78,457,959</b>	<b>\$ (30,053,241)</b>	<b>\$ 39,638,460</b>	<b>\$ 61,378,860</b>	<b>\$ 40,797,506</b>	<b>2.92%</b>	<b>100.00%</b>
<b>All Funds</b>							
Ad Valorem Taxes	\$ 58,016,220	\$ 60,530,819	\$ 65,419,700	\$ 65,432,700	\$ 72,130,510	10.26%	26.88%
Sales and Use Taxes	7,119,452	7,513,272	7,172,100	7,634,600	7,178,000	0.08%	3.14%
Licenses and Permits	15,508,169	18,298,505	15,000,685	16,902,691	15,240,500	1.60%	6.94%
Intergovernmental Revenue	2,033,204	3,663,222	1,181,000	7,403,795	4,099,047	247.08%	3.04%
Commercial Paper	9,198,896	-	-	-	-	-%	-%
Charges for Services	19,629,253	31,577,101	33,459,787	38,005,905	38,569,051	15.27%	15.61%
Fines and Forfeitures	918,509	1,247,451	943,200	1,644,800	1,128,000	19.59%	0.68%
Special Assessment Revenue	11,855,941	4,928,209	4,944,952	4,670,002	4,708,825	(4.78%)	1.92%
Interest Earnings	41,555,972	(58,656,694)	17,935,817	46,889,589	19,331,386	7.78%	19.26%
Gain/(Loss) on Investments	15,439,262	5,000,785	3,225,000	1,775,000	2,875,000	(10.85%)	0.73%
Miscellaneous	1,764,610	1,188,616	557,100	1,251,453	845,100	51.70%	0.51%
Interfund Transfers	24,590,901	33,812,436	36,577,065	36,577,065	41,244,007	12.76%	15.03%
Contribution/Grants	27,591,055	14,530,331	17,851,223	14,172,260	16,147,506	(9.54%)	5.82%
Approp. from Fund Bal/Ret Earnings	-	-	76,046,569	1,048,758	89,340,251	17.48%	0.43%
<b>Total All Funds</b>	<b>\$ 235,221,443</b>	<b>\$ 123,634,053</b>	<b>\$ 280,314,198</b>	<b>\$ 243,408,618</b>	<b>\$ 312,837,182</b>	<b>11.60%</b>	<b>100.00%</b>

This table summarizes by fund type, the major revenue categories indicating category percentages of total fund revenues and percent change from the prior year.

### FY24 Budget by Revenue Type - All Funds



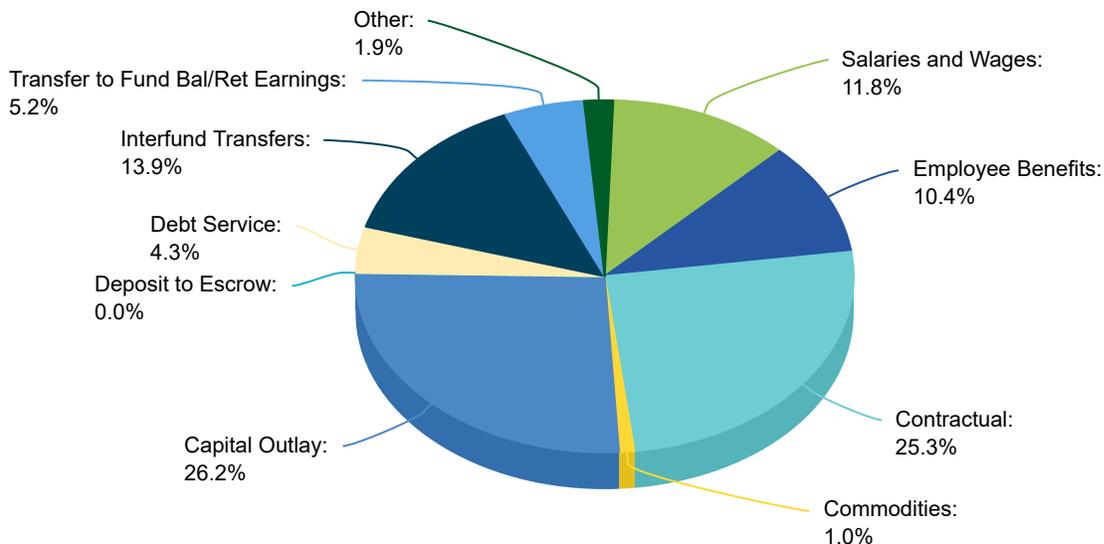
Summary of Expenditure Classifications by Fund Type

Description	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Variance	% of Total Budget
<b>General Fund</b>							
Salaries and Wages	\$ 26,301,194	\$ 27,177,428	\$ 31,365,775	\$ 29,979,766	\$ 33,335,046	6.28%	31.80%
Employee Benefits	18,151,397	18,217,039	19,002,546	18,753,521	21,352,434	12.37%	20.37%
Contractual	9,966,778	11,266,087	13,205,563	14,197,237	15,090,034	14.27%	14.40%
Commodities	1,775,410	2,065,466	1,932,622	1,956,542	2,102,506	8.79%	2.01%
Depreciation/Capital Outlay	2,477,082	2,383,514	2,509,665	2,508,865	2,419,403	(3.60%)	2.31%
Interfund Transfers	21,848,695	26,795,266	28,201,640	28,201,640	29,528,157	4.70%	28.17%
Other	352,650	363,230	974,127	374,127	985,351	1.15%	0.94%
Subtotal	80,873,205	88,268,029	97,191,938	95,971,698	104,812,931	7.84%	100.00%
<b>Total General Fund</b>	<b>\$ 80,873,205</b>	<b>\$ 88,268,029</b>	<b>\$ 97,191,938</b>	<b>\$ 95,971,698</b>	<b>\$ 104,812,931</b>	<b>7.84%</b>	<b>100.00%</b>
<b>Special Revenue Funds</b>							
Salaries and Wages	\$ 49,423	\$ 93,391	\$ 143,804	\$ 101,500	\$ -	(100.00%)	-%
Employee Benefits	26,313	40,915	47,312	44,338	-	(100.00%)	-%
Contractual	10,450,417	22,540,700	29,961,000	17,170,471	29,911,000	(0.17%)	88.60%
Commodities	2,270	41	250	-	250	-%	0.00%
Debt Service	3,667,309	3,850,005	3,848,755	3,849,255	3,847,355	(0.04%)	11.40%
Subtotal	14,195,732	26,525,052	34,001,121	21,165,564	33,758,605	(0.71%)	100.00%
<b>Total Special Revenue Funds</b>	<b>\$ 14,195,732</b>	<b>\$ 26,525,052</b>	<b>\$ 34,001,121</b>	<b>\$ 21,165,564</b>	<b>\$ 33,758,605</b>	<b>(0.71%)</b>	<b>100.00%</b>
<b>Debt Service Funds</b>							
Debt Service	\$ 7,292,382	\$ 7,262,902	\$ 7,278,239	\$ 7,264,739	\$ 7,270,221	(0.11%)	87.83%
Contractual	11,250	7,500	7,500	7,500	7,500	-%	0.09%
Interfund Transfers	-	-	-	-	1,000,000	-%	12.08%
Subtotal	7,303,632	7,270,402	7,285,739	7,272,239	8,277,721	13.62%	100.00%
<b>Total Debt Service Funds</b>	<b>\$ 7,303,632</b>	<b>\$ 7,270,402</b>	<b>\$ 7,285,739</b>	<b>\$ 7,272,239</b>	<b>\$ 8,277,721</b>	<b>13.62%</b>	<b>100.00%</b>
<b>Capital Projects Funds</b>							
Salaries and Wages	\$ 126,976	\$ 132,587	\$ 139,302	\$ 148,000	\$ 146,442	5.13%	0.19%
Employee Benefits	53,147	54,304	54,512	55,111	57,157	4.85%	0.08%
Contractual	1,897,185	2,026,129	2,396,372	465,497	672,460	(71.94%)	0.88%
Commodities	2,582	505	6,200	6,700	6,700	8.06%	0.01%
Capital Outlay	17,142,733	5,542,027	62,739,984	10,807,397	73,869,279	17.74%	97.08%
Interfund Transfers	1,013,181	1,008,958	1,009,135	1,009,135	1,008,463	(0.07%)	1.33%
Other	-	-	1,235,335	-	328,590	(73.40%)	0.43%
Subtotal	20,235,805	8,764,510	67,580,840	12,491,840	76,089,091	12.59%	100.00%
Transfer to Fund Balance	-	-	-	3,745,326	-	-%	-%
<b>Total Capital Projects Funds</b>	<b>\$ 20,235,805</b>	<b>\$ 8,764,510</b>	<b>\$ 67,580,840</b>	<b>\$ 16,237,166</b>	<b>\$ 76,089,091</b>	<b>12.59%</b>	<b>100.00%</b>
<b>Enterprise Funds</b>							
Salaries and Wages	\$ 1,943,208	\$ 2,212,610	\$ 2,751,508	\$ 2,518,912	\$ 3,176,065	15.43%	9.90%
Employee Benefits	2,632,834	1,616,601	1,475,987	1,342,950	1,610,019	9.08%	5.02%
Contractual	2,121,360	3,930,994	4,591,855	5,330,752	5,469,754	19.12%	17.05%
Commodities	530,049	795,030	692,497	901,868	937,522	35.38%	2.92%
Capital Outlay	410,149	1,951,376	2,469,309	1,826,121	3,195,832	29.42%	9.96%
Debt Service	894,173	868,188	2,180,376	2,180,376	2,180,670	0.01%	6.80%
Interfund Transfers	3,225,000	7,661,266	9,578,262	9,578,262	12,007,214	25.36%	37.42%
Other	-	-	463,593	-	545,613	17.69%	1.70%
Subtotal	11,756,773	19,036,066	24,203,387	23,679,241	29,122,689	20.32%	90.77%
Transfer to Retained Earnings	-	-	2,928,041	6,085,850	2,960,781	1.12%	9.23%
<b>Total Enterprise Funds</b>	<b>\$ 11,756,773</b>	<b>\$ 19,036,066</b>	<b>\$ 27,131,428</b>	<b>\$ 29,765,091</b>	<b>\$ 32,083,470</b>	<b>18.25%</b>	<b>100.00%</b>

Summary of Expenditure Classifications by Fund Type (continued)

Description	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Variance	% of Total Budget
<b>Internal Service Funds</b>							
Salaries and Wages	\$ 173,513	\$ 218,839	\$ 225,693	\$ 205,000	\$ 219,237	(2.86%)	1.29%
Employee Benefits	5,552,742	5,981,688	6,917,299	6,237,202	7,054,333	1.98%	41.45%
Contractual	1,488,061	1,599,482	2,421,566	2,571,542	3,131,174	29.30%	18.40%
Commodities	43,013	109,341	5,035	9,335	6,642	31.92%	0.04%
Capital Outlay	1,707,185	1,811,900	2,415,079	2,466,848	2,606,472	7.92%	15.32%
Debt Service	2,192	594	-	28,182	-	-%	-%
Interfund Transfers	26,940	71,517	-	-	-	-%	-%
Other	-	-	4,000,000	-	4,000,000	-%	23.50%
Subtotal	8,993,646	9,793,360	15,984,672	11,518,109	17,017,858	6.46%	100.00%
<b>Total Internal Service Funds</b>	<b>\$ 8,993,646</b>	<b>\$ 9,793,360</b>	<b>\$ 15,984,672</b>	<b>\$ 11,518,109</b>	<b>\$ 17,017,858</b>	<b>6.46%</b>	<b>100.00%</b>
<b>Trust &amp; Agency Funds</b>							
Salaries and Wages	\$ 94,117	\$ 103,303	\$ 185,316	\$ 117,750	\$ 181,154	(2.25%)	0.44%
Employee Benefits	2,434,204	2,368,276	2,575,384	2,634,171	2,391,674	(7.13%)	5.86%
Contractual	23,013,985	24,107,133	23,747,463	24,939,674	24,926,187	4.96%	61.10%
Commodities	4,896	1,571	1,404	1,754	2,581	83.80%	0.01%
Subtotal	25,547,201	26,580,283	26,509,567	27,693,349	27,501,596	3.74%	67.40%
Transfer to Fund Balance	-	-	13,128,893	33,685,511	13,295,910	1.27%	32.59%
<b>Total Trust &amp; Agency Funds</b>	<b>\$ 25,547,201</b>	<b>\$ 26,580,283</b>	<b>\$ 39,638,460</b>	<b>\$ 61,378,860</b>	<b>\$ 40,797,506</b>	<b>2.92%</b>	<b>99.99%</b>
<b>Total: All Funds</b>							
Salaries and Wages	\$ 28,688,430	\$ 29,938,159	\$ 34,811,398	\$ 33,070,928	\$ 37,057,943	6.45%	11.85%
Employee Benefits	28,850,636	28,278,823	30,073,040	29,067,293	32,465,617	7.96%	10.38%
Contractual	48,937,786	65,470,524	76,323,819	64,675,173	79,200,609	3.77%	25.32%
Commodities	2,358,221	2,971,954	2,638,008	2,876,199	3,056,201	15.85%	0.98%
Capital Outlay	21,737,149	11,688,816	70,134,037	17,609,231	82,090,986	17.05%	26.24%
Debt Service	11,856,056	11,981,690	13,307,370	13,322,552	13,298,246	(0.07%)	4.25%
Interfund Transfers	26,113,816	35,537,007	38,789,037	38,789,037	43,543,834	12.26%	13.92%
Transfer to Fund Bal/Ret Earnings	-	-	16,056,934	43,516,687	16,256,691	1.24%	5.20%
Other	363,900	370,730	6,680,555	381,627	5,867,054	(12.18%)	1.88%
<b>Subtotal All Funds</b>	<b>\$ 168,905,994</b>	<b>\$ 186,237,702</b>	<b>\$ 288,814,198</b>	<b>\$ 243,308,727</b>	<b>\$ 312,837,181</b>	<b>8.32%</b>	<b>100.00%</b>

FY24 Budget by Expenditure Classification - All Funds







# Reserve Analysis

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## 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, 2023, based on the ending fund balance at September 30, 2022 plus FY23 budgeted revenues less expenditures for all funds.

### FUND BALANCE PROJECTIONS

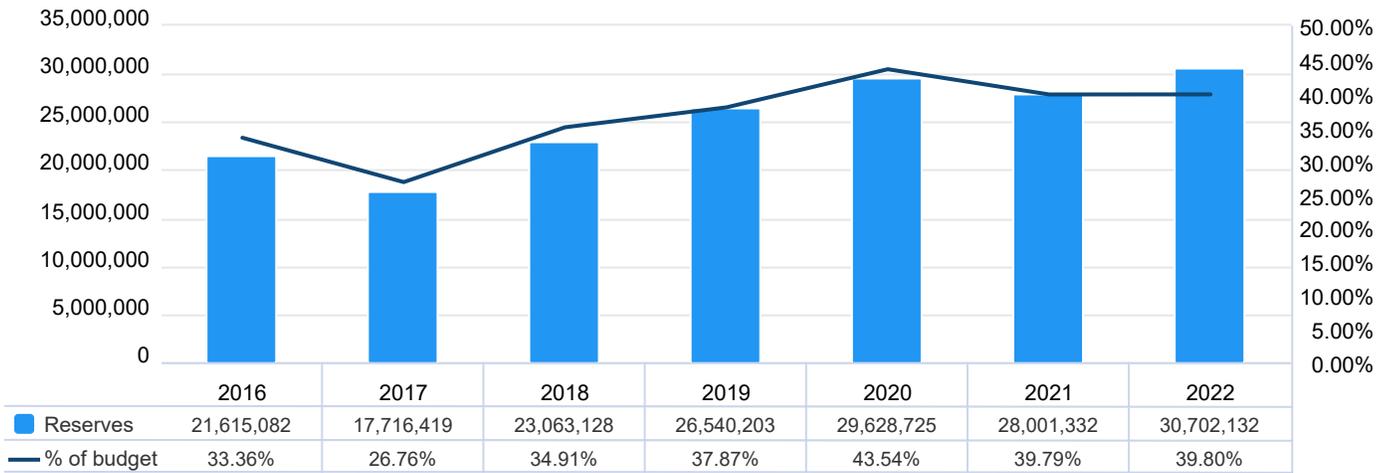
#### Estimated FY24 Reserve Balances

Fund	Estimated Fund Balance at 9/30/23	Estimated FY2024 Revenues	Estimated FY2024 Expenditures	Projected Fund Balance at 9/30/24
General Fund	\$ 37,479,326	\$ 103,712,931	\$ 104,812,931	\$ 36,379,326
Townwide Underground Utilities Fund	28,724,812	8,628,660	33,758,605	3,594,867
2013 and 2016A Bonds Debt Service Fund	1,127,570	6,395,683	6,550,683	972,570
2016B Worth Avenue Bond Debt Service Fund	180,191	727,038	727,038	180,191
Capital Improvement Fund	2,983,001	13,308,122	15,972,194	318,929
Coastal Management Fund	14,009,160	8,345,052	7,953,538	14,400,674
Worth Avenue Assessment District Fund	181,295	484,027	604,027	61,295
Marina Enterprise Fund	10,029,751	15,932,000	12,813,002	13,148,749
Par 3 Golf Course Enterprise Fund	11,918,034	4,685,913	4,685,913	11,918,034
Building Fund	5,363,201	10,009,500	11,465,557	3,907,144
Risk Insurance Fund	4,887,663	2,479,817	3,348,041	4,019,439
Health Insurance Fund	5,698,259	5,861,632	7,063,345	4,496,546
Equipment Replacement Fund	29,487,367	2,288,014	2,606,472	29,168,909
Employee's Retirement Fund	285,438,437	37,000,878	24,967,650	297,471,665
OPEB Trust Fund	38,820,741	3,796,628	2,533,946	40,083,423
<b>Totals</b>	<b>\$ 476,328,808</b>	<b>\$ 223,655,895</b>	<b>\$ 239,862,941</b>	<b>\$ 460,121,761</b>

### UNASSIGNED FUND BALANCE – GENERAL FUND

Pursuant to adopted policy, the unassigned fund balance for the General Fund is to be maintained at a minimum level of 25% of current year General Fund budgeted expenditures. This minimum level is to be maintained to protect the Town against economic downturns, temporary revenue shortfalls, unpredicted one-time expenditures, and for tax rate stabilization purposes. Twenty-five percent of the FY23 General Fund operating budget (General Fund budget less CIP, coastal and extraordinary retirement transfer) is \$19,289,519. The FY22 ending fund balance was \$30,702,132. The unassigned fund balance exceeded the minimum requirement by \$11,412,613. The General Fund Undesignated Fund Balance has consistently exceeded the required minimum level of 25%. The chart shows the trend for the General Fund Undesignated Fund Balance and the percent of budgeted expenditures the balance represents. The unassigned fund balance increased by \$2,700,800. The percentage of Unassigned Fund Balance vs. Budget stayed at the same percentage at 39.8%. Town Council has approved using \$605,000 (with a potential increase to \$1,747,000) from Unassigned Fund Balance in FY23 for the code reform project. Also, there may need to be another budget amendment for the North Fire Station once the final numbers come in.

### General Fund



### 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, 2022, was \$2,198,670. The FY23 appropriation for the pay-out of eligible accrued vacation, sick and compensatory time from this reserve is \$829,500.

### 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 FY23, 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. Phase 6 North Construction has begun while Construction on Phase 6 South will begin later this year. Engineering and design is underway for Phases 7 and 8 of the project. The completion of many of these projects is why there is a large decrease in the reserves of this fund for FY24.

### DEBT SERVICE FUNDS

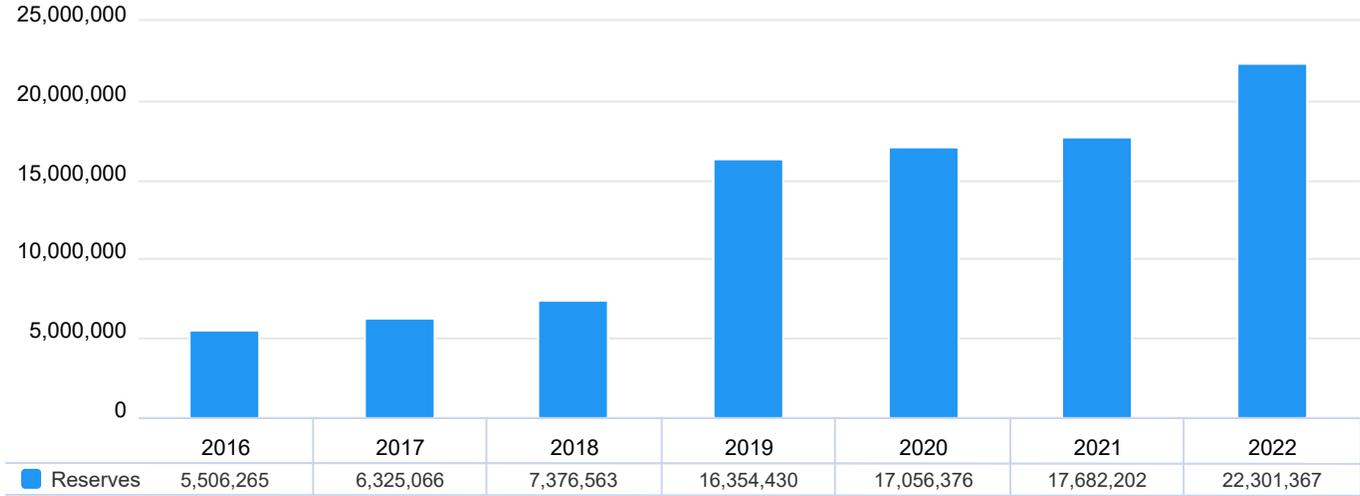
The debt service fund for the 2016A and 2019 bonds has excess reserves of \$1,511,783 that had accrued since the issuance of the 2013 bonds. These excess funds are being used to lower the annual transfer from the General Fund to the debt service fund and explains the decrease of 13.7% in the reserves for FY24..

### CAPITAL IMPROVEMENT FUND

For many years, the Town funded all of the capital infrastructure improvements through pay-as-you-go financing. For FY23, the transfer to the Capital Improvement Fund from the General Fund increased to \$9,371,000 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 \$6,723,600 have been encumbered for current projects. The balance of \$15,577,800 is reserved for future projects. The large change in the reserve balance of this fund is attributable to the closeout of many projects in FY24, including the restoration of the North Fire-Rescue Station.

### Capital Improvement Fund

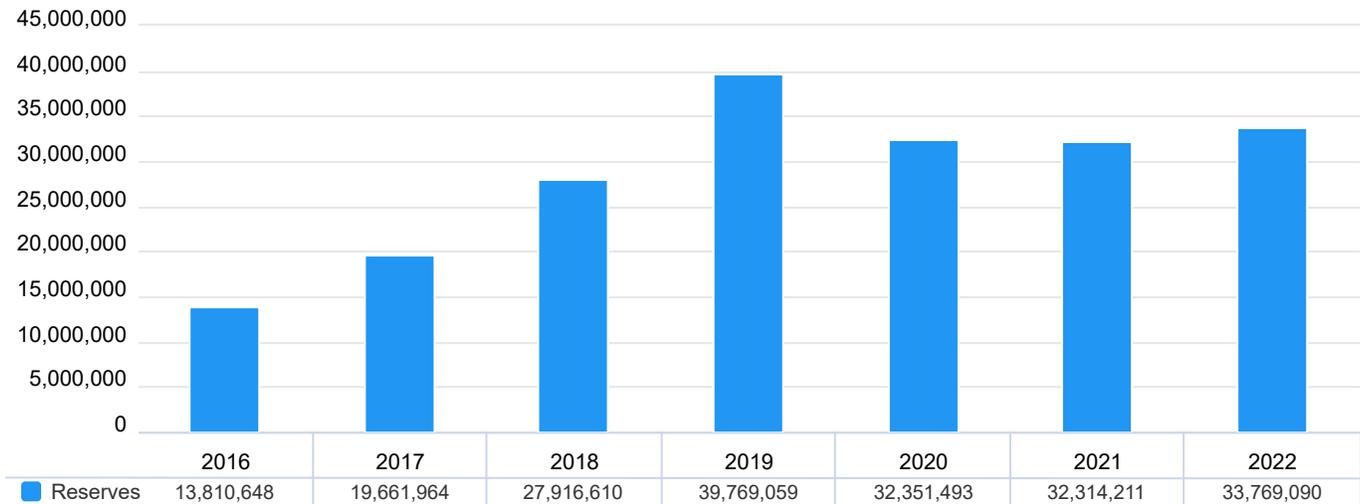


### COASTAL PROTECTION FUND

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 FY23 transfer was \$5,264,732. As of September 30, 2022, the reserve balance in this fund is \$33,769,090. 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.

### Coastal Protection Fund



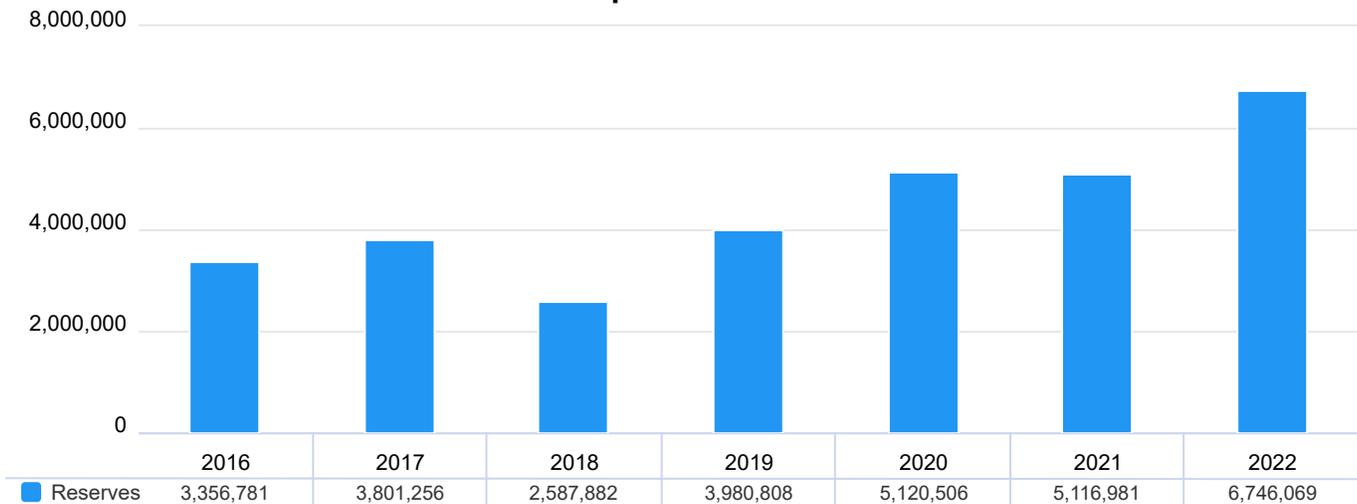
### WORTH AVENUE ASSESSMENT DISTRICT

The Worth Avenue Assessment District is used to account for the maintenance of the improvements on Worth Avenue. The maintenance and debt service is fully paid through assessments on the property owners in this district. The reserves in this fund have accumulated since the initial capital project was completed. The reserves in FY23 and FY24 are being used to offset increased maintenance costs and for valet service during the season, and explain the large percent decrease in reserves at the end of FY24..

### MARINA ENTERPRISE FUND RESERVES

At the end of FY22, \$6,746,069 has been set aside in the Dock Replacement Reserve and at the end of FY22 the unassigned fund balance totaled \$10,361,146. The unassigned fund balance will decline in FY23 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, 2022. 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. The reserve balance will continue to grow in this fund to ensure funding for the replacement when needed.

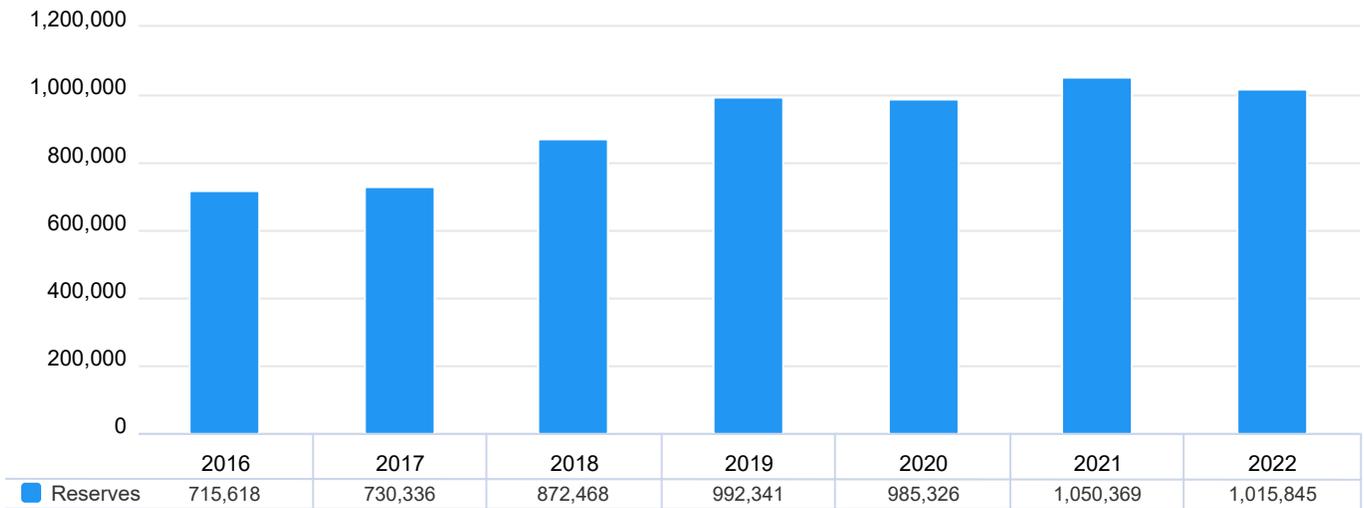
**Dock Replacement Reserve**



### PAR 3 ENTERPRISE FUND RESERVES

The Par 3 Golf course repair and replacement reserve is funded with a transfer equal to ½ of the annual depreciation on the clubhouse and golf course. The balance in this reserve as of September 30, 2022 is \$1,015,845. The Par 3 Enterprise Fund also has an Equipment Replacement Fund with a reserve balance at the end of FY22 of \$591,211.

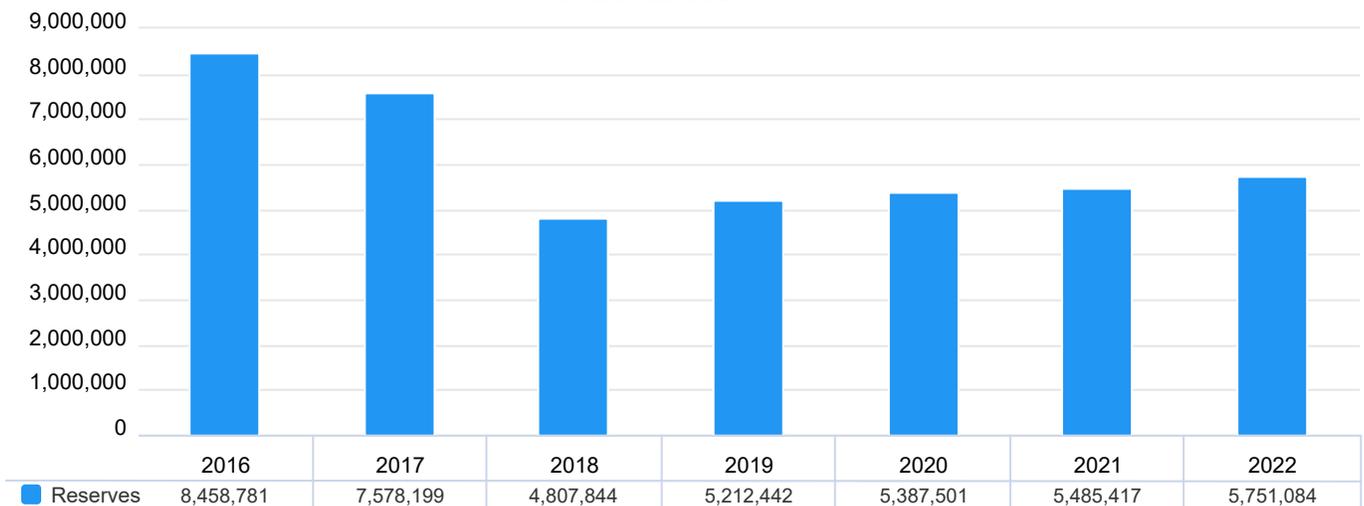
### Par 3 R&R Reserve



### RISK FUND RESERVES

The total reserve balance for the Risk Fund was \$5,751,084 as of September 30, 2022. 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 FY22 is \$1,751,084. 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.

### Risk Fund Reserves



### RESERVE FOR CATASTROPHIC EXPOSURES/EMERGENCIES – RISK FUND

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

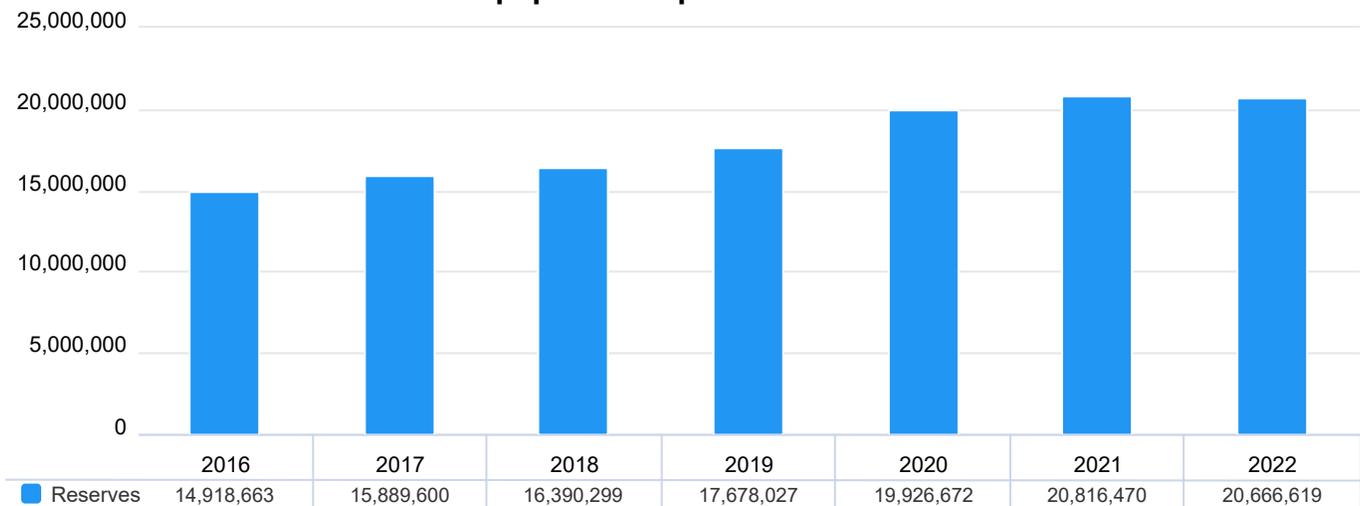
### EQUIPMENT REPLACEMENT FUND

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 FY22 was \$20,666,619. 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 small balance of \$813,053 remaining from this allocation. Currently the total amount in the fund for equipment replacement is 17,159,800 leaving an excess of \$3,506,819.

For FY23, income including the depreciation transfer will total \$2,320,297 and expenditures for capital equipment are budgeted at \$2,415,079 which will cause the net assets of this fund to increase.

**Equipment Replacement Fund**

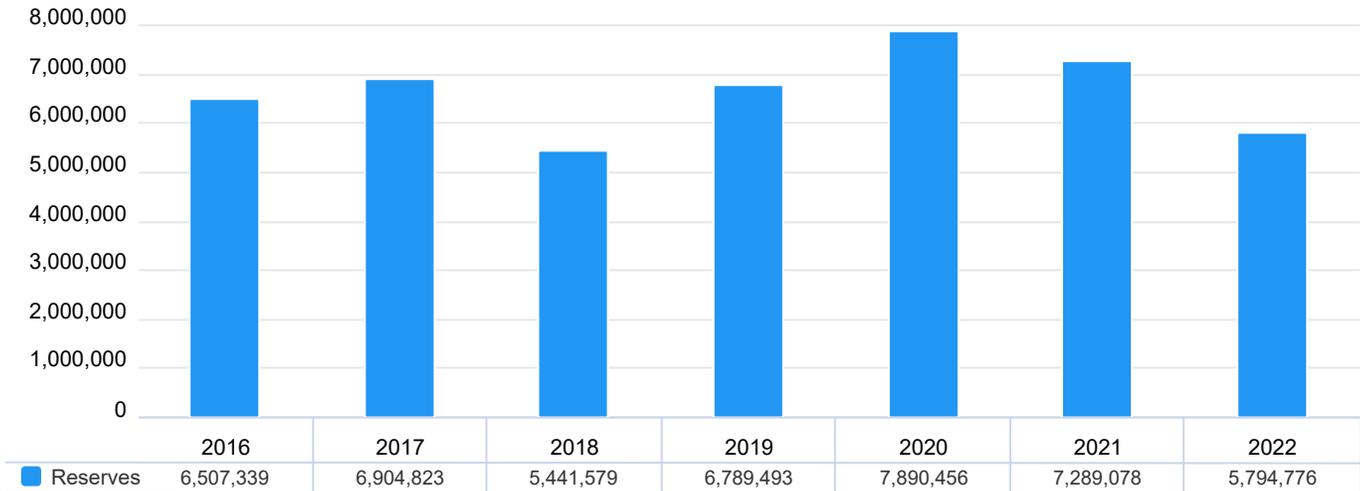


### HEALTH INSURANCE RESERVE

The balance of the reserve in the Health Fund at the end FY22 was \$5,794,777. 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 FY22 totaled \$3,159,114, leaving a surplus reserve amount of \$2,635,662. For FY23, \$1,932,037 from fund balance was used to balance the healthcare fund. This reserve will more than likely decrease again in 2023 and 2024. .

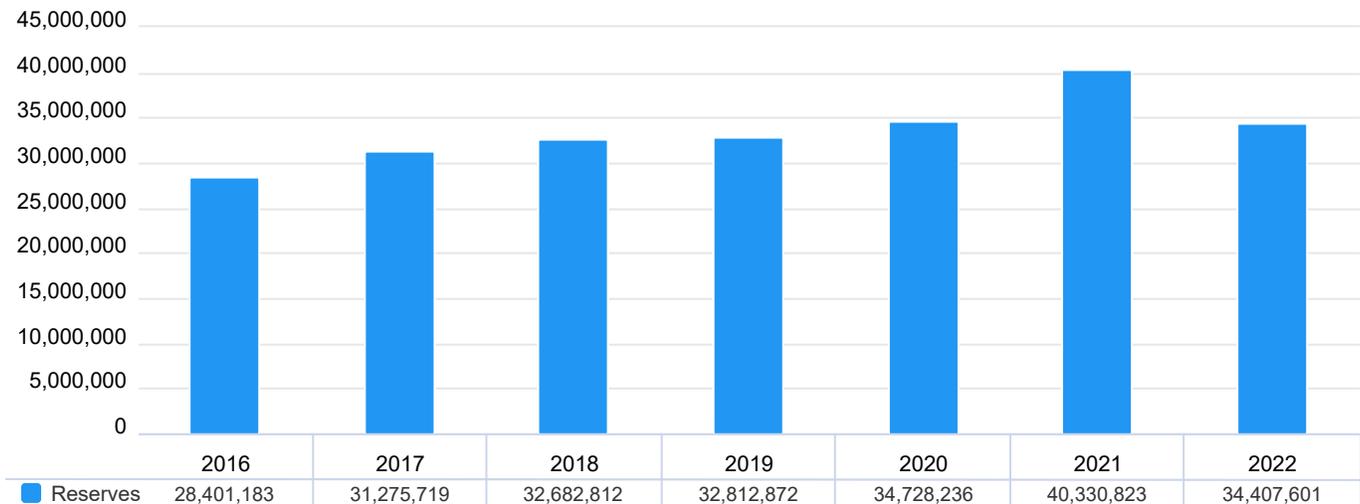
### Health Fund Reserves



### 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 \$34,407,601 as of September 30, 2022. The total OPEB liability at the end of FY21, was calculated to be \$31,068,482, resulting in a Net OPEB asset of \$3,339,119, and a funded ratio of 110.75% using a 5% return assumption. The actuarially determined transfer from the General Fund for the OPEB liability for FY23 is \$334,215. The Town is exceptionally well funded and continues to be well ahead of other government agencies.

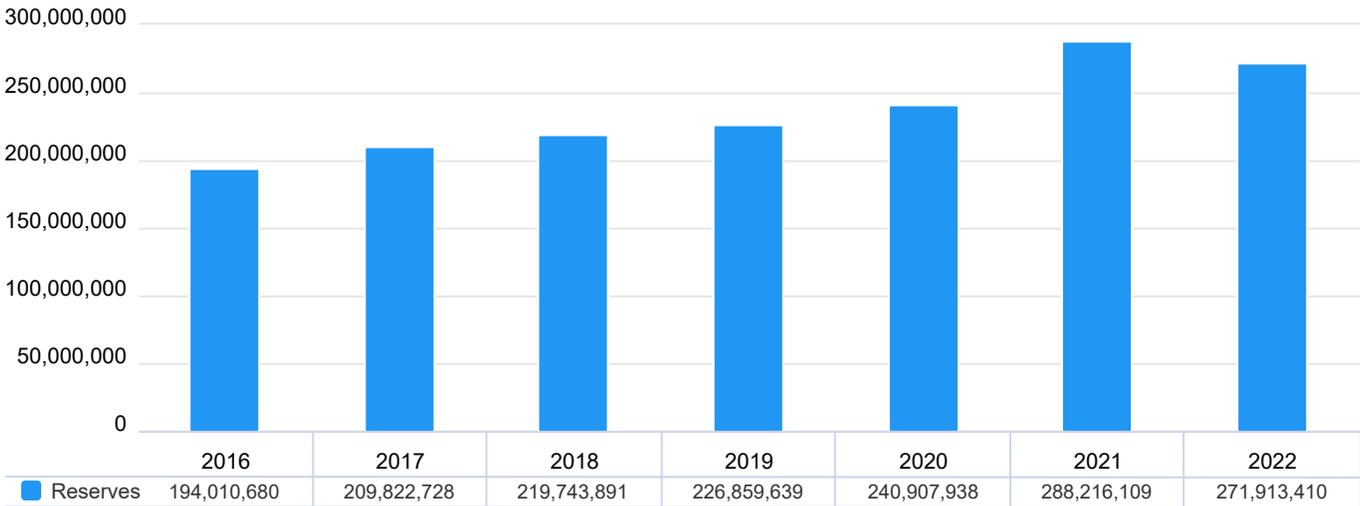
### OPEB Trust Reserves



## 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 FY22 were \$237,505,809. The decrease was a result of poor investment performance during the year. The funded ratio decreased from 76.1% last year to 75.2% this year. The reduction in the actuarial results resulted in an increase of \$1,193,635 in the actuarially determined employer contribution for FY24. The increase in reserves in this fund is partially due to the additional \$5,420,000 contributed annually until the fund is 100% funded per Town Council direction.

**Retirement Fund**



## 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 FY23 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 2018 through FY2023 budget.

### Contingency Balances 2018-2023

Contingency	2018	2019	2020	2021	2022	2023
General Fund Budget	\$ 655,877	\$ 560,000	\$ 610,000	\$ 600,000	\$ 600,000	\$ 600,000
General Fund Actual	12,000	79,864	160,280	105,000	42,000	-
CIP Budget	284,500	603,750	693,500	352,000	1,154,000	1,280,835
CIP Actual	-	95,796	-	-	-	-
ERF Budget	500,000	500,000	500,000	500,000	500,000	500,000
ERF Actual	105,252	-	-	30,000	130,000	-
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 3Golf Course Budget	-	89,630	85,298	93,223	103,477	130,169
Par 3Golf Course Actual	-	55,882	69,000	-	-	-
Marina Budget	-	55,679	54,209	39,686	123,094	134,671
Marina Actual	-	-	-	-	-	-
Building Permit Fund Budget	-	-	-	138,720	166,817	187,439
Building Permit Fund Actual	-	-	-	74,030	-	-
Recreation Enterprise Budget	168,303	-	-	-	-	-
Recreation Enterprise Actual	37,750	-	-	-	-	-

### UNASSIGNED NET POSITION

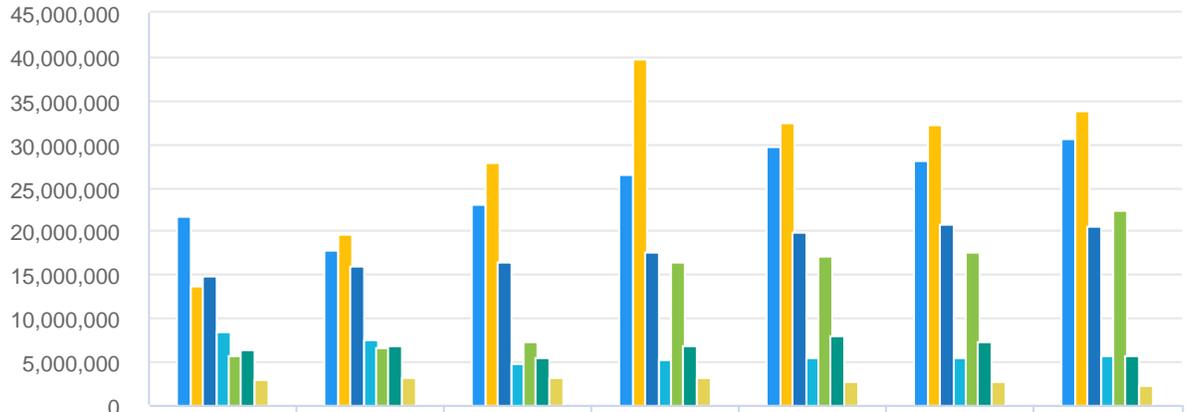
All reserves are at or over the policy established minimum. The financial strength of the Town can be measured by the health of its reserves. Bond rating agencies look closely at the reserve levels and the financial policies in place when rating a municipality. The rating agencies reviewed the Town's 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 upgraded in FY23 the Town's Revenue Bonds to Aaa 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 2017 through fiscal year end 2022. Total reserves equal \$499,736,399. Reserves less Pension and Retiree Health Trust total \$193,415,388. Total Town reserves have grown over 46.9% since 2017. Total reserves less the Pension Fund and Retiree Health OPEB Trust have grown by 95.1% or \$94,281,824 over the same period. The Pension and Retiree Health Funds have grown by \$65,222,564 or 27.1% since 2017. Funding for future capital, coastal and Townwide underground utility projects held in reserves totals \$108,127,402.

### Town Reserve Balance History 2016-2022

<b>Fund</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
General Fund	\$ 21,615,082	\$ 17,716,419	\$ 23,063,128	\$ 26,540,203	\$ 29,628,725	\$ 28,001,332	\$ 30,702,132
Compensated Absence (GF)	3,061,180	3,210,518	3,129,714	3,094,888	2,703,693	2,645,408	2,198,670
Equipment Replacement Fund	14,918,663	15,889,600	16,390,299	17,678,027	19,926,672	20,816,470	20,666,619
Recreation Enterprise Fund	169,291	777,250	-	-	-	-	-
Recreation ERF	583,475	651,225	-	-	-	-	-
Town Docks Unassigned Reserve						3,855,613	7,039,551
Dock Replacement	3,356,781	3,801,256	2,587,882	3,980,807	5,141,712	5,116,981	6,746,069
Par 3 M&I Reserve			-	-	-	-	21,270
Tennis M&I reserve	53,852	61,142	71,610	80,841	80,962	80,962	80,962
Par 3 R&R Reserve	715,617	730,336	872,468	992,341	985,326	1,050,369	1,015,845
Par 3 Equipment Replacement			638,842	524,641	524,869	555,779	591,211
Building Fund						2,572,742	7,252,043
MPSCC Replacement Fund (PS Radios)							196,445
Donation Fund	1,180,331	3,018,697	1,666,199	1,490,547	1,011,637	1,041,522	1,016,553
Debt Service	955,441	1,569,976	1,566,248	1,381,353	1,659,221	1,479,569	1,511,783
Capital Improvement	5,506,265	6,639,003	7,376,553	16,354,430	17,056,376	17,682,202	22,301,367
Coastal Protection Fund	13,810,648	19,661,966	27,916,610	39,769,059	32,351,493	32,314,211	33,769,090
Townwide Underground Fund		(1,172,618)	6,672,736	63,944,516	57,855,306	64,700,595	46,759,918
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	5,794,776
Risk Fund	8,458,781	7,578,199	4,807,846	5,212,442	5,387,501	5,485,417	5,751,084
Health - OPEB Trust	28,401,183	31,275,719	32,682,812	32,812,872	34,728,236	40,330,823	34,407,601
Pension Funds	194,010,680	209,822,728	219,743,891	226,859,639	240,907,938	288,216,109	271,913,410
<b>Total</b>	<b>\$ 323,500,673</b>	<b>\$ 340,232,011</b>	<b>\$ 361,914,990</b>	<b>\$ 449,107,701</b>	<b>\$ 458,704,350</b>	<b>\$ 523,235,182</b>	<b>\$ 499,736,399</b>

### Town Reserve Trends



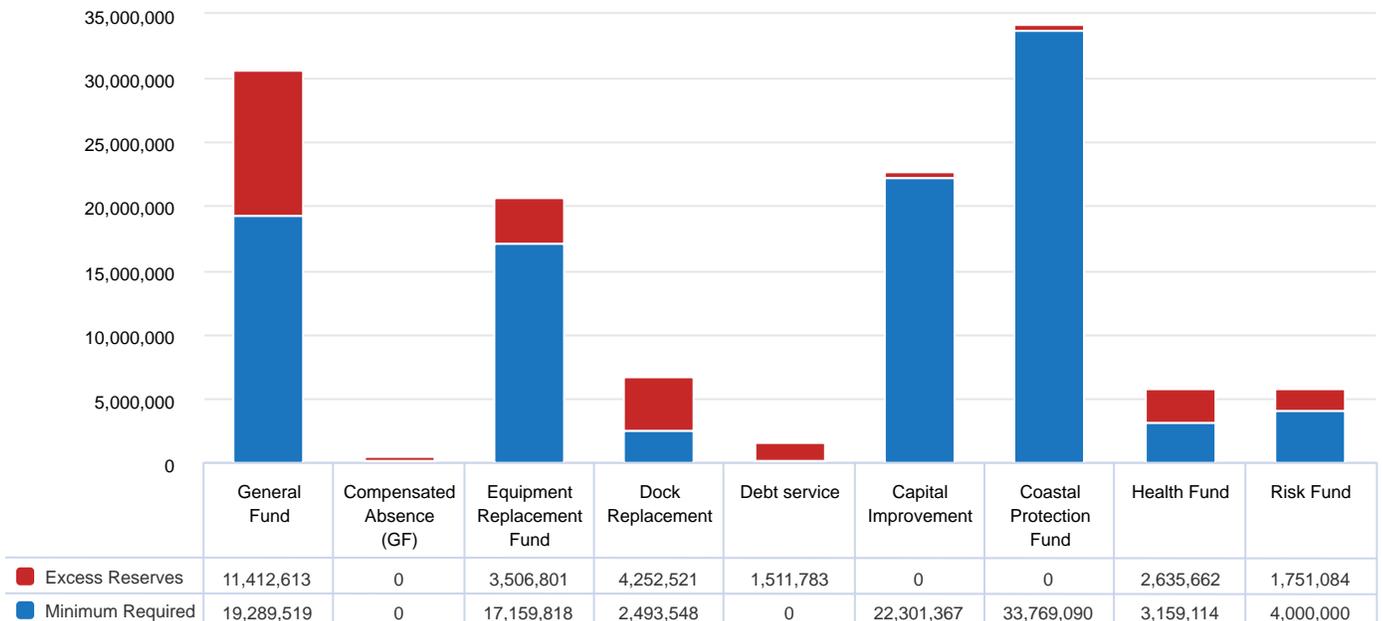
	2016	2017	2018	2019	2020	2021	2022
General Fund	21,615,082	17,716,419	23,063,128	26,540,203	29,628,725	28,001,332	30,702,132
Coastal Protection Fund	13,810,648	19,661,966	27,916,610	39,769,059	32,351,493	32,314,211	33,769,090
Equipment Replacement Fund	14,918,663	15,889,600	16,390,299	17,678,027	19,926,672	20,816,470	20,666,619
Risk Fund	8,458,781	7,578,199	4,807,846	5,212,442	5,387,501	5,485,417	5,751,084
Capital Fund	5,690,062	6,639,003	7,376,553	16,354,430	17,056,376	17,682,202	22,301,367
Health Fund	6,507,339	6,904,823	5,441,578	6,789,493	7,890,456	7,289,078	5,794,776
Compensated Absence (GF)	3,061,180	3,210,518	3,129,714	3,094,888	2,703,693	2,645,408	2,198,670

## 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 FY22 ending balance, minimum reserve amount and excess reserve balances. Total excess reserves are \$25,070,464. Of this amount, the Town Council in FY22 has allocated \$1,133,500 from the Marina Reserve and \$1,123,108 from the General Fund Reserve for the Lake Park Project.

Fund	2022 Reserve Balance	Minimum Required Balance	Excess Reserves
General Fund	\$ 30,702,132	\$ 19,289,519	\$ 11,412,613
Building Enterprise Fund	7,252,043	7,252,043	\$ -
Equipment Replacement Fund	20,666,619	17,159,818	\$ 3,506,801
Dock Replacement	6,746,069	2,493,548	\$ 4,252,521
Debt Service	1,511,783	-	\$ 1,511,783
Capital Improvement	22,301,367	22,301,367	\$ -
Coastal Protection Fund	33,769,090	33,769,090	\$ -
Health Fund	5,794,776	3,159,114	\$ 2,635,662
Risk Fund	5,751,084	4,000,000	\$ 1,751,084
Health - OPEB Trust	34,407,601	34,407,601	\$ -
Pension Funds	271,913,410	271,913,410	\$ -
<b>Total</b>	<b>\$ 440,815,974</b>	<b>\$ 415,745,510</b>	<b>\$ 25,070,464</b>

Minimum and Excess Reserves







# Capital Expenditures

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## 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.

## FY2024 Town-Wide Capital Expenditures

Department	General Fund	Internal Service Funds	Capital Funds	Enterprise Funds	Total
<b>Information Technology</b>					
Annual Depreciation	128,717				128,717
Major Computer Equipment	175,000	1,232,587			1,407,587
<b>Finance</b>					
Annual Depreciation	1,820				1,820
Folding Machine		3,144			
<b>Planning and Zoning</b>					
Annual Depreciation	2,303				2,303
<b>Recreation</b>					
Annual Depreciation	48,744				48,744
<b>Fire Rescue</b>					
Annual Depreciation	673,272	-			673,272
Grant Equipment	25,000				25,000
Ford F150		39,015			39,015
<b>Police Department</b>					
Annual Depreciation	588,793	-			588,793
Finger Print Developer	-	5,000			5,000
Admin Patrol Vehicle	-	33,000			33,000
Safes/Cabinets in Patrol		5,000			5,000
A/C Freon Machine		6,000			6,000
Surveillance Cameras		389,300			389,300
Electronic Diagnostic Kit	-	6,000			6,000
<b>Public Works</b>					
Annual Depreciation	669,366	-			669,366
Ford F150	7,605	33,895			41,500
Ford Service Truck	53,136	40,084			93,220
2 Ford Pickup Trucks	6,648	61,352			68,000
Vehicle for Engineering Department	33,000				33,000
Vehicle Maintenance Equipment	6,000				6,000
Trash Crane		253,000			253,000
Ford Escape		33,895			
Bulldozer		447,000			447,000
Riding Lawnmower		18,200			18,200
<b>Capital Fund</b>					
Capital Projects			38,207,296		38,207,296
<b>Coastal Fund</b>					
Annual Depreciation					-
Coastal Projects			35,661,983		35,661,983
<b>Par 3 Fund</b>					
Annual Depreciation				380,416	380,416
Rental Golf Carts <sup>(37)</sup>				85,000	85,000
Utility Cart <sup>(2)</sup>				21,000	21,000
Utility Vehicle				34,000	34,000
Grounds Master Rough Mower				47,000	47,000
<b>Marina Fund</b>					
Annual Depreciation				1,723,069	1,723,069
3 Yamaha Umax Utility Carts				33,600	33,600
Surveillance Cameras				48,125	48,125
<b>Building Fund</b>					
Annual Depreciation				86,897	86,897
Vehicles <sup>(2)</sup>				80,000	80,000
<b>Total Capital Expenditures</b>	<b>\$2,419,404</b>	<b>\$2,606,472</b>	<b>\$73,869,279</b>	<b>\$2,539,107</b>	<b>\$81,397,223</b>





# General Fund

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

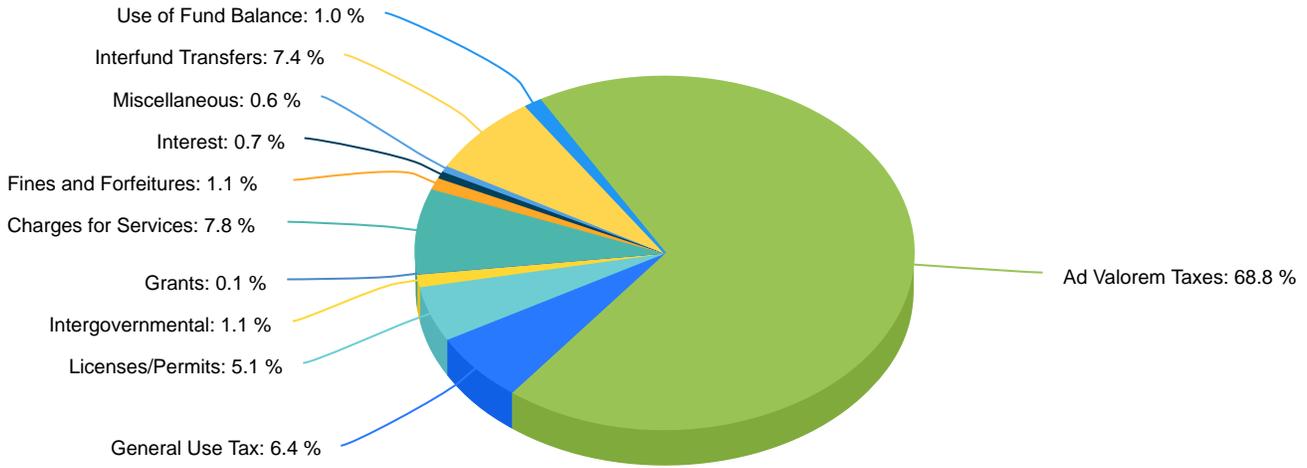
## GENERAL FUND REVENUES AND EXPENDITURES

### Budget Comparison

### Fiscal Years 2023 - 2024

	FY2023 Budget	FY2024 Budget	FY23 vs. FY24 \$ Difference	FY23 vs. FY24 % Change
<b>Revenues</b>				
Ad Valorem Taxes	\$ 65,419,700	\$ 72,130,510	\$ 6,710,810	10.26%
Non Ad Valorem Taxes	6,672,100	6,678,000	5,900	0.09%
Licenses & Permits	5,054,400	5,331,000	276,600	5.47%
Intergovernmental	1,181,000	1,240,200	59,200	5.01%
Charges for Services	7,823,200	8,175,638	352,438	4.51%
Fines and Forfeitures	943,200	1,128,000	184,800	19.59%
Investment Earnings	213,217	685,386	472,169	221.45%
Miscellaneous Revenues	290,700	595,200	304,500	104.75%
Interfund Transfers	645,465	1,121,000	475,535	73.67%
Transfer From Fund Balance	3,429,500	1,100,000	(2,329,500)	(67.93%)
Transfer from Building Fund	5,519,456	6,627,997	1,108,541	20.08%
<b>Total Revenues</b>	<b>\$ 97,191,938</b>	<b>\$ 104,812,931</b>	<b>\$ 7,620,993</b>	<b>7.84%</b>
<b>Expenditures</b>				
<b>Department</b>				
Legislative	\$ 152,500	\$ 151,550	\$ (950)	(0.62%)
General Government	1,029,904	679,400	(350,504)	(34.03%)
Town Manager	1,102,127	1,364,823	262,696	23.84%
Town Clerk	448,179	447,376	(803)	(0.18%)
Advice and Litigation	365,000	390,000	25,000	6.85%
Human Resources	849,064	973,047	123,983	14.60%
Information Systems	3,844,619	4,420,178	575,559	14.97%
Finance	2,000,157	2,076,603	76,446	3.82%
Recreation and Tennis	2,267,088	2,474,528	207,440	9.15%
Planning/Building/Zoning	1,804,847	2,346,434	541,587	30.01%
Library	374,127	385,351	11,224	3.00%
Fire-Rescue	16,205,243	17,383,195	1,177,952	7.27%
Police	18,521,887	20,125,257	1,603,370	8.66%
Public Works	19,094,339	20,677,903	1,583,564	8.29%
Contingency	600,000	600,000	-	-%
Transfer to Other Funds				
Transfer to CIP	5,371,020	10,308,122	4,937,102	91.92%
Transfer to CIP for NFRS	4,000,000	-	(4,000,000)	(100.00%)
Transfer to Coastal	5,264,732	5,791,205	526,473	10.00%
Transfer to UU Fund	191,116	-	(191,116)	(100.00%)
Transfer to Debt Service	5,680,666	5,679,013	(1,653)	(0.03%)
Transfer to Risk Fund	2,274,106	2,329,817	55,711	2.45%
Transfer to OPEB Trust Fund	331,217	789,128	457,911	138.25%
Extraordinary Transfer to Retirement Fund	5,420,000	5,420,000	-	-%
<b>Total General Fund Expenditures</b>	<b>\$ 97,191,938</b>	<b>\$ 104,812,931</b>	<b>\$ 7,620,993</b>	<b>7.84%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>		

### General Fund Revenues by Type



Ad Valorem Taxes	\$72,130,510
General Use Tax	\$6,678,000
Licenses/Permits	\$5,331,000
Intergovernmental	\$1,187,500
Grants	\$52,700
Charges for Services	\$8,175,638
Fines and Forfeitures	\$1,128,000
Interest	\$685,386
Miscellaneous	\$595,200
Interfund Transfers	\$7,748,997
Use of Fund Balance	\$1,100,000
	<u>\$104,812,931</u>

**General Fund Revenues**

Title	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Variance	% of Total Budget
<b>Ad Valorem Taxes</b>							
Current Ad Valorem Taxes	57,966,306	60,529,492	65,419,700	65,418,700	72,130,510	10.26%	68.82%
Back Taxes	49,914	1,327	-	14,000	-	-%	-%
	<b>58,016,220</b>	<b>60,530,819</b>	<b>65,419,700</b>	<b>65,432,700</b>	<b>72,130,510</b>	<b>10.26%</b>	<b>68.82%</b>
<b>Sales, Use and Fuel Taxes</b>							
1-6 Cents Local Opt Fuel Tax	224,588	235,448	230,000	110,500	108,000	(53.04%)	0.10%
1-5 Cents Local Opt Fuel Tax	102,271	107,360	107,100	241,500	235,000	119.42%	0.22%
	<b>326,858</b>	<b>342,808</b>	<b>337,100</b>	<b>352,000</b>	<b>343,000</b>	<b>1.75%</b>	<b>0.33%</b>
<b>Utility Services Taxes</b>							
Electricity Utility	2,702,687	2,865,367	2,800,000	2,835,000	2,800,000	-%	2.67%
Simplified Telecom Tax	1,004,023	1,039,761	1,050,000	1,111,500	1,050,000	-%	1.00%
Water Utility	2,036,173	2,062,997	2,100,000	2,218,300	2,100,000	-%	2.00%
Gas Utility	356,011	353,853	350,000	384,000	350,000	-%	0.33%
Propane Utility	27,101	36,202	35,000	33,800	35,000	-%	0.03%
	<b>6,125,995</b>	<b>6,358,178</b>	<b>6,335,000</b>	<b>6,582,600</b>	<b>6,335,000</b>	<b>-%</b>	<b>6.04%</b>
<b>Business Tax Receipts</b>							
Business Tax Receipts	776,348	787,771	825,000	870,000	875,000	6.06%	0.83%
Business Tax Receipt Penalties	29,362	44,986	35,000	57,000	35,000	-%	0.03%
	<b>805,710</b>	<b>832,756</b>	<b>860,000</b>	<b>927,000</b>	<b>910,000</b>	<b>5.81%</b>	<b>0.87%</b>
<b>Building Permits</b>							
Except/Var. App.	316,266	778,678	500,000	875,000	500,000	-%	0.48%
Abandonments	(194)	3,702	1,000	3,300	1,000	-%	0.00%
Architectural Fees	479,666	554,450	450,000	523,000	450,000	-%	0.43%
Landmarks Submittal	71,900	67,250	70,000	60,000	65,000	(7.14%)	0.06%
	<b>867,638</b>	<b>1,404,080</b>	<b>1,021,000</b>	<b>1,461,300</b>	<b>1,016,000</b>	<b>(0.49%)</b>	<b>0.97%</b>
<b>Franchise Fees</b>							
Electricity Franchise	1,959,374	2,302,533	1,950,000	2,304,111	2,100,000	7.69%	2.00%
Gas Franchise	308,622	298,275	305,000	300,000	305,000	-%	0.29%
	<b>2,267,996</b>	<b>2,600,809</b>	<b>2,255,000</b>	<b>2,604,111</b>	<b>2,405,000</b>	<b>6.65%</b>	<b>2.29%</b>
<b>Other Licenses, Fees and Permits</b>							
Right Of Way Permits	664,062	953,713	750,000	828,000	750,000	-%	0.72%
Residential Parking Plans	146,430	152,740	125,000	120,000	110,000	(12.00%)	0.10%
Town-wide Resident Parking Permit	-	-	-	-	100,000	100.00%	0.10%
Taxi Permits	225	-	900	225	-	(100.00%)	-%
Flood Plain Management Permit Fee	450	-	-	-	-	-%	-%
Newsrack Enclosure Admin Fee	380	-	500	480	-	(100.00%)	-%
Charitable Solicitations Fee	13,264	31,198	35,000	36,000	35,000	-%	0.03%
Char Solit Late Filing Fee	785	3,165	7,000	1,050	5,000	(28.57%)	0.00%
	<b>825,596</b>	<b>1,140,816</b>	<b>918,400</b>	<b>985,755</b>	<b>1,000,000</b>	<b>8.89%</b>	<b>0.95%</b>
<b>Federal Grants</b>							
Bullet Proof Vests Grant	2,420	3,673	18,500	7,700	7,700	(58.38%)	0.01%
Federal Grants - Public Safety	12,210	23,303	-	5,500	-	-%	-%
FEMA/FDOT Reimbursement	644,079	19,199	-	-	-	-%	-%
CARES Act	201,409	-	-	-	-	-%	-%
	<b>860,118</b>	<b>46,174</b>	<b>18,500</b>	<b>13,200</b>	<b>7,700</b>	<b>(58.38%)</b>	<b>0.01%</b>
<b>State Grants</b>							
State Grant - Public Safety	3,780	1,810	-	20,000	20,000	100.00%	0.02%
State Grant - Emergency Management	35,795	877	-	-	-	-%	-%
	<b>39,575</b>	<b>2,687</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>100.00%</b>	<b>0.02%</b>

## General Fund Revenues (continued)

Title	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Variance	% of Total Budget
<b>State Shared Revenues</b>							
State Revenue Sharing	263,668	315,328	270,000	290,000	270,000	-%	0.26%
Alcoholic Beverage Lic	32,858	26,826	30,000	27,000	30,000	-%	0.03%
Local Govt. Sales Tax	727,279	862,630	750,000	980,000	800,000	6.67%	0.76%
Fire Supplemental Compensation	32,733	36,792	37,000	37,000	37,000	-%	0.04%
911 Equip Reimbursement	8,115	27,584	12,000	12,000	12,000	-%	0.01%
Seized Tag	1,227	500	-	55	-	-%	-%
Fuel Tax Refund	23,039	23,069	21,000	21,000	21,000	-%	0.02%
	<b>1,088,919</b>	<b>1,292,729</b>	<b>1,120,000</b>	<b>1,367,055</b>	<b>1,170,000</b>	<b>4.46%</b>	<b>1.12%</b>
<b>Grants From Other Local Units</b>							
Ems Grant - Palm Beach County	21,849	-	25,000	-	25,000	-%	0.02%
	<b>21,849</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>-%</b>	<b>0.02%</b>
<b>Shared Revenues From Other Local Units</b>							
County Occ. Licenses	20,014	21,246	15,000	12,850	15,000	-%	0.01%
\$12.50 Citation Monies	2,728	-	2,500	5,000	2,500	-%	0.00%
	<b>22,743</b>	<b>21,246</b>	<b>17,500</b>	<b>17,850</b>	<b>17,500</b>	<b>-%</b>	<b>0.02%</b>
<b>Public Safety</b>							
Special Assignment Ot - Other	2,374,950	1,485,001	1,500,000	2,000,000	1,500,000	-%	1.43%
Police Id Cards	-	20	25,000	-	-	(100.00%)	-%
Burglar Alarm False Alarm Fees	38,975	35,625	40,000	34,000	35,000	(12.50%)	0.03%
Burglar Alarm Registration Fee	87,950	86,850	90,000	87,000	87,000	(3.33%)	0.08%
Burglar Alarm - Penalties	3,047	5,752	5,000	4,700	5,000	-%	0.00%
Burglar Alarm - Direct Connect	21,069	21,069	21,000	21,000	21,000	-%	0.02%
Valet Parking Permit	17,500	13,950	13,000	21,000	14,000	7.69%	0.01%
Tent Permits	4,072	21,829	15,000	25,000	15,000	-%	0.01%
Special Detail-Fire	4,675	22,915	10,000	37,000	25,000	150.00%	0.02%
Fire Prev Bonfires	-	-	-	300	-	-%	-%
Fire Prev Hot Work	3,300	4,400	2,500	2,475	2,500	-%	0.00%
Fire Prev Public Assembly	50	700	1,000	-	1,000	-%	0.00%
False Fire Alarms	18,825	26,474	16,000	19,000	16,000	-%	0.02%
Fire Prev Fireworks	8,000	12,510	10,000	12,000	10,000	-%	0.01%
Fire Prev Technical Fire Insp	-	100	-	-	-	-%	-%
Fire Prev Inspection Fees	77,421	188,909	75,000	140,000	100,000	33.33%	0.10%
Ems Transport Fees	379,635	392,996	435,000	430,000	425,000	(2.30%)	0.41%
	<b>3,039,469</b>	<b>2,319,099</b>	<b>2,258,500</b>	<b>2,833,475</b>	<b>2,256,500</b>	<b>(0.09%)</b>	<b>2.15%</b>
<b>Physical Environment</b>							
Special Solid Waste	14,285	16,134	12,000	10,000	12,000	-%	0.01%
Solid Waste	821,821	842,876	850,000	840,000	850,000	-%	0.81%
Comp. Garbage Collection Fee	261,809	376,768	290,000	375,000	300,000	3.45%	0.29%
SWA Recycling Revenue Share	-	13,938	3,500	-	-	(100.00%)	-%
Historic Specimen Tree Fee	1,768	1,989	2,000	2,431	2,000	-%	0.00%
	<b>1,099,683</b>	<b>1,251,706</b>	<b>1,157,500</b>	<b>1,227,431</b>	<b>1,164,000</b>	<b>0.56%</b>	<b>1.11%</b>

General Fund Revenues (continued)

Title	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Variance	% of Total Budget
<b>Transportation</b>							
Prkg Meter Royal Palm Way Lot	22,140	37,702	35,000	50,000	40,000	14.29%	0.04%
Prkg Meter Ocean Front	1,017,333	1,554,604	1,650,000	1,700,000	1,650,000	-%	1.57%
Prkg Meter Lake Front	119	-	-	-	-	-%	-%
Prkg Meter Phipps Ocean Front	204,177	268,354	310,000	290,000	40,000	(87.10%)	0.04%
Prkg Meter Peruvian	143,167	219,934	270,000	240,000	240,000	(11.11%)	0.23%
Prkg Meter Bradley Place	14,049	16,719	20,000	17,000	20,000	-%	0.02%
Prkg Meter North County	58,370	75,404	86,000	70,000	75,000	(12.79%)	0.07%
Prkg Meter Royal Palm Way, 100 block	108,730	183,054	225,000	181,000	180,000	(20.00%)	0.17%
Prkg Meter Sunrise	122,386	132,497	145,000	140,000	140,000	(3.45%)	0.13%
Prkg Meter Worth Ave	-	-	-	-	638,778	100.00%	0.61%
Other Parking Placard Programs	314,030	446,766	490,000	385,000	415,000	(15.31%)	0.40%
	<b>2,004,501</b>	<b>2,935,033</b>	<b>3,231,000</b>	<b>3,073,000</b>	<b>3,438,778</b>	<b>6.43%</b>	<b>3.28%</b>
<b>Culture and Recreation</b>							
Adult Program Fees (Rec)	21,579	16,490	81,000	8,640	10,000	(87.65%)	0.01%
Youth Program Fees (Rec)	386,980	501,026	345,000	497,200	500,000	44.93%	0.48%
Soma Dome fees	60	350	1,000	75	100	(90.00%)	0.00%
Fitness Center Classes	6,635	7,746	6,500	14,000	15,000	130.77%	0.01%
Tennis Mixers	33	88	-	750	-	-%	-%
Merchandise Sales	28,470	23,355	30,000	28,000	30,000	-%	0.03%
Adult Program Fees (Tennis)	1,805	1,545	3,000	1,000	3,000	\$0.00	\$0.00
Tennis 12 Play Pass	53,425	42,602	53,000	38,000	35,000	(33.96%)	0.03%
Daily Tennis Court Fees	32,175	31,358	33,500	46,000	35,000	4.48%	0.03%
Annual Tennis Court Fees	86,026	71,453	80,000	73,000	80,000	-%	0.08%
Passes/Daily Admission	125,280	139,039	120,000	150,000	160,000	33.33%	0.15%
Marina Amenity	-	179,640	191,100	191,100	200,660	5.00%	0.19%
Promotional Merchandise	600	2,483	3,500	370	2,500	(28.57%)	0.00%
Town Share Tennis Teaching Services	134,526	171,529	121,000	176,000	150,000	23.97%	0.14%
Town Share Tennis Merchandise Sales	1,486	1,444	1,600	1,700	1,600	-%	0.00%
	<b>879,079</b>	<b>1,190,148</b>	<b>1,070,200</b>	<b>1,225,835</b>	<b>1,222,860</b>	<b>14.26%</b>	<b>1.17%</b>
<b>Other Charges for Services</b>							
Certification Copy	-	1,701	-	-	-	-%	-%
Misc Copies	4,353	4,637	2,500	6,000	5,000	100.00%	0.00%
Lien Search Fee	131,800	86,100	90,000	76,000	75,000	(16.67%)	0.07%
Tennis Pro Admin Fees	13,500	13,567	13,500	13,500	13,500	-%	0.01%
	<b>149,653</b>	<b>106,006</b>	<b>106,000</b>	<b>95,500</b>	<b>93,500</b>	<b>(11.79%)</b>	<b>0.09%</b>
<b>Judgments and Fines</b>							
Fines - Other Parking	387,373	384,797	415,000	612,000	475,000	14.46%	0.45%
Fines - Parking Meters	92,474	145,455	100,000	285,000	150,000	50.00%	0.14%
Row Parking Violation Fines	74,088	106,514	100,000	100,000	100,000	-%	0.10%
Moving Violations	6,224	11,074	7,500	10,000	7,500	-%	0.01%
Revenue/2nd \$ Funding	1,224	1,400	1,200	1,100	1,000	(16.67%)	0.00%
Boot Fees	14,350	15,750	15,000	12,000	15,000	-%	0.01%
Penalty - Other Parking	101,940	118,639	125,000	147,000	125,000	-%	0.12%
Penalty - Parking Meters	24,435	38,397	25,000	75,000	50,000	100.00%	0.05%
	<b>702,109</b>	<b>822,026</b>	<b>788,700</b>	<b>1,242,100</b>	<b>923,500</b>	<b>17.09%</b>	<b>0.88%</b>

## General Fund Revenues (continued)

Title	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Variance	% of Total Budget
<b>Violations of Local Ordinances</b>							
Code Compliance Fines	214,625	418,425	150,000	395,000	200,000	33.33%	0.19%
Code Compliance Admin Fee	1,775	7,000	4,500	7,700	4,500	-%	0.00%
	<b>216,400</b>	<b>425,425</b>	<b>154,500</b>	<b>402,700</b>	<b>204,500</b>	<b>32.36%</b>	<b>0.20%</b>
<b>Interest and Other Earnings</b>							
Interest - Checking	31,242	37,928	30,000	750,000	200,000	566.67%	0.19%
Fmivt Interest	1,193	(159,103)	20,000	7,000	20,000	-%	0.02%
PFM/TD Bank Interest Income	8,293	(309,259)	128,217	730,000	250,000	94.98%	0.24%
Interest Certificates of Deposit	64,983	34,401	25,000	380,000	205,386	721.54%	0.20%
Investment Earnings/Ad Valorem	3,579	3,919	10,000	35,000	10,000	-%	0.01%
Interest - Leases	-	540	-	-	-	-%	-%
	<b>109,289</b>	<b>(391,573)</b>	<b>213,217</b>	<b>1,902,000</b>	<b>685,386</b>	<b>221.45%</b>	<b>0.65%</b>
<b>Rents and Royalties</b>							
Okeechobee Ground Lease	-	-	-	-	215,000	100.00%	0.21%
Equipment Rentals - Tennis	4	24	-	-	-	-%	-%
Facility Rental Fees (Tennis)	2,263	2,631	500	2,200	1,000	100.00%	0.00%
Facility Rental Fees (Rec)	23,907	26,704	25,000	65,000	40,000	60.00%	0.04%
Seviev Park Concession	265	11,290	6,000	8,000	15,000	150.00%	0.01%
Cell Phone Tower Lease Revenue	40,065	33,767	41,200	41,200	41,200	-%	0.04%
	<b>66,504</b>	<b>74,416</b>	<b>72,700</b>	<b>116,400</b>	<b>312,200</b>	<b>329.44%</b>	<b>0.30%</b>
<b>Other Miscellaneous Revenues</b>							
State Highway Lighting Maint	107,436	130,749	120,000	120,000	120,000	-%	0.11%
Rebate For Town Towing	2,708	2,337	3,000	2,525	3,000	-%	0.00%
Purchase Card Rebate	25,591	21,371	25,000	20,700	25,000	-%	0.02%
Credit Card Customer Surcharge	28,176	41,190	20,000	35,000	35,000	75.00%	0.03%
DC Forfeiture Transfer from ICMA	190,000	101,879	-	-	50,000	100.00%	0.05%
Miscellaneous Revenue	79,103	86,099	50,000	450,000	50,000	-%	0.05%
	<b>433,014</b>	<b>383,625</b>	<b>218,000</b>	<b>628,225</b>	<b>283,000</b>	<b>29.82%</b>	<b>0.27%</b>
<b>Interfund Transfer</b>							
Use of Fund Balance	-	-	3,429,500	-	1,100,000	(67.93%)	1.05%
Interfd Transfer-Marina	-	511,665	620,465	620,465	1,096,000	76.64%	1.05%
Interfd Transfer - Golf	25,000	25,000	25,000	25,000	25,000	-%	0.02%
Interfd Transfer - Building Dept Fund	3,200,000	4,524,601	5,519,456	5,519,456	6,627,997	20.08%	6.32%
	<b>3,225,000</b>	<b>5,061,266</b>	<b>9,594,421</b>	<b>6,164,921</b>	<b>8,848,997</b>	<b>(7.77%)</b>	<b>8.44%</b>
<b>Installment Purchases Proceeds</b>							
OFS - Lease Liabs Issued	-	63,063	-	-	-	-%	-%
	-	<b>63,063</b>	-	-	-	-%	-%
	<b>83,193,918</b>	<b>88,813,341</b>	<b>97,191,938</b>	<b>98,675,158</b>	<b>104,812,931</b>	<b>7.84%</b>	<b>100.00%</b>

## 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

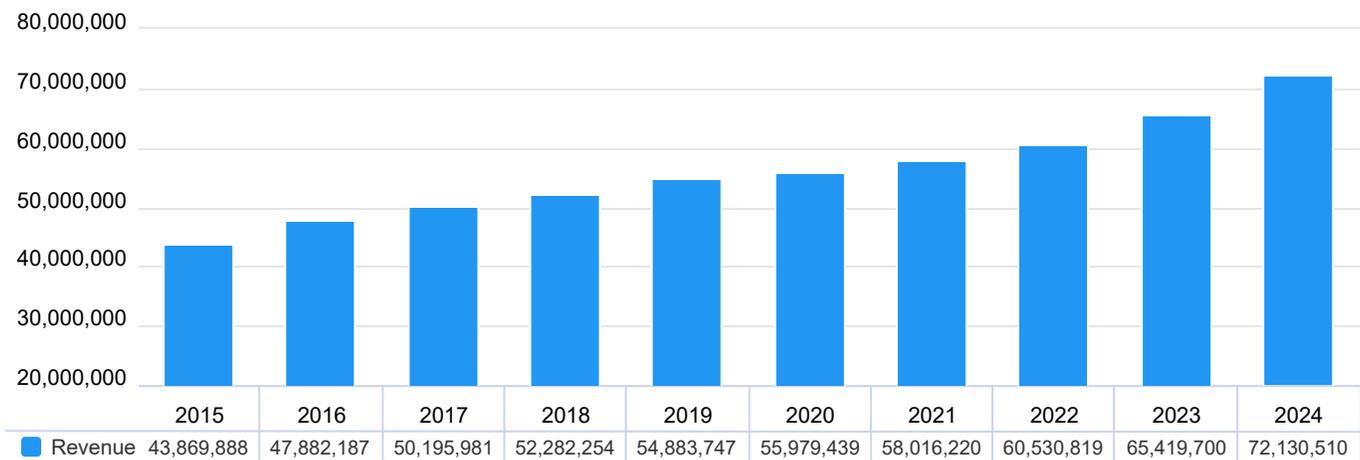
procedure creates the tax roll which is then turned over to the Tax Collector on or about the first Monday in October.

### 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.

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.

### Ad Valorem 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 FY24 the Town adopted a millage rate of 2.6110, which is 3.05% less than the FY23 rate of 2.6932. Since taxable value increased by 13.85%, the reduced millage rate resulted in an increase in taxes of \$6,710,803 over FY23.

The chart below identifies the FY24 TRIM options available to the Town.

<b>Taxable Value</b>		<b>\$ 29,079,603,728</b>	
<b>FY24 Millage Rate Options</b>		<b>Millage</b>	<b>Tax Revenue</b>
Rollback Millage Rate	2.3736	\$	65,572,180
Majority Maximum Millage Rate	2.4671	\$	68,155,176
2/3 Vote Maximum Millage Rate	2.7138	\$	74,970,417
<b>FY24 Town Adopted Millage Rate</b>	<b>2.6110</b>	<b>\$</b>	<b>72,130,503</b>

## LOCAL OPTION GAS TAX

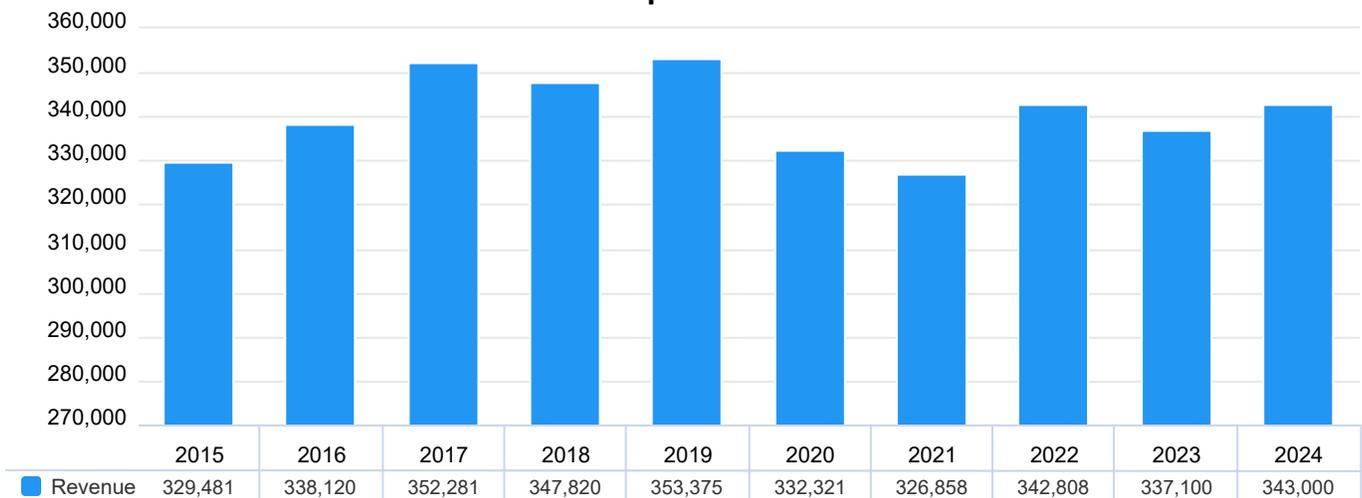
Local governments are authorized to impose a tax of 1 cent to 6 cents on every gallon of motor fuel and special fuel sold at the retail level. Local Option Gas Taxes are enacted by an inter-local agreement concerning the distribution of the tax proceeds is established between the local governments in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

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

1. 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.
2. A second inter-local agreement was signed in August 1993 providing a distribution formula for an additional five cent gas tax which the state legislation authorized the county commission to levy and the county commission approved on July 20, 1993. The approved distribution formula is 21% of all sums collected by the County from the State are distributed to municipalities and 79% of all sums collected are distributed to the County. The agreement is written to terminate at such time as the gas tax proceeds are no longer collected and distributed, with the distribution formula scheduled for review annually.

The Local Option Gas Tax budget for FY24 is based upon estimates provided by the State of Florida.

Local Option Gas Tax



## STATE SHARED REVENUE

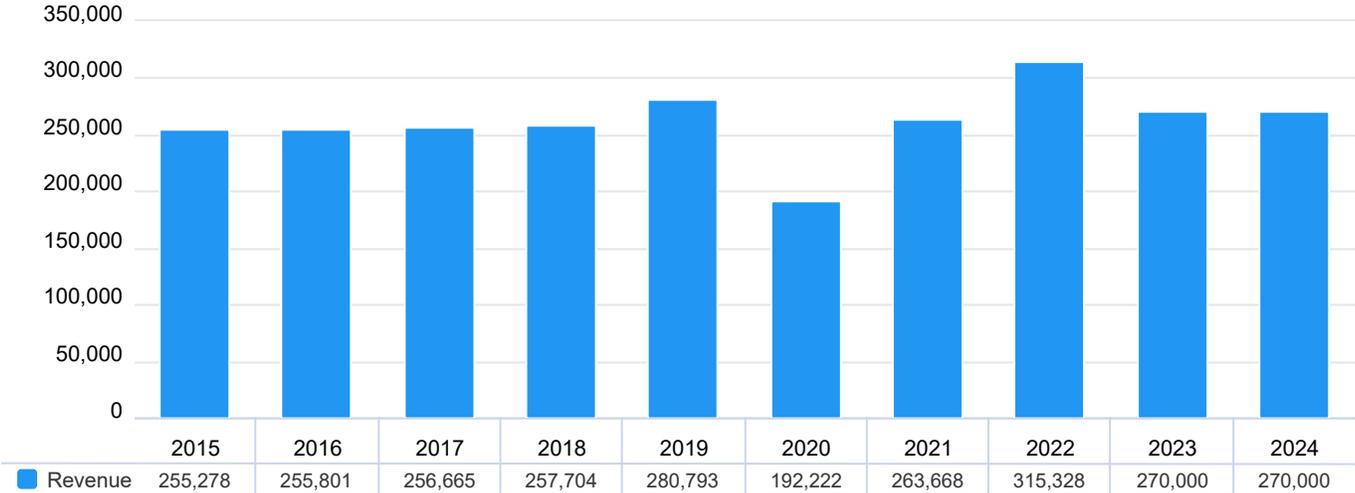
Sharing of certain state revenues with cities and counties began in Florida at least as early as 1931. Financial rescue of the counties from their overwhelming road debts from the 1920's came principally through sharing of the state's motor fuel tax. The Florida Revenue Sharing Act of 1972 was a major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

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

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

Revenues have decreased following the pandemic, but have begun to increase back to pre pandemic levels. The budget for FY24 is based upon estimates provided by the State of Florida.

**State Shared Revenue**

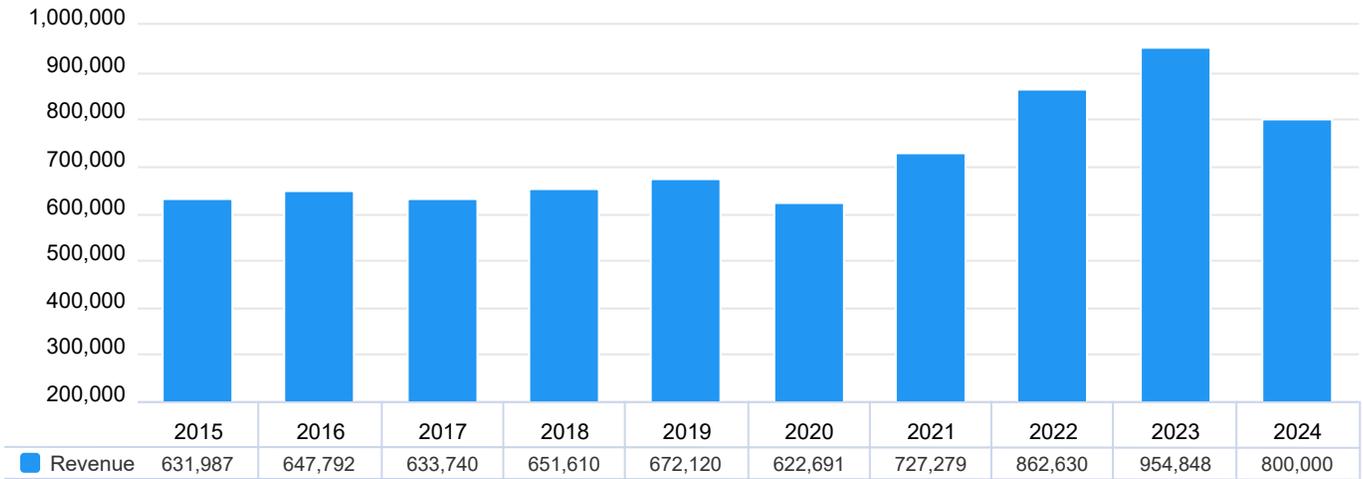


**HALF-CENT SALES TAX**

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.

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 effect for Palm Beach County is 7%. The State provides estimates for budgeting purposes.

### 1/2 Cent Sales Tax



### SHARED REVENUE COLLECTIONS

Fiscal Year	Local Option Gas Tax	State Shared Revenue	Half-Cent Sales Tax	Total
2024 (Budget)	\$ 343,000	\$ 270,000	\$ 800,000	\$ 1,413,000
2023 (Estimate)	352,000	290,000	980,000	1,622,000
2022	342,808	315,328	862,630	1,520,766
2021	326,858	263,668	727,279	1,317,805
2020	332,321	192,222	520,000	1,044,543
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

### 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
FY21	\$ 727,279
FY22	\$ 862,630
FY23 (Estimate)	\$ 980,000
FY24 (Budget)	\$ 800,000

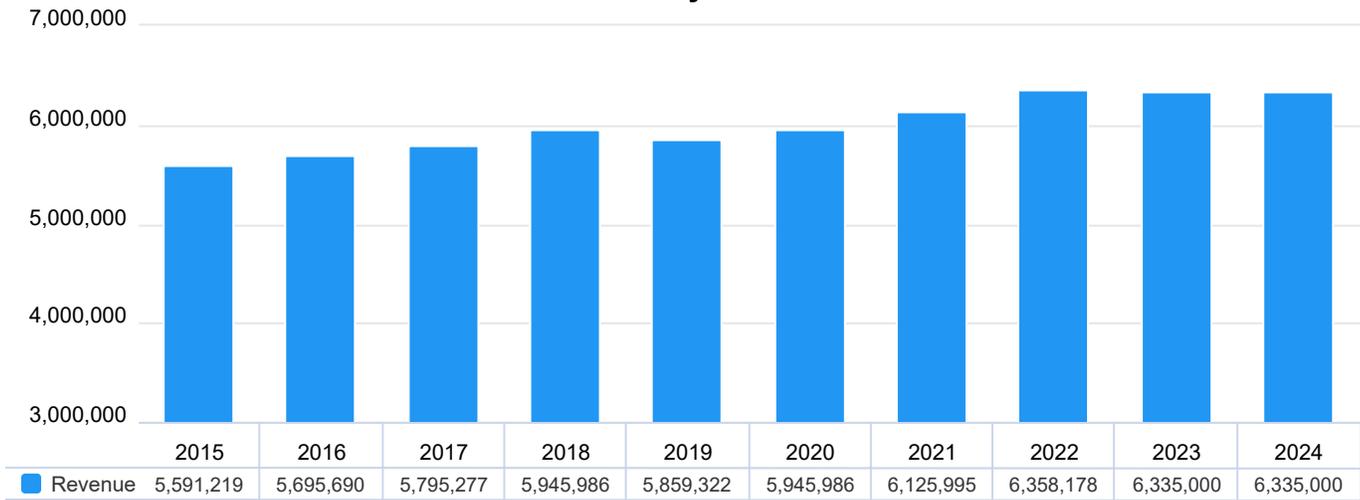
## UTILITY TAX

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 FY24 budget reflects an estimate based on recent trends. This revenue source has not been impacted by the pandemic.

Utility Tax



UTILITY TAX

Fiscal Year	Electricity	Comm. Service Tax	Water	Gas	Propane	Total
2024 (Budget)	\$ 2,800,000	\$ 1,050,000	\$ 2,100,000	\$ 350,000	\$ 35,000	\$ 6,335,000
2023 (Anticipated)	2,835,000	1,111,500	2,218,300	384,000	33,800	6,582,600
2022	2,865,367	1,039,761	2,062,997	353,853	36,202	6,358,180
2021	2,702,687	1,004,023	2,036,173	356,011	27,101	6,125,995
2020	2,555,680	1,067,826	1,912,624	300,000	23,192	5,859,322
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	5,795,378
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

## 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.

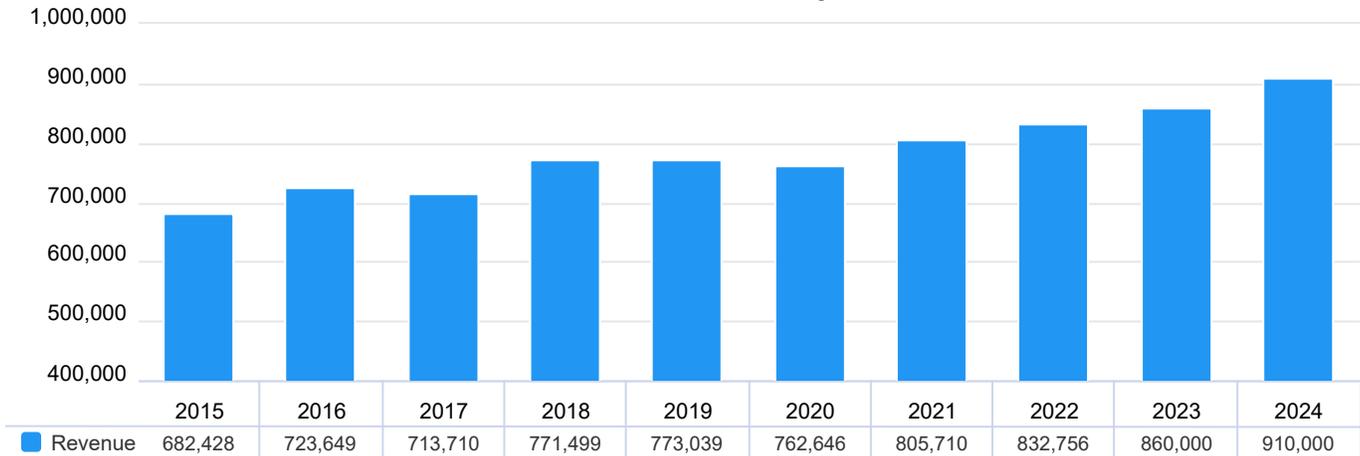
### FRANCHISE FEES

Fiscal Year	Electricity		Gas	Total
Provider Effective Date Term Rate	Florida Power & Light 4/1/11 30 years, 5.9%	Florida Public Utilities 4/1/16 25 years, 6.0%		
2024 (Budget)	\$ 2,100,000	\$ 305,000		\$ 2,405,000
2023 (Anticipated)	2,304,111	300,000		2,604,111
2022	2,302,533	298,275		2,600,808
2021	1,959,374	308,622		2,267,996
2020	1,832,668	300,000		2,132,668
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

## BUSINESS TAX RECEIPTS

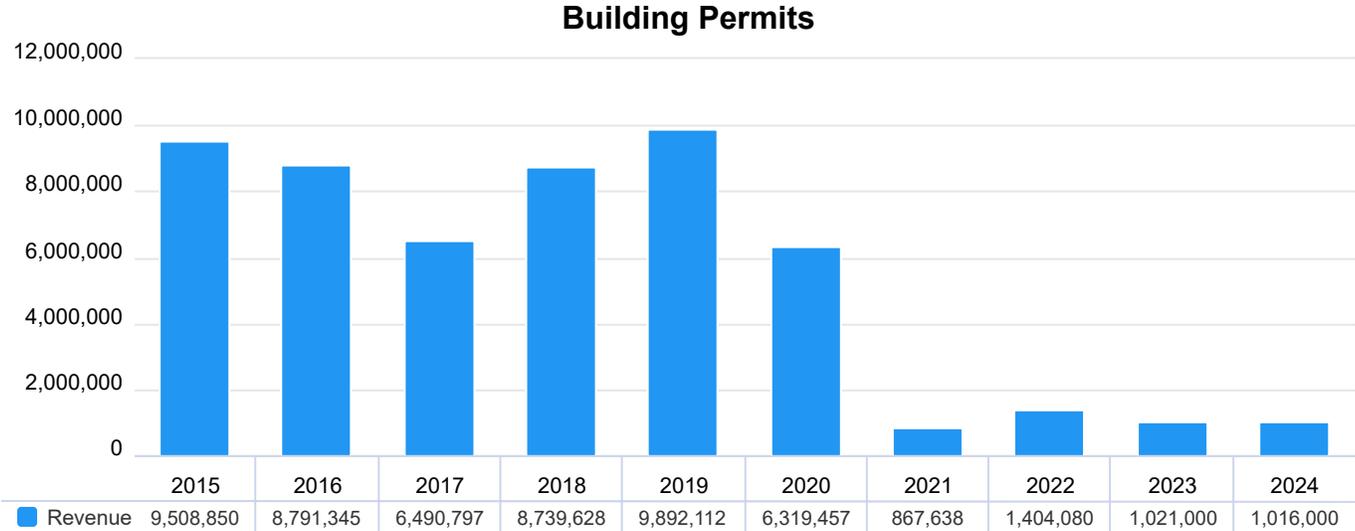
Any person engaging in or managing any business, occupation or profession, within the limits of the Town of Palm Beach must have a license and pay a Business Tax. All licenses must be secured at the time the business begins operation and are renewed thereafter each October 1. The fee for each license is based on the business in which the entity is engaged. During 2012, a change in state law was adopted that exempts real estate brokers from the tax. Proposed fee increases are proposed to the Town Council every two years and were adopted for the FY24 budget year.

### Business Tax Receipts



**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. In FY17 a cost allocation study was completed and building permit fees were lowered. FY18 and FY19 permit activity was strong. For FY21, a Building Enterprise Fund was created and most building related revenues were transferred to the new fund. The fund was created to allow for better transparency related to the new State mandates.

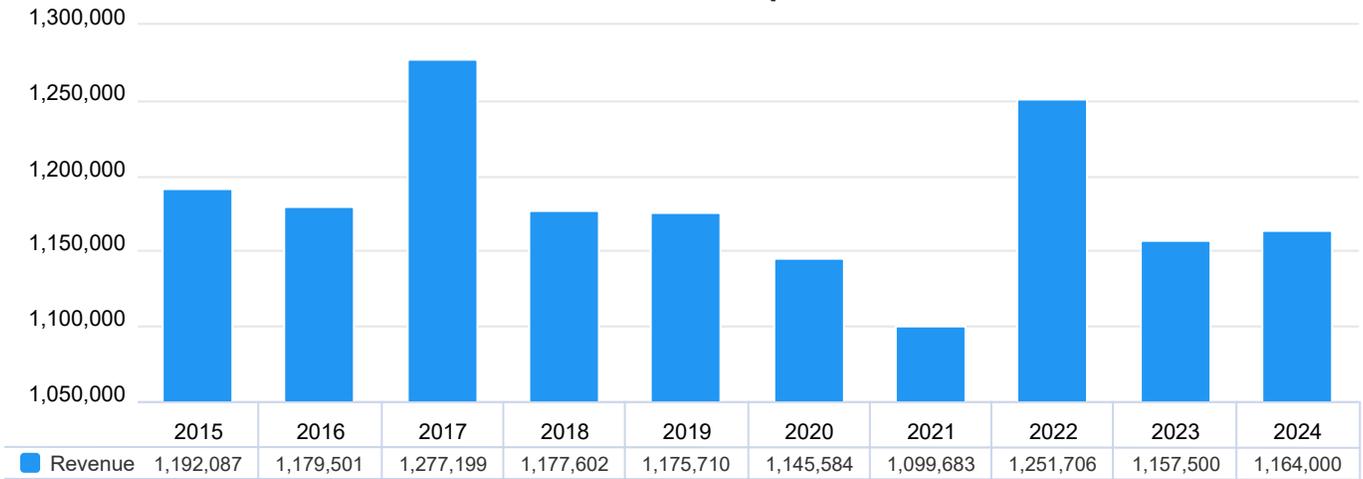


**SOLID WASTE DISPOSAL**

Commercial establishments, including apartments, are charged for collection and disposal costs based upon the type of facility being serviced. Annually the 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 we expect the effects to be temporary.

### Solid Waste Disposal

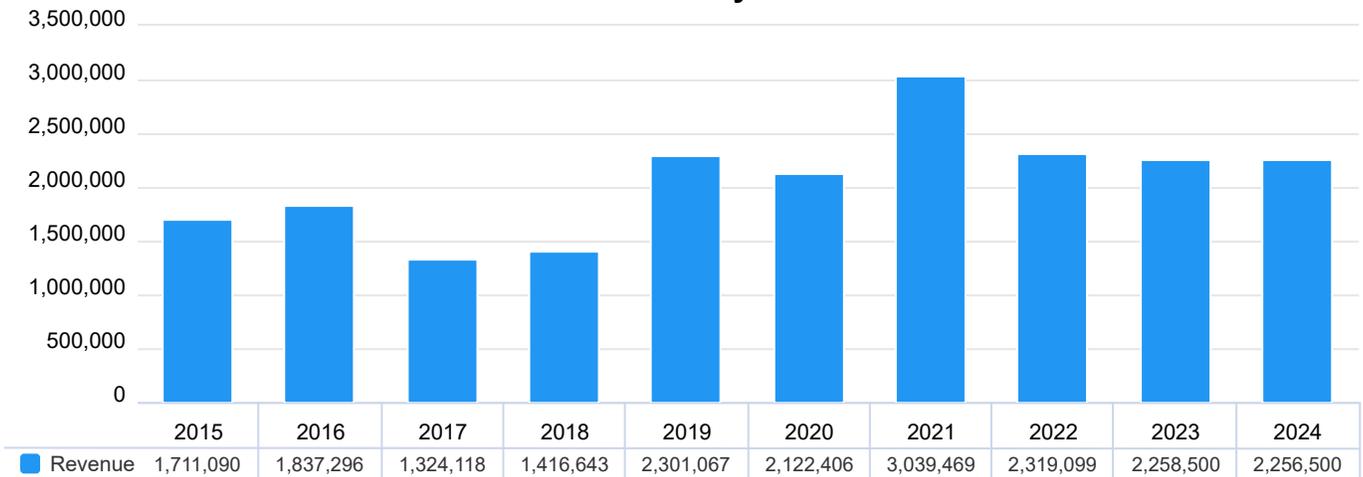


### PUBLIC SAFETY FEES

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 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.

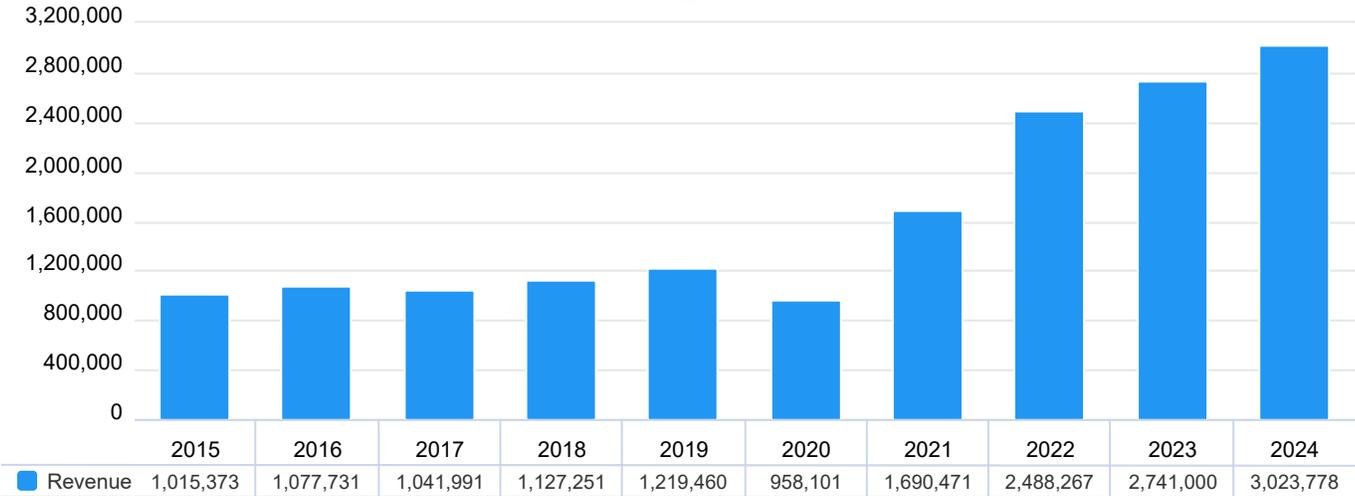
### Public Safety Fees



### PARKING KIOSK FEES

The Town has parking kiosks in various commercial locations in Town. The revenue also includes parking placards that are issued for parking meters on the ocean and on the lake front and a few other select locations. The largest source of revenue from meters is from the ocean front meters at Mid-town beach. This revenue amounts to approximately 50% of the total parking meter revenue. In FY20 revenues were affected by the pandemic. The FY24 budget includes the addition of paid parking on Worth Avenue.

### Parking Kiosk

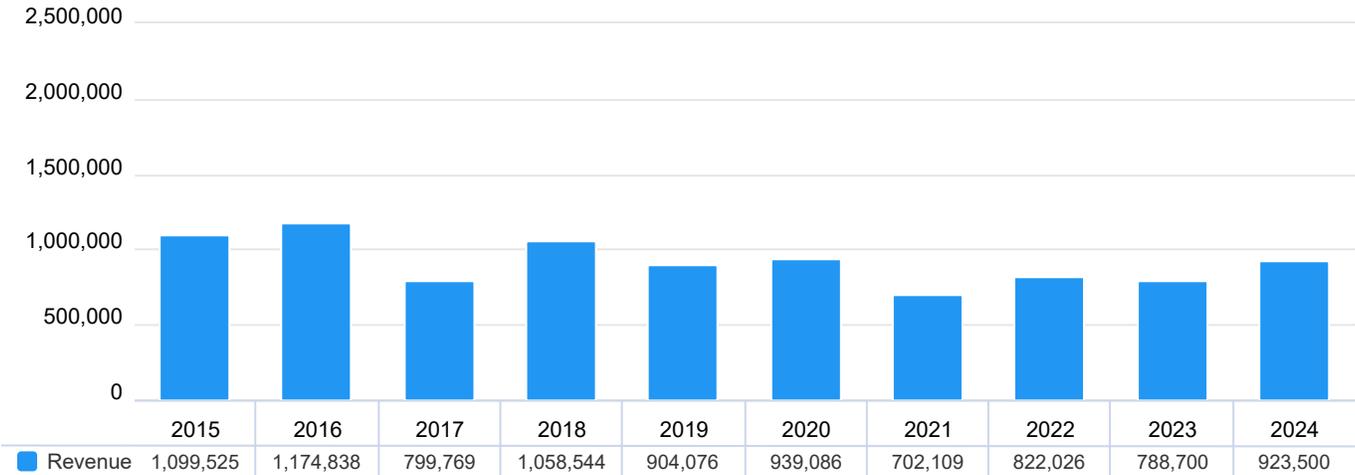


### FINES AND PENALTIES

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 budget for code enforcement and other fines for FY24 is conservative due to the volatile nature of this revenue source.

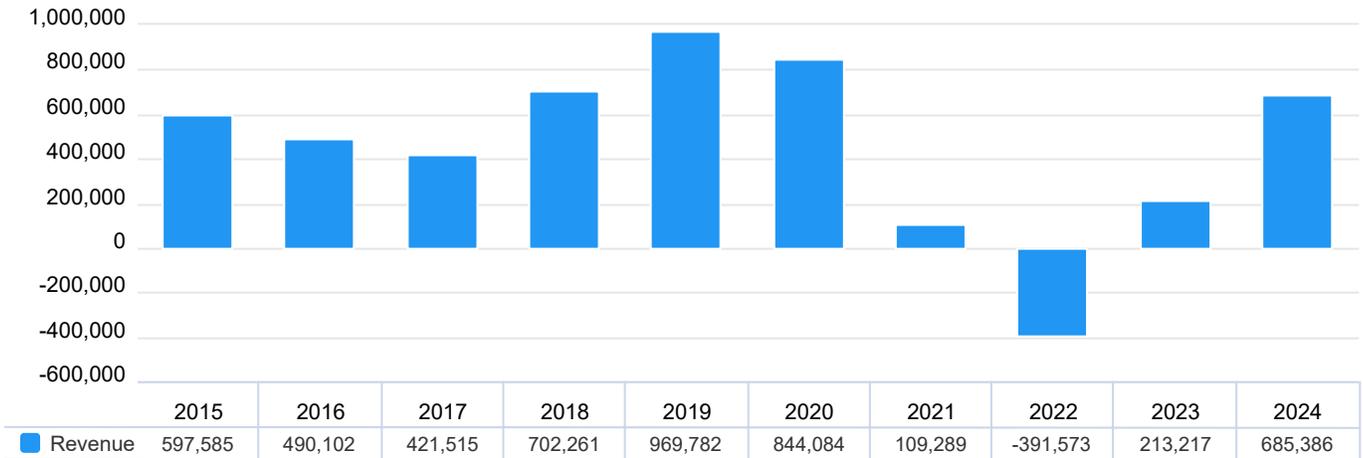
### Fines and Penalties



### 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 losses were a continuation of a volatile stock market. In FY23 we are expecting to see higher than budgeted returns and the FY24 budget is conservative due to the ever changing market.

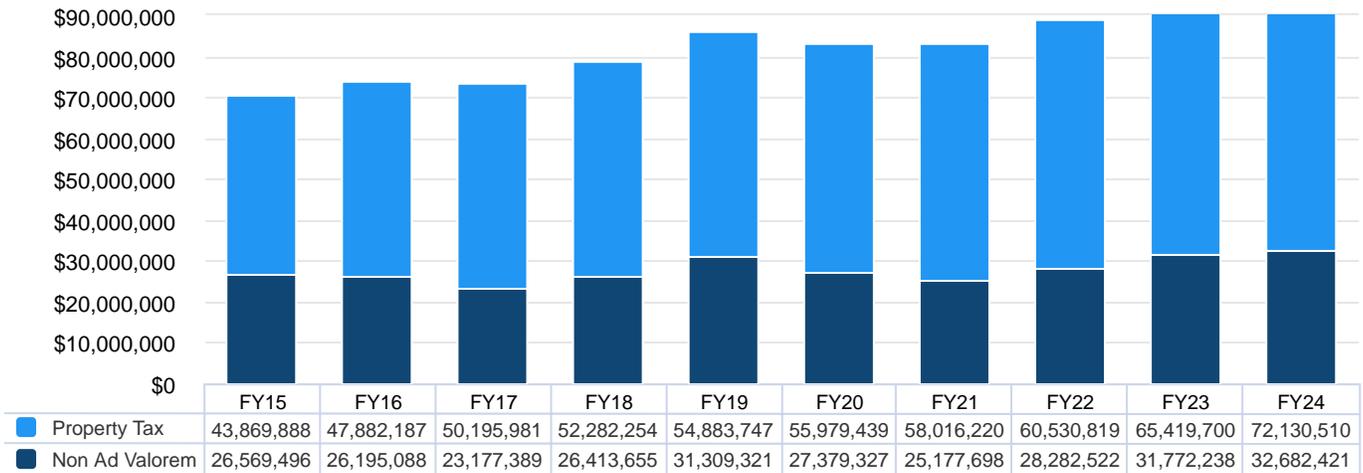
### Investment Income



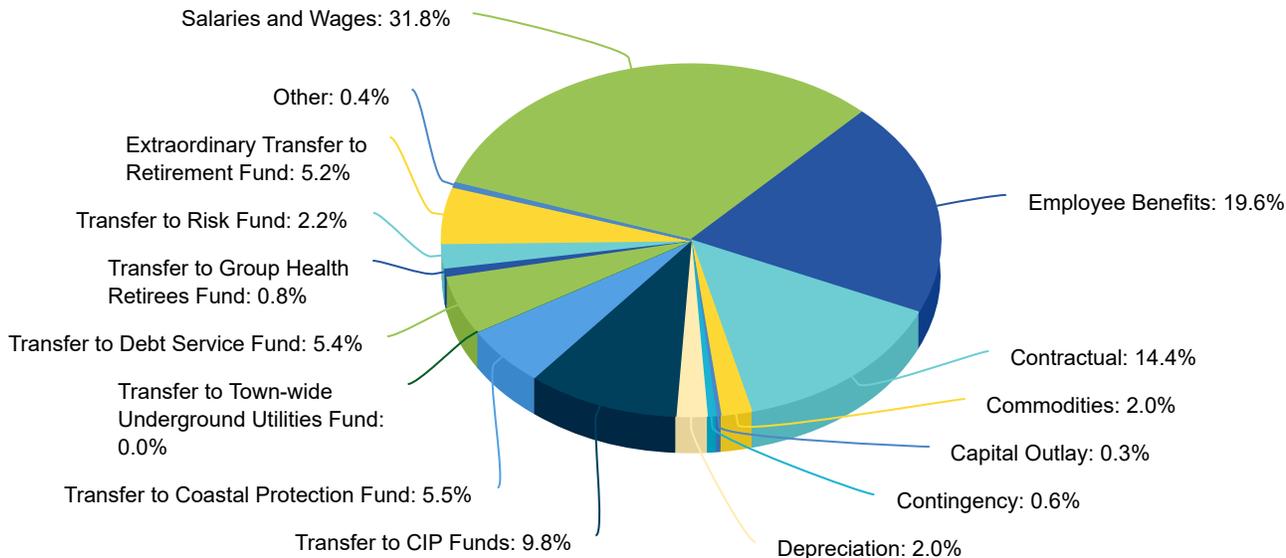
### GENERAL FUND REVENUE TREND SUMMARY

Total General Fund revenues have increased at an average annual rate of 3.3% since FY15. This trend is due to increases in ad valorem revenues, fine revenue, and one time revenues from the sale of Town owned property, offset by a decline in FY20, that was mainly due to the reductions caused by the pandemic and investment income. The 10-year trend is shown in the chart below. 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. The increases in FY23 and FY24 are mainly due to the increases in taxable values in the Town of Palm Beach.

### Total Historical Revenue

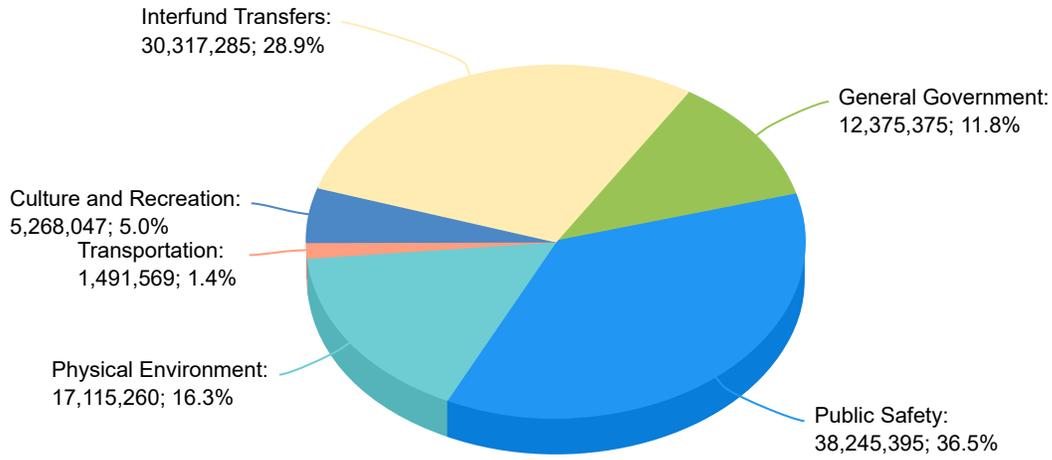


### General Fund Expenditures by Type



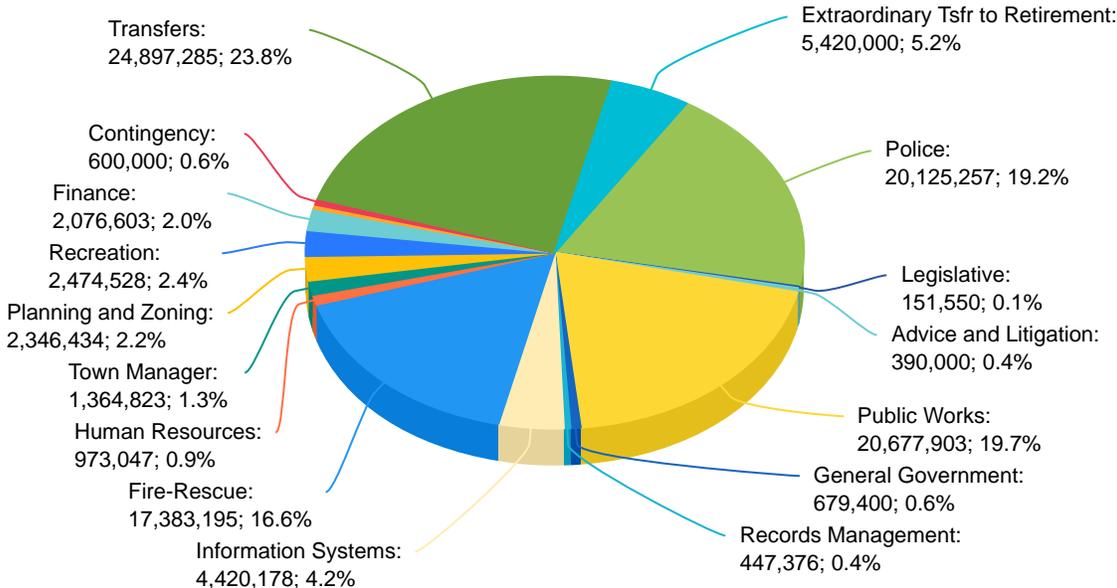
Salaries and Wages	\$ 33,335,046
Employee Benefits	20,563,306
Contractual	15,090,034
Commodities	2,102,506
Capital Outlay	306,389
Contingency	600,000
Depreciation	2,113,014
Transfer to CIP Funds	10,308,122
Transfer to Coastal Protection Fund	5,791,205
Transfer to Debt Service Fund	5,679,013
Transfer to Group Health Retirees Fund	789,128
Transfer to Risk Fund	2,329,817
Extraordinary Transfer to Retirement Fund	5,420,000
Other	385,351
	<u>\$ 104,812,931</u>

### General Fund Expenditures by Function



General Government	\$ 12,375,375
Public Safety	38,245,395
Physical Environment	17,115,260
Transportation	1,491,569
Culture and Recreation	5,268,047
Interfund Transfers	30,317,285
	<u>\$ 104,812,931</u>

### General Fund Expenditures by Department



Police	\$ 20,125,257
Legislative	151,550
Advice and Litigation	390,000
Public Works	20,677,903
General Government	679,400
Records Management	447,376
Information Systems	4,420,178
Fire-Rescue	17,383,195
Human Resources	973,047
Town Manager	1,364,823
Planning and Zoning	2,346,434
Recreation	2,474,528
Finance	2,076,603
Other	385,351
Contingency	600,000
Transfers	24,897,285
Extraordinary Tsfr to Retirement	5,420,000
<b>Total</b>	<b>\$ 104,812,931</b>

**General Fund Expenditures – Summary by Department**

Program		FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change	% of Total GF Budget
<b>LEGISLATIVE</b>	111	132,618	152,500	152,500	146,050	151,550	(0.62%)	0.14%
<b>GENERAL GOVERNMENT</b>	113	1,126,856	1,029,904	1,059,569	898,632	679,400	(34.03%)	0.65%
<b>TOWN MANAGER'S OFFICE</b>	121	860,059	1,102,127	1,102,127	1,130,515	1,364,823	23.84%	1.30%
<b>ADVICE &amp; LITIGATION</b>	122	482,980	365,000	365,000	449,000	390,000	6.85%	0.37%
<b>INFORMATION SYSTEMS</b>	125	3,052,391	3,844,619	4,088,674	3,968,337	4,420,178	14.97%	4.22%
<b>RECORDS MANAGEMENT</b>	131	310,064	448,179	448,179	346,493	447,376	(0.18%)	0.43%
<b>HUMAN RESOURCES</b>	123	692,307	849,064	850,829	812,569	973,047	14.60%	0.93%
<b>FINANCE</b>								
Financial Management	141	1,112,773	1,201,082	1,205,082	1,096,107	1,224,475	1.95%	1.17%
Purchasing	144	753,827	799,075	803,589	771,614	852,127	5.54%	0.84%
		<b>1,866,599</b>	<b>2,000,157</b>	<b>2,008,671</b>	<b>1,867,721</b>	<b>2,076,603</b>	<b>3.82%</b>	<b>1.98%</b>
<b>PLANNING/ZONING/BUILDING</b>								
Planning & Zoning	211	1,079,915	900,812	1,990,918	1,566,987	1,272,398	41.25%	1.21%
Permit Issuance	212	-	-	-	-	-	-%	-%
Inspection/Compliance	213	-	-	-	-	-	-%	-%
Landmarks Preservation	214	206,555	217,387	218,916	265,438	337,094	55.07%	0.32%
Fire Prevention	215	319,889	345,714	345,714	345,714	374,675	8.38%	0.36%
Code Enforcement	216	288,661	340,934	340,934	342,694	362,267	6.26%	0.35%
		<b>1,895,021</b>	<b>1,804,847</b>	<b>2,896,481</b>	<b>2,520,833</b>	<b>2,346,434</b>	<b>30.01%</b>	<b>2.24%</b>
<b>RECREATION</b>								
Rec Administration	311	301,623	361,701	361,701	301,187	346,913	(4.09%)	0.33%
Tennis	312	473,606	558,348	565,128	506,253	667,003	19.46%	0.64%
Recreation Center	313	1,148,916	1,347,039	1,390,702	1,274,240	1,460,612	8.43%	1.39%
		<b>1,924,145</b>	<b>2,267,088</b>	<b>2,317,531</b>	<b>2,081,681</b>	<b>2,474,528</b>	<b>9.15%</b>	<b>2.36%</b>
<b>FIRE-RESCUE</b>								
Fire Administration	411	583,823	569,625	570,625	569,525	582,702	2.30%	0.56%
Operations	417	13,504,306	14,488,825	14,491,985	14,488,825	15,588,576	7.59%	14.87%
Training	418	342,458	377,714	377,714	377,714	377,789	0.02%	0.36%
Beach Rescue	419	664,651	769,079	769,079	769,079	834,129	8.46%	0.80%
		<b>15,095,238</b>	<b>16,205,243</b>	<b>16,209,403</b>	<b>16,205,143</b>	<b>17,383,195</b>	<b>7.27%</b>	<b>16.58%</b>
<b>POLICE</b>								
Administrative Management	421	1,182,241	1,422,524	1,422,751	1,414,494	1,534,112	7.84%	1.46%
Org Crime/Vice/Narcotics	422	906,876	897,756	898,219	868,809	965,633	7.56%	0.92%
Records Information Systems	423	186,407	174,098	174,261	160,724	209,760	20.48%	0.20%
Training/Per/Pub Enf	424	245,599	216,689	216,689	210,000	247,750	14.33%	0.24%
Communications	425	1,599,579	1,917,231	1,917,231	1,727,069	2,011,619	4.92%	1.92%
Crime Scene/Evidence	426	233,263	293,123	293,261	256,652	394,792	34.68%	0.38%
Patrol Services	428	10,389,578	11,500,323	11,551,226	10,899,978	12,615,927	9.70%	12.04%
Criminal Investigation	429	1,336,269	1,398,037	1,398,037	1,433,019	1,354,904	(3.09%)	1.29%
Parking Control	430	644,093	702,106	718,631	671,516	790,761	12.63%	0.75%
		<b>16,723,904</b>	<b>18,521,887</b>	<b>18,590,305</b>	<b>17,642,260</b>	<b>20,125,257</b>	<b>8.66%</b>	<b>19.20%</b>

## General Fund Expenditures – Summary by Department (continued)

Program		FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change	% of Total GF Budget
<b>PUBLIC WORKS</b>								
Administrative Management	511	966,814	918,939	920,478	874,419	988,279	7.55%	0.94%
Street Repair/Maintenance	521	539,218	562,430	565,562	571,744	605,591	7.67%	0.58%
Traffic Control	523	26,999	86,500	158,841	96,889	46,200	(46.59%)	0.04%
Street Lighting	524	758,883	748,051	748,051	721,886	839,778	12.26%	0.80%
Storm Sewer Maintenance	531	365,041	375,337	375,337	382,830	439,931	17.21%	0.42%
Sanitary Sewer Maintenance	532	1,919,131	2,093,740	2,094,293	2,098,136	2,251,441	7.53%	2.15%
Sanitary Sewer Treatment	533	2,548,073	3,506,137	3,506,137	3,622,300	3,793,965	8.21%	3.62%
Residential Collection	541	1,009,209	1,077,054	1,077,054	1,005,187	1,122,606	4.23%	1.07%
Commercial Collection	542	1,351,531	1,449,018	1,451,368	1,387,468	1,524,048	5.18%	1.45%
Refuse Disposal	543	55,011	76,600	76,600	70,000	80,000	4.44%	0.08%
Yard Trash Collection	544	2,158,893	2,428,841	2,514,819	2,378,941	2,531,135	4.21%	2.41%
Recycling	545	376,005	415,163	415,163	393,451	439,485	5.86%	0.42%
Beach Cleaning	546	-	-	-	-	-	-%	-%
Parks	551	1,686,586	1,842,048	1,918,606	1,998,548	2,071,074	12.43%	1.98%
Facilities Maintenance	554	1,205,327	1,469,521	1,539,016	1,539,328	1,748,496	18.98%	1.67%
Parking Meter Maint & Collections	558	7,649	-	-	-	-	-%	-%
General Engineering Services	561	740,193	1,002,080	860,962	877,103	1,235,612	23.30%	1.18%
Right of Way Inspections	565	105,764	119,536	119,536	113,029	-	(100.00%)	-%
Equip Operations/Maintenance	571	807,109	923,344	928,886	864,220	960,264	4.00%	0.92%
Coastal Management	581	1,650	-	-	-	-	-%	-%
		<b>16,629,086</b>	<b>19,094,339</b>	<b>19,270,708</b>	<b>18,995,479</b>	<b>20,677,903</b>	<b>8.29%</b>	<b>19.73%</b>
<b>LIBRARY SERVICES</b>	<b>321</b>	<b>363,230</b>	<b>374,127</b>	<b>374,127</b>	<b>374,127</b>	<b>385,351</b>	<b>3.00%</b>	<b>0.37%</b>
<b>TRANSFER TO OTHER FUNDS</b>								
Cap Impr Program (307/308/310/320)	611	8,428,200	9,371,020	9,371,020	9,371,020	10,308,122	10.00%	9.83%
Coastal Protection Fund (309)	611	4,920,310	5,264,732	5,264,732	5,264,732	5,791,205	10.00%	5.53%
Townwide Underground Utilities	611	176,550	191,116	191,116	191,116	-	(100.00%)	-%
Debt Service Fund (205)	611	5,676,719	5,680,666	5,680,666	5,680,666	5,679,013	(0.03%)	5.42%
Group Health Retirees (610)	611	334,215	331,217	331,217	331,217	789,128	138.25%	0.75%
Risk-W/C, Liab, Prop (501)	680	2,173,487	2,274,106	2,274,106	2,274,106	2,329,817	2.45%	2.22%
Extraordinary trsfr to Retirement (600)	680	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	-%	5.17%
		<b>27,129,481</b>	<b>28,532,857</b>	<b>28,532,857</b>	<b>28,532,857</b>	<b>30,317,285</b>	<b>6.25%</b>	<b>28.93%</b>
<b>INVENTORY WRITE-OFF</b>	<b>680</b>	<b>12,674</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-%</b>	<b>-%</b>
<b>EMERGENCY/DISASTER RESPONSE</b>	<b>710</b>	<b>3,233</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-%</b>	<b>-%</b>
<b>CONTINGENT APPROPRIATIONS</b>	<b>711</b>	<b>-</b>	<b>600,000</b>	<b>388,000</b>	<b>-</b>	<b>600,000</b>	<b>-%</b>	<b>0.57%</b>
<b>General Operating Fund (001) Total</b>		<b>61,170,404</b>	<b>68,659,081</b>	<b>70,122,105</b>	<b>67,438,841</b>	<b>74,495,646</b>	<b>8.50%</b>	<b>71.07%</b>
<b>Transfers to Other Funds</b>		<b>27,129,481</b>	<b>28,532,857</b>	<b>28,532,857</b>	<b>28,532,857</b>	<b>30,317,285</b>	<b>6.25%</b>	<b>28.93%</b>
<b>TOTAL GENERAL FUND</b>		<b>88,299,885</b>	<b>97,191,938</b>	<b>98,654,962</b>	<b>95,971,698</b>	<b>104,812,931</b>	<b>7.84%</b>	<b>100.00%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 budget.





# DEPARTMENT: **Legislative**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	-	-	-	-	-	-	-%
Employee Benefits	-	-	-	-	-	-	-%
Contractual	141,208	122,100	140,000	140,000	136,500	140,500	0.36%
Commodities	11,773	10,518	12,500	12,500	9,550	11,050	(11.60%)
<b>TOTALS</b>	<b>152,981</b>	<b>132,618</b>	<b>152,500</b>	<b>152,500</b>	<b>146,050</b>	<b>151,550</b>	<b>(0.62%)</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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.

**Program: Legislative 111**

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
Proactively address the impacts of development decisions occurring outside the Town to minimize adverse impacts to residents.	IN PROGRESS
Action Items	
The Town contracts with professional legislative representation.	ONGOING

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Cooperative Intergovernmental Relationships**

Objective	Status
Continuously evaluate and implement legal strategies and methods to mitigate potential problems and risks associated with the increased use of the Town’s public areas, due to the growth of the County’s population.	IN PROGRESS
Action Items	
The Town contracts with professional legislative representation	ONGOING





DEPARTMENT:  
**General  
Government**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	558,065	901,028	816,000	816,000	700,000	500,000	(38.73%)
Employee Benefits	11,068	13,756	25,500	25,500	8,407	300	(98.82%)
Contractual	160,275	186,535	188,154	202,479	174,125	179,000	(4.87%)
Commodities	84,876	25,537	250	15,590	16,100	100	(60.00%)
Capital Outlay	98,990	-	-	-	-	-	-%
Depreciation	342	-	-	-	-	-	-%
<b>TOTALS</b>	<b>913,617</b>	<b>1,126,856</b>	<b>1,029,904</b>	<b>1,059,569</b>	<b>898,632</b>	<b>679,400</b>	<b>-34.03%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 decreased in FY2024 due to a decrease in 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 contracted services, employee events and recognition, and holiday decorations.

**COMMODITIES**

Includes costs associated with boards and committees’ refreshments



DEPARTMENT:  
**Town Manager's  
Office**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

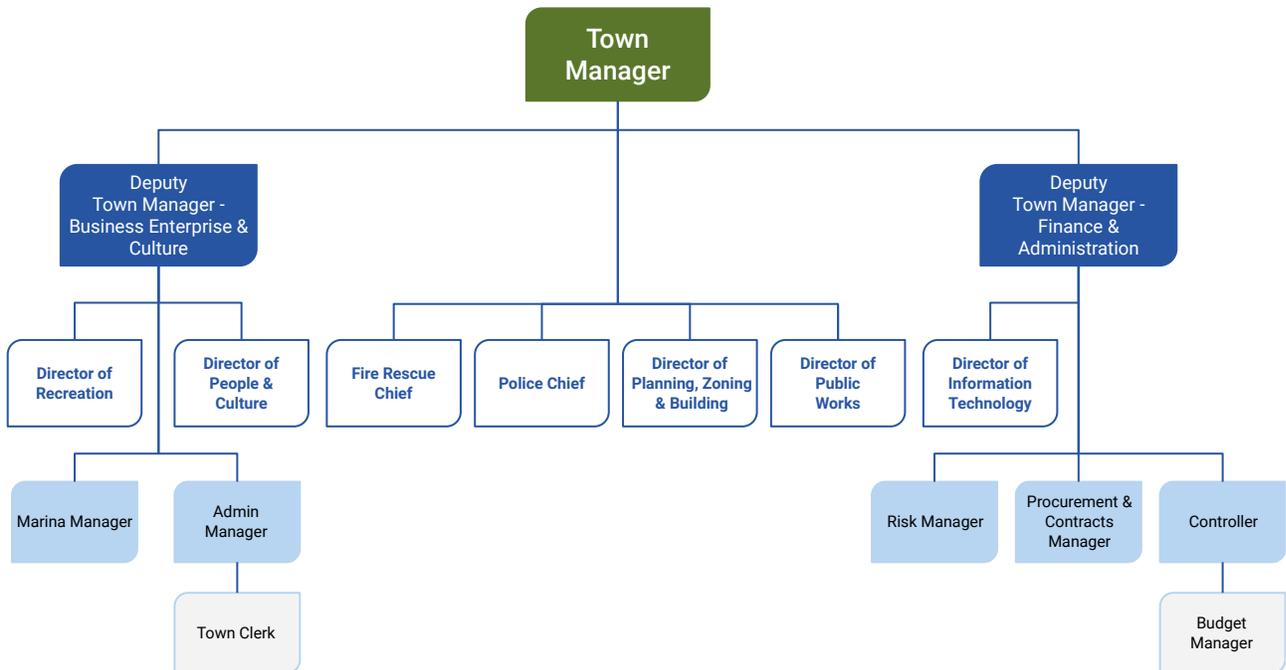
## DEPARTMENT: TOWN MANAGER'S OFFICE

### VISION

We aspire to collaboratively deliver an unparalleled standard of living to the community by weaving together the threads of exceptional service, effortless access, unwavering safety, honesty, and transparent governance.

### MISSION

Working in tandem with the Mayor and Town Council, we strive to be at the forefront of policy formation and implementation. We develop, deliver, and execute administrative direction focused on our pursuit to enhance the quality of life by delivering exceptional services, maintaining a safe and clean environment, and preserving the town's unique character. We are committed to fostering fiscal responsibility, promoting collaboration, encouraging innovation, empowering employees, and engaging the community.



# TOWN MANAGER'S OFFICE FY2024 GOALS

## COMMUNITY, CULTURE & CHARACTER

### Quality of Life



Create a town-wide culture among employees that mirrors the community's culture of graciousness, kindness, and exceptionalism through operational alignment of the Town's Vision, Mission, Values, and Strategic Plan.

Proactively address the impacts of development decisions occurring outside the Town to minimize adverse impacts to residents.

## GOVERNMENTAL LEADERSHIP & INNOVATION

### Collaborative Town Government



Enhance technological tools to optimize the delivery of exceptional service

Deliver exceptional services to the community with optimal resource utilization.

Maximize technology to deliver streamlined information and continual access to Town information and processes through the production of user-friendly interfaces.

Advance organizational operations by fostering collaborative efforts across departments to proactively plan for future challenges.

Support and enhance open, two-way communication between the Town and its residents and businesses.

Deliver exceptional services to the community with optimal resource utilization.

Develop a comprehensive formal communications program and provide appropriate resources to address information expectations for community residents and Town employees.

Support and enhance open, two-way communication between the Town and its residents and businesses.

Enhance relationship between Town employees and residents and businesses.

Embrace a workforce culture that promotes being proactive and anticipatory.

Champion Townwide transition away from single-use plastics throughout the workplace.

Continue proactive review of Ordinances and application of best practices.

Embrace a workforce culture that promotes being proactive and anticipatory.

Invest sufficiently in the Town's internal infrastructure to maximize productivity, enhance performance, and develop technical and leadership skills.

Enable a sustainable future by proactively managing the overall costs of the Town government.

Align and integrate the Strategic Planning Process with the Annual Budget Cycle

Value and invest in a professional Town workforce that receives competitive compensation, recognition, and rewards for exceptional employee achievement in support of a culture of continuous improvement.

## Sound Fiscal Management



Value and invest in a professional Town workforce that receives competitive compensation, recognition, and rewards for exceptional employee achievement in support of a culture of continuous improvement.

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Create an optimized staffing structure.

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Invest sufficiently in the Town's internal infrastructure to maximize productivity, enhance performance, and develop technical and leadership skills.

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Enable a sustainable future by proactively managing the overall costs of the Town government.

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Align and integrate the Strategic Planning Process with the Annual Budget Cycle

## Cooperative Intergovernmental Relationships



Create an informed community about emerging topics within the Town, County, and State.

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Continuously evaluate and implement legal strategies and methods to mitigate potential problems and risks associated with the increased use of the Town's public areas, due to the growth of the County's population.

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Network and collaborate continuously with Palm Beach County professional peers through participation, education, and coordination.

## SAFE & RESILIENT COMMUNITY

### Emergency Management



Develop hazard-specific communication plans, along with templates to ensure expeditious communication and information-sharing during an emergency.

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Continue proactive review of ordinances and application of best practices.

## ENVIRONMENTAL STEWARDSHIP

### Promote Sustainable Management



Increase awareness of environmental landscaping practices.

**Program: Administrative Management 121**

**VISION**

We aspire to collaboratively deliver an unparalleled standard of living to the community by weaving together the threads of exceptional service, effortless access, unwavering safety, honesty, and transparent governance.

**MISSION**

Working in tandem with the Mayor and Town Council, we strive to be at the forefront of policy formation and implementation. We develop, deliver, and execute administrative direction focused on our pursuit to enhance the quality of life by delivering exceptional services, maintaining a safe and clean environment, and preserving the town's unique character. We are committed to fostering fiscal responsibility, promoting collaboration, encouraging innovation, empowering employees, and engaging the community.

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	610,984	569,261	822,529	822,529	835,000	973,504	18.36%
Employee Benefits	216,145	232,402	260,498	260,498	259,770	345,274	32.54%
Contractual	16,806	41,684	11,450	11,450	28,950	34,650	202.62%
Commodities	8,482	14,004	7,650	7,650	6,795	11,395	48.95%
Capital Outlay	-	1,657	-	-	-	-	-%
Depreciation	536	-	-	-	-	-	-%
Other	-	1,050	-	-	-	-	-%
<b>TOTALS</b>	<b>852,953</b>	<b>860,059</b>	<b>1,102,127</b>	<b>1,102,127</b>	<b>1,130,515</b>	<b>1,364,823</b>	<b>23.84%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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 FY2024 budget includes a COLA and pay for performance increases.

**PROGRAM: Administrative Management 121**

**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.

**OTHER**

Other includes the principal and interest payments on the lease of a copy machine per GASB 87 guidelines.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Town Manager	1.000	1.000	1.000	1.000	1.000
Deputy Town Manager	1.000	1.000	1.000	1.000	1.750
Assistant Town Manager	0.000	0.000	0.200	0.250	0.000
Administrative Manager	1.000	1.000	1.000	1.000	1.000
Communications Specialist	0.000	0.000	0.500	0.500	0.500
Administrative Assistant	0.500	0.500	1.500	1.500	0.500
Administrative Clerk	0.000	1.000	0.000	0.000	1.000
Administrative Assistant II	1.000	0.000	0.000	0.000	0.000
	4.500	4.500	5.200	5.250	5.750

**FY24 STRATEGIC GOALS AND OBJECTIVES**

<b>SAFE &amp; RESILIENT COMMUNITY</b>	
<b>Emergency Management</b>	
<b>Objective</b>	<b>Status</b>
Develop hazard-specific communication plans, along with templates to ensure expeditious communication and information-sharing during an emergency.	IN PROGRESS
Continue proactive review of ordinances and application of best practices.	IN PROGRESS
<b>Action Items</b>	
Continue to build communication the Town's library, tools, and partnerships.	ONGOING
Continue to proactive review of ordinances, best practices, and administrative policies and procedures.	ONGOING

**Program: Administrative Management 121**

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
Create a town-wide culture among employees that mirrors the community's culture of graciousness, kindness, and exceptionalism through operational alignment of the Town's Vision, Mission, Values, and Strategic Plan.	IN PROGRESS
Proactively address the impacts of development decisions occurring outside the Town to minimize adverse impacts to residents.	IN PROGRESS
Action Items	
Distribute electronic Town Manager newsletter to keep Town employees informed.	ONGOING
Continue to refine website and alert communications	ONGOING
Continue to seek opportunities to align the Strategic Plan and the community priorities.	ONGOING

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
Deliver exceptional services to the community with optimal resource utilization.	IN PROGRESS
Maximize technology to deliver streamlined information and continual access to Town information and processes through the production of user-friendly interfaces.	IN PROGRESS
Advance organizational operations by fostering collaborative efforts across departments to proactively plan for future challenges.	IN PROGRESS
Develop a comprehensive formal communications program and provide appropriate resources to address information expectations for community residents and Town employees.	NOT STARTED
Support and enhance open, two-way communication between the Town and its residents and businesses.	NOT STARTED
Enhance relationship between Town employees and residents and businesses.	NOT STARTED
Embrace a workforce culture that promotes being proactive and anticipatory.	IN PROGRESS
Champion Townwide transition away from single-use plastics throughout the workplace.	NOT STARTED
Action Items	
Continue to evaluate and improve communication platforms.	ONGOING
Initiate internship program.	UPCOMING
Continuous evaluation of needs, processes, and tools	ONGOING
Complete website redesign and restructure	COMPLETED

**PROGRAM: Administrative Management 121**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Sound Fiscal Management**

Objective	Status
Value and invest in a professional Town workforce that receives competitive compensation, recognition, and rewards for exceptional employee achievement in support of a culture of continuous improvement.	IN PROGRESS
Create an optimized staffing structure.	IN PROGRESS
Invest sufficiently in the Town's internal infrastructure to maximize productivity, enhance performance, and develop technical and leadership skills.	IN PROGRESS
Enable a sustainable future by proactively managing the overall costs of the Town government.	IN PROGRESS
Align and integrate the Strategic Planning Process with the Annual Budget Cycle	IN PROGRESS
Action Items	
Implement evaluation of needs, processes, and tools	UPCOMING
Explore the development of an internship/fellowship program.	UPCOMING

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Cooperative Intergovernmental Relationships**

Objective	Status
Create an informed community about emerging topics within the Town, County, and State.	NOT STARTED
Network and collaborate continuously with Palm Beach County professional peers through participation, education, and coordination.	IN PROGRESS
Action Items	
Continue to evaluate and develop communication platforms and tools to keep the community abreast.	UPCOMING

**Promote Sustainable Management**

Objective	Status
Increase awareness of environmental landscaping practices.	IN PROGRESS
Action Items	
Continue to provide informative material on the Town's website	ONGOING



# DEPARTMENT: **Advice and Litigation**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

**PROGRAM: Advice and Litigation 122**

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

**Expenditure Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	-	-	-	-	-	-	-%
Employee Benefits	-	-	-	-	-	-	-%
Contractual	359,863	482,980	365,000	365,000	449,000	390,000	6.85%
Commodities	-	-	-	-	-	-	-%
<b>TOTALS</b>	<b>359,863</b>	<b>482,980</b>	<b>365,000</b>	<b>365,000</b>	<b>449,000</b>	<b>390,000</b>	<b>6.85%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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.



# DEPARTMENT: **Town Clerk**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

**PROGRAM: Town Clerk 131**

**VISION**

We aspire to be a beacon of excellence, innovation and accessibility in local governance, dedicated to enriching our community by providing citizen-centric services and serving the public and fellow employees.

**MISSION**

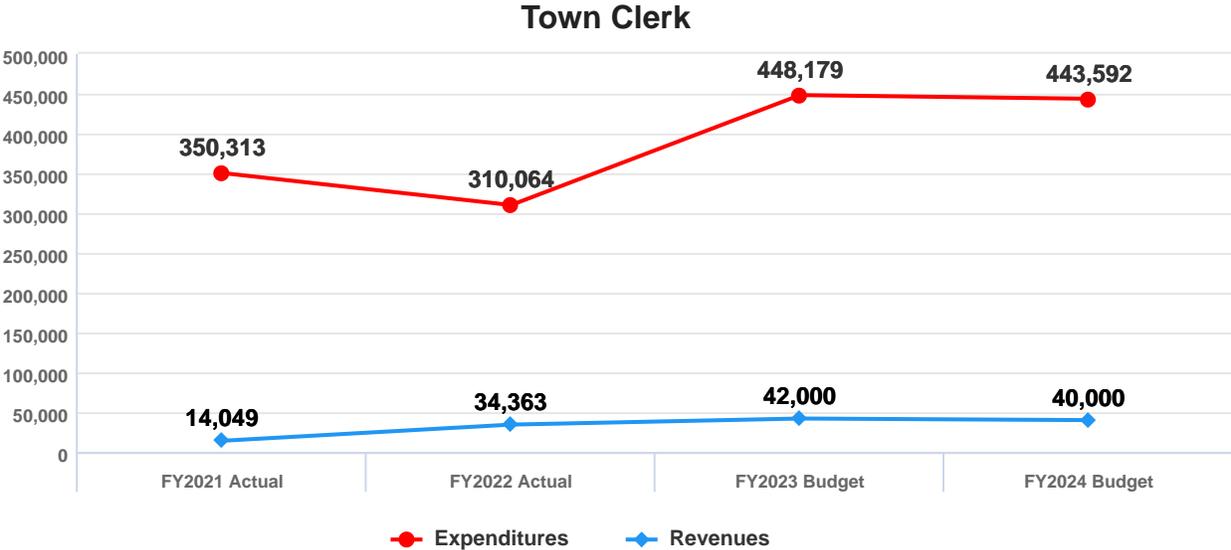
Dedicated to upholding the highest standards, we pledge to safeguard and preserve the integrity of official records, vital documents, and historical artifacts that define our town’s heritage. We embrace the privilege of serving as the custodians of our town’s past, present, and future. Our commitment extends beyond mere administrative tasks. We understand that our duties encompass the heart of public service in accordance with the town ordinances and state statutes, and we approach each interaction with warmth, respect, and a keen understanding of our community’s needs.

**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

**Program: Town Clerk 131**



**Revenue Summary**

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
Charitable Solicitations Fee	13,264	31,198	35,000	36,000	35,000	-%
Char Solit Late Filing Fee	785	3,165	7,000	1,050	5,000	(28.57%)
<b>TOTALS</b>	<b>14,049</b>	<b>34,363</b>	<b>42,000</b>	<b>37,050</b>	<b>40,000</b>	<b>(4.76%)</b>

**Expenditure Summary**

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	180,909	147,134	255,518	255,518	146,600	209,106	(18.16%)
Employee Benefits	104,042	102,817	129,066	129,066	115,583	127,259	(1.40%)
Contractual	61,381	46,444	54,875	54,875	72,850	99,550	81.41%
Commodities	3,126	10,060	8,720	8,720	11,460	11,460	31.42%
Capital Outlay	-	2,210	-	-	-	-	-%
Depreciation	855	-	-	-	-	-	-%
Other	-	1,400	-	-	-	-	-%
<b>TOTALS</b>	<b>350,313</b>	<b>310,064</b>	<b>448,179</b>	<b>448,179</b>	<b>346,493</b>	<b>447,376</b>	<b>(0.18%)</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY24 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.

**PROGRAM: Town Clerk 131**

**CONTRACTUAL**

Increase is associated with transcription services, staff training, legal advertisements, and codification updates.

**COMMODITIES**

Commodities include necessary materials and software.

**OTHER**

Other includes the principal and interest payments on the lease of a copy machine per GASB 87 guidelines

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Town Clerk	1.000	1.000	1.000	1.000	0.500
Deputy Town Clerk	1.000	1.000	1.000	1.500	1.000
Administrative Assistant	0.500	0.500	0.500	0.500	0.500
Clerk Support Assistant	0.000	0.000	0.000	0.000	1.000
	2.500	2.500	2.500	3.000	3.000

**TOWN CLERK FY2023 ACCOMPLISHMENTS**

- ✓ Town-wide records disposition event complete
- ✓ Town-wide records training implemented
- ✓ Implementation of new Public Records Request software
- ✓ Chambers meeting audio and visual system replacement
- ✓ Historic records digitization complete
- ✓ Operationalization of Lean Six Sigma practices

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
Create a town-wide culture among employees that mirrors the community's culture of graciousness, kindness, and exceptionalism through operational alignment of the Town's Vision, Mission, Values, and Strategic Plan.	IN PROGRESS

**Program: Town Clerk 131**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
Enhance technological tools to optimize the delivery of exceptional service	IN PROGRESS
Deliver exceptional services to the community with optimal resource utilization.	IN PROGRESS
Maximize technology to deliver streamlined information and continual access to Town information and processes through the production of user-friendly interfaces.	IN PROGRESS
Advance organizational operations by fostering collaborative efforts across departments to proactively plan for future challenges.	IN PROGRESS
Support and enhance open, two-way communication between the Town and its residents and businesses.	IN PROGRESS
Enhance relationship between Town employees and residents and businesses.	IN PROGRESS
Embrace a workforce culture that promotes being proactive and anticipatory.	IN PROGRESS
Champion Townwide transition away from single-use plastics throughout the workplace.	NOT STARTED
Action Items	
Implement new Public Record Request portal	COMPLETED
Implement and deploy digital agenda option for appointed and elected leaders	DELAYED
Optimize public meeting agenda process software	ONGOING
Implement digital applications for Charitable Solicitations and Special Event permits	UPCOMING

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
Enhance technological tools to optimize the delivery of exceptional service	IN PROGRESS
Invest sufficiently in the Town’s internal infrastructure to maximize productivity, enhance performance, and develop technical and leadership skills.	IN PROGRESS
Enable a sustainable future by proactively managing the overall costs of the Town government.	IN PROGRESS
Align and integrate the Strategic Planning Process with the Annual Budget Cycle	IN PROGRESS
Value and invest in a professional Town workforce that receives competitive compensation, recognition, and rewards for exceptional employee achievement in support of a culture of continuous improvement.	IN PROGRESS
Action Items	
Implement new Public Record Request portal	COMPLETED
Implement and deploy digital agenda option for appointed and elected leaders	DELAYED
Optimize public meeting agenda process software	DELAYED
Implement digital applications for Charitable Solicitations and Special Event permits	UPCOMING

PROGRAM: **Town Clerk 131**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Cooperative Intergovernmental Relationships**

Objective	Status
Network and collaborate continuously with Palm Beach County professional peers through participation, education, and coordination.	IN PROGRESS

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
Continue proactive review of Ordinances and application of best practices.	IN PROGRESS

**Town Clerk Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Public records requests	365	803	826	1,671	1,600
Public meetings	91	112	109	98	97
Charitable solicitation permits	124	51	78	85	100
All other permits	18	6	13	34	28



DEPARTMENT:  
**Information  
Technology**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

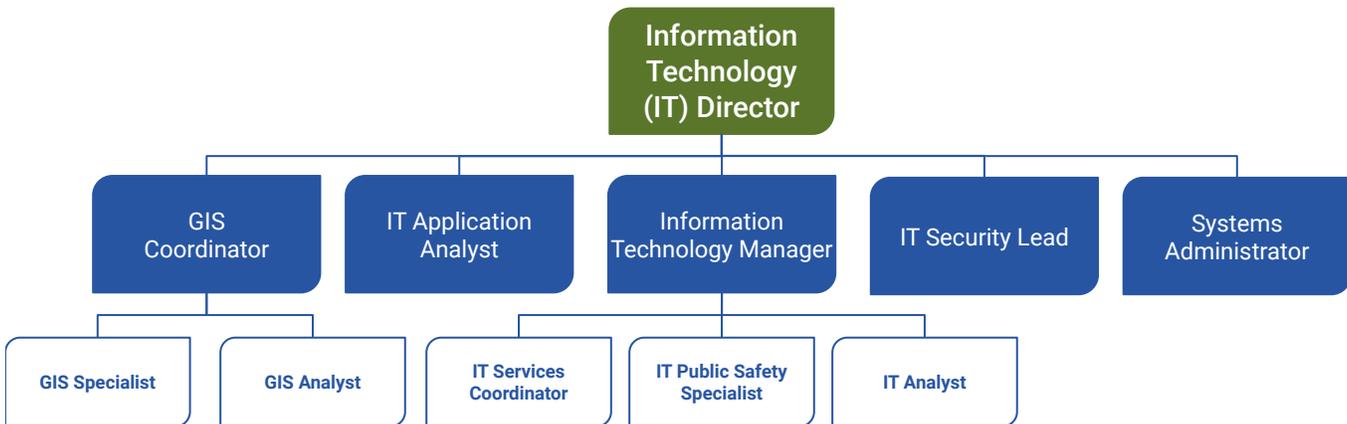
**MISSION:**

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.



## INFORMATION TECHNOLOGY FY2024 GOALS

### MOBILITY AND TRANSPORTATION

#### Stabilize On-Island Mobility



Evaluate Town-wide network infrastructure, identify network service gaps, limitations, improvements and implement necessary changes

Develop plan for expanding bandwidth, network services and network stability

### GOVERNMENTAL LEADERSHIP & INNOVATION

#### Collaborative Town Government



Provide high availability network and internet capacity, timely response to service requests, knowledgeable support and productive solutions

Track key performance indicators to minimize downtime, provide responsive customer service and balance needs of daily operational issues and strategic initiatives

Implement formal project management framework and controls for effectively managing and prioritizing Town-wide IT projects and initiatives

Establish project database that tracks requested projects, allows for status updates, effective prioritization and monitoring of ongoing strategic and operational initiatives

### SAFE & RESILIENT COMMUNITY

#### Emergency Management



Monitor and evaluate cyber security trends and activity

Track key performance indicators (KPIs) for cyber security.

Evaluate threats and execute necessary remediation

**Expenditure Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	709,759	734,713	920,138	1,045,636	1,045,636	1,214,164	31.95%
Employee Benefits	339,583	347,018	399,743	415,363	409,863	540,668	35.25%
Contractual	1,173,377	1,504,428	1,985,840	2,080,377	2,000,840	2,206,329	11.10%
Commodities	123,095	258,473	167,200	175,599	140,300	155,300	(7.12%)
Capital Outlay	35,047	-	175,000	175,000	175,000	175,000	-%
Depreciation	169,875	207,759	196,698	196,698	196,698	128,717	(34.56%)
<b>TOTALS</b>	<b>2,550,736</b>	<b>3,052,391</b>	<b>3,844,619</b>	<b>4,088,674</b>	<b>3,968,337</b>	<b>4,420,178</b>	<b>14.97%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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 Office365. Telephone base and long distance costs have gone up due to vendor increases.

**COMMODITIES**

Decrease due to reduction of Computer Software purchases.

**CAPITAL OUTLAY**

Capital Outlay costs remain unchanged.

**DEPRECIATION**

Depreciation costs have decreased due to equipment becoming fully depreciated.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director Of Information Technology	0.000	0.000	0.000	0.000	1.000
Division Director of Information Technology	0.000	0.000	0.000	1.000	0.000
GIS Manager	0.000	0.000	0.000	0.000	1.000
Information Technology Manager	1.000	1.000	1.000	1.000	1.000
Systems Administrator	2.000	2.000	2.000	2.000	2.000
Information Technology Analyst	0.000	0.000	0.000	0.000	1.000
Information Technology Applications Analyst	0.000	0.000	0.000	0.000	1.000
IT Solutions Analyst	0.000	0.000	0.000	0.000	1.000
GIS Tech	0.000	0.000	0.000	0.000	1.000
GIS Specialist	0.000	0.000	0.000	0.000	1.000
Information Technology Public Safety Specialist	0.000	0.000	0.000	1.000	1.000
Information Technology Services Coordinator	0.000	0.000	0.000	1.000	1.000
Assistant IT Director	1.000	1.000	1.000	0.000	0.000
GIS Coordinator	1.000	1.000	1.000	1.000	0.000
Information Technology Applications Specialist	0.000	0.000	0.000	1.000	0.000
Information Technology Specialist	3.000	3.000	3.000	1.000	0.000
	8.000	8.000	8.000	9.000	12.000

**INFORMATION TECHNOLOGY FY2023 ACCOMPLISHMENTS**

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

PROGRAM: Information Technology 125

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
Provide high availability network and internet capacity, timely response to service requests, knowledgeable support and productive solutions	IN PROGRESS
Track key performance indicators to minimize downtime, provide responsive customer service and balance needs of daily operational issues and strategic initiatives	IN PROGRESS

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Systems availability	99.99%	99.99%	99.99%	99.99%	100%
Avg work order response time (in hours)	4.9	1.8	1	1.4	1
Work orders completed	2,100	1,640	2,227	2,154	2,100
IT staff training (in hours)	232	112	129.5	774	500

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
Implement formal project management framework and controls for effectively managing and prioritizing Town-wide IT projects and initiatives	IN PROGRESS
Establish project database that tracks requested projects, allows for status updates, effective prioritization and monitoring of ongoing strategic and operational initiatives	IN PROGRESS

**MOBILITY AND TRANSPORTATION**

**Stabilize On-Island Mobility**

Objective	Status
Evaluate Town-wide network infrastructure, identify network service gaps, limitations, improvements and implement necessary changes	IN PROGRESS
Develop plan for expanding bandwidth, network services and network stability	IN PROGRESS

**Program: Information Technology 125**

<b>Information Technology Department Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Projected</b>
Monitor network and server activity via automated systems to be proactive in fixing issues	Yes	Yes	Yes	Yes	Yes
Automate password and security changes via domain policy	Yes	Yes	Yes	Yes	Yes
Implement recommended policies, procedures and best practices identified as a result of ongoing technology audits	Yes	Yes	Yes	Yes	Yes



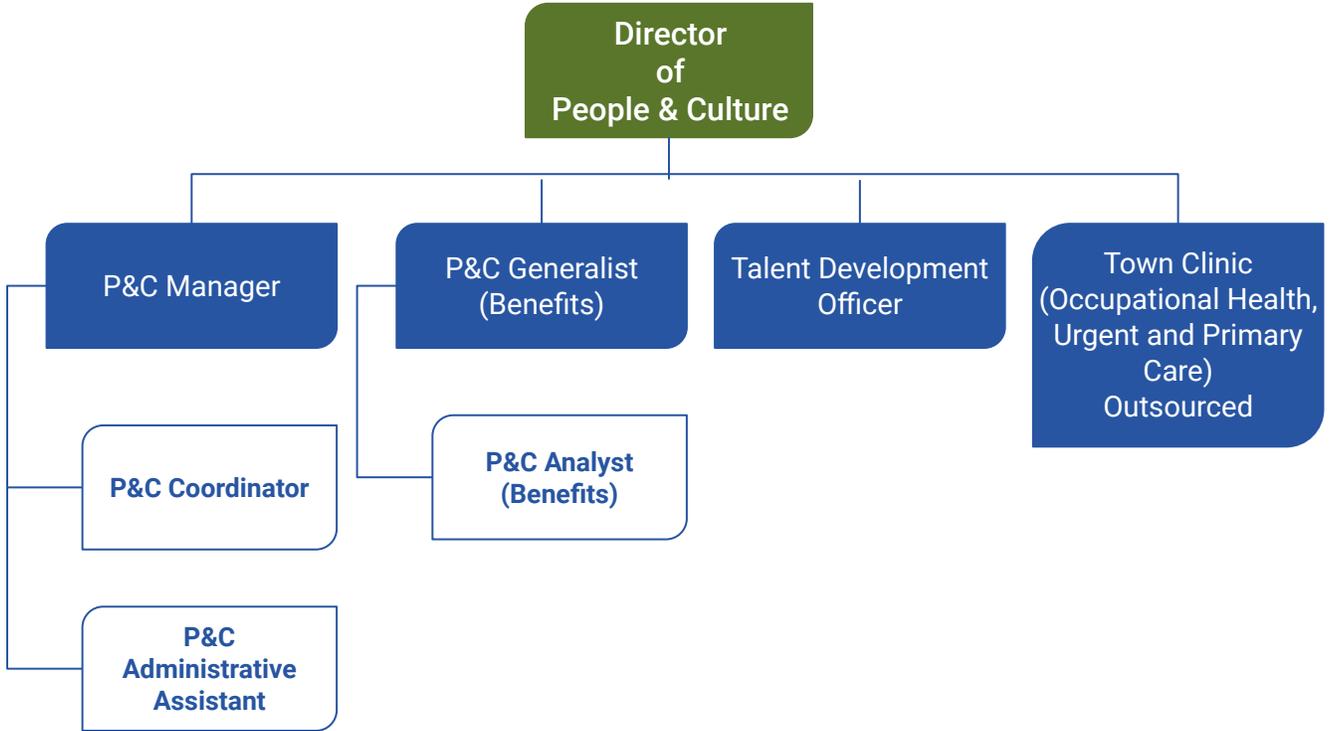


# DEPARTMENT: **People and Culture**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

# PEOPLE AND CULTURE ORGANIZATION CHART



## PEOPLE AND CULTURE DEPARTMENT FY2024 GOALS

### GOVERNMENTAL LEADERSHIP & INNOVATION

#### Sound Fiscal Management



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

Partner with Gehring Group and continue to evaluate the insurance program, identify the most cost-effective deliverables from insurance

Continue working towards status as #1 employer in a fiscally responsible manner.

Ensure that the Town remains at the 7th percentile (General) and the 85th percentile (Public Safety) in staff salaries and benefits.

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

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

Align staffing strategies with organizational priorities.

#### Cooperative Intergovernmental Relationships

### SAFE & RESILIENT COMMUNITY

#### Emergency Management



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

Ensure employees and supervisors are provided training and continuing education

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

Ensure that employees are trained in emergency response and ready for immediate deployment.

Ensure that relevant employees are clear about their roles and responsibilities during an emergency response.

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	296,262	380,993	489,251	489,251	475,000	506,363	3.50%
Employee Benefits	188,201	196,826	241,641	241,641	233,640	242,727	0.45%
Contractual	84,055	106,193	108,135	109,900	94,329	198,778	83.82%
Commodities	4,925	4,924	10,037	10,037	9,600	25,179	150.86%
Capital Outlay	-	1,746	-	-	-	-	-%
Other	-	1,625	-	-	-	-	-%
<b>TOTALS</b>	<b>573,443</b>	<b>692,307</b>	<b>849,064</b>	<b>850,829</b>	<b>812,569</b>	<b>973,047</b>	<b>14.60%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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 FY2024 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 increased due to out-of-state pre-employment testing, a new internship program, shift in budget of VIEW expenses from Training and a new copier for scanning of employee files. and educational reimbursements.

Expenses also include recognition and engagement and increased advertising.

**COMMODITIES**

Increase reflects increase in subscriptions to Top Workplaces, employee manual software and staff training.

**Program: People and Culture 123**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Assistant Town Manager	0.000	0.000	0.200	0.250	0.000
Director Of People & Culture	0.000	0.000	0.000	0.000	0.700
People & Culture Division Director	0.000	0.000	0.500	0.600	0.000
People & Culture Manager	0.000	0.000	0.000	0.900	0.900
Talent Development Officer	0.000	0.000	0.000	0.000	0.900
Communications Specialist	0.000	0.000	0.500	0.500	0.500
People & Culture Generalist	0.000	0.000	0.900	0.150	0.150
People & Culture Coordinator	0.350	0.350	0.900	0.900	1.050
Administrative Assistant	0.000	0.000	0.400	0.850	0.850
Assistant Director of Human Resources	0.500	0.500	0.000	0.000	0.000
Director of Human Resources	0.496	0.496	0.000	0.000	0.000
People and Culture Analyst	1.800	1.800	1.000	0.900	0.000
People and Culture Specialist	0.625	0.625	0.000	0.150	0.000
	3.771	3.771	4.400	5.200	5.050

**PEOPLE AND CULTURE FY2023 ACCOMPLISHMENTS**

- ✓ Accomplished rebranding from Human Resources to People & Culture both internally and externally with an emphasis on building an optimal work culture that maximizes employee engagement and performance and attracting the highest quality of candidates.
- ✓ Established and socialized a robust employee life cycle model that enables the attraction, onboarding, development, support, rewarding and retention of employees throughout their journey with the Town.
- ✓ Raised the public branding, articulation and awareness of the Town as an employer of choice through increases in traffic and applicants through social media platforms. Exponential growth in visitors to Town’s LinkedIn platform (2,132 page views and 1,040 unique visitors). Of the 1,037 followers, 499 have been new followers over the past year (100% increase).
- ✓ Further streamlined recruitment and selection through elimination of stumbling blocks and decreased the number of unavoidable recruitment delays.
- ✓ Realigned departmental staff to incorporate a Talent Development Officer and the development of an organizational development plan. Enhanced in-person and online learning options are available to employees.
- ✓ A comprehensive onboarding program was developed and implemented, including two first week orientation and training days, a full day town tour and four onboarding check-ins during the employees’ first year.
- ✓ Over 33% of General employee jobs reviewed against market competition and pegged to the 75th percentile of market
- ✓ 100% of all public safety jobs reviewed against market competition and pegged to the 85th percentile.
- ✓ Health benefits reviewed and adjusted at minimal cost to the budget.
- ✓ Total compensation statements designed and distributed to employees enabling them to see the full extent of the Town’s contribution to their total compensation.
- ✓ No cost benefit amenity programs (e.g. Working Advantage) made available to staff through private sector partners.
- ✓ Cooperation with the Fire Rescue Department for mental wellness training and enhancement of the Peer Support Program
- ✓ Over 20 policies established and/or revised to improve the employee experience at the Town and increase retention.

**PROGRAM: People and Culture 123**

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- ✓ Vast improvement of open enrollment health program.
- ✓ Establishment of the Town of Palm Beach Wellness Center (outsourced to Concentra) enabling employees to benefit from health services, improve employee overall wellness and reduce unnecessary absenteeism.
- ✓ Expansion of “TownNet’ the Towns intranet as a major source of communication and information for employees.
- ✓ Commencement of pension plan review
- ✓ Career pathing has been incorporated into annual performance assessments and supervisor assessments introduced.
- ✓ Employee engagement survey conducted, results shared and action plans developed.
- ✓ Employee of the Quarter program reinstated.
- ✓ Maintained level funding for the 10th consecutive fiscal year for the Town’s dental insurance program.
- ✓ Conducted outreach to Town Retirees providing online web-based benefit resources, notices, and evaluation of services rendered by contracted administration.
- ✓ Facilitated and/or successfully responded to several employee relations matters including internal grievances, disciplinary hearings, appeals, complaints, and a variety of employment related legal claims.
- ✓ Monthly notifications and meeting availability with retirement plan vendors to all eligible employees to encourage financial soundness in retirement, as well as the availability of vendor webinars and online education.
- ✓ Promoted flu shots to employees through e-mails and provided two onsite flu shot clinics.
- ✓ Delivered a variety of wellness programs and webinars for stress management, exercise, sun safety campaign, pain management, and responding to mental health concerns in the workplace.
- ✓ Organized employee wellness challenges with an average participation rate greater than 50%.
- ✓ Continued the implementation of Video Interviewing to support hiring managers in the evaluation of all qualified candidates, in less time, and more effectively; by having candidates answer structured questions that aid in distinguishing the best among them.
- ✓ Established plan for digitization of all employee files which will commence in 2024.

**Program: People and Culture 123**

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Sound Fiscal Management**

Objective	Status
Manage the employee health insurance and wellness program in a manner that provides quality program resources in a legally compliant method	IN PROGRESS
Partner with Gehring Group and continue to evaluate the insurance program, identify the most cost-effective deliverables from insurance	COMPLETED
Continue working towards status as #1 employer in a fiscally responsible manner.	IN PROGRESS
Ensure that the Town remains at the 7th percentile (General) and the 85th percentile (Public Safety) in staff salaries and benefits.	IN PROGRESS
Action Items	
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.	ONGOING
Expand the Town Clinic to incorporate primary and urgent care with the aim of reducing claims through insurance company	ONGOING
Continually examine market trends, engage in survey activities and fully document data.	ONGOING

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Total fiscal year end health insurance plan cost	\$ 5,364,349	\$ 6,210,338	\$ 6,931,063	6,574,841	6,735,207
% change in total health insurance plan cost	(0.5%)	15.8%	11.4%	(5.1%)	2.4%
Average annual insurance plan enrollment (employees and retirees)	422	409	414	423	430
Town cost per employee/retiree per year based on total plan costs less employee/retiree contributions	\$ 8,916	\$ 11,489	\$ 12,929	11,820	12,142
Number of benefit and retirement orientation trainings offered to new employees	44	61	61	47	53
Number of open enrollment meetings held	8	3	3	3	3
Number of open enrollment and/or other benefit changes processed	215	136	177	175	271
Average number of days for claim issue resolution	1	1	1	1	1
Number of claim issues managed	90	85	85	63	75

**PROGRAM: People and Culture 123**

**SAFE & RESILIENT COMMUNITY**

**Emergency Management**

Objective	Status
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	IN PROGRESS
Ensure employees and supervisors are provided training and continuing education	IN PROGRESS
Evaluate recent and current training programs and ensure future offerings align with job-related competencies	IN PROGRESS
Ensure that employees are trained in emergency response and ready for immediate deployment.	NOT STARTED
Ensure that relevant employees are clear about their roles and responsibilities during an emergency response.	IN PROGRESS
Action Items	
Establish emergency response curriculum for relevant employees.	NOT STARTED
Incorporate emergency response expectations into relevant job descriptions and onboarding program.	ONGOING

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Number of workplace training and online classes offered	9 <sup>(1)</sup>	17 <sup>(1)</sup>	17 <sup>(1)</sup>	170	55
Workplace training attendees	587	802	802	2,076	1,066
Tuition reimbursement program participants	12	10	10	6	9

<sup>(1)</sup> In class sessions were reduced due to pandemic conditions

**Program: People and Culture 123**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Sound Fiscal Management**

Objective	Status
Manage an efficient recruitment and on-boarding program that provides opportunities for the expedient selection and placement of quality applicants	IN PROGRESS
Evaluate current recruitment processes and identify efficiencies to reduce the turnaround time between job postings and job placement	IN PROGRESS
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	IN PROGRESS
Implement enhancements to the onboarding process to increase new hire engagement by increasing accessibility to policies, procedures and training	IN PROGRESS
Align staffing strategies with organizational priorities.	IN PROGRESS
Action Items	
Identify and prioritize those roles most closely associated with organizational priorities.	ONGOING
Continually examine market trends, engage in survey activities and fully document data.	ONGOING

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Annual turnover	11%	13%	13%	12%	12%
Number of advertised positions	26 <sup>(1)</sup>	39	39	31	33
Number of applications received	2,601	4,412	4,412	3,172	3,649
Number of pre-employment selection tests offered	941	905	905	889	910
Number of qualified applicants interviewed	561	620	620	638	609
Average number of calendar days from posting to offer	70	68	68	70	69
Total number of hires into budget approved positions:	59	62	62	55	59
Full-time	46	53	53	43	48
Part-time	-	1	1	1	1
Part-time partial benefits	6	-	-	5	5
Temporary	7	8	8	6	5
Number of orientation sessions held	2	-	-		

<sup>(1)</sup>This includes 'open until filled' positions that continuously collect applications for multiple vacancies.

**PROGRAM: People and Culture 123**

<b>People &amp; Culture Department Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Projected</b>
Number of public record requests received and processed	195	87	87	44	75
Number of employment verifications received	128	185	185	83	140
Number of personnel action forms processed	439	517	517	662	533
Number of notary services provided	22 <sup>(1)</sup>	42	42	65	43
Number of non-town employment disclosures received	117	64	64	20	67
Number of acceptance of favors or gratuities disclosures received	203	212	212	272	225
Number of unemployment claims received	5	18	18	5	11
Savings from protested unemployment claims	\$ 8,350	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Number of electronic forms/processes submitted	0	0	19 <sup>(2)</sup>	0	0

<sup>(1)</sup>Occurrences reduced due to pandemic conditions

<sup>(2)</sup>Process implemented in the last 6 weeks of the Fiscal Year

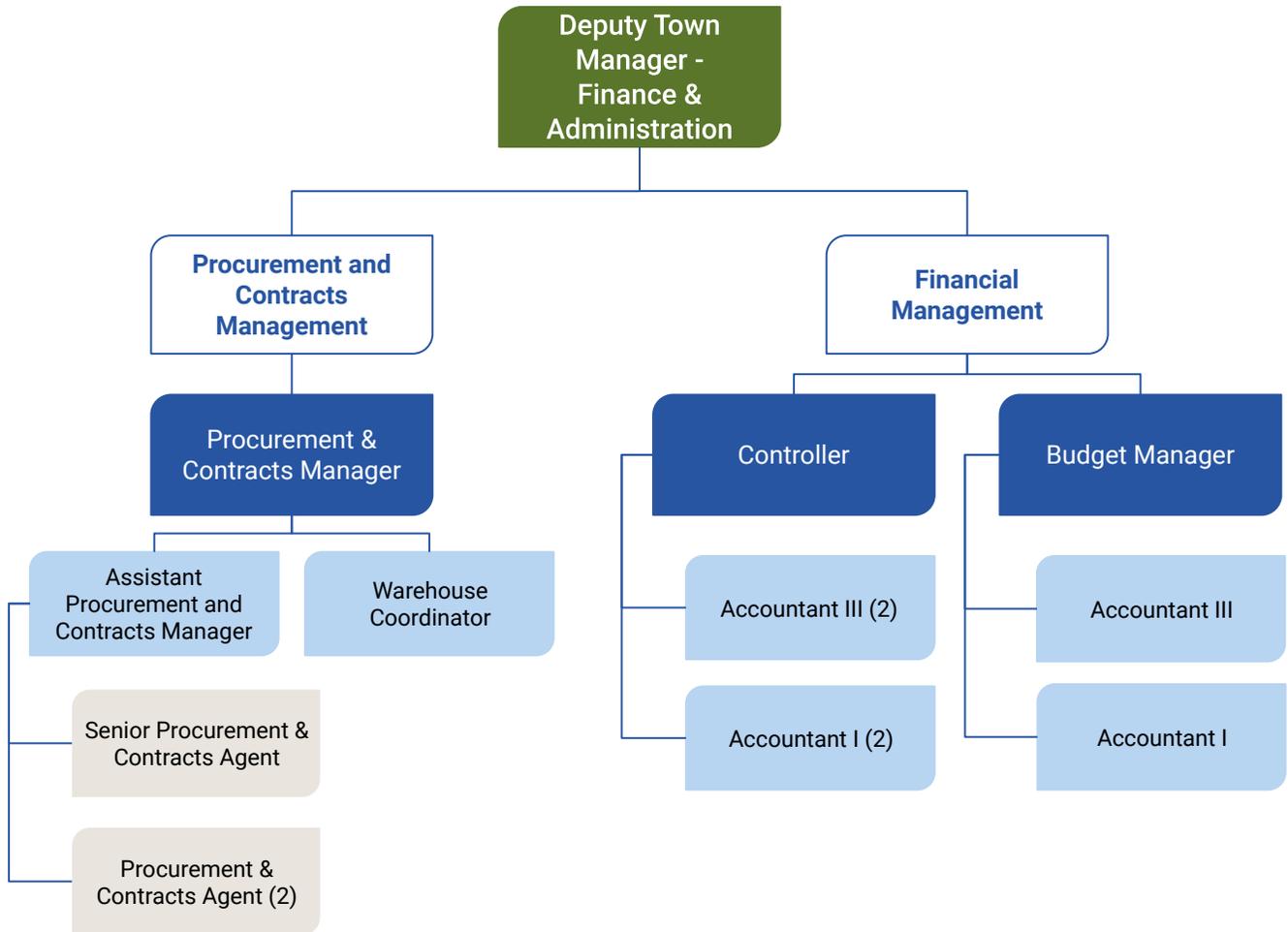


# DEPARTMENT: **Finance**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## FINANCE DEPARTMENT ORGANIZATIONAL CHART



## FINANCE DEPARTMENT FY2022 GOALS

### COMMUNITY, CULTURE & CHARACTER

#### Quality of Life



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

improve the quality of services provided by the procurement and contract managemenet department

### GOVERNMENTAL LEADERSHIP & INNOVATION

#### Collaborative Town Government



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.

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

Engage internal stakeholders for strategic procurement of goods and servcies.

#### Sound Fiscal Management



Evaluate, enact and follow sensible fiscal policies

Promote transparency in all financial matters

Continuously review retirement and other investments to ensure optimal liquidity and security positions

#### Collaborative Town Government



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.

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

Engage internal stakeholders for strategic procurement of goods and servcies.

## 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

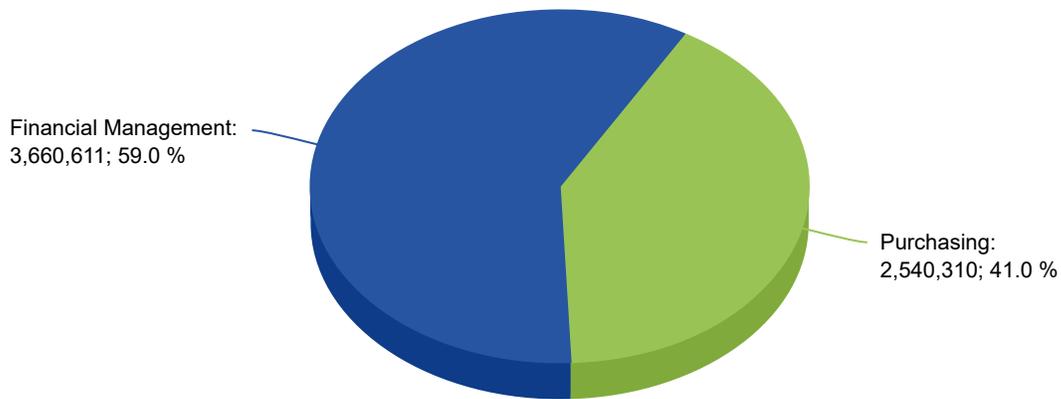
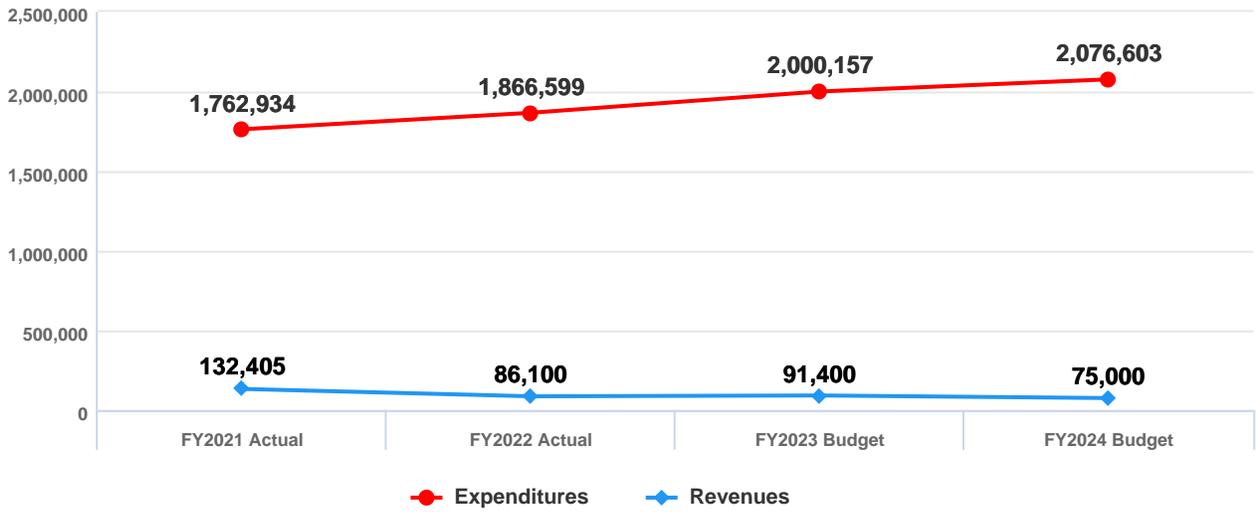
	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
Taxi Permits	225	0	900	225	0	(100.00%)
Newsrack Enclosure Admin Fee	380	0	500	480	0	(100.00%)
Lien Search Fee	131,800	86,100	90,000	76,000	75,000	(16.67%)
<b>TOTALS</b>	<b>132,405</b>	<b>86,100</b>	<b>91,400</b>	<b>76,705</b>	<b>75,000</b>	<b>(17.94%)</b>

### Expenditure Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	1,048,176	1,137,584	1,246,862	1,246,862	1,130,000	1,281,092	2.75%
Employee Benefits	548,465	567,346	581,094	581,094	569,392	604,481	4.02%
Contractual	136,878	127,441	145,825	154,339	142,648	165,330	13.38%
Commodities	25,561	23,753	23,050	23,050	22,355	23,880	3.60%
Capital Outlay	-	4,481	-	-	-	-	-%
Depreciation	3,854	3,326	3,326	3,326	3,326	1,820	(45.28%)
Other	-	2,669	-	-	-	-	-%
<b>TOTALS</b>	<b>1,762,934</b>	<b>1,866,599</b>	<b>2,000,157</b>	<b>2,008,671</b>	<b>1,867,721</b>	<b>2,076,603</b>	<b>3.82%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 budget.

### Finance



	FY2021	FY2022	FY2023	FY2024
Total Full Time Equivalent Employees	13.689	13.689	13.539	13.689

**PROGRAM: Financial Management 141**

**MISSION:**

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

**MAIN ACTIVITIES:**

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

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

**Expenditure Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	614,559	667,904	723,647	723,647	620,000	708,479	(2.10%)
Employee Benefits	308,046	317,788	336,821	336,821	328,430	345,052	2.44%
Contractual	121,514	109,986	126,800	130,800	135,163	158,055	24.65%
Commodities	11,957	14,074	13,500	13,500	12,200	12,575	(6.85%)
Capital Outlay	-	1,657	-	-	-	-	-%
Depreciation	314	314	314	314	314	314	-%
Other	-	1,050	-	-	-	-	-%
<b>TOTALS</b>	<b>1,056,390</b>	<b>1,112,773</b>	<b>1,201,082</b>	<b>1,205,082</b>	<b>1,096,107</b>	<b>1,224,475</b>	<b>1.95%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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 FY2024 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, financial consultants for water feasibility, copy machine charges, supplies for annual wage reporting and the residential parking permit program, credit card discount fees on Town receipts, and postage.

**COMMODITIES**

Commodities include office supplies, professional membership dues/subscriptions and continuing education.

**Program: Financial Management 141**

**DEPRECIATION**

Depreciation includes a folding machine

**OTHER**

Other includes the principal and interest payments on the lease of a copy machine per GASB 87 Guidelines

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director of Finance	0.850	0.850	0.850	0.750	0.000
Controller	0.000	0.000	0.000	0.000	0.975
Assistant Director of Finance	0.975	0.975	0.975	0.975	0.000
Budget Manager	0.000	0.000	0.000	0.000	0.900
Accountant III	0.000	0.000	0.000	0.000	2.900
Budget Analyst	0.900	0.900	0.900	0.900	0.000
Accountant	2.000	2.000	2.000	2.000	0.000
Accountant I	0.000	0.000	0.000	0.000	2.914
Accounting Technician	2.964	2.964	2.964	2.914	0.000
	7.689	7.689	7.689	7.539	7.689

**FINANCE DEPARTMENT FY2023 ACCOMPLISHMENTS**

- ✓ Worked with Town Manager and staff to prepare the FY2024 budget, which resulted in an increase in operating expenditures of 3.8%. The adopted millage rate was 3.05% less than FY2023.
- ✓ Awarded the Certificate of Achievement for Excellence in Financial Reporting for the 35th consecutive year by the Government Finance Officers Association of the United States and Canada
- ✓ Awarded the Distinguished Budget Presentation Award for the 31st year by the Government Finance Officers Association of the United States and Canada. Also received the Special Capital Recognition for the first time.
- ✓ Developed a 10-year long-term financial plan forecast. The forecast was used to develop the FY2024 budget.
- ✓ Developed a Popular Annual Financial Report (PAFR) for the second consecutive year, and submitted to the Government Finance Officers Association for review and recognition.
- ✓ Implemented a new budget software that streamlines the budget process for all departments and provides better reporting to Town Council, residents and the public.

PROGRAM: **Financial Management 141**

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Sound Fiscal Management**

Objective	Status
Evaluate, enact and follow sensible fiscal policies	IN PROGRESS
Promote transparency in all financial matters	IN PROGRESS
Action Items	
Update financial policies for the Marina Fund	ONGOING
Update reserve policies to align better with the future needs of the Town	UPCOMING
Develop long-term plan to finance the rebuild/construction of the North Fire Station	COMPLETED
Develop long-term to plan to address projected budget shortfall in the Underground Utility Construction project	ONGOING
Publish annual budget document and submit to Government Finance Officers Association (GFOA) for review and recognition	ONGOING
Publish Popular Annual Financial report and submit to GFOA for review and recognition	ONGOING
Publish Annual Comprehensive Financial Report and submit to GFOA for review and recognition	ONGOING

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Sound Fiscal Management**

Objective	Status
Continuously review retirement and other investments to ensure optimal liquidity and security positions	IN PROGRESS
Action Items	
Maximize rate of return on investments while applying the GFOA best practices and guidelines	ONGOING
The Town's annualized rate of return exceeds that of the benchmark rate of return for the investments	ONGOING

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Town's annualized blended return	3.24%	0.12%	(4.62%)	2.13%	2.00%
Town's benchmark return	3.30%	(0.12%)	(4.72%)	1.83%	1.00%

**Finance Productivity Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Credit Rating – Issuer	AAA	AAA	AAA	AAA	AAA
Credit Rating – Revenue Bond	AAA	AAA	AAA	AAA	AAA
Number of Management letter comments in audit	0	0	0	0	0
Parking ticket collection rate	84.2%	82.8%	83.6%	83.9%	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.

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	433,617	469,680	523,215	523,215	510,000	572,613	9.44%
Employee Benefits	240,419	249,558	244,273	244,273	240,962	259,429	6.20%
Contractual	15,365	17,454	19,025	23,539	7,485	7,275	(61.76%)
Commodities	13,604	9,679	9,550	9,550	10,155	11,305	18.38%
Capital Outlay	-	2,823	-	-	-	-	-%
Depreciation	3,540	3,012	3,012	3,012	3,012	1,506	(50.00%)
Other	-	1,619	-	-	-	-	-%
<b>TOTALS</b>	<b>706,545</b>	<b>753,827</b>	<b>799,075</b>	<b>803,589</b>	<b>771,614</b>	<b>852,127</b>	<b>6.64%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 budget.

**PROGRAM: Procurement and Contracts Management 144**

**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 FY2024 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 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 have increased based on current market conditions

**OTHER**

Other includes the principal and interest payments on the lease of a copy machine per GASB 87 guidelines

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Procurement & Contracts Manager	1.000	1.000	1.000	1.000	1.000
Assistant Procurement & Contracts Manager	1.000	1.000	1.000	1.000	1.000
Senior Procurement & Contracts Agent	-	-	-	-	1.000
Procurement & Contracts Agent	-	-	-	-	2.000
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Buyer	2.000	1.000	1.000	1.000	-
Junior Buyer	1.000	1.000	1.000	1.000	-
Purchasing Coordinator	1.000	-	-	-	-
Senior Buyer	-	1.000	1.000	1.000	-
	7.000	6.000	6.000	6.000	6.000

**PURCHASING DEPARTMENT FY2023 ACCOMPLISHMENTS**

- ✓ Updated Purchasing Policy and Procedures Manual – Administrative Procedure No. 1-23-3
- ✓ Procurement and Contract Management was awarded the NPI AEP Award for Excellence in Government Purchasing. The Town was one of 178 agencies in North America to be honored with this award.
- ✓ Procurement and Contract Management was awarded the FAPPO Award for Excellence in Governmental Purchasing. The Town was one of 28 in the State to be awarded this honor.
- ✓ Purchasing expanded the use of the E-Bidding and E-Contract Management Software during FY23. 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. The E-Bidding Software has allowed for more first time participation in Town issued solicitations.

**Program: Procurement and Contracts Management 144**

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- ✓ Pursued KPI on all vendor performance for each awarded contract to determine level of performance and satisfaction.
- ✓ Continued search for agreements that were originally handled by Departments with the goal of entering into the Contract Management Program. Worked with departments and divisions to secure information.
- ✓ Sought greater outreach to the vendor community for participation in Town Solicitations.
- ✓ 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 FY23, both managers and the procurement agents continued outreach to all operating departments and divisions with a goal of providing the best in service, timely response to strategic sourcing and providing guidance to routine business needs. Additionally, the senior buyer, buyer and junior buyer positions have been meeting with respective user departments and divisions for greater knowledge of upcoming needs.
- ✓ Encouraged procurement and contract staff to obtain national certification through educational offerings. There is a requirement for three years of government procurement experience and number of course work to be able to qualify for testing. Staff continued educational opportunities.
- ✓ Developed a refresher training for p-card holders online to ensure compliance with established policy and procedures. The class was offered through Target Solutions.
- ✓ Successfully completed annual warehouse physical inventory. Lucity, a new Asset Management Software was implemented which includes stock withdrawals. Phase 1 was implemented in August 2020.
- ✓ 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.
- ✓ Procurement and Contract Manager presented at FAPPO, Florida Association of Public Procurement Officers at the Spring Conference and then at the Fall Conference for the National Procurement Institute.
- ✓ Increased spending on purchase cards from \$2,036,927 in FY22 to \$2,823,927 in FY23.
- ✓ 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.

**PROGRAM: Procurement and Contracts Management 144**

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
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.	IN PROGRESS
Provide basic purchasing training to all new employees as well as specialized training for contract administration for specialized contracts	IN PROGRESS
Engage internal stakeholders for strategic procurement of goods and services.	IN PROGRESS

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Number of employees trained	52	47	62	193	200

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
Issue internal customer service surveys to understand user needs and satisfaction level on a quarterly basis.	IN PROGRESS
improve the quality of services provided by the procurement and contract management department	IN PROGRESS

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Surveys completed by Town end users	67	59	76	101	100

**Purchasing Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Purchase orders written	957	1,016	1,059	1,114	1,200
Total Value of Purchase Orders Issued	\$ 114,525,812	\$ 53,271,917	\$ 165,508,133	\$ 26,695,472	\$ 30,000,000
Formal bids, RFPs, RFQs	28	37	24	51	55
Purchase orders (\$1.00 - \$4,999)	502	606	605	571	600
Purchase orders (\$5,000 - \$9,999)	91	123	153	165	200
Purchase orders (\$10,000-\$34,999)	158	150	168	229	250
Purchase orders (\$35,000 - \$99,999)	70	85	99	86	100
Purchase orders (>\$100,000))	45	50	33	63	75
Warehouse -# of issues	1,704	2,318	2,697	2,440	2,500
Dollars spent using purchasing cards	\$ 1,990,270	\$ 1,127,886	\$ 2,036,083	\$ 2,823,927	\$ 3,000,000
# of Credit Card Transactions	4,241	2,848	5,331	6,494	7,000
Credit Card Rebate	\$ 22,533	\$ 25,591	\$ 21,387	\$ 31,000	\$ 35,000
Surplus sales	\$ 39,809	\$ 112,961	\$ 59,088	\$ 76,735	\$ 125,000
Cost avoidance	\$ 1,556,554	\$ 708,673	\$ 308,767	\$ 583,000	\$ 600,000

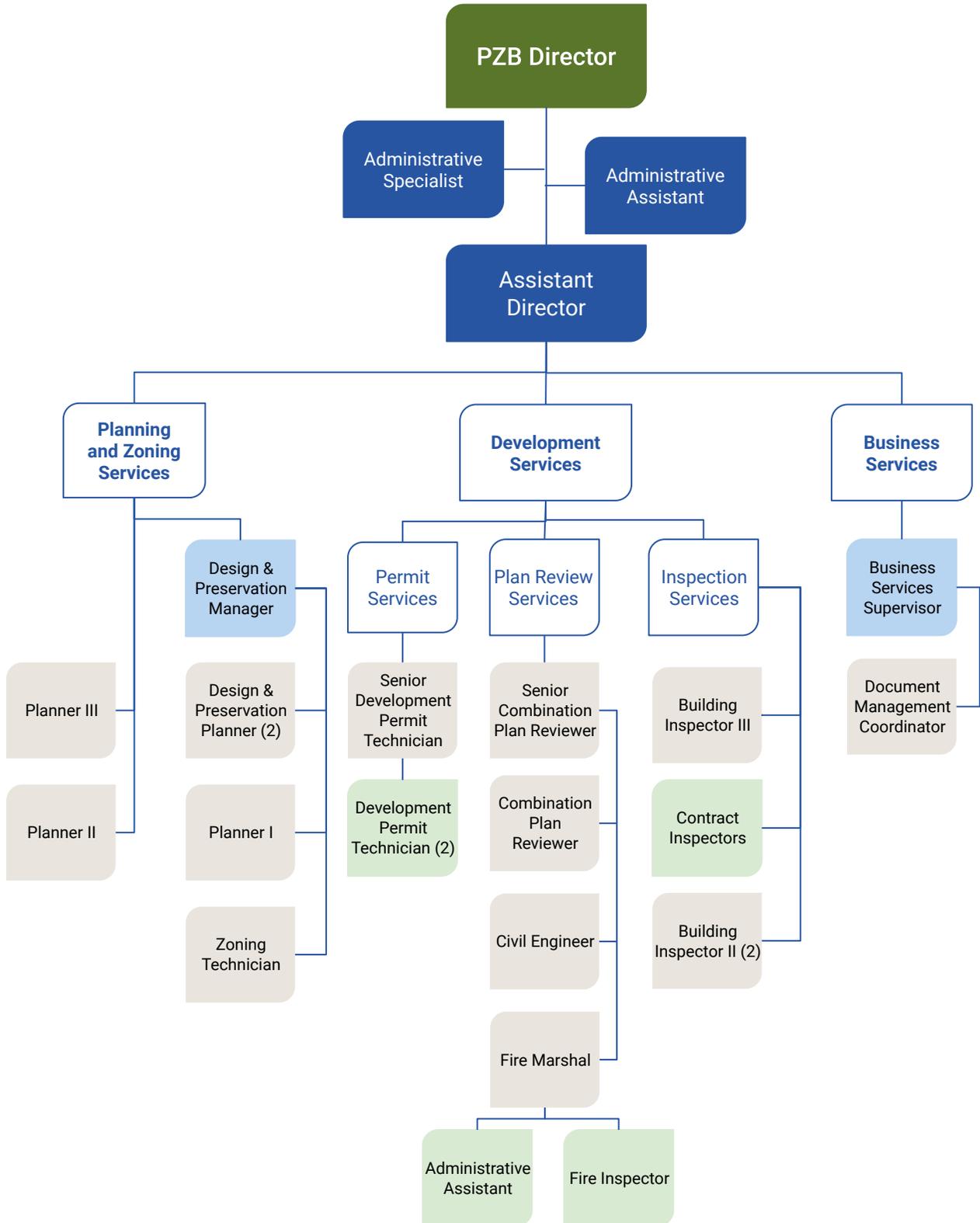


DEPARTMENT:  
**Planning, Zoning  
and Building**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

# PLANNING, ZONING AND BUILDING ORGANIZATIONAL CHART



## PLANNING AND ZONING DEPARTMENT FY2024 GOALS

### COMMUNITY, CULTURE & CHARACTER

#### Preserve Community, Culture and Character



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

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

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

Adopt and enforce the required ordinances and resolutions

Implement the program, along with a new incentive for preserving the historic buildings

### GOVERNMENTAL LEADERSHIP & INNOVATION

#### Collaborative Town Government



Be responsive to the needs and concerns of the residents, businesses, Town elected officials and other members of the community

Continually evaluate the function and services of the Code Enforcement unit to best utilize staff

### SAFE & RESILIENT COMMUNITY

#### Emergency Management



Increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach

## 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

	FY2021 Actual	FY2022 Actual*	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
Business Tax Receipts	776,348	787,771	825,000	870,000	875,000	6.06%
Business Tax Receipt Penalties	29,362	44,986	35,000	57,000	35,000	-%
Except/Var. App.	316,266	778,678	500,000	875,000	500,000	-%
Abandonments	(194)	3,702	1,000	3,300	1,000	-%
Architectural Fees	479,666	554,450	450,000	523,000	450,000	-%
Landmarks Submittal	71,900	67,250	70,000	60,000	65,000	(7.14%)
Right Of Way Permits	664,062	953,713	750,000	828,000	750,000	-%
Flood Plain Management Permit Fee	450	-	-	-	-	-%
County Occ. Licenses	20,014	21,246	15,000	12,850	15,000	-%
Tent Permits	4,072	21,829	15,000	25,000	15,000	-%
Code Compliance Fines	214,625	418,425	150,000	395,000	200,000	33.33%
Code Compliance Admin Fee	1,775	7,000	4,500	7,700	4,500	-%
Credit Card Customer Surcharge	28,176	41,190	20,000	35,000	35,000	75.00%
<b>TOTALS</b>	<b>2,606,522</b>	<b>3,700,238</b>	<b>2,835,500</b>	<b>3,691,850</b>	<b>2,945,500</b>	<b>27.07%</b>

\*In FY2022 two programs were moved from the General Fund into the new Building Enterprise Fund

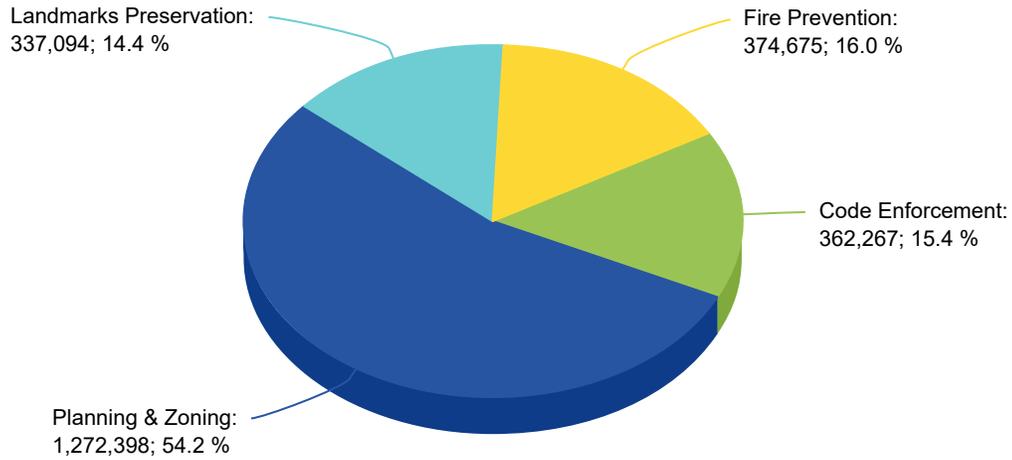
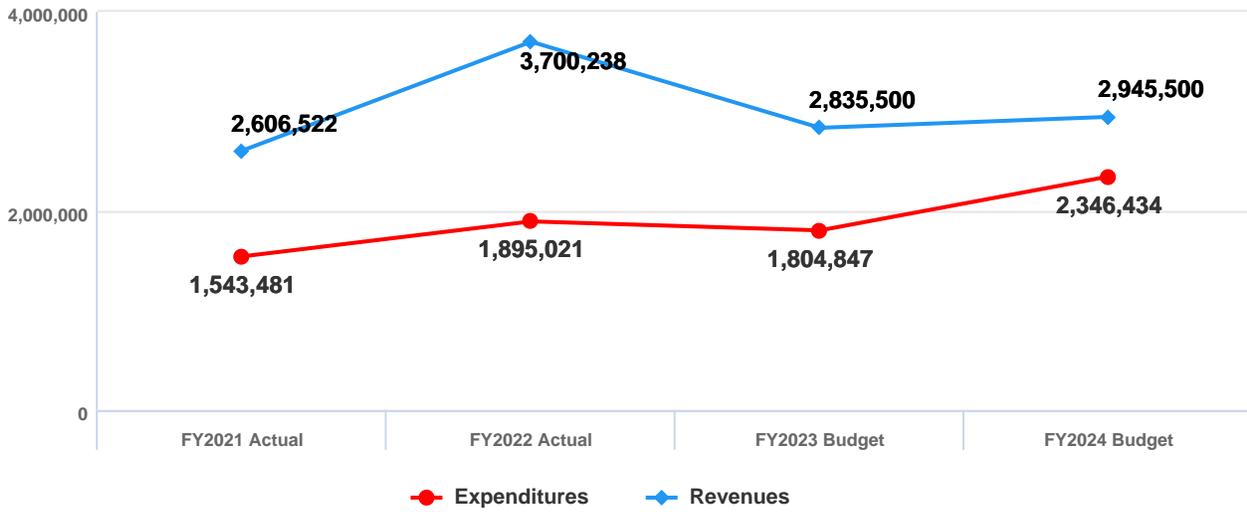
### Expenditure Summary

	FY2023 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	756,523	893,253	912,641	912,641	1,097,511	1,087,745	19.19%
Employee Benefits	347,795	351,816	398,571	398,571	401,491	474,218	18.98%
Contractual	407,299	619,711	463,408	1,555,042	995,895	751,358	62.14%
Commodities	25,459	24,285	25,620	25,620	21,329	30,810	20.26%
Depreciation	6,404	5,955	4,607	4,607	4,607	2,303	(50.01%)
<b>TOTALS</b>	<b>1,543,481</b>	<b>1,895,021</b>	<b>1,804,847</b>	<b>2,896,481</b>	<b>2,520,833</b>	<b>2,346,434</b>	<b>14.37%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 budget.

\*\*In FY2022 two programs were moved from the General Fund into the new Building Enterprise Fund

### Planning, Zoning & Building



	FY2021	FY2022	FY2023	FY2024
Total Full Time Equivalent Employees	9.100	9.475	9.475	10.675

\*In FY2022 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 ARCOM, Planning & Zoning Commission and Town Council;
- ✦ Conduct planning and zoning studies, and recommend changes where necessary;
- ✦ Prepare the Comp Plan EAR
- ✦ 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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	347,019	445,060	425,027	425,027	580,000	533,425	25.50%
Employee Benefits	135,985	181,616	179,285	179,285	179,903	224,473	25.20%
Contractual	306,167	443,748	286,500	1,376,606	798,984	501,500	75.04%
Commodities	9,166	9,490	10,000	10,000	8,100	13,000	30.00%
<b>TOTALS</b>	<b>798,337</b>	<b>1,079,915</b>	<b>900,812</b>	<b>1,990,918</b>	<b>1,566,987</b>	<b>1,272,398</b>	<b>41.25%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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 FY2024 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.

**Program: Planning and Zoning 211**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director of Planning Zoning & Building	0.700	0.700	0.700	0.700	0.700
Assistant Director of PZB	0.350	0.350	0.350	0.350	0.350
Planner III	0.000	0.000	0.000	1.000	1.000
Zoning Manager	1.000	1.000	1.000	0.000	0.000
Design & Preservation Planner	0.000	0.000	0.000	0.000	0.800
Planner I	0.000	0.000	0.500	0.500	0.500
Administrative Specialist	0.500	0.500	0.500	0.500	0.500
Zoning Technician	0.000	0.500	0.000	0.500	0.500
Administrative Assistant	0.500	0.000	0.500	0.000	0.500
Historic Preservation Planner	0.000	0.400	0.400	0.400	0.000
Planning Administrator	0.400	0.000	0.000	0.000	0.000
	3.450	3.450	3.950	3.950	4.850

**PLANNING & ZONING FY2023 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

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**COMMUNITY, CULTURE & CHARACTER**

**Preserve Community, Culture and Character**

Objective	Status
Conduct a complete review of the Town Code or identify and devise a plan to address the most pressing Town Code reform needs.	IN PROGRESS
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	IN PROGRESS
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	IN PROGRESS
Action Items	
Continue to reduce the number of permits and forms used throughout the department	ONGOING
Develop a budget and process to include analysis of the existing code code changes.	COMPLETED
Create a steering committee	COMPLETED
Host a public engagement session to solicit community feedback	COMPLETED
Research impacts of federal, state and county regulations and prepare recommendations	ONGOING

**PROGRAM: Planning and Zoning 211**

<b>Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Projected</b>
Comprehensive Plan amendments processed	1	1	1	-	1
Zoning amendments processed	2	7	7	1	10
Development review application processed	61	94	99	76	100
ARCOM applications processed	65	170	203	176	225
ARCOM Staff approvals processed	478	778	586	586	600
LPC Staff approvals processed	N/A	N/A	168	163	150
# of Business Tax receipts issued	1,635	1,678	1,710	1,720	1,710
# of new business applications processed	130	208	208	165	200
# of records request processed	1,595	2,183	2,010	2,010	2,000

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	37,633	47,838	40,819	40,819	67,000	74,692	82.98%
Employee Benefits	16,423	17,912	17,268	17,268	19,638	31,902	84.75%
Contractual	84,264	136,645	156,000	157,529	175,500	226,000	44.87%
Commodities	1,095	4,160	3,300	3,300	3,300	4,500	36.36%
<b>TOTALS</b>	<b>139,415</b>	<b>206,555</b>	<b>217,387</b>	<b>218,916</b>	<b>265,438</b>	<b>337,094</b>	<b>55.07%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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 FY2024 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

**PROGRAM: Landmarks Preservation 214**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director of Planning Zoning & Building	0.050	0.050	0.050	0.050	0.050
Assistant Director of PZB	0.050	0.050	0.050	0.050	0.050
Design & Preservation Planner	0.000	0.000	0.000	0.000	0.600
Administrative Assistant	0.500	0.000	0.000	0.000	0.000
Historic Preservation Planner	0.000	0.300	0.300	0.300	0.000
Planning Administrator	0.300	0.000	0.000	0.000	0.000
	0.900	0.400	0.400	0.400	0.700

**LANDMARKS PRESERVATION FY2023 ACCOMPLISHMENTS**

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

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**COMMUNITY, CULTURE & CHARACTER**

**Preserve Community, Culture and Character**

Objective	Status
Continue to implement the new historic preservation program using the conservation districts and historically significant buildings	IN PROGRESS
Adopt and enforce the required ordinances and resolutions	COMPLETED
Implement the program, along with a new incentive for preserving the historic buildings	NOT STARTED

Performance Measures	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Projected
Number of historically significant buildings preserved under this program	24	14	14	14

**Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
# of COA Applications processed	34	33	70	70	70
# of properties designated as Landmarks	4	6	15	15	15
# of Landmarks staff approvals processed	128	165	168	168	168

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	204,729	215,173	244,915	244,915	244,915	265,575	8.44%
Employee Benefits	79,844	66,330	81,081	81,081	81,081	89,342	10.19%
Contractual	13,081	35,260	15,898	15,898	15,898	15,898	-%
Commodities	7,792	3,126	3,820	3,820	3,820	3,860	1.05%
<b>TOTALS</b>	<b>305,446</b>	<b>319,889</b>	<b>345,714</b>	<b>345,714</b>	<b>345,714</b>	<b>374,675</b>	<b>8.38%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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 FY2024 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**

Commodities were increased due to membership fees increases.

**PROGRAM: Fire Prevention 215**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Fire Marshal	1.000	1.000	1.000	1.000	1.000
Fire Inspector	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	0.500	0.500	0.000	0.000	0.000
Administrative Assistant (Part Time)	0.000	0.000	0.375	0.375	0.375
	2.500	2.500	2.375	2.375	2.375

**FIRE PREVENTION PROGRAM FY2023 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
- ▶ Responded as part of a Fire Prevention Strike Team to the Hurricane Ian disaster area on the West Coast of Florida as part of a state-wide deployment task force
- ▶ 99.8% of inspections completed.

**FY24 STRATEGIC GOALS AND OBJECTIVES**

<b>SAFE &amp; RESILIENT COMMUNITY</b>	
<b>Emergency Management</b>	
Objective	Status
Increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach	IN PROGRESS
Action Items	
Reduce the number of false fire alarms (NFIRS 700 class) incidents by 20%	COMPLETED
Palm Beach Fire Rescue will complete an annual fire prevention inspection on at least 95% of all commercial and multi-family properties	COMPLETED

Performance Measures	FY22 Actual	FY23 Actual	FY24 Projected
Percentage of annual fire prevention inspections on all commercial and multi-family properties	100%	100%	100%
Number of false fire alarms (NFIRS 700 class) incidents	582	582	550

**Program: Fire Prevention 215**

<b>Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Projected</b>
Building plans reviewed	1,850	1,917	1,917	1,917	1,917
Pre-fire plans completed	30*	0*	158	158	158
Fire hydrants tested and maintained	398	398	403	403	403
High-rise safety training programs delivered	1*	-	11	11	11
Fire extinguisher training programs delivered	6*	-	16	16	16
Total inspections conducted	1,004	622	1,267	1,267	1,267
Inspections conducted by shift members	150*	137	650	650	650
Inspections conducted by Fire Prevention	854	485*	617	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 through the process set forth in Florida Statutes Chapter 162.

**MAIN ACTIVITIES**

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

- ✦ To respond to complaints from citizens
- ✦ Conduct inspections and investigate code and ordinance violations
- ✦ Issue code enforcement citations to violators
- ✦ To attempt to achieve compliance prior to having to go to Code Enforcement Board meetings/hearings
- ✦ Prepare and maintain correspondence and board meeting minutes
- ✦ Complete Records Requests
- ✦ Supply the Town Manager with Statistical Data

**Expenditure Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	167,142	185,182	201,880	201,880	205,596	214,053	6.03%
Employee Benefits	115,543	85,957	120,937	120,937	120,869	128,501	6.25%
Contractual	3,787	4,058	5,010	5,010	5,513	7,960	58.88%
Commodities	7,407	7,510	8,500	8,500	6,109	9,450	11.18%
Depreciation	6,404	5,955	4,607	4,607	4,607	2,303	(50.01%)
<b>TOTALS</b>	<b>300,284</b>	<b>288,661</b>	<b>340,934</b>	<b>340,934</b>	<b>342,694</b>	<b>362,267</b>	<b>6.26%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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 FY2024 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 increased due to postage and printing costs.

**Program: Code Enforcement 216**

**COMMODITIES**

Commodities increased due to increased usage of office supplies due to the addition of construction site monitors, as well as an increase in fuel charges for unit vehicles.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Lead Code Compliance Officer	0.000	0.000	0.000	0.000	1.000
Code Compliance Officer I	2.000	2.000	2.000	2.000	1.000
Parking/Code Enforcement Specialist	0.750	0.750	0.750	0.750	0.750
	2.750	2.750	2.750	2.750	2.750

**CODE ENFORCEMENT FY2023 ACCOMPLISHMENTS**

- ✓ Assisted other departments in the collection of outstanding dues and fines such as Finance, Public Works, and the Fire Marshall (i.e. Solid Waste bills, false fire alarms, etc.)
- ✓ Brought extremely old cold cases into compliance and collected outstanding fines on these properties
- ✓ Continued to provide timely and consistent enforcement of the Town of Palm Beach Code of Ordinances
- ✓ Taken proactive steps to promote voluntary code compliance from business, landscapers, construction companies and residents
- ✓ Continued to educate the public and achieve voluntary compliance with lighting during Turtle Season
- ✓ Code Enforcement collected 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
- ✓ Recruited, hired, trained, and managed Code Compliance Officers in the furtherance of enforcing Town Ordinances
- ✓ Implemented a new Turtle lighting letter that was mailed to all coastal properties
- ✓ Code Enforcement collected past due Right of Way fines
- ✓ Implemented warning letters to property owners who’s landscaping companies who were still using gas powered leaf blowers and have seen substantial compliance from landscapers changing to electric leaf blowers

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
Be responsive to the needs and concerns of the residents, businesses, Town elected officials and other members of the community	IN PROGRESS
Continually evaluate the function and services of the Code Enforcement unit to best utilize staff	IN PROGRESS
Action Items	
Code Enforcement Specialist meets with new PZB Managers to educate them on the workings of Code Enforcement and how the two departments can work together more efficiently	ONGOING
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	COMPLETED

**PROGRAM: Code Enforcement 216**

<b>Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Projected</b>
Code violation complaints	2,042	1,478	1,828	2,380	2,000
Code violations issued	79	1,145*	1,578**	1,841**	1,657
Code violation cases brought for CEB	34	54	66	129	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)

\*\*\* FY24 This figure is less because our goal is to obtain compliance before having to go to a hearing.

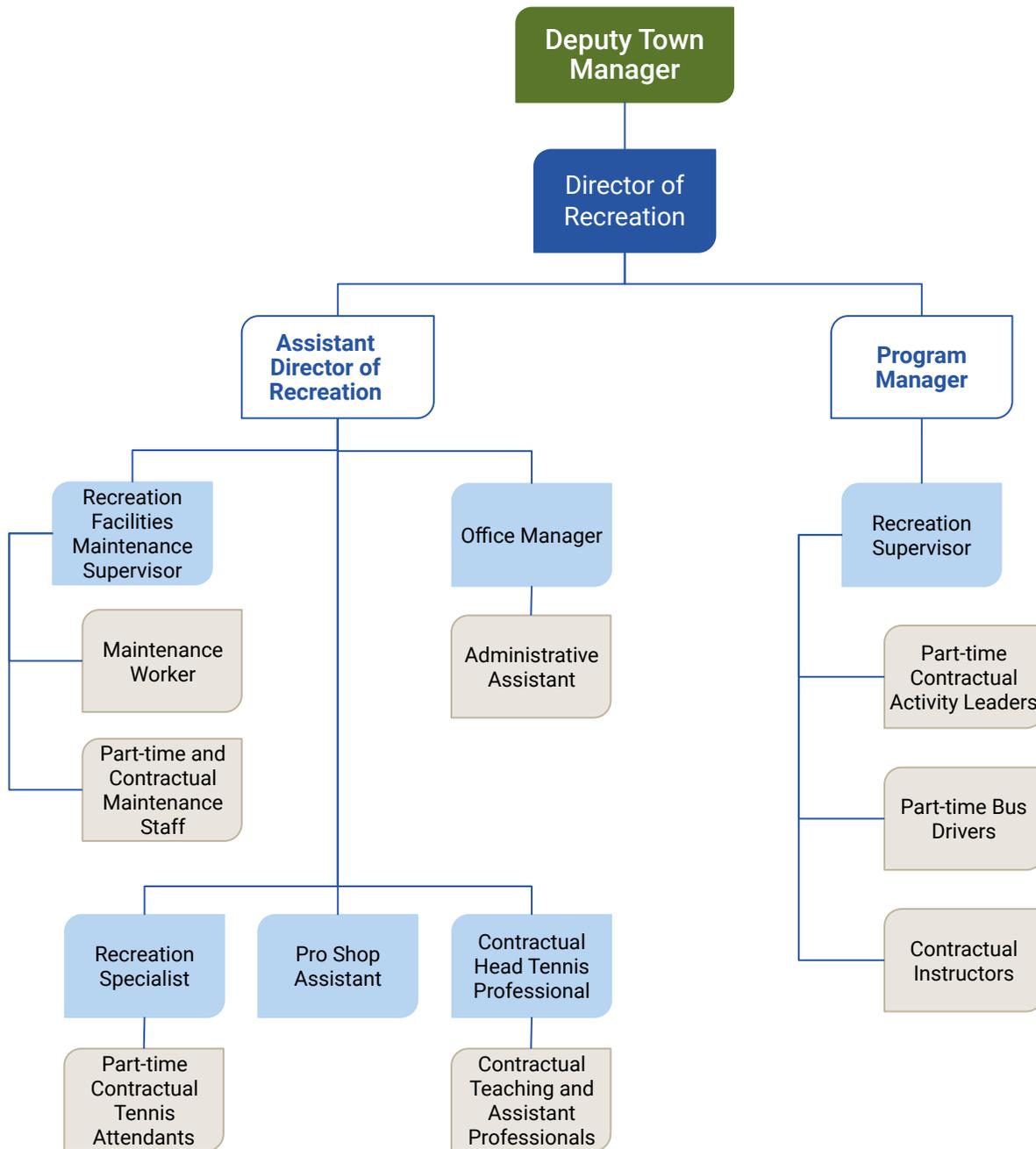


# DEPARTMENT: **Recreation**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## RECREATION DEPARTMENT ORGANIZATIONAL CHART



## RECREATION DEPARTMENT FY2024 STRATEGIC GOALS

### COMMUNITY, CULTURE & CHARACTER

#### Quality of Life



Support the community to live happier, healthier, and longer lives through educational and recreational programming and partnerships

### GOVERNMENTAL LEADERSHIP & INNOVATION

#### Sound Fiscal Management



Create an elite recreational and tennis braand designed to enhance prestige and generate increased income.

### ENVIRONMENTAL STEWARDSHIP

#### Management of Environmental Threats



Optimize technology and prioritize digitalization to reduce environmental impacts.

## 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

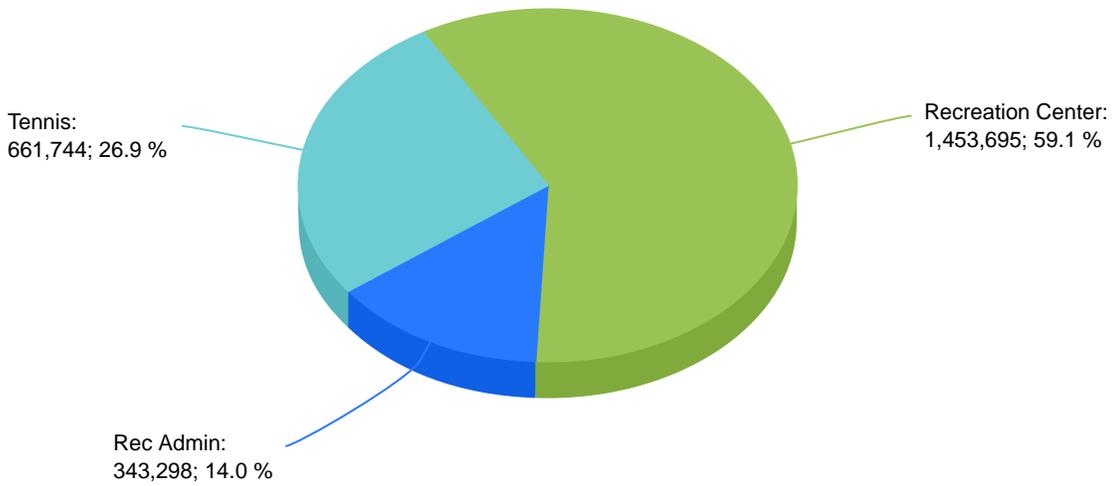
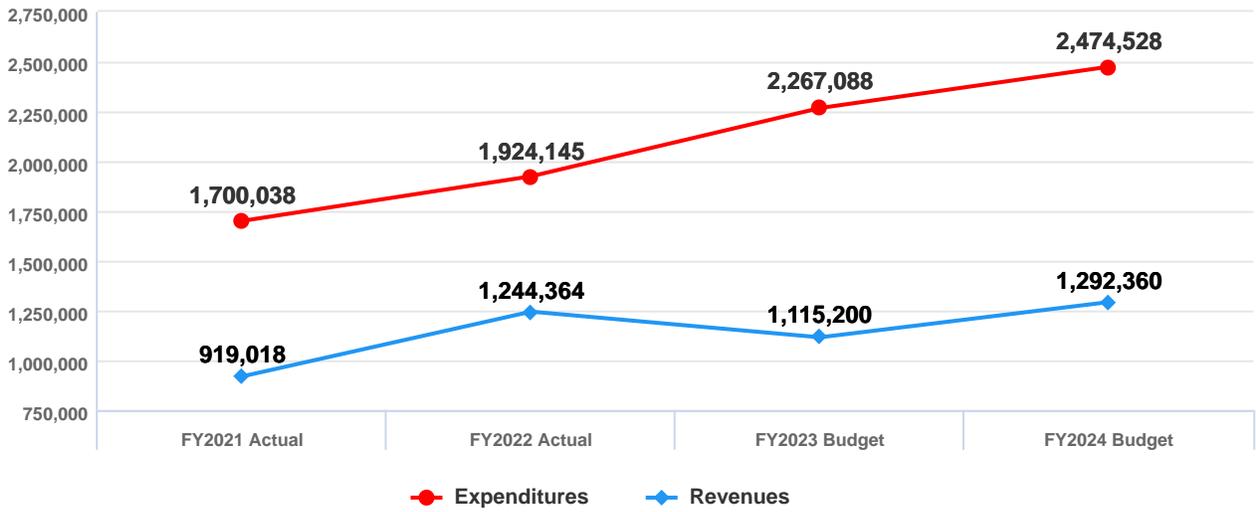
	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
Adult Program Fees (Rec)	21,579	16,490	81,000	8,640	10,000	(87.65%)
Youth Program Fees (Rec)	386,980	501,026	345,000	497,200	500,000	44.93%
Soma Dome fees	60	350	1,000	75	100	(90.00%)
Fitness Center Classes	6,635	7,746	6,500	14,000	15,000	130.77%
Tennis Mixers	33	88	-	750	-	-%
Merchandise Sales	28,470	23,355	30,000	28,000	30,000	-%
Adult Program Fees (Tennis)	1,805	1,545	3,000	1,000	3,000	-%
Tennis 12 Play Pass	53,425	42,602	53,000	38,000	35,000	(33.96%)
Daily Tennis Court Fees	32,175	31,358	33,500	46,000	35,000	4.48%
Annual Tennis Court Fees	86,026	71,453	80,000	73,000	80,000	-%
Marina Amenity	-	179,640	191,100	191,100	200,660	5.00%
Passes/Daily Admission	125,280	139,039	120,000	150,000	160,000	33.33%
Promotional Merchandise	600	2,483	3,500	370	2,500	(28.57%)
Town Share Tennis Teaching Services	134,526	171,529	121,000	176,000	150,000	23.97%
Town Share Tennis Merchandise Sales	1,486	1,444	1,600	1,700	1,600	-%
Tennis Pro Admin Fees	13,500	13,567	13,500	13,500	13,500	-%
Equipment Rentals - Tennis	4	24	-	-	-	-%
Facility Rental Fees (Tennis)	2,263	2,631	500	2,200	1,000	100.00%
Facility Rental Fees (Rec)	23,907	26,704	25,000	65,000	40,000	60.00%
Seview Park Concession	265	11,290	6,000	8,000	15,000	150.00%
<b>TOTALS</b>	<b>919,018</b>	<b>1,244,364</b>	<b>1,115,200</b>	<b>1,314,535</b>	<b>1,292,360</b>	<b>15.89%</b>

### Expenditure Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected*	FY2024 Budget	% Change
Salaries and Wages	556,015	567,665	768,377	768,377	593,492	797,733	3.82%
Employee Benefits	326,408	353,063	386,417	386,417	355,534	405,101	4.84%
Contractual	744,518	839,999	956,400	1,006,843	975,741	1,111,900	16.26%
Commodities	63,024	63,486	103,650	103,650	104,670	111,050	7.14%
Capital Outlay	-	45,254	-	-	-	-	-%
Depreciation	10,074	52,944	52,244	52,244	52,244	48,744	(6.70%)
Other	-	1,733	-	-	-	-	-%
<b>TOTALS</b>	<b>1,700,038</b>	<b>1,924,145</b>	<b>2,267,088</b>	<b>2,317,531</b>	<b>2,081,681</b>	<b>2,474,528</b>	<b>9.15%</b>

\* FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 budget.

### Recreation



	FY2021	FY2022	FY2023	FY2024
Total Full Time Equivalent Employees	24.592	14.929	14.815	12.196

**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 Assistants and Recreation Specialist.

**Expenditure Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	123,654	157,410	197,937	197,937	153,924	181,466	(8.32%)
Employee Benefits	66,382	79,940	94,444	94,444	82,007	95,227	0.83%
Contractual	5,135	4,403	12,100	12,100	8,685	14,600	20.66%
Commodities	8,030	6,580	10,100	10,100	9,451	12,000	18.81%
Capital Outlay	-	3,737	-	-	-	-	-%
Depreciation	4,200	47,820	47,120	47,120	47,120	43,620	(7.43%)
Other	-	1,733	-	-	-	-	-%
<b>TOTALS</b>	<b>207,401</b>	<b>301,623</b>	<b>361,701</b>	<b>361,701</b>	<b>301,187</b>	<b>346,913</b>	<b>(4.09%)</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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 FY2024 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 CCTV System; Fitness Center equipment; Athletic equipment; Furnishings; Software Management – RecPro Registration System

**Program: Administration 311**

**OTHER**

Other includes the principal and interest payments on the lease of a copy machine per GASB 87 Guidelines

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Assistant Town Manager	0.000	0.000	0.250	0.250	0.000
Director Of Recreation	0.000	0.000	0.000	0.000	0.300
Division Director of Recreation	0.000	0.000	0.300	0.300	0.000
Assistant Director of Recreation	0.300	0.300	0.300	0.300	0.300
Office Manager	0.000	0.000	0.000	0.000	1.000
Recreation Specialist	0.000	0.400	0.400	0.400	0.000
Administrative Assistant	0.600	0.600	0.600	1.000	0.600
Administrative Clerk	0.800	0.000	0.000	0.000	0.000
Director of Business Development and Operations	0.300	0.300	0.000	0.000	0.000
	2.000	1.600	1.850	2.250	2.200

PROGRAM: **Administration 311**

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Sound Fiscal Management**

Objective	Status
Create an elite recreational and tennis braand designed to enhance prestige and generate increased income.	IN PROGRESS
Action Items	
Complete renovation of both Tennis facilities	UPCOMING
Implement branding guide for Tennis that was completed in fall of 2023.	UPCOMING
Create new logo and branding guide for Recreation.	UPCOMING
Implement participant tracking software, Procare.	COMPLETED
Complete installation of Club Caddie software.	UPCOMING

**Program: Tennis 312**

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

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

**Expenditure Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	131,758	161,903	195,940	195,940	172,788	258,055	31.70%
Employee Benefits	92,370	101,463	101,584	101,584	98,045	143,024	40.79%
Contractual	162,304	184,665	224,300	231,080	194,997	224,200	(0.04%)
Commodities	21,007	21,701	32,650	32,650	36,550	37,850	15.93%
Depreciation	4,184	3,874	3,874	3,874	3,874	3,874	-%
<b>TOTALS</b>	<b>411,623</b>	<b>473,606</b>	<b>558,348</b>	<b>565,128</b>	<b>506,253</b>	<b>667,003</b>	<b>19.46%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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 FY2024 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 workstation in pro-shop

**PROGRAM: Tennis 312**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director Of Recreation	0.000	0.000	0.000	0.000	0.150
Division Director of Recreation	0.000	0.000	0.150	0.150	0.000
Assistant Director of Recreation	0.250	0.250	0.250	0.250	0.250
Recreation Facilities Maintenance Supervisor	0.000	0.000	0.350	0.350	0.350
Recreation Specialist	0.000	0.100	1.100	1.100	1.000
Administrative Assistant	0.100	0.100	0.100	0.200	0.100
Pro-Shop Assistant	0.000	0.000	0.000	0.000	1.000
Maintenance Worker	0.000	0.000	0.000	0.000	0.500
Director of Business Development and Operations	0.100	0.100	0.000	0.000	0.000
Recreation Supervisor	0.250	0.350	0.000	0.000	0.000
Tennis Supervisor	1.000	1.000	0.000	0.000	0.000
Maintenance Worker (Part Time)	0.522	0.522	0.540	0.540	0.040
Tennis Attendant (Part Time)	1.344	1.359	0.991	0.845	0.835
	3.566	3.781	3.481	3.435	4.225

**TENNIS FY2023 ACCOMPLISHMENTS**

- ✓ Estimated operating cost recovery of 82% exceeds goal of 60.0%\*
- ✓ Generated the most revenue in the Tennis Centers history (more than \$420,000\*)
- ✓ 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 73%

\*FY2023 operating cost recovery results are estimated as of June 7, 2023 postings

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
Support the community to live happier, healthier, and longer lives through educational and recreational programming and partnerships	IN PROGRESS
Action Items	
Add additional programming opportunities for pickleball	ONGOING
Continue to add more community-based tennis programming such as clinics, mixers and round robins	ONGOING

**Performance Measures**

Performance Measures	FY2023 Actual	FY2024 Projected
Conduct customer service trainings	Ongoing	Ongoing
Conduct orientation for instructors and employees	Ongoing	Ongoing

**Program: Tennis 312**

**ENVIRONMENTAL STEWARDSHIP**

**Management of Environmental Threats**

Objective	Status
Optimize technology and prioritize digitalization to reduce environmental impacts.	IN PROGRESS
Action Items	
Introduce advanced registration software to increase online signups for recreational activities and streamline the process. This digital shift will reduce paper use and support environmental conservation.	UPCOMING
Support paperless and cloud-based transactions, activities and operations	UPCOMING

**Performance Measures**

Performance Measures	FY2023 Actual	FY2024 Projected
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	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Projected	FY2024 Projected
Lesson participation	5,775	7,742	7,732	7,749	7,800
Clinic participation	1,635	1,526	2,612	2,580	2,650
Daily youth participation	2,470	2,997	2,503	2,476	2,600
Daily adult participation	15,798	21,389	19,521	20,000	21,000
Annual/Seasonal passes sold	74	77	79	79	80
Tournaments/special events	3	3	3	5	7
League teams hosted	6	4	6	6	6
Resident/nonresident ratio	71/29	72/28	72/28	72/28	72/28
Operating cost recovery	62.70%	88.5%*	93.20%	81.60%	75.00%

FY20 and FY21 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, 2021.

\* FY23 Operating Cost Recovery results are estimated as of June 7, 2023

**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 Manager, with assistance from the 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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	300,602	248,352	374,500	374,500	266,780	358,212	(4.35%)
Employee Benefits	167,656	171,660	190,389	190,389	175,482	166,850	(12.36%)
Contractual	577,079	650,932	720,000	763,663	772,059	873,100	21.26%
Commodities	33,987	35,205	60,900	60,900	58,669	61,200	0.49%
Capital Outlay	-	41,517	-	-	-	-	-%
Depreciation	1,690	1,250	1,250	1,250	1,250	1,250	-%
<b>TOTALS</b>	<b>1,081,014</b>	<b>1,148,916</b>	<b>1,347,039</b>	<b>1,390,702</b>	<b>1,274,240</b>	<b>1,460,612</b>	<b>8.43%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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

**Program: Recreation Center 313**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director Of Recreation	0.000	0.000	0.000	0.000	0.300
Division Director of Recreation	0.000	0.000	0.300	0.300	0.000
Assistant Director of Recreation	0.250	0.250	0.250	0.250	0.250
Program Manager	0.000	0.000	0.000	1.000	1.000
Recreation Facilities Maintenance Supervisor	0.000	0.000	0.450	0.450	0.450
Recreation Supervisor	1.350	1.450	2.000	1.000	1.000
Recreation Specialist	0.000	0.500	0.500	0.500	0.000
Administrative Assistant	0.100	0.100	0.100	0.600	0.100
Maintenance Worker	0.000	0.000	0.000	0.000	0.500
Director of Business Development and Operations	0.100	0.100	0.000	0.000	0.000
Program Development and Operations Manager	1.000	1.000	0.000	0.000	0.000
Activity Leader (Part Time)	2.500	1.052	0.530	0.550	0.552
Bus Driver (Part Time)	0.410	0.411	0.304	0.304	0.304
Maintenance Worker (Part Time)	0.561	0.561	0.579	0.600	0.097
Recreation Center Attendants (Part Time)	8.195	0.255	0.425	0.207	0.216
	14.466	5.679	5.438	5.761	4.769

**RECREATION CENTER FY2023 ACCOMPLISHMENTS**

- ✓ Estimated operating cost recovery of 74.8% exceeds goal of 50.0%\*
- ✓ Generated the most revenue in the recreation center history (more than \$837,000\*)
- ✓ Sold 347 fitness center memberships notwithstanding capacity restrictions within the fiscal year
- ✓ Offered 259 unique programs despite limited capacity restrictions at the Mandel Recreation Center
- ✓ Overall resident participation was 66% at the Mandel Recreation Center

\* FY2023 operating cost recovery results are estimated as of June 8, 2023 postings

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**ENVIRONMENTAL STEWARDSHIP**

**Management of Environmental Threats**

Objective	Status
Optimize technology and prioritize digitalization to reduce environmental impacts.	IN PROGRESS
Action Items	
Introduce advanced registration software to increase online signups for recreational activities and streamline the process. This digital shift will reduce paper use and support environmental conservation.	UPCOMING
Support paperless and cloud-based transactions, activities and operations	UPCOMING

**PROGRAM: Recreation Center 313**

Performance Measures	FY2023 Actual	FY2024 Projected
Conduct customer service trainings	Ongoing	Ongoing
Conduct orientation for instructors and employees	Ongoing	Ongoing

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
Support the community to live happier, healthier, and longer lives through educational and recreational programming and partnerships	IN PROGRESS
Action Items	
Host monthly Coffee and Conversations programming where members of the community have an opportunity to learn about different health/wellness topics	ONGOING
Enhance and diversify our wellness initiatives to broaden their impact and accessibility	ONGOING
Expand upon strategic collaborations that steer our community toward enhanced wellbeing and happiness	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Family special events participation	N/A	529	860	1,398	1,400
Youth enrichment/athletics participation	650	2,360	5,170	5,210	5,250
Youth camps/after school participation	1,450	5,643	8,402	8,427	8,450
Adult enrichment/fitness participation	750	976	830	915	920
Resident/nonresident ratio – youth	62/38	40/60	34/66	37/63	40/60
Resident/nonresident ratio – adult	90/10	94/6	93/7	93/7	95/5
Operating cost recovery	30.0%	53.8%	74.8%	65.7%	62.0%

FY20 and FY21 participation were affected by the construction enhancements to Seaview Park, and the Mandel Recreation Center was closed beginning March 18, 2021, re-opening on May 18, 2021, with limited capacity.

\* FY2023 operating cost recovery results are estimated as of June 7, 2023 postings

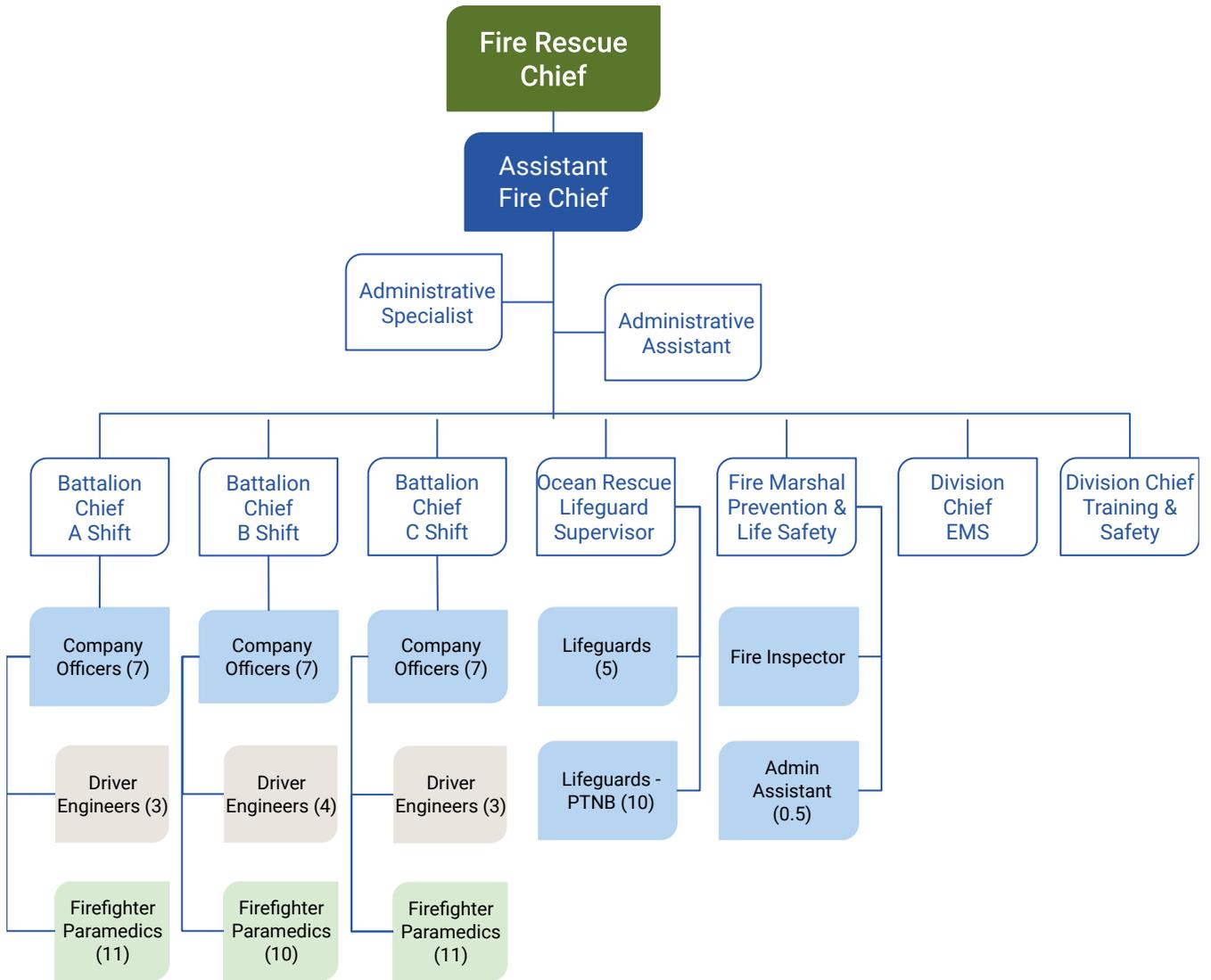


# DEPARTMENT: **Fire Rescue**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## FIRE RESCUE ORGANIZATIONAL CHART



## FIRE RESCUE DEPARTMENT FY2024 STRATEGIC GOALS

### COMMUNITY, CULTURE & CHARACTER

#### Quality of Life



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

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

### SAFE & RESILIENT COMMUNITY

#### Emergency Management



Increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach

Recruit and train high caliber ocean rescue candidates

## 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

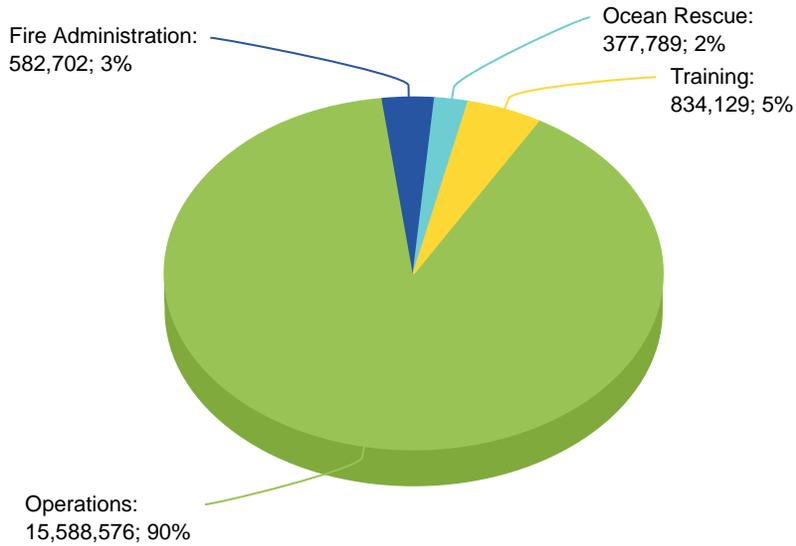
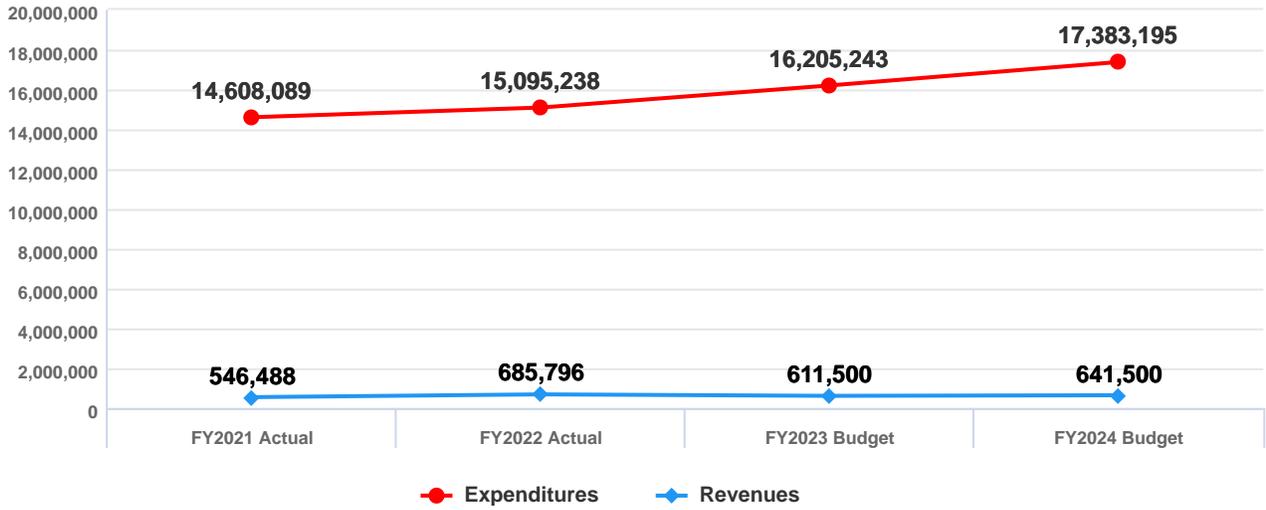
	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
Fire Supplemental Compensation	32,733	36,792	37,000	37,000	37,000	-%
Ems Grant - Palm Beach County	21,849	-	25,000	-	25,000	-%
Special Detail-Fire	4,675	22,915	10,000	37,000	25,000	150.00%
Fire Prev Bonfires	-	-	-	300	-	-%
Fire Prev Hot Work	3,300	4,400	2,500	2,475	2,500	-%
Fire Prev Public Assembly	50	700	1,000	-	1,000	-%
False Fire Alarms	18,825	26,474	16,000	19,000	16,000	-%
Fire Prev Fireworks	8,000	12,510	10,000	12,000	10,000	-%
Fire Prev Technical Fire Insp	-	100	-	-	-	-%
Fire Prev Inspection Fees	77,421	188,909	75,000	140,000	100,000	33.33%
Ems Transport Fees	379,635	392,996	435,000	430,000	425,000	(2.30%)
<b>TOTALS</b>	<b>546,488</b>	<b>685,796</b>	<b>611,500</b>	<b>677,775</b>	<b>641,500</b>	<b>4.91%</b>

### Expenditure Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	7,180,990	7,555,347	8,362,288	8,362,288	8,362,288	9,002,090	7.65%
Employee Benefits	6,210,218	6,302,308	6,397,544	6,397,544	6,397,544	6,993,999	9.32%
Contractual	357,498	411,467	431,395	435,555	431,295	447,845	3.81%
Commodities	194,557	213,927	260,835	260,835	260,835	240,989	(7.61%)
Capital Outlay	21,849	47,399	117,841	117,841	117,841	25,000	(78.78%)
Depreciation	642,977	560,752	635,340	635,340	635,340	673,272	5.97%
Other	-	4,039	-	-	-	-	-%
<b>TOTALS</b>	<b>14,608,089</b>	<b>15,095,238</b>	<b>16,205,243</b>	<b>16,209,403</b>	<b>16,205,143</b>	<b>17,383,195</b>	<b>7.27%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY22 budget.

### Fire Rescue



	FY2021	FY2022	FY2023	FY2024
Total Full Time Equivalent Employees	81.400	81.400	81.400	81.400

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	294,210	301,175	292,749	292,749	292,749	344,323	17.62%
Employee Benefits	104,913	171,151	160,869	160,869	160,869	118,808	(26.15%)
Contractual	86,265	84,432	104,558	105,558	104,458	108,208	3.49%
Commodities	12,421	10,996	11,000	11,000	11,000	11,325	2.95%
Capital Outlay	-	11,581	-	-	-	-	-%
Depreciation	945	449	449	449	449	37	(91.66%)
Other	-	4,039	-	-	-	-	-%
<b>TOTALS</b>	<b>498,754</b>	<b>583,823</b>	<b>569,625</b>	<b>570,625</b>	<b>569,525</b>	<b>582,702</b>	<b>2.30%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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**

Increase in this category is due to an increase in memberships.

Program: Fire Administration 411

OTHER

Other includes the principal and interest payments on the lease of a copy machine per GASB 87 Guidelines

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Fire-Rescue Chief	1.000	1.000	1.000	1.000	1.000
Office Manager	1.000	0.000	0.000	0.000	0.000
Administrative Specialist	0.000	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
	3.000	3.000	3.000	3.000	3.000

FIRE ADMINISTRATION FY2023 ACCOMPLISHMENTS

- ✓ Hired 2 new firefighters, 1 full-time lifeguard and 4 part-time lifeguards
- ✓ 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
- ✓ Participated in the Emergency operations were reviewed and adjusted to account for any contingency due to the Southern Boulevard Bridge Project
- ✓ Continued the Public Safety succession plan
- ✓ Maintained an average response time from dispatch to arrival of 4.42 minutes or less on all high priority (Priorities 1, 2, & P) emergency responses
- ✓ Implemented the Prepared 911 system in Palm Beach Communications that allows live video, photo, and text from the scene to be delivered directly to dispatchers and responders.
- ✓ Fire Rescue became part of the Palm Beach Police and Fire Foundation’s Safeguard Palm Beach public education initiatives.

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**

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	6,458,321	6,839,528	7,470,901	7,470,901	7,470,901	8,038,399	7.60%
Employee Benefits	5,709,184	5,745,018	5,832,992	5,832,992	5,832,992	6,438,038	10.37%
Contractual	153,893	145,911	208,527	211,687	208,527	208,527	-%
Commodities	173,901	184,315	232,260	232,260	232,260	212,089	(8.68%)
Capital Outlay	21,849	35,818	117,137	117,137	117,137	25,000	(78.66%)
Depreciation	635,428	553,717	627,008	627,008	627,008	666,524	6.30%
<b>TOTALS</b>	<b>13,152,577</b>	<b>13,504,306</b>	<b>14,488,825</b>	<b>14,491,985</b>	<b>14,488,825</b>	<b>15,588,576</b>	<b>7.59%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY23 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 FY2024 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. Contractual remained constant.

**COMMODITIES**

The decrease in this category is due to a reduction in fuel costs.

**CAPITAL OUTLAY**

The decrease in this category is due to no planned vehicle purchases in FY2024.

**Program: Operations 417**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Assistant Fire-Rescue Chief	1.000	1.000	1.000	1.000	1.000
Division Chief - EMS Coordinator	1.000	1.000	1.000	1.000	1.000
Battalion/Division Chief	3.000	3.000	3.000	3.000	3.000
Lieutenant/Paramedic	21.000	21.000	21.000	21.000	21.000
FF Driver/Engineer Paramedic	12.000	10.000	10.000	10.000	8.000
Firefighter Emt	0.000	0.000	0.000	0.000	9.000
Firefighter Paramedic	0.000	0.000	0.000	0.000	24.000
FF Driver/Engineer Emt	0.000	0.000	0.000	0.000	1.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Mechanic/PD	0.200	0.000	0.200	0.200	0.200
Firefighter, Paramedic or EMT	30.000	32.000	32.000	32.000	0.000
Master Mechanic	0.000	0.200	0.000	0.000	0.000
	68.400	68.400	68.400	68.400	68.400

**FIRE OPERATIONS FY2023 ACCOMPLISHMENTS**

- ✓ Staff identified and conducted leadership training targeting potential personnel for future leadership positions
- ✓ Hired 2 operations personnel through attrition and successfully transitioned them through an in-house onboarding program before going to shift
- ✓ Responded to 2,957 medical and fire responses this year, maintained an average response time from dispatch to arrival of 4.42 minutes or less on all high priority (Priorities 1, 2 & P) emergency responses
- ✓ Responded to 42 Trauma Alerts
- ✓ Responded to 6 Cardiac Alerts
- ✓ Responded to 23 Cardiac Arrests
- ✓ Responded to 22 STroke Alerts
- ✓ Responded to 24 fire, 7 structure fires
- ✓ Continue to stay pro-active in Community Outreach Programs this year, teaching Cardiopulmonary Resuscitation Classes ((CPR), fire extinguisher safety and Condo emergencies
- ✓ Responded to the Hurricane Ian disaster area on the WEst Coast of Florida as part of a state-wide deployment task force with 1 Engine Strike Team and 2 Rescue Strike Teams
- ✓ Implemented the Neuroprotective bundle of cardiac arrest care including three devices, the Impedance Threshold Device (ITD), LUCAS Device and the EleGARD Patient Positioning System
- ✓ Hydrant testing completed by operational personnel
- ✓ Implemented ImageTrend, a new emergency reporting software

PROGRAM: **Operations 417**

**FY24 STRATEGIC GOALS AND OBJECTIVES**

<b>SAFE &amp; RESILIENT COMMUNITY</b>	
<b>Emergency Management</b>	
Objective	Status
Increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach	IN PROGRESS
Action Items	
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	ONGOING
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	ONGOING
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	ONGOING
Have an on-scene time of 10 minutes or less at least 90% of the time for trauma alert patients	ONGOING
Have an on-scene time of 15 minutes or less at least 90% of the time for stroke alert patients	ONGOING
Have an on-scene time of 15 minutes or less at least 90% of the time for STEMI (heart attack) alert patients	ONGOING
80% of STEMI patients will receive aspirin during EMS transport f%, as measured by patient care reports.	ONGOING
45% of non-traumatic cardiac arrest patients will receive bystander CPR as documented in patient care records.	ONGOING
95% of trauma alert cases will be handled with total time of ≤60 minutes as evidenced by dispatch and patient care records.	ONGOING
Achieve 100% ETCO2 verification of advanced airway placement, as evidenced by review of patient care records.	ONGOING
Increase 12-lead ECGs within 10 minutes to 95% for ACS patients over 35 years old, as documented in patient care reports.	ONGOING

<b>Productivity Measures</b>				
Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Average response time from dispatch to arrival on all high priority (Priorities 1, 2, & P) emergency responses	4.45	4.40	4.40	4.30
Percentage of first arriving engine arrival within 320 seconds on all confirmed structure fires	100%	56%	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	0.9
On-scene time of 20 minutes or less at least 90% of the time for STEMI (heart attack) alert patients	67%	89%	89%	90%
On-scene time of 20 minutes or less at least 90% of the time for stroke alert patients	81%	92%	92%	95%
On-scene time of 10 minutes or less at least 90% of the time for trauma alert patients	61%	67%	67%	90%

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	116,605	131,799	154,665	154,665	154,665	139,106	(10.06%)
Employee Benefits	86,304	94,463	95,064	95,064	95,064	100,698	5.93%
Contractual	65,128	101,707	115,110	115,110	115,110	125,110	8.69%
Commodities	4,619	14,489	12,875	12,875	12,875	12,875	-%
<b>TOTALS</b>	<b>272,656</b>	<b>342,458</b>	<b>377,714</b>	<b>377,714</b>	<b>377,714</b>	<b>377,789</b>	<b>0.02%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 budget includes a COLA increase and pay for performance increases.

**EMPLOYEE BENEFITS**

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

**CONTRACTUAL**

The increase in contractual is due to an increase in educational reimbursement.

**COMMODITIES**

Commodities remained constant

<b>Full Time Equivalent Employees</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Division Chief - Training/Safety	1.000	1.000	1.000	1.000	1.000
	1.000	1.000	1.000	1.000	1.000

**PROGRAM: Training 418**

**FIRE TRAINING FY2023 ACCOMPLISHMENTS**

- ✓ Participated in 396 hours of live fire training drills (18 hours x 22 operational personnel)
- ✓ Three new paramedics signed off with the medical director
- ✓ Two new Paramedics completed Paramedic school
- ✓ Trained 3 New ACLS/PALS Instructor for In-House classes
- ✓ Conducted monthly fire and EMS training drills using nationally standardized performance criteria
- ✓ Provide in-house Underground Utilities 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 Paramedics and EMTs
- ✓ Conducted Pediatric Advanced Life Support training for 100% of Paramedics
- ✓ Conducted joint water rescue training with Palm Beach Ocean Rescue
- ✓ Completed In-House FLUSAR State certification class for Vehicle Machinery Rescue for 71% of department personnel
- ✓ Completed In-House FLUSAR State certification class for Rope Operations for 70% of department personnel

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
Prepare upcoming leaders for the future challenges associated with managing our fire rescue department	IN PROGRESS
Action Items	
100% of company officers and acting company officers will attend "Buddy to Boss" leadership training.	UPCOMING
70% of operational personnel will obtain specialized training in Confined Space Operations	UPCOMING
70% of personnel will attend a small engine and hand tool training	UPCOMING
70% of operational personnel will obtain training in Lithium-Ion Emergencies	UPCOMING

**Productivity Measures**

Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
70% of operational personnel will obtain certification in technical rescue	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	80%
70% of officers, and step-up officers will complete an incident command and control course	N/A	N/A	N/A	80%

**Program: Training 418**

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
Ensure the employees have the essential knowledge, skills, and abilities to deliver the high standard of care deserving of our community	IN PROGRESS

Productivity Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Percentage of Lieutenants and Acting Lieutenants completing at least 10 fire simulation	N/A	1.00	100%	100%
Percentage of Paramedics serving as the lead Paramedic for EMS simulation training exercises	N/A	1.00	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%	100%	100%	100%
Percentage of personnel completing an underground electrical emergency response course	N/A	N/A	N/A	95%

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**

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	311,853	282,845	443,973	443,973	443,973	480,262	8.17%
Employee Benefits	309,817	291,676	308,619	308,619	308,619	336,456	9.02%
Contractual	52,212	79,418	3,200	3,200	3,200	6,000	87.50%
Commodities	3,617	4,127	4,700	4,700	4,700	4,700	-%
Capital Outlay	-	-	704	704	704	-	(100.00%)
Depreciation	6,604	6,586	7,883	7,883	7,883	6,711	(14.87%)
<b>TOTALS</b>	<b>684,103</b>	<b>664,651</b>	<b>769,079</b>	<b>769,079</b>	<b>769,079</b>	<b>834,129</b>	<b>8.46%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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**

There was an increase in contractual due to increased rates in relocation of the lifeguard towers during hurricanes.

**COMMODITIES**

Commodities remained constant..

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
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
	9.000	9.000	9.000	9.000	9.000

**Program: Ocean Rescue 419**

**OCEAN RESCUE FY2023 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

**FY24 STRATEGIC GOALS AND OBJECTIVES**

<b>SAFE &amp; RESILIENT COMMUNITY</b>					
<b>Emergency Management</b>					
Objective					Status
Increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach					IN PROGRESS
Recruit and train high caliber ocean rescue candidates					IN PROGRESS
Productivity Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Number of candidates recruited and hired	6	5	4	4	5



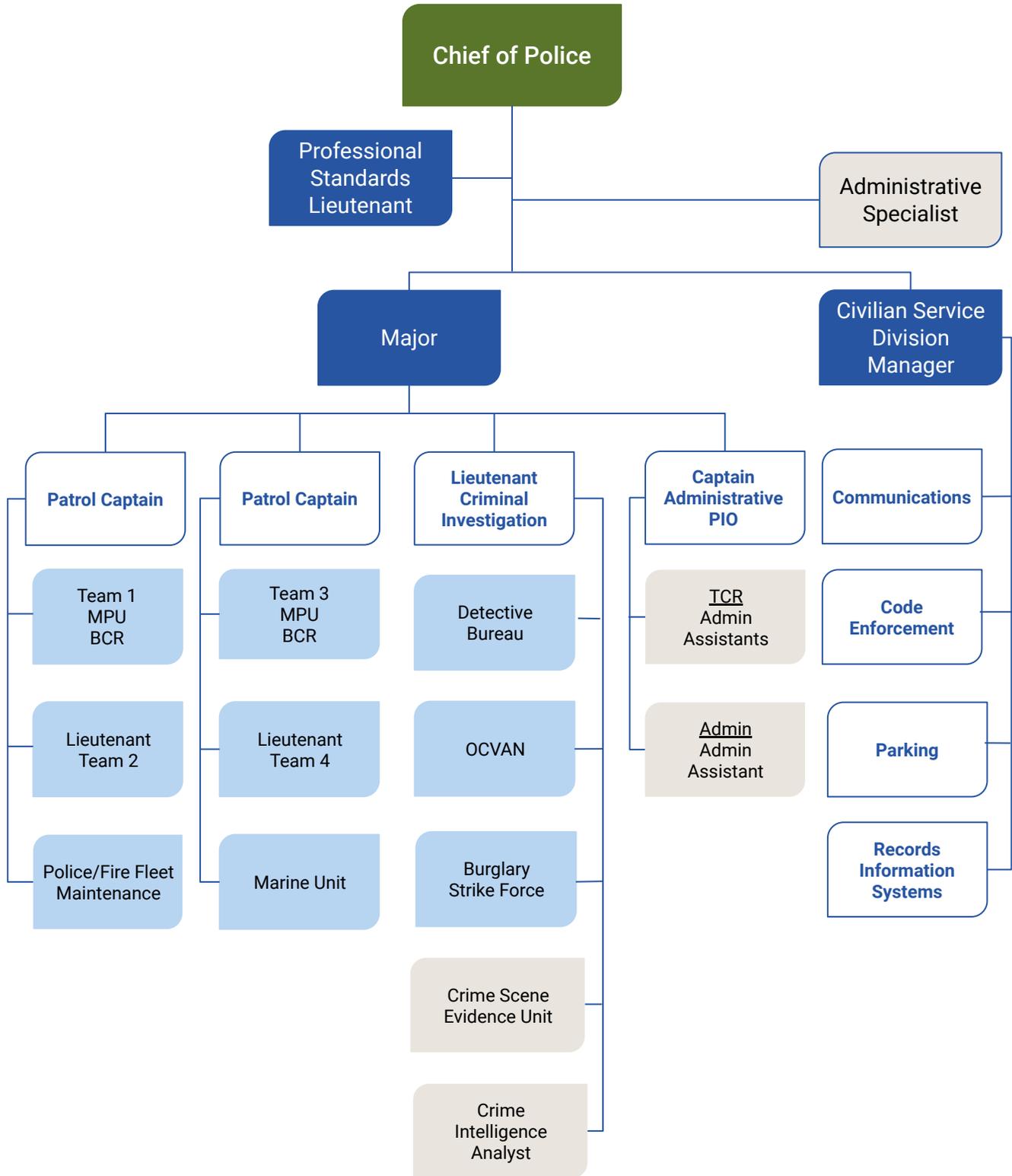


# DEPARTMENT: **Police Department**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

# PALM BEACH POLICE DEPARTMENT ORGANIZATIONAL CHART



## POLICE DEPARTMENT FY2024 GOALS

### COMMUNITY, CULTURE & CHARACTER

#### Quality of Life



Create a town-wide culture among employees that mirrors the community's culture of graciousness, kindness, and exceptionalism through operational alignment of the Town's Vision, Mission, Values, and Strategic Plan.

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

#### Preserve Community, Culture and Character



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

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

### MOBILITY AND TRANSPORTATION

#### Stabilize On-Island Mobility



Improve traffic flow to achieve service levels in line with the comprehensive plan and implement a traffic mitigation plan for roadways not meeting the Town's desired level of service.

Utilize Emergency Operations Plans and other proactive measures to allocate resources to allow sufficient traffic flow during rush hour and for all emergency vehicles

Engage and deploy parking solution provider.

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

### GOVERNMENTAL LEADERSHIP & INNOVATION

#### Collaborative Town Government



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

Value and invest in a professional Town workforce that receives competitive compensation, recognition, and rewards for exceptional employee achievement in support of a culture of continuous improvement.

Value and invest in a professional Town workforce that receives competitive compensation, recognition, and rewards for exceptional employee achievement in support of a culture of continuous improvement.

#### Sound Fiscal Management



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

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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.

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## SAFE & RESILIENT COMMUNITY

### Emergency Management



Utilize the latest technology to develop and collect evidence at crime scenes and in a controlled laboratory environment, while also assisting in the prevention of crime by the identification of suspects through the use of fingerprint and DNA identification.

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

Develop and implement an emergency response support system that will enable the Town to rapidly mobilize and successfully respond to emergencies.

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Develop and implement an emergency response support system that will enable the Town to rapidly mobilize and successfully respond to emergencies.

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## 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

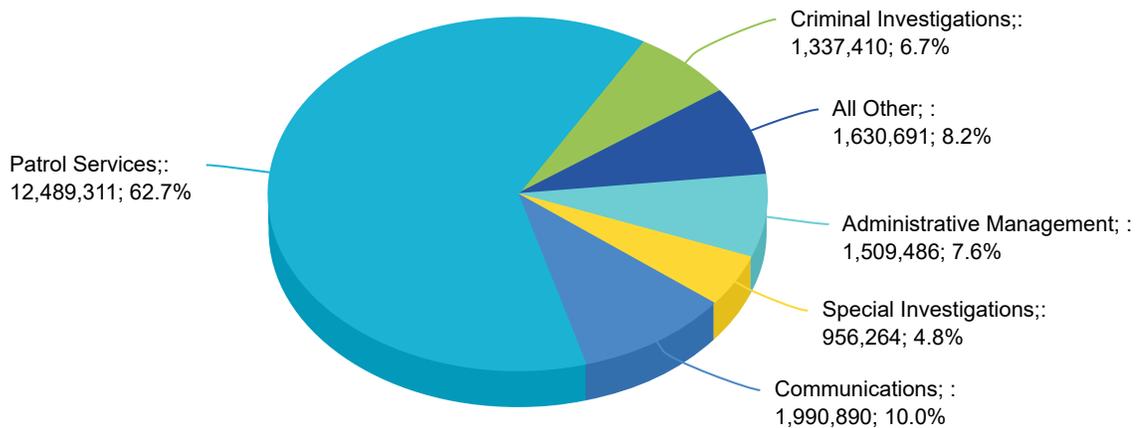
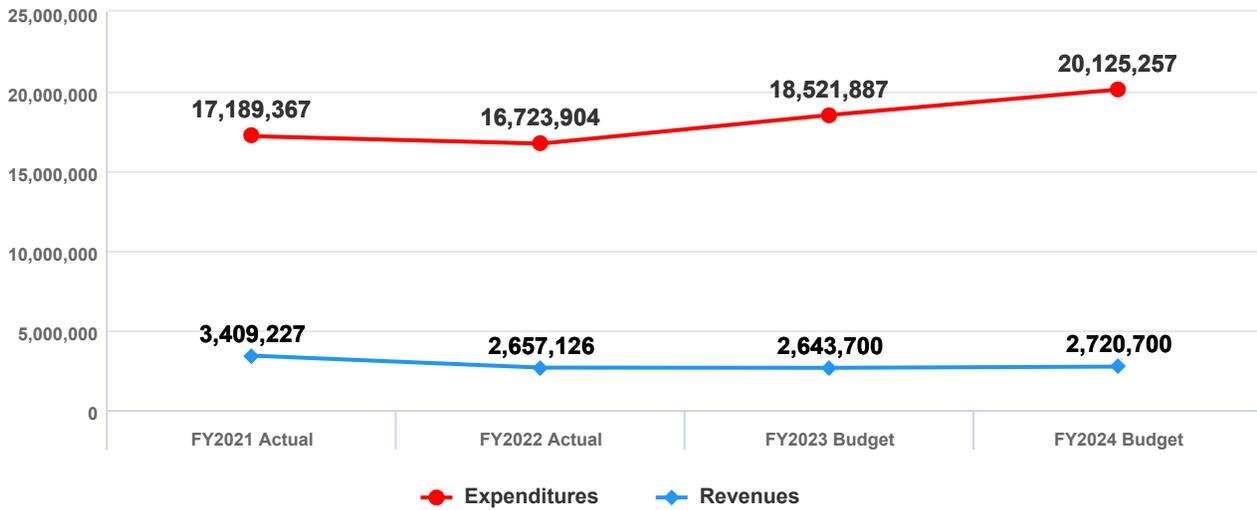
	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
Residential Parking Plans	146,430	152,740	125,000	120,000	110,000	(12.00%)
Bullet Proof Vests Grant	2,420	3,673	18,500	7,700	7,700	(58.38%)
911 Equip Reimbursement	8,115	27,584	12,000	12,000	12,000	-%
Seized Tag	1,227	500	-	55	-	-%
\$12.50 Citation Monies	2,728	-	2,500	5,000	2,500	-%
Special Assignment Ot - Other	2,374,950	1,485,001	1,500,000	2,000,000	1,500,000	-%
Police Id Cards	-	20	25,000	-	-	(100.00%)
Burglar Alarm False Alarm Fees	38,975	35,625	40,000	34,000	35,000	(12.50%)
Burglar Alarm Registration Fee	87,950	86,850	90,000	87,000	87,000	(3.33%)
Burglar Alarm - Penalties	3,047	5,752	5,000	4,700	5,000	-%
Burglar Alarm - Direct Connect	21,069	21,069	21,000	21,000	21,000	-%
Valet Parking Permit	17,500	13,950	13,000	21,000	14,000	7.69%
Fines - Other Parking	387,373	384,797	415,000	612,000	475,000	14.46%
Fines - Parking Meters	92,474	145,455	100,000	285,000	150,000	50.00%
Row Parking Violation Fines	74,088	106,514	100,000	100,000	100,000	-%
Moving Violations	6,224	11,074	7,500	10,000	7,500	-%
Revenue/2nd \$ Funding	1,224	1,400	1,200	1,100	1,000	(16.67%)
Boot Fees	14,350	15,750	15,000	12,000	15,000	-%
Penalty - Other Parking	101,940	118,639	125,000	147,000	125,000	-%
Penalty - Parking Meters	24,435	38,397	25,000	75,000	50,000	100.00%
Rebate For Town Towing	2,708	2,337	3,000	2,525	3,000	-%
<b>TOTALS</b>	<b>3,409,227</b>	<b>2,657,126</b>	<b>2,643,700</b>	<b>3,557,080</b>	<b>2,720,700</b>	<b>2.91%</b>

### Expenditure Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	9,222,027	8,921,840	10,485,118	10,485,118	9,789,128	11,215,506	6.97%
Employee Benefits	6,282,118	6,154,292	6,485,172	6,485,172	6,361,015	7,264,998	12.02%
Contractual	587,279	466,300	556,194	582,098	510,364	643,978	15.78%
Commodities	382,601	378,860	379,570	422,085	365,921	411,983	8.54%
Capital Outlay	-	45,407	-	-	-	-	-%
Depreciation	715,342	743,560	615,833	615,833	615,833	588,792	(4.39)%
Other	-	13,645	-	-	-	-	-%
<b>TOTALS</b>	<b>17,189,367</b>	<b>16,723,904</b>	<b>18,521,887</b>	<b>18,590,305</b>	<b>17,642,260</b>	<b>20,125,257</b>	<b>8.66%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY22 budget.

### Police



	FY2021	FY2022	FY2023	FY2024
Total Full Time Equivalent Employees	98.200	96.850	102.850	105.850

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	579,863	715,888	888,848	888,848	882,500	956,449	7.61%
Employee Benefits	380,863	367,390	441,056	441,056	446,615	478,043	8.39%
Contractual	45,064	50,214	47,800	48,027	43,974	53,300	11.51%
Commodities	39,897	41,821	44,300	44,300	40,885	45,800	3.39%
Capital Outlay	-	2,504	-	-	-	-	-%
Depreciation	1,868	3,216	520	520	520	520	-%
Other	-	1,208	-	-	-	-	-%
<b>TOTALS</b>	<b>1,047,556</b>	<b>1,182,241</b>	<b>1,422,524</b>	<b>1,422,751</b>	<b>1,414,494</b>	<b>1,534,112</b>	<b>7.84%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 the result of Employee Recruiting.

**COMMODITIES**

Commodities slightly decreased for the year.

**OTHER**

Other includes the principal and interest payments on the lease of a copy machine per GASB 87 Guidelines

**Program: Administrative Management 421**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Police Chief	1.000	1.000	1.000	1.000	1.000
Police Major	1.000	1.000	1.000	1.000	1.000
Police Captain	0.000	0.000	0.000	1.000	1.000
Police Lieutenant	1.000	1.000	1.000	1.000	0.000
Police Lieutenant Prof Standards	0.000	0.000	0.000	0.000	1.000
Civilian Services Division Manager	1.000	1.000	1.000	1.000	1.000
Administrative Specialist	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	0.000	0.000	0.000	1.000	1.000
Police Planner	1.000	1.000	1.000	0.000	0.000
	6.000	6.000	6.000	7.000	7.000

**POLICE ADMINISTRATION FY2023 ACCOMPLISHMENTS**

- ✓ Managed recruitment and staffing issues
- ✓ Addressed the security needs and traffic issues related to high-profile dignitary visits
- ✓ Applied for and received reimbursement of personnel-related expenses such as overtime through state and federally funded programs
- ✓ Oversaw budgetary concerns regarding the department and continued a working relationship with Finance to establish greater financial stability

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
Create a town-wide culture among employees that mirrors the community’s culture of graciousness, kindness, and exceptionalism through operational alignment of the Town’s Vision, Mission, Values, and Strategic Plan.	IN PROGRESS
Increase the department’s efforts on diversity in recruitment.	ONGOING
Obtain 100% staffing level for sworn officers provide department continuity, reduce officer fatigue and improve officer morale.	ONGOING
Provide relevant and timely updates to the community through appropriate social and news media outlets	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Website visitors	27,480	27,540	33,888	15,602	35,000

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Sound Fiscal Management**

Objective	Status
Review department budget and functions to achieve possible cost savings and revenue sources for future budgets	ONGOING
Thoroughly review individual unit functions and budgets to accomplish cost savings without comprising services	ONGOING

**PROGRAM: Administrative Management 421**

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.	ONGOING
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Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Police Budget	15,979,204	16,726,636	16,892,526	18,276,043	18,521,887
POTUS Grant Reimbursement	15,102	12,210	8,798	-	8,000
Bulletproof Vest Reimbursement	3,285	2,420	3,672	9,750	16,000

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
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	IN PROGRESS
Engage the capabilities of the town-wide security system and coastal radar and continue to expand the systems through private/public partnerships	ONGOING
Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the wellbeing of the community	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Alerts via town-wide security system (dispatched)	55*	62	52	52	75
Code violations issued/addressed	79	1,145**	3,247 **	1,821***	3,500

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

\*\* These numbers include all actions taken for violations

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
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	IN PROGRESS
Recruit and train high caliber police candidates	ONGOING
Identify high potential future leaders and invest in them through training, education and mentoring programs	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Applicants interviewed	211	235	343	249	250
Applicants completed FTO training	6	9	11	8	6
Training hours: external and internal	5,622**	8,466	7,318	7,671	9,000

\* Includes sponsored Police Academy cadets.

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

**Program: Administrative Management 421**

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed	ONGOING
Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
News releases/media alerts	174	97	193	56	200
Crime prevention programs/events	14**	6	30	17	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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	369,135	426,267	462,525	462,525	452,100	493,363	6.67%
Employee Benefits	389,835	390,049	369,345	369,345	365,671	402,334	8.93%
Contractual	21,761	14,698	29,700	30,163	21,900	32,500	9.43%
Commodities	21,849	19,520	15,320	15,320	8,272	16,570	8.16%
Capital Outlay	-	23,682	-	-	-	-	-%
Depreciation	10,964	22,782	20,866	20,866	20,866	20,866	-%
Other	-	9,878	-	-	-	-	-%
<b>TOTALS</b>	<b>813,543</b>	<b>906,876</b>	<b>897,756</b>	<b>898,219</b>	<b>868,809</b>	<b>965,633</b>	<b>7.56%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 due to data line charges.

**COMMODITIES**

Commodities increased due to fuel charges for unit vehicles.

**Program: Organized Crime Vice and Narcotics (OCVAN) 422**

**OTHER**

Other includes the principal and interest payments on the lease two vehicles per GASB 87 Guidelines.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Police Sergeant	1.000	1.000	1.000	1.000	1.000
Police Officer/Detective	3.000	4.000	4.000	4.000	4.000
	4.000	5.000	5.000	5.000	5.000

**OCVAN FY2023 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 became a participating agency in a Federal Grant which targets maritime human and narcotic smuggling operations. The Town of Palm Beach also obtained a coastal radar system to view real time maritime activity
- ✓ 8 arrests of members associated with South Florida Organized Auto Theft Rings and maintained a recovery rate which is higher than the national standard for stolen vehicles
- ✓ Worked complicated organized fraud cases involving Money Laundering, Wire and Credit Card Fraud, Unlawful Use of Personal Identification, and Organized Scheme to Defraud, and COVID-19 related fraud.
- ✓ Intercepted a fraudulent FedEx delivery for \$10,000 retrieving the victim’s funds
- ✓ Investigated a warranty deed investigation which led to the arrest of a suspect responsible for \$330 million dollars in fraud along with the FBI
- ✓ Continued to assist in the Town camera project which upgraded and added surveillance camera as well as LPR’s through the Town
- ✓ Conducted Covert Operations resulting in arrests for organized retail theft, Grand Theft Auto and narcotics.
- ✓ Detective assigned to the South Florida FBI Joint Terrorism Task Force investigated cases involving threats to the Town of Palm Beach.
- ✓ 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 which resulted in the serving of 3 Risk Protection Orders.
- ✓ Added a Task Force Officer to ICART thru the Palm Beach County Human Trafficking Task Force

PROGRAM: **Organized Crime Vice and Narcotics (OCVAN) 422**

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**SAFE & RESILIENT COMMUNITY**

**Emergency Management**

Objective	Status
Use innovative and proactive measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes	IN PROGRESS
Action Items	
Investigate all cases to identify and arrest the offending party, recover property and bring investigations to successful conclusions above national average clearance rates	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Total cases investigated	183	189	250	261	275
Total intelligence reports (received)	88	91	111	158	125
Disseminated intelligence bulletins	52	136	91	126	115

**Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Cases investigated	183	189	250	261	275
Warrants applied for	46	37	28	****39	35
Arrests	29	28	28	19	30
Surveillance hours	1,172*	1,183**	1,200***	1,500	1,200

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

\*\*Increase surveillance hours due to undercover operations: as well as increased threats to Mar a Lago and POTUS during the 2020 election cycle

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

\*\*\*\* Warrant applied for both arrest/search warrants

**Program: Records Information System Unit 423**

**MISSION:**

This division exists to provide a centralized collection point for all police activity records and to 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 a computer system
- ✦ Destroy records in accordance with General Records Schedule for Local Government Agencies and Law Enforcement Agencies
- ✦ Provide the public, department, and other government agencies with requested reports and records
- ✦ Maintain an accurate inventory of police equipment and all police property

**Expenditure Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	101,836	93,677	90,103	90,103	81,823	116,335	29.11%
Employee Benefits	77,543	77,710	71,578	71,578	69,104	78,416	9.55%
Contractual	6,860	6,546	6,300	6,463	4,180	8,800	39.68%
Commodities	4,578	3,085	4,700	4,700	4,200	5,100	8.51%
Capital Outlay	-	2,680	-	-	-	-	-%
Depreciation	1,417	1,417	1,417	1,417	1,417	1,109	(21.74%)
Other	-	1,292	-	-	-	-	-%
<b>TOTALS</b>	<b>192,234</b>	<b>186,407</b>	<b>174,098</b>	<b>174,261</b>	<b>160,724</b>	<b>209,760</b>	<b>20.48%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 increased for the year due to printing costs.

**COMMODITIES**

Commodities slightly increased due to training costs.

**PROGRAM: Records Information System Unit 423**

**OTHER**

Other includes the principal and interest payments on the lease of a copy machine per GASB 87 Guidelines.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Police Records Specialist	2.000	2.000	2.000	2.000	2.000
	2.000	2.000	2.000	2.000	2.000

**RECORDS PROGRAM FY2023 ACCOMPLISHMENTS**

- ✓ Completed the migration process towards NIBRS federal compliance of 2022
- ✓ 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
- ✓ Completed the transitioned items inventoried by the RIS Unit (i.e. Tasers, guns) from RMS to Excel Sheet for the past 20 years.
- ✓ Transitioned from FOIA to GovQA for public records requests

Productivity Measures					
Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Incident reports received	1,353	1,440	1,383	2,064	1,500
Citations/violations processed	1,669	1,576	2,115	4,449	2,200
Public records requests processed	796	853	865	1,005	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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	211,334	164,738	124,212	124,212	124,153	132,418	6.61%
Employee Benefits	116,999	66,988	56,877	56,877	57,510	62,633	10.12%
Contractual	17,324	9,344	28,500	28,500	22,550	41,000	43.86%
Commodities	6,623	4,081	7,100	7,100	5,787	11,700	64.79%
Depreciation	38	449	-	-	-	-	-%
<b>TOTALS</b>	<b>352,318</b>	<b>245,599</b>	<b>216,689</b>	<b>216,689</b>	<b>210,000</b>	<b>247,750</b>	<b>12.33%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 in costs and frequency associated with training/certifications for basic law enforcement academy.

**COMMODITIES**

Commodities increased due to necessary training costs.

**PROGRAM: Training and Community Relations Unit (TCR) 424**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Administrative Assistant	2.000	2.000	2.000	2.000	2.000
Training and Community Relations Coordinator	1.000	1.000	-	-	-
	3.000	3.000	2.000	2.000	2.000

**TRAINING AND COMMUNITY RELATIONS FY2023 ACCOMPLISHMENTS**

- ✓ Continued to coordinate Instructor level training of new VIRTRA 300 Response to Resistance Simulator as well as Department-wide VIRTRA 300 training to include response to resistance, responding to special needs populations (Autism) and Active Shooter response
- ✓ Maintained the responsibility of recruitment and hiring from People & Culture
- ✓ Completed Firearms Range renovations
- ✓ Compiles and maintains the applications, supporting documentation, and re-entry list as part of the Emergency Re-Entry List Program

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**COMMUNITY, CULTURE & CHARACTER**

**Preserve Community, Culture and Character**

Objective	Status
Provide relevant and timely updates to the community through appropriate social and news media outlets	ONGOING
Manage the recruitment process for police openings in order reduce the hiring timeline and fill vacancies more efficiently	ONGOING
Continue to use the virtual training simulator to train officers to appropriately respond to active events.	ONGOING
Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the wellbeing of the community	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Public E-blasts (via website)	8	6	13	20	15
News releases/bulletins to website	86	40	193	56	200
Website hits	27,480	27,540	33,888	15,602	20,000
Website updates (i.e. pictures, forms, flyers, etc.)	30	95	60	36	65

**Program: Training and Community Relations Unit (TCR) 424**

**COMMUNITY, CULTURE & CHARACTER**

**Preserve Community, Culture and Character**

Objective	Status
Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the wellbeing of the community	ONGOING

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
Value and invest in a professional Town workforce that receives competitive compensation, recognition, and rewards for exceptional employee achievement in support of a culture of continuous improvement.	IN PROGRESS
Recruit and train high caliber and diverse police candidates	ONGOING
Identify high potential future leaders and invest in them through training, education and mentoring programs	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Applications received	847	1,527	1,810	1,376	2,000
Applicants interviewed	211	235	343	249	250
Applicants hired	13	13	16	17	10
Applicants completed FTO program	6	9	11	8	6
# of hours of training provided	5,622**	8,466	7,318	7,671	9,000

\* Includes sponsored Police Academy cadets.

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

**COMMUNITY, CULTURE & CHARACTER**

**Quality of Life**

Objective	Status
Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases	ONGOING
Proactively enforce Town ordinances, Florida State Statutes and traffic laws	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Crime prevention/community activities/ meetings/programs	14**	6	30	17	35
Palm Beach Crime Watch members*	112	232	237	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

**PROGRAM: Communications Unit 425**

**MISSION:**

This division exists to provide rapid and efficient emergency response coordination, ensuring the safety of the community and Public Safety, and saving lives through effective communication and rescue deployment.

**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, Fire Rescue, and Parking & Code Enforcement
- ✦ Support Public Safety by processing and relaying information

**Expenditure Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	826,136	860,574	1,090,350	1,090,350	954,885	1,170,954	7.39%
Employee Benefits	575,244	592,878	623,557	623,557	587,909	662,378	6.23%
Contractual	89,461	98,139	120,949	120,949	105,000	144,004	19.06%
Commodities	5,805	7,677	7,600	7,600	4,500	7,700	1.32%
Depreciation	45,147	40,311	74,775	74,775	74,775	26,583	(64.45%)
<b>TOTALS</b>	<b>1,541,793</b>	<b>1,599,579</b>	<b>1,917,231</b>	<b>1,917,231</b>	<b>1,727,069</b>	<b>2,011,619</b>	<b>4.92%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 increased for the year.

**Program: Communications Unit 425**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Telecommunications Supervisor Lead	1.000	1.000	1.000	1.000	1.000
Telecommunicator Supervisor	3.000	4.000	4.000	4.000	4.000
Telecommunicator	11.000	10.000	10.000	10.000	10.000
	15.000	15.000	15.000	15.000	15.000

**COMMUNICATIONS FY2023 ACCOMPLISHMENTS**

- ✓ Upgraded all Communication phone lines and audio recorder with SIP (Session Initiation Protocol) Integration.
- ✓ Deployed text & video to 911 streaming services
- ✓ Successfully hired and trained one Telecommunicator
- ✓ Implemented standardized pay ranges for hiring Telecommunicators with previous year of experience
- ✓ Began a RFI Process for an updated CAD & RMS system

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**SAFE & RESILIENT COMMUNITY**

**Emergency Management**

Objective	Status
Develop and implement an emergency response support system that will enable the Town to rapidly mobilize and successfully respond to emergencies.	IN PROGRESS
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	ONGOING
Upgrade phone system's mapping interface and link to RapidSOS for more accurate 911 locations	COMPLETED
Re-organize unit to provide a supervisor on each of the 4 Teams and train and promote 2 Telecommunicators to fill Supervisor position	COMPLETED
Appoint two Telecommunicators as Certified Training Officers	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Average call dispatch time (Police)	1:12	1:25	2:20	2:08	2:00
Average call dispatch time (Fire/Medical)	0:10	0:11	0:34	0:32	0:30

**Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Police calls	63,436	52,167	52,685	59,715	54,000
Fire/medical calls	2,664	2,651	2,880	2,959	2,900

**PROGRAM: Crime Scenes/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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	157,890	132,626	181,991	181,991	159,211	238,016	30.78%
Employee Benefits	48,082	76,554	83,679	83,679	77,991	126,373	51.02%
Contractual	3,280	2,399	8,200	8,338	6,088	9,200	12.20%
Commodities	6,543	6,522	9,350	9,350	3,459	11,300	20.86%
Capital Outlay	-	2,630	-	-	-	-	-%
Depreciation	12,018	11,264	9,903	9,903	9,903	9,903	-%
Other	-	1,268	-	-	-	-	-%
<b>TOTALS</b>	<b>227,814</b>	<b>233,263</b>	<b>293,123</b>	<b>293,261</b>	<b>256,652</b>	<b>394,792</b>	<b>34.68%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 services remain level.

**Program: Crime Scenes/Evidence Unit 426**

**COMMODITIES**

Commodity slightly increased for the year due to supplies and training costs..

**OTHER**

Other includes the principal and interest payments on the lease of a copy machine per GASB 87 Guidelines.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Crime Scene Evidence Manager	1.000	1.000	1.000	1.000	1.000
Crime Scene Evidence Technician	0.000	0.000	1.000	1.000	1.000
Digital Crime Scene Tech	0.000	0.000	0.000	0.000	1.000
Crime Scene Technician (Part Time)	1.000	1.000	0.000	0.000	0.000
	2.000	2.000	2.000	2.000	3.000

**CRIME SCENE/EVIDENCE UNIT FY2023 ACCOMPLISHMENTS**

- ✓ The unit successfully implemented a streamlined video upload process, revolutionizing the way video evidence is managed. By establishing efficient protocols for video categorization, the unit has significantly reduced the time and effort required to locate, upload, and catalog video evidence. This has resulted in quicker access to critical video footage for investigations, improving the overall rate of submission to the State Attorney’s Office.
- ✓ Recognizing the crucial role that officers play in evidence vouchering, a comprehensive training program was initiated to aim at enhancing their efficiency and accuracy in this process. Through hands-on training sessions, Officers were empowered with the necessary skills and knowledge to properly document and package evidence, ensuring its admissibility in court. As a result, the unit has witnessed a noticeable increase in the quality and completeness of submissions, leading to stronger cases and improved judicial outcomes.
- ✓ To further enhance the unit’s capabilities, the evidence Field Training Officer (FTO) program was enhanced to introduce the technical aspect of evidence submission. This program equips newly recruited personnel with the essential knowledge and practical skills required for effective evidence management. As part of this initiative, a practice version of the Records Management System (RMS) evidence module was created allowing trainees to simulate real-life scenarios in a controlled environment. This hands-on training has significantly improved the trainees’ understanding of evidence handling procedures and their ability to navigate the RMS, ultimately leading to more competent and confident evidence management professionals.

PROGRAM: **Crime Scenes/Evidence Unit 426**

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**SAFE & RESILIENT COMMUNITY**

**Emergency Management**

Objective	Status
Utilize the latest technology to develop and collect evidence at crime scenes and in a controlled laboratory environment, while also assisting in the prevention of crime by the identification of suspects through the use of fingerprint and DNA identification.	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Voluntary ID cards	297	0	1350	256	476
Crime scenes processed	56	85	46	75	85

**Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Latent print comparisons	277	240	23	-	-
Audio/visual/photographic evidence	228	500	7,453	7,850	8,949
Evidence collected	1,077	1,500	1,848	1,748	1,993
Evidence disposed of	2,165	2,800	2,579	2,450	3,136

\* 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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	6,131,053	5,600,811	6,581,313	6,581,313	6,084,569	7,003,291	6.41%
Employee Benefits	4,026,044	3,873,992	4,074,630	4,074,630	3,984,964	4,715,782	15.74%
Contractual	164,571	114,015	144,550	152,938	117,952	157,274	8.80%
Commodities	273,849	258,990	257,400	299,915	270,064	272,013	5.68%
Capital Outlay	-	13,911	-	-	-	-	-%
Depreciation	539,079	527,859	442,430	442,430	442,430	467,567	5.68%
<b>TOTALS</b>	<b>11,134,595</b>	<b>10,389,578</b>	<b>11,500,323</b>	<b>11,551,226</b>	<b>10,899,978</b>	<b>12,615,927</b>	<b>9.70%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 contracted services and equipment maintenance.

**PROGRAM: Patrol 428**

**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, vehicle maintenance, and supply costs..

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Police Captain	2.000	2.000	2.000	2.000	2.000
Police Lieutenant	2.000	2.000	2.000	2.000	2.000
Police Sergeant	8.000	8.000	8.000	8.000	8.000
Police Officer	42.000	41.000	40.000	43.000	46.000
Fleet Manager	0.800	0.800	0.800	0.800	0.800
Mechanic/PD	0.800	0.000	0.800	0.800	0.800
Master Mechanic	0.000	0.800	0.000	0.000	0.000
Vehicle Technician (Part Time)	0.350	0.350	0.000	0.000	0.000
	55.950	54.950	53.600	56.600	59.600

**POLICE PATROL FY2023 ACCOMPLISHMENTS**

- ✓ Continued to utilize a sUAS (Drone) program and unit as well as implementation of officer training
- ✓ Beach patrol continued through the use of ATV and Mule. The ATV offers opportunities for positive personal contact between the officers and the community while patrolling the beach
- ✓ Continued to establish a working relationship with community organizers to assist with response to demonstrations in Town
- ✓ The Business and Community Relations Unit continued to focus on issues and concerns of businesses and community groups in the Town, provide a variety of programs related to crime prevention and public safety, and establish relationships with the public through personal contacts

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**MOBILITY AND TRANSPORTATION**

**Stabilize On-Island Mobility**

Objective	Status
Improve traffic flow to achieve service levels in line with the comprehensive plan and implement a traffic mitigation plan for roadways not meeting the Town’s desired level of service.	IN PROGRESS
Utilize Emergency Operations Plans and other proactive measures to allocate resources to allow sufficient traffic flow during rush hour and for all emergency vehicles	IN PROGRESS
Attend all FDOT Flagler Bridge meeting sand communicate any logistics issues/information to appropriate staff/units for action	ONGOING

**Program: Patrol 428**

**COMMUNITY, CULTURE & CHARACTER**

**Preserve Community, Culture and Character**

Objective	Status
Engage the capabilities of the town-wide security system and coastal radar and continue to expand the systems through private/public partnerships	ONGOING
Expand Direct Connect users to improved alarm response to residents and the business community and reduce allocation of resources to false alarms	ONGOING
Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the wellbeing of the community	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Public E-blasts (via website)	8	6	13	20	15
News releases/bulletins to website	56	40	193	56	200

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
Value and invest in a professional Town workforce that receives competitive compensation, recognition, and rewards for exceptional employee achievement in support of a culture of continuous improvement.	IN PROGRESS
Recruit and train high caliber police candidates	ONGOING
Identify high potential future leaders and invest in them through training, education and mentoring programs	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Applications received	847	1,527***	1,810	1,810	2,000
Applicants interviewed	211	235	343	343	250
Applicants hired	13	13	16	16	10
Applicants completed FTO program	6	9	11	11	6
# of hours of training provided	5,622**	8,466	7,318	7,671	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

**SAFE & RESILIENT COMMUNITY**

**Emergency Management**

Objective	Status
Develop and implement an emergency response support system that will enable the Town to rapidly mobilize and successfully respond to emergencies.	IN PROGRESS
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	ONGOING
Use innovative and proactive measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes	ONGOING

**PROGRAM: Patrol 428**

Investigate all cases to identify and arrest the offending party, recover property and bring investigations to successful conclusions above national average clearance rates	ONGOING
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Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases	ONGOING
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Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Police calls	63,436	52,167	52,685	52,685	54,000
Patrol response time	4:03	4:37	4:31	4:31	4:25
Arrest by patrol officer	1,042	869	967	967	1,000
Business security checks	4,475	10,155	9,158	9,158	10,000
Closed housed checks/Security Check	4,750	5,398	3,846	3,846	4,500
Field interview reports	336	213	256	256	275
Intelligence reports	82	91	111	178	125

Productivity Measures					
Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Foot patrol hours	1,749	1,228	1,048	883	1,300
Bicycle/Segway patrol hours	397	145	308	266	350
ATV patrol hours	471	151	129	69	250
Marine patrol hours	1,605	1,443	1,614	1,673	1,750
Selective enforcement hours	4,232	3,300	3,001	5,550	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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	671,440	674,391	774,038	774,038	790,868	759,788	(1.84%)
Employee Benefits	537,323	611,501	579,464	579,464	597,757	547,775	(5.47%)
Contractual	9,534	9,434	11,395	11,395	11,424	12,200	7.06%
Commodities	14,210	21,678	18,700	18,700	18,531	20,700	10.70%
Depreciation	19,650	19,264	14,440	14,440	14,440	14,440	-%
<b>TOTALS</b>	<b>1,252,157</b>	<b>1,336,269</b>	<b>1,398,037</b>	<b>1,398,037</b>	<b>1,433,019</b>	<b>1,354,904</b>	<b>(3.09%)</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 due to fuel costs.

**COMMODITIES**

Commodities increased due to fuel charges for unit vehicles and training costs.

**PROGRAM: Criminal Investigation 429**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Police Captain	1.000	1.000	1.000	0.000	0.000
Police Lieutenant	0.000	0.000	0.000	1.000	1.000
Police Sergeant	1.000	1.000	1.000	1.000	1.000
Police Officer/Detective	4.000	4.000	5.000	5.000	4.000
Crime Intelligence Analyst	1.000	1.000	1.000	1.000	1.000
	7.000	7.000	8.000	8.000	7.000

**CRIMINAL INVESTIGATION UNIT FY2023 ACCOMPLISHMENTS**

- ✓ Maintained an exceptional Average NIBRS Clearance Rate of 57%, including a Clearance Rate of 80% in April and 70% in both August and September of 2023. The Clearance Rate is the highest in the Department’s recent years (compared to 43% in FY20, 56% in FY21, and 54% in FY22). As a comparison, FBI statistics for 2022 show an average National Clearance Rate of only 12% for property crimes.
- ✓ 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.
- ✓ Continued oversight of the Burglary Strike Force Unit, and adjusted their strategies, locations, and schedules to combat the Town’s evolving crime trends.
- ✓ Updated technology and equipment for the Unit, including issuance of Detective cellular phones for contacting victims, suspects, and witnesses, and their integration with Evidence.com as a way to quickly gather and log evidence from crime scenes and surveillance camera systems. This also allows for seamless transfer of case information to the State Attorney’s Office.
- ✓ The 4-man Detective Bureau detectives were assigned 28 investigations this fiscal year. Unit Detectives were awarded Officer of the Month in November 2022 and March 2023, and also Officer of the Quarter Q4, 2022, based on their excellent investigative work on assigned cases.

**Notable investigations:**

- ✓ Concluded a complex, multi-year financial fraud investigation regarding the embezzlement of funds from a local religious institution, resulting in the arrest of a former employee who had redirected approximately \$100,000 to herself and family members that was meant to provide for charitable programs and families in need of clothing, food, and housing assistance.
- ✓ Successfully investigated and arrested an out-of-state career criminal involved with retail theft. This offender operated using a disguise by dressing as a female to commit multiple thefts throughout the state of FL, GA, NY, and PA.
- ✓ Investigated a banking fraud case for a town condominium association which was sent a fake invoice payment link disguised as an actual vendor. A \$26,000 payment was intercepted by the fraudsters, but the case detective tracked down and located the funds in a bank account, freezing them before they could be withdrawn. Ultimately, all but \$500 was returned to the victim.
- ✓ Arrested an offender who compromised a victim’s Zelle banking information and fraudulently transferred funds. The criminal also changed the victim’s personal information on a retail store credit card, sending a replacement card to herself and making thousands of dollars in fraudulent purchases to the victim’s account. The funds were recovered, and the victim was made whole.
- ✓ Investigated and arrested three individuals involved in an organized theft ring who stole over \$17,000 worth of merchandise from local retail shops such as Bottega Veneta, Saint Laurent, and Chanel over multiple days. Merchandise was recovered in the case and returned to the stores.

**Program: Criminal Investigation 429**

- ✓ Detectives recovered a \$5,000 necklace stolen and pawned from a condo resident after obtaining a confession from a newly-hired maintenance worker who was working in the unit.
- ✓ Tracked down and arrested two individuals who were targeting shoppers at Hermes, following their vehicles from the store until they parked at another location, then smashing the car window and burglarizing the high-end merchandise from the vehicle. Detectives coordinated with West Palm Beach PD to affect a search warrant of the suspects Airbnb location, which resulted in recovering stolen items hidden in a crawlspace.
- ✓ Arrested a criminal involved with burglarizing multiple vehicles at south end condominiums and then stealing a resident’s Cadillac. The Cadillac was located and recovered, as well as some of the other stolen items which were located at a suspect’s home. More suspects are expected to be arrested that were involved with the incident.
- ✓ Located and arrested two juveniles in a neighboring jurisdiction for aggravated assault, shortly after they pulled an apparent firearm (later recovered and discovered to be a pellet gun) on a landscape worker on the Town’s bike trail.
- ✓ An arrest warrant was filed on a pool company supervisor for the illegal dumping of muriatic acid (used in pool cleaning) down a storm drain connected to the intracoastal waterway. Hazardous material removal personnel from PBFR and the Florida Department of Environmental Protection had to respond and neutralize the acid, which had flowed a considerable distance through the drain system.
- ✓ Detectives made six separate arrests for thefts of bicycles from the town, and exceptionally cleared two other cases where probable cause existed for arrests. Most of these bicycles were recovered, as were others in cases where PC for an arrest was not established.

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**SAFE & RESILIENT COMMUNITY**

**Emergency Management**

Objective	Status
Use innovative and proactive measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes	IN PROGRESS
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	ONGOING
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	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Crimes investigated	285	299	481	269	500
Investigative clearance rate (Part 1)	43%	56%	34%/54%*	57%	55%

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

**Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Investigative hours	3,078	2,949	2,845	2,845	3,000
Surveillance hours	58	126	112	112	135
Patrol hours	988	1,163	1,075	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 and to increase turnover of parking spots
- ✦ 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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	173,340	252,868	291,738	291,738	259,020	344,893	18.22%
Employee Benefits	130,185	97,230	184,986	184,986	173,495	191,265	3.39%
Contractual	229,424	161,510	158,800	175,325	177,296	185,700	16.94%
Commodities	9,247	15,486	15,100	15,100	10,223	21,100	39.74%
Depreciation	85,161	116,998	51,482	51,482	51,482	47,804	(7.14%)
<b>TOTALS</b>	<b>627,357</b>	<b>644,093</b>	<b>702,106</b>	<b>718,631</b>	<b>671,516</b>	<b>790,761</b>	<b>12.63%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 vehicle maintenance, printing costs, and kiosk fees.

**COMMODITIES**

Commodities increased due to fuel charges for unit vehicles.

**Program: Parking Control Unit 430**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Parking/Code Enforcement Specialist	0.250	0.250	0.250	0.250	0.250
Lead Parking Control Officer	1.000	1.000	1.000	1.000	1.000
Parking Enforcement Officer	6.000	2.000	2.000	4.000	4.000
	7.250	3.250	3.250	5.250	5.250

**PARKING CONTROL FY2023 ACCOMPLISHMENTS**

- ✓ Completed upgrade to all Motorola Camera LPRs which will enable viewing of all tags recorded by a Parking Enforcement Unit
- ✓ Parking Enforcement Officers assisted with traffic closures and vehicular flow during demonstrations, protests, and crashes
- ✓ Parking Enforcement Officers are responsible for escorting vendors within restricted areas
- ✓ Parking Enforcement assists with underground project parking daily

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**MOBILITY AND TRANSPORTATION**

**Stabilize On-Island Mobility**

Objective	Status
Engage and deploy parking solution provider.	IN PROGRESS
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	IN PROGRESS

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Parking tickets	9,907	10,776	14,426	16,740	15,000
Kiosk tickets	1,476	2,139	3,564	5,172	3,600
Traffic boots	17	46	47	50	50

**Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Vehicle patrol hours	8,663	7,928	7,043	6,365	8,000
Revenues	\$887,376	\$1,977,926	\$1,066,292	\$1,066,292	\$1,775,505
Expenditures	\$748,195	\$633,207	\$642,565	\$642,565	\$514,000

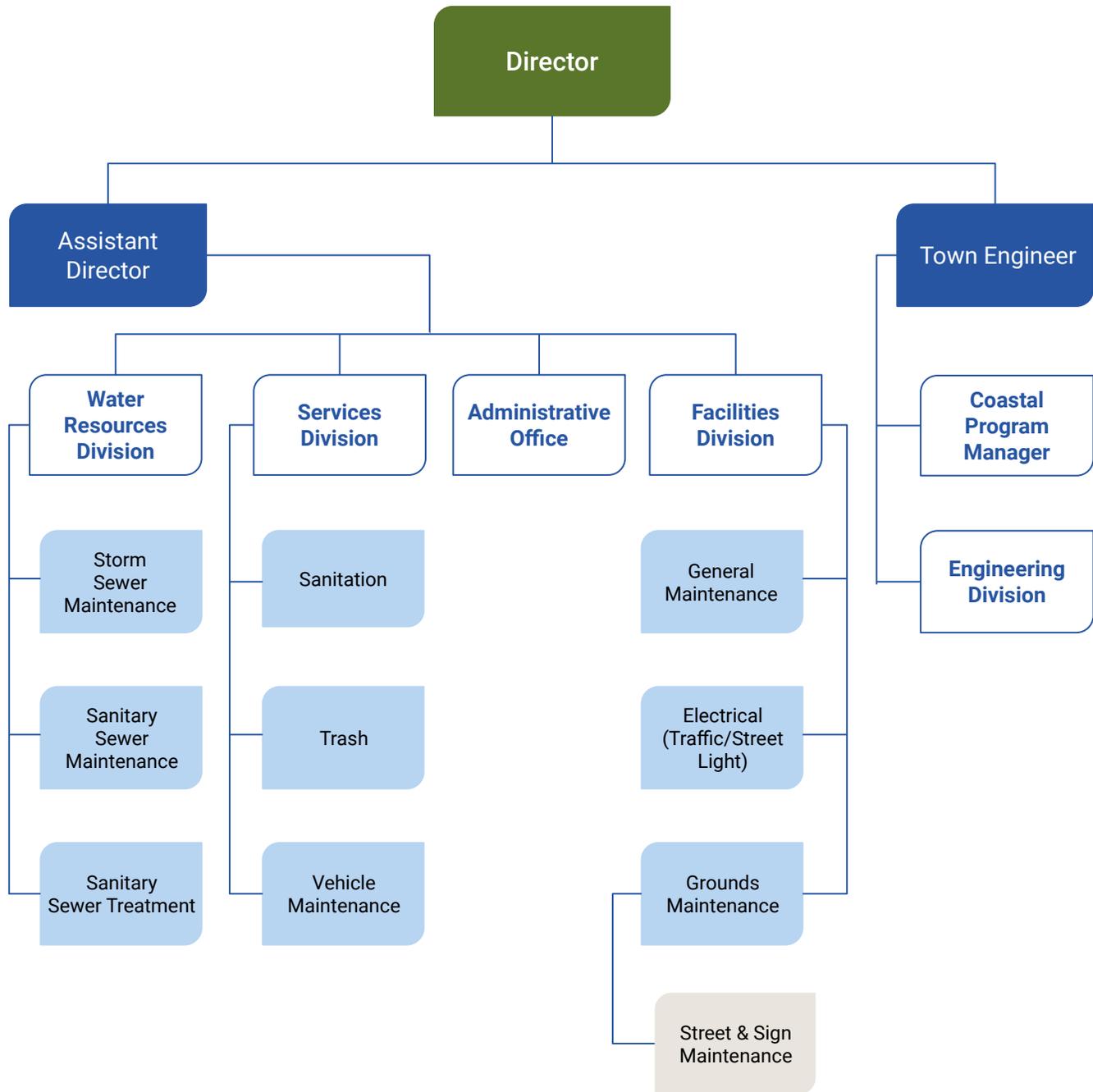


# DEPARTMENT: **Public Works**

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## PUBLIC WORKS ORGANIZATIONAL CHART



## PUBLIC WORKS DEPARTMENT FY2024 GOALS

### COMMUNITY, CULTURE & CHARACTER

#### Preserve Community, Culture and Character



Complete the restoration of the North Fire Station.

### MOBILITY AND TRANSPORTATION

#### Stabilize On-Island Mobility



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

Ensure safe pedestrian and vehicle operations

#### Quality of Life



Ensure safe pedestrian and vehicle operations

## GOVERNMENTAL LEADERSHIP & INNOVATION

### Collaborative Town Government



Maintain the vehicles and equipment of the Town's non-public safety fleet in an efficient, safe and cost-effective manner

## SAFE & RESILIENT COMMUNITY

### Emergency Management



Continue the Implementation of the Town-wide Underground Utilities (TWUU) Program

### Sustainable Management of All Water Resources



Protect the health and welfare of residents, businesses, and the environment by collecting, transporting, and disposing of the Town's sanitary sewage.

Continue to mitigate the infiltration of groundwater into the sanitary sewer collection system through Cured in Place Pipe (CIPP) lining.

Investigate the needs of Cured in Place Pipe (CIPP) lining through TV inspections and monitoring sewage flows.

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.

## ENVIRONMENTAL STEWARDSHIP

### Management of Environmental Threats



Provide timely yard waste collection and disposal services, by providing the desired level of service in an efficient and cost-effective manner

Increase the total volume collected by providing education and guidance to commercial businesses and establishments.

Initiate the replacement of the Mid-Town Seawall construction.

Ensure safe pedestrian, vehicle operation and minimize light pollution in coastal areas during the sea turtle nesting season

### Promote Sustainable Management



Maintain the landscaping and grounds of the Town in an efficient and cost-effective manner while striving to improve its appearance.

Maintain the buildings, structures and facilities of the Town in an efficient, safe and cost-effective manner for the general public and Town employees

## 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

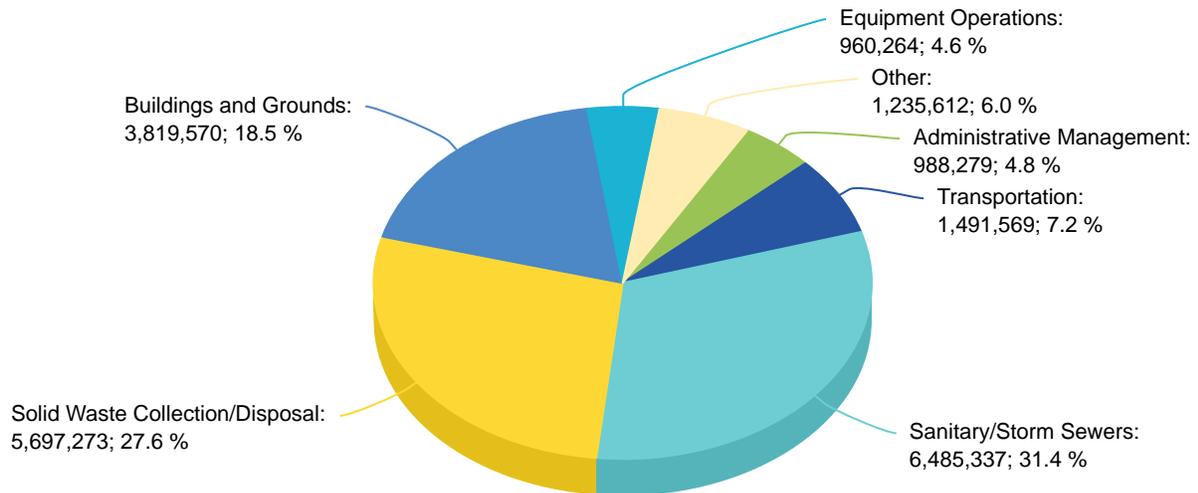
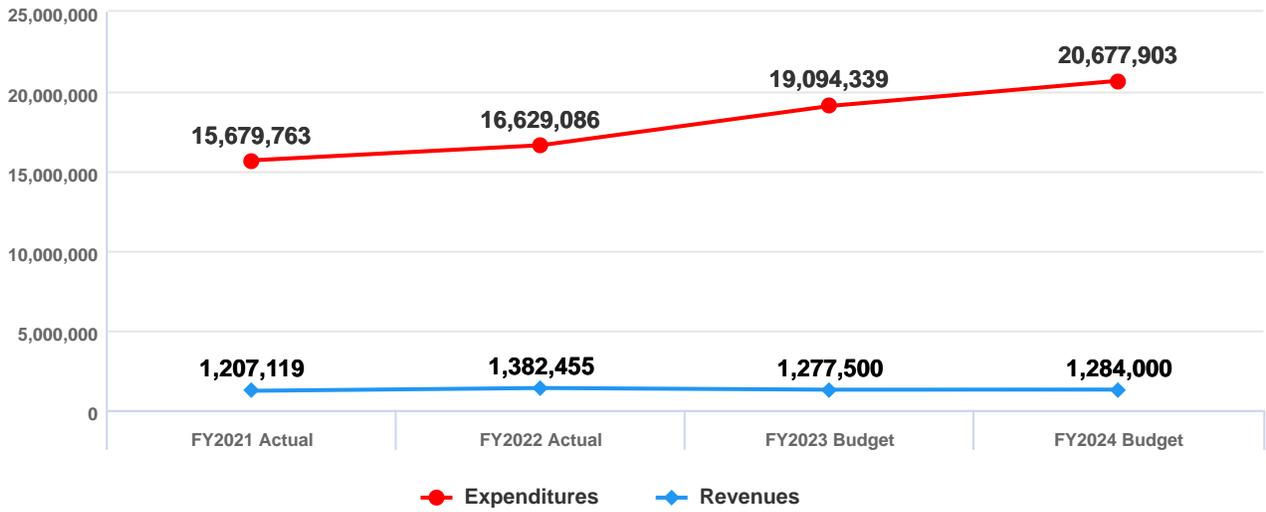
	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
Special Solid Waste	14,285	16,134	12,000	10,000	12,000	-%
Solid Waste	821,821	842,876	850,000	840,000	850,000	-%
Comp. Garbage Collection Fee	261,809	376,768	290,000	375,000	300,000	3.45%
SWA Recycling Revenue Share	-	13,938	3,500	-	-	(100.00%)
Historic Specimen Tree Fee	1,768	1,989	2,000	2,431	2,000	-%
State Highway Lighting Maint	107,436	130,749	120,000	120,000	120,000	-%
<b>TOTALS</b>	<b>1,207,119</b>	<b>1,382,455</b>	<b>1,277,500</b>	<b>1,347,431</b>	<b>1,284,000</b>	<b>0.51%</b>

### Expenditure Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	5,181,484	5,368,609	6,287,053	6,161,555	5,805,110	6,547,743	4.15%
Employee Benefits	3,147,494	3,261,180	3,366,083	3,350,463	3,310,065	3,564,280	5.89%
Contractual	5,736,100	6,307,573	7,798,887	8,114,817	8,184,700	8,720,816	11.82%
Commodities	843,747	1,024,964	933,540	935,097	987,628	1,069,310	14.54%
Capital Outlay	6,866	27,404	25,620	25,620	25,000	106,389	315.26%
Depreciation	764,071	633,661	683,156	683,156	682,976	669,366	(2.02%)
Other	-	5,694	-	-	-	-	-%
<b>TOTALS</b>	<b>15,679,763</b>	<b>16,629,086</b>	<b>19,094,339</b>	<b>19,270,708</b>	<b>18,995,479</b>	<b>20,677,903</b>	<b>8.29%</b>

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

### Public Works



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

**Program: Administrative Management 511**

**MISSION:**

This division provides guidance, inspiration, resources and direction to the Public Works Department to ensure that the multiple services we perform are both efficient through our commitment to continual improvement and effective in meeting the expectations of the citizens we serve.

**MAIN ACTIVITIES:**

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

- ✦ Provide oversight to all Public Works programs to ensure we maintain or improve levels of service and safety measures
- ✦ Implement the Town’s Capital Improvement Plan and the Comprehensive Coastal Management Plan
- ✦ Manage all projects authorized by the Town Council
- ✦ Continually seek new and better ways to accomplish our mission

**Expenditure Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	550,427	635,088	636,221	636,221	576,002	674,065	5.95%
Employee Benefits	298,550	300,010	255,182	255,182	247,831	279,673	9.60%
Contractual	16,874	10,394	16,800	18,339	42,050	15,900	(5.36%)
Commodities	71,414	8,937	10,200	10,200	8,000	10,500	2.94%
Capital Outlay	-	6,156	-	-	-	7,605	100.00%
Depreciation	3,925	536	536	536	536	536	-%
Other	-	5,694	-	-	-	-	-%
<b>TOTALS</b>	<b>941,190</b>	<b>966,814</b>	<b>918,939</b>	<b>920,478</b>	<b>874,419</b>	<b>988,279</b>	<b>7.55%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 FY2024 contractual budget reflects a decrease of 5.36%, this includes the principal and interest payments on the lease of two (2) copy machines per GASB 87 Guidelines.

**PROGRAM: Administrative Management 511**

<b>Full Time Equivalent Employees</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
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
GIS Specialist	0.000	1.000	1.000	0.000	0.000
Office Manager	1.000	1.000	1.000	1.000	1.000
Water Resources Technician II	0.000	0.500	0.000	0.000	0.000
Administrative Assistant	3.000	3.000	3.000	3.000	3.000
CMMS Coordinator	0.000	1.000	1.000	0.000	0.000
Public Works Systems Specialist	1.000	0.000	0.000	0.000	0.000
	<b>7.000</b>	<b>8.500</b>	<b>8.000</b>	<b>6.000</b>	<b>6.000</b>

**Program: Street & Sign 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**

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	88,936	144,203	148,339	148,339	144,000	156,435	5.46%
Employee Benefits	61,243	82,293	78,261	78,261	78,444	83,944	7.26%
Contractual	261,257	223,013	249,400	252,532	253,100	258,430	3.62%
Commodities	59,316	73,179	69,900	69,900	79,850	84,600	21.03%
Depreciation	18,018	16,530	16,530	16,530	16,350	22,182	34.19%
<b>TOTALS</b>	<b>488,770</b>	<b>539,218</b>	<b>562,430</b>	<b>565,562</b>	<b>571,744</b>	<b>605,591</b>	<b>7.67%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 associated with Contractual is due to an estimated increase due to rebidding of the street sweeping maintenance contract and the addition of a dumpster located at Pinewalk transfer station for street sweeping debris removal required by FDEP.

**COMMODITIES**

The increase associated with Commodities are due to increased costs of fuel, aluminum waste containers and signs, concrete delineators and street markers.

**PROGRAM: Street & Sign Maintenance 521**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Facilities Maint Div Manager	0.075	0.125	0.333	0.250	0.250
General Maintenance Supervisor	0.095	0.168	0.000	0.000	0.000
Grounds Supervisor	0.080	0.080	0.500	0.500	0.500
Public Works Project Coordinator	0.000	0.302	0.000	0.000	0.000
Water Resources Technician I	0.010	0.000	0.000	0.000	0.000
Building Maintenance Worker	0.281	0.000	0.000	0.000	0.000
Irrigation and Spray Technician	0.010	0.010	0.000	0.000	0.000
Equipment Operator II	0.700	0.800	1.000	1.000	1.000
	1.251	1.485	1.833	1.750	1.750

**STREET & SIGN MAINTENANCE FY2023 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
- ✓ Continued use of Lucity (work order management system) to manage assets, create work orders, track workload, schedule projects and create reports

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**MOBILITY AND TRANSPORTATION**

**Quality of Life**

Objective	Status
Ensure safe pedestrian and vehicle operations	IN PROGRESS
Action Items	
Sweep all streets, Lake Trail, and accesses for a clean and debris free thoroughfare	ONGOING
Provide all necessary regulatory traffic control signage, pavement markings, and roadway maintenance	ONGOING
Respond in a timely manner to roadway imperfections and repair as needed	ONGOING
Inspect and replace broken sidewalks as needed	ONGOING
Maintain proper signs and pavement markings to meet parking/traffic needs	ONGOING
Maintain regulatory and wayfinding signage in accordance with MUTCD & FDOT regulations	ONGOING
Track and forecast costs for sign materials and labor with new WOM system	ONGOING

**Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Inspect and rep air sidewalks (sq. yards/LF)	99	1,115 LF	1,264 LF	2646 LF	2000 LF
Potholes patched (sq. yards) previous to FY22. FY23 actual number of Potholes patched)	234	207	50	52	40
Replace traffic control signs	184	296	262	193	800
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
- ✦ Enhance traffic programming for improved vehicular movements

**Expenditure Summary**

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	34,716	3,434	-	-	5,558	-	-%
Employee Benefits	22,890	255	-	-	531	-	-%
Contractual	11,733	7,872	75,200	147,541	81,250	21,800	(71.01%)
Commodities	8,577	15,439	11,300	11,300	9,550	24,400	115.93%
Depreciation	1,947	-	-	-	-	-	-%
<b>TOTALS</b>	<b>79,863</b>	<b>26,999</b>	<b>86,500</b>	<b>158,841</b>	<b>96,889</b>	<b>46,200</b>	<b>(46.59%)</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY22 budget.

**CONTRACTUAL**

The decrease in Contractual is due to the purchase of an upgraded Edaptive Traffic Control Software in FY23, although annual licensing cost for traffic software and traffic telemetry still remains.

**COMMODITIES**

The increase associated with Commodities is due to the traffic cabinet replacement at Worth Avenue.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Water Resources Division Manager	0.000	0.100	0.000	0.000	0.000
Facilities Maint Div Manager	0.180	0.037	0.000	0.000	0.000
Utilities Maintenance Supervisor	0.010	0.000	0.000	0.000	0.000
General Maintenance Supervisor	0.096	0.005	0.000	0.000	0.000
Grounds Supervisor	0.005	0.000	0.000	0.000	0.000
Industrial Electrician Senior	0.201	0.151	0.000	0.000	0.000
Industrial Electrician	0.016	0.302	0.000	0.000	0.000
Public Works Project Coordinator	0.000	0.018	0.000	0.000	0.000
Building Maintenance Worker	0.127	0.010	0.000	0.000	0.000
	0.635	0.623	0.000	0.000	0.000

**PROGRAM: Traffic Control 523**

**TRAFFIC CONTROL FY2023 ACCOMPLISHMENTS**

- ✓ Performed preventative maintenance on all traffic signal intersections limiting down time and maintained consistent traffic flow
- ✓ Upgraded traffic telemetry system from dial-up to cellular connections for all Town signalized intersections
- ✓ Performed traffic surveys
- ✓ Installed Edaptive traffic software, created new timing plans and installed into the traffic controllers
- ✓ Continued use of Lucity (work order management system) to manage assets, create work orders, track workload, schedule projects and create reports

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**MOBILITY AND TRANSPORTATION**

**Stabilize On-Island Mobility**

Objective	Status
Ensure safe pedestrian and vehicle operations	IN PROGRESS
Action Items	
Operate and maintain traffic signals, including preventative maintenance	ONGOING
Respond to urgent call-outs in a timely manner	ONGOING

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Traffic signal replacement	2	11	18	28	22
Perform preventative maintenance in signalized intersections	52	52	52	52	52

**Program: Electrical & 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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY 2024 Budget</b>	<b>% Change</b>
Salaries and Wages	124,791	241,415	291,389	291,389	243,000	293,676	0.78%
Employee Benefits	44,666	144,745	137,875	137,875	129,659	146,825	6.49%
Contractual	195,555	286,834	237,800	237,800	258,800	277,700	16.78%
Commodities	62,721	57,003	52,100	52,100	61,540	93,100	78.69%
Depreciation	31,562	28,887	28,887	28,887	28,887	28,477	(1.42%)
<b>TOTALS</b>	<b>459,296</b>	<b>758,883</b>	<b>748,051</b>	<b>748,051</b>	<b>721,886</b>	<b>839,778</b>	<b>12.26%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 is due to Procurement negotiated contractor CPI increases, additional anticipated labor costs for the LED streetlight conversion program, and electric utility usage and anticipated cost (based on a three (3) year average).

**COMMODITIES**

This increase is primarily due to the systematic replacement of ten (10) ‘Witches hat’ light fixtures at South and North Ocean Blvd. and LED street light (standard 16’) conversion program.

**PROGRAM: Electrical & Street Lighting 524**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Water Resources Division Manager	0.000	0.100	0.500	0.000	0.000
Facilities Maint Div Manager	0.125	0.038	0.000	0.250	0.250
Utilities Maintenance Supervisor	0.053	0.000	0.000	0.000	0.000
Electrician Supervisor	0.000	0.000	1.000	1.000	1.000
General Maintenance Supervisor	0.000	0.025	0.000	0.000	0.000
Industrial Electrician Senior	0.250	0.276	1.000	1.000	0.000
Industrial Electrician	0.100	0.552	1.000	1.000	2.000
Public Works Project Coordinator	0.000	0.018	0.000	0.000	0.000
Building Maintenance Worker	0.050	0.050	0.000	0.000	0.000
	0.578	1.059	3.500	3.250	3.250

**ELECTRICAL & STREET LIGHTING FY2023 ACCOMPLISHMENTS**

- ✓ Annual maintenance painting of Town owned streetlights.
- ✓ Quarterly preventive maintenance on Town owned streetlights.
- ✓ Performed utility locates for underground wiring to minimize the likelihood of damage to Town infrastructure due to digging.
- ✓ Performed preventive electrical maintenance for all Town owned facilities, to include stormwater and sanitary pump stations.
- ✓ Continued use of Lucity (work order management system) to manage assets, create work orders, track workload, schedule projects, and create reports.

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**ENVIRONMENTAL STEWARDSHIP**

**Management of Environmental Threats**

Objective	Status
Enusre safe pedestrian, vehicle operation and minimize light pollution in coastal areas during hte sea turtle nesting season	IN PROGRESS
Action Items	
Operate/maintain street lighting, including preventative maintenance	ONGOING
Respond to urgent call-outs in a timely manner	ONGOING

**Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Bi-monthly street light surveying	7	7	7	7	7
Streetlight Annual Preventative Maintenance	x	x	x	990	1035
Painted Streetlights	x	x	x	295	330

**Program: Stormwater 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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	371,601	12,478	-	-	9,159	-	-%
Employee Benefits	196,769	922	-	-	834	-	-%
Contractual	256,205	265,967	287,900	287,900	284,100	309,437	7.48%
Commodities	68,346	61,742	71,500	71,500	72,800	72,200	0.98%
Capital Outlay	-	-	-	-	-	53,136	100.00%
Depreciation	26,414	23,932	15,937	15,937	15,937	5,158	(67.64%)
<b>TOTALS</b>	<b>919,335</b>	<b>365,041</b>	<b>375,337</b>	<b>375,337</b>	<b>382,830</b>	<b>439,931</b>	<b>17.21%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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.

**PROGRAM: Stormwater Maintenance 531**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Water Resources Division Manager	0.600	0.485	0.000	0.000	0.000
Facilities Maint Div Manager	0.000	0.005	0.000	0.000	0.000
Utilities Maintenance Supervisor	0.375	0.438	0.000	0.000	0.000
General Maintenance Supervisor	0.005	0.005	0.000	0.000	0.000
Grounds Supervisor	0.010	0.010	0.000	0.000	0.000
Industrial Electrician Senior	0.075	0.200	0.000	0.000	0.000
Industrial Electrician	0.813	0.400	0.000	0.000	0.000
Public Works Project Coordinator	0.000	0.018	0.000	0.000	0.000
Water Resources Technician II	0.735	0.740	0.000	0.000	0.000
Water Resources Technician I	2.895	2.660	0.000	0.000	0.000
Building Maintenance Worker	0.022	0.020	0.000	0.000	0.000
Irrigation and Spray Technician	0.010	0.008	0.000	0.000	0.000
Grounds Technician	0.056	0.000	0.000	0.000	0.000
	5.596	4.989	0.000	0.000	0.000

**STORMWATER MAINTENANCE FY2023 ACCOMPLISHMENTS**

- ✓ Performed visual inspection on stormwater stations
- ✓ Respond and investigate issues with stormwater pumps, as needed, and send them to vendors for repairs
- ✓ Continue with our system wide tv inspection and cleaning program for our stormwater collection system
- ✓ Continued use of Lucity (work order management system) to manage assets, create work orders, track workload, schedule projects and create reports
- ✓ Upgraded telemetry system (SCADA) at a stormwater station from radio to fiber communication

**FY24 STRATEGIC GOALS AND OBJECTIVES**

<b>SAFE &amp; RESILIENT COMMUNITY</b>	
<b>Sustainable Management of All Water Resources</b>	
Objective	Status
Protect the safety and property of residents and businesses to prevent or minimize the potential of flooding within the Town.	IN PROGRESS
Action Items	
Operate and maintain the storm water collection and pumping systems in a manner that reduces unexpected failures of the equipment.	ONGOING
Assist in rehabilitation or construction of Capital Improvement Projects related to storm water facilities	ONGOING
Conversion of telemetry system (SCADA) communications from radio to cellular or fiber	ONGOING

### Program: Stormwater Maintenance 531

Performance Measures					
Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Pump station inspections	728	903	700	671	676
Storm pump repairs	10	19	9	6	10
Manhole basin inspections	1,356	743	20	8	20
Mainline cleaning (feet)	-	3,606	5,243	6,990	5,000
Clean and inspect storm inlets	1,640	1,640	824	1,241	1,640
Televised inspections (mainline)	-	-	1,100	630	2,000
Generator inspections (Town wide)	-	-	303	1,072	1,050

**PROGRAM: Sanitary Sewer Maintenance 532**

**MISSION:**

This bureau exists to protect the health and well-being of residents, businesses, and visitors by operating a sanitary sewer system that prevents sewage back-up, spillage or odor impact and is 100% reliable.

**MAIN ACTIVITIES:**

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

- ✦ Schedule and conduct proper preventive maintenance and repairs on all systems
- ✦ Troubleshoot and repair all mechanical problems in a timely manner
- ✦ Televising gravity lines and repair as necessary
- ✦ Closely monitor run time for pumps
- ✦ Reduce inflow and infiltration into systems to reduce treatment costs
- ✦ Emergency repairs and electrical maintenance of sewer pump station controls, telemetry systems, and back-up generator systems
- ✦ Upgrade stations to improve efficiency

**Expenditure Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	638,696	916,555	1,127,905	1,127,905	1,109,905	1,190,304	5.53%
Employee Benefits	424,652	583,814	606,436	606,436	603,033	653,361	7.74%
Contractual	175,323	192,027	193,500	193,712	221,330	242,750	25.45%
Commodities	98,508	145,968	99,100	99,441	97,069	103,900	4.84%
Capital Outlay	-	-	-	-	-	6,648	100.00%
Depreciation	94,072	80,766	66,799	66,799	66,799	54,478	(18.44%)
<b>TOTALS</b>	<b>1,431,252</b>	<b>1,919,131</b>	<b>2,093,740</b>	<b>2,094,293</b>	<b>2,098,136</b>	<b>2,251,441</b>	<b>7.53%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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**

The increase is due to outside vendors to maintain and repair telemetry equipment and significant increases to service repairs and electrical costs (based on a three (3) year average).

**Program: Sanitary Sewer Maintenance 532**

**COMMODITIES**

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

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Water Resources Division Manager	0.400	0.300	0.500	1.000	1.000
Utilities Maintenance Supervisor	0.562	0.562	1.000	1.000	1.000
General Maintenance Supervisor	0.005	0.005	0.000	0.000	0.000
Grounds Supervisor	0.010	0.010	0.000	0.000	0.000
Industrial Electrician Senior	0.075	0.210	0.000	0.000	0.000
Industrial Electrician	0.945	0.420	0.000	0.000	0.000
Public Works Project Coordinator	0.000	0.018	0.000	0.000	0.000
Water Resources Technician II	2.265	1.760	3.000	4.000	5.000
Water Resources Technician I	8.095	7.340	10.000	9.000	8.000
Building Maintenance Worker	0.020	0.020	0.000	0.000	0.000
Irrigation and Spray Technician	0.005	0.008	0.000	0.000	0.000
Grounds Technician	0.056	0.000	0.000	0.000	0.000
	12.438	10.653	14.500	15.000	15.000

**SANITARY SEWER MAINTENANCE FY2023 ACCOMPLISHMENTS**

- ✓ Continued field verification of sanitary sewer infrastructure for inflow and infiltration that are slated for Cured in Place Pipe Lining (CIPP).
- ✓ Continued annual preventative maintenance program to replace and/or rebuild pumps before failure occurs.
- ✓ Addition of telemetry system (SCADA) to sanitary sewer lift stations at the Town Marina.
- ✓ Continued trenchless pipe patch repair as identified within the sanitary sewer system.
- ✓ Continue with our system wide tv inspection and cleaning program for our sanitary sewer collection system.
- ✓ Continued use of Lucity (work order management system) to manage assets, create work orders, track workload, schedule projects and create reports.

PROGRAM: Sanitary Sewer Maintenance 532

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**SAFE & RESILIENT COMMUNITY**

**Sustainable Management of All Water Resources**

Objective	Status
Protect the health and welfare of residents, businesses, and the environment by collecting, transporting, and disposing of the Town’s sanitary sewage.	IN PROGRESS
Continue to mitigate the infiltration of groundwater into the sanitary sewer collection system through Cured in Place Pipe (CIPP) lining.	IN PROGRESS
Investigate the needs of Cured in Place Pipe (CIPP) lining through TV inspections and monitoring sewage flows.	IN PROGRESS
Action Items	
Operate and maintain the sanitary sewer collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to issues associated with clogs, backups, and potential overflow.	ONGOING
Assist in rehabilitation or construction of Capital Improvement Projects related to wastewater facilities.	ONGOING
Perform TV inspections of sanitary sewer system and work with engineering staff to establish CIPP lining priorities.	ONGOING
Conversion of telemetry system (SCADA) communications from radio to cellular or fiber.	ONGOING

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Residential service calls	29	10	44	44	25
Mainline cleaning (feet)	88,000	138,479	114,061	141,609	130,000
Utility locates	4,088	4,764	5,332	7,086	6,000
Televised inspections (feet)	432	8,890	26,595	26,413	20,000
Pump station inspections	2,617	1,996	2,763	2,054	2,500
Manhole inspections/repairs	115	331	14	19	50
Raised and replaced catch basin inlets	x	x	x	6	6

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	-	-	-	-	-	-	-%
Employee Benefits	-	-	-	-	-	-	-%
Contractual	2,462,891	2,548,073	3,506,137	3,506,137	3,622,300	3,793,965	8.21%
Commodities	-	-	-	-	-	-	-%
<b>TOTALS</b>	<b>2,462,891</b>	<b>2,548,073</b>	<b>3,506,137</b>	<b>3,506,137</b>	<b>3,622,300</b>	<b>3,793,965</b>	<b>8.21%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	458,292	496,336	544,488	544,488	475,000	575,770	5.75%
Employee Benefits	341,520	340,240	353,320	353,320	342,321	355,689	0.67%
Contractual	-	272	5,600	5,600	5,100	5,600	-%
Commodities	43,614	65,514	66,800	66,800	75,920	78,700	17.81%
Depreciation	106,846	106,846	106,846	106,846	106,846	106,846	-%
<b>TOTALS</b>	<b>950,272</b>	<b>1,009,209</b>	<b>1,077,054</b>	<b>1,077,054</b>	<b>1,005,187</b>	<b>1,122,606</b>	<b>4.23%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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.

**Program: Residential Collection 541**

<b>Full Time Equivalent Employees</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Services Division Manager	0.280	0.280	0.200	0.200	0.200
General Maintenance Supervisor	0.005	0.005	0.000	0.000	0.000
Grounds Supervisor	0.005	0.005	0.000	0.000	0.000
Industrial Electrician Senior	0.005	0.005	0.000	0.000	0.000
Industrial Electrician	0.010	0.010	0.000	0.000	0.000
Sanitation Supervisor	0.400	0.400	0.400	0.400	0.400
Public Works Project Coordinator	0.000	0.018	0.000	0.000	0.000
Transfer Station Operator	0.750	0.750	0.750	0.750	0.750
Building Maintenance Worker	0.020	0.022	0.000	0.000	0.000
Equipment Operator I	7.200	7.200	7.200	7.200	7.200
Grounds Technician	0.013	0.000	0.000	0.000	0.000
	8.688	8.695	8.550	8.550	8.550

<b>Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Projected</b>
Tons collected	6,331	6,725	6,892	6,798	6,800
Reported misses	1	4	3	5	5

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**

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2022 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	519,336	513,023	563,463	563,463	515,000	551,168	(2.18%)
Employee Benefits	261,883	267,461	280,333	280,333	285,946	298,121	6.35%
Contractual	262,249	409,220	450,800	453,150	431,050	546,400	21.21%
Commodities	39,526	64,613	61,600	61,600	62,650	68,750	11.61%
Depreciation	120,124	97,213	92,822	92,822	92,822	59,609	(35.78%)
<b>TOTALS</b>	<b>1,203,117</b>	<b>1,351,531</b>	<b>1,449,018</b>	<b>1,451,368</b>	<b>1,387,468</b>	<b>1,524,048</b>	<b>5.18%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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. The compacted garbage contract increase will be offset by equal revenues.

**COMMODITIES**

The increase reflects fuel costs.

**Program: Commercial Collection 542**

<b>Full Time Equivalent Employees</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Services Division Manager	0.150	0.150	0.200	0.200	0.200
Sanitation Supervisor	0.400	0.400	0.400	0.400	0.400
Transfer Station Operator	0.250	0.250	0.250	0.250	0.250
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
	6.800	6.800	6.850	6.850	6.850

<b>Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Projected</b>
Tons collected	2,714	2,882	2,954	2,914	2,900
Reported misses	-	-	2	3	3

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2022 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	-	-	-	-	-	-	-%
Employee Benefits	-	-	-	-	-	-	-%
Contractual	52,208	55,011	76,600	76,600	70,000	80,000	4.44%
Commodities	-	-	-	-	-	-	-%
<b>TOTALS</b>	<b>52,208</b>	<b>55,011</b>	<b>76,600</b>	<b>76,600</b>	<b>70,000</b>	<b>80,000</b>	<b>4.44%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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.

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	910,078	927,058	1,057,872	1,057,872	1,057,872	1,059,608	0.16%
Employee Benefits	663,047	675,750	675,260	675,260	675,260	719,924	6.61%
Contractual	178,721	189,015	299,100	385,078	249,650	328,100	9.70%
Commodities	105,746	161,705	150,900	150,900	150,450	154,250	2.22%
Depreciation	247,612	205,366	245,709	245,709	245,709	269,253	9.58%
<b>TOTALS</b>	<b>2,105,204</b>	<b>2,158,893</b>	<b>2,428,841</b>	<b>2,514,819</b>	<b>2,378,941</b>	<b>2,531,135</b>	<b>4.21%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 reflects a decrease in consultant and maintenance services for the Okeechobee Landfill.

**COMMODITIES**

This account reflects an increase primarily in fuel costs.

**PROGRAM: Yard Trash Collection 544**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Services Division Manager	0.300	0.300	0.200	0.200	0.200
General Maintenance Supervisor	0.005	0.005	0.000	0.000	0.000
Industrial Electrician Senior	0.005	0.005	0.000	0.000	0.000
Industrial Electrician	0.010	0.010	0.000	0.000	0.000
Trash Supervisor	1.000	1.000	1.000	1.000	1.000
Public Works Project Coordinator	0.000	0.018	0.000	0.000	0.000
Crane Operator	3.000	3.000	3.000	3.000	3.000
Landfill Operator	1.000	1.000	1.000	1.000	1.000
Building Maintenance Worker	0.021	0.022	0.000	0.000	0.000
Equipment Operator II	0.000	1.000	1.000	1.000	1.000
Equipment Operator I	9.000	8.000	8.000	8.000	8.000
Sanitation and Trash Worker	4.000	3.000	3.000	3.000	3.000
	18.341	17.360	17.200	17.200	17.200

**YARD TRASH COLLECTION FY2023 ACCOMPLISHMENTS**

- ✓ Collection and landfill operations processed 125,970 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
- ✓ Continued use of Lucity (work order management system) to manage assets, create work orders, track workload, schedule projects, and create reports.

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**ENVIRONMENTAL STEWARDSHIP**

**Management of Environmental Threats**

Objective	Status
Provide timely yard waste collection and disposal services, by providing the desired level of service in an efficient and cost-effective manner	IN PROGRESS
Action Items	
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	ONGOING
Continue consultant task to identify a suitable pilot program for waste reduction, material processing and potential uses for final disposition	ONGOING
Develop long-term master plan for landfill use, closure and/or long-term care	ONGOING
Maintain care and closure plans for the sale/lease of the Okeechobee Boulevard site	ONGOING

**Productivity Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
CY collected and disposed of yard waste	134,000	127,276	125,900	120,970	125,000

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	128,821	200,720	222,292	222,292	201,000	231,448	4.12%
Employee Benefits	124,852	132,408	134,745	134,745	133,225	138,611	2.87%
Contractual	12,488	13,125	13,900	13,900	15,000	23,000	65.47%
Commodities	11,040	17,169	16,300	16,300	16,300	18,500	13.50%
Depreciation	37,212	12,583	27,926	27,926	27,926	27,926	-%
<b>TOTALS</b>	<b>314,412</b>	<b>376,005</b>	<b>415,163</b>	<b>415,163</b>	<b>393,451</b>	<b>439,485</b>	<b>5.86%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 budget includes a COLA increase and pay for performance increases.

**EMPLOYEE BENEFITS**

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

**CONTRACTUAL**

Increase related to additional funds for temporary labor contract.

**COMMODITIES**

Budget reflects increase in fuel costs.

**PROGRAM: Recycling 545**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Services Division Manager	0.170	0.170	0.200	0.200	0.200
Sanitation Supervisor	0.200	0.200	0.200	0.200	0.200
Equipment Operator III	1.000	1.000	1.000	1.000	1.000
Equipment Operator I	1.800	1.800	1.800	1.800	1.800
	3.170	3.170	3.200	3.200	3.200

**RECYCLING FY2023 ACCOMPLISHMENTS**

- ✓ Met residential and commercial collection schedules with no reported misses.
- ✓ Continue to coordinate and maintain a universal county-wide recycling page with SWA.
- ✓ Continued use of Lucity (work order management system) to manage assets, create work orders, track workload, schedule projects, and create reports.

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**ENVIRONMENTAL STEWARDSHIP**

**Management of Environmental Threats**

Objective	Status
Increase the total volume collected by providing education and guidance to commercial businesses and establishments.	IN PROGRESS
Action Items	
Continue to educate residents and businesses on the benefits of recycling, and strive to increase the amount of material being recycled.	UPCOMING

**Productivity Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Tons collected	1,518	1,503	1,599	1,599	1,650

**Program: Grounds 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
- ✦ Continue to Manage & implement green pest control for parks, green spaces, and trees; biotech soft and hard woods
- ✦ Continually seek new approaches and improved systems to enhance efficiency and effectiveness

**Expenditure Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	249,596	165,840	158,327	158,327	182,500	170,525	7.70%
Employee Benefits	139,265	83,800	80,663	80,663	84,640	83,149	3.08%
Contractual	1,216,534	1,346,436	1,494,250	1,570,808	1,616,100	1,697,150	13.58%
Commodities	55,194	63,571	78,700	78,700	85,200	91,200	15.88%
Depreciation	34,855	26,939	30,108	30,108	30,108	29,050	(3.51%)
<b>TOTALS</b>	<b>1,695,444</b>	<b>1,686,586</b>	<b>1,842,048</b>	<b>1,918,606</b>	<b>1,998,548</b>	<b>2,071,074</b>	<b>12.43%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 changes associated with Contractual services increased due to Procurement negotiated contractor CPI increases and anticipated FY24 CPI increases. In addition, anticipated additional maintenance costs for Phipps Plaza Park and Southern Causeway, and temporary labor, and additional plant replacement costs for Bradley Park Tidal Garden due to king tide.

**COMMODITIES**

This increase is largely due to anticipated fuel, chemical and mulch costs.

**PROGRAM: Grounds 551**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Water Resources Division Manager	0.000	0.005	0.000	0.000	0.000
Facilities Maint Div Manager	0.350	0.350	0.333	0.250	0.250
General Maintenance Supervisor	0.064	0.050	0.000	0.000	0.000
Grounds Supervisor	0.870	0.875	0.500	0.500	0.500
Industrial Electrician Senior	0.018	0.013	0.000	0.000	0.000
Industrial Electrician	0.036	0.026	0.000	0.000	0.000
Public Works Project Coordinator	0.000	0.750	0.000	0.000	0.000
Building Maintenance Worker	0.103	0.110	0.000	0.000	0.000
Irrigation and Spray Technician	0.967	0.966	1.000	1.000	1.000
Equipment Operator II	0.300	0.200	0.000	0.000	0.000
Grounds Technician	1.850	0.000	0.000	0.000	0.000
	4.558	3.345	1.833	1.750	1.750

**LANDSCAPE MAINTENANCE FY2023 ACCOMPLISHMENTS**

- ✓ Completed an irrigation upgrade on Royal Poinciana Way to low-flow smart irrigation with remote accessible system.
- ✓ Converted 4 remote access irrigation systems (telemetry) from dial up to cellular
- ✓ Continue to Incorporated native plantings
- ✓ Continue to add and maintain Pannill pipes to Lakeside Park, Palmo Park and the North County Road Landmarked Ficus trees for strength and stability
- ✓ Removed ficus hedges from Town owned properties and replacing them with native species.
- ✓ We have ceased the use of synthetic non-selective herbicides and are pursuing alternative, safer methods of control.
- ✓ Continued use of Lucity (work order management system) to manage assets, create work orders, track workload, schedule projects, and create reports.

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**ENVIRONMENTAL STEWARDSHIP**

**Promote Sustainable Management**

Objective	Status
Maintain the landscaping and grounds of the Town in an efficient and cost-effective manner while striving to improve its appearance.	IN PROGRESS
Action Items	
Continue to improve irrigation systems town wide, and to standardize equipment and materials	ONGOING
Implement low-flow irrigation heads and smart irrigation upgrades or replacements in larger parks and medians as appropriate	ONGOING
Explore natural landscaping opportunities	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Inspect irrigation systems (hours)	260	484	1,180	937	1,100
Inspect historic trees	107	118	121	121	121

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	282,851	241,027	380,586	380,586	310,114	402,135	5.66%
Employee Benefits	162,581	203,541	213,149	213,149	206,578	226,365	6.20%
Contractual	566,801	702,487	810,500	879,995	955,300	1,036,200	27.85%
Commodities	45,106	48,707	43,300	43,300	45,350	48,550	12.12%
Depreciation	15,169	9,565	21,986	21,986	21,986	35,245	60.31%
<b>TOTALS</b>	<b>1,072,508</b>	<b>1,205,327</b>	<b>1,469,521</b>	<b>1,539,016</b>	<b>1,539,328</b>	<b>1,748,496</b>	<b>18.98%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 in Contractual is due to Procurement negotiated contractor CPI increases, anticipated FY24 CPI increases, anticipated janitorial contract, facility maintenance request, Pinewalk fence replacement, and elevator safety modernizations for Town Hall, Central Fire, and Police Departments.

**COMMODITIES**

The Commodities increase is due to anticipated fuel and chemical costs, and light fixture replacements.

**PROGRAM: Facility Maintenance 554**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Water Resources Division Manager	0.000	0.010	0.000	0.000	0.000
Facilities Maint Div Manager	0.250	0.435	0.334	0.250	0.250
General Maintenance Supervisor	0.687	0.707	1.000	1.000	1.000
Grounds Supervisor	0.020	0.020	0.000	0.000	0.000
Industrial Electrician Senior	0.361	0.135	0.000	0.000	0.000
Industrial Electrician	0.050	0.270	0.000	0.000	0.000
Public Works Project Coordinator	0.000	0.804	2.000	2.000	2.000
Building Maintenance Worker	1.296	1.716	2.000	2.000	2.000
Irrigation and Spray Technician	0.008	0.008	0.000	0.000	0.000
Grounds Technician	0.025	0.000	0.000	0.000	0.000
	2.697	4.105	5.334	5.250	5.250

**FACILITY MAINTENANCE FY2023 ACCOMPLISHMENTS**

- ✓ Continued conversion of existing lighting to LED in Town owned facilities.
- ✓ Continued conversion to hands free, low flow, water saving restroom fixtures in Town owned facilities.
- ✓ Continued replacement of existing drinking fountain equipment to bottle filling type equipment
- ✓ Continued use of Lucity (work order management system) to manage assets, create work orders, track workload, schedule projects, and create reports.

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**ENVIRONMENTAL STEWARDSHIP**

**Promote Sustainable Management**

Objective	Status
Maintain the buildings, structures and facilities of the Town in an efficient, safe and cost-effective manner for the general public and Town employees	IN PROGRESS
Action Items	
Continue with identification and replacement of obsolete and inefficient HVAC systems in all Town buildings	ONGOING
Identify and replace worn flooring systems through all Town facilities	ONGOING
Continue the systematic replacement of existing lighting with energy efficient LED lighting	ONGOING
Replace old lavatory faucet systems with water saving systems	ONGOING

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Scheduled PM work orders	50	257	338	438	500
Quarterly inspections at all Town buildings	-	-	6	-	10
Completed re-active work orders	386	216	311	694	250

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	505,741	517,993	695,529	570,031	590,000	838,228	20.52%
Employee Benefits	170,508	199,640	287,748	272,128	271,536	341,893	18.82%
Contractual	26,587	10,513	6,800	6,800	4,800	5,484	(19.35%)
Commodities	2,319	4,644	4,600	4,600	3,364	5,200	13.04%
Capital Outlay	-	-	-	-	-	33,000	100.00%
Depreciation	9,013	7,403	7,403	7,403	7,403	11,807	59.49%
<b>TOTALS</b>	<b>714,168</b>	<b>740,193</b>	<b>1,002,080</b>	<b>860,962</b>	<b>877,103</b>	<b>1,235,612</b>	<b>23.30%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 item decreased in costs.

**COMMODITIES**

The increase reflects an increase in fuel costs.

PROGRAM: **General Engineering Services 561**

**CAPITAL OUTLAY**

The increase reflects the purchase of a vehicle for the new Project Engineering Coordinator Position.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Town Engineer	1.000	1.000	1.000	1.000	1.000
Project Engineer Senior	1.000	1.000	1.000	1.000	1.000
Project Engineer	1.000	1.000	2.000	2.000	2.000
Project Engineering Coordinator	0.000	0.000	0.000	0.000	1.000
Construction & Right-A-Way Manager	0.000	0.000	0.000	0.000	1.000
GIS Specialist	0.000	0.000	0.000	1.000	0.000
Engineering Support Coordinator	0.000	0.000	0.000	0.000	1.000
CMMS Coordinator	0.000	0.000	0.000	1.000	0.000
	3.000	3.000	4.000	6.000	7.000

**GENERAL ENGINEERING FY2023 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 North construction.
- ✓ Completion of the water feasibility study.

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**SAFE & RESILIENT COMMUNITY**

**Sustainable Management of All Water Resources**

Objective	Status
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.	IN PROGRESS
Action Items	
Continued evaluation of potable water supply alternatives at Town Council’s direction.	COMPLETED
Continue to provide Town Manager and Town Council with detailed information to support their decision-making process.	ONGOING
Support negotiations as necessary.	ONGOING

**Performance Measures**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Complete negotiation by end of FY24	-	1	50%	50%

**Program: General Engineering Services 561**

**COMMUNITY, CULTURE & CHARACTER**

**Preserve Community, Culture and Character**

Objective	Status
Complete the restoration of the North Fire Station.	IN PROGRESS
Action Items	
Continue aggressive design and demolition schedule to support the construction of the restoration.	ONGOING
Finalize design and GMP for full implementation of construction.	COMPLETED
Issue final GMP for full restoration.	COMPLETED
Complete Construction	ONGOING

**Performance Measures**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Complete construction by end of FY 24.	-	0	10%	50%

**ENVIRONMENTAL STEWARDSHIP**

**Management of Environmental Threats**

Objective	Status
Initiate the replacement of the Mid-Town Seawall construction.	IN PROGRESS
Action Items	
Complete permitting and ARCOM approval.	COMPLETED
Award construction contract.	DELAYED

**Performance Measures**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Complete the replacement of the Mid-Town Seawall by end of FY28	-	-	30% (Design and Permitting 100%)	ON HOLD

PROGRAM: **General Engineering Services 561**

**MOBILITY AND TRANSPORTATION**

**Stabilize On-Island Mobility**

Objective	Status
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	IN PROGRESS
Action Items	
Identify crosswalks withing the Town-wide Underground Utilities construction phases, and within signalized intersections that can be modified, to include spare conduits for future use	COMPLETED
Implementation of smart traffic signalization software and convert traffic study information into traffic corridor coordination plans	ONGOING
Export information into traffic controllers, monitor vehicular and pedestrian movements for 60 days, re-evaluate traffic corridor coordination plans with Police, further tweak and modify to maximize vehicular and pedestrian movements on the island	ONGOING
Design of strategic smart crosswalks project	ONGOING
Complete the design and install conduits at strategic crosswalks in previously completed and ongoing phases of undergrounding	ONGOING
Modify design for Undergrounding Phases 7 and 8 to include conduits for smart crosswalks	ONGOING

**Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Complete installation of necessary conduit for smart crosswalks by FY26	0%	0%	0%	0%	50%

**Program: General Engineering Services 561**

**MOBILITY AND TRANSPORTATION**

**Quality of Life**

Objective	Status
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	IN PROGRESS
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	IN PROGRESS
Action Items	
Continue to improve on compliance with the right-of-way standards	ONGOING
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	ONGOING
Increase compliance of parking within the right-of-way	ONGOING
Increase compliance of right-of-way permitted use	ONGOING
Minimize north/south traffic disruptions caused by permitted work within the right-of-way	ONGOING
Increase site inspections of right-of-way compliance	ONGOING

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
% of right of way permits issued captured in GIS map	100%	100%	100%	100%	100%
Weekly right of way inspections	70	100	177	177	200
Monthly review of right-of-way permits and road impacts	150	170	400	400	350

**SAFE & RESILIENT COMMUNITY**

**Emergency Management**

Objective	Status
Continue the Implementation of the Town-wide Underground Utilities (TWUU) Program	IN PROGRESS
Action Items	
Bid TWUU Phase 7 North and South.	ONGOING
Finalize design for Phase 8	ONGOING
Complete construction of ongoing phases	ONGOING

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Execute GMP for Phases 7 South and Phase 8					100%
Complete construction on Phases 3, 4, 5, and 6					100%

**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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	259,164	289,654	386,672	386,672	315,000	404,381	4.58%
Employee Benefits	198,057	208,101	223,270	223,270	211,968	236,724	6.03%
Contractual	39,994	39,273	73,900	78,226	74,410	78,900	6.77%
Commodities	171,201	234,464	194,940	196,157	218,900	215,460	10.53%
Capital Outlay	6,866	21,248	25,620	25,620	25,000	6,000	(76.58%)
Depreciation	14,578	14,370	18,942	18,942	18,942	18,799	(0.75%)
<b>TOTALS</b>	<b>689,860</b>	<b>807,109</b>	<b>923,344</b>	<b>928,886</b>	<b>864,220</b>	<b>960,264</b>	<b>4.00%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 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 FY2024 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 reflects an increase for contractual services for maintenance of shop equipment, tire and oil disposal.

**COMMODITIES**

Budget reflects the increase primarily due to fuel costs.

**CAPITAL OUTLAY**

Increase reflects the purchase of shop equipment for FY2024.

**Program: Equipment Operation & Maintenance 571**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Services Division Manager	0.100	0.100	0.200	0.200	0.200
Fleet Mechanic Supervisor	1.000	1.000	1.000	1.000	1.000
Fleet Mechanic	3.000	3.000	3.000	3.000	3.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
	5.100	5.100	5.200	5.200	5.200

**EQUIPMENT OPERATION AND MAINTENANCE FY2023 ACCOMPLISHMENTS**

- ✓ Met projected goal of unscheduled repairs by implementing a predictive monitoring plan.
- ✓ Purchased and commissioned five (5) pieces of equipment for various user divisions.
- ✓ 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.

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
Maintain the vehicles and equipment of the Town’s non-public safety fleet in an efficient, safe and cost-effective manner	IN PROGRESS
Action Items	
Maintain high level of equipment availability and reduce down time by performing necessary and proactive preventive maintenance and repairs as required	ONGOING
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	ONGOING
Continue to evaluate vehicle and equipment right-sizing study and seek input from the users	ONGOING
Continue to evaluate preventive maintenance intervals and adjust accordingly	ONGOING
Continue creating equipment specific predictive maintenances tasks	ONGOING

**Performance Measures**

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Repairs	726	1,039	705	671	500
Preventive maintenance scheduled	564	506	552	207	300





# Other Programs

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

### PROGRAM 321: Library Services

The Town contracts with The Society of the Four Arts Library to provide library services to its residents. The library maintains an 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

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	-%
Employee Benefits	-	-	-	-	-	-	-%
Contractual	-	-	-	-	-	-	-%
Commodities	-	-	-	-	-	-	-%
Other	352,650	363,230	374,127	374,127	374,127	385,351	3.00%
<b>TOTALS</b>	<b>352,650</b>	<b>363,230</b>	<b>374,127</b>	<b>374,127</b>	<b>374,127</b>	<b>385,351</b>	<b>3.00%</b>

\*FY23 Adjusted includes FY23 adopted budget plus purchase orders written against the FY22 budget but spent against the FY22 budget.

### PROGRAMS 611 to 625: Transfers

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

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
Capital Improvement Fund (307)	3,785,108	8,428,200	9,371,020	9,371,020	10,308,122	10.00%
Coastal Protection Fund (309)	4,777,000	4,920,310	5,264,732	5,264,732	5,791,205	10.00%
Townwide Underground Utilities (122)	165,000	176,550	191,116	191,116	-	(100.00%)
Debt Service Fund (205)	5,691,148	5,676,719	5,680,666	5,680,666	5,679,013	(0.03%)
Extraordinary Transfer to Retirement (600)	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	-%
Group Health Retirees (610)	429,858	334,215	331,217	331,217	789,128	138.25%
Risk - W/C, Liab, Prop	2,010,439	2,173,487	2,274,106	2,274,106	2,329,817	2.45%
<b>TOTALS</b>	<b>22,278,553</b>	<b>27,129,481</b>	<b>28,532,857</b>	<b>28,532,857</b>	<b>30,317,285</b>	<b>(4.04%)</b>

**PROGRAM 711: Contingent Appropriations**

This program contains the budget for the General Fund Contingency account.

The budget for the General Fund Contingency Account is and 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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>% Change</b>
Salaries and Wages	-	-	-	-	-%
Employee Benefits	-	-	-	-	-%
Contractual	-	-	-	-	-%
Commodities	-	-	-	-	-%
Other	600,000	600,000	600,000	600,000	-%
<b>TOTALS</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>-%</b>



# Town-wide Underground Utilities Fund

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## FUND 122: TOWN-WIDE UNDERGROUND UTILITIES

### Revenue and Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>						
Special Assessment Revenue	8,149,122	1,473,485	3,850,000	3,500,000	3,503,760	(8.99%)
Grant Proceeds - FEMA Mitigation	-	827,237	8,500,000	5,365,123	-	(100.00%)
Bond Proceeds	9,198,896	-	-	-	-	-%
Transfer from General Fund	165,000	176,550	191,116	191,116	-	(100.00%)
Transfer from CIP Fund (307)	500,000	500,000	500,000	500,000	500,000	-%
Interest on Investments	2,793,579	2,772,336	100,000	1,202,000	300,000	200.00%
Transfer from Marina Fund	-	2,600,000	2,600,000	2,600,000	4,100,000	57.69%
Other Income	220,557	212,030	224,900	200,000	224,900	-%
<b>TOTALS</b>	<b>21,027,153</b>	<b>8,561,639</b>	<b>15,966,016</b>	<b>13,558,239</b>	<b>8,628,660</b>	<b>(45.96%)</b>
<b>Expenditures</b>						
Salaries and Wages	49,423	93,391	143,804	101,500	-	(100.00%)
Employee Benefits	26,313	40,915	47,312	44,338	-	(100.00%)
Contractual Services	1,202,394	223,674	111,000	10,500	111,000	-%
Commodities	2,270	41	250	-	250	-%
Debt Service	3,667,309	3,850,005	3,848,755	3,849,255	3,847,355	(0.04%)
Projects	9,234,156	22,294,292	29,850,000	17,159,971	29,800,000	(0.17%)
<b>TOTALS</b>	<b>14,181,864</b>	<b>26,502,318</b>	<b>34,001,121</b>	<b>21,165,564</b>	<b>33,758,605</b>	<b>(0.71%)</b>
Total Revenues Over/(Under) Expenses	6,845,290	(17,940,680)	(18,035,105)	(7,607,325)	(25,129,945)	
Beginning Fund Equity	57,855,307	64,700,597	46,759,917	46,759,917	39,152,592	
<b>Ending Net Assets</b>	<b>64,700,597</b>	<b>46,759,917</b>	<b>28,724,812</b>	<b>39,152,592</b>	<b>14,022,647</b>	

## 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)

FY2021 - 2024 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

**EXPENSES**

**Salaries and Wages/Employee Benefits**

Salaries/Wages and Employee Benefits for the Underground Utilities Easement Acquisition Manager have been moved into the Public Works Engineering budget.

**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 FY24, we expect to complete Phases 3 and 4 South, Phases 5 North and South and Phase 6 North. During FY24 work will continue on Phase 6 South and begin Phases 7 North and South. The entire project is expected to be completed in 2027.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Underground Utilities Easement Acquisition Manager	0.000	0.000	1.000	1.000	0.000
Administrative Assistant (Part Time)	0.000	0.000	0.750	0.750	0.000
Underground Utilities Project Manager	1.000	1.000	0.000	0.000	0.000
	1.000	1.000	1.750	1.750	0.000





# Debt Administration

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## DEBT ADMINISTRATION

### GENERAL OBLIGATION BONDS

General Obligation Bonds offer maximum security to investors through the pledge of the municipality's full faith and credit, which for the Town of Palm Beach requires voter approval.

The voters approved a referendum on March 15, 2016 for the issuance of \$90,000,000 in General Obligation Bonds for the Underground Utility Project. The Town issued \$56,040,000 of the General Obligation Bonds in September 2018. The all-in true interest cost (TIC) for the 2018 series was 3.64%.

In 2021, the Town issued \$8,575,000 in General Obligation Bonds through Robert W. Baird & Co. Inc. for the Underground Utility Project. The all-in true interest cost (TIC) for the 2021 series was 2.02%.

The General Obligation Bonds shall be payable first from the Underground Utility Project Special Assessments and, to the extent the Underground Utility Project Special Assessments are insufficient to pay debt service or not assessed, ad valorem taxes levied and collected in the Town on all taxable property in the Town sufficient to pay principal and interest on the bonds as they become due and payable. The Town may apply other legally available sources of revenues to the payment of the Bonds.

### REVENUE BONDS

In 2010 the Town issued 2010A Public Improvement Revenue and Refunding Bonds in the principal amount of \$57,035,000, and 2010B Worth Avenue Commercial District Project bonds in the principal amount of \$14,770,000. The all-in true interest cost (TIC) for the 2010A issue was 4.52% and the 2010B issue was 4.51%.

The 2010A bonds refunded the 2003B bonds (\$5,310,000), the 2008 Revenue Note (\$10,000,000), and a 2009 Line of Credit (\$600,000) which was issued for the Worth Avenue Project. The balance of the proceeds were to fund a portion of the Town's Accelerated Capital Improvement Program totaling \$41,232,000 and \$1,740,844 was used to reimburse the Town for the Town's portion of the Par 3 Golf Course Project.

The 2010B bonds were used to fund the Worth Avenue Commercial District streetscape project. The Town imposed a capital special assessment against real property in the Worth Avenue Commercial District to pay the costs of the Worth Avenue Projects. The assessments will be payable over a thirty year period. The assessments will be security for the 2010B bonds.

On January 1, 2012, the Town used excess funds remaining after completion of the Worth Avenue Project to redeem \$1,485,000 of the 2010B Bonds.

On August 25, 2016, the Town issued bonds to refund the 2010A & 2010B bonds. This transaction produced gross savings of \$8,900,539 over 23 years. The net present value savings is \$6,895,965 or 13.35%. The all-in true interest cost (TIC) for the 2016 issue was 2.75%. On October 17, 2019, the Town refunding the remaining \$4,660,000 of the 2010A bonds. The refunding achieved \$1,157,902 of net present value debt service savings or 25.39% of the refunded bonds par amount. The all-in true interest Cost (TIC) was 2.46%.

In 2013, the Town issued Public Improvement Revenue Bonds in a par amount of \$55,590,000. The proceeds of the bond were used for the second phase of the Town's Accelerated Capital Improvement Program (\$44,997,957) groin rehabilitation and seawall replacement (\$11,900,000) and the Town's portion of the Par 3 Clubhouse project (\$1,250,000). The all-in true interest cost (TIC) for the 2013 issue was 4.49%. In 2019, the Town issued bonds to refund most of the 2013 bonds. The transaction produced savings of \$4,385,248 or 10.24%. The all-in true interest cost (TIC) for the 2019 refunding was 3.036%.

In 2020, the Town issued \$31,000,000 in Revenue Bond through CenterState Bank for the Marina Construction project. This bond is secured by non-ad valorem revenues. The rate on the bonds is 2.25%.

All of these bonds are revenue obligations of the Town payable solely from and secured solely by the pledged revenues. Pledged revenues shall consist primarily of Non-Ad Valorem Revenues budgeted and appropriated annually by the Town for the purpose of paying debt service on the Bonds. The Town covenants that in each fiscal year while any bonds are outstanding, the total non-self-supporting debt service in any fiscal year of the Town will not exceed 50% of Non-Ad Valorem Revenues of the Town.

The Town has covenanted and agreed that it will not incur any indebtedness payable from or supported by a pledge of the Non-Ad Valorem Revenues unless the Town can show that following the incurrence of such additional indebtedness, (1) the total amount of Non-Ad Valorem Revenues (based upon the most recent Fiscal Year) will be greater than twice the then maximum debt service and (2) the total amount of Non-Ad Valorem Revenues in each Fiscal Year in which Bonds are outstanding will be greater than 2.00 times the non self-supporting debt in each such fiscal year.

As part of the preparation for the 2021 General Obligation Bond, the Town's issuer's and Revenue Bond ratings were reviewed by both Moody's and Standard & Poor's. The Town's conservative financial policies and strong management of its financial resources were recognized, and it resulted in Moody's Investors Service issuing a rating of Aa1 for the Revenue bonds and an Aaa GO issuer's rating. Standard and Poor's issued a Revenue bond rating of AA+ and a AAA issuer's GO rating. The ratings for both the Bond and issuer credit are the highest ratings these two rating services issue and represent the highest quality investment grade debt.

On February 23, 2018, Standard and Poor's reviewed the Town's Revenue bond ratings and raised the credit rating from AA+ to AAA while affirming the stable outlook. For the 2018 General Obligation Bond issue both Standard and Poor's and Moody's reaffirmed the Town's AAA ratings.

## LEGAL DEBT MARGIN

The Town of Palm Beach has a 5% debt limit as a percent of assessed valuation per Section 7.01 of the Town Charter. The following is a computation of the Town of Palm Beach Legal Debt Margin:

Preliminary Assessed Valuation	\$29,079,603,728
Legal Debt Margin:	
Debt Limitation - 5% of assessed value	\$1,453,980,186
Town Covenants:	
50% Non Ad Valorem Revenue	\$21,345,961
Non Self-Supporting Debt Service	\$9,248,688

### 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 2032 are contained in the table below.

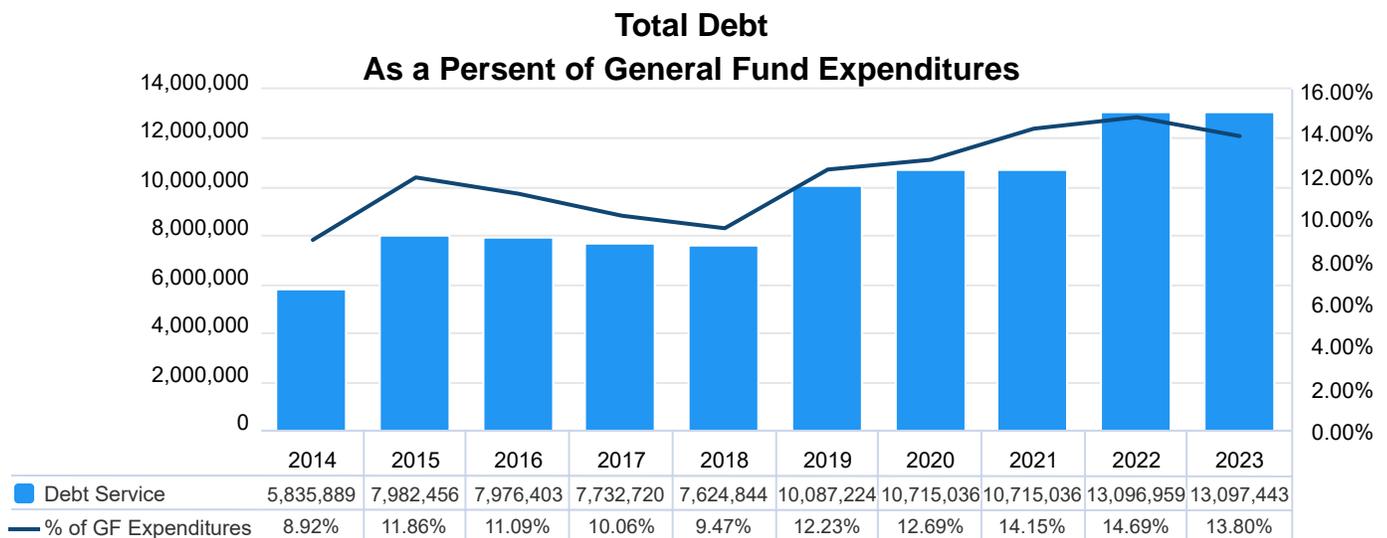
Fiscal Year	2014 Revenue Bond	2017A Revenue Bond ACIP-I	2017B Revenue Bond Worth Ave	2020 Revenue Bond	2020 Taxable Revenue Bond	2019 General Obligation Bond	2021 Revenue Bond	2022 General Obligation Bond	Total
2023	1,511,875	2,928,750	721,012	287,627	1,806,474	3,402,100	1,992,950	446,655	13,097,443
2024	1,508,500	2,926,125	724,537	293,084	1,805,474	3,399,600	1,992,463	447,255	13,097,038
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	-	2,930,125	720,537	288,589	3,333,224	3,401,100	1,999,238	446,255	13,119,068
2027	-	2,926,500	713,888	288,754	3,342,099	3,399,600	1,996,500	449,255	13,116,596
2028	-	2,924,000	717,262	288,803	3,339,599	3,399,850	1,998,031	446,505	13,114,050
2029	-	2,927,250	714,513	293,677	3,330,912	3,401,600	2,003,719	448,255	13,119,926
2030	-	2,930,875	720,513	293,376	3,329,639	3,399,600	2,003,563	449,255	13,126,821
2031	-	2,924,875	715,263	292,959	3,329,416	3,398,850	2,007,563	449,505	13,118,431
2032	-	2,933,875	713,888	292,425	3,335,134	3,399,100	2,005,719	449,005	13,129,146

### DEBT SUMMARY

Outstanding debt as of September 30, 2023:

<b>General Obligation Bonds</b>	<b>\$ 59,215,000</b>
<b>General Fund Pledge Obligations:</b>	
Non-Ad Valorem Revenue Bonds	\$ 127,450,000
<b>Total Gross Debt (18.6% of capacity)</b>	<b>\$ 186,665,000</b>
<hr/>	
	<b>Debt Ratios</b>
Population	9,218
Taxable Value	\$ 28,922,786,809
<b>Total Gross Debt</b>	<b>\$ 186,665,000</b>
	<b>Per Capita</b>
	\$ 3,137,642
	<b>\$ 20,250</b>

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

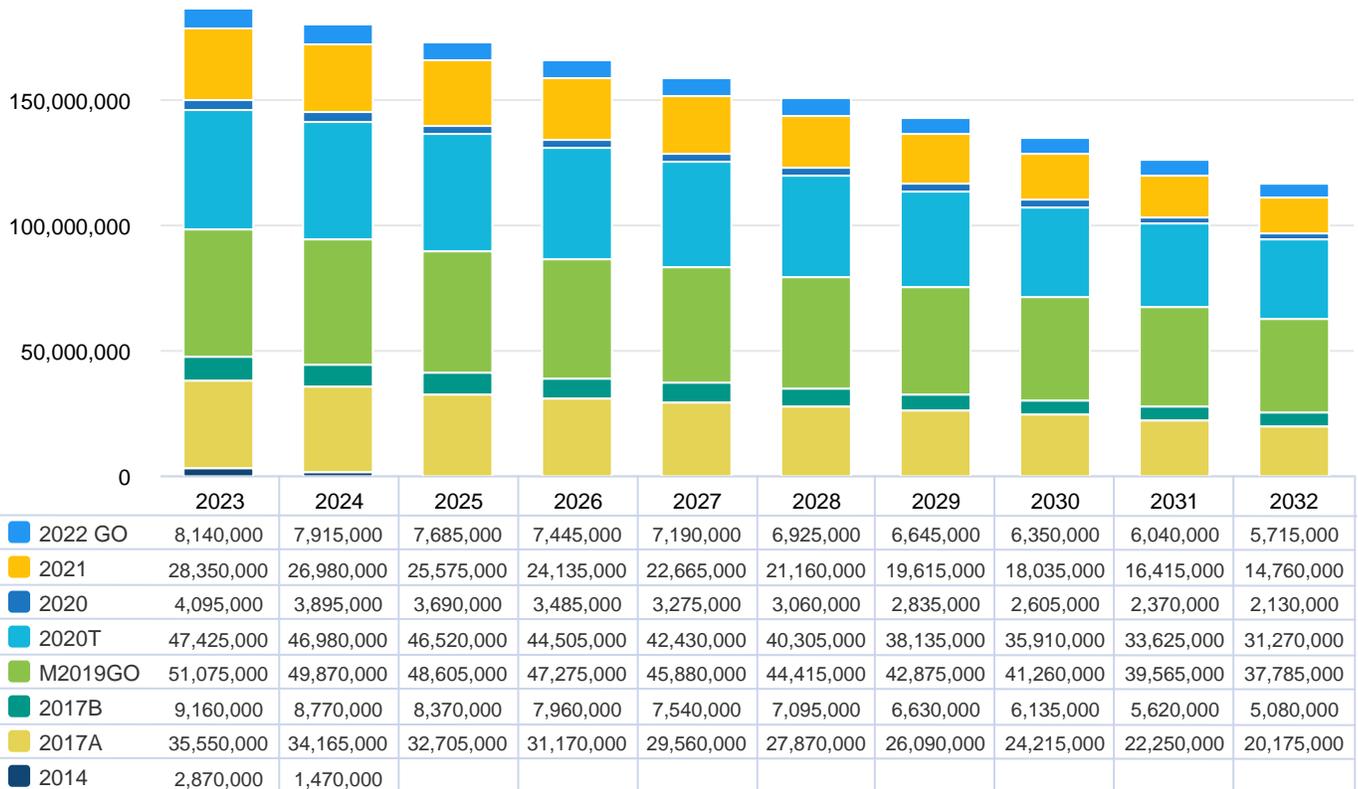


### Principal Debt Outstanding FY2023 - FY2032

Fiscal Year	2014 Revenue Bond	2017A Revenue Bond ACIP-I	2017B Revenue Bond Worth Ave	2020 Revenue Bond	2020 Taxable Revenue Bond	2019 General Obligation Bond	2021 Revenue Bond	2022 General Obligation Bond	Total Debt Outstanding
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	-	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	-	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	-	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	-	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	-	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	-	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	-	22,250,000	5,620,000	2,370,000	33,625,000	39,565,000	16,415,000	6,040,000	125,885,000
2032	-	20,175,000	5,080,000	2,130,000	31,270,000	37,785,000	14,760,000	5,715,000	116,915,000

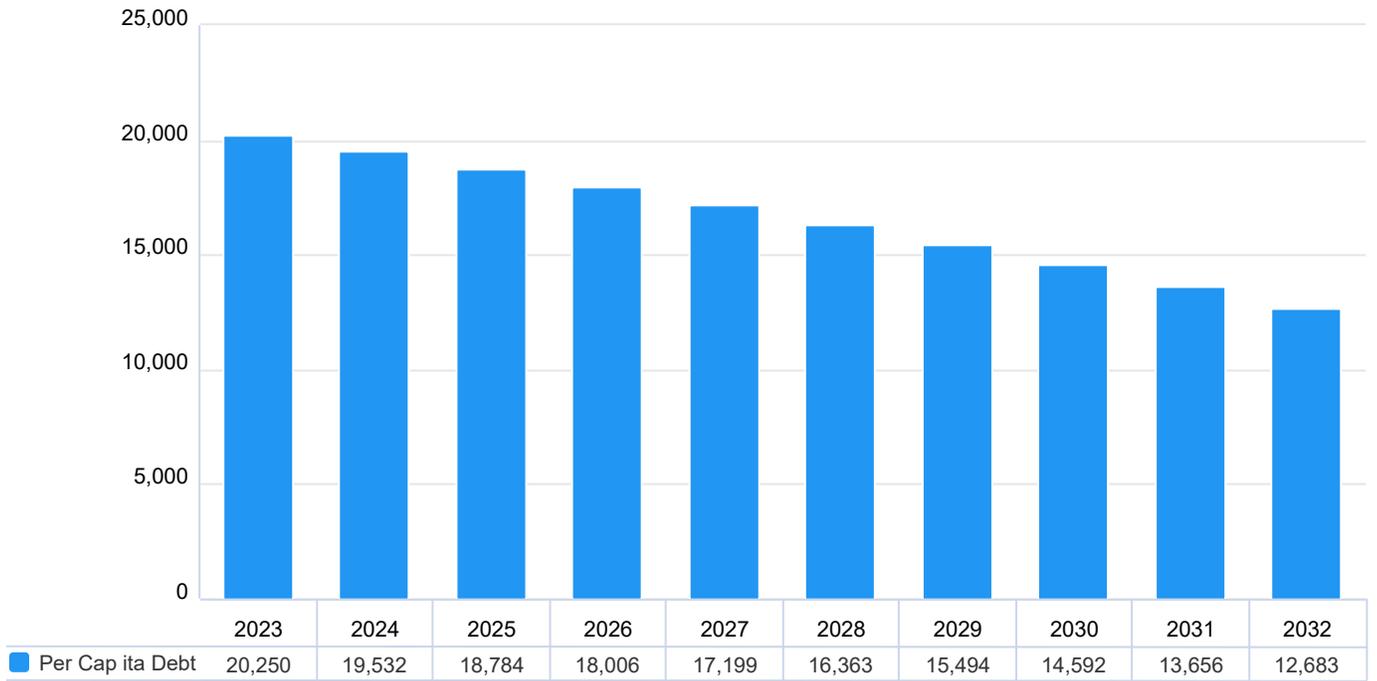
The chart below shows the total principal debt outstanding for FY23 through FY32

### Principal Debt Outstanding



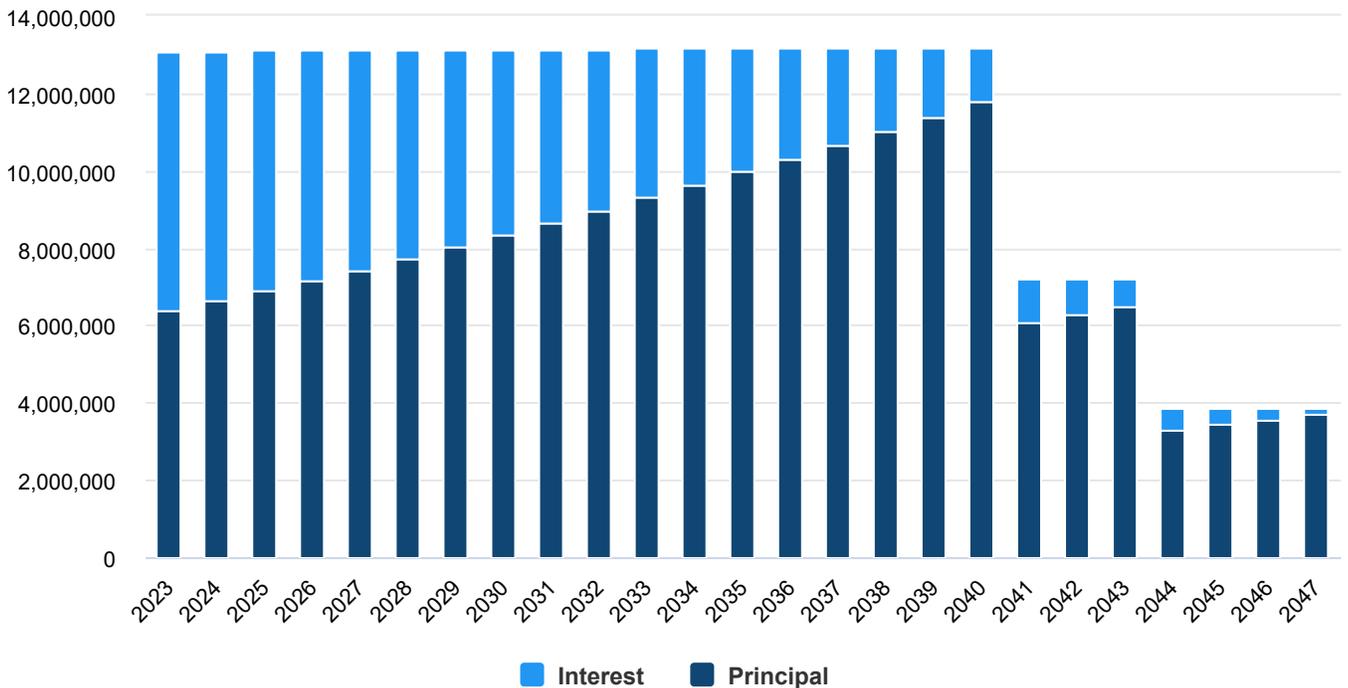
The chart below shows total outstanding debt per capita for FY23 through FY32.

### Per Capita Debt



The forecasted total annual debt service through the life of all outstanding debt, broken down by principal and interest is shown on the chart below.

### Debt Service Forecast



## FUND 205: 2016A AND 2019 REVENUE BONDS

### Revenue and Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>						
Interest Earnings	745	4,455	-	20,000	20,000	100.00%
Transfer from General Fund	5,691,148	5,676,719	5,680,666	5,680,666	5,679,013	(0.03%)
Transfer from Par 3 Golf Course	194,813	191,100	187,426	187,426	188,207	0.42%
Transfer from Coastal Fund	513,181	508,958	509,135	509,135	508,463	(0.13%)
<b>TOTALS</b>	<b>6,399,887</b>	<b>6,381,232</b>	<b>6,377,227</b>	<b>6,397,227</b>	<b>6,395,683</b>	<b>0.29%</b>
<b>Expenditures</b>						
Debt Service Interest	3,539,635	3,400,040	3,254,726	3,254,726	3,103,183	(4.66%)
Debt Service Principal	3,025,000	3,135,000	3,280,000	3,280,000	3,430,000	4.57%
Other Expenses	4,655	3,500	20,000	6,750	10,000	(50.00%)
Contractual	10,250	7,500	7,500	7,500	7,500	-%
Transfer to CIP Fund	-	-	-	-	1,000,000	100.00%
<b>TOTALS</b>	<b>6,579,540</b>	<b>6,546,040</b>	<b>6,562,226</b>	<b>6,548,976</b>	<b>7,550,683</b>	<b>15.06%</b>
Total Revenues Over/(Under) Expenses	(179,653)	(164,808)	(184,999)	(151,749)	(1,155,000)	
Beginning Fund Equity	1,659,222	1,479,569	1,314,761	1,314,761	1,163,012	
<b>Ending Net Assets</b>	<b>1,479,569</b>	<b>1,314,761</b>	<b>1,129,762</b>	<b>1,163,012</b>	<b>8,011</b>	

## REVENUES

### Interest Earnings

Represents interest earned on reserves of fund

### 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 Coastal 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

### Contractual

Cost of debt software to manage outstanding debt and lease agreements

## FUND 206: 2016B WORTH AVENUE REVENUE BOND

### Revenue and Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>						
Interest Earnings	335	1,361	500	10,000	-	(100.00%)
Non Ad Valorem Assessment Revenue	723,958	746,520	723,013	785,000	727,038	0.56%
<b>TOTALS</b>	<b>724,294</b>	<b>747,881</b>	<b>723,513</b>	<b>795,000</b>	<b>727,038</b>	<b>0.49%</b>
<b>Expenses</b>						
Debt Service Interest	367,913	357,113	346,013	346,013	334,538	(3.32%)
Debt Service Principal	355,000	365,000	375,000	375,000	390,000	4.00%
Contractual	1,000	-	-	-	-	-%
Other Expenses	180	2,250	2,500	2,250	2,500	-%
<b>TOTALS</b>	<b>724,093</b>	<b>724,363</b>	<b>723,513</b>	<b>723,263</b>	<b>727,038</b>	<b>0.49%</b>
Total Revenues Over/(Under) Expenses	201	23,518	-	71,737	-	
Beginning Fund Equity	173,302	173,503	197,022	197,022	268,759	
<b>Ending Net Assets</b>	<b>173,503</b>	<b>197,022</b>	<b>197,022</b>	<b>268,759</b>	<b>268,759</b>	

## REVENUES

### Interest Earnings

Represents interest earned on reserves of fund

### Non Ad Valorem Assessment Revenue

Assessment for debt service

## EXPENDITURES

### Debt Service Interest/Principal

Represents the amount of interest/principal due on the 2016B Revenue Bond

### Other Expenses

Represents amounts due for bond expenses



# Capital Funds

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## CAPITAL FUNDS

### Introduction:

The Capital Improvement Fund section includes accomplishments as well as summary schedules that reflect each project with carry-over funds from prior years that will be utilized at some point in the future for a designated purpose.

### Description of Funds:

The Town accounts for four Capital Funds as described below:

#### 1. Capital Improvement Program - Pay-as-you-go (307)

This fund accounts for capital projects not covered by the remaining three capital funds. While the Capital Improvement Program encompasses a five year period, only the first year of the Program is adopted each year by the Town Council for funding and implementation. The out years of the Program are not a budget, but provide appropriate financial information for prudent budget and planning recommendations and assist the Town's Elected Officials and Management Staff in the decision making process. Through budgetary action, the first year of the Program becomes the Capital Projects allocation which is funded from the General Operating Budget for the Town.

#### 2. Comprehensive Coastal Management Plan (CCMP) (309)

This fund accounts for coastal expenditures financed with proceeds from bond issues, transfers from other Town funds and grants. Coastal expenditures include beach restoration/renourishment through the placement of sand, construction of groin fields and environmental mitigation for beach stabilization in all or a portion of the beaches located in Town.

#### 3. Worth Avenue Assessment District (311)

This fund was initially established to account for the Worth Avenue Assessment District construction costs. This fund currently accounts for maintenance costs associated with the district.

## 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 and 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 reconstruction of roads.

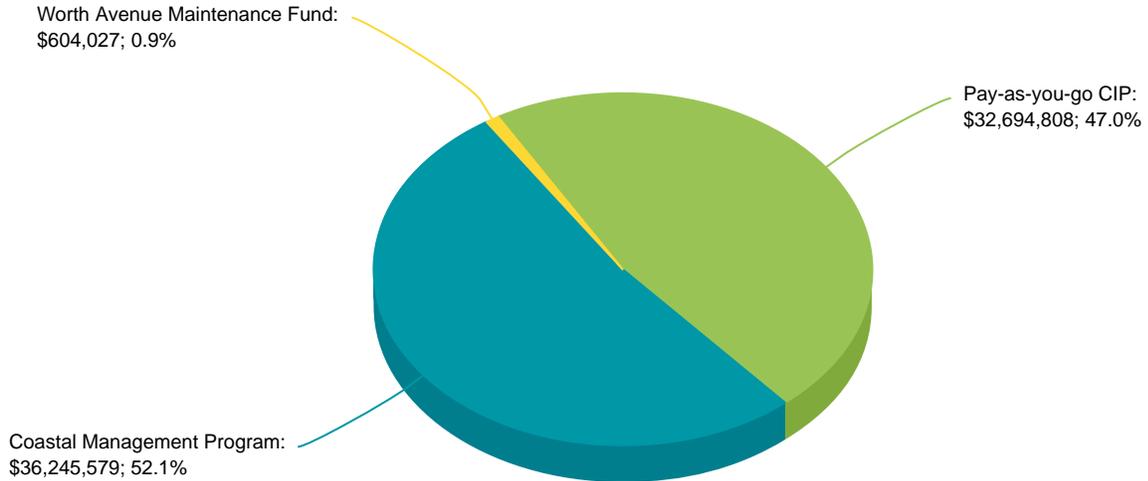
The following table reflects the impact of capital investments on the Town's operating budget:

### Impact of Capital Investments on Operating Budget Annual Operating Savings/(Cost)

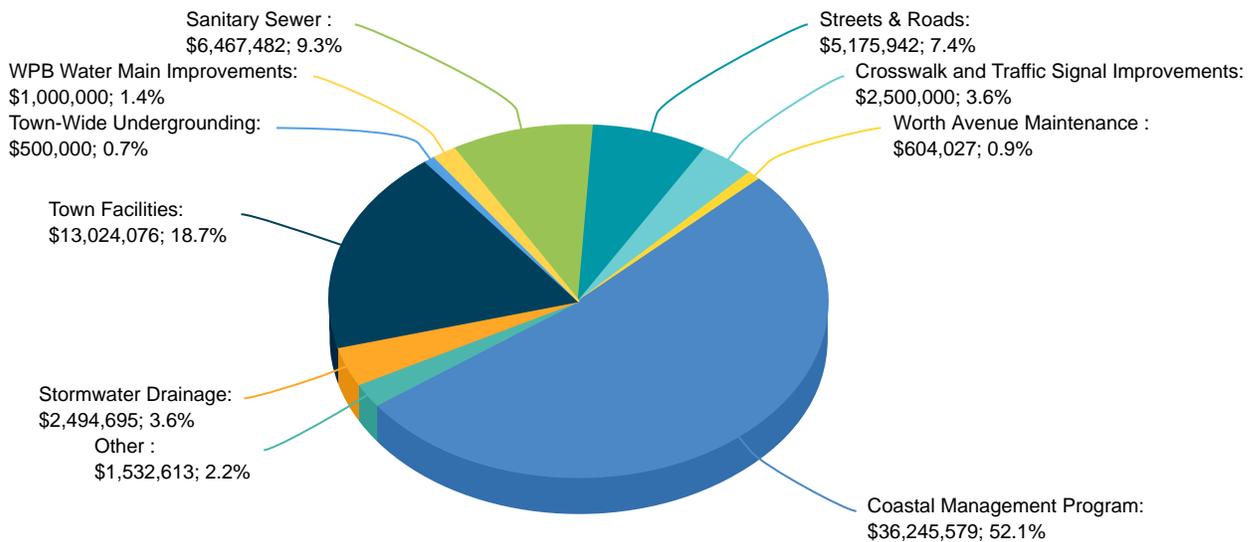
Project	Salary/ Benefits	Supplies/ Contractual	Total Savings/ (Cost)	Comments
<b>Stormwater Projects</b>				
D-8, D-14 & A-7 Pump Station Fuel Tank Replacement	(1,115)	- \$	(1,115)	Labor Savngs from reduced corrosion control
D-12 Pump Replacement	(13,377)	- \$	(13,377)	Labor savings from decreased failures
<b>Sub Total Stormwater</b>	<b>\$ (14,492)</b>	<b>\$ -</b>	<b>\$ (14,492)</b>	
<b>Sanitary Sewer Projects</b>				
A-5 & A-6 Pump Stations Improvements	\$ (4,460)	- \$	(4,460)	Labor savngs from decreased failures
A-4 Pump Station Improvements	(5,574)	- \$	(5,574)	Labor savings from decreased failures
A-42 & A-43 Pump Stations Improvements	(4,460)	- \$	(4,460)	Labor savings from decreased failures
A-39 & A-41 Pump Stations Improvements	(5,574)	- \$	(5,574)	Labor savings from decreased failures
A-39,41,42,43 Pump Stations Generators	(11,148)	- \$	(11,148)	Labor savngs from decreased failures
Tangier Avenue Force Main to Bradley Park Improvements	(2,079)	- \$	(2,079)	Additional ARV and Plug Valves to maintain
E-5 Country Club Drive	278	- \$	278	Additional ARV and Plug Valves to maintain
A-42 to A-41 & Par 3 to A-39 Force Main Improvements	1,161	- \$	1,161	Additional ARV and Plug Valves to maintain
A-39 to A-7 Force Main Replacement	1,904	- \$	1,904	Additional ARV and Plug Valves to maintain
<b>Sub Total Sanitary Sewer</b>	<b>\$ (29,952)</b>	<b>\$ -</b>	<b>\$ (29,952)</b>	
<b>Grand Total Savings/tCost</b>	<b>\$ (44,444)</b>	<b>\$ -</b>	<b>\$ (44,444)</b>	

## CAPITAL PROJECTS BY PROJECT TYPE AND FUND

### FY2024 Capital Funds Budget by Fund - \$69,544,414



### FY2024 Capital Funds Budget by Project Type



## FUND 307: PAY-AS-YOU-GO CAPITAL IMPROVEMENT FUND

### Revenue and Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>						
Transfer from General Fund (001)	3,785,108	8,428,200	9,371,020	9,371,020	10,308,122	10.00%
Transfer from ACIP 314 Fund	839,596	-	-	-	-	-%
Transfer from Building Fund (405)	-	-	688,049	688,049	-	(100.00%)
Transfer from Debt Service Fund (205)	-	-	-	-	1,000,000	100.00%
Restricted - One Cent Sur Tax	666,598	812,286	500,000	700,000	500,000	-%
American Rescue Plan	-	85,896	2,207,763	-	-	(100.00%)
Donations	1,521,209	727,000	-	289,095	-	-%
Interest on Investments	(8,964)	(673,900)	160,000	1,175,000	500,000	212.50%
Cost Sharing/Interlocal Agreement	182,812	1,025,724	1,000,000	1,000,000	1,000,000	-%
<b>TOTALS</b>	<b>6,986,360</b>	<b>10,405,206</b>	<b>13,926,832</b>	<b>13,223,164</b>	<b>13,308,122</b>	<b>(4.44%)</b>
<b>Expenses</b>						
Projects	5,152,086	5,292,544	13,353,345	12,723,164	15,143,604	13.41%
Carry Over Reserves	-	-	17,606,128	-	23,063,692	31.00%
Contingency	-	-	1,235,335	-	328,590	(73.40%)
Transfer to TWUU Fund (122)	500,000	500,000	500,000	500,000	500,000	-%
<b>TOTALS</b>	<b>5,652,086</b>	<b>5,792,544</b>	<b>32,694,808</b>	<b>13,223,164</b>	<b>39,035,886</b>	<b>19.39%</b>
Total Revenues Over/(Under) Expenses	1,334,274	4,612,662	(18,767,976)	-	(25,727,764)	
Beginning Fund Equity	16,354,430	17,688,704	22,301,366	22,301,366	22,301,366	
<b>Ending Net Assets</b>	<b>17,688,704</b>	<b>22,301,366</b>	<b>3,533,390</b>	<b>22,301,366</b>	<b>(3,426,398)</b>	

## 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

## **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**

2.5% of current year projects

### **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 Plan FY2024 Budget

Item #	Location	Accumulated Project Budget through FY23	FY2023 Available Balance as of 6/9/23	FY2024 Estimated	FY2025 Estimated	FY2026 Estimated	FY2027 Estimated	FY2028 Estimated	FY2024-2028 Total
<b>Pavement Management</b>									
	Town-Wide Paving Program	\$ 6,325,524	\$ 1,699,101		\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,000,000
	N County Rd Improvements		\$ 1,600,000						\$ -
	Interconnect Traffic Signals	\$ 1,500,000	\$ 1,435,628						\$ -
	Crosswalk Improvements	\$ 1,000,000	\$ 973,852						\$ -
	Town-wide Sidewalk and Curb				\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,200,000
	Mast Arm Replacements	\$ 116,155	\$ 8,164			\$ 600,000	\$ 600,000		\$ 1,200,000
	<b>Total Pavement Management</b>	<b>\$ 8,941,679</b>	<b>\$ 5,716,745</b>	<b>\$ -</b>	<b>\$ 1,300,000</b>	<b>\$ 1,900,000</b>	<b>\$ 1,900,000</b>	<b>\$ 1,300,000</b>	<b>\$ 6,400,000</b>
<b>Drainage System</b>									
1	D-2 Palmo Way	\$ 396,370	\$ 350,000			\$ 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	\$ 20,000	\$ -				\$ 140,000		\$ 140,000
5	D-8 Country Club Road	\$ 1,675,683	\$ 193,057						\$ -
6	D-12 Everglade Avenue	\$ 1,345,832	\$ 160,152						\$ -
7	D-14 Four Arts						\$ 125,000		\$ 125,000
8	D-17 Clarendon Avenue			\$ 125,000	\$ 475,000				\$ 600,000
9	D-18 El Brillo Way	\$ 1,898,405							\$ -
10	Stormwater Pumpstation Condition Assessment	\$ 100,000	\$ 100,000						\$ -
11	Resiliency Implementation			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
12	Seagrass Surveys - Stormwater	\$ 20,000							\$ -
13	Stormwater Pump/R&R	\$ 25,000	\$ 11,390	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
14	Minor Drainage Improvements	\$ 68,096	\$ 7,158		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
	<b>Total Drainage System</b>	<b>\$ 5,549,386</b>	<b>\$ 821,757</b>	<b>\$ 350,000</b>	<b>\$ 2,050,000</b>	<b>\$ 515,000</b>	<b>\$ 1,440,000</b>	<b>\$ 175,000</b>	<b>\$ 4,530,000</b>
<b>Sanitary Sewer System</b>									
1	A-4 The Breakers	\$ 912,000	\$ 158,600						\$ -
2	A-5 Royal Poinciana Way (S of S-2)				\$ 2,000,000				\$ 2,000,000
3	A-6 Royal Palm Way/Intracoastal								\$ -
4	A-7 Island Road/S County Road	\$ 484,576	\$ 10,447						\$ -
5	A-39 Phipps Park	\$ 847,112	\$ 34,850	\$ 1,100,000					\$ 1,100,000
6	A-41 Palm Beach Par 3 Golf Course								\$ -
7	A-42 Bellaria Condominium	\$ 80,000	\$ 80,000		\$ 560,000				\$ 560,000
8	A-43 Atriums of Palm Beach	\$ 90,000	\$ 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	\$ 1,400,715	\$ 375,111						\$ -
13	E-6 Tangier Avenue	\$ 2,277,063	\$ 945,996						\$ -
14	E-11 El Vedado Way					\$ 120,000			\$ 120,000
15	S-2 Royal Poinciana Way (N of A-5)	\$ 50,000	\$ 16,000	\$ 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	\$ 4,505,508	\$ 1,999,848						\$ -
18	Wastewater Pumpstation Condition Assessment	\$ 180,000	\$ 4,900						\$ -
19	Resiliency Implementation			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
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	\$ 84,162	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	<b>Total Sanitary Sewer System</b>	<b>\$ 10,911,136</b>	<b>\$ 3,799,913</b>	<b>\$ 1,235,000</b>	<b>\$ 2,795,000</b>	<b>\$ 905,000</b>	<b>\$ 235,000</b>	<b>\$ 235,000</b>	<b>\$ 5,405,000</b>

**Pay-as-you-go Capital Improvement Plan (continued)  
FY2024 Budget**

Item #	Location	Accumulated Project Budget through FY23	FY2023 Available Balance as of 6/9/23	FY2024 Estimated	FY2025 Estimated	FY2026 Estimated	FY2027 Estimated	FY2028 Estimated	FY2024-2028 Total
<b>Town Facilities</b>									
1	Bradley Park Restrooms & Tea House							\$ 18,958	\$ 18,958
2	Central Fire Station / EOC	\$ 149,000	\$ 64,206	\$ 209,592	\$ 132,376	\$ 270,416	\$ 280,059	\$ 892,443	\$ 892,443
3	Maintenance Shop			\$ 10,207	\$ 91,586	\$ 42,322	\$ 94,743	\$ 238,858	\$ 238,858
4	Mid-Town Lifeguard Station and Restrooms			\$ 5,103	\$ 29,626	\$ 2,581	\$ 32,446	\$ 69,756	\$ 69,756
5	Phipps Ocean Park Restrooms				\$ 4,897	\$ 5,161	\$ 6,334	\$ 16,392	\$ 16,392
6	Phipps Ocean Park Tennis Center			\$ 22,976	\$ 6,674	\$ 18,393	\$ 6,228	\$ 54,271	\$ 54,271
7	Pinewalk Transfer Station						\$ 11,965	\$ 11,965	\$ 11,965
8	Police Department	\$ 170,000	\$ 158,900	\$ 1,247,310	\$ 107,977	\$ 261,138	\$ 172,037	\$ 1,788,462	\$ 1,788,462
9	Public Works Facility	\$ 323,766	\$ 250,306	\$ 526,720	\$ 326,579	\$ 761,648	\$ 261,251	\$ 1,876,198	\$ 1,876,198
10	Skees Road Storage					\$ 25,073		\$ 25,073	\$ 25,073
11	South Fire Station			\$ 254,270	\$ 215,917	\$ 924,541	\$ 359,403	\$ 1,754,131	\$ 1,754,131
12	Town Hall	\$ 133,000	\$ 17,455	\$ 852,315	\$ 141,965	\$ 228,668	\$ 255,755	\$ 1,478,703	\$ 1,478,703
13	Security Access Upgrades	\$ 192,669	\$ 4,285					\$ -	\$ -
14	Royal Poinciana Way Median	\$ 200,000	\$ 56,380					\$ -	\$ -
15	Phipps Ocean Park Improvements	\$ 249,753	\$ 90,256					\$ -	\$ -
16	Phipps Ocean Park Lifeguard Building	\$ 150,000	\$ 56,972					\$ -	\$ -
17	North Fire Station	\$ 6,100,000	\$ 1,111,195	\$ 11,208,604				\$ 11,208,604	\$ 11,208,604
18	Midtown Beach Linear Park	\$ 470,000	\$ 80,000		\$ 4,500,000			\$ 4,500,000	\$ 4,500,000
19	Phipps Park Tennis Resurface and Fence Replacement			\$ 350,000				\$ 350,000	\$ 350,000
20	Mandel Rec Center exterior Paint/Seal				\$ 100,000			\$ 100,000	\$ 100,000
21	Sports Field Renovation					\$ 250,000		\$ 250,000	\$ 250,000
22	Royal Palm Fence Replacement/Landscaping					\$ 100,000		\$ 100,000	\$ 100,000
<b>Total Town Facilities</b>		<b>\$ 8,138,188</b>	<b>\$ 1,889,955</b>	<b>\$ 11,558,604</b>	<b>\$ 3,128,493</b>	<b>\$ 5,657,597</b>	<b>\$ 2,889,941</b>	<b>\$ 1,499,179</b>	<b>\$ 24,733,814</b>
<b>Solid Waste/Vegetation Disposal</b>									
1	Skees / Okeechobee Landfill	\$ 30,000	\$ 30,000		\$ 200,000				\$ 200,000
<b>Total Solid Waste/Vegetation Disposal</b>		<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
<b>General Engineering Services</b>				<b>\$ 100,000</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 600,000</b>
<b>CIP Expenditures - Subtotal</b>			<b>\$ 12,258,370</b>	<b>\$ 13,143,604</b>	<b>\$ 9,473,493</b>	<b>\$ 8,977,597</b>	<b>\$ 6,464,941</b>	<b>\$ 3,209,179</b>	<b>\$ 41,268,814</b>
<b>Town Wide Undergrounding Transfer - Sales Tax</b>			<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 2,500,000</b>
<b>Water Main Improvements</b>			<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 5,000,000</b>
<b>Expenditures/Encumbrances to date</b>			<b>\$ 18,783,160</b>						<b>\$ -</b>
<b>Phipps Ocean Park Project</b>				<b>\$ 1,000,000</b>					<b>\$ 1,000,000</b>
<b>Designated Reserves/Contingency</b>				<b>\$ 328,590</b>	<b>\$ 473,675</b>	<b>\$ 448,880</b>	<b>\$ 323,247</b>	<b>\$ 160,459</b>	<b>\$ 1,734,851</b>
<b>CIP Expenditures</b>			<b>\$ 32,541,530</b>	<b>\$ 15,972,194</b>	<b>\$ 11,447,168</b>	<b>\$ 10,926,477</b>	<b>\$ 8,288,188</b>	<b>\$ 4,869,638</b>	<b>\$ 51,503,665</b>
<b>REVENUES</b>									
General Fund Transfer			\$ 9,371,020	\$ 10,308,122	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 50,308,122
Transfer from Building Fund			\$ 688,049						\$ -
Transfer from Debt Service Fund				\$ 1,000,000					\$ 1,000,000
Water Main Improvements			\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
Donations			\$ 289,095	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest			\$ 1,175,000	\$ 500,000	\$ 150,000	\$ 100,000	\$ 70,000	\$ 70,000	\$ 890,000
1 Cent Sales Tax			\$ 700,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
<b>Capital Improvement Program Revenues</b>			<b>\$ 13,223,164</b>	<b>\$ 13,308,122</b>	<b>\$ 11,650,000</b>	<b>\$ 11,600,000</b>	<b>\$ 11,570,000</b>	<b>\$ 11,570,000</b>	<b>\$ 59,698,122</b>

**Pay-as-you-go Capital Improvement Plan (continued)**  
**FY2024 Budget**

Item #	Location	Accumulated Project Budget through FY23	FY2023 Available Balance as of 6/9/23	FY2024 Estimated	FY2025 Estimated	FY2026 Estimated	FY2027 Estimated	FY2028 Estimated	FY2024-2028 Total
	Surplus/(Deficit)		\$ (19,318,366)	\$ (2,664,072)	\$ 202,832	\$ 673,523	\$ 3,281,812	\$ 6,700,362	\$ <b>8,194,457</b>
	Beginning Reserve Balance		\$ 22,301,367	\$ 2,983,001	\$ 318,929	\$ 521,761	\$ 1,195,284	\$ 4,477,096	
	Ending Reserve Balance		\$ 2,983,001	\$ 318,929	\$ 521,761	\$ 1,195,284	\$ 4,477,096	\$ 11,177,458	

**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 meter can, discharge pipe, rip rap, access hatches to the wetwell, check valves, some structural improvement, replacement of instruments and controls in the wet well.

<b>Project Engineer:</b>	Dennis Polski, P.E.
<b>Consultant:</b>	Kimley Horn & Associates
<b>Contractor:</b>	TBD
<b>Project Location:</b>	310 Tangier Ave

<b>SCHEDULE</b>		
	<b>Begin Activity</b>	<b>Activity Complete</b>
Design	11/2023	2024
Procurement/Council	2024	2024
Pre-Construction	TBD	TBD
Construction	2025	2026
Hold		

**CURRENT ACTIVITIES**

Design Proposal Review

**WHAT'S COMING UP**

Design in FY 2024



	<b>Current</b>	<b>Amendments</b>	<b>Spent to Date</b>	<b>Remaining</b>
<b>Budget FY24</b>	\$200,000			\$200,000
<b>Budget FY25</b>	\$1,400,000			

**D-17 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 discharge pipes and water check valves, replace electrical conduit, wiring, control panel, grounding, MCC, and wetwell instruments.

<b>Project Engineer:</b>	Mike Roach, P.E.
<b>Consultant:</b>	Kimley Horn and Associates
<b>Contractor:</b>	TBD
<b>Project Location:</b>	170 Clarendon

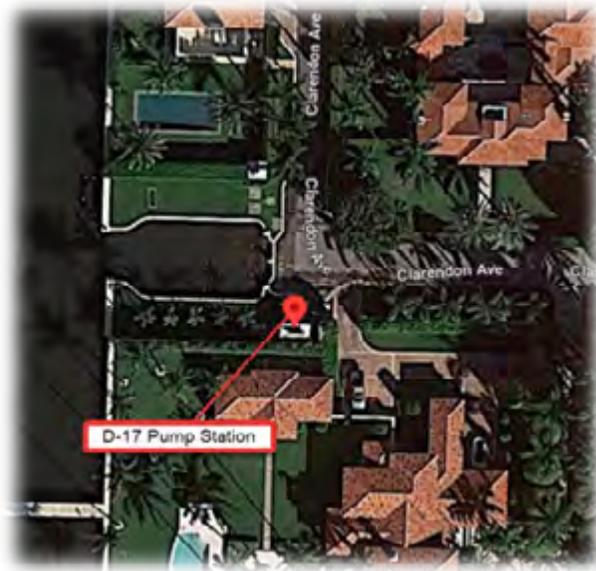
<b>SCHEDULE</b>		
	<b>Begin Activity</b>	<b>Activity Complete</b>
Design	12/2023	5/2024
Procurement/Council	TBD	TBD
Pre-Construction	TBD	TBD
Construction	5/2025	TBD
Hold		

**CURRENT ACTIVITIES**

Proposal for design services

**WHAT'S COMING UP**

Design



	<b>Current</b>	<b>Amendments</b>	<b>Spent to Date</b>	<b>Remaining</b>
<b>Budget FY24</b>	\$125,000			\$125,000
<b>Budget FY25</b>	\$475,000			

**A-39 SANITARY SEWER SYSTEM**



**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 replacement. The project will include floodproofing improvements.

<b>Project Engineer:</b>	Dennis Polski, P.E.
<b>Consultant:</b>	Kimley Horn & Associates
<b>Contractor:</b>	Murray Logan Construction
<b>Project Location:</b>	2171 S. Ocean Blvd

<b>SCHEDULE</b>		
	<b>Begin Activity</b>	<b>Activity Complete</b>
Design	2022	2024
Procurement/Council	2024	2024
Pre-Construction	TBD	TBD
Construction	2023	2024
Hold		

**CURRENT ACTIVITIES**

Analysis and Design

**WHAT'S COMING UP**

Construction ongoing/Bidding and advertisement



	<b>Current</b>	<b>Amendments</b>	<b>Encumbered</b>	<b>Spent to Date</b>	<b>Remaining</b>
<b>Previous Budget</b>	\$747,250		\$599,807		\$147,443
<b>Budget FY24</b>	\$1,100,000				\$1,247,443

**Town Buildings - North Fire Station**

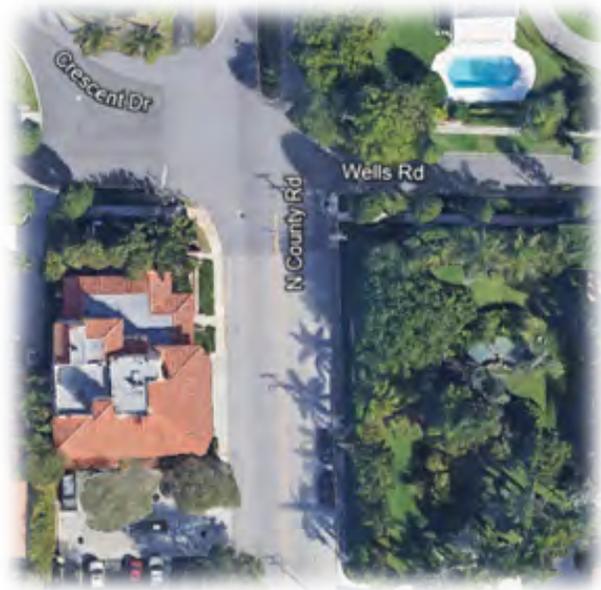


**Project Description:** Full rehabilitation and reconstruction of a Historical Landmarked Town Facility, North Fire Station #2. Improvements include new roof system, building structural modifications and upgrades, new windows and doors, restoration of historical architectural features, and temporary housing to minimize impacts to level of service..

<b>Project Engineer:</b>	Jason Debrincat, P.E.
<b>Consultant:</b>	Bridges, Marsh & Associates
<b>Contractor:</b>	Hedrick Brothers
<b>Project Location:</b>	300 N County Rd

<b>SCHEDULE</b>		
	<b>Begin Activity</b>	<b>Activity Complete</b>
Design	11/2021	07/2021
Procurement/Council	11/2021	07/2023
Pre-Construction	11/2021	07/2023
Construction	07/2023	11/2024
Hold		

<b>CURRENT ACTIVITIES</b>	<b>WHAT'S COMING UP</b>
Construction	Construction - Ongoing



	<b>Current</b>	<b>Amendments</b>	<b>Spent to Date</b>	<b>Remaining</b>
<b>Previous Budget</b>	\$6,100,000		\$5,758,287	\$341,713
<b>Budget FY24</b>	\$11,208,604	\$10,077,018		\$1,473,298

## Phipps Park Tennis Resurface and Fence Replacement



**Project Description:** Laser - Tapered resurfacing of 6 hydro-grid tennis courts, fence replacement, and other court replacement features for Town Tennis Center in Phipps Ocean Park.

<b>Project Engineer:</b>	Mike Roach, P.E.
<b>Consultant:</b>	N/A
<b>Contractor:</b>	TBD
<b>Project Location:</b>	2201 S Ocean Blvd

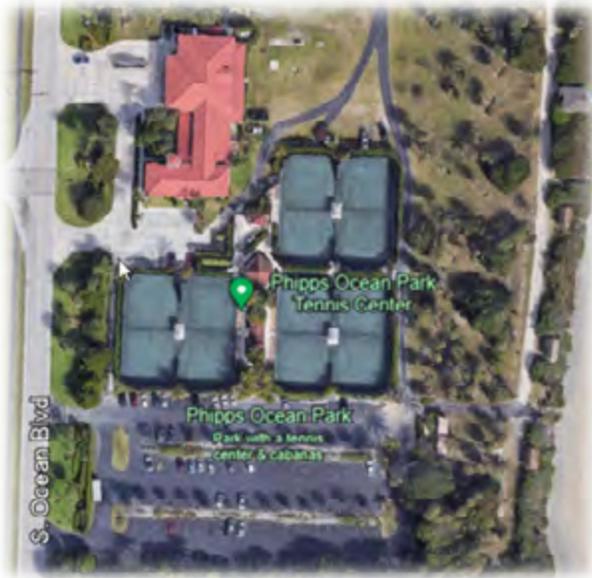
<b>SCHEDULE</b>		
	<b>Begin Activity</b>	<b>Activity Complete</b>
Design	N/A	N/A
Procurement/Council	9/2023	12/2023
Pre-Construction	TBD	TBD
Construction	6/2024	9/2024
Hold		

### CURRENT ACTIVITIES

Bid phase

### WHAT'S COMING UP

Bid review and selection



	Current	Amendments	Spent to Date	Remaining
<b>Budget FY24</b>	\$350,000			\$350,000

## **COMPREHENSIVE COASTAL MANAGEMENT PROGRAM FY2023 ACCOMPLISHMENTS & FY2024 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 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.

#### **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.

**2022 Town-wide Physical Monitoring Report, dated February 2023****Reach 1**

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

**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.

### **2022 Town-wide Physical Monitoring Report, dated April 2023**

#### *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.

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 2023 Lake Worth Inlet Maintenance Dredging event with dry beach placement. The USACE anticipates the next dry beach placement project will occur in early 2024. 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.

### **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.

#### ***2022 Town-wide Physical Monitoring Report, February 2023***

##### *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 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.

### **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.

#### ***2022 Town-wide Physical Monitoring Report, February 2023***

##### *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.

**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.

**2022 Town-wide Physical Monitoring Report, February 2023****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 2023). 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.

## **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.

### ***2022 Town-wide Physical Monitoring Report, February 2023***

#### *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 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 2023).

### **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.

#### ***2022 Town-wide Physical Monitoring Report, February 2023***

##### *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 2020-2022 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 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.

### **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.

### **2022 Town-wide Physical Monitoring Report, February 2023**

#### *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**

### **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 2024 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 FUND

### 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

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>						
Trsfr from General Fund (001)	4,777,000	4,920,310	5,264,732	5,264,732	5,791,205	10.00%
Interest on Investments	(11,407)	(1,317,871)	686,600	1,300,000	700,000	1.95%
Grants/Local Revenue	9,440,315	456,765	-	4,691,595	1,853,847	100.00%
Miscellaneous Revenue	-	-	-	93,728	-	-%
<b>TOTALS</b>	<b>14,205,908</b>	<b>4,059,204</b>	<b>5,951,332</b>	<b>11,350,055</b>	<b>8,345,052</b>	<b>40.22%</b>
<b>Expenses</b>						
Projects	13,537,709	1,894,250	10,011,000	-	7,953,538	(20.55%)
Reserve for Projects	-	-	23,780,184	1,829,232	27,708,445	16.52%
Transfer to Debt Service	513,181	508,958	509,135	509,135	508,463	(0.13%)
Salaries and Wages	126,976	132,587	139,302	148,000	146,442	5.13%
Employee Benefits	53,147	54,304	54,512	55,111	57,157	4.85%
Contractual	7,631	11,757	7,933	65,497	68,433	762.64%
Commodities	2,582	505	6,200	6,700	6,700	8.06%
Capital Outlay	1,963	1,963	327	327	-	(100.00%)
<b>TOTALS</b>	<b>14,243,190</b>	<b>2,604,325</b>	<b>34,508,593</b>	<b>2,614,002</b>	<b>36,449,178</b>	<b>5.62%</b>
Total Revenues Over/(Under) Expenses	(37,282)	1,454,879	(28,557,261)	8,736,053	(28,104,126)	
Beginning Fund Equity	32,351,493	32,314,211	33,769,090	33,769,090	42,505,143	
<b>Ending Net Assets</b>	<b>32,314,211</b>	<b>33,769,090</b>	<b>5,211,829</b>	<b>42,505,143</b>	<b>14,401,017</b>	

**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**

Reach 7/Phipps Ocean Park Beach Nourishment Project is currently planned for this fiscal year. 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 FY2024.

**Transfer to Debt Services**

Principal and interest repayment on 2013 debt issue continues into FY2024 and remains consistent with FY2023.

**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 FY2024 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.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Coastal Program Manager	1.000	1.000	1.000	1.000	1.000
	1.000	1.000	1.000	1.000	1.000

**Program: Phipps Park Tennis Resurface and Fence Replacement**

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**ENVIRONMENTAL STEWARDSHIP**

**Management of Environmental Threats**

Objective	Status
Continue implementation of a long-term coastal protection plan.	IN PROGRESS
Action Items	
Construct shore protection projects in accordance with the Coastal Management Program’s adopted 10-year long-term plan.	ONGOING
Continue BMA , permit required monitoring, and pursuit of required Federal permits in accordance with BMA	ONGOING
Seek state funding for capital improvement projects with coastal resiliency elements, consistent with the Level-up Palm Beach Coastal Resiliency Implementation Plan.	ONGOING

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Continue to pursue required permits in accordance with the BMA	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

**Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Lake Worth Inlet Management Plan (volume in cubic yards)	100,400	218,000	445,000	445,000	400,000
Regulatory required monitoring/compliance (No. of events)	5	5	5	5	5

## Coastal Management Program Adopted FY 2024 Budget and 10 Year Plan

		Outlook										
Project Name	Accumulated Project Budget Through FY2023	FY2023 Available Balance as of 6/16/23	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
<b>EXPENDITURES</b>												
<b>ANNUAL PROGRAM ACTIVITIES</b>												
1	Coastal Management Program Operating Expenses		\$ 279,075	\$ 287,447	\$ 296,071	\$ 304,953	\$ 314,101	\$ 323,524	\$ 333,230	\$ 343,227	\$ 353,524	\$ 364,130
2	BMA Physical Monitoring (BMA Required)	\$ 184,000	\$ 187,000	\$ 191,000	\$ 195,000	\$ 199,000	\$ 203,000	\$ 209,000	\$ 213,000	\$ 219,000	\$ 226,000	\$ 233,000
3	Annual Sediment Report (BMA Required)	\$ 147,000	\$ 58,000	\$ 59,000	\$ 60,000	\$ 63,000	\$ 65,000	\$ 67,000	\$ 68,000	\$ 70,000	\$ 72,000	\$ 74,000
4	Apply And Update Islandwide Sediment Transport Analysis		\$ 26,000	\$ 27,000	\$ 28,000	\$ 29,000	\$ 30,000	\$ 31,000	\$ 31,000	\$ 32,000	\$ 33,000	\$ 34,000
5	BMA Sea Turtle Nesting Monitoring (BMA Required)		\$ 266,000	\$ 274,000	\$ 283,000	\$ 291,000	\$ 299,000	\$ 308,000	\$ 318,000	\$ 327,000	\$ 337,000	\$ 347,000
6	BMA Biological Monitoring (BMA Required)	\$ 162,199	\$ 254,000	\$ 261,000	\$ 269,000	\$ 277,000	\$ 285,000	\$ 291,000	\$ 297,000	\$ 306,000	\$ 315,000	\$ 324,000
7	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
8	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
9	Flooding And Climate Change	\$ 796,250	\$ 138,173	\$ 450,000	\$ 300,000	\$ 309,000	\$ 319,000	\$ 328,000	\$ 338,000	\$ 348,000	\$ 358,000	\$ 369,000
10	Water Level Monitoring		\$ 85,000	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000	\$ 39,000	\$ 41,000	\$ 42,000	\$ 43,000	\$ 44,000
11	Lobbying		\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
12	Dune Vegetation Maintenance	\$ 241,692	\$ 50,000	\$ 53,000	\$ 55,000	\$ 58,000	\$ 61,000	\$ 64,000	\$ 67,000	\$ 70,000	\$ 74,000	\$ 78,000
13	General Coastal Engineering	\$ 61,959	\$ 64,000	\$ 66,000	\$ 69,000	\$ 70,000	\$ 72,000	\$ 74,000	\$ 75,000	\$ 77,000	\$ 79,000	\$ 81,000
14	Annual Debt Service Payment		\$ 508,463	\$ 508,760	\$ 511,417	\$ 512,778	\$ 512,395	\$ 511,062	\$ 510,867	\$ 510,832	\$ 511,710	\$ 512,772
15	Beach Cleaning (Public Beaches)	\$ 117,358	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000
16	Public Communication		\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Annual Program Activities Subtotal</b>	<b>\$ 1,072,381</b>	<b>\$ 2,627,538</b>	<b>\$ 2,402,207</b>	<b>\$ 2,451,488</b>	<b>\$ 2,500,731</b>	<b>\$ 2,577,496</b>	<b>\$ 2,625,586</b>	<b>\$ 2,672,097</b>	<b>\$ 2,725,059</b>	<b>\$ 2,783,234</b>	<b>\$ 2,841,902</b>
<b>PLANNED PROJECTS</b>												
1	Townwide: Seawall/Non-Structural Inventory Assessment & Analysis	\$ 1,116,000	\$ 1,116,000	\$ -	\$ -	\$ 143,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Townwide: Seawall Replacement/Last Line of Defense Rehabilitation	\$ 4,000,000	\$ 3,159,714	\$ 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
3	Townwide: Bulkhead Repairs											
4	Townwide: Groin Assessment	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Regional Sand Needs/Sand Search	\$ 1,450,000	\$ 1,450,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Inlet: Sand Transfer Plant Maintenance		\$ 13,290	\$ 250,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000

Coastal Management Program Adopted FY 2024 Budget and 10 Year Plan (continued)

Project Name	Accumulated Project Budget Through FY2023	FY2023 Available Balance as 6/16/23	Outlook									
			FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
7 Inlet: Sand Transfer Plant Repairs	\$ 1,641,724	\$ 1,508,983	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8 Inlet: Sand Forepassing			\$ -	\$ -	\$ 742,000	\$ -	\$ 787,000	\$ -	\$ 803,000	\$ -	\$ 819,000	\$ -
9 Bradley Park Bulkhead Replacement			\$ -	\$ 300,000	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10 Mid-Town Beach Renourishment Engineering/Permitting			\$ 126,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Mid-Town Beach Renourishment Construction			\$ 3,000,000	\$ -	\$ -	\$ -	\$ 22,000,000	\$ -	\$ -	\$ -	\$ 1,400,000	\$ -
12 Mid-Town Groin Replacement	\$ 3,000,000	\$ 2,985,805	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13 Mid-Town Seawall Replacement	\$ 11,500,000	\$ 11,473,009	\$ -	\$ -	\$ -	\$ 10,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14 Mid-Town Temporary Dune			\$ -	\$ -	\$ -	\$ 430,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15 Mid-Town Mitigation - Coral Nursery/ Transplantation (Regulatory Required)			\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
16 Mid-Town Mitigation - Artificial Reef Construction [*Carryover from FY 16]	\$ 5,840,942	\$ 5,554,692	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17 Reach 7: Phipps Nourishment Engineering/Permitting			\$ -	\$ 414,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18 Reach 7: Phipps Ocean Park/Reach 7 Beach Nourishment Construction			\$ -	\$ 23,350,000	\$ -	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ 27,600,000	\$ -
19 Reach 8: South End Palm Beach Restoration Permitting			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20 Reach 8: Construction Access Easement and Site Restoration			\$ -	\$ 80,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000	\$ -
21 Reach 8: Dune/Beach Construct Concurrently with Mid-Town or Phipps			\$ -	\$ 2,950,000	\$ -	\$ -	\$ 3,100,000	\$ -	\$ -	\$ -	\$ 3,500,000	\$ -
22 Reach 8: Biological Monitoring (Non-BMA, Regulatory Required)		\$ 87,110	\$ -	\$ 66,000	\$ 68,000	\$ 70,000	\$ 72,000	\$ 74,000	\$ 75,000	\$ 77,000	\$ 79,000	\$ 81,000
23 Reach 8: Project Engineering Report (Non-BMA, Regulatory Required)			\$ -	\$ 14,000	\$ 14,000	\$ 15,000	\$ 16,000	\$ 16,000	\$ 17,000	\$ 18,000	\$ 18,000	\$ 19,000
24 Reach 8: Beach Tilling (Non-BMA, Regulatory Required)		\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
25 Reach 8: Escarpment Removal (Non-BMA, Regulatory Required)		\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
26 Expenditures/Encumbrances to Date		\$ 2,614,002										
<b>Planned Projects Subtotal</b>		<b>\$ 30,037,604</b>	<b>\$ 5,326,000</b>	<b>\$ 29,849,000</b>	<b>\$ 7,528,000</b>	<b>\$ 12,090,000</b>	<b>\$ 28,480,000</b>	<b>\$ 1,315,000</b>	<b>\$ 2,120,000</b>	<b>\$ 1,320,000</b>	<b>\$ 34,721,000</b>	<b>\$ 1,325,000</b>
<b>TOTALS</b>		<b>\$ 31,109,985</b>	<b>\$ 7,953,538</b>	<b>\$ 32,251,207</b>	<b>\$ 9,979,488</b>	<b>\$ 14,590,731</b>	<b>\$ 31,057,496</b>	<b>\$ 3,940,586</b>	<b>\$ 4,792,097</b>	<b>\$ 4,045,059</b>	<b>\$ 37,504,234</b>	<b>\$ 4,166,902</b>

Coastal Management Program Adopted FY 2024 Budget and 10 Year Plan (continued)

Source	Outlook										
	FY2023 Estimated	FY2024 Estimated	FY2025 Estimated	FY2026 Estimated	FY2027 Estimated	FY2028 Estimated	FY2029 Estimated	FY2030 Estimated	FY2031 Estimated	FY2032 Estimated	FY2033 Estimated
<b>REVENUES</b>											
General Fund Transfer	\$ 5,264,732	\$ 5,791,205	\$ 6,370,326	\$ 7,007,358	\$ 7,708,094	\$ 8,478,903	\$ 9,326,794	\$ 10,259,473	\$ 11,285,420	\$ 12,413,962	\$ 13,655,358
County		\$ -	\$ 4,670,000	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ 5,520,000	\$ -
State portion of FEMA projects		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State		\$ 1,853,847	\$ 10,876,950	\$ 637,230	\$ 831,735	\$ 8,040,404	\$ 691,350	\$ 707,880	\$ 728,550	\$ 13,452,630	\$ 772,500
Federal	\$ 93,728	\$ -	\$ -	\$ -	\$ -	\$ 8,104,800	\$ -	\$ -	\$ -	\$ 573,300	\$ -
FEMA (including Mid-Town, Phipps, and Reach 8)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 1,300,000	\$ 700,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
Grants Receivable	\$ 4,691,595										
<b>TOTALS</b>	<b>\$11,350,055</b>	<b>\$ 8,345,052</b>	<b>\$22,517,276</b>	<b>\$ 8,244,588</b>	<b>\$ 9,139,829</b>	<b>\$25,464,108</b>	<b>\$10,618,144</b>	<b>\$11,567,353</b>	<b>\$ 12,613,970</b>	<b>\$32,559,892</b>	<b>\$ 15,027,858</b>
<b>NET ANNUAL COST</b>											
	Surplus/ (Deficit)										
Surplus/Deficit	\$ (19,759,930)	\$ 391,514	\$ (9,733,932)	\$ (1,734,900)	\$ (5,450,902)	\$ (5,593,389)	\$ 6,677,557	\$ 6,775,256	\$ 8,568,911	\$ (4,944,342)	\$ 10,860,957
<b>FUND BALANCE</b>											
Fund Balance 10/1	\$33,769,090	\$ 14,009,160	\$14,400,674	\$ 4,666,742	\$ 2,931,843	\$ (2,519,059)	\$ (8,112,448)	\$ (1,434,891)	\$ 5,340,365	\$13,909,276	\$ 8,964,935
Fund Balance 9/30	\$14,009,160	\$ 14,400,674	\$ 4,666,742	\$ 2,931,843	\$ (2,519,059)	\$ (8,112,448)	\$ (1,434,891)	\$ 5,340,365	\$ 13,909,276	\$ 8,964,935	\$ 19,825,892

## FUND 311: WORTH AVENUE MAINTENANCE FUND

### Revenue and Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>						
Special Assessment Revenue	269,096	282,500	371,939	385,002	478,027	28.52%
Interest on Investments	521	1,129	500	4,589	1,000	100.00%
Donations/Miscellaneous	5,000	5,000	5,000	5,000	5,000	-%
<b>TOTALS</b>	<b>274,617</b>	<b>288,629</b>	<b>377,439</b>	<b>394,591</b>	<b>484,027</b>	<b>28.24%</b>
<b>Expenses</b>						
Maintenance Costs	315,898	367,641	377,439	400,000	604,027	60.03%
<b>TOTALS</b>	<b>315,898</b>	<b>367,641</b>	<b>377,439</b>	<b>400,000</b>	<b>604,027</b>	<b>60.03%</b>
Total Revenues Over/(Under) Expenses	(41,280)	(79,012)	-	(5,409)	(120,000)	
Beginning Fund Equity	287,571	246,291	167,279	167,279	161,870	
<b>Ending Net Assets</b>	<b>246,291</b>	<b>167,279</b>	<b>167,279</b>	<b>161,870</b>	<b>41,870</b>	

## 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





# Enterprise Funds

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

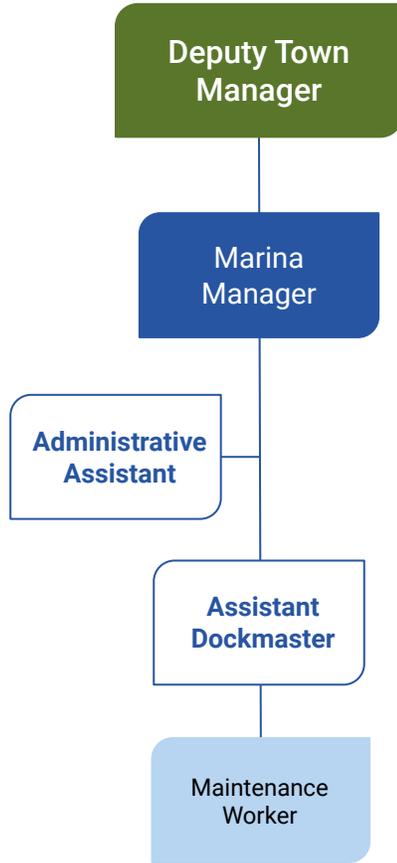




# Marina Enterprise Fund

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## MARINA ENTERPRISE FUND ORGANIZATIONAL CHART



## MARINA ENTERPRISE FUND FY2024 GOALS

### MOBILITY AND TRANSPORTATION

### GOVERNMENTAL LEADERSHIP & INNOVATION

#### Sound Fiscal Management



Follow the marina marketing plan focusing on new clients, which will increase awareness of transient boating opportunities

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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

---

Closely monitor rev/exp and tweak strategies based on performance.

### ENVIRONMENTAL STEWARDSHIP

#### Promote Sustainable Management



Earn Clean Marina Designation

---

Earn Safe and Resilient Marina Designation

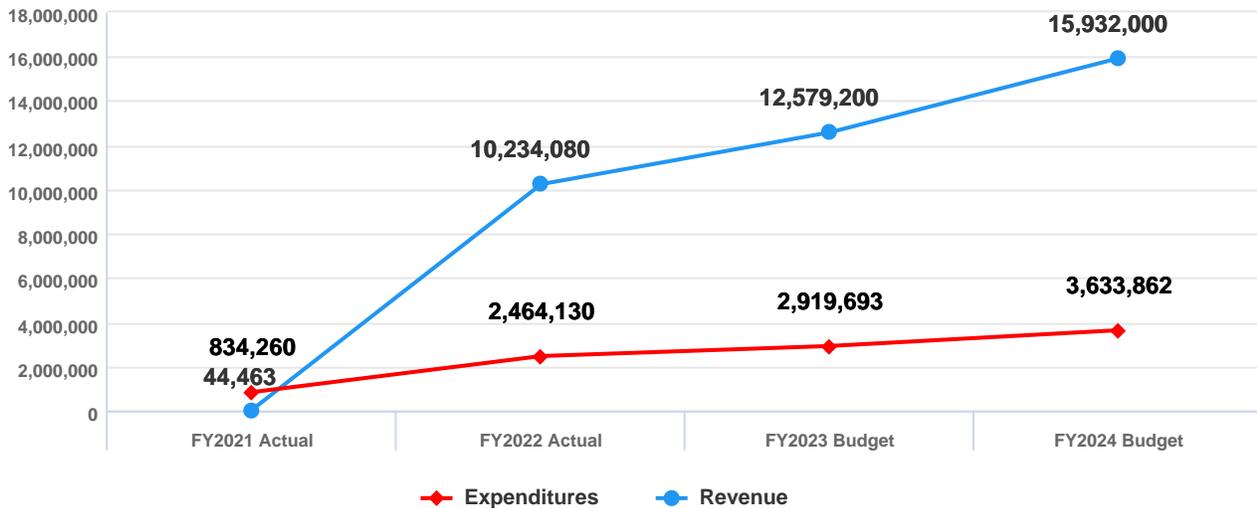
**FUND 401: MARINA ENTERPRISE FUND**

The only public facility of its kind in the area, a classic dating from the 1940s, The Town of Palm Beach Marina 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.

The 84- slips will be leased annually, monthly or daily. The marina property will offer a variety of amenities - three dock buildings, electrical service panels for all vessels, freshwater, Wi-Fi, Captain's lounge and showers, sewage pump-out systems, and 7 day a week security with surveillance cameras.

The Dockmaster is responsible for daily operations, supervision of employees (Town and contractual), slip assignments, safety, and revenue collection in accordance with established policies, with assistance from the Assistant Dockmaster, Administrative Assistant and Dock Attendants and Dock Hands. A Marina Maintenance worker provides routine maintenance services and in-house repairs.

**Marina Enterprise Fund**



## FUND 401: MARINA ENTERPRISE FUND

### Revenue and Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	%
	Change						
<b>Revenues</b>							
Annual/Seasonal Leases	16,355	6,187,165	11,000,000	11,000,000	12,509,510	13,262,000	20.56%
Transient Rental	(5,747)	3,803,573	770,000	770,000	2,098,052	1,750,000	127.27%
Electricity	(520)	497,913	687,700	687,700	640,000	650,000	(5.48%)
Waiting List Applic Fee	-	-	40,000	40,000	60,000	-	(100.00%)
Tender Rental	-	-	5,000	5,000	-	-	(100.00%)
Ice Sales	(102)	-	-	-	-	-	-%
Merchandise	-	-	20,000	20,000	-	20,000	-%
Interest Earnings	34,476	(256,291)	50,000	50,000	250,000	250,000	400.00%
Sales Tax Commissions	-	360	-	-	-	-	-%
Miscellaneous Revenue	-	1,360	6,500	6,500	6,500	-	(100.00%)
<b>TOTALS</b>	<b>44,463</b>	<b>10,234,080</b>	<b>12,579,200</b>	<b>12,579,200</b>	<b>15,564,062</b>	<b>15,932,000</b>	<b>26.65%</b>
<b>Expenses</b>							
Salaries and Wages	178,451	331,246	373,904	373,904	347,630	457,400	22.33%
Employee Benefits	76,316	189,419	192,889	192,889	181,663	208,058	7.86%
Contractual	575,982	1,896,110	2,310,700	2,402,115	2,316,092	2,914,704	26.14%
Commodities	3,511	47,355	42,200	47,940	47,346	53,700	27.25%
<b>TOTALS</b>	<b>834,260</b>	<b>2,464,130</b>	<b>2,919,693</b>	<b>3,016,847</b>	<b>2,892,731</b>	<b>3,633,862</b>	<b>24.46%</b>
Over/(Under) Expenses	(789,797)	7,769,950	9,659,507	9,562,353	12,671,331	12,298,138	
Depreciation	(155,431)	(1,650,358)	(1,246,774)	(1,246,774)	(1,246,774)	(1,723,069)	
Capital Expenses	(21,402,929)	(4,761,696)	-	-	-	(81,725)	
Reclass to Capital Assets	21,402,929	4,761,696	-	-	-	-	
Contingency	-	-	(145,985)	(145,985)	-	(185,883)	
Transfer to General Fund	-	(511,665)	(620,465)	(620,465)	(620,465)	(1,096,000)	
Transfer to TWUU Fund	-	(2,600,000)	(2,600,000)	(2,600,000)	(2,600,000)	(4,100,000)	
Pension/OPEB Expense	241,848	(406,926)	-	-	-	-	
Gain/(Loss) on disposal of asset	(990,486)	-	-	-	-	-	
Grant Revenues - FIND	1,918,494	-	-	-	-	-	
Debt Service Costs	(699,360)	(677,043)	(1,992,950)	(1,992,950)	(1,992,950)	(1,992,463)	
M & I Reserve (1% Revenue)	-	-	(125,292)	(125,292)	(125,292)	(158,217)	
Total Revenues Over/(Under) Expenses	(474,732)	1,923,958	2,928,041	2,830,887	6,085,850	2,960,781	
Beginning Net Assets	12,481,388	12,006,656	13,930,615	13,930,615	13,930,615	20,016,465	
<b>Ending Net Assets</b>	<b>12,006,656</b>	<b>13,930,615</b>	<b>16,858,656</b>	<b>16,761,501</b>	<b>20,016,465</b>	<b>22,977,246</b>	

## FUND 401: MARINA ENTERPRISE FUND

### 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

#### Sales Tax Commissions

Discount received from the State of Florida for timely filing and payment of sales tax

### 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 FY2024 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.

## FUND 401: MARINA ENTERPRISE FUND

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Deputy Town Manager	0.000	0.000	0.000	0.000	0.250
Assistant Town Manager	0.000	0.000	0.250	0.250	0.000
Marina Manager	0.000	0.000	0.000	0.000	1.000
Assistant Director of Recreation	0.100	0.100	0.100	0.100	0.100
Assistant Marina Manager	0.000	0.000	0.000	0.000	1.000
Administrative Assistant	0.100	0.100	1.100	1.100	1.100
Facilities Maintenance Worker	0.000	0.000	1.000	1.000	1.000
Recreation Facilities Maintenance Supervisor	0.000	0.000	0.100	0.100	0.100
Administrative Clerk	0.100	0.000	0.000	0.000	0.000
Assistant Dockmaster	0.000	0.000	1.000	1.000	0.000
Director of Business Development and Operations	0.250	0.250	0.000	0.000	0.000
Dockmaster	1.000	1.000	1.000	1.000	0.000
Public Works Employees	0.068	0.018	0.000	0.000	0.000
Recreation Supervisor	0.200	0.100	0.000	0.000	0.000
Dock Attendant (Part Time)	1.500	0.000	0.000	0.000	1.125
	3.318	1.568	4.550	4.550	5.675

### MARINA FY2023 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, 2022, through August 30, 2023) was 556, with 4059 transient nights and an average length of stay at 7 nights

\*FY2023 operating cost recovery results are estimated as of June 7, 2023 postings

### FY24 STRATEGIC GOALS AND OBJECTIVES

#### ENVIRONMENTAL STEWARDSHIP

#### Promote Sustainable Management

Objective	Status
Earn Clean Marina Designation	IN PROGRESS
Earn Safe and Resilient Marina Designation	IN PROGRESS
Action Items	
Implement recommended protocols from clean marina best practices	ONGOING
Implement recommended protocols for safe and resilient marina	ONGOING

## FUND 401: MARINA ENTERPRISE FUND

### GOVERNMENTAL LEADERSHIP & INNOVATION

#### Sound Fiscal Management

Objective	Status
Follow the marina marketing plan focusing on new clients, which will increase awareness of transient boating opportunities	IN PROGRESS
Closely monitor competition and prepare fee schedules with evaluation of competitors fees and service	IN PROGRESS
Develop appropriate lease terms for customers	IN PROGRESS
Continue to research rate structure for fee alterations	IN PROGRESS
Develop methods to improve transient customer experience to encourage extension of stay	IN PROGRESS
Closely monitor competition and prepare fee schedules with evaluation of competitors fees and service	IN PROGRESS
Closely monitor rev/exp and tweak strategies based on performance.	IN PROGRESS
Action Items	
Launch new marketing campaign (IFYKYN) and closely track measureable metrics for new and repeat clients	PENDING
Prepare rate study during budget process. Visit with south Florida marinas. Get info from Med/NE marinas.	ONGOING
Have legal review of annual and transient leases.	COMPLETED
Implement a transient marina survey.	UPCOMING

#### Performance Measures

Performance Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Annual occupancy (vessels)	82%(68)	*N/A	100%(84)	90%(84)	95%(84)
Lease retention	60%	*N/A	79%	73%	65%
Total transient vessels	219	*N/A	610	522	550
Total transient nights	1,782	*N/A	3,265	3,974	3,400
Transient average nights of stay	8	*N/A	5	5	6

\*Renovation of Town Marina began in May 2021, seasonal leases only for FY21

\*Renovation of Town Marina began in May 2021, and did not open until early FY2023

#### Marina Productivity Measures

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Operating Cost Recovery	303.7%	*N/A	478.7%	543.2%	444%

\*FY2023 operating cost recovery results are estimated as of June 7, 2023 postings

## FUND 401: MARINA ENTERPRISE FUND

Marina Budget Forecast for Business  
Plan FY23 - FY33

Marina Income	FY2023 Approved	FY2024 Proposed	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Annual/Seasonal Lease Revenue	11,000,000	13,262,000	13,659,860	14,069,656	14,491,745	14,926,498	15,374,293	15,835,522	16,310,587	16,799,905	17,303,902
Transient Rental	770,000	1,750,000	1,802,500	1,856,575	1,912,272	1,969,640	2,028,730	2,089,592	2,152,279	2,216,848	2,283,353
Sub-Total Dockage revenues	11,770,000	15,012,000	15,462,360	15,926,231	16,404,017	16,896,138	17,403,023	17,925,114	18,462,866	19,016,753	19,587,255
Tender revenue	5,000	-	-	-	-	-	-	-	-	-	-
Utility Reimbursement	687,700	650,000	663,000	676,260	689,785	703,581	717,653	732,006	746,646	761,579	776,810
Investment Income	50,000	250,000	396,543	458,557	531,305	612,182	783,449	965,016	1,157,396	1,360,916	1,576,115
Merchandise	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Waiting List Fee	40,000	-	-	-	-	-	-	-	-	-	-
Miscellaneous Revenue/Deposits	6,500	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>12,579,200</b>	<b>15,932,000</b>	<b>16,541,903</b>	<b>17,081,048</b>	<b>17,645,107</b>	<b>18,231,901</b>	<b>18,924,124</b>	<b>19,642,135</b>	<b>20,386,907</b>	<b>21,159,247</b>	<b>21,960,180</b>
<b>Marina Expenses</b>											
Salaries and Wages	373,904	456,924	475,201	494,209	513,977	534,536	555,918	578,155	601,281	625,332	650,345
Employee Benefits	192,889	206,490	240,281	260,935	271,982	283,427	295,400	307,927	321,032	334,745	349,093
Contractual Costs	2,310,700	2,914,704	3,066,008	3,177,814	3,260,102	3,345,182	3,433,174	3,524,200	3,618,394	3,715,896	3,816,856
Commodities	42,200	53,700	55,311	56,970	58,679	60,440	62,253	64,121	66,044	68,026	70,066
Total Marina Operating Expenses	2,919,693	3,631,818	3,836,801	3,989,928	4,104,741	4,223,585	4,346,745	4,474,402	4,606,751	4,743,999	4,886,361
FTE Count	4.550	4.550	4.550	4.550	4.550	4.550	4.550	4.550	4.550	4.550	4.550
<b>Net Income from Operations</b>	<b>9,659,507</b>	<b>12,300,182</b>	<b>12,705,102</b>	<b>13,091,120</b>	<b>13,540,366</b>	<b>14,008,316</b>	<b>14,577,379</b>	<b>15,167,733</b>	<b>15,780,156</b>	<b>16,415,249</b>	<b>17,073,819</b>
<b>Other Non Operating Expenses</b>											
Capital Expense		81,725	250,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Debt Service	1,992,950	1,992,463	1,996,244	1,999,238	1,996,500	1,998,031	2,003,719	2,003,563	2,007,563	2,005,719	2,008,031
Depreciation Reserve	1,246,774	1,723,069	1,776,009	1,776,009	1,776,009	1,776,009	1,776,009	1,776,009	1,776,009	1,776,009	1,776,009
Contingency	145,985	181,591	191,840	199,496	205,237	211,179	217,337	223,720	230,338	237,200	244,318
Maintenance and Improvement Reserve 1% of Reven	125,292	156,820	161,454	166,225	171,138	176,197	181,407	186,771	192,295	197,983	203,841
Transfer to General Fund for Cost Allocation	620,465	1,096,000	1,128,880	1,162,746	1,197,629	1,233,558	1,270,564	1,308,681	1,347,942	1,388,380	1,430,031
Transfer to TWUU Fund	2,600,000	4,100,000	4,100,000	4,100,000	4,100,000						
<b>Total Non Operating Expenses</b>	<b>6,731,466</b>	<b>9,331,668</b>	<b>9,604,427</b>	<b>9,453,715</b>	<b>9,496,513</b>	<b>5,444,974</b>	<b>5,499,036</b>	<b>5,548,745</b>	<b>5,604,146</b>	<b>5,655,291</b>	<b>5,712,230</b>

**FUND 401: MARINA ENTERPRISE FUND**

**Marina Budget Forecast for Business (continued)  
Plan FY23 - FY33**

Marina Income	FY2023 Budget	FY2024 Proposed	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
<b>Net Income Including all Operating and Non Operating Marina Expenses</b>	<b>2,928,041</b>	<b>2,968,514</b>	<b>3,100,676</b>	<b>3,637,405</b>	<b>4,043,854</b>	<b>8,563,342</b>	<b>9,078,343</b>	<b>9,618,988</b>	<b>10,176,010</b>	<b>10,759,957</b>	<b>11,361,589</b>
Beginning Unrestricted Net Position	13,930,614	16,858,655	19,827,169	22,927,845	26,565,250	30,609,103	39,172,445	48,250,788	57,869,776	68,045,786	78,805,744
Ending Unrestricted Net Position	16,858,655	19,827,169	22,927,845	26,565,250	30,609,103	39,172,445	48,250,788	57,869,776	68,045,786	78,805,744	90,167,333
Depreciation Reserve Balance	7,992,843	9,715,912	11,491,921	13,267,930	15,043,939	16,819,948	18,595,957	20,371,966	22,147,975	23,923,984	25,699,993
Maintenance and Improvement Reserve	125,292	282,112	443,566	609,791	780,929	957,126	1,138,532	1,325,304	1,517,599	1,715,582	1,919,423
<b>Total Reserves</b>	<b>8,118,135</b>	<b>9,998,024</b>	<b>11,935,487</b>	<b>13,877,721</b>	<b>15,824,868</b>	<b>17,777,074</b>	<b>19,734,489</b>	<b>21,697,270</b>	<b>23,665,574</b>	<b>25,639,566</b>	<b>27,619,416</b>

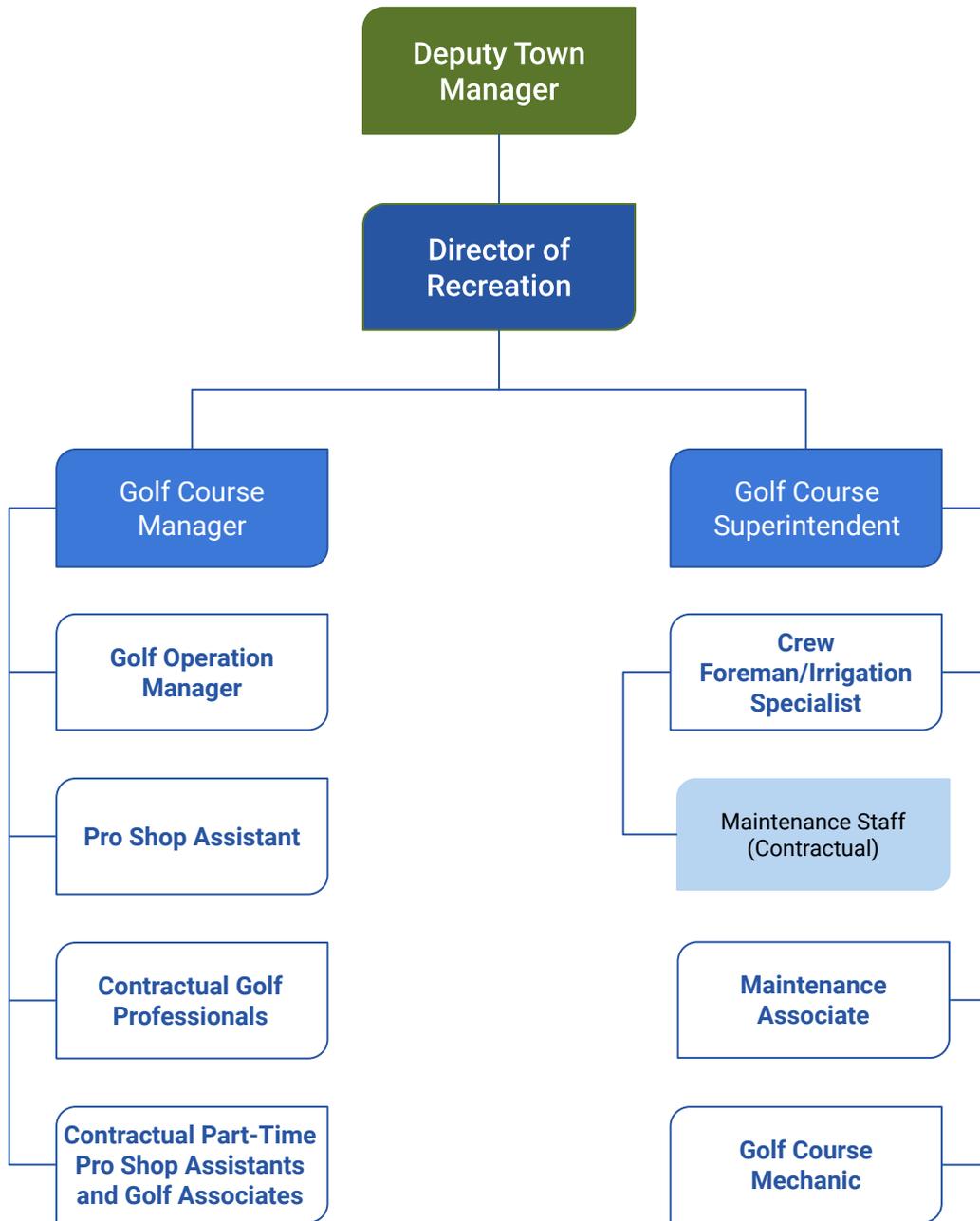


# Par 3 Enterprise Fund

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## PAR 3 ENTERPRISE FUND ORGANIZATIONAL CHART



# PAR 3 FY2024 GOALS

## MOBILITY AND TRANSPORTATION

### Quality of Life



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

## GOVERNMENTAL LEADERSHIP & INNOVATION

### Sound Fiscal Management



Deliver exceptional services to the community with optimal resource utilization.

## ENVIRONMENTAL STEWARDSHIP

### Promote Sustainable Management

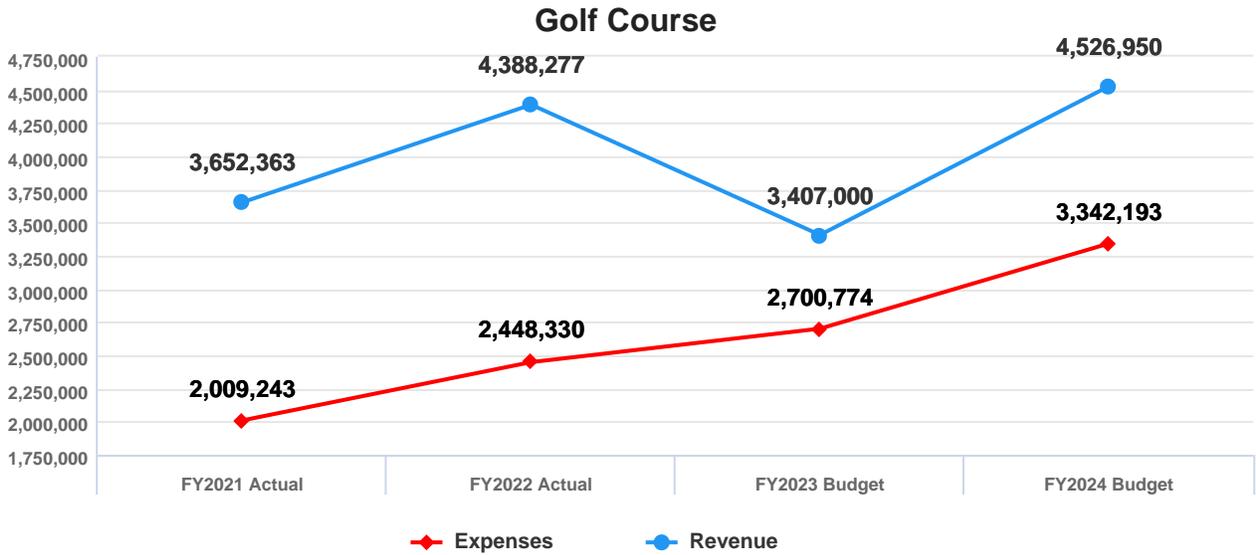


Continue to identify and implement actions and standards that are in keeping with the Town's Green Initiative including "greener" practices, including smart irrigation, energy-efficient equipment, and implementation of Integrated Pest Management (IPM) in

**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.



## FUND 402: PAR 3 ENTERPRISE FUND

## Revenue and Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>							
Golf Teaching Services	78,475	78,214	70,000	70,000	75,000	75,000	7.14%
Resident Pass Fees	24,730	37,578	25,000	25,000	12,240	14,000	(44.00%)
Non-resident Pass Fees	5,432	-	-	-	-	-	-%
12 Play Pass - Regular Rate	6,546	11,338	10,000	10,000	11,338	-	(100.00%)
12 Play Pass - Resident Rate	599	8,889	10,000	10,000	5,635	-	(100.00%)
Greens Fees - Regular Rate	1,053,143	1,249,816	800,000	800,000	1,500,000	1,900,000	137.50%
Greens Fees - Resident Rate	99,024	108,380	100,000	100,000	70,000	170,000	70.00%
Greens Fees - Reg Weekends & Holidays	389,805	353,570	400,000	400,000	302,741	-	(100.00%)
Greens Fees - Resident Weekend & Holidays	98,012	115,348	125,000	125,000	99,254	-	(100.00%)
Merchandise Sales	400,884	682,422	425,000	425,000	700,000	650,000	52.94%
Food and Beverage Sales	501,073	617,107	500,000	500,000	600,000	600,000	20.00%
Riding Cart Rental - Resident Rate	66,405	76,172	100,000	100,000	80,000	80,000	(20.00%)
Riding Cart Rental - Regular Rate	540,797	618,895	510,000	510,000	625,000	650,000	27.45%
Marina Amenity	-	18,100	19,000	19,000	19,000	19,950	5.00%
Pull Cart Rental	30,247	28,352	30,000	30,000	32,000	32,000	6.67%
Club Rentals	95,937	125,684	85,000	85,000	110,000	110,000	29.41%
Driving Range	129,439	141,982	120,000	120,000	150,000	150,000	25.00%
Driving Range - 10 bucket program	27,127	24,629	30,000	30,000	25,000	25,000	(16.67%)
Programs and Special Events	1,290	1,463	4,000	4,000	7,200	5,000	25.00%
Golf Outings	80,373	51,273	40,000	40,000	52,000	40,000	-%
Gift Certificates Sold	32,123	36,344	30,000	30,000	40,000	40,000	33.33%
Gift Certificates Redeemed	(20,088)	(22,271)	(30,000)	(30,000)	(40,000)	(40,000)	33.33%
Maint. And Improvement Fee	934	(50)	-	-	-	-	-%
Sales Tax Commission	360	360	-	-	-	-	-%
Golf Now Transaction Fee	1,992	-	-	-	-	-	-%
Electricity - Par 3	6,267	8,191	4,000	4,000	5,000	6,000	50.00%
Interest Income	930	16,401	-	-	-	-	-%
Miscellaneous Revenue	508	92	-	-	-	-	-%
<b>TOTALS</b>	<b>3,652,363</b>	<b>4,388,277</b>	<b>3,407,000</b>	<b>3,407,000</b>	<b>4,481,408</b>	<b>4,526,950</b>	<b>32.87%</b>
<b>Expenses</b>							
Salaries and Wages	452,658	516,107	641,895	641,895	632,746	702,290	9.41%
Employee Benefits	286,595	320,357	340,227	340,227	341,477	385,680	13.36%
Contractual	825,271	940,974	1,006,955	1,028,451	1,058,890	1,062,250	5.49%
Commodities	493,355	670,892	614,297	614,297	818,522	845,322	37.61%
Capital Outlay	(48,636)	0	97,400	190,410	-	346,650	255.90%
<b>TOTALS</b>	<b>2,009,243</b>	<b>2,448,330</b>	<b>2,700,774</b>	<b>2,815,280</b>	<b>2,851,635</b>	<b>3,342,193</b>	<b>23.75%</b>
Operating Revenues Over/(Under) Expenses	1,643,120	1,939,947	706,226	591,720	1,629,773	1,184,757	
Depreciation	(295,423)	(295,384)	(389,844)	(389,844)	(389,844)	(380,416)	
Capital Projects and Equipment Purchases	(44,894)	(143,527)	(885,788)	(1,037,241)	(763,044)	(608,075)	
Assets	(31,701)	2,060	-	-	-	-	
Pension/OPEB Expense	384,088	(27,226)	-	-	-	-	
Contingency	-	-	(130,169)	(130,169)	-	(142,022)	
Transfer from Replacement Fund	-	71,517	-	-	-	-	
Transfer to Debt Service	(194,813)	(191,100)	(187,426)	(187,426)	(187,426)	(188,207)	
Transfer to General Fund	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	
<b>Total Revenues Over/(Under) Expenses</b>	<b>1,435,378</b>	<b>1,331,287</b>	<b>(912,001)</b>	<b>(1,177,960)</b>	<b>264,459</b>	<b>(158,963)</b>	
Beginning Net Assets	10,135,790	11,571,168	12,902,457	12,902,457	12,902,457	13,166,916	
Ending Net Assets	11,571,168	12,902,457	11,990,456	11,724,497	13,166,916	13,731,441	

**FUND 402: PAR 3 ENTERPRISE FUND**

**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

**Green 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

**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

## FUND 402: PAR 3 ENTERPRISE FUND

### **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 FY2024 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.

**FUND 402: PAR 3 ENTERPRISE FUND**

Total Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director Of Recreation	0.000	0.000	0.000	0.000	0.250
Division Director of Recreation	0.000	0.000	0.250	0.250	0.000
Assistant Director of Recreation	0.100	0.100	0.100	0.100	0.100
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
Recreation Facilities Maintenance Supervisor	0.000	0.000	0.100	0.100	0.100
Golf Operations Supervisor	0.000	1.000	1.000	1.000	1.000
Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Irrigation and Spray Technician	0.000	0.000	0.000	0.000	1.000
Administrative Assistant	0.100	0.100	0.100	0.100	0.100
Administrative Clerk	0.100	0.000	0.000	0.000	0.000
Pro-Shop Assistant	1.000	0.000	0.000	1.000	2.000
Maintenance Associate	0.000	0.000	0.000	1.000	0.000
Director of Business Development and Operations	0.250	0.250	0.000	0.000	0.000
Equipment Operator	0.250	0.000	0.000	0.000	0.000
Public Works Employees	0.098	0.098	0.000	0.000	0.000
Recreation Supervisor	0.200	0.100	0.000	0.000	0.000
Senior Golf Associate	1.000	1.000	1.000	0.000	0.000
Administrative Assistant (Part Time)	0.000	0.000	0.000	0.750	0.000
Golf Course Associate (Part Time)	0.850	0.312	0.309	0.290	0.000
Maintenance Associate (Part Time)	0.750	0.750	0.750	0.000	0.000
	8.698	7.710	7.609	8.590	8.550

**FUND 402: PAR 3 ENTERPRISE FUND**

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**ENVIRONMENTAL STEWARDSHIP**

**Promote Sustainable Management**

Objective	Status
Continue to identify and implement actions and standards that are in keeping with the Town’s Green Initiative including “greener” practices, including smart irrigation, energy-efficient equipment, and implementation of Integrated Pest Management (IPM) in Town.	IN PROGRESS
Action Items	
Implement enhanced best practices maintenance procedures, including the Integrated Pest Management Program and create a plan for sustaining the improvements	COMPLETED
Improve attention to preventative maintenance items to prolong the life of structures and equipment	ONGOING
Ensure maintenance practices have a positive effect on the surrounding environment while providing a superior golfing experience (green speed, as a measure)	ONGOING
Explore additional opportunities for environmentally friendly initiatives (similar to adding bee hives and bird boxes)	ONGOING

**Performance Measures**

Performance Measures	FY2023 Actual	FY2024 Projected
Reevaluate current best practices for maintenance - IPM	Ongoing	Ongoing
Upgrade staff training on maintenance procedures	Ongoing	Ongoing

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Sound Fiscal Management**

Objective	Status
Deliver exceptional services to the community with optimal resource utilization.	IN PROGRESS
Action Items	
Enhance experience for customers at the driving range.	COMPLETED
Conduct meaningful staff customer service trainings with a focus on making the Par 3 experience a customer ‘favorite’	ONGOING
Leverage in-store merchandise success by expanding footprint of online sale opportunities	ONGOING

**Performance Measures**

Performance Measures	FY23 Actual	FY24 Projected
Conduct customer service trainings	Ongoing	Ongoing
Conduct orientation for employees	Ongoing	Ongoing

**Performance Measures**

Performance Measures	FY2023 Actual	FY2024 Projected
Enhance social media presence	Ongoing	Ongoing
Develop new and enhanced marketing materials	Ongoing	Ongoing

**FUND 402: PAR 3 ENTERPRISE FUND**

<b>Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Projected</b>
Total lessons/clinics participation	1,500	1,625	1,770	2,000	1,800
Total rounds of golf	37,500	52,345	54,775	5,600	54,000
Tournaments/outings hosted	60	52	45	60	50
Resident/nonresident ratio	20/80	20/80	20/80	20/80	20/80
Operating cost recovery	144.4%	144.4%	144.3%	150.5%	130.0%

**FUND 402: PAR 3 ENTERPRISE FUND**

**Par 3 Golf Course Five Year Capital Improvement Plan  
FY2024 Budget**

Description	Location	FY2023 Carryover	FY2024 Estimated	FY2025 Estimated	FY2026 Estimated	FY2027 Estimated	FY2028 Estimated	FY2024- 2028 Total
<b>Expenditures</b>								
<b>Recreation</b>								
<b>Par 3 Golf Course</b>								
Synthetic Tee Club for Range	Golf Course			22,000			28,000	\$ 50,000
Paint New/Old Clubhouse (Interior and Exterior)	Clubhouse	53,855		20,000	60,000			\$ 80,000
A/C Replacement	Clubhouse	60,000				90,000		\$ 90,000
Women's/Men's Restroom Refresh	Clubhouse							\$ -
Sealcoat/Stripe Parking Lot	Clubhouse	10,000				25,000		\$ 25,000
New Carpet in Proshop	Clubhouse			20,000				\$ 20,000
Mill/Resurface Parking Lot/repaint parking lot	Clubhouse	15,000						\$ -
Chairlift on Back Stairs	Clubhouse		25,000				150,000	\$ 175,000
Sox Erosion System installed	Clubhouse		60,000					\$ 60,000
Roof replacement-Clubhouse/Maint Bldgs	Clubhouse	23,202						\$ -
expand parking lot, double parking	Golf Course							\$ -
Sod Replacement improvement range	Golf Course	412	21,000	15,000	15,000	15,000	15,000	\$ 81,000
Concrete repair clubhouse and cart paths	Golf Course	6,320	120,000					\$ 120,000
Landscaping Improvements	Golf Course	6,997	20,000		20,000		20,000	\$ 60,000
Relevel 9 Tees/enhance	Golf Course	17,194	50,000		60,000		60,000	\$ 170,000
Rebuild/Enlarge Putting Green	Golf Course	134,250						\$ -
Renovate Old Clubhouse Restrooms	Golf Course		250,000					\$ 250,000
Irrigation Pump House Repairs	Golf Course	17,767			30,000			\$ 30,000
Renovate Irrigation System	Golf Course	4,250	40,000					\$ 40,000
Expand Maint. Building, Move Fuel Pumps, Redo Parking Configuration						2,750,000		\$ 2,750,000
Facilities Assessment - Storage Building								\$ -
Facilities Assessment - Par 3 Clubhouse	Clubhouse							\$ -
Facilities Assessment - Old Par 3 Clubhouse	Clubhouse							\$ -
<b>Capital Improvement Program Expenditures</b>		<b>\$ 349,247</b>	<b>\$ 586,000</b>	<b>\$ 77,000</b>	<b>\$ 185,000</b>	<b>\$ 2,880,000</b>	<b>\$ 273,000</b>	<b>\$ 4,001,000</b>
<b>REVENUES</b>								
Source								
M&I Reserve			\$ 586,000	\$ 77,000	\$ 185,000	\$ 2,880,000	\$ 273,000	\$ 4,001,000
Financing								\$ -
Reserves								\$ -
Interest								\$ -
<b>Capital Improvement Program Revenues</b>			<b>\$ 586,000</b>	<b>\$ 77,000</b>	<b>\$ 185,000</b>	<b>\$ 2,880,000</b>	<b>\$ 273,000</b>	<b>\$ 4,001,000</b>
<b>NET COST</b>								
(Surplus / (Deficit))								
<b>Sub-Total - Net Cost</b>			<b>\$ -</b>					



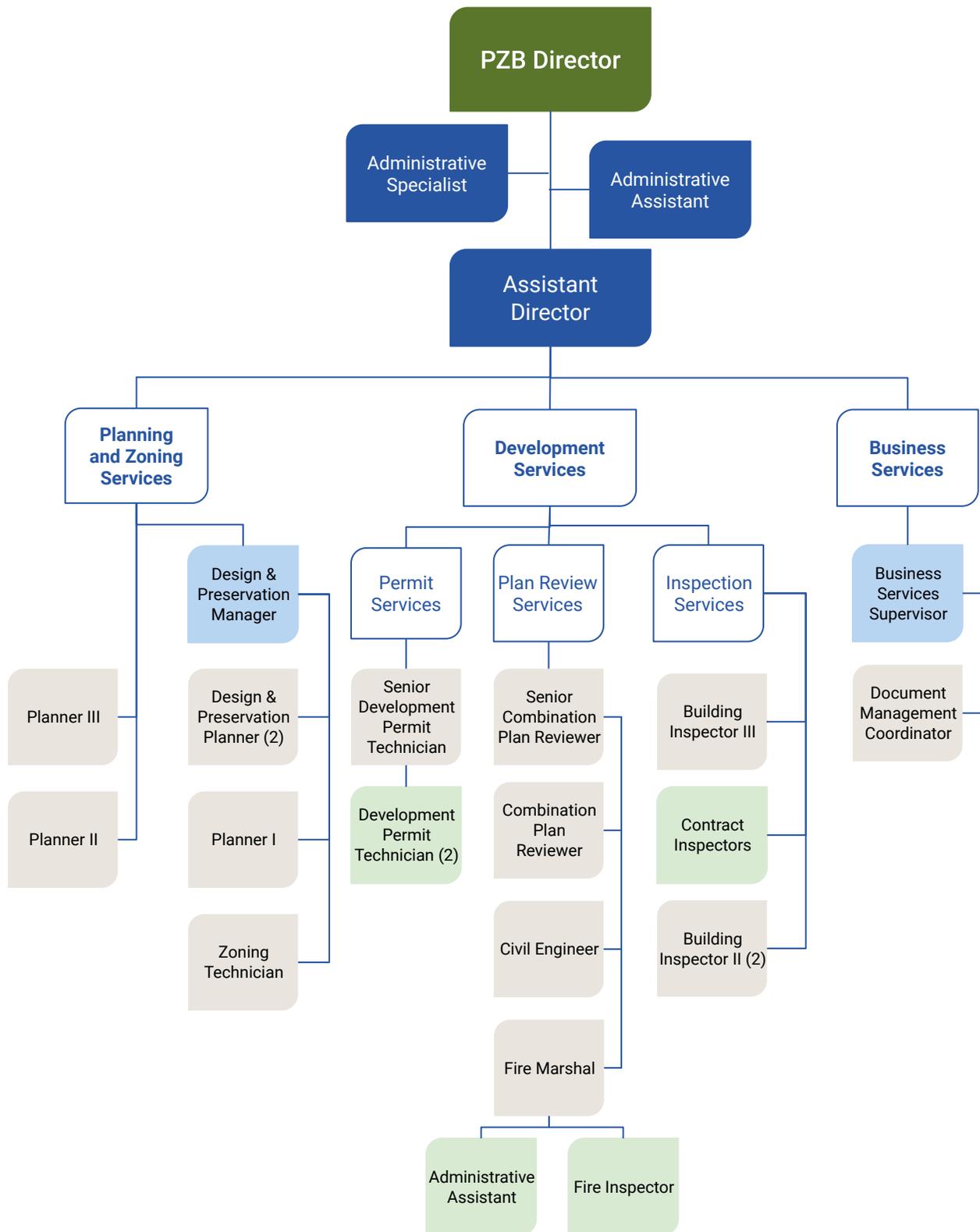


# Building Enterprise Fund

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

# PLANNING, ZONING AND BUILDING ORGANIZATIONAL CHART



## BUILDING ENTERPRISE FUND FY2024 GOALS

### COMMUNITY, CULTURE & CHARACTER

#### Preserve Community, Culture and Character



Update the ARCOM and Landmark applications

Continue to reduce the number of permits and forms used throughout the department and launch new permitting software to create efficiencies

#### 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.

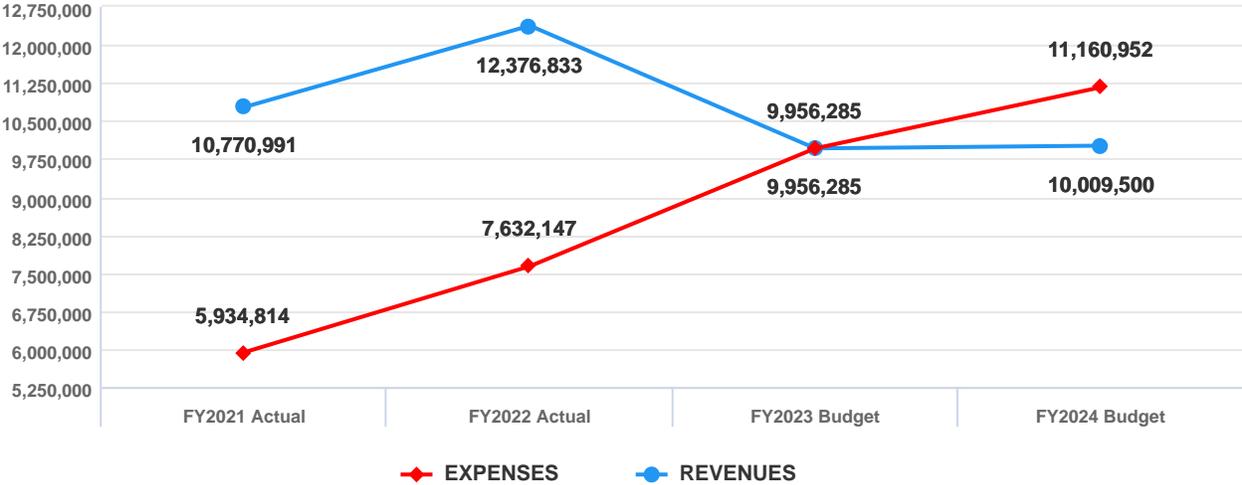
**Building Enterprise Fund**

**Revenue and Expense Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
<b>Revenues</b>							
Town Plan Review & Town Inspection	9,847,393	11,018,740	8,985,785	8,985,785	10,000,000	9,000,000	0.16%
Permit Processing	41,993	37,000	25,000	25,000	50,000	35,000	40.00%
Permit Penalty	23,500	161,615	50,000	50,000	50,000	50,000	-%
Reinspection Fees	2,010	1,700	1,500	1,500	1,500	1,500	-%
Contractor Registration Fees	10,200	7,060	6,000	6,000	25	-	(100.00%)
Dune Vegetation Fee	100	2,864	-	-	-	-	-%
Permit Revision Fee	184,100	266,225	150,000	150,000	175,000	175,000	16.67%
Flood Plain Management Fee	21,150	36,450	30,000	30,000	30,000	30,000	-%
Right of Way Permits	430,666	618,514	600,000	600,000	500,000	500,000	(16.67%)
Building Inspection Fund Fees	14,815	16,577	10,000	10,000	14,000	14,000	40.00%
Radon Gas	9,952	11,111	8,000	8,000	9,000	9,000	12.50%
ROW Violations	47,951	68,689	40,000	40,000	45,000	45,000	12.50%
Building Permit Search Fee	107,400	73,500	40,000	40,000	50,000	50,000	25.00%
Interest Earnings	2,251	55,489	-	-	300,000	100,000	100.00%
Miscellaneous Revenue	570	1,300	10,000	10,000	1,000	-	(100.00%)
Transfer from Equip Replacement Fund	26,940	-	-	-	-	-	-%
<b>TOTALS</b>	<b>10,770,991</b>	<b>12,376,833</b>	<b>9,956,285</b>	<b>9,956,285</b>	<b>11,225,525</b>	<b>10,009,500</b>	<b>0.53%</b>
<b>Expenses</b>							
Salaries and Wages	1,312,098	1,365,258	1,735,709	1,735,709	1,538,536	2,016,375	16.17%
Employee Benefits	714,318	715,122	942,871	942,871	819,810	1,016,281	7.79%
Contractual	675,214	950,383	1,034,200	1,303,131	1,292,726	1,381,800	6.04%
Commodities	33,183	76,782	36,000	36,000	36,000	38,500	6.94%
Capital Outlay	-	-	-	-	-	80,000	100.00%
Transfer to Capital (307)	-	-	688,049	688,049	688,049	-	(100.00%)
Transfer for Services to the General Fund	3,200,000	4,524,601	5,519,456	5,519,456	5,519,456	6,627,997	20.08%
<b>TOTALS</b>	<b>5,934,814</b>	<b>7,632,147</b>	<b>9,956,285</b>	<b>10,225,216</b>	<b>9,894,577</b>	<b>11,160,952</b>	<b>9.15%</b>
<b>Operating Revenues Over/(Under)</b>							
Expenses	4,836,177	4,744,686	-	(268,931)	1,330,948	(1,151,452)	
Depreciation	(7,930)	(5,634)	(89,503)	(89,503)	(89,503)	(86,897)	
Pension/OPEB Expense	(2,181,541)	42,449	-	-	-	-	
GASB Lease Expense	-	(46)	-	-	-	-	
Contingency	-	-	(187,439)	(200,886)	-	(217,708)	
<b>Total Revenues Over/(Under) Expenses</b>	<b>2,646,705</b>	<b>4,781,456</b>	<b>(276,942)</b>	<b>(559,319)</b>	<b>1,241,445</b>	<b>(1,456,057)</b>	
Beginning Net Assets	-	2,646,705	7,428,161	7,428,161	7,428,161	8,669,606	
<b>ENDING NET ASSETS</b>	<b>2,646,705</b>	<b>7,428,161</b>	<b>7,151,219</b>	<b>6,868,842</b>	<b>8,669,606</b>	<b>7,213,549</b>	

**Building Enterprise Fund**

**Building Fund**



	FY2021	FY2022	FY2023	FY2024
Total Full Time Equivalent Employees	17.650	18.775	20.525	22.325

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**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
<b>Expenses</b>							
Salaries and Wages	535,404	569,287	657,669	657,669	658,319	860,977	30.91%
Employee Benefits	340,182	327,404	331,144	331,144	331,144	424,478	28.19%
Contractual	345,522	500,992	591,900	850,359	844,956	834,500	40.99%
Commodities	22,188	35,736	19,000	19,000	19,000	19,000	-%
Depreciation	7,930	5,634	-	-	-	-	-%
Capital Outlay	-	-	-	-	-	-	-%
<b>TOTALS</b>	<b>1,251,226</b>	<b>1,439,053</b>	<b>1,599,713</b>	<b>1,858,172</b>	<b>1,853,419</b>	<b>2,138,955</b>	<b>33.71%</b>

\* 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 FY2024 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.

**Program: Permit Issuance 212**

**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	FY2020	FY2021	FY2022	FY2023	FY2024
Director of Planning Zoning & Building	0.150	0.150	0.150	0.150	0.150
Assistant Director of PZB	0.300	0.300	0.300	0.300	0.300
Civil Engineer	0.500	0.500	0.500	0.500	0.500
Design and Preservation Manager	0.000	0.000	0.000	0.000	1.000
Planner II	0.000	0.000	0.700	0.700	0.700
Building Inspector III	0.000	0.100	0.100	0.100	0.100
Building Inspector II	0.000	0.500	0.500	0.500	0.500
Design & Preservation Planner	0.000	0.000	0.000	0.000	0.600
GIS Analyst	0.000	0.000	0.000	0.000	0.500
Combination Plan Reviewer Sr	0.000	0.700	0.700	0.700	0.700
Town Clerk	0.000	0.000	0.000	0.000	0.250
Business Services Supervisor	0.500	0.500	0.500	0.500	0.500
Deputy Town Clerk	0.000	0.000	0.000	0.250	0.000
Development Geoprocessor Technician	1.000	1.000	1.000	1.000	1.000
Administrative Specialist	0.300	0.300	0.300	0.300	0.300
Development Permit Tech Sr	0.000	0.500	0.500	0.500	0.500
Development Permit Technician	1.500	1.000	1.000	1.000	1.000
Administrative Assistant	0.500	0.500	0.675	0.500	0.300
Administrative Assistant (Part Time)	0.000	0.000	0.000	0.375	0.375
Business Systems Analyst	0.500	0.000	0.000	0.000	0.000
Chief Construction Inspectors	0.900	0.000	0.000	0.000	0.000
Combination Plan Reviewer	1.400	1.700	0.700	0.000	0.000
Electronic Document Management Coordinator	0.000	0.500	0.000	0.000	0.000
Historic Preservation Planner	0.000	0.300	0.300	0.300	0.000
Planning Administrator	0.300	0.000	0.000	0.000	0.000
	7.850	8.550	7.925	7.675	9.275

**PERMIT ISSUANCE FY2023 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

PROGRAM: **Permit Issuance 212**

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**COMMUNITY, CULTURE & CHARACTER**

**Preserve Community, Culture and Character**

Objective	Status
Update the ARCOM and Landmark applications	IN PROGRESS
Continue to reduce the number of permits and forms used throughout the department and launch new permitting software to create efficiencies	COMPLETED

**Permit Issuance Productivity Measures**

Effectiveness/Output Measures	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
# of permits issued	6,050	8,484	8,399	7,541	8,500
# of construction permits issued	3,753	4,925	4,907	3,966	5,000
# of revisions processed/issued	991	1,063	1,119	849	1,200
# of PW permits processed/issued	1,881	2,117	2,737	2,759	3,000
Average # of days to scan current records	1	1	1	1	1
# of expedited plan pages reviewed	-	-	-	-	-
# of Private Providers	10	19	35	35	35
# of Private Provider Inspections	1,360	2,400	3,900	4,400	4,400
# of departmental forms and applications	75	77	87	87	87

**Productivity Measures**

Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
Permit Types Issued:				
U – ROW	2,035	2,737	2,757	2,800
B – Construction	4,925	4,907	3,966	5,000
Revenue	7,688,089	14,168,414	17,467,927	18,000,000
Construction Value	392,710,597	470,998,176	604,389,825	650,000,000

**Program: Inspection & Compliance 213**

**MISSION:**

This division exists to provide protective services to the residents and businesses of the Town through professional and responsible enforcement of building codes and Town policies related to unimproved land, development, construction activities, and issuance of business tax receipts.

**MAIN ACTIVITIES:**

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

- ✦ Inspect construction sites to ensure compliance with appropriate State and Town codes and land development regulations;
- ✦ Issue permits for right of way parking and storm water improvements; and
- ✦ Review commercial operations for conformance to the zoning code.

**Expense Summary**

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
<b>Expenses</b>							
Salaries and Wages	776,695	795,971	1,078,040	1,078,040	880,217	1,155,397	7.18%
Employee Benefits	374,136	387,718	611,727	611,727	488,666	591,803	(3.26%)
Contractual	329,692	449,391	442,300	452,772	447,770	547,300	23.74%
Commodities	10,995	41,047	17,000	17,000	17,000	19,500	14.71%
Depreciation	-	-	89,503	89,503	89,503	86,897	(2.91%)
<b>TOTALS</b>	<b>1,491,518</b>	<b>1,674,127</b>	<b>2,238,570</b>	<b>2,249,042</b>	<b>1,923,156</b>	<b>2,400,897</b>	<b>7.25%</b>

\* 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 FY2024 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 large increase is due primarily to the addition of 4 full-time construction monitor positions.

**CONTRACTUAL**

Contract costs related to construction permits, including permit inspections, travel and education and storage and scanning. The decrease is primarily due to the decrease of \$82,500 in legal advice for the program.

**COMMODITIES**

Office supplies and any necessary hardware or software enhancements.

**PROGRAM: Inspection & Compliance 213**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director of Planning Zoning & Building	0.100	0.100	0.100	0.100	0.100
Assistant Director of PZB	0.300	0.300	0.300	0.300	0.300
Civil Engineer	0.500	0.500	0.500	0.500	0.500
Building Inspector III	0.000	0.900	0.900	0.900	0.900
Building Inspector II	2.100	2.500	2.500	2.500	2.500
GIS Analyst	0.000	0.000	0.000	0.000	0.500
Combination Plan Reviewer Sr	0.000	0.300	0.300	0.300	0.300
Planner II	0.000	0.000	0.300	0.300	0.300
Planner I	0.000	0.000	0.500	0.500	0.500
Town Clerk	0.000	0.000	0.000	0.000	0.250
Business Services Supervisor	0.500	0.500	0.500	0.500	0.500
Deputy Town Clerk	0.000	0.000	0.000	0.250	0.000
Administrative Specialist	0.200	0.200	0.200	0.200	0.200
Zoning Technician	0.000	0.500	0.000	0.500	0.500
Construction Site Monitor	0.000	0.000	1.750	4.000	4.000
Development Permit Tech Sr	0.000	0.500	0.500	0.500	0.500
Development Permit Technician	1.500	1.000	1.000	1.000	1.000
Administrative Assistant	0.000	0.000	0.200	0.500	0.200
Building Inspector I	0.000	1.000	1.000	0.000	0.000
Business Systems Analyst	0.500	0.000	0.000	0.000	0.000
Combination Inspector	2.000	0.000	0.000	0.000	0.000
Combination Plan Reviewer	0.600	0.300	0.300	0.000	0.000
Electronic Document Management Coordinator	0.000	0.500	0.000	0.000	0.000
	8.300	9.100	10.850	12.850	13.050

**INSPECTION AND COMPLIANCE FY2024 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	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected
# of inspections completed	15,660	12,083	10,312	9,700	9,700



# Internal Service Funds

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**



## 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, newsletters, and the Town-wide safety manual
  - ◆ Periodic safety inspections of Town facilities and property
  - ◆ Conducting motor vehicle report checks
  - ◆ Create and update various manuals and procedures as needed

### Revenue and Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>						
Risk Funding	2,010,439	2,173,487	2,274,106	2,274,106	2,329,817	2.45%
Insurance Proceeds	93,026	103,846	-	90,000	-	-%
Interest on Investments	(7,438)	(224,619)	100,000	250,000	150,000	50.00%
<b>TOTALS</b>	<b>2,096,027</b>	<b>2,052,714</b>	<b>2,374,106</b>	<b>2,614,106</b>	<b>2,479,817</b>	<b>4.45%</b>
<b>Expenses</b>						
Salaries and Wages	124,685	168,186	141,387	125,000	129,019	(8.75%)
Employee Benefits	440,633	261,327	602,391	600,264	616,913	2.41%
Contractual	1,411,591	1,355,461	1,983,093	1,985,745	2,598,478	31.03%
Commodities	2,124	2,073	3,201	2,861	3,631	13.43%
Capital Outlay	-	-	-	-	-	-%
Depreciation	1,379	-	-	-	-	-%
Other (Contingency)	-	-	3,000,000	-	3,000,000	-%
<b>TOTALS</b>	<b>1,980,412</b>	<b>1,787,046</b>	<b>5,730,072</b>	<b>2,713,870</b>	<b>6,348,041</b>	<b>10.78%</b>
Total Revenues Over/(Under) Expenses	115,615	265,667	(3,355,966)	(99,764)	(3,868,224)	
Gain/(Loss) on disposal of assets	(17,700)	-	-	-	-	
Beginning Net Assets	5,387,502	5,485,417	5,751,084	5,751,084	5,651,320	
<b>ENDING NET ASSETS</b>	<b>5,485,417</b>	<b>5,751,084</b>	<b>2,395,118</b>	<b>5,651,320</b>	<b>1,783,096</b>	

**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 positions that assist Risk from Human Resources to Finance. The FY24 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 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 property coverage.

**Commodities**

Increase due to allocation of funds in the training account

**Contingency**

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

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Assistant Town Manager	0.000	0.000	0.100	0.000	0.000
Director of Finance	0.000	0.000	0.000	0.100	0.000
People & Culture Division Director	0.000	0.000	0.200	0.000	0.000
Risk Manager	1.000	1.000	0.900	1.000	1.000
Accountant I	0.000	0.000	0.000	0.000	0.050
Accounting Technician	0.000	0.000	0.000	0.050	0.000
Administrative Assistant	0.000	0.400	0.200	0.000	0.000
Assistant Director of Human Resources	0.100	0.100	0.000	0.000	0.000
Director of Human Resources	0.280	0.280	0.000	0.000	0.000
People and Culture Specialist	0.250	0.000	0.000	0.000	0.000
	1.630	1.780	1.400	1.150	1.050

**FY24 STRATEGIC GOALS AND OBJECTIVES**

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Sound Fiscal Management**

Objective	Status
Work with insurance agents to obtain the best coverages and premiums available to the Town	IN PROGRESS
Structure the insurance program to best protect the interests of the Town	COMPLETED

Performance Measures	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Projected
Annual insurance premiums	\$919,517	\$1,021,772	\$1,033,144	\$1,090,136	\$1,859,376
Total claims processed	143	131	135	183	148

\*Includes Hurricanes Matthew and Irma

**GOVERNMENTAL LEADERSHIP & INNOVATION**

**Collaborative Town Government**

Objective	Status
Conduct annual facility safety inspections	IN PROGRESS

Performance Measures	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Projected
Total number of safety violations found town wide during the annual facility safety inspections	120	96	81	76	93
Safety bulletins distributed	12	12	12	12	12



## 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.

The Town of Palm Beach has re-established a Town Clinic, located at Public Works, on Old Okeechobee Road in West Palm Beach.

The overall Employee Health budget is expected to increase, in anticipation of the requested expansion of Clinic services to include primary care (\$122K of overall increase) and annual increases in claims and stop-loss. Rates for Stop Loss coverage will increase by an estimated 15%, thus increasing the overall fixed rates for health insurance in FY24. Costs for health insurance claims, as expected, began to level out during FY23, providing a lower estimated increase of 0.4% for FY24. Claims were dramatically affected in FY22, causing an increase in employee premiums for the plan year 2023 (calendar). The increase in Clinic services, contracted out to Concentra, will provide minor urgent care and primary care services to all employees, ultimately impacting claims and reducing the overall claims expense in the upcoming and future years. The ROI will not be realized until we can review future claims experience. Additionally, the increase in clinic costs encompass the ultrasound costs associated with annual physicals for all public safety.

### Revenue and Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>						
Employer Contributions	3,677,308	3,682,558	4,427,484	4,427,484	4,870,232	10.00%
Employee Contributions	794,165	849,069	880,000	912,098	891,400	1.30%
Insurance Recoveries	-	-	-	2,709	-	-%
Miscellaneous Revenue	154,332	8,356	-	-	-	-%
Interest Income	934	(148,873)	100,000	245,000	100,000	-%
<b>TOTALS</b>	<b>4,626,740</b>	<b>4,391,110</b>	<b>5,407,484</b>	<b>5,587,291</b>	<b>5,861,632</b>	<b>8.40%</b>
<b>Expenses</b>						
Salaries and Wages	48,828	50,653	84,306	80,000	90,219	7.01%
Employee Benefits	5,112,109	5,720,361	6,314,908	5,636,938	6,437,419	1.94%
Contractual	66,782	113,136	438,473	442,845	532,696	21.49%
Commodities	400	1,262	1,834	2,049	3,011	64.18%
Capital Outlay	-	-	-	-	-	-%
Other (Contingency)	-	-	500,000	-	500,000	-%
<b>TOTALS</b>	<b>5,228,119</b>	<b>5,885,412</b>	<b>7,339,521</b>	<b>6,161,832</b>	<b>7,563,345</b>	<b>3.05%</b>
Total Revenues Over/ (Under) Expenses	(601,379)	(1,494,302)	(1,932,037)	(574,541)	(1,701,713)	
Beginning Net Assets	7,890,457	7,289,079	5,794,777	5,794,777	5,220,236	
<b>ENDING NET ASSETS</b>	<b>7,289,079</b>	<b>5,794,777</b>	<b>3,862,740</b>	<b>5,220,236</b>	<b>3,518,523</b>	

## 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. The Town contribution will increase 10% in FY24. There was a 20% increase in FY23, the first increase since FY13.

**Employee Contributions**

The 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 FY2024 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 professional and other contracted services for the Town’s Clinic, contracted services for a 1094-C/1095-C filing program, and off-site document and record storage services.

**Commodities**

Commodities include office supplies and training expenses associated with professional development.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director Of People & Culture	0.000	0.000	0.000	0.000	0.100
People & Culture Division Director	0.000	0.000	0.100	0.150	0.000
Risk Manager	0.000	0.000	0.100	0.000	0.000
People & Culture Manager	0.000	0.000	0.000	0.050	0.050
Talent Development Officer	0.000	0.000	0.000	0.000	0.050
People & Culture Generalist	0.000	0.000	0.050	0.300	0.300
People & Culture Coordinator	0.320	0.320	0.050	0.050	0.350
Administrative Assistant	0.000	0.400	0.100	0.050	0.050
Assistant Director of Human Resources	0.200	0.200	0.000	0.000	0.000
Director of Human Resources	0.100	0.100	0.000	0.000	0.000
People and Culture Analyst	0.100	0.100	0.250	0.050	0.000
People and Culture Specialist	0.200	0.000	0.000	0.300	0.000
	0.920	1.120	0.650	0.950	0.900

## 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

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>						
Interest on Investments	(2,609)	(764,751)	100,000	260,000	100,000	-%
Surplus Equipment Proceeds	109,744	(11,082)	75,000	75,000	75,000	-%
Transfer from Gen and Other Funds	2,609,004	2,467,736	2,145,297	2,145,297	2,113,014	(1.50%)
Donations	-	100,000	-	-	-	-%
Miscellaneous	-	-	-	-	-	-%
<b>TOTALS</b>	<b>2,716,139</b>	<b>1,791,904</b>	<b>2,320,297</b>	<b>2,480,297</b>	<b>2,288,014</b>	<b>(6.37%)</b>
<b>Expenses</b>						
Transfer to Enterprise Funds	26,940	71,517	-	-	-	-%
Contractual	9,688	130,885	-	142,952	-	-%
Capital Lease - Kiosks	2,192	594	-	28,182	-	-%
Capital Outlay - Equipment	1,649,327	1,661,158	1,422,819	1,763,544	1,373,885	(3.44%)
Capital Outlay - IT Equipment	96,967	256,748	992,260	707,729	1,232,587	24.22%
<b>TOTALS</b>	<b>1,785,115</b>	<b>2,120,902</b>	<b>2,415,079</b>	<b>2,642,407</b>	<b>2,606,472</b>	<b>7.92%</b>
Total Revenues Over/(Under) Expenses	931,024	(328,999)	(94,782)	(162,110)	(318,458)	
Contingency	-	-	(500,000)	-	(500,000)	
Beg Investment in Capital Assets	9,400,495	9,441,722	9,262,576	9,262,576	11,869,048	
Beg Unrestricted Net Assets	19,926,673	20,816,470	20,666,618	20,666,618	17,898,035	
<b>ENDING NET ASSETS</b>	<b>30,258,192</b>	<b>29,929,194</b>	<b>29,334,412</b>	<b>29,767,084</b>	<b>28,948,625</b>	

**REVENUE**

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  
FY 2024**

Department	Depreciation
Town Manager's Office	\$ -
Information Technology	128,717
Town Clerk	-
Finance	1,820
Planning and Zoning	2,303
Recreation	48,744
Fire Rescue	673,272
Police	588,792
Public Works	669,366
Coastal Fund	-
<b>Total Depreciation</b>	<b>\$ 2,113,014</b>

## Replacement Equipment FY 2024

Department	Cost
<b>Fire Rescue</b>	
Ford F-150	39,015
<b>Police</b>	
Camera Surveillance Project	389,300
Hybrid Admin Explorer	33,000
Fingerprint Developer Workstation	5,000
Electronic Diagnostic Kit	6,000
Safe/Cabinets in Patrol Room	5,000
A/C Freon Machine	6,000
<b>Public Works</b>	
Ford Escape	33,895
Two Ford Pickups	61,352
Ford Service Truck	40,084
Trash Crane	253,000
Bulldozer	447,000
Riding Lawnmower	18,200
Ford F-150 Crew Cab	33,895
<b>Finace</b>	
Folding Machine	3,144
<b>Information Technology</b>	
Computer Equipment	1,232,587
<b>Total Equipment Replacement Expenditures</b>	<b>\$ 2,606,472</b>





# Trust and Agency Funds

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**



## FUND 600: RETIREMENT FUND

The Town provides pension benefits for General Employees, Police Officers and Firefighters. Approximately 295 active employees and 441 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 People and Culture 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 People and Culture.

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	3.50%	3%	3%	Voluntary up to the maximum allowable under IRS regulations	Up to 2.0%
Lifeguard Employees	3.50%	3%	3%		Up to 2.0%
Firefighter Union	8.50%				
Firefighter Non-Union	8.50%				
Police Officer	8.50%				

The FY24 actuarially determined contribution to the defined benefit plan totals \$12,650,878. 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 \$18 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.

The funded ratio history for the each of the pension plans is shown in the chart below.

As of Fiscal Year End	FY2018	FY2019	FY2020	FY2021	FY2022
General Employees	72.90%	73.60%	74.60%	77.70%	77.30%
Lifeguards	63.80%	66.00%	69.80%	73.70%	72.50%
Police	71.10%	72.40%	75.60%	78.80%	77.00%
Fire-Rescue	63.70%	65.20%	68.20%	71.90%	71.50%

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:

<b>Actuarially Determined Employer Contribution</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
General	\$ 3,276,537	\$ 3,560,240	\$ 3,636,738	\$ 3,493,970	\$ 3,819,225
Lifeguards	\$ 210,518	\$ 215,911	\$ 195,379	\$ 182,855	\$ 202,223
Police	\$ 3,280,844	\$ 3,653,689	\$ 3,521,362	\$ 3,446,777	\$ 3,928,198
Fire-Rescue	\$ 3,972,519	\$ 4,362,652	\$ 4,392,526	\$ 4,333,641	\$ 4,701,232
<b>Total</b>	<b>\$ 10,740,418</b>	<b>\$ 11,792,492</b>	<b>\$ 11,746,005</b>	<b>\$ 11,457,243</b>	<b>\$ 12,650,878</b>
Extraordinary Contributions	\$ 5,420,000	\$ 5,420,000	\$ 5,420,000	\$ 5,420,000	\$ 5,420,000
<b>Total Town Contributions</b>	<b>\$ 16,160,418</b>	<b>\$ 17,212,492</b>	<b>\$ 17,166,005</b>	<b>\$ 16,877,243</b>	<b>\$ 18,070,878</b>

The Town's total contribution for the defined benefit and defined contribution plans for FY24 and FY23 is shown below. The FY24 total below increased due mainly to unfavorable investment performance.

<b>Town Retirement Contributions</b>	<b>FY2023</b>	<b>FY2024</b>	<b>Change</b>	<b>% Change</b>
General Employees DB	\$ 3,493,970	3,819,225	\$ 325,255	9.31%
Lifeguards DB	182,855	202,223	19,368	10.59%
Police DB	3,446,777	3,928,198	481,421	13.97%
Fire-Rescue DB	4,333,641	4,701,232	367,591	8.48%
Total DB Contribution	11,457,243	12,650,878	1,193,635	10.42%
DC Contributions	750,267	814,605	64,338	8.58%
<b>Total Town DB And DC Contribution</b>	<b>\$ 12,207,510</b>	<b>\$ 13,465,483</b>	<b>\$ 1,257,973</b>	<b>10.30%</b>

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:

<b>DC Contributions</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>
General	\$ 450,148	\$ 469,444	\$ 504,896	\$ 738,462	\$ 805,508
Lifeguards	2,356	424	1,393	11,805	9,097
<b>Total</b>	<b>\$ 452,504</b>	<b>\$ 469,868</b>	<b>\$ 506,289</b>	<b>\$ 750,267</b>	<b>\$ 814,605</b>

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, 2022**

	Total Plan	General	Ocean Rescue	Police	Firefighters
Participants	295	166	2	60	67
<b>Total Plan</b>					
Employer Normal Cost	14.14%	9.77%	-%	18.95%	18.66%
Amortization of UAAL	40.57%	22.50%	-%	58.37%	58.14%
<b>Total</b>	<b>54.71%</b>	<b>32.27%</b>	<b>-%</b>	<b>77.32%</b>	<b>76.80%</b>
Town Contribution	\$ 12,650,878	\$ 3,819,225	\$ 202,223	\$ 3,928,198	\$ 4,701,232
<b>Plan B - Ongoing Plan</b>					
Employer Normal Cost	14.14%	9.77%	-%	18.95%	18.66%
Amortization of UAAL	2.55%	1.85%	-%	3.15%	3.41%
<b>Total</b>	<b>16.69%</b>	<b>11.62%</b>	<b>-%</b>	<b>22.10%</b>	<b>22.07%</b>
Town Contribution	\$ 3,858,135	\$ 1,375,252	\$ 9,113	\$ 1,122,778	\$ 1,350,992
<b>Plan A - Legacy Plan</b>					
Employer Normal Cost	-	-	-	-	-
Amortization of UAAL	38.02%	20.65%	-%	55.22%	54.73%
<b>Total</b>	<b>38.02%</b>	<b>20.65%</b>	<b>-%</b>	<b>55.22%</b>	<b>54.73%</b>
Town Contribution	\$ 8,792,743	\$ 2,443,973	\$ 193,110	\$ 2,805,420	\$ 3,350,240
<b>Legacy cost</b>	<b>69.5%</b>	<b>64.0%</b>	<b>95.5%</b>	<b>71.4%</b>	<b>71.3%</b>

The Town Council previously committed to lowering the investment return assumption from the current 6.4% to 6% by .2% per year. As of the September 30, 2022 valuation date, the cost to lower the assumption to 6% immediately would increase the Town Contribution for FY24 by \$1,340,618 and increase the UAAL by \$17,022,498. The details are shown in the chart below.

	Total Plan
<b>Current Rate of 6.4%</b>	
Employer Normal Cost	14.14%
Amortization of UAAL	40.57%
<b>Total</b>	<b>54.71%</b>
Town Contribution	\$ 12,650,878
UAAL	\$ 91,096,064
Funded Ratio	75.20%
<b>Assumption Change to 6%</b>	
Employer Normal Cost	15.79%
Amortization of UAAL	44.67%
<b>Total</b>	<b>60.46%</b>
Town Contribution	\$ 13,991,496
UAAL	\$ 108,118,562
Funded Ratio	71.90%
<b>Difference</b>	
Town Contribution	\$ 1,340,618
UAAL	\$ 17,022,498
Funded Ratio	(3.30%)

## UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)

The UAAL as of September 30, 2022, for all pension groups is \$91,096,064. 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.

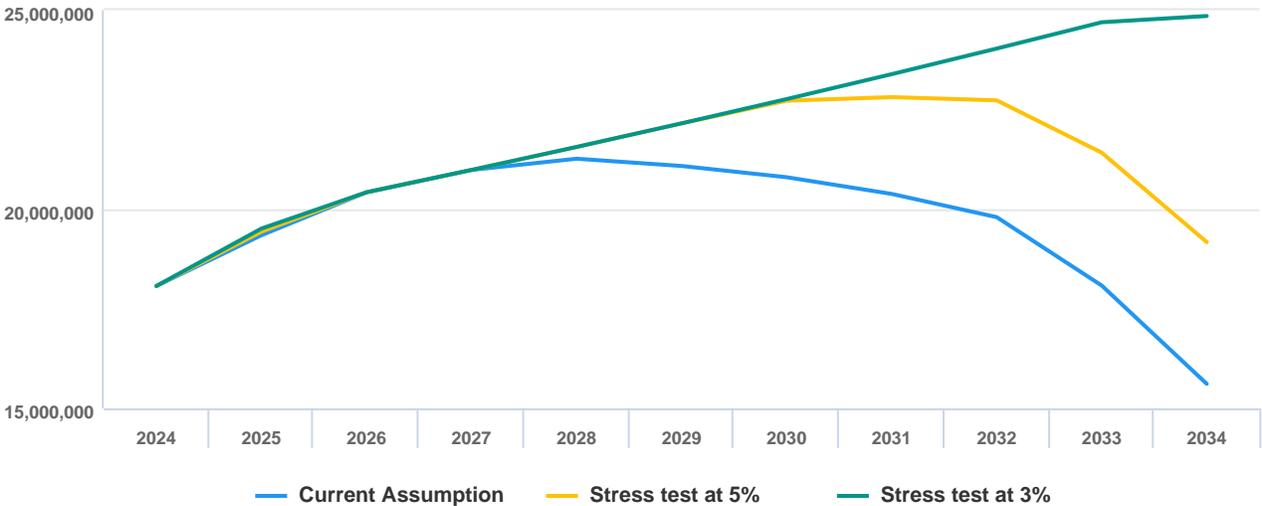
Date		General	Lifeguard	Police	Firefighter	Total
<b>2009</b>	<b>Initial Unfunded</b>	<b>9,191,608</b>	<b>553,866</b>	<b>2,960,354</b>	<b>11,011,700</b>	<b>23,717,528</b>
	<b>Experience (Gain)/Loss</b>					
2010	Experience (Gain)/Loss	925,751	51,732	643,136	1,040,480	2,661,099
2011	Experience (Gain)/Loss	(2,826,133)	88,347	304,076	(840,267)	(3,273,977)
2012	Experience (Gain)/Loss	3,110,664	202,098	4,354,714	3,818,194	11,485,670
2013	Experience (Gain)/Loss	(642,767)	17,427	1,665,653	1,462,877	2,503,190
2014	Experience (Gain)/Loss	(55,339)	(13,275)	701,601	135,106	768,093
2015	Experience (Gain)/Loss	1,887,674	70,453	1,791,263	1,679,614	5,429,004
2016	Experience (Gain)/Loss	25,155	(9,653)	(439,796)	2,273,345	1,849,051
2017	Experience (Gain)/Loss	145,721	61,207	228,080	423,944	858,952
2018	Experience (Gain)/Loss	1,420,862	58,451	526,905	960,017	2,966,235
2019	Experience (Gain)/Loss	798,437	18,301	1,112,238	1,211,429	3,140,405
2020	Experience (Gain)/Loss	164,253	(17,915)	(334,367)	(3,912)	(191,941)
2021	Experience (Gain)/Loss	(2,555,015)	(67,382)	(1,372,717)	(2,100,657)	(6,095,771)
2022	Experience (Gain)/Loss	950,037	212,577	3,356,245	2,385,808	6,904,667
	<b>Total Experience (Gain)/Loss</b>	<b>3,349,300</b>	<b>672,368</b>	<b>12,537,031</b>	<b>12,445,978</b>	<b>29,004,677</b>
	<b>Benefit Changes</b>					
2012	Benefit Changes	(3,385,448)	(160,369)	(2,981,093)	(5,274,530)	(11,801,440)
2013	Benefit Changes	54,248	-	-	-	54,248
2014	Benefit Changes	28,178	1,118	60,567	25,525	115,388
2015	Benefit Changes	-	-	616,318	294,853	911,171
2016	Benefit Changes	1,064,354	15,048	-	599,619	1,679,021
2017	Benefit Changes	-	-	-	-	-
	<b>Total Benefit Changes</b>	<b>(2,238,668)</b>	<b>(144,203)</b>	<b>(2,304,208)</b>	<b>(4,354,533)</b>	<b>(9,041,612)</b>
	<b>Assumption Method Changes</b>					
2010	Assumption Method Changes	(1,384,277)	(37,395)	(495,037)	(612,928)	(2,529,637)
2011	Assumption Method Changes	(87,388)	48,824	303,928	154,842	420,206
2012	Assumption Method Changes	3,480,084	189,828	3,428,496	3,566,389	10,664,797
2015	Assumption Method Changes	4,847,245	133,435	1,375,986	1,813,258	8,169,924
2016	Assumption Method Changes	1,902,029	123,146	2,333,663	2,428,194	6,787,032
2017	Assumption Method Changes	891,661	46,119	822,516	889,332	2,649,628
2018	Assumption Method Changes	918,910	47,149	844,783	923,487	2,734,329
2019	Assumption Method Changes	930,357	40,247	549,973	992,826	2,513,403
2020	Assumption Method Changes	1,459,518	(20,555)	(224,141)	100,431	1,315,253
2021	Assumption Method Changes	2,385,022	116,279	1,736,205	2,425,356	6,662,862
2022	Assumption Method Changes	2,658,082	129,016	2,472,333	2,768,243	8,027,674
	<b>Total Assumption Method Changes</b>	<b>18,001,243</b>	<b>816,093</b>	<b>13,148,705</b>	<b>15,449,430</b>	<b>47,415,471</b>
	<b>UAAL as of September 30, 2022</b>	<b>28,303,483</b>	<b>1,898,124</b>	<b>26,341,882</b>	<b>34,552,575</b>	<b>91,096,064</b>
	Membership - Retirees	216	12	106	107	441
	Membership - Active	166	2	60	67	295
	Membership - Terminated/Vested	42	3	23	27	95
	<b>Ratio of Total Membership to UAAL</b>	<b>66,753</b>	<b>111,654</b>	<b>139,375</b>	<b>171,903</b>	<b>109,622</b>

### 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 6.4% used in the September 30, 2022 Actuarial Valuation Report to 6.0% as of September 30, 2024.

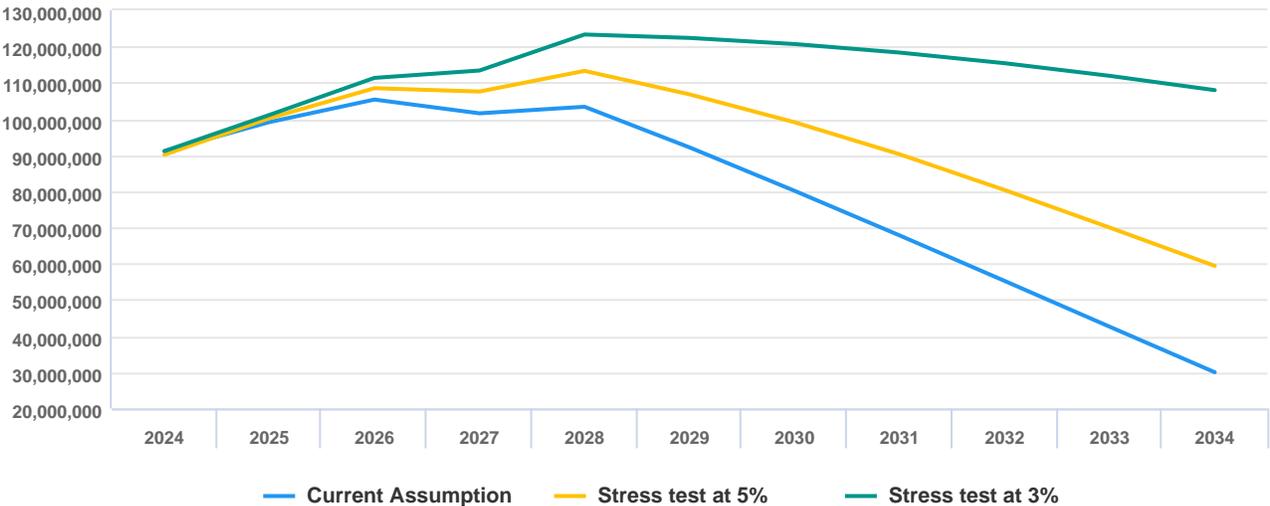
This forecast was stress tested using an estimated actual return on the market value of assets of 5% per year and 3% per year. The results are shown on the following charts for UAAL and Employer Contribution.

**Employer Contribution Forecast**



Since last year, there has been a setback in the UAAL forecast. This is due mainly to investment losses in FY22. The 10-year projection from GRS has the Retirement Fund 92.9% funded, with current assumptions, in FY34.

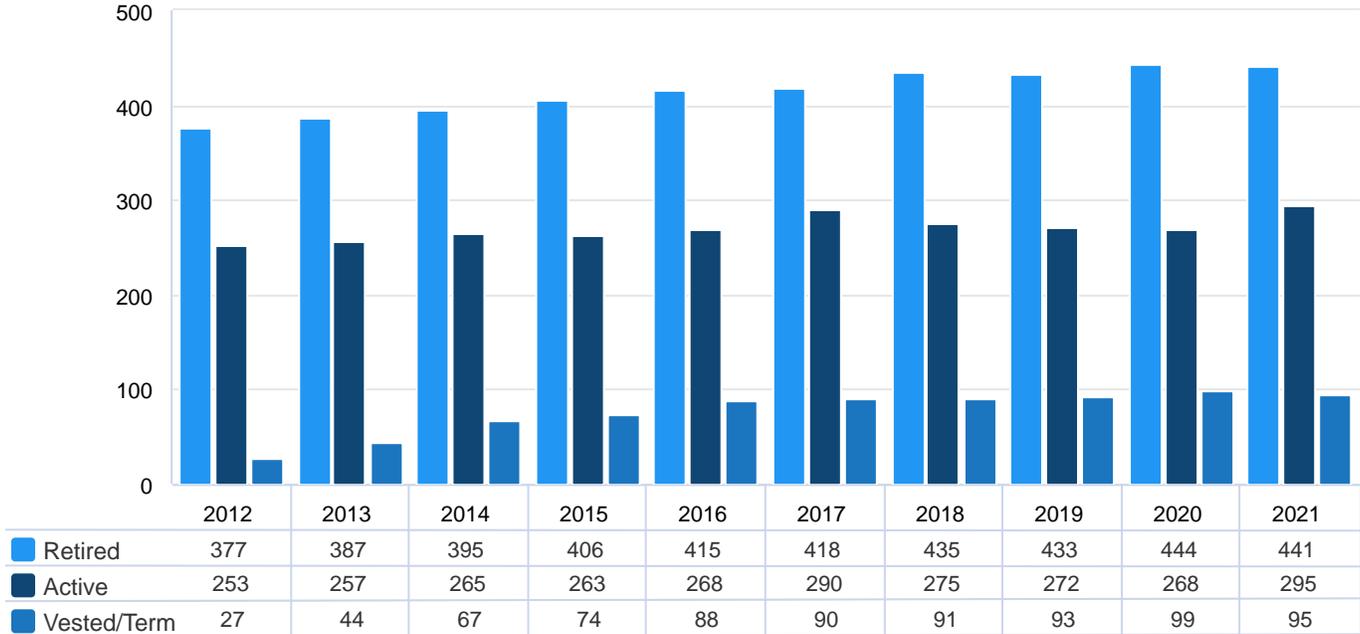
**UAAL Forecast**



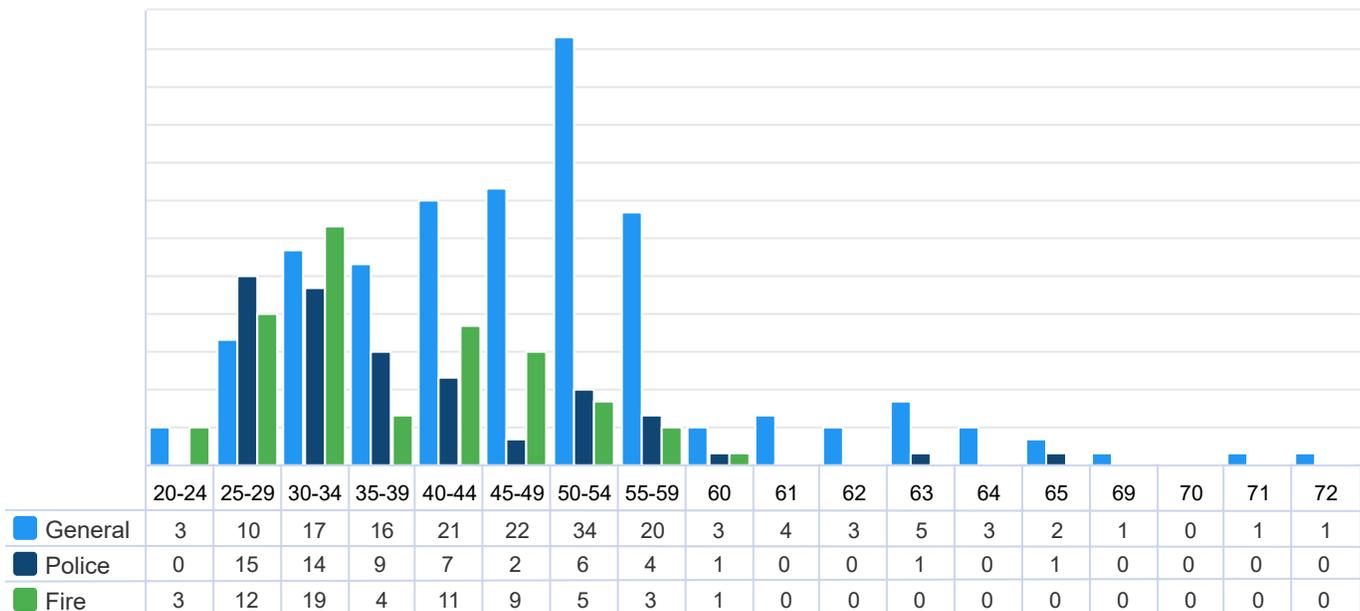
### DEMOGRAPHIC INFORMATION

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, 2022, Actuarial Report.

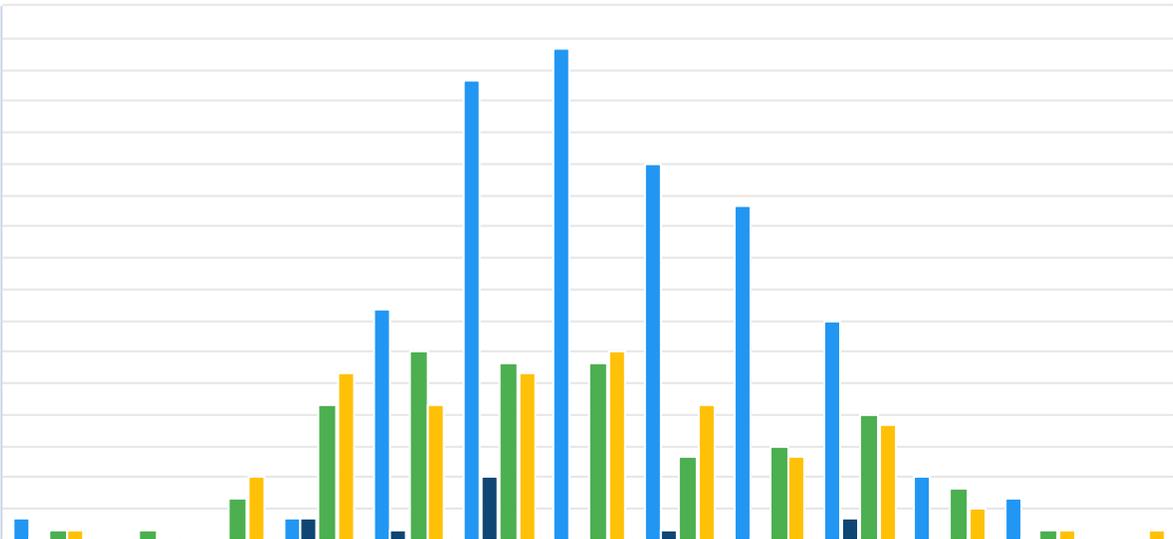
**Total Member Profile**



**Distribution of Active Members by Age**



Distribution of Retirees & Beneficiaries by Age



	Under 40	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-99
General	2	0	0	2	22	44	47	36	32	21	6	4	0
Ocean Rescue	0	0	0	2	1	6	0	1	0	2	0	0	0
Police	1	1	4	13	18	17	17	8	9	12	5	1	0
Firefighters	1	0	6	16	13	16	18	13	8	11	3	1	1

## 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

1. General: 30 or more years of service, regardless of age; or age 55 with 10 or more years of service
2. 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.
3. 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.
4. 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

1. 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) 1.0% for service in excess of 30 years.
2. 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.
3. 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.

### **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 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 FUND**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
<b>Revenues</b>						
Employer Contributions	11,665,547	11,746,005	11,457,243	11,457,243	12,650,878	10.42%
Employee Contributions	1,222,270	1,327,380	1,650,000	1,327,000	1,600,000	(3.03%)
Use of Prepaid Contributions	-	-	-	-	-	-%
Gain/(Loss) on Investments	41,277,449	(59,773,777)	2,850,000	1,400,000	2,500,000	(12.28%)
Miscellaneous	16,827	0	5,000	5,600	5,000	-%
Investment Income	10,697,238	14,655,629	14,825,000	36,500,000	14,825,000	-%
Transfer from General Fund	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	-%
<b>TOTALS</b>	<b>70,299,332</b>	<b>(26,624,762)</b>	<b>36,207,243</b>	<b>56,109,843</b>	<b>37,000,878</b>	<b>2.19%</b>
<b>Expenses</b>						
Salaries and Wages	30,469	44,836	90,736	37,750	90,935	0.22%
Employee Benefits	23,307	31,307	42,493	34,165	43,215	1.70%
Contractual	22,937,386	24,009,397	23,653,700	24,823,505	24,833,500	4.99%
<b>TOTALS</b>	<b>22,991,161</b>	<b>24,085,540</b>	<b>23,786,929</b>	<b>24,895,420</b>	<b>24,967,650</b>	<b>4.96%</b>
Total Revenues Over/(Under) Expenses	47,308,170	(50,710,302)	12,420,314	31,214,423	12,033,228	
Beginning Net Assets	240,907,941	288,216,111	237,505,809	237,505,809	268,720,232	
<b>ENDING NET ASSETS</b>	<b>288,216,111</b>	<b>237,505,809</b>	<b>249,926,123</b>	<b>268,720,232</b>	<b>280,753,460</b>	

**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 7.0% 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 on the following page. 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 line item reflects anticipated pension payments and operating costs.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director of Finance	0.100	0.100	0.100	0.100	0.000
Director Of People & Culture	0.000	0.000	0.000	0.000	0.100
People & Culture Division Director	0.000	0.000	0.100	0.100	0.000
Controller	0.000	0.000	0.000	0.000	0.025
Assistant Director of Finance	0.025	0.025	0.025	0.025	0.000
Budget Manager	0.000	0.000	0.000	0.000	0.100
Accountant III	0.000	0.000	0.000	0.000	0.100
People & Culture Generalist	0.000	0.000	0.000	0.250	0.250
Budget Analyst	0.100	0.100	0.100	0.100	0.000
People & Culture Coordinator	0.000	0.000	0.000	0.000	0.250
Accountant I	0.000	0.000	0.000	0.000	0.036
Accounting Technician	0.036	0.036	0.036	0.036	0.000
Administrative Assistant	0.000	0.000	0.000	0.050	0.050
Director of Human Resources	0.024	0.024	0.000	0.000	0.000
Human Resource Specialist (Part Time)	0.875	0.375	0.000	0.000	0.000
People and Culture Analyst	0.000	0.000	0.500	0.000	0.000
People and Culture Specialist	1.160	0.660	0.861	0.661	0.911



## FUND 610: 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, 2022. The Town's Actuarial Accrued Liability as of October 1, 2022 was determined to be \$31,068,482 using a 5.0% discount rate and return on assets and resulting in a funded ratio of 126.3%. The annual budgeted contribution for FY24 is \$789,128.

The Town provides to the retirees self-insured medical and prescription plan(s) and dental plan administered by Cigna.

### SUMMARY OF PLAN PROVISIONS

#### *Eligibility*

Employees must separate employment with the Town and be eligible to retire under the Town's retirement system. If a retiree does not choose the Town's plan at time of eligibility or drops coverage at any time, they are not eligible to rejoin the Town's plan.

#### *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, 2023 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**

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>						
Town Funding	429,858	334,215	331,217	331,217	789,128	138.25%
Retiree Funding	1,205,551	1,122,731	1,200,000	1,056,800	1,107,500	(7.71%)
Miscellaneous Revenue	777,022	302,871	-	110,000	-	-%
Investment Income	5,746,196	(5,188,295)	1,900,000	3,771,000	1,900,000	-%
<b>TOTALS</b>	<b>8,158,627</b>	<b>(3,428,479)</b>	<b>3,431,217</b>	<b>5,269,017</b>	<b>3,796,628</b>	<b>10.65%</b>
<b>Expenses</b>						
Salaries and Wages	63,648	58,468	94,580	80,000	90,219	(4.61%)
Employee Benefits	2,410,897	2,336,969	2,532,891	2,600,006	2,348,459	(7.28%)
Contractual	76,599	97,736	93,763	116,169	92,687	(1.15%)
Commodities	4,896	1,571	1,404	1,754	2,581	83.80%
<b>TOTALS</b>	<b>2,556,040</b>	<b>2,494,743</b>	<b>2,722,638</b>	<b>2,797,929</b>	<b>2,533,946</b>	<b>(6.93%)</b>
Total Revenues Over/(Under) Expenses	5,602,587	(5,923,222)	708,579	2,471,088	1,262,682	
Beginning Net Assets	34,728,236	40,330,823	34,407,601	34,407,601	36,878,689	
<b>ENDING NET ASSETS</b>	<b>40,330,823</b>	<b>34,407,601</b>	<b>35,116,180</b>	<b>36,878,689</b>	<b>38,141,372</b>	

## 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 FY24 projected budget for Retiree Funding is based on trending and actual contributions for FY23

### 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 FY24 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.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director of Finance	0.050	0.050	0.050	0.050	0.000
Director Of People & Culture	0.000	0.000	0.000	0.000	0.100
People & Culture Division Director	0.000	0.000	0.100	0.150	0.000
People & Culture Manager	0.000	0.000	0.000	0.050	0.050
Talent Development Officer	0.000	0.000	0.000	0.000	0.050
People & Culture Generalist	0.000	0.000	0.050	0.300	0.300
People & Culture Coordinator	0.330	0.330	0.050	0.050	0.350
Administrative Assistant	0.000	0.200	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	0.200	0.000	0.000	0.000
Director of Human Resources	0.100	0.100	0.000	0.000	0.000
Human Resource Specialist (Part Time)	0.050	0.000	0.000	0.000	0.000
People and Culture Analyst	0.100	0.100	0.250	0.050	0.000
People and Culture Specialist	0.000	0.000	0.000	0.300	0.000
	0.830	0.980	0.550	1.000	0.900



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

Years of Service		Q1		Q2		Q3		Q4	
25 + years		50%		51%		52%		Maximum	
		<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
	Retiree	\$ 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%		51%		52%		Maximum	
		<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
	Retiree	\$ 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%		51%		52%		Maximum	
		<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
	Retiree	\$ 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		Maximum		Maximum		Maximum	
		<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>	<i>Non-Medicare</i>	<i>Medicare</i>
	Retiree	\$ 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		

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 base on the commingled experience of the retiree group with the claims experience of the active employees in accordance with F.S. 112.0801.  
 \*\* Employees hired after October 1, 2009 will be charged the maximum allowable per state statute.



**OAPIN - Seaview Plan  
(Previously the HMO Plan)  
Retiree Sliding Scale Monthly Insurance Premium Rates 2023**

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

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

\* Rates are base on the commingled experience of the retiree group with the claims experience of the active employees in accordance with F.S. 112.0801.

\*\* Employees hired after October 1, 2009 will be charged the maximum allowable per state statute.



# Appendix

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**





# Authorized Positions

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

**Authorized positions**

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Town Manager's Office</b>					
Town Manager	1.000	1.000	1.000	1.000	1.000
Deputy Town Manager	1.000	1.000	1.000	1.000	1.750
Assistant Town Manager	-	-	0.200	0.250	-
Town Clerk	1.000	1.000	1.000	1.000	0.500
Administrative Manager	1.000	1.000	1.000	1.000	1.000
Communications Specialist	-	-	0.500	0.500	0.500
Deputy Town Clerk	1.000	1.000	1.000	1.500	1.000
Administrative Assistant	1.000	1.000	2.000	2.000	1.000
Clerk Support Assistant	-	-	-	-	1.000
Administrative Clerk	-	1.000	-	-	1.000
Administrative Assistant II	1.000	-	-	-	-
	<b>7.000</b>	<b>7.000</b>	<b>7.700</b>	<b>8.250</b>	<b>8.750</b>
<b>Information Systems</b>					
Director Of Information Technology	-	-	-	-	1.000
Division Director of Information Technology	-	-	-	1.000	-
GIS Manager	-	-	-	-	1.000
Information Technology Manager	1.000	1.000	1.000	1.000	1.000
Systems Administrator	2.000	2.000	2.000	2.000	2.000
Information Technology Analyst	-	-	-	-	1.000
Information Technology Applications Analyst	-	-	-	-	1.000
IT Solutions Analyst	-	-	-	-	1.000
GIS Tech	-	-	-	-	1.000
GIS Specialist	-	-	-	-	1.000
Information Technology Public Safety Specialist	-	-	-	1.000	1.000
Information Technology Services Coordinator	-	-	-	1.000	1.000
Assistant IT Director	1.000	1.000	1.000	-	-
GIS Coordinator	1.000	1.000	1.000	1.000	-
Information Technology Applications Specialist	-	-	-	1.000	-
Information Technology Specialist	3.000	3.000	3.000	1.000	-
	<b>8.000</b>	<b>8.000</b>	<b>8.000</b>	<b>9.000</b>	<b>12.000</b>
<b>Human Resources</b>					
Assistant Town Manager	-	-	0.200	0.250	-
Director Of People & Culture	-	-	-	-	0.700
People & Culture Division Director	-	-	0.500	0.600	-
People & Culture Manager	-	-	-	0.900	0.900
Talent Development Officer	-	-	-	-	0.900
Communications Specialist	-	-	0.500	0.500	0.500
People & Culture Generalist	-	-	0.900	0.150	0.150
People & Culture Coordinator	0.350	0.350	0.900	0.900	1.050
Administrative Assistant	-	-	0.400	0.850	0.850
Assistant Director of Human Resources	0.500	0.500	-	-	-
Director of Human Resources	0.496	0.496	-	-	-
People and Culture Analyst	1.800	1.800	1.000	0.900	-
People and Culture Specialist	0.625	0.625	-	0.150	-
	<b>3.771</b>	<b>3.771</b>	<b>4.400</b>	<b>5.200</b>	<b>5.050</b>
<b>Finance</b>					
Director of Finance	0.850	0.850	0.850	0.750	-

**Authorized positions (continued)**

<b>Full Time Equivalent Employees</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Controller	-	-	-	-	0.975
Assistant Director of Finance	0.975	0.975	0.975	0.975	-
Procurement & Contracts Manager	1.000	1.000	1.000	1.000	1.000
Budget Manager	-	-	-	-	0.900
Assistant Procurement & Contracts Manager	1.000	1.000	1.000	1.000	1.000
Accountant III	-	-	-	-	2.900
Senior Procurement & Contracts Agent	-	-	-	-	1.000
Budget Analyst	0.900	0.900	0.900	0.900	-
Procurement & Contracts Agent	-	-	-	-	2.000
Accountant	2.000	2.000	2.000	2.000	-
Accountant I	-	-	-	-	2.914
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Accounting Technician	2.964	2.964	2.964	2.914	-
Buyer	2.000	1.000	1.000	1.000	-
Junior Buyer	1.000	1.000	1.000	1.000	-
Purchasing Coordinator	1.000	-	-	-	-
Senior Buyer	-	1.000	1.000	1.000	-
	<b>14.689</b>	<b>13.689</b>	<b>13.689</b>	<b>13.539</b>	<b>13.689</b>
<b>Planning and Zoning</b>					
Director of Planning Zoning & Building	1.000	0.750	0.750	0.750	0.750
Assistant Director of PZB	1.000	0.400	0.400	0.400	0.400
Fire Marshal	1.000	1.000	1.000	1.000	1.000
Civil Engineer	1.000	-	-	-	-
Planner III	-	-	-	1.000	1.000
Zoning Manager	1.000	1.000	1.000	-	-
Building Inspector II	2.100	-	-	-	-
Design & Preservation Planner	-	-	-	-	1.400
Planner I	-	-	0.500	0.500	0.500
Fire Inspector	1.000	1.000	1.000	1.000	1.000
Business Services Supervisor	1.000	-	-	-	-
Development Geoprocessor Technician	1.000	-	-	-	-
Administrative Specialist	1.000	0.500	0.500	0.500	0.500
Lead Code Compliance Officer	-	-	-	-	1.000
Zoning Technician	-	0.500	-	0.500	0.500
Code Compliance Officer I	2.000	2.000	2.000	2.000	1.000
Parking/Code Enforcement Specialist	0.750	0.750	0.750	0.750	0.750
Development Permit Technician	3.000	-	-	-	-
Administrative Assistant	2.000	0.500	0.500	-	0.500
Business Systems Analyst	1.000	-	-	-	-
Chief Construction Inspectors	0.900	-	-	-	-
Combination Inspector	2.000	-	-	-	-
Combination Plan Reviewer	2.000	-	-	-	-
Historic Preservation Planner	-	0.700	0.700	0.700	-
Planning Administrator	1.000	-	-	-	-
Administrative Assistant (Part Time)	-	-	0.375	0.375	0.375
	<b>25.750</b>	<b>9.100</b>	<b>9.475</b>	<b>9.475</b>	<b>10.675</b>
<b>Recreation</b>					
Assistant Town Manager	-	-	0.250	0.250	-

**Authorized positions (continued)**

<b>Full Time Equivalent Employees</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Director Of Recreation	-	-	-	-	0.750
Division Director of Recreation	-	-	0.750	0.750	-
Assistant Director of Recreation	0.800	0.800	0.800	0.800	0.800
Program Manager	-	-	-	1.000	1.000
Office Manager	-	-	-	-	1.000
Recreation Facilities Maintenance Supervisor	-	-	0.800	0.800	0.800
Recreation Supervisor	1.600	1.800	2.000	1.000	1.000
Recreation Specialist	-	1.000	2.000	2.000	1.000
Administrative Assistant	0.800	0.800	0.800	1.800	0.800
Administrative Clerk	0.800	-	-	-	-
Pro-Shop Assistant	-	-	-	-	1.000
Maintenance Worker	-	-	-	-	1.000
Director of Business Development and Operations	0.500	0.500	-	-	-
Program Development and Operations Manager	1.000	1.000	-	-	-
Tennis Supervisor	1.000	1.000	-	-	-
Maintenance Worker (Part Time)	1.083	1.083	1.119	1.140	0.137
Bus Driver (Part Time)	0.410	0.411	0.304	0.304	0.304
Activity Leader (Part Time)	2.500	1.052	0.530	0.550	0.552
Recreation Center Attendants (Part Time)	8.195	0.255	0.425	0.207	0.216
Tennis Attendant (Part Time)	1.344	1.359	0.991	0.845	0.835
	<b>20.032</b>	<b>11.060</b>	<b>10.769</b>	<b>11.446</b>	<b>11.194</b>
<b>Fire-Rescue</b>					
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
Division Chief - EMS Coordinator	1.000	1.000	1.000	1.000	1.000
Division Chief - Training/Safety	1.000	1.000	1.000	1.000	1.000
Battalion/Division Chief	3.000	3.000	3.000	3.000	3.000
Lieutenant/Paramedic	21.000	21.000	21.000	21.000	21.000
FF Driver/Engineer Paramedic	12.000	10.000	10.000	10.000	8.000
Firefighter Emt	-	-	-	-	9.000
Firefighter Paramedic	-	-	-	-	24.000
FF Driver/Engineer Emt	-	-	-	-	1.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Office Manager	1.000	-	-	-	-
Supervisor Lifeguard	1.000	1.000	1.000	1.000	1.000
Mechanic/PD	0.200	-	0.200	0.200	0.200
Administrative Specialist	-	1.000	1.000	1.000	1.000
Administrative Assistant	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
Firefighter, Paramedic or EMT	30.000	32.000	32.000	32.000	-
Master Mechanic	-	0.200	-	-	-
	<b>81.400</b>	<b>81.400</b>	<b>81.400</b>	<b>81.400</b>	<b>81.400</b>
<b>Police</b>					
Police Chief	1.000	1.000	1.000	1.000	1.000
Police Major	1.000	1.000	1.000	1.000	1.000
Police Captain	3.000	3.000	3.000	3.000	3.000
Police Lieutenant	3.000	3.000	3.000	4.000	3.000

**Authorized positions (continued)**

<b>Full Time Equivalent Employees</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Police Lieutenant Prof Standards	-	-	-	-	1,000
Police Sergeant	10,000	10,000	10,000	10,000	10,000
Police Officer	42,000	41,000	40,000	43,000	46,000
Police Officer/Detective	7,000	8,000	9,000	9,000	8,000
Civilian Services Division Manager	1,000	1,000	1,000	1,000	1,000
Fleet Manager	0.800	0.800	0.800	0.800	0.800
Crime Scene Evidence Manager	1,000	1,000	1,000	1,000	1,000
Telecommunications Supervisor Lead	1,000	1,000	1,000	1,000	1,000
Telecommunicator Supervisor	3,000	4,000	4,000	4,000	4,000
Crime Scene Evidence Technician	-	-	1,000	1,000	1,000
Crime Intelligence Analyst	1,000	1,000	1,000	1,000	1,000
Telecommunicator	11,000	10,000	10,000	10,000	10,000
Mechanic/PD	0.800	-	0.800	0.800	0.800
Administrative Specialist	1,000	1,000	1,000	1,000	1,000
Digital Crime Scene Tech	-	-	-	-	1,000
Parking/Code Enforcement Specialist	0.250	0.250	0.250	0.250	0.250
Lead Parking Control Officer	1,000	1,000	1,000	1,000	1,000
Police Records Specialist	2,000	2,000	2,000	2,000	2,000
Parking Enforcement Officer	6,000	2,000	2,000	4,000	4,000
Administrative Assistant	2,000	2,000	2,000	3,000	3,000
Master Mechanic	-	0.800	-	-	-
Police Planner	1,000	1,000	1,000	-	-
Training and Community Relations Coordinator	1,000	1,000	-	-	-
Crime Scene Technician (Part Time)	1,000	1,000	-	-	-
Vehicle Technician (Part Time)	0.350	0.350	-	-	-
	<b>102,200</b>	<b>98,200</b>	<b>96,850</b>	<b>102,850</b>	<b>105,850</b>
<b>Public Works</b>					
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
Town Engineer	1,000	1,000	1,000	1,000	1,000
Project Engineer Senior	1,000	1,000	1,000	1,000	1,000
Water Resources Division Manager	1,000	1,000	1,000	1,000	1,000
Project Engineer	1,000	1,000	2,000	2,000	2,000
Project Engineering Coordinator	-	-	-	-	1,000
Facilities Maint Div Manager	0.980	0.990	1,000	1,000	1,000
Services Division Manager	1,000	1,000	1,000	1,000	1,000
Utilities Maintenance Supervisor	1,000	1,000	1,000	1,000	1,000
Electrician Supervisor	-	-	1,000	1,000	1,000
Fleet Mechanic Supervisor	1,000	1,000	1,000	1,000	1,000
General Maintenance Supervisor	0.962	0.975	1,000	1,000	1,000
Grounds Supervisor	1,000	1,000	1,000	1,000	1,000
Construction & Right-A-Way Manager	-	-	-	-	1,000
Industrial Electrician Senior	0.990	0.995	1,000	1,000	-
GIS Specialist	-	1,000	1,000	1,000	-
Industrial Electrician	1,980	1,990	1,000	1,000	2,000
Right of Way Inspector	1,000	1,000	1,000	1,000	-
Sanitation Supervisor	1,000	1,000	1,000	1,000	1,000
Trash Supervisor	1,000	1,000	1,000	1,000	1,000

**Authorized positions (continued)**

<b>Full Time Equivalent Employees</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Public Works Project Coordinator	-	1.964	2.000	2.000	2.000
Office Manager	1.000	1.000	1.000	1.000	1.000
Water Resources Technician II	3.000	3.000	3.000	4.000	5.000
Engineering Support Coordinator	-	-	-	-	1.000
Fleet Mechanic	3.000	3.000	3.000	3.000	3.000
Crane Operator	3.000	3.000	3.000	3.000	3.000
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 Resources Technician I	11.000	10.000	10.000	9.000	8.000
Building Maintenance Worker	1.940	1.970	2.000	2.000	2.000
Equipment Operator III	1.000	1.000	1.000	1.000	1.000
Irrigation and Spray Technician	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	4.000	4.000	4.000	4.000	4.000
Equipment Operator II	3.000	4.000	4.000	4.000	4.000
Equipment Operator I	18.000	17.000	17.000	17.000	17.000
Sanitation and Trash Worker	8.000	7.000	7.000	7.000	7.000
CMMS Coordinator	-	1.000	1.000	1.000	-
Grounds Technician	2.000	-	-	-	-
Public Works Systems Specialist	1.000	-	-	-	-
	<b>80.852</b>	<b>79.884</b>	<b>81.000</b>	<b>81.000</b>	<b>81.000</b>
<b>Townwide Underground Utilities</b>					
Underground Utilities Easement Acquisition Manager	-	-	1.000	1.000	-
Underground Utilities Project Manager	1.000	1.000	-	-	-
Administrative Assistant (Part Time)	-	-	0.750	0.750	-
	<b>1.000</b>	<b>1.000</b>	<b>1.750</b>	<b>1.750</b>	<b>-</b>
<b>Coastal Management</b>					
Coastal Program Manager	1.000	1.000	1.000	1.000	1.000
	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>Marina Enterprise Fund</b>					
Deputy Town Manager	-	-	-	-	0.250
Assistant Town Manager	-	-	0.250	0.250	-
Marina Manager	-	-	-	-	1.000
Assistant Director of Recreation	0.100	0.100	0.100	0.100	0.100
Assistant Marina Manager	-	-	-	-	1.000
Administrative Assistant	0.100	0.100	1.100	1.100	1.100
Facilities Maintenance Worker	-	-	1.000	1.000	1.000
Recreation Facilities Maintenance Supervisor	-	-	0.100	0.100	0.100
Administrative Clerk	0.100	-	-	-	-
Assistant Dockmaster	-	-	1.000	1.000	-
Director of Business Development and Operations	0.250	0.250	-	-	-
Dockmaster	1.000	1.000	1.000	1.000	-
Public Works Employees	0.068	0.018	-	-	-
Recreation Supervisor	0.200	0.100	-	-	-
Dock Attendant (Part Time)	1.500	-	-	-	1.125
	<b>3.318</b>	<b>1.568</b>	<b>4.550</b>	<b>4.550</b>	<b>5.675</b>
<b>Par 3 Golf Course</b>					
Director Of Recreation	-	-	-	-	0.250
Division Director of Recreation	-	-	0.250	0.250	-

**Authorized positions (continued)**

<b>Full Time Equivalent Employees</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Assistant Director of Recreation	0.100	0.100	0.100	0.100	0.100
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
Recreation Facilities Maintenance Supervisor	-	-	0.100	0.100	0.100
Golf Operations Supervisor	-	1.000	1.000	1.000	1.000
Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Irrigation and Spray Technician	-	-	-	-	1.000
Administrative Assistant	0.100	0.100	0.100	0.100	0.100
Administrative Clerk	0.100	-	-	-	-
Pro-Shop Assistant	1.000	-	-	1.000	2.000
Maintenance Associate	-	-	-	1.000	-
Director of Business Development and Operations	0.250	0.250	-	-	-
Equipment Operator	0.250	-	-	-	-
Public Works Employees	0.098	0.098	-	-	-
Recreation Supervisor	0.200	0.100	-	-	-
Senior Golf Associate	1.000	1.000	1.000	-	-
Administrative Assistant (Part Time)	-	-	-	0.750	-
Golf Course Associate (Part Time)	0.850	0.312	0.309	0.290	-
Maintenance Associate (Part Time)	0.750	0.750	0.750	-	-
	<b>8.698</b>	<b>7.710</b>	<b>7.609</b>	<b>8.590</b>	<b>8.550</b>
<b>Building Enterprise Fund</b>					
Director of Planning Zoning & Building	-	0.250	0.250	0.250	0.250
Assistant Director of PZB	-	0.600	0.600	0.600	0.600
Civil Engineer	-	1.000	1.000	1.000	1.000
Design and Preservation Manager	-	-	-	-	1.000
Planner II	-	-	1.000	1.000	1.000
Building Inspector III	-	1.000	1.000	1.000	1.000
Building Inspector II	-	3.000	3.000	3.000	3.000
Design & Preservation Planner	-	-	-	-	0.600
GIS Analyst	-	-	-	-	1.000
Combination Plan Reviewer Sr	-	1.000	1.000	1.000	1.000
Planner I	-	-	0.500	0.500	0.500
Town Clerk	-	-	-	-	0.500
Business Services Supervisor	-	1.000	1.000	1.000	1.000
Deputy Town Clerk	-	-	-	0.500	-
Development Geoprocessor Technician	-	1.000	1.000	1.000	1.000
Administrative Specialist	-	0.500	0.500	0.500	0.500
Zoning Technician	-	0.500	-	0.500	0.500
Construction Site Monitor	-	-	1.750	4.000	4.000
Development Permit Tech Sr	-	1.000	1.000	1.000	1.000
Development Permit Technician	-	2.000	2.000	2.000	2.000
Administrative Assistant	-	0.500	0.875	1.000	0.500
Building Inspector I	-	1.000	1.000	-	-
Combination Plan Reviewer	-	2.000	1.000	-	-
Electronic Document Management Coordinator	-	1.000	-	-	-
Historic Preservation Planner	-	0.300	0.300	0.300	-
Administrative Assistant (Part Time)	-	-	-	0.375	0.375

Authorized positions (continued)

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
	-	17.650	18.775	20.525	22.325
<b>Self Insurance Fund - Risk</b>					
Assistant Town Manager	-	-	0.100	-	-
Director of Finance	-	-	-	0.100	-
People & Culture Division Director	-	-	0.200	-	-
Risk Manager	1.000	1.000	0.900	1.000	1.000
Accountant I	-	-	-	-	0.050
Accounting Technician	-	-	-	0.050	-
Administrative Assistant	-	0.400	0.200	-	-
Assistant Director of Human Resources	0.100	0.100	-	-	-
Director of Human Resources	0.280	0.280	-	-	-
People and Culture Specialist	0.250	-	-	-	-
	<b>1.630</b>	<b>1.780</b>	<b>1.400</b>	<b>1.150</b>	<b>1.050</b>
<b>Self Insurance Fund - Health</b>					
Director Of People & Culture	-	-	-	-	0.100
People & Culture Division Director	-	-	0.100	0.150	-
Risk Manager	-	-	0.100	-	-
People & Culture Manager	-	-	-	0.050	0.050
Talent Development Officer	-	-	-	-	0.050
People & Culture Generalist	-	-	0.050	0.300	0.300
People & Culture Coordinator	0.320	0.320	0.050	0.050	0.350
Administrative Assistant	-	0.400	0.100	0.050	0.050
Assistant Director of Human Resources	0.200	0.200	-	-	-
Director of Human Resources	0.100	0.100	-	-	-
People and Culture Analyst	0.100	0.100	0.250	0.050	-
People and Culture Specialist	0.200	-	-	0.300	-
	<b>0.920</b>	<b>1.120</b>	<b>0.650</b>	<b>0.950</b>	<b>0.900</b>
<b>Retirement Fund</b>					
Director of Finance	0.100	0.100	0.100	0.100	-
Director Of People & Culture	-	-	-	-	0.100
People & Culture Division Director	-	-	0.100	0.100	-
Controller	-	-	-	-	0.025
Assistant Director of Finance	0.025	0.025	0.025	0.025	-
Budget Manager	-	-	-	-	0.100
Accountant III	-	-	-	-	0.100
People & Culture Generalist	-	-	-	0.250	0.250
Budget Analyst	0.100	0.100	0.100	0.100	-
People & Culture Coordinator	-	-	-	-	0.250
Accountant I	-	-	-	-	0.036
Accounting Technician	0.036	0.036	0.036	0.036	-
Administrative Assistant	-	-	-	0.050	0.050
Director of Human Resources	0.024	0.024	-	-	-
People and Culture Analyst	-	-	0.500	-	-
People and Culture Specialist	-	-	-	0.250	-
Human Resource Specialist (Part Time)	0.875	0.375	-	-	-
	<b>1.160</b>	<b>0.660</b>	<b>0.861</b>	<b>0.911</b>	<b>0.911</b>
<b>OPEB Trust</b>					
Director of Finance	0.050	0.050	0.050	0.050	-

**Authorized positions (continued)**

<b>Full Time Equivalent Employees</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Director Of People & Culture	-	-	-	-	0.100
People & Culture Division Director	-	-	0.100	0.150	-
People & Culture Manager	-	-	-	0.050	0.050
Talent Development Officer	-	-	-	-	0.050
People & Culture Generalist	-	-	0.050	0.300	0.300
People & Culture Coordinator	0.330	0.330	0.050	0.050	0.350
Administrative Assistant	-	0.200	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	0.200	-	-	-
Director of Human Resources	0.100	0.100	-	-	-
People and Culture Analyst	0.100	0.100	0.250	0.050	-
People and Culture Specialist	-	-	-	0.300	-
Human Resource Specialist (Part Time)	0.050	-	-	-	-
	<b>0.830</b>	<b>0.980</b>	<b>0.550</b>	<b>1.000</b>	<b>0.900</b>
<b>Grand Total</b>	<b>362.250</b>	<b>345.572</b>	<b>350.428</b>	<b>362.586</b>	<b>370.919</b>





# Donation Reserve

**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

### Donation Reserve Account Summary

Donation Account	Balance at 10/1/22	Adjustment Made to Reserve	Revenues FY2023	Expenditures FY2023	Encumbrances	Balance at 9/30/23
Finance	44.97		-	-		44.97
Fire-Rescue	39,883.09	(1,500)	75,738	68,217		45,903.20
Fire Public Education	15,906.39		-	277		15,628.99
Co-Worker Recognition Program	51,013.05		48,175	29,645		69,542.66
Employee of the Year Award	-		3,500	-		3,500.00
Town Scholarship Fund	3,000.00		-	-		3,000.00
Employee Wellness	114,613.34		-	-		114,613.34
Thomas Mettler Memorial Scholarship	80,459.35		-	-		80,459.35
Goldsmith Scholar Award Fund	-		7,500	-		7,500.00
Police Department	186,322.30	(1,500)	169,100	174,944	59,064	119,914.09
DuPont Training	2,323.01		-	-		2,323.01
Police Softball League	-		-	-		-
Crime Scene Equipment	-		-	-		-
Crime Watch	-		-	-		-
Police Vehicles	6,066.58		-	5,790	-	276.27
Community Camera & Security Ptrshp	46,800.00		-	42,092	4,708	(0.00)
PB Public Holiday Boxes	17.16		4,542	4,369		190.42
Police Firearms Range	(4,808.44)		-	17,639	-	(22,447.44)
Public Works Department	5,010.92		5,000	7,196		2,815.05
Town Beautification	7,443.54		-	5,948		1,496.04
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	26,195.30		15,000	1,461		39,733.95
PW - Safety Program	1,291.33		5,409	1,520	-	5,180.13
Employee Fitness Center	3,054.60	3,000	-	1,608		4,446.43
Undesignated Donations	4,787.99	10,000	23,093	23,093		14,787.99
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		-	10,000		19,999.00
Administrative Donations	75,025.87		-	-		75,025.87
Road Safety Grant	10,000.00	(10,000)	-	-		-
Mayor's Appreciation Fund	20,950.00		113,350	-		134,300.00
Technology Fund	50,000.00		-	-		50,000.00
<b>Total</b>	<b>990,229.46</b>	<b>-</b>	<b>470,407</b>	<b>393,801</b>	<b>63,771</b>	<b>1,003,063.43</b>



# Financial Policies

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

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.

- a. This Fund Balance Policy establishes:
- b. Fund balance policy for the general fund;
- c. Reservations of fund balance for the general fund;
- d. 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
- e. Establish a spending order of fund balances.

**Fund Balance Policy:**

1. Restricted Fund Balance – Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation will be budgeted and reported in special revenue funds, capital project funds or debt service funds. There is no restricted fund balance in the General Fund.
2. Committed Fund Balance – Commitment of fund balance may be made for such purposes including, but not limited to, a) major maintenance and repair projects; b) meeting future obligations resulting from a natural disaster; c) accumulating resources pursuant to stabilization arrangements; d) establishing reserves for disasters; and/or e) for setting aside amounts for specific projects or purposes. Commitment of fund balance may be made from time-to-time by ordinance of the Town Council. Commitments may be changed or lifted only by the Town Council taking the same formal action that imposed the constraint originally (ordinance). The use of committed fund balances will be considered in conjunction with the annual budget adoption process or by budget amendment approved by Ordinance of the Town Council during the fiscal year.
3. Assigned Fund Balance – Assignment of fund balance may be a) made for a specific purpose that is narrower than the general purposes of the government itself; and/or b) used to reflect the appropriation of a portion of existing unassigned fund balance to eliminate a projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues. Assigned fund balance shall reflect management's intended use of resources as set forth in the annual budget (and any amendments thereto). Assigned fund balance may or may not be appropriated for expenditure in the subsequent year depending on the timing of the project/reserve for which it was assigned.
4. Non-Spendable Fund Balance – Non-spendable fund balance is established to report items that are not expected to be converted to cash such as inventory and prepaid items; items not currently in cash form such as the long-term amount of loans and notes receivable; and, items legally or contractually required to be maintained intact.

5. **Minimum Level of Unassigned Fund Balance** – Unassigned fund balance is the residual classification for the general fund and represents fund balance that has not been restricted, committed or assigned to specific purposes within the general fund. The Town will maintain a minimum level of 25% of general fund operating expenditures.

If after the annual audit, prior committed or assigned fund balance causes the unassigned fund balance to fall below 25% of general fund operating expenditures, the Town Manager will so advise the Town Council in order for necessary action to be taken to restore the unassigned fund balance to 25% of General Fund operating expenditures.

The Town Manager will prepare and submit a plan to the Town Council, that may include expenditure reductions, revenue increases, use of non-recurring revenues, budget surpluses and excess resources in other funds to restore fund balance to the minimum level. The Town shall take action necessary to restore the unassigned fund balance to acceptable levels within two years.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it is the Town's policy to reduce restricted amounts first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it is the Town's policy to reduce committed amounts first, followed by assigned amounts, then unassigned amounts.

### **Reservations of Fund Balance (General Fund)**

**Committed Fund Balance** – There are no current commitments of fund balance in the General Fund.

### **Assigned Fund Balance**

The Town Council hereby establishes the following assignment of fund balance in the General Fund:

1. **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.
2. **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.
3. **Assignment to Subsequent Year's Budget** – The subsequent year's budget fund balance is assigned by the Town management as set forth in the annual budget (and any amendments thereto) to appropriate a portion of existing unassigned fund balance to eliminate projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues.

### **Budgeting**

1. **Appropriation of Unrestricted Fund Balance** – The actual amount of unrestricted fund balance (total of committed fund balance assigned fund balance and unassigned fund balance) is not known until the completion of the annual audit which takes place within six months after the end of the fiscal year being audited. However, an estimate of unrestricted fund balance (also called estimated beginning fund balance) will be made and reported during the annual budget adoption process (June through September) which is prior to the end of the fiscal year, September 30th.
2. **Estimated Beginning Fund Balance** – In order to achieve the most accurate estimate possible, the Finance Department shall project both Sources of Funds (revenues, prior years unrestricted fund balances carried forward and other financing sources) and Uses of Funds (operating and non-operating expenditures), including accruals, for each governmental fund through September 30th of the current

fiscal year. These projections will be shown for each fund in the proposed and final budget documents. The difference between the estimated actual sources of funds and estimated actual uses of funds is the calculated estimated beginning fund balance for the subsequent fiscal year. If planned for use in the subsequent fiscal year, committed and assigned fund balance may be included in the estimated beginning fund balance.

3. Estimated Ending Fund Balance – For the year being budgeted, a calculation of estimated ending fund balance shall be made. This calculation shall be the difference between the budgeted sources of funds and the budgeted uses of funds as described above.

If after the annual audit, the actual general fund unassigned fund balance is greater than 25% of operating expenditures in the general fund, the excess may be used in one or a combination of the following ways:

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

**RESERVATION OF FUND BALANCE:** Reserves established by the Town Council or by Town Management.

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

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

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

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

Subject Policy: Revenue Shortfall Plan

Effective Date: October 1, 2002

**Purpose:** To establish a plan to address financial conditions which could result in a net shortfall of revenues as compared to expenditures. The plan is divided into the following three components:

**Indicators**, which serve as warnings that potential budgetary impacts are increasing in probability. Indicators will be shown as a percentage reduction in revenues. The Town will monitor key revenue sources as well as inflation factors and national and state trends.

**Phases**, which will serve to classify and communicate the severity of the situation, as well as identify the actions to be taken at the given phase.

**Actions**, which are the preplanned steps to be taken in order to prudently address and counteract the anticipated shortfall.

The recession plan and classification of the severity of the economic downturn, will be used in conjunction with the Town's policy regarding the importance of maintaining the Unassigned Fund Balance reserves to address economic uncertainties.

The following is a summary of the phase classifications, indicators and the corresponding actions to be taken:

### Phase 1

**Alert:** An anticipated net reduction in budgeted revenue vs. actual receipts of 1% up to 5%. The actions associated with this phase are as follows:

**Actions:**

- a. Delaying expenditures where reasonably possible, while maintaining the same level of service.
- b. Departments shall monitor their individual budgets to ensure that only essential expenditures are made to maintain service levels.
- c. Non-essential capital expenditures may be deferred.
- d. Hiring for vacant positions will be closely scrutinized and may result in delaying the recruitment process and using temporary help where possible.

### Phase 2

**Minor:** A reduction in total budgeted revenues vs. actual receipts in excess of 5% to 9%. The objective at this level is still to maintain the same level of service where possible. Actions associated with this level may be:

**Actions:**

- a. Intensifying the review process for large items such as contract services, consulting services, and capital expenditures including capital improvements.
- b. Hiring to fill vacant positions only with special justification and authorization.
- c. Closely monitoring and reducing expenditures for travel and seminars.

### Phase 3

**Moderate:** A reduction in total budgeted revenues vs. actual receipts of 10% to 15% Initiating cuts of service levels by:

**Actions:**

- a. Deferring large expenditures.

- b. Deferring capital expenditures.
- c. Reducing CIP appropriations from the General Fund and deferring projects.
- d. Institute a hiring freeze.
- e. Eliminate expenditures for travel and seminars.
- f. Consider across the board departmental budget cuts.

#### **Phase 4**

**Major:** A reduction in total budgeted revenues vs. actual receipts of 16% to 25% implementation of major service cuts may include:

#### **Actions:**

- a. Reducing the temporary work force.
- b. Deferring merit wage increases.
- c. Further reducing capital expenditures.
- d. Preparing a strategy for reduction in work force.
- e. Instituting across the board departmental budget cuts.
- f. Draw on excess unassigned fund balance to compensate for lost revenue.

#### **Phase 5**

**Crisis:** A reduction in total budgeted revenues vs. actual receipts of over 25%. Actions may include:

#### **Actions:**

- a. Implementing reduction in work force or other personnel cost reduction strategies.
- b. Eliminate programs.
- c. Eliminate capital improvement projects.
- d. Draw on unassigned fund balance to compensate for lost revenue.

**Responsibility:** It is the responsibility of the Town Manager and the Finance Director to advise the Town Council of a revenue shortfall as soon as it is apparent based upon the established indicators. The Town Manager and Finance Director will recommend actions based upon the Phase classifications.

Approval Date: August 13, 2002

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:

1. 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;
2. 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;
3. 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;
4. That such Debt Obligations shall not be issued or debt proceeds used to finance current operations of the Town except as provided herein;
5. To minimize the impact of construction or acquisition of infrastructure and other assets on the budget of the Town;
6. 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;
7. 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;
8. 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;
9. 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

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

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:

1. Requests that could not be reasonably anticipated during the budget process for the current year.
2. 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

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

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

Subject Policy: Golf Course Enterprise Fund – Repair and Replacement Reserve

Effective Date: September 30, 2018

**Purpose:** The purpose of this policy is to create separate reserves within the Golf Course Enterprise Fund to fund the costs of non-routine maintenance and improvement (M&I) projects at the Par 3 Golf Course and Clubhouse. These reserves will significantly reduce the budgetary fluctuations due to the varying costs of these projects.

**Policy:** It is the policy of the Town of Palm Beach to maintain reserves for funding maintenance and improvement projects at the Par 3 Golf Course and clubhouse. Funds will be drawn from these reserves to fund the cost of non-routine maintenance and improvement projects.

The reserve will be originally funded as follows:

The balances of the Golf Course and Golf Course Clubhouse maintenance and improvement reserves as of September 30, 2018, will be transferred into the Golf Course Enterprise Fund Repair and Replacement Reserve.

**Annual Funding of Reserve:**

A transfer equal to ½ of the annual depreciation on the clubhouse and golf course will be added to the reserve each year.

Requests for the use of these reserves should be made annually through the budget process, and approved by the Town Manager prior to Town Council consideration. In such a situation when the use of these reserves may be unexpectedly needed during the fiscal year, approval from the Town Council shall be required.

**Responsibility:** It is the responsibility of the Town Manager and the Director of Finance to advise the Town Council annually through the budget process of the projects and dollar amount of expenses charged to the reserves and to advise to the adequacy of the funding level of these reserves.

Approval Date: September 13, 2018

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

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

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:

1. 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;
2. 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;
3. Large judgments in excess of insurance coverage, or uninsured claims not covered by policies;
4. 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

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.

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

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

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

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

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**Town of Palm Beach / FY 2024 Comprehensive Annual Budget**

## 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

<b>ACIP:</b>	Accelerated Capital Improvement Program
<b>ALS:</b>	Advanced Life Support
<b>ARC:</b>	Annual Required Contribution
<b>CAFR:</b>	Comprehensive Annual Financial Report
<b>CDBG:</b>	Community Development Block Grant
<b>CIP:</b>	Capital Improvement Program
<b>EMS:</b>	Emergency Medical Services
<b>FY:</b>	Fiscal Year
<b>FTE:</b>	Full-Time Equivalent
<b>GAAP:</b>	Generally Accepted Accounting Principals
<b>GASB:</b>	Governmental Accounting Standards Board
<b>GIS:</b>	Geographic Information System
<b>ICMA:</b>	International City/County Management Association
<b>MDT:</b>	Mobile Data Terminals
<b>OPEB:</b>	Other Post Employment Benefits
<b>POTUS:</b>	President of the United States
<b>REF:</b>	Recreation Enterprise Fund
<b>ROW:</b>	Right of Way
<b>TRIM:</b>	Truth in Millage
<b>UAAL:</b>	Unfunded Actuarial Accrued Liability
<b>UUTF:</b>	Underground Utilities Task Force

**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.
- AMENDED BUDGET:** The amended budget is the working budget. It is the adopted budget that incorporates all operating transfers and approved budget amendments (changes in the budget total that are approved subsequent to initial adoption).
- AMORTIZATION:** (1) Gradual reduction, redemption or liquidation of the balance of account according to a specific schedule of times and amounts. (2) Provision for the extinguishment of a debt by means of a Debt Service Fund.
- ANNUAL BUDGET:** A plan for the coordination of resources and expenditures. The budget is the financial plan for the Town's allocation of resources to provide services, accomplish the Town's goals and objectives, and perform activities.
- APPRAISE:** To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term "assess" is substituted for this term.
- APPROPRIATION:** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.
- ASSESSED VALUATION:** A valuation set upon real estate or other property by a government as a basis for levying taxes.
- ASSESSMENT ROLL:** In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. The name and address of the last known owner are also usually shown. In the case of personal property, the assessment roll is the official list containing the name and address of the owner, a description of the personal property and its assessed value.
- ASSETS:** Resources owned or held by a government, which have monetary value.
- AUDIT:** A methodical examination of utilization of resources. It concludes in a written opinion of its findings. An audit is a test of management's accounting system to determine the extent to which internal accounting controls are both available and being used.

- AUTHORITY:** A government or public agency created to perform a single function or a restricted group of related activities. Usually such units are financed from service charges, fees and tolls, but in some instances, they also have taxing powers. An authority may be completely independent of other governments or partially dependent upon other governments for its creation, its financing or the exercise of certain powers
- AVAILABLE FUND BALANCE:** This refers to the funds remaining from the prior year that are available for appropriation and expenditure in the current year.
- BALANCED BUDGET:** A budget in which planned funds available equal planned expenditures.
- BEGINNING FUND BALANCE:** The unexpended amount in a fund at fiscal yearend, which is available for appropriation in the next fiscal year.
- BENEFITS:** Payments to which participants may be entitled under a pension plan, including pension benefits, death benefits, and benefits due on termination of employment.
- BOND:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.
- BOND RATING:** An evaluation of credit worthiness performed by an independent rating service. The Town maintains a AAA rating from both Moody's and Standard & Poor's.
- BUDGET:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan is finally approved by that body. It is either usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.
- BUDGET AMENDMENT:** The process by which unanticipated changes in revenue or expenditures are made a part of the budget, thereby amending it.
- BUDGET CALENDAR:** A schedule of key dates that the Town follows in the preparation, adoption and administration of the budget.
- BUDGET MESSAGE:** A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.
- BUDGET TRANSFER:** An action which changes budgeted amounts at the department, division, and/or object code level of control with offsetting increases and decreases in budgeted line items.
- BUDGETARY BASIS:** This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash or modified accrual.
- BUDGETARY CONTROL:** The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
- BUSINESS PLAN:** A written document outlining how Town sources will be applied to achieve the objectives determined for the Leisure Services Enterprise Fund.
- CAPITAL EQUIPMENT:** Equipment with an expected life of more than one year and a value of more than \$2,500 for vehicles and equipment and \$1,500 for computer equipment.

**CAPITAL LEASE:** An agreement conveying the right to use property, plant or equipment usually for a stated period of time where the lessee assumes all the risks and rewards of ownership.

**CAPITAL OUTLAYS:** Expenditures that result in the acquisition or addition of fixed assets.

**CAPITAL PROGRAM:** A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures. The minimum threshold used to qualify a project for the Capital Improvement Program is \$50,000.

**CAPITAL PROJECT:** Major construction, acquisition, or renovation activities that add value to a government's physical assets or significantly increase their useful life; also called capital improvements.

**CAPITAL PROJECT FUNDS:** One or more governmental type of funds established to account for resources used for the acquisition of large capital improvements, other than those accounted for in proprietary or trust funds.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** This official annual report presents the status of the Town's finances in a standardized format. The CAFR is organized by fund and contains two basic types of information: a balance sheet that compares assets with liabilities and fund balance; and an operating statement that compares revenues and expenditures.

**CONTINGENCY:** A budgeted reserve set-aside for possible emergencies, revenue shortfalls, or unforeseen expenditures not otherwise budgeted for.

**CURRENT ASSETS:** Those assets that are available or can be made readily available to finance current operations or to pay current liabilities. Those assets that will be used upon or converted into cash within one year. Some examples are cash, temporary investments and taxes receivable which will be collected within one year.

**DEBT LIMIT:** The maximum amount of gross or net debt that is legally permitted.

**DEBT SERVICE:** The payment of principal and interest on borrowed funds, such as bonds.

**DEBT SERVICE FUNDS:** One or more funds established to account for revenues and expenditures used to repay the principal and interest on debt.

**DEBT SERVICE REQUIREMENT:** The amount of money required to pay the principal and interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

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

**DEPARTMENT:** A basic organizational unit of government that is functionally unique in its delivery of services.

**DEPRECIATION:** The decrease in value of physical assets due to use and the passage of time.

**DESIGNATED FUND BALANCE:** Funds that have been identified for a specific purpose. This differs from reserved funds, in that there is no legal requirement for funds that have been designated.

**DISTINGUISHED BUDGET PRESENTATION PROGRAM:** A voluntary program administered by the Government Finance Officers Association to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

**ENCUMBRANCE:** An amount of money committed for the payment of goods and services not yet received or paid for.

- ENTERPRISE FUND:** A self-supporting fund designed to account for activities supported by user charges. Examples are Water, Solid Waste, Marina and Par 3 Golf funds.
- EXPENDITURES:** Decreases in net current financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service, and capital outlays.
- EXPENSES:** Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
- FIDUCIARY FUNDS:** Trust and/or agency funds used to account for assets held by the Town in a trustee capacity, or as an agent for individuals, private organizations, other governments, and/or other funds.
- FISCAL YEAR:** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. By State Law, the fiscal year for the Town of Palm Beach, and all Florida local governments, is October 1 to September 30.
- FIXED ASSETS:** Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, and machinery and equipment.
- FRANCHISE:** A special privilege granted by a government regulating the continuing use of public property such as city streets and usually involving the elements of monopoly and regulation.
- FULL FAITH AND CREDIT:** A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.
- FULL-TIME EQUIVALENT (FTE):** Number of positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.
- FULL-TIME POSITION:** A position which qualifies for full Town benefits, usually required to work 40 hours per week. Full-time fire personnel work 50.4 hours per week and all part-time personnel working in excess of 35 hours per week are granted benefits as full-time employees.
- FUNCTIONAL CLASSIFICATION:** Expenditures classification according to the principal purposes for which expenditures are made. Examples are public safety, general government, culture/recreation, etc.
- FUND:** A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
- FUND BALANCE:** The fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures. When revenues exceed expenditures in a given period, fund balance 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.
- 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.

**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.
- 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 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 benefiting from the service.

**WORKLOAD INDICATORS:** Statistical and historical measures of the services level provided or workload completed by each department within the Town.

