

FISCAL YEAR  
2024-2025

PALM BEACH  
*Florida*

# COMPREHENSIVE ANNUAL BUDGET





# TOWN OF PALM BEACH, FLORIDA

## COMPREHENSIVE ANNUAL BUDGET

FISCAL YEAR 2025  
(October 1, 2024 - September 30, 2025)

### Mayor and Town Council

Danielle Moore, Mayor  
Bobbie Lindsay, Town Council President  
Lew Crampton, Town Council President Pro-Tem  
Julie Araskog, Town Council Member  
Ted Cooney, Town Council Member  
Bridget Moran, Town Council Member

### Town Manager

Kirk Blouin  
*Prepared by the Finance Department*  
Bob Miracle, Deputy Town Manager  
Melissa Ladd, Controller  
(561) 838-5400  
[www.townofpalmbeach.com](http://www.townofpalmbeach.com)





# TOWN OF PALM BEACH ORGANIZATIONAL STRUCTURE

**CITIZENS OF PALM BEACH**

**ELECT**

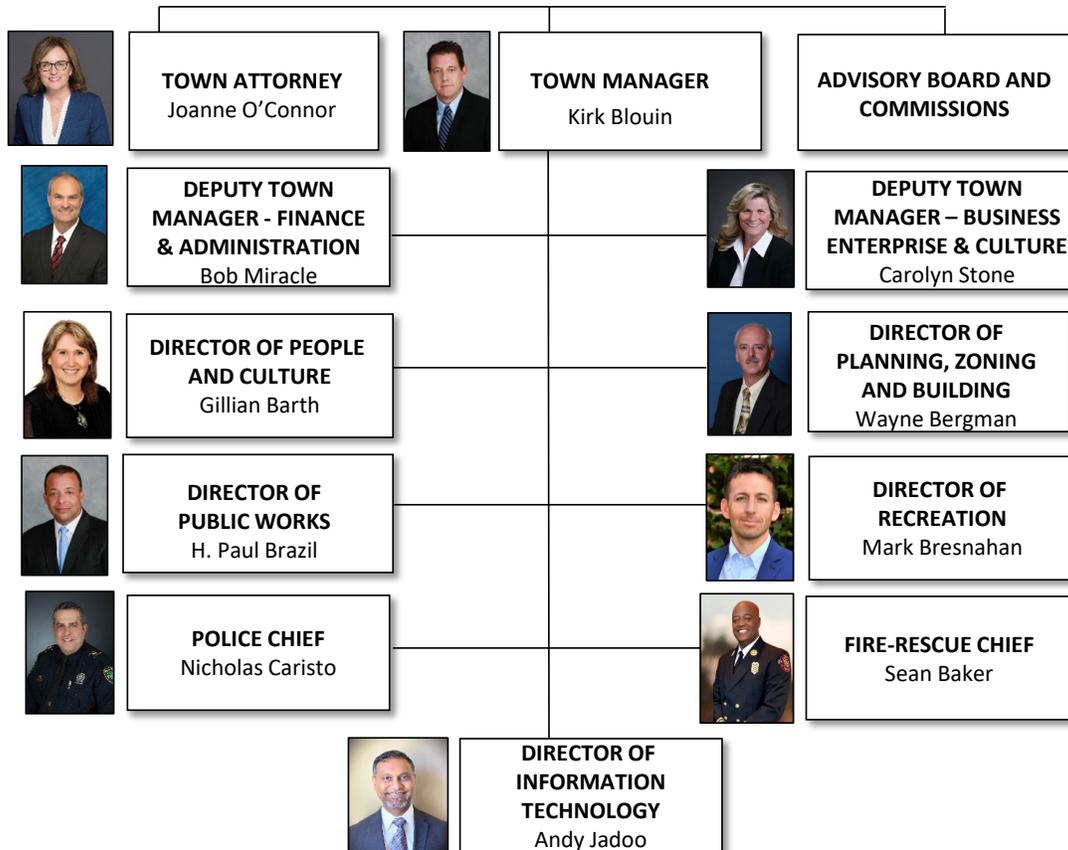


**MAYOR**  
**Danielle H. Moore**

**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, 2023**

*Christopher P. Morill*

Executive Director

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# Budget Message

**Town of Palm Beach / FY 2025 Adopted Annual Budget**



## Town of Palm Beach, Florida

September 11, 2024

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 FY2025 budget is the result of Town Management and department efforts to improve efficiency and apply lean principles town-wide. Once adopted, staff will carefully review each expense to ensure it is still necessary, can be deferred, can be managed more efficiently, or is being made in the most cost-effective way.

The Town Team found efficiencies where possible and produced a \$6 million surplus in FY2023. The majority of this surplus has been earmarked for projects in FY2024 and FY2025. These projects included Phipps Ocean Park, Public Safety radios, and replacement of the Enterprise Resource Planning (ERP) software. For FY2025, we are proposing a budget which contains additional staffing to meet the 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 for capital projects. 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:

- ▶ For the first time ever, the Town has been awarded the Top Workplaces Award by the Sun Sentinel. This year, based on the scores of our annual employee engagement survey, the Town scored high enough against national benchmarks to be recognized along with 138 other South Florida businesses. Only one other municipality earned this award in 2024.
- ▶ The Office of Risk Management is one of three recipients of a new award program, the 2023 Florida Municipal Insurance Trust (FMIT), administered by the Florida League of Cities (FLC), recognized the Town of Palm Beach's successful insurance processes, risk management efforts and other proactive measures that improve the quality of life in the Town community and working environment. The Town specifically received the Risk & Safety Award, which recognizes the implementation of FMIT Risk & Safety Management frameworks with proven results.
- ▶ The IT Department continues to update cybersecurity measures while maintaining and upgrading the IT infrastructure; plus supporting the Town staff.
- ▶ The Procurement and Contract Management Division was the recipient of the National Procurement Institute Achievement of Excellence in Procurement Award in 2023. 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 and 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 for the third time in a row in 2023. Only twenty-seven Florida public procurement agencies were awarded this honor.

- ▶ Planning, Zoning and Building (PZB) Department staff and consultants have continued to work on reviewing code reform opportunities. The Planning & Zoning Commission is reviewing proposed changes to the R-B Zoning district (the largest single-family home district), proposed changes to the midtown commercial districts and they are ready to start on the south end multi-family districts next. Code review, in general, has been proceeding slower than expected, due to the changes in State laws and the need to process the Comp Plan update at this time.
- ▶ The 2024 Comprehensive Plan Update (formally called the Evaluation and Appraisal Review) has been underway for a year and half. The Comprehensive Plan has proceeded through the Planning & Zoning Commission and presented formally to the Town Council on August 12, 2024. The plan will undergo three reviews by the Town Council before the Transmittal hearing by the Local Planning Agency (LPA) and the Town Council.
- ▶ PZB along with Public Works, Police, Finance and IT implemented a new permitting software system that went live April 2024, this will help streamline the building permit process and integrate data between departments.
- ▶ The Corradino Traffic & Parking Study, commissioned by the Town Council more than a year ago, was finalized in July 2024. The study includes both 2023 and 2024 traffic counts, reviews of numerous valet programs, a study of existing public and private parking and proposed changes to the on-site parking requirements under the Zoning code.
- ▶ The Town-wide undergrounding project is expected to finish construction of Phases 6 North and South during FY25. During FY25 work will continue on Phases 7 North, 7 South and Phase 8. The entire project is expected to be completed in 2027. Paving will be done as each phase is completed.
- ▶ 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 to increase interaction with residents, businesses, schools, and religious institutions in Town.
- ▶ Police are leading the efforts in implementing the Town's proposed comprehensive parking plan.
- ▶ Construction on the North Fire-Rescue station will be completed by the end of this calendar year. .
- ▶ The Mandel Recreation Center is on pace for another record year in revenues.
- ▶ Seaview Park and Phipps Ocean Tennis Centers' revenues are ahead of last year's record pace. The Seaview Tennis Center will be closed for two months this summer for renovations.
- ▶ Marina revenues remain strong with a noted increase in transient dockage reservations.
- ▶ Golf revenues are slightly ahead of last year's record levels.

## General Fund

### FY25 General Fund Revenues

#### Property Taxes

#### FY24 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 FY2024 was 17.6%. This means for every \$100 paid in taxes only \$17.60 stays in the Town.

Below are the taxing districts and the adopted millage rates for FY2024 with the total amount of taxes paid to each of the districts by Palm Beach Property owners. The largest beneficiaries of property taxes paid by Town of Palm Beach property owners are Palm Beach County and the Palm Beach County School District, which together collect 73.0% of all property taxes. The Town of Palm Beach follows with 17.6% while the remaining 9.5% is distributed among other taxing districts.

Taxing Authority	FY24 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	6.3140	\$ 6,314	42.46%	\$ 202,992,325
Palm Beach County	4.5396	\$ 4,540	30.53%	\$ 145,946,145
Palm Beach	2.6110	\$ 2,611	17.56%	\$ 83,942,503
Health Care District	0.6561	\$ 656	4.41%	\$ 21,093,327
Children Services	0.4908	\$ 491	3.30%	\$ 15,779,004
South Florida Water Mgmt	0.1974	\$ 197	1.33%	\$ 6,346,323
Everglades Construction	0.0327	\$ 33	0.22%	\$ 1,051,291
Florida Inland Navigation	0.0288	\$ 29	0.19%	\$ 925,907
<b>Grand Total</b>	<b>14.8704</b>	<b>\$ 14,870</b>	<b>100.00%</b>	<b>\$ 478,076,825</b>

The total taxes paid per million of taxable value in the Town in FY24 was \$14,870 a decrease of \$625 from FY23. Of that amount, \$2,611 stayed in the Town to pay for services and the remaining \$12,259 went to other taxing districts. A breakdown by taxing district for a \$1 million homesteaded property using the FY24 tax rates is shown on the next page.



**FY25 Millage Rate**

Below is a millage rate table that shows the FY25 proposed rate versus the FY24 millage rate. The proposed FY25 millage rate of 2.6110 represents a 0.00% change from FY24 and a \$79 increase in taxes per million for homesteaded properties and a \$161 increase for non-homestead properties based on the 10% cap, as defined by State law, for these properties.

	FY2024 Actual Millage Rate	FY2025 Adopted Millage Rate
Millage Rate	2.6110	2.6110
Tax Revenue	\$ 72,130,510	\$ 79,745,500
Revenue Increase over FY24	n/a	\$ 7,614,990
Millage % Increase/Decrease vs. FY24	n/a	0.00%
Homestead Value Increased by 3.0%	\$ 1,000,000	\$ 1,030,000
Town Taxes	\$ 2,480	\$ 2,559
Increase/(Decrease) over FY24	n/a	\$ 79
Non-Homestead Tax Increase (Decrease) Max 10%	n/a	\$ 392

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 2.3608. This millage would represent a 9.6% decrease from the FY24 millage and would provide the homestead property owner a \$250 per million reduction in taxes. The proposed millage rate for FY25 represents a 10.6% increase over the rolled-back rate.

**Revenues**

The FY24 revenue budget estimates were conservative. For FY24 to date, some of the revenue sources are exceeding budget expectations. The FY25 proposed revenues represent a moderate increase over FY24. The revenue budget by type for the General Fund for FY25 compared to FY24 is shown on the table below:

Revenue	FY2024	FY2025	FY24 vs. FY25 Difference	% Change
Ad Valorem Taxes	\$ 72,130,510	\$ 79,745,500	\$ 7,614,990	10.56%
Non Ad Valorem Taxes	6,678,000	6,780,000	102,000	1.53%
Licenses & Permits	5,331,000	5,463,500	132,500	2.49%
Intergovernmental	1,240,200	1,272,500	32,300	2.60%
Charges for Services	8,175,638	9,975,775	1,800,137	22.02%
Fines and Forfeitures	1,128,000	1,128,000	-	-%
Investment Earnings	685,386	1,864,484	1,179,098	172.03%
Miscellaneous	595,200	1,328,700	733,500	123.24%
Transfers from the Enterprise Funds	7,748,997	8,362,090	613,093	7.91%
Transfers from unassigned fund balance for Contingency and Compensated Absences	1,100,000	3,260,000	2,160,000	196.36%
<b>Total Revenues</b>	<b>\$ 104,812,931</b>	<b>\$ 119,180,549</b>	<b>\$ 14,367,618</b>	<b>13.71%</b>

Significant highlights for General Fund FY25 revenues include:

- ▶ The Property Appraiser’s Preliminary Certification issued July 1, 2024, showed existing property taxable values in the Town have risen 11.28% over the prior year. The total taxable value is \$32,149,560,525.

- ▶ The amount included for property tax represents the taxes generated from millage rate of 2.6110 that represents a \$79 increase per million for homestead property owners.
- ▶ The Non Ad Valorem tax revenue has increased slightly based on current trends.
- ▶ The small increase in Licenses and Permits is due to current activity expected to continue into FY25.
- ▶ The Intergovernmental revenue increase is due to improvements in State sales tax receipts.
- ▶ Charges for services increased due to additional paid parking associated with the Town’s comprehensive parking plan and recreation fees anticipated to increase with historically high levels of usage
- ▶ Fines and forfeiture revenue remained level 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 \$1,109,000 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 \$7,228,090 represents allocated costs of General Fund services provided for the building permit process. This amount was originally estimated conservatively when the fund was established.
- ▶ Transfers from fund balance represent transfers for Contingency, the compensated absence payouts for the year and a transfer to the Equipment Replacement Fund for the Town’s new Enterprise Resource Planning (ERP) software.

**General Fund Expenditures**

General Fund expenditures have increase by 13.71% from FY24. The details by expenditure category are shown in the table below.

Expenditure Category	FY2024	FY2025	FY24 vs. FY25 Difference	% Change
Salary and Wages	\$ 33,335,047	\$ 36,922,812	\$ 3,587,765	10.76%
Pension Benefits	12,591,687	14,543,944	1,952,257	15.50%
Other Employee Benefits	8,760,746	9,814,479	1,053,733	12.03%
Contractual	15,090,034	16,498,487	1,408,453	9.33%
Commodities	2,102,506	2,210,727	108,221	5.15%
Depreciation/Capital Outlay	2,419,403	3,055,027	635,624	26.27%
<b>Subtotal Operating Expenditures</b>	<b>74,299,423</b>	<b>83,045,475</b>	<b>8,746,052</b>	<b>11.77%</b>
Library	385,351	396,912	11,561	3.00%
Transfer to the Risk Insurance Fund	2,329,817	2,329,817	-	-%
Transfer to Capital Improvement Program	10,308,122	14,250,622	3,942,500	38.25%
Transfer to Equipment Replacement Fund	-	2,000,000	2,000,000	100.00%
Transfer to the Debt Service Fund	5,679,013	5,846,518	167,505	2.95%
Transfer to Coastal Management Fund	5,791,205	5,791,205	-	-%
Extraordinary Transfer to Retirement Fund	5,420,000	5,420,000	-	-%
Salary Savings	-	(500,000)	(500,000)	-%
Contingency	600,000	600,000	-	-%
<b>Subtotal Transfers and Contingency</b>	<b>30,513,508</b>	<b>36,135,074</b>	<b>5,621,566</b>	<b>18.42%</b>
<b>Total General Fund</b>	<b>\$ 104,812,931</b>	<b>\$ 119,180,549</b>	<b>\$ 14,367,618</b>	<b>13.71%</b>
<b>FTE Totals</b>	<b>370.919</b>	<b>384.129</b>	<b>13.21</b>	<b>3.44%</b>

Highlights for General Fund expenditures are as follows:

Total operating expenditures increased \$8,746,052 or 11.77% from FY24. Total transfers and other expenses increased \$5,621,566 or 18.42%. Details of the changes are as follows:

**Operating Expenditures:**

- ▶ Tentatively, \$3,587,765 has been earmarked to pay for increased salary and wages, and the increase in FTEs allocated to the General Fund of 13.21 (see full description later in the document). The increase also includes merit and step increases and a cost-of-living lump sum payment (COLA). In 2022, the Town adopted a policy using the Social Security COLA calculation as the method to determine the 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 FY25 would be 5.0%. Included in this proposed budget is a 5% non-pensionable lump sum payment. Paying out 5% 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.
- ▶ We are also including market adjustments for Police and Fire-Rescue personnel to ensure they remain at the 85th 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 \$1,952,257 due to investment losses in FY22 and plan changes in FY24.
- ▶ Other employee benefit costs increased by \$1,053,733 or 12.03%. Total Town funding for health insurance increased by \$774,047 with \$732,562 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 FY25 are \$14,932.
- ▶ FICA tax increased by \$252,273 due to the increase in the salary budget. The Longevity/Bonus program increased slightly, \$1,954. 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 \$39,456.
- ▶ The increase in contractual costs, \$1,408,453, is mainly due to increases associated with anticipated CPI increases for contract renewals. The largest increase is in the advice and litigation division, of \$341,000. This increase is to budget closer to current spending trends. Other large increases include Sanitary Sewer Treatment and Disposal, 113,819 and Recreation Programs, \$62,000.
- ▶ The increase in commodities of \$108,221 is related to higher fuel costs/usage, \$105,962, vehicle maintenance, \$26,850, cleaning supplies and other supply budget increases and decreases.
- ▶ Depreciation/Capital outlay costs increased \$635,624.
- ▶ The funding for the Four Arts Library will increase by \$11,561. This funding is now tied to CPI or 3% whichever is lower.

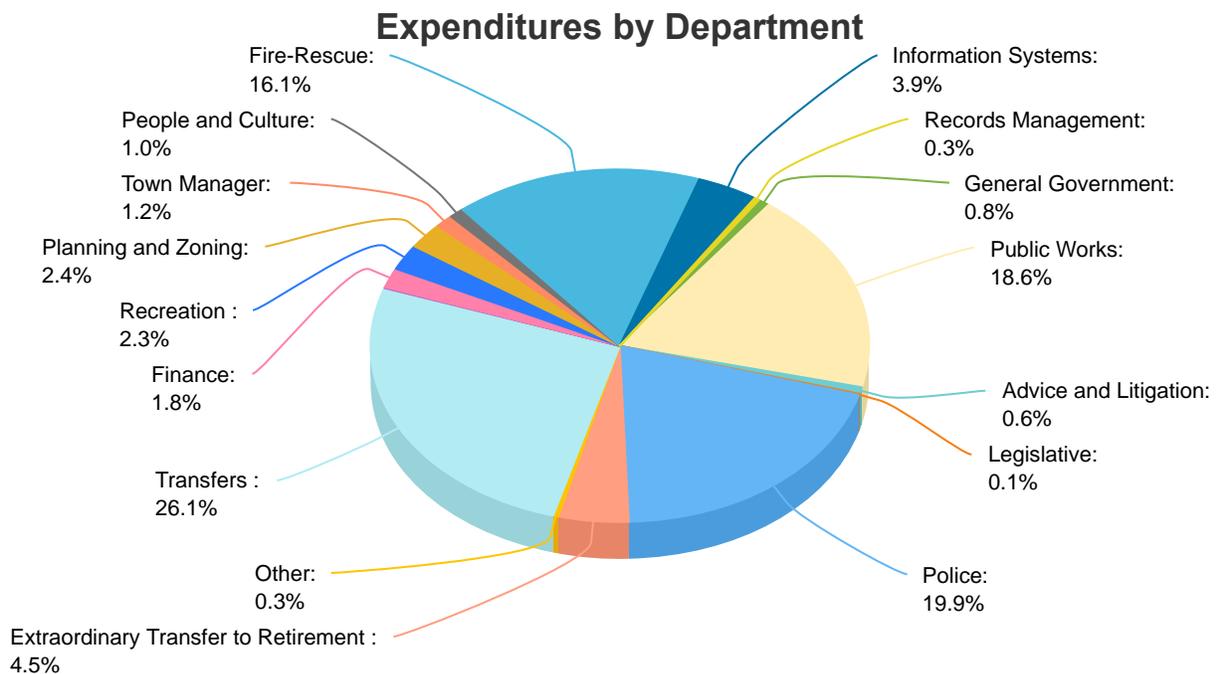
**Transfers and Other:**

- ▶ The transfer to the Risk Fund remained the same due to the \$431,643 increase to fund balance in FY23.

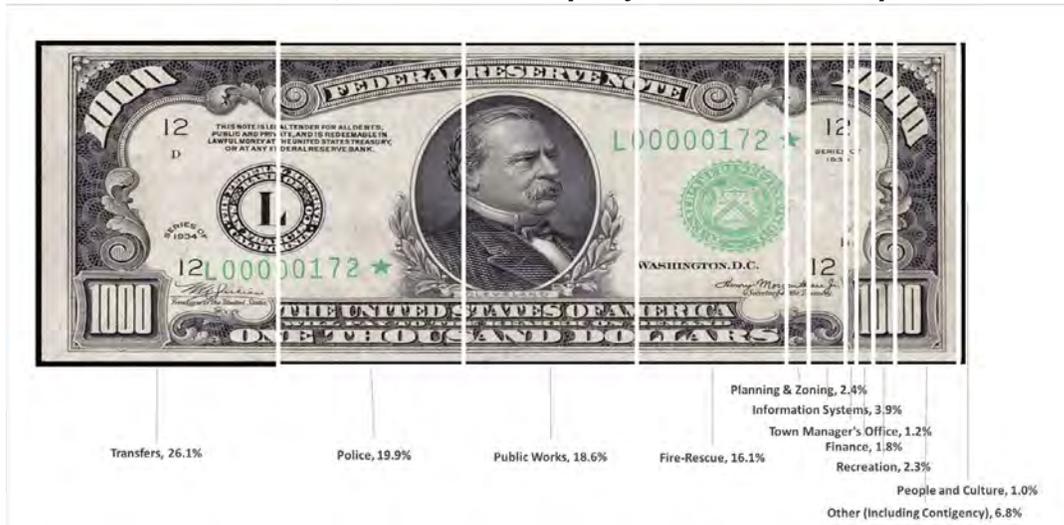
- ▶ The annual transfer to the Capital Improvement Fund (CIP) increased by \$3,942,500 or 38.25% over FY24. At the July 2024 Budget meeting, Town Council decided to keep the millage rate constant and use the additional revenue to fund the N. County Road Canopy Drainage project. This additional revenue was \$2.2 million of the total transfer from the General Fund. Other large projects in FY25 include, D-17 Drainage Pump Station and A-5 Sanitary Sewer Pump Station. Other projects funded from prior year transfers will also be worked on by Public Works in FY25. The Marina Fund has transferred \$4 million into the CIP fund in FY25 to fund paving as each phase of undergrounding is completed.
- ▶ The transfer to the debt service fund increased by \$167,505.
- ▶ Coastal funding remained the same. The transfer will provide funding for the annual coastal operations plus Phipps Ocean Park/Reach 7 Beach Nourishment Project and Reach 8 Dune/Beach Construction. 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.

**Departmental Expenditures**

The three largest departments, Police, Fire-Rescue and Public Works, account for over 54.6% of the Town budget. The transfers mentioned on the prior page account for another 30.6%, for a total of 85.2% of the total Town budget. All other general government and administrative departments make up the balance of 14.8%. The charts below and on the next page provide a graphic example of expenditures by each department and transfer.



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



**Fund Balance**

The General Fund Unassigned Fund Balance as of September 30, 2023, was \$33,048,585. This amount was \$3,230,706 above the policy-required minimum. The FY25 budget includes a transfer of \$600,000 from fund balance to fund the contingency. Estimated compensated absence payouts totaling \$660,000 will be paid from the reserve for compensated absences. Total excess reserves in the Town’s remaining funds as of September 30, 2023, were \$13,220,583.

For FY24, revenues are exceeding the budget estimates and are at 100.3% through July, and expenditures are in line with budget estimates at 83.3%.

**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 85th 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 FY24, another thirty-three (33) percent of positions will be reviewed in the coming year.

People & Culture is also recommending 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 FY25 is 384.129 full-time equivalent personnel (FTE), which is a net increase of 13.210 FTE from the adopted FY24 budget. The additional FTE's included in the FY25 budget do not include the FTE's approved by Council to support the additional needs of Phipps Ocean Park once the construction is complete. The increase of 13.21 FTEs in FY25 is made up of the following changes in full-time and part-time positions:

Department	Roles	# FTEs	Comments
Fire Prevention	Administrative Assistant	0.250	Part Time to Full Time
Fire Prevention	Fire Inspector	1.000	Increased Demand
Fire Department	Firefighter/Paramedic	4.000	Increase Resiliency for Absences
People and Culture	Administrative Assistant	1.000	Increased P&C Programs and Digitization
Police Department	Police Sergeant	2.000	Increased security
Police Department	Crime Scene Evidence Manager	-1.000	Reclassified to Sergeant Position
Police Department	Police Officer	1.000	Increased security
Police Department	Parking Enforcement Officer	3.000	Increased Enforcement
Information Technology	IT Project Manager	1.000	ERP Implementation
Recreation	Tennis Manager	1.000	Improve Management Efficiency & Financial Performance
Recreation	Part-time Employees	(0.040)	Annual Adjustment
<b>Total FTE additions</b>		<b>13.210</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 FY25, we expect to complete Phases 6 North and South. During FY25 work will continue on Phases 7 North, 7 South, and Phase 8. The entire project is expected to be completed in 2027.

In the FY24 budget, a \$4.1 million transfer of Marina surplus funds was approved to offset prior project deficits. This transfer has been increased to \$6.0 million in the FY25 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 (\$183,999), and a portion is funded through the Coastal Management Fund (\$508,760). The non-ad valorem revenue transfer from the General Fund for FY25 is \$5,846,518.

The 2016B Series Revenue Bonds debt service appropriation of \$725,188 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 FY25 on these bonds will be \$3,847,605 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 FY25 will be \$1,996,244 and paid through the Marina fund.

The Town's outstanding debt, as of September 30, 2024, is shown in the table below.

Year Issued	Outstanding Principal Balance September 30, 2024	Purpose
2016A	\$ 34,165,000	First Phase of the ACIP and Refund Outstanding Debt
2016B	\$ 8,770,000	Worth Avenue Commercial District Project
2013	\$ 1,470,000	Remaining Balance on Second Phase of ACIP
2018	\$ 49,870,000	General Obligation Bonds for Townwide Undergrounding Project
2019	\$ 46,980,000	Taxable Refunding Revenue Bonds for Second Phase of the ACIP
2019	\$ 3,895,000	Refunding of Remaining Balance of First Phase of ACIP Debt
2020	\$ 26,980,000	Marina Loan
2021	\$ 7,915,000	General Obligation Bonds for Townwide Undergrounding Project
<b>Total</b>	<b>\$ 180,045,000</b>	

As of September 30, 2024, the Town's net bonded debt will amount to 11.2% of the legal limit of \$1,607,478,026 (5% of preliminary FY25 taxable value of \$32,149,560,525).

**Capital Project Funds (307, 309, 311)**

**Capital Improvement Fund**

For FY25, the following items totaling \$20,451,000 are included in the Capital Improvement Fund (307):

- ▶ Town-wide paving - \$4,000,000
- ▶ N. County Canopy Drainage - \$2,600,000
- ▶ Drainage Improvements – \$7,325,000
- ▶ Sanitary Sewage System Improvements – \$3,936,000
- ▶ Town Facility Improvements - \$815,000
- ▶ Water main improvements (WPB) – \$1,000,000 (Funded by West Palm Beach)
- ▶ General Engineering Services – \$200,000
- ▶ Water Feasibility - \$75,000
- ▶ Transfer to Undergrounding Fund (One Cent Sales Tax) - \$500,000

The transfer from the General Fund to the Capital Improvement Fund is \$14,250,622 and increased by \$3,942,500 from FY24.

## Coastal Management

The Coastal Management Fund (309) is used to fund the construction costs of the coastal projects. The details of the FY25 budget for Coastal Management can be found in the 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 coastal program funding remain the same in FY25 as FY24.

## 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. FY24 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 79.5% of budget estimates. The FY25 revenue budget is projected to decrease 8%, \$1,239,000, compared to the FY24 budget. The operating expenditure budget has a decrease of 4.3%, \$157,664 due to a decrease in the submerged land lease, which is based on revenues, offset slightly by increases in salaries and employee benefits. Non operating expenditures include a \$6 million transfer to the Underground Utility Fund and a \$4 million transfer to the Capital Improvement Fund.

### Par 3 Golf Course

The FY25 fee adjustments include strategic increases to green fees and passes, designed to capitalize on player demand. The Par 3 Golf Course anticipates an operating gross profit of \$1,881,459 prior to depreciation and other below the line expenses. Deductions from the operating profit include transfers for debt service, \$183,999, contingency, \$157,951 and the general fund transfer, \$25,000.

Through July, the Par 3 revenues are at 107.4% of budget estimates. The Par 3 should end the year with a surplus.

## 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. FY24 revenues are trending to be higher than budget and will provide for a surplus rather than a deficit as anticipated. Total revenues for FY25 are conservatively estimated to be \$10,079,500 and total operating expenses are \$11,854,090, which includes a transfer to the General Fund of \$7,228,090, which is for the allocated costs that the General Fund provides to the building permit process. Building permit related revenues have increased by \$70,000 due to the anticipated stabilization of building activity. After depreciation of \$85,000 and a 5% operating expense contingency of \$229,687 there is a projected reduction in reserves of \$2,089,277.

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

### Risk Fund

The transfer to the Risk Fund (501) has remained stable due to the increase in fund balance in FY23 of \$431,643.

**Health Insurance Fund**

The transfer from all funds to the Health Insurance Fund (502) has increased \$774,046 or 16% 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 fiscal years 22 and 23, the fund had deficits of \$1,494,302 and \$1,230,567. Deficits are also anticipated for FY24 and FY25. The increase in health care costs, especially pharmaceuticals, over the last few years will continue for the foreseeable future. Future increases to the transfer from the general fund will be needed to stabilize the fund.

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.

**Equipment Replacement Fund**

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.

In FY25, the Equipment Replacement Fund budget also includes an IT Project Manager position. This position will oversee the implementation of the new Enterprise Resource Planning (ERP) software.

**Trust Funds (600 & 610)**

**Retirement**

The FY25 actuarially determined contribution to the Defined Benefit (DB) plan totals \$14,660,253. The contribution increased \$2,009,375 due to weak investment returns for FY22 and benefit updates in FY24. The return assumption will decrease from 6.2% in FY24 to 6.0% in FY25.

The budget also contains the \$5,420,000 extraordinary contribution to the retirement plan. The funded ratio decreased from 75.2% to 74.0% and the unfunded liability increased from \$91,096,064 to \$98,335,829. 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 \$15.4 million in FY34.

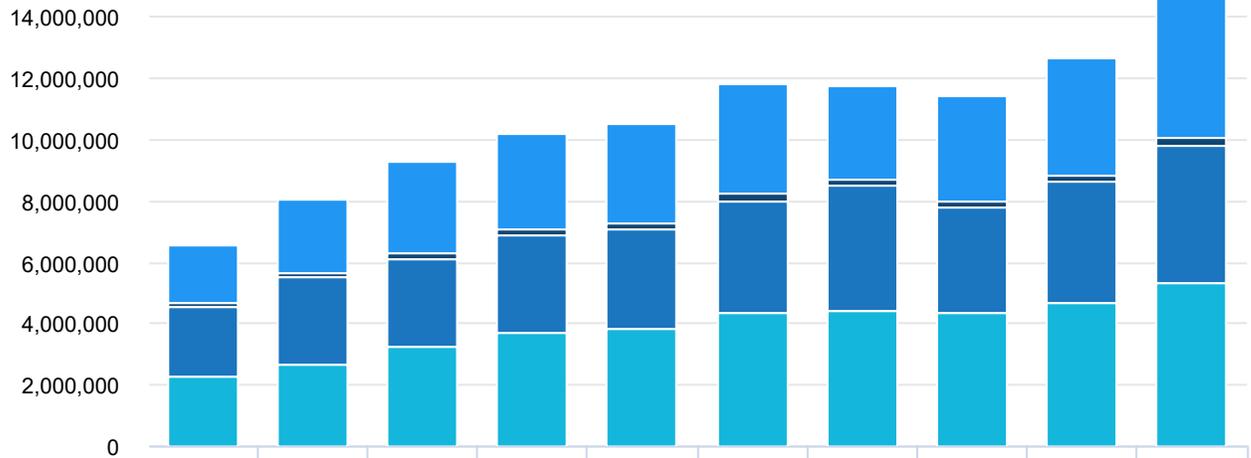
The Town contribution amounts by employee group are shown below versus the FY24 contribution. Legacy plan costs represent \$9,442,424 (67.2%) of the total and the costs for the ongoing plan are \$4,611,652 (32.8%).

**Town DB and DC Retirement Contributions**

Town Retirement Contributions	FY2024	FY2025	\$ Change	% Change
General Employee DB	\$ 3,819,225	\$ 4,617,624	\$ 798,399	20.90%
Lifeguards DB	202,223	225,986	23,763	11.75%
Police DB	3,928,198	4,497,745	569,547	14.50%
Fire-Rescue DB	4,701,232	5,318,898	617,666	13.14%
<b>Total DB Contribution</b>	<b>\$ 12,650,878</b>	<b>\$ 14,660,253</b>	<b>\$ 2,009,375</b>	<b>15.88%</b>
<b>Total DC Contribution</b>	<b>\$ 814,604</b>	<b>\$ 845,445</b>	<b>\$ 30,841</b>	<b>3.79%</b>
<b>Total Town DB and DC Contribution</b>	<b>\$ 13,465,482</b>	<b>\$ 15,505,698</b>	<b>\$ 2,040,216</b>	<b>15.15%</b>

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

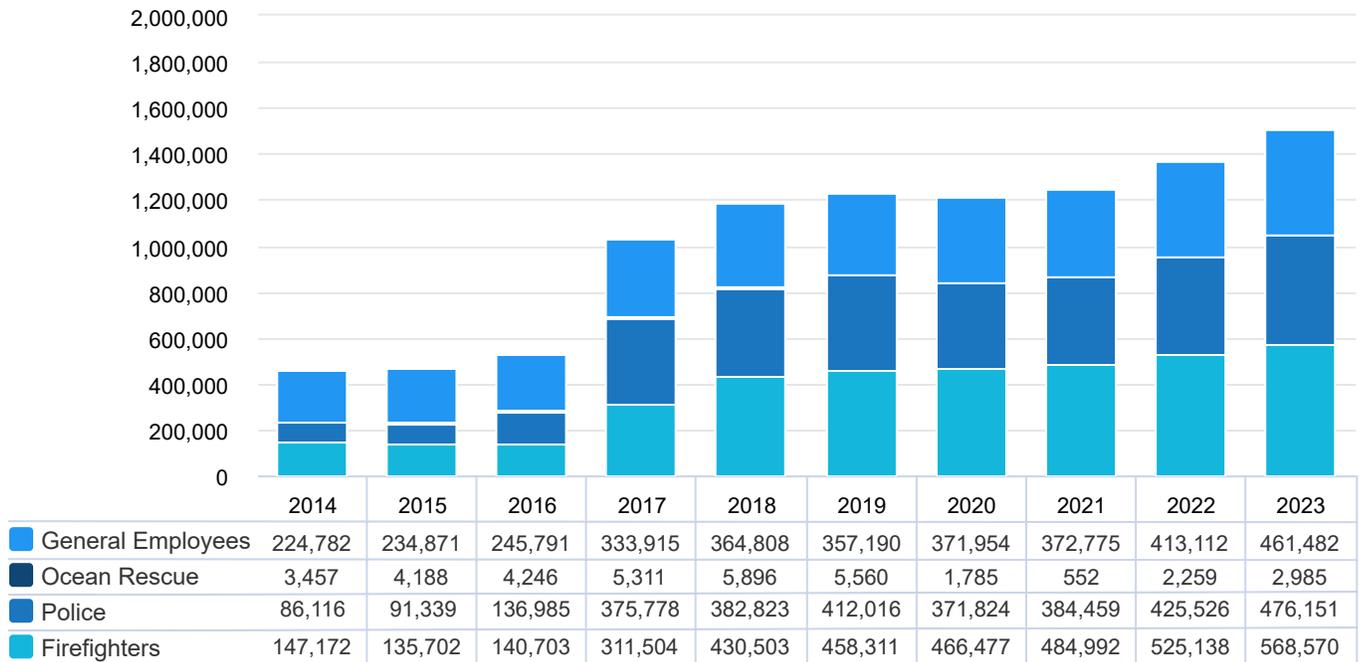
### Employer Contribution (ADEC)



	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
General Employees	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	4,617,624
Ocean Rescue	152,086	157,411	163,443	188,431	204,527	210,518	215,911	182,855	202,223	225,986
Police	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	4,497,745
Firefighters	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	5,318,898

The 10-year trend for employee contributions to the Defined Benefit plan 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	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget
General	\$ 469,444	\$ 504,896	\$ 738,462	\$ 805,507	\$ 836,210
Lifeguards	424	1,393	11,805	9,097	9,234
<b>Total</b>	<b>\$ 469,868</b>	<b>\$ 506,289</b>	<b>\$ 750,267</b>	<b>\$ 814,604</b>	<b>\$ 845,445</b>

### OPEB Trust

The actuarially determined transfer to the OPEB trust from the General Fund in the FY25 budget is \$828,584. This amount is \$39,456 more than FY24. The funded ratio in the October 1, 2022 actuarial report was 126.3% at the 5% rate of return.

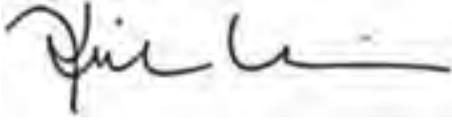
The Town's balance in the OPEB trust fund continues to be well ahead of other government agencies across the country.

### Long-Term Financial Plan

The Long-Term Financial Plan (LTFP) will be updated with the FY25 proposed budget and will be finalized in September.

## Conclusion

This concludes the executive summary portion of the FY25 budget. Staff will be prepared to answer any questions you may have.

A handwritten signature in black ink, appearing to read "Kirk Blouin", written over a light gray rectangular background.

Kirk Blouin  
Town Manager

cc: Department Directors



# Strategic Plan

**Town of Palm Beach / FY 2025 Adopted Annual Budget**



# Town of Palm Beach **Strategic Plan**

2023-2028  
FY2025 Updates



The original Strategic Plan ('The Plan') for the Town of Palm Beach was adopted in 2003, establishing strategic priorities 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 adopting Resolution No. 141-2021. This resolution established the Strategic Planning Board, a body designed to offer advisory insights in crafting the 2023 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 well-defined phases to guarantee 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 the 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 toward 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.



## A Guide to Visualizing Our Strategy

**Vision:** The Town of Palm Beach will promote an exceptional quality of life for current and future generations. We take pride in our small-town character and charm, honoring our heritage as a unique legacy worth keeping, while creatively managing future challenges.

### Mission:

The Town of Palm Beach provides unparalleled services to residents, businesses, and visitors. Through leadership and community engagement we:

- Promote our gracious community character and culture
- Ensure a safe and secure Town
- Respect our history and architecture
- Conserve the health of our environment

### Organizational Values:

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

- Respect for everyone
- Personal responsibility and accountability
- Open, timely communication
- Spirit of innovation
- Commitment to quality
- Cooperation and teamwork
- Highest ethical standards



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# Strategic Priorities and Focus Areas



## Community, Culture, and Character



Community Preservation



Quality of Life



## Environmental Stewardship



Management of Environmental Threats



Sustainable Management of Town Assets



## Mobility and Transportation



On-Island Mobility



Quality of Life



## Safe and Resilient Community



Emergency Management



Water Resources



## Governmental Leadership and Innovation



Cooperative Relationships



Sound Fiscal Management



Collaborative Town Government



## Strategic Priorities and Focus Areas

### Community, Culture & 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 educational 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 historic commercial districts and businesses.

### 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.**

### Mobility & Transportation

- **Quality of Life:** Our lifestyle is sustained by the preservation of our community beauty through its built and natural environment; management of traffic, parking, and mobility impacts; enjoyment of cultural, recreational, and educational 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.**

### 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 management of drinking water, wastewater, and storm water.** 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 storm water.

### 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.**



# Strategic Plan at a Glance



## COMMUNITY, CULTURE, AND CHARACTER



### Quality of Life

- Proactively address the impacts of development decisions occurring outside the Town to minimize adverse impacts to residents.
- Support the community to live happier, healthier, and longer lives through educational and recreational programming and partnerships.



### Community Preservation

- Update the Comprehensive Plan to support long-term planning, sustainability, and quality of life.
- Support and preserve historical sites and landmarks.
- Plan for and manage growth, development, and redevelopment to maintain Palm Beach's small-town feel and its integrity as a distinctive and vibrant coastal community.

## ENVIRONMENTAL STEWARDSHIP



### Management of Environmental Threats

- Continue making land-related decisions in harmony with the natural environment, always considering green space, beautification, and impacts on habitats and wildlife.
- Ensure biodiversity including its coastal, marine terrestrial and water ecosystems are protected and restored.



### Sustainable Management of Town Assets

- Continue to identify and implement actions and standards in keeping with the Town's Green Initiative program.
- Optimize technology and prioritize digitalization to reduce environmental impacts; support paperless and cloud-based transactions, activities, and operations.

## MOBILITY AND TRANSPORTATION



### On-Island Mobility

- Form productive partnerships with local, state, and federal stakeholders to proactively review and address regional transportation challenges, including technology-driven traffic coordination.
- Review existing parking inventory to identify opportunities and shortcomings in order to develop a comprehensive parking management plan.



### Quality of Life

- Enhance the safety of all modes of traffic to reduce accidents in roadways and waterways through enforcement of traffic laws and increased public education opportunities.
- Implement emerging methods and technologies to enhance pedestrian safety including remote management systems and strategic crosswalk initiatives.

## SAFE AND RESILIENT COMMUNITY



### Water Resources

- Complete and review a water feasibility study that evaluates the water supply and distribution options, emphasizing service needs, quality, and cost. Develop an implementation plan in line with the feasibility study findings and begin negotiations for a contract with the provider.



### Emergency Management

- Continue the review of ambitious and adaptive safeguard methods identified through the Town's Coastal Flood Vulnerability Assessment, prepared by Woods Hole Group, and update as necessary based on available data.
- Use new data to determine revisions to the Level-Up Palm Beach Coastal Resilience Implementation Plan with input from Town Council to mitigate the potential impacts.

## GOVERNMENTAL LEADERSHIP AND INNOVATION



### Cooperative Relationships

- Participate in intergovernmental coordination processes and consider the impacts of proposed comprehensive plan amendments and future developments.



### Sound Fiscal Management

- Deliver exceptional services to the community with optimal resource utilization.
- Enable a sustainable future by proactively managing overall costs of Town government.



### Collaborative Town Government

- Maximize technology to deliver streamlined information through user-friendly interfaces.
- Optimize interoperability and coordination of technology platforms.



## Strategic Priority: **Community Culture and Character**



### Strategic Focus Area:

**Quality of Life** | Our lifestyle is sustained by the preservation of our community's beauty through its built and natural environment, management of traffic, parking, and mobility impacts, enjoyment of cultural, recreational, and educational opportunities, expectations for respectful community conduct, and a safe and secure community.

### Strategic Objectives:

- Support the community to live happier, healthier, and longer lives.
  - Ensure the delivery of exceptional medical care to our community.
    - Implement medical and equipment industry standards and best practices for community care.
    - Ensure Fire Rescue has sufficient in-house instructors.
    - Meet and exceed American Heart Association standards for EMS-related activities.
    - Maintain the highest national ISO rating to keep our fire and rescue services in the top 10% nationwide.
    - Ensure firefighters receive ongoing company-level training, both online and in-person, and maintain certification.
  - Intradepartmental coordination of contract staffing management for recreation, tennis, golf, and marina maintenance and improvements.
  - Renovate the original golf shop to improve player experience and restaurant operations.
  - Enhance the experience for customers at the driving range.
  - Update youth and adult programming and seek partnerships as needed.
    - Collaborate programming with partners HealthFitness, Rush Soccer, and Perseverance Basketball.
    - Solicit program and facility feedback using online reviews, in-person comments, and surveys.
  - Update GIS map layers for community culture, historical sites, and landmarks, including landmark and zoning web applications, monument assets and ADA ramp assets, as well as existing paper town maps.
  - Create and prepare new maps in support of the Comprehensive Plan.
- Proactively address the impacts of development decisions occurring outside the Town to minimize adverse impacts to residents.
  - Investigate the effects of federal, state, and county regulations.
- Plan and manage growth and redevelopment to maintain Palm Beach's small-town feel and integrity as a distinctive, vibrant coastal community.
  - Preserve and manage historic resources with aesthetic or architectural character.
  - Streamline the development review and permit process.





- 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.
  - Operate the marina in alignment with the culture and character of the Town of Palm Beach.
  - Continue to hire and promote top individuals focused on abilities and exceptional customer service.
    - Revise the hiring process to identify top talent.
    - Revise the promotional process to identify the most qualified individuals.
  - Reinforce the importance of Town values in performance management (onboarding, workforce planning, progression, and performance).



**Strategic Focus Area:**

**Community Preservation** | The Town promotes Palm Beach's small-town feel by preserving its exceptional architectural character, rich history, unique character, and historic commercial districts and businesses.



**Strategic Objectives:**

- Complete and implement the Comprehensive Plan and Zoning Code review.
  - Adopt and implement the Town's Comprehensive Plan.
  - Develop GIS mapping for planning purposes.
  - Review, update, and adopt the Town's zoning code revisions.
  - Implement communication and education post-adoption.
- Support and preserve historical sites and landmarks.
  - Adopt and enforce the required ordinances and resolutions.
  - Implement historic preservation programs for landmarks, districts, and significant buildings.
  - Review properties for potential landmarking and historically significant designations.
  - Implement public visibility layers for landmarked properties, districts, and historically significant buildings.
  - Assist owners of landmarked and historically significant properties with rehabilitation projects throughout the permitting process.
- Deliver community enhancement projects.
  - Renovate Phipps Ocean Park.
  - Complete the North Fire Station Renovation Project.
- Maximize the use of technology for community safety and awareness.
  - Expand the Town's camera system over the next two years.
  - Implement high visibility patrol and specialty unit operations.
  - Educate the public on Town ordinances to enhance compliance and property values.
  - Conduct inspections for code compliance across the Town.
  - Expand Direct Connect users to improve alarm response for residents and businesses while reducing resources allocated to false alarms.



## Strategic Priority: **Environmental Stewardship**



### Strategic Focus Area:

**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.

### Strategic Objectives:

- Make land-related decisions harmoniously with the natural environment, always considering green space, beautification, and impacts on habitats and wildlife.
  - Review and update adaptive safeguard methods identified through the Town's Coastal Flood Vulnerability Assessment.
  - Revise the Level-Up Palm Beach Coastal Resiliency Implementation Plan to incorporate input from the Mayor and Town Council, as well as new data, in order to effectively mitigate potential impacts on both public and private property.
    - Seek state funding for capital improvement projects aligned with the Level-Up Palm Beach Coastal Resiliency Implementation Plan.
  - Manage the phased implementation of the Woods Hole Group's resiliency study's proposed solutions for mitigating rising sea-level impacts including freeboard for new construction, improvements, damaged properties, and seawall construction.
  - Implement a long-term coastal protection plan.
    - Construct shore protection projects following the Coastal Management Program's adopted 10-year long-term plan.
    - Monitor Beach Management Agreement (BMA) permit and obtain required Federal permits.
    - Implement a GIS asset and aerial imagery database of Coastal Management.
  - Protect and restore biodiversity across ecosystems (coastal, marine, terrestrial, and water) through education and healthy landscape practices.
  - Implement GIS asset layers of Recreation, Par-3, Phipps Ocean Park, and Marina assets.
  - Ensure safe operations and minimize light pollution in coastal areas during sea turtle nesting season.
  - Manage and maintain street lighting, including preventative maintenance.
  - Provide efficient yard waste collection and disposal service in a timely manner.
  - Educate residents and businesses about recycling benefits to boost recycling volumes.





- Increase awareness of environmental landscaping practices.
- Maintain and improve landscaping by standardizing irrigation and inspecting historic trees.
- Ensure environmental crimes and violations of Town Ordinances are enforced.
  - Identify and enforce violations of law and ordinances relating to environmental crimes (e.g., illegal dumping, stormwater violations, sea turtle-related rules).
  - Perform proactive patrols with Police Officers and Code Enforcement Officers to identify and prevent environmental crimes.
- Reduce the environmental impact of Fire Rescue operations.
  - Replace gas-powered tools with electric alternatives, reducing emissions and improving reliability.
  - Convert small gas equipment into battery-powered equipment.
  - Replace environmentally harmful and older formulations of firefighter foams with newer, non-toxic alternatives.
  - Improve exhaust capture technologies for all diesel vehicles.
- Enhance technology and prioritize digital solutions to minimize environmental impact while promoting paperless and cloud-based transactions, activities, and operations.
  - Identify and evaluate new or application of existing technologies to enhance service delivery of phone calls, such as AI tools.
  - Identify and evaluate the Town’s communication systems to integrate, ensuring that updates are automatically shared across platforms.
  - Implement the agenda and meeting management software transition.
  - Develop a system for tracking legislation to effectively monitor and manage policy changes.
  - Optimize paperless public meeting materials.
  - Reduce printed forms and transition to an electronic workflow of documents.
  - Transition to a centralized network printer.
  - Implement paperless marina contracts with digital signatures.
  - Implement Play by Point and DaySmart for online booking.
  - Convert EMS and Fire protocols, procedures, and standard operating guidelines to electronic format.
  - Digitize training forms, including sign-in rosters, school forms, and acting forms.
  - Streamline permitting efficiency for public and private projects by integrating with the online permitting software EPL.
  - Implementation of Enterprise Resource Planning (ERP)/ Human Resources Information System (HRIS).
  - Reduce and recycle electronic waste, including equipment, batteries, shipping, and packing materials.
  - Upgrade, configure, dispatch, and train field devices (iPads) for more efficient and effective management of Public Works operations.
  - Upgrade CentralSquare’s Enterprise Asset Management (CS EAM) powered by Lucy work management application for Public Works to log, manage, track, and execute appropriate actions to maintain a safe and clean Town.
  - Upgrade data center to reduce energy utilization by consolidating and using more energy-efficient technology.
  - Update GIS irrigation infrastructure data.
  - Plan and implement EAM GIS Asset Management.



- Promote procurement practices that prioritize purchasing green products by adjusting purchasing requirements and sourcing products that align with green initiatives for sustainability.
- Champion Townwide transition away from single-use plastics throughout the workplace.
  - Reduce single-use water bottles for public meetings.
  - Reduction of plastic utensils.
  - Discontinue single-use plastics.



**Strategic Focus Area:**

**Sustainable Management of Town Assets** | Promote sustainable management and enhancement of the Town of Palm Beach’s outstanding parks and natural environment through conservation and environmental protection.

**Strategic Objectives:**



- Identify and implement standards aligned with the Town’s Green Initiative, such as smart irrigation, energy-efficient equipment, and implementing Integrated Pest Management (IPM) in Town parks, fields, and golf courses.
  - Identify areas affected by nematodes and replace the soil in those areas to minimize chemical use when rebuilding bunkers or re-leveling tees.
  - Expand native/non-mow areas on the golf course to reduce carbon emissions and increase wildlife habitat.
  - Construct a properly designed chemical mixing station along with a washdown area for equipment.
  - Continue to explore advancements in farming and agricultural technology to enhance efficiency in the course.
  - Install sensors on mowers and equipment to measure water content, aiming to reduce water usage.
  - Transition most hand and backpack blowers to electric models, keeping gas blowers for special occasions.
  - Transform the flower beds at the front of the clubhouse and the parking lot into butterfly gardens.
  - Eliminate invasive plant species from the golf course and replace them with native plants.
  - Introduce electric robot mowers gradually to decrease emissions and reduce noise pollution.
  - Replace gas-powered field mowers with electric.
  - Maintain the keeping of bees to promote pollinators and butterflies at the Par 3 (Hole in One Honey).
  - Explore adding an osprey nest to the course and the installation of a monitoring camera.
  - Plan and implement GIS asset database of Town-wide irrigation asset network.
- Effectively and economically maintain Town grounds and rights-of-way while enhancing their appearance adhering to the Town’s Green Initiative Program.
- Explore natural landscaping opportunities.
- Preserve natural vegetation and trees.
- Explore opportunities to support the Town’s Green Initiatives.





- Explore native plant education and gardening.
- Provide educational opportunities on native plants and environmental best practices through the website in collaboration with community partners.
- Optimize the replacement of vehicles and equipment with environmentally friendly options while verifying vendor’s information to limit the town’s liability.
- Implement best practices to enhance efficiency by standardizing equipment, industry labor, and materials.
- Kindness Rock Garden Project at Mandel Recreation Center.
- Propagate native flora and fauna at Lake Drive Park.
- Earn the Clean Marina Designation.
  - Implement measures to enhance the marina’s environmental sustainability.
- Coordinate with the Florida Fish and Wildlife Commission (FWC) to develop Sea Turtle Rescue response plans and assess certification options for Town responders.
- Maintain Town-owned buildings, structures, and facilities efficiently, safely, and cost-effectively for the public and Town employees.
- Coordinate with Federal, State, County, and adjacent municipalities or agencies to protect and restore the existing coastal dune system and beaches along the Town’s beachfront and establish standards to minimize impacts resulting from beach erosion.



Strategic Priority: **Mobility and Transportation**



**Strategic Focus Area:**

**Quality of Life** | Our lifestyle is sustained by the preservation of our community's beauty through its built and natural environment; management of traffic, parking, and mobility impacts; enjoyment of cultural, recreational, and educational opportunities; exceptions for respectful community conduct; and a safe and secure community.

**Strategic Objectives:**

- Coordinate community-wide traffic mitigation efforts.
- Enhance the safety of all modes of traffic to reduce accidents in roadways and waterways through traffic law enforcement and increased public education opportunities.
  - Issue traffic-related communication from a centralized platform to multiple platforms for up-to-date information.
  - Increase geo-location communication subscriptions.
- Reduce the impact of emergency responses on traffic and increase safety.
  - Install the HAAS Alert system on Fire Rescue units to alert motorists of nearby emergency vehicles, improving road safety.
    - Evaluate the effectiveness of the trial system on new apparatus.
  - Utilize the Town alerting system to inform residents and businesses of road closures and detours due to fire and EMS incidents.
    - Reinforce training for incident commanders to notify dispatch of any extended-duration incidents.
  - Adjust the company-level fire inspection, hydrant testing, and Knox Box inspection schedules to reduce traffic impact.
- Provide all necessary regulatory traffic control signage, pavement markings, and roadway maintenance.
- Operate and maintain traffic signals, including preventative maintenance.
- Increase site inspections to ensure compliance with permitted use and parking within the right-of-way.
- Address construction site violations to reduce parking, traffic, noise complaints, and related community concerns through better regulations and improved enforcement.



**Strategic Focus Area:**

**On-island Mobility** | Control, regulate, and stabilize on-island mobility, including traffic, parking, and pedestrian-friendly routing.

**Strategic Objectives:**

- Implement alternatives to reduce traffic and parking congestion.
  - Coordinate a community and staff driven mitigation plan.





- Implement emerging methods and technologies to enhance pedestrian safety.
  - Remedy Marina parking gate miscues.
  - Install new CradlePoint modems to enhance connectivity for emergency vehicles and improve communications for public safety and traffic management operations.
  - Develop and update GIS map layers for traffic signals and related equipment, including the traffic asset network, parking initiatives, and Lake Trail, to enhance identification and maintenance tracking.
  - Plan and implement GIS asset layer for sidewalk and bike rack assets.
  - Install 10G fiber internet to link with Palm Beach County for traffic management systems.
- Review existing parking inventory to identify opportunities and shortcomings to develop a comprehensive parking management plan.
  - Implement the six-point mobility plan.
    - Explore the expansion of the placard program based on data.
    - Explore valet parking plans to identify the oversaturation of spots.
- Create a resident-focused parking management plan.
  - Deploy parking solution provider.
    - Implement a new marina parking system to replace HUB parking.
    - Bid traffic signs.
    - Install new parking signs for Residential Parking Permit (RPP) and ParkMobile paid parking programs.
    - Implement the parking placard program electronically.
    - Expand paid parking program to Royal Poinciana.
- Enhance traffic flow to meet service levels outlined in the comprehensive plan, and implement traffic mitigation measures for roadways that do not comply with Town standards.
  - Mitigate for traffic impacts on South Lake Drive.
    - Develop and implement a Marina parking enforcement plan with integrated electronic vendor communication.
    - Place service vehicles within marina lots when possible.
    - Issue citations for oversized vehicles in unauthorized areas and without proper credentials.
  - Identify strategies and solutions for truck traffic using the 2021 Truck Logistics Study by Kimley Horn.
  - Enforce all parking ordinances and regulations in the Town of Palm Beach to ensure adequate turnover.
  - Assist with school crossing.
  - Enforce traffic laws.
  - Explore traffic impacts of school zones including Palm Beach Public School Coconut crossing and Palm Beach Day Academy staggered drop-off.
  - Implement actions based on the findings from the parking study.
  - Implement Emergency Operations Plans and proactive measures to ensure effective resource allocation for adequate traffic flow during rush hour and for emergency vehicles.
    - Adjusted bridge opening schedules during peak travel times for all three bridges.
  - Form productive partnerships with local, state, and federal stakeholders to proactively review and address regional transportation challenges, including technology-driven traffic coordination across organizations.



- Improve safety and walkability and maximize on-island vehicle flow.
  - Identify crosswalks within the Town-wide Underground Utilities construction phases and within signalized intersections that can be modified to include spare conduits for future use.
  - Implement smart traffic signalization software and convert traffic study information into traffic corridor coordination plans.



Strategic Priority: **Safe and Resilient Community**



**Strategic Focus Area:**

**Emergency Management** | Provide a framework for supporting the Town of Palm Beach before, during, and after a natural or man-made disaster.

**Strategic Objectives:**



- Minimize the vulnerabilities of the Town to natural disasters.
  - Complete Townwide Utility Undergrounding (TWUU).
    - Bid TWUU Phase 7 North and South.
    - Finalize design permitting and bid for Phase 8.
    - Complete construction of ongoing phases.
  
- Establish a modern and secure Information Technology/digital infrastructure that optimizes and coordinates software to meet the increasing demands of Town operations.
  - Enhance digitalization by converting all existing paper records townwide into secure and easily accessible digital formats.
  - Deploy the multi-factor authentication, DUO.
  - Install new Townwide network infrastructure.
  - Ensure redundant internet connections include additional fiber circuits and Starlink.
  - GIS planning and implementation of asset layers in various software, including the Tyler Technologies Computer Aided Dispatch (CAD), Fire Hydrants Annual PM, CrisisTrack Software GIS Layer Update, WinCan Sewer Pipe Video Uploads, asset management of Water Resources in Lucity, Town-wide AEDs, IT Fiber Network, and Public Works-owned Fire Extinguishers.
  - Streamline FEMA reimbursement applications by ensuring comprehensive documentation for all claimed expenses to prevent denials, using Crisis Track and F-ROC software.
  - Optimize interactive emergency service software solutions, such as the Town’s first-in-county use of Prepared Live.
  - Operationalize a state-of-the-art public safety communication command center.
  - Optimize self-serve options and information resources on the internal TownNet site.
  - Utilize advanced technology to gather evidence at crime scenes and in controlled laboratory settings, aiding crime prevention through the identification of suspects via fingerprint and DNA analysis.
    - Modernize a modern fingerprint lab with ALS.
    - Employ innovative measures to gather and analyze intelligence proactively.
  - Upgrade the outdated CAD/RMS system with advanced technology.
  - Upgrade sUAS Drone program hardware and software using FDLE-provided grant funds.
  - Leverage Axon BWC, In-Car Video, Interview Room, and drone solutions to streamline operations and provide effective oversight.



- Expand the use of the tracking software Procare across all programs to manage participants' locations, special needs, and allergies.
- Enhance the marina's safety and security.
  - Improve marina security by utilizing surveillance cameras and installing covert and dome cameras.
  - Update Emergency Operations "Panic" File in order for staff to promptly respond to a fuel or oil spill.
  - Conduct quarterly training sessions on spill response at the marina and provide detailed information on effective response strategies and procedures.
  - Earn Safe and Resilient Marina Designation.
- Develop and implement an emergency response support system to minimize the Town's vulnerabilities and expedite mobilization and rapid responses to emergencies.
  - Proactive review of Ordinances and application of best practices.
  - Implement Florida Milestone Inspection Program.
  - Ensure consistent administration of the Flood Prevention Code.
  - Participate in the Community Rating System (CRS).
  - Establish an emergency communication system with hazard-specific plans for efficient information-sharing while enhancing the Town's communication library, tools, and partnerships.
- Identify emergency service and public safety needs based on trending analytics.
  - Build dashboards with specific criteria for data analysis and develop training programs to meet identified needs.
  - Deploy new state-of-the-art Motorola radios to enhance the department's communication and response readiness.
  - Increase the efficiency and consistency of emergency response services.
  - Identify areas at high risk for cardiac events and install AEDs in public spaces. Collaborate with Community Outreach to raise awareness and offer training in CPR and AED usage.
  - Identify high-risk locations for emergencies using historical data and trends, ensure rapid response times for critical medical situations, enhance overall response efficiency by setting clear benchmarks for personnel, and increase the use of essential medical interventions such as aspirin and CPR training.
- Review and update emergency management policies, practices, and staffing levels for increased preparedness.
  - Execute "tabletop" exercises with emergency management staff.



- Coordinate with the local governments and the Palm Beach County School District on emergency preparedness issues.



**Strategic Focus Area:**

**Water Resources** | The Town’s drinking water is healthy for consumption and the environment. It is readily available without worry or limitations. The utility infrastructure is sound and meets current and future needs for reliable and sustainable drinking water, wastewater, and stormwater management.

**Strategic Objectives:**



- Complete the water feasibility study that evaluates the water supply and distribution options, emphasizing service needs, quality, and cost.
- Establish and maintain reliable drinking water, wastewater, and stormwater contracts.
- Enhance the Town’s Supervisory Control and Data Acquisition (SCADA) System for storm and sanitary sewer pumping stations.
- Proactively manage stormwater collection and pumping to minimize unexpected equipment failures.
- Investigate the Cured in Place Pipe (CIPP) lining through TV inspections to ensure the mitigation of groundwater infiltration into the sanitary sewer collection system.
- Monitor 811 on-call and locate existing lines to prevent damage during construction and repairs.
- Ensure the safe management of the Town’s sanitary sewage through efficient collection, transport, and disposal while maintaining sewer systems to minimize equipment failures and effectively address clogs, backups, and overflow risks.



Strategic Priority: **Governmental Leadership and Innovation**



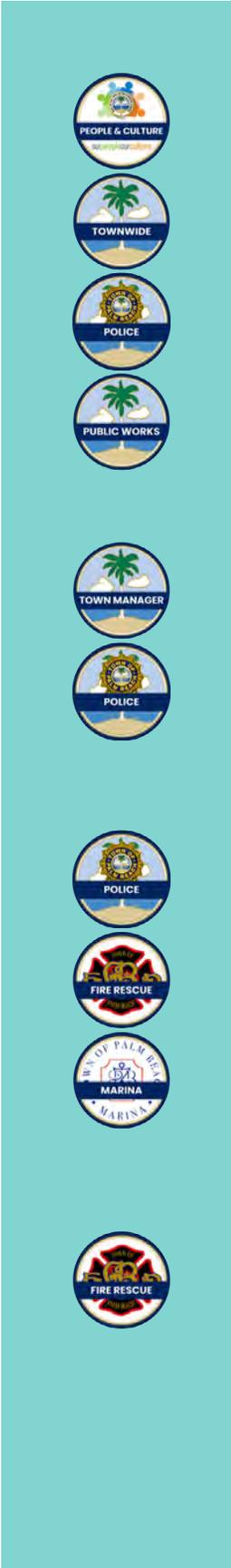
**Strategic Focus Area:**

**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.

**Strategic Objectives:**

- Maximize technology to deliver streamlined information and continual access to Town information and processes by producing user-friendly interfaces.
  - Continued website enhancement to facilitate better public access to records and information.
  - Develop intradepartmental collaborative communication platforms and offer training on how to use them effectively.
  - Develop a change management plan to support staff through transitions and technological upgrades.
  - Enhance public access to records and information.
  - Enhance Laserfiche and other digital tools for better record management and searchability.
  - Establish a standardized lease format and automate annual lease renewals.
  - Optimize self-serve options and information resources on TownNet.
  - Implement various projects, including deploying a policy manager application, migrating town data to SharePoint, migrating Laserfiche data to a cloud environment, implementing a new ERP system, a new agenda and meeting management software, CAD/RMS software application, an online permit and land use management system, and recreation data into the Lucity software.
  - Streamline and increase ease of parking registration for residents.
- Advance organizational operations by fostering collaborative efforts across departments to plan for future challenges proactively.
- 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.
  - Develop training programs and succession planning to build skills and prepare for future needs.
    - Create a professional development plan with training programs and workshops relevant to current and future job roles.
    - Encourage staff to participate in external training and certification programs.
    - Continue Office 365, Outlook, and SharePoint training.
  - Reinforce the importance of Town values concerning performance.
  - Sponsor cross-departmental learning events to build collaboration and operational effectiveness.
  - Conduct annual employee engagement survey and use results to inform policy development.





- Implement monthly, quarterly, and yearly employee recognition initiatives.
  - Launch fellow employee recognition program.
  - Expand the TOPB Concentra Wellness Center and employee lead-Wellness Program.
  - Continue ongoing policy review.
  - Initiate leadership development program.
  - Ensure professionals' salaries and benefits are competitive with the local marketplace.
  - Maintain Town facilities and buildings to provide a safe and functional working environment.
- Support and enhance open, two-way communication between the Town, its residents, and businesses.
    - Develop a comprehensive formal communications program and allocate resources to address the information needs of community residents and Town employees.
    - Optimize communication platforms and tools.
    - Assess, develop, and implement a system for tracking and addressing complaints related to road closures and other high-visibility issues.
    - Internal communications should be distributed by the town manager to keep town employees informed so they can serve as information ambassadors for the community.
    - Optimize the emergency call software Prepared Live, which allows Police to access real-time events through a caller's cellphone.
- Enhance relationships between Town employees, residents, and businesses.
    - Optimize the partnership opportunities provided by Palm Beach Police and Fire Foundation and SafeGuard to deliver events to the community, including the annual document destruction and medication disposal event, the Public Safety Forums, the Citizen's Academy, Teen's Academy, and the opportunity to develop new initiatives.
    - Develop a community outreach program that educates the public on realistic drills, expands fire rescue drills, and identifies community threats.
    - Ensure the Marina establishes a premier brand that attracts global customers while aligning with the Town's focus on quality of life.
    - Continue the Volunteer in Police Service Program (VIPS), enabling citizens to collaborate with PD staff and provide essential support to the department.
- Lead residents towards living happier, healthier, and longer lives through public education, campaigns, and program offerings.
    - Focus public education efforts on common medical emergencies in Town, such as falls, stroke, and ST-elevation myocardial infarction (STEMI) heart attacks.
    - Enhance and expand emergency medical care provided within the Town of Palm Beach by exploring specialized ambulances for stroke and cardiac patients.



- Embrace a workforce culture that promotes being proactive and anticipatory.
  - Facilitate workshops and training sessions to help staff adapt to new technologies and processes.
  - Promote an open communication and feedback culture to address concerns and build a unified team front.
  - Develop the Innovation Award.
  - Conduct contingency planning for a hybrid workforce.



**Strategic Focus Area:**

**Sound Fiscal Management** | The Town thrives financially over the long term because its decision-making and budgeting are based on accurate and relevant data, it sets organizational priorities across all government services, considers needs, and bases its fiscal policies on governmental accounting best practices.

**Strategic Objectives:**



- Deliver exceptional services to the community with optimal resource utilization.
- Optimize interoperability and coordination of technology platforms to reduce environmental impact and improve efficiency.
- Market Town-owned properties in West Palm Beach for potential ground leases to enhance and diversify revenue streams.
- Ensure the Town remains competitive in staffing levels, compensation, and benefits across all employment categories.
- Invest sufficiently in the Town’s internal infrastructure to maximize productivity, enhance performance, develop technical and leadership skills, and create an optimized staffing structure.
  - Develop a succession plan to prepare for future leadership needs.
  - Identify potential future leaders within the team and provide them with mentorship and training opportunities.
  - Project workforce needs into 2028.
  - Skills inventory and 2028 future planning.
  - Develop a comprehensive training program for board, commission, and council members on procedures and use of new technologies.
  - Regularly update training materials and sessions based on feedback and evolving needs.
  - Expand training for purchasing cards, contract administration, and procurement.
  - Prepare staff and future leaders by providing specialized training in confined space operations, small engine, and hand tools.
  - Strategize reclassifications and promotions to encourage career growth.
  - Continue development programs, i.e., Internship, apprenticeship, etc.



- Promote transparency practices.
  - Publish the Annual Financial Report, Popular Annual Financial Report, and Annual Budget Reports and submit them to GFOA for review and feedback.
  - Develop dashboards for Fire and EMS calls and publish them on the Fire Rescue SharePoint page.
- Enable a sustainable future by proactively managing the overall costs of the Town government.
  - Review department budget and functions to achieve cost savings and revenue sources for future budgets.
- Implement cost-effective strategies and resource management practices within Fire Rescue to ensure long-term sustainability while maintaining essential services.
- Assess and implement legal strategies to allocate resources effectively to mitigate risks.
- Evaluate, update, enact, and follow sensible fiscal policies.
- Develop, implement, and operationalize dashboards.
- Evaluate risk complements for resiliency.
- Align and integrate the strategic planning process, budget cycle, and operations.
- Pursue grant opportunities.



**Strategic Focus Areas:**

**Cooperative Relationships** | 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.

**Strategic Objectives:**

- Participate in intergovernmental coordination processes and consider the impacts of proposed comprehensive plan amendments and future developments.





- Maintain a public-facing Future Land Use Map and GIS Map Series on the Town’s website.
- Intergovernmental Plan Amendment Review Committee (IPARC) participation on the Executive Committee and Issues Forum.
- Request to appoint Town representatives to County advisory committees.
- Participate in the Lake Worth Lagoon Steering Committee in relation to the Florida Department of Environmental Protection’s program for the Lake Worth Lagoon Ecosystem Management Area.
- Participate in the County’s Multijurisdictional process and planning framework to provide for a county-wide vision for transportation and mobility that safely connects people to places.
- Address regional and state significance issues in coordination with the Treasure Coast Regional Planning Council, South Florida Water Management District, and state and federal agencies.
  - Continued coordination with the United States Coast Guard to reduce bridge openings during rush hour.
  - Pursue appointing a member of the Town Council or a Commission member to the Business Development Board of Palm Beach County and the Palm Beach County Chamber of Commerce.
  - Coordinate with the Florida Department of Transportation (FDOT), Palm Beach County, West Palm Beach, and other communities to minimize transportation impacts to the Town through active participation in the Palm Beach TPA Technical Review Committee.
  - Coordinate with the Palm Beach School District.
- Create an informed community about emerging topics within the Town, County, and State.
  - Develop and implement a system for legislative tracking to monitor and manage policy changes effectively.
  - Train and update staff on legal and regulatory compliance.
  - Develop website content for county, state, and federal resources.
  - Network and collaborate with Palm Beach County professional peers through participation, education, and coordination.
  - Create two southbound lanes on North County Road from 3:00 PM to 5:00 PM to improve traffic flow and prevent blockages, with appropriate staffing and resources.



# Introductory Information

**Town of Palm Beach / FY 2025 Adopted 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
FY2025 General Fund Budget	\$119.2 Million
Taxable Property Valuation	\$30 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
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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 FY25, a 0.00% change from the FY24 millage rate of 2.6110. Taxable value increased 11.28% to \$32,149,560,525 for FY25. Ad Valorem revenue of \$79,745,500 is included in the FY25 budget. The Town adopted final millage rate is above rollback but below maximum millage rates. The decrease in tax revenue if the rollback rate was adopted would have been (7,641,752.00). The chart below identifies the millage rate options available to the Town and the Town’s adopted final millage rate.

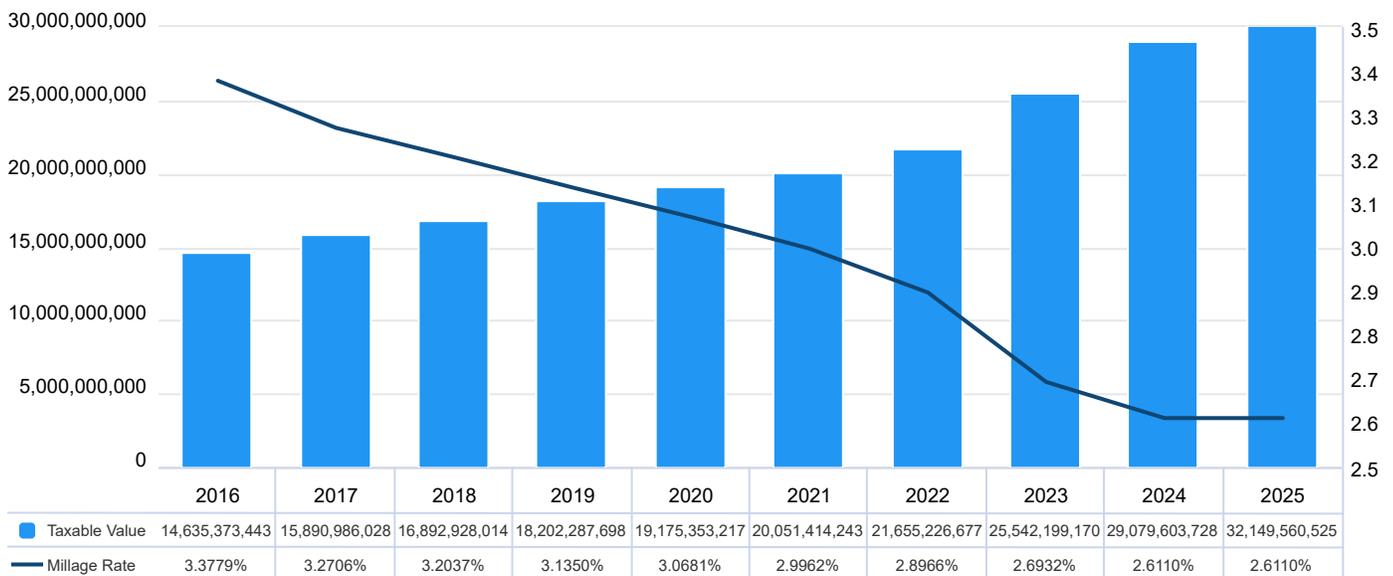
	Millage Rate	Tax Revenue
Rollback Millage Rate	2.3608	\$ 72,103,748
Majority Vote Maximum Millage Rate	2.4951	\$ 76,205,550
2/3 Vote Maximum Millage Rate	2.7446	\$ 83,825,800
FY24 Millage Rate	2.6110	\$ 79,745,500
FY25 Proposed Millage Rate	2.6110	\$ 79,745,500

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 1.0569%. The 2/3 vote maximum rate is 110% of the majority maximum rate.

The Town’s taxable value since 2016 has increased 120% to all-time highs as shown in the chart below. In 2025 the taxable value increased by 11%.

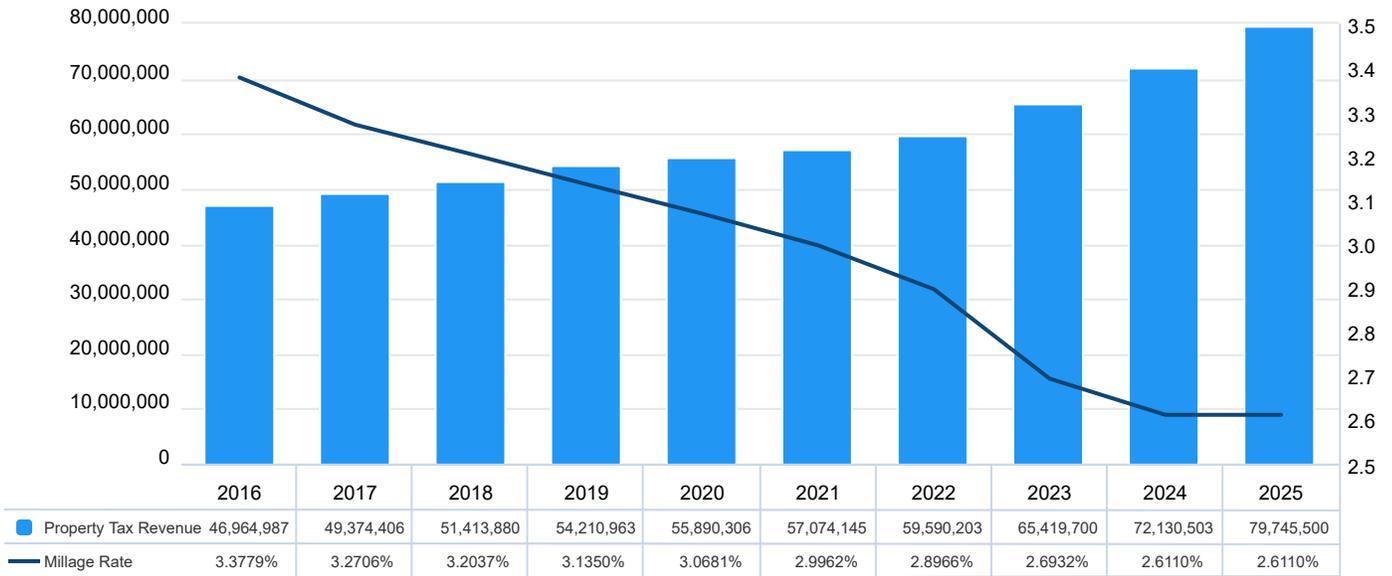
Since FY16, the millage rate had declined due to increasing values. The tax revenue trend is shown on following chart.

**Taxable Value and Millage Rate Trend**



The Town millage rate represents 17.56% of the total tax bill. The table below illustrates the difference between the FY24 vs FY25 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

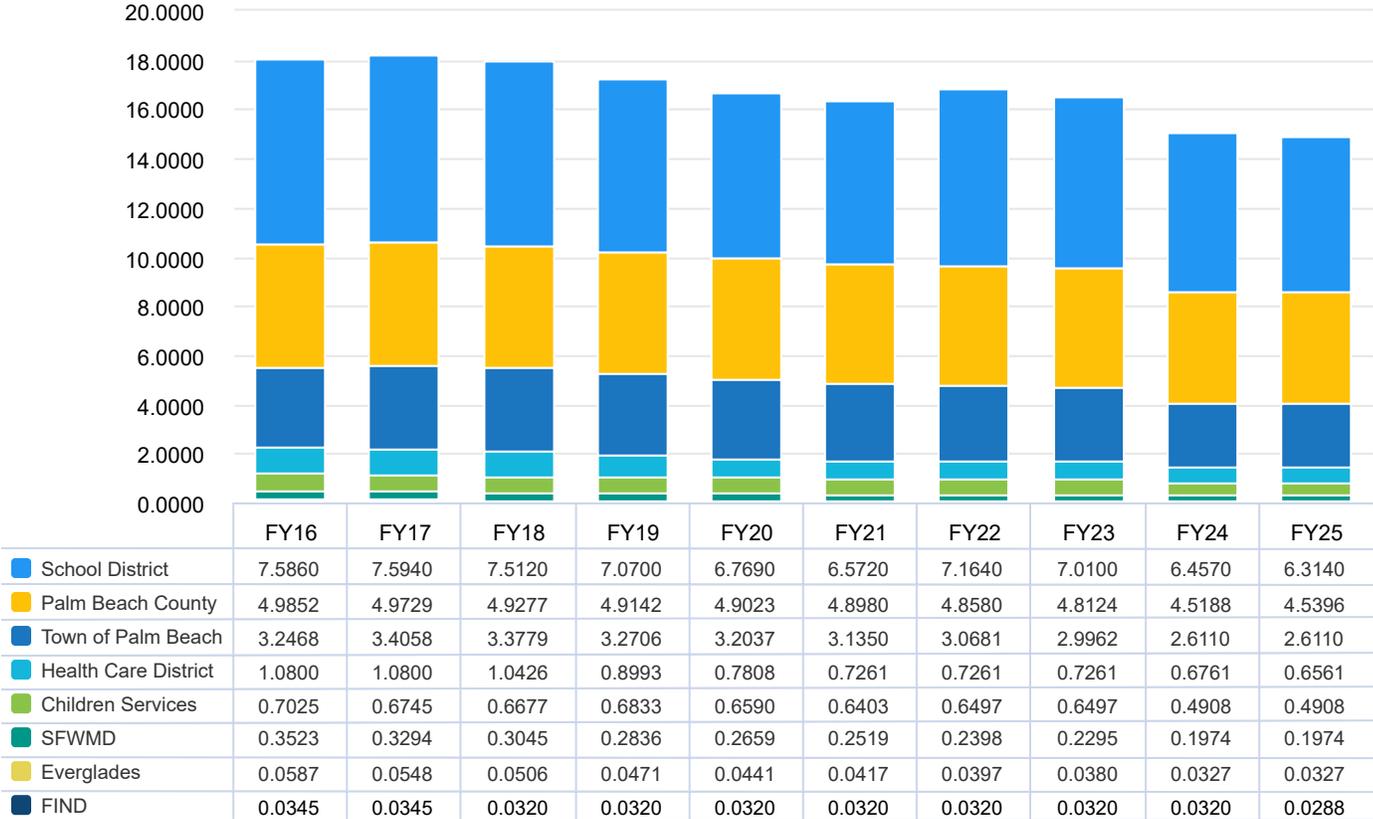


### Impact on owner of \$1 million property

Taxing Authority	FY24 Millage Rate	FY25 Millage Rate	FY25 Tax Per \$1 million value	Change Per \$1 million Value	% Change	% of Total Tax Bill
Palm Beach County School District	6.4570	6.3140	\$ 6,314	\$ (143)	(2.21%)	42.46%
Palm Beach County	4.5188	4.5396	\$ 4,540	\$ 21	0.46%	30.53%
Palm Beach	2.6110	2.6110	\$ 2,611	\$ -	-%	17.56%
Health Care District	0.6761	0.6561	\$ 656	\$ (20)	(2.96%)	4.41%
Children Services	0.4908	0.4908	\$ 491	\$ -	-%	3.30%
South Florida Water Mgmt	0.1974	0.1974	\$ 197	\$ -	-%	1.33%
Everglades Construction	0.0327	0.0327	\$ 33	\$ -	-%	0.22%
Florida Inland Navigation	0.0288	0.0288	\$ 29	\$ -	-%	0.19%
<b>Grand Total</b>	<b>15.0126</b>	<b>14.8704</b>	<b>\$ 14,870</b>	<b>\$ (142)</b>	<b>(0.95%)</b>	<b>100.00%</b>

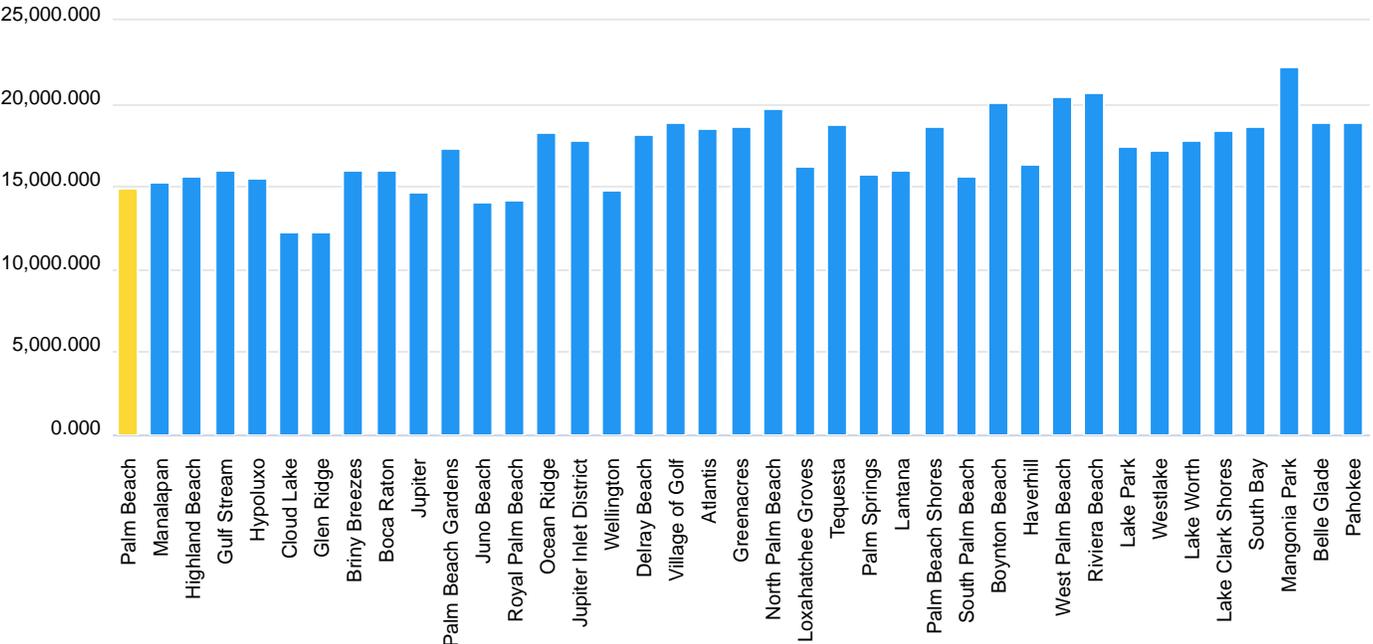
The chart on the next page shows the 10-year trend in millage rates for all taxing authorities.

### Tax Rate Detail History



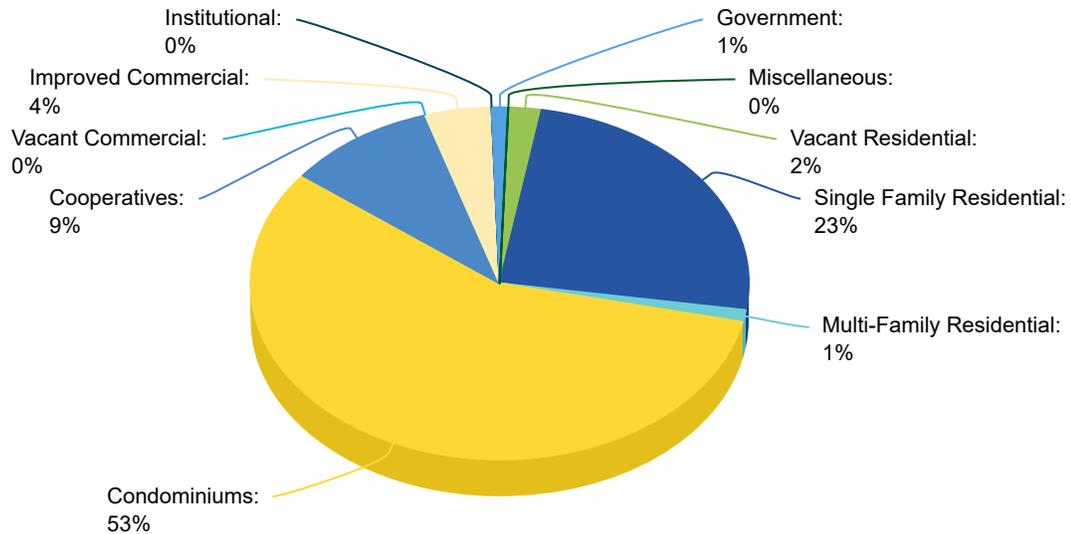
The Town’s total millage rate is the lowest municipal rate in Palm Beach County as shown below.

### Millage Rates of Palm Beach County Municipalities



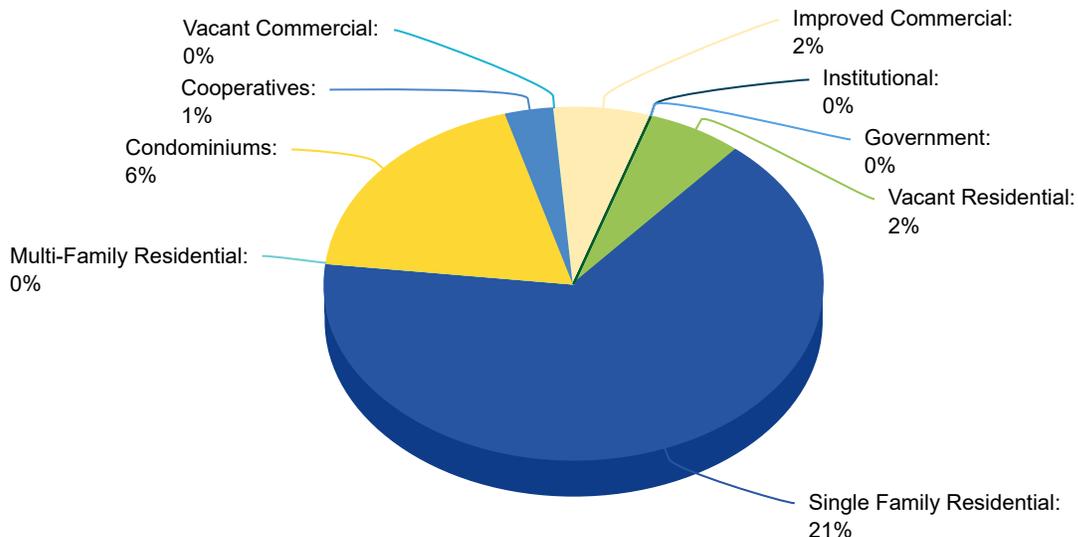
### PROPERTY BREAKDOWN BY NUMBER OF PARCELS

The Town has a total of 9,265 total parcels. Residential units total 8,764 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 2,437 parcels or 26.3% of the total. Commercial and industrial parcels total 401 and the balance is made up of multi-family, government, institutional and miscellaneous parcels. There are 3,222 properties with a Homestead exemption representing 34.8% of the total parcels in the Town.



### PROPERTY BREAKDOWN BY TAXABLE VALUE

The taxable value of parcels in the Town total \$32 billion. Residential parcels represent 95% of the total value of parcels at \$30,411,089,956 and single family residential represents 65% of the total value. Commercial properties represent 7% or \$1,738,470,569 of the total value of parcels.

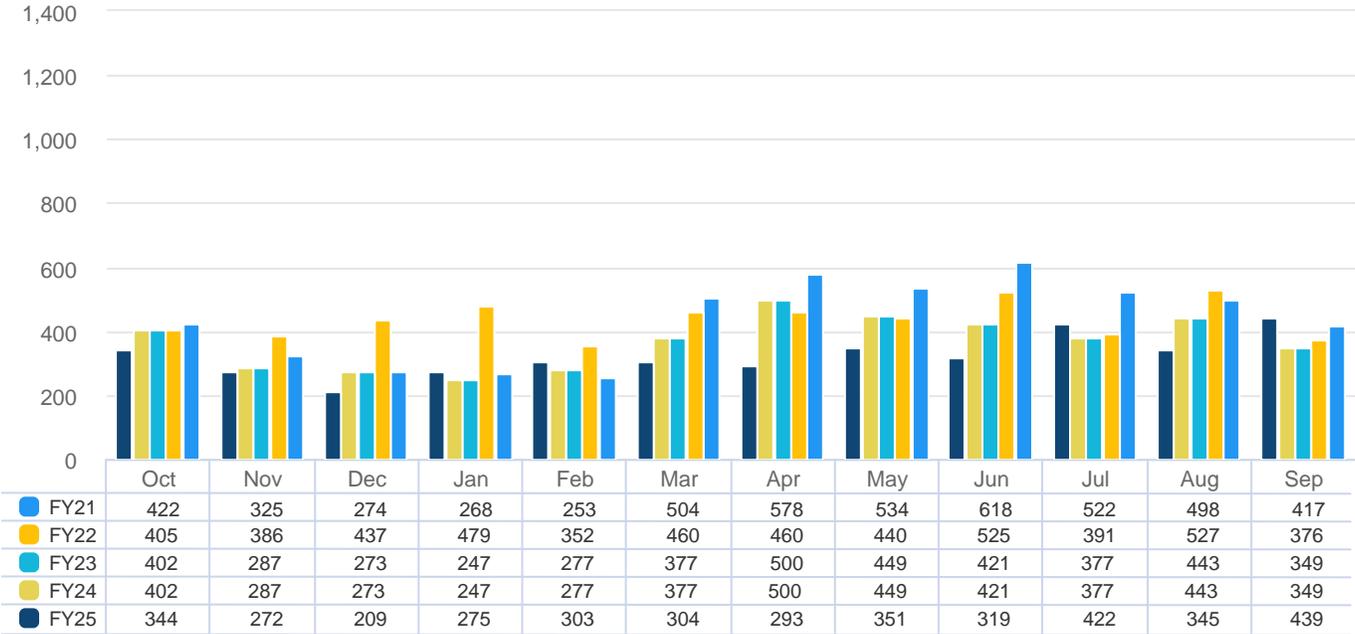


### HISTORICAL BUILDING PERMIT DETAIL

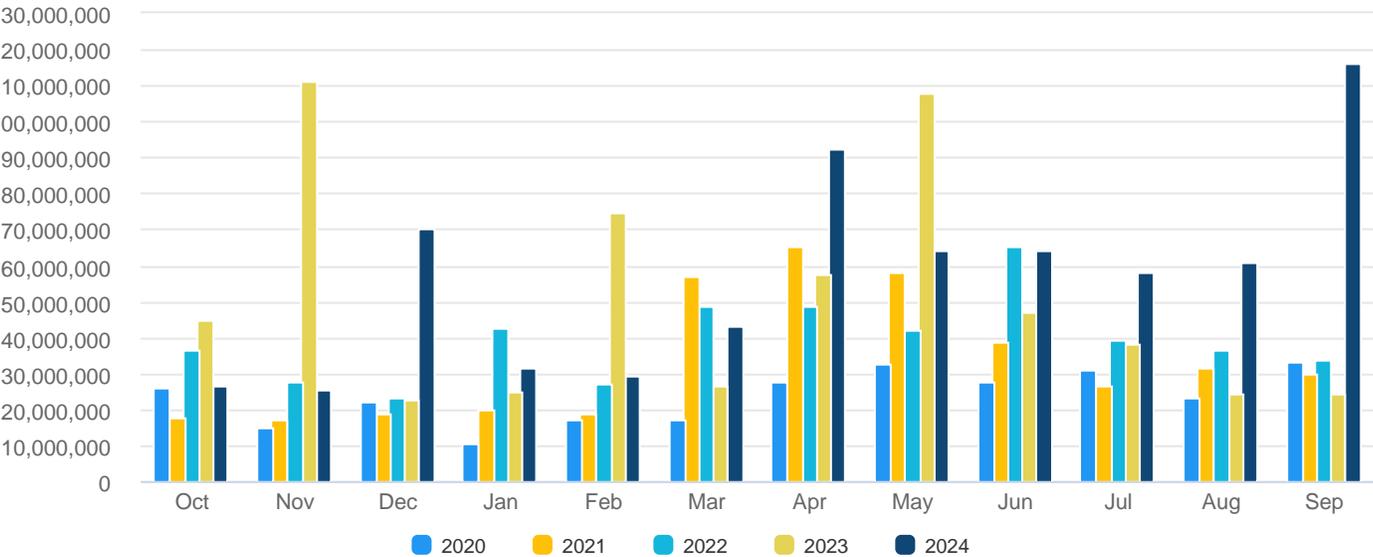
During FY19, the Town revised the permit process and consolidated many building permits for one project into a master permit. The permit application numbers declined because of the new “one permit” process. The number of permits declined in FY24, however total construction value increased over 13%. Total construction valuation for FY24 was \$682,510,914 compared to \$604,389,825 in FY23 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 unassigned fund balance in the General Fund equal to a minimum of 30% 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.

## 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)

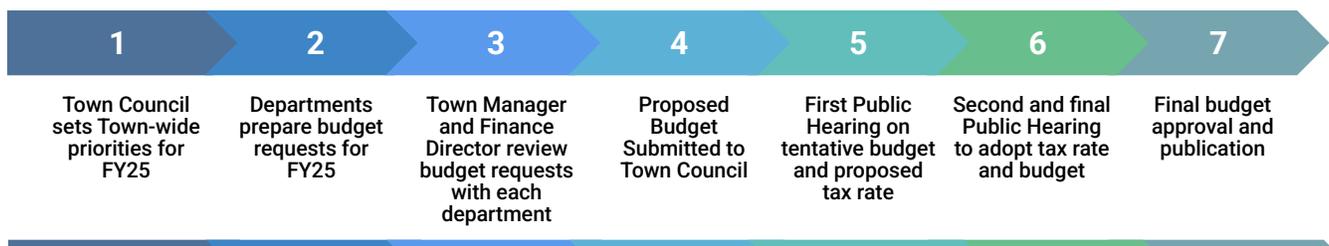
The budget and property tax rate adoption process is governed by the State Statute known as TRIM (truth in millage). In Florida, properties are assessed by the County Property Appraiser and property taxes are collected by the County Tax Collector. Property owners are eligible to receive a homestead exemption 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
<b>02/05/2025</b>	Finance to distribute FY25 budget instructions
<b>03/18/2025</b>	Submit initial CIP request forms to Public Works, IT requests to IT and reorganization/reclassification requests to HR
<b>04/08/2025</b>	All budget information submitted to finance from departments
<b>04/17/2025 - 05/08/2025</b>	Town Manager's review of departmental budgets, including Capital, Coastal, Health and OPEB
<b>05/31/2025</b>	Property Appraiser issues preliminary property values
<b>06/07/2025</b>	Proposed budget document pages finalized Distribution of proposed FY25 budget document
<b>06/30/2025</b>	Notice from Property Appraiser of preliminary certification of taxable value
<b>07/01/2025</b>	Distribution of proposed FY25 budget document
<b>07/11/2025</b>	Town Council Meeting – consider proposed FY25 budget and initial resolution(s) adopting special non-ad valorem assessments
<b>08/12/2025</b>	Notice of proposed property taxes is mailed from Palm Beach County Property Appraiser
<b>09/10/2025</b>	Town Council Meeting – First Public Hearing to approve tentative budget and proposed tax rate for FY25 and final resolution(s) adopting special non-ad valorem assessments
<b>09/24/2025</b>	Town Council Meeting – Second Public Hearing to adopt the FY25 budget and millage rate
<b>10/07/2025</b>	Resolution adopting the final millage rate is forwarded to Property Appraiser and Tax Collector and Certificate of Compliance sent to the Department of Revenue

## 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 2025 Adopted 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 2025 approved budget and a 9-year forecast through FY34. The complete 2024 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:

	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Ad Valorem Tax Increase	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
General Inflation	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salaries & Wages	5.75%	5.75%	5.75%	5.75%	5.75%	5.75%	5.75%	5.75%	5.75%
Health Insurance	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Pension (ADEC)	8.65%	3.18%	1.51%	(1.15%)	(1.81%)	(2.72%)	(3.90%)	(3.90%)	(11.95%)
Other Employee Benefits	4.82%	4.77%	4.85%	4.81%	4.75%	4.62%	4.64%	4.64%	4.64%
Property Insurance	8.00%	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%	3.00%
W/C Insurance	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

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

The assumption for inflation for FY25 and the next eight years is 2.5%, which is based upon the forecast in the June 2024 *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.

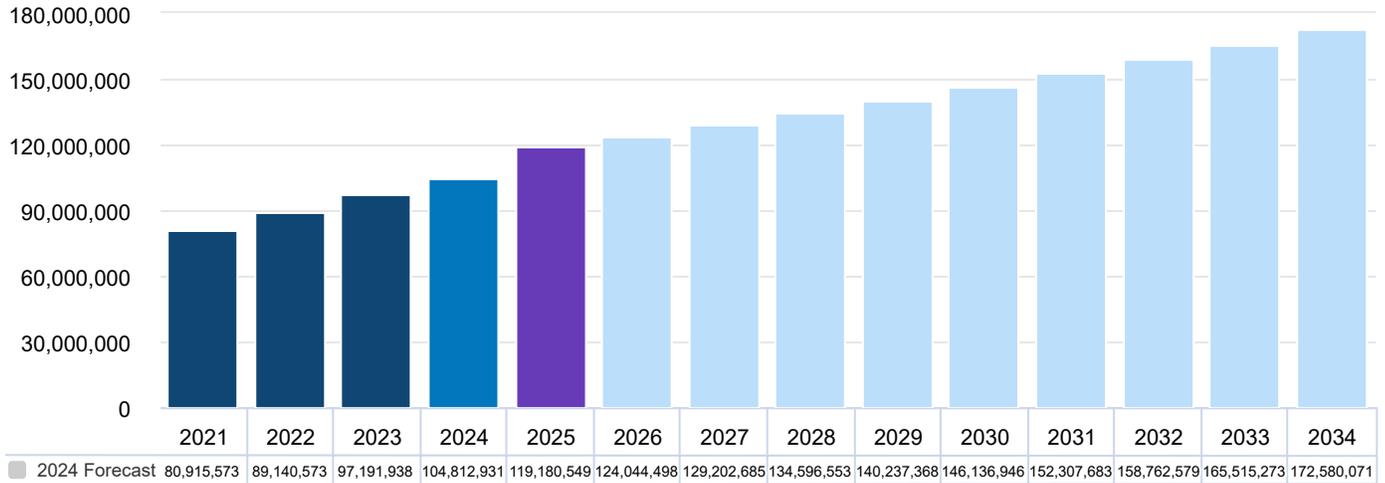
### 2025 FORECAST

The forecast charts shown on the following pages include actual results for 2021-2023 shown in dark blue, the FY24 budget, shown in medium blue and the FY25 budget shown in violet, and then forecasts through FY34 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.

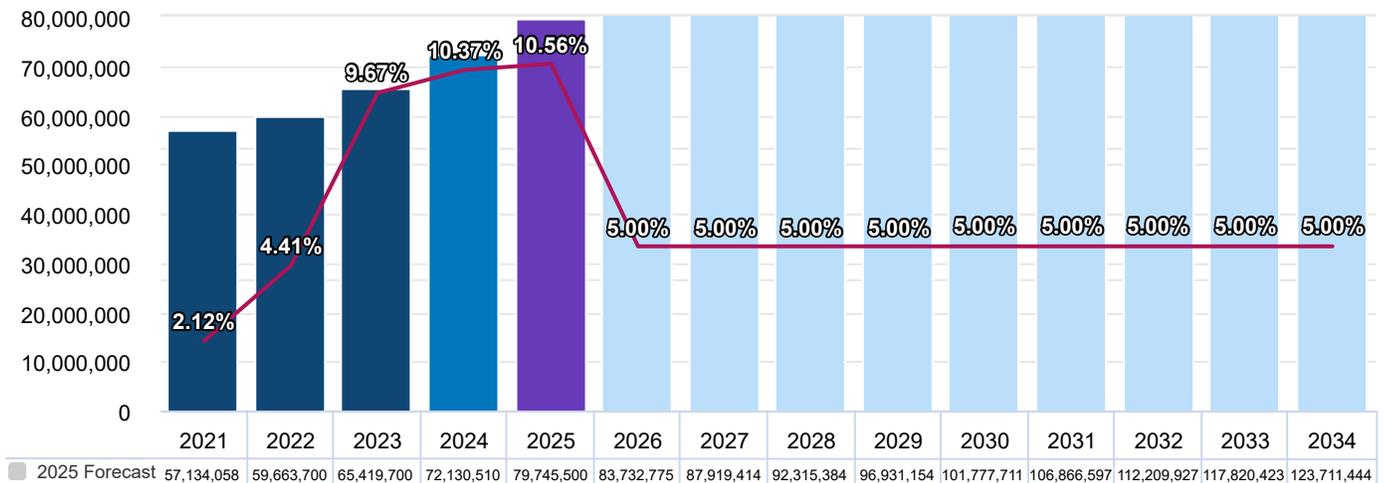
General Fund Revenue



### 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 FY34. Over the past 5 years, taxable value has increased by 60% an average of 13% per year. The taxable value increase for FY25 was 11%.

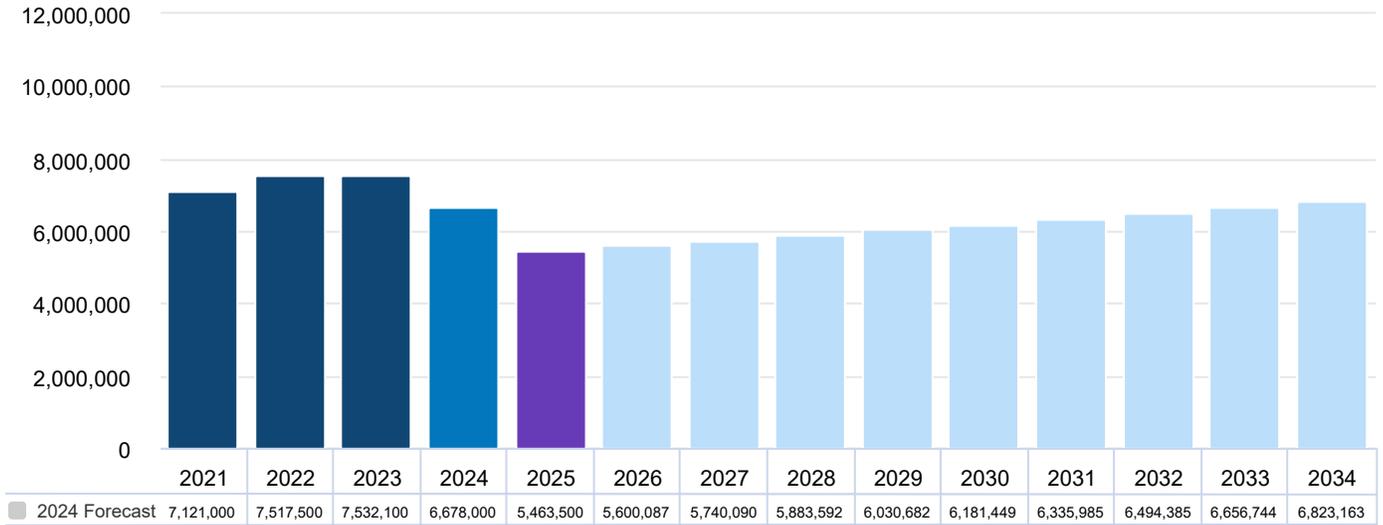
Property Tax Forecast



### 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:

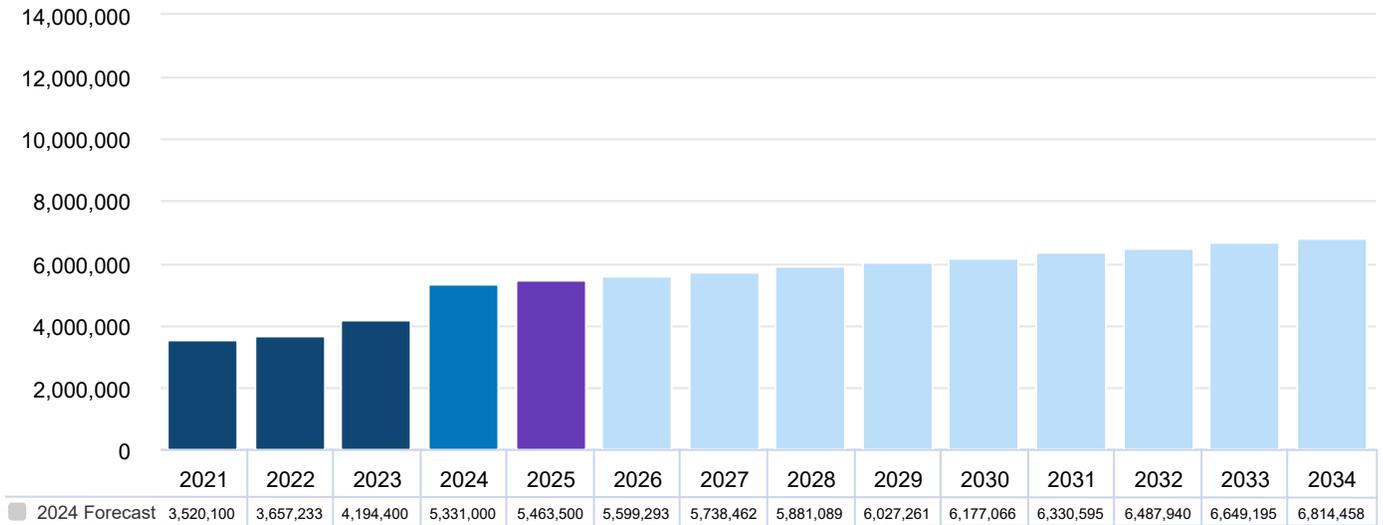
### Non Ad Valorem Taxes



### 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.

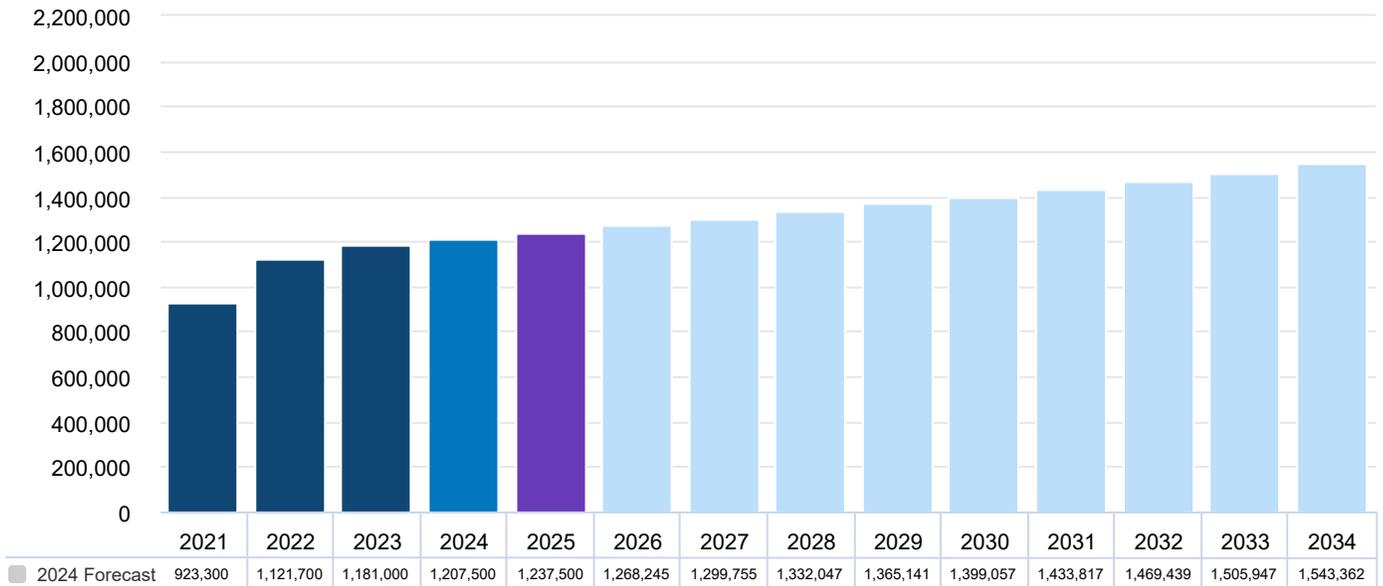
#### License and Permit Forecast



### 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

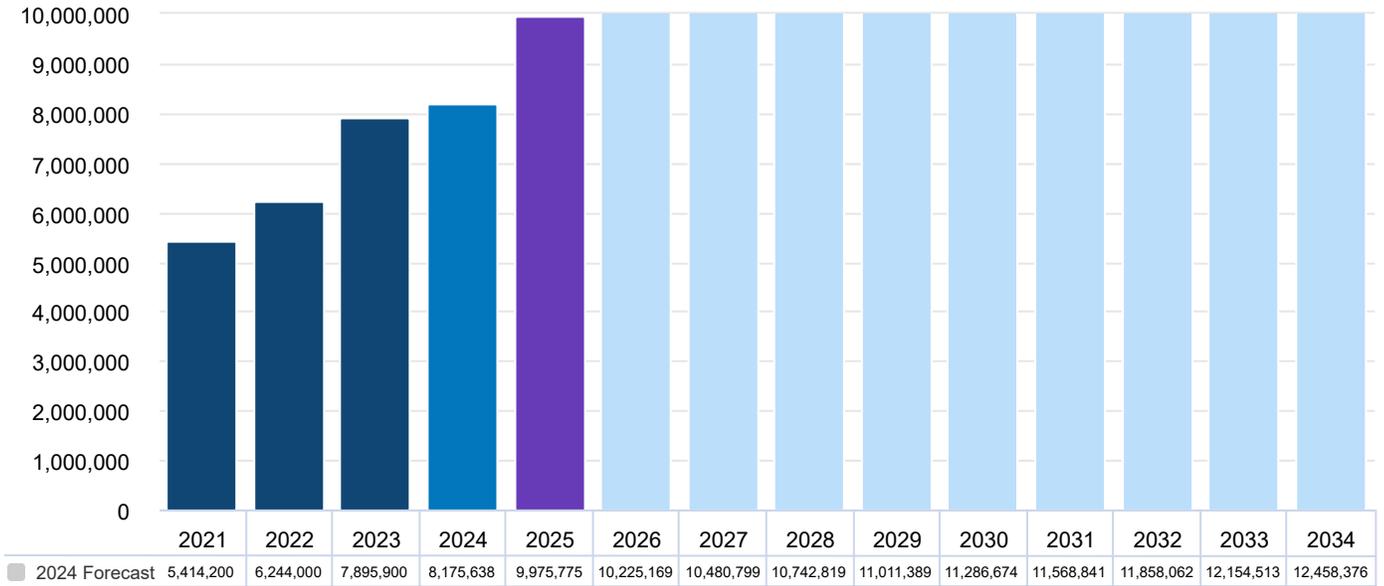


The forecast for intergovernmental revenues has decreased slightly for FY25 based on revenues received from the State of Florida for sales tax and revenue sharing returning to more normalized levels. FY20 and FY21 contained grant funds from FEMA and the Federal Government. The updated forecast for all 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

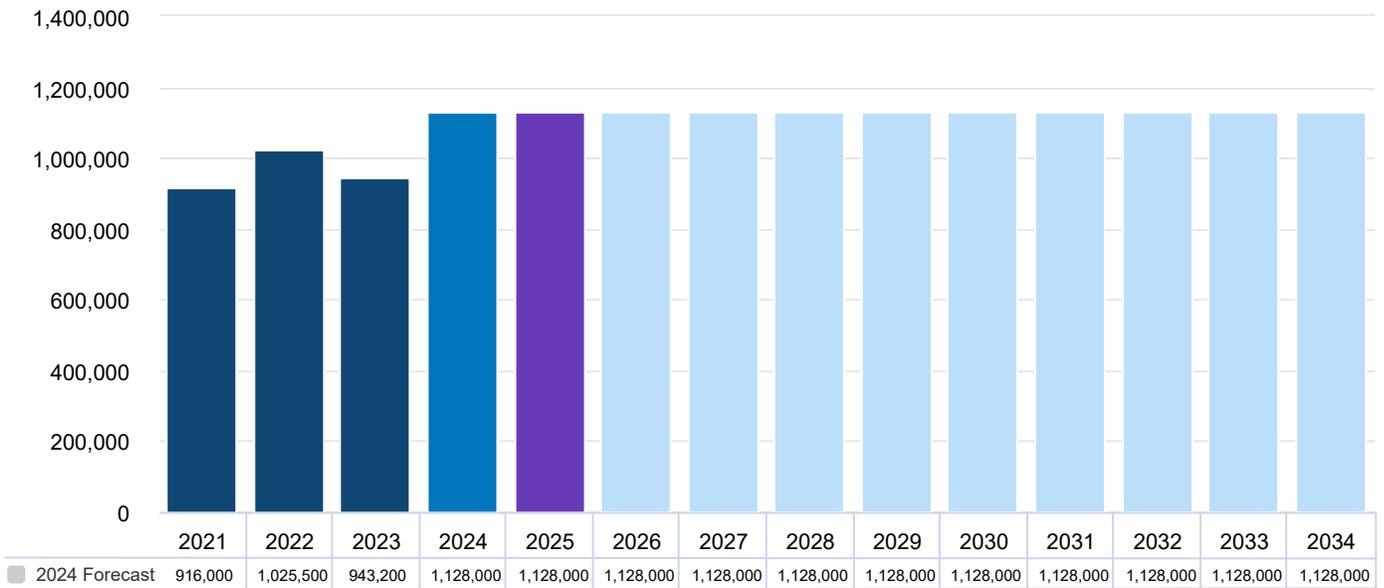


### FINES AND FORFEITURES

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.

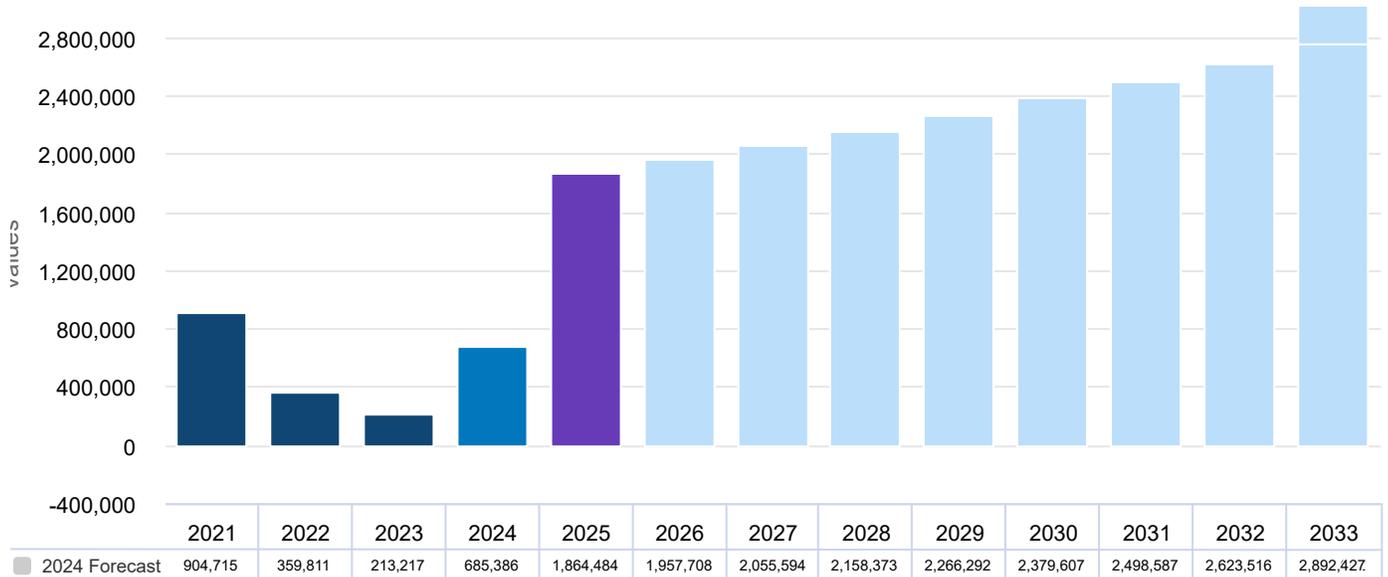
### Fines and Forfeitures Forecast



## 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.

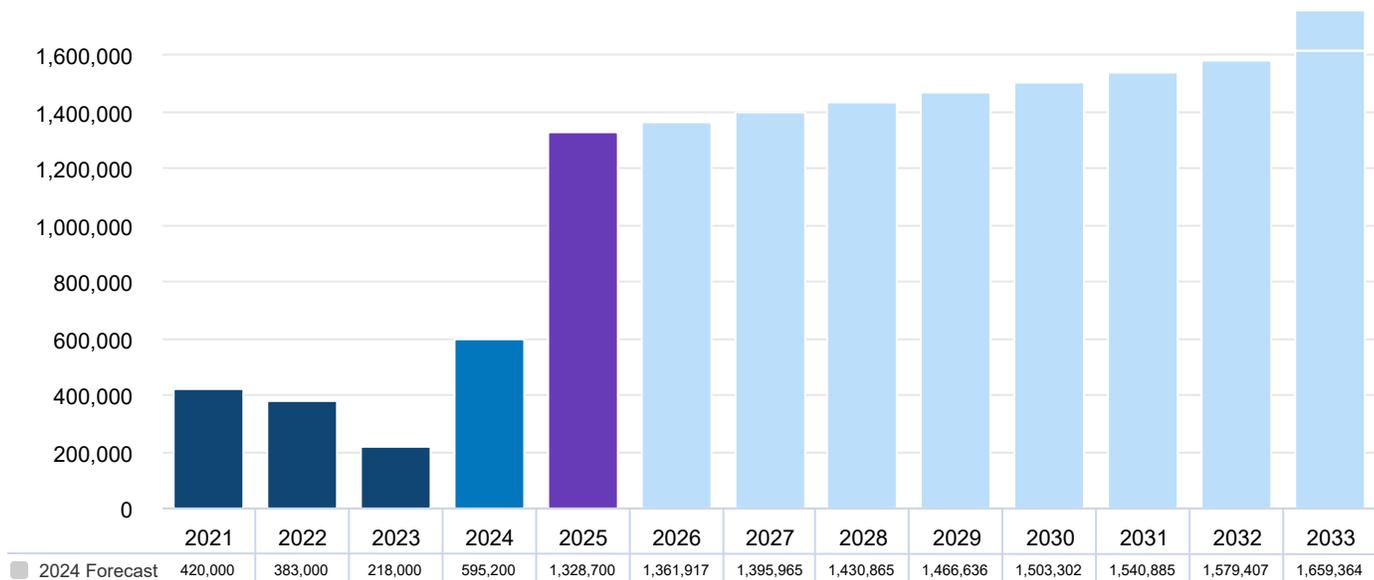
**Investment Income Forecast**



## 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.

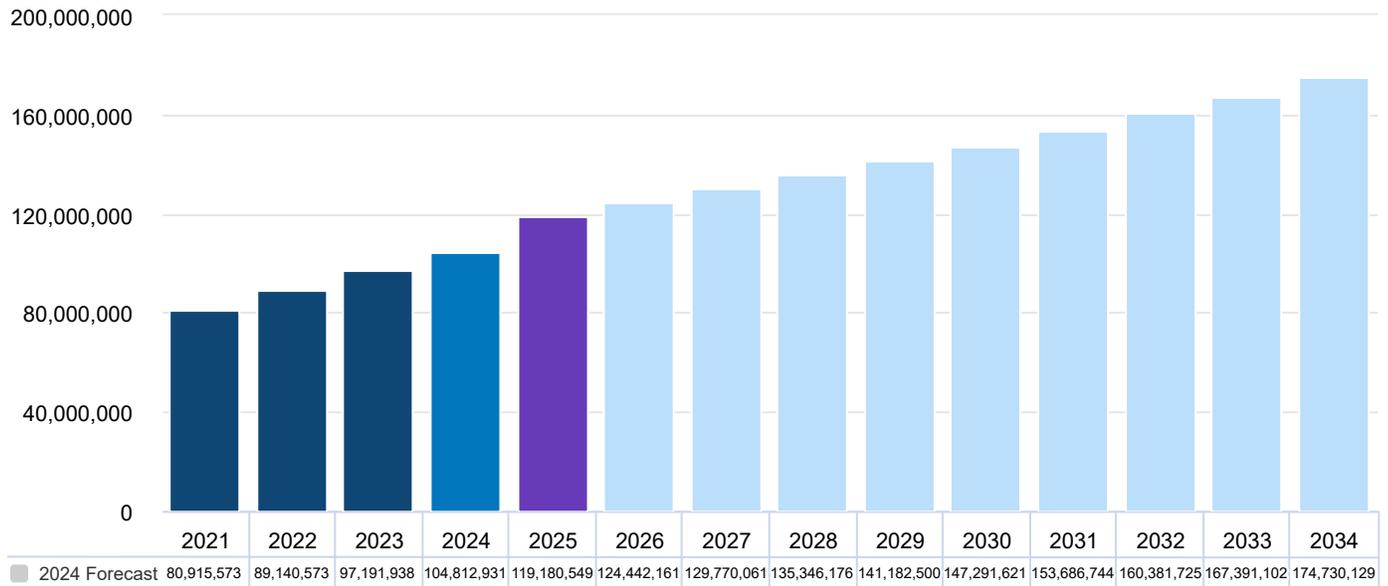
### Miscellaneous Revenue and Transfers



## TOTAL GENERAL FUND EXPENDITURES

The 2025 forecast contains the FY25 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 2021 - 2023 in dark blue, the FY24 budget in medium blue, the FY25 budget in violet and the forecast through FY34 in light blue. The forecast reflects the transfer of the Building Permit related expenses to the new Building Enterprise Fund beginning in FY21.

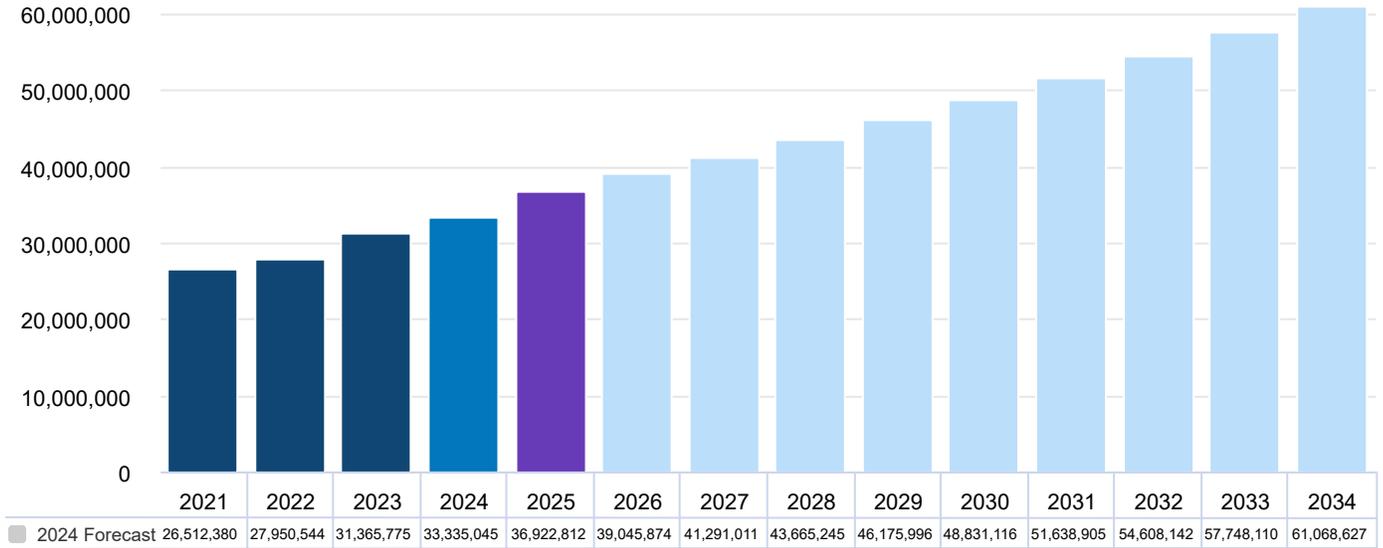
**Total Expenditure Forecast**



## 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 FY24 actual costs to be below the budget amount. For FY25, a COLA increase of 5.0% is included in the budget. The chart on the following page shows the forecast and past trends.

### Salary and Wage Forecast



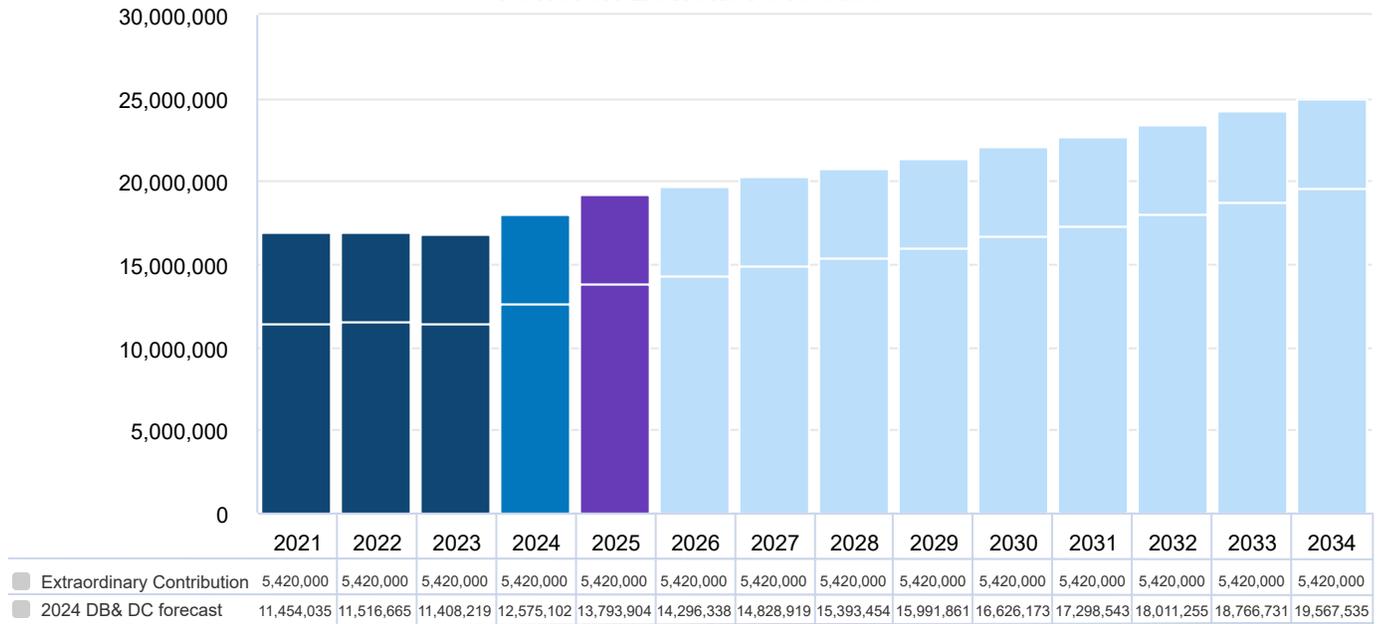
Vacancies have kept these costs stable in recent years. The average increase throughout the forecast period is 5.75% for total salary and wages.

### 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 FY34.

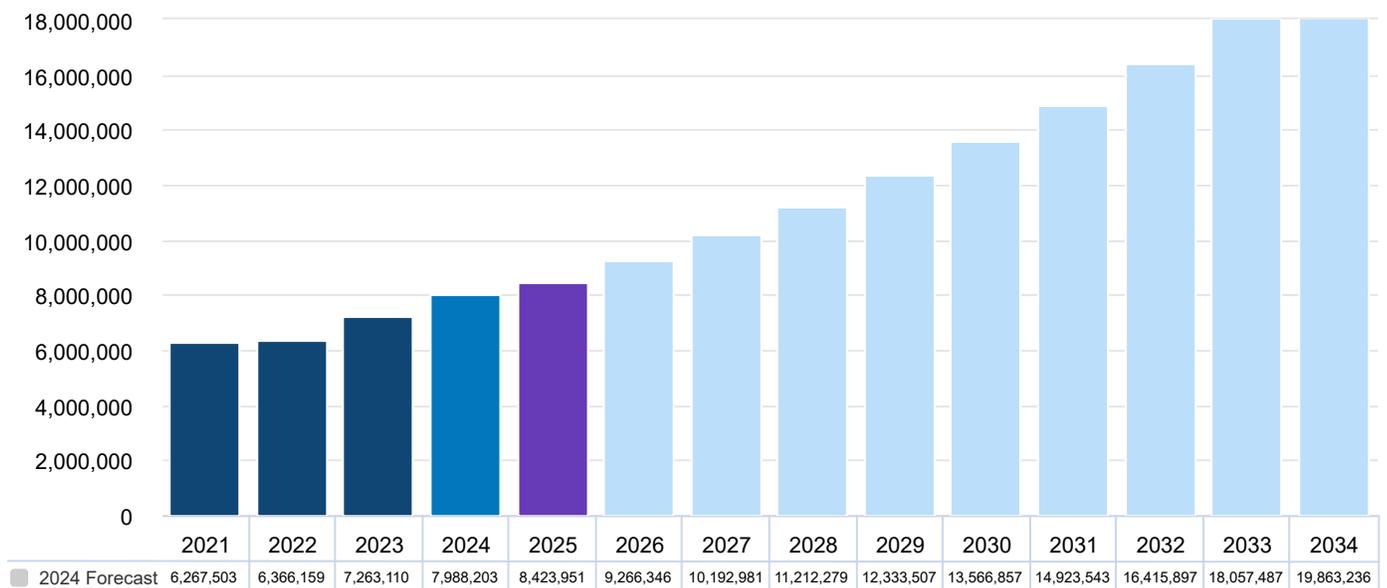
### Pension Benefit Forecast



### 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. FY25 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.

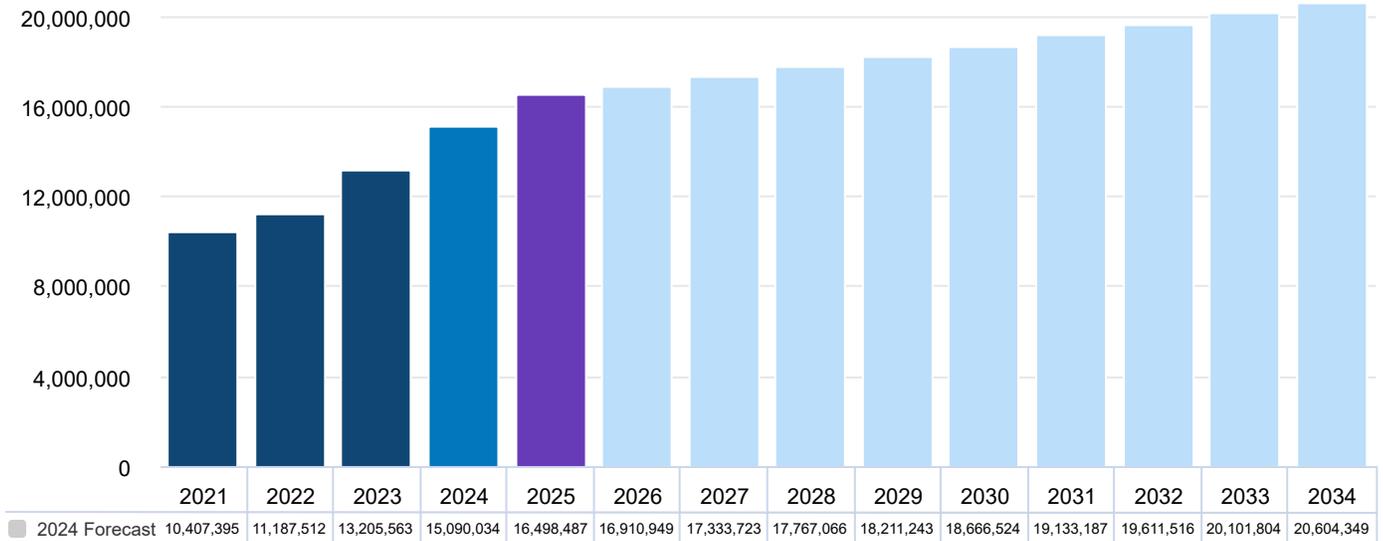
### Other Employee Benefits Forecast



## 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.

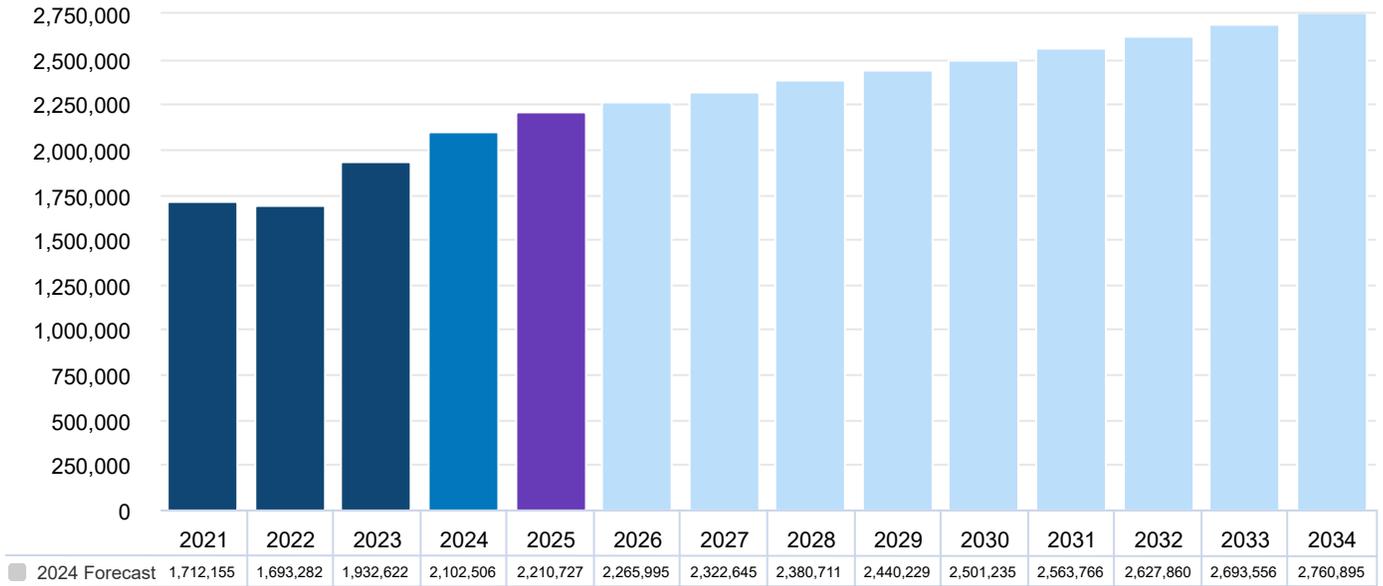
**Contractual Forecast**



## 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.

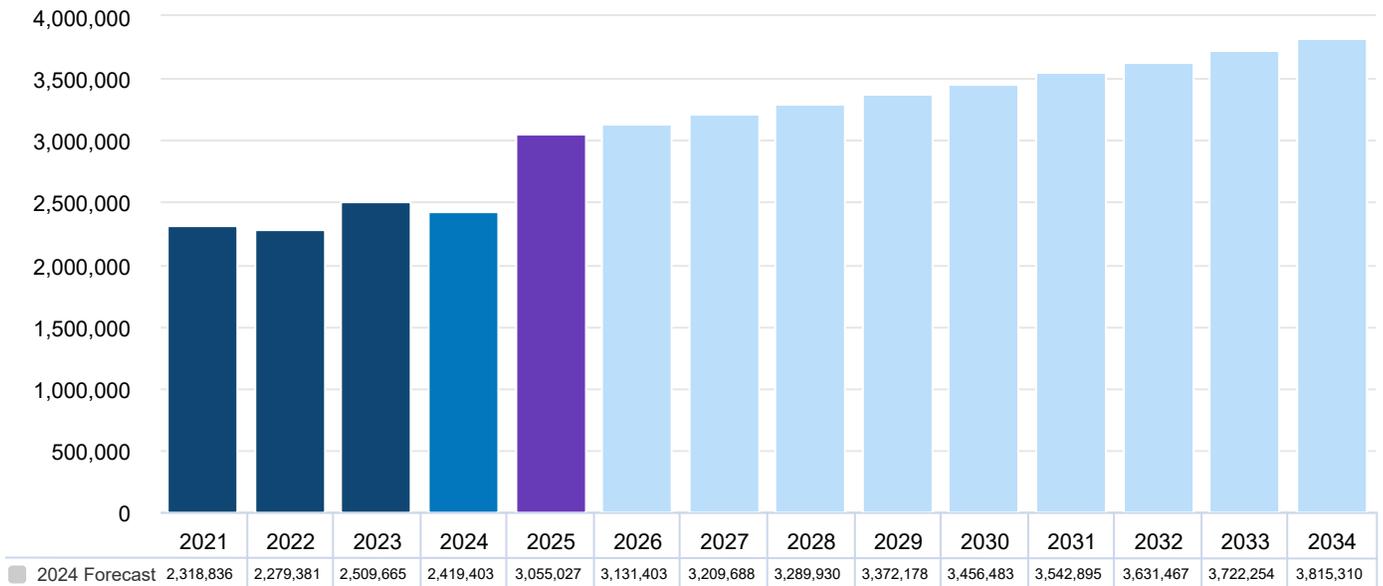
### Commodities Forecast



### 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.

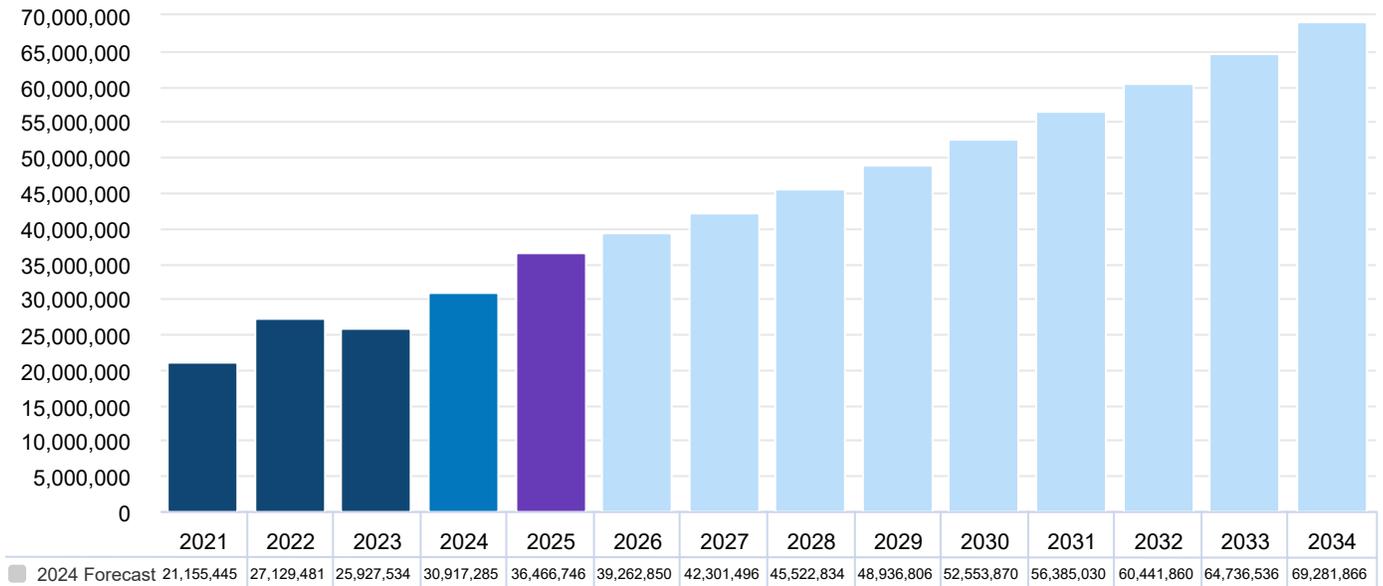
### Equipment Replacement Forecast



### 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.
- ✦ 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.

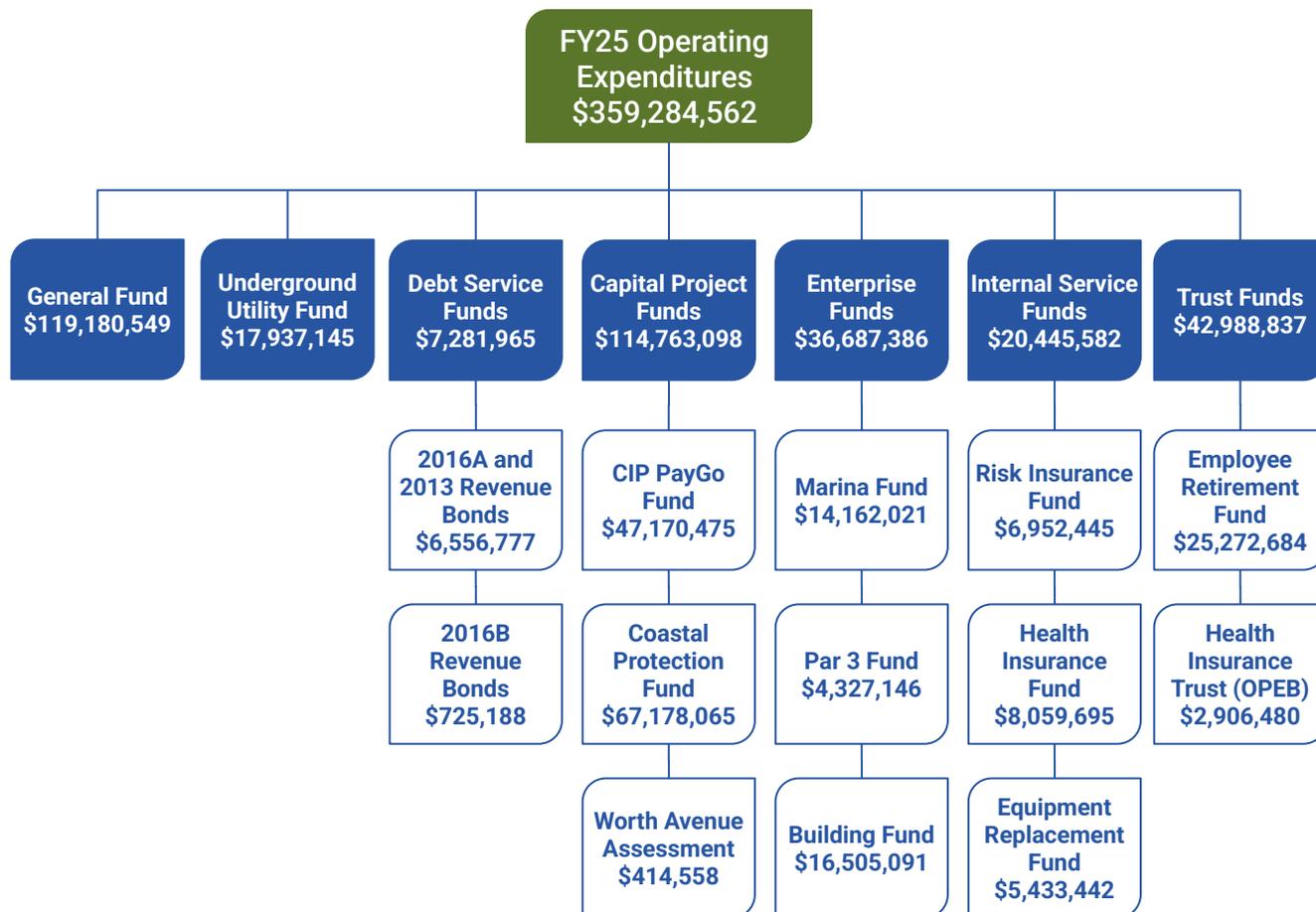


# Budget Summary

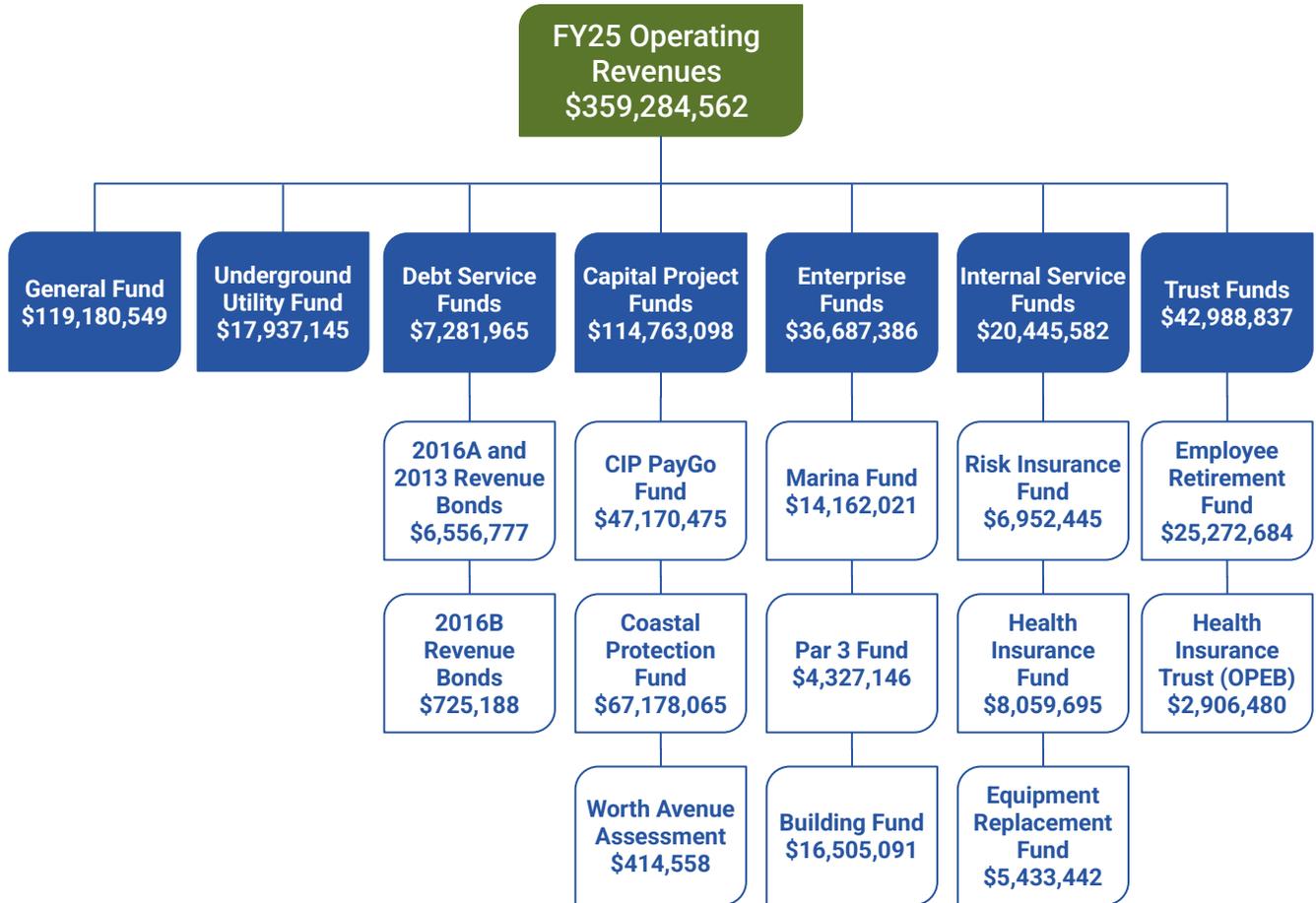
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**Town of Palm Beach / FY 2025 Adopted Annual Budget**

## BREAKDOWN OF TOTAL OPERATING EXPENDITURES – ALL FUNDS



## BREAKDOWN OF TOTAL OPERATING REVENUES – ALL FUNDS



## BUDGET SUMMARY BY FUND TYPE

### FY25 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	79,745,500	-	-	-	-	-	-	79,745,500
Non Ad Valorem Taxes	6,780,000	3,856,110	725,188	408,558	-	-	-	11,769,856
Licenses and Permits	5,463,500	-	-	-	9,841,500	-	-	15,305,000
Intergovernmental	1,237,500	-	-	12,376,950	-	-	-	13,614,450
Charges for Services	9,975,775	-	-	-	18,785,545	8,950,296	-	37,711,616
Fines and Forfeitures	1,128,000	-	-	-	45,000	-	-	1,173,000
Contributions/Grants	35,000	-	-	5,000	-	-	17,270,253	17,310,253
Gain/Loss on Investments	-	-	-	-	-	75,000	2,800,000	2,875,000
Interest Earnings	1,864,484	500,000	17,500	3,501,000	650,000	450,000	16,670,000	23,652,984
Miscellaneous	1,328,700	224,900	-	-	730,000	-	-	2,283,600
Interfund Transfers	8,362,090	6,500,000	6,539,277	24,101,827	-	4,329,817	6,248,584	56,081,595
<b>Subtotal</b>	<b>115,920,549</b>	<b>11,081,010</b>	<b>7,281,965</b>	<b>40,393,335</b>	<b>30,052,045</b>	<b>13,805,113</b>	<b>42,988,837</b>	<b>261,522,854</b>
Appropriations from Fund Balance	3,260,000	6,856,135	-	74,369,763	6,635,341	6,640,469	-	97,761,708
<b>Total Revenues</b>	<b>119,180,549</b>	<b>17,937,145</b>	<b>7,281,965</b>	<b>114,763,098</b>	<b>36,687,386</b>	<b>20,445,582</b>	<b>42,988,837</b>	<b>359,284,562</b>
<b>Expenditures</b>								
Salaries and Wages	36,922,812	-	-	142,746	3,125,524	345,995	169,695	40,706,774
Employee Benefits	23,529,838	-	-	62,115	1,691,655	7,692,744	2,750,899	35,727,252
Contractual	16,498,487	14,089,290	7,500	437,608	5,452,879	3,620,806	25,256,647	65,363,217
Commodities	2,210,727	250	-	8,200	978,225	6,059	1,923	3,205,384
Depreciation/Capital Outlay	3,055,027	-	-	113,103,668	3,181,123	4,779,978	-	124,119,795
Debt Service	-	3,847,605	7,274,465	-	1,996,244	-	-	13,118,314
Interfund Transfers	36,466,746	-	-	1,008,760	18,606,089	-	-	56,081,595
Other	496,912	-	-	-	561,318	4,000,000	-	5,058,230
<b>Subtotal</b>	<b>119,180,549</b>	<b>17,937,145</b>	<b>7,281,965</b>	<b>114,763,096</b>	<b>35,593,058</b>	<b>20,445,582</b>	<b>28,179,164</b>	<b>343,380,561</b>
Transfer to Fund Balance/Retained Earnings	-	-	-	-	1,094,329	-	14,809,673	15,904,002
<b>Total Expenditures</b>	<b>119,180,549</b>	<b>17,937,145</b>	<b>7,281,965</b>	<b>114,763,098</b>	<b>36,687,386</b>	<b>20,445,582</b>	<b>42,988,837</b>	<b>359,284,562</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	66.91%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	22.20%
Ad Valorem Taxes per capita (9,207 population)	\$ 8,661	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,661
Total expenditures per capita (9,207 population)	\$ 12,945	\$ 1,948	\$ 791	\$ 12,465	\$ 3,985	\$ 2,221	\$ 4,669	\$ 39,023
Personnel as a percentage of the total budget	50.72%	-%	-%	0.18%	13.13%	39.32%	6.79%	21.27%
Capital expenditures as percentage of total fund budget	2.56%	-%	-%	98.55%	8.67%	23.38%	-%	34.55%
Capital expenditures per capita (9,207 population)	\$ 332	\$ -	\$ -	\$ 12,285	\$ 346	\$ 519	\$ -	\$ 13,481

Summary of Major Revenues by Fund Type

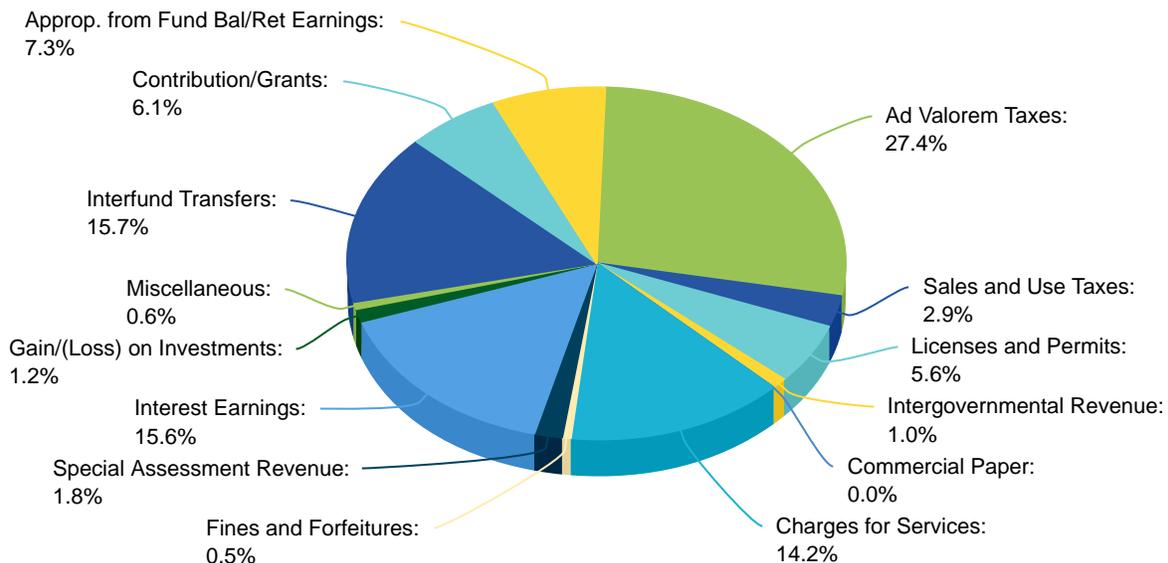
Description	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Variance	% of Total Budget
<b>General Fund</b>							
Ad Valorem Taxes	\$ 60,530,819	\$ 66,331,261	\$ 72,130,510	\$ 72,164,510	\$ 79,745,500	10.56%	68.29%
Sales and Use Taxes	6,700,986	7,072,140	6,678,000	7,042,000	6,780,000	1.53%	6.66%
Licenses and Permits	5,978,460	6,149,186	5,331,000	4,775,480	5,463,500	2.49%	4.52%
Intergovernmental Revenue	1,362,837	1,496,817	1,240,200	1,447,700	1,272,500	2.60%	1.37%
Charges for Services	7,801,991	9,156,931	8,175,638	8,125,575	9,975,775	22.02%	7.69%
Fines and Forfeitures	1,247,451	3,214,593	1,128,000	1,432,500	1,128,000	-%	1.36%
Interest Earnings	(391,573)	2,840,220	685,386	2,210,000	1,864,484	172.03%	2.09%
Miscellaneous	458,041	984,817	595,200	730,166	1,328,700	123.24%	0.69%
Interfund Transfers	5,061,266	6,164,921	7,748,997	7,748,997	8,362,090	7.91%	7.33%
Subtotal	88,750,278	103,410,886	103,712,931	105,676,928	115,920,549	11.77%	100.00%
Appropriations from Fund Balance	-	-	1,100,000	-	3,260,000	196.36%	-%
<b>Total General Fund</b>	<b>\$ 88,750,278</b>	<b>\$ 103,410,886</b>	<b>\$ 104,812,931</b>	<b>\$ 105,676,928</b>	<b>\$ 119,180,549</b>	<b>13.71%</b>	<b>100.00%</b>
<b>Special Revenue Funds</b>							
Interest Earnings	\$ 358,601	\$ 1,718,274	\$ 300,000	\$ 1,500,000	\$ 500,000	66.67%	15.26%
Special Assessments	3,899,190	3,513,265	3,503,760	3,550,000	3,856,110	10.06%	36.11%
Intergovernment Revenue	827,237	3,091,946	-	-	-	-%	-%
Miscellaneous Revenue	212,030	189,464	224,900	180,000	224,900	-%	1.83%
Interfund Transfers	3,276,550	3,291,116	4,600,000	4,600,000	6,500,000	41.30%	46.80%
Subtotal	8,573,608	11,804,065	8,628,660	9,830,000	11,081,010	28.42%	100.00%
Appropriations from Fund Balance	-	-	25,129,945	-	6,856,135	(72.72%)	-%
<b>Total Special Revenue Funds</b>	<b>\$ 8,573,608</b>	<b>\$ 11,804,065</b>	<b>\$ 33,758,605</b>	<b>\$ 9,830,000</b>	<b>\$ 17,937,145</b>	<b>(46.87%)</b>	<b>100.00%</b>
<b>Debt Service Funds</b>							
Interest Earnings	\$ 5,816	\$ 33,418	\$ 20,000	\$ 25,426	\$ 17,500	(12.50%)	0.35%
Special Assessments	746,520	718,434	727,038	790,718	725,188	(0.25%)	10.99%
Interfund Transfers	6,376,777	6,377,227	6,375,683	6,375,683	6,539,277	2.57%	88.65%
Subtotal	7,129,113	7,129,078	7,122,721	7,191,827	7,281,965	2.24%	100.00%
Appropriations from Fund Balance	-	-	1,155,000	-	-	(100.00%)	-%
<b>Total Debt Service Funds</b>	<b>\$ 7,129,113</b>	<b>\$ 7,129,078</b>	<b>\$ 8,277,721</b>	<b>\$ 7,191,827</b>	<b>\$ 7,281,965</b>	<b>(12.03%)</b>	<b>100.00%</b>
<b>Capital Projects Funds</b>							
Interest Earnings	\$ (1,990,642)	\$ 2,099,718	\$ 1,201,000	\$ 4,503,000	\$ 3,501,000	191.51%	11.62%
Sales and Use Taxes	\$ 812,286	\$ 904,621	500,000	500,000	500,000	-%	1.29%
Grants/Interlocal/Donations	\$ 2,300,386	\$ 1,985,034	2,858,847	1,215,847	\$ 11,881,950	315.62%	3.14%
Special Assessment Revenue	282,500	389,540	478,027	450,000	408,558	(14.53%)	1.16%
Miscellaneous	-	93,728	-	-	-	-%	-%
Interfund Transfers	13,348,510	15,323,801	17,099,327	17,099,327	24,101,827	40.95%	44.11%
Subtotal	14,753,039	20,796,442	22,137,201	23,768,174	40,393,335	82.47%	61.31%
Appropriations from Fund Balance	-	-	53,951,890	15,000,000	74,369,763	37.84%	38.69%
<b>Total Capital Projects Funds</b>	<b>\$ 14,753,039</b>	<b>\$ 20,796,442</b>	<b>\$ 76,089,091</b>	<b>\$ 38,768,174</b>	<b>\$ 114,763,098</b>	<b>50.83%</b>	<b>100.00%</b>

## Summary of Major Revenues by Fund Type (continued)

Description	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Variance	% of Total Budget
<b>Enterprise Funds</b>							
Charges for Services	\$ 14,860,076	\$ 20,306,526	\$ 20,188,950	\$ 19,052,505	\$ 19,419,545	(3.81%)	61.08%
Licenses and Permits	12,320,044	14,869,912	9,909,500	9,889,000	9,909,500	-%	31.70%
Interest Earnings	(182,342)	1,363,712	350,000	1,500,000	650,000	85.71%	4.81%
Interfund Transfers	71,517	-	-	-	-	-%	-%
Miscellaneous	3,472	1,926	20,000	753,720	73,000	265.00%	2.42%
Subtotal	27,072,767	36,542,075	30,468,450	31,195,225	30,052,045	(1.37%)	100.00%
Appropriations from Retained Erngs.	-	-	1,615,020	-	6,635,341	310.85%	-%
<b>Total Enterprise Funds</b>	<b>\$ 27,072,767</b>	<b>\$ 36,542,075</b>	<b>\$ 32,083,470</b>	<b>\$ 31,195,225</b>	<b>\$ 36,687,386</b>	<b>14.35%</b>	<b>100.00%</b>
<b>Internal Service Funds</b>							
Interest Earnings	-\$1,138,243	\$ 1,080,249	\$ 350,000	\$ 1,235,000	\$ 450,000	28.57%	7.85%
Gain/Loss on Investments	(11,082)	6,311	75,000	10,000	75,000	-%	0.06%
Miscellaneous	212,202	193,334	-	20,000	-	-%	0.13%
Interfund Transfers	257,816	336,156	-	-	2,000,000	-%	-%
Charges for Services	8,915,034	9,776,229	10,204,463	10,206,241	11,280,113	10.54%	64.88%
Subtotal	8,235,727	11,392,279	10,629,463	11,471,241	13,805,113	29.88%	72.92%
Appropriations from Retained Erngs.	-	-	6,388,395	4,259,284	6,640,469	3.95%	27.08%
<b>Total Internal Service Funds</b>	<b>\$ 8,235,727</b>	<b>\$ 11,392,279</b>	<b>\$ 17,017,858</b>	<b>\$ 15,730,525</b>	<b>\$ 20,445,582</b>	<b>20.14%</b>	<b>100.00%</b>
<b>Trust &amp; Agency Funds</b>							
Interest Earnings	\$ (55,318,310)	\$ 26,206,694	\$ 16,425,000	\$ 30,035,000	\$ 16,670,000	1.49%	55.00%
Gain/Loss on Investments	5,011,867	(1,452,926)	2,800,000	3,100,000	2,800,000	-%	5.68%
Miscellaneous	302,871	122,858	5,000	20,001	-	(100.00%)	0.04%
Contributions	14,530,331	14,308,715	16,147,506	16,038,006	18,098,837	12.08%	29.37%
Interfund Transfers	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	-%	9.92%
Subtotal	(30,053,241)	44,605,341	40,797,506	54,613,007	42,988,837	5.37%	100.00%
<b>Total Trust &amp; Agency Funds</b>	<b>\$ (30,053,241)</b>	<b>\$ 44,605,341</b>	<b>\$ 40,797,506</b>	<b>\$ 54,613,007</b>	<b>\$ 42,988,837</b>	<b>5.37%</b>	<b>100.00%</b>
<b>All Funds</b>							
Ad Valorem Taxes	\$ 60,530,819	\$ 66,331,261	\$ 72,130,510	\$ 72,164,510	\$ 79,745,500	10.56%	27.44%
Sales and Use Taxes	7,513,272	7,976,761	7,178,000	7,542,000	7,280,000	1.42%	2.87%
Licenses and Permits	18,298,505	21,019,098	15,240,500	14,664,480	15,373,000	0.87%	5.58%
Intergovernmental Revenue	1,362,837	3,481,851	1,240,200	2,663,547	13,154,450	960.67%	1.01%
Charges for Services	31,577,101	39,239,685	38,569,051	37,384,321	40,675,433	5.46%	14.21%
Fines and Forfeitures	1,247,451	3,214,593	1,128,000	1,432,500	1,128,000	-%	0.54%
Special Assessment Revenue	4,928,209	4,621,239	4,708,825	4,790,718	4,989,856	5.97%	1.82%
Interest Earnings	(58,656,694)	35,342,284	19,331,386	41,008,426	23,652,984	22.36%	15.59%
Gain/(Loss) on Investments	5,000,785	(1,446,616)	2,875,000	3,110,000	2,875,000	-%	1.18%
Miscellaneous	1,188,616	1,586,128	845,100	1,703,887	1,626,600	92.47%	0.65%
Interfund Transfers	33,812,436	36,913,221	41,244,007	41,244,007	52,923,194	28.32%	15.68%
Contribution/Grants	16,830,716	14,308,715	19,006,353	16,038,006	18,098,837	(4.77%)	6.10%
Approp. from Fund Bal/Ret Earnings	-	-	89,340,250	19,259,284	97,761,708	9.43%	7.32%
<b>Total All Funds</b>	<b>\$ 123,634,053</b>	<b>\$ 232,588,221</b>	<b>\$ 312,837,182</b>	<b>\$ 263,005,686</b>	<b>\$ 359,284,562</b>	<b>14.85%</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.

### FY25 Budget by Revenue Type - All Funds



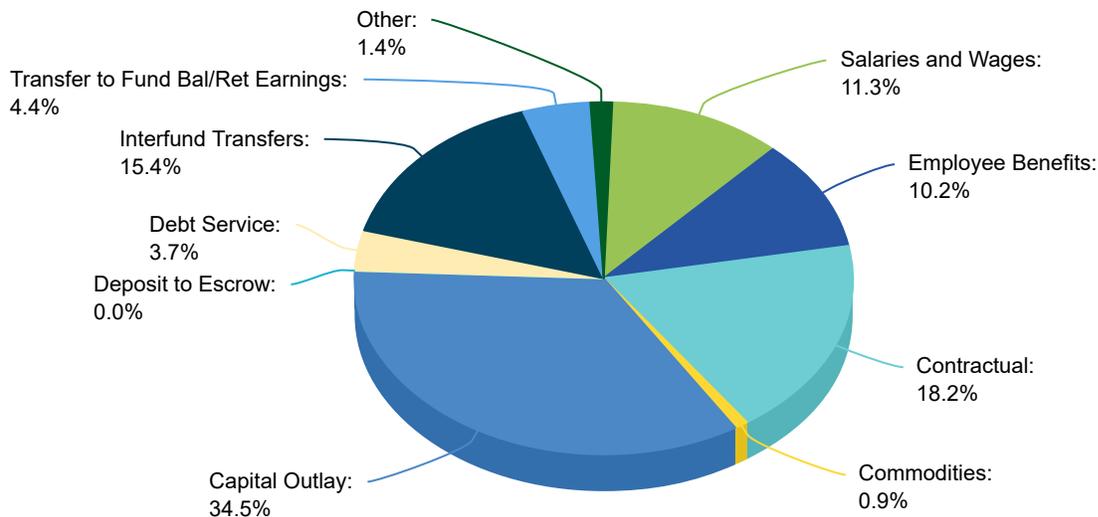
## Summary of Expenditure Classifications by Fund Type

Description	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Variance	% of Total Budget
<b>General Fund</b>							
Salaries and Wages	\$ 27,177,428	\$ 30,726,295	\$ 33,335,047	\$ 33,154,444	\$ 36,922,812	10.76%	30.98%
Employee Benefits	18,217,039	18,871,014	21,352,433	21,344,700	24,358,422	14.08%	20.44%
Contractual	11,266,087	14,137,166	15,090,034	15,543,011	16,498,487	9.33%	13.84%
Commodities	2,065,466	2,447,814	2,102,506	2,029,068	2,210,727	5.15%	1.85%
Depreciation/Capital Outlay	2,383,514	2,591,020	2,419,403	2,258,696	3,055,027	26.27%	2.56%
Interfund Transfers	26,795,266	28,201,640	29,528,157	29,528,157	35,638,162	20.69%	29.90%
Other	363,230	374,127	985,351	385,351	496,912	(49.57%)	0.42%
Subtotal	88,268,029	97,349,075	104,812,931	104,243,427	119,180,549	13.71%	100.00%
<b>Total General Fund</b>	<b>\$ 88,268,029</b>	<b>\$ 97,349,075</b>	<b>\$ 104,812,931</b>	<b>\$ 104,243,427</b>	<b>\$ 119,180,549</b>	<b>13.71%</b>	<b>100.00%</b>
<b>Special Revenue Funds</b>							
Salaries and Wages	\$ 93,391	\$ 105,608	\$ -	\$ -	\$ -	-%	-%
Employee Benefits	40,915	45,202	-	-	-	-%	-%
Contractual	22,540,700	22,963,213	29,911,000	111,000	14,089,290	(52.90%)	78.55%
Commodities	41	-	250	100	250	-%	0.00%
Debt Service	3,850,005	3,850,655	3,847,355	2,639,028	3,847,605	0.01%	21.45%
Subtotal	26,525,052	26,964,678	33,758,605	2,750,128	17,937,145	(46.87%)	100.00%
<b>Total Special Revenue Funds</b>	<b>\$ 26,525,052</b>	<b>\$ 26,964,678</b>	<b>\$ 33,758,605</b>	<b>\$ 2,750,128</b>	<b>\$ 17,937,145</b>	<b>(46.87%)</b>	<b>100.00%</b>
<b>Debt Service Funds</b>							
Debt Service	\$ 7,262,902	\$ 7,261,677	\$ 7,270,221	\$ 7,263,221	\$ 7,274,465	0.06%	99.90%
Contractual	7,500	7,500	7,500	7,500	7,500	-%	0.10%
Interfund Transfers	-	-	1,000,000	1,000,000	-	(100.00%)	-%
Subtotal	7,270,402	7,269,177	8,277,721	8,270,721	7,281,965	(12.03%)	100.00%
<b>Total Debt Service Funds</b>	<b>\$ 7,270,402</b>	<b>\$ 7,269,177</b>	<b>\$ 8,277,721</b>	<b>\$ 8,270,721</b>	<b>\$ 7,281,965</b>	<b>(12.03%)</b>	<b>100.00%</b>
<b>Capital Projects Funds</b>							
Salaries and Wages	\$ 132,587	\$ 154,415	\$ 146,442	\$ 90,000	\$ 142,747	(2.52%)	0.12%
Employee Benefits	54,304	55,766	57,157	54,115	62,115	8.67%	0.05%
Contractual	2,026,129	4,720,339	672,460	3,112,733	437,608	(34.92%)	0.38%
Commodities	505	968	6,700	2,720	8,200	22.39%	0.01%
Capital Outlay	5,542,027	8,970,756	73,869,279	10,943,115	113,103,668	53.11%	98.55%
Interfund Transfers	1,008,958	1,009,135	1,008,463	1,008,463	1,008,760	0.03%	0.88%
Other	-	-	328,590	-	-	(100.00%)	-%
Subtotal	8,764,510	14,911,380	76,089,091	15,211,146	114,763,098	50.83%	100.00%
<b>Total Capital Projects Funds</b>	<b>\$ 8,764,510</b>	<b>\$ 14,911,380</b>	<b>\$ 76,089,091</b>	<b>\$ 15,211,146</b>	<b>\$ 114,763,098</b>	<b>50.83%</b>	<b>100.00%</b>
<b>Enterprise Funds</b>							
Salaries and Wages	\$ 2,212,610	\$ 2,581,303	\$ 3,176,066	\$ 2,680,729	\$ 3,125,523	(1.59%)	8.52%
Employee Benefits	1,616,601	2,409,600	1,610,017	1,444,432	1,691,655	5.07%	4.61%
Contractual	3,930,994	4,972,686	5,469,754	5,294,807	5,452,879	(0.31%)	14.86%
Commodities	795,030	928,172	937,523	917,424	978,225	4.34%	2.67%
Capital Outlay	1,951,376	2,061,797	3,195,832	2,098,099	3,181,123	(0.46%)	8.67%
Debt Service	868,188	862,455	2,180,670	1,992,463	2,180,243	(0.02%)	5.94%
Interfund Transfers	7,661,266	9,452,970	12,007,214	11,982,214	18,564,020	54.61%	50.60%
Other	-	-	545,613	-	561,318	2.88%	1.53%
Subtotal	19,036,066	23,268,983	29,122,689	26,410,168	35,734,987	22.70%	97.40%
Transfer to Retained Earnings	-	-	2,960,781	-	952,399	(67.83%)	2.60%
<b>Total Enterprise Funds</b>	<b>\$ 19,036,066</b>	<b>\$ 23,268,983</b>	<b>\$ 32,083,470</b>	<b>\$ 26,410,168</b>	<b>\$ 36,687,386</b>	<b>14.35%</b>	<b>100.00%</b>

Summary of Expenditure Classifications by Fund Type (continued)

Description	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Variance	% of Total Budget
<b>Internal Service Funds</b>							
Salaries and Wages	\$ 218,839	\$ 227,334	\$ 219,238	\$ 219,019	\$ 345,995	57.82%	1.69%
Employee Benefits	5,981,688	6,515,474	7,054,332	7,263,030	7,692,744	9.05%	37.63%
Contractual	1,599,482	2,401,518	3,131,174	3,304,224	3,620,806	15.64%	17.71%
Commodities	109,341	15,283	6,642	11,364	6,059	(8.78%)	0.03%
Capital Outlay	1,811,900	1,701,803	2,606,472	6,886,664	4,779,978	83.39%	23.38%
Debt Service	594	-	-	-	-	-%	-%
Interfund Transfers	71,517	63,738	-	-	-	-%	-%
Other	-	-	4,000,000	-	4,000,000	-%	19.56%
Subtotal	9,793,360	10,925,150	17,017,858	17,684,301	20,445,582	20.14%	100.00%
<b>Total Internal Service Funds</b>	<b>\$ 9,793,360</b>	<b>\$ 10,925,150</b>	<b>\$ 17,017,858</b>	<b>\$ 17,684,301</b>	<b>\$ 20,445,582</b>	<b>20.14%</b>	<b>100.00%</b>
<b>Trust &amp; Agency Funds</b>							
Salaries and Wages	\$ 103,303	\$ 144,321	\$ 181,154	\$ 160,000	\$ 169,695	(6.33%)	0.39%
Employee Benefits	2,368,276	1,997,566	2,391,674	2,619,130	2,750,899	15.02%	6.40%
Contractual	24,107,133	25,507,235	24,926,187	24,006,509	25,256,647	1.33%	58.75%
Commodities	1,571	557	2,581	2,164	1,923	(25.49%)	0.00%
Subtotal	26,580,283	27,649,679	27,501,596	26,787,803	28,179,164	2.46%	65.55%
Transfer to Fund Balance	-	-	13,295,910	-	14,809,673	11.39%	34.45%
<b>Total Trust &amp; Agency Funds</b>	<b>\$ 26,580,283</b>	<b>\$ 27,649,679</b>	<b>\$ 40,797,506</b>	<b>\$ 26,787,803</b>	<b>\$ 42,988,837</b>	<b>5.37%</b>	<b>100.00%</b>
<b>Total: All Funds</b>							
Salaries and Wages	\$ 29,938,159	\$ 33,939,277	\$ 37,057,947	\$ 36,304,192	\$ 40,706,773	9.85%	11.33%
Employee Benefits	28,278,823	29,894,622	32,465,613	32,725,407	36,555,836	12.60%	10.17%
Contractual	65,470,524	74,702,156	79,200,609	51,372,284	65,355,717	(17.48%)	18.19%
Commodities	2,971,954	3,392,793	3,056,202	2,962,840	3,205,384	4.88%	0.89%
Capital Outlay	11,688,816	15,325,375	82,090,986	22,186,674	124,119,794	51.20%	34.55%
Debt Service	11,981,690	11,974,787	13,298,246	11,894,712	13,302,313	0.03%	3.70%
Interfund Transfers	35,537,007	38,727,483	43,543,834	43,518,834	55,210,942	26.79%	15.37%
Transfer to Fund Bal/Ret Earnings	-	-	16,256,691	-	15,762,072	(3.04%)	4.39%
Other	370,730	381,627	5,867,054	392,851	5,065,730	(13.66%)	1.41%
<b>Subtotal All Funds</b>	<b>\$ 186,237,702</b>	<b>\$ 208,338,121</b>	<b>\$ 312,837,182</b>	<b>\$ 201,357,794</b>	<b>\$ 359,284,562</b>	<b>14.85%</b>	<b>100.00%</b>

FY25 Budget by Expenditure Classification - All Funds







# Reserve Analysis

**Town of Palm Beach / FY 2025 Adopted 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, 2024, based on the ending fund balance at September 30, 2023 plus FY24 budgeted revenues less expenditures for all funds.

### FUND BALANCE PROJECTIONS

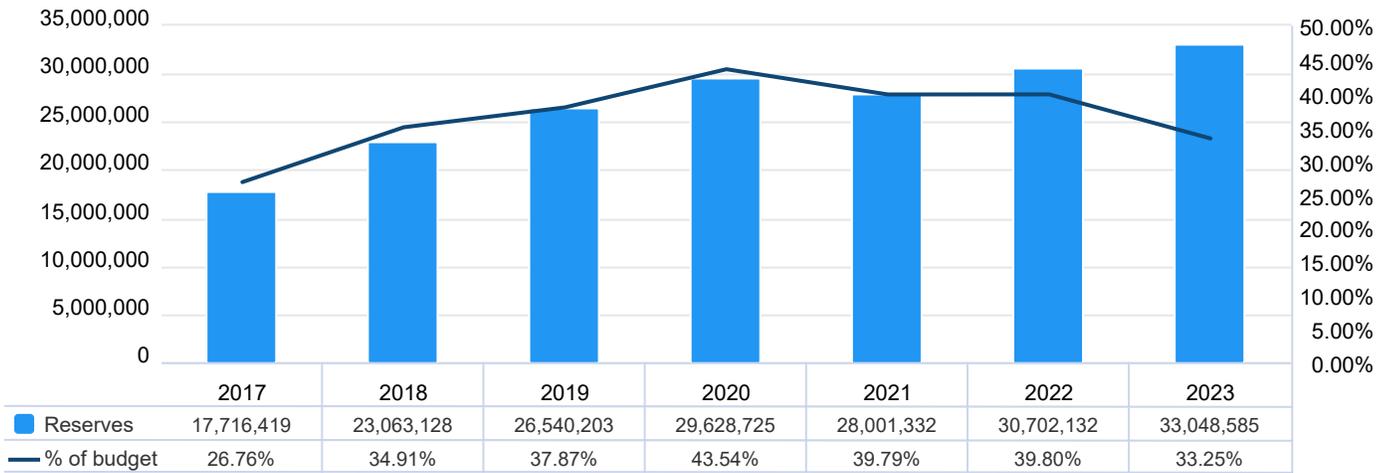
#### Estimated FY26 Reserve Balances

Fund	Estimated Fund Balance at 9/30/24	Estimated FY2025 Revenues	Estimated FY2025 Expenditures	Projected Fund Balance at 9/30/25
General Fund	\$ 30,142,767	\$ 115,920,549	\$ 119,180,549	\$ 26,882,767
Townwide Underground Utilities Fund	31,775,540	11,081,010	17,937,145	24,919,405
2013 and 2016A/2019 Bonds Debt Service Fund	1,014,053	6,556,777	6,556,777	1,014,053
2016B Worth Avenue Bond Debt Service Fund	202,631	725,188	725,188	202,631
Capital Improvement Fund	21,176,475	21,810,622	47,170,475	(4,183,378)
Coastal Management Fund	38,528,942	18,168,155	67,178,065	(10,480,968)
Worth Avenue Assessment District Fund	115,097	414,558	414,558	115,097
Marina Enterprise Fund	24,160,322	14,693,000	19,239,065	19,614,257
Par 3 Golf Course Enterprise Fund	13,961,388	5,279,545	4,327,146	14,913,787
Building Fund	11,118,882	10,079,500	13,943,367	7,255,015
Risk Insurance Fund	5,314,503	2,479,817	6,952,445	841,875
Health Insurance Fund	3,362,496	6,625,278	8,059,695	1,928,079
Equipment Replacement Fund	21,808,299	2,700,018	5,433,442	19,074,875
Employee's Retirement Fund	264,015,816	39,250,253	25,272,684	277,993,385
OPEB Trust Fund	38,148,342	3,738,584	2,906,480	38,980,446
<b>Totals</b>	<b>\$ 504,845,553</b>	<b>\$ 259,522,854</b>	<b>\$ 345,297,081</b>	<b>\$ 419,071,326</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 30% 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. Thirty percent of the FY24 General Fund operating budget (General Fund budget less CIP, coastal and extraordinary retirement transfer) is \$29,817,879. The FY23 ending fund balance was \$33,048,585. The unassigned fund balance exceeded the minimum requirement by \$3,230,706. 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, 2023, was \$2,652,249. The FY24 appropriation for the pay-out of eligible accrued vacation, sick and compensatory time from this reserve is \$500,000.

### 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 and South Construction is expected to be complete in FY25 and work has begun for Phases 7 North, 7 South and and Phase 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

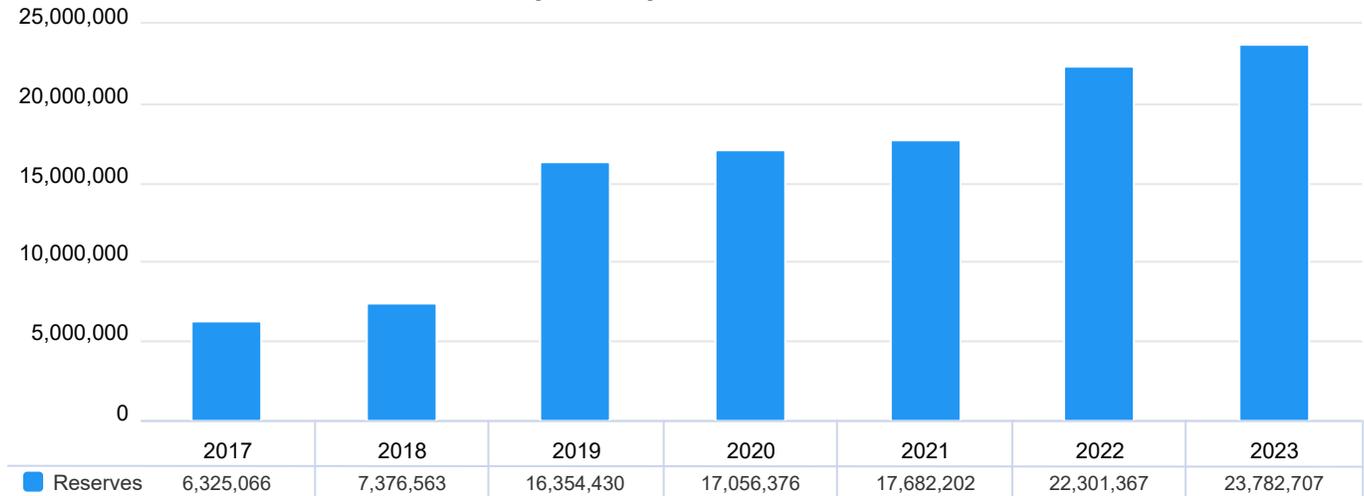
The debt service fund for the 2016A and 2019 bonds has excess reserves of \$1,511,783 that had accrued since the issuance of the 2013 bonds. These excess funds are being used to lower the annual transfer from the General Fund to the debt service fund and explains the decrease of 13.7% in the reserves 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 \$13,063,455 have been encumbered for current projects. The balance of \$10,719,251 is reserved for future projects.

### Capital Improvement Fund

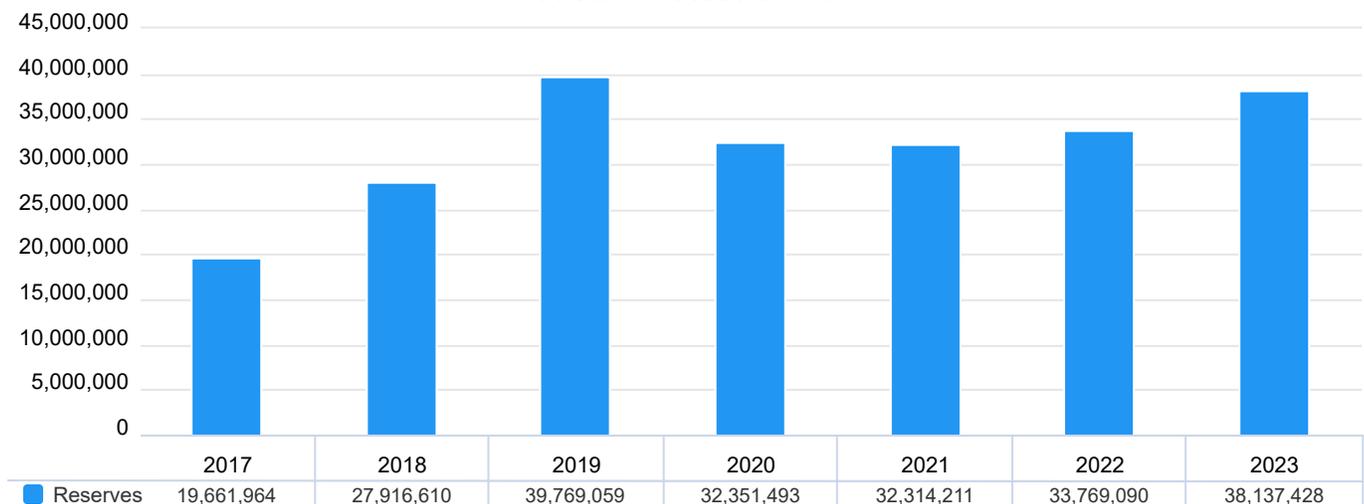


### COASTAL PROTECTION FUND

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 FY24 transfer was \$5,791,205. As of September 30, 2023, the reserve balance in this fund is \$38,104,994. 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



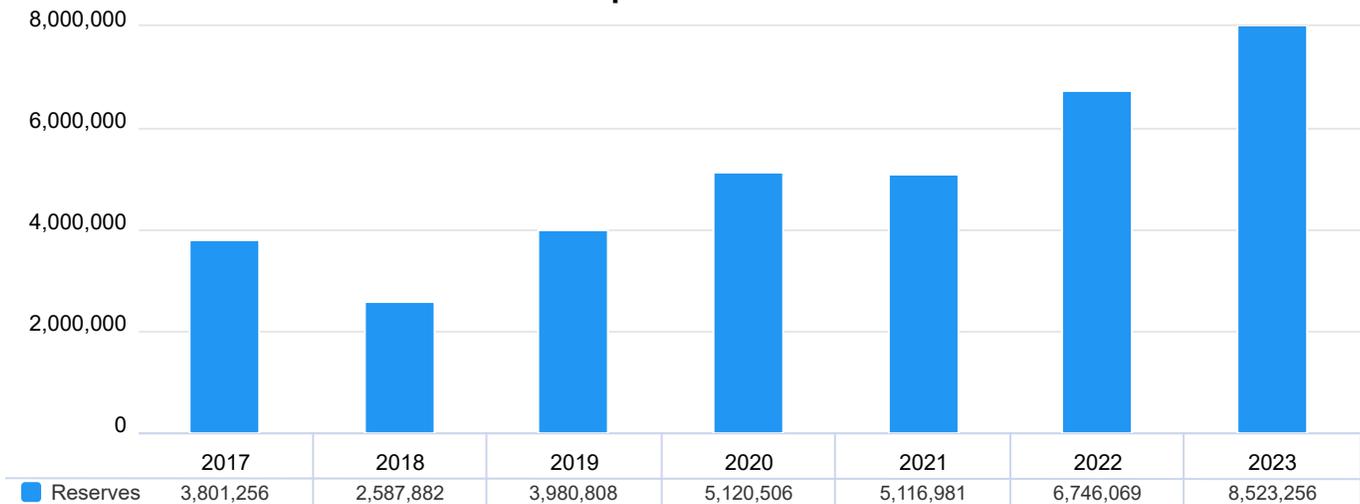
### WORTH AVENUE ASSESSMENT DISTRICT

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 FY24 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.

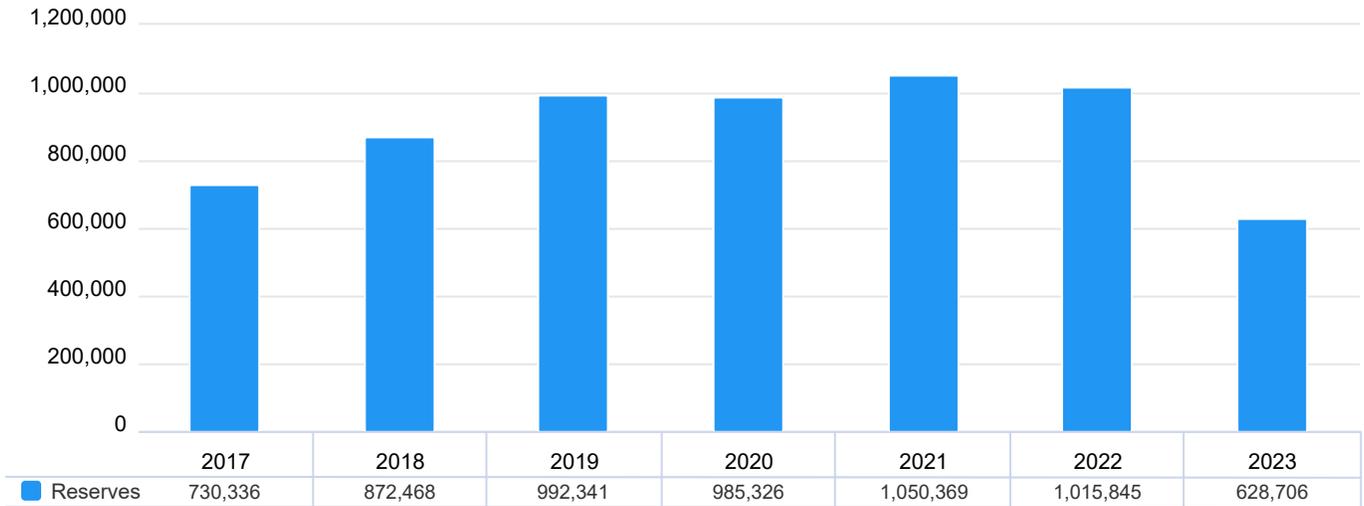
**Dock Replacement Reserve**



### 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, 2023 is \$628,706. The Par 3 Enterprise Fund also has an Equipment Replacement Fund with a reserve balance at the end of FY23 of \$487,596.

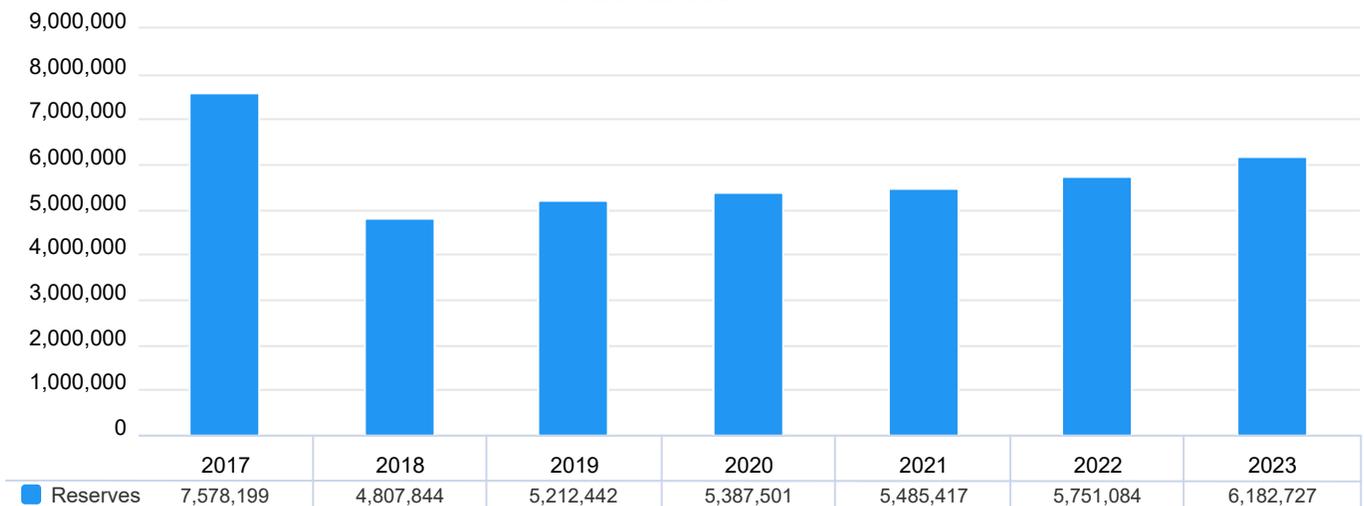
**Par 3 R&R Reserve**



**RISK FUND RESERVES**

The total reserve balance for the Risk Fund was \$6,182,724 as of September 30, 2023. 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.

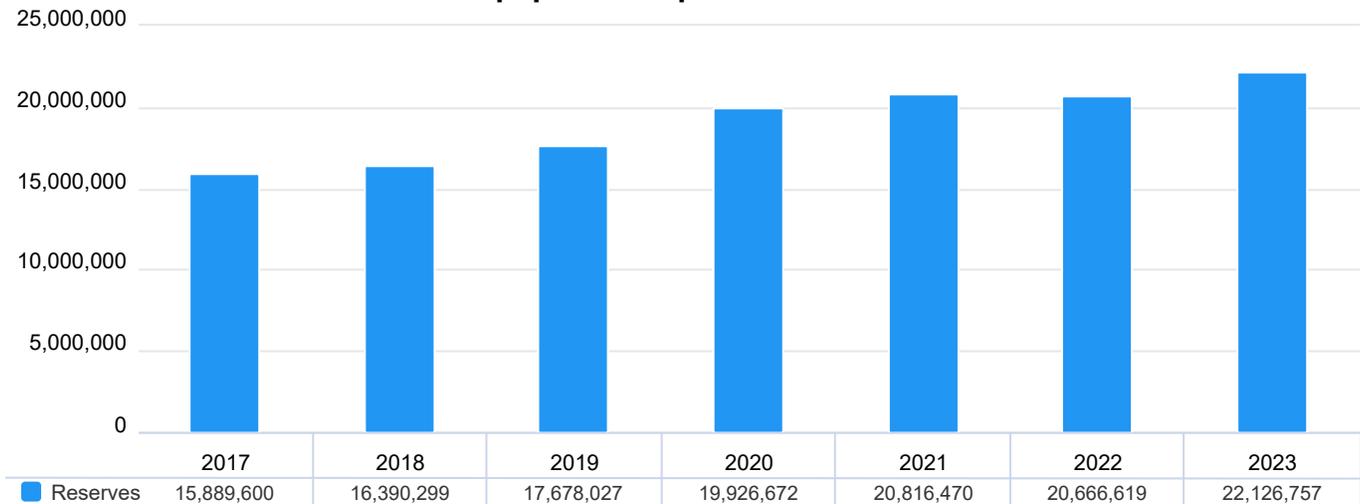
### EQUIPMENT REPLACEMENT FUND

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 FY23 was \$22,126,757. 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**

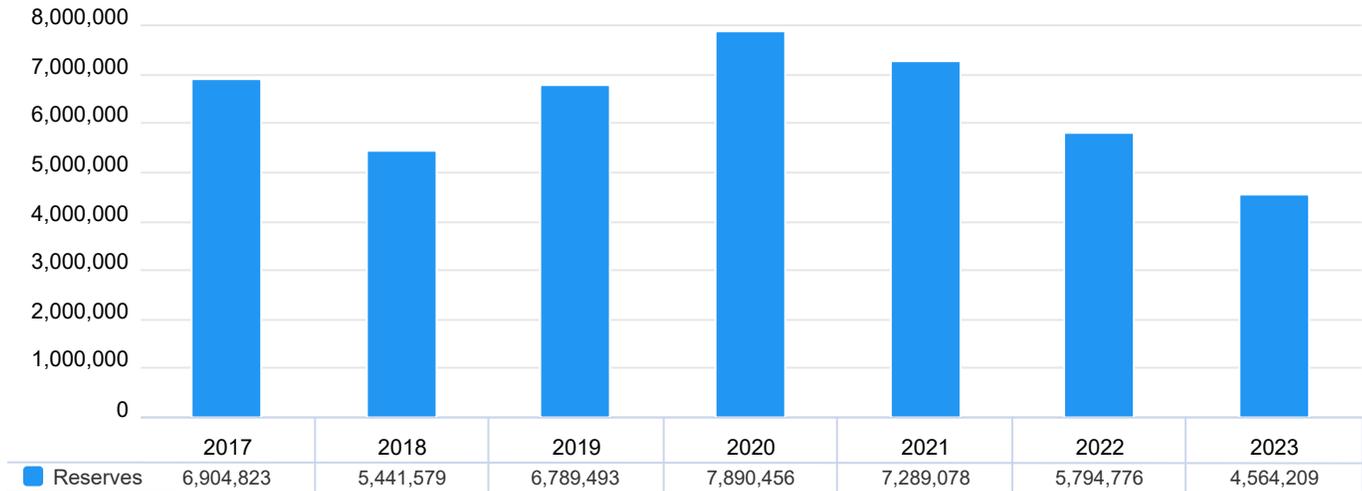


### HEALTH INSURANCE RESERVE

The balance of the reserve in the Health Fund at the end FY23 was \$4,564,207. 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 FY23 totaled \$3,159,114, leaving a surplus reserve amount of \$2,635,662. For FY24, \$1,932,037 from fund balance was used to balance the healthcare fund. This reserve will more than likely decrease again in 2025 and 2026. .

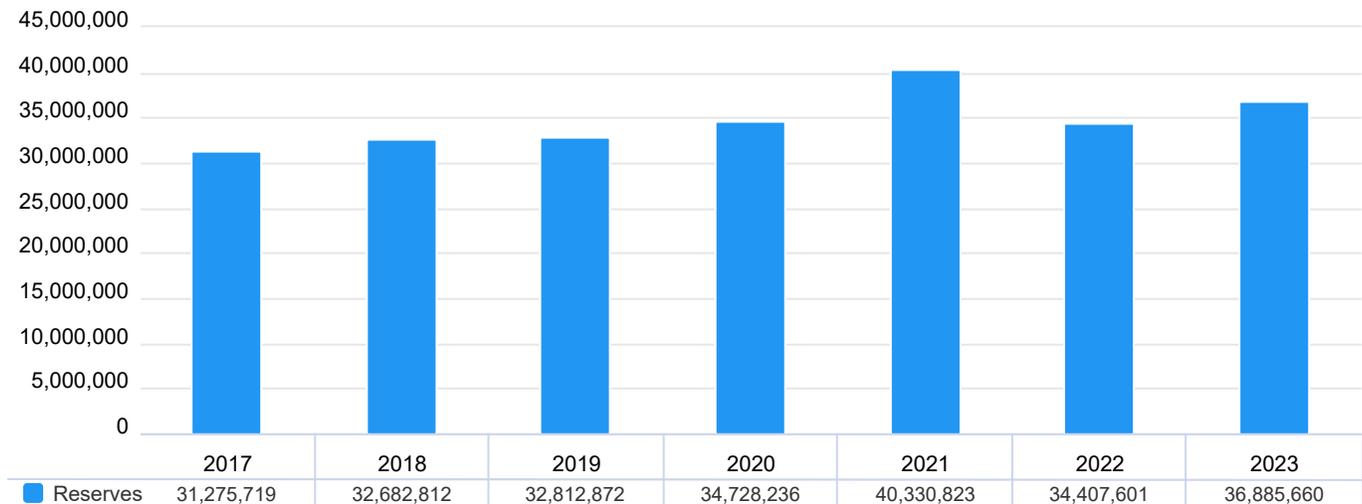
### Health Fund Reserves



### 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 \$36,885,661 as of September 30, 2023. 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 FY24 is \$789,128. The Town is exceptionally well funded and continues to be well ahead of other government agencies.

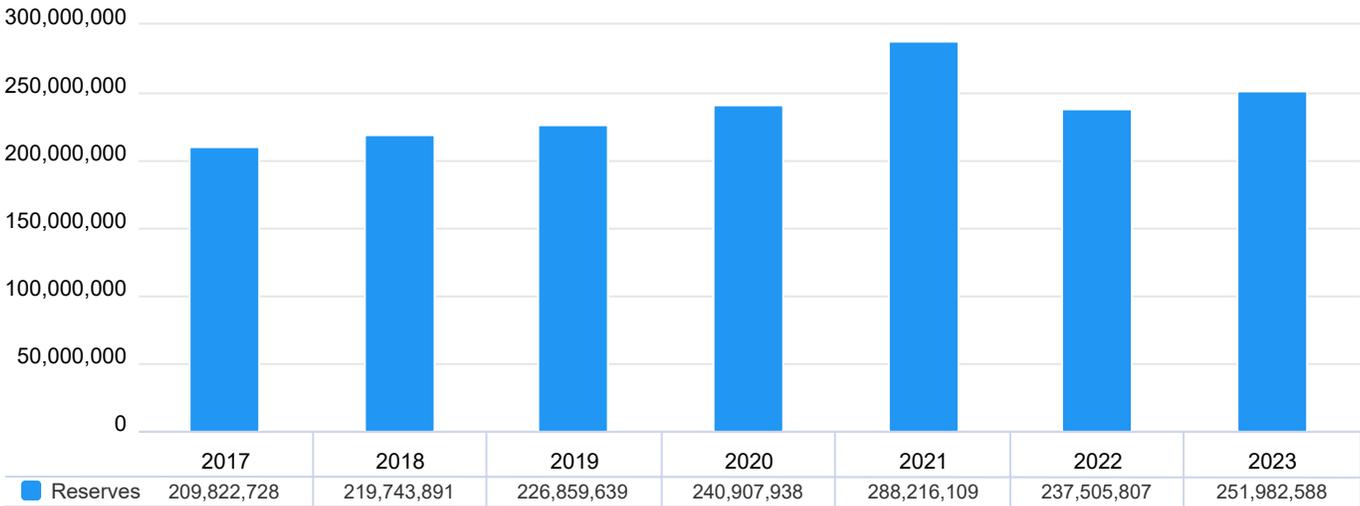
### OPEB Trust Reserves



## 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 FY23 were \$251,983,412. The decrease was a result of poor investment performance during the year. The funded ratio decreased from 75.2% last year to 74.0% 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 FY24 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 FY2024 budget.

## Contingency Balances 2019-2024

Contingency	2019	2020	2021	2022	2023	2024
General Fund Budget	\$ 560,000	\$ 610,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
General Fund Actual	79,864	160,280	105,000	42,000	212,000	-
ERF Budget	500,000	500,000	500,000	500,000	500,000	500,000
ERF Actual	-	-	30,000	130,000	144,337	-
Risk Budget	500,000	500,000	500,000	500,000	500,000	500,000
Risk Actual	-	-	-	-	-	60,000
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	142,022
Par 3Golf Course Actual	55,882	69,000	-	100,000	-	-
Marina Budget	55,679	54,209	39,686	123,094	145,985	185,883
Marina Actual	-	-	-	-	-	-
Building Permit Fund Budget	-	-	138,720	166,817	187,439	217,708
Building Permit Fund Actual	-	-	74,030	-	-	-

### UNASSIGNED NET POSITION

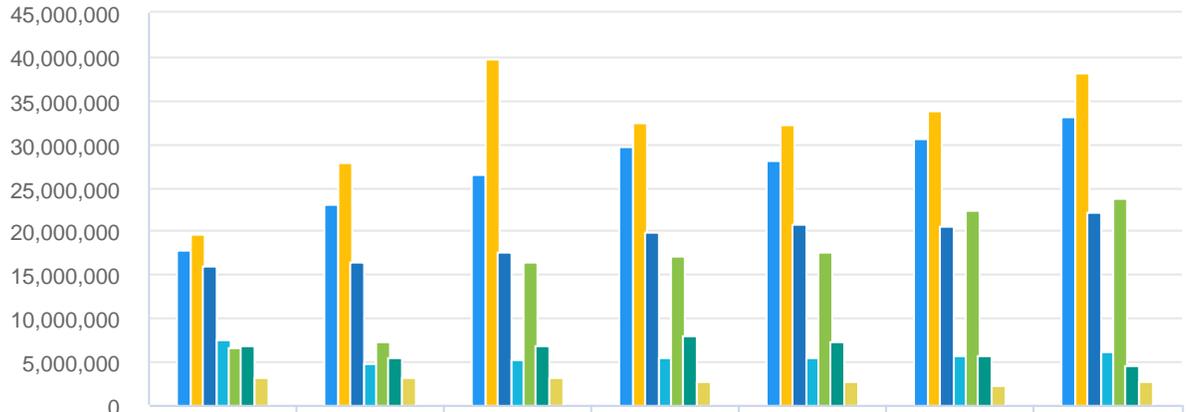
All reserves are at or over the policy established minimum. The financial strength of the Town can be measured by the health of its reserves. Bond rating agencies look closely at the reserve levels and the financial policies in place when rating a municipality. The rating agencies reviewed the Town's 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 2017-2023

<b>Fund</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
General Fund	\$ 17,716,419	\$ 23,063,128	\$ 26,540,203	\$ 29,628,725	\$ 28,001,332	\$ 30,702,132	\$ 33,048,585
Compensated Absence (GF)	3,210,518	3,129,714	3,094,888	2,703,693	2,645,408	2,198,670	2,652,248
Equipment Replacement Fund	15,889,600	16,390,299	17,678,027	19,926,672	20,816,470	20,666,619	22,126,757
Recreation Enterprise Fund	777,250	-	-	-	-	-	-
Recreation ERF	651,225	-	-	-	-	-	-
Town Docks Unassigned Reserve					5,244,165	2,465,346	7,801,152
Dock Replacement	3,801,256	2,587,882	3,980,807	5,141,712	5,116,981	6,746,069	8,523,256
Par 3 M&I Reserve		-	-	-	-	-	20,102
Tennis M&I reserve	61,142	71,610	80,841	80,962	80,962	80,962	80,962
Par 3 R&R Reserve	730,336	872,468	992,341	985,326	1,050,369	1,015,845	628,706
Par 3 Equipment Replacement		638,842	524,641	524,869	555,779	591,211	487,596
Building Fund					2,572,742	7,252,043	12,361,385
MPSCC Replacement Fund (PS Radios)						196,445	262,467
Donation Fund	3,018,697	1,666,199	1,490,547	1,011,637	1,041,522	1,016,553	1,019,940
Debt Service	1,569,976	1,566,248	1,381,353	1,659,221	1,479,569	1,511,783	1,371,684
Capital Improvement	6,639,003	7,376,553	16,354,430	17,056,376	17,682,202	22,301,367	23,782,707
Coastal Protection Fund	19,661,966	27,916,610	39,769,059	32,351,493	32,314,211	33,769,090	38,104,995
Townwide Underground Fund	(1,172,618)	6,672,736	63,944,516	57,855,306	64,700,595	46,759,918	31,605,309
2013 ACIP Fund	12,095,772	7,286,574	1,601,603	864,227	-	-	-
Health Fund	6,904,823	5,441,578	6,789,493	7,890,456	7,289,078	5,794,776	4,564,209
Risk Fund	7,578,199	4,807,846	5,212,442	5,387,501	5,485,417	5,751,084	6,182,727
Health - OPEB Trust	31,275,719	32,682,812	32,812,872	34,728,236	40,330,823	34,407,601	36,885,660
Pension Funds	209,822,728	219,743,891	226,859,639	240,907,938	288,216,109	237,505,807	251,982,588
<b>Total</b>	<b>\$ 340,232,011</b>	<b>\$ 361,914,990</b>	<b>\$ 449,107,701</b>	<b>\$ 458,704,350</b>	<b>\$ 524,623,734</b>	<b>\$ 460,733,321</b>	<b>\$ 483,493,035</b>

### Town Reserve Trends



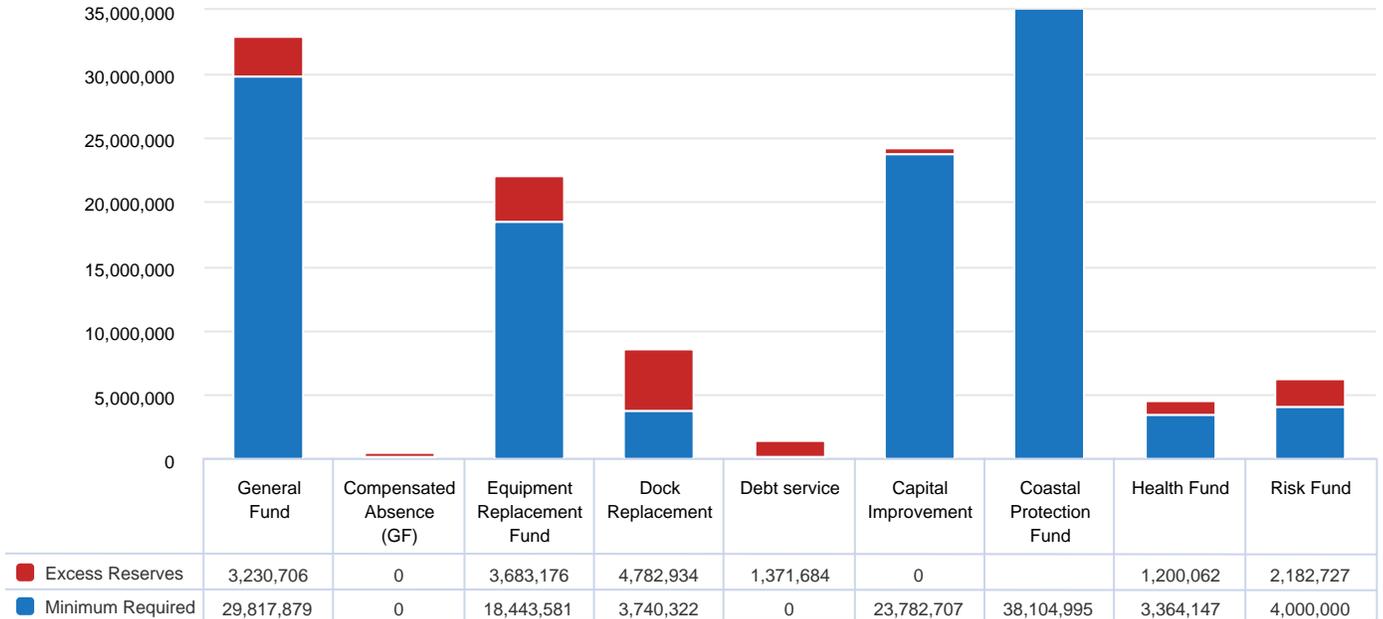
	2017	2018	2019	2020	2021	2022	2023
General Fund	17,716,419	23,063,128	26,540,203	29,628,725	28,001,332	30,702,132	33,048,585
Coastal Protection Fund	19,661,966	27,916,610	39,769,059	32,351,493	32,314,211	33,769,090	38,104,995
Equipment Replacement Fund	15,889,600	16,390,299	17,678,027	19,926,672	20,816,470	20,666,619	22,126,757
Risk Fund	7,578,199	4,807,846	5,212,442	5,387,501	5,485,417	5,751,084	6,182,727
Capital Fund	6,639,003	7,376,553	16,354,430	17,056,376	17,682,202	22,301,367	23,782,707
Health Fund	6,904,823	5,441,578	6,789,493	7,890,456	7,289,078	5,794,776	4,564,209
Compensated Absence (GF)	3,210,518	3,129,714	3,094,888	2,703,693	2,645,408	2,198,670	2,652,248

### 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 FY23 ending balance, minimum reserve amount and excess reserve balances. Total excess reserves are \$16,451,289. Of this amount, the Town Council in FY23 has allocated \$1,133,500 from the Marina Reserve and \$1,123,108 from the General Fund Reserve for the Lake Park Project.

Fund	2023 Reserve Balance	Minimum Required Balance	Excess Reserves
General Fund	\$ 33,048,585	\$ 29,817,879	\$ 3,230,706
Building Enterprise Fund	12,361,385	12,361,385	\$ -
Equipment Replacement Fund	22,126,757	18,443,581	\$ 3,683,176
Dock Replacement	8,523,256	3,740,322	\$ 4,782,934
Debt Service	1,371,684	-	\$ 1,371,684
Capital Improvement	23,782,707	23,782,707	\$ -
Coastal Protection Fund	38,104,995	38,104,995	\$ -
Health Fund	4,564,209	3,364,147	\$ 1,200,062
Risk Fund	6,182,727	4,000,000	\$ 2,182,727
Health - OPEB Trust	36,885,660	36,885,660	\$ -
Pension Funds	251,982,588	251,982,588	\$ -
<b>Total</b>	<b>\$ 438,934,553</b>	<b>\$ 422,483,264</b>	<b>\$ 16,451,289</b>

Minimum and Excess Reserves







# Capital Expenditures

**Town of Palm Beach / FY 2025 Adopted 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.

**FY2025 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>





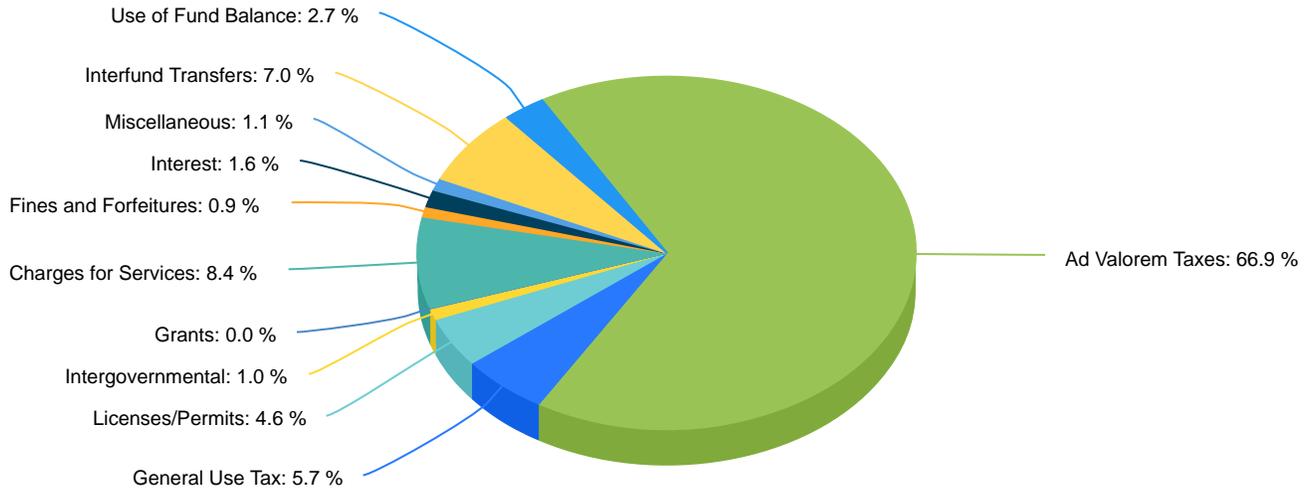
# General Fund

**Town of Palm Beach / FY 2025 Adopted Annual Budget**

**GENERAL FUND REVENUES AND EXPENDITURES**  
**Budget Comparison**  
**Fiscal Years 2024 - 2025**

	FY2024 Budget	FY2025 Budget	FY24 vs. FY25 \$ Difference	FY24 vs. FY25 % Change
<b>Revenues</b>				
Ad Valorem Taxes	\$ 72,130,510	\$ 79,745,500	\$ 7,614,990	10.56%
Non Ad Valorem Taxes	6,678,000	6,780,000	102,000	1.53%
Licenses & Permits	5,331,000	5,463,500	132,500	2.49%
Intergovernmental	1,240,200	1,272,500	32,300	2.60%
Charges for Services	8,175,638	9,975,775	1,800,137	22.02%
Fines and Forfeitures	1,128,000	1,128,000	-	-%
Investment Earnings	685,386	1,864,484	1,179,098	172.03%
Miscellaneous Revenues	595,200	1,328,700	733,500	123.24%
Interfund Transfers	1,121,000	1,134,000	13,000	1.16%
Transfer From Fund Balance	1,100,000	3,260,000	2,160,000	196.36%
Transfer from Building Fund	6,627,997	7,228,090	600,093	9.05%
<b>Total Revenues</b>	<b>\$ 104,812,931</b>	<b>\$ 119,180,549</b>	<b>\$ 14,367,618</b>	<b>13.71%</b>
<b>Expenditures</b>				
<b>Department</b>				
Legislative	\$ 151,550	\$ 151,550	\$ -	-%
General Government	679,400	896,400	217,000	31.94%
Town Manager	1,364,823	1,395,960	31,137	2.28%
Town Clerk	447,374	397,771	(49,603)	(11.09%)
Advice and Litigation	390,000	731,000	341,000	87.44%
Human Resources	973,047	1,160,515	187,468	19.27%
Information Systems	4,420,178	4,673,237	253,059	5.73%
Finance	2,076,603	2,152,522	75,919	3.66%
Recreation and Tennis	2,474,528	2,797,014	322,486	13.03%
Planning/Building/Zoning	2,346,434	2,853,221	506,787	21.60%
Library	385,351	396,912	11,561	3.00%
Fire-Rescue	17,383,195	19,151,909	1,768,714	10.17%
Police	20,125,258	23,719,210	3,593,952	17.86%
Public Works	20,677,905	22,136,581	1,458,676	7.05%
Contingency	600,000	600,000	-	-%
Salary Savings	-	(500,000)	(500,000)	-%
Transfer to Other Funds				
Transfer to CIP	10,308,122	14,250,622	3,942,500	38.25%
Transfer to Coastal	5,791,205	5,791,205	-	-%
Transfer to Equipment Replacement Fund	-	2,000,000	2,000,000	-%
Transfer to Debt Service	5,679,013	5,846,518	167,505	2.95%
Transfer to Risk Fund	2,329,817	2,329,817	-	-%
Transfer to OPEB Trust Fund	789,128	828,584	39,456	5.00%
Extraordinary Transfer to Retirement Fund	5,420,000	5,420,000	-	-%
<b>Total General Fund Expenditures</b>	<b>\$ 104,812,931</b>	<b>\$ 119,180,549</b>	<b>\$ 14,367,618</b>	<b>13.71%</b>

### General Fund Revenues by Type



Ad Valorem Taxes	\$79,745,500
General Use Tax	\$6,780,000
Licenses/Permits	\$5,463,500
Intergovernmental	\$1,217,500
Grants	\$55,000
Charges for Services	\$9,975,775
Fines and Forfeitures	\$1,128,000
Interest	\$1,864,484
Miscellaneous	\$1,328,700
Interfund Transfers	\$8,362,090
Use of Fund Balance	\$3,260,000
	<u>\$119,180,549</u>

## General Fund Revenues

Title	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Variance	% of Total Budget
<b>Ad Valorem Taxes</b>							
Current Ad Valorem Taxes	60,529,492	66,085,830	72,130,510	72,130,510	79,745,500	10.56%	66.91%
Back Taxes	1,327	245,431	-	34,000	-	-%	-%
	<b>60,530,819</b>	<b>66,331,261</b>	<b>72,130,510</b>	<b>72,164,510</b>	<b>79,745,500</b>	<b>10.56%</b>	<b>66.91%</b>
<b>Sales, Use and Fuel Taxes</b>							
1-6 Cents Local Opt Fuel Tax	235,448	244,764	108,000	240,000	235,000	117.59%	0.20%
1-5 Cents Local Opt Fuel Tax	107,360	111,329	235,000	110,000	110,000	(53.19%)	0.09%
	<b>342,808</b>	<b>356,093</b>	<b>343,000</b>	<b>350,000</b>	<b>345,000</b>	<b>0.58%</b>	<b>0.29%</b>
<b>Utility Services Taxes</b>							
Electricity Utility	2,865,367	3,215,024	2,800,000	3,000,000	2,900,000	3.57%	2.43%
Simplified Telecom Tax	1,039,761	1,119,059	1,050,000	1,150,000	1,050,000	-%	0.88%
Water Utility	2,062,997	1,979,189	2,100,000	2,180,000	2,100,000	-%	1.76%
Gas Utility	353,853	371,638	350,000	330,000	350,000	-%	0.29%
Propane Utility	36,202	31,138	35,000	32,000	35,000	-%	0.03%
	<b>6,358,178</b>	<b>6,716,048</b>	<b>6,335,000</b>	<b>6,692,000</b>	<b>6,435,000</b>	<b>1.58%</b>	<b>5.40%</b>
<b>Business Tax Receipts</b>							
Business Tax Receipts	787,771	856,866	875,000	850,000	875,000	-%	0.73%
Business Tax Receipt Penalties	44,986	60,031	35,000	50,000	40,000	14.29%	0.03%
	<b>832,756</b>	<b>916,897</b>	<b>910,000</b>	<b>900,000</b>	<b>915,000</b>	<b>0.55%</b>	<b>0.77%</b>
<b>Building Permits</b>							
Except/Var. App.	778,678	689,303	500,000	478,000	500,000	-%	0.42%
Abandonments	3,702	1,000	1,000	900	1,000	-%	0.00%
Architectural Fees	554,450	456,800	450,000	460,000	450,000	-%	0.38%
Landmarks Submittal	67,250	50,900	65,000	50,000	65,000	-%	0.05%
Miscellaneous Permit Fees	-	(1,000)	-	-	2,500	100.00%	0.00%
Special Events Permit and Usage Fees	-	-	-	-	10,000	100.00%	0.01%
	<b>1,404,080</b>	<b>1,197,003</b>	<b>1,016,000</b>	<b>988,900</b>	<b>1,028,500</b>	<b>1.23%</b>	<b>0.86%</b>
<b>Franchise Fees</b>							
Electricity Franchise	2,302,533	2,555,914	2,100,000	2,400,000	2,200,000	4.76%	1.85%
Gas Franchise	298,275	345,283	305,000	310,000	325,000	6.56%	0.27%
	<b>2,600,809</b>	<b>2,901,196</b>	<b>2,405,000</b>	<b>2,710,000</b>	<b>2,525,000</b>	<b>4.99%</b>	<b>2.12%</b>
<b>Other Licenses, Fees and Permits</b>							
Right Of Way Permits	953,713	978,187	750,000	-	750,000	-%	0.63%
Residential Parking Plans	152,740	115,730	110,000	-	110,000	-%	0.09%
Town-wide Resident Parking Permit	-	-	100,000	133,000	100,000	-%	0.08%
Taxi Permits	-	225	-	-	-	-%	-%
Newsrack Enclosure Admin Fee	-	480	-	580	-	-%	-%
Charitable Solicitations Fee	31,198	38,937	35,000	43,000	35,000	-%	0.03%
Char Solit Late Filing Fee	3,165	530	5,000	-	-	(100.00%)	-%
	<b>1,140,816</b>	<b>1,134,089</b>	<b>1,000,000</b>	<b>176,580</b>	<b>995,000</b>	<b>(0.50%)</b>	<b>0.83%</b>
<b>Federal Grants</b>							
Bullet Proof Vests Grant	3,673	9,750	7,700	-	10,000	29.87%	0.01%
Federal Grants - Public Safety	23,303	12,027	-	2,700	-	-%	-%
FEMA/FDOT Reimbursement	19,199	47	-	3,300	-	-%	-%
	<b>46,174</b>	<b>21,823</b>	<b>7,700</b>	<b>6,000</b>	<b>10,000</b>	<b>29.87%</b>	<b>0.01%</b>
<b>State Grants</b>							
State Grant - Public Safety	1,810	9,147	20,000	10,000	20,000	-%	0.02%
State Grant - Emergency Management	877	-	-	200	-	-%	-%
	<b>2,687</b>	<b>9,147</b>	<b>20,000</b>	<b>10,200</b>	<b>20,000</b>	<b>-%</b>	<b>0.02%</b>

General Fund Revenues (continued)

Title	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Variance	% of Total Budget
<b>State Shared Revenues</b>							
State Revenue Sharing	315,328	351,210	270,000	350,000	300,000	11.11%	0.25%
Alcoholic Beverage Lic	26,826	25,926	30,000	25,000	30,000	-%	0.03%
Local Govt. Sales Tax	862,630	954,848	800,000	940,000	800,000	-%	0.67%
Fire Supplemental Compensation	36,792	36,811	37,000	36,000	37,000	-%	0.03%
911 Equip Reimbursement	27,584	45,990	12,000	20,000	12,000	-%	0.01%
Seized Tag	500	65	-	-	-	-%	-%
Fuel Tax Refund	23,069	23,748	21,000	23,000	21,000	-%	0.02%
	<b>1,292,729</b>	<b>1,438,598</b>	<b>1,170,000</b>	<b>1,394,000</b>	<b>1,200,000</b>	<b>2.56%</b>	<b>1.01%</b>
<b>Grants From Other Local Units</b>							
Ems Grant - Palm Beach County	-	-	25,000	25,000	25,000	-%	0.02%
	-	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>-%</b>	<b>0.02%</b>
<b>Shared Revenue From Other Local Units</b>							
County Occ. Licenses	21,246	22,409	15,000	10,000	15,000	-%	0.01%
\$12.50 Citation Monies	-	4,839	2,500	2,500	2,500	-%	0.00%
	<b>21,246</b>	<b>27,248</b>	<b>17,500</b>	<b>12,500</b>	<b>17,500</b>	<b>-%</b>	<b>0.01%</b>
<b>Public Safety</b>							
Special Assignment Ot - Other	1,485,001	2,247,335	1,500,000	1,750,000	1,750,000	16.67%	1.47%
Police Id Cards	20	-	-	-	-	-%	-%
Burglar Alarm False Alarm Fees	35,625	40,800	35,000	40,000	35,000	-%	0.03%
Burglar Alarm Registration Fee	86,850	87,000	87,000	88,000	87,000	-%	0.07%
Burglar Alarm - Penalties	5,752	3,661	5,000	3,500	5,000	-%	0.00%
Burglar Alarm - Direct Connect	21,069	21,669	21,000	21,500	21,000	-%	0.02%
Valet Parking Permit	13,950	18,100	14,000	14,000	14,000	-%	0.01%
Tent Permits	21,829	23,349	15,000	16,000	15,000	-%	0.01%
Special Detail-Fire	22,915	34,990	25,000	16,000	25,000	-%	0.02%
Fire Prev Bonfires	-	300	-	600	-	-%	-%
Fire Prev Hot Work	4,400	4,400	2,500	2,500	2,500	-%	0.00%
Fire Prev Public Assembly	700	-	1,000	-	-	(100.00%)	-%
False Fire Alarms	26,474	45,437	16,000	40,000	20,000	25.00%	0.02%
Fire Prev Fireworks	12,510	10,000	10,000	12,000	10,000	-%	0.01%
Fire Prev Technical Fire Insp	100	-	-	-	-	-%	-%
Fire Prev Inspection Fees	188,909	141,119	100,000	135,000	100,000	-%	0.08%
Ems Transport Fees	392,996	499,879	425,000	450,000	425,000	-%	0.36%
	<b>2,319,099</b>	<b>3,178,040</b>	<b>2,256,500</b>	<b>2,589,100</b>	<b>2,509,500</b>	<b>11.21%</b>	<b>2.11%</b>
<b>Physical Environment</b>							
Special Solid Waste	16,134	9,497	12,000	10,000	12,000	-%	0.01%
Solid Waste	842,876	854,714	850,000	900,000	850,000	-%	0.71%
Comp. Garbage Collection Fee	376,768	393,711	300,000	350,000	325,000	8.33%	0.27%
SWA Recycling Revenue Share	13,938	-	-	-	-	-%	-%
Historic Specimen Tree Fee	1,989	2,431	2,000	2,900	2,000	-%	0.00%
	<b>1,251,706</b>	<b>1,260,353</b>	<b>1,164,000</b>	<b>1,262,900</b>	<b>1,189,000</b>	<b>2.15%</b>	<b>1.00%</b>

## General Fund Revenues (continued)

Title	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Variance	% of Total Budget
<b>Transportation</b>							
Prkg Meter Royal Palm Way Lot	37,702	51,547	40,000	38,000	50,000	25.00%	0.04%
Prkg Meter Ocean Front	1,554,604	1,844,898	1,650,000	1,750,000	1,710,000	3.64%	1.43%
Prkg Meter - New Paid Parking	-	-	-	-	1,060,000	100.00%	0.89%
Prkg Meter Phipps Ocean Front	268,354	300,302	40,000	75,000	75,000	87.50%	0.06%
Prkg Meter Peruvian	219,934	260,586	240,000	260,000	240,000	-%	0.20%
Prkg Meter Bradley Place	16,719	17,971	20,000	20,000	25,000	25.00%	0.02%
Prkg Meter North County	75,404	80,437	75,000	100,000	100,000	33.33%	0.08%
Prkg Meter Royal Palm Way, 100 block	183,054	201,622	180,000	180,000	180,000	-%	0.15%
Prkg Meter Sunrise	132,497	148,697	140,000	150,000	140,000	-%	0.12%
Prkg Meter Worth Ave	-	-	638,778	-	742,915	16.30%	0.62%
Other Parking Placard Programs	446,766	386,066	415,000	400,000	415,000	-%	0.35%
	<b>2,935,033</b>	<b>3,292,125</b>	<b>3,438,778</b>	<b>2,973,000</b>	<b>4,737,915</b>	<b>37.78%</b>	<b>3.98%</b>
<b>Culture and Recreation</b>							
Adult Program Fees (Rec)	16,490	5,854	10,000	24,400	25,000	150.00%	0.02%
Youth Program Fees (Rec)	501,026	564,769	500,000	587,180	620,000	24.00%	0.52%
Soma Dome fees	350	125	100	100	-	(100.00%)	-%
Fitness Center Classes	7,746	17,423	15,000	22,750	25,000	66.67%	0.02%
Tennis Mixers	88	513	-	600	2,000	100.00%	0.00%
Merchandise Sales	23,355	31,867	30,000	29,000	45,000	50.00%	0.04%
Adult Program Fees (Tennis)	1,545	640	3,000	2,540	3,000	\$0.00	\$0.00
Tennis 12 Play Pass	42,602	40,797	35,000	36,700	-	(100.00%)	-%
Daily Tennis Court Fees	31,358	55,670	35,000	55,200	70,000	100.00%	0.06%
Annual Tennis Court Fees	71,453	87,135	80,000	74,500	90,000	12.50%	0.08%
Passes/Daily Admission	139,039	156,181	160,000	-	90,000	(43.75%)	0.08%
Personal Training	-	-	-	42,340	75,000	100.00%	0.06%
Marina Amenity	179,640	191,100	200,660	200,600	200,660	-%	0.17%
Promotional Merchandise	2,483	1,802	2,500	2,000	2,500	-%	0.00%
Town Share Tennis Teaching Services	171,529	176,870	150,000	146,675	215,200	43.47%	0.18%
Town Share Tennis Merchandise Sales	1,444	1,907	1,600	1,400	-	(100.00%)	-%
	<b>1,190,148</b>	<b>1,332,653</b>	<b>1,222,860</b>	<b>1,225,985</b>	<b>1,463,360</b>	<b>19.67%</b>	<b>1.23%</b>
<b>Other Charges for Services</b>							
Certification Copy	1,701	141	-	30	-	-%	-%
Misc Copies	4,637	13,280	5,000	5,000	-	(100.00%)	-%
Public Records Requests	-	-	-	-	1,000	100.00%	0.00%
Lien Search Fee	86,100	66,840	75,000	60,000	75,000	-%	0.06%
Tennis Pro Admin Fees	13,567	13,500	13,500	9,560	-	(100.00%)	-%
	<b>106,006</b>	<b>93,761</b>	<b>93,500</b>	<b>74,590</b>	<b>76,000</b>	<b>(18.72%)</b>	<b>0.06%</b>
<b>Judgments and Fines</b>							
Fines - Other Parking	384,797	591,193	475,000	600,000	500,000	5.26%	0.42%
Fines - Parking Meters	145,455	289,306	150,000	300,000	175,000	16.67%	0.15%
Row Parking Violation Fines	106,514	106,124	100,000	90,000	100,000	-%	0.08%
Moving Violations	11,074	13,406	7,500	10,000	7,500	-%	0.01%
Revenue/2nd \$ Funding	1,400	1,566	1,000	1,500	1,000	-%	0.00%
Boot Fees	15,750	16,100	15,000	16,000	15,000	-%	0.01%
Penalty - Other Parking	118,639	136,443	125,000	250,000	125,000	-%	0.10%
Penalty - Parking Meters	38,397	73,330	50,000	120,000	50,000	-%	0.04%
	<b>822,026</b>	<b>1,227,468</b>	<b>923,500</b>	<b>1,387,500</b>	<b>973,500</b>	<b>5.41%</b>	<b>0.82%</b>

**General Fund Revenues (continued)**

Title	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Variance	% of Total Budget
<b>Violations of Local Ordinances</b>							
Code Compliance Fines	418,425	1,980,575	200,000	40,000	150,000	(25.00%)	0.13%
Code Compliance Admin Fee	7,000	6,550	4,500	5,000	4,500	-%	0.00%
	<b>425,425</b>	<b>1,987,125</b>	<b>204,500</b>	<b>45,000</b>	<b>154,500</b>	<b>(24.45%)</b>	<b>0.13%</b>
<b>Interest and Other Earnings</b>							
Interest - Checking	37,928	923,007	200,000	1,000,000	1,000,000	400.00%	0.84%
Fmivt Interest	(159,103)	3,720	20,000	-	20,000	-%	0.02%
PFM/TD Bank Interest Income	(309,259)	1,001,742	250,000	200,000	324,484	29.79%	0.27%
Interest Certificates of Deposit	34,401	868,500	205,386	1,000,000	500,000	143.44%	0.42%
Investment Earnings/Ad Valorem	3,919	42,929	10,000	10,000	20,000	100.00%	0.02%
Interest - Leases	540	323	-	-	-	-%	-%
	<b>(391,573)</b>	<b>2,840,220</b>	<b>685,386</b>	<b>2,210,000</b>	<b>1,864,484</b>	<b>172.03%</b>	<b>1.56%</b>
<b>Rents and Royalties</b>							
Okeechobee Ground Lease	-	-	215,000	215,000	800,000	272.09%	0.67%
Equipment Rentals - Tennis	24	-	-	-	-	-%	-%
Facility Rental Fees (Tennis)	2,631	1,399	1,000	3,000	2,500	150.00%	0.00%
Facility Rental Fees (Rec)	26,704	57,948	40,000	46,404	50,000	25.00%	0.04%
Seview Park Concession	11,290	777	15,000	7,062	16,000	6.67%	0.01%
Cell Phone Tower Lease Revenue	33,767	33,767	41,200	41,200	41,200	-%	0.03%
	<b>74,416</b>	<b>93,890</b>	<b>312,200</b>	<b>312,666</b>	<b>909,700</b>	<b>191.38%</b>	<b>0.76%</b>
<b>Other Miscellaneous Revenues</b>							
State Highway Lighting Maint	130,749	136,899	120,000	125,000	120,000	-%	0.10%
FDOT Traffic Light Maintenance	-	-	-	61,000	61,000	100.00%	0.05%
Rebate For Town Towing	2,337	3,000	3,000	1,500	3,000	-%	0.00%
Purchase Card Rebate	21,371	20,700	25,000	35,000	25,000	-%	0.02%
CC Customer Surcharge/Technology Fee	41,190	49,784	35,000	40,000	110,000	214.29%	0.09%
DC Forfeiture Transfer from ICMA	101,879	-	50,000	50,000	50,000	-%	0.04%
Miscellaneous Revenue	86,099	680,545	50,000	105,000	50,000	-%	0.04%
	<b>383,625</b>	<b>890,927</b>	<b>283,000</b>	<b>417,500</b>	<b>419,000</b>	<b>48.06%</b>	<b>0.35%</b>
<b>Interfund Transfer</b>							
Use of Fund Balance	-	-	1,100,000	-	3,260,000	196.36%	2.74%
Interfd Transfer-Marina	511,665	620,465	1,096,000	1,096,000	1,109,000	1.19%	0.93%
Interfd Transfer - Golf	25,000	25,000	25,000	25,000	25,000	-%	0.02%
Interfd Transfer - Building Dept Fund	4,524,601	5,519,456	6,627,997	6,627,997	7,228,090	9.05%	6.06%
	<b>5,061,266</b>	<b>6,164,921</b>	<b>8,848,997</b>	<b>7,748,997</b>	<b>11,622,090</b>	<b>31.34%</b>	<b>9.75%</b>
<b>Installment Purchases Proceeds</b>							
OFS - Lease Liabs Issued	63,063	-	-	-	-	-%	-%
OFS - Subscriptions	-	354,336	-	-	-	-%	-%
	<b>63,063</b>	<b>354,336</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-%</b>	<b>-%</b>
	<b>88,813,341</b>	<b>103,765,222</b>	<b>104,812,931</b>	<b>105,676,928</b>	<b>119,180,549</b>	<b>13.71%</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

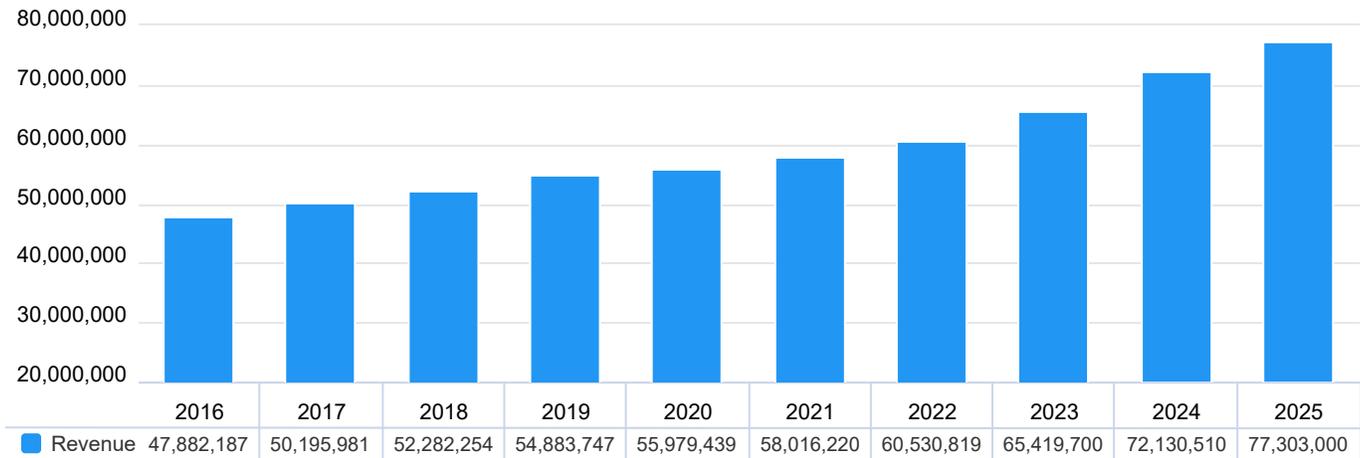
The Town is required to establish a budget for each fiscal year. The Town is required to compute a proposed millage rate necessary to fund the tentative budget other than the portion of the budget to be funded from sources other than ad valorem taxes. After a procedure involving notice, hearings and 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 FY25 the Town adopted a millage rate of 2.6110, which is 0.00% less than the FY24 rate of 2.6110. Since taxable value increased by 10.56%, the reduced millage rate resulted in an increase in taxes of \$7,614,997 over FY24.

The chart below identifies the FY25 TRIM options available to the Town.

Taxable Value		\$ 32,149,560,525	
FY25 Millage Rate Options	Millage	Tax Revenue	
Rollback Millage Rate	2.3608	\$	75,898,682
Majority Maximum Millage Rate	2.6012	\$	80,216,369
2/3 Vote Maximum Millage Rate	2.8613	\$	87,390,061
<b>FY25 Town Adopted Millage Rate</b>	<b>2.6110</b>	<b>\$</b>	<b>79,745,377</b>

**LOCAL OPTION GAS TAX**

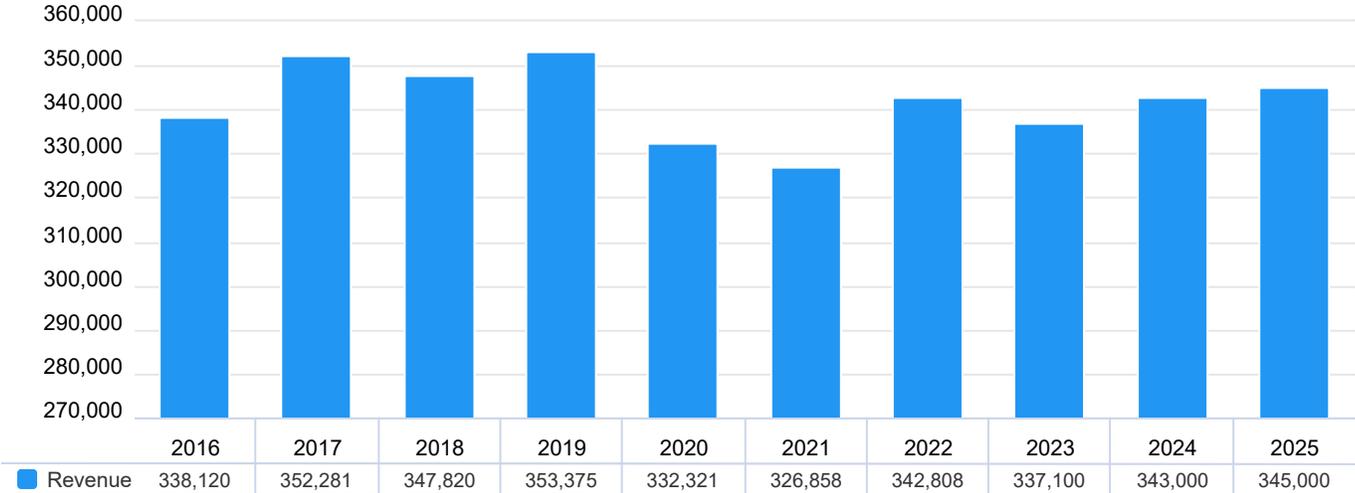
Local governments are authorized to impose a tax of 1 cent to 6 cents on every gallon of motor fuel and special fuel sold at the retail level. Local Option Gas Taxes are enacted by an inter-local agreement concerning the distribution of the tax proceeds is established between the local governments in 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 FY25 is based upon estimates provided by the State of Florida.

**Local Option Gas Tax**



**STATE SHARED REVENUE**

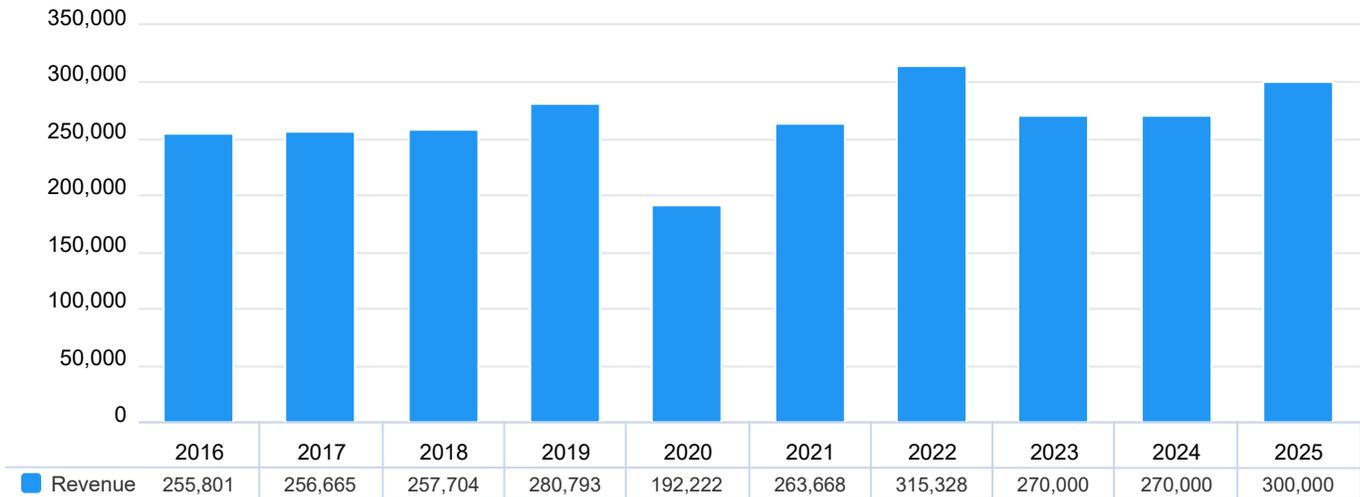
Sharing of certain state revenues with cities and counties began in Florida at least as early as 1931. Financial rescue of the counties from their overwhelming road debts from the 1920’s came principally through sharing of the state’s motor fuel tax. The Florida Revenue Sharing Act of 1972 was a major 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 FY25 is based upon estimates provided by the State of Florida.

**State Shared Revenue**

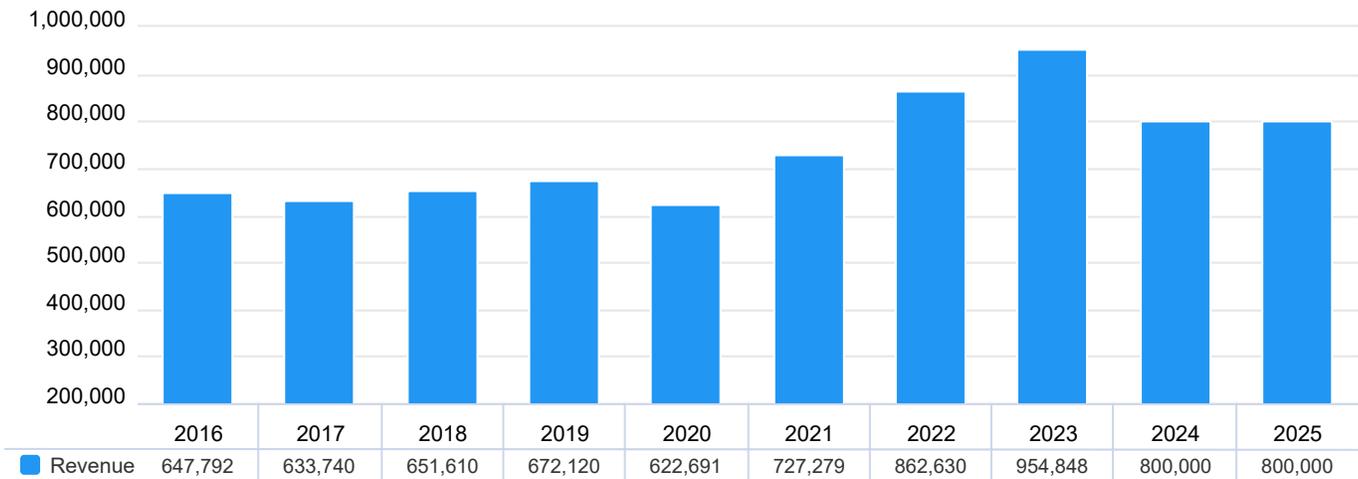


**HALF-CENT SALES TAX**

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
2025 (Budget)	\$ 343,000	\$ 270,000	\$ 800,000	\$ 1,413,000
2024 (Estimate)	343,000	270,000	800,000	1,413,000
2023	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

**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
FY22	\$ 862,630
FY23	\$ 980,000
FY24 (Estimate)	\$ 800,000
FY25 (Budget)	\$ 800,000

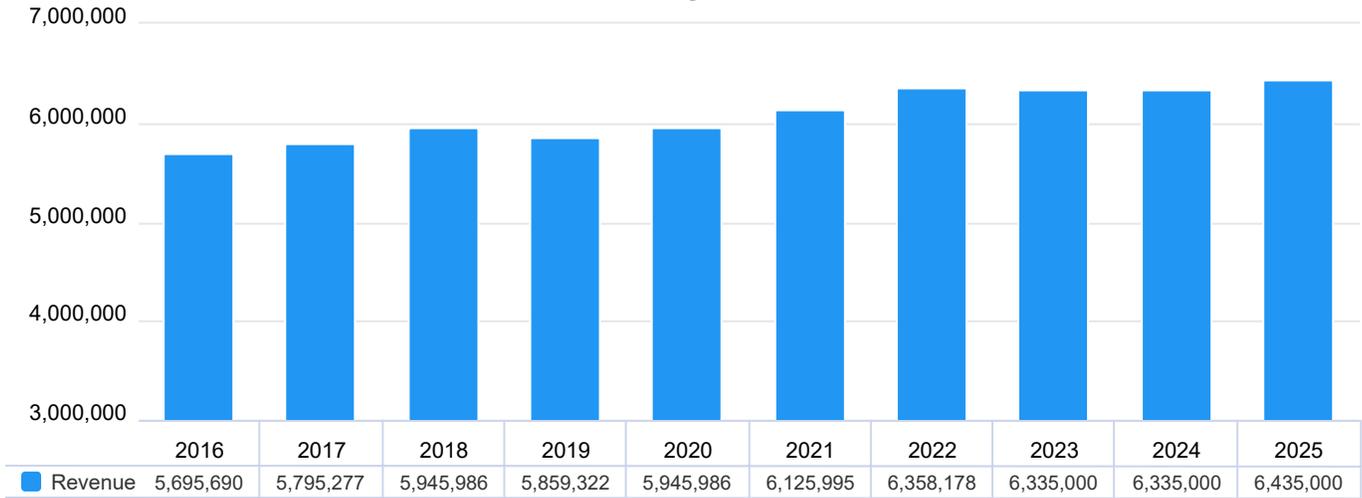
## UTILITY TAX

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 FY25 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
2025 (Budget)	\$ 2,800,000	\$ 1,050,000	\$ 2,100,000	\$ 350,000	\$ 35,000	\$ 6,335,000
2024 (Anticipated)	2,800,000	1,050,000	2,100,000	350,000	35,000	6,335,000
2023	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

**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.

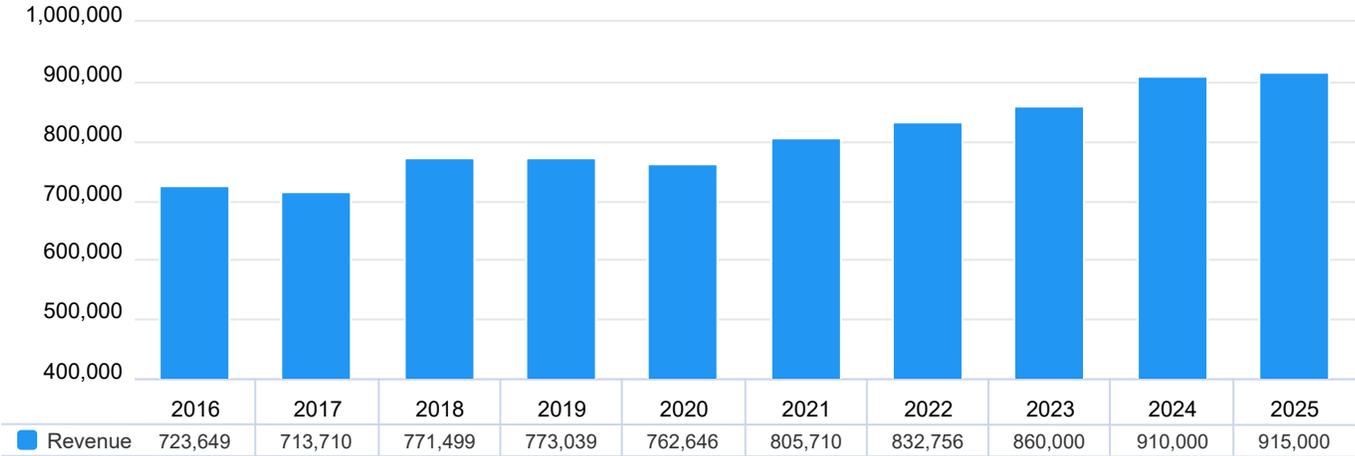
**FRANCHISE FEES**

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%		
2025 (Budget)	\$ 2,100,000	\$ 305,000		\$ 2,405,000
2024 (Anticipated)	2,100,000	305,000		2,405,000
2023	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

**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.

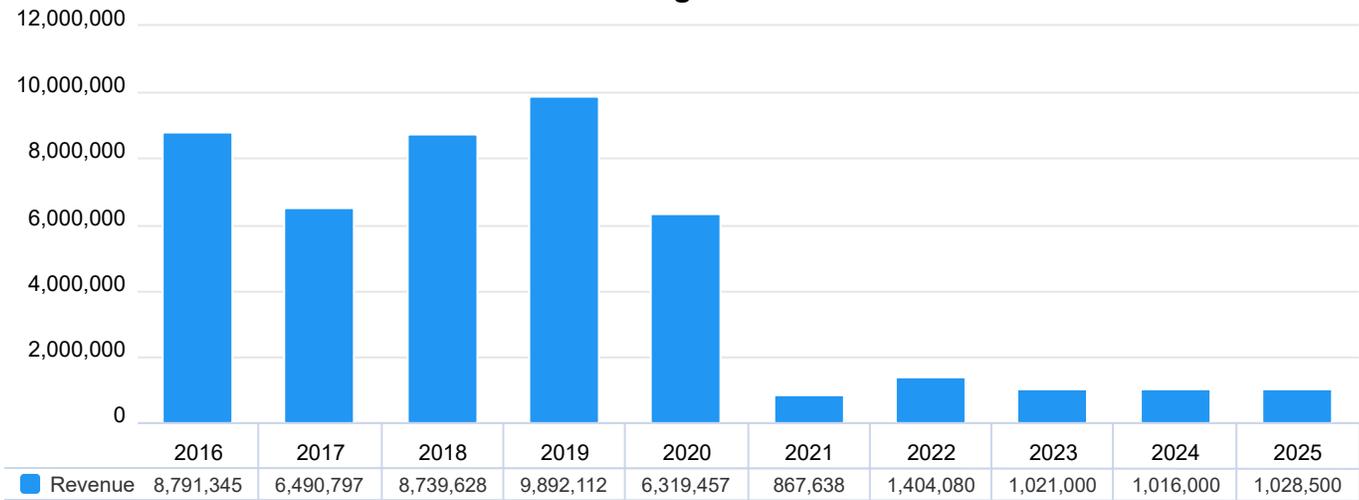
**Business Tax Receipts**



## 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.

**Building Permits**

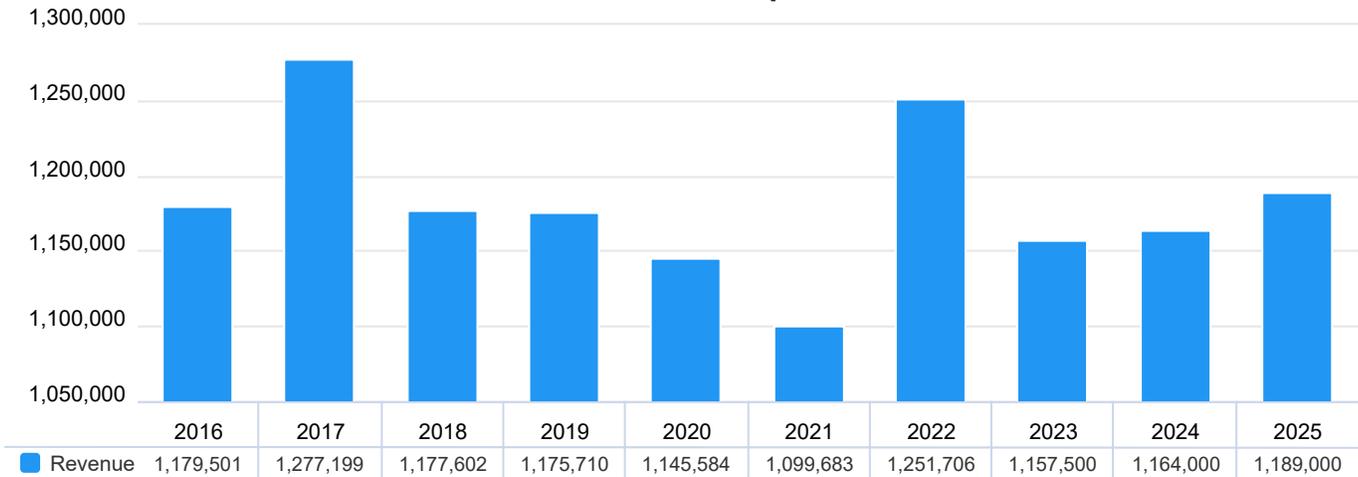


## SOLID WASTE DISPOSAL

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

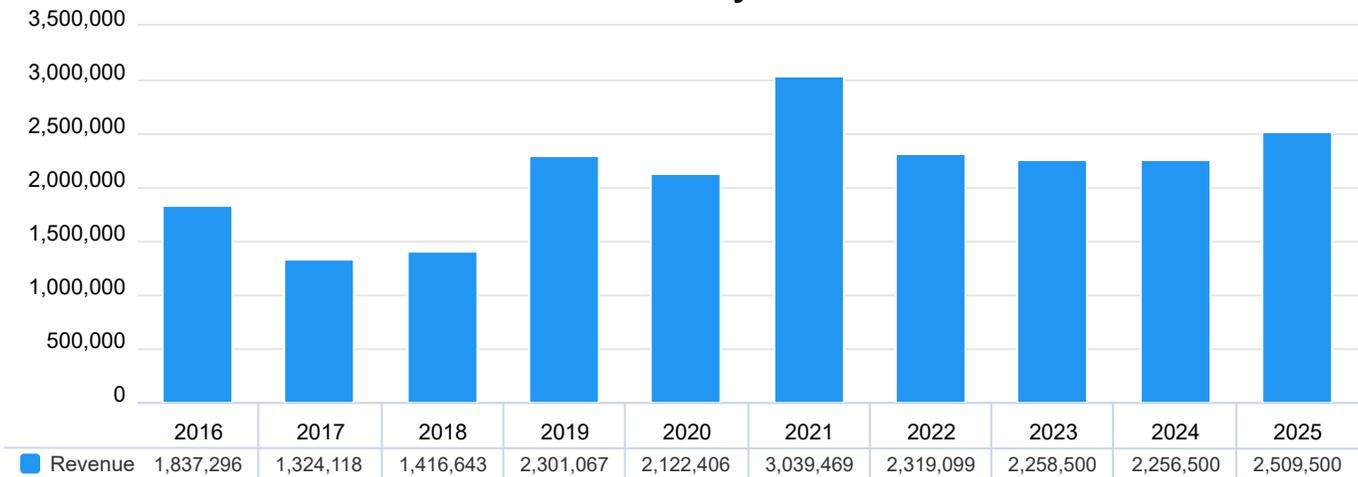


### PUBLIC SAFETY FEES

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.

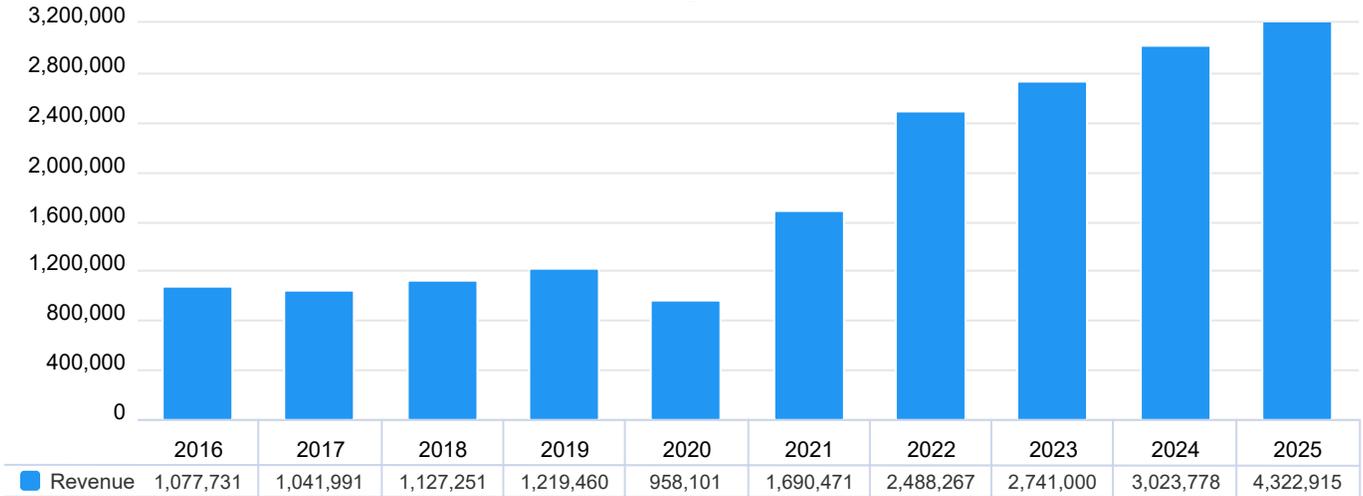
### Public Safety Fees



### 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

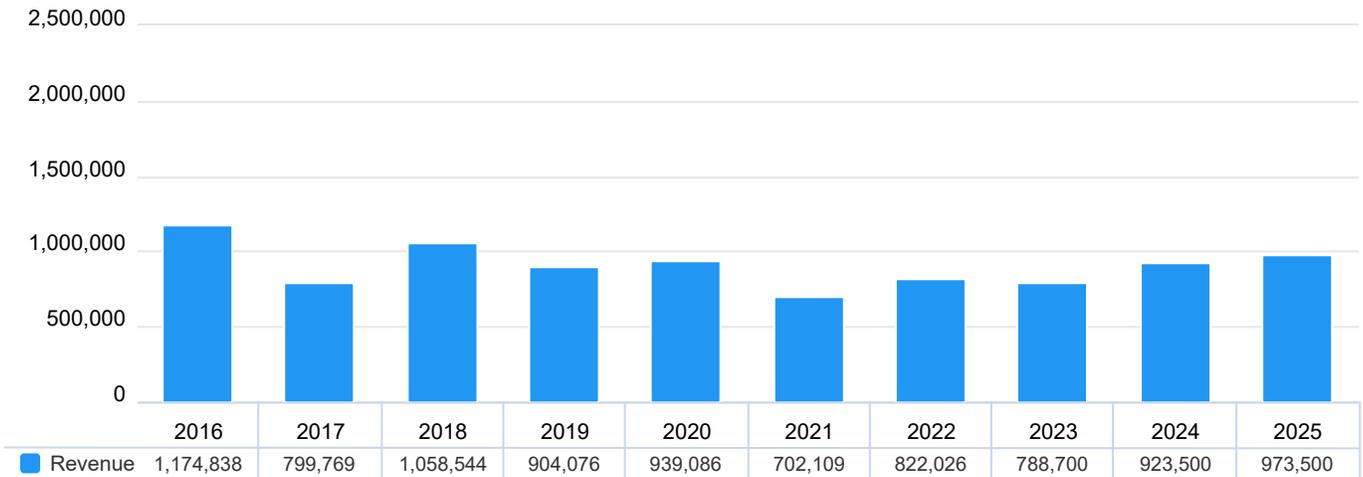


### FINES AND PENALTIES

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 FY25 is conservative due to the volatile nature of this revenue source.

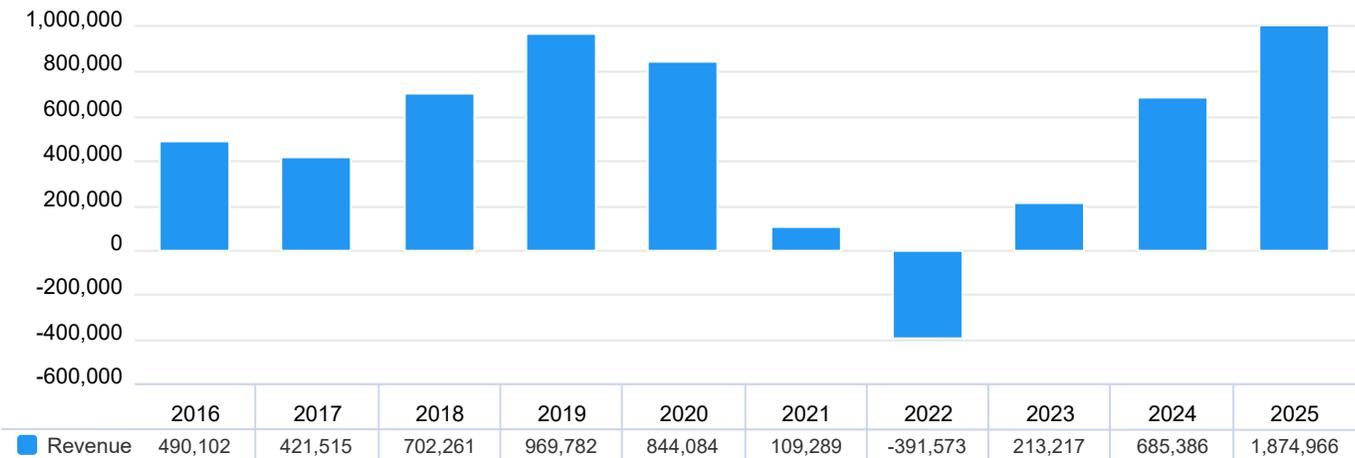
### Fines and Penalties



### 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.

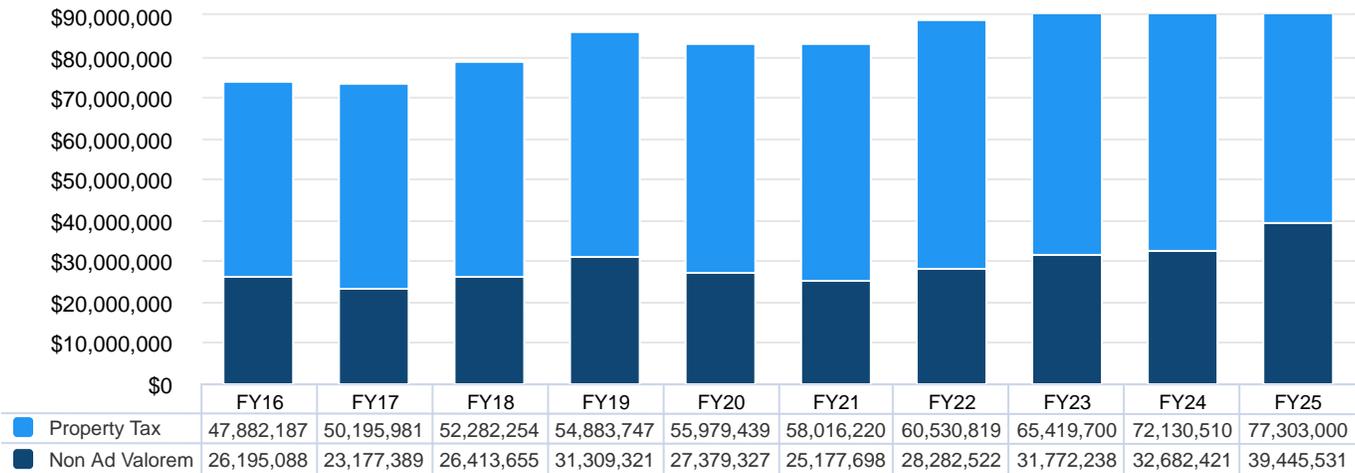
### Investment Income



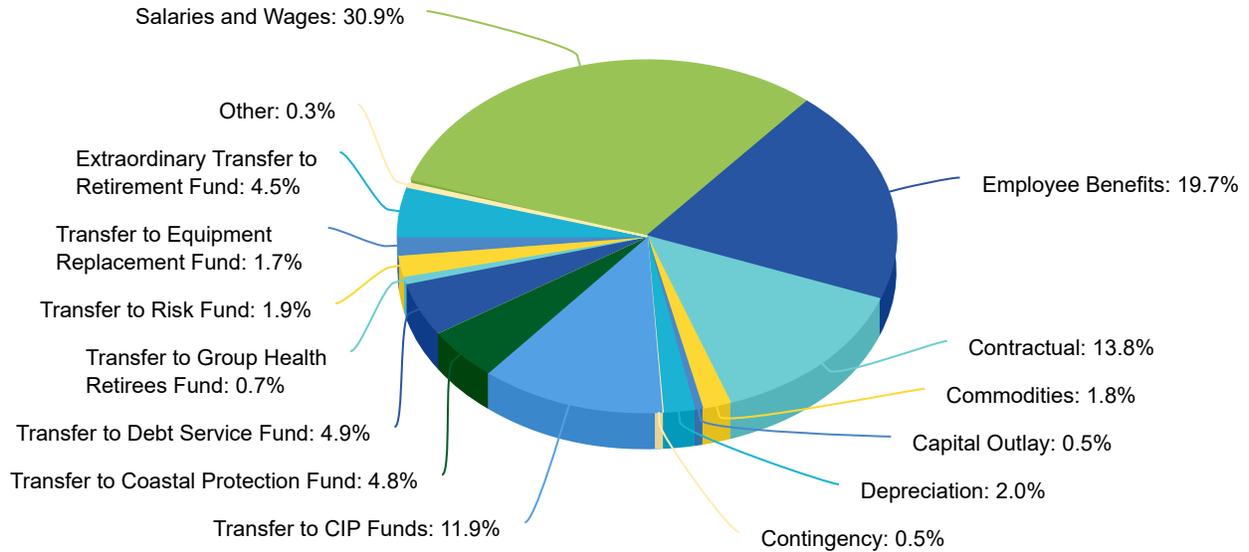
### GENERAL FUND REVENUE TREND SUMMARY

Total General Fund revenues have increased at an average annual rate of 3.7% 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

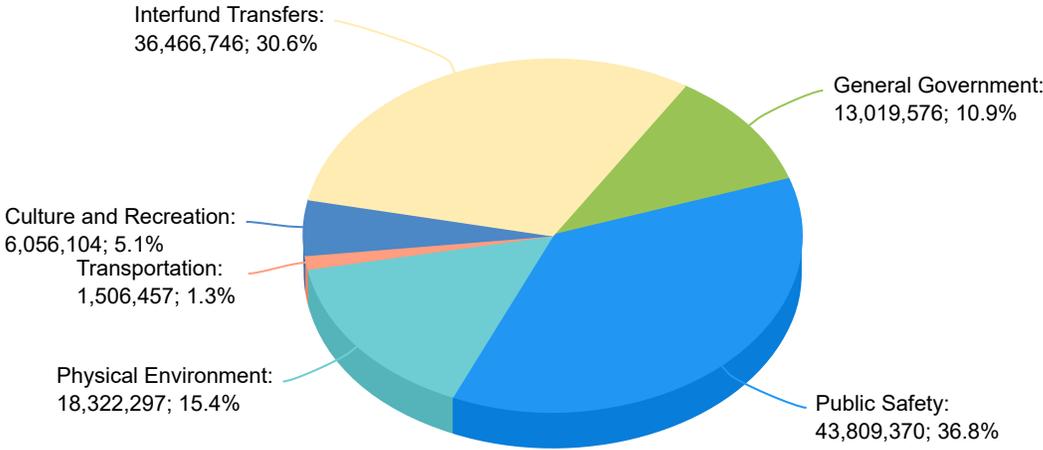


### General Fund Expenditures by Type



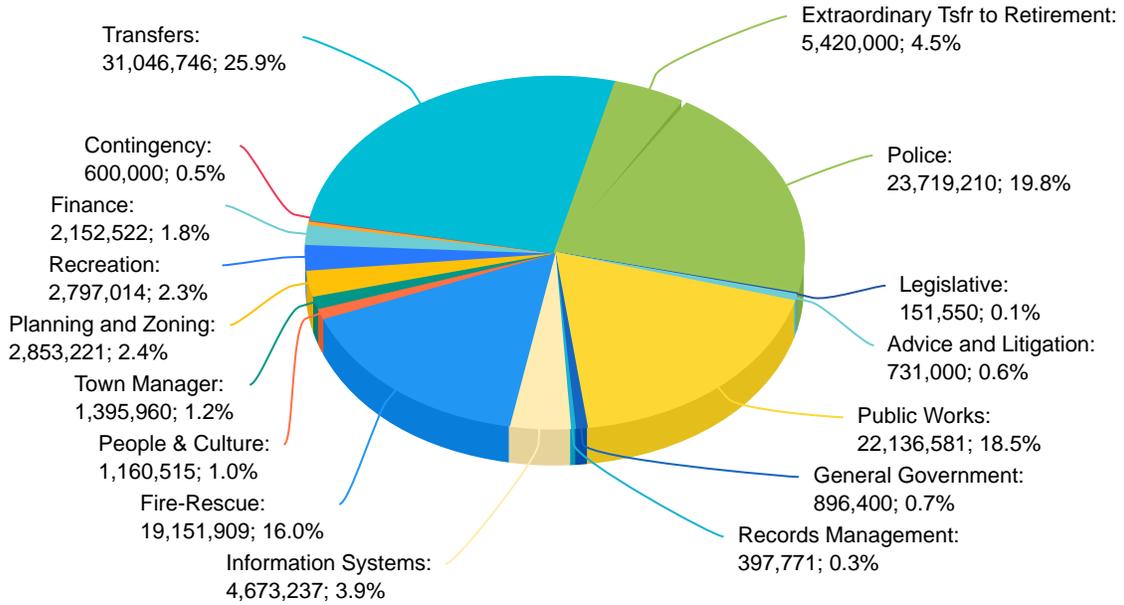
Salaries and Wages	\$ 36,922,812
Employee Benefits	23,529,838
Contractual	16,498,487
Commodities	2,210,727
Capital Outlay	630,010
Depreciation	2,425,017
Contingency	600,000
Salary Savings	(500,000)
Transfer to CIP Funds	14,250,622
Transfer to Coastal Protection Fund	5,791,205
Transfer to Debt Service Fund	5,846,518
Transfer to Group Health Retirees Fund	828,584
Transfer to Risk Fund	2,329,817
Transfer to Equipment Replacement Fund	2,000,000
Extraordinary Transfer to Retirement Fund	5,420,000
Other	396,912
	<u>\$ 119,180,549</u>

### General Fund Expenditures by Function



General Government	\$	13,019,576
Public Safety		43,809,370
Physical Environment		18,322,297
Transportation		1,506,457
Culture and Recreation		6,056,104
Interfund Transfers		36,466,746
	\$	<u>119,180,550</u>

### General Fund Expenditures by Department



Police	\$ 23,719,210
Legislative	151,550
Advice and Litigation	731,000
Public Works	22,136,581
General Government	896,400
Records Management	397,771
Information Systems	4,673,237
Fire-Rescue	19,151,909
People & Culture	1,160,515
Town Manager	1,395,960
Planning and Zoning	2,853,221
Recreation	2,797,014
Finance	2,152,522
Other	396,912
Contingency	600,000
Salary Savings	(500,000)
Transfers	31,046,746
Extraordinary Tsfr to Retirement	5,420,000
	<u>\$ 119,180,549</u>

## General Fund Expenditures – Summary by Department

Program		FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change	% of Total GF Budget
<b>LEGISLATIVE</b>	111	98,944	151,550	151,550	151,550	151,550	-%	0.13%
<b>GENERAL GOVERNMENT</b>	113	1,237,787	679,400	690,422	685,593	896,400	31.94%	0.75%
<b>TOWN MANAGER'S OFFICE</b>	121	1,171,241	1,364,823	1,364,823	1,335,878	1,395,960	2.28%	1.17%
<b>ADVICE &amp; LITIGATION</b>	122	641,600	390,000	390,000	856,000	731,000	87.44%	0.61%
<b>INFORMATION SYSTEMS</b>	125	4,060,481	4,420,178	4,620,163	4,423,709	4,673,237	5.73%	3.92%
<b>RECORDS MANAGEMENT</b>	131	314,227	447,374	460,400	389,303	397,771	(11.09%)	0.33%
<b>PEOPLE &amp; CULTURE</b>	123	788,348	973,047	988,775	948,050	1,160,515	19.27%	0.97%
<b>FINANCE</b>								
Financial Management	141	1,139,100	1,224,476	1,224,509	1,112,914	1,275,196	4.14%	1.07%
Procurement & Contracts Management	144	791,006	852,127	853,343	766,777	877,326	5.54%	0.84%
		<b>1,930,106</b>	<b>2,076,603</b>	<b>2,077,851</b>	<b>1,879,691</b>	<b>2,152,522</b>	<b>3.66%</b>	<b>1.81%</b>
<b>PLANNING/ZONING/BUILDING</b>								
Planning & Zoning	211	2,071,879	1,272,398	1,957,664	1,229,354	1,360,620	6.93%	1.14%
Landmarks Preservation	214	317,743	337,094	337,100	279,234	554,350	64.45%	0.47%
Fire Prevention	215	369,881	374,675	374,675	378,931	535,969	43.05%	0.45%
Code Enforcement	216	349,611	362,267	362,331	361,906	402,283	11.05%	0.34%
		<b>3,109,114</b>	<b>2,346,434</b>	<b>3,031,770</b>	<b>2,249,425</b>	<b>2,853,221</b>	<b>21.60%</b>	<b>2.39%</b>
<b>RECREATION</b>								
Rec Administration	311	287,602	346,913	347,389	340,292	368,842	6.32%	0.31%
Tennis	312	503,931	667,003	671,860	658,296	813,996	22.04%	0.68%
Recreation Center	313	1,340,904	1,460,612	1,479,037	1,490,274	1,614,176	10.51%	1.35%
		<b>2,132,437</b>	<b>2,474,528</b>	<b>2,498,287</b>	<b>2,488,862</b>	<b>2,797,014</b>	<b>13.03%</b>	<b>2.35%</b>
<b>FIRE-RESCUE</b>								
Fire Administration	411	577,551	582,700	582,700	512,215	670,612	15.09%	0.56%
Operations	417	14,569,102	15,588,576	15,589,055	15,751,397	17,192,985	10.29%	14.43%
Training	418	316,799	377,789	378,359	381,577	400,037	5.89%	0.34%
Beach Rescue	419	681,255	834,130	834,162	563,016	888,276	6.49%	0.75%
		<b>16,144,707</b>	<b>17,383,195</b>	<b>17,384,276</b>	<b>17,208,205</b>	<b>19,151,909</b>	<b>10.17%</b>	<b>16.07%</b>
<b>POLICE</b>								
Administrative Management	421	1,438,170	1,534,112	1,534,112	1,522,687	1,549,802	1.02%	1.30%
Org Crime/Vice/Narcotics	422	885,022	965,634	965,825	947,514	1,068,288	10.63%	0.90%
Records Information Systems	423	176,399	209,759	210,037	200,574	218,595	4.21%	0.18%
Training/Per/Pub Enf	424	216,664	247,751	247,751	232,596	265,708	7.25%	0.22%
Communications	425	1,755,956	2,011,619	2,011,619	2,042,523	2,330,416	15.85%	1.96%
Crime Scene/Evidence	426	266,284	394,791	394,944	376,437	563,877	42.83%	0.47%
Patrol Services	428	11,431,212	12,615,927	12,626,708	12,790,680	15,130,969	19.94%	12.70%
Criminal Investigation	429	1,403,167	1,354,904	1,354,936	1,333,997	1,494,869	10.33%	1.25%
Parking Control	430	718,350	790,761	799,508	696,661	1,096,686	38.69%	0.92%
		<b>18,291,225</b>	<b>20,125,258</b>	<b>20,145,440</b>	<b>20,143,669</b>	<b>23,719,210</b>	<b>17.86%</b>	<b>19.90%</b>

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

Program		FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change	% of Total GF Budget
<b>PUBLIC WORKS</b>								
Administrative Management	511	932,776	988,279	990,327	990,894	1,077,537	9.03%	0.90%
Street Repair/Maintenance	521	541,581	605,591	635,621	607,951	603,797	(0.30%)	0.51%
Traffic Control	523	77,561	46,200	95,095	46,240	45,900	(0.65%)	0.04%
Street Lighting	524	753,697	839,777	839,777	838,155	856,759	2.02%	0.72%
Storm Sewer Maintenance	531	385,602	439,931	447,291	475,949	459,058	4.35%	0.39%
Sanitary Sewer Maintenance	532	2,131,522	2,251,441	2,279,334	2,269,002	2,426,976	7.80%	2.04%
Sanitary Sewer Treatment	533	3,484,988	3,793,965	3,793,965	3,600,000	3,907,784	3.00%	3.28%
Residential Collection	541	1,035,639	1,122,606	1,123,378	1,122,556	1,297,353	15.57%	1.09%
Commercial Collection	542	1,362,370	1,524,049	1,530,320	1,526,437	1,671,521	9.68%	1.40%
Refuse Disposal	543	80,113	80,000	80,000	90,000	90,000	12.50%	0.08%
Yard Trash Collection	544	2,252,208	2,531,136	2,619,479	2,498,616	2,619,687	3.50%	2.20%
Recycling	545	400,828	439,485	439,485	440,190	493,292	12.24%	0.41%
Parks	551	1,897,448	2,071,073	2,139,372	2,242,177	2,307,828	11.43%	1.94%
Facilities Maintenance	554	1,469,222	1,748,495	1,786,569	1,860,015	1,913,110	9.41%	1.61%
General Engineering Services	561	909,217	1,235,613	1,237,737	1,236,991	1,298,206	5.07%	1.09%
Right of Way Inspections	565	76,515	-	-	-	-	-%	-%
Equip Operations/Maintenance	571	876,551	960,264	960,389	936,730	1,067,771	11.20%	0.90%
		<b>18,667,838</b>	<b>20,677,905</b>	<b>20,998,137</b>	<b>20,781,903</b>	<b>22,136,581</b>	<b>7.05%</b>	<b>18.57%</b>
<b>LIBRARY SERVICES</b>	<b>321</b>	<b>374,127</b>	<b>385,351</b>	<b>385,351</b>	<b>385,351</b>	<b>396,912</b>	<b>3.00%</b>	<b>0.33%</b>
<b>TRANSFER TO OTHER FUNDS</b>								
Cap Impr Program (307/308/310/320)	611	9,371,020	10,308,122	10,308,122	10,308,122	14,250,622	38.25%	11.96%
Coastal Protection Fund (309)	611	5,264,732	5,791,205	5,791,205	5,791,205	5,791,205	-%	4.86%
Townwide Underground Utilities (122)	611	191,116	-	-	-	-	-%	-%
Equipment Replacement Fund (320)	611	-	-	-	-	2,000,000	100.00%	1.68%
Debt Service Fund (205)	611	5,680,666	5,679,013	5,679,013	5,679,013	5,846,518	2.95%	4.91%
Group Health Retirees (610)	611	331,217	789,128	789,128	789,128	828,584	5.00%	0.70%
Risk-W/C, Liab, Prop (501)	680	2,274,106	2,329,817	2,329,817	2,329,817	2,329,817	-%	1.95%
Extraordinary trsfr to Retirement (600)	680	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	-%	4.55%
		<b>28,532,857</b>	<b>30,317,285</b>	<b>30,317,285</b>	<b>30,317,285</b>	<b>36,466,746</b>	<b>20.28%</b>	<b>30.60%</b>
<b>INVENTORY WRITE-OFF</b>	<b>680</b>	<b>1,439</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-%</b>	<b>-%</b>
<b>EMERGENCY/DISASTER RESPONSE</b>	<b>710</b>	<b>7,243</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>600,000</b>	<b>-</b>	<b>600,000</b>	<b>-%</b>	<b>0.50%</b>
<b>SALARY SAVINGS</b>	<b>711</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(500,000)</b>	<b>(100.00%)</b>	<b>(0.42%)</b>
<b>General Operating Fund (001) Total</b>		<b>68,970,862</b>	<b>74,495,646</b>	<b>75,787,245</b>	<b>73,927,189</b>	<b>82,713,803</b>	<b>11.03%</b>	<b>69.40%</b>
<b>Transfers to Other Funds</b>		<b>28,532,857</b>	<b>30,317,285</b>	<b>30,317,285</b>	<b>30,317,285</b>	<b>36,466,746</b>	<b>20.28%</b>	<b>30.60%</b>
<b>TOTAL GENERAL FUND</b>		<b>97,503,719</b>	<b>104,812,931</b>	<b>106,104,530</b>	<b>104,244,474</b>	<b>119,180,549</b>	<b>13.71%</b>	<b>100.00%</b>

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





# DEPARTMENT: **Legislative**

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**Town of Palm Beach / FY 2025 Adopted 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 safeguards and shape’s the Town’s well-being and safety through legislation, budgets, and policy development. Voters elect Town Council members to staggered two-year terms, with two seats filled in odd-numbered years and three in even-numbered years. The Mayor, elected in odd-numbered years for a two-year term, holds unique powers as the town’s ombudsman and intergovernmental leader but doesn’t hold a regular vote. However, the mayor can cast a deciding vote in ties. The presiding officer, the Town Council President, is selected by the Town Council by vote each year. All elected officials serve without compensation.

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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	-	-	-	-	-	-	-%
Employee Benefits	-	-	-	-	-	-	-%
Contractual	122,100	88,466	140,500	140,500	140,500	140,500	-%
Commodities	10,518	10,479	11,050	11,050	11,050	11,050	-%
<b>TOTALS</b>	<b>132,618</b>	<b>98,944</b>	<b>151,550</b>	<b>151,550</b>	<b>151,550</b>	<b>151,550</b>	<b>-%</b>

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





DEPARTMENT:  
**General  
Government**

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**Town of Palm Beach / FY 2025 Adopted 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 that 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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	901,028	725,862	500,000	500,000	489,651	660,000	32.00%
Employee Benefits	13,756	18,541	300	300	300	300	-%
Contractual	186,535	259,254	179,000	187,072	193,915	235,500	31.56%
Commodities	25,537	234,130	100	3,050	1,727	600	500.00%
<b>TOTALS</b>	<b>1,126,856</b>	<b>1,237,787</b>	<b>679,400</b>	<b>690,422</b>	<b>685,593</b>	<b>896,400</b>	<b>31.94%</b>

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

**SALARIES AND WAGES**

The cost of compensated absences (accrued vacation and sick leave) as projected by the Finance Department. Compensated absences increased in FY2025 due to an increase in the amount budgeted for vacation conversion.

**EMPLOYEE BENEFITS**

The cost of FICA is 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 2025 Adopted Annual Budget**

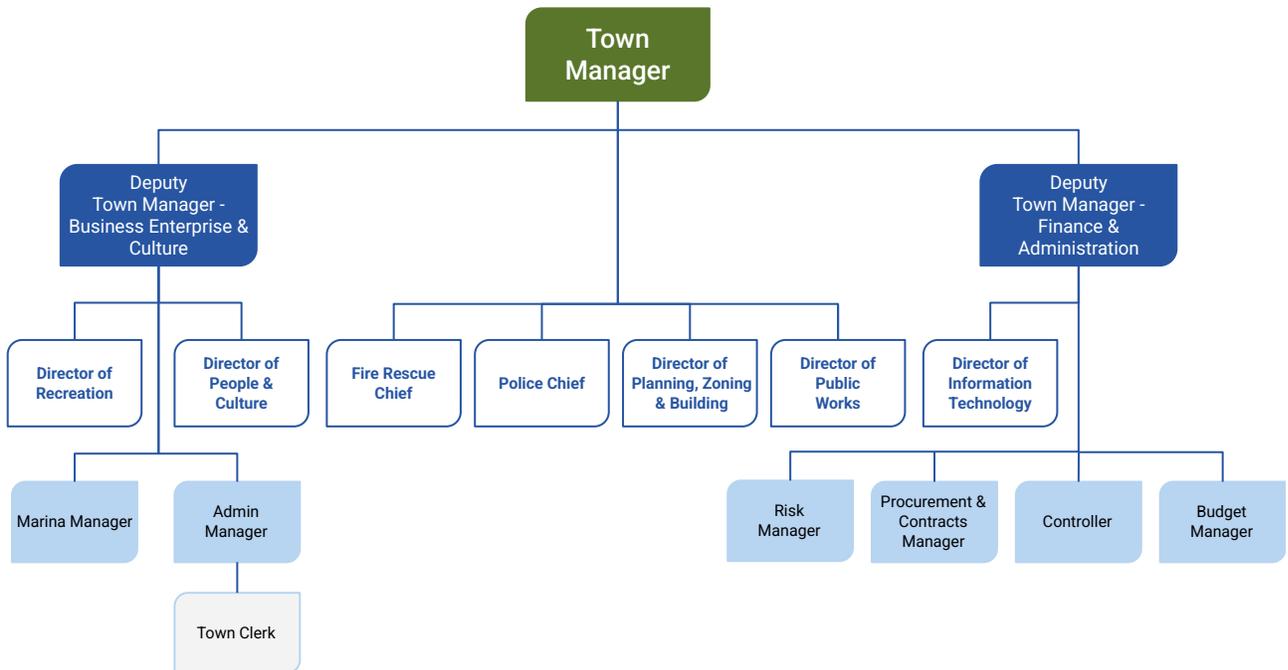
## DEPARTMENT: TOWN MANAGER'S OFFICE

### 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 directions 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.



**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 the Mayor and Town Council and assist them in adopting sound policy decisions.
- ✦ Provide exceptional customer service to residents, elected officials, staff, and stakeholders.
- ✦ Deliver streamlined information and access to Town information through user-friendly communication platforms.
- ✦ Facilitate the integration and alignment of the Strategic Plan priorities into Town operations.
- ✦ Advance organizational operations by fostering collaborative efforts across departments to proactively plan for future challenges.
- ✦ Monitor and manage staff progress on Town programs and projects.
- ✦ Create an optimized staffing structure.

**Expenditure Summary**

	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	569,261	878,496	973,504	973,504	973,504	993,831	2.09%
Employee Benefits	232,402	257,721	345,274	345,274	345,574	362,929	5.11%
Contractual	41,684	24,798	34,650	34,650	5,600	23,350	(32.61%)
Commodities	14,004	9,176	11,395	11,395	11,200	15,850	39.10%
Capital Outlay	1,657	-	-	-	-	-	-%
Other	1,050	1,050	-	-	-	-	-%
<b>TOTALS</b>	<b>860,059</b>	<b>1,171,241</b>	<b>1,364,823</b>	<b>1,364,823</b>	<b>1,335,878</b>	<b>1,395,960</b>	<b>2.28%</b>

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

**PROGRAM: Administrative Management 121**

**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 FY2025 budget includes a lump sum COLA, pay for performance, and a Town Clerk's Office 0.5 FTE displaying in the Town Manager's budget.

**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	FY2021	FY2022	FY2023	FY2024	FY2025
Town Manager	1.000	1.000	1.000	1.000	1.000
Deputy Town Manager	1.000	1.000	1.000	1.750	1.650
Assistant Town Manager	0.000	0.200	0.250	0.000	0.000
Administrative Manager	1.000	1.000	1.000	1.000	1.000
Communications Specialist	0.000	0.500	0.500	0.500	0.500
Administrative Assistant	0.500	1.500	1.500	0.500	1.000
Administrative Clerk	1.000	0.000	0.000	1.000	1.000
	4.500	5.200	5.250	5.750	6.150



DEPARTMENT:  
**Advice and  
Litigation**

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**Town of Palm Beach / FY 2025 Adopted 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 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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	-	-	-	-	-	-	-%
Employee Benefits	-	-	-	-	-	-	-%
Contractual	482,980	641,600	390,000	390,000	856,000	731,000	87.44%
Commodities	-	-	-	-	-	-	-%
<b>TOTALS</b>	<b>482,980</b>	<b>641,600</b>	<b>390,000</b>	<b>390,000</b>	<b>856,000</b>	<b>731,000</b>	<b>87.44%</b>

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

**CONTRACTUAL**

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



# DEPARTMENT: **Town Clerk**

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**Town of Palm Beach / FY 2025 Adopted 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.

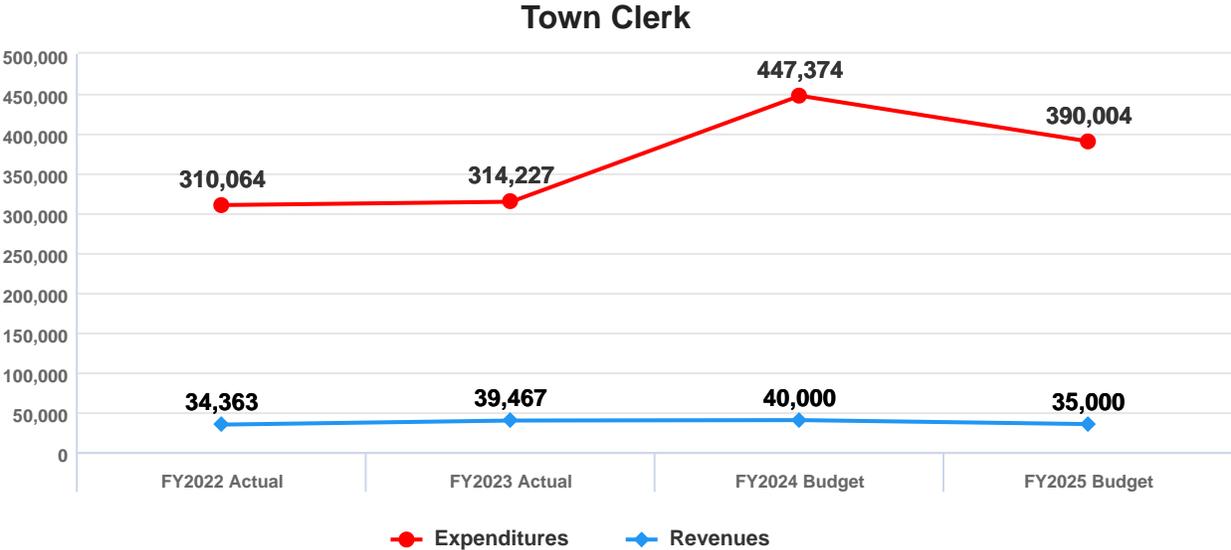
**MISSION**

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:**

- ✦ Manage the Town's official records, including ordinances, resolutions, bonds, deeds, contracts, agreements, and meeting minutes.
- ✦ Prepare the meeting materials, including the agendas, supporting documents, and minutes for all Town Council and Council Committee Meetings.
- ✦ Attest and certify the Town's official documents and adopted legislation
- ✦ Maintain the Town's Code of Ordinances
- ✦ Support all Council candidates and coordinate with the Supervisor of Election to administer the Town's municipal election.
- ✦ Oversee and coordinate the fulfillment of public records requests.
- ✦ Manage the appointment process for all Advisory Boards and Commissions process.

Program: Town Clerk 131



Revenue Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Charitable Solicitations Fee	31,198	38,937	35,000	35,000	43,000	35,000	-%
Char Solit Late Filing Fee	-	530	5,000	5,000	-	-	(100.00%)
Public Records Requests	-	-	-	-	-	1,000	100.00%
Special Events Permit and Usage Fees	-	-	-	-	-	10,000	100.00%
Miscellaneous Permit Fees	-	(1,000)	-	-	-	2,500	100.00%
<b>TOTALS</b>	<b>31,198</b>	<b>38,467</b>	<b>40,000</b>	<b>40,000</b>	<b>43,000</b>	<b>48,500</b>	<b>21.25%</b>

Expenditure Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	147,134	154,179	209,106	209,106	209,106	187,516	(10.32%)
Employee Benefits	102,817	116,161	127,258	127,258	127,583	120,845	(5.04%)
Contractual	46,444	32,443	99,550	104,150	43,550	80,750	(18.88%)
Commodities	10,060	10,043	11,460	19,886	9,064	8,660	(24.43%)
Capital Outlay	2,210	-	-	-	-	-	-%
Other	1,400	1,400	-	-	-	-	-%
<b>TOTALS</b>	<b>310,064</b>	<b>314,227</b>	<b>447,374</b>	<b>460,400</b>	<b>389,303</b>	<b>397,771</b>	<b>(11.09%)</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY25 budget includes a lump sum COLA, pay for performance, and 0.5 FTE displayed in the Town Manager’s Office budget. .

**PROGRAM: Town Clerk 131**

**EMPLOYEE BENEFITS**

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

**CONTRACTUAL**

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

**COMMODITIES**

Commodities include necessary materials and software.

**OTHER**

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

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Town Clerk	1.000	1.000	1.000	0.500	0.500
Deputy Town Clerk	1.000	1.000	1.500	1.000	1.000
Administrative Assistant	0.500	0.500	0.500	0.500	0.000
Clerk Support Assistant	0.000	0.000	0.000	1.000	1.000
	2.500	2.500	3.000	3.000	2.500

**TOWN CLERK FY2024 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
- ✓ Digital applications and integration with permit software
- ✓ Selection of digital agenda software
- ✓ Utilization of SharePoint
- ✓ Utilization of Microsoft Teams for virtual participation in public meetings
- ✓ Auto-generated agreements, ordinances, and resolution numbers
- ✓ Updated and improved the Boards and Commission process
- ✓ Enhanced knowledge management library
- ✓ Utilization of TownNet to provide resources to employees
- ✓ Office reorganization
- ✓ Online agenda available for council, board, and commission members
- ✓ Updated equipment in the Commission chamber
- ✓ Digital resources and training for elected officials and appointed officials created and deployed

Program: Town Clerk 131

**FY25 STRATEGIC OBJECTIVES**

- ✓ Ensure operational efficiency and risk management
- ✓ Optimize technology and digitalization
- ✓ Enhance internal coordination and communication
- ✓ Strengthen professional development, talent management, and training
- ✓ Improve public relations, address issues, and enhance public access
- ✓ Optimize minute-taking
- ✓ Implement user-friendly agenda software
- ✓ Optimize digital content for public meeting preparation .
- ✓ Continue to enhance SharePoint and TownNet resources
- ✓ Educate departments on record-keeping
- ✓ Continue to improve record organization and retention policies

<b>Town Clerk Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Public records requests	803	826	1,671	1,411	1,500
Public meetings	112	109	98	94	94
Charitable solicitation permits	51	78	85	87	87
All other permits	6	13	34	18	18



DEPARTMENT:  
**Information  
Technology**

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**Town of Palm Beach / FY 2025 Adopted Annual Budget**

**Program: Information Technology 125****MISSION:**

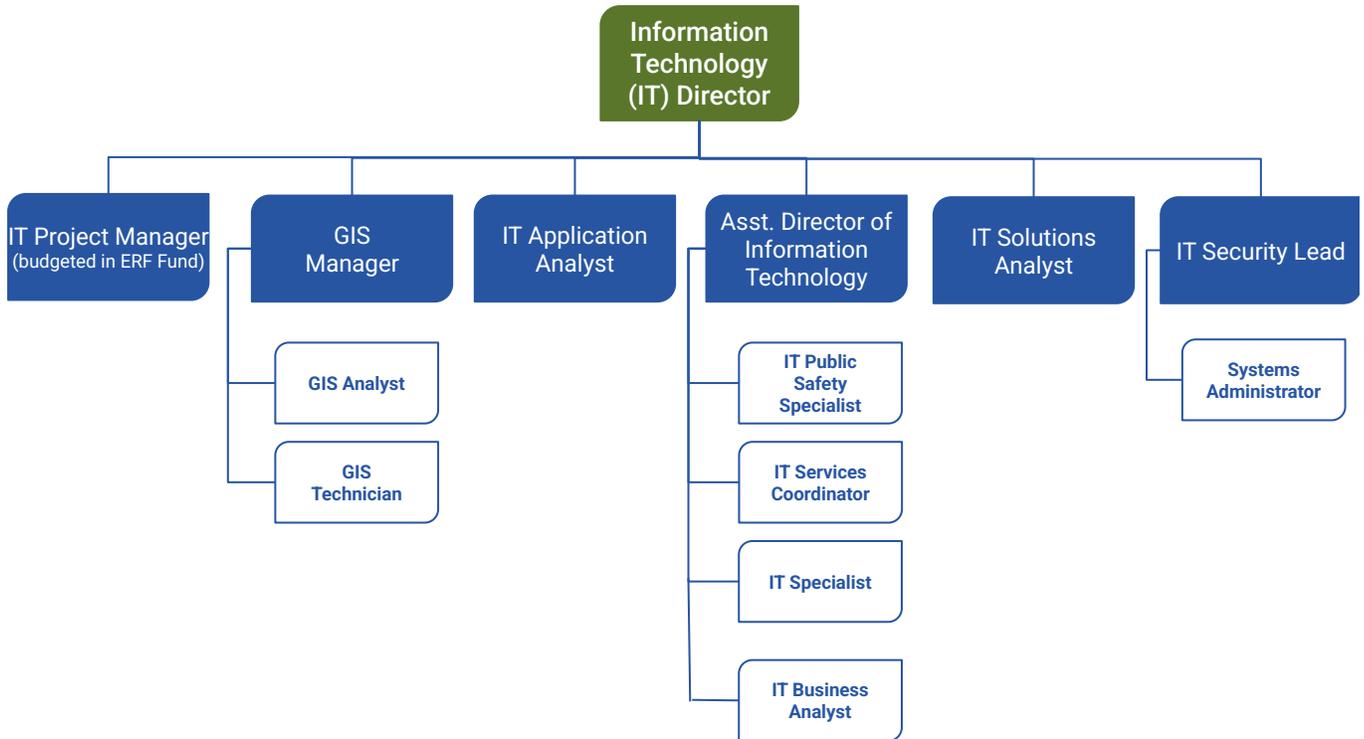
Provide a collaborative and cooperative enterprise approach in identifying, prioritizing, managing, supporting, partnering and successfully executing a service portfolio of digital initiatives and solutions aligning with town strategic goals and cross-functional vision through the use of industry standards,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

**MAIN ACTIVITIES:**

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

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

PROGRAM: Information Technology 125



**Expenditure Summary**

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	734,713	1,082,618	1,214,164	1,214,164	1,214,164	1,201,489	(1.04%)
Employee Benefits	347,018	402,481	540,668	540,668	546,468	601,182	11.19%
Contractual	1,504,428	1,666,994	2,206,329	2,405,855	2,379,060	2,439,515	10.57%
Commodities	258,473	207,531	155,300	155,759	155,300	142,300	(8.37%)
Capital Outlay	-	373,550	175,000	175,000	-	75,000	(57.14%)
Depreciation	207,759	196,698	128,717	128,717	128,717	213,751	66.06%
Other	-	130,609	-	-	-	-	-%
<b>TOTALS</b>	<b>3,052,391</b>	<b>4,060,481</b>	<b>4,420,178</b>	<b>4,620,163</b>	<b>4,423,709</b>	<b>4,673,237</b>	<b>5.73%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 budget but spent against the FY24 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 FY2025 budget includes a lump sum 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.

**Program: Information Technology 125**

**CONTRACTUAL**

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

**COMMODITIES**

Decrease due to reduction of Computer Software purchases.

**CAPITAL OUTLAY**

Capital Outlay costs remain unchanged.

**DEPRECIATION**

Depreciation costs have increased due to new networking equipment that has been purchased.

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
CIO & Director of Information Technology	0.000	0.000	0.000	0.000	1.000
Director of Information Technology	0.000	0.000	0.000	1.000	0.000
Division Director of Information Technology	0.000	0.000	1.000	0.000	0.000
Assistant IT Director	1.000	1.000	0.000	0.000	1.000
GIS Manager	0.000	0.000	0.000	1.000	1.000
Information Technology Manager	1.000	1.000	1.000	1.000	0.000
Information Technology Security Lead	0.000	0.000	0.000	0.000	1.000
Systems Administrator	2.000	2.000	2.000	2.000	1.000
Information Technology Analyst	0.000	0.000	0.000	1.000	0.000
Information Technology Applications Analyst	0.000	0.000	0.000	1.000	1.000
Information Technology Solutions Analyst	0.000	0.000	0.000	0.000	1.000
IT Solutions Analyst	0.000	0.000	0.000	1.000	0.000
GIS Technician	0.000	0.000	0.000	1.000	1.000
GIS Specialist	0.000	0.000	0.000	1.000	0.000
Information Technology Business Analyst	0.000	0.000	0.000	0.000	1.000
Information Technology Public Safety Specialist	0.000	0.000	1.000	1.000	1.000
Information Technology Specialist	3.000	3.000	1.000	0.000	1.000
Information Technology Services Coordinator	0.000	0.000	1.000	1.000	1.000
GIS Coordinator	1.000	1.000	1.000	0.000	0.000
Information Technology Applications Specialist	0.000	0.000	1.000	0.000	0.000
	8.000	8.000	9.000	12.000	12.000

**INFORMATION TECHNOLOGY FY2024 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

**PROGRAM: Information Technology 125**

- ✓ 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

Performance Measures					
Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
IT Projects Requested/Completed/Active	16/18/15	16/18/15			
GIS Projects Requested/Completed/Active	13/7/4	13/7/4			

Performance Measures			
Performance Measures	FY2023 Actual	FY2024 Actual	FY2025 Projected
Evaluation process	Internal/External Bandwidth Monitoring		
Implementation of network bandwidth improvements	1. No annual upgrades required 2. Bandwidth utilization remains consistent with highly performing environments.		

Information Technology Department Productivity Measures					
Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Monitor network and server activity via automated systems to be proactive in fixing issues	Yes	Yes	Yes		
Automate password and security changes via domain policy	Yes	Yes	Yes		
Implement recommended policies, procedures and best practices identified as a result of ongoing technology audits	Yes	Yes	Yes		



DEPARTMENT:  
**People and  
Culture**

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**Town of Palm Beach / FY 2025 Adopted Annual Budget**

**PROGRAM: People and Culture 123**

**MAIN ACTIVITIES:**

- ▶ The People & Culture Department’s primary purpose is to establish a resilient and aspirational workplace that attracts the best and the brightest and projects the highest quality of standards. professionalism 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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	380,993	451,851	506,363	506,363	525,000	593,092	17.13%
Employee Benefits	196,826	226,492	242,727	242,727	273,400	323,742	33.38%
Contractual	106,193	80,641	198,778	214,506	136,550	213,869	7.59%
Commodities	4,924	27,745	25,179	25,179	13,100	29,812	18.40%
Capital Outlay	1,746	-	-	-	-	-	-%
Other	1,625	1,619	-	-	-	-	-%
<b>TOTALS</b>	<b>692,307</b>	<b>788,348</b>	<b>973,047</b>	<b>988,775</b>	<b>948,050</b>	<b>1,160,515</b>	<b>19.27%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 budget but spent against the FY24 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 FY2025 budget includes a lump sum 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 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	FY2021	FY2022	FY2023	FY2024	FY2025
Assistant Town Manager	0.000	0.200	0.250	0.000	0.000
Director of People & Culture	0.000	0.000	0.000	0.700	0.700
People & Culture Division Director	0.000	0.500	0.600	0.000	0.000
People & Culture Manager	0.000	0.000	0.900	0.900	0.900
Talent Development Officer	0.000	0.000	0.000	0.900	0.900
Communications Specialist	0.000	0.500	0.500	0.500	0.500
People & Culture Generalist	0.000	0.900	0.150	0.150	0.150
People & Culture Analyst	0.000	0.000	0.000	0.000	0.350
People & Culture Coordinator	0.350	0.900	0.900	1.050	0.900
Administrative Assistant	0.000	0.400	0.850	0.850	1.850
Assistant Director of Human Resources	0.500	0.000	0.000	0.000	0.000
Director of Human Resources	0.496	0.000	0.000	0.000	0.000
People and Culture Analyst	1.800	1.000	0.900	0.000	0.000
People and Culture Specialist	0.625	0.000	0.150	0.000	0.000
	3.771	4.400	5.200	5.050	6.250

**PEOPLE AND CULTURE FY2024 ACCOMPLISHMENTS**

**Talent Attraction**

- Continued increase in Linked-In exposure and increase in the quality of candidates.
- Town received Top Workplaces 2024 award

**Recruitment & Selection**

- Over 74 new staff recruited and selected.
- Establishment of Internship Program for TMO/GIS/Police and an Apprenticeship Program for Public Works.

**Onboarding**

- A comprehensive onboarding program 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.

**Learning & Development**

- Organizational Development Plan and leadership training program established.

**Retention, Reward, Recognition & Benefits**

- Employee engagement survey conducted, results shared, and action plans developed
- Ongoing policy development and enhancements
- Town wellness center open to primary and urgent care for all employees, wellness program established and increase in overall employee health.

**PROGRAM: People and Culture 123**

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- Delivered a variety of wellness programs (over 50% participation) and webinars for stress management, exercise, sun safety campaign, pain management, and responding to mental health concerns in the workplace.
- 100% of all public safety jobs reviewed against market competition and pegged to the 85th percentile.
- Over 33% of General employee jobs reviewed against market competition and pegged to the 75th percentile of market
- Revised compensation structure and succession plan for Trash & Sanitation Division resulting in exponential increase in qualified applicants
- Town pension plan reform to market competitive standards
- New employee appreciation platform developed and to be launched in 2025
- Successful completion of Fire Rescue union negotiations
- Redesign of the Milestone and Retirement Program
- 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
- For Plan Year 2024, People & Culture made a number of changes to employee health benefits to position the Town more favorably in an increasingly competitive environment. These changes will continue into FY 2025 and include:
  - Cigna supplementary products. Similar to AFLAC-type optional coverages, payable fully by those choosing them, resulting in a passthrough cost for the Town.
  - Increase in life insurance for employees of one year's salary, to a higher maximum of \$250k (from \$100k). If an employee makes less than \$100k, the Town supplements the difference between their salary and \$100K.
  - Increased the monthly maximum benefit for Long-Term Disability of \$4k to \$10k, which is paid by the Town for all employees.
  - Increase in vision care plan choices to employees. This plan is fully payable to employees who choose this option.

**Progression & Performance**

- Approximately 20 internal promotions, contributing to successful career and succession planning goals
- 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.

**Offboarding**

- Successfully established new offboarding protocols.

**Cross-Cutting Themes**

**Program: People and Culture 123**

- 10% of all employee files digitized
- P&C actively represented in new ERP selection process

Performance Measures					
Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Total fiscal year end health insurance plan cost (includes employees and retirees for health plan only)	\$ 6,220,043	\$ 6,931,063	\$ 6,777,593	7,323,417	8,756,976
% change in total health insurance plan cost	16.0%	11.4%	(2.2%)	8.1%	19.6%
Average annual insurance plan enrollment (employees and retirees, including health plan only, not those who participate in other plans and opt out of health/Rx coverage)	409	414	422	423	425
Town cost per employee/retiree per year based on total plan costs less employee/retiree contributions	\$ 11,513	\$ 12,929	\$ 12,799	14,027	17,334
Number of benefit and retirement orientation trainings offered to new employees	61	61	47	61	60
Number of open enrollment and/or other benefit changes processed	136	177	175	177	170
Number of claim issues managed	85	85	63	93	90

Performance Measures					
Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Number of workplace training and online classes offered	17 <sup>(1)</sup>	17 <sup>(1)</sup>	170	143	100
Workplace training attendees	802	802	2,076	1,640	1,330
Tuition reimbursement program participants	10	10	6	16	11

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

Performance Measures					
Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Annual turnover	13%	13%	12%	10%	12%
Number of advertised positions	39	39	31	37	37
Number of applications received	4,412	4,412	3,172	4,227	4,056
Number of pre-employment selection tests offered	905	905	889	901	900
Number of qualified applicants interviewed	620	620	638	641	630
Average number of calendar days from posting to offer	68	68	70	43	62
Total number of hires into budget approved positions:	62	62	55	74	64
Full-time	53	53	43	61	53
Part-time	1	1	1	3	2
Part-time partial benefits	-	-	5	-	-
Temporary	8	8	6	10	8
Number of orientation sessions held	-	-	-	150	150

<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>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Number of public record requests received and processed	87	87	44	18	59
Number of employment verifications received	185	185	83	104	140
Number of personnel action forms processed	517	517	662	729	607
Number of notary services provided	42	42	65	79	57
Number of non-town employment disclosures received	64	64	20	17	42
Number of acceptance of favors or gratuities disclosures received	212	212	272	424	280
Number of unemployment claims received	18	18	5	5	11
Number of electronic forms/processes submitted	0	19 <sup>(2)</sup>	0	1711	1800

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

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

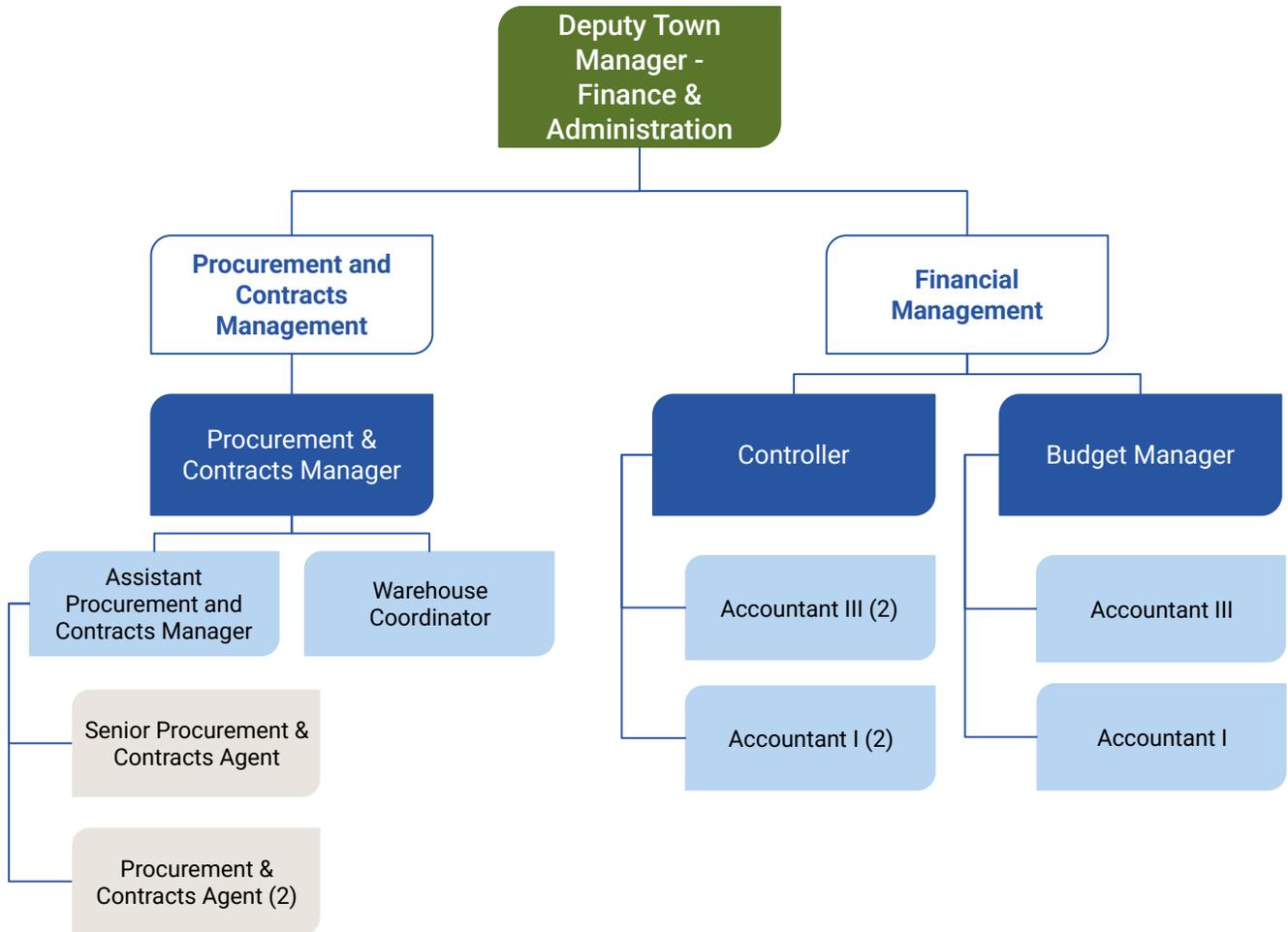


# DEPARTMENT: **Finance**

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**Town of Palm Beach / FY 2025 Adopted Annual Budget**

## FINANCE DEPARTMENT ORGANIZATIONAL CHART



## 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

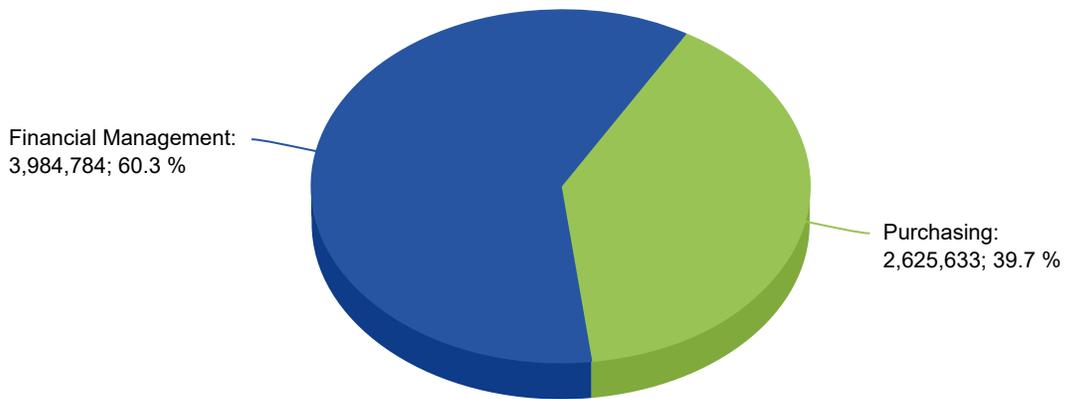
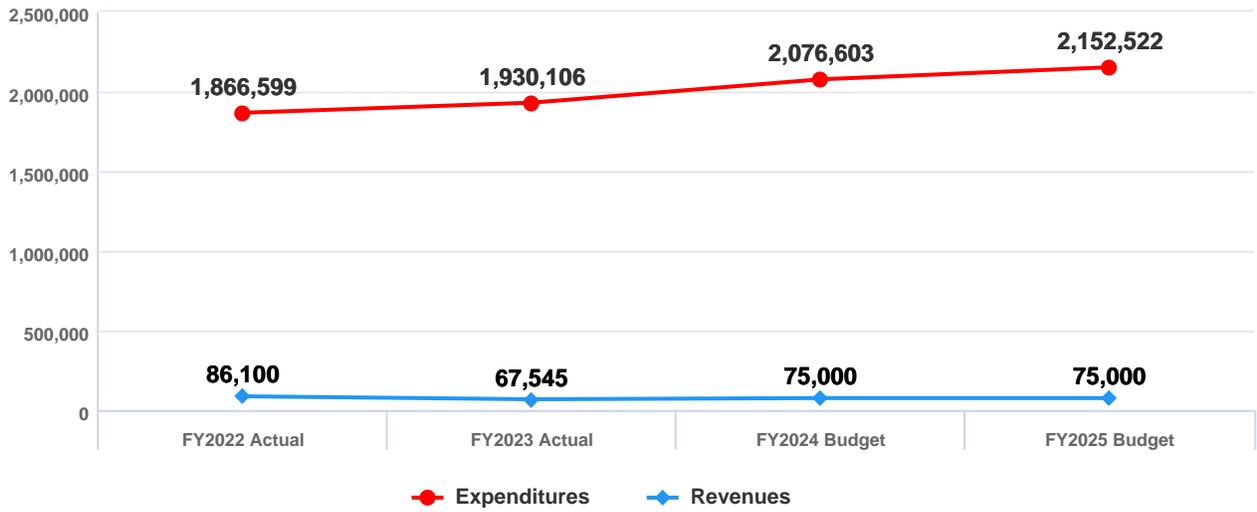
	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
Taxi Permits	0	225	0	0	0	-%
Newsrack Enclosure Admin Fee	0	480	0	580	0	-%
Lien Search Fee	86,100	66,840	75,000	60,000	75,000	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
<b>TOTALS</b>	<b>86,100</b>	<b>67,545</b>	<b>75,000</b>	<b>60,580</b>	<b>75,000</b>	<b>-%</b>

### Expenditure Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	1,137,584	1,169,216	1,281,092	1,281,092	1,075,600	1,242,530	(3.01%)
Employee Benefits	567,346	575,125	604,481	604,481	573,709	658,492	8.94%
Contractual	127,441	151,346	165,330	166,578	200,490	227,980	37.89%
Commodities	23,753	28,830	23,880	23,880	27,025	23,520	(1.51%)
Capital Outlay	4,481	-	-	-	-	-	-%
Depreciation	3,326	3,326	1,820	1,820	1,820	-	(100.00%)
Other	2,669	2,264	-	-	1,047	-	-%
<b>TOTALS</b>	<b>1,866,599</b>	<b>1,930,106</b>	<b>2,076,603</b>	<b>2,077,851</b>	<b>1,879,691</b>	<b>2,152,522</b>	<b>3.66%</b>

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

### Finance



	FY2022	FY2023	FY2024	FY2025
Total Full Time Equivalent Employees	13.689	13.539	13.689	13.800

**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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	667,904	648,885	708,479	708,479	575,600	671,795	(5.18%)
Employee Benefits	317,788	331,762	345,053	345,053	324,798	370,020	7.24%
Contractual	109,986	143,940	158,055	158,088	193,005	220,805	39.70%
Commodities	14,074	13,149	12,575	12,575	18,150	12,575	-%
Capital Outlay	1,657	-	-	-	-	-	-%
Depreciation	314	314	314	314	314	-	(100.00%)
Other	1,050	1,050	-	-	1,047	-	-%
<b>TOTALS</b>	<b>1,112,773</b>	<b>1,139,100</b>	<b>1,224,476</b>	<b>1,224,509</b>	<b>1,112,914</b>	<b>1,275,196</b>	<b>4.14%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 budget but spent against the FY24 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 FY2025 budget includes a lump sum 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 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, which in FY2024 was switched to a lease.

**OTHER**

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

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Director of Finance	0.850	0.850	0.750	0.000	0.000
Controller	0.000	0.000	0.000	0.975	1.000
Assistant Director of Finance	0.975	0.975	0.975	0.000	0.000
Budget Manager	0.000	0.000	0.000	0.900	0.950
Accountant III	0.000	0.000	0.000	2.900	2.900
Budget Analyst	0.900	0.900	0.900	0.000	0.000
Accountant	2.000	2.000	2.000	0.000	0.000
Accountant I	0.000	0.000	0.000	2.914	2.950
Accounting Technician	2.964	2.964	2.914	0.000	0.000
	7.689	7.689	7.539	7.689	7.800

**FINANCE DEPARTMENT FY2024 ACCOMPLISHMENTS**

- ✓ Worked with Town Manager and staff to prepare the FY2025 budget, which resulted in an increase in operating expenditures of 3.8%. The adopted millage rate was 3.05% less than FY2024.
- ✓ 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 FY2025 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**

**FY25 STRATEGIC GOALS AND OBJECTIVES**

<b>Performance Measures</b>					
<b>Performance Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Town's annualized blended return	0.12%	(4.62%)	2.13%		
Town's benchmark return	(0.12%)	(4.72%)	1.83%		

<b>Finance Productivity Measures</b>					
<b>Performance Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Credit Rating – Issuer	AAA	AAA	AAA		
Credit Rating – Revenue Bond	AAA	AAA	AAA		
Number of Management letter comments in audit	0	0	0		
Parking ticket collection rate	82.8%	83.6%	83.9%		

**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, Federal Circulars, 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 Achievement of Excellence in Procurement during FY23. Additionally, Town Procurement received the Florida Association of Public Procurement Officers Association award for Best Practices in FY23.

**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 Government 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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	469,680	520,330	572,613	572,613	500,000	570,734	(0.33%)
Employee Benefits	249,558	243,363	259,428	259,428	248,911	288,472	11.20%
Contractual	17,454	7,405	7,275	8,491	7,485	7,175	(1.37%)
Commodities	9,679	15,681	11,305	11,305	8,875	10,945	(3.18%)
Capital Outlay	2,823	-	-	-	-	-	-%
Depreciation	3,012	3,012	1,506	1,506	1,506	-	(100.00%)
Other	1,619	1,214	-	-	-	-	-%
<b>TOTALS</b>	<b>753,827</b>	<b>791,006</b>	<b>852,127</b>	<b>853,343</b>	<b>766,777</b>	<b>877,326</b>	<b>2.96%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 budget but spent against the FY24 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 FY2025 budget includes a lump sum 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 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. The increase was offset from other programs within the Procurement Budget as continuous training was noted to be the best expense of funds to ensure sound contract management and sourcing for the Town.

**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	FY2021	FY2022	FY2023	FY2024	FY2025
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	1.000
Procurement & Contracts Agent	-	-	-	2.000	2.000
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Buyer	1.000	1.000	1.000	-	-
Junior Buyer	1.000	1.000	1.000	-	-
Senior Buyer	1.000	1.000	1.000	-	-
	6.000	6.000	6.000	6.000	6.000

**PURCHASING DEPARTMENT FY2024 ACCOMPLISHMENTS**

- ✓ Updated Purchasing Policy and Procedures Manual – Administrative Procedure No. 1-24-1
- ✓ 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

**PROGRAM: Procurement and Contracts Management 144**

Office of the Inspector General. The E-Bidding Software has allowed for more first time participation in Town issued solicitations.

- ✓ During FY23, 1,628 new vendor registrations were logged in the E-Bidding Platform for solicitations.
- ✓ 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.

**Performance Measures**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Number of employees trained	47	62	193		

**Program: Procurement and Contracts Management 144**

<b>Performance Measures</b>					
<b>Performance Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Surveys completed by Town end users	59	76	101		

<b>Purchasing Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Purchase orders written	1,016	1,059	1,114		
Total Value of Purchase Orders Issued	\$ 53,271,917	\$ 165,508,133	\$ 26,695,472		
Formal bids, RFPs, RFQs	37	24	51		
Purchase orders (\$1.00 - \$4,999)	606	605	571		
Purchase orders (\$5,000 - \$9,999)	123	153	165		
Purchase orders (\$10,000-\$34,999)	150	168	229		
Purchase orders (\$35,000 - \$99,999)	85	99	86		
Purchase orders (>\$100,000))	50	33	63		
Warehouse – # of issues	2,318	2,697	2,440		
Dollars spent using purchasing cards	\$ 1,127,886	\$ 2,036,083	\$ 2,823,927		
# of Credit Card Transactions	2,848	5,331	6,494		
Credit Card Rebate	\$ 25,591	\$ 21,387	\$ 31,000		
Surplus sales	\$ 112,961	\$ 59,088	\$ 76,735		
Cost avoidance	\$ 708,673	\$ 308,767	\$ 583,000		

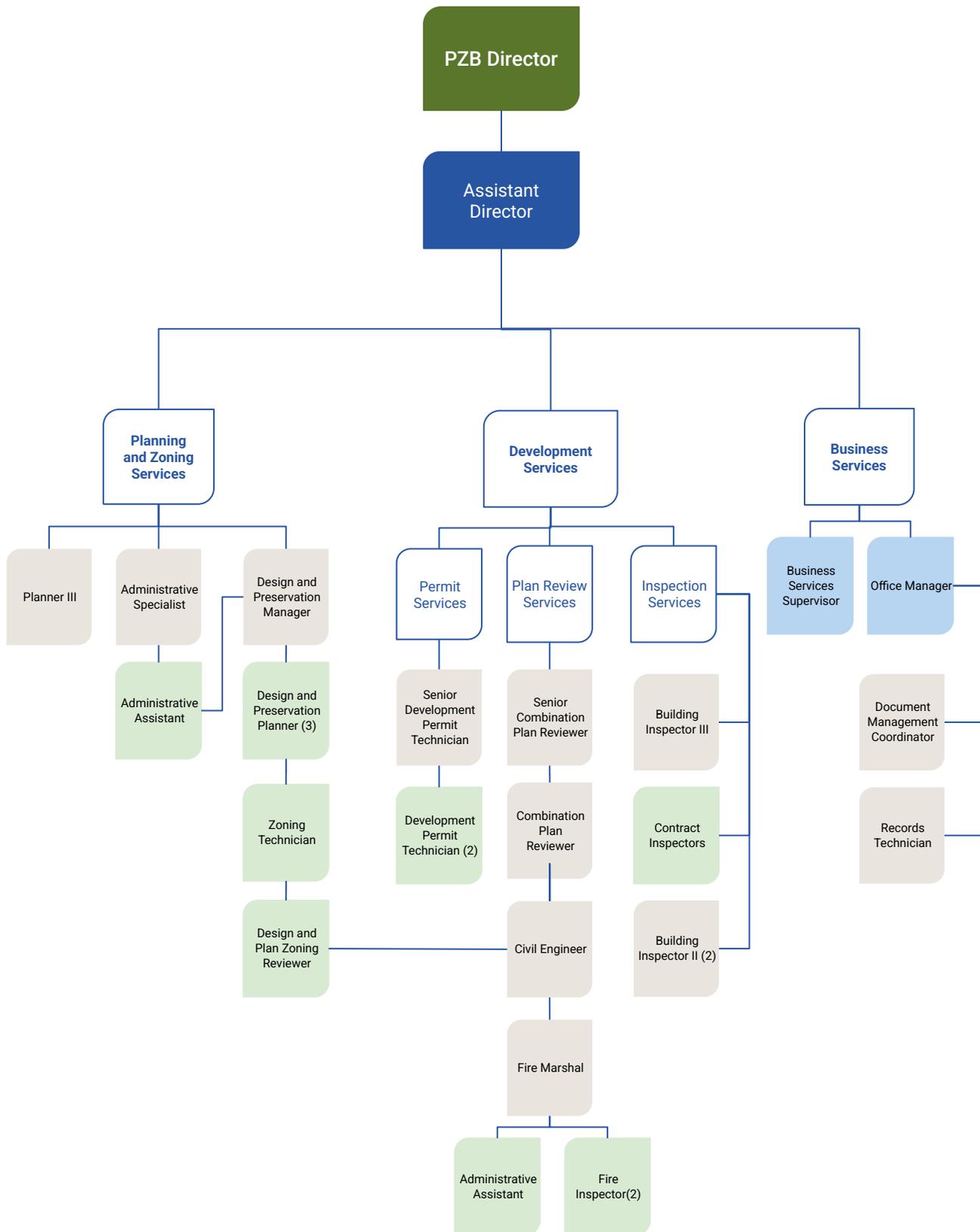


DEPARTMENT:  
**Planning, Zoning  
and Building**

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**Town of Palm Beach / FY 2025 Adopted Annual Budget**

### PLANNING, ZONING AND BUILDING ORGANIZATIONAL CHART



## 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

	FY2022 Actual	FY2023 Actual*	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
Business Tax Receipts	787,771	856,866	875,000	850,000	875,000	-%
Business Tax Receipt Penalties	44,986	60,031	35,000	50,000	40,000	14.29%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
Except/Var. App.	778,678	689,303	500,000	478,000	500,000	-%
	-	-	-	-	-	-%
Abandonments	3,702	1,000	1,000	900	1,000	-%
Architectural Fees	554,450	456,800	450,000	460,000	450,000	-%
Landmarks Submittal	67,250	50,900	65,000	50,000	65,000	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
Miscellaneous Permit Fees	-	(1,000)	-	-	2,500	100.00%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
Right Of Way Permits	953,713	978,187	750,000	-	750,000	-%
Flood Plain Management Permit Fee	-	-	-	-	-	-%
County Occ. Licenses	21,246	22,409	15,000	10,000	15,000	-%
Tent Permits	21,829	23,349	15,000	16,000	15,000	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
Code Compliance Fines	418,425	1,980,575	200,000	40,000	150,000	(25.00%)
Code Compliance Admin Fee	7,000	6,550	4,500	5,000	4,500	-%
CC Customer Surcharge/Technology Fee	41,190	49,784	35,000	40,000	110,000	214.29%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
<b>TOTALS</b>	<b>3,700,238</b>	<b>5,174,754</b>	<b>2,945,500</b>	<b>1,999,900</b>	<b>2,978,000</b>	<b>27.07%</b>

\*In FY2023 two programs were moved from the General Fund into the new Building Enterprise Fund

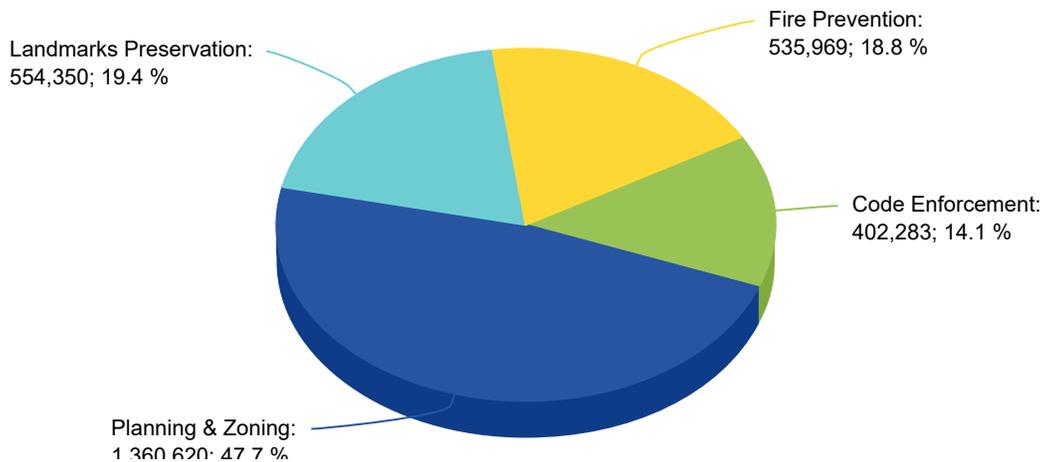
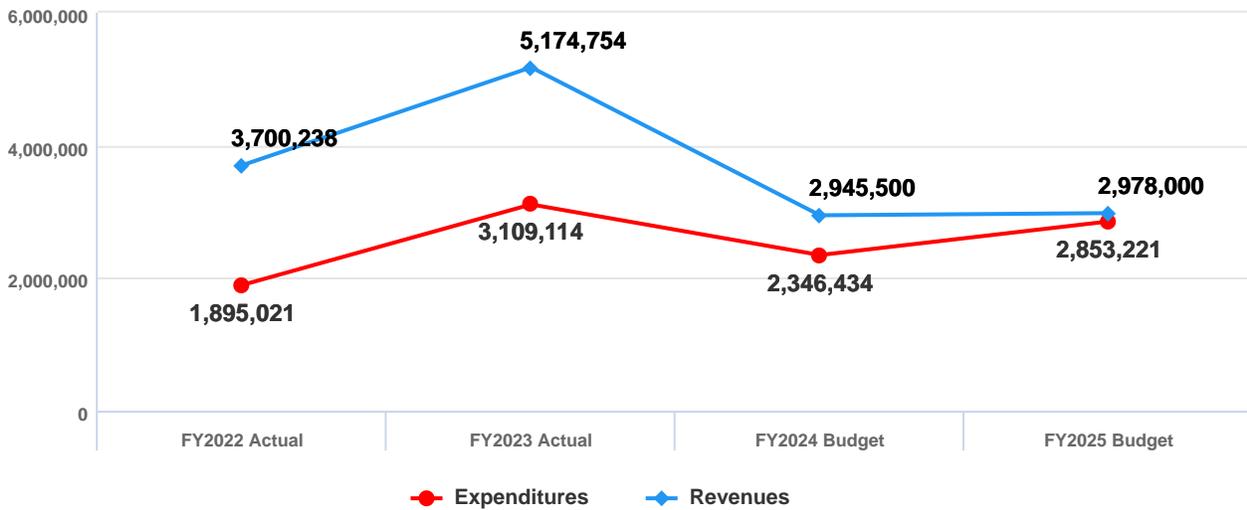
### Expenditure Summary

	FY2024 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	893,253	1,137,322	1,087,745	1,087,745	1,109,311	1,377,879	26.67%
Employee Benefits	351,816	401,938	474,218	474,218	463,238	706,776	49.04%
Contractual	619,711	1,542,712	751,358	1,436,630	647,876	717,852	(4.46%)
Commodities	24,285	22,535	30,810	30,874	26,697	32,715	6.18%
Capital Outlay	-	-	-	-	-	18,000	100.00%
Depreciation	5,955	4,607	2,303	2,303	2,303	-	(100.00%)
<b>TOTALS</b>	<b>1,895,021</b>	<b>3,109,114</b>	<b>2,346,434</b>	<b>3,031,770</b>	<b>2,249,425</b>	<b>2,853,221</b>	<b>14.37%</b>

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

\*\*In FY2023 two programs were moved from the General Fund into the new Building Enterprise Fund

### Planning, Zoning & Building



	FY2022	FY2023	FY2024	FY2025
Total Full Time Equivalent Employees	9.475	9.475	10.675	14.100

\*In FY2023 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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	445,060	595,058	533,425	533,425	547,500	547,627	2.66%
Employee Benefits	181,616	180,693	224,473	224,473	214,204	274,493	22.28%
Contractual	443,748	1,289,181	501,500	1,186,766	454,950	526,500	4.99%
Commodities	9,490	6,947	13,000	13,000	12,700	12,000	(7.69%)
<b>TOTALS</b>	<b>1,079,915</b>	<b>2,071,879</b>	<b>1,272,398</b>	<b>1,957,664</b>	<b>1,229,354</b>	<b>1,360,620</b>	<b>6.93%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 budget but spent against the FY24 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 FY2025 budget includes a lump sum 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 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	FY2021	FY2022	FY2023	FY2024	FY2025
Director of Planning Zoning & Building	0.700	0.700	0.700	0.700	0.350
Assistant Director of PZB	0.350	0.350	0.350	0.350	0.350
Design & Preservation Manager	0.000	0.000	0.000	0.000	0.250
Planner III	0.000	0.000	1.000	1.000	1.000
Zoning Manager	1.000	1.000	0.000	0.000	0.000
Design & Preservation Planner	0.000	0.000	0.000	0.800	1.600
Planner I	0.000	0.500	0.500	0.500	0.250
Office Manager	0.000	0.000	0.000	0.000	0.250
Administrative Specialist	0.500	0.500	0.500	0.500	0.250
Zoning Technician	0.500	0.000	0.500	0.500	0.500
Administrative Assistant	0.000	0.500	0.000	0.500	0.500
Historic Preservation Planner	0.400	0.400	0.400	0.000	0.000
	3.450	3.950	3.950	4.850	5.300

**PLANNING & ZONING FY2024 ACCOMPLISHMENTS**

**Reorganized the PZB Department staff 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

Continued to refine ARCOM and LPC Administrative reviews/approvals which are now processed as permits

Implemented Enterprise Permitting & Licensing software (EPL)

Continuous integration and development of the EPL software are being completed to provide for best customer experience, most efficient staff utilization, and allowing for green initiatives regarding less resources

Worked extensively with department staff, the public and the Planning & Zoning Commission to review and update our Comprehensive Plan

Continuing to work with Zone Co Consultants regarding the Zoning Code

Completed the ISO/FEMA 5 year cycle visit for the Community Rating System (CRS)

Reconfigured the front lobby to better serve the public and provide for better utilization of space

Managed the Traffic and Parking Study initiative, completed by The Corradino Group, to provide updated information on traffic congestion and parking

**FY25 STRATEGIC GOALS AND OBJECTIVES**

**PROGRAM: Planning and Zoning 211**

<b>Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Comprehensive Plan amendments processed	1	1	-		
Zoning amendments processed	7	7	1		
Development review application processed	94	99	76		
ARCOM applications processed	170	203	176		
ARCOM Staff approvals processed	778	586	586		
LPC Staff approvals processed	N/A	168	163		
# of Business Tax receipts issued	1,678	1,710	1,720		
# of new business applications processed	208	208	165		
# of records request processed	2,183	2,010	2,010		

**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, features, 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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	47,838	70,397	74,692	74,692	75,000	256,079	242.85%
Employee Benefits	17,912	19,790	31,902	31,902	31,334	131,070	310.85%
Contractual	136,645	224,130	226,000	226,006	170,700	162,000	(28.32%)
Commodities	4,160	3,427	4,500	4,500	2,200	5,200	15.56%
<b>TOTALS</b>	<b>206,555</b>	<b>317,743</b>	<b>337,094</b>	<b>337,100</b>	<b>279,234</b>	<b>554,350</b>	<b>64.45%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 budget but spent against the FY24 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 FY2025 budget includes a lump sum 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**

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	FY2021	FY2022	FY2023	FY2024	FY2025
Director of Planning Zoning & Building	0.050	0.050	0.050	0.050	0.150
Assistant Director of PZB	0.050	0.050	0.050	0.050	0.150
Design & Preservation Manager	0.000	0.000	0.000	0.000	0.500
Design & Preservation Planner	0.000	0.000	0.000	0.600	0.750
Planner I	0.000	0.000	0.000	0.000	0.250
Office Manager	0.000	0.000	0.000	0.000	0.250
Administrative Specialist	0.000	0.000	0.000	0.000	0.250
Zoning Technician	0.000	0.000	0.000	0.000	0.250
Historic Preservation Planner	0.300	0.300	0.300	0.000	0.000
	0.400	0.400	0.400	0.700	2.550

**LANDMARKS PRESERVATION FY2024 ACCOMPLISHMENTS**

- ✓ GIS capabilities to view Landmarked properties and Historically Significant properties throughout the Town are available to view by the public
- ✓ The Commission reviewed **X** Certificates of Appropriateness (COA) which represents a **X**% increase in the number of COAs from 2023.
- ✓ The Commission reviewed **X** Historically Significant Buildings (HSB) were reviewed.
- ✓ The Commission was able to conduct **X** new designation hearings prior to the end of the fiscal year.
- ✓ On behalf of the Commission, staff (with Preservation Consultants Murphy Stillings) designated **X** Historically Significant Buildings.
- ✓ The Town Council passed **X** Historic Ad Valorem Tax Exemption resolutions for Landmarked properties that received COA approvals from the Landmarks Preservation Commission.
- ✓ Procedures were adopted to strengthen the LPC process and protect the Town’s heritage:
  - ◆ Plans/elevations are required to clearly demarcate in red any portion that involves demolition.
  - ◆ Applicants provide detailed Letters of Intent (LOI), notes, material sheets, photos, demolition plans, and historic images and/or plans.
  - ◆ Certificate of mailing confirms property owners are notified of an LPC project 30 days prior to a hearing within a 300-foot radius of the subject residential property and a 1000- foot radius for commercial properties.
  - ◆ The Town places notice at Town Hall and publishes the proposed projects in the paper 30 days prior to the hearing. All noticed projects are uploaded to the Town Website. The website allows any user to view all past and upcoming agendas as well as plans.
  - ◆ Development Orders are issued to applicants following an approval or denial of LPC following the meeting.
  - ◆ Training on preservation topics will be hosted in 2024 by the Preservation Foundation of Palm Beach for LPC, Town Council, ARCOM, and Town Staff. Staff in conjunction with the PFPB will provide a more robust onboarding for new Commission members to ensure the continuity of the Landmarks Program.
  - ◆ Staff will monitor significant projects in the field more frequently in addition to final inspections.
  - ◆ The Project Designation Manual Matrix is being revised for clarity. The guide explains the level of review needed by LPC.

**Program: Landmarks Preservation 214**

**FY25 STRATEGIC GOALS AND OBJECTIVES**

<b>Performance Measures</b>	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Actual</b>	<b>FY25 Projected</b>
Number of historically significant buildings preserved under this program	14	14		

<b>Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
# of COA Applications processed	33	70	70		
# of properties designated as Landmarks	6	15	15		
# of Landmarks staff approvals processed	165	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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	215,173	264,010	265,575	265,575	268,069	354,721	33.57%
Employee Benefits	66,330	80,415	89,342	89,342	90,199	158,780	77.72%
Contractual	35,260	23,829	15,898	15,898	16,266	18,152	14.18%
Commodities	3,126	1,628	3,860	3,860	4,397	4,315	11.79%
<b>TOTALS</b>	<b>319,889</b>	<b>369,881</b>	<b>374,675</b>	<b>374,675</b>	<b>378,931</b>	<b>535,969</b>	<b>43.05%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 budget but spent against the FY24 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 FY2025 budget includes a lump sum 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 increased due to increases in travel expenses.

**COMMODITIES**

Commodities increased due to membership fee increases.

**Program: Fire Prevention 215**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Fire Marshal	1.000	1.000	1.000	1.000	1.000
Fire Inspector	1.000	1.000	1.000	1.000	2.000
Administrative Assistant	0.500	0.000	0.000	0.000	0.500
Administrative Assistant (Part Time)	0.000	0.375	0.375	0.375	0.000
	2.500	2.375	2.375	2.375	3.500

**FIRE PREVENTION PROGRAM FY2024 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
- ▶ 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
- ▶ 100% of inspections completed
- ▶ Increased compliance with NFPA1 and Town ordinance for complete buildings
- ▶ Onboarded a new Fire Inspector

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Performance Measures	FY23 Actual	FY24 Actual	FY25 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	563	582

**PROGRAM: Fire Prevention 215**

<b>Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Building plans reviewed	1,917	1,917	1,917	1,433	1,917
Pre-fire plans completed	0*	158	158	981	981
Fire hydrants tested and maintained	398	403	403	402	402
High-rise safety training programs delivered	-	11	11	16	11
Fire extinguisher training programs delivered	-	16	16	20	16
Total inspections conducted	622	1,267	1,267	1,342	1,342
Inspections conducted by shift members	137	650	650	508	478
Inspections conducted by Fire Prevention	485*	617	617	834	864

\* 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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	185,182	207,856	214,053	214,053	218,742	219,451	2.52%
Employee Benefits	85,957	121,041	128,501	128,501	127,501	142,432	10.84%
Contractual	4,058	5,572	7,960	7,960	5,960	11,200	40.70%
Commodities	7,510	10,534	9,450	9,514	7,400	11,200	18.52%
Capital Outlay	-	-	-	-	-	18,000	100.00%
Depreciation	5,955	4,607	2,303	2,303	2,303	-	(100.00%)
<b>TOTALS</b>	<b>288,661</b>	<b>349,611</b>	<b>362,267</b>	<b>362,331</b>	<b>361,906</b>	<b>402,283</b>	<b>11.05%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 budget but spent against the FY24 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 FY2025 budget includes a lump sum 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**

Contracted services increased due to data line chargers, postage, equipment maintenance and printing costs.

**PROGRAM: Code Enforcement 216**

**COMMODITIES**

Commodities increased due to increased the addition of code enforcement officers, training for those officers, as well as an increase in fuel charges and vehicle maintenance for unit vehicles.

**CAPITAL OUTLAY**

The Code Division is also anticipating increased capital outlay vehicle costs in FY25 in an expenditure account to offset the gap that depreciation funds do not cover.

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Lead Code Compliance Officer	0.000	0.000	0.000	1.000	1.000
Code Compliance Officer	0.000	0.000	0.000	1.000	1.000
Parking/Code Enforcement Specialist	0.750	0.750	0.750	0.750	0.750
Code Compliance Officer I	2.000	2.000	2.000	0.000	0.000
	2.750	2.750	2.750	2.750	2.750

**CODE ENFORCEMENT FY2024 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

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Productivity Measures					
Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Code violation complaints	1,478	1,828	2,380		
Code violations issued	1,145*	1,578**	1,841**		
Code violation cases brought for CEB	54	66	129		

\*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.

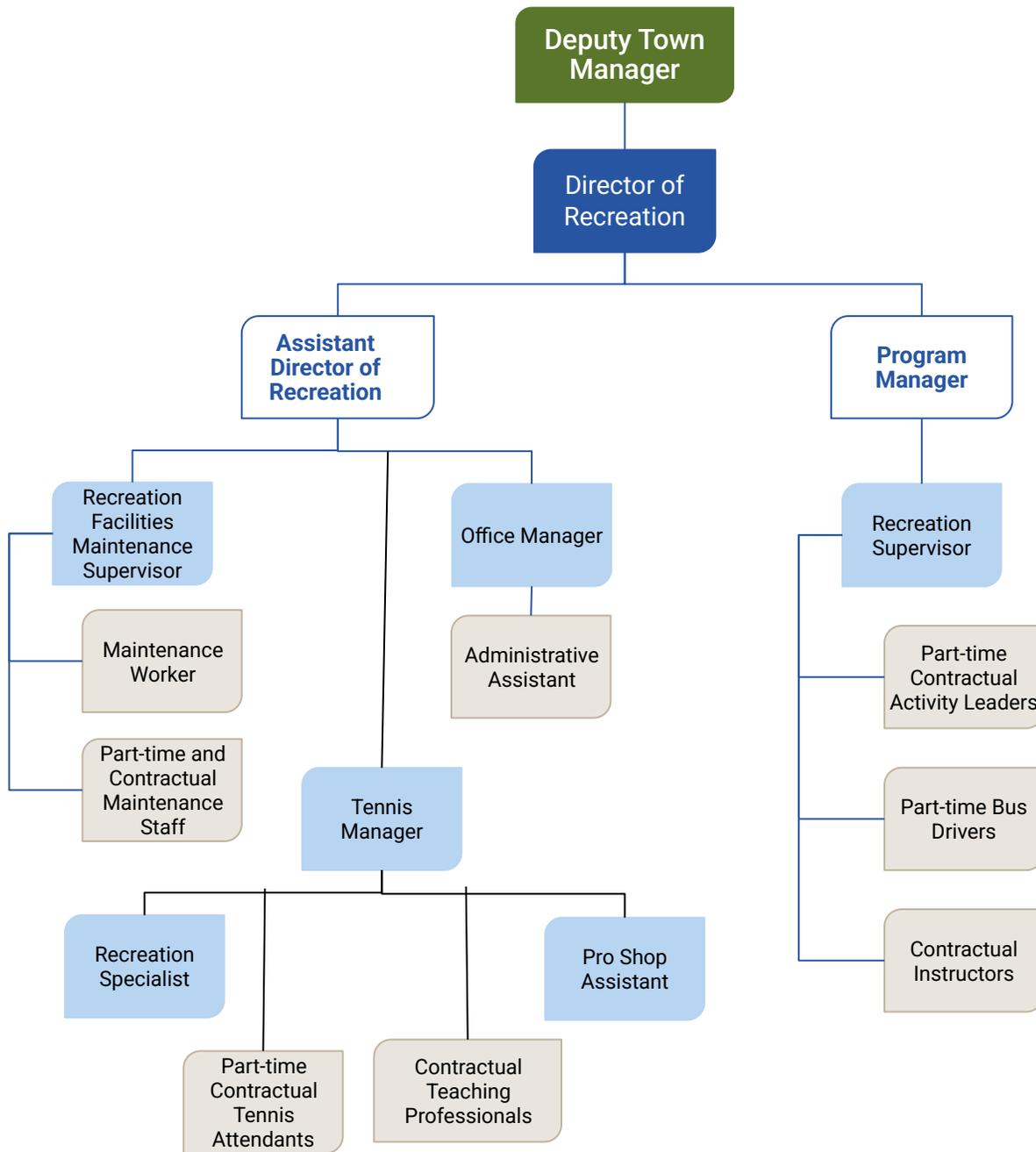


# DEPARTMENT: **Recreation**

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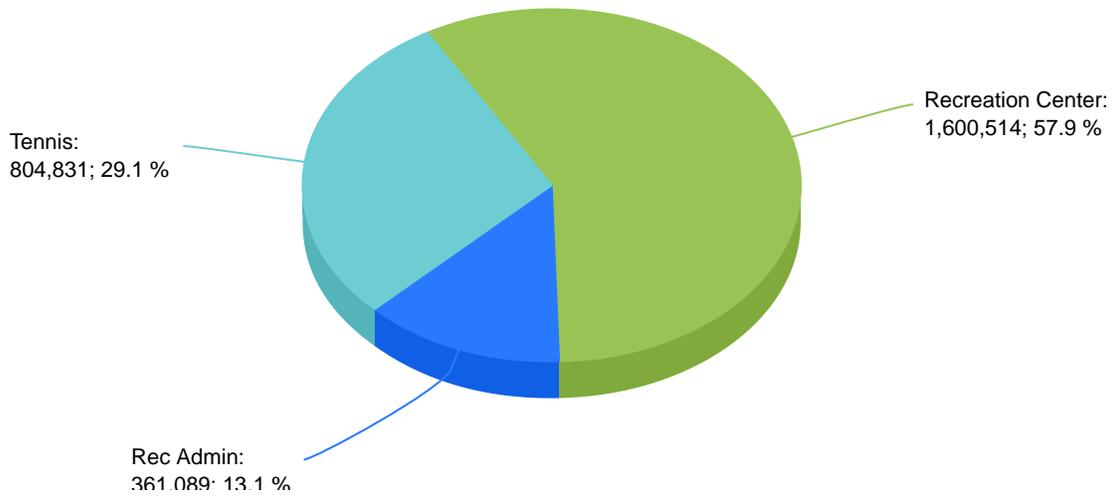
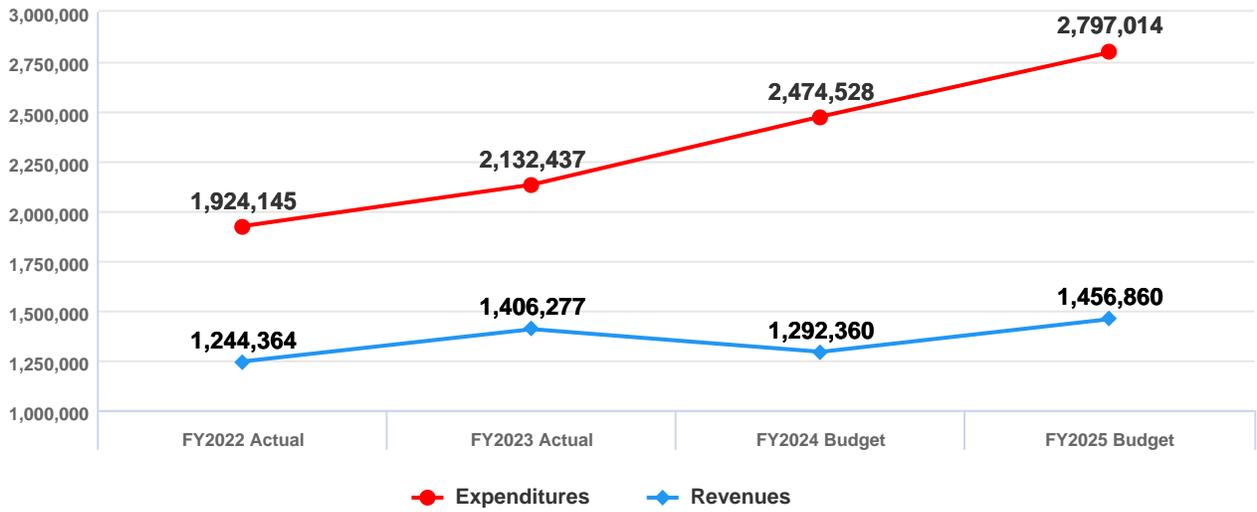
**Town of Palm Beach / FY 2025 Adopted Annual Budget**

# RECREATION DEPARTMENT ORGANIZATIONAL CHART





### Recreation



	FY2022	FY2023	FY2024	FY2025
Total Full Time Equivalent Employees	24.316	15.256	12.373	12.194

**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 Recreation, Assistant Director of Recreation, Office Manager, Administrative Assistant and Recreation Specialist.

**Expenditure Summary**

	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	157,410	139,875	181,466	181,466	181,466	189,335	4.34%
Employee Benefits	79,940	84,337	95,227	95,227	93,727	108,267	13.69%
Contractual	4,403	5,024	14,600	15,044	11,545	15,720	7.67%
Commodities	6,580	9,512	12,000	12,032	9,934	11,900	(0.83%)
Capital Outlay	3,737	-	-	-	-	-	-%
Depreciation	47,820	47,120	43,620	43,620	43,620	43,620	-%
Other	1,733	1,733	-	-	-	-	-%
<b>TOTALS</b>	<b>301,623</b>	<b>287,602</b>	<b>346,913</b>	<b>347,389</b>	<b>340,292</b>	<b>368,842</b>	<b>6.32%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 budget but spent against the FY24 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 FY2025 budget includes a lump sum 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 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	FY2021	FY2022	FY2023	FY2024	FY2025
Assistant Town Manager	0.000	0.250	0.250	0.000	0.000
Director of Recreation	0.000	0.000	0.000	0.300	0.300
Division Director of Recreation	0.000	0.300	0.300	0.000	0.000
Assistant Director of Recreation	0.300	0.300	0.300	0.300	0.300
Office Manager	0.000	0.000	0.000	1.000	1.000
Administrative Assistant	0.600	0.600	1.000	0.600	0.600
Recreation Specialist	0.400	0.400	0.400	0.000	0.000
Director of Business Development and Operations	0.300	0.000	0.000	0.000	0.000
	1.600	1.850	2.250	2.200	2.200

**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 Tennis Manager. 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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	161,903	186,129	258,055	258,055	259,085	355,360	37.71%
Employee Benefits	101,463	101,962	143,024	143,024	144,322	211,312	47.75%
Contractual	184,665	135,521	224,200	229,057	204,890	200,400	(10.62%)
Commodities	21,701	76,445	37,850	37,850	46,125	43,050	13.74%
Depreciation	3,874	3,874	3,874	3,874	3,874	3,874	(0.01%)
<b>TOTALS</b>	<b>473,606</b>	<b>503,931</b>	<b>667,003</b>	<b>671,860</b>	<b>658,296</b>	<b>813,996</b>	<b>22.04%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 budget but spent against the FY24 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 FY2025 budget includes a lump sum 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	FY2021	FY2022	FY2023	FY2024	FY2025
Director of Recreation	0.000	0.000	0.000	0.150	0.150
Division Director of Recreation	0.000	0.150	0.150	0.000	0.000
Assistant Director of Recreation	0.250	0.250	0.250	0.250	0.250
Tennis Manager	0.000	0.000	0.000	0.000	1.000
Recreation Facilities Maintenance Supervisor	0.000	0.350	0.350	0.350	0.350
Administrative Assistant	0.100	0.100	0.200	0.100	0.100
Recreation Specialist	0.100	1.100	1.100	1.000	1.000
Pro-Shop Assistant	0.000	0.000	0.000	1.000	1.000
Maintenance Worker	0.000	0.000	0.000	0.500	0.500
Director of Business Development and Operations	0.100	0.000	0.000	0.000	0.000
Recreation Supervisor	0.350	0.000	0.000	0.000	0.000
Tennis Supervisor	1.000	0.000	0.000	0.000	0.000
Maintenance Worker (Part Time)	0.522	0.540	0.540	0.040	0.000
Tennis Attendant (Part Time)	1.359	0.991	0.845	0.835	0.835
	3.781	3.481	3.435	4.225	5.185

**TENNIS FY2024 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%

\*FY2024 operating cost recovery results are estimated as of June 7, 2024 postings

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Performance Measures		
Performance Measures	FY2024 Actual	FY2025 Projected
Conduct customer service trainings	Ongoing	Ongoing
Conduct orientation for instructors and employees	Ongoing	Ongoing

Performance Measures		
Performance Measures	FY2024 Actual	FY2025 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

### Program: Tennis 312

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected	FY2025 Projected
Lesson participation	7,742	7,732	7,749	7,749	7,800
Clinic participation	1,526	2,612	2,580	2,580	2,650
Daily youth participation	2,997	2,503	2,476	2,476	2,600
Daily adult participation	21,389	19,521	20,000	20,000	21,000
Annual/Seasonal passes sold	77	79	79	79	80
Tournaments/special events	3	3	5	5	7
League teams hosted	4	6	6	6	6
Resident/nonresident ratio	72/28	72/28	72/28	72/28	72/28
Operating cost recovery	88.5%*	0.932	81.60%	81.60%	75.00%

FY21 and FY22 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, 2022.

\* FY24 Operating Cost Recovery results are estimated as of June 7, 2024

**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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	248,352	277,238	358,212	358,212	308,691	339,201	(5.31%)
Employee Benefits	171,660	183,561	166,850	166,850	161,199	186,155	11.57%
Contractual	650,932	812,811	873,100	891,525	964,361	1,023,730	17.25%
Commodities	35,205	66,044	61,200	61,200	54,773	63,840	4.31%
Capital Outlay	41,517	-	-	-	-	-	-%
Depreciation	1,250	1,250	1,250	1,250	1,250	1,250	-%
<b>TOTALS</b>	<b>1,148,916</b>	<b>1,340,904</b>	<b>1,460,612</b>	<b>1,479,037</b>	<b>1,490,274</b>	<b>1,614,176</b>	<b>10.51%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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	FY2021	FY2022	FY2023	FY2024	FY2025
Director of Recreation	0.000	0.000	0.000	0.300	0.300
Division Director of Recreation	0.000	0.300	0.300	0.000	0.000
Assistant Director of Recreation	0.250	0.250	0.250	0.250	0.250
Program Manager	0.000	0.000	1.000	1.000	1.000
Recreation Facilities Maintenance Supervisor	0.000	0.450	0.450	0.450	0.450
Recreation Supervisor	1.450	2.000	1.000	1.000	1.000
Administrative Assistant	0.100	0.100	0.600	0.100	0.100
Recreation Specialist	0.500	0.500	0.500	0.000	0.000
Maintenance Worker	0.000	0.000	0.000	0.500	0.500
Director of Business Development and Operations	0.100	0.000	0.000	0.000	0.000
Program Development and Operations Manager	1.000	0.000	0.000	0.000	0.000
Activity Leader (Part Time)	2.500	1.052	0.530	0.552	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	0.097	0.097
Recreation Center Attendants (Part Time)	8.195	0.255	0.425	0.216	0.216
	15.066	5.879	5.938	4.769	4.769

**RECREATION CENTER FY2024 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

\* FY2024 operating cost recovery results are estimated as of June 8, 2024 postings

**FY25 STRATEGIC GOALS AND OBJECTIVES**

**PROGRAM: Recreation Center 313**

Performance Measures	FY2024 Actual	FY2025 Projected
Conduct customer service trainings	Ongoing	Ongoing
Conduct orientation for instructors and employees	Ongoing	Ongoing

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Family special events participation	529	860	1,398	1,398	1,400
Youth enrichment/athletics participation	2,360	5,170	5,210	5,210	5,250
Youth camps/after school participation	5,643	8,402	8,427	8,427	8,450
Adult enrichment/fitness participation	976	830	915	915	920
Resident/nonresident ratio – youth	40/60	34/66	37/63	37/63	40/60
Resident/nonresident ratio – adult	94/6	93/7	93/7	93/7	95/5
Operating cost recovery	53.8%	74.8%	65.7%	65.7%	62.0%

FY21 and FY22 participation were affected by the construction enhancements to Seaview Park, and the Mandel Recreation Center was closed beginning March 18, 2022, re-opening on May 18, 2022, with limited capacity.

\* FY2024 operating cost recovery results are estimated as of June 7, 2024 postings

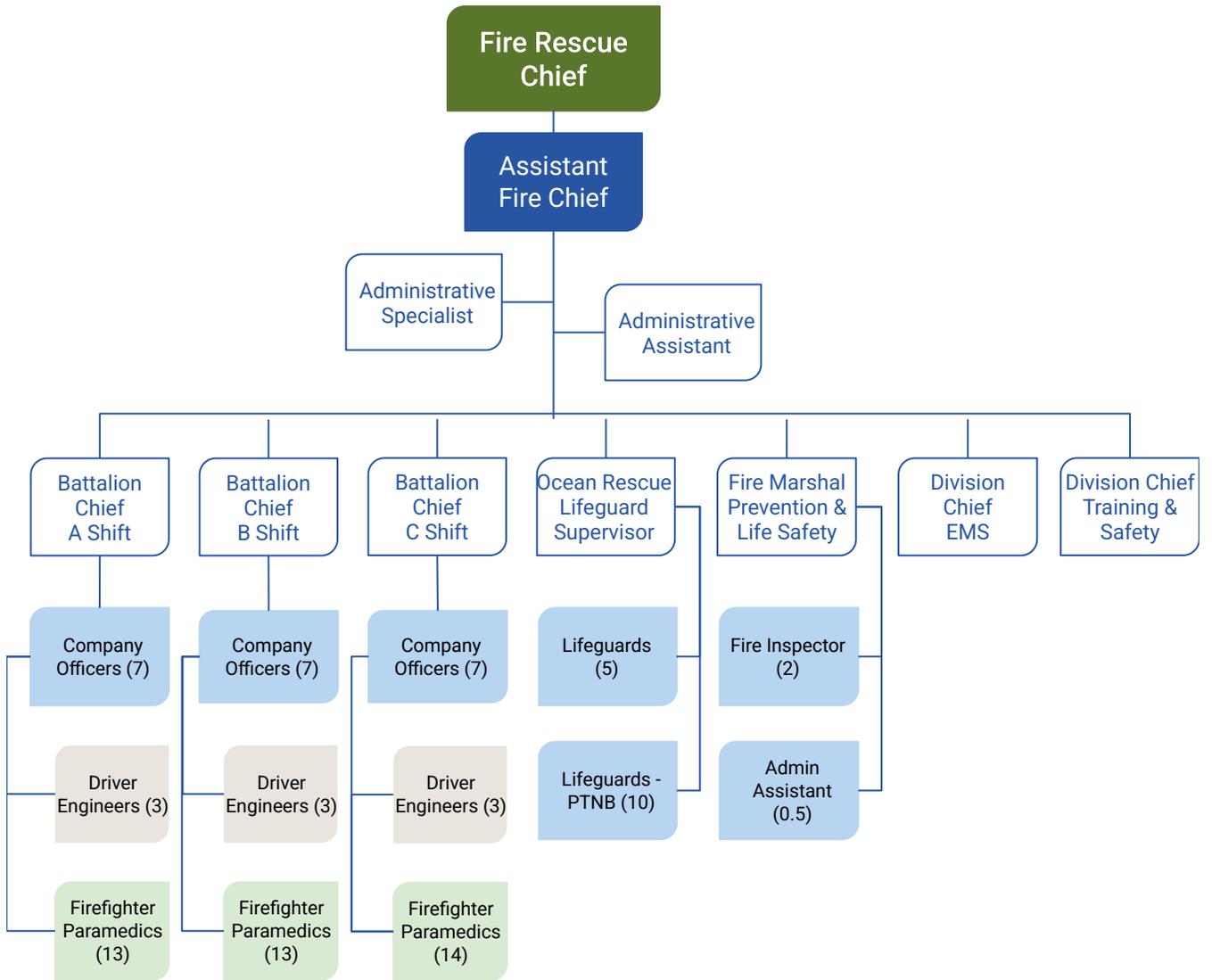


# DEPARTMENT: **Fire Rescue**

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**Town of Palm Beach / FY 2025 Adopted Annual Budget**

## FIRE RESCUE ORGANIZATIONAL CHART



## 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

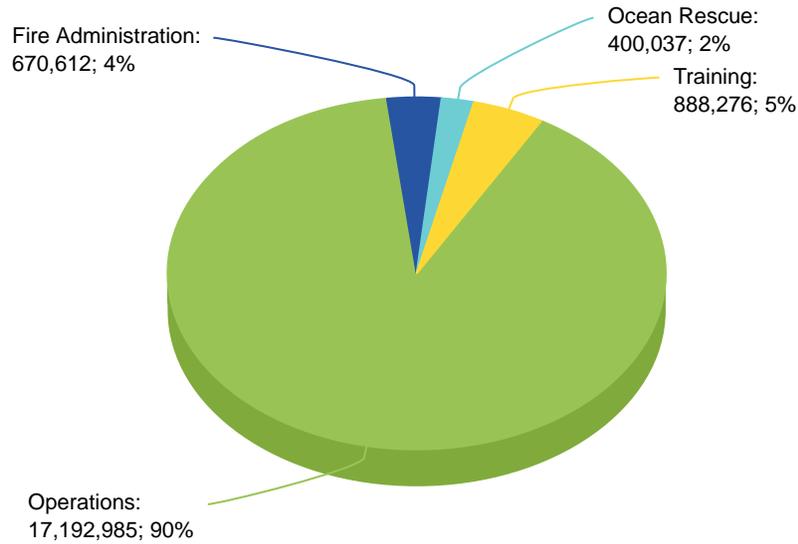
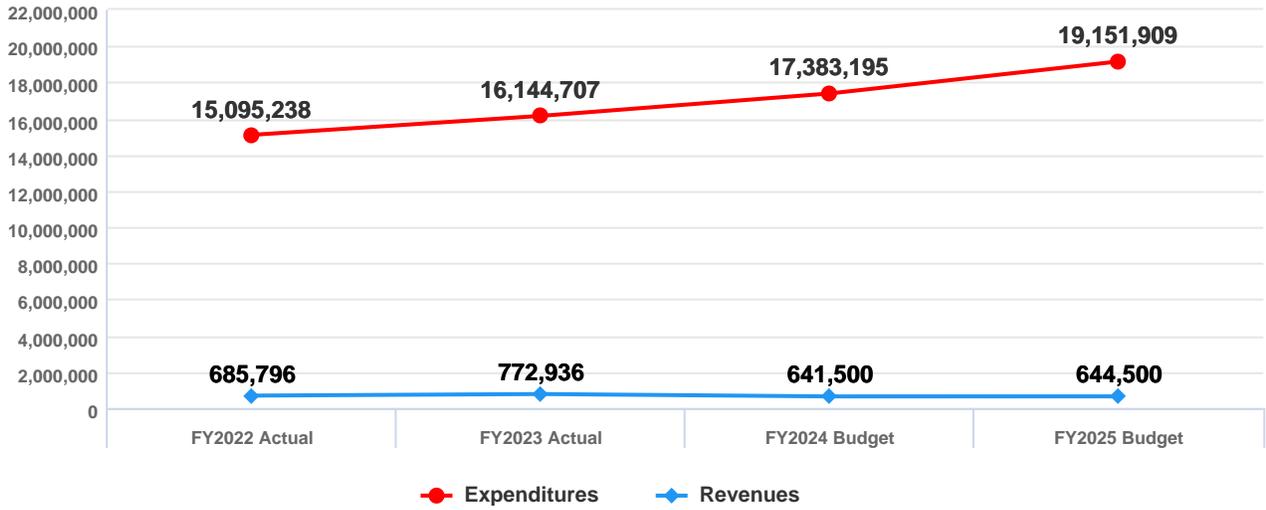
	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
Fire Supplemental Compensation	36,792	36,811	37,000	36,000	37,000	-%
Ems Grant - Palm Beach County	-	-	25,000	25,000	25,000	-%
Special Detail-Fire	22,915	34,990	25,000	16,000	25,000	-%
Fire Prev Bonfires	-	300	-	600	-	-%
Fire Prev Hot Work	4,400	4,400	2,500	2,500	2,500	-%
Fire Prev Public Assembly	700	-	1,000	-	-	(100.00%)
False Fire Alarms	26,474	45,437	16,000	40,000	20,000	25.00%
Fire Prev Fireworks	12,510	10,000	10,000	12,000	10,000	-%
Fire Prev Technical Fire Insp	100	-	-	-	-	-%
Fire Prev Inspection Fees	188,909	141,119	100,000	135,000	100,000	-%
Ems Transport Fees	392,996	499,879	425,000	450,000	425,000	-%
-	-	-	-	-	-	-%
-	-	-	-	-	-	-%
-	-	-	-	-	-	-%
-	-	-	-	-	-	-%
-	-	-	-	-	-	-%
-	-	-	-	-	-	-%
<b>TOTALS</b>	<b>685,796</b>	<b>772,936</b>	<b>641,500</b>	<b>717,100</b>	<b>644,500</b>	<b>0.47%</b>

### Expenditure Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	7,555,347	8,375,463	9,002,090	9,002,090	8,794,955	9,656,414	7.27%
Employee Benefits	6,302,308	6,443,916	6,993,999	6,993,999	6,993,378	7,880,614	12.68%
Contractual	411,467	459,228	447,845	448,415	459,585	461,062	2.95%
Commodities	213,927	228,776	240,989	241,500	244,716	259,140	7.53%
Capital Outlay	47,399	-	25,000	25,000	42,299	45,000	80.00%
Depreciation	560,752	635,340	673,272	673,272	673,272	849,680	26.20%
Other	4,039	1,983	-	-	-	-	-%
<b>TOTALS</b>	<b>15,095,238</b>	<b>16,144,707</b>	<b>17,383,195</b>	<b>17,384,276</b>	<b>17,208,205</b>	<b>19,151,909</b>	<b>10.17%</b>

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

### Fire Rescue



	FY2022	FY2023	FY2024	FY2025
Total Full Time Equivalent Employees	81.400	81.400	81.400	85.400

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

Table with 8 columns: Category, FY2022 Actual, FY2023 Actual, FY2024 Budget, FY2024 Adjusted\*, FY2024 Projected, FY2025 Budget, % Change. Rows include Salaries and Wages, Employee Benefits, Contractual, Commodities, Capital Outlay, Depreciation, Other, and TOTALS.

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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

Reduction in this category is due to removal of the 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	FY2021	FY2022	FY2023	FY2024	FY2025
Fire-Rescue Chief	1.000	1.000	1.000	1.000	1.000
Administrative Specialist	1.000	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 FY2024 ACCOMPLISHMENTS**

- ✓ Hired 5 new firefighters, 1 Fire Inspector, 4 full-time lifeguard and 6 part-time lifeguards
- ✓ Managed the responsibilities of Emergency Management
- ✓ Successfully registered and “opted-in” the Town into the Florida Recovery Obligation Calculation (F-ROC) program
- ✓ Administrative personnel attended monthly board meetings for the EMS Advisory Council, EMS Providers Association, Palm Beach County Fire Chiefs Association, Florida Fire Chiefs Association, Fire Marshals Association, and the Training Officers Association, Health Emergency Response Coalition, 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, Cancer Alliance Events, and Turkey Trot
- ✓ Successfully completed Medicare Ground Ambulance data collection audit
- ✓ Continued the Public Safety succession plan
- ✓ Attended Secret Service planning meetings to discuss protectees logistics
- ✓ Maintained an average response time from dispatch to arrival of 4.15 minutes or less on all high priority (Priorities 1, 2, & P) emergency responses
- ✓ Updated the Traffic Disruption Plan to reflect current challenges

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

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	6,839,528	7,637,522	8,038,399	8,038,399	8,188,399	8,671,912	7.88%
Employee Benefits	5,745,018	5,889,675	6,438,037	6,438,037	6,438,080	7,185,704	11.61%
Contractual	145,911	221,950	208,527	208,527	203,527	221,331	6.14%
Commodities	184,315	192,946	212,089	212,568	212,568	226,781	6.93%
Capital Outlay	35,818	-	25,000	25,000	42,299	45,000	80.00%
Depreciation	553,717	627,008	666,524	666,524	666,524	842,257	26.37%
<b>TOTALS</b>	<b>13,504,306</b>	<b>14,569,102</b>	<b>15,588,576</b>	<b>15,589,055</b>	<b>15,751,397</b>	<b>17,192,985</b>	<b>10.29%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 budget but spent against the FY24 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 FY2025 budget includes 4 new firefighter positions, lump sum 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 maintenance and repairs performed by outside vendors. The increase is due to maintenance fee increase and external vehicle maintenance fees.

COMMODITIES

The increase in this category is due to increasing vehicle maintenance costs and Medical Supply costs.

CAPITAL OUTLAY

The increase in this category is due to the rising costs of bunker gear in FY2025.

**PROGRAM: Operations 417**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
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	10.000	10.000	10.000	8.000	9.000
Firefighter Emt	0.000	0.000	0.000	9.000	6.000
Firefighter Paramedic	0.000	0.000	0.000	24.000	30.000
FF Driver/Engineer Emt	0.000	0.000	0.000	1.000	1.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Mechanic/PD	0.000	0.200	0.200	0.200	0.200
Firefighter, Paramedic or EMT	32.000	32.000	32.000	0.000	0.000
Master Mechanic	0.200	0.000	0.000	0.000	0.000
	68.400	68.400	68.400	68.400	72.400

**FIRE OPERATIONS FY2024 ACCOMPLISHMENTS**

- ✓ Staff identified and conducted leadership training targeting potential personnel for future leadership positions
- ✓ Hired 5 operations personnel through attrition and successfully transitioned them through an in-house onboarding program before going to shift
- ✓ As of 08/23/24, Responded to 2,575 medical and fire responses this year which puts us on track to respond to just under 3000 calls for service by end of year
- ✓ Maintained an average response time from dispatch to arrival of 4.15 minutes or less on all high priority (Priorities 1, 2 & P) emergency responses
- ✓ Responded to 27 Trauma Alerts
- ✓ Responded to 14 Cardiac Alerts
- ✓ Responded to 19 Cardiac Arrests
- ✓ Responded to 19 Stroke Alerts
- ✓ Responded to 68 Natural Gas Emergencies
- ✓ Responded to 68 Motor Vehicle Accidents
- ✓ Responded to 12 Water Rescues/Drownings
- ✓ Responded to 14 fire, 3 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 Debby disaster area in North Florida as part of a state-wide deployment task force with one 3 person Rescue Strike Team
- ✓ 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
- ✓ Updated ImageTrend, our new reporting system, to the new State standard
- ✓ The LifeFlow rapid infusion device has been implemented on all Rescue units
- ✓ PBFR was awarded the AHA 2024 Mission Lifeline Silver Award for professional excellence in responding to Stroke and Cardiac Emergencies

**Program: Operations 417**

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- ✓ The EMS division has implemented a new medical supply management process as well as controlled substance tracking
- ✓ A more thorough quality control process has been implemented with a quality control team for all high priority EMS calls
- ✓ Expanded the department's Ultrasound capabilities to all frontline Rescues
- ✓ Successfully distributed 90 Automated External Defibrillators and supplied training

PROGRAM: **Operations 417**

**FY25 STRATEGIC GOALS AND OBJECTIVES**

<b>Productivity Measures</b>				
<b>Effectiveness/Output Measures</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Average response time from dispatch to arrival on all high priority (Priorities 1, 2, & P) emergency responses	4.40	4.40	4.15	4.30
Percentage of first arriving engine arrival within 320 seconds on all confirmed structure fires	56%	56%	100%	90%
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	N/A
On-scene time of 20 minutes or less at least 90% of the time for STEMI (heart attack) alert patients	89%	89%	91%	90%
On-scene time of 20 minutes or less at least 90% of the time for stroke alert patients	92%	92%	100%	95%
On-scene time of 10 minutes or less at least 90% of the time for trauma alert patients	67%	67%	87%	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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	131,799	129,019	139,106	139,106	139,106	149,865	7.73%
Employee Benefits	94,463	92,904	100,698	100,698	100,698	107,838	7.09%
Contractual	101,707	74,972	125,110	125,680	125,988	128,610	2.80%
Commodities	14,489	19,904	12,875	12,875	15,785	13,724	6.59%
<b>TOTALS</b>	<b>342,458</b>	<b>316,799</b>	<b>377,789</b>	<b>378,359</b>	<b>381,577</b>	<b>400,037</b>	<b>5.89%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 an increase in the travel account and an expansion of our community outreach program.

**COMMODITIES**

The increase in commodities was due to an increase in our Minor operating equipment.

<b>Full Time Equivalent Employees</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</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 FY2024 ACCOMPLISHMENTS**

- ✓ Participated in 1802 hours of facility training, including 480 hours of Live Fire training (18 hours x 22 operational personnel)
- ✓ On-boarded 5 New firefighters
- ✓ Three new paramedics signed off with the medical director
- ✓ One Paramedic completed Paramedic school
- ✓ Trained 3 New ACLS Instructor for In-House classes
- ✓ Trained 10 New CPR Instructors for In-House and Public Education Classes
- ✓ Conducted monthly fire company and EMS training drills using nationally standardized performance criteria
- ✓ Provide in-house lithium battery training for 73% of operational 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 joint water rescue training with Palm Beach Ocean Rescue
- ✓ Completed 800 hours of In-House FLUSAR State certification classes for Confined Space Operational and Technician level certification for department personnel
- ✓ Completed In house Leadership class to capture 100% of Officers
- ✓ Completed Small Engine and Hand Tool training classes to 72% of operational personnel

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Productivity Measures				
Effectiveness/Output Measures	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Operational personnel will train in Confined Space Operations and Technical Rescue (*Metric Adjusted to account for hours)	N/A	N/A	*800 Hours	N/A
70% of operational personnel will complete a small Engine and Hand Tool Training	N/A	N/A	72%	N/A
100% of officers will complete an Leadership course	N/A	N/A	100%	N/A

Productivity Measures	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Percentage of Lieutenants and Acting Lieutenants completing at least 10 fire simulation	95%	100%	Discontinued	Discontinued
Percentage of Paramedics serving as the lead Paramedic for EMS simulation training exercises	95%	100%	Discontinued	Discontinued
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	100%	100%	91%	100%
70% of Operational personnel completing an Lithium-Ion Emergencies Class	N/A	N/A	73%	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**

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	282,845	302,912	480,262	480,262	189,116	498,378	3.77%
Employee Benefits	291,676	291,152	336,457	336,457	336,457	371,276	10.35%
Contractual	79,418	73,827	6,000	6,000	26,000	6,000	-%
Commodities	4,127	5,481	4,700	4,732	4,732	5,200	10.64%
Depreciation	6,586	7,883	6,711	6,711	6,711	7,423	10.61%
<b>TOTALS</b>	<b>664,651</b>	<b>681,255</b>	<b>834,130</b>	<b>834,162</b>	<b>563,016</b>	<b>888,276</b>	<b>6.49%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 remained constant.

**COMMODITIES**

Increase in commodities is due to an increase in certification fees for USLA.

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
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 FY2024 ACCOMPLISHMENTS**

- ✓ 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
- ✓ Provided onboarding water testing and training for 6 new personnel
- ✓ Sand Entrapment Training with our Fire Department and outside agencies
- ✓ Multi agency training on Marine Rescue Units for Search and Rescue in our areas

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Productivity Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Number of candidates recruited and hired	5	4	4	5	4

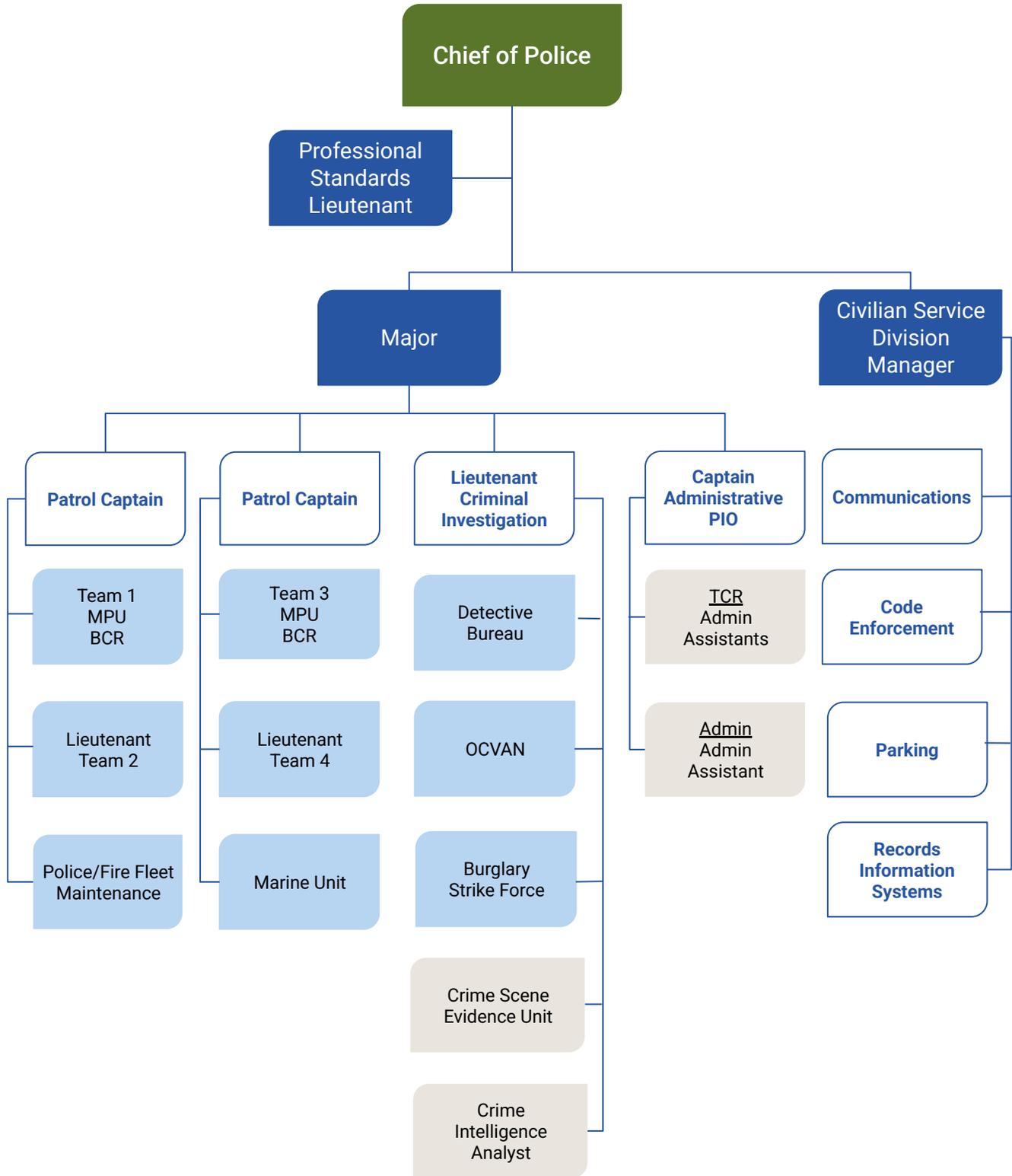


DEPARTMENT:  
**Police Department**

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**Town of Palm Beach / FY 2025 Adopted Annual Budget**

# PALM BEACH POLICE DEPARTMENT ORGANIZATIONAL CHART



## 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

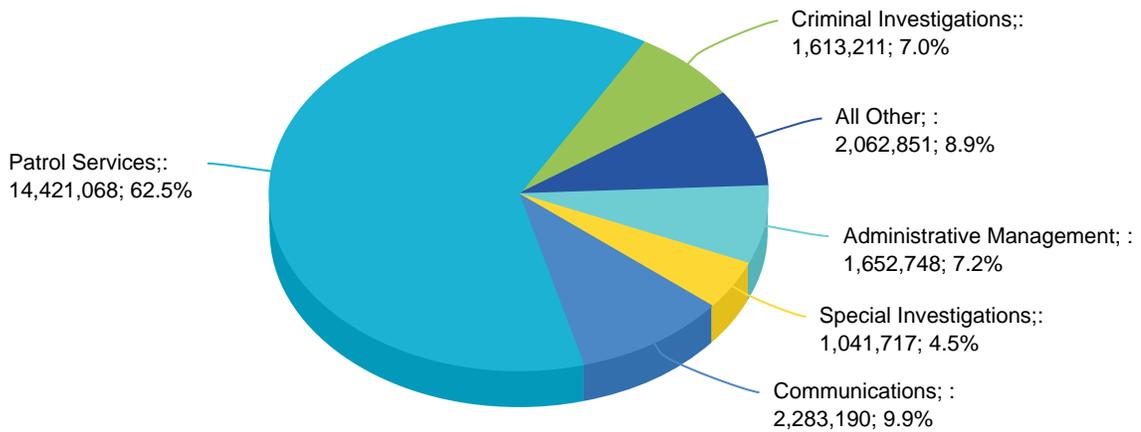
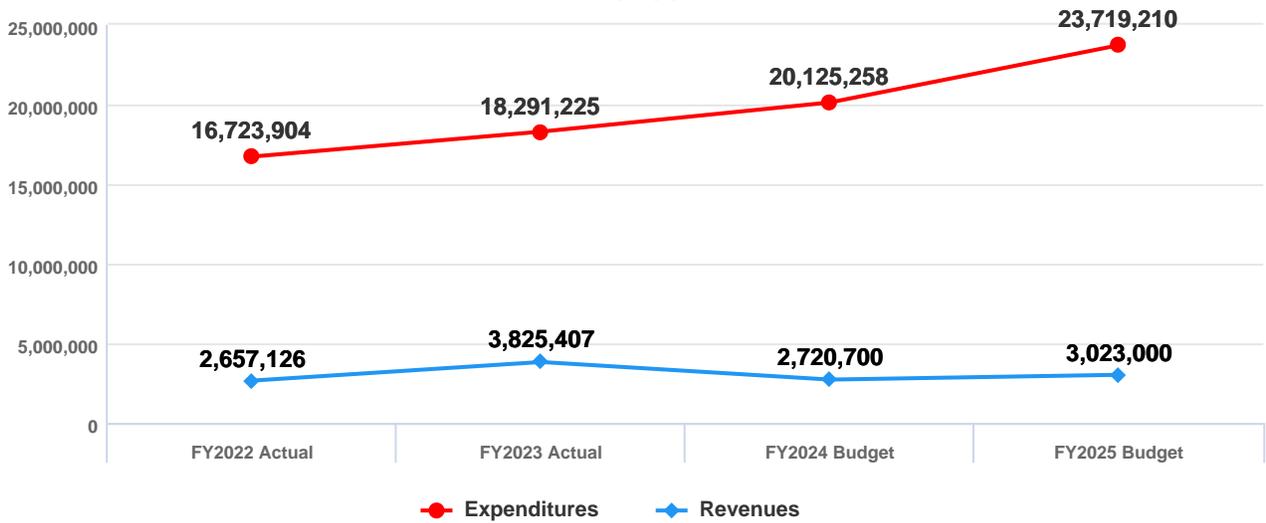
	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
Residential Parking Plans	152,740	115,730	110,000	-	110,000	-%
Bullet Proof Vests Grant	3,673	9,750	7,700	-	10,000	29.87%
911 Equip Reimbursement	27,584	45,990	12,000	20,000	12,000	-%
Seized Tag	500	65	-	-	-	-%
\$12.50 Citation Monies	-	4,839	2,500	2,500	2,500	-%
Special Assignment Ot - Other	1,485,001	2,247,335	1,500,000	1,750,000	1,750,000	16.67%
Police Id Cards	20	-	-	-	-	-%
Burglar Alarm False Alarm Fees	35,625	40,800	35,000	40,000	35,000	-%
Burglar Alarm Registration Fee	86,850	87,000	87,000	88,000	87,000	-%
Burglar Alarm - Penalties	5,752	3,661	5,000	3,500	5,000	-%
Burglar Alarm - Direct Connect	21,069	21,669	21,000	21,500	21,000	-%
Valet Parking Permit	13,950	18,100	14,000	14,000	14,000	-%
Fines - Other Parking	384,797	591,193	475,000	600,000	500,000	5.26%
Fines - Parking Meters	145,455	289,306	150,000	300,000	175,000	16.67%
Row Parking Violation Fines	106,514	106,124	100,000	90,000	100,000	-%
Moving Violations	11,074	13,406	7,500	10,000	7,500	-%
Revenue/2nd \$ Funding	1,400	1,566	1,000	1,500	1,000	-%
Boot Fees	15,750	16,100	15,000	16,000	15,000	-%
Penalty - Other Parking	118,639	136,443	125,000	250,000	125,000	-%
Penalty - Parking Meters	38,397	73,330	50,000	120,000	50,000	-%
Rebate For Town Towing	2,337	3,000	3,000	1,500	3,000	-%
<b>TOTALS</b>	<b>2,657,126</b>	<b>3,825,407</b>	<b>2,720,700</b>	<b>3,328,500</b>	<b>3,023,000</b>	<b>11.11%</b>

### Expenditure Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	8,921,840	10,297,196	11,215,507	11,215,507	11,492,324	13,201,733	17.71%
Employee Benefits	6,154,292	6,410,294	7,264,998	7,264,998	7,262,231	8,389,099	15.47%
Contractual	466,300	519,723	643,978	655,990	475,287	784,800	21.87%
Commodities	378,860	434,533	411,983	420,153	325,035	464,225	12.68%
Capital Outlay	45,407	-	-	-	-	319,716	100.00%
Depreciation	743,560	615,833	588,792	588,792	588,792	559,636	(4.95%)
Other	13,645	13,645	-	-	-	-	-%
<b>TOTALS</b>	<b>16,723,904</b>	<b>18,291,225</b>	<b>20,125,258</b>	<b>20,145,440</b>	<b>20,143,669</b>	<b>23,719,210</b>	<b>17.86%</b>

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

### Police



	FY2022	FY2023	FY2024	FY2025
Total Full Time Equivalent Employees	96.850	102.850	105.850	110.850

**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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	715,888	904,710	956,449	956,449	954,949	899,477	(5.96%)
Employee Benefits	367,390	451,541	478,043	478,043	478,043	502,505	5.12%
Contractual	50,214	44,687	53,300	53,300	47,560	93,800	75.98%
Commodities	41,821	35,504	45,800	45,800	41,615	53,500	16.81%
Capital Outlay	2,504	-	-	-	-	-	-%
Depreciation	3,216	520	520	520	520	520	-%
Other	1,208	1,208	-	-	-	-	-%
<b>TOTALS</b>	<b>1,182,241</b>	<b>1,438,170</b>	<b>1,534,112</b>	<b>1,534,112</b>	<b>1,522,687</b>	<b>1,549,802</b>	<b>1.02%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 costs increased due to the Administrative Unit consolidating most of the Department's Data Line/Radio Base expenses to maintain departmental needs in one account rather than multiple smaller accounts divided amongst multiple units.

**COMMODITIES**

Commodities increased due to expected increases in uniforms as well as the Administrative Unit consolidating membership dues not just for this unit but for the rest of the Department.

**PROGRAM: Administrative Management 421**

**OTHER**

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

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
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	1.000	1.000	1.000
Police Lieutenant	1.000	1.000	1.000	0.000	0.000
Police Lieutenant Prof Standards	0.000	0.000	0.000	1.000	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	0.000
Administrative Assistant	0.000	0.000	1.000	1.000	1.000
Police Planner	1.000	1.000	0.000	0.000	0.000
	6.000	6.000	7.000	7.000	6.000

**POLICE ADMINISTRATION FY2024 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

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Website visitors	27,540	33,888	15,602	15,602	35,000

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Police Budget	16,726,636	16,892,526	18,276,043	18,276,043	18,521,887
POTUS Grant Reimbursement	12,210	8,798	-	-	8,000
Bulletproof Vest Reimbursement	2,420	3,672	9,750	9,750	16,000

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Applicants interviewed	235	343	249	249	250
Applicants completed FTO training	9	11	8	8	6
Training hours: external and internal	8,466	7,318	7,671	7,671	9,000

\* Includes sponsored Police Academy cadets.

\*\* Training hours limited 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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	426,267	469,794	493,363	493,363	493,363	549,935	11.47%
Employee Benefits	390,049	366,063	402,335	402,335	402,335	460,291	14.40%
Contractual	14,698	10,584	32,500	32,500	24,000	26,500	(18.46%)
Commodities	19,520	7,837	16,570	16,761	6,950	14,150	(14.60%)
Capital Outlay	23,682	-	-	-	-	-	-%
Depreciation	22,782	20,866	20,866	20,866	20,866	17,412	(16.56%)
Other	9,878	9,878	-	-	-	-	-%
<b>TOTALS</b>	<b>906,876</b>	<b>885,022</b>	<b>965,634</b>	<b>965,825</b>	<b>947,514</b>	<b>1,068,288</b>	<b>10.63%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 decreased for the year due to data line charges now overseen by the Administrative Unit.

**COMMODITIES**

Commodities decreased for the year due to membership dues accounts now overseen by the Administrative Unit..

**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	FY2021	FY2022	FY2023	FY2024	FY2025
Police Sergeant	1.000	1.000	1.000	1.000	1.000
Police Officer/Detective	4.000	4.000	4.000	4.000	4.000
	5.000	5.000	5.000	5.000	5.000

**OCVAN FY2024 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**

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Total cases investigated	189	250	261	261	275
Total intelligence reports (received)	91	111	158	158	125
Disseminated intelligence bulletins	136	91	126	126	115

Productivity Measures					
Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Cases investigated	189	250	261	261	275
Warrants applied for	37	28	****39	****39	35
Arrests	28	28	19	19	30
Surveillance hours	1,183**	1,200***	1,500	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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	93,677	95,870	116,335	116,335	116,335	116,487	0.13%
Employee Benefits	77,710	70,613	78,415	78,415	78,415	88,920	13.40%
Contractual	6,546	2,487	8,800	9,078	3,900	7,800	(11.36%)
Commodities	3,085	4,719	5,100	5,100	815	4,500	(11.76%)
Capital Outlay	2,680	-	-	-	-	-	-%
Depreciation	1,417	1,417	1,109	1,109	1,109	889	(19.86%)
Other	1,292	1,292	-	-	-	-	-%
<b>TOTALS</b>	<b>186,407</b>	<b>176,399</b>	<b>209,759</b>	<b>210,037</b>	<b>200,574</b>	<b>218,595</b>	<b>4.21%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 costs slightly decreased for the year due to decreasing the printing account.

**COMMODITIES**

Commodities slightly decreased due to decreasing the training account and the membership dues being consolidated into the Administrative Unit..

**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	FY2021	FY2022	FY2023	FY2024	FY2025
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 FY2024 ACCOMPLISHMENTS**

- ✓ Completed the migration process towards NIBRS federal compliance of 2023
- ✓ 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	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Incident reports received	1,440	1,383	2,064	2,064	1,500
Citations/violations processed	1,576	2,115	4,449	4,449	2,200
Public records requests processed	853	865	1005	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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	164,738	125,722	132,418	132,418	132,018	141,565	6.91%
Employee Benefits	66,988	57,596	62,633	62,633	62,633	73,093	16.70%
Contractual	9,344	27,573	41,000	41,000	29,995	41,000	-%
Commodities	4,081	5,773	11,700	11,700	7,950	10,050	(14.10%)
Depreciation	449	-	-	-	-	-	-%
<b>TOTALS</b>	<b>245,599</b>	<b>216,664</b>	<b>247,751</b>	<b>247,751</b>	<b>232,596</b>	<b>265,708</b>	<b>12.33%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 costs remained the same.

**COMMODITIES**

Commodities slightly decreased due to decreasing the training account.

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

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Administrative Assistant	2.000	2.000	2.000	2.000	2.000
Training and Community Relations Coordinator	1.000	-	-	-	-
	3.000	2.000	2.000	2.000	2.000

**TRAINING AND COMMUNITY RELATIONS FY2024 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

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Public E-blasts (via website)	6	13	20	20	15
News releases/bulletins to website	40	193	56	56	200
Website hits	27,540	33,888	15,602	15,602	20,000
Website updates (i.e. pictures, forms, flyers, etc.)	95	60	36	36	65

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Applications received	1,527	1,810	1,376	1,376	2,000
Applicants interviewed	235	343	249	249	250
Applicants hired	13	16	17	17	10
Applicants completed FTO program	9	11	8	8	6
# of hours of training provided	8,466	7,318	7,671	7,671	9,000

\* Includes sponsored Police Academy cadets.

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

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Crime prevention/community activities/ meetings/programs	6	30	17	17	35
Palm Beach Crime Watch members*	232	237	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**

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	860,574	980,514	1,170,954	1,170,954	1,215,954	1,347,246	15.06%
Employee Benefits	592,878	592,310	662,378	662,378	662,478	763,585	15.28%
Contractual	98,139	104,093	144,004	144,004	135,008	191,500	32.98%
Commodities	7,677	4,264	7,700	7,700	2,500	6,200	(19.48%)
Depreciation	40,311	74,775	26,583	26,583	26,583	21,885	(17.67%)
<b>TOTALS</b>	<b>1,599,579</b>	<b>1,755,956</b>	<b>2,011,619</b>	<b>2,011,619</b>	<b>2,042,523</b>	<b>2,330,416</b>	<b>15.85%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 increased due to projected costs for radio repairs, depreciation, maintenance (increased console maintenance costs) and parts associated with the Motorola/County Radio System transition.

**COMMODITIES**

Commodity costs slightly decreased for the year due to breakroom supplies being consolidated into the Administrative Unit's budget.

**Program: Communications Unit 425**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Telecommunications Supervisor Lead	1.000	1.000	1.000	1.000	1.000
Telecommunicator Supervisor	4.000	4.000	4.000	4.000	4.000
Telecommunicator	10.000	10.000	10.000	10.000	10.000
	15.000	15.000	15.000	15.000	15.000

**COMMUNICATIONS FY2024 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

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Average call dispatch time (Police)	1:25	2:20	2:08	2:08	2:00
Average call dispatch time (Fire/Medical)	0:11	0:34	0:32	0:32	0:30

Productivity Measures					
Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Police calls	52,167	52,685	59,715	59,715	54,000
Fire/medical calls	2,651	2,880	2,959	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**

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	132,626	171,349	238,016	238,016	238,016	349,041	46.65%
Employee Benefits	76,554	78,908	126,372	126,372	120,223	187,077	48.04%
Contractual	2,399	579	9,200	9,353	1,800	7,800	(15.22%)
Commodities	6,522	4,277	11,300	11,300	6,495	8,025	(28.98%)
Capital Outlay	2,630	-	-	-	-	-	-%
Depreciation	11,264	9,903	9,903	9,903	9,903	11,934	20.50%
Other	1,268	1,268	-	-	-	-	-%
<b>TOTALS</b>	<b>233,263</b>	<b>266,284</b>	<b>394,791</b>	<b>394,944</b>	<b>376,437</b>	<b>563,877</b>	<b>42.83%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 services slightly decreased due to eliminating the training/certification account and decreasing accounts for equipment maintenance, the copy machine charges, and for legal advertisement.

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

**COMMODITIES**

Commodity slightly decreased for the year due to decreasing accounts that maintain the unit’s supplies.

**OTHER**

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

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Police Sergeant	0.000	0.000	0.000	0.000	1.000
Crime Scene Evidence Manager	1.000	1.000	1.000	1.000	0.000
Crime Scene Evidence Technician	0.000	1.000	1.000	1.000	1.000
Administrative Specialist	0.000	0.000	0.000	0.000	1.000
Digital Crime Scene Tech	0.000	0.000	0.000	1.000	0.000
Digital Evidence Tech	0.000	0.000	0.000	0.000	1.000
Crime Scene Technician (Part Time)	1.000	0.000	0.000	0.000	0.000
	2.000	2.000	2.000	3.000	4.000

**CRIME SCENE/EVIDENCE UNIT FY2024 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**

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Voluntary ID cards	0	1350	256	256	476
Crime scenes processed	85	46	75	75	85

Productivity Measures					
Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Latent print comparisons	240	23	-	-	-
Audio/visual/photographic evidence	500	7,453	7,850	7,850	8,949
Evidence collected	1,500	1,848	1,748	1,748	1,993
Evidence disposed of	2,800	2,579	2,450	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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	5,600,811	6,500,919	7,003,291	7,003,291	7,253,291	8,448,199	20.63%
Employee Benefits	3,873,992	4,020,104	4,715,782	4,715,782	4,727,138	5,348,413	13.42%
Contractual	114,015	128,601	157,274	160,108	108,624	270,700	72.12%
Commodities	258,990	339,157	272,013	279,960	234,060	323,000	18.74%
Capital Outlay	13,911	-	-	-	-	268,086	100.00%
Depreciation	527,859	442,430	467,567	467,567	467,567	472,571	1.07%
<b>TOTALS</b>	<b>10,389,578</b>	<b>11,431,212</b>	<b>12,615,927</b>	<b>12,626,708</b>	<b>12,790,680</b>	<b>15,130,969</b>	<b>19.94%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 costs increased due to Axon software maintenance that PD will now account for as well as a projected increase in camera and rental equipment, uniforms, and printing.

**PROGRAM: Patrol 428**

**COMMODITIES**

The commodity budget in the Patrol Unit is especially fluid from year to year based on particular unit needs. The increases this FY are primarily the result of fuel for patrol vehicles and police boat and vehicle maintenance costs.

**CAPITAL OUTLAY**

The Patrol Division is also anticipating increased capital outlay vehicle costs in FY25 in an expenditure account to offset the gap that depreciation funds do not cover and provide new vehicles for increased staffing.

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
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	9.000
Police Officer	41.000	40.000	43.000	46.000	47.000
Fleet Manager	0.800	0.800	0.800	0.800	0.800
Mechanic/PD	0.000	0.800	0.800	0.800	0.800
Master Mechanic	0.800	0.000	0.000	0.000	0.000
Vehicle Technician (Part Time)	0.350	0.000	0.000	0.000	0.000
	54.950	53.600	56.600	59.600	61.600

**POLICE PATROL FY2024 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

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Public E-blasts (via website)	6	13	20	20	15
News releases/bulletins to website	40	193	56	56	200

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Applications received	1,527***	1,810	1,810	1,810	2,000
Applicants interviewed	235	343	343	343	250
Applicants hired	13	16	16	16	10
Applicants completed FTO program	9	11	11	11	6
# of hours of training provided	8,466	7,318	7,671	7,671	9,000

\*Includes sponsored Police Academy cadets

**Program: Patrol 428**

\*\*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

<b>Performance Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Police calls	52,167	52,685	52,685	52,685	54,000
Patrol response time	4:37	4:31	4:31	4:31	4:25
Arrest by patrol officer	869	967	967	967	1,000
Business security checks	10,155	9,158	9,158	9,158	10,000
Closed housed checks/Security Check	5,398	3,846	3,846	3,846	4,500
Field interview reports	213	256	256	256	275
Intelligence reports	91	111	178	178	125

**Productivity Measures**

<b>Effectiveness/Output Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Foot patrol hours	1,228	1,048	883	883	1,300
Bicycle/Segway patrol hours	145	308	266	266	350
ATV patrol hours	151	129	69	69	250
Marine patrol hours	1,443	1,614	1,673	1,673	1,750
Selective enforcement hours	3,300	3,001	5,550	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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	674,391	761,980	759,788	759,788	758,505	834,427	9.82%
Employee Benefits	611,501	598,325	547,776	547,776	539,702	611,271	11.59%
Contractual	9,434	9,612	12,200	12,200	8,400	9,700	(20.49%)
Commodities	21,678	18,810	20,700	20,732	12,950	23,700	14.49%
Depreciation	19,264	14,440	14,440	14,440	14,440	15,771	9.22%
<b>TOTALS</b>	<b>1,336,269</b>	<b>1,403,167</b>	<b>1,354,904</b>	<b>1,354,936</b>	<b>1,333,997</b>	<b>1,494,869</b>	<b>10.33%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 decreased to the Administrative Unit picking up the data Line/Radio Base costs..

**COMMODITIES**

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

**Program: Criminal Investigation 429**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Police Captain	1.000	1.000	0.000	0.000	0.000
Police Lieutenant	0.000	0.000	1.000	1.000	1.000
Police Sergeant	1.000	1.000	1.000	1.000	1.000
Police Officer/Detective	4.000	5.000	5.000	4.000	4.000
Crime Intelligence Analyst	1.000	1.000	1.000	1.000	1.000
	7.000	8.000	8.000	7.000	7.000

**CRIMINAL INVESTIGATION UNIT FY2024 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.

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Crimes investigated	299	481	269	269	500
Investigative clearance rate (Part 1)	56%	34%/54%*	0.5725	57%	55%

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

Productivity Measures					
Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Investigative hours	2,949	2,845	2,845	2,845	3,000
Surveillance hours	126	112	112	112	135
Patrol hours	1,163	1,075	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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	252,868	286,338	344,893	344,893	329,893	515,356	49.42%
Employee Benefits	97,230	174,835	191,264	191,264	191,264	353,944	85.06%
Contractual	161,510	191,505	185,700	194,447	116,000	136,000	(26.76%)
Commodities	15,486	14,191	21,100	21,100	11,700	21,100	-%
Capital Outlay	-	-	-	-	-	51,630	100.00%
Depreciation	116,998	51,482	47,804	47,804	47,804	18,655	(60.98%)
<b>TOTALS</b>	<b>644,093</b>	<b>718,350</b>	<b>790,761</b>	<b>799,508</b>	<b>696,661</b>	<b>1,096,686</b>	<b>38.69%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 decreased due to the Data Line/Radio Base account monies being allocated in the Administrative Unit as well as the removal of kiosk affecting multiple line items for the unit.

**COMMODITIES**

Commodities remained the same.

**PROGRAM: Parking Control Unit 430**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
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	2.000	2.000	4.000	4.000	7.000
	3.250	3.250	5.250	5.250	8.250

**PARKING CONTROL FY2024 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

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Parking tickets	10,776	14,426	16,740	16,740	15,000
Kiosk tickets	2,139	3,564	5,172	5,172	3,600
Traffic boots	46	47	50	50	50

**Productivity Measures**

Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Vehicle patrol hours	7,928	7,043	6,365	6,365	8,000
Revenues	\$1,977,926	\$1,066,292	\$1,066,292	\$1,066,292	\$1,775,505
Expenditures	\$633,207	\$642,565	\$642,565	\$642,565	\$514,000



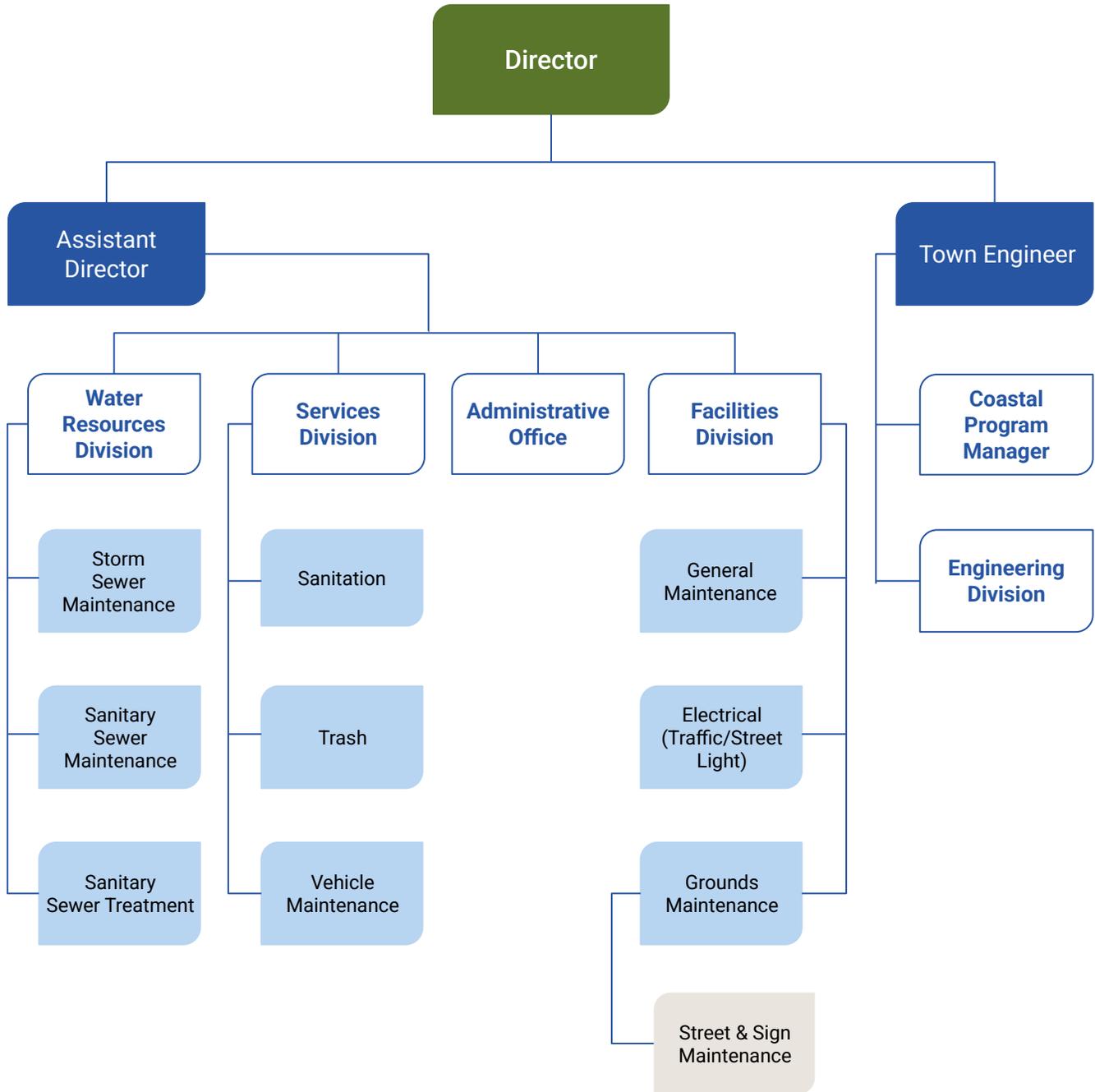


# DEPARTMENT: **Public Works**

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**Town of Palm Beach / FY 2025 Adopted Annual Budget**

## PUBLIC WORKS ORGANIZATIONAL CHART



## 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

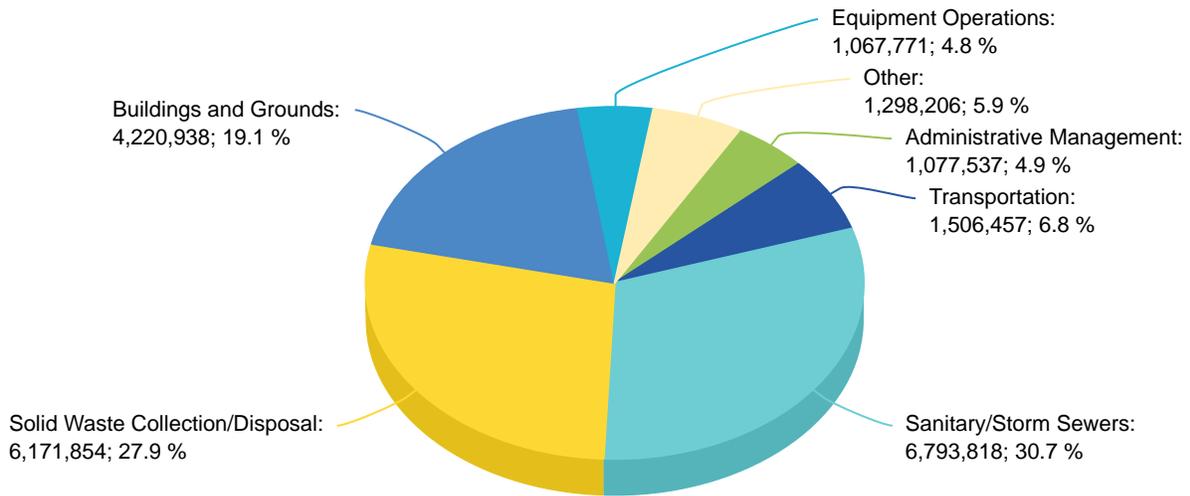
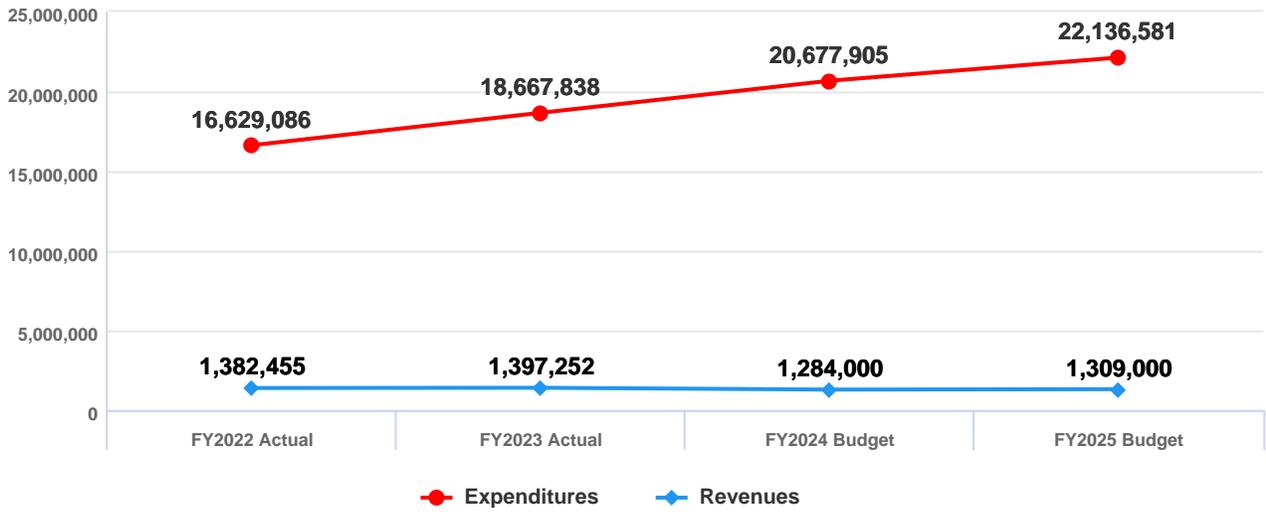
	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
Special Solid Waste	16,134	9,497	12,000	10,000	12,000	-%
Solid Waste	842,876	854,714	850,000	900,000	850,000	-%
Comp. Garbage Collection Fee	376,768	393,711	300,000	350,000	325,000	8.33%
SWA Recycling Revenue Share	13,938	-	-	-	-	-%
Historic Specimen Tree Fee	1,989	2,431	2,000	2,900	2,000	-%
State Highway Lighting Maint	130,749	136,899	120,000	125,000	120,000	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
	-	-	-	-	-	-%
<b>TOTALS</b>	<b>1,382,455</b>	<b>1,397,252</b>	<b>1,284,000</b>	<b>1,387,900</b>	<b>1,309,000</b>	<b>1.95%</b>

### Expenditure Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	5,368,609	5,850,849	6,547,743	6,547,743	6,521,587	6,924,432	5.75%
Employee Benefits	3,261,180	3,317,267	3,564,281	3,564,281	3,570,443	3,980,124	11.67%
Contractual	6,307,573	7,709,364	8,720,816	9,029,396	8,823,802	9,202,459	5.52%
Commodities	1,024,964	1,080,596	1,069,310	1,080,962	1,093,322	1,104,065	3.25%
Capital Outlay	27,404	26,266	106,389	106,389	103,383	172,294	61.95%
Depreciation	633,661	683,156	669,366	669,366	669,366	753,206	12.53%
Other	5,694	340	-	-	-	-	-%
<b>TOTALS</b>	<b>16,629,086</b>	<b>18,667,838</b>	<b>20,677,905</b>	<b>20,998,137</b>	<b>20,781,903</b>	<b>22,136,581</b>	<b>7.05%</b>

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

### Public Works



	FY2022	FY2023	FY2024	FY2025
Total Full Time Equivalent Employees	81.000	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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	635,088	604,373	674,065	674,065	639,065	702,656	4.24%
Employee Benefits	300,010	253,398	279,673	279,673	279,712	310,893	11.16%
Contractual	10,394	66,753	15,900	15,900	53,476	46,025	189.47%
Commodities	8,937	7,377	10,500	12,548	10,500	11,200	6.67%
Capital Outlay	6,156	-	7,605	7,605	7,605	-	(100.00%)
Depreciation	536	536	536	536	536	6,763	1161.76%
Other	5,694	340	-	-	-	-	-%
<b>TOTALS</b>	<b>966,814</b>	<b>932,776</b>	<b>988,279</b>	<b>990,327</b>	<b>990,894</b>	<b>1,077,537</b>	<b>9.03%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 FY2025 contractual budget increased by 189.47%, this includes tuition reimbursement, additional contractual administrative support, and the payments for the lease of two (2) copy machines per GASB 87 Guidelines.

**DEPRECIATION**

The FY2025 increase is due to a planned FY24 vehicle replacement.

**Program: Administrative Management 511**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
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	1.000	1.000	0.000	0.000	0.000
Office Manager	1.000	1.000	1.000	1.000	1.000
Water Resources Technician II	0.500	0.000	0.000	0.000	0.000
Administrative Specialist	0.000	0.000	0.000	0.000	1.000
Administrative Assistant	3.000	3.000	3.000	3.000	2.000
CMMS Coordinator	1.000	1.000	0.000	0.000	0.000
	8.500	8.000	6.000	6.000	6.000

**PROGRAM: Street & Sign Maintenance 521**

**MISSION:**

This bureau exists to maintain and repair wayfinding, regulatory signage and pavement in order to provide a safe riding surface, and to assure that we have safe sidewalks, bikeways, and trail systems throughout the Town.

**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 standards
- ✦ Respond to emergencies and priorities in a timely fashion

**Expenditure Summary**

	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	144,203	147,971	156,435	156,435	163,222	161,818	3.44%
Employee Benefits	82,293	79,100	83,944	83,944	83,457	94,508	12.59%
Contractual	223,013	194,426	258,430	288,460	251,430	235,550	(8.85%)
Commodities	73,179	103,554	84,600	84,600	87,660	90,950	7.51%
Depreciation	16,530	16,530	22,182	22,182	22,182	20,971	(5.46%)
<b>TOTALS</b>	<b>539,218</b>	<b>541,581</b>	<b>605,591</b>	<b>635,621</b>	<b>607,951</b>	<b>603,797</b>	<b>(0.30%)</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 decreased due to less than anticipated costs associated with street sweeping, curb painting service contracts, as well as confirmed costs for removal of sweeper debris.

**COMMODITIES**

The increase associated with Commodities are due to anticipated fuel costs, increase in uniform costs (includes replacement & maintenance program), aluminum, and concrete street markers cost increases.

**Program: Street & Sign Maintenance 521**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Facilities Maint Div Manager	0.125	0.333	0.250	0.250	0.250
General Maintenance Supervisor	0.168	0.000	0.000	0.000	0.000
Grounds Supervisor	0.080	0.500	0.500	0.500	0.500
Public Works Project Coordinator	0.302	0.000	0.000	0.000	0.000
Irrigation and Spray Technician	0.010	0.000	0.000	0.000	0.000
Equipment Operator II	0.800	1.000	1.000	1.000	1.000
	1.485	1.833	1.750	1.750	1.750

**STREET & SIGN MAINTENANCE FY2024 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
- ✓ Completed ParkMobile & Residential Permit Parking sign change out in the Mid-Town district
- ✓ Converted all central commercial district signage to new ParkMobile and Residential Permit Parking signage

Productivity Measures					
Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Sweeper debris collected (tons)				80.53 Tons	60 Tons
Curbs painted (LF)	35,166 LF				
Total potholes patched	207	50	52	58	40
Total sidewalk repairs/replacement (inspected Wells to Hammond)	1,115 LF	1,264 LF	2,646 LF	2,444 LF	1,000 LF
Total traffic control signs replaced	296	262	193	850	300

**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**

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	3,434	7,443	-	-	-	-	-%
Employee Benefits	255	669	-	-	-	-	-%
Contractual	7,872	41,197	21,800	70,695	23,600	26,500	21.56%
Commodities	15,439	28,253	24,400	24,400	22,640	19,400	(20.49%)
<b>TOTALS</b>	<b>26,999</b>	<b>77,561</b>	<b>46,200</b>	<b>95,095</b>	<b>46,240</b>	<b>45,900</b>	<b>(0.65%)</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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	FY2021	FY2022	FY2023	FY2024	FY2025
Water Resources Division Manager	0.100	0.000	0.000	0.000	0.000
Facilities Maint Div Manager	0.037	0.000	0.000	0.000	0.000
General Maintenance Supervisor	0.005	0.000	0.000	0.000	0.000
Industrial Electrician Senior	0.151	0.000	0.000	0.000	0.000
Industrial Electrician	0.302	0.000	0.000	0.000	0.000
Public Works Project Coordinator	0.018	0.000	0.000	0.000	0.000
Building Maintenance Worker	0.010	0.000	0.000	0.000	0.000
	0.623	0.000	0.000	0.000	0.000

**Program: Traffic Control 523**

**TRAFFIC CONTROL FY2024 ACCOMPLISHMENTS**

- ✓ Performed preventative maintenance on all traffic signal intersections limiting downtime 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
- ✓ Continued assessment and adjustments to timing for signalized interactions for more efficient traffic movements throughout Town
- ✓ Purchased intelligent pedestrian crosswalk (IntelliCross) button system for major intersections
- ✓ Mapped & imported into the Towns GIS system all signalized intersections mast arms, pullboxes, control locations and cable routing

<b>Performance Measures</b>					
<b>Performance Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Traffic signal replacements (red, yellow, green lamps)	11	18	28	15	10
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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY 2025 Budget</b>	<b>% Change</b>
Salaries and Wages	241,415	253,331	293,676	293,676	293,666	291,841	(0.62%)
Employee Benefits	144,745	130,962	146,824	146,824	146,662	164,378	11.96%
Contractual	286,834	285,389	277,700	277,700	284,800	288,700	3.96%
Commodities	57,003	55,128	93,100	93,100	84,550	83,500	(10.31%)
Depreciation	28,887	28,887	28,477	28,477	28,477	28,340	(0.48%)
<b>TOTALS</b>	<b>758,883</b>	<b>753,697</b>	<b>839,777</b>	<b>839,777</b>	<b>838,155</b>	<b>856,759</b>	<b>2.02%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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**

This increase is due to contractor CPI increases, added management, configurations, and modifications of traffic software, as well as anticipated electrical costs.

**COMMODITIES**

This decrease is due to the purchase of a traffic control cabinet in FY24.

**Program: Electrical & Street Lighting 524**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Water Resources Division Manager	0.100	0.500	0.000	0.000	0.000
Facilities Maint Div Manager	0.038	0.000	0.250	0.250	0.250
Electrician Supervisor	0.000	1.000	1.000	1.000	1.000
General Maintenance Supervisor	0.025	0.000	0.000	0.000	0.000
Industrial Electrician Senior	0.276	1.000	1.000	0.000	0.000
Industrial Electrician	0.552	1.000	1.000	2.000	2.000
Public Works Project Coordinator	0.018	0.000	0.000	0.000	0.000
Building Maintenance Worker	0.050	0.000	0.000	0.000	0.000
	1.059	3.500	3.250	3.250	3.250

**ELECTRICAL & STREET LIGHTING FY2024 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
- ✓ Mapped & imported into the Town GIS system all Town and FPL streetlights, pullboxes, and lighting circuits

**Productivity Measures**

Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Total streetlights painted	x	x	x	201	300
Total streetlight service requests	x	x	x	130	100
Total bi-monthly street light surveying	7	7	7	7	7
Total utility locates call-outs	x	x	x	1,284	1,000

**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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	12,478	14,327	-	-	-	-	-%
Employee Benefits	922	1,217	-	-	-	-	-%
Contractual	265,967	281,992	309,437	316,797	347,855	372,200	20.28%
Commodities	61,742	72,129	72,200	72,200	69,800	77,400	7.20%
Capital Outlay	-	-	53,136	53,136	53,136	7,834	(85.26%)
Depreciation	23,932	15,937	5,158	5,158	5,158	1,624	(68.51%)
<b>TOTALS</b>	<b>365,041</b>	<b>385,602</b>	<b>439,931</b>	<b>447,291</b>	<b>475,949</b>	<b>459,058</b>	<b>4.35%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 rising maintenance costs for pumps, generators, fuel tanks, and SCADA repair services.

**COMMODITIES**

This increase reflects a rise in supply costs and minor equipment maintenance.

**Program: Stormwater Maintenance 531**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Water Resources Division Manager	0.485	0.000	0.000	0.000	0.000
Facilities Maint Div Manager	0.005	0.000	0.000	0.000	0.000
Utilities Maintenance Supervisor	0.438	0.000	0.000	0.000	0.000
General Maintenance Supervisor	0.005	0.000	0.000	0.000	0.000
Grounds Supervisor	0.010	0.000	0.000	0.000	0.000
Industrial Electrician Senior	0.200	0.000	0.000	0.000	0.000
Industrial Electrician	0.400	0.000	0.000	0.000	0.000
Public Works Project Coordinator	0.018	0.000	0.000	0.000	0.000
Water Resources Technician II	0.740	0.000	0.000	0.000	0.000
Water Resources Technician I	2.660	0.000	0.000	0.000	0.000
Building Maintenance Worker	0.020	0.000	0.000	0.000	0.000
Irrigation and Spray Technician	0.008	0.000	0.000	0.000	0.000
	4.989	0.000	0.000	0.000	0.000

**STORMWATER MAINTENANCE FY2024 ACCOMPLISHMENTS**

- ✓ Performed visual inspection on stormwater stations and continued preventative maintenance
- ✓ Respond and investigate issues with stormwater pumps, as needed, and send 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
- ✓ Inspection and maintenance of Town’s standby generators and fuel tanks

Performance Measures					
Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Pump station inspections	903	700	671	689	676
Storm pump repairs	19	9	6	9	As needed
Manhole basin inspections	743	20	8	114	20
Raise and replace catch basin inlets	-	-	-	-	20
Mainline cleaning (feet)	3,606 FT	5,243 FT	6,990 FT	5,284 FT	5,000 FT
Televised inspections (mainline)	-	1,100 FT	630 FT	1,921 FT	2,000 FT
Generator inspections (Town wide)	-	303	1,072	1,125	1,050
Clean and inspect storm inlets	1,640	824	1,241	1,781	1,640
Inspect de-watering permits	-	-	-	79	As needed
Storm and sanitary locates	-	-	-	3,365	As needed

**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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	916,555	1,084,217	1,190,304	1,190,304	1,195,804	1,177,017	(1.12%)
Employee Benefits	583,814	607,556	653,361	653,361	651,692	717,380	9.80%
Contractual	192,027	243,676	242,750	266,062	240,150	247,800	2.08%
Commodities	145,968	129,273	103,900	108,481	120,230	109,200	5.10%
Capital Outlay	-	-	6,648	6,648	6,648	57,505	765.00%
Depreciation	80,766	66,799	54,478	54,478	54,478	118,074	116.74%
<b>TOTALS</b>	<b>1,919,131</b>	<b>2,131,522</b>	<b>2,251,441</b>	<b>2,279,334</b>	<b>2,269,002</b>	<b>2,426,976</b>	<b>7.80%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 is due to rising costs of repairs and service of pumps, air compressors, rental of equipment, telemetry equipment, fuel tanks and generators. All service repairs and electrical costs are 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.

**CAPITAL OUTLAY**

The Increase is due to retrofitting costs for a replacement service truck and existing camera van.

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Water Resources Division Manager	0.300	0.500	1.000	1.000	1.000
Utilities Maintenance Supervisor	0.562	1.000	1.000	1.000	1.000
General Maintenance Supervisor	0.005	0.000	0.000	0.000	0.000
Grounds Supervisor	0.010	0.000	0.000	0.000	0.000
Industrial Electrician Senior	0.210	0.000	0.000	0.000	0.000
Industrial Electrician	0.420	0.000	0.000	0.000	0.000
Public Works Project Coordinator	0.018	0.000	0.000	0.000	0.000
Water Resources Technician II	1.760	3.000	4.000	5.000	4.000
Water Resources Technician I	7.340	10.000	9.000	8.000	9.000
Building Maintenance Worker	0.020	0.000	0.000	0.000	0.000
Irrigation and Spray Technician	0.008	0.000	0.000	0.000	0.000
	10.653	14.500	15.000	15.000	15.000

**SANITARY SEWER MAINTENANCE FY2024 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
- ✓ 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
- ✓ Rebuilt three sanitary sewer ejection stations

Performance Measures					
Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Residential service calls	10	44	44	44	25
Inspect/repair pump stations	1,996	2,763	2,054	2,197	2,200
Inspect/repair manhole basins	331	14	19	118	50
Mainline cleaning (feet)	138,479 FT	114,061 FT	141,609 FT	149,672 FT	130,000 FT
Utility locates	4,764	5,332	7,086	3,365	As needed
Inspect sewer connections and abandonments	-	-	-	59	As needed
CCTV sanitary sewer lines	8,890	26,595	26,413	8,945	20,000

**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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	-	-	-	-	-	-	-%
Employee Benefits	-	-	-	-	-	-	-%
Contractual	2,548,073	3,484,988	3,793,965	3,793,965	3,600,000	3,907,784	3.00%
Commodities	-	-	-	-	-	-	-%
<b>TOTALS</b>	<b>2,548,073</b>	<b>3,484,988</b>	<b>3,793,965</b>	<b>3,793,965</b>	<b>3,600,000</b>	<b>3,907,784</b>	<b>3.00%</b>

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

**CONTRACTUAL**

This increase reflects the ECR 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, located at Station S-2.

**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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	496,336	518,410	575,770	575,770	579,270	669,549	16.29%
Employee Benefits	340,240	346,737	355,690	355,690	355,690	433,128	21.77%
Contractual	272	1,347	5,600	6,372	5,000	5,750	2.68%
Commodities	65,514	62,299	78,700	78,700	75,750	82,800	5.21%
Depreciation	106,846	106,846	106,846	106,846	106,846	106,126	(0.67%)
<b>TOTALS</b>	<b>1,009,209</b>	<b>1,035,639</b>	<b>1,122,606</b>	<b>1,123,378</b>	<b>1,122,556</b>	<b>1,297,353</b>	<b>15.57%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum COLA and changing all sanitation bureau staff to a step pay plan.

**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 uniform costs.

**PROGRAM: Residential Collection 541**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Sanitation Supervisor	0.400	0.400	0.400	0.400	0.400
Transfer Station Operator	0.750	0.750	0.750	0.750	0.750
Equipment Operator I	7.200	7.200	7.200	7.200	8.000
Services Division Manager	0.280	0.200	0.200	0.200	0.200
General Maintenance Supervisor	0.005	0.000	0.000	0.000	0.000
Grounds Supervisor	0.005	0.000	0.000	0.000	0.000
Industrial Electrician Senior	0.005	0.000	0.000	0.000	0.000
Industrial Electrician	0.010	0.000	0.000	0.000	0.000
Public Works Project Coordinator	0.018	0.000	0.000	0.000	0.000
Building Maintenance Worker	0.022	0.000	0.000	0.000	0.000
	8.695	8.550	8.550	8.550	9.350

Productivity Measures					
Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Residential Garbage Collected (Tons)	6,725	6,892	6,798	6,929	7,000
Residential Garbage Reported Misses	4	3	5	6	4

**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:

- ✦ Collect commercial garbage five days a week. Provide steady, and consistently excellent scheduled service without missing pickups
- ✦ Maintain positive customer relationships with commercial customers

**Expenditure Summary**

	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2022 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	513,023	509,895	551,168	551,168	561,168	613,349	11.28%
Employee Benefits	267,461	284,274	298,122	298,122	298,130	338,609	13.58%
Contractual	409,220	416,849	546,400	552,671	541,300	554,800	1.54%
Commodities	64,613	58,530	68,750	68,750	66,230	65,050	(5.38%)
Depreciation	97,213	92,822	59,609	59,609	59,609	99,714	67.28%
<b>TOTALS</b>	<b>1,351,531</b>	<b>1,362,370</b>	<b>1,524,049</b>	<b>1,530,320</b>	<b>1,526,437</b>	<b>1,671,521</b>	<b>9.68%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum COLA and changing all sanitation bureau staff to a step pay plan.

**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 includes Royal Poinciana Plaza compacted garbage contract and an increase to the temporary labor contracts. The compacted garbage contract increase will be offset by equal revenues.

**COMMODITIES**

The decrease reflects reduction in fuel costs.

**PROGRAM: Commercial Collection 542**

<b>Full Time Equivalent Employees</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
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
Services Division Manager	0.150	0.200	0.200	0.200	0.200
Sanitation and Trash Worker	4.000	4.000	4.000	4.000	4.000
	6.800	6.850	6.850	6.850	6.850

<b>Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Commercial Garbage Collected (Tons)	2,882	2,954	2,914	2,969	3,000
Commercial Garbage Reported Misses	-	2	3	4	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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2022 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	-	-	-	-	-	-	-%
Employee Benefits	-	-	-	-	-	-	-%
Contractual	55,011	80,113	80,000	80,000	90,000	90,000	12.50%
Commodities	-	-	-	-	-	-	-%
<b>TOTALS</b>	<b>55,011</b>	<b>80,113</b>	<b>80,000</b>	<b>80,000</b>	<b>90,000</b>	<b>90,000</b>	<b>12.50%</b>

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

**CONTRACTUAL**

Solid waste disposal fees paid to the 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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	927,058	994,512	1,059,608	1,059,608	1,061,608	1,142,098	7.78%
Employee Benefits	675,750	668,837	719,925	719,925	719,925	782,142	8.64%
Contractual	189,015	206,223	328,100	416,443	297,900	294,050	(10.38%)
Commodities	161,705	136,927	154,250	154,250	149,930	151,715	(1.64%)
Capital Outlay	-	-	-	-	-	28,355	100.00%
Depreciation	205,366	245,709	269,253	269,253	269,253	221,327	(17.80%)
<b>TOTALS</b>	<b>2,158,893</b>	<b>2,252,208</b>	<b>2,531,136</b>	<b>2,619,479</b>	<b>2,498,616</b>	<b>2,619,687</b>	<b>3.50%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum COLA and changing all trash bureau staff to a step pay plan.

**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 a decrease in fuel costs.

**CAPITAL OUTLAY**

The amount for capital outlay is attributable to the difference between the amount budgeted in the equipment replacement fund and the actual cost of replacing the vehicles.

**Program: Yard Trash Collection 544**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Trash Supervisor	1.000	1.000	1.000	1.000	1.000
Crane Operator	3.000	3.000	3.000	3.000	3.000
Landfill Operator	1.000	1.000	1.000	1.000	1.000
Equipment Operator II	1.000	1.000	1.000	1.000	1.000
Equipment Operator I	8.000	8.000	8.000	8.000	7.000
Services Division Manager	0.300	0.200	0.200	0.200	0.200
General Maintenance Supervisor	0.005	0.000	0.000	0.000	0.000
Industrial Electrician Senior	0.005	0.000	0.000	0.000	0.000
Industrial Electrician	0.010	0.000	0.000	0.000	0.000
Public Works Project Coordinator	0.018	0.000	0.000	0.000	0.000
Building Maintenance Worker	0.022	0.000	0.000	0.000	0.000
Sanitation and Trash Worker	3.000	3.000	3.000	3.000	3.000
	17.360	17.200	17.200	17.200	16.200

**YARD TRASH COLLECTION FY2024 ACCOMPLISHMENTS**

- ✓ Collection and landfill operations processed 118,560 cubic yards of debris generated from residential and commercial establishments
- ✓ Maintained permit compliance with all conditions per regulatory agencies
- ✓ Continued use of Lucity (work order management system) to manage assets, create work orders, track workload, schedule projects, and create reports

**Productivity Measures**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
CY collected and disposed of yard waste	127,276	125,900	120,970	118,560	118,000

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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	200,720	204,945	231,448	231,448	232,948	261,056	12.79%
Employee Benefits	132,408	133,745	138,611	138,611	138,611	166,611	20.20%
Contractual	13,125	17,849	23,000	23,000	22,780	19,500	(15.22%)
Commodities	17,169	16,363	18,500	18,500	17,925	18,200	(1.62%)
Depreciation	12,583	27,926	27,926	27,926	27,926	27,926	-%
<b>TOTALS</b>	<b>376,005</b>	<b>400,828</b>	<b>439,485</b>	<b>439,485</b>	<b>440,190</b>	<b>493,292</b>	<b>12.24%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum COLA and changing all sanitation bureau staff to a step pay plan.

**EMPLOYEE BENEFITS**

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

**CONTRACTUAL**

Decrease due to reduction in funds for temporary labor contract.

**COMMODITIES**

Budget reflects decrease in fuel costs.

**Program: Recycling 545**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
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	2.000
Services Division Manager	0.170	0.200	0.200	0.200	0.200
	3.170	3.200	3.200	3.200	3.400

**RECYCLING FY2024 ACCOMPLISHMENTS**

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

Productivity Measures					
Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Recycling Collection (Tons)	1,503	1,599	1,599	1,339	1,500

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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	165,840	215,362	170,525	170,525	181,765	183,607	7.67%
Employee Benefits	83,800	86,405	83,148	83,148	83,960	92,991	11.84%
Contractual	1,346,436	1,482,044	1,697,150	1,765,449	1,857,104	1,904,800	12.24%
Commodities	63,571	83,528	91,200	91,200	90,298	100,650	10.36%
Depreciation	26,939	30,108	29,050	29,050	29,050	25,781	(11.25%)
<b>TOTALS</b>	<b>1,686,586</b>	<b>1,897,448</b>	<b>2,071,073</b>	<b>2,139,372</b>	<b>2,242,177</b>	<b>2,307,828</b>	<b>11.43%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 changes associated with Contractual services increased due to contractor CPI increases, anticipated costs for rebidding of all zoned contracts, Lethal Yellowing (LY) treatments and hardwood tree trimming services. Additionally, anticipated costs for Southern Causeway maintenance, renovations of Royal Poinciana Way median, and Park Avenue mini parks. Anticipated costs associated with utilities and legal advertisements for rebidding of contracts increased.

**Program: Grounds 551**

**COMMODITIES**

This increase is due to purchase of new office chairs for bureau, white fly treatments for Ficus trees (materials only), an increase in uniform costs (includes replacement & maintenance program), and three (3) year average of expenditures for other supplies.

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Water Resources Division Manager	0.005	0.000	0.000	0.000	0.000
Facilities Maint Div Manager	0.350	0.333	0.250	0.250	0.250
General Maintenance Supervisor	0.050	0.000	0.000	0.000	0.000
Grounds Supervisor	0.875	0.500	0.500	0.500	0.500
Industrial Electrician Senior	0.013	0.000	0.000	0.000	0.000
Industrial Electrician	0.026	0.000	0.000	0.000	0.000
Public Works Project Coordinator	0.750	0.000	0.000	0.000	0.000
Building Maintenance Worker	0.110	0.000	0.000	0.000	0.000
Irrigation and Spray Technician	0.966	1.000	1.000	1.000	1.000
Equipment Operator II	0.200	0.000	0.000	0.000	0.000
	3.345	1.833	1.750	1.750	1.750

**LANDSCAPE MAINTENANCE FY2024 ACCOMPLISHMENTS**

- ✓ Converted 2 remote access irrigation systems (telemetry) from dial up to cellular
- ✓ Continue to incorporate 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
- ✓ Restoration of Annie's Dock Park

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Inspect irrigation systems (hours)	484	1,180	937	1,057	500
Inspect historic trees	118	121	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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	241,027	320,372	402,135	402,135	395,412	424,815	5.64%
Employee Benefits	203,541	204,849	226,365	226,365	228,841	255,629	12.93%
Contractual	702,487	841,383	1,036,200	1,069,251	1,149,017	1,125,700	8.64%
Commodities	48,707	54,365	48,550	53,574	51,500	47,200	(2.78%)
Capital Outlay	-	26,266	-	-	-	-	-%
Depreciation	9,565	21,986	35,245	35,245	35,245	59,766	69.57%
<b>TOTALS</b>	<b>1,205,327</b>	<b>1,469,222</b>	<b>1,748,495</b>	<b>1,786,569</b>	<b>1,860,015</b>	<b>1,913,110</b>	<b>9.41%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 contractor CPI increases, anticipated costs for new Janitorial HVAC, and fire suppression contracts, tenting of Public Works for termites, awning repairs/replacements for Town Hall and Public Works, increase square footage costs for pressure cleaning (.18/sf to .22/sf), anticipated utility (water, electric, gas) cost increases based off three (3) year average, roof coatings for Town Hall, and facility requests.

**COMMODITIES**

The Commodities decrease is due to moving Generator Maintenance supplies to the 531/532 programs.

**Program: Facility Maintenance 554**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Water Resources Division Manager	0.010	0.000	0.000	0.000	0.000
Facilities Maint Div Manager	0.435	0.334	0.250	0.250	0.250
General Maintenance Supervisor	0.707	1.000	1.000	1.000	1.000
Grounds Supervisor	0.020	0.000	0.000	0.000	0.000
Industrial Electrician Senior	0.135	0.000	0.000	0.000	0.000
Industrial Electrician	0.270	0.000	0.000	0.000	0.000
Public Works Project Coordinator	0.804	2.000	2.000	2.000	2.000
Building Maintenance Worker	1.716	2.000	2.000	2.000	2.000
Irrigation and Spray Technician	0.008	0.000	0.000	0.000	0.000
	4.105	5.334	5.250	5.250	5.250

**FACILITY MAINTENANCE FY2024 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
- ✓ Systematicity replaced older HVAC units to more energy efficient units
- ✓ Applied roof coatings to Police, Central Fire and Town Hall Facilities to increase the useful life of exposed flat decking
- ✓ Upgraded Elevators in Police, Central Fire and Town Hall Facilities to meet current codes
- ✓ Continued security card access retrofitting program
- ✓ Interior renovation of Mid-Town Lifeguard restroom facility and roofing membrane
- ✓ Recertified lighting protection for Town Hall and Central Fire station
- ✓ First floor windowpane replacement at the Police Department

**Performance Measures**

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Total facility inspections (Quarterly)	-	6	-	35	60
Total work orders for service/repairs	257	338	438	472	700
Total Re-active work orders completed	216	311	694	220	200

**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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	517,993	613,554	838,228	838,228	837,228	878,091	4.76%
Employee Benefits	199,640	272,783	341,894	341,894	343,683	384,794	12.55%
Contractual	10,513	10,553	5,484	7,608	5,750	7,800	42.23%
Commodities	4,644	4,924	5,200	5,200	8,529	10,500	101.92%
Capital Outlay	-	-	33,000	33,000	29,994	-	(100.00%)
Depreciation	7,403	7,403	11,807	11,807	11,807	17,021	44.16%
<b>TOTALS</b>	<b>740,193</b>	<b>909,217</b>	<b>1,235,613</b>	<b>1,237,737</b>	<b>1,236,991</b>	<b>1,298,206</b>	<b>5.07%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 increased due to rising costs of permit fees, travel, and transfer of data plan for Construction & R-O-W Manager from program 565 to 561.

**Program: General Engineering Services 561**

**COMMODITIES**

Commodities increased due to rise in training, membership dues, supplies, and fuel costs.

**CAPITAL OUTLAY**

The decrease is due to a vehicle purchase in FY2024 for the new Project Engineering Coordinator position.

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
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	2.000	2.000	2.000	2.000
Project Engineering Coordinator	0.000	0.000	0.000	1.000	0.000
Underground Utilities Easement Acquisition Manager	0.000	0.000	0.000	0.000	1.000
Construction & Right-A-Way Manager	0.000	0.000	0.000	1.000	1.000
GIS Specialist	0.000	0.000	1.000	0.000	0.000
Engineering Support Coordinator	0.000	0.000	0.000	1.000	1.000
CMMS Coordinator	0.000	0.000	1.000	0.000	0.000
	3.000	4.000	6.000	7.000	7.000

**GENERAL ENGINEERING FY2024 ACCOMPLISHMENTS**

- ✓ Successful completion of A-4 and D-12 Pump Stations and North Fire Station
- ✓ Successful implementation of Town-wide Undergrounding Program including completion of Phases 4 North, 5 North, 3 South and 5 South. Award of construction contracts for Phases 6 North, 6 South, 7 North and 7 South

Performance Measures				
Performance Measures	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Complete North Fire Station by end of FY24	1	1	50%	50%

Performance Measures				
Performance Measures	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Complete construction of A-4 and D-12 Pump Stations by end of FY 24	0	0	10%	50%

Performance Measures				
Performance Measures	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Complete the replacement of the Mid-Town Seawall by end of FY28	-	30% (Design and Permitting 100%)	30% (Design and Permitting 100%)	ON HOLD

Productivity Measures					
Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Complete installation of necessary conduit for smart crosswalks by FY26	0%	0%	0%	0%	50%

**Performance Measures**

**PROGRAM: General Engineering Services 561**

<b>Performance Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
% of right of way permits issued captured in GIS map	100%	100%	100%	100%	100%
Weekly right of way inspections	100	177	177	177	200
Monthly review of right-of-way permits and road impacts	170	400	400	400	350

<b>Performance Measures</b>					
<b>Performance Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Salaries and Wages	289,654	324,309	404,381	404,381	380,431	418,537	3.50%
Employee Benefits	208,101	212,030	236,724	236,724	240,080	239,061	0.99%
Contractual	39,273	54,150	78,900	79,025	53,640	75,500	(4.31%)
Commodities	234,464	267,119	215,460	215,460	237,780	236,300	9.67%
Capital Outlay	21,248	-	6,000	6,000	6,000	78,600	1210.00%
Depreciation	14,370	18,942	18,799	18,799	18,799	19,773	5.18%
<b>TOTALS</b>	<b>807,109</b>	<b>876,551</b>	<b>960,264</b>	<b>960,389</b>	<b>936,730</b>	<b>1,067,771</b>	<b>11.20%</b>

\*FY24 Adjusted includes FY24 adopted budget plus purchase orders written against the FY23 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 FY2025 budget includes a lump sum 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 contractual services for outside vendor repairs.

**COMMODITIES**

Budget reflects an increase primarily due to repair parts costs.

**CAPITAL OUTLAY**

Increase reflects the purchase of shop equipment for FY2025.

**PROGRAM: Equipment Operation & Maintenance 571**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Services Division Manager	0.100	0.200	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	5.200	5.200	5.200	5.200

**EQUIPMENT OPERATION AND MAINTENANCE FY2024 ACCOMPLISHMENTS**

- ✓ Met projected goal of unscheduled repairs by implementing a predictive monitoring plan
- ✓ Purchased and commissioned nine (9) pieces of equipment for various user divisions

Performance Measures					
Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Equipment Repair Totals	1,039	705	671	589	500
Preventive Maintenance Scheduled	506	552	207	251	300



# Other Programs

**Town of Palm Beach / FY 2025 Adopted 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

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	-%
Employee Benefits	-	-	-	-	-	-	-%
Contractual	-	-	-	-	-	-	-%
Commodities	-	-	-	-	-	-	-%
Other	363,230	374,127	385,351	385,351	385,351	396,912	3.00%
<b>TOTALS</b>	<b>363,230</b>	<b>374,127</b>	<b>385,351</b>	<b>385,351</b>	<b>385,351</b>	<b>396,912</b>	<b>3.00%</b>

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

	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
Capital Improvement Fund (307)	8,428,200	9,371,020	10,308,122	10,308,122	14,250,622	38.25%
Coastal Protection Fund (309)	4,920,310	5,264,732	5,791,205	5,791,205	5,791,205	-%
Townwide Underground Utilities (122)	176,550	191,116	-	-	-	-%
Debt Service Fund (205)	5,676,719	5,680,666	5,679,013	5,679,013	5,846,518	2.95%
Equipment Replacement Fund (320)	-	-	-	-	2,000,000	100.00%
Extraordinary Transfer to Retirement (600)	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	-%
Group Health Retirees (610)	334,215	331,217	789,128	789,128	828,584	5.00%
Risk - W/C, Liab, Prop	2,173,487	2,274,106	2,329,817	2,329,817	2,329,817	-%
<b>TOTALS</b>	<b>27,129,481</b>	<b>28,532,857</b>	<b>30,317,285</b>	<b>30,317,285</b>	<b>36,466,746</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

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Budget	% Change
Salaries and Wages	-	-	-	-	-%
Employee Benefits	-	-	-	-	-%
Contractual	-	-	-	-	-%
Commodities	-	-	-	-	-%
Salary Savings	-	-	-	(500,000)	(100.00%)
Contingency	600,000	600,000	600,000	600,000	-%
<b>TOTALS</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>100,000</b>	<b>500.00%</b>



# Town-wide Underground Utilities Fund

Town of Palm Beach / FY 2025 Adopted Annual Budget

## FUND 122: TOWN-WIDE UNDERGROUND UTILITIES

### Revenue and Expense Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
<b>Revenues</b>						
Special Assessment Revenue	1,473,485	1,376,934	3,503,760	3,550,000	3,856,110	10.06%
Grant Proceeds - FEMA Mitigation	827,237	3,091,946	-	-	-	-%
Transfer from General Fund	176,550	191,116	-	-	-	-%
Transfer from CIP Fund (307)	500,000	500,000	500,000	500,000	500,000	-%
Interest on Investments	2,772,336	3,840,724	300,000	1,500,000	500,000	66.67%
Transfer from Marina Fund	2,600,000	2,600,000	4,100,000	4,100,000	6,000,000	46.34%
Other Income	212,030	189,464	224,900	180,000	224,900	-%
<b>TOTALS</b>	<b>8,561,639</b>	<b>11,790,184</b>	<b>8,628,660</b>	<b>9,830,000</b>	<b>11,081,010</b>	<b>28.42%</b>
<b>Expenditures</b>						
Salaries and Wages	93,391	105,608	-	-	-	-%
Employee Benefits	40,915	45,202	-	-	-	-%
Contractual Services	223,674	166,623	111,000	1,000	61,000	(45.05%)
Commodities	41	-	250	100	250	-%
Debt Service	3,850,005	3,850,655	3,847,355	2,639,028	3,847,605	0.01%
Projects	22,294,292	22,776,703	29,800,000	110,000	14,028,290	(52.93%)
<b>TOTALS</b>	<b>26,502,318</b>	<b>26,944,791</b>	<b>33,758,605</b>	<b>2,750,128</b>	<b>17,937,145</b>	<b>(46.87%)</b>
Total Revenues Over/(Under) Expenses	(17,940,680)	(15,154,607)	(25,129,945)	7,079,872	(6,856,135)	
Beginning Fund Equity	64,700,597	46,759,917	31,605,310	31,605,310	38,685,182	
<b>Ending Net Assets</b>	<b>46,759,917</b>	<b>31,605,310</b>	<b>6,475,365</b>	<b>38,685,182</b>	<b>31,829,047</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 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 FY25, we expect to complete Phases 3 South, 4 South, 5 North, 5 South, 6 North and 6 South. During FY25 work will continue on Phases 7 North, 7 South, and Phase 8. The entire project is expected to be completed in 2027.

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Underground Utilities Easement Acquisition Manager	0.000	1.000	1.000	0.000	0.000
Administrative Assistant (Part Time)	0.000	0.750	0.750	0.000	0.000
Underground Utilities Project Manager	1.000	0.000	0.000	0.000	0.000
	1.000	1.750	1.750	0.000	0.000





# Debt Administration

Town of Palm Beach / FY 2025 Adopted 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	\$32,149,560,525
Legal Debt Margin:	
Debt Limitation - 5% of Assessed Value	\$1,607,478,026
Town Covenants:	
50% Non Ad Valorem Revenue	\$24,762,516
Non Self-Supporting Debt Service	\$9,250,183

### 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 2033 are contained in the table below.

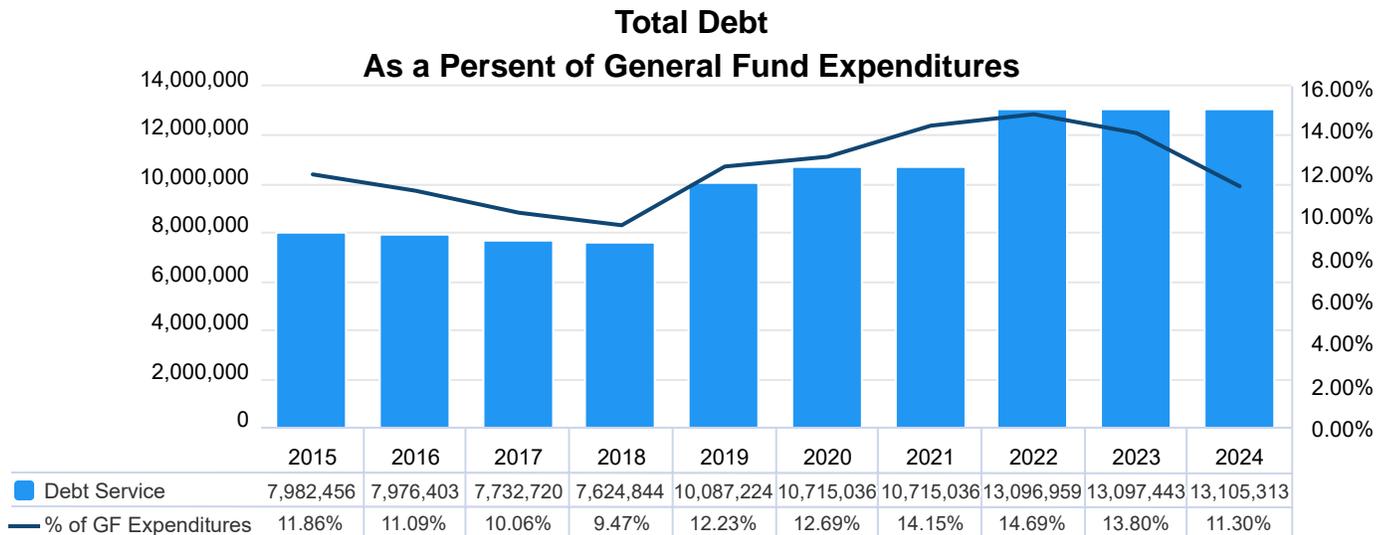
Fiscal Year	2013 Revenue Bond	2016 Revenue Bond ACIP-I	2016 Revenue Bond Worth Ave	2019 Revenue Bond	2019 Taxable Revenue Bond	2018 General Obligation Bond	2020 Revenue Bond	2021 General Obligation Bond	Total
2024	1,508,500	2,926,125	724,537	293,084	1,805,474	3,399,600	1,992,463	447,255	13,097,038
2025	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
2033	-	2,943,400	723,263	291,775	3,342,058	3,400,100	2,008,031	447,505	13,156,132

### DEBT SUMMARY

Outstanding debt as of September 30, 2024:

General Obligation Bonds	\$ 57,785,000
General Fund Pledge Obligations:	
Non-Ad Valorem Revenue Bonds	\$ 122,260,000
<b>Total Gross Debt (18.6% of capacity)</b>	<b>\$ 180,045,000</b>
<hr/>	
	<b>Debt Ratios</b>
Population	9,207
Taxable Value	\$ 31,638,809,883
<b>Total Gross Debt</b>	<b>\$ 180,045,000</b>
	<b>Per Capita</b>
	\$ 3,436,386
	<b>\$ 19,555</b>

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

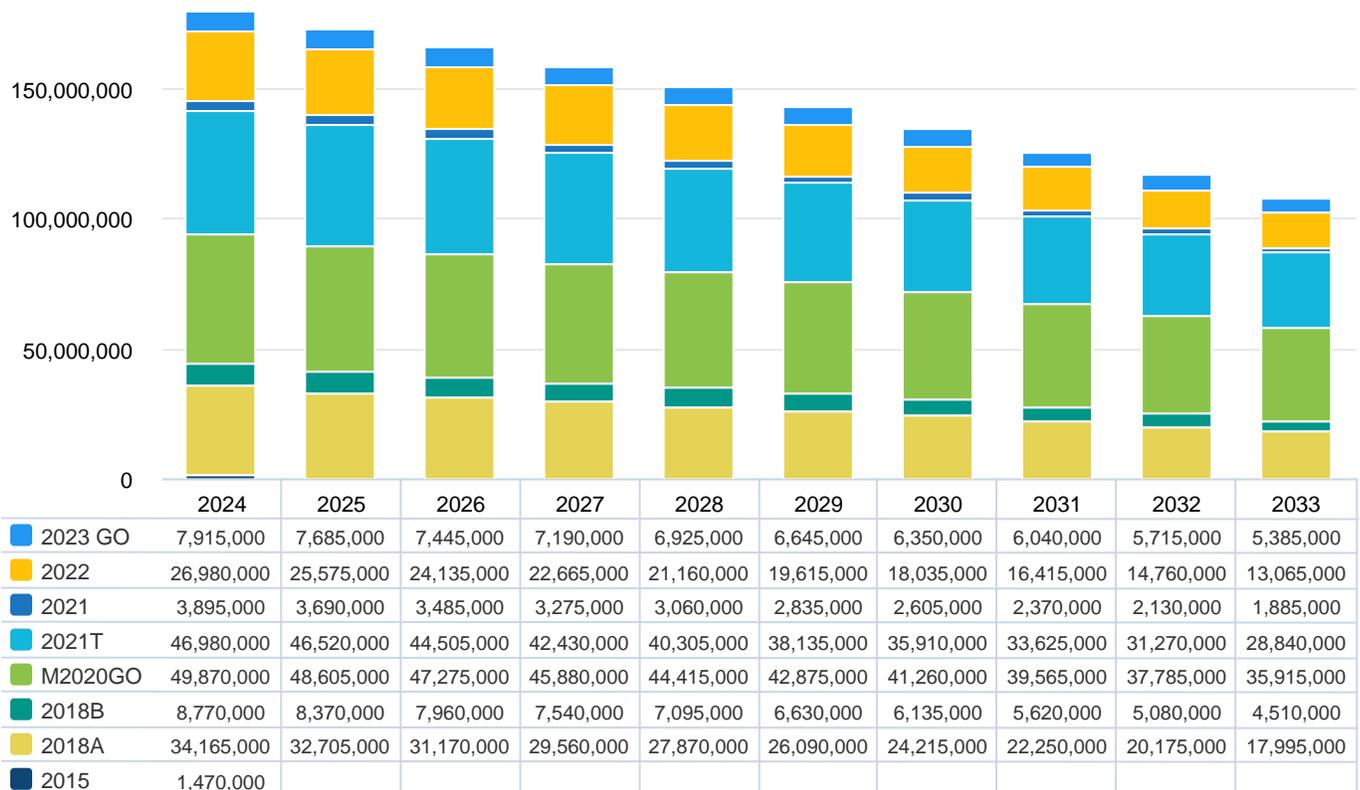


### Principal Debt Outstanding FY2024 - FY2033

Fiscal Year	2013 Revenue Bond	2016A Revenue Bond ACIP-I	2016B Revenue Bond Worth Ave	2019 Revenue Bond	2019 Taxable Revenue Bond	2018 General Obligation Bond	2020 Revenue Bond	2021 General Obligation Bond	Total Debt Outstanding
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
2033	-	17,995,000	4,510,000	1,885,000	28,840,000	35,915,000	13,065,000	5,385,000	107,595,000

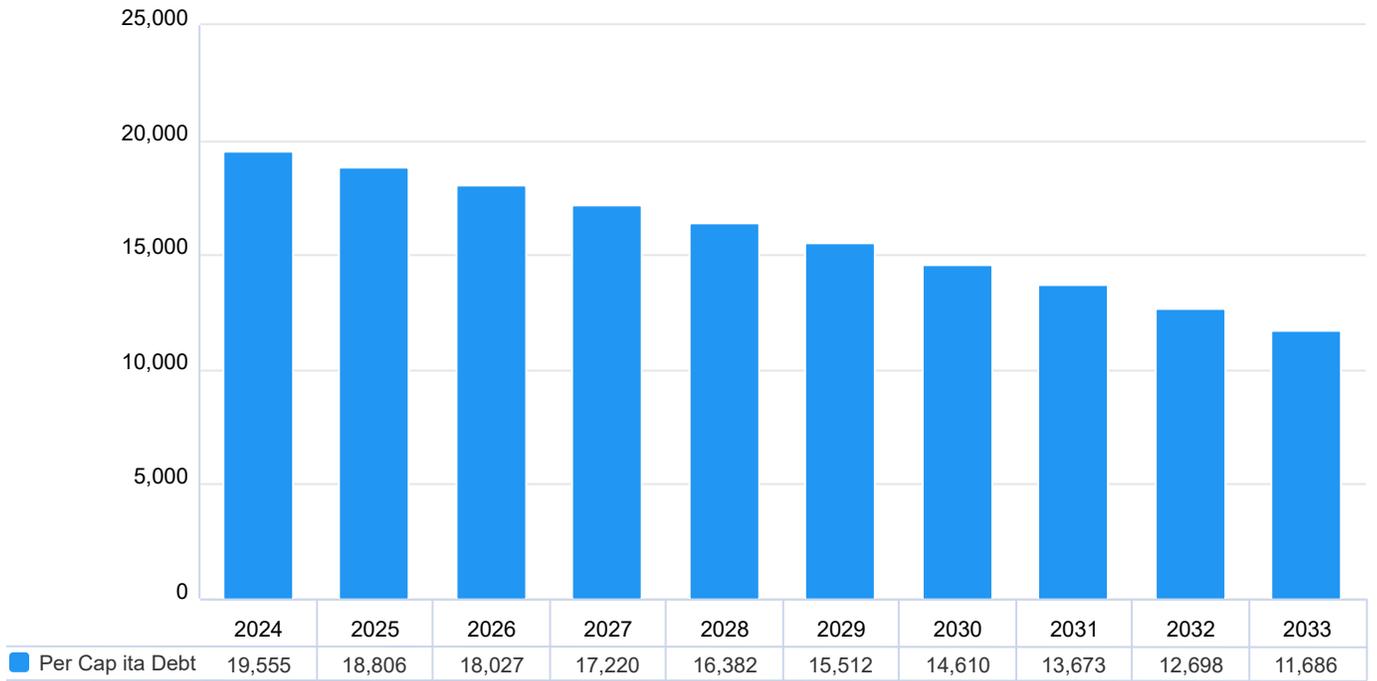
The chart below shows the total principal debt outstanding for FY24 through FY33

### Principal Debt Outstanding



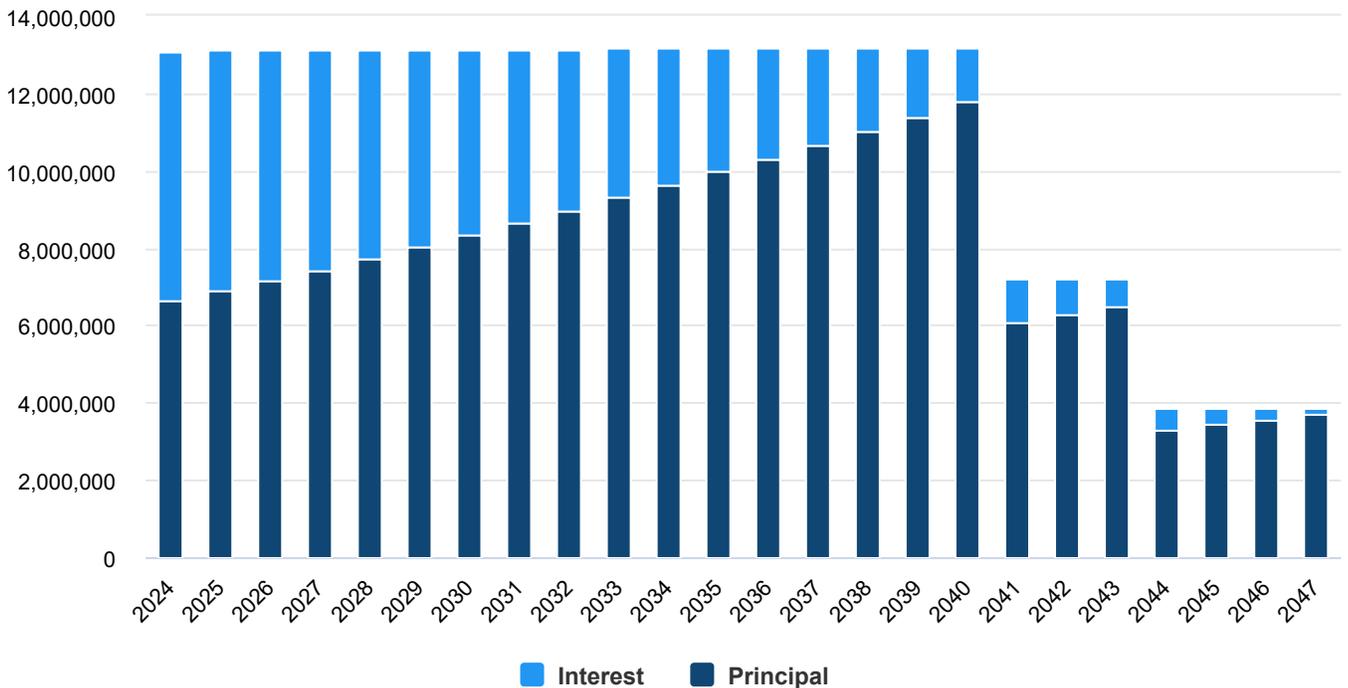
The chart below shows total outstanding debt per capita for FY24 through FY33.

### 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

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
<b>Revenues</b>						
Interest Earnings	4,455	21,480	20,000	20,000	17,500	(12.50%)
Transfer from General Fund	5,676,719	5,680,666	5,679,013	5,679,013	5,846,518	2.95%
Transfer from Par 3 Golf Course	191,100	187,426	188,207	188,207	183,999	(2.24%)
Transfer from Coastal Fund	508,958	509,135	508,463	508,463	508,760	0.06%
<b>TOTALS</b>	<b>6,381,232</b>	<b>6,398,707</b>	<b>6,395,683</b>	<b>6,395,683</b>	<b>6,556,777</b>	<b>2.52%</b>
<b>Expenditures</b>						
Debt Service Interest	3,400,040	3,254,665	3,103,183	3,103,183	2,944,277	(5.12%)
Debt Service Principal	3,135,000	3,280,000	3,430,000	3,430,000	3,595,000	4.81%
Other Expenses	3,500	2,250	10,000	4,000	10,000	-%
Contractual	7,500	7,500	7,500	7,500	7,500	-%
Transfer to CIP Fund	-	-	1,000,000	1,000,000	-	(100.00%)
<b>TOTALS</b>	<b>6,546,040</b>	<b>6,544,415</b>	<b>7,550,683</b>	<b>7,544,683</b>	<b>6,556,777</b>	<b>(13.16%)</b>
Total Revenues Over/(Under) Expenses	(164,808)	(145,708)	(1,155,000)	(1,149,000)	-	
Beginning Fund Equity	1,479,569	1,314,761	1,169,053	1,169,053	20,053	
<b>Ending Net Assets</b>	<b>1,314,761</b>	<b>1,169,053</b>	<b>14,053</b>	<b>20,053</b>	<b>20,053</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

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
<b>Revenues</b>						
Interest Earnings	1,361	11,938	-	5,426	-	-%
Non Ad Valorem Assessment Revenue	746,520	718,434	727,038	790,718	725,188	(0.25%)
<b>TOTALS</b>	<b>747,881</b>	<b>730,372</b>	<b>727,038</b>	<b>796,144</b>	<b>725,188</b>	<b>(0.25%)</b>
<b>Expenses</b>						
Debt Service Interest	357,113	346,013	334,538	334,538	322,688	(3.54%)
Debt Service Principal	365,000	375,000	390,000	390,000	400,000	2.56%
Other Expenses	2,250	3,750	2,500	1,500	2,500	-%
<b>TOTALS</b>	<b>724,363</b>	<b>724,763</b>	<b>727,038</b>	<b>726,038</b>	<b>725,188</b>	<b>(0.25%)</b>
Total Revenues Over/(Under) Expenses	23,518	5,609	-	70,106	-	
Beginning Fund Equity	173,503	197,022	202,631	202,631	272,737	
<b>Ending Net Assets</b>	<b>197,022</b>	<b>202,631</b>	<b>202,631</b>	<b>272,737</b>	<b>272,737</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

**Town of Palm Beach / FY 2025 Adopted 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)

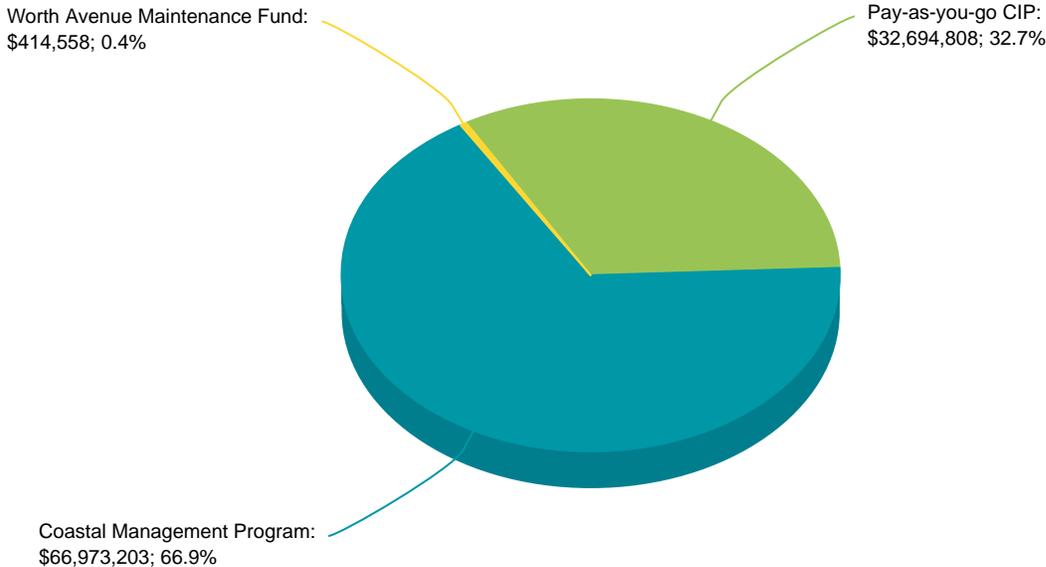
This fund was initially established to account for the Worth Avenue Assessment District construction costs. This fund currently accounts for maintenance costs associated with the district.

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.

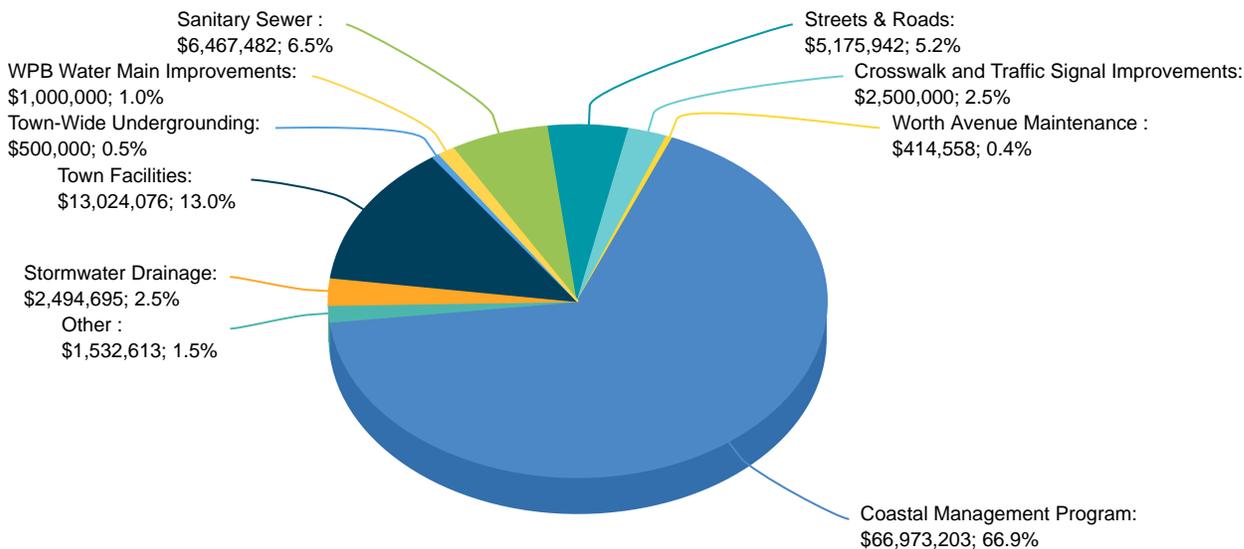
The most obvious connection is the fact that the operating budget assumes the cost of maintaining and operating new facilities that are built under the capital budget. The operating budget impact estimates for capital projects are important for future planning and are included in budget projections used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

## CAPITAL PROJECTS BY PROJECT TYPE AND FUND

### FY2025 Capital Funds Budget by Fund - \$100,082,569



### FY2025 Capital Funds Budget by Project Type



**FUND 307: PAY-AS-YOU-GO CAPITAL IMPROVEMENT FUND**  
**Revenue and Expense Summary**

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
<b>Revenues</b>						
Transfer from General Fund (001)	8,428,200	9,371,020	10,308,122	10,308,122	14,250,622	38.25%
Transfer from Marina (401)	-	-	-	-	4,000,000	100.00%
Transfer from Building Fund (405)	-	688,049	-	-	60,000	100.00%
Transfer from Debt Service Fund (205)	-	-	1,000,000	1,000,000	-	(100.00%)
Restricted - One Cent Sur Tax	812,286	904,621	500,000	500,000	500,000	-%
American Rescue Plan	85,896	1,687,709	-	-	-	-%
Donations	727,000	289,095	-	153,767	-	-%
Interest on Investments	(673,900)	917,249	500,000	2,500,000	2,000,000	300.00%
Cost Sharing/Interlocal Agreement	1,025,724	-	1,000,000	1,000,000	1,000,000	-%
<b>TOTALS</b>	<b>10,405,206</b>	<b>13,857,744</b>	<b>13,308,122</b>	<b>15,461,889</b>	<b>21,810,622</b>	<b>63.89%</b>
<b>Expenses</b>						
Projects	5,292,544	11,876,404	15,143,604	12,215,460	19,951,000	31.75%
Carry Over Reserves	-	-	23,063,692	-	26,719,475	15.85%
Contingency	-	-	328,590	-	-	(100.00%)
Transfer to TWUU Fund (122)	500,000	500,000	500,000	500,000	500,000	-%
<b>TOTALS</b>	<b>5,792,544</b>	<b>12,376,404</b>	<b>39,035,886</b>	<b>12,715,460</b>	<b>47,170,475</b>	<b>20.84%</b>
Total Revenues Over/(Under) Expenses	4,612,662	1,481,340	(25,727,764)	2,746,429	(25,359,853)	
Beginning Fund Equity	17,688,704	22,301,366	23,782,706	23,782,706	26,529,135	
<b>Ending Net Assets</b>	<b>22,301,366</b>	<b>23,782,706</b>	<b>(1,945,058)</b>	<b>26,529,135</b>	<b>1,169,282</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**

### **Carry Over Projects**

Projected unexpended project balances, authorized in prior years

### **Contingency**

Eliminated in FY25 - Contingency is included in individual 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 FY2025 Budget

Item #	Location	Accumulated Project Budget through FY24	FY2024 Available Balance as of 8/23/24	FY2025 Budget	FY2026 Estimated	FY2027 Estimated	FY2028 Estimated	FY2029 Estimated	FY2025-2029 Total
<b>Pavement Management</b>									
	Town-Wide Paving Program	\$ 6,325,524	\$ 14,836	\$ 4,000,000	\$ 4,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 23,000,000
	Canopy Drainage (N. County Rd)	\$ 0	\$ 0	\$ 2,600,000	\$ 1,400,000				\$ 4,000,000
	Crosswalk Improvements	\$ 1,000,000	\$ 825,069						\$ -
	Town-wide Sidewalk and Curb				\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,200,000
	Mast Arm Replacements	\$ 116,155	\$ 27,564		\$ 1,000,000	\$ 1,000,000			\$ 2,000,000
	PHB Flashing Beacon @ Breakers/Via Bethesda								\$ -
	Ibis Way & Island Rd Briddges				\$ 200,000	\$ 1,800,000	\$ 150,000	\$ 1,500,000	\$ 3,650,000
	<b>Total Pavement Management</b>	<b>\$ 7,441,679</b>	<b>\$ 867,469</b>	<b>\$ 6,600,000</b>	<b>\$ 6,900,000</b>	<b>\$ 8,100,000</b>	<b>\$ 5,450,000</b>	<b>\$ 6,800,000</b>	<b>\$ 33,850,000</b>
<b>Drainage System</b>									
1	D-2 Palmo Way	\$ 396,370	\$ 111,371			\$ 450,000	\$ 5,000,000	\$ 5,000,000	\$ 10,450,000
2	D-3 Tangier Avenue	\$ 200,000	\$ 139,900		\$ 300,000		\$ 590,000	\$ 4,500,000	\$ 5,390,000
3	D-8 Country Club Road	\$ 1,675,683						\$ 1,215,000	\$ 1,215,000
4	D-12 Everglade Avenue	\$ 1,345,832	\$ 27,751						\$ -
5	D-17 Clarendon Avenue	\$ 179,786	\$ 125,000	\$ 6,750,000					\$ 6,750,000
6	Stormwater Pumpstation Condition Assessment	\$ 100,000						\$ 120,000	\$ 120,000
7	Resiliency Implementation				\$ 100,000		\$ 100,000		\$ 200,000
8	Seagreass Surveys - Stormwater	\$ 20,000	\$ 5,089						\$ -
9	Stormwater Pump/R&R	\$ 200,778	\$ 4,897	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000
10	Minor Drainage Improvements	\$ 350,000	\$ 143,698	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
11	Structural Upgrades				\$ 100,000	\$ 700,000	\$ 330,000	\$ 60,000	\$ 1,190,000
12	Fuel System Upgrades				\$ 80,000	\$ 500,000			\$ 580,000
13	Wet Well Light Upgrades				\$ 70,000	\$ 430,000			\$ 500,000
14	Pump Can Rehabilitation/ Replacement			\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,000,000
	<b>Total Drainage System</b>	<b>\$ 4,468,449</b>	<b>\$ 557,706</b>	<b>\$ 7,325,000</b>	<b>\$ 1,225,000</b>	<b>\$ 2,655,000</b>	<b>\$ 6,595,000</b>	<b>\$ 11,470,000</b>	<b>\$ 29,270,000</b>
<b>Sanitary Sewer System</b>									
1	A-4 The Breakers	\$ 912,000	\$ 180,650						\$ -
2	A-5 Royal Poinciana Way (S of S-2)			\$ 2,500,000					\$ 2,500,000
3	A-6 Royal Palm Way/Intracoastal	\$ 2,490,802	\$ 36,134						\$ -
4	A-39 Phipps Park	\$ 1,847,250	\$ 1,453,992	\$ 298,000					\$ 298,000
5	A-41 Palm Beach Par 3 Golf Course					\$ 140,000	\$ 3,113,200		\$ 3,253,200
6	A-42 Bellaria Condominium	\$ 80,000	\$ 80,000		\$ 120,000	\$ 3,307,500			\$ 3,427,500
7	A-43 Atriums of Palm Beach	\$ 90,000	\$ 90,000	\$ 130,000	\$ 3,239,400				\$ 3,369,400
8	E-3 Garden Road (trail)							\$ 796,900	\$ 796,900
9	E-5 Country Club Drive	\$ 1,400,715	\$ 370,731						\$ -
10	E-6 Tangier Avenue	\$ 2,277,063	\$ 446,144						\$ -
11	E-7 North Lake Way (Next to D-4)			\$ 173,000	\$ 691,400				\$ 864,400
12	E-11 El Vedado Way				\$ 120,000			\$ 1,162,500	\$ 1,282,500
13	E-13 Clarendon Ave (Ejector Station)			\$ 350,000					\$ 350,000
14	E-19 Mar a Lago				\$ 190,000	\$ 740,000			\$ 930,000
15	S-2 Royal Poinciana Way (N of A-5)	\$ 100,000	\$ 71,262	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
16	Ejector Stations - 21 in Total		\$ 10,041	\$ 100,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 8,100,000
17	Land Implementation	\$ 2,851,508	\$ 96,121	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
18	Wastewater Pumpstation Condition Assessment	\$ 180,000	\$ 4,900						\$ -

**Pay-as-you-go Capital Improvement Plan (continued)  
FY2025 Budget**

Item #	Location	Accumulated Project Budget through FY24	FY2024 Available Balance as of 8/23/24	FY2025 Budget	FY2026 Estimated	FY2027 Estimated	FY2028 Estimated	FY2029 Estimated	FY2025-2029 Total
19	Resiliency Implementation		\$	100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
20	Wastewater Pump/R&R	\$ 110,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
21	Sanitary Sewer Air Release Valve R&R	\$ 100,000	\$ 60,957	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
<b>Total Sanitary Sewer System</b>		<b>\$ 12,439,338</b>	<b>\$ 2,900,932</b>	<b>\$ 3,936,000</b>	<b>\$ 6,745,800</b>	<b>\$ 6,572,500</b>	<b>\$ 5,498,200</b>	<b>\$ 4,344,400</b>	<b>\$ 27,096,900</b>
<b>Town Facilities</b>									
1	Bradley Park Restrooms & Tea House						\$ 20,000	\$ 20,000	\$ 20,000
2	Central Fire Station / EOC	\$ 149,000	\$ 42,162		\$ 200,000		\$ 500,000	\$ 700,000	\$ 700,000
3	Phipps Ocean Park Lifeguard Building	\$ 150,000	\$ 56,972					\$ -	\$ -
4	Pinewalk Transfer Station			\$ 35,000				\$ 35,000	\$ 35,000
5	Police Department	\$ 410,000	\$ 28,480		\$ 1,500,000		\$ 300,000	\$ 150,000	\$ 1,950,000
6	Public Works Facility	\$ 1,977,766	\$ 372,665				\$ 150,000	\$ 150,000	\$ 150,000
7	Skees Road Storage			\$ 280,000				\$ 280,000	\$ 280,000
8	Skees/Okeechobee Landfill		\$ 20,220	\$ 200,000				\$ 200,000	\$ 200,000
9	South Fire Station			\$ 300,000	\$ 2,270,000			\$ 2,570,000	\$ 2,570,000
10	Town Hall	\$ 21,552	\$ -		\$ 200,000		\$ 170,000	\$ 370,000	\$ 370,000
11	6th Street Facility/Old Purchasing					\$ 2,200,000		\$ 2,200,000	\$ 2,200,000
12	Royal Poinciana Way Median	\$ 200,000	\$ -					\$ -	\$ -
13	Central Fire Fuel Tank	\$ 2,914,698	\$ 473,830					\$ -	\$ -
14	North Fire Station	\$ 17,596,769	\$ 1,166,268					\$ -	\$ -
15	Midtown Beach Linear Park	\$ 470,000	\$ 80,000			\$ 80,000	\$ 3,000,000	\$ 3,080,000	\$ 3,080,000
16	Phipps Park Tennis Resurface and Fence Replacement	\$ 350,000	\$ 394,000					\$ -	\$ -
17	Seaview Tennis and Recreation Center	\$ 13,397,523	\$ 85,704		\$ 135,000	\$ 150,000		\$ 285,000	\$ 285,000
<b>Total Town Facilities</b>		<b>\$ 37,637,308</b>	<b>\$ 2,720,302</b>	<b>\$ 815,000</b>	<b>\$ 4,305,000</b>	<b>\$ 2,430,000</b>	<b>\$ 3,300,000</b>	<b>\$ 990,000</b>	<b>\$ 11,840,000</b>
General Engineering Services			\$ 27,555	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
Water Feasibility Study		\$ 696,330	\$ -	\$ 75,000					\$ 75,000
<b>CIP Expenditures - Subtotal</b>			<b>\$ 7,073,964</b>	<b>\$ 18,951,000</b>	<b>\$ 19,375,800</b>	<b>\$ 19,957,500</b>	<b>\$ 21,043,200</b>	<b>\$ 23,804,400</b>	<b>\$ 103,131,900</b>
<b>Town Wide Undergrounding Transfer - Sales Tax</b>			\$ 500,000	\$ 500,000				\$ 500,000	\$ 500,000
<b>Water Main Improvements</b>			\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
<b>Expenditures/Encumbrances to date</b>			\$ 30,781,657					\$ -	\$ -
<b>CIP Expenditures</b>			<b>\$ 39,355,621</b>	<b>\$ 20,451,000</b>	<b>\$ 20,375,800</b>	<b>\$ 20,957,500</b>	<b>\$ 22,043,200</b>	<b>\$ 24,804,400</b>	<b>\$ 108,631,900</b>

**Pay-as-you-go Capital Improvement Plan (continued)**  
**FY2025 Budget**

Item #	Location	Accumulated Project Budget through FY24	FY2024 Available Balance as of 8/23/24	FY2025 Budget	FY2026 Estimated	FY2027 Estimated	FY2028 Estimated	FY2029 Estimated	FY2025-2029 Total
<b>REVENUES</b>									
	General Fund Transfer		\$ 10,308,122	\$ 14,250,622	\$ 13,000,000	\$ 13,500,000	\$ 14,500,000	\$ 15,000,000	\$ 70,250,622
	Transfer from Building Fund			\$ 60,000	\$ 834,000	\$ 440,000	\$ 60,000	\$ 194,000	\$ 1,588,000
	Transfer from Debt Service Fund		\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Marina Fund		\$ -	\$ 4,000,000	\$ -	\$ -	\$ 6,000,000	\$ 6,000,000	\$ 16,000,000
	Water Main Improvements		\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
	Grants		\$ 1,043,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Interest		\$ 2,500,000	\$ 2,000,000	\$ 1,250,000	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ 5,250,000
	1 Cent Sales Tax		\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
	<b>Capital Improvement Program Revenues</b>		<b>\$ 16,351,122</b>	<b>\$ 21,810,622</b>	<b>\$ 16,084,000</b>	<b>\$ 15,940,000</b>	<b>\$ 22,060,000</b>	<b>\$ 22,694,000</b>	<b>\$ 98,588,622</b>
	Surplus/(Deficit)		\$ (23,004,499)	\$ 1,359,622	\$ (4,291,800)	\$ (5,017,500)	\$ 16,800	\$ (2,110,400)	\$ (10,043,278)
	Beginning Reserve Balance		\$ 23,782,707	\$ 778,208	\$ 2,137,830	\$ (2,153,970)	\$ (7,171,470)	\$ (7,154,670)	
	Ending Reserve Balance		\$ 778,208	\$ 2,137,830	\$ (2,153,970)	\$ (7,171,470)	\$ (7,154,670)	\$ (9,265,070)	

**NORTH COUNTY ROAD DRAINAGE IMPROVEMENTS**

**PROJECT DESCRIPTION:** The scope of work was identified to improve road drainage and safety conditions at N. County Rd. between Wells Rd and Miraflores Dr. The project consists of two phases: underground (FY2025) and aboveground (FY2026) ground infrastructure. Work includes adjustments or replacements of existing manholes, storm inlets, and valve boxes underground and asphalt overbuilt, curbing, and medians aboveground.

**PROJECT ENGINEER:** Dennis Polski, P.E.  
**CONSULTANT:** Chen Moore & Associates  
**CONTRACTOR:** TBD  
**PROJECT LOCATION:** N. County Rd. between Wells Rd and Miraflores Dr



**CURRENT ACTIVITIES**

Planning and Procurement

**WHAT'S COMING UP**

Bid and Town Council Review



SCHEDULE		
	Begin Activity	Activity Complete
Design	2024	2024
Procurement/Council	2024	2024
Pre-Construction	2025	2025
Construction	2025	2025
Hold		

BUDGET
Current
\$2,600,000
Amendments
Spent to Date
Remaining

**OPERATING IMPACT:** Maintenance will be absorbed by Public Works staff and existing maintenance contracts.

## TOWNWIDE PAVING PROGRAM

**PROJECT DESCRIPTION:** Upon completion of undergrounding the power and franchise utilities (AT&T, Comcast), the Town paves all of the roads that have been open cut and patched across to underground the utilities. The roads are milled and resurfaced to have a smooth, consistent, long lasting roadway.

**PROJECT ENGINEER:** Julie Parham, P.E.  
**CONSULTANT:** Chen Moore & Associates, Inc.  
**CONTRACTOR:** TBD  
**PROJECT LOCATION:** Townwide



### CURRENT ACTIVITIES

Paving Undergrounding Phase 4S, 5N, 6N in Summer 2025



### WHAT'S COMING UP

Paving Undergrounding Phase 6S, 7N, 7S and 8 in Summer 2026



### SCHEDULE

	Begin Activity	Activity Complete
Design		January 1, 2025
Procurement/Council	January 1, 2025	March 31, 2025
Pre-Construction	TBD	TBD
Construction	May 1, 2025	November 21, 2025
Hold		

### BUDGET

Current	\$4,000,000
Amendments	
Spent to Date	
Remaining	

**OPERATING IMPACT:** Maintenance will be absorbed by Public Works staff and existing maintenance contracts. The roads will continue to be maintained for the lifecycle of the asset.

## D-17 PUMP STATION IMPROVEMENTS

**PROJECT DESCRIPTION:** The 2024 pump station condition assessment report identified D-17 pump station’s overall condition requiring upgrades and repairs. The Town received \$210,000 grant funding through the Resilient Florida Program from FDEP. The E-13 Sanitary Sewer Pump Station improvements will be done at the same time as these are in close proximity on Clarendon.

**PROJECT ENGINEER:** Mike Roach, P.E.  
**CONSULTANT:** Mock Roos and Associates, Inc.  
**CONTRACTOR:** TBD  
**PROJECT LOCATION:** Clarendon Ave



### CURRENT ACTIVITIES

Design



### WHAT'S COMING UP

Bid & Award Construction Early 2025



### SCHEDULE

	Begin Activity	Activity Complete
Design	2024	2025
Procurement/Council	2025	2025
Pre-Construction	2025	2025
Construction	2025	2025
Hold	N/A	N/A

### BUDGET

Current
\$6,750,000
Amendments
Spent to Date
Remaining

**OPERATING IMPACT:** Maintenance will be absorbed by Water Resources staff and existing maintenance contracts. The station will continue to be maintained for each aspect based on the lifecycle of the asset within.

## A-5 PUMP STATION IMPROVEMENTS

**PROJECT DESCRIPTION:** This project was identified in the 2016 Town-wide Wastewater Pump Station Condition Assessment Report as requiring improvements. The project's scope is to replace pumps, piping, and electrical controls and make necessary improvements to the building's envelope and floodproofing to meet state-guided resiliency criteria.

**PROJECT ENGINEER:** Dennis Polski, P.E.  
**CONSULTANT:** Kimley Horn & Associates  
**CONTRACTOR:** TBD  
**PROJECT LOCATION:** Bradley Park, south of S-2 pump station



### CURRENT ACTIVITIES

Planning and Design Analysis

### WHAT'S COMING UP

Advertisement and Town Council Review



### SCHEDULE

	Begin Activity	Activity Complete
Design	2024	2025
Procurement/Council	2025	2025
Pre-Construction	2025	2025
Construction	2025	2025
Hold		

### BUDGET

Current	\$2,500,000
Amendments	
Spent to Date	
Remaining	

**OPERATING IMPACT:** Maintenance will be absorbed by Water Resources staff and existing maintenance contracts. The station will continue to be maintained for each aspect based on the lifecycle of the asset within.

## A-39 SANITARY SEWER SYSTEM

**PROJECT DESCRIPTION:** This project was identified in the 2016 Town-wide Wastewater Pump Station Condition Assessment Report. The improvements include: pumps, discharge valves and intake piping replacement, bypass pump connection replacement, interior door replacements. The project will include floodproofing improvements. Structural repairs, roof replacement, exterior doors and louvers replacements have been completed.

**PROJECT ENGINEER:** Dennis Polski, P.E.  
**CONSULTANT:** Kimley Horn & Associates  
**CONTRACTOR:** TBD  
**PROJECT LOCATION:** 2171 S. Ocean Blvd



### CURRENT ACTIVITIES

Design



### WHAT'S COMING UP

Advertisement and Town Council review



### SCHEDULE

	Begin Activity	Activity Complete
Design	2022	2024
Procurement/Council	2023	2023
Pre-Construction	2023	TBD
Construction	2023	2025
Hold		

### BUDGET

**Current**  
\$2,798,000

**Amendments**

**Spent to Date**  
\$479,382

**Remaining**

**OPERATING IMPACT:** Maintenance will be absorbed by Water Resources staff and existing maintenance contracts. The station will continue to be maintained for each aspect based on the lifecycle of the asset within.

**A-43 Atriums of Palm Beach**

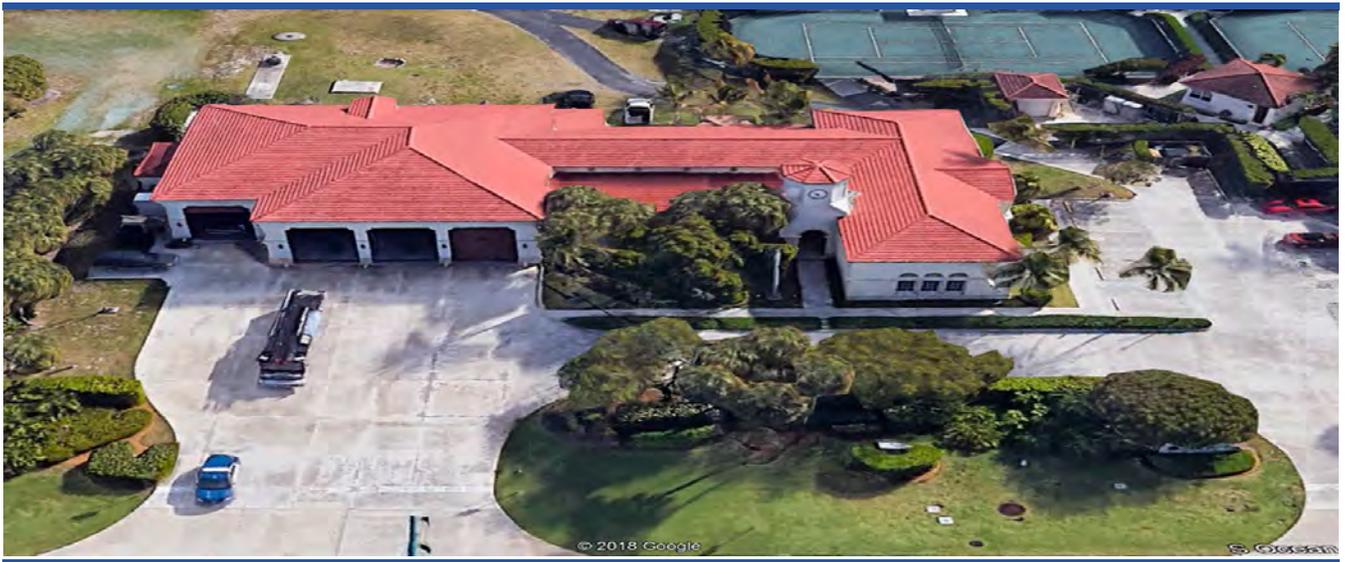


**Project Description:**

**Operating Impact:**

<b>Project Engineer:</b>	<b>SCHEDULE</b>
<b>Consultant:</b>	<b>Begin Activity    Activity Complete</b>
<b>Contractor:</b>	Design
<b>Project Location:</b>	Procurement/Council
	Pre-Construction
	Construction
	Hold

<b>CURRENT ACTIVITIES</b>	<b>WHAT'S COMING UP</b>
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	<b>Current</b>	<b>Amendments</b>	<b>Spent to Date</b>	<b>Remaining</b>
<b>Previous Budget</b>	\$90,000			\$90,000
<b>Budget FY25</b>	\$130,000			\$220,000
<b>Budget FY26</b>	\$3,239,400			

## E-7 SANITARY SEWER PUMP STATION IMPROVEMENTS

**PROJECT DESCRIPTION:**

This project was identified in the 2024 Town-wide Wastewater Pump Station Condition Assessment Report as requiring significant improvements. The project's scope is to replace pumps, piping, and electrical controls and make necessary improvements to the wetwell vault structure, including interior and exterior coatings and hatch replacements.

**PROJECT ENGINEER:** Dennis Polski, P.E.  
**CONSULTANT:** TBD  
**CONTRACTOR:** TBD  
**PROJECT LOCATION:** 227 Via Tortuga, Palm Beach, FL 33480



### CURRENT ACTIVITIES

Planning and Design Analysis

### WHAT'S COMING UP

Advertisement and Town Council Review



### SCHEDULE

	Begin Activity	Activity Complete
Design	2025	2025
Procurement/Council	2025	2025
Pre-Construction	2026	2026
Construction	2026	2026
Hold		

### BUDGET

Current	\$173,000
Amendments	
Spent to Date	
Remaining	

**OPERATING IMPACT:**

Maintenance will be absorbed by Water Resources staff and existing maintenance contracts. The station will continue to be maintained for each aspect based on the lifecycle of the asset within.

**Town Buildings - Public Works Facility**



**Project Description:**

**Operating Impact:**

<b>Project Engineer:</b>		<b>SCHEDULE</b>	
<b>Consultant:</b>		<b>Begin Activity</b>	<b>Activity Complete</b>
<b>Contractor:</b>		Design	
<b>Project Location:</b>		Procurement/Council	
		Pre-Construction	
		Construction	
		Hold	

<b>CURRENT ACTIVITIES</b>	<b>WHAT'S COMING UP</b>
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	Current	Adjustments	Spent to Date	Remaining
<b>FY24</b>	\$1,977,766		\$720,289	\$915,817
<b>FY25</b>		\$0		\$341,660

**SOUTH FIRE STATION IMPROVEMENTS**

**PROJECT DESCRIPTION:** The South Fire Station was identified for repair and replacement in the 2022 Facilities Assessment report. It encompasses exterior painting, design of the interior floor finishes, public area upgrades, locker rooms, and bay door replacements. This work was intentionally postponed due to other funding priorities (and general funding constraints).

**PROJECT ENGINEER:** Mike Roach, P.E.  
**CONSULTANT:** Bridges, Marsh & Associates  
**CONTRACTOR:** TBD  
**PROJECT LOCATION:** 2185 S Ocean Blvd



**CURRENT ACTIVITIES**

Planning

**WHAT'S COMING UP**

Construction



SCHEDULE		
	Begin Activity	Activity Complete
Design	N/A	N/A
Procurement/Council	2025	2026
Pre-Construction	2026	2026
Construction	2026	2026
Hold	N/A	N/A

BUDGET
Current
\$300,000
Amendments
Spent to Date
Remaining

**OPERATING IMPACT:** Maintenance will be absorbed by Facilities staff and existing facility maintenance contracts. The facility will continue to be maintained for each aspect based on the lifecycle of the asset within.

## 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

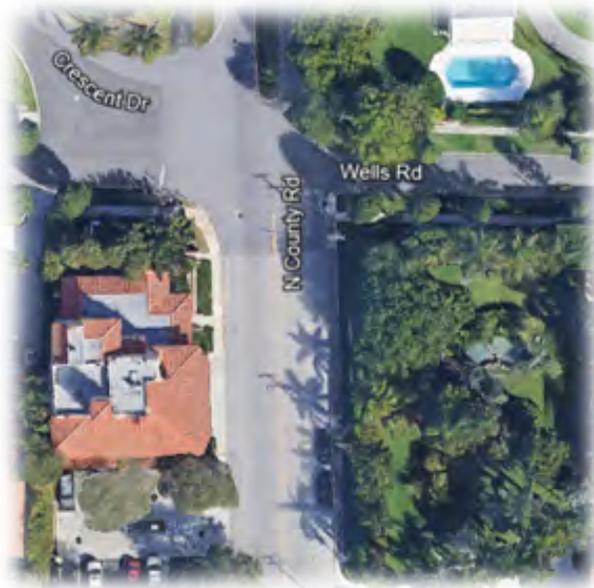
<b>SCHEDULE</b>		
	<b>Begin Activity</b>	<b>Activity Complete</b>
Design	11/2021	07/2021
Procurement/Council	11/2021	07/2023
Pre-Construction	11/2021	07/2023
Construction	07/2023	11/2024
Hold		

### CURRENT ACTIVITIES

Construction

### WHAT'S COMING UP

Construction - Ongoing



	<b>Current</b>	<b>Amendments</b>	<b>Spent to Date</b>	<b>Remaining</b>
<b>Previous Budget</b>	\$6,100,000		\$6,100,000	\$0
<b>Budget FY24</b>	\$11,208,604		\$5,656,864	\$935,646

## **COMPREHENSIVE COASTAL MANAGEMENT PROGRAM FY2024 ACCOMPLISHMENTS & FY2025 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.

*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.

## *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 2024 Lake Worth Inlet Maintenance Dredging event with dry beach placement. The USACE anticipates the next dry beach placement project will occur in early 2025. 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.

#### ***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.

#### ***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.

**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 2024). 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.

### ***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 2024).

### **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.

#### *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 2020-2023 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.

**2023 Town-wide Physical Monitoring Report, February 2024****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 2025 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

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
<b>Revenues</b>						
Trsfr from General Fund (001)	4,920,310	5,264,732	5,791,205	5,791,205	5,791,205	-%
Interest on Investments	(1,317,871)	1,176,144	700,000	2,000,000	1,500,000	114.29%
Grants/Local Revenue	456,765	3,230	1,853,847	57,080	10,876,950	486.72%
Miscellaneous Revenue	-	93,728	-	-	-	-%
<b>TOTALS</b>	<b>4,059,204</b>	<b>6,537,834</b>	<b>8,345,052</b>	<b>7,848,285</b>	<b>18,168,155</b>	<b>117.71%</b>
<b>Expenses</b>						
Salaries and Wages	132,587	154,415	146,442	90,000	142,746	(2.52%)
Employee Benefits	54,304	55,766	57,157	54,115	62,115	8.67%
Contractual	11,757	60,357	68,433	39,834	23,050	(66.32%)
Commodities	505	968	6,700	2,720	8,200	22.39%
Capital Outlay	1,963	327	-	-	-	-%
Projects	1,894,250	1,420,961	7,166,000	1,200,554	31,709,000	342.49%
Reserve for Projects	-	-	28,495,983	-	34,724,193	21.86%
Transfer to Debt Service	508,958	509,135	508,463	508,463	508,760	0.06%
<b>TOTALS</b>	<b>2,604,325</b>	<b>2,201,930</b>	<b>36,449,178</b>	<b>1,895,686</b>	<b>67,178,065</b>	<b>84.31%</b>
Total Revenues Over/(Under) Expenses	1,454,879	4,335,904	(28,104,126)	5,952,599	(49,009,910)	
Beginning Fund Equity	32,314,211	33,769,090	38,104,994	38,104,994	44,057,593	
<b>Ending Net Assets</b>	<b>33,769,090</b>	<b>38,104,994</b>	<b>10,000,868</b>	<b>44,057,593</b>	<b>(4,952,316)</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 FY2025, this fiscal year. Preparations are underway for major rehabilitation of the Mid-Town seawall in FY2027. FY2025 budget includes a sand search, resiliency projects, and the required physical, biological, and sea turtle nesting monitoring.

**Carry Over Projects**

Unexpended project balances to be carried over in FY2025.

**Transfer to Debt Services**

Principal and interest repayment on 2013 debt issue continues into FY2025 and remains consistent with FY2024.

**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 FY2025 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 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	FY2021	FY2022	FY2023	FY2024	FY2025
Coastal Program Manager	1.000	1.000	1.000	1.000	1.000
	1.000	1.000	1.000	1.000	1.000

**Program: Town Buildings - North Fire Station**

**FY25 STRATEGIC GOALS AND OBJECTIVES**

**ENVIRONMENTAL STEWARDSHIP**

**Management of Environmental Threats**

Objective	Status
Continue implementation of a long-term coastal protection plan.	IN PROGRESS
	NOT STARTED
	NOT STARTED
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
	NOT STARTED
	NOT STARTED
	NOT STARTED

Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Continue to pursue required permits in accordance with the BMA	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

**Productivity Measures**

Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Lake Worth Inlet Management Plan (volume in cubic yards)	218,000	445,000	445,000	445,000	400,000
Regulatory required monitoring/compliance (No. of events)	5	5	5	5	5

### Coastal Management Program Adopted FY 2025 Budget and 10 Year Plan

Project Name	FY2024 Available Balance as of 7/26/24	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
<b>EXPENDITURES</b>											
<b>ANNUAL PROGRAM ACTIVITIES</b>											
1 Coastal Management Program Operating Expenses		\$ 236,111	\$ 243,194	\$ 250,490	\$ 258,005	\$ 265,745	\$ 273,717	\$ 281,929	\$ 290,387	\$ 299,098	\$ 308,071
2 BMA Physical Monitoring (BMA Required)		\$ 191,000	\$ 195,000	\$ 199,000	\$ 203,000	\$ 209,000	\$ 213,000	\$ 219,000	\$ 226,000	\$ 233,000	\$ 233,000
3 Annual Sediment Report (BMA Required)	\$ 205,000	\$ 59,000	\$ 60,000	\$ 63,000	\$ 65,000	\$ 67,000	\$ 68,000	\$ 70,000	\$ 72,000	\$ 74,000	\$ 74,000
4 Apply And Update Islandwide Sediment Transport Analysis		\$ 27,000	\$ 28,000	\$ 29,000	\$ 30,000	\$ 30,000	\$ 31,000	\$ 32,000	\$ 33,000	\$ 34,000	\$ 34,000
5 BMA Sea Turtle Nesting Monitoring (BMA Required)	\$ 21,708	\$ 274,000	\$ 283,000	\$ 291,000	\$ 299,000	\$ 308,000	\$ 318,000	\$ 327,000	\$ 337,000	\$ 347,000	\$ 347,000
6 BMA Biological Monitoring (BMA Required)		\$ 261,000	\$ 269,000	\$ 277,000	\$ 285,000	\$ 291,000	\$ 297,000	\$ 306,000	\$ 315,000	\$ 324,000	\$ 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	\$ 588,180	\$ 300,000	\$ 309,000	\$ 319,000	\$ 328,000	\$ 338,000	\$ 348,000	\$ 358,000	\$ 369,000	\$ 380,000	\$ 380,000
10 Water Level Monitoring		\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000	\$ 39,000	\$ 41,000	\$ 42,000	\$ 43,000	\$ 44,000	\$ 44,000
11 Lobbying	\$ 14,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
12 Dune Vegetation Maintenance	\$ 243,192	\$ 53,000	\$ 55,000	\$ 58,000	\$ 61,000	\$ 64,000	\$ 67,000	\$ 70,000	\$ 74,000	\$ 78,000	\$ 78,000
13 General Coastal Engineering		\$ 200,000	\$ 69,000	\$ 70,000	\$ 72,000	\$ 74,000	\$ 75,000	\$ 77,000	\$ 79,000	\$ 81,000	\$ 81,000
14 Annual Debt Service Payment		\$ 508,760	\$ 511,417	\$ 512,778	\$ 512,395	\$ 511,062	\$ 510,867	\$ 510,832	\$ 511,710	\$ 512,772	\$ 512,562
15 Beach Cleaning (Public Beaches)	\$ 108,940	\$ 200,000	\$ 200,000	\$ 200,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000
16 Public Communication		\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Annual Program Activities Subtotal</b>	<b>\$ 1,201,020</b>	<b>\$ 2,519,871</b>	<b>\$ 2,398,611</b>	<b>\$ 2,446,268</b>	<b>\$ 2,521,400</b>	<b>\$ 2,566,807</b>	<b>\$ 2,612,584</b>	<b>\$ 2,663,761</b>	<b>\$ 2,720,097</b>	<b>\$ 2,776,870</b>	<b>\$ 2,785,633</b>
<b>PLANNED PROJECTS</b>											
1 Townwide: Seawall/Non-Structural Inventory Assessment & Analysis	\$ 1,116,000	\$ 1,116,000	\$ -	\$ 143,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 Townwide: Seawall Replacement/ Last Line of Defense Rehabilitation	\$ 5,000,000	\$ 3,868,022	\$ 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	\$ 1,950,000	\$ 256,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6 Inlet: Sand Transfer Plant Maintenance	\$ 37,606	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000

Coastal Management Program Adopted FY 2025 Budget and 10 Year Plan (continued)

Project Name		FY2024 Available Balance as of 7/26/24	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
7 Inlet: Sand Transfer Plant Repairs	\$ 1,774,919	\$ 1,675,619	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8 Inlet: Sand Forepassing			\$ 385,000	\$ 742,000	\$ -	\$ 787,000	\$ -	\$ 803,000	\$ -	\$ 819,000	\$ -	\$ -
9 Bradley Park Bulkhead Replacement			\$ -	\$ -	\$ 600,000	\$ 10,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10 Mid-Town Beach Renourishment Engineering/Permitting			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Mid-Town Beach Renourishment Construction	\$ 3,000,000	\$ 2,691,485	\$ -	\$ -	\$ -	\$ 22,000,000	\$ -	\$ -	\$ -	\$ 1,400,000	\$ -	\$ -
12 Mid-Town Groin Replacement	\$ 3,000,000	\$ 2,886,181	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13 Mid-Town Seawall Replacement	\$ 11,500,000	\$ 11,473,009	\$ -	\$ -	\$ 10,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ 5,479,836	\$ 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	\$ 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	\$ 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		\$ 6,080,699										
<b>Planned Projects Subtotal</b>		<b>\$ 35,722,096</b>	<b>\$ 29,934,000</b>	<b>\$ 2,528,000</b>	<b>\$ 13,240,000</b>	<b>\$ 38,480,000</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>\$ 1,325,000</b>
<b>TOTALS</b>		<b>\$ 36,923,116</b>	<b>\$ 32,453,871</b>	<b>\$ 4,926,611</b>	<b>\$ 15,686,268</b>	<b>\$ 41,001,400</b>	<b>\$ 3,881,807</b>	<b>\$ 4,732,584</b>	<b>\$ 3,983,761</b>	<b>\$ 37,441,097</b>	<b>\$ 4,101,870</b>	<b>\$ 4,110,633</b>

Coastal Management Program Adopted FY 2025 Budget and 10 Year Plan (continued)

Source	Outlook										
	FY2024 Estimated	FY2025 Estimated	FY2026 Estimated	FY2027 Estimated	FY2028 Estimated	FY2029 Estimated	FY2030 Estimated	FY2031 Estimated	FY2032 Estimated	FY2033 Estimated	FY2034 Estimated
<b>REVENUES</b>											
General Fund Transfer	\$ 5,791,205	\$ 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		\$ 10,876,950	\$ 637,230	\$ 655,650	\$ 2,350,320	\$ 691,350	\$ 707,880	\$ 728,550	\$ 12,879,330	\$ 772,500	\$ 772,500
Federal	\$ 93,728	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FEMA (including Mid-Town, Phipps, and Reach 8)		\$ 5,330,914	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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>\$11,876,528</b>	<b>\$27,369,069</b>	<b>\$ 7,607,556</b>	<b>\$ 8,263,008</b>	<b>\$ 10,898,414</b>	<b>\$ 9,770,253</b>	<b>\$ 10,634,674</b>	<b>\$ 11,588,023</b>	<b>\$ 30,284,750</b>	<b>\$ 13,786,462</b>	<b>\$ 15,027,858</b>
<b>NET ANNUAL COST</b>											
	Surplus/ (Deficit)										
Surplus/Deficit	\$ (25,046,588)	\$ (5,084,802)	\$ 2,680,944	\$ (7,423,260)	\$ (30,102,986)	\$ 5,888,446	\$ 5,902,089	\$ 7,604,262	\$ (7,156,347)	\$ 9,684,592	\$ 10,917,225
<b>FUND BALANCE</b>											
Fund Balance 10/1	\$38,104,995	\$13,058,407	\$ 7,973,605	\$10,654,549	\$ 3,231,289	\$(26,871,697)	\$(20,983,251)	\$(15,081,162)	\$(7,476,900)	\$(14,633,246)	\$(4,948,654)
Fund Balance 9/30	\$13,058,407	\$ 7,973,605	\$ 10,654,549	\$ 3,231,289	\$(26,871,697)	\$(20,983,251)	\$(15,081,162)	\$(7,476,900)	\$(14,633,246)	\$(4,948,654)	\$ 5,968,571

## FUND 311: WORTH AVENUE MAINTENANCE FUND

### Revenue and Expense Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
<b>Revenues</b>						
Special Assessment Revenue	282,500	389,540	478,027	450,000	408,558	(14.53%)
Interest on Investments	1,129	6,324	1,000	3,000	1,000	-%
Donations/Miscellaneous	5,000	5,000	5,000	5,000	5,000	-%
<b>TOTALS</b>	<b>288,629</b>	<b>400,865</b>	<b>484,027</b>	<b>458,000</b>	<b>414,558</b>	<b>(14.35%)</b>
<b>Expenses</b>						
Maintenance Costs	367,641	333,046	604,027	600,000	414,558	(31.37%)
<b>TOTALS</b>	<b>367,641</b>	<b>333,046</b>	<b>604,027</b>	<b>600,000</b>	<b>414,558</b>	<b>(31.37%)</b>
Total Revenues Over/(Under) Expenses	(79,012)	67,818	(120,000)	(142,000)	-	
Beginning Fund Equity	246,291	167,279	235,097	235,097	93,097	
<b>Ending Net Assets</b>	<b>167,279</b>	<b>235,097</b>	<b>115,097</b>	<b>93,097</b>	<b>93,097</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 2025 Adopted Annual Budget**

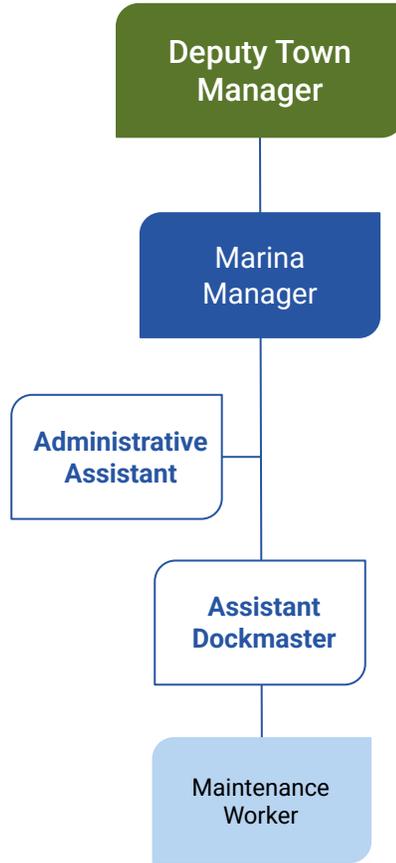




# Marina Enterprise Fund

Town of Palm Beach / FY 2025 Adopted Annual Budget

## MARINA ENTERPRISE FUND ORGANIZATIONAL CHART

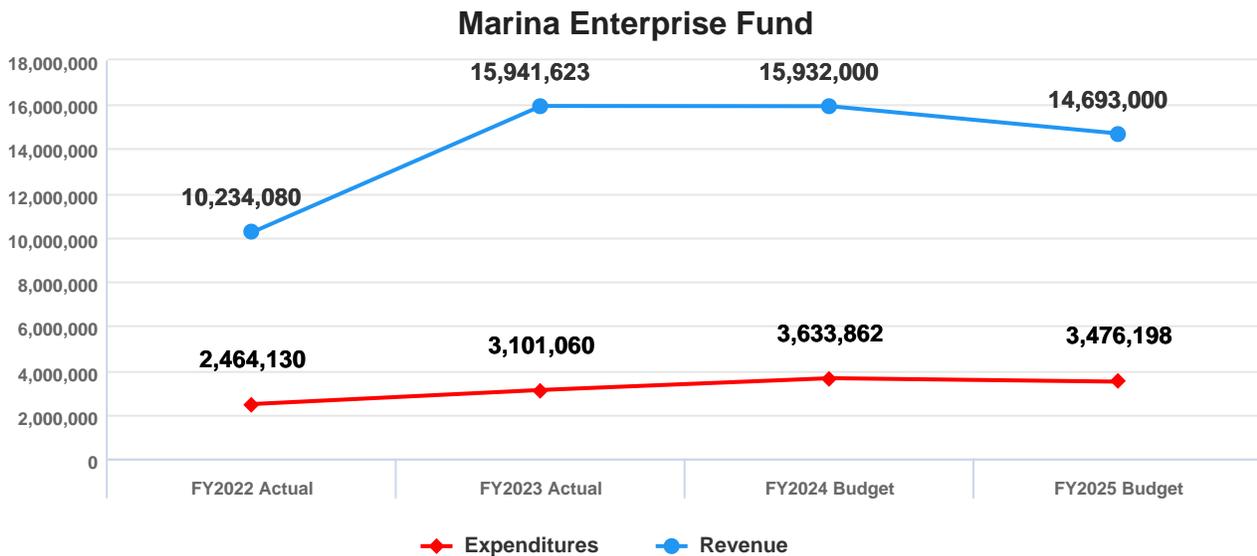


**FUND 401: MARINA ENTERPRISE FUND**

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.



## FUND 401: MARINA ENTERPRISE FUND

### Revenue and Expense Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	%
	Change						
<b>Revenues</b>							
Annual/Seasonal Leases	6,187,165	11,202,114	13,262,000	13,262,000	9,555,000	9,850,000	(25.73%)
Transient Rental	3,803,573	3,235,785	1,750,000	1,750,000	3,560,000	3,670,000	109.71%
Electricity	497,913	683,447	650,000	650,000	650,000	650,000	-%
Waiting List Applic Fee	-	70,000	-	-	20,000	20,000	100.00%
Merchandise	-	-	20,000	20,000	3,000	3,000	(85.00%)
Interest Earnings	(256,291)	749,916	250,000	250,000	950,000	500,000	100.00%
Sales Tax Commissions	360	360	-	-	360	-	-%
Miscellaneous Revenue	1,360	<sup>(0)</sup>	-	-	-	-	-%
<b>TOTALS</b>	<b>10,234,080</b>	<b>15,941,623</b>	<b>15,932,000</b>	<b>15,932,000</b>	<b>14,738,360</b>	<b>14,693,000</b>	<b>(7.78%)</b>
<b>Expenses</b>							
Salaries and Wages	331,246	390,247	457,400	457,400	407,500	485,714	6.19%
Employee Benefits	189,419	189,126	208,058	208,058	202,454	237,924	14.35%
Contractual	1,896,110	2,467,490	2,914,704	2,983,331	2,377,320	2,698,859	(7.41%)
Commodities	47,355	54,197	53,700	55,250	23,356	53,700	-%
<b>TOTALS</b>	<b>2,464,130</b>	<b>3,101,060</b>	<b>3,633,862</b>	<b>3,704,039</b>	<b>3,010,630</b>	<b>3,476,198</b>	<b>(4.34%)</b>
Over/(Under) Expenses	7,769,950	12,840,563	12,298,138	12,227,961	11,727,730	11,216,802	
Depreciation	(1,650,358)	(1,800,390)	(1,723,069)	(1,723,069)	(1,723,069)	(1,718,888)	
Capital Expenses	(4,761,696)	(43,323)	(81,725)	(84,393)	-	(623,125)	
Reclass to Capital Assets	4,761,696	-	-	-	-	-	
Contingency	-	-	(185,883)	(185,883)	-	(173,680)	
Transfer to General Fund	(511,665)	(620,465)	(1,096,000)	(1,096,000)	(1,096,000)	(1,109,000)	
Transfer to TWUU Fund	(2,600,000)	(2,600,000)	(4,100,000)	(4,100,000)	(4,100,000)	(6,000,000)	
Transfer to Capital (307)	-	-	-	-	-	(4,000,000)	
Pension/OPEB Expense	(406,926)	(33,993)	-	-	-	-	
Debt Service Costs	(677,043)	(675,006)	(1,992,463)	(1,992,463)	(1,992,463)	(1,996,244)	
M & I Reserve (1% Revenue)	-	-	(158,217)	(158,217)	(158,217)	(141,930)	
Total Revenues Over/(Under) Expenses	1,923,958	7,067,386	2,960,781	2,887,936	2,657,981	(4,546,064)	
Beginning Net Assets	12,006,656	13,930,615	20,998,001	20,998,001	20,998,001	23,655,982	
<b>Ending Net Assets</b>	<b>13,930,615</b>	<b>20,998,001</b>	<b>23,958,782</b>	<b>23,885,937</b>	<b>23,655,982</b>	<b>19,109,917</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 FY2025 budget includes a lump sum 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

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

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	FY2021	FY2022	FY2023	FY2024	FY2025
Deputy Town Manager	0.000	0.000	0.000	0.250	0.250
Assistant Town Manager	0.000	0.250	0.250	0.000	0.000
Marina Manager	0.000	0.000	0.000	1.000	1.000
Assistant Director of Recreation	0.100	0.100	0.100	0.100	0.100
Dockmaster	1.000	1.000	1.000	1.000	1.000
Office Manager	0.000	0.000	0.000	0.000	1.000
Administrative Assistant	0.100	1.100	1.100	1.100	0.100
Facilities Maintenance Worker	0.000	1.000	1.000	1.000	1.000
Recreation Facilities Maintenance Supervisor	0.000	0.100	0.100	0.100	0.100
Assistant Dockmaster	0.000	1.000	1.000	0.000	0.000
Director of Business Development and Operations	0.250	0.000	0.000	0.000	0.000
Public Works Employees	0.018	0.000	0.000	0.000	0.000
Recreation Supervisor	0.100	0.000	0.000	0.000	0.000
Dock Attendant (Part Time)	1.500	0.000	0.000	1.125	1.125
	3.068	4.550	4.550	5.675	5.675

**MARINA FY2024 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, 2023, through August 30, 2024) was 556, with 4059 transient nights and an average length of stay at 7 nights

\*FY2024 operating cost recovery results are estimated as of June 7, 2024 postings

**FY25 STRATEGIC GOALS AND OBJECTIVES**

Performance Measures					
Performance Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Annual occupancy (vessels)	*N/A	100%(84)	90%(84)	90%(84)	95%(84)
Lease retention	*N/A	0.79	73%	73%	65%
Total transient vessels	*N/A	610	522	522	550
Total transient nights	*N/A	3,265	3,974	3,974	3,400
Transient average nights of stay	*N/A	5	5	5	6

\*Renovation of Town Marina began in May 2022, seasonal leases only for FY22

\*Renovation of Town Marina began in May 2022, and did not open until early FY2024

Marina Productivity Measures					
Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Projected
Operating Cost Recovery	*N/A	4.787	543.2%	543.2%	444%

\*FY2024 operating cost recovery results are estimated as of June 7, 2024 postings

## FUND 401: MARINA ENTERPRISE FUND

**Marina Budget Forecast**  
**Plan FY24 - FY34**

Marina Income	FY2024 Proposed	FY2025 Proposed	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
Annual/Seasonal Lease Revenue	13,262,000	9,850,000	10,145,500	10,449,865	10,763,361	11,086,262	11,418,850	11,761,415	12,114,258	12,477,685	12,852,016
Transient Rental	1,750,000	3,670,000	3,780,100	3,893,503	4,010,308	4,130,617	4,254,536	4,382,172	4,513,637	4,649,046	4,788,518
Sub-Total Dockage revenues	15,012,000	13,520,000	13,925,600	14,343,368	14,773,669	15,216,879	15,673,385	16,143,587	16,627,895	17,126,732	17,640,533
Utility Reimbursement	650,000	650,000	663,000	676,260	689,785	703,581	717,653	732,006	746,646	761,579	776,810
Investment Income	250,000	250,000	261,053	428,502	486,596	585,856	695,823	811,151	932,147	1,058,880	1,191,725
Merchandise	20,000	20,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	20,000
<b>TOTAL REVENUE</b>	<b>15,932,000</b>	<b>14,440,000</b>	<b>14,859,653</b>	<b>15,458,130</b>	<b>15,960,050</b>	<b>16,516,316</b>	<b>17,096,861</b>	<b>17,696,744</b>	<b>18,316,687</b>	<b>18,957,190</b>	<b>19,629,069</b>
<b>Marina Expenses</b>											
Salaries and Wages	456,924	483,313	502,646	522,751	543,661	565,408	588,024	611,545	636,007	661,447	687,905
Employee Benefits	206,490	238,284	277,966	286,701	295,812	305,318	315,236	325,586	336,388	347,663	359,432
Contractual Costs	2,914,704	2,698,859	3,014,536	3,102,819	3,194,100	3,288,508	3,386,173	3,487,237	3,591,849	3,700,168	3,812,365
Commodities	53,700	53,700	55,601	57,574	59,620	61,745	63,950	66,238	68,614	71,080	73,641
Total Marina Operating Expenses	3,631,818	3,474,156	3,850,749	3,969,845	4,093,193	4,220,979	4,353,383	4,490,606	4,632,858	4,780,358	4,933,343
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>12,300,182</b>	<b>10,965,844</b>	<b>11,008,904</b>	<b>11,488,285</b>	<b>11,866,856</b>	<b>12,295,337</b>	<b>12,743,478</b>	<b>13,206,137</b>	<b>13,683,829</b>	<b>14,176,832</b>	<b>14,695,726</b>
<b>Other Non Operating Expenses</b>											
Capital Expense	81,725	48,125	250,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Debt Service	1,992,463	1,996,244	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	1,723,069	1,718,888	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	185,883	173,708	192,537	198,492	204,660	211,049	217,669	224,530	231,643	239,018	246,667
Maintenance and Improvement Reserve 1% of Revenue	156,820	141,900	145,986	150,296	154,735	159,305	164,010	168,856	173,845	178,983	184,373
Transfer to General Fund for Cost Allocation	1,096,000	1,109,000	1,142,270	1,176,538	1,211,834	1,248,189	1,285,635	1,324,204	1,363,930	1,404,848	1,446,993
Transfer to TWUU Fund	4,100,000	5,500,000	5,500,000	6,000,000	-	-	-	-	-	-	-
Transfer to Captial Fund	-	-	-	-	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000

**FUND 401: MARINA ENTERPRISE FUND**

**Marina Budget Forecast  
Plan FY24 - FY34**

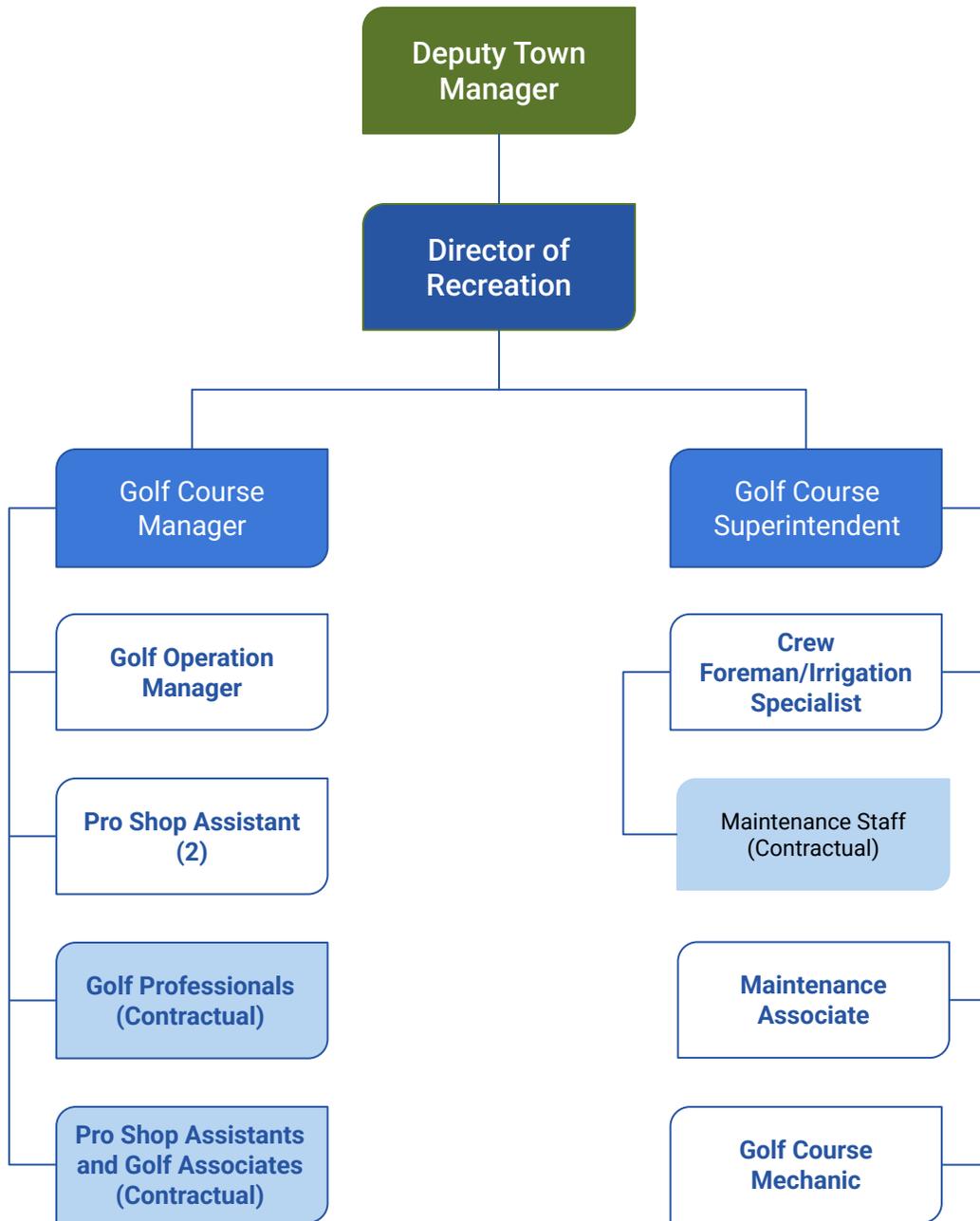
Marina Income	FY2024 Budget	FY2025 Proposed	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
<b>Total Non Operating Expenses</b>	<b>9,331,668</b>	<b>10,687,865</b>	<b>11,003,046</b>	<b>11,350,574</b>	<b>7,893,737</b>	<b>7,942,583</b>	<b>7,997,042</b>	<b>8,047,162</b>	<b>8,102,990</b>	<b>8,154,577</b>	<b>5,712,074</b>
<b>Net Income Including all Operating and Non Operating Marina Expenses</b>	<b>2,968,514</b>	<b>277,979</b>	<b>5,858</b>	<b>137,711</b>	<b>3,973,119</b>	<b>4,352,755</b>	<b>4,746,435</b>	<b>5,158,975</b>	<b>5,580,838</b>	<b>6,022,255</b>	<b>8,983,652</b>
Beginning Unrestricted Net Position	10,553,484	13,521,999	28,617,059	32,368,248	36,528,162	45,209,885	54,408,976	64,151,129	74,452,766	85,340,863	96,833,154
Ending Unrestricted Net Position	13,521,999	13,799,978	28,622,917	32,505,960	40,501,281	49,562,639	59,155,412	69,310,104	80,033,604	91,363,117	105,816,806
Depreciation Reserve Balance	10,246,325	11,965,213	13,741,222	15,517,231	17,293,240	19,069,249	20,845,258	22,621,267	24,397,276	26,173,285	27,949,294
Maintenance and Improvement Reserve	198,192	340,092	486,078	636,374	791,108	950,413	1,114,423	1,283,279	1,457,125	1,636,108	1,820,481
<b>Total Reserves</b>	<b>23,966,515</b>	<b>26,105,282</b>	<b>42,850,217</b>	<b>48,659,564</b>	<b>58,585,629</b>	<b>69,582,301</b>	<b>81,115,093</b>	<b>93,214,650</b>	<b>105,888,005</b>	<b>119,172,510</b>	<b>135,586,581</b>



# Par 3 Enterprise Fund

Town of Palm Beach / FY 2025 Adopted Annual Budget

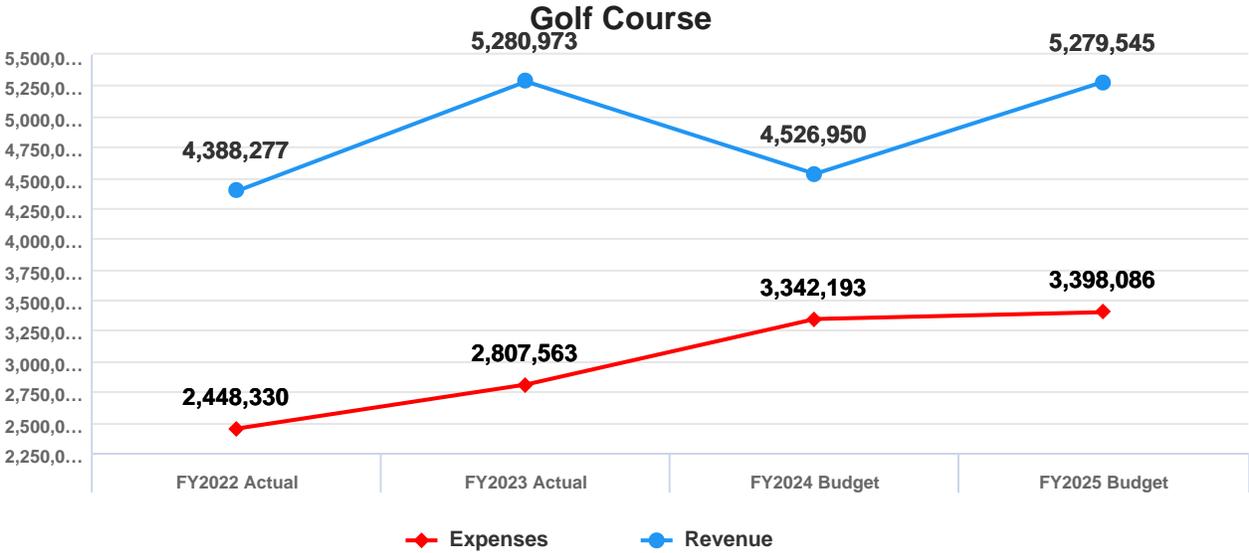
## PAR 3 ENTERPRISE FUND ORGANIZATIONAL CHART



**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**

	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
<b>Revenues</b>							
Golf Teaching Services	78,214	88,883	75,000	75,000	90,628	93,350	24.47%
Resident Pass Fees	37,578	24,490	14,000	14,000	12,450	14,000	-%
12 Play Pass - Regular Rate	11,338	9,677	-	-	-	-	-%
12 Play Pass - Resident Rate	8,889	5,635	-	-	-	-	-%
Greens Fees - Regular Rate	1,249,816	1,395,967	1,900,000	1,900,000	1,521,778	2,300,000	21.05%
Greens Fees - Resident Rate	108,380	42,950	170,000	170,000	35,605	200,000	17.65%
Greens Fees - Reg Weekends & Holidays	353,570	678,024	-	-	795,349	-	-%
Greens Fees - Resident Weekend & Holidays	115,348	171,657	-	-	169,158	-	-%
Merchandise Sales	682,422	879,079	650,000	650,000	888,958	850,000	30.77%
Food and Beverage Sales	617,107	655,053	600,000	600,000	637,902	657,000	9.50%
Riding Cart Rental - Resident Rate	76,172	70,024	80,000	80,000	61,491	61,500	(23.13%)
Riding Cart Rental - Regular Rate	618,895	589,811	650,000	650,000	583,507	583,500	(10.23%)
Marina Amenity	18,100	19,000	19,950	19,950	19,950	19,950	-%
Pull Cart Rental	28,352	27,608	32,000	32,000	30,975	31,900	(0.31%)
Club Rentals	125,684	155,294	110,000	110,000	162,892	167,750	52.50%
Driving Range	141,982	169,984	150,000	150,000	169,093	174,165	16.11%
Driving Range - 10 bucket program	24,629	18,907	25,000	25,000	14,785	15,230	(39.08%)
Programs and Special Events	1,463	8,878	5,000	5,000	2,923	3,000	(40.00%)
Golf Outings	51,273	80,427	40,000	40,000	51,696	51,700	29.25%
Gift Certificates Sold	36,344	44,560	40,000	40,000	40,142	40,000	-%
Gift Certificates Redeemed	(22,271)	(27,012)	(40,000)	(40,000)	(28,061)	(40,000)	-%
Maint. And Improvement Fee	(50)	-	-	-	-	-	-%
Sales Tax Commission	360	360	-	-	360	-	-%
Electricity - Par 3	8,191	6,284	6,000	6,000	6,284	6,500	8.33%
Interest Income	16,401	165,390	-	-	100,000	50,000	100.00%
Miscellaneous Revenue	92	43	-	-	-	-	-%
<b>TOTALS</b>	<b>4,388,277</b>	<b>5,280,973</b>	<b>4,526,950</b>	<b>4,526,950</b>	<b>5,367,865</b>	<b>5,279,545</b>	<b>16.62%</b>
<b>Expenses</b>							
Salaries and Wages	516,107	638,566	702,290	702,290	704,629	732,596	4.32%
Employee Benefits	320,357	342,235	385,680	385,680	387,680	435,445	12.90%
Contractual	940,974	1,065,762	1,062,250	1,079,104	1,099,133	1,122,020	5.63%
Commodities	670,892	842,319	845,323	845,323	851,405	879,025	3.99%
Capital Outlay	0	(81,319)	346,650	408,489	280,030	229,000	(33.94%)
<b>TOTALS</b>	<b>2,448,330</b>	<b>2,807,563</b>	<b>3,342,193</b>	<b>3,420,886</b>	<b>3,322,877</b>	<b>3,398,086</b>	<b>1.67%</b>
Operating Revenues Over/(Under) Expenses	1,939,947	2,473,410	1,184,757	1,106,064	2,044,988	1,881,459	
Depreciation	(295,384)	(296,406)	(380,416)	(380,416)	-	(355,110)	
Capital Projects and Equipment Purchases	(143,527)	(496,141)	(608,075)	(882,463)	(592,991)	(207,000)	
Assets	2,060	(71,893)	-	-	-	-	
Pension/OPEB Expense	(27,226)	(337,612)	-	-	-	-	
Contingency	-	-	(142,022)	(142,022)	-	(157,951)	
Transfer from Replacement Fund	71,517	-	-	-	-	-	
Transfer to Debt Service	(191,100)	(187,426)	(188,207)	(188,207)	-	(183,999)	
Transfer to General Fund	(25,000)	(25,000)	(25,000)	(25,000)	-	(25,000)	
<b>Total Revenues Over/(Under) Expenses</b>	<b>1,331,287</b>	<b>1,058,932</b>	<b>(158,963)</b>	<b>(512,044)</b>	<b>1,451,997</b>	<b>952,399</b>	
Beginning Net Assets	10,135,790	11,467,077	12,902,457	12,902,457	12,902,457	14,354,454	
Ending Net Assets	11,467,077	12,902,457	12,743,494	12,390,413	14,354,454	14,918,979	

## 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 FY2025 budget includes a lump sum 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**

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	FY2021	FY2022	FY2023	FY2024	FY2025
Director of Recreation	0.000	0.000	0.000	0.250	0.250
Division Director of Recreation	0.000	0.250	0.250	0.000	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
Assistant Golf Manager	0.000	0.000	0.000	0.000	1.000
Assistant Golf Course Superintendent	0.000	0.000	0.000	0.000	1.000
Crew Foreman/Irrigation Specialist	1.000	1.000	1.000	1.000	0.000
Recreation Facilities Maintenance Supervisor	0.000	0.100	0.100	0.100	0.100
Golf Operations Supervisor	1.000	1.000	1.000	1.000	0.000
Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	0.100	0.100	0.100	0.100	0.100
Irrigation and Spray Technician	0.000	0.000	0.000	1.000	1.000
Pro-Shop Assistant	0.000	0.000	1.000	2.000	2.000
Maintenance Associate	0.000	0.000	1.000	0.000	0.000
Director of Business Development and Operations	0.250	0.000	0.000	0.000	0.000
Public Works Employees	0.098	0.000	0.000	0.000	0.000
Recreation Supervisor	0.100	0.000	0.000	0.000	0.000
Senior Golf Associate	1.000	1.000	0.000	0.000	0.000
Administrative Assistant (Part Time)	0.000	0.000	0.000	0.750	0.000
Golf Course Associate (Part Time)	0.312	0.309	0.290	0.290	0.000
Maintenance Associate (Part Time)	0.750	0.750	0.750	0.000	0.000
	7.710	7.609	8.590	9.590	8.550

**Performance Measures**

Performance Measures	FY2024 Actual	FY2025 Projected
Reevaluate current best practices for maintenance - IPM	Ongoing	Ongoing
Upgrade staff training on maintenance procedures	Ongoing	Ongoing

**Performance Measures**

Performance Measures	FY24 Actual	FY25 Projected
Conduct customer service trainings	Ongoing	Ongoing
Conduct orientation for employees	Ongoing	Ongoing

**Performance Measures**

Performance Measures	FY2024 Actual	FY2025 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>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Actual</b>	<b>FY2025 Projected</b>
Total lessons/clinics participation	1,625	1,770	2,000	2,000	1,800
Total rounds of golf	52,345	54,775	5,600	5,600	54,000
Tournaments/outings hosted	52	45	60	60	50
Resident/nonresident ratio	20/80	20/80	20/80	20/80	20/80
Operating cost recovery	144.4%	144.3%	150.5%	150.5%	130.0%

**FUND 402: PAR 3 ENTERPRISE FUND**

**Par 3 Golf Course Five Year Capital Improvement Plan  
FY2025 Budget**

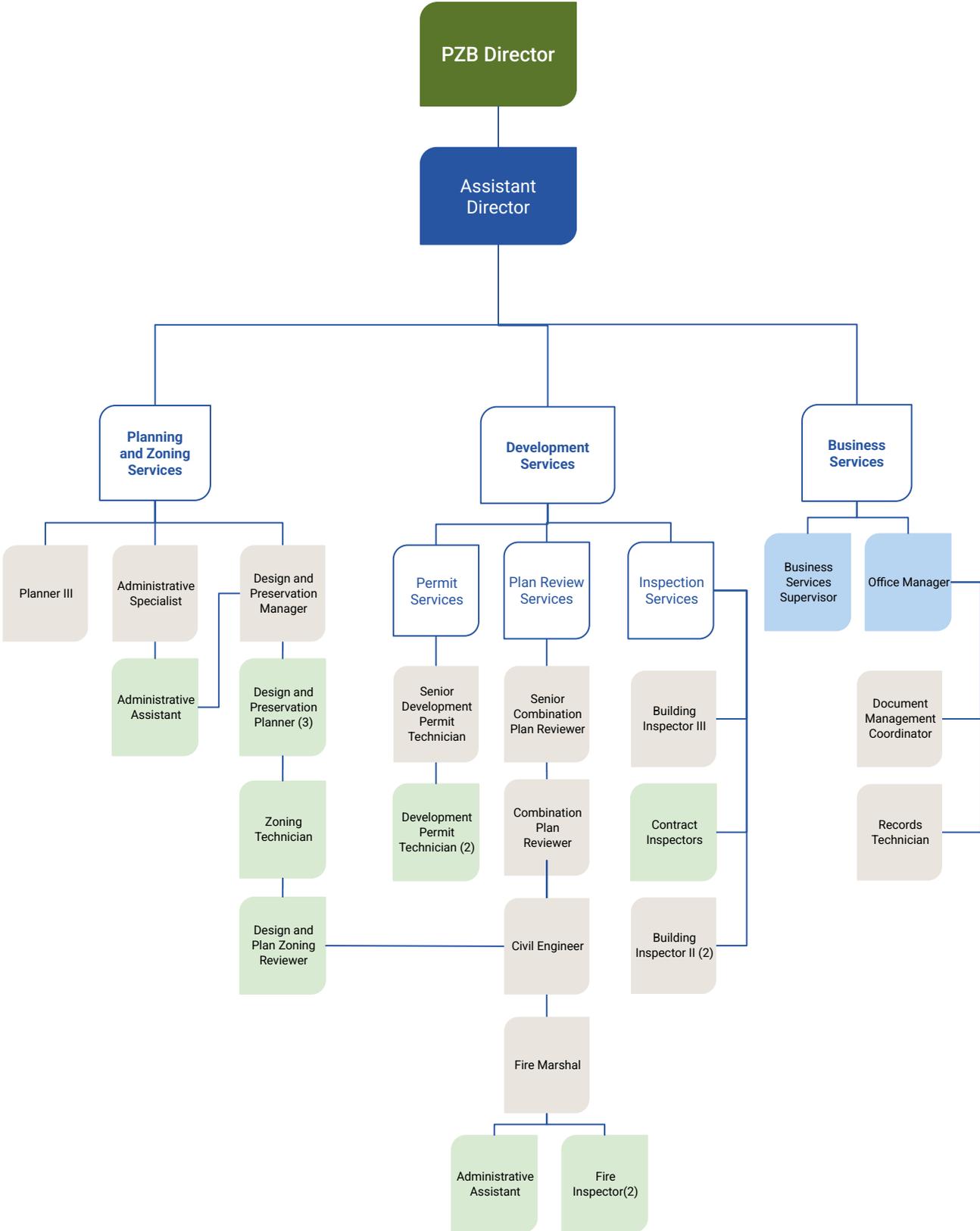
Description	Location	FY2024 Carryover	FY2025 Estimated	FY2026 Estimated	FY2027 Estimated	FY2028 Estimated	FY2029 Estimated	FY2025- 2029 Total
<b>Expenditures</b>								
<b>Recreation</b>								
<b>Par 3 Golf Course</b>								
Synthetic Turf Replacement	Golf Course		30,000			25,000		\$ 55,000
Paint New/Old Clubhouse (Exterior)	Clubhouse			40,000			45,000	\$ 85,000
Paint Interior and Replace Wallpaper			30,000				35,000	\$ 65,000
Add or Replace Exterior Cameras			42,000				50,000	\$ 92,000
AC Replacements (Multiple Units)	Clubhouse				40,000	40,000		\$ 80,000
Sealcoat/Stripe Parking Lot	Clubhouse				25,000			\$ 25,000
Replace all Parking Lot Lights			60,000					\$ 60,000
New Carpet in Proshop	Clubhouse		15,000					\$ 15,000
Chairlift on Back Stairs	Clubhouse	15,615						\$ -
Sox Erosion System installed	Clubhouse	60,000						\$ -
Replace Skid Steer Pump Station	Clubhouse		30,000					\$ 30,000
Expand/Resurface Parking Lot	Golf Course	20,464						\$ -
Resod Driving Range	Golf Course	21,000						\$ -
Concrete repair clubhouse and cart paths	Golf Course	120,000		25,000				\$ 25,000
Landscaping Improvements	Golf Course	20,000						\$ -
Relevel 9 Tees/enhance	Golf Course	50,000		60,000		60,000		\$ 120,000
Renovate Old Clubhouse Restrooms	Golf Course	250,000						\$ -
Renovate Irrigation System	Golf Course	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>\$ 597,079</b>	<b>\$ 207,000</b>	<b>\$ 125,000</b>	<b>\$ 2,815,000</b>	<b>\$ 125,000</b>	<b>\$ 130,000</b>	<b>\$ 3,402,000</b>
<b>REVENUES</b>								
Source								
M&I Reserve			\$ 207,000	\$ 125,000	\$ 2,815,000	\$ 125,000	\$ 130,000	\$ 3,402,000
Financing								\$ -
Reserves								\$ -
Interest								\$ -
<b>Capital Improvement Program Revenues</b>			<b>\$ 207,000</b>	<b>\$ 125,000</b>	<b>\$ 2,815,000</b>	<b>\$ 125,000</b>	<b>\$ 130,000</b>	<b>\$ 3,402,000</b>
<b>NET COST</b>								
(Surplus / (Deficit))								
<b>Sub-Total - Net Cost</b>			<b>\$ -</b>					



# Building Enterprise Fund

Town of Palm Beach / FY 2025 Adopted Annual Budget

PLANNING, ZONING AND BUILDING ORGANIZATIONAL CHART



PROGRAM: Building Enterprise Fund

**MISSION:**

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

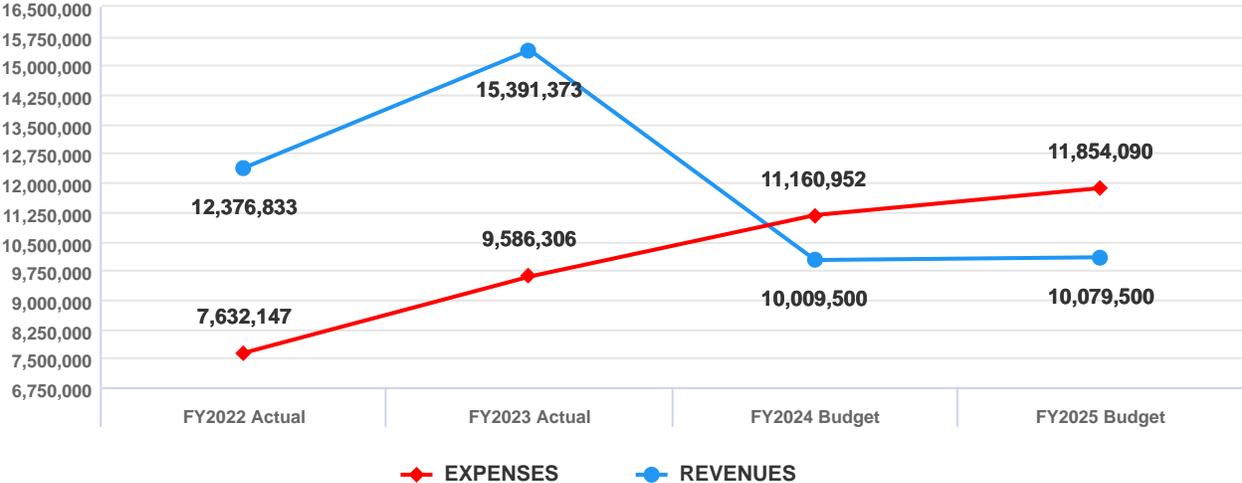
**Revenue and Expense Summary**

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
<b>Revenues</b>							
Town Plan Review & Town Inspection	11,018,740	13,622,449	9,000,000	9,000,000	9,000,000	9,000,000	-%
Permit Processing	37,000	60,300	35,000	35,000	50,000	35,000	-%
Permit Penalty	161,615	56,551	50,000	50,000	70,000	50,000	-%
Reinspection Fees	1,700	3,800	1,500	1,500	1,500	1,500	-%
Contractor Registration Fees	7,060	25	-	-	-	-	-%
Dune Vegetation Fee	2,864	158	-	-	-	-	-%
Permit Revision Fee	266,225	302,050	175,000	175,000	160,000	175,000	-%
Flood Plain Management Fee	36,450	25,200	30,000	30,000	10,000	30,000	-%
Right of Way Permits	618,514	634,385	500,000	500,000	500,000	500,000	-%
Building Inspection Fund Fees	16,577	20,544	14,000	14,000	10,000	14,000	-%
Radon Gas	11,111	13,711	9,000	9,000	7,500	9,000	-%
ROW Violations	68,689	68,824	45,000	45,000	35,000	45,000	-%
Building Permit Search Fee	73,500	61,915	50,000	50,000	45,000	50,000	-%
Interest Earnings	55,489	520,297	100,000	100,000	450,000	100,000	-%
Miscellaneous Revenue	1,300	1,163	-	-	750,000	-	-%
Technology Fee	-	-	-	-	-	70,000	100.00%
<b>TOTALS</b>	<b>12,376,833</b>	<b>15,391,373</b>	<b>10,009,500</b>	<b>10,009,500</b>	<b>11,089,000</b>	<b>10,079,500</b>	<b>0.70%</b>
<b>Expenses</b>							
Salaries and Wages	1,365,258	1,552,491	2,016,376	2,016,376	1,568,600	1,907,214	(5.41%)
Employee Benefits	715,122	851,362	1,016,279	1,016,279	854,298	1,018,286	0.20%
Contractual	950,383	943,293	1,381,800	1,752,010	1,240,363	1,515,000	(13.53%)
Commodities	76,782	31,656	38,500	41,596	42,663	45,500	9.39%
Capital Outlay	-	-	80,000	80,000	80,000	80,000	-%
Transfer to Capital (307)	-	688,049	-	-	-	60,000	100.00%
Transfer for Services to the General Fund	4,524,601	5,519,456	6,627,997	6,627,997	6,627,997	7,228,090	9.05%
<b>TOTALS</b>	<b>7,632,147</b>	<b>9,586,306</b>	<b>11,160,952</b>	<b>11,534,258</b>	<b>10,413,921</b>	<b>11,854,090</b>	<b>2.77%</b>
<b>Operating Revenues Over/(Under)</b>							
Expenses	4,744,686	5,805,067	(1,151,452)	(1,524,758)	675,079	(1,774,590)	
Depreciation	(5,634)	(2,996)	(86,897)	(166,897)	-	(85,000)	
Pension/OPEB Expense	42,449	(655,272)	-	-	-	-	
GASB Lease Expense	(46)	(24)	-	-	-	-	
Contingency	-	-	(217,708)	(241,313)	-	(229,687)	
<b>Total Revenues Over/(Under)</b>	<b>4,781,456</b>	<b>5,146,775</b>	<b>(1,456,057)</b>	<b>(1,932,968)</b>	<b>675,079</b>	<b>(2,089,277)</b>	
<b>Expenses</b>							
Beginning Net Assets	2,646,705	7,428,161	12,574,936	12,574,936	12,574,936	13,250,015	

Program: Building Enterprise Fund

<b>ENDING NET ASSETS</b>	<b>7,428,161</b>	<b>12,574,936</b>	<b>11,118,879</b>	<b>10,641,968</b>	<b>13,250,015</b>	<b>11,160,737</b>
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Building Fund



	FY2022	FY2023	FY2024	FY2025
Total Full Time Equivalent Employees	18.775	20.525	22.325	20.150

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;
- ✦ 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**

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Adjusted*	FY2024 Projected	FY2025 Budget	% Change
<b>Expenses</b>							
Salaries and Wages	569,287	689,308	860,977	860,977	709,100	851,518	(1.10%)
Employee Benefits	327,404	329,690	424,477	424,477	402,069	449,579	5.91%
Contractual	500,992	604,443	834,500	1,198,063	810,804	957,700	14.76%
Commodities	35,736	18,322	19,000	19,500	16,018	21,500	13.16%
Depreciation	5,634	2,996	-	-	-	-	-%
Capital Outlay	-	-	-	-	-	-	-%
<b>TOTALS</b>	<b>1,439,053</b>	<b>1,644,759</b>	<b>2,138,954</b>	<b>2,503,017</b>	<b>1,937,991</b>	<b>2,280,297</b>	<b>6.61%</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 FY2025 budget includes a lump sum 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.

**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	FY2021	FY2022	FY2023	FY2024	FY2025
Director of Planning Zoning & Building	0.150	0.150	0.150	0.150	0.250
Assistant Director of PZB	0.300	0.300	0.300	0.300	0.250
Civil Engineer	0.500	0.500	0.500	0.500	0.500
Design & Preservation Manager	0.000	0.000	0.000	1.000	0.250
Planner II	0.000	0.700	0.700	0.700	0.000
Building Inspector III	0.100	0.100	0.100	0.100	0.100
Building Inspector II	0.500	0.500	0.500	0.500	1.300
Design & Preservation Planner	0.000	0.000	0.000	0.600	0.450
GIS Analyst	0.000	0.000	0.000	0.500	0.500
Combination Plan Reviewer Sr	0.700	0.700	0.700	0.700	0.700
Planner I	0.000	0.000	0.000	0.000	0.250
Town Clerk	0.000	0.000	0.000	0.250	0.250
Office Manager	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	0.250	0.000	0.000
Administrative Specialist	0.300	0.300	0.300	0.300	0.250
Development Geoprocessor Technician	1.000	1.000	1.000	1.000	0.000
Document Management Coordinator	0.000	0.000	0.000	0.000	0.750
Zoning Technician	0.000	0.000	0.000	0.000	0.250
Administrative Assistant	0.500	0.675	0.500	0.300	0.800
Development Permit Tech Sr	0.500	0.500	0.500	0.500	0.500
Development Permit Technician	1.000	1.000	1.000	1.000	0.500
Administrative Assistant (Part Time)	0.000	0.000	0.375	0.375	0.000
Combination Plan Reviewer	1.700	0.700	0.000	0.000	0.000
Electronic Document Management Coordinator	0.500	0.000	0.000	0.000	0.000
Historic Preservation Planner	0.300	0.300	0.300	0.000	0.000
	8.550	7.925	7.675	9.275	8.600

**PERMIT ISSUANCE FY2024 ACCOMPLISHMENTS**

- ✦ Began using the 8th version of the Florida Building Code
- ✦ Implemented EPL software to provide for an improved convenience and customer service by using an online portal for electronic submissions of applications, documents, photos and payments of fees.
- ✦ Introduced a two (2) percent technology fee to all permits being processed

PROGRAM: **Permit Issuance 212**

**FY25 STRATEGIC GOALS AND OBJECTIVES**

<b>Permit Issuance Productivity Measures</b>					
<b>Effectiveness/Output Measures</b>	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Projected</b>	<b>FY2025 Projected</b>
# of permits issued	8,484	8,399	7,541	8,500	8,500
# of construction permits issued	4,925	4,907	3,966	5,000	5,000
# of revisions processed/issued	1,063	1,119	849	1,200	1,200
# of PW permits processed/issued	2,117	2,737	2,759	3,000	3,000
Average # of days to scan current records	1	1	1	1	1
# of expedited plan pages reviewed	-	-	-	-	-
# of Private Providers	19	35	35	35	35
# of Private Provider Inspections	2,400	3,900	4,400	4,400	4,400
# of departmental forms and applications	77	87	87	87	87

<b>Productivity Measures</b>				
<b>Effectiveness/Output Measures</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Projected</b>	<b>FY2025 Projected</b>
Permit Types Issued:				
U – ROW	2,737	2,757	2,800	2,800
B – Construction	4,907	3,966	5,000	5,000
Revenue	14,168,414	17,467,927	18,000,000	18,000,000
Construction Value	470,998,176	604,389,825	650,000,000	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**

	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjusted*</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
<b>Expenses</b>							
Salaries and Wages	795,971	863,183	1,155,399	1,155,399	859,500	1,055,696	(8.63%)
Employee Benefits	387,718	521,672	591,802	591,802	452,229	568,708	(3.90%)
Contractual	449,391	338,850	547,300	553,947	429,559	557,300	1.83%
Commodities	41,047	13,334	19,500	22,096	26,645	24,000	23.08%
Depreciation	-	-	86,897	86,897	-	85,000	(2.18%)
Capital Outlay	-	-	80,000	80,000	80,000	80,000	-%
<b>TOTALS</b>	<b>1,674,127</b>	<b>1,737,038</b>	<b>2,480,898</b>	<b>2,490,141</b>	<b>1,847,933</b>	<b>2,370,704</b>	<b>(4.44%)</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 FY2025 budget includes a lump sum 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. 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.

**COMMODITIES**

Office supplies and any necessary hardware or software enhancements.

**PROGRAM: Inspection & Compliance 213**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Director of Planning Zoning & Building	0.100	0.100	0.100	0.100	0.250
Assistant Director of PZB	0.300	0.300	0.300	0.300	0.250
Civil Engineer	0.500	0.500	0.500	0.500	0.500
Building Inspector III	0.900	0.900	0.900	0.900	0.900
Building Inspector II	2.500	2.500	2.500	2.500	1.700
Design & Preservation Planner	0.000	0.000	0.000	0.000	0.200
GIS Analyst	0.000	0.000	0.000	0.500	0.500
Combination Plan Reviewer Sr	0.300	0.300	0.300	0.300	0.300
Planner II	0.000	0.300	0.300	0.300	0.000
Planner I	0.000	0.500	0.500	0.500	0.250
Town Clerk	0.000	0.000	0.000	0.250	0.250
Office Manager	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	0.250	0.000	0.000
Administrative Specialist	0.200	0.200	0.200	0.200	0.250
Document Management Coordinator	0.000	0.000	0.000	0.000	0.250
Zoning Technician	0.500	0.000	0.500	0.500	0.000
Administrative Assistant	0.000	0.200	0.500	0.200	0.200
Code Compliance Officer	0.000	0.000	0.000	0.000	4.000
Construction Site Monitor	0.000	1.750	4.000	4.000	0.000
Development Permit Tech Sr	0.500	0.500	0.500	0.500	0.500
Development Permit Technician	1.000	1.000	1.000	1.000	0.500
Building Inspector I	1.000	1.000	0.000	0.000	0.000
Combination Plan Reviewer	0.300	0.300	0.000	0.000	0.000
Electronic Document Management Coordinator	0.500	0.000	0.000	0.000	0.000
	9.100	10.850	12.850	13.050	11.550

**INSPECTION AND COMPLIANCE FY2025 ACCOMPLISHMENTS**

- ✦ Implemented New Florida Milestone Inspection Program for every condominium or cooperative building that is three stories or more in height is required to undergo milestone inspections once the building is 30 years old, then every 10 years after
- ✦ Began using the 8th version of the Florida Building Code
- ✦ Worked with County, State, and Federal agencies on the adoption of the new flood maps and creation of revised flood regulations

**Inspection and Compliance Productivity Measures**

Effectiveness/Output Measures	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Projected	FY2025 Projected
# of inspections completed	12,083	10,312	9,700	9,700	9,700



# Internal Service Funds

**Town of Palm Beach / FY 2025 Adopted 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

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
<b>Revenues</b>						
Risk Funding	2,173,487	2,274,106	2,329,817	2,329,817	2,329,817	-%
Insurance Proceeds	103,846	190,684	-	20,000	-	-%
Interest on Investments	(224,619)	227,401	150,000	275,000	150,000	-%
<b>TOTALS</b>	<b>2,052,714</b>	<b>2,692,191</b>	<b>2,479,817</b>	<b>2,624,817</b>	<b>2,479,817</b>	<b>-%</b>
<b>Expenses</b>						
Salaries and Wages	168,186	135,346	129,019	129,019	146,942	13.89%
Employee Benefits	261,327	371,906	616,913	630,400	722,063	17.04%
Contractual	1,355,461	1,750,914	2,598,478	2,607,087	3,079,810	18.52%
Commodities	2,073	2,385	3,631	3,631	3,631	-%
Capital Outlay	-	-	-	-	-	-%
Depreciation	-	-	-	-	-	-%
Other (Contingency)	-	-	3,000,000	-	3,000,000	-%
<b>TOTALS</b>	<b>1,787,046</b>	<b>2,260,551</b>	<b>6,348,041</b>	<b>3,370,137</b>	<b>6,952,445</b>	<b>9.52%</b>
Total Revenues Over/(Under) Expenses	265,667	431,640	(3,868,224)	(745,320)	(4,472,628)	
Gain/(Loss) on disposal of assets	-	-	-	-	-	
Beginning Net Assets	5,485,417	5,751,084	6,182,724	6,182,724	5,437,404	
<b>ENDING NET ASSETS</b>	<b>5,751,084</b>	<b>6,182,724</b>	<b>2,314,500</b>	<b>5,437,404</b>	<b>964,776</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 FY25 budget includes a lump sum 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 is based upon the 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, the unfunded mandate for PTSD training for public safety and the anticipated increase in premium for property coverage.

**Commodities**

Includes membership dues, office supplies and training registrations.

**Contingency**

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

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Deputy Town Manager	0.000	0.000	0.000	0.000	0.075
Assistant Town Manager	0.000	0.100	0.000	0.000	0.000
Director of Finance	0.000	0.000	0.100	0.000	0.000
People & Culture Division Director	0.000	0.200	0.000	0.000	0.000
Risk Manager	1.000	0.900	1.000	1.000	1.000
Accountant I	0.000	0.000	0.000	0.050	0.000
Accounting Technician	0.000	0.000	0.050	0.000	0.000
Administrative Assistant	0.400	0.200	0.000	0.000	0.000
Assistant Director of Human Resources	0.100	0.000	0.000	0.000	0.000
Director of Human Resources	0.280	0.000	0.000	0.000	0.000
	1.780	1.400	1.150	1.050	1.075

Performance Measures	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Projected
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Annual insurance premiums	\$1,021,772	\$1,033,144	\$1,090,136	\$1,090,136	\$1,859,376
Total claims processed	131	135	183	183	148

\*Includes Hurricanes Matthew and Irma

Performance Measures	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Projected
Total number of safety violations found town wide during the annual facility safety inspections	96	81	76	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: designing, planning, organizing, implementing, and directing the self-insurance fund of the Town's Health Insurance Program.

In FY23, the Town of Palm Beach 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 due to annual increases in claims and stop-loss premiums. Rates for Stop Loss coverage will increase by an estimated 15%, thus increasing the overall fixed rates for health insurance in FY25. Costs for health insurance claims, as expected, began to level out during FY23; however, had an increase in FY24 due to several unexpected high claimants. Due to COVID, claims were dramatically affected in FY22, causing an increase in employee premiums for the plan year 2023 (calendar). Contracted to Concentra, the Town increased Clinic services in FY24, providing employees with access to minor urgent care and primary care services, expected to ultimately impact and reduce the health plan claims expense in future years. The ROI will not be realized for at least another year, when we can effectively compare utilization and claims experience. Additionally, the increase in clinic costs encompasses the ultrasound costs associated with annual physicals for all public safety.

### Revenue and Expense Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
<b>Revenues</b>						
Employer Contributions	3,682,558	4,415,710	4,870,232	4,870,232	5,644,278	15.89%
Employee Contributions	849,069	892,173	891,400	893,178	881,000	(1.17%)
Insurance Recoveries	-	2,709	-	-	-	-%
Miscellaneous Revenue	8,356	-	-	-	-	-%
Interest Income	(148,873)	182,378	100,000	160,000	100,000	-%
<b>TOTALS</b>	<b>4,391,110</b>	<b>5,492,969</b>	<b>5,861,632</b>	<b>5,923,410</b>	<b>6,625,278</b>	<b>13.03%</b>
<b>Expenses</b>						
Salaries and Wages	50,653	91,988	90,219	90,000	96,501	6.96%
Employee Benefits	5,720,361	6,143,568	6,437,419	6,632,630	6,919,770	7.49%
Contractual	113,136	484,810	532,696	533,137	540,996	1.56%
Commodities	1,262	3,172	3,011	1,733	2,428	(19.36%)
Capital Outlay	-	-	-	-	-	-%
Other (Contingency)	-	-	500,000	-	500,000	-%
<b>TOTALS</b>	<b>5,885,412</b>	<b>6,723,539</b>	<b>7,563,345</b>	<b>7,257,500</b>	<b>8,059,695</b>	<b>6.56%</b>
Total Revenues Over/ (Under) Expenses	(1,494,302)	(1,230,570)	(1,701,713)	(1,334,090)	(1,434,417)	
Beginning Net Assets	7,289,079	5,794,777	4,564,207	4,564,207	3,230,117	
<b>ENDING NET ASSETS</b>	<b>5,794,777</b>	<b>4,564,207</b>	<b>2,862,494</b>	<b>3,230,117</b>	<b>1,795,700</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 16% in FY25. There was a 20% increase in FY23 and a 10% increase in FY24.

### 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 FY2025 budget includes a lump sum 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 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	FY2021	FY2022	FY2023	FY2024	FY2025
Director of People & Culture	0.000	0.000	0.000	0.100	0.100
People & Culture Division Director	0.000	0.100	0.150	0.000	0.000
Risk Manager	0.000	0.100	0.000	0.000	0.000
People & Culture Manager	0.000	0.000	0.050	0.050	0.050
Talent Development Officer	0.000	0.000	0.000	0.050	0.050
People & Culture Generalist	0.000	0.050	0.300	0.300	0.300
People & Culture Analyst	0.000	0.000	0.000	0.000	0.320
People & Culture Coordinator	0.320	0.050	0.050	0.350	0.050
Administrative Assistant	0.400	0.100	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	0.000	0.000	0.000	0.000
Director of Human Resources	0.100	0.000	0.000	0.000	0.000
People and Culture Analyst	0.100	0.250	0.050	0.000	0.000
People and Culture Specialist	0.000	0.000	0.300	0.000	0.000
	1.120	0.650	0.950	0.900	0.920

## 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 ensure 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

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
<b>Revenues</b>						
Interest on Investments	(764,751)	670,470	100,000	800,000	200,000	100.00%
Surplus Equipment Proceeds	(11,082)	6,311	75,000	10,000	75,000	-%
Transfer from Gen and Other Funds	2,467,736	2,527,687	2,113,014	2,113,014	2,425,018	14.77%
Donations	100,000	-	-	-	-	-%
Miscellaneous	-	2,650	-	-	-	-%
<b>TOTALS</b>	<b>1,791,904</b>	<b>3,207,118</b>	<b>2,288,014</b>	<b>2,923,014</b>	<b>2,700,018</b>	<b>(6.37%)</b>
<b>Expenses</b>						
Salaries and Wages	-	-	-	-	102,552	100.00%
Employee Benefits	-	-	-	-	50,912	100.00%
Transfer to Enterprise Funds	71,517	-	-	-	-	-%
Contractual	130,885	165,794	-	164,000	-	-%
Capital Lease - Kiosks	594	-	-	-	-	-%
Capital Outlay - Equipment	1,661,158	1,122,567	1,373,885	6,739,298	1,459,755	6.25%
Capital Outlay - IT Equipment	256,748	652,698	1,232,587	153,366	3,320,223	169.37%
<b>TOTALS</b>	<b>2,120,902</b>	<b>1,941,059</b>	<b>2,606,472</b>	<b>7,056,664</b>	<b>4,933,442</b>	<b>89.28%</b>
Total Revenues Over/(Under) Expenses	(328,999)	1,266,059	(318,458)	(4,133,650)	(2,233,424)	
Contingency	-	-	(500,000)	-	(500,000)	
Beg Investment in Capital Assets	9,441,722	9,068,497	11,674,969	11,674,969	16,454,947	
Beg Unrestricted Net Assets	20,816,470	20,860,697	19,520,283	19,520,283	10,606,656	
<b>ENDING NET ASSETS</b>	<b>29,929,194</b>	<b>31,195,252</b>	<b>30,376,794</b>	<b>27,061,602</b>	<b>24,328,179</b>	

## REVENUE

### Interest on Investments

The interest revenue is based upon the financial market conditions and funds available for investment

### Surplus Equipment Proceeds

This revenue source represents the sale of surplus equipment

### Transfer from General and Other Funds

This transfer represents the depreciation expense charged to General and Coastal Fund program budgets and transferred to the Equipment Replacement Fund on an annual basis

## EXPENSES

### 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 FY2024 budget includes a lump sum 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.

### 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

## Depreciation Charges by Department FY 2025

Department	Depreciation
Town Manager's Office	\$ -
Information Technology	213,751
Town Clerk	-
Finance	-
Planning and Zoning	-
Recreation	48,744
Fire Rescue	849,680
Police	559,636
Public Works	753,206
Coastal Fund	-
<b>Total Depreciation</b>	<b>\$ 2,425,017</b>

## Replacement Equipment FY 2025

Department	Cost
<b>Police</b>	
Ford Bronco - 2 (Code Enforcement)	63,030
Camera Surveillance Project	225,000
Fingerprinting Equipment	5,715
Marked Pick Up Truck	39,056
Ford Explorer XLT	45,000
Ford Explorer Interceptor - 2	85,948
Chevy Tahoe	60,000
Axon Software for BWC and In-Car Video	113,000
Trailer	15,000
Parking Vehicles - 4	96,000
<b>Public Works</b>	
Ford F-150	40,650
Ford F-350	66,166
Sewer Inspection Camera & Crawler	124,000
Generator	41,495
Ford F-150	38,683
International Trash Dump Truck	123,000
Petersen Trash Crane	238,262
Vehicle Lift	39,750
<b>Information Technology</b>	
Enterprise Resource Planning Software	2,789,281
Computer Equipment	550,942
<b>Total Equipment Replacement Expenditures</b>	<b>\$ 4,799,978</b>







# Trust and Agency Funds

**Town of Palm Beach / FY 2025 Adopted 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 FY25 actuarially determined contribution to the defined benefit plan totals \$14,660,253. 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 \$20 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	FY2019	FY2020	FY2021	FY2022	FY2023
General Employees	73.60%	74.60%	77.70%	77.30%	75.90%
Lifeguards	66.00%	69.80%	73.70%	72.50%	75.90%
Police	72.40%	75.60%	78.80%	77.00%	75.20%
Fire-Rescue	65.20%	68.20%	71.90%	71.50%	70.80%

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>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
General	\$ 3,560,240	\$ 3,636,738	\$ 3,493,970	\$ 3,819,225	\$ 4,617,624
Lifeguards	\$ 215,911	\$ 195,379	\$ 182,855	\$ 202,223	\$ 225,986
Police	\$ 3,653,689	\$ 3,521,362	\$ 3,446,777	\$ 3,928,198	\$ 4,497,745
Fire-Rescue	\$ 4,362,652	\$ 4,392,526	\$ 4,333,641	\$ 4,701,232	\$ 5,318,898
<b>Total</b>	<b>\$ 11,792,492</b>	<b>\$ 11,746,005</b>	<b>\$ 11,457,243</b>	<b>\$ 12,650,878</b>	<b>\$ 14,660,253</b>
Extraordinary Contributions	\$ 5,420,000	\$ 5,420,000	\$ 5,420,000	\$ 5,420,000	\$ 5,420,000
<b>Total Town Contributions</b>	<b>\$ 17,212,492</b>	<b>\$ 17,166,005</b>	<b>\$ 16,877,243</b>	<b>\$ 18,070,878</b>	<b>\$ 20,080,253</b>

The Town's total contribution for the defined benefit and defined contribution plans for FY25 and FY24 is shown below. The FY25 total below increased due mainly to unfavorable investment performance.

<b>Town Retirement Contributions</b>	<b>FY2024</b>	<b>FY2025</b>	<b>Change</b>	<b>% Change</b>
General Employees DB	\$ 3,819,225	4,617,624	\$ 798,399	20.90%
Lifeguards DB	202,223	225,986	23,763	11.75%
Police DB	3,928,198	4,497,745	569,547	14.50%
Fire-Rescue DB	4,701,232	5,318,898	617,666	13.14%
Total DB Contribution	12,650,878	14,660,253	2,009,375	15.88%
DC Contributions	814,605	845,445	30,840	3.79%
<b>Total Town DB And DC Contribution</b>	<b>\$ 13,465,483</b>	<b>\$ 15,505,698</b>	<b>\$ 2,040,215</b>	<b>15.15%</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>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2024 Budget</b>	<b>FY2025 Budget</b>
General	\$ 469,444	\$ 504,896	\$ 738,462	\$ 805,507	\$ 836,210
Lifeguards	424	1,393	11,805	9,097	9,234
<b>Total</b>	<b>\$ 469,868</b>	<b>\$ 506,289</b>	<b>\$ 750,267</b>	<b>\$ 814,604</b>	<b>\$ 845,445</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, 2023**

	Total Plan	General	Ocean Rescue	Police	Firefighters
Participants	304	176	2	59	67
<b>Total Plan</b>					
Employer Normal Cost	14.99%	10.45%	10.48%	20.17%	19.90%
Amortization of UAAL	40.58%	21.98%	270.53%	61.27%	58.10%
<b>Total</b>	<b>55.57%</b>	<b>32.43%</b>	<b>281.01%</b>	<b>81.44%</b>	<b>78.00%</b>
Town Contribution	\$ 14,054,076	\$ 4,285,906	\$ 224,208	\$ 4,406,838	\$ 5,137,124
<b>Plan B - Ongoing Plan</b>					
Employer Normal Cost	14.99%	10.45%	10.48%	20.17%	19.90%
Amortization of UAAL	3.24%	2.22%	1.82%	4.28%	4.46%
<b>Total</b>	<b>18.23%</b>	<b>12.67%</b>	<b>12.30%</b>	<b>24.45%</b>	<b>24.36%</b>
Town Contribution	\$ 4,611,652	\$ 1,674,450	\$ 9,814	\$ 1,323,025	\$ 1,604,363
<b>Plan A - Legacy Plan</b>					
Employer Normal Cost	-	-	-	-	-
Amortization of UAAL	37.34%	19.76%	268.71%	56.99%	53.64%
<b>Total</b>	<b>37.34%</b>	<b>19.76%</b>	<b>268.71%</b>	<b>56.99%</b>	<b>53.64%</b>
Town Contribution	\$ 9,442,424	\$ 2,611,456	\$ 214,394	\$ 3,083,813	\$ 3,532,761
<b>Legacy cost</b>	<b>67.2%</b>	<b>60.9%</b>	<b>95.6%</b>	<b>70.0%</b>	<b>68.8%</b>

The Town Council previously committed to lowering the investment return assumption from the current 6.2% to 6% by .2% per year. As of the September 30, 2023 valuation date, the cost to lower the assumption to 6% immediately would increase the Town Contribution for FY25 by \$694,943 and increase the UAAL by \$8,746,503. The details are shown in the chart below.

	Total Plan
<b>Current Rate of 6.2%</b>	
Employer Normal Cost	14.99%
Amortization of UAAL	40.58%
<b>Total</b>	<b>55.57%</b>
Town Contribution	\$ 14,054,076
UAAL	\$ 98,335,829
Funded Ratio	74.00%
<b>Assumption Change to 6%</b>	
Employer Normal Cost	15.83%
Amortization of UAAL	42.48%
<b>Total</b>	<b>58.31%</b>
Town Contribution	\$ 14,749,019
UAAL	\$ 107,082,332
Funded Ratio	72.30%
<b>Difference</b>	
Town Contribution	\$ 694,943
UAAL	\$ 8,746,503
Funded Ratio	(1.70%)

## UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)

The UAAL as of September 30, 2023, for all pension groups is \$98,335,829. 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.

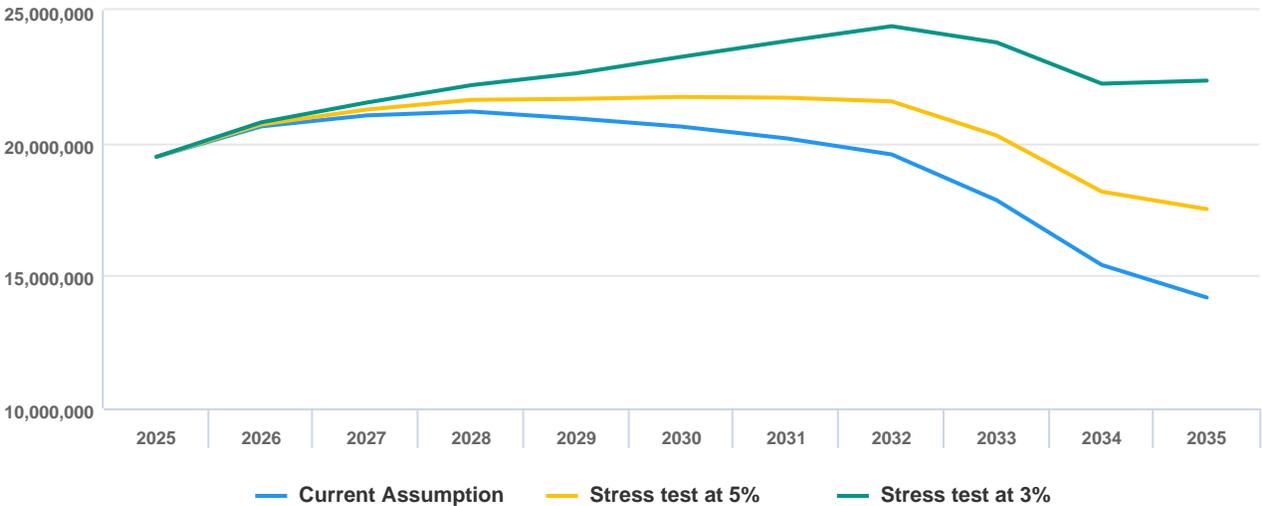
Date		General	Lifeguard	Police	Firefighter	Total
<b>2009</b>	<b>Initial Unfunded</b>	<b>8,232,536</b>	<b>487,100</b>	<b>2,220,259</b>	<b>9,705,153</b>	<b>20,645,048</b>
	<b>Experience (Gain)/Loss</b>					
2010	Experience (Gain)/Loss	829,157	46,059	578,463	928,382	2,382,061
2011	Experience (Gain)/Loss	(2,531,249)	78,659	273,499	(749,740)	(2,928,831)
2012	Experience (Gain)/Loss	2,786,091	179,936	3,916,813	3,406,836	10,289,676
2013	Experience (Gain)/Loss	(575,699)	15,516	1,498,158	1,305,272	2,243,247
2014	Experience (Gain)/Loss	(49,565)	(11,819)	631,049	120,550	690,215
2015	Experience (Gain)/Loss	1,690,710	62,728	1,611,137	1,498,658	4,863,233
2016	Experience (Gain)/Loss	22,530	(8,595)	(395,571)	2,028,423	1,646,787
2017	Experience (Gain)/Loss	130,516	54,496	205,145	378,270	768,427
2018	Experience (Gain)/Loss	1,285,331	52,562	478,659	865,153	2,681,705
2019	Experience (Gain)/Loss	728,211	16,593	1,018,696	1,100,690	2,864,190
2020	Experience (Gain)/Loss	150,839	(16,354)	(308,357)	(3,579)	(177,451)
2021	Experience (Gain)/Loss	(2,360,230)	(61,876)	(1,273,423)	(1,933,156)	(5,628,685)
2022	Experience (Gain)/Loss	882,045	196,192	3,129,210	2,206,665	6,414,112
2023	Experience (Gain)/Loss	1,643,785	231,415	2,900,684	2,205,379	6,981,263
	<b>Total Experience (Gain)/Loss</b>	<b>4,632,472</b>	<b>835,512</b>	<b>14,264,162</b>	<b>13,357,803</b>	<b>33,089,949</b>
	<b>Benefit Changes</b>					
2010	Benefit Changes	(3,032,204)	(142,784)	(2,681,321)	(4,706,272)	(10,562,581)
2013	Benefit Changes	48,588	-	-	-	48,588
2014	Benefit Changes	25,238	995	54,476	22,775	103,484
2015	Benefit Changes	-	-	554,343	263,086	817,429
2016	Benefit Changes	953,297	13,398	-	535,018	1,501,713
2017	Benefit Changes	-	-	-	-	-
	<b>Total Benefit Changes</b>	<b>(2,005,081)</b>	<b>(128,391)</b>	<b>(2,072,502)</b>	<b>(3,885,393)</b>	<b>(8,091,367)</b>
	<b>Assumption Method Changes</b>					
2010	Assumption Method Changes	(1,285,207)	(34,512)	(461,550)	(566,905)	(2,348,174)
2011	Assumption Method Changes	(81,134)	45,061	283,369	143,216	390,512
2012	Assumption Method Changes	3,231,021	175,196	3,196,572	3,298,600	9,901,389
2015	Assumption Method Changes	4,500,337	123,150	1,282,906	1,677,106	7,583,499
2016	Assumption Method Changes	1,765,904	113,654	2,175,801	2,245,869	6,301,228
2017	Assumption Method Changes	827,847	42,564	766,876	822,555	2,459,842
2018	Assumption Method Changes	856,822	43,703	791,032	857,827	2,549,384
2019	Assumption Method Changes	870,776	37,446	516,926	925,722	2,350,870
2020	Assumption Method Changes	1,370,776	(19,191)	(211,402)	93,967	1,234,150
2021	Assumption Method Changes	2,246,597	108,880	1,642,346	2,275,931	6,273,754
2022	Assumption Method Changes	2,510,646	121,136	2,345,066	2,604,787	7,581,635
2023	Assumption Method Changes	2,761,598	132,569	2,589,912	2,930,031	8,414,110
	<b>Total Assumption Method Changes</b>	<b>19,575,983</b>	<b>889,656</b>	<b>14,917,854</b>	<b>17,308,706</b>	<b>52,692,199</b>
	<b>UAAL as of September 30, 2023</b>	<b>30,435,910</b>	<b>2,083,877</b>	<b>29,329,773</b>	<b>36,486,269</b>	<b>98,335,829</b>
	Membership - Retirees	214	12	108	103	437
	Membership - Active	176	2	59	67	304
	Membership - Terminated/Vested	45	3	21	24	93
	<b>Ratio of Total Membership to UAAL</b>	<b>69,968</b>	<b>122,581</b>	<b>156,009</b>	<b>188,074</b>	<b>117,909</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 6.2% used in the September 30, 2023 Actuarial Valuation Report to 6.0% as of September 30, 2024.

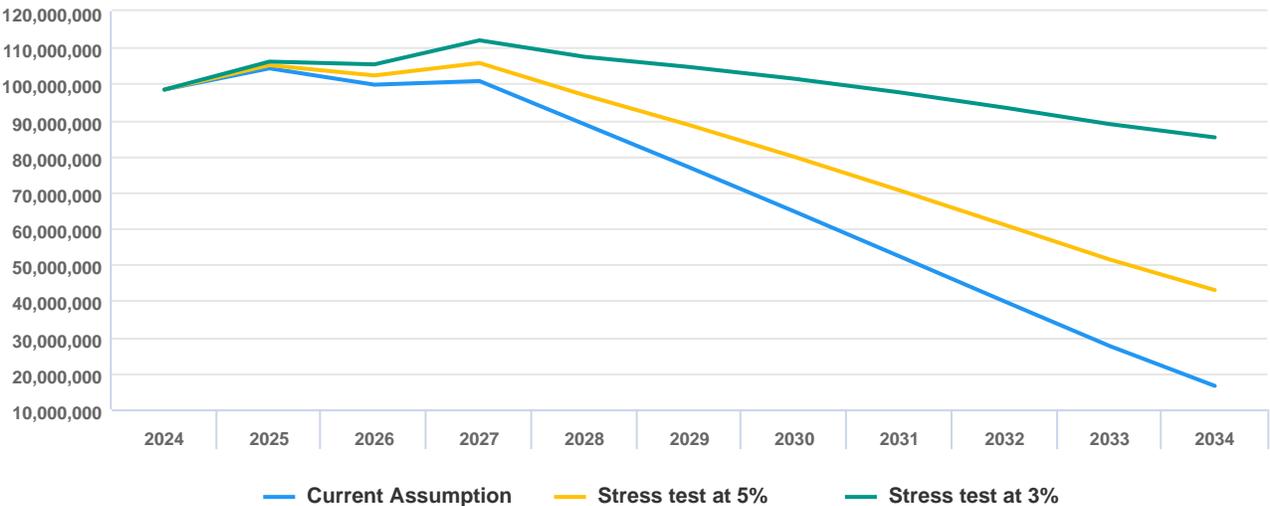
This forecast was stress tested using an estimated actual return on the market value of assets of 5% per year and 3% per year. The results are shown on the following charts for UAAL and Employer Contribution.

**Employer Contribution Forecast**



The 10-year projection from GRS has the Retirement Fund 90.5% funded, with current assumptions, in FY32.

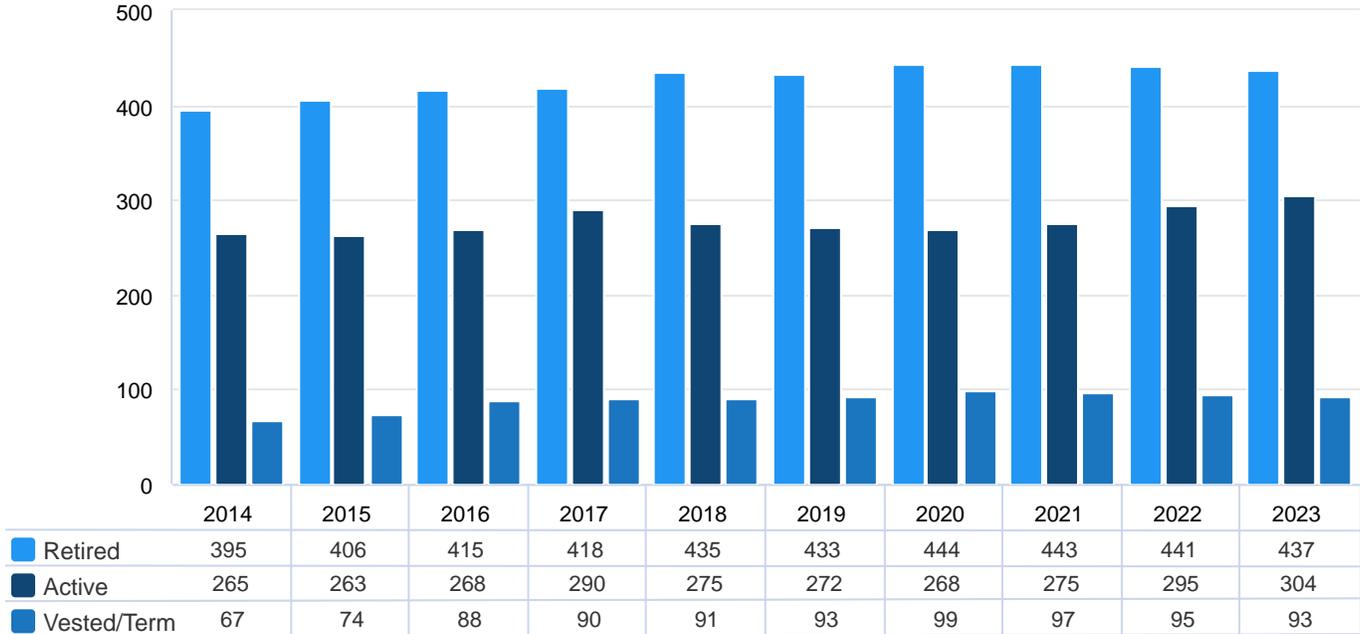
**UAAL Forecast**



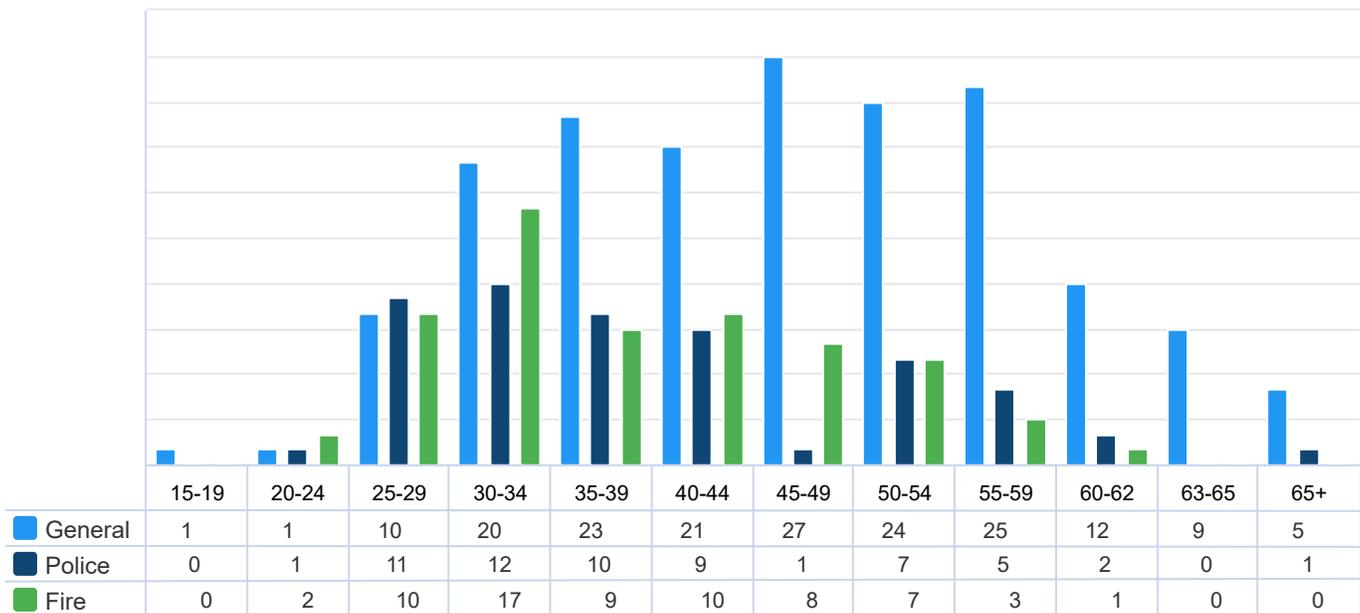
### DEMOGRAPHIC INFORMATION

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, 2023, Actuarial Report.

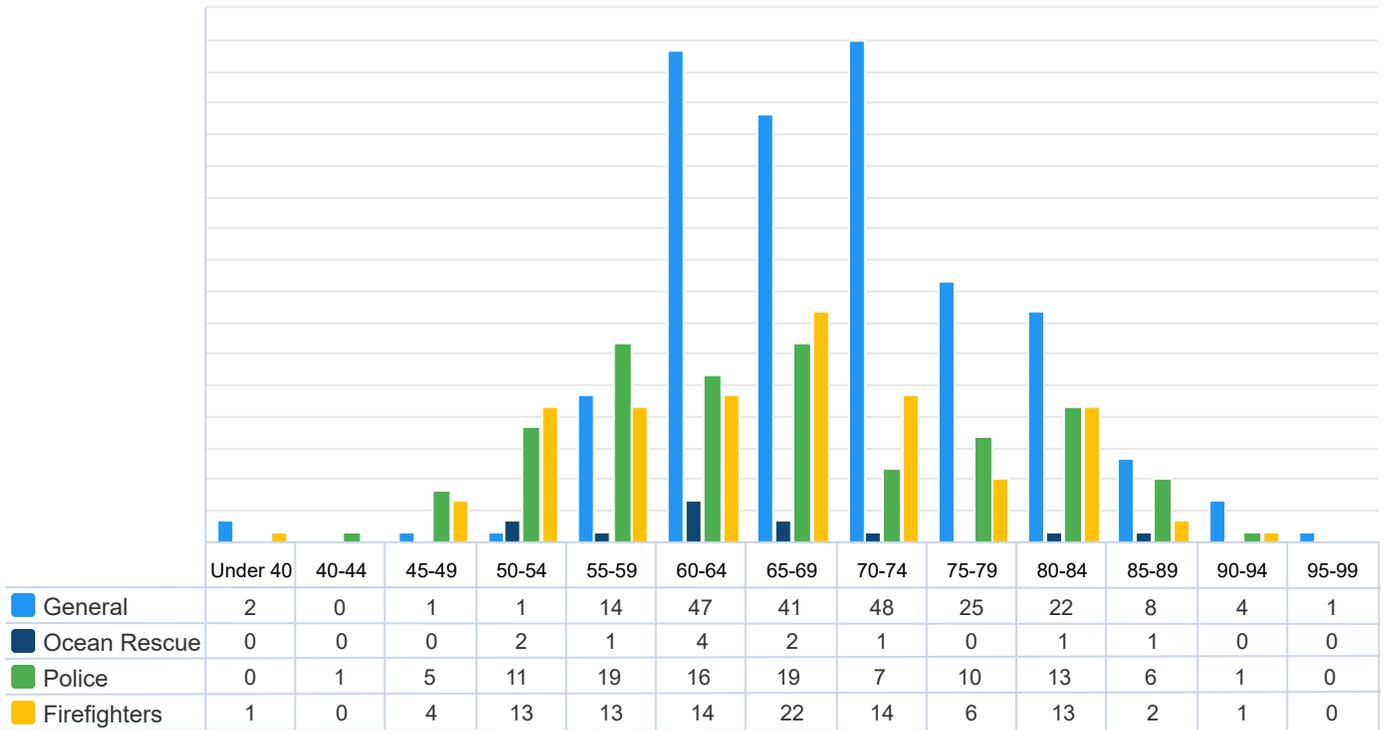
**Total Member Profile**



**Distribution of Active Members by Age**



### Distribution of Retirees & Beneficiaries by Age



### 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:** Effective June 1, 2024, age 62 with 5 or more years of service. If not employed or participating in DROP on June 1, 2024, age 62 with 10 or more years of service. 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 June 1, 2024, age 55 with at least 8 years of service or 25 years of service regardless of age. If not employed or participating in DROP on June 1, 2024, 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.

**Non-union Firefighters:** Effective June 1, 2024, age 55 with at least 8 years of service or 25 years of service regardless of age. If not employed or participating in DROP on June 1, 2024, 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.

**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 between May 1, 2017 and May 31, 2024, plus 2.0% per year of credited service on and after June 1, 2024.

**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 between October 1, 2016 and May 31, 2024, plus 3.0% per year of credited service on and after . Note that this increase in benefit accrual rate will not apply until it is implemented through the collective bargaining process, but it is assumed to be retroactive to June 1, 2024 once implemented.

**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 between October 1, 2016 and , plus 3.0% of credited service on and after .

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 8 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. There is a two-quarter lag for what is applied to the DROP Plan balances at the end of each quarter on the average daily balance for a given quarter. For example, the rate used for a quarter ending June 30, will be based on the five-year trailing average determined as of Dec 31, two-quarters prior. This allows a full distribution to be made without having to wait to calculate the final investment earnings during the quarter of distribution.

**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 - 5 or more years of service (waived for frozen benefits) for general and ocean rescue employees, 8 or more years of service (waived for frozen benefits) for police officers and firefighters. Pension begins upon meeting requirements 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: Plan A**

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 People and Culture Department.

### **Non-Duty Disability Before Retirement: Plan B**

**General Employees and Ocean Rescue Employees:** Eligibility - 5 or more years of service.

Pension Amount - Computed as for normal retirement.

Elective Survivor Benefits Eligibility – The member dies while in the employ of the Town with at least 5 years of credited service and not participating in the DROP. Survivor beneficiary shall be in writing and filed with People and Culture Department.

**Police Officers and Firefighters:** Eligibility - 8 or more years of service.

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 People and Culture 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. 5-year (General and Ocean Rescue Employees), 8-year (Police Officer and Firefighter) 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>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2024 Projected</b>	<b>FY2025 Budget</b>	<b>% Change</b>
<b>Revenues</b>						
Employer Contributions	11,746,005	11,457,243	12,650,878	12,650,878	14,660,253	15.88%
Employee Contributions	1,327,380	1,468,808	1,600,000	1,538,000	1,600,000	-%
Use of Prepaid Contributions	-	-	-	-	-	-%
Gain/(Loss) on Investments	(59,773,777)	12,983,656	2,500,000	2,500,000	2,500,000	-%
Miscellaneous	0	5,538	5,000	1	-	(100.00%)
Investment Income	14,655,629	8,582,858	14,825,000	27,000,000	15,070,000	1.65%
Transfer from General Fund	5,420,000	5,420,000	5,420,000	5,420,000	5,420,000	-%
<b>TOTALS</b>	<b>(26,624,762)</b>	<b>39,918,104</b>	<b>37,000,878</b>	<b>49,108,879</b>	<b>39,250,253</b>	<b>6.08%</b>
<b>Expenses</b>						
Salaries and Wages	44,836	54,449	90,935	70,000	72,352	(20.44%)
Employee Benefits	31,307	36,325	43,215	39,778	33,832	(21.71%)
Contractual	24,009,397	25,349,728	24,833,500	23,878,066	25,166,500	1.34%
<b>TOTALS</b>	<b>24,085,540</b>	<b>25,440,501</b>	<b>24,967,650</b>	<b>23,987,844</b>	<b>25,272,684</b>	<b>1.22%</b>
Total Revenues Over/(Under) Expenses	(50,710,302)	14,477,603	12,033,228	25,121,035	13,977,569	
Beginning Net Assets	288,216,111	237,505,809	251,983,412	251,983,412	277,104,447	
<b>ENDING NET ASSETS</b>	<b>237,505,809</b>	<b>251,983,412</b>	<b>264,016,640</b>	<b>277,104,447</b>	<b>291,082,016</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 FY2024 budget includes a lump sum 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

This line item reflects anticipated pension payments and operating costs.

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Deputy Town Manager	0.000	0.000	0.000	0.000	0.025
Director of Finance	0.100	0.100	0.100	0.000	0.000
Director of People & Culture	0.000	0.000	0.000	0.100	0.100
People & Culture Division Director	0.000	0.100	0.100	0.000	0.000
Controller	0.000	0.000	0.000	0.025	0.000
Assistant Director of Finance	0.025	0.025	0.025	0.000	0.000
Budget Manager	0.000	0.000	0.000	0.100	0.050
Accountant III	0.000	0.000	0.000	0.100	0.100
People & Culture Generalist	0.000	0.000	0.250	0.250	0.250
Budget Analyst	0.100	0.100	0.100	0.000	0.000
People & Culture Coordinator	0.000	0.000	0.000	0.250	0.000
Accountant I	0.000	0.000	0.000	0.036	0.050
Administrative Assistant	0.000	0.000	0.050	0.050	0.050
Accounting Technician	0.036	0.036	0.036	0.000	0.000
Director of Human Resources	0.024	0.000	0.000	0.000	0.000
Human Resource Specialist (Part Time)	0.375	0.000	0.000	0.000	0.000
People and Culture Analyst	0.000	0.500	0.000	0.000	0.000
People and Culture Specialist	0.000	0.000	0.250	0.000	0.000
	0.660	0.861	0.911	0.911	0.625



## 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 FY25 is \$828,584.

Retirees have the ability to elect health and prescription coverage and/or dental insurance through the Town's self-insured plans 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 retirement 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 (OAP) or Open Access Plus In-Network (OAPIN). A summary of the significant plan provisions for the plan year that begins on January 1, 2025 are provided below:

### Cigna Open Access Plus

	In-Network
Deductible	\$500 Ind/\$1,500 Family
Coinsurance	10%
Out of Pocket Maximum	\$1,500 Ind/\$4,500 Family
Office Visit Copay	\$25
Prescription Drugs	\$100 Ded for Non-generic drugs
Retail/Mail Order Copayment	Generic-\$10, Preferred-\$30, Non-Preferred-50% of Cost
Lifetime Maximum	Unlimited

### Cigna Open Access Plus In-Network\*

	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	\$150	
Prescription Drugs	\$100 Ded for Non-generic drugs	
Retail/Mail Order Copayment	Generic-\$10, Preferred-\$30, Non-Preferred-50% of Cost	
Lifetime Maximum	Unlimited	

\*Out of network services are not covered under the In-Network 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. 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**

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budget	% Change
<b>Revenues</b>						
Town Funding	334,215	331,217	789,128	789,128	828,584	5.00%
Retiree Funding	1,122,731	1,051,447	1,107,500	1,060,000	1,010,000	(8.80%)
Miscellaneous Revenue	302,871	117,320	-	20,000	-	-%
Investment Income	(5,188,295)	3,187,253	1,900,000	3,635,000	1,900,000	-%
<b>TOTALS</b>	<b>(3,428,479)</b>	<b>4,687,237</b>	<b>3,796,628</b>	<b>5,504,128</b>	<b>3,738,584</b>	<b>(1.53%)</b>
<b>Expenses</b>						
Salaries and Wages	58,468	89,872	90,219	90,000	97,343	7.90%
Employee Benefits	2,336,969	1,961,242	2,348,459	2,579,352	2,717,067	15.70%
Contractual	97,736	157,507	92,687	128,443	90,147	(2.74%)
Commodities	1,571	557	2,581	2,164	1,923	(25.49%)
<b>TOTALS</b>	<b>2,494,743</b>	<b>2,209,177</b>	<b>2,533,946</b>	<b>2,799,959</b>	<b>2,906,480</b>	<b>14.70%</b>
Total Revenues Over/(Under) Expenses	(5,923,222)	2,478,060	1,262,682	2,704,169	832,104	
Beginning Net Assets	40,330,823	34,407,601	36,885,661	36,885,661	39,589,830	
<b>ENDING NET ASSETS</b>	<b>34,407,601</b>	<b>36,885,661</b>	<b>38,148,343</b>	<b>39,589,830</b>	<b>40,421,934</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 FY25 projected budget for Retiree Funding is based on trending and actual contributions for FY24

### 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 FY25 budget includes a lump sum COLA and pay for performance increase.

### 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.

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Director of Finance	0.050	0.050	0.050	0.000	0.000
Director of People & Culture	0.000	0.000	0.000	0.100	0.100
People & Culture Division Director	0.000	0.100	0.150	0.000	0.000
People & Culture Manager	0.000	0.000	0.050	0.050	0.050
Talent Development Officer	0.000	0.000	0.000	0.050	0.050
People & Culture Generalist	0.000	0.050	0.300	0.300	0.300
People & Culture Analyst	0.000	0.000	0.000	0.000	0.330
People & Culture Coordinator	0.330	0.050	0.050	0.350	0.050
Administrative Assistant	0.200	0.050	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	0.000	0.000	0.000	0.000
Director of Human Resources	0.100	0.000	0.000	0.000	0.000
People and Culture Analyst	0.100	0.250	0.050	0.000	0.000
People and Culture Specialist	0.000	0.000	0.300	0.000	0.000
	0.980	0.550	1.000	0.900	0.930



**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 2025 Adopted Annual Budget**



# Authorized Positions

**Town of Palm Beach / FY 2025 Adopted Annual Budget**

**Authorized positions**

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
<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	1.750	1.650
Assistant Town Manager	-	0.200	0.250	-	-
Town Clerk	1.000	1.000	1.000	0.500	0.500
Administrative Manager	1.000	1.000	1.000	1.000	1.000
Communications Specialist	-	0.500	0.500	0.500	0.500
Deputy Town Clerk	1.000	1.000	1.500	1.000	1.000
Administrative Assistant	1.000	2.000	2.000	1.000	1.000
Clerk Support Assistant	-	-	-	1.000	1.000
Administrative Clerk	1.000	-	-	1.000	1.000
	<b>7.000</b>	<b>7.700</b>	<b>8.250</b>	<b>8.750</b>	<b>8.650</b>
<b>Information Systems</b>					
CIO & Director of Information Technology	-	-	-	-	1.000
Director of Information Technology	-	-	-	1.000	-
Division Director of Information Technology	-	-	1.000	-	-
Assistant IT Director	1.000	1.000	-	-	1.000
GIS Manager	-	-	-	1.000	1.000
Information Technology Manager	1.000	1.000	1.000	1.000	-
Information Technology Security Lead	-	-	-	-	1.000
IT Project Manager	-	-	-	-	1.000
Systems Administrator	2.000	2.000	2.000	2.000	1.000
Information Technology Analyst	-	-	-	1.000	-
Information Technology Applications Analyst	-	-	-	1.000	1.000
Information Technology Solutions Analyst	-	-	-	-	1.000
IT Solutions Analyst	-	-	-	1.000	-
GIS Technician	-	-	-	1.000	1.000
GIS Specialist	-	-	-	1.000	-
Information Technology Business Analyst	-	-	-	-	1.000
Information Technology Public Safety Specialist	-	-	1.000	1.000	1.000
Information Technology Specialist	3.000	3.000	1.000	-	1.000
Information Technology Services Coordinator	-	-	1.000	1.000	1.000
GIS Coordinator	1.000	1.000	1.000	-	-
Information Technology Applications Specialist	-	-	1.000	-	-
	<b>8.000</b>	<b>8.000</b>	<b>9.000</b>	<b>12.000</b>	<b>13.000</b>
<b>Human Resources</b>					
Assistant Town Manager	-	0.200	0.250	-	-
Director of People & Culture	-	-	-	0.700	0.700
People & Culture Division Director	-	0.500	0.600	-	-
People & Culture Manager	-	-	0.900	0.900	0.900
Talent Development Officer	-	-	-	0.900	0.900
Communications Specialist	-	0.500	0.500	0.500	0.500
People & Culture Generalist	-	0.900	0.150	0.150	0.150
People & Culture Analyst	-	-	-	-	0.350
People & Culture Coordinator	0.350	0.900	0.900	1.050	0.900
Administrative Assistant	-	0.400	0.850	0.850	1.850
Assistant Director of Human Resources	0.500	-	-	-	-
Director of Human Resources	0.496	-	-	-	-

Authorized positions (continued)

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
People and Culture Analyst	1.800	1.000	0.900	-	-
People and Culture Specialist	0.625	-	0.150	-	-
	<b>3.771</b>	<b>4.400</b>	<b>5.200</b>	<b>5.050</b>	<b>6.250</b>
<b>Finance</b>					
Director of Finance	0.850	0.850	0.750	-	-
Controller	-	-	-	0.975	1.000
Assistant Director of Finance	0.975	0.975	0.975	-	-
Procurement & Contracts Manager	1.000	1.000	1.000	1.000	1.000
Budget Manager	-	-	-	0.900	0.950
Assistant Procurement & Contracts Manager	1.000	1.000	1.000	1.000	1.000
Accountant III	-	-	-	2.900	2.900
Senior Procurement & Contracts Agent	-	-	-	1.000	1.000
Budget Analyst	0.900	0.900	0.900	-	-
Procurement & Contracts Agent	-	-	-	2.000	2.000
Accountant	2.000	2.000	2.000	-	-
Accountant I	-	-	-	2.914	2.950
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Accounting Technician	2.964	2.964	2.914	-	-
Buyer	1.000	1.000	1.000	-	-
Junior Buyer	1.000	1.000	1.000	-	-
Senior Buyer	1.000	1.000	1.000	-	-
	<b>13.689</b>	<b>13.689</b>	<b>13.539</b>	<b>13.689</b>	<b>13.800</b>
<b>Planning and Zoning</b>					
Director of Planning Zoning & Building	-	0.750	0.750	0.750	0.500
Assistant Director of PZB	-	0.400	0.400	0.400	0.500
Fire Marshal	-	1.000	1.000	1.000	1.000
Design & Preservation Manager	-	-	-	-	0.750
Planner III	-	-	1.000	1.000	1.000
Zoning Manager	-	1.000	-	-	-
Design & Preservation Planner	-	-	-	1.400	2.350
Planner I	-	0.500	0.500	0.500	0.500
Fire Inspector	-	1.000	1.000	1.000	2.000
Office Manager	-	-	-	-	0.500
Administrative Specialist	-	0.500	0.500	0.500	0.500
Lead Code Compliance Officer	-	-	-	1.000	1.000
Zoning Technician	-	-	0.500	0.500	0.750
Administrative Assistant	-	0.500	-	0.500	1.000
Code Compliance Officer	-	-	-	1.000	1.000
Parking/Code Enforcement Specialist	-	0.750	0.750	0.750	0.750
Administrative Assistant (Part Time)	-	-	0.375	0.375	-
	-	<b>6.400</b>	<b>6.775</b>	<b>10.675</b>	<b>14.100</b>
<b>Recreation</b>					
Assistant Town Manager	-	0.250	0.250	-	-
Director of Recreation	-	-	-	0.750	0.750
Division Director of Recreation	-	0.750	0.750	-	-
Assistant Director of Recreation	0.800	0.800	0.800	0.800	0.800
Tennis Manager	-	-	-	-	1.000
Program Manager	-	-	1.000	1.000	1.000

**Authorized positions (continued)**

<b>Full Time Equivalent Employees</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Office Manager	-	-	-	1.000	1.000
Recreation Facilities Maintenance Supervisor	-	0.800	0.800	0.800	0.800
Recreation Supervisor	1.800	2.000	1.000	1.000	1.000
Administrative Assistant	0.800	0.800	1.800	0.800	0.800
Recreation Specialist	1.000	2.000	2.000	1.000	1.000
Pro-Shop Assistant	-	-	-	1.000	1.000
Maintenance Worker	-	-	-	1.000	1.000
Director of Business Development and Operations	0.500	-	-	-	-
Program Development and Operations Manager	1.000	-	-	-	-
Tennis Supervisor	1.000	-	-	-	-
Maintenance Worker (Part Time)	1.083	1.101	1.119	0.137	0.097
Bus Driver (Part Time)	0.410	0.411	0.304	0.304	0.304
Activity Leader (Part Time)	2.500	1.052	0.530	0.552	0.552
Recreation Center Attendants (Part Time)	8.195	0.255	0.425	0.216	0.216
Tennis Attendant (Part Time)	1.359	0.991	0.845	0.835	0.835
	<b>20.447</b>	<b>11.210</b>	<b>11.623</b>	<b>11.194</b>	<b>12.154</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	10.000	10.000	10.000	8.000	9.000
Firefighter Emt	-	-	-	9.000	6.000
Firefighter Paramedic	-	-	-	24.000	30.000
FF Driver/Engineer Emt	-	-	-	1.000	1.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Supervisor Lifeguard	1.000	1.000	1.000	1.000	1.000
Administrative Specialist	1.000	1.000	1.000	1.000	1.000
Mechanic/PD	-	0.200	0.200	0.200	0.200
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	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>85.400</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	4.000	3.000	3.000
Police Lieutenant Prof Standards	-	-	-	1.000	1.000
Police Sergeant	10.000	10.000	10.000	10.000	12.000
Police Officer	41.000	40.000	43.000	46.000	47.000
Police Officer/Detective	8.000	9.000	9.000	8.000	8.000
Civilian Services Division Manager	1.000	1.000	1.000	1.000	1.000
Telecommunications Supervisor Lead	1.000	1.000	1.000	1.000	1.000

Authorized positions (continued)

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Fleet Manager	0.800	0.800	0.800	0.800	0.800
Crime Scene Evidence Manager	1.000	1.000	1.000	1.000	-
Telecommunicator Supervisor	4.000	4.000	4.000	4.000	4.000
Telecommunicator	10.000	10.000	10.000	10.000	10.000
Crime Scene Evidence Technician	-	1.000	1.000	1.000	1.000
Crime Intelligence Analyst	1.000	1.000	1.000	1.000	1.000
Administrative Specialist	1.000	1.000	1.000	1.000	1.000
Mechanic/PD	-	0.800	0.800	0.800	0.800
Digital Crime Scene Tech	-	-	-	1.000	-
Digital Evidence Tech	-	-	-	-	1.000
Administrative Assistant	2.000	2.000	3.000	3.000	3.000
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	2.000	2.000	4.000	4.000	7.000
Master Mechanic	0.800	-	-	-	-
Police Planner	1.000	1.000	-	-	-
Training and Community Relations Coordinator	1.000	-	-	-	-
Crime Scene Technician (Part Time)	1.000	1.000	-	-	-
Vehicle Technician (Part Time)	0.350	0.350	-	-	-
	<b>98.200</b>	<b>98.200</b>	<b>102.850</b>	<b>105.850</b>	<b>110.850</b>
<b>Public Works</b>					
Sanitation Supervisor	1.000	1.000	1.000	1.000	1.000
Trash Supervisor	1.000	1.000	1.000	1.000	1.000
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
Equipment Operator III	1.000	1.000	1.000	1.000	1.000
Equipment Operator II	4.000	4.000	4.000	4.000	4.000
Equipment Operator I	17.000	17.000	17.000	17.000	17.000
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	2.000	2.000	2.000	2.000
Project Engineering Coordinator	-	-	-	1.000	-
Underground Utilities Easement Acquisition Manager	-	-	-	-	1.000
Facilities Maint Div Manager	0.990	1.000	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	1.000
Fleet Mechanic Supervisor	1.000	1.000	1.000	1.000	1.000
General Maintenance Supervisor	0.975	1.000	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	1.000
Industrial Electrician Senior	0.995	1.000	1.000	-	-
GIS Specialist	1.000	1.000	1.000	-	-

**Authorized positions (continued)**

<b>Full Time Equivalent Employees</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Industrial Electrician	1.990	1.000	1.000	2.000	2.000
Right of Way Inspector	1.000	1.000	1.000	-	-
Office Manager	1.000	1.000	1.000	1.000	1.000
Public Works Project Coordinator	1.964	2.000	2.000	2.000	2.000
Water Resources Technician II	3.000	3.000	4.000	5.000	4.000
Administrative Specialist	-	-	-	-	1.000
Engineering Support Coordinator	-	-	-	1.000	1.000
Fleet Mechanic	3.000	3.000	3.000	3.000	3.000
Administrative Assistant	4.000	4.000	4.000	4.000	3.000
Water Resources Technician I	10.000	10.000	9.000	8.000	9.000
Building Maintenance Worker	1.970	2.000	2.000	2.000	2.000
Irrigation and Spray Technician	1.000	1.000	1.000	1.000	1.000
Sanitation and Trash Worker	7.000	7.000	7.000	7.000	7.000
CMMS Coordinator	1.000	1.000	1.000	-	-
	<b>79.884</b>	<b>81.000</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	-	-	-	-
Administrative Assistant (Part Time)	-	0.750	0.750	-	-
	<b>1.000</b>	<b>1.750</b>	<b>1.750</b>	<b>-</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	0.250
Assistant Town Manager	-	0.250	0.250	-	-
Marina Manager	-	-	-	1.000	1.000
Assistant Director of Recreation	0.100	0.100	0.100	0.100	0.100
Dockmaster	1.000	1.000	1.000	1.000	1.000
Office Manager	-	-	-	-	1.000
Administrative Assistant	0.100	1.100	1.100	1.100	0.100
Facilities Maintenance Worker	-	1.000	1.000	1.000	1.000
Recreation Facilities Maintenance Supervisor	-	0.100	0.100	0.100	0.100
Assistant Dockmaster	-	1.000	1.000	-	-
Director of Business Development and Operations	0.250	-	-	-	-
Public Works Employees	0.018	-	-	-	-
Recreation Supervisor	0.100	-	-	-	-
Dock Attendant (Part Time)	-	-	-	1.125	1.125
	<b>1.568</b>	<b>4.550</b>	<b>4.550</b>	<b>5.675</b>	<b>5.675</b>
<b>Par 3 Golf Course</b>					
Director of Recreation	-	-	-	0.250	0.250
Division Director of Recreation	-	0.250	0.250	-	-
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
Assistant Golf Manager	-	-	-	-	1.000
Assistant Golf Course Superintendent	-	-	-	-	1.000
Crew Foreman/Irrigation Specialist	1.000	1.000	1.000	1.000	-

Authorized positions (continued)

Full Time Equivalent Employees	FY2021	FY2022	FY2023	FY2024	FY2025
Recreation Facilities Maintenance Supervisor	-	0.100	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
Administrative Assistant	0.100	0.100	0.100	0.100	0.100
Irrigation and Spray Technician	-	-	-	1.000	1.000
Pro-Shop Assistant	-	-	1.000	2.000	2.000
Maintenance Associate	-	-	1.000	-	-
Director of Business Development and Operations	0.250	-	-	-	-
Public Works Employees	0.098	-	-	-	-
Recreation Supervisor	0.100	-	-	-	-
Senior Golf Associate	1.000	1.000	-	-	-
Golf Course Associate (Part Time)	0.312	0.309	0.290	-	-
Maintenance Associate (Part Time)	0.750	0.750	0.750	-	-
	<b>7.710</b>	<b>7.609</b>	<b>8.590</b>	<b>8.550</b>	<b>8.550</b>
<b>Building Enterprise Fund</b>					
Director of Planning Zoning & Building	0.250	0.250	0.250	0.250	0.500
Assistant Director of PZB	0.600	0.600	0.600	0.600	0.500
Civil Engineer	1.000	1.000	1.000	1.000	1.000
Design & Preservation Manager	-	-	-	1.000	0.250
Planner II	-	1.000	1.000	1.000	-
Building Inspector III	1.000	1.000	1.000	1.000	1.000
Building Inspector II	3.000	3.000	3.000	3.000	3.000
Design & Preservation Planner	-	-	-	0.600	0.650
GIS Analyst	-	-	-	1.000	1.000
Combination Plan Reviewer Sr	1.000	1.000	1.000	1.000	1.000
Planner I	-	0.500	0.500	0.500	0.500
Town Clerk	-	-	-	0.500	0.500
Office Manager	-	-	-	-	0.500
Business Services Supervisor	1.000	1.000	1.000	1.000	1.000
Deputy Town Clerk	-	-	0.500	-	-
Administrative Specialist	0.500	0.500	0.500	0.500	0.500
Development Geoprocessor Technician	1.000	1.000	1.000	1.000	-
Document Management Coordinator	-	-	-	-	1.000
Zoning Technician	0.500	-	0.500	0.500	0.250
Administrative Assistant	0.500	0.875	1.000	0.500	1.000
Code Compliance Officer	-	-	-	-	4.000
Construction Site Monitor	-	1.750	4.000	4.000	-
Development Permit Tech Sr	1.000	1.000	1.000	1.000	1.000
Development Permit Technician	2.000	2.000	2.000	2.000	1.000
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	-
	<b>17.650</b>	<b>18.775</b>	<b>20.525</b>	<b>22.325</b>	<b>20.150</b>
<b>Self Insurance Fund - Risk</b>					
Deputy Town Manager	-	-	-	-	0.075
Assistant Town Manager	-	0.100	-	-	-

**Authorized positions (continued)**

<b>Full Time Equivalent Employees</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Director of Finance	-	-	0.100	-	-
People & Culture Division Director	-	0.200	-	-	-
Risk Manager	1.000	0.900	1.000	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	-	-	-	-
Director of Human Resources	0.280	-	-	-	-
	<b>1.780</b>	<b>1.400</b>	<b>1.150</b>	<b>1.050</b>	<b>1.075</b>
<b>Self Insurance Fund - Health</b>					
Director of People & Culture	-	-	-	0.100	0.100
People & Culture Division Director	-	0.100	0.150	-	-
Risk Manager	-	0.100	-	-	-
People & Culture Manager	-	-	0.050	0.050	0.050
Talent Development Officer	-	-	-	0.050	0.050
People & Culture Generalist	-	0.050	0.300	0.300	0.300
People & Culture Analyst	-	-	-	-	0.320
People & Culture Coordinator	0.320	0.050	0.050	0.350	0.050
Administrative Assistant	0.400	0.100	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	-	-	-	-
Director of Human Resources	0.100	-	-	-	-
People and Culture Analyst	0.100	0.250	0.050	-	-
People and Culture Specialist	-	-	0.300	-	-
	<b>1.120</b>	<b>0.650</b>	<b>0.950</b>	<b>0.900</b>	<b>0.920</b>
<b>Retirement Fund</b>					
Deputy Town Manager	-	-	-	-	0.025
Director of Finance	0.100	0.100	0.100	-	-
Director of People & Culture	-	-	-	0.100	0.100
People & Culture Division Director	-	0.100	0.100	-	-
Controller	-	-	-	0.025	-
Assistant Director of Finance	0.025	0.025	0.025	-	-
Budget Manager	-	-	-	0.100	0.050
Accountant III	-	-	-	0.100	0.100
People & Culture Generalist	-	-	0.250	0.250	0.250
Budget Analyst	0.100	0.100	0.100	-	-
People & Culture Coordinator	-	-	-	0.250	-
Accountant I	-	-	-	0.036	0.050
Administrative Assistant	-	-	0.050	0.050	0.050
Accounting Technician	0.036	0.036	0.036	-	-
Director of Human Resources	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>1.236</b>	<b>0.911</b>	<b>0.911</b>	<b>0.625</b>
<b>OPEB Trust</b>					
Director of Finance	0.050	0.050	0.050	-	-
Director of People & Culture	-	-	-	0.100	0.100
People & Culture Division Director	-	0.100	0.150	-	-

**Authorized positions (continued)**

<b>Full Time Equivalent Employees</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
People & Culture Manager	-	-	0.050	0.050	0.050
Talent Development Officer	-	-	-	0.050	0.050
People & Culture Generalist	-	0.050	0.300	0.300	0.300
People & Culture Analyst	-	-	-	-	0.330
People & Culture Coordinator	0.330	0.050	0.050	0.350	0.050
Administrative Assistant	0.200	0.050	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	-	-	-	-
Director of Human Resources	0.100	-	-	-	-
People and Culture Analyst	0.100	0.250	0.050	-	-
People and Culture Specialist	-	-	0.300	-	-
Human Resource Specialist (Part Time)	0.050	-	-	-	-
	<b>1.030</b>	<b>0.550</b>	<b>1.000</b>	<b>0.900</b>	<b>0.930</b>
<b>Grand Total</b>	<b>346.409</b>	<b>349.519</b>	<b>360.063</b>	<b>370.919</b>	<b>384.129</b>





# Donation Reserve

**Town of Palm Beach / FY 2025 Adopted Annual Budget**

### Donation Reserve Account Summary

Donation Account	Balance at 10/1/23	Adjustment Made to Reserve	Revenues FY2024	Expenditures FY2024	Encumbrances	Balance at 9/30/24
Finance	44.97		-	-		44.97
Fire-Rescue	39,625.83	(2,362)	250,245	20,755		266,753.66
Fire Public Education	15,628.99		-	733		14,895.99
Co-Worker Recognition Program	60,336.41		50,000	34,872		75,464.55
Employee of the Year Award	-		3,500	3,500		-
Town Scholarship Fund	3,000.00		-	-		3,000.00
Employee Wellness	109,519.36		-	133		109,386.42
Thomas Mettler Memorial Scholarship	75,459.35		-	-		75,459.35
Goldsmith Scholar Award Fund	3,750.00		7,500	7,500		3,750.00
Police Department	269,691.45	(2,362)	730,743	387,950	2,617	607,505.61
DuPont Training	2,323.01		-	-		2,323.01
Police Softball League	-		-	-		-
Crime Scene Equipment	-		-	-		-
Crime Watch	-		-	-		-
Police Vehicles	276.27		-	-		276.27
Community Camera & Security Ptrshp	4,707.56		269,120	-	155,675	118,152.64
PB Public Holiday Boxes	190.42		6,810	5,658		1,342.04
Police Firearms Range	3,636.50		-	1,416		2,220.48
Public Works Department	1,772.58		5,001	6,082		691.26
Town Beautification	1,603.91		6,197	9,575		(1,774.46)
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	39,733.95		42,500	2,493		79,741.43
PW - Safety Program	5,420.44		4,145	4,681	289	4,595.52
Employee Fitness Center	2,475.92	4,724	-	5,624		1,576.21
Undesignated Donations	14,787.99		-	25,752		(10,964.41)
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	19,999.00		-	-		19,999.00
Administrative Donations	75,025.87		-	-		75,025.87
Road Safety Grant	-		-	-		-
Mayor's Appreciation Fund	6,100.00		114,000	-		120,100.00
Technology Fund	50,000.00		-	-		50,000.00
<b>Total</b>	<b>1,019,939.89</b>	<b>-</b>	<b>1,489,761</b>	<b>516,725</b>	<b>158,580</b>	<b>1,834,395.52</b>



# Financial Policies

**Town of Palm Beach / FY 2025 Adopted 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 2025 Adopted 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.

