



TOWN OF PALM BEACH, FLORIDA

COMPREHENSIVE ANNUAL BUDGET

FISCAL YEAR 2015

(October 1, 2014 - September 30, 2015)

Mayor and Town Council

Gail L. Coniglio, Mayor
Robert N. Wildrick, Town Council President
William J. Diamond, Town Council President Pro-Tem
Richard M. Kleid, Town Council Member
Michael J. Pucillo, Town Council Member
Penelope D. Townsend, Town Council Member

Town Manager

Peter B. Elwell

Prepared by the Finance Department
Jane Struder, Finance Director
(561) 838-5400
www.townofpalmbeach.com



TOWN OF PALM BEACH ORGANIZATIONAL STRUCTURE

CITIZENS OF PALM BEACH

ELECT



MAYOR
Gail L. Coniglio

TOWN COUNCIL



PRESIDENT
Robert N. Wildrick



PRESIDENT PRO-TEM
William J. Diamond



Richard M. Kleid



Michael J. Pucillo



Penelope D. Townsend

APPOINTS



TOWN ATTORNEY
John C. Randolph



TOWN MANAGER
Peter B. Elwell

**ADVISORY BOARD
AND COMMISSIONS**



**DEPUTY TOWN
MANAGER**
Thomas G. Bradford



**DIRECTOR OF
RECREATION AND
SPECIAL PROJECTS**
Jay Boodheshwar



**DIRECTOR OF
PUBLIC SAFETY**
Kirk W. Blouin



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



**DIRECTOR OF
Human Resources**
Danielle Olson



**DIRECTOR OF
PLANNING, ZONING
AND BUILDING**
John Page



**DIRECTOR OF
FINANCE**
Jane Struder

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 which 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, 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.

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 general 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.

Debt Service, Capital, Enterprise, Internal Service and Trust & Agency Funds

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

Appendix

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

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Palm Beach
Florida**

For the Fiscal Year Beginning

October 1, 2013

Executive Director



The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the Town of Palm Beach for its annual budget for the fiscal year beginning October 1, 2013.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.





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TOWN OF PALM BEACH

Office of the Town Manager

October 1, 2014

Dear Honorable Mayor, Town Council
and Citizens of the Town of Palm Beach

I am pleased to present the Comprehensive Annual Budget for the Town of Palm Beach for the fiscal year beginning October 1, 2014, and ending September 30, 2015, in accordance with Section 2-541 of the Town's Code of Ordinances and Chapter 95-495 of the laws of the State of Florida. The budget was prepared to comply with generally accepted accounting principles (GAAP) and all applicable Town, State, and Federal requirements. After careful review by the Mayor and Town Council in several public meetings, formal citizen input was invited at two (2) public hearings. The final budget adoption occurred on September 17, 2014.

This budget document is a financial plan that sets forth the policy framework of the Town and provides the Mayor, Town Council, interested citizens, and staff with information supporting the adopted policies. The document includes aggregate financial and organizational data as well as individual program descriptions and expenditure information for every functional area of our Town government.

The FY15 budget represents staff's continued efforts to operate Town government in the most cost effective manner. We started with the April 2014 Long Term Financial Plan (LTFP) forecast for FY15 as a baseline and then departments identified over a million dollars of additional savings (\$1,158,287), while maintaining all current levels of service and proposing strategic enhancements to address important needs. The budget contains an increase in property taxes of \$4,776,600 to fund the annual estimated costs for the 10-year Coastal Protection Program that was unanimously approved by the Town Council on October 8, 2013. All Town functions other than the coastal program can be funded with exactly the same amount of property taxes as in FY14.

Overall, the budget reflects an increase of 2.89% over FY14. The operating budget without the coastal transfer reflects an "apples to apples" increase of 2.14% over FY14. The LTFP estimated a 4.7% increase, including the coastal funding.

FY15 Townwide Budget Priorities

At the April 8, 2014, Town Council meeting, the Town Council adopted the Townwide budget priorities for FY15. The 5 budget priorities adopted are as follows:

1. Adopt annual operating expenditures that would result in no millage rate increase if ad valorem taxes were not increasing to fund coastal protection and the ACIP debt service. ***The adopted budget achieves this goal.***

2. Adopt a millage rate sufficient to fund the annual coastal protection plan requirements and the additional debt service obligations for the ACIP Phase 2. ***The adopted budget achieves this goal.***
3. Look for ways to offset Coastal Protection millage rate increase. ***There were very limited opportunities to achieve this goal without negatively impacting the level or quality of Town services to the community.***
4. Continue to aggressively monitor the Port Expansion, with all governmental agencies, protecting against all of the long term impacts to the island. ***This is ongoing.***
5. Continue to aggressively monitor FDOT's Flagler Memorial Bridge Project and implement coordinated actions with other governmental authorities (State, County, City of West Palm Beach) to mitigate impacts of any short-term or long-term complete closure of the bridge. ***This is ongoing.***

Maintaining Fiscal Sustainability

Since FY08, the Town's elected officials and staff members have worked diligently to reduce costs and improve efficiencies wherever possible. The FY15 General Fund budget is still below (\$40,256) the FY09 peak, even after the transfer to coastal protection. In the "apples to apples" comparison of the operating budget, excluding coastal transfers, expenditures for FY15 are \$2,817,256 (4.31%) less than in the FY09 budget.

The tables on the following page compare the FY09 Budget to the FY15 Budget.

Revenue	FY2009	FY2015	FY09 vs. FY15 Difference	% Change
Ad Valorem Taxes	\$42,543,000	\$43,424,300	\$881,300	2.07%
Non Ad Valorem Taxes	7,043,000	7,937,500	894,500	12.70%
Licenses & Permits	5,612,900	6,835,600	1,222,700	21.78%
Intergovernmental	1,261,400	1,079,750	(181,650)	-14.40%
Charges for Services	3,158,400	3,573,600	415,200	13.15%
Fines and Forfeitures	1,521,200	1,210,000	(311,200)	-20.46%
Investment Earnings	1,201,300	578,694	(622,606)	-51.83%
Miscellaneous	309,300	221,000	(88,300)	-28.55%
Interfund Transfers	550,000	885,000	335,000	60.91%
Transfers—Contingency/Compensated Absences	<u>2,135,100</u>	<u>1,549,900</u>	<u>(585,200)</u>	<u>-27.41%</u>
Total Revenue Budget	65,335,600	67,295,344	1,959,744	3.00%
Fund Balance Transfer - Coastal Protection	<u>2,000,000</u>	<u>0</u>	<u>(2,000,000)</u>	<u>-100.00%</u>
Total Revenues	<u>\$67,335,600</u>	<u>\$67,295,344</u>	<u>(\$40,256)</u>	<u>-.06%</u>

Expenditure Category	FY2009	FY2015	FY09 vs. FY15 Difference	% Change
Salary and Wages	\$28,624,800	\$24,927,999	(\$3,696,801)	-12.91%
Retirement Benefits	6,649,700	6,682,615	32,915	0.49%
Other Employee Benefits	9,166,730	8,470,910	(695,820)	-7.59%
Contractual	7,588,890	8,565,388	976,498	12.87%
Commodities	1,698,390	1,753,846	55,456	3.27%
Capital Outlay	2,804,666	1,876,644	(928,022)	-33.09%
Other	<u>8,802,424</u>	<u>10,240,942</u>	<u>1,438,518</u>	<u>16.34%</u>
Total Operating Expenditures	\$65,335,600	\$62,518,344	(\$2,817,256)	-4.31%
Coastal Transfer	2,000,000	4,777,000	2,777,000	138.85%
Total General Fund Budget	<u>\$67,335,600</u>	<u>\$67,295,344</u>	<u>(\$40,256)</u>	<u>-.06%</u>

The combined impact of expenditure reductions and revenue increases since 2009 has significantly improved the Town's long term financial forecasts. The 2009 Long Term Financial Plan (LTFP) showed deficits beginning in FY12 and increasing dramatically over time. A comparison of the current forecast updated with the FY15 budget versus the 2009 and 2014 LTFP forecasts are presented on the following page. The FY15 budget forecast shows mostly surpluses and one small manageable deficit through FY20.

LTFP Forecast as of April 2009	FY15	FY16	FY17	FY18	FY19	FY20
Revenues	73,565,312	75,625,541	77,746,505	79,930,774	82,179,515	84,495,429
Expenditures	81,876,195	86,140,002	90,562,822	95,221,633	100,114,031	104,748,413
Surplus/(Deficit)	(8,310,883)	(10,514,460)	(12,816,317)	(15,290,859)	(17,934,516)	(20,252,980)

LTFP Forecast as of April 2014	FY15	FY16	FY17	FY18	FY19	FY20
Revenues	68,469,428	70,480,514	72,417,934	74,335,286	76,492,907	78,563,251
Expenditures	68,453,631	70,358,583	72,864,754	74,143,757	76,417,887	79,079,514
Surplus/(Deficit)	15,797	121,931	(446,822)	191,528	(1,924,980)	(516,263)

LTFP Forecast FY15 Budget	FY15	FY16	FY17	FY18	FY19	FY20
Revenues	67,295,344	69,191,044	71,137,950	73,016,935	75,132,719	77,161,163
Expenditures	67,295,344	69,147,454	71,214,208	72,385,570	74,498,793	76,907,810
Surplus/(Deficit)	0	43,590	(76,258)	631,364	633,926	253,353

GENERAL FUND

FY2015 Budget Highlights

The FY15 budget represents excellent work by all Town departments. As mentioned above, the expenditure budget is \$1,158,287 below the April 2014 Long Term Financial Plan forecast. Identifying these additional savings enabled staff to achieve Town Council's goal of a budget which could be funded with the same amount of property taxes as in FY14 for all purposes except the Coastal Protection Program tax increase.

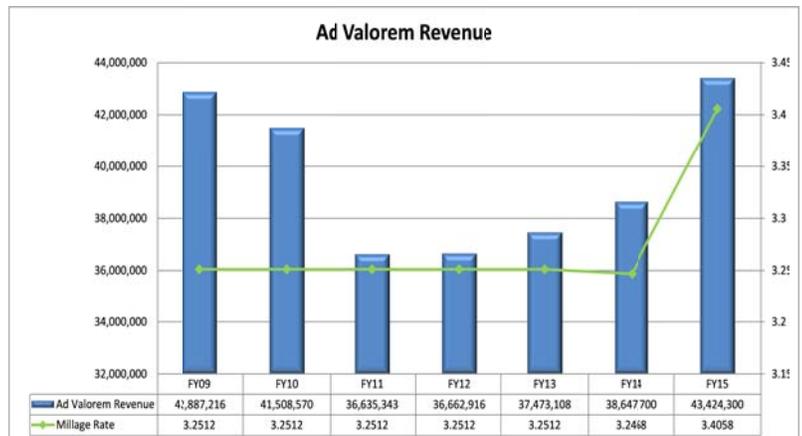
Revenues

In the General Fund, total revenues are expected to increase by \$1,888,851 (2.89%) from the adopted FY14 budget. The changes by revenue type are shown on the table on the following page.

Revenue	FY2014	FY2015	FY14 vs. FY15 Difference	% Change
Ad Valorem Taxes	\$38,647,700	\$43,424,300	\$4,776,600	12.36%
Non Ad Valorem Taxes	7,367,500	7,937,500	570,000	7.74%
Licenses & Permits	6,588,200	6,835,600	247,400	3.76%
Intergovernmental	1,052,000	1,079,750	27,750	2.64%
Charges for Services	3,552,275	3,573,600	21,325	0.60%
Fines and Forfeitures	1,181,000	1,210,000	29,000	2.46%
Investment Earnings	425,373	578,694	153,321	36.04%
Miscellaneous	247,845	221,000	(26,845)	-10.83%
Interfund Transfers	885,000	885,000	0	0.00%
Transfers For Contingency and Compensated Absences	<u>1,459,600</u>	<u>1,549,900</u>	<u>90,300</u>	6.19%
Total Revenue Budget	61,406,493	67,295,344	5,888,851	9.59%
Transfer from "Excess" Fund Balance For Coastal Protection	<u>4,000,000</u>	<u>0</u>	<u>(4,000,000)</u>	
Total Revenues and Fund Balance Transfer	<u>\$65,406,493</u>	<u>\$67,295,344</u>	<u>\$1,888,851</u>	2.89%

Ad Valorem Revenue

The LTFP called for property taxes to increase by 15.81% from FY14 to FY15 in order to fund the 10-year coastal protection plan and operating cost increases. The FY15 budget contains an increase in property tax revenues of 12.36%, sufficient to cover the Coastal Protection Fund transfer only. We were able to absorb all operating cost increases with a combination of non-ad valorem revenue increases and reduced costs elsewhere in the budget. The Town Council voted unanimously on October 8, 2013 to use ad valorem taxes to pay for the Town's 10-year Coastal Protection plan. The total increase in tax revenue necessary to begin funding the 10-year plan is \$4,776,600. Because of a 7.53% increase in taxable value, this 12.36% increase in taxes required a millage rate increase of 4.9%. Additional millage rate information for FY15 is shown in the chart on the following page:

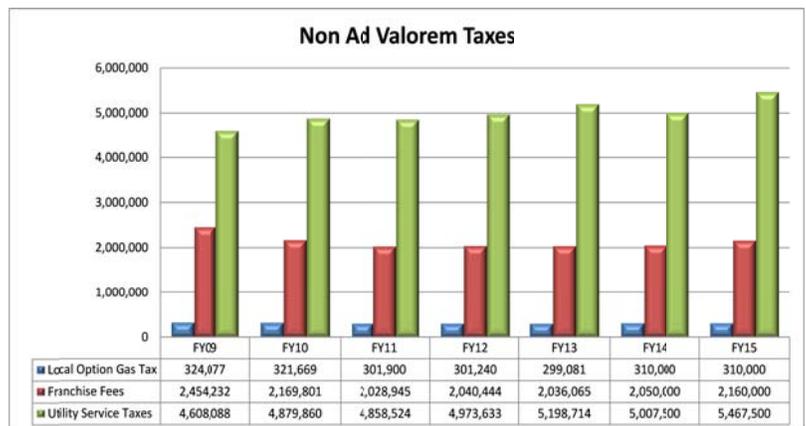


Taxable Value	\$13,421,075,355	
	FY15	Rolled-Back Millage
Millage Rate	3.4058	3.0282
Tax Revenue	\$43,424,300	\$38,609,615
Ad Valorem Tax Examples for Property Valued at \$1 Million		
<i>Homestead Property</i>		
Homestead Value Increased by 1.5%	\$1,015,000	\$1,015,000
Homestead Exemption	\$(50,000)	\$(50,000)
Adjusted Taxable Value	\$965,000	\$965,000
Town Taxes	\$3,287	\$2,922
Increase over FY14	\$203	\$(162)
<i>Property w/o Homestead Exemption</i>		
Property Value Increased by 7.53%	\$1,075,326	\$1,075,326
Town Taxes	\$3,662	\$3,491
Increase over FY14	\$415	\$244

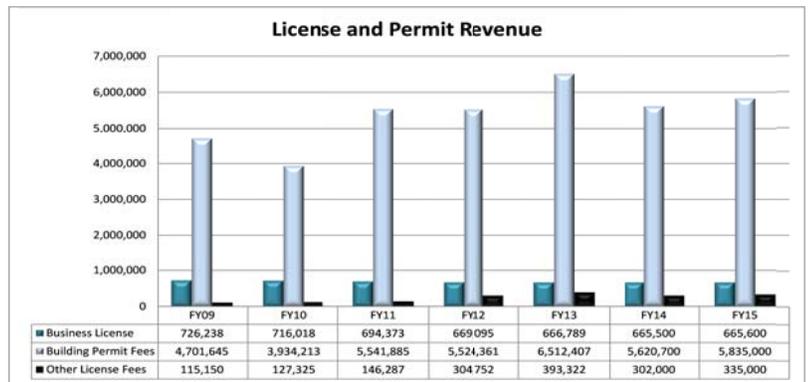
Non Ad Valorem Revenue

Total non ad valorem revenues (excluding transfers of fund balance) are anticipated to increase by \$1,112,251 from the FY14 revenue budget. The differences by revenue type are described in detail, as follows:

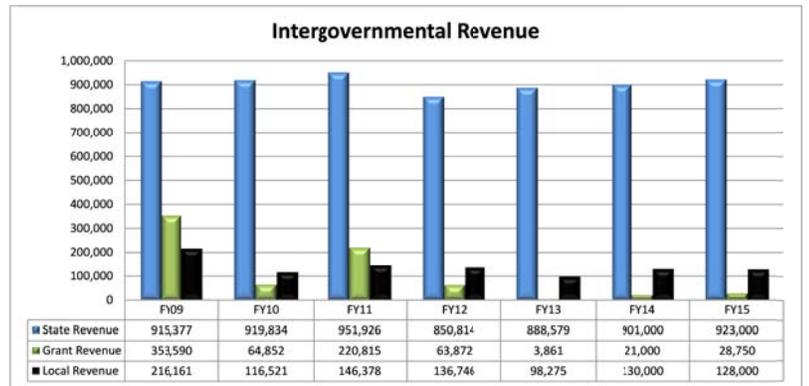
- Non ad valorem taxes are expected to increase by \$570,000 (7.74%), due to increases in utility tax and franchise fee revenue based upon better than anticipated revenue collections in FY14 and anticipated revenue from the renegotiated gas franchise agreement with FPUC.



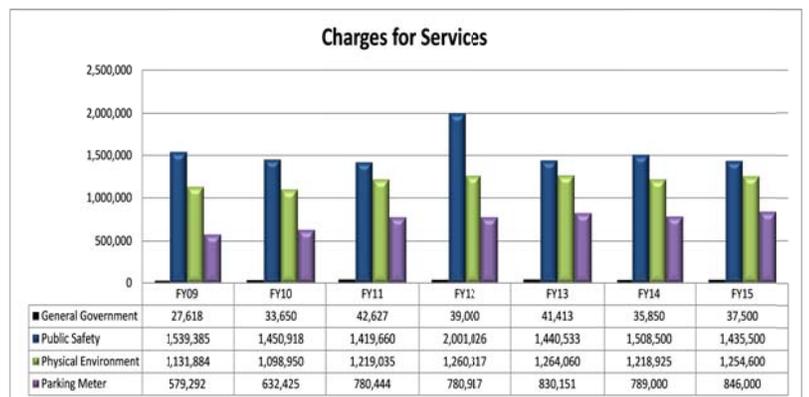
- Licenses and Permits are expected to increase by \$247,400 (3.76%). This is due to an improvement in building permit revenue but is still conservatively estimated compared to recent history.



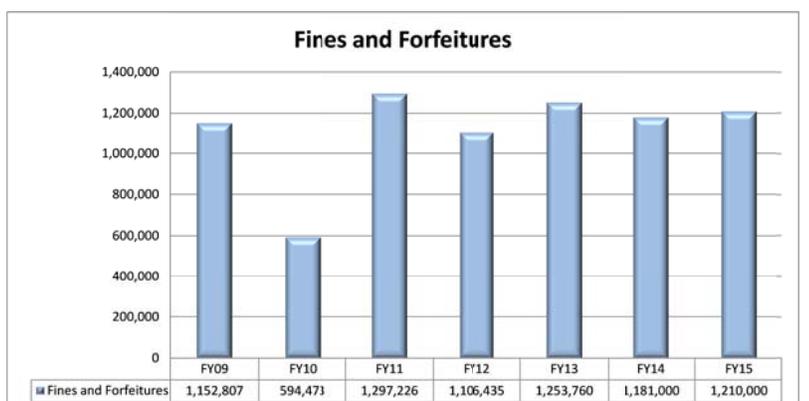
- Intergovernmental Revenues are expected to increase by 27,750 (2.64%), due primarily to increases in State revenue sharing and sales tax estimates. In addition, funds have been included for an anticipated grant for fire rescue equipment.



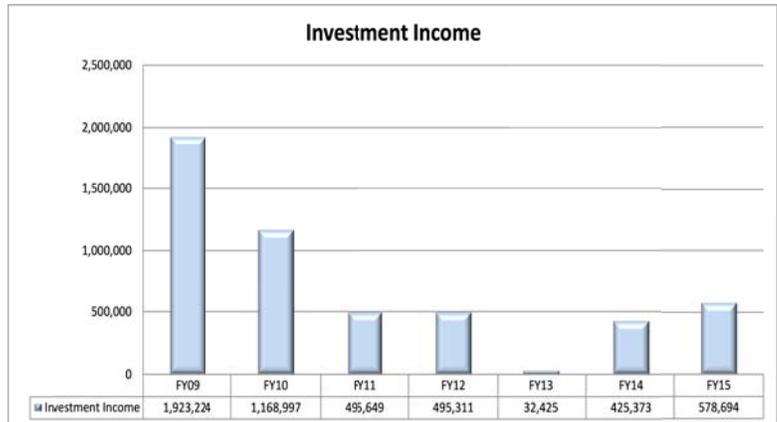
- Charges for Services are expected to increase by \$21,325 (.60%), primarily due to increases in solid waste fees and improvement in parking meter revenues (based on better than anticipated FY14 results). Public safety fees are anticipated to decline due to recent trends in special detail and EMS transport fee revenue.



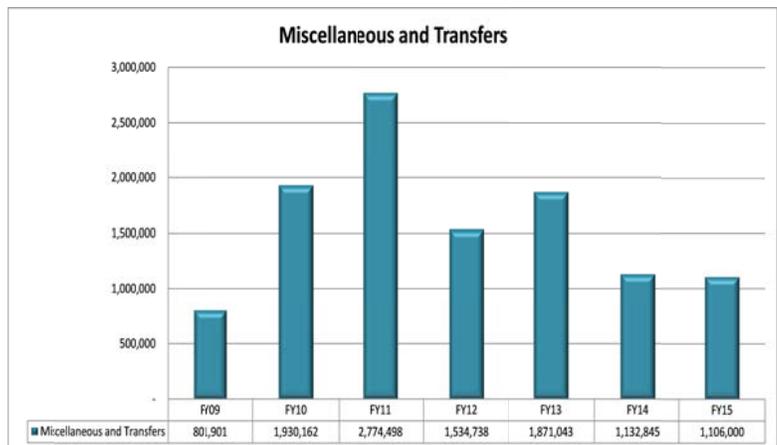
- Fines and Forfeitures are expected to increase by \$29,000 (2.46%) due to improved revenue from parking tickets and right of way fines.



- Interest Earnings on the Town's invested funds are expected to increase \$153,321 (36.04%) from the FY14 budget. The budget is based on the expectations that changes recommended by the Investment Advisory Committee for the Town's surplus investments, approved by Town Council and implemented in FY14, will provide additional revenues for FY15.



- Miscellaneous Revenue is expected to decrease by \$26,845 (-10.83%) due to the loss of the cellular tower lease on Town Hall, partially offset by the new cellular tower lease on the Town's Okeechobee Boulevard property.



- The only Interfund Transfer is from the Recreation Enterprise Fund for services provided by the General Fund. This transfer remains stable at \$885,000 for FY15.

- The transfer from fund balance is \$1,549,900. The transfer represents \$909,000 for contingency funding and \$640,900 from the designated reserve for compensated absences, both in compliance with the Town's adopted financial policies.

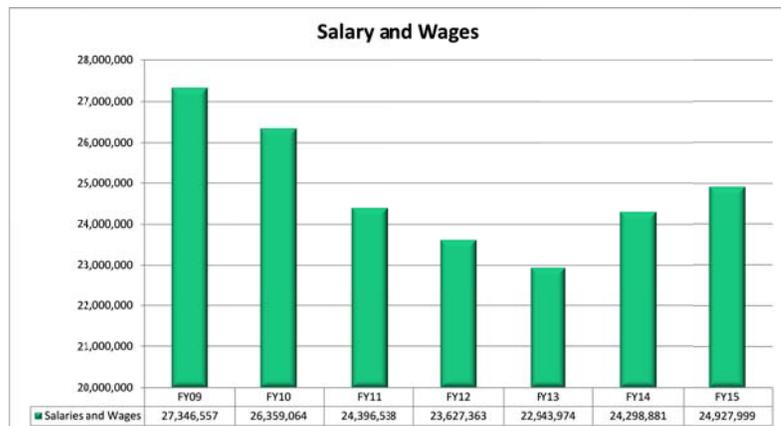
Expenditures

Total General Fund expenditures of \$67,295,344 represent a 2.89% increase from FY14 expenditures. Changes for each individual program are included under separate tabs. Highlights of the overall changes by category of expenses for FY14 vs. FY15 are set forth on the table on the following page:

Expenditure Category	FY2014	FY2015	FY14 vs. FY15 Difference	% Change
Salary and Wages	\$24,298,881	\$24,927,999	\$629,118	2.59%
Pension Benefits	6,173,015	6,682,615	509,600	8.26%
Other Employee Benefits	8,415,555	8,470,910	55,355	0.66%
Contractual	8,472,843	8,565,388	92,545	1.09%
Commodities	1,701,960	1,753,846	51,886	3.05%
Capital Outlay	2,010,580	1,876,644	(133,936)	-6.66%
Other	<u>10,133,659</u>	<u>10,240,942</u>	<u>107,283</u>	1.06%
Total Operating Expenditures	\$61,206,493	\$62,518,344	\$1,311,851	2.14%
Coastal Transfer	4,200,000	4,777,000	577,000	13.74%
Total General Fund Budget	<u>\$65,406,493</u>	<u>\$67,295,344</u>	<u>\$1,888,851</u>	2.89%

Salary and Wages

Salaries and wages are to increase by \$629,118 (2.59%) for FY15. The increase is partially due to the strategic addition of 3.25 FTEs in the General Fund. Each of these positions are described in greater detail below. This category also includes the cost of providing pay for performance increases to eligible employees and a 3% increase to employee pay ranges. The final factor in this category is an increase in the starting salary for police officers from \$47,000 to \$50,000. Salary and Wage expenditures for FY15 are still almost \$2.5 million (8.84%) below the FY09 peak.



Some of the expenditures included within the salary and wages category are partially or fully offset by non-tax revenues. These expenditures include special assignment overtime, education incentive pay, and Telecommunicator salary reimbursement through County 911 Funding. The revenue offset from these sources is budgeted for \$796,000.

Personnel Changes

The strategic addition of positions has been included the General Fund. A portion of the increase in personnel is offset by non-salary cost savings in the same program or by personnel reductions in other programs. A summary of the personnel changes is provided below.

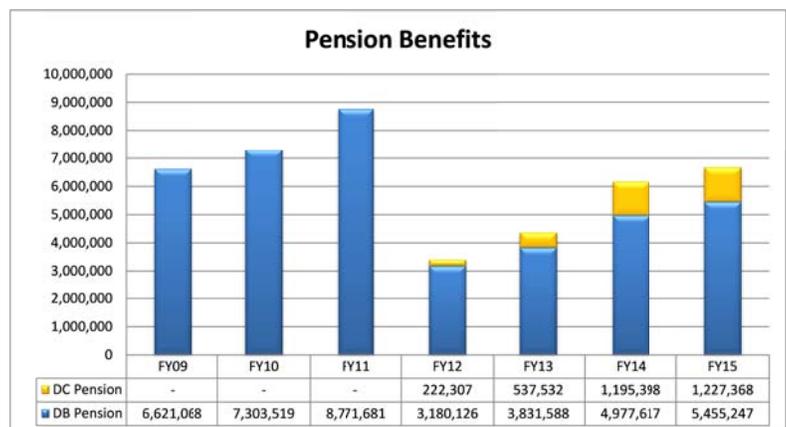
- Two full time Information Systems Analyst positions have been added to the budget. The two new employees are budgeted within the Office of Information

Systems, but one will be primarily assigned to duties within the Public Safety departments and the other will be assigned primarily to duties within the Public Works Department.

- A Combination Plans Reviewer/Inspector included in the budget is completely offset by a reduction in contractual costs for plan review and inspections.
- 2 full-time telecommunicator positions have been added to the Police Department budget. The full cost of these positions is offset by a reduction in 2 part-time telecommunicator positions, overtime within the communications program, and the elimination of a clerical position within the department.
- The budget contains a personnel change in the Fire-Rescue Department to balance the resources between the North Fire Station and the Central Fire Station. The change includes the promotion of three new lieutenants and the elimination of three driver engineers.
- The Human Resources Department Budget includes funds for converting the HR Assistant position from .75 to 1.0 FTE to handle additional work within the department such as public record requests, increased recruitment, improved record keeping, and management of training programs for Town employees. A portion of the increase is split between the Human Resources Department budget and the Retirement Fund. The entire cost is offset by a budget reduction for contractual temporary staff.

Pension Benefits

The increase in pension benefits of \$509,600 (8.26%) is due primarily to the change in the actuarial investment return assumption from 8% to 7.5% and the volume of retirement activity that took place during FY13. In addition, the FY14 contribution was offset by a \$930,690 transfer from prepaid contributions and for FY15 that transfer was reduced to \$750,000.



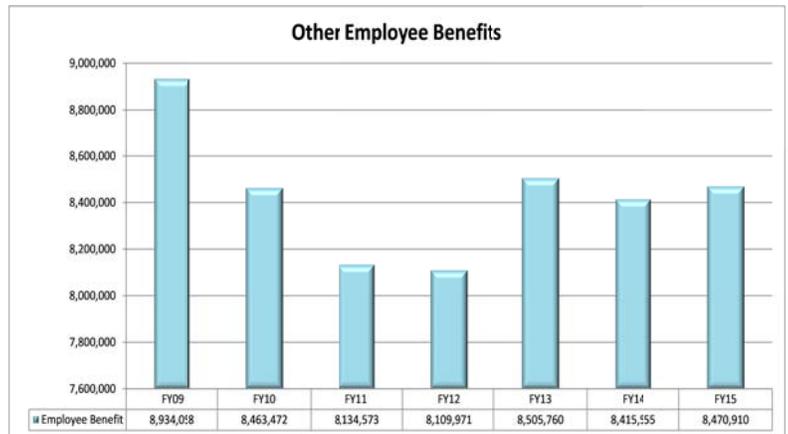
The Town’s match to the defined contribution plan is funded at 8%, which includes the 4% required match of the employees’ contributions and full funding (4%) the 0%-4% discretionary Town contribution.

The pension forecast prior to the Town’s pension reform measures anticipated an expenditure of \$13,193,000 for pension benefits in FY15. Due to the pension reform measures implemented by the Town, the FY15 budget is \$6,682,615 (slightly over half of

the original forecast). This is even after the decisions to lower the investment return assumption and to add the 4% discretionary contribution match to the DC plan.

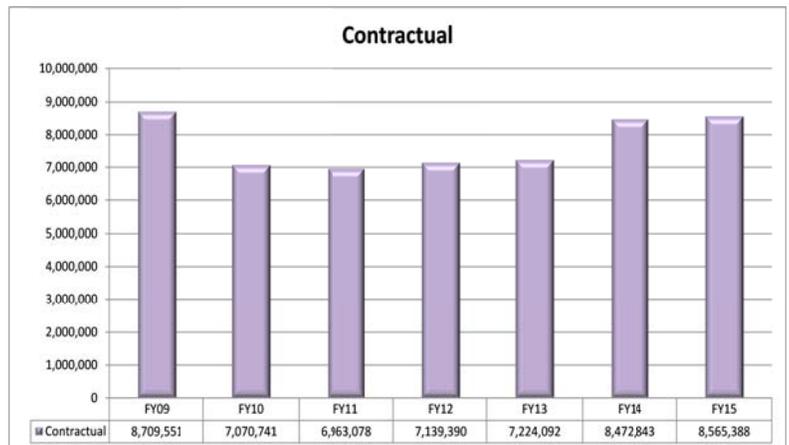
Other Employee Benefits

The \$55,355 (0.66%) increase in the cost of non-pension employee benefits reflects the impact of a \$71,000 increase in the actuarially determined transfer to the retiree health insurance (OPEB) trust fund due to the change in the investment return assumption from 8% to 7.5%, offset by reductions in other employee benefit accounts. There will be no increase in employee health insurance funding in FY15. Other employee benefits are still well below the peak year of FY09, partially due to the reduction in FICA/Medicare tax expense related to the Town's lower payroll.



Contractual

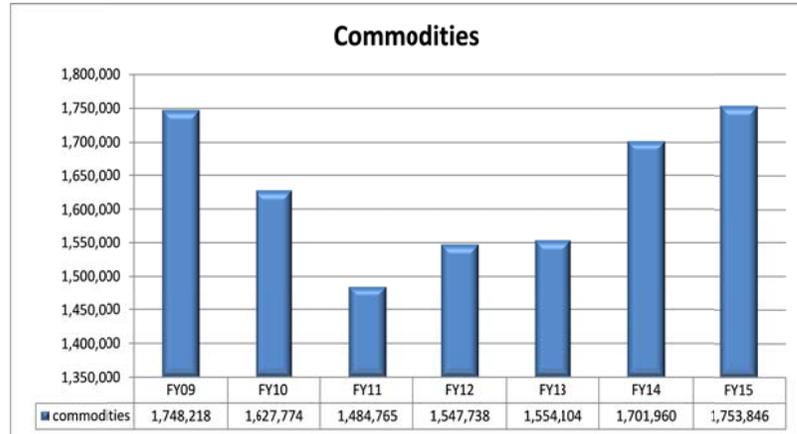
Total contractual costs are increasing in FY15 by \$92,545 (1.09%) due to the following specific increases: \$234,000 increase in sewage treatment and disposal costs, \$61,129 for software maintenance costs, and \$75,000 for employee training, all offset by savings in contractual plan review, solid waste disposal, landscape contracting, janitorial, and the transfer of the Coastal Protection Program costs to the Coastal Protection Fund.



A total of \$87,000 is included in the FY15 budget for the annual cost of the installation and upkeep of holiday decorations. Much of this cost previously was covered by donations, but last year it was funded primarily from the General Fund Contingency.

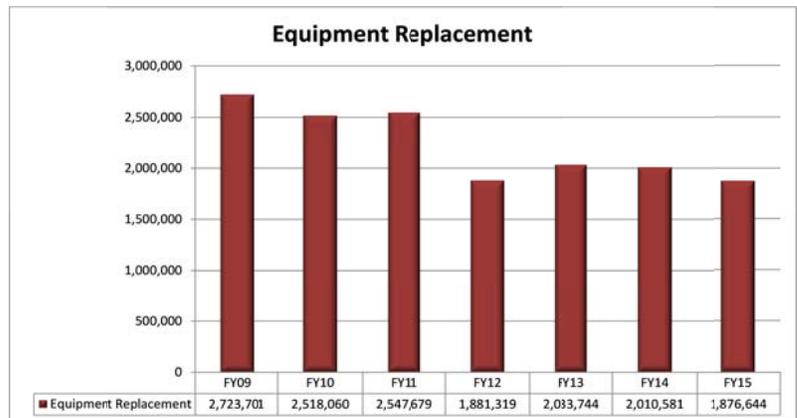
Commodities

The \$51,886 (3.05%) increase in FY15 for commodities is due to increases in minor computer equipment and software costs and other miscellaneous supplies throughout all Town departments. Increases since FY11 have been due to purchases for computer equipment with a value less than \$1,500 (which is not included in the equipment replacement fund), fuel costs, and other various supply accounts throughout Town departments.



Capital Outlay/Equipment Replacement

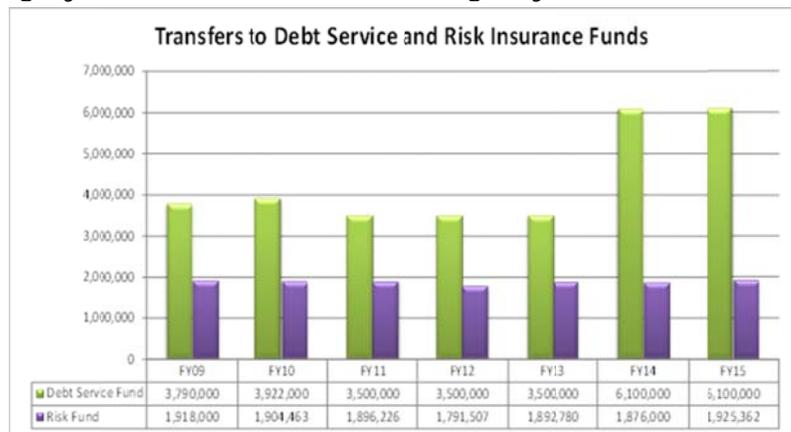
The decrease in capital expenditures of \$133,936 (-6.66%) is due to reduced depreciation costs and reductions in storm and sanitary sewer rehabilitation costs. Reductions in depreciation expenditures since FY11 are the result of a thorough analysis by staff of the useful lives of the equipment, which resulted in the extension of useful lives for some items and elimination of other items.



Other

The Other category includes transfers to other funds (including the Capital Improvement Fund, Debt Service Fund, and the Risk Insurance Fund) and funding for the Four Arts Library. Also included in this category is the General Fund Contingency.

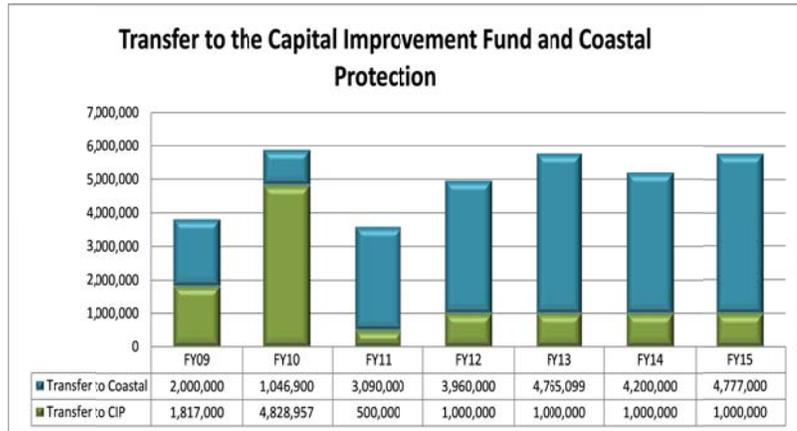
- The transfer for debt service is the same as FY14 (\$6,100,000). The FY14 budget was increased for the first year payment on the 2013 bonds. This increase turned out to be



more than was necessary for the initial payments, so the transfer is maintained at the same rate as FY14 and the shortfall of approximately \$174,000 will be paid from the excess reserves of the debt service fund. The FY15 debt service budget is described in greater detail later in this message.

- Funding for the Risk Insurance program increased by \$49,362 (2.63%).

- The Pay As You Go portion of the Capital Improvement Program has been level funded at \$1,000,000 to cover the cost of small capital projects not included in the Accelerated Capital Improvement Program.



- The transfer to the Coastal Protection Fund of \$4,777,000 represents the initial year of annual funding for the 10-year Coastal Protection Program.

- Funding for the Four Arts Library totals \$306,590 which is a 3% increase from FY14 in accordance with prior Town Council direction.

- The General Fund Contingency for FY15 is funded at 1.5% (\$909,000) of total General Fund operating expenditures, per Town policy.

Fund Balance

As of September 30, 2013, the Town's unassigned General Fund balance was \$20,043,760. During FY14, the Town Council authorized a transfer of \$3,000,000 from the unassigned General Fund balance to the Coastal Protection Fund, reducing the total unassigned General Fund balance to \$17,043,760. Town policy requires that the General Fund maintain a minimum unassigned fund balance of 25% of budgeted operating expenditures (General Fund budget less coastal transfer). This requires a minimum unassigned fund balance of \$15,629,586 for the FY15 budget. Therefore, the Town's unassigned General Fund balance is \$1,414,174 above the policy required minimum for FY15. The FY15 budget includes a transfer of \$909,000 from the unassigned fund balance to the General Fund contingency reserve. The budget also includes \$640,900 for compensated absence payouts to be funded from the compensated absence reserve.

Personnel Complement

The total personnel complement (for all funds Townwide) for FY15 is 359.68 full-time equivalent personnel (FTEP), which is an increase of 2.58 FTEP from the adopted FY14 budget. This includes the following position changes: Increase of 2 Information Systems analysts, 1 combination plan examiner, and 2 full-time telecommunicators; upgrade of a Human Resources position and a Recreation Enterprise Fund position from .75 FTE to full-time; elimination of 2 part-time telecommunicators and an office assistant position in the Police Department; and reduction in temporary and part-time personnel in the Recreation Department. The Recreation Enterprise Fund numbers for FY13 and FY14 have been modified from prior budget documents to correct for the exclusion of temporary employees from the personnel complement report for those years. A chart of the FTEP by department is shown below.

Department/Fund	FY11	FY12	FY13	FY14	FY15
Town Manager	5.00	5.10	5.10	5.10	5.10
Information Systems	6.00	6.00	6.00	6.00	8.00
Human Resources	4.57	4.52	4.38	4.38	4.63
Finance	17.45	17.95	17.64	18.14	18.14
Planning, Building & Zoning	27.25	26.75	26.25	26.25	27.25
Fire-Rescue	86.40	82.90	79.90	75.90	75.90
Police	102.85	103.85	104.35	103.35	103.35
Public Works	86.35	86.85	88.02	88.04	88.04
Recreation Enterprise Fund	27.48	25.71	25.80	26.71	26.04
Risk Fund	1.00	1.00	1.00	1.00	1.00
Health Fund	0.53	0.80	0.79	0.79	0.79
Kruesler Park	2.00	0.00	0.00	0.00	0.00
OPEB Trust	0.45	0.72	0.73	0.73	0.73
Retirement Fund	0.00	0.50	0.71	0.71	0.71
Total Authorized Positions	367.33	362.65	360.67	357.10	359.68

Since peaking in FY07 at 415.23, Town staffing has decreased by 55.55 FTEP (13.4%). Staff's intent with the increase in personnel in the FY15 budget is to accomplish a limited, strategic, and cost effective re-allocation of resources to improve the level and/or quality of service in areas that are most critical.

OTHER FUNDS

Below are highlights from the budgets for other Town funds. Additional information can be found at the tabs in the document behind the General Fund information. The Town's other funds include: Debt Service, Capital Improvement Funds, Recreation Enterprise Fund, Internal Service Funds (Health, Risk, Equipment Replacement), and Trust Funds (Pension and OPEB Trust).

Debt Service Funds (205, 206)

The Debt Service Funds provide for the payment of principal and interest on the Town's outstanding bonds. During FY10, the Town authorized the issuance of \$57,035,000 for a portion of the Town's Accelerated Capital Improvement Program (ACIP) and refunding all of the Town's existing debt. In addition, bonds totaling \$14,770,000 were issued for the Worth Avenue Commercial District Project. In 2013, the Town issued \$55,590,000 for the second phase of the ACIP, "bondable" coastal projects, and the Town's portion of the Par 3 clubhouse project.

The Town's outstanding debt as of September 30, 2014 is shown below:

<i>Year Issued</i>	<i>Outstanding Principal Balance @ September 30, 2014</i>	<i>Purpose</i>
2010A	\$53,025,000	First Phase of the ACIP and Refund Outstanding Debt.
2010B	\$12,130,000	Worth Avenue Commercial District Project
2013	\$55,590,000	Second Phase of ACIP, Bondable Coastal, and Par 3 Clubhouse
Total	\$120,745,000	

As of September 30, 2014, the Town's net bonded debt amounted to 18% of the legal limit of \$671,053,768 (5% of preliminary FY15 taxable value of \$13,421,075,355).

The Town's credit ratings were reevaluated with the issuance of the 2013 bonds. Moody's Investors Service issued a rating of Aa1 for the Revenue Bonds and a Aaa issuer rating. Standard and Poor's credit rating on the Revenue Bonds is AA+ and the issuer credit rating is AAA. These are the highest ratings these two services issue and represent the highest quality investment grade debt.

The 2010A and 2013 Series Revenue Bonds debt service is funded from non-ad valorem revenues. A portion of each (\$202,200) is funded through the Recreation Enterprise Fund for the Town's portion of the Par 3 Renovation, and a portion is funded through the Coastal Protection Fund (\$734,613). The non-ad valorem revenue transfer from the General Fund for FY14 is \$6,100,000. Total debt service for the 2010A and 2013 bonds is \$7,210,425. The

above transfers total \$7,036,813. The balance (\$173,612) will be funded through the reserves of the debt service fund.

The 2010B Series Revenue Bonds debt service appropriation of \$775,000 is funded through non ad valorem assessments on the property owners within the Worth Avenue Assessment District.

Capital Improvement Funds (307, 309, 310, 311, 312, 313)

For FY15 the following are included in the Pay As You Go capital budget:

- o Storm water improvements - \$100,000
- o Sanitary sewer improvements - \$150,000
- o Street and Road Improvements - \$500,000
- o Bulkheads and Seawalls - \$50,000
- o Water Main Improvements (WPB) - \$800,000 (Reimbursed by West Palm Beach)
- o Landfill Site Maintenance - \$25,000
- o General Building Maintenance - \$225,000
- o North Fire Station Roof Replacement - \$200,000

Projects that are to be funded in FY15 from the Bond Proceeds Fund for the ACIP program are listed under the Capital Funds tab.

Coastal Protection

The CCMP Construction Fund (309) is used to fund the construction costs of the coastal projects. The details of the FY15 budget for coastal protection can be found later in this document. Administrative costs of \$158,085, which were previously funded through the General Fund, have been moved to the CCMP Construction Fund, consistent with the adoption of the 10-year Coastal Protection Plan.

As stated earlier in this document, the Town Council approved ad valorem taxes as the funding source for the coastal protection projects. The \$4,777,000 to begin funding the 10-year program has been budgeted as a transfer from the General Fund to the Coastal Protection Fund.

Recreation Enterprise Fund (403)

The Recreation Enterprise Fund (REF) comprises all municipal recreational activities and facilities in the Town, including the Par 3 Golf Course, the Seaview Park and Phipps Ocean Park Tennis Centers, the Recreation Center, and the Town Docks.

Revenue

Recreation revenue is increasing by 5.3% from the FY2014 budget. No increases were recommended for the Recreation Center rental or tennis fees. The growth of participation at the Recreation Center and the two tennis centers continues to be the primary strategy for increasing revenue in these two divisions.

Tennis revenue projections have been adjusted to reflect an overestimation from FY14 and the current general decline in tennis participation, locally and nationally. However, the cost recovery goal of 60% is expected to be achieved through continued cost control measures and a slightly lower FY15 expenditure budget. The focus for tennis remains on increasing participation, as several downward adjustments were made to the nonresident fees in FY14, which helped increase play for residents and their nonresident playing partners. This trend is expected to continue, thus increasing revenues.

Recreation Center revenues are expected to experience a slight increase. The vast majority of revenue is generated from program participation, so the revenue focus for the Recreation Center is also on developing new programs and increasing participation. Modest and strategic fee increases to individual activities will be in effect for the upcoming fiscal year, but staff is not recommending changes to building rental rates.

Town Docks revenues for FY15 are expected to be higher than in FY14. Increases for the following dockage rates for annual, seasonal and transient customers have been included in the budget: 3% for the 100 amp single phase slips, 6% for the 100 amp 3 phase 480v slips, and 7% for the 200 amp 3 phase 480v slip. Recent upgrades to shore power at the 480v slips have resulted in higher consumption costs to the Town. The increases for those slips will help offset some of the higher energy costs we are experiencing. The overall increases will not affect our place in the market, and should not hinder our pursuit of achieving 100% occupancy with long-term leases in the coming years.

Golf Course revenue is expected to increase. Increases in green fees, along with minor increases to cart fees, club rentals and annual passes have been included in the budget. The demand for tee times indicates these increases to fees will be tolerated and not affect either the volume of play or the Par 3's place in the market. Additionally, with the new clubhouse, play has increased significantly, and the food and beverage operations in the clubhouse provide a new source of revenue.

Expenditures

The FY15 REF budget represents an increase of 5.5% from the FY14 budget. Both the Administration and Par 3 Golf Course division's expenses will increase due to personnel changes. For Administration, an increase of .25 FTE to the .75 FTE Office Assistant I position has been included. The cost of this change is approximately \$10,000. The Town Docks budget will see a minor increase from FY14, while the Tennis and Recreation Center budgets are slightly lower than FY14, -1.0% and -2.7%, respectively. The transfer of fund profits to the General Fund is budgeted at \$885,000, the same as in FY14.

Details regarding each of the programs of the REF can be found in the Recreation Enterprise Fund section of this document.

Internal Service Funds (501, 502, 320)

The transfer to the Risk Fund (501) has increased by \$49,362 (2.63%) from FY14 to FY15.

The employer contribution for FY15 to the Health Insurance Fund (502) has remained the same as in FY14 due to savings realized from the new wellness program and the modifications made in FY14 to the 3-tier insurance program.

The Equipment Replacement Fund (320) contains the accumulated depreciation of all fixed assets over the established thresholds of \$2,500 for capital equipment and \$1,500 for computer equipment. The annual depreciation transfer for FY15 is \$1,817,444. This amount represents a decrease of \$60,491. Of the total depreciation for FY15, \$247,000 represents the annual depreciation for computer equipment and \$1,569,644 represents the annual depreciation for other fixed assets. In FY15, the total expenditures for equipment purchases will be \$1,585,630. A detailed listing of planned equipment purchases is located in the Internal Service Funds section of this budget document.

Trust Funds - Retirement (600, 606, 607)

The FY15 actuarially determined contribution to the defined benefit plan totals \$6,376,652, an increase of 5.06%. The increase is caused by the change in the investment return assumption from 8% to 7.5% and the volume of retirements in FY13. This amount is partially offset by a transfer from the prepaid contribution reserve in the Retirement Fund of \$750,000. The Town accumulated a prepaid reserve in the Retirement Fund due to the "overpayment" to the fund by systematically contributing the actuarially determined amount rather than the State required amount (which was calculated as a percent of payroll). A total of \$2,169,323 had been reserved as a prepaid contribution in the Retirement Fund. In FY14 \$930,690 was used to partially offset the first-year costs of the investment return assumption change. After the FY15 offset, a balance of \$488,633 will be left in the prepaid reserve.

The Town contribution comparison for FY14 vs. FY15 is shown in the table below.

	FY14	FY15	\$ Change	% Change
General Employees	\$1,873,887	\$1,856,320	\$(17,567)	-0.94%
Lifeguards	144,734	153,086	7,352	5.08%
Police	1,979,219	2,144,661	165,442	8.36%
Firefighters	<u>2,071,503</u>	<u>2,223,585</u>	<u>152,082</u>	7.34%
Subtotal	\$6,069,343	\$6,376,652	307,309	5.06%
Less: Prepaid Contribution	<u>(\$930,690)</u>	<u>(750,000)</u>	<u>180,690</u>	-19.41%
Amount included in Budget	<u>\$5,138,653</u>	<u>\$5,626,652</u>	<u>\$487,999</u>	9.5%

Employer Defined Benefit Funding for Employee Pensions

	FY11	FY12	FY13	FY14	FY15
General	\$2,927,020	\$651,882	\$1,223,869	\$1,873,887	\$1,856,320
Lifeguards	148,364	15,600	125,294	144,734	152,086
Police	2,828,758	1,213,681	1,257,107	1,979,219	2,144,661
Fire-Rescue	3,189,802	1,635,237	1,370,637	2,071,503	2,223,585
Total	\$9,093,955	\$3,516,400	\$3,976,907	\$6,069,343	\$6,376,652

The Town contributes a required match of up to 4% to the Defined Contribution (DC) plan. Contributions to the DC plan began with the implementation of the hybrid retirement program on May 1, 2012. In addition, the Town Manager may recommend and the Town Council may approve an additional discretionary contribution of up to 4% per year, to be decided each year depending upon economic and budgetary conditions. For FY14, the Town Council approved a 4% discretionary DC contribution at a cost of \$589,485. For FY15, the Town Manager recommended and the Town Council approved a 4% discretionary DC contribution at a cost of \$581,801. Total employer contributions to the DC plan are shown in the chart below:

Employer Defined Contribution Funding

	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Budget
General	\$123,785	\$371,693	\$759,611	\$770,326
Lifeguards	2014	5,428	11,180	11,242
Police	43,163	158,090	310,024	303,712
Fire-Rescue	47,748	172,855	201,867	221,612
Total	\$216,710	\$708,066	\$1,282,682	\$1,306,892

Health Insurance (OPEB) Trust (610)

The actuarially determined transfer to the OPEB trust from the General Fund in the FY15 budget is \$1,577,000. This amount is \$71,000 (4.71%) more than FY14. The increase is due to the change in investment assumption from 8% to 7.5%. The trust was established to account for and fund the liability for the Town's share of retiree health benefits. The contributions are funded like pension benefits, taking into account the accrued cost for current employee benefits as well as the costs of retired employee benefits. The Town's balance in the OPEB trust fund continues to be well ahead of other government agencies across the country.

Worth Avenue Special Assessment District

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

Inventory of Assets

The estimated inventory of parts, supplies, fuel and materials on hand as of October 1, 2014, is \$470,038 and the total fixed asset inventory (which includes machinery, equipment, and vehicles with a value over \$2,500 and computer equipment with a value over \$1,500) is \$20,319,712.

FINANCIAL POLICIES

The Town has 18 formally adopted financial policies. The establishment of specific reserve policies is an important part of prudent financial management and the practice is strongly recommended by the Government Finance Officers Association (GFOA) and the National Advisory Committee on State and Local Budgeting (NACSLB).

Copies of the Town's financial policies can be found in the back of this document in the appendix.

ACKNOWLEDGMENTS

Preparation of this budget was a team effort involving the Mayor and Town Council, all Town departments, and the staff of the Town Manager's Office. I am particularly grateful for the dependably sound advice of Finance Director Jane Struder who, along with Assistant Finance Director Cheryl Somers and Accounting Supervisor Amy Wood, provided overall leadership and coordination on this project.

Respectfully submitted,



Peter B. Elwell
Town Manager

cc: Department Directors
Thomas G. Bradford, Deputy Town Manager

Strategic Planning and Performance Measurement

In 2003, the Town of Palm Beach developed and adopted a strategic plan. The development of the strategic plan involved input from elected officials, citizens, the business community, and staff. In conjunction with the Town's strategic plan, staff developed an organizational vision statement which included input from all employees. Both the strategic plan and the vision statement, in addition to annually adopted Townwide goals, help us to form our department and program goals. Outlined in the following pages is a summary of our strategic plan, organizational vision, and departmental goals for FY15.

Strategic Planning

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

A Legacy Worth Keeping

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

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

Quality and Responsive Town Government

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

In the future, we envision...

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

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

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

Public Facilities and Infrastructure

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

In the future we envision...

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

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

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

Character and Quality of Life

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

In the future we envision...

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

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

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

Town Staff Vision

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

OUR VISION

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

Our Town
Rich in history...
Rich in service...
Always exceptional!

OUR VALUES

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

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

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

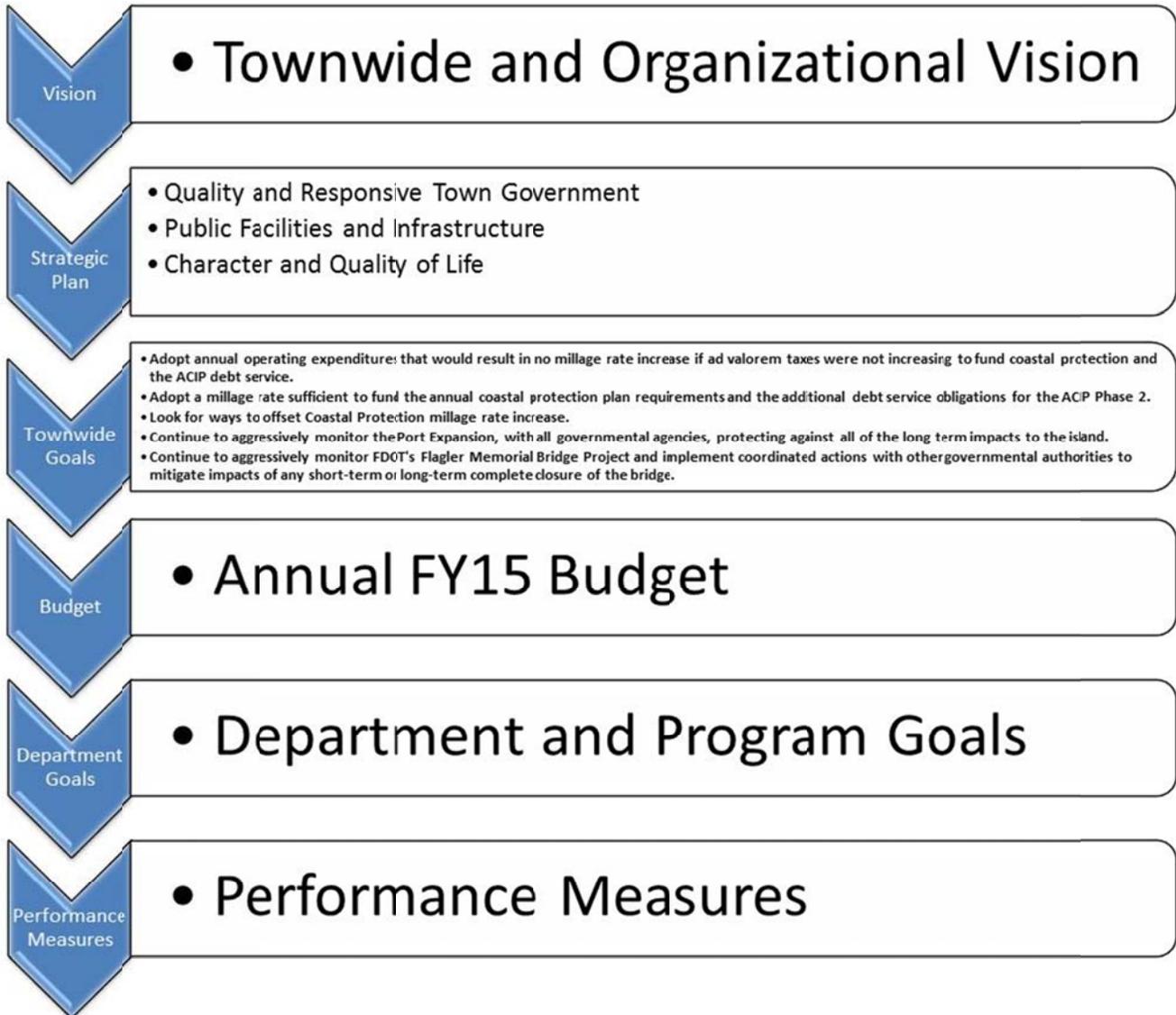
The Vision/Strategic Plan/Performance Measurement Process

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

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

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

The Vision/Strategic Plan/Goals and Performance Measurement Process



Townwide Budget Priorities for FY2015

The Town Council's annual budget priorities for FY2015 are outlined below. These priorities were developed with input from the Mayor and Town Council, Town Manager, Department Directors, and staff at the April 8, 2014, Town Council meeting.

Once the Mayor and Town Council set the FY2015 priorities, the Departments developed goals and objectives that would accomplish the priorities. In addition, the Departments developed other major initiatives for the year. The Council priorities and Departmental goals will be reviewed on a continual basis throughout the fiscal year.

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

Town Council Priority #1	
Adopt annual operating expenditures that would result in no millage rate increase if ad valorem taxes were not increasing to fund coastal protection and the ACIP debt service.	
Department	Department Goals
Town Manager and Finance	<ul style="list-style-type: none"> • Work with the Town Council and Department Staff to prepare a FY15 budget that is fiscally responsible and results in no millage rate increase except for coastal protection and ACIP debt service.
Town Council Priority #2	
Adopt a millage rate sufficient to fund the annual coastal protection plan requirements and the additional debt service obligations for the ACIP Phase 2.	
Department	Department Goals
Town Manager and Finance	<ul style="list-style-type: none"> • Work with the Town Council and Department Staff to prepare a FY15 budget that is fiscally responsible and results in no millage rate increase except for coastal protection and ACIP debt service.
Town Council Priority #3	
Look for ways to offset Coastal Protection millage rate increase.	
Department	Department Goals
Town Manager and Finance	<ul style="list-style-type: none"> • Work with the Town Council and Department Staff to prepare a FY15 budget that is fiscally responsible and results in no millage rate increase except for coastal protection and ACIP debt service.
Town Council Priority #4	
Continue to aggressively monitor the Port Expansion, with all governmental agencies, protecting against all of the long term impacts to the island.	
Town Manager	<ul style="list-style-type: none"> • This goal is being accomplished through the collective and

	coordinate efforts of the Mayor, Town Manager, Town lobbyists, elected representatives at higher levels of government, and numerous private individuals and groups both inside and outside Palm Beach.
Town Council Priority #5	
Continue to aggressively monitor FDOT's Flagler Memorial Bridge Project and implement coordinated actions with other governmental authorities (State, County, City of West Palm Beach) to mitigate impacts of any short-term or long-term complete closure of the bridge.	
Town Manager	<ul style="list-style-type: none"> • Closely monitor progress of both the repair of the existing bridge and the construction of the new bridge. • If necessary, immediately implement traffic/safety contingency plans by direct Town action and by collaboration with FDOT, Palm Beach County, and others.
Police	<ul style="list-style-type: none"> • Expand use of the Townwide Camera and Security System to mitigate construction and traffic issues impacting residents, business community, and visitors. • Develop and utilize Emergency Operations Plans and other proactive measures to allocate resources to allow sufficient traffic flow during rush hour and for all emergency vehicles. • Attend all FDOT Flagler Bridge meetings and communicate any logistics issues/information to appropriate staff/units for action.
Fire-Rescue	<ul style="list-style-type: none"> • Attend all FDOT meetings and communicate any logistic issues/information to the appropriate staff/units for action. • Work with FDOT on implementation of a traffic preemption system that will preempt traffic lights in advance of the approaching fire and EMS units for intersections affected by the bridge construction project. • Closely coordinate our response and transports to the hospital with the Police Department, utilizing police officers to clear intersections for high priority calls. • Utilize the Trauma Hawk helicopter to transport seriously ill patients to the hospital if delays are created by the bridge construction project.
Public Works	<ul style="list-style-type: none"> • Attend periodic meetings with FDOT/contractor project teams. • Coordinate negative traffic impacts with other Town departments as well as affected residents/businesses, assist in developing mitigation strategies.

Department Performance Measures

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



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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.

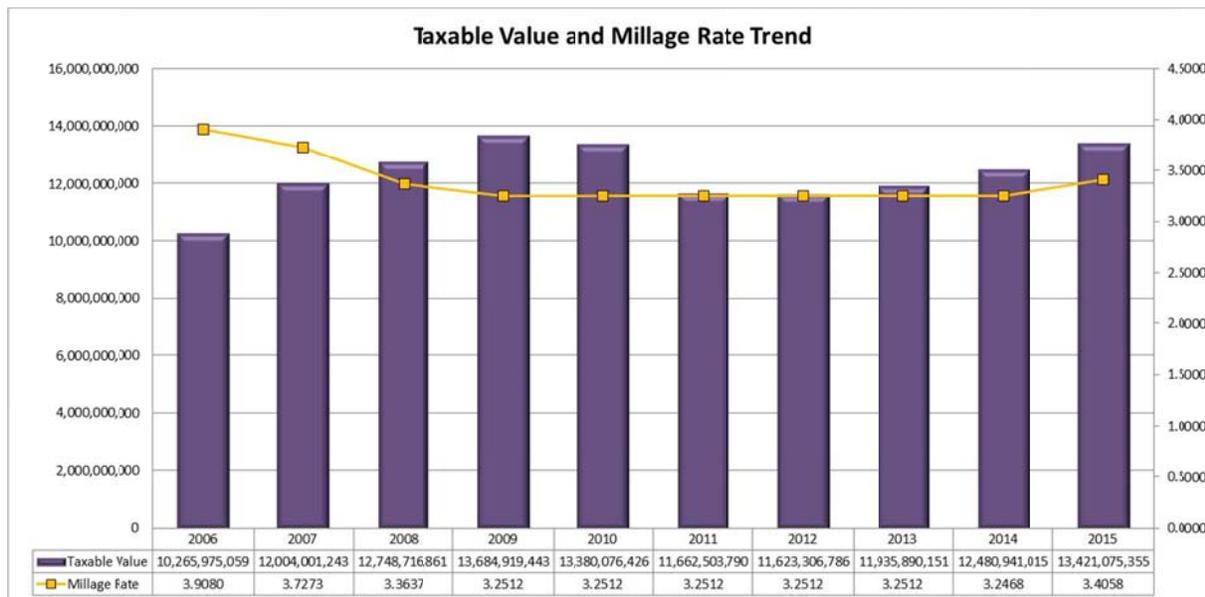


Taxable Value and Millage Rate

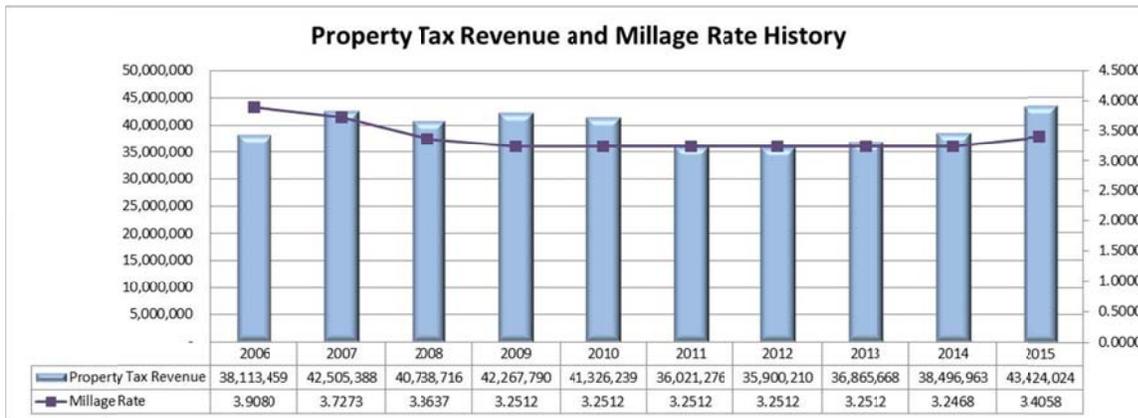
The Town Council approved a millage rate of 3.4058 for FY15, an increase over the FY14 millage rate of 3.2468. Taxable value increased 7.53% to \$13,421,075,355 for FY15. Ad Valorem revenue of \$43,424,024 is included in the FY15 budget. Town adopted final millage rate is above rollback but below maximum millage rates. The increase in tax revenue from the rollback rate is \$4,814,409. 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	3.0282	\$38,609,615
Majority Vote Maximum Millage Rate	3.6578	\$46,637,029
2/3 Vote Maximum Millage Rate	4.0236	\$51,300,987
Town Adopted Final Millage Rate	3.4058	\$43,424,024

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 3.15%. The 2/3 vote maximum rate is 110% of the majority maximum rate.



Taxable value peaked in FY09 at \$13.68 billion. Since FY09, the Town's taxable value had declined by 12.8% through FY13. For FY15, the taxable value increased by 7.53%. The FY15 millage rate was increased to begin to fund the 10 year coastal protection program. The property tax revenue increase of \$4,776,324 was 12.36% higher than in FY14. The entire increase will be transferred to the coastal protection fund. The tax revenue trend is shown on the chart on the following page.

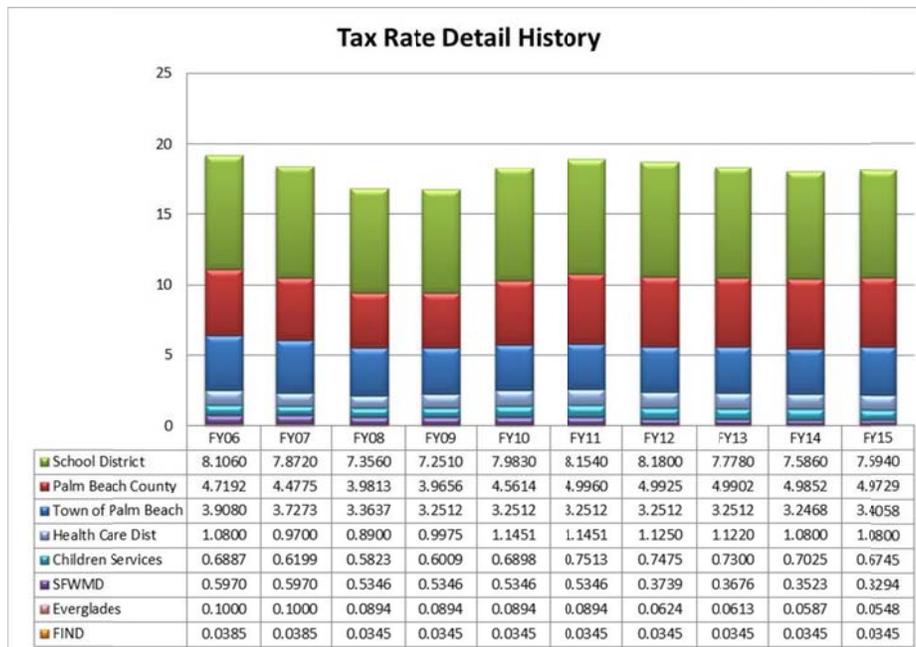


The Town millage rate represents 18.77% of the total tax bill. The table below illustrates the difference between the FY14 vs. FY15 total tax bill by taxing district for a Palm Beach property owner with a taxable value of \$1 million.

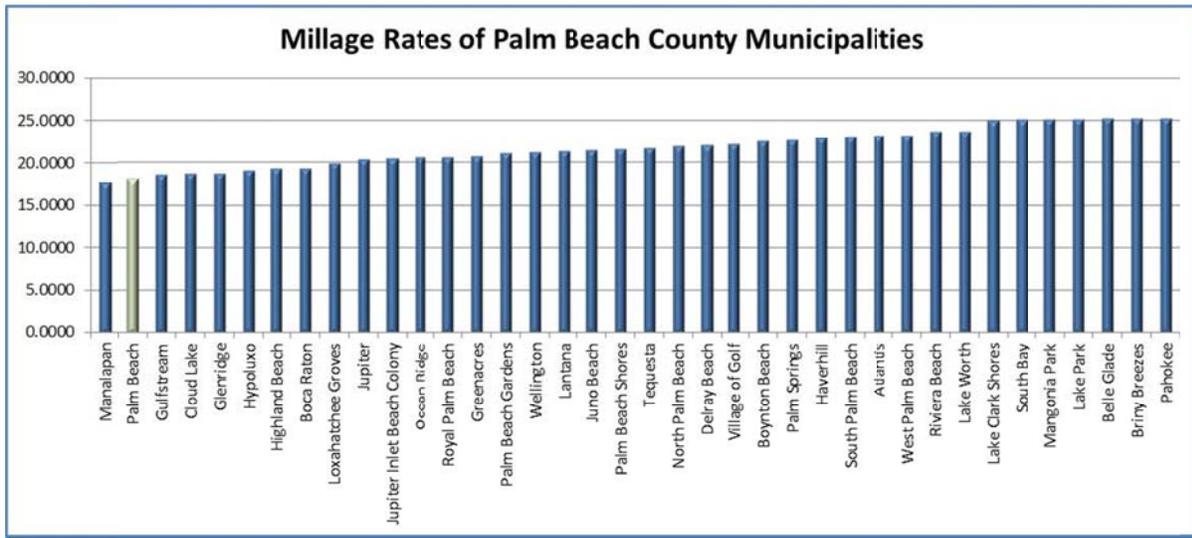
Impact on owner of \$1 million property

Taxing Authority	FY14 Millage Rate	FY15 Millage Rate	FY15 Tax \$1 Million Value	Change Per \$1 million Value	% Change	% of Total Tax Bill
Palm Beach	3.2468	3.4058	\$3,406	\$159.00	4.90%	18.77%
Palm Beach County	4.9852	4.9729	\$4,973	-\$12.30	-0.25%	27.41%
Palm Beach County School District	7.5860	7.5940	\$7,594	\$8.00	0.11%	41.85%
South Florida Water Mgmt	0.3523	0.3294	\$329	-\$22.90	-6.50%	1.82%
Children Services	0.7025	0.6745	\$675	-\$28.00	-3.99%	3.72%
Florida Inland Navigation	0.0345	0.0345	\$35	\$0.00	0.00%	0.19%
Health Care District	1.0800	1.0800	\$1,080	\$0.00	0.00%	5.95%
Everglades Construction	0.0587	0.0548	\$55	-\$3.90	-6.64%	0.30%
Grand Total	18.0460	18.1459	\$18,146	\$99.90	0.55%	100.00%

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

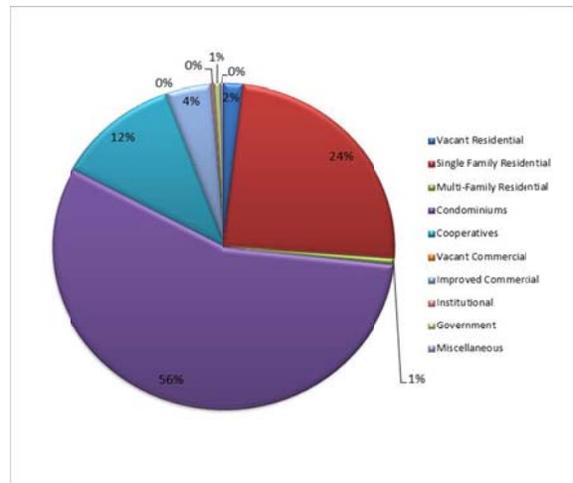


The Town's total millage rate is the second lowest in Palm Beach County as shown below.



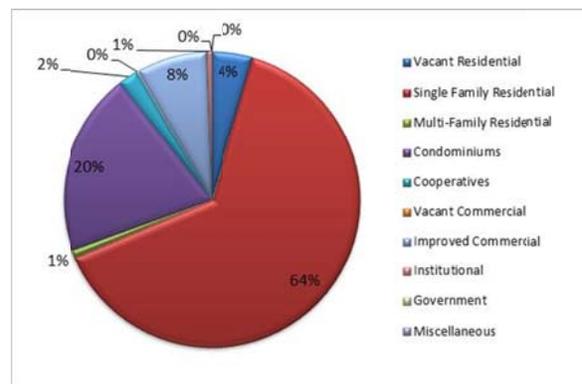
Property Breakdown by Number of Parcels

The Town has a total of 9,459 total parcels. Residential units total 8,932 or 94% of all parcels. Condominiums and Cooperatives represent the greatest percentage of total parcels in the Town at 68% or 6,408 parcels. Single family residential parcels are the second largest group at 2,292 parcels or 24% of the total. Commercial and industrial parcels total 401 and the balance is made up of multi-family, government, institutional and miscellaneous parcels. Properties with a Homestead exemption represent 31% of the total parcels in the Town.



Property Breakdown by Taxable Value

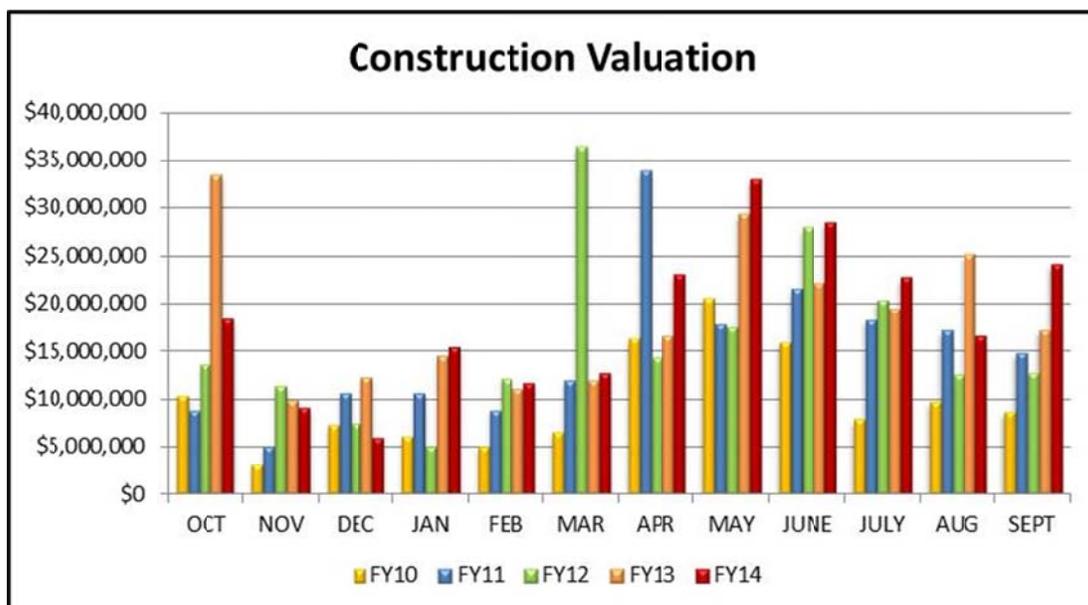
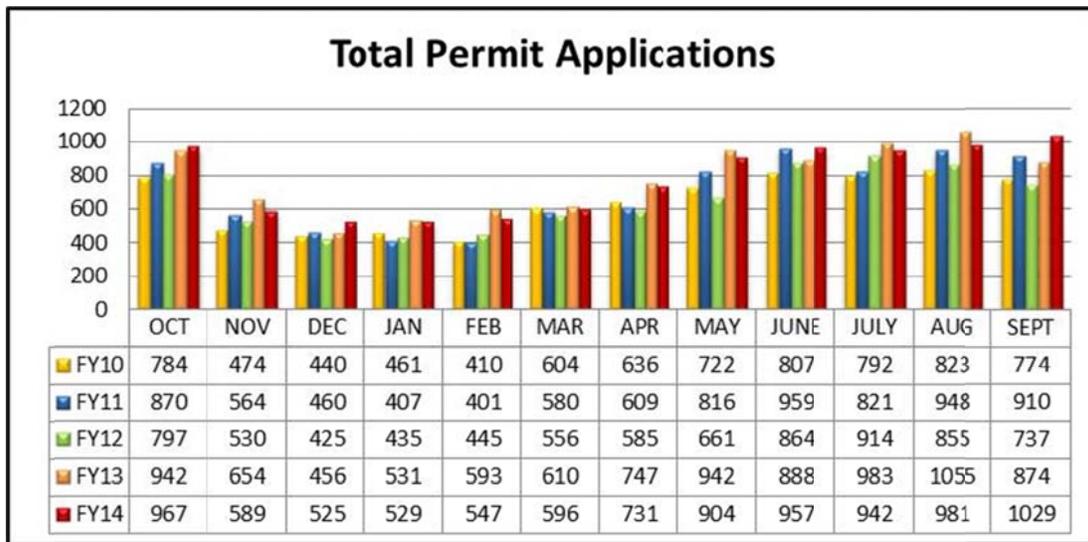
The taxable value of parcels in the Town totals \$13.3 billion. Residential parcels represent 92% of the total value of parcels and single family residential represents 64% of the total value. Commercial and industrial properties represent 7.8% of the total value of parcels. Properties with a homestead exemption represent \$5.7 billion (43%) of the total taxable value.



Historical Single Family Building Permits

Beginning in 2008, building permit revenue declined due to the downturn in the economy. For the past four years, permit revenue and permit activity increased. A total of 9,297 permits were issued in FY14, compared to 7,727 for FY10. Total permit valuation for FY14 was \$221,393,345 compared to \$117,361,908 for FY10.

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



We expect permit activity to continue at high levels for FY15. The improvement in permit activity and new construction has resulted in a portion of the improvement of the Town’s taxable value, with the balance an improvement in the real estate market.

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 the St. Augustine area, extended his holdings southward. He bought and improved existing railways, anticipating the tremendous South Florida. His railway was named the Florida East Coast Railway.

Flagler's agents buying acres of island of Palm early found themselves as orders had buy "at any Ground was 1893, and on 1894, the Royal Hotel, the largest in the world, Palm Beach and guests. A month opening, the first from the station Street (later used and warehouse Palm Beach) in Beach on the bridge across



soon were land on the Beach. Many homesteaders very wealthy, been given to price". broken May 1, February 11, Poinciana wood structure opened in welcomed 17 after the train pulled on Loftin as an office by the Town of West Palm newly built 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 club house 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 8,137 registered voters in 2012 with approximately 8,358 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 in August 2009 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. After more than a year of planning, dozens of events marked the Centennial year, culminating with a weekend of celebration from April 15-17, 2011.

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 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.
- 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 Enterprise Fund and set same at a level that fully supports all direct and indirect costs of the fund.
- 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 1.5% of the proposed General Fund budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain a contingency reserve in the Capital Fund equal to 10% of the proposed Capital Fund budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain an assigned fund balance in the General Fund equal to a minimum of 25% of current year General Fund budgeted expenditures.
- Maintain a contingency reserve for the Equipment Replacement Fund of \$500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain a contingency reserve in the Recreation Enterprise Fund equal to 5% of the proposed Recreation Enterprise Fund 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 for Recreation capital projects equal to 5% of the budget expenses 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 Net Asset levels equal to 25% of the proposed budgeted revenues in the 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 Recreation 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 of the current docks.
- 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.
- Maintain a commitment of fund balance in the General Fund 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.

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

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.

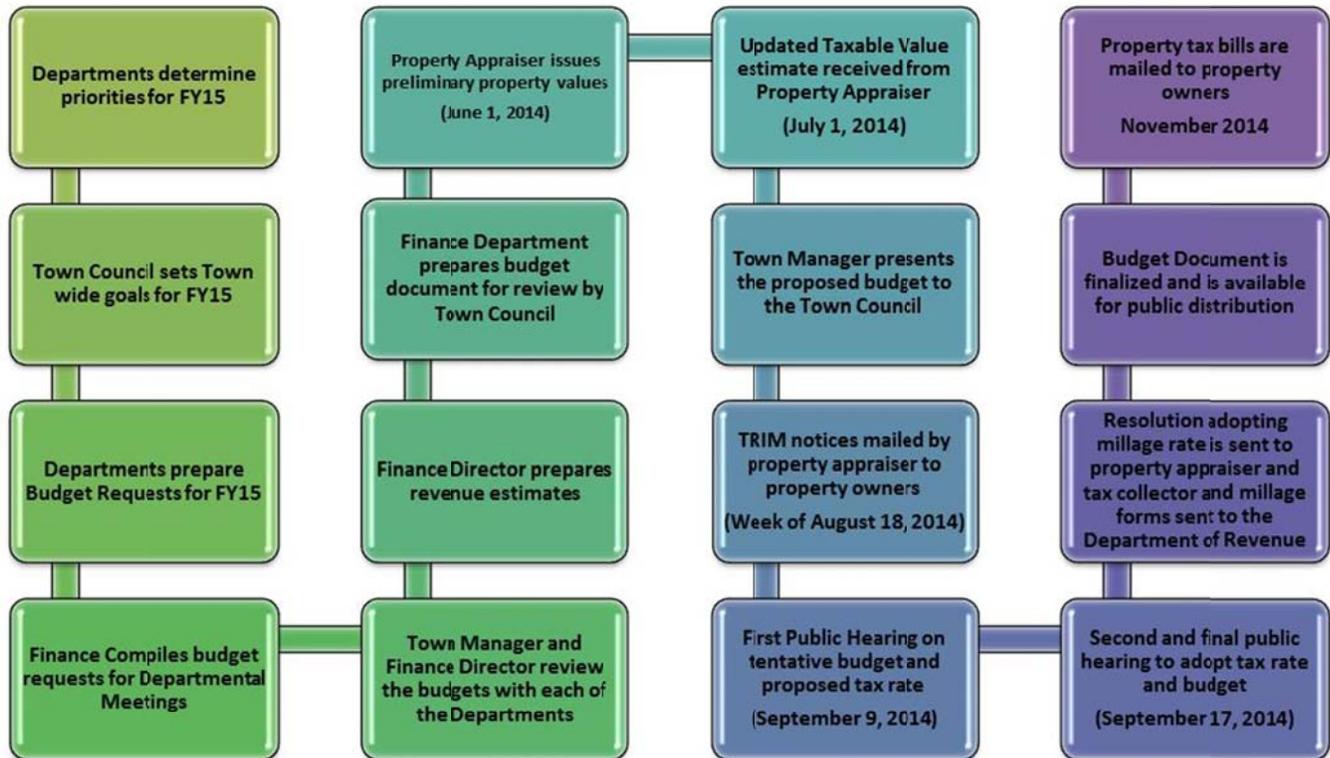
By State Law, the Town is required to hold two public hearings for adoption of a property tax rate and budget. The first public hearing is advertised by the Property Appraiser's mailing to each property owner a TRIM notice. In addition to notification of this first public hearing the TRIM notice contains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

Flow Chart of Budget Process



FY2015 Approved Budget Calendar

Task	Date	Task	Date
Finance to distribute FY15 Budget instructions	03/03/2014	Town Manager's Review of Town Manager and Finance Budgets	05/29/2014
Submit initial CIP request forms to Public Works	03/17/2014	Final Budget Document Pages Returned to Finance	06/2/2014
Public Works Forwards CIP requests to Finance	04/7/2014	Property Appraiser Issues Preliminary Property Values	06/02/2014
Department's Budget Requests are due to Finance	04/7/2014	Town Manager's Additional Review of Department Budgets (As Needed)	June 2014
Town Council Meeting - Discussion of Long Term Financial Plan and Adoption of the FY15 Budget Priorities	04/08/2014	Notice from Property Appraiser of Preliminary Certification of Taxable Value	07/01/2014
Town Manager's Review of Information Systems and Fire-Rescue Budgets	04/17/2014	Distribution of Proposed FY15 Budget Document	07/10/2014
Town Manager's Review of Recreation Enterprise Fund Budget	04/22/2014	Special Town Council Meeting to Consider Proposed FY15 Budget and Initial Resolutions(s) Adopting Special Non-Ad Valorem Assessments	07/17/2014
Town Manager's Review of Police Budget	04/25/2014	Notice of Proposed Property Taxes is mailed from Palm Beach Property Appraiser	Week of August 18
Town Manager's Review of Planning, Zoning and Building Budget	05/2/2014	Town Council Meeting - First Public Hearing to Approve Tentative Budget and Proposed Tax Rate for FY15 and Final Resolution(s) Adopting Special Non-Ad Valorem Assessments	09/09/2014 5:01PM
Town Manager's Review of Public Works and Capital and Risk Budget	05/16/2014	Town Council Meeting - Second Public Hearing to Adopt FY15 Budget and Tax Rate	09/17/2014 5:01PM
Town Manager's Review of Human Resources Budget (Health and OPEB)	05/21/2014	Resolution Adopting Final Millage Rate is Forwarded to Property Appraiser and Tax Collector and Certificate of Compliance sent to Department of Revenue	10/01/2014

Month	Calendar																																																																						
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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

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 and Information Systems.

Human Resources

The Human Resources Department is responsible for the recruitment, screening, and selection of employees to serve the Town. The Department is also responsible for employee benefits administration and compensation analysis. The Town's Occupational Health Clinic is operated under this Department. The Human Resources Director is also the Plan Administrator for the Town's General Employee Retirement System.

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.

In FY05, the Town Clerk's Office became a division of the Finance Department. 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.

Planning, Zoning and Building

The Planning, Zoning and Building Department is responsible for zoning changes and the issuance of permits for building, mechanical, plumbing, electrical, gas, energy, and coastal construction. 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, disaster response expenditures and contingent appropriations.

Transfers to other Funds

This classification includes transfers to the capital, risk insurance, OPEB Trust, and debt service funds.

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 - Accounts for State confiscated property through the Police Department per Florida State Statutes Section 932.
- (102) Federal Forfeiture Fund - 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 - 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 – Accounts for grants received by the Town.
- (120) Underground Utility Assessment Fund – Accounts for assessment projects relating to undergrounding utilities in various assessment areas in the Town.

Debt Service Funds

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 and 2013 – This fund accounts for the debt service for the accelerated capital improvement program.
- (206) Revenue Bond Series 2010B – 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 - 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 - 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.
- (310) Town Facilities Project Fund - This fund was created during Fiscal Year 2003 to account for the construction costs of the new Central Fire-Rescue station and the renovation of Town Hall.

- (311) Worth Avenue Assessment Area Improvement Fund - This fund was created during Fiscal Year 2010 to account for pre-construction and ongoing maintenance costs for Worth Avenue Improvements.
- (312) Accelerated Capital Program Fund – This fund was established with the proceeds from the 2010A Bond Issue to fund the first phase of the Accelerated Capital Improvement Program.
- (314) 2013 Accelerated Capital Fund – This fund was established with the proceeds from the 2013 Bond Issue for the second phase of the Accelerated Capital Improvement Program.

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 be 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.

- (403) Recreation Enterprise Fund - This fund was created in FY2004 and comprises of all recreation activities in the Town. These include: Golf, Tennis, Recreation activities and Marina services. The fund also includes capital projects and the equipment replacement program for the enterprise fund.

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.

Pension Trust Funds

Pension trust funds are used when governments manage pension 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.

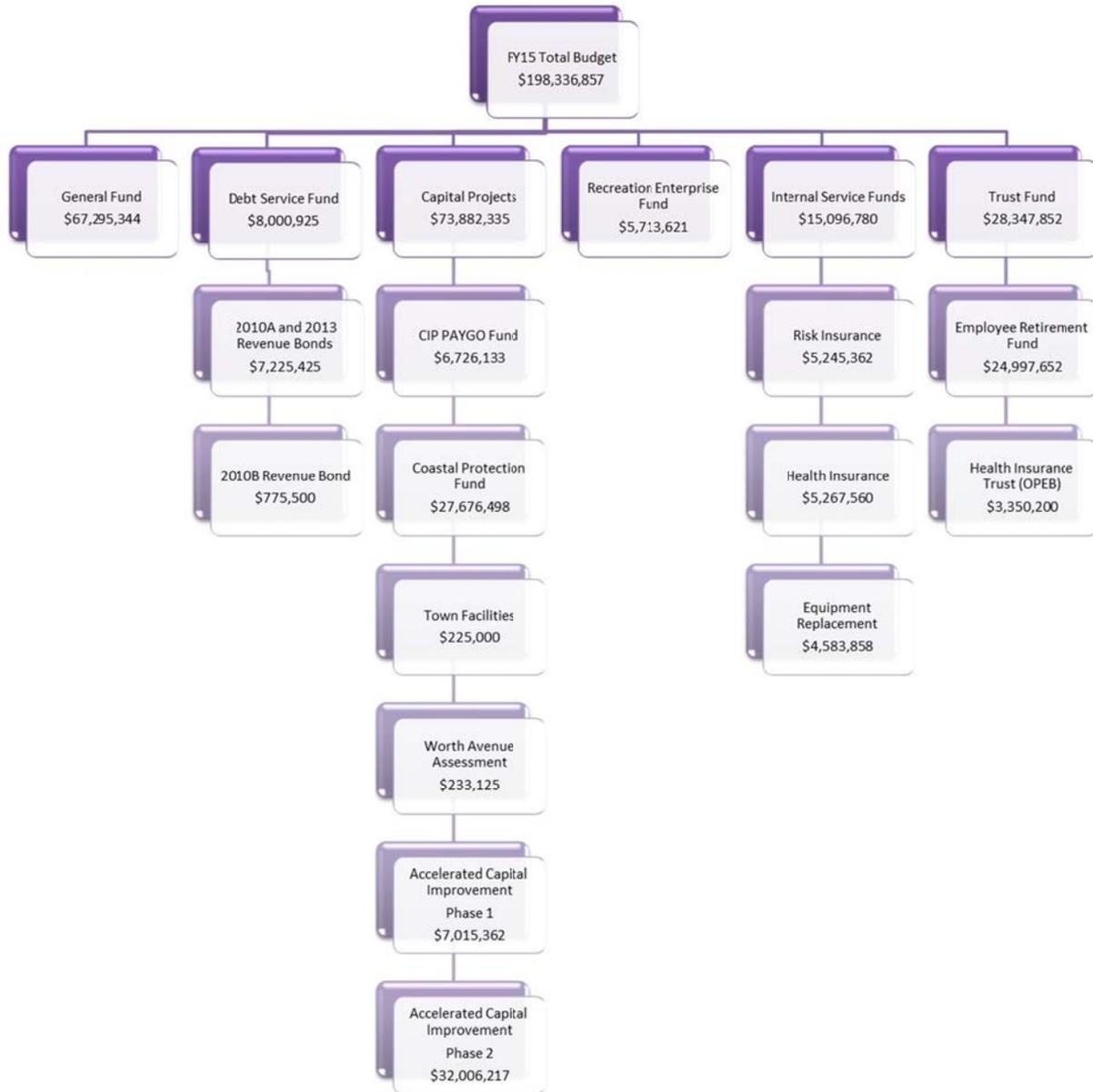
Non-Expendable and Expendable Trust Funds

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.

Fund Budget Overview

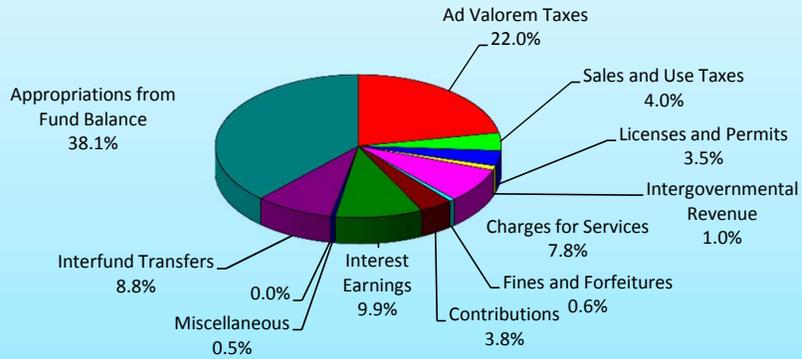


FY 15 Budget Summary by Fund Type, Revenues and Expenditures

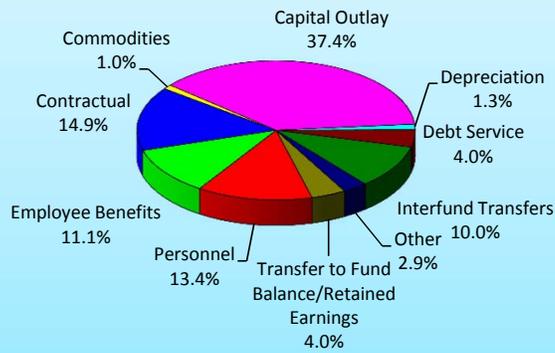
	General	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Totals
Revenues							
Ad Valorem Taxes	\$43,424,300	\$0	\$0	\$0	\$0	\$0	\$43,424,300
Non Ad Valorem Taxes	7,937,500	0	0	0	0	0	7,937,500
Licenses and Permits	6,835,600	0	0	0	0	0	6,835,600
Intergovernmental	1,079,750	0	850,000	0	0	0	1,929,750
Charges for Services	3,573,600	0	0	5,253,400	6,649,102	0	15,476,102
Fines and Forfeitures	1,210,000	0	0	0	0	0	1,210,000
Contributions	0	0	0	0	0	7,470,852	7,470,852
Interest Earnings	578,694	1,500	245,370	6,400	121,500	18,550,000	19,503,464
Miscellaneous	221,000	0	10,000	0	30,000	750,000	1,011,000
Special Assessments	0	775,000	222,925	0	0	0	997,925
Interfund Transfers	885,000	7,036,813	6,002,000	0	1,925,362	1,577,000	17,426,175
Subtotal	65,745,444	7,813,313	7,330,295	5,259,800	8,725,964	28,347,852	123,222,668
Appropriations from Fund Balance	1,549,900	187,612	66,552,040	453,821	6,370,816	0	75,114,189
Total Revenues	\$67,295,344	\$8,000,925	\$73,882,335	\$5,713,621	\$15,096,780	\$28,347,852	\$198,336,857
Expenditures							
Salaries and Wages	\$24,927,999	\$0	\$97,864	\$1,330,642	\$144,961	\$97,518	\$26,598,984
Employee Benefits	13,576,525	0	46,621	540,897	5,229,164	2,538,851	21,932,058
Contractual	8,565,388	0	244,925	1,296,000	1,631,184	17,770,700	29,508,197
Commodities	1,753,846	0	2,400	286,100	4,855	300	2,047,501
Capital Outlay	59,200	0	72,325,712	175,500	1,585,630	0	74,146,042
Depreciation	1,817,444	0	0	725,182	2,758	0	2,545,384
Debt Service	0	7,983,425	0	0	0	0	7,983,425
Interfund Transfers	15,379,362	0	959,613	1,087,200	2,498,228	0	19,924,403
Other	1,215,580	16,500	205,000	272,100	4,000,000	0	5,709,180
Subtotal	67,295,344	7,999,925	73,882,135	5,713,621	15,096,780	20,407,369	190,395,174
Transfer to Fund Balance/Retained Earnings	0	1,000	200	0	0	7,940,483	7,941,683
Total Expenditures	\$67,295,344	\$8,000,925	\$73,882,335	\$5,713,621	\$15,096,780	\$28,347,852	\$198,336,857

Financial Ratios							
	General	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Total
Ad Valorem Taxes as percentage of total fund budget	64.53%	0.00%	0.00%	0.00%	0.00%	0.00%	21.89%
Ad Valorem Taxes per capita (8,168 population)	\$5,316	\$0	\$0	\$0	\$0	\$0	\$5,316
Total expenditures per capita (8,168 population)	\$8,239	\$980	\$9,045	\$700	\$1,848	\$3,471	\$24,282
Personnel as a percentage of the total budget	37.04%	0.00%	0.13%	23.29%	0.96%	0.34%	13.41%
Capital expenditures as percentage of total fund budget	0.09%	0.00%	97.89%	3.07%	10.50%	0.00%	37.38%
Capital expenditures per capita (8,168 population)	\$7	\$0	\$8,855	\$21	\$194	\$0	\$9,078

FY15 Budget by Revenue Type All Funds



FY15 Budget by Expenditure Classification All Funds



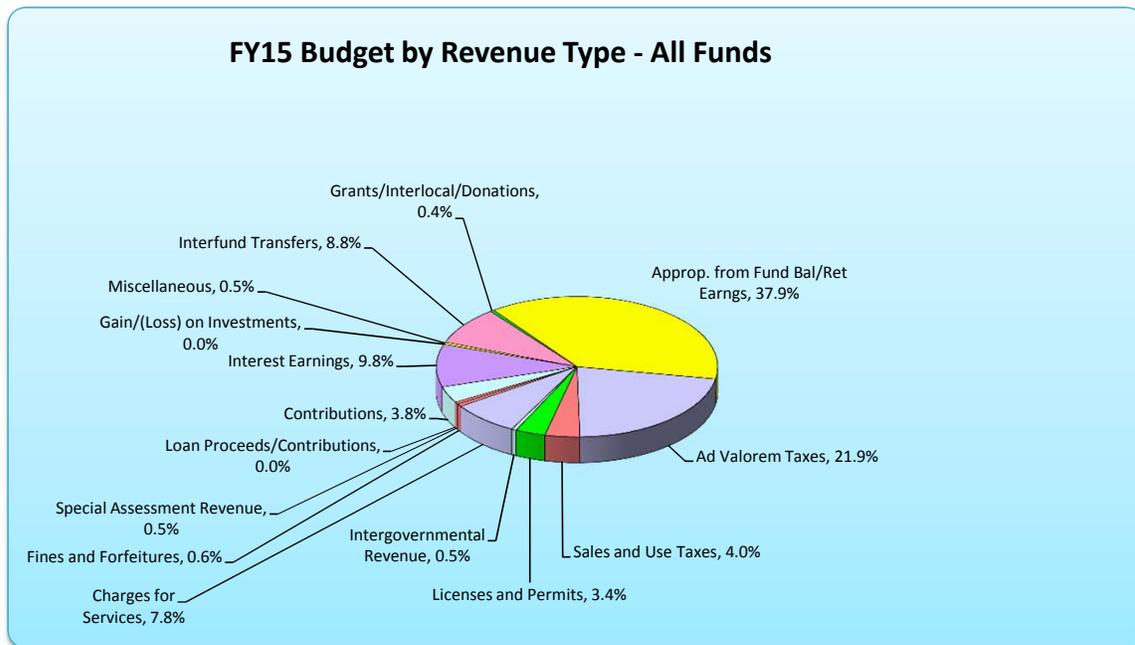
**Summary of Major Revenues by Fund Type
FY15 Budget**

Description	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	FY15 Budget	
						FY14 Budget % Variance	FY2015 % of Total
General Fund							
Ad Valorem Taxes	\$36,662,916	\$37,473,107	\$38,647,700	\$39,807,131	\$43,424,300	12.36%	64.53%
Sales and Use Taxes	7,984,412	8,100,649	7,367,500	7,627,500	7,937,500	7.74%	11.80%
Licenses and Permits	5,880,328	6,959,778	6,588,200	7,288,300	6,835,600	3.76%	10.16%
Intergovernmental Revenue	1,051,432	986,853	1,052,000	1,059,200	1,079,750	2.64%	1.60%
Charges for Services	4,081,260	3,576,155	3,552,275	3,557,200	3,573,600	0.60%	5.31%
Fines and Forfeitures	1,106,435	1,530,787	1,181,000	1,804,000	1,210,000	2.46%	1.80%
Interest Earnings	495,311	32,425	425,373	445,500	578,694	36.04%	0.86%
Miscellaneous	683,521	573,619	247,845	145,400	221,000	-10.83%	0.33%
Interfund Transfers	800,000	885,000	885,000	885,000	885,000	0.00%	1.32%
Subtotal	58,745,615	60,118,373	59,946,893	62,619,231	65,745,444	9.67%	97.70%
Appropriations from Fund Balance	0	0	5,459,600	1,869,987	1,549,900	-71.61%	2.30%
Total General Fund	\$58,745,615	\$60,118,373	\$65,406,493	\$64,489,218	\$67,295,344	2.89%	100.00%
Debt Service Funds							
Interest Earnings	289	243	1,000	200	1,500	50.00%	0.02%
Special Assessments	0	0	775,000	775,000	775,000	0.00%	9.69%
Miscellaneous	5,190	5,538	0	0	0	0.00%	0.00%
Interfund Transfers	5,973,538	4,407,800	6,254,863	6,580,963	7,036,813	12.50%	87.95%
Subtotal	5,979,017	4,413,581	7,030,863	7,356,163	7,813,313	11.13%	97.66%
Appropriations from Fund Balance	0	0	4,200	0	187,612	4366.95%	2.34%
Total Debt Service Funds	\$5,979,017	\$4,413,581	\$7,035,063	\$7,356,163	\$8,000,925	13.73%	100.00%
Capital Projects Funds							
Interest Earnings	208,908	39,525	76,400	190,400	245,370	221.16%	0.33%
Grants/Interlocal/Donations	1,536,455	51,126	1,000,000	210,000	850,000	-15.00%	1.15%
Special Assessment Revenue	1,068,135	1,002,510	273,261	270,000	222,925	-18.42%	0.30%
Loan Proceeds/Contributions	0	10,000	11,960,000	58,596,000	0	-100.00%	0.00%
Miscellaneous	54,495	116,802	10,000	10,000	10,000	0.00%	0.01%
Interfund Transfers	5,001,400	5,965,099	10,283,913	10,283,913	6,002,000	-41.64%	8.12%
Subtotal	7,869,393	7,185,062	23,603,574	69,560,313	7,330,295	-68.94%	9.92%
Appropriations from Fund Balance	12,622,144	6,627,967	24,030,534	0	66,552,040	176.95%	90.08%
Total Capital Projects Funds	\$20,491,537	\$13,813,029	\$47,634,108	\$69,560,313	\$73,882,335	55.10%	100.00%
Enterprise Funds							
Charges for Services	\$4,352,717	\$6,373,073	\$4,981,300	\$4,931,700	\$5,253,400	5.46%	91.95%
Interest Earnings	28,718	1,840	3,100	12,300	6,400	106.45%	0.11%
Grants/Interlocal/Donations	0	0	0	0	0	0.00%	0.00%
Interfund Transfers	0	0	0	0	0	0.00%	0.00%
Miscellaneous	34,077	18,577	0	46,200	0	0.00%	0.00%
Subtotal	4,415,512	6,393,490	4,984,400	4,990,200	5,259,800	5.53%	92.06%
Appropriations from Retained Erngs.	109,879	0	419,907	1,516,237	453,821	8.08%	7.94%
Total Enterprise Funds	\$4,525,391	\$6,393,490	\$5,404,307	\$6,506,437	\$5,713,621	5.72%	100.00%
Internal Service Funds							
Interest Earnings	\$238,343	-\$22,993	\$68,500	\$93,500	\$121,500	77.37%	0.80%
Miscellaneous	\$377,132	\$1,345,927	\$30,000	\$45,000	\$30,000	0.00%	0.20%
Interfund Transfers	\$167,957	\$0	\$1,876,000	\$1,876,000	\$1,925,362	2.63%	12.75%
Charges for Services	8,302,203	8,656,780	6,751,500	5,840,735	6,649,102	-1.52%	44.04%
Subtotal	9,085,635	9,979,714	8,726,000	7,855,235	8,725,964	0.00%	57.80%
Appropriations from Retained Erngs.	0	0	13,884,776	7,455,102	6,370,816	-54.12%	42.20%
Total Internal Service Funds	\$9,085,635	\$9,979,714	\$22,610,776	\$15,310,337	\$15,096,780	-33.23%	100.00%
Trust & Agency Funds							
Intergovernmental Revenue	\$830,571	\$0	\$0	\$0	\$0	0.00%	0.00%
Interest Earnings	1,540,983	1,760,003	15,919,169	500,000	18,550,000	16.53%	65.44%
Gain/Loss on Investments	27,608,083	25,197,088	0	22,680,000	0	0.00%	0.00%
Charges for Services	2,852,137	3,160,128	0	0	0	0.00%	0.00%
Miscellaneous	75,500	585,086	930,690	0	750,000	-19.41%	2.65%
Contributions	4,726,521	4,720,918	7,171,638	8,085,890	7,470,852	4.17%	26.35%
Interfund Transfers	0	0	1,506,000	1,506,000	1,577,000	4.71%	5.56%
Subtotal	37,633,795	35,423,223	25,527,497	32,771,890	28,347,852	11.05%	100.00%
Appropriations from Fund Balance	0	0	3,247	0	0	-100.00%	0.00%
Total Trust & Agency Funds	\$37,633,795	\$35,423,223	\$25,530,744	\$32,771,890	\$28,347,852	11.03%	100.00%

Summary of Major Revenues by Fund Type FY15 Budget

Description	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	FY15 Budget	
						FY14 Budget % Variance	FY2015 % of Total
All Funds							
Ad Valorem Taxes	\$36,662,916	\$37,473,107	\$38,647,700	\$39,807,131	\$43,424,300	12.36%	21.89%
Sales and Use Taxes	7,984,412	8,100,649	7,367,500	7,627,500	7,937,500	7.74%	4.00%
Licenses and Permits	5,880,328	6,959,778	6,588,200	7,288,300	6,835,600	3.76%	3.45%
Intergovernmental Revenue	1,882,003	986,853	1,052,000	1,059,200	1,079,750	2.64%	0.54%
Charges for Services	19,588,317	21,766,136	15,285,075	14,329,635	15,476,102	1.25%	7.80%
Fines and Forfeitures	1,106,435	1,530,787	1,181,000	1,804,000	1,210,000	2.46%	0.61%
Special Assessment Revenue	1,068,135	1,002,510	1,048,261	1,045,000	997,925	-4.80%	0.50%
Loan Proceeds/Contributions	0	10,000	11,960,000	58,596,000	0	-100.00%	0.00%
Contributions	4,726,521	4,720,918	7,171,638	8,085,890	7,470,852	4.17%	3.77%
Interest Earnings	2,512,552	1,811,043	16,493,542	1,241,900	19,503,464	18.25%	9.83%
Gain/(Loss) on Investments	27,608,083	25,197,088	0	22,680,000	0	0.00%	0.00%
Miscellaneous	1,229,915	2,645,549	1,218,535	246,600	1,011,000	-17.03%	0.51%
Interfund Transfers	11,942,895	11,257,899	20,805,776	21,131,876	17,426,175	-16.24%	8.79%
Grants/Interlocal/Donations	1,536,455	51,126	1,000,000	210,000	850,000	-15.00%	0.43%
Approp. from Fund Bal/Ret Earngs	12,732,023	6,627,967	43,802,264	10,841,326	75,114,189	71.48%	37.87%
Total All Funds	\$136,460,990	\$130,141,410	\$173,621,491	\$195,994,358	\$198,336,857	14.24%	100.00%

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



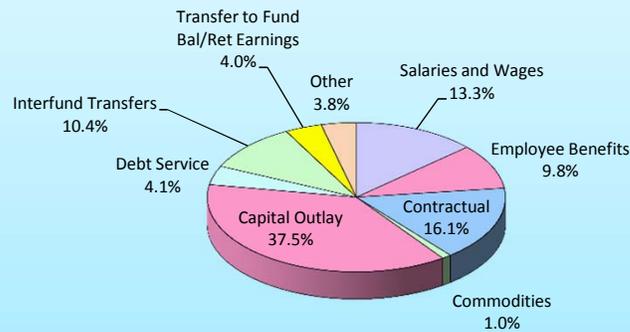
**Summary of Expenditure Classifications by Fund Type
FY15 Budget**

Description	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	FY15 Budget	FY2015
						to FY14 Budget % Variance	of Total % of Total
General Fund							
Salaries and Wages	\$23,627,368	\$22,943,977	\$24,298,881	\$23,583,548	\$24,927,999	2.59%	37.04%
Employee Benefits	\$11,512,417	\$11,105,892	\$13,082,570	\$13,252,412	\$13,576,525	3.78%	20.17%
Contractual	8,807,800	7,227,726	8,472,843	8,994,456	8,565,388	1.09%	12.73%
Commodities	1,560,677	1,574,948	1,701,960	1,674,178	1,753,846	3.05%	2.61%
Capital Outlay	1,881,319	62,775	132,645	127,928	59,200	-55.37%	0.09%
Interfund Transfers	8,570,619	12,926,879	14,682,000	14,682,000	15,379,362	4.75%	22.85%
Other	284,901	2,259,958	1,157,659	2,174,696	3,033,024	162.00%	4.51%
Subtotal	56,245,101	58,102,155	63,528,558	64,489,218	67,295,344	5.93%	100.00%
Transfer to Fund Balance	2,500,514	2,016,218	1,877,935	0	0	-100.00%	0.00%
Total General Fund	\$58,745,615	\$60,118,373	\$65,406,493	\$64,489,218	\$67,295,344	2.89%	100.00%
Debt Service Funds							
Debt Service	\$5,940,135	\$4,397,494	\$6,993,700	\$4,393,669	\$7,983,425	14.15%	99.78%
Other	4,550	3,800	11,500	16,500	16,500	43.48%	0.21%
Interfund Transfers	0	0	0	0	0	0.00%	0.00%
Subtotal	5,944,685	4,401,294	7,005,200	4,410,169	7,999,925	14.20%	99.99%
Transfer to Fund Balance	34,332	12,287	29,863	2,945,994	1,000	-96.65%	0.01%
Total Debt Service Funds	\$5,979,017	\$4,413,581	\$7,035,063	\$7,356,163	\$8,000,925	13.73%	100.00%
Capital Projects Funds							
Capital Outlay	\$18,100,837	\$12,833,229	\$33,743,290	\$19,806,913	\$72,589,935	115.12%	98.25%
Interfund Transfers	2,390,700	979,800	253,563	520,100	1,087,200	328.77%	1.47%
Other	0	0	205,000	0	205,000	0.00%	0.28%
Subtotal	20,491,537	13,813,029	34,201,853	20,327,013	73,882,135	116.02%	100.00%
Transfer to Fund Balance	0	0	13,432,255	49,233,300	200	-100.00%	0.00%
Total Capital Projects Funds	\$20,491,537	\$13,813,029	\$47,634,108	\$69,560,313	\$73,882,335	55.10%	100.00%
Enterprise Funds							
Salaries and Wages	\$1,245,692	\$1,223,502	\$1,297,374	\$1,277,290	\$1,330,642	2.56%	23.29%
Employee Benefits	\$424,518	\$471,991	\$542,313	\$542,797	\$540,897	-0.26%	9.47%
Contractual	1,192,040	1,084,435	1,379,400	1,231,451	1,296,000	-6.05%	22.68%
Commodities	215,396	222,596	246,900	246,085	286,100	15.88%	5.01%
Capital Outlay	523,507	770,526	678,100	2,166,514	175,500	-74.12%	3.07%
Debt Service	126,000	128,000	126,000	157,300	128,000	1.59%	2.24%
Interfund Transfers	798,238	885,000	885,000	885,000	1,684,382	90.33%	29.48%
Other	0	1,500	249,220	0	272,100	9.18%	4.76%
Subtotal	4,525,391	4,787,550	5,404,307	6,506,437	5,713,621	5.72%	100.00%
Transfer to Retained Earnings	0	1,605,940	0	0	0	0.00%	0.00%
Total Enterprise Funds	\$4,525,391	\$6,393,490	\$5,404,307	\$6,506,437	\$5,713,621	5.72%	100.00%
Internal Service Funds							
Salaries and Wages	\$128,995	\$139,508	\$140,824	\$140,824	\$144,961	2.94%	0.96%
Employee Benefits	4,858,572	4,553,244	5,099,727	4,985,005	5,229,164	2.54%	34.64%
Contractual	-487,448	1,557,632	1,626,943	1,194,140	1,631,184	0.26%	10.80%
Commodities	55,998	3,916	4,855	4,855	4,855	0.00%	0.03%
Capital Outlay	1,566,887	1,646,442	3,012,495	2,601,600	1,585,630	-47.36%	10.50%
Interfund Transfers	0	0	8,725,932	6,358,913	2,498,228	-71.37%	16.55%
Other	504,276	17,881	4,000,000	25,000	4,002,758	0.07%	26.51%
Subtotal	6,627,280	7,918,623	22,610,776	15,310,337	15,096,780	-33.23%	100.00%
Transfer to Retained Earnings	2,458,355	2,061,091	0	0	0	0.00%	0.00%
Total Internal Service Funds	\$9,085,635	\$9,979,714	\$22,610,776	\$15,310,337	\$15,096,780	-33.23%	100.00%
Trust & Agency Funds							
Contractual	\$18,142,840	\$20,376,452	\$20,889,544	\$19,330,053	\$20,407,369	-2.31%	71.99%
Transfer to Fund Balance	19,490,955	15,046,771	4,641,200	13,441,837	7,940,483	71.09%	28.01%
Total Trust & Agency Funds	\$37,633,795	\$35,423,223	\$25,530,744	\$32,771,890	\$28,347,852	11.03%	100.00%

**Summary of Expenditure Classifications by Fund Type
FY15 Budget**

Description	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	FY15 Budget	FY2015 of Total
						to FY14 Budget	
Total: All Funds							
Salaries and Wages	\$25,002,055	\$24,306,987	\$25,737,079	\$25,001,662	\$26,403,602	2.59%	13.31%
Employee Benefits	\$16,795,507	\$16,131,127	\$18,724,610	\$18,780,214	\$19,346,586	3.32%	9.75%
Contractual	27,655,232	30,246,245	32,368,730	30,750,100	31,899,941	-1.45%	16.08%
Commodities	1,832,071	1,801,460	1,953,715	1,925,118	2,044,801	4.66%	1.03%
Capital Outlay	22,072,550	15,312,972	37,566,530	24,702,955	74,410,265	98.08%	37.52%
Debt Service	6,066,135	4,525,494	7,119,700	4,550,969	8,111,425	13.93%	4.09%
Interfund Transfers	11,759,557	14,791,679	24,546,495	22,446,013	20,649,172	-15.88%	10.41%
Transfer to Fund Bal/Ret Earnings	24,484,156	20,742,307	19,981,253	65,621,131	7,941,683	-60.25%	4.00%
Other	793,727	2,283,139	5,623,379	2,216,196	7,529,382	33.89%	3.80%
Subtotal All Funds	\$136,460,990	\$130,141,410	\$173,621,491	\$195,994,358	\$198,336,857	14.24%	100.00%

**FY15 Budget by Expenditure Classification
All Funds**





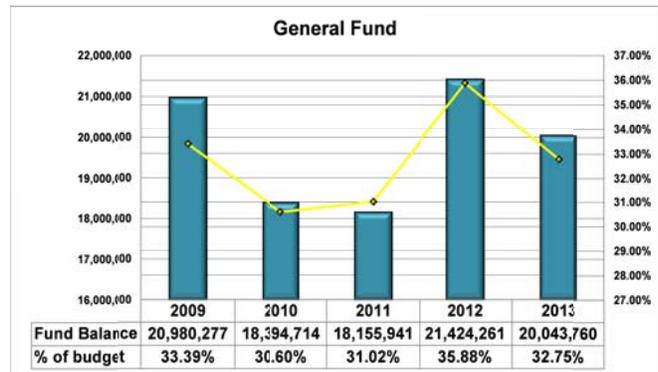
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Town of Palm Beach Reserves

The Town Council has adopted eighteen financial policies, fifteen 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.

Unassigned Fund Balance - General Fund

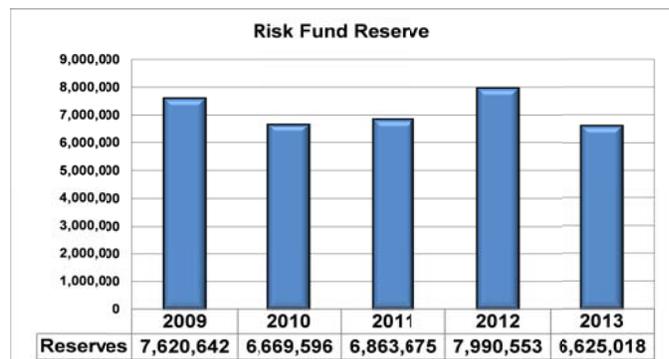
Pursuant to adopted policy, the unassigned fund balance for the General Fund is to be maintained at a minimum level of 25% of current year General Fund budgeted expenditures. This minimum level is to be maintained to protect the Town against economic downturns, temporary revenue shortfalls, unpredicted one-time expenditures, and for tax rate stabilization purposes. Twenty-five percent of the FY15 General Fund operating budget (General Fund budget less coastal transfer) is \$15,629,586. The FY13 ending fund balance was \$20,043,760.



The General Fund Undesignated Fund Balance has consistently exceeded the required minimum level of 25%. The chart details the General Fund Undesignated Fund Balance and the percent of budgeted expenditures the balance represents. For the FY15 budget, a transfer of \$909,000 from fund balance was used to fund the contingency reserve as directed by policy.

Reserves - Risk Fund

The total reserve balance for the Risk Fund was \$8,625,018 as of September 30, 2013. 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. Included in the FY14 budget is a Town Council authorized transfer of \$2,000,000 of the excess Risk Fund reserves to the Coastal Protection Fund. This amount has been deducted from the reserve balance. The trend for the Risk Fund Reserve is shown in the table.



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 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.

Recreation Enterprise Fund Reserves

The Recreation Enterprise Fund reserve is to be maintained at a minimum level of 25% of budgeted revenues totaling \$1,246,100 for FY14. The purpose of the reserve is to provide an adequate level of net assets for unanticipated financial impacts as well as to provide for one-time expenditures to improve the facilities.

The Town's enterprise fund includes the operations of the Town Docks, the Par 3 Golf Course, tennis activities and youth and adult recreation programs.

At the end of FY13, the net asset balance for the Recreation Enterprise Fund (REF) was \$3,753,556. Separate reserves have been set aside from this amount for the dock replacement, Par 3 Improvements, tennis improvements and equipment replacement.

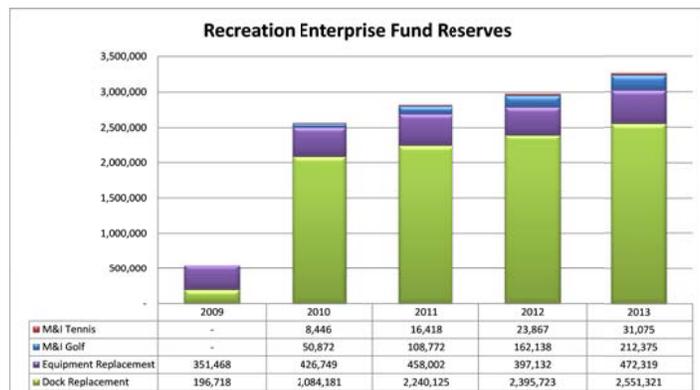
At the end of FY13, \$2,551,321 had been set aside in the Dock

Replacement Reserve. The Dock Replacement reserve was created to fund the replacement cost of the construction of the Town's docks whenever it is determined they must be replaced. The replacement reserve is to be maintained at 100% of accumulated depreciation plus accumulated interest earned on the reserve.

The Par 3 Golf Course charges an additional \$2 per round to fund a maintenance and improvement reserve. At the end of FY13, the balance is \$212,375.

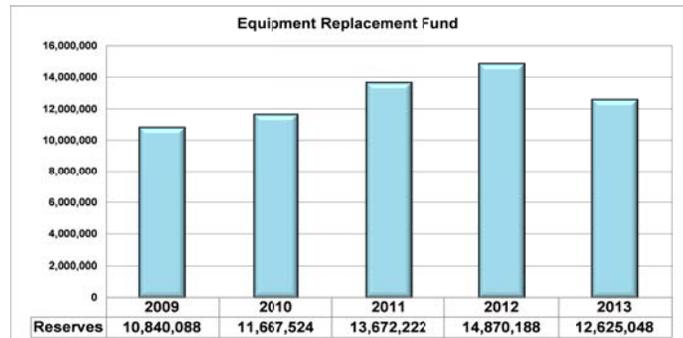
In FY10, a maintenance and improvement fee was implemented for the Tennis program. This reserve at the end of FY13 is \$31,075 and has been set aside for improvements to the tennis centers.

The Recreation Enterprise Fund's equipment replacement reserve allows for the purchase of capital equipment and is funded with accumulated replacement cost depreciation from Recreation Net Assets. The balance in the REF Equipment Replacement Fund for FY13 is \$472,319.



Equipment Replacement Fund

The Townwide 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 and ensures compliance with the fixed asset inventory and depreciation schedule required by GASB34.



The balance in the Equipment Replacement Fund for year-end FY13 is \$15,483,961. The Town Council authorized the use of a portion of this reserve (\$4,867,019) as seed money for an internal loan fund for assessment projects that will be repaid by the assessments. To date, a total of \$2,303,282 has been used for this purpose.

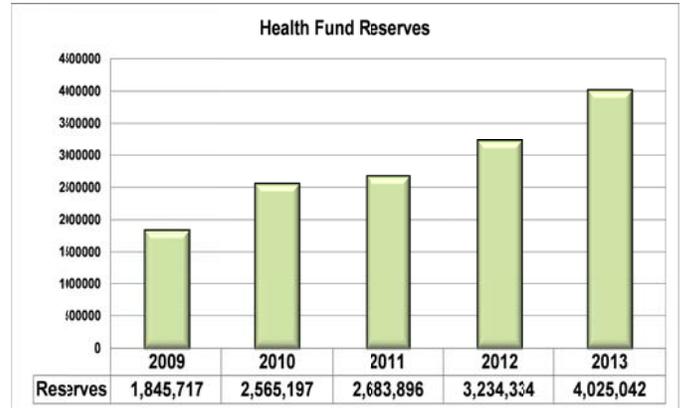
An analysis of the reserves in FY 13, determined an excess balance of \$2,858,913 caused by the accumulated interest earned by the fund and identification of equipment that will not be replaced. The Town Council authorized a transfer of this excess amount to the coastal protection fund in FY14. The transfer has been deducted from the total and the reduced reserve is shown in the chart. For FY15, income including the depreciation transfer will total \$1,820,202 and expenditures for capital equipment are budgeted at \$1,585,630.

Designation of General Fund Balance for Payment of Liability Related to Compensated Absences Leave Balances

A 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, sick and compensatory time and the related payroll tax liability. The balance in the reserve as of September 30, 2013, was \$3,390,226. The FY15, appropriation for the pay-out of eligible accrued vacation, sick and compensatory time from this reserve is \$640,900.

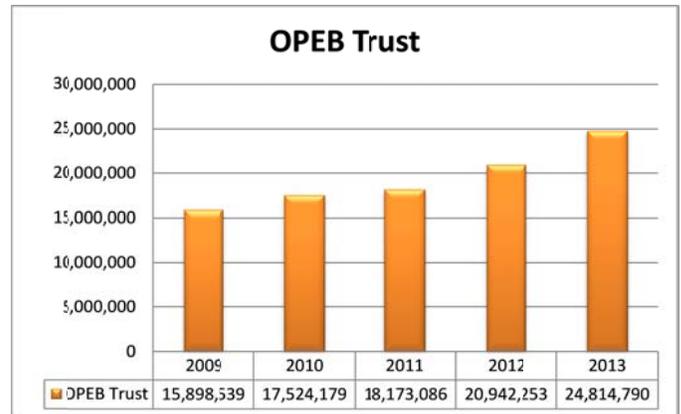
Health Insurance Reserve

The balance of the reserve in the Health Fund at the end FY13 is \$4,025,042. 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. The balance has been improving over the past 5 years.



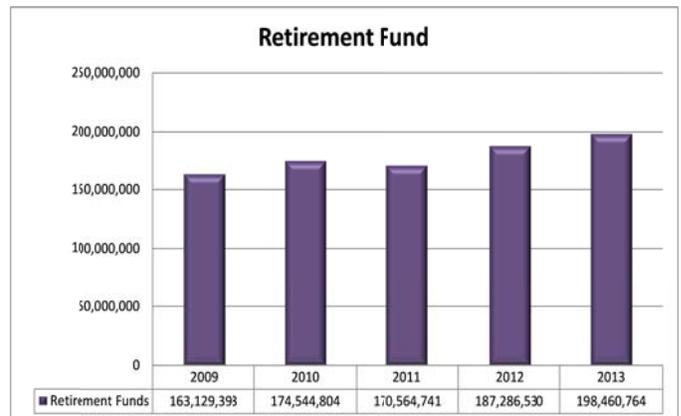
OPEB (Other Post Employment Benefits) Trust

The Town's OPEB Trust Fund was established 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 is overseen by the Town's Investment Advisory Committee. The net asset balance in this trust is \$24,814,790 as of September 30, 2013. The actuarially determined transfer from the General Fund for the OPEB liability for FY15 is \$1,577,000. The Town continues to be well ahead of other government agencies in funding this liability.



Retirement Fund

The Town provides pension benefits for General Employees, Lifeguards, Police Officers, and Firefighters. The funds were separately managed by 3 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 fund at the end of FY12 were \$187,286,530. The balance at the end of FY13 is \$198,460,764.



Contingency Reserves

Contingency reserves were established for the General Fund, Capital Fund, Equipment Replacement Fund, Recreation 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 1.5% of the FY15 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 Recreation Enterprise Fund Contingency is funded 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. In most years a small amount from the contingency is allocated for expenditures through an affirmative vote of the Town Council.

The table below identifies the contingency budgets and actual use of the contingency reserves for fiscal years 2011 through 2015.

Contingency Reserves FY2011 through FY2015

Contingency	2011	2012	2013	2014	2015
General Fund Budget	929,468	807,397	843,000	860,000	909,000
General Fund Actual	421,302	806,988	556,668	293,800	-0-
CIP Budget	186,000	181,000	201,000	205,000	205,000
CIP Actual	45,000	94,000	-0-	-0-	-0-
ERF Budget	500,000	500,000	500,000	500,000	500,000
ERF Actual	51,311	-0-	156,528	136,869	-0-
Risk Budget	500,000	500,000	500,000	500,000	500,000
Risk Actual	-0-	50,000	-0-	-0-	-0-
Health Budget	500,000	500,000	500,000	500,000	500,000
Health Actual	85,000	-0-	-0-	-0-	-0-
Recreation Budget	176,700	155,000	235,600	249,220	272,100
Recreation Actual	-0-	137,000	35,000	-0-	-0-

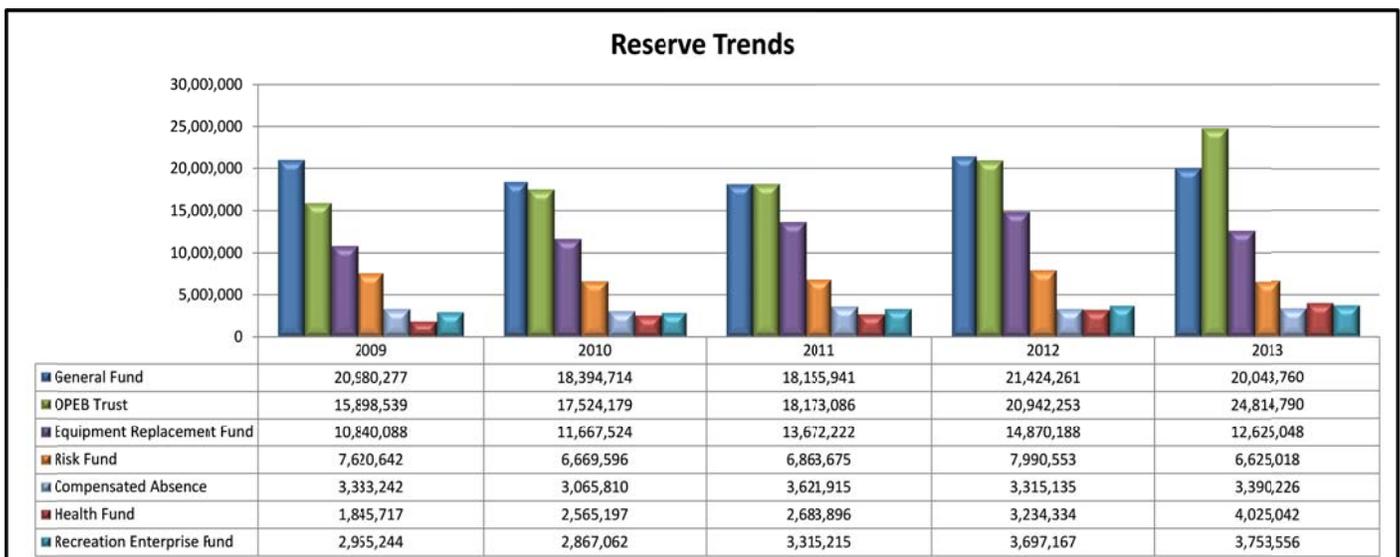
Unassigned Net Position

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. In 2010 and 2013, the rating agencies reviewed the Town's credit ratings in preparation for the issuance of the 2010 and 2013 Bonds. They cited the Town's healthy reserves, solid fiscal policies, and conservative management practices as some of the reasons for our exceptional bond ratings. Moody's Investors Service gave the Town an Aa1 for the 2010 and 2013 Revenue Bonds and confirmed the Town's Aaa issuer credit rating. Standard and Poor's issued a AA+ credit rating on the 2010 and 2013 Revenue bonds confirmed the Town's issuer credit 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, net asset balances, compensated absence, and replacement reserve balances for FY09 through FY13.

Reserve Balances Fiscal Years 2009 – 2014 Est.

Fund	2009	2010	2011	2012	2013	2014 Est.
General Fund	20,980,277	18,394,714	18,155,941	21,424,261	20,043,760	20,000,000
Compensated Absence (GF)	3,333,242	3,065,810	3,621,915	3,315,135	3,390,226	3,400,000
Equipment Replacement Fund	10,840,088	11,667,524	13,672,222	14,870,188	12,625,048	12,100,000
Recreation Enterprise Fund	1,050,115	294,764	413,966	707,381	486,466	600,000
Recreation ERF	351,468	426,749	458,002	397,132	472,319	500,000
Dock Replacement	196,718	2,084,181	2,240,125	2,395,723	2,551,321	2,700,000
Par 3 M&I Reserve	0	50,872	108,722	162,138	212,375	275,000
Tennis M&I Reserve	0	8,446	16,418	23,867	31,075	39,000
Health Fund	1,845,717	2,565,197	2,683,896	3,234,334	4,025,042	4,135,763
Risk Fund	7,620,642	6,669,596	6,863,675	7,990,553	6,625,018	7,230,872
Health - OPEB Trust	15,898,539	17,524,179	18,173,086	20,942,253	24,814,790	25,646,315
Pension Fund	<u>163,129,393</u>	<u>174,544,804</u>	<u>170,564,741</u>	<u>187,286,530</u>	<u>198,460,764</u>	<u>210,995,263</u>
Total	225,246,199	237,296,836	236,972,759	262,749,495	273,738,204	287,622,213





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Capital Expenditures

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

- Infrastructure - \$50,000
- Computer Software - \$25,000
- Machinery, equipment, vehicles and office furniture - \$2,500
- Computers - \$1,500

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.

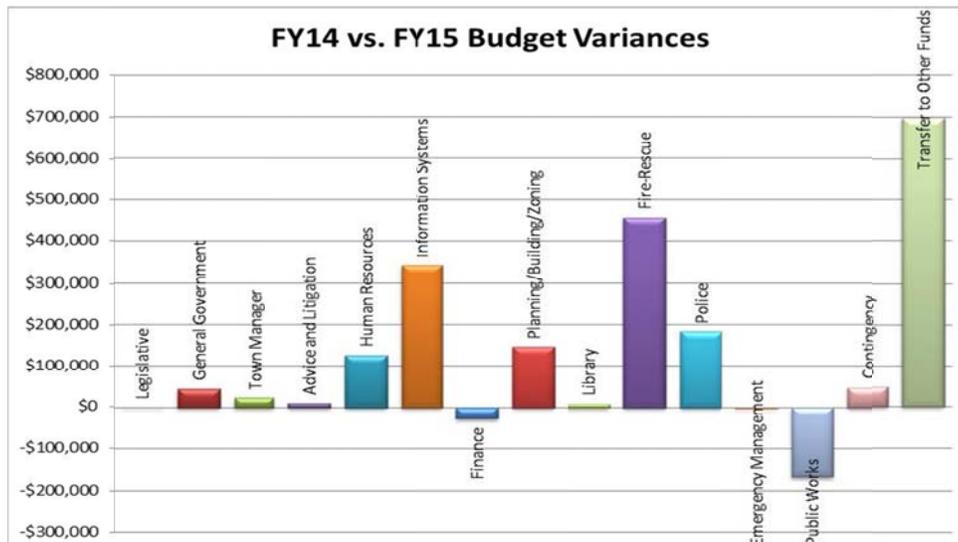
The purpose of the capital budget is to promote advanced planning by department directors and serves as a fiscal planning tool to forecast the demands on revenues and future borrowing needs. The capital improvements program is reviewed and updated annually. During the budget preparation process, departments 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.

FY2015 Town-wide Capital Expenditures

Department/ Description	General Fund	Equipment Replacement Fund	Capital Funds	Recreation Fund	Total
Information Systems	\$265,558	\$250,380	\$0	\$0	\$515,938
Annual Depreciation	250,558	0	0	0	250,558
Major Computer Equip (>\$1,500)	15,000	250,380	0	0	265,380
Human Resources	677	0	0	0	677
Annual Depreciation	677	0	0	0	677
Finance	3,363	3,677	0	0	7,040
Annual Depreciation	3,363	0	0	0	3,363
Folder/Sealer Machine	0	3,677	0	0	3,677
Planning/Zoning/Building	33,921	31,971	0	0	65,892
Annual Depreciation	33,921	0	0	0	33,921
Digital Microfiche/Scanner/Comp	0	15,000	0	0	15,000
Vehicle	0	16,971	0	0	16,971
Fire-Rescue	575,992	304,100	0	0	880,092
Annual Depreciation	540,992	0	0	0	540,992
All Terrain Vehicle	0	7,100	0	0	7,100
Protective Gear	0	170,000	0	0	170,000
Protective Gear Washer/Extractor	0	4,500	0	0	4,500
(4) Styker Stretchers	0	51,000	0	0	51,000
Grant Reimbursable Equipment	35,000	0	0	0	35,000
Vehicle Exhaust Removal System	0	71,500	0	0	71,500
Police	422,559	362,200	0	0	784,759
Annual Depreciation	416,859	0	0	0	416,859
(3) Pursuit Vehicles/Equipment	0	125,500	0	0	125,500
(2) Transmitter/Receivers	0	9,400	0	0	9,400
Furniture System	0	55,000	0	0	55,000
Surveillance Security Cameras/Accessories	0	75,000	0	0	75,000
Audio Synthesizer	0	6,000	0	0	6,000
Vehicle Message Sign Trailer	0	25,000	0	0	25,000
(3) Administrative Vehicles	0	66,300	0	0	66,300
Crime Scene Office Furniture & Equipment	5,700	0	0	0	5,700
Public Works	577,332	633,302	73,657,335	0	74,867,969
Annual Depreciation	573,832	0	0	0	573,832
(2) Ford F150 Trucks	0	35,000	0	0	35,000
Transfer Trailer	0	125,000	0	0	125,000
Int'l Road Tractor	0	131,000	0	0	131,000
Int'l Truck with Body	0	82,802	0	0	82,802
Int'l Truck RS Crane	0	170,000	0	0	170,000
Ford F250 Utility Body	0	28,500	0	0	28,500
Ford F250 Truck	0	20,000	0	0	20,000
(2) Ford Escape SUVs	0	41,000	0	0	41,000
Traffic Controller Equipment	3,500	0	0	0	3,500
Pay-as-you-go Projects	0	0	6,726,133	0	6,726,133
Coastal Projects	0	0	27,676,498	0	27,676,498
Worth Avenue Assessment District	0	0	233,125	0	233,125
2010A Accelerated Projects	0	0	7,015,362	0	7,015,362
2013 Accelerated Projects	0	0	32,006,217	0	32,006,217
Recreation Department	0	0	0	801,182	801,182
Annual Depreciation	0	0	0	725,182	725,182
Golf Course Equipment	0	0	0	76,000	76,000
Total Capital Expenditures	\$1,879,402	\$1,585,630	\$73,657,335	\$801,182	\$77,923,549

General Fund Revenues and Expenditures
Budget Comparison
Fiscal Years 2014-2015

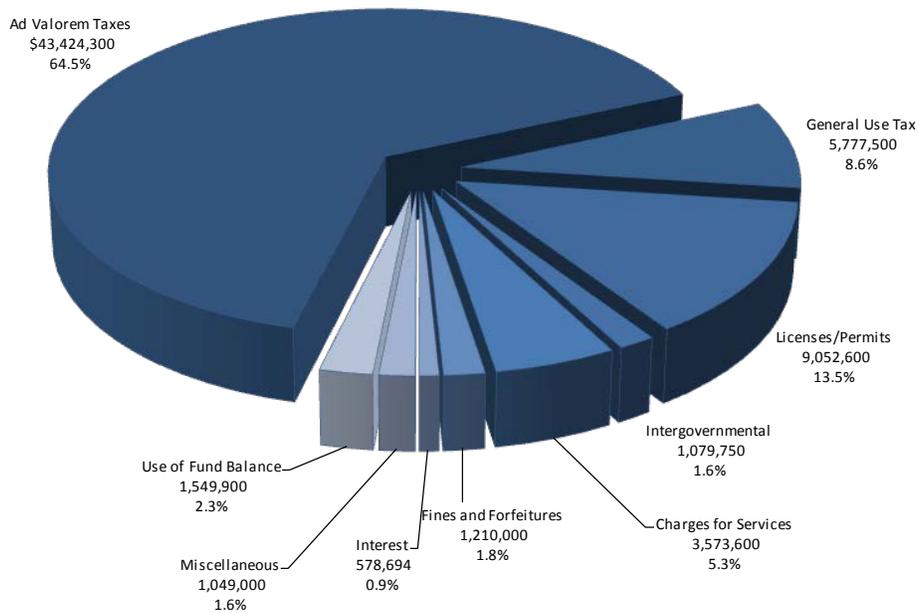
	Budget FY2014	Budget FY2015	FY14 vs. FY15 \$ Difference	FY14 vs. FY15 % Change
Revenues				
Ad Valorem Taxes	\$38,647,700	\$43,424,300	\$4,776,600	12.4%
Non Ad Valorem Taxes	7,367,500	7,937,500	\$570,000	7.7%
Licenses & Permits	6,588,200	6,835,600	\$247,400	3.8%
Intergovernmental	1,052,000	1,079,750	\$27,750	2.6%
Charges for Services	3,552,275	3,573,600	\$21,325	0.6%
Fines and Forfeitures	1,181,000	1,210,000	\$29,000	2.5%
Investment Earnings	425,373	578,694	\$153,321	36.0%
Miscellaneous Revenues	247,845	221,000	-\$26,845	-10.8%
Interfund Transfers	885,000	885,000	\$0	0.0%
Transfer from CIP	0	0	\$0	100.0%
Transfer From Fund Balance	5,459,600	1,549,900	-\$3,909,700	-71.6%
Total Revenues	\$65,406,493	\$67,295,344	\$1,888,851	2.9%
Expenditures				
Department				
Legislative	\$95,600	\$95,600	\$0	0.0%
General Government	788,300	833,100	\$44,800	5.7%
Town Manager	802,669	826,728	\$24,059	3.0%
Advice and Litigation	518,915	529,812	\$10,897	2.1%
Human Resources	710,293	835,408	\$125,115	17.6%
Information Systems	1,867,798	2,210,216	\$342,418	18.3%
Finance	1,956,080	1,929,228	-\$26,852	-1.4%
Planning/Building/Zoning	3,716,581	3,862,035	\$145,454	3.9%
Library	297,659	306,580	\$8,921	3.0%
Fire-Rescue	11,031,311	11,486,486	\$455,175	4.1%
Police	13,507,634	13,688,986	\$181,352	1.3%
Emergency Management	47,950	47,000	-\$950	-2.0%
Public Works	14,523,703	14,355,803	-\$167,900	-1.2%
Contingency	860,000	909,000	\$49,000	5.7%
Transfer to Other Funds	14,682,000	15,379,362	\$697,362	4.7%
Total Expenditures	\$65,406,493	\$67,295,344	\$1,888,851	2.9%
Revenues Over/(Under) Expenditures	\$0	\$0		





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Revenues by Type



Ad Valorem Taxes	\$ 43,424,300
General Use Tax	5,777,500
Licenses/Permits	9,052,600
Intergovernmental	1,079,750
Charges for Services	3,573,600
Fines and Forfeitures	1,210,000
Interest	578,694
Miscellaneous	1,049,000
Use of Fund Balance	1,549,900
	<u>\$ 67,295,344</u>

Title	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Variance	% of Total Budget
Ad Valorem Taxes							
Current Ad Valorem Taxes	36,636,311	37,376,601	38,647,700	39,807,131	43,424,300	12.36%	64.53%
Back Taxes	26,605	96,506	-	-	-	0.00%	0.00%
	36,662,916	37,473,107	38,647,700	39,807,131	43,424,300	12.36%	64.53%
Sales, Use and Fuel Taxes							
1-6 Cents Local Opt Fuel Tax	204,905	203,961	210,000	205,000	210,000	0.00%	0.31%
1-5 Cents Local Opt Fuel Tax	96,335	95,120	100,000	100,000	100,000	0.00%	0.15%
	301,240	299,081	310,000	305,000	310,000	0.00%	0.46%
Utility Services Taxes							
Electricity Utility	2,221,874	2,362,068	2,200,000	2,400,000	2,550,000	15.91%	3.79%
Simplified Telecom Tax	1,142,166	1,149,952	1,200,000	1,100,000	1,200,000	0.00%	1.78%
Water Utility	1,368,085	1,336,302	1,350,000	1,450,000	1,450,000	7.41%	2.15%
Gas Utility	232,124	246,874	250,000	250,000	260,000	4.00%	0.39%
Propane Utility	9,384	3,519	7,500	7,500	7,500	0.00%	0.01%
	4,973,633	5,098,715	5,007,500	5,207,500	5,467,500	9.19%	8.12%
Business Tax Receipts							
Business Tax Receipts	654,084	633,552	640,500	625,000	640,500	0.00%	0.95%
Business Tax Receipt Penalties	15,011	33,236	25,000	50,000	25,000	0.00%	0.04%
	669,095	666,788	665,500	675,000	665,500	0.00%	0.99%
Building Permits							
Building	3,773,399	4,309,754	4,000,000	4,300,000	4,100,000	2.50%	6.09%
Radon Gas	-	-	-	-	-	0.00%	0.00%
Electrical	353,235	437,172	300,000	350,000	375,000	25.00%	0.56%
Plumbing	200,456	256,504	175,000	250,000	200,000	14.29%	0.30%
Permit Processing	29,517	31,550	20,000	37,500	30,000	50.00%	0.04%
Permit Penalty	4,118	60,898	25,000	25,000	25,000	0.00%	0.04%
Except/Var. App.	170,300	161,350	150,000	165,000	155,000	3.33%	0.23%
Consultants Fees	19,353	4,633	20,000	5,000	5,000	-75.00%	0.01%
Special Plan Review Fee	347,650	412,700	275,000	280,000	275,000	0.00%	0.41%
Reinspection Fees	1,950	2,550	3,500	2,500	2,100	-40.00%	0.00%
Special Detail - PZB	3,495	130	-	-	-	0.00%	0.00%
Abandonments	-	1,973	-	-	-	0.00%	0.00%
Architectural Fees	129,743	140,070	110,000	150,000	130,000	18.18%	0.19%
Landmarks Submittal	19,150	27,980	20,000	23,600	20,000	0.00%	0.03%
Tax Abatement Program	-	-	1,200	-	-	-100.00%	0.00%
Mechanical Permits	267,869	381,481	300,000	300,000	300,000	0.00%	0.45%
Contractor Registration Fee	11,954	10,600	10,000	9,000	10,000	0.00%	0.01%
Landscape Permit	5,046	7,578	5,000	10,000	10,000	100.00%	0.01%
Advanced Irrigation	-	-	-	4,000	4,000	100.00%	0.01%
Miscellaneous Permit Fees	-	458	-	200	-	0.00%	0.00%
Building Permit Search Fee	20,150	28,850	20,000	35,000	30,000	50.00%	0.04%
Dune Vegetation Fee	-	-	1,000	4,000	4,000	300.00%	0.01%
Permit Revision Fee	157,525	224,025	175,000	215,000	150,000	-14.29%	0.22%
	5,514,910	6,500,256	5,610,700	6,165,800	5,825,100	3.82%	8.66%
Franchise Fees							
Electricity Franchise	1,900,717	1,872,920	1,900,000	1,950,000	1,960,000	3.16%	2.91%
Gas Franchise	139,727	163,145	150,000	165,000	200,000	33.33%	0.30%
	2,040,444	2,036,065	2,050,000	2,115,000	2,160,000	5.37%	3.21%
Other Licenses, Fees and Permits							
Right Of Way Permits	264,297	332,212	250,000	325,000	275,000	10.00%	0.41%
Gainesville Plan	12,210	20,560	15,000	20,000	20,000	33.33%	0.03%
Arlington Plan	22,215	36,180	35,000	38,000	38,000	8.57%	0.06%
Taxi Permits	5,400	4,250	1,500	1,500	1,500	0.00%	0.00%
Flood Plain Management Permit Fee	9,450	12,150	10,000	10,000	10,000	0.00%	0.01%
Newsrack Enclosure Admin Fee	630	120	500	1,000	500	0.00%	0.00%
Charitable Solicitations Fee	45,380	47,380	50,000	45,000	50,000	0.00%	0.07%
Charitable Solicit. Adv. Fee	-	345	-	-	-	0.00%	0.00%
Char Solit Late Filing Fee	5,835	6,325	7,000	7,000	7,000	0.00%	0.01%
	365,417	459,522	369,000	447,500	402,000	8.94%	0.60%
Federal Grants							
Bullet Proof Vests Grant	8,073	3,861	7,000	7,000	2,500	-64.29%	0.00%
Fdle Justice Assistance Grant	-	-	-	-	-	0.00%	0.00%
Fema Grant - Fire-Rescue	-	-	-	-	26,250	100.00%	0.04%
	8,073	3,861	7,000	7,000	28,750	310.71%	0.04%

Title	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Variance	% of Total Budget
State Shared Revenues							
State Revenue Sharing	231,764	249,852	250,000	250,000	255,000	2.00%	0.38%
Alcoholic Beverage Lic	25,247	19,461	25,000	25,000	25,000	0.00%	0.04%
Local Govt. Sales Tax	546,021	572,763	580,000	585,000	595,000	2.59%	0.88%
Fire Supplemental Compensation	32,741	30,402	33,000	30,000	33,000	0.00%	0.05%
911 Equip Reimbursement	115,965	55,463	100,000	85,000	108,000	8.00%	0.16%
Seized Tag	2,650	2,967	3,000	3,200	3,000	0.00%	0.00%
Fuel Tax Refund	12,392	13,134	10,000	35,000	12,000	20.00%	0.02%
	966,780	944,042	1,001,000	1,013,200	1,031,000	3.00%	1.53%
Grants From Other Local Units							
Ems Grant - Palm Beach County	55,799	-	14,000	14,000	-	-100.00%	0.00%
	55,799	-	14,000	14,000	-	-100.00%	0.00%
Shared Revenues-Other Local Units							
County Occ. Licenses	20,781	17,291	15,000	15,000	15,000	0.00%	0.02%
\$12.50 Citation Monies	-	25,522	15,000	10,000	5,000	-66.67%	0.01%
	20,781	42,813	30,000	25,000	20,000	-33.33%	0.03%
Public Safety							
Special Assignment Ot - Other	1,078,853	631,809	650,000	630,000	625,000	-3.85%	0.93%
Police Id Cards	17,564	17,219	20,000	20,000	20,000	0.00%	0.03%
Burglar Alarm False Alarm Fees	77,490	85,550	75,000	65,000	25,000	-66.67%	0.04%
Burglar Alarm Registration Fee	46,873	47,903	50,000	50,000	50,000	0.00%	0.07%
Burglar Alarm - Penalties	3,671	5,147	5,000	5,000	5,000	0.00%	0.01%
Burglar Alarm - Direct Connect	6,729	5,600	6,000	10,000	50,000	733.33%	0.07%
Valet Parking Permit	10,850	11,100	10,000	10,000	10,000	0.00%	0.01%
Tent Permits	7,982	20,879	10,000	30,000	20,000	100.00%	0.03%
Special Detail-Fire	31,773	21,265	45,000	30,000	30,000	-33.33%	0.04%
Fire Prev Bonfires	4,800	3,600	4,000	5,000	4,000	0.00%	0.01%
Fire Prev Fire Hydrant	-	400	500	500	500	0.00%	0.00%
Fire Prev Hot Work	54,228	58,037	35,000	48,000	45,000	28.57%	0.07%
Fire Prev Public Assembly	1,711	1,285	2,000	1,400	2,000	0.00%	0.00%
False Fire Alarms	15,555	23,330	10,000	17,000	15,000	50.00%	0.02%
Fire Prev Fireworks	20,000	12,000	12,000	12,000	14,000	16.67%	0.02%
Bldg. Insp. Fund Fees	7,209	8,270	7,000	7,500	7,500	7.14%	0.01%
Radon Gas	7,205	8,270	7,000	7,500	7,500	7.14%	0.01%
Fire Prev Technical Fire Insp	42,389	39,130	40,000	40,000	40,000	0.00%	0.06%
Fire Prev Annual Ins Fee	88,976	113,773	120,000	120,000	115,000	-4.17%	0.17%
Ems Transport Fees	477,169	325,967	400,000	350,000	350,000	-12.50%	0.52%
	2,001,027	1,440,534	1,508,500	1,458,900	1,435,500	-4.84%	2.13%
Physical Environment							
Special Solid Waste	8,735	8,553	10,000	10,000	10,000	0.00%	0.01%
Solid Waste	981,859	962,527	920,000	920,000	947,600	3.00%	1.41%
Comp. Garbage Collection Fee	223,714	257,009	253,925	250,000	262,000	3.18%	0.39%
SWA Recycling Revenue	41,368	31,109	30,000	30,000	30,000	0.00%	0.04%
Easement Acquisition	-	-	-	-	-	0.00%	0.00%
Historic Speciman Tree Fee	4,641	4,862	5,000	5,000	5,000	0.00%	0.01%
	1,260,317	1,264,060	1,218,925	1,215,000	1,254,600	2.93%	1.86%
Transportation							
Prkg Meter Royal Palm Way Lot	12,412	12,521	12,000	12,000	12,500	4.17%	0.02%
Prkg Meter Ocean Front	445,625	501,238	475,000	500,000	500,000	5.26%	0.74%
Prkg Meter Lake Front	14,004	13,877	15,000	25,000	25,000	66.67%	0.04%
Prkg Meter Phipps Ocean Front	50,353	55,447	45,000	55,000	55,000	22.22%	0.08%
Prkg Meter Peruvian	89,729	89,717	90,000	95,000	95,000	5.56%	0.14%
Prkg Meter Bradley Place	4,776	5,495	6,000	6,000	6,500	8.33%	0.01%
Parking Meter Royal Palm Way	25,813	32,645	31,000	32,000	32,000	3.23%	0.05%
Other Parking Placard Programs	138,205	119,210	115,000	120,000	120,000	4.35%	0.18%
	780,917	830,150	789,000	845,000	846,000	7.22%	1.26%
Other Charges for Services							
Bldg/Elec/Plumbing Code Sales	-	-	-	-	-	0.00%	0.00%
Map/Sales Code	-	-	-	-	-	0.00%	0.00%
Certification Copy	703	779	700	500	500	-28.57%	0.00%
Misc Copies	3,714	6,485	5,000	6,500	6,000	20.00%	0.01%
Meeting Tapes Sales	22	-	150	-	-	-100.00%	0.00%
Lien Search Fee	27,510	32,797	25,000	30,000	30,000	20.00%	0.04%
Microfiche/Scanned Documents	6,976	1,200	5,000	1,300	1,000	-80.00%	0.00%
Data Processing Services	75	151	-	-	-	0.00%	0.00%
	39,000	41,412	35,850	38,300	37,500	4.60%	0.06%

Title	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Variance	% of Total Budget
Judgments and Fines							
Fines - Other Parking	512,011	558,859	650,000	700,000	700,000	7.69%	1.04%
Fines - Parking Meters	75,030	63,786	75,000	45,000	50,000	-33.33%	0.07%
Row Parking Violation Fines	11,980	9,258	10,000	20,000	20,000	100.00%	0.03%
Moving Violations	42,626	8,121	20,000	10,000	10,000	-50.00%	0.01%
Court Order Wade	634	-	-	-	-	0.00%	0.00%
Revenue/2nd \$ Funding	5,672	1,840	6,000	4,000	4,000	-33.33%	0.01%
Boot Fees	29,370	21,000	25,000	25,000	26,000	4.00%	0.04%
Penalty - Other Parking	148,863	153,335	160,000	165,000	165,000	3.13%	0.25%
Penalty - Parking Meters	31,800	21,593	25,000	25,000	25,000	0.00%	0.04%
	857,986	837,792	971,000	994,000	1,000,000	2.99%	1.49%
Violations of Local Ordinances							
Code Compliance Fines	233,450	681,546	200,000	800,000	200,000	0.00%	0.30%
Code Compliance Admin Fee	15,000	11,450	10,000	10,000	10,000	0.00%	0.01%
	248,450	692,996	210,000	810,000	210,000	0.00%	0.31%
Interest and Other Earnings							
Interest - Checking	-	-	-	-	-	0.00%	0.00%
Fmivt Interest	266,266	(69,361)	299,873	300,000	463,194	54.46%	0.69%
PFM/TD Bank Interest Income	137,408	46,036	75,000	95,000	75,000	0.00%	0.11%
PFM/TD Bank Interest Income ECR	615	529	500	500	500	0.00%	0.00%
Investment Earnings/Ad Valorem	91,023	55,220	50,000	50,000	40,000	-20.00%	0.06%
	495,312	32,424	425,373	445,500	578,694	36.04%	0.86%
Rents and Royalties							
Room Rental Dep - South Fire	136	189	-	-	-	0.00%	0.00%
Vending Machine Commissions	-	-	500	-	-	-100.00%	0.00%
Rooftop Lease	104,844	69,417	98,345	50,000	68,500	-30.35%	0.10%
	104,980	69,606	98,845	50,000	68,500	-30.70%	0.10%
Disposition of Fixed Assets							
Surplus Furn & Equipment	1,392	141	-	-	-	0.00%	0.00%
Sale of Land	-	148,731	-	-	-	0.00%	0.00%
	1,392	148,872	-	-	-	0.00%	0.00%
Other Miscellaneous Revenues							
Insurance Proceeds	494,502	-	-	-	-	0.00%	0.00%
Kreusler Park Admin	(3,749)	-	-	-	-	0.00%	0.00%
State Highway Lighting Maint	71,242	72,162	70,000	71,000	71,000	1.43%	0.11%
Rebate For Town Towing	1,910	1,656	2,000	1,900	2,000	0.00%	0.00%
Control Pay Advance Revenue Share	838	-	-	-	-	0.00%	0.00%
Credit Card Customer Surcharge	-	2,289	-	2,500	2,500	100.00%	0.00%
Miscellaneous Revenue	12,408	275,162	20,000	20,000	20,000	0.00%	0.03%
	577,151	351,269	92,000	95,400	95,500	3.80%	0.14%
Interfund Transfer							
Use Of Fund Balance	-	-	5,459,600	4,000,000	1,549,900	-71.61%	2.30%
Transfer From CIP	-	-	-	-	-	0.00%	0.00%
Interfd Transfer-Marina	800,000	885,000	885,000	885,000	885,000	0.00%	1.32%
Interfd Transfer - Golf	-	-	-	-	-	0.00%	0.00%
	800,000	885,000	6,344,600	4,885,000	2,434,900	-61.62%	3.62%
	58,745,620	60,118,365	65,406,493	66,619,231	67,295,344	2.89%	100.00%

MAJOR REVENUE SOURCES

PROPERTY TAX

General Description

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

Property Assessment Procedure

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

Exemptions

Every person who has the legal title or beneficial title in equity to real property in the State of Florida and who resides thereon and in good faith makes the same his or her permanent residence or the permanent residence of others legally or naturally dependent upon such person is entitled to an exemption from ad valorem taxation by counties of \$25,000 for a property with an assessed value of up to \$50,000. Beginning at \$50,000 and continuing through an assessed value of \$75,000 the additional benefit will increase with the increase in property value. A property with an assessed value of \$75,000 or more will receive the full \$50,000 exemption. Other exemptions from the ad valorem tax include property owned by certain permanently and totally disabled persons; active military personnel; disabled veterans; renewable energy source improvements; inventory; historic properties; property used by hospitals, nursing homes, homes for special services and property used by homes for the aged; educational property; property owned and used by labor organizations; community centers; governmental property; property owned by not-for-profit sewer and water companies; and the first \$500.00 of property of every widow and widower.

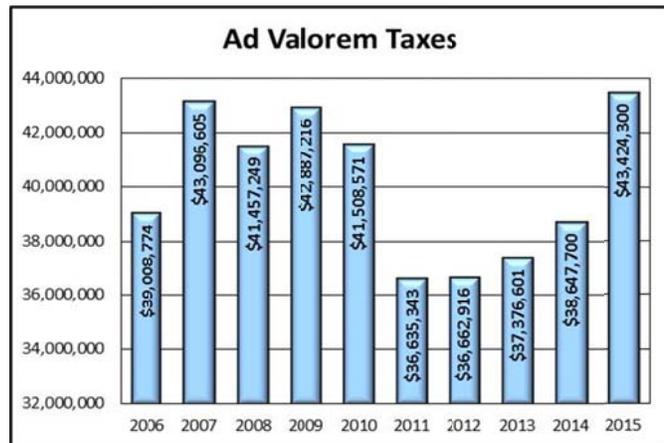
Levy of Ad Valorem Taxes

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. Delay in the mailing of tax notices to taxpayers results in a delay throughout the process.



Property Tax Reform

The State of Florida adopted property tax reform measures during FY07. For the FY15 budget, 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 FY15 the Town adopted a millage rate of 3.4058 which is 4.9% greater than the FY14 rate of 3.2468. Since taxable value increased by 7.53%, the reduced millage rate resulted in an increase in taxes of \$4,776,600 over FY14. The increase in property tax revenue is directly related to the first year funding of the 10 year coastal protection program.

The chart below identifies the FY15 TRIM options available to the Town.

FY15 Millage Rate Options	Millage	Tax Revenue
Rollback Millage Rate	3.0282	\$38,609,615
Majority Maximum Millage Rate	3.1236	\$39,825,967
2/3 Vote Maximum Millage Rate	3.4359	\$43,807,799
FY14 Millage Rate	3.2468	\$41,396,770
Town Adopted Final Millage Rate	3.4058	\$43,424,024

Shared Revenue

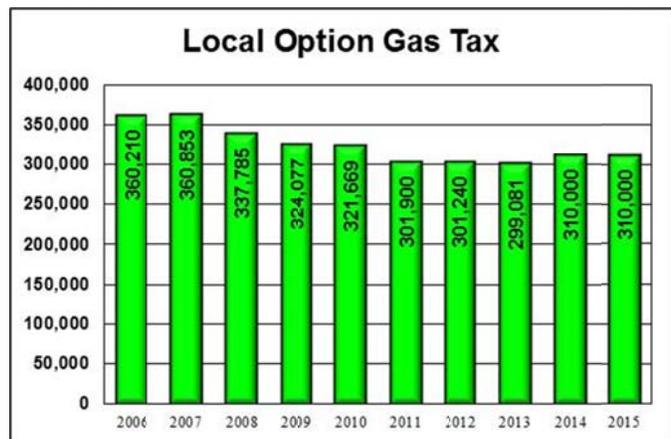
Local Option Gas Tax

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

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

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

- b. A second inter-local agreement was signed in August 1993 providing a distribution formula for an additional five cent gas tax which the state legislation authorized the county commission to levy and the 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.

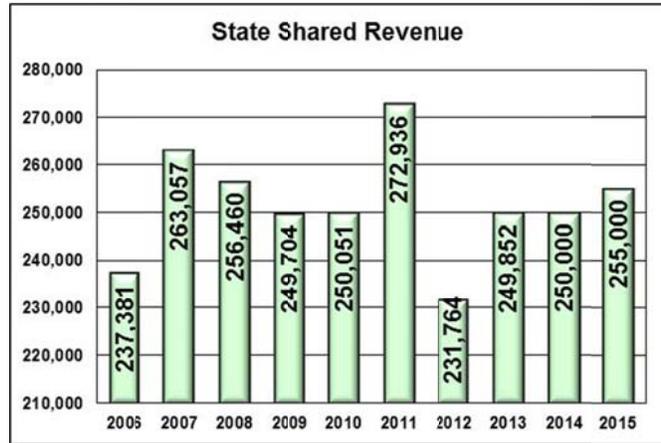


The Local Option Gas Tax budget for FY15 is based upon estimates provided by the State of Florida.

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. Little sharing with cities occurred until the state cigarette tax collections were made available to them in 1949. The Florida Revenue Sharing Act of 1972 was a major attempt by the legislature to ensure an equitable distribution at a minimum level of revenue across counties and municipalities.

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

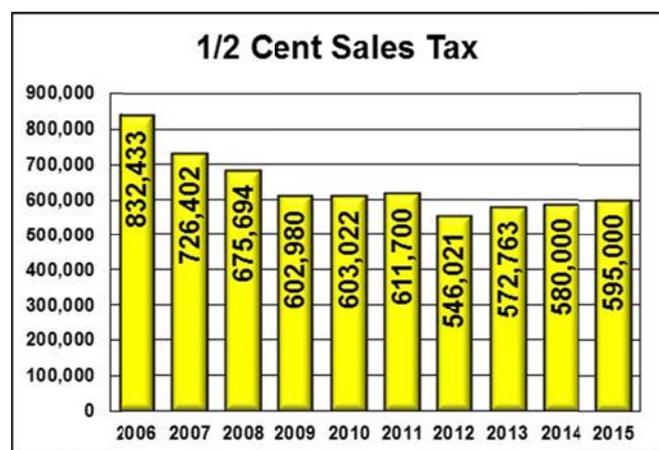


Funds for the above referenced revenue sources are collected in a trust and net of administrative cost, then are distributed monthly to qualified recipients based on an apportionment formula comprised of three factors: weighted population, sales tax, and relative ability to raise revenue. The State provides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

Revenues have remained flat for the past few years. The budget for FY15 is based upon estimates provided by the State of Florida.

Half Cent Sales Tax

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



select counties that meet certain fiscal-related eligibility requirements.

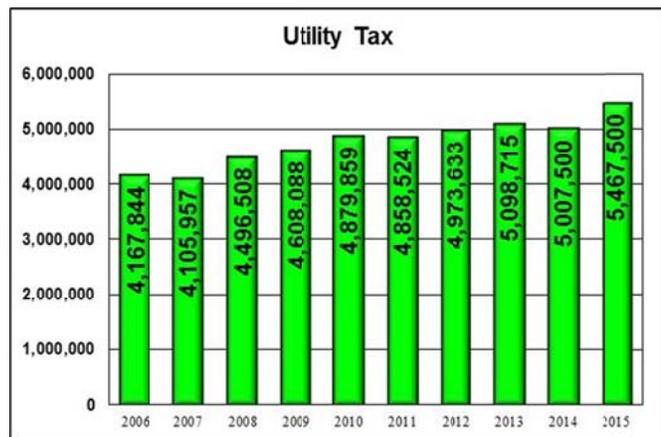
Like the sales tax itself, the proceeds from the sales tax distributed to local governments are subject to cyclical variations based on the level of economic activity within the particular month. In 1987, the State expanded the base upon which the sales tax is levied by including several services formerly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

SHARED REVENUE COLLECTIONS				
Fiscal Year	Local Option Gas Tax	State Shared Revenue	Half Cent Sales Tax	Total
2015 (Budgeted)	310,000	255,000	595,000	1,160,000
2014 (Anticipated)	305,000	250,000	585,000	1,140,000
2013	299,081	249,852	572,763	1,121,696
2012	301,240	231,764	546,021	1,079,025
2011	301,900	272,936	611,700	1,186,536
2010	321,669	250,051	603,022	1,174,742
2009	324,077	249,704	602,980	1,176,761
2008	337,785	256,460	675,694	1,269,939
2007	360,853	263,057	726,402	1,350,312
2006	360,210	237,381	832,433	1,430,024
2005	222,226	258,703	747,380	1,228,309

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.

In FY01, 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 Town adopted Resolutions 42-01 and 43-01 which set the tax rates for this tax. 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.

Utility Tax						
Fiscal Year	Electricity	Communications Services Tax	Water	Gas	Propane	Total
2015 (Budgeted)	2,550,000	1,200,000	1,450,000	260,000	7,500	5,467,500
2014 (Anticipated)	2,400,000	1,100,000	1,450,000	250,000	7,500	5,207,500
2013	2,362,068	1,149,952	1,336,302	246,874	3,519	5,098,715
2012	2,221,874	1,142,166	1,368,085	232,124	9,384	4,973,633
2011	2,172,820	1,178,518	1,287,923	248,209	5,186	4,892,656
2010	2,187,115	1,172,387	1,248,114	265,560	6,683	4,879,859
2009	2,049,223	1,206,636	1,098,824	243,777	9,628	4,608,088
2008	2,060,247	1,475,646	730,479	222,781	7,355	4,496,508
2007	2,039,667	1,090,969	733,994	245,057	(3,731)	4,105,956
2006	2,035,294	1,111,351	756,825	249,735	14,639	4,167,844
2005	1,976,980	1,120,892	811,967	245,599	4,747	4,160,185

FRANCHISE FEES

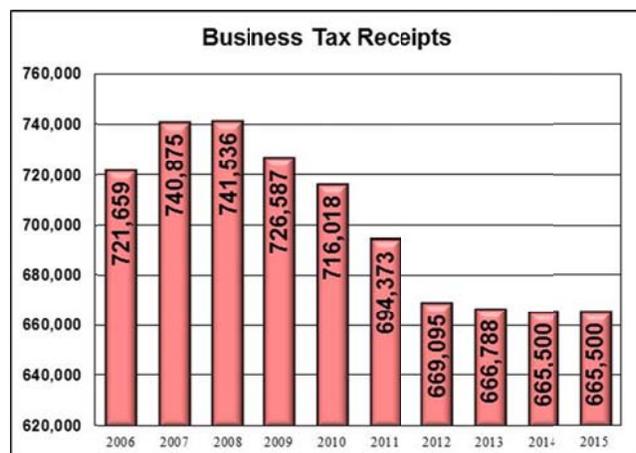
Public utilities operating within the Town of Palm Beach must pay to the Town a franchise fee in return for the right to do business within the Town and for the right to use public rights-of-way. The table on the following page shows the two franchise agreements currently in effect. The budget for franchise 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 on the following page.

Franchise Fees			
Fiscal Year	Electricity	Gas	Total
Provider	Florida Power and Light	Florida Public Utilities	
Effective Date	4/1/11	4/13/93	
Term	30 years	30 years	
Rate	5.9%	6%	
2015 (Budget)	1,960,000	200,000	2,160,000
2014 (Anticipated)	1,950,000	165,000	2,115,000
2013	1,872,920	163,145	2,036,065
2012	1,900,717	139,727	2,040,444
2011	1,884,726	144,218	2,028,945
2010	2,009,808	159,993	2,169,801
2009	2,225,166	229,066	2,454,232
2008	2,217,498	230,046	2,447,544
2007	2,244,536	233,951	2,478,487
2006	2,146,494	287,317	2,433,811
2005	1,758,406	231,574	1,989,980

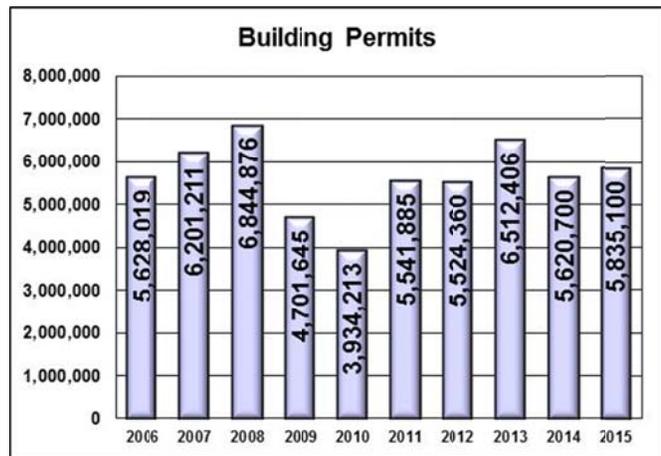
Business Tax Receipts

Any person engaging in or managing any business, occupation or profession, within the limits of the Town of Palm Beach must have a license and pay a Business Tax. All licenses must be secured at the time the business begins operation and are renewed thereafter each October 1. The fee for each license is based on the business in which the entity is engaged. This revenue source has trended flat. A fee increase was approved for FY14. During 2012, a change in state law was adopted that exempts real estate brokers from the tax. The FY12 – FY15 revenues reflect a decrease due to this change.



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 FY08, building permit fees were lowered based upon a cost allocation study that was completed during FY07. From FY02 through FY08, building permit revenue had been exceeding expectations. Due to the downturn in the economy, FY09 and FY10 revenues were significantly lower than historical standards. From FY11 through FY14, revenue from these sources exceeded expectations. This revenue source is budgeted conservatively for FY15 and reflects an improvement in construction activity on the island.



Solid Waste Disposal

Commercial establishments, including apartments, are charged for collection and disposal costs based upon the type of facility being serviced. Town Council, from time to time, 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.

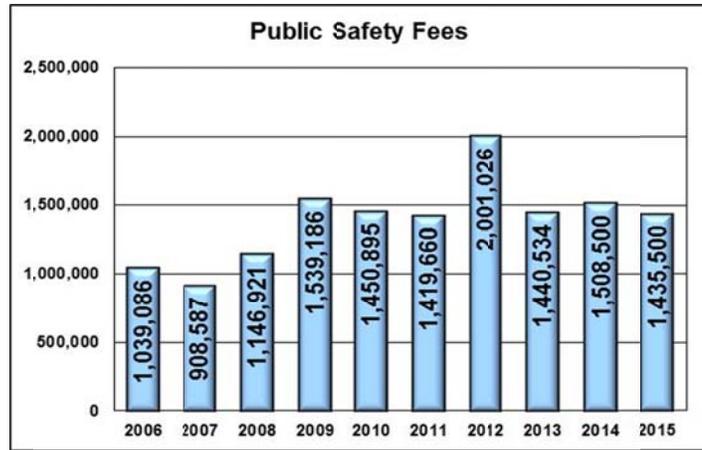
The solid waste disposal charges for commercial properties are billed as a non-ad valorem assessment on the customer's property tax bill.

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 increase in fees in recent years is due to the implementation of new fees. The Town began charging for fire prevention fees in FY06. In FY08 false alarm charges were increased. In FY09 special detail charges were increased. For FY12, an increase was

approved for EMS transport fees and EMS billing was contracted out in FY13. For FY13, a decrease was approved to special detail fees. Special detail pay is no longer part of the final average compensation calculation for employee pensions, so the cost for the Town to provide the service has been reduced. A reduction in the fee from \$90 per hour to \$70 per hour was approved. Public safety fees have trended flat in recent years. For FY15, the direct connect service was established for residential customers. The false alarm registration and fee schedule has been modified and the FY15 budget reflects the changes.



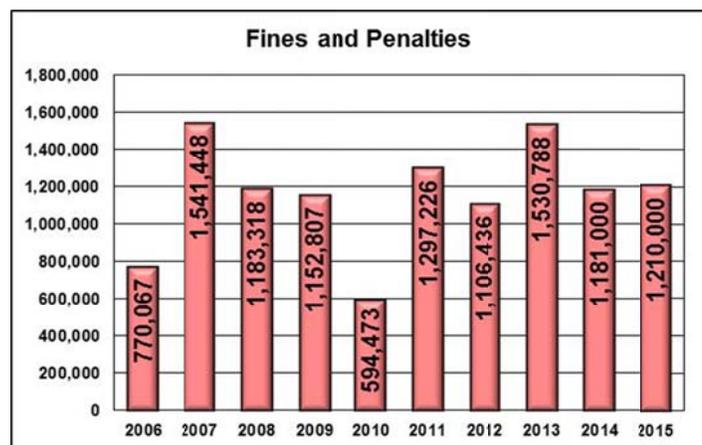
Parking Kiosk Fees

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 selection locations. The largest source of revenue from meters is from the ocean front meters at Mid-town beach. This revenue amounts to approximately 60% of the total parking meter revenue. The increase in FY08 is due to the increase in parking meter charges from \$1 per hour to \$2 per hour. Revenues in FY09 declined due to the reduction of revenue during the installation of new parking kiosks. The increase for FY11 is due to the increase in parking meter charges from \$2 to \$5 per hour at the meters located at Mid-Town Beach and Phipps Ocean Park. The budget for FY15 is larger than FY14 due to higher than expected revenues during the year.



Fines and Penalties

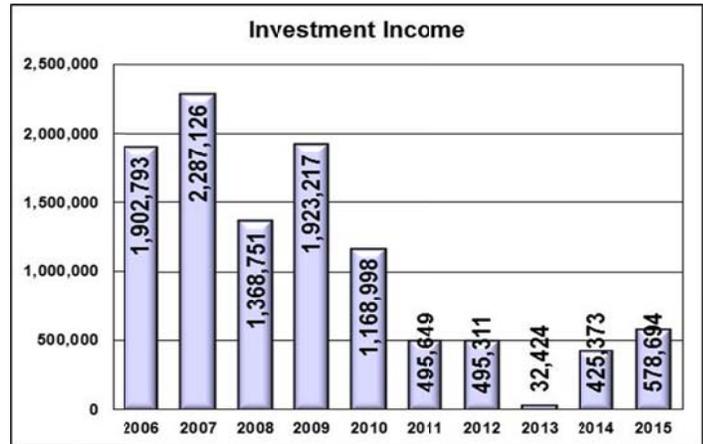
Parking fines and penalties and code enforcement penalties make up a significant portion of this revenue source. Revenues from these sources have increased in recent years due to improved collection efforts. In addition to parking and code compliance fines, right of way parking violation fines, and moving violations are included in this category of revenues. The large increase in FY07 is due to increased intensity of code enforcement efforts



resulting in increases in fines due to violations of water restrictions and other code violations. In FY08, fees for parking tickets were increased to a minimum of \$35. The decline in FY10 is due to lower code enforcement fine collection. The increase in FY13 is due to an increase in parking ticket fines of between \$50 and \$60. The budget for code enforcement for FY15 is conservative due to the volatile nature of this revenue source.

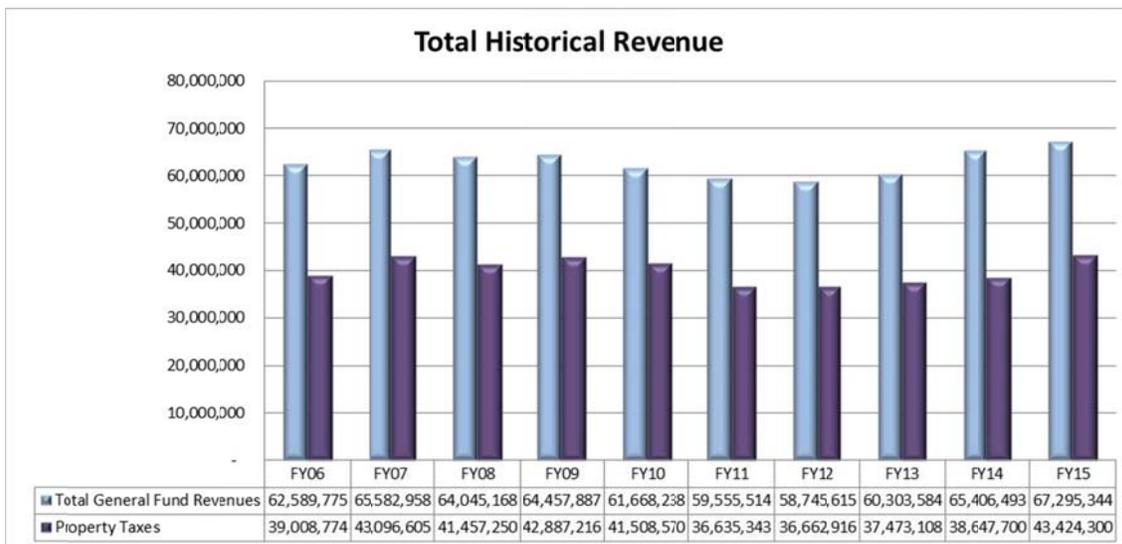
Investment Income

The Town’s Investment Advisory Committee oversees the investment of the Town’s surplus funds. For FY06 and FY07, higher rates of return resulted in increases in investment income. In 2009 the Investment Advisory Committee recommended hiring PFM asset management to manage a portion of the surplus funds. The current historically low rates have caused the decline in revenues. The FY15 budget was based upon current trends.

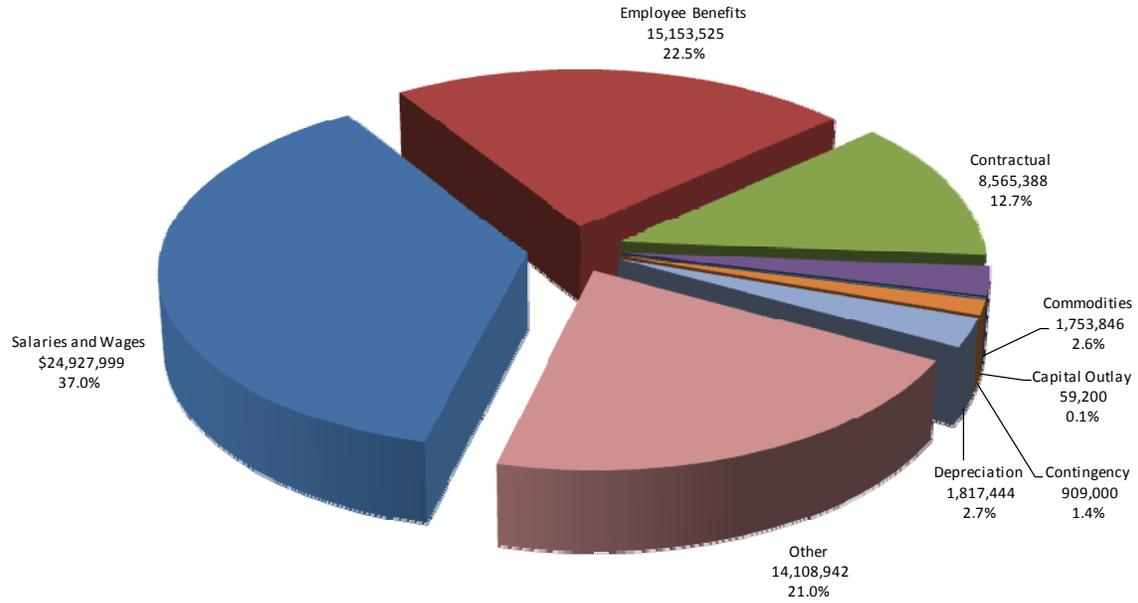


General Fund Revenue Trend Summary

Total General Fund revenues have increased at an average annual rate of 1.59% since FY06. This trend is due to increases in ad valorem revenues, building permit revenues, fine revenue, one time revenues from the sale of Town owned property and FEMA reimbursements in FY06 offset by declines from FY09 through FY12, that were mainly due to reductions in property taxes due to decreases in the Town’s taxable value and reductions in building permit income. The 10 year trend is shown in the chart below. For FY15, revenues increase due to an increase in property taxes to begin to fund the annual requirement for the 10 year Coastal Protection Program.

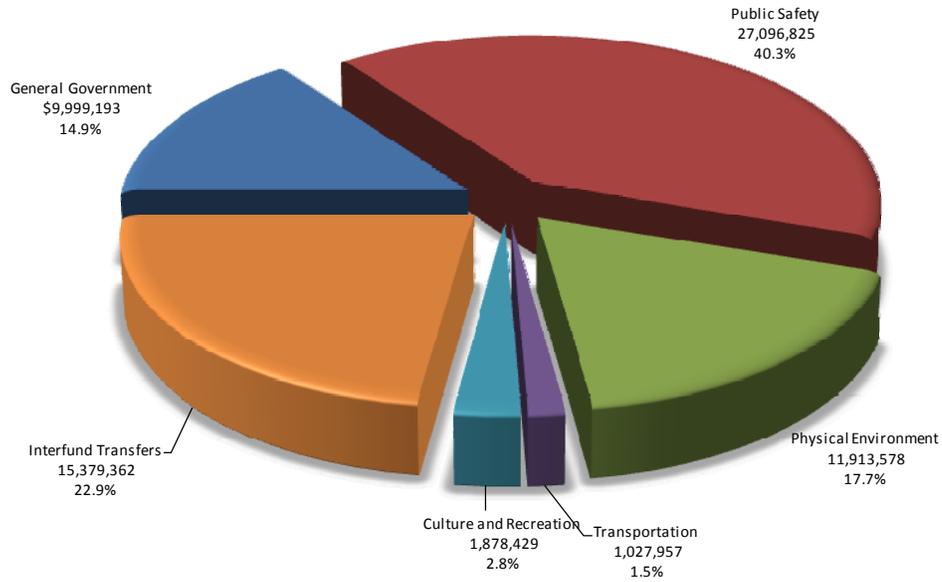


Expenditures by Type



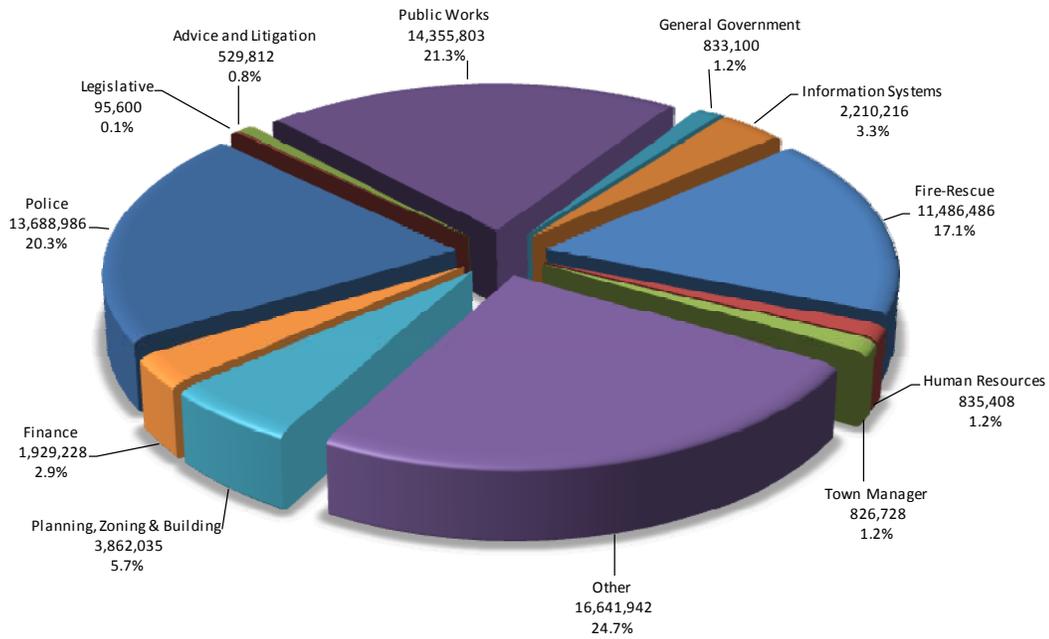
Salaries and Wages	\$	24,927,999
Employee Benefits		15,153,525
Contractual		8,565,388
Commodities		1,753,846
Capital Outlay		59,200
Contingency		909,000
Depreciation		1,817,444
Other		14,108,942
	\$	<u>67,295,344</u>

Expenditures by Function



General Government	\$ 9,999,193
Public Safety	27,096,825
Physical Environment	11,913,578
Transportation	1,027,957
Culture and Recreation	1,878,429
Interfund Transfers	15,379,362
	<u>\$ 67,295,344</u>

Expenditures by Department



Legislative	\$	95,600
General Government		833,100
Town Manager		826,728
Advice and Litigation		529,812
Information Systems		2,210,216
Human Resources		835,408
Finance		1,929,228
Planning, Zoning & Building		3,862,035
Fire-Rescue		11,486,486
Police		13,688,986
Public Works		14,355,803
Other		16,641,942
	\$	<u>67,295,344</u>

Program		FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change	% of Total GF Budget
LEGISLATIVE	111	59,959	95,600	95,600	93,100	95,600	0.00%	0.14%
GENERAL GOVERNMENT	113	623,739	788,300	838,300	792,435	833,100	5.68%	1.24%
TOWN MANAGER'S OFFICE	121	735,879	802,669	802,669	805,623	826,728	3.00%	1.23%
ADVICE & LITIGATION	122	538,451	518,915	558,915	544,200	529,812	2.10%	0.79%
INFORMATION SYSTEMS	125	1,812,592	1,867,798	2,027,857	1,867,798	2,210,216	18.33%	3.28%
HUMAN RESOURCES	123	633,448	710,293	741,969	740,486	835,408	17.61%	1.24%
FINANCE								
Records Management	131	291,035	321,475	325,435	343,232	316,520	-1.54%	0.47%
Financial Management	141	975,927	1,046,498	1,046,498	1,021,299	983,777	-5.99%	1.46%
Purchasing	144	568,147	588,107	588,107	590,392	628,931	6.94%	0.93%
		1,835,109	1,956,080	1,960,040	1,954,923	1,929,228	-1.37%	2.87%
PLANNING/ZONING/BUILDING								
Planning & Zoning	211	561,254	602,564	664,689	641,695	639,316	6.10%	0.95%
Permit Issuance	212	918,018	1,121,585	1,186,335	1,078,150	1,190,785	6.17%	1.77%
Inspection/Compliance	213	1,003,297	1,180,206	1,221,206	1,176,800	1,215,516	2.99%	1.81%
Landmarks Preservation	214	156,593	154,429	156,439	153,500	157,581	2.04%	0.23%
Fire Prevention	215	360,737	343,404	343,404	346,613	359,597	4.72%	0.53%
Code Enforcement	216	301,904	314,393	314,393	310,727	299,240	-4.82%	0.44%
		3,301,803	3,716,581	3,886,466	3,707,485	3,862,035	3.91%	5.74%
LIBRARY SERVICES	321	288,989	297,659	297,659	297,659	306,580	3.00%	0.46%
FIRE-RESCUE								
Fire Administration	411	606,288	613,971	613,971	621,323	626,573	2.05%	0.93%
Operations	417	8,868,272	9,432,853	9,440,467	9,440,728	9,823,892	4.15%	14.60%
Training	418	270,147	293,282	294,312	293,936	313,590	6.92%	0.47%
Beach Rescue	432	517,030	691,205	691,205	697,579	722,431	4.52%	1.07%
		10,261,737	11,031,311	11,039,955	11,053,566	11,486,486	4.13%	17.07%
POLICE								
Administrative Management	421	923,447	909,067	913,517	933,528	932,867	2.62%	1.39%
Org Crime/Vice/Narcotics	422	570,677	719,968	719,968	619,132	721,112	0.16%	1.07%
Records Information Systems	423	183,155	200,482	200,482	203,775	187,185	-6.63%	0.28%
Training/Per/Pub Enf	424	257,874	289,216	289,216	249,034	268,636	-7.12%	0.40%
Communications	425	1,351,659	1,473,608	1,487,596	1,379,415	1,539,441	4.47%	2.29%
Crime Scene/Evidence	426	202,873	193,674	199,957	191,755	206,086	6.41%	0.31%
Patrol Services	428	7,040,234	8,099,264	8,102,485	7,901,774	8,134,846	0.44%	12.09%
Criminal Investigation	429	942,639	974,583	974,583	943,190	1,058,507	8.61%	1.57%
Parking Control	430	523,659	647,772	647,772	589,555	640,306	-1.15%	0.95%
		11,996,217	13,507,634	13,535,576	13,011,158	13,688,986	1.34%	20.34%
PUBLIC WORKS								
Administrative Management	511	837,984	985,360	985,360	985,360	996,273	1.11%	1.48%
Street Repair/Maintenance	521	357,867	345,706	350,910	350,910	355,260	2.76%	0.53%
Traffic Control	523	175,832	264,997	267,970	267,970	242,645	-8.43%	0.36%
Street Lighting	524	501,639	418,625	455,084	455,084	430,052	-2.73%	0.64%
Storm Sewer Maintenance	531	703,364	915,768	934,294	934,294	844,618	-7.77%	1.26%
Sanitary Sewer Maintenance	532	1,255,805	1,354,768	1,360,368	1,360,368	1,454,892	7.39%	2.16%
Sanitary Sewer Treatment	533	1,244,776	1,600,000	1,662,752	1,662,752	1,834,000	14.63%	2.73%
Residential Collection	541	835,043	982,889	982,889	982,889	1,020,620	3.84%	1.52%
Commercial Collection	542	935,950	1,004,756	1,004,756	1,004,756	972,877	-3.17%	1.45%
Refuse Disposal	543	33,675	100,000	100,000	100,000	50,000	-50.00%	0.07%
Yard Trash Collection	544	1,740,856	1,818,858	1,853,797	1,853,797	1,804,167	-0.81%	2.68%
Recycling	545	277,332	266,977	266,977	266,977	274,266	2.73%	0.41%
Beach Cleaning	546	100,432	107,115	107,115	107,115	102,912	-3.92%	0.15%
Parks	551	1,100,299	1,346,113	1,432,056	1,432,056	1,311,356	-2.58%	1.95%
Facilities Maintenance	554	968,489	1,047,768	1,076,720	1,076,720	1,045,464	-0.22%	1.55%
Parking Meter Maint & Collections	558	168,641	175,536	175,849	175,849	198,826	13.27%	0.30%
General Engineering Services	561	579,316	616,674	630,311	630,311	635,452	3.05%	0.94%
Right of Way Inspections	565	105,172	152,881	152,881	152,881	142,162	-7.01%	0.21%
Equip Operations/Maintenance	571	561,470	635,757	638,933	638,933	639,961	0.66%	0.95%
Coastal Management	581	567,086	383,155	452,763	452,763	-	-100.00%	0.00%
		13,051,028	14,523,703	14,891,785	14,891,785	14,355,803	-1.16%	21.33%
TRANSFER TO OTHER FUNDS								
Cap Impr Program (307/308/310/320)	611	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0.00%	1.49%
Coastal Protection Fund (309)	611	4,765,099	4,200,000	4,200,000	4,200,000	4,777,000	13.74%	7.10%
Debt Service Fund (205)	612	3,500,000	6,100,000	6,100,000	6,100,000	6,100,000	0.00%	9.06%
Group Health Retirees (610)	621	1,769,000	1,506,000	1,506,000	1,506,000	1,577,000	4.71%	2.34%
Risk-W/C, Liab, Prop (501)	622	1,892,780	1,876,000	1,876,000	1,876,000	1,925,362	2.63%	2.86%
Employee Retirement Fund (600)	624	-	-	-	-	-	0.00%	0.00%
		12,926,879	14,682,000	14,682,000	14,682,000	15,379,362	4.75%	22.85%
EMERGENCY/DISASTER RESPONSE	710	5,581	47,950	47,950	47,000	47,000	-1.98%	0.07%
CONTINGENT APPROPRIATIONS	711	-	860,000	810,000	-	909,000	5.70%	1.35%
General Operating Fund (001) Total		45,144,532	50,724,493	51,534,741	49,807,218	51,915,982	2.35%	77.15%
Transfers to Other Funds		12,926,879	14,682,000	14,682,000	14,682,000	15,379,362	4.75%	22.85%
TOTAL GENERAL FUND		58,071,411	65,406,493	66,216,741	64,489,218	67,295,344	2.89%	100.00%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.



Legislative



PROGRAM: LEGISLATIVE 111

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

This program also includes a funding allocation for 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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	50,283	50,386	83,100	83,100	80,600	83,100	0.00%
Commodities	9,776	9,573	12,500	12,500	12,500	12,500	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	60,059	59,959	95,600	95,600	93,100	95,600	0.00%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.



General Government



PROGRAM: GENERAL GOVERNMENT 113

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

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	712,650	540,964	557,000	557,000	557,000	595,400	6.89%
Employee Benefits	(3,747)	(623)	42,600	42,600	42,600	45,500	6.81%
Contractual	160,195	83,398	188,700	238,700	192,835	192,200	1.85%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	197	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	869,295	623,739	788,300	838,300	792,435	833,100	5.68%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The cost of compensated absences (accrued vacation and sick leave) as projected by the Finance Department.

Employee Benefits:

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

Contractual:

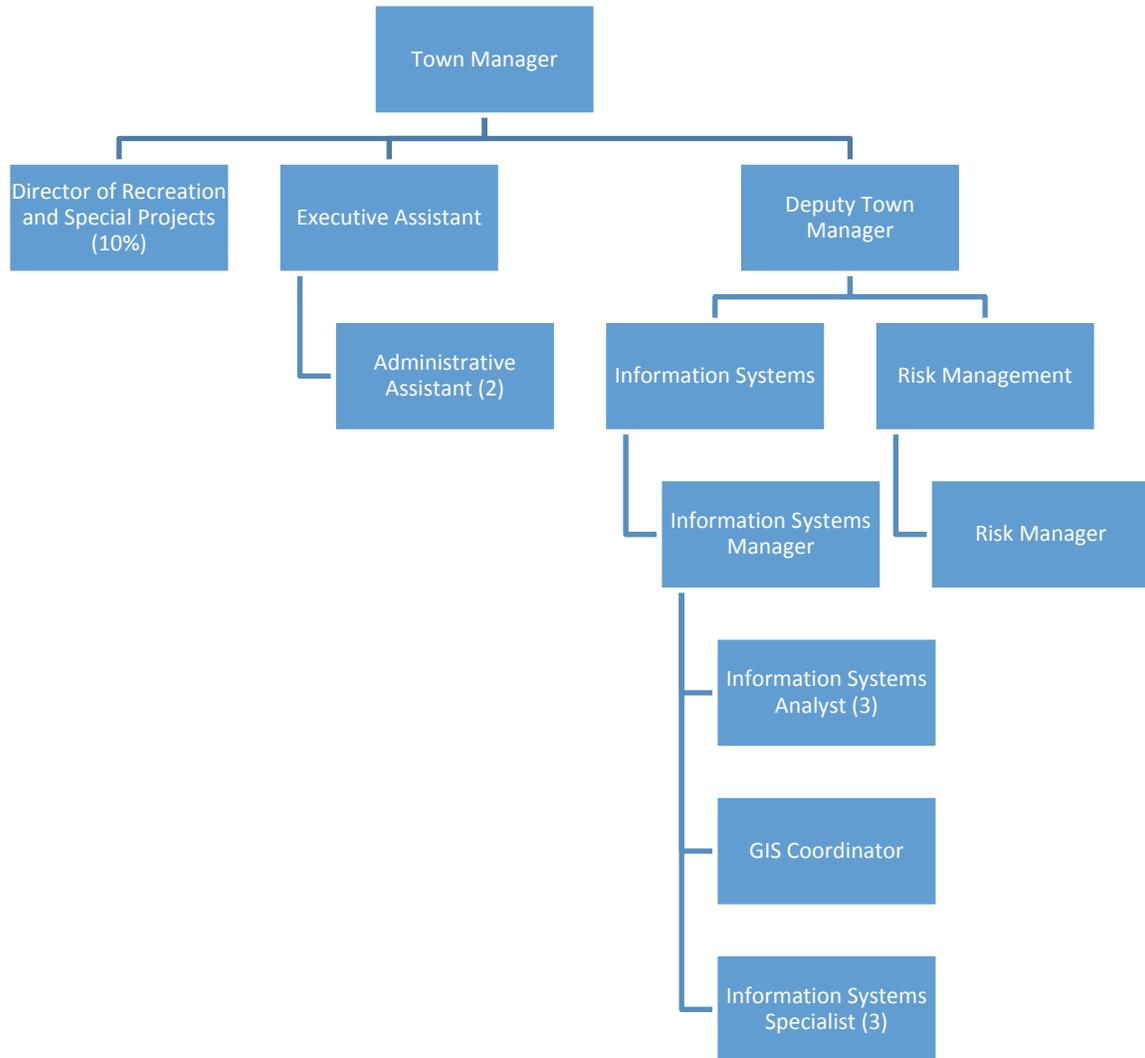
The Holiday Decorations budget (49.19) was increased by \$7,600 based on the 2013-14 actual costs.



Town Manager



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



Town Manager's Office FY2015 Goals

<p>Town Manager's Office Goal #1 Adopt annual operating expenditures that would result in no millage rate increase if ad valorem taxes were not increasing to fund coastal protection and the ACIP debt service.</p>
<p>Achieved</p>
<p>Town Manager's Office Goal #2 Adopt a millage rate sufficient to fund the annual coastal protection plan requirements and the additional debt service obligations for the ACIP Phase 2.</p>
<p>Achieved</p>
<p>Town Manager's Office Goal #3 Look for ways to offset Coastal Protection millage rate increase.</p>
<p>Achieved</p>
<p>Town Manager's Office Goal #4 Continue to aggressively monitor the Port Expansion, with all governmental agencies, protecting against all of the long term impacts to the island.</p>
<p>This goal is being accomplished through the collective and coordinate efforts of the Mayor, Town Manager, Town lobbyists, elected representatives at higher levels of government, and numerous private individuals and groups both inside and outside Palm Beach.</p>
<p>Town Manager's Office Goal #5: Continue to aggressively monitor FDOT's Flagler Memorial Bridge Project and implement coordinated actions with other governmental authorities (State, County, City of West Palm Beach) to mitigate impacts of any short-term or long-term complete closure of the bridge.</p>
<ul style="list-style-type: none"> • Closely monitor progress of both the repair of the existing bridge and the construction of the new bridge. • If necessary, immediately implement traffic/safety contingency plans by direct Town action and by collaboration with FDOT, Palm Beach County, and others.

PROGRAM: ADMINISTRATIVE MANAGEMENT 121

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

Main Activities:

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

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	515,533	527,904	555,422	555,422	555,422	567,847	2.24%
Employee Benefits	170,611	193,422	221,247	221,247	227,451	233,381	5.48%
Contractual	6,829	8,385	17,100	17,100	14,250	16,700	-2.34%
Commodities	7,269	6,168	8,900	8,900	8,500	8,800	-1.12%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	700,242	735,879	802,669	802,669	805,623	826,728	3.00%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

The copy machine budget (47.01) was reduced to more accurately reflect expenditures.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Town Manager	1.000	1.000	1.000	1.000	1.000
Deputy Town Manager	1.000	1.000	1.000	1.000	1.000
Director of Recreation and Special Projects	-	0.100	0.100	0.100	0.100
Executive Assistant	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	2.000	2.000	2.000	2.000	2.000
	5.000	5.100	5.100	5.100	5.100



Advice and Litigation



PROGRAM: ADVICE AND LITIGATION 122

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

Expenditure Summary

	FY2012	FY2013	FY2014	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Adjusted*	Projected	Budget	Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	654,867	538,451	518,915	558,915	544,200	529,812	2.10%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	654,867	538,451	518,915	558,915	544,200	529,812	2.10%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.



Information Systems



PROGRAM: INFORMATION SYSTEMS 125

Mission: This division exists to maximize the capacity of information systems and technology to leverage human potential in service to the Town of Palm Beach.

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

- Provide support and services to each department allowing them to best perform their jobs
- Provide the technology needed to give the Town the most efficient means to serve the community
- Support collaboration of emerging technology among Town personnel and residents
- Keep an electronic and technologic consensus between Town employees that allows for a more educated, informed and connected government
- Centralized systems support, service, programming and server high availability
- PC maintenance, upgrades, software concurrency
- Coordinate, regulate and educate regarding all computer, telephone and electronic systems
- Coordinate the continued implementation of replacement computers and systems as required.
- Oversee GIS Systems Activities and assist Departments with the use of these systems

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	489,487	507,812	510,076	510,076	510,076	683,162	33.93%
Employee Benefits	189,342	226,625	264,702	264,702	264,702	341,825	29.14%
Contractual	619,571	670,587	720,300	743,609	720,300	785,629	9.07%
Commodities	75,967	87,190	126,800	126,800	126,800	136,800	7.89%
Capital Outlay	21,551	4,476	10,000	146,750	10,000	15,000	50.00%
Depreciation	301,000	315,902	235,920	235,920	235,920	247,800	5.04%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,696,918	1,812,592	1,867,798	2,027,857	1,867,798	2,210,216	18.33%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases for existing employees and a proposed increase of two FTE: a Public Works Systems Analyst and a Public Safety Systems Analyst. These positions are explained in detail elsewhere in this budget document.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan. Increases here are also related to the two proposed Systems Analyst positions.

Contractual:

Contractual expenses for FY15 have increased because of changes in software maintenance. During FY14 the Town upgraded to a new Parking Ticket and Enforcement Management System along with adding three Tyler Eden System modules. There is also an increase in maintenance for Laser fiche due to the purchase of additional licenses for use Town wide. There were several software packages that were in other program budgets last year that were moved into this program to make the management of the software maintenance centralized.

Commodities:

There is a small increase in commodities due to additional funds that are included for software in FY15.

Capital Outlay:

The increase in Capital Outlay is for hardware that is over \$1,500. This includes additional funds to purchase network intrusion and security appliances to provide additional protection to the servers and network which are the backbone of the Town's computer infrastructure.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Information Systems Manager	1.000	1.000	1.000	1.000	1.000
Systems Analyst	1.000	1.000	1.000	1.000	3.000
GIS Coordinator	1.000	1.000	1.000	1.000	1.000
Information Systems Specialist	3.000	3.000	3.000	3.000	3.000
	6.000	6.000	6.000	6.000	8.000

Information Systems Program Fiscal Year 2014 Accomplishments

❖ Implemented the new AIMS Parking Ticket Management and Enforcement System
❖ Implemented the new Tyler Cashiering System Town Wide
❖ Implemented the new Eden Special Assessment System
❖ Implemented the new Eden Training System for Human Resources

Fiscal Year 2015 Goals and Performance Measures

Information Systems Goal #1 Provide 100% Systems Availability, timely response to service requests, knowledgeable support and productive solutions.

OBJECTIVES:

- Track downtime %, Manage work order completions and maintain the knowledge base of IS Staff in order to support the Town needs in a productive manner.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Systems Availability	99%	99%	99%	98	99
Average Work Order Response time	72 hours	48 hours	48 hours	36 hours	36 hours
Work Orders Completed	1361	1526	1418	1559	1500
IS Staff Training	160 hours	200 hours	320 hours	200 hours	200 hours

Information Systems Goal #2 Assure data integrity and security

OBJECTIVES:

- Protection systems in place such as anti-virus, firewalls, password policies, folder and file access control, network level separation and strict adherence to Town and Other security policies.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Virus Activity	3	3	2	3	3
Firewall issues	0	0	0	0	0
Policy Violations	0	0	0	5	2

Information Systems Goal #3 - Implement a new Applicant Tracking System for Human Resources.

OBJECTIVES:

- Create a scope of work, request bids, evaluate software proposals, review software demonstrations and implement the selected system

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
Bid process and evaluation	December 2014
Implementation	Spring 2015

Information Systems Goal #4 – Implement a new Network Firewall and Intrusion Detection System.

Objectives:

- Work within the Office of Information Systems to design and implement.

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
Evaluation and Bid Process	December 2014
Implementation	Completed by March 2015

Information Systems Goal #5 – Interview and hire two Systems Analyst.

Objectives:

- Work with all affected Town Departments to complete this process.

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
Start the hiring process	October 2014
Implementation	Completed by March 2015

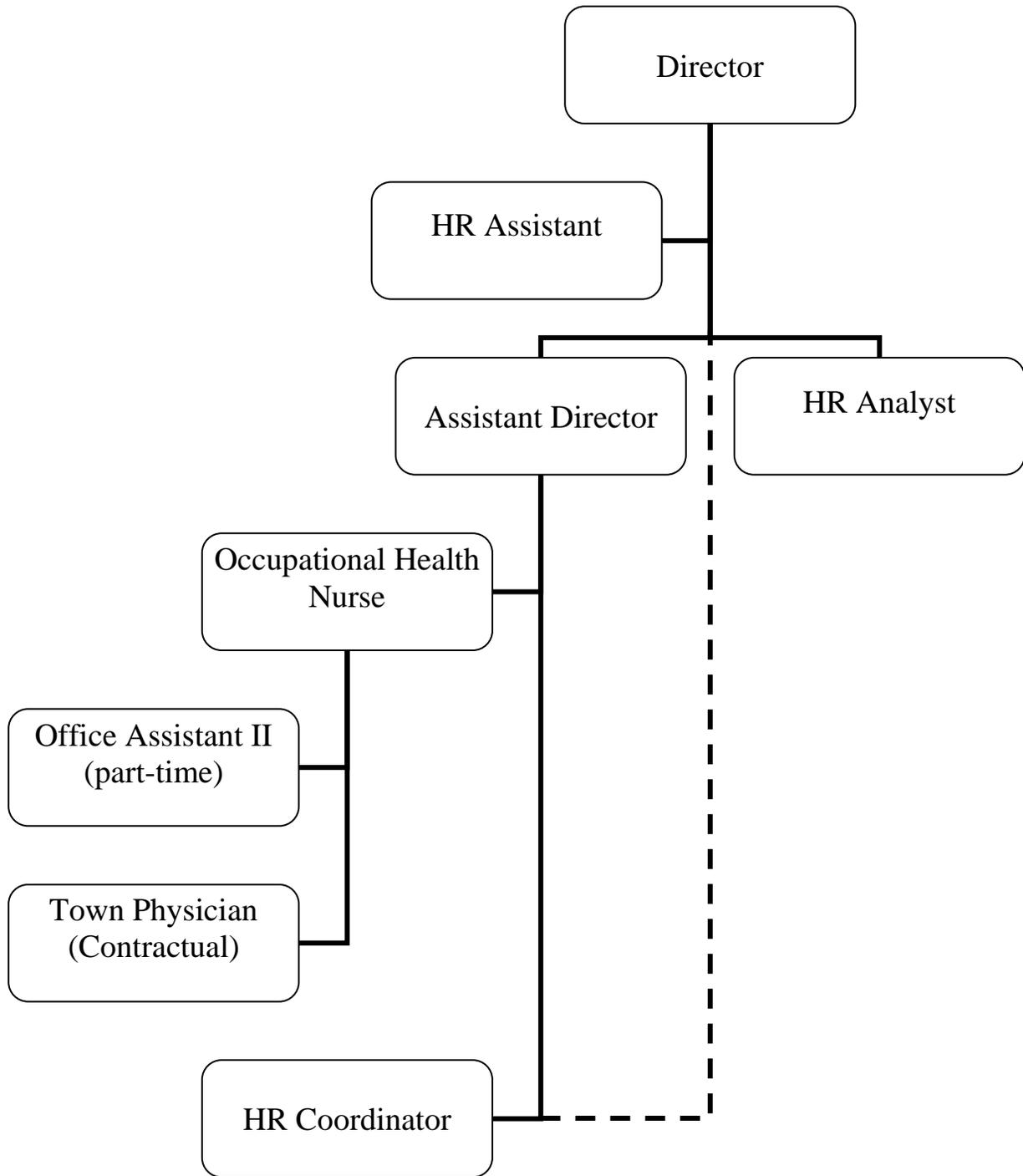
Information Systems Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Monitor All network and server activity via automated systems to be proactive in fixing issues.	Yes	Yes	Yes	Yes	Yes
Automate password and security changes via domain policy		Yes	Yes	Yes	Yes
Implement a new 2012 server domain system to take advantage of additional policy monitors and features				Yes	Yes



Human Resources





Human Resources Department FY2015 Goals

Human Resources Department Goal #1: Manage the employee health insurance and wellness program in a manner that provides quality program resources in a legally compliant and fiscally responsible manner.

OBJECTIVES:

- Lead an employee-based Wellness Committee focused on the future development of a broad employee wellness initiative.
- Partner with Willis of Florida in order to evaluate the insurance program, identify the most cost-effective deliverables from insurance vendors, and ensure quality health insurance options.

Human Resources Department Goal #2: Maintain a comprehensive training program that supports and develops staff competencies for their current roles and the roles they may serve in the future as leaders in the organization.

OBJECTIVES:

- Ensure employees and supervisors are provided training and continuing education on all legal employment related matters.
- Evaluate recent and current training programs and ensure future offerings align with job-related skills.
- Develop a leadership/supervisory training program that will support long term staffing changes and succession planning.

Human Resources Department Goal #3: Manage an efficient recruitment and on-boarding program that provides opportunities for the expedient selection and placement of quality applicants

OBJECTIVES:

- Evaluate current recruitment processes and identify efficiencies to reduce the turnaround time between job postings and job placement.
- Identify and implement enhancements to the applicant screening and interview process in order to distinguish between good candidates and great candidates as future Town of Palm Beach employees.

Human Resources Department Goal #4: Provide retirement program education opportunities for all staff.**OBJECTIVES:**

- To implement an intensive employee retirement education program.
- Provide customized group and individual retirement counseling.
- Ensure all current and future employees have access to a wide variety of retirement education programs and resources.
- Partner with ICMA-RC in order to effectively market a variety of retirement education programs.

PROGRAM: HUMAN RESOURCES 123

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

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	314,492	327,558	345,440	345,440	345,440	383,001	10.87%
Employee Benefits	112,052	137,265	163,406	163,406	150,810	185,392	13.45%
Contractual	128,345	147,018	187,410	219,086	225,474	258,506	37.94%
Commodities	16,817	20,930	13,360	13,360	18,085	7,832	-41.38%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	750	677	677	677	677	677	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	572,456	633,448	710,293	741,969	740,486	835,408	17.61%

*FY 14 Adjusted includes FY 14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases. The Department also proposed a shift of costs from contractual to salaries/benefits to convert an existing position from part to full-time in order to more fully serve the needs of employees/supervisors and maintain necessary day-to-day operations.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Recruitment and clinic expenses account for the predominant reasons for the increase in this category. Increased recruitment activities have a direct effect on pre-employment as well as post-employment background expenses associated with the Clinic. There are other less impactful areas where a marginal increase is projected due to increased cost of services such as the Employee Assistance Program. As mentioned prior, a shift of costs from contractual to salaries/benefits proposed to convert an existing position from part to full-time in order to more fully serve the needs of employees/supervisors and maintain necessary day-to-day operations. Finally, the Department proposes a \$75,000 increase (to a total of \$100,000) in the Town-wide training budget to address the Town's employee development needs beyond the existing compliance training, extending to a program that fosters professional and supervisory growth in preparation for expected retirements.

Commodities:

Clinic expenses including pre-employment testing and drug/alcohol free workplace testing that were charged as commodities in prior years was moved to contractual for FY15 in accordance with the State Chart of Accounts.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Director of Human Resources	0.800	0.800	0.776	0.776	0.776
Assistant Director	0.600	0.600	0.600	0.600	0.600
Occupational Health Nurse	1.000	1.000	1.000	1.000	1.000
Human Resources Analyst	0.900	0.900	0.900	0.900	0.900
HR Coordinator	-	0.350	0.350	0.350	0.350
HR Assistant	0.900	0.500	0.375	0.375	0.630
Office Assistant II/Clinic	0.370	0.370	0.375	0.375	0.375
	4.570	4.520	4.376	4.376	4.631

Human Resources Fiscal Year 2014 Accomplishments	
❖	Developed and implemented comprehensive domestic partner insurance coverage for health, dental, vision, and leave benefits as applicable per policy.
❖	Implemented a wellness initiative as a component of the overall health insurance program that provided reduced premiums so long as certain wellness activities were performed. Participation in the program was 93% of enrolled employees.
❖	Enhanced the accessibility and visibility of Human Resources to employees via "Meet & Greet" sessions scheduled monthly in all departments Town-wide.
❖	Developed a comprehensive employee retirement education program that includes individualized retirement readiness reports, group informational sessions, and focused 1:1 retirement planning meetings with all employees.
❖	Facilitated group meetings with employee to consider plan design changes to the Retirement Health Savings plan, allowing for professional consideration and discussion of steadfast positions concluding in a collaborative group decision.
❖	Implemented improved hiring practices resulting in a 33% reduction to the average number of days between posting a position for recruitment to full placement and hire.
❖	Conducted a survey to determine wellness topics of interest among employees focusing on high-risk health areas identified by the results of the consolidated wellness screening provided by Florida Blue.
❖	Offered organized lunch and learn wellness meetings delivered by qualified health educators from Florida Blue on topics identified by employees within the wellness survey as highly beneficial and of interest.
❖	Evaluated the insurance program resulting in plan design changes and implementation of wellness initiatives in order to mitigate rising costs to employees and the Town in addition to maintain compliance requirements associated with the PPACA.
❖	Established a wellness committee comprised of employee representatives from all Town departments in order to develop and maintain a successful wellness program.
❖	Enriched employee communications with the introduction of <i>HR Times</i> , a newsletter developed by Human Resources and containing important benefit, policy, and overall employment information.
❖	Implementation of Performance Evaluation System that enabled real time data transmission of evaluation results within EDEN, electronic supervisory approval routing, and improved timeliness and efficiency of processing pay-for-performance increases.
❖	Utilized SQL to transmit essential employee data into the EDEN enterprise system; reduced the need for manual data entry and maintained data integrity.
❖	Developed and delivered specialized supervisory training on performance elements of the Performance Review System.
❖	Evaluated and redesigned various critical and frequently used forms which improve the conveyance of essential employee data for payroll and demographic processing.
❖	Maximized available data resources and systems to improve efficiency of insurance program invoice and data reconciliation ensuring timely demographic changes and accurate accounting of balanced invoices.

Fiscal Year 2015 Goals and Performance Measures

Human Resources Goal #1 – Manage the employee health insurance and wellness program in a manner that provides quality program resources in a legally compliant and fiscally responsible manner.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Total Fiscal Year End Health Insurance Plan Cost	\$5,376,645	\$5,408,915	\$5,366,120	\$5,415,200*	\$5,822,780
% Change in Total Health Insurance Plan Cost	-2.6%	0.6%	-0.8%	0.9%	7%
Average annual insurance plan enrollment (employees and retirees)	498	475	456	448	448
Town Cost per employee/retiree per year based on total plan costs less employee/retiree contributions	\$7,456	\$7,575	\$8,027	\$8,247*	\$8,825
Number of wellness meetings and/or programs offered	9	9	3	12	16
Number of benefit trainings offered to new employees	9	9	42	51	43
Number of Open Enrollment meetings held	4	4	4	8	8
Number of Open Enrollment and/or other benefit changes processed	n/a	449	297	846	325
Number of claim issues managed	n/a	n/a	109	96	100
Number of FMLA requests processed	86	81	74	36	56
Average number of days for claim issue resolution	n/a	n/a	1.5	1	1
Number of occupational clinic visits (non-workers compensation)	811	820	605	418	n/a
Number of Drug and Alcohol Free Workplace Tests Administered (includes pre-employment, DOT/random, and reasonable suspicion)	78	114	165	279	200

*projected pending receipt of July – September 2014 claims

Human Resources Goal #2 – Maintain a comprehensive training program that supports and develops staff competencies for their current roles and the roles they may serve in the future as leaders in the organization

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Number of workplace training classes offered (includes continuing education for Palm Beach County Commission on Ethics)	1	20	18	24	25
Workplace training attendees	406	2402	1839	230	225
Tuition reimbursement program participants	15	36	38	17	20

Human Resources Goal #3 – Manage an efficient recruitment and on-boarding program that provides opportunities for the expedient selection and placement of quality applicants.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Annual Turnover	5.4%	10.2%	11.9%	9.8%	10%
Number of advertised positions	8	27	31	44	38
Number of applications received	1319	2255	1626	819	1200
Number of pre-employment selection tests offered	210	224	379	324	280
Number of qualified applicants interviewed	193	425	707	345	417
Average number of calendar days from posting to hire	119	86	98	80	80
Total number of hires into budget approved positions:	37	30	55	71	49
<i>Full-time</i>	9	9	42	51	
<i>Part-time</i>	0	0	0	0	
<i>Part-time Partial Benefits</i>	17	4	1	0	
<i>Temporary</i>	11	17	12	20	
Number of orientation sessions held	1	1	4	8	8
Number of volunteer opportunities	n/a	12	13	12	12

Human Resources Goal #4 - Provide retirement program education opportunities for all staff.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Number of retirement education group meetings and webinars held	n/a	12	14	23	12
Number of one-on-one retirement counseling sessions held	n/a	65	71	329	325

Human Resources Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Number of employee suggestions received	9	0	3	0	1
Number of public record requests received and processed	n/a	104	293	107	150
Number of employment verifications received	n/a	n/a	83	40	40
Number of personnel action forms processed	n/a	n/a	440	344	400
Number of notary services provided	n/a	n/a	22	36	30
Number of United Way employee donors processed	34	25	39	35	33
Number of non-town employment disclosures received	97	121	143	92	113
Number of acceptance of favors or gratuities disclosures received	135	90	116	71	103
Number of unemployment claims received	8	13	10	8	9
Savings from protested unemployment claims	n/a	\$27,374	\$29,035	\$18,738	\$20,000
Number of workers compensation claims managed	27	24	17	12	20
Number of clinic office visits for workers compensation claims	49	74	58	29	n/a

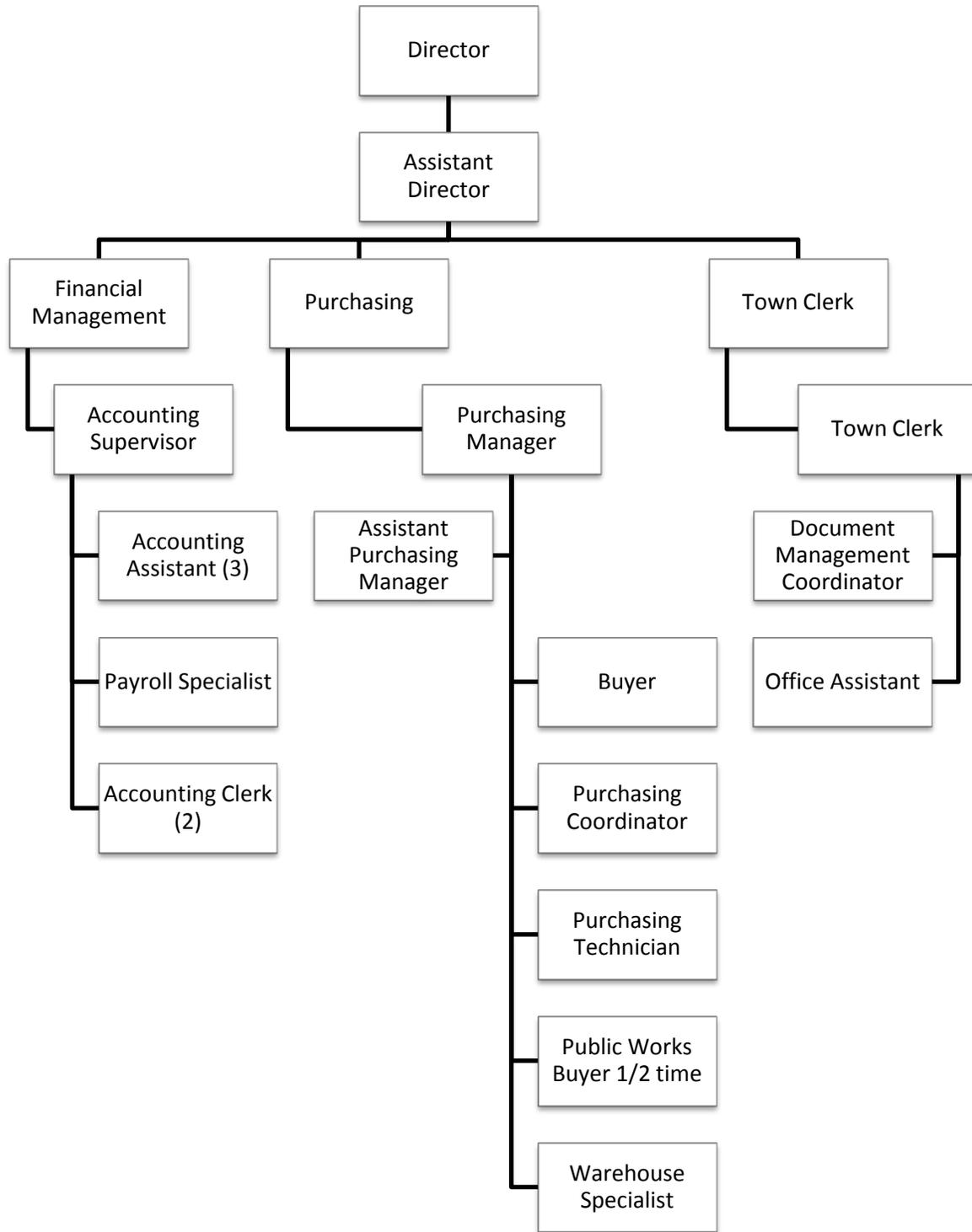


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Finance





Finance Department FY2015 Goals

<p>Finance Department Goal #1 - Work with the Town Council and Department staff to prepare a FY15 budget that is fiscally responsible and results in no millage rate increase except for coastal protection and debt service.</p> <p>OBJECTIVES:</p> <ul style="list-style-type: none"> • Prepare a budget that maintains current levels of service, funds the annual requirements for the coastal protection program and the debt service for the 2013 Revenue Bonds and at the same time, keep the millage rate as low as possible.
<p>Finance Department Goal #2 Maximize Rate of Return on Investments While Applying the GFOA Best Practice Guidelines</p> <p>OBJECTIVES:</p> <ul style="list-style-type: none"> • The Town’s annualized rate of return exceeds that of the benchmark rate of return for the investments.
<p>Finance Department Goal #3 Recodification of the Code of Ordinances</p> <p>OBJECTIVES:</p> <ul style="list-style-type: none"> • To complete the recodification of the physical Code of Ordinances • To update and enhance the technical capabilities of the Town’s current web and electronic versions of the Code.
<p>Finance Department Goal #4 Establishment of a Records Management Program</p> <p>OBJECTIVES:</p> <ul style="list-style-type: none"> • To establish a comprehensive Records Management Program in accordance with F.S. 257.036(5)(b) and F.S. 119.021(2)(c) • To provide Staff training • To work with the other departments to backscan and/or destroy eligible records.

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, purchasing and record management 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.

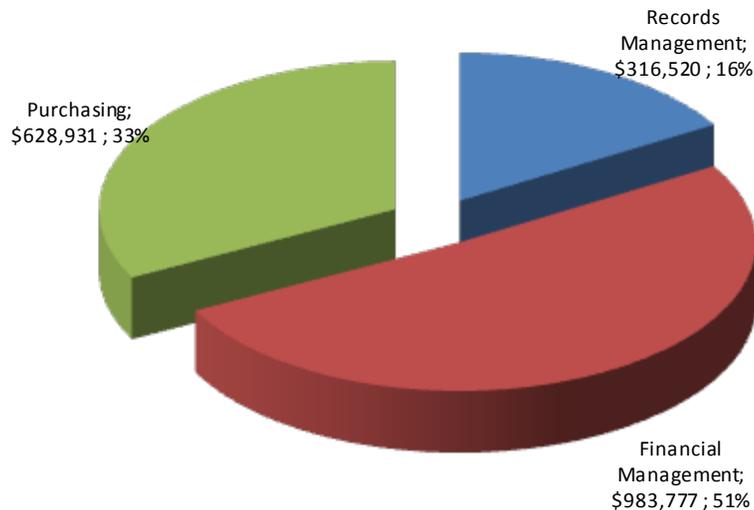
Revenue Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Taxi Permits	5,400	4,250	1,500	1,500	1,500	0.00%
Charitable Solicitations Fee	45,380	47,380	50,000	45,000	50,000	0.00%
Charitable Solicit. Adv. Fee	-	345	-	-	-	0.00%
Char Solit Late Filing Fee	5,835	6,325	7,000	7,000	7,000	0.00%
Meeting Tapes Sales	22	-	150	-	-	-100.00%
Lien Search Fee	27,510	32,797	25,000	30,000	30,000	20.00%
Control Pay Advance Revenue Share	838	-	-	-	-	0.00%
	84,985	91,097	83,650	83,500	88,500	5.80%

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	1,152,535	1,177,457	1,209,037	1,209,037	1,186,211	1,204,628	-0.36%
Employee Benefits	425,212	477,074	540,399	540,399	542,017	515,422	-4.62%
Contractual	142,585	156,094	181,675	185,635	202,821	178,565	-1.71%
Commodities	59,164	21,450	24,000	24,000	22,905	27,250	13.54%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	3,963	3,034	969	969	969	3,363	247.06%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,783,459	1,835,109	1,956,080	1,960,040	1,954,923	1,929,228	-1.37%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.



	FY2012	FY2013	FY2014	FY2015
Total Full Time Equivalent Employees	17.950	18.141	18.141	18.141

PROGRAM: RECORDS MANAGEMENT 131

Mission: This division exists to provide reliable record keeping and efficient election management that meets the standards of the community.

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

- Take minutes and transcribe them in an accurate and timely fashion
- Maintain official codes and documents
- Coordinate and manage municipal elections
- Process and issue various permits
- Fulfill public records requests
- Ensure record availability both electronically and by hard copy

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	163,970	172,645	181,983	181,983	181,983	192,585	5.83%
Employee Benefits	64,713	71,716	84,228	84,228	86,430	76,150	-9.59%
Contractual	22,786	42,813	50,900	54,860	70,800	44,635	-12.31%
Commodities	38,572	2,715	3,600	3,600	3,255	3,150	-12.50%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,146	1,146	764	764	764	-	-100.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	291,187	291,035	321,475	325,435	343,232	316,520	-1.54%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan. One of the three employees in this program opted out of the health insurance program.

Contractual:

The proposed budget for contractual includes a reduction in microfilming/digital scanning and codification/Code supplements.

Commodities:

The proposed budget for commodities includes a reduction in office supplies.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Town Clerk	1.000	1.000	1.000	1.000	1.000
Document Management Coordinator	1.000	1.000	1.000	1.000	1.000
Office Assistant III	1.000	1.000	1.000	1.000	1.000
	3.000	3.000	3.000	3.000	3.000

Town Clerk Fiscal Year 2014 Accomplishments	
❖	Conducted two successful elections within seven weeks of each other
❖	Continued backscanning and destruction of old records, and assisted other departments with same
❖	Expanded the use of Laserfiche and Work Flow Town-wide via integration with purchasing procedures, GIS, Eden, Public Works ACIP records, and Recreation administrative documents
❖	Completed the first Town Public Records Requests Policy
❖	Incorporation of public records request and records management training into all employee orientations

Fiscal Year 2015 Goals and Performance Measures

Finance Department Goal #4 – Recodification of the Code of Ordinances

Objectives:

- To complete the recodification of the physical Code of Ordinances
- To update and enhance the technical capabilities of the Town’s current web and electronic versions of the Code.

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
Physical Recodification Completed	Town Council passes an ordinance adopting new the Code which will then be printed and posted online
Incorporation and utilization of the included technical package	Enhanced accessibility, productivity, and functionality of both the electronic and web versions of the new Code
Incorporation of the Town’s new website standards for the web version	Web version banner to match the Town’s new website

Finance Department Goal #5 – Establish a Records Management Program

Objectives:

- To establish a comprehensive Records Management Program in accordance with F.S. 257.036(5)(b) and F.S. 119.021(2)(c)
- To provide Staff training
- To work with the other departments to backscan and/or destroy eligible records.

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
Physical Records Management Policy adopted	Program is approved and becomes a formal Administrative Policy and Procedures
Staff training	Records liaisons will be trained and the information will be disseminated to their respective departments
Enhanced use of Laserfiche	All remaining departments will be brought online and customized work flows will be designed, if needed
Disposition of records that have met their retention period	Regular review of records and destructions will be scheduled

Town Clerk Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Public Records Requests	105	114	69	140	125
Meetings Attended & Minutes Taken*	59	66	63	63	60
Charitable Solicitation Permits	117	120	151	151	155
All Other Permits	15	16	17	15	15
Board/Committee Applications Processed	40	50	39	75	50

* These 63 meetings equate to 125 meeting hours.

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 effective manner

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	626,373	596,109	622,826	622,826	600,000	580,754	-6.76%
Employee Benefits	231,621	264,224	289,272	289,272	288,899	269,593	-6.80%
Contractual	111,839	103,212	119,400	119,400	118,100	118,430	-0.81%
Commodities	13,996	12,014	15,000	15,000	14,300	15,000	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	368	368	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	984,197	975,927	1,046,498	1,046,498	1,021,299	983,777	-5.99%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The decline in salary and wages is due to recent and expected FY15 retirements in the department. These employees are expected to be replaced with employees earning less after the positions remain vacant for a period of time.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan. The decrease reflects the cost savings from retirements.

Contractual:

Total reflects slight decrease from FY14.

Commodities:

Total unchanged from FY14.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Finance Director	0.950	0.950	0.926	0.926	0.926
Assistant Finance Director	1.000	1.000	0.981	0.981	0.981
Accounting Supervisor	1.000	1.000	0.977	0.977	0.977
Accounting Assistant	2.000	2.000	3.000	3.000	3.000
Accounting Clerk	3.000	3.000	1.988	1.988	1.988
Payroll Specialist	1.000	1.000	0.769	0.769	0.769
	8.950	8.950	8.641	8.641	8.641

Finance Program Fiscal Year 2014 Accomplishments

❖	Awarded the Certificate of Achievement for Excellence in Financial Reporting for the 26 th consecutive year by the Government Finance Officers Association of the United States and Canada.
❖	Awarded the Distinguished Budget Presentation Award for the 22 st year by the Government Finance Officers Association of the United States and Canada.
❖	Worked with advisors to develop a financing plan for the coastal protection program and the second phase of the ACIP.
❖	Worked with staff, advisors, legal counsel and underwriters to issue the 2013 Revenue Bonds and reaffirm the Town's AAA GO rating and AA+ Revenue Bond ratings with Moody's and Standard and Poor's.
❖	Developed an online Budget Summary Document.
❖	Worked with the Investment Advisory Committee to revise the Investment Policy to include Certificates of Deposit and Corporate Notes.

Fiscal Year 2015 Goals and Performance Measures

Town Council Budget Priority #1 – Adopt annual operating expenditures that would result in no millage rate increase if ad valorem taxes were not increasing to fund coastal protection and the ACIP debt service.

Town Council Budget Priority #2 – Adopt a millage rate sufficient to fund the annual coastal protection plan requirements and the additional debt service obligations for the ACIP Phase 2.

Town Council Budget Priority #3 Look for ways to offset Coastal Protection millage rate increase.

Finance Goal #1 - Work with the Town Council and Department staff to prepare a FY15 budget that is fiscally responsible and results in no millage rate increase except for coastal protection and debt service.

OBJECTIVES:

- Prepare a budget that maintains current levels of service, funds the annual requirements for the coastal protection program and the debt service for the 2013 Revenue Bonds and at the same time, keep the millage rate as low as possible.

Performance Measures

Effectiveness/Output Measures:	Projected FY15
Millage Rate Increase:	4.9%
Additional Tax Revenue:	12.36% increase of \$4,776,600 represents first year of annual coastal protection funding. Additional debt service was absorbed in the budget through reductions.
Budget Increase:	2.89%

Finance Goal #3 – Maximize rate of return on investments while applying the GFOA Best Practice guidelines.

OBJECTIVES:

- The Town’s annualized rate of return exceeds that of the benchmark rate of return for the investments.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Town’s annualized blended return	.97%	1.03%	-.06%	.64%	1.00%
Town’s benchmark return	1.18%	1.01%	.06%	.59%	1.00%

Finance Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Credit Rating – Issuer	AAA	AAA	AAA	AAA	AAA
Credit Rating – Revenue Bond	AA+	AA+	AA+	AA+	AA+
Number of Management Letter Comments in audit	2	0	0	0	0
Parking Ticket Collection Rate	91.4%	91.1%	86.9%	90.0%	90%

PROGRAM: PURCHASING 144

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

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 sound business practice.
- 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
- Evaluate warehouse stock to minimize long term storage and obsolete materials

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	362,192	408,703	404,228	404,228	404,228	431,289	6.69%
Employee Benefits	128,878	141,134	166,899	166,899	166,688	169,679	1.67%
Contractual	7,960	10,069	11,375	11,375	13,921	15,500	36.26%
Commodities	6,596	6,721	5,400	5,400	5,350	9,100	68.52%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	2,449	1,520	205	205	205	3,363	1540.49%
Other	-	-	-	-	-	-	0.00%
TOTALS	508,075	568,147	588,107	588,107	590,392	628,931	6.94%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

There is an increase in the cost of conducting the annual inventory with contracted company and an increase in vehicle maintenance costs for the delivery van.

Commodities:

Due to needed repairs in the warehouse and in the Purchasing Office, there is an increase in Building Maintenance Supplies.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Assistant Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Buyer	1.000	1.000	1.000	1.000	1.000
Purchasing Technician	1.000	1.000	1.000	1.000	1.000
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Purchasing Coordinator	-	-	1.000	1.000	1.000
Public Works Purchasing Coordinator	-	0.500	0.500	0.500	0.500
Driver/Delivery Person	0.500	0.500	-	-	-
	5.500	6.000	6.500	6.500	6.500

Purchasing Program Fiscal Year 2014 Accomplishments

- ❖ Conducted two sessions of Purchasing training for employees Town wide.

Fiscal Year 2015 Goals and Performance Measures

**Finance Department Goal #6 -
Provide updated Purchasing training to new Town employees and those
desiring a refresher course.**

Performance Measures

Effectiveness/Output Measures:	Projected FY15
Number of employees trained	35 Employees

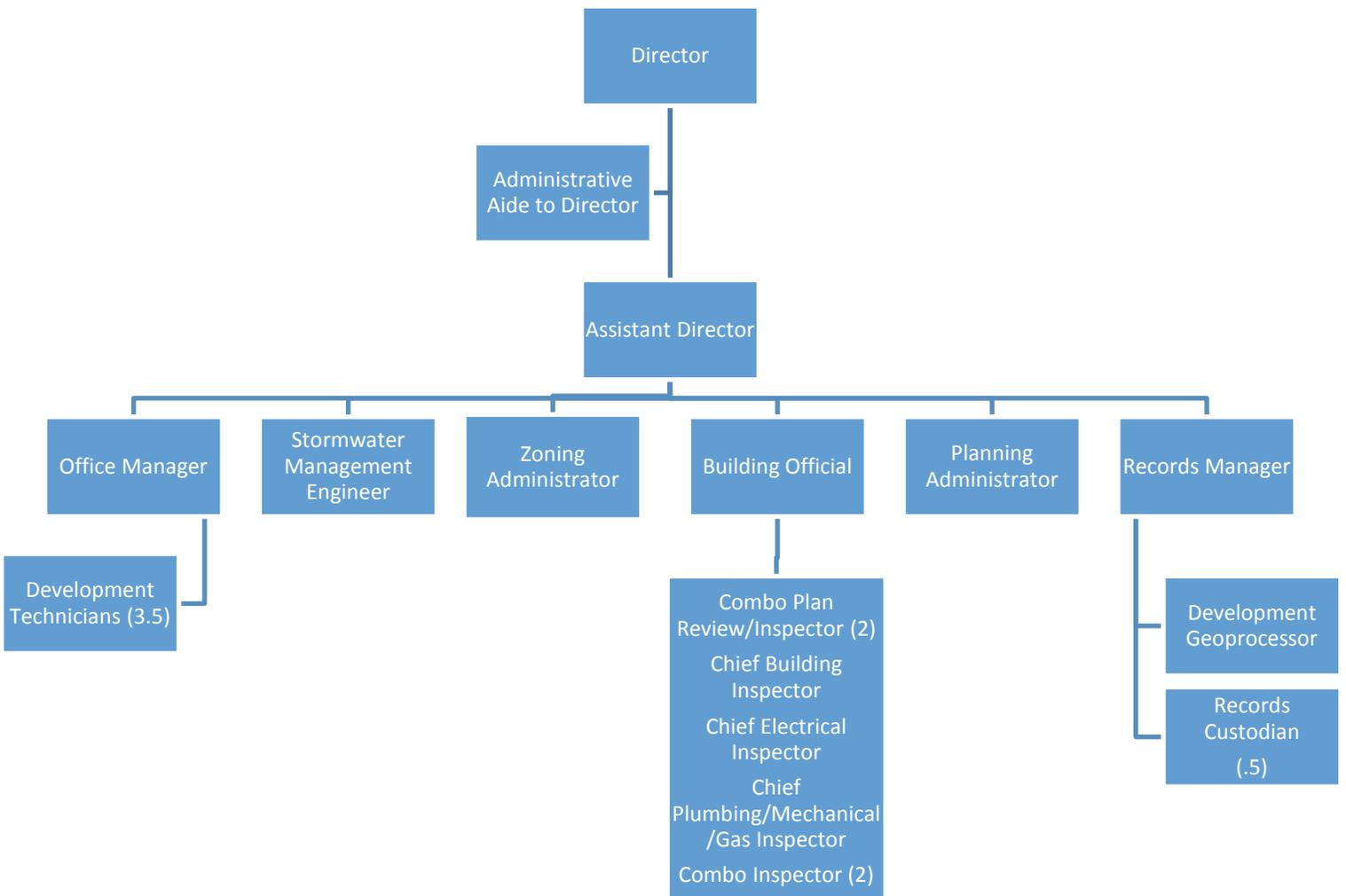
Purchasing Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Purchase Orders Written	1,447	1,601	1,787	1868	1800
Bids, RFPs, RFQs	34	38	45	48	45
Quotations (\$5,000 - \$25,000)	84	96	136	143	140
Warehouse: Number of issues	2,432	2,282	2,673	2419	2400
Dollars Spent Using Purchasing Cards	\$733,189	\$664,485	\$672,170	\$732,977	\$700,000
Cost Avoidance	\$87,450	\$150,856	\$535,890	\$238,812	\$150,000



Planning, Zoning, Building





Planning, Zoning & Building Department FY2015 Goals

PZB Department Goal #1: Facilitate Digital Tracking of Applications/Reduce the Amount of Paper Processed / Generated Within the Department

OBJECTIVES:

- Implement program for digital submission and tracking of Development Review Applications, including tracking on the web
- Convert Microfilm Files to Digital Files
- Complete the conversion for processing all right-of-way (PW) permits to the Eden system
- Expand Permit Types that Can be Processed Digitally
- Implement program for digital submission and tracking of Architectural Commission Applications, including tracking on the web.
- Implement program for digital submission and tracking of Landmark Certificate of Appropriateness Applications, including tracking on the web.
- Continue Conversion of Landmark Designation Reports to digital files

PZB Department Goal #2: Royal Poinciana Way Designation as District on National Register of Historic Places

Objectives:

- Take all steps the designation by the State of the PUD-5 block as a District on the National Register of Historic Places

PZB Department Goal #3: Provide Permit Application Review in a Timely Manner

OBJECTIVES:

- Initiate 1st-tier (Zoning, Architectural, DEP, Flood) review process, and complete 1st tier review for 60% of all construction permit applications within 3 business days.
- Issue 95% of all construction permits within 10 in-house business days
- Implement new Walk-Through (Same Day) Permit Review Program for specific permits types

PZB Department Goal #4: Provide Geographic and Spatial Data to Staff to Improve Operations

OBJECTIVES:

- Expand the PZB GIS Data System for use by all Staff Members and provide training

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.

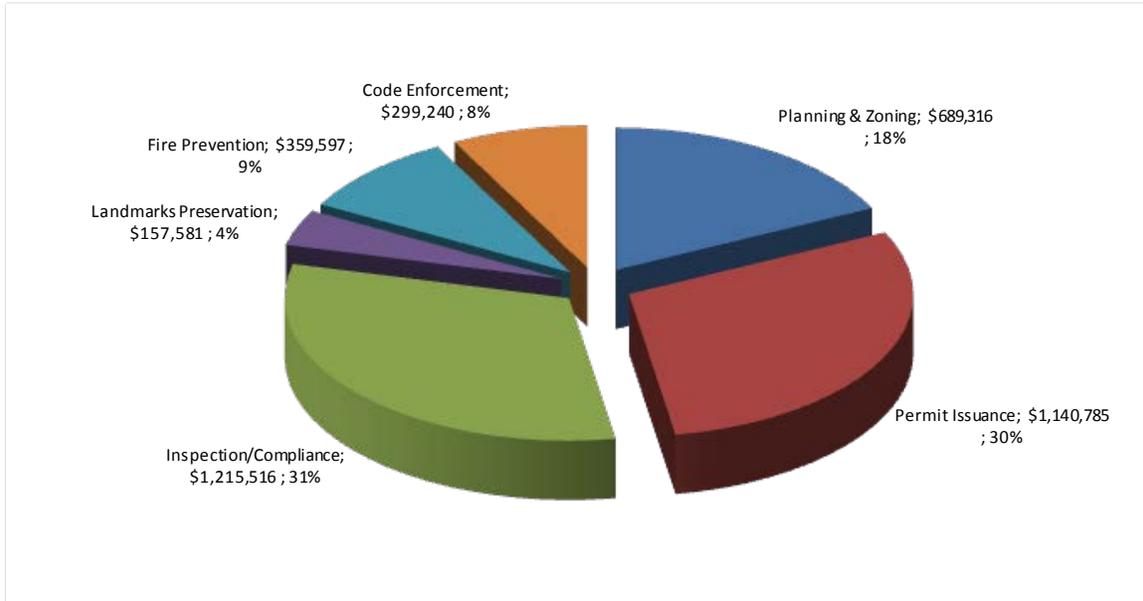
Revenue Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Business Tax Receipts	654,084	633,552	640,500	625,000	640,500	0.00%
Business Tax Receipt Penalties	15,011	33,236	25,000	50,000	25,000	0.00%
Building	3,773,399	4,309,754	4,000,000	4,300,000	4,100,000	2.50%
Radon Gas	-	-	-	-	-	0.00%
Electrical	353,235	437,172	300,000	350,000	375,000	25.00%
Plumbing	200,456	256,504	175,000	250,000	200,000	14.29%
Permit Processing	29,517	31,550	20,000	37,500	30,000	50.00%
Permit Penalty	4,118	60,898	25,000	25,000	25,000	0.00%
Except/Var. App.	170,300	161,350	150,000	165,000	155,000	3.33%
Consultants Fees	19,353	4,633	20,000	5,000	5,000	-75.00%
Special Plan Review Fee	347,650	412,700	275,000	280,000	275,000	0.00%
Reinspection Fees	1,950	2,550	3,500	2,500	2,100	-40.00%
Special Detail - PZB	3,495	130	-	-	-	0.00%
Abandonments	-	1,973	-	-	-	0.00%
Architectural Fees	129,743	140,070	110,000	150,000	130,000	18.18%
Landmarks Submittal	19,150	27,980	20,000	23,600	20,000	0.00%
Tax Abatement Program	-	-	1,200	-	-	-100.00%
Mechanical Permits	267,869	381,481	300,000	300,000	300,000	0.00%
Contractor Registration Fee	11,954	10,600	10,000	9,000	10,000	0.00%
Landscape Permit	5,046	7,578	5,000	10,000	10,000	100.00%
Miscellaneous Permit Fees	-	458	-	200	-	0.00%
Building Permit Search Fee	20,150	28,850	20,000	35,000	30,000	50.00%
Dune Vegetation Fee	-	-	1,000	4,000	4,000	300.00%
Permit Revision Fee	157,525	224,025	175,000	215,000	150,000	-14.29%
Right Of Way Permits	264,297	332,212	250,000	325,000	275,000	10.00%
County Occ. Licenses	20,781	17,291	15,000	15,000	15,000	0.00%
Tent Permits	7,982	20,879	10,000	30,000	20,000	100.00%
Bldg. Insp. Fund Fees	7,209	8,270	7,000	7,500	7,500	7.14%
Bldg/Elec/Plumbing Code Sales	-	-	-	-	-	0.00%
Map/Sales Code	-	-	-	-	-	0.00%
Certification Copy	703	779	700	500	500	-28.57%
Microfiche/Scanned Documents	6,976	1,200	5,000	1,300	1,000	-80.00%
	6,491,953	7,547,675	6,563,900	7,216,100	6,805,600	3.68%

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	1,918,666	1,922,625	2,020,978	2,020,978	1,961,250	2,093,487	3.59%
Employee Benefits	668,098	740,969	819,362	819,362	808,073	925,284	12.93%
Contractual	528,030	576,746	766,720	926,330	820,814	710,240	-7.37%
Commodities	63,756	39,890	80,745	91,020	85,520	99,103	22.74%
Capital Outlay	-	-	-	-	3,000	-	0.00%
Depreciation	17,278	21,573	28,776	28,776	28,828	33,921	17.88%
Other	-	-	-	-	-	-	0.00%
TOTALS	3,195,828	3,301,803	3,716,581	3,886,466	3,707,485	3,862,035	3.91%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget



	FY2012	FY2013	FY2014	FY2015
Full Time Equivalent Employees	26.750	26.250	26.250	27.250

PROGRAM: PLANNING AND ZONING 211

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

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

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

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	315,577	327,019	333,697	333,697	331,000	347,135	4.03%
Employee Benefits	97,704	115,520	134,897	134,897	135,100	142,211	5.42%
Contractual	102,348	110,070	119,000	176,600	156,100	135,000	13.45%
Commodities	7,751	8,475	14,800	19,325	19,325	14,800	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	170	170	170	170	170	170	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	523,550	561,254	602,564	664,689	641,695	639,316	6.10%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Includes costs associated with the first phase of the periodic review of the Comprehensive Plan required by the State under the Community Planning Act. (F.S. 163.3164).

Commodities:

The category includes computer replacement costs, and continued software enhancements.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Director	0.700	0.700	0.700	0.700	0.700
Assistant Director	0.350	0.350	0.350	0.350	0.350
Zoning Administrator	1.000	1.000	1.000	1.000	1.000
Development Review Specialist	0.500	0.500	0.500	0.500	0.500
Planning Administrator	0.400	0.400	0.400	0.400	0.400
Administrative Aide	0.500	0.500	0.500	0.500	0.500
Office Manager	0.120	0.120	0.120	0.120	0.120
	3.570	3.570	3.570	3.570	3.570

Planning & Zoning Program Fiscal Year 2014 Accomplishments

- ❖ Completed all activities related to the PUD-5 initiative.

Fiscal Year 2015 Goals and Performance Measures

Planning, Zoning and Building Goal #1 – Facilitate Digital Tracking of Applications/Reduce the Amount of Paper Processed / Generated Within the Department.

OBJECTIVES:

- Implement program for digital submission and tracking of Development Review Applications, including tracking on the web.

Performance Measures

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
Types of applications that can be tracked in software system (#)	4
Applications submitted within the system (#)	50

Planning & Zoning Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Comprehensive Plan Amendments Processed	2	0	0	1	1
Zoning Amendments Processed	10	9	2	0	5
Development Review Applications Processed	80	76	83	112	120
ARCOM Applications Processed	135	133	126	190	146
ARCOM Staff Approvals Processed	280	294	351	314	310

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, and to promote and maintain high architectural standards of physical structures in Palm Beach.

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

- Review building permit applications and plans for adherence to Town codes and policies and issue building permits
- Communicate town requirements with contractors, designers, property owners and other Town departments
- Ensure that contractors working in the Town have a valid contractor license
- Coordinate and support the Architectural Commission
- Keep citizens informed and educated
- Process applications for architectural approval of proposed construction projects as directed by codes and policy
- Record departmental revenues accurately
- Organize, digitize and retrieve Departmental records for public use

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	548,142	563,202	598,501	598,501	570,000	648,070	8.28%
Employee Benefits	183,641	210,224	236,903	236,903	227,700	300,784	26.97%
Contractual	130,743	132,900	253,880	313,880	243,400	193,280	-23.87%
Commodities	24,018	11,692	29,300	34,050	34,050	45,650	55.80%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	3,001	3,001	3,000	3,001	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	886,544	918,018	1,121,585	1,186,335	1,078,150	1,190,785	6.17%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages reflects the cost of adding a plans examiner position (and reduction in Contractual costs in an equal amount), and includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Costs reflect a reduction due to the addition of a plans examiner position (and an increase in Salaries and Wages in an equal amount), and the inclusion of software maintenance costs attributable to construction permit activities.

Commodities:

This category includes scheduled computer replacement costs, and replacement of the Interactive Voice Response (IVR) system.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Director	0.150	0.150	0.150	0.150	0.150
Assistant Director	0.300	0.300	0.300	0.300	0.300
Building Official	0.500	0.500	0.500	0.500	0.500
Planning Administrator	0.300	0.300	0.300	0.300	0.300
Administrative Aide	0.300	0.300	0.300	0.300	0.300
Chief Construction Inspectors	0.300	0.300	0.300	0.300	0.300
Combination Plan Reviewer	0.700	0.700	0.700	0.700	1.700
Development Geoprocessor	1.000	1.000	1.000	1.000	1.000
Project Engineer	0.500	0.500	0.500	0.500	0.500
Development Permit Coordinator	1.000	2.000	2.500	2.500	2.500
Office Manager	0.530	0.530	0.530	0.530	0.530
Development Review Specialist	1.000	-	-	-	-
Development Review Coordinator	0.500	0.500	-	-	-
Office Assistant II	-	-	-	0.500	0.500
Office Assistant III	1.000	1.000	1.000	1.000	1.000
	8.080	8.080	8.080	8.580	9.580

Permit Issuance Program Fiscal Year 2014 Accomplishments
❖ Major Projects Re-routed to Shorten Review Times
❖ Revision Submittal Process Simplified – As Built Only
❖ Checklists Available for Condo Submissions to Shorten Review Times
❖ Fire Rescue Construction-related permits moved to PZB software system to create 'one-stop-shop' for contractors to facilitate submission of all permits.
❖ Instituted a new cashiering system for Department operations

Fiscal Year 2015 Goals and Performance Measures

Planning, Zoning and Building Goal #1 – Facilitate Digital Tracking of Applications/Reduce the Amount of Paper Processed / Generated Within the Department.

OBJECTIVES:

- Convert microfilm files to digital files
- Convert the processing of all right-of-way (Public Works) permits to the Eden system
- Implement program for digital submission and tracking of Architectural Commission Applications, including tracking on the web.

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
# of microfilm rolls digitized	All
# of R/W permits issued in Eden	400
Types of ARCOM Applications that can be tracked in the software system (#)	2
ARCOM Applications submitted within the system (#)	50

Planning, Zoning and Building Goal #3 – Provide Permit Application Review in a Timely Manner.

Objectives:

- **Initiate 1st-tier (Zoning, Architectural, DEP, Flood) review process, and complete 1st tier review for 60% of all construction permit applications within 3 business days.**
- **Issue 95% of all construction permits within 10 in-house business days**
- **Implement new Walk-Through (Same Day) Permit Review Program for specified permits types**

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
% of permits/revisions processed within 24 hours	40%
% of 1 st -tier reviews completed within 3 Business Days	60%
% of construction permits issued within 10 in-house business days	95%

Permit Issuance Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
# of Construction Permits Issued	5,574	5,752	6,166	6,627	6,800
# of Revisions Processed	1,741	1,687	1,509	1,509	1,300
# of R/W permits Processed	1,030	985	1,150	1,006	1,100
# of Property Records Digitized	72,150	74,910	81,140	74,980	80,000
# of Plans Digitized	-	29,091	5,588	11,820	14,000
Avg # of Days to Scan Current Records	2	2	2	2.5	2.5
# of Expedited Plan Pages Reviewed	4,894	5,441	6,504	5,067	5,000

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:

- Inspection of construction sites to ensure compliance with appropriate State and Town codes and land development regulations
- Issuance of permits for right of way parking and storm water improvements
- Review of commercial operations for conformance to the zoning code and issuance of business tax receipts

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	551,355	529,788	590,938	590,938	560,000	608,516	2.97%
Employee Benefits	200,337	220,051	255,741	255,741	248,600	285,253	11.54%
Contractual	204,819	222,986	289,080	329,080	322,700	273,700	-5.32%
Commodities	15,750	9,968	22,100	23,100	20,100	25,700	16.29%
Capital Outlay	-	-	-	-	3,000	-	0.00%
Depreciation	16,500	20,504	22,347	22,347	22,400	22,347	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	988,761	1,003,297	1,180,206	1,221,206	1,176,800	1,215,516	2.99%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

These costs reflect a decrease in contractual inspection costs and an increase in legal costs based on previous history.

Commodities:

This category reflects scheduled computer replacement and vehicle maintenance costs.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Director	0.100	0.100	0.100	0.100	0.100
Assistant Director	0.300	0.300	0.300	0.300	0.300
Building Official	0.500	0.500	0.500	0.500	0.500
Administrative Aide	0.200	0.200	0.200	0.200	0.200
Chief Construction Inspectors	2.700	2.700	2.700	2.700	2.700
Combination Inspector	2.000	2.000	2.000	2.000	2.000
Combination Plan Reviewer	0.300	0.300	0.300	0.300	0.300
Project Engineer	0.500	0.500	0.500	0.500	0.500
Development Review Specialist	0.500	0.500	0.500	0.500	0.500
Development Permit Coordinator	-	-	0.500	0.500	0.500
Development Review Coordinator	0.500	0.500	-	-	-
	7.600	7.600	7.600	7.600	7.600

Inspection and Compliance Program Fiscal Year 2014 Accomplishments
❖ Development and Implementation of Advanced Irrigation System
❖ Partial Inspections Now Available, Same Day Reinspections Available
❖ GIS system fully functional; all employees trained

Fiscal Year 2015 Goals and Performance Measures

Planning, Zoning and Building Goal #4 – Provide geographic and spatial data to Staff to improve operations.

OBJECTIVES:

- **Expand the PZB GIS data system for use by all staff members and provide training**

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
# of Staff Persons trained to use GIS	--	--	5	14	Complete
# of Shape Files developed for use by Staff	2	2	2	9	5

Inspection and Compliance Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
# of Inspections Completed	20,493	19,824	22,267	22,925	23,000
# of Business Tax Receipts Issued	2,091	2,007	1,578	1,642	1,675
# of New Business Applications Processed	187	142	104	121	125
# of Public Records Requests Processed	Na	2,626	2,877	2,720	2,800

*Includes additional inspections in conjunction with new Partial Inspection Initiative

PROGRAM: LANDMARKS PRESERVATION 214

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

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
- Keep citizens informed and educated
- Process Certificates of Appropriateness as directed by codes and policy
- Discuss and entertain requests for possible designation of properties as historic
- Maintain accurate records and files

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	55,977	58,342	58,601	58,601	58,800	59,763	1.98%
Employee Benefits	17,557	20,009	22,828	22,828	23,200	24,318	6.53%
Contractual	67,423	77,061	70,100	72,110	68,600	70,600	0.71%
Commodities	228	1,181	2,900	2,900	2,900	2,900	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	141,185	156,593	154,429	156,439	153,500	157,581	2.04%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

This category includes historic preservation consultant costs.

Commodities:

Costs in this category include supplies and scheduled software and hardware replacement.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Director	0.050	0.050	0.050	0.050	0.050
Assistant Director	0.050	0.050	0.050	0.050	0.050
Planning Administrator	0.300	0.300	0.300	0.300	0.300
Office Manager	0.350	0.350	0.350	0.350	0.350
	<u>0.750</u>	<u>0.750</u>	<u>0.750</u>	<u>0.750</u>	<u>0.750</u>

Landmarks Preservation Program Fiscal Year 2014 Accomplishments

- ❖ Secured funding by the State for repair of Memorial Fountain
- ❖ Commenced activities in pursuit of designation of the PUD-5 block of Royal Poinciana Way as a District on the National Register of Historic Places

Fiscal Year 2015 Goals and Performance Measures

Planning, Zoning and Building Goal #1 – Facilitate Digital Tracking of Applications/Reduce the Amount of Paper Processed / Generated Within the Department.

OBJECTIVES:

- **Begin Conversion of Landmark Designation Reports to digital files**
- **Implement program for digital submission and tracking of Landmark Certificate of Appropriateness Applications, including tracking on the web.**

Planning, Zoning and Building Goal #2: Royal Poinciana Way Designation as District on National Register of Historic Places

OBJECTIVES:

- **Take all steps the designation by the State of the PUD-5 block as a District on the National Register of Historic Places**

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
Types of LPC Applications that can be tracked in the software system (#)	3
Applications submitted within the system (#)	35
# of Reports converted to digital files	75

Landmarks Preservation Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
# of C of A Applications Processed	42	36	50	42	43
# of Properties Designated as Landmarks	2	5	9	7	10
# of Landmarks Staff Approvals Processed	58	65	81	78	71

PROGRAM: FIRE PREVENTION 215

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
- Conduct community risk analysis
- Create or revise ordinances to enhance fire prevention
- Generate revenue through fire inspection and permit fees
- Investigate all fires for cause and origin

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	263,672	261,339	250,510	250,510	252,719	258,745	3.29%
Employee Benefits	96,636	87,556	81,249	81,249	82,249	82,349	1.35%
Contractual	1,212	11,624	11,300	11,300	11,300	16,000	41.59%
Commodities	6,094	218	345	345	345	2,503	625.51%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	367,614	360,737	343,404	343,404	346,613	359,597	4.72%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Expenses in this category include fire inspection software and professional development to maintain required certifications. Additional funding was included for Fire Prevention Week, the Public Safety Open House, and other community events.

Commodities:

The increase in this category occurred in the Publications and Subscriptions account. The NFPA Code subscription was due for renewal, as well as the Florida Fire Prevention Code.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Division Chief - Fire Marshal	1.000	1.000	1.000	1.000	1.000
Assistant Fire Marshal	1.000	1.000	1.000	1.000	1.000
Office Assistant II	1.000	1.000	1.000	0.500	0.500
	3.000	3.000	3.000	2.500	2.500

Fire Prevention Program Fiscal Year 2014 Accomplishments	
❖	Integrated Fire Rescue Permits applications with the P/Z/B Department Construction permits in an effort to increase efficiency and improve customer service.
❖	Continue to work towards reducing false fire alarm system activations in the Town with residential and commercial properties through tracking and education.
❖	Ensured that all public assemblies with occupant loads of 250 or more have trained Crowd Control Managers.

Fiscal Year 2015 Goals and Performance Measures

Fire-Rescue Department Goal #7: To reduce the potential of loss of life and property through fire prevention and fire code enforcement services.

Objectives:

- Palm Beach Fire-Rescue will provide timely, efficient, and effective fire inspection services that enhance the life safety within the Town of Palm Beach.
- Palm Beach Fire-Rescue will provide High-Rise Fire Safety training for the citizens of the Town of Palm Beach.
- Palm Beach Fire-Rescue will provide Fire Extinguisher training for the citizens and businesses of the Town of Palm Beach.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Estimated FY14	Projected FY15
Total Inspections Conducted	1795	1665	1948	1894	1921
Inspections conducted by shift members	*	568	893	857	875
Inspections conducted by Fire Prevention	1795	1097	1055	1037	1046

* Prior to FY12, all inspections were completed by Fire Prevention.

Fire Prevention Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Estimated FY14	Projected FY15
% of Assigned Fire Inspections Completed	100%	100%	100%	100%	100%
Building Plans Reviewed	836	790	952	887	920
Pre-Fire Plans Completed	130	150	178	180	190
Fire Hydrants Tested and Maintained	371	390	390	390	390
High Rise Safety Training Programs delivered	6	8	11	14	15
Fire Extinguisher Training Programs delivered	4	6	6	7	9

PROGRAM: CODE ENFORCEMENT 216

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

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

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

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	183,943	182,935	188,731	188,731	188,731	171,258	-9.26%
Employee Benefits	72,223	87,609	87,744	87,744	91,224	90,369	2.99%
Contractual	21,485	22,105	23,360	23,360	18,714	21,660	-7.28%
Commodities	9,915	8,356	11,300	11,300	8,800	7,550	-33.19%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	608	899	3,258	3,258	3,258	8,403	157.92%
Other	-	-	-	-	-	-	0.00%
TOTALS	288,174	301,904	314,393	314,393	310,727	299,240	-4.82%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

Decrease is the result of the retirement of senior employees that were replaced with entry level staff. The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Decrease is the result of a reduction in monies budgeted for property clean-up expenses.

Commodities:

Decrease is the result of reductions in the office supply, vehicle maintenance, and fuel accounts.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Support Services Captain	0.500	-	-	-	-
Lead Code Compliance Officer II	1.000	1.000	1.000	1.000	1.000
Code Compliance Officer I	1.500	1.500	1.000	1.000	1.000
Parking/Code Enforcement Manager	0.500	0.500	0.500	0.500	0.500
Parking/Code Enforcement Specialist	0.750	0.750	0.750	0.750	0.750
	4.250	3.750	3.250	3.250	3.250

Code Enforcement Program Fiscal Year 2014 Accomplishments

- ❖ The unit focused on hedge inspections to ensure the safety of pedestrians on sidewalks and vehicles as they merge onto cross streets.
- ❖ **The Code Enforcement Board embarked on the process of review and codification of the Town’s Ordinances in order to improve compliance and enforcement measures.**

Fiscal Year 2015 Goals and Performance Measures

Police Department Goal #2 – Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community.

Objectives:

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

Performance Measures

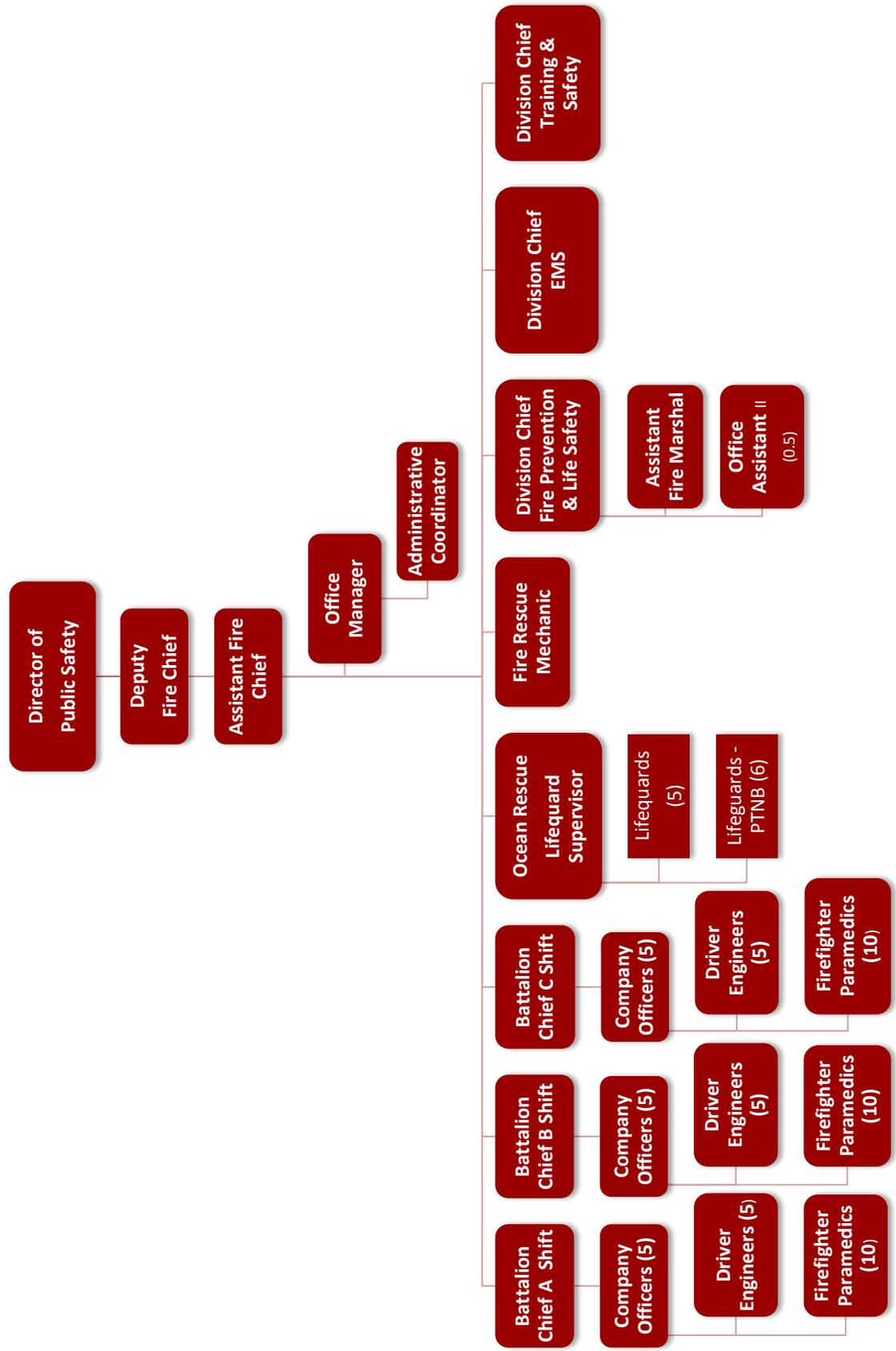
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Code Violation Complaints	1622	1944	1306	1078	1200
Code Violations Issued	381	725	210	174	200
Code Violation Cases Brought for CEB	172	184	147	76	100



Fire-Rescue



Town of Palm Beach Fire Rescue



Fire-Rescue Department FY2015 Goals

Fire Rescue Department Goal #1: To monitor and mitigate any effects from the closure of the Flagler Memorial Bridge.

Objectives: Palm Beach Fire-Rescue will attend all FDOT Flagler Bridge meetings and communicate any logistic issues/information to the appropriate staff/units for action.

Objectives: Palm Beach Fire-Rescue will work with the Florida Department of Transportation (FDOT) on implementation of a traffic preemption system that will preempt traffic lights in advance of the approach fire and EMS units for intersections affected by the bridge construction project.

Objectives: Palm Beach Fire-rescue will closely coordinate our response and transports to the hospital with the Police Department, utilizing police officers to clear intersection for high priority calls.

Objectives: Palm Beach Fire-rescue will utilize the Trauma Hawk helicopter to transport seriously ill patients to the hospital if delays are created by the bridge construction project.

Fire Rescue Department Goal #2: To improve operational efficiencies by maximizing the use of technology.

Objectives: Palm Beach Fire-Rescue will implement the Opticom traffic preemption technology that will preempt traffic lights in advance of the approach fire and EMS units to allow traffic to clear and provide a more accessible roadway for response.

Objectives: Palm Beach Fire-Rescue will implement Automated Vehicle Location / GPS technology that will respond the closest available unit to an emergency.

Objectives: Palm Beach Fire-Rescue will implement technology to bridge the gap between the emergency department and the field through the use of telemedicine.

Objectives: Palm Beach Fire Rescue will implement new technology to capture real time patient care information, to directly integrate medical device data into our patient care reports, to provide members in the field with access to past medical record data in an effort to improve patient care, improve billing collection, and to provide better documentation. (Note this goal is being pursued with a 75% / 25% State EMS Matching Grant.)

Fire Rescue Department Goal #3: Palm Beach Fire-Rescue will increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach.

Objectives: Palm Beach Fire-Rescue reduce the of False Fire alarm calls received.

<p>Objectives: Palm Beach Fire-Rescue will reduce response times for serious fire and emergency medical calls Town wide.</p>
<p>Objectives: Palm Beach Fire Rescue will redistribute existing personnel to increase the level of service of our North Fire Station. This goal will be accomplished after the arrival of our new Quint fire apparatus.</p>
<p>Fire Rescue Department Goal #4: To prepare upcoming leaders for the future challenges associated with managing our fire rescue department.</p>
<p>Objectives: Palm Beach Fire-Rescue will develop a formalized succession plan for future leadership positions.</p>
<p>Objectives: Palm Beach Fire-Rescue will identify high potential future leaders and will invest in them through training, education, and mentoring programs.</p>
<p>Fire Rescue Department Goal #5: To ensure the employees have the essential knowledge, skills, and abilities to deliver the high standard of care deserving of our community.</p>
<p>Objectives: Palm Beach Fire-Rescue will recruit and train high caliber firefighter and ocean rescue candidates.</p>
<p>Objectives: Palm Beach Fire-Rescue will conduct realistic live fire training at a regional training facility.</p>
<p>Objectives: Palm Beach Fire-Rescue will conduct realistic fire and EMS simulation based training.</p>
<p>Objectives: Palm Beach Fire-Rescue will conduct nationally recognized EMS certification training programs for all employees.</p>
<p>Fire Rescue Department Goal #6: To provide quality community outreach programs to include Automatic External Defibrillator training, Hands-only CPR training, and fall prevention awareness to the citizens of the Town of Palm Beach.</p>
<p>Objectives: Palm Beach Fire-Rescue will encourage AED ownership within the community, provide AED training, and track the AED maintenance requirements for AED owners to enhance the Town of Palm Beach Heart Safe AED program.</p>
<p>Objectives: Palm Beach Fire-Rescue will encourage the citizens of the Town of Palm Beach and those who work here to be trained in CPR.</p>
<p>Objectives: Palm Beach Fire-Rescue will research, develop, and implement a fall prevention program for the citizens of the Town of Palm Beach.</p>
<p>Fire Rescue Department Goal #7: To reduce the potential of loss of life and property through fire prevention and fire code enforcement services.</p>
<p>Objectives: Palm Beach Fire-Rescue will provide timely, efficient, and effective fire inspection services that enhance the life safety within the Town of Palm Beach.</p>

Objectives: Palm Beach Fire-Rescue will provide High-Rise Fire Safety training for the citizens of the Town of Palm Beach.

Palm Beach Fire-Rescue will provide Fire Extinguisher training for the citizens and businesses of the Town of Palm Beach.

Fire Rescue Department Goal #8: To ensure the safety and security of residents and visitors using the Town's Public Beaches.

Objectives: Palm Beach Fire-Rescue will educate the public to potential beach and ocean hazards.

Objectives: Palm Beach Fire-Rescue will prevent beach and ocean drowning and injury incidents.

Objectives: Palm Beach Fire-Rescue will provide ocean rescue lifesaving for threatened parties.

DEPARTMENT: FIRE-RESCUE

Mission: To provide for a high-quality of life for 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.

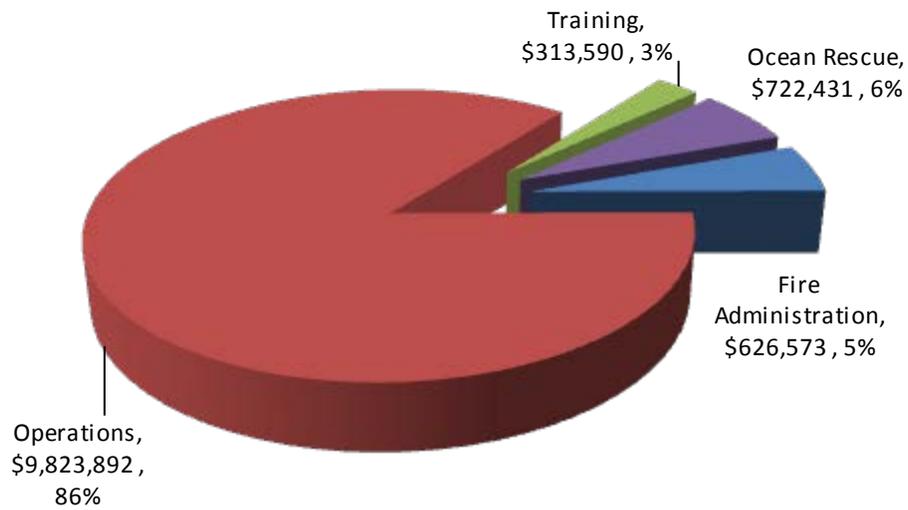
Revenue Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Fema Grant - Fire-Rescue	-	-	-	-	26,250	100.00%
Fire Supplemental Compensation	32,741	30,402	33,000	30,000	33,000	0.00%
Special Detail-Fire	31,773	21,265	45,000	30,000	30,000	-33.33%
Fire Prev Bonfires	4,800	3,600	4,000	5,000	4,000	0.00%
Fire Prev Fire Hydrant	-	400	500	500	500	0.00%
Fire Prev Hot Work	54,228	58,037	35,000	48,000	45,000	28.57%
Fire Prev Public Assembly	1,711	1,285	2,000	1,400	2,000	0.00%
False Fire Alarms	15,555	23,330	10,000	17,000	15,000	50.00%
Fire Prev Fireworks	20,000	12,000	12,000	12,000	14,000	16.67%
Fire Prev Technical Fire Insp	42,389	39,130	40,000	40,000	40,000	0.00%
Fire Prev Annual Ins Fee	88,976	113,773	120,000	120,000	115,000	-4.17%
Ems Transport Fees	477,169	325,967	400,000	350,000	350,000	-12.50%
Room Rental Dep - South Fire	136	189	-	-	-	0.00%
	769,478	629,378	701,500	653,900	674,750	-3.81%

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	6,092,483	5,948,844	6,157,118	6,157,118	6,157,118	6,437,380	4.55%
Employee Benefits	2,842,061	3,200,625	3,723,949	3,723,949	3,755,298	3,898,630	4.69%
Contractual	371,327	284,658	325,525	333,909	331,721	324,193	-0.41%
Commodities	223,127	234,567	237,450	237,710	236,160	250,291	5.41%
Capital Outlay	-	-	14,000	14,000	-	35,000	150.00%
Depreciation	590,600	593,043	573,269	573,269	573,269	540,992	-5.63%
Other	-	-	-	-	-	-	0.00%
TOTALS	10,119,598	10,261,737	11,031,311	11,039,955	11,053,566	11,486,486	4.13%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.



	FY2012	FY2013	FY2014	FY2015
Full Time Equivalent Employees	82.900	79.900	75.900	76.900

Changes to FTEs:

- Elimination of 3 Driver Engineer positions through attrition
- Addition of 3 Lieutenant positions at North Fire Station
- Addition of 1 temporary Firefighter position to cover for extended military leave.

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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	376,530	365,251	351,506	351,506	351,506	366,176	4.17%
Employee Benefits	156,376	177,775	187,779	187,779	198,581	196,966	4.89%
Contractual	76,458	49,834	59,350	59,350	56,450	47,450	-20.05%
Commodities	12,619	9,442	11,350	11,350	10,800	11,500	1.32%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	4,700	3,986	3,986	3,986	3,986	4,481	12.42%
Other	-	-	-	-	-	-	0.00%
TOTALS	626,683	606,288	613,971	613,971	621,323	626,573	2.05%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Decreases in data/radio expense, postage, printing, and bank service charges were offset by increases for the annual subscription for the new Vinelight (Fire Intelligence software) program and licenses for Operative QI (inventory software), the replacement of the copier at Station 1, and increases in annual depreciation of equipment.

Commodities:

This category includes a slight decrease in computer software offset by an increase in memberships.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Fire-Rescue Chief	1.000	-	-	-	-
Director of Public Safety	-	0.500	0.500	0.500	0.500
Deputy Fire Rescue Chief	-	1.000	1.000	1.000	1.000
Assistant Chief, Administration	1.000	-	-	-	-
Office Manager	1.000	1.000	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	1.000	1.000	1.000
Medical Billing Specialist	1.000	1.000	1.000	-	-
	5.000	4.500	4.500	3.500	3.500

Fire-Rescue Administration Program Fiscal Year 2014 Accomplishments	
❖	Worked with the FL DOT and other agencies to address traffic and response concerns during ongoing bridge construction and repair.
❖	Emergency operations were reviewed and adjusted to account for any contingency due to bridge construction.
❖	Added Opticom traffic preemption system to two additional intersections.
❖	Implemented a new Business Intelligence Analysis software system to provide greater access to department data for decisions making.
❖	Hired 14 new firefighters, promoted 2 new Driver Engineers
❖	Completed the specification, design, and purchase of a new “quint” type fire apparatus to replace both a fire engine and a ladder truck – delivery scheduled for December 2014
❖	Implemented new procedure on Controlled Substance Handling and Security.
❖	Implemented Priority Dispatch system and revised response policies to match resources to risks and needs.

Fiscal Year 2015 Goals and Performance Measures

Town Council Priority #5

Continue to aggressively monitor FDOT’s Flagler Memorial Bridge Project and implement coordinated actions with other governmental authorities (State, County, City of West Palm Beach) to mitigate impacts of any short-term or long-term complete closure of the bridge.

Fire Rescue Department Goal #1: To monitor and mitigate any effects from the closure of the Flagler Memorial Bridge.

Objectives:

- Attend all FDOT Flagler Bridge meetings and communicate any logistic issues/information to the appropriate staff/units for action
- Work with the Florida Department of Transportation (FDOT) on implementation of a traffic preemption system that will preempt traffic lights in advance of the approach fire and EMS units for intersections affected by the bridge construction project.
- Closely coordinate Fire-Rescue response and transports to the hospital with the Police Department, utilizing police officers to clear intersection for high priority calls.
- Utilize the Trauma Hawk helicopter to transport seriously ill patients to the hospital if delays are created by the bridge construction project

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
100% of the FDOT meeting were attended by management personnel	Attend all future meetings as necessary until completion of project

The FDOT funded installation of the OPTICOM system on 100% of emergency vehicles and on 6 intersection traffic lights along the designated transport route for ambulances.	Monitor the effectiveness of the system and work towards installation on additional intersections as necessary within the Town
Response procedures have been coordinated with Police, tested, and used on several occasions with 100% success	Monitor the continued effectiveness of the response procedure and adjust as necessary
Three additional landing zones within Town were added and the helicopter transport procedures were updated and tested.	Monitor the continued effectiveness of the helicopter usage for transport of high priority patients during the bridge closure.

Fire Rescue Department Goal #4: To prepare upcoming leaders for the future challenges associated with managing our fire rescue department.

Objectives:

- **Palm Beach Fire-Rescue will develop a formalized succession plan for future leadership positions.**
- **Identify high potential future leaders and will invest in them through training, education, and mentoring programs.**

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
A succession plan was developed identifying top talent for future leadership roles.	Top talent will be mentored, encouraged, and developed for future leadership roles.
Leadership coaching was implemented for 100% of Supervisory personnel and has been expanded to the entire organization.	Monitor the effectiveness of the coaching and continue to invest in the advancement of leadership skills for 100% of the supervisory personnel.
Developed a mentoring program to invest in the high potential future leaders identified.	Implement the mentoring program to develop the high potential future leaders identified. Continue to identify potential future leaders.
41% of the department attended college level classes.	Encourage those who attend to complete their degrees. Stimulate others to pursue higher education.

Fire-Rescue Administration Productivity Measures

Effectiveness/Output Measures:	FY13	Estimated FY14	Projected FY15
Leadership training sessions	35	57	69
Future leaders mentored	4	18	15
College level class attendees	26	28	36

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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	5,278,596	5,129,716	5,285,601	5,285,601	5,285,601	5,536,718	4.75%
Employee Benefits	2,496,823	2,799,682	3,191,751	3,191,751	3,206,300	3,335,346	4.50%
Contractual	183,728	145,097	163,875	171,229	171,941	162,543	-0.81%
Commodities	206,725	219,772	221,500	221,760	220,760	229,491	3.61%
Capital Outlay	-	-	14,000	14,000	-	35,000	150.00%
Depreciation	571,000	574,005	556,126	556,126	556,126	524,794	-5.63%
Other	-	-	-	-	-	-	0.00%
TOTALS	8,736,872	8,868,272	9,432,853	9,440,467	9,440,728	9,823,892	4.15%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

The Other Contracted Services account was reduced due to the elimination of maintenance contracts on medical equipment that is being replaced through the Equipment Replacement Fund or is obsolete and no longer needed. Elimination of obsolete equipment also created a reduction in annual depreciation. There was a slight increase in the contract for radio maintenance, battery replacement, and accessories due to equipment age.

Commodities:

Decreases in fuel/motor oil expenses, medical supplies, and permit/certification fees were offset by increases in the Other Supplies and Minor Operating Equipment accounts for foam, and replacement of gas monitors, hydrant testing and cyanide detecting equipment.

Capital Outlay:

This category includes the annual EMS Grant. The proposed grant request is for eight (8) Panasonic mobile tablets and associated hardware. This is a matching grant which, if awarded, will be offset 75% by grant funds.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Assistant Fire-Rescue Chief	1.000	1.000	1.000	1.000	1.000
Battalian Chief	3.000	3.000	3.000	3.000	3.000
Division Chief - EMS Coordinator	1.000	1.000	1.000	1.000	1.000
Lieutenant / Paramedic	18.000	17.000	15.000	15.000	18.000
F/F, Driver/Engineer, Paramedic or EMT	18.000	17.000	15.000	15.000	12.000
Firefighter, Paramedic or EMT	28.000	28.000	30.000	27.000	28.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Master Mechanic	1.200	1.200	0.200	0.200	0.200
Mechanic Assistant	-	-	-	-	-
	70.400	68.400	65.400	62.400	63.400

Operations Program Fiscal Year 2014 Accomplishments

❖ Purchased and placed in service new ECG Monitor / Defibrillators with data capture and transfer technology.
❖ Implemented new response policy for Automatic Fire Alarms to improve safety for residents and firefighters.
❖ Decrease Fire Rescue average response times for high priority calls.
❖ Reduced the number of false Automatic Fire Alarm calls.
❖ Implemented a telemedicine link between rescue truck at North Fire Station and Good Samaritan Hospital.
❖ Implemented new inventory management system.

Fiscal Year 2015 Goals and Performance Measures

Fire Rescue Department Goal #2: To improve operational efficiencies by maximizing the use of technology.

Objectives:

- Implement the Opticom traffic preemption technology that will preempt traffic lights in advance of the approach fire and EMS units to allow traffic to clear and provide a more accessible roadway for response.
- Implement Automated Vehicle Location / GPS technology that will respond the closest available unit to an emergency.
- Implement technology to bridge the gap between the emergency department and the field through the use of telemedicine.
- Palm Beach Fire Rescue will implement new technology to capture real time patient care information, to directly integrate medical device data into our patient care reports, to provide members in the field with access to past medical record data in an effort to improve patient care, improve billing collection, and to provide better documentation.

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
OPTICOM system implemented in 100% of designated units/areas. (12 vehicles, 6 intersections)	Monitor the effectiveness of the system and work towards installation on additional intersections as necessary within the Town.
AVL system has been installed to 100% of the emergency response units.	Testing and implementation of the system for closest unit response will occur in FY15.
Telemedicine links will be utilized in all Rescue Trucks.	Video based telemedicine link will be expanded to all rescue trucks, data transfer of vital signs and heart rhythm will be implemented in all rescue trucks.
Real time patient data capture technology will be implemented in all rescue trucks.	An electronic tablet based data capture system will be implemented in all rescue trucks during FY15.
Technology is still currently being researched.	Continue to research available technology

Fire Rescue Department Goal #3: Palm Beach Fire-Rescue will increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach.

Objectives:

- **Palm Beach Fire-Rescue will reduce the number of False Fire Alarm calls received.**
- **Reduce the response time for serious fire and emergency medical calls**
- **Palm Beach Fire Rescue will redistribute existing personnel to increase the level of service of our North Fire Station.**

Performance Measures				
Effectiveness/Output Measures:	FY12	FY13	Estimated FY14	Projected FY15
False Fire alarm calls received.	634	598	530	475
Response time (dispatched to arrival) for serious fire calls.	4:40	4:35	4:24	4:20
Response time (dispatched to arrival) for serious EMS calls.	4:04	4:02	3:45	3:40
Number of personnel assigned to the North Fire Station	4	4	4	5

Fire Rescue Department Goal #6: To provide quality community outreach programs to include Automatic External Defibrillator training, Hands-only CPR training, and fall prevention awareness to the citizens of the Town of Palm Beach.

Objectives:

- Encourage AED ownership within the community, provide AED training, and track the AED maintenance requirements for AED owners to enhance the Town of Palm Beach Heart Safe AED program.
- Encourage the citizens of the Town of Palm Beach and those who work here to be trained in CPR.
- Research, develop, and implement a fall prevention program for the citizens of the Town of Palm Beach.

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
Partnered with the Palm Beach Civic Association and Palm Beach Citizens Association to raise awareness of the benefits of AED ownership with residential and business owners within the Town.	Continue to raise the awareness of the benefits of AED ownership.
Partnered with the Palm Beach Civic Association and Palm Beach Citizens Association to raise awareness the risks of falls to the elderly and the benefits of fall prevention.	Continue to raise the awareness of the risk of falls and to educate the public on fall prevention.
Held an open house mass CPR training event at all of the fire stations. Public education personnel and crews continue to provide CPR training on an ongoing basis.	Continue to encourage the citizens, businesses, and employees of the Town of Palm Beach to be trained in CPR and the use of an AED.
Personnel have been trained in fall prevention awareness.	Implement a fall prevention program that recognizes the potential for fall accidents before they occur. Educate personnel on how to recognize obstacles and then notify the appropriate personnel.

Fire-Rescue Training Productivity Measures

Effectiveness/Output Measures:	Estimated FY14	Projected FY15
Citizens trained in CPR/AED use	325	425
Police Officers trained in CPR/AED	55	66
Fall Prevention Awareness- train the trainer (personnel trained)	3	60
AEDs registered in Town	140	200

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, Haz Mat, 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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	113,702	118,364	119,773	119,773	119,773	125,008	4.37%
Employee Benefits	42,332	58,344	70,009	70,009	69,633	73,182	4.53%
Contractual	110,846	89,386	101,500	102,530	102,530	113,400	11.72%
Commodities	2,485	4,053	2,000	2,000	2,000	2,000	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	269,365	270,147	293,282	294,312	293,936	313,590	6.92%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

A significant increase in the Other Contracted Services account is included for EMS skills-based training. Funding for community outreach programs increased by 17%.

Commodities:

Accounts within this category remained unchanged.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Division Chief - Training/Safety	1.000	1.000	1.000	1.000	1.000

Training Program Fiscal Year 2014 Accomplishments

- ❖ Increased supervisory employee mentoring through bi-monthly live webinar sessions with our leadership coach.
- ❖ Held 6 college level classes that are required promotions at our department.
- ❖ Trained all paramedics in Pediatric Advanced Life Support.
- ❖ Developed highly skilled employees through documented EMS and fire based skills training completing over 13,500 combined hours.
- ❖ Successfully developed 10 new recruit Firefighters through an extensive probationary training program.

Fiscal Year 2015 Goals and Performance Measures

Fire Rescue Department Goal #5: To ensure the employees have the essential knowledge, skills, and abilities to deliver the high standard of care deserving of our community.

Objectives:

- Recruit and train high caliber firefighter candidates.
- Conduct realistic live fire training at a regional training facility.
- Palm Beach Fire-Rescue will conduct realistic fire and EMS simulation based training.
- Conduct nationally recognized EMS certification training programs for all employees.

Performance Measures			
Effectiveness/Output Measures:	FY13	Estimated FY14	Projected FY15
Conducted firefighter/EMT/paramedic interviews to identify high caliber recruits	80 candidates	414 candidates	200 candidates
Conducted live fire training at Palm Beach State College for 100% of shift personnel	27 sessions	20 sessions	36 sessions
Utilized Target Safety online EMS certification training program	70 personnel	71 personnel	71 personnel
Florida Atlantic University simulation lab sessions conducted	45 sessions	13 sessions	27 sessions
Fire Simulation training sessions conducted	0 sessions	0 sessions	24 sessions

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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	323,655	335,513	400,238	400,238	400,238	409,478	2.31%
Employee Benefits	146,530	164,824	274,410	274,410	280,784	293,136	6.82%
Contractual	295	341	800	800	800	800	0.00%
Commodities	1,298	1,300	2,600	2,600	2,600	7,300	180.77%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	14,900	15,052	13,157	13,157	13,157	11,717	-10.94%
Other	-	-	-	-	-	-	0.00%
TOTALS	486,678	517,030	691,205	691,205	697,579	722,431	4.52%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Commodities:

All expenses for fuel/motor oil were transferred to Program 417; however, the proposed purchase of three AEDs and two new rescue boards created a net increase in this category.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Supervisor/Lifeguard	1.000	-	-	1.000	1.000
Assistant Supervisor/Lifeguard	2.000	2.000	1.000	-	-
Lifeguard On-Call	-	3.000	3.000	3.000	3.000
Lifeguard	7.000	4.000	5.000	5.000	5.000
	10.000	9.000	9.000	9.000	9.000

Ocean Rescue Program Fiscal Year 2014 Accomplishments
❖ No loss of life due to drowning or other causes on Town Public beaches
❖ Conducted water rescue / survival training with shift Fire Rescue personnel.
❖ Screened, interviewed and tested personnel to expand part time guard pool
❖ Hire 3 new Part-Time Lifeguards.

Fiscal Year 2015 Goals and Performance Measures

Fire Rescue Department Goal #5: To ensure the employees have the essential knowledge, skills, and abilities to deliver the high standard of care deserving of our community.

Objectives:

- Recruit and train high caliber ocean rescue candidates.

Performance Measures		
Effectiveness/Output Measures:	Estimated FY14	Projected FY15
Additional personnel hired to expand Ocean Rescue temporary/part time Lifeguard pool.	3	4

Fire Rescue Department Goal #8: To ensure the safety and security of residents and visitors using the Town’s Public Beaches.

Objectives:

- Educate the public to potential beach and ocean hazards.
- Prevent beach and ocean drowning and injury incidents.
- Provide ocean rescue lifesaving for threatened parties

Performance Measures		
Effectiveness/Output Measures:	Estimated FY14	Projected FY15
New Informational signage / public educational interaction	4/daily interact	6/daily interact
Preventative safety measures implemented	4001	4300
Official hazardous conditions water training (Rip Current, Surf)	20 hrs per guard	24 hrs per guard

Fire-Rescue – Ocean Rescue Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Estimated FY14	Projected FY15
Beach Attendance	478,745	490,002	491,034	494,100	495,000
Ocean Rescues	43	30	24	20	25
Preventive Actions	4,001	3,995	3,990	4,001	4,300



Police



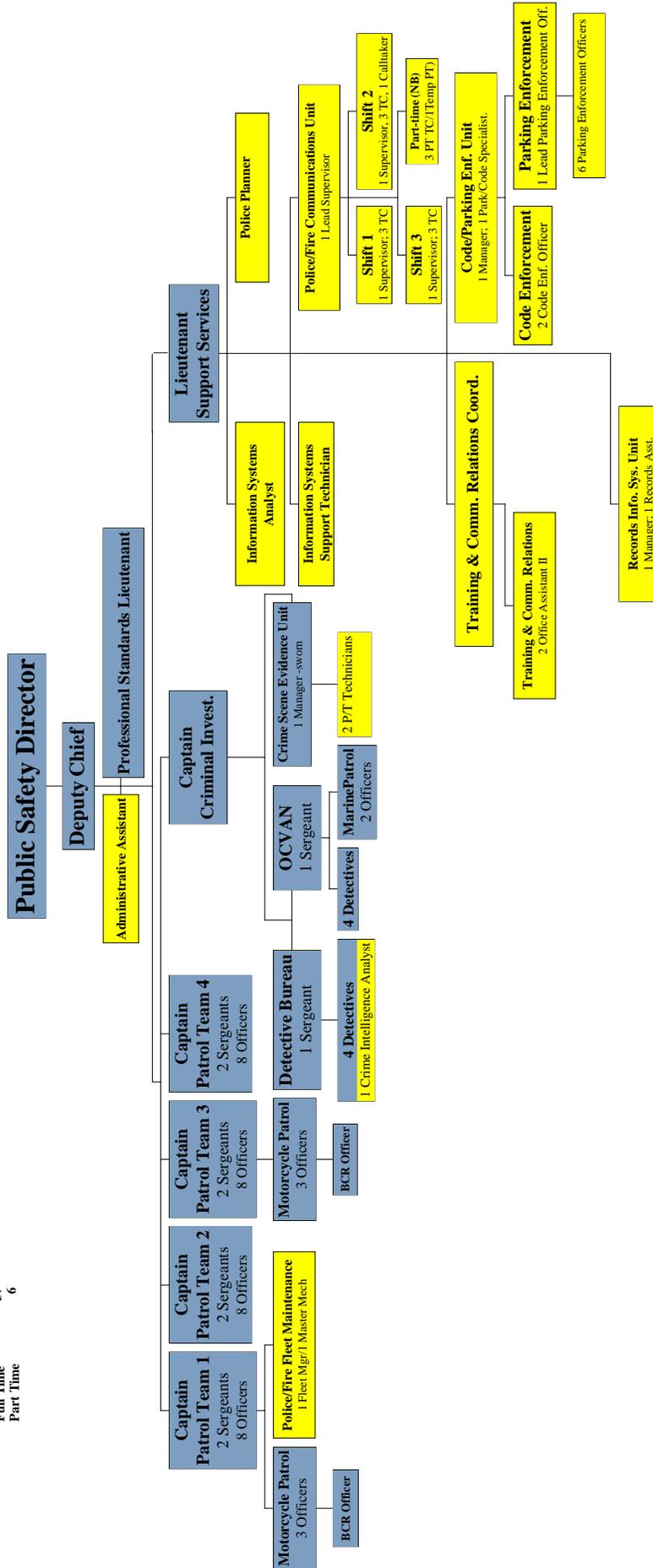
PALM BEACH POLICE DEPARTMENT

ORGANIZATIONAL CHART

FY15 PROPOSED

Staffing Level

Position	Authorized #
Public Safety Director	1
Deputy Chief	1
Captains	5
Lieutenant	2
Sergeants	10
Police Officers	51
Total Sworn	70
Total Civilian:	37
Full Time	6
Part Time	6



Palm Beach Police Department FY2015 Goals

Police Department Goal #1: Monitor the allocation of resources to ensure the public's safety, address traffic flow issues, and provide timely communications.

OBJECTIVES: Use the Townwide Camera and Security system to mitigate construction and traffic issues impacting residents, the business community, and visitors.

OBJECTIVES: Utilize Emergency Operations Plans and other pro-active measures to ensure the allocation of resources to allow sufficient traffic flow during rush hour and for all emergency vehicles.

OBJECTIVES: Attend all FDOT Flagler Bridge meetings and communicate any logistics issues/information to appropriate staff/units for action.

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

Police Department Goal #2: Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community.

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

OBJECTIVE: Engage the capabilities of the Townwide Security System and continue to expand the system through private/public partnerships.

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

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

Police Department Goal #3: Develop and maintain an organizational environment that is professionally rewarding, challenging and that promotes leadership succession to address the future challenges of the police department.

OBJECTIVES: Recruit and train high caliber police candidates.

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

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVE: Use innovative and pro-active measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes.

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

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

Police Department Goal #5: Provide for the safe and efficient use of parking spaces for residents and business patrons.

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

DEPARTMENT: POLICE

Mission: The Palm Beach Police Department is dedicated to:

- the prevention of crime and the protection of life and property;
- the preservation of peace, order and safety;
- the enforcement of laws and ordinances; and,
- the safeguarding of constitutional guarantees

Through pro-active and creative means.

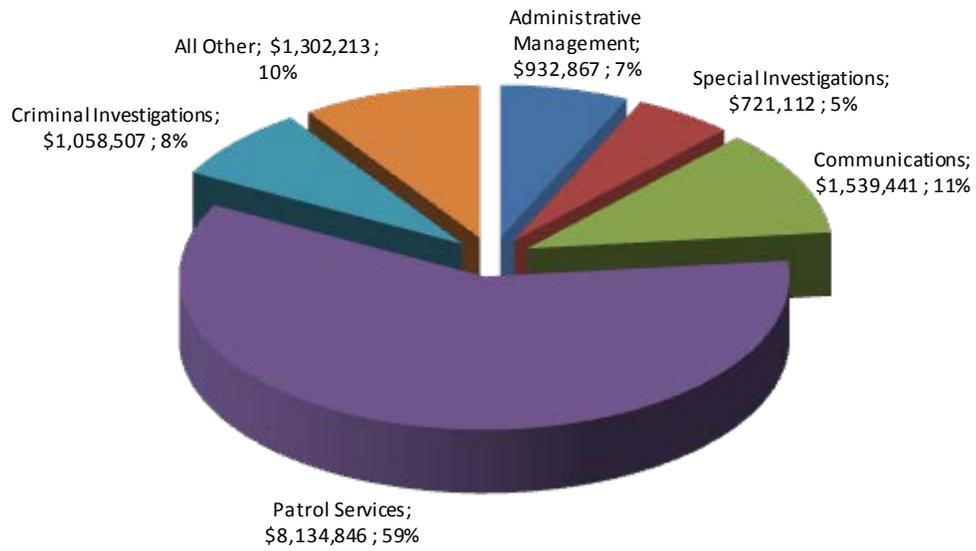
Revenue Summary

	FY2012	FY2013	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Projected	Budget	Change
Bullet Proof Vests Grant	8,073	3,861	7,000	7,000	2,500	-64.29%
Fdle Justice Assistance Grant	-	-	-	-	-	0.00%
911 Equip Reimbursement	115,965	55,463	100,000	85,000	108,000	8.00%
Seized Tag	2,650	2,967	3,000	3,200	3,000	0.00%
\$12.50 Citation Monies	-	25,522	15,000	10,000	5,000	-66.67%
Special Assignment Ot - Other	1,078,853	631,809	650,000	630,000	625,000	-3.85%
Police Id Cards	17,564	17,219	20,000	20,000	20,000	0.00%
Burglar Alarm False Alarm Fees	77,490	85,550	75,000	65,000	25,000	-66.67%
Burglar Alarm Registration Fee	46,873	47,903	50,000	50,000	50,000	0.00%
Burglar Alarm - Penalties	3,671	5,147	5,000	5,000	5,000	0.00%
Burglar Alarm - Direct Connect	6,729	5,600	6,000	10,000	50,000	733.33%
Valet Parking Permit	10,850	11,100	10,000	10,000	10,000	0.00%
Fines - Other Parking	512,011	558,859	650,000	700,000	700,000	7.69%
Fines - Parking Meters	75,030	63,786	75,000	45,000	50,000	-33.33%
Row Parking Violation Fines	11,980	9,258	10,000	20,000	20,000	100.00%
Moving Violations	42,626	8,121	20,000	10,000	10,000	-50.00%
Revenue/2nd \$ Funding	5,672	1,840	6,000	4,000	4,000	-33.33%
Boot Fees	29,370	21,000	25,000	25,000	26,000	4.00%
Penalty - Other Parking	148,863	153,335	160,000	165,000	165,000	3.13%
Penalty - Parking Meters	31,800	21,593	25,000	25,000	25,000	0.00%
Code Compliance Fines	233,450	681,546	200,000	800,000	200,000	0.00%
Code Compliance Admin Fee	15,000	11,450	10,000	10,000	10,000	0.00%
Rebate For Town Towing	1,910	1,656	2,000	1,900	2,000	0.00%
	2,476,430	2,424,585	2,124,000	2,701,100	2,115,500	-0.40%

Expenditure Summary

	FY2012	FY2013	FY2014	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Adjusted*	Projected	Budget	Change
Salaries and Wages	7,640,171	7,043,090	7,676,085	7,676,085	7,043,306	7,694,591	0.24%
Employee Benefits	3,542,089	3,770,286	4,587,361	4,587,361	4,741,917	4,760,819	3.78%
Contractual	376,938	360,204	405,650	426,932	416,369	438,922	8.20%
Commodities	355,484	363,705	365,220	365,597	329,965	372,095	1.88%
Capital Outlay	-	30,661	-	6,283	6,283	5,700	100.00%
Depreciation	347,103	428,271	473,318	473,318	473,318	416,859	-11.93%
Other	-	-	-	-	-	-	0.00%
TOTALS	12,261,785	11,996,217	13,507,634	13,535,576	13,011,158	13,688,986	1.34%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.



	FY2012	FY2013	FY2014	FY2015
Full Time Equivalent Employees	102.850	104.350	103.350	103.350

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, the Department and the Union.
- Develop staff members for future leadership roles.

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	584,372	590,161	555,314	555,314	560,000	562,497	1.29%
Employee Benefits	216,763	225,104	270,246	270,246	284,421	287,823	6.50%
Contractual	28,638	68,881	44,700	49,150	50,300	46,447	3.91%
Commodities	34,198	37,943	36,100	36,100	36,100	36,100	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,157	1,358	2,707	2,707	2,707	-	-100.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	865,128	923,447	909,067	913,517	933,528	932,867	2.62%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Slight increase is the result of additional funding for employee educational reimbursement expenses.

Commodities:

No change in commodity expenses.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Director of Public Safety	-	0.500	0.500	0.500	0.500
Police Chief	1.000	-	-	-	-
Deputy Police Chief	-	1.000	1.000	1.000	1.000
Major	2.000	1.000	1.000	-	-
Lieutenant	-	-	-	2.000	2.000
Sergeant	1.000	1.000	1.000	-	-
Police Planner	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
	6.000	5.500	5.500	5.500	5.500

Police Administration Program Fiscal Year 2014 Accomplishments	
❖	The Department hired 13 officers who participated and completed the 13 week Field Training program.
❖	Through reorganization the Department created 2 positions: a Lieutenant of Support Services and a Professional Standards Lieutenant and promoted two sergeants to these positions.

Fiscal Year 2015 Goals and Performance Measures

Town Council Budget Priority #5 – Continue to aggressively monitor FDOT’s Flagler Memorial Bridge Project and implement coordinated actions with other government authorities (State, County, City of West Palm Beach) to mitigate impacts of any short-term or long-term complete closure of the bridge

Police Department Goal #1: Monitor the allocation of resources to ensure the public’s safety, address traffic flow issues, and provide timely communications.

OBJECTIVES:

- Attend all FDOT Flagler Bridge meetings and communicate any logistics issues/information to appropriate staff/units for action.
- Provide relevant and timely updates to the community through appropriate social and news media outlets.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Website Visitors	*24,012	35,552	33,196	39,341	40,000
FDOT/Community Meetings Attended	NA	NA	10	18	15

*New website released in January 2011

Police Department Goal #2 – Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community.

OBJECTIVE:

- Engage the capabilities of the Townwide Security System and continue to expand the system through private/public partnerships.
- Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the well-being of the community.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Alerts via Townwide Security System	NA	NA	14	196	250
Code Violations Issued	381	725	210	174	200

Police Department Goal #3 - Develop and maintain an organizational environment that is professionally rewarding, challenging and that promotes leadership succession to address the future challenges of the police department.

OBJECTIVES:

- Recruit and train high caliber police candidates.
- Identify high potential future leaders and invest in them through training, education and mentoring programs.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Applicants Interviewed	NA	NA	111	155	100
Applicants Completed FTO Training	NA	NA	9	13	10
Employees Trained	236	355	501	216	500
Training Hours	5759	4183	3638	2506	5000

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVE:

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

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
News Releases/Media Alerts	NA	NA	33	12	20
Crime Prevention Programs/Events	60	65	70	40	55

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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	340,443	319,279	416,430	416,430	326,100	379,178	-8.95%
Employee Benefits	187,507	206,031	260,150	260,150	253,444	299,402	15.09%
Contractual	30,565	21,045	23,800	23,800	22,500	23,800	0.00%
Commodities	14,744	18,431	15,000	15,000	12,500	15,000	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	6,741	5,891	4,588	4,588	4,588	3,732	-18.66%
Other	-	-	-	-	-	-	0.00%
TOTALS	580,000	570,677	719,968	719,968	619,132	721,112	0.16%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

Decrease is due to the retirement/transfer of senior staff. The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

No change in contractual expenses.

Commodities:

No change in commodity expenses.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Sergeant	1.00	1.00	1.00	1.00	1.00
Officer	4.00	4.00	4.00	4.00	4.00
	5.00	5.00	5.00	5.00	5.00

OCVAN Program Fiscal Year 2014 Accomplishments

❖ The unit successfully investigated several high financial profile cases to include Scheme to Defraud; Elderly Exploitation, Construction Fraud, Embezzlement, and Identity Theft.
❖ The unit targeted area hotels leading to the reduction of prostitution and arrests for drug sales and narcotics trafficking.
❖ Efforts were focused on underage drinking at Town establishments which led to juveniles entering the Juvenile Program that educates teens on the health hazards associated with drinking.
❖ Participated in 2 countywide tasks force investigating internet crimes against children and other child trafficking that were responsible for numerous arrests involving sexual predators.

Fiscal Year 2015 Goals and Performance Measures

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVES:

- Use innovative and pro-active measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes.
- Investigate all cases to identify and arrest the offending party, recover property, and bring investigations to successful conclusions above national average clearance rates.

Performance Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Total Cases Investigated	184	167	52	109	100
Total Intelligence Reports (Received)	67	131	109	76	100
Disseminated Intelligence Bulletins	55	52	92	45	50

OCVAN Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Cases Investigated	184	167	52	109	100
Warrants Applied For	10	8	4	8	10
Arrest	16	14	9	17	15
Surveillance Hours	558	1759	468	150	300

PROGRAM: RECORDS INFORMATION SYSTEM UNIT 423

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

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

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

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	106,405	112,299	114,656	114,656	114,556	115,284	0.55%
Employee Benefits	49,437	58,700	69,858	69,858	71,963	57,244	-18.06%
Contractual	8,119	8,039	11,300	11,300	10,100	10,600	-6.19%
Commodities	3,783	3,182	4,200	4,200	6,688	3,000	-28.57%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	935	935	468	468	468	1,057	125.85%
Other	-	-	-	-	-	-	0.00%
TOTALS	168,679	183,155	200,482	200,482	203,775	187,185	-6.63%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan. One employee in this program entered the DROP.

Contractual:

Decrease is the result of a reduction in copier lease charges and usage.

Commodities:

Decrease is the result of a reduction in general office supply expenses.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Records Manager	1.000	1.000	1.000	1.000	1.000
Records Assistant I	1.000	1.000	1.000	1.000	1.000
	2.000	2.000	2.000	2.000	2.000

Records Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Incident Reports Received	1146	1039	1122	1149	1130
Citations/Violations Processed	3595	3596	3698	3403	3500
Public Records Request Processed	913	813	991	954	960

PROGRAM: TRAINING & 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 a result of Palm Beach Crime Watch, Inc.
- Recruit, place and manage volunteers for a variety of assignments
- Provide current training necessary for certification, retention, and advancement
- Provide accurate information to the public and news media regarding police activities
- Plan, process and track external training requests
- Develop new programs that stay abreast with current crime trends

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	165,808	170,929	181,968	181,968	140,150	158,245	-13.04%
Employee Benefits	87,342	75,241	89,238	89,238	92,094	97,391	9.14%
Contractual	2,720	2,631	9,000	9,000	8,000	8,000	-11.11%
Commodities	3,758	3,841	4,120	4,120	3,900	4,100	-0.49%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	4,783	5,232	4,890	4,890	4,890	900	-81.60%
Other	-	-	-	-	-	-	0.00%
TOTALS	264,411	257,874	289,216	289,216	249,034	268,636	-7.12%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

Decrease is due to the retirement of senior level staff that will be replaced with entry level position. The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Decrease is the result of a reduction in Website hosting and programming fees.

Commodities:

Slight decrease in publication/subscription expenses.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Training & Comm Relations Coord	-	-	1.000	1.000	1.000
Crime Prevention Specialist	1.000	1.000	1.000	-	-
Office Assistant II	1.000	1.000	1.000	2.000	2.000
Sergeant	-	1.000	-	-	-
	2.000	3.000	3.000	3.000	3.000

Training and Community Relations Program Fiscal Year 2014 Accomplishments	
❖	"Partners Promoting Bicycle Safety" partnered with local ice cream shop to promote child safety helmet usage.
❖	Migrated all data from Police Department website to the Town's newly created website.
❖	Rolled out new programs via the website: Tips; Identity Theft; Federal Trade Commission videos; and a slideshow on Police Bulletins.

Fiscal Year 2015 Goals and Performance Measures

Town Council Budget Priority #5 – Continue to aggressively monitor FDOT's Flagler Memorial Bridge Project and implement coordinated actions with other government authorities (State, County, City of West Palm Beach) to mitigate impacts of any short-term or long-term complete closure of the bridge.

Police Department Goal #1- Monitor the allocation of resources to ensure the public's safety, address traffic flow issues, and provide timely communications.

OBJECTIVES:

- Provide relevant and timely updates to the community through appropriate social and news media outlets.
- Use of the Townwide Camera and Security system to mitigate construction and traffic issues impacting residents, the business community, and visitors.

Performance Measures			
Effectiveness/Output Measures:	FY13	FY14	FY15
Public Eblasts (via website)	5	5	5
News Releases/Bulletins to Website	6	12	20
Website Updates (i.e. pictures, forms, flyers, etc.)	10	30	35

Police Department Goal #2 – Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community.

OBJECTIVE:

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

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Website Updates/Announcements	NA	NA	33	30	35
Website Hits	*24,012	35,552	33,196	39,341	40,000

Police Department Goal #3 - Develop and maintain an organizational environment that is professionally rewarding, challenging and that promotes leadership succession to address the future challenges of the police department.

OBJECTIVES:

- Recruit and train high caliber police candidates.
- Identify high potential future leaders and invest in them through training, education and mentoring programs.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Applications Received	NA	85	179	387	200
Applicants Interviewed	NA	61	111	155	100
Applicants Hired	NA	0	11	25	10
Applicants Completed FTO Program	NA	NA	9	21	10
Number of Hours of Training Provided	5759	4183	3638	2506	5,000
Number of Employees Trained	236	355	501	216	500

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVE:

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

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
**Crime Prevention /Community Activities/Meetings/Programs	60	65	70	40	55
Palm Beach Crime Watch Members	615	650	*135	145	150

*Actual paid members

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

PROGRAM: COMMUNICATIONS UNIT 425

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

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

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

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	720,318	754,405	861,598	861,598	749,000	883,074	2.49%
Employee Benefits	346,291	386,802	427,229	427,229	438,309	474,809	11.14%
Contractual	120,918	138,231	142,550	156,538	149,775	146,575	2.82%
Commodities	7,718	7,215	7,600	7,600	7,700	7,600	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	45,500	65,006	34,631	34,631	34,631	27,383	-20.93%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,240,745	1,351,659	1,473,608	1,487,596	1,379,415	1,539,441	4.47%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

Increase is the result of two additional Full-time Telecommunicators offset by the elimination of 2 Part-time Telecommunicator positions. The proposed budget for salaries and wages also includes performance based merit pay.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Increase is the result of slightly higher radio maintenance expenses.

Commodities:

No change in commodity expenses.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Lead Telecommunications Supervisor	-	1.000	1.000	1.000	1.000
Telecommunications Supervisor	3.000	2.000	2.000	3.000	3.000
Telecommunicator	10.000	10.000	10.500	9.500	10.500
Call-Taker	1.000	1.000	1.000	1.000	1.000
	14.000	14.000	14.500	14.500	15.500

Communications Program Fiscal Year 2014 Accomplishments

- ❖ The National Academy of Emergency Dispatch (NAED) AQUA Quality Assurance software was implemented and a quality assurance team was formed.
- ❖ Successfully passed Florida Department of Law Enforcement's Technical Audit in accordance with the CJIS Security Policy.
- ❖ Implemented new Department of Highway Safety and Motor Vehicles web based software (DAVID) to sworn staff and Communications personnel.

Fiscal Year 2015 Goals and Performance Measures

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVE:

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

Performance Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Average Call Dispatch Time (Police)	00:49	00:54	00:51	1:11	1:00
Average Call Dispatch Time (Fire/Medical)	00:25	00:16	00:19	00:26	00:20

Communications Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Police Calls	50,236	49,090	44,221	44,695	45,000
Fire Calls/Medical Calls	1,176	1,169	*2,447	2,475	2,450
Medical Calls	1,449	1,606	NA	NA	NA

*Fire and Medical calls are combined as a result of new Priority Dispatch software.

PROGRAM: CRIME SCENE/EVIDENCE UNIT 426

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

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

- Collect, record and preserve physical evidence found at crime scenes
- Prepare detailed investigative reports
- Sketching and photography, as needed
- Conduct laboratory analysis of forensic evidence
- Examination and comparison of latent fingerprints
- Preparation of cases for trial
- Submission of evidence to appropriate forensic laboratories for analysis
- Perform crime prevention services for the community to include fingerprinting and identification cards

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	127,603	130,201	139,152	139,152	130,500	142,815	2.63%
Employee Benefits	67,833	37,745	29,975	29,975	29,975	32,421	8.16%
Contractual	7,973	12,352	12,800	12,800	13,250	12,900	0.78%
Commodities	7,610	10,806	6,400	6,400	6,400	6,400	0.00%
Capital Outlay	-	-	-	6,283	6,283	5,700	100.00%
Depreciation	3,800	11,769	5,347	5,347	5,347	5,850	9.41%
Other	-	-	-	-	-	-	0.00%
TOTALS	214,819	202,873	193,674	199,957	191,755	206,086	6.41%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Slight increase is the result of increased equipment maintenance expenses.

Commodities:

No change in commodity expenses.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Crime Scene Evidence Manager	1.000	1.000	1.000	1.000	1.000
Crime Scene Technician II	1.000	1.000	1.000	1.000	1.000
Office Assistant II	0.500	0.500	0.500	-	-
	2.500	2.500	2.500	2.000	2.000

Crime Scene Program Fiscal Year 2014 Accomplishments	
❖	The unit participated in the Drug Enforcement Drug Take Back program and collected 83 pounds of prescription pharmaceuticals surrendered by Town Residents.
❖	Unit staff eliminated 3,246 items from the evidence vault; delivered 23 weapons, guns, and knives to the sheriff's office for destruction; researched 3 potential crime firearms through the Federal AFT eTrace Tracking system; and destroyed 211 pounds of narcotics.
❖	52 vehicle license plates from evidence were turned over to the County tag office for destruction.

Fiscal Year 2015 Goals and Performance Measures

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVES:

- Use innovative and pro-active measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Voluntary ID Cards	1097	1051	1011	1081	1000
Crime Scenes Processed	22	40	42	50	45

Crime Scene Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Latent Print Comparisons	1700	2066	2892	2122	2500
Fingerprint Identifications	60	26	33	39	35
Audio/Video/Photographic Evidence	541	647	698	747	725
Evidence Collected	993	1326	1105	1333	1200
Evidence Disposed Of	2423	2075	1418	3246	2500

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
- 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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	4,687,265	4,111,522	4,487,473	4,487,473	4,216,000	4,483,468	-0.09%
Employee Benefits	2,151,385	2,285,123	2,894,716	2,894,716	3,003,978	2,910,913	0.56%
Contractual	139,412	85,495	131,100	133,944	130,444	145,900	11.29%
Commodities	263,883	259,252	270,600	270,977	235,977	278,295	2.84%
Capital Outlay	-	27,666	-	-	-	-	0.00%
Depreciation	210,900	271,176	315,375	315,375	315,375	316,270	0.28%
Other	-	-	-	-	-	-	0.00%
TOTALS	7,452,845	7,040,234	8,099,264	8,102,485	7,901,774	8,134,846	0.44%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

Decrease is the result of the elimination of the Patrol Office Assistant and the retirement/resignation of senior officers who were replaced with entry level officers. The proposed budget for salaries and wages also includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Increase is the result of anticipated training costs associated with new hires; data line charges related to the camera system; and a maintenance contract for the new in-care video system.

Commodities:

Increase is the result of slightly higher vehicle maintenance related expenses.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Captain	3.000	4.000	4.000	4.000	4.000
Sergeant	9.000	8.000	8.000	8.000	8.000
Officer	42.000	42.000	42.000	42.000	42.000
Office Assistant II	1.000	1.000	1.000	1.000	-
Master Mechanic	0.800	0.800	0.800	0.800	0.800
Fleet Manager	0.800	0.800	0.800	0.800	0.800
	56.600	56.600	56.600	56.600	55.600

Police Patrol Program Fiscal Year 2014 Accomplishments	
❖	The Field Training Program was expanded from 6 to 12 officers in order to train 13 new officers required to participate in the 13 week training program.
❖	In response to the Flagler Bridge Closure, 3 high resolution live streaming cameras were installed at the bridges allowing the public to view the traffic conditions in real time.
❖	Advanced firearms training was completed focusing on disadvantaged officer ambush scenarios. The two part training consisted of firing weapons through windshield from seated position and firing from the driver's side door while maintaining cover from engaging threats.

Fiscal Year 2015 Goals and Performance Measures

Town Council Budget Priority #5 – Continue to aggressively monitor FDOT’s Flagler Memorial Bridge Project and implement coordinated actions with other government authorities (State, County, City of West Palm Beach) to mitigate impacts of any short-term or long-term complete closure of the bridge

Police Department Goal #1: Monitor the allocation of resources to ensure the public’s safety, address traffic flow issues, and provide timely communications.

OBJECTIVES:

- Use the Townwide Camera and Security system to mitigate construction and traffic issues impacting residents, the business community, and visitors.
- Utilize Emergency Operations Plans and other pro-active measures to allocate resources to allow sufficient traffic flow during rush hour and for all emergency vehicles.
- Attend all FDOT Flagler Bridge meetings and communicate any logistics issues/information to appropriate staff/units for action.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Alerts via Townwide Security System	NA	NA	14	196	250

Police Department Goal #2 – Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community.

OBJECTIVE:

- Engage the capabilities of the Townwide Security System and continue to expand the system through private/public partnerships.

- Expand Direct Connect users to improved alarm response to residents and the business community and reduce allocation of resources to false alarms.
- Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the well-being of the community.

Performance Measures			
Effectiveness/Output Measures:	FY13	FY14	FY15
Public Eblasts (via website)	5	5	5
News Releases/Bulletins to Website	6	7	15

Police Department Goal #3 - Develop and maintain an organizational environment that is professionally rewarding, challenging and that promotes leadership succession to address the future challenges of the police department.

OBJECTIVES:

- Recruit and train high caliber police candidates.
- Identify high potential future leaders and invest in them through training, education and mentoring programs.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Applications Received	NA	85	179	259	200
Applicants Interviewed	NA	61	111	101	100
Applicants Hired	NA	0	11	16	10
Applicants Completed FTO Program	NA	NA	9	13	10
Number of Hours of Training Provided	5759	4183	3638	216	5000
Number of Employees Trained	236	355	501	2506	600

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVE:

- Route all emergency Priority 1 calls through dispatch within 60 seconds and maintain an average police officer response time of less than 4 minutes to these calls.
- Use innovative and pro-active measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes.

- Investigate all cases to identify and arrest the offending party, recover property, and bring investigations to successful conclusions above national average clearance rates
- Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Police Calls	50,236	49,090	44,221	44,695	45,000
Patrol Response Time	3:26	3:34	3:53	4:06	4:00
Arrest by Patrol Officers	1618	1675	1708	1700	1700
Business Security Checks Hours*	136,631	140,430	92,556	*1930	2000
Closed House Checks	7,541	6,680	4,419	1550	2500
Field Interview Reports	961	587	676	475	550
Intelligence Reports	106	123	118	86	100

*Began tracking by hours

Police Patrol Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Foot Patrol Hours	7,454	6,834	5,635	1500	4000
Bicycle Patrol Hours	1,507	1,387	1,077	75	700
ATV Hours	173	130	17	50	100
Marine Patrol Hours	2,147	1,818	1,338	1500	1800
Vehicle Patrol Hours	71,664	60,686	61,269	65,000	70,000
Selective Enforcement Hours	1411	1,698	990	260	700

PROGRAM: CRIMINAL INVESTIGATION UNIT 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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	588,464	582,924	586,994	586,994	537,000	630,983	7.49%
Employee Benefits	283,762	325,432	361,953	361,953	377,654	395,619	9.30%
Contractual	7,504	6,702	6,600	6,600	9,000	12,800	93.94%
Commodities	10,944	10,165	8,700	8,700	9,200	10,000	14.94%
Capital Outlay	-	2,995	-	-	-	-	0.00%
Depreciation	21,500	14,421	10,336	10,336	10,336	9,105	-11.91%
Other	-	-	-	-	-	-	0.00%
TOTALS	912,174	942,639	974,583	974,583	943,190	1,058,507	8.61%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Increase is the result of investigative expenses related to fees charged for criminal history reports and the license fee for Crime Analyst database usage.

Commodities:

Increase is the result of office supply expenses and fuel usage.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Captain	1.000	1.000	1.000	1.000	1.000
Sergeant	1.000	1.000	1.000	1.000	1.000
Officer	4.000	4.000	4.000	4.000	4.000
Crime Intelligence Analyst	1.000	1.000	1.000	1.000	1.000
Office Assistant II	0.500	0.500	0.500	-	-
	7.500	7.500	7.500	7.000	7.000

Criminal Investigation Unit Program Fiscal Year 2014 Accomplishments

- ❖ Provided training to new detectives specific to conducting investigations involving on line originated crimes, homicide and cell phone forensics.
- ❖ Obtained and utilized new on line investigative resource Lexis Nexis which allows detectives and the Crime Analyst access to billions of searchable documents.

Fiscal Year 2015 Goals and Performance Measures

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVE:

- Use innovative and pro-active measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes.
- Investigate all cases to identify and arrest the offending party, recover property, and bring investigations to successful conclusions above national average clearance rates
- Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases.

Performance Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Crimes Investigated	231	244	250	254	250
Investigative Clearance Rate (Part 1)	36%	38%	39%	38%	40%

Criminal Investigation Unit Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Investigative Hours	2,716	3,085	2,965	2,700	3,000
Surveillance Hours	580	421	293	208	250
Patrol Hours	683	480	622	479	500

PROGRAM: PARKING CONTROL UNIT 430

Mission: This division exists to provide for the efficient use of limited public parking availability through active enforcement of all parking ordinances, rules and regulations.

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

- Patrol parking areas on a regular basis to identify and ticket violators
- Address inquiries and complaints from the public
- Handle pedestrian and vehicular traffic at schools and major intersections
- Apply vehicle immobilization device as necessary
- Review construction plans for traffic hazards, traffic flow and parking for special events as needed

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	319,493	271,370	332,500	332,500	270,000	339,047	1.97%
Employee Benefits	151,769	170,108	183,996	183,996	190,079	205,197	11.52%
Contractual	31,089	16,828	23,800	23,800	23,000	31,900	34.03%
Commodities	8,846	12,870	12,500	12,500	11,500	11,600	-7.20%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	51,787	52,483	94,976	94,976	94,976	52,562	-44.66%
Other	-	-	-	-	-	-	0.00%
TOTALS	562,984	523,659	647,772	647,772	589,555	640,306	-1.15%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Increase due to the cost of a full year maintenance contract on License Plate Reader system and printing expenses.

Commodities:

Increase in fuel costs was offset by a decrease of \$4,000 for the purchase of 4 AEDs in the previous years.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Captain	0.500	-	-	-	-
Parking/Code Enforcement Manager	0.500	0.500	0.500	0.500	0.500
Lead Parking Control Officer	1.000	1.000	1.000	1.000	1.000
Parking Enforcement Officer	5.000	6.000	6.000	6.000	6.000
Code/Parking Enforcement Specialist	0.250	0.250	0.250	0.250	0.250
	7.250	7.750	7.750	7.750	7.750

Parking Control Program Fiscal Year 2014 Accomplishments

❖ Launched the AIMS Parking system which allows the user to view/pay/or contest citations; purchase residential decals; and manage their accounts on line.
❖ Hired and trained 3 new Parking Enforcement Officers.
❖ Created a new residential parking program to help elevate issues brought to the attention of the Parking Committee during the year.

Fiscal Year 2015 Goals and Performance Measures

Police Department Goal #5: Provide for the safe and efficient use of parking spaces for residents and business patrons.

OBJECTIVE:

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

Performance Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Parking Tickets	10,992	13,237	11,217	14,900	16,000
Kiosk Tickets	3,164	2,142	1,138	1,450	1,600
Traffic Boots	75	76	56	64	60

Parking Control Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Vehicle Patrol Hours	7,726	8,237	6,988	7,365	8,000
Revenues	\$633,392	\$797,074	\$889,356	964,500	929,000
Expenditures	\$613,260	\$562,984	\$521,353	\$647,772	601,657

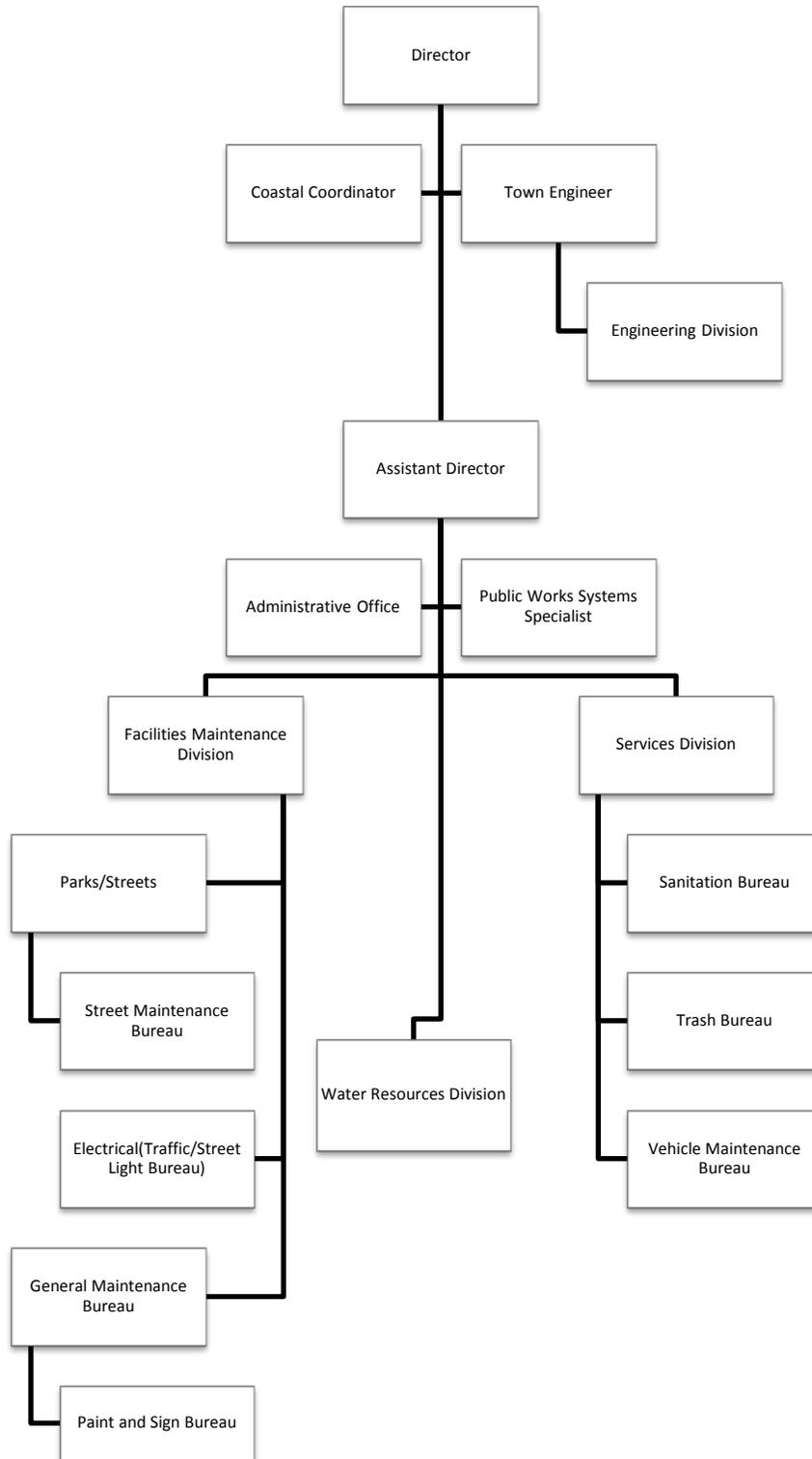


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Public Works





Public Works Department FY2015 Goals

Public Works Goal #3: Continue to aggressively monitor FDOT's Flagler Memorial Bridge Project and implement coordinated actions with other governmental authorities (State, County, City of West Palm Beach) to mitigate impacts of any short-term or long-term complete closure of the bridge.

OBJECTIVES:

- Attend periodic meetings with FDOT/contractor project teams.
- Coordinate negative traffic impacts with other Town departments as well as affected resident/businesses, assist in developing mitigation strategies.

Public Works Goal #2: Continue implementation of a long term coastal protection plan

OBJECTIVES:

- Continue pursuit of required Federal permits in accordance with BMA
- Continue BMA and permit required monitoring
- Construct shore protection projects in accordance with the 10-year long term plan

Public Works Goal #3: Implement Phase 2 of the ACIP

OBJECTIVES:

- Continue Design of Phase 2 Projects
- Schedule construction based on Flagler Memorial Bridge re-opening

Public Works Goal #4: Street Maintenance/Repair
Ensure all paved streets and sidewalks are properly maintained to provide safe and smooth riding surfaces, to satisfy the residents and the public

OBJECTIVES:

- Develop long term pavement management program
- Sweep all streets and clean out storm drainage inlets to keep roads clear
- Respond in timely manner to roadway discrepancies to correct them

Public Works Goal #5: Traffic Control - Provide all necessary traffic control devices and markings to ensure safe pedestrian and vehicle operation

OBJECTIVES:

- Maintain proper signs and pavement markings to meet parking/traffic needs
- Operate/maintain traffic signals, including preventive maintenance and also responding to urgent call outs in timely manner

Public Works Goal #6: Storm Water Management - Protect the health, safety and property of residents and businesses to prevent or minimize flooding of the Town's rights-of-way and adjacent private property

OBJECTIVES:

- Operate and maintain the storm water collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to call-outs for reported flooding of streets and property.
- Assist in rehabilitation or construction of ACIP projects related to stormwater facilities.

Public Works Goal #7: Sanitary Sewer - Protect the health and welfare of residents, businesses, general public and the environment to collect, transport and dispose of the Town's sewage in an efficient and cost effective manner

OBJECTIVES:

- Operate and maintain the sanitary sewer collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to call-outs for reported problems associated with clogs, backups, spills or equipment. Assist in rehabilitation or construction of ACIP projects related to sanitary sewer facilities and infrastructure.

Public Works Goal #8: Yard Trash Collection - Provide timely yard waste collection and disposal services, by providing the desired level of service in an efficient and cost effective manner

OBJECTIVES:

- Continue to investigate and study alternative means of reducing the volume of vegetative debris at these sites, to prolong the useful life of the landfills.

Public Works Goal #9: Recycling - Provide timely collection of recyclable materials, by providing the desired level of service in an efficient and cost effective manner**OBJECTIVES:**

- Evaluate compiled information from the customer survey to determine the type and quantity of materials being recycled by commercial customers and implement appropriate procedures.
- Continue to educate residents and businesses on the benefits of recycling, and strive to increase the amount of material being recycled by 7%.
- Participation in states Re-Trac program to accurately record and report the Town's government tonnage.

Public Works Goal #10: Landscape Maintenance - Maintain the landscaping and grounds of the Town in an efficient and cost effective manner, while striving to improve its appearance**OBJECTIVES:**

- Investigate and study alternatives to improve irrigation systems Town-wide, and to standardize equipment and materials. Implement upgrades or replacements in larger parks and medians as appropriate.

Public Works Goal #11: Facility Maintenance - Maintain the buildings, structures, and facilities of the Town in an efficient, safe and cost effective manner for the general public and Town employees.**OBJECTIVES:**

- Accomplish the repair and/or replacement of the existing roofs at the Town's facilities per the annual roof inspection report.
- Accomplish the replacement of essential and high-profile HVAC systems such as the Police Department.

Public Works Goal #12: Equipment Maintenance - Maintain the vehicles and equipment of the Town's non-public-safety fleet in an efficient, safe and cost effective manner.**OBJECTIVES:**

- Maintain high level of equipment availability and reduce downtime by performing necessary and proactive preventive maintenance, and repairs as required.
- Acquire new vehicles and equipment through planning and budgeting from the Equipment Replacement Fund, to provide newer and more efficient fleet that meets the requirements of the users.

DEPARTMENT: PUBLIC WORKS

Mission: Public Works exists to create and maintain an attractive, safe, pleasing, and clean environment for the citizens of Palm Beach and an efficient, effective environment for all of the employees who serve this community by applying systems and techniques that provide for excellent operation/maintenance/repair of public buildings and grounds, continuous upgrading of general infrastructure, coastal protection, engineering and construction services.

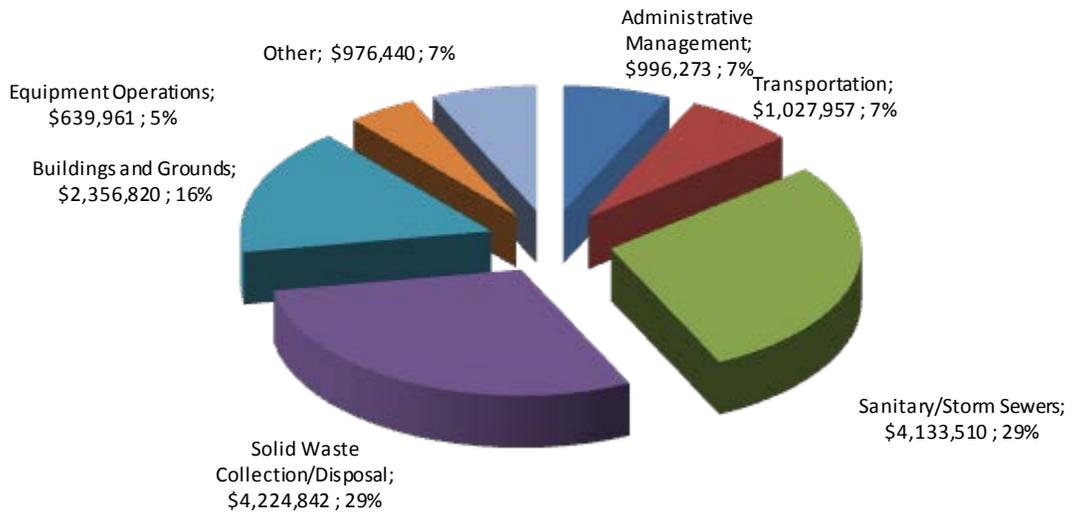
Revenue Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Special Solid Waste	8,735	8,553	10,000	10,000	10,000	0.00%
Solid Waste	981,859	962,527	920,000	920,000	947,600	3.00%
Comp. Garbage Collection Fee	223,714	257,009	253,925	250,000	262,000	3.18%
SWA Recycling Revenue	41,368	31,109	30,000	30,000	30,000	0.00%
Historic Speciman Tree Fee	4,641	4,862	5,000	5,000	5,000	0.00%
	1,260,317	1,264,060	1,218,925	1,215,000	1,254,600	2.93%

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	4,791,351	4,947,723	5,267,725	5,267,725	5,267,725	5,268,503	0.01%
Employee Benefits	2,073,699	2,360,249	2,719,544	2,719,544	2,719,544	2,670,272	-1.81%
Contractual	3,957,852	4,346,843	5,039,318	5,398,672	5,398,672	5,001,121	-0.76%
Commodities	735,984	761,056	824,415	833,143	833,143	838,575	1.72%
Capital Outlay	-	27,638	108,645	108,645	108,645	3,500	-96.78%
Depreciation	597,177	607,519	564,056	564,056	564,056	573,832	1.73%
Other	123,120	-	-	-	-	-	0.00%
TOTALS	12,279,183	13,051,028	14,523,703	14,891,785	14,891,785	14,355,803	-1.16%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.



	FY2012	FY2013	FY2014	FY2015
Full Time Equivalent Employees	86.850	88.020	88.042	88.040

PROGRAM: ADMINISTRATIVE MANAGEMENT 511

Mission: This division exists to provide guidance, inspiration, resources and direction to the Public Works Department to ensure that the multiple functions 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, the Drainage 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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	556,515	580,391	621,740	621,740	621,740	634,274	2.02%
Employee Benefits	199,300	225,001	278,683	278,683	278,683	284,062	1.93%
Contractual	49,431	22,270	71,500	71,500	71,500	64,500	-9.79%
Commodities	16,392	10,322	9,200	9,200	9,200	9,200	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	4,237	4,237	4,237	4,237	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	821,638	837,984	985,360	985,360	985,360	996,273	1.11%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Reduction in telephone charges and employee recognition event.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Public Works Director	1.000	1.000	1.000	1.000	1.000
Assistant Director	1.000	1.000	1.000	1.000	1.000
Town Engineer	0.500	-	-	-	-
Office Manager	1.000	1.000	1.000	1.000	1.000
Office Assistant II	2.000	2.000	3.000	4.000	4.000
Records Maintenance Asst I	1.500	1.500	1.000	-	-
Public Works Purchasing Coordinator	-	0.500	0.500	0.500	0.500
Public Works Systems Specialist	1.000	1.000	1.000	1.000	1.000
	8.000	8.000	8.500	8.500	8.500

PROGRAM: STREET REPAIR & MAINTENANCE 521

Mission: This bureau exists to maintain, repair, and clean streets in order to provide a safe, smooth riding surface throughout the town and to assure that we have safe sidewalks, bikeways, and trail systems.

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

- Employ state of the art techniques to do an excellent job
- Do the job right the first time
- Work to continually improve quality and efficiency
- Survey streets to prioritize work program
- Respond to emergencies and priorities in a timely fashion

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	91,143	109,603	85,007	85,007	85,007	86,450	1.70%
Employee Benefits	45,835	48,147	49,741	49,741	49,741	51,606	3.75%
Contractual	155,000	166,005	174,565	179,769	179,769	176,985	1.39%
Commodities	8,663	11,560	16,750	16,750	16,750	15,820	-5.55%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	22,809	22,552	19,643	19,643	19,643	24,399	24.21%
Other	-	-	-	-	-	-	0.00%
TOTALS	323,450	357,867	345,706	350,910	350,910	355,260	2.76%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Annual cost adjustment for street sweeping contract is included.

Commodities:

This decrease reflects a reduction in fuel expenses.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Facilities Maintenance Division Manager	0.100	0.100	0.100	0.100	0.100
Streets/Parks Supervisor	0.110	0.110	0.110	0.135	0.134
Street & Sign Painter	-	-	-	0.008	0.008
Equipment Operator I/Streets	1.800	1.800	1.800	1.310	1.310
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	0.010
	2.020	2.020	2.020	1.563	1.562

Street Repair and Maintenance Program Fiscal Year 2014 Accomplishments
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- | |
|--|
| ❖ Inspected, repaired and replaced sidewalks Town wide |
| ❖ Oversight of annual Town seal coating projects |

Fiscal Year 2015 Goals and Performance Measures

Public Works Goal #4 - Ensure all paved streets and sidewalks are properly maintained to provide safe and smooth riding surfaces, to satisfy the residents and the public

OBJECTIVES:

- Sweep all streets and clean out storm drainage inlets to keep roads clear
- Respond in timely manner to roadway discrepancies to correct them

Performance Measures					
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Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Clean & Inspect Storm Inlets	1640	1640	1640	1640	1640

Street Repair and Maintenance Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Inspect & Repair Sidewalks	225 sq yd	270 sq yd	-	250 sq yd	225 sq yd
Pot Holes Patched	75 sq yd	72 sq yd	50 sq yd	75 sq yd	70 sq yd

PROGRAM: TRAFFIC CONTROL 523

Mission: This bureau exists to provide and maintain traffic signals and control signs to ensure safe, well marked street systems.

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

- Preventive maintenance and inspection programs to proactively address issues
- Repair/replace signals and signs as necessary on Town's required level of service plan
- Upgrade signage and install new signs by required replacement schedule

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	83,835	77,658	99,764	99,764	99,764	100,787	1.03%
Employee Benefits	33,134	36,774	52,419	52,419	52,419	52,166	-0.48%
Contractual	40,857	17,656	54,315	57,288	57,288	39,725	-26.86%
Commodities	52,455	38,681	46,950	46,950	46,950	42,745	-8.96%
Capital Outlay	-	-	7,045	7,045	7,045	3,500	-50.32%
Depreciation	5,063	5,063	4,504	4,504	4,504	3,722	-17.36%
Other	-	-	-	-	-	-	0.00%
TOTALS	215,344	175,832	264,997	267,970	267,970	242,645	-8.43%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

This reflects a reduction in contracted services for traffic signal repairs.

Commodities:

A reduction of the fuel expenses and traffic control supplies are reflected in this decrease.

Capital Outlay:

This reduction reflects a decrease in the purchase of traffic signal equipment (spare parts).

Full Time Equivalent Employees	FY2010	FY2011	FY2013	FY2014	FY2015
Facilities Maintenance Division Manager	0.200	0.200	0.200	0.180	0.180
Electrician Supervisor	0.170	0.170	0.170	0.203	0.203
Streets/Parks Supervisor	0.010	0.010	0.010	0.005	0.005
General Maintenance Supervisor	0.010	0.010	0.010	0.090	0.090
Parks Supervisor I	0.110	-	-	-	-
Parks Laborer	0.010	-	-	-	-
Electrician II	0.420	0.420	0.280	0.528	0.528
Building Maintenance Worker	0.040	0.040	0.040	0.040	0.040
Street & Sign Painter	0.470	0.470	0.470	0.500	0.500
	1.440	1.320	1.180	1.546	1.546

Traffic Control Program Fiscal Year 2014 Accomplishments
❖ All concrete markers and street signs cleaned and leveled.
❖ All DOT mandated retro-reflective signs have been inventoried and a schedule developed for annual replacement program.

Fiscal Year 2015 Goals and Performance Measures

Public Works Goal #5 - Provide all necessary traffic control devices and markings to ensure safe pedestrian and vehicle operation

OBJECTIVES:

- Maintain proper signs and pavement markings to meet parking/traffic needs
- Operate/maintain traffic signals, including preventive maintenance and also responding to urgent call outs in timely manner

Performance Measures

Effectiveness/Output Measures:	Projected FY15
Perform Preventative Maintenance	100%
Repair Damaged Signs Promptly	100%
Annually Paint Control Lines	27,300

Traffic Control Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Replace Traffic Control Signs	373	416	68	125	225
Traffic Signal Replacement (LED)	37	44	67	61	60
Control Lines Painted	26,448	27,300	27,300	27,300	27,300

PROGRAM: STREET LIGHTING 524

Mission: This bureau exists to maintain reliable, safe and effective street lighting systems that contribute to safe streets in the Town and protect endangered sea turtles from light intrusion during nesting season.

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

- Conduct preventive maintenance annually on the 1,251 street lights 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.
- Surveillance - check every 2 months; July 1 - Sept. 30.
- Preventive maintenance, emergency repairs, and normal maintenance of the electrical system in all town buildings (554).
- Preventive maintenance, emergency repairs, and electrical maintenance of storm and sewer pump station controls, telemetry systems, and back-up generator systems (531 and 532).

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	157,262	107,044	74,228	74,228	74,228	77,142	3.93%
Employee Benefits	41,175	56,830	34,771	34,771	34,771	34,187	-1.68%
Contractual	152,823	271,108	238,000	274,459	274,459	247,130	3.84%
Commodities	42,666	42,271	47,240	47,240	47,240	46,785	-0.96%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	24,386	24,386	24,386	24,386	24,386	24,808	1.73%
Other	-	-	-	-	-	-	0.00%
TOTALS	418,312	501,639	418,625	455,084	455,084	430,052	2.73%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

This includes a small increase for contracted repairs and also street light pole painting.

Commodities:

This decrease reflects a small reduction in fuel costs.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Electrician Supervisor	0.460	0.460	0.460	0.360	0.360
Electrician II	0.890	0.890	1.600	0.600	0.600
Facilities Maintenance Division Manager	0.100	0.100	0.100	0.100	0.100
	1.450	1.450	2.160	1.060	1.060

Street Lighting Program Fiscal Year 2014 Accomplishments

- ❖ Continued to replace existing parking lot and area lighting with energy efficient LED lighting.

Street Lighting Productivity Measures

Effectiveness/Output Measures:	Projected FY15
Bi-Monthly Street Light Surveying	6
Change Parking Lot Lighting to LED	3

PROGRAM: STORM SEWER MAINTENANCE 531

Mission: This bureau exists to protect the health, safety and property of residents and businesses by effectively operating and maintaining the storm system.

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

- Perform highest level of preventive maintenance to provide 100% equipment readiness at all times
- Clean, inspect and repair storm water collection and pumping systems to keep them fully functional
- Respond quickly to rainfall and storm events
- Evaluate and improve systems to meet or exceed design standards
- Anticipate rainfall events in order to allocate proper resources
- Track rainfall and storm duration for analysis and future planning

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	295,413	288,806	371,709	371,709	371,709	330,864	-10.99%
Employee Benefits	134,162	141,183	194,610	194,610	194,610	167,037	-14.17%
Contractual	197,515	205,399	215,000	233,142	233,142	257,700	19.86%
Commodities	69,155	62,600	70,925	71,309	71,309	72,700	2.50%
Capital Outlay	-	-	50,000	50,000	50,000	-	-100.00%
Depreciation	3,946	5,376	13,524	13,524	13,524	16,317	20.65%
Other	-	-	-	-	-	-	0.00%
TOTALS	700,191	703,364	915,768	934,294	934,294	844,618	-7.77%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases, and allocation of more hours to sanitary sewer maintenance.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

This increase reflects the cost of electricity due to more electric pumps.

Commodities:

This reflects a small increase in the cost of maintenance supplies and parts.

Capital Outlay:

This reflects a reduction in storm sewer rehabilitation costs.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Building Maintenance Worker	0.020	0.020	0.020	0.022	0.023
Electrician II	0.420	0.420	0.280	0.561	0.560
Electrician Supervisor	0.100	0.100	0.100	0.143	0.143
Equipment Operator I/WRD	0.250	0.250	0.400	-	-
Equipment Operator II/WRD	0.250	0.250	0.050	-	-
Equipment Operator I/Streets	-	-	-	0.074	0.074
General Maintenance Supervisor	-	-	-	0.010	0.010
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	0.010
Mechanic I/WRD	1.500	1.500	0.520	-	-
Mechanic II/WRD	0.380	0.380	0.270	-	-
Operations Supervisor	0.380	0.380	0.380	0.500	0.443
Street/Parks Supervisor	-	-	-	0.010	0.010
Tree Trimmer	0.040	0.040	-	-	-
Wastewater Operator I/WRD	1.750	2.000	2.140	-	-
Wastewater Operator II/WRD	0.380	0.380	0.500	-	-
Wastewater Technician I	-	-	0.250	-	-
Water Resource Technician I	-	-	-	3.455	2.612
Water Resource Technician II	-	-	-	1.055	0.587
WRD Manager	0.300	0.300	0.400	0.400	0.600
	5.780	6.030	5.320	6.240	5.072

Storm Sewer Maintenance Fiscal Year 2014 Accomplishments

- ❖ Had a comprehensive study performed for the upgrade and conversion of storm water pumps at the D-3 and D-12 Pump Stations and have implemented the conversion to D-12
- ❖ Repaired and rehabilitated the storm water pump support and discharge housings at the D-12 and D-14 storm water pump stations.
- ❖ Completed the interior coatings of the D-2, D-8, D-9, D-12 and the D-14 storm water pump stations.
- ❖ Completed the inspection and cleaning of all storm water catch basins town wide, (1,316 basins) and removed 51 cu yards of sand and debris.
- ❖ Cleaned wet wells at D-16 & D-18 storm water pump stations and removed approximately 17 cubic yards of sand & debris.
- ❖ Installed cathodic protection anodes on all electric submersible storm water pumps town wide with the exception of D-6 and D-7, which were installed in FY 2013. (total pumps 38)
- ❖ Had no FY 2014 flooding incidents with the exception of 1/9/2014, which was due to manufacturer's equipment failures during a 14.5-inch/6-hr rain event.

Fiscal Year 2015 Goals and Performance Measures

Public Works Goal #6 - Protect the health, safety and property of residents and businesses to prevent or minimize flooding of the Town's rights-of-way and adjacent private property

OBJECTIVES:

- Operate and maintain the storm water collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to call-outs for reported flooding of streets and property.
- Assist in rehabilitation or construction of ACIP projects related to stormwater facilities.

Storm Water Maintenance Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Pump Station Inspections	728	624	676	988	624
Storm Pump Repairs	3	8	20	10	6
Manhole Basin Inspections	214	60	1,316	1550	2632

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 the “right way”, the first time.
- Televis gravity lines and repair as necessary.
- Closely monitor run time for pumps.
- Reduce inflow and infiltration into systems to reduce treatment costs.
- Upgrade stations to improve efficiency.

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	640,053	678,761	690,118	690,118	690,118	777,910	12.72%
Employee Benefits	262,440	310,267	334,325	334,325	334,325	372,478	11.41%
Contractual	144,075	110,006	135,950	141,550	141,550	145,700	7.17%
Commodities	84,506	83,031	97,450	97,450	97,450	96,150	-1.33%
Capital Outlay	-	-	46,300	46,300	46,300	-	-100.00%
Depreciation	73,433	73,740	50,625	50,625	50,625	62,654	23.76%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,204,507	1,255,805	1,354,768	1,360,368	1,360,368	1,454,892	7.39%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases, and an increased allocation of man hours for sanitary sewer maintenance.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

This reflects a small increase in utilities cost (electric and water) as well as an increase for generator maintenance and software licenses for new telemetry system.

Commodities:

This reflects a small decrease in building maintenance supplies.

Capital Outlay:

This reflects a reduction in sanitary sewer rehabilitation costs.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Building Maintenance Worker	0.020	0.020	0.020	0.022	0.023
Electrician II	0.630	0.630	0.420	0.732	0.728
Electrician Supervisor	0.130	0.130	0.130	0.170	0.170
Equipment Operator I/WRD	0.750	0.750	0.600	-	-
Equipment Operator II/WRD	0.750	0.750	0.950	-	-
General Maintenance Supervisor	0.010	0.010	0.010	0.010	0.010
Irrigation and Spray Technician	0.010	0.010	0.010	0.005	0.005
Operations Supervisor/WRD	0.620	0.620	0.620	0.500	0.557
Mechanic I/WRD	1.500	1.500	1.480	-	-
Mechanic II/WRD	0.620	0.620	0.730	-	-
Street & Sign Painter	0.010	0.010	0.010	-	-
Tree Trimmer	0.040	0.040	-	-	-
Wastewater Operator I/WRD	4.750	5.000	4.860	-	-
Wastewater Operator II/WRD	0.620	0.620	0.500	-	-
Water Resource Technician I	-	-	-	7.545	8.388
Water Resource Technician II	-	-	-	1.945	2.413
Wastewater Technician I	-	-	0.750	-	-
WRD Manager	0.700	0.700	0.600	0.600	0.400
	11.160	11.410	11.690	11.529	12.694

Sanitary Sewer Maintenance Fiscal Year 2014 Accomplishments

- ❖ Completed interior coatings on the A-7, A-39, A-41, A-42, A-43 and S-2 pumping stations.
- ❖ Completed corrosion protection coating on the A-6 pump station wet well.
- ❖ Replaced and repaired all force main air relief valves town-wide.
- ❖ Rehabilitated (body repairs & paint) 2 large portable generators and sewer easement jetter.
- ❖ Installed Hydrogen Sulfide Treatment System at the S-2 Master Pumping Station to meet the requirements of the ECRWRF pre-treatment ordinance.

Fiscal Year 2015 Goals and Performance Measures

Public Works Goal #7 - Protect the health and welfare of residents, businesses, general public and the environment to collect, transport and dispose of the Town's sewage in an efficient and cost effective manner

OBJECTIVES:

- Operate and maintain the sanitary sewer collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to call-outs for reported problems associated with clogs, backups, spills or equipment. Assist in rehabilitation or construction of ACIP projects related to sanitary sewer facilities and infrastructure.
- Implement inflow/infiltration study & remediation to reduce treatment costs due to groundwater and rainwater induced flows.

Sanitary Sewer Maintenance Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Residential Service Calls	51	56	43	34	N/A
Mainline Cleaning (Feet)	156,502	117,592	176,535	212,120	197,000
Utility Locates	2,317	2,638	2,797	2518	2890
Televised Inspections (Feet)	14,383	3,851	10,532	4596	11,000
Pump Station Inspections	3,592	4,160	2,600	2627	2236
Manhole Inspections/Repairs	262	273	385	280	530

PROGRAM: SANITARY SEWAGE TREATMENT 533

This program reflects the costs of treating the Town's sanitary sewage at the East Central Regional Water Reclamation Facility or to the East Central Regional Water Reclamation Facility (ECR).

Expenditure Summary

	FY2012	FY2013	FY2014	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Adjusted*	Projected	Budget	Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	1,285,689	1,244,776	1,600,000	1,662,752	1,662,752	1,834,000	14.63%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	123,120	-	-	-	-	-	0.00%
TOTALS	1,408,809	1,244,776	1,600,000	1,662,752	1,662,752	1,834,000	14.63%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Contractual:

This cost increase reflects the proposed sewage disposal costs at the ECR, along with chemical pre-treatment of effluent.

PROGRAM: RESIDENTIAL COLLECTION 541

Mission: This bureau exists to promote the health of the community through the efficient and effective removal of residential waste 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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	445,157	438,889	513,125	513,125	513,125	531,642	3.61%
Employee Benefits	229,222	258,469	337,735	337,735	337,735	348,706	3.25%
Contractual	369	760	1,650	1,650	1,650	1,650	0.00%
Commodities	51,333	50,714	57,022	57,022	57,022	56,475	-0.96%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	86,211	86,211	73,357	73,357	73,357	82,147	11.98%
Other	-	-	-	-	-	-	0.00%
TOTALS	812,292	835,043	982,889	982,889	982,889	1,020,620	3.84%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases and minor reallocation of man hours.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Commodities:

This reflects a small decrease in fuel costs.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Building Maintenance Worker	0.020	0.020	0.020	0.022	0.023
Electrician II	-	-	-	0.015	0.015
Electrician Supervisor	-	-	-	0.005	0.005
Equipment Operator I/6 yd	6.200	6.200	7.200	7.200	7.200
Equipment Operator 20/60 yd	0.880	0.880	0.750	0.750	0.750
Equipment Operator III /60 yd	0.750	0.750	0.750	0.750	0.750
General Maintenance Supervisor	0.010	0.010	0.010	0.010	0.010
Laborer I/Trash	0.500	0.500	-	-	-
Laborer I/Sanitation	-	-	-	1.000	1.000
Parks Laborer	0.050	0.050	0.050	0.050	0.050
Street & Sign Painter	-	-	-	0.025	0.025
Streets/Parks Supervisor	-	-	-	0.005	0.006
Sanitation Supervisor	0.400	0.400	0.400	0.400	0.400
Services Manager	0.280	0.280	0.280	0.280	0.280
	9.090	9.090	9.460	10.512	10.514

Residential Collection Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Tons collected	6362	6341	6320	6495	6500
Reported Misses	22	8	11	7	5

PROGRAM: COMMERCIAL COLLECTION 542

Mission: This bureau exists to serve the commercial and business garbage collection and disposal needs of the community.

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

- Steady, consistently excellent scheduled service without missing pickups.
- Maintain positive customer relationships with commercial customers.

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	397,085	409,831	432,794	432,794	432,794	420,403	-2.86%
Employee Benefits	163,509	175,675	199,250	199,250	199,250	197,013	-1.12%
Contractual	228,685	244,740	268,800	268,800	268,800	257,600	-4.17%
Commodities	34,312	35,710	38,000	38,000	38,000	37,500	-1.32%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	69,898	69,994	65,912	65,912	65,912	60,361	-8.42%
Other	-	-	-	-	-	-	0.00%
TOTALS	893,489	935,950	1,004,756	1,004,756	1,004,756	972,877	-3.17%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases and a minor re-allocation of man hours.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

This reflects a decrease in compacted garbage contract costs, and also a decrease in equipment rental costs.

Commodities:

This reflects a small decrease in fuel costs.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Equipment Operator 20/60 yd	0.120	0.120	0.250	0.250	0.250
Equipment Operator II/20 yd	2.000	2.000	2.000	1.800	1.800
Equipment Operator III 20/60 yd	0.250	0.250	0.250	0.250	0.250
Laborer I/Sanitation	3.000	3.000	3.000	3.000	3.000
Sanitation Supervisor	0.400	0.400	0.400	0.400	0.400
Services Division Manager	0.150	0.150	0.150	0.150	0.150
	5.920	5.920	6.050	5.850	5.850

Commercial Collection Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Tons Collected	2120	2113	2091	2164	2300
Reported Misses	0	1	6	4	2

PROGRAM: REFUSE DISPOSAL 543

Mission: This program exists to serve the community's health and welfare by transporting residential and commercial garbage to the county solid waste authority for appropriate processing disposal.

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

- Operate transfer station to efficiently and effectively transport all residential and commercial garbage to the Solid Waste Authority for disposal.
- Function as part of the team that collects garbage and delivers it to the transfer station to assure proper coordination and efficiency.

Expenditure Summary

	FY2012	FY2013	FY2014	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Adjusted*	Projected	Budget	Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	52,737	33,675	100,000	100,000	100,000	50,000	-50.00%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	52,737	33,675	100,000	100,000	100,000	50,000	-50.00%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Contractual:

This reflects a decrease based on recent trends for SWA disposal costs.

PROGRAM: YARD TRASH COLLECTION 544

Mission: This bureau exists to collect yard trash from streets, rights of way 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 pick up 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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	743,403	799,801	845,084	845,084	845,084	849,738	0.55%
Employee Benefits	399,042	473,105	540,070	540,070	540,070	522,018	-3.34%
Contractual	144,879	182,130	170,032	204,971	204,971	169,550	-0.28%
Commodities	130,265	135,386	138,650	138,650	138,650	135,950	-1.95%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	150,371	150,434	125,022	125,022	125,022	126,911	1.51%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,567,960	1,740,856	1,818,858	1,853,797	1,853,797	1,804,167	-0.81%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan. The reduction in benefits is due to employees opting out of the Town's health insurance program.

Commodities:

This reflects a decrease in fuel costs.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Building Maintenance Worker	0.020	0.020	0.020	0.022	0.023
Crane Operator/Trash	3.000	3.000	3.000	3.000	3.000
Electrician Supervisor	0.010	0.010	0.010	0.005	0.005
Electrician II	0.010	0.010	-	0.015	0.015
Equipment Operator I/Streets	-	-	-	0.116	0.116
Equipment Operator I/Trash	8.000	8.000	9.000	9.000	9.000
General Maintenance Supervisor	0.010	0.010	0.010	0.010	0.010
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	0.010
Laborer I/Trash	4.500	4.500	4.000	4.000	4.000
Refuse Disposal Operator	1.000	1.000	1.000	1.000	1.000
Services Manager	0.300	0.300	0.300	0.300	0.300
Street & Sign Painter	-	-	-	0.010	0.010
Streets/Parks Supervisor	0.020	0.020	0.020	0.010	0.010
Trash Supervisor	0.900	0.900	0.900	0.900	0.900
	17.780	17.780	18.270	18.398	18.399

Yard Trash Collection Fiscal Year 2014 Accomplishments
❖ Completed and obtained landfill operating permits through coordination with local and state regulatory agencies.
❖ Participated in SWA rulemaking workshops to achieve Town sustainability relating to landfill disposal operations.
❖ Discussed long term goals and alternative means of reducing the volume of vegetative debris at these sites, to prolong the useful life of the landfills.

Fiscal Year 2015 Goals and Performance Measures

Public Works Goal #8 - Provide timely yard waste collection and disposal services, by providing the desired level of service in an efficient and cost effective manner

OBJECTIVES:

- Investigate and study alternative means of reducing the volume of vegetative debris at these sites, to prolong the useful life of the landfills.

Yard Trash Collection Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
CY collected and disposed of yard waste	169,500	163,622	162,480	159,920	161,000

PROGRAM: RECYCLING 545

Mission: This bureau exists to provide premier collection services 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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	150,989	145,326	118,920	118,920	118,920	123,553	3.90%
Employee Benefits	70,135	88,396	76,848	76,848	76,848	79,304	3.20%
Contractual	-	-	-	-	-	-	0.00%
Commodities	19,172	18,169	18,800	18,800	18,800	19,000	1.06%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	23,197	25,441	52,409	52,409	52,409	52,409	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	263,493	277,332	266,977	266,977	266,977	274,266	2.73%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases, and minor re-allocation of man hours.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Commodities:

This reflects a small increase for recycling supplies.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Equipment Operator I/6 yd	1.800	1.800	1.800	1.800	1.800
Equipment Operator II/20 yd	-	-	-	0.200	0.200
Laborer I/Sanitation	1.000	1.000	1.000	-	-
Sanitation Supervisor	0.200	0.200	0.200	0.200	0.200
Services Manager	0.170	0.170	0.170	0.170	0.170
	3.170	3.170	3.170	2.370	2.370

Recycling Fiscal Year 2014 Accomplishments
<ul style="list-style-type: none"> ❖ Completed and distributed Commercial Solid Waste Survey ❖ Participated in SWA rulemaking workshops

Fiscal Year 2015 Goals and Performance Measures

Public Works Goal #9 - Provide timely collection of recyclable materials, by providing the desired level of service in an efficient and cost effective manner

OBJECTIVES:

- Evaluate compiled information from the customer survey to determine the type and quantity of materials being recycled by commercial customers and implement appropriate procedures.
- Educate residents and businesses on the benefits of recycling, and strive to increase the amount of material being recycled by 7%.
- Participation in states Re-Trac program to accurately record and report the Town's government tonnage.

Recycling Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Tons Collected	1629	1705	1596	1639	1675

PROGRAM: BEACH CLEANING 546

Mission: This bureau exists to positively contribute to the quality of life in Palm Beach by keeping the public beaches clean, safe and attractive by removing litter and debris.

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

- Remove trash and litter from designated public beach areas as scheduled.
- Determine ways to be most efficient and effective in our work.
- Report and assist as applicable with the removal of any beach hazards.

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	46,863	48,097	55,863	55,863	55,863	55,828	-0.06%
Employee Benefits	25,732	30,958	25,215	25,215	25,215	26,336	4.45%
Contractual	-	-	500	500	500	-	-100.00%
Commodities	6,829	6,721	7,050	7,050	7,050	7,200	2.13%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	7,150	14,656	18,487	18,487	18,487	13,548	-26.72%
Other	-	-	-	-	-	-	0.00%
TOTALS	86,574	100,432	107,115	107,115	107,115	102,912	-3.92%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

This reflects a reduction due to decrease in permit fees.

Commodities:

This reflects a small increase in uniform costs.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Equip Opr I / Beach Cleaner	1.000	1.000	1.000	1.000	1.000
Trash Supervisor	0.100	0.100	0.100	0.100	0.100
	1.100	1.100	1.100	1.100	1.100

Beach Cleaning Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Beach Wrack Line Cleaned Weekly	52	52	52	52	52
Tons of Non-Bio Waste Collected	17.3	14.95	15.73	13.86	14.00

PROGRAM: LANDSCAPE MAINTENANCE 551

Mission: This bureau exists to maintain all Town parks, green spaces, and entry ways 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.
- Trim palm trees on regular schedule.
- Provide light maintenance to some privately owned historic/specimen trees.
- Manage contractor to inoculate 2600 +/- palm trees 3x yearly that are susceptible to lethal yellowing disease.
- Continually seek new approaches and improved systems to enhance efficiency and effectiveness.

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	168,571	187,628	227,587	227,587	227,587	237,982	4.57%
Employee Benefits	125,987	108,538	146,505	146,505	146,505	151,250	3.24%
Contractual	626,826	703,921	892,782	974,456	974,456	849,230	-4.88%
Commodities	34,574	57,792	48,000	52,269	52,269	54,525	13.59%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	46,976	42,420	31,239	31,239	31,239	18,369	-41.20%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,002,934	1,100,299	1,346,113	1,432,056	1,432,056	1,311,356	-2.58%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases, and minor re-allocation of man hours.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

This reflects a cost reduction for landscaping services.

Commodities:

This reflects an increase in costs for chemicals and landscaping supplies.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Building Maintenance Worker	0.160	0.160	0.160	0.068	0.068
Electrician II	0.060	0.060	0.040	0.051	0.054
Electrician Supervisor	0.010	0.010	0.010	0.011	0.011
Equipment Operator I/Streets	0.200	0.200	0.200	0.500	0.500
Facilities Maintenance Manager	0.350	0.350	0.350	0.330	0.330
General Maintenance Supervisor	0.030	0.030	0.030	0.035	0.035
Irrigation and Spray Technician	0.910	0.910	0.910	0.941	0.941
Parks Laborer	1.850	1.850	1.850	1.850	1.850
Street & Sign Painter	0.010	0.010	0.010	0.013	0.013
Streets/Parks Supervisor	0.810	0.810	0.810	0.809	0.808
Tree Trimmer	1.800	1.800	-	-	-
Wastewater Operator I/WRD	0.500	-	-	-	-
	6.690	6.190	4.370	4.608	4.610

Landscape Maintenance Fiscal Year 2014 Accomplishments

- ❖ Consolidation of turf and landscape maintenance contract
- ❖ Implemented multiple turf and landscape treatment programs including LY, pest control, turf fertilization and white fly treatment.

Fiscal Year 2015 Goals and Performance Measures

Public Works Goal #10 - Maintain the landscaping and grounds of the Town in an efficient and cost effective manner, while striving to improve its appearance

OBJECTIVES:

- Investigate and study alternatives to improve irrigation systems Town-wide, and to standardize equipment and materials. Implement upgrades or replacements in larger parks and medians as appropriate.

Landscape Maintenance Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Inspect Irrigation Systems	-	-	68 hrs	70 hrs
Inspect Historic Trees	102	99	101	104

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.
- Do our work efficiently always seeking better tools, techniques and methods.
- Ensure a clean, safe and positive work environment.

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	219,730	217,240	202,363	202,363	202,363	191,014	-5.61%
Employee Benefits	76,421	91,647	95,041	95,041	95,041	93,182	-1.96%
Contractual	535,421	597,881	690,081	717,635	717,635	692,891	0.41%
Commodities	45,463	52,932	45,795	47,193	47,193	52,525	14.70%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	13,306	8,789	14,488	14,488	14,488	15,852	9.41%
Other	-	-	-	-	-	-	0.00%
TOTALS	890,341	968,489	1,047,768	1,076,720	1,076,720	1,045,464	-0.22%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases, and minor reallocation of man hours.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

This reflects a small increase in building maintenance services.

Commodities:

This reflects an increase in building maintenance supplies and parts.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Building Maintenance Worker	0.220	0.220	1.220	1.226	1.225
Electrician II	0.420	0.420	0.280	0.429	0.429
Electrician Supervisor	0.080	0.080	0.080	0.080	0.080
Facility Maintenance Division Manager	0.250	0.250	0.250	0.250	0.250
General Maintenance Supervisor	0.780	0.780	0.780	0.645	0.643
Irrigation and Spray Technician	0.010	0.010	0.010	0.008	0.008
Nursery Worker	-	-	-	-	-
Parks Laborer	0.100	0.100	0.100	0.100	0.100
Streets/Parks Supervisor	-	-	-	0.010	0.010
Street & Sign Painter	0.410	0.410	0.410	0.418	0.418
	2.270	2.270	3.130	3.166	3.163

Facility Maintenance Fiscal Year 2014 Accomplishments
❖ Roof Inspections & Warranty Roof Repairs At Central Fire, Town Hall and the Public Works Facility

Fiscal Year 2015 Goals and Performance Measures

Public Works Goal #11 - Maintain the buildings, structures, and facilities of the Town in an efficient, safe and cost effective manner for the general public and Town employees.

OBJECTIVES:

- Accomplish the replacement of the existing roof at the South Fire Station.
- Accomplish the replacement of essential HVAC systems at the Police Department.
- Implement a Roof repair and maintenance contract to address roof repair and replacement issues in a prompt and efficient fashion.

Facility Maintenance Productivity Measures

Effectiveness/Output Measures:	Projected FY15
New Maintenance at All Town Buildings	288
Quarterly Inspections at All Town Buildings	96

PROGRAM: METER MAINTENANCE AND COLLECTION 558

Mission: This bureau exists to provide revenue collection and maintenance of metered parking system in order to maximize revenue.

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

- Keep all meters reliable, accurate and in service through a regular maintenance program.
- Collect meter revenue on a scheduled basis.
- Maximize efficiency of operations by inspecting mechanical and electrical systems with each collection.

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	20,506	18,969	30,071	30,071	30,071	26,944	-10.40%
Employee Benefits	10,931	12,008	12,102	12,102	12,102	12,599	4.11%
Contractual	62,785	57,468	66,900	66,900	66,900	90,160	34.77%
Commodities	15,487	20,309	22,140	22,453	22,453	24,800	12.01%
Capital Outlay	-	8,880	-	-	-	-	0.00%
Depreciation	51,007	51,007	44,323	44,323	44,323	44,323	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	160,716	168,641	175,536	175,849	175,849	198,826	13.27%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

Reduction reflects employee turnover that replaced senior employees with entry level employees.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

This reflects the prospective contracted service for kiosk collection and maintenance.

Commodities:

This reflects additional parts and supplies due to age of the existing meters.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
General Maintenance Supervisor	0.100	0.100	0.100	0.100	0.100
Building Maintenance Worker	0.400	0.400	0.400	0.400	0.400
	0.500	0.500	0.500	0.500	0.500

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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	355,710	427,966	421,165	421,165	421,165	442,813	5.14%
Employee Benefits	98,228	122,884	145,456	145,456	145,456	139,189	-4.31%
Contractual	23,317	9,515	28,300	41,937	41,937	29,000	2.47%
Commodities	8,232	8,997	10,700	10,700	10,700	11,700	9.35%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	8,062	9,954	11,053	11,053	11,053	12,750	15.35%
Other	-	-	-	-	-	-	0.00%
TOTALS	493,549	579,316	616,674	630,311	630,311	635,452	3.05%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan. The reduction in employee benefits is due to an employee opting out of the health insurance program.

Contractual:

This reflects a small increase in technical training costs.

Commodities:

This reflects an increase in anticipated fuel costs.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Senior Project Engineer	1.000	1.000	1.000	1.000	1.000
Project Engineer	2.000	2.000	2.000	2.000	2.000
Town Engineer	-	0.500	1.000	1.000	1.000
	3.000	3.500	4.000	4.000	4.000

Engineering Program Fiscal Year 2014 Accomplishments

- ❖ Completed Phase I ACIP
- ❖ Begin Implementation of Phase II ACIP

Fiscal Year 2015 Goals and Performance Measures

Town Council Budget Priority #5 – Continue to aggressively monitor FDOT’s Flagler Memorial Bridge Project and implement coordinated actions with other governmental authorities (State, County, City of West Palm Beach) to mitigate impacts of any short-term or long-term complete closure of the bridge.

Public Works Goal #1: Monitor the FDOT’s Flagler Memorial Bridge Project. Take action to mitigate impacts and maximize communication with FDOT and other governmental authorities.

OBJECTIVES:

- Attend periodic meetings with FDOT/contractor project teams
- Coordinate negative traffic impacts with other Town departments as well as affected residents/businesses, assist in developing mitigation strategies.

Public Works Goal #3: Begin to Implement Phase 2 of Accelerated Capital Improvement Program.

OBJECTIVES:

- Continue Design of Phase 2 Projects
- Schedule construction based on Flagler Memorial Bridge re-opening

• Performance Measures

Effectiveness/Output Measures:	Projected FY15
Complete Phase I of ACIP (\$ Million)	\$12.1 M
Initiate Design Phase 2 (# of Projects)	16
Complete New Phase 2 Project (# of Projects)	2

Engineering Productivity Measures

Effectiveness/Output Measures:	Projected FY15
Projects on Budget (%)	100
Projects on Time (%)	100
Projects During Season	0
Injuries on Job-Site	0
Continuing Education (# /Person)	2

PROGRAM: RIGHT OF WAY INSPECTIONS 565

Mission: This bureau exists to contribute to the well-being of the community by permitting, overseeing and inspecting work activities in the Town's rights of way and easements to ensure quality work with minimal disruption.

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

- Adhere to all guidelines set by the Town.
- Issue permits in compliance with the Town's ROW manual.
- Minimize inconvenience to the public.
- Make sure contractors restore to Town standards and regulate to that end.
- Provide permit and inspection service in a timely manner.
- Observe work activities to ensure compliance with permit conditions and ROW manual regulations.

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	71,003	71,694	102,976	102,976	102,976	103,220	0.24%
Employee Benefits	25,914	30,251	44,362	44,362	44,362	34,295	-22.69%
Contractual	480	440	1,300	1,300	1,300	1,300	0.00%
Commodities	768	842	2,298	2,298	2,298	2,050	-10.79%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,945	1,945	1,945	1,945	1,945	1,297	-33.32%
Other	-	-	-	-	-	-	0.00%
TOTALS	100,110	105,172	152,881	152,881	152,881	142,162	-7.01%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan. One employee in this program entered the DROP during 2014.

Commodities:

This reflects a small decrease in fuel use.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Public Works Inspector	1.000	1.000	1.500	1.500	1.500
	1.000	1.000	1.500	1.500	1.500

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

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	194,811	242,028	277,347	277,347	277,347	277,939	0.21%
Employee Benefits	91,339	118,189	107,683	107,683	107,683	104,844	-2.64%
Contractual	97,520	61,422	94,350	95,162	95,162	94,000	-0.37%
Commodities	114,565	124,280	144,845	147,209	147,209	153,450	5.94%
Capital Outlay	-	-	4,500	4,500	4,500	-	-100.00%
Depreciation	9,417	15,551	7,032	7,032	7,032	9,728	38.34%
Other	-	-	-	-	-	-	0.00%
TOTALS	507,652	561,470	635,757	638,933	638,933	639,961	0.66%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Salaries and Wages:

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan. One employee in this program entered the DROP in 2014.

Commodities:

This reflects a small increase in costs for repair parts and supplies.

Capital Outlay:

This reflects the reduction of shop equipment purchases.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Mechanic I	0.500	0.500	0.500	0.500	0.500
Mechanic III	2.000	2.000	2.000	2.000	2.000
Mechanic IV	1.000	1.000	1.000	1.000	1.000
Office Assistant II	1.000	1.000	1.000	1.000	1.000
Services Division Manager	0.100	0.100	0.100	0.100	0.100
	4.600	4.600	4.600	4.600	4.600

Equipment Operation and Maintenance Fiscal Year 2014 Accomplishments

- ❖ Acquired all equipment and vehicles scheduled for replacement.

Fiscal Year 2015 Goals and Performance Measures

Public Works Goal #12 - Maintain the vehicles and equipment of the Town's non-public-safety fleet in an efficient, safe and cost effective manner.

OBJECTIVES:

- Maintain high level of equipment availability and reduce down-time by performing necessary and proactive preventive maintenance, and repairs as required.
- Acquire new vehicles and equipment through planning and budgeting from the Equipment Replacement Fund, to provide newer and more efficient fleet that meets the requirements of the users.

Equipment Operation and Maintenance Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Repairs	749	871	987	1048	900
Preventive Maintenance Scheduled	1001	771	826	1302	1320

PROGRAM: COASTAL MANAGEMENT 581

Mission: This division exists to provide increased storm protection to upland structures.

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

- Effectively and efficiently implement the Town's Comprehensive Coastal Management Plan (CCMP).
- Review and revise the CCMP to ensure that it addresses current conditions and is consistent with Federal and State regulations.
- Permit and construct beach restoration projects and conduct coastal monitoring identified in the CCMP.
- Maintain and operate the Palm Beach Inlet Sand Transfer Plant and all inlet dredging activities.
- Ensure the Town receives the maximum benefit of inlet dredging activities.
- Increase public awareness on related issues.

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	153,302	97,991	97,864	97,864	97,864	-	-100.00%
Employee Benefits	41,193	31,927	44,728	44,728	44,728	-	-100.00%
Contractual	159,443	417,671	235,293	304,901	304,901	-	-100.00%
Commodities	1,147	739	2,600	2,600	2,600	-	-100.00%
Capital Outlay	-	18,758	800	800	800	-	-100.00%
Depreciation	-	-	1,870	1,870	1,870	-	-100.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	355,085	567,086	383,155	452,763	452,763	-	-100.00%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

The costs associated with the administration of the coastal program have been moved to the Coastal Protection Fund. This will allow all costs for the entire program to be shown clearly. The costs for the administration of the program are in line with what is shown in the approved 10 year plan.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Coastal Projects Coordinator	1.000	1.000	1.000	1.000	-
Town Engineer	0.500	0.500	-	-	-
	1.500	1.500	1.000	1.000	-

Coastal Management Program Fiscal Year 2014 Accomplishments

- ❖ Mid-Town Beach Renourishment Designed and Permitted

Fiscal Year 2015 Goals and Performance Measures

Public Works Goal #2: Begin Implementation of a long term coastal protection plan.

OBJECTIVES:

- Participate in cost allocation modeling to determine funding process
- Continue to pursue required permits in accordance with BMA

Performance Measures			
Effectiveness/Output Measures:	Actual FY13	Actual FY14	Projected FY15
Participate in cost allocation modeling to determine funding process	Complete	Not applicable	Not applicable
Continue to pursue required permits in accordance with the BMA	Ongoing	Ongoing	Ongoing

Coastal Management Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Lake Worth Inlet Management Plan (volume in cubic yards)	130,800	135,675	420,000	58,000	350,000
Regulatory Required Monitoring/Compliance (No. of Events)	5	5	5	7*	7*

*Additional monitoring events for Pre- and Post-construction. Mid-Town in FY 2014; Phipps in FY 2015.



Other



PROGRAM: LIBRARY SERVICES 321

The Town contracts with The Society of the Four Arts Library to provide library services to its residents. The library maintains exceptional collection of books, audio, and video tapes and periodicals on the arts. It also sponsors special events and activities for its patrons. This annual appropriation takes the place of, and is substantially less than, property taxes that would be levied upon the residents by the Palm Beach County Library District.

Expenditure Summary

	FY2012	FY2013	FY2014	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Adjusted*	Projected	Budget	Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	-	-	-	-	-	-	0.00%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	272,400	288,989	297,659	297,659	297,659	306,580	3.00%
TOTALS	272,400	288,989	297,659	297,659	297,659	306,580	3.00%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

PROGRAMS: TRANSFERS 611 TO 625

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

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Capital Improvement Fund (307)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0.00%
Coastal Protection Fund (309)	3,960,000	4,765,099	4,200,000	4,200,000	4,200,000	4,777,000	13.74%
Debt Service Fund (205)	3,500,000	3,500,000	6,100,000	6,100,000	6,100,000	6,100,000	0.00%
Group Health Retirees (610)	1,493,000	1,769,000	1,506,000	1,506,000	1,506,000	1,577,000	4.71%
Risk - W/C, Liab, Prop	1,791,507	1,892,780	1,876,000	1,876,000	1,876,000	1,925,362	2.63%
TOTALS	11,744,507	12,926,879	14,682,000	14,682,000	14,682,000	15,379,362	4.75%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

PROGRAM: EMERGENCY MANAGEMENT 710

Mission: This division exists to ensure the Town is at an acceptable level of readiness for response to hazards affecting Palm Beach in accordance with the National Incident Management System (NIMS) guidelines.

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

- Conduct NIMS compliancy training to Town officials, employees, volunteers and contractors as needed
- Maximize coordination and cooperation for emergency response planning among the different departments through the Emergency Planning Team (EPT).
- Assist in the development and coordination of emergency plans for more effective response efforts as needed.
- Assist with any community outreach programs relating to public emergency preparations and awareness.

Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Adjusted*	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	19,471	4,075	46,400	46,400	46,400	46,400	0.00%
Commodities	401	556	600	600	600	600	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,700	950	950	950	-	-	-100.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	21,572	5,581	47,950	47,950	47,000	47,000	-1.98%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

PROGRAM: CONTINGENT APPROPRIATIONS 711

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

The budget for the General Fund Contingency Account is established at 1.5% of the proposed budget and is adjusted throughout the year by Town Council approved transfers. Appropriations are transferred out of this line item and into line items designated by Town Council. Expenditures are not reflected in this program, but in the program approved by Town Council.

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

	FY2012 Budget	FY2013 Budget	FY2014 Budget	FY2015 Budget	% Change
Salaries and Wages	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	0.00%
Contractual	-	-	-	-	0.00%
Commodities	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%
Other	807,397	843,000	860,000	909,000	7.83%
TOTALS	807,397	843,000	860,000	909,000	7.83%
Percent of Budget	1.5%	1.5%	1.5%	1.5%	



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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. At this time, no General Obligation Bonds are outstanding.

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 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.

In 2013, the Town issued Public Improvement Revenue Bonds in a par amount of \$55,590,000. The proceeds of the bond will be 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).

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 2013 Revenue 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 2013

Revenue bonds and a Aaa issuer's rating. Standard and Poor's issued a Revenue bond rating of AA+ and a AAA issuer's 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.

For perspective regarding the future debt obligations, a 10 year summary of debt service, outstanding debt, and debt per capita is provided below.

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 revenue bonds through 2024 are shown below:

Fiscal Year	2010A Revenue Bond ACIP-I	2010A Revenue Bond - Par 3	2010B Revenue Bond Worth Ave	2013 Revenue Bond ACIP - II	2013 Par 3 Revenue Bond	2013 Coastal Revenue Bond	Total
2014	3,494,700	126,288	772,681	1,116,127	30,993	295,100	5,835,889
2015	3,499,775	124,488	772,031	2,773,838	77,713	734,613	7,982,456
2016	3,493,650	127,288	775,678	2,771,813	76,813	731,163	7,976,403
2017	3,500,850	124,688	773,050	2,774,563	75,813	731,413	7,980,375
2018	3,496,250	126,988	774,275	2,770,438	74,813	736,038	7,978,800
2019	3,499,850	124,188	774,825	2,774,313	78,688	735,038	7,986,900
2020	3,495,275	125,913	774,663	2,771,063	77,438	733,538	7,977,888
2021	3,496,900	127,038	773,350	2,770,688	76,188	731,538	7,975,700
2022	3,495,275	127,913	776,188	2,772,938	74,938	733,913	7,981,163
2023	3,490,400	128,538	773,359	2,772,688	78,563	735,538	7,979,084
2024	3,492,025	128,913	774,594	2,774,188	77,063	731,538	7,978,969

Legal Debt Margin

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

Preliminary Assessed Valuation	<u>\$13,421,075,355</u>
Legal Debt Margin:	
Debt Limitation - 5% of assessed value	<u>\$ 671,053,768</u>

Debt Summary

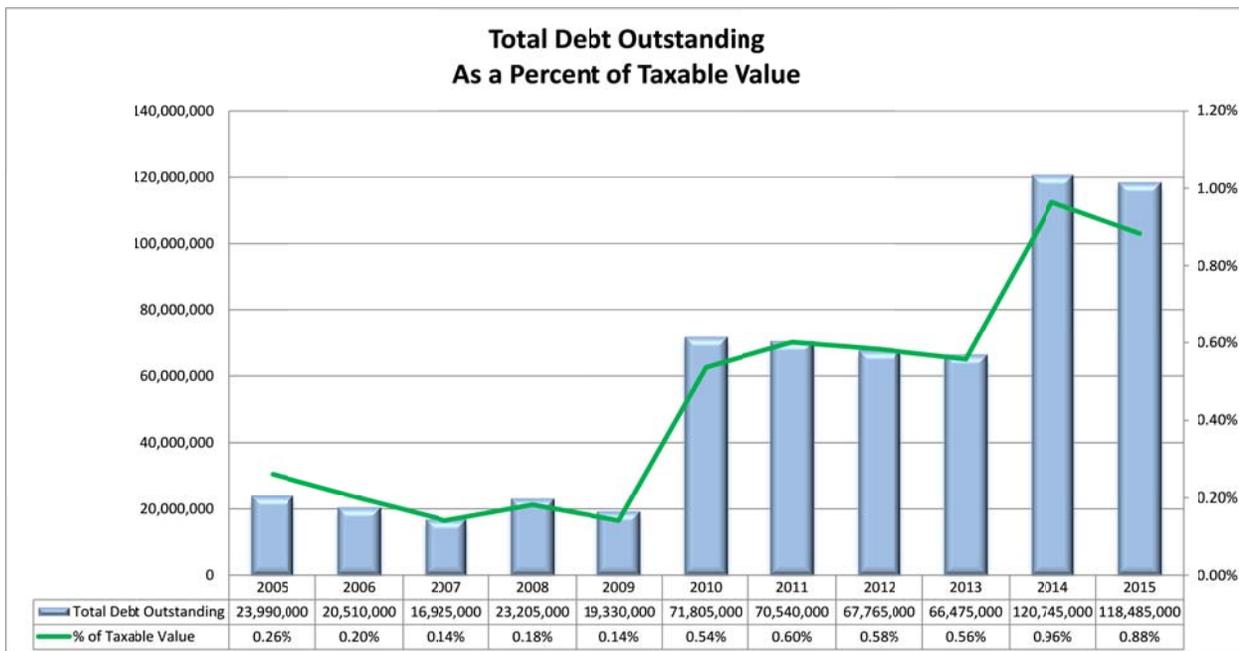
Outstanding debt as of September 30, 2014:

General Fund Pledge Obligations:

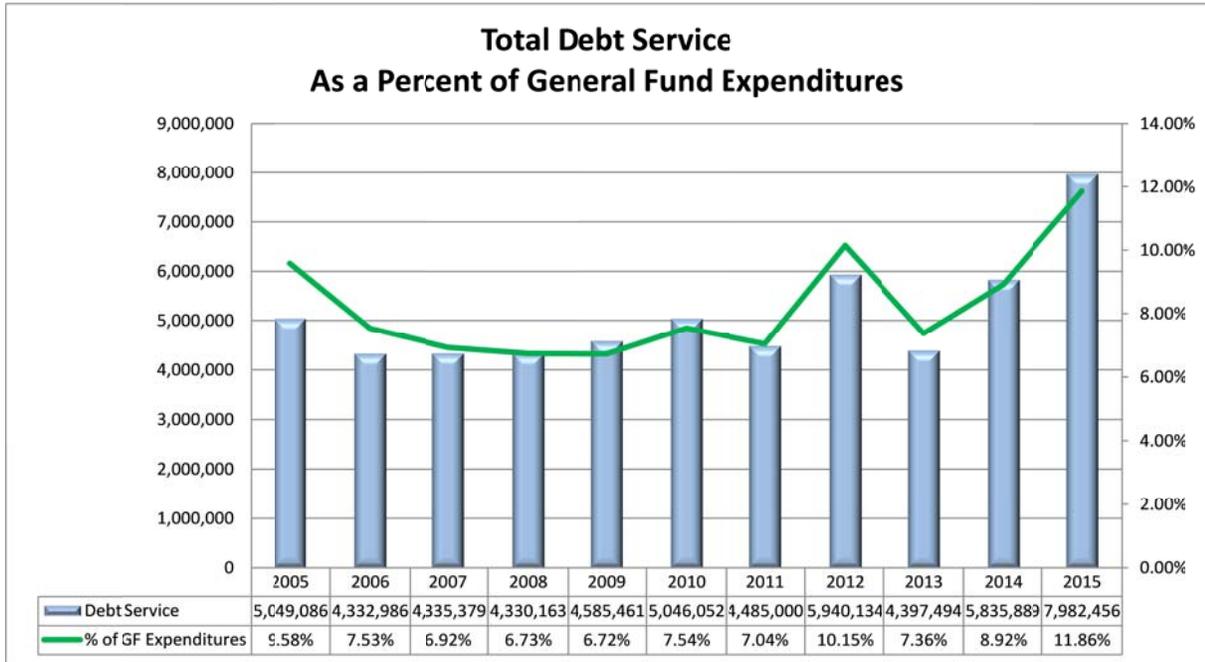
Non-Ad Valorem Revenue Bonds	<u>\$120,745,000</u>
Total Gross Debt (17.99% of capacity)	<u>\$120,745,000</u>

	Debt Ratios	Per Capita
Population	8,358	
Taxable Value	\$13,421,075,355	1,605,776
Total Gross Debt	120,745,000	14,447

The chart below shows the ratio of total debt outstanding as a percent of taxable value.



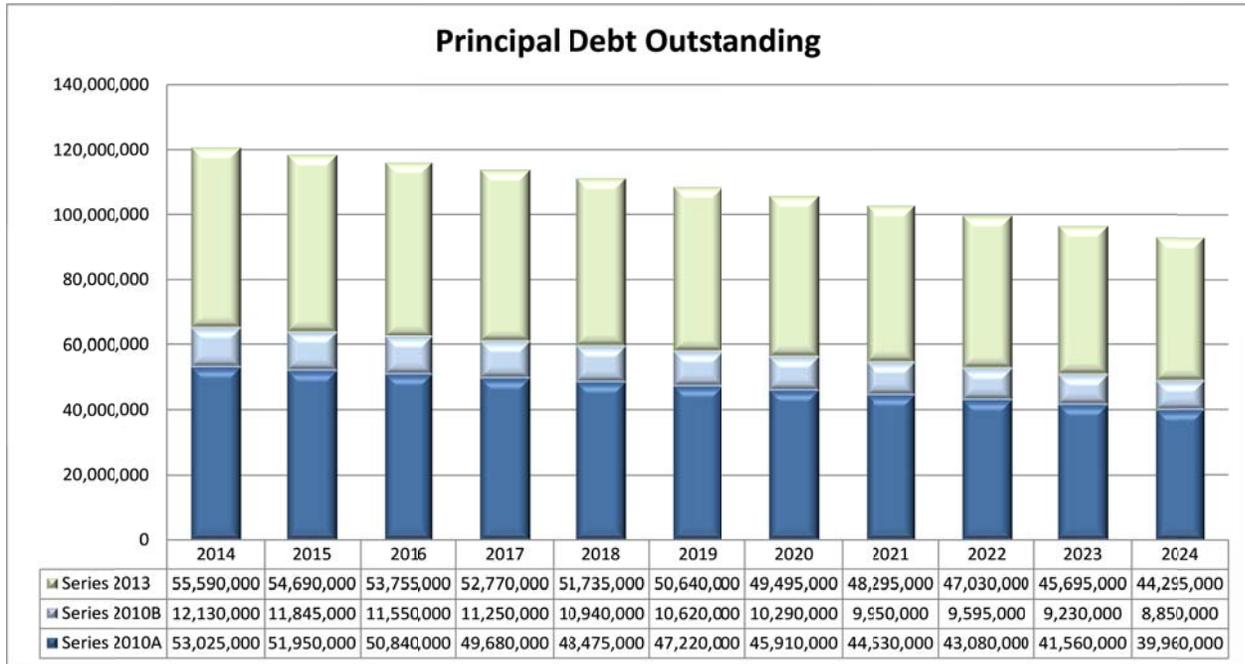
The chart below shows total debt service as a percentage of general fund expenditures.



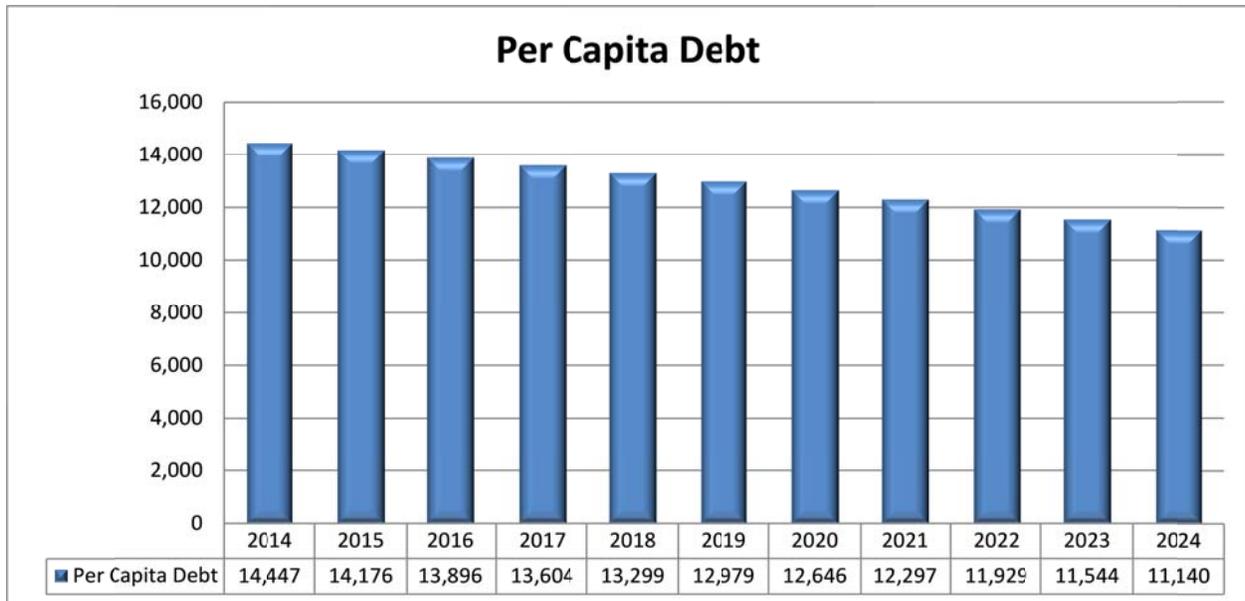
Town of Palm Beach Principal Debt Outstanding FY2014 - FY2024

Fiscal Year Ending	2010A Revenue Bond	2010B Revenue Note	2013 Revenue Note	Total Debt Outstanding	Debt Per Capita (8,358 Population)
2014	53,025,000	12,130,000	55,590,000	120,745,000	14,447
2015	51,950,000	11,845,000	54,690,000	118,485,000	14,176
2016	50,840,000	11,550,000	53,755,000	116,145,000	13,896
2017	49,680,000	11,250,000	52,770,000	113,700,000	13,604
2018	48,475,000	10,940,000	51,735,000	111,150,000	13,299
2019	47,220,000	10,620,000	50,640,000	108,480,000	12,979
2020	45,910,000	10,290,000	49,495,000	105,695,000	12,646
2021	44,530,000	9,950,000	48,295,000	102,775,000	12,297
2022	43,080,000	9,595,000	47,030,000	99,705,000	11,929
2023	41,560,000	9,230,000	45,695,000	96,485,000	11,544
2024	39,960,000	8,850,000	44,295,000	93,105,000	11,140

The chart below shows the total principal debt outstanding for FY14 through FY24.



The chart below shows total outstanding debt per capita for FY14 through FY24.



Fund 205 - 2010A and 2013 Revenue Bonds Revenue and Expenditure Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
<u>Revenues</u>						
Interest Earnings	289	243	500	200	1,000	100.00%
Transfer from General Fund	3,500,000	3,500,000	6,100,000	6,100,000	6,100,000	0.00%
Transfer from REF	124,238	128,000	157,300	157,300	202,200	28.50%
Transfer from Coastal Fund	0	0	295,100	295,100	734,613	148.94%
TOTALS	3,624,527	3,628,243	6,552,900	6,552,600	7,037,813	7.40%
<u>Expenditures</u>						
Debt Service Interest	2,631,738	2,609,213	5,181,000	4,023,208	5,235,425	1.05%
Debt Service Principal	990,000	1,010,000	1,040,000	1,040,000	1,975,000	89.90%
Other Expenses	3,840	3,240	15,000	5,000	15,000	0.00%
TOTALS	3,625,578	3,622,452	6,236,000	5,068,208	7,225,425	15.87%
TOTAL REVENUES OVER/(UNDER) EXPENDITURES	(1,051)	5,790	316,900	1,484,392	(187,612)	
Beginning Fund Balance	258,661	257,610	263,400	263,400	1,747,792	
ENDING FUND BALANCE	257,610	263,400	580,300	1,747,792	1,560,180	

REVENUES**Interest Earnings:**

Represents interest earned on reserves of fund.

EXPENDITURES**Debt Service Interest/Principal:**

Represents the amount of interest/principal due on the 2010A and 2013 Revenue Bonds.

Other Bond Expenses:

Represents amounts due for expenses for fund.

Capital Funds

Introduction:

The Capital Improvement Fund section includes accomplishments as well as summary schedules that reflect each projects 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 six 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 five 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 the 2000 Revenue Bond (refunded in 2003), transfers from other 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) Town Facilities (310)

This fund accounted for construction costs for the Central Fire-Rescue Station (including the Emergency Operations Center) and Town Hall Renovations with proceeds from the 2003/2008 Revenue Bonds as well as transfers from the Capital Improvement and General Funds. This fund will close in FY2016 when the remaining fund balance is transferred to the Pay-as-you-go Fund for facilities projects.

4) Worth Avenue Assessment District (311)

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

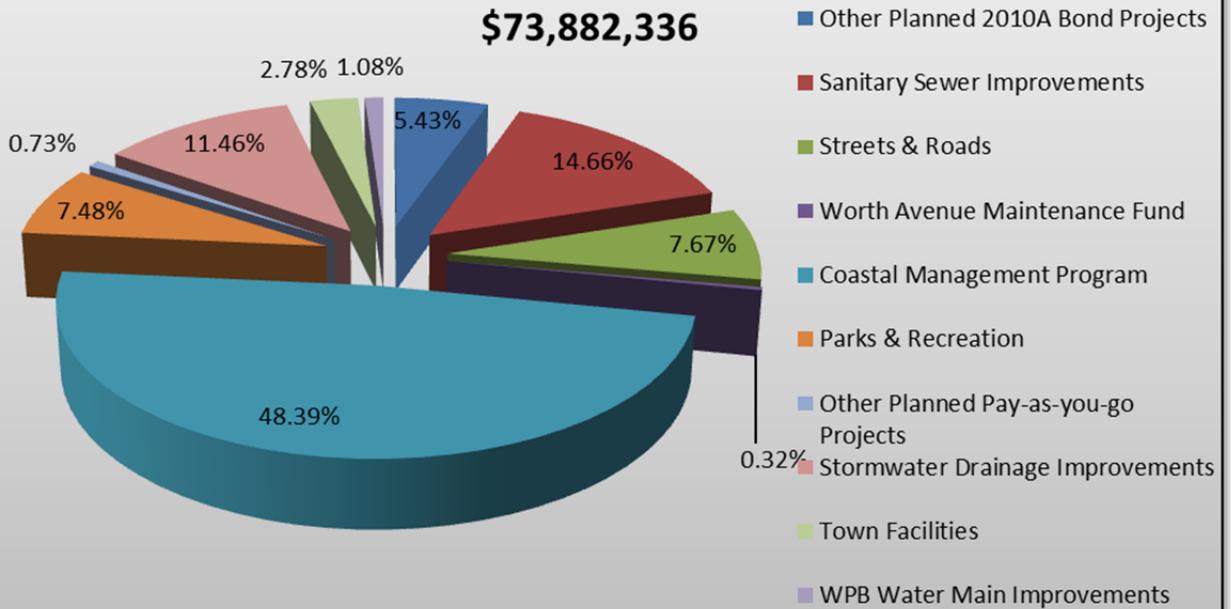
5) Accelerated Capital Improvement Fund 2010A Bond Issue (312)

This fund was established as result of the 2010A bond issue to account for storm water, sanitary sewer and other projects as outlined in the bond document.

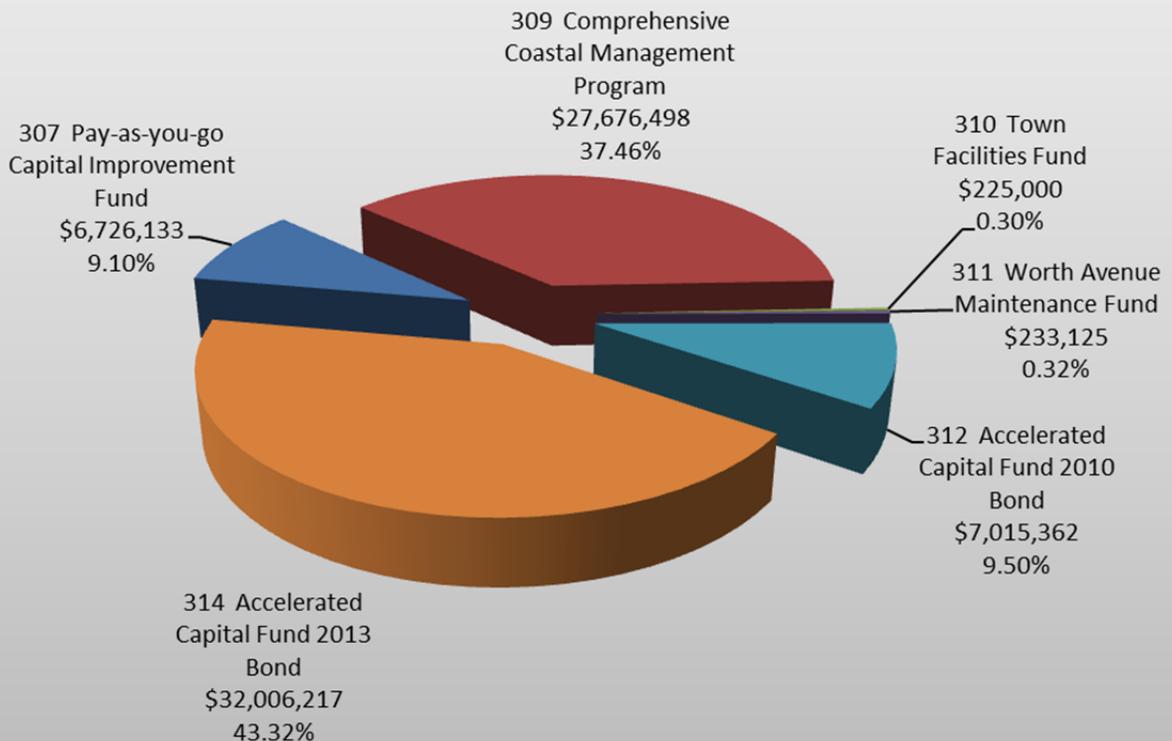
6) Accelerated Capital Improvement Fund 2013 Bond Issue (314)

This fund was established as result of the 2013 bond issue to account for storm water, sanitary sewer, coastal and other projects as outlined in the bond document.

FY2015 Capital Funds Budget by Project Type - \$73,882,336



FY2015 Capital Funds Budget by Fund - \$73,882,335



Impact of Capital Investments on Operating Budget

There are many features that distinguish the operating budget from the capital budget. The operating budget includes expenses that are generally of a recurring nature for all services and are appropriated for one year only, but do not result in major physical assets. From year to year, changes in the operating budget are expected to be fairly stable and represent incremental changes in the cost of doing business, in the growth of the community and in the types and levels of the services provided. Capital expenditures or the capital budget on the other hand include one-time costs for projects and may fluctuate widely from year to year.

The most obvious connection is the fact that the operating budget assumes the cost of maintaining and operating new facilities that are built under the capital budget. The operating budget impact estimates for capital projects are important for future planning and are included in budget projections used in the annual budget process. These costs or savings adjust the annual operating budget in the year the asset is complete and the asset is operational. Some capital improvements will actually decrease maintenance costs, such as replacement of vehicles and water lines or reconstruction of roads.

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

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

Project	Salary/ Benefits	Supplies/ Contractual	Total Savings/ (Cost)	Comments
Stormwater Projects				
D-9 Pump Station	\$ (6,688)	\$ (560)	\$ (7,248)	Labor & Utilities Savings
D-4 Pump Station	(4,460)	(1,150)	(5,610)	Labor & Utilities Savings
D-3/D-4 Pump Stations Electrical Upgrade	(3,344)	0	(3,344)	Labor savings from decreased failures
D-8, D-14 & A-7 Pump Station Fuel Tank Replacement	(1,115)	0	(1,115)	Labor Savings from reduced corrosion control
D-10 Pump Station Improvements	(4,460)	(670)	(5,130)	Labor & Utilities Savings
D-12 Pump Replacement	(13,377)	0	(13,377)	Labor savings from decreased failures
D-15 (D-6 & D-7) Pump Station Rehabilitation	(38,646)	31,949	(6,697)	Labor & Utilities Savings
Sub Total Stormwater	\$ (72,090)	\$ 29,569	\$ (42,521)	
Sanitary Projects				
Pump Stations A-5 & A-6 Improvements	\$ (4,460)	0	\$ (4,460)	Labor savings from decreased failures
Pump Station A-7 Inline Booster Station	(5,574)	0	(5,574)	Labor savings from decreased failures
Pump Stations A-42 & A-43 Improvements	(4,460)	0	(4,460)	Labor savings from decreased failures
Pump Stations A-39 & A-41 Improvements	(5,574)	0	(5,574)	Labor savings from decreased failures
Pump Stations A-39,41,42,43 Generators	(11,148)	0	(11,148)	Labor savings from decreased failures
Pump Station S-2 Inline Booster Station	(8,918)	700	(8,218)	Labor & Utilities Savings
North Flagler Drive Force Main	1,300	0	1,300	Additional ARV and Plug Valves to maintain
Ejector Pump Stations Upgrade	(2,230)	0	(2,230)	Labor savings from decreased failures
A-7 to Hammon Ave Force Main Replacement	278	0	278	Additional ARV and Plug Valves to maintain
E-6 Bradley Park to Tangier Avenue Force Main	1,115	0	1,115	Additional ARV and Plug Valves to maintain
E-3, Garden Rd to Cherry Lane Force Main	278	0	278	Additional ARV and Plug Valves to maintain
A-42 to A-41 & Par 3 to A-39 Force Main	1,161	0	1,161	Additional ARV and Plug Valves to maintain
A-39 to A-7 Force Main Replacement	1,904	0	1,904	Additional ARV and Plug Valves to maintain
Sub Total Sanitary	\$ (36,328)	\$ 700	\$ (35,628)	
Grand Total Savings/(Cost)	\$ (108,418)	\$ 30,269	\$ (78,149)	

**Capital Improvement Program
Five Year Capital Improvement Pay-as-you-go/Facilities Program
Proposed FY2015**

Description	FY2014 Carry-over Budget	Proposed Year 1 FY2015	Subtotal	Projected Requirements				
				Year 2 FY2016	Year 3 FY2017	Year 4 FY 2018	Year 5 FY 2019	Through FY2019
<i>Expenditures:</i>								
<i>Storm Water System</i>	1,064,870	100,000	1,164,870	150,000	150,000	150,000	150,000	1,764,870
FY2014 Carry-over	1,064,870	0	1,064,870	0	0	0	0	1,064,870
General Repairs	0	100,000	100,000	150,000	150,000	150,000	150,000	700,000
<i>Sanitary Sewer System</i>	1,540,400	150,000	1,690,400	100,000	100,000	100,000	100,000	2,090,400
FY2014 Carry-over	1,540,400	0	1,540,400	0	0	0	0	1,540,400
General Repairs	0	150,000	150,000	100,000	100,000	100,000	100,000	550,000
<i>Streets and Roads</i>	752,142	500,000	1,252,142	500,000	500,000	600,000	600,000	3,452,142
FY2014 Carry-over	752,142	0	752,142	0	0	0	0	752,142
Milling & Resurfacing Program	0	0	0	0	0	0	0	0
Curb & Sidewalk	0	100,000	100,000	100,000	100,000	100,000	100,000	500,000
Roadway Rebuilding	0	400,000	400,000	400,000	400,000	500,000	500,000	2,200,000
<i>Bury FPL Overhead Lines</i>	218,522	0	218,522	0	0	0	0	218,522
<i>Bulkheads & Seawalls</i>	63,851	50,000	113,851	50,000	50,000	50,000	50,000	313,851
Bulkheads & Seawalls	63,851	50,000	113,851	50,000	50,000	50,000	50,000	313,851
<i>Water Main Improvements WPB (1)</i>	0	800,000	800,000	800,000	800,000	800,000	800,000	4,000,000
<i>Facilities</i>	831,348	450,000	1,281,348	250,000	225,000	125,000	125,000	2,006,348
FY2014 Carry-over	831,348	0	831,348	0	0	0	0	831,348
Class III Landfills Site Maintenance	0	25,000	25,000	25,000	25,000	25,000	25,000	125,000
General Building Maintenance	0	225,000	225,000	25,000	200,000	100,000	100,000	650,000
Phipps Park Bathrooms	0	0	0	200,000	0	0	0	200,000
North Fire Station Roof	0	200,000	200,000	0	0	0	0	200,000
Total Expenditures	4,471,133	2,050,000	6,521,133	1,850,000	1,825,000	1,825,000	1,825,000	13,846,133
<i>Offsetting Revenues:</i>		<i>FY2015</i>		<i>FY2016</i>	<i>FY2017</i>	<i>FY2018</i>	<i>FY2019</i>	<i>Total</i>
Interest		25,000		25,000	25,000	25,000	25,000	125,000
Transfer from Town Facilities Fund (310)		225,000		225,000	0	0	0	450,000
WPB - Water Main Improvements (1)		800,000		800,000	800,000	800,000	800,000	4,000,000
Total Offsetting Revenues		1,050,000		1,050,000	825,000	825,000	825,000	4,575,000
Net Transfer from General Fund		1,000,000		800,000	1,000,000	1,000,000	1,000,000	

Revenue and Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Revenues						
Transfer from General Fund (001)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0.00%
Transfer from Town Facilities Fund (310)	-	200,000	225,000	225,000	225,000	0.00%
Interest on Investments	46,786	(6,647)	25,000	30,000	25,000	0.00%
Grants/Local Revenue	244,320	109,105	800,000	-	800,000	0.00%
TOTALS	1,291,106	1,302,458	2,050,000	1,255,000	2,050,000	0.00%
Expenses						
Projects	1,061,102	1,935,531	6,382,482	785,000	6,521,133	2.17%
Contingency	-	-	205,000	-	205,000	0.00%
TOTALS	1,061,102	1,935,531	6,587,482	785,000	6,726,133	2.10%
Total Revenues						
Over/(Under) Expenses	230,004	(633,073)	(4,537,482)	470,000	(4,676,133)	
Beginning Fund Equity	5,393,924	5,623,928	4,990,855	4,990,855	5,460,855	
ENDING NET ASSETS	5,623,928	4,990,855	453,373	5,460,855	784,722	

Revenues**Transfer from General Fund (001):**

Annual pay-as-you-go funding transferred from the General Fund to the Capital Fund.

Transfer from Town Facilities Fund (310):

Transfer from the Town Facilities Fund for projects relating to Town Facilities.

Interest on Investments:

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

Grants/Local Revenue:

Revenue from Florida Dept of Transportation, Palm Beach County and City of West Palm Beach

Expenses**Projects:**

A detailed schedule of projects can be found in this section.

Contingency:

10% of current year projects per Town policy.

COMPREHENSIVE COASTAL MANAGEMENT PROGRAM FY14 ACCOMPLISHMENTS & FY15 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 FY13 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 FY14 program budget and 10-year plan was developed and approved by Town Council for funding and implementation.

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.

Town continues to work with the U.S. Army Corps of Engineers on the various Federally-participated inlet maintenance dredging activities.

Ensure operation and maintenance the Sand Transfer Plant.

2013 Townwide Physical Monitoring Report, dated DRAFT 2014

Reach 1

Reach 1 experienced a net shoreline advance of 106.1 feet since Hurricane Sandy. While a portion of this gain is due to post storm recovery, the major contributor to this result was the placement of inlet maintenance material within this reach by the Corps of Engineers during this recent time period. Shoreline advance occurred throughout the reach, though recent gains in the vicinity of R-76 are less than the net loss which occurred due to Hurricane Sandy. It is important to note that the Sand Transfer Plant (STP) remained closed following Hurricane Sandy due to storm damage for a portion of the recent monitoring period contributing to this observation. Despite the temporary closure of the STP the area exhibited a net gain of 237,331 cubic yards over the most recent monitoring period (due primarily to direct beach placement by the Corps). Overall, this reach has exhibited a long term substantial net shoreline advance of 116.9 feet and volumetric gain (to -26.2 feet NAVD) of 803,105 cubic yards since 1990. This advance in shoreline and volume is associated with ongoing placement by the Sand Transfer Plant (STP) within this reach and direct placement of material from inlet maintenance.

The net result of Hurricane Sandy and post storm beach recovery and placement has been a minor advance in shoreline position of 0.6 feet and a net gain in volume of 118,569 cubic yards. The monitoring data suggests that Reach 1 has lost a significant volume of material to the south into Reach 2 though this trend is not evident within the Reach 2 upper beach performance.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Bypass an average annual volume of 202,000 cubic yards of sand to the downdrift beaches; place all beach compatible material dredged during channel maintenance on downdrift beaches in areas of greatest need; extension of the discharge pipeline to increase bypassing efficiency with discharge points located at the south jetty, and approximately 1,000 feet and 2,500 feet south of the south jetty.

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. 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 1 Related Shore Protection Board Recommended Actions, November 2009

Sand Transfer Plant, Phase I Construction - The rehabilitation of the mechanical and electrical systems with structural restoration of the plant itself.

The Town recently completed renovation of the 52-year-old sand bypassing plant. Although the structural and exterior restoration was not completed until May 2010, the mechanical components were all replaced in time for the plant to resume operations in late December 2009. The total cost of the project was approximately \$2,200,000 Town staff was able to secure a \$300,000 grant from the Florida Inland Navigation District, which brought the net Town cost down to approximately \$1,900,000.

STATUS: Completed in April 2010.

Engineered Beach Designation - The SPB requested that the Town hire a consultant to prepare the necessary documentation to potentially qualify Reach 1 as an "Engineered Beach" as defined by FEMA.

STATUS: Report ready for submittal to FEMA should an emergency declaration get issued which includes the Town of Palm Beach.

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 is working with FDEP and USACE Civil Works staff to potentially expand the footprint of the Lake Worth Inlet's maintenance dredging project into Reach 2.

Should the second discharge, or an expanded inlet maintenance placement area, create a small stable beach throughout Reach 2, a 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. Physical and Biological Monitoring efforts have continued and are currently underway.

Reach 2

Over the past year and since Hurricane Sandy the Reach 2 shoreline advanced an average of 35.8 feet, though this gain is not evenly distributed. The northern portions of the reach from R-78 to R-81 exhibited significant gains while the remainder of the reach to the south in general exhibited significant net recession. Gains in the northern portions of the reach are attributable to movement of material into the reach from the north (Reach 1) and the direct placement of material by the Corps in the northern portion of the reach over this monitoring period. The net recession within the majority of the Reach from R-82 south to R-90 is particularly notable as much of the shoreline within the Town exhibited a post storm recovery of this same time period.

Despite this notable recession trend, net volumetric gains occurred throughout the beach profile with the greatest gains occurring in the nearshore. In total, Reach 2 has gained 325,541 cubic yards (to - 26.2 ft. NAVD) since Hurricane Sandy.

Since 1990, the reach has exhibited a net shoreline advance of 49.9 feet though this gain is largely limited to the northernmost portion of the reach. Overall, this reach has gained a net volume of only 17,602 cubic yards since 1990. Gains are limited to the northernmost portion of the reach from R-78 to R-81 with the remainder of the reach to the south exhibiting net losses both in shoreline position and volume.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Place all beach compatible material dredged during channel maintenance on downdrift beaches in areas of greatest need; extension of the discharge pipeline to increase bypassing efficiency with discharge points located at the south jetty, and approximately 1,000 feet and 2,500 feet south of

the south jetty; maintain the projects through monitoring and nourishment using sand from offshore sources; construct a feeder beach to reestablish littoral transport for Reach 2.

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: FDEP BMA signed by all applicable parties. State permit authorization for STP Phase II received with signed BMA. Federal permit authorization has not been received. The STP Phase II project is not expected to be moved forward for construction in the near future. Monitoring data will continue to be collected and analyzed to determine the necessity of the STP Phase II project.

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: Report is expected in October 2014. Groin rehabilitation is included in the SPB's most recent 10-year plan. In September 2012, a peer review of a consultant proposed "Coastal Structures Plan" was performed. The recommendations from the peer review include the initiation of a Groin Rehabilitation Program as a long-term capital improvement project. The FY14 Coastal Management Program Budget and 10-Year Plan includes line item No. 8 to appropriate \$500,000 annually (between FY 2015 and FY 2023) for Groin Rehabilitation.

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 requested 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. An EIS will likely need to be completed to extend the dry beach placement area beyond the current limits of placement near R-79 or beyond the limits of the Palm Beach Harbor EIS at approximately R-80. The Town will remain engaged with the USACE with respect to the inlet maintenance scope of work scheduled for construction between November 2014 and May 2015.

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.

Beach Nourishment construction was approved by Town Council and is scheduled to begin in November 2014.

2013 Townwide Physical Monitoring Report, dated DRAFT 2014

Reaches 3 & 4

This segment comprises both the north and south segments of the Mid-Town Beach Renourishment project. Since Hurricane Sandy this reach has exhibited a net shoreline gain of 7.6 feet. Gains only occurred within the central portion of the reach (within the boundaries of the south nourishment project segment). Significant losses occurred within the north project segment (from R-91 to R-93) and within the southern boundary of the reach (from R-101 to R-102).

Overall, this area experienced a net volumetric gain of 240,156 cubic yards (to -26.2 feet NAVD) since Hurricane Sandy with gains occurring throughout the reach.

Since 1990, this shoreline segment has exhibited a net increase in volume of 833,886 cubic yards and gain in shoreline position of 45.4 feet due to direct sand placement. This net gain is not evenly distributed and an area of focused shoreline and volumetric loss is evident within the northern portions of the reach from R-91 to R-92. This northern hot spot was particularly significant over the most recent monitoring period and appears to be an advancement of the historic erosion character of Reach 2 south into the northern portion of Reach 3.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Maintain the projects through monitoring and nourishment using sand from offshore 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

Beach Nourishment Permitting - The permitting for the next beach project in Mid-Town is scheduled to begin in 2012, with expected construction in Winter of 2013/Spring of 2014.

STATUS: Town Council appropriated funds in the FY 2014 budget for construction of the next Mid-Town Beach Nourishment Project. State permitting has been completed through the Palm Beach Island Beach Management Agreement Pilot Project. Federal permitting is still underway, but is expected to be completed in time for an estimated construction start in November 2014. A construction contract was awarded.

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: The FY14 Coastal Management Program Budget and 10-Year Plan includes line item No. 8 to appropriate \$500,000 annually (between FY 2015 and FY 2023) for Groin Rehabilitation. Planning is currently underway. Following the planning process, scheduled for completion in October 2014, final design and permitting will take place. Construction may begin in 2015.

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.

Beach Nourishment construction is scheduled for November 2014. Mitigation implementation activities for influences from the 2006 Mid-Town Beach Nourishment Project are underway.

2013 Townwide Physical Monitoring Report, dated DRAFT 2014Reaches 3 & 4

This segment comprises both the north and south segments of the Mid-Town Beach Renourishment project. Since Hurricane Sandy this reach has exhibited a net shoreline gain of 7.6 feet. Gains only occurred within the central portion of the reach (within the boundaries of the south nourishment project segment). Significant losses occurred within the north project segment (from R-91 to R-93) and within the southern boundary of the reach (from R-101 to R-102).

Overall, this area experienced a net volumetric gain of 240,156 cubic yards (to -26.2 feet NAVD) since Hurricane Sandy with gains occurring throughout the reach.

Since 1990, this shoreline segment has exhibited a net increase in volume of 833,886 cubic yards and gain in shoreline position of 45.4 feet due to direct sand placement. This net gain is not evenly distributed and an area of focused shoreline and volumetric loss is evident within the northern portions of the reach from R-91 to R-92. This northern hot spot was particularly significant over the most recent monitoring period and appears to be an advancement of the historic erosion character of Reach 2 south into the northern portion of Reach 3.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Maintain the projects through monitoring and nourishment using sand from offshore 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 beachfill project.

Reach 4 Related Shore Protection Board Recommended Actions, November 2009

FEMA Dune/Beach Sand - To be conducted simultaneously with the FEMA project in Reach 7, the Mid-Town beach (Clarke Avenue Beach to the south end of the Municipal Beach) will receive sand appreciable to the losses attributed from Tropical Storm Fay.

The dune project will serve as an interim measure until the next Mid-Town renourishment project is constructed. The Shore Protection Board is requesting an appropriation in the proposed FY 2011 coastal budget to begin the permitting effort for beach renourishment in Mid-Town.

STATUS: Construction completed in January 2011.

Beach Nourishment Permitting - The permitting for the next beach project in Mid-Town began in 2012, with expected construction in late 2013/early 2014.

STATUS: Town Council appropriated funds in the FY 2014 budget for construction of the next Mid-Town Beach Nourishment Project. State permitting has been completed through the Palm Beach Island Beach Management Agreement (BMA) Pilot Project. Federal permitting is still underway, but is expected to be completed in time for an estimated construction start in November 2014. A construction contract was awarded.

Reach 5 (270 FEET SOUTH OF BANYAN ROAD TO 170 FEET NORTH OF WIDENER'S CURVE)

Reach 5 continues to benefit from repeated restorations of Reaches 3 and 4.

Current Action

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

Continue physical monitoring per BMA-requirement.

2013 Townwide Physical Monitoring Report, dated DRAFT 2014

Reach 5

Over the current monitoring period, Reach 5 has experienced a net average shoreline advance of 4.3 feet with both gains and losses occurring within the reach. The reach exhibited a net gain of 250,162 cubic yards with gains occurring throughout the reach.

Long term, this area has experienced a net shoreline advance of 56.7 feet since 1990 and has gained approximately 848,669 cubic yards (above -26.2 feet NAVD) throughout the entire shoreline segment. Gains are directly attributable to the movement of material into Reach 5 from the Mid-Town beach projects within Reaches 3 and 4. Reach 5 has exhibited long term gains in both shoreline and volume due to the movement of material from the beach nourishment projects within Reaches 3 and 4. These trends are likely to continue provided the nourishment source remains. Lacking this source, 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, May 2010 Update

Strategy: Maintain the projects through monitoring and nourishment using sand from offshore sources; construct restoration projects in environmentally suitable areas of Reach 5.

Comprehensive Coastal Management Plan, 1998 Update

Proposed improvements include beachfill 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: The FY14 Coastal Management Program Budget and 10-Year Plan includes line item

No. 8 to appropriate \$500,000 annually (between FY 2015 and FY 2023) for Groin Rehabilitation. Planning is currently underway. Following the planning process, scheduled for completion in October 2014, final design and permitting will take place. Construction may begin in 2015.

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 FY14).

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.

2013 Townwide Physical Monitoring Report, dated DRAFT 2014

Reach 6

Since Hurricane Sandy, Reach 6 exhibited a net shoreline advance of 12.6 feet and a net gain of 179,067 cubic yards (above -26.2 feet NAVD).

Since 1990, Reach 6 has exhibited a net shoreline advance of 18.1 feet and volumetric gain of 480,502 cubic yards (above -26.2 feet NAVD).

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 downdrift effect of the Mid-Town nourishment projects which have provided a sediment source to both Reaches 5 and 6. The monitoring data suggests that the functional limit of this beneficial downdrift effect occurs within Reach 6, in the vicinity of the FDOT revetment (between R-11 and R-116).

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Maintain the projects through monitoring and nourishment using sand from offshore sources.

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: The FY14 Coastal Management Program Budget and 10-Year Plan includes line item No. 8 to appropriate \$500,000 annually (between FY 2015 and FY 2023) for Groin Rehabilitation. Planning is currently underway. Following the planning process, scheduled for completion in October 2014, final design and permitting will take place. Construction may begin in 2015.

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 FY14)..

Reach 7 (SLOAN'S CURVE TO THE AMBASSADOR HOTEL)

The Shore Protection Board has made the Reach 7 beaches a top priority for additional coastal management activities.

Current Action

2011 Dune Restoration Construction completed in January 2011 - March 2011 and project performance monitoring, including environmental monitoring, is being conducted.

Engineering and design for the next beach renourishment project has been completed. State permitting, through the FDEP BMA process, has been completed. Federal permitting is underway.

Continue Physical Monitoring per BMA-requirement. Construction of a FY 2014 Partial Beach Nourishment and Dune Restoration Project in Reach 7 in late 2014/early 2015. Construct full beach nourishment in Reach 7 with a project in Reach 8 following completion of the Federal-mandated EIS effort and subsequent permitting.

2013 Townwide Physical Monitoring Report, dated DRAFT 2014

Reach 7

Reach 7 encompasses the boundaries of the Phipps Nourishment Project which was initially constructed in 2006 and was partially renourished in early 2011. Since Hurricane Sandy, Reach 7 has experienced a net loss of 5.6 feet of shoreline position. This is the only reach which has exhibited a net recession since Hurricane Sandy.

Reach 7 has gained a net volume of 102,310 cubic yards since Hurricane Sandy. Gains occurred throughout the reach with a slight increasing trend from north to south.

Since 1990, Reach 7 has exhibited a net average recession of 12.6 feet. Losses have been most prominent within the northern portions of the reach from Phipps Ocean Park to the FDOT revetment. The reach has exhibited a net volumetric gain of 375,671 cubic yards since 1990. Gains have

occurred throughout the reach though there is an increasing trend in gain from north to south.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Maintain the projects through monitoring and nourishment using sand from offshore sources.

Comprehensive Coastal Management Plan, 1998 Update

Beach fill project and the construction of a groin field.

Reach 7 Related Shore Protection Board Recommended Actions, November 2009

FEMA Dune/Beach Sand - Constructed simultaneously with the FEMA project in Reach 4.

The dune project will serve as an interim measure until the next Phipps Ocean Park nourishment project is constructed.

STATUS: 2011 Dune Restoration Construction completed in January 2011 - March 2011 and project performance monitoring, including environmental monitoring, is being conducted.

Beach Nourishment - The 2006 beach restoration project life interval was interrupted by the tropical systems in 2007 and 2008. The SPB recommends renourishment of the 2006 project.

STATUS: The next full nourishment of Reach 7 is planned to occur with construction of a project in Reach 8 (following completion of Federal-mandated EIS effort and subsequent permitting). A partial beach nourishment and dune restoration project is planned for Reach 7 and Reach 8 for late 2014/early 2015. Town Council awarded a construction contract.

Reach 8 (THE AMBASSADOR HOTEL TO LA BONNE VIE)

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 completion of the Federal-mandated EIS effort that is underway.

Current Action

2011 Dune Restoration Construction completed in March 2011 and project performance monitoring is being conducted.

South End Palm Beach Restoration, Permitting

Central Palm Beach County Comprehensive Erosion Control Project, Managed by Palm Beach County ERM, Environmental Impact Statement (EIS) in development.

Reach 8 has been designated as "Critically Eroded", per FDEP.

2013 Townwide Physical Monitoring Report, DRAFT 2014

Reach 8

Over the past year, Reach 8 exhibited a net shoreline gain of 5.8 feet and overall volumetric gain of 104,929 cubic yards (to a depth of -26.2 feet NAVD).

Since 1990, Reach 8 has exhibited a net average loss of 10.8 feet, though gains generally occurred at the north end of the reach and recession was evident at the southern boundary. Since 1990, the reach has exhibited a net gain of 381,018 cubic yards (to a depth of -26.2 feet NAVD).

The data suggests that Reach 8 has benefited from a downdrift effect of the Phipps nourishment projects, though the magnitude of this effect has been limited and has moderated over time.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Maintain the projects through monitoring and nourishment using sand from offshore sources; construct restoration projects in environmentally suitable areas of Reach 8; conduct dune restoration where feasible.

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

FEMA Dune/Beach Sand - Constructed simultaneously with the FEMA project in Reach 4.

State and federal permitting has been underway and permits are expected to be received in time to construct a 25,000-cubic-yard dune project soon after November 1, 2010. Work needs to occur between November 1 and March 31 due to the sea turtle nesting season.

The dune project will serve as an interim measure until the potential Reach 8 beach restoration project is constructed.

STATUS: 2011 Dune Restoration Construction completed in January 2011 - March 2011.

Beach Restoration - A small scale beach nourishment project in Reach 8.

STATUS: Permit application submitted in September 2010. In permitting. EIS required by USACE for portions of the project south of the Lake Worth Pier. EIS is underway.

Structures Study - Palm Beach County has been pursuing a breakwater project to provide erosion control for the South Palm Beach/Lantana beaches. The SPB recommended that the Town Council join in the breakwater study with the County for the purpose of determining the long-term regional approach to shoreline management in this area. Subsequently, the Town Council signed two interlocal agreements with Palm Beach County on coastal projects.

A significant step in the permitting process is to conduct an Environmental Impact Statement (EIS) study. The expected time frame for this study is approximately 18 months. In February

2012, Palm Beach County discontinued the EIS process. The Town and the County are restarted the EIS process under the Town's project management. The EIS is not expected to be complete until September 2014.

Critical Beach Erosion Designation - The entire Town shoreline is considered "critically eroded" by the state, except for portions of Reach 8 south of the Lake Worth pier. Attempts have been made by Town consultants to have all of Reach 8 included in the "critically eroded" designation. Each attempt has resulted in the state failing to recognize this area as "critically eroded", although this designation is provided for beaches immediately north and south of the non-designation.

STATUS: During the BMA process, the FDEP designated Reach 8 as critically eroded.

Townwide

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 will serve as a regional approach to managing the shoreline along Palm Beach Island.

Additional monitoring activities in FY15 budget include:

- Biological monitoring related to the engineered beach projects in Reaches 3, 4, and 7
- Sea turtle monitoring in Reaches 1, 2, 3, 4, 7 and 8
- Annual tilling of the beaches within the nourishment areas

If necessary, escarpment reductions on engineered beaches during sea turtle nesting season

The above monitoring requirements will be adjusted for the FY15 budget to be reflective of the BMA.

REVIEW OF SHORE PROTECTION BOARD RECOMMENDED COASTAL MANAGEMENT PLAN

Following receipt of the Shore Protection Board's (SPB) FY 2013 Coastal Management Program Budget and 10-Year Forecast, the Town Council requested that the Board's recommendation be independently peer reviewed. Woods Hole Group, Inc. (WHG) performed the peer review and provided their results and recommendations to Town Council in June 2013. Following the WHG recommendations, Town Council adopted a 10-Year Forecast that extends through FY 2023.

Revenue and Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Revenues						
Transfer from General Fund (001)	3,960,000	4,765,099	4,200,000	4,200,000	4,777,000	13.74%
Transfer from ERF (320)	-	-	2,858,913	2,858,913	-	-100.00%
Transfer from Risk Fund (501)	-	-	2,000,000	2,000,000	-	-100.00%
Bond/Loan Proceeds	-	-	11,960,000	11,960,000	-	-100.00%
Interest on Investments	75,695	1,397	30,000	50,000	100,000	233.33%
Grants/Local Revenue	573,010	51,126	200,000	350,000	50,000	-75.00%
TOTALS	4,608,705	4,817,622	21,248,913	21,418,913	4,927,000	-76.81%
Expenses						
Projects	1,173,714	694,828	22,136,000	2,662,000	26,783,000	20.99%
Transfer to Debt Service	-	-	-	295,100	734,613	100.00%
Salaries and Wages	-	-	-	-	97,864	100.00%
Employee Benefits	-	-	-	-	46,621	100.00%
Contractual	-	-	-	-	12,000	100.00%
Commodities	-	-	-	-	2,400	100.00%
TOTALS	1,173,714	694,828	22,136,000	2,957,100	27,676,498	25.03%
Total Revenues						
Over/(Under) Expenses	3,434,991	4,122,794	(887,087)	18,461,813	(22,749,498)	
Beginning Fund Equity	7,890,771	11,325,762	15,448,556	15,448,556	33,910,369	
ENDING NET ASSETS	11,325,762	15,448,556	14,561,469	33,910,369	11,160,871	

Revenues**Transfer from General Fund (001):**

This line item represents money transferred from the General Fund for the Coastal Program.

Transfer from Equipment Replacement Fund (320):

This line item represents money transferred from the Equipment Replacement Fund for the Coastal Program.

Transfer from Risk Fund (501):

This line item represents money transferred from the Risk Fund for the Coastal Program.

Bond/Loan Proceeds

This line item represents bond proceeds to finance the Coastal Program.

Interest on Investments:

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

Grants/Local Revenue:

FDEP/Federal Government reimbursement for beach projects.

Expenses**Projects:**

The FY15 budget per the attached Shore Protection Board's recommendation and carry over from prior years.

Salaries and Wages/Employee Benefits/Contractual/Commodities:

These line items represent coastal operating expenses accounted for in the General Fund in prior years.

Principal/Interest:

Principal and Interest repayment on 2013 Debt Issue.

Adopted Coastal Management Program Budget

#	Project	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
ISLANDWIDE											
1	Perform one-time supplemental analysis of historical data	40,000									
2	Apply and update island-wide sediment transport model	100,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
3	ANNUAL SEDIMENT BUDGET REPORT	75,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
4	SEAWALL/LOD FUNCTION/NON-STRUCTURAL ASSES.	100,000					100,000				
5	SEAWALL/LOD ENGINEERING/STRUCTURAL ANALYSIS		100,000								
6	SEAWALL/LOD REHABILITATION/REPLACEMENT		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
7	GROIN ASSESSMENT	60,000					60,000				
8	GROIN REHABILITATION		500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
9	Perform a flooding and climate change/SLR assessment		50,000								
10	Commit a communications line item	25,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
11	Establish budget for dune vegetation maintenance	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
12	REGIONAL SAND NEEDS / SAND SEARCH	25,000									
13	GENERAL COASTAL ENGINEERING	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
14	PHYSICAL MONITORING (NON-PROJECT AREAS)	72,000	72,000	72,000	72,000	72,000	72,000	72,000	72,000	72,000	72,000
15	COASTAL MANAGEMENT PROGRAM OPERATING EXPENS.	213,000	219,000	226,000	233,000	240,000	247,000	255,000	262,000	270,000	278,000
INLET MANAGEMENT ACTIVITIES											
16	SAND TRANSFER PLANT OPERATING	310,000	313,000	316,000	319,000	322,000	325,000	328,000	331,000	335,000	338,000
17	MAINT. DREDGE SAND PERMIT, PLACEMENT EXTEN. (EIS)		1,000,000								
18	LWI IMP PHYSICAL MONITORING	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000
REACH 1											
19	SEA TURTLE MONITORING	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000
20	BEACH TILLING	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
21	ESCARPMENT REMOVAL	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
REACH 2											
22	NOB SEAWALL REPLACEMENT	5,600,000									
REACH 3											
23	Maintain Reach 3 part of Mid-Town project	11,600,000							14,500,000		
24	MID-TOWN PHYSICAL MONITORING	38,000	38,000	38,000	38,000	38,000	38,000	38,000	38,000	38,000	38,000
25	MID-TOWN PROJECT ENGINEERING REPORT	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
REACH 4											
26	BEACH NOURISHMENT CONSTRUCTION MITIGATION	150,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
27	SEA TURTLE MONITORING	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000
28	BEACH TILLING	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
29	ESCARPMENT REMOVAL	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
30	BIOLOGICAL MONITORING	220,000	105,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
REACH 7											
31	Renourish Phipps project	1,800,000	15,100,000						2,300,000		
32	PHIPPS PHYSICAL MONITORING	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000
33	PHIPPS PROJECT ENGINEERING REPORT	11,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
34	SEA TURTLE MONITORING	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000
35	BEACH TILLING	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
36	ESCARPMENT REMOVAL	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
37	BIOLOGICAL MONITORING	100,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
REACH 8											
38	Proceed with Regional EIS	1,000,000									
39	Construct first phase of project concurrently with Phipps	950,000	1,235,000						1,430,000		
40	REACH 8 PHYSICAL MONITORING	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000
41	REACH 8 PROJECT ENGINEERING REPORT		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
42	SEA TURTLE MONITORING	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000
43	BEACH TILLING	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
44	ESCARPMENT REMOVAL	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
45	BIOLOGICAL MONITORING		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
22,844,000		3,939,000	19,134,000	2,809,000	2,819,000	2,819,000	2,989,000	2,840,000	21,080,000	2,862,000	2,873,000

10-Year Total (Raw Cost) 84,189,000

Revenue and Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Revenues						
Interest on Investments	2,759	1,067	1,000	200	170	-83.00%
TOTALS	2,759	1,067	1,000	200	170	-83.00%
Expenses						
Projects	6,458	-	-	-	-	0.00%
Transfer to Pay-as-you-go Fund (307)	-	200,000	225,000	225,000	225,000	0.00%
TOTALS	6,458	200,000	225,000	225,000	225,000	0.00%
Total Revenues						
Over/(Under) Expenses	(3,699)	(198,933)	(224,000)	(224,800)	(224,830)	
Beginning Fund Equity	973,134	969,435	770,502	770,502	545,702	
ENDING NET ASSETS	969,435	770,502	546,502	545,702	320,872	

Revenues

Interest on Investments:

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

Expenses

Projects:

This amount represents Town Facilities project expenditures.

Transfer to Pay-as-you-go Fund (307):

This budget item is intended to address projects in facilities that are beyond the routine capability of the operating (maintenance/repair) budget, but not large enough to be major capital projects of their own. Rehabilitation or renovation of different building components (roofs, interior finishes, plumbing, HVAC, etc) are anticipated.



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Revenue and Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Revenues						
Transfer from Worth Ave Construction Fund (313) Special Assessment	41,400	-	-	-	-	0.00%
Revenue	1,068,133	1,002,510	273,261	263,729	222,925	-18.42%
Interest on Investments	702	378	400	200	200	-50.00%
Donations/Miscellaneous	11,003	11,257	10,000	10,000	10,000	0.00%
TOTALS	1,121,238	1,014,145	283,661	273,929	233,125	-17.82%
Expenses						
Transfer to Debt Service 2010B (206) Maintenance Costs	864,300	779,800	-	-	-	0.00%
TOTALS	1,046,580	968,958	211,125	200,000	232,925	10.33%
Total Revenues						
Over/(Under) Expenses	74,658	45,187	72,536	73,929	200	
Beginning Fund Equity	94,577	169,235	214,422	214,422	288,351	
ENDING NET ASSETS	169,235	214,422	286,958	288,351	288,551	

Revenues

Transfer from Worth Avenue Construction Fund:

Remaining balances to be transferred from the Worth Avenue Construction Fund.

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 items.

Expenses

Transfer to Debt Service 2010B Fund (206):

Annual debt service on 2010B Revenue Bonds. Decrease is related to the redemption of a portion of the Worth Avenue bonds on 1/1/12.

Maintenance Costs:

Annual maintenance costs for Worth Avenue.



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Revenue and Expense Summary

	FY2012	FY2013	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Projected	Budget	Change
Revenues						
Interest on Investments	81,217	35,391	20,000	30,000	20,000	0.00%
City of West Palm Beach	762,620	-	-	-	-	0.00%
TOTALS	843,837	35,391	20,000	30,000	20,000	0.00%
Expenses						
Projects(a)	15,526,064	10,013,712	5,013,683	6,000,000	7,015,362	39.92%
TOTALS	15,526,064	10,013,712	5,013,683	6,000,000	7,015,362	39.92%
Total Revenues						
Over/(Under) Expenses	(14,682,227)	(9,978,321)	(4,993,683)	(5,970,000)	(6,995,362)	
Beginning Fund Equity	37,625,910	22,943,683	12,965,362	12,965,362	6,995,362	
ENDING NET ASSETS	22,943,683	12,965,362	7,971,679	6,995,362	-	

(a) FY2015 projects are funded with unexpended roll-over balances from FY2014 and/or appropriations of fund balances approved by Town Council resolution.

Revenues**Interest on Investments:**

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

City of West Palm Beach:

Refund to West Palm for the unused advance for the subaqueous project.

Expenses**Projects:**

Rollover project balances from prior year.



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Revenue and Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	%
						Change
Revenues						
Interest on Investments	-	-	90,000	110,000	100,000	11.11%
Bond Proceeds	-	-	56,867,957	-	-	-100.00%
TOTALS	-	-	56,957,957	110,000	100,000	-99.82%
Expenses						
Projects(a)	-	-	-	10,159,913	32,006,217	100.00%
TOTALS	-	-	-	10,159,913	32,006,217	100.00%
Total Revenues						
Over/(Under) Expenses	-	-	56,957,957	(10,049,913)	(31,906,217)	
Beginning Fund Equity	-	-	-	56,957,957	46,908,044	
ENDING NET ASSETS	-	-	56,957,957	46,908,044	15,001,827	

(a) FY2015 projects are funded with unexpended roll-over balances from FY2014 and/or appropriations of fund balances approved by Town Council resolution.

Revenues

Interest on Investments:

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

Bond Proceeds:

Proceeds from the 2013 Bond Issue.

Expenses

Projects:

A detailed schedule of projects can be found in this section.

**Town of Palm Beach
2013 Accelerated Capital Fund**

Program Project	2013 Bond Series	
	Current Total Project Budget	
Sanitary Pump Station Improvements		
Sanitary Sewer Upgrades (General)	\$	2,000,000
<i>Sub-Total Sanitary Pump Stations</i>		\$ 2,000,000
Sanitary Piping Improvements		
North Flagler Drive Force Main	\$	6,150,000
E-3, Garden Road to Cherry Lane / E-2 Force Main Lining	\$	1,445,000
Sanitary Sewer Force Main Lining - Midtown	\$	2,540,000
<i>Sub-Total Sanitary Collection System</i>		\$ 10,135,000
Stormwater Drainage Piping Improvements		
General Drainage Improvements/Curb/Gutter/Sidewalk	\$	6,544,000
<i>Sub-Total Drainage Piping Improvements</i>		\$ 6,544,000
Stormwater Drainage Pump Station Improvements		
D-4/D-10 Pump Station Improvements (Construction)	\$	6,275,000
Stormwater Pump Station Rehabilitation (General)	\$	1,500,000
<i>Sub-Total Drainage Pump Station Improvements</i>		\$ 7,775,000
Drainage Improvements - General		
400 Block Worth Avenue Drainage Upgrades	\$	625,000
D-2 to D-9 Drainage Basin Interconnect	\$	1,250,000
D-6 to D-7 Drainage Basin Interconnect	\$	625,000
<i>Sub-Total Coastal</i>		\$ 2,500,000
Coastal		
North Ocean Boulevard Seawall	\$	5,600,000
Ocean Outfall Abandonments	\$	2,385,000
Coastal Structural Improvements (Groins, Seawalls, Etc.)	\$	6,300,000
<i>Sub-Total Coastal</i>		\$ 14,285,000
Facilities		
North Fire Station - Emergency Generator Replacement	\$	215,000
<i>Sub-Total Facilities</i>		\$ 215,000
Other Projects		
Landfill Improvements	\$	435,000
Memorial Fountain Replacement	\$	1,375,000
Town Hall Square	\$	4,325,000
Accelerated Capital Improvement Program Phasing Plan	\$	27,500
Accelerated Capital Improvement Program Administration	\$	625,000
Mast Arm Replacements / Upgrades	\$	2,362,500
Bradley Park Improvements (Fountain)	\$	225,000
Bradley Place - Royal Poinciana to Wells Improvements	\$	1,040,000
Street Lighting Improvements (General)	\$	1,750,000
Street Lighting Upgrades - South Ocean / Sloan's to Lake	\$	2,500,000
<i>Sub-Total Other Projects</i>		\$ 14,665,000
TOTAL ACIP 2 PROGRAM BUDGET		\$ 58,119,000



SANITARY SEWER UPGRADES

Description of Projects & Budget

These projects will line, rebuild, or rehabilitate sanitary systems in the Town, eliminating groundwater infiltration and restoring structural integrity to the pipes, manholes, and other infrastructure. This program has a total estimated cost of \$2,000,000. There are no projects currently identified for this program at this time.

Benefit

The rehabilitation of these systems will reduce the groundwater infiltration leading to a decrease in sewage treatment and disposal costs for the Town.



For more information on this project, please contact the Public Works Department at 561.838.5440.

A F F O R D A B L E T O D A Y
 M A I N T A I N A B L E T O M O R R O W
 S U S T A I N A B L E I N F U T U R E

Project Schedule

Project	Design & Permitting	Procurement	Construction
1	TBD	TBD	TBD

**TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT
ACCELERATED CAPITAL IMPROVEMENTS PROGRAM – PHASE 2
FACT SHEET**



NORTH FLAGLER DRIVE FORCE MAIN

Budget

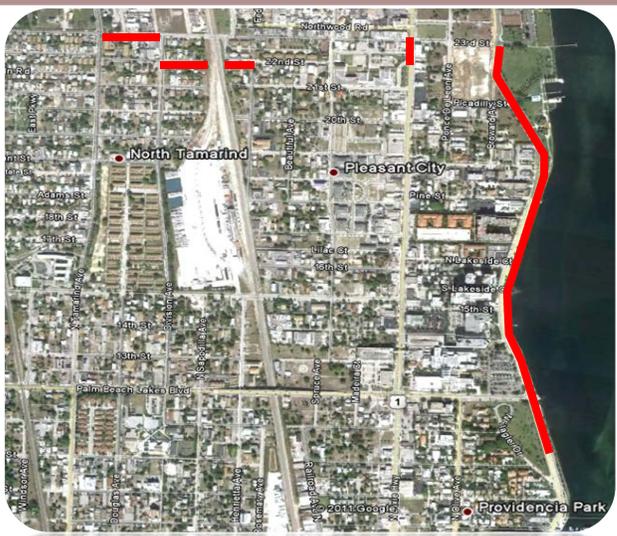
Cost Estimate: \$6,150,000
(Construction Only)

Project Description

This project involves the construction of a new 24-inch sanitary sewer force main in West Palm Beach along N. Flagler Drive from Providencia Park to 23rd Street (Currie Park). As well as construction of a new 30-in sanitary sewer force main on 23rd Street from Tamarind Avenue to West Palm Beach Lift Station No. 22, including an interconnect in Currie Park to the N. Flagler Drive Force Main and upgrades to existing 30-inch force main and air release manholes along 22nd and 23rd Street.

Benefit

This project will provide a link between the new subaqueous Intracoastal Waterway force main and the existing force main leading to the East Central Regional Water Reclamation Facility (ECR). The existing subaqueous Intracoastal Waterway provides a redundant route to direct the Town’s sewage off the Island.



For more information on this project, please contact the Public Works Department at 561.838.5440.

Project Schedule

Phase	Time Frame
Design & Permitting	Completed in Phase 1
Procurement	Ongoing
Construction	Start November 2014





E-3, GARDEN ROAD to CHERRY LANE, FORCE MAIN REPLACEMENT

Budget

Cost Estimate: \$1,445,000
 (Construction Only)

Project Description

This project involves the rehabilitation of an existing 12-inch diameter force main along North Lake Trail north of Garden Avenue to Cherry Lane.

Benefit

This project will rehabilitate the aging force main to avert potential failures, disruptions to the trail and potential environmental impacts.

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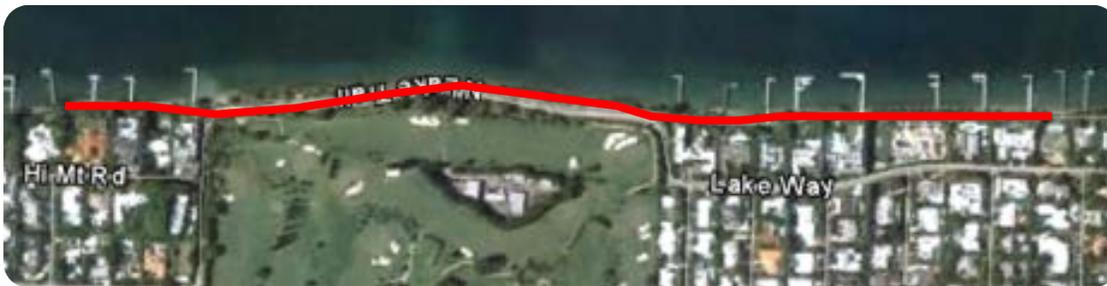
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For more information on this project, please contact the Public Works Department at 561.838.5440.

Project Schedule

Phase	Time Frame
Design & Permitting	Completed in Phase 1
Procurement	Completed as of May 2014
Construction	Underway



SANITARY SEWER FORCE MAIN REHABILITATION

Budget

Cost Estimate: \$2,540,000
(Construction Only)

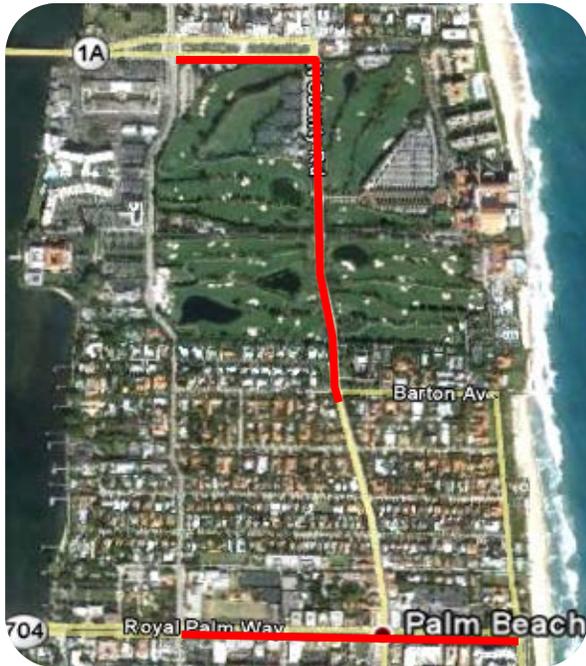
Project Description

This project involves the rehabilitation of an existing 16-inch diameter force main along Royal Palm Way from the A-6 pump station to South Ocean Boulevard. The rehabilitation also includes an existing 20-inch diameter force main along Royal Poinciana Way from Coconut Row to N County Rd and along N/S County Rd from Royal Poinciana Way to Barton Ave.

Benefit

This project will rehabilitate three aging force mains to avert potential future failures, which would create roadway disruptions along with potential environmental impacts.

A F F O R D A B L E T O D A Y
M A I N T A I N A B L E T O M O R R O W
S U S T A I N A B L E I N F U T U R E



For more information on this project, please contact the Public Works Department at 561.838.5440.

Project Schedule

Phase	Time Frame
Design & Permitting	Completed in Phase 1
Procurement	Anticipated Dec 2014 – Jan 2015
Construction	Start May 2015



GENERAL DRAINAGE/ CURB & GUTTER/ SIDEWALK IMPROVEMENTS

Description of Projects & Budget

These projects are part of a comprehensive program to identify, prioritize, design and construct needed roadway and sidewalk improvements throughout the Town of Palm Beach. This program has a total estimated cost of \$6,544,000. The projects currently identified for this program are listed below.

1. Queens Lane Improvements - Cost Estimate \$220,000:
Drainage improvements to this road between N. Ocean Way and N. Ocean Blvd, which include: roadway re-grading and restoration, curb replacement, and upgrades to a catch basin and cross drains.
2. El Bravo Way, S Woods Rd & La Puerta Way Improvements - Cost Estimate 257,500:
Drainage improvements to these roads, which include: roadway re-grading and restoration, adding curbs and gutters, and new drainage structures and pipes. The project has already been completed.
3. Monterey Rd, Orange Grove Rd & Onondaga Ave Improvements - Cost Estimate \$1,000,000:
Will include various kinds of drainage improvements to these roads. Planning is underway to identify specific drainage improvements needed for these roads.
4. Ridgeview Drive, Cherry Lane, and West Indies Drive Drainage Improvements – Cost Estimate \$1,000,000: Drainage improvements and potential water improvements to these roadways including: roadway re-grading and restoration, curbs and gutters, new drainage structures and pipes.

A F F O R D A B L E
T O D A Y
M A I N T A I N A B L E
T O M O R R O W
S U S T A I N A B L E
I N F U T U R E



For more information on this project, please contact the Public Works Department at 561.838.5440.

**TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT
ACCELERATED CAPITAL IMPROVEMENTS PROGRAM – PHASE 2
FACT SHEET**



Benefit

These projects will reduce the frequency & extent of minor flooding of these neighborhood roads which will help to maintain adequate and safe access for residents to & from their homes.

Project Schedule

Project	Design & Permitting	Procurement	Construction
1	Completed	On-Hold till Jan 2015	May 2015
2	Completed	Completed	Completed
3	Underway	TBD	TBD
4	Underway	TBD	TBD



D-4 & D-10 PUMP STATION IMPROVEMENTS

Project Description & Budget

- Replace hydraulically driven pumps with electric pumps; upgrade electrical and mechanical systems and correct any structural deficiencies at stormwater Pump Stations D-4 and D-10.
- Upgrade electrical and mechanical systems at stormwater Pump Station D-3 and sanitary sewer Pump Stations E-6 and E-7. Pump Station E-7 is powered off the D-4 electrical system and will continue to be powered on the system as well as the D-4 backup generator.
- Modify E-6 to allow E-6 to pump to the East Central Regional Water Reclamation Facility (ECR) via sanitary sewer Pump Station S-2 and the subaqueous force main.
- Roadway re-grading and restoration of Tangier Avenue, from North Lake Way to Lake Trail, to improve drainage along this road.
- Cost Estimate: \$6,275,000

Benefits

The upgrading of the stormwater Pump Stations D-3, D-4 & D-10 will improve the reliability of the Town's drainage system and reduce the potential for flooding.

The upgrading of the sanitary sewer Pump Stations E-6 & E-7 will improve the Town's capacity to manage sewage flows by increasing the reliability and redundancy of the system.

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For more information on this project, please contact the Public Works Department at 561.838.5440.

Project Schedule

Phase	Time Frame
Design & Permitting	Completed in Phase 1
Procurement	Anticipated Oct 2014 – Jan 2015
Construction	Start May 2015



STORMWATER PUMP STATION REHABILITATION

Description of Projects & Budget

These projects are part of a comprehensive program to rehabilitate severely corroded pump cans as well as the replace and/or refurbish of other critical components of the stormwater pump stations throughout the Town of Palm Beach. This program has a total estimated cost of \$1,500,000. The projects currently identified for this program are listed below.

1. Fuel Tank Replacement at Pump Stations D-8, D-14 & A-7 - Cost Estimate \$336,000:
 Removal and replacement of existing fuel tanks with new double wall aboveground fuel tanks, piping and appurtenances at stormwater pump stations D-8 and D-14, and sanitary pump station A-7.

Benefit

These projects will improve the reliability and reduce the operational and maintenance costs of the Town's stormwater pump stations.

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 S U S T A I N A B L E I N F U T U R E



For more information on this project, please contact the Public Works Department at 561.838.5440.

Project Schedule

Project	Design & Permitting	Procurement	Construction
1	Ongoing	Anticip. Jan-March 2015	Start May 2015



DRAINAGE UPGRADES FOR 400 BLOCK OF WORTH AVENUE

Budget

Cost Estimate: \$625,000

Project Description

This project involves the construction of an improved drainage collection system along the 400 block of Worth Avenue and restores the roadway surface on Worth Avenue.

Benefit

This project will reduce the frequency & extent of flooding of Worth Avenue, which will help to maintain adequate and safe access for residents & business owners of Worth Avenue.

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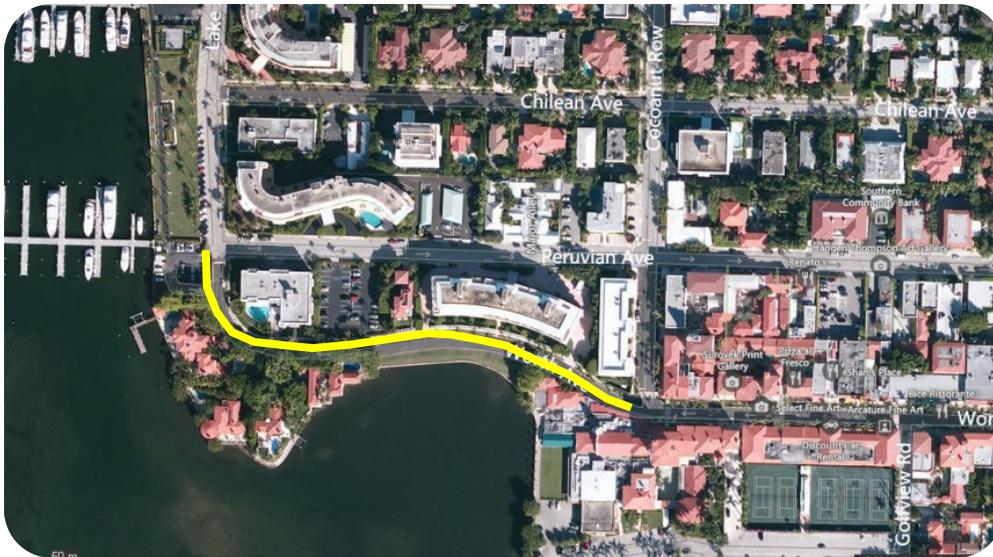
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For more information on this project, please contact the Public Works Department at 561.838.5440.

Project Schedule

Phase	Time Frame
Design & Permitting	TBD
Procurement	TBD
Construction	Anticipated 2015 Construction Season



D-2 & D-9 DRAINAGE BASIN INTERCONNECT

Budget

Cost Estimate: \$1,250,000

Project Description

This project involves the construction of an interconnect between the stormwater Pump Stations D-2 and D-9 along North Ocean Boulevard between Mediterranean Road and Onondaga Avenue. This interconnect will allow Pump Station D-2 to take overflow stormwater from Pump Station D-9.

Benefit

This project will increase the effectiveness of the Town's drainage system & reduce the potential for flooding in Drainage Basin D-9.

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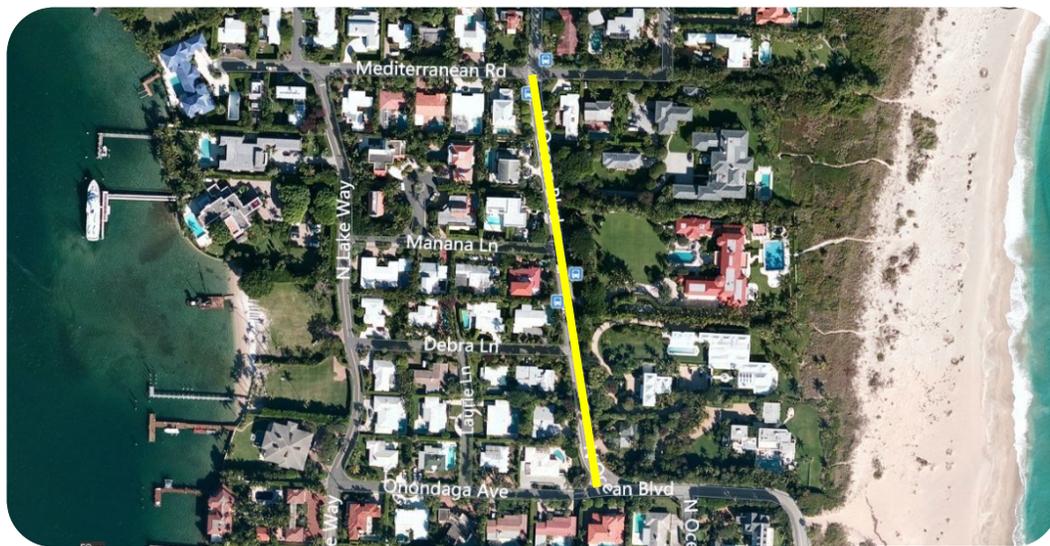
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For more information on this project, please contact the Public Works Department at 561.838.5440.

Project Schedule

Phase	Time Frame
Design & Permitting	TBD
Procurement	TBD
Construction	Start May 2016



D-6 to D-7 DRAINAGE BASIN INTERCONNECT

Budget

Cost Estimate: \$625,000

Project Description

This project involves the construction of an interconnect between stormwater Pump Stations D-6 and D-7 along Lake Drive between Chilean Avenue and Australian Avenue. This interconnect will allow drainage conditions in Drainage Basins D-6 and D-7 to equalize during major storm events.

Benefit

This project will increase the effectiveness of the Town's drainage system and reduce the potential for flooding in Drainage Basins D-6 and D-7, in the west mid-Town area.

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For more information on this project, please contact the Public Works Department at 561.838.5440.

Project Schedule

Phase	Time Frame
Design & Permitting	TBD
Procurement	TBD
Construction	Start May 2016



NORTH OCEAN BOULEVARD SEAWALL

Budget

Cost Estimate: \$5,600,000

Project Description

This project will replace the existing seawall along the oceanfront of the Palm Beach Golf Club. The current seawall will be demolished and reconstructed. The portion of North Ocean Boulevard located west of the existing seawall contains openings in the curbing that allows stormwater to discharge to the beach. This project will also construct new drainage collection system along North Ocean Boulevard.

Benefit

This project will improve the water quality and reduce environmental impacts to the beaches and coastal waters of the Atlantic Ocean along Palm Beach Island, especially near Palm Beach Golf Club.

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For more information on this project, please contact the Public Works Department at 561.838.5440.

Project Schedule	
Phase	Time Frame
Design & Permitting	Completed
Procurement	Ongoing
Construction	Start May 2015



OCEAN OUTFALL ABANDONMENTS

Description of Projects & Budget

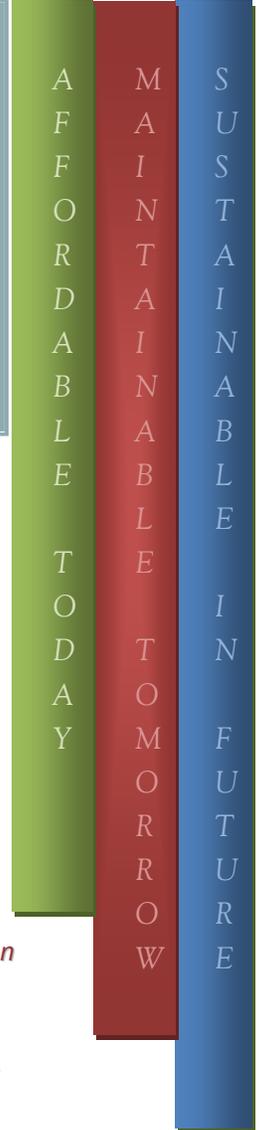
These projects are part of a comprehensive program to remove public & private ocean outfalls throughout the Town of Palm Beach, which were identified by Town staff as part of the Beach Management Agreement. This program has a total estimated cost of \$2,385,000. There are no projects currently identified for this program at this time.

Benefit

These projects will improve the water quality and reduce environmental impacts to the beaches and coastal waters of the Atlantic Ocean along Palm Beach Island.



For more information on this project, please contact the Public Works Department at 561.838.5440.



Project Schedule

Project	Design & Permitting	Procurement	Construction
1	TBD	TBD	TBD



COASTAL STRUCTURAL IMPROVEMENTS

Description of Projects & Budget

These projects are part of a comprehensive program to improve various coastal structural elements throughout the Town of Palm Beach, including but not limited to groins, revetments, bulkheads, and seawalls. The program has a total estimated cost of \$6,300,000. There are no projects currently identified for this program at this time.

Benefit

These projects will improve the water quality and reduce environmental impacts to the beaches and coastal waters of the Atlantic Ocean along Palm Beach Island.



For more information on this project, please contact the Public Works Department at 561.838.5440.

A F F O R D A B L E T O D A Y
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S U S T A I N A B L E I N F U T U R E

Project Schedule

Project	Design & Permitting	Procurement	Construction
1	TBD	TBD	TBD



NORTH FIRE STATION EMERGENCY GENERATOR REPLACEMENT

Budget

Cost Estimate: \$215,000

Project Description

This project will replace the outdated electrical power generator at the Town of Palm Beach North Fire Station.

Benefit

This project will ensure that the Town of Palm Beach North Fire Station will continue to have a reliable back-up electrical power supply.



For more information on this project, please contact the Public Works Department at 561.838.5440.

AFFORDABLE
 TODAY
 SUSTAINABLE
 TOMORROW
 SUSTAINABLE
 FUTURE

Project Schedule

Phase	Time Frame
Design & Permitting	Ongoing
Procurement	TBD
Construction	TBD



LANDFILL & FACILITY IMPROVEMENTS

Description of Projects & Budget

These projects are part of a program that involves general improvements to the Town’s landfills and other public works facilities. This program has a total estimated cost of all projects of \$435,000. The projects currently identified for this program are listed below.

1. Public Works Maintenance Bay - Cost Estimate \$24,000:
Restoration of the Town’s Public Works Maintenance Bay, which includes backfilling an abandoned work pit & covering the area with a concrete slab.

Benefit

These projects will improve the reliability and increase the service life of the Town’s landfills & other public works facilities.



For more information on this project, please contact the Public Works Department at 561.838.5440.

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Project Schedule

Project	Design & Permitting	Procurement	Construction
1	Underway	TBD	TBD



MEMORIAL FOUNTAIN RESTORATION

Budget
 \$1,375,000
 (Construction Only)

Project Description
 This project will restore the existing Memorial Fountain.

Benefit
 The life of the existing Memorial Fountain will be extended by a process of replacing some elements and restoring others.



*For more information on this project, please contact
 the Public Works Department at 561.838.5440.*

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 S U S T A I N A B L E I N F U T U R E

Project Schedule	
Phase	Time Frame
Design	Completed
Procurement	Completed
Construction	Start Oct 2014

**TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT
ACCELERATED CAPITAL IMPROVEMENTS PROGRAM – Phase 2
FACT SHEET**



TOWN HALL SQUARE

Budget:

Cost Estimate: \$4,325,000

Project Description

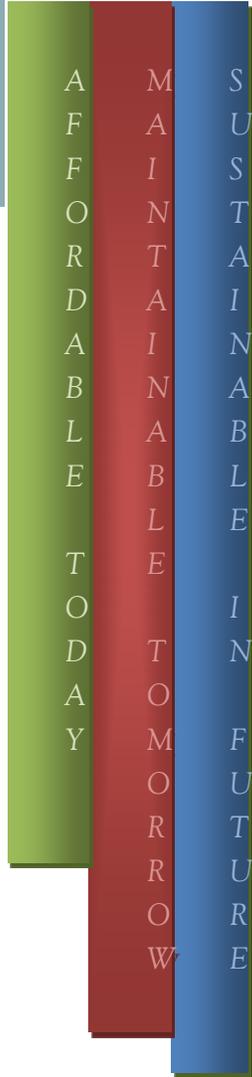
This project will provide streetscape and infrastructure improvements on South County Road between Chilean Ave. and Brazilian Ave.

Benefit

This project will provide new landscaping, new street lightning, parking improvements, and tabby sidewalks.



For more information on this project, please contact the Public Works Department at 561.838.5440.



Project Schedule	
Phase	Time Frame
Design & Permitting	Completed
Procurement	Completed
Construction	TBD



Mast Arm Replacements/Upgrades

Budget

Cost Estimate: \$2,362,500

Project Description

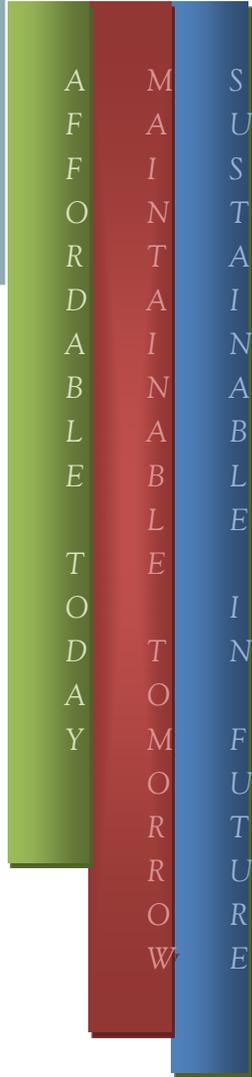
This project will replace the existing Town owned traffic signal poles with more decorative poles to meet current wind load criteria. Other construction associated with this project will include signalization upgrades, curb and gutter, sidewalk, ADA improvements, milling and resurfacing, and striping.

Benefit

This project will bring existing Town owned signal mast arms to current wind load standards.



*For more information on this project, please contact
the Public Works Department at 561.838.5440.*



Project Schedule	
Phase	Time Frame
Design & Permitting	June 2014 –Aug 2015
Procurement	Anticipated Sept 2015 – Nov 2015
Construction	Start May 2016 & May 2017



BRADLEY PARK IMPROVEMENTS (FOUNTAIN)

Budget
 Cost Estimate: \$225,000

Project Description
 This project will improve the Bradley Park Fountain.

Benefit
 The Bradley Park Fountain is in need of maintenance and upgrading to make it look nicer and operate better.



For more information on this project, please contact the Public Works Department at 561.838.5440.

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Project Schedule

Phase	Time Frame
Design & Permitting	TBD
Procurement	TBD
Construction	TBD

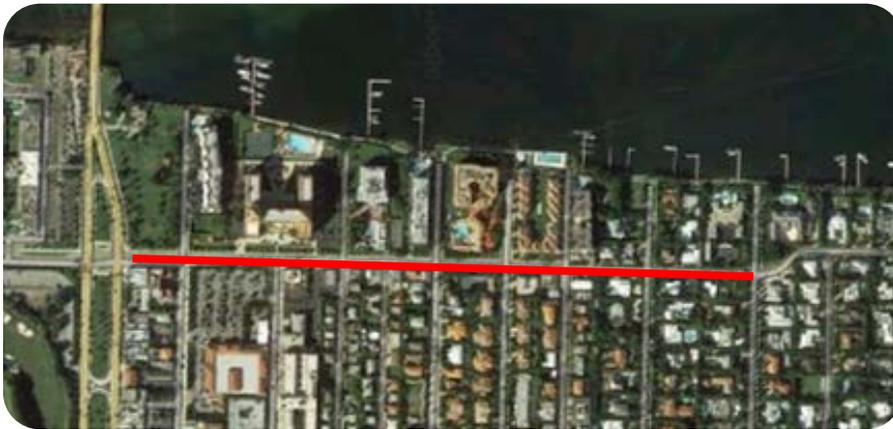


BRADLEY PLACE IMPROVEMENTS – ROYAL POINCIANA WAY TO WELLS ROAD

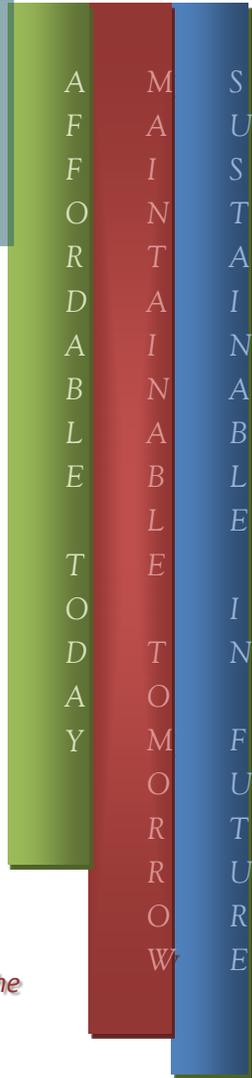
Budget
 Cost Estimate: \$1,040,000

Project Description
 This project involves the reconstruction of Bradley Place to correct the drivability issues and review and address drainage, sidewalk, curb and gutter and ADA ramp inconsistencies.

Benefit
 The project will address the drivability issues along Bradley Place along with addressing drainage, sidewalk, and ADA ramp concerns.



For more information on this project, please contact the Public Works Department at 561.838.5440.



Project Schedule	
Phase	Time Frame
Design & Permitting	Nov 2014 – Feb 2015
Procurement	Anticipated Jan 2016 – March 2016
Construction	Start May 2016

**TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT
ACCELERATED CAPITAL IMPROVEMENTS PROGRAM – Phase 2
FACT SHEET**



STREET LIGHT REPLACEMENTS

Budget

Cost Estimate: \$1,750,000

Project Description

This project involves replacing existing aging street light poles and fixtures that were not replaced in the Accelerated Capital Improvements Program (ACIP) Phase 1 Street Lighting Project.

Benefit

The project will replace aging street lights and continue to standardize the poles and fixtures by matching those that were installed in the ACIP Phase 1.



For more information on this project, please contact the Public Works Department at 561.838.5440.

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Project Schedule

Phase	Time Frame
Design & Permitting	Nov 2014 – Feb 2015
Procurement	Anticipated March 2015 – May 2015
Construction	Start May 2015 and May 2016



STREET LIGHTING UPGRADES - SOUTH OCEAN BLVD, SLOANS CURVE TO LAKE AVE.

Budget

Cost Estimate: \$2,500,000

Project Description

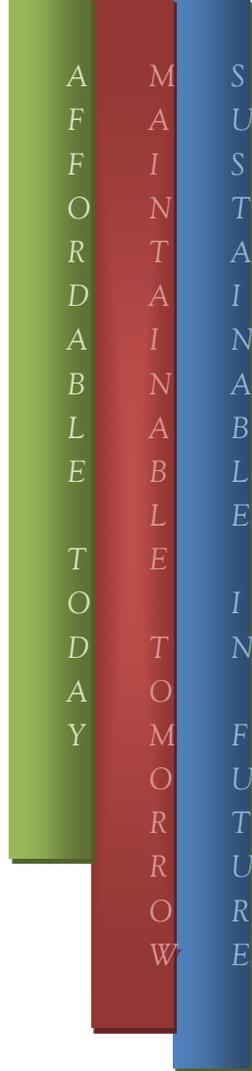
This project will replace the existing FPL-owned Cobra head lighting system with decorative street light poles and fixtures on South Ocean Blvd from Sloan’s Curve to Lake Worth Avenue similar to those 1000-ft south of Lake Ave.

Benefit

The project will replace old street lights with new, more decorative poles and fixtures, which will match the poles and fixtures within the Town limits along SR A1A north of Lake Worth Rd.



For more information on this project, please contact the Public Works Department at 561.838.5440.



Project Schedule

Phase	Time Frame
Design & Permitting	TBD
Procurement	TBD
Construction	TBD

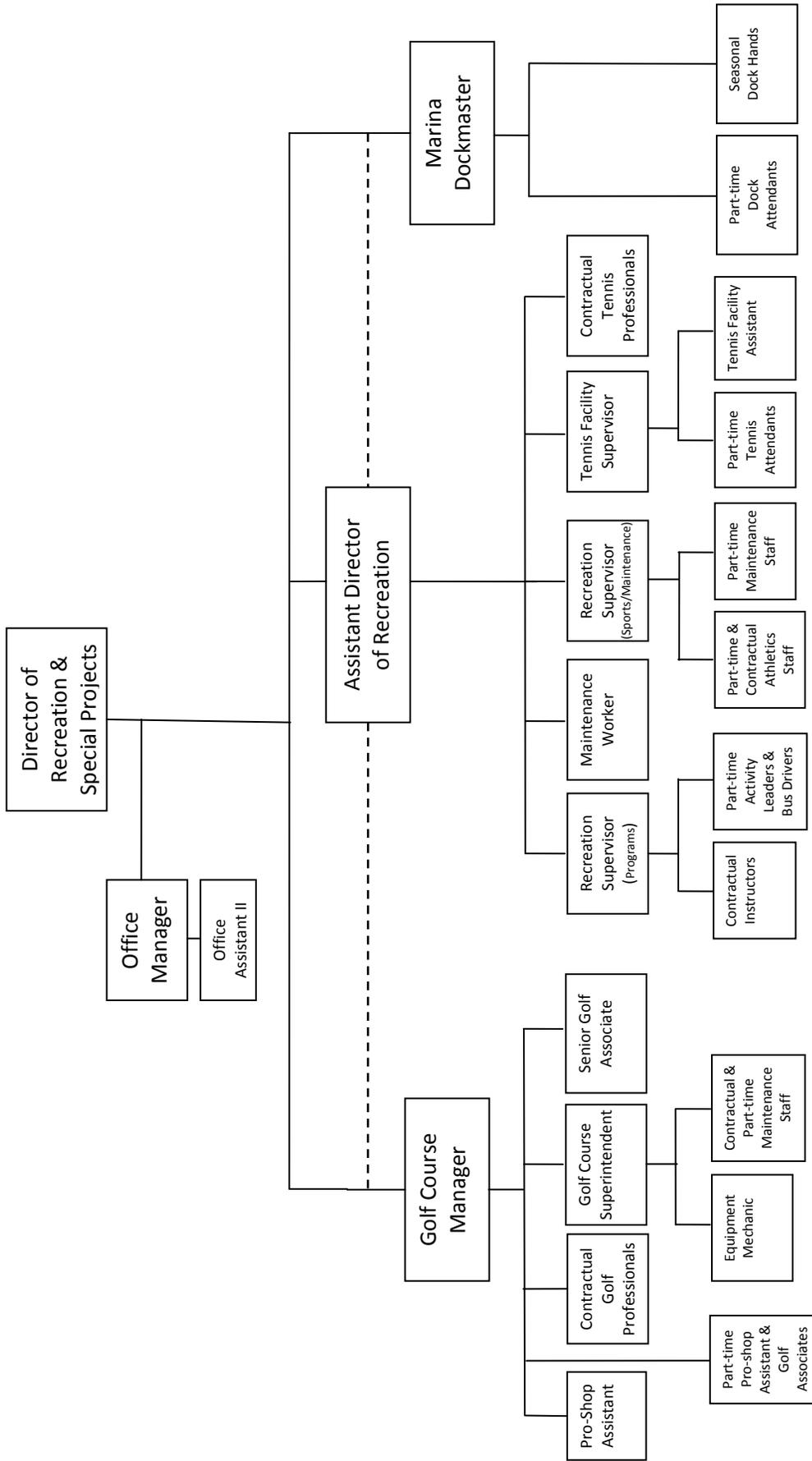


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Recreation Enterprise Fund





Recreation Enterprise Fund FY2015 Goals

Recreation Department Goal #1: Sustain quality of maintenance of the Par 3 Golf Course Clubhouse

OBJECTIVES:

- Evaluate and implement best practices maintenance procedures
- Improve training of staff in preventative maintenance tasks
- Provide appropriate support for food/beverage services vendor

Recreation Department Goal #2: Improve front line staff training focusing on customer service at the Recreation Center, Tennis Centers and Par 3 Golf Course

OBJECTIVES:

- Evaluate and implement enhanced in-service employee trainings
- Conduct additional staff training for front line staff
- Develop and implement standard orientation for contractual instructors
- Provide more hands-on supervision by the program and facility supervisors

Recreation Department Goal #3: Increase annual/seasonal occupancy levels at Town Docks

OBJECTIVES:

- Continue advertising efforts to fill open slips
- Evaluate and implement strategies to retain current leaseholders
- Develop and implement strategies to upgrade current seasonal leaseholders to annual leases
- Develop and implement strategies to upgrade regular transients to seasonal or annual leases

Recreation Department Goal #4: Increase participation and revenue at the Recreation Center and Tennis Centers

OBJECTIVES:

- Develop and implement strategies for increasing participation
- Create new and/or enhanced programs and develop more program variety

Recreation Department Goal #6: Implement new registration software at the Town Docks

OBJECTIVES:

- Work with vendor to address dock specific needs
- Train staff

RECREATION ENTERPRISE FUND - 403

The goal of the Recreation Department is to provide outstanding recreational opportunities, excellent customer service, and safe, well-maintained facilities at the Town Docks, Palm Beach Par 3 Golf Course, Seaview Park and Phipps Ocean Park Tennis Centers, and the Recreation Center.

Revenue and Expense Summary						
	FY2012	FY2013	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Projected	Budget	Change
Revenues						
Marina	2,925,226	3,030,963	3,189,000	3,258,600	3,326,400	4.31%
Par 3	914,333	993,487	1,200,000	2,456,100	1,361,000	13.42%
Tennis	220,900	201,353	241,600	200,500	208,300	-13.78%
Recreation Center	338,837	331,287	350,700	320,100	357,700	2.00%
Investment Earnings	13,211	(366)	3,100	5,300	6,400	106.45%
Miscellaneous Revenue	3,006	1,836,770	-	-	-	0.00%
TOTALS	4,415,513	6,393,494	4,984,400	6,240,600	5,259,800	5.53%
Expenses						
Salaries and Wages	1,245,692	1,223,502	1,297,373	1,277,290	1,330,642	2.56%
Employee Benefits	424,518	471,991	542,314	542,797	540,897	-0.26%
Contractual	1,037,479	1,084,435	1,284,700	1,231,451	1,296,000	0.88%
Commodities	215,396	222,596	247,888	246,085	286,100	15.42%
Capital Equipment	-	4,150	84,560	87,952	99,500	17.67%
Other	-	-	-	-	-	0.00%
TOTALS	2,923,085	3,006,674	3,456,835	3,385,575	3,553,139	2.79%
Operating Revenues						
Over/(Under) Expenses	1,492,428	3,386,820	1,527,565	2,855,025	1,706,661	
Capital Expenses	(154,561)	(119,364)	(1,480,662)	(1,480,662)	(76,000)	
Depreciation	(523,507)	(647,012)	(597,900)	(597,900)	(725,182)	
Gain/(Loss) on disposal of fixed assets	-	(1,500)	-	-	-	
Transfer to General Fund	(800,000)	(885,000)	(885,000)	(885,000)	(885,000)	
Transfer to Debt Service	(124,238)	(128,000)	(157,300)	(157,300)	(202,200)	
Contingency	-	-	(249,220)	-	(272,100)	
TOTAL REVENUES	-	-	(249,220)	-	(272,100)	
OVER/(UNDER) EXPENSES	(109,878)	1,605,944	(1,842,517)	(265,837)	(453,821)	

	FY2012	FY2013	FY2014	FY2015
Full Time Equivalent Employees	25.710	25.798	26.708	26.043

Change in FTEs:

- Full-time employee modifications
 - Reallocation of Public Works employees
 - +1.0 Pro Shop Assistant
 - +.25 Office Assistant
 - Reduction in various part time and temporary positions

PROGRAM: MARINA

Located at Lake Drive Park, the Town Marina has three main docks with a total of 88 slips. Slips are leased annually, seasonally, monthly, or daily. The docks provide berthing for power and sail yachts up to 260' in length.

The marina property offers a variety of amenities - three dock buildings, a waste oil collection site, electrical service panels for all vessels, fresh water, WiFi, cable TV and telephone services, Captain's lounge and showers, sewage pump-out systems, and security.

The Dockmaster is responsible for daily operations, supervision of employees (Town and contractual), slip assignments, safety, and the collection of revenues in accordance with established policies.

Revenue and Expense Summary

	FY2012	FY2013	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Projected	Budget	Change
Revenues						
Annual Leases	2,202,844	2,270,460	2,403,000	2,465,000	2,499,000	4.00%
Seasonal Leases	229,991	274,518	245,000	235,000	254,800	4.00%
Transient Rental	406,226	373,143	450,000	450,000	468,000	4.00%
Electricity	69,204	106,492	85,000	100,000	95,000	11.76%
Waiting List Applic Fee	600	2,300	500	500	500	0.00%
Ice Sales	233	379	200	300	300	50.00%
Interest on Dock						
Replacement Reserve	15,507	2,206	4,500	7,000	8,000	77.78%
Sales Tax Commissions	550	587	400	400	400	0.00%
Miscellaneous Revenue	71	878	400	400	400	0.00%
TOTALS	2,925,226	3,030,963	3,189,000	3,258,600	3,326,400	4.31%
Expenses						
Salaries and Wages	168,776	152,704	158,836	154,300	149,923	-5.61%
Employee Benefits	67,529	63,989	74,396	74,430	52,688	-29.18%
Contractual	542,332	589,755	625,600	619,716	678,700	8.49%
Commodities	6,268	9,249	11,800	12,100	11,900	0.85%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
Other	-	-	-	-	-	0.00%
TOTALS	784,905	815,697	870,632	860,546	893,211	2.59%
Operating Revenues						
Over/(Under) Expenses	2,140,321	2,215,266	2,318,368	2,398,054	2,433,189	

Revenue**Annual Leases:**

This category represents revenue from vessels under an annual lease at the Town Docks. Increase is due to proposed fee increases and additional business.

Seasonal Leases:

This category represents revenue from vessels under a seasonal lease at the Town Docks. Increase is due to proposed fee increases and additional business.

Transient Rental:

This category represents revenue from transient vessels (those staying on a daily or monthly rate without a long term lease). Increase is due to proposed fee increases and additional business.

Electricity:

Use of electricity by dock customers over the 100 amp service included in contracts. Increase is due to proposed fee increases.

Waiting List Application Fee:

This category represents the \$100 application fee to be on the waiting list for annual or seasonal leases.

Ice Sales:

Bags of ice are available for purchase at the Town docks. Increase is due to underestimation in FY14.

Sales Tax Commissions:

Discount received from the State of Florida for timely filing and payment of sales tax.
No change.

Miscellaneous Revenue:

No changes are expected.

Expenses**Salaries and Wages:**

The proposed budget for salaries and wages includes performance based merit pay increases. Decrease due to relying more on contractual labor for staff support and less on Town employed part-time staff.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Increase due to anticipated rise in cost of services and the increased use of contractual employees.

Commodities:

No appreciable change.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Assistant Director	-	0.500	-	-	-
Dockmaster	1.000	1.000	1.000	1.000	1.000
Dock Attendant	1.480	2.120	1.500	1.500	1.500
Dock Hand	-	-	0.645	0.850	0.215
Public Works Employees	0.150	0.150	0.130	0.131	0.132
	2.630	3.770	3.275	3.481	2.847

Town Docks Fiscal Year 2014 Accomplishments

❖ Estimated Cost Recovery is 386% (Goal is 350%)
❖ Completed electrical conduit repairs on all docks and revised rate structures for 480v slips and additional electrical cords
❖ Improved long-term leases from 92% to 98%

Fiscal Year 2015 Goals and Performance Measures

Recreation Department Goal #3: Increase annual/seasonal occupancy levels at Town Docks

OBJECTIVES:

- Continue advertising efforts to fill open slips
- Evaluate and implement strategies to retain current leaseholders
- Develop and implement strategies to upgrade current seasonal leaseholders to annual leases
- Develop and implement strategies to upgrade regular transients to seasonal or annual leases

Performance Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Projected FY14	Estimated FY15
Annual and Seasonal Occupancy	90%	93% (77/83)	92% (76/83)	98% (81/83)	98% (81/83)
Annual Occupancy	83%	83% (69)	82% (68)	84% (70)	86% (72)
Lease Retention	83%	78%	71%	78%	79%

Recreation Department Goal #6: Implement new registration software at the Town Docks

OBJECTIVES:

- Work with vendor to address dock specific needs
- Train staff

Performance Measures

Effectiveness/Output Measures:	Projected FY15
Train staff	Training conducted immediately upon installation

Town Docks Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Projected FY14	Estimated FY15
Total Transient Vessels	387	396	318	385	345
Total Transient Nights	1,623	1,553	1,803	2,059	1,850
Transient Average Nights of Stay	4.19	3.92	5.67	5.35	5.36
Operating Cost Recovery	377%	365%	367%	386%	361%

PROGRAM: GOLF COURSE

The Par 3 Golf Course is a scenic and challenging facility, featuring holes which range up to 211 yards. The new 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 Blvd.

The Golf Course Manager is responsible for daily supervision of the golf course with the assistance of the Superintendent and a variety of full, part-time and contractual labor service employees. The Manager also administers the golf instruction services contract. The cost recovery goal for golf is 110%. Revenues are generated through green fees, merchandise sales, cart rentals, club rentals, practice range, and teaching services.

Revenue and Expense Summary

	FY2012	FY2013	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Projected	Budget	Change
Revenues						
Golf Teaching Services	17,866	28,292	29,000	30,300	28,000	-3.45%
Resident Pass Fees	9,863	18,654	12,000	24,100	20,000	66.67%
Non-resident Pass Fees	3,908	6,250	6,300	5,400	6,500	3.17%
12 Play Pass - Regular Rate	9,813	9,612	10,000	6,100	10,000	0.00%
12 Play Pass - Guest/Hotel Rate	7,590	4,320	8,000	3,300	4,500	-43.75%
12 Play Pass - Resident Rate	7,500	4,610	9,000	3,800	7,000	-22.22%
Greens Fees - Regular Rate	288,379	317,059	335,000	364,800	340,000	1.49%
Greens Fees - Guest/Hotel Rate	35,365	55,057	47,000	84,900	50,000	6.38%
Greens Fees - Resident Rate	121,547	89,568	158,000	108,900	162,000	2.53%
Merchandise Sales	69,317	69,565	80,500	107,700	125,000	55.28%
Food and Beverage Sales	19,103	21,687	115,000	75,000	200,000	73.91%
Riding Cart Rental	128,747	141,273	135,000	154,800	139,000	2.96%
Pull Cart Rental	19,024	22,127	27,000	25,300	25,000	-7.41%
Club Rentals	24,671	29,127	29,000	33,000	30,000	3.45%
Driving Range	63,421	73,547	90,700	77,600	95,700	5.51%
Driving Range - 10 bucket program	8,940	8,680	13,000	10,600	10,000	-23.08%
Programs and Special Events	7,052	11,643	10,000	8,900	12,000	20.00%
Visiting Pro Program	-	-	-	-	-	0.00%
Golf Outings	14,640	21,262	15,000	14,100	25,000	66.67%
Gift Certificates Sold	1,600	1,837	1,600	4,600	-	-100.00%
Maint. And Improvement Fee	53,366	50,237	67,500	53,200	69,500	2.96%
Sales Tax Commission	-	60	200	200	300	50.00%
Vending Machine Commission	1,633	1,520	700	2,000	-	-100.00%
Interest Income - Par 3 Renovation	-	-	-	-	-	0.00%
2013 Bond Proceeds	-	-	-	1,250,000	-	0.00%
Miscellaneous Revenue	988	7,500	500	7,500	1,500	200.00%
TOTALS	914,333	993,487	1,200,000	2,456,100	1,361,000	13.42%

Revenue and Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Expenses						
Salaries and Wages	375,264	355,688	352,610	374,981	393,469	11.59%
Employee Benefits	117,814	144,984	139,227	139,456	169,334	21.62%
Contractual	262,690	275,850	382,400	364,300	358,700	-6.20%
Commodities	162,964	169,077	177,088	187,577	204,500	15.48%
Capital Outlay	-	-	-	3,392	35,000	100.00%
Depreciation	-	-	-	-	-	0.00%
Other	-	-	-	-	-	0.00%
TOTALS	918,732	945,599	1,051,325	1,069,706	1,161,003	10.43%
Operating Revenues Over/(Under)						
Expenses	(4,399)	47,888	148,675	1,386,394	199,997	

Revenue**Golf Teaching Services:**

Percentage of lesson fees taught by contracted Golf Pros. Decrease reflects overestimation in FY14.

Resident Pass Fees:

Fee paid by resident for annual pass. Increase is due to greater than anticipated growth in resident play.

Nonresident Pass Fees:

Fee paid by non-resident for annual pass. Increase is from anticipated growth in play and proposed fee increases.

12 Play Pass – Regular Rate:

Fee paid for 12 play multi use pass by nonresident.

12 Play Pass – Guest/Hotel Rate:

Fee paid for 12 play multi use pass by guest of resident or guest at partner hotel. Decrease due to overestimation of anticipated revenue in FY14.

12 Play Pass – Resident Rate:

Fee paid for 12 play multi use pass by Palm Beach Resident. Decrease due to overestimation of anticipated revenue in FY14.

Greens Fees – Regular Rate:

Fee paid for daily play by non-residents. Increase is from anticipated growth in play and proposed fee increases.

Greens Fees – Guest/Hotel Rate:

Fee paid for daily play by a guest of resident or guest of a partner hotel. Increase is from anticipated growth in play and proposed fee increases.

Greens Fees – Resident Rate:

Fee paid for daily play by Palm Beach resident. Increase is from anticipated growth and proposed fee increases in the winter season

Merchandise Sales:

This figure represents revenue for merchandise sales in the pro shop. Increase is due to success of new “gift shop” business model implemented in new clubhouse, and increased visits to the golf course.

Food and Beverage Sales:

Increase reflects the agreement for a food and beverage contractor beginning January 2014 with the completion of the new clubhouse. Increase is due to anticipated growth in business at the restaurant.

Riding Cart Rental:

Fee paid for rental of riding cart. Increase due to anticipated growth of participation and proposed fee increases.

Pull Cart Rental:

Fee paid for rental of pull cart. Decrease anticipated as more participants are using riding carts.

Club Rentals:

Fee paid for use of Town owned rental clubs. Increase due to anticipated growth in participation and proposed fee increases.

Driving Range:

Fee paid for use of golf balls on driving range. Increase due to anticipated growth in participation.

Driving Range – 10 Bucket Program:

Fee paid for multi-use purchase of tokens for golf range usage. Decrease due to overestimation in FY14.

Programs and Special Events:

Rate category for special programs and activities. Increase due to additional events offered and increased marketing efforts, and anticipated growth in participation.

Golf Outings:

Revenue from pre-arranged golf outings. Increase is due to anticipated growth in participation through additional marketing efforts.

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 paid per round of golf for maintenance and improvement fund for the golf course. Increase due to anticipated growth in participation.

Sales Tax Commission:

Discount received from the State of Florida for timely filing and payment of sales tax.

Vending Machine Commission:

All vending machine commission revenue. In January 2014, these services were taken over by food and beverage contractor.

Expenses**Salaries and Wages:**

The proposed budget for salaries and wages includes performance based merit pay increases. Increase due to reclassification of Pro Shop Assistant from part-time no benefits to full time status.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan. Increase due to reclassification of Pro Shop Assistant from part-time no benefits to full time status.

Contractual:

Decrease due to one-time expenses in FY14 from maintenance & improvement fund for special projects to prepare the Par 3 for opening of the new clubhouse.

Commodities:

Increase due to anticipated increase in supply costs, particularly in “cost of merchandise sold” to properly supply the pro shop.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
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
Golf Course Facility Supervisor	1.000	1.000	1.000	1.000	-
Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Pro-Shop Assistant	-	-	-	-	1.000
Senior Golf Associate	-	-	-	-	1.000
Equipment Operator	0.750	1.150	1.200	0.450	0.500
Registration Clerk I / PAR 3	3.300	1.260	0.694	0.721	-
Golf Course Associate	-	-	-	0.259	1.110
Golf Course Attendant	-	0.500	1.225	1.220	0.750
Part-Time Pro Shop Assistant	-	-	-	-	0.500
Public Works Employees	0.140	0.140	0.070	0.081	0.081
	8.190	7.050	7.189	6.731	7.941

Golf Course Fiscal Year 2014 Accomplishments

❖ Completed construction of new clubhouse on time and under budget
❖ Estimated Cost Recovery is 126% (Goal is 120%%)
❖ Estimated increase in pro shop sales by 210% and participation by 16%

Fiscal Year 2015 Goals and Performance Measures

Recreation Department Goal #1: Sustain quality of maintenance of the Par 3 Golf Course Clubhouse

OBJECTIVES:

- Evaluate and implement best practices maintenance procedures
- Improve training of staff in preventative maintenance tasks
- Provide appropriate support for food/beverage services vendor

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
Continue best practices maintenance	Ongoing
Upgrade staff training on maintenance procedures	Conduct additional staff training focusing on maintenance procedures

Recreation Department Goal #2: Improve front line staff training focusing on customer service at the Recreation Center, Tennis Centers and Par 3 Golf Course

OBJECTIVES:

- Evaluate and implement enhanced in-service employee trainings
- Conduct additional staff training for front line staff
- Develop and implement standard orientation for contractual instructors
- Provide more hands-on supervision by the program and facility supervisors

Performance Measures	
Effectiveness/Output Measures:	Projected FY15
Conduct customer service trainings	In-service conducted by November 15, 2014
Conduct orientation for contracted instructors	Conduct all orientations by November 15, 2014
Provide more hands-on supervision by supervisors	Ongoing

Golf Course Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Projected FY14	Estimated FY15
Total Lessons/Clinics Participation	1,200	1,288	1,902	1,900	2,000
Range Buckets Sold	8,707	12,712	14,333	17,000	16,000
Total Rounds of Golf	26,598	29,308	30,230	35,000	36,500
Tournaments/Outings Hosted	14	23	23	26	30
Dollar per round in pro shop sales	No Data	No Data	\$2.30	\$4.22	\$4.35
Resident/Nonresident % Ratio	No Data	No Data	22/78	23/77	25/75
Operating Cost Recovery	107%	100%	105%	126%	121%

PROGRAM: TENNIS

The Tennis program offers drop-in play, lessons, clinics, mixers, tournaments, special events, and league play for children and adults throughout the year. A total of thirteen (13) Hydrogrid Hartru 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 related merchandise. Assistant Tennis Instructors are hired and compensated by the Head Tennis Professional.

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

Revenue and Expense Summary

	FY2012	FY2013	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Projected	Budget	Change
Revenues						
Daily Tennis Court Fees	45,324	40,277	51,000	39,000	41,000	-19.61%
Annual Pass Tennis Court Fees	60,273	54,275	72,000	54,300	55,000	-23.61%
12 Play Pass	21,034	21,320	22,000	21,000	22,000	0.00%
Town Tournaments	4,733	3,770	6,300	4,100	4,000	-36.51%
Adult Tennis Program Fee	-	-	-	400	1,000	100.00%
Tennis Pro Admin. Fees	12,400	13,200	13,200	13,200	13,200	0.00%
Tennis Teaching Services-Town Share	53,294	52,925	54,000	53,500	56,000	3.70%
Facility Rental Fees	13,595	5,550	11,500	4,800	5,000	-56.52%
Maintenance & Improvement Fee	7,449	7,209	8,500	7,500	8,000	-5.88%
Merchandise Sales-Town Share	2,798	2,827	3,100	2,300	3,100	0.00%
TOTALS	220,900	201,353	241,600	200,100	208,300	-13.78%
Expenses						
Salaries and Wages	168,909	180,789	198,927	179,840	191,187	-3.89%
Employee Benefits	69,208	78,224	91,136	91,117	93,142	2.20%
Contractual	37,235	37,941	45,900	45,400	35,600	-22.44%
Commodities	10,956	8,715	10,500	9,800	20,000	90.48%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
Other	-	-	-	-	-	0.00%
TOTALS	286,308	305,669	346,463	326,157	339,929	-1.89%
Operating Revenues						
Over/(Under) Expenses	(65,408)	(104,316)	(104,863)	(126,057)	(131,629)	

Revenues**Daily Tennis Court Fees:**

All revenues related to daily court reservations at tennis facilities. Decrease due to overestimation of anticipated revenue in FY14.

Annual Tennis Court Fees:

All revenues related to annual tennis facility passes. Decrease due to overestimation of anticipated revenue in FY14, and a shift in player preference for rate type, particularly the 12 Play Pass.

12 Play Pass:

This figure represents rate paid for 12 play multi use pass.

Twon Tournaments:

Fee paid for participation in various tournaments and special events. Decrease due to overestimation of anticipated participation in FY14.

Adult Tennis Program Fee:

All revenues related to fees paid for a variety of adult programs. Increase due to anticipated growth in development of programs and participation.

Tennis Pro Admin Fees:

Fee paid by Tennis Pro as part of annual contract agreement.

Tennis Teaching Services:

Fee paid to the Town for the use of the courts during lessons as part of Tennis pro contract. Increase due to anticipated growth in programs and services and additional revenues due to a modification to contract.

Facility Rental Fees:

All revenues related to fees paid for rental of tennis courts. Decrease due to overestimation of anticipated rentals in FY14.

Maintenance and Improvement Fee:

Fee paid per court reservation for maintenance and improvement of the tennis facilities. Decrease due to overestimation of anticipated participation in FY14.

Merchandise Sales:

Percentage of revenue from merchandise sales as per contract with tennis professional.

Expenses**Salaries and Wages:**

The proposed budget for salaries and wages includes performance based merit pay increases. Decrease due to overestimation of part-time staff support in FY14.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Decrease due to tennis court clay material costs being shifted to commodities as staff does the vast majority of court maintenance.

Commodities:

Increase due to court clay material being allocated to the proper line item, as staff does the vast majority of court maintenance.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Assistant Director	0.500	0.250	0.250	0.250	0.250
Tennis Facility Supervisor	2.000	1.000	1.000	1.000	1.000
Maintenance Worker/Tennis	1.000	0.500	0.500	0.500	0.500
Tennis Facility Assistant	1.000	1.000	1.000	1.000	1.000
General Maintenance Worker	0.200	-	-	-	-
Tennis Attendant	1.600	1.650	2.155	2.249	1.755
Laborer	-	0.100	0.468	0.641	0.400
Public Works Employees	0.090	0.090	0.080	0.117	0.118
	6.390	4.590	5.453	5.757	5.023

Tennis Fiscal Year 2014 Accomplishments

❖ Estimated Cost Recovery is 62% (Goal is 60%)
❖ Conducted a successful online Interest Survey focused on current program offerings, quality of facilities, customer service and ideas for new programs (primarily at the Recreation Center and tennis centers)
❖ Estimated increased in participation by 6% and annual pass sales by 9%

Fiscal Year 2015 Goals and Performance Measures

Recreation Department Goal #2: Improve front line staff training focusing on customer service at the Recreation Center, Tennis Centers and Par 3 Golf Course

OBJECTIVES:

- Evaluate and implement enhanced in-service employee trainings
- Conduct additional staff training for front line staff
- Develop and implement standard orientation for contractual instructors
- Provide more hands-on supervision by the program and facility supervisors

Performance Measures

Effectiveness/Output Measures:	Projected FY15
Conduct customer service trainings	In-service conducted by November 15, 2014
Conduct orientation for contracted instructors	Conduct all orientations by November 15, 2014
Provide more hands-on supervision by supervisors	Ongoing

Recreation Department Goal #4: Increase participation and revenue at the Recreation Center and Tennis Centers

OBJECTIVES:

- Develop and implement strategies for increasing participation
- Create new and/or enhanced programs and develop more program variety

Performance Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Projected FY14	Estimated FY15
Lesson Participation	2,554	3,228	3,403	4,350	4,300
Clinic Participation	4,058	4,274	4,518	4,200	4,300
Daily Youth Participation	4,361	4,609	4,216	4,250	4,300
Daily Adult Participation	23,507	21,920	20,530	21,550	21,550

Performance Measures	
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Effectiveness/Output Measures:	Projected FY15
Develop and implement new programs to enhance program variety	October 2014

Tennis Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Projected FY14	Estimated FY15
Annual Passes Sold	171	132	116	152	160
Tournaments/Special Events	12	15	17	18	18
League Teams Hosted	9	8	8	8	8
Resident/Nonresident % Ratio	No Data	75/25	69/31	67/33	68/32
Operating Cost Recovery	47%	77%	66%	62%	60%

PROGRAM: RECREATION CENTER

The Recreation Center offers recreational programs to the residents and visitors of Palm Beach. Examples of adult programs offered include a variety of fitness/wellness, foreign languages, art, dancing, and technology offerings. 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 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 Recreation Center is managed by the Assistant Recreation Director. Daily operations are overseen by two Recreation Supervisors who supervise a variety of part-time and contractual staff, in planning, implementing, and evaluating the maintenance, programs and events.

Revenue and Expense Summary

	FY2012	FY2013	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Projected	Budget	Change
Revenues						
Youth Program Fees	310,048	300,147	320,000	295,000	325,000	1.56%
Facility Rental Fees	475	180	1,000	400	1,000	0.00%
Adult Program Fees	26,393	29,171	27,000	22,800	29,000	7.41%
Promotional Merchandise	1,184	832	1,400	800	1,400	0.00%
Seaview Park Concession	737	957	1,300	1,100	1,300	0.00%
TOTALS	338,837	331,287	350,700	320,100	357,700	2.00%
Expenses						
Salaries and Wages	282,597	283,417	312,487	293,341	298,633	-4.43%
Employee Benefits	80,467	94,498	108,587	108,822	109,746	1.07%
Contractual	184,305	176,285	221,300	193,600	212,500	-3.98%
Commodities	30,540	27,473	45,000	33,308	45,000	0.00%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
Other	-	-	-	-	-	0.00%
TOTALS	577,909	581,673	687,374	629,071	665,879	-3.13%
Operating Revenues						
Over/(Under) Expenses	(239,072)	(250,386)	(336,674)	(308,971)	(308,179)	

Revenues**Youth Program Fees:**

All revenues related to fees paid for a variety of youth programs. Increase due to anticipated growth in participation.

Facility Rental Fees:

All revenues related to fees paid for rental of rooms at Seaview Recreation Center.

Adult Program Fees:

All revenues related to fees paid for a variety of adult programs. Increase due to anticipated growth in participation.

Promotional Merchandise:

All revenues related to sales of promotional merchandise.

Seaview Park Concession:

Revenues from vending machines at Seaview Park.

Expenses**Salaries and Wages:**

The proposed budget for salaries and wages includes performance based merit pay increases. Decrease due to overestimation of part-time staff support in FY14.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:

Decrease due to staff conducting more of the maintenance tasks in-house.

Commodities:

No change.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Assistant Director	0.500	0.250	0.250	0.250	0.250
Recreation Supervisor	2.000	2.000	2.000	2.000	2.000
Maintenance Worker/Tennis	-	0.500	0.500	0.500	0.500
General Maintenance Worker	0.800	-	-	-	-
Activity Leader	3.700	3.440	3.491	3.760	2.983
Laborer	-	0.300	0.550	0.550	0.490
Bus Driver	-	0.480	0.490	0.500	0.480
Registration Clerk	-	0.160	-	-	-
Public Works Employees	0.270	0.270	0.200	0.029	0.129
	7.270	7.400	7.481	7.589	6.832

Recreation Center Fiscal Year 2014 Accomplishments

❖ Estimated Cost Recovery is 53% (Goal is 50%)
❖ Conducted a successful online Interest Survey focused on current program offerings, quality of facilities, customer service and ideas for new programs (primarily at the Recreation Center and tennis centers)
❖ 10 week Summer Camp Cost Recovery was 202% (up 6% from FY13)

Fiscal Year 2015 Goals and Performance Measures

Recreation Department Goal #2: Improve front line staff training focusing on customer service at the Recreation Center, Tennis Centers and Par 3 Golf Course

OBJECTIVES:

- Evaluate and implement enhanced in-service employee trainings
- Conduct additional staff training for front line staff
- Develop and implement standard orientation for contractual instructors
- Provide more hands-on supervision by the program and facility supervisors

Performance Measures

Effectiveness/Output Measures:	Projected FY15
Conduct customer service trainings	In-service conducted by November 15, 2014
Conduct orientation for contracted instructors	Conduct all orientations by November 15, 2014
Provide more hands-on supervision by supervisors	Ongoing

Recreation Department Goal #4: Increase participation and revenue at the Recreation Center and Tennis Centers

OBJECTIVES:

- Develop and implement strategies for increasing participation
- Create new and/or enhanced programs and develop more program variety

Recreation Center Productivity Measures

Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Projected FY14	Estimated FY15
Family Special Events Participation	1,275	1,250	1,225	1,300	1,300
Youth Enrichment/Athletics Participation	6,777	6,050	4,469	3,500	4,000
Youth Camps/After School Participation	11,525	10,862	10,768	10,900	11,000
Adult Enrichment/Fitness Participation	2,259	2,287	2,483	2,000	2,200
Number of Programs/Events Offered	No Data	No Data	244	230	250
Resident /Nonresident % Ratio – Youth	No Data	49/51	52/48	60/40	60/40
Resident /Nonresident % Ratio - Adult	No Data	86/14	77/23	80/20	80/20
Operating Cost Recovery	58%	58%	57%	53%	53%

PROGRAM: ADMINISTRATION

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 & Special Projects, Assistant Recreation Director, and the Office Manager.

Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Salaries and Wages	250,146	250,904	274,513	274,828	297,430	8.35%
Employee Benefits	89,500	90,296	128,968	128,972	115,987	-10.07%
Contractual	10,917	4,604	9,500	8,435	10,500	10.53%
Commodities	4,668	8,082	3,500	3,300	4,700	34.29%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
Other	-	-	-	-	-	0.00%
TOTALS	355,231	353,886	416,481	415,535	428,617	2.91%

Salaries and Wages:

The budget for salaries and wages includes performance based merit pay increases. Increase due to change of Office Assistant II from .75 FTE to full-time status.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan

Contractual:

Increase is due to staff training and professional development.

Commodities:

Increase is due to anticipated increase in cost of supplies and a one-time purchase of a Laserfiche capable scanner.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Director of Recreation and Special Projects	1.000	0.900	0.900	0.900	0.900
Assistant Director of Recreation	1.000	1.000	0.500	0.500	0.500
Office Assistant II	-	-	-	0.750	1.000
Office Manager	1.000	1.000	1.000	1.000	1.000
	3.000	2.900	2.400	3.150	3.400

PROGRAM: CAPITAL PROGRAM

This program accounts for the capital projects of the Recreation Enterprise Fund.

Expense Summary						
	FY2012	FY2013	FY2014	FY2014	FY2015	%
	Actual	Actual	Budget	Projected	Budget	Change
Expenses						
Projects	154,561	119,364	1,480,662	1,480,662	76,000	-94.87%
TOTALS	154,561	119,364	1,480,662	1,480,662	76,000	-94.87%

Expenses

Proposed budget includes removal and disposal, and installation of replacement fencing at Phipps Ocean Park Tennis Center. The fencing was installed in stages between 2002 and 2005.

PROGRAM: DEPRECIATION PROGRAM

The depreciation program was established to account for the depreciation expense for the fixed assets, buildings and other capital assets of the Recreation Enterprise Fund.

Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget
Depreciation	523,507	647,012	597,900	597,900	725,182
TOTALS	523,507	647,012	597,900	597,900	725,182

Expenses

Increase is due primarily to the addition of the new Par 3 Golf Course Clubhouse, but also includes Town Docks and equipment.

PROGRAM: EQUIPMENT REPLACEMENT

The Equipment Replacement program was established to provide a means to replace equipment when the end of the 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 keep. Annually, depreciation is budgeted based on the economic life and the replacement cost of the equipment utilized by the fund. These funds are set aside in a reserve to fund future purchases of equipment.

Depreciation for the fixed assets is calculated using the straight line method which takes the estimated replacement cost less anticipated salvage value divided by the expected useful life of the asset. The established asset value threshold for inclusion in the program is \$2,500 for fixed assets.

Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Capital Outlay	-	4,150	84,560	84,560	64,500	-23.72%
TOTALS	-	4,150	84,560	84,560	64,500	-23.72%

Budgeted Purchases:

Tri-Plex Greens Mower	31,000
Tractor Backhoe with loader and box blade	19,500
2 Modified Golf Carts	14,000
	<u>64,500</u>



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PROGRAM: SELF INSURANCE FUND (RISK MANAGEMENT) 501

Mission: This division exists to provide a safe and healthy work environment for all employees, and to minimize the adverse effects of unexpected losses. Ensuring that a Comprehensive Risk Management Program is in place that best protects the interests of the Town and its employees.

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

- Identify exposures and address resolutions
- Determine proper method for insurance coverage by analyzing options
- Manage claims in a manner that serves both the interests of the claimant as well as the Town
- Apply a variety of approaches to control loss and improve personal safety through the following:
 - Safety Training, committees, bulletins, manual and handbook
 - Periodic safety inspections of Town facilities and property
 - Conducting motor vehicle report checks
 - Create various manuals and procedures as needed

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Risk Manager	1.000	1.000	1.000	1.000	1.000
	1.000	1.000	1.000	1.000	1.000

Revenue and Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Revenues						
Risk Funding	1,791,507	1,892,780	1,876,000	1,876,000	1,925,362	2.63%
Miscellaneous Revenue	176,130	840,503	-	250,616	-	0.00%
Interest on Investments	82,319	(4,246)	16,000	25,000	70,000	337.50%
TOTALS	2,049,956	2,729,037	1,892,000	2,151,616	1,995,362	5.46%
Expenses						
Salaries and Wages	83,386	86,700	84,812	84,812	85,216	0.48%
Employee Benefits	850,971	402,877	519,682	369,682	614,651	18.27%
Contractual	(520,361)	1,527,314	1,536,243	1,100,000	1,539,682	0.22%
Commodities	2,047	2,889	3,055	3,055	3,055	0.00%
Capital Outlay	-	15,767	-	-	-	0.00%
Depreciation	2,758	2,758	1,600	1,600	2,758	72.38%
Transfer to Coastal (309)	-	-	2,000,000	2,000,000	-	-100.00%
Other (Contingency)	504,276	17,881	3,000,000	25,000	3,000,000	0.00%
TOTALS	923,077	2,056,186	7,145,392	3,584,149	5,245,362	-26.59%
Total Revenues						
Over/(Under) Expenses	1,126,879	672,851	(5,253,392)	(1,432,533)	(3,250,000)	
Beginning Net Assets	6,863,675	7,990,554	8,663,405	8,663,405	7,230,872	
ENDING NET ASSETS	7,990,554	8,663,405	3,410,013	7,230,872	3,980,872	

Revenues

Risk Funding:

This is the amount transferred from the general fund.

Miscellaneous:

Claim reimbursements received from insurance carriers.

Interest on Investments:

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

Expenses

Salaries and Wages:

The budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan for the one employee in this fund, along with town-wide workers' compensation costs.

Self Insurance Fund Risk – 2015 Goals

<p>Identify exposures in order to determine the type of coverage available to the Town</p> <p>OBJECTIVES: Work with Insurance Agents to obtain the best coverages and premiums available to the Town. Structure the insurance program to best protect the interests of the Town.</p>
<p>Provide a Safe Work Environment</p> <p>OBJECTIVES: Conduct annual facility safety inspections and training to employees.</p>

Self Insurance Fund – Risk Fiscal Year 2014 Accomplishments

- ❖ Ascension renewed the Town's Property & Casualty program with the Florida Municipal Insurance Trust (FMIT) on Property, Auto Physical Damage and Excess Workers Compensation along with Lloyds of London/BRIT for General Liability, Public Officials/Employment Practices, Police Professional, and Auto Liability. Overall premiums were below the Town's budget by over \$55,000 or 7.6%. The Town was able to keep the self-insured retention (SIR) levels the same, provided stop loss coverage and obtained full limits for Property (which is majority coastal exposure) up to the total insured values.
- ❖ Ascension's in house loss control efforts have produced proven savings for Workers' Compensation claim costs and experience modification rates. Experience modification rates are the adjustment of annual premium based on previous loss experience. Usually three years of loss experience are used to determine the experience modifier. Town received a \$7,904 premium credit from FMIT based upon a reduction in experience modification.

Fiscal Year 2015 Goals and Performance Measures

Self Insurance Risk Fund Goal #1 - Identify exposures in order to determine the type of coverage available to the Town.

Objectives:

- Work with Insurance Agents to obtain the best coverages and premiums available to the Town.
- Structure the insurance program to best protect the interests of the Town.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Annual insurance premiums	\$993,275	\$914,138	\$888,478	\$885,967	\$940,813
Total claims processed	128	146	123	80	119

Self Insurance Risk Fund Goal #2 - Provide a Safe Work Environment

OBJECTIVES:

- Conduct annual facility safety inspections and safety training to employees.

Performance Measures					
Effectiveness/Output Measures:	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Projected FY15
Total number of safety violations found town-wide during the annual facility safety inspections	39	56	57	75	57
Safety Training sessions	13	12	14	12	12
Safety Bulletins distributed	12	12	12	12	12



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PROGRAM: SELF INSURANCE FUND (HEALTH BENEFIT) 502

This program provides for the management of the employee health insurance program. Responsibilities include: planning, organizing, implementing, and directing the self-insurance fund of the Town's Health Insurance Program. This program also provides certain health insurance benefits for retired employees and their dependents in accordance with State and Federal regulations.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Director of Human Resources	0.100	0.100	0.100	0.100	0.100
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	0.200
Office Asst II/OHC	0.130	0.120	0.125	0.125	0.125
Human Resources Coordinator	-	0.330	0.320	0.320	0.320
Human Resource Assistant	0.050	-	-	-	-
Human Resource Analyst	0.050	0.050	0.050	0.050	0.050
	0.530	0.800	0.795	0.795	0.795

Revenue and Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Revenues						
Group Medical	4,629,893	5,024,955	4,875,500	4,875,500	4,828,900	-0.96%
Miscellaneous Revenue	6,940	269	2,500	2,500	1,500	-40.00%
Gain/(Loss) on Investments	-	-	-	-	-	0.00%
TOTALS	4,636,833	5,025,224	4,878,000	4,878,000	4,830,400	-0.98%
Expenses						
Salaries and Wages	45,609	52,808	56,012	56,012	59,745	6.66%
Employee Benefits	4,007,601	4,150,367	4,580,045	4,615,323	4,614,513	0.75%
Contractual	32,913	30,318	90,700	94,140	91,502	0.88%
Commodities	272	1,027	1,800	1,800	1,800	0.00%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
Other (Contingency)	-	-	500,000	-	500,000	0.00%
TOTALS	4,086,395	4,234,520	5,228,557	4,767,275	5,267,560	0.75%
Total Revenues						
Over/(Under) Expenses	550,438	790,704	(350,557)	110,725	(437,160)	
Beginning Net Assets	2,683,896	3,234,334	4,025,038	4,025,038	4,135,763	
ENDING NET ASSETS	3,234,334	4,025,038	3,674,481	4,135,763	3,698,603	

Revenue**Group Medical:**

Group Medical includes Town and Employee contributions for health care expenses. The Town and employee contribution remains level funded for FY2015.

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 proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the Town-wide employee health insurance program.

Contractual

Contractual services are increasing by less than 1% (\$802). The increase is due to a small increase in copy and printing charges attributed to the printing benefit plan communication documents such as annual open enrollment materials.

Commodities:

Commodities remains level funded for FY2015.

Equipment Replacement Fund - 320

The fund was established to provide a means to replace equipment, excluding enterprise fund equipment, when the end of its useful life has been reached. The fund includes both capital equipment as well as computer equipment.

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. Annually, depreciation is funded with a transfer from the various departments to the Equipment Replacement Fund based on the economic life and replacement cost of the equipment utilized by each department. The calculation for funding was modified in FY2006 to use replacement cost rather than original cost to insure sufficient funds are available when the asset is replaced.

Depreciation for the fixed assets is calculated using the straight line method which takes the original purchase price 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: \$2,500 for fixed assets, and \$1,500 for computer assets.

Depreciation Charges by Department FY2015

Department	Depreciation
Information Systems	\$247,800
Human Resources	677
Finance	3,363
Planning, Zoning and Building	33,921
Fire-Rescue	540,992
Police	416,859
Public Works	573,832
Risk Management	2,758
Total Depreciation	\$1,820,202

Replacement Equipment - FY2015

Department	Cost
Planning/Zoning/Building:	
Automobile	\$16,971
Microfiche Reader/Printer	15,000
Finance	
Folder/Sealer Machine	3,685
Fire-Rescue:	
All Terrain Vehicle	7,100
Protective Gear	170,000
Protective Gear Washer/Extractor	4,500
(4) Styker Stretchers	50,992
Vehicle Exhaust Removal System	71,500
Police:	
(2) Transmitter/Receivers	9,400
Audio Synthesizer	6,000
Furniture System	55,000
(3) Patrol Vehicles/Equipment	125,500
Surveillance Security Cameras/Accessories	75,000
Vehicle Message Sign Trailer	25,000
(3) Administrative Vehicles	66,300
Public Works:	
(2) Ford F150 Trucks	35,000
Transfer Trailer	125,000
Int'l Road Tractor	131,000
Int'l Truck with Body	82,802
Int'l Truck RS Crane	170,000
Ford F250 Utility Body	28,500
Ford F250 Truck	20,000
(2) Ford Escape SUVs	41,000
Information Systems:	
Computer Equipment	250,380
Total Equipment Replacement Expenditures	\$1,585,630

Revenue and Expense Summary

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Revenues						
Interest on Investments	149,127	(19,016)	50,000	75,000	50,000	0.00%
Surplus Equipment Proceeds	30,438	62,180	30,000	50,000	30,000	0.00%
Transfer from General and Other Funds	2,027,725	1,970,969	1,879,535	1,879,535	1,820,202	-3.16%
TOTALS	2,207,290	2,014,133	1,959,535	2,004,535	1,900,202	-3.03%
Expenses						
Transfer to Underground Utility Assessment Fund	-	-	3,998,228	1,500,000	2,498,228	-37.52%
Transfer to Coastal	-	-	2,858,913	2,858,913	-	-100.00%
Capital Outlay - Equipment	1,422,959	1,475,869	2,505,695	2,400,000	1,335,250	-46.71%
Capital Outlay - IS Equipment	194,849	152,048	505,200	200,000	250,380	-50.44%
TOTALS	1,617,808	1,627,917	9,868,036	6,958,913	4,083,858	-58.62%
Total Revenues Over/(Under)						
Expenses	589,482	386,216	(7,908,501)	(4,954,378)	(2,183,656)	
Contingency	-	-	(500,000)	-	(500,000)	
Non Operating Revenue	191,552	369,747	8,742,725	8,742,725	-	
Beginning Investment in Capital Assets	9,017,467	8,600,535	15,483,961	15,483,961	-	
Beginning Unrestricted Net Assets	13,672,222	14,870,188	-	-	19,272,308	
ENDING NET ASSETS	23,470,723	24,226,686	15,818,185	19,272,308	16,588,652	

Revenues**Interest on Investments**

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

Surplus Equipment Proceeds

This revenue source represents the sale of surplus equipment through the Palm Beach County Thrift Store.

Transfer from General and Other Funds

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

Expenditures**Transfer to Underground Utility Assessment Fund**

This transfer represents funding for the Internal Financing Plan approved by Town Council on August 14, 2012.

Transfer to Coastal Fund

This transfer represents funding for the Coastal Fund approved by Town Council on September 10, 2013.

Capital Outlay – Equipment

This represents the budget for the replacement of vehicles, machinery and office equipment.

Capital Outlay – IS Equipment

This represents the budget for the replacement of computer equipment.

Contingency

Contingency reserve.



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RETIREMENT FUND

The Town provides pension benefits for General Employees, Police Officers and Firefighters. Approximately 253 active employees and 377 retirees are covered by the three Plans.

The Town of Palm Beach Retirement Board of Trustees oversees all of the Town’s pension assets and retirement programs. An outside pension consultant administers the plans. Details of the pension benefits are outlined later in this section.

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.

	Defined Benefit Plan	401(a) Defined Contribution Plan				
Benefit Group	Employee Contribution	Mandatory Contribution (pre-tax)		Voluntary Contribution		Discretionary Contribution
		Employee	Employer	Employee	Employer	
Firefighter Union	4.82%	2%	2%	Voluntary up to the maximum allowable under IRS regulations	2% Match	None
Firefighter Non-Union	2.47%	4%	4%		No Match	Up to 4% Determined by Town Council during annual budget process upon recommendation of the Town Manager
Police Officer	2.47%	4%	4%		No Match	
General Employees	2.47%	4%	4%		No Match	
Lifeguard Employees	2.47%	4%	4%		No Match	

The Retirement Board approved an actuarial investment assumption of 7.5% and a wage inflation assumption of 3.5% and these assumptions were used in the calculations included in the September 30, 2013, actuarial report.

The FY14 actuarially determined contribution to the defined benefit plan totals \$6,376,652. This amount is being reduced by a transfer from the prepaid contribution reserve in the Retirement Fund. The Town accumulated a prepaid reserve in the Retirement Fund due to the “overpayment” to the fund by systematically contributing the actuarial determined amount rather than the State required amount calculated as a percent of payroll. A total of \$2,169,323 had been reserved as a prepaid contribution in the Retirement Fund. In FY14, \$930,690 was used to offset the cost of the investment assumption change. The FY15 contribution increase is proposed to be offset by \$750,000 of the remaining prepaid contribution, leaving a balance of \$488,633 to be used to offset contributions in future years. The Town’s contribution for the defined benefit plan for FY14 and FY15 is shown on the following page:

Defined Benefit Contribution	FY2014	FY2015	Change	% Change
General Employees	\$1,873,887	\$1,856,320	(17,567)	-0.94%
Lifeguards	144,734	152,086	7,352	5.08%
Police	1,979,219	2,144,661	165,442	8.36%
Fire-Rescue	<u>2,071,503</u>	<u>2,223,585</u>	<u>152,082</u>	7.34%
Total	\$6,069,343	\$6,376,652	307,309	5.06%
Less: Prepaid Contribution	(930,690)	<u>(750,000)</u>	<u>180,690</u>	-19.41%
Amount included in the Budget	<u>\$5,138,653</u>	<u>\$5,626,652</u>	<u>487,999</u>	9.50%

The employer funding history for the defined benefit pension for the last five years is shown below:

	FY2011	FY2012	FY2013	FY2014	FY2015
General	\$2,927,020	\$651,882	\$1,223,869	\$1,873,887	\$1,856,320
Lifeguards	148,364	15,600	125,294	144,734	152,086
Police	2,828,758	1,213,681	1,257,107	1,979,219	2,144,661
Fire-Rescue	3,189,802	1,635,237	1,370,637	2,071,503	2,223,585
Total	\$9,093,944	\$3,516,400	\$3,976,907	\$6,069,343	\$6,376,652

The funded ratio for the each of the pension plans is shown in the chart below. The reductions from FY2011 to FY2012 reflect the change in the investment return assumption from 8.0% to 7.5%.

As of Fiscal Year End	FY2009	FY2010	FY2011	FY2012	FY2013
General Employees	81.0%	79.6%	90.4%	80.7%	81.3%
Lifeguards	75.5%	73.4%	74.3%	64.3%	64.2%
Police	84.8%	83.6%	87.8%	76.2%	73.5%
Fire-Rescue	74.0%	72.6%	80.8%	70.5%	68.1%

The Town contributes a match of up to 4% to the Defined Contribution (DC) plan. In addition, the Town Manager may recommend and the Town Council may approve a discretionary contribution of up to 4% per year, to be decided each year depending upon economic and budgetary conditions. For FY14, the Town Council approved a 4% discretionary DC contribution at a cost of \$589,485. For FY15, the Town Manager is recommending a 4% discretionary DC contribution at a cost of \$581,801. Total employer contributions to the DC plan per year are shown on the following page:

	FY2012 Actual	FY2013 Budget	FY2014 Budget	FY2015 Budget
General	\$123,785	\$309,235	\$759,611	\$770,326
Lifeguards	2,014	5,428	11,180	11,242
Police	43,163	211,200	310,024	303,712
Fire-Rescue	47,748	180,642	201,867	221,612
Total	\$216,710	\$706,505	\$1,282,682	\$1,306,892

Summary of Defined Benefit Plan Provisions

Grandfathered Benefits: The benefits consist of the old defined benefit plan (Plan A - see below) and are provided to employees that were eligible to retire on or before May 1, 2012.

Plan A Benefits: The accrued benefits prior to May 1, 2012 in the old defined benefit plan.

Plan B Benefits: The accrued benefits after May 1, 2012 in the new hybrid pension plan.

Normal Retirement:

ELIGIBILITY

Plan A

- a) *General:* 30 or more years of service, regardless of age; or age 55 with 10 or more years of service
- b) *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.
- c) *Police Officers 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.

Plan B

Age 65 with 10 or more years of service, including service prior to May 1, 2012.

PENSION AMOUNT

Plan A

- a) *General:* Average final compensation 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.
- b) *Ocean Rescue:* Average final compensation times the sum of a) 2.85% for the first 25 years of service with a maximum of 71.25%, plus, b) 1.0% for service in excess of 25 years.
- c) *Police Officers and Firefighters:* Average final compensation 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

Average final compensation multiplied by 1.25% per year of credited service after April 30, 2012.

General and Ocean Rescue: The normal form of pension is a pension payable for life. Also see Automatic Death Benefit.

Police and Firefighters: The normal form of pension is a pension payable as a straight life annuity, including service prior to April 30, 2012. Also see Automatic Death Benefit.

Average Final Compensation:**Plan A**

Highest 2 consecutive years within the member's last 5 years of credited service.

Plan B

Average compensation after April 30, 2012 over a period increasing up to the final 5 years of credited service on and after April 30, 2017.

DROP Retirement:

Eligibility - Same as Normal Retirement, election must be made within 7 years of the date the member first reaches general retirement eligibility.

Pension Amount

General and Ocean Rescue: 100% 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.

Early Retirement (General Employees Only):**ELIGIBILITY****PLAN A**

Age 50 with 10 or more years of credited service.

PLAN B

Early retirement at age 60 with 10 or more years of credited service, provided the employee pays the full actuarial cost of the extra years receiving a pension.

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.

PLAN B

Actuarial equivalent reduction.

Deferred Retirement (Vested Termination Benefit): Both Plan A and Plan B

Eligibility - 10 or more years of service (waived for frozen benefits). Pension begins upon meeting requirement for normal retirement. Contributions must be left on deposit in the System; failure to do so results in forfeiture of the vested benefit. Frozen accrued benefits as of April 30, 2012 are vested immediately.

Pension Amount - Computed as for normal retirement, based upon service and average final compensation at time of termination.

Duty Disability Retirement: Both Plan A and Plan B

Eligibility - No age or service requirements.

General Employees and Ocean Rescue: Computed as a regular retirement with additional service credit granted from date of disability to earliest normal retirement eligibility date. Minimum benefit is 60% of average final compensation at earliest normal retirement date computed as a regular retirement. The minimum shall be applicable for at least 5 years if the member attains such age for retirement less than 5 years after duty disability benefits commence.

Police Officers and Firefighters: Computed as a regular retirement with additional service credit granted from date of disability to earliest normal retirement eligibility date. Minimum benefit is 60% of average final compensation:

Non-Duty Disability Before Retirement: Both Plan A and Plan B

Eligibility - 10 or more years of service (waived for frozen benefit).

Pension Amount - Computed as for normal retirement. For Police and Firefighter benefit groups, the disability pension benefit shall not be less than 30 percent of the member's average final compensation at the time of disability.

Duty Death Before Retirement: Both Plan A and Plan B

Eligibility - No age or service requirements.

Pension Amount - A pension to each surviving child of 25% of the member's average final compensation not to exceed 50% or equal share of 75% of the member's AFC when there are 4 or more surviving children being paid. A pension to the surviving spouse, if any, of the difference, if any, between 75% of the retiree's AFC and the aggregate amount paid to children for the month.

Non-Duty Death Before Retirement: Both Plan A and Plan B

Eligibility - 10 or more years of service (waived for frozen benefit).

Pension Amount - 75% of normal retirement benefit to a surviving spouse or equal shares of 75% of the normal retirement benefit to surviving unmarried children under 18.

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 no spouse benefits are payable.

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 including reduced 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 of service in the military.

PROGRAM: EMPLOYEES RETIREMENT FUND (600)**Revenue and Expense Summary**

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Revenues						
Employer Contributions	2,881,791	3,976,907	5,138,653	5,138,653	5,626,652	9.50%
Transfer from Prepaid Town Contributions	-	-	930,690	930,690	750,000	-19.41%
Employee Contributions	1,844,730	744,011	571,000	552,015	571,000	0.00%
Gain/(Loss) on Investments	25,580,688	23,182,899	14,305,392	15,179,710	16,050,000	12.20%
Miscellaneous	27,121	5,055	-	10,000	-	0.00%
State of Florida	830,571	-	-	-	-	0.00%
Interest on Investments	1,154,574	1,282,420	1,200,000	7,500,000	2,000,000	66.67%
TOTALS	32,319,475	29,191,292	22,145,735	29,311,068	24,997,652	12.88%
Expenses						
Salaries and Wages	-	-	39,449	30,462	36,000	-8.74%
Employee Benefits	-	-	15,968	16,613	20,000	25.25%
Contractual	15,597,686	18,017,058	18,154,000	16,729,494	17,644,800	-2.80%
TOTALS	15,597,686	18,017,058	18,209,417	16,776,569	17,700,800	-2.79%
Total Revenues Over/(Under)						
Expenses	16,721,789	11,174,234	3,936,318	12,534,499	7,296,852	
Beginning Net Assets	170,564,741	187,286,530	198,460,764	198,460,764	210,995,263	
ENDING NET ASSETS	187,286,530	198,460,764	202,397,082	210,995,263	218,292,115	

Revenues**Employer Contributions:**

The employer contributions are actuarially determined for the hybrid pension plan.

Transfer from Prepaid Town Contributions:

Transfer to pay for a portion of the investment return assumption change from 8% to 7.5%.

Employee Contributions:

Employee contributions are calculated based on the eligible employee's salary multiplied by a contribution rate.

Gain/(Loss) on Investments:

This line item reflects the estimated gains on the sale of equities. Projections reflect the 7.5% return assumption for the fund.

Interest on Investments:

The FY14 budgeted amount represents the anticipated interest to be earned on fixed income investments.

Expenses**Salaries and Wages:**

The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Employee benefit costs include the health insurance program and the hybrid pension plan for the FTEP assigned to this fund.

Contractual:

This line item reflects anticipated pension payments and operating costs.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Finance Director	-	-	0.0240	0.0240	0.0240
Assistant Finance Director	-	-	0.0190	0.0190	0.0190
Accounting Supervisor	-	-	0.0230	0.0230	0.0230
Accounting Clerk	-	-	0.0120	0.0120	0.0120
Director of Human Resources	-	-	0.0240	0.0240	0.0240
Human Resource Assistant	-	0.5000	0.3750	0.3750	0.3700
Payroll Specialist	-	-	0.2310	0.2310	0.2310
	-	0.5000	0.7080	0.7080	0.7030

PROGRAM: HEALTH INSURANCE TRUST (610)

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, 2012 and updated on October 1, 2013. The Town's Actuarial Accrued Liability as of October 1, 2013 was determined to be \$31,339,813. The annual budgeted contribution for FY2015 is \$1,577,000.

The Town provides to the retirees self-insured HMO, POS and PPO medical plans administered by Florida Blue. The prescription drug plan is administered by Catamaran Rx.

Summary of Plan Provisions

Eligibility

Employee must terminate employment with the Town and be eligible to retire under the Town's retirement system.

Plan Design

Eligible retirees can choose from one of three Florida Blue plans: POS Blue Options, PPO Blue Choice, or Blue Care Open Access HMO. A summary of the significant plan provisions for the plan year that begins on January 1, 2015 are provided below:

Florida Blue POS Blue Options

	In-Network	Out-of-Network
Deductible	\$1,000 Ind/\$2,000 Family	\$2,000 Ind/\$4,000 Family
Coinsurance	20%	50%
Out of Pocket Maximum	\$2,000 Ind/\$4,000 Family	\$4,000 Ind/\$6,000 Family
Office Visit Copay	\$35 Copay+Ded+20% Coins	Ded+50% Coins
Prescription Drugs	\$100 Ded for Non-generic when generic available	
Retail Copayment	Generic-\$10, Preferred-\$35, Non-Preferred-\$40 Copay + 50% of Cost	
Mail Order Copayment	Generic-\$20, Preferred-\$70, Non-Preferred-\$80 Copay + 50% of Cost	
Lifetime Maximum	Unlimited	

Florida Blue PPO Blue Choice

	In-Network	Out-of-Network
Deductible	\$500 Ind/\$1,500 Family	\$1,000 Ind/\$3,000 Family
Coinsurance	10%	30%
Out of Pocket Maximum	\$1,500 Ind/\$4,500 Family	\$3,000 Ind/\$6,000 Family
Office Visit Copay	\$25	Ded+30%
Prescription Drugs	\$100 Ded for Non-generic when generic available	
Retail Copayment	Generic-\$10, Preferred-\$30, Non-Preferred-\$30 Copay + 50% of Cost	
Mail Order Copayment	Generic-\$20, Preferred-\$60, Non-Preferred-\$60 Copay + 50% of Cost	
Lifetime Maximum	Unlimited	

Florida Blue - Blue Care Open Access HMO

	In-Network	*Out-of-Network
Deductible	N/A	
Coinsurance	100%	
Out of Pocket Maximum	\$1,500 Individual, \$3,000 Family	
Office Visit Copay	\$20	
Inpatient Copay	\$500 per admission	
Emergency Room Copay	\$115	
Prescription Drugs	\$100 Ded for Non-generic when generic available	
Retail Copayment	Generic-\$10, Preferred-\$30, Non-Preferred-\$30 Copay + 50% of Cost	
Mail Order Copayment	Generic-\$20, Preferred-\$60, Non-Preferred-\$60 Copay + 50% of Cost	
Lifetime Maximum	Unlimited	

* Out of network services are not covered under the HMO plan.

Discount Rate

The actuarial analysis assumes a 7.5% annual discount rate.

Required Monthly Contributions

Contribution amounts are determined by the medical plan chosen, the years of employment service, and the amount of pension earned according to the retiree sliding scale for insurance premiums. Contributions are required to both retiree and dependent coverage. The premium cost sharing between retirees and the Town ranges from 50% to the maximum charge allowable per state statute for the non-Medicare group.

PROGRAM: HEALTH INSURANCE TRUST (610)**Revenue and Expense Summary**

	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2014 Projected	FY2015 Budget	% Change
Revenues						
Town Funding	1,493,000	1,769,000	1,506,000	1,506,000	1,577,000	4.71%
Retiree Funding	1,263,754	1,307,308	1,464,500	1,464,500	1,273,200	-13.06%
Medicare Reimbursement	95,383	83,822	-	-	-	0.00%
Miscellaneous Revenue	48,379	585,086	-	-	-	0.00%
Gain/(Loss) on Investments	2,413,804	2,486,717	414,509	414,509	500,000	20.62%
TOTALS	5,314,320	6,231,933	3,385,009	3,385,009	3,350,200	-1.03%
Expenses						
Salaries and Wages	47,213	54,520	57,948	57,948	61,518	6.16%
Employee Benefits	2,397,110	2,190,084	2,495,841	2,369,886	2,518,851	0.92%
Contractual	100,760	114,687	125,100	125,350	125,900	0.64%
Commodities	72	103	300	300	300	0.00%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
TOTALS	2,545,155	2,359,394	2,679,189	2,553,484	2,706,569	1.02%
Total Revenues						
Over/(Under) Expenses	2,769,165	3,872,539	705,820	831,525	643,631	
Beginning Net Assets	18,173,086	20,942,251	24,814,790	24,814,790	25,646,315	
ENDING NET ASSETS	20,942,251	24,814,790	25,520,610	25,646,315	26,289,946	

Revenues**Town Funding:**

Town's portion of retiree health care expenses; plan funding requirements are determined by experience and actuary analysis conducted by Willis of Florida.

Retiree Funding:

The FY2015 projected budget for Retiree Funding is based on trending and actual contributions for FY2014.

Medicare Reimbursements:

Medicare reimbursements are paid to the Town through the Retiree Drug Subsidy (RDS) program. In FY14 to date, the Town has received \$33,193 from the Federal Retiree Drug Subsidy Program.

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 proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:

Cost of retiree health care expenditures.

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Director of Human Resources	0.100	0.100	0.100	0.100	0.100
Finance Director	0.050	0.050	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	0.200
Human Resource Assistant	0.050	-	-	-	-
Human Resource Coordinator	-	0.320	0.330	0.330	0.330
Human Resource Analyst	0.050	0.050	0.050	0.050	0.050
	0.450	0.720	0.730	0.730	0.730



PPO
Retiree Sliding Scale Insurance Premium Rates 2015

Years of Service	Q1		Q2		Q3		Q4		
	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	
25 + years	50%								
	Retiree	\$ 460.06	\$ 227.00	\$ 478.46	\$ 236.08	\$ 515.26	\$ 254.24	\$ 580.86	\$ 286.61
	Retiree +1 Dependent	\$ 970.72	\$ 480.52	\$ 1,009.54	\$ 499.74	\$ 1,087.20	\$ 538.18	\$ 1,231.10	\$ 609.41
	Retiree +2 Dependents	\$ 1,236.03	\$ 1,285.47	\$ 1,561.40	\$ 1,681.51	\$ 1,726.45	\$ 1,726.45	\$ 1,726.45	\$ 1,726.45
	Retiree +3 Dependents	\$ 1,501.35	\$ 1,561.40	\$ 1,561.40	\$ 1,561.40	\$ 1,681.51	\$ 1,681.51	\$ 2,221.81	\$ 2,221.81
20 - 24 years	52%								
	Retiree	\$ 478.46	\$ 236.08	\$ 515.26	\$ 254.24	\$ 533.66	\$ 263.32	\$ 580.86	\$ 286.61
	Retiree +1 Dependent	\$ 1,009.54	\$ 499.74	\$ 1,087.20	\$ 538.18	\$ 1,126.03	\$ 557.40	\$ 1,231.10	\$ 609.41
	Retiree +2 Dependents	\$ 1,285.47	\$ 1,384.35	\$ 1,384.35	\$ 1,384.35	\$ 1,433.79	\$ 1,433.79	\$ 1,726.45	\$ 1,726.45
	Retiree +3 Dependents	\$ 1,561.40	\$ 1,561.40	\$ 1,561.40	\$ 1,561.40	\$ 1,741.56	\$ 1,741.56	\$ 2,221.81	\$ 2,221.81
15 - 19 years	56%								
	Retiree	\$ 515.26	\$ 254.24	\$ 533.66	\$ 263.32	\$ 552.07	\$ 272.40	\$ 580.86	\$ 286.61
	Retiree +1 Dependent	\$ 1,087.20	\$ 538.18	\$ 1,126.03	\$ 557.40	\$ 1,164.86	\$ 576.62	\$ 1,231.10	\$ 609.41
	Retiree +2 Dependents	\$ 1,384.35	\$ 1,433.79	\$ 1,433.79	\$ 1,433.79	\$ 1,483.23	\$ 1,483.23	\$ 1,726.45	\$ 1,726.45
	Retiree +3 Dependents	\$ 1,681.51	\$ 1,681.51	\$ 1,681.51	\$ 1,681.51	\$ 1,801.61	\$ 1,801.61	\$ 2,221.81	\$ 2,221.81
10 - 14 years	60%								
	Retiree	\$ 580.86	\$ 286.61	\$ 580.86	\$ 286.61	\$ 580.86	\$ 286.61	\$ 580.86	\$ 286.61
	Retiree +1 Dependent	\$ 1,231.10	\$ 609.41	\$ 1,231.10	\$ 609.41	\$ 1,231.10	\$ 609.41	\$ 1,231.10	\$ 609.41
	Retiree +2 Dependents	\$ 1,726.45	\$ 1,726.45	\$ 1,726.45	\$ 1,726.45	\$ 1,726.45	\$ 1,726.45	\$ 1,726.45	\$ 1,726.45
	Retiree +3 Dependents	\$ 2,221.81	\$ 2,221.81	\$ 2,221.81	\$ 2,221.81	\$ 2,221.81	\$ 2,221.81	\$ 2,221.81	\$ 2,221.81

Quartile	Monthly Pension Earnings	
	Minimum	Maximum
Q1	\$ -	\$ 1,604.41
Q2	\$ 1,604.42	\$ 2,815.94
Q3	\$ 2,815.95	\$ 4,412.86
Q4	\$ 4,412.87	or greater

* Rates are based on the commingled experience of the retiree group with the claims experience of the active employees in accordance with F.S. 112.0801.
 ** Retirees are eligible for insurance when they begin receiving retirement benefits immediately after retirement from employment.



POS
Retiree Sliding Scale Insurance Premium Rates 2015

Years of Service	Q1		Q2		Q3		Q4		
	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	
25 + years	50%								
	Retiree	\$ 398.98	\$ 194.98	\$ 414.94	\$ 202.78	\$ 446.86	\$ 218.38	\$ 496.66	\$ 242.72
	Retiree +1 Dependent	\$ 840.97	\$ 412.50	\$ 874.60	\$ 429.00	\$ 941.88	\$ 462.00	\$ 1,050.32	\$ 515.19
	Retiree +2 Dependents	\$ 1,063.21	\$	\$ 1,105.73	\$	\$ 1,190.79	\$	\$ 1,465.25	\$
	Retiree +3 Dependents	\$ 1,285.45	\$	\$ 1,336.87	\$	\$ 1,439.70	\$	\$ 1,880.19	\$
20 - 24 years	52%								
	Retiree	\$ 414.94	\$ 202.78	\$ 446.86	\$ 218.38	\$ 462.82	\$ 226.18	\$ 496.66	\$ 242.72
	Retiree +1 Dependent	\$ 874.60	\$ 429.00	\$ 941.88	\$ 462.00	\$ 975.52	\$ 478.50	\$ 1,050.32	\$ 515.19
	Retiree +2 Dependents	\$ 1,105.73	\$	\$ 1,190.79	\$	\$ 1,233.32	\$	\$ 1,465.25	\$
	Retiree +3 Dependents	\$ 1,336.87	\$	\$ 1,439.70	\$	\$ 1,491.12	\$	\$ 1,880.19	\$
15 - 19 years	56%								
	Retiree	\$ 446.86	\$ 218.38	\$ 462.82	\$ 226.18	\$ 478.78	\$ 233.98	\$ 496.66	\$ 242.72
	Retiree +1 Dependent	\$ 941.88	\$ 462.00	\$ 975.52	\$ 478.50	\$ 1,009.16	\$ 495.00	\$ 1,050.32	\$ 515.19
	Retiree +2 Dependents	\$ 1,190.79	\$	\$ 1,233.32	\$	\$ 1,275.85	\$	\$ 1,465.25	\$
	Retiree +3 Dependents	\$ 1,439.70	\$	\$ 1,491.12	\$	\$ 1,542.54	\$	\$ 1,880.19	\$
10 - 14 years	60%								
	Maximum								
	Retiree	\$ 496.66	\$ 242.72	\$ 496.66	\$ 242.72	\$ 496.66	\$ 242.72	\$ 496.66	\$ 242.72
	Retiree +1 Dependent	\$ 1,050.32	\$ 515.19	\$ 1,050.32	\$ 515.19	\$ 1,050.32	\$ 515.19	\$ 1,050.32	\$ 515.19
	Retiree +2 Dependents	\$ 1,465.25	\$	\$ 1,465.25	\$	\$ 1,465.25	\$	\$ 1,465.25	\$
Retiree +3 Dependents	\$ 1,880.19	\$	\$ 1,880.19	\$	\$ 1,880.19	\$	\$ 1,880.19	\$	

Quartile	Monthly Pension Earnings	
	Minimum	Maximum
Q1	\$ -	\$ 1,604.41
Q2	\$ 1,604.42	\$ 2,815.94
Q3	\$ 2,815.95	\$ 4,412.86
Q4	\$ 4,412.87	or greater

* Rates are based on the commingled experience of the retiree group with the claims experience of the active employees in accordance with F.S. 112.0801.
 ** Retirees are eligible for insurance when they begin receiving retirement benefits immediately after retirement from employment.



HMO
Retiree Sliding Scale Insurance Premium Rates 2015

Years of Service	Q1		Q2		Q3		Q4	
	50%		52%		56%		Maximum	
	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
25 + years	Retiree	\$ 396.09	\$ 411.93	\$ 443.62	\$ 443.62	\$ 459.46	\$ 482.72	\$ 482.72
	Retiree +1 Dependent	\$ 836.50	\$ 869.95	\$ 936.87	\$ 970.33	\$ 1,024.01	\$ 1,024.01	\$ 1,024.01
	Retiree +2 Dependents	\$ 1,049.55	\$ 1,091.53	\$ 1,175.49	\$ 1,217.47	\$ 1,259.45	\$ 1,421.78	\$ 1,421.78
	Retiree +3 Dependents	\$ 1,262.59	\$ 1,313.09	\$ 1,414.10	\$ 1,464.60	\$ 1,515.10	\$ 1,819.54	\$ 1,819.54
20 - 24 years	Retiree	\$ 411.93	\$ 443.62	\$ 459.46	\$ 482.72	\$ 482.72	\$ 482.72	\$ 482.72
	Retiree +1 Dependent	\$ 869.95	\$ 936.87	\$ 970.33	\$ 1,024.01	\$ 1,024.01	\$ 1,024.01	\$ 1,024.01
	Retiree +2 Dependents	\$ 1,091.53	\$ 1,175.49	\$ 1,217.47	\$ 1,259.45	\$ 1,259.45	\$ 1,421.78	\$ 1,421.78
	Retiree +3 Dependents	\$ 1,313.09	\$ 1,414.10	\$ 1,464.60	\$ 1,515.10	\$ 1,515.10	\$ 1,819.54	\$ 1,819.54
15 - 19 years	Retiree	\$ 443.62	\$ 459.46	\$ 475.30	\$ 482.72	\$ 482.72	\$ 482.72	\$ 482.72
	Retiree +1 Dependent	\$ 936.87	\$ 970.33	\$ 1,003.79	\$ 1,024.01	\$ 1,024.01	\$ 1,024.01	\$ 1,024.01
	Retiree +2 Dependents	\$ 1,175.49	\$ 1,217.47	\$ 1,259.45	\$ 1,259.45	\$ 1,259.45	\$ 1,421.78	\$ 1,421.78
	Retiree +3 Dependents	\$ 1,414.10	\$ 1,464.60	\$ 1,515.10	\$ 1,515.10	\$ 1,515.10	\$ 1,819.54	\$ 1,819.54
10 - 14 years	Retiree	\$ 482.72	\$ 482.72	\$ 482.72	\$ 482.72	\$ 482.72	\$ 482.72	\$ 482.72
	Retiree +1 Dependent	\$ 1,024.01	\$ 1,024.01	\$ 1,024.01	\$ 1,024.01	\$ 1,024.01	\$ 1,024.01	\$ 1,024.01
	Retiree +2 Dependents	\$ 1,421.78	\$ 1,421.78	\$ 1,421.78	\$ 1,421.78	\$ 1,421.78	\$ 1,421.78	\$ 1,421.78
	Retiree +3 Dependents	\$ 1,819.54	\$ 1,819.54	\$ 1,819.54	\$ 1,819.54	\$ 1,819.54	\$ 1,819.54	\$ 1,819.54

Quarter	Monthly Pension Earnings	
	Minimum	Maximum
Q1	\$ -	\$ 1,604.41
Q2	\$ 1,604.42	\$ 2,815.94
Q3	\$ 2,815.95	\$ 4,412.86
Q4	\$ 4,412.87	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.

** Retirees are eligible for insurance when they begin receiving retirement benefits immediately after retirement from employment.



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Authorized Positions

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Town Manager's Office					
Town Manager	1.000	1.000	1.000	1.000	1.000
Deputy Town Manager	1.000	1.000	1.000	1.000	1.000
Director of Recreation and Special Projects	-	0.100	0.100	0.100	0.100
Executive Assistant	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	2.000	2.000	2.000	2.000	2.000
	5.000	5.100	5.100	5.100	5.100
Information Systems					
Information Systems Manager	1.000	1.000	1.000	1.000	1.000
Information Systems Analyst	1.000	1.000	1.000	1.000	3.000
GIS Coordinator	1.000	1.000	1.000	1.000	1.000
Information Systems Specialist	3.000	3.000	3.000	3.000	3.000
	6.000	6.000	6.000	6.000	8.000
Human Resources					
Director of Human Resources	0.800	0.800	0.776	0.776	0.776
Assistant Director of Human Resources	0.600	0.600	0.600	0.600	0.600
Occupational Health Nurse	1.000	1.000	1.000	1.000	1.000
Human Resources Analyst	0.900	0.900	0.900	0.900	0.900
Human Resources Coordinator	-	0.350	0.350	0.350	0.350
Human Resources Assistant	0.900	0.500	0.375	0.375	0.630
Office Assistant II/OHC	0.370	0.370	0.375	0.375	0.375
	4.570	4.520	4.376	4.376	4.631
Finance					
Finance Director	0.950	0.950	0.926	0.926	0.926
Assistant Finance Director	1.000	1.000	0.981	0.981	0.981
Town Clerk	1.000	1.000	1.000	1.000	1.000
Document Management Coordinator	1.000	1.000	1.000	1.000	1.000
Office Assistant III	1.000	1.000	1.000	1.000	1.000
Accounting Supervisor	1.000	1.000	0.977	0.977	0.977
Accounting Assistant	2.000	3.000	3.000	3.000	3.000
Accounting Clerk	2.000	2.000	1.988	1.988	1.988
Payroll Specialist	1.000	1.000	0.769	0.769	0.769
Accounting Clerk/Receptionist	1.000	-	-	-	-
Secretary	-	-	-	-	-
Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Assistant Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Buyer	1.000	1.000	1.000	1.000	1.000
Purchasing Technician	1.000	1.000	1.000	1.000	1.000
Public Works Purchasing Coordinator	-	0.500	0.500	0.500	0.500
Purchasing Coordinator	-	-	1.000	1.000	1.000
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Driver/Warehouse Assistant I	0.500	0.500	-	-	-
	17.450	17.950	18.141	18.141	18.141
Planning, Zoning and Building					
Director Planning, Zoning and Building	1.000	1.000	1.000	1.000	1.000
Assistant Director PZB	1.000	1.000	1.000	1.000	1.000
Zoning Administrator	1.000	1.000	1.000	1.000	1.000
Administrative Aide	1.000	1.000	1.000	1.000	1.000
Planning Administrator	1.000	1.000	1.000	1.000	1.000
Development Review Specialist	2.000	1.000	1.000	1.000	1.000
Development Permit Coordinator	1.000	2.000	3.000	3.000	3.000



Authorized Positions

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Building Official	1.000	1.000	1.000	1.000	1.000
Chief Construction Inspectors	3.000	3.000	3.000	3.000	3.000
Development Geoprocessor Technician	1.000	1.000	1.000	1.000	1.000
Office Assistant III	1.000	1.000	1.000	1.000	1.000
Development Review Coordinator	1.000	1.000	-	-	-
Project Engineer	1.000	1.000	1.000	1.000	1.000
Combination Building Inspector	2.000	2.000	2.000	2.000	2.000
Support Services Captain	0.500	-	-	-	-
Support Services Sergeant	-	-	-	-	-
Parking/Code Enforcement Manager	0.500	0.500	0.500	0.500	0.500
Parking/Code Enforcement Specialist	0.750	0.750	0.750	0.750	0.750
Lead Code Compliance Officer II	1.000	1.000	1.000	1.000	1.000
Code Compliance Officer I	1.500	1.500	1.000	1.000	1.000
Office Manager	1.000	1.000	1.000	1.000	1.000
Division Chief - Fire Marshal	1.000	1.000	1.000	1.000	1.000
Assistant Fire Marshal	1.000	1.000	1.000	1.000	1.000
Combination Plan Reviewer	1.000	1.000	1.000	1.000	2.000
Office Assistant II	1.000	1.000	1.000	1.000	1.000
	27.250	26.750	26.250	26.250	27.250
Fire-Rescue					
Fire-Rescue Chief	1.000	-	-	-	-
Director of Public Safety	-	0.500	0.500	0.500	0.500
Deputy Fire-Rescue Chief	-	1.000	1.000	1.000	1.000
Assistant Fire-Rescue Chief	2.000	1.000	1.000	1.000	1.000
Office Manager	1.000	1.000	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	1.000	1.000	1.000
Medical Billing Specialist	1.000	1.000	1.000	-	-
Battalion Chief	3.000	3.000	3.000	3.000	3.000
Division Chief - EMS Coordinator	1.000	1.000	1.000	1.000	1.000
Lieutenant	18.000	17.000	15.000	15.000	18.000
Administrative Lieutenant	-	-	-	-	-
Firefighter Driver/Engineer	15.000	15.000	15.000	15.000	12.000
Firefighter	31.000	30.000	30.000	27.000	27.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Master Mechanic	1.200	1.200	0.200	0.200	0.200
Supervisor Lifeguard	1.000	-	-	1.000	1.000
Assistant Supervisor Lifeguard	2.000	2.000	1.000	-	-
Lifeguard	7.000	7.000	5.000	5.000	5.000
Lifeguard On-Call	-	-	3.000	3.000	3.000
Division Chief - Training and Safety	1.000	1.000	1.000	1.000	1.000
	86.400	82.900	79.900	75.900	75.900
Police					
Police Chief	1.000	-	-	-	-
Director of Public Safety	-	0.500	0.500	0.500	0.500
Deputy Police Chief	-	1.000	1.000	1.000	1.000
Major	2.000	1.000	1.000	-	-
Captain	4.500	5.000	5.000	5.000	5.000
Lieutenant	-	-	-	2.000	2.000
Sergeant	12.000	12.000	11.000	10.000	10.000
Police Planner	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
Office Assistant II	3.000	3.000	3.000	3.000	2.000
Administrative Coordinator	-	-	-	-	-



Authorized Positions

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Police Officer	50.000	50.000	50.000	50.000	50.000
Evidence and Property Specialist	-	-	-	-	-
Records Information Systems Manager	1.000	1.000	1.000	1.000	1.000
Records Assistant I	1.000	1.000	1.000	1.000	1.000
Civilian Training/PIO Manager	-	-	-	-	-
Training & Community Relations Coordinator	-	-	1.000	1.000	1.000
Telecommunications Manager	-	-	-	-	-
Lead Telecommunications Supervisor	-	1.000	1.000	1.000	1.000
Telecommunications Supervisor	3.000	2.000	2.000	3.000	3.000
Telecommunicator	10.000	10.000	10.500	9.500	10.500
Call-Taker	1.000	1.000	1.000	1.000	1.000
Crime Scene Evidence Tech II	1.000	1.000	1.000	1.000	1.000
Patrol Office Assistant	-	-	-	-	-
Master Mechanic	0.800	0.800	0.800	0.800	0.800
Detective Office Assistant	-	-	-	-	-
Crime Scene Evidence Manager	1.000	1.000	1.000	1.000	1.000
Lead Parking Enforcement Officer	1.000	1.000	1.000	1.000	1.000
Parking Enforcement Officer	5.000	6.000	6.000	6.000	6.000
Parking/Code Enforcement Manager	0.500	0.500	0.500	0.500	0.500
Support Services (Parking/Code) Captain	-	-	-	-	-
Support Services (Parking/Code) Sergeant	-	-	-	-	-
Parking/Code Enforcement Specialist	0.250	0.250	0.250	0.250	0.250
Fleet Manager	0.800	0.800	0.800	0.800	0.800
Crime Intelligence Analyst	1.000	1.000	1.000	1.000	1.000
Crime Prevention Specialist	1.000	1.000	1.000	-	-
	102.850	103.850	104.350	103.350	103.350
Public Works					
Director of Public Works	1.000	1.000	1.000	1.000	1.000
Assistant Director of Public Works	1.000	1.000	1.000	1.000	1.000
Office Assistant II	4.000	4.000	4.000	5.000	5.000
Records Maintenance Assistant	0.500	0.500	1.000	-	-
Public Works Purchasing Coordinator	-	0.500	0.500	0.500	0.500
Senior Project Engineer	1.000	1.000	1.000	1.000	1.000
Project Administrator	-	-	-	-	-
Public Works System Specialist	1.000	1.000	1.000	1.000	1.000
Public Works Inspector	1.000	1.000	1.500	1.500	1.500
Town Engineer	1.000	1.000	1.000	1.000	1.000
Coastal Coordinator	1.000	1.000	1.000	1.000	1.000
Project Engineer	2.000	2.000	2.000	2.000	2.000
Managers	4.000	4.000	detailed	detailed	detailed
Office Manager			1.000	1.000	1.000
Facilities Maintenance Division Manager			1.000	0.960	0.960
Services Division Manager			1.000	1.000	1.000
Water Resources Division Manager			1.000	1.000	1.000
Supervisors	5.860	5.860	detailed	detailed	detailed
Electrician Supervisor			0.960	0.977	0.977
General Maintenance Supervisor			0.950	0.910	0.908
Maintenance Mechanic Unit Supervisor			1.000	-	-
Operations Supervisor/WRD			-	1.000	1.000
Streets/Parks Supervisor			0.950	0.984	0.984
Supervisor/Sanitation			1.000	1.000	1.000
Supervisor/Trash			1.000	1.000	1.000
Electrician II	2.850	2.850	2.900	2.931	2.928
Mechanics	7.500	7.500	detailed	detailed	detailed



Authorized Positions

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Mechanic I			2.500	0.500	0.500
Mechanic II			1.000	-	-
Mechanic III			2.000	2.000	2.000
Mechanic IV			1.000	1.000	1.000
Equipment Operators	37.960	37.960	detailed	detailed	detailed
Crane Operator			3.000	3.000	3.000
Equipment Operator I			22.000	21.000	21.000
Equipment Operator II			3.000	2.000	2.000
Equipment Operator 20yd/60yd			1.000	1.000	1.000
Equipment Operator III			1.000	1.000	1.000
Irrigation and Spray Technician			0.960	0.984	0.984
Refuse Disposal Operator			1.000	1.000	1.000
Wastewater Operator I			7.000	-	-
Wastewater Operator II			1.000	-	-
Water Resource Technician I			1.000	11.000	11.000
Water Resource Technician II			-	3.000	3.000
Laborers	11.000	11.000	detailed	detailed	detailed
Parks Laborer			2.000	2.000	2.000
Laborer I			8.000	8.000	8.000
Building Maintenance Worker	0.900	0.900	1.900	1.822	1.825
Nursery Worker	-	-	-	-	-
Tree Trimmer	1.880	1.880	-	-	-
Street & Sign Painter	0.900	0.900	0.900	0.974	0.974
	86.350	86.850	88.020	88.042	88.040
Recreation Enterprise Fund					
Dockmaster	1.000	1.000	1.000	1.000	1.000
Dock Attendant	1.480	2.120	1.500	1.500	1.500
Dock Hand	-	-	0.645	0.850	0.215
Office Manager	1.000	1.000	1.000	1.000	1.000
Office Assistant I	-	-	-	0.750	-
Office Assistant II	-	-	-	-	1.000
Tennis Facilities Supervisor	2.000	1.000	1.000	1.000	1.000
Tennis Facilities Assistant	1.000	1.000	1.000	1.000	1.000
Tennis Attendant	1.600	1.650	2.155	2.249	1.755
Laborer - Tennis	-	0.100	0.468	0.641	0.400
Recreation Supervisor	2.000	2.000	2.000	2.000	2.000
Maintenance Worker	2.000	1.000	1.000	1.000	1.000
Laborer - Recreation	-	0.300	0.550	0.550	0.490
Registration Clerk - Recreation	-	0.160	-	-	-
Bus Driver	-	0.480	0.490	0.500	0.480
Activity Leader	3.700	3.440	3.491	3.760	2.983
Director of Recreation and Special Projects	1.000	0.900	0.900	0.900	0.900
Assistant Director of Recreation	2.000	2.000	1.000	1.000	1.000
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
Pro-Shop Assistant	-	-	-	-	1.000
Part-Time Pro-Shop Assistant	-	-	-	-	0.500
Golf Course Facility Supervisor	1.000	1.000	1.000	1.000	-
Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Equipment Operator	0.750	1.150	1.200	0.450	0.500
Registration Clerk I	3.300	1.260	0.694	0.721	-
Senior Golf Associate	-	-	-	-	1.000
Golf Course Attendant	-	0.500	1.225	1.220	0.750
Golf Course Associate	-	-	-	0.259	1.110



Authorized Positions

Full Time Equivalent Employees	FY2011	FY2012	FY2013	FY2014	FY2015
Public Works Employees	0.650	0.650	0.480	0.358	0.460
	27.480	25.710	25.798	26.708	26.043
Self Insurance Fund - Risk					
Risk Manager	1.000	1.000	1.000	1.000	1.000
	1.000	1.000	1.000	1.000	1.000
Self Insurance Fund - Health					
Director of Human Resources	0.100	0.100	0.100	0.100	0.100
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	0.200
Human Resources Coordinator	-	0.330	0.320	0.320	0.320
HR Assistant	0.050	-	-	-	-
Human Resource Analyst	0.050	0.050	0.050	0.050	0.050
Office Assistant II/OHC	0.130	0.120	0.125	0.125	0.125
	0.530	0.800	0.795	0.795	0.795
Retirement Fund					
Director of Human Resources	-	-	0.024	0.024	0.024
HR Assistant	-	0.500	0.375	0.375	0.370
Finance Director	-	-	0.024	0.024	0.024
Assistant Finance Director	-	-	0.019	0.019	0.019
Accounting Supervisor	-	-	0.023	0.023	0.023
Payroll Specialist	-	-	0.231	0.231	0.231
Accounting Clerk	-	-	0.012	0.012	0.012
	-	0.500	0.708	0.708	0.703
OPEB Trust					
Director of Human Resources	0.100	0.100	0.100	0.100	0.100
HR Assistant	0.050	-	-	-	-
Human Resource Analyst	0.050	0.050	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	0.200
Human Resources Coordinator	-	0.320	0.330	0.330	0.330
Finance Director	0.050	0.050	0.050	0.050	0.050
	0.450	0.720	0.730	0.730	0.730
Kruesler Park					
Various	2.000	-	-	-	-
Grand Total	367.330	362.650	361.168	357.100	359.683

**Town of Palm Beach
Donation Reserve Account Summary
Year Ended 9/30/14**

Donation Account	Balance at 9/30/13	Revenues FY14	Expenditures FY14	Encumbrances	Balance at 9/30/14
Bicentennial Eagle	82.22				82.22
Co-Worker Recognition Program	36,671.97	45,000.00	42,190.37		39,481.60
Crime Watch	-	66,111.57	66,111.57		-
Drinking Fountain	-	2,500.00			2,500.00
DuPont Training	3,359.37				3,359.37
Employee Events	9,452.36	8,217.92	17,560.51		109.77
Employee Fitness Center	28,670.49		6,923.38		21,747.11
Employee of the Year Award	-	5,250.00	3,500.00		1,750.00
Employee Wellness Program	-	75,000.00	-		75,000.00
Finance	90.17	40.00			130.17
Fire Athletic Activities	50.00				50.00
Fire Public Education	20,602.77				20,602.77
Fire-Rescue	63,935.70	42,960.82	41,510.78	6,700.00	58,685.74
Holiday Decorations	42,382.09	10,683.33	8,510.00	4,120.00	40,435.42
Ibis Isle Project	(11,097.44)	16,072.55	4,975.11		(0.00)
Lake Worth Lagoon Dredging	61.57	70,000.00	51,846.09	3,623.04	14,592.44
MidTown Bathrooms	31,716.96				31,716.96
PBCA Raymond J. Kunkel Award	3,000.00				3,000.00
Planning, Zoning & Building	50.00				50.00
Police Department	164,056.21	59,805.81	64,059.19	2,135.90	157,666.93
Police Scholarship Fund	1,000.00				1,000.00
Police Softball League	11,244.59		1,665.20		9,579.39
Public Works Department	10,274.87	8,080.00	3,395.58		14,959.29
Recreation Department	12,080.85	3,708.45	5,416.63		10,372.67
Royal Poinciana Beautification	1,750.00				1,750.00
S County Rd Beautification	2,880.00		921.92		1,958.08
Tangier/N. County Road Improvement	2,415.36				2,415.36
Town Beautification	36,192.76	1,840.00		3,800.00	34,232.76
Town Scholarship Fund	3,000.00				3,000.00
Undesignated Donations	6,242.32				6,242.32
Wall of Honor	(1,385.00)		2,093.00		(3,478.00)
Total	483,861.70	415,270.45	320,679.33	20,378.94	552,992.37

Town of Palm Beach, Florida**Subject Policy: Fund Balance****Approved: August 9, 2011****Update: July 12, 2012**

Purpose: The Town hereby establishes and will maintain Fund Balance, as defined herein, in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Fund Balance shall be composed of non-spendable, restricted, committed, assigned and unassigned amounts.

A Fund Balance Policy is adopted to establish a level of funding that protects against unanticipated events that would adversely affect the financial condition of the Town and jeopardize the continuation of necessary public services. The policy also is established to secure and maintain investment-grade credit ratings, meet seasonal shortfalls in cash flow, and guard against revenue shortfalls. Fund balance information is used to identify the available resources for tax stabilization or enhance the financial position of the Town, in accordance with policies established by the Town Council.

This Fund Balance Policy establishes:

- a) Fund balance policy for the general fund;
- b) Reservations of fund balance for the general fund;
- c) The method of budgeting the amount of estimated unrestricted fund balance available for appropriation during the annual budget adoption process (prior to the actual, audited fund balance being known); and
- d) Establish a spending order of fund balances.

Fund Balance Policy:

1. Restricted Fund Balance –Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation will be budgeted and reported in special revenue funds,

capital project funds or debt service funds. There is no restricted fund balance in the General Fund.

2. Committed Fund Balance – Commitment of fund balance may be made for such purposes including, but not limited to, a) major maintenance and repair projects; b) meeting future obligations resulting from a natural disaster; c) accumulating resources pursuant to stabilization arrangements; d) establishing reserves for disasters; and/or e) for setting aside amounts for specific projects or purposes.

Commitment of fund balance may be made from time-to-time by ordinance of the Town Council. Commitments may be changed or lifted only by the Town Council taking the same formal action that imposed the constraint originally (ordinance). The use of committed fund balances will be considered in conjunction with the annual budget adoption process or by budget amendment approved by Ordinance of the Town Council during the fiscal year.

3. Assigned Fund Balance – Assignment of fund balance may be a) made for a specific purpose that is narrower than the general purposes of the government itself; and/or b) used to reflect the appropriation of a portion of existing unassigned fund balance to eliminate a projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues.

Assigned fund balance shall reflect management's intended use of resources as set forth in the annual budget (and any amendments thereto). Assigned fund balance may or may not be appropriated for expenditure in the subsequent year depending on the timing of the project/reserve for which it was assigned.

4. Non-Spendable Fund Balance – Non-spendable fund balance is established to report items that are not expected to be converted to cash such as inventory and prepaid items; items not currently in cash form such as the long-term amount of loans and notes receivable; and, items legally or contractually required to be maintained intact.
5. Minimum Level of Unassigned Fund Balance – Unassigned fund balance is the residual classification for the general fund and represents fund balance that has not been restricted, committed or assigned to specific purposes within the general fund. The Town will maintain a minimum level of 25% of general fund operating expenditures.

If after the annual audit, prior committed or assigned fund balance causes the unassigned fund balance to fall below 25% of general fund operating expenditures, the Town Manager will so advise the Town Council in order for necessary action to be taken to restore the unassigned fund balance to 25% of General Fund operating expenditures.

The Town Manager will prepare and submit a plan to the Town Council, that may include expenditure reductions, revenue increases, use of non-recurring revenues, budget surpluses and excess resources in other funds to restore fund balance to the minimum level. The Town shall take action necessary to restore the unassigned fund balance to acceptable levels within two years.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it is the Town's policy to reduce restricted amounts first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it is the Town's policy to reduce committed amounts first, followed by assigned amounts, then unassigned amounts.

Reservations of Fund Balance (General Fund)

Committed Fund Balance – There are no current commitments of fund balance in the General Fund.

Assigned Fund Balance

The Town Council hereby establishes the following assignment of fund balance in the General Fund:

- a) East Central Regional Wastewater Treatment Facility Debt Service – A reserve equal to the Town's portion of the future debt service on the 1993 loan for the improvements to the East Central Regional Wastewater Treatment Facility. The reserve will be adjusted annually to reflect the outstanding debt service.

- b) Compensated Absence Reserve – To fund the value of accrued compensated absences. The reserve includes accrued vacation, sick time and compensatory time and related payroll tax liability. The reserve will be adjusted annually during the year-end process and will be funded at a rate of 100% of the fiscal year end accrued balance. The Town Council will annually give consideration to appropriate funds from this reserve based upon estimated pay-outs of eligible accrued vacation, sick and compensatory time and the related payroll tax liability.

- c) Assignment to Subsequent Year's Budget – The subsequent year's budget fund balance is assigned by the Town management as set forth in the annual budget (and any amendments thereto) to appropriate a portion of existing unassigned fund balance to eliminate projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues.

Budgeting

1. Appropriation of Unrestricted Fund Balance – The actual amount of unrestricted fund balance (total of committed fund balance assigned fund balance and unassigned fund balance) is not known until the completion of the annual audit which takes place within six months after the end of the fiscal year being audited. However, an estimate of unrestricted fund balance (also called estimated beginning fund balance) will be made and reported during the annual budget adoption process (June through September) which is prior to the end of the fiscal year, September 30th.
2. Estimated Beginning Fund Balance – In order to achieve the most accurate estimate possible, the Finance Department shall project both Sources of Funds (revenues, prior years unrestricted fund balances carried forward and other financing sources) and Uses of Funds (operating and non-operating expenditures), including accruals, for each governmental fund through September 30th of the current fiscal year. These projections will be shown for each fund in the proposed and final budget documents. The difference between the estimated actual sources of funds and estimated actual uses of funds is the calculated estimated beginning fund balance for the subsequent fiscal year. If planned for use in the subsequent fiscal year, committed and assigned fund balance may be included in the estimated beginning fund balance.
3. Estimated Ending Fund Balance – For the year being budgeted, a calculation of estimated ending fund balance shall be made. This calculation shall be the difference between the budgeted sources of funds and the budgeted uses of funds as described above.

If after the annual audit, the actual general fund unassigned fund balance is greater than 25% of operating expenditures in the general fund, the excess may be used in one or a combination of the following ways:

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

- 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 ~~or resolution~~) of the Town Council. Commitments may be changed or lifted only by the Town Council taking the same formal action (ordinance ~~or resolution~~) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned Fund Balance – Includes spendable fund balance amounts established by management of the Town that are intended to be used for specific purposes that are neither considered restricted or committed.

Unassigned Fund Balance - Unassigned fund balance is the residual classification for the general fund and represents fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

Unrestricted Fund Balance – The total of committed fund balance, assigned fund balance and unassigned fund balance.

Reservations of Fund Balance – Reserves established by the Town Council or by Town Management.

Town of Palm Beach, Florida**Subject Policy: Contingency Reserve - General Fund****Effective Date: October 1, 2001****Revised: October 1, 2005****Revised: October 1, 2007**

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 1.5% 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

Town of Palm Beach, Florida**Subject Policy: Designation of General Fund - Fund Balance for Payment of Liability Related to Compensated Absences Leave Balances****Effective Date: September 30, 2004**

Purpose: The purpose of this policy is to designate a portion of the General Fund - Fund Balance to create a reserve to fund the value of accrued compensated absences. The reserve will significantly reduce the budgetary fluctuations due to the payout of accrued leave time to terminated or retired employees. The reserve will also fund Retirement Health Savings Plan contributions of vacation and sick time, and any expenditures relating to the plan.

Policy: It is the policy of the Town of Palm Beach to designate a portion of the Town's General Fund - Unassigned Fund Balance as a reserve for funding the value of accrued compensated absences. The reserve includes accrued vacation, sick time and compensatory time and related payroll tax liability. The designation will be adjusted annually during the year end process and will be funded at a rate of 100% of the fiscal year end accrued balance. The Town Council will annually give consideration to appropriate funds from this reserve based upon estimates of pay-outs of eligible accrued vacation, sick and compensatory time and the related payroll tax liability. In addition, funds may be appropriated from this reserve for employees that elect to use their vacation or sick time as a contribution to the Retirement Health Savings Plan. The reserve fund will be increased or decreased annually based upon the fiscal year end accrued balance. The annual appropriation for estimated pay-outs will be shown in the General Government program of the General Fund budget.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually during the budget process of the amount to be appropriated from this fund. In addition, the full reserve value will be shown as a designation of General Fund - Fund Balance in the Comprehensive Annual Financial Report. The Town Council has the authority to annually appropriate funds during the budget process for this purpose.

Approval Date: August 10, 2004

Town of Palm Beach, Florida**Subject Policy: Reserve for Encumbrances, Continuing Appropriations, and Prepaid Expenses****Effective Date: October 1, 2001**

Purpose: In order to honor unpaid obligations, unfinished projects and prepaid expenses for the budget period, a reserve of fund balance will be established at the end of the fiscal year for encumbrances, continuing appropriations and prepaid expenses.

Policy: It is the policy of the Town of Palm Beach that at the end of every fiscal year a reserve will be established to designate fund balance in the amount equal to the Town's unpaid obligations, unfinished projects and prepaid expenses that carry over from one fiscal year to into the next. Departments shall encumber funds with a purchase order or with written approval by the Town Manager in a memorandum making the request.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to implement this policy.

Approval Date: August 14, 2001

Town of Palm Beach, Florida**Subject Policy: Contingency Reserve - Capital Fund****Effective Date: October 1, 2001**

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Capital Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 10% of the proposed Capital budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town;
2. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year;
3. Unforeseen expenses that would be more cost effective to be completed with a current project;
4. Expenses in excess of the budgeted contingency for any budgeted capital improvement project.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: August 14, 2001

Town of Palm Beach, Florida**Subject Policy: 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 funds assets will be a consideration in making distribution decisions.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually through the budget process of the items and dollar amount for each that will be purchased from the equipment replacement fund and to advise to the adequacy of the funding level of this reserve.

Approval Date: July 12, 2006

Town of Palm Beach, Florida**Subject Policy: Contingency Reserve - Equipment Replacement Fund****Effective Date: October 1, 2007****Revised: October 1, 2009**

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Equipment Replacement Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of \$500,000, or an amount deemed necessary and prudent by the Town Manager as indicated in his/her annual budget proposal, from the net assets of the fund to address unexpected needs that may occur throughout the year. Examples of the use of this reserve may include:

Requests that could not be reasonably anticipated during the budget process for the current year.

Expenditures to replace unbudgeted equipment purchases that has been damaged or has become inoperable prior to the end of the useful life.

All requests for expenditures from this reserve will require a detailed justification to be submitted to the Town Manager for his/her prior approval, and the subsequent approval of the Town Council.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council annually or as necessary on the use of this contingency reserve.

Approval Date: August 6, 2007**Revision Approved:** July 14, 20

Town of Palm Beach, Florida**Subject Policy: Recreation Enterprise Fund Reserve****Effective Date: October 1, 2001**

Purpose: The purpose of this policy is to establish an appropriate level of net assets in the Town's enterprise fund. Adequate levels of net assets will provide for unanticipated financial impacts as well as provide for one-time expenditures to improve the facilities.

Policy: It is the policy of the Town of Palm Beach that the Town maintain minimum net asset levels equal to 25% of the proposed budgeted revenues. The percentage represents three months of revenue.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to implement this policy. The Town Manager will report regarding the status of the net assets in the annual budget message and/or in the Comprehensive Annual Financial Report.

Approval Date: August 14, 2001

Town of Palm Beach, Florida**Subject Policy: Dock Replacement Reserve – Recreation Enterprise Fund****Effective Date: October 1, 2002**

Purpose: The purpose of this policy is to create a reserve to fund the replacement cost for the construction of the Town's docks when each of the three docks (at Brazilian, Australian, and Peruvian Avenues) reaches the end of its useful life. The reserve will significantly reduce, if not eliminate, the need for borrowing funds to finance the re-building of the docks.

Policy: It is the policy of the Town of Palm Beach to maintain a reserve for funding the replacement costs of the Town docks. The reserve fund is to be maintained at a rate of 100% of accumulated depreciation. Funds will be drawn from this reserve for the construction of new docks whenever it is determined that they must be replaced. The reserve fund will be increased by an annual appropriation equal to the annual 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 25 years from the construction date for each dock.

An account will be established with the initial transfer on October 1, 2002, of the accumulated depreciation through September 30, 2002, from available funds.

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 13, 2002

Town of Palm Beach, Florida**Subject Policy: Contingency Reserve - Recreation Enterprise Fund****Effective Date: October 1, 2004**

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 Recreation Enterprise Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 5% of the proposed Recreation Enterprise Fund operating expense 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 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: August 10, 2004

Town of Palm Beach, Florida**Subject Policy: Contingency Reserve -Recreation Enterprise Fund - Capital Fund****Effective Date: October 1, 2005**

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 Recreation Enterprise Fund - Capital Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 5% of the proposed Recreation Enterprise Fund - Capital budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. The contingency amount will be funded from the retained earnings of the Recreation Enterprise Fund - Capital Fund. 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: July 12, 2005

Town of Palm Beach, Florida**Subject Policy: Equipment Replacement Reserve - Recreation Enterprise Fund****Effective Date: October 1, 2005**

Purpose: The purpose of this policy is to create a reserve within the Recreation 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. The reserve will also establish 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 within the Recreation 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 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 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 each activity of the fund as an appropriated expense based on the assets held and used in the function of the activity.

The proceeds, net of costs, from the sale of surplus equipment from the Recreation 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: July 12, 2005

Town of Palm Beach, Florida**Subject Policy: Reserve for Catastrophic Exposures/Emergencies - Risk Fund****Effective Date: October 1, 2001****Revised: October 1, 2002**

Purpose: The purpose of this policy is to set aside emergency reserves that will protect the Town of Palm Beach against the potentially disastrous financial impacts of response to and recovery from a man made or natural emergency situation.

Policy: It is the policy of the Town of Palm Beach to maintain a Reserve for Catastrophic Exposures/Emergencies within the Town's Self Insurance - Risk Fund for events of such magnitude that they could not otherwise be covered by available budgeted funds. This reserve shall be used only for one or more of the following events:

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 -Risk Fund****Effective Date: October 1, 2001**

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Risk Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of \$500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Uninsured losses of \$500,000 or less or,
2. Rate increases which exceed forecasted, budgeted amounts.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: August 14, 2001

Town of Palm Beach, Florida**Subject Policy: Contingency Reserve -Health Insurance Fund****Effective Date: October 1, 2003**

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in health insurance costs and claims exposure, and provide a clear guideline for the use of the Contingency Reserve within the Health Insurance Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of \$500,000, or an amount deemed necessary and prudent by the Town Manager as indicated in his/her annual budget proposal, from the Retained Earnings of the fund to address unexpected needs that may occur throughout the year. Examples of the use of this reserve may include:

1. A large volume of claims that exceed the forecasted, budgeted amounts;
2. Rate increases which exceed forecasted, budgeted amounts.

All requests for expenditures from this reserve will require a detailed justification to be submitted to the Town Manager for his/her prior approval.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council annually or as necessary on the use of this contingency reserve.

Approval Date: August 12, 2003

Town of Palm Beach, Florida**Subject Policy: Budgetary Control****Effective Date: October 1, 2001**

Purpose: The purpose of this policy is to formalize the Town's level of budgetary control, and to provide for the administrative realignments of funds by the Town Manager and Finance Director to deal with unexpected needs as long as service to the public is not negatively impacted.

Policy: It is the policy of the Town of Palm Beach that the budget be controlled at the program level within each department by the applicable department head. Budget amendment requests, transferring funds between programs will originate from the applicable department head and the Finance Director and shall be subject to the approval of the Town Manager. The Town Manager may authorize transfers between departments if the action is deemed necessary to meet the obligations of the Town.

Reserves and new revenues may not be appropriated through this process, interfund transfers may not be made, and total appropriations of the Town shall not be changed, without prior affirmative action of the Town Council.

Responsibility: It is the responsibility of the Finance Director, under the direction of the Town Manager, to implement this policy.

Approval Date: August 14, 2001

Town of Palm Beach, Florida**Subject: 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:

- (a) 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;
- (b) 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;
- (c) 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;
- (d) That such Debt Obligations shall not be issued or debt proceeds used to finance current operations of the Town except as provided herein;
- (e) To minimize the impact of construction or acquisition of infrastructure and other assets on the budget of the Town;
- (f) 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;
- (g) 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;
- (h) 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;
- (i) That the Town will keep outstanding debt within the limits prescribed by Section 7.01 of the Town Charter.

Debt Obligations shall mean bonds, notes, letters and lines of credit, lease purchases, or other securities issued by the Town against a pledge of a specific revenue source or sources, the proceeds of which are used to fund a capital project providing a public benefit.

Responsibility: It is the responsibility of the Finance Director under the direction of the Town Manager, to implement this policy. Departments should submit requests to use debt obligations for financing and submit to the Town Manager for review and approval.

Approval Date: August 14, 2001

Town of Palm Beach, Florida**Subject Policy: 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

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.

ALS	Advanced Life Support	GASB	Governmental Accounting Standards Board
CAFR	Comprehensive Annual Financial Report	GIS	Geographic Information System
CDBG	Community Development Block Grant	ICMA	International City/County Management Association
CIP	Capital Improvement Program	MDT	Mobile Data Terminals
EMS	Emergency Medical Services	OPEB	Other Post Employment Benefits
FY	Fiscal Year	REF	Recreation Enterprise Fund
FTE	Full-Time Equivalent	TRIM	Truth in Millage
GAAP	Generally Accepted Accounting Principals		

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 which 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 which 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 year end, 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 is one of only three municipalities in the State of Florida to maintain 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 which 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 which 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 which 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 which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which 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 which 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, and Recreation 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 30 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 which 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 Kreisler Park which is utilized by Town residents and visitors, but is owned by Palm Beach County.

PART-TIME: Part-time employees work less than 30 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 which may be applicable.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for service

rendered only to those paying such charges as, for example, development fees.

TEMPORARY POSITION: A temporary position is filled for a specific period of time, is not permanent in nature, and does not qualify for regular town benefits.

TRANSFERS IN/OUT (INTER-FUND TRANSFERS): Amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute revenues or expenditures of the governmental unit. Thus, they are budgeted and accounted for separately from other revenues and expenditures as other financing sources or uses.

TRUST FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

TRUTH IN MILLAGE: The Florida Truth in Millage Act (TRIM) serves to formalize the property tax levying process by requiring a specific method of tax rate calculation, form of notice, public hearing requirements and advertisement specifications prior to the adoption of a budget tax rate.

The effect of TRIM is to inform taxpayers that their property taxes are changing (up or down), the cause (a change in the assessed value of their property and/or an increase in the proposed spending level) and how the proposed new tax rate compares to the rate that would generate the same property tax dollars as the current year (the “rolled back” rate).

UNENCUMBERED: The portion of an allotment not yet expended or encumbered.

UNDESIGNATED/UNRESERVED FUND BALANCE: Unrestricted funds available to be designated as a budget-funding source.

USEFUL LIFE: The period of time that a fixed asset is able to be used. This can refer to a budgeted period of time for an equipment class or the actual amount of time for a particular item.

USER CHARGES: The payment of a fee for direct receipt of a public service by the party benefitting from the service.

WORKLOAD INDICATORS: Statistical and historical measures of the services level provided or workload completed by each department within the Town.



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