# TOWN OF PALM BEACH

Town Manager's Office

SPECIAL TOWN COUNCIL MEETING

AGENDA

TOWN COUNCIL CHAMBERS

June 13, 2011

9:30 A.M

WELCOME!

**The progress of this meeting may be monitored by visiting the Town's web site (www.townofpalmbeach.com) and selecting "Your Government" and then selecting "Live Meeting Audio". If you have questions relative to these two features, please contact the Office of Information Systems (561) 227-6315.**

I. CALL TO ORDER AND ROLL CALL
Mayor Gail L. Coniglio
David A. Rosow, Town Council President
Robert N. Wildrick, President Pro Tem
William J. Diamond, Town Council Member
Richard M. Kleid, Town Council Member
Michael J. Pucillo, Town Council Member

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. TOWN MANAGER'S OVERVIEW OF THE PROPOSED FY12 BUDGET
[Peter B. Elwell, Town Manager]

V. INFORMATION SYSTEMS UPDATE
[Spencer Wilson, Information Systems Manager]

**Post Office Box 2029 * 360 South County Road * Palm Beach, Florida 33480**
**Telephone (561) 838-5410 * Facsimile (561) 838-5411 * townmanager@townofpalmbeach.com**

VI. UPDATE ON FY12 ACTION PLAN

1) Pension Reform
2) Other Compensation Issues
3) Coastal Protection
4) Recreation
5) Fire-Rescue
6) Administrative Services
7) Legal Services
8) Boards and Commissions
9) Fleet and Other Capital Equipment
10) Equipment Replacement Fund
11) Recycling
12) Residential Garbage
13) Yard Waste
14) Capital Improvement Funding
15) Parking
16) Non-tax Revenues
17) Citizen Volunteers
18) Other

VII. REVIEW OF PROPOSED FY12 BUDGETS

A. General Fund Revenues

B. General Fund Expenditures - Program-by-Program Review

C. Debt Service Fund

D. Capital Improvement
   1. Accelerated Capital Improvement Program
   2. Pay As You Go Capital Improvement Program
   3. Coastal Protection Program

E. Recreation Enterprise Fund

F. Internal Service Funds

   1. Risk Management
   2. Health Insurance
   3. Equipment Replacement Fund

G. Trust and Agency Funds

1. Pension Funds
2. OPEB Trust

VIII. ANY OTHER MATTERS

A. Update and Review of Town Policy Regarding the Town's County Budget Task Force [Mayor Gail L. Coniglio]

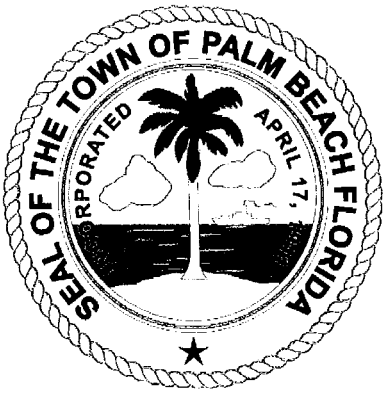
B. Staff Involvement in Palm Beach Crimewatch
[Kirk W. Blouin, Director of Public Safety]

C. Other

IX. ADJOURNMENT

**PLEASE TAKE NOTE**

Disabled persons who need an accommodation in order to participate in this meeting are requested to contact the Town Manager's Office at 838-5410 or through the Florida Relay Service by dialing 1-800-955-8770 for voice callers or 1-800-955-8771 for TDD callers, at least two (2) working days before the meeting.

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# TOWN OF PALM BEACH

## MEMORANDUM

TO: Mayor and Town Council

FROM: Peter B. Elwell, Town Manager

DATE: June 6, 2011

SUBJECT: Proposed FY2012 Budget

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This proposed budget represents staff's efforts to achieve the Town Council's goal of maintaining all adopted levels of service without increasing taxes. To accomplish this goal, staff started with the Long Term Financial Plan forecast for FY12 as a baseline and then found additional ways to cut expenditures, while maintaining service levels and addressing coastal funding for next year. Overall, the proposed budget reflects a 7.7% decrease from the FY11 budget.

The proposed budget includes revenue and expenditure summaries, department program detail, and other funds budgets (including the capital project balances, budget, and 5 year plan). This budget document also includes separate tabbed sections including an Information Systems Update, an update on the FY12 Action Plan, and information regarding Palm Beach Crimewatch.

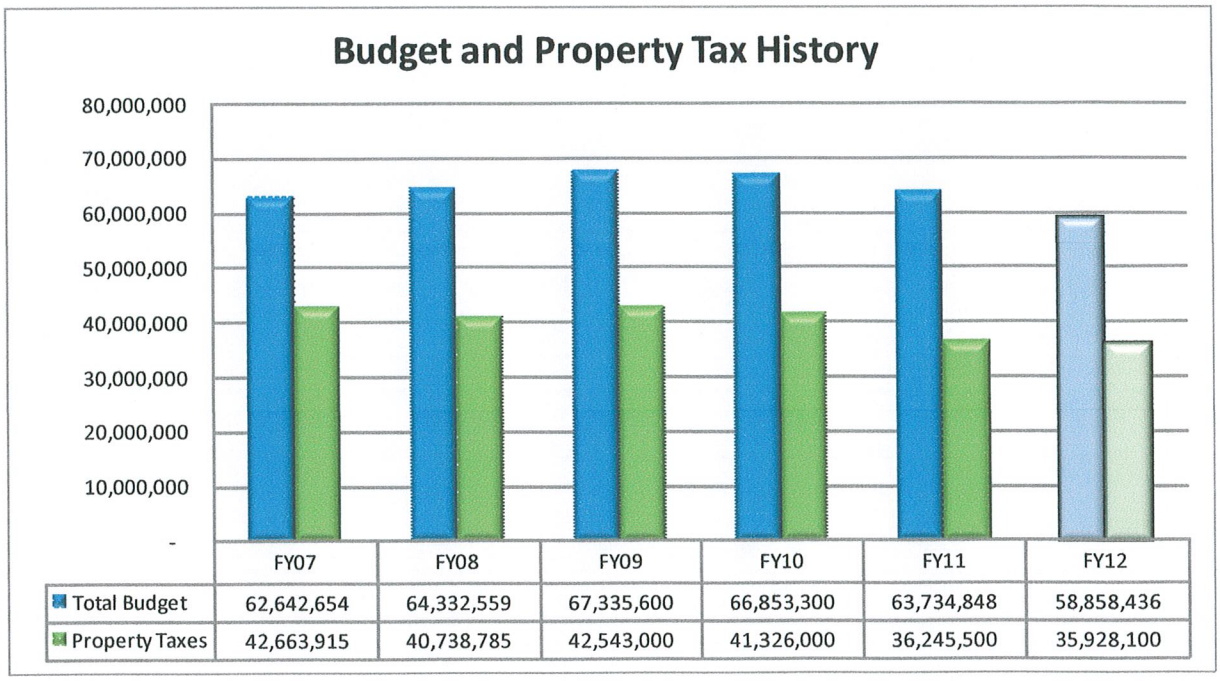
**Status of FY2011 Budget**

On a monthly basis we have been reporting the status of the FY11 budget in detail. As indicated in the April 30, 2011, Revenue and Expenditure Report, a few revenue sources are anticipated to come in under the budget standard but we expect them to be offset by other sources that are over the budget standard. Building permit revenue, which started the year well below the budget standard, has been improving over the past few months. We anticipate total revenues to end the year at or slightly below the budget standard.

Expenditures for most departments are slightly less than the budget standard through April. Overall, the General Fund expenditures will end the year less than the budget standard unless Palm Beach is impacted by a storm event before September 30, 2011. As discussed during the FY11 budget process and in recent monthly Revenue and Expenditures reports, we plan to request a contingency allocation prior to year end for legal costs associated with union negotiations. Overall, expenditure reductions will more than offset any potential revenue shortfall, resulting in a small surplus for the year.

## The Path to Fiscal Sustainability

Since FY2008, the Town has diligently worked to reduce costs and improve efficiencies wherever possible. Annual property tax revenue has decreased $6,851,105 from the FY07 peak. The millage rate has been maintained at 3.2512 since FY09 and we are proposing to maintain this rate for FY12 as well. The chart below shows the budget and property tax history for FY07 - FY11 and the proposed budget and property taxes for FY12. If approved as proposed, the FY12 budget will be the Town's lowest budget since FY06. All expense categories have decreased with the exception of "transfers" which contains $3,960,000 for the coastal protection program. In the past four years, 50.58 positions have been cut from the Town's budget. This year, benefit costs have been reduced from 26.7% to 20.7% of the total budget.




| | FY07 | FY08 | FY09 | FY10 | FY11 | FY12 |
|---|---|---|---|---|---|---|
| Total Budget | 62,642,654 | 64,332,559 | 67,335,600 | 66,853,300 | 63,734,848 | 58,858,436 |
| Property Taxes | 42,663,915 | 40,738,785 | 42,543,000 | 41,326,000 | 36,245,500 | 35,928,100 |

The recent budget cuts have improved the Town's long term financial forecasts. The 2009 LTFP showed deficits beginning in FY12 and increasing through the forecast period (FY20). The current forecast shows surpluses for the next few years and small manageable deficits beginning in FY18. Since FY08, and continuing for FY12, service levels have remained basically the same.

The LTFP presented at the April 6, 2011, Town Council meeting showed the following forecast for FY12 - FY21:

| LTFP Projections as of April 2011 | FY12 | FY13 | FY14 | FY15 | FY16 | FY21 |
|---|---|---|---|---|---|---|
| **Revenues** | 58,451,320 | 60,198,560 | 61,796,280 | 63,368,409 | 64,954,711 | 73,559,493 |
| **Expenditures** | 55,418,630 | 57,526,898 | 59,996,015 | 61,993,069 | 64,042,719 | 75,792,706 |
| **Surplus/(Deficit)** | 3,032,690 | 2,671,662 | 1,800,265 | 1,375,340 | 911,992 | (2,233,213) |

The new baseline FY12 operating budget changes the forecast from what was presented in the LTFP. An improved net surplus is projected for the 10-year planning period. As stated above, the FY12 budget contains a transfer of $3,960,000 for coastal protection projects that was not included in the LTFP. Also, due to the slight decrease (.66%) in taxable value, the property tax revenue estimate has declined from the forecast. There is still no funding for coastal projects in the forecast for FY13 and beyond, but the forecasted surplus could be used to offset a portion of the future coastal protection costs through FY16. The revised forecast using the proposed budget with a reduction of ($317,400) in property tax revenue is as follows:

| Revised Projections Based on FY12 Budget | FY12 | FY13 | FY14 | FY15 | FY16 | FY21 |
|---|---|---|---|---|---|---|
| **Revenues** | 58,858,436 | 60,153,043 | 61,754,671 | 63,321,499 | 64,892,263 | 73,420,797 |
| **Expenditures** | 58,858,436 | 57,094,328 | 59,575,679 | 61,565,804 | 63,612,319 | 75,274,005 |
| **Surplus/(Deficit)** | 0 | 3,058,715 | 2,178,992 | 1,755,695 | 1,279,944 | (1,853,208) |

If the Town Council would prefer to maintain the same amount of property tax revenue as FY11, the forecast is shown below. The result is an improved forecast for every "out year", providing additional surplus balances that could be used to offset the forecasted cost of coastal protection projects.

| FY12 Budget Additional Property Tax Revenue | FY12 | FY13 | FY14 | FY15 | FY16 | FY21 |
|---|---|---|---|---|---|---|
| **Revenues** | 58,858,436 | 60,466,477 | 62,074,516 | 63,651,012 | 65,231,879 | 73,815,370 |
| **Expenditures** | 58,858,436 | 57,094,328 | 59,575,679 | 61,565,804 | 63,612,319 | 75,274,005 |
| **Surplus/(Deficit)** | 0 | 3,372,149 | 2,498,837 | 2,085,208 | 1,619,560 | (1,458,635) |

## GENERAL FUND

### FY2012 Budget Highlights

The proposed FY12 budget represents excellent work by all Town departments. The department directors were instructed to submit budgets that were below the Long Term Financial Plan forecasts for their departments. Collectively, they achieved this goal and delivered over $520,000 of additional savings. In total, the proposed budget for FY12 is $3,439,806 over the LTFP forecast due to a transfer of $3,960,000 for coastal projects (which the LTFP identified as a major financial challenge that had not yet been addressed).

### Revenues

In the General Fund, total revenues are expected to decrease by $4,876,412 (-7.7%) from the adopted FY11 budget. The changes by revenue type are shown on the following page:

| Revenue | FY2011 | FY2012 | FY11 vs. FY12 Difference | % Change |
|---|---|---|---|---|
| **Ad Valorem Taxes** | $36,245,500 | $35,928,100 | ($317,400) | -0.9% |
| **Non Ad Valorem Taxes** | 7,829,000 | 7,642,000 | (187,000) | -2.4% |
| **Licenses & Permits** | 6,104,300 | 5,734,800 | (369,500) | -6.1% |
| **Intergovernmental** | 1,129,000 | 1,082,000 | (47,000) | -4.2% |
| **Charges for Services** | 3,351,803 | 3,711,736 | 359,933 | 10.7% |
| **Fines and Forfeitures** | 841,000 | 1,111,000 | 270,000 | 32.1% |
| **Investment Earnings** | 1,366,000 | 1,110,000 | (256,000) | -18.7% |
| **Miscellaneous** | 287,500 | 305,200 | 17,700 | 6.2% |
| **Interfund Transfers** | 2,039,000 | 800,000 | (1,239,000) | -60.8% |
| **Transfer From Fund Balance** | 4,541,745 | 1,433,600 | (3,108,145) | -68.4% |
| **Total Revenue Budget** | $63,734,848 | $58,858,436 | ($4,876,412) | -7.7% |

***Ad Valorem Revenue***

The LTFP called for property taxes to remain level from FY11to FY12. The Palm Beach County Property Appraiser's June 1st estimate of FY12 taxable value in Palm Beach is .66% lower than the final taxable value for FY11. The millage rate options available for the FY12 budget are shown below.

| | Millage | Tax Revenue | Difference from Proposed Rate |
|---|---|---|---|
| Proposed Millage Rate | 3.2512 | 35,928,192 | |
| Rollback Millage Rate | 3.2793 | 36,238,773 | 310,581 |

The Proposed millage rate is .86% lower than the rollback millage rate. The rollback calculation takes into account the ad valorem revenue generated using the FY11 final taxable value and millage rate versus the preliminary taxable value less new construction times the millage rate necessary to generate the same amount of taxes.

***Non Ad Valorem Revenue***

Total non ad valorem revenues (excluding transfers of fund balance) are anticipated to decrease by $1,768,227 from the FY11 budgeted revenues. The differences by revenue type are described in detail below:

- Non ad valorem taxes are expected to decrease by $187,000 (-2.4%), due to decreases in local option sales and use taxes and franchise fees.

- Licenses and Permits are projected to decrease by $669,500 (-6.1%). This is primarily due to the reduction in building permit revenue due to the weak economy.

We have noticed improvement in building permit revenues the past few months, but to be conservative, we have reduced the budget from FY11 levels.

- Intergovernmental Revenues are anticipated to decrease by $47,000 (-4.2%), due to decreases in state sales tax revenue and grant revenue.

- Charges for Services are projected to increase by $359,933 (10.7%), due to increases in public safety fees and parking revenues. Please see below for information regarding proposed increases in the EMS transport fees and parking fees.

- Fines and Forfeitures are anticipated to increase by $270,000 (32.1%), due to proposed increases in parking ticket fines. Please see below for more information.

- Interest Earnings on the Town's invested funds are expected to decrease $256,000 (18.7%) from the FY11 budget. The budget is based on the expectation that the current low interest rates environment will continue.

- Miscellaneous Revenue is proposed to increase by $17,700 (6.2%), due to increases in rooftop lease agreements and charitable solicitation revenue.

- The transfer from the Recreation Enterprise Fund has been increased from $550,000 to $800,000 for FY12 due to savings that have been generated from the comprehensive review of Recreation operations and programs.

- The proposed transfer from fund balance is $1,433,600. A portion of the transfer ($622,600) is from the designated reserve for compensated absences to provide for the payment of accrued leave. The balance of the transfer is for contingency funding ($811,000) in compliance with Town policy. For the first time since FY04, no discretionary use of fund balance is proposed.

***Proposed Fee Increases***

The FY12 proposed budget includes revenue estimates for the following fee and fine increases:

- EMS transport fees: These fees are proposed to be increased to match the rates charged by Boca Raton and Delray Beach. The additional revenue generated by this increase is estimated to be $105,000.

- Increase the Gainsville and Arlington parking permit fees from $20 to $40. Gainsville permits were last increased in 1994. The Arlington permits were last increased in 1989. The additional revenue generated by this increase is estimated to be $15,000.

- Increase the parking placards from $280 per placard for a 4 month time period to $560 per placard for a 4 month time period. The parking placards were last increased in 2002 and were based upon a parking meter rate of $1 per hour. Since that time we have increased the meter rates to $2 per hour, thereby doubling value of the permit.

- Increase parking ticket fines from $35 to $60 for most types of parking tickets. Parking tickets were last increased in 2007. In a survey of local municipalities, we found that some have fines higher than the Town's $35 standard fine. Lantana, which has the highest fines, charges $50 for meter violations and $100+ for all other parking tickets. The increase is estimated to generate $268,000 in additional revenue.

We considered the following new fees and fee increases, but decided not to propose them at this time:

- Increase the parking kiosk rates at all meters except the Mid-Town Beach and Phipps Ocean Park
- Establish a Business Tax Receipt application fee
- Charge for a zoning determination letter
- Establish a new business inspection fee

In addition, the Town's negotiations with West Palm Beach regarding possible extension of the existing water agreement, the City has expressed a willingness to allow the Town to impose a water surcharge that would be collected by the City and remitted to the Town. This surcharge could be added this year or in a future year.

If the Town Council conceptually approves the proposed fee and fine increases, a Resolution formally adopting the fees will be presented at the July 12th Town Council meeting.

## Expenditures

Total proposed General Fund expenditures of $58,858,436 represent a 7.7% decrease from FY11 operating expenditures. Changes by program are included under separate tabs. Highlights of the overall changes by category of expenses for the FY11 vs. FY12 budgets are set forth on the table below:

| Expenditure Category | FY2011 | FY2012 | FY11 vs. FY12 Difference | % Change |
|---|---|---|---|---|
| **Salary and Wages** | $24,220,261 | $24,157,974 | ($62,287) | -0.3% |
| **Employee Benefits** | 17,651,751 | 12,199,091 | (5,452,660) | -30.9% |
| **Contractual** | 7,666,045 | 7,473,563 | (192,482) | -2.5% |
| **Commodities** | 1,569,658 | 1,549,654 | (20,004) | -1.3% |
| **Capital Outlay** | 2,439,039 | 2,038,768 | (400,271) | -16.4% |
| **Other** | 10,188,094 | 11,439,386 | 1,251,292 | 12.3% |
| **Total** | $63,734,848 | $58,858,436 | ($4,876,412) | -7.7% |

### *Salary and Wages*

In FY10 and FY11, due to the combined impacts of State-mandated property tax reform and the international financial crisis, the Town and most other public employers in our area froze employee wages. The Town has a pay-for-performance system for general

employees and our step pay systems for police officers and firefighters also have a performance baseline. The FY12 budget includes funding ($327,300) for performance-based increases but no funding for any across-the-board pay increase. Although the Town no longer awards across-the-board pay increases, we do plan to adjust pay ranges when market influences make that a prudent and necessary action. (No such adjustment to Town employee pay ranges is necessary this year.) This will provide employees with continued future earning potential that can be achieved through performance-based pay raises.

The total cost of salaries and wages decreased by $62,287 in the FY12 proposed budget. The majority of this savings is due to the reduction in personnel offset by the aforementioned performance-based pay increases.

Some 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 $841,000.

***Employee Benefits***
The decrease in the cost of employee benefits reflects the impact of a $5,577,544 decrease in the estimated retirement contribution and a decrease in the longevity program of $257,686 offset by an increase of $272,700 for the health insurance program.

***Contractual***
The contractual appropriation decreased by $192,482. Palm Beach County's commitment to assist in the funding of the sand transfer plant caused a $300,000 reduction in contractual services. This decrease is offset by funding the Town is required to provide for the new Palm Beach County Inspector General. The budget contains a preliminary estimate of $100,000 for the Inspector General costs. A final amount is expected to be released in July. If additional funding is required, we will present that information and a recommendation to the Town Council before the budget is adopted in September.

***Commodities***
The decrease in commodities is due to increases fuel offset by decreases in general supplies throughout the Town.

***Capital Outlay***
The decrease in capital expenditures is due to the reduction in the annual depreciation contribution of $344,271 to the Equipment Replacement Fund. The reduction is the result of a thorough analysis by staff of the useful lives of the equipment. Details of the results of the analysis can be found behind the Action Plan Update tab in this budget document. Expenditures for replacement equipment are funded from the Equipment Replacement Fund.

***Other***
The Other category includes transfers to other funds (including the Capital Improvement Fund, Coastal Protection Fund, the 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 Other category contains a transfer for debt service funding of $3,500,000 which is the same as FY11.

The funding of the Risk Insurance program decreased by $8,719.

The Pay As You Go portion of the capital improvement program has been increased from $500,000 to $1,000,000 to cover the cost of small capital projects not included in the accelerated CIP program.

The transfers include $3,960,000 to the Coastal Protection Fund for the coastal program. This amount represents an increase of $870,000 from FY11. It is important to note that the FY11 transfer was funded primarily through a transfer from fund balance. The FY12 transfer is funded without such a transfer.

Funding for the Four Arts Library anticipates a 3% increase for a total of $280,600.

The General Fund Contingency for FY12 is funded at 1.5% ($811,307) of total General Fund operating expenditures, per Town policy.

## Fund Balance

As of September 30, 2010, the Town's General Fund undesignated fund balance was $18,320,296. Town policy requires that the General Fund maintain an undesignated fund balance of 25% of budgeted operating expenditures. This requires a minimum undesignated fund balance of $14,714,609 for FY12. Therefore, the Town's General Fund undesignated fund balance is $3,605,687 above the policy required minimum for FY12. We anticipate a small surplus for FY11 unless we have a major storm event before the end of the fiscal year. Any surplus will be added to the above amount.

The proposed budget includes a transfer of $1,433,600 from fund balance reserves to fund the following items: contingency reserve ($811,300) and compensated absence payouts ($622,600). The compensated absence payouts will come from the compensated absence reserve. The contingency transfer will come from the Town's General Fund undesignated fund balance. After that transfer, the "excess" undesignated General Fund balance will be $2,794,387 plus any FY11 surplus.

## Personnel Complement

The total proposed personnel complement (for all funds Townwide) for FY12 is 364.65 full-time equivalent personnel (FTEP), which is a decrease of 2.68 FTEP from the adopted FY11 budget. Since the peak in FY07 of 415.23, a total of 50.58 positions have been eliminated. No employees have been laid off as a result of these positions being eliminated from the Town budget.

In addition to the FTEs noted on the following page, an additional 8 - 10 recreation instructors are included in the salary and wages accounts in the Recreation Enterprise Fund. These instructors function as independent contractors but now need to be included on the Town's payroll per instructions we have received from the IRS.

The table below provides a summary of FTEs by Department.

| Department/Fund | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Town Manager | 6.00 | 6.00 | 6.00 | 5.00 | 5.10 |
| Information Systems | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Human Resources | 4.90 | 4.90 | 4.95 | 4.57 | 4.57 |
| Finance | 18.00 | 18.00 | 17.45 | 17.45 | 17.45 |
| Planning, Building & Zoning | 29.00 | 29.00 | 28.75 | 28.25 | 28.25 |
| Fire-Rescue | 81.00 | 81.50 | 90.20 | 85.40 | 83.90 |
| Police | 129.50 | 129.50 | 115.05 | 102.85 | 102.35 |
| Public Works | 101.91 | 101.41 | 97.75 | 86.35 | 87.35 |
| Recreation Enterprise Fund | 29.17 | 28.78 | 29.03 | 27.48 | 25.70 |
| Risk Fund | 2.00 | 1.50 | 1.00 | 1.00 | 1.00 |
| Health Fund | 1.60 | 1.10 | 1.10 | 0.53 | 0.53 |
| Kruesler Park | 2.20 | 2.20 | 2.20 | 2.00 | 2.00 |
| OPEB Trust | 0.00 | 0.50 | 0.50 | 0.45 | 0.45 |
| Total Authorized Positions | 411.28 | 410.39 | 399.98 | 367.33 | 364.65 |

**Inventory of Assets**

The estimated inventory of parts, supplies, fuel and materials on hand as of October 1, 2011, will be approximately $470,000 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) will be approximately $18,200,000.

## OTHER FUNDS

Below are highlights from the other Town funds. Additional information can be found in the back of the document after 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 20 year Capital Improvement Program 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.

The Town's outstanding debt as of September 30, 2011 is shown below:

| *Year Issued* | *Outstanding Principal Balance @ September 30, 2011* | *Purpose* |
|---|---|---|
| **2010A** | $56,065,000 | Finance a portion of 20 year CIP and refund outstanding debt. |
| **2010B** | $14,475,000 | Worth Avenue Commercial District Project |
| **Total** | $70,540,000 | |

As of September 30, 2011, the Town's net bonded debt will amount to only 12.2% of the legal limit of $581,618,325 (5% of preliminary FY12 taxable value of $11,632,366,503).

The Town's credit ratings were reevaluated with the issuance of the 2010 bonds. Moody's Investors Service issued 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 Series Revenue Bonds debt service appropriation of $3,621,338 is funded from non-ad valorem revenues, of which $124,238 is funded through the Recreation Enterprise Fund for the Town's portion of the Par 3 Renovation. The non-ad valorem revenue transfer from the General Fund for FY12 is $3,500,000.

The 2010B Series Revenue Bonds debt service appropriation of $862,713 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 FY12, the following projects are proposed to be funded in the Pay As You Go capital budget:

- Storm water improvements - $105,000
- Sanitary sewer improvements - $155,000
- Milling & Resurfacing Program - $500,000 (An increase from $250,000 in FY11)
- Water Main Improvements (WPB) - $800,000 (Offset by reimbursement from West Palm Beach)
- Police Facility Air Conditioning Replacement - $250,000

Funding for the A39 contamination removal (at Phipps Ocean Park) may be necessary in FY12. At this time we are not aware of the full cost of the project. During FY12, a contingency allocation or a budget amendment with a transfer from fund balance may be required.

Projects that are to be funded in FY12 from the Bond Proceeds Fund for the 20 year CIP program are listed under the Capital Funds tab.

**Coastal Protection**

The CCMP pay-as-you-go fund (308) and the CCMP Construction Fund (309) have been used to fund the debt service and construction costs of the Town's coastal protection projects since FY2000.

The amount reflected in the proposed budget ($3,960,000) will be sufficient to fund the Shore Protection Board's recommended program for FY12. No funding has been allocated to any future coastal protection projects. The coastal management plan will require the appropriation of significant sums (millions of dollars each year) to pay for the design, permitting, construction, and monitoring of future projects.

**Recreation Enterprise Fund (403)**

The Recreation Enterprise Fund (REF) comprises all recreational activities and facilities in the Town, including the Par 3 Golf Course, the Phipps & Seaview Park tennis facilities, the Recreation Center/Seaview Park, and the Town Docks. The FY2012 budget proposal was reviewed and recommended for approval by the Recreation Advisory Commission at the May 4, 2011, regular meeting.

REVENUE

Although signs continue to point to a recovering economy, it is expected to be slow for the near future. In response to this expectation, staff has taken a very conservative approach to projecting revenue for FY2012. Growing participation (rather than raising fees) will be the strategy for growing revenue in the immediate future.

Tennis revenue projections are slightly higher for FY2012 due to an expected increase in participation, particularly in the junior program. Annual and daily tennis fees will be held at their current levels.

Recreation Center revenues are also expected to be slightly higher. Several new and enhanced programs have been implemented and more are planned for FY2012. Staff will continue to critically analyze our program offerings to ensure that the needs and interests of the community are being met. Individual and family discretionary spending continues to be subject to much greater scrutiny than in the past.

Town docks revenue is expected to remain flat, although inquiries into annual leases are on the rise. There are no recommended increases to dockage rates for FY2012. The Town Docks did not attain 100% occupancy in FY2010 or FY2011, transient revenues also have declined (although data shows longer transient vessel stays recently), and area rates are not expected to increase until occupancy percentages increase. Last year, the opportunity to offer winter monthly rates presented itself and its implementation has been successful in regaining some revenue.

Although Par 3 revenues are not climbing at the rate staff had hoped for, revenue is rising in FY2011 and is expected to increase further in FY2012. It is important to note that the stagnant economy and market saturation continue to be two of the main challenges to the

golf course's business. Therefore, no fee increases are recommended for FY2012. The revenue projections for FY2012 more than offset the proposed expenditure budget increases, with a cost recovery expected to exceed 100%.

EXPENDITURES

The proposed FY2012 REF operating budget represents an overall decrease from the FY2011 budget. Marina funding is proposed to remain flat and all other programs will decrease their expenditures. Salaries and pension benefits will decrease due to pension reform and reduction of an additional 2 (two) full-time staff, offset by minor increases in part-time staffing expenditures that are necessary to continue an expected standard of service. Contractual and commodity expenditures continue to be strictly controlled but it is expected the actual costs will increase slightly.

The transfer to the General Fund has increased from $550,000 to $800,000. We are not proposing any use of the Recreation Enterprise Fund- Fund Balance. The construction of a new Golf Course Clubhouse is still under consideration and reserves may be required for partial funding of the future construction of that facility.

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, 520)**

The transfer to Risk Fund (501) has decreased by $8,719 from FY11 to FY12.

The employer contribution to the Health Insurance Fund (502) has increased by $272,700 from FY11to FY12. During FY11 the health insurance program experienced a few large claims which has caused the program costs to increase over the LTFP estimate of 8%. The FY12 budget for the Employer Contribution is based upon the LTFP estimates and the excess will be funded as a "one off" from the net assets of the Health Insurance Fund (since that portion of the increase was caused by the anomaly of a few catastrophic claims occurring in a single year). More detail regarding the health insurance program is provided in the Internal Service Funds section of this document.

The Equipment Replacement Fund (520) 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 FY12 is $1,859,768. This amount represents a decrease of $344,271. The decrease is due to the results of a comprehensive analysis by staff of the useful lives of all equipment, which resulted in removal of 87 assets from the list (they will not be replaced) and the extension of the useful life of 382 assets. Of the total depreciation for FY12, $301,000 represents the annual depreciation for computer equipment and $1,558,768 represents the annual depreciation for other fixed assets. In FY12 the total expenditures for equipment purchases will be $1,481,550. A detailed listing of proposed equipment purchases is located in the Internal Service Funds section of this budget document.

### *Trust Funds - Retirement (600, 606, 607)*

The Town staff administers the Town of Palm Beach General Employees' Retirement Plan (600). The Town of Palm Beach Police Officers' Pension Plan (606) and Town of Palm Beach Firefighters' Pension Plan (607) are administered by a separate contract.

The appropriation for pension funding is based upon the actuaries' estimate of the cost of the Town Manager's proposed hybrid pension plan. Town Council has approved implementation of that plan for Town firefighters. The Town is still negotiating with the police officers and the results of the negotiations will be known later this summer. The contribution for the hybrid pension plan for all Town funds for FY12 represents a decrease of $5,577,544 (61.33%) in Town taxpayer pension funding from FY11.

The Town contribution comparison for FY11 vs. FY12 is shown in the table below:

| | FY11 | FY12 | $ Change | % Change |
|---|---|---|---|---|
| **General Employees** | $2,927,020 | $651,882 | ($2,275,138) | -77.73% |
| **Lifeguards** | 148,364 | 15,600 | (132,764) | -89.49% |
| **Police** | 2,828,758 | 1,213,681 | (1,615,077) | -57.09% |
| **Firefighters** | 3,189,802 | 1,635,237 | (1,554,565) | -48.74% |
| **Total** | $9,093,944 | $3,516,400 | ($5,577,544) | -61.33% |

If the proposed pension plan changes are not made for the police officers, lifeguards, and general employees, funding required for the pension plan would be as follows:

| | FY11 | FY12 | $ Change | % Change |
|---|---|---|---|---|
| **General Employees** | $2,927,020 | $2,847,033 | ($79,987) | -2.73% |
| **Lifeguards** | 148,364 | 146,124 | (2,240) | -1.51% |
| **Police** | 2,828,758 | 2,859,131 | 30,373 | 1.07% |
| **Firefighters** | 3,189,802 | 1,635,237 | (1,554,565) | -48.74% |
| **Total** | $9,093,955 | $7,487,537 | ($1,606,419) | -17.66% |

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

The actuarially determined transfer to the OPEB trust from the General Fund in the proposed FY12 budget is $1,493,000. This amount is $40,000 less than FY11. The trust was established to account for and fund the liability for retiree health benefits. The contributions are funded like pension benefits, taking into account the accrued cost for

current employee benefits as well as the ongoing costs of retired employee benefits. The Town's balance in the OPEB trust fund is 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 section of the budget document. The budget includes funding for debt service and maintenance. These costs are fully offset by the assessments charged to the owners of the property. This budget is tentative because these matters are not scheduled to be finalized until a July 12, 2011 public hearing, when the preliminary assessment resolution will be presented for consideration.

**Financial Policies**

Staff will be presenting a recommendation for a modification to the General Fund - Undesignated Fund Balance Policy. The modification is required by GASB and will provide clearer categories and classifications of the restricted, committed, designated and undesignated amounts. A Resolution adopting the new policy will be presented at the Town Council meeting on July 12, 2011.

**Upcoming Meeting Schedule**

Staff will present this proposed budget at the special Town Council meeting on June 13, 2011. We will review any unresolved budget matters at the regular monthly Town Council meeting on July 12, 2011 and at subsequent meetings in August, as needed. A resolution adopting the FY12 Tentative Millage Rate will be presented at the July 12 Town Council meeting to keep the Town in compliance with the municipal budget adoption schedule mandated by State law. That schedule also requires that two public hearings be held in September to provide for the final adoption of the Town's FY12 budget.

cc: Department Directors
Thomas G. Bradford, Deputy Town Manager
Spencer D. Wilson, Information Systems Manager

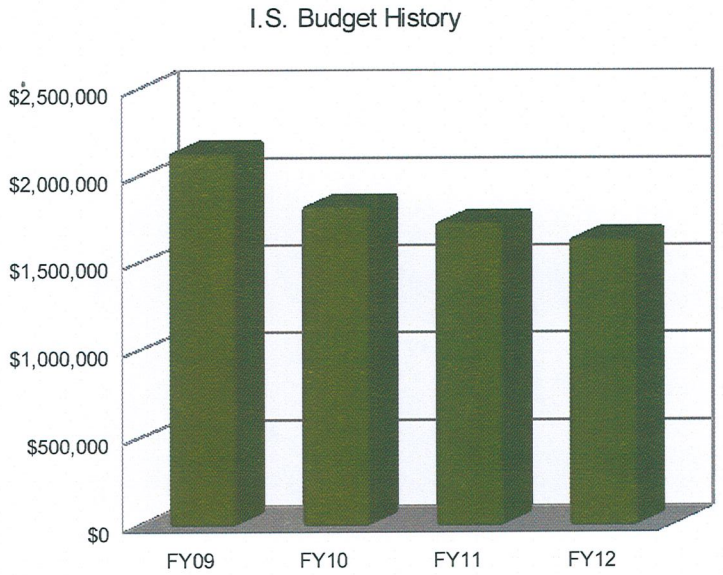
# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology...

# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology...Our Goals:

- Keeping costs down
- Budget under the LTFP
- Maintaining the IT infrastructure
- Staying Current
- Making Efficient and Productive use of what we have

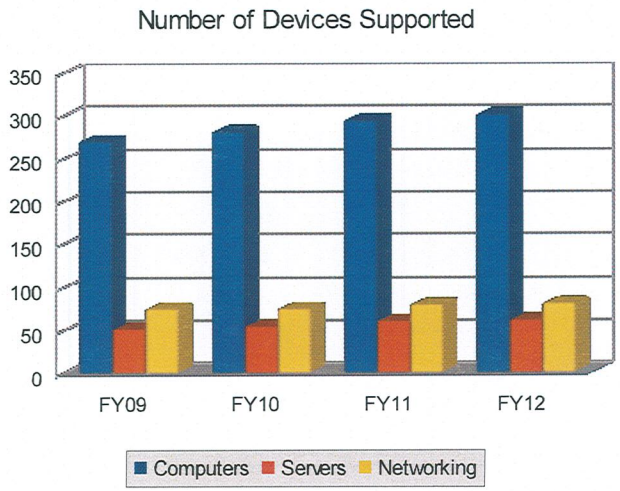


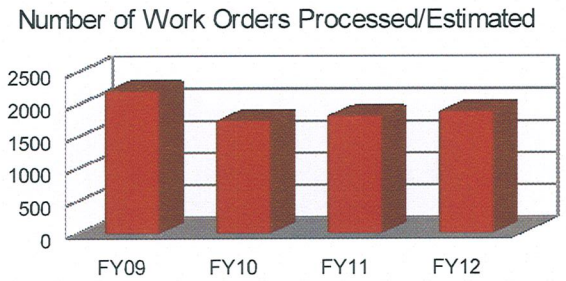

Almost $500,000 Decrease in the past 4 years

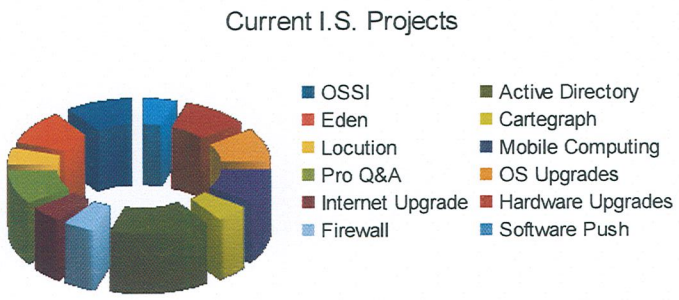
# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology...Service and Support:

- Supporting Devices, Servers and Networks
- Handling Work Requests
- Project Management



# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

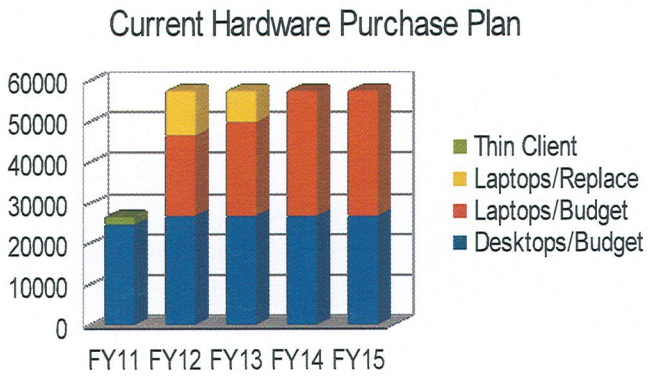
Taking Advantage of Technology...Cost Control:

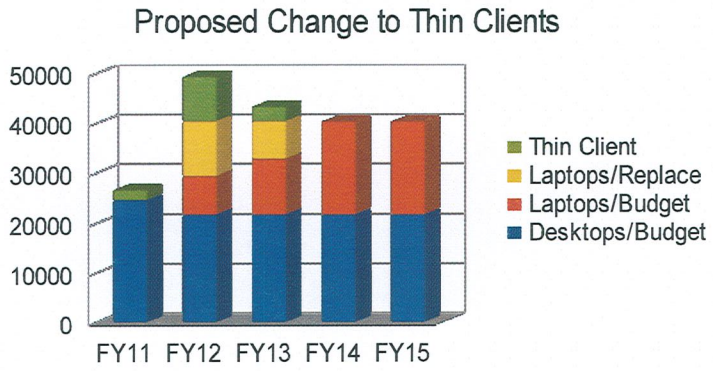
- The Cost of PC Ownership is a major part of the IT Budget
- Moving to a 4 year life cycle saves money but creates issues with staying current and taking advantage of Warranties
- Base Warranties are still only 3 years
- Annual PC costs for a 4 year replacement schedule are almost $60,000 not including staff time to setup and maintain
- Need to reduce the number of PC's
- Move some users to Thin Clients

# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 1: Thin Clients

Moving away from Personal Computers to Thin Clients

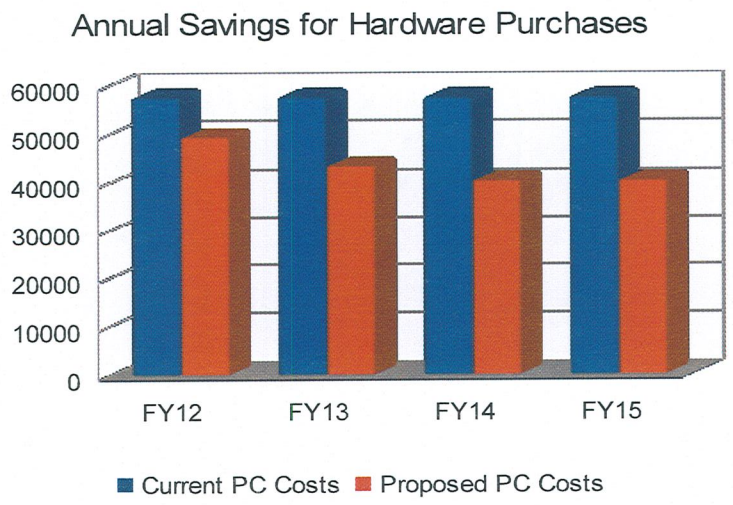


# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 1: Thin Clients

Reduce Annual Hardware Costs by approximately $20,000

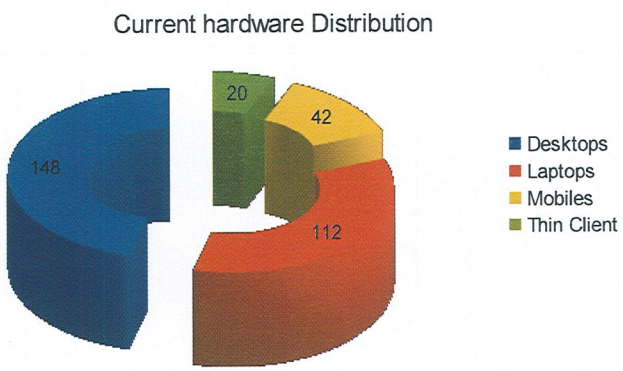


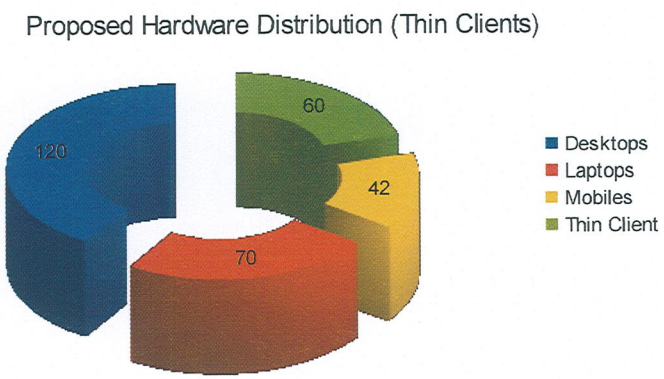
# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 1: Thin Clients

Any shared PC or non Critical Computer Position

Provides the same functions as a standalone PC at a third of the cost

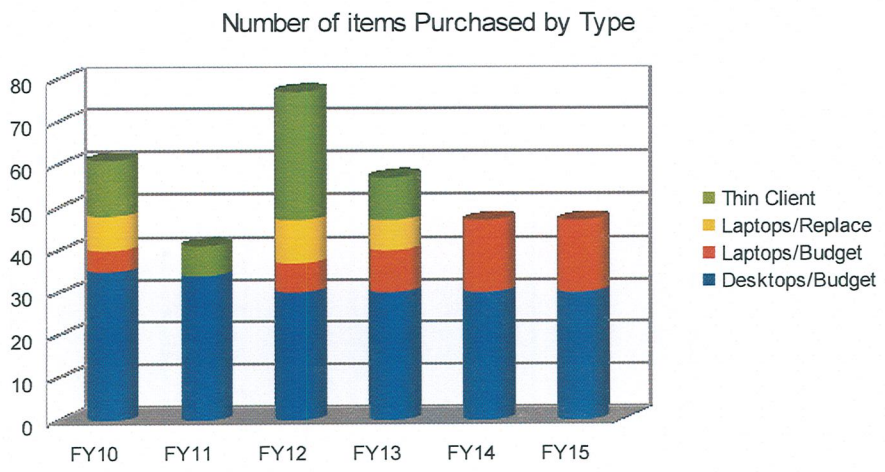


# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 1: Thin Clients

Purchase Thin Clients in FY12 to start replacing Desktops and some Laptops

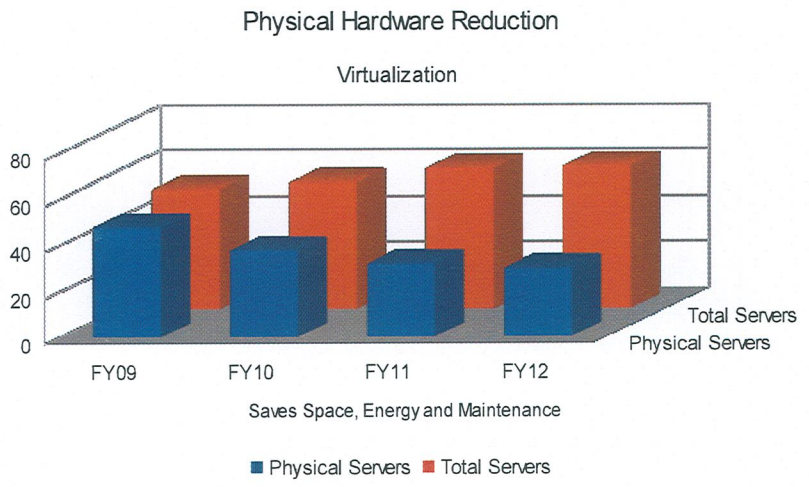


# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 2: Server Virtualization

Continue to Virtualize the Town's Servers

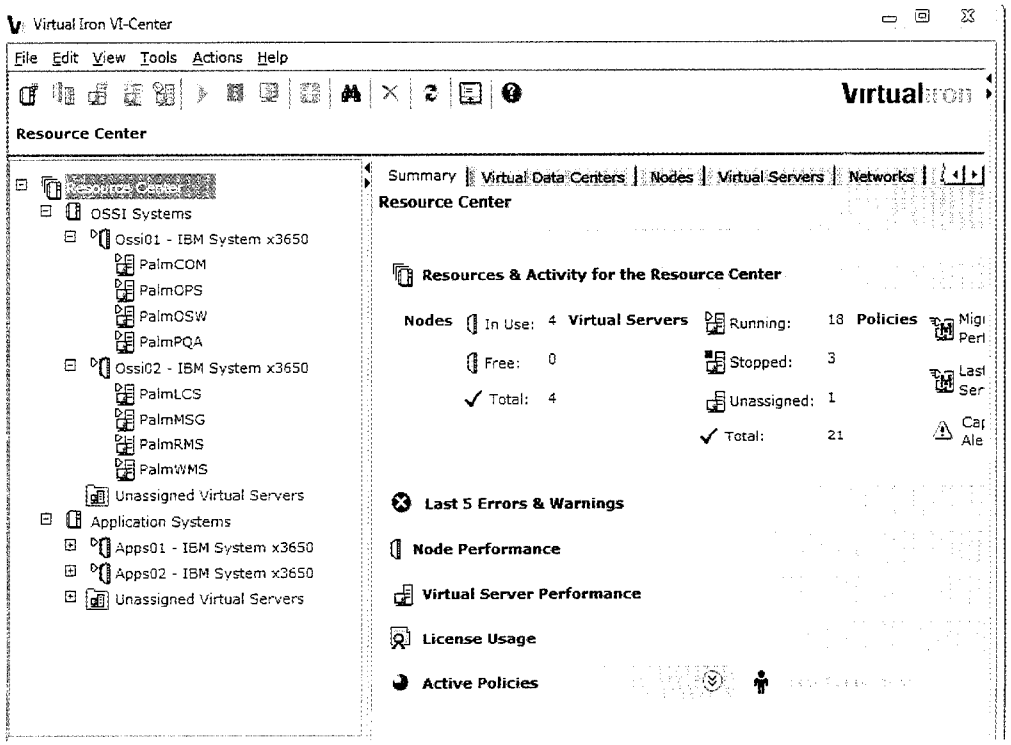
- Reduce the # of Physical Servers
- Save on space, hardware purchases and maintenance costs
- Reduce Energy usage



# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 2: Server Virtualization

- Provides easy management of the server OS
- Quick deployment of new servers
- Backups and snapshots for redundancy



# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 3: Self Redundancy

Reduce/Eliminate the use of Business Recovery Services

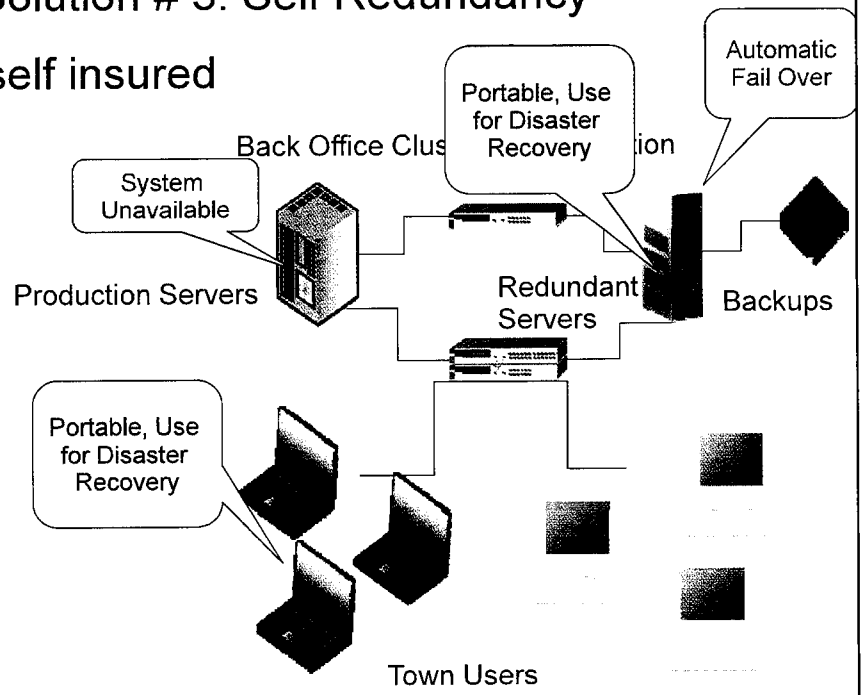
- Create a redundant system for disaster recovery
- Provide the necessary hardware for backups
- Maintain the systems on a regular basis
- Use Clustering Technology to its fullest
- Can save over $30,000 annually
- Need to strive for Permanent, Predetermined Hot Sites

# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 3: Self Redundancy

Use the Technology available to be self insured

- Maintain several servers for the purpose of redundancy
- Use Clustering to Replicate Data
- Store backups safely
- Use the Redundant Servers for Disaster Recovery



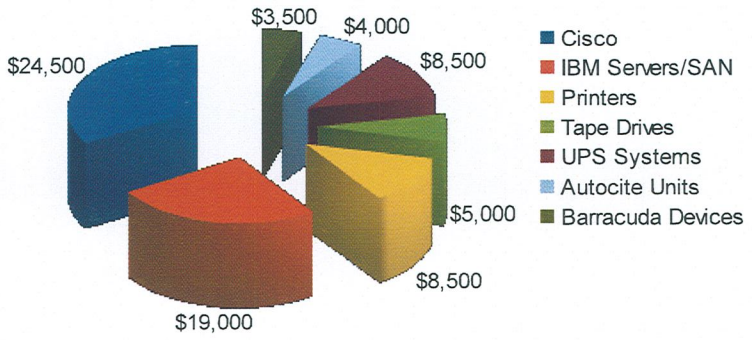

Clustering is currently in place today with Lotus Notes

# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 4: Monitor Hardware Costs

Continue to manage and use hardware to its maximum potential

- Pay Maintenance on Critical Systems only
- Re-use Devices as much as possible
- Apply the right Technology to the Job
- Manage Disposable Costs

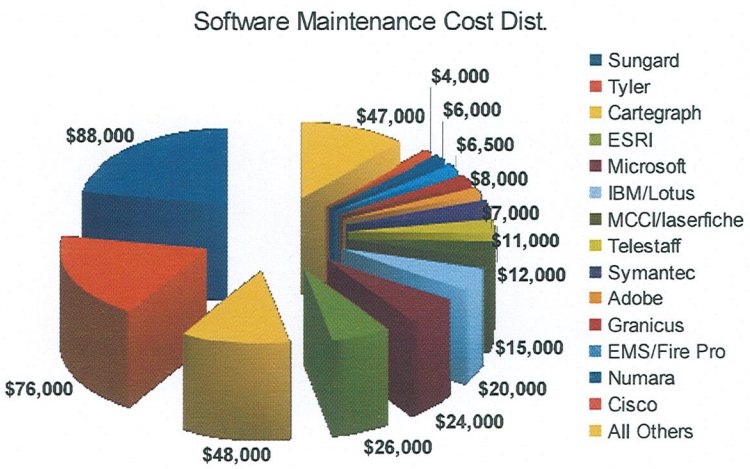


# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 5: The Power of Software

Use the Software to its potential

- Software Maintenance is our largest budget item
- Make sure you are using all options available to you
- Use the support
- Keep Current



# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 5: The Power of Software

Use the Software to its potential

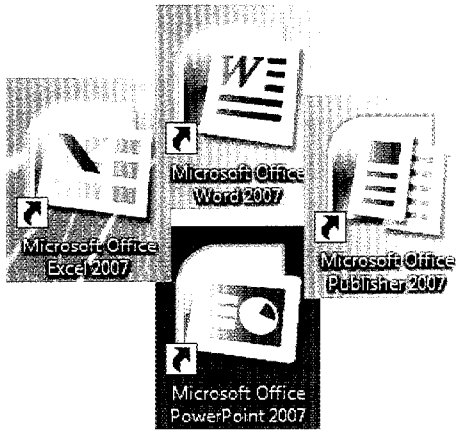
- Continue to Enhance the Functions within Eden
- Increase IT Staff Training to focus more on the SQL Platform
- Use Crystal Reports and Forms software to leverage the Information Captured in the Databases
- Rely more on Web apps for Data Entry and Information dissemination

# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 6: Desktop Software

Standardization – OpenOffice

- Standardize with Microsoft and OpenOffice
- Open Source, Free Software
- Maintain some MS Office Licenses
- Remove WordPerfect and 123
- 100% Compatible with All Desktop Formats



# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Solution # 6: Desktop Software Standardization – OpenOffice

- By the way.....
- This Whole Presentation was created with OpenOffice
- Including the Drawings, Graphs, Spreadsheets, Calculations and Documents

OpenOffice.org 3

# Town of Palm Beach
# Office of Information Systems
# Fiscal Year 2012 Budget Presentation

Taking Advantage of Technology... Summary

- Thin Clients – Reducing Personal Computer Use to Reduce Total Cost of Ownership for Hardware
- Server Virtualization – Reducing Hardware Costs by Combining Software Servers onto a Single Hardware Machine
- Self Redundancy – Clustering Critical Systems to Protect Data and Provide Disaster Recovery
- Monitor Hardware Costs – Maintaining Critical Systems
- The Power of Software – Using Existing Software Systems to Build New Applications
- OpenOffice – Free Open Source Desktop Software

# TOWN OF PALM BEACH

Information for Special Town Council Meeting on: June 13, 2011

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To: Mayor and Town Council

Via: Peter B. Elwell, Town Manager

Re: FY12 Action Plan Update

Date: June 6, 2011

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## GENERAL INFORMATION

At the August 12, 2010, Town Council meeting, staff presented proposals to cut the FY11 budget and an action plan for FY12. A brief update on the action plan items was included in the Long Term Financial Plan. A comprehensive update can be found below and in the reports following this memorandum.

**2011 Action Plan Update**

1. Take final action on reforming employee pension systems.
   ***Update: We have finalized the collective bargaining agreement with the firefighter union and we are approaching the final stages of collective bargaining with the police officer union. By the beginning of the new fiscal year on October 1, 2011, we expect to have completed all necessary steps to implement whatever pension reform plan is ultimately approved by the Town Council for police officers, firefighters, and general employees. In preparation for the implementation of a new pension plan with a defined contribution component, an RFP has been issued for plan administration and investment services.***

2. Continue to review all other aspects of employee compensation (pay and benefits) and initiate additional reforms, as needed.
   ***Update: We have reviewed all other aspects of employee compensation. Additional reforms are not proposed at this time, except as they have already been addressed during the collective bargaining process.***

3. Address the funding requirements of the Town's Coastal Protection Program.
   ***Update: Staff has proposed a coastal protection program "Plan B" that would reduce the anticipated 10-year cost of this program by 39% to 59% while still adequately protecting the town. "Plan B" has been approved by the Shore Protection Board. The FY12 "Plan B" costs for the coastal program have been included in the proposed FY12 budget. We will work with the Finance and Taxation Committee and the full Town Council to finalize the 10-year program and a long term plan to finance it.***

4. Review all aspects of Recreation programming, including but not limited to service levels, staffing, fee structures, and the possibility of privatizing either service delivery functions or entire facilities.
***Update: This task was completed by the Recreation Advisory Commission and other appointed citizens, with assistance from Town staff. Their findings and recommendations have been approved by the Town Council. The resulting savings are reflected in the Recreation Enterprise Fund FY12 budget.***

5. Review all aspects of Fire-Rescue operations, including but not limited to service levels, management structure, staffing, equipment, and the applicability of national service standards to local circumstances (particularly as it relates to EMS vs. fire staffing and levels of service), and the possibility of contracting for some of the resources necessary to meet Town approved standards.
***Update: We have begun to implement efficiencies in Fire-Rescue operations. Administratively, the Police and Fire-Rescue Departments will be managed by one Director of Public Safety instead of by two separate Chiefs. Staff is working to determine the appropriate staffing levels for Fire-Rescue operations and the FY13 budget will include additional recommendations for reductions in staffing.***

6. Review staffing and functions in the administrative Town Hall offices (Town Manager's Office, Finance Department, Human Resources Department, and Town Clerk's Office) to determine whether additional teamwork could create cost savings, service improvements, or both.
***Update: This effort is ongoing. We have found ways to marginally improve efficiency and we will continue to look for opportunities to identify further savings. The potential pension board consolidation is one area where future efficiencies and cost savings may exist. During FY11, workload in the Human Resources Department and changes in the Town Clerk's Office have slowed the pace of this transition.***

7. Identify ways to improve the cost effectiveness of Town legal services, with particular emphasis on the question of in-house Town Attorney vs. contracted Town Attorney.
***Update: Staff has begun, but not yet completed, our analysis. We intend to address this matter with the Mayor and Town Council later in 2011.***

8. Review with all advisory boards and commissions the possibility of reducing the frequency of their meetings to quarterly or bi-monthly.
***Update: Staff reviewed this item with each advisory board and commission. Individual meetings have been cancelled, when appropriate, to achieve greater efficiency in the staffing of these meetings and to avoid unnecessary demands on the time of the volunteers who serve. We will be working on consolidating the pension boards during the upcoming year. The one board will oversee the three pension plans, the defined contribution plan and the 457 plan. More detail will be provided to the Town Council as the consolidation progresses.***

9. Analyze the Town's fleet and seize all opportunities to downsize both the number and size of Town vehicles.
***Update: A committee of Town employees was formed to review the Town's fleet. A report has been provided to the Town Manager that will achieve both objectives (downsizing both***

***the number and size of Town vehicles). A summary report is attached to this memorandum.***

10. Extend life expectancies for all remaining Town vehicles and equipment within the Equipment Replacement Fund (to require the longest prudent useful life for each item and reduce the annual depreciation expense within the Town's budget).
    ***Update: Staff determined that out of the 1,142 fixed assets in the General Fund, 99 assets will not need to be replaced and that the useful life of 389 assets could be extended. Annual depreciation savings of $344,271 is reflected in the FY12 budget.***

11. Review the Town's recycling program to determine whether it would be cost effective and otherwise advisable to reduce or eliminate this service.
    ***Update: A report from Paul Brazil, Director of Public Works, follows this memorandum.***

12. Review the pros and cons of reducing the frequency of Town residential garbage collection to twice per week.
    ***Update: A report from Paul Brazil, Director of Public Works, follows this memorandum.***

13. Review various methods of capital improvement funding (operating budget vs. bond fund vs. pay-as-you-go capital fund) to eliminate redundancy, consolidate where appropriate, and streamline both the funding and the management of the Town's CIP.
    ***Update: Together with the Town's internal and external auditors, staff has determined that some different types of capital expenditures will still need to be categorized differently than each other, even though Town policy for major capital improvements is now to fund them with bonds. Expenditures under the Town's capitalization threshold of $50,000 are required to be paid with operating funds. General repairs also will be paid with operating funds if the repair does not extend the life or capacity of the asset. All repairs will be funded through the General Fund. If a project is to be capitalized, it will be expensed through the Capital Improvement Fund whether the source of funding is the operating budget or the bond fund.***

14. Consider additional opportunities to manage on-street parking as a commodity, including but not limited to adding kiosks in locations where parking is currently free, increasing parking fees differentially based upon differences in demand, and modifying the Town's permit parking program that allows individuals to prepay for parking in certain areas.
    ***Update: A report from Kirk Blouin, Director of Public Safety, follows this memorandum.***

15. Recommend other potential sources of non-tax revenue that do not merely shift a Townwide tax to being a Townwide fee.
    ***Update: Staff has reviewed the potential for fee increases and new fees. We have included proposed increases in EMS transport, parking tickets, and parking permit fees in the FY12 budget. These fee increases are described in greater detail in the FY12 budget message.***

16. Create a formal program for citizen volunteers to assist in applicable Town functions.
    ***Update: Staff designed a program and announced via news releases the opportunity for citizens to volunteer. Applications have been received and volunteers have been placed into positions in several departments. Community interest has been limited.***

17. Review the Town's yard trash collection and disposal program to determine whether it would be cost effective and otherwise advisable to reduce or privatize this service.
    ***Update: A report from Paul Brazil, Director of Public Works, follows this memorandum.***

18. Continuously ask ourselves the following questions for all functional areas of Town government:
    What do we do? Why do we do it? Should we keep doing it (or not)?
    If we should keep doing it, is there a better way to do it?
    ***Update: This is an ongoing effort. Attached is a report on efficiency measures that have been implemented throughout the Town Departments.***

PBE:
Attachments

# TOWN OF PALM BEACH

Town Manager's Office
June 2011

## TOWN FLEET COMMITTEE REPORT

The Town of Palm Beach formed a committee in May 2010 to review the usage and cost of maintaining the vehicles that are used throughout the Town. The goal of this committee was to analyze the entire Town fleet and find ways to reduce costs related to the vehicles within the Town fleet. The committee was made up of the following personnel:

| | | |
|---|---|---|
| Spencer Wilson | - | Information Systems Manager and Committee Chair |
| Veronica Close | - | Assistant Director of Planning, Zoning and Building |
| Adis Pedraza | - | Assistant Purchasing Agent |
| Brian Fuller | - | Assistant Fire Chief |
| Todd Maclauchlin | - | Police and Fire Fleet Manager |
| Rick Howe | - | Police Major |
| Larry Iverson | - | Services Division Manager |

The committee agreed on the following goals for this project:

A. Create a comprehensive list of all of the Town's Vehicles
B. Down size the size of future vehicles
C. Down size the number of future vehicles
D. Manage fuel usage and maintenance costs
E. Reduce future replacement costs
F. Standardize the types of vehicles purchased

After meeting several times throughout the year and gathering as much information as possible, that committee concluded that that the Town needed to focus on three areas to reduce the total cost of ownership of each of the Town's vehicles.

1. Cost savings is being achieved by downsizing the vehicles, eliminating vehicles, looking at hybrid vehicles to increase the MPG average and increasing the life of the vehicles in order to lower depreciation and get more use from the vehicles that the Town owns.

2. The committee would like to see the Town standardize as much as possible the types of vehicles that are used within each job function. This includes purchasing vehicles from only one or two manufacturers. By using only standard makes and models, the Town can standardize parts inventory and take advantage of mechanics focusing on knowledge for a specific set of cars and trucks.

3. Lastly the committee reviewed the replacement schedule for each of the Town's vehicles. Extending the life and reducing the anticipated replacement costs were two of the purposes for this exercise. The final outcome of looking at the schedule was to create a comprehensive list of the items that are going to be budgeted for and replaced over the next five years out of the replacement fund.

## ***COMMITTEE COMMENTS AND RECOMMENDATIONS***

### ***ORGANIZATION OF DATA***

A major aspect of this review and project was to organize all of the data that is in the Town's database that relates to the Town Fleet. For the past several years, all of the Fleet information such as inventory, maintenance and fueling has been managed in the Town's Public Works Cartegraph system. One of the first steps Information Systems Manager Spencer Wilson I took as chairperson was to organize the information from public works and public safety so that comprehensive reports could be run on the entire fleet. The data up until now has been in the same system but has always been split into two groups. Now all of the information is setup in a similar fashion and can be organized and reviewed as a single fleet. Another task was to categorize the vehicles in the correct classes, such as Cars, SUV, Compact Trucks, Large trucks, etc. This has also been completed. The last process in the organization of the data was to link the Cartegraph data to the Eden fixed asset system so that financial data like replacement cost, life, etc can be reviewed in conjunction with all of the fleet data. This has also been accomplished. This entire process now provides the Town management with the tools they need to review all fleet information at any time and be able to manage the fleet into the future.

### ***VEHICLE SIZE***

It is essential to reduce the actual size of the Town's vehicles and take advantage of the Hybrid technology that is becoming more common place and cost effective. When possible, the Town should consider the use of the Hybrid cars in order to get the highest fuel economy. With gas prices continuing to climb higher, the size of the vehicle makes a big difference in the MPG and keeping the vehicles small or Hybrid will go a long way in saving the Town money on fuel costs. The committee's recommendations will address this goal in all departments, but perhaps the most visible impact will be replacing public safety command staff SUV's with Ford Fusion Sedans.

### ***REPLACMENT SCHEDULE***

Based on the types of vehicles that are being recommended as replacements for the existing vehicles in the next five years, the estimated replacement cost versus the actual replacement cost will be much lower than previously expected. This is a direct savings to the Town's taxpayers as it will significantly reduce the annual transfer of deprecation costs from the General Fund to the Equipment Replacement Fund.

## ***CONCLUSION***

The decision to closely monitor the Town fleet as far as replacement schedule, costs, vehicle types and usage will go a long way in saving the Town of Palm Beach money. By not replacing excess vehicles, reducing the size of needed vehicles, and using the most fuel efficient cars and trucks, the Town will see immediate costs savings in FY11 and FY12. These savings will grow as the Town's fleet is gradually replaced over the next 5 to 10 years. The fleet will have to be monitored annually and adjustments will need to be made because of new technologies, operations changes, etc. The steps taken this year to organize the fleet data and implement a long term plan will continue to provide insight and savings down the road.

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# TOWN OF PALM BEACH

Information for Town Council Meeting on: June 13, 2011

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To: Mayor and Town Council

Via: Peter B. Elwell, Town Manager

Re: Efficiency Measures Enacted by Town Departments

Date: June 6, 2011

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**STAFF RECOMMENDATION**

This is an informational memorandum. No Town Council action is required.

**GENERAL INFORMATION**

During the past 4 years Town staff has been involved in researching and producing efficiency measures that have allowed for reductions in staffing without reductions in the levels of service we provide to the community. I requested information from each Department regarding the efficiency and cost reduction measures that have been put in place over the past 4 years. Below is a listing by Department of these measures:

## Police Department

- Training and Community Relations Sergeant has merged three positions into one and now serves multiple functions based on needs of the Town and Department. Responsibilities include training, public information, crime prevention, community programs, VIPS, quartermaster, and building maintenance.

- All mandatory training is conducted in the summer months to allow for a full work force during the winter season.

- Police officers have been trained to indentify and deal with code enforcement issues and right-of-way violations.

- Motorcycle officer schedules were adjusted to make them available during key times of the day.

- Detectives work active cases as needed and when the case load is low, work on the long-term investigations, conduct background checks, and go back to review cold cases for new leads.

- Detectives conduct covert surveillance and patrol when needed to supplement patrol or when the situation requires it.

- The time of patrol shift change was moved to ensure more officers available during peak hours.

- Parking enforcement officers double as school crossing guards during the school year.

- The lead communications supervisor replaced the communications manager and now completes all the responsibilities of the former manager part-time while also serving as the Shift 2 supervisor and working the radio. (The relief supervisor was eliminated as well, bringing the total number of supervisors for Communications from 5 to 3)

- Time intensive programs (i.e. Accreditation, Citizen Academies) have been eliminated or reduced and duties associated with the eliminated positions (i.e. Administrative Coordinator, BCR Manager, etc.) have been reassigned.

## Fire-Rescue Department

- Eliminated one full time Fire Inspector position using one on duty certified inspector to perform this function from 9 to 5pm weekdays.

- Division Chiefs fill in for Battalion Chiefs on their weekly Kelly Day off negating the need for overtime.

- Eliminated one full time (40 hour per week) Administrative Lieutenant position and redistributed those duties to the Division Chief of EMS, Division Chief of Training and Fire Marshal reducing the FTE by 1.00.

- Reduced the full time equivalent positions within Ocean Rescue from 10 to 6. Fire-Rescue is utilizing part time without benefits personnel to staff those positions.

- Assigned the duties of maintenance of the department's staff vehicles to the Police Department mechanic thereby eliminating the part-time mechanic's position reducing the FTE by .50.

- Reduced the frequency of medical director and operational meetings as well as limited the participation to on duty, essential personnel, eliminating overtime costs.

- Reorganized and reassigned personnel and duties resulting in the elimination of 3 SUV's that will not be replaced, reducing the overall size of the fleet.

- Eliminated annual clothing allowance for management and reduced the uniform subsistence for operations personnel.

- Substantially reduced the incentive amounts for special assignments.

- Substantial reductions to the annual depreciation account by eliminating future replacement of equipment and major pieces of apparatus, combining core functions, and not replacing items that do not serve core functions.

## Public Works Department

Parks and Streets Bureau

- Parks and landscape maintenance had been performed by in-house crews in the past, and over the last 20 years the Parks Bureau staffing was reduced from 22 to only 6. This has continued in recent years with several vacant positions (5) being eliminated between FY09 and FY11, and associated work contracted out. This includes mowing, trimming, and numerous grounds maintenance tasks.
- The budget for parks and landscape maintenance has been reduced from $1,346,000 in FY09 to $1,224,925 in FY11, approximately a 9% reduction. This reduction also came at a time when numerous beautification projects have not only been accomplished but maintenance of additional infrastructure at reduced overall budget. Some of these landscape improvements included Ibis Isle Park, Wrightsman Estate (Tangier/Miraflores park, beach accesses, Royal Poinciana Way medians & Southern Blvd traffic circle beds, 240 Park Ave passive park, 96 new palms along N. County Road, and S. Ocean Blvd median north of Lake Worth bridge). Additionally, cocoanut palm trimming is now being performed twice per year rather than once per year.
- The level of service for this bureau has actually gone up while staffing and costs have gone down. Some of this has been accomplished by contracting for services previously performed by Town staff and some by simply working smarter and harder.

Electrical Bureau

- The electrical bureau accomplishes work in virtually all Town locations and functions, across a broad range of programs (street lighting, pump stations, traffic signalization, buildings/facilities/structures). Other municipalities often accomplish these functions with significantly more staff and much more overhead due to multiple work groups. Our cross-trained and multi-function personnel are much less costly since the minimal crew sizes are overlapping and not redundant.
- Street lighting materials are chosen based on the climate and location, using fiberglass standards in lieu of metal and with permanent turtle shades where possible to save on installation/removal each season. All metal hardware takes advantage of stainless steel materials to reduce corrosion problems and premature deterioration.
- Traffic signals were changed to LED type, to reduce energy costs due to lower electrical demand, and to last longer with resulting savings in maintenance/repair visits. All signal heads were changed to fixed brackets to eliminate wear & tear from

swiveling heads. Preventive maintenance is typically done in the off-season to ensure reliability during the heavier traffic during the busy season.

- Standardized controls are specified in pump stations to reduce inventory stock of spare parts and to ensure highest reliability. Telemetry systems are being evaluated for universal standard equipment that will allow legacy systems to operate along with new improved telemetry installed on new pump stations being renovated.
- Generators for pumps in same geographic location are consolidated to reduce infrastructure (i.e., sanitary lift stations powered by generators at adjacent stormwater pump stations). This reduces installation costs and also lowers maintenance per station.

General (Building) Maintenance

- This work group accomplishes numerous tasks which are done by a small crew (only 4 persons overall), and similar to the electrical bureau they accomplish work in virtually all Town locations and functions, across a broad range of programs (paint, signs, building & structures maintenance, parking meter maintenance & collections, etc). Other municipalities often accomplish these functions with significantly more staff and much more overhead due to multiple work groups. Our cross-trained and multi-function personnel are much less costly since the minimal crew sizes are overlapping and not redundant.
- Use of appropriate types of coatings and materials results in longer life, fewer failures, and reduced maintenance. Examples include paint & caulking products, sign materials, aluminum & stainless steel hardware and poles, powder coated aluminum for trash receptacles and newspaper racks, fiberglass reinforcement in precast concrete benches, etc.
- Work vehicles use cargo vans as "rolling workshops" to enable better transportation of parts and materials, as well as equipment & tools used. These vehicles offer an increased efficiency since racks/shelving expedites repairs with commonly needed parts & materials readily at hand. Commercial grade tools (pressure washers, paint sprayers, etc.) are used for quicker completion and better results, with lower life cycle costs.

Sanitation/Trash Bureaus

- These two bureaus accomplish all the solid waste collection and disposal for the Town, with the exception of compacted garbage which is done by a contract at eight large customers. Like many other PW functions, this is done by crews that are cross-trained to be able to perform many different duties including residential & commercial garbage, yard trash, landfill operation, recycling and beach cleaning. When the workload changes, the crews are able to adapt to that, by assigning the proper resources to accomplish the work.

- Seasonal fluctuations in workload are handled by assigning personnel from Sanitation & Recycling to Yard Trash in the summer when that program has a high workload due to summer growing/trimming season. Similarly those employees move back to Sanitation & Recycling duties in the winter season which is the peak for that function.
- These crews also perform debris removal of all kinds as needed, including but not limited to dead animals in the roadways, hurricane and storm debris removal, and debris washed up on the beach.
- These crews are also available as needed to supplement other PW crews when tasks dictate. Examples include clearing of storm drains/inlets during heavy rainfall events and removal of fronds/cocoanuts after semi-annual trimming of the cocoanut palm trees.
- These programs have been reduced by about 3.25 FTE (7.3% reduction) and budgets reduced $348,699 from FY09 to FY11, resulting in a savings of 8%.

Water Resources Divison

- This work group is responsible for the operation and maintenance of the sanitary and stormwater collection and pumping systems throughout the Town. This is very specialized work and is not cost effectively accomplished by contract. Due to the unique nature of the systems and of the operational constraints on the island, in-house personnel are much more knowledgeable and responsive than contractors in most circumstances.
- WRD has been cross-training the two different staff positions (operators & mechanics) to provide a broader capability than they had before. This results in less OT call-outs, less delays in repairs, and increased productivity even during normal business hours.
- In-house staff has become proficient at performing the installation of various pumps, saving the cost of hiring a contractor. Similarly, welding and fabrication of metal parts has become more viable for in-house staff due to increased training and experience. Testing and certification of backflow devices by WRD staff saves cost compared to comparable outside contractors.
- Reduction of inflow and infiltration into collection systems is an important activity since it saves on wear and tear on the pumps and electricity to run those pumps. WRD has recently initiated several small pipe grouting projects to prevent infiltration into stormwater collection systems by injecting material to surround the leaking joints. This is done at a fraction of the cost of a contractor and based on initial successes it may be applied to such projects on a larger scale.
- Spot repairs for relatively small jobs are most efficiently done by in-house crews due to mobilization costs associated with underground contractors. A few recent examples includes the compressed air line replacement for E-12 ejector station on Via Del Mar, storm sewer outfall piping (slip lined) at Ibis Isle North, sanitary sewer main repairs/replacement at Sunrise & N. Ocean Blvd, and E-8 force main.

- In-house staff developed a locally fabricated device to clean sewer wet wells and reduce the grease build-up associated with these structures, reducing the labor and equipment to clean them. Frequency of maintenance was reduced from monthly to semi-annual based on this effort.
- In-house expertise has allowed the extended service life of equipment to reduce the need for new purchases. Rebuilding of 50-year old bypass pumps, sewer camera inspection equipment, and modification of pipeline chain cutters are recent examples of this.
- Participation in the design of new capital projects ensures that maintenance concerns are properly addressed by consultants as well as local knowledge on materials to be used for best combination of cost, reliability and longevity.

Vehicle Maintenance

- This work group continues to support the Public Works equipment and vehicle fleet, while reducing personnel staffing by 1.5FTE which is a reduction of 25% in the last few years. The level of service remains high while budgets have been cut by 15.7% from FY09 to FY11. This has been accomplished by efficient scheduling of preventive maintenance and improved purchase of parts and repetitive services by blanket purchase orders.
- The number of preventive maintenance tasks has been streamlined from about 1,469 per year to about 1,273 per year without a loss of safety or care of the fleet. Cartegraph software is now used to initiate work orders for all preventive maintenance and repair tasks, providing improved tracking and cost evaluations. Daily tire inspections are made to ensure safety, and proper tire inflation helps improve fuel economy and lessens risk of accidents.

## Planning, Zoning and Building Department

- By removing the requirement that all Zoning Ordinance amendments be completed during the "season", the annual workload is more evenly distributed throughout the year, allowing staff to allocate work flow/time more efficiently.

- The Department received many calls per day from contractors checking on the status of permit applications or inspections. All data of this sort is now available on-line, thus reducing staff time that must be dedicated to answering individual calls. As a secondary benefit, costs associated with maintaining multiple phone lines have been reduced.

- The departmental budget was trimmed by $50,000 in FY11 for outside plan review/inspections. This adjustment was attributable to the downward trend in permit valuations. Staff is adjusting to this cut by assuming responsibility for a greater

workload. A recent RFP process for outside plan review and inspections has also produced a decrease in outside costs (from $50/hour to $48/hour).

- Applications for ARCOM, Landmarks, and Town Council are submitted electronically. Concurrent with the remodeling of Town Hall, all "development applications" are submitted digitally, thus eliminating the old practice of scanning all submittals for record-keeping purposes, saving time and money.

- The EDEN software system allows staff to process Business Tax Receipts renewals in three days, as opposed to the old system which took several weeks.

- The Department continues to transition away from hard-copy plan review, replacing that system with all electronic bluebeam/laserfiche technology. Once completed, the volume of paperwork will be significantly reduced, minimizing storage costs and saving significant staff time.

- Concurrent with Town Hall remodeling, the Department implemented an electronic sign-in sheet. The information provides a data base verifying how many customers visit each day and the nature of their business. This data will allow the Department to better understand and adjust staffing needs over time.

- Granicus is now used to record all Commission meetings. This technology simplifies record-keeping and provides easy retrieval of audio information from public meetings.

## Finance Department

Town Clerk

- The Laserfische project is underway and all Resolutions have been scanned and many years worth of Ordinances have been scanned.

- Citizens have the ability to fill out applications for Boards and Commissions online.

- Charitable Solicitation permits are now processed and routed through EDEN
- Minutes have been summarized and now citizens can listen to the audio of meetings beginning at the agenda item of interest to them through the Granicus system.

Purchasing

- One full time employee has been eliminated in warehouse, replaced with a part time temporary employee.

- Vendor registration is available on the internet.

- Demand Star online software distributes bids and RFPs.

- Requisition entry is now computerized and approvals are routed electronically.

- The warehouse process and inventory is computerized.

- Change order process has been computerized and standardized.

- Standardized forms and procedures for quotations ($5,000 - $25,000).

- Reorganization and simplification of filing system with scanning and electronic repository where possible.

- Office supplies are ordered on-line with next day delivery and use of national governmental contract for best pricing.

All functions

- Backup documentation is scanned and attached to the transaction record for requisitions and invoices. This provides everyone access to the record and prevents pulling and copying physical records. It also prevents trips to the storage warehouse.

- Many system posting reports are now printed and filed on PDF rather than being printed to paper, filed and stored. This decreases the amount of storage space that is needed and increases access to the records.

- Departments have access to system reports for programs/employees under their supervision. These reports can be run at any time and for any time period that is suitable to their purposes.

- Ability to quickly find documents through QBE (query by example)

- Ability to export records/reports to Excel for data manipulation/mining/specialized reporting.

Accounts Payable

- Established email address invoices@townofpalmbeach.com for vendor delivery of invoices. The process cuts the lag time between invoice preparation and receipt and also prevents any misdirection in the mail. It also has a side benefit of giving the vendor an easy communication path to the Town, keeping vendor relations high.

- Electronic routing of electronic invoice record, with image of actual physical invoice for approval for payment to the departments, following a predefined approval path. The approver has the ability to approve, return or reject invoice, along with a place to add comments. Approval history is tracked and status of invoice can be easily obtained.

- Ability to print checks to blank check stock, using a MICR printer. This cuts costs of ordering supplies and increases security of assets since unused check stock has no identifying information on it.

- Set up recurring invoice templates for utility accounts. This reduce keying time and ensures consistency.

- Automated email generation to next invoice approver to notify of pending document(s) for review/approval.

- Use of Commerce Bank's Control Pay Advance program for vendor payment. This provides a secure method of payment delivery, email notification to vendor of payment availability, and a rebate to the Town based on monies processed through the system.

- A fixed asset record is automatically created upon payment of invoice where item is marked as a fixed asset.

Payroll

- Employees can elect to have their pay stub delivered via email. This includes not only active employees but also retirees. This saves the Town postage costs and ensures delivery.

- Decentralization of some employee master file maintenance such as addresses and emergency contacts. Departments can update this information, saving time in the departments, Human Resources, and payroll who no longer have to process action forms for these changes.

- Smaller departments are now able to enter their own time directly into the payroll system instead of providing written summary time to the payroll clerk who would then have to key in the information.

- Automated calculation of overtime hours, even though there are multiple FLSA cycles (weekly, 3 weeks, 4 weeks) has been achieved through the EDEN system.

- Established leave banks for calendar leave such as personal days. This allows for improved controls of employees use of leave and provides the employee a current balance of the leave available on their pay stub. Previously, these leave balances were tracked manually.

- Payroll history can now be reported by day rather than by payroll period.

Accounts Receivable/Cash Receipting

- Modules are now integrated, allowing the cashier to see all open invoices. It also eliminates duplicate posting and reconciliation errors between the general ledger account and the subledger.

- Alarm accounts now show all call history, not just billable calls. This aids in communication with the customer.

- Automated generation of an A/P vendor and invoice for refund of accounts receivable overpayments. This reduces the amount of time that is needed to process refunds and also ensures that all invoices are processed.

- The cash register system scans images of checks that are received. This aids in any research needs for items such as NSF checks or A/R refunds.

- Office staff is able to search and view transactions from all locations which are using Eden cashiering (Finance, PZB, Recreation, Tennis, Fire).

- Increased security on cash register voids. Can be restricted to only select (supervisory) personnel at each location.

- Integrated credit card processing eliminates the need for a separate credit card machine and manual batching of transactions. It has also decreased the number of transactions on the bank account since all cashiering locations are all group batched by day. This decreases the complexity and length of time needed for the bank reconciliation.

- NAV assessment of solid waste accounts increases collections, speeds collections since billed yearly, instead of quarterly, and decreases staff time and office supplies needed to bill and collect on the accounts in house.

- Online system for payment of parking tickets through the Town's website is now available.

General Ledger

- Electronic journal entry preparation and routing for approval eliminates time taken to write journal entry forms, manual routing/review/approval and posting.

- Set up recurring journal entry templates. This reduces keying time and reduces possibility for keying errors.

Project Accounting

- Ability to drill down on transactions in projects to get to the source document.

- Ability to perform budget checking not only on the G/L account but also by phase of the project.

- Ability in setup to restrict the G/L account prevents mispostings.

- Approval of Capital Project Accounting Procedure 1-10-1 and corresponding forms. This creates a standardized process and prevents spending without required Council approval.

- Tracking Construction in Progress (CIP) through project accounting module rather than on spreadsheets.

- Ability to maintain and report up to date donation balances through project accounting rather than having to summarize on spreadsheets.

Budget

- Ability to track budget development history.

- Increased reporting flexibility. Multiple years and stages of budget development are available for reporting through the building of budget flexsheets.

Grants

- A revised grant policy has been developed and upcoming interdepartmental training on grant reporting is planned for in the upcoming months.

- We are able to track grant expenditures over the life of grant and have increased flexibility of reporting using Excel PivotTables.

Banking

- Use of Positive Pay System prevented 2 instances of attempted fraud through the creation of imitation Town of Palm Beach checks. This prevented any loss of funds by the Town by flagging the checks as not matching those which we had issued and allowing us to refuse payment.

- Automated cancelling of checks for reconciling purposes through the use of a file drawn from the bank's website.

## Human Resource Department

- Eliminated one full time position from the Department.

- Implementation of the Benefit Center and e-Open Enrollment system.

- Implementation is in progress of the on-line employment application and screening system.

- Electronic distribution of annual reports and manuals.

- Implemented e-testing system for recruitment to streamline applicant pools to most qualified candidates.

- Implementation of retirement calculator program. Includes electronic pension calculations and a calculation tool is made available to employees via the intranet.

- Conducted a dependent audit of the insurance program to ensure coverage provided only to those eligible.

- Audited retiree service and benefit date in EDEN to ensure AS400 data transition would allow for the improved efficient processing and tracking of retirement payroll.

- Implementation of on-line training programs creating convenient method of delivery for necessary town-wide training.

- Implementation of volunteer program to provide staffing assistance town wide.

## Recreation Enterprise Fund

Par 3 Golf Course

- Eliminated "Pro/Manager" hybrid position and recently hired a Golf Manager who will be able to dedicate much more time to growing the golf business through increased play, as he will not have any direct responsibilities for providing teaching services.

- Reduced outside staff by one position, resulting in approximately 1,560 hours of reduced staffing annually.

- Reduced hours of outside staff by one hour daily, resulting in approximately 360 hours of reduced staffing annually.

- Reduced hours of morning clerk position by one hour, resulting in approximately 360 hours of reduced staffing annually.

- Implemented volunteer program, which has helped to improve course conditions and customer satisfaction by having volunteers repair ball marks and fill divots.

Town Docks

- Eliminated Assistant Dockmaster position (through attrition) and replaced with additional part time staff without benefits seasonally, at 20 hours a week.

- Dockmaster position description was revised to require more "on dock" presence to improve customer service and increase direct contact on a regular basis.

Recreation Center

- The maintenance worker/Recreation Center has been eliminated after the retirement of the incumbent. Responsibilities of this position have been re-distributed among other full-time staff, including the tennis maintenance worker. We will rely more on part-time/contractual employees to fill any gaps.

- Recreation now utilizes part-time staff in multiple divisions allowing cross-divisional experiences, thus reducing the total part-time employee count each year for the department.

- Eliminated summer camp brochure production and mailing and now use staffing resources to create an in-house program postcard that is mailed to participants directly from our office.

- Eliminated fee based special events which were subsidized and lightly attended.

- We have reduced part-time staffing levels by requiring that Recreation Supervisors be more hands on with programs and events.

Tennis Facilities

- The Phipps Facility Supervisor position was eliminated upon the resignation of the incumbent in January. Responsibilities for this position have been redistributed to other Tennis division staff members. The Facility Assistant will now be the primary staff member stationed at Phipps. The Facility Supervisor at the Seaview Park Tennis Center will have an expanded role in the overall supervision of the tennis program.

- The Tennis Maintenance Worker has been tasked with handling some of the responsibilities of the former General Maintenance Worker. This has resulted in the re-assignment of more "light" daily maintenance to the part-time employees.

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

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# TOWN OF PALM BEACH

## MEMORANDUM

TO: Peter B. Elwell, Town Manager

VIA: Kirk W. Blouin, Public Safety Director

FROM: Richard F. Howe, Support Services Major RH

SUBJECT: Update on FY12 Action Plan - On-Street Parking Commodity

DATE: May 27, 2011

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As part of the 2011 Long Term Financial Plan Forecast Summary a FY2012 Action Plan was developed. Item 14 of this update identified a number of issues to be addressed to achieve additional savings and/or increased revenue to include consideration of on-street parking as a commodity. In reviewing on-street parking as a commodity three issues were addressed: 1) increasing parking fees differentially based upon demand; 2) modifying the Town's permit parking program that allow individuals to prepay for parking in certain areas and; 3) adding parking kiosks in locations where parking is currently free.

**1) Increase parking fees differentially based on demand:**

Initial research has found that Boca Raton and Boynton Beach charge a higher rate for beach parking during the winter season than in the summer when demand is low. The Town currently charges a higher rate, year round, for Mid Town Beach parking. For any given area where kiosks either currently exist or will be installed, if the rate were reduced in the summer it may encourage more traffic and business, but may result in a loss of parking revenue.

**2) Modifying the Town's permit parking program:**

The Town has a Placard Parking program and a Resident Parking program. The placard parking program initially involved three (3) areas and has increased to seven (7) with the most recent addition being two (2) spaces on Peruvian Avenue. The other areas are: South Bradley Park (on Royal Poinciana Way) with 26 spaces; the west side of South Ocean Boulevard (Hammon Avenue to Royal Palm Way) with 53 spaces; South Lake Drive with 69 spaces; Phipps Ocean Park (south lot) with 98 spaces; and Hibiscus Avenue which has 2 spaces. The current rate is $70 per month with a four (4) month minimum purchase. The revenue collected for all of these programs in FY10 was approximately $99,000 and $55,000 has been collected to date in FY11. If additional kiosks are installed, the Town should consider adding more areas to this program. Staff is proposing an increase in the placard fee as part of the FY12 Proposed Budget.

The resident parking program enables residents on applicable streets/blocks to purchase two (2) parking decals which allows them to park a vehicle in a designated "Permit Parking Only" space. The charge for a decal is currently $20 and is good for one (1) fiscal year (October to September). This fee has been in effect since February of 1994. Consideration should be made to increasing this fee if on-street parking is viewed as a commodity. Based on staff review, a minimum fee of $40 would seem appropriate. Revenue collected in recent years for the resident parking programs has been: FY09 $14,335; FY10 $15,575; and FY11 to date $13,775. Palm Beach County is currently using the "LUKE" system with positive results.

**3) Additional parking kiosks in locations where parking is currently free:**

Staff created an ad hoc committee with personnel from the Town Manager's office, Finance, Public Works, and the Parking Control Unit to consider placing additional kiosks in commercial areas. Discussed is the impact of additional kiosks on staff and the budget resulting from the purchase of additional kiosks, enforcement, yearly maintenance, and other associated expenses.

**Kiosk Locations:**

Locations were selected based on proximity of existing free parking spaces to commercial districts. All locations are mixed use and vary by residential ratio density, however, are primarily commercial - town serving (C-TS). These zones are adjacent to residential areas. The locations surveyed for consideration are as follows:

- 100, 200, 300 blocks of Worth Ave
- South County Road (Worth to Peruvian Ave)
- South County Road (Peruvian to Royal Palm Way)
- South County Road (Royal Palm Way to Seaspray Ave)
- North County (Sunset to Seminole Ave)
- 100, 200 blocks of Sunset Ave
- Bradley Place (Sunset to Seminole Ave)
- Royal Poinciana Way (east bound/north side)
- Royal Poinciana Way (east bound/south side)
- Royal Poinciana Way (west bound/north side)
- Royal Poinciana Way (west bound/south side)

In order to determine the percentage of time each space is filled and to provide a realistic view of potential revenue, a parking space occupancy survey was completed at each location from December 11 - 17, 2010 (Attachment A). Because the survey was conducted during the peak season, for return on investment purposes, the occupancy rate was calculated at 50% of the actual survey results. During this period each location was surveyed at two different times of the day (ex. 11:00a.m. and 3:30p.m.) at which time vacant spaces were counted.

**Placement and quantity:**

For general purposes, one kiosk equates to approximately twelve (12) parking spaces. However, the actual number of kiosks needed in a particular area varies based on a number of factors including geography, traffic and pedestrian flow, location of businesses or attractions in relation to the parking and user convenience. The attached street map (Attachment B) indicates the estimated number of kiosks needed for each area. These locations may change upon further review and discussion.

**Return on Investment (ROI):** As discussed in previous kiosk purchase evaluations conducted by Tom Bradford, Deputy Town Manager, and presented to the Mayor and Town Council, the ROI can be determined by utilizing the following equation:

$$\text{ROI} = \frac{\text{(Gain from Investment - Cost of Investment)}}{\text{Cost of Investment}}$$

The cost of investment and gain from investment are addressed below and illustrated by zone on the Kiosk Revenue/Expense Analysis (Attachment C).

**Cost of Investment:**

Based on a quote from Duncan Parking Technologies dated February 22, 2011 and estimates from Public Works Assistant Director, Eric Brown, the approximate initial cost of each new kiosk is as follows:

| | |
|---|---|
| Kiosk: | $8,850 |
| Maintenance and supplies: | $4,000 |
| Public Works Initial Installation: | $700 |
| **Total:** | **$13,550** |

The annual maintenance cost related to each additional kiosk, after initial purchase and installation, is approximately $4,000 per kiosk per year. These expenses include vendor yearly maintenance fees, cost for replacement parts and supplies, and expenses associated with Town staff salary and benefits.

**Gain from Investment:**

Potential revenue (Attachment C) varies from zone to zone based on the number of parking spaces. Consistent factors used for these calculations is the total available hours (9:00a.m. - 6:00p.m.) and an hourly rate of $2.00 per hour. As previously stated, the parking occupancy rate is based on the recent survey conducted, reduced by fifty percent (50%) to reflect off-season capacity. No additional indirect revenues for penalties and fines were added because timed parking is already enforced in these zones, therefore these revenues are already being collected. For this same reason, the impact on enforcement staff time is unknown but will be re-evaluated based on actions taken.

**Summary:**

Various commercial areas in Town that currently offer free parking were taken under consideration as potential areas for parking fees, by means of installing parking kiosks as demonstrated on the street map (Attachment B). The first year return on investment for each location as designated by zone was calculated using the survey occupancy (Attachment A) rate at 50% and taking potential revenue (gain from investment), minus initial purchase and installation costs (cost of investment). An assumption could be made that actual ROI would be somewhere between the occupancy rate during seasonal months and the occupancy rate during non-seasonal months.

Below is a summary of the Kiosk Revenue/Expense Analysis (Attachment C) indicating the occupancy rate; projected annual revenue, and the first year return on investment, the approximate months to recover the initial expense.

- Zone 1 - 45% occupancy rate; projected annual revenue of $351,490; ROI of 116%; 5.5 months.
- Zone 2 - 30% occupancy rate; projected annual revenue of $120,937; ROI of -1%; 12 months.
- Zone 3 - 26.75% occupancy rate; projected annual revenue of $62,801; ROI of -7%; 13 months.
- Zone 4 - 20% occupancy rate; projected annual revenue of $61,039; ROI of -50%; 24 months.
- Zone 5 - 22% occupancy rate; projected annual revenue of $56,627; ROI of -48%; 23 months.

**Additional consideration:**

The Town currently has forty-six (46) parking kiosks. Forty-two (42) units were purchased in 2008 and four (4) additional units were purchased in January of 2010. Kiosks are currently amortized with a useful life of 10 years. The current Duncan system is not without problems and consideration should be made to convert to a new product with newer technology, improved monitor quality and reduced maintenance costs. However, working with two systems would provide it's own drawbacks including the cost of purchasing two maintenance contracts and the potential complications of staff using/maintaining different systems. A quote was obtained for an alternative kiosk system called "LUKE" with a price range of $12,000 - $13,000 per kiosk.

Additionally, staff will continue to evaluate all residential streets in order to establish a uniform parking policy. This evaluation will be provided at a later date under separate cover.

RH/lsg

# Parking Space Occupancy Survey

Attachment A

## 100 Block of Worth Avenue

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 11:00am | 45 | 9 | 20.00% |
| 12/11/10 | 3:30pm | 45 | 0 | 0.00% |
| 12/12/10 | 11:00am | 45 | 21 | 46.67% |
| 12/12/10 | 3:30pm | 45 | 0 | 0.00% |
| 12/13/10 | 11:00am | 45 | 5 | 11.11% |
| 12/13/10 | 3:30pm | 45 | 4 | 8.89% |
| 12/14/10 | 11:00am | 45 | 5 | 11.11% |
| 12/14/10 | 3:30pm | 45 | 4 | 8.89% |
| 12/15/10 | 11:00am | 45 | 9 | 20.00% |
| 12/15/10 | 3:30pm | 45 | 4 | 8.89% |
| 12/16/10 | 11:00am | 45 | 4 | 8.89% |
| 12/16/10 | 3:30pm | 45 | 0 | 0.00% |
| 12/17/10 | 11:00am | 45 | 6 | 13.33% |
| 12/17/10 | 3:30pm | 45 | 2 | 4.44% |
| Average Percentage Vacant | | | | 11.59% |

## 200 Block of Worth Avenue

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 11:00am | 45 | 1 | 2.22% |
| 12/11/10 | 3:30pm | 45 | 0 | 0.00% |
| 12/12/10 | 11:00am | 45 | 33 | 73.33% |
| 12/12/10 | 3:30pm | 45 | 0 | 0.00% |
| 12/13/10 | 11:00am | 45 | 3 | 6.67% |
| 12/13/10 | 3:30pm | 45 | 0 | 0.00% |
| 12/14/10 | 11:00am | 45 | 0 | 0.00% |
| 12/14/10 | 3:30pm | 45 | 6 | 13.33% |
| 12/15/10 | 11:00am | 45 | 1 | 2.22% |
| 12/15/10 | 3:30pm | 45 | 0 | 0.00% |
| 12/16/10 | 11:00am | 45 | 3 | 6.67% |
| 12/16/10 | 3:30pm | 45 | 1 | 2.22% |
| 12/17/10 | 11:00am | 45 | 2 | 4.44% |
| 12/17/10 | 3:30pm | 45 | 2 | 4.44% |
| Average Percentage Vacant | | | | 8.25% |

## 300 Block of Worth Avenue

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 11:00am | 42 | 5 | 11.90% |
| 12/11/10 | 3:30pm | 42 | 0 | 0.00% |
| 12/12/10 | 11:00am | 42 | 25 | 59.52% |
| 12/12/10 | 3:30pm | 42 | 2 | 4.76% |
| 12/13/10 | 11:00am | 42 | 1 | 2.38% |
| 12/13/10 | 3:30pm | 42 | 3 | 7.14% |
| 12/14/10 | 11:00am | 42 | 0 | 0.00% |
| 12/14/10 | 3:30pm | 42 | 5 | 11.90% |
| 12/15/10 | 11:00am | 42 | 2 | 4.76% |
| 12/15/10 | 3:30pm | 42 | 1 | 2.38% |
| 12/16/10 | 11:00am | 42 | 5 | 11.90% |
| 12/16/10 | 3:30pm | 42 | 2 | 4.76% |
| 12/17/10 | 11:00am | 42 | 4 | 9.52% |
| 12/17/10 | 3:30pm | 42 | 2 | 4.76% |
| Average Percentage Vacant | | | | 9.69% |

# Parking Space Occupancy Survey

Attachment A

## South County (Worth to Peruvian)

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 11:30am | 5 | 0 | 0.00% |
| 12/11/10 | 3:30pm | 5 | 1 | 20.00% |
| 12/12/10 | 11:30am | 5 | 5 | 100.00% |
| 12/12/10 | 3:30pm | 5 | 1 | 20.00% |
| 12/13/10 | 11:30am | 5 | 0 | 0.00% |
| 12/13/10 | 3:30pm | 5 | 2 | 40.00% |
| 12/14/10 | 11:30am | 5 | 0 | 0.00% |
| 12/14/10 | 3:30pm | 5 | 0 | 0.00% |
| 12/15/10 | 11:30am | 5 | 2 | 40.00% |
| 12/15/10 | 3:30pm | 5 | 1 | 20.00% |
| 12/16/10 | 11:30am | 5 | 0 | 0.00% |
| 12/16/10 | 3:30pm | 5 | 1 | 20.00% |
| 12/17/10 | 11:30am | 5 | 1 | 20.00% |
| 12/17/10 | 3:30pm | 5 | 0 | 0.00% |
| Average Percentage Vacant | | | | 20.00% |

## South County Rd. (Peruvian to Royal Palm)

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 11:30am | 61 | 18 | 29.51% |
| 12/11/10 | 3:30pm | 61 | 12 | 19.67% |
| 12/12/10 | 11:30am | 61 | 51 | 83.61% |
| 12/12/10 | 3:30pm | 61 | 50 | 81.97% |
| 12/13/10 | 11:30am | 61 | 10 | 16.39% |
| 12/13/10 | 3:30pm | 61 | 28 | 45.90% |
| 12/14/10 | 11:30am | 61 | 3 | 4.92% |
| 12/14/10 | 3:30pm | 61 | 14 | 22.95% |
| 12/15/10 | 11:30am | 61 | 8 | 13.11% |
| 12/15/10 | 3:30pm | 61 | 15 | 24.59% |
| 12/16/10 | 11:30am | 61 | 8 | 13.11% |
| 12/16/10 | 3:30pm | 61 | 8 | 13.11% |
| 12/17/10 | 11:30am | 61 | 13 | 21.31% |
| 12/17/10 | 3:30pm | 61 | 7 | 11.48% |
| Average Percentage Vacant | | | | 28.69% |

## South County Rd. (Royal Palm to Seaspray)

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 11:30am | 36 | 33 | 91.67% |
| 12/11/10 | 3:30pm | 36 | 31 | 86.11% |
| 12/12/10 | 11:30am | 36 | 36 | 100.00% |
| 12/12/10 | 3:30pm | 36 | 31 | 86.11% |
| 12/13/10 | 11:30am | 36 | 26 | 72.22% |
| 12/13/10 | 3:30pm | 36 | 24 | 66.67% |
| 12/14/10 | 11:30am | 36 | 24 | 66.67% |
| 12/14/10 | 3:30pm | 36 | 18 | 50.00% |
| 12/15/10 | 11:30am | 36 | 26 | 72.22% |
| 12/15/10 | 3:30pm | 36 | 17 | 47.22% |
| 12/16/10 | 11:30am | 36 | 27 | 75.00% |
| 12/16/10 | 3:30pm | 36 | 23 | 63.89% |
| 12/17/10 | 11:30am | 36 | 21 | 58.33% |
| 12/17/10 | 3:30pm | 36 | 20 | 55.56% |
| Average Percentage Vacant | | | | 70.83% |

# Parking Space Occupancy Survey

Attachment A

## Clarke Avenue

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 10:00am | 34 | 28 | 82.35% |
| 12/11/10 | 2:00pm | 34 | 5 | 14.71% |
| 12/12/10 | 10:00am | 34 | 34 | 100.00% |
| 12/12/10 | 2:00pm | 34 | 27 | 79.41% |
| 12/13/10 | 10:00am | 34 | 28 | 82.35% |
| 12/13/10 | 2:00pm | 34 | 27 | 79.41% |
| 12/14/10 | 10:00am | 34 | 29 | 85.29% |
| 12/14/10 | 2:00pm | 34 | 7 | 20.59% |
| 12/15/10 | 10:00am | 34 | 29 | 85.29% |
| 12/15/10 | 2:00pm | 34 | 17 | 50.00% |
| 12/16/10 | 10:00am | 34 | 28 | 82.35% |
| 12/16/10 | 2:00pm | 34 | 17 | 50.00% |
| 12/17/10 | 10:00am | 34 | 26 | 76.47% |
| 12/17/10 | 2:00pm | 34 | 12 | 35.29% |
| Average Percentage Vacant | | | | 65.97% |

## North County (Sunset to Seminole)

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 10:00am | 29 | 7 | 24.14% |
| 12/11/10 | 2:00pm | 29 | 10 | 34.48% |
| 12/12/10 | 10:00am | 29 | 16 | 55.17% |
| 12/12/10 | 2:00pm | 29 | 12 | 41.38% |
| 12/13/10 | 10:00am | 29 | 15 | 51.72% |
| 12/13/10 | 2:00pm | 29 | 12 | 41.38% |
| 12/14/10 | 10:00am | 29 | 13 | 44.83% |
| 12/14/10 | 2:00pm | 29 | 19 | 65.52% |
| 12/15/10 | 10:00am | 29 | 18 | 62.07% |
| 12/15/10 | 2:00pm | 29 | 15 | 51.72% |
| 12/16/10 | 10:00am | 29 | 16 | 55.17% |
| 12/16/10 | 2:00pm | 29 | 15 | 51.72% |
| 12/17/10 | 10:00am | 29 | 13 | 44.83% |
| 12/17/10 | 2:00pm | 29 | 15 | 51.72% |
| Average Percentage Vacant | | | | 48.28% |

## Sunset Avenue

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 10:30am | 38 | 16 | 42.11% |
| 12/11/10 | 2:30pm | 38 | 21 | 55.26% |
| 12/12/10 | 10:30am | 38 | 15 | 39.47% |
| 12/12/10 | 2:30pm | 38 | 8 | 21.05% |
| 12/13/10 | 10:30am | 38 | 23 | 60.53% |
| 12/13/10 | 2:30pm | 38 | 20 | 52.63% |
| 12/14/10 | 10:30am | 38 | 23 | 60.53% |
| 12/14/10 | 2:30pm | 38 | 11 | 28.95% |
| 12/15/10 | 10:30am | 38 | 13 | 34.21% |
| 12/15/10 | 2:30pm | 38 | 13 | 34.21% |
| 12/16/10 | 10:30am | 38 | 23 | 60.53% |
| 12/16/10 | 2:30pm | 38 | 18 | 47.37% |
| 12/17/10 | 10:30am | 38 | 17 | 44.74% |
| 12/17/10 | 2:30pm | 38 | 17 | 44.74% |
| Average Percentage Vacant | | | | 44.74% |

# Parking Space Occupancy Survey

Attachment A

## Sunrise Avenue (200 block)

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 10:00am | 50 | 35 | 70.00% |
| 12/11/10 | 2:00pm | 50 | 40 | 80.00% |
| 12/12/10 | 10:00am | 50 | 20 | 40.00% |
| 12/12/10 | 2:00pm | 50 | 34 | 68.00% |
| 12/13/10 | 10:00am | 50 | 28 | 56.00% |
| 12/13/10 | 2:00pm | 50 | 23 | 46.00% |
| 12/14/10 | 10:00am | 50 | 29 | 58.00% |
| 12/14/10 | 2:00pm | 50 | 19 | 38.00% |
| 12/15/10 | 10:00am | 50 | 20 | 40.00% |
| 12/15/10 | 2:00pm | 50 | 17 | 34.00% |
| 12/16/10 | 10:00am | 50 | 23 | 46.00% |
| 12/16/10 | 2:00pm | 50 | 18 | 36.00% |
| 12/17/10 | 10:00am | 50 | 24 | 48.00% |
| 12/17/10 | 2:00pm | 50 | 25 | 50.00% |
| Average Percentage Vacant | | | | 50.71% |

## Bradley Place (Sunset to Seminole)

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 10:00am | 29 | 24 | 82.76% |
| 12/11/10 | 2:00pm | 29 | 21 | 72.41% |
| 12/12/10 | 10:00am | 29 | 20 | 68.97% |
| 12/12/10 | 2:00pm | 29 | 21 | 72.41% |
| 12/13/10 | 10:00am | 29 | 23 | 79.31% |
| 12/13/10 | 2:00pm | 29 | 22 | 75.86% |
| 12/14/10 | 10:00am | 29 | 19 | 65.52% |
| 12/14/10 | 2:00pm | 29 | 22 | 75.86% |
| 12/15/10 | 10:00am | 29 | 19 | 65.52% |
| 12/15/10 | 2:00pm | 29 | 23 | 79.31% |
| 12/16/10 | 10:00am | 29 | 27 | 93.10% |
| 12/16/10 | 2:00pm | 29 | 27 | 93.10% |
| 12/17/10 | 10:00am | 29 | 23 | 79.31% |
| 12/17/10 | 2:00pm | 29 | 20 | 68.97% |
| Average Percentage Vacant | | | | 76.60% |

## Royal Poinciana Way (EastBound/North side)

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 11:00am | 39 | 28 | 71.79% |
| 12/11/10 | 3:00pm | 39 | 19 | 48.72% |
| 12/12/10 | 11:00am | 39 | 10 | 25.64% |
| 12/12/10 | 3:00pm | 39 | 9 | 23.08% |
| 12/13/10 | 11:00am | 39 | 23 | 58.97% |
| 12/13/10 | 3:00pm | 39 | 20 | 51.28% |
| 12/14/10 | 11:00am | 39 | 22 | 56.41% |
| 12/14/10 | 3:00pm | 39 | 34 | 87.18% |
| 12/15/10 | 11:00am | 39 | 23 | 58.97% |
| 12/15/10 | 3:00pm | 39 | 17 | 43.59% |
| 12/16/10 | 11:00am | 39 | 10 | 25.64% |
| 12/16/10 | 3:00pm | 39 | 28 | 71.79% |
| 12/17/10 | 11:00am | 39 | 15 | 38.46% |
| 12/17/10 | 3:00pm | 39 | 34 | 87.18% |
| Average Percentage Vacant | | | | 53.48% |

# Parking Space Occupancy Survey

Attachment A

**Royal Poinciana Way (WestBound/North side)**

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 11:00am | 18 | 7 | 38.89% |
| 12/11/10 | 3:00pm | 18 | 9 | 50.00% |
| 12/12/10 | 11:00am | 18 | 2 | 11.11% |
| 12/12/10 | 3:00pm | 18 | 6 | 33.33% |
| 12/13/10 | 11:00am | 18 | 8 | 44.44% |
| 12/13/10 | 3:00pm | 18 | 11 | 61.11% |
| 12/14/10 | 11:00am | 18 | 8 | 44.44% |
| 12/14/10 | 3:00pm | 18 | 9 | 50.00% |
| 12/15/10 | 11:00am | 18 | 6 | 33.33% |
| 12/15/10 | 3:00pm | 18 | 14 | 77.78% |
| 12/16/10 | 11:00am | 18 | 12 | 66.67% |
| 12/16/10 | 3:00pm | 18 | 15 | 83.33% |
| 12/17/10 | 11:00am | 18 | 9 | 50.00% |
| 12/17/10 | 3:00pm | 18 | 13 | 72.22% |
| Average Percentage Vacant | | | | 51.19% |

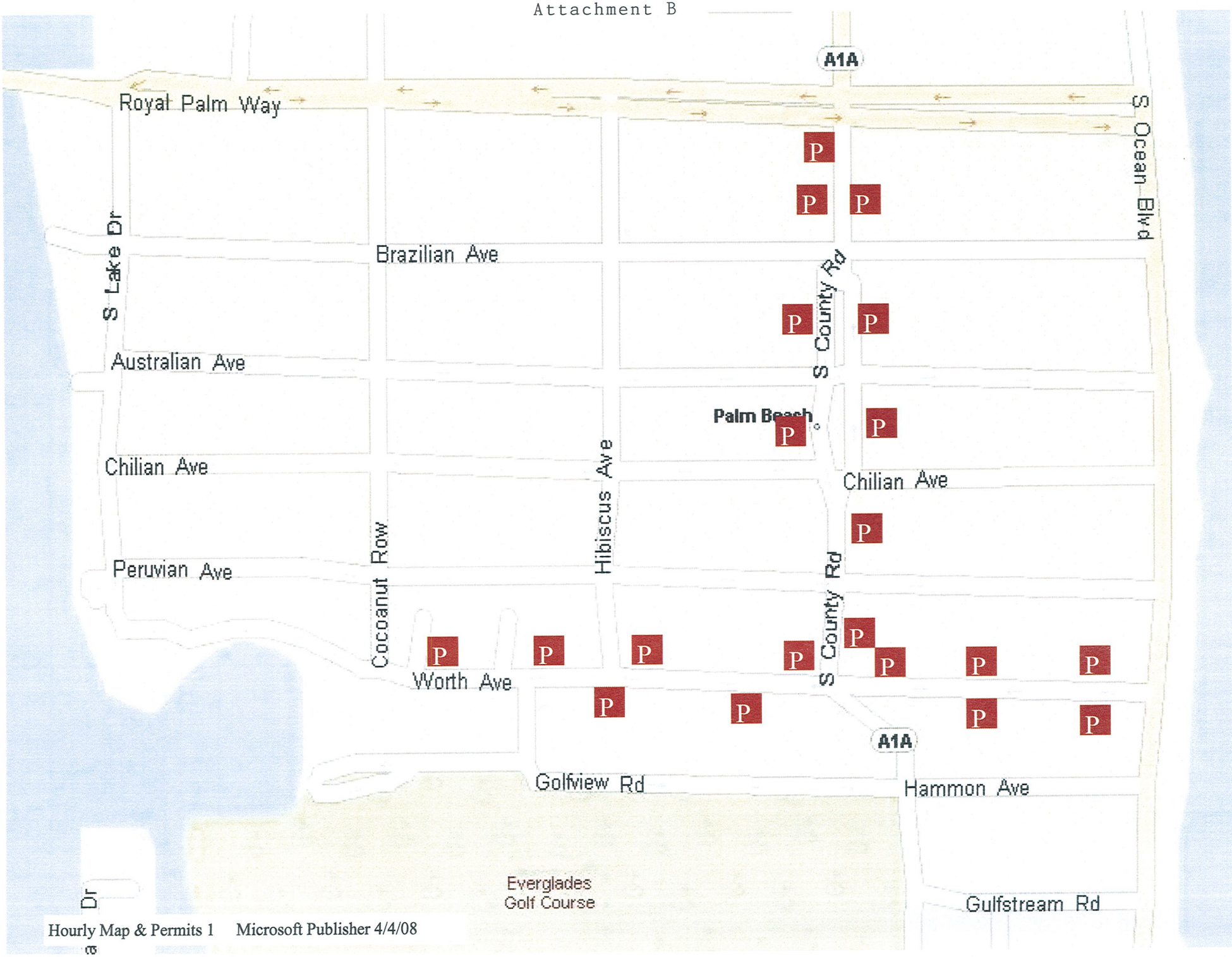
**Royal Poinciana Way (WestBound/South side)**

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 11:00am | 34 | 18 | 52.94% |
| 12/11/10 | 3:00pm | 34 | 13 | 38.24% |
| 12/12/10 | 11:00am | 34 | 4 | 11.76% |
| 12/12/10 | 3:00pm | 34 | 19 | 55.88% |
| 12/13/10 | 11:00am | 34 | 26 | 76.47% |
| 12/13/10 | 3:00pm | 34 | 9 | 26.47% |
| 12/14/10 | 11:00am | 34 | 23 | 67.65% |
| 12/14/10 | 3:00pm | 34 | 14 | 41.18% |
| 12/15/10 | 11:00am | 34 | 21 | 61.76% |
| 12/15/10 | 3:00pm | 34 | 15 | 44.12% |
| 12/16/10 | 11:00am | 34 | 11 | 32.35% |
| 12/16/10 | 3:00pm | 34 | 12 | 35.29% |
| 12/17/10 | 11:00am | 34 | 8 | 23.53% |
| 12/17/10 | 3:00pm | 34 | 22 | 64.71% |
| Average Percentage Vacant | | | | 45.17% |

**Royal Poinciana Way (EastBound/South side)**

| Date: | Time | Total Spaces | Spaces Vacant | Percent Vacant |
|---|---|---|---|---|
| 12/11/10 | 11:00am | 37 | 28 | 75.68% |
| 12/11/10 | 3:00pm | 37 | 26 | 70.27% |
| 12/12/10 | 11:00am | 37 | 24 | 64.86% |
| 12/12/10 | 3:00pm | 37 | 29 | 78.38% |
| 12/13/10 | 11:00am | 37 | 30 | 81.08% |
| 12/13/10 | 3:00pm | 37 | 27 | 72.97% |
| 12/14/10 | 11:00am | 37 | 29 | 78.38% |
| 12/14/10 | 3:00pm | 37 | 28 | 75.68% |
| 12/15/10 | 11:00am | 37 | 30 | 81.08% |
| 12/15/10 | 3:00pm | 37 | 23 | 62.16% |
| 12/16/10 | 11:00am | 37 | 26 | 70.27% |
| 12/16/10 | 3:00pm | 37 | 26 | 70.27% |
| 12/17/10 | 11:00am | 37 | 22 | 59.46% |
| 12/17/10 | 3:00pm | 37 | 22 | 59.46% |
| Average Percentage Vacant | | | | 71.43% |

Street Map
Attachment B



Street Map
Attachment B




Hourly Map & Permits 3 Microsoft Publisher 4/4/08

Street Map
Attachment B

# KIOSK REVENUE/EXPENSE ANALYSIS

Attachment C

| | Avail Spaces | Avail Hours | # of Days | Total Avail Hours | Avg. Occupancy Rate | Avg. Potential Revenue | Est. # of Kiosk | Initial Kiosk Cost | Annual Maint. Cost | 1st Year Ret. on Inv. (ROI) | 1st Year Potential Net Revenue | Months to Recover Expense |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Zone 1** | | | | | | | | | | | | |
| 100 Block of Worth Avenue | 45 | 9 | 7 | 2835 | 88.41% | | 4 | $54,144 | $15,944 | | | |
| 200 Block of Worth Avenue | 45 | 9 | 7 | 2835 | 91.75% | | 4 | $54,144 | $15,944 | | | |
| 300 Block of Worth Avenue | 42 | 9 | 7 | 2646 | 90.31% | | 4 | $54,144 | $15,944 | | | |
| **Total** | | | | **8316** | | | | | | | | |
| Hourly Rate | | | | $ 2 | | | | | | | | |
| | | | | $ 16,632 | | | | | | | | |
| # of weeks | | | | 52 | | | | | | | | |
| **Total** | | | | $ 864,864 | 90.16% | $ **779,733** | 12 | $162,432 | $47,832 | **380%** | $ **617,301** | **2.5** |
| **Based on 50% of survey occupancy rate** | | | | | 45.08% | $ **351,490** | | $162,432 | | **116%** | $ **189,058** | **5.5** |
| **Zone 2** | | | | | | | | | | | | |
| South County Road (Worth to Peruvian) | 5 | 9 | 7 | 315 | 80.00% | | 1 | $13,536 | $3,986 | | | |
| South County Road (Peruvian to Royal Palm) | 61 | 9 | 7 | 3843 | 71.31% | | 5 | $67,680 | $19,930 | | | |
| South County Road (Royal Palm to Seaspray) | 36 | 9 | 7 | 2268 | 29.17% | | 3 | $40,608 | $11,958 | | | |
| | | | | 6426 | | | | | | | | |
| Hourly Rate | | | | $ 2 | | | | | | | | |
| Total Per Week | | | | $ 12,852 | | | | | | | | |
| # of Weeks | | | | 52 | | | | | | | | |
| **Total** | | | | $ 668,304 | 60.16% | $ **402,052** | 9 | $121,824 | $35,874 | **230%** | $ **280,228** | **3.6** |
| **Based on 50% of survey occupancy rate** | | | | | 30.08% | $ **120,937** | | $121,824 | | **-1%** | $ **(887)** | **12.1** |
| **Zone 3** | | | | | | | | | | | | |
| North County (Sunset to Seminole) | 29 | 9 | 7 | 1827 | 51.72% | | 2 | $27,072 | $7,972 | | | |
| Sunset Avenue | 38 | 9 | 7 | 2394 | 55.26% | | 3 | $40,608 | $11,958 | | | |
| | | | | 4221 | | | | | | | | |
| Hourly Rate | | | | $ 2 | | | | | | | | |
| Total Per Day | | | | $ 8,442 | | | | | | | | |
| # of Weeks | | | | 52 | | | | | | | | |
| **Total** | | | | $ 438,984 | 53.49% | $ **234,813** | 5 | $67,680 | $19,930 | **247%** | $ **167,133** | **3.5** |
| **Based on 50% of survey occupancy rate** | | | | | 26.75% | $ **62,801** | | $67,680 | | **-7%** | $ **(4,879)** | **12.9** |

# KIOSK REVENUE/EXPENSE ANALYSIS

Attachment C

| | Avail Spaces | Avail Hours | # of Days | Total Avail Hours | Avg. Occupancy Rate | Avg. Potential Revenue | Est. # of Kiosk | Initial Kiosk Cost | Annual Maint. Cost | 1st Year Ret. on Inv. (ROI) | 1st Year Potential Net Revenue | Months to Recover Expense |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Zone 4** | | | | | | | | | | | | |
| Sunrise Avenue (200 Block) | 50 | 9 | 7 | 3150 | 49.29% | | 4 | $54,144 | $15,944 | | | |
| Bradley Place (Sunset to Seminole) | 29 | 9 | 7 | 1827 | 23.40% | | 2 | $27,072 | $7,972 | | | |
| Royal Poinciana Way (Eastbound/North side) | 39 | 9 | 7 | 2457 | 46.52% | | 3 | $40,608 | $11,958 | | | |
| | | | | 7434 | | | | | | | | |
| Hourly Rate | | | | $ 2 | | | | | | | | |
| Total Per Day | | | | $ 14,868 | | | | | | | | |
| # of Weeks | | | | 52 | | | | | | | | |
| **Total** | | | | $ 773,136 | 39.74% | $ 307,218 | 9 | $121,824 | $35,874 | 152% | $ 185,394 | 4.8 |
| **Based on 50% of survey occupancy rate** | | | | | 19.87% | $ 61,039 | | $121,824 | | -50% | $ (60,785) | 23.9 |
| **Zone 5** | | | | | | | | | | | | |
| Royal Poinciana Way (Westbound/North side) | 18 | 9 | 7 | 1134 | 48.81% | | 2 | $27,072 | $7,972 | | | |
| Royal Poinciana Way (Westbound/South side) | 34 | 9 | 7 | 2142 | 54.83% | | 3 | $40,608 | $11,958 | | | |
| Royal Poinciana Way (Eastbound/South side) | 37 | 9 | 7 | 2331 | 28.57% | | 3 | $40,608 | $11,958 | | | |
| | | | | 5607 | | | | | | | | |
| Hourly Rate | | | | $ 2 | | | | | | | | |
| Total Per Day | | | | $ 11,214 | | | | | | | | |
| # of Weeks | | | | 52 | | | | | | | | |
| **Total** | | | | $ 583,128 | 44.07% | $ 256,985 | 8 | $108,288 | $31,888 | 137% | $ 148,697 | 5.1 |
| **Based on 50% of survey occupancy rate** | | | | | 22.04% | $ 56,627 | | $108,288 | | -48% | $ (51,661) | 22.9 |
| **Grand Total** | | | | | 57.52% | $ 1,980,800 | 43 | $582,048 | $171,398 | 229% | $ 1,398,752 | 3.5 |
| **Based on 50% of survey occupancy rate** | | | | | 28.76% | $ 569,704 | | $582,048 | | -2% | $ (12,344) | 12.3 |

**Occupancy Rate based on survey conducted from December 11 - 17, 2010 .**

**Annual Maitenance Costs: (Per email from Asst. PW Director, Eric Brown dated 1/20/11)** $163,441

**Cost per Kiosk: $163,441/41 (42 plus 4 spares, minus 5 for Kreusler Park/PBC) =** $3,986

**Cost Per Space (Average 12 spaces per Kiosk): $3986/12 = $332**

**Cost of one new Kiosk (Duncan quote dated 2/22/11 and installation):** $ 9,550

**Cost per new Kiosk for first year** $ 13,536

# TOWN OF PALM BEACH

## Information for Special Town Council Meeting on: June 13, 2011

To: Mayor and Town Council

Via: Peter B. Elwell, Town Manager

From: H. Paul Brazil, Director of Public Works

Re: Public Works Alternatives to Streamline Operations and Reduce Costs

Date: May 27, 2011

**STAFF RECOMMENDATION**

Staff recommends that Town Council review the general information below and give direction for implementation of the plan they consider to be the most desirable.

**GENERAL INFORMATION**

The Town Council directed staff to evaluate possible alternatives to streamline operations and reduce costs without impacting the level of service being provided to the residents. Public Works has evaluated the yard trash program, residential garbage program, and the recycling program. In March 2010, staff also prepared a plan for the reorganization of Public Works as anticipated attrition occurred. The possible streamlining of these operations is tied to that attrition plan and will be discussed in each section of this memo.

**Yard Trash Collection**

Currently the Trash Bureau functions with one supervisor and 17 positions which work as three crews with the primary mission of removing vegetative yard waste throughout the Town. Additionally there is one landfill dozer operator. Two laborer positions are seasonally used by the Trash Bureau, and the Sanitation Bureau (Residential Collection and Recycling). They work summers in Trash and winters in Sanitation. In FY10 the bureau collected 189,110 cubic yards of yard waste. Peak months for yard waste collections are June, July, August, and September. Average working hours per day substantially increase during the summer peak collections months. This staff is also instrumental during storm recovery operations.

We have evaluated three options for Council's consideration.

1. Maintain full staff levels: Currently manpower is shared seasonally between Trash and Sanitation. We will continue this practice until attrition reduces staff levels to a point that there are insufficient employees to complete all tasks. At that point, it would be necessary to hire new employees. This option maintains the existing level of service but does not provide any cost savings.

2. Increase contractual labor positions: Consistent with our reorganization plans, we have increased our dependence on contractual help as senior staff members have retired. It takes several years of training to be qualified for the top field positions (crane and equipment operators). These positions may also require supervisory skills. It is not reasonable to expect that these positions can be filled by contractual help but other positions may be able to use contractual people. Our plan includes promoting qualified existing staff into the more senior positions, creating a vacancy at the laborer position. The laborer positions can be contracted. Please note that this option reduces our ability to prepare laborers for future promotion to supervisory positions and that at some point in the future it will be necessary to hire additional staff to maintain this operation unless full privatization is the preferred option. We anticipate that this option will maintain the existing level of service and will lead to savings on the order of $75,000 per year.

3. Continued reduction of crews and eventual privatization of services: At some point in the future it will be necessary to either hire additional skilled staff (crane and equipment operators) or decide to privatize this service. The Town has competitively bid vegetative debris removal contracts with several vendors in the event of a hurricane. The contractual unit rate is $10.25 per cubic yard. Town staff currently completes this work for approximately $8.61 per cubic yard Given the lack of potential savings and the safety concerns expressed by Council members and residents in the past, complete privatization is not recommended.

**Residential Garbage Collection**

Residential garbage is collected Monday thru Friday, except on the day the resident receives recycling collection. Essentially, residents receive garbage pick-up 4 days a week and recycling 1 day a week. Recycling will be discussed in a later section of this memo.

Eight (8) positions are authorized within the Sanitation Bureau and two staff members are transferred from the Trash Bureau to Sanitation during the winter months for this program. Seven large garbage trucks (6 cubic yard capacity) and four smaller trucks (1.5 cubic yard capacity) are utilized to collect residential garbage depending upon the day and/or season.

In addition to collecting residential household garbage and recycling, these employees service the 29 doggie bag pet waste stations, 77 public waste receptacles within the shopping districts, along the sidewalks, beach accesses and mini parks. These employees also remove dead animals, supplement the Trash Bureau during the summer months and perform a variety of tasks during storm recovery operations. These positions supplement and are cross utilized with recycling collections, commercial collections, transfer station operations, and the Trash bureau.

We have evaluated three options for Council's consideration.

1. Reduction of service from four (4) days a week to two (2) days a week at backdoor:

| | Employees | Days a Week | Estimated Savings |
|---|---|---|---|
| Current | 8 | 4 | $0 |
| Reduction | 5 | 2 | $170,000 |

Collection days would be Mon. & Thurs, and Tues. & Fri., with recycling on Wednesdays.

2. Change from backdoor service to curbside service at 4 days a week.

| | Employees | Days a Week | Savings |
|---|---|---|---|
| Current Backdoor | 8 | 4 | $0 |
| Change Curbside | 5 | 4 | $173,000 |

Ease and speed of curbside collections increases # of units that can be serviced daily.

3. Change from backdoor service to curbside service 2 days a week.

| | Employees | Days a Week | Savings |
|---|---|---|---|
| Current Backdoor | 8 | 4 | $0 |
| Change Curbside | 4 | 2 | $225,000 |

Conversion of fleet from seven (6 cy) refuse trucks to three (20 yd) semi-automated side loading refuse trucks. Standardized large containers must be used.

Any of these options present a substantial change for the community. The attrition plan approved in 2010 assumed that this service would continue as currently provided with current staffing levels.

**Recycling Program**

The recycling program consists of two separate services;

(1) Residential recycling: This service is performed by the same employees that collect the household garbage Monday through Fridays. Recycling is collected on Tuesday, Wednesday and Thursdays. On the day that the homeowners receive recycling service they do not receive garbage collection. Essentially, residents receive garbage pick-up 4 days a week and recycling 1 day a week. Nine (9) positions are authorized within the Sanitation Bureau with one (1) additional employee/position transferred from the Trash Bureau to Sanitation during the winter months for this program. One to two recycling trucks are utilized to collect residential recycling depending upon the day and/or season.

(2) Commercial recycling: This service is performed by one (1) employee assigned to the commercial recycling route from within the Sanitation Bureau. One (1) additional employee/position is transferred from the Trash Bureau to the Commercial recycling route during the winter months. One recycling truck is used for commercial recycling.

Interlocal Recycling Revenue Sharing Agreement with SWA:

The Town entered into an interlocal recycling revenue sharing agreement with the Solid Waste Authority (SWA) in October 2009, for a period of five years (Resolution 104-09). The agreement provides that residents/homeowners shall be encouraged by the Town to separate their solid waste into recyclable materials and that SWA agrees to pay the Town a percentage of the net revenues from sale of the

recyclable materials. Either party may terminate the agreement on any renewal date by providing written notice to the other party by the preceding April 30th.

During the first year of this agreement, FY 10, the Town received $47,821.64 from the SWA for 1,642.28 tons of delivered recyclables.

We have evaluated two options for Council's consideration.

### 1. DISCONTINUE RECYCLING:

Discontinue residential and commercial recycling efforts.

| | Budget | Recycling Revenues | Disposal Costs | Net Cost | Savings |
|---|---|---|---|---|---|
| Actual Expenses FY 2010 | $ 295,900 | $ 47,821.64 | 0 | $ 248,000 | $0 |
| Discontinue Recycling | 0 | 0 | $ 68,975.76 | $ 68,900 | $179,100 |

Note:

1. Savings may not be realized on the first day service was discontinued. The attrition plan is based upon no layoffs.
2. If the Town discontinues recycling the recyclable materials would be collected with household garbage. The additional disposal charges at the SWA landfill at $42 per ton would be:

| | | |
|---|---|---|
| Mixed recyclables | 1522.01 tons | $ 63,924.42 |
| Commingled paper | 85.75 tons | $ 3,601.50 |
| Commingled recycling | 14.37 tons | $ 603.54 |
| Newspaper | 20.15 tons | $ 846.30 |
| | | $ 68,975.76 |

### 2. INCREASE RECYCLING:

An alternative to discontinuing recycling may be to increase recycling.

| FY 2010 | Recycling tons | Recycling Revenues | Disposal Costs | Net Cost | Savings |
|---|---|---|---|---|---|
| Current | 1,642.28 | $ 47,821.64 | 0 | $ 248,000 | $0 |
| | | | | | |
| Increase Recycling by 10 % | 1806.51 | $ 52,606 | 0 | $ 243,000 | $5,000 |
| Increase Recycling by 20% | 1970.7 | $ 57,387 | 0 | $ 238,500 | $9,500 |

Note: The Town currently recycles about 14.9 % of the waste stream collected by Town forces.

# FY 12 Budget Summary by Fund Type, Revenues and Expenditures

| | General | Debt Service | Capital Projects | Enterprise | Internal Service | Trust & Agency | Totals |
|---|---|---|---|---|---|---|---|
| **Revenues** | | | | | | | |
| Ad Valorem Taxes | $35,928,100 | $0 | $0 | $0 | $0 | $0 | $35,928,100 |
| Non Ad Valorem Taxes | 7,642,000 | 0 | 0 | 0 | 0 | 0 | 7,642,000 |
| Licenses and Permits | 5,797,800 | 0 | 0 | 0 | 0 | 0 | 5,797,800 |
| Intergovernmental | 1,082,000 | 0 | 0 | 0 | 0 | 0 | 1,082,000 |
| Charges for Services | 3,711,736 | 0 | 0 | 4,666,300 | 8,291,475 | 0 | 16,669,511 |
| Fines and Forfeitures | 1,111,000 | 0 | 0 | 0 | 0 | 0 | 1,111,000 |
| Contributions | 0 | 0 | 10,000 | 0 | 0 | 8,784,841 | 8,794,841 |
| Interest Earnings | 1,110,000 | 1,500 | 242,000 | 16,500 | 153,000 | 3,646,000 | 5,169,000 |
| Miscellaneous | 242,200 | 0 | 0 | 0 | 30,000 | 0 | 272,200 |
| Special Assessments | 0 | 0 | 1,079,000 | 0 | 0 | 0 | 1,079,000 |
| Interfund Transfers | 800,000 | 4,489,800 | 4,960,000 | 0 | 0 | 0 | 10,249,800 |
| Subtotal | 57,424,836 | 4,491,300 | 6,291,000 | 4,682,800 | 8,474,475 | 12,430,841 | 93,795,252 |
| Appropriations from Fund Balance | 1,433,600 | 5,300 | 27,931,000 | 17,875 | 3,979,733 | 8,162,959 | 41,530,467 |
| Total Revenues | $58,858,436 | $4,496,600 | $34,222,000 | $4,700,675 | $12,454,208 | $20,593,800 | $135,325,719 |
| **Expenditures** | | | | | | | |
| Salaries and Wages | $24,157,974 | $0 | $0 | $1,340,100 | $121,007 | $38,300 | $25,657,381 |
| Employee Benefits | 12,199,091 | 0 | 0 | 380,425 | 5,190,222 | 2,293,571 | 20,063,309 |
| Contractual | 7,473,563 | 0 | 221,200 | 1,129,050 | 1,651,611 | 17,392,800 | 27,868,224 |
| Commodities | 1,549,654 | 0 | 0 | 218,600 | 3,600 | 300 | 1,772,154 |
| Capital Outlay | 179,000 | 0 | 32,720,000 | 37,000 | 1,481,550 | 0 | 34,417,550 |
| Depreciation | 1,859,768 | 0 | 0 | 515,000 | 0 | 0 | 2,374,768 |
| Debt Service | 0 | 4,484,600 | 0 | 0 | 0 | 0 | 4,484,600 |
| Interfund Transfers | 8,460,000 | 0 | 864,300 | 925,500 | 0 | 0 | 10,249,800 |
| Other | 2,979,386 | 11,500 | 181,000 | 155,000 | 4,000,000 | 0 | 7,326,886 |
| Subtotal | 58,858,436 | 4,496,100 | 33,986,500 | 4,700,675 | 12,447,990 | 19,724,971 | 134,214,672 |
| Transfer to Fund Balance/Retained Earnings | 0 | 500 | 235,500 | 0 | 6,218 | 868,829 | 1,111,047 |
| Total Expenditures | $58,858,436 | $4,496,600 | $34,222,000 | $4,700,675 | $12,454,208 | $20,593,800 | $135,325,719 |

## Financial Ratios

| | General | Debt Service | Capital Projects | Enterprise | Internal Service | Trust & Agency | Total |
|---|---|---|---|---|---|---|---|
| Ad Valorem Taxes as percentage of total fund budget | 61.04% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 26.55% |
| Ad Valorem Taxes per capita (9,735 population) | $3,691 | $0 | $0 | $0 | $0 | $0 | $3,691 |
| Total expenditures per capita (9,735 population) | $6,046 | $462 | $3,515 | $483 | $1,279 | $2,115 | $13,901 |
| Personnel as a percentage of the total budget | 41.04% | 0.00% | 0.00% | 28.51% | 0.97% | 0.19% | 18.96% |
| Capital expenditures as percentage of total fund budget | 0.30% | 0.00% | 95.61% | 0.79% | 11.90% | 0.00% | 25.43% |
| Capital expenditures per capita (9,735 population) | $18 | $0 | $3,361 | $4 | $152 | $0 | $3,535 |

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**Town of Palm Beach, Florida**
**General Fund Revenues and Expenditures**
**Budget Comparison**
**Fiscal Years 2011 - 2012**

| | Adopted Budget FY11 | Budget FY2012 | FY11 vs. FY12 $ Difference | FY11 vs. FY12 % Change |
|---|---|---|---|---|
| **Revenues** | | | | |
| Ad Valorem Taxes | $36,245,500 | $35,928,100 | -$317,400 | -0.9% |
| Non Ad Valorem Taxes | 7,829,000 | 7,642,000 | -$187,000 | -2.4% |
| Licenses & Permits | 6,104,300 | 5,797,800 | -$306,500 | -5.0% |
| Intergovernmental | 1,129,000 | 1,082,000 | -$47,000 | -4.2% |
| Charges for Services | 3,351,803 | 3,711,736 | $359,933 | 10.7% |
| Fines and Forfeitures | 841,000 | 1,111,000 | $270,000 | 32.1% |
| Investment Earnings | 1,366,000 | 1,110,000 | -$256,000 | -18.7% |
| Miscellaneous Revenues | 287,500 | 242,200 | -$45,300 | -15.8% |
| Interfund Transfers | 639,000 | 800,000 | $161,000 | 25.2% |
| Transfer from CIP | 1,400,000 | 0 | -$1,400,000 | 100.0% |
| Transfer From Fund Balance | 4,541,745 | 1,433,600 | -$3,108,145 | -68.4% |
| **Total Revenues** | **$63,734,848** | **$58,858,436** | **-$4,876,412** | **-7.7%** |
| **Expenditures** | | | | |
| **Department** | | | | |
| Legislative | $64,700 | $65,800 | $1,100 | 1.7% |
| General Government | 743,800 | 756,297 | $12,497 | 1.7% |
| Town Manager | 739,407 | 699,496 | -$39,911 | -5.4% |
| Advice and Litigation | 407,800 | 415,900 | $8,100 | 2.0% |
| Human Resources | 639,549 | 671,057 | $31,508 | 4.9% |
| Information Systems | 1,709,463 | 1,651,100 | -$58,363 | -3.4% |
| Finance | 1,885,390 | 1,760,314 | -$125,076 | -6.6% |
| Planning/Building/Zoning | 3,661,090 | 3,390,209 | -$270,881 | -7.4% |
| Library | 272,400 | 280,572 | $8,172 | 3.0% |
| Fire-Rescue | 13,529,929 | 11,000,000 | -$2,529,929 | -18.7% |
| Police | 14,630,636 | 12,211,577 | -$2,419,059 | -16.5% |
| Emergency Management | 48,900 | 48,900 | $0 | 0.0% |
| Public Works | 13,953,090 | 13,255,400 | -$697,690 | -5.0% |
| Contingency | 929,468 | 811,307 | -$118,161 | -12.7% |
| Transfer to Other Funds | 10,519,226 | 11,840,507 | $1,321,281 | 12.6% |
| **Total Expenditures** | **$63,734,848** | **$58,858,436** | **-$4,876,412** | **-7.7%** |
| **Revenues Over/(Under) Expenditures** | **$0** | **$0** | | |

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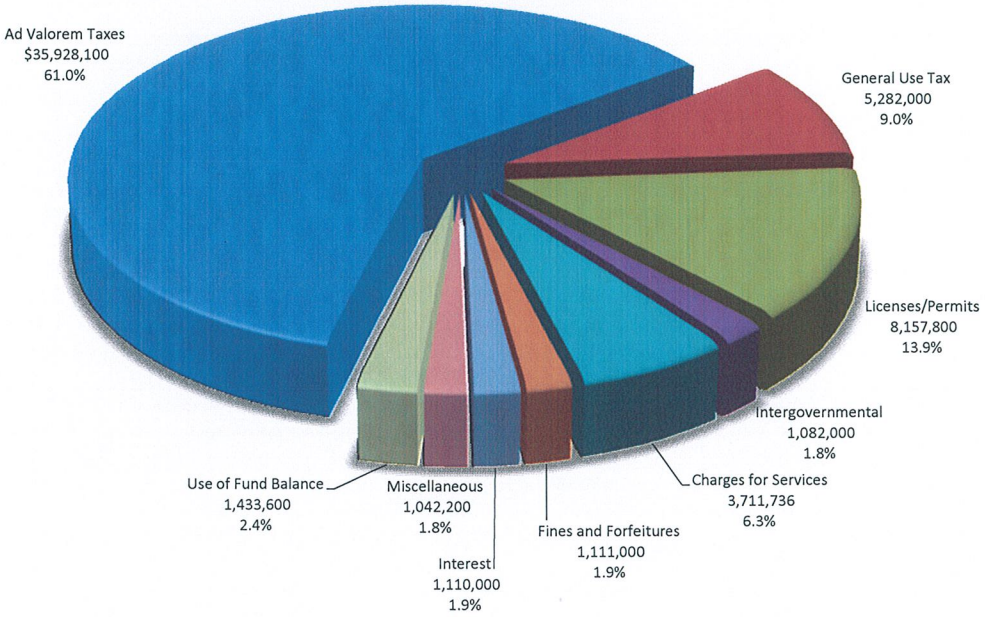
# General Fund Revenues

## Revenues by Type




| | | |
|---|---|---|
| Ad Valorem Taxes | $ | 35,928,100 |
| General Use Tax | | 5,282,000 |
| Licenses/Permits | | 8,157,800 |
| Intergovernmental | | 1,082,000 |
| Charges for Services | | 3,711,736 |
| Fines and Forfeitures | | 1,111,000 |
| Interest | | 1,110,000 |
| Miscellaneous | | 1,042,200 |
| Use of Fund Balance | | 1,433,600 |
| | $ | 58,858,436 |

# General Fund Revenues

| Acct # | Title | 2009 Actual | 2010 Actual | 2011 Budget | 2011 Projected | 2012 Budget | % Variance | % of Total Budget |
|---|---|---|---|---|---|---|---|---|
| **311.000** | **Ad Valorem Taxes** | | | | | | | |
| 311.100 | Current Ad Valorem Taxes | 42,684,473 | 40,783,538 | 36,245,500 | 36,245,463 | 35,928,100 | -0.88% | 61.04% |
| 311.200 | Back Taxes | 202,744 | 725,033 | - | - | - | 0.00% | 0.00% |
| | | 42,887,217 | 41,508,571 | 36,245,500 | 36,245,463 | 35,928,100 | -0.88% | 61.04% |
| **312.000** | **Sales, Use and Fuel Taxes** | | | | | | | |
| 312.410 | 1-6 Cents Local Opt Fuel Tax | 219,656 | 219,474 | 220,000 | 202,082 | 200,000 | -9.09% | 0.34% |
| 312.420 | 1-5 Cents Local Opt Fuel Tax | 104,421 | 102,195 | 107,000 | 95,790 | 100,000 | -6.54% | 0.17% |
| | | 324,077 | 321,669 | 327,000 | 297,872 | 300,000 | -8.26% | 0.51% |
| **314.000** | **Utility Services Taxes** | | | | | | | |
| 314.100 | Electricity Utility | 2,049,223 | 2,187,115 | 2,200,000 | 2,125,000 | 2,200,000 | 0.00% | 3.74% |
| 314.200 | Simplified Telecom Tax | 1,206,636 | 1,172,387 | 1,250,000 | 1,125,000 | 1,125,000 | -10.00% | 1.91% |
| 314.300 | Water Utility | 1,098,824 | 1,248,114 | 1,250,000 | 1,370,000 | 1,400,000 | 12.00% | 2.38% |
| 314.400 | Gas Utility | 243,777 | 265,560 | 260,000 | 230,000 | 250,000 | -3.85% | 0.42% |
| 314.800 | Propane Utility | 9,628 | 6,683 | 7,000 | 7,000 | 7,000 | 0.00% | 0.01% |
| | | 4,608,088 | 4,879,859 | 4,967,000 | 4,857,000 | 4,982,000 | 0.30% | 8.46% |
| **316.000** | **Business Tax Receipts** | | | | | | | |
| 316.000 | Business Tax Receipts | 702,592 | 689,352 | 700,000 | 700,000 | 720,000 | 2.86% | 1.22% |
| 316.100 | Business Tax Receipt Penalties | 23,995 | 26,666 | 21,000 | 30,000 | 25,000 | 19.05% | 0.04% |
| | | 726,587 | 716,018 | 721,000 | 730,000 | 745,000 | 3.33% | 1.27% |
| **322.000** | **Building Permits** | | | | | | | |
| 322.100 | Building | 3,369,320 | 2,677,534 | 3,800,000 | 3,000,000 | 3,500,000 | -7.89% | 5.95% |
| 322.150 | Radon Gas | 28 | 22 | 100 | 100 | 100 | 0.00% | 0.00% |
| 322.200 | Electrical | 314,084 | 295,390 | 225,000 | 300,000 | 250,000 | 11.11% | 0.42% |
| 322.300 | Plumbing | 180,038 | 166,873 | 150,000 | 150,000 | 150,000 | 0.00% | 0.25% |
| 322.410 | Permit Penalty | - | - | - | 8,000 | 10,000 | 100.00% | 0.02% |
| 322.500 | Except/Var. App. | 127,850 | 121,200 | 110,000 | 140,000 | 120,000 | 9.09% | 0.20% |
| 322.510 | Consultants Fees | 24,190 | 18,711 | 20,000 | 20,000 | 15,000 | -25.00% | 0.03% |
| 322.520 | Special Plan Review Fee | 293,500 | 262,800 | 275,000 | 240,000 | 240,000 | -12.73% | 0.41% |
| 322.530 | Reinspection Fees | 2,450 | 2,775 | 5,000 | 4,000 | 5,000 | 0.00% | 0.01% |
| 322.700 | Special Detail - PZB | 3,120 | 2,550 | - | 2,000 | - | 0.00% | 0.00% |
| 322.750 | Abandonments | 2,948 | (1) | 1,000 | 1,000 | 1,000 | 0.00% | 0.00% |
| 322.800 | Architectural Fees | 118,486 | 99,020 | 110,000 | 105,000 | 105,000 | -4.55% | 0.18% |
| 322.850 | Landmarks Submittal | 15,245 | 18,470 | 15,000 | 15,000 | 15,000 | 0.00% | 0.03% |
| 322.860 | Tax Abatement Program | - | - | 1,200 | 1,200 | 1,200 | 0.00% | 0.00% |
| 322.900 | Mechanical Permits | 224,850 | 241,859 | 175,000 | 200,000 | 200,000 | 14.29% | 0.34% |
| 322.905 | Contractor Registration Fee | 13,356 | 10,800 | 10,000 | 10,000 | 10,000 | 0.00% | 0.02% |
| 322.910 | Landscape Permit | 2,450 | 135 | 10,000 | 10,000 | 50,000 | 400.00% | 0.08% |
| 322.915 | Miscellaneous Permit Fees | - | - | - | 6,000 | - | 0.00% | 0.00% |
| 322.920 | Building Permit Search Fee | 8,330 | 14,675 | 15,000 | 15,000 | 15,000 | 0.00% | 0.03% |
| 322.930 | Dune Vegetation Fee | 1,400 | 1,400 | 5,000 | 5,000 | 2,000 | -60.00% | 0.00% |
| 322.940 | Permit Revision Fee | - | - | 150,000 | 55,000 | 120,000 | -20.00% | 0.20% |
| | | 4,701,645 | 3,934,213 | 5,077,300 | 4,287,300 | 4,809,300 | -5.28% | 8.17% |
| **323.000** | **Franchise Fees** | | | | | | | |
| 323.100 | Electricity Franchise | 2,225,166 | 2,009,808 | 2,300,000 | 2,000,000 | 2,200,000 | -4.35% | 3.74% |
| 323.400 | Gas Franchise | 229,066 | 159,993 | 235,000 | 160,000 | 160,000 | -31.91% | 0.27% |
| | | 2,454,232 | 2,169,801 | 2,535,000 | 2,160,000 | 2,360,000 | -6.90% | 4.01% |
| **329.000** | **Other Licenses, Fees and Permits** | | | | | | | |
| 329.100 | Right Of Way Permits | 100,285 | 111,427 | 100,000 | 100,000 | 100,000 | 0.00% | 0.17% |
| 329.200 | Gainesville Plan | 4,330 | 5,190 | 8,000 | 5,300 | 10,000 | 25.00% | 0.02% |
| 329.300 | Arlington Plan | 10,005 | 10,385 | 18,000 | 10,000 | 20,000 | 11.11% | 0.03% |
| 329.470 | Flood Plain Management Permit Fee | - | - | 180,000 | 10,000 | 50,000 | -72.22% | 0.08% |
| 329.500 | Newsrack Enclosure Admin Fee | 530 | 323 | - | 500 | 500 | 100.00% | 0.00% |
| 329.930 | Charitable Solicitations Fee | 44,310 | 41,140 | 56,000 | 56,000 | 56,000 | 0.00% | 0.10% |
| 329.940 | Charitable Solicit. Adv. Fee | 4,200 | - | - | - | - | 0.00% | 0.00% |
| 329.960 | Char Solit Late Filing Fee | 475 | 200 | 5,000 | 7,000 | 7,000 | 40.00% | 0.01% |
| | | 164,135 | 168,665 | 367,000 | 188,800 | 243,500 | -33.65% | 0.41% |
| **331.000** | **Federal Grants** | | | | | | | |
| 331.220 | Bullet Proof Vests Grant | 3,401 | 2,527 | 4,000 | 4,000 | 4,000 | 0.00% | 0.01% |
| 331.230 | Fdle Justice Assistance Grant | - | 1,596 | 14,000 | 14,000 | 1,500 | -89.29% | 0.00% |
| 331.240 | Fema Grant - Fire-Rescue | - | - | - | 206,150 | - | 0.00% | 0.00% |
| | | 3,401 | 4,123 | 18,000 | 224,150 | 5,500 | -69.44% | 0.01% |
| **335.000** | **State Shared Revenues** | | | | | | | |
| 335.120 | State Revenue Sharing | 249,704 | 250,051 | 250,000 | 250,000 | 250,000 | 0.00% | 0.42% |
| 335.150 | Alcoholic Beverage Lic | 20,720 | 20,609 | 19,000 | 20,000 | 20,000 | 5.26% | 0.03% |
| 335.180 | Local Govt. Sales Tax | 602,980 | 603,022 | 650,000 | 620,000 | 620,000 | -4.62% | 1.05% |
| 335.230 | Fire Supplemental Compensation | 30,441 | 35,359 | 30,000 | 30,000 | 30,000 | 0.00% | 0.05% |
| 335.240 | 911 Equip Reimbursement | 176,165 | 70,297 | 110,000 | 110,000 | 106,000 | -3.64% | 0.18% |
| 335.290 | Seized Tag | 1,717 | 1,217 | 3,000 | 2,500 | 2,500 | -16.67% | 0.00% |
| 335.490 | Fuel Tax Refund | 9,815 | 9,575 | 9,000 | 11,500 | 10,000 | 11.11% | 0.02% |
| | | 1,091,542 | 990,130 | 1,071,000 | 1,044,000 | 1,038,500 | -3.03% | 1.76% |

# General Fund Revenues

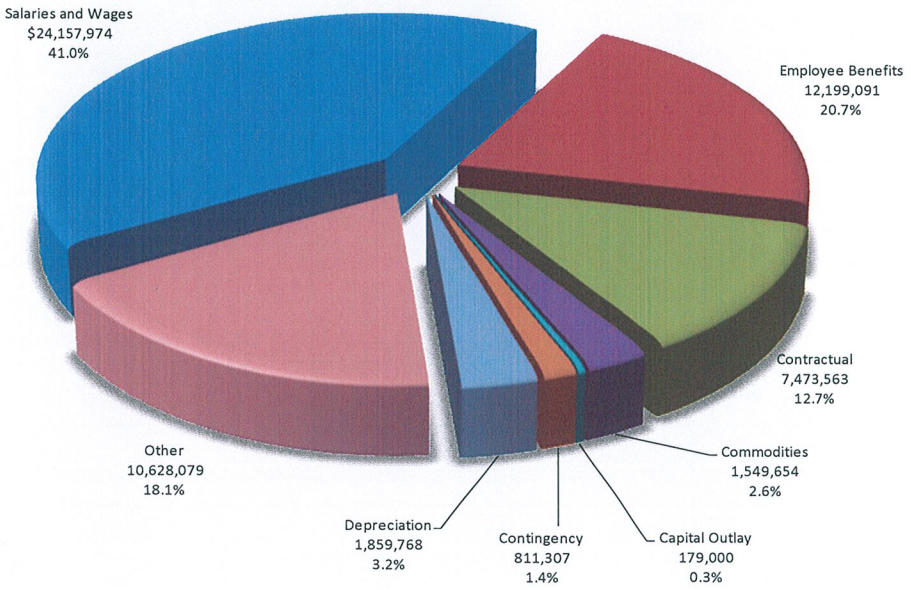
| Acct # | Title | 2009 Actual | 2010 Actual | 2011 Budget | 2011 Projected | 2012 Budget | % Variance | % of Total Budget |
|---|---|---|---|---|---|---|---|---|
| **337.000** | **Grants From Other Local Units** | | | | | | | |
| 337.200 | Ems Grant - Palm Beach County | 58,870 | - | - | - | - | 0.00% | 0.00% |
| | | 58,870 | - | - | - | - | 0.00% | 0.00% |
| **338.000** | **Shared Revenues-Other Local Units** | | | | | | | |
| 338.200 | County Occ. Licenses | 22,924 | 23,098 | 25,000 | 23,000 | 23,000 | -8.00% | 0.04% |
| 338.600 | $12.50 Citation Monies | 17,073 | 23,126 | 15,000 | 15,000 | 15,000 | 0.00% | 0.03% |
| | | 39,997 | 46,224 | 40,000 | 38,000 | 38,000 | -5.00% | 0.06% |
| **342.000** | **Public Safety** | | | | | | | |
| 342.100 | Special Assignment Ot - Other | 796,091 | 596,334 | 650,000 | 650,000 | 650,000 | 0.00% | 1.10% |
| 342.120 | Police Id Cards | 21,202 | 22,555 | 20,000 | 20,000 | 20,000 | 0.00% | 0.03% |
| 342.130 | Burglar Alarm False Alarm Fees | 91,400 | 88,870 | 75,000 | 90,000 | 90,000 | 20.00% | 0.15% |
| 342.140 | Burglar Alarm Registration Fee | 50,393 | 46,799 | 50,000 | 50,000 | 50,000 | 0.00% | 0.08% |
| 342.150 | Burglar Alarm - Penalties | 7,043 | 5,439 | 7,000 | 7,000 | 7,000 | 0.00% | 0.01% |
| 342.160 | Burglar Alarm - Direct Connect | 1,100 | 5,000 | 6,000 | 6,000 | 6,000 | 0.00% | 0.01% |
| 342.170 | Valet Parking Permit | 5,150 | 1,450 | 6,000 | 8,000 | 6,000 | 0.00% | 0.01% |
| 342.200 | Tent Permits | 3,311 | 3,115 | 6,000 | 8,000 | 8,000 | 33.33% | 0.01% |
| 342.210 | Special Detail-Fire | 47,114 | 43,903 | 55,000 | 55,000 | 55,000 | 0.00% | 0.09% |
| 342.220 | Fire Prev Bonfires | 300 | 3,300 | 3,000 | 4,000 | 3,000 | 0.00% | 0.01% |
| 342.225 | Fire Prev Fire Hydrant | 50 | - | 500 | 500 | 500 | 0.00% | 0.00% |
| 342.230 | Fire Prev Hot Work | 16,339 | 15,475 | 12,000 | 14,000 | 15,000 | 25.00% | 0.03% |
| 342.240 | Fire Prev Public Assembly | 1,773 | 2,505 | 2,000 | 2,000 | 2,000 | 0.00% | 0.00% |
| 342.250 | False Fire Alarms | 10,500 | 5,750 | 10,000 | 5,000 | 10,000 | 0.00% | 0.02% |
| 342.300 | Fire Prev Fireworks | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 0.00% | 0.02% |
| 342.500 | Bldg. Insp. Fund Fees | 38 | 54 | 100 | 4,000 | 100 | 0.00% | 0.00% |
| 342.510 | Fire Prev Technical Fire Insp | 39,527 | 25,413 | 40,000 | 40,000 | 40,000 | 0.00% | 0.07% |
| 342.520 | Fire Prev Annual Ins Fee | 111,548 | 123,516 | 120,000 | 120,000 | 120,000 | 0.00% | 0.20% |
| 342.600 | Ems Transport Fees | 326,308 | 451,417 | 345,000 | 345,000 | 450,000 | 30.43% | 0.76% |
| | | 1,539,187 | 1,450,895 | 1,417,600 | 1,438,500 | 1,542,600 | 8.82% | 2.62% |
| **343.000** | **Physical Enviornment** | | | | | | | |
| 343.400 | Special Solid Waste | 15,458 | 11,245 | 10,000 | 10,000 | 15,000 | 50.00% | 0.03% |
| 343.410 | Solid Waste | 825,367 | 814,063 | 816,900 | 816,900 | 848,000 | 3.81% | 1.44% |
| 343.430 | Comp. Garbage Collection Fee | 233,495 | 225,691 | 242,500 | 242,500 | 250,000 | 3.09% | 0.42% |
| 343.440 | SWA Recycling Revenue | - | 41,105 | 50,000 | 60,000 | 60,000 | 20.00% | 0.10% |
| 343.900 | Beach Cleaning Citizen's Assoc | 57,564 | 2,869 | - | - | - | 0.00% | 0.00% |
| 343.910 | Easement Acquisition | - | - | - | 1,000 | - | 0.00% | 0.00% |
| 343.920 | Historic Speciman Tree Fee | - | 3,978 | 4,000 | 4,000 | 5,000 | 25.00% | 0.01% |
| | | 1,131,884 | 1,098,951 | 1,123,400 | 1,134,400 | 1,178,000 | 4.86% | 2.00% |
| **344.000** | **Transportation** | | | | | | | |
| 344.505 | Prkg Meter Royal Palm Way Lot | 15,009 | 11,082 | 17,000 | 12,000 | 18,720 | 10.12% | 0.03% |
| 344.515 | Prkg Meter Ocean Front | 326,288 | 336,986 | 450,000 | 500,000 | 542,296 | 20.51% | 0.92% |
| 344.520 | Prkg Meter Lake Front | 56,795 | 54,438 | 63,000 | 56,000 | 123,760 | 96.44% | 0.21% |
| 344.525 | Prkg Meter Phipps Ocean Front | 90,791 | 87,483 | 122,000 | 100,000 | 100,000 | -18.03% | 0.17% |
| 344.530 | Prkg Meter Peruvian | 70,655 | 92,594 | 80,000 | 85,000 | 88,360 | 10.45% | 0.15% |
| 344.540 | Prkg Meter Bradley Place | 18,928 | 13,525 | 15,000 | 10,000 | 24,000 | 60.00% | 0.04% |
| 344.560 | Parking Meter Royal Palm Way | - | 34,152 | 25,000 | 42,000 | 42,000 | 68.00% | 0.07% |
| 344.599 | Other Parking Placard Programs | 828 | 2,165 | 2,500 | 10,000 | 10,000 | 300.00% | 0.02% |
| | | 579,294 | 632,425 | 774,500 | 815,000 | 949,136 | 22.55% | 1.61% |
| **349.000** | **Other Charges for Services** | | | | | | | |
| 349.310 | Bldg/Elec/Plumbing Code Sales | 138 | - | 100 | - | 100 | 0.00% | 0.00% |
| 349.320 | Map/Sales Code | - | - | 100 | - | 100 | 0.00% | 0.00% |
| 349.400 | Certification Copy | 267 | 1,023 | 503 | 500 | 500 | -0.60% | 0.00% |
| 349.420 | Misc Copies | 5,158 | 2,323 | 3,000 | 6,000 | 6,000 | 100.00% | 0.01% |
| 349.430 | Meeting Tapes Sales | 510 | 250 | 600 | 300 | 300 | -50.00% | 0.00% |
| 349.450 | Lien Search Fee | 12,031 | 19,183 | 20,000 | 25,000 | 25,000 | 25.00% | 0.04% |
| 349.480 | Microfiche/Scanned Documents | 9,514 | 10,036 | 12,000 | 10,000 | 10,000 | -16.67% | 0.02% |
| 349.500 | Data Processing Services | - | 835 | - | - | - | 0.00% | 0.00% |
| | | 27,618 | 33,650 | 36,303 | 41,800 | 42,000 | 15.69% | 0.07% |
| **351.000** | **Judgments and Fines** | | | | | | | |
| 351.100 | Fines - Other Parking | 344,665 | 216,157 | 325,000 | 325,000 | 500,000 | 53.85% | 0.85% |
| 351.110 | Fines - Parking Meters | 125,103 | 91,965 | 110,000 | 110,000 | 210,000 | 90.91% | 0.36% |
| 351.120 | Row Parking Violation Fines | 28,244 | 7,850 | 15,000 | 15,000 | 20,000 | 33.33% | 0.03% |
| 351.150 | Moving Violations | 40,665 | 38,046 | 40,000 | 40,000 | 40,000 | 0.00% | 0.07% |
| 351.160 | Court Order Badger | 1,582 | 7,760 | - | - | - | 0.00% | 0.00% |
| 351.300 | Revenue/2nd $ Funding | 5,100 | 5,450 | 6,000 | 6,000 | 6,000 | 0.00% | 0.01% |
| 351.600 | Boot Fees | 30,550 | 17,050 | 20,000 | 25,000 | 25,000 | 25.00% | 0.04% |
| 351.800 | Penalty - Other Parking | 164,246 | 104,994 | 150,000 | 131,000 | 140,000 | -6.67% | 0.24% |
| 351.900 | Penalty - Parking Meters | 60,600 | 51,259 | 60,000 | 50,000 | 60,000 | 0.00% | 0.10% |
| | | 800,755 | 540,531 | 726,000 | 702,000 | 1,001,000 | 37.88% | 1.70% |
| **354.000** | **Violations of Local Ordinances** | | | | | | | |
| 354.400 | Code Compliance Fines | 337,997 | 45,742 | 100,000 | 375,000 | 100,000 | 0.00% | 0.17% |
| 354.410 | Code Compliance Admin Fee | 14,055 | 8,200 | 15,000 | 8,000 | 10,000 | -33.33% | 0.02% |
| | | 352,052 | 53,942 | 115,000 | 383,000 | 110,000 | -4.35% | 0.19% |

# General Fund Revenues

| Acct # | Title | 2009 Actual | 2010 Actual | 2011 Budget | 2011 Projected | 2012 Budget | % Variance | % of Total Budget |
|---|---|---|---|---|---|---|---|---|
| **361.000** | **Interest and Other Earnings** | | | | | | | |
| 361.100 | Interest - Checking | 30,474 | 26,754 | 40,000 | 15,000 | 25,000 | -37.50% | 0.04% |
| 361.120 | Fmivt Interest | 1,726,442 | 1,034,497 | 1,200,000 | 500,000 | 1,000,000 | -16.67% | 1.70% |
| 361.125 | Fmivt Interest - Ecr | - | - | 6,000 | - | - | -100.00% | 0.00% |
| 361.130 | PFM/TD Bank Interest Income | - | 24,203 | 60,000 | 10,000 | 25,000 | -58.33% | 0.04% |
| 361.131 | PFM/TD Bank Interest Income ECR | - | 649 | - | - | - | 0.00% | 0.00% |
| 361.150 | Investment Earnings/Ad Valorem | 95,887 | 82,873 | 60,000 | 60,000 | 60,000 | 0.00% | 0.10% |
| 361.161 | Evergreen MM Interest | 58,293 | 12 | - | - | - | 0.00% | 0.00% |
| 361.163 | Evergreen MM Interest ECR | 5,841 | 10 | - | - | - | 0.00% | 0.00% |
| 361.170 | Treasury Interest | 6,280 | - | - | - | - | 0.00% | 0.00% |
| | | 1,923,217 | 1,168,998 | 1,366,000 | 585,000 | 1,110,000 | -18.74% | 1.89% |
| **362.000** | **Rents and Royalties** | | | | | | | |
| 362.120 | Room Rental Dep - South Fire | 200 | 25 | - | - | - | 0.00% | 0.00% |
| 362.130 | Vending Machine Commissions | 320 | 237 | 500 | 300 | 500 | 0.00% | 0.00% |
| 362.140 | Rooftop Lease | 43,971 | 102,439 | 90,000 | 90,000 | 92,700 | 3.00% | 0.16% |
| | | 44,491 | 102,701 | 90,500 | 90,300 | 93,200 | 2.98% | 0.16% |
| **364.000** | **Disposition of Fixed Assets** | | | | | | | |
| 364.410 | Surplus Furn & Equipment | - | 256 | - | 2,300 | - | 0.00% | 0.00% |
| 364.430 | Sale of Land | - | 1,046,900 | - | - | - | 0.00% | 0.00% |
| | | - | 1,047,156 | - | 2,300 | - | 0.00% | 0.00% |
| **366.000** | **Contributions/Donations from Private Sources** | | | | | | | |
| 366.500 | Donations - Ibis Isle Landscape | | | | | | 0.00% | 0.00% |
| | | - | - | - | - | - | 0.00% | 0.00% |
| **369.000** | **Other Miscellaneous Revenues** | | | | | | | |
| 369.200 | Medical Care Guide | | | | | | 0.00% | 0.00% |
| 369.300 | Insurance Proceeds | 15,322 | 24,421 | - | - | - | 0.00% | 0.00% |
| 369.400 | Kreusler Park Admin | 61,388 | 37,381 | 54,000 | 54,000 | 55,000 | 1.85% | 0.09% |
| 369.500 | State Highway Lighting Maint | - | 71,243 | 70,000 | 70,000 | 70,000 | 0.00% | 0.12% |
| 369.540 | Rebate For Town Towing | 1,691 | 1,646 | 2,000 | 1,500 | 2,000 | 0.00% | 0.00% |
| 369.550 | Control Pay Advance Revenue Share | 1,013 | 1,911 | - | 2,000 | 2,000 | 100.00% | 0.00% |
| 369.990 | Miscellaneous Revenue | 79,211 | 52,387 | 10,000 | 435,000 | 20,000 | 100.00% | 0.03% |
| | | 158,625 | 188,989 | 136,000 | 562,500 | 149,000 | 9.56% | 0.25% |
| **381.000** | **Interfund Transfer** | | | | | | | |
| 381.180 | Use Of Fund Balance | - | - | 6,084,098 | - | 1,433,600 | -76.44% | 2.44% |
| 381.150 | Transfer From CIP | - | - | 1,400,000 | 1,400,000 | - | -100.00% | 0.00% |
| 381.970 | Interfd Transfer-Marina | 525,000 | 525,000 | 614,000 | 614,000 | 800,000 | 30.29% | 1.36% |
| 381.980 | Interfd Transfer - Golf | 25,000 | 25,000 | 25,000 | 25,000 | | -100.00% | 0.00% |
| | | 550,000 | 550,000 | 8,123,098 | 2,039,000 | 2,233,600 | -72.50% | 3.79% |
| | | 64,166,914 | 61,607,511 | 65,277,201 | 57,866,385 | 58,858,436 | -9.83% | 100.00% |

# General Fund Expenditures

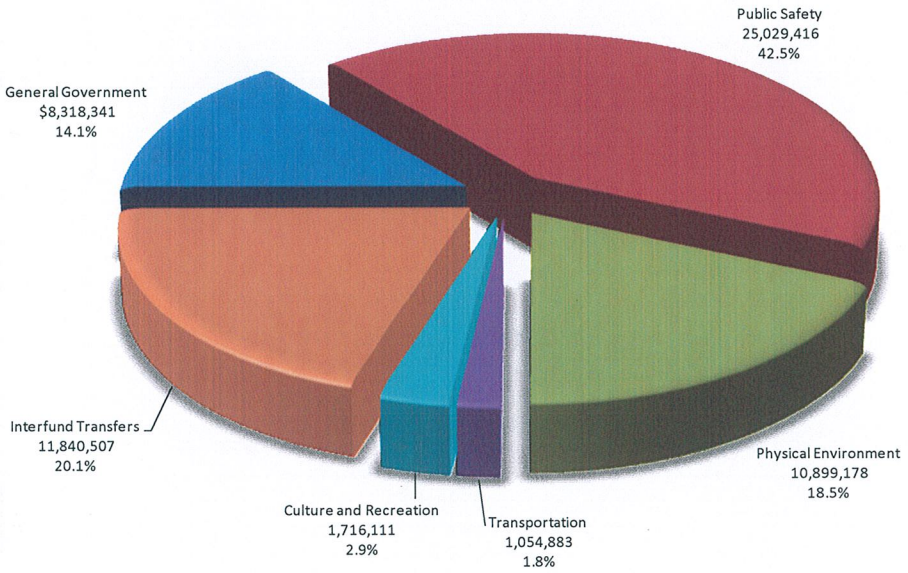
**Expenditures by Type**




| | | |
|---|---|---|
| Salaries and Wages | $ | 24,157,974 |
| Employee Benefits | | 12,199,091 |
| Contractual | | 7,473,563 |
| Commodities | | 1,549,654 |
| Capital Outlay | | 179,000 |
| Contingency | | 811,307 |
| Depreciation | | 1,859,768 |
| Other | | 10,628,079 |
| | $ | 58,858,436 |

# General Fund Expenditures

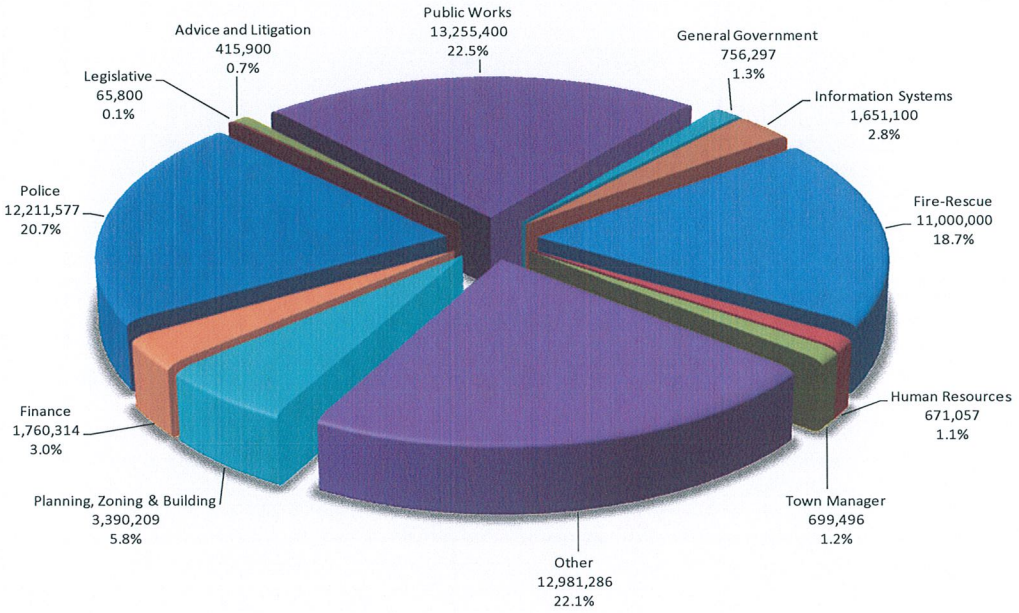
**Expenditures by Function**




| | | |
|---|---|---|
| General Government | $ | 8,318,341 |
| Public Safety | | 25,029,416 |
| Physical Environment | | 10,899,178 |
| Transportation | | 1,054,883 |
| Culture and Recreation | | 1,716,111 |
| Interfund Transfers | | 11,840,507 |
| | $ | 58,858,436 |

# General Fund Expenditures

**Expenditures by Department**




| | | |
|---|---|---|
| Legislative | $ | 65,800 |
| General Government | | 756,297 |
| Town Manager | | 699,496 |
| Advice and Litigation | | 415,900 |
| Information Systems | | 1,651,100 |
| Human Resources | | 671,057 |
| Finance | | 1,760,314 |
| Planning, Zoning & Building | | 3,390,209 |
| Fire-Rescue | | 11,000,000 |
| Police | | 12,211,577 |
| Public Works | | 13,255,400 |
| Other | | 12,981,286 |
| | $ | 58,858,436 |

# General Fund Expenditures

| Program | | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change | % of Total GF Budget |
|---|---|---|---|---|---|---|---|---|
| LEGISLATIVE | 111 | 115,179 | 110,603 | 82,434 | 66,290 | 65,800 | -20.18% | 0.11% |
| GENERAL GOVERNMENT | 113 | 1,842,778 | 1,861,964 | 974,246 | 939,058 | 756,297 | -22.37% | 1.28% |
| TOWN MANAGER'S OFFICE | 121 | 824,988 | 725,473 | 739,407 | 732,171 | 699,496 | -5.40% | 1.19% |
| ADVICE & LITIGATION | 122 | 475,310 | 478,667 | 410,620 | 487,200 | 415,900 | 1.29% | 0.71% |
| INFORMATION SYSTEMS | 125 | 2,139,389 | 1,832,402 | 1,740,978 | 1,706,763 | 1,651,100 | -5.16% | 2.81% |
| HUMAN RESOURCES | 123 | 655,429 | 602,351 | 648,124 | 639,549 | 671,057 | 3.54% | 1.14% |
| FINANCE | | | | | | | | |
| Records Management | 131 | 353,158 | 286,518 | 326,532 | 261,026 | 292,012 | -10.57% | 0.50% |
| Financial Management | 141 | 1,039,216 | 1,008,509 | 1,063,219 | 1,007,619 | 976,668 | -8.14% | 1.66% |
| Purchasing | 144 | 496,846 | 479,116 | 495,639 | 495,639 | 491,634 | -0.81% | 0.84% |
| | | 1,889,220 | 1,774,143 | 1,885,390 | 1,764,284 | 1,760,314 | -6.63% | 2.99% |
| PLANNING/ZONING/BUILDING | | | | | | | | |
| Planning & Zoning | 211 | 657,133 | 633,574 | 574,206 | 574,206 | 541,770 | -5.65% | 0.92% |
| Permit Issuance | 212 | 1,028,903 | 963,562 | 1,067,740 | 1,037,356 | 945,300 | -11.47% | 1.61% |
| Inspection/Compliance | 213 | 1,142,542 | 1,136,919 | 1,109,654 | 1,109,654 | 1,073,500 | -3.26% | 1.82% |
| Landmarks Preservation | 214 | 147,407 | 158,664 | 173,851 | 140,120 | 134,200 | -22.81% | 0.23% |
| Fire Prevention | 215 | 429,691 | 568,327 | 494,890 | 496,540 | 370,400 | -25.16% | 0.63% |
| Code Enforcement | 216 | 395,289 | 327,419 | 309,102 | 254,936 | 325,039 | 5.16% | 0.55% |
| | | 3,800,965 | 3,788,465 | 3,729,443 | 3,612,812 | 3,390,209 | -9.10% | 5.76% |
| LIBRARY SERVICES | 321 | 272,400 | 272,400 | 272,400 | 272,400 | 280,572 | 3.00% | 0.48% |
| FIRE-RESCUE | | | | | | | | |
| Fire Administration | 411 | 810,944 | 912,714 | 860,530 | 753,212 | 650,100 | -24.45% | 1.10% |
| Operations | 417 | 10,943,245 | 11,267,730 | 11,762,705 | 11,663,291 | 9,538,000 | -18.91% | 16.20% |
| Training | 418 | 273,454 | 253,162 | 338,867 | 338,861 | 249,200 | -26.46% | 0.42% |
| Beach Rescue | 432 | 734,588 | 769,729 | 806,703 | 744,303 | 562,700 | -30.25% | 0.96% |
| | | 12,762,231 | 13,203,335 | 13,768,805 | 13,499,667 | 11,000,000 | -20.11% | 18.69% |
| POLICE | | | | | | | | |
| Administrative Management | 421 | 1,018,707 | 1,037,683 | 990,830 | 979,762 | 876,628 | -11.53% | 1.49% |
| Org Crime/Vice/Narcotics | 422 | 692,613 | 633,959 | 797,730 | 661,567 | 619,702 | -22.32% | 1.05% |
| Records Information Systems | 423 | 256,601 | 214,130 | 198,232 | 195,035 | 137,509 | -30.63% | 0.23% |
| Training/Per/Pub Enf | 424 | 296,706 | 289,355 | 248,937 | 323,739 | 286,317 | 15.02% | 0.49% |
| Communications | 425 | 1,735,782 | 1,648,757 | 1,595,295 | 1,353,720 | 1,237,031 | -22.46% | 2.10% |
| Crime Scene/Evidence | 426 | 386,326 | 367,839 | 344,318 | 333,814 | 243,886 | -29.17% | 0.41% |
| Patrol Services | 428 | 8,757,286 | 8,404,673 | 8,713,884 | 8,621,406 | 7,291,585 | -16.32% | 12.39% |
| Criminal Investigation | 429 | 1,095,085 | 1,178,029 | 1,184,970 | 1,159,380 | 967,880 | -18.32% | 1.64% |
| Parking Control | 430 | 659,937 | 670,672 | 616,601 | 609,811 | 551,039 | -10.63% | 0.94% |
| | | 14,899,043 | 14,445,097 | 14,690,797 | 14,238,234 | 12,211,577 | -16.88% | 20.75% |
| PUBLIC WORKS | | | | | | | | |
| Administrative Management | 511 | 845,750 | 858,727 | 910,022 | 910,022 | 800,285 | -12.06% | 1.36% |
| Street Repair/Maintenance | 521 | 564,199 | 275,423 | 421,534 | 421,534 | 363,293 | -13.82% | 0.62% |
| Traffic Control | 523 | 210,416 | 207,694 | 221,253 | 221,253 | 215,734 | -2.49% | 0.37% |
| Streeet Lighting | 524 | 473,836 | 426,191 | 476,761 | 476,761 | 475,856 | -0.19% | 0.81% |
| Storm Sewer Maintenance | 531 | 792,141 | 629,337 | 858,206 | 858,206 | 802,084 | -6.54% | 1.36% |
| Sanitary Sewer Maintenance | 532 | 1,260,970 | 1,263,830 | 1,325,752 | 1,325,752 | 1,257,375 | -5.16% | 2.14% |
| Sanitary Sewer Treatment | 533 | 1,438,498 | 1,480,304 | 2,335,084 | 2,335,084 | 1,616,466 | -30.77% | 2.75% |
| Residential Collection | 541 | 855,730 | 869,185 | 890,582 | 890,582 | 841,640 | -5.50% | 1.43% |
| Commercial Collection | 542 | 944,259 | 934,371 | 1,035,463 | 1,035,463 | 975,849 | -5.76% | 1.66% |
| Refuse Disposal | 543 | 48,307 | 60,147 | 111,980 | 111,980 | 100,000 | -10.70% | 0.17% |
| Yard Trash Collection | 544 | 1,697,484 | 1,629,019 | 1,667,407 | 1,667,407 | 1,581,026 | -5.18% | 2.69% |
| Recycling | 545 | 295,132 | 299,248 | 304,373 | 304,373 | 261,350 | -14.13% | 0.44% |
| Beach Cleaning | 546 | 143,784 | 95,478 | 110,292 | 110,292 | 93,075 | -15.61% | 0.16% |
| Parks | 551 | 1,284,790 | 1,107,154 | 1,259,912 | 1,259,912 | 1,208,264 | -4.10% | 2.05% |
| Facilities Maintenance | 554 | 1,048,309 | 926,752 | 975,827 | 975,827 | 946,621 | -2.99% | 1.61% |
| Parking Meter Maint & Collections | 558 | 136,935 | 167,697 | 143,947 | 143,947 | 171,657 | 19.25% | 0.29% |
| General Engineering Services | 561 | 548,050 | 497,589 | 453,807 | 453,807 | 475,481 | 4.78% | 0.81% |
| Right of Way Inspections | 565 | 119,213 | 117,034 | 125,242 | 125,242 | 98,843 | -21.08% | 0.17% |
| Equip Operations/Maintenance | 571 | 548,283 | 580,815 | 579,571 | 579,571 | 544,501 | -6.05% | 0.93% |
| Coastal Management | 581 | 769,820 | 532,893 | 793,450 | 793,450 | 426,000 | -46.31% | 0.72% |
| | | 14,025,906 | 12,958,888 | 15,000,465 | 15,000,465 | 13,255,400 | -11.63% | 22.52% |
| TRANSFER TO OTHER FUNDS | | | | | | | | |
| Cap Impr Program (307/308/310/320) | 611 | 1,817,000 | 4,828,957 | 500,000 | 500,000 | 1,000,000 | 100.00% | 1.70% |
| Coastal Protection Fund (309) | 611 | 2,000,000 | 1,046,900 | 3,090,000 | 3,090,000 | 3,960,000 | 28.16% | 6.73% |
| Debt Service Fund (205)) | 612 | 3,790,000 | 3,922,000 | 3,500,000 | 3,500,000 | 3,500,000 | 0.00% | 5.95% |
| Group Health Retirees (610) | 621 | 1,649,000 | 1,550,000 | 1,533,000 | 1,533,000 | 1,493,000 | -2.61% | 2.54% |
| Risk-W/C,Liab,Prop (501) | 622 | 1,918,000 | 1,904,463 | 1,896,226 | 1,896,226 | 1,887,507 | -0.46% | 3.21% |
| Employee Retirement Fund (600) | 624 | - | - | - | - | - | 0.00% | 0.00% |
| | | 11,174,000 | 13,252,320 | 10,519,226 | 10,519,226 | 11,840,507 | 12.56% | 20.12% |
| EMERGENCY/DISASTER RESPONSE | 710 | 1,003,769 | 57,901 | 48,900 | 48,900 | 48,900 | 0.00% | 0.08% |
| CONTINGENT APPROPRIATIONS | 711 | - | - | 929,468 | - | 811,307 | -12.71% | 1.38% |
| General Operating Fund (001) Total | | 54,706,607 | 52,111,689 | 54,921,477 | 53,007,793 | 47,017,929 | -14.39% | 79.88% |
| Transfers to Other Funds | | 11,174,000 | 13,252,320 | 10,519,226 | 10,519,226 | 11,840,507 | 12.56% | 20.12% |
| TOTAL GENERAL FUND | | 65,880,607 | 65,364,009 | 65,440,703 | 63,527,019 | 58,858,436 | -10.06% | 100.00% |

# 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, National 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | - | - | - | - | - | 0.00% |
| Employee Benefits | - | - | - | - | - | 0.00% |
| Contractual | 101,797 | 100,487 | 71,334 | 55,165 | 53,300 | -25.28% |
| Commodities | 13,382 | 10,116 | 11,100 | 11,125 | 12,500 | 12.61% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 115,179 | 110,603 | 82,434 | 66,290 | 65,800 | -20.18% |

**Contractual:**
The decrease is due to a reduction in the costs for state and federal lobbying services.

**Commodities:**
Membership dues were increased to reflect slight increases for the various local organizations and the addition of the Florida League of Cities.

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# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | - | - | - | - | - | 0.00% |
| Employee Benefits | 1,539,181 | 1,445,576 | 714,000 | 714,000 | 622,600 | -12.80% |
| Contractual | 278,484 | 377,719 | 257,846 | 222,658 | 133,500 | -48.22% |
| Commodities | - | - | - | - | - | 0.00% |
| Capital Outlay | 22,713 | 36,269 | - | - | - | 0.00% |
| Depreciation | 2,400 | 2,400 | 2,400 | 2,400 | 197 | -91.79% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,842,778 | 1,861,964 | 974,246 | 939,058 | 756,297 | -22.37% |

**Employee Benefits:**
FY2011 was the last year of payouts under the Town's 2008 Early Retirement Incentive Program.

**Contractual:**
The decrease in commodities is due to expenditures that have been funded through contingency allocations. This includes the Internal Auditor, Palm Beach Island Cats donation, and the Energy Efficiency matching grant funds. Decreases were offset by the addition of $100,000 for the Town's share of the cost of the County's Inspector General and a 15% increase in the allocation for holiday decorations.

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# 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 to promote 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 593,467 | 502,137 | 500,184 | 500,184 | 514,262 | 2.81% |
| Employee Benefits | 212,367 | 207,443 | 214,223 | 214,223 | 160,234 | -25.20% |
| Contractual | 9,124 | 7,338 | 15,800 | 8,879 | 15,900 | 0.63% |
| Commodities | 10,030 | 8,555 | 9,200 | 8,885 | 9,100 | -1.09% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 824,988 | 725,473 | 739,407 | 732,171 | 699,496 | -5.40% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Town Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Town Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Director of Recreation and Special Projects | - | - | - | - | 0.10 |
| Assistant Town Manager | 1.00 | 1.00 | 1.00 | - | - |
| Executive Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| | 6.00 | 6.00 | 6.00 | 5.00 | 5.10 |

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# 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.

## Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | - | - | - | - | - | 0.00% |
| Employee Benefits | - | - | - | - | - | 0.00% |
| Contractual | 475,310 | 478,667 | 410,620 | 487,200 | 415,900 | 1.29% |
| Commodities | - | - | - | - | - | 0.00% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 475,310 | 478,667 | 410,620 | 487,200 | 415,900 | 1.29% |

**Contractual:**
The litigation-labor account was increased due to anticipated costs for labor issues.

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# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 485,716 | 485,364 | 483,100 | 482,600 | 488,300 | 1.08% |
| Employee Benefits | 185,380 | 202,482 | 228,763 | 228,763 | 167,500 | -26.78% |
| Contractual | 649,568 | 629,689 | 618,320 | 589,500 | 601,400 | -2.74% |
| Commodities | 102,022 | 89,246 | 60,295 | 58,400 | 75,400 | 25.05% |
| Capital Outlay | 386,703 | 95,621 | 20,500 | 17,500 | 17,500 | -14.63% |
| Depreciation | 330,000 | 330,000 | 330,000 | 330,000 | 301,000 | -8.79% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 2,139,389 | 1,832,402 | 1,740,978 | 1,706,763 | 1,651,100 | -5.16% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual**:
Savings generated by the elimination of Business Recovery Services and reduction of Internet costs. These savings are somewhat offset by the increase in Software Maintenance costs.

**Commodities**:
Increase in Hardware under $1,500 costs over last year's reduced amount. This increase will bring the cost back to a normal annual amount that will be maintained in future years.

**Capital Outlay:**
Reduction in the purchase of Hardware over $1,500 for FY12

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Information Systems Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Systems Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| GIS Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Information Systems Specialist | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |

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# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 363,230 | 301,376 | 334,356 | 334,356 | 335,727 | 0.41% |
| Employee Benefits | 158,365 | 166,729 | 166,021 | 164,241 | 113,021 | -31.92% |
| Contractual | 111,261 | 113,539 | 115,043 | 108,325 | 197,254 | 71.46% |
| Commodities | 21,073 | 19,207 | 31,204 | 31,127 | 24,305 | -22.11% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 1,500 | 1,500 | 1,500 | 1,500 | 750 | -50.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 655,429 | 602,351 | 648,124 | 639,549 | 671,057 | 3.54% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
The proposed 71.46% increase to contractual costs is predominantly due to the addition of non-recurring projects that, once implemented, will maintain currency with Department of Labor and related employment regulations; greatly improve operational efficiency; and streamline performance/position management. The first project is a town-wide analysis of position exemption status according to the Fair Labor Standards Act. This will ensure that positions are properly identified as being legally eligible or ineligible for overtime (non-exempt or exempt). As part of this project, position descriptions will be evaluated for accuracy and written in a manner that is in accordance with the Americans with Disabilities Act and its amendments. The development of a new performance evaluation system within the EDEN enterprise system is also proposed. Integrating the evaluation system within EDEN will eliminate redundancy in the evaluation process, improve the efficiency of processing annual performance evaluations for employees, and allow for the utilization of existing data within the EDEN system ensuring the integrity of the data. Performance evaluations are linked to pay-for-performance increases for our non-bargaining unit and bonus eligible employees; therefore, the reliability and accuracy of the system is paramount to ensuring the continued application of proper increases. Further, the system will integrate the vision and values of the Town with the updated job descriptions to ensure currency and relevancy of each evaluation. Finally, as the Department works to evaluate and improve operations and services, we have found it necessary to contract on a negligible scale with Tyler Technologies to redesign elements of EDEN based on organizational needs that, when complete, will improve position budgeting capabilities.

The recurring items that contributed to increases within the Contractual program items relates to recruitment and employee training. Additional funding has been allocated for the development and delivery of town wide training programs that will include employment law and supervisory skills. There is also an insignificant increase is required due to changes in Florida statutes which requires advanced pre-

employment background screening of those who work with children. This applies to existing employees, new hires, and volunteers within the summer camp and other Recreation Department programs. The additional cost is approximately $40 per screening.

**Commodities:**
Reductions in this area are a result of an evaluation of medical supplies and testing services associated with the Town Clinic and the ability to maintain flat inventory levels during periods of minimal recruitment activity.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Director of Human Resources | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 |
| Assistant Director | 1.00 | 0.80 | 0.80 | 0.60 | 0.60 |
| Occupational Health Nurse | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Analyst | 0.30 | 0.60 | 0.60 | 0.90 | 0.90 |
| HR Assistant | 1.30 | 1.25 | 1.25 | 0.90 | 0.90 |
| Secretary II/Clinic (p/t) | 0.50 | 0.50 | 0.50 | 0.37 | 0.37 |
| | 4.90 | 4.95 | 4.95 | 4.57 | 4.57 |

# DEPARTMENT: FINANCE

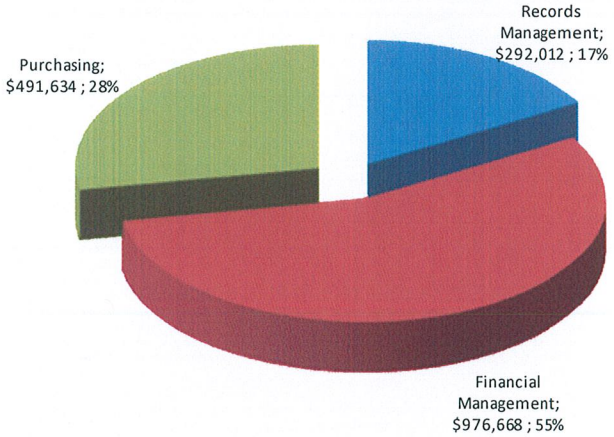
**Mission:** The Finance Department is dedicated to providing the highest quality service through a commitment to excellence, integrity and teamwork. We serve the finance, purchasing and record management needs of the Town Council, citizens, Town Manager, Town employees and general public. We provide 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Charitable Solicitations Fee | 44,310 | 41,140 | 56,000 | 56,000 | 56,000 | 0.00% |
| Charitable Solicit. Adv. Fee | 4,200 | - | - | - | - | 0.00% |
| Char Solit Late Filing Fee | 475 | 200 | 5,000 | 7,000 | 7,000 | 40.00% |
| Meeting Tapes Sales | 510 | 250 | 600 | 300 | 300 | -50.00% |
| Lien Search Fee | 12,031 | 19,183 | 20,000 | 25,000 | 25,000 | 25.00% |
| Control Pay Advance Revenue Share | 1,013 | 1,911 | - | 2,000 | 2,000 | 100.00% |
| | 62,539 | 62,684 | 81,600 | 90,300 | 90,300 | 10.66% |

## Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 1,160,643 | 1,090,809 | 1,118,900 | 1,050,794 | 1,147,815 | 2.58% |
| Employee Benefits | 489,453 | 483,725 | 535,740 | 533,515 | 377,586 | -29.52% |
| Contractual | 209,836 | 163,323 | 201,620 | 154,174 | 208,000 | 3.16% |
| Commodities | 23,839 | 30,886 | 23,730 | 20,401 | 22,950 | -3.29% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 5,449 | 5,400 | 5,400 | 5,400 | 3,963 | -26.61% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,889,220 | 1,774,143 | 1,885,390 | 1,764,284 | 1,760,314 | -6.63% |




| | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|
| Total Full Time Equivalent Employees | 17.95 | 17.45 | 17.45 | 17.95 |

Changes in FTEs:

- +.5 Public Works Purchasing Coordinator

# 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 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 197,329 | 169,903 | 169,306 | 137,000 | 162,534 | -4.00% |
| Employee Benefits | 83,308 | 78,579 | 89,456 | 89,031 | 55,482 | -37.98% |
| Contractual | 66,498 | 33,963 | 61,970 | 30,224 | 68,250 | 10.13% |
| Commodities | 4,723 | 2,773 | 4,500 | 3,471 | 4,600 | 2.22% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 1,300 | 1,300 | 1,300 | 1,300 | 1,146 | -11.85% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 353,158 | 286,518 | 326,532 | 261,026 | 292,012 | -10.57% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases. Decreased due to recent turnover in Town Clerk position.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Increased educational reimbursement expenses due to an additional employee pursuing a work related degree. Amount also increased for the scanning of historical documents.

**Commodities:**
Increased cost of publications

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Town Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Document Management Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Secretary III | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |

# 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
- Development 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
- Participate in professional organizations to stay current and seek validation

## Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 625,780 | 596,069 | 624,800 | 589,000 | 628,700 | 0.62% |
| Employee Benefits | 265,082 | 267,935 | 291,319 | 289,519 | 207,200 | -28.88% |
| Contractual | 133,738 | 122,036 | 132,100 | 116,400 | 128,700 | -2.57% |
| Commodities | 12,916 | 20,769 | 13,300 | 11,000 | 11,700 | -12.03% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 1,700 | 1,700 | 1,700 | 1,700 | 368 | -78.35% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,039,216 | 1,008,509 | 1,063,219 | 1,007,619 | 976,668 | -8.14% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Printing budget decreased due to effort to produce items in house rather than contracting the work. Postage budget also decreased due to adjustment to historical usage.

**Commodities:**
Decrease in office supply cost.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Finance Director | 1.00 | 0.95 | 0.95 | 0.95 | 0.95 |
| Assistant Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Assistant | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| Accounting Clerk | 4.00 | 4.00 | 3.00 | 3.00 | 3.00 |
| Secretary | 1.00 | 1.00 | 1.00 | - | - |
| Payroll Specialist | - | - | 1.00 | 1.00 | 1.00 |
| | 9.00 | 8.95 | 8.95 | 8.95 | 8.95 |

# PROGRAM: PURCHASING 144

**Mission:** The Purchasing Division provides professional procurement services to the Town Departments while ensuring compliance with 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 337,534 | 324,837 | 324,794 | 324,794 | 356,581 | 9.79% |
| Employee Benefits | 141,063 | 137,211 | 154,965 | 154,965 | 114,904 | -25.85% |
| Contractual | 9,600 | 7,324 | 7,550 | 7,550 | 11,050 | 46.36% |
| Commodities | 6,200 | 7,344 | 5,930 | 5,930 | 6,650 | 12.14% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 2,449 | 2,400 | 2,400 | 2,400 | 2,449 | 2.04% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 496,846 | 479,116 | 495,639 | 495,639 | 491,634 | -0.81% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Costs for administering annual inventory previously unbudgeted.

**Commodities:**
Increase in professional association membership dues and fuel.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Purchasing Agent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Purchasing Agent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Buyer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Purchasing Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Warehouse Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Purchasing Coordinator | - | - | - | - | 0.50 |
| Driver/Delivery Person | 1.00 | 1.00 | 0.50 | 0.50 | 0.50 |
| | 6.00 | 6.00 | 5.50 | 5.50 | 6.00 |

# DEPARTMENT: PLANNING, ZONING AND BUILDING

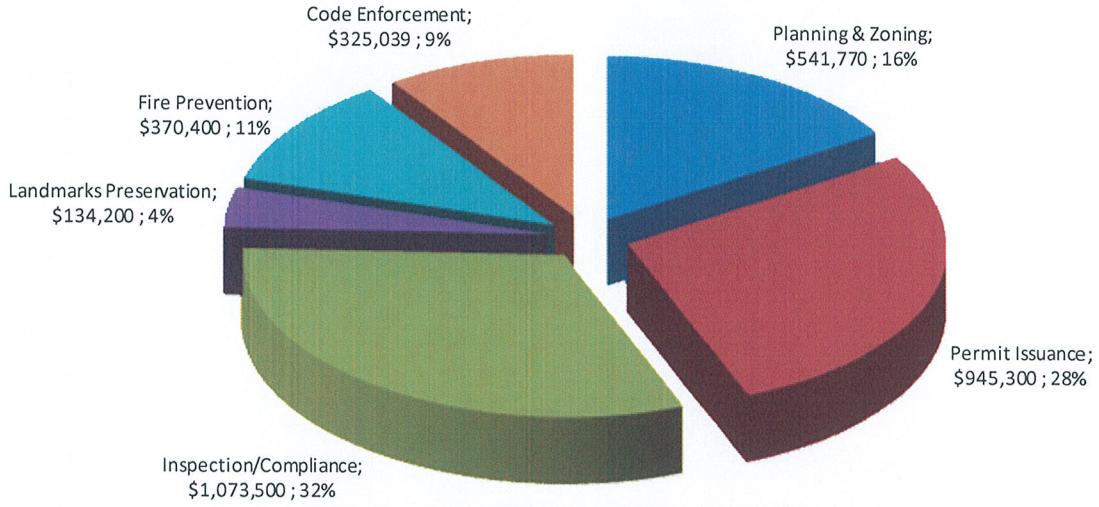
**Mission:** The Planning, Zoning and Building Department identifies, recommends and implements the vision of the community, as expressed through the policies of the Town Council, relative to the development, redevelopment and use of real property, to ensure the beauty, quality of life and character 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Business Tax Receipts | 702,592 | 689,352 | 700,000 | 700,000 | 720,000 | 2.86% |
| Business Tax Receipt Penalties | 23,995 | 26,666 | 21,000 | 30,000 | 25,000 | 19.05% |
| Building | 3,369,320 | 2,677,534 | 3,800,000 | 3,000,000 | 3,500,000 | -7.89% |
| Radon Gas | 28 | 22 | 100 | 100 | 100 | 0.00% |
| Electrical | 314,084 | 295,390 | 225,000 | 300,000 | 250,000 | 11.11% |
| Plumbing | 180,038 | 166,873 | 150,000 | 150,000 | 150,000 | 0.00% |
| Permit Penalty | - | - | - | 8,000 | 10,000 | 100.00% |
| Except/Var. App. | 127,850 | 121,200 | 110,000 | 140,000 | 120,000 | 9.09% |
| Consultants Fees | 24,190 | 18,711 | 20,000 | 20,000 | 15,000 | -25.00% |
| Special Plan Review Fee | 293,500 | 262,800 | 275,000 | 240,000 | 240,000 | -12.73% |
| Reinspection Fees | 2,450 | 2,775 | 5,000 | 4,000 | 5,000 | 0.00% |
| Special Detail - PZB | 3,120 | 2,550 | - | 2,000 | - | 0.00% |
| Abandonments | 2,948 | (1) | 1,000 | 1,000 | 1,000 | 0.00% |
| Architectural Fees | 118,486 | 99,020 | 110,000 | 105,000 | 105,000 | -4.55% |
| Landmarks Submittal | 15,245 | 18,470 | 15,000 | 15,000 | 15,000 | 0.00% |
| Tax Abatement Program | - | - | 1,200 | 1,200 | 1,200 | 0.00% |
| Mechanical Permits | 224,850 | 241,859 | 175,000 | 200,000 | 200,000 | 14.29% |
| Contractor Registration Fee | 13,356 | 10,800 | 10,000 | 10,000 | 10,000 | 0.00% |
| Landscape Permit | 2,450 | 135 | 10,000 | 10,000 | 50,000 | 400.00% |
| Miscellaneous Permit Fees | - | - | - | 6,000 | - | 0.00% |
| Building Permit Search Fee | 8,330 | 14,675 | 15,000 | 15,000 | 15,000 | 0.00% |
| Dune Vegetation Fee | 1,400 | 1,400 | 5,000 | 5,000 | 2,000 | -60.00% |
| Permit Revision Fee | - | - | 150,000 | 55,000 | 120,000 | -20.00% |
| Right Of Way Permits | 100,285 | 111,427 | 100,000 | 100,000 | 100,000 | 0.00% |
| County Occ. Licenses | 22,924 | 23,098 | 25,000 | 23,000 | 23,000 | -8.00% |
| Tent Permits | 3,311 | 3,115 | 6,000 | 8,000 | 8,000 | 33.33% |
| Bldg. Insp. Fund Fees | 38 | 54 | 100 | 4,000 | 100 | 0.00% |
| Bldg/Elec/Plumbing Code Sales | 138 | - | 100 | - | 100 | 0.00% |
| Map/Sales Code | - | - | 100 | - | 100 | 0.00% |
| Certification Copy | 267 | 1,023 | 503 | 500 | 500 | -0.60% |
| Microfiche/Scanned Documents | 9,514 | 10,036 | 12,000 | 10,000 | 10,000 | -16.67% |
| | 5,564,709 | 4,798,984 | 5,942,103 | 5,162,800 | 5,696,100 | -4.14% |

## Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 2,027,641 | 2,004,828 | 1,959,567 | 1,887,760 | 1,978,675 | 0.98% |
| Employee Benefits | 904,138 | 940,507 | 978,623 | 975,170 | 627,896 | -35.84% |
| Contractual | 765,775 | 774,700 | 689,433 | 650,162 | 680,560 | -1.29% |
| Commodities | 67,448 | 48,327 | 83,120 | 81,020 | 78,800 | -5.20% |
| Capital Outlay | 24,763 | 8,903 | 7,500 | 7,500 | 7,000 | -6.67% |
| Depreciation | 11,200 | 11,200 | 11,200 | 11,200 | 17,278 | 54.27% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 3,800,965 | 3,788,465 | 3,729,443 | 3,612,812 | 3,390,209 | -9.10% |




| | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|
| Full Time Equivalent Employees | 29.00 | 28.75 | 27.25 | 26.75 |

Changes to FTE's:

- Reallocation of Police Captain to the Police Department

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 316,387 | 310,637 | 313,700 | 313,700 | 318,700 | 1.59% |
| Employee Benefits | 109,634 | 111,538 | 125,904 | 125,904 | 87,300 | -30.66% |
| Contractual | 225,878 | 204,771 | 121,102 | 121,102 | 123,000 | 1.57% |
| Commodities | 5,234 | 6,628 | 13,500 | 13,500 | 12,600 | -6.67% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | 170 | 100.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 657,133 | 633,574 | 574,206 | 574,206 | 541,770 | -5.65% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
No significant increase.

**Commodities:**
Decrease due to reduction in office furniture purchases.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Director | 0.70 | 0.70 | 0.70 | 0.70 | 0.70 |
| Assistant Director | 1.00 | 0.35 | 0.35 | 0.35 | 0.35 |
| Zoning Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Development Review Specialist | - | 0.50 | 0.50 | 0.50 | 0.50 |
| Planning Administrator | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 |
| Administrative Aide | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Office Manager | 0.12 | 0.12 | 0.12 | 0.12 | 0.12 |
| | 3.72 | 3.57 | 3.57 | 3.57 | 3.57 |

# PROGRAM: PERMIT ISSUANCE 212

**Mission:** This division exists to provide for the life safety and welfare of Palm Beach citizens and visitors through the permitting and enforcement of building codes and accurate and accessible historical records of all Departmental files, and 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 568,977 | 541,351 | 563,384 | 533,000 | 541,700 | -3.85% |
| Employee Benefits | 240,517 | 226,364 | 253,667 | 253,667 | 163,500 | -35.55% |
| Contractual | 160,739 | 168,626 | 224,200 | 224,200 | 212,300 | -5.31% |
| Commodities | 31,307 | 15,718 | 21,389 | 21,389 | 20,800 | -2.75% |
| Capital Outlay | 24,763 | 8,903 | 2,500 | 2,500 | 7,000 | 180.00% |
| Depreciation | 2,600 | 2,600 | 2,600 | 2,600 | - | -100.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,028,903 | 963,562 | 1,067,740 | 1,037,356 | 945,300 | -11.47% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reduction due to decrease in digitations costs due to budget considerations.

**Commodities:**
Reduction due to decreased computer and furniture costs.

**Capital Outlay:**
Increase due to the purchase of storage shelving in the Records and Plan Review areas.

| Fund | Department | Program |
|---|---|---|
| 001 | 30 | 212 |
| General | Planning, Zoning and Building | Permit Issuance |

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Director | - | 0.15 | 0.15 | 0.15 | 0.15 |
| Assistant Director | - | 0.30 | 0.30 | 0.30 | 0.30 |
| Building Official | 1.00 | 0.50 | 0.50 | 0.50 | 0.50 |
| Planning Administrator | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| Administrative Aide | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| Chief Construction Inspectors | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| Combination Plan Reviewer | 0.70 | 0.70 | 0.70 | 0.70 | 0.70 |
| Development Geoprocessor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Project Engineer | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Development Permit Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 |
| Office Manager | 0.53 | 0.53 | 0.53 | 0.53 | 0.53 |
| Development Review Specialist | 1.00 | 1.00 | 0.50 | 1.00 | - |
| Development Review Coordinator | 1.50 | 1.50 | 1.50 | 0.50 | 0.50 |
| Office Assistant III | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | 9.13 | 9.08 | 8.58 | 8.08 | 8.08 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 606,353 | 578,302 | 582,300 | 582,300 | 584,800 | 0.43% |
| Employee Benefits | 222,167 | 237,905 | 250,623 | 250,623 | 180,000 | -28.18% |
| Contractual | 291,986 | 299,540 | 232,800 | 232,800 | 262,800 | 12.89% |
| Commodities | 13,436 | 12,572 | 30,331 | 30,331 | 29,400 | -3.07% |
| Capital Outlay | - | - | 5,000 | 5,000 | - | -100.00% |
| Depreciation | 8,600 | 8,600 | 8,600 | 8,600 | 16,500 | 91.86% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,142,542 | 1,136,919 | 1,109,654 | 1,109,654 | 1,073,500 | -3.26% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Increase in this category is attributable to the increased workload for inspections in FY11, and anticipated in FY12, as evidenced by larger projects currently commencing and under design in FY2011. This increase is shown in the contract inspections line item.

**Commodities:**
Reduction in costs is attributable to the conversion of printed codes and manuals to digitized versions, such as the new Florida Building Code to be issued in FY12.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Director | 0.20 | 0.10 | 0.10 | 0.10 | 0.10 |
| Assistant Director | - | 0.30 | 0.30 | 0.30 | 0.30 |
| Building Official | - | 0.50 | 0.50 | 0.50 | 0.50 |
| Administrative Aide | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 |
| Chief Construction Inspectors | 2.70 | 2.70 | 2.70 | 2.70 | 2.70 |
| Combination Inspector | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Combination Plan Reviewer | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| Storm Water Engineer | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Development Review Specialist | 1.00 | 0.50 | 0.50 | 0.50 | 0.50 |
| Development Review Coordinator | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| | 7.40 | 7.60 | 7.60 | 7.60 | 7.60 |

# 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 for Change" as directed by codes and policy
- Discuss and entertain requests for possible designation of properties as historic
- Maintain accurate records and files

## Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 52,367 | 54,618 | 54,400 | 54,400 | 55,200 | 1.47% |
| Employee Benefits | 21,886 | 22,759 | 25,520 | 25,520 | 16,300 | -36.13% |
| Contractual | 72,268 | 81,020 | 91,831 | 58,100 | 60,600 | -34.01% |
| Commodities | 886 | 267 | 2,100 | 2,100 | 2,100 | 0.00% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 147,407 | 158,664 | 173,851 | 140,120 | 134,200 | -22.81% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Actual difference in this category is minimal. Obligated funds were carried over from FY10 to FY11, which elevated budget levels for a one-year period only.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Director | 0.10 | 0.10 | 0.10 | 0.05 | 0.05 |
| Assistant Director | - | - | - | 0.05 | 0.05 |
| Planning Administrator | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| Office Manager | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 |
| | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |

# 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:

- Investigate all fires for cause and origin
- 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

## Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 233,889 | 335,588 | 263,960 | 265,860 | 264,300 | 0.13% |
| Employee Benefits | 180,236 | 212,862 | 224,130 | 224,180 | 97,100 | -56.68% |
| Contractual | 4,096 | 12,978 | - | - | 1,800 | 100.00% |
| Commodities | 11,470 | 6,899 | 6,800 | 6,500 | 7,200 | 5.88% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 429,691 | 568,327 | 494,890 | 496,540 | 370,400 | -25.16% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
The increase in this category covers the cost of required certifications for the Fire Marshal and Assistant Fire Marshal.

**Commodities:**
Cost increases are for essential publications such as the National Fire Protection Association codes and standards and the Florida Fire Prevention Code.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Fire Marshal | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Fire Marshal | 2.00 | 2.00 | 2.00 | 1.00 | 1.00 |
| Office Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | 4.00 | 4.00 | 4.00 | 3.00 | 3.00 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 249,668 | 184,332 | 181,823 | 138,500 | 213,975 | 17.68% |
| Employee Benefits | 129,698 | 129,079 | 98,779 | 95,276 | 83,696 | -15.27% |
| Contractual | 10,808 | 7,765 | 19,500 | 13,960 | 20,060 | 2.87% |
| Commodities | 5,115 | 6,243 | 9,000 | 7,200 | 6,700 | -25.56% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | 608 | 100.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 395,289 | 327,419 | 309,102 | 254,936 | 325,039 | 5.16% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases and a change in the distribution of the Parking/Code Enforcement Specialist position to 75% Code Enforcement Unit and 25% Parking Enforcement Unit (Program 430).

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Increase is the result of expenses associated with the calibration of sound meters and the cost to advertise delinquent code enforcement fines.

**Commodities:**
Reduction is the result of decreased external vehicle maintenance, uniform expenses, and other miscellaneous office supplies.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Support Services Captain | 0.50 | 0.50 | 0.50 | 0.50 | - |
| Support Services Sergeant | 0.50 | 0.50 | 0.50 | - | - |
| Code Enforcement Officer II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Code Enforcement Officer I | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 |
| Parking/Code Enforcement Manager | - | - | - | 0.50 | 0.50 |
| Parking/Code Enforcement Specialist | 0.50 | 0.75 | 0.75 | 0.75 | 0.75 |
| | 4.00 | 4.25 | 4.25 | 4.25 | 3.75 |

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# DEPARTMENT: FIRE-RESCUE

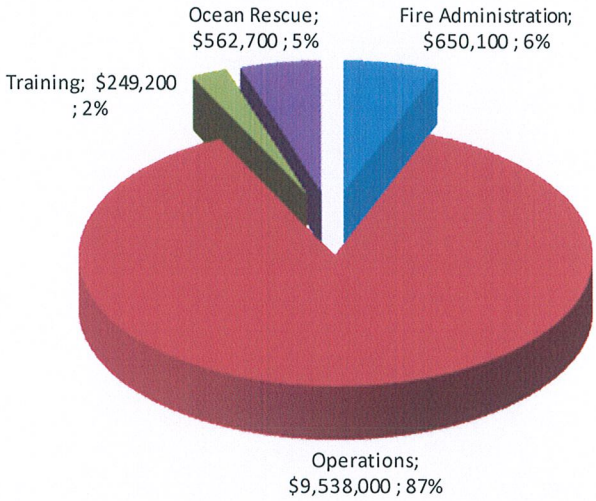
**Mission:** To provide for a high-quality of life for the residents and visitors to the Town of Palm Beach through the protection of life and property, provision of pre-hospital care for the sick and injured, and mitigation of man made and natural emergencies. We will accomplish this through the effective and efficient delivery of emergency and non-emergency services.

## Revenue Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Fema Grant - Fire-Rescue | - | - | - | 206,150 | - | 0.00% |
| Fire Supplemental Compensation | 30,441 | 35,359 | 30,000 | 30,000 | 30,000 | 0.00% |
| Special Detail-Fire | 47,114 | 43,903 | 55,000 | 55,000 | 55,000 | 0.00% |
| Fire Prev Bonfires | 300 | 3,300 | 3,000 | 4,000 | 3,000 | 0.00% |
| Fire Prev Fire Hydrant | 50 | - | 500 | 500 | 500 | 0.00% |
| Fire Prev Hot Work | 16,339 | 15,475 | 12,000 | 14,000 | 15,000 | 25.00% |
| Fire Prev Public Assembly | 1,773 | 2,505 | 2,000 | 2,000 | 2,000 | 0.00% |
| False Fire Alarms | 10,500 | 5,750 | 10,000 | 5,000 | 10,000 | 0.00% |
| Fire Prev Fireworks | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 0.00% |
| Fire Prev Technical Fire Insp | 39,527 | 25,413 | 40,000 | 40,000 | 40,000 | 0.00% |
| Fire Prev Annual Ins Fee | 111,548 | 123,516 | 120,000 | 120,000 | 120,000 | 0.00% |
| Ems Transport Fees | 326,308 | 451,417 | 345,000 | 345,000 | 450,000 | 30.43% |
| Room Rental Dep - South Fire | 200 | 25 | - | - | - | 0.00% |
| | 594,100 | 716,663 | 627,500 | 831,650 | 735,500 | 17.21% |

## Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 7,263,455 | 7,218,660 | 6,938,435 | 6,780,245 | 6,693,800 | -3.53% |
| Employee Benefits | 4,273,040 | 4,523,287 | 5,074,043 | 5,064,971 | 3,269,600 | -35.56% |
| Contractual | 168,447 | 185,866 | 294,439 | 277,501 | 199,200 | -32.35% |
| Commodities | 341,657 | 328,923 | 332,038 | 303,350 | 246,800 | -25.67% |
| Capital Outlay | 77,815 | 148,299 | 281,250 | 225,000 | - | -100.00% |
| Depreciation | 637,817 | 798,300 | 848,600 | 848,600 | 590,600 | -30.40% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 12,762,231 | 13,203,335 | 13,768,805 | 13,499,667 | 11,000,000 | -20.11% |




| | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|
| Full Time Equivalent Employees | 80.5 | 90.2 | 86.4 | 84.9 |

Changes to FTEs:

- -1.0 Eliminate Supervisor Lifeguard position
- -1.0 Eliminate Fire-Rescue Chief
- +.50 Addition of Director of Public Safety

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 446,777 | 519,067 | 424,840 | 322,750 | 386,600 | -9.00% |
| Employee Benefits | 250,214 | 283,070 | 301,292 | 298,062 | 177,800 | -40.99% |
| Contractual | 52,829 | 48,080 | 69,098 | 70,700 | 70,900 | 2.61% |
| Commodities | 13,607 | 13,997 | 16,800 | 13,200 | 10,100 | -39.88% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 47,517 | 48,500 | 48,500 | 48,500 | 4,700 | -90.31% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 810,944 | 912,714 | 860,530 | 753,212 | 650,100 | -24.45% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases. The Fire Chief position was eliminated and replaced with a Director of Public Safety shared with the Police Department.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
The overall increase for this category is related to new software maintenance for Locution and Pro QA for Public Safety Communications system.

**Commodities:**
The implementation of a new inventory and tracking system for supplies resulted in a savings and a decrease in needed funding. Funding for memberships was also reduced.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Fire-Rescue Chief | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Director of Public Safety | - | - | - | - | 0.50 |
| Deputy Fire Rescue Chief | - | - | - | - | 1.00 |
| Assistant Chief, Administration | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Administrative Lieutenant | 1.00 | 1.00 | 1.00 | - | - |
| Office Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Medical Billing Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | 6.00 | 6.00 | 6.00 | 5.00 | 4.50 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 6,258,953 | 6,119,075 | 5,938,495 | 5,940,495 | 5,783,900 | -2.60% |
| Employee Benefits | 3,685,787 | 3,900,549 | 4,378,081 | 4,372,245 | 2,904,000 | -33.67% |
| Contractual | 37,645 | 65,845 | 77,941 | 60,101 | 47,300 | -39.31% |
| Commodities | 308,345 | 299,762 | 302,738 | 281,250 | 231,800 | -23.43% |
| Capital Outlay | 77,815 | 148,299 | 281,250 | 225,000 | - | -100.00% |
| Depreciation | 574,700 | 734,200 | 784,200 | 784,200 | 571,000 | -27.19% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 10,943,245 | 11,267,730 | 11,762,705 | 11,663,291 | 9,538,000 | -18.91% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit and step increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reductions in Contracted Services include services that will be performed in-house such as hydrant and hose testing, the elimination of radio and repair cost due to the new radio system, and reduction in maintenance costs.

**Commodities:**
Decrease is mainly a result of reduction in cost of medical supplies due to new inventory and tracking system and reduction in uniform allowances.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Assistant Chief, Operations | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Battalian Chief | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| EMS Division Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Lieutenant | 18.00 | 18.00 | 18.00 | 18.00 | 18.00 |
| F/F, Driver/Engineer, Paramedic or EMT | 18.00 | 18.00 | 18.00 | 18.00 | 18.00 |
| Firefighter, Paramedic or EMT | 32.00 | 32.00 | 32.00 | 28.00 | 28.00 |
| Fleet Manager | - | - | - | 0.20 | 0.20 |
| Master Mechanic | 1.00 | 1.00 | 1.20 | 1.20 | 1.20 |
| Mechanic Assistant | 0.50 | 0.50 | - | - | - |
| | 74.50 | 74.50 | 74.20 | 70.40 | 70.40 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 121,542 | 116,899 | 116,500 | 116,500 | 116,500 | 0.00% |
| Employee Benefits | 65,429 | 58,849 | 69,467 | 69,461 | 49,400 | -28.89% |
| Contractual | 75,095 | 69,096 | 145,600 | 146,600 | 80,200 | -44.92% |
| Commodities | 11,388 | 8,318 | 7,300 | 6,300 | 3,100 | -57.53% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 273,454 | 253,162 | 338,867 | 338,861 | 249,200 | -26.46% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Use of a new mobile training tower to conduct more in-house training reduced Contracted Services significantly. Funding for some education expenses as well as for Community Education were reduced or eliminated.

**Commodities:**
Funding for minor operating equipment used for training drills was reduced and non-essential publications were eliminated.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Division Chief - Training/Safety | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 436,183 | 463,619 | 458,600 | 400,500 | 406,800 | -11.30% |
| Employee Benefits | 271,610 | 280,819 | 325,203 | 325,203 | 138,400 | -57.44% |
| Contractual | 2,878 | 2,845 | 1,800 | 100 | 800 | -55.56% |
| Commodities | 8,317 | 6,846 | 5,200 | 2,600 | 1,800 | -65.38% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 15,600 | 15,600 | 15,900 | 15,900 | 14,900 | -6.29% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 734,588 | 769,729 | 806,703 | 744,303 | 562,700 | -30.25% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Most expenses were moved to the Operations program for efficiency or were eliminated.

**Commodities:**
Items were reduced or moved to other programs (maintenance, fuel, medical supplies and office supplies) for efficiency.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Supervisor Lifeguard | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Assistant Supervisor Lifeguard | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Lifeguard | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |
| | 10.00 | 10.00 | 10.00 | 10.00 | 9.00 |

# 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.

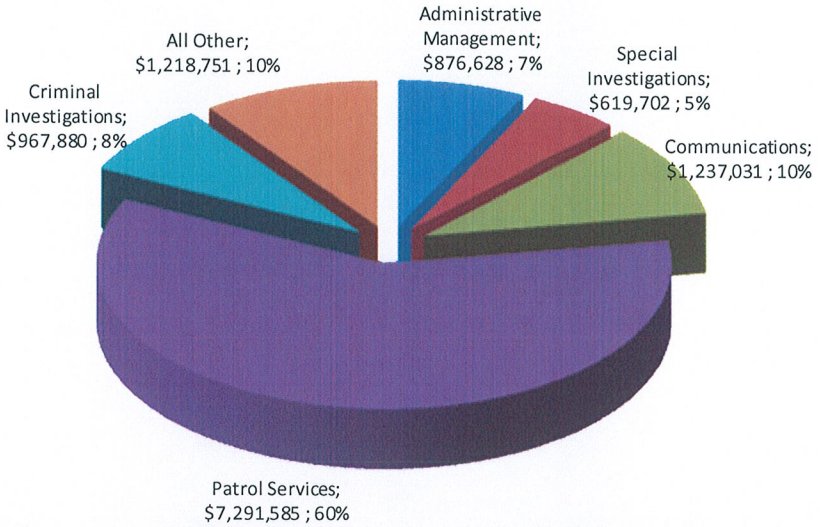
## Revenue Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Bullet Proof Vests Grant | 3,401 | 2,527 | 4,000 | 4,000 | 4,000 | 0.00% |
| Fdle Justice Assistance Grant | - | 1,596 | 14,000 | 14,000 | 1,500 | -89.29% |
| 911 Equip Reimbursement | 176,165 | 70,297 | 110,000 | 110,000 | 106,000 | -3.64% |
| Seized Tag | 1,717 | 1,217 | 3,000 | 2,500 | 2,500 | -16.67% |
| $12.50 Citation Monies | 17,073 | 23,126 | 15,000 | 15,000 | 15,000 | 0.00% |
| Special Assignment Ot - Other | 796,091 | 596,334 | 650,000 | 650,000 | 650,000 | 0.00% |
| Police Id Cards | 21,202 | 22,555 | 20,000 | 20,000 | 20,000 | 0.00% |
| Burglar Alarm False Alarm Fees | 91,400 | 88,870 | 75,000 | 90,000 | 90,000 | 20.00% |
| Burglar Alarm Registration Fee | 50,393 | 46,799 | 50,000 | 50,000 | 50,000 | 0.00% |
| Burglar Alarm - Penalties | 7,043 | 5,439 | 7,000 | 7,000 | 7,000 | 0.00% |
| Burglar Alarm - Direct Connect | 1,100 | 5,000 | 6,000 | 6,000 | 6,000 | 0.00% |
| Valet Parking Permit | 5,150 | 1,450 | 6,000 | 8,000 | 6,000 | 0.00% |
| Fines - Other Parking | 344,665 | 216,157 | 325,000 | 325,000 | 500,000 | 53.85% |
| Fines - Parking Meters | 125,103 | 91,965 | 110,000 | 110,000 | 210,000 | 90.91% |
| Row Parking Violation Fines | 28,244 | 7,850 | 15,000 | 15,000 | 20,000 | 33.33% |
| Moving Violations | 40,665 | 38,046 | 40,000 | 40,000 | 40,000 | 0.00% |
| Revenue/2nd $ Funding | 5,100 | 5,450 | 6,000 | 6,000 | 6,000 | 0.00% |
| Boot Fees | 30,550 | 17,050 | 20,000 | 25,000 | 25,000 | 25.00% |
| Penalty - Other Parking | 164,246 | 104,994 | 150,000 | 131,000 | 140,000 | -6.67% |
| Penalty - Parking Meters | 60,600 | 51,259 | 60,000 | 50,000 | 60,000 | 0.00% |
| Code Compliance Fines | 337,997 | 45,742 | 100,000 | 375,000 | 100,000 | 0.00% |
| Code Compliance Admin Fee | 14,055 | 8,200 | 15,000 | 8,000 | 10,000 | -33.33% |
| Rebate For Town Towing | 1,691 | 1,646 | 2,000 | 1,500 | 2,000 | 0.00% |
| | 2,323,651 | 1,453,569 | 1,803,000 | 2,063,000 | 2,071,000 | 14.86% |

## Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 8,619,334 | 8,128,776 | 7,768,279 | 7,534,014 | 7,681,283 | -1.12% |
| Employee Benefits | 4,890,265 | 4,966,617 | 5,512,807 | 5,364,259 | 3,482,366 | -36.83% |
| Contractual | 389,679 | 391,637 | 451,195 | 374,824 | 361,815 | -19.81% |
| Commodities | 396,110 | 382,710 | 370,449 | 377,070 | 339,010 | -8.49% |
| Capital Outlay | 116,855 | 28,457 | 41,167 | 41,167 | - | -100.00% |
| Depreciation | 486,800 | 546,900 | 546,900 | 546,900 | 347,103 | -36.53% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 14,899,043 | 14,445,097 | 14,690,797 | 14,238,234 | 12,211,577 | -16.88% |

| Fund | Department |
|---|---|
| 001 | 45 |
| General | Police |




| | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|
| Full Time Equivalent Employees | 129.25 | 115.05 | 102.85 | 102.35 |

Changes to FTEs:

- +.50 Director of Public Safety
- +1.0 Deputy Police Chief
- -1.0 Police Chief
- -1.0 Police Major

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 641,563 | 645,348 | 621,933 | 621,233 | 585,704 | -5.83% |
| Employee Benefits | 271,589 | 307,670 | 278,992 | 281,699 | 221,967 | -20.44% |
| Contractual | 48,930 | 39,432 | 39,700 | 32,780 | 31,800 | -19.90% |
| Commodities | 53,825 | 42,433 | 47,405 | 41,250 | 36,000 | -24.06% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 2,800 | 2,800 | 2,800 | 2,800 | 1,157 | -58.68% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,018,707 | 1,037,683 | 990,830 | 979,762 | 876,628 | -11.53% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases. Salaries and benefits have also decreased as a result of the administrative change in the Chief of Police position to the position of Public Safety Director whose budget is shared with the Fire-Rescue Department.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reduction is the result of decreases in travel/training, business expenses, wireless internet charges, postage and other building maintenance expenses.

**Commodities:**
Reduction is the result of decreases in uniform purchase/replacement accounts for both sworn and civilian members of the department.

**Depreciation:**
Reduction is the result of a review of the unit's fixed assets and elimination of equipment as a result of cost saving measures.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Director of Public Safety | - | - | - | - | 0.50 |
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Deputy Police Chief | - | - | - | - | 1.00 |
| Major | 2.00 | 2.00 | 2.00 | 2.00 | 1.00 |
| Sergeant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Coordinator | 1.00 | 1.00 | 1.00 | - | - |
| | 7.00 | 7.00 | 7.00 | 6.00 | 5.50 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 309,378 | 335,231 | 421,714 | 313,000 | 392,364 | -6.96% |
| Employee Benefits | 339,852 | 253,779 | 324,416 | 299,967 | 184,297 | -43.19% |
| Contractual | 21,174 | 20,808 | 28,900 | 24,000 | 23,000 | -20.42% |
| Commodities | 10,809 | 12,741 | 11,300 | 13,200 | 13,300 | 17.70% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 11,400 | 11,400 | 11,400 | 11,400 | 6,741 | -40.87% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 692,613 | 633,959 | 797,730 | 661,567 | 619,702 | -22.32% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based step increases and is offset by a change in the proposed salary of an entry level detective.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reduction is the result of decreases in investigative funds, travel/training expenses, and external vehicle maintenance.

**Commodities:**
Increase is the result of higher fuel expenses and internal vehicle maintenance.

**Depreciation:**
Reduction is the result of a review of the unit's fixed assets and elimination of equipment as a result of cost saving measures.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Sergeant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Officer | 4.00 | 7.00 | 4.00 | 4.00 | 4.00 |
| | 5.00 | 8.00 | 5.00 | 5.00 | 5.00 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 156,154 | 112,000 | 111,528 | 108,600 | 79,075 | -29.10% |
| Employee Benefits | 87,231 | 84,297 | 69,404 | 69,135 | 41,499 | -40.21% |
| Contractual | 8,537 | 13,588 | 12,300 | 12,300 | 11,800 | -4.07% |
| Commodities | 4,479 | 4,045 | 4,800 | 4,800 | 4,200 | -12.50% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 200 | 200 | 200 | 200 | 935 | 367.50% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 256,601 | 214,130 | 198,232 | 195,035 | 137,509 | -30.63% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases which are offset by the reduction in anticipated salary due to the entry level opening as the result of an employee's retirement.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Slight reduction is the result of a decrease in printing expenses (i.e. business cards, forms, etc.)

**Commodities:**
Reduction is the result of anticipated decrease in the replacement of minor office furniture/equipment.

**Depreciation:**
Increase is the result of the purchase of a shredder in FY10.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Records Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Records Information Assistant I | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| | 3.00 | 3.00 | 2.00 | 2.00 | 2.00 |

# PROGRAM: BUSINESS & COMMUNITY RELATIONS UNIT (BCR) 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 179,068 | 185,067 | 103,851 | 176,000 | 184,986 | 78.13% |
| Employee Benefits | 75,663 | 78,759 | 117,486 | 125,189 | 82,998 | -29.35% |
| Contractual | 31,207 | 13,779 | 16,900 | 11,500 | 10,000 | -40.83% |
| Commodities | 5,668 | 6,650 | 5,600 | 5,950 | 3,550 | -36.61% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 5,100 | 5,100 | 5,100 | 5,100 | 4,783 | -6.22% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 296,706 | 289,355 | 248,937 | 323,739 | 286,317 | 15.02% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit and step increases and the transfer of the Training Sergeant to the Training and Community Relations Unit from the Patrol Unit.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reduction is the result of decreases in other contracted services (i.e. outside trainers), travel/training expenses, and vehicle and equipment maintenance expenses.

**Commodities:**
Reduction is the result of decreases in membership dues and publications and subscription offset by an increase in fuel expenses.

**Depreciation:**
Reduction is the result of a review of the unit's fixed assets and elimination of equipment as a result of cost saving measures.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| BCR Manager | 1.00 | 1.00 | 1.00 | - | - |
| Training Coordinator | - | - | - | - | - |
| Crime Prevention Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Sergeant | - | - | - | - | 1.00 |
| | 3.00 | 3.00 | 3.00 | 2.00 | 3.00 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 966,896 | 901,529 | 770,483 | 705,000 | 757,139 | -1.73% |
| Employee Benefits | 501,469 | 521,989 | 529,945 | 374,753 | 323,042 | -39.04% |
| Contractual | 131,325 | 119,522 | 140,500 | 119,700 | 103,600 | -26.26% |
| Commodities | 9,378 | 7,817 | 15,300 | 15,200 | 7,750 | -49.35% |
| Capital Outlay | 56,314 | - | 41,167 | 41,167 | - | -100.00% |
| Depreciation | 70,400 | 97,900 | 97,900 | 97,900 | 45,500 | -53.52% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,735,782 | 1,648,757 | 1,595,295 | 1,353,720 | 1,237,031 | -22.46% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases. Decrease is the result of entry level salary replacing tenured employee salary.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan. Additional reductions are the result of converting a telecommunicator position to two (2) part-time no benefit positions.

**Contractual:**
Reduction is the result of decreases in professional development/training, telephone, data line, and radio expenses.

**Commodities:**
Reduction is the result of purchasing 24/7 seating in FY11 which is a periodic expense.

**Depreciation:**
Reduction is the result of a review of the unit's fixed assets and elimination of equipment as a result of cost saving measures.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Telecommunications Manager | 1.00 | 1.00 | 1.00 | - | - |
| Lead Telecommunications Supervisor | - | - | - | - | 1.00 |
| Telecommunications Supervisor | 4.00 | 4.00 | 4.00 | 3.00 | 2.00 |
| Telecommunicator | 11.00 | 11.00 | 11.00 | 10.00 | 10.00 |
| Call-Taker | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | 17.00 | 17.00 | 17.00 | 14.00 | 14.00 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 218,167 | 201,556 | 174,982 | 172,982 | 149,772 | -14.41% |
| Employee Benefits | 126,532 | 132,301 | 127,936 | 127,322 | 68,464 | -46.49% |
| Contractual | 13,756 | 11,201 | 16,400 | 11,300 | 12,940 | -21.10% |
| Commodities | 15,571 | 10,481 | 12,700 | 9,910 | 8,910 | -29.84% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 12,300 | 12,300 | 12,300 | 12,300 | 3,800 | -69.11% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 386,326 | 367,839 | 344,318 | 333,814 | 243,886 | -29.17% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases which are offset by a reduction due to the retirement of a tenure employee.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan. Additional reduction is the result of converting a full-time with benefits Crime Scene Technician to two (2) part-time no benefits positions.

**Contractual:**
Reduction is the result of decreases in Professional Development/training and equipment maintenance contracts due to warranty coverage on new equipment.

**Commodities:**
Reduction is the result of decreases in evidence processing supplies and the purchase of minor equipment from Forfeiture accounts.

**Depreciation:** Reduction is the result of a review of the units fixed assets and elimination of equipment as a results of cost saving measures.

| Fund | Department | Program |
|---|---|---|
| 001 | 45 | 426 |
| General | Police | Crime Scene/Evidence |

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Police Officer/Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Crime Scene Technician II | 2.00 | 2.00 | 2.00 | 1.00 | 1.00 |
| Evidence and Property Specialist | 1.00 | 1.00 | - | - | - |
| Office Assistant II | - | - | 0.50 | 0.50 | 0.50 |
| | 4.00 | 4.00 | 3.50 | 2.50 | 2.50 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 5,136,408 | 4,711,991 | 4,641,901 | 4,532,000 | 4,598,749 | -0.93% |
| Employee Benefits | 2,878,214 | 2,938,466 | 3,371,144 | 3,396,810 | 2,117,561 | -37.19% |
| Contractual | 119,776 | 135,397 | 143,595 | 121,136 | 119,475 | -16.80% |
| Commodities | 271,047 | 282,362 | 249,244 | 263,460 | 244,900 | -1.74% |
| Capital Outlay | 60,541 | 28,457 | - | - | - | 0.00% |
| Depreciation | 291,300 | 308,000 | 308,000 | 308,000 | 210,900 | -31.53% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 8,757,286 | 8,404,673 | 8,713,884 | 8,621,406 | 7,291,585 | -16.32% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit and step increases which is offset by the reduction due to the transfer of the Training Sergeant to program 424 (Training and Community Relations Unit).

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reduction is the result of decreases in Professional Development and association expenses, reduced wireless services, and external vehicle maintenance repairs.

**Commodities:**
Reductions in minor equipment purchases and equipment purchases being made from Forfeiture accounts were offset by increases in fuel expenses and bullet proof vest expenses for expired vests.

**Depreciation:** Reduction is the result of a review of the unit's fixed assets and elimination of equipment as a result of cost saving measures.

| Fund | Department | Program |
|---|---|---|
| 001 | 45 | 428 |
| General | Police | Patrol |

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Captain | 4.00 | 4.00 | 4.00 | 3.00 | 4.00 |
| Sergeant | 10.00 | 11.00 | 11.00 | 9.00 | 8.00 |
| Officer | 44.00 | 43.00 | 43.00 | 42.00 | 42.00 |
| Office Assistant II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Mechanic | 1.00 | - | - | - | - |
| Master Mechanic | 1.00 | 2.00 | 1.00 | 0.80 | 0.80 |
| Fleet Manager | - | - | 1.00 | 0.80 | 0.80 |
| | 61.00 | 61.00 | 61.00 | 56.60 | 56.60 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 633,221 | 688,292 | 626,032 | 610,844 | 627,999 | 0.31% |
| Employee Benefits | 388,753 | 421,484 | 480,838 | 476,228 | 298,981 | -37.82% |
| Contractual | 10,091 | 8,675 | 14,500 | 9,508 | 8,500 | -41.38% |
| Commodities | 11,920 | 8,478 | 12,500 | 11,700 | 10,900 | -12.80% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 51,100 | 51,100 | 51,100 | 51,100 | 21,500 | -57.93% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,095,085 | 1,178,029 | 1,184,970 | 1,159,380 | 967,880 | -18.32% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit and step increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reduction is the result of decreases in Professional Development/training and the funds maintained in the investigative expenses account.

**Commodities:**
Reduction is the result of decreases in external vehicle maintenance and minor equipment purchases and repairs.

**Depreciation:** Reduction is the result of a review of the unit's fixed assets and elimination of equipment as a result of cost saving measures.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Captain | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Sergeant | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Officer | 8.00 | 5.00 | 5.00 | 4.00 | 4.00 |
| Crime Intellegence Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant II | 1.00 | 1.00 | 0.50 | 0.50 | 0.50 |
| | 13.00 | 9.00 | 8.50 | 7.50 | 7.50 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 378,479 | 347,762 | 295,855 | 294,355 | 305,495 | 3.26% |
| Employee Benefits | 220,962 | 227,872 | 212,646 | 213,156 | 143,557 | -32.49% |
| Contractual | 4,883 | 29,235 | 38,400 | 32,600 | 40,700 | 5.99% |
| Commodities | 13,413 | 7,703 | 11,600 | 11,600 | 9,500 | -18.10% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 42,200 | 58,100 | 58,100 | 58,100 | 51,787 | -10.87% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 659,937 | 670,672 | 616,601 | 609,811 | 551,039 | -10.63% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases and a change in the distribution of the Parking/Code Enforcement Specialist position to 25% Parking Enforcement Unit and 75% Code Enforcement Unit (Program 216).

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Increase is the result of maintenance contract on the electronic chalking system.

**Commodities:**
Reduction is the result of decrease in office supplies, minor equipment purchases and external vehicle maintenance.

**Depreciation:** Reduction is the result of a review of the unit's fixed assets and elimination of equipment as a result of cost saving measures.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Captain | 0.50 | 0.50 | 0.50 | 0.50 | - |
| Sergeant | 0.50 | 0.50 | 0.50 | - | - |
| Parking/Code Enforcement Manager | - | - | - | 0.50 | 0.50 |
| Lead Parking Control Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Parking Enforcement Officer | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Code/Parking Enforcement Specialist | 0.50 | 0.25 | 0.25 | 0.25 | 0.25 |
| | 7.50 | 7.25 | 7.25 | 7.25 | 6.75 |

# DEPARTMENT: PUBLIC WORKS

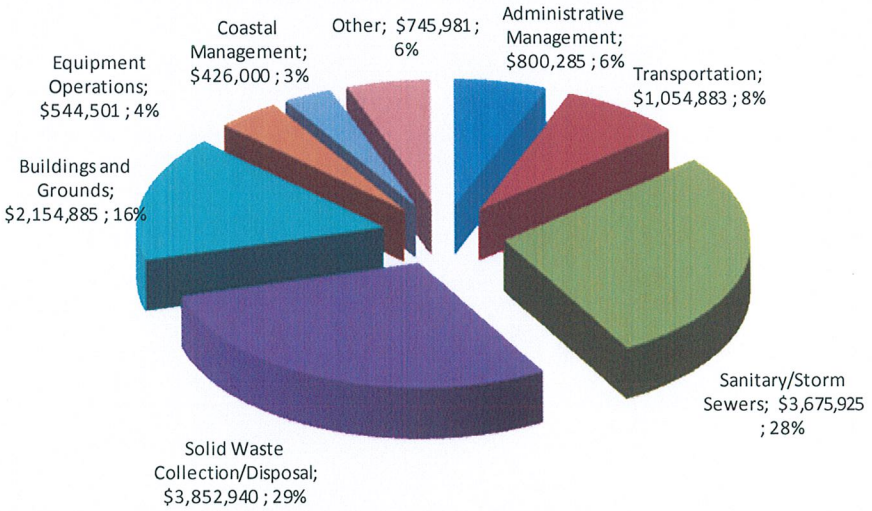
**Mission:** Public Works exists to create and maintain an attractive, safe, pleasing, and clean environment for the citizens of Palm Beach and an efficient, effective environment for all of the employees who serve this community by applying systems and techniques that provide for excellent operation/maintenance/repair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

## Revenue Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Special Solid Waste | 15,458 | 11,245 | 10,000 | 10,000 | 15,000 | 50.00% |
| Solid Waste | 825,367 | 814,063 | 816,900 | 816,900 | 848,000 | 3.81% |
| Comp. Garbage Collection Fee | 233,495 | 225,691 | 242,500 | 242,500 | 250,000 | 3.09% |
| SWA Recycling Revenue | - | 41,105 | 50,000 | 60,000 | 60,000 | 20.00% |
| Beach Cleaning Citizen's Assoc | 57,564 | 2,869 | - | - | - | 0.00% |
| Historic Speciman Tree Fee | - | 3,978 | 4,000 | 4,000 | 5,000 | 25.00% |
| | 1,131,884 | 1,098,951 | 1,123,400 | 1,133,400 | 1,178,000 | 4.86% |

## Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 5,411,273 | 5,245,740 | 5,117,440 | 5,117,440 | 5,318,112 | 3.92% |
| Employee Benefits | 2,675,748 | 2,662,012 | 2,696,311 | 2,696,311 | 1,885,288 | -30.08% |
| Contractual | 4,548,411 | 3,838,236 | 5,868,517 | 5,868,517 | 4,560,134 | -22.29% |
| Commodities | 772,488 | 709,788 | 680,978 | 680,978 | 740,189 | 8.69% |
| Capital Outlay | 191,323 | 56,812 | 180,880 | 180,880 | 154,500 | -14.58% |
| Depreciation | 426,663 | 446,300 | 456,339 | 456,339 | 597,177 | 30.86% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 14,025,906 | 12,958,888 | 15,000,465 | 15,000,465 | 13,255,400 | -11.63% |




| | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|
| Full Time Equivalent Employees | 101.46 | 97.75 | 86.35 | 86.85 |

Changes to FTEs:

- +.5 Public Works Purchasing Coordinator

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 586,710 | 584,130 | 604,028 | 604,028 | 575,243 | -4.77% |
| Employee Benefits | 212,409 | 231,765 | 253,946 | 253,946 | 175,342 | -30.95% |
| Contractual | 30,485 | 36,818 | 42,898 | 42,898 | 40,500 | -5.59% |
| Commodities | 16,146 | 6,014 | 9,150 | 9,150 | 9,200 | 0.55% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 845,750 | 858,727 | 910,022 | 910,022 | 800,285 | -12.06% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reduced copy machine charges.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Public Works Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Town Engineer | 0.50 | 0.50 | 0.50 | 0.50 | - |
| Project Administrator | 0.50 | - | - | - | - |
| Office Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant II | 2.00 | 3.00 | 3.00 | 2.00 | 2.00 |
| Records Maintenance Asst I | 1.00 | 1.00 | 1.00 | 1.50 | 1.50 |
| Public Works Purchasing Coordinator | - | - | - | - | 0.50 |
| Public Works Systems Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | 8.00 | 8.50 | 8.50 | 8.00 | 8.00 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 76,184 | 78,207 | 111,696 | 111,696 | 111,030 | -0.60% |
| Employee Benefits | 35,916 | 29,646 | 62,586 | 62,586 | 41,678 | -33.41% |
| Contractual | 428,457 | 140,861 | 220,769 | 220,769 | 178,555 | -19.12% |
| Commodities | 9,742 | 8,209 | 7,650 | 7,650 | 9,221 | 20.54% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 13,900 | 18,500 | 18,833 | 18,833 | 22,809 | 21.11% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 564,199 | 275,423 | 421,534 | 421,534 | 363,293 | -13.82% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reduction of contractual pothole repair and parking lot resurfacing.

**Commodities:**
Minor increases in fuel and paving material costs.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Facilities Maintenance Manager | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| Streets/Parks Supervisor | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 |
| Supervisor/Streets | 0.75 | - | - | - | - |
| Equipment Operator I/Streets | 0.75 | 1.50 | 1.50 | 1.80 | 1.80 |
| Irrigation and Spray Technician | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| | 1.72 | 1.72 | 1.72 | 2.02 | 2.02 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 84,957 | 89,890 | 95,283 | 95,283 | 92,865 | -2.54% |
| Employee Benefits | 39,840 | 28,959 | 38,722 | 38,722 | 29,954 | -22.64% |
| Contractual | 29,857 | 38,755 | 45,888 | 45,888 | 50,491 | 10.03% |
| Commodities | 51,062 | 45,190 | 29,246 | 29,246 | 30,361 | 3.81% |
| Capital Outlay | - | - | 7,000 | 7,000 | 7,000 | 0.00% |
| Depreciation | 4,700 | 4,900 | 5,114 | 5,114 | 5,063 | -1.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 210,416 | 207,694 | 221,253 | 221,253 | 215,734 | -2.49% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Increased dependence on outside vendors is necessary to maintain level of service.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Facilities Maintenance Manager | 0.10 | 0.20 | 0.20 | 0.20 | 0.20 |
| Electrician Supervisor | 0.18 | 0.17 | 0.17 | 0.17 | 0.17 |
| Streets/Parks Supervisor | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| General Maintenance Supervisor | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Parks Supervisor I | 0.11 | 0.11 | 0.11 | - | - |
| Parks Laborer | 0.01 | 0.01 | 0.01 | - | - |
| Electrician II | 0.45 | 0.42 | 0.42 | 0.42 | 0.42 |
| Building Maintenance Worker | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 |
| Street & Sign Painter | 0.47 | 0.47 | 0.47 | 0.47 | 0.47 |
| | 1.38 | 1.44 | 1.44 | 1.32 | 1.32 |

# 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.
- Timely installation of turtle shields (March 1 to Nov. 1) 129 turtle shades, twice/yr.
- 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 133,721 | 148,529 | 113,795 | 113,795 | 112,932 | -0.76% |
| Employee Benefits | 46,829 | 36,873 | 39,815 | 39,815 | 34,530 | -13.27% |
| Contractual | 211,534 | 165,619 | 257,010 | 257,010 | 261,900 | 1.90% |
| Commodities | 58,052 | 50,970 | 41,505 | 41,505 | 42,108 | 1.45% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 23,700 | 24,200 | 24,636 | 24,636 | 24,386 | -1.01% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 473,836 | 426,191 | 476,761 | 476,761 | 475,856 | -0.19% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Electrician Supervisor | 0.46 | 0.46 | 0.46 | 0.46 | 0.46 |
| Electrician II | 0.88 | 0.88 | 0.88 | 0.89 | 0.89 |
| Facilities Maintenance Manager | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| | 1.44 | 1.44 | 1.44 | 1.45 | 1.45 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 253,515 | 241,414 | 350,928 | 350,928 | 341,358 | -2.73% |
| Employee Benefits | 164,928 | 169,584 | 170,165 | 170,165 | 119,070 | -30.03% |
| Contractual | 142,128 | 135,400 | 205,151 | 205,151 | 213,750 | 4.19% |
| Commodities | 45,779 | 54,455 | 51,869 | 51,869 | 56,960 | 9.82% |
| Capital Outlay | 177,491 | 19,984 | 70,000 | 70,000 | 67,000 | -4.29% |
| Depreciation | 8,300 | 8,500 | 10,093 | 10,093 | 3,946 | -60.90% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 792,141 | 629,337 | 858,206 | 858,206 | 802,084 | -6.54% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Commodities:**
Anticipated increase in fuel and minor operating equipment. Partially offsetting reduction in operating supplies.

**Capital Outlay:**
No appreciable change

| Fund | Department | Program |
|---|---|---|
| 001 | 50 | 531 |
| General | Public Works | Storm Sewer Maintenance |

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Building Maintenance Worker | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 |
| Electrician II | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 |
| Electrician Supervisor | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| Equipment Operator I/WRD | 1.25 | 1.25 | 1.25 | 0.25 | 0.25 |
| Equipment Operator II/WRD | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Irrigation and Spray Technician | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Laborer II/WRD | 0.25 | 0.25 | 0.25 | - | - |
| Mechanic I/WRD | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 |
| Mechanic II/WRD | 0.38 | 0.38 | 0.38 | 0.38 | 0.38 |
| Maintenance Mechanic Unit Supervisor | 0.38 | 0.38 | 0.38 | 0.38 | 0.38 |
| Parks Laborer | 0.03 | 0.02 | - | - | - |
| Parks Supervisor I | 0.02 | 0.02 | 0.02 | - | - |
| Tree Trimmer | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 |
| Wastewater Operator I/WRD | 1.25 | 1.25 | 1.25 | 1.75 | 2.00 |
| Wastewater Operator II/WRD | 0.38 | 0.38 | 0.38 | 0.38 | 0.38 |
| WRD Manager | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| | 6.58 | 6.57 | 6.55 | 5.78 | 6.03 |

# 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.
- Televise 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 629,858 | 671,238 | 607,168 | 607,168 | 677,464 | 11.58% |
| Employee Benefits | 300,141 | 334,296 | 326,239 | 326,239 | 232,297 | -28.80% |
| Contractual | 147,070 | 127,454 | 178,917 | 178,917 | 112,581 | -37.08% |
| Commodities | 130,201 | 73,248 | 76,202 | 76,202 | 81,100 | 6.43% |
| Capital Outlay | - | 2,794 | 80,000 | 80,000 | 80,500 | 0.63% |
| Depreciation | 53,700 | 54,800 | 57,226 | 57,226 | 73,433 | 28.32% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,260,970 | 1,263,830 | 1,325,752 | 1,325,752 | 1,257,375 | -5.16% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
FY11 expenditures included unanticipated engineering study of hydrogen sulfide levels in the sanitary sewer system. FY12 budget reduced to a level that is consistent with previous years actual expenditures

**Commodities:**
Anticipated increase in fuel and water. Partially offsetting decrease in building, equipment, and telemetry repair.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Building Maintenance Worker | 0.06 | 0.02 | 0.02 | 0.02 | 0.02 |
| Electrician II | 0.60 | 0.60 | 0.60 | 0.63 | 0.63 |
| Electrician Supervisor | 0.13 | 0.13 | 0.13 | 0.13 | 0.13 |
| Equipment Operator I/WRD | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Equipment Operator II/WRD | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Equipment Operator/Parks | 0.06 | 0.06 | 0.06 | - | - |
| General Maintenance Supervisor | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Irrigation and Spray Technician | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Laborer | 0.75 | 0.75 | 0.75 | - | - |
| Maintenance Mechanic Unit Supervisor | 0.62 | 0.62 | 0.62 | 0.62 | 0.62 |
| Mechanic I/WRD | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 |
| Mechanic II/WRD | 0.62 | 0.62 | 0.62 | 0.62 | 0.62 |
| Parks Laborer | 0.10 | 0.06 | 0.02 | - | - |
| Street & Sign Painter | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Tree Trimmer | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 |
| Wastewater Operator I/WRD | 3.75 | 3.75 | 3.75 | 4.75 | 5.00 |
| Wastewater Operator II/WRD | 0.62 | 0.62 | 0.62 | 0.62 | 0.62 |
| WRD Manager | 0.70 | 0.70 | 0.70 | 0.70 | 0.70 |
| | 11.08 | 11.00 | 10.96 | 11.16 | 11.41 |

# PROGRAM: SANITARY SEWAGE TREATMENT 533

This program reflects the costs of treating our sanitary sewage which is pumped either directly to the East Central Regional Water Reclamation Facility or to the East Central Regional Water Reclamation Facility via the City of Lake Worth.

In September 1992, the Town entered into a joint interlocal agreement (the "Agreement") with Palm Beach County and three municipalities (West Palm Beach, Riviera Beach and Lake Worth) whereby prior separate agreements were consolidated into a single unified agreement to establish rules and procedures for the operation and management of the East Central Regional Wastewater Treatment Facility (ECR) in which each participating entity had an ownership interest. ECR was created to receive, treat, and dispose of sewage generated within each municipality and the County. The initial term of the Agreement is for thirty years with a renewable term of thirty years. In the event ECR is sold or disposed of, proceeds of the sale or disposition shall be prorated among the entities, based on their reserve capacity as of the date of disposition. As of September 30, 2009, the Town had a 7.8125% interest in ECR.

The Agreement provides for the establishment of a Governing Board (the "Board"), consisting of one representative from each entity participating in the Agreement, to administer the ECR. Under the Agreement, the Board has the power to enter into contracts, employ personnel and enter into debt in accordance with Section 163.01(7) of Florida Statutes. In accordance with the Agreement, the City of West Palm Beach operates and manages ECR on behalf of the Board.

All costs of operating the ECR, excluding depreciation, are shared by each of the entities based on actual flows of wastewater. Costs associated with capital projects, renewal and replacement, and debt service are shared among the participating governments based on their pro-rata share of reserve capacity. Since the Town's interest in ECR represents an equity interest primarily in capital assets and since the Town's investment was funded from General Fund monies, the Town's net investment in ECR is recorded in the General Fixed Asset Account Group based upon the Town's 7.8125% interest in the net assets of ECR. To date, ECR has only experienced losses as a result of depreciation on contributed fixed assets. The Town does not believe that the joint venture is accumulating significant financial resources or experiencing financial stress that may cause a future benefit or burden to the Town.

Alternative pumping methods are being developed to reduce dependency on other utilities and reduce program costs.

Based on a "Participatory Agreement" signed by all participants in April 1993, ECR constructed improvements amounting to approximately $22,377,000, which was financed by the State of Florida Department of Environmental Protection Revolving Loan Fund. Pledged revenue consisting of all fees and payments received by ECR will be used to repay the debt. As of September 30, 2010, the outstanding balance due to the State Loan Fund was $7,715,533.

Each entity's interest as of September 30, 2010 is as follows:

| Participant | Reserve Capacity % |
|---|---|
| City of West Palm Beach | 26.56% |
| Palm Beach County | 33.60% |
| City of Lake Worth | 19.53% |
| City of Riviera Beach | 12.50% |
| Town of Palm Beach | 7.81% |

| Fund | Department | Program |
|---|---|---|
| 001 | 50 | 533 |
| General | Public Works | Sanitary Sewage Treatment |

## Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | - | - | - | - | - | 0.00% |
| Employee Benefits | - | - | - | - | - | 0.00% |
| Contractual | 1,438,498 | 1,480,304 | 2,335,084 | 2,335,084 | 1,616,466 | -30.77% |
| Commodities | - | - | - | - | - | 0.00% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,438,498 | 1,480,304 | 2,335,084 | 2,335,084 | 1,616,466 | -30.77% |

**Contractual:**
FY2012 estimate is in line with previous year's actual expenses. FY2011 budget estimate includes a $640,400 carry over due to a billing dispute with Lake Worth. These funds are carried forward each year at the beginning of the fiscal year, therefore, FY2012 will increase by this amount as well.

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 473,165 | 483,865 | 498,303 | 498,303 | 499,891 | 0.32% |
| Employee Benefits | 297,053 | 308,421 | 300,895 | 300,895 | 202,788 | -32.61% |
| Contractual | 420 | 675 | 800 | 800 | 800 | 0.00% |
| Commodities | 43,292 | 41,024 | 54,750 | 54,750 | 51,950 | -5.11% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 41,800 | 35,200 | 35,834 | 35,834 | 86,211 | 140.58% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 855,730 | 869,185 | 890,582 | 890,582 | 841,640 | -5.50% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Commodities:**
No appreciable change

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Building Maintenance Worker | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 |
| Equipment Operator I/6 yd | 7.20 | 7.20 | 7.20 | 6.20 | 6.20 |
| Equipment Operator II 20/60 yd | 0.88 | 0.88 | 0.88 | 0.88 | 0.88 |
| Equipment Operator III 20/60 yd | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| General Maintenance Supervisor | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Laborer I/Trash | 2.00 | 2.00 | 1.00 | 0.50 | 0.50 |
| Parks Laborer | - | - | - | 0.05 | 0.05 |
| Sanitation Supervisor | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 |
| Services Manager | 0.28 | 0.28 | 0.28 | 0.28 | 0.28 |
| | 11.54 | 11.54 | 10.54 | 9.09 | 9.09 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 457,203 | 431,570 | 473,825 | 473,825 | 474,525 | 0.15% |
| Employee Benefits | 195,246 | 196,670 | 224,120 | 224,120 | 148,726 | -33.64% |
| Contractual | 221,671 | 236,991 | 249,289 | 249,289 | 244,700 | -1.84% |
| Commodities | 30,439 | 28,640 | 47,000 | 47,000 | 38,000 | -19.15% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 39,700 | 40,500 | 41,229 | 41,229 | 69,898 | 69.54% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 944,259 | 934,371 | 1,035,463 | 1,035,463 | 975,849 | -5.76% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Commodities:**
Fuel cost reduced to reflect actual usage.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Equipment Operator II 20/60 yd | 0.12 | 0.12 | 0.12 | 0.12 | 0.12 |
| Equipment Operator II/20 yd | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Equipment Operator III 20/60 yd | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| Laborer I/Sanitation | 4.00 | 4.00 | 4.00 | 3.00 | 3.00 |
| Sanitation Supervisor | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 |
| Services Manager | 0.15 | 0.15 | 0.15 | 0.15 | 0.15 |
| | 6.92 | 6.92 | 6.92 | 5.92 | 5.92 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | - | - | - | - | - | 0.00% |
| Employee Benefits | - | - | - | - | - | 0.00% |
| Contractual | 48,307 | 60,147 | 111,980 | 111,980 | 100,000 | -10.70% |
| Commodities | - | - | - | - | - | 0.00% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 48,307 | 60,147 | 111,980 | 111,980 | 100,000 | -10.70% |

**Contractual:**
Reduced to reflect estimated volume. Partially offset by minor anticipated tipping fee increase.

# 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.
- See ourselves as partners with other Public Works divisions to serve community drainage needs.

## Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 899,957 | 870,662 | 809,834 | 809,834 | 823,700 | 1.71% |
| Employee Benefits | 524,282 | 483,187 | 542,211 | 542,211 | 374,055 | -31.01% |
| Contractual | 46,634 | 47,573 | 86,054 | 86,054 | 99,100 | 15.16% |
| Commodities | 100,911 | 99,397 | 98,800 | 98,800 | 133,800 | 35.43% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 125,700 | 128,200 | 130,508 | 130,508 | 150,371 | 15.22% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,697,484 | 1,629,019 | 1,667,407 | 1,667,407 | 1,581,026 | -5.18% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Additional ground water monitoring required at the two land fill sites.

**Commodities:**
Additional fuel costs anticipated.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Building Maintenance Worker | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 |
| Crane Operator/Trash | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Electrical Supervisor | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Electrician II | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Equipment Operator I/6 yd | - | - | - | - | - |
| Equipment Operator I/Streets | 0.25 | 0.25 | 0.25 | - | - |
| Equipment Operator I/Trash | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| General Maintenance Supervisor | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Irrigation and Spray Technician | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Laborer I/Trash | 7.00 | 7.00 | 6.00 | 4.50 | 4.50 |
| Refuse Disposal Operator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Services Manager | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| Streets Supervisor | 0.25 | 0.25 | 0.25 | - | - |
| Streets/Parks Supervisor | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 |
| Trash Supervisor | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 |
| | 20.78 | 20.78 | 19.78 | 17.78 | 17.78 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 162,819 | 163,179 | 155,035 | 155,035 | 155,377 | 0.22% |
| Employee Benefits | 85,642 | 88,831 | 98,735 | 98,735 | 63,976 | -35.20% |
| Contractual | - | - | - | - | - | 0.00% |
| Commodities | 13,871 | 13,738 | 16,500 | 16,500 | 18,800 | 13.94% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 32,800 | 33,500 | 34,103 | 34,103 | 23,197 | -31.98% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 295,132 | 299,248 | 304,373 | 304,373 | 261,350 | -14.13% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Commodities:**
Additional fuel costs anticipated.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Equipment Operator I/6 yd | 1.80 | 1.80 | 1.80 | 1.80 | 1.80 |
| Equipment Operator I/Trash | 1.00 | 1.00 | 1.00 | - | - |
| Laborer I/Trash | - | - | - | 1.00 | 1.00 |
| Sanitation Supervisor | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 |
| Services Manager | 0.17 | 0.17 | 0.17 | 0.17 | 0.17 |
| | 3.17 | 3.17 | 3.17 | 3.17 | 3.17 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 76,930 | 46,727 | 54,662 | 54,662 | 54,662 | 0.00% |
| Employee Benefits | 47,899 | 31,707 | 36,109 | 36,109 | 24,273 | -32.78% |
| Contractual | - | - | - | - | - | 0.00% |
| Commodities | 6,855 | 4,744 | 8,000 | 8,000 | 6,990 | -12.63% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 12,100 | 12,300 | 11,521 | 11,521 | 7,150 | -37.94% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 143,784 | 95,478 | 110,292 | 110,292 | 93,075 | -15.61% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Commodities:**
Anticipated fuel usage reduced based on actual consumption.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Beach Cleaner | 1.75 | 1.75 | 1.00 | 1.00 | 1.00 |
| Equipment Operator I/Trash | 0.14 | - | - | - | - |
| Trash Supervisor | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| | 1.99 | 1.85 | 1.10 | 1.10 | 1.10 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 419,868 | 308,605 | 295,579 | 295,579 | 330,517 | 11.82% |
| Employee Benefits | 295,884 | 248,233 | 180,378 | 180,378 | 125,894 | -30.21% |
| Contractual | 469,024 | 458,864 | 708,078 | 708,078 | 649,972 | -8.21% |
| Commodities | 68,814 | 59,652 | 43,505 | 43,505 | 54,905 | 26.20% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 31,200 | 31,800 | 32,372 | 32,372 | 46,976 | 45.11% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,284,790 | 1,107,154 | 1,259,912 | 1,259,912 | 1,208,264 | -4.10% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reduced contractual expenses based on previous years actual expense.

**Commodities:**
Anticipated increase in irrigation water and fuel costs

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Building Maintenance Worker | 0.16 | 0.16 | 0.16 | 0.16 | 0.16 |
| Electrician II | 0.04 | 0.04 | 0.04 | 0.06 | 0.06 |
| Electrician Supervisor | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Equipment Operator/Parks | 1.93 | 1.93 | 1.93 | - | - |
| Equipment Operator/Streets | - | - | - | 0.20 | 0.20 |
| Facilities Maintenance Manager | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 |
| General Maintenance Supervisor | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 |
| Irrigation and Spray Technician | 0.91 | 0.91 | 0.91 | 0.91 | 0.91 |
| Nursery Worker | 0.90 | 0.90 | 0.90 | - | - |
| Parks Laborer | 3.82 | 2.90 | 1.98 | 1.85 | 1.85 |
| Parks Supervisor I | 0.84 | 0.84 | 0.84 | - | - |
| Street & Sign Painter | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Streets/Parks Supervisor | 0.81 | 0.81 | 0.81 | 0.81 | 0.81 |
| Tree Trimmer | 1.80 | 1.80 | 1.80 | 1.80 | 1.80 |
| Wastewater Operator I/WRD | - | - | - | 0.50 | - |
| | 11.61 | 10.69 | 9.77 | 6.69 | 6.19 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 283,530 | 277,095 | 148,787 | 148,787 | 211,011 | 41.82% |
| Employee Benefits | 95,257 | 98,652 | 75,711 | 75,711 | 71,452 | -5.63% |
| Contractual | 605,164 | 470,362 | 689,073 | 689,073 | 605,263 | -12.16% |
| Commodities | 47,358 | 58,852 | 44,645 | 44,645 | 45,589 | 2.11% |
| Capital Outlay | - | 4,491 | - | - | - | 0.00% |
| Depreciation | 17,000 | 17,300 | 17,611 | 17,611 | 13,306 | -24.44% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,048,309 | 926,752 | 975,827 | 975,827 | 946,621 | -2.99% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Estimated electrical cost lowered based on recent years usage. Partially offset by slightly increased water, natural gas, and janitorial costs.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Building Maintenance Worker | 1.16 | 1.22 | 1.22 | 0.22 | 0.22 |
| Electrician II | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 |
| Electrician Supervisor | 0.08 | 0.08 | 0.08 | 0.08 | 0.08 |
| Facility Maintenance Manager | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| General Maintenance Supervisor | 0.76 | 0.78 | 0.78 | 0.78 | 0.78 |
| Irrigation and Spray Technician | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 |
| Nursery Worker | 0.09 | 0.09 | 0.09 | - | - |
| Parks Laborer | - | - | - | 0.10 | 0.10 |
| Street Sign Painter | 0.41 | 0.41 | 0.44 | 0.41 | 0.41 |
| | 3.18 | 3.26 | 3.29 | 2.27 | 2.27 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 46,983 | 32,509 | 27,900 | 27,900 | 28,267 | 1.32% |
| Employee Benefits | 15,660 | 13,833 | 15,442 | 15,442 | 10,046 | -34.94% |
| Contractual | 48,227 | 61,554 | 42,944 | 42,944 | 63,630 | 48.17% |
| Commodities | 10,833 | 14,658 | 17,900 | 17,900 | 18,707 | 4.51% |
| Capital Outlay | 13,832 | 29,543 | 23,880 | 23,880 | - | -100.00% |
| Depreciation | 1,400 | 15,600 | 15,881 | 15,881 | 51,007 | 221.18% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 136,935 | 167,697 | 143,947 | 143,947 | 171,657 | 19.25% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Bank service charges increased to reflect actual costs as well as an increase due to installation of additional kiosks.

**Capital:**
Previous years budgets included funds for the purchase of additional kiosks. No funds are budgeted this year.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| General Maintenance Supervisor | 0.12 | 0.10 | 0.10 | 0.10 | 0.10 |
| Building Maintenance Worker | 0.46 | 0.39 | 0.39 | 0.40 | 0.40 |
| | 0.58 | 0.49 | 0.49 | 0.50 | 0.50 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 385,483 | 345,506 | 287,540 | 287,540 | 355,518 | 23.64% |
| Employee Benefits | 122,615 | 125,076 | 114,723 | 114,723 | 87,551 | -23.68% |
| Contractual | 24,483 | 12,720 | 36,039 | 36,039 | 16,900 | -53.11% |
| Commodities | 7,069 | 5,687 | 6,750 | 6,750 | 7,450 | 10.37% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 8,400 | 8,600 | 8,755 | 8,755 | 8,062 | -7.92% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 548,050 | 497,589 | 453,807 | 453,807 | 475,481 | 4.78% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
FY11 Budget was increased to accommodate a specific project. FY2012 budget estimate is reduced to reflect anticipated expenses.

**Commodities:**
Anticipated increase in fuel costs.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Assistant Director | 0.90 | 0.90 | 0.90 | - | - |
| Construction Manager | 1.00 | 1.00 | 1.00 | - | - |
| Project Administrator | 0.50 | - | - | - | - |
| Senior Project Engineer | - | - | - | 1.00 | 1.00 |
| Project Engineer | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| Project Manager | 1.00 | 1.00 | 1.00 | - | - |
| Town Engineer | - | - | - | - | 0.50 |
| | 4.40 | 3.90 | 3.90 | 3.00 | 3.50 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 83,722 | 80,925 | 83,424 | 83,424 | 71,006 | -14.89% |
| Employee Benefits | 31,839 | 32,893 | 37,378 | 37,378 | 23,344 | -37.55% |
| Contractual | 680 | 709 | 1,000 | 1,000 | 1,000 | 0.00% |
| Commodities | 1,072 | 607 | 1,506 | 1,506 | 1,548 | 2.79% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 1,900 | 1,900 | 1,934 | 1,934 | 1,945 | 0.57% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 119,213 | 117,034 | 125,242 | 125,242 | 98,843 | -21.08% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Assistant Director | 0.10 | 0.10 | 0.10 | - | - |
| Town Engineer | - | - | - | - | - |
| Public Works Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | 1.10 | 1.10 | 1.10 | 1.00 | 1.00 |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 217,248 | 243,441 | 251,935 | 251,935 | 248,981 | -1.17% |
| Employee Benefits | 142,120 | 159,772 | 131,197 | 131,197 | 82,653 | -37.00% |
| Contractual | 55,399 | 28,553 | 62,100 | 62,100 | 72,300 | 16.43% |
| Commodities | 123,153 | 138,549 | 123,650 | 123,650 | 131,150 | 6.07% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 10,363 | 10,500 | 10,689 | 10,689 | 9,417 | -11.90% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 548,283 | 580,815 | 579,571 | 579,571 | 544,501 | -6.05% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reduction in staff from previous years has lead to an increase in temporary labor costs.

**Commodities:**
Reduction in staff from previous years has lead to an increase in external vehicle maint.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Mechanic I | - | - | - | 0.50 | 0.50 |
| Mechanic III | 3.00 | 2.50 | 3.50 | 2.00 | 2.00 |
| Mechanic IV | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Services Manager | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| Vehicle Maintenance Supervisor | 1.00 | 1.00 | - | - | - |
| | 6.10 | 5.60 | 5.60 | 4.60 | 4.60 |

# PROGRAM: COASTAL MANAGEMENT 581

**Mission:** This division exists to provide increased storm protection to upland structures and create and maintain recreational beaches to the high standards set for the Town of Palm Beach.

**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

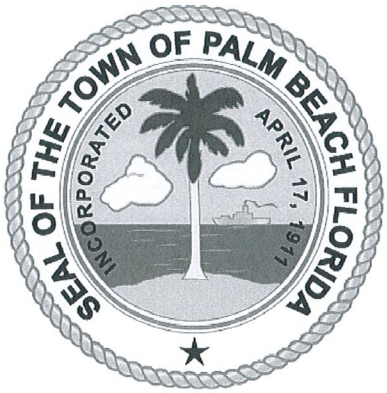
| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 139,420 | 148,248 | 147,718 | 147,718 | 153,765 | 4.09% |
| Employee Benefits | 22,188 | 43,614 | 47,939 | 47,939 | 37,659 | -21.44% |
| Contractual | 600,373 | 334,877 | 595,443 | 595,443 | 232,226 | -61.00% |
| Commodities | 7,839 | 6,154 | 2,350 | 2,350 | 2,350 | 0.00% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 769,820 | 532,893 | 793,450 | 793,450 | 426,000 | -46.31% |

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Reduction in sand transfer plant, regional monitoring, and legal fees.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Coastal Projects Coordinator | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Town Engineer | 1.00 | 0.50 | 0.50 | 0.50 | 0.50 |
| | 1.00 | 1.50 | 1.50 | 1.50 | 1.50 |

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# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 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 | 272,400 | 272,400 | 272,400 | 280,572 | 3.00% |
| TOTALS | 272,400 | 272,400 | 272,400 | 272,400 | 280,572 | 3.00% |

# PROGRAMS: TRANSFERS 611 TO 625

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

**Expenditure Summary**

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Capital Improvement Fund (307) | 1,817,000 | 4,828,957 | 500,000 | 500,000 | 1,000,000 | 100.00% |
| Coastal Protection Fund (309) | 2,000,000 | 1,046,900 | 3,090,000 | 3,090,000 | 3,960,000 | 28.16% |
| Debt Service Fund (205) | 3,790,000 | 3,922,000 | 3,500,000 | 3,500,000 | 3,500,000 | 0.00% |
| Group Health Retirees (610) | 1,649,000 | 1,550,000 | 1,533,000 | 1,533,000 | 1,493,000 | -2.61% |
| Risk - W/C, Liab, Prop | 1,918,000 | 1,904,463 | 1,896,226 | 1,896,226 | 1,887,507 | -0.46% |
| Retirement - General Employee | - | - | - | - | - | 0.00% |
| TOTALS | 11,174,000 | 13,252,320 | 10,519,226 | 10,519,226 | 11,840,507 | 12.56% |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | - | - | - | - | - | 0.00% |
| Employee Benefits | - | - | - | - | - | 0.00% |
| Contractual | 1,001,879 | 56,166 | 46,600 | 46,600 | 46,600 | 0.00% |
| Commodities | 190 | 35 | 600 | 600 | 600 | 0.00% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | 1,700 | 1,700 | 1,700 | 1,700 | 1,700 | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 1,003,769 | 57,901 | 48,900 | 48,900 | 48,900 | 0.00% |

# 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

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2012 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 | 953,800 | 967,000 | 929,468 | 811,307 | -12.71% |
| TOTALS | 953,800 | 967,000 | 929,468 | 811,307 | -12.71% |
| Percent of Budget | 1.5% | 1.5% | 1.5% | 1.5% | |

**General Obligation Bonds**

General Obligation Bonds offer maximum security to investors through the pledge of the municipality's full faith and credit, which for the Town of Palm Beach requires voter approval. The Town has a 5% debt limit as a percent of assessed valuation per Section 7.01 of the Town Charter.

At this time, no General Obligation Bonds are outstanding.

**Revenue Bonds**

During 2010, the Town paid the 2003A bonds in full. In addition, 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 is to be used to fund a portion of the Town's 20 year Capital Improvement Program totaling $41,232,000 and $1,740,844 is to be 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.

The Revenue 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, (I) 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 (ii) 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 2010 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 2010 Revenue bonds and gave the Town a Aaa issuer's rating. Standard and Poor's issued a Revenue bond rating of AA+ gave the Town 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.

# Debt Administration

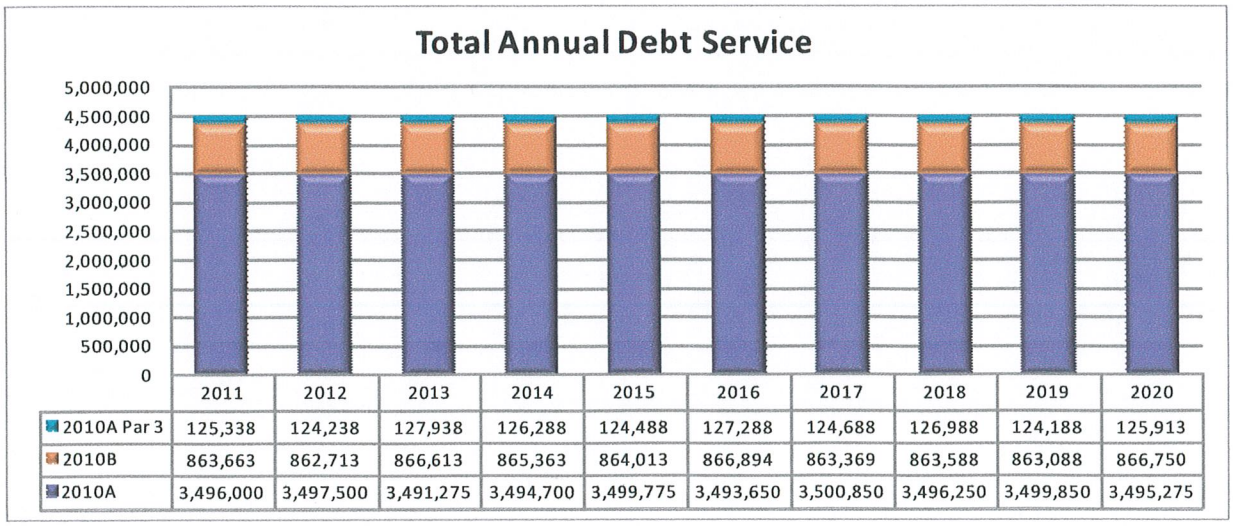
For perspective regarding the future debt obligations, a 10 year summary of debt service, outstanding debt, and debt per capita is found below.

**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 2020 are shown below:

| Fiscal Year | 2010A Revenue Bond | 2010A Revenue Bond -Par 3 | 2010B Revenue Bond | Total |
|---|---|---|---|---|
| 2011 | 3,496,000 | 125,338 | 863,663 | 4,485,001 |
| 2012 | 3,497,500 | 124,238 | 862,713 | 4,484,451 |
| 2013 | 3,491,275 | 127,938 | 866,613 | 4,485,826 |
| 2014 | 3,494,700 | 126,288 | 865,363 | 4,486,351 |
| 2015 | 3,499,775 | 124,488 | 864,013 | 4,488,276 |
| 2016 | 3,493,650 | 127,288 | 866,894 | 4,487,832 |
| 2017 | 3,500,850 | 124,688 | 863,369 | 4,488,907 |
| 2018 | 3,496,250 | 126,988 | 863,588 | 4,486,826 |
| 2019 | 3,499,850 | 124,188 | 863,088 | 4,487,126 |
| 2020 | 3,495,275 | 125,912 | 866,750 | 4,487,937 |
| Total | $34,965,125 | $1,257,354 | $8,646,054 | $44.868.533 |

The chart below shows the Town's total annual debt service for the 2010 Revenue bond for the period of FY2011 through FY2020.



# Debt Administration

## 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 | $11,632,366,503 |
| Legal Debt Margin: | |
| Debt Limitation - 5% of assessed value | $ 581,618,325 |

## Debt Summary

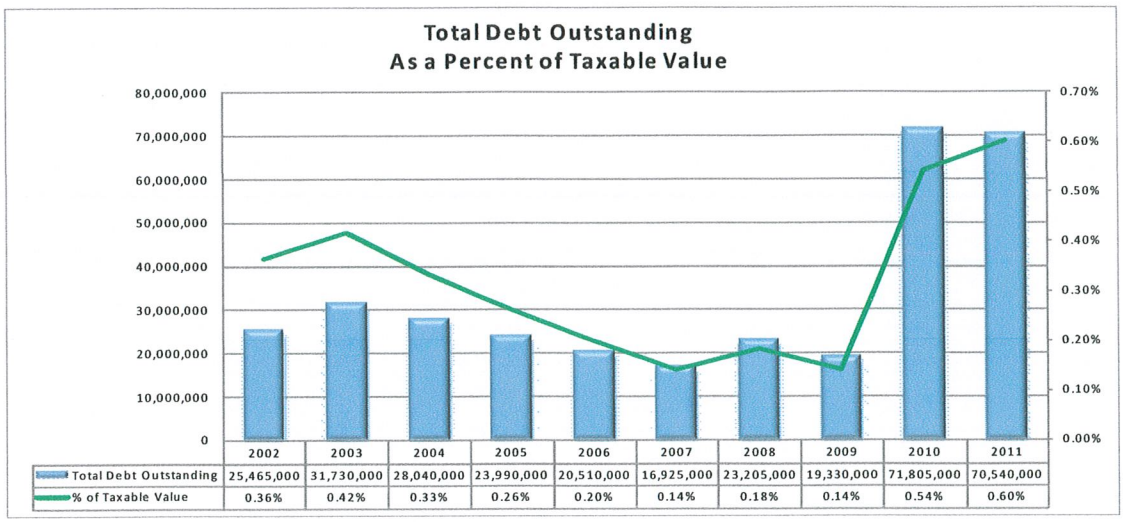
Outstanding debt as of September 30, 2011

| | |
|---|---|
| Gross bonded debt (all debt with a General Obligation Pledge) | $ 0 |
| **General Fund Pledge Obligations**: | |
| Non-Ad Valorem Revenue Bonds | 70,540,000 |
| Total Gross Debt | $70,540,000 |

**Debt Ratios:**

| | | Per Capita |
|---|---|---|
| Population | 9,735 | |
| Taxable Value | $11,632,366,503 | 1,194,902 |
| Total Gross Debt | 70,540,000 | 7,246 |

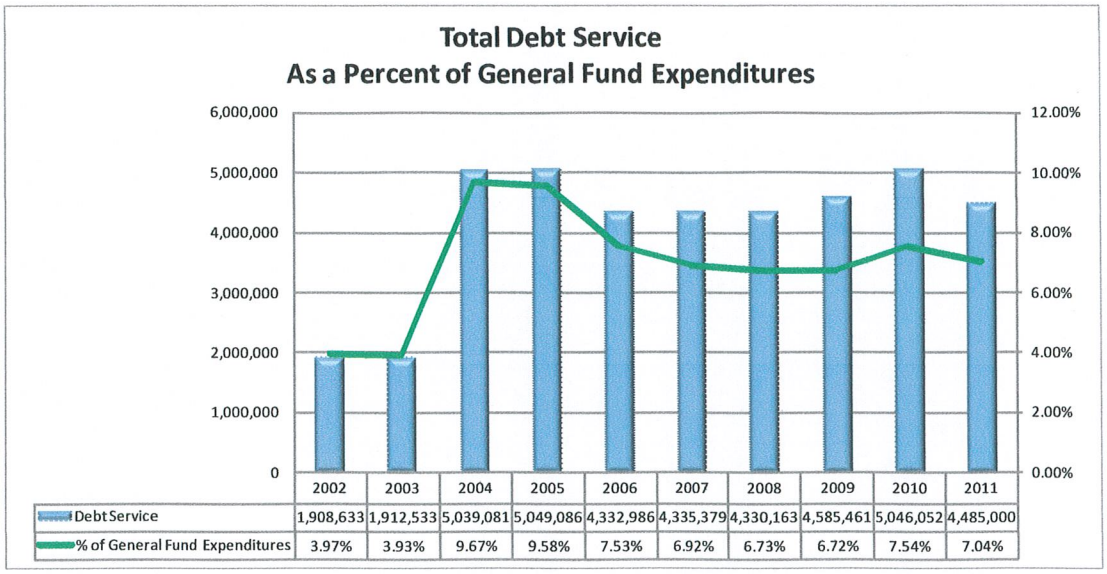
The chart below shows the ratio of total debt outstanding as a percent of taxable value.




| | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|---|---|---|---|---|---|---|---|---|---|---|
| Total Debt Outstanding | 25,465,000 | 31,730,000 | 28,040,000 | 23,990,000 | 20,510,000 | 16,925,000 | 23,205,000 | 19,330,000 | 71,805,000 | 70,540,000 |
| % of Taxable Value | 0.36% | 0.42% | 0.33% | 0.26% | 0.20% | 0.14% | 0.18% | 0.14% | 0.54% | 0.60% |

# Debt Administration

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

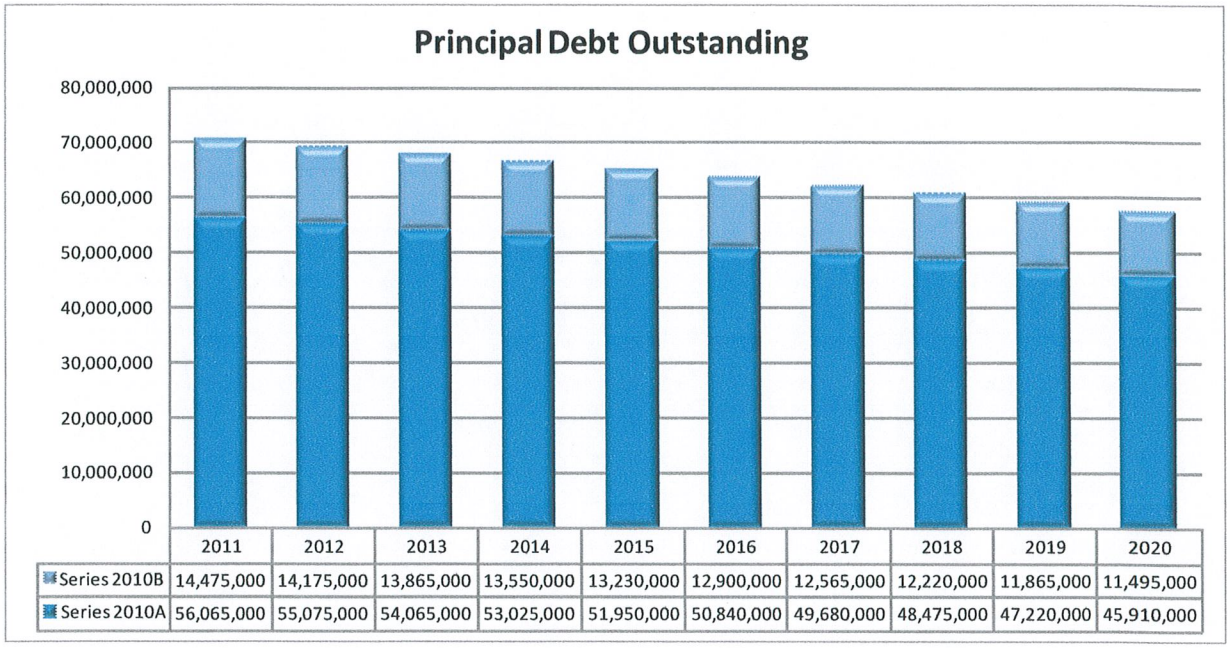



**Town of Palm Beach**
**Principal Debt Outstanding**
**FY2011 - FY2020**

| Fiscal Year Ending | 2010A Revenue Bond | 2010B Revenue Note | Total Debt Outstanding | Debt Per Capita 9,735 |
|---|---|---|---|---|
| 2011 | 56,065,000 | 14,475,000 | 70,540,000 | 7,246 |
| 2012 | 55,075,000 | 14,175,000 | 69,250,000 | 7,114 |
| 2013 | 54,065,000 | 13,865,000 | 67,930,000 | 6,978 |
| 2014 | 53,025,000 | 13,550,000 | 66,575,000 | 6,839 |
| 2015 | 51,950,000 | 13,230,000 | 65,180,000 | 6,695 |
| 2016 | 50,840,000 | 12,900,000 | 63,740,000 | 6,548 |
| 2017 | 49,680,000 | 12,565,000 | 62,245,000 | 6,394 |
| 2018 | 48,475,000 | 12,220,000 | 60,695,000 | 6,235 |
| 2019 | 47,220,000 | 11,865,000 | 59,085,000 | 6,069 |
| 2020 | 45,910,000 | 11,495,000 | 57,405,000 | 5,897 |

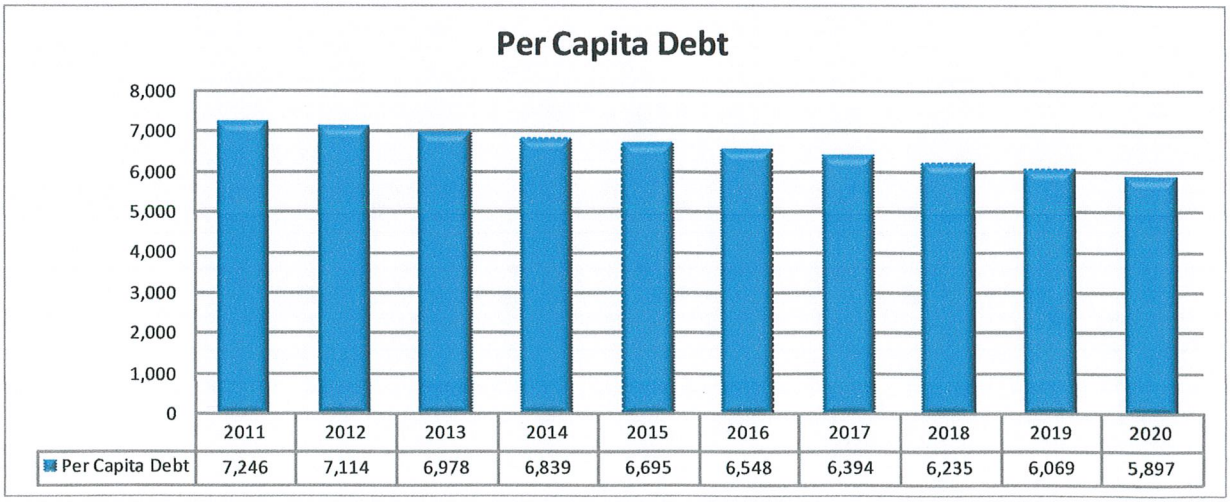
# Debt Administration

The chart below shows the total principal debt outstanding for FY11 through FY20.




| | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Series 2010B | 14,475,000 | 14,175,000 | 13,865,000 | 13,550,000 | 13,230,000 | 12,900,000 | 12,565,000 | 12,220,000 | 11,865,000 | 11,495,000 |
| Series 2010A | 56,065,000 | 55,075,000 | 54,065,000 | 53,025,000 | 51,950,000 | 50,840,000 | 49,680,000 | 48,475,000 | 47,220,000 | 45,910,000 |

The chart below shows total outstanding debt per capita for FY11 through FY20.




| | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|---|---|---|---|---|---|---|---|---|---|
| Per Capita Debt | 7,246 | 7,114 | 6,978 | 6,839 | 6,695 | 6,548 | 6,394 | 6,235 | 6,069 | 5,897 |

# Fund 205 - 2010A CIP Revenue Bond
## Revenue and Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Interest Earnings | 0 | 0 | 1,000 | 500 | 1,000 | 0.00% |
| Transfer from General Fund | 0 | 0 | 3,500,000 | 3,500,000 | 3,500,000 | 0.00% |
| Transfer from REF | 0 | 0 | 0 | 0 | 124,500 | 100.00% |
| Transfer from Debt Serv Funds | 0 | 0 | 116,565 | 116,565 | 0 | -100.00% |
| Bond Proceeds (Capitalized Interest) | 0 | 663,665 | 0 | 0 | 0 | 0.00% |
| TOTALS | 0 | 663,665 | 3,617,565 | 3,617,065 | 3,625,500 | 0.22% |
| **Expenditures** | | | | | | |
| Debt Service Interest | 0 | 516,551 | 2,581,000 | 2,581,000 | 2,631,800 | 1.93% |
| Debt Service Principal | 0 | 0 | 915,000 | 915,000 | 990,000 | 7.58% |
| Other Expenses | 0 | 0 | 10,000 | 8,000 | 10,000 | 0.00% |
| TOTALS | 0 | 516,551 | 3,506,000 | 3,504,000 | 3,631,800 | 3.46% |
| **TOTAL REVENUES OVER/(UNDER) EXPENDITURES** | 0 | 147,114 | 111,565 | 113,065 | (6,300) | |
| Beginning Fund Balance | 0 | 0 | 147,114 | 147,114 | 260,179 | |
| **ENDING FUND BALANCE** | 0 | 147,114 | 258,679 | 260,179 | 253,879 | |

**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 Revenue Bond.

**Other Bond Expenses:**
Represents amounts due for expenses for fund.

# Fund 206 - 2010B Worth Avenue Revenue Bond
## Revenue and Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Interest Earnings | 0 | 0 | 500 | 0 | 500 | 100.00% |
| Transfer from Worth Ave Assessment Fund | 0 | 0 | 865,163 | 865,163 | 864,300 | 100.00% |
| Bond Proceeds (Capitalized Interest) | 0 | 200,065 | 0 | 0 | 0 | -100.00% |
| TOTALS | 0 | 200,065 | 865,663 | 865,163 | 864,800 | -0.10% |
| **Expenditures** | | | | | | |
| Debt Service Interest | 0 | 200,065 | 568,663 | 568,663 | 562,800 | 184.50% |
| Debt Service Principal | 0 | 0 | 295,000 | 295,000 | 300,000 | 100.00% |
| Other Expenses | 0 | 0 | 1,500 | 1,500 | 1,500 | 0.00% |
| TOTALS | 0 | 200,065 | 865,163 | 865,163 | 864,300 | -0.10% |
| **TOTAL REVENUES OVER/(UNDER) EXPENDITURES** | 0 | 0 | 500 | 0 | 500 | |
| Beginning Fund Balance | 0 | 0 | 0 | 0 | 0 | |
| **ENDING FUND BALANCE** | 0 | 0 | 500 | 0 | 500 | |

**REVENUES**
**Interest Earnings:**
Represents interest earned on reserves of fund.

**EXPENDITURES**
**Debt Service Interest:**
Represents the amount of interest due on the 2010B Revenue Bond.

**Debt Service Principal:**
Represents the amount of principal due on the 2010B Revenue Bond.

**Other Bond Expenses:**
Represents amounts due for expenses for fund.

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# Town of Palm Beach

# Capital Improvement Fund (307)

# Fund 307 - Capital Improvement Program
## Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Transfer from General Fund (001) | 1,817,000 | 4,828,957 | 500,000 | 500,000 | 1,000,000 | 100.00% |
| Loan Proceeds | 395,003 | 96,500 | 0 | 0 | 0 | 0.00% |
| Interest on Investments | 177,275 | 90,990 | 60,000 | 10,000 | 10,000 | -83.33% |
| Grants/Local Revenue | 329,543 | 9,722 | 800,000 | 79,000 | 0 | -100.00% |
| TOTALS | 2,718,821 | 5,026,169 | 1,360,000 | 589,000 | 1,010,000 | -25.74% |
| **Expenses** | | | | | | |
| Projects | 6,293,809 | 2,507,898 | 1,360,000 | 6,700,000 | 1,010,000 | -25.74% |
| Transfer to 001 General Fund | 0 | 0 | 0 | 1,400,000 | 0 | 0.00% |
| Transfer to 313 2010B Worth Ave Construction Fund | 0 | 0 | 310,000 | 268,685 | 0 | -100.00% |
| Capital Contingency | 0 | 0 | 186,000 | 37,000 | 181,000 | -2.69% |
| TOTALS | 6,293,809 | 2,507,898 | 1,856,000 | 8,405,685 | 1,191,000 | -35.83% |
| **TOTAL REVENUES OVER/(UNDER) EXPENSES** | (3,574,988) | 2,518,271 | (496,000) | (7,816,685) | (181,000) | |
| Beginning Fund Equity | 9,096,526 | 5,521,538 | 8,039,809 | 8,039,809 | 223,124 | |
| **ENDING FUND EQUITY** | 5,521,538 | 8,039,809 | 7,543,809 | 223,124 | 42,124 | |

# Capital Improvement Program - Pay-as-you-go

## REVENUES

**Transfer from General Fund (001):**
This represents the annual pay-as-you-go funding transferred from the General Fund to the Capital Fund.

**Loan Proceeds:**
This represents the draw down on the Worth Avenue Assessment District line of credit established to fund pre-2010 bond issue expenses for this project

**Interest on Investments:**
The interest revenue is based upon the financial market conditions and funds available for investment.

**Grants/Local Revenue:**
Revenue from FEMA, Florida Department of Transportation, Palm Beach County and City of West Palm Beach is reflected in this line item.

## EXPENDITURES

**Projects:**
A detailed schedule of projects can be found in this section.

**Transfer to 001 General Fund:**
This represents the return of the unexpended balance from the original $2,600,000 transferred from Undesignated General Fund Balance in FY2010.

**Transfer to 2010B Worth Avenue:**
This transfer represents the City of West Palm Beach share of Water Main Improvements for Worth Avenue.

**Contingency:**
10% of budgeted projects per policy.

## Capital Improvement Program
## Proposed FY12 (Including FY11 Carry-over) and Five Year Plan - Fund 307

| Expenditure Budget - Project Description | FY11 Carry-over Budget | Proposed Year 1 FY2012 | Subtotal | Projected Requirements Year 2 FY2013 | Year 3 FY2014 | Year 4 FY 2015 | Year 5 FY 2016 | Thru FY2016 |
|---|---|---|---|---|---|---|---|---|
| *Storm Water System* | 1,855,000 | 105,000 | 1,960,000 | 150,000 | 145,000 | 130,000 | 130,000 | 2,515,000 |
| General Improvements | 1,825,000 | 105,000 | 1,930,000 | 150,000 | 145,000 | 130,000 | 130,000 | 2,485,000 |
| Rehabilitate Storm Pump Stations | 30,000 | 0 | 30,000 | 0 | 0 | 0 | 0 | 30,000 |
| *Sanitary Sewer System* | 2,301,000 | 155,000 | 2,456,000 | 200,000 | 190,000 | 180,000 | 180,000 | 3,206,000 |
| General Improvements | 523,000 | 105,000 | 628,000 | 150,000 | 140,000 | 130,000 | 130,000 | 1,178,000 |
| WPB Central Pump Bypass & Reserve | 245,000 | 50,000 | 295,000 | 50,000 | 50,000 | 50,000 | 50,000 | 495,000 |
| Rehabilitate Sanitary Pump Stations | 693,000 | 0 | 693,000 | 0 | 0 | 0 | 0 | 693,000 |
| Rehabilitate Force Mains | 400,000 | 0 | 400,000 | 0 | 0 | 0 | 0 | 400,000 |
| Replace Single-Family Exp. Stations | 440,000 | 0 | 440,000 | 0 | 0 | 0 | 0 | 440,000 |
| *Streets and Roads* | 15,000 | 500,000 | 515,000 | 500,000 | 500,000 | 500,000 | 500,000 | 2,515,000 |
| Milling & Resurfacing Program | 15,000 | 500,000 | 515,000 | 500,000 | 500,000 | 500,000 | 500,000 | 2,515,000 |
| *Lake Worth Lagoon Bulkheads* | 27,200 | 0 | 27,200 | 0 | 0 | 0 | 0 | 27,200 |
| *Bury FPL Overhead Lines* | 161,000 | 0 | 161,000 | 0 | 0 | 0 | 0 | 161,000 |
| *Refurbish Memorial Fountain* | 37,000 | 0 | 37,000 | 0 | 0 | 0 | 0 | 37,000 |
| *Water Main Improvements WPB (1)* | 0 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 | 4,000,000 |
| *Mangrove Mitigation* | 6,000 | 0 | 6,000 | 0 | 0 | 0 | 0 | 6,000 |
| *A-39 Contamination Assessment* | 30,000 | 0 | 30,000 | 0 | 0 | 0 | 0 | 30,000 |
| *Facilities* | 70,000 | 250,000 | 320,000 | 160,000 | 175,000 | 200,000 | 200,000 | 1,055,000 |
| North Fire Station Flashing Beacon | 70,000 | 0 | 70,000 | 0 | 0 | 0 | 0 | 70,000 |
| North Fire Station Emergency Generator | 0 | 0 | 0 | 0 | 175,000 | 0 | 0 | 175,000 |
| Police Facility Air Conditioning Replacement | 0 | 250,000 | 250,000 | 0 | 0 | 0 | 0 | 250,000 |
| Phipps Ocean Park North Restroom Replacement | 0 | 0 | 0 | 160,000 | 0 | 0 | 0 | 160,000 |
| Old Purchasing | 0 | 0 | 0 | 0 | 0 | 200,000 | 0 | 200,000 |
| South Fire Rehabilitation | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 | 100,000 |
| Public Works Rehabilitation | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 | 100,000 |
| *Total Expenditures* | 4,502,200 | 1,810,000 | 6,312,200 | 1,810,000 | 1,810,000 | 1,810,000 | 1,810,000 | 13,552,200 |
| **Offsetting Revenues:** | | **FY2012** | | **FY2013** | **FY2014** | **FY 2015** | **FY 2016** | **Total** |
| Interest | 0 | 10,000 | | 10,000 | 10,000 | 10,000 | 10,000 | 50,000 |
| Florida Dept. of Transportation | 6,000 | 0 | | 0 | 0 | 0 | 0 | 6,000 |
| Water Main Improvements WPB (1) | 0 | 800,000 | | 800,000 | 800,000 | 800,000 | 800,000 | 4,000,000 |
| **Total Offsets** | 6,000 | 810,000 | | 810,000 | 810,000 | 810,000 | 810,000 | 4,056,000 |
| **Transfer from General Fund - FY11** | 4,496,200 | 1,000,000 | | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 9,496,200 |

(1) Offsetting revenue from WPB

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# Town of Palm Beach

# Comprehensive Coastal Management Plan

## Bond Proceeds Construction Fund (309)

# Fund 309 - Comprehensive Coastal Management Program

## Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Interest Earnings | 222,005 | 127,037 | 78,000 | 1,000 | 20,000 | -74.36% |
| Transfer from 001 General Fund | 3,900,000 | 1,046,900 | 3,090,000 | 3,090,000 | 3,960,000 | 28.16% |
| FEMA/FDEP/Fed Government Grant Reimb. | 217,704 | 73,553 | 4,027,100 | 3,452,000 | 0 | -100.00% |
| TOTALS | 4,339,709 | 1,247,490 | 7,195,100 | 6,543,000 | 3,980,000 | -44.68% |
| **Expenses** | | | | | | |
| FEMA Project | 0 | 0 | 4,100,000 | 5,723,000 | 0 | -100.00% |
| Projects | 1,986,555 | 3,467,853 | 3,090,000 | 4,144,000 | 3,960,000 | 28.16% |
| TOTALS | 1,986,555 | 3,467,853 | 7,190,000 | 9,867,000 | 3,960,000 | -44.92% |
| **TOTAL REVENUES OVER(UNDER) EXPENSES** | 2,353,154 | (2,220,363) | 5,100 | (3,324,000) | 20,000 | |
| Beginning Retained Earnings | 7,716,696 | 10,069,850 | 7,849,487 | 7,849,487 | 4,525,487 | |
| **ENDING FUND EQUITY** | 10,069,850 | 7,849,487 | 7,854,587 | 4,525,487 | 4,545,487 | |

## Fund 309 - Comprehensive Coastal Management Program Bond Proceeds Construction Fund

### REVENUES

**Interest on Investments:**
The interest revenue is based upon the financial market conditions and funds available for investments.

**Transfer from General Fund (001):**
This line item represents money transferred from the General Fund for the CCMP Program.

**FEMA/FDEP/Federal Government Reimbursement:**
Anticipated FEMA/FDEP/Federal Government reimbursement for beach projects.

### EXPENDITURES

**Projects:**
The FY12 budget amounts per five year plan

# FY 2012 Proposed Coastal Management Program Budget

INCLUDING 10-YEAR (FY 2012 - FY 2021) FORECAST

Red = Permit Required  Purple = Influenced by Pending Town/USACE Litigation

**309 ACCOUNT ITEMS [CAPITAL]**

| Item # | Project | Previous Budget | | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | SPB Plan FY09/FY10/FY11 | Unencumbered, As of 3/7/11 | | | | | | | | | | |
| | **TOWNWIDE** | | | | | | | | | | | | |
| 1 | Offshore Sand Search | 1,000,000 | 146,000 | | | | | | | | | | |
| 2 | Groin Assessment | 60,000 | | | | | | | | | | | |
| 3 | Groin Analysis | 200,000 | 6,000 | | | | | | | | | | |
| 4 | *Groin Rehabilitation (Reaches 2-6)* | 200,000 | 200,000 | | | | | | | | | | |
| 5 | General Coastal (Engineering/Legal/Lobbying) | 200,000 | 100,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| 6 | Easement Review | 5,000 | | | | | | | | | | | |
| 10 | SPB Operating Funds | 65,000 | 15,000 | | | | | | | | | | |
| | **LAKE WORTH INLET IMP** | | | | | | | | | | | | |
| 11 | ***Sand Transfer Plant Phase I Construction*** | 2,550,000 | 38,000 | | | | | | | | | | |
| 12 | Sand Transfer Plant Phase II Permitting | 350,000 | 187,000 | | | | | | | | | | |
| 16 | Tri-Party Dredging Permitting | 150,000 | 150,000 | | | | | | | | | | |
| 17 | Lawsuit Technical Assistance | 50,000 | 50,000 | | | | | | | | | | |
| 18 | Maint. Dredge Sand Permitting, Placement Extension | 200,000 | 200,000 | | 100,000 | | | | | | | | |
| 19 | Biological Monitoring 0.8 acre reef | 108,000 | 48,000 | | | | | | | | | | |
| 20 | Expanded Settling Basin Study | 200,000 | 200,000 | | | | | | | | | | |
| | **REACH ONE** | | | | | | | | | | | | |
| 22 | Engineered Beach Designation | 13,000 | | | | | | | | | | | |
| 23 | Sea Turtle Monitoring/Beach Tilling/Escarpment Removal | 166,000 | 135,000 | 60,000 | 61,000 | 62,000 | 63,000 | 64,000 | 76,000 | 77,000 | 78,000 | 79,000 | 80,000 |
| | **REACH TWO** | | | | | | | | | | | | |
| 27 | *North Ocean Boulevard Seawall* | 50,000 | 50,000 | 250,000 | | *4,000,000* | | | | | | | |
| 28 | Sea Turtle Nesting Monitoring | 29,000 | 12,000 | | | | | | | | | | |
| | **REACH THREE/FOUR (MID-TOWN)** | | | | | | | | | | | | |
| 29 | Beach Nourishment Permitting | 150,000 | 150,000 | 100,000 | 100,000 | | | | | | | | 100,000 |
| 30 | Beach Nourishment Construction | | | | | | 2,700,000 | | | 12,000,000 | | | |
| | *Groins at Gulfstream Rd.* | | | 20,000 | | | *1,700,000* | | | | | | |
| 31 | *Beach Nourishment Construction Mitigation* | | | *3,000,000* | | | | | | | | | |
| 32 | Sea Turtle Monitoring/Beach Tilling/Escarpment Removal | 177,000 | 147,000 | 60,000 | 61,000 | 62,000 | 63,000 | 64,000 | 76,000 | 77,000 | 78,000 | 79,000 | 80,000 |
| 33 | Biological Monitoring | 308,000 | 140,000 | 100,000 | 105,000 | 110,000 | 165,000 | 121,000 | 128,000 | 184,000 | 141,000 | 148,000 | 155,000 |
| 34 | FEMA Beach/Dune Sand | 2,200,000 | 238,000 | | | | | | | | | | |
| | **REACH SEVEN (PHIPPS), NORTH OF THE LAKE WORTH PIER** | | | | | | | | | | | | |
| 43 | Beach Renourishment Permitting | 300,000 | 300,000 | 50,000 | | | | | | | | | 200,000 |
| 44 | Beach Renourishment Construction | | | | | 9,000,000 | | | | | | | |
| 45 | Structures Feasibility Study | 150,000 | 22,000 | | | | | | | | | | |
| 46 | Structures Permitting | 175,000 | 45,000 | 50,000 | | | | | | | | | |
| 47 | *Structures Construction* | | | | | *3,000,000* | | | | | | | |
| 48 | *Structures Construction Mitigation* | | | | | *2,500,000* | | | | | | | |
| 49 | Dune Restoration/Phipps North to Sloans | 423,000 | | | | | | | | | | | |
| 50 | Sea Turtle Monitoring/Beach Tilling/Escarpment Removal | 198,000 | 168,000 | 60,000 | 61,000 | 52,000 | 63,000 | 64,000 | 76,000 | 77,000 | 78,000 | 79,000 | 80,000 |
| 51 | Biological Monitoring | 607,000 | 463,000 | 100,000 | 205,000 | 163,000 | 171,000 | 179,000 | 188,000 | 198,000 | 208,000 | 218,000 | 229,000 |
| 52 | FEMA Beach/Dune Sand | 1,900,000 | 280,000 | | | | | | | | | | |
| | **REACH EIGHT, SOUTH OF THE LAKE WORTH PIER** | | | | | | | | | | | | |
| 53 | Critical Beach Erosion Designation | 10,000 | 10,000 | | | | | | | | | | |
| 54 | Beach Restoration Permitting | 320,000 | | | | | | | | | | | |
| 55 | Beach Restoration Construction | | | | | | | | | | | | |
| 56 | *Beach Restoration Mitigation* | | | | | | *1,000,000* | | | | | | |
| 57 | Dune Restoration (R-129 to R-134) | 1,200,000 | 208,000 | | | 500,000 | | | 1,400,000 | | | 1,600,000 | |
| 58 | Structures Study (Env. Impact Statement) | 500,000 | | | | | | | | | | | |
| 59 | Potential Structures Permitting | | | | 200,000 | | | | | | | | |
| 60 | *Structures Construction* | | | | | | | | | | | | |
| 61 | *Structures Mitigation* | | | | | | | | | | | | |
| 62 | Sea Turtle Monit./Bch Tilling/Escarpmnt Removal | 117,000 | 81,000 | 60,000 | 62,000 | 64,000 | 66,000 | 68,000 | 71,000 | 74,000 | 78,000 | 82,000 | 86,000 |
| 63 | Biological Monitoring | | | | | | | | | | | | |
| 64 | Reach 8 Project Engineering Report | | | | | | 10,000 | 10,000 | | 10,000 | 10,000 | | 10,000 |
| | | **14,331,000** | **3,789,000** | | | | | | | | | | |

| **309 ACCOUNT, "PAY-AS-YOU-GO"** | | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **COLUMN SUB-TOTALS:** | Permit Required | 440,000 | 555,000 | 513,000 | 3,291,000 | 560,000 | 615,000 | 12,687,000 | 661,000 | 685,000 | 710,000 |
| Recommended | Permit Required | 960,000 | 1,005,000 | 10,063,000 | 3,351,000 | 620,000 | 2,065,000 | 12,747,000 | 721,000 | 2,335,000 | 1,070,000 |

| **309 ACCOUNT, BONDABLE [ALL APPLICABLE PROJECTS *ITALICIZED* ABOVE]** | | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **COLUMN SUB-TOTALS:** | Permit Required | 3,000,000 | 0 | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Recommended | Permit Required | 3,000,000 | 0 | 9,500,000 | 2,700,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| **LEVELIZED FOR 30 YEARS:** | | 1,011,333 | 1,011,333 | 1,011,333 | 1,011,333 | 1,011,333 | 1,011,333 | 1,011,333 | 1,011,333 | 1,011,333 | 1,011,333 |

| **581 ACCOUNT ITEMS [OPERATING]** | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 65 | Annual Sediment Budget | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 66 | Physical Monitoring | 65,000 | 68,000 | 72,000 | 75,000 | 79,000 | 83,000 | 87,000 | 91,000 | 96,000 | 101,000 |
| 67 | Sand Transfer Plant Operating | 50,000 | 368,000 | 385,000 | 405,000 | 425,000 | 447,000 | 469,000 | 492,000 | 517,000 | 543,000 |
| 68 | LWI IMP Physical Monitoring | 17,000 | 18,000 | 19,000 | 20,000 | 21,000 | 22,000 | 23,000 | 24,000 | 25,000 | 26,000 |
| 69 | Mid-Town Physical Monitoring | 35,000 | 37,000 | 38,000 | 40,000 | 42,000 | 45,000 | 47,000 | 49,000 | 52,000 | 54,000 |
| 70 | Mid-Town Bch. Project Engineering Report | | | | 10,000 | 10,000 | | 10,000 | 10,000 | 10,000 | 10,000 |
| 71 | Phipps Ocean Park Project Physical Monitoring | 25,000 | 26,000 | 28,000 | 29,000 | 30,000 | 32,000 | 34,000 | 35,000 | 37,000 | 39,000 |
| 72 | Phipps Ocean Park Project Engineering Report | | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | | 10,000 | | |
| 73 | Reach 8 Project Physical Monitoring | 25,000 | 26,000 | 28,000 | 29,000 | 30,000 | 32,000 | 34,000 | 35,000 | 37,000 | 39,000 |
| 74 | Coastal Management Program Operating Expenses | 199,000 | 205,000 | 213,000 | 220,000 | 227,000 | 235,000 | 244,000 | 254,000 | 258,000 | 262,000 |

| **581 ACCOUNT** | | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **COLUMN SUB-TOTALS:** | Permit Required | 52,000 | 18,000 | 19,000 | 70,000 | 73,000 | 22,000 | 80,000 | 83,000 | 87,000 | 90,000 |
| Recommended | Permit Required | 426,000 | 768,000 | 803,000 | 848,000 | 884,000 | 916,000 | 958,000 | 1,010,000 | 1,042,000 | 1,084,000 |

| **309 AND 581 ACCOUNTS [CAPITAL + OPERATING], BONDABLE PROJECTS LEVELIZED** | | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **COASTAL MANAGEMENT PROGRAM GRAND TOTALS** | Permit Required | 1,503,333 | 1,584,333 | 1,543,333 | 4,372,333 | 1,644,333 | 1,648,333 | 13,778,333 | 1,755,333 | 1,783,333 | 1,811,333 |
| Recommended | Permit Required | 2,397,333 | 2,784,333 | 11,877,333 | 5,210,333 | 2,515,333 | 3,992,333 | 14,716,333 | 2,742,333 | 4,388,333 | 3,165,333 |

| **REVISED PLAN RECOMMENDED BY SHORE PROTECTION BOARD Summary of Costs** | | |
|---|---|---|
| | **FY 2012 - FY 2021 RAW TOTAL** | **$58,876,000** |
| | **BONDABLE TOTAL** | **$15,200,000** |
| | **10-YEAR RAW TOTAL MINUS BONDABLE** | **$43,676,000** |
| | **BONDABLE PAYBACK ANNUAL COST** | **$1,013,333** |
| | **AVG. ANN. COST (WITHOUT BONDABLE)** | **$4,367,600** |
| | **TOTAL AVG. ANNUAL COST (W/ BOND.)** | **$5,380,933** |

| **PRIOR PLAN** for comparison purposes | | |
|---|---|---|
| | **FY 2012 - FY 2021 RAW TOTAL (RED, GREEN, & GOLD)** | **$140,625,000** |
| | **BONDABLE TOTAL** | **$26,850,000** |
| | **10-YEAR RAW TOTAL MINUS BONDABLE** | **$113,775,000** |
| | **BONDABLE PAYBACK ANNUAL COST** | **$1,790,000** |
| | **AVG. ANN. COST (WITHOUT BONDABLE)** | **$11,377,500** |
| | **TOTAL AVG. ANNUAL COST (W/ BOND.)** | **$13,167,500** |

| **LAKE WORTH INLET ACTIVITIES, Pending Litigation** | | | | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 13 | *Sand Transfer Plant Phase II Mitigation* | 0 | 0 | | *2,000,000* | | | | | | | | |
| 14 | *Sand Transfer Plant Phase II Construction* | 0 | 0 | | *3,850,000* | | | | | | | | |
| 21 | Incremental Cost for Dry Beach Placement (1 Event) | 1,000,000 | 1,000,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| **COLUMN SUB-TOTALS:** | | | | **500,000** | **6,350,000** | **500,000** | **500,000** | **500,000** | **500,000** | **500,000** | **500,000** | **500,000** | **500,000** |

3/24/2011

| **309 AND 581 ACCOUNTS [CAPITAL + OPERATING], RAW** | | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **COASTAL MANAGEMENT PROGRAM GRAND TOTALS** | Permit Required | 3,492,000 | 573,000 | 532,000 | 4,361,000 | 633,000 | 637,000 | 12,767,000 | 744,000 | 772,000 | 800,000 |
| Recommended | Permit Required | 4,386,000 | 1,773,000 | 20,366,000 | 6,899,000 | 1,504,000 | 2,981,000 | 13,705,000 | 1,731,000 | 3,377,000 | 2,154,000 |

**NOTE: This is the revised 10-year Coastal Protection Plan recommended by the Shore Protection Board. With one minor change at line #59, it also is the "Plan B" alternative recommended by Town staff. The Town's budget can provide sufficient funding for this program without a tax increase in FY12 and probably also in FY13. To ensure the proper scope of this program and address the long term funding needed to complete it, the Finance and Taxation Committee and the full Town Council will be addressing these matters in 2011.**

# Town of Palm Beach

# Town Facilities Project Fund (310)

# Fund 310 - Town Facilities Project Fund
## Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Interest on Investments | 62,045 | 10,294 | 2,000 | 2,000 | 1,000 | -50.00% |
| Preservation Foundation Donations | 0 | 200,000 | 0 | 0 | 0 | 0.00% |
| Historic Preservation Grant | 227,547 | 0 | 0 | 0 | 0 | 0.00% |
| Miscellaneous | 0 | 1,055 | 0 | 3,764 | 0 | 0.00% |
| TOTALS | 289,592 | 211,349 | 2,000 | 5,764 | 1,000 | -50.00% |
| **Expenses** | | | | | | |
| Trans to (309) CCMP | 1,900,000 | 0 | 0 | 0 | 0 | 0.00% |
| Projects | 4,875,886 | 4,744,035 | 0 | 50,000 | 0 | 0.00% |
| TOTALS | 6,775,886 | 4,744,035 | 0 | 50,000 | 0 | 0.00% |
| **TOTAL REVENUES OVER/(UNDER) EXPENSES** | (6,486,294) | (4,532,686) | 2,000 | (44,236) | 1,000 | |
| Beginning Retained Earnings | 12,036,619 | 5,550,325 | 1,017,639 | 1,017,639 | 973,403 | |
| **ENDING FUND EQUITY** | 5,550,325 | 1,017,639 | 1,019,639 | 973,403 | 974,403 | |

## Fund 310 - Town Facilities Project Fund

**REVENUES**

**Interest on Investments:**
The interest revenue is based upon the financial market conditions and funds available for investment.

**Preservation Foundation Donations:**
Represents donations for Town Hall Renovations.

**Historic Preservation Grant:**
Represents funding for Town Hall Renovations.

**Miscellaneous:**
This item represents revenue received fro FPL rebates.

# Town of Palm Beach

# Worth Avenue Assessment District (311)

# Fund 311 -
# Worth Avenue Assessment Area Improvement Fund
## Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Interest on Investments | 0 | 2,783 | 1,000 | 1,000 | 1,000 | 0.00% |
| Loan Proceeds | 0 | 97,524 | 0 | 0 | 0 | 0.00% |
| Donations | 0 | 0 | 0 | 3,600 | 10,000 | 100.00% |
| Special Assessment Revenue | 0 | 564,419 | 1,037,000 | 1,037,000 | 1,079,000 | 14.00% |
| TOTALS | 0 | 664,726 | 1,038,000 | 1,041,600 | 1,090,000 | 8.00% |
| **Expenses** | | | | | | |
| Projects | 0 | 612,132 | 0 | 0 | 0 | 0.00% |
| Transfer to Debt Service 206 2010B | 0 | 0 | 865,163 | 865,163 | 866,894 | 0.00% |
| Maintenance Costs | 0 | 0 | 175,000 | 175,000 | 221,200 | 26.00% |
| TOTALS | 0 | 612,132 | 1,040,163 | 1,040,163 | 1,088,094 | 5.00% |
| **TOTAL REVENUES OVER/(UNDER) EXPENSES** | 0 | 52,594 | (2,163) | 1,437 | 1,906 | |
| Beginning Retained Earnings | | 0 | 52,594 | 52,594 | 54,031 | |
| **ENDING FUND EQUITY** | 0 | 52,594 | 50,431 | 54,031 | 55,937 | |

# Fund 311 - Worth Avenue Assessment Project Fund

## REVENUES

**Interest on Investments:**
The interest revenue is based upon the financial market conditions and funds available for investment.

**Loan Proceeds:**
Represents funding for Worth Avenue preconstruction costs.

**Donations:**
Represents donations received for Worth Avenue items.

**Special Assessment Revenue:**
Non Ad Valorem Revenue collected from property owners for Worth Avenue special assessments.

## EXPENDITURES

**Projects:**
Portion of Worth Avenue preconstruction costs incurred prior to 2010B bond issue.

**Transfer to Debt Service 206 2010B Fund:**
Annual debt service on 2010B Revenue Bonds.

**Maintenance Costs:**
Maintenance costs for Worth Avenue.

# Town of Palm Beach

# Accelerated Capital Fund (312)

# Fund 312 -
# Accelerated Capital Fund 2010A Bond Issue
## Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Interest on Investments | 0 | 394,988 | 400,000 | 100,000 | 200,000 | -50.00% |
| Bond Proceeds | 0 | 43,525,618 | 0 | 0 | 0 | 0.00% |
| TOTALS | 0 | 43,920,606 | 400,000 | 100,000 | 200,000 | -50.00% |
| **Expenses** | | | | | | |
| Debt Service Costs | 0 | 546,496 | 0 | 0 | 0 | 0.00% |
| Transfer to 313 2010B Worth Ave Bond Fund | 0 | 0 | 950,000 | 805,956 | 0 | -100.00% |
| Projects (a) | 0 | 2,636,580 | 0 | 4,600,000 | 0 | 0.00% |
| TOTALS | 0 | 3,183,076 | 950,000 | 5,405,956 | 0 | -100.00% |
| **TOTAL REVENUES OVER/(UNDER) EXPENSES** | 0 | 40,737,530 | (550,000) | (5,305,956) | 200,000 | |
| Beginning Retained Earnings | 0 | 0 | 40,737,530 | 40,737,530 | 35,431,574 | |
| **ENDING FUND EQUITY** | 0 | 40,737,530 | 40,187,530 | 35,431,574 | 35,631,574 | |

(a) FY2012 projects are funded with unexpended roll-over balances from FY2011 and/or appropriations of fund balances approved by Town Council resolution.

## Fund 312 - Accelerated Capital Fund 2010A Bond Issue

### REVENUES

**Interest on Investments:**
The interest revenue is based upon the financial market conditions and funds available for investment.

**Bond Proceeds:**
Represents funding for Town Hall Renovations.

### EXPENDITURES

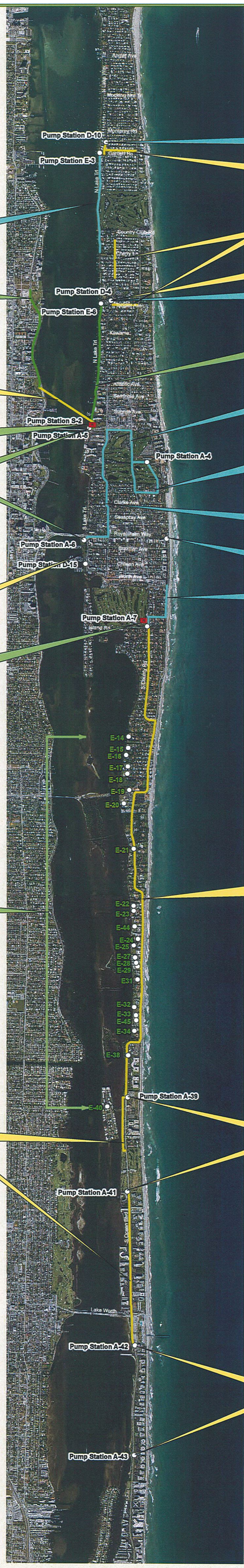
**Debt Service Costs:**
Debt service costs initially budgeted in the 312 fund, but subsequently paid out of the debt service fund.

**Transfer to 313 2010B Worth Avenue Bond Fund:**
This transfer represents the Town's share of Sanitary and Storm Sewer improvement for Worth Avenue.

**Projects:**
A detailed schedule of projects can be found in this section.

# Town of Palm Beach

*Accelerated Capital Improvement Program*




D-10 Pump Station Improvements
Upgrade Existing Stormwater Pump Station
(FUTURE PROJECT)

North Lake Way & Laurian Lane Infrastructure Improvements
Construction: June - Nov. 2011
Construct New Stormwater Pipes Including Infrastructure Improvements

E-3, Garden Road to Cherry Lane, Force Main Replacement
Replace existing 12 - IN FM with new 12 - IN FM
(FUTURE PROJECT)

North Lake Way & Tangier Infrastructure Improvements
Construction: June - Nov. 2011
Construct New Stormwater Pipes Including Infrastructure Improvements

D-4 Pipe Repair
Construction: July - Nov. 2011
Install Lining for Existing Stormwater Pipes in D-4 Basin

North Flagler Drive Force Main
Construction: May - Nov. 2012
Construct New Force Main in West Palm Beach

D-4 Pump Station Improvements
Upgrade Existing Stormwater Pump Station
(FUTURE PROJECT)

E-6, Bradley Park to Tangier Avenue, Force Main Replacement
Construction: April - Sept. 2012
Replace existing 12-in FM with new 12-in FM

Subaqueous Force Main Crossing
Construction Feb. - Sept. 2011
Replacement of Existing Force Main with Alternate Route

Barton Avenue to Bradley Place Force Main Replacement
Replace existing 20 - IN FM with new 20 - IN FM
(FUTURE PROJECT)

Pump Station S-2 Inline Booster Station
Construction: May - Nov. 2012
Construct new Inline Station
to replace Pump Station S-2

Pinewalk Force Main Replacement
Take existing 8 - IN FM out of service
and construct new 8 - IN FM
(FUTURE PROJECT)

Pump Stations A-5 & A-6 Improvements
Construction: May - Sept. 2012
Upgrade Existing Pump Stations

A-6 to Royal Poinciana Way Force Main Replacement
Replace existing 16 - IN FM with new 16 - IN FM
(FUTURE PROJECT)

Ocean Outfall Junction Box Rehabilitation
Strucural Repairs to Outfall Box Junction
(FUTURE PROJECT)

D-15 (D-6 & D-7) Pump Station Rehabilitation
Construction: June 2011 - Jan. 2012
Upgrade Existing Stormwater Pump Stations

A-7 to Hammon Avenue Force Main Replacement
Replace Existing 16-IN FM with New 16-IN FM.
(FUTURE PROJECT)

Pump Station A-7 Inline Booster Station
Construction: April - Aug. 2012
Upgrade Existing Pump Station &
Construct New A-7 Inline Booster Station

A-39 to A-7 Force Main Replacement
Construction: June - Nov. 2011
Construction: April - Nov. 2012
Replace existing 12 - IN FM
with new 18 - IN FM

Ejector Pump Station Upgrades
Construction April - Nov. 2012
Upgrade E-Stations

Pump Stations A-39 & A-41 Improvements
Construction: Sept. 2011 - March 2012
Upgrade Existing Pump Stations

A-42 to A-41 & Par-3 to A-39 Force Main Replacement
Construction: July - Nov. 2011
A-42 to A-41: Replace Existing 10-IN FM with New 12-IN FM
Par-3 to A-39: Replace Existing 4 - IN FM with New 16 - IN FM

Pump Stations A-42 & A-43 Improvements
Construction: July - Nov. 2011
Upgrade Existing Pump Stations

**Town Wide Projects**

- Sanitary Gravity Main Replacement Program
  Construction Sept.– Nov. 2011 & April – Nov. 2012
  Replace deteriorated sanitary pipes at various locations.
- Stormwater Corrugated Pipe Replacement Program
  Construction Sept. – Nov. 2011 & April – Nov. 2012
  Replace deteriorated stormwater pipes at various locations.
- Street Lighting Improvements
  Construction July – Nov. 2011 & April – Nov. 2012
  Replace existing street lighting with new standard decorative fixtures.
- Traffic Signal Improvements
  Construction May – Dec 2012
  Replace existing loops with video detection cameras.
- Telemetry System Improvements
  Construction April – Nov. 2012
  Update the operating system serving the Town's pump stations.

**Legend**

Proposed Booster Station

**Planned Phasing Year**

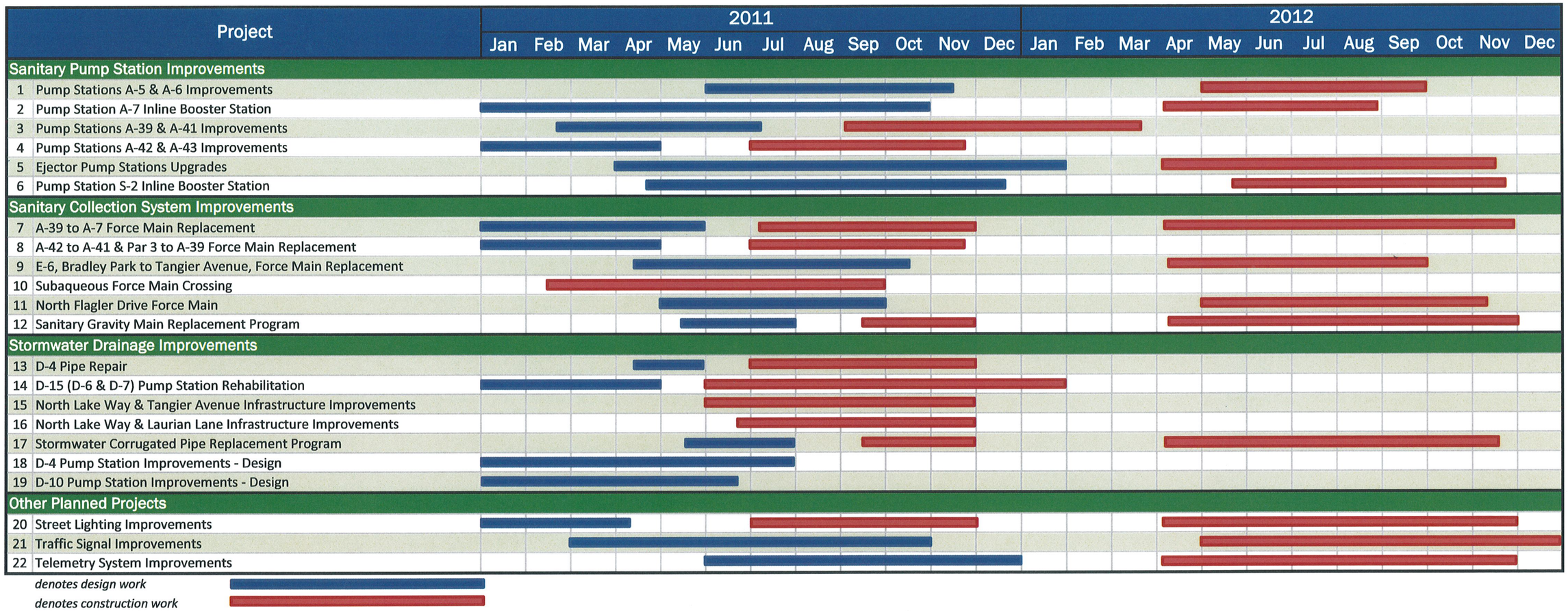
2011
2012
Future

FM = Forcemain

0 1,000 2,000
Feet

JACOBS

# Town of Palm Beach Accelerated Capital Improvements Program
## Schedule




*denotes design work*

*denotes construction work*

## Town of Palm Beach Accelerated Capital Improvements Program
## Budget Report

| Program Project | Original 2009 Cost Estimate | 2010A Bond Series: Updated Project Estimate | 2010A Bond Series: Amount Paid to-date | 2010A Bond Series: Percent Complete |
|---|---|---|---|---|
| **Sanitary Pump Station Improvements** | | | | |
| Pump Stations A-5 & A-6 Improvements | $ 150,000 | $ 400,000 | $ - | |
| Pump Station A-7 Inline Booster Station | $ 1,465,000 | $ 1,465,000 | $ 57,698 | |
| Pump Stations A-39 & A-41 Improvements | $ 400,000 | $ 400,000 | $ 4,311 | |
| Pump Stations A-42 & A-43 Improvements | $ 1,071,000 | $ 1,020,000 | $ 55,959 | |
| Ejector Pump Stations Upgrades | $ 2,055,000 | $ 2,055,000 | $ 25,202 | |
| Pump Station S-2 Inline Booster Station | $ 2,300,000 | $ 2,300,000 | $ 28,140 | |
| *Sub-Total Sanitary Pump Stations* | *$ 7,441,000* | *$ 7,640,000* | *$ 171,309* | *2%* |
| **Sanitary Collection System Improvements** | | | | |
| A-39 to A-7 Force Main Replacement | $ 5,000,000 | $ 6,376,300 | $ 287,256 | |
| A-42 to A-41 & Par 3 to A-39 Force Main Replacement | $ 1,200,000 | $ 1,200,000 | $ 91,053 | |
| A-43 to A-42 Force Main Replacement | $ 517,000 | $ - | $ 3,722 | |
| E-6, Bradley Park to Tangier Avenue, Force Main Replacement | $ 890,000 | $ 1,300,000 | $ - | |
| S-2 Bypass at A-5 Force Main Replacement | $ 55,000 | $ - | $ - | |
| Currie Park to Tamarind Avenue Force Main Replacement | $ 2,070,000 | $ - | $ - | |
| S-2 to Tangier Avenue Force Main Replacement | $ 2,560,000 | $ - | $ - | |
| Subaqueous Force Main Crossing | $ - | $ 1,875,900 | $ 73,508 | |
| North Flagler Drive Force Main | $ - | $ 2,250,000 | $ - | |
| Sanitary Gravity Main Replacement Program | $ 1,000,000 | $ 1,000,000 | $ - | |
| *Sub-Total Sanitary Collection System* | *$ 13,292,000* | *$ 14,002,200* | *$ 455,538* | *3%* |
| **Stormwater Drainage Improvements** | | | | |
| D-4 Pipe Repair | $ 700,000 | $ 700,000 | $ - | |
| D-15 (D-6 & D-7) Pump Station Rehabilitation | $ 3,690,000 | $ 6,731,500 | $ 516,262 | |
| North Lake Way & Tangier Avenue Infrastructure Improvements | $ 1,215,000 | $ 1,215,000 | $ 53,145 | |
| North Lake Way & Laurian Lane Infrastructure Improvements | $ 885,000 | $ 1,264,000 | $ 44,424 | |
| Stormwater Corrugated Pipe Replacement Program | $ 1,000,000 | $ 1,000,000 | $ - | |
| D-4 Pump Station Improvements - Design | $ 105,000 | $ 165,000 | $ 52,199 | |
| D-10 Pump Station Improvements - Design | $ 50,000 | $ 130,000 | $ 92,718 | |
| *Sub-Total Drainage Improvements* | *$ 7,645,000* | *$ 11,205,500* | *$ 758,748* | *7%* |
| **Other Planned Projects** | | | | |
| Street Lighting Improvements | $ 1,780,000 | $ 1,780,000 | $ 51,140 | |
| Traffic Signal Improvements | $ 370,000 | $ 370,000 | $ - | |
| Worth Avenue Improvements | $ 950,000 | $ 950,000 | $ 950,000 | |
| Program Administration | $ 720,000 | $ 719,960 | $ - | |
| ECR Pelletizer - Biosolids Improvements | $ 1,241,000 | $ - | $ - | |
| Telemetry System Improvements | $ - | $ 400,000 | $ - | |
| *Sub-Total Other Planned Projects* | *$ 5,061,000* | *$ 4,219,960* | *$ 1,001,140* | *24%* |
| **Future Bond Projects** | | | | |
| A-6 to Royal Poinciana Way Force Main Replacement | $ 1,200,000 | | | |
| Cocoanut Row to S. Ocean Blvd. Force Main Replacement | $ 505,000 | | | |
| A-7 to Hammon Avenue Force Main Replacement | $ 524,000 | | | |
| E-3, Garden Road to Cherry Lane, Force Main Replacement | $ 650,000 | | | |
| Barton Avenue to Bradley Park Force Main Replacement | $ 1,000,000 | | | |
| D-4 Pump Station Improvements - Construction | $ 1,515,000 | | | |
| D-10 Pump Station Improvements - Construction | $ 1,965,000 | | | |
| Ocean Outfall Junction Box Rehabilitation | $ 265,000 | | | |
| Pinewalk Force Main Replacement | $ 121,000 | | | |
| *Sub-Total - Future Projects* | *$ 7,745,000* | | | |
| **ACIP PROGRAM BUDGET** | **$ 41,184,000** | **$ 37,067,660** | **$ 2,386,736** | ***7%*** |
| **2010 A BOND SERIES** | **$ 41,232,000** | | | |
| ***UNALLOCATED CONTINGENCY*** | ***$ 48,000*** | ***$ 4,164,340*** | | |

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# PUMP STATIONS A-5 & A-6 IMPROVEMENTS

## Budget

Cost Estimate: $400,000

## Project Description

This project will rehabilitate sanitary pump stations A-5 and A-6 including upgrade of the electrical and mechanical systems, minor structural repairs, and conversion from dry-pit to submersible stations.

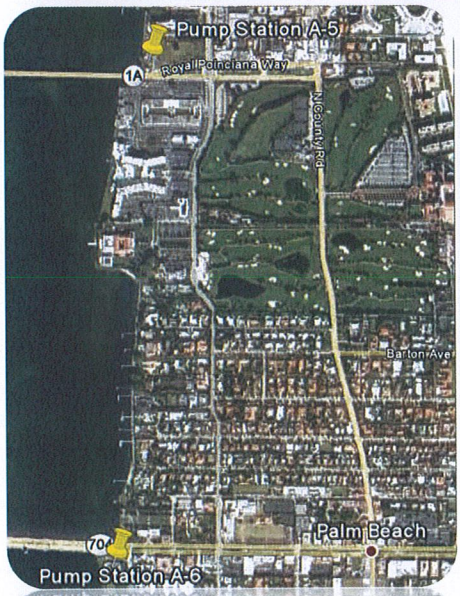
AFFORDABLE TODAY

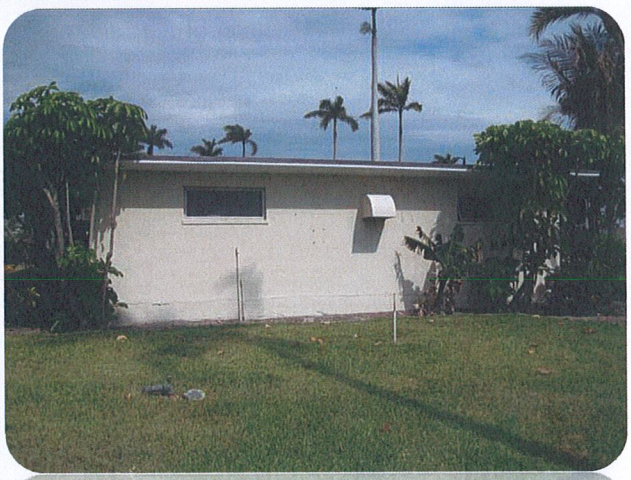
MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

This project will increase the reliability of these pump stations by upgrading the wastewater pumps and the electrical and mechanical systems. Completion of any necessary structural repairs and application of wet well coatings will extend the life of the stations.



*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | June 2011 – November 2011 |
| Procurement | November 2011 – April 2012 |
| Construction | May 2012 - September 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# PUMP STATION A-7 INLINE BOOSTER STATION

## Budget

Cost Estimate: $1,465,000

## Project Description

This project will rehabilitate the existing A-7 sanitary pump station including: replacement and upgrade of mechanical and electrical equipment and wetwell repairs to rehabilitate deteriorated concrete. This project also includes construction of a new in-line booster pump station.

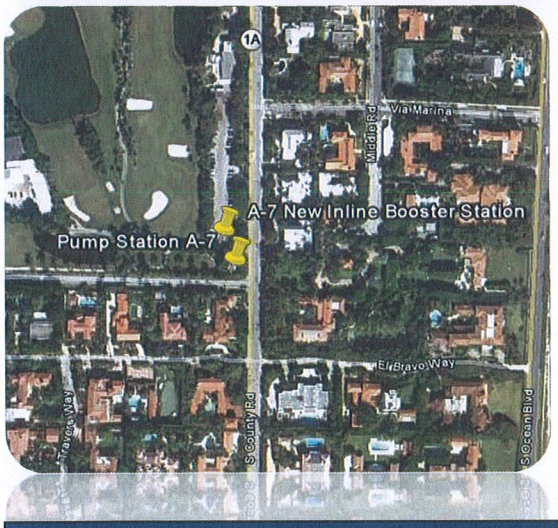
AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

Construction of a new in-line station will enable the Town to "boost" the pressure of flows being transmitted from the stations upstream of the A-7 pump station to reach another booster station that is planned for the S-2 master station site. This approach will provide the Town with a redundant means of transporting flow to the regional treatment facility.




*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | July 2010 – October 2011 |
| Permitting | August 2011 - October 2011 |
| Procurement | October 2011 - January 2012 |
| Construction | April 2012 - August 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# PUMP STATIONS A-39 & A-41 IMPROVEMENTS

## Budget

Cost Estimate: $400,000

## Project Description

This project will rehabilitate sanitary pump stations A-39 and A-41 to increase pumping capacity, upgrade electrical and mechanical systems, complete structural repairs and convert from dry-pit to submersible stations.

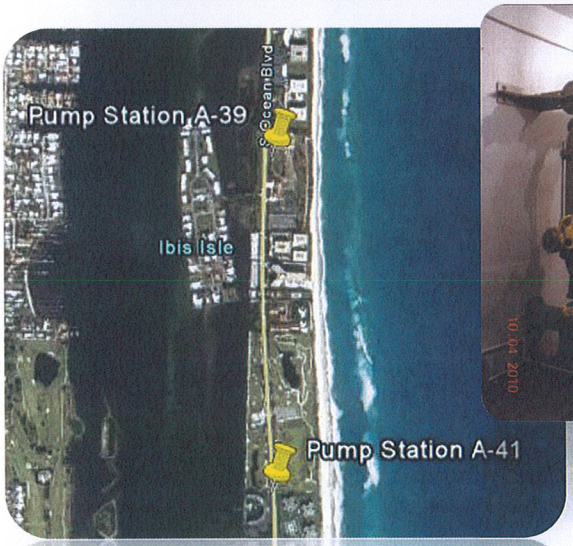
AFFORDABLE TODAY

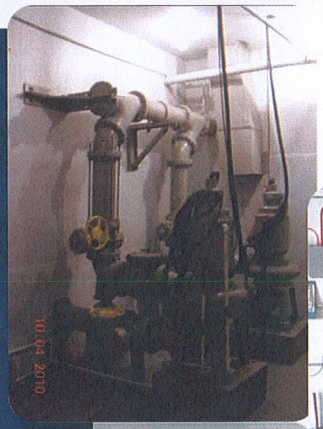
MAINTAINABLE TOMORROW

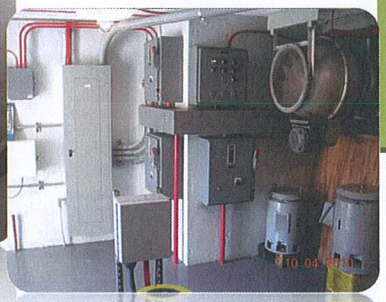
SUSTAINABLE IN FUTURE

## Benefit

This project will increase the reliability of these pump stations by upgrading the wastewater pumps and the electrical and mechanical systems. Completion of any necessary structural repairs and application of wet well coatings will extend the life of the stations.





*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | February 2011 – July 2011 |
| Procurement | July 2011 – September 2011 |
| Construction | September 2011 - March 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# PUMP STATIONS A-42 & A-43 IMPROVEMENTS

## Budget

Cost Estimate: $1,020,000

## Project Description

This project will rehabilitate sanitary pump stations A-42 and A-43 including increase in pumping capacity, upgrade of the electrical and mechanical systems, minor structural repairs, and conversion from dry-pit to submersible stations.

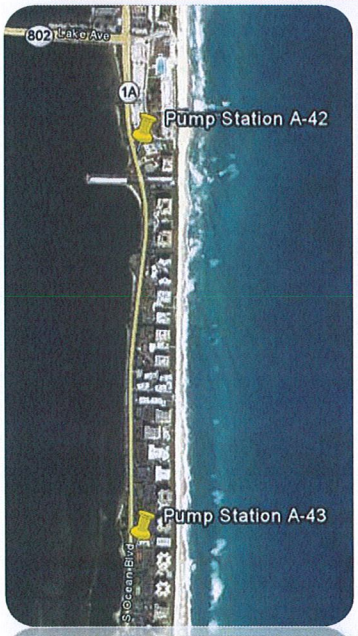
AFFORDABLE TODAY

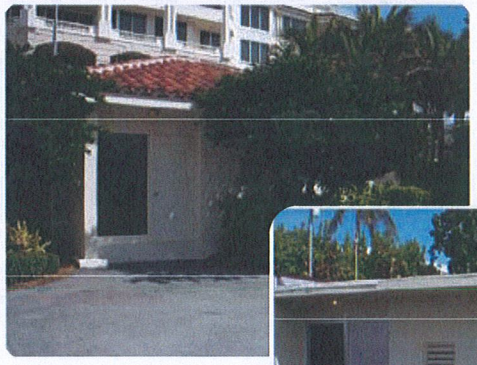
MAINTAINABLE TOMORROW

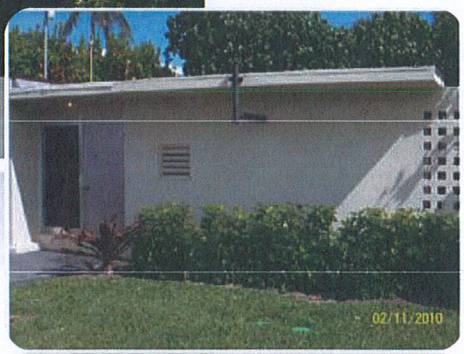
SUSTAINABLE IN FUTURE

## Benefit

This project will increase the reliability of these pump stations by upgrading the wastewater pumps and the electrical and mechanical systems. Completion of any necessary structural repairs and application of wet well coatings will extend the life of the stations.






*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | November 2010 - April 2011 |
| Permitting | February 2011 – April 2011 |
| Procurement | April 2011 - July 2011 |
| Construction | July 2011 - November 2011 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# EJECTOR PUMP STATIONS UPGRADES

## Budget

Cost Estimate: $2,055,000

## Project Description

This project involves development and implementation of a plan to replace or upgrade existing E-stations located throughout the Town. Options include converting to electric submersible, pneumatic pumps, or replacement of stations.

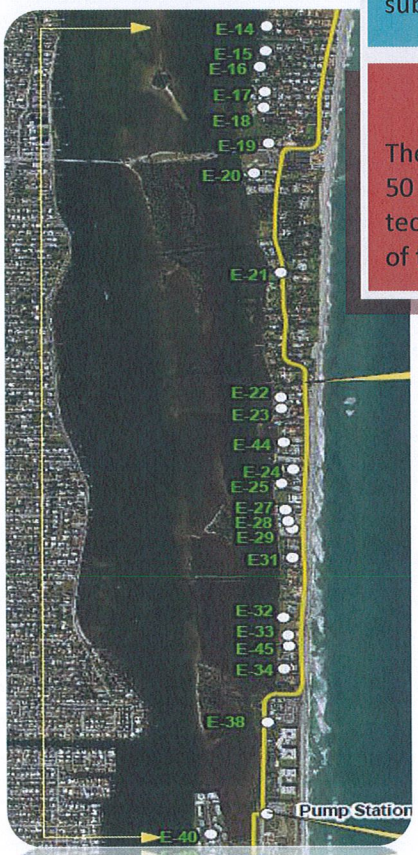
## Benefit

The existing sanitary neighborhood stations range in age from 50 to 55 years old. Upgrading these stations to modern technology will reduce the operation and maintenance costs of the existing pneumatic pump stations.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE



*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | April 2011-January 2012 |
| Procurement | February 2012-April 2012 |
| Construction | April 2012-November 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# PUMP STATION S-2 INLINE BOOSTER STATION

## Budget

Cost Estimate: $2,300,000

## Project Description

This project involves construction of a new in-line booster pump station at sanitary pump station S-2. The new station will replace the existing wetwell and submersible pump system.

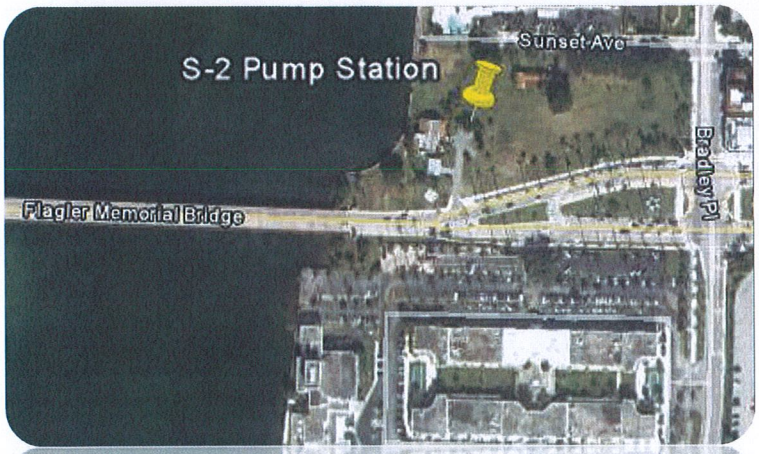
## Benefit

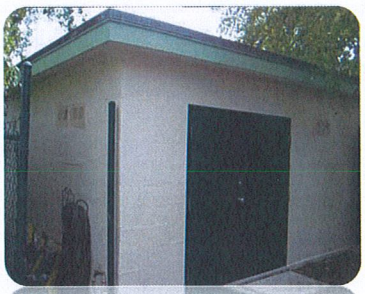
Construction of a new in-line station will enable the Town to abandon Lift Station No. 22 located in West Palm Beach. This will result with operations and maintenance costs savings. The Town had previously budgeted $1,000,000 to upgrade the existing station. By modernizing the station in lieu of upgrading it, the life of the station will be extended and operations costs further reduced.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE



*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | April 2011 - December 2011 |
| Permitting | October 2011 - December 2011 |
| Procurement | November 2011 - May 2012 |
| Construction | May 2012 - November 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# A-39 to A-7 FORCE MAIN REPLACEMENT

## Budget

Cost Estimate: $6,376,300

## Project Description

This project will replace an existing 12-inch force main with a 20-inch force main from Phipps Ocean Park to the intersection of Clarendon Ave and South Ocean Blvd. From there, a new 20-inch force main to Pump Station A-7 at Everglades Golf Course.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

This project will replace an aging force main before it breaks and disrupts the roadway and potentially results with environmental impacts. The project will also provide the Town with the ability to direct more flow north to West Palm Beach.

*For more information on this project, please contact the Public Works Department at 561.838.5440.*

**Project Schedule**

| Phase | Time Frame |
|---|---|
| Design | February 2010-May 2011 |
| Permitting | October 2010-May 2011 |
| Procurement | June 2011-July 2011 |
| Construction | July 2011-November 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# A-42 to A-41 & Par 3 to A-39 FORCE MAIN REPLACEMENT

## Budget

Cost Estimate: $1,200,000

## Project Description

This project will replace an existing 4-inch force main with a 16-inch force main from the Par 3 golf course to pump station A-39 at Phipps Ocean Park. The project will also replace the existing 10-inch force main with a 12-inch force main from pump station A-42 at 3000 South Ocean Blvd to station A-41 at the Par 3 golf course.

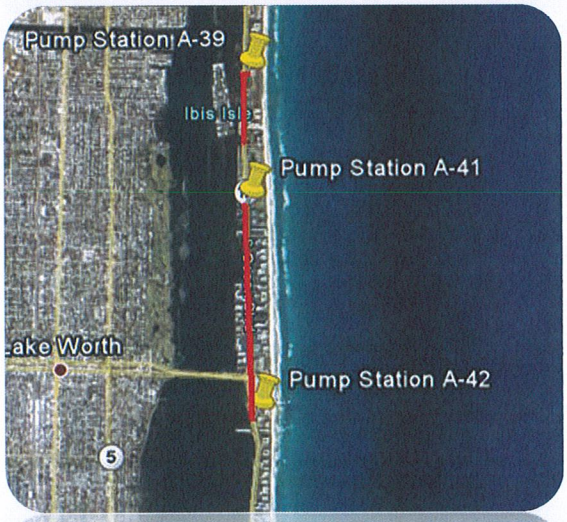
AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

This project will replace aging force mains before they break and disrupt the roadway and potentially results with environmental impacts. The project will also provide the Town with the ability to direct more flow north to West Palm Beach.




*For more information on this project, please contact the Public Works Department at 561.838.5440.*

## Project Schedule

| Phase | Time Frame |
|---|---|
| Design | October 2010 - April 2011 |
| Permitting | April 2011 - May 2011 |
| Procurement | April 2011 - July 2011 |
| Construction | July 2011 – November 2011 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# E-6, BRADLEY PARK to TANGIER AVENUE, FORCE MAIN REPLACEMENT

## Budget

Cost Estimate: $1,300,000

## Project Description

This project will replace an existing 12-inch diameter force main with a 12-inch force main along Lake Trail at 325 Tangier Avenue to Station S-2 in Bradley Park.

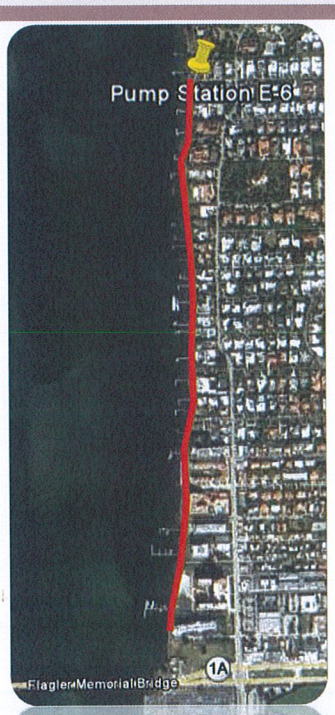
AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

This project will replace an aging force main before it breaks and disrupts the roadway and potentially results with environmental impacts. The project will also provide the Town with the ability to direct more flow north to West Palm Beach.



*For more information on this project, please contact the Public Works Department at 561.838.5440.*

**Project Schedule**

| Phase | Time Frame |
|---|---|
| Design | April 2011 – October 2011 |
| Procurement | October 2011 – April 2012 |
| Construction | April 2012 – September 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# SUBAQUEOUS FORCE MAIN CROSSING

## Budget

Cost Estimate: $1,875,900

## Project Description

The project will replace the existing 30-inch force main with a 24-inch force main crossing the Intracoastal Waterway from Bradley Park to Providencia Park in West Palm Beach.

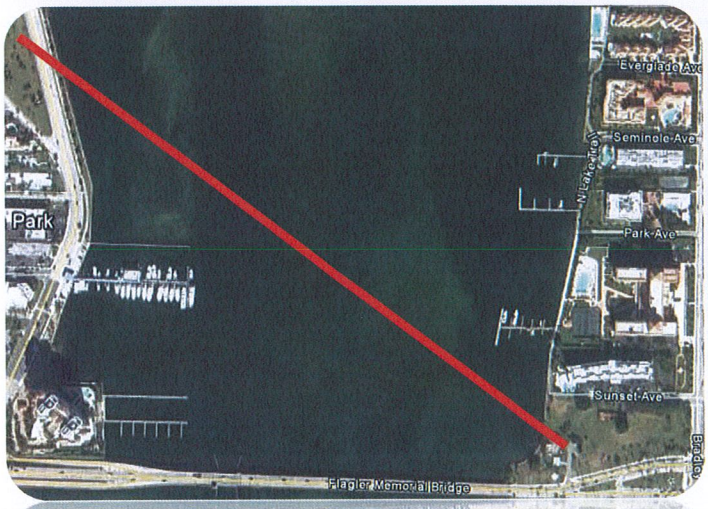
AFFORDABLE TODAY

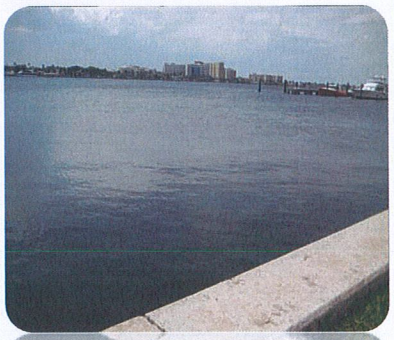
MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

This project offers many benefits including: providing the Town with a second route for transferring sewage off the Island; providing the Town with the ability to direct more flow north to West Palm Beach; replacement of an existing 35-year old force main; and capital costs savings realized through partnering with the City of West Palm Beach.



*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | March 2010 – September 2010 |
| Permitting | July 2010 – September 2010 |
| Procurement | October 2010 – January 2011 |
| Construction | February 2011 – September 2011 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# NORTH FLAGLER DRIVE FORCE MAIN

## Budget

Cost Estimate: $2,250,000

## Project Description

This involves construction of a new force main in West Palm Beach from Providencia Park to 23rd Street and North Flagler Drive.

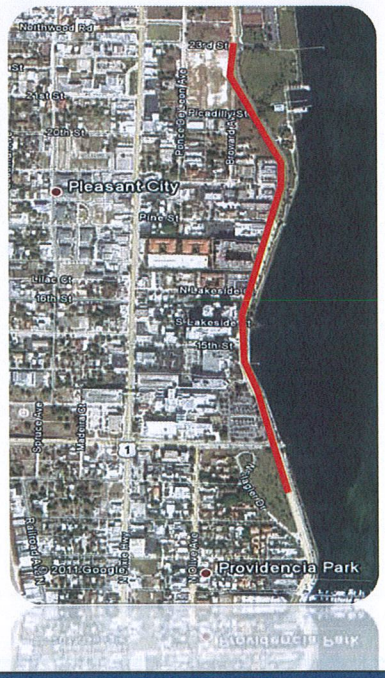
AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## 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. The project also serves to provide 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 | May 2011 – September 2011 |
| Procurement | October 2011 – January 2012 |
| Construction | May 2012 - November 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# SANITARY GRAVITY MAIN REPLACEMENT PROGRAM

## Budget

Cost Estimate: $1,000,000

## Project Description

This project will replace deteriorated sanitary gravity sewer pipes at various locations throughout the Town.

## Benefit

This on-going project offers many benefits including: elimination of groundwater infiltration and the cost to treat water at the sewage treatment facility; and elimination of roadway depressions and the associated roadway repair costs.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | May 2011 - July 2011 |
| Permitting | July 2011 |
| Procurement | July 2011 - September 2011 |
| Construction | September 2011 - November 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# D-4 PIPE REPAIR

## Budget

Cost Estimate: $700,000

## Project Description

This project will repair a 1,300-foot long section of 54-inch and 60-inch diameter leaking gravity storm sewer piping where excessive inflow and infiltration occur.

## Benefit

This offers many benefits including: reducing the amount of groundwater reaching the storm water pump station and eliminating the need to pump the water resulting with savings of electrical costs.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | April 2011-May 2011 |
| Procurement | May 2011-July 2011 |
| Construction | July 2011-November 2011 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# D-15 (D-6 & D-7) PUMP STATION REHABILITATION

## Budget

Cost Estimate: $6,731,500

*For more information on this project, please contact the Public Works Department at 561.838.5440.*

## Project Description

This project will consolidate stormwater infrastructure in the Lakeside Park area. Specifically the existing wetwells will be rehabilitated in Pump Stations D-6 and D-7. The hydraulic driven pumps will be replaced with electric pumps served by new controls and new back-up generators. All new components will be consolidated into an existing pump station building. This will enable the Town to demolish the existing D-15 building located just south of Australian parking lot.

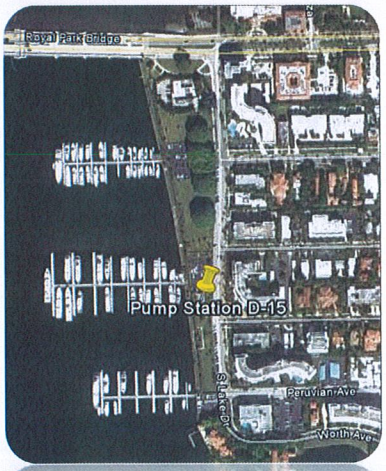
AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

Upgrading this stormwater pump station provides the benefits of: increased reliability of the storm pumps; reduced operation and maintenance costs, and additional open space with the deletion of the D-15 building.



| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | October 2010-April 2011 |
| Permitting | November 2010-May 2011 |
| Procurement | February 2011-May 2011 |
| Construction | June 2011-January 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# NORTH LAKE WAY & TANGIER AVENUE INFRASTRUCTURE IMPROVEMENTS

## Budget

Cost Estimate: $1,215,000

## Project Description

This project includes construction of a new 24-inch diameter storm water trunk line between El Dorado Lane to Plantation Road and along Tangier Avenue. Work specifically includes new drainage line, water main, gravity sanitary sewer, and curbing.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

Sewer benefits include elimination of groundwater infiltration and the cost to treat water at the sewage treatment facility; elimination of roadway depressions and the associated roadway repair costs. The drainage construction will improve the drainage capabilities within the road.

*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | January 2010 – October 2010 |
| Procurement | April 2011 - June 2011 |
| Construction | June 2011 - November 2011 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# NORTH LAKE WAY & LAURIAN LANE INFRASTRUCTURE IMPROVEMENTS

## Budget

Cost Estimate: $1,264,000

## Project Description

This project includes construction of a new storm sewer, new drainage structures with gutter/curbing, and a new sanitary sewer on Laurian Lane. Construction also includes work on North Lake Way - new 30-inch storm sewer from Garden Road to Via Marlia and new 54-inch storm sewer from Via Marlia to Orange Grove Road.

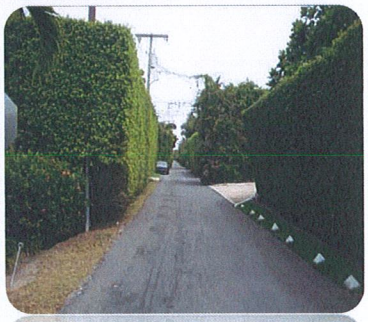
AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

Sewer benefits include elimination of groundwater infiltration and the cost to treat water at the sewage treatment facility; elimination of roadway depressions and the associated roadway repair costs. The drainage construction will improve the drainage capabilities within the road.



*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | January 2010 – April 2011 |
| Procurement | April 2011 - June 2011 |
| Construction | June 2011 - November 2011 |

**JACOBS** Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# STORMWATER CORRUGATED PIPE REPLACEMENT PROGRAM

## Budget

Cost Estimate: $1,000,000

## Project Description

This project will replace deteriorated corrugated metal storm drainage pipes at various locations throughout the Town.

## Benefit

This on-going project offers many benefits including: reduces infiltration to pump stations; reduces sand infiltration and resultant loss in storm drainage efficiency; reduces maintenance costs to remove sand; and eliminates pavement depressions.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | May 2011-July 2011 |
| Permitting | July 2011- July 2011 |
| Procurement | July 2011-September 2011 |
| Construction | September 2011-November 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# D-4 PUMP STATION IMPROVEMENTS

## Budget

Cost Estimate: $165,000
(Design Only)

## Project Description

This project will replace hydraulically driven pumps with electric pumps; upgrade electrical and mechanical systems; and correct any structural deficiencies.

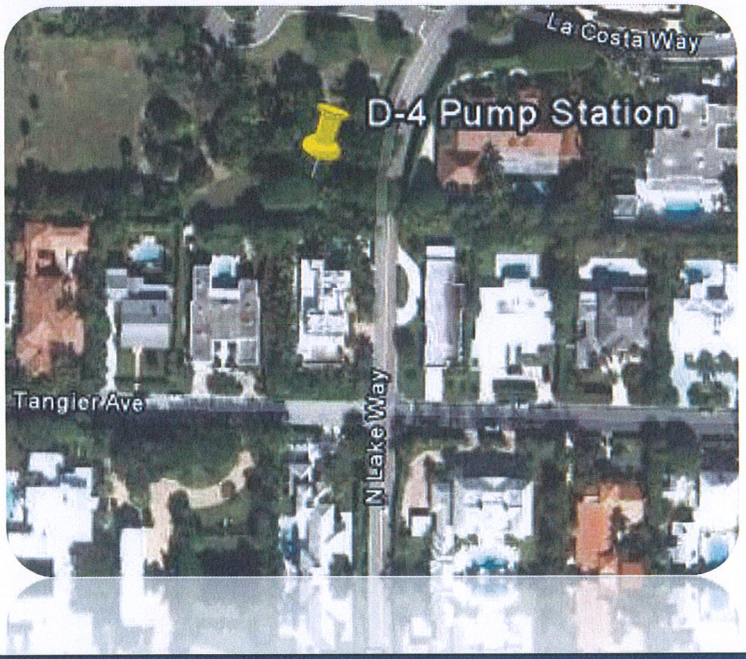
## Benefit

Upgrading this stormwater pump station serves to improve the reliability of the Town's drainage system and reduces the potential for flooding.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE




*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | November 2010-July 2011 |
| Permitting | Future |
| Procurement | Future |
| Construction | Future |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# D-10 PUMP STATION IMPROVEMENTS

## Budget

Cost Estimate: $130,000 (Design Only)

## Project Description

This project will replace hydraulically driven pumps with electric pumps; upgrade electrical and mechanical systems; and correct any structural deficiencies.

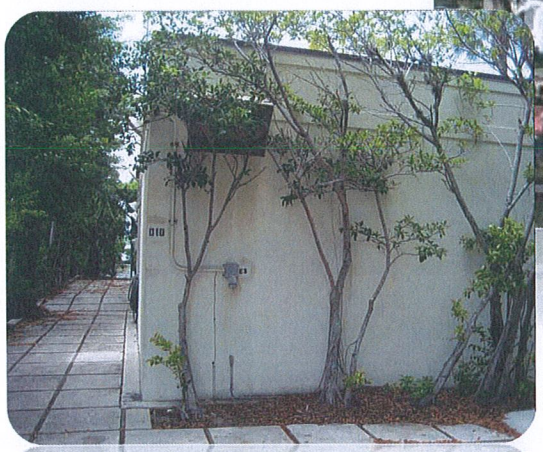
## Benefit

Upgrading this stormwater pump station serves to improve the reliability of the Town's drainage system and reduces the potential for flooding.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE



*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | March 2010-June 2011 |
| Permitting | Future |
| Construction | Future |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# STREET LIGHTING IMPROVEMENTS

## Budget

Cost Estimate: $1,780,000

## Project Description

This project involves replacement of the existing street lighting with new standard decorative fixtures at various locations throughout the Town.

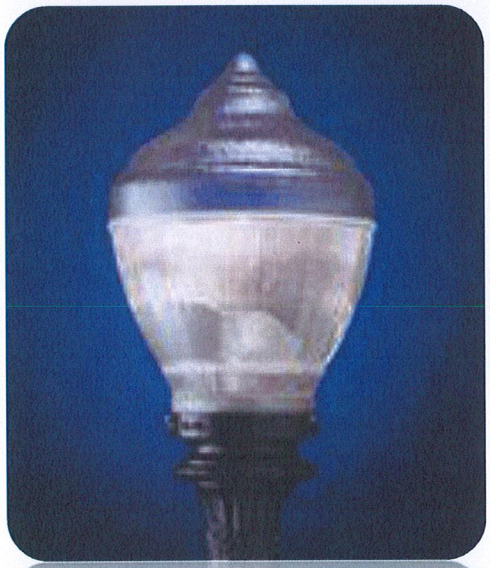
AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

Decorative light fixtures will be more consistent throughout Town limits. Aged lights will be replaced with new reducing operation and maintenance costs.



*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | November 2010 – April 2011 |
| Permitting | March 2011 - April 2011 |
| Procurement | April 2011 – July 2011 |
| Construction | July 2011 - November 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# TRAFFIC SIGNAL IMPROVEMENTS

## Budget

Cost Estimate: $370,000

## Project Description

Existing traffic loops will be replaced with video detection cameras at various locations throughout the Town.

## Benefit

Systematically upgrading the traffic technology will benefit the Town by having a more reliable system capable of providing historical information as necessary.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Design | March 2011 - October 2011 |
| Procurement | October 2011 - April 2012 |
| Construction | May 2012 - December 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# TELEMETRY SYSTEM IMPROVEMENTS

## Budget

Cost Estimate: $400,000

## Project Description

This project involves assessment of the existing utility telemetry components to determine upgrades needed to improve the Town's ability to monitor, trend, and report overall system performance.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

Having accurate real-time data available to operations and maintenance staff will result with quicker resolution of problems and implementation of a more efficient preventative maintenance program.

*Telemetry is the heart of internal utility operations.*

*For more information on this project, please contact the Public Works Department at 561.838.5440.*

| Project Schedule | |
|---|---|
| **Phase** | **Time Frame** |
| Study | April 2011 |
| Design | June 2011 – December 2011 |
| Procurement | January 2012 - April 2012 |
| Construction | April 2012 - November 2012 |

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# A-6 to ROYAL POINCIANNA WAY FORCE MAIN REPLACEMENT

## Budget

Cost Estimate: $0
(Project Deferred)

## Project Description

This project will replace the force main from the A-6 sanitary pump station in Lakeside Park to the intersection of Cocoanut Row and Royal Poinciana Way.

## Benefit

This project will replace an aging force main before it breaks and disrupts the roadway and potentially results with environmental impacts.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

*For more information on this project, please contact the Public Works Department at 561.838.5440.*

# FUTURE YEAR PROJECT

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# A-7 to HAMMON AVENUE FORCE MAIN REPLACEMENT

## Budget

Cost Estimate: $0
(Project Deferred)

## Project Description

This project will replace an existing pre-stressed concrete cylinder force main extending from sanitary pump station A-7 to Hammon Avenue to increase capacity for flow going north.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

This project will replace an aging force main before it breaks and disrupts the roadway and potentially results with environmental impacts. The project will also provide the Town with the ability to direct more flow north to West Palm Beach.

*For more information on this project, please contact the Public Works Department at 561.838.5440.*

# FUTURE YEAR PROJECT

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# E-3, GARDEN ROAD to CHERRY LANE, FORCE MAIN REPLACEMENT

## Budget

Cost Estimate: $0
(Project Deferred)

## Project Description

This project will replace an existing 12-inch diameter force main with a new 12-inch force main from North Lake Trail north of Garden Avenue to south of Hi-Mount Access Trail.

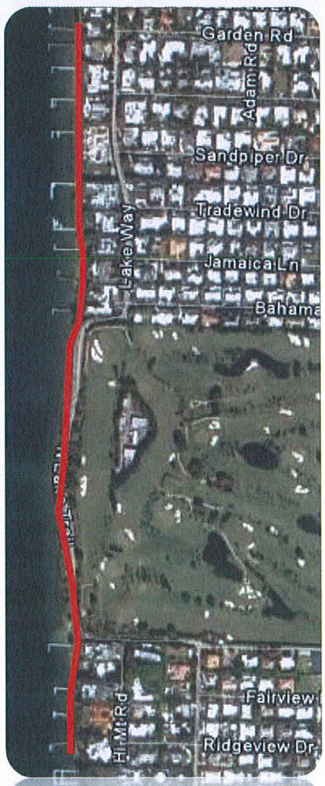
AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

This project will replace an aging force main before it breaks and disrupts the roadway and potentially results with environmental impacts.




*For more information on this project, please contact the Public Works Department at 561.838.5440.*

# FUTURE YEAR PROJECT

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# BARTON AVENUE to BRADLEY PARK FORCE MAIN REPLACEMENT

## Budget

Cost Estimate: $0
(Project Deferred)

## Project Description

This project will replace two sections of existing 20-inch diameter pre-stressed concrete cylinder force main with a new 20-inch force main between South County Road and Barton Avenue and Royal Poinciana Way and Coconut Row.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

## Benefit

This project will replace an aging force main before it breaks and disrupts the roadway and potentially results with environmental impacts.

*For more information on this project, please contact the Public Works Department at 561.838.5440.*

# FUTURE YEAR PROJECT

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# OCEAN OUTFALL JUNCTION BOX REHABILITATION

## Budget

Cost Estimate: $0
(Project Deferred)

## Project Description

This project involves structural repairs to the ocean outfall junction box located at the flag pole at the intersection of South Ocean Boulevard and Royal Palm Way.

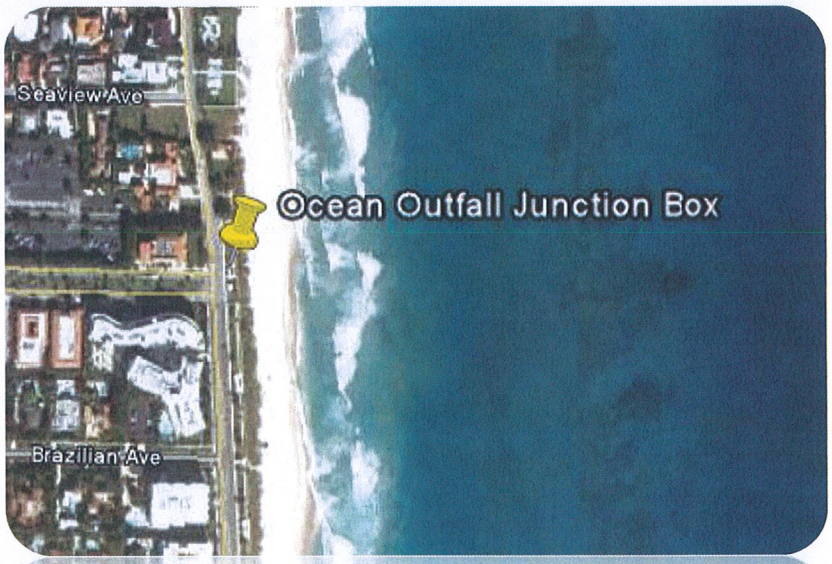
## Benefit

This project will preserve and protect the Town's outfall structure for emergency use.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE




*For more information on this project, please contact the Public Works Department at 561.838.5440.*

# FUTURE YEAR PROJECT

JACOBS® Program Manager

# TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

## ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

# PINEWALK FORCE MAIN REPLACEMENT

## Budget

Cost Estimate: $0
(Project Deferred)

## Project Description

This project will replace two sections of the 8-inch diameter force main at the A-4 sanitary pump station extending to the 20-inch diameter force main along South County Road near the Breakers.

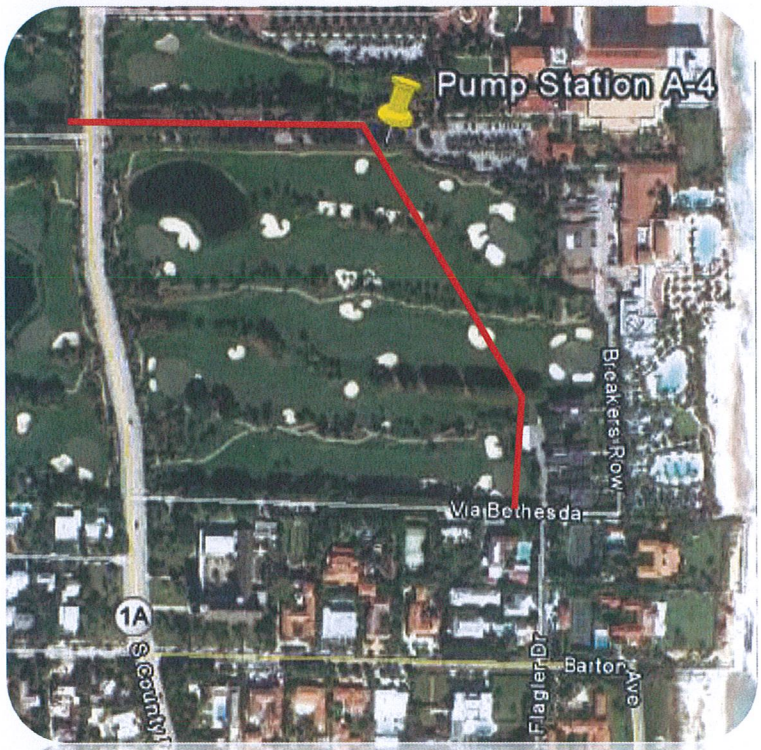
## Benefit

This project will replace an aging force main before it breaks and disrupts the roadway and potentially results with environmental impacts.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE




*For more information on this project, please contact the Public Works Department at 561.838.5440.*

# FUTURE YEAR PROJECT

JACOBS® Program Manager

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# Town of Palm Beach

# Worth Avenue Construction Fund (313)

# Fund 313 -
# 2010B Worth Avenue Construction Project Fund
## Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Interest on Investments | 0 | 16,370 | 10,000 | 3,000 | 10,000 | 0.00% |
| Contributions | 0 | 14,801 | 0 | 3,200 | 0 | 0.00% |
| Bond Proceeds | 0 | 13,570,196 | 0 | 0 | 0 | 0.00% |
| Transfer from 307 CIP Fund | 0 | 0 | 310,000 | 268,685 | 0 | -100.00% |
| Transfer from 312 2010A Bond Fund | 0 | 0 | 950,000 | 805,956 | 0 | -100.00% |
| TOTALS | 0 | 13,601,367 | 1,270,000 | 1,080,841 | 10,000 | -99.21% |
| **Expenses** | | | | | | |
| Debt Service Costs | 0 | 158,151 | 0 | 0 | 0 | 0.00% |
| Projects | 0 | 9,911,085 | 0 | 3,135,000 | 0 | 0.00% |
| TOTALS | 0 | 10,069,236 | 0 | 3,135,000 | 0 | 0.00% |
| **TOTAL REVENUES OVER/(UNDER) EXPENSES** | 0 | 3,532,131 | 1,270,000 | (2,054,159) | 10,000 | |
| Beginning Retained Earnings | 0 | 0 | 3,532,131 | 3,532,131 | 1,477,972 | |
| **ENDING FUND EQUITY** | 0 | 3,532,131 | 4,802,131 | 1,477,972 | 1,487,972 | |

Note: Fund equity funds are to be used for completion of Phase I construction work and Phase II improvements approved by the Town Council on May 10, 2011. Thereafter, remaining funds will be used to retire outstanding debt, thereby reducing special assessments to property owners. Retirement of outstanding debt must occur prior to January 1, 2012.

## Fund 313 - 2010B Worth Avenue Construction Project Fund

### REVENUES

**Interest on Investments:**
The interest revenue is based upon the financial market conditions and funds available for investment.

**Contributions:**
Represents contributions for the clock tower for the Worth Avenue project.

**Bond Proceeds:**
Represents funding for Worth Avenue renovations.

**Transfer from 307 CIP Fund:**
Represents funding for City of West Palm Beach reimbursed water improvements relating to Worth Avenue renovations.

**Transfer from 312 2010A Bond Fund:**
Represents funding for Town owned infrastructure relating to Worth Avenue renovations.

### EXPENDITURES

**Debt Service Costs:**
Debt service costs for the 2010B Bond Isssue.

**Projects:**
Worth Avenue Construction Project costs.

## RECREATION ENTERPRISE FUND - 403

**Mission:** The Mission of the Recreation Enterprise Fund is to provide outstanding recreational opportunities and excellent customer service.

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

- Provide programs and activities that reflect both the uniqueness and interests of the community
- Provide safe, clean, well-maintained facilities
- Manage slip availability to maximize transient traffic
- Set reasonable dockage fees
- Assure that the tennis facilities are operated in a fashion that best serves the community
- Provide a high quality golf experience at a competitive price

### Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Marina | 3,231,302 | 3,069,095 | 3,274,800 | 2,901,000 | 3,087,000 | -5.73% |
| Par 3 | 455,447 | 734,881 | 1,234,676 | 863,000 | 1,030,500 | -16.54% |
| Tennis | 174,320 | 205,424 | 210,500 | 210,000 | 225,100 | 6.94% |
| Recreation Programs | 288,983 | 312,505 | 298,700 | 318,500 | 323,700 | 8.37% |
| Investment Earnings | 52,508 | 24,319 | 21,000 | 16,500 | 16,500 | -21.43% |
| Miscellaneous Revenue, Including Donations | 1,793,823 | 36,553 | - | - | - | 0.00% |
| TOTALS | 5,996,383 | 4,382,777 | 5,039,676 | 4,309,000 | 4,682,800 | -7.08% |
| **Expenses** | | | | | | |
| Salaries and Wages | 1,401,153 | 1,378,879 | 1,369,804 | 1,267,900 | 1,340,100 | -2.17% |
| Employee Benefits | 561,561 | 553,094 | 645,344 | 634,231 | 380,425 | -41.05% |
| Contractual | 1,109,620 | 1,100,808 | 1,190,884 | 1,068,750 | 1,129,050 | -5.19% |
| Commodities | 163,518 | 184,734 | 192,025 | 193,950 | 218,600 | 13.84% |
| Capital Equipment | 253,847 | 1 | 51,000 | 20,000 | 37,000 | -27.45% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 3,489,699 | 3,217,516 | 3,449,057 | 3,184,831 | 3,105,175 | -9.97% |
| Operating Revenues Over/(Under) Expenses | 2,506,684 | 1,165,261 | 1,590,619 | 1,124,169 | 1,577,625 | |
| Capital Expenses | (4,091,713) | (229,683) | (309,807) | (150,000) | - | |
| Depreciation | (282,593) | (506,363) | (492,500) | (492,500) | (515,000) | |
| Gain/(Loss) on disposal of fixed assets | - | (10,543) | - | - | - | |
| Transfer to General Fund | (550,000) | (550,000) | (639,000) | (639,000) | (800,000) | |
| Transfer to Debt Service | - | (24,900) | (125,500) | (125,500) | (125,500) | |
| Contingency | - | - | (176,700) | - | (155,000) | |
| TOTAL REVENUES OVER/(UNDER) EXPENSES | (2,417,622) | (156,228) | (152,888) | (282,831) | (17,875) | |

# Recreation Enterprise Fund

| | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|
| Full Time Equivalent Employees | 29.40 | 29.03 | 27.48 | 25.71 |

Change in FTEs:

- -.10 Allocation of Director of Recreation and Special Projects to Town Manager's Office
- -1.0 General Maintenance Worker
- -1.0 Tennis Facility Supervisor
- -1.64 Golf part time recurring staff
- +.68 Recreation Center part time recurring staff
- +.64 Docks part time recurring staff
- +.65 Part time recurring staff across divisions

## PROGRAM: MARINA

Located at Lake Drive Park, the Town Docks has three main piers with a total of 88 slips. Slips are leased annually, seasonally, monthly, or daily. The marina property offers a variety of amenities - three dock buildings, a waste oil collection site, electrical service panels for all vessels, sewage pump-out systems, and three parking lots.

The Assistant Recreation Director oversees the Marina program. The Dock Master is responsible for daily operations, supervision of employees, slip assignments, safety, and the daily collection of revenues in accordance with established policies.

**Revenue and Expense Summary**

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Annual Leases | 1,512,490 | 1,386,186 | 2,284,700 | 2,200,000 | 2,300,000 | 0.67% |
| Seasonal Leases | 944,620 | 881,695 | 299,000 | 174,000 | 200,000 | -33.11% |
| Transient Rental | 664,592 | 715,020 | 600,000 | 450,000 | 500,000 | -16.67% |
| Electricity | 99,322 | 84,231 | 85,000 | 75,000 | 85,000 | 0.00% |
| Ice Sales | 67 | 171 | 300 | 200 | 200 | -33.33% |
| Interest on Dock Replacement Reserve | 9,443 | 1,022 | 5,000 | 1,000 | 1,000 | -80.00% |
| Sales Tax Commissions | 394 | 379 | 400 | 400 | 400 | 0.00% |
| Miscellaneous Revenue | 374 | 391 | 400 | 400 | 400 | 0.00% |
| TOTALS | 3,231,302 | 3,069,095 | 3,274,800 | 2,901,000 | 3,087,000 | -5.73% |
| **Expenses** | | | | | | |
| Salaries and Wages | 201,078 | 178,286 | 151,606 | 161,000 | 194,700 | 28.42% |
| Employee Benefits | 82,374 | 81,093 | 107,796 | 104,000 | 62,490 | -42.03% |
| Contractual | 599,184 | 552,931 | 574,055 | 531,650 | 576,550 | 0.43% |
| Commodities | 7,447 | 2,631 | 12,600 | 11,200 | 11,300 | -10.32% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 890,083 | 814,941 | 846,057 | 807,850 | 845,040 | -0.12% |
| Operating Revenues Over/(Under) Expenses | 2,341,219 | 2,254,154 | 2,428,743 | 2,093,150 | 2,241,960 | |

# Recreation Enterprise Fund

## Revenue

**Annual Leases:**
This category represents revenue from vessels under an annual lease at the Town docks.

**Seasonal Leases:**
This category represents revenue from vessels under a seasonal lease at the Town docks. The variance in FY12 represents some shifting of seasonal to annual leasing as well as anticipated economic impacts.

**Transient Rental:**
This category represents revenue from transient vessels ( those staying on a daily or monthly rate without a long term lease). The variance in FY12 represents anticipated economic impacts.

**Electricity:**
Use of electricity by dock customers over the 100 amp service included in contracts.

**Ice Sales:**
Bags of ice are available for purchase at the Town docks.

**Sales Tax Commissions:**
Discount received from the State of Florida for timely filing and payment of sales tax.
No appreciable change.

**Miscellaneous Revenue:**
No meaningful changes are expected.

*Revenues reported in years prior to FY11 were reported by dock (Australian, Peruvian, Brazilian) rather than category (annual, seasonal, transient).*

## Expenses

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases. FY11 also includes the buyout from the retirement the previous Dockmaster and FY12 includes the new Dockmaster and a portion of the Assistant Director.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
No appreciable change.

**Commodities:**
No appreciable change.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Assistant Director | - | - | - | - | 0.50 |
| Dockmaster | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Dockmaster | 1.00 | 1.00 | 1.00 | - | - |
| Seasonal Dock Attendant | 1.45 | 1.45 | 1.45 | 1.48 | 2.12 |
| Public Works Employees | 0.33 | 0.18 | 0.18 | 0.15 | 0.15 |
| | 3.78 | 3.63 | 3.63 | 2.63 | 3.77 |

## PROGRAM: GOLF COURSE

The recently restored Par 3 Golf Course is a scenic and challenging facility featuring holes which range up to 211 yards, with rolling terrain, native landscaping, and new lakes. The clubhouse, located across from the first tee and near the full length driving range and putting green, has a full-service pro shop. There is a staff of fully qualified PGA instructors who conduct adult and junior clinics and private lessons. The Par 3 also hosts outings, tournaments, and league play. The maintenance building, located on the west side of South Ocean Blvd., stores all the maintenance equipment needed to groom the golf course.

The Golf Course Manager is responsible for daily supervision of the golf course with the assistance of the Superintendent, Facility Supervisor and a variety of full, part-time and contractual labor service employees. The Manager also administers the golf instruction services (Golf Pro) contract. The cost recovery goal for golf is 100%. Revenues are generated through green fees, cart rentals, club rentals, practice range, and Golf Pro fees.

**Revenue and Expense Summary**

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Golf Pro Admin Fee | 6,000 | 8,000 | 12,000 | - | 12,000 | 0.00% |
| Golf Teaching Services | 7,374 | 10,262 | 14,000 | 25,000 | 40,000 | 185.71% |
| Resident Permit Fees | 6,861 | 11,509 | 25,150 | 10,500 | 15,000 | -40.36% |
| Non-resident Permit Fees | 2,460 | 6,500 | 23,600 | 7,000 | 9,000 | -61.86% |
| 12 Play Pass - Regular Rate | 19,505 | 3,140 | 14,500 | 4,000 | 6,000 | -58.62% |
| 12 Play Pass - Guest/Hotel Rate | 5,720 | 3,430 | 7,440 | 6,000 | 8,000 | 7.53% |
| 12 Play Pass - Resident Rate | 89,671 | 11,560 | 23,200 | 4,000 | 8,000 | -65.52% |
| Greens Fees - Regular Rate | - | 245,831 | 360,595 | 290,000 | 312,000 | -13.48% |
| Greens Fees - Guest/Hotel Rate | 133,676 | 33,842 | 110,400 | 38,000 | 45,000 | -59.24% |
| Greens Fees - Resident Rate | - | 140,722 | 231,300 | 130,000 | 172,000 | -25.64% |
| Merchandise Sales | - | 4,092 | 4,000 | 45,000 | 50,000 | 1150.00% |
| Food and Beverage Sales | - | - | 18,000 | 5,000 | 10,000 | -44.44% |
| Riding Cart Rental | 59,507 | 96,777 | 114,850 | 100,000 | 112,000 | -2.48% |
| Pull Cart Rental | 20,863 | 20,244 | 33,100 | 26,000 | 27,000 | -18.43% |
| Club Rentals | 10,419 | 16,872 | 25,600 | 19,000 | 22,000 | -14.06% |
| Driving Range | 51,359 | 58,758 | 113,900 | 75,700 | 90,700 | -20.37% |
| Driving Range - 10 bucket program | - | 5,519 | 8,800 | 8,500 | 10,000 | 13.64% |
| Programs and Special Events | - | - | - | 1,000 | 1,500 | 100.00% |
| Visiting Pro Program | - | - | - | 1,000 | 2,500 | 100.00% |
| Gift Certificates Sold | - | 4,419 | - | - | - | 0.00% |
| Maint. And Improvement Fee | 35,403 | 50,872 | 88,941 | 65,000 | 75,000 | -15.67% |
| Sales Tax Commission | 172 | 248 | 300 | 300 | 300 | 0.00% |
| Vending Machine Commission | 697 | 1,252 | 4,000 | 2,000 | 2,500 | -37.50% |
| Interest Income - Par 3 Renovation | 5,760 | 801 | 1,000 | - | - | -100.00% |
| Miscellaneous Revenue | - | 231 | - | - | - | 0.00% |
| TOTALS | 455,447 | 734,881 | 1,234,676 | 863,000 | 1,030,500 | -16.54% |

# Recreation Enterprise Fund

**Revenue and Expense Summary**

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Expenses** | | | | | | |
| Salaries and Wages | 365,044 | 378,969 | 368,998 | 301,100 | 353,800 | -4.12% |
| Employee Benefits | 139,583 | 128,317 | 153,249 | 146,249 | 101,177 | -33.98% |
| Contractual | 232,719 | 290,389 | 312,551 | 252,800 | 306,200 | -2.03% |
| Commodities | 103,038 | 141,356 | 122,225 | 134,300 | 148,300 | 21.33% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 840,384 | 939,031 | 957,023 | 834,449 | 909,477 | -4.97% |
| Operating Revenues Over/(Under) Expenses | (384,937) | (204,150) | 277,653 | 28,551 | 121,023 | |

## Revenue

**Golf Pro Admin Fee:**
Fee paid by Golf Pro as part of annual contract agreement.

**Golf Teaching Services:**
Percentage of lesson fees taught by contracted Golf Pros. Variance reflects anticipated changes in contractual agreements with golf pros.

**Resident Permit Fees:**
Fee paid by resident for annual pass. Variance due to overestimation of anticipated revenue in FY11.

**Non-resident Permit Fees:**
Fee paid by non-resident for annual pass. Variance due to overestimation of anticipated revenue in FY11.

**12 Play Pass – Regular Rate:**
Fee paid for 12 play multi use pass by non-resident. Variance due to overestimation of anticipated revenue in FY11.

**12 Play Pass – Guest/Hotel Rate:**
Fee paid for 12 play multi use pass by guest of Resident or guest at Partner Hotel.

**12 Play Pass – Resident Rate:**
Fee paid for 12 play multi use pass by Palm Beach Resident. Variance due to overestimation of anticipated revenue in FY11.

**Greens Fees – Regular Rate:**
Fee paid for daily play by non residents. Variance due to overestimation of anticipated revenue in FY11.

**Greens Fees – Guest/Hotel Rate:**
Fee paid for daily play on Golf course by a guest of resident or guest of a partner hotel. Variance due to overestimation of anticipated revenue in FY11.

# Recreation Enterprise Fund

**Greens Fees – Resident Rate:**
Fee paid for daily play by Palm Beach resident. Variance due to overestimation of anticipated revenue in FY11.

**Merchandise Sales:**
This figure represents revenue for merchandise sales in the pro shop. Variance is due to shift of all merchandise sales from golf pro contract to Town control.

**Food and Beverage Sales:**
This is a new rate category representing Town control of alcohol and beverage license and resulting sales. Variance is due to overestimation of catering revenue in FY11.

**Riding Cart Rental:**
Fee paid for rental of golf cart during play on course.

**Pull Cart Rental:**
Fee paid for rental of golf club pull cart. Variance due to overestimation of anticipated revenue in FY11.

**Club Rentals:**
Fee paid for use of Town owned rental clubs. Variance due to overestimation of anticipated revenue in FY11.

**Driving Range:**
Fee paid for use of golf balls on driving range. Decrease due to overestimation of revenue in FY11and shift to use of new range bucket program.

**Driving Range – 10 Bucket Program:**
Fee paid for multi use purchase of tokens for golf range usage.

**Programs and Special Events:**
New rate category for special programs with area groups and schools.

**Visiting Pro Program:**
New rate category for visiting pro usage of range by PGA pros not under contract to the Town.

**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 of course. Decrease due to adjustment of play volume estimates.

**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. Variance due to overestimation of anticipated revenue in FY11.

## Expenses

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases. Decrease due to a shift in some staffing for course maintenance and pro shop operations to contractual labor.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
No appreciable change.

**Commodities:**
Variance due to Town assuming control of pro shop merchandise and alcohol sales. Increase represents cost of merchandise sold.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Golf Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Golf Course Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Golf Course Facility Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Golf Mechanic | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Equipment Operator | 1.45 | 1.85 | 0.75 | 0.75 | 1.15 |
| Golf Laborer | 0.54 | 0.54 | 0.25 | - | - |
| Registration Clerk | 2.29 | 2.54 | 3.42 | 3.30 | 1.26 |
| Golf Course Attendant | - | - | - | - | 0.50 |
| Public Works Employees | 0.14 | 0.14 | 0.17 | 0.14 | 0.14 |
| | 8.42 | 9.07 | 8.59 | 8.19 | 7.05 |

## 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 Professional.

The tennis program is supervised by the Assistant Recreation Director. Daily operations are managed by the Facility Supervisor, a Facility Assistant and part time staff. Recreation maintenance personnel provide routine tennis court maintenance services.

**Revenue and Expense Summary**

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Daily Tennis Court Fees | 54,285 | 65,869 | 65,000 | 47,400 | 51,000 | -21.54% |
| Annual Tennis Court Fees | 80,370 | 72,087 | 80,000 | 76,500 | 79,000 | -1.25% |
| 12 Play Pass | - | 1,510 | 4,500 | 17,000 | 18,000 | 300.00% |
| Tennis Tournament | 6,550 | 7,574 | 6,600 | 6,600 | 6,500 | -1.52% |
| Tennis Pro Admin. Fees | 11,633 | 12,000 | 12,000 | 12,000 | 12,000 | 0.00% |
| Tennis Teaching Services | 21,482 | 35,435 | 31,000 | 40,000 | 47,000 | 51.61% |
| Maintenance & Improvement Fee | - | 8,446 | 9,300 | 8,400 | 9,100 | -2.15% |
| Merchandise Sales | - | 2,503 | 2,100 | 2,100 | 2,500 | 19.05% |
| TOTALS | 174,320 | 205,424 | 210,500 | 210,000 | 225,100 | 6.94% |
| **Expenses** | | | | | | |
| Salaries and Wages | 285,221 | 272,025 | 275,000 | 251,500 | 197,200 | -28.29% |
| Employee Benefits | 134,982 | 138,464 | 154,810 | 154,310 | 63,795 | -58.79% |
| Contractual | 45,440 | 40,727 | 51,700 | 48,900 | 50,800 | -1.74% |
| Commodities | 16,249 | 10,716 | 10,800 | 10,350 | 11,800 | 9.26% |
| Capital Outlay | 18,073 | 4,971 | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 499,965 | 466,903 | 492,310 | 465,060 | 323,595 | -34.27% |
| Operating Revenues Over/(Under) Expenses | (325,645) | (261,479) | (281,810) | (255,060) | (98,495) | |

## Revenues

**Daily Tennis Court Fees:**
All revenues related to daily court reservations at tennis facilities. Variance represents a shift in player preference for rate type, particularly the 12 Play Pass.

**Annual Tennis Court Fees:**
All revenues related to annual tennis facility passes. Variance represents 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. Variance due to underestimation of popularity of this program in FY11 budget.

**Tennis Tournament:**
Fee paid for participation in various tournaments and special events.

**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. Variance due to increased interest in new programs.

**Maintenance and Improvement Fee:**
Fee paid per court reservation for maintenance and improvement of the tennis facilities.

**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 reflects the elimination of 1 (one) Tennis Facility Supervisor and .20 of a General Maintenance Worker positions and shifting of .50 of Tennis Maintenance Worker to the Recreation Center budget.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs and the elimination of 1 (one) Tennis Facility Supervisor, .50 of the Tennis Maintenance Worker and .20 of a General Maintenance Worker positions . The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
No appreciable change.

**Commodities:**
Small increase due to cost associated with increased tournaments and mixers.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Assistant Director | - | 0.50 | 0.50 | 0.50 | 0.25 |
| Tennis Facility Supervisor | 2.00 | 2.00 | 2.00 | 2.00 | 1.00 |
| Tennis Maintenance Worker | 1.00 | 1.00 | 1.00 | 1.00 | 0.50 |
| Tennis Facility Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| General Maintenance Worker | 0.20 | 0.20 | 0.20 | 0.20 | - |
| Tennis Attendants | 1.80 | 1.60 | 1.60 | 1.60 | 1.65 |
| Laborer | - | - | - | - | 0.10 |
| Public Works Employees | 0.13 | 0.10 | 0.10 | 0.09 | 0.09 |
| | 6.13 | 6.40 | 6.40 | 6.39 | 4.59 |

## PROGRAM: RECREATION CENTER

The Recreation Center offers recreational, enrichment, and athletic programs to the residents and visitors of Palm Beach. Examples of adult programs offered include a variety of fitness/wellness, foreign languages, art, dancing, cooking, among others. Youth programs include athletics, arts & crafts, dance, self defense, pre-school programs and a variety of other instructional 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**

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Youth Program Fees | 257,586 | 286,060 | 266,800 | 286,000 | 290,000 | 8.70% |
| Facility Rental Fees | - | 255 | 400 | 1,800 | 1,000 | 150.00% |
| Adult Program Fees | 27,774 | 24,299 | 29,000 | 29,000 | 31,000 | 6.90% |
| Promotional Merchandise | 1,880 | 1,200 | 1,500 | 1,200 | 1,200 | -20.00% |
| Seaview Park Concession | 1,743 | 691 | 1,000 | 500 | 500 | -50.00% |
| TOTALS | 288,983 | 312,505 | 298,700 | 318,500 | 323,700 | 8.37% |
| **Expenses** | | | | | | |
| Salaries and Wages | 311,521 | 277,212 | 305,400 | 285,500 | 330,800 | 8.32% |
| Employee Benefits | 110,108 | 108,588 | 121,408 | 121,600 | 72,788 | -40.05% |
| Contractual | 220,826 | 207,574 | 239,386 | 224,000 | 184,000 | -23.14% |
| Commodities | 35,048 | 26,563 | 43,000 | 35,000 | 44,200 | 2.79% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 677,503 | 619,937 | 709,194 | 666,100 | 631,788 | -10.91% |
| Operating Revenues Over/(Under) Expenses | (388,520) | (307,432) | (410,494) | (347,600) | (308,088) | |

## Revenues

**Youth Program Fees:**
All revenues related to fees paid for a variety of youth programs. Variance due to cyclical nature of programs.

**Facility Rental Fees:**
All revenues related to fees paid for rental of rooms at Seaview Recreation Center. Variance due to underestimation of revenue in FY11.

**Adult Program Fees:**
All revenues related to fees paid for a variety of adult programs. Variance due to cyclical nature of programs.

**Promotional Merchandise:**
All revenues related to sales of promotional merchandise. Variance due to overestimated revenues in FY10.

**Seaview Park Concession:**
Proceeds from vending machines at Seaview Park. Variance due to overestimation of anticipated revenue in FY11.

## Expenses

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases as well as the elimination of .80 of the General Maintenance worker and shifting of .50 of the Tennis Maintenance worker to this budget.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs as well as the elimination of .80 of the General Maintenance worker and shifting of .50 of the Tennis Maintenance worker to this budget. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Decrease due to cost savings measures and shifting of some contractual instructor costs to salaries in compliance with new IRS guidelines.

**Commodities:**
No appreciable increase.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Assistant Director | - | 0.50 | 0.50 | 0.50 | 0.25 |
| Recreation Supervisor | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Tennis Maintenance Worker | - | - | - | - | 0.50 |
| General Maintenance Worker | 0.30 | 0.80 | 0.80 | 0.80 | - |
| Activity Leader | 3.70 | 3.70 | 3.70 | 3.70 | 3.44 |
| Laborer | - | - | - | - | 0.30 |
| Bus Driver | - | - | - | - | 0.48 |
| Registration Clerk | - | - | - | - | 0.16 |
| Public Works Employees | - | 0.30 | 0.30 | 0.27 | 0.27 |
| | 6.00 | 7.30 | 7.30 | 7.27 | 7.40 |

## 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, two Assistant Recreation Directors, and the Office Manager

**Expense Summary**

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Salaries and Wages | 238,289 | 272,387 | 268,800 | 268,800 | 263,600 | -1.93% |
| Employee Benefits | 94,514 | 96,632 | 108,081 | 108,072 | 80,175 | -25.82% |
| Contractual | 11,451 | 9,187 | 13,192 | 11,400 | 11,500 | -12.83% |
| Commodities | 1,736 | 3,468 | 3,400 | 3,100 | 3,000 | -11.76% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other | - | - | - | - | - | 0.00% |
| TOTALS | 345,990 | 381,674 | 393,473 | 391,372 | 358,275 | -8.95% |

## Expenses

**Salaries and Wages:**
The proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

**Contractual:**
Decrease due to cost savings measures.

**Commodities:**
Decrease due to cost savings measures.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Director of Recreation and Special Projects | 1.00 | 1.00 | 1.00 | 1.00 | 0.90 |
| Assistant Director of Recreation | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Office Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Mainenance Worker | 0.50 | - | - | - | - |
| Part-time Equipment Operator | 0.30 | - | - | - | - |
| Public Works Employees | 0.39 | - | - | - | - |
| | 5.19 | 3.00 | 3.00 | 3.00 | 2.90 |

## PROGRAM: CAPITAL PROGRAM

The Capital program was accounted for in a separate fund prior to FY08. For FY08 the Capital Fund and Equipment Replacement Fund were consolidated into the Recreation Enterprise Fund. This program accounts for the capital projects of the Recreation Enterprise Fund.

**Expense Summary**

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Expenses** | | | | | | |
| Projects | 4,091,713 | 229,683 | 309,807 | 150,000 | - | -100.00% |
| TOTALS | 4,091,713 | 229,683 | 309,807 | 150,000 | - | -100.00% |

## Expenses

**Projects:**
No projects currently planned for FY12.

## 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**

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Depreciation | 282,593 | 506,363 | 492,500 | 492,500 | 515,000 | 4.57% |
| TOTALS | 282,593 | 506,363 | 492,500 | 492,500 | 515,000 | 4.57% |

## 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. This program was established within the Recreation Enterprise Fund in FY08 to account for these funds.

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**

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| Capital Outlay | 235,774 | (4,970) | 51,000 | 20,000 | 37,000 | -27.45% |
| TOTALS | 235,774 | (4,970) | 51,000 | 20,000 | 37,000 | -27.45% |

| **Budgeted Purchases:** | |
|---|---|
| 2 Club Car Golf Carts | 6,000 |
| Salsco Roller | 10,000 |
| Toro Triplex Mower | 21,000 |
| | 37,000 |

# Town of Palm Beach

# Self Insurance – Risk (501)

## 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

### Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Risk Funding | 1,918,000 | 1,904,463 | 1,896,226 | 1,896,226 | 1,887,507 | -0.46% |
| Miscellaneous Revenue | 190,764 | 218,617 | - | - | - | 0.00% |
| Interest on Investments | 113,265 | 112,409 | 71,002 | 20,000 | 50,000 | -29.58% |
| TOTALS | 2,222,029 | 2,235,489 | 1,967,228 | 1,916,226 | 1,937,507 | -1.51% |
| **Expenses** | | | | | | |
| Salaries and Wages | 94,926 | 81,580 | 82,342 | 82,342 | 82,342 | 0.00% |
| Employee Benefits | 541,971 | 648,553 | 558,527 | 526,710 | 526,854 | -5.67% |
| Contractual | 1,054,873 | 1,358,477 | 1,577,361 | 1,569,859 | 1,575,211 | -0.14% |
| Commodities | 3,071 | 2,736 | 3,100 | 3,700 | 3,100 | 0.00% |
| Capital Outlay | 11,258 | - | - | - | - | 0.00% |
| Depreciation | 3,566 | - | - | - | - | 0.00% |
| Other (Contingency) | - | - | 3,000,000 | - | 3,000,000 | 0.00% |
| TOTALS | 1,709,665 | 2,091,346 | 5,221,330 | 2,182,611 | 5,187,507 | -0.65% |
| Total Revenues Over/(Under) Expenses | 512,364 | 144,143 | (3,254,102) | (266,385) | (3,250,000) | |
| Beginning Net Assets | 6,589,271 | 7,101,635 | 7,245,778 | 7,245,778 | 6,979,393 | |
| ENDING NET ASSETS | 7,101,635 | 7,245,778 | 3,991,676 | 6,979,393 | 3,729,393 | |

## Revenues

**Risk Funding:**
The decrease results from the change in the amount of the fund transfer from the general fund

**Miscellaneous:**
Excess reimbursement 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 proposed budget for salaries and wages includes performance based merit pay increases.

**Employee Benefits:**
Employee benefit costs include increases for the cost of the health insurance program offset by decreases for pension costs. The pension costs are consistent with the Town Manager's recommendation for a hybrid pension plan.

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Risk Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Risk Assistant | 0.50 | 0.50 | - | - | - |
| | 1.50 | 1.50 | 1.00 | 1.00 | 1.00 |

# Town of Palm Beach

# Self Insurance – Health (502)

## 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.

### Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Group Medical | 4,660,664 | 4,590,656 | 4,364,300 | 5,017,900 | 4,544,200 | 4.12% |
| Gain/(Loss) on Investments | 16,009 | 7,718 | 25,300 | 5,060 | 5,000 | -80.24% |
| TOTALS | 4,676,673 | 4,598,374 | 4,389,600 | 5,022,960 | 4,549,200 | 3.64% |
| **Expenses** | | | | | | |
| Salaries and Wages | 76,149 | 40,742 | 38,665 | 38,665 | 38,665 | 0.00% |
| Employee Benefits | 4,407,568 | 4,179,592 | 4,270,243 | 5,803,985 | 4,663,368 | 9.21% |
| Contractual | 5,202 | 7,910 | 76,683 | 69,921 | 76,400 | -0.37% |
| Commodities | 2,499 | 1,560 | 4,409 | 2,209 | 500 | -88.66% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| Other (Contingency) | - | - | 500,000 | - | 500,000 | 0.00% |
| TOTALS | 4,491,418 | 4,229,804 | 4,890,000 | 5,914,780 | 5,278,933 | 7.95% |
| Total Revenues Over/(Under) Expenses | 185,255 | 368,570 | (500,400) | (891,820) | (729,733) | |
| Beginning Net Assets | 1,660,969 | 1,846,224 | 2,214,794 | 2,214,794 | 1,322,974 | |
| ENDING NET ASSETS | 1,846,224 | 2,214,794 | 1,714,394 | 1,322,974 | 593,241 | |

## Revenue

**Group Medical:**
Town and Employee portion of health care expenses

**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.

**Contractual:**
Cost of employee health care expenditures

**Contractual:**
Estimated costs for auditing, investment management and other contractual expenditures

**Commodities:**
Estimated costs for office supplies

# Self Insurance - Health

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Director of Human Resources | 0.20 | 0.15 | 0.15 | 0.10 | 0.10 |
| Assistant Director of Human Resources | - | - | - | 0.20 | 0.20 |
| Office Asst II/OHC | - | 0.05 | 0.05 | 0.13 | 0.12 |
| Human Resource Assistant | 0.70 | 0.30 | 0.30 | 0.05 | 0.05 |
| Human Resource Analyst | 0.70 | 0.60 | 0.60 | 0.05 | 0.05 |
| | 1.60 | 1.10 | 1.10 | 0.53 | 0.52 |

# TOWN OF PALM BEACH

## Information for Town Council Meeting on: June 13, 2011

To: Mayor and Town Council

Via: Peter B. Elwell, Town Manager

From: Danielle Olson, Director of Human Resources

Re: Update on Healthcare Program

Date: May 27, 2011

**STAFF RECOMMENDATION**

The following provides an update on the status of the Town's Health Insurance and related information. No action is required at this time.

**GENERAL INFORMATION**

*Plan Management*

Several factors can impact claims, premiums and other costs, including utilization, plan adjustments, cost shifting, and inflation of claims cost. This year, the Town has experienced a higher than normal increase in claims during the first six months of the fiscal year due to a few catastrophic claims. These claims will have an impact on our overall plan cost to include future premium cost as well a possible rate increase to the Stop/Loss Coverage and Specific/Excess. Barring any additional events, Gallagher Benefit Services that the Town's insurance program costs, inclusive of claims, will increase by 10.5% for Fiscal Year 2012.

*Plan Analysis*

A review was conducted considering premium costs within the wider scope of the market. The Kaiser Family Foundation (Kaiser) and the Health Research & Educational Trust (HRET) conducts an annual national survey of nonfederal private and public employers with three or more employees to provide current information about the nature of employer-sponsored health benefits. According to the 2010 Kaiser/HRET survey, the 12th report issued by the agency, the Town's annual premiums are below the national average reported. The premium for the PPO702 ($200 deductible) plan is 3.7% below, the PPO719 ($500 deductible) plan is 15.6% below, and the HMO plan is 22.6% below the national average.

To date the Town has received $54,876 in reimbursements from the Federal Retiree Drug Subsidy program and $84,370 in reimbursements from the Federal Early Retiree Reinsurance Program. These funds are used to offset the costs of the Town's health care costs.

*Dental Insurance*
Effective January 1, 2011, we changed dental carriers from Ameritas to Humana Specialty Benefits. The change has resulted in a 33% decrease in administrative service fees. When compared to the same time period last year, claim expenses are down 17.5%. Year end projections on the overall plan cost are $325,161; an 11% decrease from 2010 plan year costs of $361,311.

*Benefit Call Center*
The Human Resources Department reorganized in August 2009 resulting in the elimination of a Human Resource Assistant position and outsourcing of employee benefit administration. The projected annual savings by the elimination of the position was at least $52,699 to a maximum of $80,759 including benefit costs. In October 2010, the Department implemented the Benefit Call Center, which provides full support of electronic enrollment, evaluation of insurance claim issues, and invoice reconciliation between the Town and its multiple insurance carriers. The annual cost of the center is approximately $35,000, resulting in a net savings of $17,700 to $45,759.

Excluding peak use during open enrollment, the Benefit Call Center has averaged about 33 calls per month with a maximum of 48 calls per month. These calls range from a simple address change to complex claims management. Employees and retirees who utilized the center were solicited for feedback; the far majority provided positive comments regarding service received.

*Fiscal Year 2012*
In fiscal year 2012, the Department will be analyzing additional ways to improve efficiency, sustain service levels to our internal clients (employees), ensure legal compliance, and maintain programs in a fiscally responsible manner. Programs under evaluation include but are not limited to:

- Evaluate the Stop/Loss Coverage and Specific/Excess Premium and consider an increase in the specific reimbursement amount from $100,000 to potentially $130,000, if fiscally viable, in order to avoid a possible rate increase due to catastrophic claims incurred during FY11;
- Review operations of the Town clinic in order to identify services that can be provided in house such as employee physicals, clinical treatment, and pharmaceutical services;
- Enhance the existing wellness program offerings following a thorough analysis of plan utilization; implementation of programs that will help reduce overall healthcare costs through preventative testing and early diagnosis of current/future health conditions;
- Perform a thorough review of prescription drug usage and their evaluation of drug pricing;
- Evaluate the medical plan by performing a claims, discounts and fixed cost comparison to maximize health savings;
- Evaluate existing Broker/Consultant services to include fee evaluation, service assessment, and request for proposal;
- Continue to monitor the impact of the Patient Protection and Affordable Care Act (PPACA) to ensure compliance and a proactive approach to mandatory changes resulting in a potential impact on the plans.

DO:kw

# Town of Palm Beach

# Equipment Replacement Fund (320)

## 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 keep. 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**
**FY2012**

| | Depreciation Amount |
|---|---|
| **General Government** | 197.00 |
| **Information Systems** | 301,000 |
| **Human Resources** | 750 |
| **Finance** | 3,963 |
| **Planning, Zoning and Building** | 17,278 |
| **Fire-Rescue Department** | 590,600 |
| **Police Department** | 347,103 |
| **Public Works** | 597,177 |
| **Emergency Management** | 1,700 |
| **Total Depreciation** | $1,859,768 |

# Equipment Replacement Fund

**Replacement Equipment - FY2012**

| Department | Cost |
|---|---|
| ***Planning/Zoning/Building*:** | |
| **(2) Ford Pick-up Trucks** | 35,742 |
| ***Police:*** | |
| **(4) Patrol Vehicles** | 100,000 |
| **Town-wide Camera System** | 400,000 |
| **(2) Motorcycles** | 16,200 |
| **Equipment Storage Trailer** | 7,500 |
| **Audio/Video Recording System** | 16,500 |
| ***Public Works*** | |
| **International 4700** | 110,000 |
| **Recycling Truck Body** | 57,000 |
| **(3) Trash Trucks** | 171,000 |
| **Maintenance Trucks** | 47,600 |
| **Recycling Truck** | 137,600 |
| **RovverX Sewer Camera System** | 85,000 |
| **(3) Ford Pick-up Trucks** | 49,300 |
| ***Information Systems*:** | |
| **Computer Equipment** | 283,850 |
| **Total Equipment Replacement Fund Expenditures** | $1,481,550 |

# Fund 320 - Equipment Replacement Fund
## Revenue and Expenditure Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Interest on Investments | 208,899 | 179,156 | 98,000 | 50,000 | 98,000 | 0.00% |
| Surplus Equipment Proceeds | 114,910 | 35,108 | 30,000 | 90,000 | 30,000 | 0.00% |
| Transfer from General Fund | 1,903,529 | 2,143,700 | 2,204,039 | 2,204,039 | 1,859,768 | -15.62% |
| TOTALS | 2,227,338 | 2,357,964 | 2,332,039 | 2,344,039 | 1,987,768 | -14.76% |
| **Expenditures** | | | | | | |
| Capital Outlay - Equipment | 3,120,982 | 1,311,928 | 747,800 | 350,000 | 1,197,700 | 60.16% |
| Capital Outlay - IS Equipment | 204,534 | 218,601 | 246,700 | 150,000 | 283,850 | 15.06% |
| TOTALS | 3,325,516 | 1,530,529 | 994,500 | 500,000 | 1,481,550 | 48.97% |
| **TOTAL REVENUES OVER/(UNDER) EXPENDITURES** | (1,098,178) | 827,435 | 1,337,539 | 1,844,039 | 506,218 | |
| Contingency | 0 | 0 | (500,000) | 0 | (500,000) | |
| Beginning Fund Balance | 11,938,266 | 10,840,088 | 11,667,523 | 11,667,523 | 13,511,562 | |
| **ENDING FUND BALANCE** | 10,840,088 | 11,667,523 | 12,505,062 | 13,511,562 | 13,517,780 | |

# Equipment Replacement Fund

**REVENUE**

**Interest**:
The interest revenue is based upon the financial market conditions and funds available for investment.

**Surplus Equipment Proceeds**:
Represents the sale of surplus equipment through the Palm Beach County Thrift Store.

**Transfer from General Fund:**
This transfer represents the depreciation expense charged to General Fund program budgets and transferred to the Equipment Replacement Fund on an annual basis.

EXPENDITURES

**Capital Outlay - Equipment**:
Estimated purchases of replacement capital equipment.

**Capital Outlay - IS Equipment**:
Estimated purchases of replacement IS equipment.

**Contingency:**
Contingency reserve.

# Town of Palm Beach

# General Employees Retirement System (600)

# Fund 600 - General Employees' Retirement System
## Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Employer Contributions (DB) | 2,420,128 | 2,616,484 | 3,075,384 | 3,075,384 | 202,668 | -93.41% |
| Employer Contributions (DC) | 0 | 0 | 0 | 0 | 397,336 | 100.00% |
| Employee Contributions (DB) | 891,027 | 1,115,348 | 895,000 | 760,000 | 631,836 | -29.40% |
| Employee Contributions (DC) | 0 | 0 | 0 | 0 | 397,336 | 100.00% |
| Gain/(Loss) on Investments | (471,559) | 5,520,289 | 200,000 | 1,500,000 | 800,000 | 300.00% |
| Miscellaneous | 0 | 0 | 1,000 | 20,000 | 1,000 | 0.00% |
| Interest on Investments | 65,887 | 96,457 | 100,000 | 20,000 | 30,000 | -70.00% |
| TOTALS | 2,905,483 | 9,348,578 | 4,271,384 | 5,375,384 | 2,460,176 | -42.40% |
| **Expenses** | | | | | | |
| Contractual | 4,040,561 | 4,414,842 | 4,300,000 | 5,000,000 | 6,000,000 | 39.53% |
| TOTALS | 4,040,561 | 4,414,842 | 4,300,000 | 5,000,000 | 6,000,000 | 39.53% |
| **TOTAL REVENUES OVER/(UNDER) EXPENSES** | (1,135,078) | 4,933,736 | (28,616) | 375,384 | (3,539,824) | |
| Beginning Net Assets | 61,443,691 | 60,308,613 | 65,242,349 | 65,242,349 | 65,617,733 | |
| **ENDING FUND EQUITY** | 60,308,613 | 65,242,349 | 65,213,733 | 65,617,733 | 62,077,909 | |

## REVENUES

**Employer Contributions (DB):**
The employer contributions are actuarially determined for the new proposed hybrid pension plan.

**Employer Contributions (DC):**
Estimated employer match contribution based on an employee contribution of 4%.

**Employee Contributions (DB):**
Employee contributions are calculated based on the eligible employee's salary multiplied by a contribution rate established by the retirement board and approved by Town Council. The decrease is due to the reduction in employee contributions from 6.47% to 4.47% for General Employees and 7.21% to 5.21% for Lifeguards for the proposed change. Deferred Retirement Option Plan retirees (DROP) do not contribute to the plan.

**Employee Contributions (DC):**
Estimated 4% employee contribution.

**Gain/(Loss) on Investments:**
This line items reflects the estimated gains on the sale of equities. Projections reflect the current returns of the fund.

**Miscellaneous:**
No change.

**Interest on Investments:**
The FY12 budgeted amount represents the anticipated interest to be earned on fixed income investments.

## EXPENSES

**Contractual:**
This line item reflects anticipated pension payments and operating costs.

# Town of Palm Beach

# Police Officers' Retirement System (606)

# Fund 606 - Police Officers' Retirement System
## Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| State of Florida | 225,628 | 211,524 | 225,000 | 230,000 | 0 | -100.00% |
| Employer Contributions (DB) | 2,104,724 | 2,279,571 | 2,828,758 | 2,828,758 | 932,502 | -67.03% |
| Employer Contributions (DC) | 0 | 0 | 0 | 0 | 329,004 | 100.00% |
| Employee Contributions (DB) | 422,170 | 426,895 | 440,000 | 430,000 | 308,596 | -29.86% |
| Employee Contributions (DC) | 0 | 0 | 0 | 0 | 329,004 | 100.00% |
| Gain/(Loss) on Investments | (-1479266) | 3,285,132 | 500,000 | 1,500,000 | 1,000,000 | 100.00% |
| Interest on Investments | 591,105 | 535,908 | 1,310,000 | 500,000 | 500,000 | -61.83% |
| TOTALS | 1,864,361 | 6,739,030 | 5,303,758 | 5,488,758 | 3,399,106 | -35.91% |
| **Expenses** | | | | | | |
| Contractual | 4,014,743 | 3,842,695 | 4,200,000 | 5,000,000 | 5,500,000 | 30.95% |
| TOTALS | 4,014,743 | 3,842,695 | 4,200,000 | 5,000,000 | 5,500,000 | 30.95% |
| **TOTAL REVENUES OVER/(UNDER) EXPENSES** | (2,150,382) | 2,896,335 | 1,103,758 | 488,758 | (2,100,894) | |
| Beginning Net Assets | 54,715,567 | 52,565,185 | 55,461,520 | 55,461,520 | 56,565,278 | |
| **ENDING FUND EQUITY** | 52,565,185 | 55,461,520 | 56,565,278 | 55,950,278 | 54,464,384 | |

# Retirement Funds

## REVENUES

**State of Florida:**
Chapter 185 monies received from the State of Florida are recorded in this line item.

**Employer Contributions (DB):**
The employer contributions are actuarially determined for the new proposed hybrid pension plan.

**Employer Contributions (DC):**
Estimated employer match contribution based on an employee contribution of 4%.

**Employee Contributions (DB):**
Employee contributions are calculated based on the eligible employee's salary multiplied by a contribution rate established by the retirement board and approved by Town Council. The decrease is due to the reduction in employee contributions from 6.98% to 4.98%. Deferred Retirement Option Plan retirees (DROP) do not contribute to the plan.

**Employee Contributions (DC):**
Estimated 4% employee contribution.

**Gain/(Loss) on Investments:**
This line items reflects the estimated gains on the sale of equities. Projections reflect the current returns of the fund.

**Miscellaneous:**
No change.

**Interest on Investments:**
The FY12 budgeted amount represents the anticipated interest to be earned on fixed income investments.

## EXPENSES

**Contractual:**
This line item reflects anticipated pension payments and operating costs.

# Town of Palm Beach

# Firefighters' Retirement System (607)

# Fund 607 - Firefighters' Retirement System

## Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| State of Florida | 521,301 | 607,484 | 620,000 | 620,000 | 0 | -100.00% |
| Employer Contributions (DB) | 2,359,327 | 2,647,210 | 3,189,802 | 3,189,802 | 1,359,630 | -57.38% |
| Employer Contributions (DC) | 0 | 0 | 0 | 0 | 295,260 | 100.00% |
| Employee Contributions (DB) | 442,893 | 490,483 | 450,000 | 520,000 | 327,609 | -27.20% |
| Employee Contributions (DC) | 0 | 0 | 0 | 0 | 295,260 | 100.00% |
| Gain/(Loss) on Investments | (-1104238) | 3,493,904 | 500,000 | 1,500,000 | 500,000 | 0.00% |
| Interest on Investments | 382,003 | 394,358 | 500,000 | 500,000 | 500,000 | 0.00% |
| TOTALS | 2,601,286 | 7,633,439 | 5,259,802 | 6,309,802 | 3,277,759 | -37.68% |
| **Expenses** | | | | | | |
| Contractual | 4,124,428 | 4,048,099 | 4,630,000 | 5,300,000 | 5,800,000 | 25.27% |
| TOTALS | 4,124,428 | 4,048,099 | 4,630,000 | 5,300,000 | 5,800,000 | 25.27% |
| **TOTAL REVENUES OVER/(UNDER) EXPENSES** | (1,523,142) | 3,585,340 | 629,802 | 1,009,802 | (2,522,241) | |
| Beginning Net Assets | 51,778,737 | 50,255,595 | 53,840,935 | 53,840,935 | 54,470,737 | |
| **ENDING FUND EQUITY** | 50,255,595 | 53,840,935 | 54,470,737 | 54,850,737 | 51,948,496 | |

## REVENUES

**State of Florida:**
Chapter 175 monies received from the State of Florida are recorded in this line item.

**Employer Contributions (DB):**
The employer contributions are actuarially determined for the new proposed hybrid pension plan.

**Employer Contributions (DC):**
Estimated employer match contribution based on an employee contribution of 4%.

**Employee Contributions (DB):**
Employee contributions are calculated based on the eligible employee's salary multiplied by a contribution rate established by the retirement board and approved by Town Council. The decrease is due to the reduction in employee contributions from 6.82% to 4.82%. Deferred Retirement Option Plan retirees (DROP) do not contribute to the plan.

**Employee Contributions (DC):**
Estimated 4% employee contribution.

**Gain/(Loss) on Investments:**
This line items reflects the estimated gains on the sale of equities. Projections reflect the current returns of the fund.

**Miscellaneous:**
No change.

**Interest on Investments:**
The FY12 budgeted amount represents the anticipated interest to be earned on fixed income investments.

## EXPENSES

**Contractual:**
This line item reflects anticipated pension payments and operating costs.

# Town of Palm Beach

# Health Insurance Trust (610)

## PROGRAM: HEALTH INSURANCE TRUST (610)

### Revenue and Expense Summary

| | FY2009 Actual | FY2010 Actual | FY2011 Budget | FY2011 Projected | FY2012 Budget | % Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Town Funding | 1,649,000 | 1,550,000 | 1,533,000 | 1,533,000 | 1,493,000 | -2.61% |
| Retiree Funding | 948,344 | 1,101,520 | 1,088,600 | 1,257,200 | 1,385,800 | 27.30% |
| Medicare Part D | 81,140 | 79,042 | 80,000 | 100,000 | 100,000 | 25.00% |
| Gain/(Loss) on Investme | (358,203) | 1,099,919 | 385,000 | 315,000 | 315,000 | -18.18% |
| TOTALS | 2,320,281 | 3,830,481 | 3,086,600 | 3,205,200 | 3,293,800 | 6.71% |
| **Expenses** | | | | | | |
| Salaries and Wages | 42,784 | 29,068 | 32,615 | 32,615 | 38,300 | 17.43% |
| Employee Benefits | 2,073,875 | 2,085,736 | 1,749,692 | 2,211,319 | 2,293,571 | 31.08% |
| Contractual | 90,966 | 89,679 | 221,200 | 123,478 | 92,800 | -58.05% |
| Commodities | - | 356 | 613 | 613 | 300 | -51.06% |
| Capital Outlay | - | - | - | - | - | 0.00% |
| Depreciation | - | - | - | - | - | 0.00% |
| TOTALS | 2,207,625 | 2,204,839 | 2,004,120 | 2,368,025 | 2,424,971 | 21.00% |
| | | | | | | |
| Total Revenues Over/(Under) Expenses | 112,656 | 1,625,642 | 1,082,480 | 837,175 | 868,829 | |
| Beginning Net Assets | 15,785,880 | 15,898,536 | 17,524,178 | 17,524,178 | 18,361,353 | |
| ENDING NET ASSETS | 15,898,536 | 17,524,178 | 18,606,658 | 18,361,353 | 19,230,182 | |

## Revenues

**Town Funding:**
Town's portion of retiree health care expenses

**Retiree Funding:**
Retiree contribution for health care expenses

**Medicare Part D:**
Funds received from Medicare

**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 expenditure

**Contractual:**
Estimated costs for auditing, investment management and other contractual expenditures.

**Commodities:**
Estimated costs for office supplies

# Health Insurance Trust

| Full Time Equivalent Employees | FY2008 | FY2009 | FY2010 | FY2011 | FY2012 |
|---|---|---|---|---|---|
| Director of Human Resources | 0.20 | 0.15 | 0.15 | 0.10 | 0.10 |
| Assistant Director of Human Resources | - | - | - | 0.20 | 0.20 |
| Office Asst II/OHC | - | 0.05 | 0.05 | 0.13 | 0.12 |
| Human Resource Assistant | 0.70 | 0.30 | 0.30 | 0.05 | 0.05 |
| Human Resource Analyst | 0.70 | 0.60 | 0.60 | 0.05 | 0.05 |
| | 1.60 | 1.10 | 1.10 | 0.53 | 0.52 |

# TOWN OF PALM BEACH POLICE DEPARTMENT

REPORT REGARDING

# PALM BEACH CRIME WATCH, INC.

JUNE 3, 2011

## PALM BEACH CRIME WATCH, INC.

Palm Beach Crime Watch, Inc. was founded in 1979 by the Chief of Police and validated by the resolution of the Mayor and Town Council for the betterment of the community (See attached Resolution 35-79). It was created to support the Palm Beach Police Department's Crime Prevention Unit. The mission of Palm Beach Crime Watch, Inc. is to achieve crime prevention, domestic security and emergency preparedness through community partnerships. Palm Beach Crime Watch, Inc. is a non-profit 501(c) (3) organization that provides funding for crime prevention programs through contributions and memberships from residents and local businesses.

Palm Beach Crime Watch, Inc. is governed by a Board of Directors and an Executive Board consisting of the two Vice-Chairmen of the Board, President, Executive Director, and Secretary/Treasurer. The administration of Palm Beach Crime Watch, Inc. involves both members of the community and a select number of Town of Palm Beach employees. The members of the community serve on the Board of Directors with Town employees who are also responsible for the day-to-day administration of the organization.

The unique structure of Palm Beach Crime Watch, Inc. brings together our Town government, elected officials, law enforcement, residents and members of the business community for the protection of the community. This makes Palm Beach Crime Watch, Inc. an excellent program for promoting both citizen awareness and community involvement. By strengthening our community we can effectively prevent and respond to the threats of terrorism, crime, or any kind of disaster.

Palm Beach Crime Watch, Inc. was developed to promote the principle of shared responsibility and to encourage residents and members of the business community to take an active role in the safety and security of the community. Palm Beach Crime Watch, Inc. achieves its mission through sponsorship of the many programs provided by the Police Department. The programs include: Citizen and Teen Police Academies, Crime Watch Newsletter, National Night Out Against Crime, Volunteers in Police Service (VIPS), VIPS Emergency Response Team, Code Watch, educational programs, child safety programs and material on identity theft and other financial crimes, residential and personal security as well as hurricane preparedness.

Additional Police Department programs and services involve partnerships with the Town's Recreation Center, the Flagler Museum, the Rehabilitation Center, schools on the island, and other community businesses and organizations. Community partnerships allow for outreach to houses of worship, service organizations, Palm Beach Civic Association, Citizens' Association of Palm Beach, and the Palm Beach Chamber of Commerce.

## EMPLOYEES

There are currently six Police Department positions directly involved with the administration of Palm Beach Crime Watch, Inc. They are as follows:

| Town Position | Crime Watch Position/Role |
|---|---|
| Director of Public Safety | President |
| Deputy Chief | Participant |
| Major – Support Services | Check Signer/Participant |
| Sergeant | Executive Director |
| Business and Community Relations Officer (2) | Participant |
| Crime Prevention Specialist | Secretary/Treasurer |

## JOB TASKS

This section illustrates the specific responsibilities of each employee as it relates to Palm Beach Crime Watch, Inc. For the purposes of this report the mid range salary will be used to calculate the hourly rate (mid range/2080=rate). This report does not include cost of benefits.

| Town Position | Crime Watch Position/Role |
|---|---|
| Director of Public Safety | President |

The Director of Public Safety serves as the President of the Executive Board. The Director facilitates the meetings and participates in the annual Board of Directors meeting. There are approximately 3-4 Executive Board meetings per year and 1 Board of Directors meeting. The estimated duration of each meeting is approximately 1 hour. The Director also facilitates the annual Crime Watch Member's Breakfast (approx. 2 hours). This position is also a signer on the bank account and has final approval for payments.

Salary Range (min/mid/max): $114,251/$148,378/$178,054
Estimated Hours (per year): 10
Estimated Cost: $713
% of workload: .005%

| Town Position | Crime Watch Position/Role |
|---|---|
| Deputy Chief | Participant |

The Deputy Chief serves as backup to the Director of Public Safety. This position often attends board meetings in an advisory capacity. This position is not responsible for any administration duties. The estimated participation is 5 hours per year.

Salary Range (min/mid/max): $92,944/$120,707/$142,434
Estimated Hours (per year): 5
Estimated Cost: $290
% of workload: .002%

| Town Position | Crime Watch Position/Role |
|---|---|
| Major – Support Services | Check Signer/Participant |

The Major of Support Services serves as a check signer in the absence of the Director of Public Safety. This position attends board meetings as necessary in an advisory capacity. The estimated participation is 5 hours per year.

Salary Range (min/mid/max): $88,518/$114,959/$135,651
Estimated Hours (per year): 5
Estimated Cost: $276
% of workload: .002%

| Town Position | Crime Watch Position/Role |
|---|---|
| Sergeant | Executive Director |

The Sergeant serves as the Executive Director for Palm Beach Crime Watch, Inc. and ensures that actions taken by participants achieve the organization's mission. The Sergeant oversees the Secretary/Treasurer and the overall administration of the organization. This position is the main signer on the accounts and provides primary oversight for actions of the

Secretary/Treasurer (i.e., authorizing purchases and payments, review of accounting procedures, etc.).

Salary Range (min/mid/max): $74,492/$83,793/$94,256
Estimated Hours (per year): 40
Estimated Cost: $1,611
% of workload: .019%

| Town Position | Crime Watch Position/Role |
|---|---|
| Business and Community Relations Officer (2) | Participant |

The Business and Community Relations Officers (2) are assigned to the Crime Prevention Unit. These officers participate in an advisory manner by attending board meetings and the annual breakfast. These positions do not have any administrative duties or responsibilities.

Salary Range (min/mid/max): $45,299/$66,063/$80,376
Estimated Hours (per year): 5 (x2)
Estimated Cost: $158 (x2)
% of workload: .002% (each)

| Town Position | Crime Watch Position/Role |
|---|---|
| Crime Prevention Specialist | Secretary/Treasurer |

The Crime Prevention Specialist serves as the Secretary/Treasurer for Palm Beach Crime Watch, Inc. The Crime Prevention Specialist is responsible for the administration of membership, accounting/financials, board participation, etc. This position requires the most staff hours of all participants and the breakdown is as follows:

Board Preparation: Administration (minutes, treasurer's reports, agenda, notices, planning) – 1 annual Board of Directors meeting (requires 8 hours preparation), 3-4 Executive Board meetings (each meeting requires 4 hours preparation) = **total hours 32**

Membership: Annual mailing (8 hours), receipt/processing of donations (approx. 40 hours initially as a large volume is received and requires a concentration of hours but memberships are received throughout the year and require approximately 10 hours), maintenance of member records (updates to personal information and membership status requires approx. 40 hours) = **total hours 98**

Accounting/Financials: Account reconciliation from checking and money market accounts (2 per month/1 hour each = requires 12 hours preparation), reconciliation of purchasing card statements (1 per month requires 12 hours preparation) = **total hours 24**

Purchasing: Requesting bids, preparation of payments to include checks and credit card payments, and order fulfillment depending on needs (requires 12 hours) = **total hours 12**

Corporate Activities: Annual filing of State/Federal documents (requires 1 hour) = **total hours 1**

Salary Range (min/mid/max): $38,315/$49,759/$58,716
Estimated Hours (per year): 167
Estimated Cost: $3994
% of workload: .08%

**TOTAL ESTIMATED ANNUAL STAFF HOURS: 237**
**TOTAL ESTIMATED ANNUAL COSTS: $7,200**

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## VOLUNTEERS IN POLICE SERVICE (VIPS)

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Volunteers in Police Service (VIPS) are a core group of residents trained to provide essential support to various functions in the police department. The services provided by VIPS saved the Town of Palm Beach an estimated $47,000 in 2010. VIPS are utilized as follows:

Records Information Services (RIS):

3 people per day for 2 hours each = 6 hrs. Per day x 5 days = 30 hrs. Per week

Crime Scene/Evidence Unit (CSEU):

2 people per day for 2 hours each = 4 hrs. Per day x 5 days = 20 hrs. Per week

**TOTAL WEEKLY RECURRING: 50 hrs. Per week x 50 weeks =2,500 hours per year**

SPECIAL EVENTS AND OTHER PROJECTS

| | |
|---|---|
| Mailings (6 hours each project x 6 per year) = | 36 hrs. |
| Special Events (average 3 per year x 5 people x 4 hrs.)= | 60 hrs. |
| Emergency Response Team (dependent on emergency) = | ** |
| **TOTAL SPECIAL EVENTS/PROJECTS:** | **96 hours per year**** |

Total VIPS hours per year = 2,596**
Estimated Hourly Rate (FL) = $18.40
Total Estimated Cost Savings = $47,766

***The above calculations reflect a year with no hurricanes. VIPS ERT Volunteers contributed at least 200 hours per week during the hurricanes of 2004 and 2005 saving an additional $3,680 per week and providing some services to the community that could not have been provided as effectively by Town employees.*

According to the Volunteers in Police Service Organization the Independent Sector has announced that the 2010 estimate for the value of a volunteer hour has reached $21.36 per hour. That number is used to help organizations quantify the enormous value volunteers provide. This year's estimate increased from $20.85 per hour in 2009. The hourly value of volunteer time is based on the average hourly wage for all non-management, non-agriculture workers as determined by the Bureau of Labor Statistics, with a 12 percent increase to estimate for fringe benefits. The average for the State of Florida is $18.40. More information regarding the rate determinations can be found at www.policevolunteers.org.

## PALM BEACH CRIME WATCH & CRIME PREVENTION

There is often confusion as it relates to the separation of Palm Beach Crime Watch, Inc. and the Palm Beach Police Department's Crime Prevention Unit. Programs and services provided by the Crime Prevention Unit are sponsored by Palm Beach Crime Watch Inc.

Palm Beach Crime Watch, Inc. is a private, non-profit 501(c) (3) organization. The Palm Beach Police Department provides support to Palm Beach Crime Watch, Inc. through office space and administrative services. Palm Beach Crime Watch, Inc. has no paid staff and the organization relies on the assistance of citizen volunteers.

Historically, the high quality programs and services provided by the Palm Beach Police Department are often categorized as "Crime Watch Programs". In reality, they are functions of the Police Department and sponsored by Palm Beach Crime Watch, Inc. Most communities develop Neighborhood Crime Watch Programs in an effort to reduce and/or prevent crimes. These programs are typically funded through tax dollars and are often the first to be eliminated when budgets are reduced.

## FUNDING

Palm Beach Crime Watch, Inc.'s annual budget is $117,250 (see attached). The budget is funded annually through memberships and private donations. Basic memberships are $25 for an individual membership and $50 for a family membership. There are advanced membership levels starting at $100 and above.

Palm Beach Crime Watch, Inc. benefits the community in that the Police Department is able to provide enhanced community education crime prevention through a variety of programs and services. Without the financial support from Palm Beach Crime Watch, Inc., the Police Department would still provide programs but might have to reduce their scope and would incur the expenses as part of general fund budget.

The following programs and services are among those provided by the Town of Palm Beach Police Department that are funded, at least in part, by Palm Beach Crime Watch, Inc.:

- Citizen Police Academy
- Volunteers in Police Service (VIPS)
  - Emergency Response Team
- Teen Police Academy
- Residential Security Surveys
- Business Security Surveys
- Closed House Program
- Construction Site Security
- Fingerprinting
- Community Alerts/Crime Prevention Bulletin
- Marine Crime Watch
- Speakers Bureau :
  - Observing and reporting suspicious activities
  - Preventing auto theft and auto burglary
  - Personal Security and Self -Protection
  - Identity Theft, Frauds and Scams
- Mobile Eyes
- Code Watch
- National Night Out Against Crime
- Crime Prevention Training
  - Bank Security – Robbery Awareness
  - Retail theft prevention
  - Credit card fraud
  - Personal security and self protection
- Community Shredding Events
- Child Safety Programs
  - Pre-School Tours
  - Participation in summer programs for Town Recreation Center, The Breakers, the Sailfish Club and the Flagler Museum
  - Internet Predators
  - Bullying Prevention
  - Bicycle Safety
  - Take 25

Additional programs and services as requested/needed.

Palm Beach Crime Watch, Inc.

## 2011 Approved Budget

| | | |
|---|---|---|
| **Community Education** | $ | 25,000.00 |
| *Marine Crime Watch, Mobile Eyes, Business Crime Watch, Program Development , Neighborhood Crime Watch Group, Shredding Event* | | |
| **Child Safety Programs** | $ | 10,250.00 |
| *Child Safety Day, School Programs, Halloween Safety, Fingerprint Identificatio, Bike Safety* | | |
| **VIPS** | $ | 5,000.00 |
| *Volunteers in Police Service* | | |
| **Citizen Police Academy** | $ | 10,000.00 |
| *ONE SESSION* | | |
| **Teen Police Academy** | $ | 11,000.00 |
| *ONE SESSION* | | |
| **National Night Out Against Crime** | $ | 6,000.00 |
| **Crime Watch Newsletter** | $ | 11,500.00 |
| *QUARTERLY* | | |
| **Alumni Programs** | $ | 14,000.00 |
| *ONE EVENT* | | |
| **Meetings** | $ | 15,000.00 |
| *Annual Breakfast Meeting, Board of Directors Meetings* | | |
| **Membership** | $ | 2,000.00 |
| **General Operating Expenses** | $ | 3,000.00 |
| **Professional Fees** | $ | 4,500.00 |
| *Accounting Services* | | |
| | $ | 117,250.00 |

## ACTION TO IMPROVE TRANSPARENCY

To make the boundary between Palm Beach Crimewatch, Inc., and the Palm Beach Police Department clearer to the public, staff will require, effective immediately, that all Crime Watch expenditures for Town programs will be made as donations to the Town. The donations will be processed in full compliance with the applicable Town policies. The resulting Town expenditures also will be made in full compliance with the applicable Town policies. This will ensure full and clear public disclosure that the programs themselves are organized, controlled, and implemented by the Town and that they are financially sponsored, in whole or in part, by Palm Beach Crime Watch, Inc.

Due to the de minimus amount of staff time that is actually devoted to Crime Watch business (as opposed to the time invested in Town programs that are financially sponsored by Crimewatch) and due to the Town's official endorsement of Palm Beach Crime Watch, Inc., via Town Council adoption of Resolution No. 35-79, staff does not believe it is necessary to require Palm Beach Crime Watch, Inc., to reimburse the Town for staff time spent on Crime Watch business. However, if the Town Council disagrees and directs that staff obtain such reimbursement going forward, then staff will, of course, set up a proper accounting, billing, and receiving system for such transactions.

RESOLUTION NO. 35-79

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, RELATING TO THE FORMATION OF A POLICE/CITIZEN CRIME PREVENTION GROUP TO BE KNOWN AS "PALM BEACH CRIME WATCH, INC."

* * * * *

WHEREAS, Criminal activities continue to grow in our State, and;

WHEREAS, It is deemed desirable to create an effective Police/Community relationship which will work together to fight crime in Palm Beach, and;

WHEREAS, The creation of "Palm Beach Crime Watch" would encourage citizens of Palm Beach to act as additional eyes and ears for the town's police department, and;

WHEREAS, The citizens of the Town of Palm Beach are encouraged to report suspicious activities and crimes to the police, and;

WHEREAS, Crime Watch provides a system of crime reporting that enables citizens to provide crime control information, yet remain anonymous at the street level, and;

WHEREAS, Crime Watch volunteers will educate the Town's citizenry in methods for securing their homes and businesses against criminal intrusion, and;

WHEREAS, Crime Watch will organize residential neighborhoods and business districts into networks of trained Crime Watchers who will keep an eye on each other's property, and;

WHEREAS, Crime Watch will provide for an efficient system in which the police may alert neighborhoods and business districts to crime problems peculiar to said neighborhoods, and;

WHEREAS, Crime Watch will provide security seminars for Town residents and business groups for the purpose of explaining general and specific crime prevention techniques, and;

WHEREAS, Crime Watch will attempt to organize committees to deal with neighborhood watches, business watches, condominium watches, citizen band radio watches, junior crime watchers, and other crime prevention projects;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, as follows:

Section 1.

That the Town Council of the Town of Palm Beach supports the concept of Palm Beach Crime Watch fully.

Section 2.

Furthermore, the Town Council urges all residents to actively support Palm Beach Crime Watch.

Section 3.

Furthermore, the Town Council urges all town residents to actively participate in Crime Watch committee activities.

Section 4.

Furthermore, the Town Council urges all organizations, businesses, and civic groups in the Town of Palm Beach to support Crime Watch.

Section 5.

Finally, that the Town Council urges all police officers and other Town employees to actively support Palm Beach Crime Watch.

PASSED AND ADOPTED in regular, session assembled on the 11th day of September, 1979.

Thomas M. Neeley
Robert M. Frace
Caldwell C. Johnson
Walter L. Rathbun

Town Council

APPROVED:

Mack Litchfield
Mayor

ATTEST:

Grace T. Peters
Town Clerk