TOWN OF PALM BEACH, FLORIDA

COMPREHENSIVE ANNUAL BUDGET

FISCAL YEAR 2013
(October 1, 2012 - September 30, 2013)

Mayor and Town Council

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

Town Manager

Peter B. Elwell

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

TOWN OF PALM BEACH
ORGANIZATIONAL STRUCTURE

CITIZENS OF PALM BEACH

ELECT

MAYOR
Gail L. Coniglio

TOWN COUNCIL

PRESIDENT
David A. Rosow

PRESIDENT PRO-TEM
Robert N. Wildrick

William J. Diamond

Richard M. Kleid

Michael J. Pucillo

APPOINTS

TOWN ATTORNEY
John C. Randolph

TOWN MANAGER
Peter B. Elwell

ADVISORY BOARD AND COMMISSIONS

SUPERVISES

FINANCE DIRECTOR
Jane Struder

RECREATION DIRECTOR
Jay Boodheshwar

HUMAN RESOURCES DIRECTOR
Danielle Olson

PLANNING, ZONING AND BUILDING DIRECTOR
John Page

DIRECTOR OF PUBLIC SAFETY
Kirk W. Blouin

PUBLIC WORKS DIRECTOR
H. Paul Brazil

Guide for Readers

The following information might be helpful to the reader in finding information in the budget document for programs, services and financial information. The Town of Palm Beach Budget compiles financial and service delivery data in a single source document for easy reference. This guide explains the budget format and will assist in locating information which may be of particular interest. The budget is intended to serve four purposes.

THE BUDGET AS A POLICY DOCUMENT

As a policy document, the Budget indicates what services the Town of Palm Beach will provide during the upcoming fiscal year, and the reasons for these services. The Budget provides goals and objectives for each organizational unit in the Town of Palm Beach as well as the performance measures upon which programs will be monitored for the forthcoming fiscal year. All Town of Palm Beach funds are described in detail in their respective sections.

THE BUDGET AS AN OPERATIONS GUIDE

As an operations guide, the budget indicates how departments and funds are organized to provide services that will be delivered to the community. The Departments' budget sections provide a mission statement, goals and objectives, organization chart, authorized personnel, revenue and expenditure summaries with descriptions, and performance measures for each Town of Palm Beach Department.

THE BUDGET AS A FINANCIAL PLAN

As a financial plan, the budget outlines the cost of the Town of Palm Beach services and how they will be funded. The Revenues and Expenditures Section provides an overview of the Budget including major revenue and expenditure breakdowns and categories for the following Funds: General, Debt Service, Capital, Enterprise, Internal Service Activity and Trust & Agency. The introductory section includes a budget message, a discussion of the Town of Palm Beach accounting structure and financial policies, a description of the budget preparation process and the financial structure. The budget summary section details the approved budget as well as a comparison of financial activity over a multi-year period with an analysis of the Town reserves.

THE BUDGET AS A COMMUNICATIONS DEVICE

The Budget is designed to be user friendly with summary information in text, charts, tables and graphs. A glossary of financial budget terms is included for your reference. In addition to the reader's guide, the table of contents provides a listing of sections in the order in which they appear in this document. The statistical section includes miscellaneous information relevant to the Town of Palm Beach. Should you have a question about the Town of Palm Beach that this document does not answer, please feel free to call The Finance Department at (561) 838-5444. This Budget Document is available on the Town's web site, www.townofpalmbeach.com.

Guide for Readers

A STEP BY STEP GUIDE

Given its size and the variety of information it contains, the budget document can be an overwhelming undertaking to review. The purpose of this section is to provide the reader with a guide to the document's contents: where and how to find the information and how to understand or use the information.

The budget document has been prepared in a summary format intended to be easily understood by the general public. The following describes each of its major sections:

Introduction

The budget message or transmittal letter is the best place to start. It is most important in understanding where we have been and where we are going in the upcoming year. The letter provides a broad perspective of services provided and discusses taxes and millage rates, changes in operations, significant differences in revenues and expenditures, and the focus and direction of the budget year.

The introduction section also includes general information about the Town, its budget philosophy and process, financial policies (which form the foundation of the Town's budget development and financial management processes), and other general information.

Budget Summary, General Fund, Revenues, Expenditures, Departmental tabs and Other

The Budget Summary, General Fund, Revenues, Expenditures including Departmental and Other tabs include various presentations of the general fund budget. The Budget Summary section includes summary budget information for all funds and an analysis of Town reserves. The General Fund section includes a financial trend analysis of Revenues and Expenditures. The Revenues tab includes a detailed five-year general fund revenue history, as well as narrative and charts regarding major general fund revenue history. The Expenditures tab includes an exhibit containing four years of expenditure history by program, as well as summary budget charts.

An overview of each department/program, the largest portion of the General Fund budget, is included in this section. Each department's section may include the following: a revenue and expenditure summary, personnel complements, an organizational chart, mission statement, goals and objectives, performance measures and workload indicators.

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

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

Appendix

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

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

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished
Budget Presentation
Award

PRESENTED TO

Town of Palm Beach

Florida

For the Fiscal Year Beginning

October 1, 2011

President Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the Town of Palm Beach for its annual budget for the fiscal year beginning October 1, 2011.

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

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

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TOWN OF PALM BEACH

Office of the Town Manager

October 1, 2012

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

I am pleased to present the Comprehensive Annual Budget for the Town of Palm Beach for fiscal year beginning October 1, 2012, and ending September 30, 2013, in accordance with Section 2-541 of the Town's Code of Ordinances and Chapter 95-495 of the laws of the State of Florida. The budget was prepared to comply with generally accepted accounting principles (GAAP) and all applicable Town, State, and Federal requirements. After extensive public participation and careful review by the Mayor and Town Council in several public meetings, formal citizen input was invited at two (2) public hearings. The final budget adoption occurred on September 19, 2012.

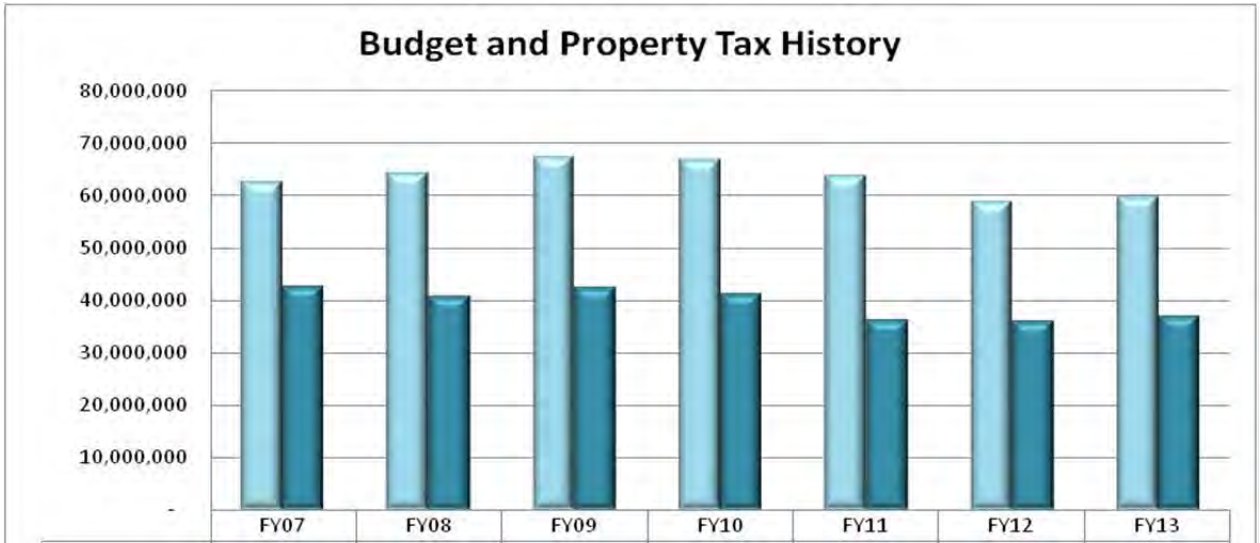
This budget document is a financial plan that sets forth the policy framework of the Town and provides the Mayor, Town Council, interested citizens, and staff with information supporting the adopted policies. The document includes aggregate financial and organizational data as well as individual program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

In preparing this budget, staff started with the long term financial plan forecast for FY13 as a baseline and then identified hundreds of thousands of dollars of additional savings while maintaining all current levels of service and addressing short term coastal funding needs. Overall, the budget reflects an increase of 2% over FY12.

Information regarding the Townwide Vision, Goals and Key Results Measures can be found in the section immediately following the budget message.

Maintaining Fiscal Sustainability

Since FY08, the Town's elected officials and staff have worked diligently to reduce costs and improve efficiencies wherever possible. The FY13 General Fund budget is still well below ($7,624,320) the FY09 peak. Annual property tax revenue also is well below ($5,798,515) the FY07 peak. The millage rate has been maintained at 3.2512 from FY09 through the adopted FY13 rate. The chart below shows the budget and property tax history for FY07 through FY13.



	FY07	FY08	FY09	FY10	FY11	FY12	FY13
Total Budget	62,642,654	64,332,559	67,335,600	66,853,300	63,734,848	58,858,436	59,711,280
Property Taxes	42,663,915	40,738,785	42,543,000	41,326,000	36,245,500	35,999,200	36,865,400

The 2009 Long Term Financial Plan (LTFP) showed deficits beginning in FY12 and increasing through the forecast period (FY20). The current forecast shows surpluses for the next 6 years and small but manageable deficits beginning in FY19. Levels of service have remained stable since FY08 and are expected to remain stable throughout the forecast period.

To document the re-establishment of financial sustainability in Town government, we present on the next page the following four tables:

1. The “original” LTFP forecast presented in April 2009

2. The LTFP forecast from April 2012 (which reflects the savings from pension reform and all other cost containment and efficiency measures implemented to date)

3. An updated forecast to show an “apples to apples” comparison between the prior forecasts and the FY13 budget (all of which exclude coastal funding)

4. The updated current forecast, including the coastal funding appropriated for FY13

LTFP Forecast as of April 2009	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Revenues	69,280,626	71,388,922	73,565,312	75,625,541	77,746,505	79,930,774	82,179,515	84,495,429
Expenditures	72,776,820	77,238,099	81,876,195	86,140,002	90,562,822	95,221,633	100,114,031	104,748,413
Surplus / (Deficit)	(3,496,194)	(5,849,177)	(8,310,883)	(10,514,460)	(12,816,317)	(15,290,859)	(17,934,516)	(20,252,980)

LTFP Forecast as of April 2012	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Revenues	59,808,475	61,209,847	63,019,145	64,717,490	66,363,697	68,000,584	69,789,264	71,469,640
Expenditures	57,387,701	59,760,705	61,625,959	63,142,487	65,034,109	68,478,609	72,608,000	72,140,063
Surplus / (Deficit)	2,420,774	1,449,142	1,393,186	1,575,003	1,329,588	(478,025)	(2,818,736)	(670,423)

"Apples to Apples" Projections Based On FY13 Budget	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Revenues	59,711,280	61,484,209	63,307,817	65,200,586	66,936,691	68,582,903	70,387,750	72,078,657
Expenditures	56,946,181	59,393,546	61,359,214	62,883,819	64,740,404	67,922,453	71,251,191	73,243,819
Surplus / (Deficit)	2,765,099	2,090,663	1,948,603	2,316,767	2,196,287	660,450	(863,441)	(1,165,162)

Projections Based On FY13 Budget w / Coastal Transfer	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Revenues	59,711,280	61,484,209	63,307,817	65,200,586	66,936,691	68,582,903	70,387,750	72,078,657
Expenditures	59,711,280	59,393,546	61,359,214	62,883,819	64,740,404	67,922,453	71,251,191	73,243,819
Surplus / (Deficit)	0	2,090,663	1,948,603	2,316,767	2,196,287	660,450	(863,441)	(1,165,162)

GENERAL FUND

FY2013 Budget Highlights

The FY13 budget represents excellent work by all Town departments. As mentioned above, we achieved the goal of preparing an operating budget that is below the April 2012 Long Term Financial Plan forecast.

Revenues

In the General Fund, total revenues are expected to increase by $1,175,844 (2.01%) from the adopted FY12 budget. The changes by revenue type are shown on the table below:

Revenue	FY2012	FY2013	FY12 vs. FY13 Difference	% Change
Ad Valorem Taxes	$35,999,200	$36,865,400	$866,200	2.41%
Non Ad Valorem Taxes	7,642,000	7,477,500	(164,500)	-2.15%
Licenses & Permits	5,734,800	6,202,300	467,500	8.15%
Intergovernmental	1,052,000	1,020,450	(31,550)	-3.00%
Charges for Services	3,670,736	3,652,116	(18,620)	-0.51%
Fines and Forfeitures	843,000	1,299,000	456,000	54.09%
Investment Earnings	1,110,000	900,500	(209,500)	-18.87%
Miscellaneous	250,100	251,981	1,881	0.75%
Interfund Transfers	800,000	885,000	85,000	10.60%
Transfer From Fund Balance	1,433,600	1,157,033	(276,567)	-19.29%
Total Revenue Budget	$58,535,436	$59,711,280	$1,175,844	2.01%

Ad Valorem Revenue

The LTFP called for property taxes to increase by 1% from FY12 to FY13. FY13 operating expenditures can be funded within the 1% LTFP figure. However, since total taxable value in Palm Beach increased by 2.69% this year, staff recommended and the Town Council adopted an operating millage rate of 3.2512 mills, (the same as was adopted in FY09, FY10, FY11, and FY12) to provide partial funding of the Coastal Protection Program's significant increase that is scheduled for next year. This is discussed in greater detail in the "Other Funds" section below.

Non Ad Valorem Revenue

Total non ad valorem revenues (excluding transfers of fund balance) are anticipated to decrease by $586,211 from the FY12 revenue budget. The differences by revenue type are described in detail, as follows:

- Non ad valorem taxes are expected to decrease by $164,500 (-2.15%), due to decreases in franchise fees and utility taxes.

- Licenses and Permits are expected to increase by $467,500 (8.15%). This is primarily due to an improvement in building permit revenue offset by a $120,000 decrease in business tax receipt revenue resulting from a change in state law that exempts real estate brokers.

- Intergovernmental Revenues are expected to decrease by $31,550 (-3.00%), due to decreases in state sales tax, grants, and $12.50 citation revenues.

- Charges for Services are expected to decrease by $18,620 (-0.51%), primarily due to a reduction in projected parking meter revenues.

- Fines and Forfeitures are expected to increase by $456,000 (54.09%) due to increases in parking ticket fine rates.

- Interest Earnings on the Town's invested funds are expected to decrease $209,500 (-18.87%) from the FY12 budget. The budget is based on the expectation that the current low interest rate environment will continue through FY13.

- Miscellaneous Revenue is expected to increase by $1,881 (0.75%).

- Interfund transfers represent the transfer from the Recreation Enterprise Fund for services provided by the General Fund. This transfer was increased by $85,000 for FY13.

- The transfer from fund balance is $1,157,033. A portion of the transfer ($314,033) 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 ($843,000) in compliance with Town policy. For the second year in a row, the budget includes no use of fund balance for discretionary expenditures beyond what is required by Town policy.

Expenditures

Total General Fund expenditures of $59,711,280 represent a 2.01% increase from FY12 operating expenditures. Changes by program are included under separate tabs. Highlights of the overall changes by category of expenses for FY12 vs. FY13 are set forth on the table on the following page:

Expenditure Category	FY2012	FY2013	FY12 vs. FY13 Difference	% Change
Salary and Wages	$24,568,787	$24,464,929	$(103,858)	-.42%
Pension Benefits	3,460,216	4,495,764	1,035,548	29.93%
Other Employee Benefits	8,144,972	8,590,286	445,314	5.47%
Contractual	7,473,563	8,258,348	784,785	10.50%
Commodities	1,549,654	1,528,071	(21,583)	-1.39%
Capital Outlay	1,998,768	2,084,014	85,246	4.26%
Other	11,339,476	10,289,868	(1,049,608)	-9.26%
Total	$58,535,436	$59,711,280	1,175,844	2.01%

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 eliminated all employee pay increases. 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. We resumed pay-for-performance increases in FY12 and the FY13 budget includes funding for performance-based increases. The FY13 budget also includes a 3% increase in the pay ranges for all non-union positions. This will provide employees with future earning potential that can be achieved through performance-based pay raises. The cost of this change is in compliance with our long term projections for both wages and taxes. In fact, due to selective elimination of additional positions, we will actually reduce the total budget for wages (FY13 vs. FY12) even as we increase the pay ranges.

The total cost of salaries and wages decreased $103,858 for FY13. The majority of this savings is due to the elimination of 2.1 General Fund positions partially offset by the cost of providing 3% pay-for-performance increases to employees who would be at the top of their salary range if the ranges were not increased.

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 $880,000.

Pension Benefits

The increase in pension benefits was forecasted by the actuaries who assisted the Town in our implementation of pension reform. The increase is $239,698 over the LTFP estimate due to the decisions to “grandfather” all pension-eligible employees and to decrease the defined benefit plan contributions for some general employees. Those decisions were expected to cause an increase closer to $500,000 over the LTFP estimate for FY13.

Other Employee Benefits
The increase in the cost of non-pension employee benefits reflects the impact of a $280,727 increase in health insurance costs for active employees and an increase of $276,000 in the actuarially determined contribution to the OPEB Trust fund for retiree health insurance. These increases are offset by a decrease in the FICA tax of $115,019.

Contractual
Total contractual costs are increasing by $784,785, mostly due to the following specific increases: $303,634 for sewage treatment and disposal; $113,500 for contracting with Palm Beach County for Fire-Rescue mechanic services (offset by salary and benefit savings for the elimination of the Fire-Rescue mechanic position); $79,159 for landscape contracting; $63,900 for legal services on labor related matters; $41,814 for MPSCC (public safety radio system) costs; $33,024 for regional monitoring costs for the coastal program; $30,000 for lobbying; $30,000 to allow use of credit cards for payment of building permit fees; and $23,000 for Landmark Preservation consulting.

In the FY13 budget, telephone charges that had been accounted for separately in most departments' budgets have been transferred to the Information Systems program. This will allow for improved tracking and monitoring of telephone charges Townwide.

Commodities
The decrease in commodities is due to decreases in general supplies throughout the Town.

Capital Outlay
The increase in capital expenditures of $85,246 is due increases in depreciation on new equipment purchased in late FY11 and FY12. 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, Debt Service Fund, and the Risk Insurance Fund) and funding for the Four Arts Library. Also included in this category is the General Fund Contingency.

- The transfer for debt service of $3,500,000 is the same as FY12.

- Funding for the Risk Insurance program increased by $101,273.

- The Pay As You Go portion of the capital improvement program has been funded at $1,000,000 to cover the cost of small capital projects not included in the Accelerated Capital Improvement Program. This is the same as in FY12.

- The transfers include $2,765,099 to the Coastal Protection Fund. This amount represents an appropriation of $869,000 for the pay as you go portion of the coastal program and $1,896,099 to pre-fund future coastal projects.

- Funding for the Four Arts Library represents an increase of 3% for a total of $288,989.

- The General Fund Contingency for FY13 is funded at 1.5% ($843,000) of total General Fund operating expenditures, per Town policy.

Fund Balance

As of September 30, 2011, the Town's unassigned General Fund balance was $18,155,941. Town policy requires that the General Fund maintain an unassigned fund balance of 25% of budgeted operating expenditures. This requires a minimum unassigned fund balance of $14,927,820 for the FY13 budget. Therefore, the Town's unassigned General Fund balance is $3,228,121 above the policy required minimum for FY13. The budget includes a transfer of $1,157,033 from fund balance reserves to fund the following items: contingency reserve ($843,000) and compensated absence payouts ($314,033). The compensated absence payouts will come from the compensated absence reserve. The contingency transfer will come from the Town's unassigned General Fund balance.

Personnel Complement

The total personnel complement (for all funds Townwide) for FY13 is 353.94 full-time equivalent personnel (FTEP), which is a decrease of 8.71 FTEP from the adopted FY12 budget. This includes actual elimination of 2.1 FTEP in the General Fund and 1.0 FTEP in the Recreation Enterprise Fund, as well as the reclassification of 5.61 FTEP from part-time to temporary, seasonal, or contractual.

In total, since peaking in FY07, Town staffing has decreased by 61.29 FTEP (14.8%) with no material reduction in the levels of service provided to Palm Beach residents. The Town now has fewer employees than in 1986.

The table on the following page provides a summary of FTEs by Department:

Department/Fund	FY2009	FY2010	FY2011	FY2012	FY2013
Town Manager	6.00	6.00	5.00	5.10	5.10
Information Systems	6.00	6.00	6.00	6.00	6.00
Human Resources	4.90	4.95	4.57	4.52	4.38
Finance	17.95	17.45	17.45	17.95	18.14
Planning, Building & Zoning	29.25	28.75	27.25	26.75	26.25
Fire-Rescue	81.50	90.20	86.40	82.90	79.90
Police	129.50	115.05	102.85	103.85	104.35
Public Works	101.46	97.75	86.35	86.85	88.02
Recreation Enterprise Fund	29.73	29.03	27.48	25.71	18.57
Risk Fund	1.50	1.00	1.00	1.00	1.00
Health Fund	1.10	1.10	0.53	0.80	0.79
Kruesler Park	2.20	2.20	2.00	0.00	0.00
OPEB Trust	0.50	0.50	0.45	0.72	0.73
Retirement Fund	0.00	0.00	0.00	0.50	0.71
Total Authorized Positions	410.39	399.98	367.33	362.65	353.94

Inventory of Assets

The inventory of parts, supplies, fuel and materials on hand as of October 1, 2012, was $449,141 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) was $17,613,195.

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 Accelerated 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, 2012 is shown below:

Year Issued	***Outstanding Principal Balance as of September 30, 2012***	***Purpose***
2010A	$55,075,000	Finance a portion of 20 ACIP and refund outstanding debt.
2010B	$12,690,000	Worth Avenue Commercial District Project
Total	$67,765,000	

As of September 30, 2012, the Town's net bonded debt will amount to only 11.3% of the legal limit of $596,789,064 (5% of preliminary FY13 taxable value of $11,935,781,278).

The Town's credit ratings were reevaluated with the issuance of the 2010 bonds. Moody's Investors Service issued a rating of Aa1 for the Revenue Bonds and a Aaa issuer rating. Standard and Poor's credit rating on the Revenue Bonds is AA+ and the issuer credit rating is AAA. These are the highest ratings these two services issue and represent the highest quality investment grade debt.

The 2010A Series Revenue Bonds total debt service appropriation of $3,629,300 is partially funded from non-ad valorem revenues, of which $128,000 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 FY13 is $3,500,000 and interest earnings is estimated at $1,000.

The 2010B Series Revenue Bonds debt service appropriation of $779,800 is funded through non ad valorem assessments on the property owners within the Worth Avenue Assessment District. On January 1, 2012, the Town used excess funds remaining after the Worth Avenue Improvement project was completed to redeem $1,485,000 of the 2010B bonds.

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

For FY13 the following are included in the Pay As You Go capital budget:

- Storm water improvements - $210,000
- Sanitary sewer improvements - $200,000
- Milling & Resurfacing Program - $500,000
- Water Main Improvements (WPB) - $800,000 (Reimbursed by West Palm Beach)
- Landfill Site Maintenance - $100,000

Projects that are to be funded in FY13 from the Bond Proceeds Fund for the ACIP program are listed under the Capital Funds tab.

Coastal Protection

The CCMP Construction Fund (309) is used to fund the construction costs of the coastal projects.

The amount reflected in the budget ($2,765,099) will be more than sufficient to finance the activities recommended by the Shore Protection Board for FY13 totaling $869,000. The balance is to be set aside for future coastal projects. The coastal management plan recommended by the Shore Protection Board will require the appropriation of significant sums (millions of dollars each year) to pay for the design, permitting, construction, and monitoring of future projects. Town Council is considering alternative methods of funding for this program and a final decision on the scope of the program and the funding plan will be a high priority for action during FY13.

Recreation Enterprise Fund (403)

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

Revenue

Economic indicators continue to point to an improving economy, albeit slower than expected. In response to this, staff has taken a conservative approach to projecting revenue for FY13. The slow improvements to the local economy indicate the market should be able to bear modest increases to our fee schedules. Growing participation continues to also be part of the strategy for increasing REF revenue.

Tennis revenue projections are slightly higher for FY13. Fees for non-resident annual passes will increase by 2% and daily drop-in fees will increase by 50 cents for resident adults and juniors, as well as non-resident juniors. Modifications to the teaching services contract have also been made, with a corresponding increase in revenue from these services.

Recreation Center revenues are also expected to be slightly higher. Several new and enhanced programs have been implemented and more are planned for FY13. Modest fee increases to individual activities will be in effect for upcoming fiscal year.

Town Docks revenue is expected to rise. Rates will increase 2% across the board, along with an adjustment to the Group (flotilla) Rate to "10% off prevailing rate". While the Town Docks did not attain 100% occupancy in recent years, these rate increases, as well as expected increased occupancy and transient business, are anticipated to increase marina revenues in FY13.

A variety of modest increases will apply to many of the golf fees in FY13. The revenue projections for FY13 more than offset the expenditure budget increases, with the expectation of an operating profit. It is important to note that the slowly improving economy and market saturation continue to be two of the main challenges to the golf course's business.

Expenditures

The FY13 REF operating budget represents an approximate increase of 5.4% from the FY12 budget. Administrative expenses will decrease (due to the elimination of an Assistant Director position). Tennis, Golf, Recreation Center, and the Town Docks budgets will see minor increases from FY12. Salaries will decrease due to the reduction of 1 (one) full-time staff member, but will be offset somewhat by minor increases in part-time staffing expenditures that are necessary to continue providing the expected standard of service. Contractual and commodity expenditures continue to be strictly controlled but it is expected these costs will increase slightly.

The transfer to the General Fund is $885,000. There is no use of the Recreation Enterprise Fund Balance.

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 the Risk Fund (501) has increased by $101,273 from FY12 to FY13.

The employer contribution to the Health Insurance Fund (502) has increased by $428,500 from FY12 to FY13.

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 FY13 is $1,970,969. This amount represents an increase of $111,201. Of the total depreciation for FY13, $315,902 represents the annual depreciation for computer equipment and $1,655,067 represents the annual depreciation for other fixed assets. In FY13, the total expenditures for equipment purchases will be $1,158,703. A detailed listing of planned equipment purchases is located in the Internal Service Funds section of this budget document.

The Town Council approved an internal financing plan for the non ad valorem assessment projects for undergrounding utilities. This plan will use a portion of the reserves from the Equipment Replacement Fund to internally finance these projects. The financing will be repaid from non ad valorem assessments charged to the property owners in the assessment districts. The amount authorized by the Town Council of $4,867,019 will be transferred to the Underground Assessment Fund from the Equipment Replacement Fund.

Trust Funds - Retirement (600, 606, 607)

On April 1, 2012, the three retirement boards were consolidated into one Town of Palm Beach Retirement Board of Trustees. This Board now oversees all of the Town's pension assets and retirement programs. The Board has retained a contractual Plan Administrator for the pension system, which also receives staff support from the Finance and Human Resources departments.

The FY13 actuarially determined contribution to the defined benefit plan ($3,976,907) and the estimate for the contribution to the defined contribution plan ($706,506) for all Town funds represents an increase of 33% from FY12. The actuaries who assisted the Town in the implementation of pension reform had predicted an increase for FY13. The actual increase is $239,698 over the LTFP estimate due to the decisions to "grandfather" all pension-eligible employees and to decrease the defined benefit plan contributions for some general employees.

The Town contribution comparison for FY12 vs. FY13 is shown in the table below:

	FY12	FY13	$ Change	% Change
General Employees	$651,882	$1,533,104	$881,222	135%
Lifeguards	15,600	130,722	115,122	738%
Police	1,213,681	1,468,307	254,626	21%
Firefighters	1,635,237	1,551,279	-83,958	-5%
Total	$3,516,400	$4,683,412	$1,167,013	33%

Total Employer Funding for Employee Pensions
FY2009 - FY2013

	FY09	FY10	FY11	FY12	FY13
General	$2,319,374	$2,507,174	$2,927,020	$651,882	$1,533,104
Lifeguards	100,754	109,310	148,364	15,600	130,722
Police	2,090,160	2,261,552	2,828,758	1,213,681	1,468,307
Fire-Rescue	2,359,327	2,647,210	3,189,802	1,635,237	1,551,279
Total	$6,869,615	$7,525,246	$9,093,955	$3,516,400	$4,683,412

Employer Pension Funding Per Employee
FY2009 - FY2013

	FY2009	FY2010	FY2011	FY2012	FY2013
General	10,464	11,882	14,803	3,080	7,573
Lifeguards	11,195	13,664	16,485	1,733	14,525
Police	27,145	30,562	39,842	17,094	20,680
Fire-Rescue	31,044	36,263	44,303	22,400	22,482

Since FY2000, the funded ratio for the each of the pension plans has decreased from a high of between 112% and 125% to the current funding level of between 81% and 89%. The modifications to the pension system improved these funded ratios. The trend from 2005 is shown in the table below:

As of Fiscal Year End	FY05	FY06	FY07	FY08	FY09	FY10	FY11
General & Lifeguards	87%	88%	93%	88%	81%	79%	89%
Police	85%	86%	92%	90%	85%	84%	88%
Fire-Rescue	77%	77%	82%	80%	74%	73%	81%

Health Insurance (OPEB) Trust (610)

The actuarially determined transfer to the OPEB trust from the General Fund in the FY13 budget is $1,769,000. This amount is $276,000 greater than FY12. 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 costs of retired employee benefits. The Town's balance in the OPEB fund continues to be well ahead of other government agencies across the country.

Worth Avenue Special Assessment District

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

FINANCIAL POLICIES

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

In 2011, the Town implemented a modified fund balance policy consistent with the requirements of GASB 54, *Fund Balance Reporting and Governmental Fund Type Definitions.*

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

ACKNOWLEDGMENTS

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

Respectfully submitted,

Peter B. Elwell
Town Manager

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

Strategic Planning and Key Results Measurement

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

Strategic Planning

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

A Legacy Worth Keeping

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

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

Quality and Responsive Town Government

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

In the future, we envision...

Continued high quality services and facilities provided in a

responsive, resourceful manner. A structure of government guided by clear mandates and performance goals for Town administration and for appointed boards and commissions, continued technological innovation, and excellent internal and external communication.

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

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

Public Facilities and Infrastructure

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

In the future we envision...

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

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

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

Character and Quality of Life

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

> *In the future we envision...*
>
> *A community that has guarded against over-development, encouraging redevelopment consistent in scale with existing neighborhoods, reflective of our heritage.*
>
> *A town with a rich menu of cultural choices, enabling Palm Beach to continue to combine the intimacy and convenience of small town life with the cultural sophistication and variety of a city.*
>
> *Palm Beach will remain a friendly community which embraces its diversifying population, nurtures young families and children, and welcomes new residents and visitors. Palm Beachers will continue their heritage of support to worthy causes and their involvement in civic affairs creating new opportunities for all to participate fully in the life of the community.*

Town Staff Vision

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

OUR VISION

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

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

OUR VALUES

The employees of the Town of Palm Beach commit to and are guided by the following values:
Respect for everyone
Highest ethical standards
Cooperation and teamwork
Commitment to quality
Spirit of innovation
Open, timely communication
Personal responsibility and accountability

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

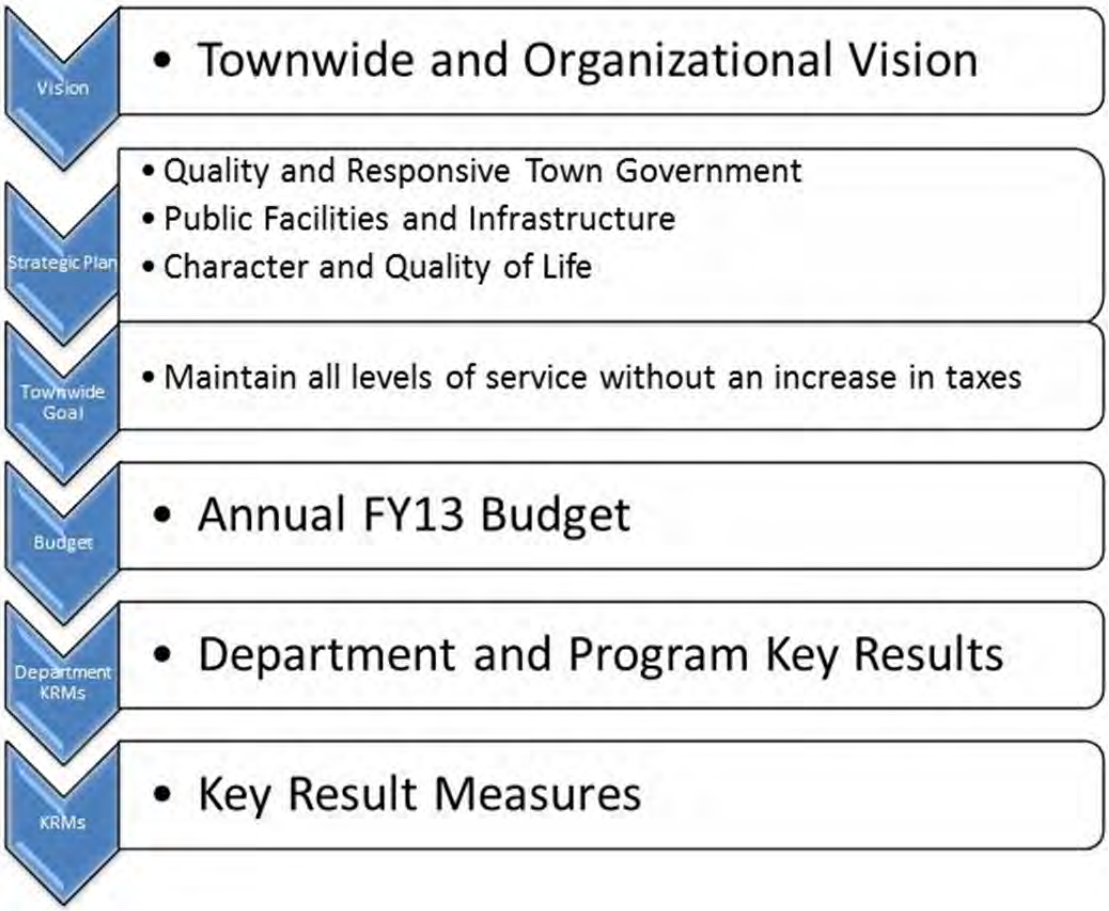
The Vision / Strategic Plan / Key Result Process

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

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

The process is depicted in a flowchart on the following page and elements of the process are described in greater detail in this section. The department and program key results and measurement methodology are described in greater detail in the department sections of this document. Two measures have been designed to apply to all departments. The results of these two measures are described in detail in this section.

The Vision / Strategic Plan / KRM Process



FY2013 Townwide Goal

For FY13, the Town Council adopted only one main Townwide goal:

- Maintain all levels of service without any increase in taxes.

All decisions during the FY13 budget process were made based upon maintaining levels of service without increasing taxes. The Town succeeded in implementing this goal by not reducing levels of service and adopting the same millage rate that was adopted in FY09, FY10, FY11 and FY12 of 3.2512.

The FY13 budget has substantially improved the Town's financial position relating both to the reduction of projected future deficits and to addressing matters that were identified in the April 2012 Long Term Financial Plan. The only matters that remains unresolved is the development of a plan to finance future coastal expenditures. This will be addressed during FY13.

FY2013 Department Goals

Each Department has developed department wide and program key results with measures to determine how well the departments and programs are achieving the desired outcomes or results. The department wide key results relate either to the Strategic Plan or to the goal(s) for the fiscal year adopted by the Town Council. The linkage is shown in the following table:

Department Key Results	Linkage to Strategic Plan/Townwide Goals
Town Manager	
• Employee work environment is positive, encourages open communication, and is regularly monitored for ways to improve.	Quality and responsive Town Government
• Accomplish Mayor and Town Council's top priority goals for the year	Townwide goals
• Maintain or improve Mayor and Town Council's scores on Town Manager's annual performance evaluation	Quality and responsive Town Government
Human Resources	
• Recruit and retain a productive workforce	Quality and responsive Town Government
• Maintain a pay system that is competitive in the marketplace	Quality and responsive Town Government
• Establish and maintain policies that are administered consistently throughout the Town.	Quality and responsive Town Government
• Administer an employee health plan that is understandable, useful and competitive.	Quality and responsive Town Government
• Maintain a cost efficient and highly competitive health care plan.	Quality and responsive Town Government
Finance	
• Budget is balanced and is a clear operational and financial representation of Town services, investments, revenues and expenditures	Quality and responsive Town Government
• Strong, sustainable fiscal position with established policies to guide decision-making.	Quality and responsive Town Government
Planning, Zoning & Building	
• Promoting and maintaining quality of construction and safety of building systems through complete review of plans and protective inspections.	Character and Quality of Life

• Customers fully informed of Department programs through adequate education/information.	Quality and responsive Town Government
• Department activities promote a variety of Town-serving businesses.	Quality and responsive Town Government
• Department activities promote and maintain desirable neighborhoods.	Character and Quality of Life
• Review of construction plans in a timely manner which exceeds industry standards.	Quality and responsive Town Government
Fire-Rescue	
• Improve response time to meet the industry standards for arrival at all emergency incidents to begin conducting EMS and Fire operations.	Quality and responsive Town Government
• Reduce number of vehicle accidents and personnel injuries	Quality and responsive Town Government
• Reduce property loss in residential buildings	Quality and responsive Town Government
• Continually improve the CPR and AED capability of the Town through training and education	Quality and responsive Town Government
Police	
• The perception of safety in the community in enhanced through effective policing practices	Character and Quality of Life
• Proactive measures result in the prevention and reduction of crime and protection of life and property	Character and Quality of Life
• Police operations and programs are effective in maintaining or increasing the quality of life in the community.	Character and Quality of Life
• A successful police mission is accomplished via education, training and community partnerships.	Quality and responsive Town Government
Public Works	
• The citizens of the community will be proud of the appearance of Palm Beach and the effectiveness of public services and consider both as points of pride.	Character and Quality of Life
• Create and maintain a work environment in which employees find motivation relevance, and appreciation for the work they do.	Quality and responsive Town Government
• The Town's facilities and infrastructure will be designed, constructed and maintained for optimum efficiency and effectiveness.	Public Facilities and Infrastructure

Department KRM Results

The Department's have prepared key results representing the most critical targets for their operations. In addition, key results and measurement methodology have been prepared for each program area. Two of the measures were identical for each department, an efficiency measure and a measure of customer service. The results for these measures are described in more detail below. The other department and program specific results are shown in the department section of the budget document.

Efficiency Results

Efficiency measures assess the relationship between program inputs and outputs. The Global efficiency KRM for all departments is stated as follows:

***KRM**: Desired outcomes are achieved in most efficient manner.*
Measurement: Increase in department budget over prior year.
Linkage to Strategic Plan: Quality and Responsive Town Government

The efficiency measure results for each department are shown in the table below:

Department	Gross Increase / Decrease
Town Manager	8.7%
Information Systems	10.4%
Human Resources	1.3%
Finance	5.7%
Planning, Zoning & Building	6.3%
Fire-Rescue	-1.5%
Police	5.6%
Public Works	8.5%
Total Budget	**2.0%**

The total General Fund budget showed a gross increase of 2.0% for FY13. A majority of the increase is attributable to the second year increased costs from the pension changes.

Citizen Satisfaction Results

The KRM for citizen satisfaction is as follows:

KRM: *Internal and external customer satisfaction is achieved.*
Measurement: Results from satisfaction survey indicate at least a 90% or higher approval rating in the combined categories of "excellent" or "good".
Linkage to Strategic Plan: Quality and Responsive Town Government

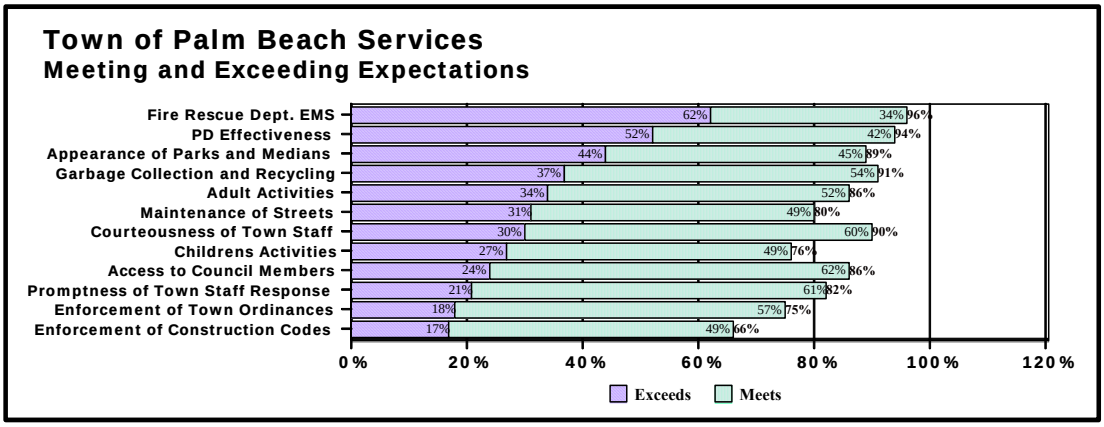
During January and February of 2005, a citizen satisfaction survey was conducted by O'Neil Associates. A total of 400 telephone interviews were conducted with Town citizens to measure residents' attitudes toward the overall quality of life in the Town of Palm Beach and to understand residents' impressions of the job currently being performed by Town government in several key areas.

Overall, residents were very satisfied with the quality of life in Palm Beach. Satisfaction was measured at 95% with 71% of residents stating they were "very satisfied" and an additional 24% were "satisfied".

Town residents were most impressed with emergency services, including, Fire-Rescue emergency medical services and Police Department effectiveness. Ninety-six percent (96%) of Palm Beach residents say that EMS services meet or exceed their expectations and 94% of Palm Beach residents say that Police services meet or exceed their expectations.

A total of 96% of residents responded with either strongly agree or agree to the statement: "I feel safe in Palm Beach." A total of 97% of all residents either strongly agree or agree with the statement: "I am proud of the appearance of Palm Beach."

The chart below illustrates a sample of results from the survey.



Overall, we achieved an approval rating of 86% or better in most areas. We are working on ways to improve in the areas where we did not meet our 90% goal.

Town of Palm Beach

Introductory Information

Location

Palm Beach is located on a barrier island east of West Palm Beach, Florida in Palm Beach County. The land area of the Town is approximately 3.77 square miles with 12.1 miles of coastline on the Atlantic Ocean. The Town is also bound on the west by 15.9 miles of Intracoastal frontage (Lake Worth), on the north by the Palm Beach Inlet, and on the south by the Town of South Palm Beach.

DEMOGRAPHICS

Palm Beach at a Glance

Date of Incorporation	April 17, 1911
Form of Government	Council/Manager
Land Area	3.77 Square Miles
FY2012 General Fund Budget	$59.7 Million
Taxable Property Valuation	$11.9 Billion

Town of Palm Beach Demographics

Population

2012 (Univ of Florida Est)	8,358
2011 (Univ of Florida Est)	8,350
2010 (Census) (a)	8,348
2000	9,676
1990	9,814
1980	9,432
1980	9,086
1960	6,055
1950	3,886

Resident Statistics

Median Age	66.6 yrs.
Avg. Household Size	1.74
Median Home Value	$924,100

Racial Composition

Caucasian & Other Races	94.5%
Hispanic/Latino	3.9%
African American	.6%
Asian	1.0%

Bond Ratings

	2010 Revenue Bond	Issuer's Rating
Moody's	Aa1	Aaa
S&P	AA+	AAA

(a) Under Review by Census Count Resolution Program

Service Statistics

Police Stations	1
Fire-Rescue Stations	3
Public Elementary School	1
Public Library	1
Recreation Facilities	
Tennis Courts	14
Par 3 Golf Course	1
Marina (88 slips)	1
Community Building	1
Playfields	5
Bicycle Paths	9.3 miles
Picnic Tables	77
Outdoors Grills	28
Recreation Areas	
Phipps Ocean Park	24 acres
Seaview Park	4.6 acres
Neighborhood Parks	
Bradley Park	4.5 acres
Kaplan Park	.3 acres
Special Use Parks	
Public Park on Beach	3.0 acres
Municipal Beach	5.60 acres
Peruvian/So. County Road	.24 acres
Southern Blvd. Causeway	9.60 acres
Nature Islands	39 acres

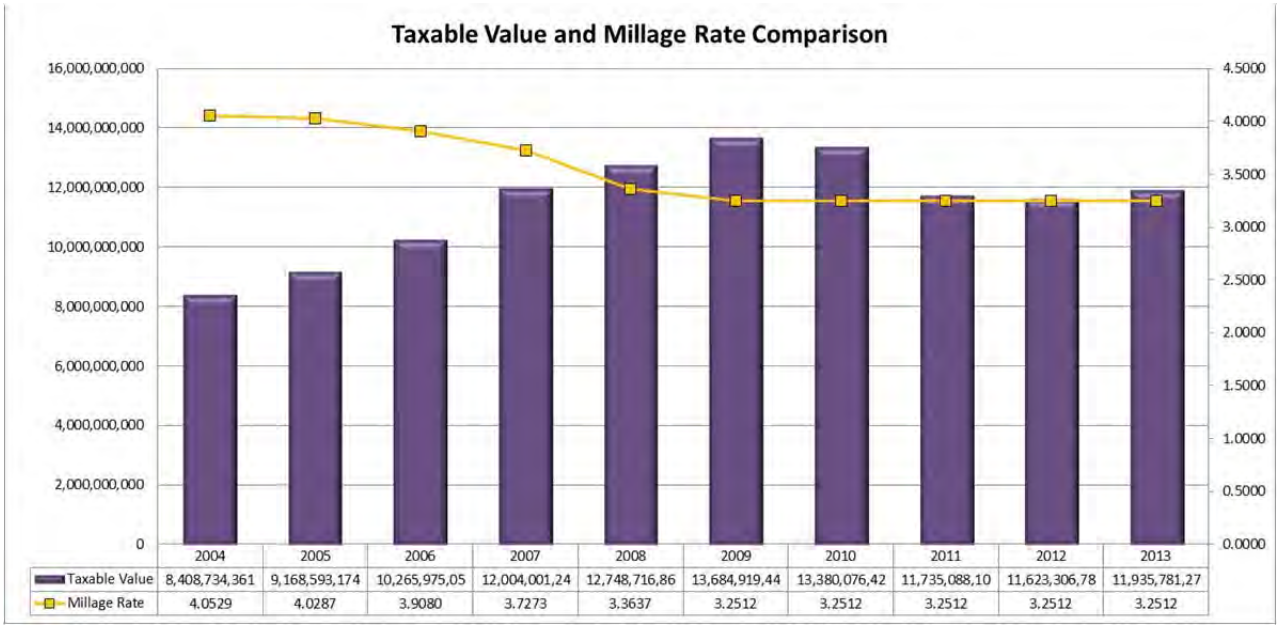
Registered Voters 8,137

Assessed Valuation and Millage Rate

The Town Council approved a millage rate of 3.2512 for FY13. The millage rate has remained at 3.2512 since FY09. Taxable value increased 2.69% to $11,935,781,278 for FY13. Ad Valorem revenue of $36,865,400 is included in the FY13 budget. Town adopted final millage rate is above rollback but below maximum millage rates. The increase in tax revenue from the rollback rate is $817,541. The chart below identifies the millage rate options available to the Town and the Town's adopted final millage rate.

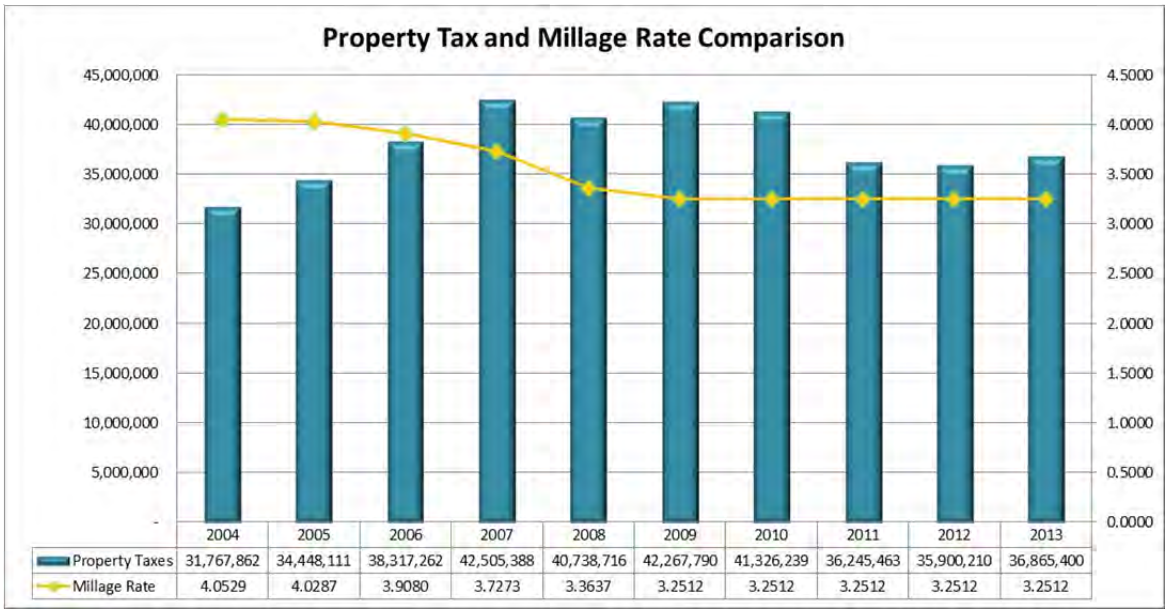
	Millage Rate	Tax Revenue
Rollback Millage Rate	3.1791	$36,047,790
Majority Maximum Millage Rate	3.9232	$44,485,134
2/3 Vote Maximum Millage Rate	4.3155	$48,933,421
Town Adopted Final Millage Rate	3.2512	$36,865,331

The majority maximum millage rate is prior year maximum rate plus a 4.47% increase in personal income growth and the 2/3 vote maximum rate is 110% of the majority maximum rate.



Taxable value peaked in FY2009 at $13.68 billion. Since FY09, the Town's taxable value has declined approximately $1.7 billion or 12.8%. Since the millage rate has remained stable for the past 5 years, property tax revenue has declined by $5,402,390. The tax revenue trend is shown on the chart on the following page.

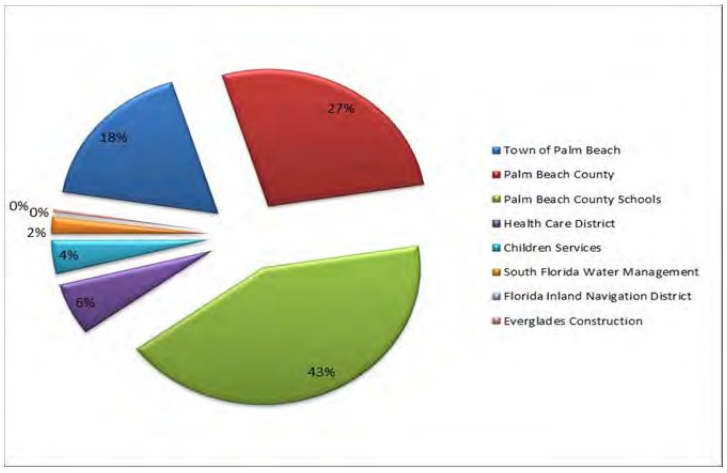
Assessed Valuation and Millage Rate



The Town millage rate represents 17.73% of the total tax bill. The table below illustrates the difference between the FY12 vs. FY13 total tax bill by taxing district for a Palm Beach property owner with a taxable value of $1 million.

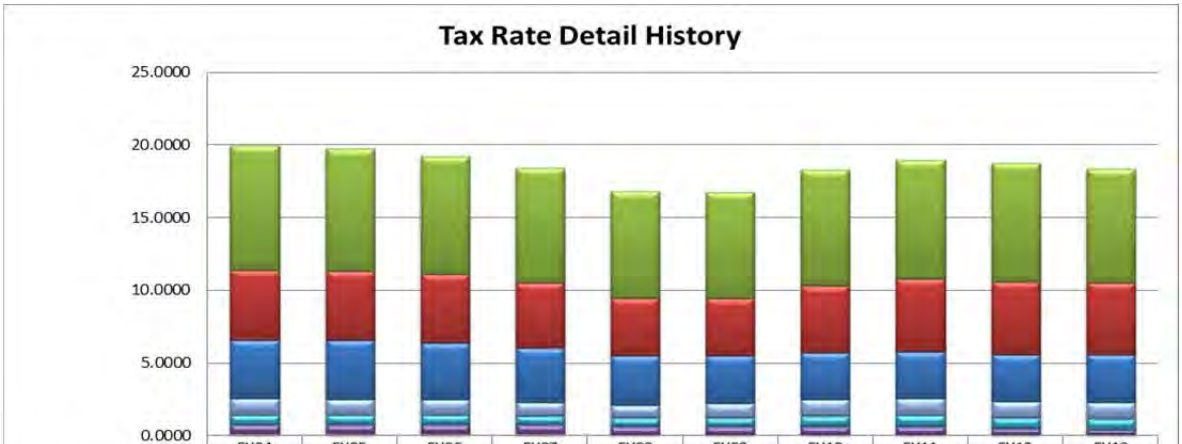
Impact on owner of $1 million property

Taxing Authority	FY12 Millage Rate	FY13 Millage Rate	FY13 Tax $1 Million Value	Change Per $1 million Value	% Change	% of Total Tax Bill
Palm Beach	3.2512	3.2512	$3,251	$0	0.00%	17.73%
Palm Beach County	4.9925	4.9902	$4,990	-$2	-0.05%	27.22%
Palm Beach County School District	8.1800	7.7780	$7,778	-$402	-4.91%	42.42%
South Florida Water Mgmt	0.3739	0.3676	$368	-$6	-1.68%	2.00%
Children Services	0.7475	0.7300	$730	-$18	-2.34%	3.98%
Florida Inland Navigation	0.0345	0.0345	$35	$0	0.00%	0.19%
Health Care District	1.1250	1.1220	$1,122	-$3	-0.27%	6.12%
Everglades Construction	0.0624	0.0613	$61	-$1	-1.76%	0.33%
Grand Total	18.7670	18.3348	$18,335	-$432	-2.30%	100.00%



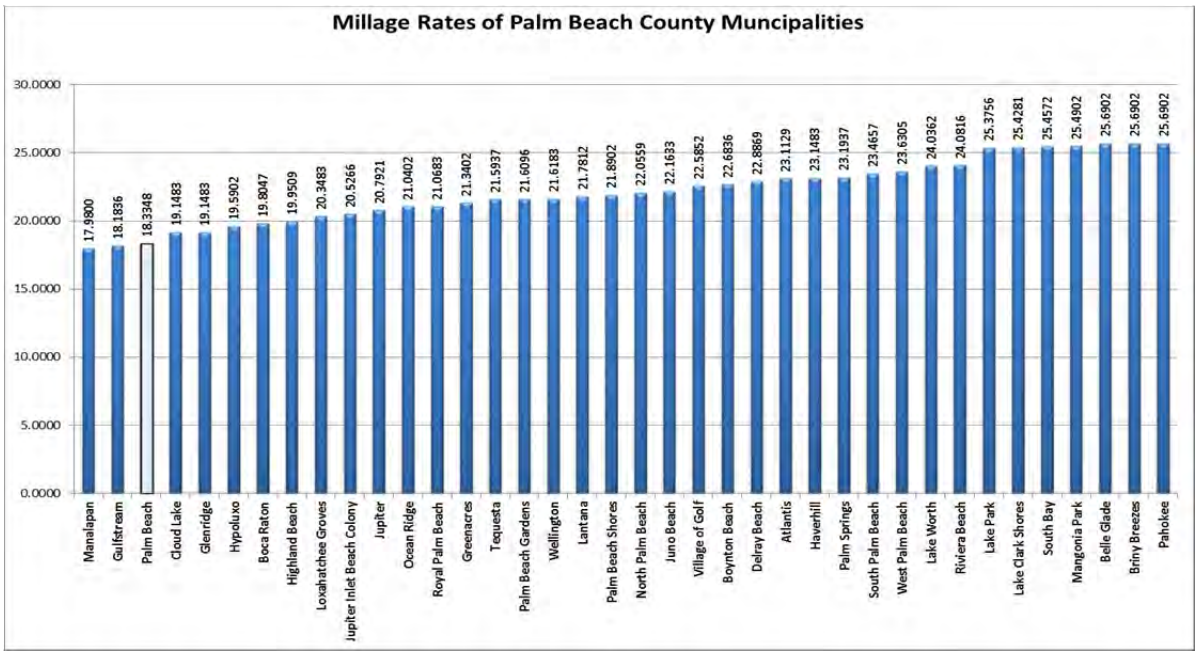
Assessed Valuation and Millage Rate

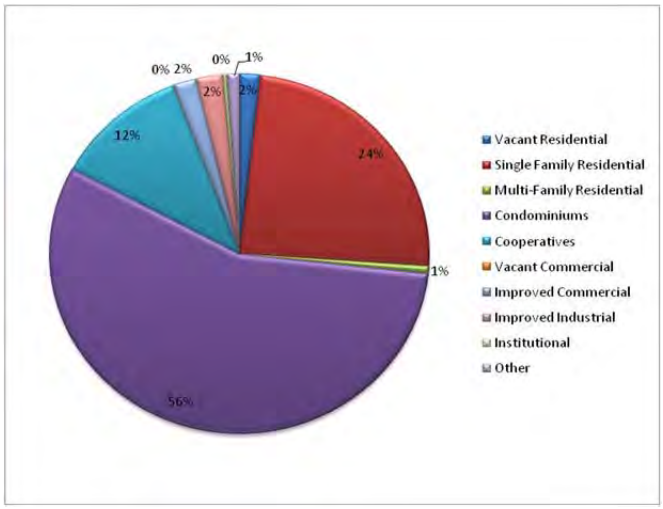
The chart below shows the 10 year trend in millage rates for all taxing authorities.



	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
School District	8.5710	8.4320	8.1060	7.8720	7.3560	7.2510	7.9830	8.1540	8.1800	7.7780
Palm Beach County	4.7910	4.7677	4.7192	4.4775	3.9813	3.9656	4.5614	4.9960	4.9925	4.9902
Town of Palm Beach	4.0529	4.0287	3.9080	3.7273	3.3637	3.2512	3.2512	3.2512	3.2512	3.2512
Health Care Dist	1.1300	1.1000	1.0800	0.9700	0.8900	0.9975	1.1451	1.1451	1.1250	1.1220
Children Services	0.6902	0.6902	0.6887	0.6199	0.5823	0.6009	0.6898	0.7513	0.7475	0.7300
SFWMD	0.5970	0.5970	0.5970	0.5970	0.5346	0.5346	0.5346	0.5346	0.3739	0.3676
Everglades	0.1000	0.1000	0.1000	0.1000	0.0894	0.0894	0.0894	0.0894	0.0624	0.0613
FIND	0.0385	0.0385	0.0385	0.0385	0.0345	0.0345	0.0345	0.0345	0.0345	0.0345

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



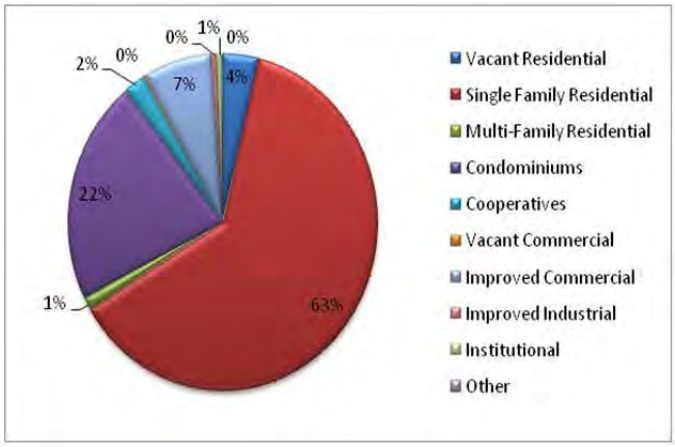


Property Breakdown by Number of Parcels

The Town has a total of 9,514 total parcels. Residential units total 8,972 or 94% of all parcels. Condominiums represent the greatest percentage of total parcels in the Town at 56% or 5,334 parcels. Single family residential parcels are the second largest group at 2,313 parcels or 24% of the total. Properties with a Homestead exemption represent 38% of the total parcels in the Town. Commercial and industrial parcels total 409 and the balance is made up of government, institutional and miscellaneous parcels.

Property Breakdown by Taxable Value

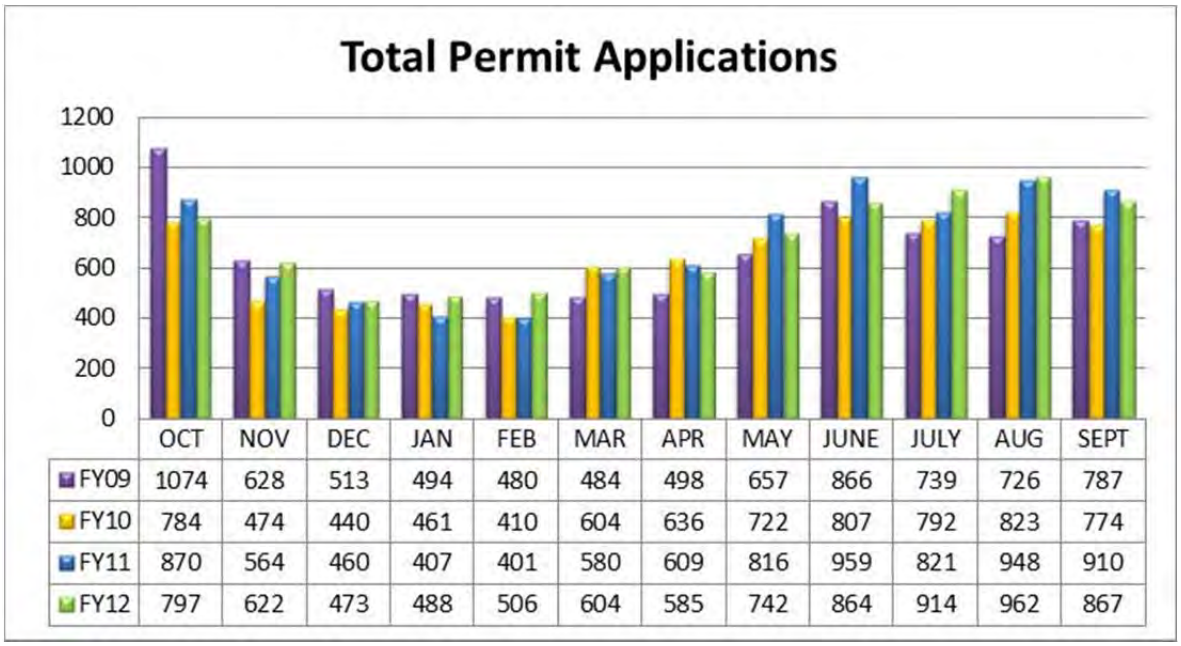
The taxable value of parcels in the Town totals $11.6 billion. Residential parcels represent 91% of the total value of parcels and single family residential represents 63% of the total value. Commercial and industrial properties represent 7.8% of the total value of parcels. Properties with a homestead exemption represent $5.4 billion (46%) of the total taxable value.



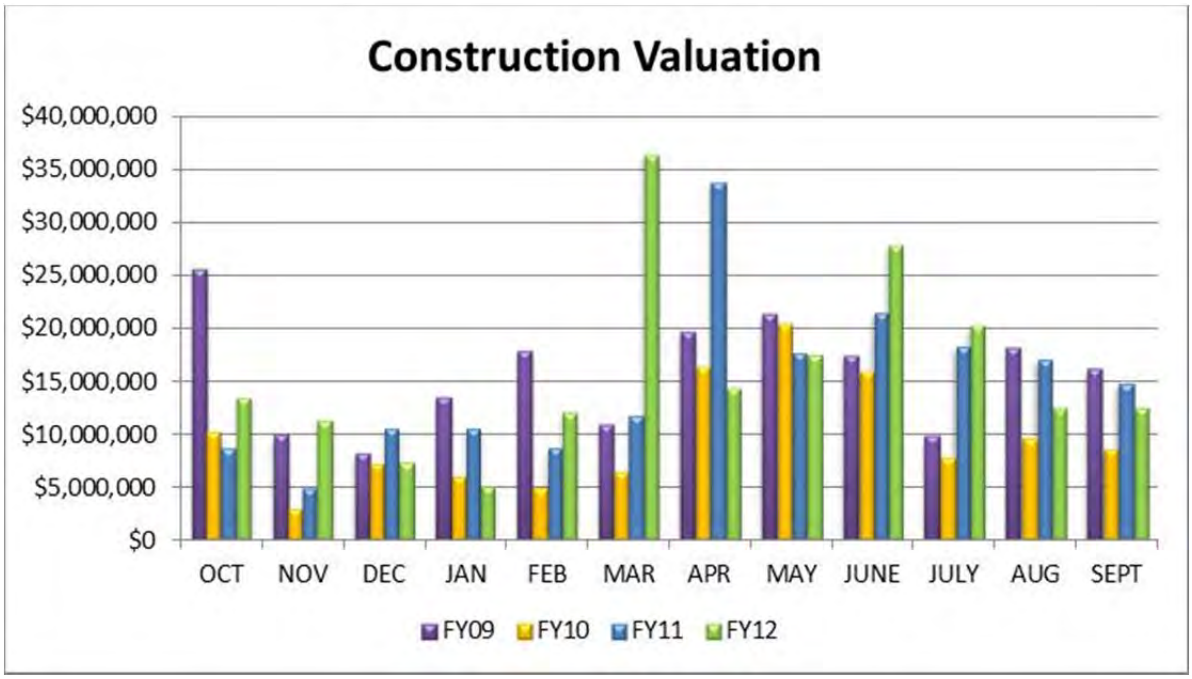
Historical Single Family Building Permits

Beginning in 2008, building permit revenue declined due to the downturn in the economy. For the past two years, permit revenue and permit activity increased. A total of 8,345 permits were issued in FY11 and 8,424 permits were issued in FY12 compared to 7,727 for FY10. Total permit valuation for FY11 was $179,215,325 and $191,604,640 for FY12 compared to $117,361,908 for FY10.

The monthly trend for permit activity and permit valuation for the past four years is shown on the charts on the following page.



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
FY09	1074	628	513	494	480	484	498	657	866	739	726	787
FY10	784	474	440	461	410	604	636	722	807	792	823	774
FY11	870	564	460	407	401	580	609	816	959	821	948	910
FY12	797	622	473	488	506	604	585	742	864	914	962	867



We expect permit activity to continue to improve for FY13. Applications for the ARCOM review process have increased which signal an increase in future permits.

The improvement in permit activity and new construction should result in an improvement or stabilization of the Town's taxable value.

Town History

According to early settler accounts, Palm Beach received its name from a shipwreck named the “Providencia”. The ship washed ashore in January of 1878 with a load of coconuts bound from Havana to Barcelona. Early settlers lost no time claiming salvage and planting the coconuts which were not native to South Florida in an effort to launch tropical South Florida on a commercial coconut industry.

In 1893 millionaire industrialist Henry M. Flagler and his second wife honeymooned in St. Augustine. Impressed with the beauty and history of the area, he envisioned an “American Riviera”. Flagler left home at age 14 with an eighth-grade education. Later, with John D. Rockefeller and Samuel Adams, he founded Standard Oil, and the rest is history. Having invested large sums in several hotels in the St. Augustine area, Flagler extended his holdings southward. He bought and improved existing railways anticipating the tremendous potential for South Florida. His railway was named the Florida East Coast Railway.

Flagler’s agents soon were buying acres of land on the island of Palm Beach. Many early homesteaders found themselves very wealthy, as orders had been given to buy “at any price”. Ground was broken May 1, 1893, and on February 11, 1894, the Royal Poinciana Hotel, the largest wood structure in the world, opened in Palm Beach and welcomed 17 guests. A month after the opening, the first train pulled from the station on Loftin Street (later used as an office and warehouse by the Town of Palm Beach) in West Palm Beach on the newly built bridge across Lake Worth to deliver vacationing residents, some in their own private railway cars, to the new hotel. Henry Flagler built his own house in 1902, Whitehall, as a wedding present for his third wife, Mary Lily Kenan. Whitehall is now the Henry Morrison Flagler Museum and is open to the public.

Flagler continued to develop the Royal Poinciana Hotel property and built a second hotel, the Palm Beach Inn, on the beachfront portion of the Royal Poinciana’s property. When the Palm Beach Inn burned in 1903 the first Breakers Hotel was built. Destroyed by a fire in 1925, it was rebuilt as the splendid hotel it is today. The Breakers is listed in the National Register of Historic Places.

On April 17, 1911, a meeting of the registered and qualified voters of Palm Beach, Florida, was held at the Palm Beach Hotel for the purpose of incorporating the Town of Palm Beach. Thirty-four qualified voters voted to incorporate the Town.

In 1918, before the end of World War I, Addison Mizner, an established New York architect who was born in California and studied in Spain, accepted an invitation from Paris Singer to recuperate from a leg injury in Palm Beach. As Mizner’s health improved his boredom turned into creativity, and he transformed Singer’s bungalow into a Chinese villa. The conversion was a success, but Singer looked forward to a larger project. Having established two hospitals in France, Paris Singer decided to build a convalescent home in Palm Beach for service men returning from the war. The buildings were completed, but before the opening of the club house in January 1919, the “Touchstone Convalescent Club” had been transformed into the exclusive Everglades Club on Worth Avenue where it still is today. Mizner’s era had begun and was to continue along the southeast Florida coast through the 1920's.

The Town of Palm Beach soon began long range plans to develop and protect this island paradise, and the beauty which Town residents now enjoy is due to the efforts of several

generations of planning activity. In 1929, the Garden Club of Palm Beach joined the Town and formally sponsored the preparation of a Town Plan. The overall goal of the 1929 Plan stated the following:

> *"One attractive and well managed public bath and beach, the concentration of general traffic upon a limited number of streets, beautification without especial reference to main arteries of travel, and a system of leisurely and convenient byways free from automobiles, punctuated with gardens: this is a plan which will localize recreation seeking crowds, discourage trespassing, and provide safety and quiet for residents of Palm Beach."*

Also included in the plan was the following statement:

> *"There are many communities which can be said to be beautiful. The places in which charm is the additional attribute are very few. The element of charm is the thing which lifts a community out of the ordinary and makes it distinctive. The attribute of charm may be produced by an intelligent development of physical advantages in an unusual way."*

Today's Comprehensive Plan in Palm Beach builds on the early foundation as an effort to preserve the quality and beauty of Palm Beach.

The Town of Palm Beach has 8,137 registered voters in 2012 with approximately 8,358 full time residents. The population swells to approximately 25,000 during "season" which is from November to April. Residents and visitors enjoy the very best in dining, shopping, and luxurious surroundings. Worth Avenue shops attract visitors worldwide.

In 2011, the Town celebrated its Centennial with a season full of activities and events. A Centennial Commission was formed in August 2009 to engage with the community, residents and businesses alike, to identify ways to celebrate the 100th anniversary of the Town's incorporation on April 17, 2011. After more than a year of planning, dozens of events marked the Centennial year, culminating with a weekend of celebration from April 15-17, 2011.

Financial Policies

The Town of Palm Beach financial policies, compiled below, set forth the basic framework for the overall financial management of the Town. These policies assist the Town Council's decision-making process and provide guidelines for evaluating both current activities and proposals for future programs. Copies of Town Council adopted policies are located in the appendix section of this document.

General Policies

- Annually prepare a budget, submit it to the Town Council for approval and publicly issue a budget document.
- Identify costs and funding sources before recommending approval of capital and operating budgets.
- Provide for sound financial planning, the best possible bond rating, funding of depreciation and adequate working capital in all funds.
- Take measures to protect against catastrophic losses through a combination of insurance, funded self insurance, and cash reserves.
- Follow the Town of Palm Beach Charter when preparing the Town's budget.
- Estimate and review the long-term costs associated with proposed new programs or services.
- Assign all program costs as accurately as practical (including interfund transfers when necessary) utilizing intergovernmental service funds where indicated.
- Annually review all existing programs to determine whether a recommendation to the Town Council to maintain, decrease, or increase service levels is appropriate.
- Review annually all administrative policies governing accounting procedures, billing, purchasing, asset use and control, and risk management.

Operating Budget Policies

- Pay for all current year operating expenses with current year revenues and/or available fund balances.
- Provide for adequate funding of all pension plans, as determined by the Town's actuary.

- Make all purchases in an impartial, economical, efficient, and competitive manner, in accordance with all Federal, State and municipal laws and coordinated through the Purchasing Division.

- The budget will be controlled at the program level within each department by the applicable department head. Budget amendment requests and transfers of funds between programs will originate from the applicable department head and the Finance Director and shall be subject to the approval of the Town Manager.

- The Town Manager may authorize transfers between departments if the action is deemed necessary to meet the obligations of the Town.

- Issue a Comprehensive Annual Budget Document after adoption.

Capital Budget Policies

- Evaluate the relative merit of each capital project according to the Town Council's goals and priorities.

- Rely on internally generated funds and/or grants to finance its capital needs. Debt will be issued for a capital project only in the case of an emergency, or when inclusion of a project in the Town's pay-as-you-go Capital program will preclude the construction of smaller necessary capital improvements.

- Thoroughly evaluate and update the Capital Improvement Program on an annual basis providing detailed information regarding operational impacts.

Revenue Management Policies

- Levy taxes to provide the desired level of service.

- Annually review all revenue schedules, including taxes, rates, licenses, user fees, and other charges, to insure compliance with Town Council's approved policies.

- Maintain a diversified revenue base to help mitigate the effects of short-term fluctuations in any one revenue source.

- Conservatively estimate annual revenues utilizing established industry standards along with historical trend information.

- Annually review user fees for the Enterprise Fund and set same at a level that fully supports all direct and indirect costs of the fund.

- Review new sources of revenue to fund operating and capital costs consistent with the Town Councils' goals and priorities.

Investment Management Policies

- Prepare a cash flow analysis of all funds on a regular basis. Disbursement, collection and deposit of all funds will be scheduled to insure cash availability.

- Deposit funds only in financial institutions which are insured by the Federal Deposit Insurance Corporation or are approved for full collateralization by the public deposit protection act or other state statutes.

- Pool cash from all legally permitted funds for investment purposes.

- Maximize the investment rate of return. Adhere to lawful investment options. Safety of the principal shall be the dominant requirement, followed by sufficient liquidity to meet operating requirements, and then yield.

- Insure timely deposit of all collected revenues.

Debt Management Policies

- Periodically approve the issuance of Debt Obligations on behalf of the Town to finance the construction or acquisition of infrastructure and other assets for the purpose of meeting its governmental obligations to its residents.

- Approve the issuance of Debt Obligations to refund outstanding debt when market conditions indicate or for management considerations.

- Assure that such Debt Obligations are issued and administered in such a manner as to ensure and sustain the long-term financial integrity of the Town, to achieve the highest possible credit rating and to preserve and enhance the quality of life, safety and welfare of its citizens.

- Assure that such Debt Obligations shall not be issued or debt proceeds used to finance current operations of the Town except as provided herein.

- Issue Debt Obligations if necessary to minimize the impact of construction or acquisition of infrastructure and other assets on the budget of the Town.

- Consider long-term financing for the acquisition, maintenance, replacement, or expansion of physical assets (including land) only if they have an economic/useful life of at least five years.

- Not issue debt for periods exceeding the useful life or average useful lives of the project or projects to be financed.

- Normally rely on internally generated funds and/or grants to finance its capital needs. Debt will be issued for a capital project only in the case of an emergency, or when

inclusion of a project in the Town's pay-as-you-go capital program will preclude the construction of smaller necessary capital improvements.

- Keep outstanding debt within the limits prescribed by Section 7.01 of the Town Charter.

Accounting, Auditing and Reporting Policies

- Establish and maintain a high degree of accounting competency. Financial accounting and reporting will be done in accordance with methods prescribed by the Governmental Accounting Standards Board and the Government Finance Officers Association, or their equivalents.

- Present monthly and annual reports to the Town Council summarizing financial activity.

- Maintain financial systems to monitor expenditures, revenues and performance of all municipal programs on an ongoing basis.

- Provide full disclosure in annual financial statements and bond representations.

- Use an independent certified public accounting firm to perform an annual audit.

- Publicly issue a Comprehensive Annual Financial Report.

- Comply with all required reporting requirements related to bond issuance terms.

Reserve Policies

- Maintain a contingency reserve in the General Fund equal to 1.5% of the proposed General Fund budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.

- Maintain a contingency reserve in the Capital Fund equal to 10% of the proposed Capital Fund budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.

- Maintain an assigned fund balance in the General Fund equal to a minimum of 25% of current year General Fund budgeted expenditures.

- Maintain a contingency reserve for the Equipment Replacement Fund of $500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.

- Maintain a contingency reserve in the Recreation Enterprise Fund equal to 5% of the proposed Recreation Enterprise Fund operating expense budget to address

unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.

- Maintain a contingency reserve for Recreation capital projects equal to 5% of the budget expenses to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.

- Maintain a contingency reserve in the Self-Insurance Risk Fund of $500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.

- Maintain a contingency reserve in the Self-Insurance Health Fund of $500,000 to address unanticipated expenditures and/or to meet unexpected increases in health insurance costs and claims exposure.

- Establish a reserve to designate fund balance in the amount equal to the Town's unpaid obligations, unfinished projects and prepaid expenses that carry over from one fiscal year into the next.

- Maintain minimum Net Asset levels equal to 25% of the proposed budgeted revenues in the Enterprise Fund.

- Maintain a minimum reserve of $2,500,000 for the Risk Fund designated as a reserve for catastrophic exposures/emergencies.

- Maintain a reserve for funding the replacement costs of General Fund existing equipment, vehicles, and computers when they reach the end of their useful lives. The reserve will be maintained at a rate of 100% of accumulated depreciation (calculated at replacement cost) of the existing equipment.

- Maintain a reserve for funding the replacement costs of Recreation Fund existing equipment, vehicles, and computers when they reach the end of their useful lives. The reserve will be maintained at a rate of 100% of accumulated depreciation (calculated at replacement cost) of the existing equipment.

- Maintain a reserve for funding a dock replacement fund. The reserve will be maintained at a rate of 100% of accumulated depreciation of the current docks.

- Maintain a commitment of fund balance in the General Fund for payment of the liability related to compensated absences. This commitment will be funded at a rate of 100% of the fiscal year end accrued balance.

- Maintain a commitment of fund balance in the General Fund equal to the Town's portion of the future debt service on the 1993 loan for the improvements to the East Central Regional Wastewater Treatment Facility. The reserve will be adjusted annually to reflect the outstanding debt service.

Budget Preparation Process

The accounting policies and reporting practices of the Town conform to generally accepted accounting principles as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant policies and practices.

Financial Reporting Entity

For financial reporting purposes, management has defined the reporting entity in accordance with criteria set forth in generally accepted accounting principles. The basic criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities. Based upon the application of these criteria, the following is a brief review of each potential component unit addressed in defining the Town's reporting entity.

Included within the reporting entity:
The Town of Palm Beach Employees' Retirement System

The Town and the Systems' participants are obligated to fund the costs based upon actuarial valuations. The Employee's Retirement Board recommends and the Town Council is authorized to establish benefit levels and to approve the actuarial assumptions used in the determination of contribution levels.

Excluded from the reporting entity:
East Central Regional Wastewater Treatment Facility ("Facility")

The Town participates in an interlocal agreement with Palm Beach County and the Cities of West Palm Beach, Riviera Beach and Lake Worth to provide wastewater treatment. The facility is governed by a Board of Directors comprised of one member from each participating entity. The Board of Directors has the authority to accept and disburse funds, approve an annual budget, transact business, enter into contracts and decide all other matters related to the Facility. The Town reimburses the Facility based upon usage and also provides funds for renewal and replacement costs. The Town does not exercise significant oversight responsibility nor can the Town significantly influence the Facility's operations and, therefore, the Facility has not been included as part of the reporting entity.

Budget Preparation Process

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All Governmental Funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized in the period in which they become susceptible to accrual, that is when they become measurable and available to pay liabilities of the current period.

Property taxes, utility and franchise taxes, intergovernmental revenues and charges for services are susceptible to accrual when collected in the current year or within sixty days subsequent to September 30th, provided that amounts received pertained to billings through the fiscal year just ended. Further, property taxes are recognized as revenue in the fiscal year for which they are levied. Investment earnings are recorded as earned since they are measurable and available. Permits, fines, forfeitures and contributions are not susceptible to accrual because, generally, they are not measurable until received in cash. Revenues collected in advance of the year to which they apply are recorded as deferred revenues.

Expenditures under the modified accrual basis of accounting are generally recognized when the related fund liability is incurred and expected to be liquidated with available resources. Exceptions to this general rule include principal and interest on general long-term debt which are recognized when due.

All Proprietary Fund types and the Pension and Nonexpendable Trust Funds are accounted for using the accrual basis of accounting. Revenue is recognized when earned, and expenses are recognized when they are incurred.

The Agency Funds are custodial in nature and do not involve measurement of results of operations. They are accounted for under the modified accrual basis of accounting. Assets and liabilities are recognized on the modified accrual basis.

Budget Basis

The budgets of general government type funds are prepared on a modified accrual basis. Briefly, this means that obligations of the Town are budgeted as expenses, but revenues are recognized only when they are actually received. Unencumbered appropriations lapse at fiscal year end.

The enterprise funds, on the other hand, are budgeted on a full accrual basis. Not only are expenditures recognized when a commitment is made but revenues are also recognized when they are obligated to the town.

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

Budget Preparation Process

Budgets and Budgetary Requirements

The Town follows these procedures in establishing the budgetary data reflected in the financial statements:

- Under the Laws of the State of Florida and the Town Code, prior to July 31, the Town Manager submits to the Mayor and Town Council a proposed Annual Budget and Financial Plan for the fiscal year, commencing the following October 1st. The Annual Budget and Financial Plan is prepared by fund, function and activity and includes proposed expenditures and the means of financing them.

- Two Public hearings are conducted to obtain taxpayer comments.

- Prior to October 1st, the budget is legally enacted by the Town Council through passage of a resolution.

- Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary control in the General Fund and Capital Projects Funds. On a Non-GAAP budgetary basis, encumbrances are recorded as expenditures of the current year. On a GAAP basis, encumbrances at year-end are reported as reservations of fund balance for subsequent-year expenditures.

- Budgets are adopted each fiscal year for the General, Debt Service, Capital Projects, Enterprise, Internal Service, and Trust Funds. Budgets are adopted on a basis consistent with generally accepted accounting principles except that budgetary comparisons for the General Fund and Capital Projects include encumbrances as expenditures.

- All annual unencumbered appropriations lapse at fiscal year end.

- Changes or amendments to the budgeted amounts at the fund level must be approved by Ordinance by the Town Council; however, changes within a function or activity may be approved at the administrative level.

Truth in Millage (Trim)

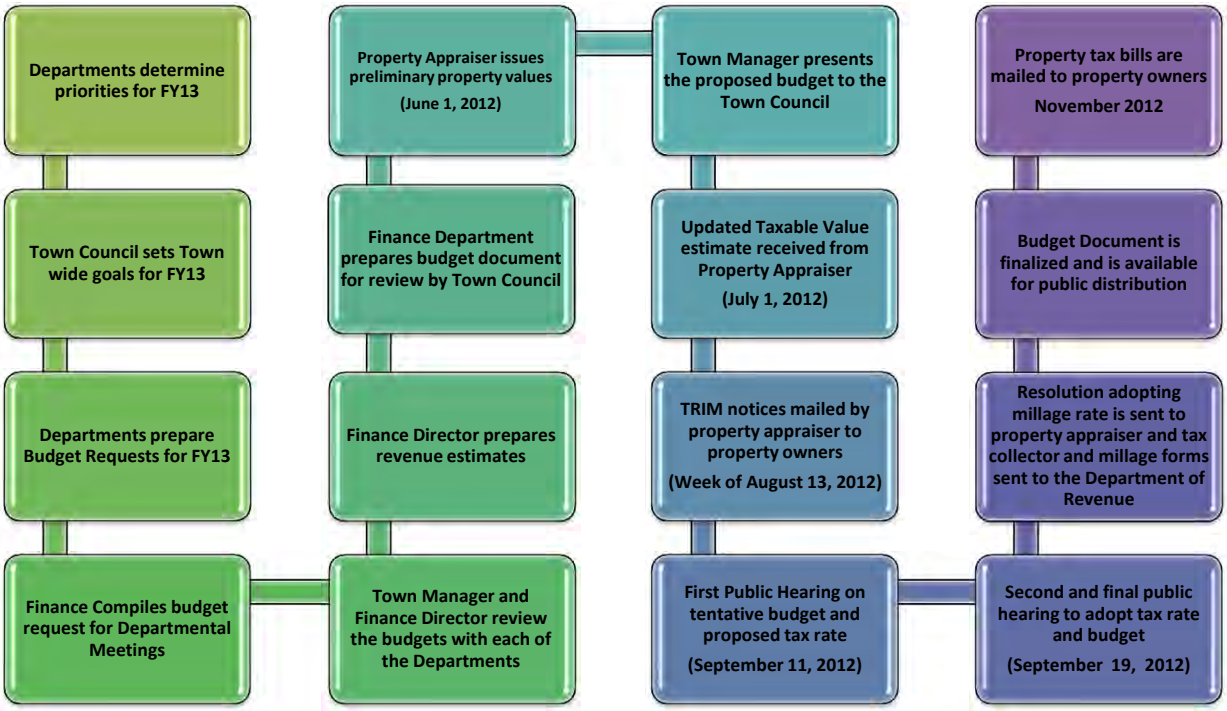
The budget and property tax rate adoption process is governed by the State Statute known as TRIM (truth in millage). In Florida, properties are assessed by the County Property Appraiser and property taxes are collected by the County Tax Collector. Property owners are eligible to receive a homestead exemption of $50,000 on their principal place of residence. All property is assessed at 85% of market value.

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

- The new assessed value and the assessed value for the prior year and any exemptions on the property;
- The prior year property taxes;
- The tax bill if the rolled-back rate is levied for the new year (the rolled-back rate is that property tax rate which would derive the same amount of revenue based on the new assessed values as was raised in the prior year at the old assessed values); and
- The property tax bill if the proposed budget is adopted.

The second public hearing is advertised by means of a newspaper advertisement which must be published not more than 5 days but not less than 2 days prior to the second public hearing. Accompanying this advertisement is a summary of the revenues and expenditures contained within the budget tentatively approved at the first public hearing.

Flow Chart of Budget Process



FY2013 Budget Calendar

Task	Date	Task	Date
Finance to distribute FY13 Budget instructions	03/01/2012	Review of Town Manager and Finance Budgets	05/24/2012
Submit initial CIP request forms to Public Works	03/14/2012	Final Budget Document Pages Returned to Finance	05/29/2012
Public Works reviews CIP requests with Departments	03/21/2012	Property Appraiser Issues Preliminary Property Values	06/01/2012
Public Works Forwards CIP requests to Finance	04/9/2012	**Special Town Council Meeting to Consider Proposed FY13 Budget**	**06/11/2012**
Departments Budget Requests are due to Finance	04/9/2012	Notice from Property Appraiser of Preliminary Certification of Taxable Value	07/02/2012
Special Town Council Meeting Re: Long Term Financial Plan	**04/12/2012**	**Town Council Meeting Initial Resolutions(s) Adopting Special Non-Ad Valorem Assessments**	**07/12/2012**
Review of Information Systems and Fire-Rescue Budgets	04/19/2012	Notice of Proposed Property Taxes is mailed from Palm Beach Property Appraiser	Week of August 13
Review of Recreation Enterprise Fund Budget	04/20/2012	**Town Council Meeting – First Public Hearing to Approve Tentative Budget and Proposed Tax Rate for FY13 and Final Resolution(s) Adopting Special Non-Ad Valorem Assessments**	**09/11/2012 5:01PM**
Review of Police Budget and Planning, Zoning and Building Budget	04/26/2012	**Town Council Meeting – Second Public Hearing to Adopt FY13 Budget and Tax Rate**	**09/19/2012 5:01PM**
Review of Risk Management and Human Resources Budget	05/17/2012	Resolution Adopting Final Millage Rate is Forwarded to Property Appraiser and Tax Collector	10/01/2012
Review of Public Works and Capital Budgets	05/18/2012	Complete Certificate of Compliance and Send to Department of Revenue	10/01/2012

January 2012

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April 2012

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December 2012

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Description of Funds and Fund Types

For accounting purposes a state or local government is not treated as a single, integral entity. Rather, a government is viewed instead as a collection of smaller, separate entities known as "funds". The Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards (Codification*), Section 1300, defines a fund as:

> A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

All of the funds used by a government must be classified into one of seven "fund types." Four of these fund types are used to account for a state or local government's "governmental-type" activities and are known as "governmental funds". Two of these fund types are used to account for a government's "business-type" activities and are known as "proprietary funds". Finally, the seventh fund type is reserved for a government's "fiduciary activities".

Governmental Funds

Four fund types are used to account for governmental-type activities. These are the general fund, special revenue funds, debt service funds, and capital projects funds.

General Fund

The General Fund is used to account for most of the day-to-day operations of the Town, which are financed from property taxes, fees, licenses, permits, fines and forfeitures, intergovernmental and other general revenue. There can only be one general fund. Activities financed by the General Fund include the following:

General Government
Includes expenditures for Compensated Absences and other Town-wide items.

Legislative
Includes expenditures for the Mayor and Town Council.

Town Manager
The budget of the Town Manager includes expenditures for administrative expenses relating to the Town Manager's Office, Advice and Litigation expenses for the Town Attorney and outside counsel and Information Systems.

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

Finance
The Finance Department is responsible for the administration, development and monitoring of the operating and capital budgets, preparation of the comprehensive financial reports, investments, debt management, cash management, and the maintenance of accurate financial reporting systems to meet all of the Town needs. The Department also is responsible for the operation and management of the purchasing, payroll and accounts payable functions.

In FY05, the Town Clerk's Office became a division of the Finance Department. The Town Clerk's Office is responsible for the records of the Town as well as conducting elections held within the Town. The Department also processes permits for charitable solicitations, special events, commercial motion picture-making, going-out-of-business sales, and door-to-door solicitations.

Planning, Zoning and Building
The Planning, Zoning and Building Department is responsible for zoning changes and the issuance of permits for building, mechanical, plumbing, electrical, gas, energy, and coastal construction. The Department also assists residents, businesses, and the construction industry in code compliance. The Department strives to preserve the aesthetic, historical, and economic values of Palm Beach.

Fire-Rescue
The Fire-Rescue Department provides fire suppression, fire prevention education, rescue and emergency medical care and ocean rescue functions to the citizens and visitors to the Town. The Department conducts education programs on injury, heart attack and stroke prevention.

Police
The Police Department is responsible for the prevention of crime, preservation of peace, enforcement of laws and ordinances. This is accomplished through the patrol services, organized crime, vice and narcotics (OCVAN), crime scene/evidence, parking control enforcement and communications.

Public Works
The Public Works Department is responsible for the repair, maintenance, and cleaning of streets within the Town, the maintenance of storm sewers and sanitary sewers, the collection and disposal of residential and commercial garbage and yard trash, beach cleaning, the maintenance of the Town parks and buildings, coastal management, and providing the general engineering services for the Town.

Other
Under this classification are expenditures relating to the Four Arts Library, disaster response expenditures and contingent appropriations.

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

Special Revenue Funds

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, by law, are designated to finance particular functions or activities of government and which therefore cannot be diverted to other uses. The Town has the following special revenue funds for which an annual budget is not adopted:

- (101) State Forfeiture Fund - Accounts for State confiscated property through the Police Department per Florida State Statutes Section 932.
- (102) Federal Forfeiture Fund - Accounts for federally confiscated property through the Police Department. An annual report is submitted to the United States Department of Justice by November 30th of each year.
- (103) Donations Fund - The Town of Palm Beach receives substantial donations each year from its residents. Most donations are earmarked for specific departments and/or purposes.
- (110) Grant Fund – Accounts for grants received by the Town.
- (120) Underground Utility Assessment Fund – Accounts for assessment projects relating to undergrounding utilities in various assessment areas in the Town.

Debt Service Funds

The Debt Service Funds are used to account for the payment of interest and principal on general and special obligation debts other than those payable from special assessments and debt issued for and serviced by a governmental enterprise. The sources of revenues in these funds are transfer of non ad valorem revenue from the General Fund and transfers of assessment revenue from the Worth Avenue Assessment Area Improvement Fund.

- (205)Revenue Bond Series 2010A – This fund accounts for the accelerated storm water and sanitary sewer construction programs.
- (206)Revenue Bond Series 2010B – This fund accounts for the Worth Avenue Special Assessment District Construction Project.

Capital Projects Funds

The Capital Projects Funds account for all resources used for the acquisition and/or construction of capital infrastructure by the Town except those financed by Enterprise and Internal Service Funds. The sources of revenue in these funds are revenue bonds, transfers from other funds and grants.

- (307) Capital Improvement Fund - This fund accounts for various construction projects undertaken by the Town. Any unexpended amounts at fiscal year end, are rolled over to the new fiscal year. A five year Capital plan is presented during the budget process, of which only the first year is adopted by the Town Council. This fund is financed on a pay-as-you go basis from the General Fund.
- (309) Comprehensive Coastal Management Plan (CCMP) Construction Fund - This fund was created during Fiscal Year 2000 to account for the Beach Restoration Project construction costs financed with proceeds from the 2000 Revenue Bond.
- (310) Town Facilities Project Fund - This fund was created during Fiscal Year 2003 to account for the construction costs of the new Central Fire-Rescue station and the renovation of Town Hall.
- (311) Worth Avenue Assessment Area Improvement Fund - This fund was created during Fiscal Year 2010 to account for pre-construction and ongoing maintenance costs for Worth Avenue Improvements.
- (312) Accelerated Capital Program Fund – This fund was established as a result of the 2010A Bond Issue to fund Sanitary Sewer and Storm Water projects for the Town.
- (313) Worth Avenue Special Assessment District Fund – This fund was established as a result of the 2010B Bond Issue to fund the Worth Avenue Renovation Project.

Proprietary Funds

Two fund types are used to account for a government's business-type activities (activities that receive a significant portion of their funding through user fees). These are the enterprise funds and the internal service funds.

Enterprise Funds

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises; where the intent of the government's board is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the government's board has decided that periodic determination of net income is appropriate for accountability purposes.

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

Internal Service Funds

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency of a government to other department or agencies on a cost reimbursement basis. Accounting for Internal Service Funds as a proprietary fund type is designed to accumulate the total cost (including depreciation) of providing a particular service. Costs for services are reimbursed by the departments or agencies to which the services are provided.

- (501) Risk Management Self Insurance Fund - This fund was established to account for the Town's Property, Liability and Worker's Compensation Insurance costs. Monthly funding transfers are made from the General Fund to the Risk Fund.

- (502) Health Insurance Self Insurance Fund - This fund was established to account for the Town's health insurance costs which include medical, dental, life, long-term disability accidental death/dismemberment and supplemental life insurance. Monthly funding transfers are made from the General Fund to the Health Fund.

- (320) Equipment Replacement Fund - This reserve was established to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful lives. The reserve will significantly reduce the budgetary fluctuation due to purchases of equipment and establish the fixed asset inventory and depreciation schedule required by GASB 34.

Fiduciary Funds

These funds are used when a government holds or manages financial resources in an agent or fiduciary capacity. This single type is subdivided into four "sub-fund types" to account for various types of fiduciary obligations. These are the pension trust fund, nonexpendable trust fund, expendable trust fund, and agency funds.

Pension Trust Funds

Pension trust funds are used when governments manage pension plans. The sources of revenues in these funds are transfers from other funds, interest earnings and employee contributions.

- (600) Employees Retirement Fund - This fund accounts for the Town's defined benefit retirement program for General, Lifeguard, Police Officers and Firefighter employees.

- (610) Other Post Employment Benefits (OPEB) Trust Fund - This fund was established by Ordinance 9-06 to fund the portion of health care benefits paid by the Town for retirees.

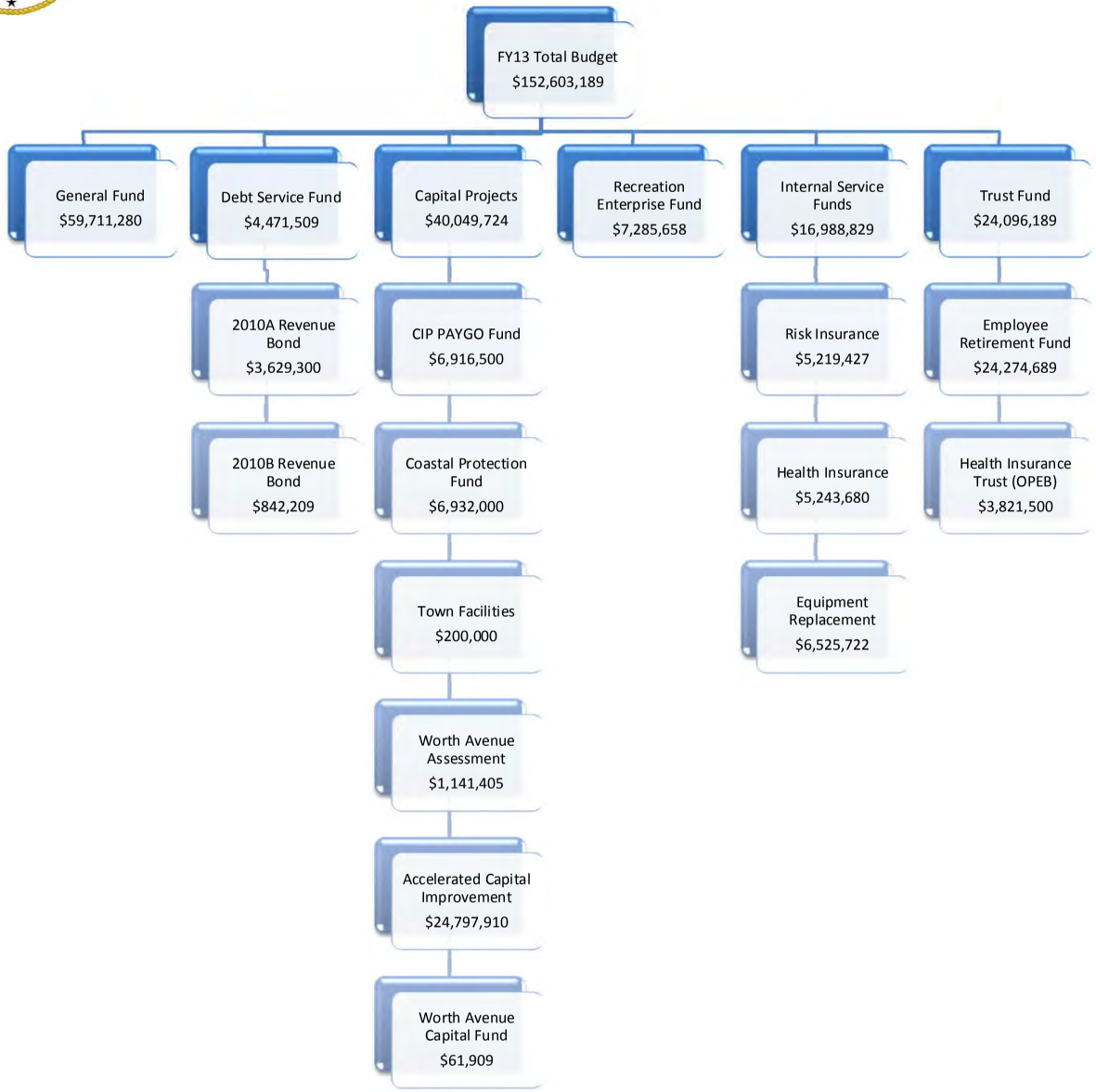
Non-Expendable and Expendable Trust Funds

These consist of resources received from non-Town sources and held by the Town as trustee to be expended or invested in accordance with the conditions of the trust. In a non-expendable trust, the government typically is only permitted to spend the investment earnings and not the assets. The Town does not have non-expendable and expendable trust funds at the present time.

Agency Funds

Trust funds typically involve some degree of financial management. Agency funds are used when the government plays a more limited role by just collecting funds on behalf of a third party. The Town does not have an Agency Fund at the present time.

Fund Budget Overview



FY 13 Budget Summary by Fund Type, Revenues and Expenditures

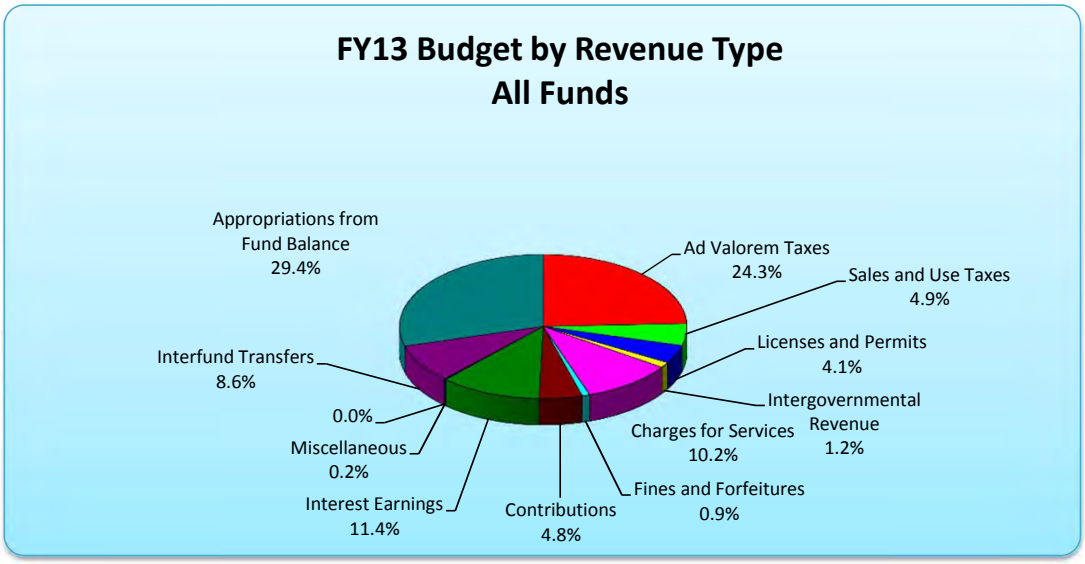
	General	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Totals
Revenues							
Ad Valorem Taxes	$36,865,400	$0	$0	$0	$0	$0	$36,865,400
Non Ad Valorem Taxes	7,477,500	0	0	0	0	0	7,477,500
Licenses and Permits	6,202,300	0	0	0	0	0	6,202,300
Intergovernmental	1,020,450	0	800,000	0	0	0	1,820,450
Charges for Services	3,652,116	0	0	4,904,800	6,883,569	0	15,440,485
Fines and Forfeitures	1,299,000	0	0	0	0	0	1,299,000
Contributions	0	0	0	1,000,000	0	6,316,214	7,316,214
Interest Earnings	900,500	1,500	112,200	16,500	215,000	16,010,975	17,256,675
Miscellaneous	251,981	0	10,000	0	30,000	0	291,981
Special Assessments	0	0	1,130,405	0	0	0	1,130,405
Interfund Transfers	885,000	4,469,709	3,965,099	0	1,892,780	1,769,000	12,981,588
Subtotal	58,554,247	4,471,209	6,017,704	5,921,300	9,021,349	24,096,189	108,081,998
Appropriations from Fund Balance	1,157,033	300	34,032,020	1,364,358	7,967,480	0	44,521,191
Total Revenues	$59,711,280	$4,471,509	$40,049,724	$7,285,658	$16,988,829	$24,096,189	$152,603,189
Expenditures							
Salaries and Wages	$24,464,929	$0	$0	$1,296,582	$136,653	$54,488	$25,952,652
Employee Benefits	13,086,050	0	0	478,478	5,092,208	2,490,415	21,147,151
Contractual	8,258,348	0	217,036	1,158,150	1,691,791	16,592,887	27,918,212
Commodities	1,528,071	0	0	222,200	4,855	300	1,755,426
Capital Outlay	113,045	0	38,445,410	2,366,648	1,196,303	0	42,121,406
Depreciation	1,970,969	0	0	515,000	0	0	2,485,969
Debt Service	0	4,397,600	0	0	0	0	4,397,600
Interfund Transfers	9,157,879	0	1,041,709	1,013,000	4,867,019	0	16,079,607
Other	1,131,989	11,500	201,000	235,600	4,000,000	0	5,580,089
Subtotal	59,711,280	4,409,100	39,905,155	7,285,658	16,988,829	19,138,090	147,438,112
Transfer to Fund Balance/Retained Earnings	0	62,409	144,569	0	0	4,958,099	5,165,077
Total Expenditures	$59,711,280	$4,471,509	$40,049,724	$7,285,658	$16,988,829	$24,096,189	$152,603,189

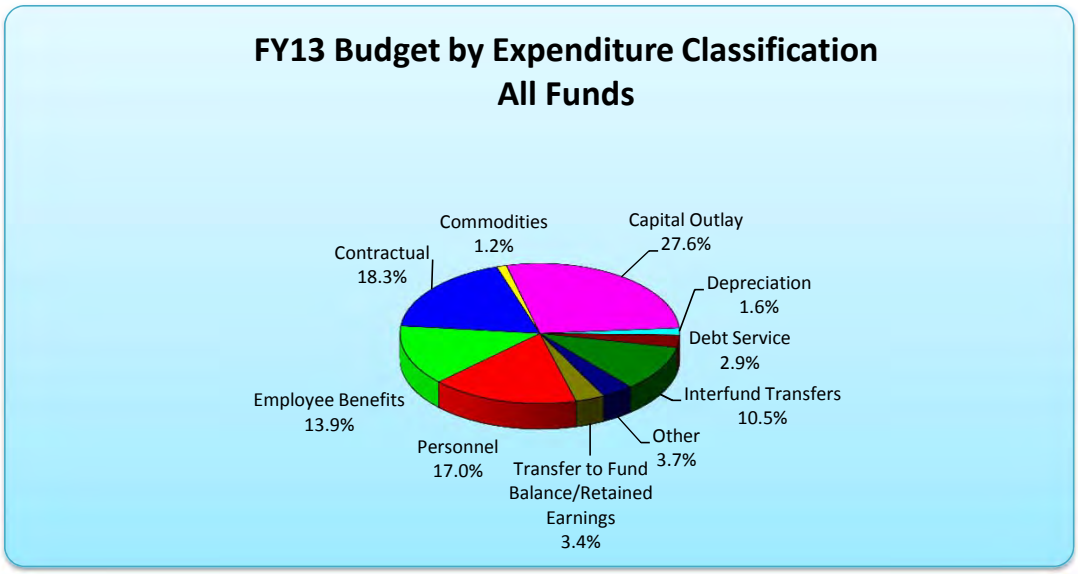
Financial Ratios

	General	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Total
Ad Valorem Taxes as percentage of total fund budget	61.74%	0.00%	0.00%	0.00%	0.00%	0.00%	24.16%
Ad Valorem Taxes per capita (8,358 population)	$4,411	$0	$0	$0	$0	$0	$4,411
Total expenditures per capita (8,358 population)	$7,144	$535	$4,792	$872	$2,033	$2,883	$18,258
Personnel as a percentage of the total budget	40.97%	0.00%	0.00%	17.80%	0.80%	0.23%	17.01%
Capital expenditures as percentage of total fund budget	0.19%	0.00%	95.99%	32.48%	7.04%	0.00%	27.60%
Capital expenditures per capita (8,358 population)	$14	$0	$4,600	$283	$143	$0	$5,040

FY 13 Budget Summary by Fund Type, Revenues and Expenditures

	General	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Totals





Summary of Major Revenues by Fund Type
FY13 Budget

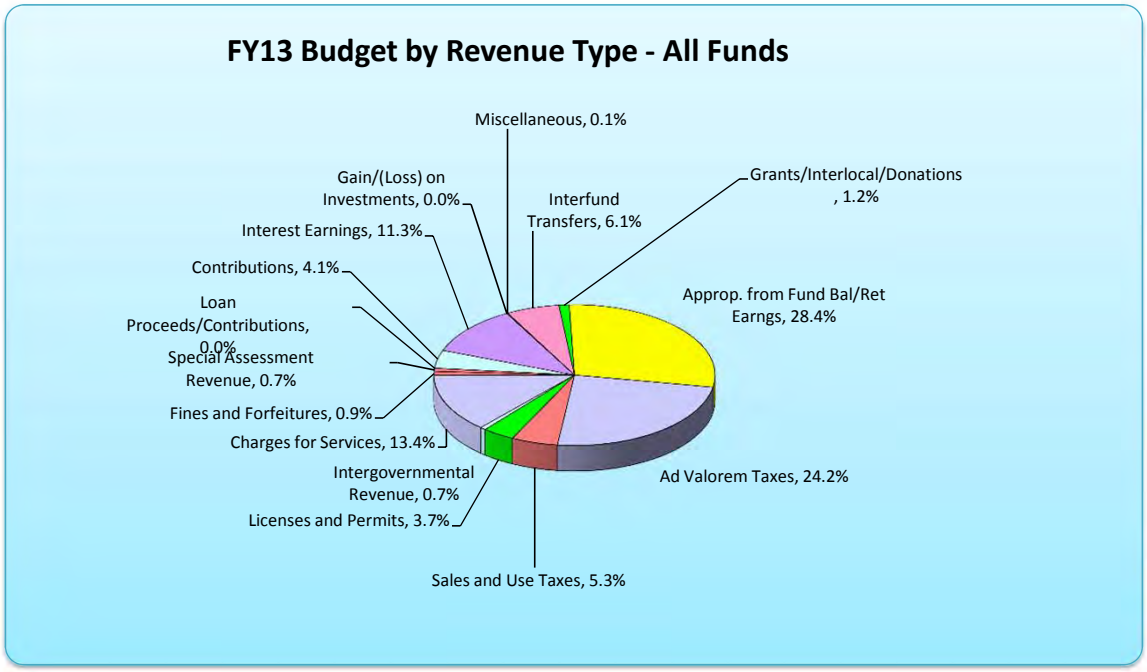
Description	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	FY13 Budget to FY12 Budget % Variance	FY2013 % of Total
General Fund							
Ad Valorem Taxes	$41,508,571	$36,635,343	$35,999,100	$35,999,100	$36,865,400	2.41%	61.74%
Sales and Use Taxes	8,121,287	8,093,648	8,387,000	8,076,826	8,102,500	-3.39%	13.57%
Licenses and Permits	4,102,881	5,749,007	5,052,800	5,594,909	5,639,300	11.61%	9.44%
Intergovernmental Revenue	1,038,181	1,319,119	1,052,000	1,010,878	1,020,450	-3.00%	1.71%
Charges for Services	3,194,362	3,461,768	3,670,736	3,967,850	3,652,116	-0.51%	6.12%
Fines and Forfeitures	594,473	1,297,226	843,000	1,349,235	1,299,000	54.09%	2.18%
Interest Earnings	1,168,998	495,649	1,110,000	650,000	900,500	-18.87%	1.51%
Miscellaneous	1,338,488	765,686	187,200	179,300	189,981	1.49%	0.32%
Interfund Transfers	550,000	2,039,000	800,000	800,000	885,000	10.63%	1.48%
Subtotal	61,617,241	59,856,446	57,101,836	57,628,098	58,554,247	2.54%	98.06%
Appropriations from Fund Balance	3,744,693	1,601,861	1,433,600	1,433,600	1,157,033	-19.29%	1.94%
Total General Fund	$65,361,934	$61,458,307	$58,535,436	$59,061,698	$59,711,280	2.01%	100.00%
Debt Service Funds							
Interest Earnings	1,140	73	1,500	200	1,500	0.00%	0.03%
Interfund Transfers	0	4,480,427	4,488,800	5,973,800	4,469,709	-0.43%	99.96%
Subtotal	1,140	4,480,500	4,490,300	5,974,000	4,471,209	-0.43%	99.99%
Appropriations from Fund Balance	5,351,525	128,616	6,300	5,100	300	-95.24%	0.01%
Total Debt Service Funds	$5,352,665	$4,609,116	$4,496,600	$5,979,100	$4,471,509	-0.56%	100.00%
Capital Projects Funds							
Interest Earnings	642,464	241,934	134,000	197,000	112,200	-16.27%	0.28%
Grants/Interlocal/Donations	212,891	3,531,595	800,000	123,692	810,000	1.25%	2.02%
Special Assessment Revenue	564,419	989,815	1,058,400	1,065,157	1,130,405	6.80%	2.82%
Loan Proceeds/Contributions	73,714,837	0	0	0	0	0.00%	0.00%
Miscellaneaous	6,054	16,213	35,000	0	0	-100.00%	0.00%
Interfund Transfers	6,820,039	4,664,641	5,023,400	5,023,400	3,939,514	-21.58%	9.84%
Subtotal	81,960,704	9,444,198	7,050,800	6,409,249	5,992,119	-15.02%	14.96%
Appropriations from Fund Balance	0	0	49,803,555	14,763,591	34,057,605	-31.62%	85.04%
Total Capital Projects Funds	$81,960,704	$9,444,198	$56,854,355	$21,172,840	$40,049,724	-29.56%	100.00%
Enterprise Funds							
Charges for Services	$4,351,715	$4,305,704	$4,506,500	$4,545,247	$6,152,300	36.52%	84.44%
Interest Earnings	26,142	27,312	175,000	17,500	17,500	-90.00%	0.24%
Grants/Interlocal/Donations	3,500	0	0	0	1,000,000	100.00%	13.73%
Interfund Transfers	0	0	0	0	0	0.00%	0.00%
Miscellaneous	1,420	2,764	1,300	2,000	1,500	15.38%	0.02%
Subtotal	4,382,777	4,335,780	4,682,800	4,564,747	7,171,300	53.14%	98.43%
Appropriations from Retained Erng	0	50,495	17,875	167,134	114,358	539.77%	1.57%
Total Enterprise Funds	$4,382,777	$4,386,275	$4,700,675	$4,731,881	$7,285,658	54.99%	100.00%
Internal Service Funds							
Interest Earnings	$299,283	$242,297	$184,500	$213,000	$215,000	16.53%	1.27%
Charges for Services	14,390,394	10,304,812	8,225,475	8,380,675	8,806,349	7.06%	51.84%
Subtotal	14,689,677	10,547,109	8,409,975	8,593,675	9,021,349	7.27%	53.10%
Appropriations from Retained Erng	0	0	3,613,644	1,980,937	7,967,480	120.48%	46.90%
Total Internal Service Funds	$14,689,677	$10,547,109	$12,023,619	$10,574,612	$16,988,829	41.30%	100.00%
Trust & Agency Funds							
Intergovernmental Revenue	$819,008	$786,402	$0	$0	$0	0.00%	0.00%
Interest Earnings	1,234,782	904,013	1,345,000	1,503,000	16,010,975	1090.41%	66.45%
Gain/Loss on Investments	13,835,768	55,891	2,300,000	10,400,000	0	-100.00%	0.00%
Charges for Services	1,550,000	1,533,000	1,493,000	1,493,000	1,769,000	18.49%	7.34%
Miscellaneous	84,287	14,448	1,000	10,000	0	-100.00%	0.00%
Contributions	10,677,511	10,342,085	7,291,841	7,424,865	6,316,214	-13.38%	26.21%
Interfund Transfers	0	0	0	0	0	0.00%	0.00%
Subtotal	28,201,356	13,635,839	12,430,841	20,830,865	24,096,189	93.84%	100.00%
Appropriations from Fund Balance	0	3,331,156	8,162,959	0	0	-100.00%	0.00%
Total Trust & Agency Funds	$28,201,356	$16,966,995	$20,593,800	$20,830,865	$24,096,189	17.01%	100.00%

All Funds

Summary of Major Revenues by Fund Type
FY13 Budget

Description	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	FY13 Budget to FY12 Budget % Variance	FY2013 % of Total
Ad Valorem Taxes	$41,508,571	$36,635,343	$35,999,100	$35,999,100	$36,865,400	2.41%	24.16%
Sales and Use Taxes	8,121,287	8,093,648	8,387,000	8,076,826	8,102,500	-3.39%	5.31%
Licenses and Permits	4,102,881	5,749,007	5,052,800	5,594,909	5,639,300	11.61%	3.70%
Intergovernmental Revenue	1,857,189	2,105,521	1,052,000	1,010,878	1,020,450	-3.00%	0.67%
Charges for Services	23,486,471	19,605,284	17,895,711	18,386,772	20,379,765	13.88%	13.35%
Fines and Forfeitures	594,473	1,297,226	843,000	1,349,235	1,299,000	54.09%	0.85%
Special Assessment Revenue	564,419	989,815	1,058,400	1,065,157	1,130,405	6.80%	0.74%
Loan Proceeds/Contributions	73,714,837	0	0	0	0	0.00%	0.00%
Contributions	10,677,511	10,342,085	7,291,841	7,424,865	6,316,214	-13.38%	4.14%
Interest Earnings	3,372,809	1,911,278	2,950,000	2,580,700	17,257,675	485.01%	11.31%
Gain/(Loss) on Investments	13,835,768	55,891	2,300,000	10,400,000	0	-100.00%	0.00%
Miscellaneous	1,430,249	799,111	224,500	191,300	191,481	-14.71%	0.13%
Interfund Transfers	7,370,039	11,184,068	10,312,200	11,797,200	9,294,223	-9.87%	6.09%
Grants/Interlocal/Donations	216,391	3,531,595	800,000	123,692	1,810,000	126.25%	1.19%
Approp. from Fund Bal/Ret Earngs	9,096,218	5,112,128	63,037,933	18,350,362	43,296,776	-31.32%	28.37%
Total All Funds	$199,949,113	$107,412,000	$157,204,485	$122,350,996	$152,603,189	-2.93%	100.00%

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

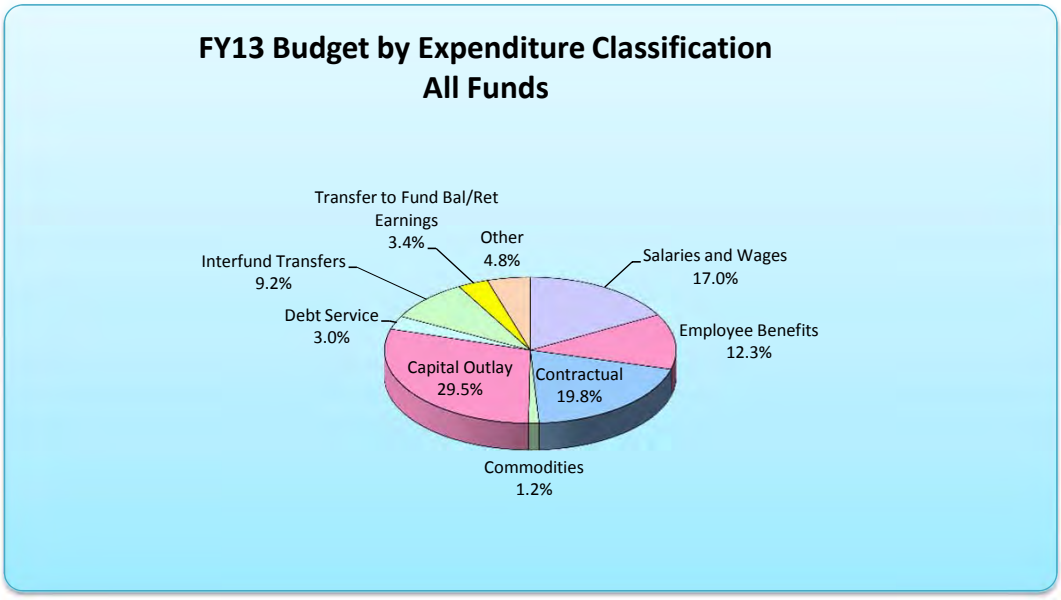


Summary of Expenditure Classifications by Fund Type
FY13 Budget

Description	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	FY13 Budget to FY12 Budget % Variance	FY2013 % of Total
General Fund							
Salaries and Wages	$26,359,068	$24,396,539	$24,568,787	$23,622,021	$24,464,929	-0.42%	40.97%
Employee Benefits	$15,767,000	$16,906,261	$11,605,188	$9,967,545	$13,086,050	12.76%	21.92%
Contractual	7,117,367	6,839,969	7,473,563	8,710,437	8,258,348	10.50%	13.83%
Commodities	1,625,718	1,493,951	1,549,654	1,584,371	1,528,071	-1.39%	2.56%
Capital Outlay	2,518,061	2,547,679	1,998,768	2,066,010	2,084,014	4.26%	3.49%
Interfund Transfers	9,797,857	7,090,000	8,460,000	8,460,000	7,265,099	-14.12%	12.17%
Other	2,176,863	2,183,908	2,879,476	2,072,079	3,024,769	5.05%	5.07%
Subtotal	65,361,934	61,458,307	58,535,436	56,482,463	59,711,280	2.01%	100.00%
Transfer to Fund Balance	0	0	0	2,579,235	0	0.00%	0.00%
Total General Fund	$65,361,934	$61,458,307	$58,535,436	$59,061,698	$59,711,280	2.01%	100.00%
Debt Service Funds							
Debt Service	$5,351,915	$4,485,001	$4,484,600	$5,969,600	$4,397,600	-1.94%	98.35%
Other	750	8,851	11,500	9,500	11,500	0.00%	0.26%
Interfund Transfers	0	115,264	0	0	0	0.00%	0.00%
Subtotal	5,352,665	4,609,116	4,496,100	5,979,100	4,409,100	-1.94%	98.60%
Transfer to Fund Balance	0	0	500	0	62,409	12381.80%	1.40%
Total Debt Service Funds	$5,352,665	$4,609,116	$4,496,600	$5,979,100	$4,471,509	-0.56%	100.00%
Capital Projects Funds							
Capital Outlay	$23,202,343	$7,413,267	$55,863,842	$16,243,378	$38,863,446	-30.43%	97.04%
Interfund Transfers	0	1,939,804	927,700	2,411,113	1,041,709	12.29%	2.60%
Other	16,537,104	0	0	0	0	0.00%	0.00%
Subtotal	39,739,447	9,353,071	56,791,542	18,654,491	39,905,155	-29.73%	99.64%
Transfer to Fund Balance	42,221,257	91,127	62,813	2,518,349	144,569	130.16%	0.36%
Total Capital Projects Funds	$81,960,704	$9,444,198	$56,854,355	$21,172,840	$40,049,724	-29.56%	100.00%
Enterprise Funds							
Salaries and Wages	$1,378,879	$1,226,627	$1,340,100	$1,270,725	$1,296,582	-3.25%	17.80%
Employee Benefits	$553,094	$625,654	$380,425	$375,881	$478,478	25.77%	6.57%
Contractual	1,100,808	1,024,504	1,129,050	1,279,180	1,148,650	1.74%	15.77%
Commodities	184,734	204,215	218,600	228,595	231,700	5.99%	3.18%
Capital Outlay	546,415	540,737	552,000	652,000	2,881,648	422.04%	39.55%
Debt Service	24,900	125,338	0	125,500	128,000	100.00%	1.76%
Interfund Transfers	550,000	639,000	925,500	800,000	885,000	-4.38%	12.15%
Other	10,543	200	155,000	0	235,600	52.00%	3.23%
Subtotal	4,349,373	4,386,275	4,700,675	4,731,881	7,285,658	54.99%	100.00%
Transfer to Retained Earnings	33,404	0	0	0	0	0.00%	0.00%
Total Enterprise Funds	$4,382,777	$4,386,275	$4,700,675	$4,731,881	$7,285,658	54.99%	100.00%
Internal Service Funds							
Salaries and Wages	$122,322	$118,128	$121,007	$121,007	$136,653	12.93%	0.80%
Employee Benefits	4,539,032	5,612,399	4,759,633	4,463,739	5,129,808	7.78%	30.20%
Contractual	2,389,594	1,655,304	1,651,611	1,586,311	1,691,791	2.43%	9.96%
Commodities	65,025	2,358	3,600	3,555	4,855	34.86%	0.03%
Capital Outlay	1,857,259	1,470,085	1,481,550	1,400,000	1,158,703	-21.79%	6.82%
Interfund Transfers	0	0	0	0	4,867,019	100.00%	28.65%
Other	307,206	64,229	4,000,000	3,000,000	4,000,000	0.00%	23.54%
Subtotal	9,280,438	8,922,503	12,017,401	10,574,612	16,988,829	41.37%	100.00%
Transfer to Retained Earnings	5,409,239	1,624,606	6,218	0	0	-100.00%	0.00%
Total Internal Sevice Funds	$14,689,677	$10,547,109	$12,023,619	$10,574,612	$16,988,829	41.30%	100.00%
Trust & Agency Funds							
Contractual	$15,160,146	$16,966,995	$19,724,971	$19,320,645	$19,138,090	-2.98%	79.42%
Transfer to Fund Balance	13,041,210	0	868,829	1,510,220	4,958,099	470.66%	20.58%
Total Trust & Agency Funds	$28,201,356	$16,966,995	$20,593,800	$20,830,865	$24,096,189	17.01%	100.00%

Summary of Expenditure Classifications by Fund Type
FY13 Budget

Description	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	FY13 Budget to FY12 Budget % Variance	FY2013 % of Total
Total: All Funds							
Salaries and Wages	$27,860,269	$25,741,294	$26,029,894	$25,013,753	$25,898,164	-0.51%	16.97%
Employee Benefits	$20,859,126	$23,144,314	$16,745,246	$14,807,165	$18,694,336	11.64%	12.25%
Contractual	25,767,915	26,486,772	29,979,195	30,896,573	30,236,879	0.86%	19.81%
Commodities	1,875,477	1,700,524	1,771,854	1,816,521	1,764,626	-0.41%	1.16%
Capital Outlay	28,124,078	11,971,768	59,896,160	20,361,388	44,987,811	-24.89%	29.48%
Debt Service	5,376,815	4,610,339	4,484,600	6,095,100	4,525,600	0.91%	2.97%
Interfund Transfers	10,347,857	9,784,068	10,313,200	11,671,113	14,058,827	36.32%	9.21%
Transfer to Fund Bal/Ret Earnin	60,705,110	1,715,733	938,360	6,607,804	5,165,077	450.44%	3.38%
Other	19,032,466	2,257,188	7,045,976	5,081,579	7,271,869	3.21%	4.77%
Subtotal All Funds	$199,949,113	$107,412,000	$157,204,485	$122,350,996	$152,603,189	-2.93%	100.00%



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Town of Palm Beach

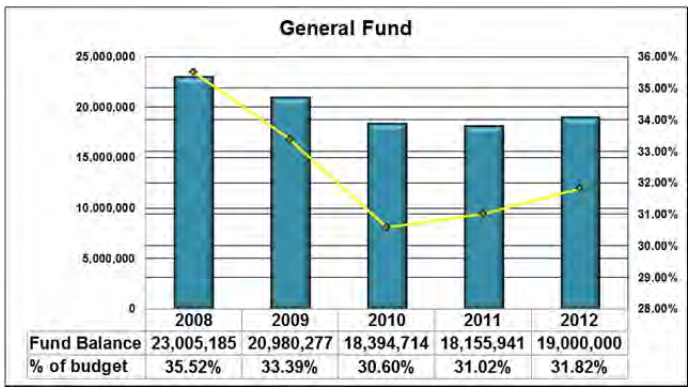
Reserve Analysis

Town of Palm Beach Reserves

The Town Council has adopted eighteen financial policies, fifteen of which address reserves. The reserve policies serve to safeguard the Town's financial resources and ensure fiscal stability. The size of a municipality's fund balance can affect its ability to withstand financial emergencies. Reserves can also be used to accumulate funds for capital purchases or capital projects without having to borrow.

Unassigned Fund Balance - General Fund

Pursuant to adopted policy, the unassigned fund balance for the General Fund is to be maintained at a minimum level of 25% of current year General Fund budgeted expenditures. This minimum level is to be maintained to protect the Town against economic downturns, temporary revenue shortfalls, unpredicted one-time expenditures, and for tax rate stabilization purposes. Twenty-five percent of the FY13 General Fund operating budget of $59,711,280 is $14,927,820. At the end of FY11, the Unassigned Fund Balance for the General Fund was $18,155,941 after the transfers for the FY12 budget. The FY12 ending fund balance is estimated to be approximately $19,000,000. This amount represents 32% of FY13 budgeted operating expenditures or approximately $4,072,180 over the required minimum level of 25%.

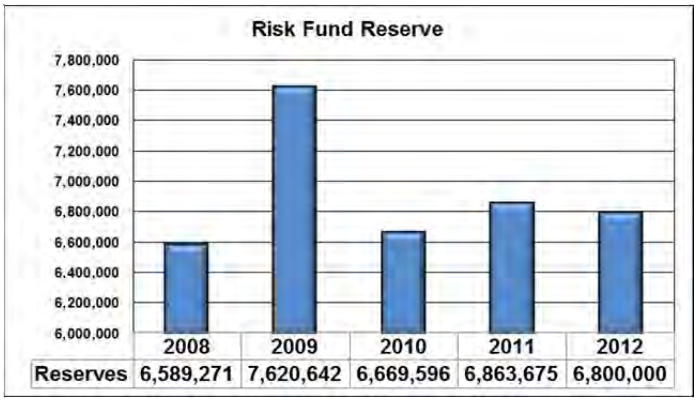


	2008	2009	2010	2011	2012
Fund Balance	23,005,185	20,980,277	18,394,714	18,155,941	19,000,000
% of budget	35.52%	33.39%	30.60%	31.02%	31.82%

The General Fund Undesignated Fund Balance has consistently exceeded the required minimum level of 25%. The chart details the General Fund Undesignated Fund Balance and the percent of budgeted expenditures the balance represents. For the FY13 budget, a transfer of $843,000 from fund balance was used to fund the contingency reserve as directed by policy.

Reserves - Risk Fund

The total reserve balance for the Risk Fund is $6,863,675 as of September 30, 2011. Out of this reserve balance, the Town funds the Reserve for Catastrophic Exposures/Emergencies - Risk Fund in the amount of $2,500,000 and the Contingency Reserve for $500,000. The trend for the Risk Fund Reserve is shown in the table.



	2008	2009	2010	2011	2012
Reserves	6,589,271	7,620,642	6,669,596	6,863,675	6,800,000

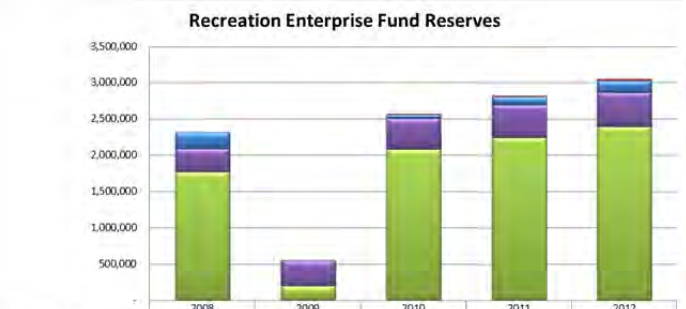
Reserve for Catastrophic Exposures/Emergencies - Risk Fund

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

Enterprise Fund Reserves

The Recreation Enterprise Fund reserve is to be maintained at a minimum level of 25% of budgeted revenues totaling $1,230,325 for FY13. The purpose of the reserve is to provide an adequate level of net assets for unanticipated financial impacts as well as to provide for one-time expenditures to improve the facilities.

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



	2008	2009	2010	2011	2012
M&I Tennis	-	-	8,446	16,418	23,718
M&I Golf	223,753	-	50,872	108,772	161,772
Equipment Replacement	321,863	351,468	426,749	458,002	475,000
Dock Replacement	1,772,063	196,718	2,084,181	2,240,125	2,396,125

At the end of FY11, the net asset balance for the Recreation Enterprise Fund (REF) is $3,315,215. Separate reserves have been set aside from this amount for the dock replacement, Par 3 Improvements, tennis improvements and equipment replacement.

At the end of FY11, $2,240,125 had been set aside in the Dock Replacement Reserve. The Dock Replacement reserve was created to fund the replacement cost of the construction of the Town's docks whenever it is determined they must be replaced. The replacement reserve is to be maintained at 100% of accumulated depreciation plus accumulated interest earned on the reserve.

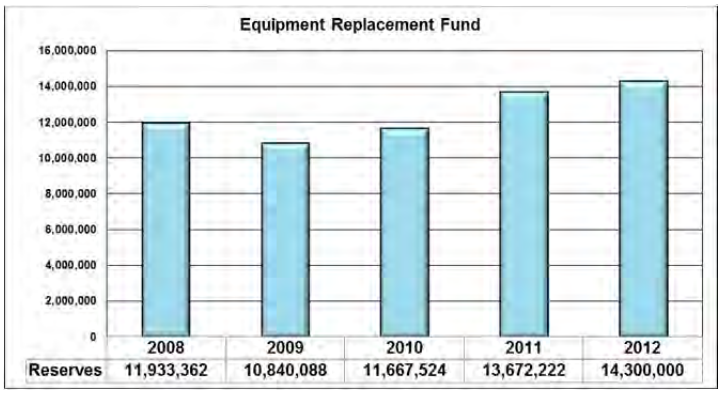
The Par 3 Golf Course charges an additional $2 per round to fund a maintenance and improvement reserve. At the end of FY11, the balance was $108,772.

In FY10, a maintenance and improvement fee was implemented for the Tennis program. This reserve at the end of FY11 totaled $16,418 and has been set aside for improvements to the tennis centers.

The Recreation Enterprise Fund established an equipment replacement reserve in FY2006. This fund allows for the purchase of capital equipment and is funded with an initial transfer of the total accumulated depreciation from Recreation Net Assets. The annual funding is calculated using replacement cost depreciation and transferred from the REF to a separate equipment replacement fund. The balance in the REF Equipment Replacement Fund is $458,002 as of September 30, 2011.

Equipment Replacement Fund

The Townwide Equipment Replacement Fund was established with a transfer of $4,386,910 from the General Fund Undesignated Fund balance in the FY2002 budget. The amount represented the accumulated depreciation of the Town's fixed assets through FY2002. This reserve is intended to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful life. This reserve significantly reduces the budgetary fluctuations due to purchases of large pieces of equipment and ensures compliance with the fixed asset inventory and depreciation schedule required by GASB34.



The Town Council approved a change in FY06 from depreciation based on acquisition cost to depreciation based upon replacement value and authorized an additional $4,205,523 transfer of General Fund balance. Using the replacement value method of depreciation will ensure the Town sets aside sufficient reserves to replace large capital items with long useful lives such as fire-rescue trucks and public works vehicles.

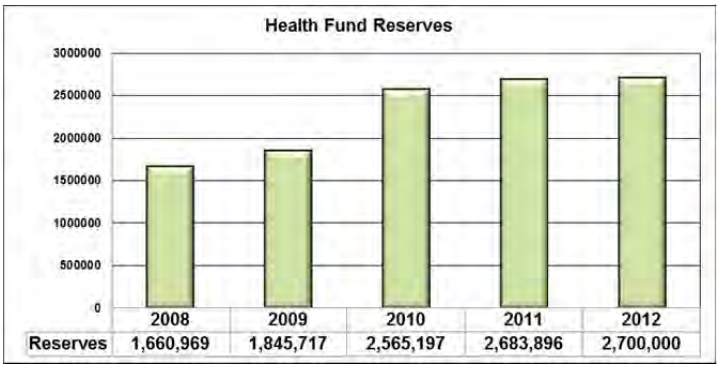
The balance in the equipment replacement fund for year-end FY11 is $13,672,222. For FY13, income including the depreciation transfer will total $2,135,969 and expenditures for capital equipment are budgeted at $1,073,703.

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

The Town Council approved the establishment of a Reserve for Compensated Absences in the FY05 budget. This reserve reduces the budgetary fluctuations due to the payout of accrued leave time to employees when they leave Town service. This reserve is funded at a rate of 100% of the fiscal year end accrued leave balances. Funds are appropriated annually from this reserve based upon estimates of pay-outs of eligible accrued vacation, sick and compensatory time and the related payroll tax liability. The balance in the reserve as of September 30, 2011, is $3,621,915. The appropriation for the pay-out of eligible accrued vacation, sick and compensatory time for FY13 from this reserve is $314,033.

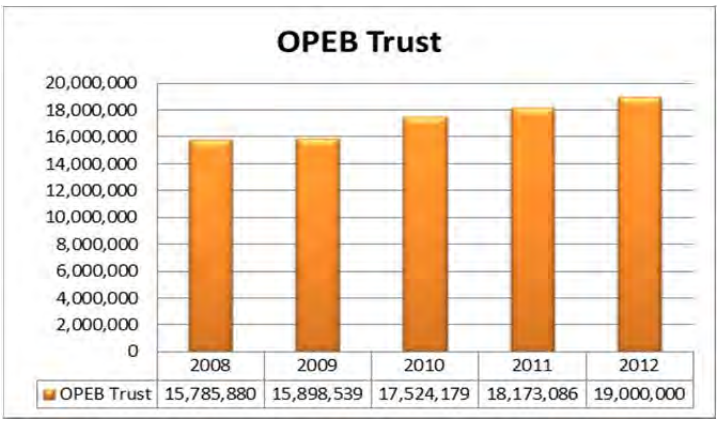
Health Insurance Reserve

The Health Insurance Fund had a significant reserve balance that was accrued in anticipation of the issuance of a policy from the Government Accounting Standards Board (GASB). GASB has issued statements 43 and 54 relating to accounting standards for post employment benefits, which required the establishment of a liability for actuarially determined costs of retiree health benefits. On October 1, 2006, a trust fund was created using $16,000,000 from the Health Insurance Fund reserves to provide for post employment benefits (see below). The Town is well ahead of other government agencies in the funding of this liability due to the reserves that had been accumulated in this fund. The balance of the reserve in the Health Fund at the end FY11 is $2,683,896. These reserves guard against any deficiencies in the Town's self insurance health fund for current employees' insurance expenditures.



OPEB (Other Post Employment Benefits) Trust

As mentioned in the above section, an OPEB trust was established to fund the liability for post employment benefits. The OPEB trust funds are overseen by the Town's Investment Advisory Committee. The net asset balance in this trust is $18,173,086 as of September 30, 2011. The actuarially determined transfer from the General Fund for the OPEB liability for FY13 is $1,769,000.



Contingency Reserves

Contingency reserves were established for the General Fund, Capital Fund, Equipment Replacement Fund, Recreation Enterprise Fund, Risk Insurance Fund and Health Insurance Fund to provide for unanticipated unbudgeted expenditures of a nonrecurring nature. The amount of the General Fund Contingency has been funded at 1.5% of the FY13 budget. The Capital Fund Contingency is appropriated at 10% of the capital budget, while the Equipment Replacement Fund, Risk, and Health Contingency Reserves are appropriated at $500,000 each. The Recreation Enterprise Fund Contingency is funded at 5% of the operating expenses. All of the contingency reserves are annually appropriated in the budget process from the net asset reserves of each of the funds. In most years a small amount from the contingency is allocated through an affirmative vote of the Town Council.

Reserve Status

The table below identifies the contingency balances appropriated in the FY12 and the FY13 budgets:

Contingency Reserves
FY2012 and FY2013

Fund	FY2012 Budget	FY2013 Budget
General Fund	$807,397	$843,000
Capital Fund	$181,000	$201,000
Equipment Replacement Fund	$500,000	$500,000
Risk Fund	$500,000	$500,000
Health Fund	$500,000	$500,000
Recreation Enterprise Fund	$155,000	$235,600

Undesignated Fund Balance / Retained Earnings Summary

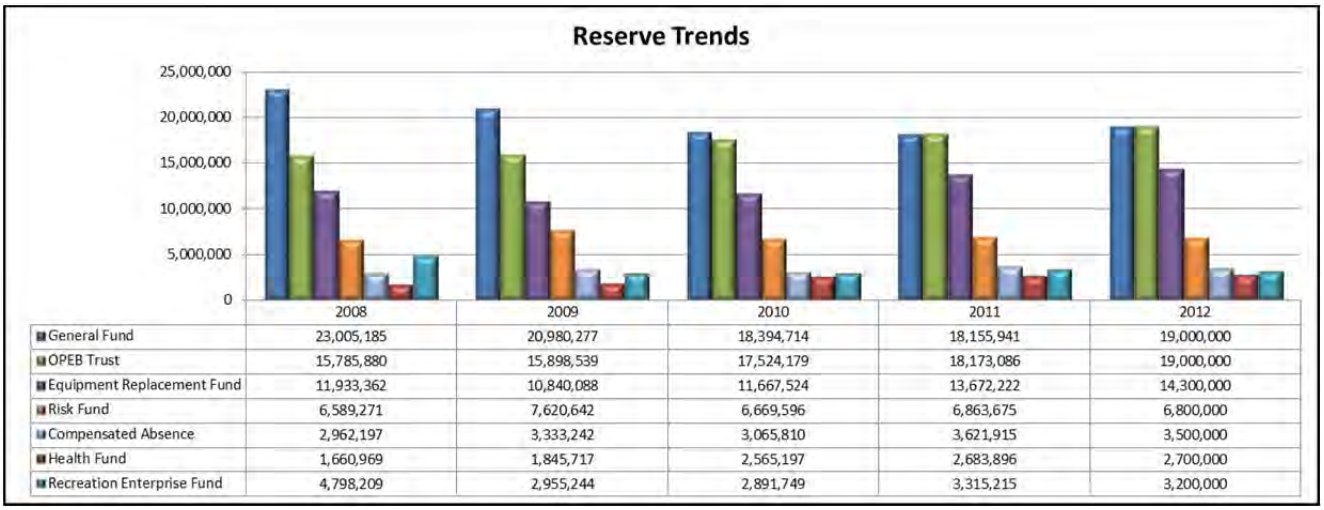
All reserves are at or over the policy established minimum. The financial strength of the Town can be measured by the health of its reserves. The rating agencies look closely at the fund balance levels and the financial policies in place when rating a municipality. In 2010, the rating agencies reviewed the Town's credit ratings in preparation for the issuance of the 2010 Bonds. They cited the Town's healthy reserves, solid fiscal policies, and conservative management practices as some of the reasons for our exceptional bond ratings. Moody's Investors Service gave the Town an Aa1 for the 2010 Revenue Bonds and confirmed the Town's Aaa issuer credit rating. Standard and Poor's issued a AA+ credit rating on the 2010 Revenue bonds confirmed the Town's issuer credit rating of AAA. These Revenue Bond ratings and issuer credit ratings are the highest ratings these two services issue and represent the highest quality investment grade debt.

The table and the chart on the following page summarizes the trend of the unassigned fund balance, net asset balances, compensated absence, and replacement reserve balances for FY08 through estimated FY12.

Reserve Status

Reserve Balances
Fiscal Years 2008 – Estimated 2012

Fund	2008	2009	2010	2011	2012 Est.
General Fund	23,005,185	20,980,277	18,394,714	18,155,941	19,000,000
Compensated Absence (GF)	2,962,197	3,333,242	3,065,810	3,621,915	3,500,000
Equipment Replacement Fund	11,933,362	10,840,088	11,667,524	13,672,222	14,300,000
Recreation Enterprise Fund	2,035,289	1,050,115	294,764	413,966	73,385
Recreation ERF	321,863	351,468	426,749	458,002	475,000
Dock Replacement	1,772,062	196,718	2,084,181	2,240,125	2,396,125
Par 3 M&I Reserve	223,753	0	50,872	108,722	161,772
Tennis M&I reserve	0	0	8,446	16,418	23,718
Health Fund	1,660,969	1,845,717	2,565,197	2,683,896	2,700,000
Risk Fund	6,589,271	7,620,642	6,669,596	6,863,675	6,800,000
Health - OPEB Trust	15,785,880	15,898,539	17,524,179	18,173,086	19,000,000
Pension Fund	167,937,995	163,129,393	174,544,804	170,564,741	180,000,000
Total	234,227,826	225,246,199	237,296,836	236,972,759	248,430,000



Town of Palm Beach

Capital Expenditures

Capital Expenditures

Per Town of Palm Beach policy, capital expenditures for tangible property are defined as having a useful life of more than one year and meeting the following threshold values:
1) Infrastructure - $50,000
2) Machinery, Equipment (other than computers), Vehicles and Office Furniture - $2,500
3) Computers - $1,500
A summary of FY13 budgeted capital expenditures can be found on the following page.

Infrastructure

Infrastructure construction valued at $50,000 and greater is budgeted for in the Capital Improvement Fund. Construction Projects for Beach Restoration are budgeted for in the Comprehensive Coastal Management Fund. Construction Projects for Town buildings are budgeted for in the Town Facilities Fund. Minor construction valued at less than $50,000 is budgeted for in the General Fund ($92,000).

Tangible / Intangible Property

Purchases for new tangible/intangible property are budgeted in the General Fund ($21,045) and purchases for replacement tangible/intangible property are budgeted in the Equipment Replacement Fund (ERF)($1,158,703). The ERF was created on October 1, 2001 and was initially funded with Undesignated General Fund Balance to cover the accumulated depreciation through September 30, 2001 based on the initial purchase price of the property. On September 30, 2006, additional Undesignated General Fund Balance was transferred to the ERF to bring the funding to accumulated depreciation on the replacement value of the property. On an annual basis, depreciation is budgeted within the general fund departmental program budgets ($1,970,969) and transferred to the ERF.

Recreation Enterprise Fund

The Recreation Enterprise Fund budgets for Recreation infrastructure (Par 3 Clubhouse $2,250,000), depreciation ($515,000) and tangible property ($32,000).

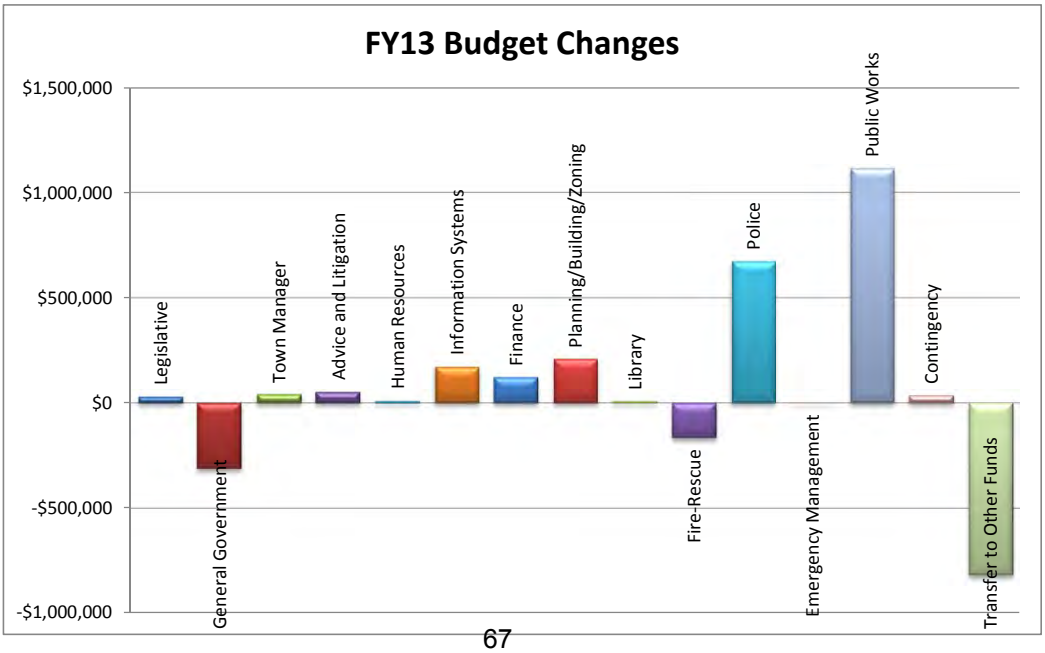
Capital Expenditures

FY2013 Town-wide Capital Expenditures

Department/ Description	General Fund	Equipment Replacement Fund	Capital Funds	Recreation Fund	Total
Information Systems	***$325,902***	***$342,500***	***$0***	***$0***	***$668,402***
Annual Depreciation	315,902	0	0	0	315,902
Major Computer Equip (>$1,500)	10,000	342,500	0	0	352,500
Human Resources	***677***	***0***	***0***	***0***	***677***
Annual Depreciation	677	0	0	0	677
Finance	***3,034***	***0***	***0***	***0***	***3,034***
Annual Depreciation	3,034	0	0	0	3,034
Planning/Zoning/Building	***21,573***	***30,000***	***0***	***0***	***51,573***
Annual Depreciation	21,573	0	0	0	21,573
Digital Microfiche/Scanner/Comp		15,000			15,000
Automobile	0	15,000	0	0	15,000
Fire-Rescue	***593,043***	***6,000***	***0***	***0***	***599,043***
Annual Depreciation	593,043	0	0	0	593,043
All Terrain Vehicle	0	6,000	0	0	6,000
Police	***428,271***	***450,203***	***0***	***0***	***878,474***
Annual Depreciation	428,271	0	0	0	428,271
(3) Pursuit Vehicles	0	115,000	0	0	115,000
Vehicle Audio Video System	0	90,000	0	0	90,000
(2) Police Motorcycles	0	34,900	0	0	34,900
(2) Boat Engines	0	28,433	0	0	28,433
Administrative Police Vehicle	0	17,280	0	0	17,280
Alarm Receiver	0	17,000	0	0	17,000
Body Recorder/Transmitter/Receiver	0	11,000	0	0	11,000
(3) Parking Enforcement Vehicles	0	57,000	0	0	57,000
Auto Vu License Plate Recognition System	0	79,590	0	0	79,590
Public Works	***711,514***	***330,000***	***39,643,246***	***0***	***40,684,760***
Annual Depreciation	608,469	0	0	0	608,469
20 cy Garbage Packer	0	195,000	0	0	195,000
Utility Truck	0	32,000	0	0	32,000
Pick-up Truck	0	18,000	0	0	18,000
RovverX Sewer Camera System	0	85,000	0	0	85,000
Transmission Flush Machine	4,000	0	0	0	4,000
Video Detection System	7,045	0	0	0	7,045
Storm Sewer Rehabilitation	50,000	0	0	0	50,000
Sanitary Sewer Rehabilitation	42,000	0	0	0	42,000
Pay-as-you-go Projects	0	0	6,916,500	0	6,916,500
Coastal Projects	0	0	6,932,000	0	6,932,000
Worth Avenue Assessment District	0	0	996,836	0	996,836
2010A Accelerated Projects	0	0	24,797,910	0	24,797,910
Recreation Department	***0***	***0***	***0***	***2,797,000***	***2,797,000***
Annual Depreciation	0	0	0	515,000	515,000
Golf Course Equipment	0	0	0	32,000	32,000
Par 3 Clubhouse	0	0	0	2,250,000	2,250,000
Total Capital Expenditures	***$2,084,014***	***$1,158,703***	***$39,643,246***	***$2,797,000***	***$45,682,963***

Town of Palm Beach, Florida
General Fund Revenues and Expenditures
Budget Comparison
Fiscal Years 2012 - 2013

	Budget FY2012	Proposed Budget FY2013	FY12 vs. FY13 $ Difference	FY12 vs. FY13 % Change
Revenues				
Ad Valorem Taxes	$35,999,200	$36,865,400	$866,200	2.4%
Non Ad Valorem Taxes	7,642,000	7,477,500	-$164,500	-2.2%
Licenses & Permits	5,734,800	6,264,300	$529,500	9.2%
Intergovernmental	1,052,000	1,020,450	-$31,550	-3.0%
Charges for Services	3,670,736	3,652,116	-$18,620	-0.5%
Fines and Forfeitures	843,000	1,299,000	$456,000	54.1%
Investment Earnings	1,110,000	900,500	-$209,500	-18.9%
Miscellaneous Revenues	250,100	189,981	-$60,119	-24.0%
Interfund Transfers	800,000	885,000	$85,000	10.6%
Transfer from CIP	0	0	$0	100.0%
Transfer From Fund Balance	1,433,600	1,157,033	-$276,567	-19.3%
Total Revenues	**$58,535,436**	**$59,711,280**	**$1,175,844**	**2.0%**
Expenditures				
Department				
Legislative	$65,800	$95,600	$29,800	45.3%
General Government	756,297	445,153	-$311,144	-41.1%
Town Manager	699,496	741,371	$41,875	6.0%
Advice and Litigation	415,900	468,915	$53,015	12.7%
Human Resources	671,057	679,988	$8,931	1.3%
Information Systems	1,651,100	1,822,385	$171,285	10.4%
Finance	1,760,314	1,882,423	$122,109	6.9%
Planning/Building/Zoning	3,390,209	3,600,142	$209,933	6.2%
Library	280,572	288,989	$8,417	3.0%
Fire-Rescue	10,817,000	10,652,190	-$164,810	-1.5%
Police	12,211,577	12,885,527	$673,950	5.5%
Emergency Management	48,900	47,950	-$950	-1.9%
Public Works	13,215,400	14,330,768	$1,115,368	8.4%
Contingency	807,307	843,000	$35,693	4.4%
Transfer to Other Funds	11,744,507	10,926,879	-$817,628	-7.0%
Total Expenditures	**$58,535,436**	**$59,711,280**	**$1,175,844**	**2.0%**
Revenues Over/(Under) Expenditures	**$0**	**$0**		



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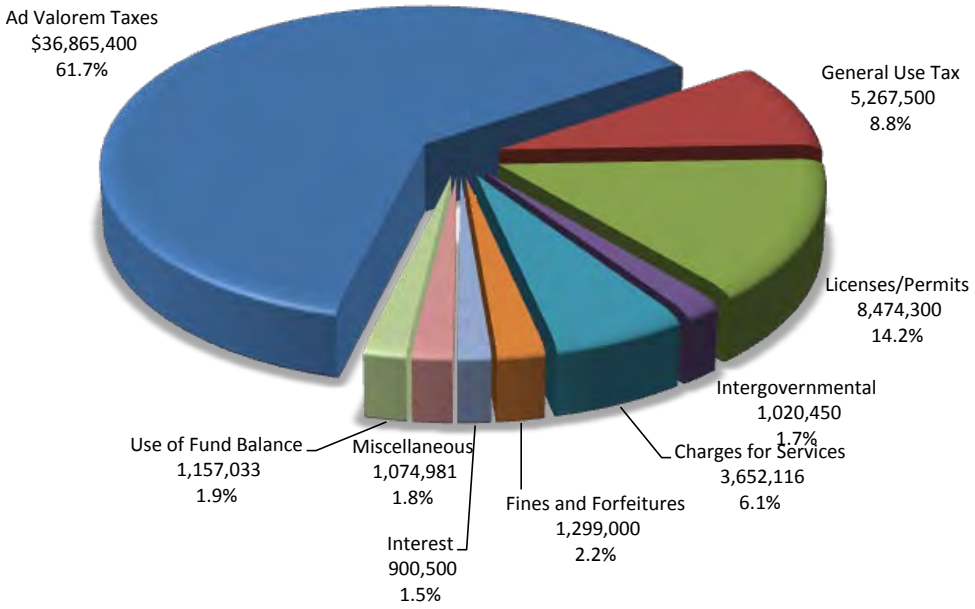
General Fund Revenues

Revenues by Type



Ad Valorem Taxes	$	36,865,400
General Use Tax		5,267,500
Licenses/Permits		8,474,300
Intergovernmental		1,020,450
Charges for Services		3,652,116
Fines and Forfeitures		1,299,000
Interest		900,500
Miscellaneous		1,074,981
Use of Fund Balance		1,157,033
	$	59,711,280

General Fund Revenues

Title	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Variance	% of Total Budget
Ad Valorem Taxes							
Current Ad Valorem Taxes	40,783,538	36,634,834	35,999,100	35,999,100	36,865,400	2.41%	61.74%
Back Taxes	725,033	509	-	-	-	0.00%	0.00%
	41,508,571	36,635,343	35,999,100	35,999,100	36,865,400	2.41%	61.74%
Sales, Use and Fuel Taxes							
1-6 Cents Local Opt Fuel Tax	219,474	205,708	200,000	207,175	210,000	5.00%	0.35%
1-5 Cents Local Opt Fuel Tax	102,195	96,192	100,000	99,651	100,000	0.00%	0.17%
	321,669	301,900	300,000	306,826	310,000	3.33%	0.52%
Utility Services Taxes							
Electricity Utility	2,187,115	2,172,820	2,200,000	2,200,000	2,200,000	0.00%	3.68%
Simplified Telecom Tax	1,172,387	1,178,518	1,125,000	1,200,000	1,200,000	6.67%	2.01%
Water Utility	1,248,114	1,287,923	1,400,000	1,275,000	1,300,000	-7.14%	2.18%
Gas Utility	265,560	248,209	250,000	250,000	250,000	0.00%	0.42%
Propane Utility	6,683	5,186	7,000	10,000	7,500	7.14%	0.01%
	4,879,859	4,892,656	4,982,000	4,935,000	4,957,500	-0.49%	8.30%
Business Tax Receipts							
Business Tax Receipts	689,352	669,901	720,000	650,000	600,000	-16.67%	1.00%
Business Tax Receipt Penalties	26,666	24,472	25,000	25,000	25,000	0.00%	0.04%
	716,018	694,373	745,000	675,000	625,000	-16.11%	1.05%
Building Permits							
Building	2,677,534	3,650,107	3,500,000	3,700,000	3,800,000	8.57%	6.36%
Radon Gas	22	8	100	-	100	0.00%	0.00%
Electrical	295,390	403,138	250,000	350,000	275,000	10.00%	0.46%
Plumbing	166,873	234,801	150,000	200,000	175,000	16.67%	0.29%
Permit Processing	-	11,329	-	30,514	15,000	100.00%	0.03%
Permit Penalty	-	34,608	10,000	10,000	10,000	0.00%	0.02%
Except/Var. App.	121,200	206,689	120,000	175,000	150,000	25.00%	0.25%
Consultants Fees	18,711	24,960	15,000	25,000	20,000	33.33%	0.03%
Special Plan Review Fee	262,800	329,005	240,000	300,000	275,000	14.58%	0.46%
Reinspection Fees	2,775	3,975	5,000	5,000	5,000	0.00%	0.01%
Special Detail - PZB	2,550	860	-	5,000	5,000	100.00%	0.01%
Abandonments	(1)	-	1,000	-	1,000	0.00%	0.00%
Architectural Fees	99,020	112,478	105,000	110,000	110,000	4.76%	0.18%
Landmarks Submittal	18,470	20,600	15,000	15,000	15,000	0.00%	0.03%
Tax Abatement Program	-	-	1,200	-	1,200	0.00%	0.00%
Mechanical Permits	241,859	366,844	200,000	250,000	250,000	25.00%	0.42%
Contractor Registration Fee	10,800	11,895	10,000	10,000	10,000	0.00%	0.02%
Landscape Permit	135	-	50,000	10,000	50,000	0.00%	0.08%
Miscellaneous Permit Fees	-	3,438	-	-	-	0.00%	0.00%
Building Permit Search Fee	14,675	16,525	15,000	15,000	15,000	0.00%	0.03%
Dune Vegetation Fee	1,400	1,550	2,000	1,000	1,000	-50.00%	0.00%
Permit Revision Fee	-	102,700	120,000	150,000	150,000	25.00%	0.25%
	3,934,213	5,535,510	4,809,300	5,361,514	5,333,300	10.90%	8.93%
Franchise Fees							
Electricity Franchise	2,009,808	2,060,500	2,200,000	2,000,000	2,050,000	-6.82%	3.43%
Gas Franchise	159,993	144,219	160,000	160,000	160,000	0.00%	0.27%
	2,169,801	2,204,719	2,360,000	2,160,000	2,210,000	-6.36%	3.70%
Other Licenses, Fees and Permits							
Right Of Way Permits	111,427	129,272	100,000	129,895	200,000	100.00%	0.33%
Gainesville Plan	5,190	5,280	10,000	10,000	10,000	0.00%	0.02%
Arlington Plan	10,385	11,235	20,000	20,000	20,000	0.00%	0.03%
Taxi Permits	-	-	-	3,500	3,500	100.00%	0.01%
Flood Plain Management Permit Fee	-	6,375	50,000	7,500	10,000	-80.00%	0.02%
Newsrack Enclosure Admin Fee	323	500	500	500	500	0.00%	0.00%
Charitable Solicitations Fee	41,140	53,590	56,000	55,000	55,000	-1.79%	0.09%
Charitable Solicit. Adv. Fee	-	460	-	-	-	0.00%	0.00%
Char Solit Late Filing Fee	200	6,785	7,000	7,000	7,000	0.00%	0.01%
	168,665	213,497	243,500	233,395	306,000	25.67%	0.51%
Federal Grants							
Bullet Proof Vests Grant	2,527	13,239	4,000	4,000	3,850	-3.75%	0.01%
Fdle Justice Assistance Grant	1,596	1,426	1,500	1,500	-	-100.00%	0.00%
Fema Grant - Fire-Rescue	-	206,150	-	-	-	0.00%	0.00%
	4,123	220,815	5,500	5,500	3,850	-30.00%	0.01%

General Fund Revenues

Title	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Variance	% of Total Budget
State Shared Revenues							
State Revenue Sharing	250,051	272,936	250,000	250,418	250,000	0.00%	0.42%
Alcoholic Beverage Lic	20,609	20,564	20,000	20,000	20,600	3.00%	0.03%
Local Govt. Sales Tax	603,022	611,700	590,000	566,460	580,000	-1.69%	0.97%
Fire Supplemental Compensation	35,359	34,026	30,000	30,000	33,000	10.00%	0.06%
911 Equip Reimbursement	70,297	116,842	106,000	106,000	100,000	-5.66%	0.17%
Seized Tag	1,217	2,033	2,500	2,500	3,000	20.00%	0.01%
Fuel Tax Refund	9,575	10,667	10,000	10,000	10,000	0.00%	0.02%
	990,130	1,068,768	1,008,500	985,378	996,600	-1.18%	1.67%
Shared Revenues-Other Local Units							
County Occ. Licenses	23,098	19,966	23,000	20,000	20,000	-13.04%	0.03%
$12.50 Citation Monies	23,126	9,570	15,000	-	-	-100.00%	0.00%
	46,224	29,536	38,000	20,000	20,000	-47.37%	0.03%
Public Safety							
Special Assignment Ot - Other	596,334	630,086	650,000	1,000,000	700,000	7.69%	1.17%
Police Id Cards	22,555	21,692	20,000	20,000	20,000	0.00%	0.03%
Burglar Alarm False Alarm Fees	88,870	68,051	90,000	75,000	75,000	-16.67%	0.13%
Burglar Alarm Registration Fee	46,799	46,588	50,000	55,000	55,000	10.00%	0.09%
Burglar Alarm - Penalties	5,439	5,710	7,000	-	-	-100.00%	0.00%
Burglar Alarm - Direct Connect	5,000	5,892	6,000	6,000	6,000	0.00%	0.01%
Valet Parking Permit	1,450	10,200	6,000	8,000	6,000	0.00%	0.01%
Tent Permits	3,115	7,725	8,000	7,000	7,000	-12.50%	0.01%
Special Detail-Fire	43,903	53,681	55,000	50,000	47,000	-14.55%	0.08%
Fire Prev Bonfires	3,300	3,600	3,000	5,000	4,000	33.33%	0.01%
Fire Prev Fire Hydrant	-	825	500	-	500	0.00%	0.00%
Fire Prev Hot Work	15,475	31,481	15,000	30,000	25,000	66.67%	0.04%
Fire Prev Public Assembly	2,505	1,311	2,000	2,000	2,700	35.00%	0.00%
False Fire Alarms	5,750	4,750	10,000	10,000	7,500	-25.00%	0.01%
Fire Prev Fireworks	10,000	9,080	10,000	15,000	12,000	20.00%	0.02%
Bldg. Insp. Fund Fees	54	7,789	100	4,000	4,000	3900.00%	0.01%
Radon Gas	-	6,958	-	4,000	4,000	100.00%	0.01%
Fire Prev Technical Fire Insp	25,413	36,588	40,000	40,000	40,000	0.00%	0.07%
Fire Prev Annual Ins Fee	123,516	116,806	120,000	110,000	117,000	-2.50%	0.20%
Ems Transport Fees	451,417	350,847	450,000	450,000	450,000	0.00%	0.75%
	1,450,895	1,419,660	1,542,600	1,891,000	1,582,700	2.60%	2.65%
Physical Enviornment							
Special Solid Waste	11,245	8,462	15,000	10,000	10,000	-33.33%	0.02%
Solid Waste	814,063	893,395	848,000	925,000	912,037	7.55%	1.53%
Comp. Garbage Collection Fee	225,691	228,815	250,000	225,000	246,529	-1.39%	0.41%
SWA Recycling Revenue	41,105	82,049	60,000	60,000	45,000	-25.00%	0.08%
Beach Cleaning Citizen's Assoc	2,869	-	-	-	-	0.00%	0.00%
Easement Acquisition	-	3,000	-	-	-	0.00%	0.00%
Historic Speciman Tree Fee	3,978	3,315	5,000	5,000	4,000	-20.00%	0.01%
	1,098,951	1,219,036	1,178,000	1,225,000	1,217,566	3.36%	2.04%
Transportation							
Prkg Meter Royal Palm Way Lot	11,082	10,788	18,720	11,000	11,000	-41.24%	0.02%
Prkg Meter Ocean Front	336,986	475,210	522,296	475,000	475,000	-9.06%	0.79%
Prkg Meter Lake Front	54,438	58,376	102,760	20,000	20,000	-80.54%	0.03%
Prkg Meter Phipps Ocean Front	87,483	90,604	100,000	50,000	50,000	-50.00%	0.08%
Prkg Meter Peruvian	92,594	90,016	88,360	90,000	90,000	1.86%	0.15%
Prkg Meter Bradley Place	13,525	10,344	24,000	10,000	10,000	-58.33%	0.02%
Parking Meter Royal Palm Way	34,152	33,281	42,000	25,000	25,000	-40.48%	0.04%
Other Parking Placard Programs	2,165	11,825	10,000	130,000	130,000	1200.00%	0.22%
	632,425	780,444	908,136	811,000	811,000	-10.70%	1.36%
Other Charges for Services							
Bldg/Elec/Plumbing Code Sales	-	-	100	100	100	0.00%	0.00%
Map/Sales Code	-	-	100	100	100	0.00%	0.00%
Certification Copy	1,023	633	500	500	500	0.00%	0.00%
Misc Copies	2,323	6,673	6,000	5,000	5,000	-16.67%	0.01%
Meeting Tapes Sales	250	140	300	150	150	-50.00%	0.00%
Lien Search Fee	19,183	23,909	25,000	25,000	25,000	0.00%	0.04%
Microfiche/Scanned Documents	10,036	10,335	10,000	10,000	10,000	0.00%	0.02%
Data Processing Services	835	938	-	-	-	0.00%	0.00%
	33,650	42,628	42,000	40,850	40,850	-2.74%	0.07%

General Fund Revenues

Title	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Variance	% of Total Budget
Judgments and Fines							
Fines - Other Parking	216,157	326,118	332,000	625,000	625,000	88.25%	1.05%
Fines - Parking Meters	91,965	93,987	110,000	120,000	120,000	9.09%	0.20%
Row Parking Violation Fines	7,850	16,475	20,000	16,000	16,000	-20.00%	0.03%
Moving Violations	38,046	47,970	40,000	40,000	45,000	12.50%	0.08%
Court Order Badger	7,760	-	-	-	-	0.00%	0.00%
Revenue/2nd $ Funding	5,450	6,592	6,000	6,000	6,000	0.00%	0.01%
Boot Fees	17,050	29,750	25,000	30,000	30,000	20.00%	0.05%
Penalty - Other Parking	104,994	133,561	140,000	198,086	190,000	35.71%	0.32%
Penalty - Parking Meters	51,259	49,977	60,000	52,149	55,000	-8.33%	0.09%
	540,531	704,430	733,000	1,087,235	1,087,000	48.29%	1.82%
Violations of Local Ordinances							
Code Compliance Fines	45,742	580,521	100,000	250,000	200,000	100.00%	0.33%
Code Compliance Admin Fee	8,200	12,275	10,000	12,000	12,000	20.00%	0.02%
	53,942	592,796	110,000	262,000	212,000	92.73%	0.36%
Interest and Other Earnings							
Interest - Checking	26,754	15,537	25,000	-	-	-100.00%	0.00%
Fmivt Interest	1,034,497	360,474	1,000,000	500,000	750,000	-25.00%	1.26%
Fmivt Interest - Ecr	-	-	-	-	-	0.00%	0.00%
PFM/TD Bank Interest Income	24,203	33,055	25,000	100,000	100,000	300.00%	0.17%
PFM/TD Bank Interest Income ECR	649	140	-	-	500	100.00%	0.00%
Investment Earnings/Ad Valorem	82,873	86,443	60,000	50,000	50,000	-16.67%	0.08%
Evergreen MM Interest	12	-	-	-	-	0.00%	0.00%
Evergreen MM Interest ECR	10	-	-	-	-	0.00%	0.00%
Treasury Interest	-	-	-	-	-	0.00%	0.00%
	1,168,998	495,649	1,110,000	650,000	900,500	-18.87%	1.51%
Rents and Royalties							
Room Rental Dep - South Fire	25	200	-	-	-	0.00%	0.00%
Vending Machine Commissions	237	199	500	500	500	0.00%	0.00%
Rooftop Lease	102,439	87,803	92,700	92,000	95,481	3.00%	0.16%
	102,701	88,202	93,200	92,500	95,981	2.98%	0.16%
Disposition of Fixed Assets							
Surplus Furn & Equipment	256	5,875	-	1,500	-	0.00%	0.00%
Sale of Land	1,046,900	-	-	-	-	0.00%	0.00%
	1,047,156	5,875	-	1,500	-	0.00%	0.00%
Other Miscellaneous Revenues							
Medical Care Guide	-	-	-	-	-	0.00%	0.00%
Insurance Proceeds	24,421	-	-	-	-	0.00%	0.00%
Kreusler Park Admin	37,381	55,017	-	(3,700)	-	0.00%	0.00%
State Highway Lighting Maint	71,243	71,243	70,000	70,000	70,000	0.00%	0.12%
Rebate For Town Towing	1,646	1,989	2,000	2,000	2,000	0.00%	0.00%
Control Pay Advance Revenue Share	1,911	1,790	2,000	2,000	2,000	0.00%	0.00%
Miscellaneous Revenue	52,387	541,570	20,000	15,000	20,000	0.00%	0.03%
	188,989	671,609	94,000	85,300	94,000	0.00%	0.16%
Interfund Transfer							
Use Of Fund Balance	-	-	2,803,168	1,433,600	1,157,033	-58.72%	1.94%
Transfer From CIP	-	1,400,000	-	-	-	0.00%	0.00%
Interfd Transfer-Marina	525,000	614,000	800,000	800,000	885,000	10.63%	1.48%
Interfd Transfer - Golf	25,000	25,000	-	-	-	0.00%	0.00%
	550,000	2,039,000	3,603,168	2,233,600	2,042,033	-43.33%	3.42%
	61,607,511	59,856,446	59,905,004	59,061,698	59,711,280	-0.32%	100.00%

MAJOR REVENUE SOURCES

PROPERTY TAX

General Description

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

Property Assessment Procedure

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

Exemptions

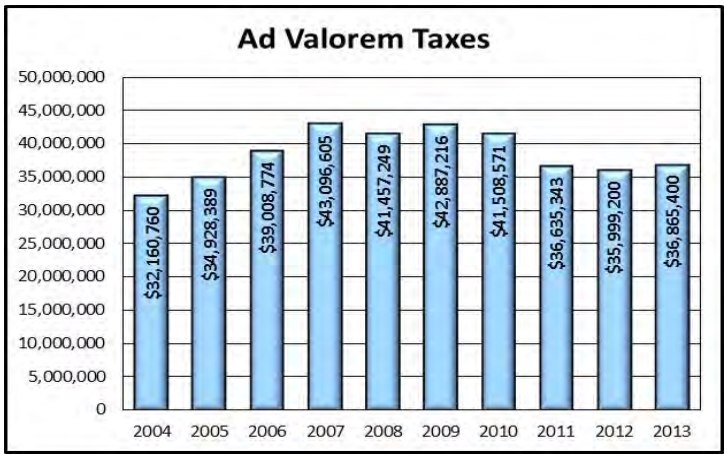
Every person who has the legal title or beneficial title in equity to real property in the State of Florida and who resides thereon and in good faith makes the same his or her permanent residence or the permanent residence of others legally or naturally dependent upon such person is entitled to an exemption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

Levy of Ad Valorem Taxes

The Town is required to establish a budget for each fiscal year. The Town is required to compute a proposed millage rate necessary to fund the tentative budget other than the portion of the budget to be funded from sources other than ad valorem taxes. After a procedure involving notice, hearings and public comment, the tentative budget and millage rate become final when approved by the Town Council. This procedure creates the tax roll which is then turned over to the Tax Collector on or about the first Monday in October.

Tax Collection Procedure

Upon receipt of the certified tax roll, the Tax Collector is required to mail to each taxpayer appearing on the assessment roll a tax notice stating, among other things, the amount of current taxes, including any ad valorem taxes due from the taxpayer. In general, each taxpayer is required to pay all taxes shown in the tax notice without preference in payment of any particular increment of the tax bill.



The Statutes relating to the enforcement of county ad valorem taxes (and thus municipal property taxes) provide that such taxes become due and payable on November 1 of the year in which assessed or as soon thereafter as the certified tax roll is received by the Tax Collector. If paid during November or the following three (3) months, the taxpayer is granted a discount which is equal to four percent (4%) in November and which decreases pro rata monthly to one percent (1%) in February. All taxes become delinquent on April 1 following the year in which they are assessed or immediately after sixty (60) days have expired from the mailing of the original tax notice, whichever is later, and the tax collector is required to collect taxes prior to the date of delinquency and to institute statutory procedures upon delinquency to collect assessed taxes. Delay in the mailing of tax notices to taxpayers results in a delay throughout the process.

Property Tax Reform

The State of Florida adopted property tax reform measures during FY07. This tax reform legislation required counties and municipalities to roll back their millage rates for FY06-07 funding levels and then reduce that amount by a percentage of 0, 3, 5, 7, or 9 based upon a formula that analyzes their taxing performance over the past five years. The Town's assigned percentage was 5% due to reductions in the millage rate that had been adopted since FY02.

For the FY13 budget, millage rate increases are limited to the rolled back rate (the rate that produces the same taxes as the prior year, exclusive of taxes from new construction) plus

growth in personal income. Local governments are allowed to override the cap by extraordinary vote, either a 2/3 vote of the Council for up to a 10% increase over the rolled back rate, or a unanimous vote of the Council for an increase in excess of 10%. For FY13 the Town adopted the same millage rate as FY12, FY11, FY10 and FY09 which resulted in an increase in taxes due to an 2.69% increase in taxable value.

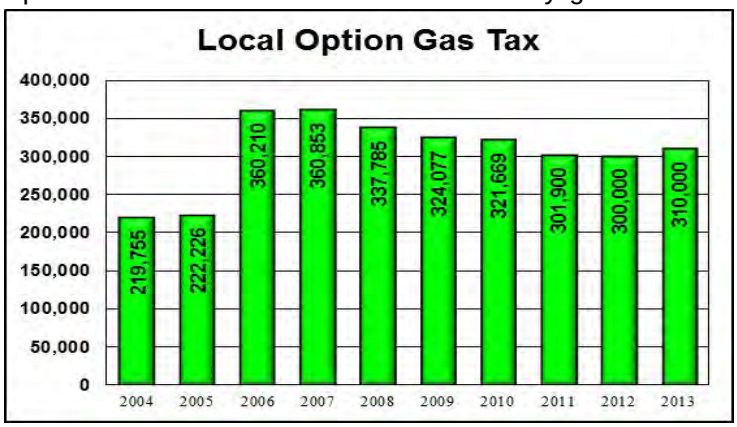
The chart below identifies the FY13 TRIM options available to the Town.

FY2013 TRIM Options	Millage	Tax Revenue
Rollback Millage Rate	3.1791	$36,047,790
Majority Maximum Millage Rate	3.9232	$44,485,134
2/3 Vote Maximum Millage Rate	4.3155	$48,933,421
Town Proposed Millage Rate	3.2512	$36,865,331

Shared Revenue

Local Option Gas Tax

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



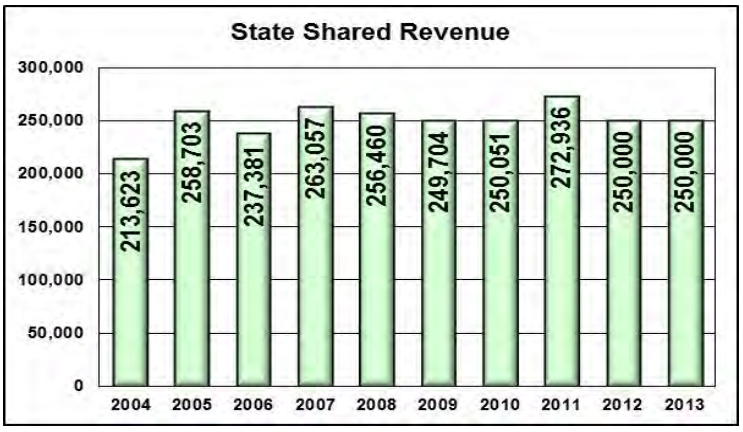
The Town participates in two separate and distinct inter-local agreements relative to Local Option Gas Tax as follows:

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

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

The Local Option Gas Tax budget for FY13 is based upon estimates provided by the State of Florida.

State Shared Revenue



Sharing of certain state revenues with cities and counties began in Florida at least as early as 1931. Financial rescue of the counties from their overwhelming road debts from the 1920's came principally through sharing of the state's motor fuel tax. Little sharing with cities occurred until the state cigarette tax collections were made available to them in 1949. The Florida Revenue Sharing Act of 1972 was a major attempt by the legislature to ensure an equitable distribution at a minimum level of revenue across counties and municipalities.

The current structure of the revenue sharing program has three revenue sources for municipalities: Cigarette tax, one-cent municipal gas tax and the state alternative fuel decal users fee. There are several criteria a local government must meet in order to qualify to receive funds. For governments eligible in 1972: Levy ad valorem taxes (excluding debt service and other special millage) that will produce the equivalent of three mills per dollar of assessed valuation on the 1973 property tax base, or collect an equivalent amount of revenue from an occupational license tax, or a utility tax (or both) in combination with the ad valorem tax. Other requirements include annual post audits of financial accounts, certification of compliance with TRIM.

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

Revenues have remained flat for the past few years. The budget for FY13 is based upon estimates provided by the State of Florida.

Half Cent Sales Tax

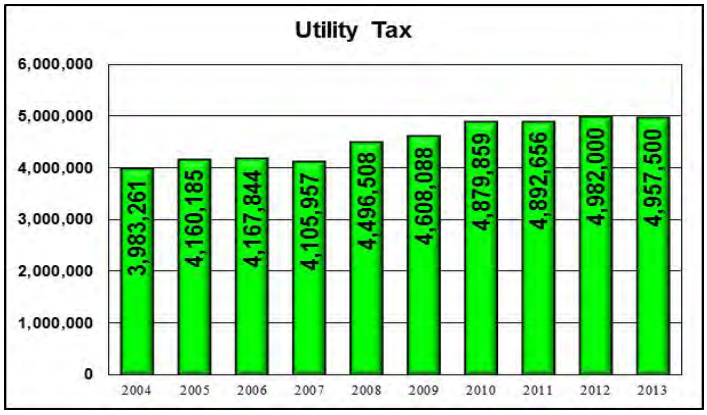
In 1982, the State authorized the Local Government Half Cent Sales Tax Program. The program includes three distributions of state sales tax revenue collected. The ordinary distribution to eligible county and municipal governments is possible due to the transfer of 8.814 percent of net sales tax proceeds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

emergency and supplemental distributions are possible due to the transfer of .095% of net sales tax proceeds to the Trust Fund. The emergency and supplemental distributions are available to select counties that meet certain fiscal-related eligibility requirements.

Like the sales tax itself, the proceeds from the sales tax distributed to local governments are subject to cyclical variations based on the level of economic activity within the particular month. In 1987, the State expanded the base upon which the sales tax is levied by including several services formerly exempted. Effective February 1, 1988, the sales tax on goods was increased to 6%. The current rate in affect for Palm Beach County is 6.5%. The State provides estimates for budgeting purposes.

SHARED REVENUE COLLECTIONS				
Fiscal Year	**Local Option Gas Tax**	**State Shared Revenue**	**Half Cent Sales Tax**	**Total**
2013 (Budgeted)	310,000	250,000	580,000	**1,140,000**
2012 (Anticipated)	306,826	250,418	566,460	**1,123,704**
2011	301,900	272,936	611,700	**1,186,536**
2010	321,669	250,051	603,022	**1,174,742**
2009	324,077	249,704	602,980	**1,176,761**
2008	337,785	256,460	675,694	**1,269,939**
2007	360,853	263,057	726,402	**1,350,312**
2006	360,210	237,381	832,433	**1,430,024**
2005	222,226	258,703	747,380	**1,228,309**
2004	219,755	213,623	721,084	**1,154,462**

UTILITY TAX



Pursuant to F.S.166.231, the Town levies a utility tax, or public service tax on the purchase of electricity, metered or bottled gas and water service. The Town levies this tax at the state allowed maximum of 10% for all services.

In FY01, the Florida Legislature adopted the Communications Tax Simplification law that went into effect on October 1, 2001. This legislation combined the Telecommunications utility tax as well as the Telecommunications franchise fee and cable franchise fee into one tax rate on a broad base of services. The Town adopted Resolutions 42-01 and 43-01 which set the tax rates for this tax. The rate is 5.1% plus .12% (additional rate for not charging separate permit fees) totaling 5.22%.

Collections from these taxes vary depending on utility usage. The water and electricity utility tax depends to a great extent on weather conditions. Fluctuations may be experienced from these revenue sources which are beyond the ability of the Town to predict or control. The budget for utility tax is based on historical trends. Recent revenue trends have been positive. Electricity, gas and water utility taxes have exceeded budget expectations.

Utility Tax						
Fiscal Year	**Electricity**	**Communications Services Tax**	**Water**	**Gas**	**Propane**	**Total**
2013 (Budgeted)	2,200,000	1,200,000	1,300,000	250,000	7,500	**4,957,500**
2012 (Anticipated)	2,200,000	1,200,000	1,275,000	250,000	10,000	**4,935,000**
2011	2,172,820	1,178,518	1,287,923	248,209	5,186	**4,892,656**
2010	2,187,115	1,172,387	1,248,114	265,560	6,683	**4,879,859**
2009	2,049,223	1,206,636	1,098,824	243,777	9,628	**4,608,088**
2008	2,060,247	1,475,646	730,479	222,781	7,355	**4,496,508**
2007	2,039,667	1,090,969	733,994	245,057	(3,731)	**4,105,956**
2006	2,035,294	1,111,351	756,825	249,735	14,639	**4,167,844**
2005	1,976,980	1,120,892	811,967	245,599	4,747	**4,160,185**
2004	1,917,830	1,213,252	648,605	198,849	4,725	**3,983,261**

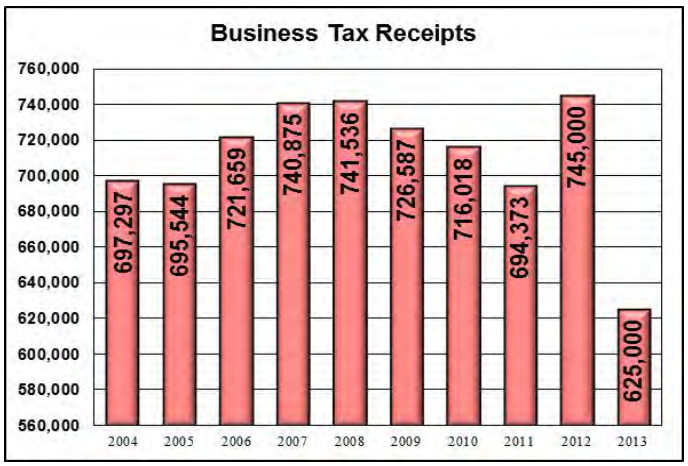
FRANCHISE FEES

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

As mentioned under the Utility Tax section, the Communications Tax Simplification Law eliminated the franchise fees for telephone and cable companies and replaces it with a single rate on a broad base of telecommunication and cable services. The trend in franchise fee revenue is shown in the table on the following page.

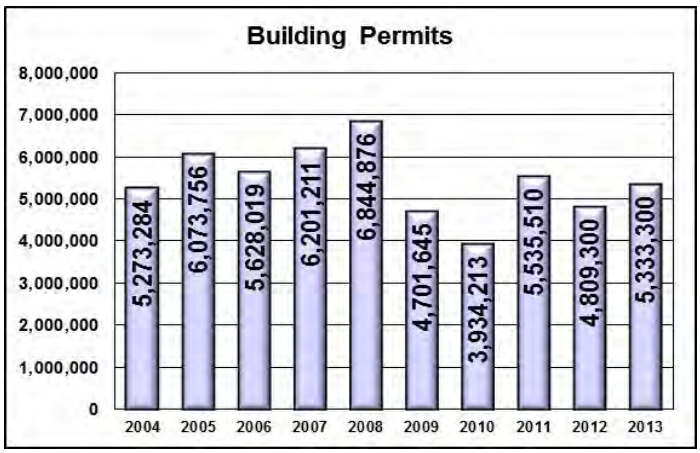
Franchise Fees			
Fiscal Year	**Electricity**	**Gas**	**Total**
Provider	**Florida Power and Light**	**Florida Public Utilities**	
Effective Date	**4/1/11**	**4/13/93**	
Term	**30 years**	**30 years**	
Rate	**5.9%**	**6%**	
2013 (Budget)	2,050,000	160,000	**2,210,000**
2012 (Anticipated)	2,000,000	160,000	**2,160,000**
2011	2,060,500	144,219	**2,204,719**
2010	2,009,808	159,993	**2,169,801**
2009	2,225,166	229,066	**2,454,232**
2008	2,217,498	230,046	**2,447,544**
2007	2,244,536	233,951	**2,478,487**
2006	2,146,494	287,317	**2,433,811**
2005	1,758,406	231,574	**1,989,980**
2004	1,689,108	192,087	**1,881,195**

Business Tax Receipts



Any person engaging in or managing any business, occupation or profession, within the limits of the Town of Palm Beach must have a license and pay a Business Tax. All licenses must be secured at the time the business begins operation and are renewed thereafter each October 1. The fee for each license is based on the business in which the entity is engaged. This revenue source has trended flat. A fee increase was approved for FY12. During 2012, a change in state law was adopted that exempts real estate brokers from the tax. The FY13 revenues reflect a $120,000 decrease due to this change.

Building Permits



Permits must be issued to any individual or business that performs construction work within the corporate limits of the Town of Palm Beach. Permits are issued for building, electrical, plumbing, and mechanical construction. The revenue from building permits fluctuates based upon current economic conditions and major construction projects. In FY08, building permit fees were lowered based upon a cost allocation study that was completed during FY07. From FY02 through FY08, building permit revenue had been exceeding expectations. Current economic conditions have caused a decline in this revenue source. In FY12, revenue from these sources is expected to exceeded budget expectations. This revenue source is budgeted conservatively for FY13 and reflects an improvement in construction activity on the island.

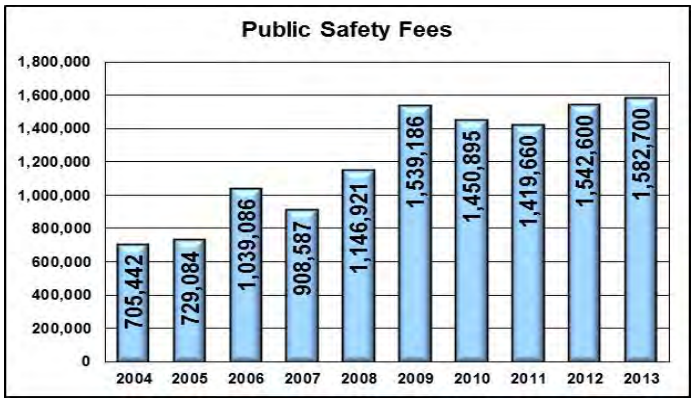
Solid Waste Disposal

Commercial establishments, including apartments, are charged for collection and disposal costs based upon the type of facility being serviced. Town Council, from time to time, will adjust the rate structure to cover anticipated costs. The Solid Waste Authority of Palm Beach County assesses commercial facilities for a portion of their disposal costs while the Town is responsible for the remaining cost.

The Town is the sole provider of garbage service to its residents and all commercial properties. Most commercial properties are serviced five times per week, except restaurants which are serviced seven times per week.

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

Public Safety Fees



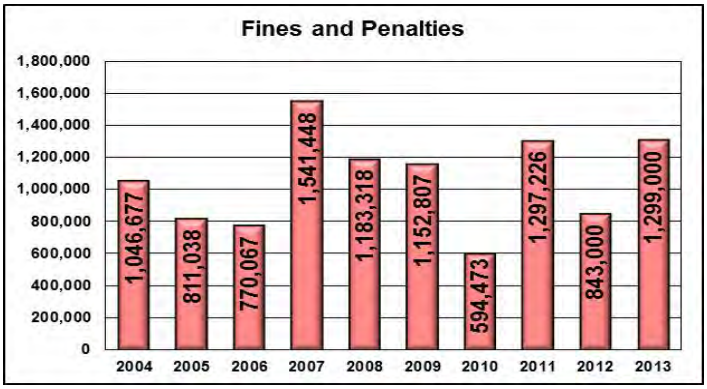
Public Safety Fees include special detail charges for police and fire-rescue services, alarm registration fees and false alarm fees, fire prevention fees and EMS transport fees.

The increase in fees in recent years is due to the implementation of new fees. The Town began charging for fire prevention fees in FY06. In FY08 false alarm charges were increased. In FY09 special detail charges were increased. For FY12, an increase was approved for EMS transport fees. For FY13, a decrease was approved to special detail fees. Special detail pay is no longer part of the final average compensation calculation for employee pensions, so the cost for the Town to provide the service has been reduced. A reduction in the fee from $90 per hour to $70 per hour was approved.

Parking Kiosk Fees

The Town has parking kiosks in various commercial locations in Town. The revenue also includes parking placards that are issued for parking meters on the ocean and on the lake front. The largest source of revenue from meters is from the ocean front meters at Mid-town beach. This revenue amounts to approximately 60% of the total parking meter revenue. The increase in FY08 is due to the increase in parking meter charges from $1 per hour to $2 per hour. Revenues in FY09 declined due to the reduction of revenue during the installation of new parking kiosks. The increase for FY11 is due to the increase in parking meter charges from $2 to $5 per hour at the meters located at Mid-Town Beach and Phipps Ocean Park. The revenue increase in FY12 is due to an increase in permit and parking placard fees.

Fines and Penalties

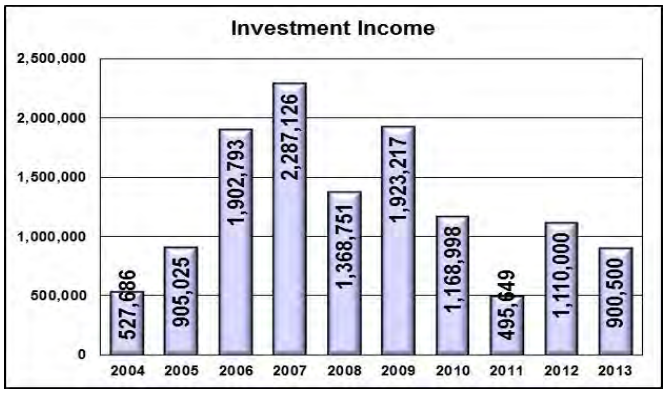


Parking fines and penalties and code enforcement penalties make up a significant portion of this revenue source. Revenues from these sources have increased in recent years due to improved collection efforts. In FY03, a collection agency was hired for parking tickets and revenues

increased due to the collection of old tickets and penalties. In addition to parking and code compliance fines, right of way parking violation fines, and moving violations are included in this category of revenues. The large increase in FY07 is due to increased intensity of code enforcement efforts resulting in increases in fines due to violations of water restrictions and other code violations. In FY08, fees for parking tickets were increased to a minimum of $35. The decline in FY10 is due to lower code enforcement fine collection. The increase in FY13 is due to an increase in parking ticket fines of between $50 and $60.

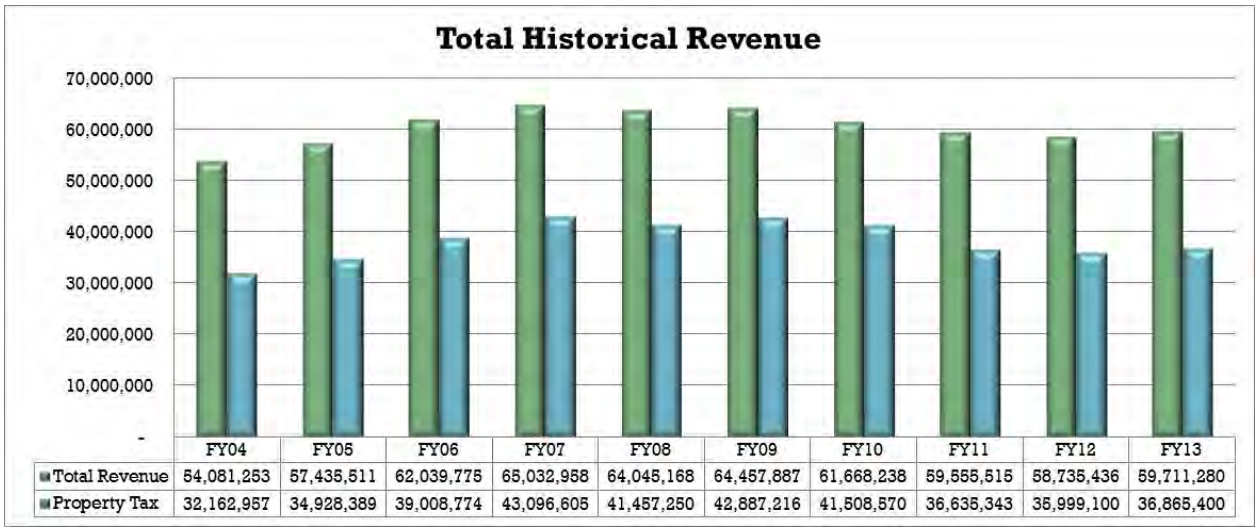
Investment Income

Low interest rates from FY03 through FY05 caused investment income to decline. In FY02 the Town Council approved the formation of an Investment Advisory Committee. This committee was instructed to develop an investment plan for Town surplus reserves. The committee recommended that a portion of the Town's reserves be invested with the Florida League of Cities Investment pools. For FY06 and FY07, higher rates of return resulted in increases in investment income. In 2009 the Investment Advisory Committee recommended hiring PFM asset management to manage a portion of the surplus funds. The current historically low rates have caused the decline in revenues. The FY13 budget was based upon current trends.



General Fund Revenue Trend Summary

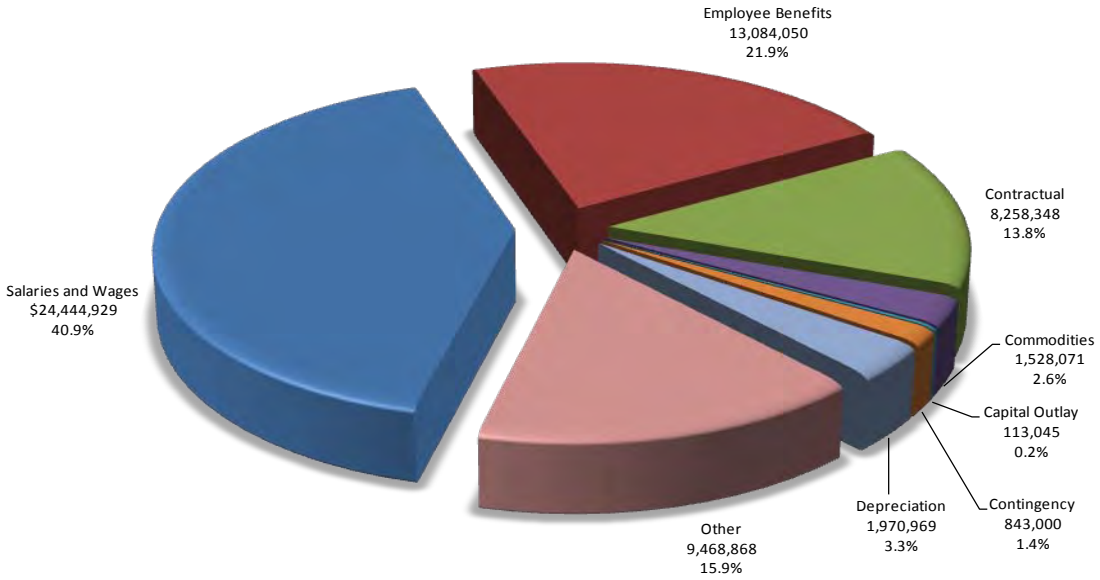
Total General Fund revenues have increased at an average annual rate of 1.2% since FY04. This trend is due to increases in ad valorem revenues, building permit revenues, fine revenue, one time revenues from the sale of Town owned property and FEMA reimbursements in FY04, FY05 and FY06. Declines since FY09, are mainly due to reductions in property taxes due to decreases in the Town's taxable value and reductions in building permit income. The 10 year trend is shown in the chart below. For FY13, revenues increase slightly due to an increase in taxable value and a corresponding increase in property taxes.



	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
Total Revenue	54,081,253	57,435,511	62,039,775	65,032,958	64,045,168	64,457,887	61,668,238	59,555,515	58,735,436	59,711,280
Property Tax	32,162,957	34,928,389	39,008,774	43,096,605	41,457,250	42,887,216	41,508,570	36,635,343	35,999,100	36,865,400

General Fund Expenditures

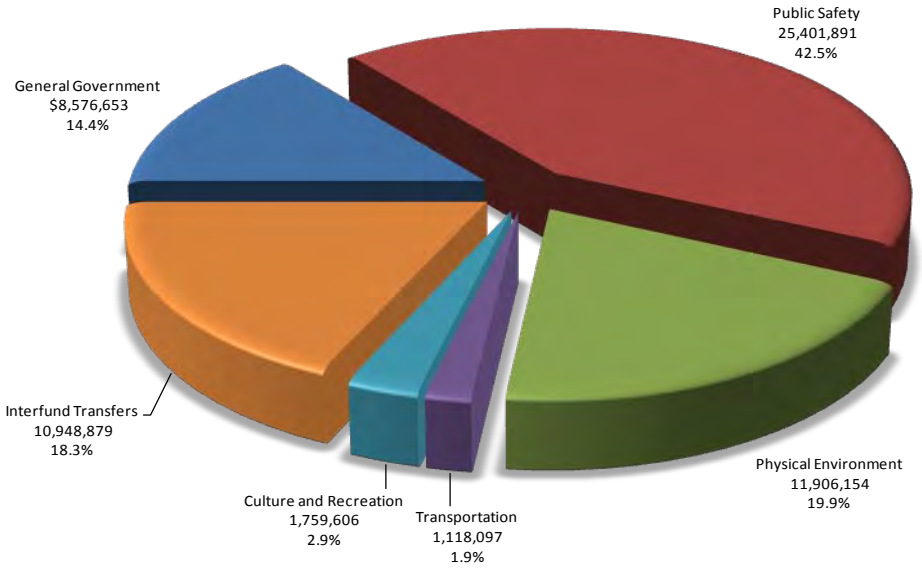
Expenditures by Type



Salaries and Wages	$	24,444,929
Employee Benefits		13,084,050
Contractual		8,258,348
Commodities		1,528,071
Capital Outlay		113,045
Contingency		843,000
Depreciation		1,970,969
Other		9,468,868
	$	59,711,280

General Fund Expenditures

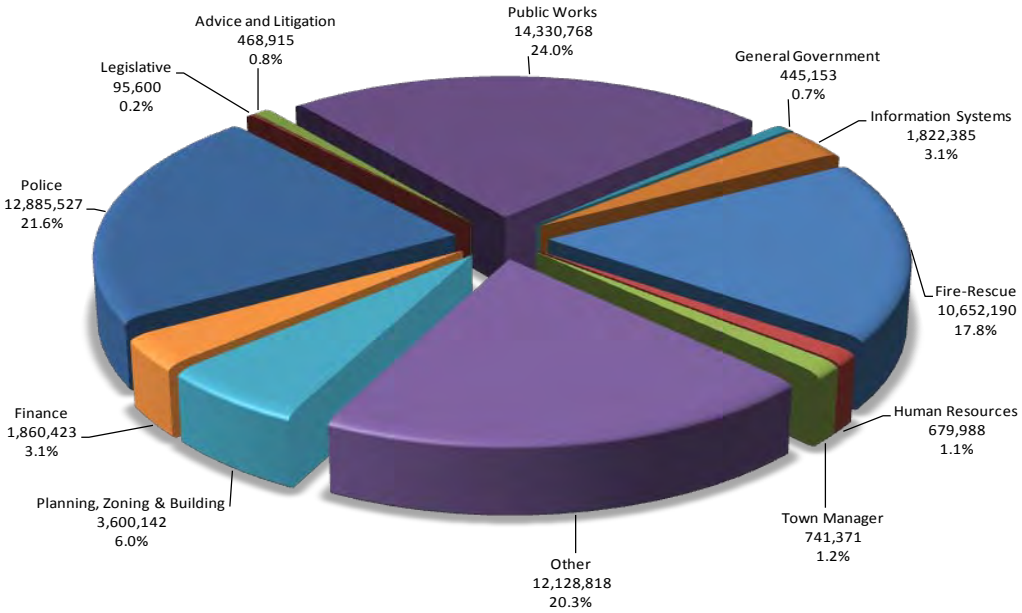
Expenditures by Function



General Government	$	8,576,653
Public Safety		25,401,891
Physical Environment		11,906,154
Transportation		1,118,097
Culture and Recreation		1,759,606
Interfund Transfers		10,948,879
	$	59,711,280

General Fund Expenditures

Expenditures by Department



Legislative	$	95,600
General Government		445,153
Town Manager		741,371
Advice and Litigation		468,915
Information Systems		1,822,385
Human Resources		679,988
Finance		1,860,423
Planning, Zoning & Building		3,600,142
Fire-Rescue		10,652,190
Police		12,885,527
Public Works		14,330,768
Other		12,128,818
	$	59,711,280

General Fund Expenditures

Program		FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change	% of Total GF Budget
LEGISLATIVE	111	62,908	65,800	76,234	64,493	95,600	45.29%	0.16%
GENERAL GOVERNMENT	113	944,983	756,297	795,980	641,349	445,153	-41.14%	0.75%
TOWN MANAGER'S OFFICE	121	720,693	699,496	700,567	695,279	741,371	5.99%	1.24%
ADVICE & LITIGATION	122	453,943	415,900	543,552	690,062	468,915	12.75%	0.79%
INFORMATION SYSTEMS	125	1,684,551	1,651,100	1,680,890	1,680,090	1,822,385	10.37%	3.05%
HUMAN RESOURCES	123	609,673	671,057	680,856	687,807	679,988	1.33%	1.14%
FINANCE								
Records Management	131	263,463	292,012	302,607	300,507	307,897	5.44%	0.52%
Financial Management	141	1,024,534	976,668	977,181	957,898	1,026,427	5.09%	1.72%
Purchasing	144	510,865	491,634	491,681	491,254	526,099	7.01%	0.88%
		1,798,862	1,760,314	1,771,469	1,749,659	1,860,423	5.69%	3.12%
PLANNING/ZONING/BUILDING								
Planning & Zoning	211	598,910	541,770	551,103	526,170	578,842	6.84%	0.97%
Permit Issuance	212	921,960	945,300	1,003,401	986,875	1,040,976	10.12%	1.74%
Inspection/Compliance	213	1,060,550	1,073,500	1,130,140	1,089,300	1,127,890	5.07%	1.89%
Landmarks Preservation	214	175,405	134,200	136,195	133,200	164,100	22.28%	0.27%
Fire Prevention	215	493,745	370,400	370,400	374,345	371,803	0.38%	0.62%
Code Enforcement	216	286,300	325,039	325,039	300,254	316,531	-2.62%	0.53%
		3,536,870	3,390,209	3,516,278	3,410,144	3,600,142	6.19%	6.03%
LIBRARY SERVICES	321	272,400	280,572	280,572	280,572	288,989	3.00%	0.48%
FIRE-RESCUE								
Fire Administration	411	758,177	650,100	650,100	645,500	640,658	-1.45%	1.07%
Operations	417	11,719,697	9,354,910	9,364,808	8,780,075	9,184,669	-1.82%	15.38%
Training	418	304,623	249,200	280,148	279,848	263,737	5.83%	0.44%
Beach Rescue	432	717,703	562,700	562,700	508,600	563,126	0.08%	0.94%
		13,500,200	10,816,910	10,857,756	10,214,023	10,652,190	-1.52%	17.84%
POLICE								
Administrative Management	421	964,778	876,628	881,166	884,256	888,949	1.41%	1.49%
Org Crime/Vice/Narcotics	422	684,500	619,702	624,436	555,556	648,926	4.72%	1.09%
Records Information Systems	423	183,599	137,509	137,859	169,792	189,312	37.67%	0.32%
Training/Per/Pub Enf	424	315,930	286,317	286,317	250,796	291,378	1.77%	0.49%
Communications	425	1,481,727	1,237,031	1,267,269	1,219,304	1,400,743	13.23%	2.35%
Crime Scene/Evidence	426	308,385	243,886	244,347	204,838	227,978	-6.52%	0.38%
Patrol Services	428	8,788,477	7,291,585	7,293,873	7,381,674	7,666,145	5.14%	12.84%
Criminal Investigation	429	1,170,511	967,880	969,062	960,188	978,259	1.07%	1.64%
Parking Control	430	613,259	551,039	552,239	565,271	593,837	7.77%	0.99%
		14,511,166	12,211,577	12,256,568	12,191,675	12,885,527	5.52%	21.58%
PUBLIC WORKS								
Administrative Management	511	868,725	800,285	802,432	802,432	905,013	13.09%	1.52%
Street Repair/Maintenance	521	355,299	363,293	401,574	401,574	374,290	3.03%	0.63%
Traffic Control	523	194,695	215,734	219,297	219,297	227,235	5.33%	0.38%
Streeet Lighting	524	436,019	475,856	491,452	491,452	516,572	8.56%	0.87%
Storm Sewer Maintenance	531	587,846	782,084	805,128	805,128	816,553	4.41%	1.37%
Sanitary Sewer Maintenance	532	1,269,023	1,237,375	1,268,606	1,102,316	1,346,356	8.81%	2.25%
Sanitary Sewer Treatment	533	1,309,330	1,616,466	2,256,866	2,133,766	1,920,100	18.78%	3.22%
Residential Collection	541	833,920	841,640	841,640	841,640	899,831	6.91%	1.51%
Commercial Collection	542	957,690	975,849	987,701	987,701	963,567	-1.26%	1.61%
Refuse Disposal	543	31,365	100,000	100,000	100,000	100,000	0.00%	0.17%
Yard Trash Collection	544	1,723,082	1,581,026	1,657,481	1,657,481	1,680,597	6.30%	2.81%
Recycling	545	303,324	261,350	261,350	261,350	292,788	12.03%	0.49%
Beach Cleaning	546	100,303	93,075	93,075	93,075	106,927	14.88%	0.18%
Parks	551	1,085,729	1,208,264	1,332,504	1,173,393	1,199,590	-0.72%	2.01%
Facilities Maintenance	554	857,622	946,621	1,014,641	1,014,641	988,436	4.42%	1.66%
Parking Meter Maint & Collections	558	162,286	171,657	186,203	186,203	176,261	2.68%	0.30%
General Engineering Services	561	427,960	475,481	504,766	496,766	653,290	37.40%	1.09%
Right of Way Inspections	565	111,194	98,843	98,843	82,960	139,263	40.89%	0.23%
Equip Operations/Maintenance	571	552,358	544,501	550,873	550,873	611,026	12.22%	1.02%
Coastal Management	581	647,194	426,000	701,055	476,055	413,073	-3.03%	0.69%
		12,814,964	13,215,400	14,575,487	13,878,103	14,330,768	8.44%	24.00%
TRANSFER TO OTHER FUNDS								
Cap Impr Program (307/308/310/320)	611	500,000	1,000,000	1,000,000	1,000,000	1,000,000	0.00%	1.67%
Coastal Protection Fund (309)	611	3,090,000	3,960,000	3,960,000	3,960,000	2,787,099	-29.62%	4.67%
Debt Service Fund (205))	612	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	0.00%	5.86%
Group Health Retirees (610)	621	1,533,000	1,493,000	1,493,000	1,493,000	1,769,000	18.49%	2.96%
Risk-W/C,Liab,Prop (501)	622	1,896,226	1,791,507	1,791,507	1,791,507	1,892,780	5.65%	3.17%
Employee Retirement Fund (600)	624	-	-	-	-	-	0.00%	0.00%
		10,519,226	11,744,507	11,744,507	11,744,507	10,948,879	-6.77%	18.34%
EMERGENCY/DISASTER RESPONSE	710	18,696	48,900	48,900	47,700	47,950	-1.94%	0.08%
CONTINGENT APPROPRIATIONS	711	-	807,397	375,394	-	843,000	4.41%	1.41%
General Operating Fund (001) Total		50,929,909	46,790,929	48,160,503	46,230,956	48,762,401	4.21%	81.66%
Transfers to Other Funds		10,519,226	11,744,507	11,744,507	11,744,507	10,948,879	-6.77%	18.34%
TOTAL GENERAL FUND		61,449,135	58,535,436	59,905,010	57,975,463	59,711,280	2.01%	100.00%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Legislative

PROGRAM: LEGISLATIVE 111

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

This program also includes a funding allocation for Mayor and Town Council interaction with other government related agencies. These agencies include the Palm Beach County League of Cities, the Florida League of Cities, the Countywide Intergovernmental Coordination Program, and other local, State and Federal government organizations. Formal and informal interaction with other government representatives improves existing information exchange networks, and enables Town officials to provide better services to the community and protect the Town's interests in Federal, State, and County legislative and administrative matters.

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	100,487	51,490	53,300	63,734	53,156	83,100	55.91%
Commodities	10,116	11,418	12,500	12,500	11,337	12,500	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	110,603	62,908	65,800	76,234	64,493	95,600	45.29%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Contractual:
Contractual services has been increased (approximately $30,000) due to an increase in the cost for federal lobbying services.

General Government

PROGRAM: GENERAL GOVERNMENT 113

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

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	-	647,925	578,300	478,300	478,300	291,553	-49.58%
Employee Benefits	1,445,576	7,398	44,300	44,300	44,300	22,500	-49.21%
Contractual	377,719	287,260	133,500	273,183	118,749	131,100	-1.80%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	36,269	-	-	-	-	-	0.00%
Depreciation	2,400	2,400	197	197	-	-	-100.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,861,964	944,983	756,297	795,980	641,349	445,153	-41.14%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

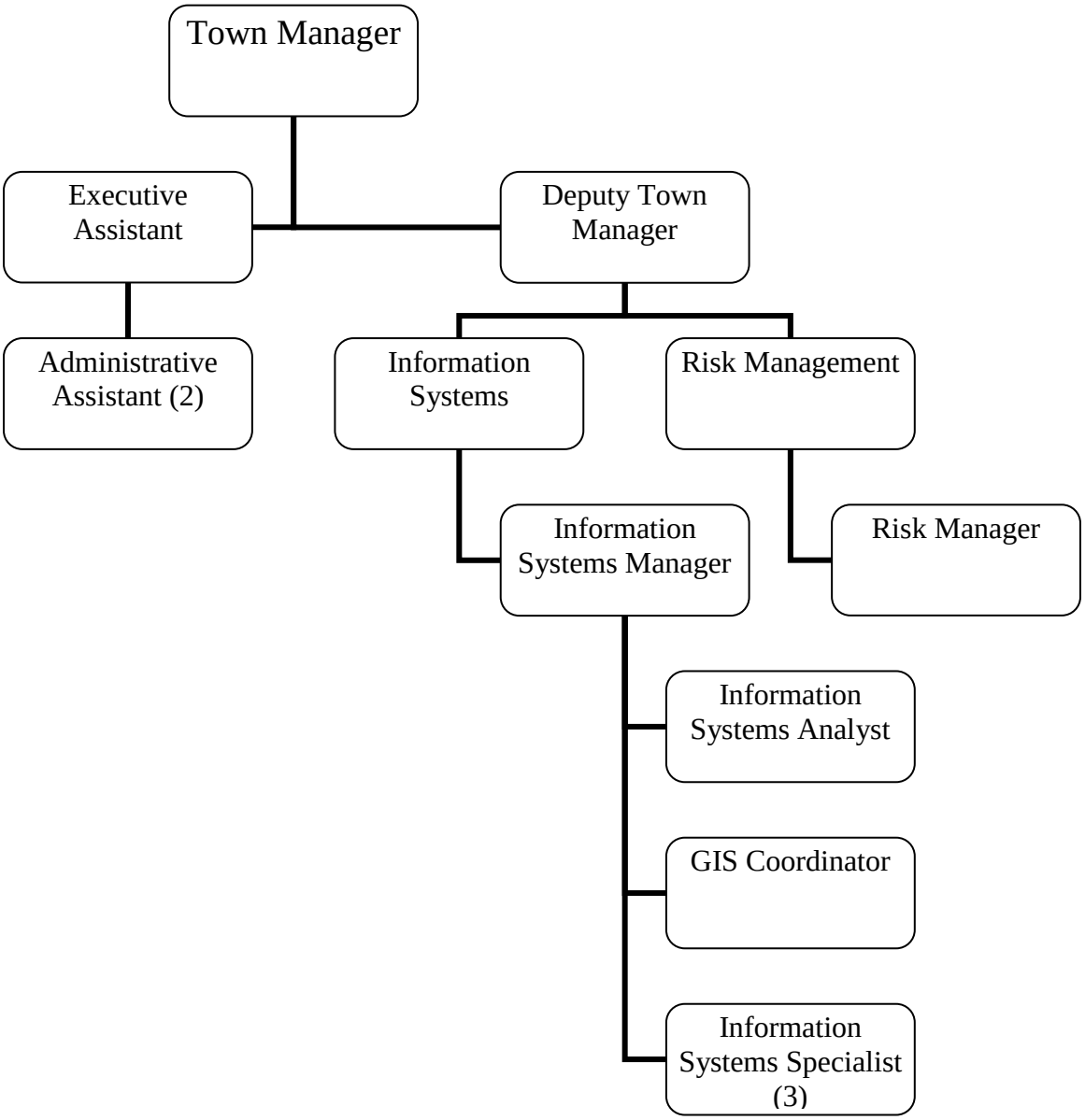
Salaries and Wages:
The decrease is due to fewer employees participating in the vacation buy-back program.

Employee Benefits:
The decrease is due to fewer employees participating in the vacation buy-back program.

Contractual:
The FY2012 budget included expenditures for the Town's independent ethics hotline and for contractual services to implement the hybrid pension plan. Since we are now part of a Countywide ethics system with hotlines at the Commission on Ethics and Inspector General's Office and since we have fully implemented the hybrid pension plan, these costs were not carried forward to the FY2013 budget and resulted in a decrease in the budget for FY2013.

Town Manager

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



Key Results and Measurement Methodology

GOALS AND OBJECTIVES	
GOAL: Accomplish Mayor and Town Council's top priority goals for the year.	OBJECTIVES: Assess degree to which each identified goal was accomplished. Update: The top priority goal for the past year was to maintain the level and quality of Town services without increasing taxes. This was 100% achieved.
GOAL: Maintain or improve Mayor and Town Council's scores on Town Manager's annual performance evaluation.	OBJECTIVES: Assess degree to which evaluation scores are maintained or increased. Update: 2012 scores meet or exceed 2011 scores in all categories. 2012 scores in 7 of 10 categories are the highest scores for any of the 13 evaluations Town Council has conducted since 2001 to assess the Town Manager's performance. His overall score for 2012 was 4.9 (out of a possible 5).
GOAL: Employee work environment is positive, encourages open communication, and is regularly monitored for ways to improve.	OBJECTIVES: Document new and expanded methods of improved communication vertically and horizontally throughout the organization. Town Manager's 2012 Update: As we have implemented major changes in Town government, I have tried to communicate clearly to all employees not only what is changing but also why it must change. Methods I have used for this communication include one-on-one conversations, small group discussions, large group meetings, written documents and emails, and indirect communications via the Town's management team and other individuals, when appropriate. Some of my communication has been effective and some has not. Outcomes have varied from issue to issue and from department to department. We are continuing our efforts to maintain open communication and to improve morale.
GOAL: Department operations are provided in most efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this department will not increase from year to year, except to reflect increases in levels of service. Update: The total general fund budget dedicated to programs 111, 113, 121 and 122 decreased from 3.30% in FY12 to 2.94% in FY13.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	502,137	502,277	514,262	514,262	516,032	525,015	2.09%
Employee Benefits	207,443	204,365	160,234	160,234	160,272	192,156	19.92%
Contractual	7,338	6,937	15,900	16,971	10,411	15,300	-3.77%
Commodities	8,555	7,114	9,100	9,100	8,564	8,900	-2.20%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	725,473	720,693	699,496	700,567	695,279	741,371	5.99%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
The decrease in Contractual expenditures is due to a reduction in the budgeted amount for Business expenses and the elimination of the budgets for Telephone Base and Telephone Toll (which were moved to the Information Services budget).

Commodities:
The subscription to the Palm Beach Post has been eliminated, resulting in a reduction in the Commodities budget.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Town Manager	1.000	1.000	1.000	1.000	1.000
Deputy Town Manager	1.000	1.000	1.000	1.000	1.000
Director of Recreation and Special Projects	-	-	-	0.100	0.100
Assistant Town Manager	1.000	1.000	-	-	-
Executive Assistant	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	2.000	2.000	2.000	2.000	2.000
	6.000	6.000	5.000	5.100	5.100

Advice and Litigation

PROGRAM: ADVICE AND LITIGATION 122

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

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	478,667	453,943	415,900	543,552	690,062	468,915	12.75%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	478,667	453,943	415,900	543,552	690,062	468,915	12.75%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Contractual:
The FY2012 projected budget is higher than the FY2012 budget and the FY2013 proposed budget. This is due to higher than anticipated expenditures for legal hearings associated with labor and personnel matters. FY2013 legal expenditures are expected to be lower than FY2012.

Information Systems

PROGRAM: INFORMATION SYSTEMS 125

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

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

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

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	485,364	484,466	488,300	488,300	488,300	500,210	2.44%
Employee Benefits	202,482	226,380	167,500	167,500	166,700	226,073	34.97%
Contractual	629,689	610,431	601,400	614,740	614,740	685,100	13.92%
Commodities	89,246	33,274	75,400	75,400	75,400	85,100	12.86%
Capital Outlay	95,621	-	17,500	33,950	33,950	10,000	-42.86%
Depreciation	330,000	330,000	301,000	301,000	301,000	315,902	4.95%
Other	-	-	-		-	-	0.00%
TOTALS	1,832,402	1,684,551	1,651,100	1,680,890	1,680,090	1,822,385	10.37%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Increase is due to centralization of the Townwide costs for telephone services.

Commodities:
Increase in budget for hardware items costing less than $1,500. This is offset by the decrease in the Capital Outlay Section.

Capital Outlay:
Decrease in budget for hardware items costing greater than $1,500. Offsets the increase in Commodities.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Information Systems Manager	1.000	1.000	1.000	1.000	1.000
Systems Analyst	1.000	1.000	1.000	1.000	1.000
GIS Coordinator	1.000	1.000	1.000	1.000	1.000
Information Systems Specialist	3.000	3.000	3.000	3.000	3.000
	6.000	6.000	6.000	6.000	6.000

GOALS AND OBJECTIVES	
GOAL: 100% systems availability	OBJECTIVES: Track downtime % and report exceptions During FY12, the Town had no downtime for any system for more than one hour and all time longer than that was scheduled down time. An issue with the aging hardware on the Town's phone system was the only unscheduled problem and this issue was corrected quickly.
GOAL: Assure data integrity and security	OBJECTIVES: Protection systems in place with security exceptions noted During FY12, additional security precautions were added to the domain to no allow any unauthorized software applications to be added. We also setup a secondary authorization level for the Police system. We continue to maintain high password levels and enforce password changes to areas that contain sensitive information. Audits of users, access and logs are completed in September of each year. We also require strict approval for all changes to users access via permissions from HR and the Department Directors. Also during FY12, in order to protect data, we have implemented additional servers to provide redundancy for the Eden systems, SQL servers, email communications and backups. Each of these systems provided both hardware and software application that prevent data loss. We have even implemented clustering to provide high availability for applications on the SQL systems.
GOAL: Employees will have the knowledge to take advantage of available systems and software.	OBJECTIVES: Classes provided and customer satisfaction by user surveys We have provided training for GIS and damage assessment for the new implementations of these systems. We have also been involved with the training for Microsoft Office that has been provided by HR.
GOAL: Maximum interoperability among a broad spectrum of applications	OBJECTIVES: Success rate of bringing data and software together and customer satisfaction Integration of data and software continues to be a major focus of the Town. During FY12, new enhancements to CAD and EMSPro created a way to transfer data seamlessly without user interaction. Locution is another system that provides interfaces to CAD for this purpose. Eden also provided new interfaces for ICMA and payroll. We continue to look for ways to reduce duplication of data and lost time by creating interfaces and data shares. One key accomplishment was the new Web Documents based on the Laserfiche system. This system has provided a single source for all documents within the Town.

GOAL: High service level to minimize limitations to productive work...24/7 timely response to priority requests	OBJECTIVES: Timeliness of response to call and customer satisfaction (Work Order Completion Rate) During FY12, work orders were addressed within an 8 hour window maximum. Most work was completed the same day. Depending on the issue and the completeness of a work order, 90 percent where handled within a 24 hour period. The other 10 percent varied from a week to several weeks. Any work order that was specified as a project was not included due to the fact that some projects can take months to complete. Our goal is to continue to address and handled work orders within the same day as long as the solutions are readily available.
GOAL: Maintain an advanced knowledge base of emergent technologies among I.S. staff	OBJECTIVES: Relevant training hours and report new ideas and approaches. During FY12, all IS staff spent time in technical classes and seminars to increase and update the skills needed for the Office. Each member received at least 80 hours of training and or class work along with online education.
GOAL: Plan and implement multi year software systems plan	OBJECTIVES: Successful implementation and conversion to new systems. This plan continues to evolve as updates to software and needs arise. During FY12 Cashering updates and Permit implementations have been a focus during this time. Updates to OSSI to the new CAD have also been completed along with EMSPro and Laserfiche.
GOAL: Conduct the work of Information Systems in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except re reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from 2.82% in FY12 to 3.05% in FY13. This increase is due to the adding of all telephone budgets to the Information Systems budget for FY13. Small increases have also been incurred in the programs software maintenance due to additional applications being added to existing systems. Interfaces that provide additional productivity are the main additions.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Computer Availability	100%	100%	100	100
Computer Upgrades – Hardware & Software (# of Implementations)	155	145	160	150
Computer Connectivity (%)	100%	100%	100	100
Number of Failures (Reliability)	0	1	1	0
Provide Training and Support (# of People Trained/Assisted)	100	145	120	200
Number of Work Orders (Avg per Year)	2318	1858	1973	2056
Number of Devices Supported	398	344	359	363
Number of Devices per Employee	68	57	60	62
Response Times to Work Orders (ASAP)	2-4 hrs	4 hrs	4 hrs	6 hrs
Number of Off-Hour Calls for Service	19	18	31	19
Off Hour Response Time	1-2 hrs	1-2 hrs	1-2hrs	1-2 hrs

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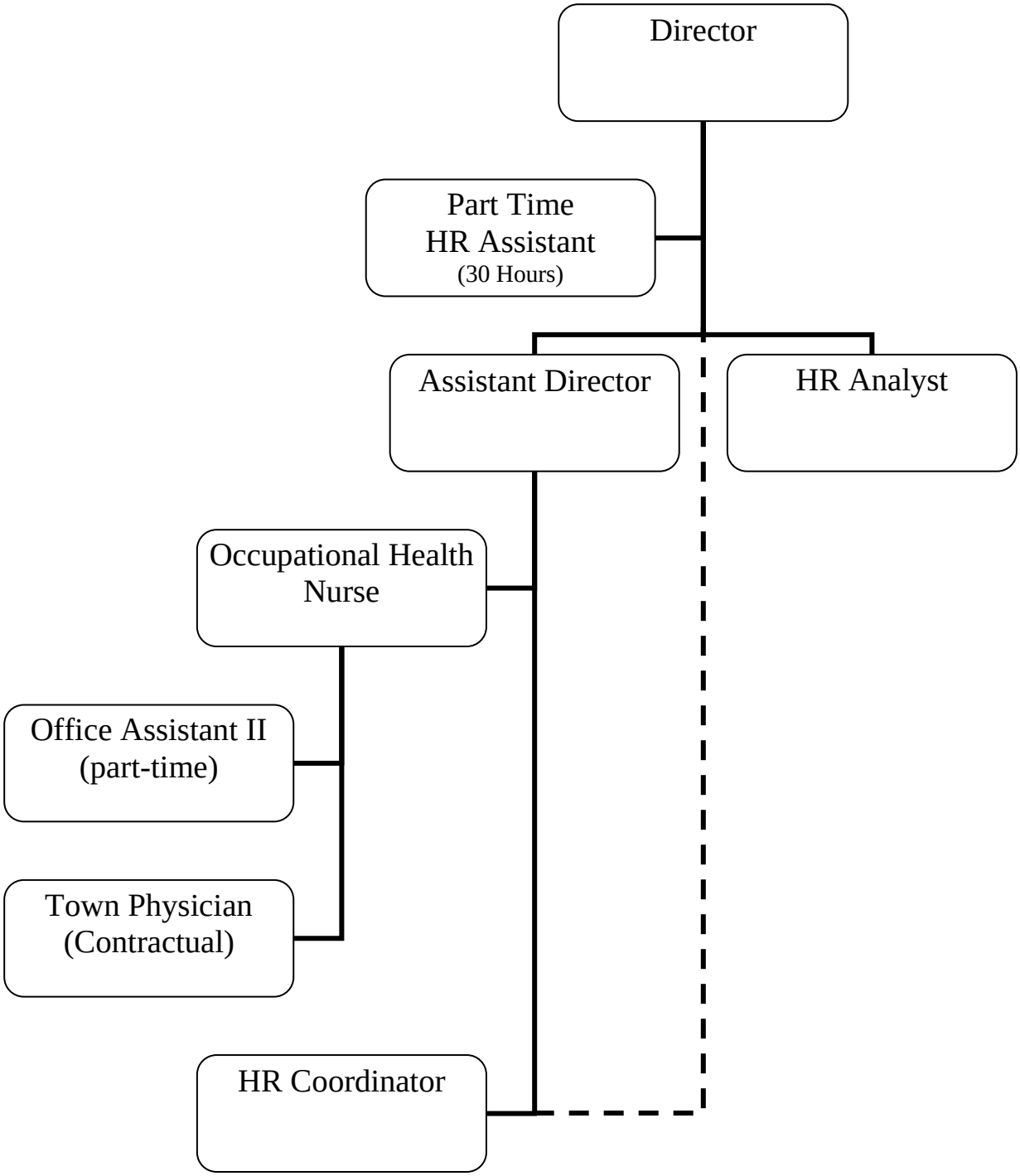
Human Resources


Director
Part Time
HR Assistant
(30 Hours)
Assistant Director
HR Analyst
Occupational Health
Nurse
Office Assistant II
(part-time)
Town Physician
(Contractual)
HR Coordinator

Key Results and Measurement Methodology

GOALS AND OBJECTIVES	
GOAL: Recruit and retain a productive workforce.	OBJECTIVES: Maintain an employee turnover rate of 8.5% or lower. Update: During the 2012 fiscal year, there were 29 separations from Town employment resulting in a 9.2% annual turnover rate. State and national median turnover rates during this same period is 16.1%.
GOAL: Maintain a pay system that is competitive in the marketplace.	OBJECTIVES: Conduct exit interviews to insure that less than 5% of employees leave for similar employment in the public sector because of pay. Maintain pay that is in the top quartile relevant to the measurement of benchmark positions as they relate to the market and to job content. Update: Thirteen people retired, five people were terminated, and the remaining eleven separated employment. Exit interviews were solicited however, none were returned. A review of job descriptions is currently being conducted. Additionally, it was proposed in the FY13 budget to increase the top of pay ranges by 3% for all non-union positions effective October 1, 2012.
GOAL: Establish and maintain policies that are administered consistently throughout the Town.	OBJECTIVES: Continue to revise and update Employee Personnel Manual and educate the organization on its use. Update: The Employee Personnel Manual is reviewed and updated on an annual basis. The next expected release to occur on or before October 31, 2012. Employees are provided with a list of the section changes and requested to provide Human Resources with their signature of receipt. The review includes any necessary revisions based on any changes to Federal and/or State law or organizational changes, and electronic updates are provided to all employees.

GOAL: Administer an employee health plan that is understandable, useful, and competitive.	OBJECTIVES: Ensure employees' awareness and perception of the value of the benefit through informal employee feedback at open enrollment and during the year. Update: Organized 2012 open enrollment meetings and achieved a high turnout. Received very good feedback from employees who attended. Created a comprehensive Benefits Guide that was used during open enrollment as well as new hires. This Guide was provided in print and also available on-line. The entire open enrollment process was also web based allowing for flexibility in service and efficiency. Increased communications with employees regarding programs offered by the insurance carriers.
GOAL: Maintain a cost efficient and highly competitive health care plan.	OBJECTIVES: Maintain a health care plan with benefits that are in the top quartile of plans offered by Palm Beach County governmental employers and ensure that cost increases to the plan do not exceed annual increases experienced by the national and regional trends as determined by the Town's Third Party Administrator. Update: Conducted a comprehensive review of the plans to identify areas where changes could be made in order to keep premium increase at the national and regional trend for both employees and the Town.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	301,376	321,774	335,727	335,727	335,727	338,602	0.86%
Employee Benefits	166,729	169,396	113,021	113,021	127,971	143,165	26.67%
Contractual	113,539	96,572	197,254	206,956	204,954	178,394	-9.56%
Commodities	19,207	17,382	24,305	24,402	18,405	19,150	-21.21%
Capital Outlay	-	3,049	-	-	-	-	0.00%
Depreciation	1,500	1,500	750	750	750	677	-9.73%
Other	-	-	-	-	-	-	0.00%
TOTALS	602,351	609,673	671,057	680,856	687,807	679,988	1.33%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

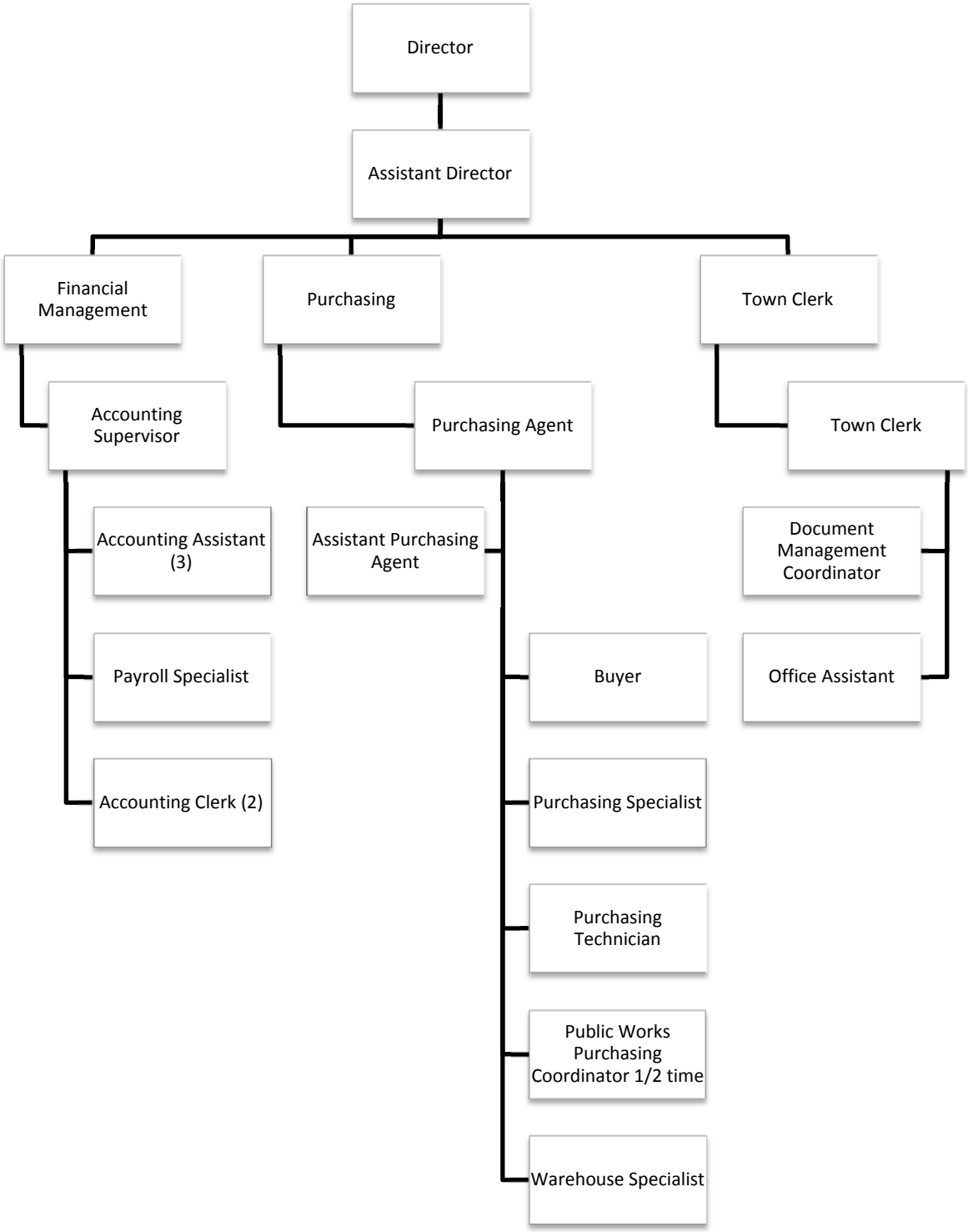
Contractual:
The decrease in contractual costs is attributed to a reduction in a few areas. First, the Police and Fire Rescue recruitment budgets have been reduced as the both departments are completing recruitments during FY12. It is anticipated that the FY12 recruitment will yield enough applicants to fill all open positions, as well as establish a sufficient eligibility list for openings in FY13. Additionally, the completion of non-recurring projects has allowed for a reduction in this area.

Commodities:
Reductions in this area are a result of further evaluation of medical supplies and testing services associated with the Town Clinic in the area of Drug and Alcohol testing.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Director of Human Resources	0.800	0.800	0.800	0.800	0.776
Assistant Director	0.800	0.800	0.600	0.600	0.600
Occupational Health Nurse	1.000	1.000	1.000	1.000	1.000
Human Resources Analyst	0.600	0.600	0.900	0.900	0.900
HR Coordinator	-	-	-	0.350	0.350
HR Assistant	1.250	1.250	0.900	0.500	0.375
Office Assistant II/Clinic	0.500	0.500	0.370	0.370	0.375
	4.950	4.950	4.570	4.520	4.376

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Respond to Requests for Applications	2398	2100	2280	3545
Process and Screen Applications	1499	471	1319	2255
Administer Employment and Promotional Exams	932	117	283	689
Provide Training and Orientation to New Employees	47	3	18	27
Process Employee Performance Evaluations	390	360	344	341

Finance


Director
Assistant Director
Financial Management
Purchasing
Town Clerk
Accounting Supervisor
Purchasing Agent
Town Clerk
Accounting Assistant (3)
Assistant Purchasing Agent
Document Management Coordinator
Payroll Specialist
Buyer
Office Assistant
Accounting Clerk (2)
Purchasing Specialist
Purchasing Technician
Public Works Purchasing Coordinator 1/2 time
Warehouse Specialist

Key Results and Measurement Methodology

GOALS AND OBJECTIVES	
GOAL: Budget is balanced and is a clear operational and financial representation of Town services, investments, revenues and expenditures.	OBJECTIVES: Budget is recognized by the GFOA in the certificate of achievement program. Update: Received GFOA Distinguished Budget Presentation Award.
GOAL: Strong, sustainable fiscal position with established policies to guide decision-making.	OBJECTIVES: Maintain AAA Issuer Rating with Moody's and Standard and Poor's Fund Balance exceeds 25% of the operating budget. Update: AAA ratings with Moody's and Standard and Poor's. S&P reaffirmed the Town's AAA Issuer Rating and AA+ Revenue Bond ratings, due to the Town's strong, sustainable finances and strong financial management policies. Fund Balance is 31% of the operating budget.

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.

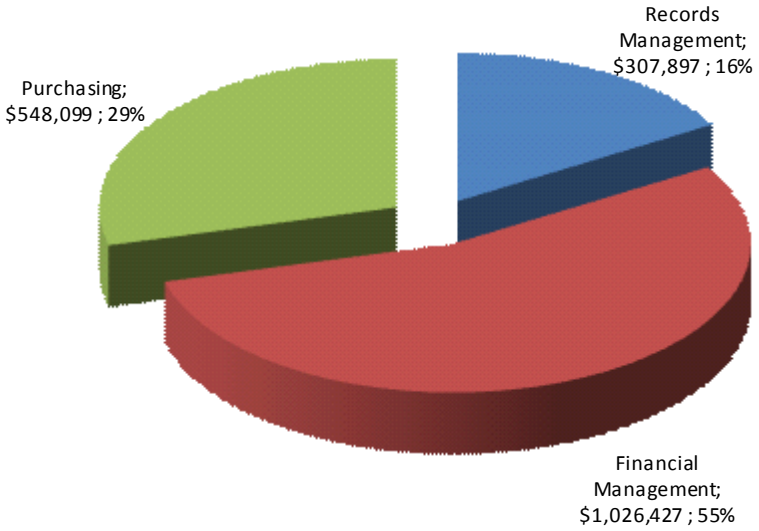
Revenue Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Taxi Permits	-	-	-	3,500	3,500	100.00%
Charitable Solicitations Fee	41,140	53,590	56,000	55,000	55,000	-1.79%
Charitable Solicit. Adv. Fee	-	460	-	-	-	0.00%
Char Solit Late Filing Fee	200	6,785	7,000	7,000	7,000	0.00%
Meeting Tapes Sales	250	140	300	150	150	-50.00%
Lien Search Fee	19,183	23,909	25,000	25,000	25,000	0.00%
Control Pay Advance Revenue Share	1,911	1,790	2,000	2,000	2,000	0.00%
	62,684	86,674	90,300	92,650	92,650	2.60%

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	1,090,809	1,088,030	1,147,815	1,147,815	1,148,515	1,187,303	3.44%
Employee Benefits	483,725	528,702	377,586	377,586	375,736	482,336	27.74%
Contractual	163,323	143,666	208,000	208,550	160,765	184,100	-11.49%
Commodities	30,886	33,064	22,950	33,555	60,180	25,650	11.76%
Capital Outlay	-	-	-	-	500	-	0.00%
Depreciation	5,400	5,400	3,963	3,963	3,963	3,034	-23.44%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,774,143	1,798,862	1,760,314	1,771,469	1,749,659	1,882,423	6.94%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders w ritten against the FY11 budget but spent against the FY12 budget.



	FY2010	FY2011	FY2012	FY2013
Total Full Time Equivalent Employees	17.450	17.450	17.950	18.141

Changes in FTEs:

- +1.0 Purchasing Specialist
- -.50 Driver/Warehouse Assistant
- -.012 Reallocation of Accounting Clerk to Retirement Fund
- -.023 Reallocation of Accounting Supervisor to Retirement Fund
- -.019 Reallocation of Assistant Finance Director to Retirement Fund
- -.024 Reallocation of Finance Director to Retirement Fund
- -.231 Reallocation of Payroll Specialist to Retirement Fund

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	169,903	138,051	162,534	162,534	162,534	173,859	6.97%
Employee Benefits	78,579	86,684	55,482	55,482	55,482	71,957	29.69%
Contractual	33,963	22,542	68,250	68,250	40,825	56,385	-17.38%
Commodities	2,773	14,886	4,600	15,195	40,020	4,550	-1.09%
Capital Outlay	-	-	-	-	500	-	0.00%
Depreciation	1,300	1,300	1,146	1,146	1,146	1,146	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	286,518	263,463	292,012	302,607	300,507	307,897	5.44%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Clerk and Document Management Coordinator are taking fewer college classes, have increased efficiencies and use of technology. Also, there will be fewer ordinances to be advertised and codified as ORS completes their review of the Code.

Commodities:
No additional software needs anticipated.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Town Clerk	1.000	1.000	1.000	1.000	1.000
Document Management Coordinator	1.000	1.000	1.000	1.000	1.000
Office Assistant III	1.000	1.000	1.000	1.000	1.000
	3.000	3.000	3.000	3.000	3.000

GOALS AND OBJECTIVES	
GOAL: Conduct all municipal elections in accordance with State law.	OBJECTIVES: 100% of election notices are published within the time limit required by State law. 100% of candidates meet filing deadlines for campaign contribution and expenditure reports and personal financial statements. No election was held in 2012. 100% of pre-qualifying advertisements, poll worker & polling location assignments, candidate information sessions, and qualifying duties were performed in accordance with State and Town laws.
GOAL: Publish Town Council Summary Actions, Audio and Town Council Meeting Minutes in accordance with applicable State laws and Town policies.	OBJECTIVES All Town Council Summary Actions, Audio and Town Council meeting minutes are reported and posted in a timely manner. 100% of all Town Council Summary Actions, Audio, and Town Council meeting minutes were reported and posted in accordance with applicable State laws and Town policies.
GOAL: Maintain record of all legislative actions of the Town Council and ensure document accessibility of all official records.	OBJECTIVES: All ordinances, resolutions, agreements, contracts, bulletin board/legal notice postings, board/commission applications, and vehicle certificates of title are processed within regulatory requirements, or within four working days. 100% of records of all legislative actions, and other official records, were maintained in accordance with the applicable State laws, Town policies, and best management practices. Through utilization of new technology resources, many of these records are now stored digitally in a manner that promotes efficiency, accessibility, security, transparency, and preservation. Access to many of these records is now available via the intranet and the Town website.
GOAL: Process all public records requests and permits issued by the Town Clerk's office in a timely manner.	OBJECTIVES: 100% of the various permits that the Town Clerk's Office issues are issued within the required timeframes. 100% of the public records requests received are responded to within the required timeframes. Both of the above objectives were met. In addition, due to the implementation of new technology resources, many records were able to be provided digitally, saving time and reducing costs.

GOAL: Conduct the work of the Town Clerk's Office in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .50% in FY12 to .52% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Charitable Solicitation Permits Issued	158	88	117	120
All Other Permits Issued	13	14	15	16
Meetings Attended – Minutes Transcribed	93	85	59	*62
Board/Commission Applications Processed	79	88	40	50
Public Records Requests	237	260	105	114

* These 66 meetings translated into approximately 163 meeting hours.

PROGRAM: FINANCIAL MANAGEMENT 141

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

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

- Advise the Town Council and Manager regarding financial matters
- 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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	596,069	609,454	628,700	628,700	629,400	623,207	-0.87%
Employee Benefits	267,935	287,346	207,200	207,200	205,350	268,912	29.78%
Contractual	122,036	113,753	128,700	129,213	109,080	118,240	-8.13%
Commodities	20,769	12,281	11,700	11,700	13,700	15,700	34.19%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,700	1,700	368	368	368	368	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,008,509	1,024,534	976,668	977,181	957,898	1,026,427	5.09%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 and increases for the second year hybrid pension costs.

Contractual:
Decrease in bank service charges and printing costs.

Commodities:
Shifting of expense from printing to supply, resulting from the purchase of less expensive generic forms vs. more costly preprinted forms.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Finance Director	0.950	0.950	0.950	0.950	0.926
Assistant Finance Director	1.000	1.000	1.000	1.000	0.981
Accounting Supervisor	1.000	1.000	1.000	1.000	0.977
Accounting Assistant	1.000	1.000	2.000	2.000	3.000
Accounting Clerk	4.000	3.000	3.000	3.000	1.988
Secretary	1.000	1.000	-	-	-
Payroll Specialist	-	1.000	1.000	1.000	0.769
	8.950	8.950	8.950	8.950	8.641

GOALS AND OBJECTIVES	
GOAL: Budget is an understandable policy document, operations guide, financial plan and communications device.	OBJECTIVES: Each department has Key Result Measures that are useful to them in managing operations as measured by internal survey and feedback. Annually receive the GFOA Distinguished Budget Presentation Award with a goal to receive an outstanding award designation. Received GFOA Distinguished Budget Presentation Award.
GOAL: Maximize rate of return on investments while applying the GFOA Best Practices guidelines	OBJECTIVES: The Towns annualized rate of return exceeds that of the benchmark rate of return for each investment. The Town's total blended return of .99% exceeded the benchmark rate of .98% as of 8/31/12.
GOAL: Sound financial and accountability system with established policies to guide decision-making.	OBJECTIVES: AAA Bond rating, clean audit report with a minimal amount of management comments. Maintained AAA Bond Rating.
GOAL: Conduct the work of Financial Management in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from 1.67% in FY12 to 1.72% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Parking Tickets Issued	13,390	12,385	14,849	16,500
Parking Tickets Paid	12,004	11,081	13,453	14,000
Parking Ticket Collection Rate (not including penalties)	89.6%	89.5%	90.6%	84.8%
GO Bond Ratings				
Moody's Investor Services	Aaa	Aaa	Aaa	Aaa
Standard & Poor's	AAA	AAA	AAA	AAA
Investment Yield – Blended	2.7%	2.01%	.97%	.65%

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	324,837	340,525	356,581	356,581	356,581	390,237	9.44%
Employee Benefits	137,211	154,672	114,904	114,904	114,904	141,467	23.12%
Contractual	7,324	7,371	11,050	11,087	10,860	9,475	-14.25%
Commodities	7,344	5,897	6,650	6,660	6,460	5,400	-18.80%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	2,400	2,400	2,449	2,449	2,449	1,520	-37.93%
Other	-	-	-	-	-	-	0.00%
TOTALS	479,116	510,865	491,634	491,681	491,254	548,099	11.49%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Telephone line items were transferred to Information Systems and various supply lines were reduced.

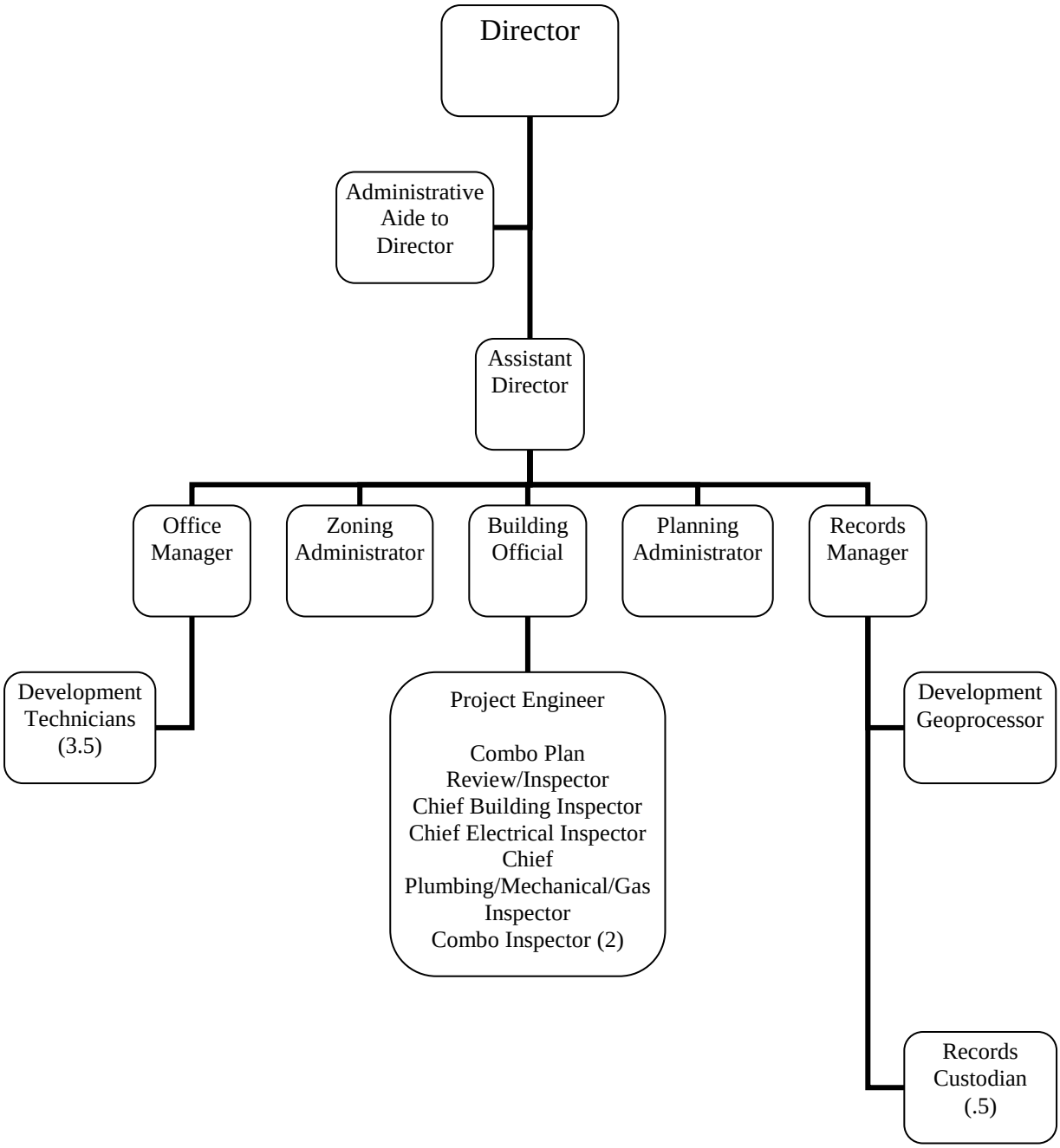
Commodities:
Various line items were reduced.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Purchasing Agent	1.000	1.000	1.000	1.000	1.000
Assistant Purchasing Agent	1.000	1.000	1.000	1.000	1.000
Buyer	1.000	1.000	1.000	1.000	1.000
Purchasing Technician	1.000	1.000	1.000	1.000	1.000
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Purchasing Specialist	-	-	-	-	1.000
Public Works Purchasing Coordinator	-	-	-	0.500	0.500
Driver/Delivery Person	1.000	0.500	0.500	0.500	-
	6.000	5.500	5.500	6.000	6.500

GOALS AND OBJECTIVES	
GOAL: Manage inventory to meet Town Departments' requirements without overstock, understock or waste.	OBJECTIVES: Evaluation of inventory usage and elimination of obsolete items. Obtain fixed annual pricing for highly used items whenever possible. An evaluation was completed of the electrical, automotive and water resource items and obsolete items were surplused. Annual vendor pricing was established to minimize the need for quoting individual items and maintain standard products and pricing throughout the year.
GOAL: Good relationships with vendors to secure best bids from best vendors	OBJECTIVES: Maintain unbiased vendor selections. The use of DemandStar with its larger vendor database for Request for Quotations (smaller dollar quotes) as well as for Bids and RFPs results in reaching additional suppliers and expanding the database.
GOAL: Conduct the work of the Purchasing Department in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .84% in FY12 to .88% in FY13.
GOAL: Provide value added services to the Town through the procurement process.	OBJECTIVES: Review current purchasing methods and identify alternate means of procurement that will result in cost savings for the Town. Purchasing card purchases were reduced due to isolation of high dollar expenditures by vendor and competition sought thereby reducing total expenditures on purchasing cards and resulting in savings to the Town.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Purchase Orders Written	1579	1366	1447	1601
Bids, RFPs, RFQs	25	29	34	38
Warehouse: Number of issues	2405	2489	2432	2282
Cost Avoidance	$63,766	$73,262	$87,450	$150,856
Dollars Spent Using Purchasing Card Program	$1,013,301	$990,737	$733,189	$664,485

Planning, Zoning, Building


Director
Administrative Aide to Director
Assistant Director
Office Manager
Zoning Administrator
Building Official
Planning Administrator
Records Manager
Development Technicians (3.5)
Project Engineer
Combo Plan Review/Inspector
Chief Building Inspector
Chief Electrical Inspector
Chief Plumbing/Mechanical/Gas Inspector
Combo Inspector (2)
Development Geoprocessor
Records Custodian (.5)

Key Results and Measurement Methodology

GOALS AND OBJECTIVES	
GOAL: Promoting and maintaining quality of construction and safety of building systems through complete review of plans and protective inspections.	OBJECTIVES: The new computer system will provide in quantifiable measures the number of comments during plan review and the number of times plans are returned which will enable department to identify areas where additional education would be beneficial to contractors. Track the percentage of failed inspections before and after development and implementation of the checklists. Measure the ISO rating and individual component scores from year to year. Update: PZB continues to provide material on its website to assist contractors in processing permit applications and correcting inspection deficiencies.
GOAL: Customers fully informed of Department programs through adequate education/information.	OBJECTIVES: Develop and disseminate brochures on Department programs and track through pre and post-survey the level of public awareness of Department programs. Update: Many forms and guidelines have been posted and are now available on the Town's website. The permit application process is now visible online as well. Contractors can now track their application online and view any comments as soon as they are posted. This functionality provides real-time feedback, allowing contractors the opportunity to prepare and submit required corrections immediately, if they so choose. Contractor meetings are held regularly with participation from Police, Code Enforcement, Fire and the Public Works Departments. Contractors are now able to research inspection results online and view a list of any items requiring correction. The additional ability to schedule and cancel their inspections on line and by phone has significantly reduced call volume, and improved communication.
GOAL: Department activities promote a variety of Town-serving businesses.	OBJECTIVES: Develop strategies for promoting Town-serving businesses. Track change in types of businesses and average size of businesses annually. Update: PZB currently working with Planning & Zoning Commission to identify strategies for promoting Town-serving businesses.

GOAL: Department activities promote and maintain desirable neighborhoods.	OBJECTIVES: Conduct an annual evaluation of neighborhood condition, and develop strategies for those areas where condition or desirability is decreasing. Track property values as an indicator of change. Update: Although property values have been affected by current economic conditions, the physical condition of neighborhoods has not been diminished. The Royal Poinciana Way area continues to be evaluated regarding possible improvements.
GOAL: Review of construction plans in a timely manner which exceeds industry standards.	OBJECTIVES: Develop guidelines for the optimum review time required by permit type, including reviews by other Departments. Work with other Departments in promoting conformance to the guidelines. Track the length of time to process permits, establish a base line and track this measure over time. Update: The Department continues to provide timely review of applications, and is in the process of developing benchmarks for reviews, to assist in workload assessment.

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.

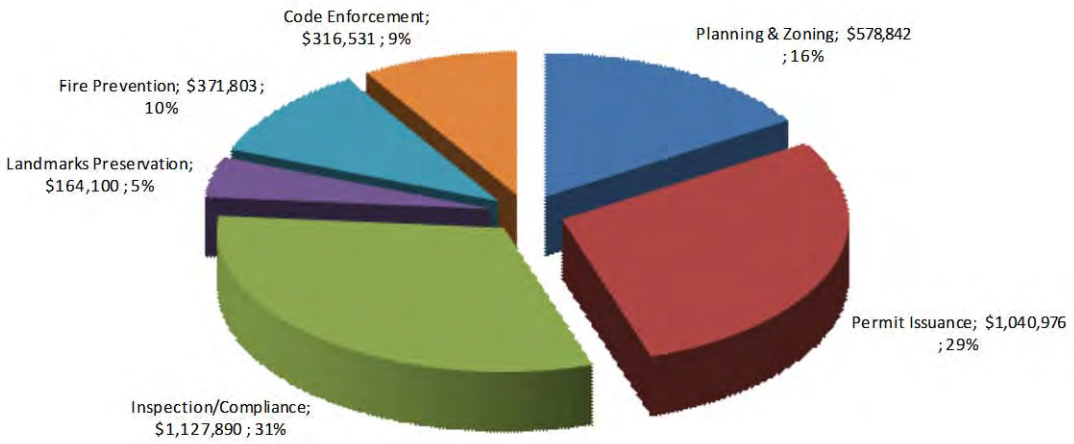
Revenue Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Business Tax Receipts	689,352	669,901	720,000	650,000	600,000	-16.67%
Business Tax Receipt Penalties	26,666	24,472	25,000	25,000	25,000	0.00%
Building	2,677,534	3,650,107	3,500,000	3,700,000	3,800,000	8.57%
Radon Gas	22	8	100	-	100	0.00%
Electrical	295,390	403,138	250,000	350,000	275,000	10.00%
Plumbing	166,873	234,801	150,000	200,000	175,000	16.67%
Permit Penalty	-	34,608	10,000	10,000	10,000	0.00%
Except/Var. App.	121,200	206,689	120,000	175,000	150,000	25.00%
Consultants Fees	18,711	24,960	15,000	25,000	20,000	33.33%
Special Plan Review Fee	262,800	329,005	240,000	300,000	275,000	14.58%
Reinspection Fees	2,775	3,975	5,000	5,000	5,000	0.00%
Special Detail - PZB	2,550	860	-	5,000	5,000	100.00%
Abandonments	(1)	-	1,000	-	1,000	0.00%
Architectural Fees	99,020	112,478	105,000	110,000	110,000	4.76%
Landmarks Submittal	18,470	20,600	15,000	15,000	15,000	0.00%
Tax Abatement Program	-	-	1,200	-	1,200	0.00%
Mechanical Permits	241,859	366,844	200,000	250,000	250,000	25.00%
Contractor Registration Fee	10,800	11,895	10,000	10,000	10,000	0.00%
Landscape Permit	135	-	50,000	10,000	50,000	0.00%
Miscellaneous Permit Fees	-	3,438	-	-	-	0.00%
Building Permit Search Fee	14,675	16,525	15,000	15,000	15,000	0.00%
Dune Vegetation Fee	1,400	1,550	2,000	1,000	1,000	-50.00%
Permit Revision Fee	-	102,700	120,000	150,000	150,000	25.00%
Right Of Way Permits	111,427	129,272	100,000	129,895	200,000	100.00%
County Occ. Licenses	23,098	19,966	23,000	20,000	20,000	-13.04%
Tent Permits	3,115	7,725	8,000	7,000	7,000	-12.50%
Bldg. Insp. Fund Fees	54	7,789	100	4,000	4,000	3900.00%
Bldg/Elec/Plumbing Code Sales	-	-	100	100	100	0.00%
Map/Sales Code	-	-	100	100	100	0.00%
Certification Copy	1,023	633	500	500	500	0.00%
Microfiche/Scanned Documents	10,036	10,335	10,000	1,000	10,000	0.00%
	4,798,984	6,394,274	5,696,100	6,168,595	6,185,000	8.58%

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	2,004,828	1,909,036	1,978,675	1,978,675	1,936,300	1,983,363	0.24%
Employee Benefits	940,507	977,397	627,896	627,896	630,331	753,586	20.02%
Contractual	774,700	599,669	680,560	793,316	728,760	770,220	13.17%
Commodities	48,327	39,568	78,800	85,863	83,600	71,400	-9.39%
Capital Outlay	8,903	-	7,000	13,250	13,875	-	-100.00%
Depreciation	11,200	11,200	17,278	17,278	17,278	21,573	24.86%
Other	-	-	-	-	-	-	0.00%
TOTALS	3,788,465	3,536,870	3,390,209	3,516,278	3,410,144	3,600,142	6.19%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.



	FY2010	FY2011	FY2012	FY2013
Full Time Equivalent Employees	28.750	27.250	26.750	26.250

Changes to FTE's:

- -.5 Replace 3 part-time Code Compliance Officer 1 positions with 1 full-time position

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	310,637	313,415	318,700	318,700	317,600	329,046	3.25%
Employee Benefits	111,538	125,089	87,300	87,300	87,300	114,326	30.96%
Contractual	204,771	152,974	123,000	132,333	108,500	120,000	-2.44%
Commodities	6,628	7,432	12,600	12,600	12,600	15,300	21.43%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	170	170	170	170	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	633,574	598,910	541,770	551,103	526,170	578,842	6.84%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Costs for consulting services required for planning activities continues to decline.

Commodities:
Expenditures for this category reflect software costs to incorporate development review application tracking and processing into the Town's computer system.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Director	0.700	0.700	0.700	0.700	0.700
Assistant Director	0.350	0.350	0.350	0.350	0.350
Zoning Administrator	1.000	1.000	1.000	1.000	1.000
Development Review Specialist	0.500	0.500	0.500	0.500	0.500
Planning Administrator	0.400	0.400	0.400	0.400	0.400
Administrative Aide	0.500	0.500	0.500	0.500	0.500
Office Manager	0.120	0.120	0.120	0.120	0.120
	3.570	3.570	3.570	3.570	3.570

GOALS AND OBJECTIVES	
GOAL: The community receives accurate and consistent information about its zoning code, LDR and Comprehensive Plan	OBJECTIVES: Decrease in amount of conflicting information and time involved in resolving conflicts. Zoning and Future Land Use Maps now completed and will be placed on web by September 30, 2012.
GOAL: The Comprehensive Plan and zoning amendments process is clear, straightforward and regulatory applications are structured so as to elicit complete and correct information.	OBJECTIVES: Time spent answering questions, mistakes on applications and work contemplated is clear and understood. Changes to Comprehensive Planning Legislation under review for impact to Comp Planning process within Town.
GOAL: Staff continually examines and improves systems and procedures for greatest efficiency and effectiveness.	OBJECTIVES: Outreach efforts, benchmarking and organizational participation reported with new ideas and systems applied. No change.
GOAL: Conduct the work of Planning and Zoning in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service The percentage of general fund budget dedicated to this program increased from .93% in FY12 to .97% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Zoning Applications	56	57	80	76
Zoning Study Items	17	20	10	9
Zoning Inquiries	3,040	2,100	2,250	2,350
ARCOM Applications	115	77	135	133
ARCOM Staff Approvals	285	343	282	290

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	541,351	534,908	541,700	541,700	551,700	545,599	0.72%
Employee Benefits	226,364	254,167	163,500	163,500	163,500	210,697	28.87%
Contractual	168,626	119,907	212,300	262,688	240,000	266,380	25.47%
Commodities	15,718	10,378	20,800	22,263	17,800	18,300	-12.02%
Capital Outlay	8,903	-	7,000	13,250	13,875	-	-100.00%
Depreciation	2,600	2,600	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	963,562	921,960	945,300	1,003,401	986,875	1,040,976	10.12%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
This category includes the costs associated with a new initiative allowing acceptance of credit cards for payment of certain permit fees.

Commodities:
The costs in this category reflect a decrease in the cost of GIS software.

Capital Outlay:
No capital purchases planned for this budget year.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Director	0.150	0.150	0.150	0.150	0.150
Assistant Director	0.300	0.300	0.300	0.300	0.300
Building Official	0.500	0.500	0.500	0.500	0.500
Planning Administrator	0.300	0.300	0.300	0.300	0.300
Administrative Aide	0.300	0.300	0.300	0.300	0.300
Chief Construction Inspectors	0.300	0.300	0.300	0.300	0.300
Combination Plan Reviewer	0.700	0.700	0.700	0.700	0.700
Development Geoprocessor	1.000	1.000	1.000	1.000	1.000
Project Engineer	0.500	0.500	0.500	0.500	0.500
Development Permit Coordinator	1.000	1.000	1.000	2.000	2.500
Office Manager	0.530	0.530	0.530	0.530	0.530
Development Review Specialist	1.000	0.500	1.000	-	-
Development Review Coordinator	1.500	1.500	0.500	0.500	-
Office Assistant III	1.000	1.000	1.000	1.000	1.000
	9.080	8.580	8.080	8.080	8.080

GOALS AND OBJECTIVES	
GOAL: The quality of life meets or exceeds the community's expectation	OBJECTIVES: Annual community survey indicates satisfaction level of 90% or better A community survey is not included in the FY13 budget.
GOAL: Timely issuance of construction related permits with attention to all Town codes and requirements	OBJECTIVES: Average 10-day turnaround with exceptions reported beyond 20 days for unique projects and user feedback survey and complaints logged. Department continues to process permits in an average of 10 business days, with no initial permit review occurring beyond 20 days.
GOAL: Timely and accurate record keeping including timely digitization	OBJECTIVES: Current property records (other than plans) to be scanned within one working day of generation. Current plans scanned within six months. Backlog of property records not yet digitized, to be scanned within two years, and backlog plans to be scanned within three years. Department continues to scan backlog of property records, reducing the cost of storage and time spent on retrieval.
GOAL: Conduct the work of Permit Issuance in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from 1.61% in FY12 to 1.74% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Construction Permits Issued	4,915	5,015	5,574	5,733
Revisions Processed	2,100	1,878	1,741	1,738
Certificates of Occupancy Issued	27	12	14	11
Right-of-Way Permits Issued	931	834	1,030	973
Master Property Files Digitally Maintained	2,650	2,650	2,650	2,650
Number of Record Digitized	38,488	51,766	72,150	74,910
Number of Days to Scan Current Records	3	3	2	2
Property Record Inquiries On-Site	668	788	933	917
Property Record Inquiries – Telephone	1,285	1440	1,560	1,709
Number of Special Plan Review Pages Reviewed	3,752	3,719	4,894	5,593

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	578,302	574,703	584,800	584,800	565,000	596,172	1.94%
Employee Benefits	237,905	252,003	180,000	180,000	180,000	232,034	28.91%
Contractual	299,540	215,422	262,800	313,840	293,800	259,080	-1.42%
Commodities	12,572	9,822	29,400	35,000	34,000	20,100	-31.63%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	8,600	8,600	16,500	16,500	16,500	20,504	24.27%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,136,919	1,060,550	1,073,500	1,130,140	1,089,300	1,127,890	5.07%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Cost savings are attributable to efficiencies related to contract inspection costs, internet data lines, and litigation costs.

Commodities:
Minimal equipment replacement is scheduled for this budget year.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Director	0.100	0.100	0.100	0.100	0.100
Assistant Director	0.300	0.300	0.300	0.300	0.300
Building Official	0.500	0.500	0.500	0.500	0.500
Administrative Aide	0.200	0.200	0.200	0.200	0.200
Chief Construction Inspectors	2.700	2.700	2.700	2.700	2.700
Combination Inspector	2.000	2.000	2.000	2.000	2.000
Combination Plan Reviewer	0.300	0.300	0.300	0.300	0.300
Project Engineer	0.500	0.500	0.500	0.500	0.500
Development Review Specialist	0.500	0.500	0.500	0.500	0.500
Development Permit Coordinator	-	-	-	-	0.500
Development Review Coordinator	0.500	0.500	0.500	0.500	-
	7.600	7.600	7.600	7.600	7.600

GOALS AND OBJECTIVES	
GOAL: Inspections are completed in a professional manner by the end of the next working day with results readily available.	OBJECTIVES: Results of all inspections posted on day of inspection. All inspections are posted as of the date of inspection.
GOAL: Provisions of the Town's Code of Ordinances and business tax receipts administered consistently and timely	OBJECTIVES: Process business tax receipts within 1-5 working days. Business tax receipts that do not need zoning approval processed within 1-2 days. No change
GOAL: Delinquent payments of business tax receipts reduced.	OBJECTIVES: Software in process of acquisition to measure this result. Specifics will be established upon installation. Reports now able to show all delinquencies, and all delinquencies are now addressed by February 1.
GOAL: Maintain professional certifications to ISO standards	OBJECTIVES: Maintenance of professional certifications at twice the minimum CEUs required. Contract Inspection companies now required to assist Town in ensuring that all certifications are maintained at twice minimum, with sufficient training provided.
GOAL: Conduct the work of Inspection and Compliance in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from 1.83% in FY12 to 1.89% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Construction Inspections	22,032	17,692	20,493	19,824
Number of Business Tax Receipts 9/30	2201	2098	2,091	2,007

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	54,618	56,617	55,200	55,200	55,200	57,317	3.84%
Employee Benefits	22,759	25,441	16,300	16,300	16,300	19,783	21.37%
Contractual	81,020	92,668	60,600	62,595	59,600	84,100	38.78%
Commodities	267	679	2,100	2,100	2,100	2,900	38.10%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	158,664	175,405	134,200	136,195	133,200	164,100	22.28%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Contract costs associated with the Town's Historic Preservation Consultant, who is retiring after many years, have been held considerably below the market rate. Consultant costs are expected to rise in FY13 to reflect current market conditions.

Commodities:
Expenditures for this category reflect software costs to incorporate historic preservation application tracking and processing into the Town's computer system.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Director	0.100	0.100	0.050	0.050	0.050
Assistant Director	-	-	0.050	0.050	0.050
Planning Administrator	0.300	0.300	0.300	0.300	0.300
Office Manager	0.350	0.350	0.350	0.350	0.350
	0.750	0.750	0.750	0.750	0.750

GOALS AND OBJECTIVES	
GOAL: Landmarks are preserved consistent with the Town's expectations and policy	OBJECTIVES: Citizen satisfaction survey Citizen Satisfaction Survey not conducted in FY11.
GOAL: Make sure Landmarked properties are maintained to acceptable standards	OBJECTIVES: Coordination with Code Enforcement and onsite inspections by Preservation Foundation. A Town-Wide historic property site file update was completed; no landmark properties identified that were not being maintained in accordance with code.
GOAL: Conduct the work of Landmarks Preservation in an efficient manner.	OBJECTIVES: Evaluate changes made to historic properties. Review monthly certificates of appropriateness. Evaluate properties that are considered to be worthy of landmark designation. The percentage of general fund budget dedicated to this program increased from .23% to .27% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Landmark Properties Designations/Undesignations Considered	7	9	2	9
Tax Abatements Considered	3	3	1	4
Certificate of Appropriateness Applications	18	31	42	36
Designation Reports Updated	1	3	2	0
LPC Staff Approvals	NA	NA	NA	68

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	335,588	266,285	264,300	264,300	263,300	266,735	0.92%
Employee Benefits	212,862	222,620	97,100	97,100	102,045	88,968	-8.37%
Contractual	12,978	-	1,800	1,800	1,800	11,300	527.78%
Commodities	6,899	4,840	7,200	7,200	7,200	4,800	-33.33%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	568,327	493,745	370,400	370,400	374,345	371,803	0.38%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
The Software maintenance cost for the Fire Prevention Bureau's software was transferred from the Fire Administration budget program and is now included in the Fire Prevention program budget.

Commodities:
Cost savings were achieved in the publications and subscriptions line item account.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Fire Marshal	1.000	1.000	1.000	1.000	1.000
Assistant Fire Marshal	2.000	2.000	1.000	1.000	1.000
Office Assistant	1.000	1.000	1.000	1.000	1.000
	4.000	4.000	3.000	3.000	3.000

GOALS AND OBJECTIVES	
GOAL: Enhance fire protection of community through a fire inspection program	OBJECTIVES: Identify fire risks in all inspectible properties and make corrections through Fire Prevention Inspections. Inspections and violations were corrected on all inspectible properties through the Fire Prevention Division and Company Fire Inspection program.
GOAL: Improve the reliability and validity of the fire alarm systems in the community	OBJECTIVES: Reduce false fire alarm activations by 5% each year A policy/procedure was developed to reduce false alarm activations. The false alarm activations were reduced by over 4 %.
GOAL: Conduct the work of Fire Prevention in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service The percentage of general fund budget dedicated to this program decreased from .63% in FY12 to .62% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Occupancies Inspected	1850	1700	1726	1518
Code Violations Corrected	326	232	251	213
Hours of Inspection	982	970	960	972
Number of Buildings	682	685	685	685
Fire Loss	$62,300	$60,745	$65,245	$42,235
Value of Properties Protected	13.249B	11.68B	11.73B	11.655B
Plans Reviewed	312	682	862	819
Technical Inspections	148	238	153	211
Fire Prevention Revenue	$179,855	$185,219	$200,328	$240,410
Citizens' Fire Academy Participants	23	15	0	0

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	184,332	163,108	213,975	213,975	183,500	188,494	-11.91%
Employee Benefits	129,079	98,077	83,696	83,696	81,186	87,778	4.88%
Contractual	7,765	18,698	20,060	20,060	25,060	29,360	46.36%
Commodities	6,243	6,417	6,700	6,700	9,900	10,000	49.25%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	608	608	608	899	47.86%
Other	-	-	-	-	-	-	0.00%
TOTALS	327,419	286,300	325,039	325,039	300,254	316,531	-2.62%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. The reduction is the result of converting 3 part-time positions to 1 full-time position.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
Funds were included in Contracted Services ($10,000) for the possible clean-up cost associated with properties designated for such action by the Code Enforcement Board.

Commodities:
The change is the result of an increase in Fuel/Motor Oil ($3,500).

Depreciation:
Increase is due to the transfer of a vehicle to Code Enforcement (216) from (213).

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Code Violation Complaints	1527	1022	1,622	1,944
Code Violations Issued	350	215	381	725
Code Violation Cases Scheduled for CEB	143	121	172	184

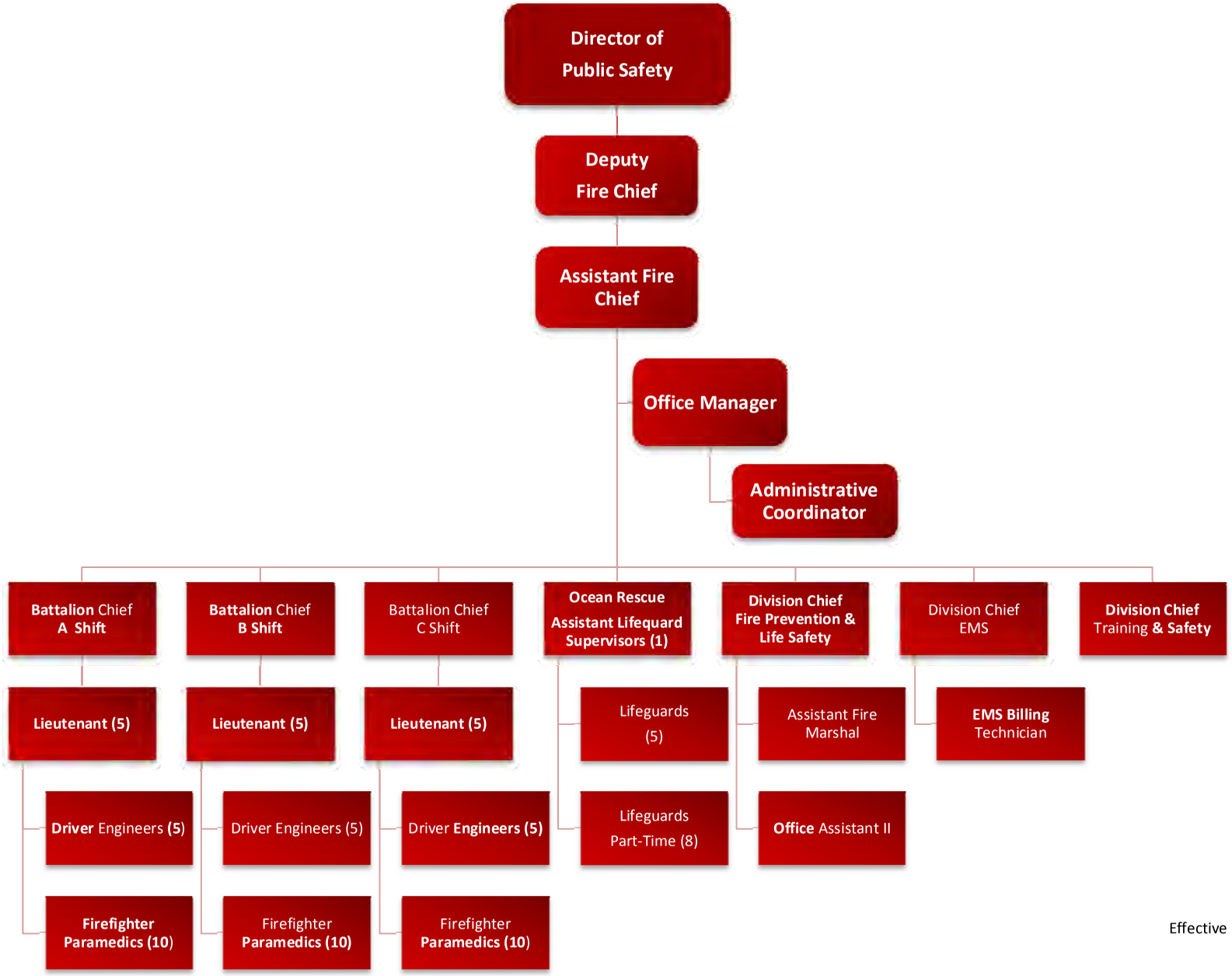
Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Support Services Captain	0.500	0.500	0.500	-	-
Support Services Sergeant	0.500	0.500	-	-	-
Code Compliance Officer II	1.000	1.000	1.000	1.000	1.000
Code Compliance Officer I	1.500	1.500	1.500	1.500	1.000
Parking/Code Enforcement Manager	-	-	0.500	0.500	0.500
Parking/Code Enforcement Specialist	0.750	0.750	0.750	0.750	0.750
	4.250	4.250	4.250	3.750	3.250

GOALS AND OBJECTIVES	
GOAL: Continually re-evaluate the function and services of the Code Enforcement Unit to be responsive to the needs and concerns of the residents, businesses, elected town officials, and other members of the community.	OBJECTIVES: Timely and consistently enforce the Town of Palm Beach Code of Ordinances as outlined under Chapter 162 of the Florida State Statute in order to achieve voluntary compliance and protect the health, safety, property values, and well being of the community. As part of cost saving measures the unit hired two (2) part time employees instead of one (1) full time employee to increase productivity and be able to respond to citizen complaints in a timely manner. It quickly became apparent that the lack of consistency in personnel responding to complaints and following up with citizens was detrimental to the ability to solve issues quickly and responsively. The unit dissolved the part-time positions in favor of one full time position.
GOAL: Continually examine and improve systems/procedures for greater efficiency and effectiveness of code enforcement.	OBJECTIVES: Promote voluntary compliance through public education/awareness such as brochures/pamphlets, web postings, community/business outreach programs, etc. Unit personnel participate in community outreach program such as the Citizen Police Academy and National Night Out Against Crime. During these events personnel take proactive and assertive efforts to educate the public by distributing brochures and answering questions. The “Code Watch” program has been an effective tool in providing potential code violations to the Unit’s attention before a complaint is even received. Unit personnel are actively involved with the Ordinance, Rules, and Standards Committee who meet regularly and make recommendations and edits to the current code of ordinances.

GOAL: Conduct the work of Code Enforcement in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program decreased from .56% in FY12 to .53% in FY13.

Fire-Rescue

Town of Palm Beach Fire Rescue



Effective 10/1/2012

Key Results and Measurement Methodology

GOALS AND OBJECTIVES	
GOAL: Improve response times to meet the industry standards for arrival at all emergency incidents to begin conducting EMS and Fire Operations	OBJECTIVES: Average Response Time - 8 minutes or less 90% of the time. Update: EMS Transports - Transport to designated hospitals 90% of the time The first Palm Beach Fire Rescue unit arrived on the scene of emergency calls in 8 minutes or less 94.81% of the time. Achieved 100% compliance transporting patients to designated hospitals.
GOAL: Reduce number of vehicle accidents and personnel injuries	OBJECTIVES: Safety Committee - Review 90% of all accident and injury reports Update: Achieved 100% compliance
GOAL: Reduce property loss in residential buildings	OBJECTIVES: Confine fires to Building of Origin in at least 90% of all residential fires Update: 100% confinement of fires to building of origin in 10 structure fires for FY12.
GOAL: Continually improve the CPR and AED capability of the Town through training and education	OBJECTIVES: Provide CPR & AED programs for target groups within the Town. Update: This fiscal year we have conducted 21 CPR/AED training classes with 315 people trained.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Fema Grant - Fire-Rescue	-	206,150	-	-	-	0.00%
Fire Supplemental Compensation	35,359	34,026	30,000	30,000	33,000	10.00%
Special Detail-Fire	43,903	53,681	55,000	50,000	47,000	-14.55%
Fire Prev Bonfires	3,300	3,600	3,000	5,000	4,000	33.33%
Fire Prev Fire Hydrant	-	825	500	-	500	0.00%
Fire Prev Hot Work	15,475	31,481	15,000	30,000	25,000	66.67%
Fire Prev Public Assembly	2,505	1,311	2,000	2,000	2,700	35.00%
False Fire Alarms	5,750	4,750	10,000	10,000	7,500	-25.00%
Fire Prev Fireworks	10,000	9,080	10,000	15,000	12,000	20.00%
Fire Prev Technical Fire Insp	25,413	36,588	40,000	40,000	40,000	0.00%
Fire Prev Annual Ins Fee	123,516	116,806	120,000	110,000	117,000	-2.50%
Ems Transport Fees	451,417	350,847	450,000	450,000	450,000	0.00%
Room Rental Dep - South Fire	25	200	-	-	-	0.00%
	716,663	849,345	735,500	742,000	738,700	0.44%

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	7,218,660	6,822,203	6,526,313	6,526,313	5,890,952	6,300,384	-3.46%
Employee Benefits	4,523,287	5,072,439	3,253,997	3,253,997	3,255,525	3,204,263	-1.53%
Contractual	185,866	246,707	199,200	236,267	237,567	325,400	63.35%
Commodities	328,923	254,689	246,800	250,579	239,379	229,100	-7.17%
Capital Outlay	148,299	255,562	-	-	-	-	0.00%
Depreciation	798,300	848,600	590,600	590,600	590,600	593,043	0.41%
Other	-	-	-	-	-	-	0.00%
TOTALS	13,203,335	13,500,200	10,816,910	10,857,756	10,214,023	10,652,190	-1.52%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

	FY2010	FY2011	FY2012	FY2013
Full Time Equivalent Employees	90.200	86.400	82.900	79.900

Changes to FTEs:

- -2.0 Driver/Engineer Paramedic
- -2.0 Lieutenant Paramedic
- -2.0 Firefighter EMT
- -1.0 Master Mechanic
- +4.0 Firefighter Paramedic

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	519,067	346,136	386,600	386,600	386,600	387,399	0.21%
Employee Benefits	283,070	289,268	177,800	177,800	170,900	182,873	2.85%
Contractual	48,080	61,917	70,900	70,900	72,200	53,800	-24.12%
Commodities	13,997	12,356	10,100	10,100	11,100	12,600	24.75%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	48,500	48,500	4,700	4,700	4,700	3,986	-15.19%
Other	-	-	-	-	-	-	0.00%
TOTALS	912,714	758,177	650,100	650,100	645,500	640,658	-1.45%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
All AT&T and Suncom telephone charges are now included in the Office of Information Systems budget. The Software maintenance cost for the Fire Prevention Bureau's software is now included in the Fire Prevention program budget. These reductions are partially offset by increases in radio system costs associated with the new radio system and inflationary adjustments to copy machine charges and printing costs.

Commodities:
Office supplies and minor office furniture and equipment were adjusted for inflation.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Fire-Rescue Chief	1.000	1.000	1.000	-	-
Director of Public Safety	-	-	-	0.500	0.500
Deputy Fire Rescue Chief	-	-	-	1.000	1.000
Assistant Chief, Administration	1.000	1.000	1.000	-	-
Administrative Lieutenant	1.000	1.000	-	-	-
Office Manager	1.000	1.000	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	1.000	1.000	1.000
Medical Billing Specialist	1.000	1.000	1.000	1.000	1.000
	6.000	6.000	5.000	4.500	4.500

GOALS AND OBJECTIVES	
GOAL: Maximize EMS transport revenue through efficient, timely filing of claims	OBJECTIVES: Maintain collection rate of 85% or better The collection rate on FY 12 invoices was 93.11%.
GOAL: Conduct the work of Fire Administration in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program decreased from 1.11% in FY12 to 1.07 in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
EMS Transport Revenue	$384,368	$385,834	$382,723	$455,000

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	6,119,075	5,976,132	5,616,413	5,616,413	5,034,352	5,418,695	-3.52%
Employee Benefits	3,900,549	4,401,761	2,888,397	2,888,397	2,897,725	2,798,869	-3.10%
Contractual	65,845	66,852	47,300	53,419	53,419	180,800	282.24%
Commodities	299,762	235,190	231,800	235,579	223,579	212,300	-8.41%
Capital Outlay	148,299	255,562	-	-	-	-	0.00%
Depreciation	734,200	784,200	571,000	571,000	571,000	574,005	0.53%
Other	-	-	-	-	-	-	0.00%
TOTALS	11,267,730	11,719,697	9,354,910	9,364,808	8,780,075	9,184,669	-1.82%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget reflects savings due to reduced staffing in this program.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
Vehicle maintenance has been outsourced (+$117,600) and is now provided by a contract for services. This resulted in the elimination of the Master Mechanic position. There were increases in radio system costs (+$16,000) and funding was added for building and facility maintenance.

Commodities:
Vehicle maintenance supplies were reduced (-$24,800). There was an inflationary adjustment for fuel/motor oil. EMT/Paramedic certification renewal (+$3,240) and State EMS Licenses (+$1,575) costs, which must be renewed every two years, were added.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Assistant Chief, Operations	1.000	1.000	1.000	1.000	1.000
Battalian Chief	3.000	3.000	3.000	3.000	3.000
EMS Division Chief	1.000	1.000	1.000	1.000	1.000
Lieutenant / Paramedic	18.000	18.000	18.000	17.000	15.000
F/F, Driver/Engineer, Paramedic or EMT	18.000	18.000	18.000	17.000	15.000
Firefighter, Paramedic or EMT	32.000	32.000	28.000	28.000	30.000
Fleet Manager	-	-	0.200	0.200	0.200
Master Mechanic	1.000	1.200	1.200	1.200	0.200
Mechanic Assistant	0.500	-	-	-	-
	74.500	74.200	70.400	68.400	65.400

GOALS AND OBJECTIVES	
GOAL: Maintain optimum fire response time to Goal: Maintain optimum fire response time to enhance life safety and property protection	OBJECTIVES: First unit response time of 8 minutes or less from receipt of alarm to arrival 90% of the time The first Palm Beach Fire Rescue unit arrived on the scene of emergency calls in 8 minutes or less 94.81% of the time.
GOAL: Minimize property loss as a result of structure fires	OBJECTIVES: Contain structure fires to building of origin 80% of the time 100% confinement of fires to building of origin in 10 structure fires for FY12.
GOAL: Maintain optimum response time for ALS/EMS to enhance life safety support	OBJECTIVES: First ALS unit response time of 8 minutes or less 90% of the time The first Palm Beach Fire Rescue unit arrived on scene of medical emergencies in 8 minutes or less 95.50% of the time.
GOAL: Minimize time between arrival and transport on cardiac, stroke and trauma alerts	OBJECTIVES: Meet or exceed industry standards for treatment and rapid transport Administered ongoing training at the FAU simulation lab, and via Field Training Officers to ensure compliance
GOAL: Maintain EMT/Paramedic re-certification of all personnel as required	OBJECTIVES: Achieve 100% of required training to maintain certification required by Florida State Statute Achieved 100% compliance
GOAL: Conduct the work of Operations an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program decreased from 15.98% in FY12 to 15.38% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Number of Medical Calls	1319	1311	1464	1729
Average Response Time (EMS)	4:32	5:04	5:12	5:00
Number of Patients	1352	1358	1423	1681
Number of Transports	920	954	1026	1179
Number of Fire Calls	1175	1021	1147	982
Average Response Time (Fire)	5:34	6:23	6:10	6:02
Fire Loss	$215,500	$40,345	$62,295	$42,235

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	116,899	116,899	116,500	116,500	116,500	116,500	0.00%
Employee Benefits	58,849	67,033	49,400	49,400	49,100	55,637	12.63%
Contractual	69,096	116,651	80,200	111,148	111,148	90,000	12.22%
Commodities	8,318	4,040	3,100	3,100	3,100	1,600	-48.39%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	253,162	304,623	249,200	280,148	279,848	263,737	5.83%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
Contractual service costs were increased for educational reimbursement used to prepare members for advancement to future leadership positions within the organization, and for community education used to expand our efforts to teach CPR and AED.

Commodities:
Costs savings were achieved in the publications and minor equipment line accounts.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Division Chief - Training/Safety	1.000	1.000	1.000	1.000	1.000

GOALS AND OBJECTIVES	
GOAL: Enhance Incident Command System capabilities for managing critical incidents	OBJECTIVES: Provide National Incident Management System (NIMS) training for 100% of fire-rescue department personnel. 100% of the Department has received the required NIMS training as required for their position.
GOAL: Enhance EMS response capabilities through Medical Director approved training programs	OBJECTIVES: Provide training for 80% of department personnel in EMS training using props for simulation under controlled conditions Conducted new protocol training for greater than 80% of the Department through Florida Atlantic University Simulation Lab training under the direction of the Department's Medical Director. Field Training Officer's provide on-going monthly training for 80% of the operations personnel.
GOAL: Enhance Fire Suppression response capabilities through NFPA approved firefighting training	OBJECTIVES: Provide training for 80% of department personnel in fire training using props for simulation under controlled conditions Conducted live fire training for 80% of personnel using the burn building located at Palm Beach County Fire Rescue Regional Training Center. Conducted training for 80% of department personnel through NFPA 1410 drills using the Department's Mobile Training Tower.
GOAL: Enhance Fire Suppression survival capabilities through NFPA approved firefighting training	OBJECTIVES: Provide training for 80% of department personnel in fire fighting survival training using props for simulation under controlled conditions The Department is currently scheduled to receive Firefighter survival training for 80% of the Department using obtained building located at 251 Royal Palm Way.
GOAL: Enhance a standard mechanism for the evaluation of minimum acceptable performance during training or initial fire suppression and rescue activities.	OBJECTIVES: Provide training for 80% of department personnel in fire suppression and rescue activities using the NFPA 1410 basic evolution drills. Conducted monthly NFPA 1410 basic evolution drills for 80% of Department personnel on initial fire attack and rescue activities. Field Training Officer's conducted drills with their respective shifts.

GOAL: Enhance Hazardous Materials response capabilities through NFPA approved Haz. Mat. Training	OBJECTIVES: Provide training for 80% of department personnel an 8 hour Hazardous Materials refresher course at the Operations level. The objective is currently scheduled to be completed through online training with Target Safety this period.
GOAL: Enhance Fire Suppression response capabilities through approved Truck Operations training.	OBJECTIVES: Provide training for 80% of department personnel in Truck Operations using props for simulation under controlled conditions and classroom training. Conducted high rise training for 80% of personnel using the 5 story mobile training tower located at Fire Station #3 for truck operation tactics.
GOAL: Enhance EMS response capabilities through Medical Director approved ITLS training.	OBJECTIVES: Provide training for 80% of department personnel through the Medical Director on an approved PHTLS certification course. Not performed in this period. This training is required biennially and will be performed in FY2013.
GOAL: Enhance EMS response capabilities through Medical Director approved ACLS training.	OBJECTIVES: Provide training for 100% of department Paramedic personnel through the Medical Director on an approved ACLS certification course. Not performed in this period. This training is required biennially and will be performed in FY2013.
GOAL: Enhance EMS response capabilities through Emergency Response to Terrorism Course	OBJECTIVES: Provide training for 80% of department personnel with a 4 hour EMS Emergency Response to Terrorism training course through on-line sessions. This training is currently assigned to greater than 80% of personnel through on-line training in Target Safety.
GOAL: Conduct the work of training an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .43% in FY12 to .44% in FY13.

GOAL: Enhance Hazardous Materials response capabilities through a Radiation Safety course	OBJECTIVES: Provide training for 80% of personnel with a 3 hour Radiation Safety training course through on-line sessions This objective was not met during this period as less than 80% of personnel attended.
GOAL: Enhance emergency vehicle operator response capabilities through Fleet Program training courses.	OBJECTIVES: Provide training for 100% of personnel with a 6 hour Fleet Driving Program course through on-line sessions Conducted training on-line for 100% of emergency vehicle operators for the development of skills necessary to respond safely on emergency and non-emergency activities.
GOAL: Enhance Officers and Step-up Officers leadership, management and organizational behaviors through Brunacini's Functional Boss Behaviors training courses through on-line sessions	OBJECTIVES: Provide training for 100% of Officers and Step-up officers with a 4 hour Brunacini Functional Boss Behaviors training course through on-line sessions Conducted training on-line for 100% of Officers and Step-up officers for the development of skills necessary for leadership, management and organizational behaviors.
GOAL: Enhance Fire Suppression response capabilities through training drills	OBJECTIVES: Conduct training drills for 80% of department personnel under simulated and controlled conditions Conducted 8 (3-hour) drills yearly, 4 multiple-company (3-hour) drills yearly, 2 night (3-hour) drills yearly for 80% of the personnel.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Annual Training Hours	10,944	11,785	17,039	17,598

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	463,619	383,036	406,800	406,800	353,500	377,790	-7.13%
Employee Benefits	280,819	314,377	138,400	138,400	137,800	166,884	20.58%
Contractual	2,845	1,287	800	800	800	800	0.00%
Commodities	6,846	3,103	1,800	1,800	1,600	2,600	44.44%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	15,600	15,900	14,900	14,900	14,900	15,052	1.02%
Other	-	-	-	-	-	-	0.00%
TOTALS	769,729	717,703	562,700	562,700	508,600	563,126	0.08%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages was reduced as we continue converting to a greater reliance on part-time/no benefit lifeguards.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Commodities:
Inflationary costs were added for fuel and motor oil.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Supervisor Lifeguard	1.000	1.000	1.000	-	-
Assistant Supervisor Lifeguard	2.000	2.000	2.000	2.000	1.000
Lifeguard On-Call	-	-	-	3.000	3.000
Lifeguard	7.000	7.000	7.000	4.000	5.000
	10.000	10.000	10.000	9.000	9.000

GOALS AND OBJECTIVES	
GOAL: Meet or exceed national standards for physical fitness.	OBJECTIVES: Report standards compliance. National standard: 500 meters in less than 10 minutes. All lifeguards met the national standard.
GOAL: Meet or exceed national standards for training requirements and certification.	OBJECTIVES: Number of training exercises compared to standards. The national standard is a minimum of 16 hours annually per lifeguard. The average training hours annually per lifeguard is 21.
GOAL: Obtain eventual EMT certification for all lifeguards to provide first responder services and receive Advanced Agency Certification from USLA.	OBJECTIVES: Report percentage of lifeguards with EMT certification annually. The unit currently has 77% of its staff EMT or paramedic certified.
GOAL: Reduce rescues needed by employing effective prevention tactics.	OBJECTIVES: Report number of rescues and preventive measures compared year to year in relationship to beach attendance. 2011 / 2012 Beach Attendance 431,867 / 435,167 Preventative Actions 3,561 / 3,735 Rescues 33 / 41 Enforcements 3,968 / 4011
GOAL: Conduct the work of Ocean Rescue in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program decreased from .96% in FY12 to .94% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Beach Attendees Protected	478,745	437,066	431,867	435,167
Preventative Actions	4223	3993	3561	3735
Rescues	40	53	33	41
Enforcements	4958	4125	3968	4011

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Police

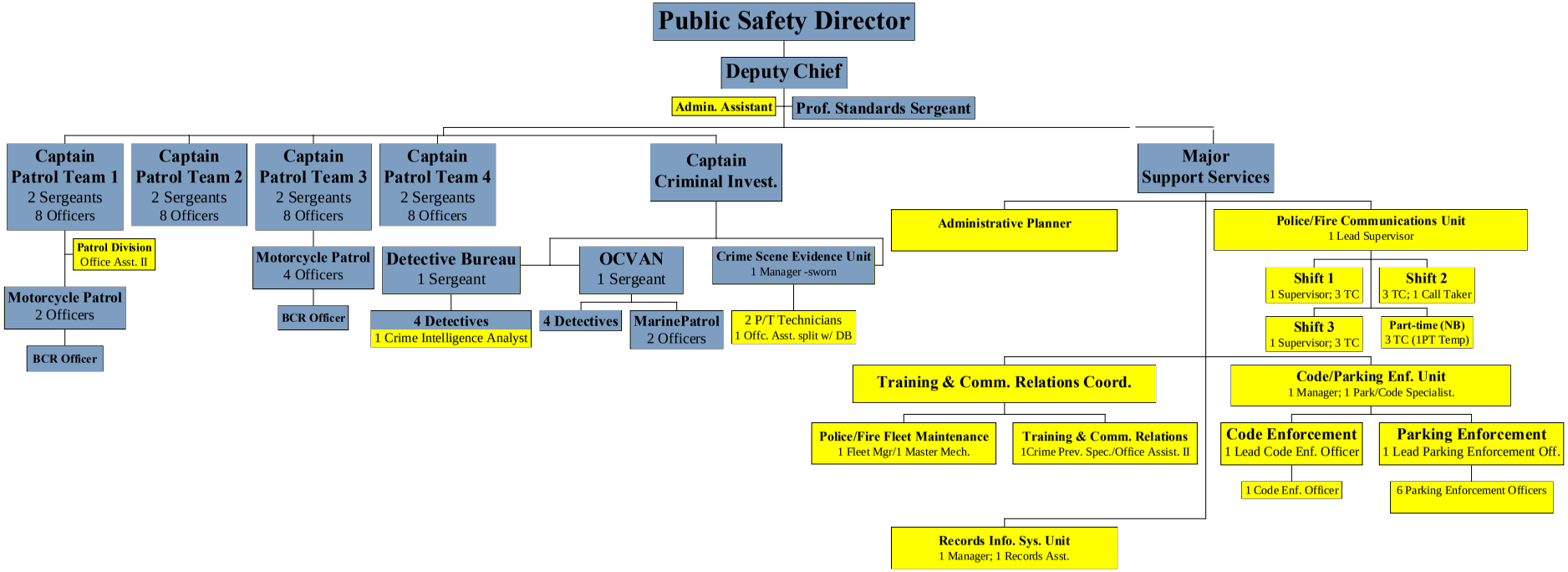
PALM BEACH POLICE DEPARTMENT

ORGANIZATIONAL CHART

FY13 Proposed Budget

Staffing Level

Position	Authorized #
Public Safety Director	1
Deputy Chief	1
Major	1
Captains	5
Sergeants	11
Police Officers	51
Total Sworn	70
Total Civilain:	
Full Time	35
Part Time	5



Key Results and Measurement Methodology

GOALS AND OBJECTIVES	
GOAL: The perception of safety in the community is enhanced through effective policing practices.	OBJECTIVE: Provide 10% of available patrol time to alternative methods; foot, bicycle, ATV, & boat patrol. Update: 2011 Allocation Study indicates that there were 66,732 officer hours available for duty. The Monthly Activity Report through December 2011 indicates a total of 16,805 alternative patrol hours which represents 25% of available time, exceeding the objective.
GOAL: Pro-active measures result in the prevention and reduction of crime and protection of life and property.	OBJECTIVE: Educate and equip residents and the business community with the tools necessary to report and deter crime. Update: The Department hosts a Citizen Police Academy in which participants receive training on criminal techniques and crime prevention. Members of the Business & Community Relations Unit routinely attend meetings of business organizations in town such as the Worth Avenue Association and the Greater South County Road Association. Crime prevention techniques are shared at those meetings on an informal basis as officers answer questions about criminal activity in Palm Beach and surrounding areas. Additionally residents and businesses who subscribe to crime alerts receive email notifications regarding suspicious or criminal activity.
GOAL: Police operations and programs are effective in maintaining or increasing the quality of life in the community.	OBJECTIVE: Provide annual training to officers on Code Enforcement issues. Update: During the year, all officers received roll-call training on timely code enforcement issues. OBJECTIVE: Conduct selective enforcement in areas identified by community comments or police personnel. Update: Patrol Officers conducted over 1,400 hours of selective enforcement addressing issues identified by the community and Town staff.

GOAL: A successful police mission is accomplished via education, awareness, training, and community partnerships.	OBJECTIVE: Memberships to Palm Beach Crime Watch and the Palm Beach Marine Crime Watch equal or exceed 10% of the resident population as defined by the US Census Bureau. Update: There are currently 615 members of Palm Beach Crime Watch and Palm Beach Marine Crime Watch. OBJECTIVE: The Palm Beach Police Department's internet web site experiences an average of at least 100 successful hits per day. Update: The Palm Beach Police Department's website experienced 28,764 visits in FY12. This is an average of 78.8 hits per day. This does not meet the current objective however the site was under construction for approximately 4 months during this period. OBJECTIVE: Provide Citizen and Teen Police Academy programs to at least 75 persons per year. Update: Due to financial and staffing constraints, the department did not conduct a Citizen or Teen Police Academies in FY12. Administration has decided to reduce the number of future Academies to one Citizen and one Teen per fiscal year and therefore the future objective reviewed.

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.

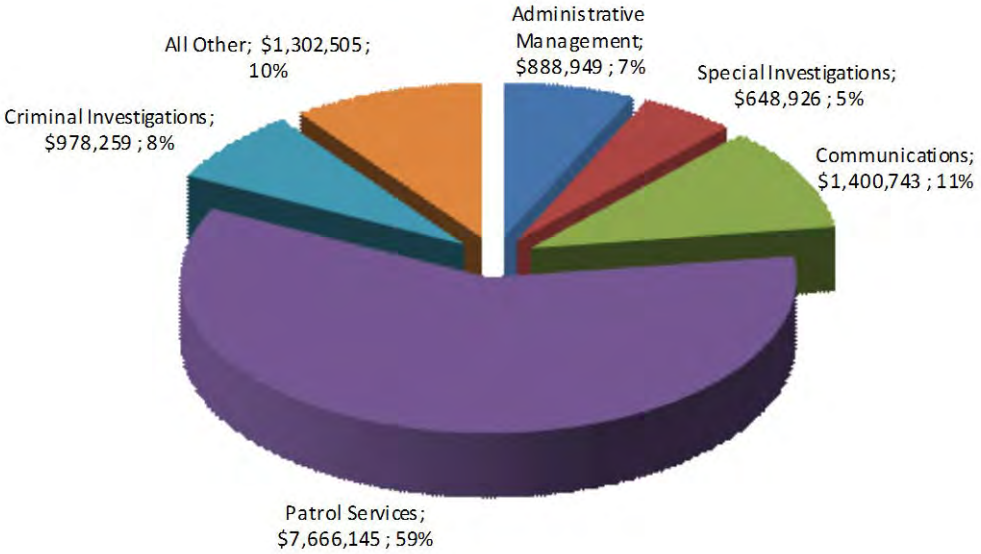
Revenue Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Bullet Proof Vests Grant	2,527	13,239	4,000	4,000	3,850	-3.75%
Fdle Justice Assistance Grant	1,596	1,426	1,500	1,500	-	-100.00%
911 Equip Reimbursement	70,297	116,842	106,000	106,000	100,000	-5.66%
Seized Tag	1,217	2,033	2,500	2,500	3,000	20.00%
$12.50 Citation Monies	23,126	9,570	15,000	-	-	-100.00%
Special Assignment Ot - Other	596,334	630,086	650,000	1,000,000	700,000	7.69%
Police Id Cards	22,555	21,692	20,000	20,000	20,000	0.00%
Burglar Alarm False Alarm Fees	88,870	68,051	90,000	75,000	75,000	-16.67%
Burglar Alarm Registration Fee	46,799	46,588	50,000	55,000	55,000	10.00%
Burglar Alarm - Penalties	5,439	5,710	7,000	-	-	-100.00%
Burglar Alarm - Direct Connect	5,000	5,892	6,000	6,000	6,000	0.00%
Valet Parking Permit	1,450	10,200	6,000	8,000	6,000	0.00%
Fines - Other Parking	216,157	326,118	332,000	625,000	625,000	88.25%
Fines - Parking Meters	91,965	93,987	110,000	120,000	120,000	9.09%
Row Parking Violation Fines	7,850	16,475	20,000	16,000	16,000	-20.00%
Moving Violations	38,046	47,970	40,000	40,000	45,000	12.50%
Revenue/2nd $ Funding	5,450	6,592	6,000	6,000	6,000	0.00%
Boot Fees	17,050	29,750	25,000	30,000	30,000	20.00%
Penalty - Other Parking	104,994	133,561	140,000	198,086	190,000	35.71%
Penalty - Parking Meters	51,259	49,977	60,000	52,149	55,000	-8.33%
Code Compliance Fines	45,742	580,521	100,000	250,000	200,000	100.00%
Code Compliance Admin Fee	8,200	12,275	10,000	12,000	12,000	20.00%
Rebate For Town Towing	1,646	1,989	2,000	2,000	2,000	0.00%
	1,453,569	2,230,544	1,803,000	2,629,235	2,269,850	25.89%

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	8,128,776	7,721,977	7,681,283	7,681,283	7,530,833	7,906,040	2.93%
Employee Benefits	4,966,617	5,497,965	3,482,366	3,482,366	3,563,108	3,878,383	11.37%
Contractual	391,637	319,648	361,815	406,140	410,565	355,423	-1.77%
Commodities	382,710	383,509	339,010	339,676	339,976	317,410	-6.37%
Capital Outlay	28,457	41,167	-	-	-	-	0.00%
Depreciation	546,900	546,900	347,103	347,103	347,193	428,271	23.38%
Other	-	-	-	-	-	-	0.00%
TOTALS	14,445,097	14,511,166	12,211,577	12,256,568	12,191,675	12,885,527	5.52%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.



	FY2010	FY2011	FY2012	FY2013
Full Time Equivalent Employees	115.050	102.850	102.850	104.350

Changes in FTEs:

- +1.5 Convert 3 temporary telecommunicator positions to part-time, no benefits

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	645,348	631,841	585,704	585,704	585,704	589,287	0.61%
Employee Benefits	307,670	273,884	221,967	221,967	224,655	237,904	7.18%
Contractual	39,432	22,248	31,800	36,338	36,740	31,700	-0.31%
Commodities	42,433	34,005	36,000	36,000	36,000	28,700	-20.28%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	2,800	2,800	1,157	1,157	1,157	1,358	17.37%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,037,683	964,778	876,628	881,166	884,256	888,949	1.41%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
An increase in Educational Reimbursement ($2,000) was offset by reductions in Data Line Charges ($500), Internet Access ($600), Printing ($1,000), and Minor Office Furniture/Equipment ($4,040).

Commodities:
Decrease is the result of reductions in Office Supplies ($1,000), Uniform (Sworn & Civilian) expenses ($5,000), and Publication & Subscriptions ($1,300).

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Director of Public Safety	-	-	-	0.500	0.500
Police Chief	1.000	1.000	1.000	-	-
Deputy Police Chief	-	-	-	1.000	1.000
Major	2.000	2.000	2.000	1.000	1.000
Sergeant	1.000	1.000	1.000	1.000	1.000
Police Planner	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	-	-	-
	7.000	7.000	6.000	5.500	5.500

GOALS AND OBJECTIVES	
GOAL: Achieving the highest possible quality of life for the community and providing the highest level of protection and service through community partnerships based on honesty, trust, fairness, compassion, respect, cooperation and shared vision.	OBJECTIVES: Periodically survey citizens, businesses and other persons having contact with the Palm Beach Police Department through various media (i.e. website/internet, flyers, survey cards, etc.) to obtain feedback. Website update to provide survey option budgeted for FY13. Surveys are provided to all participants of the Citizen & Teen Academies and evaluated by staff for future academies.
Goal: Appropriately address operational, strategic, protective, and regional coordination objectives in the defense of the Town of Palm Beach from acts of terrorism.	OBJECTIVE: Continually analyze the general and specific threat profiles of the Town of Palm Beach for acts of terrorism. Establish appropriate programs to pro-actively address anticipated vulnerabilities, threats and acts of terrorism. Police Department staff continues to participate in the Joint Terrorism Task Force, attends monthly meetings of the South Florida Regional Domestic Security Task Force. Officers continue to receive training in counter-terrorism intelligence from the F.B.I. and other governmental agencies. Appropriate personnel are also trained in FDLE's "ThreatNet" computer system and the "HSIN" intelligence sharing network.
GOAL: Provide community with continually updated information relating to current events, programs, public services, crime prevention, and recruiting activities of the Palm Beach Police Department.	OBJECTIVES: Utilize the Police Department Website as an information conduit for all services provided for the community and for the reception of community input. Publish community Crime Watch newsletters on a quarterly basis. The Palm Beach Police Department's website experienced 28,764 visits in FY12. This is an average of 78.8 hits per day. Business & Community Relations personnel continually update website information for based on current events and crime analysis. The Crime Prevention Unit continues to publish newsletters on a quarterly basis which contains relevant information for the time.
GOAL: Conduct the work of Administrative Management in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service The percentage of general fund budget dedicated to this program decreased from 1.50% in FY12 to 1.49% in FY13.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	335,231	326,108	392,364	392,364	331,000	392,480	0.03%
Employee Benefits	253,779	300,093	184,297	184,297	175,781	213,455	15.82%
Contractual	20,808	30,702	23,000	27,734	27,734	23,000	0.00%
Commodities	12,741	16,197	13,300	13,300	14,300	14,100	6.02%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	11,400	11,400	6,741	6,741	6,741	5,891	-12.61%
Other	-	-	-	-	-	-	0.00%
TOTALS	633,959	684,500	619,702	624,436	555,556	648,926	4.72%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Commodities:
Increase is the result of increased Fuel/Motor Oil expenses.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Sergeant	1.00	1.00	1.00	1.00	1.00
Officer	7.00	4.00	4.00	4.00	4.00
	8.00	5.00	5.00	5.00	5.00

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Total Cases Investigated	315	250	184	167
Total Intelligence Reports (Received)	144	151	67	131
Disseminated Intelligence Bulletins	32	39	55	52
Surveillance Hours	1116	859	558	1759

GOALS AND OBJECTIVES	
GOAL: Develop and execute a proactive program of investigating and suppressing criminal organizations whose activities include major frauds, illegal narcotic=s trafficking, and other organized criminal operations in an attempt to reduce the number of victims, recover monetary losses, and improve the quality of life for citizens of the Town of Palm Beach.	OBJECTIVES: Conduct surveillance/decoy/sting operations to provide a less identifiable and predictable enforcement strategy in order to curtail theft and other crimes. OCVAN utilizes creative measures to document, record, and gather criminal intelligence and information. This includes covert cameras, hidden recording devices, and computerized databases. Detectives use active C.I.s (criminal informants) and other sources of information that are routinely contacted for intelligence updates.
GOAL: Promote intelligence and information collection, exchange, analysis and dissemination to all units within the Police Department and with external intelligence sources.	OBJECTIVES: Coordinate the Department's response to Domestic Security as it relates to both intelligence and investigative matters. Unit members regularly attend Detective Bureau and Patrol Unit roll-call meetings/training for the purpose of information sharing. The Director is provided a monthly status report summarizing the activity and status of all OCVAN investigations and activity.
GOAL: Deter the importation and use of illegal narcotics in or through the community.	OBJECTIVES: Direct drug interdiction efforts through the use of undercover surveillance practices. Unit personnel utilize the Florida Prescription Database Monitoring Program which was implemented to identify suspects who obtain fraudulent prescription by "doctor shopping". Undercover Detectives also conduct bar checks for narcotics and underage drinking. Objective: Participate in Blue Lightning Strike Force Operations designed to detect, intercept and prevent the smuggling of illegal drugs. Marine Patrol officers are trained in drug interdiction activities and participate in Blue Lightning Strike Force Operations as necessary.
GOAL: Conduct the work of the Organized Crime, Vice and Narcotics Unit in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service The percentage of general fund budget dedicated to this program increased from 1.06% in FY12 to 1.09% in FY13.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	112,000	101,832	79,075	79,075	109,620	111,831	41.42%
Employee Benefits	84,297	70,253	41,499	41,499	43,237	61,046	47.10%
Contractual	13,588	10,078	11,800	12,150	11,800	11,300	-4.24%
Commodities	4,045	1,236	4,200	4,200	4,200	4,200	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	200	200	935	935	935	935	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	214,130	183,599	137,509	137,859	169,792	189,312	37.67%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. The substantial increase is the result of an error in the FY12 budget in which a reduction in salary was duplicated.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
Reduction is the result of slight decreases in Copy Machine Charges ($350) and Printing ($500).

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Records Manager	1.000	1.000	1.000	1.000	1.000
Records Information Assistant I	2.000	1.000	1.000	1.000	1.000
	3.000	2.000	2.000	2.000	2.000

GOALS AND OBJECTIVES	
GOAL: Availability of information to the public and the police department.	OBJECTIVES: Entering records into the department computerized records management system no later than the next business day after the record has been received. Officers have been trained on the new RMS software program and submit reports electronically via in-car laptops. Officers are required to do so by the end of their shift. Records entered via Records Personnel typically have a turnaround time of less than 24 hours.
GOAL: Effective access to public records.	OBJECTIVES: Provide records requested by the public and police department no later than 3 business days from receipt of the request. The unit continues to meet this objective, usually surpassing the objective due to the ability to send records electronically.
GOAL: Timely and accurate accounting of all department property, equipment, and firearms.	OBJECTIVES: Accurate yearly audit of Fixed Assets and department property. The Records Manager keeps an in-house inventory of assets not covered in the Fixed Asset Inventory (item over $2,500) and audits are conducted of weapons on a quarterly basis. The Fixed Asset Inventory is completed annually by the Police Planner. The last Fixed Asset Inventory was completed on July 31, 2012.
GOAL: Conduct the work of the Records Information System Unit in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .23% in FY12 to .32% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Incident Reports	1049	1896	1146	1039
Citations/Violations Processed	4268	4676	3,595	3596

PROGRAM: TRAINING & COMMUNITY RELATIONS UNIT (TCR) 424

Mission: This division exists to enhance public safety by providing education and training to the community and the Police Department staff that will both enhance crime prevention and encourage citizen involvement.

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

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

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	185,067	175,648	184,986	184,986	154,198	188,512	1.91%
Employee Benefits	78,759	125,352	82,998	82,998	79,965	82,284	-0.86%
Contractual	13,779	5,900	10,000	10,000	8,000	11,500	15.00%
Commodities	6,650	3,930	3,550	3,550	3,850	3,850	8.45%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	5,100	5,100	4,783	4,783	4,783	5,232	9.39%
Other	-	-	-	-	-	-	0.00%
TOTALS	289,355	315,930	286,317	286,317	250,796	291,378	1.77%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
The change is the result of an increase in Training/Certification ($3,000) offset by decreases in Travel/Professional Development ($1,000) and Printing ($500).

Commodities:
The change is the result of an increase in Membership Dues ($300).

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
BCR Manager	1.000	1.000	-	-	-
Training & Comm Relations Coor	-	-	-	-	1.000
Crime Prevention Specialist	1.000	1.000	1.000	1.000	1.000
Office Assistant II	1.000	1.000	1.000	1.000	1.000
Sergeant	-	-	-	1.000	-
	3.000	3.000	2.000	3.000	3.000

GOALS AND OBJECTIVES	
GOAL: Public safety is enhanced by responsible community involvement.	OBJECTIVES: Number of Crime Watch members and citizens involved in Crime Watch programs. There are currently 615 Crime Watch members in the department database. Members participate in an assortment of ways serving as block captains, attending various community organizational meetings, supporting the Police Foundation Ball, volunteering at National Night Out Against Crime, etc.
GOAL: To create a cohesive working relationship and open lines of communication with residents and members of the business community.	OBJECTIVE: Citizens participation in police department crime prevention/community involvement efforts/activities/programs. The Department has a Volunteers In Police Service (VIPS) program with over 90 active volunteers. Volunteers assist Department staff by covering the lobby desk, processing voluntary identification cards in the Crime Scene Evidence Unit, assisting with applicant processing and performing clerical duties in the Crime Prevention & Community Relations Unit.
GOAL: Create and maintain an organizational environment that is professionally rewarding, challenging, and that promotes employee commitment and ownership.	OBJECTIVES: Provide organizational development opportunities through the department's in-service training program and appropriate outside seminars and training classes. During FY12 employees were provided education/training opportunities totaling 4,103 hours, encompassing 287 employees.
GOAL: Conduct the work of Business and Community Relations in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program remained steady at .49%.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Crime Prevention Activities	96	98	60	65
Volunteers	111	114	106	110
Palm Beach Crime Watch Members	984	659*	615	650

* Previous years calculated using different formula. This number reflects the number of actual member records which includes all family and individual records.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	901,529	727,008	757,139	757,139	720,108	805,890	6.44%
Employee Benefits	521,989	509,432	323,042	323,042	310,896	386,174	19.54%
Contractual	119,522	92,905	103,600	133,838	135,050	135,923	31.20%
Commodities	7,817	13,315	7,750	7,750	7,750	7,750	0.00%
Capital Outlay	-	41,167	-	-	-	-	0.00%
Depreciation	97,900	97,900	45,500	45,500	45,500	65,006	42.87%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,648,757	1,481,727	1,237,031	1,267,269	1,219,304	1,400,743	13.23%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Three part-time Telecommunicator positions are reflected in the unit's personnel complement.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
The change in contractual services is the result of decreases in telephone expenses ($12,500) that were transferred to the Office of Information Systems and Radio Maintenance ($8,411) and increases in Training/Certification ($6,520), Date Line charges (MPSCC) ($41,814), Radio Repair and Parts ($5,000).

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Telecommunications Manager	1.000	1.000	-	-	-
Lead Telecommunications Supervisor	-	-	-	1.000	1.000
Telecommunications Supervisor	4.000	4.000	3.000	2.000	2.000
Telecommunicator	11.000	11.000	10.000	10.000	10.500
Call-Taker	1.000	1.000	1.000	1.000	1.000
	17.000	17.000	14.000	14.000	14.500

GOALS AND OBJECTIVES	
GOAL: Provide residents/businesses with efficient and effective police/fire dispatch to ensure a rapid and coordinated response by emergency personnel.	OBJECTIVES: Dispatch emergency calls within 90 seconds on the average from the time the call is received. During FY12 the average call start to dispatch for priority one police calls was 88 seconds; 68 seconds for fire calls; and 53 seconds for medical calls.
GOAL: Citizen satisfaction in Communication's role in receiving and processing calls for service.	OBJECTIVE: Provide callers with competent pre-arrival instructions and relaying information to emergency responders prior to arrival. Telecommunicators are trained in pre-arrival instructions and hold current certifications as Emergency Medical Dispatchers. Supervisors periodically review random calls for quality assurance.
GOAL: Employees are well-trained and maintain appropriate skills and abilities.	OBJECTIVE: 100% compliance with all training requirements. All telecommunicators hold current 9-1-1 Telecommunicator and TDD certifications which are valid for a period of one year. Additionally, all department TCs have completed in-service training during FY12 on topics provided by "When Seconds Count".
GOAL: Conduct the work of the Communications Unit in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service The percentage of general fund budget dedicated to this program increased from 2.11% in FY12 to 2.35% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Police Calls	76,863	52,603*	50,236*	49,090*
Fire Calls	2291	1011*	1176*	1,169*
Medical Calls	1319	1430*	1449*	1606*

* Number of recorded calls is reduced due to elimination of tracking out of service codes.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	201,556	155,386	149,772	149,772	116,000	155,370	3.74%
Employee Benefits	132,301	126,258	68,464	68,464	63,788	40,129	-41.39%
Contractual	11,201	8,062	12,940	13,401	12,940	13,400	3.55%
Commodities	10,481	6,379	8,910	8,910	8,310	7,310	-17.96%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	12,300	12,300	3,800	3,800	3,800	11,769	209.71%
Other	-	-	-	-	-	-	0.00%
TOTALS	367,839	308,385	243,886	244,347	204,838	227,978	-6.52%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, if applicable. Two part-time Crime Scene Evidence Technician positions are reflected in the unit's personnel complement.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
No significant change.

Commodities:
Decrease is the result of elimination of the Office Supplies ($1,000) and Chemical/Cleaning Supplies ($3,000) accounts that were reduced and then combined with a general category, Other Supplies.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Police Officer/Manager	1.000	1.000	1.000	1.000	1.000
Crime Scene Technician II	2.000	2.000	1.000	1.000	1.000
Evidence and Property Specialist	1.000	-	-	-	-
Office Assistant II	-	0.500	0.500	0.500	0.500
	4.000	3.500	2.500	2.500	2.500

GOALS AND OBJECTIVES	
GOAL: Proper collection and storing of property and evidence.	OBJECTIVES: Successful inspections/audits of the unit's property and evidence. Per policy, the Professional Standards Sergeant conducted an annual audit of evidence and found property in which no discrepancies were found with the property items selected for review. Also, the Criminal Investigations Unit Captain conducted an unannounced inspection of the evidence/property storage areas on December 28, 2011 and found no discrepancies. Additionally, a narcotics burn order was received on May 23rd, 2012 from the Court. CSEU staff inspected and prepared approved items from June 4th – 6th, 2012. The burn was completed on June 7th, 2012 in conjunction with 15 other law enforcement agencies at the 45th Street Solid Waste Facility.
GOAL: Thorough and timely development and submission of evidence.	OBJECTIVES: Utilization of the Automated Fingerprint Identification System; comparison of latent fingerprints; submission of forensic evidence for DNA analysis comparison/elimination. The unit processed 2,105 fingerprints for comparison, forensic evidence or elimination purposes in FY12.
GOAL: Provide town residents and businesses useful services.	OBJECTIVES: Voluntary ID cards produced; civilian fingerprinting program; reproduction of audio, video and photographic evidence. The unit produced 1,051 Voluntary ID Card and 647 audio/video/photographic reproductions of evidence in FY12.
GOAL: Conduct the work of the Crime Scene/Evidence Unit in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program decreased from .42% in FY12 to .38% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Latent Print Comparisons	2947	6427	1700	2066
Fingerprint Identifications	36	18	60	26
Crime Scenes Processed	35	39	22	40

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	4,711,991	4,679,868	4,598,749	4,598,749	4,585,000	4,701,919	2.24%
Employee Benefits	2,938,466	3,399,381	2,117,561	2,117,561	2,213,807	2,356,650	11.29%
Contractual	135,397	112,718	119,475	121,097	126,711	107,400	-10.11%
Commodities	282,362	288,510	244,900	245,566	245,166	229,000	-6.49%
Capital Outlay	28,457	-	-	-	-	-	0.00%
Depreciation	308,000	308,000	210,900	210,900	210,990	271,176	28.58%
Other	-	-	-	-	-	-	0.00%
TOTALS	8,404,673	8,788,477	7,291,585	7,293,873	7,381,674	7,666,145	5.14%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
Reduction is the result of decreases in Vehicle Maintenance – External ($2,000), Other Equipment Maintenance ($12,790) offsetting an increase of $1,500 in Software Maintenance.

Commodities:
Reduction is the result of decreases in Minor Office Furniture/Equipment ($2,666), Uniforms ($8,700), and Ammunition ($3,000) .

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Captain	4.000	4.000	3.000	4.000	4.000
Sergeant	11.000	11.000	9.000	8.000	8.000
Officer	43.000	43.000	42.000	42.000	42.000
Office Assistant II	1.000	1.000	1.000	1.000	1.000
Mechanic	-	-	-	-	-
Master Mechanic	2.000	1.000	0.800	0.800	0.800
Fleet Manager	-	1.000	0.800	0.800	0.800
	61.000	61.000	56.600	56.600	56.600

GOALS AND OBJECTIVES	
GOAL: Citizens, businesses, and visitors feel safe and secure in the community.	OBJECTIVES: Visible patrol to deter and prevent crime. Patrol Unit officers spent approximately 10,168 hours conducting Foot, Bicycle, ATV and Marine Patrol during FY12
GOAL: Traffic safety is improved by enforcement of traffic laws and crash prevention activities.	OBJECTIVES: Report property damage and personal injury resulting from traffic crashes and maintain a traffic enforcement index not less than 20%. The traffic index for FY12 was 21% which is achieved by taking the number of hazardous moving violations (337) divided by the number of injuries (16). The total property damage due to traffic crashes was estimated at $77,229.
GOAL: Conduct the work of the Patrol Unit in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from 12.46% in FY12 to 12.84% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Calls for Service	31,508	(A)	(B)50,236	49,090
Arrest by Patrol Officers	1,882	1,980	1,618	1,675
Business Security Checks	87,128	108,179	136,631	140,430
Closed House Checks	4,209	6,119	7,541	6,680
Field Interview Reports	1,984	1,822	961	587
Intelligence Report	128	174	106	123

(A) Number not available due to conversion to new software system
(B) Total calls for service includes police self-initiated calls (37,979).

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	688,292	618,855	627,999	627,999	613,000	619,292	-1.39%
Employee Benefits	421,484	478,152	298,981	298,981	305,098	325,346	8.82%
Contractual	8,675	9,478	8,500	9,682	9,690	7,500	-11.76%
Commodities	8,478	12,926	10,900	10,900	10,900	11,700	7.34%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	51,100	51,100	21,500	21,500	21,500	14,421	-32.93%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,178,029	1,170,511	967,880	969,062	960,188	978,259	1.07%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
Reduction is the result of decreases in Investigative Funds ($1,500) and Vehicle Maintenance ($500).

Commodities:
Change is the result of increases in Office Supplies ($1,000), Vehicle Maintenance ($300) and Fuel/Motor Oil ($500).

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Captain	1.000	1.000	1.000	1.000	1.000
Sergeant	1.000	1.000	1.000	1.000	1.000
Officer	5.000	5.000	4.000	4.000	4.000
Crime Intellegence Analyst	1.000	1.000	1.000	1.000	1.000
Office Assistant II	1.000	0.500	0.500	0.500	0.500
	9.000	8.500	7.500	7.500	7.500

GOALS AND OBJECTIVES	
GOAL: Investigate criminal activity within the Town of Palm Beach and bring investigations to successful conclusions.	OBJECTIVES: Clearance rates at or above the national average. Investigate all cases thoroughly to identify and arrest the offending party, recover any stolen property and bring cases to a conclusion. The Palm Beach Police Department has an average clearance rate of 38% for "Part 1 Serious Crimes"; 77% for "Other Reportable Crimes"; and 60% for "Non-reportable Crimes". The 2011 National Crime Index clearance rate for Violent Crime is 47.2% and Property Crime is 18.3%. The Detective Bureau conducted 244 criminal investigations; closed 58 cases, suspended 88, and made 29 arrests and recovered $304,200 in property.
GOAL: Victim satisfaction of police department support and contact.	OBJECTIVES: Positive contact with victim/witness throughout investigation beginning with initial response. The Department distributes a Victims/Witness Brochure in every applicable incident along with a business card with the Officer/Detective's name and case number. The Victim/Witness Brochure and Department policy is subject review by the Office of the Governor every year to ensure new laws and guidelines have been incorporated into the Department's policy and brochure.
GOAL: Effective communication with other units and organizations to assist in investigations.	OBJECTIVES: Attendance at outside unit and/or agency information gathering meetings and distribution of pertinent investigative information. Unit members regularly attend Patrol Unit roll-call meetings/training, meet daily with unit command staff and members of the Department's Organized, Crime, Vice & Narcotics Unit as well as the Crime Scene Evidence Unit to discuss current investigations/items of interest, investigative procedures and any other relevant topic. Unit command staff personnel attend daily Command Staff meetings with other Unit Captains, Deputy Chief, Major and Professional Standards Sergeant to stay abreast of Department activities. Additionally, members of the unit attend county-wide agency intelligence meetings, Task Force meetings and meet with the State Attorney's Office to discuss investigations on a regular basis.

GOAL: Conduct the work of the Criminal Investigation Unit in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program decreased from 1.65% in FY12 to 1.64% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Number of Crimes Investigated	228	214	231	244
Investigative Clearance Rate (Part 1)	40%	35%	35.8%	38%

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	347,762	305,431	305,495	305,495	316,203	341,459	11.77%
Employee Benefits	227,872	215,160	143,557	143,557	145,881	175,395	22.18%
Contractual	29,235	27,557	40,700	41,900	41,900	13,700	-66.34%
Commodities	7,703	7,011	9,500	9,500	9,500	10,800	13.68%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	58,100	58,100	51,787	51,787	51,787	52,483	1.34%
Other	-	-	-	-	-	-	0.00%
TOTALS	670,672	613,259	551,039	552,239	565,271	593,837	7.77%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Decrease is the result of a reduction in Other Equipment Maintenance due to the pending purchase of a replacement Auto Vu LPR system with warranty.

Commodities:
Change is the result of an increase in Fuel/Motor Oil ($2,000) offset by a reduction in Other Supplies ($700).

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Captain	0.500	0.500	0.500	-	-
Sergeant	0.500	0.500	-	-	-
Parking/Code Enforcement Manager	-	-	0.500	0.500	0.500
Lead Parking Control Officer	1.000	1.000	1.000	1.000	1.000
Parking Enforcement Officer	5.000	5.000	5.000	6.000	6.000
Code/Parking Enforcement Specialist	0.250	0.250	0.250	0.250	0.250
	7.250	7.250	7.250	7.750	7.750

GOALS AND OBJECTIVES	
GOAL: Maximize motorist obedience of parking laws and rules.	OBJECTIVES: Educational efforts and the number of parking tickets and warnings issued for violations. Citizens are updated via community meetings, news articles, or directly by parking enforcement personnel of new or revised parking rules as needed. Recent parking surveys have been completed for areas such as Royal Poinciana Way, Mid Town, and South County Road in order to gather information as it relates to additional parking, beach parking, parking on residential streets and parking near houses of worship so that informed decisions can be made by Town Council on various parking issues.
GOAL: Citizens think the department's enforcement of parking/traffic laws and rules is successful.	OBJECTIVES: Provide substantial parking enforcement presence during all enforcement hours at all locations in the Town. The seven members of the Parking Enforcement Unit work varying days/hours , depending on business district hours and use saturation, in order to cover the many locations throughout the Town having parking regulations.
GOAL: Conduct the work of the Parking Control Unit in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .94% in FY12 to .99% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Parking Tickets	9,339	8,573	10,992	13,237
Kiosk Tickets	4,103	3,955	3,164	2,142
Traffic Boots	95	60	75	76

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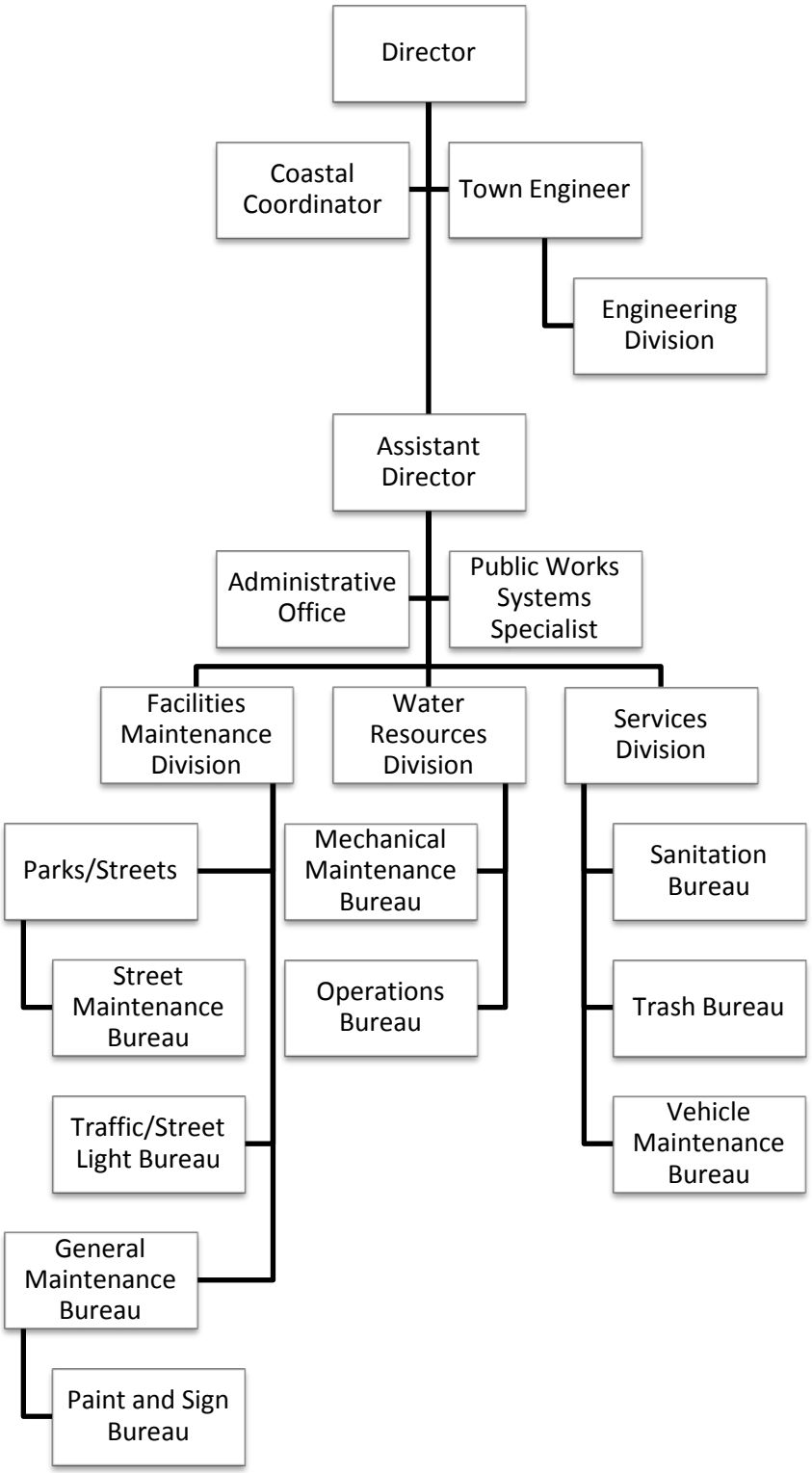
Public Works


Director
Coastal Coordinator
Town Engineer
Engineering Division
Assistant Director
Administrative Office
Public Works Systems Specialist
Facilities Maintenance Division
Water Resources Division
Services Division
Parks/Streets
Mechanical Maintenance Bureau
Sanitation Bureau
Street Maintenance Bureau
Operations Bureau
Trash Bureau
Traffic/Street Light Bureau
Vehicle Maintenance Bureau
General Maintenance Bureau
Paint and Sign Bureau

Key Results and Measurement Methodology

GOALS AND OBJECTIVES	
GOAL: The citizens of the community will be proud of the appearance of Palm Beach and the effectiveness of public services and consider both as points of pride.	OBJECTIVES: A citizen satisfaction survey will be conducted. Results from satisfaction survey(s) should indicate more than 90% approval rating in the combined categories of "excellent" or "good" as related to Town appearance and public services. Update: No survey was completed this year.
GOAL: Create and maintain a work environment in which employees find motivation, relevance, and appreciation for the work they do.	OBJECTIVES: An employee survey will be conducted to determine employee morale, motivation, relevance and appreciation for tasks and work performed by Public Works Department personnel. Results from employee survey should indicate over 90% approval rating in combined categories of "excellent" or "good" in areas of motivation, relevance and appreciation. Update: Unscientific survey completed, 85% approval achieved.
GOAL: The Town's facilities and infrastructure will be designed, constructed and maintained for optimum efficiency and effectiveness.	OBJECTIVES: We will utilize only qualified consultants selected by using the Consultants' Competitive Negotiation Act to plan and design the Town's infrastructure and facility needs. All consultants and design professionals will be instructed to take into consideration future maintenance requirements of any facilities designed. For construction needs, either pre-qualified contractors with an excellent performance record or formal bid contractors will be hired for public projects. Update: All objectives met.

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.

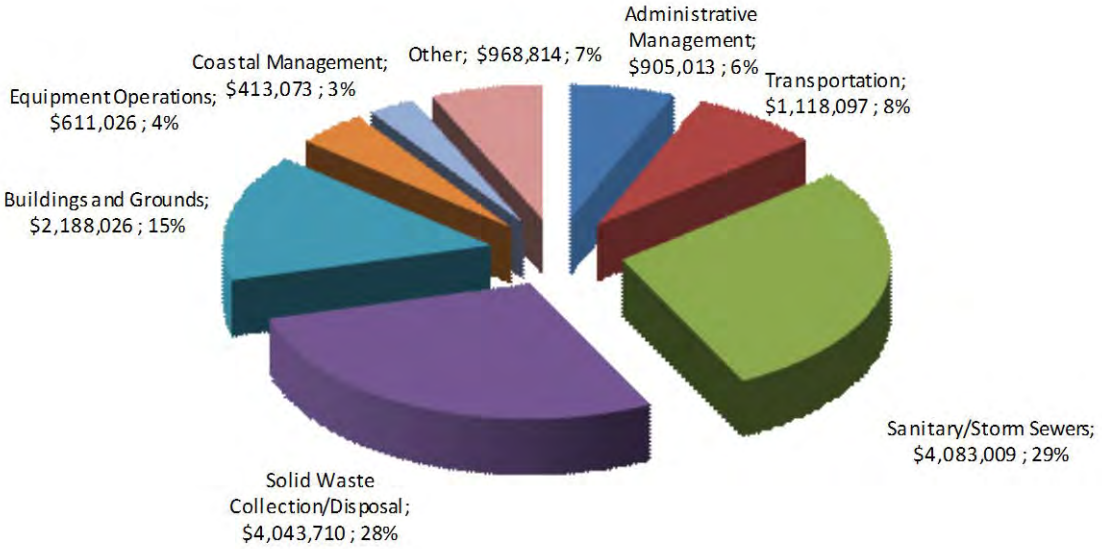
Revenue Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Special Solid Waste	11,245	8,462	15,000	10,000	10,000	-33.33%
Solid Waste	814,063	893,395	848,000	925,000	912,037	7.55%
Comp. Garbage Collection Fee	225,691	228,815	250,000	225,000	246,529	-1.39%
SWA Recycling Revenue	41,105	82,049	60,000	60,000	45,000	-25.00%
Beach Cleaning Citizen's Assoc	2,869	-	-	-	-	0.00%
Historic Speciman Tree Fee	3,978	3,315	5,000	5,000	4,000	-20.00%
	1,098,951	1,216,036	1,178,000	1,225,000	1,217,566	3.36%

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	5,245,740	4,898,851	5,318,112	5,318,112	5,297,062	5,432,459	2.15%
Employee Benefits	2,662,012	2,689,219	1,885,288	1,885,288	1,643,602	2,414,588	28.08%
Contractual	3,838,236	4,006,690	4,560,134	5,868,308	5,435,308	5,014,896	9.97%
Commodities	709,788	704,721	740,189	748,578	746,930	758,261	2.44%
Capital Outlay	56,812	43,862	114,500	158,024	158,024	103,045	-10.00%
Depreciation	446,300	456,339	597,177	597,177	597,177	607,519	1.73%
Other	-	15,282	-	-	-	-	0.00%
TOTALS	12,958,888	12,814,964	13,215,400	14,575,487	13,878,103	14,330,768	8.44%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.



	FY2010	FY2011	FY2012	FY2013
Full Time Equivalent Employees	97.750	86.350	86.850	88.020

Changes to FTEs:

- -1.88 Tree Trimmer
- -2.0 LaborerI/Trash
- -1.0 Mechanic I/WRD
- +.5 Records Maintenance Assistant I
- +1.0 Building Maintenance Worker
- +.05 Reallocation of Electrician II
- +1.0 Equipment Operator I (6yd)
- +1.0 Equipment Operator I/Trash
- +1.0 Laborer I/Sanitation
- +.5 Public Works Inspector
- +1.0 Wastewater Technician I

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	584,130	576,789	575,243	575,243	575,243	637,203	10.77%
Employee Benefits	231,765	248,064	175,342	175,342	175,342	231,110	31.81%
Contractual	36,818	35,052	40,500	42,647	42,647	27,500	-32.10%
Commodities	6,014	8,820	9,200	9,200	9,200	9,200	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	858,727	868,725	800,285	802,432	802,432	905,013	13.09%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, and a proposed increase of 0.50 FTE for administrative support staff.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
Charges for phone service, toll charges, and data/radio landlines were transferred from Public Works budget to Information Systems.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Public Works Director	1.000	1.000	1.000	1.000	1.000
Assistant Director	1.000	1.000	1.000	1.000	1.000
Town Engineer	0.500	0.500	0.500	-	-
Project Administrator	-	-	-	-	-
Office Manager	1.000	1.000	1.000	1.000	1.000
Office Assistant II	3.000	3.000	2.000	2.000	3.000
Records Maintenance Asst I	1.000	1.000	1.500	1.500	1.000
Public Works Purchasing Coordinator	-	-	-	0.500	0.500
Public Works Systems Specialist	1.000	1.000	1.000	1.000	1.000
	8.500	8.500	8.000	8.000	8.500

GOALS AND OBJECTIVES	
GOAL: Positive work environment that encourages personal and team commitment to our vision and values.	OBJECTIVES: Low turnover rate and positive employee feedback.
GOAL: Services provided to residents and other Town employees are sources of pride to all.	OBJECTIVES: Achieve satisfaction level of 90% or better from Town's citizen survey. No survey completed this year.
GOAL: Conduct the work of Administrative Management in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from 1.37% in FY12 to 1.52% in FY13.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	78,207	90,070	111,030	111,030	111,030	112,623	1.43%
Employee Benefits	29,646	60,389	41,678	41,678	41,678	48,388	16.10%
Contractual	140,861	177,011	178,555	216,378	216,378	178,550	0.00%
Commodities	8,209	8,996	9,221	9,679	9,679	12,177	32.06%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	18,500	18,833	22,809	22,809	22,809	22,552	-1.13%
Other	-	-	-	-	-	-	0.00%
TOTALS	275,423	355,299	363,293	401,574	401,574	374,290	3.03%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Commodities:
Increase due to larger requirement for cold mix asphalt, hot mix asphalt and tool purchases.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Facilities Maintenance Manager	0.100	0.100	0.100	0.100	0.100
Streets/Parks Supervisor	0.110	0.110	0.110	0.110	0.110
Supervisor/Streets	-	-	-	-	-
Equipment Operator I/Streets	1.500	1.500	1.800	1.800	1.800
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	0.010
	1.720	1.720	2.020	2.020	2.020

GOALS AND OBJECTIVES	
GOAL: Ride surfaces throughout the Town are smooth and safe. Citizens are satisfied with the quality of streets and bike trail systems.	OBJECTIVES: Observation and feedback from users. Several streets have been improved. Work by others has diminished ride quality. ROW manual improved.
GOAL: Sidewalks and bike trail systems are safe and free from hazards.	OBJECTIVES: Observation and feedback from users, and periodic inspections. Requests for improvement received. Annual paving budgeted. Periodic inspections completed.
GOAL: Apply state of the art techniques to our work.	OBJECTIVES: Engage in forums to continually learn new ideas and apply reporting improvements. Continued training for paving inspection. Consultant retained to assist in inspection and further training of staff.
GOAL: Conduct the work of Street Repair and Maintenance in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .62% in FY12 to .63% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Storm Inlets Cleaned and Inspected	1640	1640	1640	1640
Streets Resurfaced	129,000 sy	37,279 sy	56,250 sy	63,858 sy
Sidewalk Squares Replaced	200 sy	200 sy	222 sy	270 sy
Potholes Patched	20 sy	80 sy	75 sy	72 sy

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	89,890	73,009	92,865	92,865	92,865	96,597	4.02%
Employee Benefits	28,959	36,134	29,954	29,954	29,954	36,887	23.15%
Contractual	38,755	31,995	50,491	50,491	50,491	50,858	0.73%
Commodities	45,190	48,443	30,361	33,924	33,924	30,785	1.40%
Capital Outlay	-	-	7,000	7,000	7,000	7,045	0.64%
Depreciation	4,900	5,114	5,063	5,063	5,063	5,063	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	207,694	194,695	215,734	219,297	219,297	227,235	5.33%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
No significant changes.

Commodities:
No significant changes.

Full Time Equivalent Employees	FY2009	FY2009	FY2010	FY2011	FY2013
Facilities Maintenance Manager	0.100	0.200	0.200	0.200	0.200
Electrician Supervisor	0.180	0.170	0.170	0.170	0.170
Streets/Parks Supervisor	0.010	0.010	0.010	0.010	0.010
General Maintenance Supervisor	0.010	0.010	0.010	0.010	0.010
Parks Supervisor I	0.110	0.110	0.110	-	-
Parks Laborer	0.010	0.010	0.010	-	-
Electrician II	0.450	0.420	0.420	0.420	0.280
Building Maintenance Worker	0.040	0.040	0.040	0.040	0.040
Street & Sign Painter	0.470	0.470	0.470	0.470	0.470
	1.380	1.440	1.440	1.320	1.180

GOALS AND OBJECTIVES	
GOAL: Minimize or eliminate traffic signal discrepancies, to ensure safe traffic movement on roads.	OBJECTIVES: Respond to outages or problems within prescribed level of service schedule. Accomplish preventive maintenance work to minimize outages. 100% of scheduled preventative maintenance items completed.
GOAL: Town signs and pavement markings always have excellent appearance and meet Town's parking and traffic needs.	OBJECTIVES: Respond to discrepancies reported and perform periodic maintenance/replacement. 100% of reported discrepancies repaired.
GOAL: Residents and visitors will be satisfied with our work.	OBJECTIVES: Satisfaction is measured by a satisfaction level of 90% or better from Town's citizen survey. No survey completed this year.
GOAL: Conduct the work of Traffic Control in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .37% in FY12 to .38% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Inspections Performed on System	2	2	2	2
Traffic Control Signs Replaced	406	391	373	416
Street Name Signs Replaced	177	46	107	96
Control Lines Painted	22,707 ft	26,448 ft	27,300 ft	27,300 ft
Thermoplastic Lines Refurbished	16,340 ft	15,780 ft	15,357 ft	15,413 ft
Traffic Signal Replacement (LED)	41	37	37	44

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	148,529	138,908	112,932	112,932	112,932	123,167	9.06%
Employee Benefits	36,873	41,587	34,530	34,530	34,530	58,265	68.74%
Contractual	165,619	189,946	261,900	277,219	277,219	268,240	2.42%
Commodities	50,970	40,942	42,108	42,385	42,385	42,514	0.96%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	24,200	24,636	24,386	24,386	24,386	24,386	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	426,191	436,019	475,856	491,452	491,452	516,572	8.56%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, and also over-fill of one position for overlap of new and retiring employees.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
No significant changes.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Electrician Supervisor	0.460	0.460	0.460	0.460	0.460
Electrician II	0.880	0.880	0.890	0.890	1.600
Facilities Maintenance Manager	0.100	0.100	0.100	0.100	0.100
	1.440	1.440	1.450	1.450	2.160

GOALS AND OBJECTIVES	
GOAL: Lighting system is functionally effective and efficient, and is electrically and structurally safe. Number and duration of outages is minimized.	OBJECTIVES: Monitor street light outages. Accomplish required maintenance and repairs needed. Emergencies responded to on the day received. Quarterly monitoring completed. Emergencies responded to the same day.
GOAL: Turtle shades installed to comply with environmental guidelines.	OBJECTIVES: No complaints received regarding Town-owned lighting violations (i.e. full compliance with turtle shade requirements). 1 possible violation being investigated. Any necessary corrective work will be completed.
GOAL: Conduct the work of Street Lighting in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .81% in FY12 to .87% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Inspections of Entire System	12	12	12	12
Turtle Shades Placed/Removed	258	258	250	250

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	241,414	230,256	341,358	341,358	341,358	343,651	0.67%
Employee Benefits	169,584	161,451	119,070	119,070	119,070	145,696	22.36%
Contractual	135,400	133,589	213,750	226,122	226,122	210,920	-1.32%
Commodities	54,455	43,164	56,960	58,706	58,706	60,910	6.93%
Capital Outlay	19,984	9,293	47,000	55,926	55,926	50,000	6.38%
Depreciation	8,500	10,093	3,946	3,946	3,946	5,376	36.24%
Other	-	-	-	-	-	-	0.00%
TOTALS	629,337	587,846	782,084	805,128	805,128	816,553	4.41%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Reduction in telemetry repair and equipment maintenance due to FY12 capital improvement project providing new equipment.

Commodities:
Minor increase due to fuel costs.

Capital Outlay:
Increase in repair project funding. Increase in depreciation cost based on vehicle/equipment replacement.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Building Maintenance Worker	0.020	0.020	0.020	0.020	0.020
Electrician II	0.420	0.420	0.420	0.420	0.280
Electrician Supervisor	0.100	0.100	0.100	0.100	0.100
Equipment Operator I/WRD	1.250	1.250	0.250	0.250	0.400
Equipment Operator II/WRD	0.250	0.250	0.250	0.250	0.050
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	0.010
Laborer II/WRD	0.250	0.250	-	-	-
Mechanic I/WRD	1.500	1.500	1.500	1.500	0.520
Mechanic II/WRD	0.380	0.380	0.380	0.380	0.270
Operations Supervisor	0.380	0.380	0.380	0.380	0.380
Parks Laborer	0.020	-	-	-	-
Parks Supervisor I	0.020	0.020	-	-	-
Tree Trimmer	0.040	0.040	0.040	0.040	-
Wastewater Operator I/WRD	1.250	1.250	1.750	2.000	2.140
Wastewater Operator II/WRD	0.380	0.380	0.380	0.380	0.500
Wastewater Technician I	-	-	-	-	0.250
WRD Manager	0.300	0.300	0.300	0.300	0.400
	6.570	6.550	5.780	6.030	5.320

GOALS AND OBJECTIVES	
GOAL: Flooding reduced or eliminated and storm sewer systems are capable and available to handle storm and flood situations, within Town's adopted level of service.	OBJECTIVES: Complete all station inspections, accomplish preventive maintenance, and ensure telemetry reliability and operation. Prevent operational down-time, and prevent street flooding or house flooding. 100% of station inspections completed. 1 telemetry failure noted. No house flooding noted.
GOAL: Meet 100% of the environmental compliance requirements imposed by governmental authorities.	OBJECTIVES: Monitor 100% of the environmental compliance requirements imposed by governmental authorities, with no reported deficiencies. No reported deficiencies.
GOAL: Respond to, investigate, and resolve valid customer inquiries and telemetry system problems.	OBJECTIVES: Timely corrective action is taken on valid problems identified. 100% of complaints investigated. Corrective action taken on all valid complaints.
GOAL: Conduct the work of Storm Sewer Maintenance in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from 1.34% in FY12 to 1.37% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Weekly Check Storm Water Pump Stations	728	728	728	624
Bi-Annual Preventive Maintenance on Components	70	50	28	28
System Pumps Repaired In-House	4	6	3	8
Telemetry of Each Station Checked 5 days/wk	3900	3458	3640	3120

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	671,238	653,678	677,464	677,464	658,714	722,649	6.67%
Employee Benefits	334,296	327,219	232,297	232,297	84,757	309,786	33.36%
Contractual	127,454	143,222	112,581	125,849	125,849	119,941	6.54%
Commodities	73,248	87,678	81,100	81,103	81,103	78,240	-3.53%
Capital Outlay	2,794	-	60,500	78,460	78,460	42,000	-30.58%
Depreciation	54,800	57,226	73,433	73,433	73,433	73,740	0.42%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,263,830	1,269,023	1,237,375	1,268,606	1,102,316	1,346,356	8.81%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Increase in budget for minor infrastructure construction.

Commodities:
Slight decrease in supplies for equipment maintenance due to new capital equipment being placed in service.

Capital Outlay:
Decrease in repair project funding due to new capital equipment being placed in service.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Building Maintenance Worker	0.020	0.020	0.020	0.020	0.020
Electrician II	0.600	0.600	0.630	0.630	0.420
Electrician Supervisor	0.130	0.130	0.130	0.130	0.130
Equipment Operator I/WRD	0.750	0.750	0.750	0.750	0.600
Equipment Operator II/WRD	0.750	0.750	0.750	0.750	0.950
Equipment Operator/Parks	0.060	0.060	-	-	-
General Maintenance Supervisor	0.010	0.010	0.010	0.010	0.010
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	0.010
Laborer	0.750	0.750	-	-	-
Operations Supervisor	0.620	0.620	0.620	0.620	0.620
Mechanic I/WRD	1.500	1.500	1.500	1.500	1.480
Mechanic II/WRD	0.620	0.620	0.620	0.620	0.730
Parks Laborer	0.060	0.020	-	-	-
Street & Sign Painter	0.010	0.010	0.010	0.010	0.010
Tree Trimmer	0.040	0.040	0.040	0.040	-
Wastewater Operator I/WRD	3.750	3.750	4.750	5.000	4.860
Wastewater Operator II/WRD	0.620	0.620	0.620	0.620	0.500
Wastewater Technician I	-	-	-	-	0.750
WRD Manager	0.700	0.700	0.700	0.700	0.600
	11.000	10.960	11.160	11.410	11.690

GOALS AND OBJECTIVES	
GOAL: No spills, overflows, or backups. Stations and systems for handling sanitary waste are 100% operational, with preventive maintenance (PM) and repairs done in a timely manner, to ensure no operational down-time.	OBJECTIVES: Spills, overflows, or backups are monitored. Repairs and preventive maintenance are completed in timely manner. 100% of necessary repairs and preventative maintenance inspections completed.
GOAL: Maintain 100% compliance with EPA regulations.	OBJECTIVES: Report compliance rate and exceptions. 100% compliance with EPA regulations.
GOAL: Respond to, investigate, and resolve valid customer inquiries and telemetry system problems.	OBJECTIVES: Outages or complaints are promptly resolved. 100% of complaints investigated and resolved.
GOAL: Conduct the work of Sanitary Sewer Maintenance in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from 2.11% in FY12 to 2.25% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Reduce Inflow and Infiltration	1%	<1%	<1%	<1%
Inspect/Operate Sanitary Pump Stations	3592	3592	3592	4160
Semi-annual Preventive Maintenance on Sanitary Components	186	224	196	318
Telemetry of Each Station Checked 5 days/wk	13,840	13,530	15,600	10,500
Quarterly Test Each Station Alarm Points	230	230	240	168
Inspect and Repair/Replace Manholes	235	262	273	385

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.

On September 9, 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. On September 10, 2009, Town Council passed Resolution 96-09 agreeing to a 30 year extension to the initial interlocal agreement. The current agreement now expires on September 9, 2052. 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, 2011, 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. The ECR Board is updating an engineering report on processing and disposal of biosolids at the facility, including the possibility of generating electricity on site. The initial study was prompted by changes in regulations regarding biosolids disposal. A substantial capital investment will be necessary to update the facilities. However, anticipated savings in the operation and maintenance costs as a result of the improvements should significantly reduce the impact of the increased debt service.

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, 2011, the outstanding balance due to the State Loan Fund was $6,118,341.

Each entity's interest as of September 30, 2011 is as follows:

Participant	Reserve Capacity %
City of West Palm Beach	26.56250%
Palm Beach County	33.59375%
City of Lake Worth	19.53125%
City of Riviera Beach	12.50000%
Town of Palm Beach	7.81250%

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

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	1,480,304	1,294,048	1,616,466	2,256,866	2,133,766	1,920,100	18.78%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	15,282	-	-	-	-	0.00%
TOTALS	1,480,304	1,309,330	1,616,466	2,256,866	2,133,766	1,920,100	18.78%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Contractual:
Encumbered funds in prior year purchase orders reflect unresolved billing disputes with the City of Lake Worth regarding charges for sewage flow. Pre-treatment of sewage flows through the City of West Palm Beach will begin in FY2013 with an increase in associated costs.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	483,865	452,391	499,891	499,891	499,891	485,949	-2.79%
Employee Benefits	308,421	299,030	202,788	202,788	202,788	271,121	33.70%
Contractual	675	18	800	800	800	800	0.00%
Commodities	41,024	46,647	51,950	51,950	51,950	55,750	7.31%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	35,200	35,834	86,211	86,211	86,211	86,211	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	869,185	833,920	841,640	841,640	841,640	899,831	6.91%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, offset by savings from employee turnover.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Commodities:
Minor increase for fuel costs.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Building Maintenance Worker	0.020	0.020	0.020	0.020	0.020
Equipment Operator I/6 yd	7.200	7.200	6.200	6.200	7.200
Equipment Operator 20/60 yd	0.880	0.880	0.880	0.880	0.750
Equipment Operator III /60 yd	0.750	0.750	0.750	0.750	0.750
General Maintenance Supervisor	0.010	0.010	0.010	0.010	0.010
Laborer I/Trash	2.000	1.000	0.500	0.500	-
Parks Laborer	-	-	0.050	0.050	0.050
Sanitation Supervisor	0.400	0.400	0.400	0.400	0.400
Services Manager	0.280	0.280	0.280	0.280	0.280
	11.540	10.540	9.090	9.090	9.460

GOALS AND OBJECTIVES	
GOAL: Meet the collection schedule 100% of the time.	OBJECTIVES: Report exceptions to the desired result. Collection schedule altered to accommodate reduction in staffing.
GOAL: Residents are satisfied with the level and quality of service.	OBJECTIVES: Satisfaction is measured by on schedule completion of routes, and resident satisfaction based on correlation of complaints received to residents served. Only 8 reported misses. Residents generally satisfied with the level of service.
GOAL: Conduct the work of Residential Collection in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from 1.44% in FY12 to 1.51% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Tons Collected	6592	6435	6362	6341
Reported Misses	8	10	22	8

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	431,570	425,282	474,525	474,525	474,525	441,180	-7.03%
Employee Benefits	196,670	231,721	148,726	148,726	148,726	169,693	14.10%
Contractual	236,991	224,925	244,700	256,552	256,552	244,700	0.00%
Commodities	28,640	34,533	38,000	38,000	38,000	38,000	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	40,500	41,229	69,898	69,898	69,898	69,994	0.14%
Other	-	-	-	-	-	-	0.00%
TOTALS	934,371	957,690	975,849	987,701	987,701	963,567	-1.26%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, offset by savings from employee turnover.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Equipment Operator 20/60 yd	0.120	0.120	0.120	0.120	0.250
Equipment Operator II/20 yd	2.000	2.000	2.000	2.000	2.000
Equipment Operator III 20/60 yd	0.250	0.250	0.250	0.250	0.250
Laborer I/Sanitation	4.000	4.000	3.000	3.000	3.000
Sanitation Supervisor	0.400	0.400	0.400	0.400	0.400
Services Manager	0.150	0.150	0.150	0.150	0.150
	6.920	6.920	5.920	5.920	6.050

GOALS AND OBJECTIVES	
GOAL: Meet the collection schedule 100% of the time.	OBJECTIVES: Report exceptions to the desired result. 1 reported miss.
GOAL: Business owners are satisfied with the level and quality of service.	OBJECTIVES: Satisfaction is measured by low number or lack of complaints or a satisfaction level of 90% or better from business survey. Survey not completed this year.
GOAL: Conduct the work of Commercial Collections in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program decreased from 1.67% in FY12 to 1.61% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Tons Collected	2200	2144	2120	2113
Reported Misses	0	0	0	1

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	60,147	31,365	100,000	100,000	100,000	100,000	0.00%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	60,147	31,365	100,000	100,000	100,000	100,000	0.00%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Contractual:
No changes anticipated.

GOALS AND OBJECTIVES	
GOAL: Transport done in a timely and efficient manner.	OBJECTIVES: 100% of waste collected will be transported within required parameters with exceptions reported. No reported exceptions.
GOAL: Disposal costs at the SWA reduced through operational initiatives.	OBJECTIVES: Recycling tonnage remained constant to reduce SWA costs and yard trash credit secured through renewal each year. Budget has remained constant. Continue recycle initiatives.
GOAL: Conduct the work of Refuse Disposal in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program remained stable at .17%.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	870,662	833,735	823,700	823,700	823,700	825,067	0.17%
Employee Benefits	483,187	545,119	374,055	374,055	374,055	472,196	26.24%
Contractual	47,573	89,452	99,100	175,555	175,555	99,100	0.00%
Commodities	99,397	124,268	133,800	133,800	133,800	133,800	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	128,200	130,508	150,371	150,371	150,371	150,434	0.04%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,629,019	1,723,082	1,581,026	1,657,481	1,657,481	1,680,597	6.30%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Building Maintenance Worker	0.020	0.020	0.020	0.020	0.020
Crane Operator/Trash	3.000	3.000	3.000	3.000	3.000
Electrical Supervisor	0.010	0.010	0.010	0.010	0.010
Electrician II	0.010	0.010	0.010	0.010	-
Equipment Operator I/Streets	0.250	0.250	-	-	-
Equipment Operator I/Trash	8.000	8.000	8.000	8.000	9.000
General Maintenance Supervisor	0.010	0.010	0.010	0.010	0.010
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	0.010
Laborer I/Trash	7.000	6.000	4.500	4.500	4.000
Refuse Disposal Operator	1.000	1.000	1.000	1.000	1.000
Services Manager	0.300	0.300	0.300	0.300	0.300
Streets Supervisor	0.250	0.250	-	-	-
Streets/Parks Supervisor	0.020	0.020	0.020	0.020	0.020
Trash Supervisor	0.900	0.900	0.900	0.900	0.900
	20.780	19.780	17.780	17.780	18.270

GOALS AND OBJECTIVES	
GOAL: Service provided meets or exceeds the expectations of the residents.	OBJECTIVES: Satisfaction is measured by low number or lack of complaints - report exceptions and improve to correct problems. Routes are completed as scheduled daily. Routes were completed on schedule.
GOAL: Storm drain blockage minimized due to yard trash pickup practices.	OBJECTIVES: Report all exceptions to Town's yard waste pickup schedules. No reported exceptions.
GOAL: Conduct the work of Yard Trash Collection in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in level of service. The percentage of general fund budget dedicated to this program increased from 2.70% in FY12 to 2.81% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Collect, Transport and Dispose of Yard Trash	179,520 cy	189,110 cy	169,500 cy	165,702 cy

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	163,179	153,979	155,377	155,377	155,377	158,365	1.92%
Employee Benefits	88,831	98,697	63,976	63,976	63,976	90,182	40.96%
Contractual	-	-	-	-	-	-	0.00%
Commodities	13,738	16,545	18,800	18,800	18,800	18,800	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	33,500	34,103	23,197	23,197	23,197	25,441	9.67%
Other	-	-	-	-	-	-	0.00%
TOTALS	299,248	303,324	261,350	261,350	261,350	292,788	12.03%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Equipment Operator I/6 yd	1.800	1.800	1.800	1.800	1.800
Equipment Operator I/Trash	1.000	1.000	-	-	-
Laborer I/Sanitation	-	-	1.000	1.000	1.000
Sanitation Supervisor	0.200	0.200	0.200	0.200	0.200
Services Manager	0.170	0.170	0.170	0.170	0.170
	3.170	3.170	3.170	3.170	3.170

GOALS AND OBJECTIVES	
GOAL: Residents are satisfied with recycling services.	OBJECTIVES: Satisfaction is measured by low number or lack of complaints, and active resident recycling participation. Tonage has increased with the level of participation.
GOAL: Services provided on schedule 100% of the time.	OBJECTIVES: Report exceptions or complaints. Very low level of missed stops, all complaints are resolved quickly.
GOAL: Conduct the work of Recycling in an efficient manner	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .45% in FY12 to .49% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Residential Participation Rate	80%	80%	88%	88%
Commercial Participation Rate	80%	80%	80%	80%
Tons Collected	1579	1644	1,629	1705

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	46,727	46,684	54,662	54,662	54,662	53,846	-1.49%
Employee Benefits	31,707	35,649	24,273	24,273	24,273	31,435	29.51%
Contractual	-	-	-	-	-	-	0.00%
Commodities	4,744	6,449	6,990	6,990	6,990	6,990	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	12,300	11,521	7,150	7,150	7,150	14,656	104.98%
Other	-	-	-	-	-	-	0.00%
TOTALS	95,478	100,303	93,075	93,075	93,075	106,927	14.88%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Equip Opr I / Beach Cleaner	1.750	1.000	1.000	1.000	1.000
Trash Supervisor	0.100	0.100	0.100	0.100	0.100
	1.850	1.100	1.100	1.100	1.100

GOALS AND OBJECTIVES	
GOAL: Clean, safe and attractive beaches that meet citizens expectations.	OBJECTIVES: Satisfaction is measured by low number or lack of complaints. All litter removed from beach. No reported complaints. All litter removed from public beaches.
GOAL: Improve beach conditions by cleaning beach areas to the wrack line once per week while meeting environmental constraints.	OBJECTIVES: Set schedule and meet 100% of the time. Schedule met, with the schedule being altered during times of beach erosion.
GOAL: Continually seek better ways to perform our function to be more efficient and effective.	OBJECTIVES: Seek opportunities to expand innovative possibilities and report success. Continue to update equipment and procedures.
GOAL: Conduct the work of Beach Cleaning in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .16% in FY12 to .18% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Public Beach Wrack Line Cleaned Weekly	52	52	52	52
Non-Biotic Waste Collected, Tons	20	20	17.3	14.85

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	308,605	247,708	330,517	330,517	328,217	244,731	-25.96%
Employee Benefits	248,233	173,803	125,894	125,894	45,183	117,833	-6.40%
Contractual	458,864	587,307	649,972	773,824	697,924	739,701	13.81%
Commodities	59,652	44,539	54,905	55,293	55,093	54,905	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	31,800	32,372	46,976	46,976	46,976	42,420	-9.70%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,107,154	1,085,729	1,208,264	1,332,504	1,173,393	1,199,590	-0.72%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages reflects reduced staffing for this function.

Employee Benefits:
Employee benefit costs reflect reduced staffing for this function.

Contractual:
Inclusion of additional tree trimming work by contract.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Royal Palms Trimmed, 2x/yr	550	550	550	550
Lethal Yellowing Inoculation	$33,741	$35,560	$36,132	$37,232

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Building Maintenance Worker	0.160	0.160	0.160	0.160	0.160
Electrician II	0.040	0.040	0.060	0.060	0.040
Electrician Supervisor	0.010	0.010	0.010	0.010	0.010
Equipment Operator/Parks	1.930	1.930	-	-	-
Equipment Operator I/Streets	-	-	0.200	0.200	0.200
Facilities Maintenance Manager	0.350	0.350	0.350	0.350	0.350
General Maintenance Supervisor	0.030	0.030	0.030	0.030	0.030
Irrigation and Spray Technician	0.910	0.910	0.910	0.910	0.910
Nursery Worker	0.900	0.900	-	-	-
Parks Laborer	2.900	1.980	1.850	1.850	1.850
Parks Supervisor I	0.840	0.840	-	-	-
Street & Sign Painter	0.010	0.010	0.010	0.010	0.010
Streets/Parks Supervisor	0.810	0.810	0.810	0.810	0.810
Tree Trimmer	1.800	1.800	1.800	1.800	-
Wastewater Operator I/WRD	-	-	0.500	-	-
	10.690	9.770	6.690	6.190	4.370

GOALS AND OBJECTIVES	
GOAL: Healthy trees that will resist storm damage and enhance aesthetics of Palm Beach.	OBJECTIVES: Percent of trees lost per year due to disease or storm damage and cost of replacement. One specimen tree lost to disease, none to storm damage. Several trees lost to damage and age. White fly is a significant concern. Some losses are expected.
GOAL: Citizens satisfaction with the quality of our work in the parks and medians.	OBJECTIVES: Satisfaction is measured by low number or lack of complaints or a satisfaction level of 90% or better from citizen survey. Garden Club has expressed concern about the health of some Town owned trees. Corrective action being taken. No citizen survey completed.
GOAL: Maintenance schedule adhered to 100% of the time.	OBJECTIVES: Report exceptions to scheduled work. Maintenance is now contractual and schedules are being adhered to.
GOAL: Conduct the work of Landscape Maintenance in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program decreased from 2.06% in FY12 to 2.01% in FY13.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	277,095	213,380	211,011	211,011	211,011	216,474	2.59%
Employee Benefits	98,652	89,654	71,452	71,452	71,452	89,957	25.90%
Contractual	470,362	484,195	605,263	673,238	673,238	627,421	3.66%
Commodities	58,852	52,782	45,589	45,634	45,634	45,795	0.45%
Capital Outlay	4,491	-	-	-	-	-	0.00%
Depreciation	17,300	17,611	13,306	13,306	13,306	8,789	-33.95%
Other	-	-	-	-	-	-	0.00%
TOTALS	926,752	857,622	946,621	1,014,641	1,014,641	988,436	4.42%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Increase in building maintenance expenses, water and janitorial.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Building Maintenance Worker	1.220	1.220	0.220	0.220	1.220
Electrician II	0.420	0.420	0.420	0.420	0.280
Electrician Supervisor	0.080	0.080	0.080	0.080	0.080
Facility Maintenance Manager	0.250	0.250	0.250	0.250	0.250
General Maintenance Supervisor	0.780	0.780	0.780	0.780	0.780
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	0.010
Nursery Worker	0.090	0.090	-	-	-
Parks Laborer	-	-	0.100	0.100	0.100
Street Sign Painter	0.410	0.440	0.410	0.410	0.410
	3.260	3.290	2.270	2.270	3.130

GOALS AND OBJECTIVES	
GOAL: Citizens are proud of the appearance of Town buildings.	OBJECTIVES: Satisfaction is measured by a low number or lack of complaints from residents or a satisfaction level of 90% or better from citizen survey. No survey was completed.
GOAL: Provide a clean, safe and aesthetically pleasing work environment for the public and Town employees.	OBJECTIVES: Satisfaction is measured by low number or lack of complaints and requests for service and visual inspection. A/C ductwork cleaned every 3 years to provide clean air quality. A/C ductwork completed on schedule. Building inspections completed on schedule.
GOAL: Conduct the work of Facility Maintenance in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from 1.62% in FY12 to 1.66% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Building Inspections	144	112	164	175
A/C Duct Cleaning	1	1	4	1
Buildings Painted	6	8	6	4
Benches Pressure Cleaned	74	74	78	84
Public Containers Pressure Cleaned	42	52	52	58

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	32,509	30,990	28,267	28,267	28,267	28,923	2.32%
Employee Benefits	13,833	15,677	10,046	10,046	10,046	12,319	22.63%
Contractual	61,554	73,287	63,630	63,630	63,630	65,215	2.49%
Commodities	14,658	26,451	18,707	20,073	20,073	18,797	0.48%
Capital Outlay	29,543	-	-	13,180	13,180	-	0.00%
Depreciation	15,600	15,881	51,007	51,007	51,007	51,007	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	167,697	162,286	171,657	186,203	186,203	176,261	2.68%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Minor increase due to extended warranty cost for parking kiosks.

Commodities:
No significant change.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
General Maintenance Supervisor	0.100	0.100	0.100	0.100	0.100
Building Maintenance Worker	0.390	0.390	0.400	0.400	0.400
	0.490	0.490	0.500	0.500	0.500

GOALS AND OBJECTIVES	
GOAL: Meters are functional and efficient at all times.	OBJECTIVES: Monitor the number of meters repaired. 157 repairs made.
GOAL: Collections made as needed.	OBJECTIVES: Meters are collected as required (when full). Cashbox levels are remotely monitored as well as alarms indicating that any of the 42 meters are out of service. 100% of collections were made.
GOAL: Conduct the work of Meter Maintenance and Collection in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .29% in FY12 to .30% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Inspections	104	104	86	104
Collections	104	104	92	72

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	345,506	287,373	355,518	355,518	355,518	481,606	35.47%
Employee Benefits	125,076	113,812	87,551	87,551	87,551	139,630	59.48%
Contractual	12,720	9,927	16,900	46,185	38,185	13,300	-21.30%
Commodities	5,687	8,093	7,450	7,450	7,450	8,800	18.12%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	8,600	8,755	8,062	8,062	8,062	9,954	23.47%
Other	-	-	-	-	-	-	0.00%
TOTALS	497,589	427,960	475,481	504,766	496,766	653,290	37.40%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Cost increase also reflects overlap of Town Engineer positions (overfill for new hire with incumbent until January 2013).

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
Decrease of general engineering studies and fees to historical levels.

Commodities:
Increase due to professional membership dues for in-house staff.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Assistant Director	0.900	0.900	-	-	-
Construction Manager	1.000	1.000	-	-	-
Senior Project Engineer	-	-	1.000	1.000	1.000
Project Engineer	1.000	1.000	2.000	2.000	2.000
Project Manager	1.000	1.000	-	-	-
Town Engineer	-	-	-	0.500	1.000
	3.900	3.900	3.000	3.500	4.000

GOALS AND OBJECTIVES	
GOAL: Projects are completed in timely manner in a cost effective way.	OBJECTIVES: Projects meet established schedules within the approved budgets. All projects currently within schedule and approved budget.
GOAL: Minimize disruption to Town residents and employees by scheduling and project management efficiencies.	OBJECTIVES: Answer 95% of project inquiries within 48 hours and positively resolve 90% of inquiries to complainant's satisfaction. Practicality of this objective is being reevaluated.
GOAL: Conduct the work of General Engineering Services in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .81% in FY12 to 1.09% in FY13.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	80,925	71,277	71,006	71,006	71,006	101,368	42.76%
Employee Benefits	32,893	36,403	23,344	23,344	9,909	33,402	43.09%
Contractual	709	462	1,000	1,000	-	1,000	0.00%
Commodities	607	1,118	1,548	1,548	100	1,548	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,900	1,934	1,945	1,945	1,945	1,945	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	117,034	111,194	98,843	98,843	82,960	139,263	40.89%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, and addition of part-time ROW compliance position.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Assistant Director	0.100	0.100	-	-	-
Public Works Inspector	1.000	1.000	1.000	1.000	1.500
	1.100	1.100	1.000	1.000	1.500

GOALS AND OBJECTIVES	
GOAL: 90% of all properly completed permit applications are issued within 72 hours.	OBJECTIVES: Each permit application is monitored for this result and reported. 92% of all properly completed permit applications are issued within 72 hours.
GOAL: Conduct the work of Right of Way Inspections in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .17% in FY12 to .23% in FY13.

Workload Indicators (as of July 31, 2012)	FY2009	FY2010	FY2011	FY2012
Permits Processed	931	848	1027	749
Violations	166	71	102	56

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	243,441	225,094	248,981	248,981	248,981	261,407	4.99%
Employee Benefits	159,772	127,566	82,653	82,653	82,653	119,118	44.12%
Contractual	28,553	50,017	72,300	74,671	74,671	72,300	0.00%
Commodities	138,549	104,423	131,150	131,693	131,693	138,650	5.72%
Capital Outlay	-	34,569	-	3,458	3,458	4,000	100.00%
Depreciation	10,500	10,689	9,417	9,417	9,417	15,551	65.14%
Other	-	-	-	-	-	-	0.00%
TOTALS	580,815	552,358	544,501	550,873	550,873	611,026	12.22%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

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 health insurance program and for the second year of the hybrid pension plan.

Commodities:
Minor increase in repair parts for in-house work performed.

Capital Outlay:
Increase for purchase of transmission flush equipment.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Mechanic I	-	-	0.500	0.500	0.500
Mechanic III	2.500	3.500	2.000	2.000	2.000
Mechanic IV	1.000	1.000	1.000	1.000	1.000
Office Assistant II	1.000	1.000	1.000	1.000	1.000
Services Manager	0.100	0.100	0.100	0.100	0.100
Vehicle Maintenance Supervisor	1.000	-	-	-	-
	5.600	5.600	4.600	4.600	4.600

GOALS AND OBJECTIVES	
GOAL: Safe operation of vehicles and equipment so each bureau's operations are not compromised.	OBJECTIVES: Equipment related accident and injury rates caused by poor maintenance are reduced and documented. No reported accidents or injuries due to poor maintenance.
GOAL: Maximum productivity achieved by equipment always being available and ready.	OBJECTIVES: Equipment down time is tracked and recorded. Repair and maintenance down time is tracked.
GOAL: Conduct the work of Equipment Operation and Maintenance in an efficient manner.	OBJECTIVES: The percentage of general fund budget dedicated to this program will not increase from year to year, except to reflect increases in levels of service. The percentage of general fund budget dedicated to this program increased from .93% in FY12 to 1.02% in FY13.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Preventive Maintenance Scheduled Services	729	1343	999	1383

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	148,248	148,248	153,765	153,765	153,765	97,653	-36.49%
Employee Benefits	43,614	47,244	37,659	37,659	37,659	37,570	-0.24%
Contractual	334,877	450,872	232,226	507,281	282,281	275,250	18.53%
Commodities	6,154	830	2,350	2,350	2,350	2,600	10.64%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	532,893	647,194	426,000	701,055	476,055	413,073	-3.03%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Salaries and Wages:
The proposed budget for salaries and wages reflects the reallocation of the Town Engineer position.

Employee Benefits:
Employee benefit costs are level (despite unit cost increases for pensions and health insurance) due to the reallocation of the Town Engineer position.

Contractual:
Minor decrease in CCMP Regional Monitoring Costs.

Commodities:
Minor increase due to fuel costs.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Coastal Projects Coordinator	1.000	1.000	1.000	1.000	1.000
Town Engineer	0.500	0.500	0.500	0.500	-
	1.500	1.500	1.500	1.500	1.000

GOALS AND OBJECTIVES	
GOAL: Successful, on schedule construction of projects identified in CCMP.	OBJECTIVES: Report percentage completion on schedule to plan and exceptions, for permitted construction projects. 100% of permitted projects (FEMA Restoration) completed on schedule.
GOAL: Beach projects maintained to Town standards.	OBJECTIVES: Projects constructed in conformance with CCMP. Project Longevity meets design expectations. Projects comply with CCMP. Reach 7 experienced accelerated (but not unexpected) erosion.
GOAL: Comply with all State and Federal permit requirements including long-term physical and biological monitoring programs 100% of the time.	OBJECTIVES: No permit violations with exceptions reported. No permit violations reported.
GOAL: Improve inlet sand bypassing.	OBJECTIVES: Maximize dry beach placement and minimize offshore placement of inlet bypassed/dredged sand. Next project scheduled to be either dry beach on “ankle deep” placement.

Other

PROGRAM: LIBRARY SERVICES 321

The Town contracts with The Society of the Four Arts Library to provide library services to its residents. The library maintains exceptional collection of books, audio, and video tapes and periodicals on the arts. It also sponsors special events and activities for its patrons. This annual appropriation takes the place of, and is substantially less than, property taxes that would be levied upon the residents by the Palm Beach County Library District.

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 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	280,572	280,572	280,572	288,989	3.00%
TOTALS	272,400	272,400	280,572	280,572	280,572	288,989	3.00%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

PROGRAMS: TRANSFERS 611 TO 625

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

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Capital Improvement Fund (307)	4,828,957	500,000	1,000,000	1,000,000	1,000,000	1,000,000	0.00%
Coastal Protection Fund (309)	1,046,900	3,090,000	3,960,000	3,960,000	3,960,000	2,765,099	-30.17%
Debt Service Fund (205)	3,922,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	0.00%
Group Health Retirees (610)	1,550,000	1,533,000	1,493,000	1,493,000	1,493,000	1,769,000	18.49%
Risk - W/C, Liab, Prop	1,904,463	1,896,226	1,791,507	1,791,507	1,791,507	1,892,780	5.65%
TOTALS	13,252,320	10,519,226	11,744,507	11,744,507	11,744,507	10,926,879	-6.96%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

PROGRAM: EMERGENCY MANAGEMENT 710

Mission: This division exists to ensure the Town is at an acceptable level of readiness for response to hazards affecting Palm Beach in accordance with the National Incident Management System (NIMS) guidelines.

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

- Conduct NIMS compliancy training to Town officials, employees, volunteers and contractors as needed
- Maximize coordination and cooperation for emergency response planning among the different departments through the Emergency Planning Team (EPT).
- Assist in the development and coordination of emergency plans for more effective response efforts as needed.
- Assist with any community outreach programs relating to public emergency preparations and awareness.

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	56,166	16,956	46,600	46,600	45,400	46,400	-0.43%
Commodities	35	40	600	600	600	600	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,700	1,700	1,700	1,700	1,700	950	-44.12%
Other	-	-	-	-	-	-	0.00%
TOTALS	57,901	18,696	48,900	48,900	47,700	47,950	-1.94%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

PROGRAM: CONTINGENT APPROPRIATIONS 711

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

The budget for the General Fund Contingency Account is established at 1.5% of the proposed budget and is adjusted throughout the year by Town Council approved transfers. Appropriations are transferred out of this line item and into line items designated by Town Council. Expenditures are not reflected in this program, but in the program approved by Town Council.

The Contingent Appropriations Program reflects expenditures which are not readily identifiable to a Program, and are not under the direction of any one Department.

Expenditure Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2013 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	967,000	929,468	807,397	843,000	4.41%
TOTALS	967,000	929,468	807,397	843,000	4.41%
Percent of Budget	1.5%	1.5%	1.5%	1.5%	

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General Obligation Bonds

General Obligation Bonds offer maximum security to investors through the pledge of the municipality's full faith and credit, which for the Town of Palm Beach requires voter approval. 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 Accelerated 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 a Aaa issuer's rating. Standard and Poor's issued a Revenue bond rating of AA+ and a AAA issuer's rating. The ratings for both the Bond and issuer credit are the highest ratings these two rating services issue and represent the highest quality investment grade debt.

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

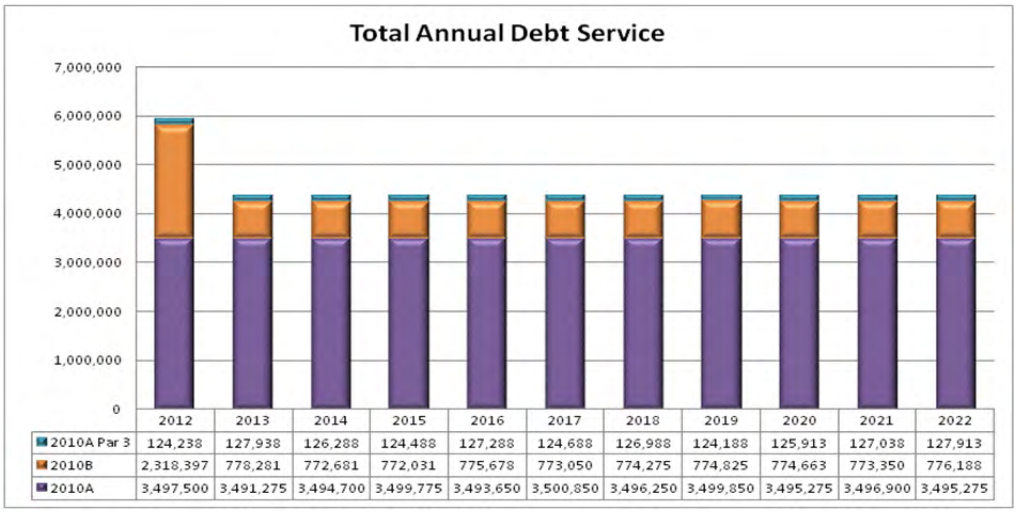
For perspective regarding the future debt obligations, a 10 year summary of debt service, outstanding debt, and debt per capita is provided below.

Debt Service Payments

Principal payments are due on January 1, and interest payments are due on January 1 and July 1 of each year. The annual debt service requirements for the outstanding revenue bonds through 2022 are shown below:

Fiscal Year	2010A Revenue Bond	2010A Revenue Bond -Par 3	2010B Revenue Bond	Total
2012	3,497,500	124,238	2,318,397	5,940,134
2013	3,491,275	127,938	778,281	4,397,494
2014	3,494,700	126,288	772,681	4,393,669
2015	3,499,775	124,488	772,031	4,396,294
2016	3,493,650	127,288	775,678	4,396,616
2017	3,500,850	124,688	773,050	4,398,588
2018	3,496,250	126,988	774,275	4,397,513
2019	3,499,850	124,188	774,825	4,398,863
2020	3,495,275	125,913	774,663	4,395,850
2021	3,496,900	127,038	773,350	4,397,288
2022	3,495,275	127,913	776,188	4,399,375
Total	$38,461,300	$1,386,963	$10,063,419	$49,911,682

The chart below shows the Town's total annual debt service for the 2010 Revenue bond for the period of FY2012 through FY2022.



	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
2010A Par 3	124,238	127,938	126,288	124,488	127,288	124,688	126,988	124,188	125,913	127,038	127,913
2010B	2,318,397	778,281	772,681	772,031	775,678	773,050	774,275	774,825	774,663	773,350	776,188
2010A	3,497,500	3,491,275	3,494,700	3,499,775	3,493,650	3,500,850	3,496,250	3,499,850	3,495,275	3,496,900	3,495,275

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	$11,935,781,278
Legal Debt Margin:	
Debt Limitation - 5% of assessed value	$ 596,789,064

Debt Summary

Outstanding debt as of September 30, 2012

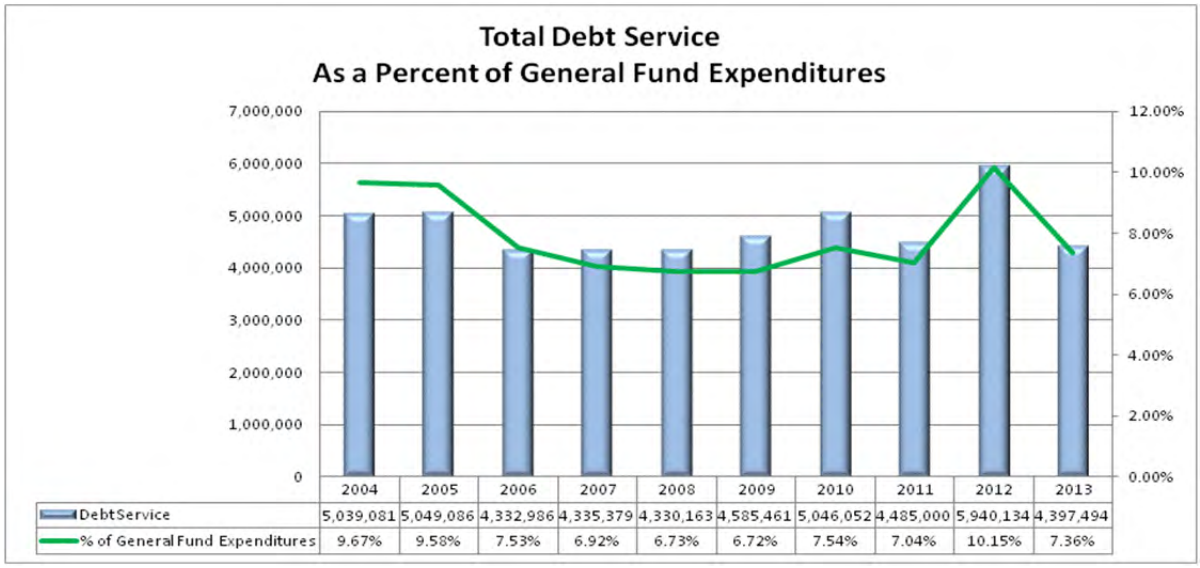
Gross bonded debt (all debt with a General Obligation Pledge)	$ 0
General Fund Pledge Obligations:	
Non-Ad Valorem Revenue Bonds	67,765,000
Total Gross Debt	$67,765,000

Debt Ratios

		Per Capita
Population	8,358	
Taxable Value	$11,935,781,278	1,428,067
Total Gross Debt	67,765,000	8,108

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

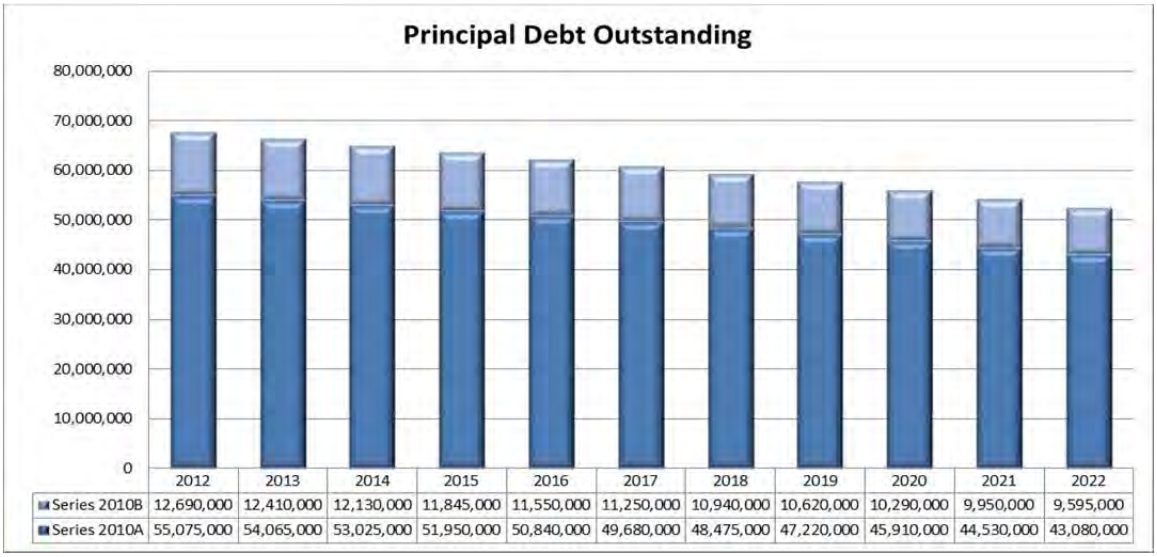
The chart below shows total debt service as a percentage of general fund expenditures.



Town of Palm Beach
Principal Debt Outstanding
FY2012 - FY2022

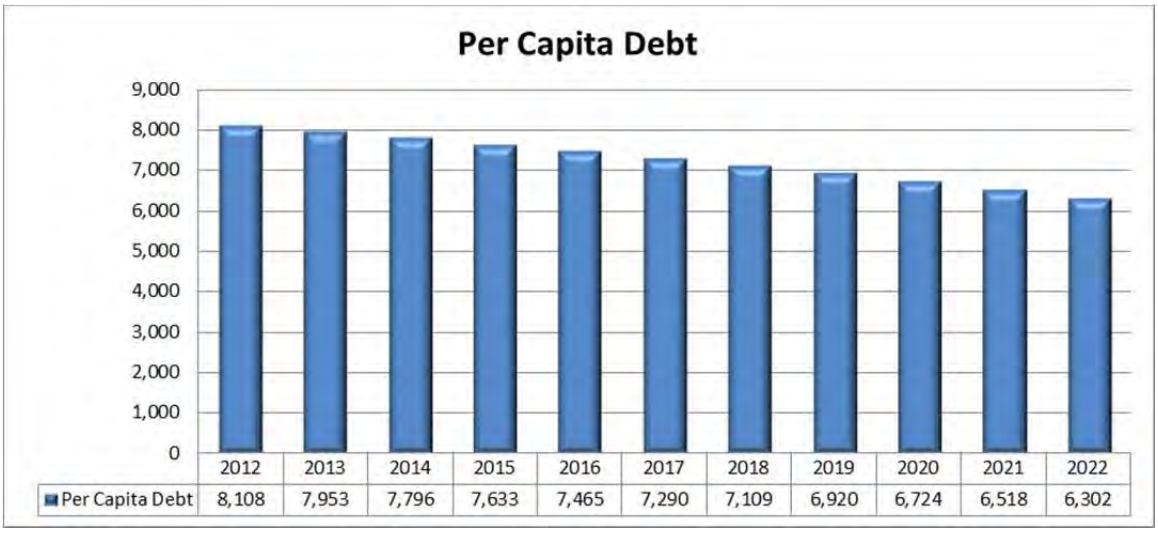
Fiscal Year Ending	2010A Revenue Bond	2010B Revenue Note	Total Debt Outstanding	Debt Per Capita 8,358
2012	55,075,000	12,690,000	67,765,000	8,108
2013	54,065,000	12,410,000	66,475,000	7,953
2014	53,025,000	12,130,000	65,155,000	7,796
2015	51,950,000	11,845,000	63,795,000	7,633
2016	50,840,000	11,550,000	62,390,000	7,465
2017	49,680,000	11,250,000	60,930,000	7,290
2018	48,475,000	10,940,000	59,415,000	7,109
2019	47,220,000	10,620,000	57,840,000	6,920
2020	45,910,000	10,290,000	56,200,000	6,724
2021	44,530,000	9,950,000	54,480,000	6,518
2022	43,080,000	9,595,000	52,675,000	6,302

The chart below shows the total principal debt outstanding for FY12 through FY22.



	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Series 2010B	12,690,000	12,410,000	12,130,000	11,845,000	11,550,000	11,250,000	10,940,000	10,620,000	10,290,000	9,950,000	9,595,000
Series 2010A	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	44,530,000	43,080,000

The chart below shows total outstanding debt per capita for FY12 through FY22.



	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Per Capita Debt	8,108	7,953	7,796	7,633	7,465	7,290	7,109	6,920	6,724	6,518	6,302

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Revenues						
Interest Earnings	0	68	1,000	200	1,000	0.00%
Transfer from General Fund	0	3,500,000	3,500,000	3,500,000	3,500,000	0.00%
Transfer from REF	0	125,338	124,500	124,500	128,000	100.00%
Transfer from Debt Serv Funds	0	115,264	0	0	0	-100.00%
Bond Proceeds (Capitalized Interest)	663,665		0	0	0	0.00%
TOTALS	663,665	3,740,602	3,625,500	3,624,700	3,629,000	0.22%
Expenditures						
Debt Service Interest	516,551	2,651,338	2,631,800	2,631,800	2,609,300	1.93%
Debt Service Principal	0	970,000	990,000	990,000	1,010,000	7.58%
Other Expenses	0	7901	10,000	8,000	10,000	0.00%
TOTALS	516,551	3,629,239	3,631,800	3,629,800	3,629,300	3.46%
TOTAL REVENUES OVER/(UNDER) EXPENDITURES	147,230	111,431	(6,300)	(5,100)	(300)	
Beginning Fund Balance	0	147,230	258,661	258,661	253,561	
ENDING FUND BALANCE	147,230	258,661	252,361	253,561	253,261	

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Revenues						
Interest Earnings	6	0	500	0	500	0.00%
Transfer from Worth Avenue Maintenance Fund (311)	0	865,163	864,300	864,300	779,800	-9.78%
Transfer from Worth Avenue Construction Fund (313)	0	0	1,485,000	1,485,000	61,909	-95.83%
Bond Proceeds (Capitalized Interest)	200,070	0	0	0	0	0.00%
TOTALS	200,070	865,163	2,349,800	2,349,300	842,209	-64.16%
Expenditures						
Debt Service Interest	200,064	569,013	562,800	562,800	498,300	-11.46%
Debt Service Principal	0	295,000	1,785,000	1,785,000	280,000	-84.31%
Other Expenses	0	0	1,500	1,500	1,500	0.00%
TOTALS	200,064	864,013	2,349,300	2,349,300	779,800	-66.81%
TOTAL REVENUES OVER/(UNDER) EXPENDITURES	6	1,150	500	0	62,409	
Beginning Fund Balance	0	6	1,156	1,156	1,156	
ENDING FUND BALANCE	6	1,156	1,656	1,156	63,565	

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

Transfers from Worth Avenue Maintenance and Construction Funds:
Transfers to cover debt payments.

EXPENDITURES
Debt Service Interest:
Represents the amount of interest due on the 2010B Revenue Bond. On January 1, 2012, the Town used excess funds remaining after the worth Avenue Project was completed to redeem $1,485,000 of the 2010B Bonds.

Debt Service Principal:
Represents the amount of principal due on the 2010B Revenue Bond. On January 1, 2012, the Town used excess funds remaining after the worth Avenue Project was completed to redeem $1,485,000 of the 2010B Bonds.

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

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Capital Funds

Introduction:
The Capital Improvement Fund section includes accomplishments for the current fiscal year by fund as well as summary schedules that reflect each ongoing project and/or projects with carry-over funds from prior years that will be utilized at some point in the future for a designated purpose.

Description of Funds:
The Town accounts for six Capital Funds as described below:

1) Capital Improvement Program - Pay-as-you-go (307)
This fund accounts for capital projects not covered by the remaining five capital funds. While the Capital Improvement Program encompasses a five year period, only the first year of the Program is actually adopted each year by the Town Council for funding and implementation. The out years of the Program are not a budget but provides appropriate financial information for prudent budget and planning recommendations and assists the Town's Elected Officials and Management Staff in the decision making process. Through budgetary action, the first year of the Program becomes the Capital Projects allocation which is funded from the General Operating Budget for the Town.

2) Comprehensive Coastal Management Plan (CCMP) (309)
This fund accounts for the Beach Restoration Project construction costs financed with proceeds from the 2000 Revenue Bond (refunded in 2003). The proceeds of the Bonds are being used for beach improvement, restoration and renourishment through the placement of sand and possible construction of groin fields and environmental mitigation for beach stabilization in all or a portion of the beaches located in Town.

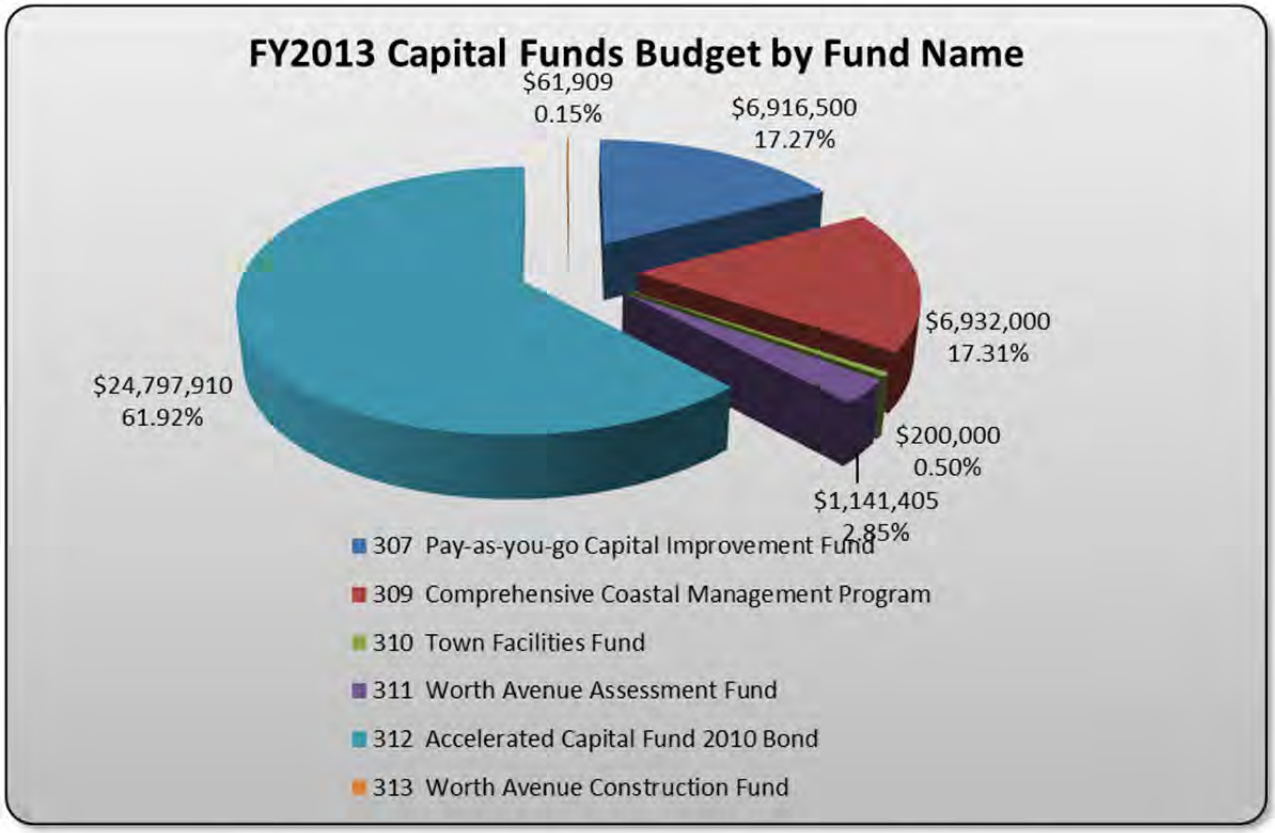
3) Town Facilities (310)
This fund accounted for construction costs for the Central Fire-Rescue Station and Town Hall Renovations with proceeds from the 2003 and 2008 Revenue Bonds and transfers from the Capital Improvement and General Funds. The proceeds of the bonds were used for financing the acquisition, construction and equipping of the Central Fire-Rescue facility (including an emergency operations center) and the renovation of Town Hall (including security upgrades).

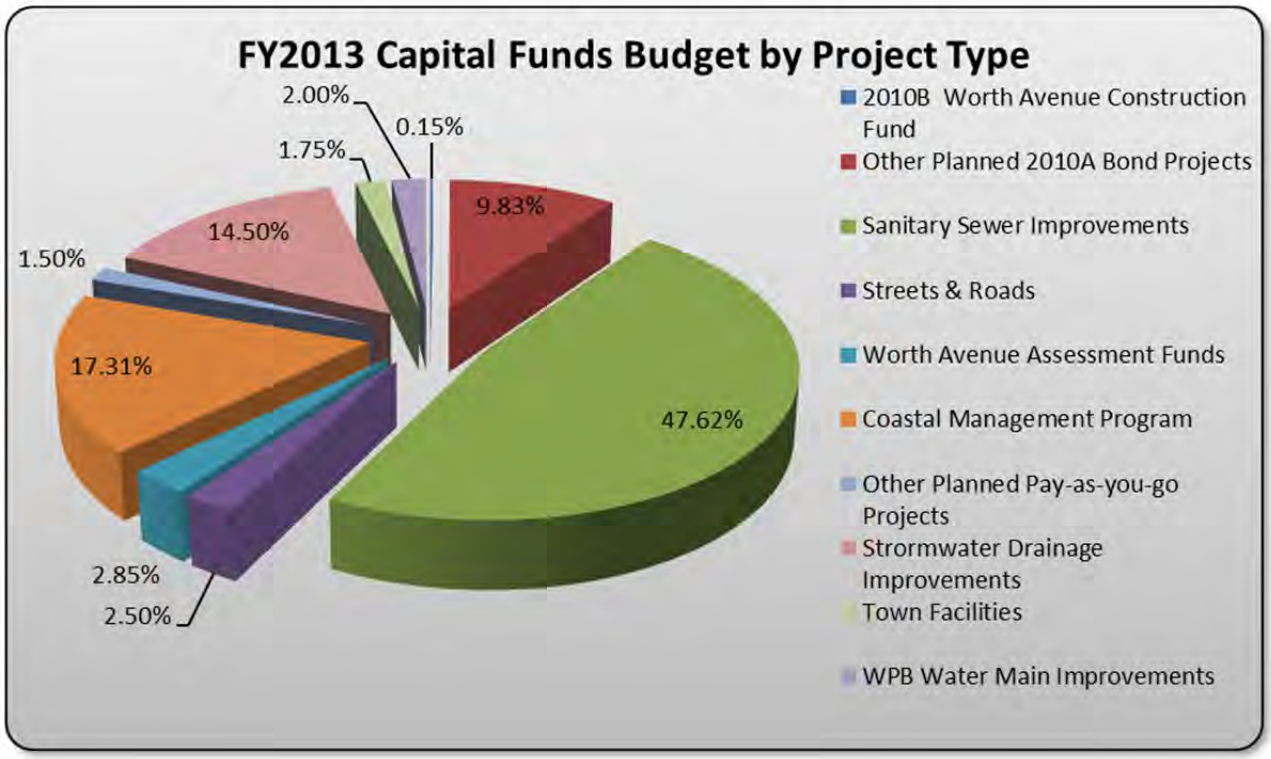
4) Worth Avenue Assessment District (311)
This fund was initially established to account for the Worth Avenue Assessment District pre-construction costs. This fund currently accounts for maintenance costs associated with the district.

5) Accelerated Capital Improvement Fund 2010A Bond Issue (312)
This fund was established as result of the 2010A bond issue to account for storm water, sanitary sewer and other projects outlined in the bond document.

6) Worth Avenue Assessment District Construction Fund 2010B Bond Issue (313)
This fund was established as a result of the 2010B bond issue to account for Worth Avenue Assessment District construction costs.

Capital Funds





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Town of Palm Beach

Capital Improvement Fund (307)

Five Year Capital Improvement Pay-as-you-go/Facilities Program

Project Description	FY12 Carry-over Budget	Proposed Year 1 FY2013	Subtotal	Projected Requirements Year 2 FY2014	Year 3 FY2015	Year 4 FY 2016	Year 5 FY 2017	Thru FY2017
Storm Water System	*$ 2,093,500*	*$ 210,000*	*$ 2,303,500*	*$ 160,000*	*$ 375,000*	*$ 150,000*	*$ 160,000*	*$ 3,148,500*
General Improvements	2,063,500	210,000	2,273,500	160,000	375,000	150,000	160,000	3,118,500
Rehabilitate Storm Pump Stations	30,000	0	30,000	0	0	0	0	30,000
Sanitary Sewer System	*$ 1,513,000*	*$ 200,000*	*$ 1,713,000*	*$ 150,000*	*$ 135,000*	*$ 150,000*	*$ 200,000*	*$ 2,348,000*
General Improvements	350,000	200,000	550,000	150,000	135,000	150,000	200,000	1,185,000
Rehabilitate Sanitary Pump Stations	690,000	0	690,000	0	0	0	0	690,000
Rehabilitate Force Mains	400,000	0	400,000	0	0	0	0	400,000
Replace Single-Family Exp. Stations	73,000	0	73,000	0	0	0	0	73,000
Streets and Roads	*$ 500,000*	*$ 500,000*	*$ 1,000,000*	*$ 650,000*	*$ 500,000*	*$ 650,000*	*$ 650,000*	*$ 3,450,000*
Milling & Resurfacing Program	500,000	500,000	1,000,000	500,000	500,000	500,000	500,000	3,000,000
Curb & Sidewalk	0	0	0	0	0	150,000	150,000	300,000
Ibis Way & Island Road Bridge Maintenance	0	0	0	150,000	0	0	0	150,000
Lake Worth Lagoon Bulkheads	*$ 26,000*	*$ -*	*$ 26,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 26,000*
Bury FPL Overhead Lines	*$ 272,000*	*$ -*	*$ 272,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 272,000*
Refurbish Memorial Fountain	*$ 37,000*	*$ -*	*$ 37,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 37,000*
Water Main Improvements WPB (1)	*$ -*	*$ 800,000*	*$ 800,000*	*$ 800,000*	*$ 800,000*	*$ 800,000*	*$ 800,000*	*$ 4,000,000*
Class III Landfills Site	*$ -*	*$ 100,000*	*$ 100,000*	*$ 50,000*	*$ -*	*$ 60,000*	*$ -*	*$ 210,000*
Pinewalk Transfer Station	*$ 153,000*	*$ -*	*$ 153,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 153,000*
A-39 Contamination Assessment	*$ 9,000*	*$ -*	*$ 9,000*	*$ -*	*$ -*	*$ -*	*$ -*	*$ 9,000*
Facilities	*$ 303,000*	*$ 200,000*	*$ 503,000*	*$ 260,000*	*$ 375,000*	*$ 100,000*	*$ -*	*$ 1,238,000*
North Fire Station Flashing Beacon	58,000	0	58,000	0	0	0	0	58,000
Police Facility Air Conditioning Replacement	245,000	0	245,000	0	0	0	0	245,000
Facility Improvements	0	200,000	200,000	85,000	0	100,000	0	385,000
Old Purchasing	0	0	0	0	200,000	0	0	200,000
North Fire Station - Emergency Generator	0	0	0	175,000	0	0	0	175,000
Phipps Ocean Park - North Restroom Replace	0	0	0	0	175,000	0	0	175,000
Total Expenditures	*$ 4,906,500*	*$ 2,010,000*	*$ 6,916,500*	*$ 2,070,000*	*$ 2,185,000*	*$ 1,910,000*	*$ 1,810,000*	*$ 14,891,500*
Offsetting Revenues:		*FY2013*		*FY2014*	*FY2015*	*FY 2016*	*FY 2017*	*Total*
Interest	$ -	$ 10,000		$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 50,000
Facilities Fund	0	200,000		260,000	375,000	100,000	0	935,000
Water Main Improvements WPB (1)	0	800,000		800,000	800,000	800,000	800,000	4,000,000
Total Offsets	*$ -*	*$ 1,010,000*		*$ 1,070,000*	*$ 1,185,000*	*$ 910,000*	*$ 810,000*	*$ 4,985,000*
Net Transfer from General Fund	*$ 4,906,500*	*$ 1,000,000*		*$ 1,000,000*	*$ 1,000,000*	*$ 1,000,000*	*$ 1,000,000*	*$ 9,906,500*

(1) Offsetting revenue from WPB

Pay-as-you-go Capital Improvement Fund

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Revenues						
Transfer from General Fund (001)	4,828,957	500,000	1,000,000	1,000,000	1,000,000	0.00%
Transfer from Town Facilities Fund (310)	-	-	-	-	200,000	100.00%
Loan Proceeds	96,500	-	-	-	-	0.00%
Interest on Investments	90,990	49,586	10,000	40,000	10,000	0.00%
Grants/Local Revenue	(52,330)	20,025	800,000	2,500	800,000	0.00%
TOTALS	4,964,117	569,611	1,810,000	1,042,500	2,010,000	11.05%
Expenses						
Projects	2,239,213	1,753,444	6,950,000	1,200,000	6,916,500	-0.48%
Transfer to General Fund (001)	-	1,400,000	-	-	-	0.00%
Transfer to 2010B Worth Ave Construction Fund (313)	-	268,685	-	-	-	0.00%
Capital Contingency	-	-	181,000	-	-	-100.00%
TOTALS	2,239,213	3,422,129	7,131,000	1,200,000	6,916,500	-3.01%
Total Revenues Over/(Under) Expenses	2,724,904	(2,852,518)	(5,321,000)	(157,500)	(4,906,500)	
Beginning Fund Equity	5,521,538	8,246,442	5,393,924	5,393,924	5,236,424	
ENDING NET ASSETS	8,246,442	5,393,924	72,924	5,236,424	329,924	

Revenues

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

Transfer from Town Facilities Fund (310):
This represents a transfer from the Town Facilities Fund for projects relating to Town Facilities.

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 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.

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Town of Palm Beach

Comprehensive Coastal Management Plan

Bond Proceeds Construction Fund (309)

COMPREHENSIVE COASTAL MANAGEMENT PROGRAM FY12 ACCOMPLISHMENTS & FY13 ACTION PLAN

SHORE PROTECTION BOARD

On July 8, 2008, the Town Council created the Shore Protection Board (SPB) to "act in an advisory capacity to the Town Council and shall make recommendations to the Town Council on all matters relating to shore protection in the Town of Palm Beach." On December 9, 2008, Town Council appointed seven (7) Board members who held their first meeting on December 17, 2008.

Coastal Management Work Plan

On February 11, 2009, the Town Council directed the Board "to accelerate its meetings, identify a contingency plan for Reach 7 and 8, and provide a long term plan of action (with options) for Town Council consideration in November 2009." Per direction of the Town Council, the Shore Protection Board submitted a Coastal Management Work Plan on November 9, 2009, which the Town Council accepted as a "blue print" for future coastal management activities in the Town of Palm Beach.

During the 2010, 2011, and 2012 calendar years, the Board has continued an adaptive management approach to their 10-year Work Plan. As more information has become available, some items originally suggested for FY 2011, FY 2012, or FY 2013 have been adjusted for future years. The current status of the Board's proposal for FY13 is set forth below and the 10-year plan summary is presented in a color coded table at the end of this report. The Board will continue to update and further consider project planning and budgeting early in the 2013 calendar year.

COASTAL PROJECTS UPDATES

Included as an element of the Comprehensive Coastal Management Plan, the Town's shoreline was divided into eight (8) segments, or "reaches". Each reach has a unique set of characteristics, based on upland uses, existing armoring, shoreline condition, shoreline orientation, and previous coastal management projects constructed, among others. The Board planned projects are specific for each reach. The information provided below has been separated and is consistent with the work currently being performed, or to be performed, within each reach.

Reach 1 (LAKE WORTH INLET TO ONONDAGA AVENUE)

Current Action

Continue Inlet Maintenance Dredging; to include settling basin, harbor channel, and turning basins. Placement of all beach-compatible sand will be placed on the dry beach and within the permitted beach profile.

Town continues to work with the U.S. Army Corps of Engineers on the various Federally-participated inlet maintenance dredging activities.

Ensure operation and maintenance the Sand Transfer Plant.

2011 Townwide Physical Monitoring Report, dated January 2012

While Reach 1 has experienced significant gains due to the Sand Transfer Plant and placement of dredged inlet maintenance material, the observed long term area of influence extends from R-79 north to the inlet (R-76). This positive trend does not extend further southward into Reach 2 and

suggests that material may be sequestered within the reach and not contributing fully as a sediment source to beaches to the south.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Bypass an average annual volume of 202,000 cubic yards of sand to the downdrift beaches; place all beach compatible material dredged during channel maintenance on downdrift beaches in areas of greatest need; extension of the discharge pipeline to increase bypassing efficiency with discharge points located at the south jetty, and approximately 1,000 feet and 2,500 feet south of the south jetty.

Comprehensive Coastal Management Plan, 1998 Update

Reach 1 has been subjected to direct sand placement in recent years as a result of dredged sand disposal from the maintenance of Lake Worth Inlet. With the continued Sand Transfer Plant discharge of sand onto the north end of Palm Beach Island and placement of beach-quality maintenance dredge sand by the U.S. Corps of Engineers, two principal Lake Worth Inlet Management Plan objectives of sand bypassing across the Inlet and maintenance of the navigation channel are partially satisfied.

Reach 1 Related Shore Protection Board Recommended Actions, November 2009

Sand Transfer Plant, Phase I Construction - The rehabilitation of the mechanical and electrical systems with structural restoration of the plant itself.

> The Town recently completed renovation of the 52-year-old sand bypassing plant. Although the structural and exterior restoration was not completed until May 2010, the mechanical components were all replaced in time for the plant to resume operations in late December 2009. The total cost of the project was approximately $2,200,000 Town staff was able to secure a $300,000 grant from the Florida Inland Navigation District, which brought the net Town cost down to approximately $1,900,000.
>
> STATUS: Completed in April 2010.

Engineered Beach Designation - The SPB requested that the Town hire a consultant to prepare the necessary documentation to potentially qualify Reach 1 as an “Engineered Beach” as defined by FEMA.

> STATUS: Report ready for submittal to FEMA should an emergency declaration get issued which includes the Town of Palm Beach.

Reach 2 (ONONDAGA AVENUE TO EL MIRASOL)

Due to the extensive amount of hardbottom in Reach 2, is it unlikely that a JCP permit for beach restoration could be obtained. In lieu of a beach restoration project, Town staff has identified alternative projects that would introduce additional sand to Reach 2. The addition of a second discharge for the Sand Transfer Plant will dispose beach quality sand on the dry beach. The purpose of placing sand in Reach 2 is to continue the natural southerly flow of sand that has been interrupted by the channel and inlet jetties. The 3,500-foot pipeline extension south of the inlet is expected to assist the Reach 2 beaches with modest accretion. Town staff is working with FDEP and USACE Civil Works staff to potentially expand the footprint of the Lake Worth Inlet’s maintenance dredging project into Reach 2.

Should the second discharge, or an expanded inlet maintenance placement area, create a small stable beach throughout Reach 2, a dune project may be considered to add high quality sand with vegetation to create a more natural beach and dune cross shore profile. Dune projects provide a line of defense

from storms and benefit the Town's entire coastal system.

Current Action

Continued Engineering/Design/Permitting of Sand Transfer Plant, Phase II.

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

2011 Townwide Physical Monitoring Report, dated January 2012

Over the past year, the shoreline position and beach volume in the northern portion of Reach 2 (from R-78 to R-80) was strongly influenced by the direct placement of inlet maintenance material in early 2011. This resulted in an average shoreline advancement of 50.9 feet in this northern portion of Reach 2. Moderate gains to slight losses occurred south of this region throughout the rest of Reach 2. Overall, the reach exhibited a net gain of 15 feet in shoreline position and 57,178 cubic yards in volume (to -26.5 ft NAVD), though this gain is largely biased by the large gains in the northern position of the area. Overall, this reach has lost 429,200 cubic yards (to-26.5 ft NAVD) since 1990 and is the only reach within the Town that has exhibited a net long-term volumetric loss.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy**:** Place all beach compatible material dredged during channel maintenance on downdrift beaches in areas of greatest need; extension of the discharge pipeline to increase bypassing efficiency with discharge points located at the south jetty, and approximately 1,000 feet and 2,500 feet south of the south jetty; maintain the projects through monitoring and nourishment using sand from offshore sources; construct a feeder beach to reestablish littoral transport for Reach 2.

Comprehensive Coastal Management Plan, 1998 Update

Because of high erosion rates in Reach 2, supplemental sand placement must occur.

Reach 2 Related Shore Protection Board Recommended Actions, November 2009

Sand Transfer Plant, Phase II - Installation of a second discharge to be located in Reach 2, south of Reef Road.

> STATUS: Engineering/Design/Permitting underway (through FDEP BMA process).

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A plan to prioritize rehabilitation was developed for SPB consideration.

> STATUS: Report submitted in 2011. The SPB has incorporated analysis considerations within the Plan B budget document. Groin rehabilitation in Reach 2 is not included in the SPB's most recent 10-year plan. In September 2012, a peer review of a consultant proposed "Coastal Structures Plan" was performed. The recommendations from the peer review include the initiation of a Groin Rehabilitation Program as a long-term capital improvement project. This item will receive additional Board consideration as the FY14 Coastal Management Program budget is developed by the Board early in 2013.

Maintenance Dredge Sand Permitting, Placement Extension - Previous maintenance dredging events performed by the U.S. Corps of Engineers have been conducted under an agreement with the Town of Palm Beach to place sand on the dry beach at the incremental cost versus placing the sand in the nearshore. The dry beach placement has been restricted to Reach 1 and the northern portion of

Reach 2. The SPB would like to expand the dry beach placement areas to include other sections of Town, such as the remainder of Reach 2.

> STATUS: Town Council appropriated funds in the FY 2011 budget for this effort. Continued legal discussions regarding the Lake Worth Inlet maintenance operations have delayed this effort.

Reach 3 (EL MIRASOL TO VIA BETHESDA)

Current Action

Continued Post-Construction Physical Monitoring of 2006 Beach Nourishment Project.

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

2011 Townwide Physical Monitoring Report, dated January 2012

Reaches 3 & 4

This segment comprises both the north and south segments of the Mid-Town Beach Renourishment project. Over the past year, approximately 52,000 cubic yards from an upland source was placed (in Reach 4). Over the past year, (Reach 4) has exhibited a net shoreline advance of 15.0 feet and gain of 37,218 cubic yards above MHW due largely due construction efforts. Overall, this area (Reaches 3&4) experienced a net volumetric loss of 146,100 cubic yards (to -26,5 ft NAVD). Losses were particularly notable within the northern portion of the area (Reach 3) from R-90 to R-94 which exhibited a net loss of 87,421 cubic yards within this depth range.

Since 1990, this area has experienced a net advance of 61.9 feet. Gains have occurred throughout the area with a maximum of 189.7 feet at R-97 and a minimum gain of 4.1 feet at R-101. These noted advances area directly attributable to direct fill placement associated with the various Mid-Town projects completed to date.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy**:** Maintain the projects through monitoring and nourishment using sand from offshore sources.

Comprehensive Coastal Management Plan, 1998 Update

The management solution for Reach 3 is beach restoration to occur simultaneously with the renourishment of the Mid-Town project.

Reach 3 Related Shore Protection Board Recommended Actions, November 2009

Beach Nourishment Permitting - The permitting for the next beach project in Mid-Town is scheduled to begin in 2012, with expected construction for an interim beach restoration in November 2014.

> STATUS: Town Council appropriated funds in the FY 2011 and FY 2012 budgets to begin the permitting effort. Town Council has authorized design work for the next renourishment project to be performed through the FDEP Palm Beach Island Beach Management Agreement Pilot Project.

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A plan to prioritize rehabilitation was developed for SPB consideration.

STATUS: Peer Review Report submitted in September 2012. The Board will be reconsidering groin rehabilitation efforts Townwide following receipt of the peer review.

Reach 4 (VIA BETHESDA TO 270 FEET SOUTH OF BANYAN ROAD)

Current Action

2010-2011 Dune Restoration Construction completed in December 2010 - January 2011 and project performance monitoring, including environmental monitoring, is being conducted.

Permitting for beach renourishment is underway.

The Town, its consultants, and FDEP, continue to evaluate project influences on the offshore natural resources from the 2003 and 2006 beach restoration projects. A mitigation plan is being developed.

2011 Townwide Physical Monitoring Report, dated January 2012

Reaches 3 & 4

This segment comprises both the north and south segments of the Mid-Town Beach Renourishment project. Over the past year, approximately 52,000 cubic yards from an upland source was placed (in Reach 4). Over the past year, (Reach 4) has exhibited a net shoreline advance of 15.0 feet and gain of 37,218 cubic yards above MHW due largely due construction efforts. Overall, this area (Reaches 3&4) experienced a net volumetric loss of 146,100 cubic yards (to -26,5 ft NAVD). Losses were particularly notable within the northern portion of the area (Reach 3) from R-90 to R-94 which exhibited a net loss of 87,421 cubic yards within this depth range.

Since 1990, this area has experienced a net advance of 61.9 feet. Gains have occurred throughout the area with a maximum of 189.7 feet at R-97 and a minimum gain of 4.1 feet at R-101. These noted advances area directly attributable to direct fill placement associated with the various Mid-Town projects completed to date.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Maintain the projects through monitoring and nourishment using sand from offshore sources.

Comprehensive Coastal Management Plan, 1998 Update

The management solution is the renourishment of the Mid-Town project. The Mid-Town groin field should be inspected and maintained to support to the beachfill project.

Reach 4 Related Shore Protection Board Recommended Actions, November 2009

FEMA Dune/Beach Sand - To be conducted simultaneously with the FEMA project in Reach 7, the Mid-Town beach (Clarke Avenue Beach to the south end of the Municipal Beach) will receive sand appreciable to the losses attributed from Tropical Storm Fay.

The dune project will serve as an interim measure until the next Mid-Town renourishment project is

constructed. The Shore Protection Board is requesting an appropriation in the proposed FY 2011 coastal budget to begin the permitting effort for beach renourishment in Mid-Town.

STATUS: Construction completed in January 2011.

Beach Nourishment Permitting - The permitting for the next beach project in Mid-Town began in 2012, with expected construction for an interim beach restoration in November 2014.

STATUS: Town Council approved a proposal for the work which began in the summer of 2012 as part of the FDEP BMA process. The scope of the next Mid-Town beach renourishment will likely include the construction of a new groin at the south end of Mid-Town Municipal Beach near Gulfstream Road.

Reach 5 (270 FEET SOUTH OF BANYAN ROAD TO 170 FEET NORTH OF WIDENER'S CURVE)

Reach 5 continues to benefit from repeated restorations of Reaches 3 and 4. During permitting for the renourishment of Reaches 3 and 4 in FY 2014, the Town may consider the construction of a low profile dune with vegetation in Reach 5. The current Shore Protection Board's plan does not include a possible FY 2015 dune project in Reach 5 as initially considered in the SPB's 2009 plan.

Current Action

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

Continue physical monitoring.

2011 Townwide Physical Monitoring Report, dated January 2012

Reach 5 has exhibited long-term gains in both shoreline and volume due to the movement of material from the beach nourishment projects within Reaches 3 and 4. These trends are likely to continue provided the nourishment source remains. Lacking this source, this reach would likely revert to a net erosion/recession condition consistent with conditions present prior to the initiation of the beach nourishment program.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Maintain the projects through monitoring and nourishment using sand from offshore sources; construct restoration projects in environmentally suitable areas of Reach 5.

Comprehensive Coastal Management Plan, 1998 Update

Proposed improvements include beachfill and a groin field at the south terminus of the reach.

Reach 5 Related Shore Protection Board Recommended Actions, November 2009

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A plan to prioritize rehabilitation was developed for SPB consideration.

STATUS: Peer Review Report submitted in September 2012. The Board will be reconsidering groin rehabilitation efforts Townwide following receipt of the peer review.

Dune Restoration – The SPB recognizes that Reach 5 has maintained a healthy beach due to the sand moving down from Reaches 3 and 4. The SPB may consider adding sand into the beach and dune system in Reach 5. Placement of sand in the form of dunes will create a line of defense for the beachfront owners to improve the storm protection to South Ocean Boulevard. This action will add more sand to naturally be added into the littoral drift during a storm event, eventually bringing sand into the Reach 6 area.

> STATUS: Budget forecasting by the SPB during the FY 2012 budget development resulted in the removal of the dune project from FY 2015. Additional consideration will be given by the SPB during the annual budget development in 2013.

Reach 6 (170 FEET NORTH OF WIDENER'S CURVE TO SLOAN'S CURVE)

Current Action

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

Continue physical monitoring.

2011 Townwide Physical Monitoring Report, dated January 2012

Gains within this Reach exhibit a north to south trend with the greatest gains at the Reach 6 northern boundary and less occurring at the reach's southern boundary. This trend is strongly influenced by the net southerly movement of material from the Mid-Town project. In addition, a slight change in shoreline orientation beginning at R-112 increases the relative shoreline stability of the northern portion of the reach.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Maintain the projects through monitoring and nourishment using sand from offshore sources.

Comprehensive Coastal Management Plan, 1998 Update

Due to high longshore transport energies evident in this Reach, coupled with the large trough located between 70 and 350 feet from shore and the extensive hardbottom resources, direct placement of sand in this shoreline segment is not recommended.

Reach 6 Related Shore Protection Board Recommended Actions, November 2009

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A plan to prioritize rehabilitation was developed for SPB consideration.

> STATUS: Peer Review Report submitted in September 2012. The Board will be reconsidering groin rehabilitation efforts Townwide following receipt of the peer review.

Dune Restoration - Because of the limited amount of sand going into Reach 7 from Reach 6, the condition of the Reach 7 beaches is a SPB concern. With most of the Reach 6 shoreline consisting of nearshore hardbottom resources, a beach nourishment project is not practical. A thought to be considered by the SPB is to cover the revetment with sand, or place dune sand east of the revetment where the opportunity presents itself. Creating a more natural beach and dune profile in Reach 6 may provide a volume of sand during storm events to assist the north end of Reach 7 with storm recovery.

STATUS: Budget forecasting by the SPB during the FY 2012 budget development resulted in the removal of the dune project from FY 2015. Additional consideration will be given by the SPB during the annual budget development in 2013.

Reach 7 (SLOAN'S CURVE TO THE AMBASSADOR HOTEL)

The Shore Protection Board has made the Reach 7 beaches a top priority for additional coastal management activities.

Current Action

2011 Dune Restoration Construction completed in January 2011 - March 2011 and project performance monitoring, including environmental monitoring, is being conducted.

Engineering and design for the next beach renourishment project has been completed. Permitting, through the FDEP BMA process, is underway.

Continued Post-Construction Physical Monitoring of 2006 Beach Nourishment Project and 2011 Partial Beach Nourishment Project.

2011 Townwide Physical Monitoring Report, dated January 2012

Over the past year, Reach 7 experienced increases in net shoreline position on the order of 24.3 feet. These gains are largely attributable to placement of approximately 46,000 cubic yards over this time period. Gains are not evenly distributed within the reach. The northern boundary from R-117 to R-119 exhibited a net recession on the order of 4.6 feet while gains at the southern boundary from R-123 to R-125 averaged 58.3 feet. Since 1990, Reach 7 has exhibited a net average gain of 35.3 feet. Again, this gain is not evenly distributed as the northern portion of the reach from R-117 to R-119 has receded an average of 14.5 feet, despite dune construction efforts in this area in 2006 and 2011. This recession is noted at the south (downdrift) boundary of the Sloan's Curve revetment and is likely attributable to the downdrift impacts of this structure. Long term net advances in shoreline position have occurred south of this area within an increasing trend to the south. The maximum advance is noted in the vicinity of R-124 and T-125 with an average gain in this area of 107.6 feet.

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy**:** Maintain the projects through monitoring and nourishment using sand from offshore sources.

Comprehensive Coastal Management Plan, 1998 Update

Beach fill project and the construction of a groin field.

Reach 7 Related Shore Protection Board Recommended Actions, November 2009

FEMA Dune/Beach Sand - Constructed simultaneously with the FEMA project in Reach 4.

The dune project will serve as an interim measure until the next Phipps Ocean Park nourishment project is constructed.

STATUS: 2011 Dune Restoration Construction completed in January 2011 - March 2011 and project performance monitoring, including environmental monitoring, is being conducted.

Beach Nourishment - The 2006 beach restoration project life interval was interrupted by the tropical systems in 2007 and 2008. The SPB recommends renourishment of the 2006 project.

> STATUS: Design of beach nourishment alternatives (some with structures) were completed and were peer reviewed. Permitting is currently being performed through the FDEP BMA process.

Reach 8 (THE AMBASSADOR HOTEL TO LA BONNE VIE)

Based on the Final Order by Administrative Law Judge Robert Meale, FDEP Secretary Michael Sole issued a denial of the Reach 8 beach restoration project in 2009.

Although the project was denied, the Town was able to secure the state cost-share funding until June 2011 through a grant amendment. The purpose of the time extension was to provide ample time to develop a revised project. A permit application for South End Palm Beach Restoration was submitted to the regulatory agencies in September 2010. With this project in the permitting phase, the Town will again seek a grant amendment to extend the life of the agreement through the anticipated construction.

A revised project was designed in an innovative stepped approach to strategically place sand and allow the natural movement of sand to help sustain a minimum beach profile in Reach 8. The Town has received positive feedback from the Surfrider Foundation regarding the revised project. The design and volume of the revised project is consistent with recommendations by both Administrative Law Judge Robert Meale and the petitioners who opposed the Town in the previous Reach 8 beach project administrative hearing. (The Surfrider Foundation was the primary petitioner in that hearing.) The permit application for the revised proposed beach restoration project in Reach 8 was developed, and is currently being permitted, by Coastal Systems International.

The Town is considering structural options for Reach 8. Town Council approved $500,000 in the FY 2010 coastal budget to enter into an interlocal agreement with Palm Beach County to conduct an Environmental Impact Statement (EIS) to validate a potential breakwater project or find another structural alternative to provide erosion control in the south end of Reach 8. Scoping for the EIS for the Central Palm Beach County Comprehensive Erosion Control Project is underway.

Inclusion of the beach restoration project in Reach 8 (South End Palm Beach Restoration) into the County's EIS is being considered. An EIS for the southern portion of the Reach 8 project, south of the Lake Worth Pier, is essential for USACE review and permit consideration.

Current Action

2011 Dune Restoration Construction completed in March 2011 and project performance monitoring is being conducted

South End Palm Beach Restoration, Permitting

Central Palm Beach County Comprehensive Erosion Control Project, Managed by Palm Beach County ERM, Environmental Impact Statement (EIS) in development

Request for FDEP to further consider critical beach erosion designation in Reach 8

2011Townwide Physical Monitoring Report, January 2012

Over the past year, Reach 8 has exhibited an overall volumetric loss of 16,800 cubic yards (to a depth

of -26.5 ft NAVD). In general, shoreline advance occurred at the reach boundaries. On average, overall, the reach gained 43,900 cubic yards above MHW but lost approximately 117,160 cubic yards within the nearshore (from MHW to a depth of -13.5 ft NAVD). Gains above MHW are partially attributable to the placement of 25,000 cubic yards f sand associated with dune construction over this time period. General loss in volume occurred within the north and central portion of the reach between T-125 and R-132. A notable gain of 53,200 cubic yards occurred in the southern portion of the reach from R-132 to R-134.

Since 1990, the reach has exhibited a net gain of 225,300 cubic yards (to a depth of -26.5 ft NAVD). Gains are most significant at the northern portions of the reach with net volumetric losses occurring for the southernmost portion of the reach (from R-130 to R-134).

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy: Maintain the projects through monitoring and nourishment using sand from offshore sources; construct restoration projects in environmentally suitable areas of Reach 8; conduct dune restoration where feasible.

Comprehensive Coastal Management Plan, 1998 Update

Beach fill project, and the construction of a groin field within the last 2,000 feet of Reach 8.

Reach 8 Related Shore Protection Board Recommended Actions, November 2009

FEMA Dune/Beach Sand - Constructed simultaneously with the FEMA project in Reach 4.

State and federal permitting has been underway and permits are expected to be received in time to construct a 25,000-cubic-yard dune project soon after November 1, 2010. Work needs to occur between November 1 and March 31 due to the sea turtle nesting season.

The dune project will serve as an interim measure until the potential Reach 8 beach restoration project is constructed.

> STATUS: 2011 Dune Restoration Construction completed in January 2011 - March 2011 and project performance monitoring is being conducted

Beach Restoration - A small scale beach nourishment project in Reach 8.

> STATUS: Permit application submitted in September 2010. In permitting. EIS required by USACE for portions of the project south of the Lake Worth Pier.

Structures Study - Palm Beach County has been pursuing a breakwater project to provide erosion control for the South Palm Beach/Lantana beaches. The SPB recommended that the Town Council join in the breakwater study with the County for the purpose of determining the long-term regional approach to shoreline management in this area. Subsequently, the Town Council signed two interlocal agreements with Palm Beach County on coastal projects.

> A significant step in the permitting process is to conduct an Environmental Impact Statement (EIS) study. The expected time frame for this study is approximately 18 months. In February 2012, Palm Beach County discontinued the EIS process. The Town and the County are currently discussing restarting the EIS process under the Town's project management. Once restarted, sometime in late 2012 or early 2013, the process will likely not be completed until the 2014 calendar year.

Critical Beach Erosion Designation - The entire Town shoreline is considered "critically eroded" by the state, except for portions of Reach 8 south of the Lake Worth pier. Attempts have been made by Town consultants to have all of Reach 8 included in the "critically eroded" designation. Each attempt has resulted in the state failing to recognize this area as "critically eroded", although this designation is provided for beaches immediately north and south of the non-designation.

STATUS: No response from FDEP has been received.

Townwide

REGIONAL MONITORING

The Regional Monitoring program is ongoing and currently includes annual aerial cartographic photography used to monitor nearshore hardbottom, topographic and bathymetric surveys to monitor current sand movement throughout the Town, and a sediment budget analysis that provides long-term tracking of sand movement throughout the Town.

Additional monitoring activities include:

- Biological monitoring related to the engineered beach projects in Reaches 3, 4, and 7

- Sea turtle monitoring in Reaches 1, 2, 3, 4, 7 and 8

- Annual tilling of the beaches within the nourishment areas

If necessary, escarpment reductions on engineered beaches during sea turtle nesting season

REVIEW OF SHORE PROTECTION BOARD RECOMMENDED COASTAL MANAGEMENT PLAN

Following receipt of the Shore Protection Board's (SPB) FY 2013 Coastal Management Program Budget and 10-Year Forecast, the Town Council requested that the Board's recommendation be independently peer reviewed. Woods Hole Group, Inc. (WHG) is currently performing the peer review. Following a public workshop in December 2012, WHG is expected to provide the Town Council with their recommendations in January 2013.

Comprehensive Coastal Management Project Fund

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Revenues						
Transfer from General Fund (001)	1,046,900	3,090,000	3,960,000	3,960,000	2,738,914	-30.84%
Interest on Investments	128,513	62,682	20,000	60,000	20,000	0.00%
Grants/Local Revenue	(214,593)	3,454,058	-	105,000	-	0.00%
TOTALS	960,820	6,606,740	3,980,000	4,125,000	2,758,914	-30.68%
Expenses						
Current Year Projects	-	-	960,000	450,000	869,000	-9.48%
Projects	3,469,689	6,276,950	6,708,594	1,211,000	6,063,000	-9.62%
TOTALS	3,469,689	6,276,950	7,668,594	1,661,000	6,932,000	-9.61%
Total Revenues Over/(Under) Expenses	(2,508,869)	329,790	(3,688,594)	2,464,000	(4,173,086)	
Beginning Fund Equity	10,069,850	7,560,981	7,890,771	7,890,771	10,354,771	
ENDING NET ASSETS	7,560,981	7,890,771	4,202,177	10,354,771	6,181,685	

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.

Grants/Local Revenue:
FEMA/FDEP/Federal Government reimbursement for beach projects.

Expenditures

Current Year Projects:
The FY13 budget per the attached Shore Protection Board's proposal.

Projects:
This line item represents unexpended carry over budgets from prior years.

Shore Protection Board FY 2013 Proposed Coastal Management Program Budget

INCLUDING 10-YEAR (FY 2013 - FY 2022) FORECAST

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

309 ACCOUNT ITEMS [CAPITAL]

Item #	Project	Unencumbered†, as of 2/17/2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
	TOWNWIDE										
1	Offshore Sand Search	146,000									
2	Groin Assessment	0		60,000					60,000		
3	Groin Analysis	6,000									
4	*Groin Rehabilitation (Reaches 2-6)*	200,000									
5	General Coastal (Engineering/Legal/Lobbying)	50,000	50,000	55,000	60,000	65,000	70,000	75,000	80,000	85,000	90,000
10	SPB Operating Funds	0									
	LAKE WORTH INLET MAINTENANCE IMPLEMENTATION PLAN										
12	Sand Transfer Plant Phase II Permitting	187,000									
16	Tri-Party Dredging Permitting	75,000									
17	Lawsuit Technical Assistance	50,000									
18	Maint. Dredge Sand Permitting, Placement Extension	200,000	100,000								
20	Expanded Settling Basin Study	200,000									
	REACH ONE										
23a	Sea Turtle Monitoring/Beach Tilling/Escarpment Removal	40,000	33,000	33,000	33,000	33,000	42,000	42,000	42,000	42,000	42,000
23b	Beach Tilling	10,000	10,000	11,000	11,000	12,000	12,000	13,000	13,000	14,000	15,000
23c	Escarpment Removal	10,000	10,000	11,000	11,000	12,000	12,000	13,000	13,000	14,000	15,000
	REACH TWO										
27	*North Ocean Boulevard Seawall*	250,000		*4,000,000*							
	REACH THREE/FOUR (MID-TOWN)										
29	Beach Nourishment Permitting	250,000	100,000								
30	Beach Nourishment Construction				3,300,000			12,000,000			
	Groins at Gulfstream Rd.	20,000			*1,700,000*						
31	*Beach Nourishment Construction Mitigation*	3,000,000									
32a	Sea Turtle Monitoring	40,000	32,000	32,000	32,000	32,000	41,000	41,000	41,000	41,000	41,000
32b	Beach Tilling	10,000	10,000	11,000	11,000	12,000	12,000	13,000	13,000	14,000	15,000
32c	Escarpment Removal	10,000	10,000	11,000	11,000	12,000	12,000	13,000	13,000	14,000	15,000
33	Biological Monitoring	183,000	105,000	110,000	165,000	121,000	128,000	184,000	141,000	148,000	155,000
	REACH SEVEN (PHIPPS), NORTH OF THE LAKE WORTH PIER										
43*	Beach Renourishment Permitting	238,000									
44*	Beach Renourishment Construction			9,000,000							
47*	*Structures Construction*			*3,000,000*							
48*	*Structures Construction Mitigation*			*2,500,000*							
50a	Sea Turtle Monitoring/Beach Tilling/Escarpment Removal	40,000	32,000	32,000	32,000	32,000	41,000	41,000	41,000	41,000	41,000
50b	Beach Tilling	10,000	10,000	11,000	11,000	12,000	12,000	13,000	13,000	14,000	15,000
50c	Escarpment Removal	10,000	10,000	11,000	11,000	12,000	12,000	13,000	13,000	14,000	15,000
51	Biological Monitoring	550,000	105,000	220,000	116,000	121,000	128,000	134,000	141,000	0	0
	REACH EIGHT, SOUTH OF THE LAKE WORTH PIER										
53	Critical Beach Erosion Designation	10,000									
54*	Beach Restoration Permitting										
55*	Beach Restoration Construction										
56	*Beach Restoration Mitigation*				*1,000,000*						
57*	Dune Restoration (R-129 to R-134)	208,000		500,000			1,500,000			1,500,000	
58*	Structures Study (Env. Impact Statement)										
59*	Potential Structures Permitting		200,000								
60*	*Structures Construction*										
61*	*Structures Mitigation*										
62a	Sea Turtle Monitoring	40,000	32,000	32,000	32,000	32,000	41,000	41,000	41,000	41,000	41,000
62b	Beach Tilling	10,000	10,000	11,000	11,000	12,000	12,000	13,000	13,000	14,000	15,000
62c	Escarpment Removal	10,000	10,000	11,000	11,000	12,000	12,000	13,000	13,000	14,000	15,000
63	Biological Monitoring			50,000	100,000	50,000	50,000				
64	Reach 8 Project Engineering Report										
		6,063,000									

309 ACCOUNT, "PAY-AS-YOU-GO"			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
COLUMN SUB-TOTALS:		Permit Required	419,000	547,000	3,798,000	467,000	517,000	12,587,000	551,000	411,000	440,000
	Recommended	Permit Required	869,000	10,212,000	3,958,000	582,000	2,137,000	12,662,000	691,000	2,010,000	530,000

309 ACCOUNT, BONDABLE [ALL APPLICABLE PROJECTS *ITALICIZED* ABOVE]			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
COLUMN SUB-TOTALS:		Permit Required	0	0	1,000,000	0	0	0	0	0	0
	Recommended	Permit Required		9,500,000	2,700,000	0	0	0	0	0	0
LEVELIZED FOR 30 YEARS:			813,333	813,333	813,333	813,333	813,333	813,333	813,333	813,333	813,333

581 ACCOUNT ITEMS [OPERATING]		FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
65	Annual Sediment Budget	10,000	11,000	11,000	12,000	12,000	13,000	13,000	14,000	15,000
66	Physical Monitoring	68,000	72,000	75,000	79,000	83,000	87,000	91,000	96,000	101,000
67	Sand Transfer Plant Operating	55,000	320,000	330,000	340,000	350,000	360,000	370,000	380,000	390,000
68	LWI Maint. Implementation Plan Physical Monitoring	19,000	19,000	20,000	21,000	22,000	23,000	24,000	25,000	26,000
69	Mid-Town Physical Monitoring	38,000	38,000	40,000	42,000	45,000	47,000	49,000	52,000	54,000
70	Mid-Town Bch. Project Engineering Report	11,000	11,000	11,000	12,000	12,000	13,000	13,000	14,000	15,000
71	Phipps Ocean Park Project Physical Monitoring	27,000	28,000	29,000	30,000	32,000	34,000	35,000	37,000	39,000
72	Phipps Ocean Park Project Engineering Report	11,000	11,000	11,000	12,000	12,000	13,000	13,000		
73	Reach 8 Project Physical Monitoring	26,000	28,000	29,000	30,000	32,000	34,000	35,000	37,000	39,000
74	Coastal Management Program Operating Expenses	147,348	213,000	220,000	227,000	235,000	244,000	254,000	258,000	262,000

581 ACCOUNT			FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
COLUMN SUB-TOTALS:		Permit Required	106,000	107,000	111,000	117,000	123,000	130,000	134,000	128,000	134,000
	Recommended	Permit Required	412,348	751,000	776,000	805,000	835,000	868,000	897,000	913,000	941,000

309 AND 581 ACCOUNTS [CAPITAL + OPERATING], BONDABLE PROJECTS LEVELIZED			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	1,338,333	1,467,333	4,722,333	1,397,333	1,453,333	13,530,333	1,498,333	1,352,333	1,387,333
	Recommended	Permit Required	2,094,681	11,776,333	5,547,333	2,200,333	3,785,333	14,343,333	2,401,333	3,736,333	2,284,333

Summary of Costs		
	FY 2012 - FY 2021 RAW TOTAL	**$66,959,098**
	BONDABLE TOTAL	**$12,200,000**
	10-YEAR RAW TOTAL MINUS BONDABLE	**$54,759,098**
	BONDABLE PAYBACK ANNUAL COST	**$813,333**
	AVG. ANN. COST (WITHOUT BONDABLE)	**$5,475,910**
	TOTAL AVG. ANNUAL COST (W/ BOND.)	**$6,289,243**

LAKE WORTH INLET ACTIVITIES, Pending Litigation		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*	*2,000,000*								
14	*Sand Transfer Plant Phase II Construction*	*3,850,000*								
21	Incremental Cost for Dry Beach Placement (1 Event)	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
COLUMN SUB-TOTALS:		**6,350,000**	**500,000**	**500,000**	**500,000**	**500,000**	**500,000**	**500,000**	**500,000**	**500,000**

309 AND 581 ACCOUNTS [CAPITAL + OPERATING], RAW			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	525,000	654,000	4,909,000	584,000	640,000	12,717,000	685,000	539,000	574,000
	Recommended	Permit Required	1,281,348	20,463,000	7,434,000	1,387,000	2,972,000	13,530,000	1,588,000	2,923,000	1,471,000

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Town of Palm Beach

Town Facilities Project Fund (310)

Town Facilities Fund

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Revenues						
Interest on Investments	10,294	1,420	1,000	2,000	1,000	0.00%
Preservation Foundation Donations	200,000	-	-	-	-	0.00%
Miscellaneous	1,055	3,764	-	-	-	0.00%
TOTALS	211,349	5,184	1,000	2,000	1,000	0.00%
Expenses						
Projects	4,744,035	49,689	454,400	-	-	-100.00%
Transfer to Pay-as-you-go Fund (307)	-	-	-	-	200,000	100.00%
TOTALS	4,744,035	49,689	454,400	-	200,000	-55.99%
Total Revenues Over/(Under) Expenses	(4,532,686)	(44,505)	(453,400)	2,000	(199,000)	
Beginning Fund Equity	5,550,325	1,017,639	973,134	973,134	975,134	
ENDING NET ASSETS	1,017,639	973,134	519,734	975,134	776,134	

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.

Miscellaneous:
This item represents revenue received for FPL rebates.

Expenditures

Transfer to Pay-as-you-go Fund (307):
This budget item is intended to address projects in facilities that are beyond the routine capability of the operating (maintenance/repair) budget, but not large enough to be major capital projects of their own. Rehabilitation or renovation of different building components (roofs, interior finishes, plumbing, HVAC, etc) are anticipated. One such project already identified for next year would be the renovation of all the restrooms in the Public Works facility, to include replacement of finishes and fixtures.

Projects:
This amount represents Town Facilities project expenditures.

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Town of Palm Beach

Worth Avenue Assessment District (311)

Worth Avenue Maintenance

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Revenues						
Transfer from Worth Ave Construction Fund (313)	-	-	63,400	63,400	-	-100.00%
Special Assessment Revenue	564,419	989,814	1,058,400	1,065,157	1,130,405	6.80%
Loan Proceeds	97,524	-	-	-	-	0.00%
Interest on Investments	2,783	2,907	1,000	1,000	1,000	0.00%
Donations/Miscellaneous	-	3,546	35,000	16,192	10,000	-71.43%
TOTALS	664,726	996,267	1,157,800	1,145,749	1,141,405	-1.42%
Expenses						
Projects	612,132	-	-	-	-	0.00%
Transfer to Debt Service 2010B (206)	-	865,163	862,713	862,713	779,800	-9.61%
Maintenance Costs	-	89,121	230,687	230,687	217,036	-5.92%
TOTALS	612,132	954,284	1,093,400	1,093,400	996,836	-8.83%
Total Revenues Over/(Under) Expenses	52,594	41,983	64,400	52,349	144,569	
Beginning Fund Equity	-	52,594	94,577	94,577	146,926	
ENDING NET ASSETS	52,594	94,577	158,977	146,926	291,495	

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/Miscellaneous:
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. Decrease is related to the redemption of a part of the Worth Avenue bonds on 1/1/12.

Maintenance Costs:
Maintenance costs for Worth Avenue.

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Town of Palm Beach

Accelerated Capital Fund (312)

2010A Accelerated Capital Projects Fund

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Revenues						
Interest on Investments	394,988	123,235	100,000	92,000	80,000	-20.00%
Bond Proceeds	43,525,618	-	-	-	-	0.00%
TOTALS	43,920,606	123,235	100,000	92,000	80,000	-20.00%
Expenses						
Debt Service Costs	546,496	-	-	-	-	0.00%
Transfer 2010B Worth Ave Bond Fund (313)	-	805,956	-	-	-	0.00%
Projects(a)	2,636,580	2,428,899	37,493,974	13,000,000	24,797,910	-33.86%
TOTALS	3,183,076	3,234,855	37,493,974	13,000,000	24,797,910	-33.86%
Total Revenues Over/(Under) Expenses	40,737,530	(3,111,620)	(37,393,974)	(12,908,000)	(24,717,910)	
Beginning Fund Equity	-	40,737,530	37,625,910	37,625,910	24,717,910	
ENDING NET ASSETS	40,737,530	37,625,910	231,936	24,717,910	-	

(a) FY2013 projects are funded with unexpended roll-over balances from FY2012 and/or appropriations of fund balances approved by Town Council resolution.

Revenues

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

Bond Proceeds:
Represents funding for 2010A Bond Issue Projects.

Expenditures

Debt Service Costs:
Debt service costs for 2010A Bond Issue.

Transfer 2010B Worth Avenue Bond Fund (313):
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.

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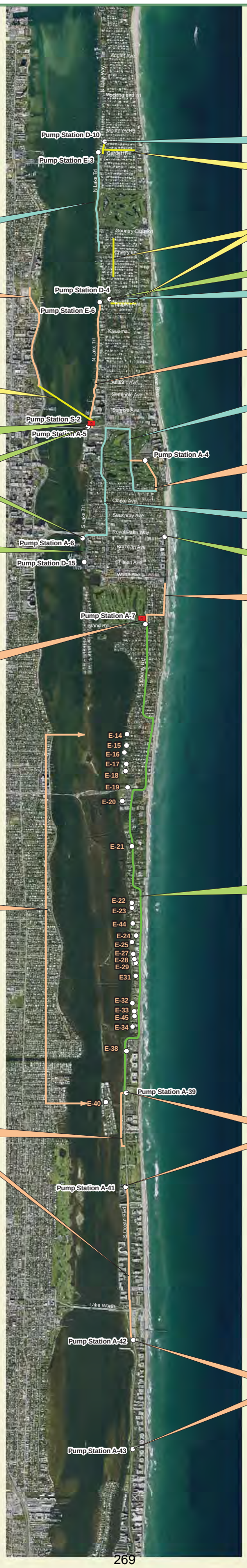
Town of Palm Beach

Accelerated Capital Improvement Program



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

North Lake Way & Laurian Lane Infrastructure Improvements
Construction: Aug. - Dec. 2011; May - June 2012
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: July - Dec. 2011
Construct New Stormwater Pipes Including Infrastructure Improvements

D-4 Pipe Repair
Construction: June - Aug. 2012
Minor Repairs to Stormwater System in D-4 Basin

North Flagler Drive Force Main
Construction: April - Nov. 2013
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 - Oct. 2013
Replace existing 12-in FM with new 12-in FM

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

Barton Avenue to Bradley Park 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
Construction: April - Nov. 2013
Take existing 8 - IN FM out of service
and construct new 8 - IN FM

Pump Stations A-5 & A-6 Improvements
Construction: July - Nov. 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)

D-15 (D-6 & D-7) Pump Station Rehabilitation
Construction: April - Nov. 2012
Upgrade Existing Stormwater Pump Stations

Ocean Outfall Junction Box Rehabilitation
Construction: May - Oct. 2012
Strucural Repairs to Outfall Box Junction

A-7 to Hammon Avenue Force Main Replacement
Construction: April - Nov. 2013
Replace Existing 16-IN FM with New 16-IN FM.

Pump Station A-7 Inline Booster Station
Construction: April - Nov. 2013
Upgrade Existing Pump Station &
Construct New A-7 Inline Booster Station

A-39 to A-7 Force Main Replacement
Construction: April - Nov. 2012
Replace existing 12 - IN FM
with new 18 - IN FM

Ejector Pump Station Upgrades
Construction April - Nov. 2013
Upgrade E-Stations

Pump Stations A-39 & A-41 Improvements
Construction: April - Nov. 2013
Upgrade Existing Pump Stations

A-42 to A-41 & Par-3 to A-39 Force Main Replacement
Construction: April - Nov. 2013
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: April - Nov. 2013
Upgrade Existing Pump Stations

Town Wide Projects

- Sanitary Gravity Main Replacement Program
  Construction June – Nov. 2012
  Replace deteriorated sanitary pipes at various locations.
- Stormwater Corrugated Pipe Replacement Program
  Construction June – Nov. 2012
  Replace deteriorated stormwater pipes at various locations.
- Street Lighting Improvements
  Construction Oct. – Dec. 2011 & June – Nov. 2012
  Replace existing street lighting with new standard decorative fixtures.
- Traffic Signal Improvements
  Construction July - Oct. 2011; July - Oct. 2012
  Replace existing loops with video detection cameras.
- Telemetry System Improvements
  Construction Aug.– Dec. 2012
  Update the operating system serving the Town's pump stations.

Legend

Proposed Booster Station

Planned Phasing Year

2011
2012
2013
Future

FM = Forcemain

0 1,000 2,000
Feet

JACOBS

Information as of June 25, 2012

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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	$ 100,000	$ 2,260	
Pump Station A-7 Inline Booster Station	$ 1,465,000	$ 1,465,000	$ 130,836	
Pump Stations A-39 & A-41 Improvements	$ 400,000	$ 400,000	$ 34,165	
Pump Stations A-42 & A-43 Improvements	$ 1,020,000	$ 1,020,000	$ 74,701	
Ejector Pump Stations Upgrades	$ 2,055,000	$ 2,055,000	$ 86,060	
Pump Station S-2 Inline Booster Station	$ 2,300,000	$ 2,190,000	$ 392,013	
Sub-Total Sanitary Pump Stations	***$ 7,390,000***	***$ 7,230,000***	***$ 720,035***	***10%***
Sanitary Piping Improvements				
A-39 to A-7 Force Main Replacement	$ 5,000,000	$ 8,900,000	$ 4,256,365	
A-42 to A-41 & Par 3 to A-39 Force Main Replacement	$ 1,200,000	$ 1,200,000	$ 129,155	
A-43 to A-42 Force Main Replacement	$ 517,000	$ 3,722	$ 3,722	
A-7 to Hammon Avenue Force Main Replacement	$ 575,000	$ 575,000	$ 31,456	
E-3, Garden Road to Cherry Lane, Force Main Replacement	$ 650,000	$ 650,000	$ -	
E-6, Bradley Park to Tangier Avenue, Force Main Replacement	$ 890,000	$ 1,300,000	$ 49,822	
Pinewalk Force Main Replacement	$ 121,000	$ 121,000	$ -	
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	$ -	$ -	
Cocoanut Row to S. Ocean Blvd. Force Main Replacement	$ 505,000	$ -	$ -	
North Flagler Drive Force Main	$ -	$ 2,250,000	$ 102,181	
Sanitary Gravity Main Replacement Program	$ 1,000,000	$ 562,000	$ 141,349	
Sub-Total Sanitary Collection System	***$ 15,143,000***	***$ 15,561,722***	***$ 4,714,050***	***30%***
Stormwater Drainage Improvements				
D-4 Pipe Repair	$ 700,000	$ 10,154	$ 10,154	
D-15 (D-6 & D-7) Pump Station Rehabilitation	$ 3,690,000	$ 7,000,000	$ 3,917,545	
Stormwater Corrugated Pipe Replacement Program	$ 1,000,000	$ 417,000	$ 59,491	
D-4 Pump Station Improvements - Design	$ 105,000	$ 165,000	$ 111,125	
D-10 Pump Station Improvements - Design	$ 50,000	$ 130,000	$ 120,740	
Sub-Total Drainage Improvements	***$ 5,545,000***	***$ 7,722,154***	***$ 4,219,055***	***55%***
Other Projects				
Street Lighting Improvements	$ 1,780,000	$ 1,808,730	$ 742,494	
Worth Avenue Improvements	$ 998,000	$ 805,956	$ 805,956	
Program Administration	$ 720,000	$ 719,960	$ 278,802	
ECR Pelletizer - Biosolids Improvements	$ 1,241,000	$ -	$ -	
Telemetry System Improvements	$ -	$ 400,000	$ 36,990	
Traffic Signal Improvements	$ 370,000	$ 370,000	$ 299,532	
Ocean Outfall Junction Box Rehabilitation	$ 265,000	$ 265,000	$ -	
Accounting and Auditing	$ -	$ 30,000	$ 8,500	
Sub-Total Other Projects	***$ 5,374,000***	***$ 4,399,646***	***$ 2,172,275***	***49%***
Completed Projects				
Subaqueous Force Main Crossing	$ -	$ 1,113,700	$ 1,084,492	
North Lake Way & Tangier Avenue Infrastructure Improvements	$ 1,215,000	$ 1,407,000	$ 1,162,068	
Accelerated Capital Improvement Program Phasing Plan	$ -	$ 22,000	$ 19,390	
North Lake Way & Laurian Lane Infrastructure Improvements	$ 885,000	$ 975,000	$ 879,763	
Sub-Total Completed Projects	***$ 2,100,000***	***$ 3,517,700***	***$ 3,145,713***	***89%***
Future Bond Projects				
A-6 to Royal Poinciana Way Force Main Replacement	$ 1,200,000			
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			
Sub-Total - Future Projects	***$ 5,680,000***			
ACIP PROGRAM BUDGET	**$ 41,232,000**	**$ 38,431,222**	**$ 14,971,128**	***39%***
UNALLOCATED CONTINGENCY		***$ 2,800,778***		

Updated through 8/6/2012

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

PUMP STATIONS A-5 & A-6 IMPROVEMENTS

Budget

Cost Estimate: $100,000

Project Description

This is an in-house project to replace valves and pumps at sanitary pump stations A-5 and A-6.

Benefit

This equipment and valve replacement will extend the useful life of the pump stations and defer for many years a major rehabilitation project.

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	August 2011 – February 2012
Procurement	March 2012 – July 2012
Construction	July 2012 - November 2012

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.

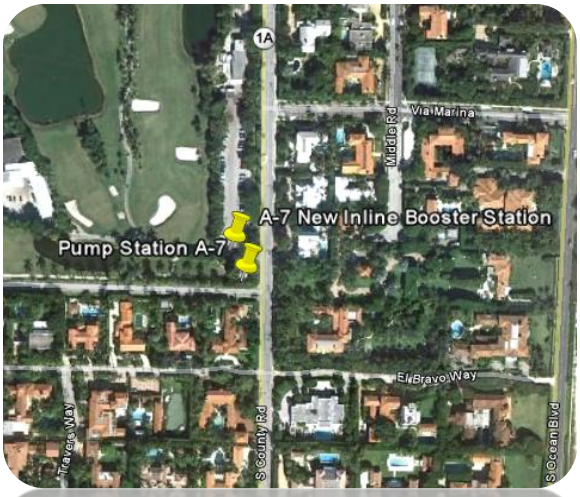
Benefit

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 allow the transportation of 100% of the south end sewage flows north to the shared force main with West Palm Beach and onto the East Regional Water Reclamation Facility.

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	July 2010 – January 2012
Permitting	September 2011 – May 2012
Procurement	October 2012 – December 2012
Construction	April 2013 – November 2013

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.

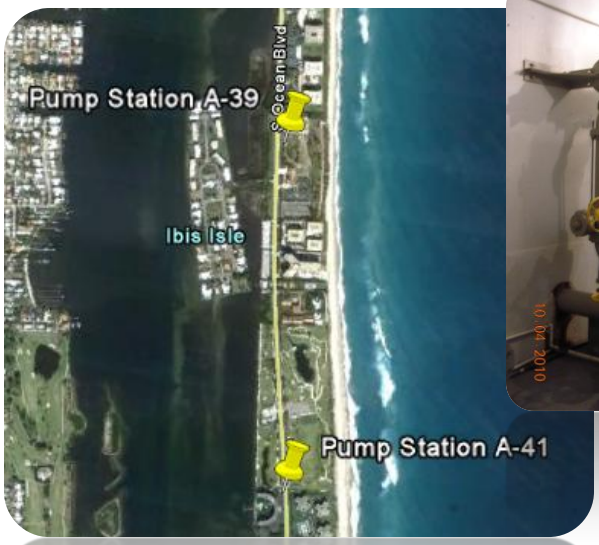
AFFORDABLE TODAY

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. The project will also allow the transportation of 100% of the south end sewage flows north to the shared force main with West Palm Beach and onto the East Regional Water Reclamation Facility.



For more information on this project, please contact the Public Works Department at 561.838.5440.

Project Schedule	
Phase	**Time Frame**
Design	February 2011 – February 2012
Procurement	October 2012 – January 2013
Construction	April 2013 - November 2013

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.

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. The project will also allow the transportation of 100% of the south end sewage flows north to the shared force main with West Palm Beach and onto the East Regional Water Reclamation Facility.

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	February 2011 – April 2011
Procurement	October 2012 – January 2013
Construction	April 2013 - November 2013

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. A recent study recommended replacing the existing pneumatic driven stations with the same system.

Benefit

The existing sanitary neighborhood stations range in age from 50 to 55 years old. Upgrading these stations 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	January 2012 - September 2012
Procurement	October 2012 – January 2013
Construction	April 2013 – November 2013

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

PUMP STATION S-2 INLINE BOOSTER STATION

Budget

Cost Estimate: $2,190,000

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 – January 2012
Permitting	January 2012 – March 2012
Procurement	January 2012 – April 2012
Construction	May 2012 – November 2012

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

A-39 to A-7 FORCE MAIN REPLACEMENT

Budget

Cost Estimate: $8,900,000

Project Description

This project will replace an existing 12-inch force main with a 18-inch force main from Phipps Ocean Park to the intersection of Clarendon Ave and South Ocean Blvd. From there, a new 18-inch force main to Pump Station A-7 at Everglades Golf Course.

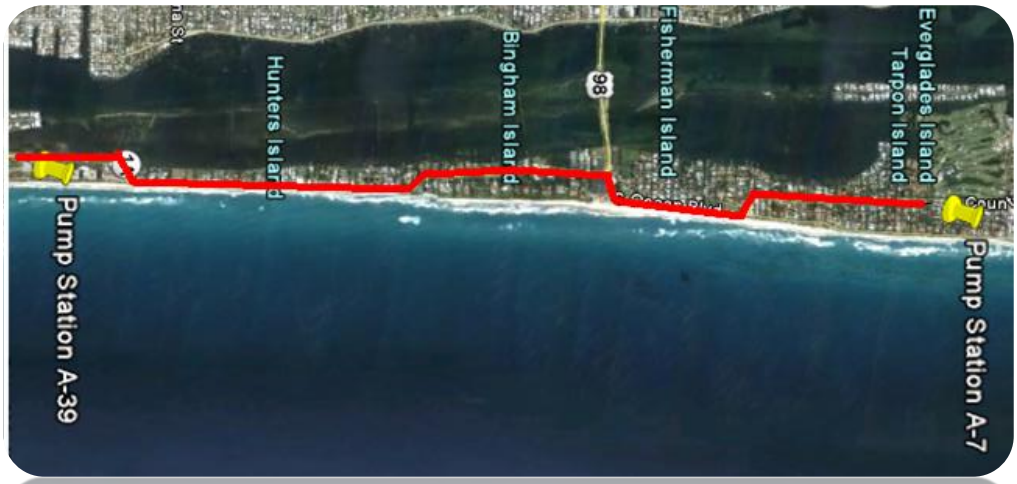
Benefit

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 allow the transportation of 100% of the south end sewage flows north to the shared force main with West Palm Beach and onto the East Regional Water Reclamation Facility.

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	February 2010 – January 2012
Permitting	May 2011 – February 2012
Procurement	June 2011 – November 2011
Construction	April 2012 – November 2012

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.

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 allow the transportation of 100% of the south end sewage flows north to the shared force main with West Palm Beach and onto the East Regional Water Reclamation Facility.

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	Oct 2010 – May 2011, Feb – Aug 2012
Permitting	February 2011 - October 2011
Procurement	October 2012 - January 2013
Construction	April 2013 – November 2013

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

A-7 to HAMMON AVENUE FORCE MAIN REPLACEMENT

Budget

Cost Estimate: $524,000

Project Description

This project will replace an existing pre-stressed concrete cylinder force main extending from sanitary pump station A-7 to Hammon Avenue.

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.

Project Schedule	
Phase	**Time Frame**
Design	April 2012 – September 2012
Permitting	July 2012 - September 2012
Procurement	January 2013 – April 2013
Construction	April 2013 – November 2013

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: $650,000

Project Description

This project will replace an existing 12-inch diameter force main with a new 12-inch force main on North Lake Trail north of Garden Avenue to south of Hi-Mount Access Trail.

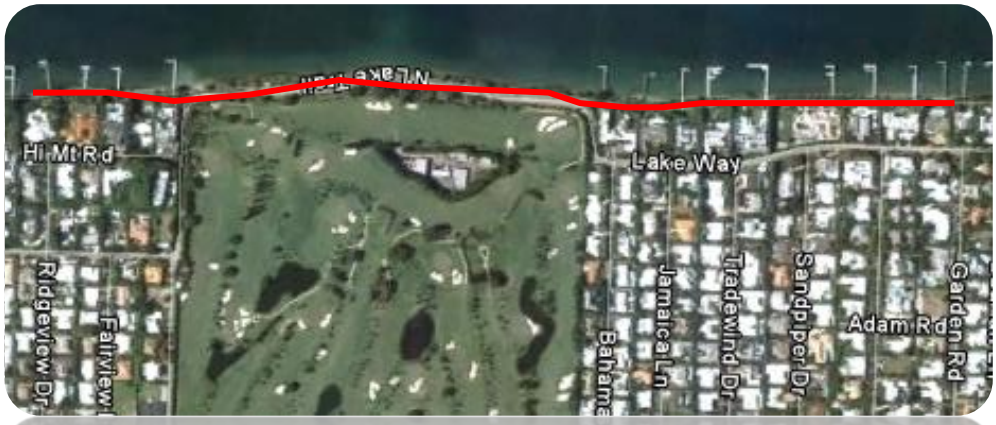
Benefit

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.

Project Schedule	
Phase	**Time Frame**
Design	January 2013 - May 2013
Permitting	Future
Construction	Future

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 line an existing 12-inch diameter force main along Lake Trail at 325 Tangier Avenue to Station S-2 in Bradley Park.

Benefit

This project will renew 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.

Project Schedule	
Phase	**Time Frame**
Design	April 2012 – July 2012
Permitting	June 2012 – August 2012
Procurement	October 2012 – January 2012
Construction	April 2013 – October 2013

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

PINEWALK FORCE MAIN REPLACEMENT

Budget

Cost Estimate: $121,000

Project Description

This project will replace an existing 8-inch diameter force main crossing at the Breakers golf course with a new force main along Pinewalk to the 20-inch diameter force main in South County Road.

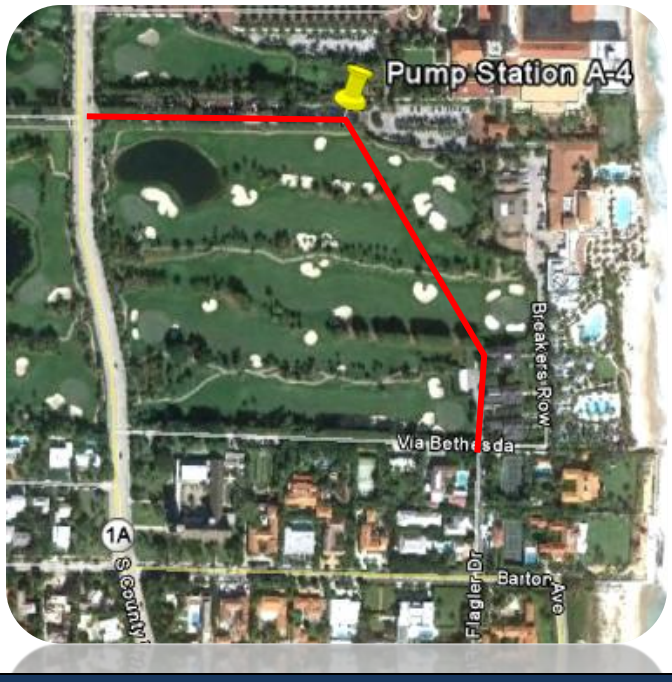
Benefit

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.

Project Schedule	
Phase	**Time Frame**
Design	August 2012 – October 2012
Permitting	October 2012 - September 2012
Procurement	January 2013 – April 2013
Construction	April 2013 – November 2013

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.

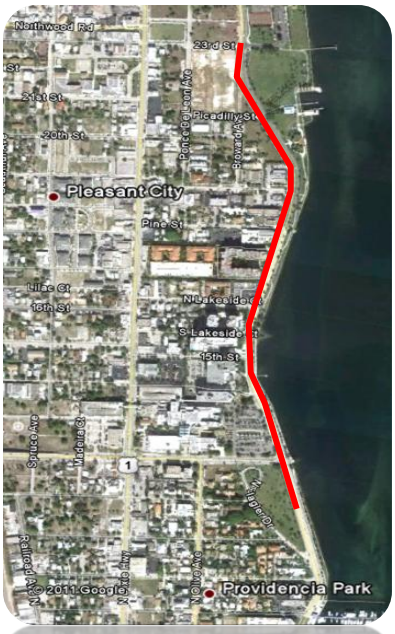
Benefit

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.

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 – October 2012
Permitting	September 2012 – December 2012
Procurement	November 2012 – February 2013
Construction	May 2013 – November 2013

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

SANITARY GRAVITY MAIN REPLACEMENT PROGRAM

Budget

Cost Estimate: $975,000

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	July 2011 – February 2012
Procurement	March 2012 – July 2012
Construction	June 2012 - November 2012

JACOBS® Program Manager

Information as of June 25, 2012

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

D-4 PIPE REPAIR

Budget

Cost Estimate: $10,154
(Analysis/Design Only)

Project Description

This project will eliminate infiltration from a stormwater pipe along North Lake Way.

Benefit

The project will reduce operation and maintenance costs by eliminating the need to pump groundwater. The study analysis determined that it is more cost effective to continue to pumping groundwater in lieu of paying to have the pipes replaced in the D-4 Basin. The study recommended one point repair and repairs to five manholes. This work was included in the Stormwater Corrugated Pipe Replacement Program project.

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	October 2011 - December 2011
Procurement	March 2012 - May 2012
Construction	June 2012 - August 2012

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: $7,000,000

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 for the D-6 Station will be consolidated into an existing pump station building. A new control building will be constructed for the D-7 Station near the Peruvian Docks. 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 – June 2011
Permitting	November 2010 – March 2011
Procurement	February 2011 – March 2011
Construction	April 2012 – November 2012

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

NORTH LAKE WAY & LAURIAN LANE INFRASTRUCTURE IMPROVEMENTS

Budget

Cost Estimate: $975,000

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.

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 - July 2011
Construction - Completed	August – Dec 2011, May – June 2012

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

STORMWATER CORRUGATED PIPE REPLACEMENT PROGRAM

Budget

Cost Estimate: $900,000

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	July 2011 - December 2011
Procurement	March 2012 – August 2012
Construction	June 2012 – November 2012

JACOBS® Program Manager

Information as of June 25, 2012

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

D-4 PUMP STATION IMPROVEMENTS

Budget

Cost Estimate:
$165,000 (Design)
$1,515,000 (Construction – Deferred)

Project Description

This project will replace hydraulically driven pumps with electric pumps; upgrade electrical and mechanical systems; and correct any structural deficiencies.

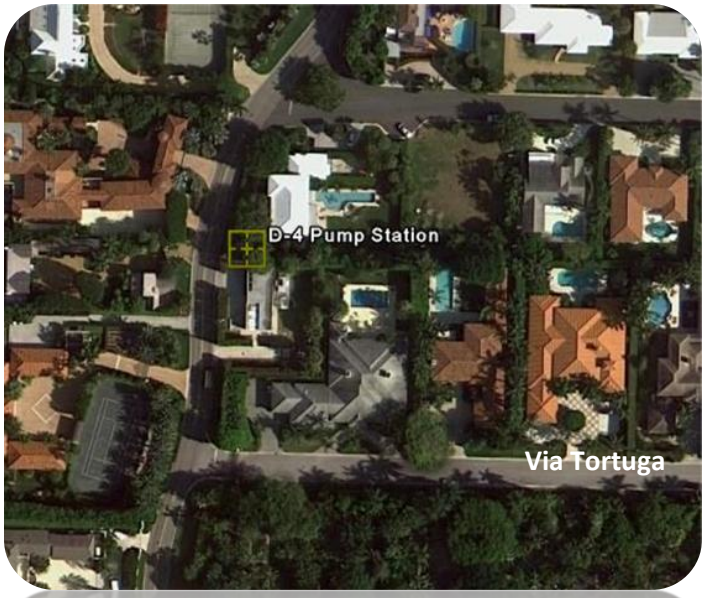
Benefit

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 – December 2011
Permitting	Future
Procurement	Future
Construction	Future

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

D-10 PUMP STATION IMPROVEMENTS

Budget

Cost Estimate:
$130,000 (Design)
$1,965,000 (Construction – Deferred)

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

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

STREET LIGHTING IMPROVEMENTS

Budget

Cost Estimate: $1,808,730

Project Description

This project involves replacement of the existing street lighting with new standard decorative fixtures at various locations throughout the Town.

Benefit

Decorative light fixtures will be more consistent throughout Town limits. Aged lights will be replaced with new reducing operation and maintenance 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	November 2010 – April 2011
Permitting	March 2011 - April 2011
Procurement	April 2011 – August 2011
Construction	Oct – Dec 2011, July – Oct 2012

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.

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.

AFFORDABLE TODAY

MAINTAINABLE TOMORROW

SUSTAINABLE IN FUTURE

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 – May 2011
RFP Preparation	December 2011 – March 2012
Procurement	March 2012 - July 2012
Construction	July 2012 - December 2012

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**
Procurement	July 2010 - May 2011
Construction	July – October 2011, July – October 2012

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

OCEAN OUTFALL JUNCTION BOX REHABILITATION

Budget

Cost Estimate: $265,000

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.

Project Schedule	
Phase	**Time Frame**
Procurement	June 2012 – July 2012
Construction	September 2012

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

SUBAQUEOUS FORCE MAIN CROSSING

Budget

Cost Estimate: $1,113,700

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.

Benefit

This project offers many benefits including: providing the Town with a second route for transferring sewage off the Island; replacement of an existing 35-year old force main; and capital costs savings realized through partnering with the City of West Palm Beach.

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 – September 2010
Permitting	July 2010 – September 2010
Procurement	October 2010 – January 2011
Construction - Completed	February 2011 – October 2011

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

NORTH LAKE WAY & TANGIER AVENUE INFRASTRUCTURE IMPROVEMENTS

Budget

Cost Estimate: $1,407,000

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.

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.

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	January 2010 – October 2010
Procurement	April 2011 – July 2011
Construction - Completed	July 2011 – December 2011

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: $1,200,000
(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.

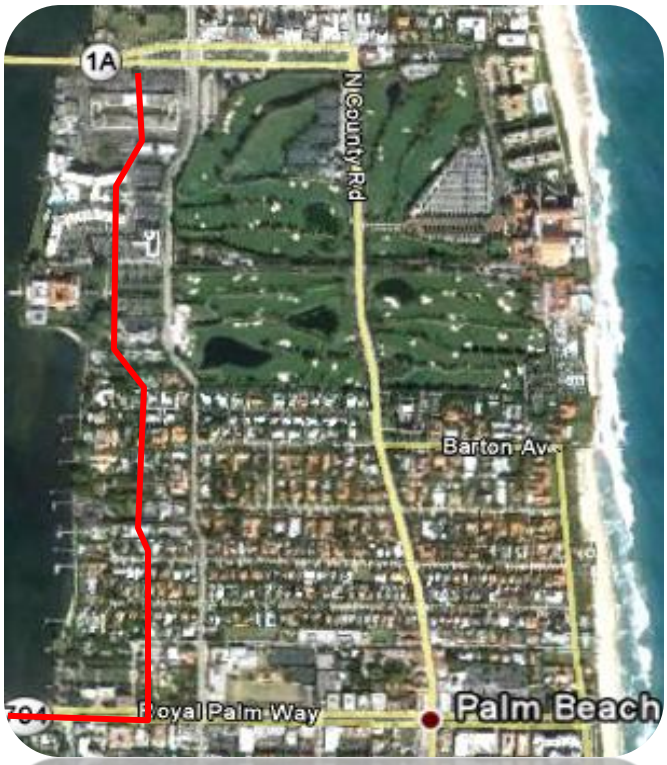
Benefit

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 – Due to "other" ACIP projects costing more than estimated funding to construct this project is not available. Funding may be available for design of the force main. If so, design will proceed under this program.

TOWN OF PALM BEACH PUBLIC WORKS DEPARTMENT

ACCELERATED CAPITAL IMPROVEMENTS PROGRAM

FACT SHEET

BARTON AVENUE to BRADLEY PARK FORCE MAIN REPLACEMENT

Budget

Cost Estimate: $1,000,000
(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.

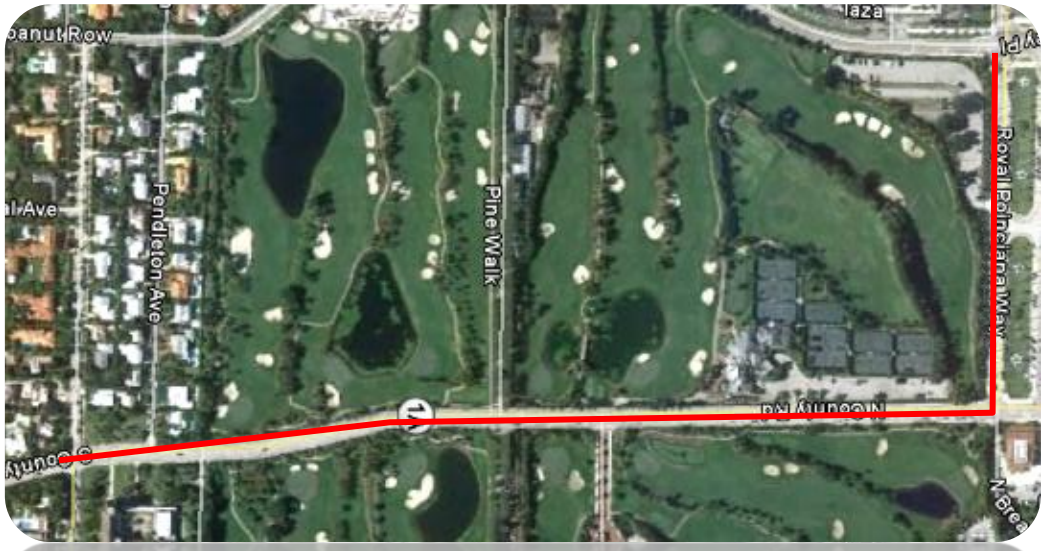
Benefit

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 – Due to "other" ACIP projects costing more than estimated funding to construct this project is not available. Funding may be available for design of the force main. If so, design will proceed under this program.

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Town of Palm Beach

Worth Avenue Construction Fund (313)

2010B Worth Avenue Project Fund

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Revenues						
Interest on Investments	16,370	2,104	2,000	2,000	200	-90.00%
Contributions	14,801	66,415	-	-	-	0.00%
Bond Proceeds	13,570,196	268,685	-	-	-	0.00%
Transfer from Pay-as-you-go CIP Fund (307)	-	805,956	-	-	-	0.00%
Transfer from 2010A Bond Fund (312)	-		-	-	-	0.00%
TOTALS	13,601,367	1,143,160	2,000	2,000	200	-90.00%
Expenses						
Debt Service Costs	158,151	-	-	1,691	-	0.00%
Transfer to Worth Ave Maintenance Fund (311)	-	-	63,400	63,400	-	-100.00%
Transfer to 2010B Debt Service (206)	-	-	-	1,485,000	61,909	100.00%
Projects	9,911,085	2,915,491	1,698,400	150,000	-	-100.00%
TOTALS	10,069,236	2,915,491	1,761,800	1,700,091	61,909	-96.49%
Total Revenues Over/(Under) Expenses	3,532,131	(1,772,331)	(1,759,800)	(1,698,091)	(61,709)	
Beginning Fund Equity	-	3,532,131	1,759,800	1,759,800	61,709	
ENDING NET ASSETS	3,532,131	1,759,800	-	61,709	-	

Note: The 2010B outstanding debt was retired by $1,485,000 in December 2011, thereby reducing special assessments to property owners. The remaining balance in this fund will be transferred to the 2010B Debt Service Fund in FY2013.

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 Issue.

Transfer to 311 Worth Avenue Maintenance Fund:
Additional funds to cover Worth Avenue maintenance costs.

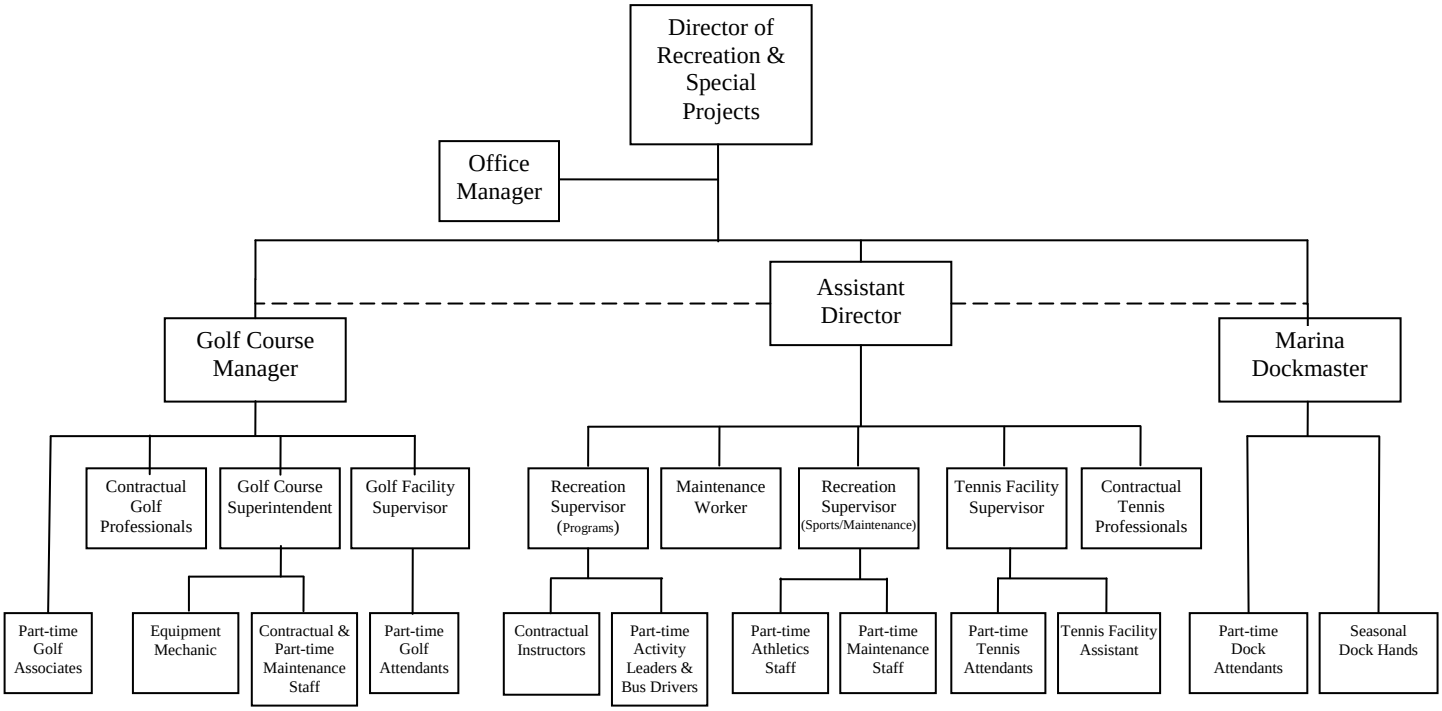
2010B Worth Avenue Project Fund

Transfer to 206 2010B Debt Service:
Retirement of 2010B outstanding debt.

Projects:
Worth Avenue Construction Project costs.

Recreation Enterprise Fund

Recreation Enterprise Fund



Key Results and Measurement Methodology – *3rd Quarter Update*

GOALS AND OBJECTIVES	
GOAL: Desired outcomes are achieved in the most efficient manner maintaining a cost recovery rate of 100% for the Golf Course, 50% for the Recreation Center, and 70% for the Tennis Program	OBJECTIVES: Annually measure profit margin and/or recovery rate to represent the business nature of the enterprise fund Golf Course: 2012 Results (thru 3rd Qtr.): 122%* 2011 Results: 106% 2010 Results: 79% Recreation Center: 2012 Results (thru 3rd Qtr.): 69%* 2011 Results: 57% 2010 Results: 51% Tennis Program: 2012 Results (thru 3rd Qtr.): 90%* 2011 Results: 48% 2010 Results: 45% *please note: 2012 results are unaudited
GOAL: Customer satisfaction is achieved (Department average)	OBJECTIVES: Citizen satisfaction survey with a combined “excellent” and “very good” rating of at least 85% 2012 Results (thru 3rd Qtr.): 98% 2011 Results: 94% 2010 Results: 96%
GOAL: Retain current Recreation Center participation levels	OBJECTIVES: Track level of participation annually for all Recreation Programs & Special Events 2012 Results (thru 3rd Qtr.): 15,807 2011 Results: 21,836 2010 Results: 20,666
GOAL: Retain current dock customers	OBJECTIVES: Track percentage of lease retention Lease Retention: 2012 Results (thru 3rd Qtr.): 78% 2011 Results: 83% 2010 Results: 81%

GOAL: Marina transient nights increase	OBJECTIVES: Measure monthly and total annual usage* 2012 Results (thru 3rd Qtr.): 348 visitors for 1,402 nights (as average stay of 4.03 nights) 2011 Results: 387 visitors for 1,623 nights (an average stay of 4.19 nights) *Monthly transients nights ranged from a decrease of -35% to a high of 192%, resulting in a net increase of 38%* 2010 Results: 437 visitors for 1,178 nights (an average stay of 2.69 nights) *Transient vessels indicates number of nights stayed, but does not indicate size of boat
GOAL: Tennis program usage increase	OBJECTIVES: Measure monthly and total annual usage 2012 Results (thru 3rd Qtr.): 22,845 total usage *Monthly participation ranged from a decrease of -21.58% to a high of 4.43%, resulting in a net decrease of -7.10%* 2011 Results: 27,868 total usage *Monthly participation ranged from a decrease of -33.43% to a high of 19.16%, resulting in a net increase of 2.93%* 2010 Results: 27,074
GOAL: Golf program usage increase	OBJECTIVES: Measure monthly and total annual usage 2012 Results (thru 3rd Qtr.): 23,330 *Monthly participation ranged from a decrease of -8.10% to a high of 40.89%, resulting in a net increase of 9.43%* 2011 Results: 26,598 *Monthly participation ranged from a decrease of -7.27% to a high of 48.39%, resulting in a net increase of 35.29%* 2010 Results: 19,660 Note: Golf Course was closed for renovation in October and November 2009, re-opening in mid-December 2009.

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 at the Recreation Center that reflect both the uniqueness and interests of the community
- Manage slip availability to maximize transient traffic at the Town Docks and 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
- Provide safe, clean, and well-maintained facilities

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Revenues							
Marina	3,069,095	2,776,210	3,087,000	3,087,000	2,975,447	3,237,500	4.88%
Par 3	734,881	934,186	1,030,500	1,030,500	1,016,100	1,069,000	3.74%
Tennis	205,424	211,979	225,100	225,100	225,100	243,300	8.09%
Recreation Programs	312,505	354,811	323,700	323,700	348,100	355,000	9.67%
Investment Earnings	24,319	26,922	16,500	16,500	-	16,500	0.00%
Miscellaneous Revenue	36,553	31,672	-	-	-	2,250,000	100.00%
TOTALS	4,382,777	4,335,780	4,682,800	4,682,800	4,564,747	7,171,300	53.14%
Expenses							
Salaries and Wages	1,378,879	1,226,627	1,340,100	1,340,100	1,270,725	1,296,582	-3.25%
Employee Benefits	553,094	625,654	380,425	380,425	375,881	478,478	25.77%
Contractual	1,100,808	1,022,442	1,129,050	1,203,188	1,114,180	1,148,650	1.74%
Commodities	184,734	204,215	218,600	222,395	228,595	231,700	5.99%
Capital Equipment	1	-	37,000	37,000	37,000	116,648	215.26%
Other	-	-	-	-	-	-	0.00%
TOTALS	3,217,516	3,078,938	3,105,175	3,183,108	3,026,381	3,272,058	5.37%
Operating Revenues Over/(Under) Expenses	1,165,261	1,256,842	1,577,625	1,499,692	1,538,366	3,899,242	
Capital Expenses	(30,942)	(12,828)	-	(433,000)	(265,000)	(2,250,000)	
Depreciation	(515,472)	(529,972)	(515,000)	(515,000)	(515,000)	(515,000)	
Gain/(Loss) on disposal of fixed assets	(10,543)	(200)	-	-	-	-	
Transfer to General Fund	(550,000)	(764,338)	(800,000)	(800,000)	(800,000)	(885,000)	
Transfer to Debt Service	(24,900)	1	(125,500)	(125,500)	(125,500)	(128,000)	
Contingency	-	-	(155,000)	(18,000)	-	(235,600)	
TOTAL REVENUES OVER/(UNDER) EXPENSES	33,404	(50,495)	(17,875)	(391,808)	(167,134)	(114,358)	

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

	FY2010	FY2011	FY2012	FY2013
Full Time Equivalent Employees	29.030	27.480	25.710	18.575

Change in FTEs:

- -.17 Reallocation of Public Works employees
- -1.0 Assistant Director of Recreation
- -5.965 Reclassification of part-time positions to temporary

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 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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Revenues							
Annual Leases	1,386,186	2,119,591	2,300,000	2,300,000	2,223,376	2,415,000	5.00%
Seasonal Leases	881,695	173,898	200,000	200,000	270,871	210,000	5.00%
Transient Rental	715,020	392,698	500,000	500,000	395,000	525,000	5.00%
Electricity	84,231	87,568	85,000	85,000	85,000	85,000	0.00%
Waiting List Applic Fee	-	-	-	-	500	500	100.00%
Ice Sales	171	196	200	200	200	200	0.00%
Interest on Dock Replacement Reserve	1,022	390	1,000	1,000	-	1,000	0.00%
Sales Tax Commissions	379	481	400	400	400	400	0.00%
Miscellaneous Revenue	391	1,388	400	400	100	400	0.00%
TOTALS	3,069,095	2,776,210	3,087,000	3,087,000	2,975,447	3,237,500	4.88%
Expenses							
Salaries and Wages	178,286	104,753	194,700	194,700	160,100	150,606	-22.65%
Employee Benefits	81,093	99,246	62,490	62,490	60,590	63,797	2.09%
Contractual	552,931	525,876	576,550	578,319	564,669	616,950	7.01%
Commodities	2,631	5,715	11,300	11,300	11,300	11,300	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	814,941	735,590	845,040	846,809	796,659	842,653	-0.28%
Operating Revenues Over/(Under) Expenses	2,254,154	2,040,620	2,241,960	2,240,191	2,178,788	2,394,847	

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Revenue

Revenues reported in years prior to FY11 were reported by dock (Australian, Peruvian, and Brazilian) rather than category (annual, seasonal, transient).

Annual Leases:
This category represents revenue from vessels under an annual lease at the Town docks. Increase is due to proposed fee increases and expected occupancy growth.

Seasonal Leases:
This category represents revenue from vessels under a seasonal lease at the Town docks. Increase is due to proposed fee increases and expected occupancy growth.

Transient Rental:
This category represents revenue from transient vessels (those staying on a daily or monthly rate without a long term lease). Increase is due to proposed fee increase and growth in volume.

Electricity:
Use of electricity by dock customers over the 100 amp service included in contracts.

Waiting List Application Fee:
This category represents the $100 application fee to be on the waiting list for annual or seasonal leases.

Ice Sales:
Bags of ice are available for purchase at the Town docks. No appreciable change.

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.

Expenses

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Decrease reflects the elimination of an Assistant Director position.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
Increase represents providing wi-fi to customers instead of having customers pay directly for service.

Workload Indicators – 3rd Quarter Update	FY2009	FY2010	FY2011	FY2012
Annual and Seasonal Occupancy %	100%	95%	90%	94% (78/83)
Annual Occupancy %	94%	92%	83%	88% (73)
Total Transient Vessels	649	466	387	348

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Assistant Director	-	-	-	0.500	-
Dockmaster	1.000	1.000	1.000	1.000	1.000
Assistant Dockmaster	1.000	1.000	-	-	-
Seasonal Dock Attendant	1.450	1.450	1.480	2.120	1.500
Public Works Employees	0.180	0.180	0.150	0.150	0.130
	3.630	3.630	2.630	3.770	2.630

* Reduction in total FTE due to elimination of one Assistant Director and reclassification of part-time employees to temporary.

PROGRAM: GOLF COURSE

The Par 3 Golf Course is a scenic and challenging facility, featuring holes which range up to 211 yards, with rolling terrain, native landscaping, and 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 qualified PGA instructors who conduct adult and junior clinics and private lessons. The Par 3 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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Revenues							
Golf Pro Admin Fee	8,000	-	12,000	12,000	-	-	-100.00%
Golf Teaching Services	10,262	26,314	40,000	40,000	20,000	28,000	-30.00%
Resident Permit Fees	11,509	9,337	15,000	15,000	10,000	10,600	-29.33%
Non-resident Permit Fees	6,500	5,354	9,000	9,000	6,000	6,100	-32.22%
12 Play Pass - Regular Rate	3,140	5,390	6,000	6,000	10,000	10,000	66.67%
12 Play Pass - Guest/Hotel Rate	3,430	3,500	8,000	8,000	7,600	8,000	0.00%
12 Play Pass - Resident Rate	11,560	3,200	8,000	8,000	7,500	8,000	0.00%
Greens Fees - Regular Rate	245,831	309,336	312,000	312,000	330,000	335,000	7.37%
Greens Fees - Guest/Hotel Rate	33,842	43,715	45,000	45,000	45,000	47,000	4.44%
Greens Fees - Resident Rate	140,722	121,731	172,000	172,000	158,000	163,000	-5.23%
Merchandise Sales	4,092	62,386	50,000	50,000	65,000	70,500	41.00%
Food and Beverage Sales	-	7,242	10,000	10,000	15,000	15,000	50.00%
Riding Cart Rental	96,777	128,659	112,000	112,000	128,000	130,000	16.07%
Pull Cart Rental	20,244	23,396	27,000	27,000	23,000	26,000	-3.70%
Club Rentals	16,872	21,959	22,000	22,000	22,000	25,000	13.64%
Driving Range	58,758	72,970	90,700	90,700	78,700	85,700	-5.51%
Driving Range - 10 bucket program	5,519	9,420	10,000	10,000	10,000	11,000	10.00%
Programs and Special Events	-	5,253	1,500	1,500	3,500	5,900	293.33%
Visiting Pro Program	-	768	2,500	2,500	-	-	-100.00%
Golf Outings	-	13,856	-	-	5,500	10,000	100.00%
Gift Certificates Sold	4,419	244	-	-	6,500	6,500	100.00%
Maint. And Improvement Fee	50,872	57,900	75,000	75,000	62,000	65,500	-12.67%
Sales Tax Commission	248	166	300	300	300	200	-33.33%
Vending Machine Commission	1,252	1,557	2,500	2,500	1,500	1,700	-32.00%
Interest Income - Par 3 Renovation	801	-	-	-	-	-	0.00%
Miscellaneous Revenue	231	533	-	-	1,000	300	100.00%
TOTALS	734,881	934,186	1,030,500	1,030,500	1,016,100	1,069,000	3.74%

Recreation Enterprise Fund

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Expenses							
Salaries and Wages	378,969	342,645	353,800	353,800	356,225	368,085	4.04%
Employee Benefits	128,317	143,421	101,177	101,177	101,114	145,356	43.67%
Contractual	290,389	243,668	306,200	363,278	291,610	282,600	-7.71%
Commodities	141,356	148,329	148,300	152,095	158,495	160,900	8.50%
Capital Outlay	-	-	-	-	-	84,648	100.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	939,031	878,063	909,477	970,350	907,444	1,041,589	14.53%
Operating Revenues Over/(Under) Expenses	(204,150)	56,123	121,023	60,150	108,656	27,411	

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Revenue

Golf Pro Admin Fee:
Fee paid by Golf Pro as part of annual contract agreement. Per current agreement, this is not a part of the contract.

Golf Teaching Services:
Percentage of lesson fees taught by contracted Golf Pros. Variance reflects anticipated changes in contractual agreement with golf pro.

Resident Permit Fees:
Fee paid by resident for annual pass. Variance due to overestimation of anticipated revenue in FY12.

Non-resident Permit Fees:
Fee paid by non-resident for annual pass. Variance due to overestimation of anticipated revenue in FY12.

12 Play Pass – Regular Rate:
Fee paid for 12 play multi use pass by non-resident. Variance due to anticipated increase in popularity of the 12 Play Pass program.

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.

Greens Fees – Regular Rate:
Fee paid for daily play by non-residents. Variance is due to proposed fee increase and anticipated growth in play.

Greens Fees – Guest/Hotel Rate:
Fee paid for daily play by a guest of resident or guest of a partner hotel. Variance is due to proposed fee increase.

Greens Fees – Resident Rate:
Fee paid for daily play by Palm Beach resident. Variance due to overestimation of anticipated revenue in FY12.

Merchandise Sales:
This figure represents revenue for merchandise sales in the pro shop. Variance is due to anticipated increase in sales.

Food and Beverage Sales:
Variance is due to anticipated increase in beer and wine sales.

Riding Cart Rental:
Fee paid for rental of riding cart. Variance due to anticipated participation increases.

Pull Cart Rental:
Fee paid for rental of pull cart. Variance due to overestimation of anticipated revenue in FY12.

Club Rentals:
Fee paid for use of Town owned rental clubs. Variance due to proposed fee and anticipated participation increases.

Driving Range:
Fee paid for use of golf balls on driving range. Decrease due to overestimation of revenue in FY12and shift to use of range bucket program.

Driving Range – 10 Bucket Program:
Fee paid for multi use purchase of tokens for golf range usage. Variance due to anticipated increased participation in 10 Bucket Program.

Programs and Special Events:
Rate category for special programs and activities. Variance due to increased marketing efforts and anticipated participation increase.

Visiting Pro Program:
Rate category for visiting pro usage of range by PGA pros not under contract to the Town. Currently, all teaching services are managed through the contract.

Golf Outings:
Pre-arranged pre-paid groups. Variance is due to anticipated increase in participation.

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 FY12.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Decrease due to staff performing more tasks and overestimation of costs in FY12.

Commodities:
Variance due to anticipated supply cost increase.

Workload Indicators – 3rd Quarter Update	FY2009	FY2010	FY2011	FY2012
Total Lessons/Clinics Taught	1,060	1,155	1,200	1,190
Leagues Hosted	0	2	3	4
Special Events/Outings	12	7	3	4
Range Buckets Sold	8,313	7,303	8,707	8,100
Total Rounds of Golf	14,226	19,660	26,598	23,330

*Please note: the Golf Course was closed for renovation from April 2009 through mid-December 2009

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Golf Manager	1.000	1.000	1.000	1.000	1.000
Golf Course Superintendent	1.000	1.000	1.000	1.000	1.000
Golf Course Facility Supervisor	1.000	1.000	1.000	1.000	1.000
Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Equipment Operator	1.850	0.750	0.750	1.150	1.200
Golf Laborer	0.540	0.250	-	-	-
Registration Clerk I / PAR 3	2.540	3.420	3.300	1.260	0.400
Golf Course Attendant	-	-	-	0.500	0.775
Public Works Employees	0.140	0.170	0.140	0.140	0.070
	9.070	8.590	8.190	7.050	6.445

* Reduction in total FTE due to reclassification of part-time employees to temporary.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Revenues							
Daily Tennis Court Fees	65,869	45,520	51,000	51,000	51,000	52,600	3.14%
Annual Tennis Court Fees	72,087	72,933	79,000	79,000	62,000	73,000	-7.59%
12 Play Pass	1,510	19,839	18,000	18,000	22,000	22,800	26.67%
Tennis Tournament	7,574	6,421	6,500	6,500	6,500	6,700	3.08%
Tennis Pro Admin. Fees	12,000	12,000	12,000	12,000	12,000	13,200	10.00%
Tennis Teaching Services	35,435	44,624	47,000	47,000	50,500	52,500	11.70%
Facility Rental Fees	-	-	-	-	11,000	11,000	100.00%
Maintenance & Improvement Fee	8,446	7,972	9,100	9,100	7,400	8,800	-3.30%
Merchandise Sales	2,503	2,670	2,500	2,500	2,700	2,700	8.00%
TOTALS	205,424	211,979	225,100	225,100	225,100	243,300	8.09%
Expenses							
Salaries and Wages	272,025	239,898	197,200	197,200	197,200	198,524	0.67%
Employee Benefits	138,464	152,423	63,795	63,795	63,614	80,442	26.09%
Contractual	40,727	41,536	50,800	50,800	49,000	51,600	1.57%
Commodities	10,716	11,534	11,800	11,800	11,800	12,100	2.54%
Capital Outlay	4,971	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	466,903	445,391	323,595	323,595	321,614	342,666	5.89%
Operating Revenues Over/(Under) Expenses	(261,479)	(233,412)	(98,495)	(98,495)	(96,514)	(99,366)	

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Revenues

Daily Tennis Court Fees:
All revenues related to daily court reservations at tennis facilities. Variance is due to proposed fee increase and anticipated participation increase.

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 FY12 budget.

Tennis Tournament:
Fee paid for participation in various tournaments and special events. Variance due to anticipated increase in participation.

Tennis Pro Admin Fees:
Fee paid by Tennis Pro as part of annual contract agreement. Variance due to modifications in the teaching services contract.

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 programs and services.

Facility Rental Fees:
All revenues related to fees paid for rental of tennis courts.

Maintenance and Improvement Fee:
Fee paid per court reservation for maintenance and improvement of the tennis facilities. Variance due to player shift from Annual Passes to 12 Play Pass and daily Tennis Court usage.

Merchandise Sales:
Percentage of revenue from merchandise sales as per contract with tennis professional. Variance due to anticipated increase in sales.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Variance due to anticipated services cost increase.

Commodities:
Variance due to anticipated supply cost increase.

Recreation Enterprise Fund

Workload Indicators – 3rd Quarter Update	FY2009	FY2010	FY2011	FY2012
Annual Passes	217	194	171	130
Tournaments	4	6	6	6
Special Events	6	7	6	9
League Teams	5	6	9	8
Lesson Participation*	2,328 hrs	2,432	2,554	2,720
Clinic Participation*	1,324 hrs	2,754	4,058	3,585
Daily Youth Participation	2,900	3,577	4,361	3,993
Daily Adult Participation	26,866	23,497	23,507	18,852
Total Tennis Participation	29,766	27,074	27,868	22,845

*Prior to FY2010, lessons and clinics were tabulated by hours. Actual participation is a better measurement of work activity and more consistent with the rest of the department's KRMs.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Assistant Director	0.500	0.500	0.500	0.250	0.250
Tennis Facility Supervisor	2.000	2.000	2.000	1.000	1.000
Tennis Maintenance Worker	1.000	1.000	1.000	0.500	0.500
Tennis Facility Assistant	1.000	1.000	1.000	1.000	1.000
General Maintenance Worker	0.200	0.200	0.200	-	-
Registration Clerk I / Tennis	1.600	1.600	1.600	1.650	0.320
Laborer	-	-	-	0.100	-
Public Works Employees	0.100	0.100	0.090	0.090	0.080
	6.400	6.400	6.390	4.590	3.150

* Reduction in total FTE due to reclassification of part-time employees to temporary.

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, and 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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Revenues							
Youth Program Fees	286,060	324,183	290,000	290,000	318,000	324,900	12.03%
Facility Rental Fees	255	1,724	1,000	1,000	1,000	1,000	0.00%
Adult Program Fees	24,299	26,102	31,000	31,000	26,400	26,400	-14.84%
Promotional Merchandise	1,200	1,420	1,200	1,200	1,400	1,400	16.67%
Seaview Park Concession	691	1,382	500	500	1,300	1,300	160.00%
TOTALS	312,505	354,811	323,700	323,700	348,100	355,000	9.67%
Expenses							
Salaries and Wages	277,212	260,488	330,800	330,800	312,200	338,848	2.43%
Employee Benefits	108,588	120,947	72,788	72,788	72,788	98,387	35.17%
Contractual	207,574	201,486	184,000	199,051	198,201	189,600	3.04%
Commodities	26,563	34,508	44,200	44,200	44,200	44,600	0.90%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	619,937	617,429	631,788	646,839	627,389	671,435	6.28%
Operating Revenues Over/(Under) Expenses	(307,432)	(262,618)	(308,088)	(323,139)	(279,289)	(316,435)	

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Revenues

Youth Program Fees:
All revenues related to fees paid for a variety of youth programs. Variance due to more program opportunities, and fee and anticipated participation increases.

Facility Rental Fees:
All revenues related to fees paid for rental of rooms at Seaview Recreation Center.

Adult Program Fees:
All revenues related to fees paid for a variety of adult programs. Variance due to overestimated revenues in FY12.

Promotional Merchandise:
All revenues related to sales of promotional merchandise. Variance due to underestimated revenues in FY12.

Seaview Park Concession:
Proceeds from vending machines at Seaview Park. Variance due to underestimation of anticipated revenue in FY12.

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 health insurance program and for the second year of the hybrid pension plan.

Contractual:
Inflationary increases to recreation contracts, and building maintenance costs such as janitorial, water, and electric.

Commodities:
No Appreciable change.

Workload Indicators – 3rd Quarter Update	FY2009	FY2010	FY2011	FY2012
Family Special Events Offered	5	4	3	2
Family Special Events Participation Estimate	1,950	1,515	1,275	1,175
Youth Enrichment Participation	6,759	4,475*	3,613	2,721
Youth Athletics Participation/Spectators	4,917	3,593*	4,746	4,814
Youth Camps/After School Participation	10,626	10,031*	11,525	6,415
Adult Enrichment/Fitness Participation	3,447	2,250*	2,259	2,287
Recreation Center Drop in Estimate	11,231	9,633	9,029	6,780
Participation Programs & Special Events Total	38,930	31,497	32,447	24,192

*Please note: FY 2010 was the first full fiscal year of counting actual attendance. Prior to January 2009 a formula for planning and facility impact purposes was utilized (program registrants x number of times a program was offered).

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Assistant Director	0.500	0.500	0.500	0.250	0.250
Recreation Supervisor	2.000	2.000	2.000	2.000	2.000
Tennis Maintenance Worker	-	-	-	0.500	0.500
General Maintenance Worker	0.800	0.800	0.800	-	-
Activity Leader	3.700	3.700	3.700	3.440	1.000
Laborer	-	-	-	0.300	-
Bus Driver	-	-	-	0.480	-
Registration Clerk	-	-	-	0.160	-
Public Works Employees	0.300	0.300	0.270	0.270	0.200
	7.300	7.300	7.270	7.400	3.950

* Reduction in total FTE due to reclassification of part-time employees to temporary.

PROGRAM: ADMINISTRATION

Administrative management responsibilities include providing leadership and organizational management of all Recreation Department operations. The administrative management team is responsible for budget development and control, business plan modifications, department policies and procedures, action planning, record keeping, recruitment, training and development of staff, payroll processing, coordinating/processing work requests, requisitions and contracts. Administration duties also include complaint management and conflict resolution, risk management, enforcement of ordinances, rules and regulations at all Town recreation facilities, and the ongoing assessment and evaluation of Recreation Department facilities, programs and services offered to the community. Department administration is also responsible for the coordination, facilitation, and support of Recreation Advisory Commission meetings and its members. Administrative staff also coordinates communication with the Town Manager and the Mayor and Town Council.

The administrative management team consists of the Director of Recreation & Special Projects, Assistant Recreation Director, and the Office Manager.

Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Salaries and Wages	272,387	278,843	263,600	263,600	245,000	240,519	-8.76%
Employee Benefits	96,632	109,617	80,175	80,175	77,775	90,496	12.87%
Contractual	9,187	9,876	11,500	11,740	10,700	7,900	-31.30%
Commodities	3,468	4,129	3,000	3,000	2,800	2,800	-6.67%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	381,674	402,465	358,275	358,515	336,275	341,715	-4.62%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Expenses

Salaries and Wages:
The budget for salaries and wages includes performance based merit pay increases. Decrease reflects the elimination of an Assistant Director position.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Contractual:
Variance due to overestimation in FY12, attributing appropriate costs to divisions, and continued cost efficiencies.

Commodities:
Variance due to attributing appropriate costs to divisions and continued cost efficiencies.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Director of Recreation and Special Projects	1.000	1.000	1.000	0.900	0.900
Assistant Director of Recreation	1.000	1.000	1.000	1.000	0.500
Recreation Office Manager	1.000	1.000	1.000	1.000	1.000
	3.000	3.000	3.000	2.900	2.400

* Reduction in total FTE due to elimination of one Assistant Director.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Expenses							
Projects	30,942	12,828	-	433,000	265,000	2,250,000	100.00%
TOTALS	30,942	12,828	-	433,000	265,000	2,250,000	100.00%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Expenses

Par 3 Clubhouse Project:
Budget includes estimated cost to construct the new Par 3 Golf Course clubhouse. At least $1 million in revenue will be provided by the Par 3 Foundation to help offset project costs. The Foundation will also directly pay for architectural fees.

Par 3 Golf Course Clubhouse

In February 2008, Town resident and golf legend, Raymond Floyd, donated his design services for renovating the Town's Par 3 Golf Course. In the fall of 2008, Mr. Floyd created the non-profit Par 3 Foundation, Inc. to lead the fundraising efforts for the golf course and to also build a new clubhouse. The Foundation donated nearly $3,000,000 to the Town to match its $2,000,000 to rebuild the golf course and develop an alternative irrigation water source. The new course reopened in December 2009 and has been a hit with golfers. Annual play has increased every year since the reopening.

In April 2012, the Foundation committed an additional $1,000,000 to match the Town's $1,250,000 for the construction of a new clubhouse. The new clubhouse will be a two story structure, with a pro-shop and restrooms on the first floor and a food and beverage operation on the second floor. The total square feet will be approximately 6,500 SF, with approximately 4,000 SF under air conditioning. The second floor will include a wraparound veranda for outdoor seating. Salt and drought tolerant plants and trees will be used in the landscaping plan, matching the existing theme of the golf course.

The development of construction plans and bidding will take place in the fall of 2012, with a goal of receiving final Town Council approval in February 2013. Ground breaking would occur in late February and the new clubhouse is expected to be open for business in December 2013.

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget
Depreciation	515,472	529,972	515,000	515,000	515,000	515,000
TOTALS	515,472	529,972	515,000	515,000	515,000	515,000

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

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Capital Outlay	(4,970)	-	37,000	37,000	37,000	32,000	-13.51%
TOTALS	(4,970)	-	37,000	37,000	37,000	32,000	-13.51%

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Budgeted Purchases:	
Mower	28,000
Cart	4,000
	32,000

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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

Key Results and Measurement Methodology

GOALS AND OBJECTIVES	
GOAL: Identify exposures to best determine type of coverage (i.e. fully insured, deductible, self-insured).	OBJECTIVES: Compare coverage and cost from year to year based upon the insurance marketplace. FY2010 - $968,440 fixed; $780,000 variable; totaling $1,748,440 FY2011 - $929,001 fixed; $780,000 variable; totaling $1,709,001 FY2012 - $946,707 fixed; $780,000 variable; totaling $1,726,707
GOAL: Employee work environment is safe, and employees have proper protective equipment and training.	OBJECTIVES: Number of lost workdays vs. medical only compared year to year. FY2010 – 18 Medical Only; 5 Lost workdays FY2011- 19 Medical Only; 6 Lost workdays FY2012 – 16 Medical Only; 7 Lost workdays
GOAL: Maintain a safe workplace in all departments of the Town.	OBJECTIVES: Report periodic inspection of all work places consistent with industry standards and note exceptions and resolution. As a result of RFQ 2012-18, and the changes to the insurance agent and loss control program the annual facility inspections have been re-scheduled for September 2012
GOAL: All employees trained in safety measures consistent with local, state and federal guidelines.	OBJECTIVES: Training records to be kept among departments to ensure required training is met. Police & Fire-Rescue provide training as required by state mandates; Public Works has received monthly safety training on general safety topics which meet OSHA guidelines. A monthly safety bulletin is distributed to all employees

Self Insurance - Risk

GOAL: Ensure work is completed effectively and efficiently.	OBJECTIVES: Continue to produce quality results which are in line with the budget dedicated to this area. The insurance program was placed within the parameters of the budget.

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Workers' compensation claims	19	23	25	16
Liability claims	64	61	62	83
Property claims	21	24	41	62
Total claims processed	104	108	128	161
Total cost of claims processed	495,938	230,458	316,292	184,439
Safety program training sessions	12	12	12	12
Safety bulletins produced	10	11	12	12

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Risk Manager	1.000	1.000	1.000	1.000	1.000
Risk Assistant	0.500	-	-	-	-
	1.500	1.000	1.000	1.000	1.000

Self Insurance - Risk

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Revenues						
Risk Funding	1,904,463	1,896,226	1,791,507	1,791,507	1,892,780	5.65%
Miscellaneous Revenue	218,617	647,330	-	-	-	0.00%
Interest on Investments	112,409	82,289	50,000	75,000	75,000	50.00%
TOTALS	2,235,489	2,625,845	1,841,507	1,866,507	1,967,780	6.86%
Expenses						
Salaries and Wages	81,580	83,220	82,342	82,342	82,342	0.00%
Employee Benefits	648,553	728,057	495,854	500,676	517,772	4.42%
Contractual	2,443,477	(8,484)	1,517,183	1,510,511	1,614,611	6.42%
Commodities	2,736	1,832	3,100	3,055	3,055	-1.45%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	10,191	2,758	-	-	-	0.00%
Other (Contingency)	-	-	3,000,000	3,000,000	3,000,000	0.00%
TOTALS	3,186,537	807,383	5,098,479	5,096,584	5,217,780	2.34%
Total Revenues Over/(Under) Expenses	(951,048)	1,818,462	(3,256,972)	(3,230,077)	(3,250,000)	
Beginning Net Assets	7,620,642	6,669,594	8,488,056	8,488,056	5,257,979	
ENDING NET ASSETS	6,669,594	8,488,056	5,231,084	5,257,979	2,007,979	

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 and increases for the second year hybrid pension costs.

Contractual:
The increase is for the anticipated increase in insurance premiums due to the insurance market.

Commodities:
The decrease results from a reduction in membership dues

Risk Management

The Town's insurance program is a hybrid program, as it includes insurance that is first dollar traditional coverage and coverages that are self-insured. A self insurance program is an alternative risk financing method whereby an exposure to loss is retained by the Town under the self insured retention (SIR). The Town purchases excess insurance coverage above the SIR. The insurance premium savings over the traditional/first dollar program allows the Town to keep the premium dollars in house in order to reserve funds to cover future potential losses. The required reserve fund amounts are calculated using actuarial models and insurance information. The Town conducts an actuarial study every other year for the self insurance program.

Schedule of Insurance Coverages as of October 1, 2013

Type of Policy	Limits FY2013	Actual FY2010	Actual FY2011	Actual FY2012	Actual FY2013
Property Insurance					
Real property and contents	$38,954,760	$412,211	$434,590	$406,958	$384,868
Inland Marine	$2,250,000	$10,477	$10,550	$10,680	Included in Prop
Flood Policies (7)	$500,000	$34,415	$38,133	$40,445	$38,133
Boiler and Machinery	$38,954,760	$3,745	$3,745	Included in Prop	Included in Prop
Liability Policies					
General Liability	$5,000,000/ $10,000,000	$62,426	$62,426	$42,500	$239,068
Medical Malpractice - Town Clinic	$1,000,000/ $3,000,000	Included in G/L	Included in G/L	$7,685	$14,160
Law Enforcement Liability	$5,000,000	$46,148	$46,148	$41,630	Included in G/L
Public Officials Liability	$5,000,000	$34,745	$34,745	$33,495	Included in G/L
Employment Practicies Liability	$5,000,000	$23,164	$23,164	$23,958	Included in G/L
Automobile Liability	$5,000,000	$64,317	$64,317	$59,995	Included in G/L
Automobile Physical Damage	Actual cash/ stated value	$32,238	$32,238	$28,469	$22,956
Crime	$1,000,000	$4,528	$12,832	$12,855	$10,695
Storage Tank Polution Liability	$1,000,000	$15,469	$10,455	$10,742	$5,714
Police Boat P&I, Hull Coverage	$1,000,000	$5,873	$5,889	$6,210	$6,183
Liquor Liability - Par 3	$1,000,000/ $2,000,000	n/a	$702	$702	$709
Worker's Compensation					
Excess Workers' Compensation & Employer's Liability	Statutory/ $1,000,000	$97,240	$105,730	$77,000	$75,500
Stop Loss	$780,000	$5,400	$5,400	$10,000	Included in G/L
State Assessment		$20,188	$9,527	$12,713	$13,000
Total Premiums for Insurance Coverages		**$872,584**	**$900,591**	**$826,037**	**$810,986**

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.

Key Results and Measurement Methodology

GOALS AND OBJECTIVES	
GOAL: Administer an employee health plan that is understandable, useful, and competitive.	OBJECTIVES: Ensure employees' awareness and perception of the value of the benefit through informal employee feedback at open enrollment and during the year. Update: Organized 2012 open enrollment meetings and achieved a high turnout. Received very good feedback from employees who attended. Created a comprehensive Benefits Guide that was used during open enrollment as well as new hires. This Guide was provided in print and also available on-line. The entire open enrollment process was also web based allowing for flexibility in service and efficiency. Increased communications with employees regarding programs offered by the insurance carriers.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Director of Human Resources	0.150	0.150	0.100	0.100	0.100
Assistant Director of Human Resources	-	-	0.200	0.200	0.200
Office Asst II/OHC	0.050	0.050	0.130	0.120	0.125
Human Resources Coordinator	-	-	-	0.330	0.320
Human Resource Assistant	0.300	0.300	0.050	-	-
Human Resource Analyst	0.600	0.600	0.050	0.050	0.050
	1.100	1.100	0.530	0.800	0.795

Workload Indicators	FY2009	FY2010	FY2011	FY2012
Provide benefits training to new employees	45	4	9	8
Provide wellness programs for employees	15	12	9	9

Self Insurance - Health

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Revenues							
Group Medical	4,590,656	5,073,441	4,544,200	4,544,200	4,684,400	4,912,600	8.11%
Miscellaneous Revenue	-	60	-	-	-	-	0.00%
Gain/(Loss) on Investments	7,718	4,378	5,000	5,000	5,000	5,000	0.00%
TOTALS	4,598,374	5,077,879	4,549,200	4,549,200	4,689,400	4,917,600	8.10%
Expenses							
Salaries and Wages	40,742	34,908	38,665	38,665	38,665	52,664	36.21%
Employee Benefits	3,828,686	4,884,341	4,297,279	4,297,279	3,963,063	4,574,436	6.45%
Contractual	7,910	39,405	76,400	77,832	75,800	77,180	1.02%
Commodities	1,560	526	500	500	500	1,800	260.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other (Contingency)	-	-	500,000	500,000	-	500,000	0.00%
TOTALS	3,878,898	4,959,180	4,912,844	4,914,276	4,078,028	5,206,080	5.97%
Total Revenues Over/(Under) Expenses	719,476	118,699	(363,644)	(365,076)	611,372	(288,480)	
Beginning Net Assets	1,845,721	2,565,197	2,683,896	2,683,896	2,683,896	3,295,268	
ENDING NET ASSETS	2,565,197	2,683,896	2,320,252	2,318,820	3,295,268	3,006,788	

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Revenue

Group Medical:
Group medical includes Town and Employee portions of health care expenses. Increase is due to the actuarially determined funding requirements for the plan.

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. The increase is attributed to the creation of the HR Coordinator position which is partially funded by from the health fund. The position was created to bring duties previously performed contractually by Next Generation Enrollment back into the Human Resources Department to improve service and save money.

Employee Benefits:
Employee benefit costs include increases for the health insurance program and for the second year of the hybrid pension plan.

Commodities:
Estimated costs for office supplies

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 maintain. Annually, depreciation is funded with a transfer from the various departments to the Equipment Replacement Fund based on the economic life and replacement cost of the equipment utilized by each department. The calculation for funding was modified in FY2006 to use replacement cost rather than original cost to insure sufficient funds are available when the asset is replaced.

Depreciation for the fixed assets is calculated using the straight line method which takes the original purchase price less anticipated salvage value divided by the expected useful life of the asset.

The established asset value threshold for inclusion in the Equipment Replacement Fund is: $2,500 for fixed assets, and $1,500 for computer assets.

Depreciation Charges by Department
FY2013

Department	Depreciation
Information Systems	$315,902
Human Resources	677
Finance	3,034
Planning, Zoning and Building	21,573
Fire-Rescue	593,043
Police	428,271
Public Works	607,519
Emergency Management	950
Total Depreciation	$1,970,969

Replacement Equipment - FY2013

Department	Cost
Planning/Zoning/Building:	
Automobile	*$15,000*
Microfiche/Scanner/Computer- Digital	*15,000*
Fire-Rescue:	
All Terrain Vehicle	*6,000*
Police:	
(3) Pursuit Vehicles	*115,000*
Vehicle Audio/Video System	*90,000*
Auto Vu License Plate Recognition System	*79,590*
(3) Parking Enforcement Vehicles	*57,000*
(2) Police Motorcycles	*34,900*
(2) Boat Engines	*28,433*
Administrative Police Vehicle	*17,280*
Alarm Receiver	*17,000*
Body Recorder/Transmitter/Receiver	*11,000*
Public Works:	
20 cy Garbage Packer	*195,000*
Utility Truck	*32,000*
RovverXSewer Camera System	*85,000*
Pick-up Truck	*18,000*
Information Systems:	
Computer Equipment	*342,500*
Total Equipment Replacement Fund Expenditures	*$1,158,703*

Equipment Replacement Fund

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Revenues							
Interest on Investments	179,156	155,629	129,500	129,500	133,000	135,000	4.25%
Surplus Equipment Proceeds	17,458	24,815	30,000	30,000	45,000	30,000	0.00%
Transfer from General and Other Funds	2,143,700	2,204,039	1,859,768	1,859,768	1,859,768	1,970,969	5.98%
TOTALS	2,340,314	2,384,483	2,019,268	2,019,268	2,037,768	2,135,969	5.78%
Expenses							
Transfer to Underground Utility Assessment Fund	-	-	-	-	-	4,867,019	100.00%
Capital Outlay-Equipment	1,197,249	298,871	1,033,142	1,333,142	1,200,000	816,203	-21.00%
Capital Outlay-IS Equipment	218,601	162,043	283,850	283,850	200,000	342,500	20.66%
TOTALS	1,415,850	460,914	1,316,992	1,616,992	1,400,000	6,025,722	357.54%
Total Revenues Over/(Under) Expenses	924,464	1,923,569	702,276	402,276	637,768	(3,889,753)	
Contingency	-	-	(500,000)	(500,000)	-	(500,000)	
Beginning Net Assets	15,851,730	11,748,653	13,672,222	13,672,222	13,672,222	14,309,990	
ENDING NET ASSETS	11,748,653	13,672,222	13,874,498	13,574,498	14,309,990	9,920,237	

Revenues

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

Transfer to Underground Utility Assessment Fund
This transfer represents funding for the Internal Financing Plan approved by Town Council on August 14, 2012.

Capital Outlay – Equipment
Estimated purchases of replacement capital equipment.

Capital Outlay – IS Equipment
Estimated purchases of replacement IS equipment.

Contingency
Contingency reserve.

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Town of Palm Beach

Employees Retirement System (600)

RETIREMENT FUND

The Town provides pension benefits for General Employees, Police Officers and Firefighters.

The plans have been separately managed by 3 pension boards. On April 1, 2012, the three retirement boards were consolidated into the Town of Palm Beach Retirement Board of Trustees. This Board now oversees all of the Town's pension assets and retirement programs. An outside pension consultant administers the plans which cover general employees, lifeguards, police and fire-rescue personnel.

On May 1, 2012, the retirement benefits for most Town employees were changed from a full defined benefit plan, to a hybrid pension plan. Employees that were "eligible to retire" were grandfathered into the old defined benefit plan, and the benefits all other employees as of May 1, 2012 were changed to the hybrid pension plan that contains a defined benefit component and a defined contribution component. In addition, the Town ceased participation in the State of Florida's Section 175 and 185 programs for police and firefighter personnel. Details of the pension benefits are outlined later in this section.

Approximately 288 active employees and 358 retirees are covered by the three Plans.

The contribution requirements of the Plan members are established and may be amended by the Town Council. Plan members are required to contribute a percentage of their annual covered salary as described in the following table. The member contribution rates for the FY13 budget year as a percentage of the employees' annual compensation, for both the defined benefit and defined contribution 401(a) plan vary per benefit group and/or date of hire, and are shown as follows:

	Defined Benefit Plan	401(a) Defined Contribution Plan			
Benefit Group	Employee Contribution	Mandatory Contribution		Voluntary Contribution	
		Employee	Employer	Employee	Employer
Police Officer	4.98%	2%	2%	Voluntary up to the maximum allowable under IRS Regulations	2% Match
Firefighter	4.82%	2%	2%		2% Match
General Employees hired before 5/1/1992	4.47%	2%	2%		2% Match
General Employees hired on or after 5/1/1992	2.47%	4%	4%		No Match
Lifeguard Employees hired before 5/1/1992	5.21%	2%	2%		2% Match
Lifeguard Employees hired on or after 5/1/1992	3.21%	4%	4%		No Match

Retirement Fund

The Town's contribution appropriation for the defined benefit pension funding is based upon the actuaries' estimate. The Town's contribution for the defined benefit plan for FY12 and FY13 is as follows:

	FY2012	FY2013	Change	% Change
General Employees	$651,882	$1,533,104	$881,222	135%
Lifeguards	15,600	130,722	115,122	738%
Police	1,213,681	1,468,307	254,626	21%
Fire-Rescue	1,635,237	1,551,279	(83,958)	-5%
Total	$3,516,400	$4,683,412	$1,167,013	33%

The employer funding history for the last five years is as follows:

	FY2009	FY2010	FY2011	FY2012	FY2013
General	$2,319,374	$2,507,174	$2,927,020	$651,882	$1,533,104
Lifeguards	100,754	109,310	148,364	15,600	130,722
Police	2,090,160	2,261,552	2,828,758	1,213,681	1,468,307
Fire-Rescue	2,359,327	2,647,210	3,189,802	1,635,237	1,551,279
Total	**$6,869,615**	**$7,525,246**	**$9,093,944**	**$3,516,400**	**$4,683,412**

The employer funding history per employee for the last five years is as follows:

	FY2009	FY2010	FY2011	FY2012	FY2013
General	10,464	11,881	14,803	3,080	7,573
Lifeguards	11,195	13,664	16,485	1,733	14,525
Police	27,145	30,562	39,842	17,094	20,680
Fire-Rescue	31,044	36,263	44,303	22,400	22,482

The funded ratio for the each of the pension plans is shown in the chart below:

As of Fiscal Year End	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011
General & Lifeguards	88%	93%	88%	81%	79%	89%
Police	86%	92%	90%	85%	84%	88%
Fire-Rescue	77%	82%	80%	74%	73%	81%

Summary of Benefit Provisions for General Employees

Normal Retirement:

Grandfathered and April 30, 2012 frozen accrued benefits.
Eligibility

a) *General:* 30 or more years of service, regardless of age; or age 55 with 10 or more years of service

b) *Lifeguards:* Age 50 with 10 or more years of service. Members with at least 10 years of service who retire after February 9, 1993 are eligible when the individual's age plus credited service totals 65 years or more.

New plan benefits accrued after April 30, 2012

General and Lifeguards: Age 65 with 10 or more years of service.

Grandfathered and April 30, 2012 frozen accrued benefits.
Pension Amount

a) *General:* Average final compensation times the sum of a) 2.75% for service earned after September 30, 1990, to a maximum of 82.5%, plus 2.35% for service earned on or before September 30, 1990 for the first 30 years of service, plus, b) 1.0% for service in excess of 30 years.

b) *Lifeguards:* Average final compensation times the sum of a) 2.85% for the first 25 years of service with a maximum of 71.25% of AFC, plus, b) 1.0% for service in excess of 25 years.

New plan benefits accrued after April 30, 2012

Average final compensation multiplied by 1.25% per year of credited service after April 30, 2012.

The normal form of pension is a pension payable for life. Also see Automatic Death Benefit.

Final Average Compensation:

Grandfathered and April 30, 2012 frozen accrued benefits.
Highest 2 consecutive years within the member's last 5 years of credited service.

New plan benefits accrued after April 30, 2012
Average compensation after April 30, 2012 over a period increasing up to the final 5 years of credited service by April 30, 2017.

DROP Retirement:

Eligibility - Same as Normal Retirement, election must be made within 7 years of the date the member first reaches general retirement eligibility.

Pension Amount - 98% of member's accrued benefit at the date of election to participate in DROP.

Early Retirement (General):

Eligibility -Age 50 with 10 or more years of credited service. Frozen accrued benefits as of April 30, 2012 are vested immediately. New plan provisions eligibility is age 60 with 10 or more years of credited service.

Pension Amount - Computed as a normal retirement benefit but reduced 6/10 of 1% (3/10 of 1% if service credit is 20 or more years) for each month early retirement precedes the member's normal retirement date. New plan provides for an actuarial equivalent reduction.

Deferred Retirement (Vested Termination Benefit):

Eligibility - 10 or more years of service. Pension begins upon meeting requirement for normal retirement. Contributions must be left on deposit in the System; failure to do so results in forfeiture of the vested benefit. Frozen accrued benefits as of April 30, 2012 are vested immediately.

Pension Amount - Computed as for normal retirement, based upon service and average final compensation at time of termination.

Duty Disability Retirement:

Eligibility - No age or service requirements.

Pension Amount - To earliest normal retirement eligibility date: Computed as a regular retirement with additional service credit granted from date of disability to earliest normal retirement eligibility date. Minimum benefit is 60% of average final compensation. At earliest normal retirement date: computed as a regular retirement. The minimum shall be applicable for at least 5 years if the member attains such age for retirement less than 5 years after duty disability benefits commence.

Non-Duty Disability Before Retirement:

Eligibility - 10 or more years of service.

Pension Amount - Computed as for normal retirement.

Duty Death Before Retirement:

Eligibility - No age or service requirements.

Pension Amount - A pension to each surviving child of 25% of the member's average final compensation not to exceed 50% or equal share of 75% of the member's AFC when there are 4 or more surviving children being paid. A pension to the widow of the difference, if any, between 75% of the retiree's AFC and the aggregate amount paid to children for the month.

Non-Duty Death Before Retirement:

Eligibility - 10 or more years of service

Pension Amount - 75% of normal retirement benefit to a surviving spouse or equal shares of 75% of the normal retirement benefit to surviving unmarried children under 18.

Automatic Death After Retirement Pension:

To Surviving Child(ren): 25% of the retiree's pension payable to age 18, not to exceed an equal share of 75% of the retiree's pension. Payments to surviving children may be paid to age 25 if no spouse benefits are payable.

To Surviving Spouse: The difference, if any, between 75% of the deceased retiree's pension and the aggregate amount paid to any surviving children for the month.

Post-Retirement Cost-of-Living Adjustments:

Grandfathered and April 30, 2012 frozen accrued benefits.
Members who retire after September 30, 1968 and prior to October 1, 1990 receive an annual 1.0% increase computed on the base benefit. Other adjustments have been made periodically. Pensions effective after September 30, 1990 will be increased 2.0% annually based on the total pension payable subsequent to an initial 3 year deferral period.

New plan benefits accrued after April 30, 2012
None.

Supplemental Pension Distribution (Removed After April 30, 2012):

Amount determined on investment return, if any, after expenses, between 8.0% and 10.0% of assets, subject to accumulated gains/(losses) limitation.

Summary of Benefit Provisions for the Police Officers and Firefighters

Normal Retirement:

Grandfathered and April 30, 2012 frozen accrued benefits.
Eligibility - 20 or more years of service, regardless of age; or, age 50 with 10 or more years of service; or, members with at least 10 years of service who retire after September 30,1990 are eligible when the individual's age plus credited service totals 65 years or more.

New plan benefits accrued after April 30, 2012.
Age 65 with 10 or more years of service.

Pension Amount - Average final compensation multiplied by the sum of:
a) 3.5% per year of credited service to a maximum of 87.5 percent, plus
b) 2.0% per year of credited service, if any, in excess of 43.75 years.

New Plan benefits accrued after April 30, 2012.
Average final compensation multiplied by 1.25% per year of credited service after April 30, 2012.

The normal form of pension is a pension payable for 10 years certain. Also, see Automatic Death Benefit.

Final Average Compensation:

Grandfathered and April 30, 2012 frozen accrued benefits.
Highest 2 consecutive years within the member's last 5 years of credited service.

New Plan benefits accrued after April 30, 2012.
Average compensation after April 30, 2012, over a period increasing up to the final 5 years of credited service by April 30, 2017.

DROP Retirement:

Eligibility - Same as Normal Retirement, election must be made within 7 years of the date the member first reaches retirement eligibility.

Pension Amount - 100% of the member's accrued benefit at the date of election to participate in DROP.

Deferred Retirement (Vested Termination Benefit):

Eligibility - 10 or more years of service. Pension begins upon meeting requirement for normal retirement. Contributions must be left on deposit in the System; failure to do so results in forfeiture of the vested benefit. Frozen accrued benefits as of April 30, 2012 are vested immediately.

Pension Amount - Computed as for normal retirement, based upon service and average final compensation at time of termination.

Duty Disability Retirement:

Eligibility - No age or service requirements.

Pension Amount - Computed as a regular retirement with additional service credit granted from date of disability to earliest normal retirement eligibility date. Minimum benefit is 60% of average final compensation.

Non-Duty Disability Before Retirement:

Eligibility - 10 or more years of service.

Pension Amount - Computed as for normal retirement.

Duty Death Before Retirement:

Eligibility - No age or service requirements.

Pension Amount - A pension to each surviving child of 25% of the member's average final compensation not to exceed 50% or an equal share of 75% of the member's AFC when there are 4 or more surviving children being paid. A pension to the widow of the difference, if any, between 75% of the retiree's AFC and the aggregate amount paid to children for the month.

Non-Duty Death Before Retirement:

Eligibility - 10 or more years of service.

Pension Amount - 75% of normal retirement benefit to a surviving spouse or equal shares of 75% of the normal retirement benefit to surviving unmarried children under 18.

Automatic Death After Retirement Pension:

Grandfathered and April 30, 2012 frozen accrued benefits.
To Surviving Child(ren): 25% of the retiree's pension payable to age 18, not to exceed an equal share of 75% of the retiree's pension. Payments to surviving children may be paid to age 25 if no spouse benefits are payable.

To Surviving Spouse: The difference, if any, between 75% of the deceased retiree's pension and the aggregate amount paid to any surviving children for the month.

New plan benefits accrued after April 30, 2012.
Reduced optional forms of payment are available.

Post-Retirement Cost-of-Living Adjustments:

Grandfathered and April 30, 2012 frozen accrued benefits.
Members who retire after September 30, 1968 and prior to October 1, 1990 receive an annual 1.0% increase computed on the base benefit. Other adjustments have been made periodically. Pensions effective after September 30, 1990 will be increased 2.0% annually based on the total pension payable subsequent to an initial 3 year deferral period.

New plan benefits accrued after April 30, 2012.
None.

Supplemental Pension Distribution (Removed after April 30, 2012):

Amount determined on investment return, if any, after expenses, between 8.0% and 10.0% of assets, subject to accumulated gains/(losses) limitation.

Firefighter Individual Chapter Share Accounts:

Available tax revenues received pursuant to Chapter 175 Florida Statute which have not been otherwise committed for members. Individual member accounts maintained in each member's name effective on or after 10/1/98.

Prior Governmental Service Elsewhere:

During the first five years of employment by the Town, the years or fractional parts of years that a member previously served for any other municipal, county, or state government or district may be added to years or fractional parts of years of credited service provided that the member contributes the sum that would have been contributed to the retirement plan to pay the full actuarial cost.

Purchase of Service Credit:

A vested member who has not purchased service credit under Prior Governmental Service elsewhere may purchase years or fractional parts of years of services to be added to years of credited service provided that the member contributes the sum that would have been contributed to the retirement plan to pay the full actuarial cost.

PROGRAM: EMPLOYEES RETIREMENT FUND (600)

Revenue and Expense Summary

	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2012 Projected	FY2013 Budget	% Change
Revenues						
Employer Contributions	7,543,265	7,316,475	3,516,400	3,516,400	3,976,907	13.10%
Employee Contibutions	2,032,726	1,632,262	2,289,641	2,289,641	708,807	-69.04%
Gain/(Loss) on Investments	12,299,325	(50,413)	2,300,000	15,000,000	14,388,975	525.61%
Miscellaneous	-	(29,253)	1,000	5,000	-	-100.00%
State of Florida	819,008	786,402	-	-	-	0.00%
Interest on Investments	1,026,723	1,022,260	1,030,000	1,000,000	1,200,000	16.50%
TOTALS	23,721,047	10,677,733	9,137,041	21,811,041	20,274,689	121.90%
Expenses						
Contractual	12,305,636	14,284,630	17,300,000	15,529,560	16,443,377	-4.95%
TOTALS	12,305,636	14,284,630	17,300,000	15,529,560	16,443,377	-4.95%
Total Revenues Over/(Under) Expenses	11,415,411	(3,606,897)	(8,162,959)	6,281,481	3,831,312	
Beginning Net Assets	163,129,393	174,544,804	170,937,907	170,937,907	177,219,388	
ENDING NET ASSETS	174,544,804	170,937,907	162,774,948	177,219,388	181,050,700	

Revenues

Employer Contributions:
The employer contributions are actuarially determined for the hybrid pension plan.

Employee Contributions:
Employee contributions are calculated based on the eligible employee's salary multiplied by a contribution rate.

Gain/(Loss) on Investments:
This line item reflects the estimated gains on the sale of equities. Projections reflect the 8% return assumption for the fund.

Interest on Investments:
The FY13 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.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Finance Director	-	-	-	-	0.0240
Assistant Finance Director	-	-	-	-	0.0190
Accounting Supervisor	-	-	-	-	0.0230
Accounting Clerk	-	-	-	-	0.0120
Director of Human Resources	-	-	-	-	0.0240
Human Resource Assistant	-	-	-	0.5000	0.3750
Payroll Specialist	-	-	-	-	0.2310
	-	-	-	0.5000	0.7080

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Town of Palm Beach

Health Insurance Trust (610)

PROGRAM: HEALTH INSURANCE TRUST (610)

The Town makes post-employment health care benefits available to retirees and funds a portion of the retiree health insurance benefits. In FY2007, the Town established a Health Insurance Trust for the funding of these benefits. The trust has been established with an initial deposit of $16,000,000 transferred from the reserves from the Health Insurance Fund. The Town's Investment Advisory Committee will oversee the investment of the assets of this trust.

An actuarial valuation of the retiree health plan was conducted as of October 1, 2010 and an update was prepared for FY12. The Town's Actuarial Accrued Liability as of October 1, 2011 was determined to be $28,851,000. The annual budgeted contribution for FY2013 is $1,769,000.

The Town provides to the retirees a self-insured HMO and PPO medical plan, including prescription drugs, administered by BlueCross BlueShield.

Summary of Plan Provisions
Eligibility
Employee must terminate employment with the Town and be eligible to retire under the Town's retirement system.

Plan Design
Eligible retirees can have one of three plans: Blue Cross Blue Shield (BCBS) PPO Low Deductible Plan, BCBS PPO High Deductible Plan, or BCBS Blue Care HMO. A summary of the significant plan provisions for the plan year that begins on January 1, 2012 are provided below:

BCBS PPO Low Deductible

	In-Network	**Out-of-Network**
Deductible	$350 Individual, $1050 Family	
Coinsurance	90%	70%
Out of Pocket Maximum	$1,500 Individual, $4,500 Family	
Office Visit Copay	$20	30%
Prescription Drugs		
Retail Copayment	Generic-$10, Preferred-$30, Non-Preferred-$30 Copay + 50% of Cost	
Mail Order Copayment	Generic-$20, Preferred-$60, Non-Preferred-$60 Copay + 50% of Cost	
Lifetime Maximum	Unlimited	

BCBS High Deductible

	In-Network	Out-of-Network
Deductible	$600 Individual, $1,800 Family	
Coinsurance	80%	60%
Out of Pocket Maximum	$1,500 Individual, $4,500 Family	
Office Visit Copay	$30	40%
Prescription Drugs		
Retail Copayment	Generic-$10, Preferred-$35, Non-Preferred-$40 Copay + 50% of Cost	
Mail Order Copayment	Generic-$20, Preferred-$70, Non-Preferred-$80 Copay + 50% of Cost	
Lifetime Maximum	Unlimited	

BCBS Blue Care HMO

	In-Network	*Out-of-Network
Deductible	N/A	
Coinsurance	100%	
Out of Pocket Maximum	$1,500 Individual, $3,000 Family	
Office Visit Copay	$20	
Inpatient Copay	$500 per admission	
Emergency Room Copay	$115	
Prescription Drugs		
Retail Copayment	Generic-$10, Preferred-$30, Non-Preferred-$30 Copay + 50% of Cost	
Mail Order Copayment	Generic-$20, Preferred-$40, Non-Preferred-$60 Copay + 50% of Cost	
Lifetime Maximum	Unlimited	

* Out of network services are not covered under the HMO plan.

Discount Rate

The actuarial analysis assumes an 8% annual discount rate.

Required Monthly Contributions

Contribution amounts are determined by the medical plan chosen, the years of employment service, and the amount of pension earned according to the retiree sliding scale for insurance premiums. Contributions are required to both retiree and dependent coverage. The premium cost sharing between retirees and the Town ranges from 50% to the maximum charge allowable per state statute for the non-Medicare group. The retiree contributions for the period January 1, 2013 through December 31, 2013 are shown on the following pages:

Health Insurance Trust

Revenue and Expense Summary

	FY2011 Actual	FY2012 Budget	FY2012 Adjusted*	FY2012 Projected	FY2013 Budget	% Change
Revenues						
Town Funding	1,533,000	1,493,000	1,493,000	1,493,000	1,769,000	18.49%
Retiree Funding	1,214,833	1,385,800	1,385,800	1,308,000	1,540,500	11.16%
Medicare Part D	94,095	100,000	100,000	85,000	90,000	-10.00%
Miscellaneous Revenue	84,420	-	-	50,000	-	0.00%
Gain/(Loss) on Investme	31,758	315,000	315,000	422,000	422,000	33.97%
TOTALS	2,958,106	3,293,800	3,293,800	3,358,000	3,821,500	16.02%
Expenses						
Salaries and Wages	36,929	38,300	38,300	38,300	54,488	42.27%
Employee Benefits	2,146,819	2,112,144	2,112,144	2,322,345	2,490,415	17.91%
Contractual	125,222	92,800	92,800	91,400	93,110	0.33%
Commodities	228	300	300	-	300	0.00%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
TOTALS	2,309,198	2,243,544	2,243,544	2,452,045	2,638,313	17.60%
Total Revenues Over/(Under) Expenses	648,908	1,050,256	1,050,256	905,955	1,183,187	
Beginning Net Assets	17,524,181	18,173,089	18,173,089	18,173,089	19,079,044	
ENDING NET ASSETS	18,173,089	19,223,345	19,223,345	19,079,044	20,262,231	

*FY12 Adjusted includes FY12 adopted budget plus purchase orders written against the FY11 budget but spent against the FY12 budget.

Revenues

Town Funding:
Town's portion of retiree health care expenses; Increase is due to the actuarially determined funding requirements for the plan.

Retiree Funding:
Retiree contribution for health care expenses; Increase is due to the actuarially determined funding requirements for the plan.

Medicare Part D:
Medicare Part D are refunds received from Medicare. A review of Medicare Part D reimbursement for the past four years showed that the average annual reimbursement totaled between $85,000 and $95,000. The decision was made to reduce the budgeted amount to be closer within the range of the reimbursements.

Gain/(Loss) on Investments:
Gain/Loss on investments represents revenue earned or investment losses on the investments in the trust.

Expenses

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

Employee Benefits:
Cost of retiree health care expenditures

Contractual:
Estimated cost for auditing, investment management and other contractual expenditures.

Commodities:
Estimated costs for office supplies.

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Director of Human Resources	0.050	0.050	0.100	0.100	0.100
Finance Director	0.050	0.050	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	0.200
Human Resource Assistant	0.100	0.100	0.050	-	-
Human Resource Coordinator	-	-	-	0.320	0.330
Human Resource Analyst	0.100	0.100	0.050	0.050	0.050
	0.500	0.500	0.450	0.720	0.730

Buy Up PPO

Retiree Sliding Scale Insurance Premium Rates 2013

Years of Service		Q1		Q2		Q3		Q4	
25 + years		50%		52%		56%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 474.29	$ 234.02	$ 493.26	$ 243.38	$ 531.20	$ 262.10	$ 652.14	$ 321.78
	1 Dependent	$ 526.45	$ 261.36	$ 547.51	$ 271.81	$ 589.62	$ 292.72	$ 708.64	$ 351.81
	2 Dependents	$ 799.97		$ 831.97		$ 895.97		$ 1,103.82	
	3 Dependents	$ 1,073.50		$ 1,116.43		$ 1,202.31		$ 1,704.36	
20 - 24 years		52%		56%		58%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 493.26	$ 243.38	$ 531.20	$ 262.10	$ 550.17	$ 271.46	$ 652.14	$ 321.78
	1 Dependent	$ 547.51	$ 271.81	$ 589.62	$ 292.72	$ 610.68	$ 303.18	$ 708.64	$ 351.81
	2 Dependents	$ 831.97		$ 895.97		$ 927.97		$ 1,103.82	
	3 Dependents	$ 1,116.43		$ 1,202.31		$ 1,245.25		$ 1,704.36	
15 - 19 years		56%		58%		60%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 531.20	$ 262.10	$ 550.17	$ 271.46	$ 569.14	$ 280.82	$ 652.14	$ 321.78
	1 Dependent	$ 589.62	$ 292.72	$ 610.68	$ 303.18	$ 631.74	$ 313.63	$ 708.64	$ 351.81
	2 Dependents	$ 895.97		$ 927.97		$ 959.96		$ 1,103.82	
	3 Dependents	$ 1,202.31		$ 1,245.25		$ 1,288.19		$ 1,704.36	
10 - 14 years		Maximum		Maximum		Maximum		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 652.14	$ 321.78	$ 652.14	$ 321.78	$ 652.14	$ 321.78	$ 652.14	$ 321.78
	1 Dependent	$ 708.64	$ 351.81	$ 708.64	$ 351.81	$ 708.64	$ 351.81	$ 708.64	$ 351.81
	2 Dependents	$ 1,103.82		$ 1,103.82		$ 1,103.82		$ 1,103.82	
	3 Dependents	$ 1,704.36		$ 1,704.36		$ 1,704.36		$ 1,704.36	

Monthly Pension Earnings		
Quartile	Minimum	Maximum
Q1	$ -	$ 1,488.73
Q2	$ 1,488.74	$ 2,654.16
Q3	$ 2,654.17	$ 4,198.72
Q4	$ 4,198.73	or greater

Base PPO

Retiree Sliding Scale Insurance Premium Rates 2013

Years of Service		Q1		Q2		Q3		Q4	
25 + years		50%		52%		56%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 411.31	$ 201.01	$ 427.76	$ 209.05	$ 460.67	$ 225.13	$ 549.65	$ 268.62
	1 Dependent	$ 455.66	$ 224.25	$ 473.88	$ 233.22	$ 510.33	$ 251.16	$ 593.59	$ 292.13
	2 Dependents	$ 684.77		$ 712.16		$ 766.94		$ 924.61	
	3 Dependents	$ 913.89		$ 950.44		$ 1,023.55		$ 1,427.65	
20 - 24 years		52%		56%		58%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 427.76	$ 209.05	$ 460.67	$ 225.13	$ 477.12	$ 233.17	$ 549.65	$ 268.62
	1 Dependent	$ 473.88	$ 233.22	$ 510.33	$ 251.16	$ 528.56	$ 260.13	$ 593.59	$ 292.13
	2 Dependents	$ 712.16		$ 766.94		$ 794.33		$ 924.61	
	3 Dependents	$ 950.44		$ 1,023.55		$ 1,060.11		$ 1,427.65	
15 - 19 years		56%		58%		60%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 460.67	$ 225.13	$ 477.12	$ 233.17	$ 493.57	$ 241.21	$ 549.65	$ 268.62
	1 Dependent	$ 510.33	$ 251.16	$ 528.56	$ 260.13	$ 546.79	$ 269.10	$ 593.59	$ 292.13
	2 Dependents	$ 766.94		$ 794.33		$ 821.72		$ 924.61	
	3 Dependents	$ 1,023.55		$ 1,060.11		$ 1,096.66		$ 1,427.65	
10 - 14 years		Maximum		Maximum		Maximum		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 549.65	$ 268.62	$ 549.65	$ 268.62	$ 549.65	$ 268.62	$ 549.65	$ 268.62
	1 Dependent	$ 593.59	$ 292.13	$ 593.59	$ 292.13	$ 593.59	$ 292.13	$ 593.59	$ 292.13
	2 Dependents	$ 924.61		$ 924.61		$ 924.61		$ 924.61	
	3 Dependents	$ 1,427.65		$ 1,427.65		$ 1,427.65		$ 1,427.65	

Monthly Pension Earnings		
Quartile	Minimum	Maximum
Q1	$ -	$ 1,488.73
Q2	$ 1,488.74	$ 2,654.16
Q3	$ 2,654.17	$ 4,198.72
Q4	$ 4,198.73	or greater

HMO

Retiree Sliding Scale Insurance Premium Rates 2013

Years of Service		Q1		Q2		Q3		Q4	
25 + years		50%		52%		56%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 408.34		$ 424.67		$ 457.34		$ 523.65	
	1 Dependent	$ 454.03		$ 472.19		$ 508.51		$ 569.02	
	2 Dependents	$ 673.67		$ 700.61		$ 754.50		$ 886.35	
	3 Dependents	$ 893.30		$ 929.03		$ 1,000.50		$ 1,368.58	
20 - 24 years		52%		56%		58%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 424.67		$ 457.34		$ 473.67		$ 523.65	
	1 Dependent	$ 472.19		$ 508.51		$ 526.67		$ 569.02	
	2 Dependents	$ 700.61		$ 754.50		$ 781.45		$ 886.35	
	3 Dependents	$ 929.03		$ 1,000.50		$ 1,036.23		$ 1,368.58	
15 - 19 years		56%		58%		60%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 457.34		$ 473.67		$ 490.00		$ 523.65	
	1 Dependent	$ 508.51		$ 526.67		$ 544.84		$ 569.02	
	2 Dependents	$ 754.50		$ 781.45		$ 808.40		$ 886.35	
	3 Dependents	$ 1,000.50		$ 1,036.23		$ 1,071.96		$ 1,368.58	
10 - 14 years		Maximum		Maximum		Maximum		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 523.65		$ 523.65		$ 523.65		$ 523.65	
	1 Dependent	$ 569.02		$ 569.02		$ 569.02		$ 569.02	
	2 Dependents	$ 886.35		$ 886.35		$ 886.35		$ 886.35	
	3 Dependents	$ 1,368.58		$ 1,368.58		$ 1,368.58		$ 1,368.58	

Monthly Pension Earnings		
Quartile	Minimum	Maximum
Q1	$ -	$ 1,488.73
Q2	$ 1,488.74	$ 2,654.16
Q3	$ 2,654.17	$ 4,198.72
Q4	$ 4,198.73	or greater

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Authorized Positions

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Town Manager's Office					
Town Manager	1.000	1.000	1.000	1.000	1.000
Deputy Town Manager	1.000	1.000	1.000	1.000	1.000
Assistant Town Manager	1.000	1.000	-	-	-
Director of Recreation and Special Projects	-	-	-	0.100	0.100
Executive Assistant	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	2.000	2.000	2.000	2.000	2.000
	6.000	6.000	5.000	5.100	5.100
Information Systems					
Information Systems Manager	1.000	1.000	1.000	1.000	1.000
Information Systems Analyst	1.000	1.000	1.000	1.000	1.000
GIS Coordinator	1.000	1.000	1.000	1.000	1.000
Information Systems Specialist	2.000	2.000	3.000	3.000	3.000
Information Systems Support Specialist	1.000	1.000	-	-	-
	6.000	6.000	6.000	6.000	6.000
Human Resources					
Director of Human Resources	0.800	0.800	0.800	0.800	0.776
Assistant Director of Human Resources	0.800	0.800	0.600	0.600	0.600
Occupational Health Nurse	1.000	1.000	1.000	1.000	1.000
Human Resources Analyst	0.600	0.600	0.900	0.900	0.900
Human Resources Coordinator	-	-	-	0.350	0.350
Human Resources Assistant	1.250	1.250	0.900	0.500	0.375
Office Assistant II/OHC	0.500	0.500	0.370	0.370	0.375
	4.950	4.950	4.570	4.520	4.376
Finance					
Finance Director	0.950	0.950	0.950	0.950	0.926
Assistant Finance Director	1.000	1.000	1.000	1.000	0.981
Town Clerk	1.000	1.000	1.000	1.000	1.000
Deputy Town Clerk	1.000	-	-	-	-
Document Management Coordinator	-	1.000	1.000	1.000	1.000
Office Assistant III	1.000	1.000	1.000	1.000	1.000
Accounting Supervisor	1.000	1.000	1.000	1.000	0.977
Accounting Assistant	1.000	1.000	2.000	3.000	3.000
Accounting Clerk	2.000	2.000	2.000	2.000	1.988
Payroll Specialist	1.000	1.000	1.000	1.000	0.769
Accounting Clerk/Receptionist	1.000	1.000	1.000	-	-
Secretary	1.000	1.000	-	-	-
Purchasing Agent	1.000	1.000	1.000	1.000	1.000
Assistant Purchasing Agent	1.000	1.000	1.000	1.000	1.000
Buyer	1.000	1.000	1.000	1.000	1.000
Purchasing Technician	1.000	1.000	1.000	1.000	1.000
Public Works Purchasing Coordinator	-	-	-	0.500	0.500
Purchasing Technician	-	-	-	-	1.000
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Driver/Warehouse Assistant I	1.000	0.500	0.500	0.500	-
	17.950	17.450	17.450	17.950	18.141
Planning, Zoning and Building					
Director Planning, Zoning and Building	1.000	1.000	1.000	1.000	1.000
Assistant Director PZB	1.000	1.000	1.000	1.000	1.000
Zoning Administrator	1.000	1.000	1.000	1.000	1.000
Administrative Aide	2.000	2.000	1.000	1.000	1.000

Authorized Positions

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Planning Administrator	1.000	1.000	1.000	1.000	1.000
Development Review Specialist	2.000	2.000	2.000	1.000	1.000
Development Permit Coordinator	1.000	1.000	1.000	2.000	3.000
Building Official	1.000	1.000	1.000	1.000	1.000
Chief Construction Inspectors	3.000	3.000	3.000	3.000	3.000
Development Geoprocessor Technician	1.000	1.000	1.000	1.000	1.000
Office Assistant III	-	0.500	1.000	1.000	1.000
Development Review Coordinator	2.000	1.000	1.000	1.000	-
Project Engineer	1.000	1.000	1.000	1.000	1.000
Combination Building Inspector	2.500	2.500	2.000	2.000	2.000
Support Services Captain	0.500	0.500	0.500	-	-
Support Services Sergeant	0.500	0.500	-	-	-
Parking/Code Enforcement Manager	-	-	0.500	0.500	0.500
Parking/Code Enforcement Specialist	0.750	0.750	0.750	0.750	0.750
Code Compliance Officer II	1.000	1.000	1.000	1.000	1.000
Code Compliance Officer I	1.500	1.500	1.500	1.500	1.000
Office Manager	1.000	1.000	1.000	1.000	1.000
Division Chief - Fire Marshal	1.000	1.000	1.000	1.000	1.000
Assistant Fire Marshal	2.000	2.000	1.000	1.000	1.000
Combination Plan Reviewer	0.500	0.500	1.000	1.000	1.000
Office Assistant II	1.000	1.000	1.000	1.000	1.000
	29.250	28.750	27.250	26.750	26.250
Fire-Rescue					
Fire-Rescue Chief	1.000	1.000	1.000	-	-
Director of Public Safety	-	-	-	0.500	0.500
Deputy Fire-Rescue Chief	-	-	-	1.000	1.000
Assistant Fire-Rescue Chief	2.000	2.000	2.000	1.000	1.000
Office Manager	1.000	1.000	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	1.000	1.000	1.000
Medical Billing Specialist	1.000	1.000	1.000	1.000	1.000
Battalion Chief	3.000	3.000	3.000	3.000	3.000
Division Chief - EMS Coordinator	1.000	1.000	1.000	1.000	1.000
Lieutenant	18.000	18.000	18.000	17.000	15.000
Administrative Lieutenant	1.000	1.000	-	-	-
Firefighter Driver/Engineer	15.000	15.000	15.000	15.000	15.000
Firefighter	34.000	34.000	31.000	30.000	30.000
Fleet Manager	-	-	0.200	0.200	0.200
Master Mechanic	1.000	1.200	1.200	1.200	0.200
Mechanic Assistant	0.500	-	-	-	-
Supervisor Lifeguard	1.000	1.000	1.000	-	-
Assistant Supervisor Lifeguard	2.000	2.000	2.000	2.000	1.000
Lifeguard	7.000	7.000	7.000	7.000	5.000
Lifeguard On-Call	-	-	-	-	3.000
Division Chief - Training and Safety	1.000	1.000	1.000	1.000	1.000
	90.500	90.200	86.400	82.900	79.900
Police					
Police Chief	1.000	1.000	1.000	-	-
Director of Public Safety	-	-	-	0.500	0.500
Deputy Police Chief	-	-	-	1.000	1.000
Major	2.000	2.000	2.000	1.000	1.000
Captain	5.000	5.000	4.500	5.000	5.000
Sergeant	14.000	14.000	12.000	12.000	11.000
Police Planner	1.000	1.000	1.000	1.000	1.000

Authorized Positions

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Administrative Assistant	1.000	-	1.000	1.000	1.000
Office Assistant II	1.000	1.000	3.000	3.000	3.000
Administrative Coordinator	1.000	1.000	-	-	-
Police Officer	55.000	52.000	50.000	50.000	50.000
Evidence and Property Specialist	1.000	1.000	-	-	-
Records Information Systems Manager	1.000	1.000	1.000	1.000	1.000
Records Assistant I	2.000	2.000	1.000	1.000	1.000
Civilian Training/PIO Manager	1.000	1.000	-	-	-
Training & Community Relations Coordinator	-	-	-	-	1.000
Telecommunications Manager	1.000	1.000	-	-	-
Lead Telecommunications Supervisor	-	-	-	1.000	1.000
Telecommunications Supervisor	4.000	4.000	3.000	2.000	2.000
Telecommunicator	11.000	11.000	10.000	10.000	10.500
Call-Taker	1.000	1.000	1.000	1.000	1.000
Crime Scene Evidence Tech II	2.000	2.000	1.000	1.000	1.000
Patrol Office Assistant	1.000	1.000	-	-	-
Master Mechanic	1.000	0.800	0.800	0.800	0.800
Detective Office Assistant	1.000	1.000	-	-	-
Crime Scene Evidence Manager	1.000	1.000	1.000	1.000	1.000
Lead Parking Enforcement Officer	1.000	1.000	1.000	1.000	1.000
Parking Enforcement Officer	5.000	5.000	5.000	6.000	6.000
Parking/Code Enforcement Manager	-	-	0.500	0.500	0.500
Support Services (Parking/Code) Captain	0.500	0.500	-	-	-
Support Services (Parking/Code) Sergeant	0.500	0.500	-	-	-
Parking/Code Enforcement Specialist	0.250	0.250	0.250	0.250	0.250
Fleet Manager	1.000	1.000	0.800	0.800	0.800
Crime Intelligence Analyst	1.000	1.000	1.000	1.000	1.000
Crime Prevention Specialist	1.000	1.000	1.000	1.000	1.000
	119.250	115.050	102.850	103.850	104.350
Public Works					
Director of Public Works	1.000	1.000	1.000	1.000	1.000
Assistant Director of Public Works	2.000	2.000	1.000	1.000	1.000
Office Assistant II	4.000	4.000	4.000	4.000	4.000
Records Maintenance Assistant			0.500	0.500	1.000
Public Works Purchasing Coordinator	-	-	-	0.500	0.500
Senior Project Engineer	-	-	1.000	1.000	1.000
Project Administrator	1.000	1.000	-	-	-
Public Works System Specialist	1.000	1.000	1.000	1.000	1.000
Public Works Inspector	1.000	1.000	1.000	1.000	1.500
Town Engineer	1.000	1.000	1.000	1.000	1.000
Coastal Coordinator	1.000	1.000	1.000	1.000	1.000
Project Engineer	2.000	2.000	2.000	2.000	2.000
Managers	5.000	5.000	4.000	4.000	detailed
Office Manager					1.000
Facilities Maintenance Division Manager					1.000
Services Division Manager					1.000
Water Resources Division Manager					1.000
Supervisors	8.800	8.800	5.860	5.860	detailed
Electrician Supervisor					0.960
General Maintenance Supervisor					0.950
Maintenance Mechanic Unit Supervisor					1.000
Streets/Parks Supervisor					0.950
Supervisor/Sanitation					1.000
Supervisor/Trash					1.000

Authorized Positions

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Electrician II	2.800	2.800	2.850	2.850	2.900
Mechanics	7.500	7.500	7.500	7.500	detailed
Mechanic I					2.500
Mechanic II					1.000
Mechanic III					2.000
Mechanic IV					1.000
Equipment Operators	44.700	44.700	37.960	37.960	detailed
Crane Operator					3.000
Equipment Operator I					22.000
Equipment Operator II					3.000
Equipment Operator 20yd/60yd					1.000
Equipment Operator III					1.000
Irrigation and Spray Technician					0.960
Refuse Disposal Operator					1.000
Wastewater Operator I					7.000
Wastewater Operator II					1.000
Wastewater Technician I					1.000
Laborers	12.980	9.980	11.000	11.000	detailed
Parks Laborer					2.000
Laborer I					8.000
Building Maintenance Worker	1.890	1.140	0.900	0.900	1.900
Nursery Worker	0.980	0.980	-	-	-
Tree Trimmer	1.880	1.880	1.880	1.880	-
Street & Sign Painter	0.930	0.970	0.900	0.900	0.900
	101.460	97.750	86.350	86.850	88.020
Recreation Enterprise Fund					
Dockmaster	1.000	1.000	1.000	1.000	1.000
Assistant Dockmaster	1.000	1.000	-	-	-
Dock Attendant	1.450	1.450	1.480	2.120	1.500
Office Manager	1.000	1.000	1.000	1.000	1.000
Tennis Facilities Supervisor	2.000	2.000	2.000	1.000	1.000
Tennis Facilities Assistant	1.000	1.000	1.000	1.000	1.000
Tennis Attendant	1.600	1.600	1.600	1.650	-
Recreation Supervisor	2.000	2.000	2.000	2.000	2.000
Maintenance Worker	2.000	2.000	2.000	1.000	1.000
Bus Driver	0.260	0.260	-	0.480	-
Activity Leader	3.440	2.780	3.700	3.440	1.000
Director of Recreation and Special Projects	1.000	1.000	1.000	0.900	0.900
Assistant Director of Recreation	2.000	2.000	2.000	2.000	1.000
Golf Manager	1.000	1.000	1.000	1.000	1.000
Golf Course Superintendent	1.000	1.000	1.000	1.000	1.000
Golf Course Facility Supervisor	1.000	1.000	1.000	1.000	1.000
Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Equipment Operator	2.120	2.120	0.750	1.150	1.200
Golf Laborer	0.540	0.540	-	0.400	-
Registration Clerk	2.540	2.540	3.300	1.420	0.720
Golf Course Attendant	-	-	-	0.500	0.775
Public Works Employees	0.780	0.740	0.650	0.650	0.480
	29.730	29.030	27.480	25.710	18.575
Self Insurance Fund - Risk					
Risk Manager	1.000	1.000	1.000	1.000	1.000
Administrative Secretary	0.500	-	-	-	-
	1.500	1.000	1.000	1.000	1.000

Authorized Positions

Full Time Equivalent Employees	FY2009	FY2010	FY2011	FY2012	FY2013
Self Insurance Fund - Health					
Director of Human Resources	0.150	0.150	0.100	0.100	0.100
Assistant Director of Human Resources	-	-	0.200	0.200	0.200
Human Resources Coordinator	-	-	-	0.330	0.320
HR Assistant	0.300	0.300	0.050	-	-
Human Resource Analyst	0.600	0.600	0.050	0.050	0.050
Office Assistant II/OHC	0.050	0.050	0.130	0.120	0.125
	1.100	1.100	0.530	0.800	0.795
Retirement Fund					
Director of Human Resources	-	-	-	-	0.024
HR Assistant	-	-	-	0.500	0.375
Finance Director	-	-	-	-	0.024
Assistant Finance Director	-	-	-	-	0.019
Accounting Supervisor	-	-	-	-	0.023
Payroll Specialist	-	-	-	-	0.231
Accounting Clerk	-	-	-	-	0.012
	-	-	-	0.500	0.708
OPEB Trust					
Director of Human Resources	0.050	0.050	0.100	0.100	0.100
HR Assistant	0.100	0.100	0.050	-	-
Human Resource Analyst	0.100	0.100	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	0.200
Human Resources Coordinator	-	-	-	0.320	0.330
Finance Director	0.050	0.050	0.050	0.050	0.050
	0.500	0.500	0.450	0.720	0.730
Kruesler Park					
Various	2.200	2.200	2.000	-	-
Grand Total	410.390	399.980	367.330	362.650	353.945

Town of Palm Beach
Donation Reserve Account Summary
Period Ended
August 31, 2012

Donation Account	Balance at 10/1/11	Revenues FY12	Expenditures FY12	Encumbrance	Balance at 8/31/12
Finance	90.17				90.17
Fire-Rescue	35,843.86	68,954.06	25,538.50	2,851.42	76,408.00
Fire Public Education	23,436.76	55.00	2,007.20		21,484.56
Co-Worker Recognition Program	13,006.11	40,000.00	23,846.82		29,159.29
Employee of the Year Award	-	3,500.00	3,500.00		-
Employee Events	-	9,000.00			9,000.00
Town Scholarship Fund	3,000.00				3,000.00
Police Department	93,897.16	37,140.00	5,193.74		125,843.42
DuPont Training	1,004.37	5,850.00	3,495.00		3,359.37
Marine Unit Equipment	1,000.00				1,000.00
PBCA Raymond J. Kunkel Award	3,000.00				3,000.00
Public Works Department	6,999.05	5,000.00	2,492.79		9,506.26
Town Beautification	37,787.76	850.00			38,637.76
Tangier/N. County Road Improvement	2,415.36				2,415.36
Ibis Isle Project	(1,231.56)		3,577.14		(4,808.70)
Planning, Zoning & Building	50.00				50.00
Recreation Department	14,213.26	881.04	1,797.07		13,297.23
July 4th Celebration	13,847.44				13,847.44
Employee Fitness Center	34,357.09		2,860.74	310.00	31,186.35
Undesignated Donations	3,453.33	2,800.00	31.01		6,222.32
Bicentennial Eagle	82.22				82.22
Royal Poinciana Beautification	1,750.00				1,750.00
S County Rd Beautification	2,880.00				2,880.00
Ibis Bridge Sand Dredging	13,500.00		13,500.00		-
Fire Athletic Activities	50.00				50.00
Holiday Decorations	25,949.57	34,650.00	53,580.35	4,120.00	2,899.22
Police Softball League	4,510.79	500.00	4,204.70		806.09
MidTown Bathrooms	9,500.00	239,000.00	29,671.11	188,841.93	29,986.96
Crime Scene Equipment	255.04				255.04
Total	344,647.78	448,180.10	175,296.17	196,123.35	421,408.36

Town of Palm Beach

Financial Policies

Town of Palm Beach, Florida

Subject Policy: Fund Balance

Approved: August 9, 2011

Update: July 12, 2012

Purpose: The Town hereby establishes and will maintain Fund Balance, as defined herein, in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Fund Balance shall be composed of non-spendable, restricted, committed, assigned and unassigned amounts.

A Fund Balance Policy is adopted to establish a level of funding that protects against unanticipated events that would adversely affect the financial condition of the Town and jeopardize the continuation of necessary public services. The policy also is established to secure and maintain investment-grade credit ratings, meet seasonal shortfalls in cash flow, and guard against revenue shortfalls. Fund balance information is used to identify the available resources for tax stabilization or enhance the financial position of the Town, in accordance with policies established by the Town Council.

This Fund Balance Policy establishes:

a) Fund balance policy for the general fund;
b) Reservations of fund balance for the general fund;
c) The method of budgeting the amount of estimated unrestricted fund balance available for appropriation during the annual budget adoption process (prior to the actual, audited fund balance being known); and
d) Establish a spending order of fund balances.

Fund Balance Policy:

1. Restricted Fund Balance –Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation will be budgeted and reported in special revenue funds,

capital project funds or debt service funds. There is no restricted fund balance in the General Fund.

2. Committed Fund Balance – Commitment of fund balance may be made for such purposes including, but not limited to, a) major maintenance and repair projects; b) meeting future obligations resulting from a natural disaster; c) accumulating resources pursuant to stabilization arrangements; d) establishing reserves for disasters; and/or e) for setting aside amounts for specific projects or purposes.

   Commitment of fund balance may be made from time-to-time by ordinance of the Town Council. Commitments may be changed or lifted only by the Town Council taking the same formal action that imposed the constraint originally (ordinance). The use of committed fund balances will be considered in conjunction with the annual budget adoption process or by budget amendment approved by Ordinance of the Town Council during the fiscal year.

3. Assigned Fund Balance – Assignment of fund balance may be a) made for a specific purpose that is narrower than the general purposes of the government itself; and/or b) used to reflect the appropriation of a portion of existing unassigned fund balance to eliminate a projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues.

   Assigned fund balance shall reflect management's intended use of resources as set forth in the annual budget (and any amendments thereto). Assigned fund balance may or may not be appropriated for expenditure in the subsequent year depending on the timing of the project/reserve for which it was assigned.

4. Non-Spendable Fund Balance – Non-spendable fund balance is established to report items that are not expected to be converted to cash such as inventory and prepaid items; items not currently in cash form such as the long-term amount of loans and notes receivable; and, items legally or contractually required to be maintained intact.

5. Minimum Level of Unassigned Fund Balance – Unassigned fund balance is the residual classification for the general fund and represents fund balance that has not been restricted, committed or assigned to specific purposes within

the general fund. The Town will maintain a minimum level of 25% of general fund operating expenditures.

If after the annual audit, prior committed or assigned fund balance causes the unassigned fund balance to fall below 25% of general fund operating expenditures, the Town Manager will so advise the Town Council in order for necessary action to be taken to restore the unassigned fund balance to 25% of General Fund operating expenditures.

The Town Manager will prepare and submit a plan to the Town Council, that may include expenditure reductions, revenue increases, use of non-recurring revenues, budget surpluses and excess resources in other funds to restore fund balance to the minimum level. The Town shall take action necessary to restore the unassigned fund balance to acceptable levels within two years.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it is the Town's policy to reduce restricted amounts first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it is the Town's policy to reduce committed amounts first, followed by assigned amounts, then unassigned amounts.

Reservations of Fund Balance (General Fund)

Committed Fund Balance – There are no current commitments of fund balance in the General Fund.

Assigned Fund Balance

The Town Council hereby establishes the following assignment of fund balance in the General Fund:

a) East Central Regional Wastewater Treatment Facility Debt Service – A reserve equal to the Town's portion of the future debt service on the 1993 loan for the improvements to the East Central Regional Wastewater Treatment Facility. The reserve will be adjusted annually to reflect the outstanding debt service.

b) Compensated Absence Reserve – To fund the value of accrued compensated absences. The reserve includes accrued vacation, sick time and compensatory time and related payroll tax liability. The reserve will be adjusted annually during the year-end process and will be funded at a

rate of 100% of the fiscal year end accrued balance. The Town Council will annually give consideration to appropriate funds from this reserve based upon estimated pay-outs of eligible accrued vacation, sick and compensatory time and the related payroll tax liability.

c) Assignment to Subsequent Year's Budget – The subsequent year's budget fund balance is assigned by the Town management as set forth in the annual budget (and any amendments thereto) to appropriate a portion of existing unassigned fund balance to eliminate projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues.

Budgeting

1. Appropriation of Unrestricted Fund Balance – The actual amount of unrestricted fund balance (total of committed fund balance assigned fund balance and unassigned fund balance) is not known until the completion of the annual audit which takes place within six months after the end of the fiscal year being audited. However, an estimate of unrestricted fund balance (also called estimated beginning fund balance) will be made and reported during the annual budget adoption process (June through September) which is prior to the end of the fiscal year, September 30th.

2. Estimated Beginning Fund Balance – In order to achieve the most accurate estimate possible, the Finance Department shall project both Sources of Funds (revenues, prior years unrestricted fund balances carried forward and other financing sources) and Uses of Funds (operating and non-operating expenditures), including accruals, for each governmental fund through September 30th of the current fiscal year. These projections will be shown for each fund in the proposed and final budget documents. The difference between the estimated actual sources of funds and estimated actual uses of funds is the calculated estimated beginning fund balance for the subsequent fiscal year. If planned for use in the subsequent fiscal year, committed and assigned fund balance may be included in the estimated beginning fund balance.

3. Estimated Ending Fund Balance – For the year being budgeted, a calculation of estimated ending fund balance shall be made. This calculation shall be the difference between the budgeted sources of funds and the budgeted uses of funds as described above.

If after the annual audit, the actual general fund unassigned fund balance is greater than 25% of operating expenditures in the general fund, the excess may be used in one or a combination of the following ways:

a) Left in the general fund to earn interest and roll forward into the subsequent year's beginning fund balance;
b) Appropriated by the Town Council for a one-time expenditure or opportunity that does not increase recurring operating costs; or
c) Temporary revenue shortfalls or unpredicted one-time expenditures due to a severe economic downturn or other major event(s) affecting the General Fund.

Spending Order of Fund Balances: The Town will use excess unassigned fund balance first before spending any of the unassigned fund balance below 25%.

Annual Review and Determination of Fund Balance Policy: Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process, and the estimated amounts of restricted, committed assigned, non-spendable and minimum level of unassigned fund balance shall be determined during this process. The Town Manager will report the preliminary status of fund balance in the annual budget.

Responsibility: It will be the responsibility of the Town Manager and the Finance Director to implement this policy.

Effective Date: This policy shall take effect immediately upon adoption and will be applied beginning with the preparation of the Town's September 30, 2012 Comprehensive Annual Financial Report and adoption of the Town's Fiscal Year 2012-2013 Budget.

Update: Update shall take effect immediately upon adoption and will be applied with the preparation of the Town's September 30, 2013 Comprehensive Annual Financial Report.

DEFINITIONS

Fund Balance – As defined by the Governmental Accounting, Auditing and Financial Reporting of the Government Finance Officers Association, fund balance is "The difference between assets and liabilities reported in a governmental fund."

Non-Spendable Fund Balance – Amounts that are (a) not in a spendable form or (b) legally or contractually required to be maintained intact. "Not in spendable form" includes items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as long-term amount of loans and notes receivable, as well as property acquired for resale. The principal of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

Restricted Fund Balance – Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations or other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – Amounts that can be used only for the specific purposes determined by a formal action (ordinance ~~or resolution~~) of the Town Council. Commitments may be changed of lifted only by the Town Council taking the same formal action (ordinance ~~or resolution~~) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned Fund Balance – Includes spendable fund balance amounts established by management of the Town that are intended to be used for specific purposes that are neither considered restricted or committed.

Unassigned Fund Balance - Unassigned fund balance is the residual classification for the general fund and represents fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

Unrestricted Fund Balance – The total of committed fund balance, assigned fund balance and unassigned fund balance.

Reservations of Fund Balance – Reserves established by the Town Council or by Town Management.

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - General Fund

Effective Date: October 1, 2001

Revised: October 1, 2005

Revised: October 1, 2007

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline restricting the use of the Contingency Reserve within the General Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 1.5% of the proposed General Fund budget from the Fund Balance of the General Fund, to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town;

2. Unfunded federal/state mandates that require immediate funding;

3. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Original Approval Date: August 14, 2001

Revision Approved: July 12, 2005

Second Revision Approved: August 6, 2007

Town of Palm Beach, Florida

Subject Policy: Designation of General Fund - Fund Balance for Payment of Liability Related to Compensated Absences Leave Balances

Effective Date: September 30, 2004

Purpose: The purpose of this policy is to designate a portion of the General Fund - Fund Balance to create a reserve to fund the value of accrued compensated absences. The reserve will significantly reduce the budgetary fluctuations due to the payout of accrued leave time to terminated or retired employees. The reserve will also fund Retirement Health Savings Plan contributions of vacation and sick time, and any expenditures relating to the plan.

Policy: It is the policy of the Town of Palm Beach to designate a portion of the Town's General Fund - Unassigned Fund Balance as a reserve for funding the value of accrued compensated absences. The reserve includes accrued vacation, sick time and compensatory time and related payroll tax liability. The designation will be adjusted annually during the year end process and will be funded at a rate of 100% of the fiscal year end accrued balance. The Town Council will annually give consideration to appropriate funds from this reserve based upon estimates of pay- outs of eligible accrued vacation, sick and compensatory time and the related payroll tax liability. In addition, funds may be appropriated from this reserve for employees that elect to use their vacation or sick time as a contribution to the Retirement Health Savings Plan. The reserve fund will be increased or decreased annually based upon the fiscal year end accrued balance. The annual appropriation for estimated pay-outs will be shown in the General Government program of the General Fund budget.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually during the budget process of the amount to be appropriated from this fund. In addition, the full reserve value will be shown as a designation of General Fund - Fund Balance in the Comprehensive Annual Financial Report. The Town Council has the authority to annually appropriate funds during the budget process for this purpose.

Approval Date: August 10, 2004

Town of Palm Beach, Florida

Subject Policy: Reserve for Encumbrances, Continuing Appropriations, and Prepaid Expenses

Effective Date: October 1, 2001

Purpose: In order to honor unpaid obligations, unfinished projects and prepaid expenses for the budget period, a reserve of fund balance will be established at the end of the fiscal year for encumbrances, continuing appropriations and prepaid expenses.

Policy: It is the policy of the Town of Palm Beach that at the end of every fiscal year a reserve will be established to designate fund balance in the amount equal to the Town's unpaid obligations, unfinished projects and prepaid expenses that carry over from one fiscal year to into the next. Departments shall encumber funds with a purchase order or with written approval by the Town Manager in a memorandum making the request.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to implement this policy.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - Capital Fund

Effective Date: October 1, 2001

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Capital Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 10% of the proposed Capital budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town;

2. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year;

3. Unforeseen expenses that would be more cost effective to be completed with a current project;

4. Expenses in excess of the budgeted contingency for any budgeted capital improvement project.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Equipment Replacement Reserve

Effective Date: October 1, 2001

Revised: September 30, 2006

Purpose: The purpose of this policy is to create a reserve to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful lives. The reserve will significantly reduce the budgetary fluctuations due to the purchase of large costly pieces of equipment. The reserve also established the fixed asset inventory and depreciation schedule as required by GASB34.

Policy: It is the policy of the Town of Palm Beach to maintain a reserve for funding the replacement costs of existing equipment, vehicles, and computers when they reach the end of their useful lives. The fund is to be maintained at a rate of 100% of accumulated depreciation based upon the estimated replacement cost of the assets in the fund. Funds will be drawn from this reserve to purchase replacement equipment that has been fully depreciated and must be replaced. New purchases (non replacement items) shall be appropriated in the requesting department's budget and added to the fixed asset listing when purchased. They will then be depreciated annually for replacement upon the end of the asset's useful life. The fund will receive an annual appropriated transfer from the General Fund equal to the annual depreciation amount on the assets held in the fund. The annual depreciation amount will be allocated to each department as an appropriated expenditure based on the assets held by the department.

The proceeds, net of costs, from the sale of surplus equipment from the equipment replacement fund shall be deposited in the equipment replacement fund.

Requests for replacement of equipment should be made annually through the budget process and should coincide with the 5 year equipment replacement plan. All requests will be reviewed for approval by the Town Manager.

Excess reserves in the fund that have built up over time may be used to fund new purchases (non replacement items). Distribution of the excess reserves for new purchases shall be a decision of the Town Manager and the requesting department's proportionate share of the funds assets will be a consideration in making distribution decisions.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually through the budget process of the items and dollar amount for each that will be purchased from the equipment replacement fund and to advise to the adequacy of the funding level of this reserve.

Approval Date: July 12, 2006

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - Equipment Replacement Fund

Effective Date: October 1, 2007

Revised: October 1, 2009

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Equipment Replacement Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of $500,000, or an amount deemed necessary and prudent by the Town Manager as indicated in his/her annual budget proposal, from the net assets of the fund to address unexpected needs that may occur throughout the year. Examples of the use of this reserve may include:

Requests that could not be reasonably anticipated during the budget process for the current year.

Expenditures to replace unbudgeted equipment purchases that has been damaged or has become inoperable prior to the end of the useful life.

All requests for expenditures from this reserve will require a detailed justification to be submitted to the Town Manager for his/her prior approval, and the subsequent approval of the Town Council.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council annually or as necessary on the use of this contingency reserve.

Approval Date: August 6, 2007

Revision Approved: July 14, 2009

Town of Palm Beach, Florida

Subject Policy: Recreation Enterprise Fund Reserve

Effective Date: October 1, 2001

Purpose: The purpose of this policy is to establish an appropriate level of net assets in the Town's enterprise fund. Adequate levels of net assets will provide for unanticipated financial impacts as well as provide for one-time expenditures to improve the facilities.

Policy: It is the policy of the Town of Palm Beach that the Town maintain minimum net asset levels equal to 25% of the proposed budgeted revenues. The percentage represents three months of revenue.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to implement this policy. The Town Manager will report regarding the status of the net assets in the annual budget message and/or in the Comprehensive Annual Financial Report.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Dock Replacement Reserve – Recreation Enterprise Fund

Effective Date: October 1, 2002

Purpose: The purpose of this policy is to create a reserve to fund the replacement cost for the construction of the Town's docks when each of the three docks (at Brazilian, Australian, and Peruvian Avenues) reaches the end of its useful life. The reserve will significantly reduce, if not eliminate, the need for borrowing funds to finance the re-building of the docks.

Policy: It is the policy of the Town of Palm Beach to maintain a reserve for funding the replacement costs of the Town docks. The reserve fund is to be maintained at a rate of 100% of accumulated depreciation. Funds will be drawn from this reserve for the construction of new docks whenever it is determined that they must be replaced. The reserve fund will be increased by an annual appropriation equal to the annual depreciation and any interest earned on the reserve will be allocated to the account. The depreciation will be calculated using the straight line method with an estimated useful life of 25 years from the construction date for each dock.

An account will be established with the initial transfer on October 1, 2002, of the accumulated depreciation through September 30, 2002, from available funds.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council as to the adequacy of the funding level of this reserve. The Town Manager and Finance Director will recommend an appropriation of funds from this reserve to the Town Council whenever it is necessary for construction of a replacement dock(s) is to take place.

Approval Date: August 13, 2002

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - Recreation Enterprise Fund

Effective Date: October 1, 2004

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and provide a clear guideline restricting the use of the Contingency Reserve within the Recreation Enterprise Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 5% of the proposed Recreation Enterprise Fund operating expense budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town and/or the activities of the fund and,

2. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: August 10, 2004

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve -Recreation Enterprise Fund - Capital Fund

Effective Date: October 1, 2005

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Recreation Enterprise Fund - Capital Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 5% of the proposed Recreation Enterprise Fund - Capital budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. The contingency amount will be funded from the retained earnings of the Recreation Enterprise Fund - Capital Fund. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town;

2. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year;

3. Unforeseen expenses that would be more cost effective to be completed with a current project;

4. Expenses in excess of the budgeted contingency for any budgeted capital improvement project.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: July 12, 2005

Town of Palm Beach, Florida

Subject Policy: Equipment Replacement Reserve - Recreation Enterprise Fund

Effective Date: October 1, 2005

Purpose: The purpose of this policy is to create a reserve within the Recreation Enterprise Fund to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful lives. The reserve will significantly reduce the budgetary fluctuations due to the purchase of large costly pieces of equipment. The reserve will also establish the fixed asset inventory and depreciation schedule as required by GASB34.

Policy: It is the policy of the Town of Palm Beach to maintain a reserve for funding the replacement costs of existing equipment, vehicles, and computers within the Recreation Enterprise Fund when they reach the end of their useful lives. The fund is to be maintained at a rate of 100% of accumulated depreciation based upon the estimated replacement cost of the assets in the fund. Funds will be drawn from this reserve to purchase replacement equipment that has been fully depreciated and must be replaced. New purchases (non replacement items) shall be appropriated in the requesting department's budget and added to the fixed asset listing when purchased. They will then be depreciated annually for replacement upon the end of the asset's useful life. The reserve fund will be increased by an annual appropriation equal to the annual depreciation. Any interest earned on the reserve will be allocated to the account. The annual depreciation amount will be allocated to each activity of the fund as an appropriated expense based on the assets held and used in the function of the activity.

The proceeds, net of costs, from the sale of surplus equipment from the Recreation Enterprise Fund shall be added to the reserve fund.

Requests for replacement of equipment should be made annually through the budget process and should coincide with the estimated useful life of the asset. All requests will be reviewed for approval by the Town Manager.

Excess reserves in the fund that have built up over time may be used to fund new purchases (non replacement items). Distribution of the excess reserves for new purchases shall be a decision of the Town Manager.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually through the budget process of the items and dollar amount for each asset that will be purchased from the equipment replacement fund and to advise to the adequacy of the funding level of this reserve.

Approval Date: July 12, 2005

Town of Palm Beach, Florida

Subject Policy: Reserve for Catastrophic Exposures/Emergencies - Risk Fund

Effective Date: October 1, 2001

Revised: October 1, 2002

Purpose: The purpose of this policy is to set aside emergency reserves that will protect the Town of Palm Beach against the potentially disastrous financial impacts of response to and recovery from a man made or natural emergency situation.

Policy: It is the policy of the Town of Palm Beach to maintain a Reserve for Catastrophic Exposures/Emergencies within the Town's Self Insurance - Risk Fund for events of such magnitude that they could not otherwise be covered by available budgeted funds. This reserve shall be used only for one or more of the following events:

1. Local disaster response and recovery costs resulting from a natural or man-made disaster requiring Town expenditures not reimbursable from insurance carriers or the Federal and State governments;

2. Local disaster response and recovery costs resulting from a natural or man-made disaster that are paid up-front to expedite effective emergency management prior to reimbursement by insurance carriers or the Federal and State governments, with reimbursements, if any, paid back to the reserve;

3. Large judgments in excess of insurance coverage, or uninsured claims not covered by policies;

4. Budget stabilization purposes in response to increases in premium rates and/or loss fund increases.

The amount of the reserve will be maintained at a *minimum* level of $2,500,000, and may be adjusted annually based on market conditions, inflation rates, insured retention levels, and potential claims. This amount will be appropriated annually from Net Assets, in order to avoid amending the budget in case of an emergency.

Responsibility: It is the responsibility of the Town Manager and/or the Finance Director to advise the Town Council when it may be necessary to draw down this reserve, identifying the criterion which has been met. The Town Manager may draw down this reserve without Town Council approval if necessary to aid in the payment of local disaster response and recovery costs.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve -Risk Fund

Effective Date: October 1, 2001

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Risk Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of $500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Uninsured losses of $500,000 or less or,

2. Rate increases which exceed forecasted, budgeted amounts.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve -Health Insurance Fund

Effective Date: October 1, 2003

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in health insurance costs and claims exposure, and provide a clear guideline for the use of the Contingency Reserve within the Health Insurance Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of $500,000, or an amount deemed necessary and prudent by the Town Manager as indicated in his/her annual budget proposal, from the Retained Earnings of the fund to address unexpected needs that may occur throughout the year. Examples of the use of this reserve may include:

1. A large volume of claims that exceed the forecasted, budgeted amounts;

2. Rate increases which exceed forecasted, budgeted amounts.

All requests for expenditures from this reserve will require a detailed justification to be submitted to the Town Manager for his/her prior approval.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council annually or as necessary on the use of this contingency reserve.

Approval Date: August 12, 2003

Town of Palm Beach, Florida

Subject Policy: Budgetary Control

Effective Date: October 1, 2001

Purpose: The purpose of this policy is to formalize the Town's level of budgetary control, and to provide for the administrative realignments of funds by the Town Manager and Finance Director to deal with unexpected needs as long as service to the public is not negatively impacted.

Policy: It is the policy of the Town of Palm Beach that the budget be controlled at the program level within each department by the applicable department head. Budget amendment requests, transferring funds between programs will originate from the applicable department head and the Finance Director and shall be subject to the approval of the Town Manager. The Town Manager may authorize transfers between departments if the action is deemed necessary to meet the obligations of the Town.

Reserves and new revenues may not be appropriated through this process, interfund transfers may not be made, and total appropriations of the Town shall not be changed, without prior affirmative action of the Town Council.

Responsibility: It is the responsibility of the Finance Director, under the direction of the Town Manager, to implement this policy.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject: Debt Management Policy

Effective Date: October 1, 2001

Purpose: To establish parameters and guidance for the issuance, management, monitoring, assessment and evaluation of all Debt Obligations (defined below) issued by the Town of Palm Beach.

Policy: It is the policy of the Town of Palm Beach:

(a) To periodically approve the issuance of Debt Obligations on behalf of the Town to finance the construction or acquisition of infrastructure and other assets for the purpose of meeting its governmental obligations to its residents;
(b) To approve the issuance of Debt Obligations to refund outstanding debt when indicated by market conditions or management of Debt Obligations to refund outstanding debt when indicated by market conditions or management considerations;
(c) That such Debt Obligations are issued and administered in such a manner as to ensure and sustain the long-term financial integrity of the Town, to achieve the highest possible credit rating and to preserve and enhance the quality of life, safety and welfare of its citizens;
(d) That such Debt Obligations shall not be issued or debt proceeds used to finance current operations of the Town except as provided herein;
(e) To minimize the impact of construction or acquisition of infrastructure and other assets on the budget of the Town;
(f) That the Town will consider long-term financing for the acquisition, maintenance, replacement, or expansion of physical assets (including land) only if they have an economic/useful life of at least five years;
(g) That the Town will not issue debt for periods exceeding the useful life or average useful lives of the project or projects to be financed;
(h) That the Town normally will rely on internally generated funds and/or grants to finance its capital needs. Debt will be issued for a capital project only in the case of emergency, or when inclusion of a project in the Town's pay-as-you-go Capital program will preclude the construction of smaller necessary capital improvements;
(i) That the Town will keep outstanding debt within the limits prescribed by Section 7.01 of the Town Charter.

Debt Obligations shall mean bonds, notes, letters and lines of credit, lease purchases, or other securities issued by the Town against a pledge of a specific revenue source or sources, the proceeds of which are used to fund a capital project providing a public benefit.

Responsibility: It is the responsibility of the Finance Director under the direction of the Town Manager, to implement this policy. Departments should submit requests to use debt obligations for financing and submit to the Town Manager for review and approval.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Revenue Shortfall Plan

Effective Date: October 1, 2002

Purpose: To establish a plan to address financial conditions which could result in a net shortfall of revenues as compared to expenditures. The plan is divided into the following three components:

Indicators, which serve as warnings that potential budgetary impacts are increasing in probability. Indicators will be shown as a percentage reduction in revenues. The Town will monitor key revenue sources as well as inflation factors and national and state trends.
Phases, which will serve to classify and communicate the severity of the situation, as well as identify the actions to be taken at the given phase.

Actions, which are the preplanned steps to be taken in order to prudently address and counteract the anticipated shortfall.

The recession plan and classification of the severity of the economic downturn, will be used in conjunction with the Town's policy regarding the importance of maintaining the Unassigned Fund Balance reserves to address economic uncertainties.

The following is a summary of the phase classifications, indicators and the corresponding actions to be taken:

Phase 1
Alert: An anticipated net reduction in budgeted revenue vs. actual receipts of 1% up to 5%. The actions associated with this phase are as follows:

Actions:
A. Delaying expenditures where reasonably possible, while maintaining the same level of service.
B. Departments shall monitor their individual budgets to ensure that only essential expenditures are made to maintain service levels.
C. Non-essential capital expenditures may be deferred.
D. Hiring for vacant positions will be closely scrutinized and may result in delaying the recruitment process and using temporary help where possible.

Phase 2
Minor: A reduction in total budgeted revenues vs. actual receipts in excess of 5% to 9%. The objective at this level is still to maintain the same level of service where possible. Actions associated with this level may be:

Actions:
A. Intensifying the review process for large items such as contract services, consulting services, and capital expenditures including capital improvements.
B. Hiring to fill vacant positions only with special justification and authorization.
C. Closely monitoring and reducing expenditures for travel and seminars.

Phase 3
Moderate: A reduction in total budgeted revenues vs. actual receipts of 10% to 15% Initiating cuts of service levels by:

Actions:
A. Deferring large expenditures.
B. Deferring capital expenditures.
C. Reducing CIP appropriations from the General Fund and deferring projects.
D. Institute a hiring freeze.
E. Eliminate expenditures for travel and seminars.
F. Consider across the board departmental budget cuts.

Phase 4
Major: A reduction in total budgeted revenues vs. actual receipts of 16% to 25% Implementation of major service cuts may include:

Actions:
A. Reducing the temporary work force.
B. Deferring merit wage increases.
C. Further reducing capital expenditures.
D. Preparing a strategy for reduction in work force.
E. Instituting across the board departmental budget cuts.
F. Draw on excess unassigned fund balance to compensate for lost revenue.

Phase 5
Crisis: A reduction in total budgeted revenues vs. actual receipts of over 25%. Actions may include:

Actions:
A. Implementing reduction in work force or other personnel cost reduction strategies.
B. Eliminate programs.
C. Eliminate capital improvement projects.
D. Draw on unassigned fund balance to compensate for lost revenue.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council of a revenue shortfall as soon as it is apparent based upon the established indicators. The Town Manager and Finance Director will recommend actions based upon the Phase classifications.

Approval Date: August 13, 2002

Glossary

The definition of terms listed are provided to assist the user in the understanding of terminology used throughout the text of the budget document. For your convenience and reading ease, the following is a list of acronyms that are used by the Town of Palm Beach.

ALS Advanced Life Support
CAFR Comprehensive Annual Financial Report
CDBG Community Development Block Grant
CIP Capital Improvement Program
EMS Emergency Medical Services
FY Fiscal Year
FTE Full-Time Equivalent
GAAP Generally Accepted Accounting Principals
GASB Governmental Accounting Standards Board
GIS Geographic Information System
ICMA International City/County Management Associaition
MDT Mobile Data Terminals
OPEB Other Post Employment Benefits
REF Recreation Enterprise Fund
TRIM Truth in Millage

ACCOUNT NUMBER: A system of designating accounts, entries, invoices, vouchers, that quickly references certain required information.

ACCOUNTING PERIOD: A period at the end of which and for which financial statements are prepared. The Town's accounting period is from October 1 through September 30.

ACCOUNTING PROCEDURES: All processes which discover, record, classify and summarize financial information to produce financial reports and provide internal control.

ACCOUNTING SYSTEM: The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.

ACCOUNTS PAYABLE: A liability account reflecting amounts on open accounts owing to private persons or organizations for goods and services received by a government.

ACCOUNTS RECEIVABLE: An asset account reflecting amounts owing on open accounts from private persons or organizations for goods and services provided by a government.

ACCRUAL BASIS: The basis of accounting under which transactions are recognized when they occur regardless of the timing of related cash flow.

ACTUARIAL: A person or methodology that makes determinations of required contributions to achieve future funding levels that addresses risk and time.

ACCUMULATED DEPRECIATION: Accumulated depreciation is the total depreciation taken for an asset since it was placed in service. Also known as life-to-date depreciation and depreciation reserve.

ACTIVITY CLASSIFICATION: A grouping of expenditures on the basis of specific lines of work performed by organizational units. For example: sewage treatment and disposal, solid waste collection, and street cleaning are activities performed in carrying out the function of sanitation and the segregation of the expenditures is made for each of these activities constitutes an activity classification.

AD VALOREM: A tax levied in proportion to value of the property against which it is levied.

ADOPTED BUDGET: The budget as it is approved by the Town Council prior to the beginning of each fiscal year.

AMENDED BUDGET: The amended budget is the working budget. It is the adopted budget that incorporates all operating transfers and approved budget amendments (changes in the budget total that are approved subsequent to initial adoption).

AMORTIZATION: (1) Gradual reduction, redemption or liquidation of the balance of account according to a specific schedule of times and amounts. (2) Provision for the

extinguishment of a debt by means of a Debt Service Fund.

ANNUAL BUDGET: A plan for the coordination of resources and expenditures. The budget is the financial plan for the Town's allocation of resources to provide services, accomplish the Town's goals and objectives, and perform activities.

APPRAISE: To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term "assess" is substituted for this term.

APPROPRIATION: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT ROLL: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. The name and address of the last known owner are also usually shown. In the case of personal property, the assessment roll is the official list containing the name and address of the owner, a description of the personal property and its assessed value.

ASSETS: Resources owned or held by a government, which have monetary value.

AUDIT: A methodical examination of utilization of resources. It concludes in a written opinion of its findings. An audit is a test of management's accounting system to determine the extent to which internal accounting controls are both available and being used.

AUTHORITY: A government or public agency created to perform a single function or a restricted group of related activities. Usually such units are financed from service charges, fees and tolls, but in some instances they also have taxing powers. An authority may be completely independent of other governments or partially dependent upon other governments for its creation, its financing or the exercise of certain powers

AVAILABLE FUND BALANCE: This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

BALANCED BUDGET: A budget in which planned funds available equal planned expenditures.

BEGINNING FUND BALANCE: The unexpended amount in a fund at fiscal year end, which is available for appropriation in the next fiscal year.

BENEFITS: Payments to which participants may be entitled under a pension plan, including pension benefits, death benefits, and benefits due on termination of employment.

BOND: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BOND RATING: An evaluation of credit worthiness performed by an independent rating service. The Town is one of only three municipalities in the State of Florida to maintain a AAA rating from both Moody's and Standard & Poor's.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan is finally approved by that body. It is either usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

Glossary

BUDGET AMENDMENT: The process by which unanticipated changes in revenue or expenditures are made a part of the budget, thereby amending it.

BUDGET CALENDAR: A schedule of key dates which the Town follows in the preparation, adoption and administration of the budget.

BUDGET MESSAGE: A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

BUDGET TRANSFER: An action which changes budgeted amounts at the department, division, and/or object code level of control with offsetting increases and decreases in budgeted line items.

BUDGETARY BASIS: This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash or modified accrual.

BUDGETARY CONTROL: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

BUSINESS PLAN: A written document outlining how Town sources will be applied to achieve the objectives determined for the Leisure Services Enterprise Fund.

CAPITAL EQUIPMENT: Equipment with an expected life of more than one year and a value of more than $2,500 for vehicles and equipment and $1,500 for computer equipment.

CAPITAL LEASE: An agreement conveying the right to use property, plant or equipment usually for a stated period of time where the lessee assumes all the risks and rewards of ownership.

CAPITAL OUTLAYS: Expenditures which result in the acquisition or addition of fixed assets.

CAPITAL PROGRAM: A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures. The minimum threshold used to qualify a project for the Capital Improvement Program is $50,000.

CAPITAL PROJECT: Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life; also called capital improvements.

CAPITAL PROJECT FUNDS: One or more governmental type of funds established to account for resources used for the acquisition of large capital improvements, other than those accounted for in proprietary or trust funds.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): This official annual report presents the status of the Town's finances in a standardized format. The CAFR is organized by fund and contains two basic types of information: a balance sheet that compares assets with liabilities and fund balance; and an operating statement that compares revenues and expenditures.

CONTINGENCY: A budgeted reserve set-aside for possible emergencies, revenue shortfalls, or unforeseen expenditures not otherwise budgeted for.

CURRENT ASSETS: Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which will be used upon or converted into cash within one year. Some examples are cash, temporary investments and taxes receivable which will be collected within one year.

DEBT LIMIT: The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE: The payment of principal and interest on borrowed funds, such as bonds.

DEBT SERVICE FUNDS: One or more funds established to account for revenues and expenditures used to repay the principal and interest on debt.

DEBT SERVICE REQUIREMENT: The amount of money required to pay the principal and interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

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

DEPARTMENT: A basic organizational unit of government that is functionally unique in its delivery of services.

DEPRECIATION: The decrease in value of physical assets due to use and the passage of time.

DESIGNATED FUND BALANCE: Funds that have been identified for a specific purpose. This differs from reserved funds, in that there is no legal requirement for funds that have been designated.

DISTINGUISHED BUDGET PRESENTATION PROGRAM: A voluntary program administered by the Government Finance Officers Association to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

ENCUMBRANCE: An amount of money committed for the payment of goods and services not yet received or pair for.

ENTERPRISE FUND: A self supporting fund designed to account for activities supported by user charges. Examples are: Water, Solid Waste, and Recreation funds.

EXPENDITURES: Decreases in net current financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

EXPENSES: Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FIDUCIARY FUNDS: Trust and/or agency funds used to account for assets held by the Town in a trustee capacity, or as an agent for individuals, private organizations, other governments, and/or other funds.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. By State Law, the fiscal year for the Town of Palm Beach, and all Florida local governments, is October 1 to September 30.

FIXED ASSETS: Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, and machinery and equipment.

FRANCHISE: A special privilege granted by a government regulating the continuing use of public property such as city streets and usually involving the elements of monopoly and regulation.

FULL FAITH AND CREDIT: A pledge if the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds

FULL-TIME EQUIVALENT (FTE): Number of positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.

FULL-TIME POSITION: A position which qualifies for full Town benefits, usually required ti work 40 hours per week. Full-time fire personnel work 50.4 hours per week and all part-time personnel working in excess of 30 hours per week are granted benefits as full-time employees.

FUNCTIONAL CLASSIFICATION: Expenditures classification according to the principal purposes for which expenditures are made. Examples are public safety, general government, culture/recreation, etc.

FUND: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: The fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures. When revenues exceed expenditures in a given period, fund balance increase and when expenditures exceed revenue, fund balance decreases.

FUND TYPE: In governmental accounting, all funds are classified into eight generic fund types; General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

GASB: Governmental Accounting Standards Board - an established national board, which governs financial reporting standards on state and local government levels throughout the United States of America, with its main headquarters in Chicago, IL.

GASB 34: Statement 34 of the Governmental Accounting Standards Board - Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments - establishes new financial reporting standards for state and local governments throughout the United States.

GENERAL FUND: A fund containing revenues such as property taxes not designated by law for a special purpose. Some of the departments that are part of the General Fund include Fire, Police, Public Works, Administration and Recreation.

GENERAL OBLIGATION BONDS: Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): Uniform minimum standards of/and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statement of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard to measure financial presentations. The primary authoritative statement of the application of GAAP to state and local governments are NCGA pronouncements. Every government should prepare and publish financial statements in conformity with GAAP. The objectives of government GAAP financial reports are different from and much broader than, the objective of business GAAP financial reports.

GEOGRAPHIC INFORMATION SYSTEM (GIS): A GIS is a specialized data management system designed for the entry, analyses, and display of data commonly found on maps. GIS integrates maps with a database and allows analyses to be performed using location relationships of map features to the database.

GOAL: A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

GOVERNMENTAL FUNDS: Governmental funds account for the activities of a typical state or local government's operations (e.g. public safety, public health). Governmental funds can be further classified into four generic fund types - general fund, special revenue funds, capital projects funds, and debt service funds.

GRANTS: Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

HOMESTEAD EXEMPTION: Pursuant to the Florida State Constitution, the first $25,000 of assessed value of a home which the owner

occupies as principal residence is exempt from the property tax.

INFLATION: A rise in price levels caused by an increase in available funds beyond the proportion of available goods.

INFRASTRUCTURE: Assets which are immovable and of value only to the governmental unit (e.g. sidewalks, gutters, bridges.)

INTERFUND TRANSFERS: The movement of moneys between the funds of a governmental entity.

INTERGOVERNMENTAL REVENUE: Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

INTERLOCAL AGREEMENT: A written agreement between the Town and other units of government to share in similar services, projects, emergency assistance, support, funding, etc., to the mutual benefit of all parties.

INTERNAL SERVICE FUNDS: One or more funds that accounts for the goods and services provided by one department to another within government on a cost-reimbursement basis.

INVESTMENTS: Securities and real estate held for the production of revenues in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in government operations.

LEVY: (Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

MILL: A taxation unit equal to one dollar of tax obligation for every $1,000 of assessed valuation of property.

MILLAGE RATE: The tax rate applied to each thousand dollars of taxable assessed valuation which results in the tax levy. Example: A 4.0 millage rate applied to property with a taxable valuation of $500,000 would generate tax in the amount of $2,000.00 (4.0 x 500) of ad valorem revenue.

MISSION STATEMENT: The statement that identifies the particular purpose and function of a department.

MODIFIED ACCRUAL BASIS: The accrual basis of accounting adopted for the governmental fund type. In this basis of accounting, expenditures are recognized when the goods or services are received and revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

NON-EXPENDABLE TRUST FUNDS: When a government uses a non-expendable trust fund, the principal must remain intact, but it can expend the earnings.

OBJECTIVE: A simply stated, readily measurable statement of the aim of expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program:

(a) An operational objective focuses on service delivery.

(b) A managerial objective focuses on those aspects of management that help staff achieve operational objectives, i.e., staff training, work plan development, etc.

OBLIGATIONS: Amounts which a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

OPERATING BUDGET: Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are

controlled. The use of an annual operating budget is required by law.

OPERATING COSTS: Expenses for such items such as expendable supplies, contractual services, and utilities.

ORDINANCE: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

OTHER COSTS: Costs which are not personnel, operating or capital in nature, such as debt service and transfers between funds.

OUTSIDE AGENCY: Governmental or not-for-profit entities that provide services to Town residents or to the Town under terms of a contract or agreement. Example: The Town of Palm Beach administers the financial and parking enforcement operations for Kreusler Park which is utilized by Town residents and visitors, but is owned by Palm Beach County.

PART-TIME: Part-time employees work less than 30 hours per week and are not entitled to full-time employee benefits.

PAY-AS-YOU-GO BASIS: A term used to describe the financial policy of a governmental unit which finances all of its capital outlays from current revenues rather than by long-term borrowing.

PENSION FUND: The pension funds account for the accumulation of resources to be used for retirement benefit payments to the Town's employees.

PER CAPITA: A measurement of the proportion of some statistic to an individual resident determined by dividing the statistic by the current population.

PERFORMANCE BUDGET: A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

PERFORMANCE MEASURE: Data collected to determine how effective and/or efficient a program is in achieving its objectives.

PERSONAL SERVICES: A general category of operating expenses that includes salaries and wages, pensions, health insurance and other fringe benefits.

PERSONNEL COSTS: Costs directly associated with employees, including salaries and fringe benefits.

POST-EMPLOYMENT BENEFITS: A form of deferred compensation that includes heathcare and any type of post-employment benefit that is not an integral part of a pension plan.

PROGRAM: A distinct, clearly identifiable activity, function, cost center, or organizational unit which is budgeted as a sub-unit of a department. A program budget utilizes the separate programs as its basic component.

PROGRAM BUDGET: A budget with expenditures that are based primarily on programs of work. Each individual program is established as a separate cost center.

PROPERTY TAX: A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

PROPRIETARY FUND TYPES: Proprietary funds account for activities that are common in the private sector, which the government operates in a manner similar to their counterparts in the commercial world. The primary source of revenues for this fund type is user charges. Proprietary funds can by further classified into two fund types - enterprise funds and internal service funds.

PURCHASE ORDER: A document which authorizes the delivery of specified merchandise or the rendering of certain services.

RECLASSIFICATION: The moving of an existing position from one personnel classification (title) to another based upon the different performance of duties.

REQUISITION: A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.

Reserves: a portion of the fund balance or retained earnings legally segregated for specific purposes.

RESERVE FOR CONTINGENCIES: An amount set aside that can subsequently be appropriated by the Town Council to meet unexpected needs.

RESOLUTION: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

RETAINED EARNINGS: An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

REVENUE BONDS: A particular kind of bond in which the revenue to pay back the bond and interest comes from the project that the borrowed money was used to create, expand, or improve. Pledged revenues may be derived from operation of the financed project, grants, and excise or other non-ad valorem taxes. Generally, no election is required prior to issuance or validation of such obligations.

REVENUES: Increases in governmental fund-type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement 1, general long-term debt proceeds and operating transfers-in are classified as “other financing sources” rather than revenues.

ROLLED BACK RATE: That tax rate which when applied to the current year’s adjusted taxable value, generates the same ad valorem tax revenue as the prior year.

SAVE OUR HOMES: Provisions in Florida Statutes, Section 193.155(1) limit the annual increase in the taxable value of a homesteaded property. Beginning in 1995, or the year after the property receives homestead exemption, an annual increase in assessment shall not exceed the lower of the following:

a. Three percent of the assessed value of the property for the prior year; or
b. The percentage change in the Consumer Price Index (CPI) for all urban consumers, U.S. city average, all items 1967 = 100 or successor reports* for the preceding calendar year as initially reported by the U.S. Department of Labor, Bureau of Labor Statistics.
STATUTE: A written law enacted by a duly organized and constituted legislative body.

TAX RATE: The amount of tax stated in terms of a unit of a tax base. The State of Florida uses a mill as its tax rate. A mill is the rate applied to each thousand dollars of taxable appraised value. For example, 3.170 mills applied to property valued at $150,000 would generate taxes of $475.50 (3.170 x 150) of ad valorem revenue. In accordance with Florida Statute, 200.071, except as otherwise provided herein, no ad valorem tax millage shall be levied against real property and tangible personal property by counties in excess of 10 mills, except for voted levies.

TAX RATE LIMIT: The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

TAX ROLL: The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

TAXABLE VALUE: The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for service

rendered only to those paying such charges as, for example, development fees.

TEMPORARY POSITION: A temporary position is filled for a specific period of time, is not permanent in nature, and does not qualify for regular town benefits.

TRANSFERS IN/OUT (INTER-FUND TRANSFERS): Amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute revenues or expenditures of the governmental unit. Thus, they are budgeted and accounted for separately from other revenues and expenditures as other financing sources or uses.

TRUST FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

TRUTH IN MILLAGE: The Florida Truth in Millage Act (TRIM) serves to formalize the property tax levying process by requiring a specific method of tax rate calculation, form of notice, public hearing requirements and advertisement specifications prior to the adoption of a budget tax rate.

The effect of TRIM is to inform taxpayers that their property taxes are changing (up or down), the cause (a change in the assessed value of their property and/or an increase in the proposed spending level) and how the proposed new tax rate compares to the rate that would generate the same property tax dollars as the current year (the "rolled back" rate).

UNENCUMBERED: The portion of an allotment not yet expended or encumbered.

UNDESIGNATED/UNRESERVED FUND BALANCE: Unrestricted funds available to be designated as a budget-funding source.

USEFUL LIFE: The period of time that a fixed asset is able to be used. This can refer to a budgeted period of time for an equipment class or the actual amount of time for a particular item.

USER CHARGES: The payment of a fee for direct receipt of a public service by the party benefitting from the service.

WORKLOAD INDICATORS: Statistical and historical measures of the services level provided or workload completed by each department within the Town.

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