

**Town of Palm Beach Shores
Midyear Projections FY2023**

	Revised Budget FY2023 6.3500 mills	Actual as of 6/30/2023	Actual as a % of Budget	Budgeted Funds Remaining at 6/30/2023	Projected Final at 9/30/23 (as of 6/30/23)	Projected Budget Variance at 9/30/23	Projected as a % of Budget
REVENUE	\$ 5,964,539	\$ 5,853,392	98%	\$ 111,147	\$ 6,213,911	\$ 249,372	104%
<i>(without use of fund balance)</i>							
EXPENDITURES:							
ADMINISTRATION	\$ 432,208	\$ 318,400	74%	\$ 113,808	\$ 439,462	(7,254)	102%
LEGAL	\$ 206,000	\$ 132,913	65%	\$ 73,087	\$ 277,045	(71,045)	134%
PUBLIC WORKS	\$ 368,918	\$ 289,826	79%	\$ 79,092	\$ 374,862	(5,944)	102%
POLICE	\$ 1,730,779	\$ 1,441,170	83%	\$ 289,609	\$ 1,729,550	1,229	100%
FIRE	\$ 736,608	\$ 548,635	74%	\$ 187,973	\$ 749,078	(12,470)	102%
BUILDING	\$ 294,337	\$ 229,856	78%	\$ 64,481	\$ 305,910	(11,573)	104%
EMERGENCY DISASTER	\$ 120,498	\$ 120,497	100%	\$ 1	\$ 120,498	0	0%
SOLID WASTE	\$ 241,525	\$ 167,641	69%	\$ 73,884	\$ 241,420	105	100%
LEGISLATIVE	\$ 30,213	\$ 23,640	78%	\$ 6,573	\$ 26,388	3,825	87%
STREETS/STORM DRAINS	\$ 63,160	\$ 40,671	64%	\$ 22,489	\$ 56,920	6,240	90%
PARKS	\$ 180,029	\$ 112,883	63%	\$ 67,146	\$ 178,714	1,315	99%
BEACH	\$ 107,002	\$ 80,352	75%	\$ 26,650	\$ 109,434	(2,432)	102%
LIFT STATION/SEWER SVC	\$ 42,525	\$ 30,688	72%	\$ 11,837	\$ 42,475	50	100%
CONTINGENCIES	\$ -	\$ -	0%	\$ -	\$ -	0	#DIV/0!
DEBT SERVICE	\$ 495,855	\$ 495,855	0%	\$ 0	\$ 495,855	0	100%
EMS	\$ 429,944	\$ 272,154	63%	\$ 157,790	\$ 459,654	(29,710)	107%
COMMUNITY CENTER	\$ 70,105	\$ 57,340	82%	\$ 12,765	\$ 83,381	(13,276)	119%
RISK MANAGEMENT	\$ 116,000	\$ 109,848	95%	\$ 6,152	\$ 116,000	0	100%
CAPITAL	\$ 2,248,322	\$ 252,711	11%	\$ 1,995,611	\$ 2,277,849	(29,527)	101%
TOTAL EXPENDITURES	\$ 7,914,028	\$ 4,725,081	60%	\$ 3,188,947	\$ 8,084,495	\$ (170,467)	102%
						<i>Favorable Variance</i>	
REVENUE OVER(UNDER) EXPENDITURES	\$ (1,949,489)	\$ 1,128,310		\$ (3,077,799)	\$ (1,870,584)	\$ 78,905	

** Note: The budget amounts include adopted Budget Amendment #2*

Mayor's Proposed Version

TOWN ADMINISTRATOR

Education and Experience

A bachelor's degree in business, political science or related field required. A master's degree in public administration preferred. Additional experience and education requirements determined by the Town Commission.

Licenses and Certificates

Class E Florida Driver's License required. Additional licenses and certifications determined by the Town Commission.

General Purpose

The Town Administrator is the Chief Administrative Officer for the Town, providing executive leadership and representation on all matters concerning Town government. The duties and responsibilities of the Town Administrator are determined by the Mayor and Town Commission in compliance with the Town Charter and state statutes.

The Town Administrator is responsible for planning, directing, managing, and reviewing all activities and operations of the Town; coordinates programs, services, and activities among Town departments and outside agencies; ensures the financial integrity of the municipal organization; represents the Town's interests; provides highly responsible and complex policy advice and administrative support to the Mayor and Town Commission.

Typical Duties

- Comprehensive analyses of a wide range of municipal policies; prepare policy and procedural proposals for review and adoption by the Town Commission.
- Attend all Town Commission meetings and workshops. Oversee the preparation of meeting agendas and supporting materials; present recommendations to Commission; and respond to questions and direction from Town Commission.
- Works with the Town Treasurer to Direct/Oversee/Monitor the development and administration of the Town's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; and keeps the Town Commission fully informed on matters related to the financial condition of the Town.
- Authorize and oversee the administration of grant proposals ensuring all requirements for funding and operations can be met within Town policies.
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and termination.
- Develop and maintain positive working relations with other local governments and state/federal agencies.
- Develop and implement capital improvement and strategic plans for a wide range of municipal activities. Research, analyze, and make recommendations for cost effective improvements in Town operations.
- Work with department heads to design, evaluate and administer departmental programs and services.
- Member of Emergency Management Team required to remain within the Town in the event of disaster or Act of God.

- Assists with Town functions and performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Knowledge of modern and complex principles and practices of municipal administration and organization to effectively formulate and implement strategic planning initiatives.
- Knowledge of principles and practices of municipal finance, budget preparation, and administration.
- Knowledge of current social, political, and economic trends and operating problems of municipal government.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Ability to identify and respond to the public and Town Commission issues and concerns.
- Application of good knowledge of Town, state, or federal regulations and Town ordinances, rules, regulations and standards.
- Ability to interpret and apply Federal, State, and local policy, procedure, law, and regulation.
- Proven experience in developing and leading teams of people to accomplish Town tasks, setting goals and objectives, work organization, delegation and employee supervision.
- Knowledge of municipal bonds (general obligation, certificates of obligation, and revenue, etc.).
- Knowledge of local government purchasing laws and practices.
- Ability to work with and coordinate between multiple agency and different governmental structures to meet goals and objectives.
- Application of good knowledge of Town Charter and Ordinances.
- Application of good knowledge of rules and regulations of the Florida Sunshine Law and Florida Open Meeting Law.
- Principles, practices, methods and techniques of official record maintenance and retention, recording and filing Town financial records.
- Execute clear, concise oral and written instructions and communication.
- Ability to establish and maintain cooperative working relationships with Town Commission, government officials, community groups, and the public and media representatives.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Regular travel for training.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

TOWN OF PALM BEACH SHORES

POSITION DESCRIPTION

POSITION TITLE: Town Administrator

DEPARTMENT: Administration

REPORTS TO: Mayor

SUPERVISION EXERCISED: Exercises administrative direction and authority over specified Town operations and associated departments as assigned by the Mayor.

EMPLOYMENT CLASSIFICATION: Full Time – FLSA Exempt

SCOPE OF RESPONSIBILITY:

Organizes, controls, integrates and evaluates the activities of all Town day-to-day operations to ensure that operations and services comply with the policies and direction set by the Town Commission and with all applicable laws and regulations. Directs the development of the annual operating budget and capital plan for approval by the Commission; monitors execution of the adopted budget.

Provides leadership to develop and retain highly competent, public-service oriented staff through selection, compensation, training and day-to-day management practices that support the Town's mission, operating plans, and objectives. Regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other benefit assessments and makes recommendations for Mayor's consideration.

Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services; directs development and implementation of initiatives for service quality improvement; provides day-to-day leadership and works with the Town's management team to ensure a high-performance, service-oriented work environment consistent with sound management principles.

Works closely with the Town Commission, a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve Town priorities and address community problems; directs and coordinates preparation of analysis and recommendations on public policy issues and on long-range plans for Town services; develops and coordinates proposals for action on current and future Town needs; represents the Town and works closely with appointed boards, committees, and public and private officials to achieve planned action and results.

ESSENTIAL FUNCTIONS (KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS):

Essential functions, as defined under the Americans with Disability Act, may include the following tasks, knowledge, skill, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions, tasks, management, and leadership functions performed in this position.

- With assistance of the Town Attorney and Town staff, acquire and maintain a thorough working knowledge and interpretation of the Town Code, Town policies and procedures, and the state and federal laws applicable to Florida local government, including but not limited to the Public Records

Act, Sunshine Law, Code of Ethics, Florida Statutes Chapter 166, and the statutes governing the Town's budgeting and financial operations.

- Collaborates with Town Treasurer to develop the annual operating budget and capital plan for approval by the Town Commission; monitors execution of the adopted budget and provides monthly financial reports to the Town Commission.
- Serves as personnel officer for the Town, including the hiring and discharging, subject to the approval of the Mayor, of all Town employees, except those employees and officers required by law to be appointed by the Mayor or Commission. Prepares and recommends change to personnel policies and procedures as needed.
- Directs, supervises, coordinates and delegates the activities of the administration of all assigned Town departments and contracts of the Town in accordance with the Town Charter, Code and applicable law. Ensures periodic performance reviews of Town staff and contracted support staff. Documents progress and recommends change as needed.
- Ensure that all laws, charter provisions and acts of the Town Commission are enforced.
- Establishes and maintains effective working relationships with Town Commissioners, appointed boards, committees and other Palm Beach County elected and appointed officials.
- Furnishes reports and information as may be necessary to fully inform the Town Commission as to the affairs of the Town.
- Authorizes purchases or other expenditures in accordance with the Town's procurement rules and adopted Town budgets.
- Maintains a sound working knowledge of public procurement methods and laws and oversees the Town's procurement process to include preparation of solicitation documents, supervising the evaluation of solicitation responses, contract negotiations and contract administration.
- Oversees the administration of all vendor contracts, interlocal agreements, grant agreements and development agreements to ensure the Town's rights are protected, that renewals or cancellation notices occur in a timely manner, and all Town obligations are complied with.
- Serves as the property manager of all Town facilities, including but not limited to Town Hall, the Town maintenance facility, all Town parks, mini-parks, and all other real estate and personal property owned by the Town.
- Oversees the risk management of the Town; shall maintain a master list of all Town real and personal property, and shall, as part of the budgeting process, recommend to the Town Commissioner the types and amounts of insurance coverages that will ensure the Town is properly insured with respect to property loss and litigation claims.
- Responsible for collaborating with the Town Clerk to ensure agendas are established for Town Commission meetings and briefs individual Commissioners in advance of meetings to ensure they are aware of all necessary background for the agenda items.
- Attends all Commission meetings and other Town meetings as assigned. Ensures implementation, and oversight of directives and policy decisions of the Town Commission.
- Regularly researches opportunities for the Town to apply for and receive grant funds to assist the Town in building, maintaining or replacing Town infrastructure and assets, or to assist the Town in maintaining, adding or improving Town programs and services to improve the quality of life for Town residents, visitors and businesses.

- Uses, and ensures Town staff use up to date technology, internet, cloud and software tools to ensure the Town's internal and external communications, and its business operations are ADA compliant, user friendly, improve efficiency and waste, and are secure from hacking, ransom wear and similar cyber threats.
- Maintains community respect in the Town of Palm Beach Shores through good public relations and by keeping residents and business owners informed of Town progress and policies as required.
- Establishes and maintains good working relationships with other government entities within Palm Beach County, as well as with State agencies.
- Performs such other duties as may be assigned by the Mayor, not inconsistent with the position, Town resolutions, Charter and Code, and existing laws.

ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS AND ABILITIES:

- Work is performed sitting at a desk and standing at locations in the Town.
- Must be able to use a desk and smartphone on a frequent basis.
- Must be able to physically report to work at Town Hall and various other meeting locations within Palm Beach County on a daily basis, and including during emergency conditions.
- Must be able to deal calmly and professionally with occasionally angry citizens.
- Must be able to attend, pay attention to, and retain information from Town Commission, advisory Town, community group or other meetings attended.
- Must be organized and able to take notes, track scheduled obligations, and effectively balance and prioritize often complex and heavy workloads and priorities.
- Must be able to read documents on paper or computer screens.
- Must be proficient in the use of current common business software applications including Word, Excel and PowerPoint, as well as any specialty software the Town uses for email communications, project management or financial management activities.
- Must be able to speak in public to large groups of people, and to make detailed presentations to the Commission or other groups or bodies, using technology aids where appropriate.
- Must be able to train, explain and mentor employees in the performance of their Town duties.
- Must be able to operate a passenger vehicle.
- The employee must occasionally lift objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS:

A considerable amount of time is spent in an office environment. Will frequently be required to work in outdoor environments with visits to work sites and other related Town or county activities and events.

MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Graduation from an accredited four-year college or university with a Bachelor's degree in Public Administration, Business, Management, or other closely related field. Master's degree in a related field preferred.
- Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government.

- Knowledge of municipal government relationships to State and Federal government organizations.
- Knowledge of modern management and leadership techniques and applications.
- Minimum of five years progressive experience in municipal government, with three years minimum as the County/City/Town Manager/Administrator, or Assistant Manager/Administrator.
- Must possess and maintain a valid Florida Driver License.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by Mayor.

From the Supervisor of Elections, Wendy Sartory Link:

We heard from a municipal elected official, expressing concern over the new Form 6 requirements for municipal office holders, and indicating that many may be resigning by December 31st as a result of Form 6 requirements. For municipalities who have the unfortunate position of having had office holders resign after their qualifying period ended, we have come up with a potential solution for those unique situations only. This may require some municipalities to make changes to their charter now in preparation for the possibility that this becomes a reality for them. This will be very tight for us (leaving us only one day to insert all of the ballots we are sending out for the UOCAVA drop), so we won't be able to accept anything later than the dates below. It will likely be a shorter qualifying time than they are used to, so changes need to be made now to accommodate that.

NOTE – we will not be able to hold any special elections in 2024 because of a combination of the Presidential election and the fact that we will likely be moving our warehouse after the municipal election in March 2024, so we will have no tabulation or vbm equipment available.

- The municipality will need to inform us no later than January 2nd if they are going to have to add a race (or races), and which seats/races will be affected. This will allow us to create a place holder in the ballot.
- Qualifying would need to end by 12 noon on Friday, January 12th, with names/races to us no later than 3pm on Friday, January 12th.
- We will prepare and proof the revised ballot by 12:00 noon on Friday, January 19th. We will then send it to the municipalities, who will have to have it back to us by 5 pm on Monday, January 22nd.

- If there are any revisions required, we will revise and have it back to the municipality by 4:00pm on Tuesday, January 23rd, with the municipality reviewing the revision and sending it back to us by 5pm on that same day.
- We will send it to the printer that night, and have ballots back by the end of the day on January 31.
- Insert ballots on February 1st, and mail out on February 2nd.

Please note – the deadline of December 15th is still in place for all races and questions/referenda for the municipalities. We will be creating the ballot and proofing that by the end of December. We are ONLY accepting races that had to be added because of late resignations (due to Form 6).

This puts a big burden on our office, but we recognize that some of the municipalities may be in a difficult position if office holders resign late, so we are trying to be helpful.

As stated earlier, the March ballot is the only opportunity for municipalities to put anything on the ballot – we will not be able to add any municipal races or questions on the August or the November ballots.

I hope this is helpful to the municipalities. Please let me know if you have any questions.

Thanks,
Wendy

From Keith Davis:

In looking at the Town's Charter, Sec. 3.4 of the Charter provides the qualifying period for our municipal elections are set by ordinance:

Sec. 3.4. - Qualifications of electors; conduct of elections.

The town commission shall by ordinance prescribe the qualifications of electors. The town commission shall also by ordinance regulate the conduct of elections.

In looking at the Town's Code, Sec. 22-4 of the Code sets the qualifying period:

Sec. 22-4. - Filing for candidacy.

Any qualified elector within the town may become a candidate for any office to be filled at any election by filing with the town clerk, a written notice that he or she intends to be a candidate for such office. This notice must be filed with the town clerk no earlier than noon on the first Tuesday in November of the calendar year preceding the calendar year in which the election is to be held, nor later than noon on the third Tuesday in November of the calendar year preceding the calendar year in which the election is to be held. In the event that special circumstances require an adjustment to this qualifying period, the town commission may adjust same by ordinance, so long as any such adjustment allows the town to still meet all deadlines from the Palm Beach County Supervisor of Elections for conducting the election.

The names of all candidates and the offices for which they have filed shall be received by the Palm Beach County Supervisor of Elections from the town clerk by 5:00 p.m. on the first Tuesday after the close of qualifying.

Sec. 22-5 also touches on vacancies in candidacy:

Sec. 22-5. - Candidate vacancies.

The term "vacancy" as used herein shall include a vacancy caused by death, disability, removal from the ballot of a qualified candidate and/or withdrawal of candidacy.

Should there be a vacancy in the pool of qualified candidates following the end of the qualifying period, which leaves only one candidate for office, that candidate shall be deemed automatically elected. Should there be a vacancy in candidacy, as defined above, following the end of qualifying, which leaves no candidate for that particular office, the qualifying period shall be extended or reopened for an additional week in order that additional candidates might have the opportunity to file for office. This extension is conditioned on there being sufficient time to extend the qualifying period and still meet all deadlines from the Palm Beach County supervisor of elections for conducting the election. If there is not sufficient time to extend the qualifying period, the town commission shall cause to be held a special election for the purpose of filling the remaining seat(s) on the commission.

If we are going to do Code changes to allow for the above SOE plan for the 2024 election, I suggest that we have First reading at a special meeting to be held right before or right after the first budget hearing on September 11 and second reading the September 25 TCOMM meeting. This would require advertising for second reading immediately after first reading in order to get the 10 day ad published in time.

The proposed code changes would simply provide, for the 2024 municipal election only, and in the event that there are resignations from the Council prior to December 31, the additional qualifying period for the vacancy from January 3 through January 12.

This is what we need to do to participate in the SOE plan to deal with late resignations. The alternative is to fill late vacancies by appointment pursuant to Charter provision 3.12:

Sec. 3.12. - Vacancies.

If there shall be a vacancy in any elective office, other than by recall pursuant to [Section 3.18](#), the town commission shall, by resolution, fill such vacancy by the appointment of a suitable person to hold such office for the unexpired term and until his or her successor shall be elected and qualified. If by reason of extended absence or disability any elective officer of the Town of Palm Beach Shores is unable to perform the duties of his or her office, then the town commission shall, by resolution, appoint some suitable person to hold such office for and during the absence or disability of such officer, and the person so appointed shall have, during such period of absence or disability, all the powers and duties conferred by law upon the elective officer for whom he is appointed to act.