

Monday, July 10, 2023
Commission Workshop and Budget
Workshop #1
7 PM



Town Hall Commission Chambers
247 Edwards Lane
Palm Beach Shores, FL 33404

Mayor Alan Fiers
Vice Mayor Scott McCranels

Commissioner Tracy Larcher
Commissioner Brian Tyler
Commissioner Mark Ward

Town Attorney Keith Davis
Town Accountant Darlene Hopper
Town Clerk Jude M. Goudreau

PLEASE NOTE:

THIS MEETING IS ALSO CONDUCTED USING COMMUNICATION MEDIA TECHNOLOGY
Join information.

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores/my/j.php?MTID=m6d10525f9be33a5deb9b12c6e245268c> **Meeting number:** 2631 661 8053 **Password:** 0710

Join by phone +1-408-418-9388 United States Toll **Access code:** 263 166 18053

COMMISSION WORKSHOP AGENDA

1) Call to Order

- a) Pledge of Allegiance & Roll Call

2) Discussion Items:

- **EMS Contract** – Randy Sherman, Riviera Beach Finance Director
- **FY2024 Budget Workshop #1**
 - Fund Balance Analysis
 - Historical Statistics and Graphs
 - Revenue Projections
 - Capital Plan
 - Debt Service
 - Overview of Operating Expenditures (to be covered in detail at Budget Workshop #2)
 - Millage Rate
 - Budget Schedule
- **Mayor Updates:**
 - Seaspray Building -123 S Ocean.
 - Dish Network Litigation
 - Watermain Project
- **Town Administrator Position**

3) Public Comments: 3 minutes per person, per topic, state your name for the record.

4) Adjournment:

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting. IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. FOR HEARING ASSISTANCE: If any person wishes to use a hearing device, please contact the Town Clerk.

INTERLOCAL AGREEMENT
FOR EMERGENCY MEDICAL AND
SUPPLEMENTAL FIRE SERVICES

THIS AGREEMENT is entered into this _____ day of _____, 2023, by and between the City of Riviera Beach, a municipal corporation organized and constituted in accordance with the laws of the State of Florida, hereinafter referred to as “Riviera Beach” and the Town of Palm Beach Shores, Florida, a municipal corporation organized and constituted in accordance with the laws of the State of Florida, hereinafter referred to as “Palm Beach Shores.”

WITNESSETH:

WHEREAS, section 163.01, *Florida Statutes*, allows governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage; and

WHEREAS, the City of Riviera Beach and the Town of Palm Beach Shores initially entered into an Interlocal Agreement on January 19, 2005, for the provisions of Emergency Medical and Supplemental Fire Protection Services, which expired on February 28, 2010; and

WHEREAS, the Agreement was renewed through 2015 by mutual consent of the parties; and

WHEREAS, the parties extended the Agreement for an additional 60 days to allow for continued negotiations for a long-term agreement without an interruption of services through April 30, 2015; and

WHEREAS, the parties further extended the Agreement for an additional 30 days to allow for continued negotiations for a long-term agreement without an interruption of services through May 31, 2015; and

WHEREAS, the parties further extended the Agreement for an additional 120 days to allow for continued negotiations for a long-term agreement without an interruption of services through September 30, 2015; and

WHEREAS, the parties further extended the Agreement for an additional fifteen (15) months City through December 31, 2016; and

WHEREAS, the Agreement was renewed through 2022 by mutual consent of the parties; and

WHEREAS, the parties extended the Agreement for an additional 120 days to allow for continued negotiations for a long-term agreement without an interruption of services through April 30, 2023; and

WHEREAS, the parties further extended the Agreement for an additional 60 days to allow for continued negotiations for a long-term agreement without an interruption of services through June 30, 2023; and

WHEREAS, the City of Riviera Beach is willing and able to continue providing these needed services to Palm Beach Shores for a reasonable fee; and

WHEREAS, Palm Beach Shores desires to renew the agreement for the provision of these services for an additional period of six (6) years, under the terms and conditions set forth herein beginning on July 1, 2023, through June 30, 2029.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein to be kept and performed by the parties hereto, it is agreed as follows:

1. RECITALS: The above recitals are true and correct.
2. SERVICES TO BE PROVIDED: Riviera Beach shall furnish EMS, ALS, and BLS transport services to Palm Beach Shores twenty-four (24) hours per day through the utilization of Riviera Beach personnel and vehicles which are fully equipped with all required equipment under the laws of the State of Florida. Riviera Beach shall maintain all necessary certificates required by Palm Beach County and the State of Florida at all times during the term of this Agreement. Both parties to this Agreement understand and acknowledge that Riviera Beach currently holds all certifications, including the Certificate of Public Convenience and Necessity (“COPCN”) necessary to provide the services set forth herein for Riviera Beach and Palm Beach Shores. However, should Palm Beach County refuse to extend or revoke Riviera Beach’s COPCN, this Agreement shall be rendered null and void due to the impossibility of performance on the part of Riviera Beach. Thereafter, each party will be relieved of all obligations hereunder.

3. DEFINITION: For the purposes of this Agreement, EMS and Emergency Transport Services (ALS and BLS) shall be defined as follows:

EMS: Any emergency medical treatment provided by certified paramedics and/or EMT's whether or not body invasion and/or any life support equipment is utilized.

Emergency Transport Services: The transport of a treated patient by Riviera Beach Fire Rescue resources to a medical facility.

4. EMS, ALS, AND BLS SERVICES: Riviera Beach will be responsible for responding to all calls for EMS, ALS, and BLS transport services within the corporate limits of Palm Beach Shores. Each response will consist of a minimum staffing of one (1) emergency medical technician (EMT) and one (1) paramedic. All services noted above are included in the fees as stated hereinafter in the Agreement and will not carry an additional fee structure.
5. FIRE SERVICES: Riviera Beach shall supplement the fire service of Palm Beach Shores twenty-four (24) hours per day through the utilization of Riviera Beach personnel and vehicles, which are fully equipped with all required equipment under the laws of the State of Florida.
6. FIRE-RELATED ASSISTANCE REQUESTS: Riviera Beach will be responsible for responding to all calls for fire-related assistance upon request by Palm Beach Shores when notified in the manner set forth in Section 10. For purposes of this Agreement, fire-related assistance may include responses for fire suppression, extrication involving vehicle accidents, hazardous condition response, overpressure ruptures, explosions, overheating incidents, fire alarms, and bomb scares. Fire-related assistance will be given so long as the rendering of assistance will not place the City of Riviera Beach in undue jeopardy. The determination of whether a party will be placed in undue jeopardy shall be vested solely in Riviera Beach. Riviera Beach may also refuse to respond to a request for aid/assistance in the event it does not have the required equipment available or if, in its sole judgment, compliance with the request would jeopardize the protection of its own jurisdiction.

7. FIRE TRAINING: In addition, Riviera Beach will work with Palm Beach Shores' Fire Departments with regard to Fire training.
8. SPECIFIC SERVICES EXCLUDED: Any other services, including hazardous materials mitigation and non-emergency services such as code enforcement, fire safety education, plans review, and fire investigation, are expressly excluded from the scope of this Agreement.
9. OPERATING PROCEDURES: Representatives of the parties shall jointly establish appropriate operating procedures to be utilized by the parties to implement this Agreement. Riviera Beach and Palm Beach Shores agree that once the responding Riviera Beach unit(s) reach Palm Beach Shores' emergency site, the on-scene officers shall adopt a unified command structure. Notwithstanding the foregoing, each party shall retain control over its personnel and the rendition of services, standards of performance, discipline of officers and employees, and other matters incidental to the performance of services. No officer employed by either party shall be obligated to obey any order from the other which such officer reasonably believes to be in violation of any law, policy, or procedure; or any order which said officer believes will result in the likelihood or unreasonable risk of death, bodily injury or in a loss or damage to the party's equipment.
10. PROCEDURES FOR REQUESTS FOR ASSISTANCE:
 - A. Any request for EMS assistance made by Palm Beach Shores' communications center to Riviera Beach's communications center or the agent providing communication services shall be deemed to be an official request for assistance under this Agreement.
 - B. The person requesting assistance shall provide the following information at the time the request is made:
 - name of requesting officer and agency;
 - the general nature, type, and location of the emergency;
 - the type and quantity of equipment and/or personnel needed; and
 - street routing information, when needed.The initial request for assistance shall be transmitted by landline (telephone)

to the appropriate communications center of Riviera Beach on the following telephone lines:

Palm Beach Shores Communications Center	(561) 844-3456
Riviera Beach Communications Center	(561) 845-4123

If the above numbers change, either party will notify the other party immediately.

11. NO SERVICES BEYOND ASSIGNED DUTIES: No employee of either party to this Agreement shall perform, or be requested to perform, any function or service which is outside the scope of duties assigned to the employee by his or her employer.
12. EMS FEES; TRANSPORT FEES: Palm Beach Shores agrees to pay Riviera Beach Seven Hundred Fifty Thousand dollars (\$750,000) in quarterly installments for EMS and Emergency Transport Services commencing July 1, 2023. Quarterly payments shall be paid in full due on or before July 1, October 1, January 1, and April 1 of each contract year. . The fees will be increased annually on July 1 to reflect the lower of the Annual Consumer Price Index for the previous calendar year, or 5%. Except for the first payment, an invoice for EMS fees shall be submitted to Palm Beach Shores approximately thirty (30) days before the due date of each payment. All fees for ambulance transport shall be at Palm Beach Shores prevailing rate and shall be charged directly to the patient utilizing the service, and shall be billed, collected, and retained in full by Riviera Beach as compensation for rendering such services.
13. This section, and the terms contained within, shall become effective retroactively to July 1, 2023 only upon the adoption by Palm Beach Shores of a resolution establishing EMS and Emergency Transport Service fees to be imposed within the corporate boundaries of Palm Beach Shores. The EMS and Emergency Transport Service fees adopted by Palm Beach Shores shall be equal to the prevailing cost per call for Riviera Beach, \$2,871. If Palm Beach Shores fails to adopt the required fee resolution, Riviera Beach will invoice Palm Beach Shores \$2,871 for every call related to EMS and Emergency Transport Services.FIRE-RELATED FEES: After the third fire-related response in a calendar year, Palm Beach Shores agrees to pay Riviera Beach a fee for service using the following rate structure. These fees will increase by five percent (5%)

effective July 1, 2023. Billing will occur annually.

Engine \$1,000 for the first hour or a fraction thereof;
Aerial/Ladder \$1,275 for the first hour or a fraction thereof;
Rescue \$825 for the first hour or a fraction thereof; and
Command \$600

for the first hour or a fraction thereof.

Any responses lasting in excess of 1 (one) hour in duration or any fraction thereof shall be billed on the schedule set forth below:

Engine \$2,100 per hour or a fraction thereof after the first hour;
Aerial/Ladder \$2,400 per hour or a fraction thereof after the first hour;
Rescue \$1675 per hour or a fraction thereof after the first hour; and
Command \$1,200 per hour or a fraction thereof after the first hour

In cases where fire-related assistance is requested by Palm Beach Shores and Riviera Beach's dispatch protocol dispatches units other than those requested, and upon arrival, Riviera Beach determines that specific units can be immediately made available, no charge shall be made for those units.

In the event of a catastrophic incident or emergency where Riviera Beach is required to utilize non-reusable supplies, Riviera Beach may require reimbursement of replacement costs from Palm Beach Shores.

14. LEVEL OF SERVICE: Riviera Beach shall at all times conduct the Fire, EMS, ALS, and BLS transport services in a proper and efficient manner and shall keep all vehicles and equipment properly serviced and maintained in a good state of repair and shall at all times meet the criteria set forth in applicable state and local statutes.

15. QUARTERLY REPORT: A log of all calls for service within Palm Beach Shores shall be maintained and presented quarterly to the Town Administrator.

The log shall contain, at a minimum, the following:

- a. Time call received by Fire-Rescue
- b. Time of dispatch
- c. Identification of all units dispatched
- d. Classification of call

- e. Time en route
- f. Travel time
- g. Time of arrival.

16. **TERM:** It is understood by both parties that this Agreement is for the term of six (6) years, commencing on July 1, 2023, and continuing thereafter through June 1, 2029, unless this Agreement is otherwise modified

or terminated in accordance with the terms and conditions more particularly set forth in section 17 below.

17. **TERMINATION:** It is understood by both parties that due to employment and budgetary considerations, this Agreement shall not be terminated unless Palm Beach Shores fails to make payment as required hereunder within sixty (60) days from the date of invoice. The Agreement may also be terminated by Palm Beach Shores if Riviera Beach breaches the Agreement and fails to cure the breach within sixty (60) days of written notice of the breach from Palm Beach Shores. In that event, the Agreement may be immediately terminated thereafter. Written notice as stated herein shall be considered sufficient when a written statement of intention to terminate is sent by certified mail or hand delivery to the parties.

18. **NOTICES:** All notices required in this Agreement shall be sent to the parties at the following addresses:

RIVIERA BEACH	PALM BEACH SHORES
City Manager City of Riviera Beach 1481 W. 15 th Street Riviera Beach, Florida 33404	Town Manager Town of Palm Beach Shores 247 Edwards Lane Palm Beach Shores, Florida 33404

19. **NO TRANSFER:** This Agreement shall not be assigned or transferred by either party.

20. **GOVERNMENTAL POWERS:** Nothing contained in this Agreement shall be construed to constitute a transfer of powers in any way whatsoever. This Agreement is solely an Interlocal Agreement to provide services as authorized by Chapter 163, *Florida Statutes*. Riviera Beach's and Palm Beach Shore's

governing bodies shall each retain all legislative authority with regard to their respective governing body. All of the privileges and immunities from liability, exemptions from laws, ordinances, and rules, and pensions and relief, disability, workers' compensation, and other benefits which apply to the activity of officers, agents, or employees of any public agency when performing their respective functions within the territorial limits for their respective agencies shall apply to the same degree and extent to the performance of such functions and duties of such officers, agents or employees extraterritorially under the provisions of any such Interlocal Agreement.

21. GOVERNING LAW: This Agreement and any dispute, disagreement, or issue of construction, declaration, or interpretation arising hereunder, whether relating to its execution, its validity, the obligations provided herein, performance, or the breach, shall be governed and interpreted according to laws of the State of Florida. Any and all action necessary to enforce the Agreement will be held in Palm Beach County, Florida. If any action, whether in law, equity or otherwise, is brought for the interpretation or enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provisions of this Agreement, each party shall bear its own attorney's fees, court costs and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.
22. REMEDIES: No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.
23. INDEMNIFICATION: To the extent permitted by law, Riviera Beach shall indemnify and hold Palm Beach Shores harmless for any liability or causes of action for damages that may arise from the negligent acts or omissions of Riviera Beach's employees in the performance of this Agreement.

Likewise, to the extent permitted by law, Palm Beach Shores shall indemnify and hold Riviera Beach harmless for any liability or causes of action for damages that may arise from the negligent acts or omissions of Palm Beach Shores' employees in the performance of this Agreement. Nothing in this provision shall be construed as consent by Riviera Beach or by Palm Beach Shores to be sued, nor as a waiver of sovereign immunity beyond the limits provided for in Section 768.28, *Florida Statutes*.

24. JOINT PREPARATION: The preparation of this Agreement has been a joint effort of the parties, and the resulting document shall not, solely as a matter of judicial constraint, be construed more severely against one of the parties than the other.
25. SEVERABILITY: Should any provision of this Agreement be declared invalid by a court of competent jurisdiction, the same shall be deemed stricken here from, and all other terms and conditions of this Agreement shall continue in full force and effect as if such invalid provision had never been made a part thereof
26. NO WAIVER DUE TO DELAY: No delay by either party in enforcing any covenant or right hereunder shall be deemed a waiver of such covenant or right, and no waiver of any particular provision hereof shall be deemed a waiver of any other provision or a continuing waiver of such particular provision, and except as so expressly waived, all provisions hereof shall continue in full force and effect.
27. ENTIRE UNDERSTANDING: This Agreement constitutes the entire understanding of the parties with respect to the provision of EMS transport services. It may not be modified, nor any of its provisions waived, unless such modification and/or waiver is in writing and is agreed to and signed by both parties.
28. FILING WITH CLERK OF COURT: This Agreement shall be signed in triplicate by both parties and filed for record by the Town of Palm Beach Shores, with the Clerk of the Circuit Court of Palm Beach County, Florida, pursuant to Section 163.01, *Florida Statutes*.
29. COUNTERPARTS: This Agreement may be signed in counterparts.

SIGNATURES ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, the parties have hereto set their hands and seals this _____ day of _____, 2023.

ATTEST:

CITY OF RIVIERA BEACH

TAWANNA SMITH
CERTIFIED MUNICIPAL CLERK
CITY CLERK

RONNIE L. FELDER
MAYOR

(CITY SEAL)

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

APPROVED AS TO TERMS AND
CONDITIONS

DAWN WYNN
CITY ATTORNEY

JOHN M. CURD
FIRE CHIEF

DATE: _____

IN WITNESS WHEREOF, the parties have hereto set their hands and seals this _____
day of _____, 2023.

ATTEST:

TOWN OF PALM BEACH SHORES

JUDE GOUDEAU
TOWN CLERK

ALAN FIERS
MAYOR

(TOWN SEAL)

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

KEITH DAVIS
TOWN ATTORNEY

DATE: _____

PER PEMT COST ANALYSIS

Cost of MTS Services	\$ 13,658,300.00
Administration and General	<u>3,915,271.00</u>
Grand Total MTS Expense	17,573,571.00
Transports	5,547
Average Cost per Transport	<u>\$ 3,168.12</u>

Grand Total MTS Expense \$ 17,573,571.00

**Top Ten Highest Total Compensations
FY22**

	<u>Fire Engineer</u>	<u>Firefighter</u>	
	150,202.71	147,510.94	
	168,037.76	153,055.89	
	173,615.84	155,777.69	
	174,839.61	155,969.43	
	180,674.86	161,268.94	
	189,711.38	162,173.96	
	198,863.43	168,779.56	
	198,960.02	172,915.29	
	205,118.90	182,846.95	
	211,782.57	212,887.39	
Total Top Ten Compensation	<u>1,851,807.08</u>	<u>1,673,186.04</u>	
Average Compensation	185,180.71	167,318.60	
Count Per Year	3.50	3.50	
Second Unit personnel costs	<u>648,132.48</u>	<u>585,615.11</u>	(1,233,747.59)

Total Personnel Costs 13,408,279.00
Percentage Second unit personnel costs -9.20%

Administration and General	3,915,271.00	
Administration and General-MTS	250,021.00	
Capital	<u>281,731.00</u>	4,447,023.00

Second Unit Administrative & General and Capital (409,126.12)
Total Second unit cost reduction (1,642,873.71)

Total MTS Expense less	
Second Unit Response	15,930,697.29
Transports	<u>5,547</u>
Average Cost per Transport	\$ 2,871.95
PBS Calls/Year	<u>311</u>
	<u>\$ 893,175.93</u>
Round to net estimate before true-up	<u>\$850,000.00</u>

Chief Steedman,

The EMS Ordinance establishes the requirement for the issuance of a six (6) year COPCN. The COPCN term began January 1, 2023 through December 31, 2028.

City of Riviera Beach Fire Rescue: Service area to include the municipal boundaries of the City of Riviera Beach and the Town of Palm Beach Shores.

Rates Provided:

BLS \$700.00

ALS1 \$700.00

ALS2 \$750.00

Mileage \$12.00/mile

Immobilization \$20.00

**Town of Palm Beach Shores
Fund Balance Analysis**

	FY2022 Actual	FY2023 Projected
	<i>(without fire truck purchase)</i>	<i>(without roads project)</i>
Revised Budget	\$ 5,638,456	\$ 6,254,028
Total Fund Balance, beginning of year	\$ 3,394,926	\$ 4,261,708
Revenue (annual)	\$ 6,655,000	6,182,370
Expenditures (annual)	\$ (5,788,218)	(7,602,925)
Total Fund Balance, end of year	\$ 4,261,708	\$ 2,841,153
	<i>76%</i>	<i>45%</i>
	<i>% of budget</i>	<i>% of budget</i>
<u>Nonspendable Fund Balance</u>		
<i>These funds have been spent, but the expense has not been incurred.</i>		
Prepaid & Inventory	Items paid in advance	\$ 48,328
		\$ 48,328
<u>Restricted Fund Balance:</u>		
<i>Restrictions are placed on funds by an outside source, like a donor.</i>		
Infrastructure (Roads)	Unspent Sales Tax funds	\$ 507,825
Public Safety	Fire Dept Donations	\$ 51,641
Community Center	Frick Bequest - Community Center Capital	\$ 201,016
St. Patrick's Day Parade	Unspent donations & tshirt sales	\$ 6,077
		\$ -
		\$ 51,641
		\$ -
		\$ 6,077
<u>Assigned Fund Balance:</u>		
<i>Assignments are at the discretion of the Town Commission.</i>		
Sewer Service	Unspent sewer service fees	\$ 58,309
Underground Debt Service		\$ 139,756
Hurricane funds	FEMA to reimburse hurrican Nicole	\$ 125,218
Roads Project	Savings from American Rescue Plan Act	\$ 632,077
Compensated absences		\$ 21,000
		\$ 58,309
		\$ 207,355
		\$ 4,720
		\$ -
		\$ 21,000
Unassigned Fund Balance, end of year	\$ 2,470,461	\$ 2,443,723
	<i>44%</i>	<i>39%</i>
	<i>% of budget</i>	<i>% of budget</i>

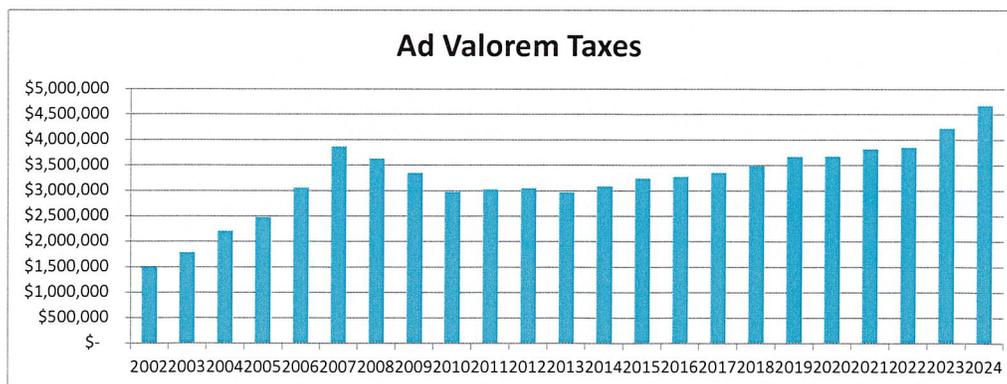
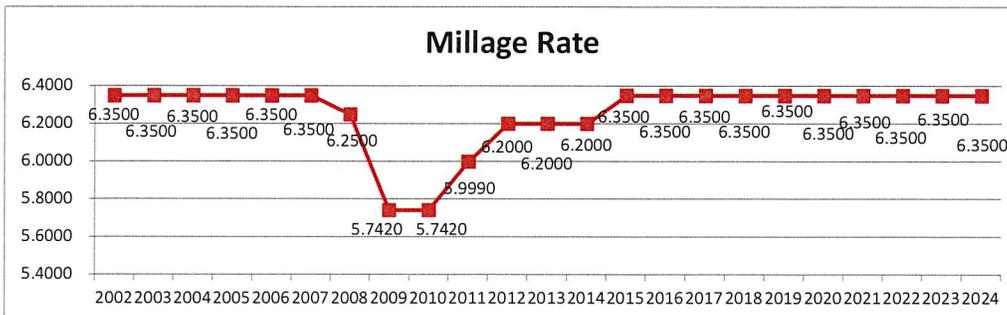
Available \$ 900,000

Unassigned Fund Balance \$ 1,543,723 *25%*

Still maintains suggested Fund Balance

Town of Palm Beach Shores
Millage Rates and Assessed Property Values

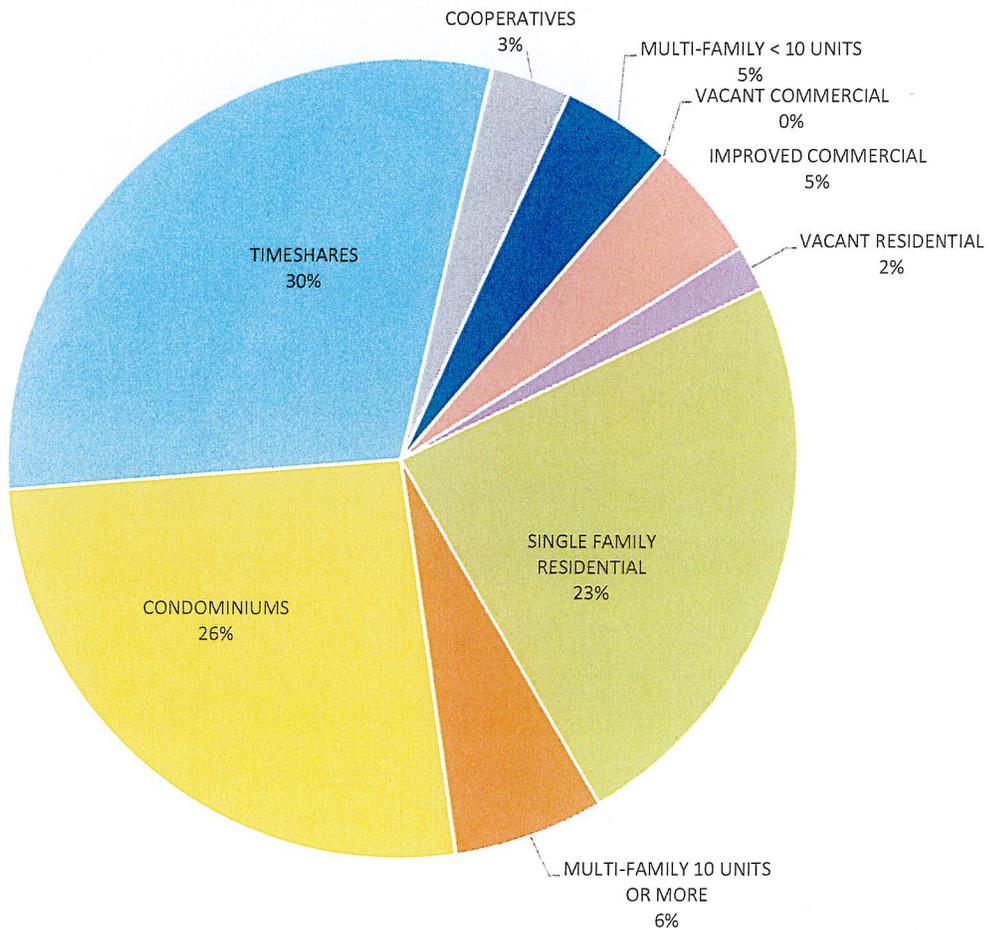
As of Jan. 1st	FYE 9/30	Millage Rate	Property Value	% change	Ad Valorem Taxes	% change
2001	2002	6.3500	\$ 247,596,227		\$ 1,489,812	
2002	2003	6.3500	\$ 287,935,402	16.29%	\$ 1,777,349	19.30%
2003	2004	6.3500	\$ 358,389,788	24.47%	\$ 2,198,421	23.69%
2004	2005	6.3500	\$ 404,121,628	12.76%	\$ 2,465,149	12.13%
2005	2006	6.3500	\$ 499,406,661	23.58%	\$ 3,047,548	23.63%
2006	2007	6.3500	\$ 654,614,070	31.08%	\$ 3,853,792	26.46%
2007	2008	6.2500	\$ 640,761,488	-2.12%	\$ 3,616,745	-6.15%
2008	2009	5.7420	\$ 601,434,387	-6.14%	\$ 3,339,709	-7.66%
2009	2010	5.7420	\$ 538,678,481	-10.43%	\$ 2,968,277	-11.12%
2010	2011	5.9990	\$ 519,202,243	-3.62%	\$ 3,015,410	1.59%
2011	2012	6.2000	\$ 493,692,126	-4.91%	\$ 3,036,401	0.70%
2012	2013	6.2000	\$ 490,267,604	-0.69%	\$ 2,961,658	-2.46%
2013	2014	6.2000	\$ 514,156,154	4.87%	\$ 3,077,398	3.91%
2014	2015	6.3500	\$ 524,241,012	1.96%	\$ 3,235,768	5.15%
2015	2016	6.3500	\$ 532,159,958	1.51%	\$ 3,263,255	0.85%
2016	2017	6.3500	\$ 550,964,010	3.53%	\$ 3,342,484	2.43%
2017	2018	6.3500	\$ 575,325,300	4.42%	\$ 3,475,900	3.99%
2018	2019	6.3500	\$ 606,605,958	5.44%	\$ 3,664,900	5.44%
2019	2020	6.3500	\$ 607,470,178	0.14%	\$ 3,670,100	0.14%
2020	2021	6.3500	\$ 630,680,903	3.82%	\$ 3,810,400	3.82%
2021	2022	6.3500	\$ 635,816,013	0.81%	\$ 3,841,400	0.81%
2022	2023	6.3500	\$ 697,954,226	9.77%	\$ 4,216,800	9.77%
2023	2024	6.3500	\$ 772,244,782	10.64%	\$ 4,665,600	10.64%



**Town of Palm Beach Shores
Taxable Values**

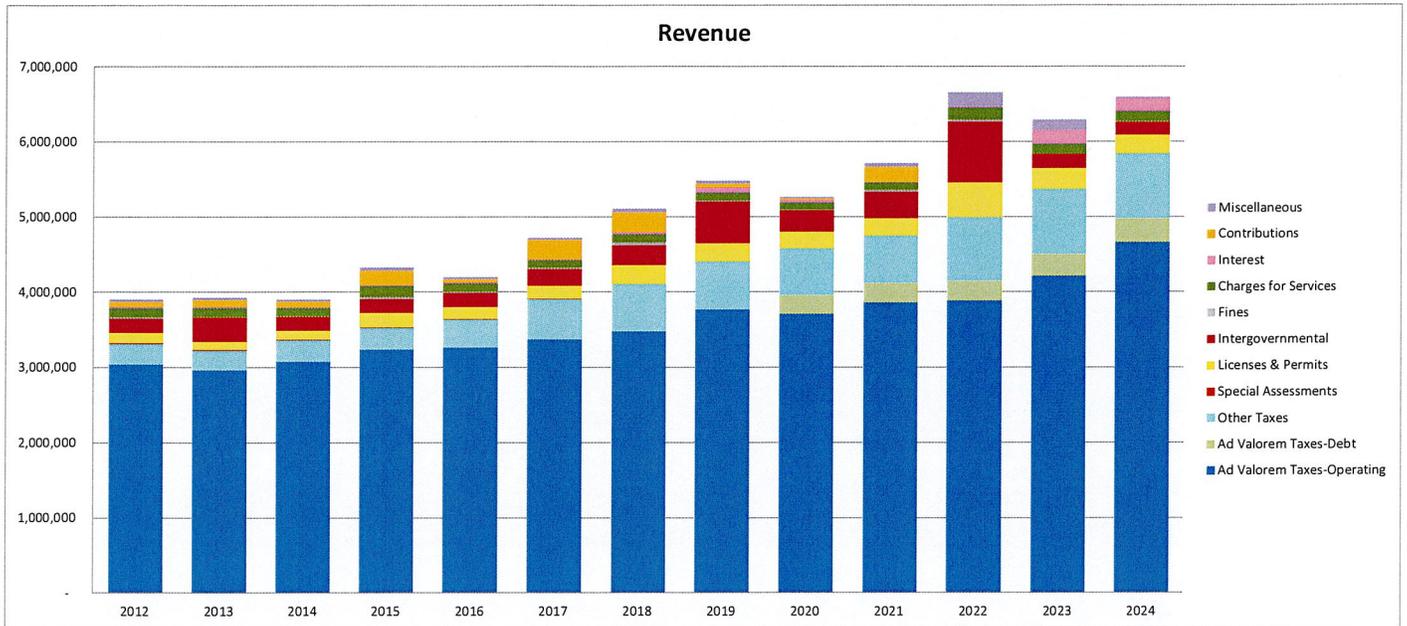
CATEGORY	% of Town	2023 TAX ROLL	2022 TAX ROLL	CHANGE	%
VACANT RESIDENTIAL	1.84%	\$ 13,975,461	\$ 8,837,730	\$ 5,137,731	58.13%
SINGLE FAMILY RESIDENTIAL	23.52%	\$ 179,030,665	\$ 157,119,670	\$ 21,910,995	13.95%
MULTI-FAMILY 10 UNITS OR MORE	6.12%	\$ 46,594,227	\$ 40,154,189	\$ 6,440,038	16.04%
CONDOMINIUMS	26.20%	\$ 199,410,432	\$ 174,881,995	\$ 24,528,437	14.03%
TIMESHARES	29.73%	\$ 226,302,755	\$ 211,454,611	\$ 14,848,144	7.02%
COOPERATIVES	3.25%	\$ 24,733,999	\$ 22,303,259	\$ 2,430,740	10.90%
MULTI-FAMILY < 10 UNITS	4.53%	\$ 34,484,012	\$ 31,891,299	\$ 2,592,713	8.13%
VACANT COMMERCIAL	0.00%	\$ -	\$ 5,720,942	\$ (5,720,942)	-100.00%
IMPROVED COMMERCIAL	4.81%	\$ 36,589,297	\$ 34,571,940	\$ 2,017,357	5.84%
	100.00%	\$ 761,120,848	\$ 686,935,635	\$ 74,185,213	10.80%

Revenue by Source - 2023 Tax Roll



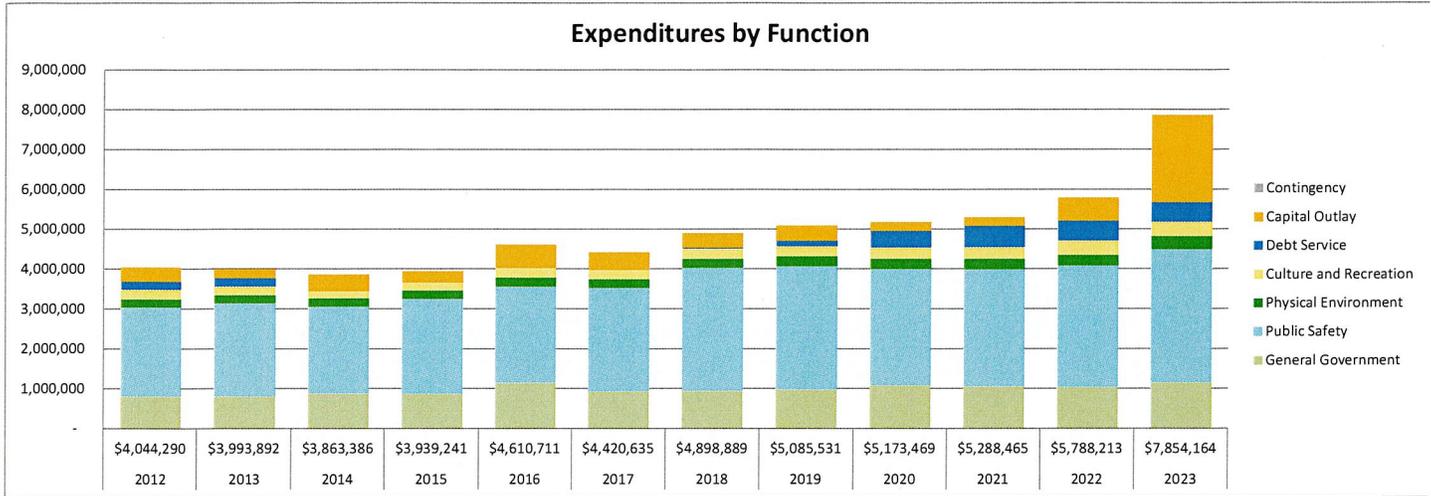
Town of Palm Beach Shores
Revenue

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	projected 2023	budget 2024
Total Revenue	\$ 3,898,310	\$ 3,924,672	\$ 3,899,532	\$ 4,324,859	\$ 4,196,211	\$ 4,718,020	\$ 5,109,071	\$ 5,479,158	\$ 5,262,446	\$ 5,708,537	\$ 6,654,996	\$ 6,288,686	\$ 6,589,690
Ad Valorem taxes only	3,036,401	2,961,658	3,077,398	3,235,769	3,263,255	3,369,774	3,476,794	3,770,734	3,960,900	4,121,829	4,149,245	4,216,800	4,980,800
Ad Valorem Taxes-Opera	3,036,401	2,961,658	3,077,398	3,235,769	3,263,255	3,369,775	3,476,794	3,770,734	3,710,273	3,861,016	3,886,937	4,216,800	4,665,600
Ad Valorem Taxes-Debt	-	-	-	-	-	-	-	-	250,627	260,813	262,308	284,900	315,200
Other Taxes	275,235	262,921	283,792	289,956	374,114	540,568	627,721	635,004	618,431	627,758	843,469	865,645	860,522
Special Assessments	13,273	11,554	10,604	7,291	5,315	1,633	2,500	-	-	-	-	-	-
Licenses & Permits	133,062	106,800	119,757	193,132	161,174	171,839	253,930	245,506	222,189	231,385	462,754	281,026	252,000
Intergovernmental	193,267	323,318	186,751	186,283	186,851	224,423	266,455	558,778	291,449	351,401	814,605	188,865	171,842
Fines	15,401	5,311	4,487	25,443	15,479	18,235	36,839	6,589	3,688	25,394	23,639	2,145	1,500
Charges for Services	118,262	117,188	106,287	143,667	109,585	97,731	107,109	107,021	90,666	96,314	159,083	131,322	135,526
Interest	22,194	16,935	12,549	14,982	14,561	12,711	26,870	73,025	39,307	9,904	17,463	182,000	182,500
Contributions	64,885	94,824	76,185	190,545	41,187	263,436	266,574	48,381	21,865	201,756	-	-	-
Miscellaneous	26,330	24,163	21,722	37,791	24,690	17,669	44,279	34,120	13,951	42,796	184,738	135,983	5,000
Total Revenue	3,898,310	3,924,672	3,899,532	4,324,859	4,196,211	4,718,020	5,109,071	5,479,158	5,262,446	5,708,537	6,654,996	6,288,686	6,589,690



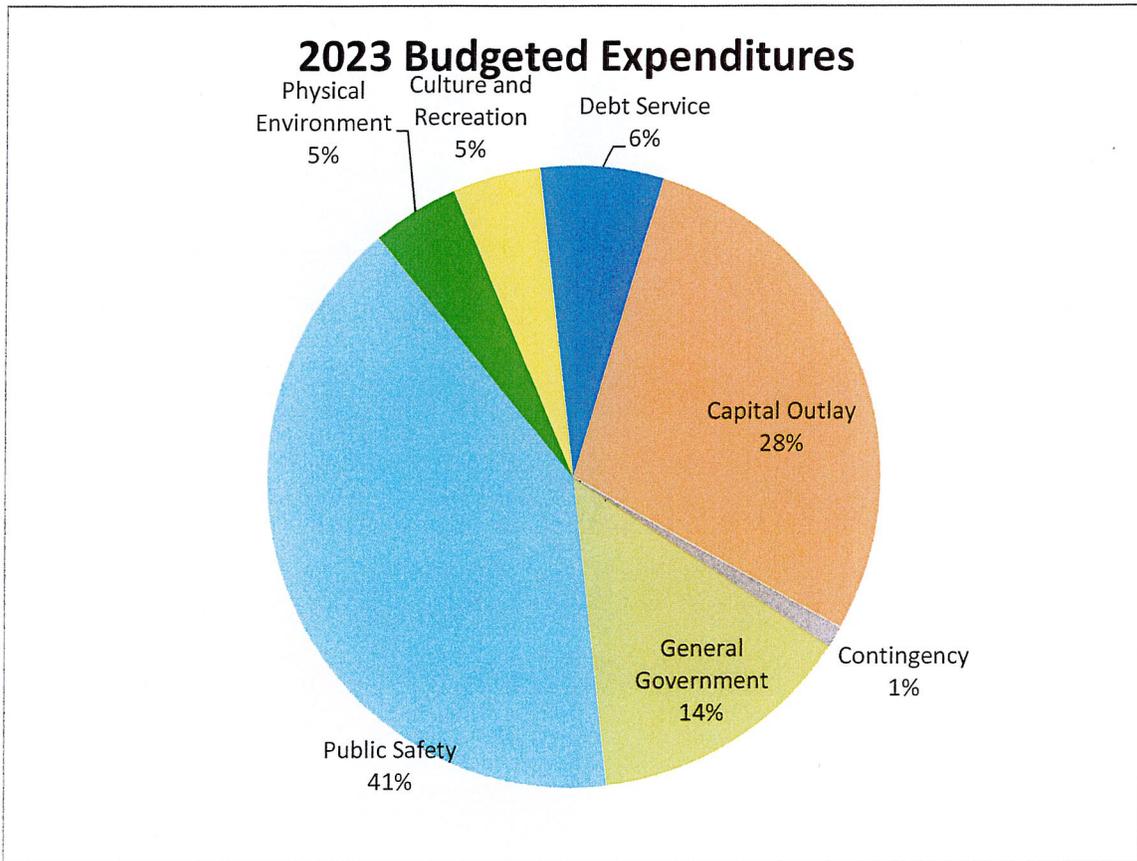
Town of Palm Beach Shores
Expenditures

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total Expenditures	\$ 4,044,290	\$ 3,993,892	\$ 3,863,386	\$ 3,939,241	\$ 4,610,711	\$ 4,420,635	\$ 4,898,889	\$ 5,085,531	\$ 5,173,469	\$ 5,288,465	\$ 5,788,213	\$ 7,854,164
General Government	797,147	797,154	875,893	868,180	1,149,330	934,360	939,266	973,649	1,072,279	1,048,265	1,035,274	1,147,382.00
Public Safety	2,242,454	2,347,989	2,185,770	2,377,819	2,408,858	2,587,376	3,083,623	3,093,227	2,924,111	2,936,827	3,044,435	3,338,873.00
Physical Environment	203,508	202,161	201,905	211,578	224,548	216,264	230,612	249,098	258,454	262,232	268,073	331,790.00
Culture and Recreation	231,050	211,958	183,442	203,258	246,733	238,301	252,767	247,936	276,794	290,128	359,861	352,414.00
Debt Service	213,186	212,896	-	-	-	6,064	26,804	138,201	418,580	539,648	495,855	495,855.00
Capital Outlay	356,945	221,734	416,376	278,406	581,242	438,270	365,817	383,420	223,251	211,365	584,715	2,187,850.00
Contingency												
Increase (Decrease) from prior year	\$ (50,398)	\$ (130,506)	\$ 75,855	\$ 671,470	\$ (190,076)	\$ 478,254	\$ 186,642	\$ 87,938	\$ 114,996	\$ 499,748	\$ 2,065,951	



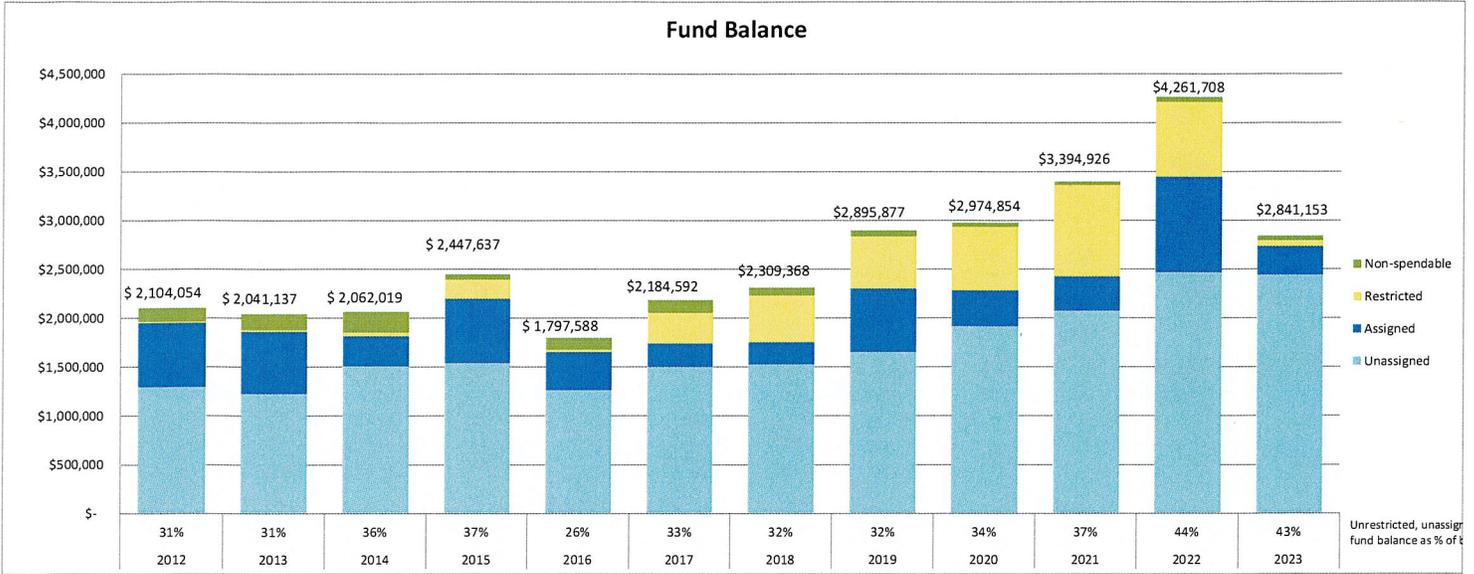
**Town of Palm Beach Shores
Expenditures**

	<i>Budget 2023</i>
General Government	1,061,139
Public Safety	3,098,368
Physical Environment	347,210
Culture and Recreation	349,136
Debt Service	495,855
Capital Outlay	2,153,000
Contingency	85,000
Total Expenditures	\$ 7,589,708



Town of Palm Beach Shores
Fund Balance

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Unassigned F/B as % of Budget	31%	31%	36%	37%	26%	33%	32%	32%	34%	37%	44%	43%
Unassigned	\$ 1,297,075	\$ 1,227,604	\$ 1,507,987	\$ 1,538,455	\$ 1,263,270	\$ 1,499,900	\$ 1,527,332	\$ 1,653,826	\$ 1,917,489	\$ 2,076,777	\$ 2,470,461	\$ 2,443,723
Assigned	\$ 656,599	\$ 634,446	\$ 308,889	\$ 660,784	\$ 391,992	\$ 240,336	\$ 228,479	\$ 650,596	\$ 365,068	\$ 350,804	\$ 976,360	\$ 291,384
Restricted	\$ 13,744	\$ 17,434	\$ 36,402	\$ 194,174	\$ 22,760	\$ 312,455	\$ 476,113	\$ 533,366	\$ 652,157	\$ 934,686	\$ 766,559	\$ 57,718
Non-spendable	\$ 136,636	\$ 161,653	\$ 208,741	\$ 54,224	\$ 119,566	\$ 131,901	\$ 77,444	\$ 58,089	\$ 40,140	\$ 32,659	\$ 48,328	\$ 48,328
Total Fund Balance	\$ 2,104,054	\$ 2,041,137	\$ 2,062,019	\$ 2,447,637	\$ 1,797,588	\$ 2,184,592	\$ 2,309,368	\$ 2,895,877	\$ 2,974,854	\$ 3,394,926	\$ 4,261,708	\$ 2,841,153
Total budget	\$ 4,230,820	\$ 3,983,503	\$ 4,240,843	\$ 4,178,483	\$ 4,853,272	\$ 4,614,156	\$ 4,718,030	\$ 5,149,810	\$ 5,575,352	\$ 5,568,602	\$ 5,638,456	\$ 5,624,028



**Town of Palm Beach Shores
Budget Worksheet**

	Description	Actual	Actual	Actual	Budget	Projected	Budget	Comments	Variance
		FY2020	FY2021	FY2022	FY2023	FY2023	FY2024		P2023 to B2024
	Operating Millage Rate	6.3500 mills							
31110	Ad Valorem Taxes - Operating	\$ 3,850,732	\$ 4,000,997	\$ 4,027,692	\$ 4,378,800	\$ 4,378,800	\$ 4,844,900	Property values increased by 10.59%	\$ 466,100
31115	Discounts - Ad Valorem - Operating	\$ (141,003)	\$ (140,480)	\$ (145,056)	\$ (162,000)	\$ (162,000)	\$ (179,300)		\$ (17,300)
	<i>net ad valorem taxes - operating</i>	\$ 3,709,729	\$ 3,860,517	\$ 3,882,637	\$ 4,216,800	\$ 4,216,800	\$ 4,665,600		\$ 448,800
									10.6%
	Debt Millage Rate	0.4290 mills							
31111	Ad Valorem Taxes - Debt	\$ 260,153	\$ 270,304	\$ 272,108	\$ 295,800	\$ 295,800	\$ 327,300	same rate as previous years - could reduce	\$ 31,500
31116	Discounts - Ad Valorem - Debt	\$ (9,526)	\$ (9,491)	\$ (9,800)	\$ (10,900)	\$ (10,900)	\$ (12,100)		\$ (1,200)
	<i>net ad valorem taxes - debt</i>	\$ 250,627	\$ 260,814	\$ 262,308	\$ 284,900	\$ 284,900	\$ 315,200	to repay portion of undergrounding debt	\$ 30,300
31120	Delinquent Taxes	\$ 544	\$ 499	\$ 4,300	\$ -	\$ -	\$ -		\$ -
	TOTAL PROPERTY TAXES	\$ 3,960,900	\$ 4,121,830	\$ 4,149,245	\$ 4,501,700	\$ 4,501,700	\$ 4,980,800		\$ 479,100
31241	Local Option Gas Tax	\$ 37,312	\$ 38,514	\$ 40,394	\$ 41,226	\$ 41,504	\$ 41,504	State estimate x/x/23-Must be used for Roads	\$ -
31260	Discretionary Sales Tax PBC	\$ 83,873	\$ 95,946	\$ 120,393	\$ 104,768	\$ 124,418	\$ 124,418	State estimate x/x/23-Must be used for Capital	\$ -
	TOTAL LOCAL OPTION TAXES	\$ 121,185	\$ 134,459	\$ 160,787	\$ 145,994	\$ 165,922	\$ 165,922		\$ -
31410	Utility Services Tax - Electricity	\$ 220,094	\$ 221,513	\$ 241,964	\$ 220,000	\$ 233,115	\$ 230,000	6% Tax effective 4/1/16; increased to 10% on 4/1/17	\$ (3,115)
31430	Utility Services Tax - Water	\$ 102,994	\$ 103,671	\$ 109,569	\$ 105,000	\$ 98,236	\$ 105,000	6% Tax effective 4/1/16; increased to 10% on 4/1/17	\$ 6,764
31440	Utility Services Tax - Gas	\$ 21,273	\$ 23,576	\$ 25,354	\$ 28,000	\$ 36,000	\$ 30,000	6% Tax effective 4/1/16; increased to 10% on 4/1/17	\$ (6,000)
	TOTAL UTILITY TAXES	\$ 344,361	\$ 348,761	\$ 376,887	\$ 353,000	\$ 367,351	\$ 365,000	to repay portion of undergrounding debt	\$ (2,351)
31500	Communications Tax	\$ 74,808	\$ 68,819	\$ 72,246	\$ 78,593	\$ 74,235	\$ 74,000	State estimate x/x/23	\$ (235)
	TOTAL COMMUNICATIONS TAXES	\$ 74,808	\$ 68,819	\$ 72,246	\$ 78,593	\$ 74,235	\$ 74,000		\$ (235)
31600	Business Tax Receipt	\$ 13,935	\$ 13,392	\$ 16,806	\$ 14,000	\$ 12,000	\$ 12,000		\$ -
32200	Building Permits	\$ 196,193	\$ 186,107	\$ 420,330	\$ 180,000	\$ 250,000	\$ 220,000	Must be used to administer Florida Building Code	\$ (30,000)
32210	Bldg. Permit State Surcharge	\$ 4,998	\$ 4,741	\$ 13,182	\$ 4,500	\$ 5,000	\$ 5,000		\$ -
	TOTAL LICENSES & PERMITS	\$ 215,126	\$ 204,240	\$ 450,318	\$ 198,500	\$ 267,000	\$ 237,000		\$ (30,000)
32310	Franchise Fees - Electric (FPL)	\$ 160,827	\$ 167,747	\$ 192,516	\$ 180,000	\$ 210,363	\$ 210,000		\$ (363)
32340	Franchise Fees - Gas (FPU)	\$ 6,469	\$ 7,663	\$ 3,844	\$ 5,600	\$ 7,115	\$ 5,600		\$ (1,515)
32370	Franchise Fees - Solid Waste (WM)	\$ 31,960	\$ 34,761	\$ 37,188	\$ 35,000	\$ 40,659	\$ 40,000		\$ (659)
	TOTAL FRANCHISE FEES	\$ 199,257	\$ 210,171	\$ 233,549	\$ 220,600	\$ 258,137	\$ 255,600		\$ (2,537)
32510	Sewer Improvement Assmt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Final payments were due 9/15/16	\$ -
	TOTAL SPECIAL ASSESSMENTS	\$ -		\$ -					
32900	Business Tax Receipt Inspections	\$ -	\$ 2,425	\$ 5,208	\$ 2,000	\$ 3,000	\$ 2,000		\$ (1,000)
32910	Fire Inspection Fees	\$ -	\$ 1,741	\$ 3,000	\$ 5,000	\$ 5,000	\$ 5,000	Revenue should offset cost (#001-07-524-03130)	\$ -
32920	Reinspection Fees	\$ 1,967	\$ 297	\$ -	\$ 2,000	\$ 26	\$ 2,000		\$ 1,974
32930	Special Permits	\$ 4,896	\$ 3,120	\$ 4,228	\$ 4,000	\$ 4,000	\$ 4,000	includes Sailfish Vendor Fee	\$ -
32950	Other Bldg Permit Administrative	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000		\$ -
	TOTAL OTHER PERMIT FEES	\$ 6,863	\$ 7,583	\$ 12,436	\$ 13,000	\$ 14,026	\$ 15,000		\$ 974

**Town of Palm Beach Shores
Budget Worksheet**

	Description	Actual	Actual	Actual	Budget	Projected	Budget	Comments	Variance
		FY2020	FY2021	FY2022	FY2023	FY2023	FY2024		P2023 to B2024
Operating Millage Rate		6.3500 mills	6.3500 mills	6.3500 mills	6.3500 mills	6.3500 mills	6.3500 mills		
		<i>FEMA Doñan</i>	<i>COVID-19/ARPA</i>	<i>COVID-19/ARPA</i>					
33100	Federal Grant	\$ 33,925	\$ 370,437	\$ 632,077	\$ -	\$ -	\$ -	American Rescue Plan - total \$632,000	\$ -
33400	State Grants	\$ 4,558	\$ -	\$ -	\$ 28,500	\$ -	\$ -	Resilient Florida Grant for vulnerability study	\$ -
	TOTAL GRANTS	\$ 38,483	\$ 370,437	\$ 632,077	\$ 28,500	\$ -	\$ -		\$ -
33512	State Revenue Sharing	\$ 29,897	\$ 33,685	\$ 43,154	\$ 39,391	\$ 38,627	\$ 38,000	State estimate x/x/23	\$ (627)
33514	Mobile Home License Tax	\$ 128	\$ 265	\$ 263	\$ 150	\$ 400	\$ 150		\$ (250)
33515	Beverage License	\$ 2,692	\$ 2,692	\$ 2,692	\$ 2,692	\$ 2,692	\$ 2,692		\$ -
33518	1/2 Cent Sales Tax	\$ 91,205	\$ 104,584	\$ 127,965	\$ 115,393	\$ 141,146	\$ 125,000	State estimatex x/x/23	\$ (16,146)
	TOTAL SHARED REVENUE - STATE	\$ 123,922	\$ 141,227	\$ 174,075	\$ 157,626	\$ 182,865	\$ 165,842		\$ (17,023)
33720	Public Safety Grant - PBC - 911	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Dispatch Equipment	\$ -
	TOTAL GRANTS - LOCAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
33820	County Business Tax Receipts PBC	\$ 7,800	\$ 5,911	\$ 6,433	\$ 6,000	\$ 6,000	\$ 6,000		\$ -
33830	Recycling Revenue Sharing (SWA)	\$ 59	\$ -	\$ 2,020	\$ -	\$ -	\$ -		\$ -
	TOTAL SHARED REVENUE - LOCAL	\$ 7,859	\$ 5,911	\$ 8,453	\$ 6,000	\$ 6,000	\$ 6,000		\$ -
34131	Maps and Zoning	\$ 400	\$ 750	\$ 150	\$ 250	\$ 400	\$ 250		\$ (150)
34132	Lien Search	\$ 896	\$ 1,440	\$ 1,080	\$ 1,000	\$ 1,400	\$ 1,000		\$ (400)
34210	Police Special Duty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Sunset at Sailfish detail , gone with PBSO	\$ -
34291	Police Reports	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
34350	Sewer Maintenance Fees	\$ 55,523	\$ 53,917	\$ 55,304	\$ 54,276	\$ 54,276	\$ 54,276	To maintain sewer lines & lift stations	\$ -
34450	Beach Parking Permits	\$ 13,151	\$ 16,665	\$ 17,408	\$ 16,000	\$ 16,000	\$ 16,000	incr non-resident to \$350	\$ -
34752	Community Center Fee	\$ 10,600	\$ 2,375	\$ 19,553	\$ 27,500	\$ 20,575	\$ 27,500	FY20 & FY21 due to covid-19	\$ 6,925
34753	Damage/Add'l Cleaning fee CC	\$ 2,855	\$ 1,417	\$ 5,100	\$ 4,000	\$ 4,800	\$ 4,000	Cleaning fee offsets cleaning service	\$ (800)
34910	Code Enf Admin Costs Reimb	\$ -	\$ 8,847	\$ 340	\$ -	\$ 2,671	\$ -		\$ (2,671)
34920	Site Plan Fees/Variance	\$ 6,117	\$ 9,100	\$ 6,579	\$ 5,000	\$ 4,200	\$ 5,000		\$ 800
34930	Land Development Costs	\$ 200	\$ 19,712	\$ 51,469	\$ 25,000	\$ 25,000	\$ 25,000		\$ -
34940	Credit Card Convenience Fee 2.5%	\$ 1,114	\$ 1,653	\$ 2,101	\$ 2,500	\$ 2,000	\$ 2,500		\$ 500
	TOTAL CHARGES FOR SERVICES	\$ 90,867	\$ 115,877	\$ 159,083	\$ 135,526	\$ 131,322	\$ 135,526		\$ 4,204
35110	County Court Fines	\$ 772	\$ 2,824	\$ 3,139	\$ 2,000	\$ 1,700	\$ 1,500		\$ (200)
35130	\$2 Court Costs-Police Ed	\$ 44	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
35400	Town Parking Fines	\$ 2,750	\$ 655	\$ -	\$ 2,000	\$ -	\$ -	based on actual	\$ -
35410	Code & Ordinance Fines	\$ -	\$ 21,859	\$ 20,500	\$ -	\$ 445	\$ -		\$ (445)
35420	False Alarm Fines	\$ -	\$ 56	\$ -	\$ -	\$ -	\$ -		\$ -
	TOTAL FINES	\$ 3,566	\$ 25,394	\$ 23,639	\$ 4,000	\$ 2,145	\$ 1,500		\$ (645)
35820	Confiscated Property Sale	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	TOTAL SALE OF CONF PROPERTY	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

**Town of Palm Beach Shores
Budget Worksheet**

	Description	Actual FY2020	Actual FY2021	Actual FY2022	Budget FY2023	Projected FY2023	Budget FY2024	Comments	Variance P2023 to B2024
Operating Millage Rate		6.3500 mills	6.3500 mills						
36110	Interest - General	\$ 35,430	\$ 5,547	\$ 13,470	\$ 9,000	\$ 180,000	\$ 180,000		\$ -
36120	Interest - Ad Valorem	\$ 3,878	\$ 4,357	\$ 3,992	\$ 2,000	\$ 2,000	\$ 2,500		\$ 500
	TOTAL INTEREST	\$ 39,307	\$ 9,904	\$ 17,463	\$ 11,000	\$ 182,000	\$ 182,500		\$ 500
36410	Sale of Surplus Equipment	\$ 1,478	\$ 15,957	\$ 50,680	\$ -	\$ 14,700	\$ -		\$ (14,700)
	TOTAL SALE OF SURPLUS	\$ 1,478	\$ 15,957	\$ 50,680	\$ -	\$ 14,700	\$ -		\$ (14,700)
36600	Donations	\$ 18,580	\$ 200,736	\$ 4,107	\$ -	\$ 6,523	\$ -	FY21 Frick bequest \$200k	\$ (6,523)
36610	Donations - Community Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
36620	Donations - Youth Programs	\$ -	\$ -	\$ -	\$ -	\$ 2,924	\$ -		\$ (2,924)
36630	Donations - St. Patrick's Day Parade	\$ 2,970	\$ -	\$ 3,555	\$ -	\$ 520	\$ -	no parade in 2020 or 2021 due to covid	\$ (520)
36340	Donations - Fire Truck	\$ 315	\$ 1,020	\$ 6,105	\$ -	\$ -	\$ -		\$ -
	TOTAL DONATIONS	\$ 21,865	\$ 201,756	\$ 13,767	\$ -	\$ 9,967	\$ -		\$ (9,967)
36990	Miscellaneous Income	\$ 12,473	\$ 26,839	\$ 13,975	\$ 10,000	\$ 5,000	\$ 5,000		\$ -
36991	Insurance Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
36992	Penalties/Sewer Assmt payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	TOTAL MISCELLANEOUS	\$ 12,473	\$ 26,839	\$ 13,975	\$ 10,000	\$ 5,000	\$ 5,000		\$ -
	TOTAL REVENUE	\$ 5,262,440	\$ 6,009,165	\$ 6,548,680	\$ 5,864,039	\$ 6,182,370	\$ 6,589,690		\$ 407,320

Town of Palm Beach Shores
Capital Plan
FY2024

Description	Inventory	Est. Life	Funding	Requested	Recommended	Commission
Administration:						
total Administration				\$ -	\$ -	\$ -
Public Works						
total Public Works				\$ -	\$ -	\$ -
Fire:						
total Fire				\$ -	\$ -	\$ -
Streets & Storm Drains						
Outfall Tidal Valve-Lake & Inlet	new		Revenue	\$ 55,000	\$ 55,000	
total Streets & Storm Drains				\$ 55,000	\$ 55,000	\$ -
Parks:						
				\$ -	\$ -	\$ -
Beach:						
Honda ATV - requesting 2	2021	3 years	Revenue	\$ 16,000	\$ 16,000	
total Beach				\$ 16,000	\$ 16,000	\$ -
Liftstations:						
total Liftstation				\$ -	\$ -	\$ -
Community Center:						
total Community Center				\$ -	\$ -	\$ -
TOTAL				\$ 71,000	\$ 71,000	\$ -

By Funding Source:		
Revenue	\$ 71,000	\$ -
Donations	\$ -	\$ -
Sewer Service Fees	\$ -	\$ -
Hurricane\$	\$ -	\$ -
Sales Tax	\$ -	\$ -
Total	\$ 71,000	\$ -

**TOWN OF PALM BEACH SHORES
BUDGET SUMMARY**

	Actual FY2022	Original Budget FY2023	Projected FY2023	Proposed Budget FY2024	Variance P2023 to B2024	
Operating Millage Rate	6.3500 mills	6.3500 mills	6.3500 mills	6.3500 mills		
Debt Millage Rate	0.4290 mills	0.4290 mills	0.4290 mills	0.4290 mills		
TAXES:						
Ad Valorem Taxes Operating	\$ 3,886,937	\$ 4,216,800	\$ 4,216,800	\$ 4,665,600	448,800	11% Property values up 10.59%; same millage
Ad Valorem Taxes Debt	\$ 262,308	\$ 284,900	\$ 284,900	\$ 315,200	30,300	11%
Local Option Gas Tax	40,394	41,226	41,504	\$ 41,504	-	0%
Discretionary Sales Tax PBC	120,393	104,768	124,418	\$ 124,418	-	0% state calculated and projected
Franchise Fees	233,549	220,600	258,137	\$ 255,600	(2,537)	-1% based on actual
Utility Taxes	376,887	353,000	367,351	\$ 365,000	(2,351)	-1% 6% effective 4/1/16; 10% effective 4/1/17
Communications Tax	72,246	78,593	74,235	\$ 74,000	(235)	0%
Licenses and Permits	462,754	211,500	281,026	\$ 252,000	(29,026)	-10% Icon projects on Inlet; housing market
Intergovernmental Revenue	814,605	192,126	188,865	\$ 171,842	(17,023)	-9% American Rescue Plan \$316K in FY22
Charges for Services	159,083	135,526	131,322	\$ 135,526	4,204	3% land development costs
Fines and Forfeitures	23,639	4,000	2,145	\$ 1,500	(645)	-30% code fines
Interest Earned	17,463	11,000	182,000	\$ 182,500	500	0% interest rates increasing
Special assessments	-	-	-	\$ -	-	-
Miscellaneous Revenue	78,422	10,000	29,667	\$ 5,000	(24,667)	-83% sale of surplus
Other Financing Sources	106,316	-	-	\$ -	-	lease on portion of new fire engine
TOTAL REVENUE	6,654,996	5,864,039	6,182,370	\$ 6,589,690	407,320	7%
Fund Balances/Reserves	-	1,725,669	-	\$ (61,247)	(61,247)	Funding roads project from savings
TOTAL REVENUES & F/B	\$ 6,654,996	\$ 7,589,708	\$ 6,182,370	\$ 6,528,443	\$ 346,073	6%
EXPENDITURES:						
Finance and Administration	\$ 430,487	\$ 429,508	\$ 402,359	\$ 647,614	\$ 245,255	61% Town Manager \$120K (184K)
Legal Counsel	110,552	121,000	170,500	\$ 346,000	\$ 175,500	103% Litigation
Public Works	370,355	364,418	360,776	\$ 386,192	\$ 25,416	7%
Police	1,681,154	1,730,779	1,679,047	\$ 1,781,714	\$ 102,667	6% 3% increase for PBSO
Fire	708,398	736,608	688,681	\$ 800,980	\$ 112,299	16% debt service on fire truck
Emergency Medical Service	351,851	369,444	351,851	\$ 750,000	\$ 398,149	113% contract Riviera Beach
Emergency Disaster	-	-	-	\$ -	\$ -	Nicole
Building/Code Enforcement	303,030	261,537	286,056	\$ 269,958	\$ (16,098)	-6% high in 2023 Re Seaspray
Legislative	12,481	30,213	28,826	\$ 30,213	\$ 1,387	5%
Solid Waste	208,219	241,525	241,071	\$ 253,101	\$ 12,030	5% Waste Mgmt contract
Road & Streets	30,015	63,160	28,720	\$ 29,660	\$ 940	3% prior yr vulnerability study (grant)
Parks	169,870	172,029	188,272	\$ 173,302	\$ (14,970)	-8%
Beach	103,315	107,002	112,626	\$ 113,848	\$ 1,222	1% FY22 concrete trash cans
Community Center	86,676	70,105	86,255	\$ 71,450	\$ (14,805)	-17%
Sewer Service/Lift Stations	29,839	42,525	50,025	\$ 42,525	\$ (7,500)	-15%
Risk Management	111,402	116,000	111,480	\$ 124,120	\$ 12,640	11% estimate
Capital	584,715	2,153,000	2,277,850	\$ 71,000	\$ (2,206,850)	-97% Roads Project \$1.66M
Debt Service	495,855	495,855	495,855	\$ 495,855	\$ -	0% Undergrounding Debt; final pmt 10/1/35
Contingencies	-	85,000	42,675	\$ 85,000	\$ 42,325	
TOTAL EXPENDITURES	\$ 5,788,213	\$ 7,589,708	\$ 7,602,925	\$ 6,472,533	\$ (1,130,392)	-15%
Net Increase	\$ 866,783	\$ -	\$ (1,420,554.57)	\$ 55,910.21		

**Town of Palm Beach Shores
Budget Worksheet 2023/24
Millage Rate Options**

\$ 698,275,731 DR420 for FY2022

\$ 769,767,320 10.24% per Property Appraiser's Office, letter dated 5/27/23

Assessed Value

\$ 772,244,782 10.59%

per Form DR-420, certified by the Property Appraiser

(line 4 DR-420)

Ad valorem budget assumptions: collectability 98.8%, discount rate 3.7%

OPERATING MILLAGE RATE

Proposed FY2024 Millage Rate	Rolled-Back					
	Same Rate	Rate	6.4000	6.4500	6.5000	6.6000
Ad valorem taxes FY 2024	\$ 4,844,900	\$ 4,411,200	\$ 4,883,100	\$ 4,921,200	\$ 4,959,400	\$ 5,035,700
Discount on taxes FY 2024	\$ (179,300)	\$ (163,200)	\$ (180,700)	\$ (182,100)	\$ (183,500)	\$ (186,300)
Net ad valorem taxes FY 2024	\$ 4,665,600	\$ 4,248,000	\$ 4,702,400	\$ 4,739,100	\$ 4,775,900	\$ 4,849,400
Net ad valorem taxes budgeted FY2023	\$ 4,216,800	\$ 4,216,800	\$ 4,216,800	\$ 4,216,800	\$ 4,216,800	\$ 4,216,800
Increase(decrease) from FY2023	\$ 448,800	\$ 31,200	\$ 485,600	\$ 522,300	\$ 559,100	\$ 632,600
% Change from FY2023	10.64%	0.74%	11.52%	12.39%	13.26%	15.00%
Increase in taxes if millage rate is increased	\$ -	\$ (417,600)	\$ 36,800	\$ 73,500	\$ 110,300	\$ 183,800

DEBT MILLAGE RATE

Commission Decision: This is the third year of the debt millage. Decide whether to (1) maintain the same millage rate increasing the taxes or (2) lower the millage rate keeping the taxes flat. If choosing to keep the same millage rate, any additional taxes collected would be restricted for use of debt service.

Proposed Debt Millage Rate	FY2023	FY2024	
		Same Rate	half of DS
Ad valorem taxes - Debt	\$ 296,000	\$ 327,300	\$ 257,100
Discount on taxes - Debt	\$ (11,000)	\$ (12,100)	\$ (9,500)
Net ad valorem taxes - Debt	\$ 285,000	\$ 315,200	\$ 247,600
			\$ 67,600 set aside for future DS
Debt Service on UU Notes	\$ 495,856	\$ 247,928	half of DS
Estimated Utility Taxes		\$ 353,000	

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.