



GOVERNMENT FINANCE OFFICERS ASSOCIATION

# Distinguished Budget Presentation Award

PRESENTED TO

# Palm Beach County Florida

For the Fiscal Year Beginning

October 1, 2012

Christophe P Movill Offing P. Ener

President

**Executive Director** 

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Palm Beach County Board of County Commissioners, Florida for its annual budget for the fiscal year beginning October 1, 2012.

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.

# PRINCIPAL OFFICIALS OF PALM BEACH COUNTY





**Top row from left to right**: Jess R. Santamaria (District 6), Paulette Burdick (Vice Mayor, District 2), Mary Lou Berger (District 5), and Hal R. Valeche (District 1)

**Bottom row from left to right**: Shelley Vana (District 3), Steven L. Abrams (District 1), and Priscilla A. Taylor (Mayor, District 7)

# **Constitutional Officers:**

Sharon R. Bock, Clerk & Comptroller

Gary R. Nikolits, Property Appraiser

Ric L. Bradshaw, Sheriff

Susan Bucher, Supervisor of Elections

> Anne M. Gannon, Tax Collector

# **Appointed Officials:**

Robert Weisman, County Administrator Denise Nieman, County Attorney Joseph Bergeron, Internal Auditor

# Office of Financial Management and Budget:

Elizabeth Bloeser, OFMB Director John Wilson, Budget Director Marianela Diaz, Assistant Budget Director

# **ACKNOWLEDGEMENTS**

Special recognition is given to the following individuals for their efforts in coordinating and preparing the FY 2014 Budget.

# Office of Financial Management & Budget

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Marianela Diaz Assistant Budget Director

Sherry Brown County Debt Manager

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Valerie Alleyne Budget Analyst II

Lisa Pontius Budget Analyst III

Carla Crow Budget Analyst II

Amy Karpf Budget Analyst II

Deanna MacDonald Special Projects Coordinator

Ann Wilson Fiscal Specialist III

Kristi Norris Senior Secretary

# **Special thanks to:**

**County Commissioners** for their early and continuous involvement in the budget process.

County Administrator, Deputy County Administrator, and Assistant County Administrators for their expanded participation in this year's budget process.

**Department Heads and Their Staff** for their extraordinary effort in formulating the budget.

# Mission Statement

To continually improve, in the most cost-effective manner, the services to our customers; protection of the overall public good, as guided by the Board of County Commissioners' policies; and to achieve a recognized high level of public satisfaction on both costs and quality of service.

We will focus continually on our customers' needs and expectations, recognize

We will focus continually on our customers' needs and expectations, recognize limitations in resources, explore creative and equitable revenue alternatives and respond capably and swiftly to changing priorities.



# HOW TO USE THE BUDGET DOCUMENT

The purpose of this section is to provide the reader with a guide to the document's contents: the following describes each of its major sections.

# **County Administrator's Budget Message**

This section provides an overview of the entire budget and highlights how the County is responding to the needs of our community and the Board of County Commissioners' policy direction.

# **Introduction**

This section provides general information about the County, its budget philosophy and process, and other general information.

# **Budget Summary Information**

This section provides the reader with the basic overview of the budget. Included in this section are the budget assumptions, budget summary, staffing, revenue sources trends and forecasts, a description of the budget process, the budget calendar, and a tax millage rate summary.

# **Board Departments/Agencies**

This section of the County's budget presents departments/agencies reporting to the Board of County Commissioners and contains information about County activities and expenditures.

# **Constitutional Officers**

This section presents the budgets of the independently elected officials (other than the Board of County Commissioners), i.e., Clerk & Comptroller, Sheriff, Supervisor of Elections, Tax Collector, Property Appraiser, Judiciary, State Attorney, and Public Defender.

# Capital Improvement Program

This section highlights the County's capital improvement expenditures and provides an overview of the capital needs, as well as proposed financing sources.

# **Debt Service**

This section highlights the County's budgeted debt service expenditures and provides an overview of the projected debt service needs through FY 2018.

# **Appendices**

This section contains general reference including a glossary; financial policies (which form the foundation of the County's budget development and financial management processes); explanation of fund structure and governmental accounting; information about revenue sources and property taxes; and a summary of grant funding, showing incoming and outgoing grants.

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# **Board of County Commissioners**

Priscilla A. Taylor, Mayor Paulette Burdick, Vice Mayor Hal R. Valeche Shelley Vana Steven L. Abrams Mary Lou Berger Jess R. Santamaria



# **County Administrator**

Robert Weisman

Office of Financial Management & Budget, 301 North Olive Avenue, West Palm Beach, FL 33401 (561) 355-2580 Fax: (561) 355-2109

December 2, 2013
The Honorable Priscilla A. Taylor, Mayor and
Members of the Board of County Commissioners

# RE: Adopted Budget – FY 2014

On behalf of the County Departments and Constitutional Officers, I am pleased to present the FY 2014 adopted budget. The budget is balanced at the countywide rate of 4.7815 mills, which is the same as FY 2013. This rate is 3.2% above the roll back rate and will generate \$623.1 million in taxes, \$23.5 million more than last year but \$65.5 million less than FY 2007. Total ad valorem taxes, under the authority of the Board of County Commissioners (BCC), are down \$86.1 million compared to FY 2007.

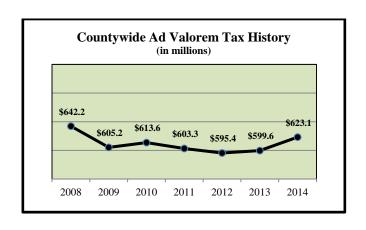
The most significant impact on the FY 2014 budget was the Sheriff's budget request, which was a net ad valorem increase of \$26.2 million. A few of the other major impacts on the FY 2014 budget include:

- Reduction in General Fund investment earnings of \$7 million
- FRS Pension Contribution rate increase \$10 million (including Sheriff)
- 3% pay increase for general employees

The BCC general government employees did not received a pay increase since October 1, 2008.

A list and explanation of impacts on ad valorem requirements can be found on pages 4 -5.

General Fund Undesignated reserves for FY 2014 are 8% of the total fund budget. The availability of reserves for use in a financial emergency is one indication that a government is financially strong. Reserves provide the flexibility to fund special opportunities and emergencies and are a key consideration when rating agencies evaluate future borrowings. The County – one of only a select few in the country – currently maintains AAA ratings from all three rating agencies.



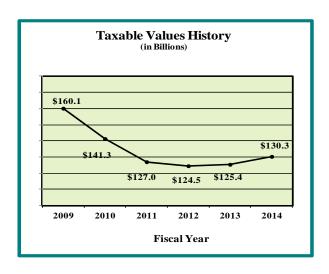
# **Budget, Millage, and Taxes:**

The FY 2014 adopted budget totals \$3.9 billion. The net budget, which excludes internal service charges, interdepartmental charges, and interfund transfers, is \$3.3 billion and is \$57.3 million (2%) greater than the FY 2013 adopted budget. Taxes, excluding voted debt, in comparison to roll-back and the prior year are summarized in the following table.

	F	Y 2013	FY 2014 Rollback		FY 2014 Adopted	
Taxing District	Millage	Amount	Millage	Amount	Millage	Amount
Countywide	4.7815	\$599,618,457	4.6331	\$603,768,103	4.7815	\$623,107,031
Library	0.5491	37,417,132	0.5343	37,672,450	0.5491	38,715,969
Fire Rescue						
Main MSTU	3.4581	177,076,499	3.3649	178,069,344	3.4581	183,001,456
Jupiter MSTU	2.1393	15,466,702	2.0785	15,641,095	2.0787	15,642,600
Aggregate	6.6147	\$829,508,790	6.4720	\$835,150,992	6.6029	\$860,467,056

# **Property Values:**

Following four consecutive years of decreases, property values stabilized in FY 2013. The taxable value as of January 1, 2013 (used in calculating millage rates for FY 2014) is \$130.3 billion, an increase of \$4.9 billion, or 4% over the 2012 valuation, including new construction of \$1 billion and the revaluation of existing property. All property values and rollback calculations are based on the preliminary tax roll submitted by the Property Appraiser on July 1.



# **Budget Preparation Guidelines:**

The review and adoption of the annual budget is one of the most important policy-making responsibilities of the Board of County Commissioners (BCC). The budget establishes priorities among competing governmental services and establishes levels of service that are within the fiscal capabilities of the County. The budget development process began early. Instructions for the budget were set forth in the Budget Instruction Manual (BIM) which was distributed to County departments in February 2013. Departments were directed to submit their budget with service levels status quo.

One key element of the budget development process was the identification of budget strategies that achieved budget reductions with no impact on services to the residents. Administration reviewed these strategies that included relevant information about the effect(s) reduced funding or elimination of program(s) would have on a department's ability to achieve their goals and objectives. These strategies were the basis on which this year's funding decisions were made. Departments were encouraged to give special consideration to:

- Programs that could be reduced, combined, or eliminated;
- Positions vacant for an extended period of time;
- Line-item analysis to maximize efficiency; and
- Procedural improvements that maximized efficiency of operations.

Requests for new funding in the capital budgets were carefully reviewed and prioritized by the Office of Financial Management and Budget and the Management Team. Detailed information including current financial status, recommended departmental funding changes, department program objectives and performance measures, and capital projects was presented to the Board during budget workshops held on June 11 and July 16, 2013. Citizen input – a key component of the budget development process – was a significant segment of each workshop and throughout the entire budget development process. After reviewing major assumptions and the impact of proposed budget cuts on the community, the Board voted to advertise the millage rate of 4.7815 on Truth in Millage (TRIM) notifications. This is the same rate as the prior fiscal year. During the two September public hearings, the Board maintained and adopted the initially advertised rate.

# Major Changes in Countywide Tax Equivalent Funding: 2014 Compared to 2013

The following table provides a summary of changes in funding levels in FY 2014, followed by discussion of the major factors affecting those changes.

Budget Factor	Impact on Ad Valorem Requirements (in millions of dollars) Increase Decrease	
Increase in Ad Valorem Taxes		23.5
Increase in Tax-Equivalent Revenue		8.4
Decrease in Beginning Balances Brought Forward	2.8	
Appropriations: Decrease in Capital Projects Increase in Board Departments and Agencies Increase in Non-departmental Operations	12.7 3.1	1.8
Decrease in Debt Service		10.9
Increase in Sheriff	26.2	
Decrease in Other Constitutional Officers		3.4
Increase in Reserves	3.2	

**Ad Valorem Taxes:** The millage rate of 4.7815, which is 3.2% above the roll back rate of 4.6331, will generate \$23.5 million more ad valorem taxes than last year.

**Increase in Net Tax-Equivalent Revenue:** The increase is mostly attributable to the increase in major revenues. More detailed information, regarding major revenues, can be found on page 5 of this message.

**Decrease in Beginning Balance Brought Forward (BBF):** The General Fund budgeted BBF is \$161 million, down \$2.8 million or 1.7%, compared to FY 2013.

**Capital Projects:** The FY 2014 budget includes \$6.8 million in new countywide ad valorem, or equivalent, funding for capital projects. This is down \$1.8 million from the prior year.

**Board Departments and Agencies:** The main reason for the increase is the 3% pay increase effective October 1, 2013. Additional significant impacts include: \$1.6 million for road resurfacing; \$1 million loss of grant and program revenue to fund Environmental Resources Management programs; \$600,000 for courthouse security services; \$230,000 for Animal Care & Control due to escalating cost of medical supplies; and \$400,000 for Youth Empowerment Programs.

**Non-Departmental Operations:** The increase is primarily attributable to funding requirements for Community Redevelopment Agencies and reduction in BCC Indirect Costs reimbursements.

**Debt Service:** The decrease is the result of using a portion to the Mecca property proceeds to offset debt service obligations.

**Sheriff's Budget:** The Sheriff's budget – representing nearly half of the tax equivalent budget – continues to be the major component in the budget development process. The \$26.2 million net increase includes \$9 million for equipment costs carried forward from the previous fiscal year.

Other Constitutional Officers/Judicial: Included in this category are the following offices:

- The **Property Appraiser's** net budget is \$18.6 million. Of this, \$17.1 million is the general fund portion, which is \$.3 million over the prior year.
- The **Supervisor of Elections'** operating budget is \$9.3 million, 8.5% lower than FY 2013. The prior year's budget included expenses for a countywide election, the 2012 November General Election (Presidential). The 2014 budget also includes only one countywide election, the State Primary Election, which historically has a lower voter turnout. Therefore, the FY 2014 budget reflects lower spending primarily for the volume driven expenses, i.e.: poll workers, temporary staff, ballot printing costs and postage.
- The **Tax Collector's** budget is based on proposed taxes and fees determined by statute. The general fund portion, net of Commission Refunds, is estimated to be \$4.2 million.
- The Clerk and Comptroller's budget for BCC supported costs is \$12.6 million, or a 5% budget increase over FY 2013.
- **Judicial** has four components Court Administration, Public Defender, State Attorney, and Court Related Information Technology (IT). The FY 2014 budget is down slightly compared to FY 2013.

**Increase in Reserves:** Undesignated reserves for the General Fund were increased to be maintained at 8% of the total fund budget.

# **Major Revenues:**

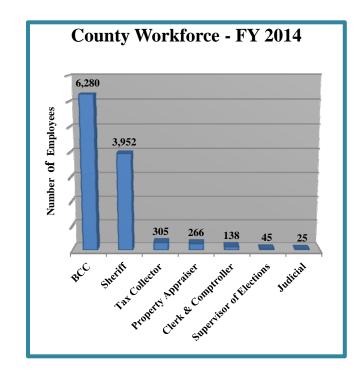
The below chart reflects a summary of the major General Fund revenues sources.

Revenue Category	FY 2013 Budget	FY 2014 Budget
Communications Services Tax	\$24,100,000	\$25,856,000
Half Cent Sales Tax	70,800,000	77,500,000
State Revenue Sharing	24,300,000	26,200,000
Electric Franchise Fees	32,300,000	31,815,000
Utility Taxes	33,240,000	34,001,000
Total	\$184,740,000	\$195,372,000

Actual FY 2013 collections for major revenues exceeded budget estimates by approximately 5%. This trend is projected to continue in FY 2014.

# **Size of the Workforce:**

The FY 2014 budget provides for 11,011 positions, of which 6,280 are funded in departments controlled by the Board of County Commissioners. The budget includes addition of 36 new positions and the elimination 52 positions. The new positions are primarily in Palm Tran (18) and Parks (11). The eliminated positions are mostly grant funded in Community Services and Department of **Economic** Sustainability. Since 2008, FY County departments added 355 positions for fire rescue mergers, Glades Utility Authority, Inspector General, Ethic Commissions, and grant funded programs and eliminated 1,050 positions from other County programs. During this same period, the number of positions for the constitutional officers and judicial increased from 4,570 to 4,731, an increase of 161, primarily for Sheriff related municipal mergers.



A detailed position summary by department can be found in the Budget Summary Information section on pages 104 and 105.

<u>Capital Projects:</u> The FY 2014 Capital Improvement Program, including interfund transfers and debt service, totals \$1.21 billion. Of this, \$918.5 million is funding carried over from previous years and approximately \$293.2 million is new funding. New funding is primarily for the enterprise Departments (Airports and Water Utilities), the Road Program and Environmental Resources Management. The revenue sources of this new funding include the following:

Ad Valorem Taxes	\$ 7,048,548
Enterprise Revenues	146,802,478
Interest & Other Revenue	28,510,804
Impact Fees	37,394,515
Gasoline Taxes	7,011,902
Tourist Development Taxes	2,517,069
Assessments	1,366,000
Grants	62,525,213
Total	\$293,176,529

A detail list of newly funded projects can be found in the Capital Improvement Document. The following is a link to this document:

# http://pbcgov.com/ofmb/budget/capital/2014/

New capital projects usually impact the County's operating budget in future years. This impact is an important consideration in determining the approval of new projects; each department is required to provide estimated operating expenses when requesting capital projects during the budget development process. Further discussion of operating impact can be found in the Capital section of this document and in the Capital Improvement Program (CIP) document.

Criteria for capital project prioritization are established in the Capital Improvement Element of the Comprehensive Plan (Comp Plan). These criteria address issues such as why the project is needed, what type of service the project will support and the physical location of the proposed project. The Comp Plan is based on an overall goal of maintaining a high quality of life in Palm Beach County. Further discussion of the Comp Plan can be found in the Introduction section of the Budget Document, under Long-Term Goals and Policies.

The County's five-year CIP is published in a separate document and includes capital and operating costs with funding sources for the current fiscal year plus four years into the future. County Administration, the Planning Division, and the Budget Office staff work together to review and revise the levels of service previously adopted in the Comp Plan. The Comp Plan is the basis for prioritizing capital projects and for determining if an amendment to the Capital Improvement Element of the Comp Plan is necessary.

# **Issues/Priorities:**

*Criminal Justice and Fire Rescue Issues*: Criminal Justice and Fire Rescue services continue to be a driving force on the County budget and a priority of the BCC. The FY 2014 Sheriff and Fire Rescue requested budgets were fully funded by the Board. The Sheriff and Fire Rescue Main MSTU total FY 2014 adopted appropriation budgets (net of reserves) are \$508 million and \$263 million, respectively.

Homelessness: The County's "Ten-Year Plan to End Homelessness" outlines the various strategies and timelines to target homelessness and the lack of affordable housing in the County. We are currently at the five year mark and the plan was reviewed by the National Alliance to End Homelessness. Conclusions of the review noted the County has high cooperation among providers, satisfaction among consumers and buy-in for the plan. Some concerns identified relate to funding and the governance structure as well as insufficient permanent housing resources. The next steps were identified and will be addressed in the coming year.

During the first year of operation, the Homeless Resource Center (the Senator Philip D. Lewis Center) served 2,155 homeless children in 1,130 families, and 3,199 single adults. The Center's operating budget is comprised of primarily Ad Valorem funds coupled with federal CDBG and ESG dollars, grants and donations. The Homeless Coalition of Palm Beach County, under an Agreement with the County, continues to fundraise in support of housing placement for those served through the Lewis Center, beyond government resources. They also work to increase awareness regarding the needs of homeless individuals and families. Total FY 2014 funding for this effort is \$4.65 million.

Economic Development: Palm Beach County Economic Sustainability priorities are established by the Board of County Commissioners and are driven by the specific economic needs of the County including the need to create jobs and the continued preservation of affordable housing. Palm Beach County serves as a financial resource for businesses, community redevelopment and housing initiatives through Federal, State and County assistance programs including loans, grants and tax exemptions leveraged by private capital investments. The following provides the seven key targeted industry clusters within Palm Beach County: Aerospace & Aviation; Agribusiness & Equestrian; IT & Communications; Business & Financial Services; Green Energy; Healthcare & Life Sciences; and Transportation & Logistics demonstrated by its significant investment in Scripps and Max Planck.

# **For the Future:**

If property values continue to trend upward and the current millage rate is maintained, the County will generate \$6.2 million in additional property taxes for each 1% increase in values. However, the County may still have budget challenges next year which include the following:

- The Sheriff's gross budget now exceeds \$500 million. Balancing next year's budget, without impacting BCC Departments or others programs, will likely hinge on his budget request. This year's budget request was up 6%, although approximately 2% of this was attributable to the FRS contributions rate increase. Even a 4% increase would result in a \$20 million impact on FY 2015.
- FRS pension contribution rates increased significantly for Special Risk employees. These rates are expected to stabilize and will not have a significant impact on next year's budget.
- The 3% pay increase was the first increase in five years for general County employees. With the improvement of the economy, it is anticipated there will be pressure to provide additional raises in future years.
- While overall debt service will decrease in FY 2015, the FY 2014 budget included a \$12 million offset from the use of Mecca Land proceeds. This offset is projected to be only \$6.3 million next year.
- Palm Tran Pension Plan funding deficiency In addition to normal pension contributions, the fund requires a lump sum payment of \$3.6 million for three years. The last of these payments will be made in FY 2014. Negotiations for a new contract are on-going.

# **Conclusion:**

This budget achieves the Board's directive of maintaining service levels with no increase in the millage rate. This was done even with additional funding for road resurfacing and the Youth empowerment program.

Budget preparation is truly a team effort. The work and support of the Management Team, the Office of Financial Management and Budget, and the individual departments is greatly appreciated. Special appreciation is directed to the Board of County Commissioners for their commitment to addressing the difficult policy decisions inherent in the budget process.

Sincerely,

Robert Weisman County Administrator





# Location

Located on the southeast coast, Palm Beach County is the largest of Florida's 67 counties. As part of Florida's Gold Coast, Palm Beach County is bordered on the east by the Atlantic Ocean with 45 miles of shoreline. It is located just 50 miles north of Fort Lauderdale, 70 miles north of Miami and 150 miles south of Orlando. The County's 2,385 square miles include 1,977 square miles of land and 408 square miles of surface water<sup>1</sup>, making it one of the largest counties east of the Mississippi River. The surface water areas include the Intracoastal Waterway and approximately one-third of Lake Okeechobee, which is the largest freshwater lake in the state and the largest in the United States except for the Great Lakes.

Palm Beach County's climate has enhanced its image as a location that provides a high quality of life to its residents. The average temperature is 75 degrees with an average of 82 degrees in the summer and 67 degrees in the winter. The wet season extends from June through October, with an average annual rainfall of 62 inches.

There are 38 municipalities within the County encompassing a total of 324 square miles, or approximately 16% of the County's area. As of FY 2014, an estimated 56% of the County's population resides within the municipalities. The change in population since the FY 2013 reporting reflects an increase in municipal growth of 6,451 and a concurrent increase of approximately 8,384 in the unincorporated area.

 $<sup>1.\</sup> http://www.pbcgov.com/pzb/Planning/population/countyprofile.pdf$ 

West Palm Beach experienced an increase in population growth and remains the largest city both in size and population with approximately 103,760 residents within 55.48 square miles. Cloud Lake is the smallest with approximately 138 people living within 0.06 square miles. In addition, fourteen municipalities are less than one square mile each.

Population estimates for each of the 38 municipalities, as well as, the mailing addresses for each Town/City Hall can be found at the following link:- <a href="http://www.leagueofcities.com/membership/pdf/LeagueDirectory">http://www.leagueofcities.com/membership/pdf/LeagueDirectory</a>

# History

The first settlers, in what is now Palm Beach County, were Indian tribes such as the Tequesta, Jeaga, Caloosa, and later the Seminoles. The next settlers arrived in 1860 when the Jupiter Lighthouse was built to aid sailors navigating the Atlantic Ocean. Homesteading began in the late 1800's with the majority of the settlers coming to the area to farm. Early farmers found the soil to be highly productive and earned most of their income by growing vegetables for the northern winter market.

The late 1800's also marked the beginning of the tourism industry. Transportation improvements, particularly to the railroad system, provided easier access to the area. Hotels to serve tourists and the first winter homes for seasonal residents were constructed. In 1892, Henry Flagler visited Palm Beach and decided to build a large resort hotel, the Royal Poinciana, and extend the Florida East Coast Railroad to West Palm Beach from Jacksonville. These developments made Palm Beach the nation's premier winter resort. Flagler considered the mainland area a perfect satellite location to service his resort and a good place for his workers to live. This area was incorporated as West Palm Beach in 1894.

Other cities, such as Linton and Boynton Beach, were established soon after West Palm Beach. Linton was founded in 1894 by William S. Linton, the postmaster of Saginaw, Michigan. He and a friend purchased 160 acres of land and sold it in five-acre tracts through ads in Michigan newspapers. In 1901, they renamed the town Delray Beach, after a Detroit suburb. Boynton Beach was founded in 1895 when Civil War officer Major Nathan S. Boynton built a 50-room resort hotel on the beach. One year later the railroad came through on its way to Miami.

The State Legislature established Palm Beach County as Florida's 47th County on July 1, 1909. Prior to that time, the area was part of Dade County. Palm Beach County originally encompassed Lake Okeechobee and the areas that became Broward County in 1915, Okeechobee County in 1917, and Martin County in 1925. In 1963, the State of Florida partitioned Lake Okeechobee among all of the counties that border it.

The first County Commission meeting was held on July 6, 1909 and West Palm Beach was designated as the County Seat. By 1910, the County's population had grown to more than 5,500 residents. The entire County experienced tremendous growth and development following World War I. The building and population increase produced a great land boom in the early 1920's. Contributing to the land boom was the climate, as well as an increase in the use of the automobile along with a growing network of roads. The State encouraged the influx of new residents during this period by promising never to pass state income or inheritance taxes. The 1926 Florida Land Bust, the 1926 and 1928 hurricanes, and the 1929 stock market crash drastically affected the local economy, but these events did not stop growth entirely due to the prior establishment of major transportation facilities.

World War II brought many changes to the County, including air bases and new jobs. After the war, Grace Morrison Field was expanded and became Palm Beach International Airport. During the same time period, small specialized businesses, many electronic-oriented, joined industrial giants like Pratt-Whitney and IBM in establishing plants in Palm Beach County.

The County remained largely undeveloped through the 1950's as evidenced by a 1960 population of less than 250,000. Although some citizens felt that it had lost its natural, unspoiled quality, many leaders welcomed urbanization and actively promoted growth and development.

In the late 1960's and early 1970's, large numbers of middle and upper income retirees began to move to Florida, prompting developers to build new subdivisions and cities. During this same period, the advent of air conditioning greatly enhanced the living and working environment, further increasing the pace of

Throughout the 1980's, the economy and the construction industry thrived as the population grew by approximately 5% per year. The national recession that occurred in the early 1990's reduced the County's growth rate to an average of approximately 3.1% annually<sup>2</sup>. The County's FY 2014 population is estimated to be 1,364,632, a 1.1% increase from FY 2013<sup>3</sup>.

# Form of Government

As a result of the November 6, 1984 general election, Palm Beach County became a Home Rule Charter County on January 1, 1985. This "Home Rule" allows residents, through their elected commissioners, greater independence in determining how their County government will function and what services it will provide. Major advantages resulting from changing to this form of government include:

- allowing the County to pass its own ordinances and laws as long as they do not conflict with state and federal laws:
- providing initiative procedures that allow voters to create, modify and amend local laws;
- · providing a process to modify or amend the Charter; and
- providing voters with a process to recall County Commissioners for cause.

The Board of County Commissioners, which is the legislative branch of County government, adopts ordinances and resolutions to establish programs that protect and maintain the health, safety, and welfare of County residents. In 1990, the Board changed from five at-large Commissioners to seven, each representing a single-member district. Each Commissioner is elected to a four-year term by voters in the district in which they reside. Commissioners elect a Mayor to preside over meetings and serve as the ceremonial head of the County. A Vice Mayor is also selected to assume these duties in the absence of the Mayor.

The County Commission considers major problems facing County government and guides the growth and development of the County consistent with the public interest. Major areas of public interest under the control of the Board include

- provision of fire protection and disaster relief services;
- · construction and maintenance of County buildings, roads, and bridges;
- provision of programs of housing, community development, slum clearance, conservation, flood and beach erosion control, and air pollution control;
- 2. Palm Beach County Business Development Board
- 3. 2011 PZ&B Population Allocation Model

- · adoption and enforcement of building and housing codes and regulations;
- · preservation of natural resources;
- preparation, review, and periodic amendment of the Comprehensive Land Use Plan for the development of the unincorporated portion of the County; and
- provision of cultural and recreational facilities and programs.

Additionally, the Board may enter into agreements with other governmental agencies for the joint performance of duties.

The Commission appoints the Chief Executive Officer, i.e., the County Administrator, who implements Board-approved programs and manages the day-to-day operations of County government. With Commission approval, the County Administrator appoints Assistant County Administrators and Department Directors.

The County's Departments under the County Administrator are organized into two groups: General Operations Departments, which provide direct services to residents, and Central Services Departments.

# General Operations Departments include

- Airports
- Community Services
- · County Cooperative Extension Services
- County Library
- Engineering & Public Works
- · Environmental Resources Management
- · Fire-Rescue
- · Department of Economic Sustainability

- · Medical Examiner
- · Palm Tran
- · Parks & Recreation
- · Planning, Zoning & Building
- · Public Safety
- Tourist Development
- · Water Utilities

# Central Services Departments include

- · County Administration
- County Attorney
- Facilities Development & Operations
- · Financial Management & Budget
- · Human Resources
- Information Systems Services

- · Internal Audit
- Legislative Affairs
- · Public Affairs
- Purchasing
- · Risk Management

In addition to the County Administrator, the Board of County Commissioners appoints County residents to serve as volunteers on various citizens' boards, commissions, committees, and councils. These groups are established for advisory and/or regulatory purposes. State law creates some advisory boards, while others are formed by the County Commission to meet special needs and to help solve challenging issues facing County government.

Constitutional Officers and Judiciary are County Officials other than the County Commissioners, who are elected for four-year terms by the voters in general elections. The officers include the Clerk and Comptroller, Property Appraiser, Sheriff, Supervisor of Elections, Public Defender, State Attorney, and Tax Collector.

Palm Beach County is not a consolidated or "metro" form of government. The Palm Beach County School System is governed by a non-partisan elected School Board and operates under the direction of a School Board-Appointed Superintendent. The County Commission has no jurisdiction over the School Board.

The South Florida Water Management District, Children's Services Council, Health Care District, Drainage Districts, Inlet Districts, and municipalities within the County are also not under the authority of the Board of County Commissioners.

# **Economic Trends**

Palm Beach County is Florida's largest county in area and third in population. Growth predominantly from inmigration, has historically been a major influencing factor in the County. Population has increased approximately 1.5% annually from 1990 to 2013 and is estimated to continue increasing through FY 2014.

Current economic indicators for Palm Beach County point to an economy which is increasingly healthy over the past several years. Significant investment made to develop the Biotechnology Industry in the County has spurred growth in that sector, pushing it into a tie with Retail Trade as the second largest industry behind only Educational, Health Care and Social Services. Tourism, construction, and agriculture continue to play a prominent role in the County's economy.

<u>Tourism</u><sup>4</sup> - Palm Beach County government is making a concentrated and continuing effort to increase the number of visitors to the County each year, which is expected to generate a 4% increase in revenues in FY 2014. There were an estimated 70,800 people employed in jobs related to the tourism industry at the end of the 2013 fiscal year, with direct spending from visitors of \$1.57 billion annually to the County's economy. During FY 2013 PBC had an exceptional year for tourism. Bed tax revenues increased 11.05% from the previous year.

Construction <sup>5</sup> – During FY 2013, the total volume of permits increased by 20% as compared to FY 2012. The Building Permit fee revenue increased 26% from \$11.9 million to \$15 million. In residential construction, there were 1,131 single unit permit starts and 52 multi-unit permit starts representing 585 units as compared to 928 single unit permits and 23 multi-unit permit starts representing 404 units as previously reported for FY 2012. The total value for these residential permit starts was \$544.7 million, as compared to \$340.3 million as reported in FY 2012. Overall, permitting activity in both residential and commercial continues to improve.

Agriculture <sup>6</sup> - Palm Beach County's agricultural acreage has remained stable for the last five years. Palm Beach County still leads the state of Florida, and all counties east of the Mississippi River, in agricultural proceeds. Palm Beach County leads the nation in the production of sugarcane, bell peppers, and fresh sweet corn. It leads the state in the production of rice, lettuce, radishes, Chinese vegetables, specialty leaf produce, and celery.

The 459,865 acres dedicated to agriculture, represent 36% of the total land mass in the county. Palm Beach County is third in the state in nursery production with estimated sales at \$279 million, and leads the state in agricultural wages and salary with over \$316 million. The industry currently uses bagasse, a sugarcane by-product, in conjunction with other waste wood products as the fuel source for the largest agriculturally based biomass co-generation plant in the United States for electricity generation. Several crops are currently grown as potential sources for ethanol production.

Equestrian acreage in Palm Beach County continues to expand, currently ranking as the 2nd largest equine county in the state, following Marion County.

- 4. Smith Travel Research Occupancy and Property Census, Bureau of Labor Statistics and
- 5. Electronic Planning, Zoning and Building (ePZB) permitting system
- 6. http://www.pbcgov.org/coextension/agriculture/facts.htm

<u>Manufacturing</u> - Primarily electronics and other high tech products, manufacturing plays an important role in the County's local economy. The arrival of the Scripps Research Institute continues to provide a boost to the area's technology industry.

<u>Bio Science</u> – Scripps Research Institute and Max Planck Florida Institute are anchors to an eight million square feet Bioscience Cluster in Northern Palm Beach County. A "cluster" of related biotechnology businesses will form a hub to strengthen the County's position as leader in this industry. Smaller bio-related companies have either expanded or moved to the County such as Ocean Ridge Biosciences LLC and Sancilio & Company Inc.

# **Unemployment Rate**

The County's average annual wage of \$47,779 is well above the national average and the highest in the State of Florida. The County's labor force employed is estimated to be 640,695 which is a positive indicator of the decrease in the unemployment rate from 9.4% in August 2012 to 7.5% in August of 2013<sup>7</sup>. Additionally, the rate in Palm Beach County is only slightly higher than national and state rates, which is another indicator of improving labor trends.

# **Property Taxes**

Property taxes are a lien on all taxable property as of January 1st of each year. Taxes are due November 1st and are payable by April 1st of the following year. Each parcel of property is assessed to the last known owner as established from the latest recorded deed or tax return.

There are three types of property which are subject to an ad valorem tax (a tax based on the assessed value of real or personal property). The three types are:

- **Real Estate** covers land and the improvements thereon;
- Tangible Personal Property includes property such as fixtures, equipment, and machinery; and
- **Intangible Personal Property** includes stock, bonds (except those exempt), mortgages accounts receivable, mutual funds, notes, trusts, estates, etc. (State tax handled directly by the State of FL).

All property owners who maintain their permanent home on the property are entitled to a "Homestead Exemption" which exempts the first 25,000 of assessed value of the property from ad valorem taxes. Effective January 1, 2008, a property with an assessed value of \$75,000 or more receives an additional \$25,000 exemption. Additional exemptions are also available to widows, widowers, disabled veterans, totally disabled non-veterans, and senior citizens. The November 6th, 2012 Elections passed additional groups receiving exemptions. These were a surviving spouse of a veteran or first responder and low-income seniors who maintained long term residency on property.

The Board of County Commissioners levies a Countywide millage that applies to all property owners in the County on the net assessed value of property. Millage is the rate used to determine the amount of tax. A mill is one-tenth of a cent, or \$1.00 of tax for every \$1,000 of net assessed value. The FY 2014 Countywide rate is 4.7815 mills.

7. Florida Research and Economic Information Database Application

Palm Beach County Fire-Rescue and the County Library are dependent districts under the control of the Board of County Commissioners. They levy millages that apply to all property owners in the unincorporated portion of the County and residents of the municipalities that have elected to join the districts rather than provide the services themselves. The municipalities also levy millages to finance their local government's operating costs.

In addition to the Board of County Commissioners and municipalities, various other taxing districts levy millages that affect all property owners in the County or property owners in the particular districts. Some other entities in the County that levy property taxes are drainage districts. These taxes are not based on the value of the property, but on the number of acres in the parcel. Each district assesses an "Acreage Levy", a fixed amount for each acre or part thereof, to cover the maintenance and debt of the drainage facilities in the district. Additionally, some districts assess a "Parcel Levy", a fixed amount per parcel, to cover the cost of road maintenance and debt within the district.

# **Fire Rescue Taxing Districts (MSTU)**

Belle Glade Cloud Lake Glen Ridge Haverhill Juno Beach Jupiter Lake Clarke Shores
Lake Worth
Lantana
Loxahatchee Groves
Pahokee
Palm Springs

Royal Palm Beach South Bay South Palm Beach Wellington

# Serviced by Fire Rescue

Lake Park

Manalapan

Fire-Rescue also has a service agreement for a portion of Martin County.

# Dispatched by Fire Rescue Outside the Fire Rescue Taxing District

Atlantis Greenacres Jupiter Inlet Colony Mangonia Park North Palm Beach Palm Beach Gardens Palm Beach Shores Riviera Beach Tequesta West Palm Beach

# **County Library Taxing District**

Atlantis
Belle Glade
Briny Breezes
Cloud Lake
Glen Ridge
Greenacres
Haverhill

Hypoluxo
Juno Beach
Jupiter
Jupiter Inlet Colony
Lake Clarke Shores
Loxahatchee Groves
Mangonia Park
Ocean Ridge

Pahokee
Palm Beach Gardens
Palm Beach Shores
Royal Palm Beach
South Bay
South Palm Beach
Tequesta
Wellington

# **COUNTYWIDE TAXING DISTRICTS**

# The School District of PBC

3300 Forest Hill Boulevard West Palm Beach, FL 33406 Telephone: (561) 434-8000

# Children's Services Council

2300 High Ridge Road Boynton Beach, FL 33426 Telephone: (561) 740-7000

# South Florida Water Management District South Florida Water Management Basin Everglades Construction

3301 Gun Club Road West Palm Beach, FL 33406 Telephone: (561) 686-8800

# **Health Care District**

2601 10th Avenue North, Suite 100 Palm Springs, FL 33461 Telephone: (561) 659-1270

# Florida Inland Navigation District

1314 Marcinski Road Jupiter, FL 33477

Telephone: (561) 627-3386

# NON-COUNTYWIDE TAXING DISTRICTS

# **Greater Boca Raton Beach & Park District**

300 South Military Trail Boca Raton, FL 33486 Telephone: (561) 417-4599

# **Port of Palm Beach District**

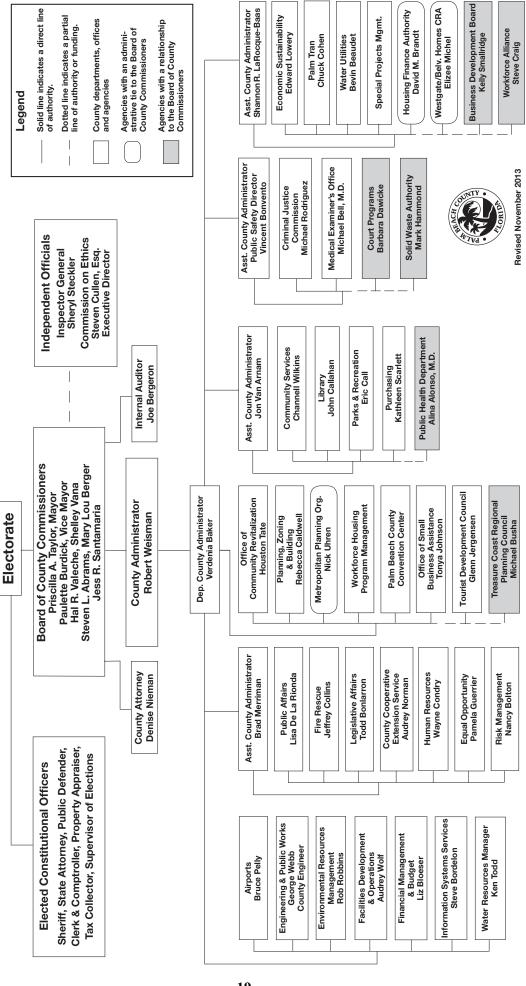
1 East 11th Street, Suite 600 Riviera Beach, FL 33404 Telephone: (561) 383-4100

# **Jupiter Inlet District**

400 N. Delaware Boulevard Jupiter, FL 33458

Telephone: (561) 746-2223

# Palm Beach County Board of County Commissioners Organizational Structure



Date Established Form of Government Area (Including water)

**Total Adopted Fiscal Year 2014 Budget** 

July 1, 1909 Commission-County Administrator 2385 square miles \$3.945 Billion

County Demographics	
Population*	1,364,632
Median Age	43.7
Median Household Income**	\$51,278
Average Household Size	2.52

\* Source: 2011 PZ&B Population Allocation Model

\*\* Source: http://www.census.gov/acs/www/ (3 year estimate)

#### Sheriff's Office

Law Enforcement Officers	1,506
Corrections Officers	689
Civilian Staff	1.757



Palm Beach County Sheriff's Office Headquarters



Fire Rescue Headquarters

# Fire Protection

Suppression units (including 19 brush trucks)	67
Advanced Life Support Units	98
Fire stations	49
Employees (Certified Firefighters)	1,305
Employees (NonCertified)	185
FY13 Total Fire Runs	15,938
FY13 Total EMS Runs	104,342
FY13 Average Response Times For Fire/EMS	6:37

# Palm Beach County Schools

There are 185 schools in Palm Beach County with 179,926 enrollment. See below for the number of schools

Eler	mentary Schools	107
Mide	dle Schools	33
High	h Schools	23
Alte	rnative/ESE	17
Adu	Ilt & Community Schools	2
Othe	er Educational Schools	3

Illustrated below are the Elementary, Middle and High School FCAT rating and the # of schools with the respective rating

"A"	Schools	96
"B"	Schools	29
"C"	Schools	30
"D"	Schools	8
"F"	Schools	0

# 2013 FCAT RESULTS

	Reading	Math
Elementary	County % / State %	County % / State %
Grade 3	54/57	59/58
Grade 4	61/60	64/61
Grade 5	61/60	57/55
Middle		
Grade 6	59/59	54/52
Grade 7	59/57	60/55
Grade 8	59/56	61/51
High		
Grade 9	55/53	**
Grade 10	58/54	**

Source: Palm Beach County School Board website and www.fcat.fldoe.org

Major Employers

20,810
11,043
6,100
3,635
3,000
2,714
2,706
2,391
2,250
2,250

Source:www.bdb.org updated 12/11

Land Usage (%)

Lana Osage (70)	
Residential	14.0%
Commercial	1.1%
Recreational	2.5%
Agriculture	37.5%
Conservation	31.5%
Other	13.4%

# Elections

Registered Voters (as of 11/25/13) 891,496

Source: http://pbcelections.org/

 $<sup>\</sup>ensuremath{^{**}\text{Grade}}$  9 and 10 did not take Mathematics test in 2013



Southern Regional Water Reclamation Facility

# Utility System

Active accounts *	
Water	185,285
Wastewater	165,600
Number of Units Served *	
Water	238,672
Wastewater	218,987
Capacity per day (thousand gallons)	
Water (tgd) max.	113,280
Sewer (tgd) max.	67,200
Miles of Water and Sewer Mains	4,190
Water	2,364
Sewer	1,826
Fire Hydrants	17,593
Pump Stations	886

<sup>\*</sup> The GUA (Western Region) was absorbed by WUD on May 1, 2013. There were 10,224 potable water meters and approximately 8,130 waste water accounts absorbed.

# Parks and Recreation

The County offers over 8,000 acres of parkland, which are available to discover and explore. Sports, fitness, environmental, and cultural opportunities abound, as well as, restful places for solitude.

County Owned Amenities	<u># of</u>
Golf Courses	5
Exercise/Fitness Trails	9
Marina	1
Playground Sites	101
Parks	82
Water Parks	2
Splash Parks	3
Swimming Pools	6
Dog Parks	3
Museum	1
Community/Civic Centers	4
Recreation Centers	4
Nature Centers	3
Equestrian Parks	5
Beaches	16
Campgrounds	3
Amphitheaters	3
•	



Okeeheelee Golf Course



Loggerhead Park



Caloosa Park

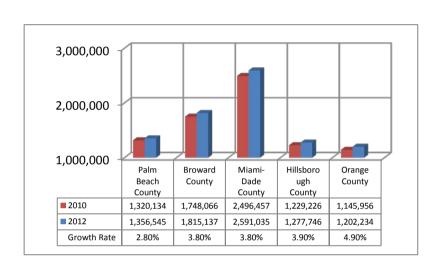
Palm Beach County is the largest county by area and third largest county by population in the State of Florida. To aid in the understanding of the demographics for the County, information on all five Florida counties with populations over one million is provided. Additional information can be found through the US Census Bureau at: <a href="http://www.census.gov/">http://www.census.gov/</a>.

Note: Other sections of this document refer to FY 2014 population estimates derived by Palm Beach County's Planning Zoning & Building (htt://www.pbcgov.com/pzb/Planning/population/countyprofile.pdf).

# POPULATION & GROWTH RATE

(Data is based on the 2010 US Census and 2012 US Census Bureau estimates)

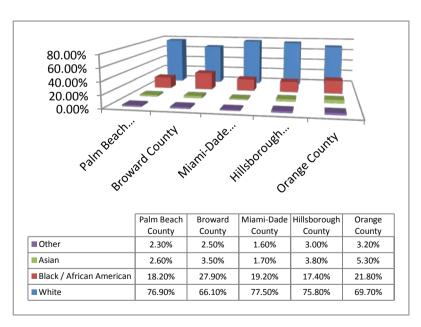
As the chart indicates, despite having the 3rd largest population with the largest land area of any of the counties, Palm Beach County has had the slowest population growth over the last two years. While any growth is good, the faster growth rate seen in the other counties is likely an indicator of a stronger/quicker economic recovery. Faster growth should have a positive correlation to an increase in property values and the construction industry.



# **ETHNICITY**

(Data is based on the 2012 US Census Bureau estimates)

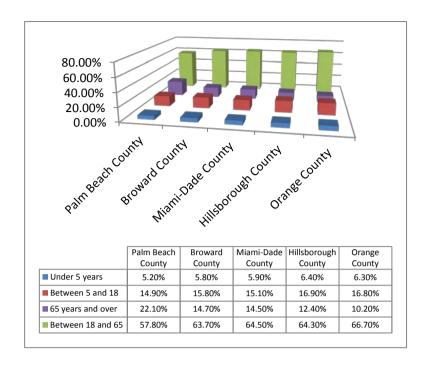
For the most part, the five largest counties in Florida have a comparable ethnic distribution. Across the counties, the largest group of the population is White, followed by Black/African American, then Asian, and finally those in the other category (which includes those who identified themselves as two or more races).



# POPULATION BY AGE

(Data is based on the 2012 US Census Bureau estimates)

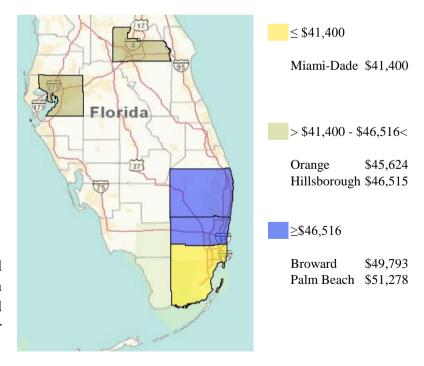
Palm Beach County has the oldest population of the five largest counties in Florida. Furthermore, with the slowest population growth rate (mentioned earlier) there is no indication that this trend is going to reverse itself in the near future. Population aging is a worldwide occurrence. The economic impact of this trend is that older populations tend to save more thereby having a positive impact on interest rates. Additionally, decreased educational expenditures are also a benefit that is associated with regions that have an older population.



#### MEDIAN HOUSEHOLD INCOME

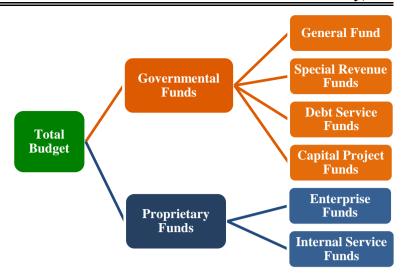
(Data is based on the 2012 American FactFinder 1 year estimates, a service feature of the US Census Bureau)

Due to recent economic trends, the median household income has decreased for the fifth consecutive year. This decrease has effected all of the large counties in Florida with the exception of Palm Beach having decreased at a rate of 4.6% the last four years but having a slight increase of 1% this year. When compared to the other large counties in Florida, Palm Beach County has the highest median household income. While only slightly higher than Broward, the Palm Beach median household income is significantly higher than the other counties.



# **Fund Types**

The financial accountability of Palm Beach County is measured on a "fund" basis in accordance with generally accepted accounting principles (GAAP). A "fund" is a separate fiscal and budgetary entity. Revenues and expenditures are legally recorded in the following groupings of funds, each of which must be in balance and may not show a deficit per Florida statutory requirements.



# **Governmental Funds**

# General Fund (0001)

This fund is used to account for financial transactions which are applicable to the general financial requirements of the County, except those required to be accounted for in other funds. Some of the countywide operations included in the General Fund are: Parks and Recreation, Engineering, Facilities Development and Operations, Public Safety, and Sheriff. Countywide Administration, County Attorney, Financial Management and Budget, Human Resources, and Purchasing are also included in the fund.

# Special Revenue Funds (1000-1999)

These funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The restricted or committed proceeds or specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund. The County uses a minimum of 50% as its definition of substantial. Some of the funds in this grouping are County Transportation Trust, Fire Rescue, Municipal Services Taxing District, County Library, and Tourist Development.

# Debt Service Funds (2000-2999)

These funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditures for debt service.

# Capital Projects Funds (3000-3999)

These funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facility and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds.

# **Proprietary Funds**

# **Enterprise Funds (4000-4999)**

These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges. Airports and Water Utilities are considered Enterprise funds.

# **Internal Service Funds (5000-5999)**

These funds are used to account for the goods and services which are provided by departments for the benefit of other County departments on a cost reimbursement basis.

# **Measurement Basis**

In governmental accounting, the measurement basis used for the accounting system depends on the fund or funds involved.

Governmental funds use the modified accrual basis of accounting. Under this basis, revenues are recognized if they are measurable and available for use during the year. For this purpose, the County considers revenue to be available if it is collected within 60 days of year-end. Revenues not considered available are recorded as deferred revenues. Expenditures are recognized in the period the liabilities are incurred if measurable, except for accrued interest on general long-term debt which is recognized when payment is due to bondholders.

Proprietary funds use the full accrual basis of accounting. Under this basis, revenues are recognized in the period earned and expenses are recognized in the period that the liabilities are incurred.

# **Financial Statements**

In governmental accounting, the focus for budgeting, measuring, and reporting on financial activity depends on the funds involved.

Governmental funds are accounted for on a "financial resource flow" focus. This means that governmental fund balance sheets will only contain current assets, current liabilities, and the excess of current assets over current liabilities, which is called fund balance or fund equity. Governmental fund operating statements present increases in resources (revenues and other financing sources), uses of resources (expenditures and other financing uses), and changes in fund balances.

Proprietary funds are accounted for on an "income determination" measurement focus. Accordingly, all assets and liabilities are included on their balance sheets. Proprietary fund operating statements present increases (revenues) and decreases (expenses) in total economic net worth (fund equity).

GASB Statement 34 establishes financial reporting standards which include government-wide financial statements. These accrual-based financial statements are prepared using an economic resources measurement focus. They report all assets, liabilities, revenues, expenses, gains, and losses of the government and distinguish between governmental and business-type activities.

# **Fund Balance Reporting**

GASB Statement 54 establishes financial reporting standards for Fund Balance Reporting and Governmental Fund Type Definitions. Governmental fund balances are classified as nonspendable and spendable as follows:

**Nonspendable Fund Balance** includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual requirements (eg. inventory, prepaids).

# **Spendable Fund Balance:**

**Restricted Fund Balance** includes amounts that are constrained for specific purposes which are externally imposed by providers (such as grantors or creditors) or enabling legislation. Restrictions may be changed or lifted only with the consent of the resource providers.

**Committed Fund Balance** includes amounts that are constrained for specific purposes that are internally imposed by the County's highest level of decision making authority, the Board of County Commissioners (BCC). Formal action must be taken by the BCC prior to the end of the fiscal year. The same formal action must be taken by the BCC to remove or change the limitations placed on the funds.

**Assigned Fund Balance** includes amounts that are intended to be used for specific purposes that are neither restricted or committed. Fund Balance may be assigned by the BCC, the County Administrator, the Director of OFMB, or the Budget Director.

**Unassigned Fund Balance** includes amounts in the general fund that have not been classified in the previous four categories. Unassigned fund balance could also include deficit residual balances for any governmental funds after reporting amounts as restricted, committed, or assigned. Deficit amounts cannot be reported for restricted, committed, or assigned fund balances in any fund.

The County shall maintain year-end General Fund unassigned fund balance at an amount which is between 15% and 20% of audited General Fund expenditures and transfers to other funds. To the extent that the year-end audited fund balance falls outside of this range, corrective action shall be taken over a three-year period to bring the balance into conformity with this policy.

# Order of Use of Restricted and Unrestricted Funds:

When both restricted and unrestricted funds are available for expenditure, restricted funds will be used first.

When committed, assigned and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last.

Palm Beach County's FY 2014 Budget has been developed using the policies described in this segment of the Budget document and is intended to facilitate management actions on financial decisions, as well as, to assist other readers of this document in understanding County finances.

The establishment of consolidated financial policies will also have the following benefits:

- Provide a concise reference guide for consideration of County financial matters.
- Direct attention to overall financial condition, rather than a narrow focus on single issues.
- Exhibit a commitment to sound financial management and fiscal integrity, establishing credibility and confidence for citizens, investors, and rating agencies.
- Demonstrate compliance with applicable Florida statutory requirements.

The financial policies on the following pages are grouped into the following categories:

- BUDGET POLICIES
- ◆ REVENUE POLICIES
- **◆ EXPENDITURE POLICIES**
- ♦ RESERVE POLICIES
- DEBT POLICIES
- **♦ CAPITAL IMPROVEMENT POLICIES**
- ♦ OTHER ROTATION OF EXTERNAL AUDITORS

# I. BUDGET POLICIES

# I.1 Balanced Budget

The County's Annual Budget shall be balanced; that is, the total estimated receipts, including balances brought forward, shall equal the total appropriations and reserves (Florida Statutes, 129.01(2)(b)).

# **I.2 Budget Adoption**

The County's Annual Budget shall be adopted by the Board of County Commissioners at the fund level.

# I.3 Estimates of Receipts

The budgeted receipts shall include 95% of all receipts reasonably anticipated from all sources, including taxes to be levied, and 100% of balances brought forward at the beginning of the fiscal year (Florida Statutes, 129.01(2)(b) and 200.065(2)(a)).

# I.4 Contingencies

A reserve for contingencies may be budgeted in each operating and capital fund up to 10% of the total fund budget. The Board of County Commissioners may reallocate these reserves to fund unforeseen needs during the budget year (Florida Statutes, 129.01(2)(c)(1)).

# I.5 Cash Carryover

A reserve for cash carryover will be budgeted in any fund which requires monies to be carried forward into the budget year to support operations until sufficient current revenues are received. This reserve will not exceed 20% of the fund budget (Florida Statutes, 129.01(2)(c)(2)). (See Section IV. 1 -OPERATING RESERVE)

# **I.6 Budget Transfers**

The Director of the Office of Financial Management & Budget has authority to approve intra-departmental transfers during the budget year. All other budget transfers (i.e. between departments, out of contingencies, and between capital projects) must be approved by the Board of County Commissioners.

# **II. REVENUE POLICIES**

# **II.1 General Revenue Policy**

Generally, the County reviews estimated revenue and fee schedules as part of the budget process. Estimated revenue is conservatively projected (at 95% of estimate) for five years and updated annually. Proposed rate increases are based upon:

- ♦ Legislative Constraints Fee policies applicable to each fund or activity
- ♦ The related cost of the service provided
- ♦ The impact of inflation on the provision of services
- ♦ Equity of comparable fees
- ♦ Legislative constraints

The Revenue Policy of Palm Beach County includes these informal policies, with the addition of:

♦ Maintenance of a diversified and stable revenue system to shelter the County from short run fluctuations in any one revenue source

# **II.2 Revenue Summaries**

As part of the annual budget process, a consolidated summary of revenue sources will be prepared and incorporated into the County's budget documents.

# II.3 Ad Valorem Taxes

The use of Ad Valorem tax revenues will generally be limited to the following funds:

# **Countywide:**

General

**Debt Service** 

#### **Dependent Districts:**

**County Library** 

Fire Rescue MSTUs (Jupiter and Main Fire Rescue MSTU)

Specific allocations of such revenue will be made during the annual budget process.

#### **II.4 Gas Taxes**

The use of Gas Tax revenues will generally be limited to the following funds:

County Transportation Trust Transportation Improvement Mass Transit

#### II.5 Sales Taxes

The use of Sales tax revenue will generally be limited to the following funds:

General County Transportation Trust Debt Service

#### **II.6 Impact Fees**

Palm Beach County shall require new development activity to pay impact fees for new capital facilities or expansion of existing facilities. Fees shall not exceed a pro rata share of the reasonably anticipated costs of such improvements.

Impact fees have been implemented for parks, roads, libraries, Fire Rescue, public buildings, schools, and law enforcement.

#### **II.7 Utility Taxes**

The utility tax is a tax imposed on the purchase of utility services. It provides additional revenue necessary to maintain adopted levels of service, primarily for the Sheriff's road patrol.

#### **II.8 Tourist Development Taxes**

The use of Tourist Development tax revenues will generally be limited to the Tourist Development Trust Fund and the Beach Improvement Fund.

#### **II.9 Grants**

Only grants which can reasonably be expected to be received will be considered as revenue sources for budget development purposes. The County shall amend its Budget to reflect additional grants received during the year.

#### II.10 Restricted Revenues - Bonds

Revenues which have been pledged to bondholders shall be restricted and will conform in every respect to covenants.

#### **II.11 Countywide Revenues**

Countywide revenues collected on a Countywide basis will be allocated only to funds which provide Countywide services.

#### **II.12 Cost Recovery Fees (User Charges)**

Cost recovery fees, where appropriate, should be established to offset the cost of providing specific services and should be reviewed on a regular basis. Board policy provides for moving towards full recovery and the Board will examine and act on exceptions to that policy.

Where full cost recovery is deemed inappropriate, cost recovery ratios should be established for consideration by the Board. (Upon approval by the Board, cost recovery ratios will be incorporated into the County's Financial Policies).

#### **II.13 Private Contributions**

The County provides many services to its residents; thereby, enhancing the "Quality of Life" in our County.

To the extent possible, efforts should be made to secure private contributions, whether in the form of volunteer services, equipment, or cash contributions. This is particularly important in helping to defray the taxpayer burden of providing programs and activities which may be considered primarily "Quality of Life" in nature; such as, various community services, cultural, and recreational activities.

#### **III. EXPENDITURE POLICIES**

#### **III.1 Administrative Charges**

The County has a federally approved overhead distribution system which allocates General Fund Administrative Charges to the various County entities benefiting from such administrative activities. The existence of this system assures qualification for federal reimbursement of administrative costs associated with federal programs.

#### **III.2 County Grants**

As part of its annual budget process, the County identifies amounts to be granted to various community agencies which provide valuable services to the County's residents.

Because of increasing demands on the County's limited resources, the County will provide a maximum of the amount budgeted to each grant recipient. In the event that a grant recipient requests additional County funding, such request will be considered in the next year's budget process.

#### **III.3 Grant Supported County Programs**

The County conducts a variety of programs which depend on outside grants to the County for partial funding. In the event of reductions in such outside funding amounts, the program service levels will be reduced and additional County support will not be provided to compensate for the reduction of outside funding.

Full recovery of vacation and sick leave for employees working under a grant shall be undertaken.

#### **III.4 Performance Measures**

The County has developed "Performance Measures" for each of its departments in order to assure that maximum productivity is being achieved.

Where Performance Measures demonstrate activities could be provided most cost effectively by outsiders, outsourcing of such activities will be considered. Likewise, services currently outsourced will be considered to be provided directly if there is a cost benefit to the County.

Performance Measures will also provide management with criteria to use in evaluating departmental requests for increased funding levels.

#### **IV. RESERVE POLICIES**

A reserve policy is an important factor in maintaining the fiscal health of Palm Beach County. There are three primary types of reserves: Operating, Capital, and Debt. The degree of need for these reserves differs based upon the type of fund or operation involved. However, one policy statement for each type of reserve can be uniformly applied to most funds (excluding Airport and Water and Sewer, which are subject to various regulatory requirements). Board approval is required to move funds from Contingency Reserve accounts into expenditure line items.

#### **IV.1 Operating Reserves**

The adopted budget for the General Fund will include unassigned reserves (reserve for balance brought forward and contingency) in an amount which, when combined with the statutory reserve is between 10% and 15% of net budgeted expenditures and transfers for this fund.

#### **IV.2 Capital Reserves**

Capital Reserves are established primarily to set aside funds to provide for additional projects, or additions to existing budgeted projects, which may be deemed appropriate for funding after the Annual Budget is adopted.

#### <u>Capital Project Funds – Fund Balance</u>

Assigned fund balance in capital projects funds include amounts which are being held for specific projects.

Amounts in bond construction funds for which the bonds were issued will be reflected as restricted fund balance.

#### IV.3 Debt Reserves

Debt reserves are established to protect bondholders from payment defaults. Adequate debt reserves are essential in maintaining good bond ratings and the marketability of bonds. The amount of debt reserves is established by bond indenture in association with each bond issuance.

Although these policy statements are intended to apply to various funds of the County, various Federal, State, and Local laws and regulations, and specific financial policies, may supersede them.

#### V. DEBT POLICIES

Palm Beach County will use debt financing when it is appropriate, which will be implemented through procedures provided in county policy CW-F-074. It will be judged appropriate only when the following conditions exist:

- When non continuous capital improvements are desired, and;
- ♦ When it can be determined that current and/or future citizens will receive a benefit from the improvement.

When Palm Beach County utilizes long-term debt financing, it will ensure that the debt is soundly financed by:

- Conservatively projecting the revenue sources that will be utilized to pay the debt.
- Financing the improvement over a period not greater than the useful life of the improvement.

Additionally, the County has the following policies in relation to debt financing:

- ♦ Where practical, the County will issue general obligation bonds instead of non-self supporting revenue bonds.
- ◆ Palm Beach County maintains good communications with bond rating agencies about its financial condition.
- ♦ Palm Beach County maintains overall outstanding debt less than \$1,200 per capita.
- ♦ Debt service payments, exclusive of general obligation and self-supporting debts, will be no more than 10% of actual general governmental expenditures.

Annual budgets and long-range forecasts include debt service payments and reserve requirements for all debt currently outstanding and for all proposed debt issues.

#### V.1 General Obligation Debt

The County will issue general obligation bonds only upon approval of the electorate after a general election as required by the Florida Constitution.

#### V.2 Non-Self-Supporting Debt

The County may issue non-self-supporting debt to the extent that pledged non-ad valorem revenues are at least twice the annual amount of debt service on the non-self-supporting debt and to the extent that variable interest rate on non-self-supporting debt is no more than 25% of total non-self-supporting debt in the aggregate.

#### V.3 Self-Supporting Debt

The County may issue self-supporting debt for proprietary fund activities based on analyses of revenues and expenses to be incurred as a result of the project or projects to be funded by the debt.

#### VI. CAPITAL IMPROVEMENT POLICIES

#### **VI.1 Five-Year Program**

The County will develop a five-year Capital Improvement Program as part of each year's annual budget process and will make all capital improvements in accordance with the adopted Annual County Budget.

The County will identify the estimated costs and potential funding sources for each capital project before it is submitted to the Board of County Commissioners as a component of the five-year program.

#### **VI.2 Operating Costs**

The costs of operating and maintaining all proposed projects will be identified and incorporated into five-year financial projections for operations.

#### VI.3 Capital Financing

The County Administrator will determine, and recommend to the Board, the least costly financing method for all capital projects.

#### VI.4 Renewal and Replacement

The County shall develop and implement a program for identifying, scheduling, and budgeting for the renewal and replacement requirements of capital facilities.

#### **VII. OTHER - ROTATION OF EXTERNAL AUDITORS**

In December 1991, the Board approved a mandatory rotation policy for external auditors that prevented the current auditors from competing for the next contract. Auditing contracts have historically lasted seven years (an initial term of three years followed by up to four years of extensions). In September 2012, the Board removed the mandatory rotation requirement. The current firm can compete for the contract, but the principle must change if the same firm is used.

#### **Long Term Goals/Policies**

Palm Beach County adopted a Comprehensive Plan in 1980 providing the framework for land use changes within the unincorporated area and mechanisms and standards through which changes could occur. This plan represented a rethinking and restructuring of land use planning in the County. The changes were a result of unstable conditions in the economy of the County, the needs of the Palm Beach County residents and state legislative requirements. The basic concept of the Plan was to permit development at urban densities in those areas where urban services could be provided efficiently and economically, and to prevent urban density development in areas which were not planned for extension of urban services.

Palm Beach County's 1989 Comprehensive Plan built upon the strengths of its predecessor. This plan is based on an overall goal of maintaining a high quality of life in the County. The mechanisms and means for attaining this goal have been incorporated into the Elements of this Plan. Element drafts took shape and developed into the 1989 Plan as a result of a successful citizen participation program. Citizen input and Board of County Commissioners' direction throughout the planning stages of this document have created a Plan that not only reflects the interests of the County as a whole, but maintains and protects the unique qualities and characteristics present in its sub-regions.

In 1995, the County evaluated the Plan, in accordance with the Evaluation and Appraisal Report requirements of the Florida Statutes. As a result, the Plan was substantially amended in 1996 and 1997, to incorporate the revisions necessary to update the Plan in preparation for the next planning time frame. Additional reporting requirements were statutorily mandated during the 2006 and 2007 Florida Legislative sessions. These changes help to strengthen the connection and inter-relationship between the planning and budget development processes by identifying specific funding sources for future services required to maintain established levels of services.

HB 7207, the Community Planning Act, was signed by the Governor on June 2, 2011, amending multiple sections of the Florida Statutes, Chapter 163, and providing significant change to growth management in Florida. This legislation changed the name of the 'Local Government Comprehensive Planning and Land Development Regulation Act' to the 'Community Planning Act'. The legislation also revised the duties of local governments and municipalities relating to comprehensive plans; reduced state oversight of land use planning and relaxed review processes; encouraged local governments to apply for certain innovative planning tools; eliminated the state mandate for transportation, schools, and parks and recreation concurrency; and authorized the state land planning agency and other appropriate state and regional agencies to provide technical assistance to local governments.

Palm Beach County's Comprehensive Plan has been prepared to address the needs and interests of the County's residents and visitors. Areas addressed include, but are not limited to, future land use, transportation, housing, fire-rescue, utility, coastal management, health and human services, and capital improvements. The following is a link to the Plan:

http://www.pbcgov.com/pzb/Planning/comprehensiveplan/tableofcontent.htm

The Goals, Objectives and Policies presented in the Plan reflect the directives of the citizenry and the County Commissioners. The following are some of the Goals (in no particular order) and what is being done in FY 2014 to accomplish them:

# **GOAL** Accommodate the increased demand for emergency services in a comprehensive and organized fashion

The County has undergone significant changes in the concentration of its growth, namely into the western portions of the County. Much of this area is either unincorporated or contains municipalities who rely on County Fire-Rescue and Sheriff's Office services. The FY 2014 Sheriff's budget reflects the funding required to continue to provide quality service at an acceptable level.

The Fire Rescue Department continues to provide quality service. The County's service area encompasses 1,822 square miles, serving approximately 864,000 people. The County currently provides full service to 18 municipalities and dispatches for an additional 10 municipalities.

# GOAL Utilize a capital improvements program to coordinate the timing and to prioritize the delivery of public facilities and other capital projects

The County has a policy of maintaining a five-year capital improvement plan to identify and fund projects required to maintain minimum acceptable levels of service. Capital project proposals are ranked as either essential, necessary, or desirable when submitted to the Budget Office during the budget development process. The projects are prioritized during meetings with the County's Management Team. Each of the major departments involved in the process; Facilities Development and Operations, Engineering, Parks and Recreation, etc.; maintain their own individual objectives and performance measures to assure the success of each project.

# **GOAL** Preserve, protect and enhance coastal resources, and to discourage development activities that would damage or destroy coastal resources

Palm Beach County has a proactive program promoting inlet management, dune restoration, and beach nourishment to strengthen the natural defenses against storms and erosion. The County works closely with federal, state, and municipal partners to ensure a quick response, if necessary, following a storm event and to help fund restoration. Annual contracts are in place to allow for quick mobilization of a dune restoration should a coastal emergency be declared by the Governor.

# **GOAL** Ensure that potable water and wastewater service in the County Water Utilities Department area is provided

The Palm Beach County Water Utilities Department (WUD) is committed to providing the best potable water and wastewater services to its customers. To improve this effort, WUD is finalizing its asset management plan for FY 2014. This will allow WUD to best plan for and manage its repair and replacement schedule for over \$1 billion in County assets. Additionally, WUD's asset management program will allow WUD to better prioritize its Capital Improvement Plan and prepare for future capacity and service needs.

In addition to providing potable water and wastewater services, WUD also provides reclaimed water service in limited regions of its service area. Currently, the Department produces approximately 22 million gallons of reclaimed water each day. The use of reclaimed water for irrigation serves the environment by offsetting the amount of potable water utilized for irrigation.

# **GOAL** Facilitate the provision of an adequate supply of safe, sanitary, and affordable housing to meet the needs of the County's residents

Affordable housing in Palm Beach County is a significant budget issue. A large portion of total households live in cost burdened and overcrowded conditions, with the greatest negative effects to County residents at the very-low and low-income levels. The Department of Economic Sustainability (DES) developed a five-year plan identifying needs and setting goals and objectives for the allocation of federal, state, and county funds to support affordable housing, allowing DES to make millions of federal, state and local funds available to serve the County's affordable housing goal. Performance measures employed by DES track housing first-mortgage financing, gap financing, foreclosure prevention (mortgage assistance), housing preservation, construction and rehabilitation. DES has a commitment to special targeted populations which insures expedited processing for returning veterans, elderly, physically disabled as well as those residents living in the Glades Region of the County. In response to the housing and the foreclosure crisis, new federally-funded programs have been initiated which assist in stabilizing neighborhoods while providing affordable housing for low to middle income owners and renters. The addition of a first mortgage loan program generates enough program income to enable DES to continue to carry out its affordable housing mission. Hence, the economic impact of jobs created as a result of homes purchased and rehabilitated, has been significant.

# **GOAL** Provide an interconnected multimodal transportation system which moves people, goods and services safely, efficiently with minimal impact to the environment

The County continues to maintain and implement a safe, convenient and efficient transportation system through Palm Tran, Department of Airports (DOA), Engineering Department and Metropolitan Planning Organization (MPO).

The Palm Tran Intermodal Center located in the West Palm Beach Central Business District (CBD) is oriented land use with interconnected transportation modes including County Palm Tran bus, Regional Tri-Rail, Amtrak, Greyhound, and Local West Palm Beach Trolley.

The MPO Board prioritizes short range (5-year) transportation investments totaling over \$1 billion within an urbanized area over 38 municipalities and the unincorporated county. The Board also adopts a Long Range Transportation Plan (25-year) based on regional needs identified through the process of forecasting travel demand, evaluating system alternatives, and selecting those options which best meet the mobility needs such as bicycle, pedestrian and linked open space facilities.

Department of Airports maintains a self sustaining business model which provides for resources to insure these goals can be supported. This is achieved by user fees to corporate partners (airline, car rental companies, etc.) and travelers using the airport. Policy and strategic decisions are also used through the annual budget, capital budget, and Airport's Master planning process. The Department takes policy direction and input from the Board of County Commissioners, the Airports and Aviation Advisory Board, Department of Homeland Security, Federal and State agencies, as well as input from our customers to achieve a balanced approach to service delivery.

#### GOAL Create a balanced and diversified economy

DES continues its focus on economic sustainability in Palm Beach County. Significant resources have been secured to support expansion and revitalization of the economy in the Western Communities. Since DES was formed in January of 2012 the Department provides business, community redevelopment and housing initiatives resulting in a projected five year economic impact in excess of \$4.9 billion.

#### New Initiatives:

- 1. DES submitted an application for a \$40 million New Market Tax Credit Allocation. This will offer below market, fixed rate loans for working capital and fixed assets. Investors will receive tax credits equal to 39% of their investment paid out over seven years.
- 2. DES was awarded a \$1 million Brownfields Revolving Loan Fund. Loans issued under this program would be used countywide to assist businesses fund Brownfield site clean-up.
- 3. DES was awarded an additional \$1.2 million in HUD Section 108 Long Program funds.
- 4. DES was awarded \$400,000 in Rural Development Loan Program funds. This will permit the increase in economic activity and employment in rural communities including the Glades (Belle Glade, Pahokee, and South Bay), parts of Wellington, and Royal Palm Beach.
- 5. The Economic Development Ad Valorem Tax Exemption Program continues to provide additional financial resources to businesses.

# **GOAL** Provide a Library System that serves the informational, educational, and recreational reading needs of residents

As part of the Library's mission statement, the Library provides the public with free access to an ever changing and growing collection of library materials in a variety of formats. Librarians help people of all ages find information that meets their diverse educational, professional, and recreational needs. Inquiries submitted in person, by telephone, through email, or live chat are answered promptly and accurately. Story times, the Summer Reading Program, and special events are provided to build children's confidence, readings skills, and sense of community. Outreach services to day care centers include story times for preschoolers and instruction for day care providers on how to share books with children. The Library promotes economic vitality and individual achievement by offering access and training on the internet, adult programs on literature and other topics, and by providing additional services to migrant workers and adult non-readers. As required by the State, the Library reviews its long range plan of service annually.

# **GOAL** Redirect growth to where services and facilities can be provided in the most efficient manner and encourage the revitalization/redevelopment to meet the long term needs of the County

The Countywide goal of revitalization and redevelopment is most directly associated with the efforts of the Office of Community Revitalization (OCR). The mission of the OCR is to strengthen and improve Palm Beach County (PBC) neighborhoods by engaging citizens' participation, enhancing governmental response to

community needs and providing education, technical and financial assistance to help residents plan and implement sustainable neighborhood improvements. Working closely with other County departments, OCR will determine funding initiatives which will be reviewed by County Administration and then presented to the Board of County Commissioners for approval.

#### **GOAL**

# Provide a Countywide system of parks, beaches, open space, and recreational and cultural facilities to serve current and future needs of the County's population

The Parks and Recreation Department meets the recreation and open space needs of Countywide residents and visitors to Palm Beach County, through its 104 regional, district, community, beach, and neighborhood parks encompassing 8,569 acres. The County currently exceeds the Comprehensive Plan adopted Levels of Service (LOS) for district, regional and beach parks. As the population continues to grow, the Parks and Recreation Department continues to expand recreational facilities to meet the increase in demand. The Department has a five-year capital improvement plan that identifies and funds projects required to maintain minimum acceptable levels of service. Capital improvement projects are primarily funded from impact fees, bonds and grants.

#### **Short Term Goals**

In preparation for the FY 2014 Budget, the Board of Commissioners held two Budget Workshops. The Board discussed and prioritized various areas of interest. In addition, each department has identified their objectives to meet the overall direction of the Board. Department objectives can be found under the Departmental Section. Although not exclusive, the following is a list of priorities for FY 2014.

Jobs • Funding Road Repair

Water Quality
 Improve Public Trust

Agricultural Protection
 Housing in the Glades

Environmental Protection
 Poverty

Public Safety
 Measure Program Effectiveness

Palm Beach County is committed to providing quality service to its residents at the lowest possible cost, in order to optimize taxpayer dollars. In developing the County's financial plan, or budget, attention is first given to assure the budget will be in balance, both on an overall basis and in each of the County's funds. Any potential imbalances are eliminated by the County Administrator before the Tentative Budget is presented to the Board of County Commissioners for consideration and adoption at Public Hearings.

#### Fiscal Year

Palm Beach County's Budget is based on a fiscal, rather than calendar year. The year begins on October 1st and ends on September 30th. Thus, FY 2014 is from October 1, 2013 through September 30, 2014.

#### **Statutory Requirements**

In the State of Florida, county budgets are governed by State Statutes. Chapter 129 of the Florida Statutes, entitled "County Annual Budget" specifically directs that (among other requirements) a budget be prepared annually and it must be balanced. It further provides for amendment of the budget in limited circumstances and prohibits expenditures in excess of budgeted amounts.

#### **Funds Included**

The County's budget is consolidated and presents the planned disposition of all available resources in all funds. The total budget is appropriated by the Board of County Commissioners as the adopted financial plan for the County for the ensuing fiscal year.

#### **Basis of Budgeting**

All funds are budgeted using the modified accrual basis of accounting, including proprietary funds. Fund budgets are prepared using the governmental model, which in essence, is as if all funds were special revenue funds. The only exception to this policy is the annual interest expense or proprietary funds which is budgeted on the accrual basis.

#### **Budget Development Process**

The FY 2014 budget was developed based on department and countywide strategies mandated by Administration. Departments did not make across the board cuts. Instead, County departments maintained the same service levels as last year while attempting not to increase expenses through the implementation of efficiencies and privatization efforts.

All Department requests were due March 29th, with Constitutional Officers' proposed budgets due May 1st or as specified by State Statute.

A Workshop was held with the Management Team in May. Workshops with the Board of County Commissioners were held on June 11th and July 16th and included input from the public. Based on Board direction at these workshops, changes were made and a tentative budget was finalized.

Public Hearings were held on September 9th and 23rd to receive final public comments on the Tentative Budget and to adopt a final FY 2014 budget. The Board of County Commissioners adopted a millage rate of 4.7815 mills for FY 2014, which is 3.2% above the rolled-back rate. The rolled-back rate is the millage which, exclusive of new construction, provides the same ad valorem tax revenue as was levied during the prior year. The Adopted budget became effective on October 1, 2013.

#### **Amendments After Adoption**

Florida Statutes specifically direct that, upon the final adoption of the budgets, the budgets shall regulate the expenditures of the County and the itemized estimates of expenditures shall have the effect of fixed appropriations and shall not be amended or altered or exceeded except as provided by the Statutes.

The Board of County Commissioners, at any time within a fiscal year, may amend a budget as follows:

- Appropriations for expenditures in any fund may be decreased and other appropriations in the same fund correspondingly increased with the approval of the Board provided the total appropriations of the fund are not changed.
- Appropriations from the reserve for contingencies may be made to increase the appropriation for any particular expense in the same fund for any lawful purpose. Expenditures cannot be charged directly to the reserve for contingencies.
- The reserve for future construction and improvements may be appropriated by the Board for the purpose(s) for which the reserve was established.
- A receipt from a source not anticipated in the budget and received for a particular purpose, including but not limited to grants, donations, gifts, or reimbursement for damages, may, upon approval by the Board, be appropriated and expended for that purpose. Such receipts and appropriations shall be added to the budget of the proper fund.
- Increased receipts for enterprise or proprietary funds received for a particular purpose may, upon approval by the Board, be appropriated and expended for that purpose.

Florida Statutes provide for the delegation of authority to approve certain types of budget transfers. The Board of County Commissioners has established procedures by which the Director of the Office of Financial Management and Budget may authorize certain transfers which are intra-departmental in nature, such as appropriations from one line item to another within a department, transfers from designated capital reserves to establish budgets for projects previously approved, transfers between school impact fee reserves and appropriation units within the same fund, and transfers from reserves for donations for a specific purpose.

#### **Departmental Performance**

Annually, the Departments include a mission statement, program/service descriptions, highlights and accomplishments, the budget year's goals (objectives), and performance measures in the Budget Document. These functions help Administration and the County Commission evaluate the performance of each Department. The Office of Financial Management and Budget has helped to establish more effective performance measures and objectives.

The over-all objective is to verify Palm Beach County performance measures are:

- A positive tool in gauging organizational achievements;
- Increase the meaningfulness (value) to all;
- An important management tool to aid decision making;
- An accurate source of justification for resource requests; and
- A way to connect staff level activities to higher level organizational missions and objectives.

This portion of the Budget Document provides the basic budget assumptions/directions that were approved by the County Administrator for the preparation of the FY 2014 budget and FY 2015-2018 forecast.

#### **Factors Outside County Control**

- The County's FY 2014 population estimate is 1,364,632, a 1.1% increase from the previous year.
- Economic indicators, such as continued high unemployment, compared to State and National levels, and stagnant property values, continue to impact the County.
- Rates for interest income are estimated at 1.00% for FY 2013 and FY 2014.

#### **Factors Within County Control**

#### **Financial**

- Budgeted contingency amounts were analyzed on an individual basis.
- Budgeted cash reserve levels are adequate to provide for cash flow requirements.
- Savings from reduced programs and all revenues are projected through FY 2018.
- Bond issues are preceded by a fiscal impact analysis including potential funding sources.

#### Administration

- The FY 2014 Budget submission incorporated
  - a) A budget approach which matches spending levels to services performed;
  - b) The budget includes a 3% increase for all employees of the Board of County Commissioners. Those employees in special bargaining units may have different salary adjustments.
  - c) Maximizing resources to reduce the impact on existing service levels.
- Vacant positions were identified and prioritized as to need and 35 were deleted. Detailed analysis and justification was submitted for approval of remaining vacancies before filling them. If a new facility is scheduled to open, new positions were budgeted only for the period the new facility will be operational.
- Budget requests should be adequate to assure safety standards are met.
- Budget requests should be adequate to maintain service levels status quo.
- Contracting services when considered as a cost effective alternative, especially for new facilities.

#### **Equipment Purchases**

- Budget requests for additional equipment were accompanied by a utilization assessment, comparative buy vs. rent or lease/purchase cost analysis, and a cost analysis of associated maintenance and personnel requirements.
- Equipment replaced due to age, mileage, or condition will be disposed of as trade-in or at auction. The level of equipment inventory should; therefore, not increase. In fact, it may decrease due to more effective equipment.

#### General

- New facilities, becoming operational in FY 2014, impact the budget for operations and maintenance.
- Budgeted construction management costs were shown as a component of the related project cost.
- Capital Improvement Program budget requests required identification of associated operations and maintenance costs.
- Five-year projections were developed for all County expenditures and revenues in order to facilitate the update of the Palm Beach County Comprehensive Plan.
- Departments submitted the narrative budget with updated objectives and performance measures.

#### Payroll Related Assumptions and Employee Recognition

- An attrition rate of 1% was applied to all units of six or more employees. Allowances were made for
  departments with only one cost center (unit) having minimal turnover rates. The attrition rate was
  calculated by BRASS/SBFS.
- The amount of wages subject to *Social Security* tax is \$113,700 for 2013 and projected to be \$115,500 for 2014. Tax rates for *Social Security and Medicare* continue at 6.2% and 1.45%, respectively.
- *Life and health insurance* rates are \$11,604 per employee, but are subject to adjustment by Risk Management.
- Retirement rates used for budget estimations are listed below:

	<b>Preliminary</b>	Revised after 7/1/13
Regular	6.71%	6.95%
High risk	19.18%	19.06%
Senior management	17.23%	18.31%
Elected official	32.51%	33.03%
DROP	11.65%	12.84%

#### **Budgetary Issues**

- Maximize efficiency to minimize annual increases in operating costs
- Maximize available resources to increase Community Revitalization efforts
- Public Safety, including Sheriff operations, and funding for programs/services to combat gang violence, pill mills, and crimes against the elderly and children
- Funding for the Office of Inspector General
- Funding for the Youth Empowerment Centers and the Pahokee Recreational Center
- Funding of \$1.6 million for road resurfacing

#### **Trends**

- Increase in construction industry
- Increase in residential and commercial property values
- Increased cost for Public Safety (Police Services, Jails, Fire Rescue & Emergency Management)
- Aging work force
- Geographic centralization of county departments to reduce overhead and administration costs
- Increase in Impact Fees and Tourist Development Taxes collected
- The unemployment rate continues to be higher than state and national levels; however, the County rate has decreased from 9.2% in 2012 to 7.5% in 2013 (as of August)

#### **Resource Choices**

- Maintenance of adequate reserves while reducing ad valorem revenue
- Consideration of alternate gas tax uses to support reduction in ad valorem tax
- Implementation of efficiencies and privatization efforts
- Reduction to various capital projects to decrease ad valorem funding

Each department's FY 2014 budget/emerging issues can be found within the Department Section on pages 109-334

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#### January - February

- Development of <u>Departmental</u> and <u>Non-Departmental</u> estimates for current year and budget requests for subsequent year
- 11 February distribution of Budget Instructions Manual covering operating and capital budgets
- Budget Reporting and Analysis Support System (BRASS) training sessions (as needed)

#### March

- 1 BRASS system opens to departments for entry of estimates and budget requests
- 29 Submission of Departmental budget requests

#### **April**

• Calculations of tax requirements and gross budget and completion of overall budget review

#### May

- 1 Submission of Constitutional Officer's budget requests
- 8 Management Team Meeting

#### June

- 1 Property Appraiser Estimate of assessed property value to the BCC (F.S. 200.065(7)) and submission of budget request to the State Department of Revenue (DOR) and the BCC (F.S. 195.087(1)(a))
- 11 BCC Budget Workshop (6:00 p.m.)

#### July

- 1 Property Appraiser Certification of taxable property values to the BCC (F.S. 193.023(1); 200.065(11))
- 16 Regular BCC Meeting (9:30 a.m. 5:00 p.m.) authorize submittal of proposed millage rate
- 24 Notification to Property Appraiser of proposed Millage rate, roll back rate, and date, time, and place of 1st Public Hearing (form DR-420) (F.S. 200.065(2)(b))

#### August

- 1 Submission of Tax Collector's budget request to the State DOR and the BCC (F.S. 195.087(2))
- 13 Board meeting to approve requests of Tax Collector to order tax roll to be extended
- 15 Property Appraiser's budget with final budget amendment from DOR (F.S. 195.087(1)(a))
- Mailing of Notices of Proposed Property Taxes and First Public Hearing Date (i.e. TRIM@Notice) (F.S. 200.065(2)(b))

#### September

- 9 First Public Hearing (6:00 p.m.) Adopt proposed millage and amended tentative budget (F.S. 200.065(2)(c))
- 19 Publication of newspaper advertisements of Second Public Hearing and Budget Summary Statement (F.S. 129.03(3)(b); 200.065(2)(d) and (3(1))
- 23 Second Public Hearing (6:00p.m.) Adopt final millage and budget (F.S. 200.065(2)(d))
- 26 Submission of approved millage levy resolution and budget to Property Appraiser, Tax Collector, and DOR (F.S. 200.065)(4)) and Certification of Compliance submitted to DOR (F.S. 200.068 DR-487)
- Post tentative budget to County's website (at least 2 days before hearing)

#### October - December

- 1 October Beginning of new fiscal year
- 20 December Submission of Budget Documents to GFOA Awards Program

Palm Beach County, like every large organization, from time to time finds it necessary to alter its organizational structure in order to more effectively manage and monitor existing programs or to add new programs. In order to gain a clearer understanding of the FY 2014 Operating Budget, the reader should be aware of organizational changes since adoption of the FY 2013 budget. The following organizational changes are incorporated into the FY 2014 Budget Document. Also included in this section is information relating to changes in the location of various Operating Budgets within the budget document.

#### **COMMUNITY SERVICES**

On September 24, 2013, the Lutheran Services of Florida (LSF), in partnership with the School Board of Palm Beach County and the Children's Services Council (CSC), proposed to assume the County's role as principal grantee for the Head Start program. The Board of County Commissioners provided approval to support the LSF's application. This will result in the assumption of the Head Start program's administration responsibilities by the non-profit organization commencing July 1, 2014. There will be a displacement of 251 County employees due to this change, but they will be given priority hiring consideration by the LSF. The transition is expected to result in short and long-term cost savings beginning in the 4th quarter FY 2014 and continuing into future years. The amount of the cost savings will be dependent upon federal grant awards and future financial obligations and commitments from the CSC and the federal grantee.

#### INFORMATION SYSTEMS SERVICES

The Information Systems Services (ISS) organization structure was revised to reflect the transfer of responsibilities for the Countywide GIS Program to the Computing Platforms Division from the IT Operations Division. Additionally, a new work group, System Administration was added to the Applications Services Division. This group is responsible for the operation and maintenance of department specific applications and is comprised of former decentralized IT staff who were reorganized under ISS in FY 2013.

#### WATER UTILITIES DEPARTMENT

The Glades Utility Authority (GUA) was absorbed into the Palm Beach County Water Utilities Department (PBCWUD) effective April 1, 2013. This action caused the 71 PBCWUD employees currently operating the GUA to be retained. The 12,000 customers of the GUA were transferred to PBCWUD. Outstanding debt in the amount of \$24.5 million was assumed by PBCWUD, as well as all other assets and liabilities of the GUA.

#### FY 2013 Adopted to FY 2014 Adopted Budget

#### What is the Budget?

The budget is a plan for the accomplishment of goals and objectives within programs identified as being necessary to the purpose of Palm Beach County government. Included in the format are the estimates of the appropriations of the resources required, the tax and non-tax revenues available to support implementation and the number of positions estimated to fulfill the level of service represented by workload measures. In practice, the "budget" may be the plan presented to the appropriating body for adoption, labeled adopted, or the adopted budget, which is the legal authorization to expend County funds during the fiscal year. The budget may be amended during the fiscal year by the governing body in accordance with procedures specified by law and/or administrative order.

#### **Total Budget**

The Total Budget includes budget transfers from one fund to another and payments from one County department to another for services received.

#### **Net Budget**

The Net Budget subtracts Internal Service Charges, transfers of money from one fund to another (Interfund Transfers), and payments from one department to another for services rendered, from the total Gross Budget. These reductions from the total Gross Budget are considered double-counted because they do not represent money coming into the County budget as revenue or leaving the County budget as expense. Interfund transfers are necessary to reflect movement of revenues within the legal budget from the fund where received to the fund where the expenditure is to be recorded.

	FY 2013	FY 2013	FY 2014
	Adopted Budget	Modified Budget	Adopted Budget
Total Budget	\$3,884,250,421	\$4,059,600,649	\$3,944,627,415
Less: Internal Service Charges Interfund Transfers Interdepartmental Charges Net Budget	(\$130,280,896)	(\$130,280,896)	(\$127,124,314)
	(\$482,681,602)	(\$487,955,902)	(\$491,050,393)
	(\$24,919,314)	(\$24,169,314)	(\$22,744,293)
	<b>\$3,246,368,609</b>	<b>\$3,417,194,537</b>	<b>\$3,303,708,415</b>
Budgeted Reserves Budgeted Expenditures Net Budget	\$816,401,200	\$817,682,092	\$867,388,327
	\$2,429,967,409	\$2,599,512,445	\$2,436,320,088
	<b>\$3,246,368,609</b>	<b>\$3,417,194,537</b>	<b>\$3,303,708,415</b>

	FY 2013	Rudget	FY 2014	Rudget	Increase (Decrease)	
	Millage	Amount	Millage	Amount	Amount	Percent
			<u> </u>			
General Fund	4.7815	\$599,618,457	4.7815	\$623,107,031	\$23,488,574	3.92%
Voted Debt Service	0.2087	26,190,364	0.2037	\$26,563,421	\$373,057	1.42%
Sub-Total Countywide	4.9902	\$625,808,821	4.9852	\$649,670,452	\$23,861,631	3.81%
Dependent Districts						
County Library	0.6066	\$41,335,334	0.6065	\$42,763,131	1,427,797	3.45%
Fire-Rescue Countywide MSTU	3.4581	177,006,499	3.4581	183,001,456	5,994,957	3.39%
Jupiter Fire MSTU	2.1393	15,466,702	2.0787	15,642,600	175,898	1.14%
Sub-Total Dependent Districts	<u>-</u>	\$233,808,535	_	\$241,407,187	\$7,598,652	3.25%
Total Property Taxes		\$859,617,356		\$891,077,639	\$31,460,283	3.66%
		<u> </u>		<u> </u>	L	
					Increase	
		FY 2013		FY 2014	(Decrease)	
Use of Property Taxes		Budget		Budget	Amount	Percent
County Commission - Countywide		\$202,750,904		\$205,792,808	\$3,041,904	1.50%
County Commission - Voted Debt Service	e	26,190,364		26,563,421	373,057	1.42%
County Library		41,335,334		42,763,131	1,427,797	3.45%
Fire-Rescue		192,473,201		198,644,056	6,170,855	3.21%
Sheriff		350,059,805		373,745,297	23,685,492	6.77%
Property Appraiser		16,750,000		17,077,000	327,000	1.95%
Judicial System		3,121,667		2,883,739	(237,928)	-7.62%
Clerk & Comptroller		11,460,081		10,589,198	(870,883)	-7.60%
Supervisor of Elections		10,110,000		8,852,989	(1,257,011)	-12.43%
Tax Collector		5,366,000		4,166,000	(1,200,000)	-22.36%
Total		\$859,617,356		\$891,077,639		

#### PERCENT INCREASE (DECREASE) IN MILLAGE OVER ROLLED-BACK RATE (1)

		Y 2014 I-Back Rate		FY 2014 pted Taxes	Adopted Increase or Decrease			
	Millage	Taxes	Millage	Taxes	Millage	Taxes	% Increase Or % (Decrease) From Rolled-Back Rate	
Countywide (2)	4.6331	\$603,768,103	4.7815	\$623,107,031	0.1484	\$19,338,928	3.20 %	
County Library District (3)	0.5343	37,672,450	0.5491	\$38,715,969	0.0148	1,043,519	2.77 %	
Fire-Rescue MSTU	3.3649	178,069,344	3.4581	183,001,456	0.0932	4,932,112	2.77 %	
Jupiter Fire-Rescue MSTU	2.0785	15,641,095	2.0787	15,642,600	0.0002	1,505	0.01 %	
Aggregate Millage Rate (4)	6.4720		6.6029		0.1309		2.02 %	
Total Taxes		\$835,150,992		\$860,467,056		\$25,316,064	-	

<sup>(1)</sup> Rolled-Back Rate is the millage rate which, exclusive of new construction, will provide the same ad valorem tax revenue as was levied during the prior year.

<sup>(2)</sup> Exclusive of voted debt millage of 0.2037 mills Countywide down from 0.2087 mills in FY 2013.

<sup>(3)</sup> Exclusive of voted debt millage of 0.0574 mills County Library down from 0.0575 mills in FY 2013.

<sup>(4)</sup> Aggregate Millage Rate is the sum of all ad valorem taxes levied by the governing body of a county for countywide purposes, plus ad valorem taxes levied for any district dependent to the governing body, divided by the total taxable value of the county, converted to a millage rate. The aggregate millage rate is not the sum of the individual millage rates levied for countywide and dependent districts.

**Current Property Taxes:** are computed as a percentage of the taxable value of real property and personal property. Each year Countywide and Dependent Taxing Districts millage rates are established. A "mill" is one tenth of a penny, or \$1.00 of ad valorem tax for each \$1,000 of certified taxable value.

A property owner with property assessed at \$150,000 and a homestead exemption of \$50,000 will pay the Countywide millage on \$100,000 of taxable value, calculated by the following formula:

(Assessed Value Homestead Exemption) divided by 1,000 x Millage Rate = Property Tax  $(\$150,000 - 50,000) / 1,000 \times 4.9852 = \$498.52$ 

Note the above example is calculated on the Countywide rate only and does not take into account the Dependent Taxing Districts.

Licenses, Permits, and Other Taxes: licenses include both professional and occupational licenses; permits consist of building and various other permits; other taxes consist of user-type taxes, franchise fees, utility service taxes, and delinquent ad valorem taxes.

**Intergovernmental Revenues:** includes all revenues received from federal, state, and other local governmental sources in the form of grants, shared revenues and payments-in-lieu-of-taxes.

**Charges for Services:** includes all revenues stemming from charges for current services excluding revenues of internal service funds.

**Interest Earnings & Other Misc.:** include interest earnings, rents and royalties, special assessments, sale and compensation for loss of fixed assets, sale of surplus materials, and contributions from private sources. Miscellaneous revenues consist of sources not otherwise provided for in the preceding categories.

**Interfund Transfers:** amounts received by the County which are not additions to the assets of the government as a whole, although they may be to the receiving fund. These items include inter-fund transfers and inter-fund reimbursements (except the receipts of an internal service fund).

**Debt Proceeds:** includes revenues received from bonds, loans, and certain lease-purchase agreements.

**Balances Brought Forward:** includes fund balances carried over from the previous year.

Estimated Revenues:	General Fund (0001)	Special Revenue Funds (1000-1999)	Debt Service Funds (2000-2999)	Capital Projects Funds (3000-3999)	Enterprise Funds (4000-4999)	Internal Service Funds (5000-5999)	Total
Current Property Taxes	\$623,107,031	\$237,360,025	\$30,610,583	\$0	\$0	\$0	\$891,077,639
Licenses, Permits, & Other Taxes	97,148,625	92,503,708	0	47,791,515	926,900	0	238,370,748
Intergovernmental Revenues	107,087,812	146,862,204	0	18,729,480	45,620,097	0	318,299,593
Charges For Services	92,917,807	67,124,259	0	3,244,588	245,335,265	127,125,214	535,747,133
Interest Earnings & Other Misc.	(18,822,503)	(4,194,896)	(1,220,468)	12,987,113	52,702,923	3,564,850	45,017,019
Interfund Transfers	8,500,703	93,715,685	105,682,158	17,104,356	266,047,491	0	491,050,393
<b>Total Revenue</b>	\$909,939,475	\$633,370,985	\$135,072,273	\$99,857,052	\$610,632,676	\$130,690,064	\$2,519,562,525
Debt Proceeds	0	15,459,496	26,000,000	0	0	0	41,459,496
Total Revenue & Other Financing Sources	\$909,939,475	\$648,830,481	\$161,072,273	\$99,857,052	\$610,632,676	\$130,690,064	\$2,561,022,021
Balances Brought Forward	160,978,768	230,882,133	25,735,827	620,369,563	317,575,277	28,063,826	1,383,605,394
Total Estimated Revenues, Sources and Balances	\$1,070,918,243	\$879,712,614	\$186,808,100	\$720,226,615	\$928,207,953	\$158,753,890	\$3,944,627,415

Note: Changes in Fund Balance can be found on page 84 through 93; Budget Comparison by Fund can be found on pages 94 through 102

General Government: is a major class of services provided by the legislative, judicial, and administrative branches of County government as a whole. This classification encompasses the Board of County Commissioners, Administration (including central service staff departments), Auditing, Property Appraisal, Tax Collection, Finance, Legal, Planning, Judicial, Supervisor of Elections, and various other general government services.

**Public Safety:** is a major services provided by the County for the security of persons and property. This category includes law enforcement, fire control, detention and/or correction, protective inspections, emergency and disaster relief services, ambulance and rescue services, investigative autopsies, consumer affairs, and all other costs primarily related to public safety.

**Physical Environment:** consists of the cost of services provided by the County for the primary purpose of achieving a satisfactory living environment by controlling and utilizing elements of the environment. Services include water and sewage, mosquito and aquatic plant control, sand transfer and beach restoration, soil conservation and agriculture, and all other services related to the physical environment.

**Transportation:** includes the costs of services provided by the County for the safe and adequate flow of vehicles, travelers, and pedestrians. This category includes the Engineering County Transportation Trust Fund, Palm Tran, Department of Airports, and various funds associated with the construction and maintenance of roads within the County Road Program.

**Economic Environment:** consists of the cost of providing services which develop and improve the economic condition of the community and its citizens. Services included are industry development, veterans services, housing and community development, and all other costs primarily related to the economic environment.

**Human Services:** consists of the cost of providing services for the care, treatment, and control of human illness, injury or handicap, and for the welfare of the community as a whole and its individuals. Expenditures classified under this function include hospital services, health care, animal regulation, homes for the infirm, mental health, welfare, retardation and other human services.

**Culture and Recreation:** includes the cost of providing and maintaining cultural and recreational facilities and activities for the benefit of citizens and visitors. This category includes libraries, parks and related programs, cultural services, special events, and special recreational facilities.

**Interfund Transfers:** movement of assets (usually cash) from one fund to another. Also referred to as "Transfers In/Out."

**Reserves:** specified amount of funds set aside for the purpose of meeting future expenses. Expenditures may not be charged directly to reserve accounts. A budget transfer establishing a new appropriation must first be approved by the Board of County Commissioners.

**Internal Services:** expenses incurred exclusively by internal service funds in providing goods and services to user departments and agencies. This category includes fleet management, employee health insurance, casualty self insurance, and workers' compensation.

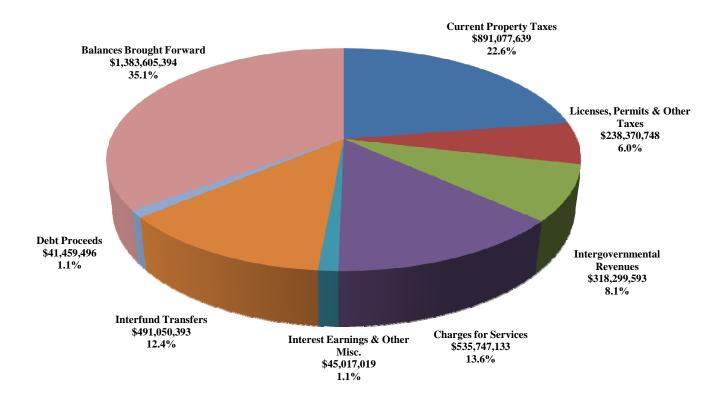
**Non-Departmental:** costs of government services which are not directly attributable to a specific County program or operation. Examples of non-departmental expenditures include debt service obligations and contributions to Human Service organizations.

	General Fund (0001)	Special Revenue Funds (1000-1999)	Debt Service Funds (2000-2999)	Capital Projects Funds (3000-3999)	Enterprise Funds (4000-4999)	Internal Service Funds (5000-5999)	Total
Expenditures, Uses & Reserves:							
General Governmental Services	\$166,292,710	\$8,932,301	\$0	\$89,898,141	\$0	\$0	\$265,123,152
Public Safety	535,951,430	295,423,806	0	31,220,738	0	0	862,595,974
Physical Environment	12,514,608	20,572,118	0	40,767,497	279,630,634	0	353,484,857
Transportation	4,235,000	162,590,628	0	97,168,170	202,100,372	0	466,094,170
Economic Environment	24,661,783	76,301,497	0	9,744,197	0	0	110,707,477
Human Services	52,321,390	51,647,040	0	77,747	0	0	104,046,177
Culture and Recreation	55,252,056	52,170,157	0	32,465,992	0	0	139,888,205
Interfund Transfers	153,511,824	43,324,944	12,304,863	12,448,547	264,452,604	5,007,611	491,050,393
Reserves	85,230,001	168,238,373	38,474,680	402,013,690	151,803,959	21,627,624	867,388,327
Internal Services	0	0	0	0	0	132,118,655	132,118,655
Non-Departmental	(19,052,559)	511,750	136,028,557	4,421,896	30,220,384	0	152,130,028
Total Expenditures	\$1,070,918,243	\$879,712,614	\$186,808,100	\$720,226,615	\$928,207,953	\$158,753,890	\$3,944,627,415

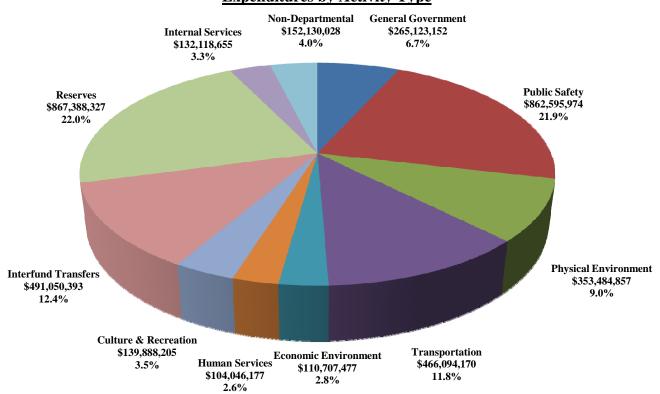
Note: Changes in Fund Balance can be found on page 84 through 93; Budget Comparison by Fund can be found on pages 94 through 102

# **BUDGET SUMMARY** \$3,944,627,415

#### **Revenues by Type**



#### **Expenditures by Activity Type**



### **FISCAL YEAR 2010-2014**

Revenue Source	A	ctual FY2010	Ac	ctual FY2011	Ac	etual FY2012	Estimated FY2013	Budget FY2014
Current Property Taxes	\$	849,830,375	\$	833,742,238	\$	818,681,740	\$ 824,625,136	\$ 891,077,639
Licenses, Permits & Other Taxes		207,693,473		201,871,049		223,917,405	225,180,309	238,370,748
Intergovernmental Revenues		263,320,630		264,930,244		299,967,600	289,294,191	318,299,593
Charges for Services		483,001,109		488,144,097		479,988,016	517,943,011	535,747,133
Interest Earnings & Other Miscellaneous		100,420,393		129,135,768		139,293,269	97,721,830	45,017,019
Interfund Transfers		473,067,528		442,165,547		445,716,605	442,594,375	491,050,393
Debt Proceeds		34,017,095		144,480,272		196,052,116	103,405,996	41,459,496
Balances Brought Forward		1,642,230,245		1,458,563,327		1,392,851,472	1,380,137,229	1,383,605,394
Total	\$	4,053,580,848	\$	3,963,032,542	\$	3,996,468,223	\$ 3,880,902,077	\$ 3,944,627,415
<b>Uses of Funds</b>								
General Government	\$	304,585,543	\$	270,188,731	\$	208,255,454	\$ 190,527,540	\$ 265,123,152
Public Safety		793,458,327		778,619,207		774,161,170	791,576,945	862,595,974
Physical Environment		191,482,329		159,626,052		167,105,642	171,454,915	353,484,857
Transportation		252,602,298		246,359,874		254,187,418	228,118,117	466,094,170
Economic Environment		84,453,218		82,921,731		115,246,547	97,886,037	110,707,477
Human Services		103,911,918		102,259,811		97,067,400	102,713,646	104,046,177
Culture/ Recreation		137,791,651		127,521,316		110,016,695	117,567,618	139,888,205
Interfund Transfers		474,317,613		444,482,825		445,716,603	442,594,375	491,050,393
Reserves		0		0		0	0	867,388,327
Internal Services		123,456,146		106,595,553		111,162,597	122,503,394	132,118,655
Non-Departmental		164,102,939		228,088,406		312,884,488	 232,354,096	152,130,028
Total	\$	2,630,161,982	\$	2,546,663,506	\$	2,595,804,014	\$ 2,497,296,683	\$ 3,944,627,415

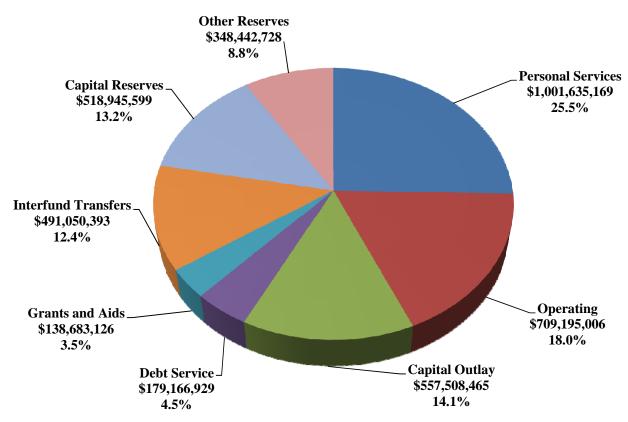
#### (Per Florida Statute 129.01(2)(b))

<b>Budgeted Revenues</b>	Total	Countywide	Noi	n-Countywide
Current Property Taxes	\$ 891,077,639	\$ 649,670,452	\$	241,407,187
Licenses, Permits & Other Taxes	238,370,748	224,905,009		13,465,739
Intergovernmental Revenues	318,299,593	316,893,163		1,406,430
Charges for Services	535,747,133	500,502,553		35,244,580
Interest Earnings & Other Misc.	117,719,991	115,110,980		2,609,011
Interfund Transfers	491,050,393	464,370,441		26,679,952
Debt Proceeds	41,459,496	41,459,496		-
Statutory Reserves	(72,702,972)	(58,292,573)		(14,410,399)
Balances Brought Forward	1,383,605,394	1,199,812,665		183,792,729
<b>Total Revenues</b>	\$ 3,944,627,415	\$ 3,454,432,186	\$	490,195,229
<b>Budgeted Expenditures</b>	Total	Countywide	Noi	n-Countywide
General Government	\$ 265,123,152	\$ 265,123,152	\$	-
Public Safety	862,595,974	564,792,470		297,803,504
Physical Environment	353,484,857	353,484,857		-
Transportation	466,094,170	464,991,622		1,102,548
Economic Environment	110,707,477	110,196,734		510,743
Human Services	104,046,177	104,046,177		-
Culture & Recreation	139,888,205	83,561,360		56,326,845
Interfund Transfers	491,050,393	472,162,241		18,888,152
Reserves	867,388,327	756,507,638		110,880,689
Internal Services	132,118,655	132,118,655		-
Non-Departmental	152,130,028	147,447,280		4,682,748
Total Expenditures	\$ 3,944,627,415	\$ 3,454,432,186	\$	490,195,229

<sup>\*</sup>Note: Please refer to page 101 for a listing of non-countywide funds.

	FY 2012 Actual	FY 2013 Estimate	FY 2014 Budget	% Change
<b>Property Taxes - Current</b>	\$ 818,681,740	\$ 824,625,136	\$ 891,077,639	8.1%
Licenses, Permits and Other Taxes				
Franchise Fees	\$ 31,407,084	\$ 31,500,000	\$ 31,815,000	1.0%
Utility Service Tax	33,553,838	33,650,000	34,001,000	1.0%
Local Option Gas Taxes	45,635,613	45,653,000	46,565,000	2.0%
Tourist Development Tax	28,821,659	29,959,936	31,158,331	4.0%
Communication Service Taxes	24,914,036	26,600,000	25,856,000	-2.8%
Developer Contributions& Impact Fees	30,863,217	33,962,470	44,489,180	31.0%
Building Permits	11,854,220	11,000,000	10,750,000	-2.3%
Other Licenses, Permits and Taxes	16,867,738	12,854,903	13,736,237	6.9%
Licenses, Permits and Other Taxes	\$ 223,917,405	\$ 225,180,309	\$ 238,370,748	5.9%
Intergovernmental Revenue				
State Shared Revenues	\$ 24,222,170	\$ 25,200,000	\$ 26,200,000	4.0%
State Grants	40,279,506	37,858,354	71,672,159	89.3%
One-Half Cent Sales Tax	70,206,178	73,800,000	77,500,000	5.0%
Other Local Government Revenue	2,159,002	3,500,594	4,139,096	18.2%
Federal Grants	141,381,881	127,432,431	116,683,738	-8.4%
Constitutional Gas Tax	15,806,685	15,900,000	16,218,000	2.0%
Other Intergovernmental Revenue	5,912,178	5,602,812	5,886,600	5.1%
Intergovernmental Revenue	\$ 299,967,600	\$ 289,294,191	\$ 318,299,593	10.0%
Charges for Services				
Water and Wastewater	\$ 145,577,756	\$ 160,977,500	\$ 169,101,000	5.0%
Airport	76,368,852	75,978,504	76,234,265	0.3%
Sheriff	59,928,798	58,408,073	59,746,423	2.3%
Fire Rescue	27,231,078	27,210,116	29,556,950	8.6%
Parks and Recreation	14,779,461	15,581,229	16,217,536	4.1%
Palm Tran	11,915,932	12,270,896	15,077,289	22.9%
Interdepartmental	126,067,477	149,539,025	149,868,607	0.2%
Other Charges for Services	18,118,662	17,977,668	19,945,063	10.9%
<b>Charges for Services</b>	\$ 479,988,016	\$ 517,943,011	\$ 535,747,133	3.4%
Miscellaneous	93,258,389	81,632,244	96,986,629	18.8%
Interest	46,034,880	16,089,586	20,733,362	28.9%
<b>Debt Proceeds</b>	196,052,116	103,405,996	41,459,496	-59.9%
Statutory Reserves	-	-	(72,702,972)	0.0%
<b>Balance Brought Forward</b>	1,392,851,472	1,380,137,229	1,383,605,394	0.3%
Interfund Transfers	 445,716,605	 442,594,375	 491,050,393	10.9%
Total	\$ 3,996,468,223	\$ 3,880,902,077	\$ 3,944,627,415	1.6%

#### **Total of All Funds \$3,944,627,415**



The above graph reflects how funds for the total County budget are allocated.

**Personal Services** - includes expense for salaries, wages, and related employee benefits provided for all persons employed by the County whether on full-time, part-time, temporary, or seasonal basis. Employee benefits include employer contributions to a retirement system, social security, life and health insurance, workers' compensation, unemployment compensation insurance, and any other similar direct employee benefits.

**Operating -** includes expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays. Examples include professional services, accounting and auditing, other contractual services, travel and per diem, communications, utilities, rentals and leases, repair and maintenance, promotional activities, office supplies, operating supplies, road material and supplies, books, publications, subscriptions, memberships, and other current charges not otherwise classified.

**Capital Outlay** - used for the acquisition of or addition to fixed assets. This includes land, buildings, improvements other than buildings, machinery and equipment, and construction in progress.

**Debt Service** - Expenditures that include debt for all funds, including principal, interest, and other debt service costs, but do not include reserves for debt (\$47,029,505) which are part of Other Reserves.

**Grants & Aids** - includes all grants, subsidies, and contributions to other governmental agencies and private organizations excluding transfers to agencies within the same governmental entity.

**Interfund Transfers -** Amounts transferred from one fund to another to assist in financing the services of the recipient fund.

**Capital Reserves -** A specified amount of funds set aside for the purpose of meeting future expenses for Capital Projects.

Other Reserves - Reserves for cash carry forward, contingencies, specific operations, and debt service.

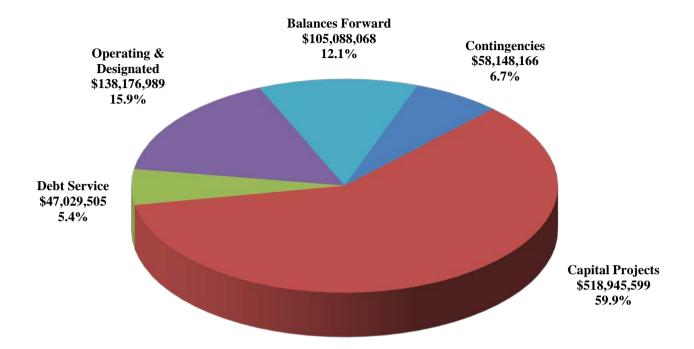
		FY 2010 Actual		FY 2011 Actual	FY 2012 Actual			FY 2013 Estimate	FY 2014 Budget
Personal Services	\$	963,683,337	\$	951,498,741	\$	932,996,090	\$	953,119,530	\$ 1,001,635,169
Operating Expenses		584,268,727		535,516,458		531,992,700		581,990,083	709,195,006
Capital Outlay (1)		275,006,348		198,032,063		173,974,859		121,349,827	557,508,465
Debt Service (2)		186,568,009		253,599,863		338,716,025		258,173,551	179,166,929
Grants & Aids		146,317,947		163,393,677		172,407,737		140,069,317	138,683,126
Capital Reserves		0		0		0		0	518,945,599
Other Reserves		0		0		0		0	348,442,728
Interfund Transfers		474,317,613		444,622,704		445,716,603		442,594,375	491,050,393
Total Gross Budget	\$ 2	2,630,161,982	\$ 2	2,546,663,506	\$ 2	2,595,804,014	\$ 2	2,497,296,683	\$ 3,944,627,415

<sup>(1)</sup> Capital Outlay includes capital projects as well as operating capital expenses.

<sup>(2)</sup> Debt Service includes lease purchases and excludes PBSO debt service budget.

Note: Constitutional Officers' expenses are not offset by excess fees.

# FY 2014 Budgeted Reserves by Type \$867,388,327



Major Fund Type	C	ontingency		Capital Projects	i Deni Service i		Operating & Designated		Balances Forward	Total FY 2014
General Fund (0001)	\$	20,000,000	\$	1	\$	-	\$	249,912	\$ 64,980,089	\$ 85,230,001
Special Revenue Funds (1000-1999)	\$	13,077,371	\$	1	\$	-	\$1	15,053,023	\$ 40,107,979	\$168,238,373
Debt Service Funds (2000-2999)	\$	-	\$	1	\$	38,474,680	\$	-	\$ -	\$ 38,474,680
Capital Projects Funds (3000-3999)	\$	12,114,291	\$ 3	386,031,197	\$	3,868,202	\$	-	\$ -	\$402,013,690
Enterprise Funds (4000-4999)	\$	12,956,504	\$	132,914,402	\$	4,686,623	\$	1,246,430	\$ -	\$151,803,959
Internal Service Funds (5000-5999)	\$	-	\$		\$	-	\$	21,627,624	\$ -	\$ 21,627,624
Total FY 2013	\$	58,148,166	\$ :	518,945,599	\$	47,029,505	\$1	38,176,989	\$105,088,068	\$867,388,327

**Contingencies** - represents amounts set aside to meet unanticipated needs that may arise during the normal course of County business.

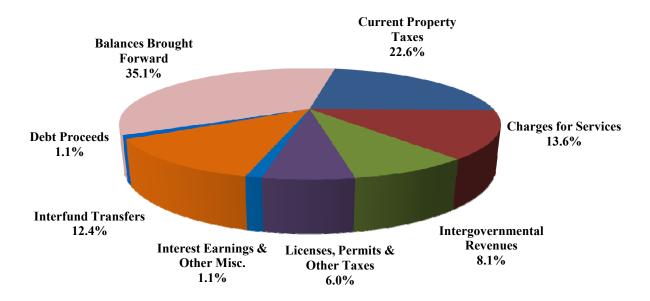
Capital Projects - represents amounts set aside for capital improvement projects.

**Debt Service** - represents funds set aside for future debt service payments in accordance with bond requirements.

**Operating & Designated Reserves** - provides funds for a variety of specific potential needs such as economic development, tourist development, pollution recovery, or other program costs.

**Reserves for Balances Forward** - represents funds to be carried forward to the subsequent fiscal year to pay operating expenses until property taxes are received.

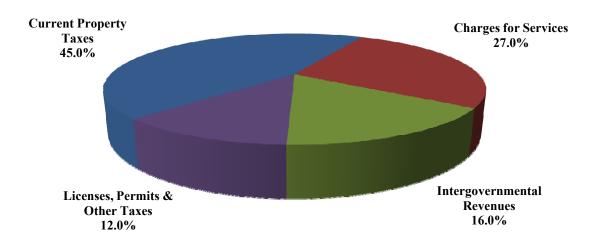
The graph below represents FY 2014 budgeted revenues totaling \$3,944,627,415



The use of fund balances and interfund transfers comprise 47.5% of total budgeted revenues in Palm Beach County. When you exclude these two categories, the major revenue sources for Palm Beach County are property taxes, charges for services, intergovernmental revenues, and licenses, permits and other taxes. These major current revenue sources account for 50.3% of overall FY 2014 budgeted revenue, or 95.8% of FY 2014 budgeted revenues not including fund balance and interfund transfers.

The graph below illustrates the percentage of each major revenue source against the total of all major revenues (\$1,983,495,113).

**FY 2014 Major Revenue Sources** 



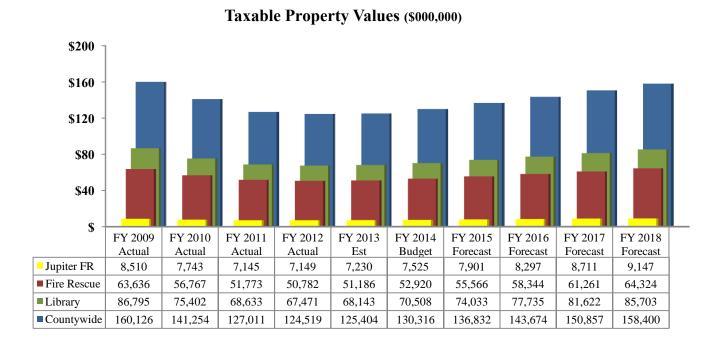
The following pages will discuss each major revenue source, the underlying assumptions for each revenue estimate, and significant revenue trends.

#### **Current Property Taxes**

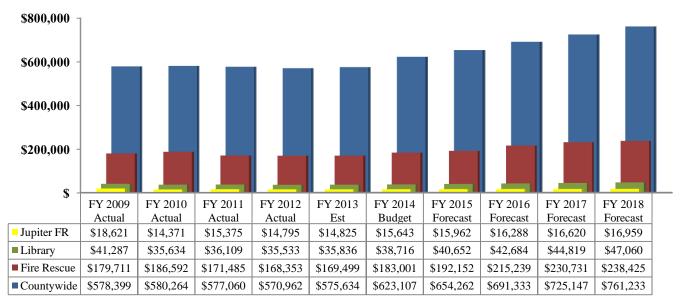
The major revenue source funding Palm Beach County's general operations continues to be property taxes. The following graphs present the history of the taxable property values and the operating property tax revenues for the County, the Fire district, and the Library district. The FY 2014 budget is based on the County experiencing an increase in taxable property values of \$3.9 billion 2.97% and the addition of new construction of approximately \$1.0 billion. The County anticipates the taxable property values to increase by 3.81% in FY 2014, with an addition of new construction valuing approximately \$1.3 billion. Thereafter, property values are projected to increase 5% annually.

In FY 2014, current property taxes total \$891.1 million. Of this amount, \$623.1 million or 69.9% is attributable to the Countywide millage rate excluding voted debt. The Fire Rescue taxes comprise \$198.6 million or 22.3% of the total. The remaining property tax revenue is related to millages for the County Library (\$38.7 million or 4.4%) and the general obligation debt (\$30.6 million or 3.4%).

The Countywide operating tax rate is 4.7815; no increase from FY 2013. The rollback rate is the millage rate that generates the same tax revenue from the same assessed properties. Therefore, new construction is not calculated in the roll-back rate. FY 2014 new construction is valued at approximately \$1.0 billion, which equates to Countywide property tax revenue of approximately \$5.0 million.

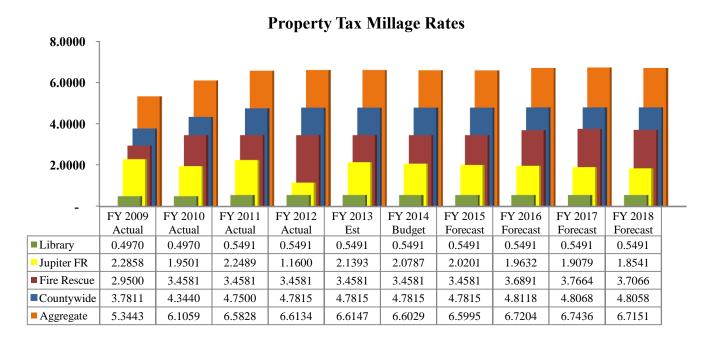






Excludes voted debt

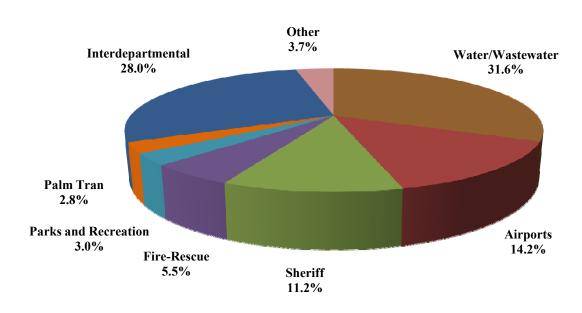
The graph below illustrates the history of the Countywide, Library, Fire Rescue and Jupiter Fire Rescue operating millage rates, as well as the aggregate millage rate.



#### **Charges for Services**

Charges for Services represents fees charged as a result of direct benefit or in lieu of other charges. As shown in the graph below, Interdepartmental Charges and Water/Wastewater Utilities Charges account for a majority of the revenues in the charges for services category. The other major revenues in this category include Airport, Sheriff, and Fire Rescue charges. The remaining balance in charges for services include Parks and Recreation fees, Palm Tran fares, and other miscellaneous fees.

The graph below illustrates the percentage of each charge for services type against the total of all charges for services (\$535,747,133).

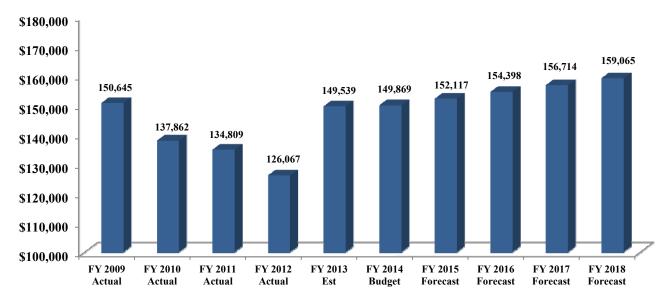


**FY 2014 Charges for Services** 

#### **Charges for Services - Interdepartmental Charges**

Interdepartmental Charges total \$149,868,607 in FY 2014, or 28.0% of the FY 2014 Charges for Services Category. Interdepartmental Charges represent charges for goods and services exchanged between County departments. The majority of revenues in this category are related to Risk Management charges for insurance, including health, property and casualty, and workers compensation, which amounts to \$88.9 million or 59.3% of the total. The other major source of revenue is Fleet Management charges (\$38.3 million). Combined, Risk Management and Fleet Management charges comprise over 84.8% of the Interdepartmental Charges category. These revenues are based on a cost allocation method supported to recover costs to support the operations. Internal Service charges are projected to increase 1.5% annually. This is determined based on potential increase in the service departments budgets related to personnel retirement cost increases and maintenance contract increases.

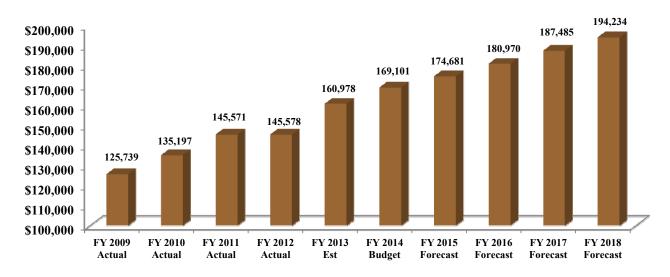
### **Interdepartmental Charges (\$000)**



### Charges for Services - Water/Wastewater Utilities Charges

Water/Wastewater Utilities charges total \$169,101,000 in FY 2014, or 31.6% of the FY 2014 Charges for Services Category. These revenues represent fees paid to the Water Utilities Department for providing potable water, reclaimed water, and wastewater service to approximately 532,000 residents in the central and south-central unincorporated areas of the County and the western communities. Effective October 1, 2013 fees for potable water, wastewater, and reclaimed water were increased by 3.795% as part of the annual Consumer Price Index adjustment for water and sewer maintenance. The revenue from the fee increase in FY 2014 is offset by conservation efforts resulting in a decrease in gallons per household.

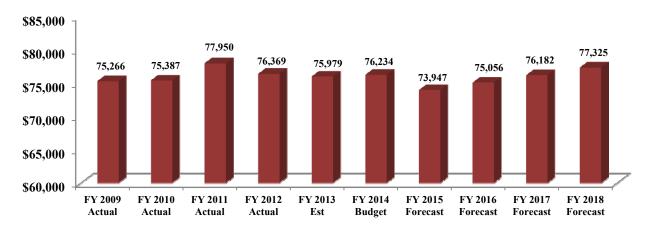
### Water/Wastewater Utilities Charges (\$000)



### **Charges for Services - Airport Charges**

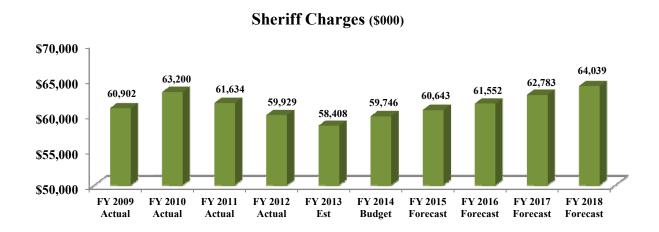
Airport charges total \$76,234,265 in FY 2014, or 14.2% of the FY 2014 Charges for Services Category. This category includes revenues associated with the operation of Palm Beach International Airport, as well as three general aviation airports. Approximately 66% of total revenue is attributable to fees for parking and rental cars, rental space for airlines, and passenger facility charges. The remaining balance of revenue includes items such as landing fees, concession charges, and other rental charges. Future estimates are based on historical trend analysis and current and projected economic conditions.

### **Airport Charges (\$000)**



### Charges for Services - Sheriff Charges

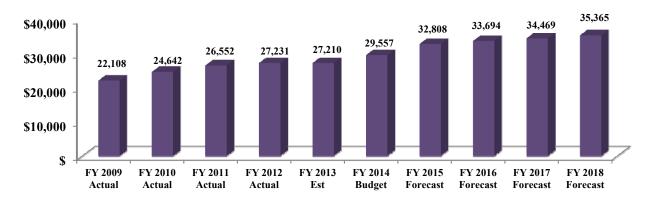
Fees charged by the Palm Beach County Sheriff's Office total \$59,746,423 in FY 2014, or 11.2% of the FY 2014 Charges for Services Category. The majority of this amount are charges for police services provided to specific fee-for-service areas, which comprise \$50.9 million or 85.1% of total Sheriff charges. Currently, the Sheriff's department provides police services to nine cities. The other major fee collected by the Sheriff's Office is for room and board charges at correctional and detention facilities paid by the Federal government. This charge totals \$5.8 million or 9.8% of total Sheriff charges. Future estimates are based on contractual annual increases with the cities.



### **Charges for Services - Fire Rescue Charges**

Fire Rescue charges total \$29,556,950 in FY 2014, or 5.5% of the FY 2014 Charges for Services Category. This category includes fees charged by Palm Beach Fire Rescue. The largest source of revenue in this category is for Ambulance Transport Fees, which represent \$20.6 million or 69.7% of total Fire Rescue Charges. The other major revenue source is charges for fire protection services provided to specific fee-for-service areas, which totals \$2.4 million or 8.3% of total Fire Rescue Charges. Future estimates are based on annual increases with the cities and a projected increase in ambulance trips.

### Fire Rescue Charges (\$000)

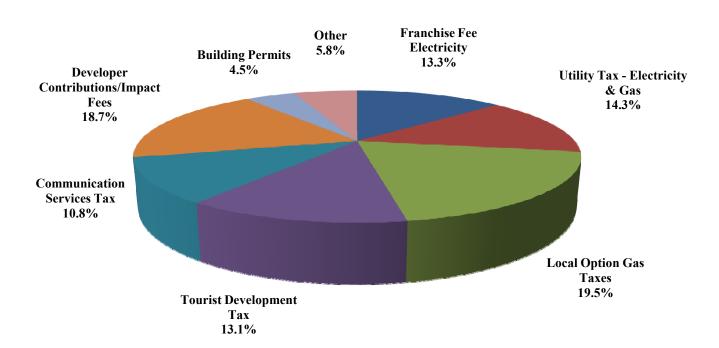


### Licenses, Permits, and Other Taxes

This category reflects multiple revenue types, the largest of which are local option gas taxes totaling \$46.6 million or 20% of revenue in this category. The next largest revenue type includes developer contributions and impact fees (\$44.5 million or 18.7%), fees and taxes on public utilities, including the electricity franchise fee (\$31.8 million or 13%), electricity and natural gas utility taxes (\$34.0 million or 14%), and the communications services tax (\$25.9 million or 11%). Other revenue types in this category include the Tourist Development Tax, Building Permits, and fees paid for professional and occupational licenses.

The graph below illustrates the percentage of each charges for services type against the total of all licenses, permits, and other taxes (\$238,370,748).





### Licenses, Permits, and Other Taxes - Local Option Gas Taxes

Palm Beach County levies three local option gas taxes totaling \$46,565,000 in FY 2014. The graph below illustrates the percentage of each local option gas tax against the total of all local option gas taxes.

Local Option Gas Tax (5¢) F.S. 336.025(1b) 41%

Local Option Gas Tax (6¢) F.S. 336.025(1a) 46%

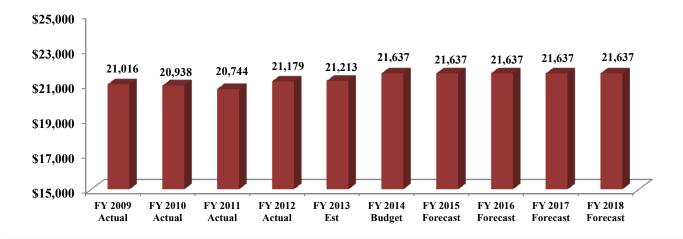
Local Option Gas Tax (1¢) F.S. 336.021(1a) 13%

**FY 2014 Local Option Gas Taxes** 

The County receives estimates each year for the local option gas taxes. Revenue forecasts are based on historical trend analysis of fuel prices. Typically, when fuel prices increase, there is an overall decrease in discretionary driving, thus less gallons of fuel purchased, negatively impacting the County's revenue. Although, recent fuel prices have not significantly fluctuated and have overall averaged approximately \$3.50/gallon, there is a nationwide emphasis on utilizing fuel efficient cars.

A 6-Cent Gas Tax is levied by the County per F.S. Section 336.025(1)(a) on each gallon of motor and diesel fuel sold. This tax, originally adopted in 1983 by the Board of County Commissioners, was due to expire in 1995 and was extended for an additional thirty years. Use of the proceeds is restricted to transportation expenditures. The proceeds of the tax are distributed by the Department of Revenue and the County receives approximately two-thirds of the allocation.

## **Local Option 6-Cent Gas Tax (\$000)**



\$16,000

\$15,000

shared with municipalities.

FY 2009

Actual

FY 2010

Actual

FY 2011

Actual

FY 2012

Actual

### TRENDS AND FORECASTS

A 5-Cent Gas Tax is levied by the County per F.S. Section 336.025(1)(b) on motor fuel only. This tax was adopted by the Board of County Commissioners in 1993, and use of the proceeds is restricted to transportation expenditures needed to meet the requirements of the capital improvement element of the adopted comprehensive plan. Current board policy allocates 50% of this revenue to mass transit and 50% to road improvements. The County shares proceeds of this tax with local municipalities through interlocal agreements. The proceeds of the tax are distributed by the Department of Revenue and the County receives 78.92% of the allocation.

**Local Option 5-Cent Gas Tax (\$000)** 

### 

A 1-Cent Gas Tax (Ninth Cent) is levied by the County per F.S. Section 336.021 on each gallon of motor and diesel fuel sold. This tax was adopted by the Board of County Commissioners in 1993, and use of the proceeds is restricted to transportation expenditures. Current board policy allocates 50% of this revenue to mass transit and 50% to road improvements. The proceeds of the tax are distributed by the Department of Revenue to the County and this tax is not

FY 2013

Est

FY 2014

Budget

FY 2015

**Forecast** 

FY 2016

**Forecast** 

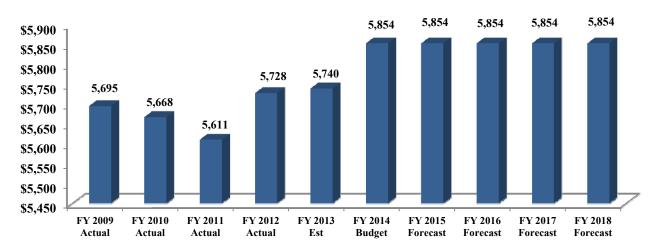
FY 2017

**Forecast** 

FY 2018

Forecast

## Local Option 1-Cent (Ninth Cent) Gas Tax (\$000)

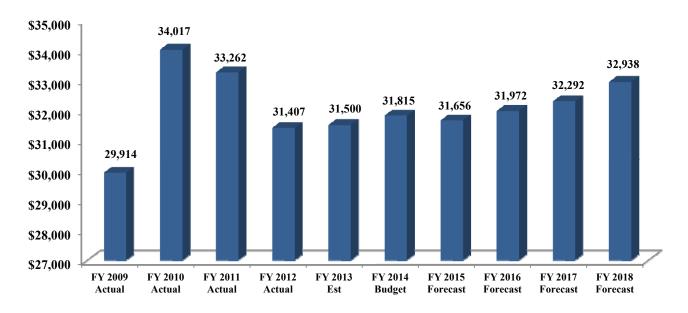


### Licenses, Permits, and Other Taxes - Franchise Fee - Electricity

The County's largest franchise agreement is for electricity. The franchise fee is imposed on the sale of electricity to customers within unincorporated areas of Palm Beach County. This fee is charged for the privilege, granted to Florida Power and Light (FPL), to use the right-of-way in the unincorporated area of Palm Beach County.

In FY 2009, the County entered into a new franchise agreement with FPL where the franchise fee decreased from 6% to 5.9% while changing the method of calculation by eliminating the consideration given for taxes FPL pays to the County and other taxing authorities. Under the prior agreement's method of calculation, the effective rate was 4.2%. Future estimates are based on trend analysis considering a slight upturn in population, a flat FPL rate, and conservative consumption.

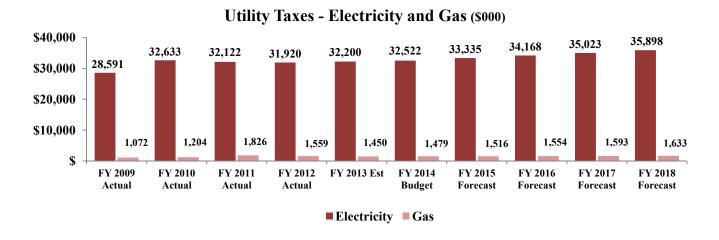
### Franchise Fee - Electricity (\$000)



### Licenses, Permits, and Other Taxes - Utility Taxes - Electricity and Gas

The County imposes Utility Taxes on the purchase of both electricity and metered or bottled gas within the unincorporated areas of Palm Beach County. These taxes are authorized under the Palm Beach County Public Service Tax Ordinance, which requires sellers of these utilities to collect the tax from its customers and remit to the County. For FY 2014, Electricity Utility Taxes total \$32.5 million, while Gas Utility Taxes total \$1.5 million.

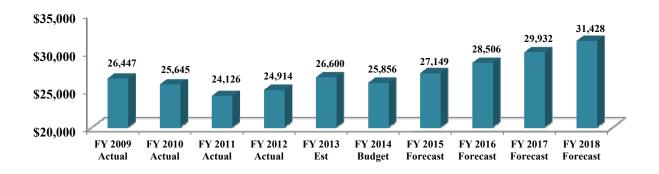
Utility taxes are assessed at 10% of the first \$4,000 purchased in a monthly period, 2% of the next \$2,000 purchased, and 1% of any amount in excess of \$6,000. For billings other than monthly, the tax rate is 10%. Future estimates are based on trend analysis considering a slight upturn in population, flat utilities rates, and conservative consumption.



### Licenses, Permits, and Other Taxes - Communications Services Tax

As of 2001, the Communications Services Tax (CST) replaced the Telecommunications Service Utility Tax, Telecommunication Franchise Fees, and the Cable TV Franchise Fees with a single levy. The CST is collected and distributed by the State. Palm Beach County's rate is 5.72% and FY 2014 revenue totals \$25.9 million. Revenue estimates are projected by the State to be used by local agencies during budget preparations and projections are based on historical trend analysis. The decrease in fiscal years 2010-2012 is attributable to the State reducing the County's distribution by \$2.2 million/year to redistribute Statewide. The repayment in to correct the State's prior years' distribution formulas.

### **Communications Services Tax (\$000)**

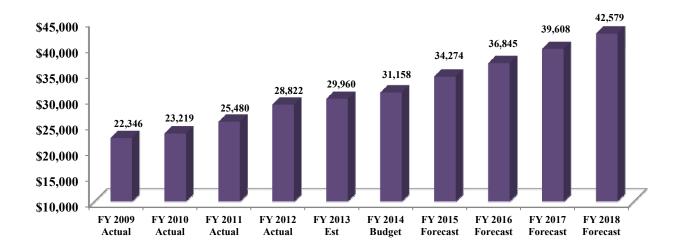


### Licenses, Permits, and Other Taxes - Tourist Development Tax

Tourist Development Taxes are derived from a 5% tax on the renting of any living accommodation for a term of six months or less. Each year, the first cent is reserved for convention center improvements. The first \$250,000 of the 2nd, 3rd, and 5th cents is reserved for the operation and maintenance costs of the convention center, and the next \$150,000 is reserved for special major projects. The remaining balance of the 2nd, 3rd, and 5th cents of this tax are distributed as follows: 52.47% for tourism promotion, 22.51% for cultural and fine arts, 14.1% for beach restoration, 3.92% for promotion of film/television production, and 7% for promotion of sporting events/activities. The 4th cent was adopted by the Board of County Commissioners in 1994 for debt service on bonds issued to finance the construction of a professional sports franchise facility (Roger Dean Stadium) and the convention center.

Revenues are slowly increasing, primarily due to tourism marketing efforts. Future estimates are based on historical trend analysis hedged with current economic conditions. FY 2012 actual includes a \$1,335,482 one time settlement with online travel companies.

### **Tourist Development Tax (\$000)**

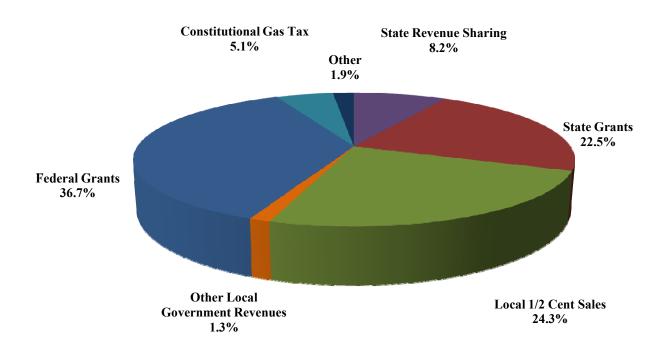


### **Intergovernmental Revenues**

Intergovernmental revenue consists of revenues that are received from other government agencies. The majority of these revenues consist of Federal Grants, State Grants, and the local share of the State Sales Tax, which when combined represent 84% of Intergovernmental Revenues. Other revenues in this category consist of Constitutional Gas Taxes, Local Grants, and State Revenue sharing.

The graph below illustrates the percentage of each intergovernmental revenue type against the total of all intergovernmental revenues (\$318,299,593).

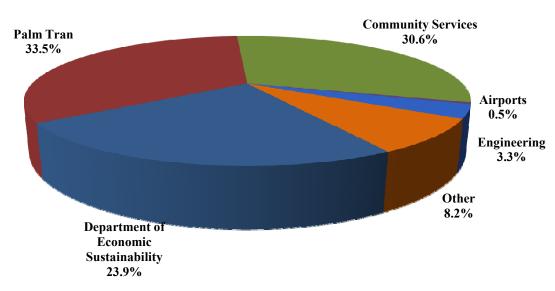




### **Intergovernmental Revenues - Federal Grants**

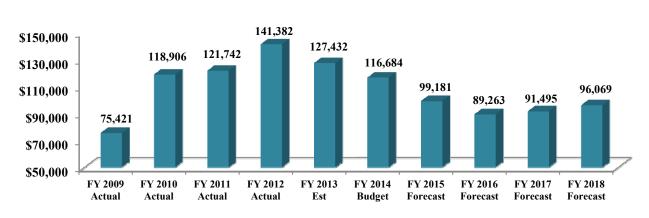
Grant funding from the Federal Government includes formula grants, block grants, and competitive allocations. FY 2014 federal grants total \$116.7 million, of which 88% is attributable to funds awarded to the Department of Economic Sustainability, Palm Tran, and Community Services.

The graph below illustrates the percentage of total FY 2014 Federal Grant revenue by department:



**FY 2014 Federal Grants by Department** 

The County budgets grant awards in total; however, they are usually received for multiple fiscal years. Due to this methodology, grants can fluctuate dramatically from year to year. Additionally, the FY 2013 adopted budget included \$648,405 in American Recovery and Reinvestment Act (ARRA) awarded to the County and \$11 million in Neighborhood Stabilization awarded to The Department of Economic Sustainability (formerly the Housing and Community Development Department). This accounts for the decrease shown in FY 2014. Future estimates are based on historical trends of budgeted amounts, adjusted to exclude one-time ARRA stimulus funds from FY 2013. These estimates can vary significantly due to the nature of the Federal appropriations process.

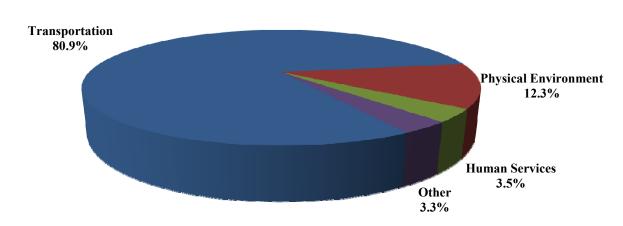


### Federal Grants (\$000)

### **Intergovernmental Revenues - State Grants**

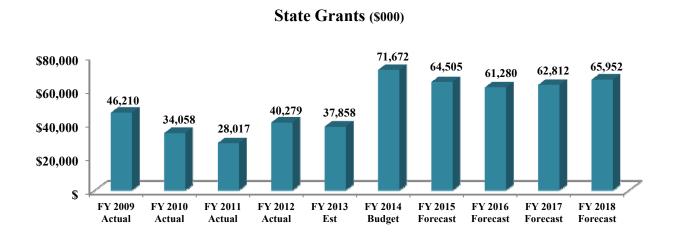
Grant funding from the State Government include formula grants, block grants, and competitive allocations. The majority of FY 2014 state grants is attributable to funding for transportation related activities, including capital funding for Engineering, Palm Tran, and Airports. The next largest category is funding for the physical environment, primarily for Environmental Resource Management.

The graph below illustrates the percentage of total FY 2014 State Grant revenue by department:



**FY 2014 State Grants by Department** 

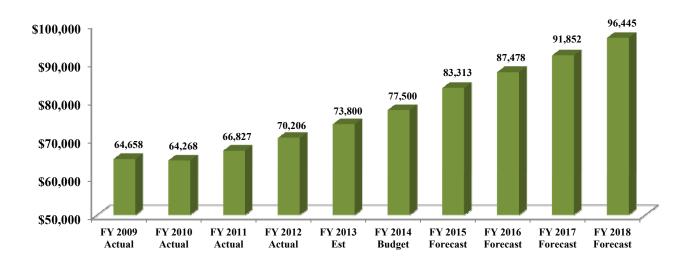
The County budgets grant awards in total; however, they are usually received for multiple fiscal years. Due to this methodology, grants show a higher amount budgeted in the current fiscal year than in prior years. Future estimates are based on historical trends of budgeted amounts, but may vary significantly since funding is dependent upon the State appropriations process.



### Intergovernmental Revenues - Local Government Half-Cent Tax

The State of Florida collects and distributes net sales tax to eligible county and municipal governments. The County and its municipalities share the total Palm Beach County distribution in accordance with a statutorily determined formula. The County's share includes both a countywide component (based on two-thirds of the County's incorporated population), and an unincorporated component (based on the unincorporated population). In total, the County receives approximately 59.5% of the proceeds and the municipalities share the remaining 40.5%. Revenue estimates are provided by the State each year. Revenue forecasts are based on a historical trend analysis hedged against current economic conditions.

### **Local Government Half-Cent Tax (\$000)**



Adopted		Forecast							
		FY 2014		FY 2015		FY 2016		FY 2017	FY 2018
Revenues									
<b>Property Taxes - Current</b>	\$	891,077,639	\$	932,576,981	\$	990,931,677	\$	1,042,703,412	\$ 1,089,056,719
Licenses, Permits and Other Tax	kes								
Franchise Fees	\$	31,815,000	\$	31,655,925	\$	31,972,484	\$	32,292,209	\$ 32,938,053
Utility Service Tax		34,001,000		34,851,025		35,722,301		36,615,358	37,530,742
Local Option Gas Taxes		46,565,000		46,565,000		46,565,000		46,565,000	46,565,000
Tourist Development Tax		31,158,331		34,274,164		36,844,726		39,608,081	42,578,687
Communication Service Taxes		25,856,000		27,148,800		28,506,240		29,931,552	31,428,130
Dev. Contributions & Impact Fees		44,489,180		46,963,163		49,684,489		49,684,489	49,684,489
Building Permits		10,750,000		11,018,750		11,569,688		12,148,172	12,755,580
Other Licenses, Permits and Taxes		13,736,237		14,835,136		16,021,947		17,303,703	18,687,999
Licenses, Permits and Other Taxes	\$	238,370,748	\$	247,311,963	\$	256,886,875	\$	264,148,564	\$ 272,168,680
Intergovernmental Revenue									
State Shared Revenues	\$	26,200,000	\$	27,510,000	\$	28,885,500	\$	30,329,775	\$ 31,846,264
State Grants		71,672,159		64,504,943		61,279,696		62,811,688	65,952,273
One-Half Cent Sales Tax		77,500,000		83,312,500		87,478,125		91,852,031	96,444,633
Other Local Government Revenue		4,139,096		3,725,186		3,538,927		3,609,706	3,681,900
Federal Grants		116,683,738		99,181,177		89,263,060		91,494,636	96,069,368
Constitutional Gas Tax		16,218,000		16,218,000		16,218,000		16,218,000	16,218,000
Other Intergovernmental Revenue		5,886,600		5,916,033		5,975,193		6,064,821	6,155,794
<b>Intergovernmental Revenue</b>	\$	318,299,593	\$	300,367,839	\$	292,638,501	\$	302,380,657	\$ 316,368,232
<b>Charges for Services</b>									
Water and Wastewater	\$	169,101,000	\$	174,681,333	\$	180,969,861	\$	187,484,776	\$ 194,234,228
Airport		76,234,265		73,947,237		75,056,446		76,182,292	77,325,027
Sheriff		59,746,423		60,642,619		61,552,259		62,783,304	64,038,970
Fire Rescue		29,556,950		32,808,215		33,694,036		34,468,999	35,365,193
Parks and Recreation		16,217,536		16,379,711		16,625,407		16,957,915	17,297,073
Palm Tran		15,077,289		15,604,994		16,010,724		16,619,131	17,117,705
Interdepartmental		149,868,607		152,116,636		154,398,386		156,714,361	159,065,077
Other Charges for Services		19,945,063		20,443,690		20,852,563		21,165,352	21,482,832
<b>Charges for Services</b>	\$	535,747,133	\$	546,624,435	\$	559,159,682	\$	572,376,130	\$ 585,926,105

	Adopted			Forecast				
		FY 2014	FY 2015		FY 2016		FY 2017	FY 2018
Revenues								
Miscellaneous	\$	96,986,629	\$ 101,835,960	\$	106,927,758	\$	112,274,146	\$ 117,887,854
Interest		20,733,362	19,696,694		17,727,025		18,613,376	19,544,045
<b>Debt Proceeds</b>		41,459,496	13,000,000		13,195,000		13,392,925	13,593,819
<b>Statutory Reserves</b>		(72,702,972)	(76,338,121)		(80,155,027)		(84,162,778)	(88,370,917)
<b>Balance Brought Forward</b>		1,383,605,394	1,404,313,945		1,407,511,773		1,441,435,753	1,472,696,862
<b>Interfund Transfers</b>		491,050,393	498,416,149		505,892,391		513,480,777	521,182,989
Total	\$	3,944,627,415	\$ 3,987,805,845	\$	4,070,715,655	\$	4,196,642,962	\$ 4,320,054,388
<b>Expenditures</b>								
Personal Services	\$	1,001,635,169	\$ 1,031,684,224	\$	1,067,793,172	\$	1,105,165,933	\$ 1,143,846,741
Operating Expenses		709,195,006	716,286,956		727,031,260		741,571,886	756,403,323
Equipment & Capital		557,508,465	563,083,550		577,160,638		591,589,654	606,379,396
Debt Service		179,166,929	147,241,316		119,559,500		118,312,183	107,054,652
Grants and Aids		138,683,126	117,880,655		111,986,625		114,786,289	120,525,605
Reserves		867,388,327	910,757,743		956,295,631		1,004,110,412	1,054,315,933
Transfers		491,050,393	500,871,401		510,888,829		521,106,605	531,528,738
Total	\$	3,944,627,415	\$ 3,987,805,845	\$	4,070,715,655	\$	4,196,642,962	\$ 4,320,054,388

Financial operations of the County are managed through the use of more than 350 funds. However, only five fund categories are considered major funds. Major funds are funds whose revenues, expenditures, assets, or liabilities (excluding extraordinary items) are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise.

Per the September 30, 2012 Comprehensive Annual Financial Report, the following is a description and listing of the County's major funds.

### **Governmental Funds**

### **General Fund**

This is the primary operating fund for the general County government. It is used to account for all financial resources of the general government except for those required to be accounted for in other funds.

0001 General Fund

### **Fire Rescue Special Revenue Funds**

Six special revenue funds account for Ad Valorem taxes and other revenues designated for the operations of the County Fire Rescue service. Service is provided throughout the unincorporated area and 16 of the County's municipalities through a combination of contracted services and participation in the taxing districts.

1300	Fire Rescue MSTU
1301	Fire Rescue Jupiter MSTU
1303	Aviation Battalion
1304	F/R Long-Term Disability Plan
1305	MSBU-Hydrant Rental Boca Raton
1306	MSBU-Hydrant Rental-Riviera Beach

### **Community & Social Development Special Revenue Funds**

There are 27 special revenue funds that are utilized for Community & Social Development. These funds account for governmental grant funds and other revenues designated for community and social services.

1000	Senior Citizens Centers
1001	<b>HUD Supportive Housing</b>
1002	Head Start
1003	Community Action Program
1004	Farmworkers Jobs/Education Program
1006	DOSS - Administration
1009	Low Income Home Energy Program
1010	Ryan White Care Program
1101	Housing & Community Development
1103	Home Investment Partnership Act
1104	Section 108 Loan Fund

### **Community & Social Development Special Revenue Funds (continued)**

1106	Disaster Recovery Initiative
1108	Disaster Recovery Initiative #3 (Wilma)
1109	Neighborhood Stabilization Program
1112	Neighborhood Stabilization Program 2
1113	Neighborhood Stabilization Program 3
1401	CCRT Street Lighting Maintenance
1425	EMS Award-Grant Program
1426	Public Safety Grants
1427	Emergency Management
1428	Emergency Preparedness & Assistance
1438	Urban Areas Security Initiative Grant
1439	Radiological Emergency Preparedness-FPL
1539	Economic Development
1540	EOD - Section 108 Loan Fund
1541	Energy Efficiency & Conservation Block Grant
1542	<b>HUD Community Challenge Planning Grant</b>

### **Road Program Capital Projects**

The Road Program Capital Project Funds are comprised of 13 capital funds that are used to account for costs related to the design, acquisition of rights-of-way, and construction of improvements to the County's major thoroughfare road system, primarily represented by the County's Five Year Road Program. Included are the Transportation Improvement Fund and five Road Impact Fee Funds. The County is divided into five geographic zones as related to Road Impact Fees. Impact fees are imposed upon all land uses that create an impact on road facilities. Primary funding sources also include gasoline taxes, grants, miscellaneous revenues, and balances forward.

3069	15.0M NAV 11 CP, Ocean Ave Lantana Bridge
3500	Transportation Improvement Fund
3501	Road Impact Fee Zone 1
3502	Road Impact Fee Zone 2
3503	Road Impact Fee Zone 3
3504	Road Impact Fee Zone 4
3505	Road Impact Fee Zone 5
3515	Abacoa Impact Fee Account
3516	Abacoa Trust Sub Account
3518	PGA Blvd Agreement W/Npcid
3519	Northlake Blvd. Agr W/Npbcid
3523	Proportionate Share Trust Fund
3531	Impact Fee Program-Roads Zone 1

### **General Government Capital Project Funds**

General Government Capital Project Funds are comprised of 17 capital funds that are used to account for costs of capital improvements not included in any other category. Projects include the Convention Center & Convention Center Hotel Site, Scripps and Max Planck construction, and facility and technology improvements. Primary funding sources are bonds, grants, and transfers from the General Fund.

2014	20 7M NAV 01 Convention Conton
3014	80.7M NAV 01, Convention Center
3018	94.3M NAV 04, Pub Imprv & Ref Airport Center 92
3028	133.9M NAV 05A, Scripps Construction
3037	11.5M LT BAN Tax 05, Convention Center Hotel Site Acq
3052	98.0M NAV 07C CTF, Scripps/Briger
3067	94.1M NAV 08-2 CP, Max Planck & SS Refunding
3070	15.6M NAV 11 CP, Max Planck
3071	10.0M NAV 13 CP, ISS VOIP
3800	Pud Civic Site Cash Out
3801	800 Mhz RR+I Fund
3804	Public Building Improvement Fund
3805	Public Building Impact Fees
3807	TDC - Building Renewal and Replacement
3900	Capital Outlay
3901	Information Technology Capital Improvements
3902	Court Related Info Tech Capital Improvements
3903	Energy Efficiency and Conservation Block Grant - E

## **Proprietary Funds**

### **Airports**

This enterprise fund is used to finance the operating activities of the County's airport system which includes four County-owned airports. The primary funding sources for this fund are landing fees, rental fees, concessions, and transfers from the Airport Improvement and Development Fund.

4100	Airport Operations
4110	Airport Capital Projects
4111	Airports Improvement & Development Fund
4112	Airport Passenger Facility Charges
4113	Noise Abatement & Mitigation
4114	Airports Restricted Assets Fund
4116	Capital Proj 8M PBIA Sub Indebtedness 2006
4117	Capital Proj 69M PBIA Rev Bonds, 2006A
4130	Debt Service 60M PBIA Rev Ref 2002
4131	Debt Service 83M PBIA Rev Ref 2001
4136	Debt Service 8M PBIA Sub Indebtedness 2006
4137	Debt Service 69M PBIA Rev Bonds 2006A
4138	Debt Service 16M PBIA Tax Rev Ref 2006B

### **Water Utilities**

This enterprise fund is used to finance the operating activities of the County's water and sewer utility operations. The revenue used to fund these activities is collected in the Water Utilities Revenue Fund and transferred into the Operations and Maintenance Fund. Revenue fund receipts are also transferred to other Water Utility funds to finance capital improvements and debt payments.

4000	WUD Revenue
4001	Operation & Maintenance
4010	Renewal & Replacement
4011	Capital Improvements
4012	Connection Charge Account
4013	Special Assessment Program WUD
4015	WUD FPL Water Renewal & Replacement
4031	Debt Service WUD Ecr Loan
4032	Debt Service WUD 95
4033	Debt Service WUD 98
4034	Debt Service Reserve WUD All
4036	Debt Service WUD 2003
4037	Debt Service WUD 2004
4039	Debt Service WUD 2006
4040	Debt Service \$6.4M WUD 08
4041	Construction Trust Fund WUD 2009
4042	Debt Service WUD 2009
4043	WUD FPL Debt Service Coverage Fund
4044	GUA Debt Service
4045	GUA01 Wachovia 2009 Loan
4046	GUA09 Bank of NY 2004 Loan
4047	Debt Service WUD 2013 Ref

### **CHANGES IN FUND BALANCE**

The change in fund balance is projected for the major funds; General Fund, Fire Rescue Funds, Special Revenue Funds, Road Program Funds, General Government Capital Project Funds, Airport Funds and Water Utilities Funds; and all other (non-major) governmental funds.

This analysis has been completed using the County's major funds per the September 30, 2012 Comprehensive Annual Financial Report.

		Fire Rescue
	<b>General Fund</b>	Funds
FY14 Budgeted Revenue and Other Sources	\$909,939,475	\$251,275,341
FY14 Budgeted Expenditures and Other Uses	(985,688,242)	(285,169,018)
Adjustment to FY 14 Expenditures	39,427,530	11,406,761
Net Change in Fund Balance	(36,321,237)	(22,486,916)
FY 13 Projected Ending Fund Balance	160,978,768	97,760,317
Adjustment to FY 13 Projected Fund Balance	24,480,122	(5,238,882)
FY14 Projected Ending Fund Balance	\$149,137,653	\$70,034,518

### **Changes in Fund Balances**

Palm Beach County has adhered to a Fund Balance Policy that establishes an acceptable minimum range (15%-20%), which General Fund's fund balance (including statutory reserve) should fall. The purpose of the Fund Balance Policy is to provide financial stability, by ensuring the County maintains a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unexpected one-time expenditures.

		Fire Rescue
_	<b>General Fund</b>	Funds
FY14 Ending Fund Balance	\$149,137,653	\$70,034,518
% Change in Adjusted Fund Balance	19.6%	24.3%
% of Budgeted Expenditures	15.8%	25.6%

The General Fund balance is projected to decrease by \$36.3 million. The FY 14 total projected expenditures have been adjusted due to position vacancies, cost savings, and expected residual dollars left in each department. In addition, the FY 13 projected fund balance has been adjusted to reflect variances from original revenue and expenditure projections.

Detailed projections for each major fund and the aggregate of the non-major governmental funds are shown on the following pages.

<b>Special Revenue</b>	Road Program	General Gov't		Water Utilities	Non-Major
Funds	<b>Funds</b>	<b>Funds</b>	Airport Funds	Funds	Funds
\$100,115,926	\$51,787,826	\$15,483,837	\$223,810,887	\$386,821,789	\$621,786,940
(105,443,508)	(102,600,789)	(95,628,849)	(294,690,611)	(481,713,383)	(726,304,688)
4,217,740	4,104,032	3,825,154	11,787,624	19,268,535	0
(1,109,842)	(46,708,931)	(76,319,858)	(59,092,100)	(75,623,059)	(104,517,748)
6,352,157	355,432,662	121,194,360	122,716,997	194,858,280	324,311,853
(8,368,845)	(8,192,109)	(7,743,773)	0	0	0
(3,126,529)	\$300,531,621	\$37,130,729	\$63,624,897	\$119,235,221	\$219,794,105

In light of the economy, the County has utilized some of its fund balance to get through these recent years. As a result, the fund balance in the General Fund reflects a decrease of 19.9% from the prior year. At 15.5% of budgeted expenditures, the General Fund's projected FY14 ending fund balance falls within the 15%-20% range.

<b>Special Revenue</b>	Road Program	General Gov't		Water Utilities	Non-Major
<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Airport Funds</b>	Funds	Funds
-\$3,126,529	\$300,531,621	\$37,130,729	\$63,624,897	\$119,235,221	\$219,794,105
-55.0%	13.5%	67.3%	48.2%	38.8%	32.2%
-3.1%	305.1%	40.4%	22.5%	25.8%	30.3%

## **General Fund (Major Fund)**

	Actual <u>FY 2012</u>	<b>Budget FY 2013</b>	Estimated FY 2013	Budget <u>FY 2014</u>
Revenues				
Ad Valorem Taxes	\$570,957,434	\$599,618,457	\$575,633,719	\$623,107,031
Charges for Services	90,647,651	99,206,523	97,054,338	99,072,807
Communication Tax	24,914,036	24,100,000	26,600,000	25,856,000
Excess Fees	24,747,207	5,100,000	21,932,050	12,400,000
Fines & Forfeitures	1,037,411	1,418,346	1,301,408	1,148,500
Franchise Fees	31,407,084	32,300,000	31,500,000	31,815,000
Intergovernmental Revenue	98,839,615	98,057,143	101,810,323	106,937,812
Investment Income	9,995,177	9,234,808	5,685,889	2,436,715
License, Permits & Other Fees	3,438,026	3,588,477	3,403,100	3,476,625
Operating Transfers In	18,908,703	4,588,174	4,626,409	8,500,703
Rent & Royalties	426,952	429,050	430,400	455,908
Utility Services Tax	33,553,838	33,240,000	33,650,000	34,001,000
Statutory Reserves	-	(45,804,776)	-	(47,458,215)
Miscellaneous Revenues*	19,053,409	8,998,557	8,705,836	8,189,589
Total Revenues	\$927,926,543	\$874,074,759	\$912,333,472	\$909,939,475
<b>Expenditures</b>				
Personal Services	\$149,923,374	\$155,155,112	\$150,322,046	\$157,445,724
Operating Expenses	65,773,310	81,895,439	75,081,282	81,836,708
Capital Outlay	257,011	254,782	232,721	335,483
Grants and Aids	62,114,842	61,943,335	62,164,942	64,592,075
Non-Operating	634,779,846	656,632,093	657,330,489	681,478,252
Total Expenditures	\$912,848,383	\$955,880,761	\$945,131,480	\$985,688,242
Net Change in Fund Balance	\$15,078,160	(\$81,806,002)	(\$32,798,008)	(\$75,748,767)
Fund Balance - Beginning	\$178,698,616	\$163,806,002	\$193,776,776	\$160,978,768
Fund Balance - Ending	\$193,776,776	\$82,000,000	\$160,978,768	\$85,230,001***

<sup>\*</sup>Includes delinquent taxes

<sup>\*\*</sup>FY 2014 ending fund balance assumes revenues and expenditures at 100%. FY 2014 ending fund balance on pages 84-85 has been adjusted to reflect projected variances for revenues and expenditures.

## **Fire Rescue Funds (Major Funds)**

	Actual <u>FY 2012</u>	Budget <u>FY 2013</u>	Estimated FY 2013	Budget <u>FY 2014</u>
Revenues				
Ad Valorem Taxes	\$183,147,992	\$192,473,201	\$184,324,336	\$198,644,056
Charges for Services	32,855,370	32,188,815	32,198,258	34,466,530
Intergovernmental Revenue	808,734	325,440	333,098	330,600
Investment Income	5,076,424	3,902,682	1,376,700	1,173,936
License, Permits & Other Fees	13,020	11,000	11,000	11,000
Operating Transfers In	22,431,805	24,432,823	23,825,945	26,588,702
Special Assessment/Impact Fees	271,653	281,823	275,509	281,708
Statutory Reserves	-	(11,213,050)	-	(11,571,241)
Miscellaneous Revenues*	1,844,748	234,500	1,631,414	1,350,050
Total Revenues	\$246,449,746	\$242,637,234	\$243,976,260	\$251,275,341
T				
<b>Expenditures</b>				
Personal Services	\$201,372,828	\$220,205,255	\$208,488,887	\$221,951,175
Operating Expenses	25,172,829	32,790,851	29,308,666	32,470,269
Capital Outlay	1,398,513	13,994,731	9,481,071	13,620,030
Grants and Aids	1,404,441	1,425,532	1,396,821	1,479,707
Non-Operating	16,218,453	16,084,394	16,100,463	15,647,837
Total Expenditures	\$245,567,064	\$284,500,763	\$264,775,908	\$285,169,018
Net Change in Fund Balance	\$882,682	(\$41,863,529)	(\$20,799,648)	(\$33,893,677)
Fund Balance - Beginning	\$117,677,282	\$105,409,547	\$118,559,965	\$97,760,317
Fund Balance - Ending	\$118,559,964	\$63,546,018	\$97,760,317	\$63,866,640

<sup>\*</sup>Includes delinquent taxes

<sup>\*\*</sup>FY 2014 ending fund balance assumes revenues and expenditures at 100%. FY 2014 ending fund balance on pages 84-85 has been adjusted to reflect projected variances for revenues and expenditures.

# **Special Revenue Funds (Major Funds)**

	<b>Actual FY 2012</b>	<b>Budget FY 2013</b>	Estimated FY 2013	Budget <u>FY 2014</u>
Revenues				
Charges for Services	591,798	759,018	626,275	947,489
Debt Proceeds	4,335,966	12,996,914	3,718,596	15,226,596
Intergovernmental Revenue	93,153,016	94,798,717	102,273,204	67,266,967
Investment Income	642,766	987,826	609,852	1,250,466
Operating Transfers In	13,165,557	13,876,790	13,463,578	14,543,501
Statutory Reserves	-	(10,620)	-	(3,750)
Miscellaneous Revenues	758,634	296,118	1,136,631	884,657
Total Revenues	\$112,647,737	\$123,704,763	\$121,828,136	\$100,115,926
<b>Expenditures</b>				
Personal Services	\$23,348,019	\$26,058,405	\$22,913,727	\$23,267,809
Operating Expenses	21,197,153	25,536,093	24,272,286	25,190,386
Capital Outlay	541,754	772,203	564,783	472,854
Debt Service	513,385	1,909,734	519,400	3,082,138
Grants and Aids	69,182,856	70,644,486	56,748,731	52,007,913
Non-Operating	2,428,754	1,331,538	3,714,155	1,422,408
Total Expenditures	\$117,211,921	\$126,252,459	\$108,733,082	\$105,443,508
Net Change in Fund Balance	(\$4,564,184)	(\$2,547,696)	\$13,095,054	(\$5,327,582)
Fund Balance - Beginning	(\$175,522)	\$6,171,491	(\$6,742,897)	\$6,352,157
Fund Balance - Ending	(\$4,739,706)	\$3,623,795	\$6,352,157	\$1,024,575

# **Road Program Funds (Major Funds)**

	<b>Actual FY 2012</b>	<b>Budget FY 2013</b>	Estimated FY 2013	Budget <u>FY 2014</u>
Revenues				
Charges for Services	225	-	-	-
Intergovernmental Revenue	18,994,483	22,938,219	6,603,044	6,527,638
Investment Income	9,365,609	4,011,000	935,410	1,771,000
Local Option Gas Tax	9,363,976	9,459,500	9,350,000	9,537,000
Operating Transfers In	814,000	814,000	1,470,987	1,203,998
Special Assessment/Impact Fees	12,854,648	23,378,975	14,317,828	33,917,292
Statutory Reserves	-	(1,842,473)	-	(2,261,264)
Miscellaneous Revenues	4,391,486	7,082,545	7,234,432	1,092,162
Total Revenues	\$55,784,427	\$65,841,766	\$39,911,701	\$51,787,826
<b>Expenditures</b>				
Personal Services	\$1,112,721	\$1,026,112	\$3,652,053	\$2,425,569
Operating Expenses	2,718,837	9,393,610	2,020,625	3,753,354
Capital Outlay	44,394,105	112,624,160	37,045,280	89,456,768
Grants and Aids	2,324,347	2,790,215	780,539	1,530,440
Non-Operating	1,029,000	3,782,942	1,685,987	5,434,658
Total Expenditures	\$51,579,010	\$129,617,039	\$45,184,484	\$102,600,789
Net Change in Fund Balance	\$4,205,417	(\$63,775,273)	(\$5,272,783)	(\$50,812,963)
Fund Balance - Beginning	\$356,500,025	\$364,130,075	\$360,705,445	\$355,432,662
Fund Balance - Ending	\$360,705,442	\$300,354,802	\$355,432,662	\$304,619,699

# **General Government Funds (Major Funds)**

	Actual <u>FY 2012</u>	<b>Budget FY 2013</b>	Estimated FY 2013	Budget <u>FY 2014</u>
Revenues				
Charges for Services	834,573	1,825,000	580,412	3,244,588
Debt Proceeds	-	-	10,032,000	-
Fines & Forfeitures	-	-	1,400,000	1,400,000
Intergovernmental Revenue	2,812,515	3,315,393	1,038,614	924,355
Investment Income	3,040,787	2,552,743	319,050	1,198,800
Operating Transfers In	17,137,369	9,042,494	10,302,639	6,348,805
Special Assessment/Impact Fees	680,975	385,468	3,515,917	709,329
Statutory Reserves	-	(113,910)	-	(90,816)
Miscellaneous Revenues	753,344	1,274,117	892,975	1,748,776
Total Revenues	\$25,259,563	\$18,281,305	\$28,081,607	\$15,483,837
Expenditures				
Personal Services	\$160,533	\$0	\$289,999	\$0
Operating Expenses	10,839,545	55,702,279	12,790,032	55,520,833
Capital Outlay	5,525,628	29,029,514	2,997,905	35,129,068
Debt Service	-	95,925	385,806	707,870
Grants and Aids	17,369,089	2,995,683	843,670	1,764,716
Non-Operating	1,687,788	1,842,909	2,629,913	2,506,362
Total Expenditures	\$35,582,583	\$89,666,310	\$19,937,325	\$95,628,849
Net Change in Fund Balance	(\$10,323,020)	(\$71,385,005)	\$8,144,282	(\$80,145,012)
Fund Balance - Beginning	\$121,323,097	\$115,818,731	\$113,050,078	\$121,194,360
Fund Balance - Ending	\$111,000,077	\$44,433,726	\$121,194,360	\$41,049,348

# **Airport Funds (Major Funds)**

	Actual FY 2012	Budget <u>FY 2013</u>	Estimated FY 2013	Budget FY 2014
Revenues				
Charges for Services	76,390,911	77,905,400	75,992,930	76,234,265
Intergovernmental Revenue	8,303,969	68,762,081	9,020,068	45,620,097
Investment Income	1,643,686	1,628,160	125,311	788,000
License, Permits & Other Fees	61,748	65,000	60,900	60,900
Operating Transfers In	43,873,644	96,185,631	51,700,925	75,224,619
Miscellaneous Revenues	578,219	610,350	2,163,471	25,883,006
	<b>*</b> 100 050 155	<b>***</b>	<b>**</b>	<b>*****</b>
Total Revenues	\$130,852,177	\$245,156,622	\$139,063,605	\$223,810,887
Expenditures				
Personal Services	\$10,506,707	\$11,151,252	\$11,032,923	\$11,442,553
Operating Expenses	30,010,269	33,161,746	33,134,664	32,329,515
Capital Outlay	26,345,720	145,993,874	14,531,462	158,038,670
Debt Service	6,492,211	17,471,606	17,467,371	17,657,018
Non-Operating	43,563,344	96,217,386	51,732,680	75,222,855
Total Expenditures	\$116,918,251	\$303,995,864	\$127,899,100	\$294,690,611
<b>Net Change in Fund Balance</b>	\$13,933,926	(\$58,839,242)	\$11,164,505	(\$70,879,724)
Fund Balance - Beginning	\$108,277,068	\$118,886,047	\$111,552,492	\$122,716,997
Fund Balance - Ending	\$122,210,994	\$60,046,805	\$122,716,997	\$51,837,273

# **Water Utilities Funds (Major Funds)**

	Actual <u>FY 2012</u>	<b>Budget FY 2013</b>	Estimated FY 2013	Budget <u>FY 2014</u>
Revenues				
Charges for Services	145,577,756	165,214,000	160,977,500	169,101,000
DeBt Proceeds	-	-	88,678,000	-
Intergovernmental Revenue	742,455	560,000	191,300	-
Investment Income	4,668,280	2,728,000	4,748,727	8,289,000
Operating Transfers In	168,958,640	177,633,345	180,161,464	190,822,872
Rent & Royalties	39,339	31,000	31,000	31,000
Special Assessment/Impact Fees	729,404	1,565,000	833,327	866,000
Miscellaneous Revenues	26,078,629	13,159,000	18,276,660	17,711,917
Total Revenues	\$346,794,503	\$360,890,345	\$453,897,978	\$386,821,789
<b>Expenditures</b>				
Personal Services	\$38,204,190	\$40,605,128	\$39,956,592	\$43,387,919
Operating Expenses	63,739,095	74,454,370	70,080,408	80,374,080
Capital Outlay	23,763,584	137,331,061	23,257,808	151,347,635
Debt Service	8,581,671	19,445,600	13,932,200	17,374,000
Grants and Aids	3,572,024	-	-	-
Non-Operating	166,437,467	177,529,000	268,395,119	189,229,749
Total Expenditures	\$304,298,031	\$449,365,159	\$415,622,127	\$481,713,383
Net Change in Fund Balance	\$42,496,472	(\$88,474,814)	\$38,275,851	(\$94,891,594)
Fund Balance - Beginning	\$124,243,773	\$157,251,452	\$156,582,429	\$194,858,280
Fund Balance - Ending	\$166,740,245	\$68,776,638	\$194,858,280	\$99,966,686

# **Non-Major Governmental Funds (Aggregate)**

	Actual <u>FY 2012</u>	<b>Budget FY 2013</b>	Estimated FY 2013	Budget <u>FY 2014</u>
Revenues				
Ad Valorem Taxes	\$64,576,314	\$67,525,698	\$64,667,081	\$69,326,552
Charges for Services	29,473,445	27,399,217	30,493,174	32,009,556
Debt Proceeds	191,716,149	41,000	977,400	26,232,900
Fines & Forfeitures	4,432,220	3,200,686	1,753,867	1,610,206
Inspector General Fees	2,494,212	3,699,265	2,528,899	2,742,632
Intergovernmental Revenue	79,380,465	105,682,155	68,539,566	91,483,522
Investment Income	11,602,152	9,835,678	2,288,647	3,825,445
License, Permits & Other Fees	13,908,695	13,727,332	13,253,786	13,961,612
Local Option Gas Tax	36,273,182	36,821,500	36,303,000	37,029,000
Operating Transfers In	160,426,884	156,108,345	157,042,428	167,817,193
Rent & Royalties	1,509,223	1,498,236	1,427,365	1,442,681
Special Assessment/Impact Fees	18,743,116	2,056,900	15,379,889	8,714,901
Tourist Development Tax	28,821,660	28,606,951	29,959,936	31,158,331
Statutory Reserves	-	(10,578,528)	-	(11,317,686)
Miscellaneous Revenues	111,908,562	146,390,313	137,057,051	145,750,095
Total Revenues	\$755,266,279	\$592,014,748	\$561,672,089	\$621,786,940
<b>Expenditures</b>				
Personal Services	\$109,213,332	\$114,270,625	\$112,546,245	\$114,743,118
Operating Expenses	212,239,174	287,180,035	231,300,889	293,759,310
Capital Outlay	69,197,473	111,015,920	30,516,983	96,563,114
Debt Service	132,128,044	137,624,060	136,080,774	140,345,903
Grants and Aids	16,440,137	28,260,467	18,134,614	17,308,275
Non-Operating	272,579,775	50,219,759	41,433,672	63,584,968
Total Expenditures	\$811,797,935	\$728,570,866	\$570,013,177	\$726,304,688
<b>Net Change in Fund Balance</b>	(\$56,531,656)	(\$136,556,118)	(\$8,341,088)	(\$104,517,748)
Fund Balance - Beginning	\$386,307,133	\$330,175,534	\$332,652,941	\$324,311,853
Fund Balance - Ending	\$329,775,477	\$193,619,416	\$324,311,853	\$219,794,105

# **Board of County Commissioners**

2012 Non-Exempt Valuation Countywide \$125,403,839,154

			20	2013 Adonted			20	2014 Adonted	
Fund	Fund Name	Mills	Taxes	Other Revenue	Budget	Mills	Taxes	Other Revenue	Budget
0001	General Fund	4.7815	599,618,457	438,262,304	1,037,880,761	4.7815	623,107,031	447,811,212	1,070,918,243
	Operating Ad Valorem Tax Funds - Countywide	4.7815	599,618,457	438,262,304	1,037,880,761	4.7815	623,107,031	447,811,212	1,070,918,243
2019 2020 2038 2508 2513 2513 2518	25M GO Parks & Cultural Facilities 2003 25M GO Parks & Recreation Facilities 2005 50M GO 06 DS Waterfront Access 45.625M GO Refunding 98 Interest & Sinking 16M GO 05A DS, Ref 25M Rec Fac 99A 115.8M GO Tax 06 DS, Ref 75M Land Acq 99B & 01A 28.7M GO 10 DS, Ref Part 25M Parks GO 03 & 05	0.0097 0.0096 0.0302 0.0339 0.0161 0.0976	1,217,281 1,204,732 3,789,885 4,254,209 2,020,435 12,248,105 1,455,717	(11,862) (1,807) (61,331) (95,996) (10,910) (163,560) (54,167)	1,205,419 1,202,925 3,728,554 4,158,213 2,009,525 12,084,545 1,401,550	0.0000 0.0096 0.0295 0.0330 0.0158 0.0956	0 1,251,884 3,846,936 4,303,353 2,060,393 12,466,682 2,634,173	0 (50,409) (121,822) (150,015) (49,868) (380,284) (122,623)	0 1,201,475 3,725,114 4,153,338 2,010,525 12,086,398 2,511,550
	Voted Debt Service Ad Valorem Tax - Countywide	0.2087	26,190,364	(399,633)	25,790,731	0.2037	26,563,421	(875,021)	25,688,400
	Total Ad Valorem Tax Funds - Countywide	4.9902	625,808,821	437,862,671	1,063,671,492	4.9852	649,670,452	446,936,191	1,096,606,643
1000 1000 1000 1000 1000 1000 1100 110	1000 Senior Citizens Centers 1001 HUD Supportive Housing 1002 Head Start 1003 Community Action Program 1004 Farmworkers Jobs/Education Program 1006 DOSS - Administration 1009 Low Income Home Energy Assistance Program 1010 Ryan White Care Program 1100 Affordable Housing Trust Fund (SHIP) 1101 Housing & Community Development 1103 Housing & Community Development 1104 Section 108 Loan Fund 1106 Disaster Recovery Initiative #3 (Wilma) 1109 Neighborhood Stabilization Program		0000000000000	587,215 989,878 28,082,548 1,372,886 297,937 7,592,929 3,907,173 9,054,547 2,425,867 13,160,011 8,482,285 172,074 5,694,896 5,010,518 1,790,545	587,215 989,878 28,082,548 1,372,886 297,937 7,592,929 3,907,173 9,054,547 2,425,867 13,160,011 8,482,285 172,074 5,694,896 5,010,518 1,790,545		0000000000000	0 1,113,264 27,621,863 1,158,045 295,429 8,291,364 3,945,888 8,943,435 1,836,067 11,346,913 4,108,391 176,490 3,482,727 2,132,482 1,619,999	0 1,113,264 27,621,863 1,158,045 295,429 8,291,364 3,945,888 8,943,435 1,836,067 11,346,913 4,108,391 176,490 3,482,727 2,132,482 1,619,999

# **Board of County Commissioners**

2012 Non-Exempt Valuation Countywide \$125,403,839,154

		20	2013 Adonted			20	2014 Adonted	
Fund Fund Name	Mills	Taxes	Other Revenue	Budget	Mills	Taxes	Other Revenue	Budget
_				200				200
1112 Neighborhood Stabilization Program 2		0	10,921,426	10,921,426		0	973,953	973,953
1113 Neighborhood Stabilization Program 3		0	6,086,780	6,086,780		0	4,951,729	4,951,729
1114 Workplace Housing Trust Fund		0	0	0		0	407,500	407,500
1150 Juvenile Assessment Center Fund		0	40,682	40,682		0	50,959	50,959
1151 Law Enforcement Trust Fund		0	3,196,242	3,196,242		0	1,499,988	1,499,988
1152 Sheriff's Grants		0	5,064,394	5,064,394		0	2,442,123	2,442,123
1171 Optical Scan Voting Equipment		0	125,000	125,000		0	0	0
1200 Beautification Maintenance		0	1,557,075	1,557,075		0	1,441,743	1,441,743
1201 County Transportation Trust		0	40,368,997	40,368,997		0	45,300,661	45,300,661
1202 Street Lighting Maintenance		0	1,260,052	1,260,052		0	0	0
1203 Red Light Camera Fund		0	1,400,000	1,400,000		0	1,438,122	1,438,122
1220 Natural Areas Stewardship Endowment		0	5,170,627	5,170,627		0	4,884,761	4,884,761
1222 Ag Reserve Land Management		0	1,289,762	1,289,762		0	1,376,193	1,376,193
1223 Environmental Enhance-Freshwater		0	494,255	494,255		0	477,753	477,753
1224 Environmental Enhance-Saltwater		0	758,171	758,171		0	501,617	501,617
1225 Environmental Enhance-Nonspecific		0	4,330,083	4,330,083		0	5,088,887	5,088,887
1226 Natural Areas Fund		0	19,545,680	19,545,680		0	21,025,430	21,025,430
1227 Pollution Recovery Trust Fund		0	2,525,578	2,525,578		0	2,415,288	2,415,288
1228 State Mosquito		0	97,578	97,578		0	47,962	47,962
1229 FDEP Lake Worth Lagoon Ecosystem		0	1,752,948	1,752,948		0	192,874	192,874
1230 Petroleum Storage Tank Program		0	1,357,740	1,357,740		0	844,273	844,273
1231 Petroleum Storage Tank Compliance		0	522,868	522,868		0	715,660	715,660
1250 Handicapped Parking Enforcement		0	373,918	373,918		0	325,560	325,560
1252 HUD - Fair Housing		0	253,525	253,525		0	199,357	199,357
1261 Bond Waiver Program R-89/1178		0	691,333	691,333		0	683,558	683,558
1262 Intergovernmental Radio Communication Program		0	2,143,065	2,143,065		0	0	0
1263 School Impact Fees Zone 1		0	2,222,104	2,222,104		0	6,808,671	6,808,671
1264 School Impact Fees Zone 2		0	2,253,036	2,253,036		0	5,110,003	5,110,003
1265 School Impact Fees Zone 3		0	3,892,834	3,892,834		0	9,946,610	9,946,610
1266 School Impact Fees Zone 4		0	2,169,534	2,169,534		0	5,224,963	5,224,963
1267 School Concurrency		0	2,000	2,000		0	2,000	2,000
1269 Intergovernmental Radio Communication Program- Countywide		0	1,088,440	1,088,440		0	0	0
1321 Law Library		0	622,536	622,536		0	870,978	870,978
1323 Criminal Justice Trust Fund		0	791,269	791,269		0	644,444	644,444
1324 Local Requirements & Innovations Fund FS 29.004		0	235,000	235,000		0	253,736	253,736

# **Board of County Commissioners**

2012 Non-Exempt Valuation Countywide \$125,403,839,154

Fund

2013 Tentative Non-Exempt Valuation Countywide \$130,316,225,167 3,788,616 18,456,628 4,380,419 335,823 925,849 98,638 14,247,018 1,821,939 21,662,950 253,736 73,978,900 8,795,508 1,810,760 288,470 694,998 2,068,556 96,558 11,513,146 2,673,139 253,736 861,274 43,785 ,065,16033,725 33,527 1,074,599 404,404 5,464,232 1,225,411 606,161 6.614.743 11,449,595 Budget Other Revenue 3,788,616 4,380,419 33,725 335,823 98,638 14,247,018 96,558 11,513,146 48,456,628 1,810,760 ,065,160 288,470 925,849 2,068,556 11,449,595 253,736 253,736 73,978,900 8,795,508 861,274 43,785 694,998 33,527 6.614,743 1,074,599 5,464,232 2,673,139 21,662,950 404,404 1,821,939 1,225,411 606,161 2014 Adopted 0 0 Mills 40,563 94,939 3,437,765 1,682,996 664,398 709,191 169,495 95,941 30,979 531,302 68.642.018 47,541,072 1,105,812 917,797 1,855,867 1,970,227 903,813 1,228,643 11,394,789 9,507,252 235,000 235,000 3,586,197 8,092,681 1,183,900 643,137 42,064 185,122 210,132 578,324 12,850,511 5.607,439 5,064,650 1,749,307 3,015,381 Budget Other Revenue 94,939 169,495 1,682,996 42,064 ,105,812 664,398 709,191 903,813 1,228,643 11,394,789 235,000 3,586,197 58,642,018 17,541,072 3,437,765 1,183,900 ,855,867 2,850,511 531,302 9,507,252 235,000 8,092,681 643,137 40,563 917,797 185,122 210,132 578,324 1,970,227 95,941 30,979 5.607,439 5,064,650 3,015,381 1,749,307 2013 Adopted 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 Taxes Mills Victims of Crime Emergency Support Fund 1439 Radiological Emergency Preparedness-FPL 1458 TDC-1st Cent Tourist Local Option Tax 1420 AC & C Mobile Spay/Neuter Program E-911 Program Wire Line FS 365.171 1434 E-911 Carryforward FS 365.172/173 1325 Legal Aid Programs Fund FS 29.008 1327 Court Information Technology Fund 1450 TDC-Convention Center Operations 1401 CCRT Street Lighting Maintenance 1453 TDC-4th Cent Local Option Tax 1429 Regulation Of Towing Business 1433 E-911 Wireless FS365.172/173 1428 EM Preparedness & Assistance 1437 Family Drug Court Grant Fund Animal Regulation Trust Fund 1326 JAC/Juvenile Programs Fund 1360 Metro Planning Organization 1425 EMS Award-Grant Program 1430 Vehicle For Hire Ordinance 1440 High Ridge Activity Fund TDC-Sports Commission 1427 Emergency Management 1384 Golf Course Operations 1451 TDC-Film Commission 1340 Palm Tran Operations 1452 TDC-Special Projects 1426 Public Safety Grants Nuisance Abatement 1432 Moving Ordinance 1455 TDC-Cultural Arts 1435 E-911 Grant Fund 1341 Palm Tran Grants 1456 TDC-Beaches 1454 TDC-Tourism Fund Name

1402

1421 1423 1424

2,117,350

2,117,350

2,118,850

2,118,850

2509 18.5M NAV 02 DS, Ref 26.3M CJF Comp 94

# **BUDGET COMPARISON BY FUND - FY 2013 AND 2014**

# **Board of County Commissioners**

2012 Non-Exempt Valuation Countywide \$125,403,839,154

Fund

2013 Tentative Non-Exempt Valuation Countywide \$130,316,225,167 360,478 75,833 271,811 564,299 1,302,376 237,900 4,602,783 1,881,829 ,788,152 2,752,732 670.993 6,299,138 21,180,634 6,614,460 1,135,503 1,268,150 1,556,468 66,624 144,000 5,514,029 64,740 2,492,751 7,709,328 11,380,832 6,394,352 857,733 7,606,155 7,696,836 1,482,881 1,651,680 2,096,684 Budget Other Revenue 75,833 2,492,751 564,299 360,478 1,302,376 5,514,029 6,299,138 6,614,460 1,135,503 1,651,680 7,709,328 1,268,150 1,380,832 6,394,352 7,696,836 66,624 ,788,152 2,752,732 670.993 237,900 21,180,634 4,602,783 1,881,829 857,733 7,606,155 1,556,468 271,811 144,000 64,740 1,482,881 2,096,684 2014 Adopted Taxes Mills 284,080 38,206 23,606 11,060 1,626,100 4,686,765 1,342,658 5,409,406 6,641,785 1,890,846 2,717,560 7,806,576 412,385 3,589,782 2,884,579 1,268,550 11,466,050 6,394,352 7,622,130 7,794,430 4,853,013 17,750,723 ,529,680 3.798.961 589,402 1,466,760 1,651,280 1,147,501 1,699,307 875,922 61,281 Budget 38,206 23,606 1,626,100 Other Revenue 284,080 11,060 4,686,765 6,641,785 1,890,846 2,717,560 1,268,550 1,466,050 7,622,130 4,853,013 17,750,723 ,529,680 412,385 1,466,760 1,342,658 5,409,406 7,806,576 6,394,352 61,281 589,402 3,589,782 1,651,280 2,884,579 1,147,501 1,699,307 875,922 7,794,430 3,798,961 2013 Adopted 0 Taxes Mills 2069 30.6M NAV 11 DS, Ocean Ave Bridge & Max Planck2 2018 94.3M NAV 04 DS, Pub Imprv & Ref Airport Cntr 92 2031 38.8M NAV 04A DS, Four Corners/Mecca Land Acq 2068 94.2M NAV 08-2 DSR, Max Planck & SS Refunding 2067 94.2M NAV 08-2 DS, Max Planck & SS Refunding 14.6M NAV 06 DS, Parking Facilities Expansion 233.6M NAV 90 DS, Criminal Justice Facilities 13.0M NAV 05 DS, 2nd FAU/Scripps Beeline 2054 176.5M NAV 08 DSR, Jail Expand/Pub Bldg 1543 USDA Intermediary Relending Loan Program 2028 133.9M NAV 05A DS, Scripps Construction 1542 HUD Community Challenge Planning Grant 176.5M NAV 08 DS, Jail Expand/Pub Bldg 2034 24.4M NAV Tax 04B DS, Scripps Ld Acq 32.7M NAV 97 DS, Ref 233.6M CJF 90 2061 11.6M Note Payable 08 DS, ESL Jupiter 2058 35.0M NAV 08 DS, PBSO Mobile Data 1541 Energy Efficiency & Consrv Blk Grant Public Affairs Replacement Frequency JAG Program Local Solicitation Fund 1482 Cooperative Extension Revenue Fund 2052 98.0M NAV 07C DS, Scripps/Briger Local Law Enfor Blk Grant 2003 1483 PBC Office of Inspector General 1503 JAG-LLEBG ARRA Fund 2009 540 HUD Loan Repayment Account 10.1M NAV 112 DS, ISS VOIP 1480 Driver Education Trust Fund Criminal Justice Grant Fund 1484 PBC Commission on Ethics 1501 Domestic Violence Fund Economic Development 1470 Drug Abuse Trust Fund 1500 Crime Prevention Fund Fund Name

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1521 1511

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2003

# **Board of County Commissioners**

2012 Non-Exempt Valuation Countywide \$125,403,839,154

		00	2013 Adonted			OC .	2014 Adonted	
	11.5		naidony Cr	-	11.34		14 Augheu	-
rund rund Name	MIIIIS	Taxes	Other Kevenue	Budget	IMIIIIS	Taxes	Orner Kevenue	Budget
2510 6.5M NAV 03 DS, Ref 8.5M Pub Imprv 94		0	712,732	712,732		0	711,331	711,331
2511 81.3M NAV 04 DS, Ref 80.7M Conv Cntr 01		0	2,940,059	2,940,059		0	2,925,428	2,925,428
2514 17.4M NAV 05 DS, Ref 26M Parks & Rec Fac 96		0	2,050,344	2,050,344		0	2,040,288	2,040,288
2515 13.4M NAV 05 DS, Ref 22M N.C Court & PBSO MP 97		0	1,651,270	1,651,270		0	1,665,623	1,665,623
2516 9.5M NAV 05 DS, Ref 15M Judicial Parking 95		0	1,155,713	1,155,713		0	1,153,225	1,153,225
2517 20.07M NAV 05 DS, Ref 28M Stadium Fac 96		0	2,168,026	2,168,026		0	2,166,215	2,166,215
2519 115.8M GO Tax Coupon 06 DS, Ref 75M Land Acq 99B & 01A		0	395,844	395,844		0	395,845	395,845
2520 2.5M NAV 07A DS, Ref 6M BAN Bio Resch 06A		0	187,910	187,910		0	187,829	187,829
2521 5.1M NAV 07B DS, Ref 6M BAN Bio Resch 06A&B		0	429,785	429,785		0	429,502	429,502
2522 29.4M NAV 08A DS, Ref SS#1,3&5		0	2,866,836	2,866,836		0	2,822,896	2,822,896
2523 11.5M NAV Tax 10 DS, Ref 11M Conv Hotel BAN 07		0	1,109,332	1,109,332		0	1,108,487	1,108,487
2526 62.7M NAV 11 DS, Ref Part 81M Conv Cntr 04		0	3,140,450	3,140,450		0	3,140,450	3,140,450
2527 62.7M NAV 11 DSR, Ref Part 81M Conv Cntr 04		0	5,701,875	5,701,875		0	5,701,875	5,701,875
2528 16.1M NAV 12 DS, Ref 16M 4 Pts BAN 09		0	1,382,805	1,382,805		0	1,370,209	1,370,209
2529 147.0M NAV 12 DS, Ref 94M 04/38M 04A/133M 05A		0	6,631,419	6,631,419		0	7,169,000	7,169,000
2530 Sale of Mecca Farms to SFWMD		0	0	0		0	26,000,000	26,000,000
3000 25.0M GO 99A, Recreation & Cultural		0	943,127	943,127		0	249,519	249,519
3014 80.7M NAV 01, Convention Center		0	7,269,964	7,269,964		0	6,555,064	6,555,064
3017 26.3M NAV 96, Parks & Recreation Facilities		0	26,344	26,344		0	14,017	14,017
3018 94.3M NAV 04, Pub Imprv & Ref Airport Cntr 92		0	406,953	406,953		0	364,806	364,806
3019 25.0M GO 03, Recreational & Cultural Facilities		0	2,333,838	2,333,838		0	1,589,353	1,589,353
3020 25.0M GO 05, Recreational & Cultural Facilities		0	13,403,493	13,403,493		0	5,301,086	5,301,086
3028 133.9M NAV 05A, Scripps Construction		0	7,527	7,527		0	7,553	7,553
3032 27.0M Sunshine#7A 06, Var Crthse & Gen Govt Bldg		0	36,981	36,981		0	0	0
3033 5.6M Sunshine#6 04, Scripps Infrastructure & Beeline		0	91,283	91,283		0	0	0
3037 11.5M LT BAN Tax 05, Convention Center Hotel Site Acq		0	395,584	395,584		0	0	0
3038 50.0M GO 06, Waterfront Access		0	12,159,986	12,159,986		0	9,415,599	9,415,599
3040 14.6M NAV 06, Parking Facilities Expansion		0	968,200	968,200		0	781,831	781,831
3043 6.1M Sunshine #8 '06, Park & Marina Improvements		0	112,108	112,108		0	112,910	112,910
3046 8.1M Sunshine#9 06, So County Golf Course CTF		0	57,601	57,601		0	53,981	53,981
3052 98.0M NAV 07C CTF, Scripps/Briger		0	3,279,603	3,279,603		0	2,745,396	2,745,396
3053 176.5M NAV 08 CTF, Jail Expand/Pub Bldg		0	15,207,244	15,207,244		0	8,874,606	8,874,606
3058 35M NAV 08 CP, PBSO Mobile Data		0	18,142,550	18,142,550		0	12,902,208	12,902,208
3061 11.6M Note Payable 08 CP, ESL Jupiter		0	9,375	9,375		0	2,895,389	2,895,389
3067 94.1M NAV 08-2 CP, Max Planck & SS Refunding		0	1,672,461	1,672,461		0	1,664,684	1,664,684

# **Board of County Commissioners**

2012 Non-Exempt Valuation Countywide \$125,403,839,154

		20	2013 Adonted			2(	2014 Adonted	
Fund Fund Name	Mills	Taxes	Other Revenue	Budget	Mills	Taxes	Other Revenue	Budget
		,				,	1	
3069 15.0M NAV 11 CP, Ocean Ave Lantana Bridge		0	8,018,240	8,018,240		0	505,297	505,297
3070 15.6M NAV 11 CP, Max Planck		0	254,418	254,418		0	253,283	253,283
3071 10.1M NAV 12 CP, ISS VOIP		0	0	0		0	9,872,515	9,872,515
3500 Transportation Improvement Fund		0	225,780,353	225,780,353		0	205,058,213	205,058,213
3501 Road Impact Fee Zone 1		0	42,046,639	42,046,639		0	44,921,214	44,921,214
3502 Road Impact Fee Zone 2		0	30,712,488	30,712,488		0	29,920,792	29,920,792
3503 Road Impact Fee Zone 3		0	36,515,146	36,515,146		0	29,873,466	29,873,466
3504 Road Impact Fee Zone 4		0	18,845,066	18,845,066		0	22,391,817	22,391,817
3505 Road Impact Fee Zone 5		0	38,440,303	38,440,303		0	43,831,085	43,831,085
3515 Abacoa Impact Fee Account		0	460,871	460,871		0	1,069,886	1,069,886
3516 Abacoa Trust Sub Account		0	4,883,510	4,883,510		0	5,020,892	5,020,892
3519 Northlake Blvd Agreement W/NPBCID		0	37,308	37,308		0	70,094	70,094
3523 Proportionate Share Trust Fund		0	23,109,152	23,109,152		0	22,905,164	22,905,164
3531 Impact Fee Program-Roads Zone 1		0	1,122,765	1,122,765		0	1,652,568	1,652,568
3532 Impact Fee Program - Roads Zone 2		0	0	0		0	885,247	885,247
3533 Impact Fee Program - Roads Zone 3		0	0	0		0	895,343	895,343
3534 Impact Fee Program - Roads Zone 4		0	0	0		0	501,040	501,040
3535 Impact Fee Program - Roads Zone 5		0	0	0		0	921,655	921,655
3600 Park Improvement Fund		0	5,501,449	5,501,449		0	6,308,490	6,308,490
3601 Park Impact Fees Z-1		0	1,585,568	1,585,568		0	2,877,958	2,877,958
3602 Park Impact Fees Z-2		0	3,108,275	3,108,275		0	3,938,053	3,938,053
3603 Park Impact Fees Z-3		0	4,782,256	4,782,256		0	6,773,860	6,773,860
3621 Impact Fee Program - Parks Zone 1		0	0	0		0	40,277	40,277
3622 Impact Fee Program - Parks Zone 2		0	0	0		0	47,339	47,339
3623 Impact Fee Program - Parks Zone 3		0	0	0		0	106,703	106,703
3650 Unit 11 Acquisition/Enhancement		0	2,943,789	2,943,789		0	2,253,408	2,253,408
3651 South Loxahatchee Slough Wetland Restoration		0	241,032	241,032		0	245,255	245,255
3652 Beach Improvement		0	33,157,726	33,157,726		0	30,607,158	30,607,158
3653 South Lake Worth Inlet		0	2,442,347	2,442,347		0	2,613,951	2,613,951
3654 Environmental Resources Capital Projects		0	8,480,461	8,480,461		0	5,528,414	5,528,414
3800 PUD Civic Site Cash Out		0	2,580,594	2,580,594		0	3,060,033	3,060,033
3801 800 Mhz RR+I Fund		0	40,533,496	40,533,496		0	39,764,016	39,764,016
3803 Law Enforcement/Impact Fees Z2 Road Patrol		0	2,082,254	2,082,254		0	2,274,570	2,274,570
3804 Public Building Improvement Fund		0	36,783,123	36,783,123		0	36,508,864	36,508,864
3805 Public Building Impact Fees		0	3,622,126	3,622,126		0	4,580,076	4,580,076

# **Board of County Commissioners**

2012 Non-Exempt Valuation Countywide \$125,403,839,154

		20	2013 Adopted			20	2014 Adopted	
Fund Fund Name	Mills	Taxes	Other Revenue	Budget	Mills	Taxes	Other Revenue	Budget
The state of the s		C	100	000		C	100 001 01	100 0001
380 / I DC-Bidg Kenewal & Replacement		0	10,4 /4,305	10,4/4,305		0	10,400,981	10,400,981
3815 Impact Fee Program - Public Building		0	0	0		0	86,362	86,362
3900 Capital Outlay		0	17,094,189	17,094,189		0	13,070,741	13,070,741
3901 Information Technology Capital Improvements		0	8,976,822	8,976,822		0	7,563,925	7,563,925
3902 Court Related Info Technology Capital Improvements		0	225,398	225,398		0	69,538	69,538
3903 Energy Efficiency and Conservation Block Grant - Capital		0	523,473	523,473		0	196,722	196,722
4000 WUD Revenue		0	170,942,000	170,942,000		0	179,750,000	179,750,000
4001 WUD Operation & Maintenance		0	123,267,096	123,267,096		0	134,009,355	134,009,355
4010 WUD Renewal & Replacement		0	1,000,000	1,000,000		0	1,000,000	1,000,000
4011 WUD Capital Improvements		0	185,860,182	185,860,182		0	228,455,423	228,455,423
4012 WUD Connection Charge Account		0	5,500,000	5,500,000		0	8,078,000	8,078,000
4013 WUD Special Assessment Program		0	3,601,351	3,601,351		0	3,692,288	3,692,288
4015 WUD FPL Reclaimed Water Renewal & Replacement		0	1,441,746	1,441,746		0	2,145,347	2,145,347
4031 Debt Service WUD Ecr Loan		0	325,000	325,000		0	0	0
4032 Debt Service WUD 95		0	1,041,000	1,041,000		0	1,041,000	1,041,000
4034 Debt Service Reserve WUD All		0	4,438,000	4,438,000		0	4,381,745	4,381,745
4036 Debt Service WUD 2003		0	1,171,200	1,171,200		0	0	0
4039 Debt Service Wud 2006		0	10,358,400	10,358,400		0	7,335,000	7,335,000
4041 Construction Trust Fund Wud 2009		0	1,582,049	1,582,049		0	1,547,481	1,547,481
4042 Debt Service WUD 2009		0	4,044,000	4,044,000		0	3,991,000	3,991,000
4043 WUD FPL Debt Service Coverage Fund		0	1,063,773	1,063,773		0	1,246,430	1,246,430
4044 GUA Debt Service		0	530,000	530,000		0	530,000	530,000
4045 GUA01 Wachovia 2009 Loan		0	1,187,000	1,187,000		0	1,195,000	1,195,000
4046 GUA09 Bank of NY 2004 Loan		0	789,000	789,000		0	789,000	789,000
4047 Debt Service WUD 2013 Ref		0	0	0		0	2,493,000	2,493,000
4100 Airport Operations		0	90,555,004	90,555,004		0	79,547,937	79,547,937
4110 Airport Capital Projects		0	2,965,676	2,965,676		0	4,969,180	4,969,180
4111 Airports Improvement & Development Fund		0	183,338,223	183,338,223		0	183,290,630	183,290,630
4112 Airports Passenger Facility Charges		0	64,677,524	64,677,524		0	56,251,273	56,251,273
4113 Noise Abatement & Mitigation		0	2,082,969	2,082,969		0	2,200,579	2,200,579
4114 Airports Restricted Assets Fund		0	2,355,148	2,355,148		0	2,303,389	2,303,389
4116 8M Subordinated Debt 2006 CTF		0	314,870	314,870		0	0	0
4130 Debt Service 60M PBIA Rev Ref 2002		0	13,221,569	13,221,569		0	13,536,293	13,536,293
4131 Debt Service 83M PBIA Rev Ref 2001		0	10,213	10,213		0	0	0
4136 Debt Service 8M PBIA Sub Indebtedness 2006		0	92,460	92,460		0	0	0

# BUDGET COMPARISON BY FUND - FY 2013 AND 2014

# **Board of County Commissioners**

2012 Non-Exempt Valuation Countywide \$125,403,839,154

2013 Tentative Non-Exempt Valuation Countywide \$130,316,225,167

			00	2013 Adonted			30	2014 Adonted	
T.	Eural Momo	M:112		Other Derigens	Dudget	MEIL		Othon Domonio	Dudget
IIn. I		SIIIIMI	14703	Ouici Nevellue	Dudger	SIIIIAI	14763	Onici Neveliue	Duugei
7	1137 Dobt Sorving 60M DBIA Boy Bonds 2006 A		C	3 474 620	3 174 620		C	3 424 510	3 424 510
; ;	COURT STATE OF THE PARTY BY SOUTH			03,424,020	3,424,020			0,424,010	2,424,010
41,	4138 Debt Service 16M PBIA 1ax Rev Ref 2006B		0	1,004,393	1,004,393		0	1,004,093	1,004,093
200	5000 Fleet Management		0	54,309,562	54,309,562		0	52,426,825	52,426,825
50	5010 Property & Casualty Insurance		0	14,432,976	14,432,976		0	14,523,535	14,523,535
50]	5011 Risk Management Fund		0	17,225,145	17,225,145		0	17,888,712	17,888,712
50	5012 Employee Health Insurance		0	75,208,863	75,208,863		0	73,914,818	73,914,818
	Gross Total Countywide Funds	4.9902	625,808,821	2,766,120,378	3,391,929,199	4.9852	649,670,452	2,804,761,734	3,454,432,186
	Less: Interfund Transfers		0	(465,867,271)	(465,867,271)		0	(472,162,241)	(472,162,241)
	Less: Interdepartmental Charges		0	(19,962,397)	(19,962,397)		0	(17,834,713)	(17,834,713)
	Less: Internal Service Charges		0	(130,280,896)	(130,280,896)		0	(127,124,314)	(127,124,314)
	Net Total Countywide Funds	4.9902	625,808,821	2,150,009,814	2,775,818,635	4.9852	649,670,452	2,187,640,466	2,837,310,918
-		2 2 2	201 117	11000	40.007	1073	070 315 00	2002100	00 00
TI	1180 County Library	0.3491	27,411,137	166,068,11	49,507,085	0.3491	606,017,86	508,512,6	48,031,772
13(	300 Fire Rescue MSTU	3.4581	177,006,499	131,966,170	308,972,669	3.4581	183,001,456	128,180,900	311,182,356
13(	1301 Fire Rescue Jupiter MSTU	2.1393	15,466,702	(642,649)	14,824,053	2.0787	15,642,600	(544,314)	15,098,286
13(	1303 Aviation Battalion		0	6,644,971	6,644,971		0	6,015,610	6,015,610
13(	.304 F/R Long-Term Disability Plan		0	16,995,102	16,995,102		0	16,160,403	16,160,403
13(	305 MSBU-Hydrant Rental Boca Raton		0	555,265	555,265		0	527,146	527,146
13(	306 MSBU-Hydrant Rental-Riviera Beach		0	54,721	54,721		0	51,857	51,857
14(	1400 MSTD - Building		0	16,880,883	16,880,883		0	21,407,482	21,407,482
207	2021 30.5M GO 03 DS, Library District Improvement	0.0204	1,390,110	3,078	1,393,188	0.0000	0	0	0
207	2022 22.3M GO 06 DS, Library District Improvement	0.0258	1,758,080	(21,486)	1,736,594	0.0254	1,790,904	(55,560)	1,735,344
257	2524 19.53M GO 10 DS, Ref Part 30M Library GO 03	0.0113	770,012	(7,587)	762,425	0.0320	2,256,258	(103,633)	2,152,625
307	3021 30.5M GO Libraries Improvements 2003		0	2,902,273	2,902,273		0	843,441	843,441
307	3022 22.3M GO Library Improvements 2006		0	3,472,482	3,472,482		0	1,615,484	1,615,484
35]	3511 Unincorp Improvement Fund		0	10,690,830	10,690,830		0	9,882,752	9,882,752
37(	3700 Fire Rescue Improvement		0	29,673,969	29,673,969		0	27,782,768	27,782,768
37(	3704 Fire Rescue Impact Fees		0	7,873,377	7,873,377		0	9,264,790	9,264,790
375	3750 Library Improvement Fund		0	3,871,139	3,871,139		0	3,533,770	3,533,770
37.	3751 Library Expansion Program		0	13,640,245	13,640,245		0	11,799,987	11,799,987
37.	3752 Library Impact Fees		0	2,069,353	2,069,353		0	2,509,356	2,509,356
	Gross-Total Dependent Districts/ MSTUs		233,808,535	258,512,687	492,321,222		241,407,187	248,788,042	490,195,229

# BUDGET COMPARISON BY FUND - FY 2013 AND 2014

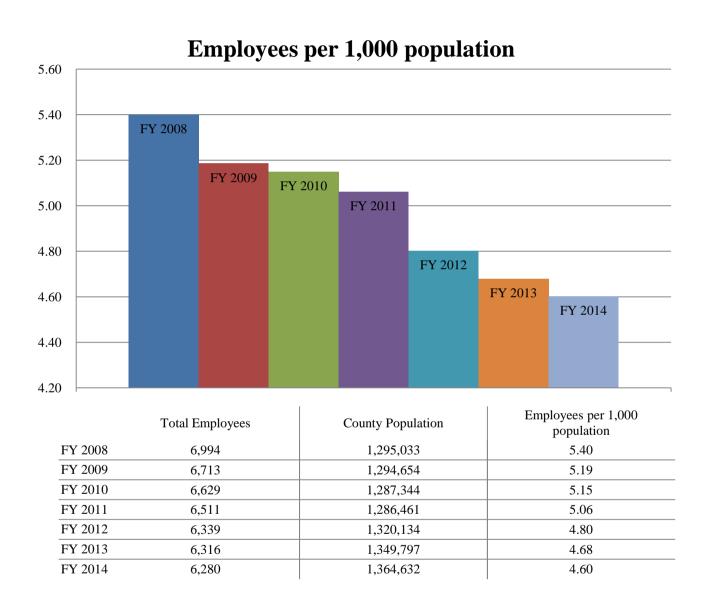
# **Board of County Commissioners**

2012 Non-Exempt Valuation Countywide \$125,403,839,154

2013 Tentative Non-Exempt Valuation Countywide \$130,316,225,167

			20	2013 Adopted			20	2014 Adopted	
Fund	Fund Fund Name	Mills	Taxes	Other Revenue	Budget	Mills	Taxes	Other Revenue	Budget
	Less: Interfund Transfers			(16.814.331)	(16.814.331)			(18.888.152)	(18.888.152)
	Less: Interdepartmental Charges	_		(4,956,917)				(4,909,580)	(4,909,580)
	Net-Total Dependent Districts/ MSTUs		233,808,535	236,741,439	470,549,974		241,407,187	224,990,310	466,397,497
	Net-Total County Funds & Dep. Districts/ MSTUs		859,617,356	2,386,751,253	3,246,368,609		891,077,639	891,077,639 2,412,630,776 3,303,708,415	3,303,708,415
	Gross Total - All Funds		859,617,356	3,024,633,065	3,884,250,421		891,077,639	891,077,639 3,053,549,776 3,944,627,415	3,944,627,415

Palm Beach County Board of County Commissioners has a total of 6,280 full and part-time employees budgeted for FY 2014. The number of employees per 1,000 population is being presented in order to reflect the effects of growth. In an effort to respond to the economic climate and to increase efficiency the county has eliminated over 1,050 positions since FY 2008. As a result of new facilities or expansion of services, Fire Rescue, Library, Department of Economic Sustainability and Water Utilities Department have seen their positions increase during this period.



Because personnel costs are a major portion of the County's operating budget, changes in the number of employees per 1,000 population have a direct relationship to the cost of providing services. A decrease in employees per 1,000 population indicates the County is either becoming more efficient and/or service levels are decreasing. In light of current economic conditions, the County has eliminated positions and has implemented more effective processes to maintain current service levels.

<sup>\*</sup> Information on this page regarding population from census.gov

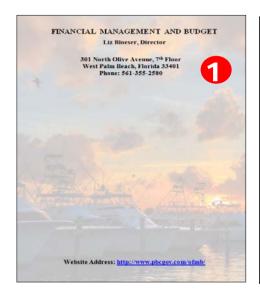
	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted
Department	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Countywide Departments	F 1 2006	F 1 2009	F 1 2010	F 1 2011	F 1 2012	F 1 2013
Community Services	469	471	461	471	440	432
County Administration	13	12	11	11	11	11
County Attorney	55	51	46	46	44	42
County Attorney County Commission	28	28	27	27	27	27
County Cooperative Extension Service	39	36	32	28	29	30
Economic Sustainability	61	60	50	62	58	69
Engineering & Public Works	499	487	470	450	433	421
Environmental Resources Management	151	145	145	139	127	126
Facilities Development & Operations	386	359	330	318	307	300
Financial Management & Budget	43	339	36	34	32	31
Fleet Management	72	70	64	60	59	54
Human Resources	39	38	35	33	33	32
	225	211	204	189	183	216
Information Systems Services Internal Auditor						
	12	11	10	10	8	8
Legislative Affairs	4	4	4	3	3	3
Medical Examiner	22	22	20	20	19	19
Metropolitan Planning Organization	10	10	10	10	10	10
Palm Tran	570	555	548	549	549	558
Parks & Recreation	699	657	624	595	569	562
PZ&B - Planning & Zoning	203	185	174	159	148	136
Public Affairs	56	54	51	45	42	42
Public Safety	372	345	341	333	314	307
Purchasing	51	46	43	43	43	44
Risk Management	37	36	32	30	30	30
Non-Departmental:	10					
Criminal Justice Commission	19	17	17	12	11	11
Office of Community Revitalization	9	7	6	6	6	6
Office of Equal Opportunity	12	12	12	12	12	12
Office of Small Business Assistance	8	8	7	7	7	7
Total BCC Ad Valorem Funded	4,164	3,975	3,810	3,702	3,554	3,546
Other Agencies	150	1.61	150	150	1.40	1.40
Airports	159	161	158	158	149	149
PZ&B - Building Division	197	148	104	104	104	104
County Library	481	452	452	452	419	419
Fire-Rescue	1,471	1,473	1,542	1,511	1,511	1,490
Tourist Development	4	5	4	5.50	4	4 550
Water Utilities	518	499	559	558	558	558
Commission on Ethics	0	0	0	4	6	6
Office of Inspector General	0	0	0	18	34	40
Total Other Agencies	2,830	2,738	2,819	2,809	2,785	2,770
Total BCC	6,994	6,713	6,629	6,511	6,339	6,316
Constitutional Officers	1.4.4	1.4.4	1.41	127	124	124
Clerk & Comptroller	144	144	141	137	134	134
15th Judicial Circuit	20	20	21	24	21	23
Property Appraiser	280	280	266	266	266	266
Sheriff	3,812	3,848	4,011	3,919	3,924	3,912
Supervisor of Elections	45	45	42	42	45	45
Tax Collector	269	264	264	264	305	305
Total Constitutional Officers	4,570	4,601	4,745	4,652	4,695	4,685
Grand Total	11,564	11,314	11,374	11,163	11,034	11,001

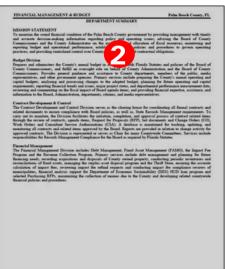
FY 2013 I	Mid Year Adj	justments	Final		FY 2014		Adopted
Additions	Deletions	Transfers	FY 2013	Additions	<b>Deletions</b>	Transfers	FY 2014
2	0	0	434	2	(30)	0	406
1	0	0	12	0	0	0	12
0	0	0	42	0	0	0	42
0	0	0	27	0	0	0	27
1	0	0	31	0	0	0	31
2	0	0	71	0	(15)	0	56
0	0	0	421	0	0	0	421
0	0	0	126	0	0	0	126
0	0	0	300	0	(3)	0	297
0	0	0	31	0	0	0	31
0	0	0	54	0	0	0	54
0	0	0	32	0	0	0	32
0	0	0	216	0	(3)	(1)	212
0	0	0	8	0	0	0	8
0	0	0	3	0	0	0	3
0	0	0	19	0	0	0	19
0	0	0	10	0	0	0	10
3	0	0	561	18	0	0	579
0	(14)	0	548	11	(1)	1	559
2	0	0	138	11	0	0	139
0		0	42		0	0	42
	0		308	0		0	
1	0	0	308 44	0	0	0	308 44
0	0	0	30	0	0	0	30
0	0			0	0		
0	0	0	0	0	0	0	0
0	0	0	11	0	0	0	11
0	0	0	6	0	0	0	6
0	0	0	12	0	0	0	12
12	0 (14)	0	7 3,544	32	( <b>52</b> )	0	7 3,524
12	(14)	U	3,544	32	(52)	U	3,524
0	0	0	149	0	0	0	149
0	0	0	104	0	0	0	104
0	0	0	419	1	0	0	420
0	0	0	1,490	0	0	0	1,490
0	0	0	4	0	0	0	4
0	0	0	558	3	0	0	561
0	(1)	0	5	0	0	0	5
0	0	0	40	0	*	0	23
0	(1)	0	2,769	4	0	0	2,756
12	(15)	0	6,313	36	(52)	0	6,280
12	(13)	· ·	0,515	30	(32)	U	0,200
5	(1)	0	138	0	0	0	138
1	0	0	24	1	0	0	25
0	0	0	266	0	0	0	266
41	(1)	0	3,952	0	0	0	3,952
0	0	0	45	0	0	0	45
0	0	0	305	0	0	0	305
47	(2)	0	4,730	1	0	0	4,731
59	(17)	0	11,043	37	(52)	0	11,011
	` /	includes fundi	,		, ,		

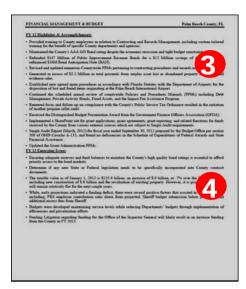
<sup>\*</sup>OIG's budget for FY 2014 includes funding for 23 filled positions, the 17 currently vacant positions will be reinstated once the municipal funding is implemented.



In a continuing effort to create a budget document that presents information in a user-friendly manner, we have developed this guide to identify where to find key pieces of information. The numbers correspond to the major components of our departmental budgets.

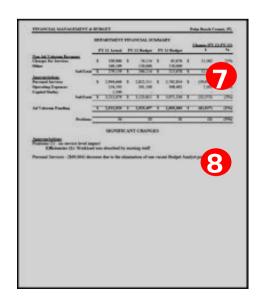






- **Divider** Includes all of the pertinent contact information for each of the departments, including the department director. Also included is a hyperlink that allows the reader to obtain additional information on the department not included in the budget document.
- 2 Introduction A summary of the department's mission, major divisions, functions, and core services.
- **3 Highlights & Accomplishments -** A list of the activities that have been successfully completed in the last year.
- Emerging Issues A list of challenges that are anticipated in the upcoming year.
- Objectives Specific goals that department is planning to work towards in the upcoming year.
- **Performance Measures -** Measures that determine how a department is accomplishing its mission and objectives.
- **Financial Summary -** A summary of operating expenditures and sources of revenue listed by major category.
- Significant Changes An explanation of significant differences between the previous and current year's budget, including position changes.







## **COUNTY COMMISSION**

Hal R. Valeche, District 1

Paulette Burdick, District 2 – Vice Mayor
Shelley Vana, District 3
Steven L. Abrams, District 4
Mary Lou Berger, District 5
Jess R. Santamaria, District 6
Priscilla A. Taylor, District 7 – Mayor

301 N. Olive Avenue, 12<sup>th</sup> Floor West Palm Beach, Florida 33401 Phone: 561-355-2001

Website Address: <a href="http://www.pbcgov.com/countycommissioners/">http://www.pbcgov.com/countycommissioners/</a>

### MISSION STATEMENT

To represent the citizens of Palm Beach County, promote effective government, and provide policy direction to meet community needs.

### **Department Overview**

The Board is made up of seven Commissioners, each representing a single-member district. Commissioners are elected to four-year terms by voters in the district in which they reside. Commissioners annually elect a Mayor to preside over meetings and serve as ceremonial head of the County. A Vice Mayor is also selected to assume these duties in the absence of the Mayor. Prior to FY 2009 this was done bi-annually. The County Commission considers major problems facing County government and guides the growth and development of the County consistent with the public interest. Major areas of public interest under the control of the Board include provision of fire protection and disaster relief; construction and maintenance of County buildings, roads, and bridges; provision of programs of housing, community development, slum clearance, conservation, flood, beach erosion control, and air pollution control; adoption and enforcement of building and housing codes and regulations; preservation of natural resources; and provision of cultural and recreational facilities and programs.

### FY 13 Highlights & Accomplishments

- Balanced the FY 2014 budget maintaining the millage rate at the same level as FY 2013.
- Approved a cash-out agreement with GL Homes pertaining to the required dedicated civic site property. Under this agreement, GL Homes conveyed a 6.27-acre civic site and cash in the amount of \$2.854 million. The civic site will enable the County to meet future service demands, and some of the cash-out proceeds will be used to open a new sheriff's substation on West Atlantic Avenue.
- Conceptually approved the sale of the 1,920-acre Mecca property to the South Florida Water Management District for \$26 million, subject to the district providing 150 acres to the Florida Fish and Wildlife Conservation Commission for a public shooting park.
- Adopted a resolution establishing a policy that Palm Beach County condemns the denial of lawful wages to an employee, and created a wage recovery program that is administered by the Legal Aid Society of Palm Beach County.
- Adopted a new Vehicle for Hire (VFH) ordinance with new requirements to enhance and expand the quality and kinds of services currently offered to Palm Beach County residents and visitors.

### **FY 14 Objectives**

- 1. Preserve and protect the local natural environment, including threatened resources, ecosystems, and animal species.
- 2. Focus on the creation of jobs and economic development in the County.
- 3. Maintain appropriate resources to protect the health, safety, and welfare of the residents of and visitors to Palm Beach County.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Population served	1,320,134	1,349,797	1,364,632	Demand	
Countywide operating millage rate	4.7815	4.7815	4.7815	Efficiency	
Commission office expenditure per capita	\$2.09	\$2.04	\$2.10	Efficiency	
Adopted operating reserves as a percentage of net budget (policy between 10% and 15%)	13.49%	13.37%	13.46%		
Overall outstanding debt per capita (policy less than \$1,200)	\$967	\$900	\$813	Efficiency	

								Change (FY 13	<u>-FY 14)</u>
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	<b>%</b>
Non Ad-Valorem Reve	<u>nues</u>								
Other		\$	154	\$	-	\$	-	\$ -	-
	SubTotal	\$	154	\$	-	\$	-	\$ -	
<b>Appropriations</b>	<del>_</del>								
<b>Personal Services</b>		\$	2,300,652	\$	2,438,250	\$	2,542,448	\$ 104,198	4%
<b>Operating Expenses</b>			264,732		320,097		319,901	(196)	-
Capital Outlay			3,000		1,800		1,800	-	-
	SubTotal	\$	2,568,384	\$	2,760,147	\$	2,864,149	\$ 104,002	4%
Ad Valorem Funding	- -	\$	2,568,230	\$	2,760,147	\$	2,864,149	\$ 104,002	4%
	Positions		27		27		27		



# **COUNTY ATTORNEY**

**Denise Nieman, County Attorney** 

301 North Olive Avenue, Suite 601 West Palm Beach, Florida 33401 Phone: 561-355-2225

Website Address: <a href="http://www.pbcgov.com/countyattorney/">http://www.pbcgov.com/countyattorney/</a>

### MISSION STATEMENT

To provide quality legal advice and representation to the Board of County Commissioners, County Administration, and departments in a timely, cost-effective, and efficient manner.

### **Department Overview**

The County Attorney's Office was established under Section 4.3 of the Charter of Palm Beach County as an independent office. The County Attorney is appointed by the Board of County Commissioners, serves at the pleasure of the Board, and is responsible directly to the Board. The Office represents and provides legal advice to the Board of County Commissioners, County Administration, County Departments, and the Solid Waste Authority. Primary services include: 1) Providing legal advice and counsel on the interpretation and enforcement of federal, state, and local laws and rules affecting County government; 2) Drafting and/or reviewing all official documents (e.g., ordinances, leases, contracts, etc.); 3) Providing legal advice and representation on matters overseen by the Boards and Commissions; 4) Handling administrative actions and hearings (e.g., personnel appeals, code enforcement, etc.); 5) Defending Palm Beach County in all litigation, and 6) Filing actions on behalf of the Board of County Commissioners.

### FY 13 Highlights & Accomplishments

- Working with County Administration and the Office of Equal Opportunity, the County Attorney's Office devised a Wage Theft program that utilizes the services of the Palm Beach County Legal Aid Society to recover wages for individuals from their employers. The Fifteenth Judicial Circuit arranged for a special docket for such matters to be heard in small claims court when appropriate.
- Significant new regulations went into effect regarding the Health Insurance Portability and Accountability Act (HIPAA). The County Attorney's Office worked closely with the Departments of Risk Management, Fire Rescue, Community Services' Senior Service Division, and HIPAA consultants to update County policies and procedures to ensure compliance.
- As the Inspector General lawsuit with the cities and the Clerk and Comptroller entered its second year, the County Attorney's Office negotiated an agreement with the Clerk to have the Clerk release the funds it had originally collected from some of the cities before the start of the litigation. As a result of the agreement, approximately \$200,000 will be released by the Clerk to help fund Inspector General operations for the coming fiscal year.

### **FY 14 Emerging Issues**

- Improving economic trends and renewed interest in land development in the County. As a result, the County has received multiple development order applications for large scale projects for the first time in several years, and significantly, for the first time since the Legislature altered state and local government's role in regulating growth management. This office will be challenged to guide the County through this new and largely untested regulatory framework.
- With the decision to not enter the recompetition for the Head Start program, the County Attorney's Office will work closely with Administration and the Department of Community Services for the smooth transition of employees and programs transferring to the non profit organization, Lutheran Services Florida.

### **FY 2014 OBJECTIVES**

- 1. Continue to meet the challenges brought about by the financial challenges within the County by successfully responding to increased demands of the Board of County Commissioners (BCC) and County Departments.
- 2. Effectively and efficiently manage staff to provide a continued high level of service.
- 3. Continue to work with County Departments to identify legal issues/conflicts from project inception to completion.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Ongoing review of internal reports generated through the CAO's legal time and billing program	Proficient	Proficient	Proficient	Output	
BCC directives entirely within the responsibility and control of the County Attorney's Office (CAO) responded to within sixty (60) days	Proficient	Proficient	Proficient	Efficiency	1
Level of client satisfaction as determined through constant monitoring of feedback	Proficient	Proficient	Proficient	Outcome	2

								Change (FY 1	13-FY 14)
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
<b>Charges for Services</b>		\$	1,764,145	\$	2,081,950	\$	1,956,500	\$ (125,450)	(6%)
Other			20,061		17,100		26,600	9,500	56%
	SubTotal	\$	1,784,206	\$	2,099,050	\$	1,983,100	\$ (115,950)	(6%)
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	5,118,900	\$	5,020,324	\$	5,253,038	\$ 232,714	5%
<b>Operating Expenses</b>			102,199		218,664		217,791	(873)	-
<b>Capital Outlay</b>			3,255		40,000		1	(39,999)	(100%)
	SubTotal	\$	5,224,354	\$	5,278,988	\$	5,470,830	\$ 191,842	4%
Ad Valorem Funding	-	\$	3,440,328	\$	3,179,938	\$	3,487,730	\$ 307,792	10%
	Positions		44		42		42	-	

### **SIGNIFICANT CHANGES**

Non Ad Valorem Revenues
Charges for Services - (\$125,450) reduction in budget to align with historical trends.

<u>Appropriations</u>
Capital Outlay - (\$39,999) decrease is due to new computers and printers purchased in FY 2013.

# INTERNAL AUDITOR

Joe Bergeron, Internal Auditor

2300 North Jog Road West Palm Beach, Florida 33411 Phone: 561-681-4480

Website Address: <a href="http://www.pbcgov.com/internalauditor/">http://www.pbcgov.com/internalauditor/</a>

### MISSION STATEMENT

To assist the Board of County Commissioners and County Management in improving operational effectiveness, productivity, accountability, and financial stewardship by providing objective, relevant, and timely reviews of the County's programs and operations resulting in meaningful, value adding recommendations.

### **Department Overview**

Primary services provided by the Internal Auditor's Office (Office) include performance audits for departments and agencies under the Board of County Commissioners (BCC). The objective for each performance audit is to enhance internal controls and operational effectiveness of the audited units. The audits determine if operations are performed in accordance with laws, contracts, policies, and procedures; financial and other reports are accurate and reliable; activities are properly authorized; operations are performed in an efficient and effective manner; assets are adequately safeguarded; and stated goals are being accomplished. The Office reports to and provides administrative support to an Audit Committee appointed by the BCC. The Audit Committee approves the annual work plan for the Office and reviews individual audit reports prior to issuance.

### FY 13 Highlights & Accomplishments

- Developed the foundation for a more comprehensive Countywide risk assessment program to support development of a risk-based annual audit plan.
- Developed an audit methodology for evaluating organizational effectiveness and efficiency.

### **FY 14 Emerging Issues**

- Continue the development of staff expertise in program evaluation through training and recruitment. The Board of County Commissioners and the Internal Audit Committee directed the Internal Auditor's office to begin conducting program evaluations of County operations in addition to the ongoing performance audits.
- Continue the development and enhancement of a Countywide risk assessment methodology. This effort is ongoing and may take several years.

### **FY 14 Objectives**

- 1. Initiate 90% of audits included in the annual audit work plan within the fiscal year planned.
- 2. Conduct follow-up reviews on 100% of all audit recommendations within one year of audit report issuance or following notification from management that recommendation/implementation has been completed.
- 3. Complete audit projects within an average of seventy days from the beginning of field work to the issuance of a draft audit report.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Number of audits	10	11	17	Output	
Percentage of audits started as planned	76%	67%	90%	Outcome	1
Number of follow-up reviews	24	20	25		
Percentage of follow-up reviews conducted as planned	100%	100%	100%		
Average days to complete audit projects	70	77	70	Efficiency	3

								Change (FY 13	-FY 14)
		FY	12 Actual	FY	13 Budget	FY	7 14 Budget	\$	%
<b>Appropriations</b>	_								
Personal Services		\$	810,991	\$	903,928	\$	961,050	\$ 57,122	6%
<b>Operating Expenses</b>			27,976		62,803		65,605	2,802	4%
	SubTotal	\$	838,967	\$	966,731	\$	1,026,655	\$ 59,924	6%
Ad Valorem Funding	<u>-</u>	\$	838,967	\$	966,731	\$	1,026,655	\$ 59,924	6%
	Positions		8		8		8	-	



## **COUNTY ADMINISTRATION**

Robert Weisman, County Administrator
Verdenia Baker, Deputy County Administrator
Jon Van Arnam, Assistant County Administrator
Brad Merriman, Assistant County Administrator
Vince Bonvento, Assistant County Administrator
Shannon LaRocque-Baas, Assistant County Administrator

301 N. Olive Avenue, 11<sup>th</sup> Floor West Palm Beach, Florida 33401 Phone: 561-355-2030

Website Address: <a href="http://www.pbcgov.com/administration/">http://www.pbcgov.com/administration/</a>

### MISSION STATEMENT

To provide administrative leadership resulting in cost effective and efficient delivery of quality governmental services. County Administration will implement policies established by the Board of County Commissioners and manage the activities of Board departments. Accountability of public expenditures will be provided through the use of performance measurements, and organizational excellence will be encouraged by example and sponsorship of quality improvement programs. This mission requires effective communication with County Commissioners, Constitutional Officers, employees, citizens, the media, and others through open access and sharing of information.

### **Department Overview**

The County Administrator serves as the chief executive officer of Palm Beach County government and provides primary staff support to the Board of County Commissioners. The County Administrator's Office is staffed with 11 positions, including the Deputy County Administrator and four Assistant County Administrators. This Office directs the activities of more than 30 Board departments and acts as liaison to the Constitutional Officers and various other agencies.

County Administration is responsible for the overall supervision of Board departments. Primary services include 1) arrange for the orderly scheduling of County Commission business and coordinate the development and review of agenda items for Commission meetings; 2) staff special projects and initiatives as directed by the Board of County Commissioners and identified by the Management Team; 3) present the County Administrator's recommended budget (operating and capital) for the upcoming fiscal year; 4) plan for future levels of service and capital requirements; 5) provide staff support to various appointed boards and committees; 6) serve as a liaison to local, state, and federal government entities; 7) oversee the development of polices and procedures to guide County departments; and 8) respond to public inquiries and requests for information.

### FY 13 Highlights & Accomplishments

- Provided the Board with sound budgetary guidance, and maintained AAA Bond rating.
- Handled budget issues aggressively, including maximizing vacant positions, addressing service levels, and minimizing public service impacts.
- Encouraged employee training and improvement efforts.
- Maintained active involvement with local City Managers and paid particular attention to Glades issues.

### **FY 14 Emerging Issues**

- Balancing the budget, while maintaining service levels.
- Enhance performance measures and develop efficient and effective reporting of results.

### **FY 2014 OBJECTIVES**

- 1. Provide the Board with the best information possible regarding issues brought before them.
- 2. Implement major Board initiatives, including the Convention Center Hotel and social service efficiencies.
- 3. Balance the FY 2015 Budget while maintaining services to citizens and minimizing revenue demands on taxpayers of Palm Beach County.
- 4. Increase efficiency and effectiveness of all County services, referencing benchmark and comparable data from the public and private sectors.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Number of Agenda Items	1,536	2,010	1,943	Output	1
Administration office expenditure per capita	\$1.38	\$1.33	\$1.41	Cost	
Credit rating on general obligation debt:					
Moody's	Aaa	Aaa	Aaa	Outcome	
Fitch	AAA	AAA	AAA	Outcome	
Standard & Poors	AAA	AAA	AAA	Outcome	

								Change (FY 13	<b>3-FY 14</b> )
		F	Y 12 Actual	FY	Y 13 Budget	FY	7 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
<b>Charges for Services</b>		\$	395,162	\$	406,486	\$	399,174	\$ (7,312)	(2%)
Other			3		-		-	-	-
	SubTotal	\$	395,165	\$	406,486	\$	399,174	\$ (7,312)	(2%)
<b>Appropriations</b>	_								
Personal Services		\$	1,675,179	\$	1,704,514	\$	1,821,629	\$ 117,115	7%
<b>Operating Expenses</b>			73,811		95,815		96,453	638	1%
	SubTotal	\$	1,748,990	\$	1,800,329	\$	1,918,082	\$ 117,753	7%
Ad Valorem Funding	-	\$	1,353,825	\$	1,393,843	\$	1,518,908	\$ 125,065	9%
	Positions		11		11		12	1	9%

### SIGNIFICANT CHANGES

### **Appropriations**

Positions 1 - Climate Change & Sustainability Coordinator approved by the BCC on May 15, 2012 (R-2012-0769). This position reports to Administration, but is funded by the Pollution Recovery Trust Fund.

# **AIRPORTS**

**Bruce Pelly, Director** 

Building 846, PBIA West Palm Beach, Florida 33406 Phone: 561-471-7400

Website Address: <a href="http://www.pbia.org/">http://www.pbia.org/</a>

### MISSION STATEMENT

To provide for air transportation and related services that are safe, secure, comfortable, convenient, and efficient.

### **Department Overview**

The Palm Beach County Department of Airports owns and operates Palm Beach International Airport (PBIA) and three general aviation airports located in Palm Beach Gardens, Lantana and Pahokee. The PBIA McCampbell Terminal serves six million passengers a year with 15 or more airlines. PBIA is also home to three fixed base operators: Jet, Signature and Galaxy serving general aviation customers making PBIA one of the busiest general aviation airports in the country. Total estimated annual economic activity for PBIA is \$3.4 billion with over 37,000 aviation and support activity jobs. General Aviation Airports generate an estimated annual economic activity of \$87.5 million while providing for over 1,000 jobs. The Department of Airports receives no Ad Valorem support; revenues are generated from tenants, users, concession providers, Passenger Facility charges, Federal Aviation Grants, and State Aviation Transportation Grants.

### **Airports Administrative Division**

Includes various functions: Planning, Property Management and Compliance, Business Development, Marketing, Air Service Development, Noise Abatement, Information Technology, Accounts Receivable/Billing, Budgeting, Accounting, Debt Management and compliance, and Finance. These functions are responsible for the long term planning and management of facility and business development through direct construction and partnering with private enterprise to provide necessary aviation and related customer services.

### **Airports Maintenance Division**

Provides services to the four Palm Beach County Airport facilities through staff and various contract services. Critical elements include airfield lighting, uninterrupted power supply to PBIA, HVAC service at PBIA via five multi-ton chillers, ground power and pre-conditioned air services to commercial aircraft, janitorial services to PBIA, as well as continuous elevator/escalator services. Maintenance also provides for all landscaping and greenspace maintenance, including airfield and public areas. Maintenance provides for 24/7 staffing or contractual manpower to maintain critical systems to ensure uninterrupted airport operations and insure safety/security systems remain operational.

### **Airports Operations Division**

Provides 24/7 safety, security, and operational communications of the four Palm Beach County Airport facilities. Operations carries out this mission with a core staff of field officers and communications/dispatch staff and with contract services provided by the Palm Beach Sheriff's Office and Palm Beach County Fire Rescue, both of which have full time units at PBIA on a 24/7 basis. Operations also plans and coordinates with the Federal Transportation Security Administration and U.S. Customs and Immigration and Customs Enforcement staff located on-site for daily processing of all passengers through the airport. Operations staff has the overall responsibility for the development and execution of the Airport Safety Plan which defines the protocols for various security and safety events and the appropriate response of each entity. Operations also provides public parking facilities 24/7 via contract services, lost and found inventory, access control, security identification and background checks, tenant communications, and customer assistance.

### FY 13 Highlights & Accomplishments

- American Airlines announced new, non-stop, daily flights from PBIA to Los Angeles, CA commencing operations
  November 21, 2013 to fly 12 month service. American also announced two new, non-stop, daily flights from PBIA to
  LaGuardia Airport to fly seasonally commencing winter of 2013. Delta Air Lines also announced additional service to
  LaGuardia flying seasonally.
- Silver Air announced new service to Orlando, FL, Freeport, Bahamas and Eleuthera, Bahamas starting November, 2013. BahamasAir also announced new service to Nassau, Bahamas starting November, 2013.
- NetJets and Signature Aviation completed construction on a new \$13 million general aviation facility including a 10,000 square foot terminal at Palm Beach International Airport.
- Re-Launched the www.pbia.org website with a new look focused on improved navigation and content that is better designed for travelers. Also, launched airport specific social media sites on Facebook (www.facebook.com/flyPBI) and Twitter (twitter.com/PBI\_Airport).
- Launched "Thanks Again", a loyalty rewards program that credits frequent flyer miles to registered users that make parking, retail, or restaurant purchases at PBIA.
- Implemented charging stations in PBIA holdrooms for customer electronic devices.
- Selected Galaxy Aviation by public RFP process as the Fixed Base Operator to manage Lantana Park Airport; Galaxy will be responsible for significant capital improvements to renovate airport facilities and will pay the County for the rights to operate the airport.
- Signed a lease for the future development of an airport travel center to provide auto fueling, fast food, car wash and other services, co-located with the PBIA cell phone lot.

### **FY 14 Emerging Issues**

- Renovation and expansion of the PBIA Federal Inspection Services (FIS) Facilities is necessary to improve passenger throughput capabilities for international flights. The planned project includes the renovation of Immigration and Customs offices, as well as improvements to the passenger queuing/circulation areas and baggage claim area. In addition, three immigration positions will be added and an existing flat plate carousel will be replaced with a larger sloped plate carousel in an effort to increase the capability of handling larger incoming flights. The existing space will also be expanded to allow for enhanced baggage processing and a covered baggage loading area. At the present time, the FIS area cannot handle a large number of passengers that must claim their baggage and be processed after arriving at the airport from international destinations. This project will increase the capacity within the FIS processing area, making it more attractive to prospective carriers serving international markets and offering a greater level of service to the flying public. Construction is expected to commence in early FY 2014 and conclude in early FY 2015.
- Customer checked baggage conveyor and screening systems are critical functions that require modernization to increase throughput and efficiency of operations. Partnering with the Department of Homeland Security, the Department is planning a project to completely redesign and reconstruct the Checked Baggage Inspection System (CBIS) to begin construction in the 2014-2015 timeframe. Most funding for the \$30 million project will come from the Transportation Security System. Design work is currently underway to provide the most reliable and cost effective system. Continuing Airport operations during the construction phase will be a challenge requiring significant coordination between all airport stakeholders.

### **FY 2014 OBJECTIVES**

- 1. Achieve Airline Cost Per Enplanement (CPE) at \$8.00 or less. Airline CPE is a key industry metric for airports which takes cost and changing levels of passenger traffic into account.
- 2. Maintain the level of Operating Revenue per Enplanement at \$22.00 or more. Operating Revenue per Enplanement measures overall productivity from all operating revenue sources.
- 3. Maintain the Operating Revenue to Operating Expense Ratio per Enplanement at 1.40 or more. This ratio measures the relationship of operating revenue to operating expenses.
- 4. Maintain Concession Revenue Per Enplanement at \$10.00 or more per passenger. This measures the profitability of variable revenues dependent on passenger traffic (includes parking, car rental concession, food/beverage concession, retail concessions, etc).
- 5. Maintain Debt Service Coverage at a 1.25 ratio or more. This measurement is defined by the Department's bond covenant language where 1.25 is stated as the minimum acceptable level of coverage. The calculation generally represents the following: revenues less expenses divided by debt service for the period.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Total Passengers	5,599,889	5,642,000	5,698,000	Demand	
Total Enplanements	2,816,618	2,821,000	2,849,000	Demand	
Airline Cost Per Enplanement	\$7.76	\$7.47	\$7.47	Efficiency	1
Operating Revenue Per Enplanement	\$23.25	\$22.93	\$22.76	Efficiency	2
Operating Revenue to Operating Expense Ratio	1.62	1.46	1.47	Efficiency	3
Concession Revenue Per Enplanement	\$10.89	\$11.02	\$11.00	Efficiency	4
Debt Service Coverage	1.70	1.40	1.40	Efficiency	5
Total PBIA flight Operations (including general aviation)	136,812	135,500	135,500	Demand	

								Change (FY 1	3-FY 14)
	_	F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Rever	<u>ues</u>								
<b>Charges for Services</b>		\$	64,731,808	\$	65,590,400	\$	64,414,265	\$ (1,176,135)	(2%)
Grants			360,759		-		-	-	-
<b>Licenses &amp; Permits</b>			61,748		65,000		60,900	(4,100)	(6%)
Other			980,178		1,177,350		476,700	(700,650)	(60%)
<b>Interfund Transfers</b>			4,298,803		4,840,088		3,969,718	(870,370)	(18%)
<b>Fund Balance</b>			18,112,965		18,882,166		10,626,354	(8,255,812)	(44%)
	SubTotal	\$	88,546,261	\$	90,555,004	\$	79,547,937	\$ (11,007,067)	(12%)
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	10,506,707	\$	11,151,252	\$	11,442,553	\$ 291,301	3%
<b>Operating Expenses</b>			30,107,700		33,345,032		32,581,516	(763,516)	(2%)
Transfers			26,309,815		37,511,739		26,714,972	(10,796,767)	(29%)
Charge Offs			(212,094)		(252,001)		(252,001)	-	-
Reserves			-		8,798,982		9,060,897	261,915	3%
	SubTotal	\$	66,712,128	\$	90,555,004	\$	79,547,937	\$ (11,007,067)	(12%)
Ad Valorem Funding	_	\$	-	\$	-	\$	-	\$ -	
	Positions		149		149		149	-	

### SIGNIFICANT CHANGES

### **Non Ad-Valorem Revenues**

Charges for Services - Decrease is primarily due to the reduction of tenant rates and charges which results from an increase in profitability from business operations at PBIA. The "Airline Agreement" is the source of the calculations that dictates fee increases or reductions to tenants.

Fund Balance - decrease due to the loss in expected operating revenues in FY 2013.

### **Appropriations**

Operating Expenses - primarily due to (\$448,382) reduction in fleet cost for motor vehicle repair, rent, and maintenance and (\$262,359) for County indirect cost billing.

Transfers - (\$10,817,088) decrease due to interfund transfer to other Airport Funds pursuant to Bond Resolution R84-1659, the most significant being the transfer to the Capital Improvement and Development fund.



# **COMMUNITY SERVICES**

**Channell Wilkins, Director** 

810 Datura Street West Palm Beach, Florida 33401 Phone: 561-355-4700

Website Address: <a href="http://www.pbcgov.com/communityservices/">http://www.pbcgov.com/communityservices/</a>

### MISSION STATEMENT

To enhance and improve the health, welfare, and quality of life in Palm Beach County by investing in the potential of families and individuals in need.

### **Community Action Program (CAP)**

To remove barriers and create opportunities that enable low income individuals and families to become more self-sufficient. The Community Action Program's goal is to assess the needs of the community and to develop programs that fill the gaps. CAP provides services for employment, transportation, childcare, housing, food, and referrals. Staff also administers the Low Income Home Energy Assistance Program (LIHEAP) and the Community Service Block Grant. These two federal block grants provide assistance for low-income families to prevent/restore utility services and to move families away from government assistance. Employment skill training and case management services are provided to help low income residents of Palm Beach County become more self-sufficient.

### **Division of Senior Services (DOSS)**

Provides accessible and high-quality services to help seniors age 60 and older attain optimal independence, and promote quality of life for seniors and their caregivers. Senior Centers provide classes, programs, and activities for healthy, independent living. Adult Day Care provides group social/recreational activities with health monitoring. In-Home Services provides assessments to determine crucial needs and coordinates/manages in home services, such as companionship, personal care, respite, homemaker, and home delivered meals. Additional programs are Congregate Meals, which provide nutritious meals to seniors; Emergency Home Energy Assistance; Substance Intervention & Treatment; volunteers, outreach, case management, grandparent medical, and caregiver services.

### **Farmworker Jobs and Education Program**

Provides the tools to strengthen the ability of eligible migrant and seasonal farm workers and their dependents to achieve economic self-sufficiency. Program participants, after completing educational and training goals, are able to obtain full time, year-round, unsubsidized employment. The program provides assistance in the following areas: career counseling, referral to vocational training, English for Speakers of Other Languages, General Education Development (GED), tuition assistance, related assistance, employability skills, and job placement assistance upon completion of training.

### Head Start/Early Head Start and Children's Services

Promotes school readiness of low-income children by enhancing their cognitive, social, and emotional development in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, and physical skills. Early Head Start provides early, continuous, intensive, and comprehensive child development and family support services on a year-round basis to low-income families to enhance the physical, social, emotional, and intellectual development of children, from birth to age three, and pregnant women.

### **Human and Veteran Services**

Serves residents who are economically disadvantaged through case management, social services, advocacy, and community linkage, empowering the individual/family to improve their quality of life. Services are provided through Homeless Prevention Offices, assisting with rent and utility payments under a Case Management model; Homeless Services include Homeless Outreach Teams working in the community and at the Senator Philip D. Lewis Center; and Veteran Services providing advocacy. Additional services include: Deceased Indigent Program, Summer Food and Summer Camp Scholarship Programs, and Disaster Recovery Case Management. Serves as Collaborative Applicant and provides contract management for homeless services. Staff support is provided to the Homeless Advisory Board, the Homeless Coalition, and the Veterans Coalition.

### **Ryan White**

Administers the Ryan White Act, Part A funds. Provides support, including health planning, for the mandatory advisory board, Palm Beach County HIV CARE Council. Part A funding is for eligible metropolitan areas hardest hit by the HIV/AIDS epidemic. Community based and governmental agencies are contracted to assist in these services: outpatient medical, laboratory, specialty medical, nurse care coordination, pharmacy, health insurance continuation, oral health, home health care, mental health, treatment adherence, case management, eligibility screening, and other support services.

### FY 13 Highlights & Accomplishments

- The Ryan White Program completed and implemented the 2012-2015 Comprehensive Plan including the completion of a successful and transparent RFP process. In addition, a new training program was implemented for case managers and the program scored 95% on the Advisory Board's Grantee Assessment survey.
- Contracts were approved by the Board of County Commissioners with 4 Long Term-Care Managed Care Programs (LTCMCP) selected by the State of Florida's Agency for Health Care Administration (AHCA) and Department of Elder Affairs (DOEA), as a result of Florida Legislation Federal Medicaid Reform mandate. LTCMCP are contracted with DOEA and licensed under AHCA to provide healthcare and related services. LTCMCP are required to have a sufficient network to provide covered services and offer contracts to Community Care for the Elderly (CCE) Lead Agencies. As a Service Provider, DOSS will continue to provide services to Medicaid recipients to avoid placement in a nursing facility and will receive payments under LTCMCP.
- The Senator Philip D. Lewis Center expanded to full operations with all 60 beds open. The Neighborhood Oversight Committee meets monthly to review the Center's operations and to help increase the impact to the surrounding community. In response to a change in the Lewis Center Navigation Protocol, two Homeless Outreach Team contracts will be converted to staff positions, allowing for accomplishment of this new community process.
- Mandatory budget reductions, due to sequestration, were effectively implemented for Head Start. Working with our
  partners at the Palm Beach County School District, one Head Start and one Early Head Start location were transitioned
  to school facilities, thereby minimizing the effects on the children of Palm Beach County. New GOLD curriculum and
  professional development initiatives were implemented to further improve service delivery.
- The Community Action Program (CAP) increased its ability to measure results on clients served and the return on investment received by their clients. CAP contracted with a Nationally Certified Results Oriented Management and Accountability (ROMA) trainer, implemented tracking tools, improved operational procedures, and made several electronic system enhancements in order to increase its ability to measure and achieve results.
- The Farmworker Division surpassed program goals for the first quarter of grant year 2012 2013 by 165% for new participants enrolled, 144% for participants entering employment, and 165% for participants completing training services.

### **FY 14 Emerging Issues**

- Veterans Services has seen a significant increase in the number of veterans needing assistance. Florida's population of veterans is the third highest in the Country, with Palm Beach County having the largest number of veteran residents in the State. Office locations and scheduling of staff will be reviewed to maximize efficiency. One additional Assistant Veteran Service Officer position was created from existing resources for FY 2014.
- Head Start will need to effectively coordinate the transition of services to a new primary grantee following the federally mandated recompetition process. Focus will be on continuity of the integrated service delivery system for early care and education services to low income families. The impact of the Federal Government shutdown is yet to be fully realized for FY 2014. Federal funding for Head Start/Early Head Start programs was directly impacted by the recent shutdown and may potentially be impacted by any future Federal shutdowns.
- The Ryan White Program will face challenges related to the implementation of the Affordable Care Act and will need to research and prepare for the changes to the system in order to continue to provide the best care possible to clients.
- The Division of Senior Services will need to continue to monitor Medicaid reform issues and how they will impact the program. In addition, the program will focus on mental health issues and the need for increased in-home, community-based services.
- Federal sequestration has directly impacted the amount of services provided to CAP clients. The continuing resolution of Federal funding may have an impact on funding available to clients in the future.
- The Farmworker Program will continue developing a collaboration/partnership with Palm Beach County's Workforce Alliance utilizing the funds available for training to help pay for client's tuition fees.

### **FY 2014 OBJECTIVES**

- 1. Create efficiencies through the use of technology to increase workforce productivity department-wide.
- 2. Implement private pay options for those who want and are able to pay for case management and adult day care services.
- 3. Prepare for Medicaid Long Term Managed Care and increase capacity and services to the Adult Day Care Program.
- 4. Prepare senior centers for accreditation and organize 5th annual Senior Academy to provide information to seniors on available services in the County.
- 5. Revise and implement policies and procedures for internal staff processes and sub-recipient monitoring.
- 6. Prevent the disconnection of utilities for 80% of Community Action Program (CAP) households served by processing applications within 60 days.
- 7. Help CAP participants become more independent and self-sufficient through assistance and training.
- 8. Prevent homelessness by stabilizing the crisis experienced for 94% of the clients served.
- 9. Move homeless clients served from unstable environments to stable housing.
- 10. Generate \$2.2 million in award benefits for veterans and their dependents.
- 11. Ensure at least 10% of total Head Start/Early Head Start enrollment will be children with disabilities.
- 12. Maintain at least 85% attendance for the funded enrollment of 2,296 children in Headstart and replace all vacant slots within 30 days.
- 13. Prepare and place farm worker participants in education and job skill training programs to prepare them for employment.

PERFORMANCE MEASUREMENTS	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Administration Division					
New projects implemented	0	3	3	Output	1
Community Action Program					
Total number of applications	19,166	18,000	17,000	Demand	6
Applications processed within 60 days	18,167	14,450	11,000	Efficiency	6
Total number of participants	336	300	275	Demand	6
Participants who gained independence	175	110	110	Outcome	7
FarmWorker Program					
Participants enrolled and trained	108	119	97	Output	13
Participants placed for employment	49	38	44	Outcome	13
Head Start Division					
Total number of children enrolled	2,296	2,296	2,296	Demand	12
Percentage of enrollment of children with disabilities	10%	10%	10%	Outcome	11
Percentage of average daily attendance for all children	87%	85%	85%	Outcome	12
Percentage of VPK scores above the state requirement	40%	75%	75%	Outcome	
<b>Human Services Division</b>					
Percentage of clients moved from crisis or at-risk to stable plan/total clients	94%/234	94%/230	94%/230	Outcome	8
Percentage of homeless clients placed in transitional/permanent housing/total clients	50%/973	50%/975	50%/1,000	Outcome	9
Annual benefits generated for Veterans	\$1,812,347	\$2,000,000	\$2,200,000	Outcome	10
Ryan White Program					
Clients screened for eligibility	6,593	6,600	6,700	Output	
Senior Services Division					
Hours of in-home services	440,441	450,963	450,963	Output	
Hours of case management	14,584	13,204	12,981	Output	
Meals provided	422,428	598,804	598,804	Output	
13	4				

						Change (FY 1	3-FY 14)		
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
<b>Charges for Services</b>		\$	529,469	\$	626,478	\$	793,527	\$ 167,049	27%
Grants			39,265,909		40,157,512		38,805,540	(1,351,972)	(3%)
Other			308,722		142,777		151,699	8,922	6%
<b>Interfund Transfers</b>			-		782,375		627,800	(154,575)	(20%)
<b>Fund Balance</b>			677,864		590,602		703,065	112,463	19%
	SubTotal	\$	40,781,964	\$	42,299,744	\$	41,081,631	\$ (1,218,113)	(3%)
<b>Appropriations</b>	<del>-</del>								
Personal Services		\$	23,204,922	\$	24,555,278	\$	23,703,551	\$ (851,727)	(3%)
<b>Operating Expenses</b>			20,598,667		26,981,881		27,487,732	505,851	2%
Capital Outlay			212,675		83,347		76,002	(7,345)	(9%)
<b>Grants and Aids</b>			13,380,324		13,101,973		12,884,821	(217,152)	(2%)
Transfers			5,286		5,286		2,538	(2,748)	(52%)
	SubTotal	\$	57,401,874	\$	64,727,765	\$	64,154,644	\$ (573,121)	(1%)
Ad Valorem Funding	-	\$	7,611,433	\$	22,428,021	\$	23,073,013	\$ 644,992	3%
	Positions		440		432		406	(26)	(6%)

### SIGNIFICANT CHANGES

### **Non Ad-Valorem Revenues**

Charges for Services - \$45,696 increase for a new Long Term Care Diversion Program; \$135,240 for new DOSS Private Pay Services.

Grants - (\$175,436) Workforce Alliance Unsubsidized Employment Grant, end date 3/31/13. The Lord's Place, a non-profit agency, will be applying directly for this grant. (\$1,023,559) decrease in Head Start/Early Head Start and Community Action Program (CAP) grants due to sequestration cuts; (\$111,112) decrease in Ryan White grants due to a change in the funding formula. The decrease in grants and aids expenses is a direct result of the decrease of CAP revenues.

Interfund Transfers - (\$154,575) decrease in the transfer from DES for contractual services for housing with the Homeless Resource Center. DES will be contracting for these services directly.

### **Appropriations**

Positions (26) - **Grant (31):** Head Start Grant (31), converted direct grantee sites to contracted sites to the School Board of Palm Beach County; **DOSS Private Pay Revenues 2:** BOCC approval 10/16/12; **Ad Valorem 3:** Homeless Outreach Team 2, converted from contracted services to staff positions; Assistant Veteran Services Officer 1.

Personal Services - \$166,372 due to the increase of two Senior Service Aide positions, two Homeless Services Case Manager II positions, and one Assistant Veteran Services Officer.

Personal Services/Operating Expenses - (\$1,546,441) decrease due to the conversion to contracted site outsourcing of 31 Head Start positions offset by an \$999,385 increase in contractual services for Head Start and a (\$154,575) decrease in contractual services for the Homeless Resource Center.



## **COUNTY COOPERATIVE EXTENSION**

**Audrey Norman, Director** 

559 North Military Trail West Palm Beach, Florida 33415 Phone: 561-233-1712

Website Address: <a href="http://www.pbcgov.com/coextension/">http://www.pbcgov.com/coextension/</a>

#### MISSION STATEMENT

To deliver research-based education from the University of Florida/Institute of Food and Agricultural Sciences (UF/IFAS) and the national land grant university system to the community in the areas of agriculture, horticulture, human sciences, and youth development. Education initiatives are guided by local advisory committees to meet the greatest needs of the community.

## Agriculture

Provides timely, accurate, and relevant research-based information to agricultural business industries, regardless of size, ethnicity, or type of crop grown. Services include crop management and production, regulatory and agricultural safety training to clientele via educational programs, seminars, workshops, field days, consultations, and by electronic media; technology transfer between the UF/IFAS and clientele for the dissemination of current "best management" information; training and testing restricted use pesticide applicators in 19 categories for required state licensure; conducting field trials to improve crop production and disease/pest resistance and to better understand management requirements for new specialty and energy crops.

## **Agriculture Economic Development**

Promotes job creation and business growth by increasing uses and yields of agricultural land and related resources; providing agronomic research and financial viability assistance to new crop establishment and renewable fuel projects; identifying and developing potential new value-added agricultural products and providing assistance to County departments and community organizations on agricultural-related issues.

## Family, Youth, and Consumer Sciences

Provides accurate, relevant, evidence-based education in food safety and nutrition, financial sustainability, family stability, workplace wellness, child care, and other emerging community issues. Major program emphases include increasing knowledge of proper food safety, food management, nutrition, health and wellness practices; providing training for employees in food service, child care, and public service; developing family stability and resiliency leading to a more stable and resilient community; and providing families with coping strategies to become more self-sufficient in challenging economic times. Youth development programs provide youth educational opportunities that assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive, and contributing members of society. The 4-H Youth Development program encourages guidance and support from caring adults becoming mentors, advisors, leaders, and counselors. Cooperative Extension staff serves to deliver progressive educational youth programs, to recruit and educate adult volunteers, and to coordinate learning events and activities that complement the youth program objectives.

#### Mounts Botanical Garden/Environmental Horticulture

Provides extensive volunteer training programs in landscape best management practices and home pest management; educates nursery management, workers, and landscape professionals in best management practices and integrated pest management technologies to reduce pesticide use and potential impacts on the environment; promotes sustainable, economical vegetable and landscape gardening; educates through research-based demonstration gardens displaying Florida-Friendly principles, energy and water efficient plant materials, design techniques and management including hurricane resistance, tropical flora, and applied horticultural principles.

- Regularly scheduled trainings (32) allowed restricted use pesticide applicators, landscapers, and fertilizer applicators to earn 694 Continuing Education Units (CEU's) required for job related license renewals in eight different licensing categories.
- The County's Hispanic agriculture worker population (approx. 20,000) is vulnerable to work-place accidents. Limited language skills compromise learning during English-based safety trainings. To help with learning, six farm safety videos were developed in Spanish using local farm footage, 120 DVD copies were distributed to farms for ongoing farm safety training, and videos are posted online.
- Demands for local fruit/vegetables are rising yet many residents are unclear how to grow their own crops at home. More than 1,000 citizens were reached through workshops, presentations, and tropical fruit themed festivals that increased fruit/vegetable awareness and promoted "grow your own".
- Accurate, timely insect/disease identification minimizes pest control inputs and environmental impacts. 90% of local pepper growers received pest ID services via on-farm visits, emailed photos, and access to online diagnostics to accurately determine effective application of agricultural pesticides.
- Demand from Palm Beach County Schools for hands-on STEM (Science, Technology, Engineering, Mathematics) programs, curricula, and professional development opportunities increased in 2013 with 25 schools receiving services. Currently, two to three schools request support monthly.
- Over 4,000 youth, served by nearly 200 4-H volunteers, developed life skills through six hours or more of experiential learning programs focused on science, citizenship, and healthy living.
- To date, 84% of program participants improved one or more nutrition practices as a result of food and nutrition programs; 60% improved one or more food safety strategies; and 49% improved two or more food resource management strategies.
- The Master Gardener Volunteer Program educated nearly 55,000 residents and visitors. Master Gardeners volunteered a total of 9,100 hours to the community 1,100 hours teaching, 2,700 hours of service to the Mounts Botanical Garden and 5,300 plant diagnostic clinic hours. An additional 6,231 hours were volunteered in other ways to support horticulture programs, for a total of 15,331 hours.

- OSHA's new Hazard Communication Standard has improved hazardous chemical safety data sheets, eight pictograms, and revised precautionary statements that enhance worker understanding of workplace chemicals. Cooperative Extension provides required trainings to employers that use/store/transport chemicals.
- Cypress rice seed production (Arkansas) will end in 2014. In 2012, Cypress seed occupied 54% of the County's rice acreage (7,560 acres). Finding new disease resistant varieties for Florida's growing environments is a high priority, thus Cooperative Extension will expand the planting/evaluation of annual rice variety trials on local farm properties.
- OSHA General Industry Standards (GIS) are generically applied to farm inspections. Agriculture worker safety would be improved with an agriculture-specific OSHA GIS certification process. Cooperative Extension is working with the State to design/deliver a farm-oriented ten-hour online certification training to protect farm labor.
- Bacterial Leaf Spot (BLS) disease is pervasive in South Florida and can devastate pepper yields. The solution is to identify/plant BLS-resistant varieties, which also reduces pesticide requirements. Cooperative Extension will support local pepper growers by coordinating/evaluating annual on-farm variety trials.
- With the Patient Protection Affordable Care Act (ACA) there is an opportunity for consumer education in health literacy, consumer choices, and training of agency employees.
- By January 1st, 2014, commercial applicators of landscape fertilizers will need to be certified. Significantly large numbers of these individuals are not yet certified.

- 1. Increase website visits by five percent over the FY 2013 level.
- 2. Maintain or increase the level of customer satisfaction reporting through the University of Florida/Institute of Food and Agricultural Sciences (UF/IFAS) comprehensive random survey measuring overall satisfaction, information accuracy, timeliness, relevance and ease of understanding.
- 3. Provide Continuing Education Units (CEUs) to 1,550 participants to improve food and water quality.
- 4. Provide agricultural safety training to 4,650 participants to help protect farm laborers from injury.
- 5. Implement best management practices by 75% of the participants in the landscape, pest, garden, structural, or nursery management programs.
- 6. Contribute 38,000 volunteer hours to the department or community by Master Gardeners and other garden volunteers.
- 7. Implement business, marketing, and/or product development growth strategies by 20% of agricultural businesses receiving training.
- 8. Implement over 200 strategies toward establishing a business by potential ventures.
- 9. Improve participant nutrition and food buying practices through a series of classes as measured by a pre/post survey.
- 10. Increase youth participating in 4-H opportunities, including in-school and after-school enrichment; leadership; special events and camps; and service learning events.
- 11. Achieve loss of five percent of body weight by 70% of participants in the Diabetes Prevention Program (DPP).
- 12. Increase physical activity for at least 55% of participants in the DPP to 150 minutes per week.

PERFORMANCE MEASUREMENTS Administration and Information Technology	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Number of website hits	213,538	220,000	231,000	Demand	1
Customer satisfaction percentage	94%	95%	95%	Outcome	2
Agricultural Economic Development					
Existing Agri-businesses receiving development information	N/A	200	210	Demand	7
Percentage of existing Agri-businesses implementing one or more business growth strategies	N/A	20%	20%	Outcome	7
Strategies implemented by potential ventures toward establishing a business	N/A	225	225	Outcome	8
Agriculture					
Participants earning CEU's	1,527	1,550	1,550	Output	3
Persons receiving safety training	4,645	4,650	4,650	Output	4
Family, Youth and Consumer Sciences					
Percentage of participants with improved nutrition/food buying practices. (10,990 participants in 2012)	97 %	95 %	95 %	Outcome	9
Youth participating in 4-H activities	1,609	1,650	1,700	Demand	10
Percent of DPP participants that have lost 5% of body weight	N/A	N/A	70 %	Outcome	11
Percent of DPP participants that have increased physical activity to 150 minutes per week	N/A	N/A	55 %	Outcome	12
Mounts Botanical Garden/Environmental Horticulture					
Best Management Practices program participants	3,183	3,200	3,400	Demand	5
Percent of participants implementing best management practices (3,183 surveyed in FY 2012)	70 %	72 %	75 %	Outcome	5
Garden Volunteer hours	37,370	38,000	38,000	Output	6

								Change (FY 1	3-FY 14)
		F	Y 12 Actual	FY	Y 13 Budget	FY	Y 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
Grants		\$	-	\$	3,358	\$	24,720	\$ 21,362	636%
Other			160,915		176,228		50,694	(125,534)	(71%)
<b>Fund Balance</b>			227,427		273,776		186,521	(87,255)	(32%)
	SubTotal	\$	388,342	\$	453,362	\$	261,935	\$ (191,427)	(42%)
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	1,522,122	\$	1,723,084	\$	1,694,180	\$ (28,904)	(2%)
<b>Operating Expenses</b>			376,483		607,228		575,594	(31,634)	(5%)
<b>Grants and Aids</b>			79,000		79,000		79,000	-	-
Reserves			-		253,457		156,904	(96,553)	(38%)
	SubTotal	\$	1,977,605	\$	2,662,769	\$	2,505,678	\$ (157,091)	(6%)
Ad Valorem Funding	<u>-</u>	\$	1,589,264	\$	2,209,407	\$	2,243,743	\$ 34,336	2%
	Positions		29		30		31	1	3%

## Non-Ad Valorem Revenues

Grants - \$14,812 Increase for new grant for Gardener position until February 2014 and \$49,908 increase for continued funding for a part-time Program Assistant until February 2014.

Other - (\$121,283) Decrease in expected Donations/Contributions based on historical amounts received.

Fund Balance - (\$87,255) Decrease due to spending down of previously collected amounts and lower than expected Donations/Contributions.

## **Appropriations**

Positions 1

**Grant 1:** Gardener position funded by a grant from the Friends of Mounts Botanical Garden, awarded on 2/5/13.

Reserves - (\$96,553) Decrease due to spending down of previously collected amounts and lower than expected Donations/Contributions.



# **COUNTY LIBRARY**

John J. Callahan III, Director

3650 Summit Boulevard West Palm Beach, Florida 33406 Phone: 561-233-2600

Website Address: <a href="http://www.pbclibrary.org/">http://www.pbclibrary.org/</a>

#### MISSION STATEMENT

To continually improve services by providing the public with free access to library materials in a variety of formats; helping people of all ages find information which meets their diverse personal, educational, and professional needs; encouraging children, the future leaders of our community, to develop a love for reading, learning, and libraries; and promoting community enrichment, economic vitality, and individual achievement through reading and life-long learning.

## **Department Overview**

The Library District consists of the unincorporated area of Palm Beach County and 23 municipalities that do not provide their residents with library facilities. Service is provided through the Main Library, 16 branches, and a logistical support center. Outreach services include a Bookmobile, Talking Books for the Blind, Books-by-Mail, the Adult Literacy Project, and Outreach to Day Care programs. The Library provides access to holdings of 1.9 million items and offers expanding access to electronic information. Internet access as well as educational and recreational programs for children, teens, and adults are offered at all library locations. The Library is the largest distributor of Palm Tran passes in the County at the rate of over \$126,500 annually. As required by law, all locations distribute and collect Florida voter registration applications which are date stamped by Library staff before being forwarded to the Supervisor of Elections Office.

## **Children's Programs**

Primary services include providing story times and other children's programs to develop reading, listening, viewing, and thinking skills; offering family literacy workshops for adults to promote the use of library and reading readiness resources with children; providing outreach programs to children and staff in child care facilities; sponsoring a summer reading program; and introducing school groups to the Library and its resources.

#### Circulation

Provides free access to all library holdings in a variety of formats: books, DVDs, music CDs, e-books and downloadable audio books and music. Primary services include providing the type and quantity of materials that meet public expectations, registering new borrowers, offering voter registration, reserving materials for borrowers, notifying delinquent borrowers, and collecting fines.

#### **Community Enrichment**

Primary services include providing access to the online catalog and other electronic resources including the Library's website where patrons will find information about Library services and programs and links to selected useful sites on the Internet; providing business development and job-search assistance; reaching out to the community through literacy tutoring to adult nonreaders and other services; providing equal access to electronic resources through in-library computer use, hands-on instruction, and lecture presentations; and providing informational, cultural, and literature-based programming for adults.

#### Reference

Provides timely, accurate, and useful information to people of all ages in their pursuit of job-related, educational, and personal interests. Primary services include answering information inquiries from on-site, telephone, and e-mail; providing assistance in research by recommending and explaining information sources and strategies; instructing patrons in the use of electronic resources; providing referrals for information and requested materials located in other agencies or libraries throughout the nation and the world; developing collection materials and resource guides for a wide variety of subjects and interests; creating an economic development resource collection containing both print and electronic database material; and strengthening local government by providing information and document delivery for policy formulation and program management.

- People checked out more than 9.3 million items from the Library in FY 2013. This is the highest annual circulation in the Library system's history and 85% of it was done using self-check equipment.
- The circulation of e-resources (e-books, e-audio books & downloadable music) increased 60%. Use of newly purchased Freegal, a downloadable music service, and 3M Book Cloud, a second e-book service, contributed to the increase in circulation.
- Over eleven hundred new library cards were issued at the Belle Glade Branch Library since it opened at its new location in March.
- The use of subscription online resources such as Consumer Reports, the Palm Beach Post, and Ancestry.com increased 6% over FY 2012. Effective marketing of these free-to-library-card-holders products contributed to this growth.
- A new partnership with Palm Beach County's Parks & Recreation Department enabled summer camp attendees at three County parks to participate in the Library's Summer Reading Program while at camp.
- Through the new Reading is so Delicious program, two thousand books purchased by the Friends of the Library were distributed to children participating in a free summer lunch program.
- The new Enterprise Web Catalog provides book previews, customizable reading lists, enhanced access to e-books, and integration with social media.
- Library volunteers contributed 53,430 hours of service with an estimated dollar value of \$1,007,155.
- More than forty-six thousand total attendees to thirty-eight hundred educational, cultural, and recreational adult programs. There was a 12% increase in the number of digital literacy classes offered.
- More than 5.85 million visits to the County libraries last year. 3M security gates with bidirectional people counters, newly installed at most locations, made it easier to track the number of visits.

- By the end of FY 2014, seventeen of eighteen projects included in the Library Expansion Program II will finish, adding 182,768 sq. ft. or 76% more space to the library system. The Library will increase full-time equivalents (FTE's) positions from 419 to 420, which is comparable to FY 2007. The new position will be the Branch Manager of the Acreage Branch Library.
- As tax revenues for operating expenses show a slight increase, the Library works to complete all Library Expansion Program II capital projects and comply with Comprehensive Plan Goals. At the same time, the Library is attempting to maintain levels of service in all program areas. Public demand has increased due to the economic downturn and because of our new and renovated library branches.
- From FY 2007-FY 2013, ad valorem revenue has decreased by \$12.67 million or 25%. During that same time period, operating expenses have increased due to larger facilities coming on line and increases in contract costs. Additionally, increases in salaries and fringe benefits can be expected due to the full funding of all positions as well as increases in retirement payouts, wages, and retirement contribution costs for FY 2014.
- The Library Bookmobile is approaching the end of its useful life. Planning for procurement, funding, or discontinuation of this type of service will be discussed in FY 2014.
- An increased emphasis on customer service is essential and the Library has budgeted for staff customer service training in FY 2014.

- 1. Increase circulation of print and non print materials by 3% over FY 2012 including service to the underserved groups through the Bookmobile, Books by Mail, and Talking Book services.
- 2. Increase the number of library cardholders by 1% over FY 2012 and continue to exceed the Florida Library Association enhanced quality level standard of 50% of population registered for a library card.
- 3. Increase the materials collection to 2.17 holdings per capita which exceeds the Florida Library Association's essential quality of service level standard of 2.0 for libraries serving 750,001 or more people.
- 4. Increase the number of information and reference transactions handled by 3% over FY 2012.
- 5. Increase attendance at story times and multimedia programs presented for infants, children, and teens by 1% over FY 2012.
- 6. Increase attendance at ABC Kit story time programs by 1% over FY 2012.
- 7. Increase the number of public PC sessions by 5% over FY 2012 by offering public access computers to exceed the Florida Library Association standard for exemplary service of 1 workstation per 1,000 population.
- 8. Increase the number adult literacy instructional hours provided by 1% over FY 2012.
- 9. Increase attendance at programs for adults (educational, cultural, and recreational) by 5% over FY 2012.
- 10. Increase the number of library visits by 1% over FY 2012.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Items circulated	9,115,029	9,251,755	9,388,480	Output	1
Circulation per registered borrower	15.5	15.6	15.8	Outcome	1
Percent of items circulated via self-check	66%	80%	85%	Efficiency	1
Library card holders	587,735	592,079	593,612	Demand	2
Percent of population registered	69%	69%	67%	Outcome	2
Holdings per capita	2.16	2.16	2.17	Outcome	3
Information/reference transactions handled	2,030,397	2,050,700	2,091,309	Output	4
Story time /multimedia program attendance	181,432	182,359	183,246	Outcome	5
ABC Kit story time attendance	392,303	394,265	396,226	Outcome	6
Public PC sessions	1,067,857	1,185,153	1,121,250	Outcome	7
Ratio of public computers to 1,000 population	1.18	1.21	1.18	Efficiency	7
Adult literacy instructional hours	9,638	10,318	9,734	Output	8
Adult program /class attendance	46,309	47,370	48,624	Outcome	9
Library visits	6,140,560	6,197,394	6,201,966	Demand	10
Library visits per capita	7.24	7.25	6.96	Demand	10

								Change (FY 1	13-FY 14)
	_	F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
<b>Charges for Services</b>		\$	2,778	\$	2,400	\$	2,000	\$ (400)	(17%)
Fines & Forfeitures			585,708		450,000		500,000	50,000	11%
Grants			1,031,219		1,030,439		1,075,830	45,391	4%
<b>Licenses &amp; Permits</b>			27,300		30,000		28,000	(2,000)	(7%)
Other			1,089,664		(1,305,117)		(1,529,223)	(224,106)	17%
<b>Interfund Transfers</b>			3,020,267		722,608		20,288	(702,320)	(97%)
<b>Fund Balance</b>			10,551,286		10,960,221		9,818,908	(1,141,313)	(10%)
	SubTotal	\$	16,308,222	\$	11,890,551	\$	9,915,803	\$ (1,974,748)	(17%)
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	23,146,679	\$	25,062,354	\$	26,350,651	\$ 1,288,297	5%
<b>Operating Expenses</b>			11,243,877		14,768,841		14,209,449	(559,392)	(4%)
Capital Outlay			3,920,478		3,938,000		4,035,814	97,814	2%
Transfers			9,937		9,937		66,987	57,050	574%
Reserves			-		5,528,551		3,968,871	(1,559,680)	(28%)
	SubTotal	\$	38,320,971	\$	49,307,683	\$	48,631,772	\$ (675,911)	(1%)
Ad Valorem Funding	<u>-</u>	\$	35,533,345	\$	37,417,132	\$	38,715,969	\$ 1,298,837	3%
	Positions		419		419		420	1	

## SIGNIFICANT CHANGES

## Non Ad-Valorem Revenues

Interfund Transfers - (\$720,000) decrease in the transfer from the Library Expansion Fund due to an increase in the Ad Valorem tax revenue.

Fund Balance - (\$1,141,313) decrease due to increase in estimated expenses from FY 2012 to FY 2013 net of increase in revenues.

#### **Appropriations**

Positions 1 - Ad Valorem Funded 1: Branch Manager for the Acreage Branch

Personal Services - \$71,664 increase for Acreage Branch Manager Position. \$79,720 increase in unemployment compensation. \$48,258 increase for four new non permanent student positions. \$162,632 increase due to the reduction of the attrition rate from 2% to 1%.

Operating Expenses - (\$149,916) decrease in expenses for custodial services; (\$77,821) decrease in ISS enterprise services; (\$111,305) decrease in grounds maintenance; and (\$235,082) decrease in indirect costs.

Transfers - \$57,050 increase for the ISS Voice over Internet Protocol (VoIP) System.

Reserves - (\$1,559,680) decrease to balance budget.



## DEPARTMENT OF ECONOMIC SUSTAINABILITY

Edward D. Lowery, J.D., Director

100 Australian Avenue, Suite 500 West Palm Beach, Florida 33406 Phone: 561-233-3600

Website Address: <a href="http://www.pbcgov.com/DES/">http://www.pbcgov.com/DES/</a>

#### MISSION STATEMENT

To advance community sustainability by increasing economic competitiveness and improving the elements that create a high quality of life for Palm Beach County's residents.

## **Business and Housing Investments (BHI)**

A financing conduit for multi-family and commercial development and residential lending and repairs. Responsible for the portfolio management of both business (\$41 million) and housing (\$93 million) loans, and the on-going risk analysis to minimize losses. BHI manages the Section 108 Loan Program, Brownfield Economic Development Initiative Program (BEDI), Energy Loan Program, Revenue Bond Programs, State Housing Initiatives Partnership Program (SHIP), HOME Investment Partnership Program (HOME); Neighborhood Stabilization Programs (NSP 1, 2 & 3); Universal Housing Trust Program (UHT), Workforce Housing Payment Program, and Impact Fee Program (IMFP).

## Capital Improvements, Real Estate and Inspection Services

Responsible for grant funded project management of single family and multi-family residential construction and rehabilitation projects, capital improvement projects for economic development, and housing and community development projects. Reviews Requests for Proposals (RFPs), bid documents and other procurement related activities; reviews reimbursement and funding requests, change orders, construction contracts, and consultant service agreements; provision of inspection services during construction to ensure compliance with County, State and Federal grant requirements; program monitoring to assure compliance with applicable funding and regulatory requirements.

## **Contract Development and Quality Control**

Prepares and monitors contracts and agreements entered into by the department; oversees the drafting of RFPs; coordinates and enforces contract provisions; and reviews residential and developer loan closing and contract documentation. Directs and participates in negotiations and other meetings with potential sub-recipients and contracted sub-recipients, contractors and consultants. Develops and updates policies and procedural manuals. Ensures compliance with legal guidelines, contracting principles and other Federal and State requirements.

## **Special Projects Management**

Responsible for conducting economic impact analyses for business and capital improvement projects, agenda items and countywide ordinances; preparation of statistical analyses for new grant applications; liaison to County Commission for the Department's citizen inquiries; coordination of project promotional events for economic development and housing construction projects, review and monitoring the Job Growth Incentive Grant and Ad Valorem Tax Exemption business assistance programs; authors Department public information materials; coordination of Intracoastal Waterway Master Plan Implementation Committee, manages the \$6.5 million Energy Efficiency Conservation Block Grant; administration of the \$1.98 million Housing and Urban Development (HUD) Community Challenge Planning Grant; and administration of \$1.0 million Environmental Protection Agency (EPA) Brownfields Revolving Loan Fund (RLF) grant.

## **Strategic Planning and Operations**

Responsible for general planning and administrative functions of the Department of Economic Sustainability including: securing funding resources; program design; monitoring of funded activities; preparation of the annual Action Plan and Five Year Consolidated Plan; reporting of program performance; Local Area Network (LAN) and website administration; coordination of internal operations; and cultivation of relationships with external partners.

- Rehabilitation of 9 homes under purchase-rehab mortgage program, 36 housing units purchased and rehabilitated under the residential redevelopment program, and the Homeless Resource Center project was completed expending a combined total of \$1.5 million under the Neighborhood Stabilization Program 1 (NSP 1).
- Rehabilitation of 31 homes under purchase-rehab mortgage program, and construction of 225 new affordable multifamily units, expended combined total of \$10.5 million under the Neighborhood Stabilization Program 2 (NSP 2).
- Expended \$7.7 million that included 9 homes rehabilitated under the purchase-rehab mortgage program, demolition of unsafe structures, sub-recipient acquisition, rehab, and neighborhood redevelopment under the neighborhood Stabilization Program 3 (NSP 3).
- Expended \$2.16 million on 16 Community Development Block Grant (CDBG) Capital Improvement Projects, and expended \$12.3 million on construction projects under four Disaster Recovery Initiative (DRI) grants.
- Created 1,061 jobs in Palm Beach County, consulted with/and or assisted over 1,560 businesses, provided approximately \$4,065,624 in Housing and Urban Development (HUD) Section 108 Loans to five businesses, Brownfield Economic Development Initiative (BEDI) Grants to three businesses and processed eight Industrial Revenue Bonds totaling \$206 million.
- Accomplished goals in excess of 75% completion of \$1.9 million HUD Community Challenge Planning Grant to prepare a Master Plan for the Glades Region of Palm Beach County.
- \$400,000 awarded from the United States Department of Agriculture (USDA) for the Intermediary Relending Loan Program has been allocated to projects currently financed with funds from other DES administered loan programs, private financial institution loans and private equity sources.
- Awarded \$1 million from the United States Environmental Protection Agency (EPA) for a revolving loan program for cleanup of contaminated properties.
- Prepared 41 economic impact analyses for all DES agenda items, new ordinances, and Industrial Revenue Bonds estimating a five year economic impact for community redevelopment, business and housing projects of \$4.6 billion.
- Met HUD requirements to expend 100% of NSP 1 funds by March 4, 2013, expending \$28,035,344 of grant funds and program income, and yielding 87 mortgages for homebuyers, acquisition and rehabilitation of 39 single-family units, and the development of the Senator Philip D. Lewis Center.
- Met HUD requirements to expend 100% of NSP 2 funds by February 11, 2013, expending \$50,219,201 in grant funds and program income, and yielding 51 mortgages for homebuyers, acquisition and rehabilitation of over 100 single-family homes, and new construction of 290 multi-family rental homes.
- Managed 2,421 single family mortgages, assisted an additional 40 single family household acquisitions/housing rehabilitation under the HOME Investment Partnership (HOME) and State Housing Initiatives Partnership (SHIP) Programs, completed rehabilitation of 150 homes, and emergency rehabilitation to three homes.
- Managed 36 multi-family projects representing 4,382 units.

- The reduction in funding availability as federal stimulus programs continue to decline.
- There is an increase in unfunded demands on program administration budgets for on-going monitoring requirements.
- There is an increasing need to preserve program investments in housing developments due to threats from foreclosures.

- 1. Administer the Home Investment Partnership Program (HOME), State Housing Initiatives Partnership (SHIP), Section 108, Industrial Revenue Bonds (IRB), United States Department of Agriculture (USDA), Neighborhood Stabilization Programs (NSP 1, 2 & 3), Community Development Block Grant (CDBG), and Disaster Recovery Initiative (DRI) programs in accordance with applicable regulations and undertake corrective actions when necessary, to address findings.
- 2. Diversify the lending portfolio to minimize risk, decrease redundancy in the private sector, and serve as a conduit to meeting the needs of business and housing sectors.
- 3. Highlight Department of Economic Sustainability (DES) accomplishments to funding agencies through required annual and quarterly reports.
- 4. Provide technical assistance to applicants and agencies undertaking housing and community development and business development activities in Palm Beach County.
- 5. Research and secure new funding sources for DES programs.
- 6. Administer the development of the Glades Region Master Plan, in accordance with the Department of Housing and Urban Development (HUD) approved Work Plan and timeline, to ensure participation by Glades residents and business owners.
- 7. Close out Department of Energy (DOE) Energy Efficiency Conservation Block Grant (EECBG) program with successful energy saving improvements accomplished on many cutting edge governmental projects.
- 8. Assist businesses through the Job Growth Incentive Grant, Ad Valorem Tax Exemption Program, Industrial Revenue Bond program, Brownfields Assessment Grant Coalition, as well as in accessing other business resources such as the Section 108 loan program and DOE energy loan program.

PERFORMANCE MEASUREMENTS Business and Housing Investment Division	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Number of hours to complete SHIP Annual Report	500	750	1,500	Input	3
Number of hours to complete HOME reports	500	750	750	Input	3
Number of hours to complete business reports	500	750	750	Input	3
Number of hours on Integrated Disbursements & Information Systems (IDIS) and Disaster Recovery Grant Reporting (DRGR) monitoring and clean-up	2,500	2,500	2,000	Input	3
Number of households and housing services providers receiving technical assistance	150	150	150	Output	4
Number of new programs created/designed to meet public need	1	2	2	Output	
Number of business proposals evaluated	13	10	13	Output	
Number of housing projects/funding request evaluated	250	250	200	Output	
Number of customer service inquiries	13,000	13,000	13,000	Output	1
Capital Real Estate and Inspection Services Division					
Number of housing rehabilitations completed	39	24	39	Output	
Number of capital improvement projects completed	20	27	20	Output	
Number of demolitions processed	18	15	18	Output	
Strategic Planning Division					
Hours spent on regulatory interpretation	N/A	N/A	500	Input	
Number of public meetings conducted	N/A	7	5	Output	
Number of amendments to Action Plan	N/A	20	12	Input	1
Performance reports completed	25	29	25	Output	3
Enterprise Zone (EZ) and Urban Job Tax Credit (UJTC) applications processed	N/A	14	14	Output	

								Change (FY 1	3-FY 14)
	_	F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
<b>Charges for Services</b>		\$	118,627	\$	269,340	\$	290,762	\$ 21,422	8%
Grants			54,489,501		52,919,135		27,911,180	(25,007,955)	(47%)
Other			6,044,782		14,488,363		17,938,373	3,450,010	24%
<b>Interfund Transfers</b>			100,000		-		-	-	-
<b>Fund Balance</b>			4,190,873		5,405,118		6,142,561	737,443	14%
	SubTotal	\$	64,943,783	\$	73,081,956	\$	52,282,876	\$ (20,799,080)	(28%)
<b>Appropriations</b>	_								
Personal Services		\$	4,261,879	\$	4,888,998	\$	4,152,369	\$ (736,629)	(15%)
<b>Operating Expenses</b>			1,745,305		2,417,064		2,200,628	(216,436)	(9%)
Capital Outlay			2,477		122,626		231,070	108,444	88%
<b>Debt Service</b>			513,385		1,909,734		3,095,038	1,185,304	62%
<b>Grants and Aids</b>			64,392,920		61,546,233		42,593,511	(18,952,722)	(31%)
Transfers			1,544,249		1,305,848		1,381,816	75,968	6%
Reserves			-		3,093,323		1,246,364	(1,846,959)	(60%)
	SubTotal	\$	72,460,215	\$	75,283,826	\$	54,900,796	\$ (20,383,030)	(27%)
Ad Valorem Funding	<u>-</u>	\$	2,041,768	\$	2,201,870	\$	2,617,920	\$ 416,050	19%
	Positions		65		69		56	(13)	(19%)

#### SIGNIFICANT CHANGES

## Non Ad Valorem Revenues

Grants - spend down of one time grants (\$10,880,458) Neighborhood Stabilization Program 2, (\$1,444,397) Neighborhood Stabilization Program 3, and (\$2,877,518) Disaster Recovery Initiative #3 grant funding, reduction in Community Development Block Grant (\$3,834,724). The decrease in Grants and Aids (\$18,952,722) is due to the change in revenue impacted by available grant funding.

Other - \$3,450,010 increase is attributable to the increase in interest and principal repayments on loans under the Neighborhood Stabilization Program, USDA Loan Fees, and Section 108 Fees.

#### **Appropriations**

Positions (13) - **Grants (15):** Neighborhood Stabilization Grants 1,2 and 3; **Grants 2:** Primarily charged off to Community Development Loan (Sec 108), Community Block Development Grant, Brownfields Economic Development (BEDI), and Energy Revolving Loan Program.

Personnel Services - \$143,912 increase in two positions added, one Contract Compliance Specialist and one Business Coordinator and (\$927,556) decrease due to the elimination of two Compliance Inspectors, two Planner I, two Economic Development Specialists, one Senior Secretary, one Secretary, one Contract Compliance Specialist, one Manager Planning and Economic Development, one Senior Planner I, one Planning Assistant, one Fiscal Specialist, one Customer Representative, and one Disaster Relief Initiative Specialist. Positions eliminated due to grant closure.

Debt Services - \$1.185.304 increase to Section 108 Loan Funds.

Reserves - (S1,846,959) decrease is due to the spend down and reduction in available grant revenues.



## ENGINEERING AND PUBLIC WORKS

George T. Webb, P.E, County Engineer
Tanya N. McConnell, P.E., Deputy County Engineer
Steve Carrier, P.E., Assistant County Engineer

Executive Office
301 North Olive Avenue, 11<sup>th</sup> Floor
West Palm Beach, Florida 33401
Phone: 561-355-2006

Engineering Main Office 2300 North Jog Road, 3<sup>rd</sup> Floor West Palm Beach, FL 33411 Phone: 561-684-4000

Road & Bridge and Traffic Operations 2555 Vista Center Parkway West Palm Beach, FL 33411 Phone: 561-233-3950 Road & Bridge Phone: 561-233-3900 Traffic Operations

Website Address: <a href="http://www.pbcgov.com/engineering/">http://www.pbcgov.com/engineering/</a>

#### MISSION STATEMENT

To provide the citizens of Palm Beach County with a high quality and aesthetically pleasing system of roads, bridges, and pathways made safe and easily accessible by appropriate traffic control; to ensure development conformance to the engineering standards of the Unified Land Development Code and provide engineering assistance in the zoning process; to assist in mitigating beach erosion by the operation of sand transfer facilities; and to provide effective drainage facilities in County rights-of-way.

#### **Construction Coordination**

Administers and coordinates the construction of all County projects for thoroughfare roads, bridges, minor street improvements, and Department of Economic Sustainability projects. Ensures that County, State, and required standards and specifications are applied and adhered to, and presents final project acceptance to the Board of County Commissioners, upon completion of the projects.

## **Land Development**

Processes permit applications and reviews construction plans and plats for residential and commercial subdivisions; issues permits for construction in County rights-of-way; reviews and prepares recommendations for approval on all re-zoning and site plan applications; processes, reviews, and comments on all subdivision variance applications; processes all abandonment requests; processes, reviews, and approves acceptable base building line waivers and easement encroachments; and reviews proposed revisions to the County's Unified Land Development Code and Comprehensive Plan.

## Road and Bridge

Maintains all County-owned roads, bridges, pathways, storm drainage systems, sidewalks, drainage ditches, guardrails, and retention/detention ponds. The division develops and manages a road resurfacing program, maintains and operates nine movable bridges, oversees the inspection process for all County owned bridges, and operates the north and south inlet sand transfer pumping stations.

## **Roadway Production**

Administers, coordinates, schedules, and monitors the design, right-of-way acquisition, preparation of contract documents, bidding, and construction of the County's Five Year Road Program. Manages the Municipal Service Taxing Unit Program which provides Paving and Drainage improvements throughout Palm Beach County. Works with the Countywide Community Revitalization Team to provide services in designated areas. Reviews subdivision plats, boundary surveys, legal descriptions and sketches, and Development Review Committee petitions to ensure compliance with all applicable codes and standards.

#### **Streetscape Section**

Provides well-designed, safe, and sustainable beautification in the medians of unincorporated area thoroughfare roadways in order to supplement the urban forest and to enhance our environment. Enhances the driving experience for those traveling the beautified roads through the design, implementation, and maintenance of appropriate, aesthetically pleasing enhancement projects.

#### **Traffic Division**

Provides for the safe and efficient movement of traffic on roads under the jurisdiction of Palm Beach County through professional traffic engineering. Applies good engineering practices in designing and installing signalization, pavement markings, and signing. Also, provides good engineering input to major road construction projects, land development, site planning, and transportation planning.

- Began rebuilding the Ocean Avenue (Lantana) bridge over the Intracoastal Waterway. This is a major undertaking which is expected to be completed in FY 2014. The construction contract was awarded to GLF Construction Corporation at \$29.7 million. The County secured a loan of \$15 million to complete this project. The project also includes a fishing pier which is funded by the Parks and Recreation Department.
- The Bridge Section completed major structural repairs and mechanical rehabilitations at the following Bascule bridges: George Bush Bascule replacement of control console; Palmetto Park Rd replacement of hydraulic span machinery; County Road 707 rehab/replacement of span machinery and pedestals.
- A pilot project regarding deployment of traffic monitoring devices has started in the central part of the County in conjunction with the Florida Department of Transportation (FDOT). This Transportation System Management and Operations (TSM&O) system will be used to develop strategies for detecting and mitigating reoccurring and non-reoccurring congestion.
- The Advanced Traffic Management System (ATMS) Group 3 project was completed. This project added 71 miles (450 total miles) to the existing fiber optic network and added 51 miles (110 total miles) of traffic monitoring cameras.
- Completed intersection improvements at Jog Road and 45th Street. This project was a joint effort between the County and FDOT. The state funded half of the construction costs. These improvements included rebuilding the bridge over the Turnpike which was fully funded by the Florida Turnpike Authority at \$3.7 million.

- Roadway widening projects and resurfacing projects, where pavement markings are replaced, have been reduced. This has increased the need for refurbishing pavement markings on existing roads.
- Due to an aging system it is anticipated that the trend of storm system repairs will continue. With the levels of rainfalls since early summer of 2013, it is likely that there will be more failures during FY 2014.
- Overall aging of 300 bridge structures and the associated components will increase preventative maintenance costs and general maintenance repairs (labor and material), eventually leading to major rehabilitation or replacement of existing structures.
- The County is experiencing an increased need and cost for replacement of damaged sidewalks and pathways. This is due to the growing number of trees and shrubs which are planted in close proximity of these sidewalks and the heavy utility trucks used on the sidewalks to support equipment while repairing the aging infrastructure.
- There is a continued need for road repairs due to the lack of funding for resurfacing for the past few years. Over 40 of the major arterial roadways are showing severe and rapid deterioration such as rutting, cracking, and other surface deficiencies that will require additional maintenance such as increased pothole repairs and large patches. The level of deterioration is accelerating due to the cracking and heavy volume of traffic on the major roadways and as water intrusion increases with the severe cracking.
- Changes in state growth management laws allow a developer to make a payment of a "proportionate share" cost of a roadway improvement instead of waiting for the construction of a roadway. The result seems to be payments which do not generate sufficient funds for a needed roadway improvement.

- 1. Award 100% of the construction contracts in the Five Year Road Program within the fiscal year.
- 2. Generate drainage review comments or approval within an average of 10 working days.
- 3. Generate a minimum of 95% of first comment letters for technical compliance within 30 days or less.
- 4. Complete all 65 federally-mandated annual bridge inspections.
- 5. Maintain 188,100 feet of storm drain ditches.
- 6. Sweep 1,890 miles of curbs, medians, and intersections.
- 7. Complete construction contracts with no more than 20% increase in original scheduled completion time.
- 8. Maintain the percentage of signals connected to the Traffic's Ethernet based fiber optic communication system at 70%.
- 9. Install 8,000 linear feet of new or replacement guardrail to maintain roadway safety.
- 10. Upgrade Bascule Bridge street lighting, to meet 150mph hurricane rating, improve energy efficiency, and enhance architectural aesthetics.
- 11. Complete all resurfacing work orders within the fiscal year.
- 12. Complete construction projects without change orders exceeding 5% of bid amount.
- 13. Award 100% of the design contracts within 10 months of consultant selection.

PERFORMANCE MEASUREMENTS	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Bridge Section	1000/	1000/	1000/		
Percentage of federally mandated annual bridge inspections completed	100%	100%	100%	Outcome	4
<b>Construction Coordination</b>					
Contract amount of active projects/staff members	\$145.5M/22	\$150M/20	\$140M/20	Efficiency	
Percentage of construction contracts completed within 20% of original estimated date	78%	90%	100%	Outcome	7
Percentage of construction contracts completed with less than 5% in change orders	89%	90%	100%	Outcome	12
Land Development					
Days to prepare drainage review comments or approvals	4 days	4 days	10 days	Efficiency	2
Number of technical compliance letters	30	45	45	Output	
Percentage of technical compliance first comment letters within 30 days or less	94%	98%	98%	Efficiency	3
Road Section					
Average feet of ditches maintained/person/day	500 feet	500 feet	500 feet	Outcome	5
Average miles of street sweeping/truck/day	5 miles	5 miles	5 miles	Outcome	6
Roadway					
Percentage of the design contracts awarded within 10 months of consultant selection	100%	100%	100%	Outcome	13
Percentage of the construction contracts awarded in the Five Year Road Program within the fiscal year	100%	100%	100%	Output	1
Traffic					
Feet striped/crew/day	N/A	800ft	800ft	Outcome	
Percentage of signals connected to the Traffic's Ethernet based fiber optic communication system	65%	70%	70%	Outcome	8

								Change (FY 1	3-FY 14)
	_	F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Reve	nues								
<b>Charges for Services</b>		\$	1,961,499	\$	2,262,026	\$	1,248,526	\$ (1,013,500)	(45%)
Gas Taxes			21,393,575		21,238,132		23,508,098	2,269,966	11%
Grants			759,194		1,000,000		614,309	(385,691)	(39%)
<b>Licenses &amp; Permits</b>			1,324,451		2,347,800		2,347,800	-	-
Other			2,232,325		4,394,513		3,032,440	(1,362,073)	(31%)
<b>Interfund Transfers</b>			-		252,551		269,393	16,842	7%
<b>Fund Balance</b>			11,841,152		6,168,245		2,662,381	(3,505,864)	(57%)
	SubTotal	\$	39,512,196	\$	37,663,267	\$	33,682,947	\$ (3,980,320)	(11%)
<b>Appropriations</b>	_								_
Personal Services		\$	28,012,263	\$	28,358,470	\$	28,105,990	\$ (252,480)	(1%)
<b>Operating Expenses</b>			12,718,042		17,718,113		22,134,105	4,415,992	25%
<b>Capital Outlay</b>			602,176		3,195,367		1,946,180	(1,249,187)	(39%)
<b>Grants and Aids</b>			-		-		200,000	200,000	100%
Transfers			850,576		850,575		36,575	(814,000)	(96%)
Reserves			-		2,665,085		2,658,309	(6,776)	-
	SubTotal	\$	42,183,057	\$	52,787,610	\$	55,081,159	\$ 2,293,549	4%
Ad Valorem Funding	-	\$	8,919,759	\$	15,124,343	\$	21,398,212	\$ 6,273,869	41%
	Positions		433		421		421	-	

## SIGNIFICANT CHANGES

## **Non Ad-Valorem Revenues**

Charges for Services - (\$750,000) reduction due to the merger of Engineering Services and Roadway Production Division in the Transportation Improvement Fund. The merger resulted in a corresponding increase to interdepartmental billing in Personnel Services.

Fund Balance - decrease is primarily due to the elimination of the fund balance in the County Transportation Trust Fund (\$3,398,618). This fund is balanced through a transfer from the General Fund.

## **Appropriations**

Operating Expenses - \$1,600,000 increase for Road Surfacing approved by BCC for FY 2014. \$2,700,000 increase is due to the transfer of the Street Lighting Program from the Transportation Improvement Fund to the County Transportation Trust Fund. This transfer was needed to align street lighting expenditures with eligible gas tax funding in the County Transportation Trust Fund.

Capital Outlay - (\$1,000,000) reduction in Joint Participation Agreements (JPAs) and developer agreements budget to align with historical trends.

Transfers - (\$750,000) reduction in transfer from the General Fund to the Transportation Improvement Fund due to the transfer of the Street Lighting Program to the County Transportation Trust Fund. (\$64,000) reduction in transfer from the Street Lighting Maintenance Fund to the Transportation Improvement Fund due to the transfer of the Street Lighting Program to the County Transportation Trust Fund.



## ENVIRONMENTAL RESOURCES MANAGEMENT

**Robert Robbins, Director** 

2300 North Jog Road, 4<sup>th</sup> Floor West Palm Beach, Florida 33411 Phone: 561-233-2400

Website Address: <a href="http://www.pbcgov.com/erm/">http://www.pbcgov.com/erm/</a>

#### MISSION STATEMENT

To establish, maintain, and implement programs for the protection, preservation, and enhancement of the land and water resources of Palm Beach County.

#### **Environmental Enhancement and Restoration**

Enhances and restores the natural resources of Palm Beach County. Program staff design and construct wetland, estuarine, transitional, and reef projects that provide natural habitat, water quality improvements, and public access. Staff also implements the monitoring and management objectives defined in the Lake Worth Lagoon Management Plan, Manatee Protection Plan, and the Northeast Everglades Natural Area Plan (NENA).

## **Mosquito Control**

Enhances the health and quality of life of County residents and visitors through the reduction of mosquito population. Aspects of the Integrated Mosquito Management Program include surveillance, source reduction, compliant inspections, larviciding, adulticiding, biological control, and public education.

#### **Natural Areas**

Manages, monitors, and protects native ecosystems on natural areas acquired or leased by Palm Beach County. The program includes both planning and capital construction elements, most of which are funded through non-Ad Valorem sources such as federal and state grants and mitigation funds. Primary services include site security and protection; exotic vegetation control; development and updating of management plans; protection of natural areas through the granting of conservation easements; monitoring the status of natural resources and the success of restoration projects; development and maintenance of public use facilities; habitat restoration and enhancement, including hydrologic restoration and prescribed burning; and data management and support.

#### **Resources Protection**

Provides environmental assessment, permitting, compliance, and land development review activities necessary for implementation of natural resources protection programs and enforcement of related laws, regulations, and codes. The primary services are inspections; compliance and enforcement; complaint investigations; monitoring of land development planning and review; state permit compliance; and remediation of contaminated soil and groundwater. The five primary program areas are the following: Pollutant Storage Tanks Compliance, Petroleum Cleanup, Wellfield Protection, Water Quality with National Pollution Discharge Elimination System (NPDES) state permit compliance, and Land Development Review with Environmental Sustainability.

## **Shoreline Protection**

Restores and maintains the coastline of Palm Beach County. Program staff design and construct shoreline projects that provide protection to upland resources, recreation area for public use, and habitat for a variety of fauna and flora. They also implement the monitoring and management objectives in the Sea Turtle Protection Plan (Article 14 Unified Land Development Code) and manage the South Lake Worth Inlet.

- Coordinating, funding, and permitting of the Grassy Flats project. Started construction at Bryant Park, South Lake Worth Inlet, and Fullerton Island.
- Provided shoreline protection through sand placement and inlet transfer in Jupiter, Palm Beach, Ocean Ridge, and Delray Beach and restored dunes at Coral Cove and Singer Island.
- Construction of public use facilities at the Pine Glades Natural Area is more than 60% complete and should be 100% complete by early 2014.
- Successfully obtained 12 grants totaling \$6,455,993 for restoration, public use construction projects, and reimbursement for environmentally sensitive land acquisition to offset future debt service payments.
- Completed the overall management plan for the five individual phases of the Cypress Creek Natural Area.
- A successful introduction of the Regional Climate Action Plan was held at the Board of County Commissioners' (BCC) Workshop on September 24, 2013.
- Nearly 1,000 volunteers removed over 40,000 pounds of trash, installed over 11,000 plants, and constructed 1,000 feet of nature trails and 6 informational kiosks.
- A Facebook page was launched by the department and the number of hits to the department website and online media increased by 34,335 over last year.
- The 2013 Lake Worth Lagoon Initiative Symposium was attended by 275 participants.
- Inspectors physically checked and resolved 953 service requests for nuisance mosquitoes or abandoned pools.
- The Petroleum Storage Tank Compliance Program expanded its geographic boundaries to include Martin and St. Lucie Counties. 1,281 inspections were completed and the program met all Florida Department of Environmental Protection (FDEP) contractual performance standards.
- Staff participated in planning for the Compact's 5th Annual Regional Climate Leadership Summit held on November 7 -8, 2013.
- Completion of the Snook Islands Phase II restoration project and installation of additional breakwaters and a new flushing channel at Peanut Island.
- Coordinating and drafting a five-year update to the Lake Worth Lagoon Management Plan.

- Continued grant funding for projects remains challenging due to state and federal budget cuts.
- Recent flooding events and above average rainfall emphasizes the need to find better solutions for stormwater storage and treatment.
- Establishing a long-term funding source for the management and maintenance of the Natural Area System is becoming critical to the continued success of the County's Natural Areas Program.
- Continue to share the Compact's Regional Tools and Regional Climate Action Plan details with various municipalities, industries, and the public. Adminisistration intends to bring the plan to the BCC for adoption in 2014.
- Staff will participate in a South Florida Regional Climate Change Compact Energy Efficiency workshop.
- In May 2013, the legislature voted to end the 17-year-old pre-approval program process for Petroleum Contamination Cleanup. FDEP was directed to replace the program with a competitive bid process. It is unclear how the new competitive bid process, starting in January 2014, will affect the County's contract.
- Construct public use facilities at North Jupiter Flatwoods and Winding Waters Natural Areas.
- Construct shoreline protection breakwaters at Juno Dunes Natural Area.
- Finish development of on-line permitting for equestrian use of natural areas with equestrian trails.

- 1. Manage 31,128 acres of County natural area lands for invasive/exotic vegetation so the overall level of invasive/exotic vegetation coverage is one percent or less. This will be accomplished using 3.4 FTEs, or an average of 9,155 acres managed per FTE.
- 2. Manage the Petroleum Cleanup Program to ensure the Florida Department of Environmental Protection (FDEP) contract performance standards are met and ensure that 10% of the total contaminated sites identified receive a State issued completion order by the end of the year.
- 3. Manage the Petroleum Storage Tank Compliance Program to ensure the FDEP contract performance standards are met and achieve 100% compliance with the storage tank regulations at 1,897 registered facilities throughout Palm Beach, Martin, and St Lucie Counties.
- 4. Maintain drinking water supply by performing wellfield inspections to achieve 100% compliance with regulations.
- 5. Maintain volunteer hours as a percentage of staff work hours at 300% or greater.
- 6. Offset beach erosion by placing sand on beaches in an environmentally sound & cost-effective manner.
- 7. Design & construct an artificial reef system to enhance fishery density and diversity and to provide recreational opportunities for residents and visitors of the County.
- 8. Monitor Mosquito Control performance by measuring inspection activities in compliance with Florida Statutes.

PERFORMANCE MEASUREMENTS Environmental Enhancement & Restoration	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Number of reefs created	5	6	5	Output	7
Number of reefs per FTE	1.8	3	3	Efficiency	7
Economic value of new reef (\$m)	1.25	1.5	1.25	Outcome	7
Mosquito Control					
Percentage of service requests completed in 5 business days/total requests	92%/837	90%/1040	90%/1040	Outcome	8
Number FTEs responding to citizen service requests	N/A	1	0.5	Input	8
Number FTEs setting light traps to monitor activity	N/A	1	1	Input	8
Natural Resources Stewardship					
Number of monitoring events conducted per FTE	N/A	129	130	Efficiency	
Percentage of monitoring events conducted in compliance with regulatory, grant or Department policy requirements	N/A	100%	100%	Outcome	
Number of natural areas reports prepared per FTE	N/A	64	64	Efficiency	
Number of Volunteer Coordinator work hours	1,152	1,000	1,000	Input	5
Number of donated Volunteer work hours	3,502	3,500	3,500	Efficiency	5
Number of volunteer hours as a % of staff work hours	304%	300%	300%	Outcome	5
Resources Protection					
Number of tasked inspections completed	1,008	1,323	1,323	Output	3
Number of tasked inspections per inspector FTE	124	264	264	Efficiency	3
Percentage of failed tasked inspections brought into compliance by the end of fiscal year	N/A	95%	100%	Outcome	3
Number of wellfield compliance inspections completed	374	1,000	1,282	Output	4
Number of inspections completed per FTE	N/A	400	495	Efficiency	4
Percentage of permitted businesses inspected and brought into inspection compliance by the end of fiscal year	N/A	100%	100%	Outcome	4
<b>Shoreline Protection</b>					
Maintain an 11-year moving average of >one million cubic yards of sand placed countywide	1.3M	1.4M	1.4M	Outcome	6

									Change (FY	13-FY 14)
	_	F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget		\$	%
Non Ad-Valorem Rever	<u>nues</u>									
<b>Charges for Services</b>		\$	5,339,818	\$	3,423,379	\$	2,452,157	\$	(971,222)	(28%)
Fines & Forfeitures			100		-		-		-	-
Grants			1,548,142		4,346,515		2,176,740		(2,169,775)	(50%)
<b>Licenses &amp; Permits</b>			703,006		647,225		622,225		(25,000)	(4%)
Other			3,289,755		888,048		300,507		(587,541)	(66%)
<b>Fund Balance</b>			35,086,965		26,625,387		29,349,808		2,724,421	10%
	SubTotal	\$	45,967,786	\$	35,930,554	\$	34,901,437	\$	(1,029,117)	(3%)
Appropriations Personal Services	_	\$	10,330,935	\$	10,392,453	\$	10,578,552	\$	186,099	2%
Operating Expenses		Ψ	11,209,757	Ψ	19,124,740	Ψ	19,713,376	Ψ	588,636	3%
Capital Outlay			13,254		-		-		-	-
<b>Grants and Aids</b>			748,580		1,496,443		1		(1,496,442)	(100%)
Transfers			859,572		909,035		2,325,518		1,416,483	156%
Reserves			-		12,819,889		12,231,290		(588,599)	(5%)
	SubTotal	\$	23,162,098	\$	44,742,560	\$	44,848,737	\$	106,177	-
Ad Valorem Funding	-	\$	7,248,015	\$	8,812,006	\$	9,947,300	\$	1,135,294	13%
	Positions		127		126		126		-	

## SIGNIFICANT CHANGES

## Non Ad-Valorem Revenues

Charges for Services - (\$1,000,000) decrease in interdepartmental charges for services due to the unavailability of project related grant awards to charge off staff costs.

Grants - (\$3,474,237) decrease in non-recurring grant awards offset by \$1,261,398 in new grant awards. The decrease in Grants and Aids expenses is a direct result of the decrease in grant revenues.

Other - (\$638,900) reduction in investment income due to lower return on investments.

## **Appropriations**

Transfers - \$2,110,000 increase in the transfer to the Environmental Resources Capital Fund for the North Jupiter Flatwoods, Winding Water, Cypress Creek, and the Pine Glades capital projects.

<sup>\*</sup>FY 2013 budget excludes \$950,000 which is being reported under the Ag Reserve.



## FACILITIES DEVELOPMENT AND OPERATIONS

**Audrey Wolf, Director** 

2633 Vista Parkway West Palm Beach, Florida 33411 Phone: 561-233-0200

Website Address: <a href="http://www.pbcgov.com/fdo/">http://www.pbcgov.com/fdo/</a>

#### MISSION STATEMENT

Provide efficient, cost effective, quality services in building design and construction, building maintenance and systems operation, property management, and electronic systems and security services for all County facilities for the Board of County Commissioners (BCC) and Constitutional Officers.

## **Department Overview**

The Facilities Development and Operations Department (FDO) is responsible for siting, building, and operating the County's physical plants, major equipment, and electronics systems. This includes the buildings occupied by the Sheriff's Office and the 15th Judicial Circuit Court, as well as several other Constitutional Officers including the Property Appraiser, Supervisor of Elections, and the Tax Collector. More specifically, this includes the implementation of capital building and land improvement projects, the maintenance and operation of more than 800 occupied structures, and the countywide public safety radio system operations and maintenance.

## **Capital Improvements**

Provides a full range of architectural, engineering, contract, and project management services directed toward ensuring the highest possible quality and value in the design and construction of all County capital projects. Primary services include procuring architectural and engineering services for capital projects, administering bids and other procurement related activities for capital projects, and administering capital project construction activity.

## **Electronic Services and Security**

Provides specifications, acquisition, project management, acceptance testing, and continued operations and support for all electronic systems. Maintains facility safety and security, including on-site security personnel, security surveys, and training. Monitors facility access control, including criminal history record checks, card access, and key control. Provides operations and support for the County radio systems and support for FDO's automation and remote management projects.

## **Facilities Management**

Provides services focused on asset management and preservation of County-owned property. Services include preventative and corrective maintenance, replacement of equipment in County buildings, custodial and landscaping services at designated sites, facility related emergency response services after business hours, facility preparedness services, restoration of services in the event of emergencies/disasters, facilities support during emergency activations, review of new capital development and renewal/replacement projects, warranty administration on building systems, completing the construction design of mechanical/electrical specifications, identifying/implementing initiatives for the reduction of energy consumption, continuing improvements, enhancements, and planned renewal of buildings/properties, and parking operations for the Governmental, Judicial, and Vista Centers and South County Courthouse Complex.

#### **Property and Real Estate Management**

Provides a full range of real estate services to departments and agencies under the BCC and Constitutional Officers. Services include acquiring property and disposal of surplus County properties, administering leases for County leased facilities, coordinating civic site acquisitions and use, providing technical support for the development of County facilities, and responding to public inquiries and complaints concerning County property.

- Developed new internal procurement and fiscal procedures to maintain accurate and efficient billing and invoicing functions. Purchase order documents for non-emergency work orders receive a 24-hour turnaround from the time the document is received to the time a Purchase Order (PO) number is given. Emergency and high priority work orders receive immediate attention.
- Implemented a centralized project intake process to expedite and prioritize the initiation phase of construction and renewal/replacement projects.
- Continued implementation of cross training Electronic Services and Security (ESS) technicians in all areas including the development and repair of radios, fire alarm, video, locking controls, and audio thereby reducing staffing level needs.
- Increased square footage of building inventory, which resulted in additional maintenance and repair responsibilities. This was effectively absorbed by current staff.
- Implemented a Request For Project Assignment (RFPA) procedure where construction and renewal and replacement projects will be better streamlined and managed. It encourages the customer to be a part of the project scope development and ensure that all service divisions get an opportunity to review the project information.
- The construction of the West County Detention Center Expansion and Courthouse Renovations was completed, allowing for user occupancy.
- Finalized an agreement for the sale of the Mecca property with South Florida Water Management District.

- Training and cross training new hires (professional, technical, and tradespersons) in the broader skill sets possessed by retiring FDO employees to maintain service levels with reduced staffing resources.
- Maintaining operational service levels with reduced staff and budget. Eighty percent of the building maintenance and operating workload involves the Constitutional Officers' expanding programs and the implementation of technologies and building systems to offset their operational and staffing expense.
- Managing the County's small amount of remaining vacant building space without compromising the long term objectives and the capital development program. The need to address space deficiencies is the result of 150,000 square feet of new or renovated space being postponed, indefinitely delayed, or cancelled since FY 2008.
- Prioritizing the frequent unplanned and/or unfunded requests for special studies, research, and projects received from the BCC, County Administration, and Constitutional Officers. This is needed as management resources required for these tasks are consumed with operational matters due to reduced staffing levels.

- 1. Organization to facilitate the efforts of a countywide energy committee, tasked with the drafting of a comprehensive energy policy based on recommendations provided by the committee and suggestions incorporated from FPL.
- 2. Sustain the planned preventive maintenance program to reduce corrective maintenance type work thereby reducing downtime and system failures.
- 3. Implement factory certified training, on specific electronic systems within each section of ESS, to reduce the amount of time and manpower needed to complete trouble calls and project work associated with the diverse types of systems and new technology.
- 4. Improve functionality of CORE (County Owned Real Estate) database to support disposition program and web-based availability to County departments and general public.
- 5. Continue responding to inquiries regarding County-owned properties, initiating response within four hours and resolving complaints within one week.
- 6. Maintain quality pre-construction and contract management services for the increasing number of renewal/replacement and new projects with historically low staffing levels

PERFORMANCE MEASUREMENTS	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obi</u>
Capital Improvement Division				- • ·	
Average time (in months) between substantial and final completion and contract close-out	12	10	9	Efficiency	
Electronic Services and Support					
Percentage of systems for which training/certification has been completed	40%	66%	80%	Outcome	3
Pecrcentage of the new specification standards and project sequence applied to new projects	30%	50%	60%	Outcome	
Facilities Management					
Percentage of buildings assessed with an overall condition of good or excellent.	97%	90%	85%	Efficiency	
Percentage of preventative maintenance hours in relation to total maintenance hours.	60%	76%	75%	Efficiency	
Property and Real Estate Management					
Percentage of CORE database using web-based availability	30%	40%	50%	Outcome	4
Number of inquiries from the public	500	500	550	Demand	5
Percentage of inquiries from the public responded to within 4 hours and resolved in one week	90%	95%	95%	Efficiency	5

								Change (FY 1	3-FY 14)
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Reve	nues								
<b>Charges for Services</b>		\$	3,378,748	\$	3,977,520	\$	3,977,520	\$ -	-
Grants			711,156		-		86,184	86,184	100%
Other			393,162		161,750		511,792	350,042	216%
	SubTotal	\$	4,483,066	\$	4,139,270	\$	4,575,496	\$ 436,226	11%
<b>Appropriations</b>	_								
Personal Services		\$	22,371,660	\$	22,235,278	\$	22,577,944	\$ 342,666	2%
<b>Operating Expenses</b>			15,713,992		15,016,425		14,646,757	(369,668)	(2%)
Capital Outlay			29,961		31,700		50,000	18,300	58%
	SubTotal	\$	38,115,613	\$	37,283,403	\$	37,274,701	\$ (8,702)	
Ad Valorem Funding	<u>-</u>	\$	33,632,547	\$	33,144,133	\$	32,699,205	\$ (444,928)	(1%)
	Positions		307		300		297	(3)	(1%)

## SIGNIFICANT CHANGES

## Non Ad-Valorem Revenues

Grants - \$86,184 increase is due to disaster reimbursement from Tropical Storm Isaac.

Other - \$350,042 increase is due to sale of surplus land to RaceTrac Petroleum.

## **Appropriations**

Positions 3 - three vacant security guard positions will be eliminated.

Personal Services - (\$115,901) decrease due to the elimination of three vacant security guard positions. This will be offset by an additional \$40,000 in overtime charges to cover shifts as a result of these position eliminations.

Operating Expenses - (\$1,010,000) decrease due to restructuring of the Intergovernmental Radio Communications Program and moving expenses to the 800 Mhz fund. This is offset by a \$600,000 increase in security services due to Courthouse Screening Services rebid with additional requirements.



# FIRE RESCUE

Fire Chief Jeff Collins, Administrator

405 Pike Road West Palm Beach, Florida 33411 Phone: 561-616-7000

Website Address: <a href="http://www.pbcfr.org/">http://www.pbcfr.org/</a>

#### MISSION STATEMENT

To protect life and property against injury and fire through education and code compliance. To respond to medical emergencies, fire, and hazardous materials incidents.

### **Department Overview**

Palm Beach County Fire Rescue was created by County Ordinance in 1984 to provide fire, emergency medical services, advanced life support, and transport services to the unincorporated areas of the County, as well as, several municipalities. The Department is primarily funded by ad valorem taxes through two Municipal Service Taxing Units (MSTU's).

#### Aviation

Responds to aviation-related fire and medical emergencies within and around Palm Beach International Airport (PBIA); provides for new and recurrent specialized Aircraft Rescue Fire Fighting (ARFF) training to battalion personnel along with Fire and Emergency Medical Services (EMS) training; and performs regular fuel truck and fuel farm fire inspections to all fueling operations located within PBIA, Lantana Airpark, North County Airport, and Pahokee Airport.

### **Bureau of Safety Services**

Responsible for reducing fire and life loss through education and the formulation and enforcement of the Palm Beach County Fire Code. Primary services include development and implementation of efficient and effective fire and life safety education for the residents and visitors of Palm Beach County; the review of building plans to ensure compliance with the fire code; periodic fire inspections of multi-family residential occupancies, commercial buildings and buildings under construction to assure fire code compliance and life safety and investigation of the cause, origin, and circumstance of fires.

#### **Dispatch & Telecommunications**

Provides twenty-four hour emergency dispatching services for the 9-1-1 communications center. Emergency fire and rescue units are dispatched from the Communications Center for the unincorporated areas of the County, cities who receive primary fire service from the County, and cities with dispatch agreements with the County. Primary services include dispatching emergency requests for fire, rescue, and emergency service; dispatching private ambulance units for emergency services; and notifying the public and news media of pertinent information regarding emergency incidents.

# **Operations**

Responsible for the response to and mitigation of a wide variety of fire and medical emergencies. Primary services include: respond to fire and medical emergencies, conduct suppression activity and/or provide pre-hospital care; respond to hazardous materials incidents; conduct pre-fire planning on all major target hazards; conduct multi-family residential inspections; and provide a volunteer-based Community Assistance Team (CAT) to offer post-incident assistance, including bereavement, emotional, and social-service support, to the citizens of Palm Beach County.

#### **Training & Safety**

Provides training, education, and safety programs to all Fire Rescue personnel, as well as other agencies, in order to support and enhance the delivery of emergency services. Primary services include providing needs assessment by rank in order to develop and deliver training programs in areas of emergency medical services and firefighting; conducting training in specialized areas such as hazardous materials, rope rescue, dive rescue, and Trauma Hawk; video production and broadcasting in support of training programs and public education; administering infectious/hazardous materials exposure control programs; and coordinating employee health and safety programs.

#### Vehicle & Building Maintenance

Ensures that all vehicles, apparatus, and facilities remain in top operational condition. Primary services include: the repair of apparatus as breakdowns occur; the provision of routine preventive maintenance on all emergency vehicles; the maintenance and repair of all Fire Rescue stations; the maintenance of all vendor contracts; to ensure work is completed in a timely and cost efficient manner; and to coordinate with other County departments for the renovation and construction of Fire Rescue facilities.

#### FY 13 Highlights & Accomplishments

- The Collective Bargaining Agreement between the Professional Firefighters/Paramedics of Palm Beach County, Local 2928, IAFF, Inc and Palm Beach County was ratified by the Board of County Commissioners on April 16, 2013 (R2013-0493). The term of the new agreement shall expire September 30, 2016.
- The components of the Palm Beach County Fire-Rescue Wellness Program established by the Collective Bargaining Agreement (CBA) with the Professional Firefighters/Paramedics of Palm Beach County Local 2928 (Union) include the provision of a Fire Department Physician, the administering of medical physical examinations and drug testing for Fire-Rescue employees. Based on the Wellness Steering Committee's recommendation, the Board approved a Professional Services Agreement with the Palm Beach County Firefighters Employee Benefits Fund for the provision of a Fire Department Physician, medical physical examinations and related services. The term of this agreement shall expire September 30, 2016.
- The Department completed the hiring process to fill 34 of 145 vacancies for the Firefighter/Paramedic position. The new recruits began an 8-week in-house training program on September 16, 2013. With the commencement of new recruits the Department anticipates a reduction in overtime costs that was associated with the previous 25% vacancy rate.
- Palm Beach County Fire Rescue and Engineering Departments worked together to connect the Fire Rescue Computer-Aided Dispatch (CAD) system to the County's traffic control system. This technology adjusts traffic light cycles to favor the routes driven by Fire Rescue's emergency first responders. When an emergency call is received, a route is generated by the CAD system and sent to each responding vehicle. The traffic priority software will then adjust the traffic lights along the route to provide longer green lights for responding vehicles.

- TripTix is a proprietary electronic patient care reporting system maintained and supported by our third party billing agent, ADPI/Intermedix. TripTix offers seamless integrations with the vendors IMX Billing System and provides an unparalleled patient account management environment for emergency medical services. The unique call flow design allows the field user to enter data into their medical record as they progress through the natural flow of their call. Each screen is designed for ease of use to maximize data capture while minimizing effort. This approach allows the report writer the flexibility of real-time data entry and the ability to generate documentation at call conclusion. The Fire Rescue Department went live with TripTix on October 7, 2013. The results will be monitored and reported throughout the fiscal year for efficiency.
- In an effort to streamline and make the Department's payroll system more efficient, the goal has been to implement one comprehensive payroll system. In September 2012, the Department implemented Telestaff to process staffing/scheduling. Phase II of the project will be the implementation of Kronos to handle everyday payroll transactions, allow for modifications and reduce paper transactions.
- Budget constraint challenges will continue as the departments' fund balance is decreasing. Although property taxes are projected to increase, potential challenges remain such as Florida Retirement System (FRS) rates, impacts related to legislative amendments regarding property taxes and possible annexations.
- The Department will continue the hiring process for the Firefighter/Paramedic positions. The next recruit class is scheduled for January 6, 2014.

- 1. Achieve a turnout time of 1:30 or less, for 80% of emergencies dispatched.
- 2. Maintain availability of first due units at 94%.
- 3. Maintain a handling time of one minute or less for 90% of dispatched events.
- 4. Complete 92% of all telecommunications work orders within 30 days.
- 5. Maintain a response time of 3 minutes or less for all Federal Aviation Administration (FAA) mandated drills.
- 6. Maintain an average annual inspection completion rate of 95%.
- 7. Review 85% of all plans submitted for fire review within 4 working days.
- 8. Provide an average of 150 hours of training per operational employee per year.
- 9. Complete 100% of required fleet preventative maintenance (PM) inspections/service on emergency apparatus.
- 10. Complete 92% of all after-hours call-out repairs without moving personnel to reserve apparatus.

	Actual	Estimated	Projected	_	
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Aviation	20	•	20		
Number of FAA-mandated drills	30	30	30	Output	
Percentage of FAA-mandated drill with response time 3 min or less	100%	100%	100%	Efficiency	5
<b>Bureau of Safety Services (BOSS)</b>					
Number of annual inspections	28,114	29,500	29,941	Output	
Annual inspection completion rate	95%	95%	95%	Efficiency	6
Number of plans submitted for review	5,101	4,500	6,000	Output	
Percentage of plans reviewed within 4 working days	78%	85%	85%	Efficiency	7
Dispatch and Telecommunications					
Number of dispatched events	159,781	164,529	169,465	Output	
Percentage of dispatched events handled within one minute	93%	90%	90%	Efficiency	3
Number of telecom work orders	1,103	1,200	1,200	Output	
Percentage of telecom work orders completed within 30 days	96%	90%	92%	Efficiency	4
Operations					
Number of emergencies	117,036	120,547	124,163	Output	
Percentage of emergencies dispatched achieving turnout time of 1:30 or less	73%	80%	80%	Efficiency	1
Percentage availability of first due units	94%	94%	94%	Efficiency	2
Training and Safety					
Number of hours of training per operations personnel	120	150	150	Output	8
Vehicle and Building Maintenance					
Percentage of required fleet preventative maintenance inspections/service completed	100%	100%	100%	Efficiency	9
Number of after-hours call-out repairs	487	550	500	Output	
Percentage of after-hours call-out repairs completed without reserve apparatus	95%	90%	92%	Efficiency	10

				Change (FY	<b>Change (FY 13-FY 14)</b>	
	FY 12 Actual	FY 13 Budget	FY 14 Budget	\$	%	
<u></u>						
_	\$ 32,855,370	\$ 32,188,815	\$ 34,466,530	\$ 2,277,715	7%	
	808,734	325,440	330,600	5,160	2%	
	13,020	11,000	11,000	-	-	
	7,192,825	(6,794,045)	(8,765,547)	(1,971,502)	29%	
	543,172	317,094	3,370,888	3,053,794	963%	
	117,677,282	105,409,547	97,760,317	(7,649,230)	(7%)	
ubTotal	\$ 159,090,403	\$ 131,457,851	\$ 127,173,788	\$ (4,284,063)	(3%)	
	\$ 201,372,828	\$ 220,205,255	\$ 221,951,175	\$ 1,745,920	1%	
	25,172,829	32,790,851	32,470,269	(320,582)	(1%)	
	1,398,513	13,994,731	13,620,030	(374,701)	(3%)	
	1,404,441	1,425,532	1,479,707	54,175	4%	
	243,767	243,767	313,957	70,190	29%	
	-	63,546,018	63,866,640	320,622	1%	
ubTotal	\$ 229,592,378	\$ 332,206,154	\$ 333,701,778	\$ 1,495,624	-	
	5,913,947	8,275,102	7,883,934	(391,168)	(5%)	
	183,147,992	192,473,201	198,644,056	6,170,855	3%	
ositions	1,511	1,490	1,490			
	ubTotal	\$ 32,855,370 808,734 13,020 7,192,825 543,172 117,677,282 159,090,403 \$ 201,372,828 25,172,829 1,398,513 1,404,441 243,767 	\$ 32,855,370 \$ 32,188,815 808,734 325,440 13,020 11,000 7,192,825 (6,794,045) 543,172 317,094 117,677,282 105,409,547 **IbTotal** 159,090,403 \$ 131,457,851 \$ 201,372,828 \$ 220,205,255 25,172,829 32,790,851 1,398,513 13,994,731 1,404,441 1,425,532 243,767 243,767 - 63,546,018 **IbTotal** \$ 229,592,378 \$ 332,206,154 5,913,947 8,275,102 183,147,992 192,473,201	\$ 32,855,370 \$ 32,188,815 \$ 34,466,530 808,734 325,440 330,600 13,020 11,000 11,000 7,192,825 (6,794,045) (8,765,547) 543,172 317,094 3,370,888 117,677,282 105,409,547 97,760,317 \$ 159,090,403 \$ 131,457,851 \$ 127,173,788 \$ 201,372,828 \$ 220,205,255 \$ 221,951,175 25,172,829 32,790,851 32,470,269 1,398,513 13,994,731 13,620,030 1,404,441 1,425,532 1,479,707 243,767 243,767 313,957 - 63,546,018 63,866,640 \$ 229,592,378 \$ 332,206,154 \$ 333,701,778 \$ 5,913,947 8,275,102 7,883,934 183,147,992 192,473,201 198,644,056	S	

### SIGNIFICANT CHANGES

### **Non-Ad Valorem Revenues**

Charges for Services - \$1,706,676 increase in transportation activity, proposed fee increase scheduled for January 2014, \$231,425 increase in plan reviews, fire inspections and false alarms along with a revised Fire Code schedule.

Interfund Transfers - \$3,146,082 transfer from the Fire Rescue Improvement Capital Fund to the Main MSTU to balance the budget.

Fund Balance - (\$7,390,990) Main MSTU fund balance reduced due to increases in workers compensation and casualty insurance expenditures from the previous year along with increased expenditures in capital equipment purchases.

#### **Appropriations**

Personal Services - (\$2,699,334) increase in attrition rate; (\$1,367,000) lower firefighter pay scale; (\$238,537) FICA and FICA Medicare; (\$358,212) travel stipend and clothing cleaning allowance eliminated; \$1,090,460 step and longevity increases for union personnel, \$1,291,731 workers compensation, (\$340,039) retiree and VSIP insurance reductions and \$4,366,825 Florida Retirement System and Lantana pensions.

Operating Expenses - (\$78,609) reduction in professional service contract, (\$500,000) transfer of annual medical physicals to Palm Beach County Employee benefits fund, \$611,403 contractual services to include training, attorney fees and third party billing costs, \$247,070 repair and maintain buildings, (\$928,860) reduction in BCC indirect costs, and \$325,416 fuel expenses.

Capital Outlay - (\$3,212,200) decrease in carryover capital equipment and \$2,837,499 increase in new equipment.



# **FLEET MANAGEMENT**

**Audrey Wolf, Director** 

2633 Vista Parkway West Palm Beach, Florida 33411 Phone: 561-233-0200

Website Address: <a href="http://www.pbcgov.com/fdo/fleet/">http://www.pbcgov.com/fdo/fleet/</a>

#### MISSION STATEMENT

To provide the highest quality of service in the most cost effective manner. Manage the equipment/vehicle policy fund, including specifications, assignment, funding, and disposal. Provide preventive and corrective maintenance services on vehicles and equipment. Purchase fuel and manage County fueling sites.

#### FY 13 Highlights & Accomplishments

- Implemented the NAPA outsourcing contract, that provides for the purchase and delivery of parts and materials. This increased productivity and the availability of parts needed for vehicle maintenance and repair.
- Obtained Environmental Protection Agency (EPA) status of Conditionally Exempt Small Quantity Generator (CESQG) for Fleet Management repair facilities (highest rating). This rating is given to those entities that generate 100 kilograms or less per month of hazardous waste, or 1 kilogram or less per month of acutely hazardous waste.
- Implemented a policy on managing division reserve funds to establish standards on how reserve funds will be managed and how vehicle replacement policy funding is used. This was a joint effort with the Office of Financial Management and Budget.

- Downtime for vehicle repairs will continue to increase due to extending the life cycles of vehicles and equipment and reduction in staff. Over the past few years the downtime has increased from an average of 6.54 days to 7.59 days. The cost of repairing specialized equipment may outweigh the cost of replacement.
- Due to the implementation of the new Tier 4 Diesel Emission Standards, there may be additional cost relating to new and existing vehicle maintenance. New vehicle costs are estimated to increase \$4,000 \$8,000, and there may be costs associated with parts required to modify existing vehicles to comply with the standards.
- Due to budgetary staff reductions, cross training for specialized positions has not occurred. Fleet may be without the available manpower to complete tasks if an employee leaves or is out of work for long periods of time.
- Managing every aspect relating to an expanding Fleet, with limited staff and resources, to provide the most cost effective approach to vehicle procurement, quality maintenance production, reserve utilization, cost effectiveness, and resource management. Every effort will be utilized to communicate procurement and maintenance principles to staff, conduct lifecycle analysis, benchmarking, outsourcing decisions, and give employees the technology tools needed to accomplish their respected goals.
- EPA approval of E15 fuel mixture (increase of ethanol from 10% to 15%) could have a negative impact on existing vehicles if, due to logistics and fuel tank availability, it becomes the only fuel grade available.

- 1. Expand the low utilization program to all vehicles and equipment for possible elimination. Produce annual low utilization report to be evaluated at budget time.
- 2. Evaluate fuel usage audit report to identify alternate tracking criteria or tighten existing tracking criteria for more effective use by departments.
- 3. Establish tighter controls for vehicles and equipment which are past due for preventive maintenance, reducing liability and assuring they are at optimum operation conditions for efficiency and reliability.
- 4. Monitor the NAPA Parts Inventory contract to ensure compliance with various contract related performance goals and projected fiscal savings to determine if operational needs for Fleet Management are being met.
- 5. Evaluate the impact (if any) of two changes to the Fleet Management Vehicle Replacement Policy. The two changes include: 1) require departments to secure funding for additional vehicles and 2) require Fleet Management to maintain the reserve balance within a certain range.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Number of parts requests	37,929	39,500	39,000	Demand	4
Percentage of parts available to a automotive technician upon first request.	64%	80%	83%	Efficiency	4
Average vehicles downtime days	7.5	8	7.5	Efficiency	
Number of work orders (repairs)	12,303	13,200	13,000	Demand	
Percentage of schedule repairs vs total repairs	67%	68%	70%	Efficiency	
Number of vehicles/equipment	3,850	3,890	3,920	Output	
Percentage of vehicles/equipment past due for preventive maintenance	9%	9.5%	9%	Outcome	3

								Change (FY 1	3-FY 14)
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
Other		\$	35,242,130	\$	41,106,558	\$	39,488,554	\$ (1,618,004)	(4%)
<b>Interfund Transfers</b>			610,000		-		-	-	-
<b>Fund Balance</b>			8,942,571		13,203,004		12,938,271	(264,733)	(2%)
	SubTotal	\$	44,794,701	\$	54,309,562	\$	52,426,825	\$ (1,882,737)	(3%)
<b>Appropriations</b>	<del>-</del>								
<b>Personal Services</b>		\$	4,772,118	\$	4,605,137	\$	4,557,054	\$ (48,083)	(1%)
<b>Operating Expenses</b>			19,150,839		25,530,642		22,539,870	(2,990,772)	(12%)
Capital Outlay			-		7,668,731		10,496,273	2,827,542	37%
Transfers			9,007,611		607,611		5,007,611	4,400,000	724%
Reserves			-		15,897,441		9,826,017	(6,071,424)	(38%)
	SubTotal	\$	32,930,568	\$	54,309,562	\$	52,426,825	\$ (1,882,737)	(3%)
Ad Valorem Funding	_	\$	-	\$	-	\$	-	\$ -	
	Pagitians -		50		54		54		
	Positions		59		54		54	-	

#### SIGNIFICANT CHANGES

#### Non Ad-Valorem Revenues

Fund Balance - (\$264,733) decrease is due to lower than expected revenue estimates.

Other - (\$2,392,007) decrease in gasoline and lubricant sales due to a lower rate assumption. This also results in a decrease in operating expenses of \$2,973,976. \$888,932 increase in equipment rental charges due to the elimination of the 5% discount in policy payments.

#### **Appropriations**

Personal Services - (\$116,447) decrease due to attrition changes from FY 2013 to FY 2014.

Capital - \$2,715,540 increase in fleet machinery and equipment replacement. The number of new and replacement vehicles for County departments has increased from 172 to 231 partly due to delays from prior years.

Transfers - \$4,400,000 increase reduced reserves due to a new department reserve policy. This causes an offsetting decrease in the reserve line.

# **HUMAN RESOURCES**

Wayne Condry, Director

100 Australian Avenue, Suite 300 West Palm Beach, Florida 33406 Phone: 561-616-6888

Website Address: <a href="http://www.pbcgov.com/humanresources/">http://www.pbcgov.com/humanresources/</a>

#### MISSION STATEMENT

To enable County departments to meet their service delivery responsibilities by hiring the most qualified employees, retaining valued employees by ensuring effective leadership, ensuring competitive wages and benefits, ensuring effective labor/management relations, providing training and development opportunities, and offering a safe and discrimination-free environment.

#### **Compensation & Records**

Maintains and updates the pay plan and payroll manual. Provides oversight and maintenance of the Human Resources Information System (HRIS) and position control, Compensation, Records, Payroll and Retirement. The Section writes and maintains all job descriptions, reviews and approves position descriptions, conducts classification reviews and job audits, maintains all personnel records, administers and interprets payroll policies and procedures, coordinates Florida Retirement Systems (FRS) plans, Deferred Compensation, and Prepaid Legal.

### **Employee Relations**

Provides departments with guidance and systematic methods to improve employee performance or behavior, promotes cooperative relations between management and employees, and ensures collective bargaining obligations are met. Primary functions are to ensure equitable treatment of employees by advising and monitoring disciplinary actions, grievances, appeals, and arbitrations, and to assist departments in solving problems related to performance, discipline, and union issues.

#### **Fair Employment Programs**

Handles employee complaints of discrimination and harassment. The section conducts internal investigations and prepares position statements and resolutions for complaints filed with the Equal Employment Opportunity Commission (EEOC) and Florida Commission of Human Relations (FCHR). Staff prepares and monitors the annual Affirmative Action Plan. The section handles requests for accommodation under the Americans with Disability Act (ADA) and assists with Family and Medical Leave Act (FMLA) issues. They are also responsible for providing supervisory training on Equal Employment Opportunity (EEO)/ADA and sexual harassment law and issues.

#### **Recruitment & Selection**

Responsible for the recruitment, assessment, and processing of new and current employees for the departments of the Board of County Commissioners. Primary functions include: sourcing and processing candidates for open positions utilizing efficient HRIS technology; accurately evaluating applications and referring qualified candidates to departmental hiring authorities; developing, administering, and evaluating legally defensible examinations for a variety of job classes; responding to complaints/inquiries about the applicant selection process; extending job offers and conducting background checks on potential hires; and conducting new employee orientations regarding County rules, regulations, and conditions of employment.

#### **Training & Organizational Development**

Provides learning and development services that cultivate outstanding employee performance and organizational excellence. The core services include: planning, scheduling, and implementing year-round learning programs which are promoted through a yearly catalog; directing the Leadership Development Program; providing consulting and facilitation services to the County departments; providing customized training to County departments; providing career development services to County employees; maintaining the training histories of all County employees; maintaining the Training and Employee Development System which allows on-line program registration; tracking attendance at mandatory programs such as new supervisor training, telephone communication training, and designing and/or implementing new programs, and enhancements to current programs.

#### FY 13 Highlights & Accomplishments

- Assisted ISS with TimeServer replacement requirements in collaboration with Payroll and the subject matter expert payroll focus group. Completion is expected to take place in FY 2014. Worked collaboratively with ISS on Phase II of Time Entry Application (TEA) payroll enhancements by identifying programming requirements for pay policies. The goal is to move away from a manual payroll entry process to a more insightful payroll process.
- Successfully transferred all archived personnel records from microfilm to digital and moved all varieties of digitally stored personnel records to one consolidated format in preparation for moving towards a paperless records environment.
- Compensation and Records staff processed over 4,550 Personnel Action (PA's) forms, 735 New Employee Requisitions (NERs) with review of position descriptions and position controls, over 210 reclassification requests, 16 special salary increases, 81 lead worker forms, 622 Working in a Higher Classification (WHC) forms, 31 temporary promotion forms, 112 DROP enrollments, 86 DROP terminations, and over 500 verification of employment requests.
- Successfully completed a Florida Retirement System audit.
- Negotiated a new labor agreement with Communications Workers of America (CWA), American Federation of Labor and Congress of Industrial Organizations, Central Labor of Councils (AFL-CIO-CLC), Local 3181.
- Implemented a Countywide Family and Medical Leave Act (FMLA) tracking system. Updates to the system will continue and are expected to be completed in FY 2014.
- Recruitment and Selection (R&S) staff screened/rated approximately 22,600 applications for County employment and tracked over 735 NERs to fill BCC vacancies.
- For the first time in five years a New Recruit Hiring process for the Fire Rescue Department was implemented by the Testing Unit staff. The Testing Unit received and processed 1,268 Firefighter/EMT employment applications to fill 108 positions over three recruit classes using HRIS-enabled features, developed/designed by the R&S Manager, and audio/digital media.
- R&S staff undertook orientation and initial payroll processing for more than 360 new hires and the conversion of non-merit to merit positions.
- Awarded a Gold Medal from the Brandon Hall Excellence Awards Program in Talent Management Category under the Best Leadership Development Program. Ten employees graduated from the one-year Leadership Level I Program bringing the total of graduates to 62. The number of applicants for the Leadership Level I Program doubled from 32 to 64.
- Created a new pilot program offering department tours as learning programs in the 2013-2014 training catalog, Accelerate Your Success.
- Facilitated a focus group comprised of trade supervisors and managers to identify learning programs not currently offered by the County that would specifically address the challenges experienced by supervisors in the field.

- Due to an aging and unsupported timekeeping system (TimeServer) Human Resources (HR) has been tasked as subject matter experts to assist with the implementation of a replacement timekeeping system. The business requirements have been identified and programming is underway for the TimeServer Replacement module. Phase II of this initiative includes programming enhancements to identify programming requirements for pay policies. Preparations to assist the County with succession planning efforts to better prepare for the increased number of retirees exiting the workforce.
- The Supreme Court's repeal of the Defense of Marriage Act (DOMA) will impact the provision of certain benefits and may potentially expand protected classes. The EEOC has issued guidelines on the employment of ex-convicts and the trend is pushing toward making this category an additional protected class.
- Moving from classroom training to blended learning, which consists of a combination of classroom training and elearning, web-based training, social media based training, and informal learning. There has been a renewed interest in conducting performance appraisals. Comments made by BCC members as well as the Inspector General may have an impact on performance appraisal/performance management.

- 1. Identify methods by researching other counties and municipalities systems on virtual records and implement a plan to scan personnel files.
- 2. Increase training initiatives to payroll preparers, employees, supervisors, and managers related to the timekeeping system.
- 3. Complete final contract negotiations for the CWA bargaining unit.
- 4. Modify County Policy, as necessary, to address potential State legislative changes regarding Public Employee Collective Bargaining Units.
- 5. Maintain compliance with applicable Federal and State legislation and County ordinances.
- 6. Maintain a work environment free from discrimination and limit the County's liability by completing investigations for internal complaints within 90 days of receipt.
- 7. Create a mobile application function for the Online Application System to provide accessibility to smartphone and tablet users.
- 8. Reduce the number of days to produce a referral list to 17 days.
- 9. Reduce the average cost per employee trained to \$24 by identifying and recruiting additional in-house faculty. Utilize expert County employees as teachers at Training and Development courses.
- 10. Design and deliver a new Webinar to include the web-based training module and Equal Employment Opportunity (EEO) overview.

PERFORMANCE MEASUREMENTS	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obi</u>
Compensation and Records					-
Number of PAs processed	3,826	3,500	3,700	Output	
Percentage of PAs processed in effective pay period	100%	100%	100%	Efficiency	
Employee Relations					
Number of grievances filed	56	54	56	Demand	
Percentage of grievances processed within 60 days of receipt	92%	95%	96%	Efficiency	
Number of disciplinary actions reviewed per Employee Relations Specialist	66	71	71	Efficiency	
Fair Employment Programs (FEP)					
Number of internal FEP charges	50	50	60	Demand	
Percentage of investigations completed within 90 days/total number of investigations	77%/30	100%/30	100%/30	Efficiency	6
Recruitment and Selection					
Average days to generate a referral list	22.93	21.6	17	Efficiency	8
Number of employment applications	18,572	20,400	20,000	Demand	7
Training and Organizational Development					
Number of full time equivalents (FTEs) trained	1,715	1,715	1,650	Demand	
Average cost per employee trained	\$22.84	\$25.00	\$24.00	Cost	9
Average yearly rating of program effectiveness (1 to 5, with 5 being the highest)	4.8	4.8	4.8	Outcome	
Post-training survey (score out of 3)	2.5	2.6	2.6	Outcome	

								Change (FY 1	3-FY 14)
		F	Y 12 Actual	F	Y 13 Budget	FY	Y 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
<b>Charges for Services</b>		\$	120	\$	-	\$	-	\$ -	-
Other			1,991		14,500		14,500	-	-
	SubTotal	\$	2,111	\$	14,500	\$	14,500	\$ -	-
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	2,230,505	\$	2,459,438	\$	2,543,441	\$ 84,003	3%
<b>Operating Expenses</b>			133,786		381,788		277,766	(104,022)	(27%)
Capital Outlay			2,460		3,000		3,000	-	-
	SubTotal	\$	2,366,751	\$	2,844,226	\$	2,824,207	\$ (20,019)	(1%)
Ad Valorem Funding	-	\$	2,364,640	\$	2,829,726	\$	2,809,707	\$ (20,019)	(1%)
	Positions		32		32		32	-	

# **SIGNIFICANT CHANGES**

<u>Appropriations</u>
Operating Expenses - (\$103,500) reduction in budget to align with prior year actual expenditures and current fiscal trends.



# **INFORMATION SYSTEMS SERVICES**

Steve Bordelon, Director

301 North Olive Avenue, Suite 801.1 West Palm Beach, Florida 33401 Phone: 561-355-2823

Website Address: <a href="http://www.pbcgov.com/iss/">http://www.pbcgov.com/iss/</a>

#### MISSION STATEMENT

To build and optimize the County's information technology (IT) infrastructure as a secure, reliable and affordable resource for automating work processes, enabling management decision-making, and providing public access to County information and programs. Centralized oversight of technology resources will be established through enterprise policies, standards, strategic plans, and governance committees.

### **Department Overview**

Information Systems Services (ISS) provides a broad range of IT services including: installation and maintenance of the County's fiber optic network; technical support for computing platforms such as UNIX and Windows servers, desktop computers, laptops, tablet PCs, printers, and smart phones; developing custom software applications for County agencies; maintaining an inventory of more than 350 in-house software applications; the enterprise email system and numerous commercial vendor packages; Oracle database administration; enterprise Geographic Information Systems (GIS); installation and maintenance of all landline, cellular telephones, and related equipment including voice over IP; video conferencing; IT project management; 24x7 Help Desk; user training; enterprise software licensing; and document imaging and scanning. In addition, ISS is responsible for back-up and recovery, security, and IT Resource Management for the procurement of IT-related goods and services.

# **Application Services**

Responsible for developing, implementing, and maintaining business applications in close cooperation with County agencies; supporting vendor commercial software packages; serving as liaison to user agencies to communicate plans, coordinate service requests, and provide general consulting and project management services; implementing a vast array of Oracle, SQL, and FoxPro databases for development and production environments. Additionally, the System Administration function was implemented to oversee the operation and maintenance of department-specific applications.

#### **Computing Platforms**

Responsible for processing, storing, and protecting the County's vital information for its agencies and departments. Key responsibilities include desktop/server support; application database hosting; data storage and recovery; enterprise printing and scanning; and end user training. In addition, this division includes the Countywide GIS function.

#### **IT Operations**

This is a grouping of the remaining programs which do not have divisional status, including 24x7 Network Operations Center (NOC), Computer Operations, Production Control and Scanning, Quality Assurance and the Law Enforcement Exchange (LEX) data sharing system.

#### **Network Services**

Responsible for providing reliable, survivable, and cost effective voice, video, and data communications services. Key responsibilities include design, deployment, and maintenance of enterprise voice and data services; maintenance of a comprehensive security program to safeguard information; video conferencing and streaming; providing wireless access to the County's network and providing the public with remote access to e-government applications. The Division is also responsible for the maintenance and build-out of the County's fiber-optic network and overall management of telecommunications expenses.

# **Strategic Services and Finance**

The Strategic Services and Finance Division is responsible for administering technology procurement and contracts; budget preparation and monitoring; cost allocation plan development and billing; employee payroll and timekeeping; financial reporting; asset receiving and inventory tracking; IT security and audit coordination; and a variety of special projects. The Division's purpose is to efficiently administer these tasks in direct support of ISS service operations, our employees, and customer base.

#### FY 13 Highlights & Accomplishments

- Designed new enterprise data center to be located at 2633 Vista Center.
- Entered into four new interlocal agreements to provide information technology (IT) services to external agencies.
- Updated and expanded IT security policies to address new technologies and Federal Bureau of Investigation (FBI) and Criminal Justice Information Systems (CJIS) requirements.
- Enhanced the Property Appraiser's Public Access (PAPA) website for the Property Appraiser's Office by making it accessible by mobile devices (smartphones and tablets) and by multiple internet browsers (Internet Explorer, Safari, Chrome, etc).
- Implemented a Geographical Information System (GIS) based application to track program clients for Community Services.
- Developed and deployed the Bus Pass Tracker and Paid Lobbyist Registration applications.
- Finalized the implementation of the Enterprise Addressing System.
- Implemented a Damage Assessment Windows mobile application for Planning, Zoning & Building.
- Expanded Digital Inclusion area to exceed six square miles and 1,000 residences served.
- Implemented mobile versions of applications for Public Safety (post disaster information) and Parks & Recreation (entire website). Mobile applications improve the quality of the user experience when accessing these County departments via smartphones and tablets.
- Completed first phase requirements for TimeServer conversion project, which is the County's Enterprise timekeeping system that serves all Board of County Commissioners (BCC) departments.
- Consolidated Glades Utilities Authority billing and recordkeeping into the Water Utilities Department Customer Information System.

- Voice over Internet Protocol (VoIP)/ Unified Communication (UC) telephone systems are recognized in the industry as cost saving and productivity enhancement strategies. By leveraging the capabilities of the existing data network and eliminating duplicative, obsolete Private Bench Exchange (PBX) telephone systems, Palm Beach County will realize financial and operational benefits.
- Long-term challenges involve modernizing legacy systems through enhancing, renovating or replacing aged platforms and applications. The "Technical Refresh" process also provides the opportunity to improve business processes.
- Continued expansion of shared IT services provided by ISS to non-BCC agencies in the areas of network connectivity, application development, GIS mapping, document scanning, and data center space will place new demands on ISS for provision of network and computing resources.
- PBC has experienced a proliferation of small data centers to house IT equipment throughout the County, each requiring enhanced environmental, security, network, and power infrastructure. The consolidation of these facilities into one Enterprise location eliminates the risks and costs associated with multiple facilities.
- The continued growth of IT security threats which exploit vulnerabilities in the County's technical infrastructure require increased vigilance and new methods of defense.
- For Palm Beach County to continue to achieve efficiencies and effectiveness, greater focus is being directed on performance measures which track key operating information, including service levels, costs, and program outcomes.
- Managing the convergence of technologies, governance and collaboration associated with the public safety communications systems NG911, interoperable nationwide public safety broadband network, and the Law Enforcement Exchange (LEX) System will enhance the provision of efficient and economical Public Safety services through joint planning activities.

- 1. Implement countywide program for leasing multi-function devices (copiers) to streamline administration and reduce copier cost.
- 2. Activate new Enterprise Data Center to be located in renovated space at the Vista Center.
- 3. Based on research of grant opportunities and successful grant applications, complete one or more projects funded from grant dollars.
- 4. Complete technical refresh of seventeen identified applications in the following departments: Environmental Resources Management, Human Resources, Planning, Zoning & Building, Water Utilities, Community Services, Risk Management, Engineering, and Countywide Enterprise.
- 5. Provide project management services for implementation of Phase II of the NG-911 System.
- 6. Implement countywide SharePoint site for tracking and reporting departmental performance measures.
- 7. Implement improved security documentation and monitoring processes, and establish a Security Awareness and Training Program in support of the updated Information Security Policy.
- 8. Complete the 'Fiber to the Glades' project to extend the County's fiber optic network to the Belle Glade complex located at the intersection of State Road 80 and State Road 15.
- 9. Implement Phase I of Unified Communications System to modernize the County's phone system (from Private Branch Exchange (PBX) to Voice Over Internet Protocol (VoIP))
- 10. Update ISS Strategic Plan to set forth technology directions.

PERFORMANCE MEASUREMENTS	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type Obj
Administration	1 1 2012	1 1 2015	1 1 2014	<u>1990</u> <u>00</u>
Revenues generated from external sources	\$305,632	\$719,400	\$615,036	Efficiency
Applications Services				
Percentage of billable to non-billable time	61%	65%	70%	Efficiency
Number of applications supported	300	370	385	Demand
Computing Platforms				
Average volume of data backed up weekly	200 TB	250 TB	275 TB	Demand
Number of devices supported per technician	275	310	362	Demand
Department-wide				
Percentage of overall customer satisfaction rating	85%	90%	90%	Outcome
Percentage of service level agreements met	N/A	90%	90%	Outcome
Administrative to Direct Costs Overhead Factor	N/A	4.2%	4.8%	Efficiency
Network Services				
Number of devices connected to PBC Network	10,724	10,173	10,410	Demand
Percent change in leased circuit costs	(12.2%)	(10.0%)	(10.0%)	Outcome
Strategic Services and Finance				
Number of procurement documents processed	1,409	1,342	1,425	Demand

									Change (FY 13	3-FY 14)
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget		\$	<b>%</b>
Non Ad-Valorem Reve	<u>nues</u>									
<b>Charges for Services</b>		\$	8,444,624	\$	9,280,022	\$	9,190,890	\$	(89,132)	(1%)
Grants			176,222		-		-		-	-
	SubTotal	\$	8,620,846	\$	9,280,022	\$	9,190,890	\$	(89,132)	(1%)
Appropriations  Descriptions		Ф	17 406 602	Ф	20 (22 0(7	Ф	20.024.700	Ф	201 722	10/
Personal Services		\$	17,496,603	\$	20,633,067	\$	20,934,790	\$	301,723	1%
Operating Expenses			8,390,615		7,641,352		7,837,389		196,037	3%
Capital Outlay			16,276		15,550		17,150		1,600	10%
	SubTotal	\$	25,903,494	\$	28,289,969	\$	28,789,329	\$	499,360	2%
Ad Valorem Funding	-	\$	17,282,648	\$	19,009,947	\$	19,598,439	\$	588,492	3%
	Positions		183		216		212		(4)	(2%)

#### SIGNIFICANT CHANGES

#### **Non Ad-Valorem Revenues**

Charges for Services - Decrease in total department revenue is primarily due to the overall reduction in the Enterprise and Professional Service allocation to all County agencies. Charges are based on a Cost Allocation Plan which is prepared annually using projected expenditures and anticipated revenues.

# **Appropriations**

Positions (4)

Efficiencies (3): workload absorbed by existing staff

Transfer (1): System Administrator transferred to Parks and Recreation

Personal Services - (\$273,650) decrease due to elimination of one vacant Server Administrator position, one vacant System Administrator position, and one vacant Program Manager position resulting from the FY 2013 IT realignment, (\$65,448) decrease due to the transfer of one vacant System Administrator position to Parks and Recreations.

Operating Expenses - \$116,929 increase in contractual services for the renewal of annual maintenance requirements of software applications used by Network Administration. This is primarily due to the FY 2013 IT realignment from six general fund departments to ISS; \$103,110 increase primarily due to the required purchase of new licenses, mainly Microsoft Office, to bring the County current with the number of deployed licenses.



# **LEGISLATIVE AFFAIRS**

**Todd Bonlarron, Director** 

301 North Olive Avenue, Suite 1101 West Palm Beach, Florida 33401 Phone: 561-355-3451

Website Address: <a href="http://www.pbcgov.com/legislativeaffairs/">http://www.pbcgov.com/legislativeaffairs/</a>

#### MISSION STATEMENT

To assure the support of Palm Beach County's objectives before the Florida Legislature and the United States Congress and to provide coordination and assistance to the thirteen-member Legislative Delegation, League of Cities, and other local agencies and associations.

#### **Department Overview**

On federal issues, the Legislative Affairs Office routinely meets with congressional offices and federal agencies regarding County issues and actively works with the National Association of Counties to support and develop federal legislative priorities. Other services of the Legislative Affairs Office include coordinating the activities of contract lobbyists, providing grant writing assistance to County departments, the scheduling of periodic meetings with the Legislative Delegation and other outside agencies, and coordination of Palm Beach County's Lobbyist Registration Program.

### **Department Overview**

The Legislative Affairs Office is responsible for the preparation of the Federal and State Legislative Program for consideration by the Board of County Commissioners (BCC) and advocating those priorities before the Executive Branch of United States government, United States Congress, the Executive Branch of the State of Florida, and the Florida Legislature. The Legislative Affairs Office assists the Legislative Delegation of Palm Beach County with matters such as guiding local bills through the legislative process and monitoring the status of proposed bills. Advocacy in Tallahassee for legislation includes meetings with Legislators and staff, coordination of Palm Beach County Day activities, and testimony before legislative committees. The Legislative Affairs Office coordinates with the Florida Association of Counties and is active in the development of their statewide legislative agenda.

#### FY 13 Highlights & Accomplishments

- Lobbied for funding for various County projects and was successful in achieving over \$1.65 billion in state appropriations for education, transportation, environmental, economic development, and other related projects. In addition, worked with other partners to secure approximately an additional \$400 million for projects of statewide significance, including libraries, Everglades restoration, transportation, criminal justice, and homelessness housing grants.
- Assisted in the successful passage of more than 22 pieces of legislation directly related to the County's top state legislative priorities, including an elections bill expanding early voting locations, a Medicaid cost share bill, and a Criminal Justice Commission priority.
- Secured \$4 million for levee repair in the Acreage to alleviate flooding issues, over \$5 million for County beach projects, and \$1 million for road repairs in Belle Glade.
- Successful Federal accomplishments include: lobbied for a delay in the implementation of FEMA flood maps, which allowed additional time to incorporate data into the new maps; helped resolve the dispute over numeric nutrient criteria; worked with County staff in securing millions of dollars in federal grants, including Ryan White AIDS funding; and lobbied for legislation to strengthen and reauthorize the Violence Against Women Act. The new law will provide resources for thousands of victims of domestic violence and sexual assault and will better equip law enforcement officials to be proactive towards violence.
- Hosted tours specifically for the members of the State, House, and Senate and their staff, as well as members and staff for the local Congressional offices at the following locations: Palm Beach County Fire Rescue, Palm Beach County Juvenile Detention Center, Jupiter Carlin Beach, Senator Philip Lewis Homeless Resource Center, Mounts Botanical Gardens, and Palm Beach County 15th Judicial Circuit, including a tour of the Glades with the Governor.
- Coordinated with local organizations, neighborhood associations and not-for-profits in developing legislative strategies for their priorities including various Health and Human Service Agencies, the League of Cities, Economic Council, and the Coalition of Boynton West Residential Associations (COBWRA).

- Monitoring the Farm Bill Reauthorization, New Market Tax Credit Grant applications, Water Resource Development
  Act (WRDA), and the Marketplace Fairness Act. All issues are included in the County's Federal Legislative Program.
  The Farm Bill includes provisions that could benefit the Wetlands Reserve Program; the County currently has a
  pending grant application for the New Market Tax Credit; amendments are pending to WRDA that will assist with
  Everglades Restoration and maintenance of the County's sand transfer plant, and passage of the Marketplace Fairness
  Act is required to collect online sales taxes.
- Monitor federal tax discussions and their effect on funding allocations for County revenue sources, such as Community Development Block Grant (CDBG) and oppose efforts to remove the tax-exempt status for municipal bonds.
- Medicaid will continue to be an issue in terms of local-state cost share and how it will affect future revenue sharing for Palm Beach County.
- Continue to develop the County's grant program in light of an increase in the need to apply for federal grants in lieu of Congressional earmarks. As the Federal Government continues to wrestle with budget and debt ceiling issues, more emphasis will be required at the agency level since dollars will be allocated there and not through congressional appropriation.
- Develop voter educational materials for discussion of state constitutional amendments and other ballot questions. It is anticipated that several new amendments will be included on the ballot in 2014. Legislative Affairs has been called upon in past election years to provide an analysis of these issues for voter education programming in our library system and throughout the County.

- 1. Prepare and advocate for the FY 2014 State and Federal Legislative Program and coordinate meetings between county, state, and federal officials.
- 2. Increase local outreach between County and local legislative delegation members and staff.
- 3. Provide weekly legislative updates during session and committee weeks and periodic updates throughout the remainder of the year.
- 4. Liaison between the Florida Association of Counties, National Association of Counties, and other County/Legislative related organizations.
- 5. Facilitate outside grant consulting.
- 6. Service 92% of customer information requests within 24 hours.
- 7. Conduct eleven public hearings, delegation meetings, and workshops.
- 8. Participate in 300 meetings with legislators, media interest groups, agencies, and constituents.
- 9. Write two competitive grant solicitations.
- 10. Implement Legislative Intern Program.
- 11. Facilitate opportunities to provide public service television programs with members of the local, state, and federal legislative delegations.

PERFORMANCE MEASUREMENTS	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Number of customer information requests	1,250	1,200	1,300	Demand	
Competitive grant solicitations	N/A	1	2	Input	9
Number of public television programs produced	N/A	16	16	Output	11
Percentage of customer information requests responded to within 24 hours	90%	90%	92%	Efficiency	6
Number of public hearings, delegation meetings, workshops	10	11	11	Output	7
Number of Meetings with Legislators, media, interest groups, agencies, and constituents	280	275	300	Output	8
Number of state legislative priorities	44	59	50	Output	
Number of successful state legislative priorities	12	20	14	Outcome	
Legislative updates per year - weekly during session and committee weeks and periodically during the remaining year	N/A	22	22	Output	

								Change (FY 13	<b>3-FY 14</b> )
		FY	12 Actual	FY	13 Budget	FY	7 14 Budget	\$	<b>%</b>
Non Ad-Valorem Reve	nues								
<b>Licenses &amp; Permits</b>		\$	13,300	\$	-	\$	-	\$ -	-
	SubTotal	\$	13,300	\$	-	\$	-	\$ -	-
<b>Appropriations</b>	<del>-</del>								
<b>Personal Services</b>		\$	296,490	\$	300,348	\$	310,868	\$ 10,520	4%
<b>Operating Expenses</b>			139,045		194,599		194,571	(28)	-
	SubTotal	\$	435,535	\$	494,947	\$	505,439	\$ 10,492	2%
Ad Valorem Funding	-	\$	422,235	\$	494,947	\$	505,439	\$ 10,492	2%
	Positions		3		3		3		



# MEDICAL EXAMINER

Michael D. Bell, M.D., Medical Examiner

3126 Gun Club Road West Palm Beach, Florida 33406 Phone: 561-688-4575

Website Address: <a href="http://www.pbcgov.com/medicalexaminer/">http://www.pbcgov.com/medicalexaminer/</a>

#### MISSION STATEMENT

To provide services to all citizens within Palm Beach County by providing professional, compassionate, and efficient Medicolegal Death Investigation, Gross Examination, Toxicology, and Microscopic examinations to determine the cause and manner of death.

# **Department Overview**

The Medical Examiner's Office conducts medicolegal death investigations and autopsies to determine the cause and manner of all deaths which fall under the guidelines of Chapter 406 of the Florida Statutes and Florida Administrative Code 11G. This includes providing twenty-four hour forensic investigative support to all Local, County, State, and Federal Law Enforcement Agencies. The Medical Examiner's Office provides cremation request reviews and investigations for all funeral homes, and provides death causation factors along with statistical data to all requesting agencies. Additionally, the Medical Examiner's Office provides support to law enforcement agencies in the presentation of forensic evidence to the court system and will provide testimony in judicial proceedings. The Medical Examiner's Office will respond to any man-made or natural disaster that may occur in Palm Beach County, or other counties within the State of Florida as requested under mutual aid agreements.

### FY 13 Highlights & Accomplishments

- Positively identified 13 previously unknown decedents, the oldest unidentified case was 30 years old.
- Worked with the trauma agencies analyzing medical intervention and trauma deaths in an effort to improve medical services.
- Installed overhead camera and monitor to improve teaching during postmortem examinations.
- Participated in a multicounty conference highlighting childhood drowning and unsafe sleep practices, partnered with the Department of Children and Families.
- Provided an overview of the Medical Examiner's role in mass fatality operations to multiagency fire rescue personnel.

- The hardware and software for dental digital imaging required for identifying unknown decedents is outdated and must be replaced.
- Recent changes to Florida statutes and practice guidelines that apply to the Medical Examiner requires updating department forms and procedures.
- Examine the feasibility of cornea and tissue procurement on site, thus increasing the number of available cornea and tissue grafts.
- Expand participation in a nationwide neuropathological research endeavor involving sudden infant death syndrome.

- 1. Provide completed and signed professional reports within 90 days.
- 2. Provide professional postmortem examinations within 12 hours of receipt.
- 3. Facilitate the life-saving or life-enhancing procurement of organs, tissue, and corneas.
- 4. Increase and improve professional education and training to staff and appropriate outside agencies.
- 5. Participate in a collaborative study of sudden unexpected infant deaths (SUID).
- 6. Participate in the surveillance of new designer drugs with the Florida Department of Law Enforcement.
- 7. Assist the United States Department of Justice in the prosecution of physicians running "pill mills."

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Total number of cremation approval reviews	6,541	6,600	6,700	Outcome	
Total number of Medical Examiner cases	1,281	1,300	1,325	Output	
Total number of cases reviewed and jurisdiction declined	856	900	950	Outcome	
Number of professional reports	1,123	1,280	1,300	Output	1
Percentage of professional reports completed and signed within 90 days	96%	100%	100%	Efficiency	1
Turnaround time for postmortem examination (hrs)	14	12	12	Efficiency	2
Total number of cases involving organ, tissue or cornea donations	75	85	90	Outcome	3
Total number of educational and training classes provided by the Medical Examiner	100	120	140	Outcome	4
Percentage of investigators with medicolegal death investigation board certification	67%	83%	100%	Outcome	4
Average evaluation grade for the Medical Examiner educational and training classes; 5 (lowest) to 25 (highest)	24	25	25	Outcome	4

								Change (FY 13	<b>3-FY 14</b> )
		F	Y 12 Actual	FY	7 13 Budget	FY	7 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
<b>Charges for Services</b>		\$	332,610	\$	315,000	\$	325,000	\$ 10,000	3%
Grants			5,000		-		-	-	-
Other			101		-		-	-	-
	SubTotal	\$	337,711	\$	315,000	\$	325,000	\$ 10,000	3%
<b>Appropriations</b>	<del>-</del>								
<b>Personal Services</b>		\$	2,022,182	\$	2,014,539	\$	2,105,618	\$ 91,079	5%
<b>Operating Expenses</b>			449,723		437,489		489,213	51,724	12%
Capital Outlay			9,264		-		-	-	-
	SubTotal	\$	2,481,169	\$	2,452,028	\$	2,594,831	\$ 142,803	6%
Ad Valorem Funding	- -	\$	2,143,458	\$	2,137,028	\$	2,269,831	\$ 132,803	6%
	Positions		19		19		19	-	

# **SIGNIFICANT CHANGES**

# **Appropriations**

Operating Expenses - \$50,000 additional funding needed for forensic and histology testing due to the rise in autopsy cases and drug related deaths.

# **METROPOLITAN PLANNING ORGANIZATION**

Nick Uhren, P.E., Executive Director

2300 North Jog Road, 4<sup>th</sup> Floor West Palm Beach, Florida 33411 Phone: 561-684-4170

Website Address: <a href="http://www.PalmBeachMPO.org/">http://www.PalmBeachMPO.org/</a>

#### MISSION STATEMENT

To perform continuing, comprehensive, and coordinated transportation planning required under federal, state, and local regulations.

#### **Human Services Transportation Planning**

The Metropolitan Planning Organization coordinates with Palm Tran Connection to serve Palm Beach County's disadvantaged population. The client base is composed primarily of those persons who, because of physical or mental disability, income status, age, handicap, high risk, or at-risk children, are unable to transport themselves or purchase transportation. Services entail the transportation of disadvantaged persons to health care, employment, education, shopping, social activities, and other life sustaining activities.

# **Department Overview**

The Palm Beach MPO was created in 1978 to provide a cooperative, comprehensive, and continuing transportation planning and decision-making process. The process encompasses all modes and covers both short-range and long-range transportation planning. The MPO Board is composed of five County Commissioners, 13 elected officials from 11 cities and one elected official from the Port of Palm Beach. The Board prioritizes short range (5-year) transportation investments totaling over \$1 billion for an urbanized area comprised of 1.3 million people within 38 municipalities and the unincorporated county. The Board also adopts a Long Range Transportation Plan (25-year) based on regional needs identified through the process for forecasting travel demand, evaluating system alternatives, and selecting those options which best meet the mobility needs of the county considering financial, environmental, and social constraints. As part of the Miami Urbanized Area, the MPO closely coordinates its activities with Martin, Broward, and Miami-Dade Counties.

# FY 13 Highlights & Accomplishments

- Completed annual update of Congestion Management Plan.
- Completed Public Information Plan.
- Completed Regional Greenway Plan.
- Updated web-based Bicycle Routing Program for Palm Beach County and created a Smart Phone application.
- Completed review and ranking of Federal 5310 program funding requests from Human Services Agencies.
- Completed annual review of the Community Transportation Coordinator.
- Continued working with a consultant on update of Long Range Transportation Plan.
- Continued working with a consultant, Broward MPO, and Miami-Dade MPO on a Regional Long Range Transportation Plan.

- Updating the Long Range Transportation Plan to 2040.
- Updating the Regional Long Range Transportation Plan to 2040.
- Evaluating proposed passenger rail services and stations along the Florida East Coast (FEC) rail corridor through Palm Beach County.
- Working with Broward MPO and Miami-Dade MPO to conduct a Regional Freight Study.
- Establishing a scoring system for transportation projects submitted for inclusion in the Long Range Transportation Plan and for funding in the five-year Transportation Improvement Program.
- Incorporating requirements of Moving Ahead for Progress in the 21st Century (MAP-21), the new federal transportation act.

- 1. Continue to prioritize, fund, and implement community-endorsed transportation investments as approved by the MPO Board in the Transportation Improvement Program (TIP).
- 2. Continue 2040 Transportation Plan Update at regional and Countywide levels.
- 3. Incorporate recommendations of County Bicycle Master Plan and Regional Greenways Plan into 2040 Transportation Plan.
- 4. Participate in Regional Freight Study with FDOT, Miami-Dade MPO and Broward MPO, and incorporate recommendations into 2040 Transportation Plan.
- 5. Assist the County and FDOT in preparing updates to a regional Human Services Transportation Coordinated Plan.
- 6. Oversee Palm Tran Connection's transportation disadvantaged services' revenues and expenditures for preparation of annual reports as required by the Commission for the Transportation Disadvantaged.
- 7. Work with Department of Economic Sustainability on a Housing and Urban Development grant for a Glade's Regional Master Plan.

PERFORMANCE MEASUREMENTS	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	Obj
<b>Human Services Transportation Planning</b>					
Number of annual documents	4	4	4	Output	
Percentage of annual documents submitted on time	100%	100%	100%	Outcome	6
Number of coordination meetings	4	4	4	Output	
Transportation Planning					
Required reports (TIP, UPWP, CMP)	3	3	3	Output	
Number of newsletters issued	4	4	4	Output	
Number of website hits	60,000	63,000	65,000	Demand	
Number of meetings (MPO, TAC, CAC, BGPAC)	35	35	35	Output	

TIP - Transportation Improvement Plan

CMP - Congestion Management Process

TAC - Technical Advisory Committee

CAC - Citizens Advisory Committee

BGPAC - Bicycle, Pedestrian, and Greenways Advisory

Committee

FDOT - Florida Department of Transportation

UPWP - Unified Planning Work Program

						<b>Change (FY 13-FY 14)</b>			
		F	Y 12 Actual	F	Y 13 Budget	FY	7 14 Budget	\$	%
Non Ad-Valorem Reve	nues								
Grants		\$	1,822,523	\$	3,161,696	\$	3,736,048	\$ 574,352	18%
Other			2,212		-		-	-	-
Fund Balance			(29,507)		160,463		454,196	293,733	183%
	SubTotal	\$	1,795,228	\$	3,322,159	\$	4,190,244	\$ 868,085	26%
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	820,562	\$	930,871	\$	879,960	\$ (50,911)	(5%)
<b>Operating Expenses</b>			501,856		2,299,281		2,992,138	692,857	30%
Capital Outlay			-		3,400		6,000	2,600	76%
<b>Grants and Aids</b>			162,762		-		-	-	-
Transfers			98,898		43,750		48,125	4,375	10%
Reserves			-		160,463		454,196	293,733	183%
	SubTotal	\$	1,584,078	\$	3,437,765	\$	4,380,419	\$ 942,654	27%
Ad Valorem Funding	-	\$	39,941	\$	115,606	\$	190,175	\$ 74,569	65%
	Positions		10		10		10	-	

#### SIGNIFICANT CHANGES

# Non Ad-Valorem Revenues

Grants - \$671,128 increase due to Federal Transit Authority (FTA) Section 5303 grant award, which also results in increased operating expenses.

Fund Balance - \$208,106 increase due to lower estimated spending of grant dollars, which also results in an increased reserve balance.

# **Appropriations**

Personal Services - (\$87,771) decrease due to FY 2013 budget including Director payout upon retirement.

### OFFICE OF FINANCIAL MANAGEMENT & BUDGET

Liz Bloeser, Director

301 North Olive Avenue, 7<sup>th</sup> Floor West Palm Beach, Florida 33401 Phone: 561-355-2580

Website Address: <a href="http://www.pbcgov.com/ofmb/">http://www.pbcgov.com/ofmb/</a>

#### MISSION STATEMENT

To maintain the sound financial condition of the Palm Beach County government by providing management with timely and accurate decision-making information regarding policy and operating issues; advising the Board of County Commissioners and the County Administrator on the availability and allocation of fiscal resources; monitoring and reporting budget and operational performance; establishing financial policies and procedures to govern operating practices; and providing centralized control over County assets, records, and contractual obligations.

#### **Budget Division**

Prepares and administers the County's annual budget in accordance with Florida Statutes and policies of the Board of County Commissioners, and fulfills an oversight role on behalf of County Administration and the Board of County Commissioners. Provides general guidance and assistance to County departments, members of the public, media representatives, and other government agencies. Primary services include preparing the County's annual operating and capital budgets; analyzing and processing changes to the adopted budget; planning for future operating and capital requirements; reporting financial trends and issues, major project status, and departmental performance measurement data; reviewing and commenting on the fiscal impact of Board agenda items; and providing financial expertise, assistance, and information to the Board, Administration, departments, citizens, and media representatives.

#### **Contract Development & Control**

The Contract Development and Control Division serves as the clearing house for coordinating all formal contracts and related documents to ensure compliance with Board policies, as well as, State Records Management requirements. To carry out its mandate, the Division facilitates the initiation, completion, and approval process of contract related items through the review of contracts, agenda items, Request for Proposals (RFP), bid documents and Change Orders (CO), Work Orders, Consultant Service Authorizations (CSA), surety bonds, and letters of credit. A database is maintained for tracking, updating, and monitoring all contracts and related items approved by the Board. Reports are provided in relation to change activity for approved contracts. The Division is represented or serves as Chair for many Countywide Committees. Services include Records Management Compliance for the Board as required by Florida Statutes.

#### **Financial Management**

The Financial Management Division includes Debt Management, Fixed Asset Management (FAMO), the Impact Fee Program, and the Revenue Collection Program. Primary services include debt management and planning for future financing needs, recording acquisitions and disposals of County owned property, conducting periodic inventories and reconciliations of fixed assets, managing the surplus asset disposal program and the Thrift Store, ensuring the accurate calculation of impact fees, reviewing impact fee refund requests and conducting impact fee compliance reviews of municipalities, financial analysis support for Department of Economic Sustainability (DES) HUD loan program and selected Purchasing RFPs, maximizing the collection of monies due to the County, and developing related countywide financial policies and procedures.

#### FY 13 Highlights & Accomplishments

- Revised and updated numerous Countywide Policies and Procedures pertaining to contracting procedures and records management.
- Provided training to County employees in relation to Contracting and Records Management, including custom tailored training for the benefit of specific County departments and agencies.
- Review of Payment and Performance Bonds and Letters of Credit for County departments.
- Reviewed County department contract documents for compliance with changes and additions to language and provisions mandated by the State of Florida.
- Refunded \$72.4M of Water & Sewer Bonds for a net present value savings of just over \$6 million.
- Awarded new delinquent debt collections contract.
- Continued focus on Public Service Tax Revenue resulted in an audit finding of \$228,372.
- Completed 18 financial reviews for other County departments including DES and Purchasing.
- Continued the scheduled annual review of countywide PPMs including Debt Management, Private Activity Bonds, and Fixed Assets.
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA).
- Maintained the County's AAA GO Bond rating despite the economic recession and tight budget constraints.
- Assisted Planning, Zoning & Building in placing their Nuisance Abatement Assessments on the annual property tax bill.
- Generated \$2.6 million in total proceeds from surplus asset, lost or abandoned property, and unclaimed evidence sales.
- Implemented agreed upon procedures with the Department of Airports for the disposition of lost and found items originating at the Palm Beach International Airport.
- Established a process to expeditiously address Florida Turnpike Toll Violations involving County vehicles, a responsibility which was transferred to the Fixed Assets Management Office from the Risk Management Department.
- The FY 2012 Biennial update of Impact Fees was approved by the Board of County Commissioners on March 12, 2013.
- Completed three compliance reviews (Palm Springs, Riviera Beach, and Wellington) of municipal assessment and collections of Impact Fees.

#### **FY 14 Emerging Issues**

- Reviewing documents that change existing contracts/agreements to ensure compliance with contract terms and conditions, and established policies and procedures. Additionally, contract documents must contain changes mandated by the State and Federal Governments.
- Providing guidance to departments for substantive inconsistencies in agenda items.
- Meeting with various departments to provide guidance in developing internal standardized contracts.
- Maintaining a tracking system for Records Management, including department/division liaisons for Records Management responsibilities.
- Ensuring adequate reserves and fund balances to maintain the County's high quality bond ratings is essential to afford priority access to the bond markets.

#### **FY 2014 OBJECTIVES**

- 1. Continue to convert manual processes to more efficient automated processes using the staff's expertise in various software applications.
- 2. Continue to enhance the County's budget website (internal and external) to be more informative, transparent, and user friendly.
- 3. Coordinate with the Clerk and Comptroller's Financial Reporting Division to ensure compliance with Statements issued by the Governmental Accounting Standards Board (GASB).
- 4. Receive Truth in Millage (TRIM) Certification as required by Florida Statutes.
- 5. Continue implementation, in conjunction with Information System Services (ISS), of phase two of a project to improve the process for selecting and tracking performance data using Microsoft SharePoint.
- 6. Conduct performance reviews of operating departments as needed to evaluate contract procedures, to verify compliance with Countywide PPMs, and recommend improvements. Provide training when necessary.
- 7. Maintain a tracking system for records management, including the development of departmental/division liaisons for records management responsibilities, and provide training.
- 8. Review bonds, letters of credit, and change documents to contracts ensuring compliance with established policies and procedures.
- 9. Provide guidance to departments in relation to Board of County Commissioners agenda items.
- 10. Update post issuance procedures to ensure bond covenant compliance.
- 11. Update private activity monitoring procedures on facilities purchased with tax exempt debt and implement a review schedule.
- 12. Track and monitor debt metrics stated in Financial Policies.
- 13. Conduct three municipal impact fee reviews following a rotation schedule to insure compliance with applicable laws and County policy.
- 14. Continue proactive collection efforts to recover Public Service Taxes, County liens, delinquent debts, and judgments by closely monitoring monthly collection reports.
- 15. Continue to expand and improve the online bidding process.

PERFORMANCE MEASUREMENTS Budget Division	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Budget Office Staff per \$1 billion of total expenditures	3.31	3.31	3.30	Efficiency	
Department budgets reviewed per analyst	7.17	7.17	7.17	Efficiency	
State Approval of TRIM material	Approved	Approved	Approved	Outcome	
Receipt of GFOA's Distinguished Budget Presentation Award	Proficient	Proficient	Proficient	Outcome	
Contracts Division					
Records Destruction requests reviewed & processed	140	130	120	Output	7
Contract related agenda items reviewed requiring corrective action	1,536	1,500	1,500	Outcome	9
Change Orders, Consultant Service Authorizations, Job Order Contracts, Annual Work Orders and Amendments reviewed & processed	1,457	1,300	1,300	Output	8
Financial Management Division					
Overall outstanding debt per capita (policy less than \$1,200)	\$967	\$900	\$813	Outcome	12
Non Ad-Valorem Revenue Bond DS coverage	3.60	3.44	3.45	Outcome	12
Impact Fee compliance review of municipalities	2	3	3	Output	13
Value of redistributed surplus assets	\$106,922	\$100,000	\$100,000	Outcome	15
Dollars collected by external efforts	\$634,583	\$625,563	\$644,330	Outcome	14

#### **DEPARTMENT FINANCIAL SUMMARY**

								Change (FY 1.	3-FY 14)
		F	Y 12 Actual	FY	Y 13 Budget	FY	Y 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
<b>Charges for Services</b>		\$	210,874	\$	65,676	\$	206,457	\$ 140,781	214%
Other			170,109		150,000		180,000	30,000	20%
	SubTotal	\$	380,983	\$	215,676	\$	386,457	\$ 170,781	79%
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	2,677,601	\$	2,762,834	\$	2,842,511	\$ 79,677	3%
<b>Operating Expenses</b>			198,420		308,402		340,560	32,158	10%
Capital Outlay			8,006		-		-	-	-
	SubTotal	\$	2,884,027	\$	3,071,236	\$	3,183,071	\$ 111,835	4%
Ad Valorem Funding	<u>-</u>	\$	2,503,044	\$	2,855,560	\$	2,796,614	\$ (58,946)	(2%)
	Positions		32		31		31	-	

#### SIGNIFICANT CHANGES

Non Ad-Valorem Revenues
Charges for Services - \$140,781 impact fee revenue increase due to Board of County Commission approved rates based on the biennial impact fee rate study in FY 2013.

### $\underline{\mathbf{Appropriations}}$

Operating Expense - \$35,000 increase due to additional funding needed for the biennial impact fee study required under Article 13.A.5.F of the Unified Land Development Code (ULDC).



# **PALM TRAN**

**Chuck Cohen, Director** 

3201 Electronics Way West Palm Beach, Florida 33407 Phone: 561-841-4200

Website Address: <a href="http://www.pbcgov.com/palmtran/">http://www.pbcgov.com/palmtran/</a>

#### MISSION STATEMENT

To provide the citizens of Palm Beach County with a safe, convenient, and affordable mode of transportation.

#### **Palm Tran Connection**

Palm Tran Connection is responsible for Palm Tran's paratransit programs and services for seniors and individuals with disabilities. Several federal and state programs require paratransit services, including Americans with Disabilities Act (ADA) Complementary Paratransit Services; Chapter 427, Florida Statues which mandates transportation for individuals defined as "Transportation Disadvantaged" (TD); and the Division of Senior Services (DOSS) program established by the Older American's Act. All on-the-street transportation services are provided by private contractors. Palm Tran Connection staff is responsible for all administrative functions of the program, including contract management, eligibility certification, booking reservations, scheduling of service, and customer service monitoring.

#### **Palm Tran Fixed Route**

The fixed route bus system provides daily scheduled service throughout Palm Beach County. The Fixed Route division has a fleet of 148 buses, operating from facilities in West Palm Beach, Delray Beach, and Belle Glade. At peak times, 124 buses are running servicing 33 fixed routes.

#### FY 13 Highlights & Accomplishments

- CONNECTION implemented contractual and trip scheduling changes that resulted in increased savings.
- CONNECTION contractor implemented an Automatic Vehicle Location (AVL) system, which helped improve ontime performance.
- CONNECTION reduced hold time for incoming customer calls.
- Fixed Route and CONNECTION provided outreach and transit education to 37 agencies and individuals.
- Fixed Route and CONNECTION performed 33 bus pass agency audits.
- Fixed Route and CONNECTION implemented phase 1 of the TD Bus Pass Database, which provides on-line eligibility, tracking, reporting, and auditing capabilities.
- Fixed Route worked with County Engineering and the Florida Department of Transportation (FDOT) to complete the Lakeside Hospital shelter and crosswalk with ADA improvements to better serve Belle Glade clients on State Road 80.
- Fixed Route opened a new Park & Ride at Palms West Hospital to service western area commuters.
- Fixed Route purchased seventeen buses, ten for replacement and seven for expansion.
- Fixed Route implemented "BOLT", a limited stop, express service on Route 1, providing riders with faster service.
- Fixed Route improved three routes by extending service hours and adding a bus on Route 2.

#### **FY 14 Emerging Issues**

- Maintaining current ridership levels after implementation of approved fare increase.
- Extension of the service area on Route 73 to provide service to the newly constructed Bethesda Hospital.
- Obtain Job Access and Reverse Commute (JARC) grant funding to extend service hours and/or increase frequency on six routes due to overcrowding issues.
- CONNECTION will be moving into a County-owned facility to reduce safety concerns and provide better access to customers, which will also eliminate monthly lease costs.
- Purchasing of available land plots adjacent to existing fixed route properties is needed to accommodate future expansion.
- Obtain grant funding for the implementation of new hardware and software to support the Fixed Route Regional Fare Interoperability pilot project to allow passengers to transfer to other modes of transportation in nearby counties.

#### **FY 2014 OBJECTIVES**

- 1. Increase outreach presentations and travel training trips by 30 per year from 145 to 175.
- 2. Use on time performance data from the Automatic Vehicle Location (AVL) system to improve schedules and accommodate ridership growth.
- 3. Maintain the number of average daily maintenance road calls at 5.2.
- 4. Provide 820,000 paratransit trips.
- 5. Attain service efficiency of 1.98 riders per weekday revenue hour for CONNECTION.
- 6. Complete implementation of the Interactive Voice Response (IVR) system for reservation calls.
- 7. Increase efficiency by adding nine hybrid replacement diesel buses.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Capital Expansion					
Number of buses purchased for replacement and/or expansion to the fixed route fleet	29	17	9	Input	7
Percentage of hybrid buses in fleet	17%	18%	23%	Efficiency	
CONNECTION				Efficiency	
Number of passengers (ridership)	861,262	895,402	820,000	Demand	4
Number of weekday passengers (ridership) per revenue hour	1.85	1.98	1.98	Efficiency	5
Average cost per passenger trip	\$27.25	\$24.90	\$25.62	Cost	
Number of customer service calls received	431,913	444,870	445,000	Demand	6
Fixed Route					
Number of passengers (ridership)	11,579,000	12,063,694	12,000,000	Demand	
Number of weekday passengers (ridership) per revenue hour	28.49	29.74	27.67	Efficiency	
Average cost per passenger trip	\$4.08	\$3.98	\$4.06	Cost	
Average miles per gallon of fuel	4.16	4.06	4.06	Efficiency	
Average daily maintenance road calls	5.2	5.2	5.2	Efficiency	3

#### DEPARTMENT FINANCIAL SUMMARY

								Change (FY 1	3-FY 14)
	_	F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
<b>Charges for Services</b>		\$	11,915,931	\$	11,471,311	\$	15,077,289	\$ 3,605,978	31%
Gas Taxes			32,039,991		32,176,500		32,264,000	87,500	-
Grants			34,523,348		46,727,594		47,727,672	1,000,078	2%
<b>Licenses &amp; Permits</b>			30,548		36,612		36,612	-	-
Other			1,366,753		(740,780)		(1,212,061)	(471,281)	64%
<b>Interfund Transfers</b>			132,443		43,750		48,125	4,375	10%
<b>Fund Balance</b>			(3,672,333)		769,993		698,273	(71,720)	(9%)
	SubTotal	\$	76,336,681	\$	90,484,980	\$	94,639,910	\$ 4,154,930	5%
<b>Appropriations</b>	_								
Personal Services		\$	41,941,801	\$	41,596,503	\$	41,660,158	\$ 63,655	-
<b>Operating Expenses</b>			36,741,161		43,557,161		45,497,564	1,940,403	4%
Capital Outlay			14,737,106		22,982,923		26,971,759	3,988,836	17%
<b>Grants and Aids</b>			395,074		188,156		22,006	(166,150)	(88%)
Transfers			63,426		63,426		63,426	-	-
Reserves			-		393,379		367,156	(26,223)	(7%)
	SubTotal	\$	93,878,568	\$	108,781,548	\$	114,582,069	\$ 5,800,521	5%
Ad Valorem Funding	-	\$	16,288,125	\$	18,296,568	\$	19,942,159	\$ 1,645,591	9%
	Positions		558		558		579	 21	4%

#### SIGNIFICANT CHANGES

#### Non Ad-Valorem Revenues

Charges for Services - Additional revenue of \$2,472,917 from the fare increase.

Grants - \$3,883,348 increase is the net effect of the Federal Transit Administration (FTA) 5307 grants, which includes the current year 5307 grant, offset by the spending down of prior year grant awards; \$2,303,002 decrease due to HOV grant expiring; \$800,000 decrease due to FTA 5309 grant funding not materializing.

#### **Appropriations**

Positions 21 - Service expansion, fare increase, and other additional positions

Service expansion 15: 10 Bus Operators, 1 Supervisor, 2 Mechanics and 2 Utility Workers. Fare Increase 2: Financial Analyst I and Fiscal Specialist I. Other 1: Added a Desktop Administrator Associate to reduce overtime within the Information Technology Division. Mid Year 3: 2 Reservation Specialists and 1 Scheduling Coordinator were added during FY13.

Personal Services - \$1,012,523 increase due to the addition of 21 positions, offset by \$1,742,934 decrease due to an expiring grant.

Operating Expenses - Includes a \$3,117,686 increase due to change in Metro Mobility Contract approved during FY13, offset by decreases due to spending down of grants.

Capital - \$4,873,905 increase is the net effect of the FTA 5307 grants, which includes the current year 5307 grant, offset by the spending down of prior year grant awards.

# PARKS AND RECREATION

**Eric Call, Director** 

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Website Address: <a href="http://www.pbcgov.com/parks/">http://www.pbcgov.com/parks/</a>

#### MISSION STATEMENT

To create opportunities for healthy, happy living.

#### **Department Overview**

The Parks and Recreation Department serves residents countywide through 104 regional, district, community, beach, and neighborhood parks encompassing 8,569 acres. Services include public safety, grounds maintenance, recreation programs and a vast array of specialized facilities that include aquatic centers, community centers, nature centers, championship golf courses, fishing piers, equestrian centers, amphitheaters, athletic fields and courts, boating facilities, beaches, and historical and cultural museums. Development and renovation of new and existing parks and recreational facilities to meet the needs of residents and visitors occurs through the Department's Capital Program, which is primarily funded from impact fees, bonds, and grants.

#### **Aquatics Division**

Provides quality water related recreation opportunities for people of all ages and abilities. Primary services include managing, programming and coordinating the use of County aquatic facilities and beaches; providing a variety of aquatic programs, activities and events; prevention, rescue and emergency medical care at County beaches, pools and waterparks; and providing water safety education for schools, groups and individuals.

#### **Parks Maintenance Division**

Maintains safe, clean, functional, and attractive parks, structures, and natural areas which meet the passive and active recreational needs of the visiting public. Primary services include providing daily grounds maintenance for all park properties, which includes mowing, edging, repairing, renovating, restoring, fertilizing, inspecting, and cleaning restrooms and picnic pavilions.

#### **Recreation Services Division**

Creates community through people, parks, and recreation programs, inspiring healthy, happy living. Primary services include facility operation and recreation programming of the Daggerwing Nature Center, Green Cay Nature Center, Okeeheelee Nature Center, Club Managers Association of America Therapeutic Recreation Complex (Special Olympics, VSA, Community Programs), Loxahatchee River Battlefield Park, Riverbend Park, Westgate Recreation Center, West Boynton Recreation Center, and West Jupiter Recreation Center as well as the Countywide Athletics Section, Summer Camp Program, picnic pavilion reservations, and boat trailer parking permit issuance.

#### **Special Facilities Division**

Provides customer focused leisure and cultural opportunities that deliver excellent services, quality experiences, and value to residents and visitors of all ages and abilities with the support of contractual and non-profit partners. Services include managing, maintaining, programming, and coordinating Okeeheelee, Southwinds, Park Ridge, and Osprey Point Golf Courses and the John Prince Golf Learning Center which provide self sustaining and affordable golf opportunities; Jim Brandon Equestrian Center which provides leisure and competitive equine experiences; South County Civic Center which provides meeting space for community and social groups along with both public and private events; the Morikami Museum and Japanese Gardens which provides unique cultural experiences through Japanese inspired facilities, gardens, exhibits, educational programs, and seasonal festivals; three Amphitheaters and a Special Events Section, which provide opportunities for cultural, fundraising, and sporting activities and events.

#### FY 13 Highlights & Accomplishments

- Customer Service increased the number of pavilions available for online pavilion rental. By improving the service options made available to the public, Customer Service saw a 44% increase in web based pavilion rentals.
- Golf Operations increased participation over prior year by over 27,000 golf rounds. This 10% increase can be attributed to increases in Frequent Player Card loyalty programs and third party providers. Increased participation resulted in over \$600,000 of additional revenue compared to prior year.
- John Prince Golf Learning Center achieved Audubon Certification. All County owned golf facilities now have this prestigious designation. Audubon Certification demonstrates a high level of commitment to environmental standards.
- The Morikami Museum and Japanese Gardens received a generous donation to significantly update and renovate the Museum's Bonsai Gardens. The enhanced Gardens secured the designation of World Bonsai Friendship Federation Cooperation Center.
- Playability and safety was increased on seven youth baseball fields by converting clay to grass on infield baselines. In addition, both daily maintenance and annual renovation labor and material costs have been reduced.
- Approximately 700,000 people visited Green Cay Nature Center and Wetlands this past year. Visitation continues to increase at this very unique, internationally recognized environmental facility.
- For the second year the Jim Brandon Equestrian Center hosted the World Dressage Masters, a prestigious event with world's top ranking dressage horses and riders competing for prizes. This event drew an estimated 10,000 spectators to the equestrian center.
- The Morikami Museum and Japanese Gardens, in a unique collaboration with the Tokyo National Museum of Modern Art and The Consulate General of Japan, is exhibiting Contemporary Kogei Styles in Japan. This first ever U.S. exhibition is comprised of ceramics, textiles, dolls using metal, wood, bamboo and glass created by 40 of Japan's most influential and internationally renowned artisans. The exhibit dates are October 2013 February 2014.
- The Department launched a mobile version of its website with a new layout and structure, making it more accessible for customers using mobile devices. Mobile users are automatically redirected to the mobile site and can easily access popular features and links to the main Parks and Recreation website on every page. The project was a joint effort between the Information Systems Services and Parks and Recreation Departments and will serve as a blueprint for other departments.

#### **FY 14 Emerging Issues**

- The need for a perpetual funding source to address the issue of aging facilities requiring repair, replacement and renovation due to capital funding not approved in previously lean budget years.
- Providing adequate supervision of beaches with increased usage, and beach enhancements/expansion (Dubois, Phil Foster, Carlin and Jupiter).
- Demand for athletic facilities to meet the need of increased participation in non-traditional sports such as sand volleyball, lacrosse, pickleball, elite sport academies and fitness training programs.
- Athletic facility use continues to increase in unauthorized areas, particularly green space for adult pick up groups. The impacts of this use include increased costs to provide facility oversight, as well as increased costs for repair and renovation to ensure the safety and integrity of the athletic fields.
- Continue to play a vital role in the economic sustainability of the County through destination tourism, sporting and cultural events, increased property values, criminal activity avoidance, and affordable opportunities for recreation.
- Increase in public demand for access to more information and services on mobile devices, as well as other technologies.

#### **FY 2014 OBJECTIVES**

- 1. Maintain park properties in accordance with the Palm Beach County Parks and Recreation Quality Standards.
- 2. Maintain 84 miles of park trails in a safe and usable condition at rate of 80% or higher.
- 3. Promote drowning prevention by partnering with the Drowning Prevention Coalition of Palm Beach County, Head Start, and local schools to provide swimming lessons and water safety presentations.
- 4. Maintain the 10 aquatic facilities (5 pools, 2 waterparks and 3 splashparks) and associated equipment with a minimal number of unplanned shut down occurrences.
- 5. Provide safe aquatic environments through well-trained staff that meet or exceed the requirements of the United States Lifesaving Association (USLA) (beaches) and American Red Cross (pools and waterparks).
- 6. Increase the number of hours contributed by volunteer partner organizations and direct volunteerism to deliver services.
- 7. Provide and facilitate recreation programming at 28 recreation areas throughout the County with participation at 50% or greater capacity.
- 8. Promote Parks and Recreation to County residents and visitors. Have 90% of participants indicate they will return to use the services again.
- 9. Provide self-sustaining affordable County golf facilities that meet residents' and visitors' needs by managing operating costs, without sacrificing quality.
- 10. Evaluate all operations and institute changes that provide for greater efficiencies and promote future sustainability.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Number of developed park acres	5,701	5,710	5,754	Output	1
Percentage of trails maintained at quality standard	N/A	94%	94%	Output	2
Percentage of scheduled operating hours without unplanned shut downs	95%	92%	92%	Efficiency	4
Operating costs per round of golf as a percentage of revenues per round of golf	83%	84%	85%	Cost	9
Number of efficiency audits	4	4	5	Efficiency	10
Number of Recreation Division Programs	512	576	580	Output	7
Percentage of Recreation Division programs at 50% capacity or greater	N/A	75%	70%	Demand	7
Number of students participating in swim lessons and/or water safety presentations	6,901	6,800	6,400	Output	3
Percentage of staff that meets or exceeds USLA & American Red Cross requirements	100%	100%	100%	Output	5
Number of volunteer hours	165,535	172,819	181,459	Output	6
Percentage of customers rating participation as important and will return	N/A	95%	90%	Outcome	8

#### DEPARTMENT FINANCIAL SUMMARY

									Change (FY 1	3-FY 14)
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget		\$	%
Non Ad-Valorem Rever	nues									
<b>Charges for Services</b>		\$	14,779,112	\$	16,000,636	\$	16,217,536	\$	216,900	1%
Grants			147,570		-		114,953		114,953	100%
Other			252,489		(180,815)		(250,450)		(69,635)	39%
<b>Fund Balance</b>			890,896		1,080,437		1,493,310		412,873	38%
	SubTotal	\$	16,070,067	\$	16,900,258	\$	17,575,349	\$	675,091	4%
Appropriations Personal Services		\$	35,233,772	\$	37,462,033	\$	38,397,579	\$	935,546	2%
Operating Expenses		Ψ	19,352,106	Ψ	23,171,307	Ψ	22,963,240	Ψ	(208,067)	(1%)
Capital Outlay			131,770		507,080		1,235,060		727,980	144%
Debt Service			-		148,873		230,420		81,547	55%
Transfers			711,371		711,708		711,331		(377)	-
Reserves			-		693,400		509,934		(183,466)	(26%)
	SubTotal	\$	55,429,019	\$	62,694,401	\$	64,047,564	\$	1,353,163	2%
Ad Valorem Funding	- -	\$	40,418,765	\$	45,794,143	\$	46,472,215	\$	678,072	1%
	Positions		569		562		559		(3)	(1%)

#### SIGNIFICANT CHANGES

#### **Appropriations**

Positions (3)

Mid Year- (14) deletions of permanent part-time golf attendant positions

**Budget Process** 11 - increased services

**Special Facilities (1)** - eliminated one vacant park attendant position which had no impact on service **Athletic Programs 6** - to provide increased monitoring levels at athletic facilities to ensure a safer environment, enforce park rules, and deter unpermitted activities that degrade facilities

**System Administrator 1** - transfer from ISS to better address departmental needs

**Maintenance 5** - improve staffing levels across various parks to adequately meet the maintenance needs of the parks facilities

Capital Outlay - \$727,980 increase to address projects that were delayed during tougher economic climates.

Personal Services - (\$227,418) decrease from Mid Year deletion of 14 part-time Golf Attendant positions and elimination of one vacant Park Attendant position during the budget development process. Increase of \$455,223 due to the addition of one System Administrator, one FT Recreation Specialist II position, five PT Recreation Specialist I positions, one Land Management Assistant, one Motor Equipment Operator III, one PT Campground Attendant, one Public Works Crew Chief, and one FT Maintenance Worker II position.



# PLANNING, ZONING, AND BUILDING

Rebecca D. Caldwell, Executive Director

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#### MISSION STATEMENT

To maintain a quality community through comprehensive planning and growth management. This includes the implementation of zoning regulations to benefit and protect citizens, application of performance and aesthetic standards to new developments and redevelopments. Additionally the department ensures the provision of building inspections to protect the community, promotes code compliance, and certification of contractors to protect citizens by assuring a knowledgeable, qualified workforce, as well as enhances and promotes intergovernmental relationships.

#### Administration

The Administration Division provides the infrastructure for Planning, Zoning and Building (PZB). Responsibilities include personnel, budget, policy and procedures, facilities management, and records management for the Department. Administration's Accounting Section collects all fees charged by the Department and ensures proper accounting. The Records Section maintains the Building Division's construction plans for use by internal and external customers.

#### **Building**

The Building Division provides a high level of service to the County's citizens through effective and efficient administration, and fair, expert enforcement of Building Codes. This is accomplished primarily by applying State mandated technical codes, including structural, electrical, gas, plumbing, and mechanical heating and cooling systems in the review of proposed construction documents, and through prompt, complete inspections of structures and systems throughout the construction process. Continued quality construction is ensured by providing leadership in code changes, product approvals, and staff training on a local, state, and national level, and by influencing the base building codes.

#### **Code Enforcement**

Code Enforcement is responsible for enforcing property maintenance and zoning-related codes and ordinances applicable in the unincorporated areas of Palm Beach County. Primary services include responding to complaints by citizens and the Board of County Commissioners (BCC). Conducting Code Enforcement Hearings to promote compliance with applicable codes and ordinances, and conducting inspections of commercial development approvals to ensure compliance with BCC conditions of approval.

#### **Contractors Certification**

Contractors Certification implements and enforces the Special Act 67-1876, Laws of Florida and Florida Statutes, Chapter 489, that regulates the construction industry within Palm Beach County and municipalities. Primary services include licensing of contractors through an examination and evaluation process, field investigation of alleged violations of construction licensing regulations, assisting the Construction Industry Licensing Board (CILB), and recovering fraudulently obtained funds for citizens through investigation, administration, and prosecution processes.

#### **Planning**

The Planning Division's responsibility is to attain a quality community through comprehensive planning that responds to the changing needs and values of the community, in both the natural and built environments, and creates opportunities to realize the community's desired vision of the future. Primary services include implementing and updating, as necessary, the Comprehensive Plan including the Future Land Use Atlas. This is accomplished by conducting studies related to the use of land, the provision of infrastructure and services, the protection of natural resources, and economic development.

### **Zoning**

The Zoning division ensures the most appropriate use of land and protects the safety, health, and welfare of the general public by regulating orderly growth and development within the unincorporated areas of Palm Beach County. The division reviews applications for compliance with zoning principles and land development regulations and coordinates with sixteen County and State agencies through the development review process. Recommendations are also provided for all types of land development applications to the Zoning Commission and to the BCC, and performs administrative amendments for development permits.

#### FY 13 Highlights & Accomplishments

- Implemented scanning processes for desktop and online review of building permit records for permits issued from January 2013 and forward.
- Obtained BCC approval for a standard interlocal agreement for use by the County and any municipality wishing to participate in the Countywide Contractor Enrollment Program. Implementation of the program is underway and is receiving positive feedback from building officials and contractors.
- Participated in the Glades Housing and Urban Development (HUD) Community Challenge Planning Grant.
- Implemented new written procedures to expedite Comprehensive Plan and Unified Land Development Code (ULDC) amendments.
- Established and implemented an online, electronic administrative variance submittal process.
- Implemented 2012-01 and 2012-02 Rounds of ULDC amendments, revised regulations for livestock, recycling uses, and waiver processes.
- Established and implemented a congregate living facilities review process and GIS tool to satisfy State Statute requirements pertaining to separation of facilities.
- Received a rating of "excellent" from the Florida Department of Emergency Management on behalf of FEMA, for floodplain management activities during the Community Assistance Visit (CAV) five year audit.
- Received an Insurance Services Office (ISO) rating of two on the Building Code Effectiveness Grading Schedule (BCEGS) five year audit, the second highest score possible, placing the Building Division among the top 150 building departments in the country.
- Utilized proceeds from the "Mortgage Foreclosure Registration" program to abate eleven unsafe structures and to clean up overgrown and nuisance properties in Palm Beach County. Costs are later recovered through liens or non ad valorem tax assessments.

#### **FY 14 Emerging Issues**

- The Building Division has been working in coordination with Emergency Management and the County Water Resource Manager for several months on the preliminary Flood Insurance Rate Map (FIRM) update process. This includes coordinating efforts between the County and the 38 municipalities to ensure the maps are validated. It is imperative the final maps are as accurate as possible since a large number of properties are likely to be financially impacted by mandatory flood insurance.
- The Department continues to see an increasing workload. Requests for permits have increased by 20% and requests for inspections have increased by almost 30% over the last fiscal year. The Department will be working towards webbased applications and electronic plan review with an anticipated improvement in efficiency & customer service.
- The Planning Division will be involved in implementing the Southeast Florida Regional Climate Change Compact with appropriate changes to the Comprehensive Plan. This will include continued coordination with County Administration, County Departments and other local governments and agencies to implement the Regional Climate Action Plan.
- The Use Regulation Project, initiated in FY 2012 to update the Unified Land Development Code, will be presenting updates to the BCC, industry, and interested parties.

#### **FY 2014 OBJECTIVES**

- 1. Continue to provide the highest level of customer service to our constituents by cross training staff, consolidating functions, and implementing process improvements for efficiency and effectiveness
- 2. Maintain permit processing times within statutory requirements and existing levels of service with current staffing, while expecting modest increases in permit activity.
- 3. Increase initiatives for green development in targeted redevelopment areas.
- 4. Continue to reduce the number of violation notices issued by achieving compliance through enhanced notification, public education, and voluntary cooperation.
- 5. Encourage qualified unlicensed practitioners to apply for licensure through the civil citation process.
- 6. Improve the Comprehensive Plan review process by adding predictability in amendment review processes.
- 7. Initiate and implement the Use Regulations Project of the Unified Land Development Code (ULDC) to eliminate redundancies, recognize new industry trends, streamline the application process, and ensure consistency with the Comprehensive Plan.
- 8. Ensure all zoning applications are processed efficiently by addressing issues raised by industry, reviewing the ULDC requirements, and establishing consistency and communication amongst staff.

PERFORMANCE MEASUREMENTS Building	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Number of permits issued	38,087	38,771	41,032	Output	2
Number of construction plans reviewed	22,778	23,635	25,513	Output	2
Number of inspections per day per person (p/d)	13.7	16	15	Efficiency	2
Code Enforcement					
Number of customer initiated complaints	4,979	5,000	5,000	Demand	4
Number of violation notices issued	2,228	2,200	2,200	Output	4
Number of cases referred to the Code Enforcement Special Magistrate	825	800	800	Outcome	4
Contractor Certification					
Cited unlicensed to apply for license	14	15	15	Outcome	5
Contractor Industry Licensing Board application approval rate	98%	95%	95%	Outcome	5
Average case load per investigator	15.9	18	18	Efficiency	
Planning					
Number of public inquiries (walk-ins, phone calls, or appointments) to address monitoring specific issues (new)	N/A	N/A	630	Demand	
Number of public inquiries (walk-ins and phone calls)	1,543	1,750	1,850	Demand	
Number of Development Review Officer plans reviewed (new)	N/A	N/A	95	Output	
Number of proposed annexations reviewed	28	27	27	Output	
PZB Administration					
Number of customer record requests processed	11,231	9,000	12,000	Output	1
Number of public record requests processed	188	130	130	Output	1
Number of PZB main (web) requests/responses	2,445	1,700	2,100	Demand	1
Zoning					
Community Development/Arch Review/Landscape Permit Application processed	4,948	5,346	5,880	Output	8
Administrative Review/Public Information Applications processed	9,620	9,495	9,500	Output	8
ULDC Amendments processed	153	100	300	Outcome	8

#### DEPARTMENT FINANCIAL SUMMARY

							Change (FY 1	3-FY 14)
	I	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Revenues								
Charges for Services	\$	2,546,102	\$	1,859,694	\$	2,413,967	\$ 554,273	30%
Fines & Forfeitures		490,255		728,846		505,000	(223,846)	(31%)
Grants		16,499		-		34,879	34,879	100%
<b>Licenses &amp; Permits</b>		12,338,745		11,212,152		11,352,800	140,648	1%
Other		1,128,623		319,313		326,414	7,101	2%
<b>Interfund Transfers</b>		343,582		33,909		95,962	62,053	183%
Fund Balance		4,996,700		6,739,740		11,474,516	4,734,776	70%
SubTota	\$	21,860,506	\$	20,893,654	\$	26,203,538	\$ 5,309,884	25%
<b>Appropriations</b>								
<b>Personal Services</b>	\$	19,143,240	\$	18,772,260	\$	18,999,979	\$ 227,719	1%
<b>Operating Expenses</b>		2,224,072		3,382,819		4,069,595	686,776	20%
Capital Outlay		59,758		80,000		80,000	-	-
Transfers		-		-		27,246	27,246	100%
Reserves		-		7,226,809		11,710,811	4,484,002	62%
SubTota	\$	21,427,070	\$	29,461,888	\$	34,887,631	\$ 5,425,743	18%
Ad Valorem Funding	\$	9,217,107	\$	8,568,234	\$	8,684,093	\$ 115,859	1%
Position	5	252		240		243	3	1%

#### **SIGNIFICANT CHANGES**

### Non Ad-Valorem Revenues

Charges for Services - Increased to better reflect historical trends of actual revenue.

Fines & Forfeitures - Decreased to better reflect historical trends of actual revenue.

Fund Balance - Due to higher than expected revenue in prior year from building permits and mortgage foreclosure registrations, which in turn increases the reserves.

### **Appropriations**

Positions 3 - to improve services and alignment of work responsibilities

Mid Year 2 - due to overall increase in workload with costs offset by the trend of increasing planning revenues over the last few years.

**Budget Process 1** - to support the administrative amendment related process due to increased workload that can no longer be absorbed by other division employees.

Personal Services - \$180,000 increase for two Site Planner II positions and one Secretary.



# **PUBLIC AFFAIRS**

Lisa De La Rionda, Director

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#### MISSION STATEMENT

To plan, coordinate, and communicate information about County services and programs to the public through print, video, and digital materials.

#### Administration/Media and Public Information

Coordinates Emergency Management training for the department and handles all press conferences and the media at the Emergency Operations Center (EOC) during activation. Additionally, this division plans, coordinates, and organizes Board of County Commissioners (BCC) joint meetings, retreats, press conferences, ribbon cuttings, and other high profile meetings. Media and Public Information handles lobbyist registration and monitors and tracks the production of Countywide policies and procedures. Administration also promotes Palm Beach County information pursuant to current subject matter which annually includes Palm Beach County Day and the South Florida Fair.

#### **Digital Marketing and Communications (DM&C)**

Develops and distributes information on County programs, achievements, and matters of concern to the public. DM&C solicits and responds to public opinion and questions regarding County government operations and conveys information to the Board of County Commissioners and County Administration. The division designs and manages Palm Beach County's website content; assists County departments and divisions with writing, editing, and distribution of their printed publications and press releases; produces proclamations for the BCC; publishes the Count-e-Line, an online employee newsletter; publishes the Count-e-News, an email newsletter for the public, and coordinates responses to email inquiries from the public. The division also provides administrative support to the Board of County Commissioners and Administration offices including the Golden Palm Awards and Breakfast with Bob programs. The Information Technology (IT) unit also provides technical training and support to County agencies and maintains and enforces County web design standards and Social Media.

#### **Education and Government TV**

Provides County government information and educational programming to all cable subscribers in Palm Beach County. Channel 20's primary services include broadcasting County government meetings, government informational programs, BCC priorities, and critical public safety information. Channel 20 supports the Public Safety Department by disseminating emergency preparedness, survival and disaster recovery information and maintaining a storm ready live broadcast studio at the County's EOC, as well as, live broadcast facilities at the downtown Governmental Center and the Vista Center. The Channel 20 Division also provides video production services to County departments, agencies, and Board sponsored organizations to facilitate the education of residents about available County services, along with important programs and activities. Channel 20 broadcasts a Community Bulletin Board, which provides graphical announcements of job opportunities, bid opportunities with PBC Purchasing for local businesses, road construction projects, along with County transit information and general government announcements. The division is also responsible for providing a video record/documentation of BCC meetings for public records requests and online viewing by staff and the public.

#### **Graphics**

Provides and coordinates quality printing and publication services in a timely and cost effective manner to BCC departments, divisions, offices, and other taxing agencies. Primary services include high speed copying (color/black & white) with bindery options; graphic design and pre-production consultation; single color and multi-color printing; large format inkjet poster and banner printing; post-production/binding including folding, padding, cutting, stapling, scoring and bulk mailing. Acts as a Resource Manager for in-house and outsource printing and copying for all County departments.

#### FY 13 Highlights & Accomplishments

- Public Affairs assisted and coordinated 26 events for the Board of County Commissioners and County departments.
- Coordinated the County's presence at the South Florida Fair 2013. There were 570,718 attendees that were exposed to information on 13 County Departments and 2 Constitutional Offices. Over 8,000 copies of the Palm Beach County Guide to Services were given out in the 17-day period.
- Public Affairs participated in five emergency management exercises, several hours of training, and joined with Public Safety to design, staff, and train volunteers for the new Digital Information Support Center at the Emergency Operations Center.
- Public Affairs processed over 118 proclamations and certificates for the BCC as well as wrote, edited, or distributed 274 press releases which generated hundreds of articles and stories in print, online, and on television.
- Creation of "Stay Connected" social media and public records request pages. Added two additional social media outlets including LinkedIn and Google Plus. Surpassed 5,000 followers on Twitter.
- Streamlined proclamations and certificates process to an online request form for faster processing and greater efficiency.
- Produced Commission on Ethics online training video; required viewing for all County and Municipal elected officials and employees.
- Launched new broadcast program to raise County resident's awareness of Palm Beach County Library programs and services.
- Worked in conjunction with web staff and Information Systems Services (ISS) staff to identify a video format that makes online meetings and informational programs available to a wider internet audience (more County residents).
- Updated computer-to-plate system hardware and software to match current PDF production workflow standards.
- Installed color management hardware and software, including color calibration robot, to coordinate and calibrate color print production on multiple color printers using multiple varieties of paper at Graphics and Copy Center.
- Coordinated use of Every Door Direct Mail services at the Post Office to target print communications to specified neighborhoods for Parks & Recreation, Office of Community Revitalization, and Environmental Resources Management departments.
- Participated in the Copier Fleet committee, establishing contract specifications and recommendations to Administration with regard to the need for a Resource Manager for Multi Function Devices.

#### **FY 14 Emerging Issues**

- As the Federal Emergency Management Agency requires more training for counties receiving disaster aid, Public Affairs staff will need to spend 20 to 40 hours per year to keep current with national requirements. This training includes online and in-person training.
- Work within existing network infrastructure to seek out opportunities to connect and provide Channel 20 programming to subscribers on new video service providers such as Hotwire Communications.
- In FY 2014, Channel 20 will be transitioning more broadcast equipment to digital while implementing the final phase of an incremental digital transition.
- With the changes in technology, the adaptation of Channel 20 on demand videos and live feed to HTML5/MP4 infrastructure will be needed so it can be viewed on tablets and phones.
- As more mobile technology, including smartphones and tablets with varying size screen resolutions, are being added to the market, redesigns of the pbcgov.com website, e-mail newsletters, and online videos will be necessary in order to properly display on these devices.

#### **FY 2014 OBJECTIVES**

- 1. Increase the number of outreach events and increase the distribution of publications not only in paper form, but via electronic means; update procedures for distribution of publications.
- 2. Develop new ways of conveying information between agencies and to the public during an emergency; and work with Emergency Management by creating a Digital Information Center at the Emergency Operation Center.
- 3. Continue to modify the Lobbyist Registration system to achieve a goal of 100% online lobbyist registration, therefore eliminating the need for paper registration forms and reducing paper usage.
- 4. Open additional social media channels in collaboration with other County agencies to continually reach the public while strengthening the policies and procedures countywide.
- 5. Improve categorization of existing web content on the external website homepage.
- 6. Improve Public Affairs presence on both the Intranet and Internet with division descriptions and services.
- 7. Monitor and assess the customer service (CS) performance rating of programs produced in conjunction with County departments and agencies providing programs and services to residents.
- 8. Increase the production of informational video presentations that explain program and services delivered to residents by County departments.
- 9. Maintain a service level of 100% for responding to public records requests in a timely manner and to the requestor's satisfaction.
- 10. Continue to focus on expanding department on-line catalog to include ordering for copying and printing of documents.
- 11. Review Graphics production processes to identify opportunities for "Green Practices." Implement "chain-of-custody" certification for sustainable paper utilization. Reduce use of non-sustainable paper.
- 12. Enhance bulk mail processes to include variable data printing for targeted marketing/messages qualifying for automated mailing rates. Increase use of Every Door Direct Main service.

PERFORMANCE MEASUREMENTS Administration/Media and Public Information	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Special events/projects coordinated	25	22	23	Output	1
Number of Emergency Management exercises	4	5	5	Output	2
Percentage of Homeland Security Exercise and Evaluation Program (HSEEP) rated Satisfactory or above	100%	100%	100%	Outcome	2
Number of telephone calls from residents	31,164	21,000	25,000	Demand	
Digital Marketing and Communications					
Number of County agencies utilizing social media	5	13	25	Demand	4
Number of visits to intranet homepage per month	21,530	25,000	32,000	Demand	6
Number of visits to internet homepage per month	331,562	500,000	600,000	Demand	5
<b>Education and Government TV</b>					
Internal CS performance rating (scale of 1-10)	10	10	10	Outcome	7
Number of productions with PBC departments and agencies	208	210	220	Output	8
Number of public records request	397	372	385	Demand	9
Percentage of public records requests responded to satisfactorily	100%	100%	100%	Outcome	9
<b>Graphics Division</b>					
Number of work orders processed	1,786	1,800	1,800	Output	10
Percentage quality satisfaction from customer survey	99%	99%	100%	Outcome	
Percentage timely delivery from customer survey	99%	99%	100%	Outcome	

#### DEPARTMENT FINANCIAL SUMMARY

								Change (FY 1	3-FY 14)
		F	Y 12 Actual	FY	Y 13 Budget	FY	7 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
<b>Charges for Services</b>		\$	40,399	\$	420,000	\$	480,000	\$ 60,000	14%
Other			506,059		30,400		13,300	(17,100)	(56%)
<b>Fund Balance</b>			1,401,691		1,436,360		1,289,076	(147,284)	(10%)
	SubTotal	\$	1,948,149	\$	1,886,760	\$	1,782,376	\$ (104,384)	(6%)
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	2,818,287	\$	3,026,304	\$	3,134,667	\$ 108,363	4%
<b>Operating Expenses</b>			928,056		1,096,088		1,092,174	(3,914)	-
Capital Outlay			35,379		55,000		55,000	-	-
Reserves			-		1,466,760		1,302,376	(164,384)	(11%)
	SubTotal	\$	3,781,722	\$	5,644,152	\$	5,584,217	\$ (59,935)	(1%)
Ad Valorem Funding	_	\$	3,269,648	\$	3,757,392	\$	3,801,841	\$ 44,449	1%
	Positions		42		42		42	-	<u> </u>

#### **SIGNIFICANT CHANGES**

### Non Ad-Valorem Revenues

Charges for Services - \$50,000 The Graphic's division is now responsible for the printing of the Palm Beach County Water Utility bills.

Fund Balance - Decrease due to funds used to cover the cost associated with the transition of analog to digital service in FY 2013, as a result there is a reduction in reserve balance.



# **PUBLIC SAFETY**

Vince Bonvento, Director

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#### MISSION STATEMENT

To protect, enhance, and improve the health, safety, welfare and quality of life in Palm Beach County with employee teamwork and public service through an organization of diverse programs and services.

#### Administration

To manage and coordinate the department's administrative and financial needs including personnel, budgetary, purchasing, contract, policies and procedures, computer issues, and manage the Next Generation 911 Program.

#### **Animal Care and Control**

To prevent and investigate cruelty to animals and prevent unwanted pets through low cost spay/neuter efforts, manage a licensing program for pets, handle public complaints, conduct investigations for civil infractions, provide sheltering and medical care for impounded/unwanted animals, and facilitate release of animals through adoption or rescue partnering. Services include public health/safety programs for rabies surveillance and testing; humane education; and pet sterilization.

#### **Consumer Affairs**

To utilize county and state consumer protection ordinances and statutes to: investigate and enforce unfair and deceptive trade practices of businesses; assist consumers in selecting businesses providing fair value for services and merchandise; assist consumers in mediating disputes with businesses and landlords; regulate moving, vehicle-for-hire and towing industries; and enforce "price gouging" ordinance during emergencies.

#### **Emergency Management**

To manage, coordinate, prepare and maintain all-hazard disaster preparedness, response, recovery, redevelopment and mitigation of programs and plans. Primary services include: maintain Emergency Operations Center facility planning and readiness; manage a 24-hour Communications Center; conduct annual assessment of hazardous materials critical facilities; provide public alerts, warnings, and after hour emergency notifications; train County Emergency Response Team volunteers; coordinate business and industry disaster readiness; and maintain special needs registration and disaster sheltering program.

#### **Justice Services**

To provide a variety of highly professional age and issue specific programs which enhances public safety and assists the Justice System and the citizens of the County. Primary services include: identification and treatment of substance abuse issues through Drug Court programs; prevention of domestic violence through dedicated case management and monitoring services; provision of information to the court so informed decisions can be made regarding bond for defendants; supervision and monitoring of individuals referred by the court pending disposition of their criminal case; provide psychological assessments/evaluations; and the provision of Legal Aid services.

#### **Victim Services**

To provide comprehensive direct services to crime victims and advocate on their behalf within the criminal justice system and the community. Primary services include: 24-hour hotline and crisis field response for victims and surviving family members of sexual assault, domestic violence, homicide and other serious injury cases; provide court accompaniment, assistance with filing victim compensation claims, information and referral; and conduct individual and family therapy support groups.

#### **Youth Services**

To provide educational, outreach, and residential services (Highridge Family Treatment Facility) to the youth and families. Primary services include prevention programs aimed at diverting "at-risk" youth from the juvenile justice system; psychological and therapeutic services in the form of family therapy, psychological testing, residential care, and psycho-educational groups for parents and youth.

#### FY 13 Highlights & Accomplishments

- Animal Care and Control (ACC) initiated "Countdown to Zero", a collaborative effort with other shelters, rescues, and the community with a 10-year goal to end euthanasia of adoptable animals.
- ACC maintained a live-release rate of 70% of adoptable dogs with less than 2% euthanized due to space.
- Victim Services, with Florida State University and Aid to Victims of Domestic Abuse, was awarded a \$200,000 federal grant to participate in the Office on Violence Against Women Domestic Violence Homicide Prevention Demonstration Initiative. The goal of the initiative is to address the issue of intimate partner homicides using a community-wide model to identify and support victims while holding offenders accountable.
- The PBC Family Drug Court successfully reunified 15 children and graduated 11 participants. The Adult Drug Court successfully graduated 128 participants and reported 7 drug free babies born to program participants.
- 80% of the pretrial services staff achieved certification as pretrial services professionals from the only nationally acclaimed pretrial certification program of its kind in the U.S.
- Consumer Affairs worked with the Vehicle for Hire industry to amend the ordinance to improve regulations, which were supported by an overwhelming majority. The modification of the Vehicle for Hire requirements ended a two-year moratorium.
- Emergency Management created the Digital Information Support Center (DISC) to maximize social media strategies to reach residents with vital information during times of countywide emergencies.
- Emergency Management improved the operations of the Emergency Information Center (EIC) by enhancing public inquiry capabilities during activations.
- Youth Affairs developed a successful partnership with the School District of Palm Beach County Single School Culture © Initiatives utilizing the evidence based "Typical or Troubled" curriculum.
- Youth Affairs successfully implemented the Youth Assessment Screening Inventory (YASI) to aid in identification, treatment planning, and outcome evaluation of "at-risk" youth.

#### **FY 14 Emerging Issues**

- Current animal welfare information to dramatically reduce intake and euthanasia calls for 1) increasing ACC total sterilizations to approximately 45,000 annually with a focus on at-risk animals, 2) trending towards managed owner surrender/admissions, 3) reducing or eliminating hold time for cats that have no identification (tag or microchip), and 4) fast-tracking cats into the adoption program. Only 1.5 percent of cats entering a shelter are claimed by an owner.
- Victim Services is working on ensuring the sustainability of the Palm Beach County Sexual Assault Response Team (SART) which includes securing additional financial resources in order to enhance our coordinated community response to victims of sexual assault.
- Justice Services (JS) will be working with community partners and the Criminal Justice Commission (CJC) to identify permanent funding streams for the Drug Court programs that currently operate through grant funding.
- Pretrial services will be implementing a new risk assessment instrument (COMPAS questionnaire) for the courts' use.
- Consumer Affairs is making additions and improvements to the Consumer Affairs Ordinance which was last amended in December 1977. Consumer Affairs will also review and examine the requirements to implement state and national fingerprint-based criminal history record checks for Vehicle for Hire drivers.
- Special needs population has increased and exceeds sheltering capacity in Palm Beach County.
- Government financial support for Emergency Management has decreased and new grant funding sources need to be identified along with division operational budget initiatives.
- Youth Affairs recognizes the need for technological advancement and research to increase evidence-based practices and maintain our standard of care; and to expand our Mission Statement in response to the community's need for high quality mental health care for youth, and to address the increased complexity and acuity of the families served.

#### **FY 2014 OBJECTIVES**

- 1. Develop strategic 10-year plan to collaborate with area private shelters and rescues to dramatically reduce euthanasia of adoptable animals.
- 2. Continue to increase tag compliance through effective enforcement and follow-through.
- 3. Maintain a satisfactory participant level with Emergency Management Division's community outreach presentations.
- 4. Maintain compliance with FEMA's Five Year National Incident Management System Training Plan (NIMS) and implement the PBC Division of Emergency Management Multi-Year Training and Exercise Plan.
- 5. Complete 95% of criminal felony forensic psychological evaluations within the timeframe requested by the court.
- 6. Provide a pretrial release supervision program that costs the County less than 5% of the costs of incarceration while maintaining a less than 5% failure to appear rate.
- 7. Assist 3,400 new crime victims with comprehensive services including 24-hour hotline, crisis field response, forensic exams, medical care follow-up, criminal justice assistance, and victims' rights advocacy.
- 8. Maintain the number of clients with reduced trauma symptoms upon the completion of therapy through Victim Services.
- 9. Division of Youth Affairs Clinical Staff provide 45,000 hours in direct service to the community.
- 10. Division of Youth Affairs achieve a treatment completion rate of 60% as indicated by successful completion of treatment plan, regimen (group), or at least twelve (12) sessions of care.
- 11. Increase Vehicle-for-Hire, Towing, and Moving enforcement and administrative actions by 20% against unlicensed or offending businesses.
- 12. Reduce the number of ordinance citations with a final court disposition of "dismissed" by 25%.

PERFORMANCE MEASUREMENTS	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Animal Care and Control	0.606	0.700	11.500		
Number of live animals released (all species)	9,686	9,700	11,500	Outcome	
Overall dog/cat intake	21,087	19,998	19,000	Demand	
Consumer Affairs					
Number of administrative/enforcement actions	355	400	480	Output	11
Number of citations	251	275	300	Output	
Number of dismissed citations	46	20	15	Outcome	12
<b>Emergency Management</b>					
Percent participant satisfaction with community outreach presentations	N/A	60%	70%	Outcome	3
Average level of NIMS compliance for EOC activation staff/total activation staff	41%/164	62%/164	68%/164	Outcome	4
Justice Services					
Percentage of criminal felony forensic psychological evaluations completed within the timeframe requested by the court/total evaluations	93%/318	94%/310	95%/310	Efficiency	5
Average cost per day for pretrial program	\$4.77	\$4.60	\$4.60	Cost	6
Victim Services					
Number of new crime victims served	3,403	3,400	3,400	Output	7
Number of clients receiving therapy services/experiencing a reduction of trauma symptoms	410/410	425/425	425/425	Outcome	8
Youth Affairs					
Direct service hours	42,252	45,000	45,000	Input	9
Treatment completion rate	73%	60%	60%	Outcome	10

#### DEPARTMENT FINANCIAL SUMMARY

								Change (FY 1	13-FY 14)
	_	F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
<b>Charges for Services</b>		\$	3,503,415	\$	3,728,128	\$	3,792,062	\$ 63,934	2%
Fines & Forfeitures			2,709		1,000		1,000	-	-
Grants			9,134,023		10,917,708		9,578,692	(1,339,016)	(12%)
<b>Licenses &amp; Permits</b>			652,551		800,220		811,500	11,280	1%
Other			709,387		(20,365)		(435,683)	(415,318)	2039%
<b>Interfund Transfers</b>			790,377		772,193		841,472	69,279	9%
<b>Fund Balance</b>			18,454,966		10,462,902		11,509,711	1,046,809	10%
	SubTotal	\$	33,247,428	\$	26,661,786	\$	26,098,754	\$ (563,032)	(2%)
<b>Appropriations</b>	_								
Personal Services		\$	18,958,873	\$	19,897,622	\$	19,734,464	\$ (163,158)	(1%)
<b>Operating Expenses</b>			10,166,168		10,081,832		9,644,063	(437,769)	(4%)
<b>Capital Outlay</b>			3,447,084		793,230		192,782	(600,448)	(76%)
<b>Grants and Aids</b>			2,880,028		2,623,779		2,647,947	24,168	1%
Transfers			1,533,348		1,259,865		779,877	(479,988)	(38%)
Reserves			-		9,262,620		10,887,124	1,624,504	18%
	SubTotal	\$	36,985,501	\$	43,918,948	\$	43,886,257	\$ (32,691)	-
Ad Valorem Funding	<u> </u>	\$	17,494,528	\$	17,257,162	\$	17,787,503	\$ 530,341	3%
	Positions		314		307		308	1	

#### SIGNIFICANT CHANGES

#### Non Ad-Valorem Revenues

Grants - decrease in funding primarily due to the Family Drug Court Program, Grant to Encourage Arrest Policies and Enforcement of Protection Order Program (GTEA), State Homeland Security Grant Program and Sexual Assault Response Team (SART) grants estimated to be fully reimbursed and expired in FY 2013.

Fund Balance - increase primarily due to prior year revenue from E-911 funds carry forward to FY 2014.

#### **Appropriations**

Positions 1

Grant 1: Sexual Violence Prevention Program, award on 11/29/2012

Personal Services Expense - \$37,690 addition of one grant funded Victim Services Licensed Therapist position on a part time (30 hour) basis; (\$566,502) reduction due to the FY 2011 GTEA grant ending 09/30/2013, however grant extension notice received on 08/09/2013.

Operating Expenses - \$230,000 increase in Animal Care and Control to cover the increase in clinic cost associated with drugs, surgery and treatments; (\$2,899,265) decrease due to contractual services for the implementation and maintenance of the Next Generation (NG) 911 grant and GTEA program projected to be fully expended in FY 2013; \$2,925,690 increase due to the payments for communication services made to vendors that were previously covered under a grant which includes maintenance of the NG 911 program.

Reserves - due to unallocated increase in various fund balance.



# **PURCHASING**

**Kathy Scarlett, Director** 

50 South Military Trail, Suite 110 West Palm Beach, Florida 33415 Phone: 561-616-6800

Website Address: <a href="http://www.pbcgov.com/purchasing/">http://www.pbcgov.com/purchasing/</a>

#### MISSION STATEMENT

To procure non-construction related goods and services for departments under the Board of County Commissioners in accordance with the Palm Beach County Purchasing Code; to provide a central warehouse that includes a store and storage facility; and to provide the delivery of interdepartmental mail, stored items, and stock goods to County departments.

#### **Department Overview**

Pursuant to the Purchasing Code (Sections 2-51 through 2-58 of the Palm Beach County Code), the Purchasing Department procures non-construction related goods and services valued at or exceeding \$1,000 and also monitors all procurements under \$1,000 made by County departments. The procurement of goods and services is accomplished through various methods including a Request for Quote (RFQ), Invitation for Bid (IFB), Request for Submittal (RFS), Request for Proposal (RFP), and alternative source selections, including but not limited to, Sole Source purchases, Emergency purchases, and Piggyback purchases.

#### **Purchasing**

Primary services include procuring goods and services for Palm Beach County; monitoring term contracts to ensure that gaps in service do not occur; monitoring decentralized purchases made by County departments to ensure that the appropriate policies and procedures are observed; providing suggestions to County departments with regard to alternative source selections; handling all protests, including those pertaining to construction related procurements; coordinate and participate in protest hearings conducted before a Special Master; and provide procurement training, advice, and assistance to all County departments.

#### Warehouse/Stores

Services include the processing of stock requisitions through the automated Inventory Control Subsystem and providing stock items (i.e., basic operating supplies) to County departments; delivering interdepartmental and U.S. Mail, publications, and paychecks to County departments; provide centralized shipping, receiving, and storage operations for County departments and Constitutional Officers; maintain an inventory of emergency supplies; and deliver storage items and stock goods as requested.

#### FY 13 Highlights & Accomplishments

- Attended the Office of Small Business's Annual Matchmaker Conference and Expo to inform and assist vendors with the County's purchasing process.
- Processed over 880 public records requests. This number increased 14% from the 772 requests received in FY 2012.
- Attended the Department of Economic Sustainability Sub-Recipient Workshop to inform and assist participants with the County's purchasing process.
- Implemented Vendor Self Service providing vendors with the opportunity to register online with Palm Beach County. Vendors are now able to track payments made on their contracts and can easily update their vendor information.
- Maintained the percentage of warehouse items under contract at 78% of active items.
- Delivered 377,148 warehouse items to 306 County department locations.
- Increased inventory turnover from 3.5 to 3.7.
- Created an on-line illustrated users guide to aid departments in identifying warehouse items.
- Procured \$153,507,057 in non-construction related goods and services.
- Received and responded to 16 protests. Of the 16 protests received, two hearings were requested before a Special Master. The County prevailed at both Special Master hearings.
- Established procurement training for user departments on an as-needed basis.

#### **FY 14 Emerging Issues**

- Purchasing continues to move toward a "paperless" system by implementing Phase II of SmeadSoft, our departmental online record storage system. Purchasing documents will be phased in and should be available online by summer 2014.
- Purchasing is amending Sections 2-51 through 2-58 of the Palm Beach County Code (Purchasing Code) and will present a proposed code amendment to the Board of County Commissioners (BCC) for consideration by spring 2014.
- Purchasing anticipates soliciting a single contract for multi-function devices (MFDs) in lieu of our current 400 copier contracts. This MFD Fleet Program will standardize the County's copier/scanner/printer machines making it easier and much more efficient for all users and contract administrators.
- Purchasing is amending Section 2-4 of the Palm Beach County Code (Procurement of Recycled Paper Products) to reflect the current status of the recycled paper industry.
- Purchasing is amending Section 2-80.41 through 2-80.48 of the Palm Beach County Code (Local Preference Ordinance) and will present a proposed code amendment to the BCC for consideration by spring 2014.

- 1. Process requisitions within an average of 13 workdays or less.
- 2. Issue 90% of purchase orders within 30 days.
- 3. Process 90% of all term contracts without a gap in service.
- 4. Fill 95% of the commodity lines on stock requisitions within 5 workdays.
- 5. Maintain inventory variance to 0.25% or less.
- 6. Maintain inventory turnover to 3.7 times per year.
- 7. Reduce backorders as a percentage of total orders to 2.0% or less.
- 8. Increase vendor on time deliveries to 85%.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Purchasing					
Number of requisitions	817	786	820	Demand	
Average workdays to process requisitions	12	12	13	Efficiency	1
Number of purchase orders	758	754	760	Output	
Percentage of purchase orders issued within 30 days	93%	96%	90%	Efficiency	2
Number of contracts	272	232	250	Output	
Percentage of all term contracts processed without a gap in service	92%	87%	90%	Outcome	3
Warehouse					
Number of line items shipped	23,413	23,954	24,000	Output	
Line items filled within 5 workdays	94.2%	96.2%	95.0%	Efficiency	4
Annual inventory variance	.07%	.20%	.25%	Outcome	5
Inventory turnover	3.5	3.4	3.7	Outcome	6
Backorders as a percentage of total orders	5.8%	5.0%	2.0%	Outcome	7
Percentage of on time vendor deliveries	79%	80%	85%	Efficiency	8

# DEPARTMENT FINANCIAL SUMMARY

								Change (FY 1.	3-FY 14)
		F	Y 12 Actual	FY	7 13 Budget	FY	7 14 Budget	\$	%
Non Ad-Valorem Reve	nues								
<b>Charges for Services</b>		\$	267	\$	1,500	\$	1,500	\$ -	-
Fines & Forfeitures			5,000		7,000		7,000	-	-
Other			7,919		-		810	810	100%
	SubTotal	\$	13,186	\$	8,500	\$	9,310	\$ 810	10%
<b>Appropriations</b>	_								
Personal Services		\$	3,017,931	\$	3,162,262	\$	3,325,455	\$ 163,193	5%
<b>Operating Expenses</b>			88,215		258,667		250,644	(8,023)	(3%)
Capital Outlay			2,674		-		-	-	-
	SubTotal	\$	3,108,820	\$	3,420,929	\$	3,576,099	\$ 155,170	5%
Ad Valorem Funding	<u>-</u>	\$	3,095,634	\$	3,412,429	\$	3,566,789	\$ 154,360	5%
	Positions		43		44		44	-	



# **RISK MANAGEMENT**

**Nancy Bolton, Director** 

100 Australian Avenue, Suite 200 West Palm Beach, Florida 33406 Phone: 561-233-5400

Website Address: <a href="http://www.pbcgov.com/riskmanagement/">http://www.pbcgov.com/riskmanagement/</a>

# **DEPARTMENT SUMMARY**

#### MISSION STATEMENT

To serve the citizens and employees of Palm Beach County by providing cost-effective and efficient coordination of all functions relating to the identification, analysis, and control of exposures which threaten loss to the County. The Department strives for excellence through proactive management of various programs including Employee Assistance, Employee Safety/Loss Control, Group Insurance, Occupational Health, Property & Casualty, and Workers' Compensation.

# **Employee Assistance Program**

Promotes the mental health and wellness of County employees and their families. Services aim at timely intervention of conditions which negatively impact health, well-being, or job performance and seeks to restore employees and family members to optimum functioning in all life areas.

# **Employee Safety/Loss Control**

Provides programs and services to the departments of the Board of County Commissioners (BCC) to prevent injury and illness to County employees, harm to the public, and property losses to the County.

#### **Group Insurance**

Provides excellent customer service to group insurance participants and properly administers the County's various employee group insurance (health, life, dental, flexible spending accounts, and short and long term disability) plans in accordance with federal law and County policies.

# **Occupational Health**

Provides services that focus on the promotion, protection, and restoration of the health and safety of Palm Beach County employees. By providing high quality, cost effective medical surveillance, and timely medical and rehabilitative services employees are able to achieve the highest level of health and wellness.

#### **Property and Casualty**

Provides cost-effective and efficient oversight of the various insurance and self-insurance programs protecting the County against financial loss resulting from damage to County-owned assets and/or negligence. The Division serves as an advisor to the County analyzing and recommending appropriate risk avoidance and transfer methods.

#### **Workers' Compensation**

Manages and oversees the administering of the County's self-insured Workers' Compensation claims. The County's claims are administered by a third party administrator with two on-site adjusters and one adjuster located at the third party administrator's office. The County's claim administration is in accordance with the Florida Workers' Compensation Law (F.S. 440).

#### FY 13 Highlights & Accomplishments

- The Employee Assistance Program (EAP) implemented a Care Giver Support Group after recognizing the need for this type of support for employees.
- The EAP established an Intern Supervision Program to assist interns toward licensure. The Program increased the EAP's capacity for counseling more employees without cost to the County.
- The EAP maintained a high level of counseling services and supervisor training.
- The Group Insurance Division (GI) continued to streamline and automate benefit administration and open enrollment processes.
- The GI developed efficient communications to meet compliance deadlines imposed by the Patient Protection and Affordable Care Act (PPACA) and the Health Insurance Portability and Accountability Act (HIPAA), while also announcing the annual Open Enrollment period and an upcoming wellness program event.
- Significant work was performed by the Loss Control Division (LC) to ensure compliance in the areas of asbestos projects, radon testing, and industrial hygiene air sampling.
- The Occupational Health Clinic provided cost-effective, in-house medical treatment and case management for injured workers.
- The Property and Casualty Insurance Division (PCI) added functionality to the contract CertFocus to facilitate certificate of insurance tracking of all vendors who have contracts originating in the Purchasing Department.
- The PCI updated the County Self Insured Retention Plan (SIRP) on 4/1/2013 to better reflect the coverage required by the County and to ensure continuity with the excess insurance policies.
- The PCI successfully subrogated over 98% of all first party claims using our internal staff resulting in the collection of 95% of all money due to the County.
- The Workers' Compensation Division (WC) settled previously unresolved excess reinsurance policies by securing a \$1.7 million commutation settlement.
- The WC contracted to add a third on-site adjuster enhancing the high level of care and service provided to injured workers.

#### **FY 14 Emerging Issues**

- The EAP continues to comply and monitor changes in Federal Regulations concerning Protected Health Information (PHI) and HIPAA laws by updating policies and information.
- The GI continues to meet incremental deadlines from the PPACA until it reaches its final fruition in 2018. During this time the landscape of employer-sponsored health insurance benefits will change dramatically. The Group Insurance Division must continually monitor and ensure compliance with the Act.
- The LC is working to assist departments to find light duty assignments for injured workers until they can return to full duty.
- The PCI is working to expand the use of a Certificate of Insurance tracking system through a new RFP to include other departments who administer contracts in an effort to centralize certificate of insurance tracking for County agencies.
- The PCI faces the challenge of controlling the rising cost of property and liability claims.
- The WC continues to face the possibility of increased costs resulting from challenges of the constitutionality of the state statute limiting benefits paid to injured workers.

- 1. Review fiscal operations and research best practice techniques to document and implement modern processes.
- 2. Maximize the recovery of repair costs to County-owned assets damaged due to negligence of third parties.
- 3. Continue to control costs within claims management.
- 4. Work closely with the workers' compensation third party administrator to ensure all claims are handled within the terms of the contract and medical utilization is appropriate for each claim.
- 5. Pursue any and all subrogation, Special Disability Trust Fund and excess recoveries with the assistance of the third party administrator and defense counsel.
- 6. Continue to provide general and specialized safety and other training to County supervisors and employees.
- 7. Continue to provide investigative support for employee and vehicle accidents.
- 8. Provide post-offer physical exams for all new employees and medical surveillance as mandated by OSHA and DOT.
- 9. Aim for further penetration of the contracted workers' compensation PPO network to achieve maximum savings.
- Evaluate and implement a more efficient open enrollment process for County employees enrolled in the Boardsponsored benefit plans.
- 11. Improve the health of employees through the integration of a Wellness Program.
- 12. Inform supervisors on ways to assist their employees with performance problems by publishing a semi-annual column entitled "Supervisor's Corner" on the EAP website.
- 13. Schedule on-going evening or Lunch and Learn classes to benefit employees.

PERFORMANCE MEASUREMENTS	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Employee Assistance Program					
Supervisors Trained	107	88	90	Demand	12
Educational & Training Programs	81	83	85	Output	13
Employee Safety/Loss Control					
Review of employee injury/illness reports	986	925	925	Output	6
Number of authorized drivers under Driver Program	6,487	5,990	6,000	Output	6
Group Insurance					
Percentage of employees using online enrollment	80%	89%	95%	Outcome	10
Number of employees enrolled in Wellness Program	1,518	1,300	1,600	Demand	11
Occupational Health					
Post-offer physicals provided	480	500	500	Output	8
Medical surveillance visits	4,390	5,000	5,000	Output	8
Property and Casualty					
Percentage of costs recovered for damaged County assets	67%	80%	80%	Efficiency	2
Consultations and trainings conducted	22	20	20	Output	
Workers' Compensation					
Claims closing ratio	107%	100%	100%	Efficiency	4
Reduce lost time claims	17%	15%	15%	Efficiency	3

#### DEPARTMENT FINANCIAL SUMMARY

									Change (FY 1	3-FY 14)
	_	I	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget		\$	%
Non Ad-Valorem Rever	<u>nues</u>									
<b>Charges for Services</b>		\$	1,769	\$	500	\$	900	\$	400	80%
Other			72,493,331		93,313,156		91,200,610		(2,112,546)	(2%)
<b>Fund Balance</b>			32,349,592		13,553,328		15,125,555		1,572,227	12%
	SubTotal	\$	104,844,692	\$	106,866,984	\$	106,327,065	\$	(539,919)	(1%)
Appropriations Personal Services		\$	2,142,276	\$	2,555,230	\$	2,427,159	\$	(128,071)	(5%)
<b>Operating Expenses</b>		·	81,128,292	·	89,993,739	·	92,448,158	·	2,454,419	3%
Transfers			9,171,116		-		-		-	-
Reserves			-		14,688,076		11,801,607		(2,886,469)	(20%)
	SubTotal	\$	92,441,684	\$	107,237,045	\$	106,676,924	\$	(560,121)	(1%)
Ad Valorem Funding	<u>-</u>	\$	12,403,007	\$	370,061	\$	349,859	\$	(20,202)	(5%)
	Positions		30		30		30		-	

# SIGNIFICANT CHANGES

# Non Ad-Valorem Revenues

Other - (\$1,130,000) decrease due to loss of interest earnings, (\$1,780,578) decrease due to changes in employee enrollment, and \$899,103 increase for expected revenue from CIGNA Prescription Drug Reimbursement Program.

Fund Balance - \$1,572,227 increase due to lower than expected claims expense and operating expenses.

# **Appropriations**

Operating Expenses - \$570,648 increase in outside insurance & surety bonds due to rising costs to purchase necessary coverage and \$1,818,252 increase in actuarially expected claims expense.

Reserves - (\$2,886,469) decrease due to spending down of excess reserve amounts.



# TOURIST DEVELOPMENT COUNCIL

Glenn Jergensen, Director

1555 Palm Beach Lakes Boulevard, Suite 900 West Palm Beach, Florida 33401 Phone: 561-233-3130

Website Address: <a href="http://www.pbcgov.com/touristdevelopment/">http://www.pbcgov.com/touristdevelopment/</a>

# **DEPARTMENT SUMMARY**

#### MISSION STATEMENT

To lead the promotion of tourism in Palm Beach County by empowering collaborative partnerships, advocating appropriate destination defining developments, and ensuring the steady growth of visitors.

#### **Convention Center (PBCCC)**

A general public assembly facility owned by Palm Beach County. The purpose of the facility is to provide the general public with a place to hold meetings, conferences, banquets, tradeshows, etc. through license agreements. Emphasis is placed on attracting out-of-town attendees who will occupy local hotels and motels resulting in a favorable economic impact to the community.

#### Cultural Council

Promotes and markets Palm Beach County as a "cultural tourism" destination. Creates a positive economic impact by promoting cultural experiences and developing audiences, through multiple media channels to tourists, visitors, and residents; administers grants to non-profit organizations and artists; expands arts and cultural educational opportunities; advocates for funding and arts-friendly public policies; and develops donors through membership programs.

#### **Discover Palm Beach County**

Develops a brand strategy and implements marketing and sales programs to increase visitation to the County by leisure tourists, groups and meetings, and other visitors in key markets throughout the United States and internationally. This is accomplished through on-line and off-line consumer and trade advertising and targeted sales programs directed to different geographic and niche segments of the marketplace.

#### **Film and Television Commission**

Generates a positive impact on business tourism and the economy in Palm Beach County through the growth of the film, television, digital media, and still photography industry by attracting on-location production, educating our local workforce and providing superior services to both the visiting and the indigenous production community.

# Other Tourist Development Council (TDC) Funded Programs

Other TDC funds include three funding programs and one County-related program. The 1st Cent funding is designated for debt service relating to bonds issued to finance construction of sports franchise facility and a convention center, planning and design cost incurred prior to issuance of bonds and operation and maintenance cost of the convention center. The 4th Cent funding is designated for the payment of debt service on the baseball stadium and convention center, planning and design cost incurred prior to issuance of bonds and operation and maintenance cost of the convention center for ten years. The Beach Programs provides beach improvement, maintenance, renourishment, restoration, and erosion control with emphasis on dune restoration where possible. This program is administered by the Environmental Resource Management department. Finally, the TDC administers the Special Projects fund which provides funding to attract visitors to events held in Palm Beach County.

#### **Sports Commission**

The Palm Beach County Sports Commission promotes and markets the County as a sports destination. The Sports Commission attracts and develops sporting events and activities to enhance occupancy of hotel room nights and economic impact on the Palm Beach County economy (with a focus on the off-season); to maximize the utilization of County facilities; and to promote the image of Palm Beach County as a sports tourism destination on a national and international level.

#### FY 13 Highlights & Accomplishments

- Palm Beach County experienced continued growth in tourism reflecting an 11% increase over prior year. Bed tax revenues exceeded budgeted revenue by \$1,916,743 or a 6.70% increase.
- Discover Palm Beach County (Discover) (formerly known as Convention & Visitors Bureau), completed market research to identify and re-position the County's tourism identity, with the approval of "Discover the Palm Beaches Florida".
- The Sports Commission continued to market Palm Beach County as a premier sports destination. The Sports Commission set new records for the number of event bids submitted (37), the number of events receiving financial assistance (48), the number of events with national TV coverage (12), and the total number of sporting events supported/hosted (122).
- Discover initiated and co-produced a live concert and debate screening. The "Rock the Vote" debate capitalized on the global exposure of the final 2012 Presidential Debate at Lynn University, in partnership with Neon Trees, Xbox Live (Microsoft), and the City of Boca Raton. The final product was an interactive live-stream event viewed by 500,000 subscribers, with attendance of 3,500 audience members and 20 top global media outlets and earned a Visit Florida Flagler Award.
- The Cultural Council's Information Center served more than 6,422 people over the past year. The Cultural Council's website traffic increased by 88%. Leads from advertising through Cultural Council programs increased 157%. New records were achieved by having 3,288,786 people attend cultural activities. Arts/Cultural districts continue to expand and formalize in areas around the County including Clematis, Northwood, Boynton, Lake Worth and Delray Beach.
- A high level of customer service and attention to client needs allowed the Sports Commission to retain 75% of their existing portfolio of sporting events from FY 2012. This proved to be a contributing factor in generating a new benchmark of 170,997 sports related room nights across 33 different sports disciplines.
- From a financial perspective, the County Convention Center recorded its best year of operations.
- The Film & Television Commission shattered all fiscal year-end goals which included substantial growth in the following areas: production revenue, hotel room nights, issued permits, number of projects shot, total leads/responses/conversions and website unique visitors.
- The Convention Center actualized over 13,000 room nights for FY 2013.

#### **FY 14 Emerging Issues**

- Ground breaking on the new Convention Center Hilton Hotel is scheduled for December 6th. The project is expected to last 22 months and create 403 total rooms. Hotel construction will create sound, vibration and traffic issues on the east side of the Convention Center. Convention Center staff will work to minimize negative effects on facility clients.
- Palm Beach County is approaching the recognition as a high tourism impact County based upon taxable sales.
- During the 2013 legislative session, Florida's Entertainment Industry Financial Incentive Program was not allocated additional tax credits and there are presently no tax credits available in the program through FY 2016.
- Discover is planning to develop a more compelling and accurate portrayal of Palm Beach and its vast offerings. This message will be strategically distributed through a variety of multi-media channels.
- Arts and culture will be promoted through a variety of new initiatives. Plans include increased video and photography, a renovated website, new print and internet advertising, and other promotions.
- The availability of field space and venues appropriate for potential sports event customers is a continuing concern. With further expansion of the sports travel industry, this issue as well as competition from other geographical areas will continue as a challenge.
- The Tourist Development Council is currently in the planning and design phase of a Convention Center garage to better serve the parking needs of those attending events at the Convention Center facility.

- 1. Convention Center continue to increase total operating revenue.
- 2. Convention Center to set a single year record for food and beverage sales.
- 3. Discover Palm Beach County to maximize advertising placement and frequency to generate 600,000 inquiries.
- 4. Discover Palm Beach County to book 79,000 room nights for the hotel group sales effort.
- 5. Cultural Council to market the County as a cultural destination by promoting the County's cultural assets through the Cultural Information Center, advertising, public relations, social media, and promotions.
- 6. Cultural Council to manage a comprehensive website as the primary source for cultural experiences, which will benefit the cultural industry, build audiences, create economic opportunities, and provide industry information.
- 7. Sports Commission to achieve 171,000 sports related room nights.
- 8. Sports Commission to submit or assist in the submission of 40 event/activity bids.
- 9. Film & Television Commission to generate 11,550 hotel room nights.
- 10. Film & Television Commission to issue 257 film permits.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
<b>Convention Center</b>					
Gross rental revenue	\$1,649,838	\$1,750,064	\$1,789,003	Output	1
Food and beverage sales	\$2,257,555	\$2,134,663	\$2,292,200	Output	2
Cultural Council					
Number of leads coming from advertising efforts	10,169	18,000	21,000	Outcome	5
Number of visits to website.	45,591	48,000	53,000	Demand	6
Discover Palm Beach County					
Number of ad inquires	626,234	650,000	600,000	Outcome	3
Booked room nights (hotel leads)	78,987	79,000	79,000	Output	4
Film and Television Commission					
Number of FTC hotel room nights	9,509	11,000	11,550	Outcome	9
Number of permits issued by the FTC	244	245	257	Output	10
Sports Commission					
Number of supported sports related room nights	165,918	168,000	171,000	Outcome	7
Number of SC submitted or assisted bids	30	35	40	Output	8

# **DEPARTMENT FINANCIAL SUMMARY**

								Change (FY 1	3-FY 14)
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Reven	ues								
<b>Charges for Services</b>		\$	3,132,214	\$	3,300,894	\$	3,474,628	\$ 173,734	5%
<b>Tourist Development Ta</b>	axes		28,821,660		28,606,951		31,158,331	2,551,380	9%
Other			814,472		(411,703)		(1,189,237)	(777,534)	189%
<b>Fund Balance</b>			21,329,572		24,726,434		26,635,025	1,908,591	8%
	SubTotal	\$	54,097,918	\$	56,222,576	\$	60,078,747	\$ 3,856,171	7%
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	383,199	\$	440,956	\$	418,204	\$ (22,752)	(5%)
<b>Operating Expenses</b>			17,216,360		18,688,856		18,897,909	209,053	1%
<b>Grants and Aids</b>			2,651,258		3,157,000		3,720,000	563,000	18%
Transfers			8,817,057		10,930,217		10,745,462	(184,755)	(2%)
Reserves			-		23,005,547		26,297,172	3,291,625	14%
	SubTotal	\$	29,067,874	\$	56,222,576	\$	60,078,747	\$ 3,856,171	7%
Ad Valorem Funding	_	\$	-	\$	-	\$	-	\$ -	
	Positions		4		4		4		
	r ositions –		4		4		4	<u>-</u>	

# **SIGNIFICANT CHANGES**

Non Ad-Valorem Revenues
Fund Balance - \$1,908,591 increase due to higher than expected revenue from Tourist Development Taxes, which in turn contributes to the increases the reserves.

Other - (\$777,534) decrease is a result of anticipated decreases in interest revenue



# WATER UTILITIES

Bevin Beaudet, P.E., Director

8100 Forest Hill Boulevard West Palm Beach, Florida 33413 Phone: 561-493-6000

Website Address: <a href="http://www.pbcgov.com/waterutilities/">http://www.pbcgov.com/waterutilities/</a>

# **DEPARTMENT SUMMARY**

#### MISSION STATEMENT

To provide the highest quality potable water, reclaimed water, and wastewater service to customers in a fiscally and environmentally sound manner. The Water Utilities Department's vision for the future is "Best Water, Best Service, and Best Environmental Stewardship."

# **Department Overview**

The Department provides potable water distribution and wastewater collection services to approximately 532,000 residents within 1,200 square miles of the primarily unincorporated area of Palm Beach County. The Department operates five regional water treatment plants with a total treatment capacity of 160.88 million gallons per day (mgd). The Department owns and operates the 35 mgd Southern Region Water Reclamation Facility, a state-of-the-art wastewater treatment and water reclamation facility. Additionally, the Department owns 23.5 mgd of capacity in the East Central Regional Wastewater Treatment Plant, which is operated by the City of West Palm Beach. The Department also operates a Central Region Operations Center, a Southern Region Operations Center and Central Laboratory, and a Customer Service Facility.

#### **Customer Service**

Facilitates the provision of water and wastewater utility services, including direct external and internal customer assistance for existing and potential customers. Examples of provided services include prompt initiation and connection of new accounts, accurate reading of customer meters and calculation of related billings, timely response to customer inquiries, whether in person, by telephone, via the internet, or through correspondence, management of departmental contracts and agreements, and diligent enforcement and collection of fees owed.

# **Potable Water Treatment and Delivery**

Ensures delivery of a high quality level of potable water to the Department's customers through its capital facilities and infrastructure. These functions assure the integrity of the distribution system and availability of potable water to meet future needs in accordance with standards established for the health and safety of the department's customers. Primary services include 24 hour on demand availability of potable water service through various treatment technologies, water quality that exceeds state and federal standards, and engineering services to develop and implement all capital facilities necessary to ensure adequate levels of potable water service.

# Wastewater Collection, Treatment, and Disposal

Ensures environmentally sound wastewater collection, treatment, and reclamation through the facilities owned by the Department, as well as additional capacity at the East Central Regional Water Reclamation Facility, operated by the City of West Palm Beach. Primary services include 24 hour on demand availability of wastewater treatment and disposal, wastewater treatment that exceeds state and federal standards, and engineering services to develop and implement all capital facilities necessary to ensure proper collection, treatment, and reclamation of wastewater.

# FY 13 Highlights & Accomplishments

- Completed absorption of the Glades Utility Authority.
- Substantial completion of WUD's Emergency Operations Center.
- Completed vacuum sewer pump station at Belvedere Homes.
- Completed energy recovery system at the Lake Region Water Treatment Plant.

# **FY 14 Emerging Issues**

• Palm Beach County Water Utilities Department (WUD) and Broward County are collaborating efforts to allow WUD to accept up to 10.51 million gallons per day of reclaimed water. If approved, this will allow WUD to provide reclaimed water to customers in the southern portion of the service area where reclaimed water is in high demand but currently unavailable. This will also reduce demands for potable water.

- 1. Implement a business case analysis program for prioritizing capital projects to provide a systematic method of minimizing the life costs of utility assets, meeting desired service levels, and controlling risk.
- 2. Implement an asset management program to help the transition from a growth to sustainable utility. An asset management program provides a systematic method of minimizing the life cycle costs of utility assets, meeting desired service levels and controlling risk in the most efficient manner.
- 3. Begin a five-year plan to replace the GUA's existing water distribution system which currently has a 50% water loss rate. This exceeds the maximum 15% water loss rate mandated by the South Florida Water Management District, in addition to, significantly increasing operating costs.
- 4. Focus a majority of its legislative efforts on the following three issues which could have a major impact on the future of water use and supplies: water restrictions, water supply funding, and water reuse.
- 5. Complete rehabilitation of six lift stations as part of the asset management program.
- 6. Complete construction of six new production wells as part of the asset management program.
- 7. Complete construction of the Digester Biogas combined Heat and Power Renewable Energy Facility and the Southern Region Water Reclamation Facility. The green project will convert the methane gas which is a by-product of the wastewater treatment process to energy which can run the plant.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Customer Service					
Average time to respond to written customer inquiry	2 days	2 days	2 days	Efficiency	
Customer service cost per account	\$3.04	\$3.11	\$3.26	Efficiency	
Total number of meters	173,796	175,492	177,247	Demand	
Average meters read per meter reader (per day)	541	546	551	Efficiency	
Departmentwide					
Number of dwelling units	226,128	227,328	228,528	Demand	
Average operating revenue per dwelling unit	\$680.01	\$733.41	\$755.61	Efficiency	
Growth percent, excluding acquisitions	0.4%	0.4%	0.4%	Demand	
Bond Debt Service Coverage	4.45	4.59	4.19	Efficiency	
Total operating costs per dwelling unit	\$362	\$362	\$360	Efficiency	
Dwelling units served per employee	405	397	400	Efficiency	
Bond rating	AAA	AAA	AAA	Efficiency	
Wastewater Collection, Treatment And Disposal					
Cost per thousand gallons of wastewater treated	\$2.82	\$2.75	\$2.77	Efficiency	
Million gallons per day of wastewater treated	37.4	37.9	40.0	Output	
Average monthly wastewater dwelling units served	221,411	222,518	223,630	Output	
Gravity mains inspected and evaluated (in feet)	30,000	30,000	30,000	Output	
Gallons per day of inflow eliminated	50,000	50,000	50,000	Efficiency	
Reclaimed water connections	87	88	88	Output	
Water Treatment				_	
Costs per thousand gallons of water treated	\$2.71	\$2.72	\$42.74	Cost	
Number of new dwelling units served	1,480	1,200	1,200	Demand	
Average monthly water dwelling units served	226,920	228,055	229,195	Output	
Percent of water "unaccounted for"	9.7	7.8	7.5	Efficiency	

#### DEPARTMENT FINANCIAL SUMMARY

									Change (FY 1	3-FY 14)
	_	]	FY 12 Actual	F	Y 13 Budget	F	Y 14 Budget		\$	%
Non Ad-Valorem Rever	<u>nues</u>									
<b>Charges for Services</b>		\$	25,724	\$	-	\$	-	\$	-	-
Grants			348,755		-		-		-	-
Other			7,451,136		-		-		-	-
<b>Interfund Transfers</b>			123,385,173		119,835,345		130,667,583		10,832,238	9%
<b>Fund Balance</b>			3,739,021		3,431,751		3,341,772		(89,979)	(3%)
	SubTotal	\$	134,949,809	\$	123,267,096	\$	134,009,355	\$	10,742,259	9%
<b>Appropriations</b>	_									
<b>Personal Services</b>		\$	38,204,190	\$	40,605,130	\$	43,387,919	\$	2,782,789	7%
<b>Operating Expenses</b>			66,216,318		74,454,368		80,374,080		5,919,712	8%
Capital Outlay			-		3,789,000		6,281,000		2,492,000	66%
<b>Debt Service</b>			-		-		-		-	-
Transfers			-		-		70,749		70,749	100%
Charge Offs			(2,477,223)		-		-		-	-
Reserves			-		4,418,598		3,895,607		(522,991)	(12%)
	SubTotal	\$	101,943,285	\$	123,267,096	\$	134,009,355	\$	10,742,259	9%
Ad Valorem Funding	_	\$		\$		\$		\$		
8	<del>-</del>	-		•		-		•		
	Positions		558		558		561		3	1%

# SIGNIFICANT CHANGES

# Non Ad Valorem Revenues

Interfund Transfers - \$10,832,238 increase in funding from the WUD Revenue Fund (4000) to cover increase in Operating and Maintenance expenses.

# **Appropriations**

Positions 3

Non Ad Valorem: Operations & Maintenance positions needed to meet continuing service needs.

Personal Services - \$110,435 increase due to the addition of a Clerical Specialist, Utility Plant Mechanic, and Infiltration & Inflow Technician Apprentice position.

Operating Expenses - \$4,744,000 for implementation of Smart Meter technology.

Capital Outlay - \$2,193,000 for the replacement of water plant generators.

Transfers - \$70,749 for WUD proportionate share of VoIP telephone system implementation.



# **COMMISSION ON ETHICS**

Steven P. Cullen, Executive Director

The Historic 1916 Palm Beach County Courthouse 300 North Dixie Highway, Suite 450 West Palm Beach, FL 33401 Phone: 561-355-1915

Website Address: <a href="http://www.palmbeachcountyethics.com/">http://www.palmbeachcountyethics.com/</a>

# **DEPARTMENT SUMMARY**

#### MISSION STATEMENT

To foster integrity in public service, to promote the public's trust and confidence in that service, and to prevent conflicts between private interests and public duties.

# **Department Overview**

Authorized under Palm Beach County Code Article V, Division 8, sec.2-254, the Commission on Ethics (COE) was created and established in Palm Beach County to: 1) issue advisory opinions regarding county ordinances within the jurisdiction of the COE as requested by elected and appointed officials and other public servants; 2) make legal sufficiency and probable cause determinations, approve settlement agreements, issue public reports and final orders regarding disposition of complaints, and impose penalties; 3) develop educational programs and materials and engage in community outreach to inform and educate county and municipal officials and employees, county vendors, non-profit corporations, and other entities that do business with the county, as well as, the public at large about county ethics ordinances and the importance of ethics to the public's confidence in county and municipal government; 4) review ordinances and state and federal laws relating to ethics in government.

# FY 13 Highlights & Accomplishments

- Processed 22 advisory opinions, 18 sworn complaints, and 35 inquiries based upon information obtained from anonymous or unsworn sources.
- Provided approximately 130 referrals to prior advisory opinions resolving the need for the publication of new opinions.
- Held 66 in-person training and public presentations.
- The COE website continues to be fully searchable as a stand-alone database. Visits to the website during FY2013 totaled 206,916 with an average of 566 visits per day.

- 1. Continue to train, enforce, and advise public officials and employees as to their obligations under the Code of Ethics.
- 2. Continue to train, enforce, and advise lobbyists, principals of lobbyists, and employers of lobbyists as to their obligations under the Countywide Lobbyist Registration Ordinance.
- 3. Pursue new partnerships with taxing authorities who wish to take advantage of the Commission on Ethics' (COE) services.
- 4. Public outreach, specifically to vendors, service providers, contractors, bidders, and proposers of public entities, to avoid violations of ordinances by those in the private sector.
- 5. Continue to develop our internship program through partnerships with Palm Beach State College, Florida Atlantic University Honors College, and Palm Beach Atlantic University.
- 6. Provide periodic follow-up training to all County/municipal employees and officials on the Code of Ethics.
- 7. Continue to develop Ethics Awareness programming including COE sponsored events and staff presentations to community and civic organizations.
- 8. Complete the comprehensive website revision project, with the assistance of the ISS department and a graphics intern through the cooperation with Palm Beach State College, to augment public awareness, training for public officials and employees, and to provide a publicly accessible and user friendly database of opinion and complaint information.
- 9. Continue to respond to requests for advisory opinions by officials, employees, and all public entities under the jurisdiction of the Commission on Ethics.
- 10. Continue to review, for possible revision, ordinances, rules, by-laws, procedures, and policies in connection with the stated mission of efficiently improving public trust in government.
- 11. Expand the existing system of performance accountability measures with the goal of collecting data to better assess the success of our service delivery systems. Utilize additional surveys, distributed to trainees and stakeholders, to gauge the effectiveness of the department's effort to perform its duties under the Code of Ethics and use the collected data to appropriately enhance the evidence based practices of the department.
- 12. Build upon the comprehensive training program delivered to the COE Commissioners. Provide additional specialized training modules, updated as necessary, in the areas of quasi-judicial adjudication, applicable laws and rules, and best practices. Continue to have staff available for individual training and education, as needed.
- 13. Finish topically cataloging the more than 250 advisory opinions issued by the COE in standard bibliographic rubric and develop new search capabilities to facilitate easy reference.

Actual	Estimated	Projected		
FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
38	12	50	Output	
105	75	60	Demand	9
30	90	30	Output	1
28	28	28	Output	7
	FY 2012 38 105 30	FY 2012     FY 2013       38     12       105     75       30     90	FY 2012         FY 2013         FY 2014           38         12         50           105         75         60           30         90         30	FY 2012         FY 2013         FY 2014         Type           38         12         50         Output           105         75         60         Demand           30         90         30         Output

<sup>\*</sup>The COE will perform compliance audits for the County, municipalities, and special districts subject to its jurisdiction every two years in accordance with mandated training and retraining requirements.

# **DEPARTMENT FINANCIAL SUMMARY**

									Change (FY 1	13-FY 14)
		FY	7 12 Actual	FY	7 13 Budget	FY	7 14 Budget		\$	%
Non Ad-Valorem Rever	nues									
Fines & Forfeitures		\$	1,000	\$	-	\$	-	\$	-	-
Other			4,260		-		-		-	-
<b>Fund Balance</b>			160,882		113,776		88,673		(25,103)	(22%)
	SubTotal	\$	166,142	\$	113,776	\$	88,673	\$	(25,103)	(22%)
Appropriations Personal Services		\$	474,117	\$	477,442	\$	505,431	\$	27,989	6%
Operating Expenses		Ψ	26,175	Ψ	63,903	Ψ	54,368	Ψ	(9,535)	(15%)
Capital Outlay			-		4,500		4,500		-	-
Reserves			-		43,557		-		(43,557)	(100%)
	SubTotal	\$	500,292	\$	589,402	\$	564,299	\$	(25,103)	(4%)
Ad Valorem Funding	<del>-</del>	\$	475,626	\$	475,626	\$	475,626	\$	-	
	Positions		6		6		5		(1)	(17%)

# **SIGNIFICANT CHANGES**

<u>Appropriations</u> Positions (1) - Mid-Year FY 2013

Personal Services - (\$40,967) decrease due to elimination of one vacant clerical specialist position.

# **CRIMINAL JUSTICE COMMISSION**

Michael Rodriguez, Executive Director

301 North Olive Avenue, Suite 1001 West Palm Beach, Florida 33401 Phone: 561-355-4943

Website Address: <a href="http://www.pbcgov.com/criminaljustice/">http://www.pbcgov.com/criminaljustice/</a>

# **DEPARTMENT SUMMARY**

#### MISSION STATEMENT

To serve as a catalyst to bring together criminal justice and related agencies in partnerships that cultivate and enrich local criminal justice practice, policy, and program development.

### **Department Overview**

Under the leadership of the Executive Director, the Criminal Justice Commission (CJC) is comprised of 21 public sector members representing local, state, and federal criminal justice and governmental agencies, and 12 private sector business leaders nominated by the Economic Council of Palm Beach County. These members also create specific Task Forces and Committees as necessary. These committees are all supported by a Secretariat Division that serves as the administrative arm of the CJC. As an advisory body, the CJC makes recommendations to the Board of County Commissioners (BCC) on policies and programs designed to accomplish the following objectives: (a) provide overall coordination to law enforcement and crime prevention efforts in the County; (b) provide an efficient, cost effective, and timely criminal justice system in the County; and (c) affect the reduction of crime in the County on a permanent basis.

#### Secretariat

Provides objective, professional, and timely administrative, research and program services in support of the CJC's advisory function to the BCC pursuant to Ordinance No. 88-16 Section 2-221 Administration. Section 2-221 enables the CJC to employ an Executive Director, who has the authority to hire administrative, professional, and clerical assistance as necessary to carry out the duties authorized by the ordinance subject to the availability of funds and the review and approval by the BCC. The administrative services include managing agreements, contracts, revenues and expenditures to and from the County, partners, and government grants. Research services include conducting research for issues that come up during the committee and task force meetings and is used to help with policy and program discussions. Program services provide the necessary vehicle to identify and implement pilot programs and to manage existing programs that help address challenges in different communities across the County.

#### FY 13 Highlights & Accomplishments

- Criminal Justice Commission (CJC) Grants Fund awarded grants totaling \$1,534,302 to fund the following programs:
  a) Second Chance Act Grant Reentry \$750,000; b) Second Chance Act Grant Juvenile \$250,000; c) Justice Assistance Grant State Solicitation Florida Department of Law Enforcement \$358,801; d) Justice Assistance Grant Local Solicitation Department of Justice \$175,501.
- The Regional & State Transitional Offender Reentry (RESTORE) program was selected as a participant in a national evaluation of reentry services for criminals released from jail.
- A local evaluation of CJC's reentry services was completed by the University of South Florida.
- Solidified uniform outcome measures, county-wide assessments, data collection systems, and evaluation methods for all CJC County funded programs.
- Revised Administrative Order #4.202 to prohibit sex offenders from receiving bail before seeing a first appearance judge.
- Played a key role in revising Administrative Order #4.401 reducing the length of time it takes for someone convicted of a felony violation of probation charge to see a first appearance judge for bail.
- Made substantial progress regarding Adult Drug Court and Civil Drug Court evaluations.
- Accepted and implemented the Juvenile Mental Health Collaboration Project (JMHCP) Grant for \$249,955 for Delinquency Drug Court expansion to include co-occurring disorders.
- Developed recommendations for changes to the Marchman Act including proposed legislative changes. The Marchman Act is the civil drug commitment statute allowing for involuntary substance abuse treatment.
- Participated in the Juvenile Detention Alternatives to Incarceration (JDAI) Collaborative which resulted in Palm Beach County having the most significant reduction in detention population. This resulted in a cost savings to the county.
- The University of South Florida completed an evaluation of the Recidivist Recovery Court Program and the Crisis Intervention Team Training Program, both grant funded. Recidivist Recovery Court was an effort to reduce the number of offenders who frequently come through the jail due to various circumstances. Crisis Intervention Team Training is training for law enforcement officers helping them to more effectively deal with mentally ill offenders.
- Expanded the Citizens Criminal Justice Academy program with support of the Palm Beach County Sheriff's Office with record numbers in attendance.

#### **FY 14 Emerging Issues**

- Developing a process to provide services for homeless ex-offenders returning to Palm Beach County. Research has shown homelessness contributes to increasing numbers of returning offenders being rearrested and incarcerated.
- Create better client access to mental health and substance abuse services.
- With the population of the County aging, CJC will be looking at whether that correlates to lower crime and how it can affect public criminal justice policy.
- Improved technology could provide new opportunities for criminal enterprises that might proactively be considered.
- Due to technological advances, Smart Guns (guns not capable of being fired by someone other than the owner) may pave the way for new legislation to improve public safety.
- Recent research has shown many juveniles are being Baker Acted (involuntary civil mental health commitment). CJC has proactively approved a fact finding mission to see if improvements to the process can be achieved.
- The Department of Juvenile Justice has made it a statewide priority to implement a first offender/civil citation program in all jurisdictions to allow for all first time non-violent juvenile offenders the opportunity to avoid a juvenile criminal record. CJC is working with its many partners to implement that program locally.

- 1. To achieve a satisfaction rating of 1.6 on a scale of 1 to 5 for the administrative, research, and program services provided to support the objectives of the CJC, its task forces, councils, and committees.
- 2. Increase the amount of funding from sources outside the County to support CJC's objectives.
- 3. Ensure all contracts and agreements, if applicable, include data collection clauses to monitor progress.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Number of contracts	36	40	38	Output	
Satisfaction Survey: (Scale of 1 - 5) (where a "1" is the highest mark)	1.70	1.60	1.60	Outcome	1
Leveraging and Partnerships: Ratio of in-kind dollars spent to County dollars	2.1:1	2.2:1	2.3:1	Efficiency	2
Percent of applicable contracts providing data to the Secretariat	100%	100%	100%	Outcome	3

#### DEPARTMENT FINANCIAL SUMMARY

								Change (FY 1	3-FY 14)
	_	F	Y 12 Actual	F	Y 13 Budget	FY	Y 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
Fines & Forfeitures		\$	328,560	\$	235,686	\$	245,206	\$ 9,520	4%
Grants			2,426,179		1,489,105		702,546	(786,559)	(53%)
Other			19,604		(5,076)		(5,990)	(914)	18%
<b>Interfund Transfers</b>			22,506		-		-	-	-
<b>Fund Balance</b>			383,202		230,131		238,709	8,578	4%
	SubTotal	\$	3,180,051	\$	1,949,846	\$	1,180,471	\$ (769,375)	(39%)
<b>Appropriations</b>	_								
Personal Services		\$	863,986	\$	862,828	\$	836,874	\$ (25,954)	(3%)
<b>Operating Expenses</b>			212,226		305,001		332,154	27,153	9%
<b>Capital Outlay</b>			8,039		2,152		2,152	-	-
<b>Grants and Aids</b>			1,445,857		1,022,591		606,097	(416,494)	(41%)
Transfers			612,093		471,051		421,568	(49,483)	(11%)
Reserves			-		28,924		80,222	51,298	177%
	SubTotal	\$	3,142,201	\$	2,692,547	\$	2,279,067	\$ (413,480)	(15%)
Ad Valorem Funding	_	\$	591,865	\$	742,701	\$	1,098,596	\$ 355,895	48%
	Positions _		11		11		11	-	

### SIGNIFICANT CHANGES

# **Non Ad-Valorem Revenues**

Grants - (\$750,000) Second Chance Act Prisoner Reentry Grant ended 9/30/13; (\$162,714) miscellaneous grants ending 9/30/13 or reduction in funding; \$126,155 Justice Mental Health Program Grant.

# **Appropriations**

Personal Services - (\$84,684) Second Chance Act Prisoner Reentry Grant ended 9/30/13.

Grants & Aids - (\$499,998) Second Chance Act Prisoner Reentry Grant ended 9/30/13.

Transfers - (\$152,550) Second Chance Act Prisoner Reentry Grant ended 9/30/13; (\$31,501) decrease in JAG Local Solicitation Grant; \$92,000 increase in JAG State Solicitation Grant; \$42,568 Justice Mental Health Program Grant.

Reserves - \$56,831 increase in reserves in the Crime Prevention Trust Fund due to an increase in court fines available for distribution as needed.



# OFFICE OF COMMUNITY REVITALIZATION

**Houston L. Tate, Director** 

2300 North Jog Road, Suite 2-East West Palm Beach, Florida 33411 Phone: 561-233-5303

Website Address: <a href="http://www.pbcgov.com/ocr/">http://www.pbcgov.com/ocr/</a>

# DEPARTMENT SUMMARY

#### MISSION STATEMENT

To strengthen and improve Palm Beach County neighborhoods by engaging citizens' participation, enhancing governmental response to community needs, and providing education, technical, and financial assistance to help residents plan and implement sustainable neighborhood improvements.

# **Department Overview**

The Office of Community Revitalization (OCR) facilitates and coordinates community revitalization initiatives within designated residential neighborhoods in unincorporated Palm Beach County. The OCR recommends allocation of general funds which are utilized in partnership with funding from other County departments and other organizations to initiate and complete community revitalization projects such as paving, drainage and water improvements, neighborhood parks, land acquisition, and feasibility studies.

The OCR offers a wide variety of services and programs to assist residents in effectively accessing and utilizing County services and community resources; offers greater opportunities for all citizens and government to interact with each other, contribute and listen, and discuss issues that are important to them; and enables residents to manage community related issues to reverse community decline.

Primary services include: coordinating and facilitating the Countywide Community Revitalization Team (CCRT) and the Glades Technical Advisory Committee initiatives; assisting residents with accessing and using County services and other community resources; facilitating community-based problem solving and consensus; supporting neighborhood based development through grant programs, technical assistance, and community leadership training; identifying and procuring funding sources in support of OCR programs and initiatives; and collaborating with other County departments in the review of annexations, land use amendments, and development proposals for consistency with community revitalization goals. Programs include the Neighborhood Street Lighting Program, the Neighborhood Partnership Grant Program, the Neighborhood Home Beautification Program, and the Residents Education to Action Program.

One of the core OCR initiatives is its Community Connect Initiative, designed to provide neighborhoods with a link to county government; increase citizens' access to news and information; increase understanding of local government structure, available programs, services, and community resources; enhance citizens engagement and participation in local problem-solving and decision making; and foster a proactive interaction with local government built on trust, reciprocity and understanding. The initiative is comprised of a website, monthly e-mail publication, ongoing news and resource alerts, handouts, individual and community connection meetings, speaking engagements, citizen education, workshops, brochures and handouts, and a referral program.

#### FY 13 Highlights & Accomplishments

- The Office of Community Revitalization (OCR) was awarded a \$25,460 grant from the John S. and James L. Knight Foundation Fund, a fund of the Community Foundation for Palm Beach and Martin Counties, to expand OCR's Community Connect Initiative. The grant will help the OCR enhance the role of citizens in local problem solving and foster informed and engaged communities.
- Implemented the 2013 NFL High School Development Program throughout Palm Beach County.
- Developed a community collaborative that seeks to expand and replicate the For Inspiration and Recognition of Science and Technology (FIRST) Robotic Engineering Program in the Glades area and eventually in designated CCRT areas.
- Facilitated over 100 events to provide technical assistance, training, information, and referral to community groups.
- Facilitated the completion of five capital improvement projects totaling over \$600,000.
- Partnered and leveraged funding with several agencies to coordinate this year's Community Back to School Program to provide over 15,000 disadvantaged students pre-K through 12 with school supplies, haircuts, health checkups, and other professional health related services and resources.
- Partnered and leveraged funding with the Robert Wood Johnson Foundation Healthy Kids, Healthy Communities Coalition to build the Berkshire Elementary walking trail, the first trail open to the public at a school for community use.

#### **FY 14 Emerging Issues**

- Maintaining current service levels with limited staff and budget while responding to increased demand for services continues to be an issue.
- Developing new community partnerships and identifying other resources that could be used to assist in OCR initiatives and to address community needs and priorities.

- 1. Strengthen and develop community partnerships and identify other resources that can be used to fulfill Office of Community Revitalization's (OCR) initiatives and address community needs and priorities.
- 2. Promote outreach, community capacity, and leadership development by providing training, technical assistance, and partnership opportunities through the Resident Education to Action Program and other OCR initiatives.
- 3. Promote greater citizens' accessibility and awareness of OCR programs, services, and community resources.
- 4. Coordinate the delivery of services and programs that provide a range of problem-solving tools and resources to address community issues.
- 5. Continue to respond to and address ongoing specific community needs.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Number of new resources identified and obtained	8	8	8	Output	1,2
Number of visits to OCR's website	25,000	25,000	30,000	Demand	3
Number of people assisted through grants, community connect and other publications, speaking engagements, training, technical assistance, referrals, and other resources.	6,000	6,000	6,000	Output	2,3,5
Number of community projects or events initiated,	50	50	50	Output	1,2

								Change (FY 1	3-FY 14)
		F	Y 12 Actual	F	Y 13 Budget	FY	Y 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
Other		\$	39,981	\$	47,500	\$	7,500	\$ (40,000)	(84%)
<b>Interfund Transfers</b>			80,000		-		-	-	-
<b>Fund Balance</b>			1,538,096		1,635,496		1,217,911	(417,585)	(26%)
	SubTotal	\$	1,658,077	\$	1,682,996	\$	1,225,411	\$ (457,585)	(27%)
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	572,255	\$	566,948	\$	596,790	\$ 29,842	5%
<b>Operating Expenses</b>			54,320		1,186,782		1,094,579	(92,203)	(8%)
Transfers			645,957		-		-	-	-
Reserves			-		517,441		151,617	(365,824)	(71%)
	SubTotal	\$	1,272,532	\$	2,271,171	\$	1,842,986	\$ (428,185)	(19%)
Ad Valorem Funding	<u>-</u>	\$	583,341	\$	588,175	\$	617,575	\$ 29,400	5%
	Positions		6		6		6	-	

# **SIGNIFICANT CHANGES**

Non Ad-Valorem Revenues
Fund Balance - (\$417,585) decrease in fund balance due to FY 2013 expenditures being more than budgeted, which also decreased available reserves.



# OFFICE OF EQUAL OPPORTUNITY

Pamela Guerrier, Director

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Website Address: <a href="http://www.pbcgov.com/equalopportunity">http://www.pbcgov.com/equalopportunity</a>

# **DEPARTMENT SUMMARY**

#### MISSION STATEMENT

To promote a discrimination free quality of life for Palm Beach County residents through educating and advocating a policy of nondiscrimination and enforcement of federal, state, and local civil rights laws.

# **Disability Accessibility**

Coordinates and monitors the Disability Accessibility Awareness Grant Program and provides services promoting and protecting the rights of disabled persons through referrals, surveys, and responses to requests for assistance. Additionally, this program disseminates information through training and outreach activities to increase the awareness of physical, attitudinal, programmatic, and service barriers throughout the County.

# **Equal Employment**

Receives, investigates, seeks to conciliate, and issues final determinations on complaints of employment discrimination filed by residents of the County. Primary services include providing intake services, counseling, and referrals; providing workshops and training to employers; investigating and issuing final decisions on complaints of discrimination; and serving as a referral agency to state and federal counterparts when Office of Equal Opportunity (OEO) lacks jurisdiction or enforcement authority.

# **Fair Housing**

Receives, investigates, seeks to conciliate, and issues final determinations on complaints of housing discrimination that are filed by residents of the County. Primary services include providing intake services, counseling, and referrals; providing workshops and training to attorneys and housing providers; investigating and issuing final decisions on complaints of discrimination; and serving as a referral agency to state and federal counterparts when OEO lacks jurisdiction or enforcement authority.

# FY 13 Highlights & Accomplishments

- Successfully met its U.S. Equal Employment Opportunity Commission (EEOC) contract by resolving 123 charges of discrimination.
- Investigated 76 complaints of housing discrimination and sponsored fair housing month events during April.
- Conducted 43 accessibility site visits.

# **FY 14 Emerging Issues**

- The continued rate of unemployment and layoffs leads to the increased filings of employment discrimination complaints.
- There continues to be an increase in the number of individuals requesting reasonable accommodations to a housing community's "no pet" policy. The individuals choose not to separate from their animals, since they believe the animals provided them with companionship and/or emotional support to assist with their disability.
- Legal Aid Society of Palm Beach County, Inc. (LAS) was awarded a one-year contract from the Palm Beach County
  Board of County Commissioners. The Office of Equal Opportunity is the department that oversees the contract. LAS
  has requested renewal of the contract. OEO is reviewing the request and will make a recommendation to the Board of
  County Commissioners.
- The OEO is the designated County agency charged with the responsibility of implementing and monitoring accessibility to persons in the County and to conduct public awareness programs in the County concerning persons with disabilities. The OEO requested proposals to fund projects that provide accessibility and equal opportunity to persons with disabilities. The collected funds will be disbursed during upcoming fiscal periods. However, the OEO no longer receives revenue from handicap parking fines and effective FY 2016, all funds will have been disbursed, and the OEO may no longer be able to provide accessible support to the community.

# **FY 2014 OBJECTIVES**

- 1. Successfully resolve 146 dual-filed charges of employment discrimination.
- 2. Provide employment discrimination intake services to at least 200 residents.
- 3. Successfully investigate 60 fair housing complaints.
- 4. Provide fair housing intake services to 75 residents.
- 5. Conduct accessibility site visits within ten days of citizens' complaint.
- 6. Issue an accessibility written report within five days after each site visit.
- 7. Set up display booths for at least eight of the projected eighteen public events and outreach activities.

PERFORMANCE MEASUREMENTS Disability Accessibility	Actual FY 2012	Estimated FY 2013	Projected FY 2014	Type	<u>Obj</u>
Number of Handicapped Accessibility Grants to Non-Profit Agencies	0	4	7	Outcome	
Number of accessibility site visits within ten days of first contact.	43	45	50	Output	
Percentage of site visits completed within ten days of citizens' complaint	100%	100%	100%	Efficiency	5
Percentage of accessibility written reports issued within 5 days of site visit	100%	100%	100%	Efficiency	6
Equal Employment					
Charges resolved based on Equal Employment Opportunity Commission (EEOC) Contract	146	146	146	Outcome	1
Inquiries/Complaints on Employment Issues	213	215	200	Demand	2
Fair Housing					
Number of complaints	74	75	80	Demand	
Number of complaints investigated (HUD Contract)	57	58	60	Outcome	3
Percentage of complaints resolved within 100 days	55%	40%	50%	Efficiency	
Number of intakes received	82	75	75	Demand	4
Percentage of complaints resolved vs. complaints investigated (HUD Contract)	40%	40%	40%	Outcome	
Number of outreach and educational events covered	14	16	18	Output	7

								Change (FY 1	<u>3-FY 14)</u>
		F	Y 12 Actual	FY	7 13 Budget	FY	7 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
<b>Charges for Services</b>		\$	104,100	\$	82,000	\$	82,000	\$ -	-
Fines & Forfeitures			95,815		-		-	-	-
Grants			187,171		200,000		185,000	(15,000)	(8%)
Other			10,265		(5,250)		(6,400)	(1,150)	22%
<b>Fund Balance</b>			1,184,134		432,693		346,317	(86,376)	(20%)
	SubTotal	\$	1,581,485	\$	709,443	\$	606,917	\$ (102,526)	(14%)
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	816,708	\$	898,014	\$	967,340	\$ 69,326	8%
<b>Operating Expenses</b>			67,064		96,648		103,401	6,753	7%
<b>Grants and Aids</b>			48		30,000		30,000	-	-
Reserves			-		276,222		225,924	(50,298)	(18%)
	SubTotal	\$	883,820	\$	1,300,884	\$	1,326,665	\$ 25,781	2%
Ad Valorem Funding	-	\$	480,075	\$	591,441	\$	719,748	\$ 128,307	22%
	Positions		12		12		12	-	

# SIGNIFICANT CHANGES

# Non Ad-Valorem Revenues

Grants - (\$15,000) decrease due to lower grant award amount, based on historical awards.

Fund Balance - (\$46,458) decrease due to the loss of Handicapped program revenue in FY 2013. Handicapped Parking fees under Article V Chapter 34.191 shall be considered revenue of the Clerk. This also results in lower reserve balance as funds will be expended until depleted, which is estimated to occur by the end of FY 2015.

# OFFICE OF INSPECTOR GENERAL

**Sheryl Steckler, Inspector General** 

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# **DEPARTMENT SUMMARY**

#### MISSION STATEMENT

"Enhancing Public Trust In Government"

# **Department Overview**

Authorized under Article XII, Section 2-422 Palm Beach County Code, the Office of Inspector General (OIG) is created and established in Palm Beach County to provide independent oversight of County and Municipal operations; to promote economy, efficiency, and effectiveness in the administration of and, as its priority, to prevent and detect fraud and abuse in programs and operations administered or financed by the County or Municipal agencies; to conduct audits and investigations of, require reports from, and receive full and unrestricted access to the records of all County and Municipal offices; to deter, detect, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses by elected and appointed County and Municipal officials, employees, County and Municipal agencies and instrumentalities, contractors, their subcontractors, lower tier subcontractors, and other parties doing business with the County and Municipality and/or receiving County or Municipal funds.

Details on reports issued, recovered costs, and other information can be found on the Office of Inspector General website. Please visit: http://www.pbcgov.com/oig/

								Change (FY 1	13-FY 14)
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Reven	ues								
<b>Charges for Services</b>		\$	3,209	\$	3,000	\$	3,000	\$ -	-
<b>Inspector General Fee</b>			953,863		2,474,265		1,125,201	(1,349,064)	(55%)
Other			12,097		7,286		7,100	(186)	(3%)
<b>Fund Balance</b>			250,251		89,410		-	(89,410)	(100%)
	SubTotal	\$	1,219,420	\$	2,573,961	\$	1,135,301	\$ (1,438,660)	(56%)
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	2,133,633	\$	3,438,193	\$	2,213,667	\$ (1,224,526)	(36%)
<b>Operating Expenses</b>			518,019		295,768		479,065	183,297	62%
<b>Capital Outlay</b>			-		15,000		10,000	(5,000)	(33%)
Reserves			-		50,000		50,000	-	-
	SubTotal	\$	2,651,652	\$	3,798,961	\$	2,752,732	\$ (1,046,229)	(28%)
Ad Valorem Funding	<u>-</u>	\$	1,540,349	\$	1,225,000	\$	1,617,431	\$ 392,431	32%
	Positions		40		40		23	(17)	(42%)

# SIGNIFICANT CHANGES

The Office of Inspector General's budget for FY 2014 includes funding for 23 filled positions. The 17 currently vacant positions will be reinstated once the municipal funding is implemented.



# OFFICE OF SMALL BUSINESS ASSISTANCE

Tonya Davis Johnson, Director

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# **DEPARTMENT SUMMARY**

#### MISSION STATEMENT

To provide County departments and small businesses with excellent customer service, professional assistance, and technical responsiveness to promote the economic growth, expansion, and increased productivity of small business enterprises in Palm Beach County in accordance with established compliance policies and guidelines.

# **Department Overview**

The Office of Small Business Assistance's (OSBA) primary services include providing business counseling and training to Small Business Enterprises (SBEs); assisting individuals in starting a small business; assisting all businesses in obtaining financing; promoting economic opportunity by working with internal and external partners in support of small, minority, and women business enterprises (S/M/WBE); certifying S/M/WBEs; monitoring S/M/WBE participation goals, bids, and County projects; monitoring and reporting S/M/WBE utilization on County contracts; ensuring that SBE subcontractors and subconsultants are paid by Prime contractors via data entry into "Payment Monitoring System"; providing advocacy services to SBEs; arranging networking opportunities between primes and subcontractors; and serving as a voting member of short list and selection committees for contract awards.

# FY 13 Highlights & Accomplishments

- Successfully partnered in the production of the Palm Beach Partners 2013 Business Matchmaker Conference & Expo.
- Participated in outreach events to promote the programs and services of OSBA and encouraged certification of Small/Minority/Women Business Enterprise (S/M/WBE) vendors.
- Created expedited certification/re-certification application process for vendors bidding on upcoming projects (minimum of 15 days from opening bid) to assist vendors seeking to do business with Palm Beach County, City of West Palm Beach and the School District of Palm Beach County.
- Continued to highlight certified S/M/WBE vendors on Channel 20.

#### **FY 14 Emerging Issues**

- Due to the reduction of contracting opportunities with Palm Beach County, OSBA seeks to provide access and information regarding contracting opportunities for the certified S/M/WBE vendors with resource partners (i.e. South Florida Water Management District, City of West Palm Beach, Palm Beach County School District, Solid Waste Authority and Palm Beach County Housing Authority).
- Certified S/M/WBE vendors have indicated a desire to expand and grow their businesses. OSBA will design and issue an electronic needs assessment survey for certified vendors to develop programs, workshops, and opportunities that will address the needs of the certified S/M/WBE vendors.
- Increased exposure to the programs and services offered by OSBA continues to be a need in the community. A review of current outreach methodology is required to better identify and meet the needs of the small business community.
- Re-establish the Palm Beach County Banking Consortium for certified S/M/WBE vendors to provide access to tailored lending and small business banking opportunities.

# **FY 2014 OBJECTIVES**

- 1. Enhance and improve the reporting of S/M/WBE utilization.
- 2. Provide expanded professional development training for all staff.
- 3. Sponsor and/or participate in 25 outreach events in FY 2014.
- 4. Provide access to small business development training to start-up businesses.
- 5. Implement Sheltered Market Program designed to restrict contracts with a specified threshold value to bidders/respondents that are certified Small Business Enterprises (SBE) to assist Palm Beach County in meeting its SBE goals.
- 6. Develop and implement 1st Annual "September is Small Business Month" in PBC workshops and seminars for local small businesses.
- 7. Renew interest and participation in the PBC Banking Consortium, which was developed to provide unique financial services to local businesses certified as SBEs.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obj</u>
Number of certified small business enterprises	498	612	662	Outcome	1
Number of total SBE applications received	186	200	240	Demand	1
Number of new SBE businesses certified	87	90	132	Outcome	1
Number of existing SBE businesses recertified	58	94	151	Outcome	1
Percentage of eligible recertifications processed	75%	75%	75%	Output	1
Number of compliance reviews completed	145	85	85	Output	
Percentage of compliance reviews completed within 15 days	100%	100%	100%	Efficiency	
Number of site visits conducted	59	60	65	Output	
Number of outreach events	16	25	25	Input	3
Revenue generated	\$27,900	\$35,000	\$35,000	Outcome	

								Change (FY 13	3-FY 14)
		FY	7 12 Actual	FY	13 Budget	FY	Y 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
<b>Licenses &amp; Permits</b>		\$	27,900	\$	35,000	\$	35,000	\$ -	-
	SubTotal	\$	27,900	\$	35,000	\$	35,000	\$ -	-
<b>Appropriations</b>	_								
<b>Personal Services</b>		\$	542,388	\$	596,441	\$	637,875	\$ 41,434	7%
<b>Operating Expenses</b>			172,131		190,195		186,223	(3,972)	(2%)
<b>Capital Outlay</b>			-		-		3,820	3,820	100%
	SubTotal	\$	714,519	\$	786,636	\$	827,918	\$ 41,282	5%
Ad Valorem Funding	- -	\$	686,619	\$	751,636	\$	792,918	\$ 41,282	5%
	Positions		7		7		7	-	

# **Non-Department Operations**



# **FISCAL YEAR 2014**



				Change (FY 13-	FY 14)
_	FY 12 Actual	FY 13 Budget	FY 14 Budget	\$	%
<b>Appropriations</b>					
<b>Personal Services</b>	\$ 168,645	\$ 300,004	\$ 300,000	\$ (4)	-
<b>Operating Expenses</b>	13,120,832	16,737,983	15,812,377	(925,606)	(6%)
Charge Offs	(19,598,377)	(20,906,078)	(18,900,809)	2,005,269	10%
SubTotal	\$ (6,308,900)	\$ (3,868,091)	\$ (2,788,432)	\$ 1,079,659	28%
Ad Valorem Funding	\$ (6,308,900)	\$ (3,868,091)	\$ (2,788,432)	\$ 1,079,659	28%

# SIGNIFICANT CHANGES

# **Appropriations**

Operating Expenses - (\$765,000) reduction in Communication Services costs based on a new agreement with AT&T.

Charge Offs - (\$2,005,269) reduction is primarily due to a decrease in the Indirect Cost Allocation Plan and changes in usage by departments charged.

This budget provides for certain administrative expenses of the County as listed below:

	FY 2013	FY 2014
	<u>Budget</u>	<b>Budget</b>
Casualty Self Insurance	\$ 2,459,083	\$ 2,422,793
Waste Disposal	457,075	490,000
Unemployment Compensation	300,000	300,000
Audit Services	778,000	739,100
Inspector General Services	1,225,000	1,617,431
Communication Services	2,895,948	2,130,000
Utilities/Electric	5,370,486	5,319,352
Utilities/Water	800,000	1,100,000
Property Assessments	500,000	400,000
Advertising	15,000	15,000
Dues and Memberships	555,000	555,000
Telephone Equipment Installation	35,000	35,000
Legal Services	50,000	50,000
Bank Service Charges	793,690	150,000
Other	803,705	1,378,701
Charge-Offs (Indirect Cost Allocation Plan)	(20,906,078)	(18,900,809)
Total	<u>\$(3,868,091)</u>	<u>\$(2,788,432)</u>

					Change (FY 13-F	<b>Y 14</b> )
_	FY 1	2 Actual	FY 13 Budget	FY 14 Budget	\$	%
<b>Appropriations</b>						
	\$	-	\$ 82,691,333	\$ 85,913,559	\$ 3,222,226	4%
SubTotal	\$	-	\$ 82,691,333	\$ 85,913,559	\$ 3,222,226	4%
						_
Ad Valorem Funding	\$	-	\$ 82,691,333	\$ 85,913,559	\$ 3,222,226	4%

Included in this category are various operating reserves not related to any specific department. Following is a list of these reserves.

	FY 2013 Budget	FY 2014 Budget
General Fund	_	_
Reserves for Contingency	\$20,000,000	\$20,000,000
Reserves for Salary Adjustment	0	249,912
Reserves for Balance Brought Forward	62,000,000	64,980,089
Bond Waiver Fund	<u>691,333</u>	<u>683,558</u>
Total	\$82,691,333	\$85,913,559

								Change (FY 13	-FY 14)
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Appropriations Operating Expenses		\$	21,594,605	\$	21,527,800	\$	23,008,693	\$ 1,480,893	7%
	SubTotal	\$	21,594,605	\$	21,527,800	\$	23,008,693	\$ 1,480,893	7%
Ad Valorem Funding	_	\$	21,594,605	\$	21,527,800	\$	23,008,693	\$ 1,480,893	7%

Upon adoption of a Community Redevelopment Plan, pursuant to Chapter 163.387, Florida Statutes, the real property assessment level within the boundaries of the district is frozen for all taxing entities except the School Board, Health Care Taxing District and Children's Services Council. Taxing entities within the boundaries are required to appropriate an amount equal to the difference between taxes generated upon the total assessed value and the taxes on the frozen "Base Year" assessed value. Funds are to be used by the agencies for community redevelopment. In addition to the above amount paid from the General Fund, Fire Rescue budgeted \$510,742 for the Westgate/Belvedere Homes Redevelopment Agency.

								Change (FY 1	3-FY 14)
	_	FY	12 Actual	FY	13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
<b>Charges for Services</b>		\$	30,406	\$	11,781	\$	12,132	\$ 351	3%
Fines & Forfeitures			23,901		-		-	-	-
Other			10,553		(71)		(291)	(220)	310%
<b>Fund Balance</b>			277,205		49,571		54,783	5,212	11%
	SubTotal	\$	342,065	\$	61,281	\$	66,624	\$ 5,343	9%
<b>Appropriations</b>	_								
Grants and Aids		\$	52,254	\$	73	\$	2	\$ (71)	(97%)
Transfers			144,804		61,208		49,000	(12,208)	(20%)
Reserves			-		-		17,622	17,622	100%
	SubTotal	\$	197,058	\$	61,281	\$	66,624	\$ 5,343	9%
Ad Valorem Funding	-	\$	-	\$	-	\$	-	\$ -	

#### SIGNIFICANT CHANGES

# **Appropriations**

Reserves - \$17,622 additional funds available to be distributed as needed.

## Programs/Services

For any fine imposed by law for any criminal offense, Florida Statutes Chapter 893.16 authorizes the courts to impose an additional fine to support assistance grants for drug abuse treatment or relevant State Attorney programs. The Palm Beach County Drug Abuse Trust Fund was established in 1989 for the purpose of receiving these fines and disbursing assistance grants. Administrative responsibility for the fund was transferred to the Criminal Justice Commission in 1992.

About 11 years ago, half of the Cost of Prosecution revenue was redirected by the State Attorney to the Drug Abuse Trust Fund. This allowed the fund to accumulate a fund balance. About five years ago, the State directed the State Attorney to use the revenue to cover the State Attorney's budget shortfall. Any Cost of Prosecution revenues that are still posted to the Drug Abuse Trust Fund relate to charges that are five years old or older.

									Change (FY 13-FY	
	_	F	Y 12 Actual	FY	Y 13 Budget	FY	7 14 Budget		\$	%
Non Ad-Valorem Reve	<u>nues</u>									
<b>Charges for Services</b>		\$	195	\$	-	\$	-	\$	-	-
Fines & Forfeitures			20,838		20,000		20,000		-	-
Other			66,076		56,475		37,000		(19,475)	(34%)
<b>Fund Balance</b>			2,413,024		2,449,103		2,358,288		(90,815)	(4%)
	SubTotal	\$	2,500,133	\$	2,525,578	\$	2,415,288	\$	(110,290)	(4%)
<b>Appropriations</b>	_									
<b>Personal Services</b>		\$	-	\$	-	\$	161,612	\$	161,612	100%
<b>Operating Expenses</b>			58,872		244,343		215,243		(29,100)	(12%)
Reserves			-		2,281,235		2,038,433		(242,802)	(11%)
	SubTotal	\$	58,872	\$	2,525,578	\$	2,415,288	\$	(110,290)	(4%)
Ad Valorem Funding	-	\$	-	\$	-	\$	-	\$	-	-

#### **SIGNIFICANT CHANGES**

# **Non Ad-Valorem Revenues**

Others - (\$20,500) decrease in investment income due to lower return on investments.

# **Appropriations**

Personal Services - \$161,612 increase in order to establish budget for the Climate Change & Sustainability position approved by the BCC on May 15th, 2012 (R-2012-0769). This position will report to Administration.

#### **Programs/Services**

The Pollution Recovery Trust Fund was created to collect fines and penalties levied for violation of environmental laws. Appropriations from this fund are designated for the enhancement of the environmental resources and pollution control activities of Palm Beach County and not for general operations and maintenance. Projects may be proposed by either the Department of Environmental Resources Management or the Palm Beach County Public Health Department. Disbursement from the fund is by concurrence of both departments and authorized by resolution of the Board of County Commissioners.

							Change (FY 13-	FY 14)	
	_	FY	12 Actual	FY	7 13 Budget	FY	14 Budget	\$	%
Non Ad-Valorem Reve	nues								
<b>Charges for Services</b>		\$	315,373	\$	513,020	\$	513,020	\$ -	-
Other			15		-		-	-	-
	SubTotal	\$	315,388	\$	513,020	\$	513,020	\$ -	_
<b>Appropriations</b>	_								
<b>Operating Expenses</b>		\$	665,128	\$	838,549	\$	838,549	\$ -	-
	SubTotal	\$	665,128	\$	838,549	\$	838,549	\$ -	_
	_								
Ad Valorem Funding	_	\$	349,740	\$	325,529	\$	325,529	\$ -	-

# **Program/Services**

The Value Adjustment Board is a quasi-judicial body composed of County Commission and School Board members. The Value Adjustment Board hears appeals from property owners concerning the valuation (for tax purposes) of their property. The Board may appoint Special Masters to hear petitions on its behalf. Recommendations from the Special Masters are taken into consideration when the petition is determined. Funding is prorated at 60% from the County and 40% from the School Board. Partial expenses are covered by a Filing Fee of \$15.00 per petition. The Value Adjustment Board is facilitated by the Clerk & Comptroller's Board Services Department. It is the Clerk's statutory duty to collect petitions, hold hearings, provide notices, and prepare and hold Value Adjustment Board meetings.

									Change (FY 13	-FY 14)
		F	Y 12 Actual	FY	Y 13 Budget	FY	Y 14 Budget		\$	%
Non Ad-Valorem Rever	nues									
Other		\$	1,022,876	\$	889,250	\$	909,500	\$	20,250	2%
<b>Fund Balance</b>			505,512		400,512		466,693		66,181	17%
	SubTotal	\$	1,528,388	\$	1,289,762	\$	1,376,193	\$	86,431	7%
<b>Appropriations</b>	<del>-</del>									
<b>Operating Expenses</b>		\$	951,696	\$	1,050,000	\$	1,050,000	\$	-	-
Reserves			-		239,762		326,193		86,431	36%
	SubTotal	\$	951,696	\$	1,289,762	\$	1,376,193	\$	86,431	7%
	<del>-</del>	Φ.		Φ.		Φ.		Φ.		
Ad Valorem Funding	_	\$	-	\$	-	\$	-	\$	-	

#### SIGNIFICANT CHANGES

## Non Ad-Valorem Revenues

Other - \$25,000 increase in rent from tenants (farmers and nurserymen) leasing agricultural property in the Agricultural Reserve. (\$5,000) decrease in investment income due to lower return on investments.

Fund Balance - \$66,181 increase due to expenditures being less than expected.

# **Appropriations**

Reserves - \$86,431 increase due to increase in revenues.

# Programs/Services

Proceeds from the Conservation Lands Bond Referendum, approved March 1999, are being used to purchase land in the agricultural reserve area (Ag Reserve) which is leased out for agricultural purposes. The Palm Beach Soil and Water Conservation District is responsible for managing this property and has contracted with the County's Property and Real Estate Management Division to perform the work. Lease revenues are used to cover management costs, implement agricultural enhancement programs, purchase additional property, and meet other needs as may be identified.

<sup>\*</sup>FY 2013 budget includes \$950,000 previously reported under Environmental Resource Management.

					Change (FY	13-FY 14)
	FY	7 12 Actual	FY 13 Budget	FY 14 Budget	\$	%
Non Ad-Valorem Revenues						
Other	\$	1,074	\$ -	\$ -	\$ -	-
SubTotal	\$	1,074	\$ -	\$ -	\$ -	-
<u>Appropriations</u>						
<b>Operating Expenses</b>	\$	900,958	\$ 1,198,236	\$ 1,271,822	\$ 73,586	6%
Grants and Aids		41,852	41,852	701,852	660,000	1577%
Transfers		307	-	-	-	-
SubTotal_	\$	943,117	\$ 1,240,088	\$ 1,973,674	\$ 733,586	59%
Ad Valorem Funding	\$	942,043	\$ 1,240,088	\$ 1,973,674	\$ 733,586	59%

# SIGNIFICANT CHANGES

# **Programs/Services**

Included in this category are various non-departmental operating appropriations made during the past two years and/or to be made in FY 2014. The following is a list of these operations and, where applicable, the budgeted appropriations.

	FY 2013	FY 2014
	Budget	Budget
Other Court Costs	\$ 55,000	\$ 55,000
Information Systems	605,205	623,362
Tuition Reimbursement	75,000	75,000
Convention Center Hotel	306,031	236,460
Municipal Expense	0	660,000
Wage Dispute	0	125,000
Collection Services	7,000	7,000
County Fire Control	41,852	41,852
Hurricane Preparedness	<u>150,000</u>	<u>150,000</u>
Total	<u>\$1,240,088</u>	<u>\$1,973,674</u>

							Change (FY 13-FY 1		
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
Fines & Forfeitures		\$	1,027,024	\$	840,000	\$	840,000	\$ -	-
Other			25,799		(30,600)		(33,450)	(2,850)	9%
<b>Fund Balance</b>			839,282		720,280		981,602	261,322	36%
	SubTotal	\$	1,892,105	\$	1,529,680	\$	1,788,152	\$ 258,472	17%
<b>Appropriations</b>	<del>-</del>								
<b>Grants and Aids</b>		\$	961,379	\$	1,529,680	\$	1,788,152	\$ 258,472	17%
	SubTotal	\$	961,379	\$	1,529,680	\$	1,788,152	\$ 258,472	17%
	<u>_</u>								
Ad Valorem Funding	<u>_</u>	\$	-	\$	-	\$	-	\$ -	-

#### SIGNIFICANT CHANGES

# Non Ad-Valorem Revenues

Fund Balance - \$261,322 increase due to FY 2013 expenditures being less than budgeted.

## **Appropriations**

Grants and Aids - \$258,472 increase in funds available for schools due to increase in fund balance.

# **Program/Services**

For each fine imposed by law pertaining to civil traffic penalties, Florida Statutes Chapter 318.1215, the "Dori Slosberg Driver Education Safety Act", authorized the courts to impose and collect an additional fine of up to \$5. This additional fine is required to be used for driver education programs in public and non-public schools. The Palm Beach County Driver Education Trust Fund was established in 1992 by the Board of County Commissioners (BCC) with the adoption of a \$3 surcharge for each civil traffic penalty. In 2006, they increased the surcharge from \$3 to \$5. Funds are collected by the Clerk and Comptroller and distributed to the Palm Beach County School District each quarter. Disbursement of funds to non-public schools are available as part of the grant program. Eligibility requirements for non-public schools are outlined in Ordinance 2002-071.

								Change (FY 13	<u>-FY 14)</u>
		FY	12 Actual	FY	7 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Reve	nues								
Fines & Forfeitures		\$	29,228	\$	-	\$	-	\$ -	-
Other			2,929		-		-	-	-
<b>Fund Balance</b>			176,585		38,206		75,833	37,627	98%
	SubTotal	\$	208,742	\$	38,206	\$	75,833	\$ 37,627	98%
<b>Appropriations</b>	<del>-</del>								
Transfers		\$	11,981	\$	-	\$	-	\$ -	-
Reserves			-		38,206		75,833	37,627	98%
	SubTotal	\$	11,981	\$	38,206	\$	75,833	\$ 37,627	98%
Ad Valorem Funding	_	\$	-	\$	-	\$		\$ -	

# SIGNIFICANT CHANGES

# **Non Ad-Valorem Revenues**

Fund Balance - \$37,627 increase due to expenditures being less than expected. The increase in reserves is a result of the increase in fund balance.

# **Programs/Services**

The Domestic Violence Trust Fund was established in FY 2002 by Florida Statute 938.08. The Statute requires that, in addition to any sanction imposed for a violation of F.S. 784.011, F.S. 784.021, F.S. 784.03, F.S. 784.041, F.S. 784.045, F.S. 784.048, F.S. 784.07, F.S. 784.08, F.S. 784.081, F.S. 784.082, F.S. 784.083, F.S. 784.085, F.S. 794.011, or for any offense of domestic violence described in F.S. 741.28, the court shall impose a surcharge of \$201. A portion of the surcharge, in the amount of \$115, shall be provided to the governing board of the County and must be used only to defray the costs of incarcerating persons sentenced under F.S. 741.283 and provide additional training to law enforcement personnel in combating domestic violence.

# Other County Funded Programs



# **FISCAL YEAR 2014**



								Change (FY 13-	FY 14)
		F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Appropriations Grants and Aids	-	\$	12,864,280	\$	12,220,011	\$	12,258,186	\$ 38,175	_
	SubTotal	\$	12,864,280	\$	12,220,011	\$	12,258,186	\$ 38,175	-
Ad Valorem Funding	_	\$	12,864,280	\$	12,220,011	\$	12,258,186	\$ 38,175	

The Financially Assisted Agencies program was established in the early 1980s to overcome the adverse impact of reduced federal funding. It is now an important component of the federal, state, and local funding sources that support our County's system of care. The Board of County Commissioners has directed staff to pursue data-driven, evidenced-based programming and outcome measures that ensure effective changes in people's lives in our community. Funded organizations are monitored by the Community Services Department to maintain programmatic and fiscal accountability. Contracts include the following safeguards to protect the County: insurance coverage is mandatory, funds are paid out on a unit cost basis, and funds cannot be used to initiate or to pursue litigation against the County.

								Change (FY 13-I	FY 14)
	_	F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Appropriations Grants and Aids	_	\$	15,000,000	\$	15,000,000	\$	15,000,000	\$ -	_
	SubTotal	\$	15,000,000	\$	15,000,000	\$	15,000,000	\$ -	-
Ad Valorem Funding	<u>-</u>	\$	15,000,000	\$	15,000,000	\$	15,000,000	\$ -	

# **Programs/Services**

Funding to the Health Care District of Palm Beach County is provided to manage the Edward J. Healey Rehabilitation and Nursing Center (formerly known as the Palm Beach County Home) and to contribute toward Palm Beach County's required contribution to state Medicaid funding. The funding to the Healey Center is \$9,100,000 with the remaining used towards Medicaid match. During the 2013 Florida Legislative session, Senate Bill 1520 was enacted which established a fixed percentage of responsibility to each county. Palm Beach County's required contribution is 5.899% of the adopted state amount of \$269.6 million. The amount required for Medicaid match is \$16.0 million in 2014 with the County contributing \$5.9 million and the Health Care District funding \$10.1 million.

								Change (FY 13-	FY 14)
		F	Y 12 Actual	FY	Y 13 Budget	FY	7 14 Budget	\$	<b>%</b>
Appropriations Grants and Aids		\$	1,992,586	\$	1,992,586	\$	2,052,586	\$ 60,000	3%
	SubTotal	\$	1,992,586	\$	1,992,586	\$	2,052,586	\$ 60,000	3%
Ad Valorem Funding	<u>-</u>	\$	1,992,586	\$	1,992,586	\$	2,052,586	\$ 60,000	3%

#### SIGNIFICANT CHANGES

# **Appropriations**

Grants and Aids - \$60,000 increase is primarily due to a 3% increase in expenditures in various Health Department programs.

## **Programs/Services**

The Palm Beach County Health Department (PBCHD) Environmental Health section provides services specified by County ordinance including inspection and licensing for water services for public drinking water systems, private water wells, irrigation wells, fire hydrants, sewage & waste services, individual septic tanks, sewage treatment plants, private lift stations, landfills, hazardous waste, and biomedical waste handling. Environmental hazards services are provided for sanitary nuisances, air pollution control, lead monitoring, beach water sampling, and illegal or accidental hazardous spill investigations. Zoonotic and vector-borne disease prevention services are provided such as mosquito/encephalitis monitoring and rodent and arthropod investigations. Public health planning and preparedness services are provided for post-disaster community needs assessments, emerging pathogens, pandemic influenza and smart growth/healthy community issues. The department also provides family day care and child care facility licensing.

			<b>Change (FY 13-FY 14)</b>				
_	FY 12 Actual	FY 13 Budget		FY 14 Budget		\$	%
<b>Appropriations</b>							
<b>Grants and Aids</b>	\$ 7,762,406	\$ 8,435,000	\$	8,610,000	\$	175,000	2%
SubTotal	\$ 7,762,406	\$ 8,435,000	\$	8,610,000	\$	175,000	2%
-							
Ad Valorem Funding	\$ 7,762,406	\$ 8,435,000	\$	8,610,000	\$	175,000	2%

# **SIGNIFICANT CHANGES**

<u>Appropriations</u>
Grants and Aids - \$175,000 increase is due to expenditures for Pahokee Recreation Facility.

# **Programs/Services**

Tri-Rail Extension Operating Deficit	\$1,565,000
RTA Funding	2,670,000
County Culture Program	200,000
Pahokee Recreation Facility	175,000
DJJ Pre-Disposition Costs	4,000,000
Total	<u>\$8,610,000</u>

# **DEPARTMENT SUMMARY**

#### MISSION STATEMENT

To protect, preserve, and maintain the public records and public funds with integrity and accountability.

# **Department Overview**

The Florida Constitution established the independent office of the Clerk & Comptroller as a public trustee, responsible for safeguarding public records and public funds in the roles of the County's Chief Financial Officer, Treasurer, Auditor, Clerk of the Board of County Commissioners, Clerk of the Court, and County Recorder. As an elected constitutional officer, the Clerk & Comptroller is directly accountable to the residents of Palm Beach County. As the third largest of the 67 Clerk's offices in Florida, the Clerk & Comptroller's employees serve a local population of approximately 1.3 million citizens from six locations and reach customers throughout the world on the internet at www.mypalmbeachclerk.com. The organization is committed to being a world-class leader in customer service, employee satisfaction, and standards of excellence. As recognition of these accomplishments, the office has been a recipient of the coveted Governor's Sterling Award for Organizational Performance Excellence, Centre for Fiduciary Excellence Certification, and the Government Finance Officer's Certificate of Achievement for Excellence in Financial Reporting, among numerous others.

The Clerk & Comptroller monitors the County budget, revenue, debt, and spending. The Clerk processes payments for the County and maintains an accurate, complete set of financial records in order to produce all required financial statements and reports to comply with state and federal laws and generally accepted accounting principles. As Treasurer, the Clerk actively manages and earns interest income on the County's \$1.4 billion investment portfolio, last year earning the County \$53.1 million to reduce the financial burden on County taxpayers. As County Auditor, the Clerk audits every County expenditure to ensure it serves a public purpose, complies with the law, and is within the County's budget. As Clerk of the Board of County Commissioners, the Clerk maintains the records of the County Commission and other meetings and provides all meeting minutes and video to the public via the Clerk's website.

## FY 13 Highlights & Accomplishments

- Successfully transitioned countywide merchant services from Elavon to Wells Fargo, saving County taxpayers \$197,052 per year.
- Developed online public access for vendors to manage billing and payments for County Public Service Taxes (i.e. propane/gas/utility).
- Completed receivables interfaces for Environmental Resource Management (ERM) and Animal Care & Control.
- Launched the Investment Council of the Palm Beaches, where local government investment professionals meet and discuss best practices and pertinent issues and events.
- Continued to safeguard the investment portfolio by significantly reducing market risk while achieving an average yield on investments of 2.62%. This exceeds the County designated benchmark and peer counties.
- Completed phase II of an automated process for County mileage reimbursements.
- Implemented a travel p-card for County employees to be used for hotels, airlines, and registration fees.
- Implemented Vendor Self Service in partnership with County Purchasing.

# **FY 14 Emerging Issues**

- As in previous years, the Clerk & Comptroller is committed to delivering a fiscally conservative budget, while meeting
  the constitutional mandates of the office. As such, the office is once again submitting a spending plan that proactively
  leverages technology, improves processes, and allows for continued effective and efficient service to customers at the
  current level.
- To mitigate the impact of ongoing budget reductions, the Clerk & Comptroller's Office will utilize technology to streamline processes, reduce costs and increase efficiencies:
  - 1. Continue to work on the expansion of payment option for County taxpayers including online and credit payment options for special assessment and certain taxes;
  - 2. Continue to develop strategies to implement paperless processing for County financial documents including employee reimbursements, vendor invoicing, cash receipts, and County paychecks;
  - 3. Establish additional payment solutions for County vendors which will not only reduce processing costs, but also generate income through rebates.
- The economy and more specifically, the real estate market, continues to be the primary issue not only for the county's ad valorem tax base but also for its impact on the revenues generated by the Clerk's Official Records. The market is showing signs of a turnaround, with more sales closing, higher residential building permits, historically low interest rates and a 10% rise in the median sales price. In addition, the trend in foreclosure filings is declining over the past twelve months. Although fees collected for the recording of mortgages, deeds and other official records are rising, it lags the peak levels realized prior to the current recession by 37%. Despite this decline in fees collected, the Clerk & Comptroller provided \$13.6M in unspent revenue to the County since 2007. The continued commitment to accountability and responsible fiscal stewardship has made this valuable contribution possible in the midst of challenging financial times.

#### **FY 2014 OBJECTIVES**

- 1. Develop a strategy for implementing Governmental Accounting Standards Board (GASB) #68 "Accounting and Financial Report for Pensions" which amends GASB #27 "Accounting for Pensions by State and Local Governmental Employers".
- 2. Implement additional functionality for the Finance Special Assessment System (FSA) Public Access Web page including credit card and check payment functionality, a link to Clerk's internet page, and automated public announcements to page users.
- 3. Implement a credit card acceptance process for various types of payments received in Finance-Revenue (i.e. Fire Rescue Inspections, NSF Items, copy charges, etc.)
- 4. Implement new Revenue & Cash Receipting software solution.
- 5. Begin daily valuation of investment pool and create interface between custodial investment account and County financial system (Advantage).
- 6. Enhance in-house investment reporting to include robust pool analytics, attribution reporting, and performance measurement.
- 7. Continue excellence as investment stewards by maintaining the Accredited Investment Fiduciary (AIF) and Certified Investment Management Analyst (CIMA) designations, as well as the Center for Fiduciary Excellence (CFEX) certification.
- 8. Complete implementation of a fully paperless process for County payroll by providing pay cards in lieu of paper checks for County employees.
- 9. Implement an electronic W-2 option for employees.
- 10. Complete implementation and scanning of Finance documents for electronic storage and retention of all financial records.
- 11. Create payment interfaces for large volume vendor payments, reducing processing time and costs.
- 12. Implement phase III of employee reimbursements, generate an interface to upload mileage, tuition, and travel directly into Advantage Finance system from HRIS.

	Actual	Estimated	Projected		
PERFORMANCE MEASUREMENTS	FY 2012	FY 2013	FY 2014	Type	<u>Obi</u>
Number of investment transactions	3,920	3,433	2,382	Output	
Percentage compliance with investment policies	100%	100%	100%	Outcome	
Invoices & interface transactions processed	210,727	204,406	200,318	Output	
Post Audit Quality Assurance	99.63%	99.87%	99.80%	Outcome	
Payroll checks and advices issued	170,163	164,494	164,500	Output	
Percentage of payroll checks issued without errors	99.86%	99.84%	99.85%	Outcome	
Percentage of A/P checks issued withour errors	99.21%	99.25%	99.28%	Outcome	
Number of general ledger transactions	134,878	145,000	155,000	Output	

						<b>Change (FY 13-FY 14)</b>			
		F	Y 12 Actual	$\mathbf{F}$	Y 13 Budget	F	Y 14 Budget	\$	<b>%</b>
Non Ad-Valorem Reve	<u>nues</u>								
<b>Excess Fees</b>		\$	1,929,119	\$	500,000	\$	2,000,000	\$ 1,500,000	300%
	SubTotal	\$	1,929,119	\$	500,000	\$	2,000,000	\$ 1,500,000	300%
<b>Appropriations</b>	_								
Personal Services		\$	9,337,910	\$	9,282,111	\$	9,712,225	\$ 430,114	5%
<b>Operating Expenses</b>			1,301,688		1,357,494		1,357,494	-	-
ISS Transfers			1,210,688		1,320,476		1,519,479	199,003	15%
	SubTotal	\$	11,850,286	\$	11,960,081	\$	12,589,198	\$ 629,117	5%
Ad Valorem Funding	- -	\$	9,921,167	\$	11,460,081	\$	10,589,198	\$ (870,883)	(8%)
	Positions		134		134		138	4	3%

# **SIGNIFICANT CHANGES**

# Non Ad-Valorem Revenues

Excess Fees - \$1,500,000 increase based on FY 2012 actual revenue received and estimates for FY 2013.

# **Appropriations**

Positions 4 - net result of an increase of five positions in Finance & Minutes and a decrease of one position in administration support.

#### MISSION STATEMENT

To protect rights and liberties, uphold and interpret the law, and provide for the peaceful resolution of disputes.

## **Department Overview**

Palm Beach County is served by the Fifteenth Judicial Circuit under the direction of the Chief Judge and Court Administrator, pursuant to the State Constitution and Florida Rules of Court, specifically Rule 2.010 and 2.050. It is one of twenty judicial circuits in the state. The Circuit is comprised of two levels of court: Circuit Court and County Court. The Court Administrator has support staff to assist the Chief Judge in administrative functions including personnel, finance, court support programs, technology, and intergovernmental relations. The Main Judicial Center is located in downtown West Palm Beach. Courthouse annexes are located in Palm Beach Gardens, Delray Beach, Belle Glade, and the Criminal Justice Complex on Gun Club Road. The Circuit Court has jurisdiction over civil cases with a value over \$15,000, as well as felony, domestic relations, foreclosure, juvenile, probate, and County Court appeal cases. A total of 35 Judges preside in the Circuit Court. The County Court has jurisdiction over civil cases with a value up to \$15,000, as well as misdemeanor and traffic cases. A total of 19 Judges preside in County Court.

## **FY 14 Emerging Issues**

- Coinciding with the Florida Supreme Court directive that on April 1, 2013, clerks statewide accept electronic filing, the Court is expanding its file-less Court divisions from Domestic Violence and Foreclosures to include Circuit Civil, Family, County Civil, and Probate, prior to October 1, 2013. File-less Juvenile and Criminal divisions will start operation in 2014. These measures, which will save money and result, perhaps, in more efficient proceedings, requires additional technology and technology staff to support the changes.
- The Court continues to face space constraints. The Main Courthouse requires a large jury room, a large Criminal courtroom, a safe and secure mailroom, and a secure conference room suitable in size to hold statewide court meetings and conferences. In the North County Courthouse, the Court continues to work with County Facilities to furnish a much needed courtroom, outfit two hearing rooms for use by judicial and quasi-judicial officers, and obtain secure parking.
- The judges, working at the Gun Club location, lack secure parking, contrary to courthouse security standards accepted nationwide. The Court shall continue to work with County Facilities to provide a secure parking area at this location.
- Judicial resources are stretched due to increased caseloads, particularly in foreclosure filings. For the past five years, the Legislature has not funded the Florida Supreme Court's certification for additional County and Circuit Judges.

## **FY 14 Objectives**

1. Continue to work with the County on the development of procedures and plans to enhance courthouse security and address the Court's facilities and communication needs.

								Change (FY 13	3-FY 14)
		FY	12 Actual	FY	7 13 Budget	FY	7 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
<b>Charges for Services</b>		\$	200,435	\$	133,323	\$	145,170	\$ 11,847	9%
Other			890		-		-	-	-
<b>Interfund Transfers</b>			113,645		235,000		296,304	61,304	26%
	SubTotal	\$	314,970	\$	368,323	\$	441,474	\$ 73,151	20%
<b>Appropriations</b>	_								
Personal Services		\$	394,165	\$	556,664	\$	614,249	\$ 57,585	10%
<b>Operating Expenses</b>			224,227		806,884		803,102	(3,782)	-
	SubTotal	\$	618,392	\$	1,363,548	\$	1,417,351	\$ 53,803	4%
Ad Valorem Funding	<u>-</u>	\$	303,422	\$	995,225	\$	975,877	\$ (19,348)	(2%)
	Positions		8		10		11	1	10%

## SIGNIFICANT CHANGES

## Non Ad-Valorem Revenues

Interfund Transfers - \$42,568 increase in funding from the Criminal Justice Grant Fund.

## **Appropriations**

Positions 1 - Mid-Year FY 2013.

**Grant 1:** to enhance the services provided by the Juvenile Drug Court.

Personal Services - \$79,508 for one County Court Case Manager.

## **Department Overview**

Court Technology provides a broad range of services to the County and Circuit Courts. In addition to maintenance and user needs, the department is responsible for research and development of new products and services to ensure the technical business needs of each courthouse are met by providing the most advanced technology support available.

## FY 13 Highlights & Accomplishments

- Expanded the Judicial Online Calendaring system to adapt to rapidly changing foreclosure division requirements, including comprehensive state reporting requirements for foreclosure case management funding.
- Successfully migrated all criminal and civil traffic courtrooms from the Banner system to the Showcase Case management system.
- Successfully implemented first of its kind integrated electronic email service (e-service) from the courts to litigants, linking court case management and online scheduling to e-service. This system serves over 9,000 registered attorneys.
- Successfully migrated Integrated Case Management System (ICMS) from Banner to Showcase for criminal and civil traffic cases. ICMS is the only system currently linking criminal and civil cases in Palm Beach County.
- Expanded wireless domestic violence petition (DV) project by providing iPads to judiciary. As a result, judges can remotely rule, sign and file electronic restraining orders.

## **FY 14 Objectives**

- 1. Judicial Online Calendaring Phase II: Continue implementation of judicial calendaring system to include all divisions of the court system. Develop "auto-ID create" and "password reset" for nearly 3,000 attorneys.
- 2. Case Management Reporting: Continue to develop and implement automated solutions for creating, docketing, and distributing notices and orders for the Foreclosure and Civil divisions.
- 3. Case Management System: Continue to implement new functionality, such as document word merge and statistical dashboard. Concurrent development is required for the Clerk's current and future systems.
- 4. File-less Divisions: Continue to expand file-less divisions of the Court to coincide with e-filing, to enhance reliability and the infrastructure necessary to support the Court's in-house Integrated Case Management System, and to create an enhanced online calendaring system.
- 5. Continue to explore ways to provide non-english speaking court users with effective, efficient, and timely services through technological solutions, such as Video Remote Interpreting.
- 6. Implement Phase II of computer upgrades for the court system.

								Change (FY 1	3-FY 14)
	_	F	Y 12 Actual	FY	Y 13 Budget	FY	7 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
<b>Charges for Services</b>		\$	2,109,199	\$	1,500,000	\$	2,000,000	\$ 500,000	33%
Other			17,575		(62,650)		(96,200)	(33,550)	54%
<b>Fund Balance</b>			596,539		591,087		551,398	(39,689)	(7%)
	SubTotal	\$	2,723,313	\$	2,028,437	\$	2,455,198	\$ 426,761	21%
<b>Appropriations</b>	<del>-</del>								
<b>Personal Services</b>		\$	782,515	\$	774,021	\$	843,278	\$ 69,257	9%
<b>Operating Expenses</b>			2,524,643		2,649,499		2,746,641	97,142	4%
Capital Outlay			107,340		162,677		198,697	36,020	22%
	SubTotal	\$	3,414,498	\$	3,586,197	\$	3,788,616	\$ 202,419	6%
Ad Valorem Funding	-	\$	1,287,724	\$	1,557,760	\$	1,333,418	\$ (224,342)	(14%)
	Positions		11		11		11	-	

## **SIGNIFICANT CHANGES**

# Non Ad-Valorem Revenues

Charges for Services -\$500,000 increase to bring budget in line with prior year revenue received.

Other - \$24,550 increase in statutory reserves.

 $\frac{\textbf{Appropriations}}{\text{Capital Outlay - }\$37,\!400 \text{ increase to replace servers and printers.}}$ 

## **Department Overview**

The Palm Beach County Law Library serves the legal and law related information needs of the County by providing an access point for equal justice under the law to County residents, judges, attorneys, students, County officials and pro-se patrons. It provides legal reference and referral services within the guidelines of Florida Statute 454.23. The Law Library cooperates with the community to enhance knowledge of the law and to facilitate access to the justice system. The Law Library's goal is to provide patrons with accurate and up-to-date legal information.

## **FY 13 Highlights & Accomplishments**

- The Law Library located in the Main Judicial Complex served approximately 16,500 patrons in FY 2013.
- The Law Library located in the Delray Beach Courthouse served approximately 6,300 patrons in FY 2013.
- 40 attorneys became members of the Law Library, resulting in an increase to revenue.

## **FY 14 Objectives**

- 1. Continue to provide the public and court users with current legal publications, easy access to electronic legal information, and clean facilities.
- 2. Continue to review the legal collection to ensure it is current and allow for expansion for new publications.
- 3. Continue to explore opportunities to increase Law Library revenues by investigating additional services which can be provided to the public.

<b>FY</b>	265,772	FY	13 Budget	FY	14 Budget		\$	%
\$	265 772						•	
\$	265 772							
	203,772	\$	259,917	\$	272,225	\$	12,308	5%
	36,096		36,500		36,500		-	-
	30,002		10,518		5,342		(5,176)	(49%)
	272,488		315,601		356,911		41,310	13%
\$	604,358	\$	622,536	\$	670,978	\$	48,442	8%
\$	138,250	\$	137,364	\$	191,795	\$	54,431	40%
	97,312		137,869		159,788		21,919	16%
	25,720		28,765		28,765		-	-
	-		318,538		290,630		(27,908)	(9%)
\$	261,282	\$	622,536	\$	670,978	\$	48,442	8%
\$	-	\$	-	\$	-	\$	-	
	2.		2.		3		1	50%
	\$	\$ 604,358 \$ 604,358 \$ 138,250 97,312 25,720 - \$ 261,282	\$ 604,358 \$ \$ \$ 604,358 \$ \$ \$ 138,250 \$ 97,312 \$ 25,720 \$ \$ 261,282 \$ \$ \$ \$ \$ - \$	272,488 315,601 \$ 604,358 \$ 622,536  \$ 138,250 \$ 137,364     97,312 137,869     25,720 28,765     - 318,538 \$ 261,282 \$ 622,536  \$ - \$ -	272,488 315,601 \$ 604,358 \$ 622,536 \$  \$ 138,250 \$ 137,364 \$ 97,312 137,869	272,488       315,601       356,911         \$ 604,358       \$ 622,536       \$ 670,978         \$ 138,250       \$ 137,364       \$ 191,795         97,312       137,869       159,788         25,720       28,765       28,765         -       318,538       290,630         \$ 261,282       \$ 622,536       \$ 670,978	272,488       315,601       356,911         \$ 604,358       622,536       670,978       \$         \$ 138,250       137,364       191,795       \$         97,312       137,869       159,788       25,720       28,765       28,765       28,765         -       318,538       290,630       \$       622,536       670,978       \$         \$       -       \$       -       \$       -       \$	272,488       315,601       356,911       41,310         \$ 604,358       622,536       670,978       48,442         \$ 138,250       137,364       191,795       54,431         97,312       137,869       159,788       21,919         25,720       28,765       28,765       -         -       318,538       290,630       (27,908)         \$ 261,282       622,536       670,978       48,442

## **SIGNIFICANT CHANGES**

# **Appropriations**

Positions 1 - to assist County patrons with legal research and inquiries.

Personal Services - \$48,073 increase for the addition of one Law Library Associate II.

#### MISSION STATEMENT

To provide high quality legal representation to people whose lives or liberty are at stake.

## **Department Overview**

The Public Defender's Office provides quality criminal defense representation at Trial and Appellate levels involving Juvenile, Misdemeanor, Felony, Capital Felony Offenses and Civil Commitment proceedings for persons who have been determined indigent by the courts as prescribed in Florida Statute 27.52.

## **FY 14 Emerging Issues**

- E-filing and e-service will be a reality in 2013-14. Work processes will change dramatically and it's anticipated new hardware and software will be needed to adapt to going paperless; as well as, training and retraining all employees with new skills and new ways of operating. Eventually, there will be savings realized from the move to paperless records; but for the next several years, it will impact operations.
- The challenge of dealing with the mentally ill in the criminal justice system appears to be growing. It impacts workload in that employees have to be educated about mental illness, collect and collate copious records, and be familiar with services in the community needed for mentally ill clients in order to address appropriate sentencing and rehabilitation. The Public Defender's Office will need to expand the Mental Health division and its operations in order to keep up with the growing number of clients impacted by mental illness.
- Continued impact by the move to the West County Detention Center for incarcerated clients. It's approximately 100 miles round trip to visit clients, for whom there is a constitutional obligation to consult, which takes time and causes additional wear to vehicles. An expansion to desktop videoconferencing capability will provide the appropriate service to clients.

## **FY 14 Objectives**

- 1. Continue move towards a paperless environment and provide staff training for new skills and procedures to operate within the paperless environment.
- 2. Continue to provide a level of high quality business technology support.
- 3. Continue to align technology systems to support statewide e-filing initiatives.
- 4. Continue STAC Program data exchange efforts with justice partners.
- 5. Continue engagement of records destruction decreasing the cost and need of warehouse storage.
- 6. Continue observation, review, and implementation of needed changes to the Mental Health division and its operations to keep up with the growing number of clients impacted by mental illness.

								Change (FY 1	3-FY 14)
		FY	Y 12 Actual	FY	Y 13 Budget	FY	7 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
<b>Interfund Transfers</b>		\$	192,502	\$	246,587	\$	94,000	\$ (152,587)	(62%)
	SubTotal	\$	192,502	\$	246,587	\$	94,000	\$ (152,587)	(62%)
<b>Appropriations</b>	_								
<b>Operating Expenses</b>		\$	307,267	\$	531,716	\$	378,471	\$ (153,245)	(29%)
	SubTotal	\$	307,267	\$	531,716	\$	378,471	\$ (153,245)	(29%)
	_								
Ad Valorem Funding		\$	114,765	\$	285,129	\$	284,471	\$ (658)	-

## **SIGNIFICANT CHANGES**

# Non Ad-Valorem Revenues

Interfund Transfers - (\$152,587) decrease from the Criminal Justice Grant fund due to the grant ending; resulting in a decrease in operating expenses.

#### MISSION STATEMENT

Seeking Justice for Florida.

## **Department Overview**

The State Attorney's Office is a Law Enforcement agency that serves a dual function of prosecution and investigation. The Office's prosecution efforts include handling over 100,000 felony, misdemeanor and juvenile cases every year in an effort to protect our community. The cases range from the most heinous homicides to criminal traffic infractions. The Office has over 100 prosecutors and approximately 180 staff who work as a committed team to hold individuals who commit crimes accountable for their actions. The Office's prosecution responsibilities range from reviewing all arrests that occur in Palm Beach County and filing cases to trying and disposing all cases in the courtroom. The Office's investigative duties focus on gangs, pill mills and Racketeer Influenced and Corrupt Organizations Act (RICO) offenses. Prosecutors and state investigators work closely with local law enforcement to build very serious and complicated cases on those who prey upon our most vulnerable. The Office's special role in the criminal justice system carries with it a high duty to this community and are uniquely charged with focusing on serving justice and not merely pursuing convictions.

## **FY 14 Emerging Issues**

- The State Attorney's Office has expanded its work on Public Corruption investigations and prosecutions, in addition to investigation and prosecution of pill mills and local gangs. The Assistant State Attorneys are also required to work directly with law enforcement at crime scenes and investigations and, as such, they are exposed to the same safety and security issues of a law enforcement officer.
- Law enforcement officers will soon be uploading their police reports and evidence directly to the State Attorney's Case Management System and all filing and service aspects of criminal prosecutions will be digitally transferred. These improvements will require greater resources in the Information Technology units.

								Change (FY 13	<u>-FY 14)</u>
		FY	7 12 Actual	FY	7 13 Budget	FY	7 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
Other		\$	1,935	\$	-	\$	-	\$ -	-
	SubTotal	\$	1,935	\$	-	\$	-	\$ -	-
<b>Appropriations</b>	<del>-</del>								
<b>Operating Expenses</b>		\$	209,742	\$	279,959	\$	286,379	\$ 6,420	2%
Transfers			3,594		3,594		3,594	-	-
	SubTotal	\$	213,336	\$	283,553	\$	289,973	\$ 6,420	2%
Ad Valorem Funding		\$	211,402	\$	283,553	\$	289,973	\$ 6,420	2%

#### MISSION STATEMENT

To provide a fair and equitable tax roll according to Florida Statutes, administer all exemptions, and serve the public of Palm Beach County in a courteous manner.

## **Department Overview**

The Property Appraiser, an elected Constitutional Officer, is charged with the responsibility of determining the value of real and tangible personal property within the County; maintaining certain records connected therewith and applying the tax rates as adopted by the various taxing authorities to each parcel of property in order to produce a tax roll upon which ad valorem taxes are collected. This valuation is the tax base for ad valorem funds to support the function of County government, the School Board, municipalities, and other various ad valorem districts.

The Property Appraiser administers various types of exemptions including homestead, disability, senior citizen, widow/widower, historic property, and economic exemptions. The Property Appraiser also maintains the base map information for various geographic-processing applications used by the Property Appraiser's office and the County.

							Change (FY 13-	-FY 14)
_	F	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Appropriations								
<b>Property Appraiser Commission</b>	\$	16,974,355	\$	17,500,000	\$	17,827,000	\$ 327,000	2%
Refund – Property Appraiser Commission		(1,364,722)		(1,000,000)		(1,000,000)	-	-
Postage Expense		229,646		250,000		250,000	-	-
SubTotal	\$	15,839,279	\$	16,750,000	\$	17,077,000	\$ 327,000	2%
Ad Valorem Funding	\$	15,839,279	\$	16,750,000	\$	17,077,000	\$ 327,000	2%
Positions		266		266		266	-	

The commissions paid to the Property Appraiser are calculated based on the proportionate share of taxes levied the previous fiscal year times the Property Appraiser's appropriation budget. The County's proportionate share decreased by 0.3% compared to last year. However, the Property Appraiser's appropriation budget increased by 3.7%, from \$21.7 million to \$22.5 million. This resulted in an increase in commissions paid to the Property Appraiser.

## **Department Overview**

The Sheriff, an independently elected constitutional officer, is the chief law enforcement officer of Palm Beach County. The Sheriff enforces the laws of the State of Florida and the ordinances of the County - criminal, traffic, and civil. The Sheriff's Office is responsible for providing uniformed law enforcement services to the citizens, securing the courts, serving all warrants and processes issued by the courts, and operating the County detention and correction facilities. The Sheriff's Office is comprised of three programs: Sheriff's Operations, Law Enforcement Trust Fund, and Sheriff's Grants.

## **Operations**

The Sheriff's Office maintains law and order through crime prevention and law enforcement programs, operates the County's detention facilities, and serves the orders of the Court and Board of County Commissioners. The Operations program includes all major functional areas of the Sheriff's budget: 1) General Law Enforcement; 2) Corrections and Detention Alternative Facilities; 3) Court Services & Bailiffs; and 4) Other Expenses.

#### **Law Enforcement Trust Fund**

The Law Enforcement Trust Fund (LETF) is a special trust established by the Board of County Commissioners as authorized under Florida Statute 932.705. The trust fund is derived from the sale of forfeited property and interest earned. These funds may be expended only upon request of the Sheriff to the Board of County Commissioners and are used exclusively for law enforcement purposes. Florida Statute 932.7055 prohibits LETF revenues and expenditures from being included in the adoption and approval process of the Palm Beach County budget. However, existing fund balances from previous activity are budgeted as amounts received in prior years.

#### Grants

The Palm Beach County Sheriff's Office Grants Department continues to pursue alternative funding. In addition to the pursuit of new funding opportunities, the Sheriff's Office continues to manage the financial and programmatic aspects of all current grant awards received. The Palm Beach County Sheriff's Office Grants Department will continue to expand in terms of both the acquisition of new funding and in the management of new and established grant-funded programs.

## **FY 14 Objectives**

- 1. Community policing countywide to provide citizens with greater access to agency services and a more rapid response to community needs.
- 2. Enhance Reserve Deputy Program to reduce employee costs.
- 3. More effective accountability to citizens through enhanced technology allowing more agency transparency.
- 4. Reduce public assistance fraud through pro-active investigations into public housing fraud, food stamp fraud, and insurance fraud.
- 5. Enhance business practices and continue the ongoing review of the budget process.
- 6. Continue to address the issue of pill mills and the prescribing doctors.
- 7. Enhance Volunteer Program to reduce costs of staffing civilian jobs.
- 8. Implement Civil Process Automation software.
- 9. Automate false alarm administration.
- 10. Regional policing for greater connection to the community and more efficient deployment of services.
- 11. Automate desktop crime analysis and mapping.
- 12. Expand grant funding resources to address crime prevention and the reduction of crime countywide.

								Change (FY 1	3-FY 14)
	_	]	FY 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
Non Ad-Valorem Rever	nues								
<b>Charges for Services</b>		\$	60,443,155	\$	58,808,073	\$	60,121,423	\$ 1,313,350	2%
Fines & Forfeitures			1,140,499		560,000		532,500	(27,500)	(5%)
Grants			5,909,991		4,648,290		2,742,123	(1,906,167)	(41%)
<b>Licenses &amp; Permits</b>			10,963		10,000		7,500	(2,500)	(25%)
<b>Excess Fees</b>			17,889,890		4,600,000		10,000,000	5,400,000	117%
Other			5,841,693		6,845,000		3,380,000	(3,465,000)	(51%)
<b>Interfund Transfers</b>			431,572		-		-	-	-
<b>Fund Balance</b>			3,188,750		3,893,028		1,550,947	(2,342,081)	(60%)
	SubTotal	\$	94,856,513	\$	79,364,391	\$	78,334,493	\$ (1,029,898)	(1%)
<b>Appropriations</b>	<del>-</del>								
<b>Operating Expenses</b>		\$	255,822	\$	300,000	\$	300,000	\$ -	-
Transfers			474,606,004		483,227,272		510,085,843	26,858,571	6%
Reserves			-		3,236,924		1,550,947	(1,685,977)	(52%)
	SubTotal	\$	474,861,826	\$	486,764,196	\$	511,936,790	\$ 25,172,594	5%
Ad Valorem Funding	-	\$	380,005,313	\$	407,399,805	\$	433,602,297	\$ 26,202,492	6%
	Positions		3,924		3,912		3,952	40	1%

## SIGNIFICANT CHANGES

## **Non Ad-Valorem Revenues**

Charges for Services - \$766,501 increase in governmental contractual services.

Grants - budget is based on mid-year estimates; the FY 2014 budget will be amended to include carry forwards from FY 2013 grants.

Excess Fees - \$5,400,000 increase due to a change in budgeting assumptions, whereas, the FY 2014 budget is an estimate based on prior years.

Fund Balance - (\$1,636,254) decrease in the Law Enforcement Trust Fund due to FY 2013 allocations exceeding revenue received; \$716,104 decrease in the Sheriff's Grants Fund due to revenues received in advance of the spend down of grant expenditures.

## **Appropriations**

Positions 40 - Mid-Year FY 2013; two positions added within the corrections program and 38 additional law enforcement officers.

Transfers - \$9,032,050 carry forward request.

Reserves - (\$1,696,254) decrease in the Law Enforcement Trust Fund due to increased allocations during FY 2012 and FY 2103.

#### MISSION STATEMENT

To provide an environment to conduct fair and nonpartisan County, State, and Federal elections for the voters of Palm Beach County.

## **Department Overview**

The Supervisor of Elections' (SOE) personnel perform several functions which include, but are not limited to 1) Voter records and history maintenance: the election specialists maintain accurate voter records reflecting party affiliation, updated mailing information, and voter history; 2) Poll Worker staffing: this group recruits, trains, and schedules precinct poll workers for elections and maintains the poll workers' work history; 3) Early and absentee ballot voting: the number of voters choosing to vote early or by absentee ballot has increased significantly in recent years and these groups provide the staffing and services to enable options for voting other than on Election Day; 4) Voting Equipment Center: this group ensures the working condition of the SOE's voting equipment, prepares the equipment and polling location information for elections, and manages the distribution of equipment to and from polling precincts for each election; 5) Information Technology: staff manage the Palm Beach County records in the Florida Voter Registration System (a comprehensive record of voters and voting history), tabulates election results for all elections, and oversees all computer operations; 6) Business Affairs: this is the fiscal office that manages the SOE budget, permanent and temporary staff payroll, human resources, purchasing, and business accounts.

Strategically located offices in West Palm Beach, Belle Glade, Palm Beach Gardens, and Delray Beach serve the voting public. In addition, the SOE's Service Center in Riviera Beach serves as the location for voting equipment storage, voting tabulation, absentee ballot processing, and voter records retention.

## FY 13 Highlights & Accomplishments

- Successfully conducted the November 2012 General Election, which included races for the President of the United States and other federal, state, and county offices. A near record turnout of Palm Beach County voters were managed and accommodated by the use of early voting, absentee balloting, and precinct locations.
- Provided services to municipalities for the Uniform Municipal Elections in March 2013, including training poll workers, providing voting equipment, and tabulating, posting, and auditing results for each participating municipality.
- Concentrated major efforts to develop technology to enhance the voting process.
- Continued efforts in training election office staff and poll workers.

## **FY 14 Emerging Issues**

- Growing trend in the use of early voting sites and absentee ballots.
- Due to a growing voting population, with increased diversity, SOE will need to continue to enhance the services provided to meet the needs of all Palm Beach County citizens.

## **FY 14 Objectives**

- 1. Conduct elections within federal and state laws and guidelines.
- 2. Train staff and election workers on upgraded technology to be used during elections.
- 3. Improve the timing for voters choosing to vote at early voting and precinct sites.
- 4. Improve efficiency in accurate reporting of election night results.

								Change (FY 1	(3-FY 14)
		F	Y 12 Actual	F	Y 13 Budget	FY	Y 14 Budget	\$	%
Non Ad-Valorem Reve	<u>nues</u>								
<b>Charges for Services</b>		\$	324,143	\$	150,000	\$	200,000	\$ 50,000	33%
Grants			138,100		-		-	-	-
Other			15,321		5,000		5,000	-	-
	SubTotal	\$	477,564	\$	155,000	\$	205,000	\$ 50,000	32%
<b>Appropriations</b>	_								
Personal Services		\$	2,898,557	\$	3,316,533	\$	3,813,241	\$ 496,708	15%
<b>Operating Expenses</b>			4,587,567		6,831,467		5,433,248	(1,398,219)	(20%)
Capital Outlay			7,832		117,000		211,500	94,500	81%
	SubTotal	\$	7,493,956	\$	10,265,000	\$	9,457,989	\$ (807,011)	(8%)
Ad Valorem Funding	-	\$	7,016,392	\$	10,110,000	\$	9,252,989	\$ (857,011)	(8%)
	Positions		45		45		45	-	

## SIGNIFICANT CHANGES

## **Appropriations**

Operating Expenses - The FY 2013 budget included expenses for one Countywide election, the 2012 November General Election (Presidential). The FY 2014 budget also includes only one Countywide election, the August State Primary Election, including the governor's race; however, with expected lower voter turnout, the FY 2014 budget reflects reduced spending for volume driven expenses (poll workers, temporary staff, ballot printing costs, and postage).

TAX COLLECTOR Palm Beach County, FL

## **DEPARTMENT SUMMARY**

#### MISSION STATEMENT

As a constitutional officer, the Tax Collector is responsible for the collection and distribution of taxes and fees for the benefit of our community.

## **Department Overview**

The Tax Collector, an elected constitutional officer, is responsible for the collection and distribution of Ad Valorem taxes and non-Ad Valorem assessments levied by the County, School Board, municipalities, and special taxing districts. Additional responsibilities include collection of business tax receipts, issuance of adult entertainment licenses, and collection of tourist development tax for Palm Beach County. The Tax Collector is also the Executive Agent for the State of Florida to register and title motor vehicles and vessels, sell hunting and fishing licenses, issue driver's licenses, and collect certain sales taxes and other miscellaneous fees. Final approval authority for the budget of the Tax Collector resides with the State Department of Revenue. Funding for the operation of the Tax Collector's Office is provided from various commissions charged by the Tax Collector for services provided. "Excess Revenues" (additional funds remaining after all expenditures have been paid) are returned at the end of the fiscal year, on a pro rata basis, to the various taxing/assessment authorities that have been charged commissions.

							Change (FY 1	3-FY 14)
	I	Y 12 Actual	F	Y 13 Budget	F	Y 14 Budget	\$	%
<b>Appropriations</b>								
<b>Tax Collector Commission</b>	\$	31,947,354	\$	32,900,000	\$	32,900,000	\$ -	-
Refund – Tax Collector Commission		(28,113,436)		(27,600,000)		(28,800,000)	(1,200,000)	4%
Postage Expense		61,617		66,000		66,000	-	-
SubTotal	\$	3,895,535	\$	5,366,000	\$	4,166,000	\$ (1,200,000)	(22%)
Ad Valorem Funding	\$	3,895,535	\$	5,366,000	\$	4,166,000	\$ (1,200,000)	(22%)
Positions		305		305		305	-	

## SIGNIFICANT CHANGES

# **Appropriations**

Net decrease in ad valorem is due to an estimated increase in excess fees from the Tax Collector.

## What is it and why do we have one?

County government provides needed and desired urban services to the public. In order to provide these services, the County must furnish and maintain capital facilities and equipment, such as airports, roads, and parks. The Capital Improvement Program (CIP) is a proposed schedule for the expenditure of funds to acquire or construct needed improvements over the next five-year period. It represents a comprehensive and direct statement of the physical development policies of the County. The program has great significance in that it touches the life of each County resident and visitor through the provision of health, safety, transportation, recreation, and other services upon which we all depend.

## **Purpose and Benefits of Capital Programming**

Capital Programming:

- 1. Provides a means for coordinating and consolidating various departmental requests, thereby preventing duplication of projects and equipment.
- 2. Establishes a system of examining and prioritizing the needs of the County, assuring that the most essential improvements are provided first.
- 3 Provides an important implementation device for growth management.
- 4. Allows sufficient time for investigation of project financing and implementation measures, and proper technical design.
- 5. Coordinates physical with financial planning, allowing maximum benefit from available public funds.
- **6.** Helps provide an equitable distribution of public improvements throughout the County.

## **Development of the Capital Improvement Program**

Only projects that meet the definition of a capital improvement are included in the Capital Improvement Program. Capital improvements are defined as physical assets, constructed or purchased, that have a minimum cost of \$25,000 and an expected useful life in excess of one year.

Examples of typical capital improvements include:

- **a.** Road construction and paving.
- **b.** New and expanded physical facilities for the community.
- **c.** Large scale rehabilitation or replacement of existing facilities.
- **d.** Purchase of equipment items that have a relatively long period of usefulness.
- **e.** The cost of engineering or architectural studies and services relative to a specific improvement.
- **f.** The acquisition of land to build a community facility such as a park, highway, library, airport, etc.

Each year, the CIP is prepared from project requests submitted on project proposal forms completed by the various departments and agencies of the County. The completed forms provide a project description, justification, cost projections, statement of impact on the County's annual operating budget, implementation schedule, as well as support for the County's Comprehensive Plan. Concurrently, with the preparation of the project proposal forms, information concerning the financial resources available to the County is prepared by the Office of Financial Management and Budget.

The program recommended by the County Administrator is used by the Board of County Commissioners to develop the annual budget which becomes effective October 1st of each year. The first year of the Five-Year CIP is formally adopted by the Board as the Capital Budget with the following four years showing projected, but unfunded, requirements. The CIP is an important tool for implementing the County's Comprehensive Plan. The Board of County Commissioners utilizes the CIP to analyze the County's fiscal capability to finance and construct capital improvements in the future.

## Responsibilities in Program Preparation and Implementation

The Capital Improvement Program, by virtue of its comprehensive character, involves the full realm of County operations. The County Administrator, departments, boards, and the County Commission must coordinate their actions to accomplish a successful program for capital improvements in the community.

Operating Departments: The key role in the initial stages of capital programming falls upon the operating departments and department heads. By virtue of their technical knowledge and experience in the individual fields, it becomes their responsibility to initiate project requests, and to develop a program that outlines the requirements of each project, as well as, its relative importance in the department's program.

Office of Financial Management and Budget: The Office of Financial Management and Budget (OFMB) provides information concerning the County's past, present, and future financial resources. OFMB prepares and distributes the package utilized by departments and agencies to submit project requests. As the program develops, OFMB assists in the review and evaluation of project submissions, and guides the administration of the program through its function of budget control.

**Engineering and Facilities Development & Operations Departments:** In providing staff assistance, these departments have the following responsibilities in the capital programming process:

- 1. Provides assistance, if needed, in the preparation of requests.
- 2. Receives and reviews the cost projections in project requests.
- **3.** Provides information and assistance to the Office of Financial Management and Budget in the analysis of the County's financial requirements.
- 4. Provides assistance to the County Administrator, County Commission, and staff in preparing the Commission adopted program.

**County Commission:** While departments, boards, and committees play a very significant role in the capital improvement programming process, the ultimate success of the program rests with the County Commission. Only Commissioners, as elected officials, can authorize the expenditure of public funds, in this case by adopting the first year of the capital improvement program as that fiscal year's capital budget. Therefore, the final priorities placed on community needs and the subsequent satisfactions of those needs are a matter of legislative decision and control.

## **Priority Ranking**

Criteria for establishing the prioritization of capital project proposals are established in the Capital Improvement Element of the Comprehensive Plan in Objective 1.4. The criteria address issues such as why the project is needed and what type of service the project will support. Other criteria included in the objective deal with the physical location of the project as being identified in a revitalization/ redevelopment area or a coastal high-hazard area. In addition, each proposal is identified by one of the following Growth Management Tiers:

Urban/Suburban \* Exurban \* Rural \* Glades \* Agricultural Reserve

Why a Project is needed: The following is a list of acceptable reasons why a project is needed:

- 1. Correct public hazards;
- 2. Eliminate existing deficiencies as described by the minimum levels of service;
- 3. Provide capacity for developments that have received a determination as a Committed Development when such developments are within the Urban Service Area;
- **4.** Maintain levels of service as new growth occurs;
- 5. Increase existing levels of service to desired levels of service;
- **6.** Provide for the renewal and replacement of, and improvement to, existing public infrastructure and physical assets; and
- 7. Implement the Goals, Objectives, and Policies or other Plan Elements.

Type of Service the Project will Provide: The following is a list of project prioritization categories:

- 1. Essential: projects that are directly related to protecting the immediate health and safety of citizens from an existing or imminent hazard. An example would be an expenditure request which responds to a danger arising from an imminent bridge failure. Essential services shall be provided throughout the County.
- Necessary: projects that are directly related to maintaining the level of service for concurrency items mandated by State law and Fire-Rescue services. Examples include expenditure requests which are necessary to meet the minimum level of service standards for concurrency regarding roadway, mass transit, potable water, wastewater, solid waste, storm water protection, recreation/open space, and fire-rescue. Necessary services shall be provided throughout the County.
- Desirable: projects that are related to enhancing the desirability of Palm Beach County as a place to live or visit. More specifically, to enhance quality of life, or maintain physical assets; but are not needed to correct imminent health and safety hazards and are not needed to maintain level of service.

**Physical Location:** Policy requires that projects that correct service and infrastructure deficiencies within the Revitalization and Redevelopment Overlay in unincorporated Palm Beach County receive "special consideration" in establishment of the project priority. Special consideration gives these projects top priority consideration within each of the following prioritization categories: essential, necessary, and desirable.

**Growth Management Tiers:** The Urban/Suburban Tier shall be given the highest priority within the category of desirable, followed by the Exurban Tier, and then the Rural Tier. Policy restricts use of public funds for infrastructure expansion or improvements in Coastal high-hazard areas unless such funds are necessary to:

- **1.** Provide services to existing development;
- 2. Provide adequate evacuation in the event of an emergency; or
- **3.** Provide for recreational needs and other appropriate water-dependent uses.

## **Relationships Between the Operating and Capital Budgets**

There are many features that distinguish Palm Beach County's operating budget from its capital budget. The operating budget includes expenses that are generally of a recurring nature and are appropriated for one year only. It provides for the provision of all County services that do not result in major physical assets for the County. Year to year, changes in the operating budget are expected to be fairly stable, and represent incremental changes in the following: cost of doing business; size of the County; and types and levels of services provided. Resources for the operating budget are generally provided by taxes, user fees, and inter-governmental payments that generally recur from year to year.

The capital budget, on the other hand, includes one-time costs for projects that may last several years. The projects result in major physical assets in the County. Resources for the capital budget are generally provided by bond proceeds, impact fees, grants, and taxes.

In spite of these differences, the operating and capital budgets are closely linked. The most obvious connection is the fact that the operating budget includes the cost of maintaining and operating new facilities and infrastructure built under the capital budget.

Operational needs often drive the capital budget. For example, major expansion requirements in the FY 2014 capital budget are roads, parks, buildings, Convention Center Hotel and Max Planck Florida Corporation grant agreement which were necessitated for the County's role in providing these basic services to its citizens.

Long term operations and maintenance costs resulting from the Five-Year Capital Improvement Program are addressed in this section under "Impact of Capital Projects on the Operating Budget" and "Estimated Operating Impact of Capital Projects" on pages 365 and 366.

The FY 2014 Capital Improvement Program (CIP) has appropriations totaling \$1.21 billion which reflects all new funding and project balances from prior years. The CIP is financed primarily through bonds, impact fees, balances brought forward, and taxes. The chart on pages 340 and 341 provides a summary by category of the FY 2014 CIP budget adopted by the Board.

The CIP document, published separately, includes a detail listing for each capital project approved for FY 2014 as well as estimates for FY 2015 to FY 2018. A link to the CIP document is available as a footnote in this section of the Annual Budget Document.

The total <u>new</u> capital approved by the Board for FY 2014 totals \$179 million. Projects are grouped as large or small following the definitions listed below.

Large Project (nonrecurring): a capital project (new construction or renovation) with an anticipated total cost of \$250,000 or more, excluding all maintenance projects regardless of total cost. However, requests for capital projects relating to the issuance of a bond, regardless of the total cost of the project, and projects consisting of both renovation and renewal/replacement are grouped in this category.

Small Project/Capital Maintenance: a capital projects (new construction or renovation) with an anticipated total cost of less than \$250,000, including all capital maintenance (renewal/replacement) projects regardless of the total cost. All requests for capital projects to aid government agencies or private organizations such as grants, subsidies and contributions regardless of the total cost of the project.

Pages 346 through 364 include a summary by department of new approved capital projects including the funding source. For "large" (nonrecurring) projects, the project description is also included.

## **CAPITAL BUDGET REVENUES**

Revenues	Criminal Justice	Environ. Land & Bchs.	Fire Rescue	General Gov't	County Library
Ad Valorem					
Taxes	\$0	\$250,000	\$0	\$5,798,548	\$0
<b>Enterprise Revenue</b>	0	0	0	0	0
Interest & Other	243,202	11,155,134	174,800	12,747,469	135,576
Gas Tax	0	0	0	0	0
Grants	0	9,023,623	0	924,355	0
Assessments	0	0	0	0	0
Impact Fees	168,413	0	0	1,102,329	518,481
Loan/Bonds Proceeds	0	0	0	0	0
Tourist Development Tax	0	2,517,069	0	0	0
Balances Forward	24,421,600	21,197,749	36,872,758	127,402,902	19,647,981
Total Revenue	\$24,833,215	\$44,143,575	\$37,047,558	\$147,975,603	\$20,302,038
<b>Appropriations</b>					
Projects	\$9,347,211	\$40,101,815	\$17,980,630	\$94,697,901	\$12,257,960
Transfers	12,512,843	1,127,126	3,146,082	2,506,362	0
Reserves	2,973,161	2,914,634	15,920,846	50,771,340	8,044,078
Total Appropriations	\$24,833,215	\$44,143,575	\$37,047,558	\$147,975,603	\$20,302,038

# & APPROPRIATIONS BY CATEGORY

Total	Water Utilities	Airports	Street & Drainage	Five Year Road Program*	Parks and Recreation
Totai	Othities	All pol ts	Diamage	Road Frogram	Recreation
\$7,048,548	\$0	\$0	\$0	\$0	\$1,000,000
146,802,478	55,877,289	90,925,189	0	0	0
28,510,804	1,872,000	684,000	20,705	593,998	883,920
7,011,902	0	0	0	7,011,902	0
62,525,213	0	45,620,097	0	6,527,638	429,500
1,366,000	866,000	0	500,000	0	0
37,394,515	0	0	0	33,524,292	2,081,000
0	0	0	0	0	0
2,517,069	0	0	0	0	0
918,458,578	186,303,250	111,785,765	9,362,047	349,224,120	32,240,406
\$1,211,635,107	\$244,918,539	\$249,015,051	\$9,882,752	\$396,881,950	\$36,634,826
\$593,831,742	\$145,066,635	\$158,038,670	\$1,102,549	\$93,065,619	\$22,172,752
82,875,273	9,409,000	48,504,883	0	5,434,658	234,319
534,928,092	90,442,904	42,471,498	8,780,203	298,381,673	14,227,755
\$1,211,635,107	\$244,918,539	\$249,015,051	\$9,882,752	\$396,881,950	\$36,634,826

<sup>\*</sup> Based on the Five Year Road Program Adopted by the BCC on June 18, 2013.

# HISTORY CAPITAL PROJECTS BY TYPE

Project Type	Actual 2011	Actual 2012	Estimated 2013	Budget 2014
Criminal Justice	\$29,220,011	\$18,896,488	\$4,417,113	\$24,833,215
Environmental Lands & Beaches	9,552,675	8,950,954	10,632,635	44,143,575
Fire-Rescue	4,586,387	10,693,490	954,176	37,047,558
General Government	86,821,909	36,390,221	17,860,322	147,975,603
County Library	16,207,769	14,766,902	4,564,449	20,302,038
Parks and Recreation	16,013,946	5,158,559	13,206,429	36,634,826
Five Year Road Program*	85,865,893	49,544,748	39,910,901	396,881,950
Streets & Drainage (MSTU's)	2,230,873	966,560	1,120,009	9,882,752
Airports	24,427,133	43,693,830	16,122,891	249,015,051
Water Utilities	25,124,452	30,548,345	8,627,399	244,918,539
Total	\$300,051,048	\$219,610,098	\$117,416,324	\$1,211,635,107

Most capital projects span multiple years from initial appropriation to completion. The above data for FY 2011-2013 reflects the actual and estimated amount of the project budgets expended during that year. The FY 2014 reflects all new funding and project balances from prior years.

<sup>\*</sup>Based on the Five Year Road Program Adopted by the BCC on June 18, 2013.

Reserves Included in FY 2014 Capital Budget	Major <u>Components</u>	Program <u>Totals</u>
Criminal Justice		\$2,973,161
14.6M NAV 06, Parking Facilities Expansion	\$652,831	<b>42</b> ,> / 5,101
35M NAV 08 CP, PBSO Mobile Data	\$111,114	
Law Enfc/Impct Fees Z2 Rd Patl	\$2,209,216	
<b>Total for Major Components</b>	\$2,973,161	
Environmental Lands & Beaches		\$2,914,634
11.6M Note Payable 08 CP, ESL Jupiter	\$2,037,656	
Unit 11 Acquisition/Enhancemnt	500,880	
South Lox Sl Wetland Restoratn	35,174	
Beach Improvement	89,284	
South Lake Worth Inlet	251,640	
<b>Total for Major Components</b>	\$2,914,634	
Fire Rescue		\$15,920,846
Fire Rescue Improvement	\$12,114,291	
Fire Rescue Impact Fees	3,806,555	
<b>Total for Major Components</b>	\$15,920,846	
General Government		\$50,771,340
80.7M NAV 01, Convention Center	\$229,086	
94.3M NAV 04, Pub Imprv & Ref Airport Cntr 92	280,903	
133.9M NAV 05A, Scripps Construction	7,553	
98.0M NAV 07C CTF, Scripps/Briger	24,502	
94.1M NAV 08-2 CP, Max Planck & SS Refunding	1,040,257	
15.6M NAV 11 CP, Max Planck	253,283	
10.1M NAV 12 CP, ISS VOIP	18,210	
Abacoa Impact Fee Account	1,069,886	
Abacoa Trust Sub Account	\$3,961,084	
Impact Fee Program - Roads Zone 1	\$1,207,056	
Impact Fee Program - Roads Zone 2	885,247	
Impact Fee Program - Roads Zone 3	895,343	
Impact Fee Program - Roads Zone 4	501,040	
Impact Fee Program - Roads Zone 5	921,655	
Impact Fee Program - Parks Zone 1	40,277	
Impact Fee Program - Parks Zone 2	47,339	
Impact Fee Program - Parks Zone 3	106,703	
Pud Civic Site Cash Out	1,030,704	
800 Mhz RR+I Fund	30,492,957	
Public Building Impr Fund	263,000	
Public Building Impact Fees	1,852,258	
TDC- Bldg Renewal & Replacement	3,698,811	
Impact Fee Program - Public Building	86,362	
Capital Outlay	1,831,864	
Information Technology Capital Improvements	25,960	

Reserves Included in FY 2014 Capital Budget Total for Major Components  County Library  \$8,044,07	78
County Library \$8,044,0°	78
	78
	Ü
30.5M GO 03, Library District Improvement \$122,747	
22.3M GO 06, Library District Improvement \$101,692	
Library Improvement Fund 2,132,861	
Library Expansion Prgm 4,933,681	
Library Impact Fees 753,097	
Total for Major Components \$8,044,078	
	5
Parks and Recreation \$14,227,75 25.0M GO 99A, Recreation & Cultural \$9,012	))
26.3M NAV 96, Parks & Recreation Facilities 2,850	
25.0M GO 03, Recreational & Cultural Facilities 34,463	
25.0M GO 05, Recreational & Cultural Facilities 996,648	
50.0M GO 06, Waterfront Access 326,470	
6.1M Sunshine#8 06, Park & Marina Improv  833	
8.1M Sunshine#9 06, So County Golf Course CTF 1,697	
Park Improvemt Fund 1,377,155	
Park Impact Fees Z-1 2,243,194	
Park Impact Fees Z-2 3,134,265	
Park Impact Fees Z-3 6,101,168	
Total for Major Components \$14,227,755	
Five Year Road Program* \$298,381,67	73
15.0M NAV 11 CP, Ocean Ave Lantana Bridge \$505,297	
Transportation Improvmt Fund \$151,670,889	
Road Impact Fee Zone 1 \$32,646,296	
Road Impact Fee Zone 2 \$25,825,217	
Road Impact Fee Zone 3 \$10,395,434	
Road Impact Fee Zone 4 \$19,287,210	
Road Impact Fee Zone 5 40,774,714	
Proportionate Share Trust Fund 17,276,616	
Total for Major Components \$298,381,673	
Street & Drainage \$8,780,20	)3
Unicorp Impr Fund \$8,780,203	
Total for Major Components \$8,780,203	
<b>Airports</b> \$42,471,49	8
Airport Capital Projects \$316,502	-
Airports Imp & Dev Fund 24,263,243	
Airprt Passenger Facility Chgs 14,153,390	
Noise Abatement & Mitigation 2,200,579	
Airports Restricted Assets Fd 1,537,784	
Total for Major Components \$42,471,498	

Reserves Included in FY 2014 Capital Budget	Major <u>Components</u>	Program <u>Totals</u>
Water Utilities		\$90,442,904
Renewal & Replacement	\$1,000,000	
Capital Improvements	86,717,335	
Special Assessment Prgrm Wud	483,054	
WUD FPL Reclaimed Water Renewal & Replacement	2,145,347	
Construction Trust Fund WUD 2009	97,168	
Total for Major Components	\$90,442,904	
Total All Programs		\$534,928,092

Note: Capital budget reserve program amounts also include non-project reserve balances residing in Capital Funds.

<sup>\*</sup>Based on the Five Year Road Program Adopted by the BCC on June 18, 2013.

# FACILITIES DEVELOPMENT AND OPERATIONS

# Approved Capital Projects by Funding Source Fiscal Year 2014 Budget (\$ in 1,000)

		Ad	Impact		Total
Project #	Description	Valorem	Fees	Other	Budget
Large Ca	pital Projects				
B558	Airport Center Renovation	335	0	287	622
B559	Enterprise Data Center	4,501	0	0	4,501
B393	PBSO West Atlantic Avenue	0	0	1,800	1,800
	pital Projects				
B560	Constitutional Facility Improvements	0	0	2,000	2,000
B571	Countywide Building Renewal & Replacement	3,964	0	0	3,964
B544	Countywide Electronic Systems Renewal & Replacement	878	0	0	878
B561	Countywide Facility Renewal & Replacement	250	0	0	250
B552	Countywide Radio System Repair & Replacement	0	0	284	284
B562	Courthouse Clerk Evidence Mods	100	0	0	100
B563	Courthouse Clerk Information Technology (IT) Room Mods	20	0	0	20
B505	Courthouse Courtroom Furniture, Fixtures, and Equipment	25	0	0	25
B564	Courthouse Felony Courtroom Microphones	87	0	0	87
B565	Courthouse Jury Room Acoustics	100	0	0	100
B566	Courthouse Mailroom	300	0	0	300
B570	Government Center/Courthouse Parking Renewal and Replacement	0	0	100	100
B567	Main Jail Closed Circuit Television (CCTV) Expansion	50	0	0	50
B568	North County Courthouse Courtroom # 2/HR #2711 Build-Out	260	0	0	260
B530	Roger Dean Stadium Renewal & Replacement	0	0	942	942
B569	State Attorney Main Shell Space 2700	80	0	0	80
	Total Appropriations	10,950	0	5,413	16,363
			_		
		Ad	Impact		Total
Fund	Funding recap	Valorem	Fees	Other	Budget
3040	14.6M NAV 06, Parking Facilities Expansion	0	0	100	100
3801	800 Mhz RR+I Fund	0	0	284	284
3804	Public Building Impr Fund	10,950	0	2,287	13,237
3800	Pud Civic Site Cash Out	0	0	1,800	1,800
3807	TDC- Bldg Renewal & Replacement	0	0	942	942
	Total	10,950	0	5,413	16,363

## **Large Capital Projects - Facilities Development and Operations continued**

**Airport Center Renovation** - The scope of the project includes the renovation of the Airport Center Building #2 located at 160 Australian Avenue (former Engineering Building) and related sitework and parking. This portion of the project (Building #2) was delayed from the FY 2008 CIP. A portion of the building will be occupied by the Tourist Development Council upon the termination of their existing lease and the remainder by general government users. The project budget is based on a pro rata share of the costs being borne by Bond, Bed Tax, and Ad Valorem funding.

**Enterprise Data Center -** This project will modify 3,000 square feet of space at the Vista Center Operations and Support Center to house PBC Enterprise Data Center and The ISS Network Operations Center. The proposed data center will be constructed to Tier-4 standards and allow for reciprocal location agreements with other agencies for the use of similarly constructed data centers out of the area as backup. Expenses for FY 2013 are reflected in unit B405.

**PBSO West Atlantic Avenue -** This project includes funding for the design and renovation of the 16,000 square foot former West Atlantic Library for conversion to a Palm Beach Sheriff's Office (PBSO) Substation in support of countywide and PBSO District 4 operations. This project was fully funded and slated to begin renovation in summer of 2008, but was postponed as part of the re-evaluation of Capital Improvement Projects. This funding provides for the completion of the design and the renovations.

# INFORMATION SYSTEMS SERVICES Approved Capital Projects by Funding Source Fiscal Year 2014 Budget (\$\sin 1,000)

		Ad	Total
Project 7	# Description	Valorem	Budget
Large (	Capital Projects		
I253	Data Center(s) Upgrade to 10/100/1,000 Gigabyte	250	250
I300	Enterprise Backup Growth and Replacement	150	150
I255	Fiber Build-out of Enterprise Network	520	520
M010	Geographic Information System (GIS)	300	300
I295	Network Equipment and Vendor Support	750	750
I261	Network/Internet Security/Threat Management	100	100
I322	WinTel/UnixPower Storage Consolidation	500	500
I229	Wireless Connectivity	150	150
Small C	Capital Projects		
I291	Court Administration: Cabling	20	20
I323	Court Administration: Digital Signage Expansion	10	10
I293	Court Administration: Video Conference Units	30	30
I320	UNIX Platform Storage (Maintenance)	250	250
I310	UNIX Server Growth and Replacement	150	150
I211	Video Service Delivery	100	100
I316	WAN In-Building Cabling	100	100
I313	Wintel Data Storage Growth and Replacement (Maintenance)	220	220
I311	Wintel Server & Storage, Replacement & Growth (Maintenance)	300	300
	Total Appropriations	3,900	3,900
		Ad	Total
Fund	Funding Recap	Valorem	Budget
3901	Information Technology Capital Improvements		
3701		3,900	3,900
	Total	3,900	3,900

#### **Large Capital Projects - Information Systems Services**

**Data Center(s) Upgrade to 10/100/1,000 Gigabyte -** Pursuant to the CISCO Best Practices Audit, ISS intends to re-engineer the County Network core to mitigate the risk of a single failure impacting more than one method of network transport. These architectural changes will layer the network transport across multiple tiers to increase survivability and performance. The equipment in the Government Center Complex and Emergency Operations Center handles a trillion bytes of traffic per day and is engineered to be survivable and minimize any risk of failure due to a single component. We are continuously increasing performance to keep up with the demands of an increasingly automated workforce and delivery of those services to the public. A single core chassis can cost \$500,000 with an expected performance lifespan of two years. We generally extend this life cycle by migrating older equipment from the core to the perimeter.

## **Large Capital Projects - Information Systems Services continued**

**Enterprise Backup Growth and Replacement -** This funding request supports the purchase of additional hardware and software licensing used to back up data from disk to tape. Information Systems Services (ISS) currently uses two tape backup systems to protect email, office generated documents and business application data from loss due to system failures or accidental deletion. Protection of data is a critical Information Technology function. A third tape backup environment will be used to provide the resources to meet data backup requirements and support the eventual replacement of the hardware as it becomes obsolete. Replacement of the Tape Library is critical to provide the protection the County needs to prevent loss of information due to system failure, data corruption or accidental deletion.

Fiber Build-out of Enterprise Network - Continue extension of the County's private fiber network to County facilities to maximize performance and reduce telecommunications costs. In addition to County departments and agencies, ISS provides network transport service to numerous external organizations, including municipalities, the school district, special taxing districts, and nonprofit organizations. The long term goal is to reduce telecommunications costs and increase our ability to meet customer's bandwidth requirements. Targeted sites for next year include Midwestern Service Center, Water Utilities Department Southern Region Operations Center, and Animal Care & Control. ISS has been seeking approvals from the Florida Department of Transportation and the Federal Highway Administration to utilize portions of the traffic network which would result in further decreases in telecommunications costs for the County our network collaboration partners.

Geographic Information System (GIS) - The Geographic Information Project in Palm Beach County includes: the technical infrastructure (hardware, software and network), applications, human resources, and data within a multi-agency organization structure. The Enterprise GIS is being used by agencies that access the County's network. The information infrastructure is in place for local government to utilize geographic and land data to support informed decision making, cost efficiency, and responsible management. This request will pay for digital ortho photography updates, Pictometry self-hosting license & imagery, Enterprise hardware/server software, and GIS desktop and server training.

**Network Equipment and Vendor Support** - Pursuant to the CISCO Best Practices Audit, Information Systems Services (ISS) intends to implement the audit recommendations to mitigate the risk of a single failure impacting more than one method of network transport. Approximately \$7 million of our network transport equipment is approaching its end of useful life and will require replacement within the next twelve to eighteen months. The CISCO recommended modifications can be spread out over the next three years at approximately \$750 thousand per year. This project also accounts for the upgrade of network capacity to support increasing customer demand and transition the core transport service to optical wave-length switching to accommodate increases in bandwidth demand.

Network/Internet Security/Threat Management - This project is to manage the design and daily operation of the County's Network Security including firewalls, foreign networks, virus control, mail handling, authentication and intrusion management systems. This also includes encryption necessary to meet certain Federal and State data privacy requirements. We also have several existing products reaching end of life which will need to be replaced by the next generation of security devices. This project budget also includes load balancers, Netmotion for wireless persistence (Fire Rescue/Planning Zoning and Building/Water Utilities/Parks and Recreation), ProofPoint, Virtual Private Network, Safeword, and Affiliated Computer Systems. The value of our security infrastructure is approximately \$5,000,000. The growth in mail handling, remote access by staff, internet use by employees, and delivery of services to the public via the internet applies a constant strain on our ability to deliver expected performance levels.

**WinTel/UnixPower Storage Consolidation -** This Capital project request supports the consolidation of Microsoft/Intel and Unix Power systems platforms. The benefits will enable both platforms to improve disaster recovery failover capabilities, leverage internal staffing skill sets, reduce maintenance cost, and better utilize storage assets.

## **Large Capital Projects - Information Systems Services continued**

Wireless Connectivity - This funding is for the expansion of the Palm Beach County's wireless network infrastructure to facilitate an increasingly mobile workforce. The number of wireless access points has increased over 50% within the past 12 months. We are providing public service "WiFi" capability within select County facilities including Courthouses, the Government Center, Libraries, and the Palm Beach International Airport's main terminal facility. This capability is also being deployed as part of a hybrid solution extending high speed data capabilities to Public Safety and Field Service personnel within range of strategically deployed "Hot Spots". A portion of the funding will replace WiFi access points and wireless equipment. We have also received approval to deploy equipment on the School District 400 foot towers and the City of Riviera Beach tower. This will allow connection of County facilities via WIMAX which will facilitate further reduction of our AT&T bill.

# MISCELLANEOUS/ NON-DEPARTMENT Approved Capital Projects by Funding Source Fiscal Year 2014 Budget

(\$ in 1,000)

Project #	D <u>escription</u>	Ad Valorem	Impact Fees	Other	Bonds	Total Budget
Large Ca	pital Projects					
TBD	Convention Center Hotel	0	0	0	27,000	27,000
	Max Planck Florida Corporation	0	0	0	13,137	13,137
	Total Appropriations	0	0	0	40,137	40,137
		Ad	Impact			Total
<u>Fund</u>	Funding recap	Valorem	Fees	Other	Bonds	Budget
TBD	To Be Determined	0	0	0	40,137	40,137
	Total	0	0	0	40,137	40,137

## **Large Capital Projects - Miscellaneous/ Non-Department**

**Convention Center Hotel** - The scope of this project includes providing a \$27 Million subsidy to the Related Group of New York, to assist in funding a \$105 Million, 400 room Hilton Hotel adjacent to the County Convention Center on Okeechobee Boulevard.

**Max Planck Florida Corporation** - On July 22, 2008, the Board of County Commissioners approved a grant agreement with Max Planck Florida Corporation (MPFC) providing for a maximum of \$86,926,000 to reimburse MPFC for the construction and operation of an approximate 100,000 square foot Biomedical Research Facility in the County. The County's plan is to issue non-ad valorem revenue bonds to fund the remainder of the grants to MPFC on November 1 of FY 2014, 2016 and 2018.

# ENVIRONMENTAL RESOURCE MANAGEMENT Approved Capital Projects by Funding Source Fiscal Year 2014 Budget (\$ in 1,000)

		Ad		Total
Project #	Description	Valorem	Other	Budget
Large Capi	tal Projects			
E111	Environmental Restoration	250	0	250
M015	Ocean Ridge Shore Protection	0	1,000	1,000
Small Capi	tal Projects			
M041	Delray Beach Shore Protection	0	2,000	2,000
M039	North Boca Shore Protection	0	25	25
	Total Appropriations	250	3,025	3,275
		Ad		Total
Fund	Funding Recap	Valorem	Other	Budget
3652	Beach Improvement	0	3,025	3,025
3654	Environmental Resources Capital Projects	250	0	250
	Total	250	3,025	3,275

## **Large Capital Projects - Environmental Resource Management**

**Environmental Restoration** - This project includes restoration of public water bodies such as Lake Worth Lagoon, Chain of Lakes, and Loxahatchee River. These funds also provide a source of matching funds for State and Local grants.

**Ocean Ridge Shore Protection** - This project includes planning, design, permitting, construction, monitoring, and maintenance of a beach nourishment/restoration project between South Lake Worth Inlet and 1.42 miles south. The funding sources used in the "Other" category include Tourist Development Tax, interest earnings, and reserves.

#### PARKS AND RECREATION

# **Approved Capital Projects by Funding Source** Fiscal Year 2014 Budget (\$ in 1,000)

		Ad	Impact		Total
Project #	Description	Valorem	Fees	Other	Budget
Large Ca	pital Projects				
P778	Bert Winters Park Expansion	0	100	0	100
P645	Burt Aaronson South County Regional Park Phase III	0	650	0	650
P781	John Prince Park Campground Phase III	0	500	0	500
P560	John Prince Park Improvements Phase IV	0	650	0	650
P782	John Prince Park Special Event Areas	0	500	0	500
P784	Morikami Museum Renovations and Improvements	120	0	0	120
P765	Morikami Park Sewer Expansion	0	300	0	300
P527	Okeeheelee South Park Development Phase III	0	300	0	300
P787	R. G. Kreusler Park Lifeguard/Restroom Building	350	0	0	350
P616	Riverbend/Reese Grove Park Phase III	0	800	0	800
Small Ca	pital Projects				
P779	Caloosa Park Parking Lot Safety Lighting	0	180	0	180
P706	Information Technology Equipment Expansion and Replacement	58	0	0	58
P781	Lake Lytal Park Field #5 Infield Renovation	40	0	0	40
P789	Maintenance Equipment FY14	126	0	0	126
P785	Okeeheelee Golf Course Concession Expansion	0	200	0	200
P786	Park Ridge Golf Course Event Pavilion	0	100	0	100
P780	Parks Countywide Repairs, Replacements and Renovations FY14	306	0	0	306
P616	Riverbend/Reese Grove Park Phase III	0	0	24	24
	Total Appropriations	1,000	4,280	24	5,304
		Ad	Impact		Total
Fund	Funding recap	Valorem	Fees	Other	Budget
3601	Park Impact Fees Zone 1	0	900	0	900
3602	Park Impact Fees Zone 2	0	2,250	0	2,250
3603	Park Impact Fees Zone 3	0	1,130	0	1,130
3600	Park Improvement Fund	1,000	0	24	1,024
	Total	1,000	4,280	24	5,304

# **Large Capital Projects - Parks and Recreation**

Bert Winters Park Expansion - This project includes the design and construction of the newly acquired Palm Beach Marine Institute (PBMI) property within Bert Winters Park. The existing PBMI buildings will be removed and the property developed with new public use facilities. Additional improvements will include parking, waterfront access facilities, playground, landscaping and irrigation. Funding for FY2014 and future funding is from Zone 1 Park Impact Fees.

### **Large Capital Projects - Parks and Recreation continued**

**Burt Aaronson South County Regional Park Phase III -** Phase III of South County Regional Park will include the completion of recreational facilities to include special event areas, roadways, parking, restrooms, picnicking facilities, open play areas, playground, dog park, landscaping, site lighting, trails, ski lakes, boat ramps, canoe/kayak trails, marina/docks, environmental enhancements, forestation, entrance signage, irrigation wells and pumps, box office, production booth cover, and other support infrastructure. Phase III of this project will provide developed acres of regional parks necessary to maintain the established Comprehensive Plan Level of Service as a result of permits issued for residential development. The proposed improvements will provide additional passive and active recreational facilities to serve the needs of residents in the South Park District. Funding in FY2014 and future funding are from Zone 3 Park Impact Fees. Operating cost projections include maintenance and utility related expenses.

**John Prince Park Campground Phase III -** This project includes Phase III design and construction of sanitary sewers, upgraded electric, infrastructure and other related improvements at the John Prince Park Campground. Upgrading and expanding sanitary sewers will allow for expanded use of campground sites for RVs and FEMA-related emergency housing. Funding is from the Zone 2 Park Impact Fees.

John Prince Park Improvements Phase IV - This project includes lakeside improvements including roadways, parking, canoe and kayak launch areas, docks, fishing piers, as well as, shoreline facilities for additional waterfront use, playgrounds, dog park, restrooms, pavilions, day use picnic areas, bike paths, landscaping, irrigation, fencing, environmental enhancement, forestation and related utility and support infrastructure. This project will provide developed acres of regional park necessary to maintain the Comprehensive Plan Level of Service as a result of permits issued for residential development in Park Impact Fee Zone 2. The improvements will provide additional active and passive recreational facilities that serve the needs of new residents in the Central Park District. Funding in FY2014 and future funding are from Zone 2 Park Impact Fees.

John Prince Park Special Event Areas - This project includes improvements to Center Drive and Picnic Island special event areas. Improvements include additional exercise stations, playgrounds, special event pavilions, shade covers, day use picnic areas, sidewalks, landscaping, irrigation, fencing and related utility and support infrastructure. This project will provide developed acres of regional park necessary to maintain Comprehensive Plan Level of Service as a result of permits issued for residential development in Park Impact Fee Zone 2. The improvements will provide additional active and passive recreational facilities that serve the needs of new residents in the Central Park District. Funding in FY2014 is from Zone 2 Park Impact Fees.

**Morikami Museum Renovations and Improvements -** This project includes replacing the deteriorated wooden structural support columns, cedar shingle roof and exterior beams of the Yamato-Kan (museum building). It also includes mechanical upgrades to improve air quality, new gallery lighting to reduce UV exposure to delicate artifacts and carpet replacement in the museum. Most of these improvements have been recommended by the Facilities Management Division. Funding is from the Park Improvement Fund.

**Morikami Park Sewer Expansion** - This project includes the design and construction of a new sanitary sewer and grinder pump system that will connect outbuildings at Morikami Park to the sanitary system force main. Sanitary sewer is necessary to allow planned future master plan development of the Morikami Museum and Japanese Gardens. Funding is from Zone 3 Park Impact Fees.

**Okeeheelee South Park Development Phase III** - Phase III includes the design and construction of the Park's lakes, shorelines, culverts, primitive camping area, bike paths, equestrian and hiking trails, landscaping, environmental enhancements, forestation and related infrastructure. This project will provide developed acres of regional park necessary to maintain the Comprehensive Plan Level of Service as a result of residential development in Park Impact Fee Zone 2. This project will also provide additional recreational facilities to serve the needs of new residents in the Central Park District. Funding for FY2014 and future funding is from Zone 2 Park Impact Fees. Operating cost projections include staff and equipment related expenses.

**R. G. Kreusler Park Lifeguard/Restroom Building -** This project includes design and construction of a new lifeguard building with showers and a replacement restroom building. This park was opened in 1979 and did not include any provisions for lifeguard office/breakroom and showers that are required to meet employee labor requirements. The original restroom is near the end of its useful life and will need to be replaced to meet new ADA standards. Funding is from the Park Improvement Fund.

## **Large Capital Projects - Parks and Recreation continued**

Riverbend/Reese Grove Park Phase III - Phase III of this project includes the design and construction of additional park improvements for this 700 acre regional Loxahatchee River and Battlefield Park. Phase III construction commenced in FY 2007 to include day use picnic areas, bike paths, nature trails, historic site improvements, field office, restrooms, park entrance, access roads, bridges, parking, fencing, canoe/kayak livery, trails, maintenance facilities, exotic plant and tree removal, environmental restoration and infrastructure to support public access for this phase of park development. This project will provide developed acres of regional park necessary to maintain the Comprehensive Plan Level of Service as a result of permits issued for residential development in Park Impact Fee Zone 1. The improvements will provide additional passive recreational facilities to serve the needs of new residents in the North Park District Funding for FY2014 and future funding is from Zone 1 Park Impact Fees.

# COUNTY LIBRARY Approved Capital Projects by Funding Source Fiscal Year 2014 Budget (\$\\$\text{in 1,000}\)

		Ad	Impact	Total
Project #	Description	Valorem	Fees	Budget
Small Capi	tal Projects			
L068	Gardens and Okeechobee Library- Remodel Circulation Desks	75	0	75
L041	Pahokee Library- Paint and Waterproof Building	40	0	40
L067	Tequesta Library- A/C Repair/Replacement	30	0	30
L069	Wellington Library- Roof Repair/Replacement	81	0	81
	Total Appropriations	226	0	226
		Ad	Impact	Total
Fund	Funding Recap	Valorem	Fees	Budget
3750	Library Improvement Fund	226	0	226
	Total	226	0	226

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# FIVE YEAR ROAD PROGRAM Approved Capital Projects by Funding Source Fiscal Year 2014 Budget

(\$ in 1,000)

	Impact		Total
Project # Description	Fees	Other	Budget
Large Capital Projects			
1364 10th Avenue North and Military Trail	200	0	200
1116 60th St/W. of Royal Palm Beach Blvd (RPB) to E. RPB Blvd	2,900	0	2,900
1001 A-1-A (Carlin Park) Bridge	0	750	750
O703 Administrative Support and Computer Equipment	0	370	370
0768 Annual Contract Advertising	0	10	10
1397 Atlantic Avenue/ State Road 7 to West of Lyons Road	0	1,260	1,260
TBD Australian Avenue/7th Street to 15th Street	2,300	0	2,300
1001 Bridges	0	2,300	2,300
Congress Avenue/ North of Northlake Blvd to Alternate A-1-A	550	250	800
0704 Glades Area - Repair and Renovation	0	700	700
TBD Glades Road and Butts Road	100	0	100
Hatton Highway/Bridge over PWCD Main Canal 2	0	1,950	1,950
Haverhill Road/Lantana Road to South of LWDD L-14 Canal	2,600	0	2,600
Haverhill Road/South of LWDD L-14 Canal to Lake Worth Rd	7,600	0	7,600
VARIOUS Intersection Program - Countywide	300	500	800
1001 Kirk Road Bridge over LWDD L-9 Canal	0	500	500
TBD Linton Blvd and Military Trail	200	0	200
9100 Ocean Avenue Loan Repayment	0	1,029	1,029
1064 Old Dixie Highway/Park Avenue to Northlake Blvd	3,000	0	3,000
Palmetto Park Road Bridge over LWDD E-4 Canal	0	500	500
TBD Palmetto Park Road/Boca Del Mar Drive to Palmetto Circle N	150	0	150
ANNUAL Pathway Program - Countywide	0	1,500	1,500
1366 PGA Boulevard and Military Trail	600	0	600
0924 Recording Fees - Countywide	0	20	20
VARIOUS Reserve for Plans and Alignment	0	200	200
VARIOUS Reserves for Right of Way	0	200	200
O728 Seminole Pratt Whitney Rd/Orange Blvd to Northlake Blvd	6,800	0	6,800
O620 Seminole Pratt Whitney Road and Northlake Blvd	3,500	0	3,500
O994 Silver Beach Road/East of Congress Ave to Old Dixie Hwy	3,100	0	3,100
0603 Traffic Calming - Countywide	0	15	15
ANNUAL Traffic Signals - Countywide	0	600	600
Total Appropriations	33,900	12,654	46,554

Fund	Funding Recap	Impact Fees	Other	Total Budget
3501	Road Impact Fee Zone 1	7,250	250	7,500
3502	Road Impact Fee Zone 2	2,500	0	2,500
3503	Road Impact Fee Zone 3	13,200	0	13,200
3504	Road Impact Fee Zone 4	10,200	0	10,200
3505	Road Impact Fee Zone 5	450	1,260	1,710
TBD	To Be Determined	300	500	800
3500	Transportation Improvement Fund	0	10,644	10,644
	Total	33,900	12,654	46,554

#### **Large Capital Projects - Five Year Road Program**

10th Avenue North and Military Trail - Intersection Improvements

60th St/W. of Royal Palm Beach Blvd (RPB) to E. RPB Blvd - 0.5 Mile, 3 Lanes

A-1-A (Carlin Park) Bridge - Bridge Replacement

Administrative Support and Computer Equipment - Funding for staff support and computer equipment for program.

**Annual Contract Advertising** - Advertising costs for annual agreements.

Atlantic Avenue/ State Road 7 to West of Lyons Road - 1.0 Mile/ 4/6 Lanes

Australian Avenue/7th Street to 15th Street - 0.6 Miles, 5/6 Lanes

**Bridges** - Bridge Rehabilitation and Replacement

Congress Avenue/ North of Northlake Blvd to Alternate A-1-A - 0.6 Miles, 2 Lanes

Glades Area - Repair and Renovation - Proposed improvements for this program include the resurfacing of County roads throughout the Glades area; including striping, replacement of old guardrails and installation of new guardrails as needed.

Glades Road and Butts Road - Intersection Improvements

Hatton Highway/Bridge over PWCD Main Canal 2 - Bridge Replacement

Haverhill Road/Lantana Road to South of LWDD L-14 Canal - 0.9 Miles, 4 Lanes

Haverhill Road/South of LWDD L-14 Canal to Lake Worth Rd - 1.3 Miles, 4 Lanes and 5 Lanes

**Intersection Program - Countywide** - The Intersection Improvement Program provides both minor and major improvements at intersections. These improvements increase capacity and improve safety. Projects are designed and constructed both in-house and through contracted services.

Kirk Road Bridge over LWDD L-9 Canal - Bridge Replacement

Linton Blvd and Military Trail - Intersection Improvements

Ocean Avenue Loan Repayment - Debt service on the \$15 million loan to rebuild the Ocean Avenue bridge.

Old Dixie Highway/Park Avenue to Northlake Blvd - 0.9 Miles, 3 Lanes

Palmetto Park Road Bridge over LWDD E-4 Canal - Bridge Replacement

Palmetto Park Road/Boca Del Mar Drive to Palmetto Circle N - Pedestrian Overpass

**Pathway Program - Countywide** - This program develops a list of requested pathways which are then divided into three categories and prioritized. Elementary school pathways are given the highest priority, followed by Middle and High School pathways. Additionally, the program includes funding for maintenance of existing pathways.

PGA Boulevard and Military Trail - Intersection Improvements

**Recording Fees - Countywide** - Provides funding for the expenses incurred in Right of Way (ROW) acquisitions. These include title searches, deed recordings, and other related legal expenses required for the purchases of ROW.

#### **Large Capital Projects - Five Year Road Program continued**

**Reserve for Plans and Alignment** - Funding for design costs, study costs and mitigation costs for projects included in the Program.

Reserves for Right of Way - Funding for Right of Way acquisition costs for projects included in the Program.

Seminole Pratt Whitney Rd/Orange Blvd to Northlake Blvd - 1.8 Miles, 4/6 Lanes

Seminole Pratt Whitney Road and Northlake Blvd - Intersection Improvements

Silver Beach Road/East of Congress Ave to Old Dixie Hwy - 0.9 Miles, 2 Lanes and 3 Lanes

**Traffic Calming - Countywide** - This program provides funding for the installation of traffic slowing devices such as speed humps and traffic islands in neighborhoods which request and demonstrate a need for such safety measures on their streets.

**Traffic Signals - Countywide** - Funding to design and install traffic signals utilizing mast arm support structures in lieu of strain pole/span wire support system.

# **AIRPORTS**

# Approved Capital Projects by Funding Source Fiscal Year 2014 Budget (\$ in 1,000)

Project #         Description         Grants         Revenues         Charges         Budges           Large Unitary Projects         8         0         105         105           A183         North County Airport- Additional Hangars         0         828         0         828           A316         Pahokee Airport- Apron Rehab and Taxiway Construction         0         0         243         243           A311         PBIA- Golfview Apron and Associated Infrastructure         0         0         0.25         625           A332         PBIA- Taxiway Yan Rehabilitation         0         0         0.312         3,112           A324         PBIA- Taxiway Yan Rehabilitation         0         0         0         2,000           A324         PBIA- Taxiway Yan Rehabilitation         0         0         0         2,000           A324         PBIA- Textimal Ristroom Improvements         0         2,000         0         2,000           A253         Lartana Airport-Miscellaneous Projects         0         20         0         2           A253         Lartana Airport-Miscellaneous Projects         0         25         0         2           A254         Pahokee Airport-Miscellaneous Projects         0				Other Enterprise	Passenger Facility	Total
A326         Lantana Airport-Runway 3/21 and 9/27 Rehabilitation         0         0         105         828           A183         North County Airport-Additional Hangars         0         828         0         828           A316         Pahokee Airport-Apron Rehab and Taxiway Construction         0         0         243         243           A311         PBIA- Golfview Apron and Associated Infrastructure         0         0         0         1,328         1,328           A332         PBIA- Taxiway "A" Rehabilitation         0         0         3,112         3,112           A324         PBIA- Terminal Restroom Improvements         0         0         0         2,012           BBIA- Taxiway "A" Rehabilitation         0         0         3,112         3,112           A324         PBIA- Terminal Restroom Improvements         0         0         0         2,000           A253         Lantana Airport- Miscellaneous Projects         0         2         0         2           A253         Lantana Airport- Miscellaneous Projects         0         25         0         25           A254         Pahokee Airport- Miscellaneous Projects         0         25         0         25           A254         PBIA- Demolition	Project #	Description	Grants	Revenues	Charges	Budget
A183         North County Airport- Additional Hangars         0         828         0         828           A316         Pabokee Airport- Apron Rehab and Taxiway Construction         0         0         243         243           A311         PBIA- Golfview Apron and Associated Infrastructure         0         0         0         1,328         1,328           A332         PBIA- Taxiway "A" Rehabilitation         0         0         0         192         192           Small Certification         0         0         0         192         192           Small Certification         0         0         0         2,000         10         2,000           A234         PBIA- Taxiway "A" Rehabilitation         0         2,000         0         2,000         10         2,000           A324         PBIA- Taxiway "A" Rehabilitation         0         2,000         0         2,000         2,000         2,000         2,000         0         2,000         2,000         2,000         2,000         2,000         2,000         2,000         2,000         2,00         2,00         2,00         2,00         2,00         2,00         2,00         2,00         2,00         2,00         2,00         2,0<	Large Ca	pital Projects				
A316         Pahokee Airport- Apron Rehab and Taxiway Construction         0         0         243         243           A311         PBIA- Golfview Apron and Associated Infrastructure         0         0         625         625           A331         PBIA- Runway 10R-28L Rehabilitation         0         0         3,112         3,112           A324         PBIA- Taxiway "A" Rehabilitation         0         0         0         192         192           Small Carbital Profects         8         0         2,000         0         2,000         2,0	A326	Lantana Airport- Runway 3/21 and 9/27 Rehabilitation	0	0	105	105
A311         PBIA- Golfview Apron and Associated Infrastructure         0         0         625         625           A331         PBIA- Rumway 10R-28L Rehabilitation         0         0         1,328         1,328           A332         PBIA- Taxiway "A" Rehabilitation         0         0         3,112         3,112           A324         PBIA- Terminal Restroom Improvements         0         0         0         192           BPIA- Terminal Restroom Improvements         0         2,000         0         2,000           A253         Lantana Airport- Miscellaneous Projects         0         20         0         20           A253         Lantana Airport- Miscellaneous Projects         0         25         0         25           A254         Pahokee Airport- Miscellaneous Projects         0         25         0         25           A254         Pahokee Airport- Miscellaneous Projects         0         25         0         25           A254         Pahokee Airport- Miscellaneous Projects         0         25         0         25           A264         PBIA- Airside Projects         0         25         0         25           A039         PBIA- Equipment Grounds Maintenance         0         711         <	A183	North County Airport- Additional Hangars	0	828	0	828
A331         PBIA- Runway I NR-28L Rehabilitation         0         0         1,328         1,328           A332         PBIA- Taxiway "A" Rehabilitation         0         0         3,112         3,112           A324         PBIA- Terminal Restroom Improvements         0         0         192         192           Small Capital Projects         0         2,000         0         2,000           A11 Airports- Design and Engineering         0         2,000         0         2,000           A253         Lantana Airport- Miscellaneous Projects         0         25         0         25           A254         Pahokee Airport- Miscellaneous Projects         0         30         0         30           A254         Pahokee Airport- Miscellaneous Projects         0         35         0         25           A254         Pahokee Airport- Miscellaneous Projects         0         30         0         25           A254         Pahokee Airport- Miscellaneous Projects         0         35         0         25           A268         PBIA- Airside Projects         0         25         0         25           A039         PBIA- Equipment Airport Administration         0         20         0         292	A316	Pahokee Airport- Apron Rehab and Taxiway Construction	0	0	243	243
A332         PBIA- Taxiway "A" Rehabilitation         0         0         3,112         3,112           A324         PBIA- Terminal Restroom Improvements         0         0         192         192           Small Capital Projects         0         0         192         192           A107         All Airports- Design and Engineering         0         2,000         0         2,000           A253         Lantana Airport- Miscellaneous Projects         0         20         0         25           A254         Pahokee Airport- Miscellaneous Projects         0         30         0         30           A268         PBIA- Airside Projects         0         25         0         25           A258         PBIA- Airside Projects         0         35         0         30           A039         PBIA- Environmental         0         20         0         20           A031         PBIA- Equipment Airport Administration         0         292         0         292           A031         PBIA- Equipment Grounds Maintenance         0         711         0         711           A032         PBIA- Equipment Airport Administration         0         0         0         1,942           A	A311	PBIA- Golfview Apron and Associated Infrastructure	0	0	625	625
A324         PBIA- Terminal Restroom Improvements         0         0         192         192           Small Capital Projects         S         C </td <td>A331</td> <td>PBIA- Runway 10R-28L Rehabilitation</td> <td>0</td> <td>0</td> <td>1,328</td> <td>1,328</td>	A331	PBIA- Runway 10R-28L Rehabilitation	0	0	1,328	1,328
All Airports- Design and Engineering	A332	PBIA- Taxiway "A" Rehabilitation	0	0	3,112	3,112
A107         All Airports- Design and Engineering         0         2,000         0         2,000           A253         Lantana Airport- Miscellaneous Projects         0         20         0         20           A232         North County Airport- Miscellaneous Projects         0         25         0         25           A254         Pahokee Airport- Miscellaneous Projects         0         30         0         30           A268         PBIA- Airside Projects         0         25         0         25           A039         PBIA- Demolition         0         35         0         35           A043         PBIA- Environmental         0         20         0         20           A030         PBIA- Equipment Airport Administration         0         292         0         292           A031         PBIA- Equipment Grounds Maintenance         0         711         0         711           A032         PBIA- Fire Rescue         0         30         0         30           A187         PBIA- Land Acquisitions         0         25         0         25           A267         PBIA- Land Acquisitions         0         5         0         5           A173 <t< td=""><td>A324</td><td>PBIA- Terminal Restroom Improvements</td><td>0</td><td>0</td><td>192</td><td>192</td></t<>	A324	PBIA- Terminal Restroom Improvements	0	0	192	192
A253         Lantana Airport- Miscellaneous Projects         0         20         0         25           A232         North County Airport- Miscellaneous Projects         0         25         0         25           A254         Pahokee Airport- Miscellaneous Projects         0         30         0         30           A268         PBIA- Airside Projects         0         25         0         25           A039         PBIA- Demolition         0         35         0         35           A043         PBIA- Environmental         0         20         0         292           A030         PBIA- Equipment Airport Administration         0         292         0         292           A031         PBIA- Equipment Grounds Maintenance         0         711         0         711           A032         PBIA- Fire Rescue         0         30         0         30           A187         PBIA- Land Acquisitions         0         0         1,942         1,942           A267         PBIA- Permits and Fees         0         5         0         25           A188         PBIA- Permits and Fees         0         5         0         5           A173         PBIA- Permits	Small Ca					
A232         North County Airport- Miscellaneous Projects         0         25         0         25           A254         Pahokee Airport- Miscellaneous Projects         0         30         0         30           A268         PBIA- Airside Projects         0         25         0         25           A039         PBIA- Demolition         0         35         0         35           A043         PBIA- Environmental         0         20         0         292           A030         PBIA- Equipment Airport Administration         0         292         0         292           A031         PBIA- Equipment Grounds Maintenance         0         711         0         711           A032         PBIA- Equipment Grounds Maintenance         0         30         0         30           A187         PBIA- Equipment Grounds Maintenance         0         0         1,942         1,942           A267         PBIA- Land Acquisitions         0         0         5         0         25           A186         PBIA- Permits and Fees         0         5         0         5           A173         PBIA- Project Inspection and Administration         0         10         0         10	A107		0	2,000	0	2,000
A254         Pahokee Airport-Miscellaneous Projects         0         30         0         30           A268         PBIA- Airside Projects         0         25         0         25           A039         PBIA- Demolition         0         35         0         35           A043         PBIA- Environmental         0         20         0         20           A030         PBIA- Equipment Airport Administration         0         292         0         292           A031         PBIA- Equipment Grounds Maintenance         0         711         0         711           A032         PBIA- Fire Rescue         0         30         0         30           A187         PBIA- Land Acquisitions         0         0         1,942         1,942           A267         PBIA- Landside Projects         0         25         0         25           A186         PBIA- Permits and Fees         0         5         0         5           A173         PBIA- Project Inspection and Administration         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Mainten	A253	1	0	20	0	20
A268         PBIA- Airside Projects         0         25         0         25           A039         PBIA- Demolition         0         35         0         35           A043         PBIA- Environmental         0         20         0         20           A030         PBIA- Equipment Airport Administration         0         292         0         292           A031         PBIA- Equipment Grounds Maintenance         0         711         0         711           A032         PBIA- Fire Rescue         0         30         0         30           A187         PBIA- Land Acquisitions         0         0         1,942         1,942           A267         PBIA- Landside Projects         0         25         0         5           A186         PBIA- Permits and Fees         0         25         0         5           A173         PBIA- Project Inspection and Administration         0         10         0         10           A212         PBIA- Replace Cabin Air Control System         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         10           A173         PBIA- Terminal Maintena	A232	North County Airport- Miscellaneous Projects	0	25	0	25
A039         PBIA- Demolition         0         35         0         35           A043         PBIA- Environmental         0         20         0         20           A030         PBIA- Equipment Airport Administration         0         292         0         292           A031         PBIA- Equipment Grounds Maintenance         0         711         0         711           A032         PBIA- Fire Rescue         0         30         0         30           A187         PBIA- Land Acquisitions         0         0         1,942         1,942           A267         PBIA- Land Side Projects         0         25         0         25           A186         PBIA- Permits and Fees         0         5         0         5           A173         PBIA- Project Inspection and Administration         0         150         0         10           A215         PBIA- Replace Cabin Air Control System         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175	A254	Pahokee Airport- Miscellaneous Projects	0	30	0	30
A043         PBIA- Environmental         0         20         0         20           A030         PBIA- Equipment Airport Administration         0         292         0         292           A031         PBIA- Equipment Grounds Maintenance         0         711         0         711           A032         PBIA- Fire Rescue         0         30         0         30           A187         PBIA- Land Acquisitions         0         0         1,942         1,942           A267         PBIA- Land Side Projects         0         0         5         0         25           A186         PBIA- Permits and Fees         0         5         0         5           A173         PBIA- Permits and Fees         0         10         0         10           A215         PBIA- Replace Cabin Air Control System         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175         PBIA- Testing and Miscellaneous Engineering         0         5,996         7,547         13,543	A268	PBIA- Airside Projects	0	25	0	25
A030         PBIA- Equipment Airport Administration         0         292         0         292           A031         PBIA- Equipment Grounds Maintenance         0         711         0         711           A032         PBIA- Fire Rescue         0         30         0         30           A187         PBIA- Land Acquisitions         0         0         1,942         1,942           A267         PBIA- Landside Projects         0         25         0         25           A186         PBIA- Permits and Fees         0         5         0         5           A173         PBIA- Permits and Fees         0         10         0         10           A215         PBIA- Replace Cabin Air Control System         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175         PBIA- Testing and Miscellaneous Engineering         0         10         0         10           Total Appropriations         0         5,996         7,547         13,543           Fund         Fundin	A039	PBIA- Demolition	0	35	0	35
A031         PBIA- Equipment Grounds Maintenance         0         711         0         711           A032         PBIA- Fire Rescue         0         30         0         30           A187         PBIA- Land Acquisitions         0         0         1,942         1,942           A267         PBIA- Landside Projects         0         25         0         25           A186         PBIA- Permits and Fees         0         5         0         5           A173         PBIA- Project Inspection and Administration         0         10         0         10           A215         PBIA- Replace Cabin Air Control System         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175         PBIA- Testing and Miscellaneous Engineering         0         10         0         10           Total Appropriations         0         5,996         7,547         13,543           Fund         Funding recap         Grants         Revenues         Charges         Budget           4110	A043	PBIA- Environmental	0	20	0	20
A032         PBIA- Fire Rescue         0         30         0         30           A187         PBIA- Land Acquisitions         0         0         1,942         1,942           A267         PBIA- Landside Projects         0         25         0         25           A186         PBIA- Permits and Fees         0         5         0         5           A173         PBIA- Project Inspection and Administration         0         10         0         10           A215         PBIA- Replace Cabin Air Control System         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175         PBIA- Testing and Miscellaneous Engineering         0         10         0         10           Total Appropriations         0         5,996         7,547         13,543           Fund         Funding recap         Grants         Revenues         Charges         Budget           4110         Airport Capital Projects         0         2,528         0         2,528           4111 <t< td=""><td>A030</td><td>PBIA- Equipment Airport Administration</td><td>0</td><td>292</td><td>0</td><td>292</td></t<>	A030	PBIA- Equipment Airport Administration	0	292	0	292
A187         PBIA- Land Acquisitions         0         0         1,942         1,942           A267         PBIA- Landside Projects         0         25         0         25           A186         PBIA- Permits and Fees         0         5         0         5           A173         PBIA- Project Inspection and Administration         0         10         0         10           A215         PBIA- Replace Cabin Air Control System         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175         PBIA- Testing and Miscellaneous Engineering         0         10         0         10           Total Appropriations         0         5,996         7,547         13,543           Fund         Funding recap         Grants         Revenues         Charges         Budget           4110         Airport Capital Projects         0         2,528         0         2,528           4111         Airports Improvement and Development Fund         0         3,468         7,547         11,015 <td>A031</td> <td>PBIA- Equipment Grounds Maintenance</td> <td>0</td> <td>711</td> <td>0</td> <td>711</td>	A031	PBIA- Equipment Grounds Maintenance	0	711	0	711
A267         PBIA- Landside Projects         0         25         0         25           A186         PBIA- Permits and Fees         0         5         0         5           A173         PBIA- Project Inspection and Administration         0         10         0         10           A215         PBIA- Replace Cabin Air Control System         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175         PBIA- Testing and Miscellaneous Engineering         0         10         0         10           Total Appropriations         0         5,996         7,547         13,543           Fund         Funding recap         Grants         Revenues         Charges         Budget           4110         Airport Capital Projects         0         2,528         0         2,528           4111         Airports Improvement and Development Fund         0         3,468         7,547         11,015	A032	PBIA- Fire Rescue	0	30	0	30
A186         PBIA- Permits and Fees         0         5         0         5           A173         PBIA- Project Inspection and Administration         0         10         0         10           A215         PBIA- Replace Cabin Air Control System         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175         PBIA- Testing and Miscellaneous Engineering         0         10         0         10           Total Appropriations         0         5,996         7,547         13,543           Fund         Funding recap         Grants         Revenues         Charges         Budget           4110         Airport Capital Projects         0         2,528         0         2,528           4111         Airports Improvement and Development Fund         0         3,468         7,547         11,015	A187	PBIA- Land Acquisitions	0	0	1,942	1,942
A173         PBIA- Project Inspection and Administration         0         10         0         10           A215         PBIA- Replace Cabin Air Control System         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175         PBIA- Testing and Miscellaneous Engineering         0         10         0         10           Total Appropriations         0         5,996         7,547         13,543           Fund         Funding recap         Grants         Revenues         Charges         Budget           4110         Airport Capital Projects         0         2,528         0         2,528           4111         Airports Improvement and Development Fund         0         3,468         7,547         11,015	A267	PBIA- Landside Projects	0	25	0	25
A215         PBIA- Replace Cabin Air Control System         0         150         0         150           A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175         PBIA- Testing and Miscellaneous Engineering         0         10         0         10           Total Appropriations         0         5,996         7,547         13,543           Fund         Funding recap         Grants         Revenues         Charges         Budget           4110         Airport Capital Projects         0         2,528         0         2,528           4111         Airports Improvement and Development Fund         0         3,468         7,547         11,015	A186	PBIA- Permits and Fees	0	5	0	5
A212         PBIA- Terminal Improvements         0         470         0         470           A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175         PBIA- Testing and Miscellaneous Engineering         0         10         0         10           Total Appropriations         0         5,996         7,547         13,543           Fund         Funding recap         Grants         Revenues         Charges         Budget           4110         Airport Capital Projects         0         2,528         0         2,528           4111         Airports Improvement and Development Fund         0         3,468         7,547         11,015	A173	PBIA- Project Inspection and Administration	0	10	0	10
A035         PBIA- Terminal Maintenance Equipment         0         1,310         0         1,310           A175         PBIA- Testing and Miscellaneous Engineering         0         10         0         10           Total Appropriations         0         5,996         7,547         13,543           Fund         Funding recap         Grants         Revenues         Charges         Budget           4110         Airport Capital Projects         0         2,528         0         2,528           4111         Airports Improvement and Development Fund         0         3,468         7,547         11,015	A215	PBIA- Replace Cabin Air Control System	0	150	0	150
A175PBIA- Testing and Miscellaneous Engineering Total Appropriations010010Butter FundFunding recapGrantsCharges RevenuesBudgetAirport Capital Projects02,528 BudgetAirports Improvement and Development Fund03,468 3,4687,547 7,54711,015	A212	PBIA- Terminal Improvements	0	470	0	470
Total Appropriations05,9967,54713,543Under CompanyOther Enterprise Enterprise FacilityPassenger Enterprise FacilityTotal Revenues Charges BudgetFund Funding recapGrantsRevenues Charges Budget4110 Airport Capital Projects02,52802,5284111 Airports Improvement and Development Fund03,4687,54711,015	A035	PBIA- Terminal Maintenance Equipment	0	1,310	0	1,310
FundFunding recapGrantsRevenuesChargesBudget4110Airport Capital Projects02,52802,5284111Airports Improvement and Development Fund03,4687,54711,015	A175	PBIA- Testing and Miscellaneous Engineering	0	10	0	10
Fund Funding recap Grants Enterprise Facility Total Revenues Charges Budget  4110 Airport Capital Projects 0 2,528 0 2,528  4111 Airports Improvement and Development Fund 0 3,468 7,547 11,015		Total Appropriations	0	5,996	7,547	13,543
Fund Funding recap Grants Enterprise Facility Total Revenues Charges Budget  4110 Airport Capital Projects 0 2,528 0 2,528  4111 Airports Improvement and Development Fund 0 3,468 7,547 11,015						
FundFunding recapGrantsRevenuesChargesBudget4110Airport Capital Projects02,52802,5284111Airports Improvement and Development Fund03,4687,54711,015				Other	Passenger	
4110         Airport Capital Projects         0         2,528         0         2,528           4111         Airports Improvement and Development Fund         0         3,468         7,547         11,015				Enterprise	Facility	Total
4111         Airports Improvement and Development Fund         0         3,468         7,547         11,015	Fund	Funding recap	Grants	Revenues	Charges	Budget
	4110	Airport Capital Projects	0	2,528	0	2,528
Total 0 5,996 7,547 13,543	4111	Airports Improvement and Development Fund	0	3,468	7,547	11,015
		Total	0	5,996	7,547	13,543

### **Large Capital Projects - Airports continued**

**Lantana Airport- Runway 3/21 and 9/27 Rehabilitation -** This project will provide for the rehabilitation of Runways 3/21 and 9/27 at Lantana Airport.

**North County Airport- Additional Hangars -** This project will provide for the construction of hangars at North County Airport.

**Pahokee Airport- Apron Rehab and Taxiway Construction -** This project will provide for the rehabilitation of aircraft parking and taxiways to meet forecasted demands at Pahokee Airport.

**PBIA-** Golfview Apron and Associated Infrastructure - This project consists of the construction of apron and associated infrastructure necessary to support aviation development in the Golfview area.

**PBIA-** Runway 10R-28L Rehabilitation - This project will provide for the rehabilitation of Runway 10R-28L at Palm Beach International Airport.

**PBIA-** Taxiway "A" Rehabilitation - This project will provide for the rehabilitation of Taxiway "A" at Palm Beach International Airport.

**PBIA- Terminal Restroom Improvements** - This project will provide for the improvements of terminal restrooms at Palm Beach International Airport.

# WATER UTILITIES Approved Capital Projects by Funding Source Fiscal Year 2014 Budget (\$\sin 1,000)

		User		Total
Project #	Description	Fees	Other	Budget
Large Capit	al Projects		_	
W031 6543	Asset Management Program - Water Distribution System Rehab	3,000	0	3,000
W031 6546	Asset Mgmt Prgm - Sewer Lift Station Rehab	5,300	0	5,300
W031 6547	Asset Mgmt Prgm - Wastewater Collection System Pipe Rehab	500	0	500
W038 6543	Glades Region Water Distribution System Rehab	5,000	0	5,000
W002 6541	Improvements to Water Treatment Plant #2	4,700	0	4,700
W003 6541	Improvements to Water Treatment Plant #3	1,500	0	1,500
W001 6541	Improvements to Water Treatment Plant #8	2,500	0	2,500
W005 6541	Improvements to Water Treatment Plant #9	2,300	0	2,300
W026 6545	Lake Region Waste Water Treatment Plant Improvements	1,350	0	1,350
W026 6541	Lake Region Water Treatment Plant Improvements	4,500	0	4,500
W000 6502	Northern Region Operations Center	1,500	0	1,500
W008 6543	Reclaimed Water System Improvements and Expansion	1,750	0	1,750
W010 6545	Southern Region Water Reclamation Facility Improvement	3,425	0	3,425
W021 6543	Special Assessment Program	500	0	500
W016 6541	System Wide Membrane Element Replacement Projects	1,000	0	1,000
W004 6541	System Wide Wellfield Rehabilitation and Expansion	3,129	0	3,129
W014 6502	Telemetry Information Management System Upgrades	1,925	0	1,925
W037 6502	Western Region Customer Service and Operations Buildings	6,000	0	6,000
	Total Appropriations	49,879	0	49,879
		User	_	Total
Fund	Funding Recap	Fees	Other	Budget
4011	Capital Improvements	49,379	0	49,379
4013	Special Assessment Prgrm Wud	500	0	500
	Total	49,879	0	49,879

#### **Large Capital Projects - Water Utilities**

Asset Management Program - Water Distribution System Rehab - An Asset Management Program provides a systematic method of minimizing the life cycle costs of utility assets while meeting desired service levels and controlling risk in the most efficient manner. This part of the program prioritizes water distribution system piping based on the risk of failure and costs of repairing versus replacing the pipes.

**Asset Mgmt Prgm - Sewer Lift Station Rehab** - An Asset Management Program provides a systematic method of minimizing the life cycle costs of utility assets while meeting desired service levels and controlling risk in the most efficient manner. This part of the program prioritizes wastewater lift stations based on failure risk and costs of repairing versus replacing the lift station.

**Asset Mgmt Prgm - Wastewater Collection System Pipe Rehab** - An Asset Management Program provides a systematic method of minimizing the life cycle costs of utility assets while meeting desired service levels and controlling risk in the most efficient manner. This part of the program prioritizes wastewater collection system piping based on failure risk and costs of repairing verses replacing the pipes.

#### **Large Capital Projects - Water Utilities continued**

Glades Region Water Distribution System Rehab - The Glades Region experiences a water loss rate in excess of 50% due to an obsolete water distribution system. The on-going project will replace these pipes in order to reduce the water loss to a level acceptable to the regulatory agencies and provide cleaner potable water to the residents of the Glades Service Area.

**Improvements to Water Treatment Plant #2** - This project involves the design and construction of the following projects at Water Treatment Plant #2: 1) a sludge dewatering system, which is necessary to provide an adequate disposal method for the sludge produced by the potable water treatment process, 2) additional transfer pumps necessary to provide additional treatment capacity, 3) expenditures necessary to comply with additional regulatory requirements and 4) expenditures to replace obsolete equipment.

**Improvements to Water Treatment Plant #3** - This project involves the design and construction of the following projects at Water Treatment Plant #3: improvements to the degassifier cleaning system, replacement of the permeate transmission main, replacement of variable frequency drives for transfer pumps, replacement of acid piping, and other plant improvements.

**Improvements to Water Treatment Plant #8** - This project involves the replacement and upgrade of the ozone system with an ionic exchange system at Water Treatment Plant #8. The project is necessary because the existing ozone system will have reached the end of its useful life and makes it difficult to comply with additional treatment standards. Smaller projects necessary to comply with additional regulatory requirements and replace aging equipment are also included.

**Improvements to Water Treatment Plant #9** - This project involves the design and construction of the following projects at Water Treatment Plant #9: security improvements & lighting, replace APCO check valves on feed lines, replace 8 point switch gear, replace AC units at MCC room and miscellaneous plant improvements.

Lake Region Waste Water Treatment Plant Improvements - This project includes new equipment and upgrades to improve the operational efficiency of the Belle Glade and Pahokee Wastewater Treatment Plants and comply with regulatory requirements. Projects include: injection well video and fencing repairs, a truck wash enclosure, and miscellaneous plant improvements.

Lake Region Water Treatment Plant Improvements - This project includes new equipment and upgrades to improve the operational efficiency of the Lake Region Water Treatment Plant and comply with regulatory requirements. Projects include: a degassifier cleaning station, million gallon water storage tank, and other plant and well field improvements.

**Northern Region Operations Center** - This project involves the design and construction of an operations center to serve the Northern Region of the Department's service area. The acquisition of the Village of Royal Palm Beach's Utility System and the acquisition of the rights to be the sole water and waste water provider in the Acreage and surrounding areas have created the need for an operation center suitably located to serve these areas. Operating costs will be offset by moving from temporary to permanent facilities resulting in no additional operating costs. The additional funding request is necessitated by additional landscaping requirements for a berm from the City of Royal Palm Beach who will not issue the required permits for the project without the berm included.

**Reclaimed Water System Improvements and Expansion** - This ongoing project includes improvements to and expansion of the Department's Mandatory Reclaimed System. Projects include: a phase of the western reclaimed piping, West Atlantic Avenue, and reclaimed water treatment plant improvements.

**Southern Region Water Reclamation Facility Improvement** - This project includes the design and construction of various plant improvements to the Southern Region Water Reclamation Facility including: 1) expanding the plant capacity to 42.5 million gallons per day of waste water treatment capacity, 2) A Digester gas system to be used in lieu of microturbines, and 3) Modifications required to comply with more stringent regulations in the form of the Underground Injection Compliance Rule. These modifications include upgrading and expanding the chlorination systems, expanding effluent filters, replacing sand filters, constructing a ten million gallon effluent storage tank, and modifying the existing deep injection well.

**Special Assessment Program** - This ongoing project enables the Department to provide potable water service and/or sanitary sewer service to developed areas currently using wells and/or septic tanks. Assessments will be repaid by benefitting properties over a 20-year period with interest at 6.5%.

#### **Large Capital Projects - Water Utilities continued**

**System Wide Membrane Element Replacement Projects** - This project includes replacement of membrane elements at the Department's five existing water treatment plants. The project is necessary to maintain compliance with potable drinking water regulations.

**System Wide Wellfield Rehabilitation and Expansion** - This ongoing project involves the rehabilitation and replacement of existing wells and the construction of new production wells at the Department's water treatment plants. The project is necessary to increase the amount of raw water available for use in the production of potable water. An increase in the number of bulk water customers has increased the demand for potable water beyond expectations.

**Telemetry Information Management System Upgrades** - This project includes the upgrade of Smart Meter Transmission Stations which will allow the implementation of smart meters, Supervisory Control and Data Acquisition (SCADA) systems towers and improvements, and installation of telemetry at various lift stations. With the conversion to smart meters, customers will be able to access real time information about their water usage through their accounts. The installation of telemetry at various lift stations allow for the stations to be monitored remotely which provides the ability to respond to power outages and sewer spills more rapidly.

Western Region Customer Service and Operations Buildings - This project involves the design and construction of a Customer Service, Operations, and Maintenance complex. The project is necessary to provide the infrastructure necessary to provide potable water and sanitary sewer service to the residents of Belle Glade, South Bay and Pahokee. The increase funding is necessary due to additional costs for demucking the site and to fund renovations to existing buildings which will be modified to serve as a Customer Service and Administrative facility.

After a capital project has been completed it is possible for the project to have a continuing impact on the operating budget. For some capital improvements, such as new or expanded roadways, the impact on the County's operating budget is relatively small or may reduce costs due to maintenance savings (such as replacement of fire trucks and water lines). On the other hand, projects such as the Jail Expansion Program will require additional operations and maintenance costs to operate new or expanded facilities.

The future fiscal impact on the operating budget is outlined in each large capital project proposal. The operating cost projection section identifies costs related to operating the capital project when it is placed into service, and it's provided for projects requesting funding in FY 2014. Operating projections are developed using four (4) categories: Staff (personnel services), O&M (operating/maintenance), Equipment, and Other. Operating costs may begin either at the start of a fiscal year or at some interim date during the fiscal year. Operating costs may also include one-time start-up costs that will occur only in the initial fiscal year.

Each proposal and its impact on the operating budget are reviewed by County Administration to determine its funding priority and level. The increase/decrease to the operating budget as a result of the approved capital projects is reflected in the final adopted budget.

The FY 2014 operating budget has increased by \$252 thousand due to capital projects expected to be completed. The following department's operating budgets have been impacted by these capital projects:

#### **Facilities Development & Operations**

A total impact to the operating budget of \$150 thousand is anticipated in FY 2015 once the current project has been completed. This is due to the relocation of the PBC Enterprise Data Center and the ISS Network Operations Center, and the renovation of the West Atlantic Library for conversion to Palm Beach Sheriff's Office Substation.

#### **Information System Services**

There is no impact to the operating budget.

# Miscellaneous/Non Departmental

There is no impact to the operating budget.

## **Environmental Resource Management**

There is no impact to the operating budget, projects include shore and environmental restoration.

#### **Parks and Recreation**

A total of \$252 thousand will be added in FY 2014, primarily due to construction of new facilities, staff cost, maintenance, and utility related expenses.

#### **County Library**

There is no impact to the operating budget.

#### **Five Year Road Program**

There is no impact to the operating budget.

#### **Airports**

There is no impact to the operating budget as projects include renovations/upgrades to existing infrastructure.

#### **Water Utilities Department**

There is no impact to the operating budget. Although additional funding is approved for new Operation Centers, operating costs will be offset by moving from temporary to permanent facilities.

# ESTIMATED OPERATING IMPACT OF CAPITAL PROJECTS

# FY 2014 Through FY 2018 (\$ in 1,000)

	]	FY 2014		FY 2015		FY 2016	FY 2017	FY 2018
Facilities Development & Operations								
Airport Center Renovation		-		-		75	100	100
Enterprise Data Center		-		50		50	50	50
PBSO West Atlantic Avenue		-		100		100	100	100
Total	\$	-	\$	150	\$	225	\$ 250	\$ 250
Parks & Recreation								
Bert Winters Park Expansion	\$	6	\$	6	\$	6	\$ 6	\$ 6
Burt Aaronson South County Regional Park Phase III		8		9		9	9	9
John Prince Park Campground Phase III		-		12		13	13	13
John Prince Park Improvement Phase IV		-		5		20	20	20
John Prince Park Special Event Areas		-		3		3	3	3
Morikami Park Sewer Expansion		4		16		16	16	16
Okeeheelee South Park Development Phase III		174		126		126	126	126
R.G. Kreusler Park Lifeguard/Restroom Building		-		4		8	8	8
Riverbend/Reese Grove Park Phase III		60		71		71	71	71
Total	\$	252	\$	252	\$	272	\$ 272	\$ 272
Grand Total	\$	252	<u>\$</u>	402	<u>\$</u>	497	\$ 522	\$ 522

This section of the Budget Document provides comprehensive information regarding Palm Beach County's Debt Service (principal and interest related to long-term debt) for FY 2014, and in future years.

Palm Beach County covenants and agrees that it will not issue any indebtedness or incur any indebtedness from or supported by a pledge of non-ad valorem revenues unless the County can show that following the issuance of or incurrence of such additional indebtedness, (i) the total amount of non-ad valorem revenues (based on the most recent fiscal year for which audited financial statements are available) will be greater than 2.00 times the maximum debt service, (ii) the total amount of non-ad valorem revenues in each fiscal year in which the bonds are outstanding will be greater than 2.00 times the non-self supporting debt service in each fiscal year; and (iii) the aggregate principal amount of non-self-supporting debt bearing a variable interest rate will not exceed 25% of the aggregate principal amount of the non self-supporting debt.

# **Summary of Outstanding Bond Issues and Installment Debt**

The table on pages 368 through 371 shows there are currently forty-seven County bond issues. Eight are General Obligation issues, twenty-eight are Non-Self Supporting Revenue bonds, and eleven are Self-Supporting Enterprise Issues. At original issue, total County debt for these issues was \$2,246,083,539. The currently outstanding balance on these issues is \$1,241,428,426.

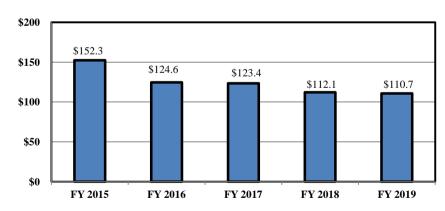
### **Debt Service Summary by Function FY 2014**

The table on page 372 shows the FY 2014 funding requirement is \$170.4 million for County debt. This amount includes interest payments, principal, and fiscal charges on the debt.

# **Future Debt Service Requirements After FY 2014**

The table on page 373 summarizes debt service requirements after FY 2014, based on currently outstanding County bond issues and other debt. The amounts are as follows:

FY 2015	\$152.3	million
FY 2016	\$124.6	million
FY 2017	\$123.4	million
FY 2018	\$112.1	million
FY 2019	\$110.7	million
Future	\$1,085.3	million



#### **Debt Service Ratios**

Pages 374 and 375 provides a variety of statistical information, expressing the County's Debt Service in terms of common ratios used to present the debt capacities of the County. Based on these ratios, Palm Beach County is in a healthy debt capacity position.

Issue/Purpose	Amount Issued	Issue Date	Maturity Date	Amount Outstanding as of 10/1/13	Moody's Investor's Service	Standard & Poor's and Fitch
General Obligation Debt						
45.6M Refunding Bonds, Series 1998 Refund portion of Series 1991 and 1994 General Obligation Bonds for acquisition of environmentally sensitive lands	45,625,000	4/30/98	12/1/14	7,855,000	Aaa	AAA
25M Bonds, Series 2005 Acquire, construct and improve recreational and cultural facilities	25,000,000	6/2/05	7/1/15	2,270,000	Aaa	AAA
16M Refunding Bonds, Series 2005 Partial refunding of series 1999A Bonds	16,025,000	5/11/05	8/1/19	10,350,000	Aaa	AAA
50M, Series 2006 Preserving, protecting, and expanding public needs to working waterfronts	50,000,000	3/21/06	8/1/26	36,580,000	Aaa	AAA
22.3M, Series 2006 Acquisition, construction, expansion of Library facilities	22,335,000	2/22/06	8/1/25	15,995,000	Aaa	AAA
115.8M Taxable Refunding Bonds Series 2006 Refund outstanding series 1999B and 2001A Go Bonds for Acquisition of Environmentally Sensitive Lands, Water Resources, Greenways, Agriculture Lands & Open Spaces	115,825,000	7/10/06	6/1/20	66,990,000	Aaa	AAA
19.5M Refunding Bonds, Series 2010 Refund a portion of outstanding series 2003 Library Expansion Facilities	19,530,000	9/7/10	7/1/23	18,715,000	Aaa	AAA
28.7M Refunding Bonds, Series 2010 Refund a portion of outstanding series 2003A and 2005, Recreation and Culture Facilities	28,700,000	10/6/10	7/1/25	28,455,000	Aaa	AAA
Total - General Obligation Bonds	\$323,040,000			\$187,210,000		
Non Self-Supporting Revenue Bonds						
233.6M Criminal Justice Facilities Bonds, Seri Construction of Judicial Center and Detention Facilities	es 1990 233,620,000	7/1/90	6/1/15	37,915,000	Aa1	AA+
18.6M Criminal Justice Fac. Refunding, Series Refund Criminal Justice Facility, Series 1994		9/5/02	6/1/15	3,935,000	Aa1	AA+
6.5M Public Improvement Rev. Ref. Rec. Facil Refund Bonds for Public Golf Course		<b>2003</b> 11/13/03	7/1/14	685,000	Aa1	AA+

Issue/Purpose	Amount Issued	Issue Date	Maturity Date	Amount Outstanding as of 10/1/13	Moody's Investor's Service	Standard & Poor's and Fitch
	B 1 C 1 200	4				
94.3M Public Improvement Rev. & Refunding Various Public Building Projects, Refund	ig Bonds Series 200	<u>4</u>				
Airport Center Bonds	94,300,000	1/28/04	8/1/14	4,350,000	Aa1	AA+
81.3M Public Imp. Rev. Refunding Bonds Co	nvention Ctr. Serie	s 2004				
Refunding Bonds for Convention Center	81,340,000	2/25/04	11/1/14	5,600,000	Aa1	AA+
38.9M Public Improvement Rev. Bonds, Seri	es 2004					
Purchase land for Scripps Project	38,895,000	10/28/04	11/1/14	3,610,000	Aa1	AA+
24.4M Public Improvement Rev. Taxable Bo	nds, Series 2004					
Purchase land for Scripps Project	24,427,515	10/28/04	11/1/14	4,885,502	Aa1	AA+
17.5M Parks & Rec. Revenue Refunding Bor Refunding of 1996 Parks & Rec. Facility	nds, Series 2005					
Bonds	17,455,000	3/31/05	11/1/16	7,515,000	Aa1	AA+
13.5M Revenue Refunding Bonds Series 2005	5					
Refunding of N. County Courthouse/Sheriff's						
Motor Pool 1997 Bonds	13,485,000	7/7/05	12/1/17	7,350,000	Aa1	AA+
9.5M Public Improvement Rev. Refunding B	•					
Judicial Center Parking Facility Ref.	9,520,000	5/4/05	11/1/15	3,220,000	Aa1	AA+
20.1M Stadium Facilities Revenue Refunding	g Bonds, Series 2005	5				
Refunding of 1996 Stadium Facility Rev						
Bonds	20,070,000	6/22/05	12/1/16	7,815,000	Aa1	AA+
133.9M Public Improvement Rev. Bonds, Ser	ries 2005					
Acquire, construct & equip Scripps Research						
Institute	133,935,000	5/24/05	6/1/15	12,215,000	Aa1	AA+
13M Public Improvement Rev. Bonds, Series	2005					
FAU/Scripps Construction Second Temporary	12.020.760	0/24/05	1 /1 /1 4	1 641 600	. 1	
Facility	13,028,760	8/24/05	1/1/14	1,641,680	Aa1	AA+
14.7M Public Improvement Rev. Bonds, Seri		10/11/01	10/1/07	44 400 000		
Expansion Criminal Justice Parking Garage	14,685,000	12/6/06	12/1/26	11,480,000	Aa1	AA+
2.6M Public Improvement Rev. Bonds, Series	s 2007A					
To pay off the County's outstanding public	2.502.640	11/14/07	11/1/07	2 110 242	. 1	
improvement revenue note	2,582,648	11/14/07	11/1/27	2,110,343	Aa1	AA+
5.2M Public Taxable Improvement Rev. Bon	ds, Series 2007B					
To pay off the County's outstanding public						
improvement revenue note for Biomedical	5 190 040	11/14/07	11/1/07	4 247 602	A - 1	<b>A A</b> .
Research Park infrastructure project	5,180,949	11/14/07	11/1/27	4,347,693	Aa1	AA+
98.1M Public Improvement Rev. Bonds, Seri	<u>es 2007C</u>					
Funding for completion of Scripps facilities at FAU	98,080,000	12/19/07	11/1/27	81,425,000	Aa1	AA+
1110	70,000,000	12/1//01	11/1/4/	01,723,000	1 <b>14 1</b>	1 11 1 T

Issue/Purpose	Amount Issued	Issue Date	Maturity Date	Amount Outstanding as of 10/1/13	Moody's Investor's Service	Standard & Poor's and Fitch
176.6M Public Improvement Rev. Bonds, Seri	es 2008					
For jail expansion program and government buildings	176,585,000	8/28/08	5/1/38	161,280,000	Aa1	AA+
35.1M Public Improvement Rev. Bonds, Serie	s 2008					
Funding for law enforcement and corrections technology and mobile data project	35,075,000	1/23/08	2/1/14	6,298,675	Aa1	AA+
11.7M Public Improvement Rev. Note, Series Purchase environmentally sensitive lands	2008 11,697,676	2/6/08	8/1/28	8,773,256	Aa1	AA+
94.2M Public Improvement Rev. Refunding B	onds, Series 2008					
Initial funding for Max Planck project and refunding of outstanding Sunshine State loans	94,235,000	11/13/08	11/1/28	81,690,000	Aa1	AA+
29.5M Public Improvement Rev. Refunding B	onds, Series 2008					
To refund Sunshine State loans	29,476,000	4/23/08	12/1/20	14,360,000	Aa1	AA+
Permanent Financing Convention Ctr. Hotel	<u>2010</u>					
Land initially paid for with Bond anticipation note	11,598,107	4/28/10	11/1/24	9,702,189	Aa1	AA+
30.7M Public Improvement Rev. Bonds, Serie	s 2011					
For Ocean Avenue Bridge and Max Planack, Florida Corporation Projects	30,691,407	7/27/11	8/1/31	28,420,885	Aa1	AA+
62.8M Public Improvement Rev. Refunding B	onds, Series 2011					
Refunding Public Improvement Revenue Bonds for the Convention Center Project	62,775,000	8/13/11	11/1/30	62,775,000	Aa1	AA+
16.2M Capital Improvement Refunding Bond	s, Series 2012					
Refund BAN for public building improvements - Four Points	16,189,340	4/17/12	3/1/27	15,202,067	Aa1	AA+
147M Public Improvement Rev. Refunding Borelond Series 2004, 2004A and 2005A	onds, Series 2012 147,000,000	6/28/12	6/1/25	147,000,000	Aa1	AA+
10.1M Public Improvement Rev. Bonds, Serie	s 2013					
For the replacement of the County's telephone						
system	10,032,000	2/27/13	11/1/19	10,032,000	Aa1	AA+
Total - Non Self-Supporting Revenue Bonds	\$1,451,044,402			\$745,634,290		
Self-Supporting Revenue Bonds						
60M Airport System, Series 2002 Refund Series 1992	60,150,000	7/3/02	10/1/14	24,145,000	A2	A
69.1M Airport System, Revenue Bond Series 2 Design, acquisition, construction & equipment of new parking garage	<b>2006</b> 69,080,000	5/17/06	10/1/36	69,080,000	A2	A

Issue/Purpose	Amount Issued	Issue Date	Maturity Date	Amount Outstanding as of 10/1/13	Moody's Investor's Service	Standard & Poor's and Fitch
16 0M Aimout System Toyable Defunding De	anda Carina 2006D					
16.9M Airport System, Taxable Refunding Bo Refund & Decrease Portions of Series 2001	onus, Series 2000D					
and 2002	16,855,000	5/17/06	10/1/20	16,855,000	A2	A
26.8M Water & Sewer Revenue Refunding Bo	onds, Series 2003					
Refund portion of Series 1993 Bonds	26,785,000	7/8/03	10/1/13	1,120,000	Aaa	AAA
125.9M Water & Sewer Revenue, Series 2006	<u>A</u>					
Acquisition of Royal Palm Beach system and						
funding to assist in financing Five Year Cap	125,850,000	4/24/06	10/1/36	36,240,000	Aaa	AAA
12.5M Water & Sewer Revenue Refunding bo						
Refund portion of Series 1998 Bonds	12,485,000	4/24/06	10/1/17	10,380,000	Aaa	AAA
68.1M Water & Sewer Revenue Refunding Bo	onds, Series 2009					
Acquisition, construction, and improvements						
for FPL reclaimed water project	68,115,000	7/22/09	10/1/40	58,085,000	Aaa	AAA
72.4M Water & Sewer Revenue Refunding Bo						
Refund portion of Series 2006A Bonds	72,430,000	2/27/13	10/1/33	72,430,000	Aaa	AAA
Glades Utility Authority Debt - Wells Fargo						
Glades Utility Authority (GUA) was absorbed					No Rating	No Rating
by County along with the outstanding debt.	6,987,733	5/1/13	4/1/20	6,987,733	110 Ruting	140 Ruing
Glades Utility Authority Debt - FDEP						
Glades Utility Authority (GUA) was absorbed						
by County along with the outstanding debt.	9,706,403	5/1/13	5/15/33	9,706,403	No Rating	No Rating
	9,700,403	3/1/13	3/13/33	9,700,403		
Glades Utility Authority Debt - Bank of NY						
Glades Utility Authority (GUA) was absorbed by County along with the outstanding debt.					No Rating	No Rating
by county mong with the outstanding door.	3,555,000	5/1/13	12/1/17	3,555,000	110 Ruting	140 Ruing
Total - County Self-Supporting Debt	\$471,999,137			\$308,584,136		
All County Budgetary Controlled Debt	\$2,246,083,539			\$1,241,428,426		
An County Daugetary Controlled Dest						

Moody's Investors Service, Standard & Poors and Fitch ratings currently assign ratings of Aaa, AAA and AAA, respectively, to the County's General Obligation Bonds and Aa1, AA+, and AA+, respectively, to the County's Revenue Bonds supported by a pledge on Non-Ad Valorem revenues. The above ratings were assigned at the time of issuance of the bonds and may not reflect the current rating assigned by the rating agency.

<u>Fund</u>	<u>Principal</u>	General Government	Physical Environment Transportation	<u>Total</u>
45.6M GO Ref Bonds, Series 1998	3,825,000	328,338		4,153,338
25M GO Bonds, Series 2005	1,115,000	86,475		1,201,475
16M GO Refunding Bonds, Series 2005	1,540,000	470,525		2,010,525
50M GO Bonds, Series 2006	2,195,000	1,530,114		3,725,114
22M GO Bonds, Series 2005	1,035,000	700,344		1,735,344
115.8M GO Taxable Ref. Bonds, Series 2006	8,550,000	3,932,243		12,482,243
19.5M GO Refunding Bonds, Series 2010	1,640,000	512,625		2,152,625
28.7M GO Parks & Culture Ref. Bonds, Series 2010	1,110,000	1,401,550		2,511,550
233.6M CJ Facilities Bonds Series 1990	18,300,000	2,880,634		21,180,634
18.6M Criminal Justice Refunding, Series 2002	1,920,000	197,350		2,117,350
6.5M Recreation Facilities Ref. Bonds, Series 2003	685,000	26,331		711,331
94.3M Public Impr. Revenue Bonds, Series 2004	4,350,000	252,783		4,602,783
81.3M Conv. Center Rev. Ref. Bonds, Series 2004	2,750,000	175,428		2,925,428
38.9M Four Corners Revenue Bonds Series 2004	1,775,000	106,829		1,881,829
24.4M Taxable Four Corners Rev Bonds, Series 2004	2,442,751	50,000		2,492,751
17.5M Parks & Rec Refunding Bonds, Series 2005	1,760,000	280,288		2,040,288
13.5M Public Improvement Rev. Bonds, Series 2005	1,365,000	300,623		1,665,623
9.5M Judicial Ctr. Prkg. Fac Rev. Bonds, Series 2005	1,030,000	123,225		1,153,225
20.1M Stadium Fac. Refunding Bonds, Series 2005	1,835,000	331,215		2,166,215
133.9M Scripps Facility Revenue Bonds, Series 2005	5,960,000	654,460		6,614,460
13M Scripps/FAU #2, Series 2005	1,641,680	10,000		1,651,680
14.7M Crim Jus Prkg Fac Rev Bonds, Series 2006	615,000	520,503		1,135,503
2.6M Rev Bond-Four Corners Infra, Series 2007A	105,315	82,514		187,829
5.2M Rev Bond-Four Corners Infra, Series 2007B	193,139	236,363		429,502
98.1M Scripps/Briger Revenue Bonds, Series 2007C	3,795,000	3,914,328		7,709,328
176.6M Jail Expan/Pub Bldg Rev Bonds, Series 2008	3,650,000	7,618,150		11,268,150
35.1M Law Enforce Tech, Series 2008	6,298,675	95,677		6,394,352
11.7M Public Improv Revenue Note, Series 2008	584,884	272,849		857,733
94.2M Pub Imp Rev & Ref Bonds, Series 2008	3,415,000	4,191,155		7,606,155
29.5M Refunding Bonds, Series 2008	2,362,000	460,896		2,822,896
11.6M Tax Rev Bds Conv Ctr. Hotel Ld, Series 2010	592,669	515,818		1,108,487
30.7M Revenue Improvement Bonds, Series 2011	1,195,059	901,625		2,096,684
62.8M Convention Ctr Rev Ref Bonds, Series 2011	0	3,140,450		3,140,450
16.2M Pub Improvement Revenue Bonds BAN, Series 2012	999,713	370,496		1,370,209
147M Public Improvement Revenue Bonds, Series 2012	0	7,169,000		7,169,000
10M Public Improvement Revenue Bonds, Series 2013	1,414,281	142,187		1,556,468
146.1M Airport Bonds (1)	12,500,000		5,157,018	17,657,018
291.5M Water Utilities Bonds (2)	7,612,000		9,121,000	16,733,000
TOTAL COUNTY	112,157,166	43,983,391	9,121,000 5,157,018	170,418,575

# **NOTES:**

- The expenditures included in the General Government column represent only interest payments and fiscal charges on general obligation and non self-supporting debt.
- The expenditures in the Physical Environment and the Transportation columns represent interest payments and fiscal charges on self-supporting debt. Water Utilities budgets the October 1 principal and interest payments in the current year; however, for financial statement purposes, it is recorded in the year of payment.
- (1) Three borrowings
- (2) Seven borrowings

Fiscal Year	General Obligation	Non Self- Supporting Revenue	Self-Supporting Revenue	<b>Total County Debt</b>
2015	\$29,549,466	\$101,952,240	\$20,809,829	\$152,311,535
2016	25,388,108	75,487,756	23,753,328	124,629,192
2017	25,386,369	74,254,436	23,739,797	123,380,602
2018	25,380,096	68,560,961	18,177,864	112,118,921
2019	25,583,186	64,660,103	20,478,238	110,721,527
Future	71,400,009	651,896,000	362,006,036	1,085,302,045
Total	\$202,687,234	\$1,036,811,496	\$468,965,093	\$1,708,463,823

Note: This table includes principal and interest on currently outstanding bond issues and bonds expected to be issued in Fiscal Year 2014.

General Obligation Debt refers to tax supported bond issues.

Non Self-Supporting Revenue Debt refers to those bond issues and other debt which are supported from specific revenue sources other than property taxes or enterprise earnings. Examples of this category would include pledges of sales tax revenue, State revenue sharing or other non ad valorem revenues.

Self-Supporting Debt refers to the bonds of the County's enterprise operations which generate sufficient revenues to satisfy their own debt service needs. This category includes the County Airport and Water Utilities.

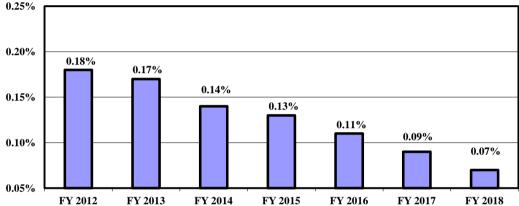
# **Ratios**

The charts below and the table on pages 376 and 377 describes various debt ratios used to present and analyze the debt position and capabilities of the County.

# **Net General Obligation Debt to Taxable Property Values**

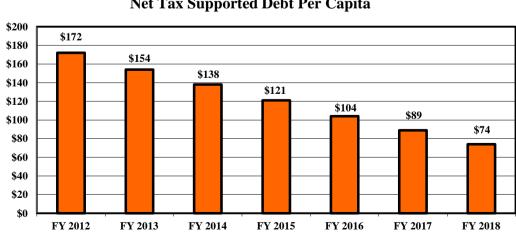
The first significant ratio is the ratio of net tax supported debt to taxable property values. This ratio indicates the proportion of tax-supported debt (general obligation or voted debt), net of any debt service reserves, to the taxable values that can be assessed to support that debt. Palm Beach County currently has a ratio of 0.14%.

**Net Tax Supported Debt to Taxable Property Values** 



# **Net General Obligation Debt per Capita**

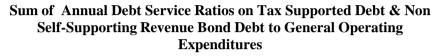
The second significant ratio is net tax supported debt per capita. This ratio indicates the net amount of tax support debt per person in the County. Palm Beach County projects to have a ratio of \$138 per person for outstanding bond issues in FY 2014, and is projected to be approximately \$74 per person in FY 2018.

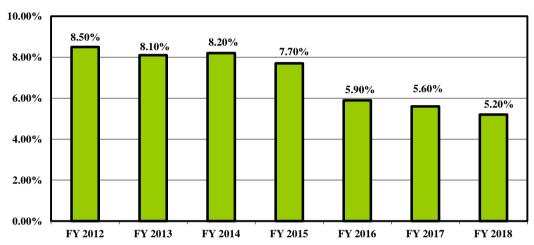


**Net Tax Supported Debt Per Capita** 

# **Other Ratios**

Two other significant ratios are the ratio of the annual debt service on tax-supported debt to general operating expenditures; and the ratio of the annual debt service on non-self-supporting revenue bond debt to general operating expenditures. These ratios indicate what proportion of the annual budget is going to debt service for governmental operations. Palm Beach County's ratios sum to 8.1% for FY 2014 with a projected decrease to 5.1% by FY 2018.





# Restriction on Future Issuance on Non-Ad Valorem Debt

The County has covenanted in each fiscal year that its non-ad valorem revenues be at least twice the annual amount of debt service on non-self supporting debt. Additionally, the County has covenanted that the aggregate principal amount of non-self supporting debt bearing a variable interest rate will not exceed 25% of the aggregate principal amount of non-self supporting debt.

The ratio of non-ad valorem revenues to debt service on non-self supporting debt is projected to be 3.436 in FY 2014 and increase to 5.535 in FY 2018. The percentage of non-self supporting variable rate debt to total non-self-supporting debt is projected to be 2.1% in FY 2014 and the County does not anticipate increasing its variable rate in the next couple of fiscal years.

In summary, Palm Beach County continues to be in a very strong debt capacity position.

	FY 2014 Projected	FY 2015 Projected
General Obligation debt (Net)	\$187,210,000	\$166,200,000
Taxable Values (in \$1000's)	\$130,316,225	\$132,922,549
Percent of Net General Obligation Debt to Taxable Values	0.14%	0.13%
Population Estimates	1,364,632	1,377,200
Net General Obligation Debt per Capita	\$138	\$121
General Operating Expenditures	\$1,665,901,063	\$1,692,790,701
Annual Debt Service General Obligation Debt	\$29,564,994	\$29,549,466
Percent of Annual Debt Service on General Obligation Debt to General Operating Expenditures	1.8%	1.7%
Annual Debt Service Non Self- Supporting Revenue Bond Debt	\$106,294,180	\$101,952,240
Percent of Annual Debt Service on Non Self-Supporting Revenue Bond Debt to General Operating Expenditures	6.4%	6.0%
Non Ad Valorem Revenues	\$364,594,453	\$368,240,398
Ratio of Annual Debt Service on Non Self-Supporting Revenue Bond Debt to Non Ad Valorem Revenues	3.430	3.612
Percent of Variable Rate Non Self- Supporting Debt to Total Non Self-Supporting Debt	2.1%	1.6%

FY 2016 Projected	FY 2017 Projected	FY 2018 Projected
\$144,175,000	\$125,330,000	\$105,540,000
\$135,581,000	\$138,292,620	\$141,058,473
0.11%	0.09%	0.07%
1,394,820	1,412,440	1,430,060
\$104	\$89	\$74
\$1,731,386,329	\$1,777,094,928	\$1,825,965,038
\$25,388,108	\$25,386,369	\$25,380,096
1.5%	1.4%	1.4%
\$75,487,756	\$74,254,436	\$68,560,961
4.4%	4.2%	3.8%
\$371,922,802	\$375,642,030	\$379,398,450
4.927	5.059	5.534
1.2%	1.2%	1.2%

# \$45.6M General Obligation Refunding Bonds, Series 1998

	Amount
	Budgeted
Principal	\$3,825,000
Interest	326,838
Paying Agent Fees	<u>1,500</u>
Total	<u>\$4,153,338</u>

# **Budget Comment**

This fund provides for the debt service on the Refunding Bonds, Series 1998 issued for the purpose of providing the funds required (1) to refund a portion of the County's General Obligation Bonds, Series 1994 and Series 1991 and (2) to pay the costs of issuing the Bonds. The Bonds are issued in \$5,000 Denominations, mature from 1998 to 2014, and pay annual interest of 3.5% to 5.5%. Funds to retire the bonds are provided from ad valorem taxes.

	Principal	Interest	Total
1998	\$0	\$350,616	\$350,616
1999	1,480,000	2,077,794	3,557,794
2000	390,000	2,044,874	2,434,874
2001	400,000	2,030,354	2,430,354
2002	415,000	2,014,813	2,429,813
2003	3,050,000	1,945,773	4,995,773
2004	3,175,000	1,821,273	4,996,273
2005	3,305,000	1,691,673	4,996,673
2006	3,440,000	1,555,053	4,995,053
2007	2,770,000	1,427,401	4,197,401
2008	2,885,000	1,309,685	4,194,685
2009	3,000,000	1,185,350	4,185,350
2010	3,125,000	1,052,850	4,177,850
2011	3,270,000	902,350	4,172,350
2012	3,440,000	726,000	4,166,000
2013	3,625,000	531,713	4,156,713
2014	3,825,000	326,838	4,151,838
2015	4,030,000	110,825	4,140,825
	\$45,625,000	\$23,105,231	\$68,730,231

# \$25M Parks and Cultural General Obligation Bonds, Series 2005

	Amount
	Budgeted
Principal	\$1,115,000
Interest	85,225
Paying Agent Fees	1,250
Total	<u>\$1,201,475</u>

# **Budget Comment**

This fund provides debt services on \$25,000,000 voted bond issue for the purpose of financing the costs of acquiring, constructing and improving certain recreational and cultural facilities located within Palm Beach County. The bonds mature from 2006 to 2025 and pay annual interest of 3% to 5%. Funds to retire the bonds are provided by ad valorem taxes.

# **Amortization Schedule**

	Principal	Interest	Total
2006	\$785,000	\$1,167,449	\$1,952,449
2007	895,000	1,056,865	1,951,865
2008	920,000	1,032,253	1,952,253
2009	945,000	1,006,493	1,951,493
2010	975,000	979,088	1,954,088
2011	1,005,000	195,838	1,200,838
2012	1,045,000	155,638	1,200,638
2013	1,080,000	121,675	1,201,675
2014	1,115,000	85,225	1,200,225
2015	1,155,000	46,200	1,201,200
	\$9,920,000	\$5,846,721	\$15,766,721

NOTE: Bond refunded on 10/6/2010

\$15.08M refunded with DS Fund 2525 on 10/6/10

# \$16M Recreational and Cultural General Obligation Refunding Bonds, Series 2005

	Amount
	Budgeted
Principal	\$1,540,000
Interest	469,275
Paying Agent Fees	<u>1,250</u>
Total	\$2,010,525

# **Budget Comment**

This fund provides for the debt service on the refunding bonds, series 2005 issued to provide the funds required to refund a portion of the County's General Obligation Bonds, Series 1999A. The bonds mature from 2006 to 2019 and carry an interest rate of 2.625% to 4.5%. Funds to retire the bonds are provided from ad valorem taxes.

	Principal	Interest	Total
2005	\$0	\$166,254	\$166,254
2006	55,000	748,144	803,144
2007	55,000	746,700	801,700
2008	55,000	745,188	800,188
2009	55,000	743,620	798,620
2010	1,265,000	742,025	2,007,025
2011	1,330,000	678,775	2,008,775
2012	1,395,000	612,275	2,007,275
2013	1,465,000	542,525	2,007,525
2014	1,540,000	469,275	2,009,275
2015	1,605,000	401,875	2,006,875
2016	1,685,000	324,225	2,009,225
2017	1,760,000	248,400	2,008,400
2018	1,840,000	169,200	2,009,200
2019	1,920,000	86,400	2,006,400
	\$16,025,000	\$7,424,880	\$23,449,880

# \$50M General Obligation Bonds Series 2006, Waterfront Access

	Amount
	Budgeted
Principal	\$2,195,000
Interest	1,528,614
Paying Agent Fees	<u>1,500</u>
Total	\$3,725,114

# **Budget Comment**

This fund provides debt service on the \$50 million voted bond issue for the purpose of financing the cost of Waterfront Access Projects. The bonds mature from 2007 to 2026 and pay annual interest of 3.3% to 4.375%. Funds to retire the bonds are provided from ad valorem taxes.

2006	\$0 1,730,000	\$720,306	\$720,306
	1 730 000		\$720,300
2007	1,730,000	1,994,694	3,724,694
2008	1,790,000	1,937,604	3,727,604
2009	1,850,000	1,877,638	3,727,638
2010	1,910,000	1,814,738	3,724,738
2011	1,975,000	1,749,798	3,724,798
2012	2,045,000	1,680,674	3,725,674
2013	2,120,000	1,607,054	3,727,054
2014	2,195,000	1,528,614	3,723,614
2015	2,280,000	1,445,204	3,725,204
2016	2,370,000	1,357,424	3,727,424
2017	2,460,000	1,262,624	3,722,624
2018	2,560,000	1,164,224	3,724,224
2019	2,665,000	1,061,824	3,726,824
2020	2,770,000	955,224	3,725,224
2021	2,885,000	841,654	3,726,654
2022	3,000,000	722,648	3,722,648
2023	3,125,000	598,898	3,723,898
2024	3,280,000	442,648	3,722,648
2025	3,420,000	303,248	3,723,248
2026	3,570,000	156,188	3,726,188
	\$50,000,000	\$25,222,928	\$75,222,928

# \$22.3M Library Expansion General Obligation Bonds, Series 2006

	Amount
	Budgeted
Principal	\$1,035,000
Interest	699,069
Paying Agent Fees	<u>1,275</u>
Total	\$1,735,344

# **Budget Comment**

This fund provides debt service on the \$22,335,000 voted bond issue for the purpose of financing the cost of land acquisition, design, engineering and construction of new library facilities and the renovation and rehabilitation of existing library facilities. The bonds mature from 2007 to 2025 and pay annual interest of 3.5% to 4.25%. Funds to retire the bonds are provided from ad valorem taxes.

	Principal	Interest	Total
2006	\$0	\$405,628	\$405,628
2007	815,000	918,403	1,733,403
2008	845,000	889,878	1,734,878
2009	875,000	860,303	1,735,303
2010	905,000	831,428	1,736,428
2011	935,000	800,884	1,735,884
2012	965,000	769,094	1,734,094
2013	1,000,000	735,319	1,735,319
2014	1,035,000	699,069	1,734,069
2015	1,085,000	647,319	1,732,319
2016	1,140,000	593,069	1,733,069
2017	1,200,000	536,069	1,736,069
2018	1,245,000	488,069	1,733,069
2019	1,295,000	438,269	1,733,269
2020	1,350,000	386,469	1,736,469
2021	1,405,000	330,781	1,735,781
2022	1,460,000	272,825	1,732,825
2023	1,525,000	207,125	1,732,125
2024	1,590,000	142,313	1,732,313
2025	1,665,000	70,763	1,735,763
	\$22,335,000	\$11,023,072	\$33,358,072

# \$115.8M General Obligation Taxable Refunding Bonds, Series 2006

	Amount
	Budgeted
Principal	\$8,550,000
Interest	3,930,743
Paying Agent Fees	<u>1,500</u>
Total	\$12,482,243

# **Budget Comment**

This fund provides for debt service on the \$115.8 million Taxable Refunding Bonds, Series 2006 for the purpose of providing funds required (1) to refund the County's General Obligation Bonds Series 1999B and 2001A and (2) to pay the cost of issuance. The bonds mature from 2006 to 2019, and pay annual interest of 5.5% to 5.9%.

# **Amortization Schedule**

	Principal	Interest	Total
2006	\$5,000	\$16	\$5,016
2007	6,450,000	5,987,562	12,437,562
2008	6,125,000	6,349,308	12,474,308
2009	6,470,000	6,004,225	12,474,225
2010	6,835,000	5,639,446	12,474,446
2011	7,230,000	5,249,510	12,479,510
2012	7,640,000	4,836,243	12,476,243
2013	8,080,000	4,398,089	12,478,089
2014	8,550,000	3,930,742	12,480,742
2015	9,035,000	3,435,013	12,470,013
2016	9,570,000	2,910,260	12,480,260
2017	10,125,000	2,352,520	12,477,520
2018	10,725,000	1,755,348	12,480,348
2019	11,355,000	1,122,787	12,477,787
2020	7,630,000	453,069	8,083,069
	\$115,825,000	\$54,424,138	\$170,249,138

Coupon for these bonds is paid with Non-Advalorem revenues and contained in fund number 2519.

# \$19.5M General Obligation Refunding Bonds. Series 2010

	Amount
	Budgeted
Principal	\$1,640,000
Interest	511,025
Paying Agent Fees	<u>1,600</u>
Total	\$2,152,625

# **Budget Comment**

This fund provides debt service on the refunding bonds, series 2010 issued to provide the funds required to refund a portion of the County Library Expansion to General Obligation Bonds, Series 2003. The Bonds mature from 2011 to 2023 and carry an interest rate of 2% to 3%. Funds to retire the bonds are provided from ad valorem taxes.

	Principal	Interest	Total
2011	\$330,000	\$430,649	\$760,649
2012	240,000	520,725	760,725
2013	245,000	515,925	760,925
2014	1,640,000	511,025	2,151,025
2015	1,675,000	478,225	2,153,225
2016	1,705,000	444,725	2,149,725
2017	1,750,000	402,100	2,152,100
2018	1,795,000	358,350	2,153,350
2019	2,050,000	304,500	2,354,500
2020	2,010,000	243,000	2,253,000
2021	1,970,000	182,700	2,152,700
2022	2,030,000	123,600	2,153,600
2023	2,090,000	62,700	2,152,700
	\$19,530,000	\$4,578,224	\$24,108,224

# \$28.7M General Obligation Refunding Bonds, Series 2010 (Recreation and Cultural Facilities)

	Amount
	Budgeted
Principal	\$1,110,000
Interest	1,400,050
Paying Agent Fees	<u>1,500</u>
Total	<u>\$2,511,550</u>

# **Budget Comment**

This fund provides for the debt service on the refunding bonds, series 2010 issued to provide the funds required to refund a portion of the County's General Obligation Bonds, Series 2003 & 2005. The bonds mature from 2011 to 2025 and carry an interest rate of 2% to 5%. Funds to retire the bonds are provided from ad valorem taxes.

	Principal	Interest	Total
2011	\$245,000	\$1,034,199	\$1,279,199
2012	0	1,400,050	1,400,050
2013	0	1,400,050	1,400,050
2014	1,110,000	1,400,050	2,510,050
2015	1,160,000	1,355,650	2,515,650
2016	2,375,000	1,309,250	3,684,250
2017	2,495,000	1,190,500	3,685,500
2018	2,610,000	1,065,750	3,675,750
2019	2,745,000	935,250	3,680,250
2020	2,885,000	798,000	3,683,000
2021	3,025,000	653,750	3,678,750
2022	3,180,000	502,500	3,682,500
2023	3,335,000	343,500	3,678,500
2024	1,725,000	176,750	1,901,750
2025	1,810,000	90,500	1,900,500
	\$28,700,000	\$13,655,749	\$42,355,749

# \$233.6M Criminal Justice Facilities Revenue Bonds, Series 1990

	Amount
	Budgeted
Principal	\$18,300,000
Interest	2,729,880
Recurring Issue Costs	150,454
Paying Agent Fees	<u>300</u>
Total	<u>\$21,180,634</u>

# **Budget Comment**

This fund provides for the debt service on the Criminal Justice Facilities Revenue Bonds, Series 1990. The Bonds are dated June 15, 1990 and were issued in \$5,000 denominations. The serial portion of the bonds mature from 1994 to 2005 and pay annual interest of 6.3% to 7.2%.

In FY 1993, \$120,770,000 of bonds were refunded by the \$117,485,000 Criminal Justice Revenue Refunding Bonds, Series 1993. In FY 1997, \$33,550,000 of bonds were refunded by the \$32,775,000 Criminal Justice Revenue Refunding Bonds, Series 1997. A total of \$57,925,000 of the original Series 1990 Bonds remained outstanding in 1997. The principal source of funding for this issue is non ad valorem revenues.

	Principal	Interest	Total
1998	\$6,240,000	\$4,091,430	\$10,331,430
1999	6,660,000	3,673,350	10,333,350
2000	7,110,000	3,220,470	10,330,470
2001	0	2,729,880	2,729,880
2002	0	2,729,880	2,729,880
2003	0	2,729,880	2,729,880
2004	0	2,729,880	2,729,880
2005	0	2,729,880	2,729,880
2006	0	2,729,880	2,729,880
2007	0	2,729,880	2,729,880
2008	0	2,729,880	2,729,880
2009	0	2,729,880	2,729,880
2010	0	2,729,880	2,729,880
2011	0	2,729,880	2,729,880
2012	0	2,729,880	2,729,880
2013	0	2,729,880	2,729,880
2014	18,300,000	2,729,880	21,029,880
2015	19,615,000	1,412,280	21,027,280
	\$57,925,000	\$50,615,850	\$108,540,850

# \$18.6M Criminal Justice Facilities Refunding Bonds, Series 2002

	Amount
	Budgeted
Principal	\$1,920,000
Interest	196,750
Paying Agent Fees	<u>600</u>
Total	\$2,117,350

# **Budget Comment**

This fund provides for the debt service for the advance refunding of the County's outstanding Criminal Justice Facilities Revenue Bonds Series 1994. The bonds mature from 2003 to 2015 and carry an annual interest of 2% to 5%. The principal source of funding is legally available non-ad valorem revenues.

	Principal	Interest	Total
2003	\$370,000	\$608,281	\$978,281
2004	175,000	758,269	933,269
2005	1,360,000	754,769	2,114,769
2006	1,400,000	717,369	2,117,369
2007	1,445,000	670,119	2,115,119
2008	1,495,000	624,963	2,119,963
2009	1,545,000	574,506	2,119,506
2010	1,600,000	518,500	2,118,500
2011	1,660,000	458,500	2,118,500
2012	1,745,000	375,500	2,120,500
2013	1,830,000	288,250	2,118,250
2014	1,920,000	196,750	2,116,750
2015	2,015,000	100,750	2,115,750
	\$18,560,000	\$6,646,525	\$25,206,525

# \$6.5M Public Improvement Recreational Facility Revenue Refunding Bonds, Series 2003

	Amount
	Budgeted
Principal	\$685,000
Interest	24,831
Paying Agent Fees	<u>1,500</u>
Total	<u>\$711,331</u>

# **Budget Comment**

This issue provides funds to refund the Recreational Facility Revenue Bonds issued in FY 1994 for the construction of a golf course in the Okeeheelee Park facility. The bonds mature from 2004 to 2014 and carry an annual interest rate from 2.25% to 3.625%. Funding for the retirement of the refunding bonds is provided from the net operating revenues of the golf course.

	Principal	Interest	Total
2004	\$590,000	\$121,422	\$711,422
2005	525,000	185,819	710,819
2006	535,000	175,319	710,319
2007	550,000	164,619	714,619
2008	560,000	152,244	712,244
2009	575,000	138,244	713,244
2010	590,000	119,556	709,556
2011	615,000	97,431	712,431
2012	640,000	72,831	712,831
2013	660,000	51,231	711,231
2014	685,000	24,831	709,831
	\$6,525,000	\$1,303,547	\$7,828,547

# \$94.3M Public Improvement Bonds, Series 2004 (General Government Facilities)

	Amount
	Budgeted
Principal	\$4,350,000
Interest	217,500
Recurring Issue Costs	34,283
Paying Agent Fees	<u>1,000</u>
Total	<u>\$4,602,783</u>

## **Budget Comment**

This fund provides debt service on \$94,300,000 Public Improvement Revenue and Refunding Bonds Series 2004 issued for the construction and expansion of various government facilities. The bonds mature annually from 2004 to 2023 and carry an annual interest rate from 2% to 5%. The funds for the retirement of the bonds are payable from legally available non-ad valorem revenues.

	Principal	Interest	Total
2004	\$525,000	\$2,060,420	\$2,585,420
2005	3,710,000	4,042,785	7,752,785
2006	3,935,000	3,820,185	7,755,185
2007	4,090,000	3,662,785	7,752,785
2008	4,295,000	3,458,285	7,753,285
2009	4,390,000	3,372,385	7,762,385
2010	4,485,000	3,273,610	7,758,610
2011	4,620,000	3,137,035	7,757,035
2012	4,750,000	1,806,213	6,556,213
2013	4,895,000	462,250	5,357,250
2014	4,350,000	217,500	4,567,500
	\$44,045,000	\$29,313,452	\$73,358,452

# **\$81.3M Public Improvement Refunding Bonds, Series 2004** (Convention Center Project)

	Amount
	Budgeted
Principal	\$2,750,000
Interest	154,188
Recurring Issue Costs	18,890
Paying Agent Fees	<u>2,350</u>
Total	\$2,925,428

## **Budget Comment**

This issue provides funds to refund the \$80,705,000 Public Improvement Revenue Bonds issued in FY 2001 for the cost of constructing and equipping a convention center located in downtown West Palm Beach. Funding for the retirement of the refunding bonds is payable from legally available non-ad valorem revenues. The actual source of funding is the fourth cent tourist development tax. A portion of this bond issue was refunded in FY 2011.

	Principal	Interest	Total
2007	\$435,000	\$3,785,856	\$4,220,856
2008	1,570,000	3,765,806	5,335,806
2009	1,585,000	3,730,294	5,315,294
2010	1,635,000	3,690,044	5,325,044
2011	1,705,000	3,626,981	5,331,981
2012	2,140,000	330,606	2,470,606
2013	2,665,000	237,131	2,902,131
2014	2,750,000	154,188	2,904,188
2015	2,850,000	55,609	2,905,609
	\$17,335,000	\$19,376,516	\$36,711,516

# **\$38.9M Public Improvement Revenue Bonds, Series 2004** (Biomedical Research Park Project)

	Amount
	Budgeted
Principal	\$1,775,000
Interest	94,179
Recurring Issue Costs	12,150
Paying Agent Fees	<u>500</u>
Total	<u>\$1,881,829</u>

## **Budget Comment**

This fund provides debt service on \$38.895 million Public Improvement Revenue Bonds Series 2004 for the cost of acquiring land for a Biomedical Research Park in the County. The bonds will mature annually for 20 years and the funds for the retirement of the bonds will be payable from legally available non-ad valorem revenues.

	Principal	Interest	Total
2005	\$0	\$702,360	\$702,360
2006	1,440,000	1,367,291	2,807,291
2007	1,480,000	1,338,091	2,818,091
2008	1,510,000	1,308,191	2,818,191
2009	1,540,000	1,274,804	2,814,804
2010	1,580,000	1,235,779	2,815,779
2011	1,620,000	1,190,741	2,810,741
2012	1,670,000	1,140,556	2,810,556
2013	1,720,000	151,651	1,871,651
2014	1,775,000	94,178	1,869,178
2015	1,835,000	32,113	1,867,113
	\$16,170,000	\$9,835,755	\$26,005,755

# \$24.4M Taxable Public Improvement Revenue Bonds, Series 2004 (Biomedical Research Park Project)

	Amount
	Budgeted
Principal	\$2,442,751
Interest	50,000
Total	\$2,492,751

# **Budget Comment**

This fund provides debt service on \$24,427,515 Taxable Public Improvement Revenue Bonds Series 2004 that were issued for the cost of acquiring land for a Biomedical Research Park in the County. The bonds will mature annually for 10 years and the funds for the retirement of the bonds will be payable from legally available non-ad valorem revenues.

#### Amortization Schedule

	Principal	Interest	Total
2005	\$0	\$327,522	\$327,522
2006	2,442,752	948,326	3,391,078
2007	2,442,752	1,121,070	3,563,822
2008	2,442,752	860,449	3,303,201
2009	2,442,752	312,625	2,755,377
2010	2,442,752	48,897	2,491,649
2011	2,442,751	41,647	2,484,398
2012	2,442,751	28,164	2,470,915
2013	2,442,751	274,809	2,717,560
2014	2,442,751	50,000	2,492,751
2015	2,442,751	67,176	2,509,927
	\$24,427,515	\$4,080,685	\$28,508,200

This is a variable rate bond. Future interest has been estimated.

# \$17.5M Parks & Recreation Refunding Revenue Bonds, Series 2005

	Amount
	Budgeted
Principal	\$1,760,000
Interest	279,038
Paying Agent Fees	1,250
Total	\$2,040,288

## **Budget Comment**

This fund provides for the debt service on the Refunding Bonds, Series 2005 issued to provide the funds required to refund a portion of the County's Parks & Recreation Revenue Bonds, Series 1996. The bonds mature from 2005 to 2016 and carry an interest rate of 3% to 5.25%. Funds to retire the bonds are provided from non-ad valorem revenues.

	Principal	Interest	Total
2006	\$435,000	\$704,321	\$1,139,321
2007	160,000	639,038	799,038
2008	1,430,000	615,188	2,045,188
2009	1,470,000	569,938	2,039,938
2010	1,525,000	519,450	2,044,450
2011	1,580,000	465,113	2,045,113
2012	1,640,000	408,763	2,048,763
2013	1,700,000	348,344	2,048,344
2014	1,760,000	279,038	2,039,038
2015	1,840,000	205,275	2,045,275
2016	1,915,000	129,550	2,044,550
2017	2,000,000	45,000	2,045,000
	\$17,455,000	\$4,929,015	\$22,384,015

# \$13.5M Revenue Refunding Bonds, Series 2005 (North County Courthouse/Sheriff's Motor Pool)

	Amount
	Budgeted
Principal	\$1,365,000
Interest	299,373
Paying Agent Fees	1,250
Total	<u>\$1,665,623</u>

## **Budget Comment**

This fund provides for the debt service on the Refunding Bonds, Series 2005 issued to provide the funds required to refund a portion of the County's Revenue Bonds, Series 1997. The bonds mature from 2005 to 2017 and carry an interest rate of 3.5% to 5%. Funds to retire the bonds are provided from non-ad valorem revenues.

	Principal	Interest	Total
2006	\$75,000	\$510,491	\$585,491
2007	25,000	565,608	590,608
2008	25,000	564,733	589,733
2009	1,120,000	544,695	1,664,695
2010	1,160,000	504,795	1,664,795
2011	1,195,000	466,570	1,661,570
2012	1,240,000	417,645	1,657,645
2013	1,295,000	354,270	1,649,270
2014	1,365,000	299,373	1,664,373
2015	1,400,000	253,050	1,653,050
2016	1,455,000	192,875	1,647,875
2017	1,525,000	118,375	1,643,375
2018	1,605,000	40,125	1,645,125
	\$13,485,000	\$4,832,603	\$18,317,603

# \$9.5M Judicial Parking Revenue Refunding Bonds, Series 2005

	Amount
	Budgeted
Principal	\$1,030,000
Interest	121,975
Paying Agent Fees	1,250
Total	<u>\$1,153,225</u>

## **Budget Comment**

This fund provides for the debt service on the Refunding Bonds, Series 2005 issued to provide the funds required to refund a portion of the County's Revenue Bonds, Series 1995. The bonds mature from 2007 to 2016 and carry an interest rate of 3% to 5%. Funds to retire the bonds are provided from non-ad valorem revenues.

	Principal	Interest	Total
2006	\$0	\$349,160	\$349,160
2007	820,000	339,794	1,159,794
2008	845,000	314,819	1,159,819
2009	870,000	289,094	1,159,094
2010	895,000	261,500	1,156,500
2011	925,000	231,925	1,156,925
2012	955,000	199,584	1,154,584
2013	990,000	163,713	1,153,713
2014	1,030,000	121,975	1,151,975
2015	1,070,000	77,400	1,147,400
2016	1,120,000	28,000	1,148,000
	\$9,520,000	\$2,376,963	\$11,896,963

## \$20.1M Stadium Facilities Revenue Refunding Bonds, Series 2005

	Amount
	Budgeted
Principal	\$1,835,000
Interest	329,965
Paying Agent Fees	1,250
Total	\$2,166,215

## **Budget Comment**

This fund provides for the debt service for the refunding of the County's outstanding Stadium Bonds issued in FY 1997 for the baseball stadium facilities located in the town center of Abacoa, a community in Jupiter, Florida. The bonds mature from 2005 to 2016 and the funds for retirement of the bonds are payable from legally available non-ad valorem revenues. The fourth cent tourist development tax is the source of payment for the debt service.

	Principal	Interest	Total
2006	\$1,315,000	\$762,402	\$2,077,402
2007	1,405,000	771,594	2,176,594
2008	1,445,000	728,844	2,173,844
2009	1,485,000	684,894	2,169,894
2010	1,535,000	624,244	2,159,244
2011	1,605,000	545,744	2,150,744
2012	1,690,000	463,369	2,153,369
2013	1,775,000	391,025	2,166,025
2014	1,835,000	329,966	2,164,966
2015	1,895,000	251,625	2,146,625
2016	1,995,000	154,375	2,149,375
2017	2,090,000	52,250	2,142,250
	\$20,070,000	\$5,760,330	\$25,830,330

# \$133.9M Public Improvement Revenue Bonds, Series 2005 (Biomedical Research Park Project)

	Amount
	Budgeted
Principal	\$5,960,000
Interest	610,750
Recurring Issue Costs	42,710
Paying Agent Fees	1,000
Total	<u>\$6,614,460</u>

## **Budget Comment**

This fund provides debt service on approximately \$133.935 million Public Improvement Revenue Bonds Series 2005 for a portion of the costs of acquiring, constructing, improving and equipping a Biomedical Research Park in the County. The bonds will mature annually for 20 years and the funds for the retirement of the bonds will be payable from legally available non-ad valorem revenues.

	Principal	Interest	Total
2006	\$4,115,000	\$6,583,298	\$10,698,298
2007	4,475,000	6,341,638	10,816,638
2008	4,620,000	6,143,700	10,763,700
2009	4,760,000	5,941,050	10,701,050
2010	4,900,000	5,798,250	10,698,250
2011	5,145,000	5,553,250	10,698,250
2012	5,405,000	5,296,000	10,701,000
2013	5,675,000	894,500	6,569,500
2014	5,960,000	610,750	6,570,750
2015	6,255,000	312,750	6,567,750
	\$51,310,000	\$43,475,185	\$94,785,185

## \$13M Public Improvement Revenue Bonds, Series 2005

	Amount
	Budgeted
Principal	\$1,641,680
Interest	\$10,000
Debt Service Reserves	<u>0</u>
Total	\$1,651,680

## **Budget Comment**

This fund provides debt service for Revenue Bonds for the purpose of financing the cost of designing, developing and constructing a laboratory and research facility for Scripps Research Institute on the Jupiter Campus of Florida Atlantic University. The bonds mature from 2006 Series 2014 and have a variable interest rate. Funds to retire the bonds are provided from non-ad valorem revenues.

## Amortization Schedule

	Principal	Interest	Total
2006	\$1,533,630	\$388,707	\$1,922,337
2007	1,247,541	486,281	1,733,822
2008	1,297,443	351,105	1,648,548
2009	1,349,341	135,132	1,484,473
2010	1,403,315	39,517	1,442,832
2011	1,459,447	31,320	1,490,767
2012	1,517,825	21,951	1,539,776
2013	1,578,538	109,393	1,687,931
2014	1,641,680	10,000	1,651,680
	\$13,028,760	\$1,573,405	\$14,602,165

This is a variable rate bond. Future interest has been estimated.

# \$14.7M Judicial Parking Facilities Expansion, Series 2006

	Amount
	Budgeted
Principal	\$615,000
Interest	512,000
Recurring Issue Costs	7,403
Paying Agent Fees	<u>1,100</u>
Total	\$1,135,503

# **Budget Comment**

This fund provides debt service for revenue bonds for the purpose of financing the cost of designing, developing and constructing the expansion of parking facilities for the Judicial Center. The bonds mature from 2007 to 2026 and payment of debt service is provided from non-ad valorem revenues.

	Principal	Interest	Total
2007	\$0	\$319,618	\$319,618
2008	475,000	648,000	1,123,000
2009	500,000	628,500	1,128,500
2010	520,000	608,100	1,128,100
2011	545,000	586,800	1,131,800
2012	565,000	564,600	1,129,600
2013	600,000	538,800	1,138,800
2014	615,000	512,000	1,127,000
2015	640,000	486,900	1,126,900
2016	665,000	460,800	1,125,800
2017	690,000	433,700	1,123,700
2018	720,000	401,900	1,121,900
2019	755,000	368,800	1,123,800
2020	785,000	338,000	1,123,000
2021	820,000	305,900	1,125,900
2022	850,000	268,250	1,118,250
2023	895,000	224,625	1,119,625
2024	940,000	178,750	1,118,750
2025	985,000	130,625	1,115,625
2026	1,035,000	80,125	1,115,125
2027	1,085,000	27,125	1,112,125
	\$14,685,000	\$8,111,918	\$22,796,918

# \$2.6M Public Improvement Revenue Bonds, Series 2007A

	Amount
	Budgeted
Principal	\$105,315
Interest	82,514
Total	<u>\$187,829</u>

## **Budget Comment**

This fund provides debt service for initial tax exempt revenue bonds issued in November 2007 to refinance the note issued by the County in 2004 for infrastructure improvements at Four Corners for the Biomedical Research Park project. The bonds mature from 2008 to 2027 and pay annual interest of 4.01%. The source of funding is legally available non-ad valorem revenues.

	Principal	Interest	Total
2008	\$0	\$48,042	\$48,042
2009	90,115	101,757	191,872
2010	89,989	98,146	188,135
2011	93,597	94,465	188,063
2012	97,350	90,637	187,987
2013	101,254	86,655	187,909
2014	105,315	82,513	187,828
2015	109,538	78,205	187,743
2016	113,930	73,725	187,655
2017	118,499	69,065	187,563
2018	123,250	64,218	187,468
2019	128,193	59,176	187,369
2020	133,333	53,933	187,266
2021	138,680	48,479	187,159
2022	144,241	42,806	187,047
2023	150,025	36,906	186,931
2024	156,041	30,769	186,811
2025	162,298	24,387	186,685
2026	168,807	17,748	186,555
2027	175,576	10,843	186,419
2028	182,616	3,661	186,278
	\$2,582,648	\$1,216,137	\$3,798,785

# \$5.2M Public Taxable Improvement Revenue Bonds, Series 2007B

	Amount
	Budgeted
Principal	\$193,139
Interest	236,363
Total	\$429,502

## **Budget Comment**

This fund provides debt service for initial taxable revenue bonds issued in November 2007 to refinance note issued by the County in 2004 for infrastructure improvements at Four Corners for the Biomedical Research Park project. The bonds mature from 2008 to 2027 and pay annual interest of 5.56%. The source of funding is legally available non-ad valorem revenues.

	Principal	Interest	Total
2008	\$0	\$133,628	\$133,628
2009	157,212	283,690	440,902
2010	155,551	274,995	430,546
2011	164,199	266,106	430,306
2012	173,329	256,723	430,052
2013	182,966	246,818	429,784
2014	193,139	236,362	429,501
2015	203,877	225,325	429,203
2016	215,213	213,675	428,887
2017	227,178	201,376	428,555
2018	239,810	188,394	428,204
2019	253,143	174,690	427,833
2020	267,218	160,224	427,442
2021	282,075	144,954	427,029
2022	297,758	128,834	426,593
2023	314,314	111,819	426,132
2024	331,790	93,857	425,647
2025	350,237	74,897	425,134
2026	369,710	54,882	424,592
2027	390,266	33,755	424,021
2028	411,965	11,453	423,418
	\$5,180,949	\$3,516,458	\$8,697,406

# \$98.1M Public Improvement Revenue Bonds, Series 2007 (Biomedical Research Park Project)

	Amount
	Budgeted
Principal	\$3,795,000
Interest	3,863,057
Recurring Issue Costs	49,771
Paying Agent Fees	<u>1,500</u>
Total	\$7,709,328

## **Budget Comment**

This fund provides for the debt services on approximately \$98.08 million Public Improvement Revenue Bonds issued in November 2007, for the costs of acquiring, constructing, improving and equipping a Biomedical Research Park at the Florida Atlantic University Campus in Jupiter. The bonds will mature from 2008 to 2027 and pay annual interest of 4% to 4.375%. Funds for the retirement of the bonds will be payable from legally available non-ad valorem revenues.

	Principal	Interest	Total
2008	\$0	\$1,706,742	\$1,706,742
2009	3,065,000	4,593,450	7,658,450
2010	3,190,000	4,468,350	7,658,350
2011	3,320,000	4,338,150	7,658,150
2012	3,460,000	4,198,225	7,658,225
2013	3,620,000	4,034,200	7,654,200
2014	3,795,000	3,863,056	7,658,056
2015	3,960,000	3,693,313	7,653,313
2016	4,150,000	3,505,838	7,655,838
2017	4,345,000	3,309,700	7,654,700
2018	4,560,000	3,097,938	7,657,938
2019	4,790,000	2,864,188	7,654,188
2020	5,040,000	2,618,438	7,658,438
2021	5,295,000	2,360,063	7,655,063
2022	5,570,000	2,088,438	7,658,438
2023	5,855,000	1,802,813	7,657,813
2024	6,155,000	1,502,563	7,657,563
2025	6,470,000	1,186,938	7,656,938
2026	6,800,000	855,188	7,655,188
2027	7,150,000	506,438	7,656,438
2028	7,490,000	163,844	7,653,844
	\$98,080,000	\$56,757,867	\$154,837,867

# \$176.6M Public Improvement Revenue Bonds, Series 2008 (Jail Expansion Program/Public Buildings)

	Amount
	Budgeted
Principal	\$3,650,000
Interest	7,616,650
Paying Agent Fees	1,500
Debt Service Reserves	<u>11,268,150</u>
Total	\$22,536,300

## **Budget Comment**

This fund provides for the debt service on the \$177.1 million Public Improvement Revenue Bonds that were issued in FY 2008, for the costs of acquiring, constructing, improving and equipping the expansion of the jails and other public buildings. The bonds will mature from 2009 to 2038 and pay annual interest of 3.5% and 5%. Funds for the retirement of the bonds will be payable from legally available non-ad valorem revenues.

	Principal	Interest	Total
2009	\$2,055,000	\$5,547,538	\$7,602,538
2010	3,120,000	8,146,650	11,266,650
2011	3,245,000	8,021,850	11,266,850
2012	3,375,000	7,892,050	11,267,050
2013	3,510,000	7,757,050	11,267,050
2014	3,650,000	7,616,650	11,266,650
2015	3,795,000	7,470,650	11,265,650
2016	3,945,000	7,318,850	11,263,850
2017	4,140,000	7,128,150	11,268,150
2018	4,305,000	6,962,550	11,267,550
2019	4,475,000	6,790,350	11,265,350
2020	4,655,000	6,611,350	11,266,350
2021	4,840,000	6,425,150	11,265,150
2022	5,040,000	6,225,500	11,265,500
2023	5,250,000	6,017,600	11,267,600
2024	5,470,000	5,794,475	11,264,475
2025	5,745,000	5,520,975	11,265,975
2026	6,030,000	5,233,725	11,263,725
2027	6,335,000	4,932,225	11,267,225
2028	6,620,000	4,647,150	11,267,150
2029	6,915,000	4,349,250	11,264,250
2030	7,260,000	4,003,500	11,263,500
2031	7,625,000	3,640,500	11,265,500
2032	8,005,000	3,259,250	11,264,250
2033	8,405,000	2,859,000	11,264,000
2034	8,825,000	2,438,750	11,263,750
2035	9,270,000	1,997,500	11,267,500
2036	9,730,000	1,534,000	11,264,000
2037	10,220,000	1,047,500	11,267,500
2038	10,730,000	536,500	11,266,500
	\$176,585,000	\$157,726,238	\$334,311,238

# \$35.1M Public Improvement Revenue Bonds, Series 2008 (Law Enforcement Information Technology Projects)

	Amount
	Budgeted
Principal	\$6,298,675
Interest	95,677
Total	\$6,394,352

## **Budget Comment**

This fund provides for debt service on the \$35.075M Revenue Bonds for the financing costs of acquiring Law Enforcement technology equipment, software, and all other costs. The Bonds will mature from 2009 to 2014 and pay annual interest at a rate of 3.038%. The funds for the retirement of the Bonds will be payable from legally available non-ad valorem revenues.

	Principal	Interest	Total
2008	\$0	\$553,509	\$553,509
2009	5,410,965	983,386	6,394,351
2010	5,577,886	816,465	6,394,351
2011	5,749,956	644,395	6,394,351
2012	5,927,334	467,017	6,394,351
2013	6,110,184	284,167	6,394,351
2014	6,298,675	95,677	6,394,351
	\$35,075,000	\$3,844,617	\$38,919,617

# \$11.7M Public Improvement Revenue Note, Series 2008 (Environmentally Sensitive Land Acquisition Project)

	Amount
	Budgeted
Principal	\$584,884
Interest	272,849
Total	\$857,733

# **Budget Comment**

This fund provides for the debt service on the Series 2008 Note issued to finance the cost of acquisition of environmentally sensitive land in Jupiter. The Bonds mature from 2009 to 2028 and pay annual interest at a rate of 3.11%. The funds for the retirement of the Bonds will be payable from legally available non-ad valorem revenues.

# **Amortization Schedule**

			Total
2008	\$0	\$157,555	\$157,555
2009	584,884	214,261	799,145
2010	584,834	121,932	706,766
2011	584,884	114,210	699,094
2012	584,884	107,784	692,668
2013	584,884	291,038	875,922
2014	584,884	272,848	857,732
2015	584,884	254,658	839,542
2016	584,884	236,469	821,352
2017	584,884	218,279	803,162
2018	584,884	200,089	784,973
2019	584,884	181,899	766,783
2020	584,884	163,709	748,593
2021	584,884	145,519	730,403
2022	584,884	127,329	712,213
2023	584,884	109,139	694,023
2024	584,884	90,949	675,833
2025	584,884	72,760	657,643
2026	584,884	54,570	639,453
2027	584,884	36,380	621,264
2028	584,884	18,190	603,074
	\$11,697,626	\$3,189,567	\$14,887,193

This is a variable rate bond. Future interest has been estimated.

# \$94.2M Public Improvement Revenue Bonds, Series 2008 (Max Planck Biomedical Research Project & Sunshine State Loan Refunding)

	Amount
	Budgeted
Principal	\$3,415,000
Interest	4,189,655
Paying Agent Fees	1,500
Debt Service Reserves	<u>7,604,655</u>
Total	\$15,210,810

## **Budget Comment**

This fund provides for the debt service on the \$94.235M Series 2008-2 Bonds that were issued to provide the initial funding to Max Planck Florida for the construction of a biomedical research facility in Jupiter, Florida and to provide funding to refund the outstanding loans from the Sunshine State Governmental Financing Commission. The Bonds will mature annually for 20 years and the debt service is payable from legally available non-ad valorem revenues.

	Principal	Interest	Total
2009	\$0	\$2,229,187	\$2,229,187
2010	3,070,000	4,715,430	7,785,430
2011	3,035,000	4,593,330	7,628,330
2012	3,160,000	4,469,430	7,629,430
2013	3,280,000	4,340,630	7,620,630
2014	3,415,000	4,189,655	7,604,655
2015	3,580,000	4,014,780	7,594,780
2016	3,760,000	3,831,280	7,591,280
2017	3,950,000	3,638,530	7,588,530
2018	4,145,000	3,436,155	7,581,155
2019	4,355,000	3,212,768	7,567,768
2020	4,595,000	2,966,643	7,561,643
2021	4,845,000	2,719,155	7,564,155
2022	5,090,000	2,464,418	7,554,418
2023	5,355,000	2,190,236	7,545,236
2024	5,640,000	1,903,028	7,543,028
2025	5,930,000	1,600,725	7,530,725
2026	6,240,000	1,281,263	7,521,263
2027	6,570,000	940,894	7,510,894
2028	6,925,000	578,216	7,503,216
2029	7,295,000	196,053	7,491,053
	\$94,235,000	\$59,511,804	\$153,746,804

# \$29.5M Public Improvement Revenue Refunding Bonds, Series 2008

	Amount
	Budgeted
Principal	\$2,362,000
Interest	460,896
Total	<u>\$2,822,896</u>

## **Budget Comment**

This fund provides for the debt service on Refunding Bonds, Series 2008 issued to provide funds to refund certain insured variable rate loans from the Sunshine State Governmental Financing Commission. The Bonds mature from 2008 to 2021 and pay annual interest at a rate of 3.50%. The source of funding is legally available non-ad valorem revenues.

	Principal	Interest	Total
2008	\$0	\$108,810	\$108,810
2009	4,112,000	958,932	5,070,932
2010	4,142,000	814,603	4,956,603
2011	2,252,000	702,797	2,954,797
2012	2,286,000	623,446	2,909,446
2013	2,324,000	542,835	2,866,835
2014	2,362,000	460,896	2,822,896
2015	2,400,000	377,628	2,777,628
2016	2,442,000	292,960	2,734,960
2017	2,491,000	206,702	2,697,702
2018	1,093,000	144,032	1,237,032
2019	1,140,000	104,986	1,244,986
2020	1,191,000	64,226	1,255,226
2021	1,241,000	21,700	1,262,700
	\$29,476,000	\$5,424,554	\$34,900,554

# \$11.6M Taxable Public Improvement Revenue Bonds, Series 2010 (Convention Center Hotel)

	Amount
	Budgeted
Principal	\$592,669
Interest	515,818
Paying Agent Fees	<u>0</u>
Total	<u>\$1,108,487</u>

## **Budget Comment**

This fund provides debt service payments for the \$11,697,676 Taxable Revenue Bonds, Series 2010 that were issued for the purpose of paying principal and interest on the County's \$11.5 million Taxable Revenue Bond Participation Notes, Series 2007 (Convention Center Hotel Project). The bonds mature from 2010 to 2024 and pay interest of 5.84%. The source of funding is legally available non-ad valorem revenues.

	Principal	Interest	Total
2011	\$801,416	\$619,366	\$1,420,782
2012	532,646	577,485	1,110,131
2013	561,856	547,474	1,109,330
2014	592,668	515,817	1,108,485
2015	625,170	482,424	1,107,594
2016	659,454	447,200	1,106,654
2017	695,619	410,043	1,105,662
2018	733,767	370,850	1,104,616
2019	774,006	329,507	1,103,513
2020	816,453	285,896	1,102,349
2021	861,227	239,894	1,101,121
2022	908,457	191,369	1,099,826
2023	958,277	140,184	1,098,460
2024	1,010,829	86,191	1,097,019
2025	1,066,262	29,237	1,095,499
	\$11,598,107	\$5,272,937	\$16,871,044

# \$30.7M Public Improvement Revenue Bonds, Series 2011 (Ocean Avenue Bridge & Max Planck Biomedical Research Florida Corporation Projects)

	Amount
	Budgeted
Principal	\$1,195,059
Interest	901,625
Paying Agent Fees	<u>0</u>
Total	\$2,096,684

# **Budget Comment**

This fund provides for the debt service on the \$30.6M Series 2011 Bonds that were issued to provide additional funding (\$15.6M) to Max Planck Florida for the construction of a biomedical research facility in Jupiter, Florida and to provide funding (\$15M) for the building of the Ocean Avenue Bridge. The Bonds will mature annually for 20 years and the debt service is payable from legally available non-ad valorem revenues.

	Principal	Interest	Total
2012	\$1,112,210	\$984,473	\$2,096,682
2013	1,158,312	938,370	2,096,682
2014	1,195,058	901,624	2,096,682
2015	1,232,970	863,712	2,096,682
2016	1,272,085	824,597	2,096,682
2017	1,312,441	784,242	2,096,682
2018	1,354,076	742,606	2,096,682
2019	1,397,033	699,649	2,096,682
2020	1,441,353	655,330	2,096,682
2021	1,487,078	609,604	2,096,682
2022	1,534,254	562,428	2,096,682
2023	1,582,927	513,756	2,096,682
2024	1,633,144	463,539	2,096,682
2025	1,684,953	411,729	2,096,682
2026	1,738,407	358,275	2,096,682
2027	1,793,556	303,126	2,096,682
2028	1,850,455	246,227	2,096,682
2029	1,909,159	187,524	2,096,682
2030	1,969,725	126,957	2,096,682
2031	2,032,212	64,470	2,096,682
	\$30,691,407	\$11,242,239	\$41,933,646
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# \$62.8M Public Improvement Refunding Bonds, Series 2011 (Convention Center Project)

	Amount
	Budgeted
Principal	\$0
Interest	3,138,750
Paying Agent Fees	1,700
Debt Service Reserves	<u>5,701,875</u>
Total	\$8,842,325

## **Budget Comment**

This fund provides for the debt service on Refunding Bonds, Series 2004, \$81,340,000 Public Improvement Revenue Bonds issued in FY 2004 for the cost of constructing and equipping a convention center located in downtown West Palm Beach. Funding for the retirement of the refunding bonds is payable from legally available non-ad valorem revenues currently the fourth cent tourist development tax.

	Principal	Interest	Total
2012	\$0	\$2,101,219	\$2,101,219
2013	0	3,138,750	3,138,750
2014	0	3,138,750	3,138,750
2015	0	3,138,750	3,138,750
2016	2,625,000	3,073,125	5,698,125
2017	2,760,000	2,938,500	5,698,500
2018	2,905,000	2,796,875	5,701,875
2019	3,050,000	2,648,000	5,698,000
2020	3,210,000	2,491,500	5,701,500
2021	3,370,000	2,327,000	5,697,000
2022	3,545,000	2,154,125	5,699,125
2023	3,725,000	1,972,375	5,697,375
2024	3,920,000	1,781,250	5,701,250
2025	4,120,000	1,580,250	5,700,250
2026	4,330,000	1,369,000	5,699,000
2027	4,550,000	1,147,000	5,697,000
2028	4,785,000	913,625	5,698,625
2029	5,030,000	668,250	5,698,250
2030	5,290,000	410,250	5,700,250
2031	5,560,000	139,000	5,699,000
	\$62,775,000	\$39,927,594	\$102,702,594

# \$16.2M Public Improvement Revenue Bonds, Series 2012

	Amount
	Budgeted
Principal	\$999,713
Interest	370,496
Paying Agent Fees	<u>0</u>
Total	\$1,370,209

# **Budget Comment**

This fund provides the debt service on the Capital Improvement Revenue Bonds, Series 2012 issued to refund the Capital Improvement Bond Anticipation Note (BAN), Series 2009. The BAN was issued to provide improvements to Four Points and other governmental buildings. The bond matures in 2027 and is payable from legally available non-ad valorem revenues.

## Amortization Schedule

	Principal	Interest	Total
2012	\$0	\$151,856	\$151,856
2013	987,273	395,532	1,382,804
2014	999,712	370,496	1,370,208
2015	1,012,309	345,144	1,357,453
2016	1,025,064	319,473	1,344,537
2017	1,037,980	293,479	1,331,459
2018	1,051,058	267,157	1,318,215
2019	1,064,301	240,504	1,304,805
2020	1,077,712	213,514	1,291,226
2021	1,091,291	186,185	1,277,476
2022	1,105,041	158,511	1,263,552
2023	1,118,965	130,489	1,249,453
2024	1,133,064	102,113	1,235,177
2025	1,147,340	73,380	1,220,720
2026	1,161,797	44,285	1,206,081
2027	1,176,435	14,823	1,191,258
	\$16,189,340	\$3,306,940	\$19,496,280

4/12: Fd 2065 BAN refunded with Bond Fund 2528

# \$147M Public Improvement Revenue Bonds, Series 2012

	Amount
	Budgeted
Principal	\$0
Interest	7,167,750
Paying Agent Fees	1,250
Total	\$7,169,000

## **Budget Comment**

This fund provides for the debt service on the Public Improvement Revenue Refunding Bonds, Series 2012 issued to partially refund the Series 2004, Series 2004A, and Series 2005A bonds. The bonds mature from 2015 to 2025 and the source of funding is legally available non-ad valorem revenues.

	Principal	Interest	Total
2013	\$0	\$6,630,169	\$6,630,169
2014	0	7,167,750	7,167,750
2015	4,265,000	7,167,750	11,432,750
2016	12,530,000	6,954,500	19,484,500
2017	13,155,000	6,328,000	19,483,000
2018	13,710,000	5,766,050	19,476,050
2019	14,395,000	5,080,550	19,475,550
2020	15,110,000	4,360,800	19,470,800
2021	15,850,000	3,630,600	19,480,600
2022	16,590,000	2,875,250	19,465,250
2023	17,395,000	2,069,750	19,464,750
2024	11,710,000	1,200,000	12,910,000
2025	12,290,000	614,500	12,904,500
	\$147,000,000	\$59,845,669	\$206,845,669

# \$10M Public Improvement Revenue Bonds (Unified Messaging System Project), Series 2013

	Amount
	Budgeted
Principal	\$1,414,281
Interest	142,187
Paying Agent Fees	<u>0</u>
Total	\$1,556,468

## **Budget Comment**

This fund provides for the debt service on the Public Improvement Revenue Refunding Bonds, Series 2013 issued to provide funding to replace the County's telephone system. The bonds mature in 2020 and the source of funding is legally available non-ad valorem revenues.

	Principal	Interest	Total
2014	1,414,281	142,187	1,556,467
2015	1,391,007	101,404	1,492,412
2016	1,408,812	83,486	1,492,298
2017	1,426,845	65,337	1,492,182
2018	1,445,109	46,957	1,492,065
2019	1,463,606	28,341	1,491,947
2020	1,482,340	9,487	1,491,827
	\$10,032,000	\$477,199	\$10,509,199

## **Airports Debt Service**

	Amount
	Budgeted
Principal	\$12,500,000
Interest	5,132,518
Paying Agent Fees	22,500
Recurring Issue Costs	2,000
Debt Service Reserve	<u>304,878</u>
Total	<u>\$17,961,896</u>

## **Budget Comment**

The Department of Airports currently has three outstanding bond issues.

- Airport System, Series 2002 Bonds \$60,150,000 To refund Airport System Revenue Bonds, Series 1992, to pay the termination fee for the cancellation of the swap confirmation relating to Weekly Adjustable/Fixed-Rate Airport System Revenue Bonds, Series 2002, which no longer will be issued, to pay premium for a municipal bond policy, to fund the Debt Service Reserve Requirement, and to pay all or a portion of the costs of issuance for the Series 2002 Bonds.
- **Airport System, Series 2006A \$69,080,000** For design, construction and equipping of certain facilities and improvements relating to a new long term parking garage and connecting bridges to the existing parking garage and the terminal. The new debt was structured to level the debt service of all airport issues and matures from 2021 to 2036.
- Airport System Taxable Revenue Refunding Bonds, Series 2006B \$16,855,000 The proceeds, together with certain other available funds, were used to advance refund a portion of the series 2001 and 2002. The debt service was structured to level the debt service in all outstanding airport bonds and will mature from 2015 to 2020.

Airports Debt Service Amortization Schedule

	Principal	Interest	Total
2002	\$0	\$845,442	\$845,442
2003	0	3,458,625	3,458,625
2004	0	3,458,625	3,458,625
2005	14,740,000	3,458,625	18,198,625
2006	0	3,034,850	3,034,850
2007	0	4,253,977	4,253,977
2008	0	7,024,843	7,024,843
2009	0	7,024,843	7,024,843
2010	0	7,024,843	7,024,843
2011	10,270,000	7,024,843	17,294,843
2012	10,995,000	6,434,316	17,429,316
2013	11,645,000	5,802,106	17,447,106
2014	12,500,000	5,132,518	17,632,518
2015	0	4,413,768	4,413,768
2016	2,425,000	4,413,766	6,838,766
2017	2,565,000	4,270,572	6,835,572
2018	2,715,000	4,119,108	6,834,108
2019	2,880,000	3,958,788	6,838,788
2020	3,045,000	3,788,724	6,833,724
2021	3,225,000	3,608,916	6,833,916
2022	2,920,000	3,418,480	6,338,480
2023	3,065,000	3,272,480	6,337,480
2024	3,220,000	3,119,230	6,339,230
2025	3,380,000	2,958,230	6,338,230
2026	3,550,000	2,789,230	6,339,230
2027	3,730,000	2,611,730	6,341,730
2028	3,915,000	2,425,230	6,340,230
2029	4,110,000	2,229,480	6,339,480
2030	4,315,000	2,023,980	6,338,980
2031	4,530,000	1,808,230	6,338,230
2032	4,760,000	1,581,730	6,341,730
2033	4,995,000	1,343,730	6,338,730
2034	5,245,000	1,093,980	6,338,980
2035	5,505,000	831,730	6,336,730
2036	5,785,000	556,480	6,341,480
2037	6,055,000	284,585	6,339,585
	\$146,085,000	\$124,900,633	\$270,985,633

#### Water Utilities Debt Service

	Amount
	Budgeted
Principal	\$7,612,000
Interest	9,111,000
Paying Agent Fees	10,000
Debt Service Reserve	4,381,745
Total	<u>\$21,114,745</u>

#### **Budget Comment**

The Water Utilities Department currently has four outstanding bond issues plus a State revolving loan participation with the City of West Palm Beach.

- 1) <u>Water & Sewer Revenue Bonds, Series 2006A \$125,850,000</u> The proceeds were used to pay for the acquisition of certain assets from the Village of Royal Palm Beach and certain additions to the County's water and sewer system per the five-year Capital Improvement Program.
- 2) <u>Water & Sewer Revenue Refunding Bonds, Series 2006B \$12,485,000</u> The proceeds from this issue were used to refund a portion of the Series 1998 Bonds.
- 3) <u>Water & Sewer Revenue Bonds, Series 2009 \$68,115,000</u> The proceeds from this issue were used for the acquisition, construction, improvements and additions to the County's water and sewer system for the FPL Reclaimed Water Project.
- 4) <u>Water & Sewer Revenue Refunding Bonds, Series 2013 \$72,430,000</u> The proceeds from this issue were used to refund a portion of the Series 2006A Bonds.
- 5) <u>GUA Wells Fargo \$6,987,733</u> Glades Utility Authority was absorbed by the County, including outstanding debt.
- 6) <u>GUA FDEP \$9,706,404</u> Glades Utility Authority was absorbed by the County, including outstanding debt.
- 7) <u>GUA Bank of NY \$3,555,000</u> Glades Utility Authority was absorbed by the County, including outstanding debt.

Water Utilities Debt Service Amortization Schedule

	Principal	Interest	Total
2003	\$0	\$198,209	\$198,209
2004	3,550,000	859,700	4,409,700
2005	3,625,000	788,700	4,413,700
2006	3,735,000	3,604,542	7,339,542
2007	5,905,000	7,201,425	13,106,425
2008	6,135,000	6,981,100	13,116,100
2009	6,345,000	7,416,598	13,761,598
2010	10,990,000	9,920,625	20,910,625
2011	4,400,000	9,623,638	14,023,638
2012	6,465,000	9,263,138	15,728,138
2013	7,375,000	7,604,534	14,979,534
2014	7,612,000	9,111,000	16,723,000
2015	7,702,798	8,693,264	16,396,061
2016	8,578,910	8,335,652	16,914,562
2017	8,939,914	7,964,312	16,904,225
2018	3,767,947	7,575,809	11,343,756
2019	6,263,097	7,376,353	13,639,450
2020	6,535,453	7,094,660	13,630,113
2021	6,840,109	6,761,974	13,602,083
2022	5,957,202	6,483,700	12,440,902
2023	6,178,670	6,255,232	12,433,902
2024	6,440,366	5,989,736	12,430,102
2025	6,737,296	5,692,056	12,429,352
2026	7,044,464	5,384,963	12,429,427
2027	7,376,876	5,047,676	12,424,552
2028	7,729,535	4,688,280	12,417,815
2029	8,034,880	4,311,484	12,346,363
2030	8,416,972	3,916,841	12,333,813
2031	8,317,530	3,504,754	11,822,284
2032	8,722,717	3,078,387	11,801,104
2033	16,197,628	2,631,146	18,828,774
2034	17,006,395	2,161,141	19,167,536
2035	11,070,000	1,490,500	12,560,500
2036	3,475,000	955,500	4,430,500
2037	3,650,000	393,750	4,043,750
2038	0	211,250	211,250
2039	0	211,250	211,250
2040	4,225,000	211,250	4,436,250
	\$251,345,758	\$188,994,129	\$440,339,887



#### **Ad Valorem Equivalent Funding**

Ad Valorem (Latin for according to value) is a tax levied on the assessed value of real or tangible personal property. It is also known as "Property Tax." Equivalent funding represents other non-Department specific revenues received in the General Fund, Sales Tax revenues and Electric Utility Tax revenues.

## **Aggregate Millage Rate**

The sum of all ad valorem taxes levied by the governing body of a county for countywide purposes excluding voted debt, plus ad valorem taxes levied for any district dependent to the governing body, divided by the total taxable value of the county, converted to a millage rate. Expresses an "average" tax rate.

## **American Recovery and Reinvestment Act (ARRA)**

Funding received under the Federal economic stimulus package enacted in February 2009 (PL 111-5). ARRA funding includes assistance to states and localities, through both direct appropriations and competitive grants, for infrastructure investments, education, health care, public safety, green energy and other programs.

## **Appropriation**

A legal authorization granted by a legislative body (e.g., Board of County Commissioners) to incur obligations and make expenditures for specific purposes.

#### **Assessed Value**

The fair market value of property (real estate or personal), as determined by the County's Property Appraiser. The assessed value less any exemptions allowed by law is the "taxable value."

# **Assigned Fund Balance**

The assigned fund balance includes amounts that are intended to be used for specific purposes that are neither restricted or committed.

## **Balanced Budget**

A budget in which estimated revenues and appropriations are equal.

Florida Statutes require that budgets must be balanced. The County complies with this after the inclusion of re-appropriated beginning fund balances.

## **Base Budget**

Ongoing expense for personnel, contractual services, supplies, and the replacement of equipment required to maintain service levels previously authorized by the Board of County Commissioners.

#### **Benchmark**

A standard or point of reference used in measuring and/or judging the quality or value.

## **Board of County Commissioners (BCC)**

The legislative and governing body of a county. Also referred to as the "County Commission."

## **Bond**

A certificate of debt containing a promise to pay a specified sum of money (called the face value or principal) at a specified date or dates in the future (called the maturity date) together with periodic interest at a specified rate. Bonds are typically used for long-term debt to pay for specific capital expenditures.

## **Bond Refinancing**

The issuance of bonds to obtain better interest rates and/or bond conditions by paying off older bonds.

#### **Budget**

A comprehensive financial plan of operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them and specifying the type and level of services to be provided. Most local governments have two types of budgets – the "Operating Budget" and the "Capital Improvement Budget."

## **Budget Amendment**

An increase or decrease in revenues with a corresponding increase or decrease in appropriations within the same fund. The budgeted fund total is changed.

## **Budget Document**

The official written statement which presents the proposed budget to the legislative body (e.g., County Commission).

## **Budget Message**

A general discussion of the budget presented in writing as a part of or supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the County Administrator.

## **Budget Transfer**

A transfer of appropriations or revenues between two or more accounts within the same fund. The budgeted fund total is not changed.

## **Capital Equipment**

Equipment with a value in excess of \$1,000 and an expected life of more than one year; such as, automobiles, computers, and furniture.

## **Capital Improvement**

Physical assets, constructed or purchased, that have a minimum useful life in excess of one year and a minimum cost of \$25,000. Capital improvements typically involve physical assets; such as, buildings, streets, water and sewage systems, and recreation facilities.

## **Capital Improvement Budget**

A budget including those approved capital improvement projects contained in the first year of the Capital Improvement Program (CIP).

# **Capital Improvement Program (CIP)**

A plan for capital expenditures to be incurred each year over a fixed period of years to meet anticipated capital needs. It sets forth each project or other contemplated expenditure in which the County is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

## **Capital Outlays**

Expenditures which result in the acquisition of, or addition to, fixed assets; such as, buildings, land, and roads.

## **Capital Project Fund**

A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary or Trust Funds).

## **Committed Fund Balance**

The committed fund balance includes amounts that are constrained for specific purposes that are internally imposed by the County's highest level of decision making authority, the Board of County Commissioners (BCC).

#### **Communication Services Tax**

A simplified tax structure for communications services, which was implemented in FY 2002. It combined seven different state and local taxes or fees and replaced them with a two tiered tax composed of a state tax and a local option tax on communications services, including cable television.

# **Comprehensive Plan**

Required under Chapter 163 of the Florida Statues, the Plan shall prescribe principles, guidelines, and standards for the orderly and balanced future economic, social, physical, environmental, and fiscal development of the County.

## **Contingency**

A reserve of funds which are set aside to cover emergencies or unforeseen events that occur during the fiscal year; such as, new federal or state mandates, shortfalls in revenue, and unanticipated expenditures.

## **County**

A political subdivision of the State which is empowered to levy and collect taxes and provide services to citizens within its boundaries.

# **County Budget Officer**

Each Board of County Commissioners, pursuant to Florida Statutes, Section 129.025, may designate a county budget officer to carry out budget duties as set forth in Chapter 129. In Palm Beach County, the County Administrator has been designated the County Budget Officer.

## **County Officers**

Independently elected officials including the Clerk & Comptroller, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector. This is also referred to as "Constitutional Officers."

#### **Debt Service**

Payment of principal and interest related to long term debt.

#### **Debt Service Fund**

A fund used to account for the accumulation of resources for, and payment of, general long-term debt principal and interest.

#### **Deficit (Budget)**

The excess of budgeted expenditures over estimated revenues and receipts.

## **Department**

An organizational unit responsible for carrying out a major governmental function; such as, Public Safety or Water Utilities.

## **Dependent Taxing Districts**

Taxing Districts that appear separately on the tax bill and are under County control (e.g., County Library).

#### **Depreciation**

Expiration in the service life of fixed assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence.

#### **Encumbrance**

An amount of money committed for the future payment for goods and services not yet received.

#### **Enterprise Fund**

A fund established to account for operations that are financed and operated in a manner similar to private business. The intent is that the full cost of providing the goods or services be financed primarily through charges and fees, thus removing the expense from the tax rate (e.g., Water and Sewer).

## **Exemption**

A reduction to the assessed value of property. The most common exemption is the \$50,000 homestead exemption allowed if the owner uses the property as the principal residence. There are also exemptions for disability, government, non-profit owned property, and low-income senior citizens.

## **Expenditures**

The incurring of a liability, the payment of cash, or the transfer of property for the purpose of acquiring an asset or service or settling a loss.

# Fiscal Year

Any period of 12 consecutive months designated as the budget year. The fiscal year used by the County, which is set by State Statute, begins October 1 and ends September 30 of the following calendar year. The fiscal year is designated by the date on which it ends. For example, October 1, 2012 to September 30, 2013 would be Fiscal Year 2013.

## **Five-Year Trend**

Represents the percentage change of a performance measure from the previous year actual and the five years previous.

#### **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, machinery, and equipment.

#### Franchise Fee

A fee levied on a public service corporation in return for granting a privilege or permitting the use of public property. These fees are usually passed on to the corporation's customers as a cost of doing business. Electricity is subject to franchise fees.

## **Full-time Equivalent (F.T.E.)**

The number of approved positions equated to full-time basis (e.g., two half-time positions equal one full-time equivalent position).

#### Fund

An accounting entity with a self balancing set of accounts, which is segregated for the purpose of carrying on specific activities or attaining certain objectives, in accordance with special regulations, restrictions, or limitations.

#### **Fund Balance**

The excess of fund assets over fund liabilities. A negative fund balance is sometimes called a deficit.

#### **GASB**

The Governmental Accounting Standards Board is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments.

#### **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 Purchasing, Human Resources, and the Office of Financial Management and Budget.

# **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 statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time.

#### Goal

A long-range desirable result attained by achieving objectives designed to implement a strategy.

#### Grant

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from state and federal governments. Grants are usually made for specified purposes.

#### **Half-Cent Sales Tax**

A state-shared revenue source relying on a percentage of net sales tax revenues (one-half of the fifth cent) remitted to the state. Eligible county governments receive a distribution based on population-based formulas. Use of this revenue is restricted to countywide tax relief or governmental programs; as well, as long-term debt obligations related to capital projects.

#### **Homestead Exemption**

A deduction from the assessed value of property permanently occupied by the owner in the State of Florida. The exemption is now \$50,000 for all property owners who qualify.

# **Impact Fee**

A charge to a developer and/or owner/builder to offset the cost of providing capital facilities to meet growth demands. The County assesses impact fees for capital facilities for parks, fire-rescue, library, law enforcement, public buildings, schools, and roads.

### **Independent Taxing Districts**

Taxing districts that appear separately on the tax bill and are not under County control (e.g., Florida Inland Navigation District, Children Services).

#### **Interfund Transfer**

Movement of assets (usually cash) from one fund to another. Also referred to as "Transfers In/Out."

#### **Intergovernmental Revenues**

Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

## **Internal Service Fund**

A fund established for the financing of goods or services provided by one department or agency to other departments or agencies on a cost reimbursement basis.

### **Lease-purchase Agreements**

Contractual agreements which are termed "leases", but which in substance amount to purchase contracts for equipment and machinery.

## **Legally Adopted Budget**

The total of the budgets of each County fund including budgeted transactions between funds.

#### Levy

To impose taxes, special assessments, or service charges for the support of County activities.

## Liability

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.

#### Line-Item

A specific item or group of similar items defined by detail in a unique account in the financial records. Revenue and expenditure justifications are reviewed, anticipated, and appropriated at this level.

# **Management Team**

A "team" consisting of the County Administrator, Deputy County Administrator, the Assistant County Administrators, and Directors of major County Departments.

#### **Mandate**

Any responsibility, action, or procedure that is imposed by one sphere of government on another through constitutional, legislative, administrative, executive, or judicial action as a direct order or that is required as a condition of aid.

## Millage Rate

Rate applied to taxable value to determine property taxes. A mill is 1/10th of a penny, or \$1.00 of tax for every \$1,000 of taxable value.

#### Mission

Describes what the organization does, who it does it for, and how it does it.

## **Municipal Services Benefit District**

A special district created to provide for projects and/or services to a specifically defined area of the County and financed by a special assessment to only those citizens receiving the benefits of those projects or services.

# **Municipal Services Taxing District**

A taxing district covering a segment of the County, with individual assessed values and millage rates, which provides municipal type services; such as, fire-rescue, and road and street improvements to residents of the area.

# Municipality

A local government having governmental, corporate, and proprietary powers to enable it to conduct municipal government, perform municipal functions, and render municipal services.

#### **Net Budget**

The gross budget less all interfund transfers and interdepartmental charges.

#### **Non-Ad Valorem Assessments**

Charges that are not based on property value, but are levied for specific services on each parcel of property. Examples of Non-Ad Valorem Assessments include charges for solid waste disposal, lighting, drainage, and water.

## **Non-Ad Valorem Revenues**

Revenues that are derived from a basis other than property value (e.g., Utility Tax, Gas Tax).

# **Non-Countywide Revenues**

Revenue derived from unincorporated areas of the County (e.g., Franchise Fees).

## **Non-Countywide Expenditures**

Expenditures for the benefit of the unincorporated areas of the County (e.g., Sheriff's Road Patrol, Zoning).

## **Non-Operating Expenditures**

The costs of government services which are not directly attributable to a specific County program or operation. Examples of Non-Operating Expenditures include debt service obligations and contributions to

# **Non-Operating Revenues**

The incomes received by the government which are not directly attributable to providing a service (e.g., interest on investments).

## Non-Spendable Fund Balance

Fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual requirements (e.g., inventory, prepaids).

#### **Non-Tax Revenues**

The revenue derived from non-tax sources, including licenses and permits, intergovernmental revenue, charges for service, fines and forfeitures, and various other miscellaneous revenues.

# **Objective**

Something to be accomplished expressed in specific, well-defined and measurable terms, and achieved within a specific time frame.

# **Operating Budget**

A budget for general expenditures; such as, salaries, utilities, and supplies.

### **Performance Measures**

Specific quantitative and qualitative measures of work performed.

#### **Personal Services**

Items of expenditures in the operating budget for salaries and wages paid for services performed by County employees; including fringe benefit costs.

# **Portability**

Allows residential property owners with an existing Homestead Exemption to transfer all or a significant portion of their "Save Our Homes" property tax savings to a new property. Portability is an added benefit and is effective January 1, 2008.

# **Property Tax**

Taxes derived from all non-exempt real property and tangible personal property used in a business located within the County. Property taxes are computed on the basis of multiplying the millage rate by the taxable value of real or personal property.

## **Proprietary Fund**

A fund which operates similarly to the private sector and focuses on the measurement of net income.

#### Reserve

A specified amount of funds set aside for the purpose of meeting future expenses. Expenditures may not be charged directly to reserve accounts. A budget transfer establishing a new appropriation must first be approved by the Board of County Commissioners.

### **Retained Earnings**

An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

### Revenue

Funds that the government receives as income. Revenue includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

### **Restricted Fund Balance**

Restricted fund balance includes amounts that are constrained for specific purposes which are externally imposed by providers (such as grantors or creditors) or enabling legislation. Restrictions may be changed or lifted only with the consent of the resource providers.

### **Revenue Bonds**

Bonds usually sold to finance the construction of a project that will produce revenue for the government. The revenue is used to pay the principal and interest of the bond.

#### **Rolled-back Rate**

The millage rate which, exclusive of new construction, will provide the same property (ad valorem) tax revenue for each taxing entity as was levied during the prior year. The rolled-back rate accounts for changes in the market value of property and represents "no tax increase." The only source of additional tax revenue under the rolled-back rate is taxes levied upon new construction.

### **Save-Our-Homes**

Section 193.155(1), F.S. provider, beginning in 1995 or the year after the property receives homestead exemption, an annual increase in assessment shall not exceed the lower of 3% or the percentage change in the C.P.I.

### **Senior Homestead Exemption**

Certain low-income seniors in Palm Beach County may qualify for an additional \$25,000 exemption on their property's assessed value. For example, a home valued at \$100,000 would be taxed by the county on only \$25,000 after the Homestead and Senior Citizen exemptions are applied. The county's senior exemption does not apply to other taxing authorities, such as the school district and municipalities.

### **Service Level**

Services or products which comprise the actual or expected output of a given program.

## **Single-Member District**

A form of representation in which the residents of a District are represented by one County Commissioner voted into office by that District's residents.

### **Special Revenue Fund**

A fund used to account for specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

## **Spendable Fund Balance**

Fund balances that are in spendable form include restricted, committed, assigned and unassigned fund balances.

#### Statute

A law enacted by a duly organized and constituted legislative body.

## **Statutory Reserve**

Florida Statute 129.01 (2)(b) requires revenues to be budgeted at 95% of reasonably anticipated receipts. Palm Beach County budgets a negative 5% Statutory Reserve to accomplish this.

### **Supplemental Requests**

Departmental requests for additional funding in the budget year in order to increase or enhance existing service levels.

## **Tax Equivalent Revenue**

Any revenue that can be used to reduce ad valorem funding requirements on a dollar for dollar basis (e.g., franchise fees, utility taxes).

#### Tax Rate

The amount of tax stated in terms of a unit of the tax base. For example, 4 mills equals \$4 per \$1,000 of taxable value; also referred to as the millage rate.

### **Tax Rate Limit**

The maximum legal property tax rate at which a taxing authority may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

#### **Taxable Value**

The value used for computing the ad valorem taxes levied against property. The taxable value is the "assessed value" less any exemptions allowed by law.

### **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. Nor does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges).

#### **Transfers In/Out**

Amounts transferred from one fund to another to assist in financing the services of the recipient fund.

### **TRIM Notice**

The Florida Truth in Millage Law of 1980 requires a notice be sent annually to property taxpayers explaining any changes in the millage rate of each taxing authority from the prior year. The notice also includes the time and place of the first public hearings on proposed millage rates and is designed to keep the public informed about the taxing intentions of the various taxing authorities.

# **Trust and Agency Fund**

A fund used to account for assets held by the County in a trustee capacity or as an agent for individuals,

## **Truth in Millage Law (TRIM)**

A 1980 Florida law which changed the budget process for local taxing governments. It was designed to keep the public informed about the taxing intentions of the various taxing authorities.

# **Unassigned Fund Balance**

Unassigned fund balance includes amounts in the general fund that have not been classified as restricted, committed or assigned. Unassigned fund balance could also include deficit residual balances for any governmental funds after reporting amounts as restricted, committed or assigned.

## **Unincorporated Area**

That portion of the County which is not within the boundaries of any municipality.

#### Unit

A unit of financial reporting and management responsibility under the County's financial system.

## **User (Fees) Charges**

The payment of a fee for direct receipt of a public service by the party benefiting from the service.

# **Utility Tax**

A tax levied by the County on the customers of various utilities (e.g., electricity, metered or bottled gas, and water). The tax rate may be levied up to 10.0 percent of the sales price of such utility service or commodity.

A	BLS - Bacterial Leaf Spot
ACA - Affordable Care Act	BOSS - Bureau of Safety Services
ACC - Animal Care & Control	<b>BRASS</b> - Budget Reporting and Analysis Support System
ADA - Americans with Disabilities Act	
AHCA - Agency Health Care Administration	C
AIDS - Acquired Immunodeficiency Syndrome	CAC - Citizens Advisory Committee
AIF - Accredited Investment Fiduciary	CAD - Computer Aided Dispatch
<b>APCO -</b> Association of Public Safety Communications Officials	CAP - Community Action Program
ARFF - Aircraft Rescue Fire Fighting	CAT - Community Assistance/Action Team
ARRA - American Recovery and Reinvestment Act	CAV - Community Assistance Visit
ATMS - Advanced Traffic Management System	CBA - Collective Bargaining Agreement
AT&T - American Telephone & Telegraph	CBD - Central Business District
AVL - Automated Vehicle Location	CBIS - Checked Baggage Inspection System
	CCE - Community Care for the Elderly
В	<b>CCRT -</b> Countywide Community Revitalization Team
BAN - Bond Anticipation Note	CCTV - Closed Circuit Television
BBF - Balance Brought Forward	CDBG - Community Development Block Grant
BCC - Board of County Commissioners	<b>CDBG-R</b> - Community Development Block Grant Recovery
<b>BCEGS</b> - Building Code Effectiveness Grading Schedule	<b>CESQG</b> - Conditionally Exempt Small Quantity Generator
BEDI - Brownfield's Economic Development	CEU - Continuing Education Unit
Initiative <b>BGPAC</b> - Bicycle, Pedestrian, and Greenways Advisory Committee	CFEX - Center for Fiduciary Excellence
BHI - Business and Housing Investments	CID - Capital Improvements Division
BIM - Budget Instruction Manual	CILB - Construction Industry Licensing Board

CIMA - Certified Investment Management Analyst	<b>DM&amp;C</b> - Digital Marketing and Communications	
CIP - Capital Improvement/Infrastructure Program/Project	<b>DOA</b> - Department of Airports	
CJC - Criminal Justice Commission	DOE - Department of Energy	
CJF - Criminal Justice Refunding	<b>DOEA</b> - Department of Elder Affairs	
CJIS - Criminal Justice Information Systems	<b>DOMA</b> - Defense of Marriage Act	
<b>CMP -</b> Congestion Management Process	DOR - Department of Revenue	
CO - Change Order	<b>DOSS</b> - Division of Senior Services	
COA - County Attorney's Office	<b>DOT -</b> Department of Transportation	
<b>COBWRA -</b> Coalition of Boynton West Residential Associations	<b>DPP</b> - Diabetes Prevention Program	
COE - Commission on Ethics	<b>DRGR-</b> Disaster Recovery Grant Reporting	
CORE - County Owned Real Estate	DRI - Disaster Recovery Initiative	
CPE - Cost per Enplanement	<b>DROP</b> - Deferred Retirement Option Plan	
CRA - Community Redevelopment Agency	<b>DS</b> - Debt Service	
CSA - Consultant Service Authorization	<b>DV</b> - Domestic Violence	
CSC - Children's Services Council		
CTF - Construction Trust Fund	E	
CW - County Wide	EAP - Employee Assistance Program	
CWA - Communications Workers of America	<b>EECBG</b> - Energy Efficiency & Conservation Block Grant	
	<b>EEO -</b> Equal Employment Office/Opportunity	
D	<b>EEOC -</b> Equal Employment Opportunity Commission	
<b>DES</b> - Department of Economic Sustainability	EIC - Emergency Information Center	
DISC - Digital Information Support Center	EMS - Emergency Medical Services	
<b>DJJ</b> - Department of Juvenile Justice	<b>EOC</b> - Emergency Operations Center	

FIS - Federal Inspection Services

ERM - Environmental Resource Management	FMLA - Family Medical Leave Act
EPA - Environmental Protection Agency	FPL - Florida Power & Light
ESGP - Emergency Solutions Grants Program	FRS - Florida Retirement System
ESL - Environmentally Sensitive Land	FS - Florida Statutes
ESS - Electronic Services & Security	FSA - Finance Special Assessment System
EZ - Enterprise Zone	FTA - Federal Transit Administration
	FTC - Film & Television Commission
${f F}$	FTE - Full-Time Equivalent
<b>FAA -</b> Federal Aviation Administration/Financially Assisted Agency	FY - Fiscal Year
FAMO - Fixed Asset Management Office	
FAU - Florida Atlantic University	G
FBI - Federal Bureau of Investigation	GAAP- Generally Accepted Accounting Principles
<b>FBI</b> - Federal Bureau of Investigation <b>FCAT</b> - Florida's Comprehensive Assessment Test	GAAP- Generally Accepted Accounting Principles  GASB - Governmental Accounting Standards Board
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FCAT - Florida's Comprehensive Assessment Test  FCHR - Florida Commission of Human Relations  FDEP - Florida Department of Environmental Protection  FDO - Facilities Development Organization/Operations  FDOT - Florida Department of Transportation	GASB - Governmental Accounting Standards Board GED - General Education Development GFOA - Government Finance Officers Association GI - Group Insurance GIS - Geographic Information System / General Industry Standards
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Voice Response

Н	${f J}$
HB - House Bill	JAC - Juvenile Assessment Centers
<b>HIPPA</b> - Health Insurance Portability and Accountability Act	JAG - Justice Assistance Grant
HIV - Human Immunodeficiency Virus	JARC - Job Access and Reverse Commute
<b>HOME</b> - Home Investment Partnership Program	<b>JDAI -</b> Juvenile Detention Alternatives to Incarceration
HOV - High Occupancy Vehicle	<b>JMHCP -</b> Juvenile Mental Health Collaboration Project
HR - Human Resources	JPA - Joint Participation Agreements
HRIS - Human Resources Information System	JS - Justice Services
<b>HSEEP -</b> Homeland Security Exercise and Evaluation Program	
<b>HUD -</b> Housing & Urban Development	K
HVAC - Heating, Ventilating & Air Conditioning	
	L
I	L  LAN - Local Area Network
I  ICMS - Integrated Case Management System	
	LAN - Local Area Network
ICMS - Integrated Case Management System  IDIS - Integrated Disbursements & Information	LAN - Local Area Network  LAS - Legal Aid Society
ICMS - Integrated Case Management System  IDIS - Integrated Disbursements & Information Systems	LAN - Local Area Network  LAS - Legal Aid Society  LC - Loss Control
ICMS - Integrated Case Management System  IDIS - Integrated Disbursements & Information Systems  IFAS - Institute of Food and Agricultural Sciences	LAN - Local Area Network  LAS - Legal Aid Society  LC - Loss Control  LETF - Law Enforcement Trust Fund
ICMS - Integrated Case Management System  IDIS - Integrated Disbursements & Information Systems  IFAS - Institute of Food and Agricultural Sciences  IFB - Invitation for Bid	LAN - Local Area Network  LAS - Legal Aid Society  LC - Loss Control  LETF - Law Enforcement Trust Fund  LEX - Law Enforcement Exchange  LIHEAP - Low Income Home Energy Assistance
ICMS - Integrated Case Management System  IDIS - Integrated Disbursements & Information Systems  IFAS - Institute of Food and Agricultural Sciences  IFB - Invitation for Bid  IMFP - Impact Fee Program	LAN - Local Area Network  LAS - Legal Aid Society  LC - Loss Control  LETF - Law Enforcement Trust Fund  LEX - Law Enforcement Exchange  LIHEAP - Low Income Home Energy Assistance  Program
ICMS - Integrated Case Management System  IDIS - Integrated Disbursements & Information Systems  IFAS - Institute of Food and Agricultural Sciences  IFB - Invitation for Bid  IMFP - Impact Fee Program  IRB - Industrial Revenue Bonds	LAN - Local Area Network  LAS - Legal Aid Society  LC - Loss Control  LETF - Law Enforcement Trust Fund  LEX - Law Enforcement Exchange  LIHEAP - Low Income Home Energy Assistance  Program  LOS - Levels of Service
ICMS - Integrated Case Management System  IDIS - Integrated Disbursements & Information Systems  IFAS - Institute of Food and Agricultural Sciences  IFB - Invitation for Bid  IMFP - Impact Fee Program  IRB - Industrial Revenue Bonds  ISO - Insurance Services Office	LAN - Local Area Network  LAS - Legal Aid Society  LC - Loss Control  LETF - Law Enforcement Trust Fund  LEX - Law Enforcement Exchange  LIHEAP - Low Income Home Energy Assistance  Program  LOS - Levels of Service  LSF - Lutheran Services of Florida  LTCMCP - Long-Term Care Managed Care

M	О
MAP - Mortgage and Housing Assistance Program / Moving Ahead for Progress	O&M - Operations & Maintenance
MFD - Multi-Function Devices	<b>OCR -</b> Office of Community Revitalization
MGD - Million Gallons Per Day	<b>OEO -</b> Office of Equal Opportunity
MPFC - Max Plank Florida Corporation	<b>OFMB</b> - Office of Financial Management & Budget
MPO - Metropolitan Planning Organization	OIG - Office of Inspector General
MSBU - Municipal Services Benefit Unit	OSBA - Office of Small Business Assistance
MSTD - Multiple Service Taxing District	<b>OSHA -</b> Occupational Safety & Health Administration
MSTU - Multiple Service Taxing Unit	
	P
N	PA - Personnel Action
NAV - Non Ad Valorem	PAPA - Property Appraiser Public Access
<b>NENA -</b> Northeast Everglades Natural Areas	PBC - Palm Beach County
<b>NER -</b> New Employee Requisition	PBCCC - Palm Beach County Convention Center
NG - Next Generation	PBCHD - Palm Beach County Health Department
NIMS - National Incident Management System	PBIA - Palm Beach International Airport
NOC - Network Operations Center	PBMI - Palm Beach Marine Institute
<b>NPBCID</b> - North Palm Beach County Improvement District	PBSO - Palm Beach Sheriff's Office
<b>NPDES -</b> National Pollution Discharge Elimination System	PBX - Private Bench Exchange
NSF - Non Sufficient Funds	PC - Personal Computer
NSP - Neighborhood Stabilization Program	PCI - Property and Casualty Insurance
	PDF - Portable Data/Document File

PHI - Protected Health Information

**PM** - Preventive Maintenance S S/M/WBE - Small/Minority/Women's Business **PPM** - Policies & Procedures Manual/Memoranda Enterprise **PPO - Preferred Provider Organization SART -** Sexual Abuse Response Team PO - Purchase Order **SBE -** Small Business Enterprise **PPACA -** Patient Protection and Affordable Care **SBFS** - Salaries and Benefits Forecasting System PUD - Planned Use Development **SCADA -** Supervisory Control and Data Acquisition **SFWMD** - South Florida Water Management PZB - Planning, Zoning & Building District **SHIP - State Housing Initiative Program SIRP** - Self Insured Retention Plan O **SOE** - Supervisor of Elections **STEM** - Science, Technology, Engineering, R **Mathematics R&S** - Recruitment & Selection **SUID -** Sudden Unexpected Infant Deaths **RESTORE-** Regional & State Transitional Offender Reentry **RFP** - Request for Proposal T **TAC** - Technical Architecture Committee / **RFPA** - Request for Project Assignment **Technical Advisory Committee RFQ** - Request for Quote TD - Transportation Disadvantaged **RFS** - Request for Submittal **TDC** - Tourist Development Council **RICO -** Racketeer Influenced and Corrupt **TEA** - Time Entry Application Organization **RLF** - Revolving Loan Fund **TIP** - Transportation Improvement Program **ROMA - Results Oriented Management and** TRIM - Truth in Millage Law Accountability TSM&O - Transportation System Management and RV - Recreational Vehicle

**Operations** 

U **WRDA -** Water Resource Development Act **WUD -** Water Utilities Department **UC** - Unified Communication **UF** - University of Florida **UHT -** Universal Housing Trust Program X **UJTC** - Urban Job Tax Credit **ULDC** - Unified Land Development Code Y **UPWP** - Unified Planning Work Program **YASI** - Youth Assessment Screening Inventory **USDA** - United States Department of Agriculture **USLA -** United States Lifesaving Association Z **UV -** Ultra-Violet  $\mathbf{V}$ **VFH** - Vehicle for Hire **VoIP -** Voice over Internet Protocol **VPK** - Voluntary Pre-Kindergarten **VSA** - Very Special Arts **VSIP -** Voluntary Separation Incentive Program

W

**WAN -** Wide Area Network

**WC** - Worker's Compensation

**WHC** - Working in a Higher Classification

Wi-Fi - Wireless Fidelity

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