

VILLAGE OF ROYAL PALM BEACH  
GENERAL FUND - 001  
BUDGET SUMMARY

CATEGORY	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET	FY 2018 PERCENT CHANGE
Current Revenues	20,090,791	39,407,257	19,931,734	19,839,486	20,185,303	1.27%
Carryover	3,424,671	3,990,450	3,046,224	3,046,224	3,352,350	10.05%
<b>TOTAL REVENUES</b>	<b>23,515,462</b>	<b>43,397,707</b>	<b>22,977,957</b>	<b>22,885,710</b>	<b>23,537,651</b>	<b>2.44%</b>

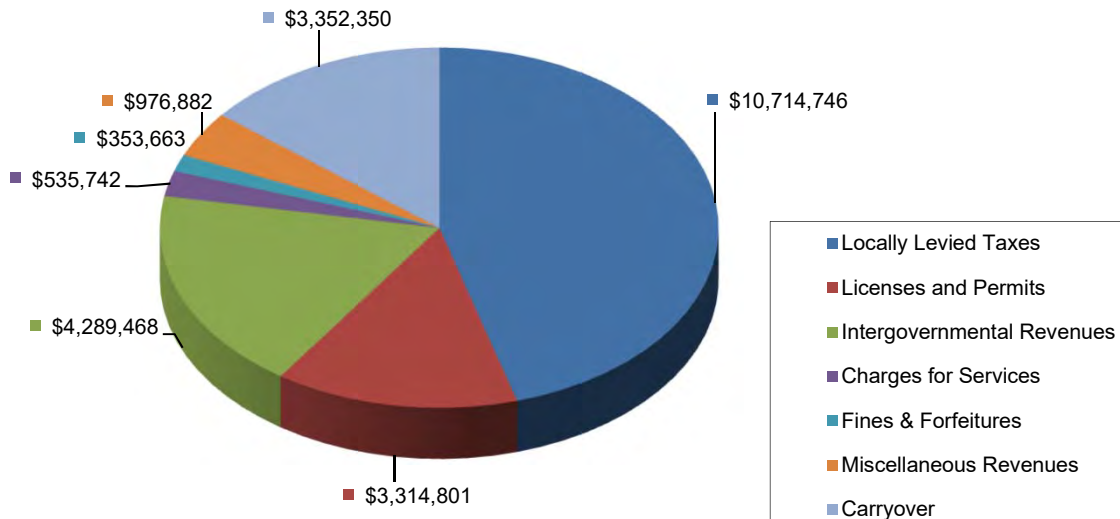
DEPARTMENT	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET	FY 2018 PERCENT CHANGE
<b>Operating Expenditures:</b>						
Village Council	231,267	245,570	261,597	262,616	291,641	11.48%
Village Manager	1,369,681	1,448,676	1,663,162	1,476,097	1,678,383	0.92%
Finance	1,224,141	1,342,347	1,620,860	1,381,454	1,640,963	1.24%
Legal	351,185	325,306	304,000	276,050	304,000	0.00%
Police	7,252,303	7,325,808	7,567,314	7,565,383	7,718,460	2.00%
Community Development	1,109,795	1,224,372	1,278,798	1,144,158	1,333,043	4.24%
Engineering	582,845	744,470	865,800	849,143	871,805	0.69%
Public Works	2,073,779	2,155,943	2,412,999	2,194,479	2,547,573	5.58%
Parks & Recreation	4,129,648	4,250,021	4,926,384	4,231,938	5,004,568	1.59%
Non-Departmental	1,790,499	1,792,124	2,077,043	2,060,896	2,147,215	3.38%
<b>Sub-Total</b>	<b>20,115,143</b>	<b>20,854,637</b>	<b>22,977,957</b>	<b>21,442,213</b>	<b>23,537,651</b>	<b>2.44%</b>
<b>Transfers</b>	<b>900,000</b>	<b>910,000</b>				
<b>Debt Service</b>	<b>1,669,314</b>	<b>16,473,822</b>				
<b>Sub-Total</b>	<b>2,569,314</b>	<b>17,383,822</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL DEPARTMENTS</b>	<b>22,684,457</b>	<b>38,238,459</b>	<b>22,977,957</b>	<b>21,442,216</b>	<b>23,537,651</b>	<b>2.44%</b>

VILLAGE OF ROYAL PALM BEACH  
GENERAL FUND - 001  
CATEGORY SUMMARY

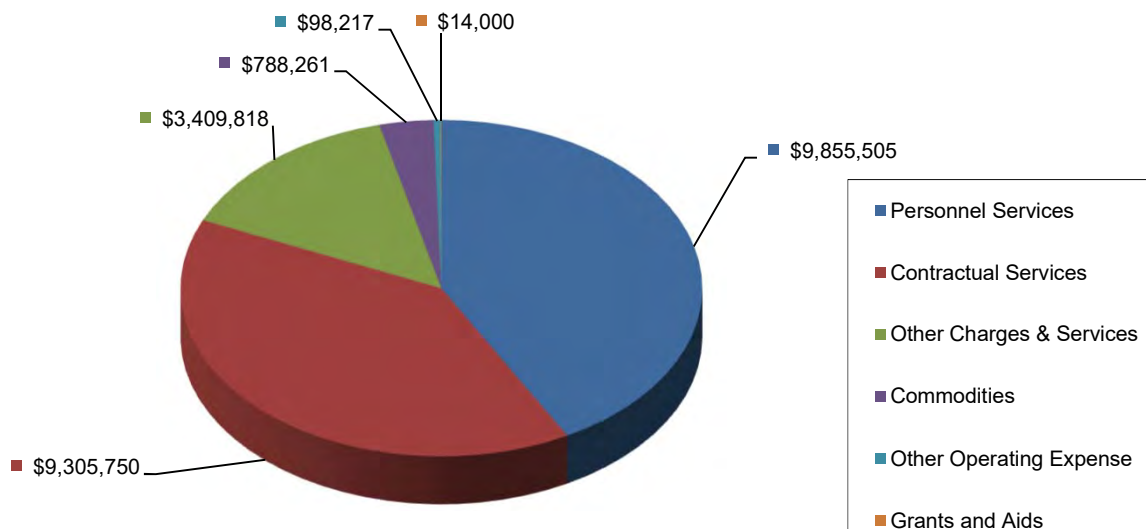
OBJECT CODE NO.	CATEGORY	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
3110000/3199999	Locally Levied Taxes	9,656,793	10,199,339	10,456,730	10,397,644	10,714,746
3200000/3299999	Licenses and Permits	3,797,903	3,823,242	3,378,163	3,135,492	3,314,801
3300000/3399999	Intergovernmental Revenues	4,066,091	4,308,899	4,226,858	4,194,682	4,289,468
3400000/3499999	Charges for Services	699,121	601,550	533,242	582,770	535,742
3500000/3599999	Fines & Forfeitures	482,065	536,824	279,349	461,610	353,663
3600000/3699999	Miscellaneous Revenues	1,388,818	2,112,579	1,057,393	1,067,288	976,882
3800000/3899999	Transfer From Other Funds	3,014,040	17,824,824			
3900000/3999999	Carryover		3,990,450	3,046,224	3,046,224	3,352,350
	<b>TOTAL AVAILABLE</b>	<b>23,104,831</b>	<b>43,397,707</b>	<b>22,977,957</b>	<b>22,885,710</b>	<b>23,537,651</b>

OBJECT CODE NO.	CATEGORY	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1000/2999	Personnel Services	7,973,748	8,525,386	9,556,363	8,260,052	9,855,505
3000/3999	Contractual Services	8,600,061	8,712,222	9,216,622	9,012,067	9,305,750
4000/4999	Other Charges & Services	2,741,680	2,844,831	3,226,908	3,261,195	3,409,818
5000/5399	Commodities	725,517	697,551	835,768	804,523	788,261
5400/5999	Other Operating Expense	52,666	61,647	90,197	83,075	98,217
6000/6999	Departmental Capital Outlay	7,471		38,100	7,301	66,100
8000/8999	Grants and Aids	14,000	13,000	14,000	14,000	14,000
	<b>TOTAL OPER EXPENDITURES</b>	<b>20,115,143</b>	<b>20,854,637</b>	<b>22,977,957</b>	<b>21,442,213</b>	<b>23,537,651</b>
7000/7999	Debt Service	1,669,314	16,473,822			
8000/8999	Transfers	900,000	910,000			
	<b>TOTAL EXPENDITURES</b>	<b>22,684,457</b>	<b>38,238,459</b>	<b>22,977,957</b>	<b>21,442,216</b>	<b>23,537,651</b>

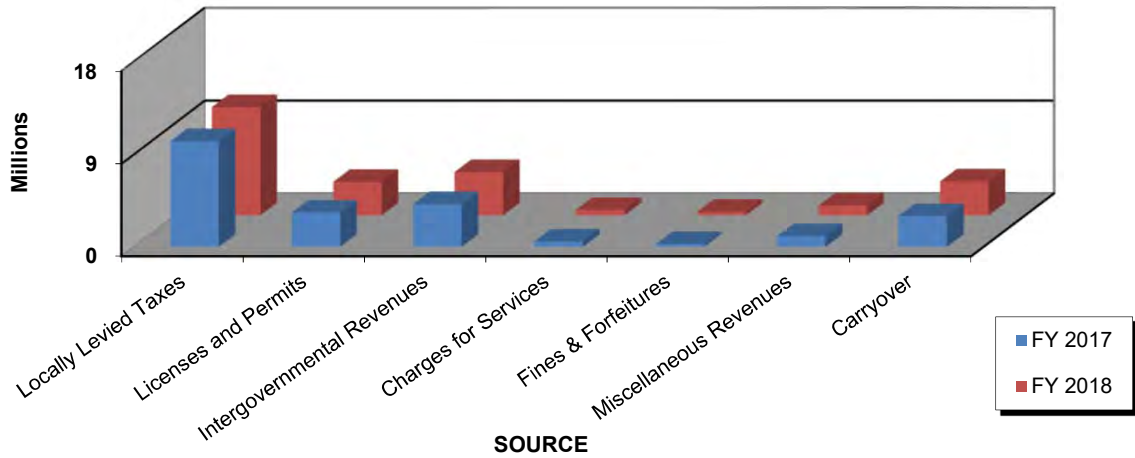
## REVENUE BY SOURCE GENERAL FUND



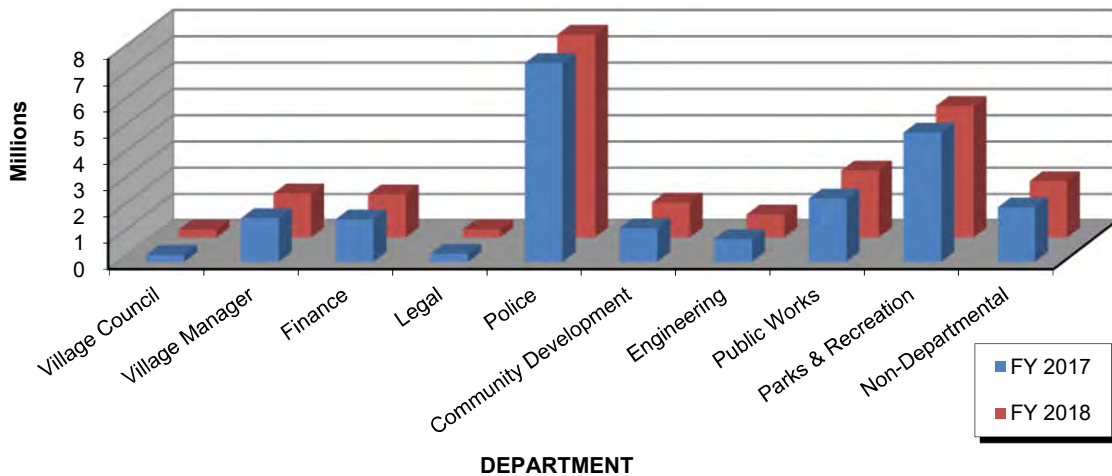
## EXPENDITURE BY TYPE GENERAL FUND



## REVENUE COMPARISON GENERAL FUND



## EXPENDITURE COMPARISON GENERAL FUND



VILLAGE OF ROYAL PALM BEACH  
GENERAL FUND - 001/REVENUE PROJECTIONS  
FY 2018 BUDGET

REVENUE CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<u>Locally Levied Taxes</u>						
3111000	Ad Valorem Taxes - Current	3,768,519	4,213,344	4,573,062	4,573,062	4,916,867
3112000	Ad Valorem Taxes - Delinquent	(1,545)	59,481	10,000	44,583	10,000
3124100	Local Option Gas Tax	482,726	499,269	484,775	505,051	517,677
3124110	Second Six Cent Tax	226,255	232,599	229,142	239,378	245,363
3141000	Electricity	2,650,189	2,755,211	2,737,896	2,626,522	2,705,317
3143000	Water Utilities	478,615	487,357	511,455	551,904	568,461
3144200	Amerigas Eagle	12,379	13,119	13,000	8,533	13,000
3144600	FL Public Utilities	44,265	66,922	45,000	45,738	45,000
3144900	Gas Util - Other	46,930	42,078	43,600	54,181	48,763
3151000	Telecommunications Svc Tax	1,243,714	1,134,368	1,104,053	1,043,945	939,550
3161000	Business Tax Receipts	704,746	695,591	704,747	704,747	704,747
	Sub-Total	9,656,793	10,199,339	10,456,730	10,397,644	10,714,746
<u>Licenses and Permits</u>						
3221000	Building Permits	635,543	559,887	300,104	365,936	600,000
3223000	Garage Sale Permits	4,572	6,005	5,500	2,675	5,500
3231000	Franchise Fee - Electric	2,050,324	2,027,444	2,062,061	1,830,177	1,875,931
3233000	Franchise Fee - Water	537,474	579,051	627,507	536,458	557,916
3234000	Franchise Fee - Gas	8,964	27,784	15,000	14,431	15,000
3237000	Franchise Fee - Solid Waste	202,313	195,342	199,691	199,760	204,154
3292000	Site Plan Application Fee	85,902	55,625	30,000	59,875	30,000
3293000	Engineering Plan Review	181,360	369,703	137,000	107,280	25,000
3294000	Site Plan Acreage Fee	90,381	1,200		17,600	0
3299000	Other Permits and Fees	1,070	1,201	1,300	1,300	1,300
	Sub-Total	3,797,903	3,823,242	3,378,163	3,135,492	3,314,801
<u>Intergovernmental Revenues</u>						
3312010	Federal Grant - Public Safety	8,100	6,155		0	0
3319000	Federal Grant - Other				0	0
3343200	State Grant - Dept Comm Affairs				0	0
3343300	State Grant - FDOT	133,644	137,650		0	0
3349000	State Grant - Other	2,164			2,164	0
3351200	State Revenue Sharing	1,100,828	1,173,405	1,115,485	1,109,690	1,137,432
3351500	Alcoholic Bev Licenses	13,192	13,577	14,500	12,575	14,500
3351800	Half Cent Sales Tax	2,709,574	2,881,766	3,006,737	2,961,991	3,036,041
3351900	Motor Fuel Tax Rebate	4,524	4,741	4,136	4,532	4,000
3382000	Business Tax Receipts	75,558	71,625	72,000	68,132	69,495
3387000	SWA Recycling Program	18,507	19,980	14,000	35,598	28,000
	Sub-Total	4,066,091	4,308,899	4,226,858	4,194,682	4,289,468
<u>Charges for Services</u>						
3413000	Sale-Maps/Publications	1,821	3,299	2,042	3,801	2,042
3419010	Fee-Certify, Copy, Research	106,342	93,906	50,000	85,073	60,000
3419020	Zoning Fees	20,400	9,100		12,277	0
3419030	Election Filing Fees	40	60	100	74	100
3439000	Lot Mowing and Clearing	3,440	5,200	4,600	7,311	4,600
3472110	Athletics Programs	152,073	114,900	112,000	112,000	112,000
3472120	Arts & Crafts Programs-Recreation	66,488	57,255	57,000	57,000	57,000
3472125	Arts & Crafts Programs-Cultural	14,864	11,138	14,000	10,667	0
3472130	Social/Special Events-Recreation			1,500	0	0
3472135	Social/Special Events-Cultural	107,507	65,834	60,000	60,000	60,000
3472140	Health/Fitness Programs	59,682	60,060	62,000	60,000	60,000
3472150	Spring/Summer Camp-Recreation	101,022	111,605	110,000	110,000	115,000
3472155	Spring/Summer Camp-Cultural				0	0
3472160	Other Programs	1,820	1,480		2,068	0
3472170	Seniors Programs	62,537	67,013	60,000	62,500	65,000
3472800	Part Time Labor	1,085	700		0	0
	Sub-Total	699,121	601,550	533,242	582,770	535,742

VILLAGE OF ROYAL PALM BEACH  
GENERAL FUND - 001/REVENUE PROJECTIONS  
FY 2018 BUDGET

REVENUE CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<u>Fines &amp; Forfeitures</u>						
3511000	Court Fines - County	39,497	29,253	31,349	25,663	25,663
3512000	Confiscated Property	2,538			0	0
3513000	Police Education	4,150	2,771		2,337	0
3519000	Other				0	0
3541000	Building Dept Fines	3,679	2,095	500	2,119	500
3542000	Parking Fines	8,220	3,910	2,500	6,258	2,500
3543000	Code Enforcement Fines	335,531	409,320	165,000	348,801	250,000
3544000	False Alarm Fine	88,450	89,475	80,000	76,431	75,000
3590000	Other Fines/Forfeitures				0	0
	Sub-Total	482,065	536,824	279,349	461,610	353,663
<u>Miscellaneous Revenue</u>						
					0	
3610100	Interest Earnings-Operating	6,000	757	5,000	5,000	5,000
3611900	Interest Earnings-Invest Portfolio	78,767	104,243	62,000	91,796	62,000
3613000	Interest on Ad Valorem Taxes	101	149	500	500	500
3619400	Interest-UnRealized Gains/Losses				0	0
3621000	Rent-Veteran's Park Cafés				0	0
3621500	Rent-Commons Park Café	5,949	7,698		8,180	0
3622000	Rent-Harvin Center-Tax Exempt	55,961	49,763		50,524	0
3622100	Rent-Harvin Center-Taxable				0	0
3623000	Rent-RV Lot	40,437	1,418		2,616	0
3624000	Rent - Telecommunications	185,711	212,842	183,293	233,083	233,083
3625000	Rent-Fire Facilities	225,000	224,687	225,000	126,300	126,300
3627110	Cultural Center	830	3,371	70,000	45,000	15,000
3627120	Recreation Center			1,000	1,000	1,000
3627130	Parks Facilities	229,019	254,676	60,000	65,000	65,000
3627140	RPB Boat Launch	250				0
3627160	Sporting Center			120,000	85,000	85,000
3627210	Cultural Center-Tax Exempt			40,000	55,000	35,000
3627220	Recreation Center-Tax Exempt			2,000	1,000	1,000
3627230	Parks Facilities-Tax Exempt	105,608	137,497	32,000	45,000	45,000
3627240	Boating-Tax Exempt	1,000				0
3627250	Driving Range	57,728	54,020	55,000	55,000	55,000
3627260	Sporting Center - Tax Exempt			8,000	3,000	2,000
3629000	Misc Rents & Royalties	1,988	1,905	5,000	2,280	5,000
3642200	Surplus Lands				0	0
3643100	Surplus Buildings		768,354		0	0
3643200	Surplus Equipment	14,607		5,000	5,000	5,000
3644200	Insurance Proceeds	5,000	32,657	10,000	9,947	10,000
3644300	Other Proceeds	800			0	0
3659000	Other Scrap & Surplus	4,741	1,928	2,500	943	1,000
3669000	Other Contributions	46,850	42,500	75,000	62,400	65,000
3671010	Vegatative Removal	975	675	400	554	400
3699000	Other Misc Revenues	70,848	62,404	4,000	33,660	6,000
3699100	Fair Share 3.4% Admin Fee	58,967	9,941	3,000	3,600	21,334
3699200	Impact Fee-3% Admin Fee	13,185	5,407	3,000	846	41,565
3699300	Radon Surcharge - 5% Admin Fee	1,276	828	3,000	768	3,000
3699400	B Permit Cert Surcharge - Admin	1,014	828	400	768	400
3699500	Transfer-Utility Fund 407	29,316	29,316	32,300	0	32,300
3699700	Foreclosure Registration	78,000	47,400	35,000	39,877	35,000
3699800	Legal Fees - Developers	68,890	57,315	15,000	33,646	20,000
	Sub-Total	1,388,818	2,112,579	1,057,393	1,067,288	976,882
<u>Non-Revenue</u>						
3810401	Transfer-Utility Fund 401					
3810304	Transfer-Util Sale Capital Constr	3,014,040	17,824,824	0	0	0
3990100	Carryover	3,424,671	3,990,450	3,046,224	3,046,224	3,352,350
	Sub-Total	6,438,711	21,815,274	3,046,224	3,046,224	3,352,350
TOTAL AVAILABLE GENERAL FUND		26,529,502	43,397,707	22,977,958	22,885,710	23,537,653

# MAJOR REVENUE SOURCES

## PROPERTY TAX

### General Description

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

### Property Assessment Procedure

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

### Exemptions

Every person who has the legal title or beneficial title in equity to real property in the State of Florida and who resides thereon and in good faith makes the same his or her permanent residence or the permanent residence of others legally or naturally dependent upon such person is entitled to an exemption from ad valorem taxation by counties up to the assessed valuation of \$25,000 on the residence and contiguous real property. In January of 2008 a change to double this amount to \$50,000 was voted on and approved by the residents of the State. Other exemptions from the ad valorem tax include property owned by certain permanently and totally disabled persons; renewable energy sources improvements; inventory; property used by hospitals, nursing homes, homes for special services and property used by homes for the aged; educational property; property owned and used by labor organizations; community centers; governmental property; property owned by not-for-profit sewer and water companies; and the first \$500.00 of property of every widow and widower. Blind persons and disabled persons receive an exemption based on percentage of disability. In addition to the above, the Village in 2001 adopted Ordinance 618 which provided an additional homestead exemption in the amount of \$5,000 for persons sixty-five (65) years and older in accordance with Sec. 196.075, *Florida Statutes*.

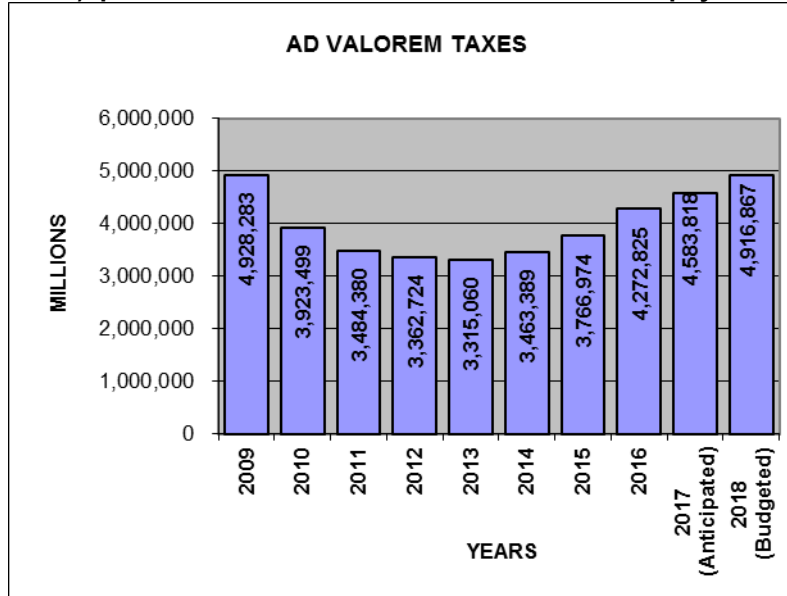
### Levy Of Ad Valorem Taxes

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

## Tax Collection Procedure

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

The Statutes relating to the enforcement of county ad valorem taxes (and thus municipal property taxes) provide that such taxes become due and payable on November 1 of the year in which



assessed or as soon thereafter as the certified tax roll is received by the Tax Collector. If paid during November or the following three (3) months, the taxpayer is granted a discount which is equal to four percent (4%) in November and which decreases pro rata monthly to one percent (1%) in February. All taxes become delinquent on April 1 following the year in which they are assessed or immediately after sixty (60) days have expired from the mailing of the original tax notice, whichever is later, and the tax collector is required to collect taxes prior to the date of delinquency and to institute statutory procedures upon delinquency to collect assessed

taxes. Delay in the mailing of tax notices to taxpayers results in a delay throughout the process.

As a pre cursor to historical trends shown later in this writing the following table representing changes in population and assessed valuation is provided:

### HISTORICAL GROWTH DATA

Fiscal Year Ended	Population	Assessed Valuation (000)	Millage Rate
2009	31,864	2,603,092	1.97
2010	31,567	2,143,200	1.93
2011	31,201	1,894,086	1.92
2012	34,140	1,839,841	1.92
2013	34,234	1,802,769	1.92
2014	34,421	1,878,172	1.92
2015	35,285	2,051,341	1.92
2016	36,265	2,269,436	1.92
2017	36,731	2,507,161	1.92
2018 Budgeted	37,138	2,695,650	1.92



## 2017/18 Budget Year

The major components that determine the amount of revenue projected to be received in this category are: 1) the taxable value of new construction appearing on the tax rolls for the first time and 2) the proposed taxable values (net of exemption) of current real and personal property within the Village.

In FY 2017-2018 this source represents 20.9% of total General Fund revenues. The general operating tax millage rate is recommended to remain at \$1.9200 per thousand dollars of assessed valuation.

Based on data received this year it appears that we continue to be on track for normal growth in property values. Gross taxable value of both real and personal property is estimated to increase from \$2,510 billion to \$2,695 billion, an increase of \$185 million representing an increase in taxable property values of 7.4%, which is a continuing annual trend indicating a very stable future outlook. New additions, annexations and construction comprise \$8.9 million of the gross taxable value. The primary source of this increase in taxable value is the impact of current economic conditions as they prevail throughout the State.

Delinquent tax receipts are estimated at \$10,000 for FY 2018. Those taxpayers who do not pay their taxes by March 31 of any given year derive this revenue source. The budget was adjusted to reflect the projected delinquent tax receipts for FY 2018

### MILLAGE RATE ILLUSTRATION

The FY 2017-2018 tax millage rate of \$1.9200 per \$1,000 of assessed value will have the following property tax impact on homes valued from \$125,000 to \$225,000:

Value of Property	\$125,000	\$175,000	\$225,000
Less Homestead	(50,000)	(50,000)	(50,000)
Taxable Value	\$75,000	\$125,000	\$175,000
Millage Rate	\$1.9200	\$1.9200	\$1.9200
Tax Bill	\$144.00	\$240.00	\$336.00

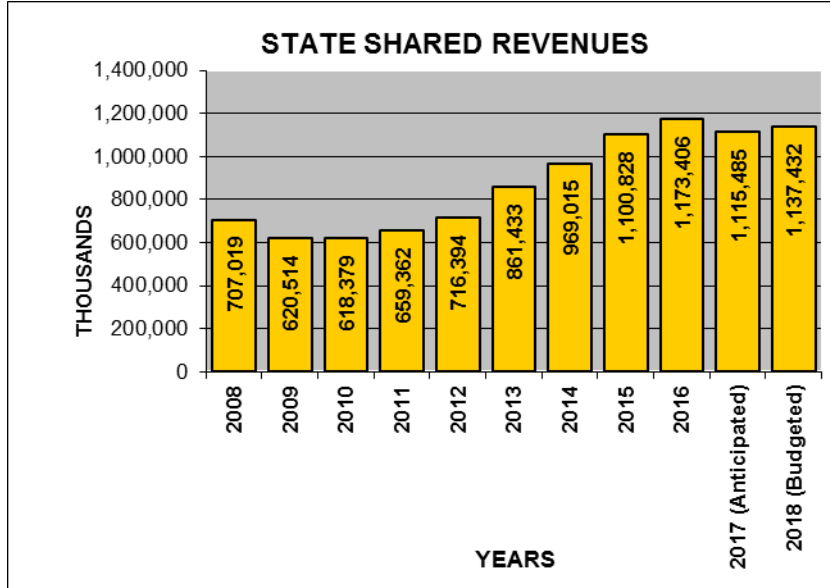
### SHARED REVENUES

Revenues in this category are developed by first contacting the various state agency's for data and fiscal trends that they are project for the new year as well as studying historical trends.

#### State Shared Revenue

Sharing of certain state revenues with cities and counties began in Florida at least as early as 1931. Financial rescue of the counties from their overwhelming boom period road debts from the 1920's came principally through sharing of the state's motor fuel tax. Little sharing with cities occurred until the state cigarette tax collections were made available to them in 1949. The Florida Revenue Sharing Act of 1972 was a major attempt by the legislature to ensure an equitable distribution at a minimum level of revenue across counties and municipalities. The current structure of the revenue sharing program has three revenue sources for municipalities: Cigarette Tax, One-cent Municipal Gas Tax and the State Alternative Fuel Decal Users Fee. There are several criteria a local government must meet in order to qualify to receive funds. For Governments eligible in 1972: levy ad valorem taxes (excluding debt service and other special millage) that will produce the equivalent of three mills per dollar of assessed valuation on the 1973 property tax base, or collect an equivalent amount of revenue from an occupational license tax, or a utility tax (or both) in

combination with the ad valorem tax. Other requirements include annual post audits of financial



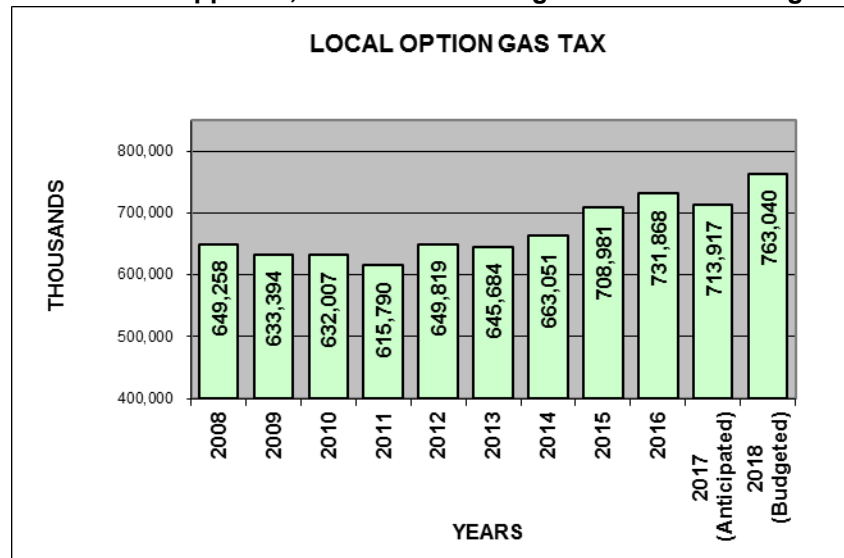
accounts, certification of compliance with (TRIM) Truth in Millage. Funds for the above referenced revenue sources are collected in a trust and net of administrative costs are distributed monthly to qualified recipients based on an apportionment formula comprised of three factors: weighted population, sales tax and relative ability to raise revenue. For the most part, the shared revenue sources have declined steadily over the past four years as they are directly related to reduced population growth and the continuing recession. However, due to our

increased population numbers, this revenue stream will generally increase each year.

### Local Option Gas Tax

Local governments are authorized to impose a tax of 1 cent to 6 cents on every gallon of motor fuel and special fuel sold at the retail level. Local Option Gas Taxes are enacted by a majority vote of a county's governing board or upon referendum approval, if an inter-local agreement concerning the distribution of the tax proceeds is established between the local governments in the county.

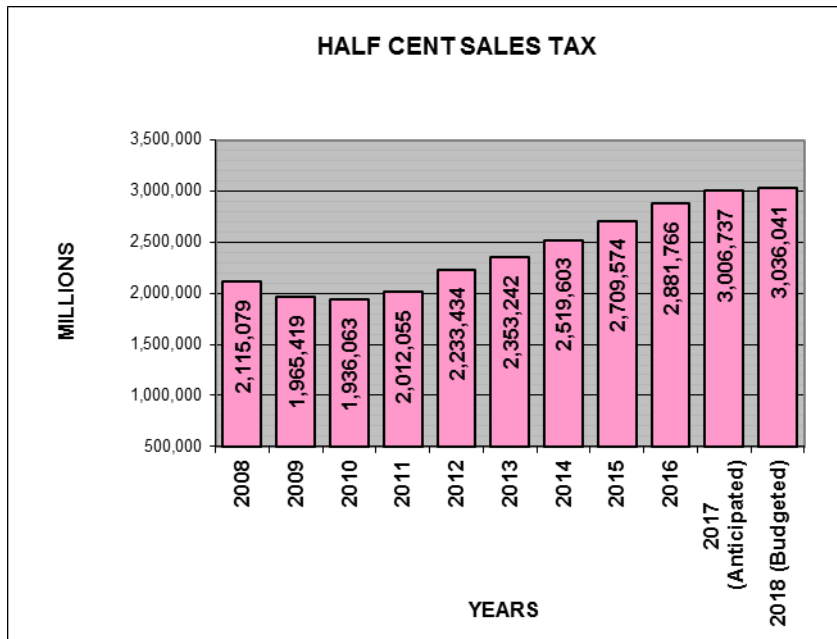
The Village participates in two separate and distinct Interlocal Agreements relative to Local Option Gas Tax as follows:



1. In 1986, an Interlocal Agreement was signed which provided a distribution formula for the six cent gas tax in effect of 1/3 of all sums collected to municipalities and 2/3 of all sums collected to the county. That Agreement was scheduled to sunset June 1, 1995. The Palm Beach County Municipal League aggressively negotiated with the County to retain that distribution formula when a new Agreement was signed.
2. A second Interlocal Agreement was signed in August 1993 providing a distribution formula for an additional five cent gas tax which the state legislation authorized the county commission to levy and the county commission approved on July 20, 1993. The approved distribution formula is 21% of all sums collected by the County from the State to municipalities and 79% of all sums collected to the County. The Agreement is written to terminate at such time as the gas tax proceeds are no

longer collected and distributed, with the distribution formula scheduled for review annually.

## Half Cent Sales Tax



In 1982, the State sales tax was increased from 4% to 5% with .5% distributed to counties and municipalities. In 1985, the law was amended to provide that 9.697% of all sales tax receipts, except out-of-state taxes collected, is returned to municipalities and counties. The amount distributed to each local government is calculated by first determining the amount of sales tax to be distributed among the county government and the municipalities within the county based on a formula which is based on various population and other factors.

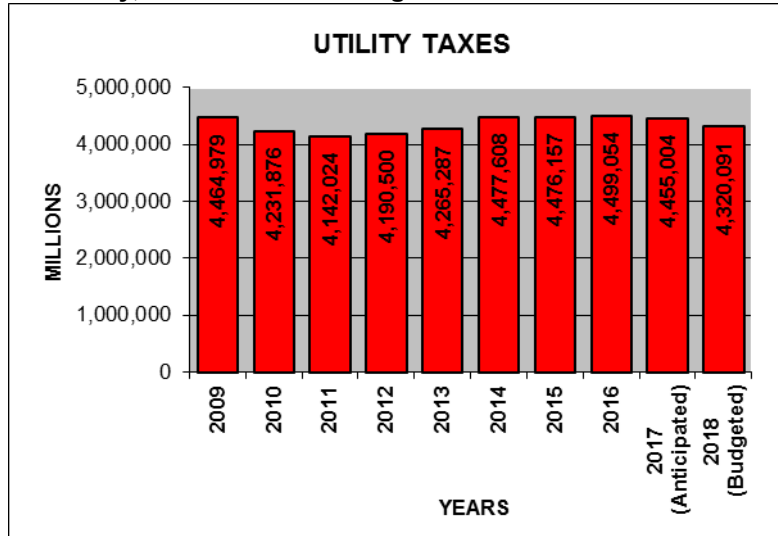
Like the sales tax itself, the proceeds from the sales tax distributed to local governments are subject to cyclical variations based on the level of economic activity within the particular month. In 1987, the State expanded the base upon which the sales tax is levied by including several services formerly exempted. Effective February 1, 1988, the sales tax on goods was increased to 6%. Effective January 1, 2017 the sales tax on goods was increased to 7%, based on a vote by the residents of the County. The additional 1% will be used to provide money for capital outlay associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of five (5) or more years and any related land acquisition, land improvement, design and engineering costs.

STATE SHARED REVENUES				
Fiscal Year Ended	State Revenue Sharing	Half Cent Sales Tax	Local Option Gas Tax	Total
2008	707,019	2,115,079	649,258	3,471,356
2009	620,514	1,965,419	633,394	3,219,327
2010	618,379	1,936,063	632,007	3,186,449
2011	659,362	2,012,055	615,790	3,287,207
2012	716,394	2,233,434	649,819	3,599,647
2013	861,433	2,353,242	645,684	3,860,359
2014	969,015	2,519,603	663,051	4,151,669
2015	1,100,828	2,709,574	708,981	4,519,383
2016	1,173,406	2,881,766	731,868	4,787,040
2017 (Anticipated)	1,115,485	3,006,737	713,917	4,836,139
2018 (Budgeted)	1,137,432	3,036,041	763,040	4,936,513

Both Utility Taxes and Franchise Fees are developed by historical trend analysis as well as gathering detailed data and projections from the various Utility Companies and Franchisee's.

## Utility Tax

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



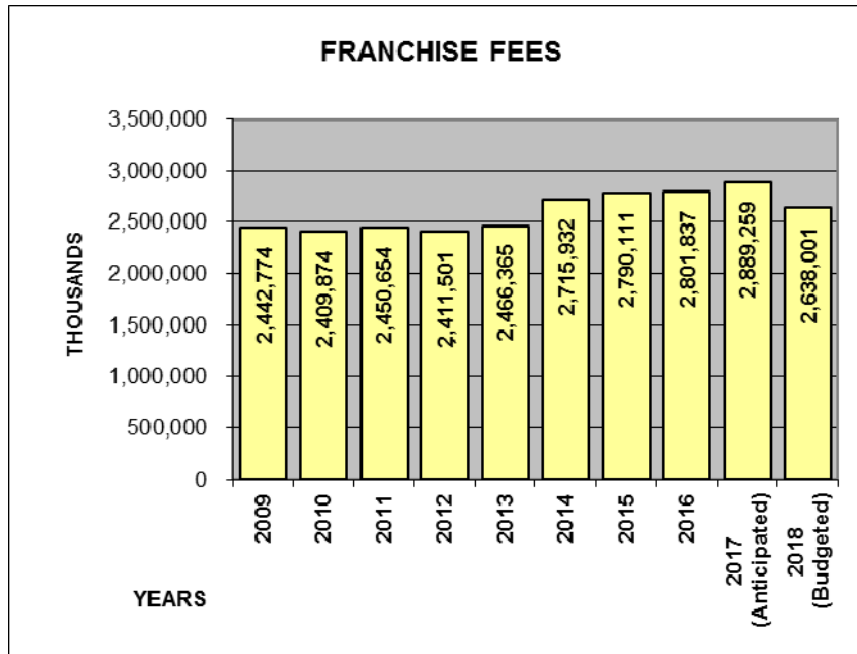
In FY 2001, the Florida Legislature adopted the new Communications Tax Simplification law that went into effect on October 1, 2001. This legislation combined the Telecommunications utility tax as well as the Telecommunications franchise fee and cable franchise fee into one tax rate on a broad base of services. The Village adopted Resolutions 01-33 and 01-34 which set the tax rates for this tax. The rate is 5.1% plus .12% (additional rate for not charging separate permit fees) totaling 5.22%.

Collections from these taxes vary depending on utility usage. The water and electricity utility tax depends to a great extent on weather conditions. Fluctuations may be experienced from these revenue sources which are beyond the ability of the Village to predict or control.

UTILITY TAX					
Fiscal Year Ended	Electricity	Water	Gas	Communications Services Tax	Total
2009	1,996,922	451,599	101,920	1,914,538	4,464,979
2010	2,167,701	446,498	115,104	1,502,573	4,231,876
2011	2,147,928	468,643	112,891	1,412,562	4,142,024
2012	2,160,221	460,779	110,598	1,458,902	4,190,500
2013	2,340,259	466,457	100,775	1,357,796	4,265,287
2014	2,603,701	472,730	118,233	1,282,944	4,477,608
2015	2,650,189	478,615	103,574	1,243,779	4,476,157
2016	2,755,210	487,357	122,119	1,134,368	4,499,054
2017 (Anticipated)	2,737,896	511,455	101,600	1,104,053	4,455,004
2018 (Budgeted)	2,705,317	568,461	106,763	939,550	4,320,091

## Franchise Fees

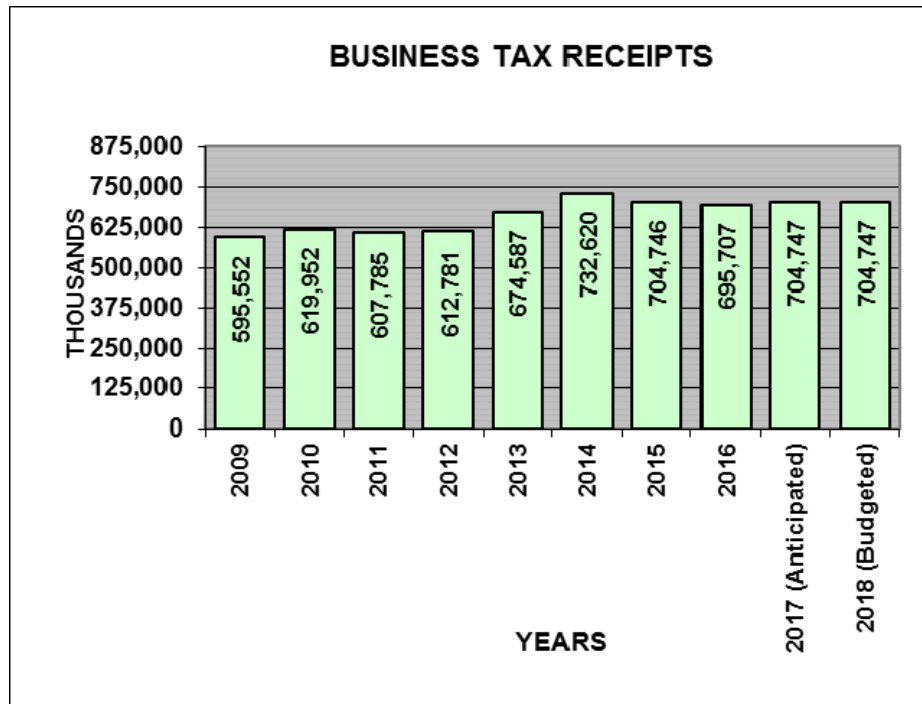
Public utilities operating within the Village of Royal Palm Beach must pay to the Village a franchise fee in return for the right to do business within the Village and for the right to use public rights-of-way. The chart below shows the franchise agreements currently in effect.



FRANCHISE FEES				
Fiscal Year Ended	Electricity	Water	Solid Waste	Total
2009	2,209,219	50,225	183,330	2,442,774
2010	2,017,140	218,736	173,998	2,409,874
2011	1,958,656	318,367	173,631	2,450,654
2012	1,867,777	369,439	174,285	2,411,501
2013	1,837,769	449,737	178,859	2,466,365
2014	1,999,458	524,075	192,399	2,715,932
2015	2,050,324	537,474	202,313	2,790,111
2016	2,027,444	579,051	195,342	2,801,837
2017 (Anticipated)	2,062,061	627,507	199,691	2,889,259
2018 (Budgeted)	1,875,931	557,916	204,154	2,638,001

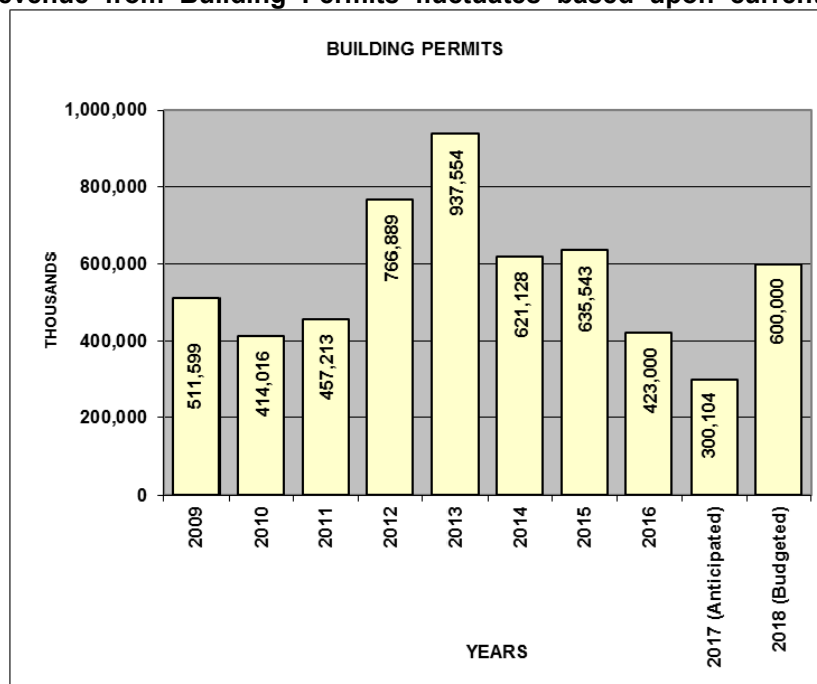
## Business Tax Receipts

Any person engaging in or managing any business, occupation or profession within the corporate limits of the Village of Royal Palm Beach must obtain a business tax receipt. All business tax receipts must be secured at the time the business begins operation and are renewed thereafter each October 1. The fee for each business tax receipt is based on the business in which the entity is engaged.

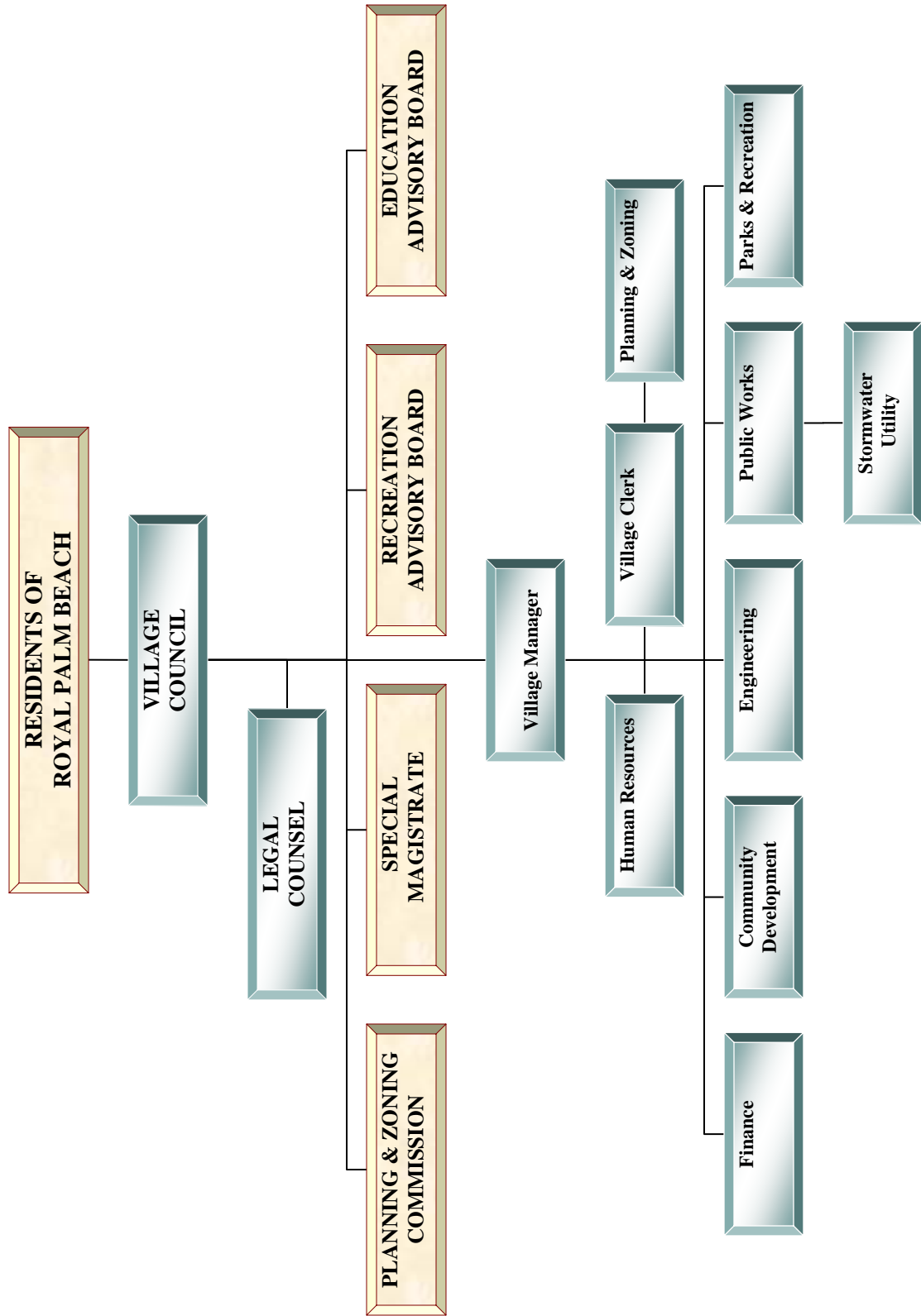


## Building Permits

Permits are required to be issued to any individual or business who does construction work within the corporate limits of the Village. Permits are required for building/electrical, plumbing and mechanical construction. The Revenue from Building Permits fluctuates based upon current economic conditions and major construction projects. In recent years, as shown, Building Permit revenue has declined in direct relationship to the Village nearing build out. However, some of those projects are ready for construction in 2018, hence the increase in projected revenue.



# The Village of Royal Palm Beach Organizational Chart



Village Council

OBJECT CODE NO.	CATEGORY RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1000/2999	Personnel Services	\$ 97,016	\$ 106,013	\$ 100,444	\$ 104,667	\$ 120,952
3000/3999	Contractual Services	61,197	62,162	67,000	75,000	75,000
4000/4999	Other Charges & Services	42,599	46,189	59,643	47,456	60,079
5000/5399	Commodities	0	680	700	800	800
5400/5999	Other Operating Expense	16,455	17,526	19,810	20,693	20,810
6000/6999	Capital Outlay			-	-	-
8000/8999	Grants and Aids	14,000	13,000	14,000	14,000	14,000
Total Operating Expenses		<u>\$ 231,267</u>	<u>\$ 245,570</u>	<u>\$ 261,597</u>	<u>\$ 262,616</u>	<u>\$ 291,641</u>

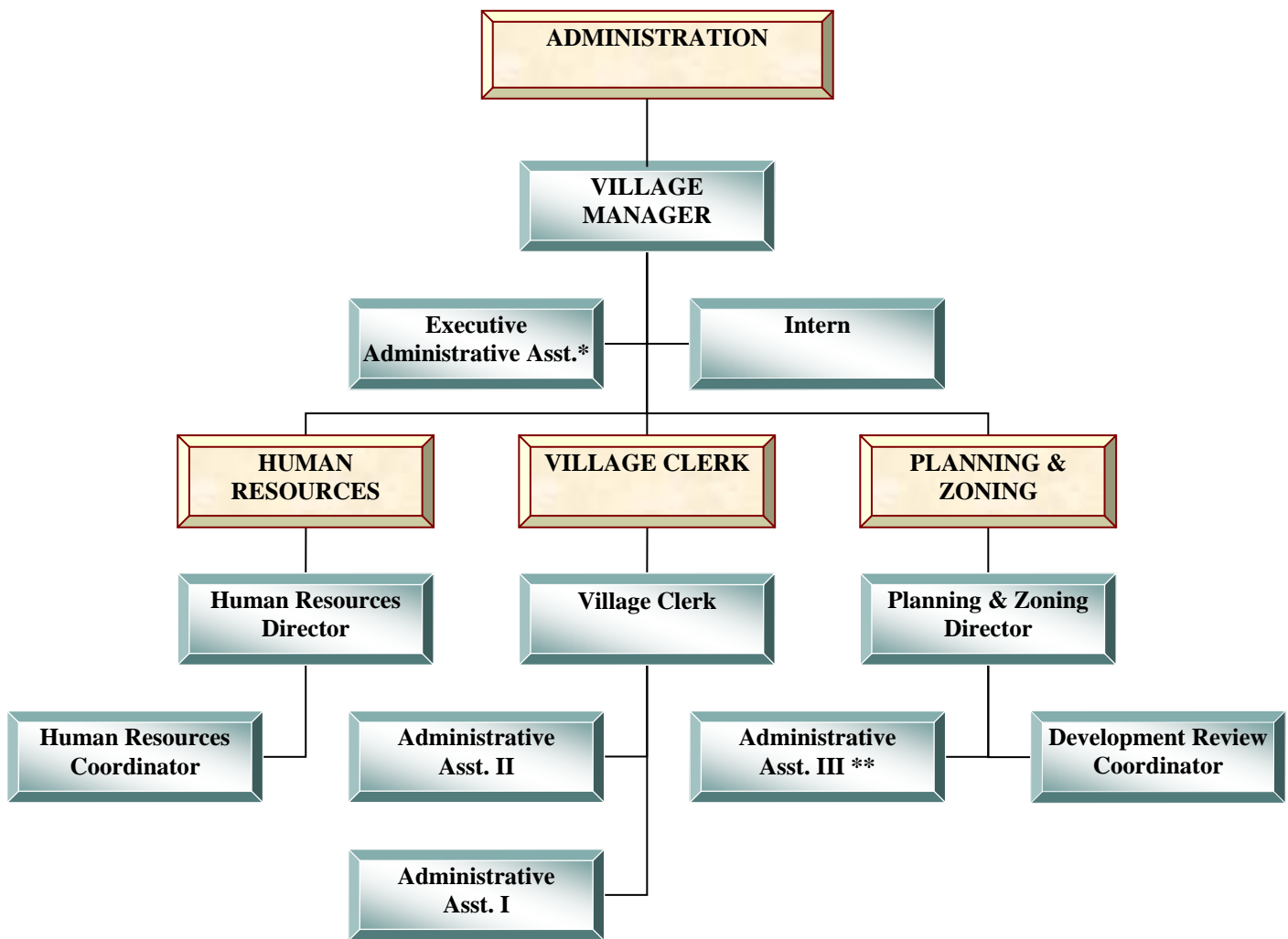
OBJECT CODE NO.	OPERATING RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1100	Legislative	\$ 231,267	\$ 245,570	\$ 261,597	\$ 262,616	\$ 291,641
Total Operating Expenses		<u>\$ 231,267</u>	<u>\$ 245,570</u>	<u>\$ 261,597</u>	<u>\$ 262,616</u>	<u>\$ 291,641</u>



**BUDGETARY ACCOUNT SUMMARY**  
**Village Council**  
**001-1100-511**

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>						
1199	Council Salaries	49,060	49,366	49,939	47,021	50,286
2198	Medicare	1,226	1,229	1,301	1,168	1,311
2199	FICA	5,241	5,253	5,562	4,990	5,607
2299	Retirement Contributions	16,754	24,072	15,930	19,160	23,492
2399	Life/Health Ins.	24,735	26,093	27,712	32,328	40,256
	Sub Total	97,016	106,013	100,444	104,667	120,952
<b>CONTRACTUAL SERVICES</b>						
3190	Other Services - Professional	61,197	62,162	67,000	75,000	75,000
	Sub Total	61,197	62,162	67,000	75,000	75,000
<b>OTHER CHARGES &amp; SVCS</b>						
4011	Travel/Per Diem-Mayor		55	3,400	0	2,500
4012	Travel/Per Diem-Councilperson (Seat 4)	2,572	110	1,290	0	2,500
4013	Travel/Per Diem-Councilperson (Seat 2)	906	211	1,290	0	1,290
4014	Travel/Per Diem-Vice Mayor (Seat 1)	60	1,422	3,400	694	2,500
4015	Travel/Per Diem-Councilperson (Seat 3)	447	150	1,290	220	2,500
4030	Car Allowance	28,490	28,366	28,024	25,230	28,024
4111	Cell Phone Allowance	4,337	4,163	4,424	4,424	4,240
4890	Promotional Activities	3,863	8,365	9,500	15,922	9,500
4920	Legal Ads	400	400	3,525	0	3,525
4990	Other Current Charges	1,524	2,947	3,500	966	3,500
	Sub Total	42,599	46,189	59,643	47,456	60,079
<b>COMMODITIES</b>						
5110	Office Supplies		470	500	600	600
5220	Operating Supplies		210	200	200	200
5240	Furniture/Equipment <\$5,000				-	-
	Sub Total	-	680	700	800	800
<b>OTHER OPERATING EXPENSE</b>						
5410	Subscriptions/Memberships	16,455	17,526	16,310	17,193	17,310
5440	Training/Ed			3,500	3,500	3,500
	Sub Total	16,455	17,526	19,810	20,693	20,810
<b>GRANTS &amp; AIDS</b>						
8302	Local Scholarships	10,000	10,000	10,000	10,000	10,000
8303	RPBHS Project Graduation	1,000		1,000	1,000	1,000
8304	Arbor Day	1,000	1,000	1,000	1,000	1,000
8306	Relay for Life	2,000	2,000	2,000	2,000	2,000
	Sub Total	14,000	13,000	14,000	14,000	14,000
<b>GRAND TOTAL</b>		<b>231,267</b>	<b>245,570</b>	<b>261,597</b>	<b>262,616</b>	<b>291,641</b>

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\* 50% Village Manager / 50% Engineering  
\*\* 50% Planning and Zoning / 50% Engineering

Village Manager

OBJECT CODE NO.	CATEGORY RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1000/2999	Personnel Services	\$ 1,159,032	\$ 1,231,035	\$ 1,221,330	\$ 1,158,677	\$ 1,285,183
3000/3999	Contractual Services	64,451	89,572	272,584	145,401	206,494
4000/4999	Other Charges & Services	120,578	95,183	133,819	136,834	150,387
5000/5399	Commodities	12,401	9,955	16,383	16,038	16,602
5400/5999	Other Operating Expense	13,219	22,931	19,047	19,147	19,717
6000/6999	Capital Outlay	-	-	-	-	-
Total Operating Expenses		<u>\$ 1,369,681</u>	<u>\$ 1,448,676</u>	<u>\$ 1,663,163</u>	<u>\$ 1,476,097</u>	<u>\$ 1,678,383</u>

OBJECT CODE NO.	OPERATING RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1200	Village Manager	\$ 774,935	\$ 803,646	\$ 1,005,280	\$ 837,393	\$ 978,537
1210	Human Resources	284,250	312,999	313,775	304,284	332,248
1215	Planning & Zoning	310,496	332,031	344,107	334,420	367,598
Total Operating Expenses		<u>\$ 1,369,681</u>	<u>\$ 1,448,676</u>	<u>\$ 1,663,162</u>	<u>\$ 1,476,097</u>	<u>\$ 1,678,383</u>

### Department Description

#### Village Manager

The Village Manager serves as the chief administrative officer responsible to the Village Council for the administration of Village affairs, including oversight of the functions and activities of each department, ensures the laws, provisions of the Charter and acts of the council are faithfully executed, prepares and submits the annual budget and comprehensive annual financial report and interacts with citizens regarding the Village's programs and projects.

#### Village Clerk

Record and maintain an accurate record of the official actions of the Village Council and Village Boards. Serve as custodian of Village seal and official records and provide information to the public, Village departments and other governmental agencies.

### Major Objectives

1. Provide clerical assistance, completed reports and recommendations to the Village Council.
2. Prepare and submit a balanced operating budget and a five-year Capital Improvement Program each year to the Council.
3. Ensure complaints and citizen requests are handled by all departments in an expedient and fair manner.
4. Respond to requests for research, information and copies of public records in a timely, courteous and efficient manner.
5. Interact with local community organizations and groups regarding programs, facilities and services provided by the Village.
6. Administer the budget priorities and goals set by the Council through the Village departments.
7. Manages the implementation of all policies, procedures, resolutions and ordinances through the department heads.
8. Coordinate the Village's records management program in compliance with State laws.
9. Conduct municipal elections in accordance with Village, County and State laws.
10. Prepare council meeting agendas for publication and distribution.

Performance/Workload Indicators	Actual 2015-2016	Projected 2016-2017	Estimated 2017-2018
Council meetings	21	24	24
Council Meeting Agenda Items Prepared	250	266	300
No. of minutes pages transcribed	145	250	300
No. of Boards Supported	8	10	9
No. of recorded documents	427	508	400
No. of Newsletters published	4	4	4
No. of PATV/Electronic Sign updates			150
Elections conducted	1	1	1
Annual Budget & CIP, CAFR, Investment report, Financial Model Update	6	7	6
Strategic Plan Policy Change Initiatives	21	23	19
Strategic Plan Initiatives MA,MI,MP/H	66/45	59/50	108/30
Service Delivery Cost/Person	\$562	\$572	\$617

#### Number of Personnel

2015/2016: 4.5 f/t      2016/2017: 4.5 f/t      2017/2018: 4.5 f/t – 1 p/t

#### Major Budget/Service Level Changes

Addition of Administrative Intern

**BUDGETARY ACCOUNT SUMMARY**

Village Manager

001-1200-512

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>						
1199	Executive Salaries	303,354	328,485	297,884	279,039	302,947
1299	Salaries - Regular	133,597	140,823	141,222	142,857	154,965
1499	Overtime	2,392	2,617	4,500	2,245	4,500
2198	Medicare	6,223	6,665	6,424	6,013	6,527
2199	FICA	21,463	22,102	27,469	19,543	28,635
2299	Retirement Contrib	74,344	81,199	75,759	71,658	83,629
2399	Life/Health Ins.	86,922	88,524	86,354	77,150	90,618
	Sub Total	628,295	670,415	639,612	598,504	671,822
<b>CONTRACTUAL SERVICES</b>						
3190	Other Services - Professional	34,182	53,485	234,200	109,155	164,200
3490	Other Contractual Services	1,264	692	1,404	1,404	1,404
	Sub Total	35,446	54,177	235,604	110,559	165,604
<b>OTHER CHARGES &amp; SVCS</b>						
4010	Travel & Per Diem	3,798	2,761	6,365	6,365	6,365
4111	Cell Phone Allowance	1,686	1,628	1,696	1,696	1,696
4420	Leases - Equipment	6,799	5,799	6,590	6,590	6,590
4620	R&M Vehicles	1,873	1,540	2,000	2,000	2,000
4630	R&M Equipment			200	200	200
4710	Printing & Binding	16,585	19,637	20,000	20,000	20,000
4890	Promotional Activities	15,915	15,042	19,000	18,234	21,550
4915	Election Expenses	39,259	5,610	40,340	38,632	47,430
4920	Legal Ads	5,809	8,627	8,000	10,000	10,000
4940	Licenses & Fees	40	40	350	350	350
4990	Other Current Charges	317	1,683	600	408	600
	Sub Total	92,081	62,367	105,141	104,475	116,781
<b>COMMODITIES</b>						
5110	Office Supplies	3,378	2,739	5,650	5,650	5,650
5210	Fuel & Lube	2,500	2,001	3,208	2,440	2,515
5220	Operating Supplies	2,923	2,327	4,500	4,500	4,500
5240	Furniture/Equipment <\$5,000	1,010	324	400	0	400
	Sub Total	9,811	7,391	13,758	12,590	13,065
<b>OTHER OPERATING EXPENSE</b>						
5410	Subscriptions/Memberships	8,532	8,847	7,940	8,040	8,040
5440	Training/Ed	770	449	3,225	3,225	3,225
	Sub Total	9,302	9,296	11,165	11,265	11,265
<b>CAPITAL OUTLAY</b>						
6699	Ofc Furn & Equip				-	
	Sub Total	-	-	-	-	-
<b>GRAND TOTAL</b>		<b>774,935</b>	<b>803,646</b>	<b>1,005,280</b>	<b>837,393</b>	<b>978,537</b>

**Division Description**

To provide broad and comprehensive quality human resources programs in all areas of Village operations and administration. Plans, directs and implements all human resources activities and policies, including the following: employee recruitment, selection, orientation, and processing of staffing changes; job classification, compensation, evaluations, retirement and FSA/HSA administration, benefit review, negotiation, administration and assistance with issues; employee awards, wellness, goodwill and employee appreciation events, and self improvement training; fair and consistent application of the Village Policy & Procedure manual, compliance with State, Federal, and county laws/ordinances and personnel records management, litigation, and investigations; safety and risk management, drug free workplace, claims management, liaison for third party claims, safety training, and property schedule maintenance.

**Major Objectives**

1. Recruit new employees and orient them to Village policies and programs. Stay within Statute compliance for Level II and employee/volunteer background checks.
2. Continue to plan, revise and implement all human resources policies, procedures, job descriptions, compensation scales and programs. Maintain and update online forms for Village employees.
3. Conduct training sessions for employees and supervisors on relevant Human Resources and Risk Management topics.
4. Assist the Village Manager and department heads with labor relations and disciplinary matters including grievance resolution for fair and consistent application.
5. Analyze employee health benefits, review current and new contract negotiations and provide recommendations. Assist employees with benefit issues, correspondence and appeals.
6. Continue to develop and facilitate a comprehensive risk management program, including an effective Safety Committee, training and education to reduce claims, as well as active claims management with carrier, employee and third parties. Analyzing the property schedule to reflect current economic changes and or additions/deletion.
7. Maintain an employee awards program to recognize employees and work groups for exemplary conduct, accomplishments and acts of service they have performed.

Performance/Workload Indicators	Actual 2015/2016	Projected 2016/2017	Estimated 2017/2018
Job Applications Processed	408	750	700
Recruitment/Orientations conducted	34	32	32
Benefits Enrollments	177 Medical, 175 Dental, 77 Vision	181 Medical, 193 Dental, 94 Vision	182 medical 195 Dental 90 Vision
Training Sessions	15	18	18
Investigations	6	8	7
Workers Comp Claims	2	5	4
Liability Claims	10	6	7

**Number of Personnel**

2013/2014: 2 f/t      2014/2015: 2 f/t      2015/2016: 2 f/t

**Major Budget/Service Level Changes**

None



**BUDGETARY ACCOUNT SUMMARY**

**Human Resources**

001-1210-512

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
	<b>PERSONNEL SERVICES</b>					
1199	Executive Salaries	120,799	125,247	125,297	126,746	127,992
1299	Salaries - Regular	56,552	62,526	64,946	62,723	68,731
1499	Overtime	907	201	1,600	306	1,600
2198	Medicare	2,484	2,609	2,783	2,637	2,877
2199	FICA	10,621	11,028	11,900	11,200	12,302
2299	Retirement Contrib	29,852	31,563	32,225	32,333	35,882
2399	Life/Health Ins.	28,884	30,621	32,787	27,708	34,322
	Sub Total	250,099	263,795	271,538	263,652	283,706
	<b>CONTRACTUAL SERVICES</b>					
3110	Medical/Physicals	6,795	2,413	3,530	4,842	3,630
3190	Other Services - Professional	19,520	28,390	28,450	25,000	32,260
	Sub Total	26,315	30,803	31,980	29,842	35,890
	<b>OTHER CHARGES &amp; SVCS</b>					
4010	Travel & Per Diem	1,876	3,080	2,625	2,625	3,425
4111	Cell Phone Allowance	843	814	848	848	848
4890	Promotional Activities	2,181	1,830	1,957	1,957	2,396
4990	Other Current Charges	303	267	270	270	370
	Sub Total	5,203	5,991	5,700	5,700	7,039
	<b>COMMODITIES</b>					
5110	Office Supplies	162	191	200	200	200
5220	Operating Supplies	88	414	425	958	795
5240	Furniture/Equipment <\$5,000	505				
	Sub Total	755	605	625	1,158	995
	<b>OTHER OPERATING EXPENSE</b>					
5410	Subscriptions/Memberships	559	895	817	817	695
5440	Training/Ed	1,319	10,910	3,115	3,115	3,923
	Sub Total	1,878	11,805	3,932	3,932	4,618
	<b>CAPITAL OUTLAY</b>					
6699	Ofc Furn & Equip				-	-
	Sub Total	-	-	-	-	-
	<b>GRAND TOTAL</b>	<b>284,250</b>	<b>312,999</b>	<b>313,775</b>	<b>304,284</b>	<b>332,248</b>

### Division Description

The Planning Division ensures development is planned, constructed and documented according to the Village's Comprehensive Plan, Village Code, and State Statutes. Provide technical support to the Planning Commission, Village Council and Building Division. The department reviews land development applications and building permits for zoning compliance; evaluates and updates the Village Code and Comprehensive Plan; and responds to public inquiries.

### Major Objectives

1. Development review of site plans.
2. Maintain Village Property and Asset Plan.
3. Keep up to date the Development Review Procedures and Flow Charts for Applicants.
4. Monitor the Annexation Policy and Action Plan.
5. Work towards completion of the Schools Strategy and Interlocal Concurrency Agreement.
6. Continue to maintain orderly and easily navigable development projects files both internally and on the internet for public viewing
7. Provide accurate analyses and reporting on proposed land development applications.
8. Provide accurate and responsive answers to the general public regarding land development, real property, and procedural inquiries.
9. Provide ongoing training of the Planning and Zoning Commission on Village's Code of Ordinances
10. Continue to work with the Village Attorney on the Landscaping/Tree Preservation Ordinance.
11. Southern Boulevard Properties Development.
12. Continue to work towards E-Permitting
13. Update the Comprehensive Plan to include the Village's 10 year Planning Horizon.
14. Maintain the Village's Developments in Progress WebMap.
15. Southern Properties Park.
16. Southern Boulevard Property Development.

Performance/Workload Indicators	Actual 2015/2016	Projected 2016/2017	Estimated 2017/2018
Review development applications (CP, RZ, SP, SPM, SE, AAR, SpE, DA, FP, PP, ANNEX, MCIC, TEXT, and Ease)*	86	164	85
Variance and Waiver Requests	16	7	4
Landscape Inspections	82	66	74
Permit Plan Review	816	854	835
Business Tax Receipt	401	398	394

### Number of Personnel

2012/2013: 2.5 f/t      2013/2014: 2.5 f/t      2014/2015: 2.5 f/t

### Major Budget/Service Level Changes

None

\* CP = Comprehensive Plan, RZ = Rezoning, SP = Site Plan, SPM = Site Plan Modification, SE = Special Exceptions, AAR = Architectural and Aesthetic Review, V = Variance, SpE = Special Events, DA = Developers Agreement, FP= Final Plat, PP = Preliminary Plat, ANNEX = Annexation, MCIC = Modification to a Council Imposed Condition, TEXT = Text Amendments, Ease = Easement Abandonments.

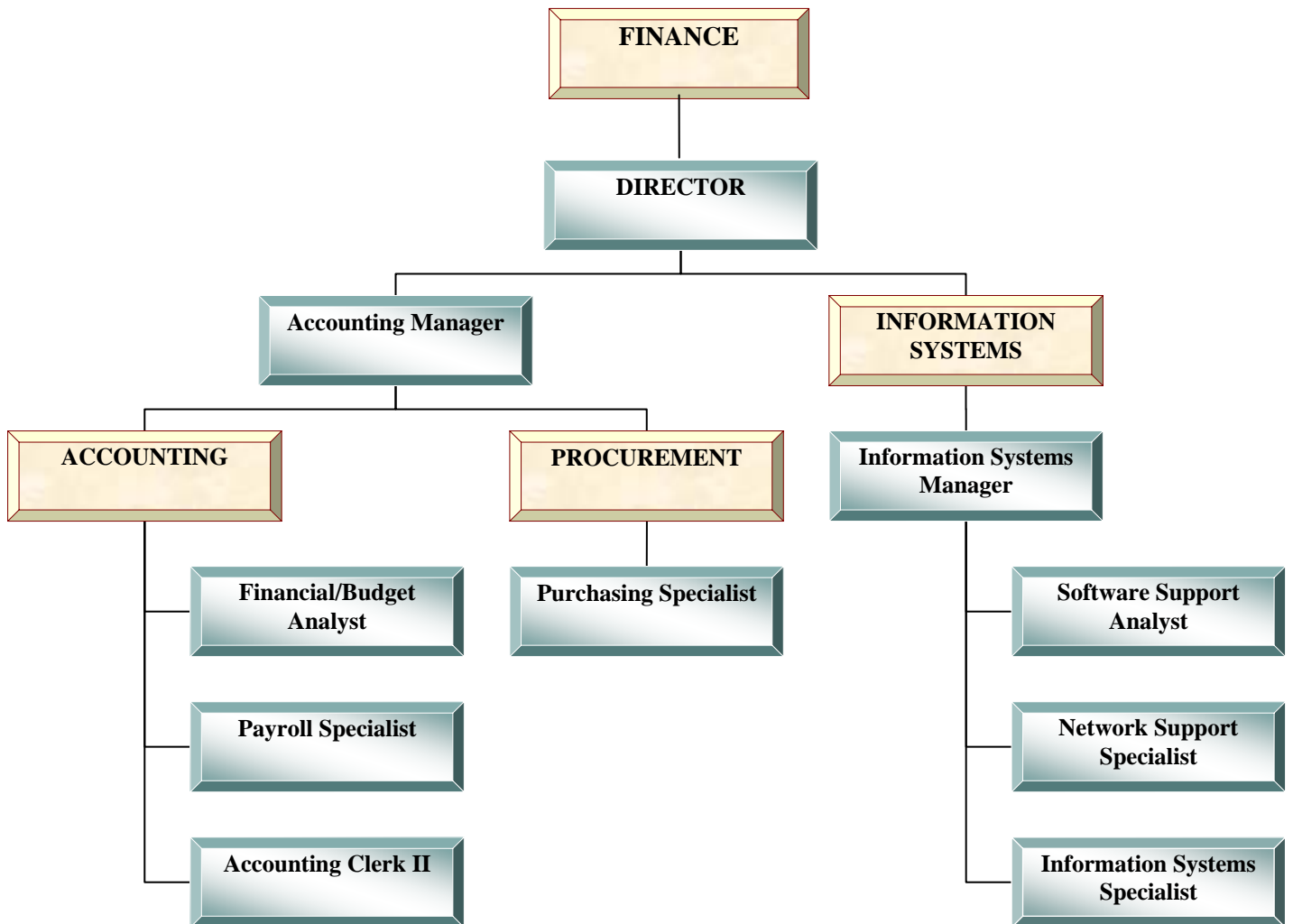
**BUDGETARY ACCOUNT SUMMARY**

Planning & Zoning

001-1215-515

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>						
1199	Executive Salaries		2,771	100,976	96,939	108,672
1299	Salaries - Regular	194,849	199,941	106,280	106,362	107,887
1499	Overtime		47	1,000	63	1,000
2198	Medicare	2,654	2,742	3,030	2,741	3,165
2199	FICA	11,349	11,729	12,955	11,722	13,532
2299	Retirement Contrib	16,752	17,463	18,238	17,697	19,129
2399	Life/Health Ins.	55,034	62,132	67,701	60,998	76,271
	Sub Total	280,638	296,825	310,180	296,521	329,655
<b>CONTRACTUAL SERVICES</b>						
3190	Other Services - Professional	2,690	4,592	5,000	5,000	5,000
	Sub Total	2,690	4,592	5,000	5,000	5,000
<b>OTHER CHARGES &amp; SVCS</b>						
4010	Travel & Per Diem	2,168	2,666	3,800	3,800	3,833
4111	Cell Phone Allowance	844	814	848	848	848
4710	Printing & Binding	104	61	150	275	150
4920	Legal Ads	20,006	23,106	18,000	21,556	21,556
4990	Other Current Charges	172	178	180	180	180
	Sub Total	23,294	26,825	22,978	26,659	26,567
<b>COMMODITIES</b>						
5110	Office Supplies	591	1,049	1,000	1,000	1,000
5220	Operating Supplies	1,244	910	1,000	1,000	1,000
5240	Furniture/Equipment <\$5,000				290	542
	Sub Total	1,835	1,959	2,000	2,290	2,542
<b>OTHER OPERATING EXPENSE</b>						
5410	Subscriptions/Memberships	1,964	1,576	1,750	1,750	1,634
5440	Training/Ed	75	254	2,200	2,200	2,200
	Sub Total	2,039	1,830	3,950	3,950	3,834
<b>CAPITAL OUTLAY</b>						
6699	Ofc Furn & Equip					0
	Sub Total	-	-	-	-	-
<b>GRAND TOTAL</b>		<b>310,496</b>	<b>332,031</b>	<b>344,107</b>	<b>334,420</b>	<b>367,598</b>

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Finance

OBJECT CODE NO.	CATEGORY RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1000/2999	Personnel Services	\$ 899,716	\$ 967,051	\$ 1,122,884	\$ 990,913	\$ 1,157,114
3000/3999	Contractual Services	136,239	173,589	227,262	137,032	184,068
4000/4999	Other Charges & Services	176,462	190,828	252,073	239,998	279,731
5000/5399	Commodities	8,803	8,516	8,681	5,112	7,990
5400/5999	Other Operating Expense	2,921	2,363	9,960	8,399	12,060
6000/6999	Capital Outlay	-	-	-	-	-
Total Operating Expenses		<u>\$ 1,224,141</u>	<u>\$ 1,342,347</u>	<u>\$ 1,620,860</u>	<u>\$ 1,381,454</u>	<u>\$ 1,640,963</u>

OBJECT CODE NO.	OPERATING RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1300	Finance	\$ 1,224,141	\$ 1,342,347	\$ 1,620,860	\$ 1,381,454	\$ 1,640,963
Total Operating Expenses		<u>\$ 1,224,141</u>	<u>\$ 1,342,347</u>	<u>\$ 1,620,860</u>	<u>\$ 1,381,454</u>	<u>\$ 1,640,963</u>

### Department Description

#### Administration

Responsible for the coordination of all financial activities of the Village by acting as liaison to other Department Heads, the Public and Village Manager; directly responsible for policy implementation relating to Cash Management, Budgetary Practices and Control, Audit Coordination and Financial Planning Activities.

#### Accounting

Responsible for four (4) accounting functions within the Finance Department: (1) Accounts Payable, the payment of outstanding obligations owed by the Village; (2) Accounts Receivable, the billing and collection of amounts owed to the Village; (3) Payroll, the preparation and distribution of all related records, reports and findings; (4) General Ledger, the processing of journal entries, verification and creation of account structure and monthly revenue and expenditure reports.

#### Purchasing

Responsible for the procurement of materials and services for Village Departments at the lowest cost/quantity ratio and within specifications in accordance with Village, State and other applicable laws and regulations; and the maintenance of General Fixed Asset inventory and the disposition of Village owned equipment designated as surplus.

#### Information Services (I.S.)

The I.S. Division develops and maintains the Village's voice, data, video, and audio telecommunications network infrastructure and systems. The Division provides technology hardware, software, networking, training, and support to the Village's staff, management, and elected officials. The technology systems in place are used by all Village departments to provide services to Village residents and visitors.

### Major Objectives

1. Maintain investment practices at 100% of idle funds.
2. Complete the annual audit by January 31, of each year and issue report by February 28.
3. Obtain GFOA Certificate of Achievement for Excellence in Financial Reporting.
4. Obtain GFOA Distinguished Budget Presentation Award.
5. Prepare, process and pay all approved invoices weekly.
6. Update purchasing procedures as necessary.
7. Process bi-weekly payroll and have available for distribution by every other Friday.
8. Prepare bank reconciliation's on a monthly basis.
9. Analyze cash receipts daily.
10. Implement multi-layered network security strategy of physical defense systems and end-user education (human firewall), for a positive security awareness and ability to prevent, detect, and quickly address network/data security breaches.

11. Deploy Electronic Plan Review (ePlan Review) to allow for electronic plan/document collaboration between departments, markup, and approval, with seamless integration to SunGard Building Permits and Planning & Engineering modules.
12. Upgrade SunGard/H.T.E. Public Sector Management software package (Building Permits, Land/Parcel Management, Business Licenses, Code Enforcement, Planning & Engineering, GMBA, Cash Receipts, Fixed Assets, Purchasing/Inventory, and Payroll/Personnel) to Windows graphical thin-client user interface.
13. Deploy SunGard/H.T.E. AnalyticsNow advance reporting software. AnalyticsNow will allow end-users to create/edit their own reports, from SunGard/H.T.E. data and most other Village databases, without knowing the complex relationships in databases. Managers will be able to set “scoreboards” to help automate and track the progress of objectives, allowing decision makers to monitor financial key performance indicators, link strategy and tactics, capture organizational strategy visually, and focus on high-priority objectives.

Performance/Workload Indicators	Actual 2015/2016	Projected 2016/2017	Estimated 2017/2018
Monthly financial reports issued	12	12	12
Number of funds budgeted	6	6	8
Purchase orders issued	361	425	432
Accounts payable checks processed	4684	4852	5248
Payroll checks processed	3584	3612	3648
Number of workstations, servers, routers, and peripherals devices supported	540	600	620
Number of software applications supported	102	112	120
Number of Website Visits	232,096	254,100	280,000
Number of Website (CivicPlus) Online Requests Received	1,548	1,600	1,650
Number of Followers on Twitter	578	1,110	1,300
Number of Followers on Facebook	24,041	38,229	38,500
Number of Subscribers in CodeRed Database	15,293	15,350	15,400
Number of desktop support issues resolved (WebQA)	2100	2200	2300

#### Number of Personnel

2015/2016: 9 f/t                      2016/2017: 10 f/t                      2017/2018: 10 f/t

#### Major Budget/Service Level Changes



**BUDGETARY ACCOUNT SUMMARY**

Finance  
001-1300-513

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>						
1199	Executive Salaries	140,243	143,862	145,307	143,953	147,776
1299	Salaries - Regular	546,835	581,982	657,358	607,003	682,166
1499	Overtime	1,367	5	1,500	988	1,500
2198	Medicare	9,704	10,205	11,745	10,602	12,153
2199	FICA	40,322	42,039	50,220	42,220	51,963
2299	Retirement Contrib	69,925	73,659	81,611	77,060	87,313
2399	Life/Health Ins.	91,320	115,299	175,144	109,088	174,244
	Sub Total	899,716	967,051	1,122,884	990,913	1,157,114
<b>CONTRACTUAL SERVICES</b>						
3180	Investment Services	57,549	56,524	60,000	44,576	60,000
3190	Other Services - Professional	24,375	63,950	84,000	33,810	59,700
3290	Other Auditing Services			20,000	0	0
3299	Accounting & Auditing	54,315	53,115	63,262	58,646	64,368
	Sub Total	136,239	173,589	227,262	137,032	184,068
<b>OTHER CHARGES &amp; SVCS</b>						
4010	Travel & Per Diem	1,034	2,541	9,377	4,982	9,035
4110	Communication Svcs	75	43	150	150	150
4111	Cell Phone Allowance	1,687	1,628	1,696	1,696	1,696
4620	R&M Vehicles	249	63	250	0	250
4630	R&M Equipment	205	368	3,000	620	3,000
4640	R&M Radios/Computers	9,144	2,365	9,000	4,668	9,000
4650	Maintenance Contracts	161,482	180,860	223,525	223,525	251,525
4710	Printing & Binding	1,270	1,495	1,500	1,500	1,500
4920	Legal Ads - Advertising			1,000	1,000	1,000
4940	Licenses & Fees	765	869	825	825	825
4990	Other Current Charges	551	596	1,750	1,032	1,750
	Sub Total	176,462	190,828	252,073	239,998	279,731
<b>COMMODITIES</b>						
5110	Office Supplies	3,980	2,984	4,390	1,012	4,040
5210	Fuel & Lube	200	149	241	125	100
5220	Operating Supplies	3,639	3,864	4,050	3,975	3,850
5240	Furniture/Equipment <\$5,000	984	1,519		0	0
	Sub Total	8,803	8,516	8,681	5,112	7,990
<b>OTHER OPERATING EXPENSE</b>						
5410	Subscriptions/Memberships	1,381	951	2,155	2,155	2,340
5440	Training/Ed	1,540	1,412	7,805	6,244	9,720
	Sub Total	2,921	2,363	9,960	8,399	12,060
<b>CAPITAL OUTLAY</b>						
6499	Machinery & Equip				-	-
	Sub Total	-	-	-	-	-
<b>GRAND TOTAL</b>		<b>1,224,141</b>	<b>1,342,347</b>	<b>1,620,860</b>	<b>1,381,454</b>	<b>1,640,963</b>

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Legal

OBJECT CODE NO.	CATEGORY RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1000/2999	Personnel Services					
3000/3999	Contractual Services	351,185	325,306	304,000	276,050	304,000
4000/4999	Other Charges & Services	-	-	-	-	-
5000/5399	Commodities	-	-	-	-	-
5400/5999	Other Operating Expense	-	-	-	-	-
6000/6999	Capital Outlay	-	-	-	-	-
Total Operating Expenses		<u>\$ 351,185</u>	<u>\$ 325,306</u>	<u>\$ 304,000</u>	<u>\$ 276,050</u>	<u>\$ 304,000</u>

OBJECT CODE NO.	OPERATING RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1400	Legal	\$ 351,185	\$ 325,306	\$ 304,000	\$ 276,050	\$ 304,000
Total Operating Expenses		<u>\$ 351,185</u>	<u>\$ 325,306</u>	<u>\$ 304,000</u>	<u>\$ 276,050</u>	<u>\$ 304,000</u>

**BUDGETARY ACCOUNT SUMMARY**

Legal

001-1400-514

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
	<b>CONTRACTUAL SERVICES</b>					
3120	Legal Services - General	345,619	323,168	300,000	276,050	300,000
3121	Legal Services - Labor	-		2,000	0	2,000
3122	Legal Services - Pension	3,353	2,138	2,000	0	2,000
3123	Legal Services - Other	2,213			0	
	Sub Total	351,185	325,306	304,000	276,050	304,000
	<b>GRAND TOTAL</b>	<b>351,185</b>	<b>325,306</b>	<b>304,000</b>	<b>276,050</b>	<b>304,000</b>

Police

OBJECT CODE NO.	CATEGORY RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1000/2999	Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
3000/3999	Contractual Services	7,252,303	7,325,808	7,567,314	7,565,383	7,718,460
4000/4999	Other Charges & Services	-	-	-	-	-
5000/5399	Commodities	-	-	-	-	-
5400/5999	Other Operating Expense	-	-	-	-	-
6000/6999	Capital Outlay	-	-	-	-	-
Total Operating Expenses		<u>\$ 7,252,303</u>	<u>\$ 7,325,808</u>	<u>\$ 7,567,314</u>	<u>\$ 7,565,383</u>	<u>\$ 7,718,460</u>

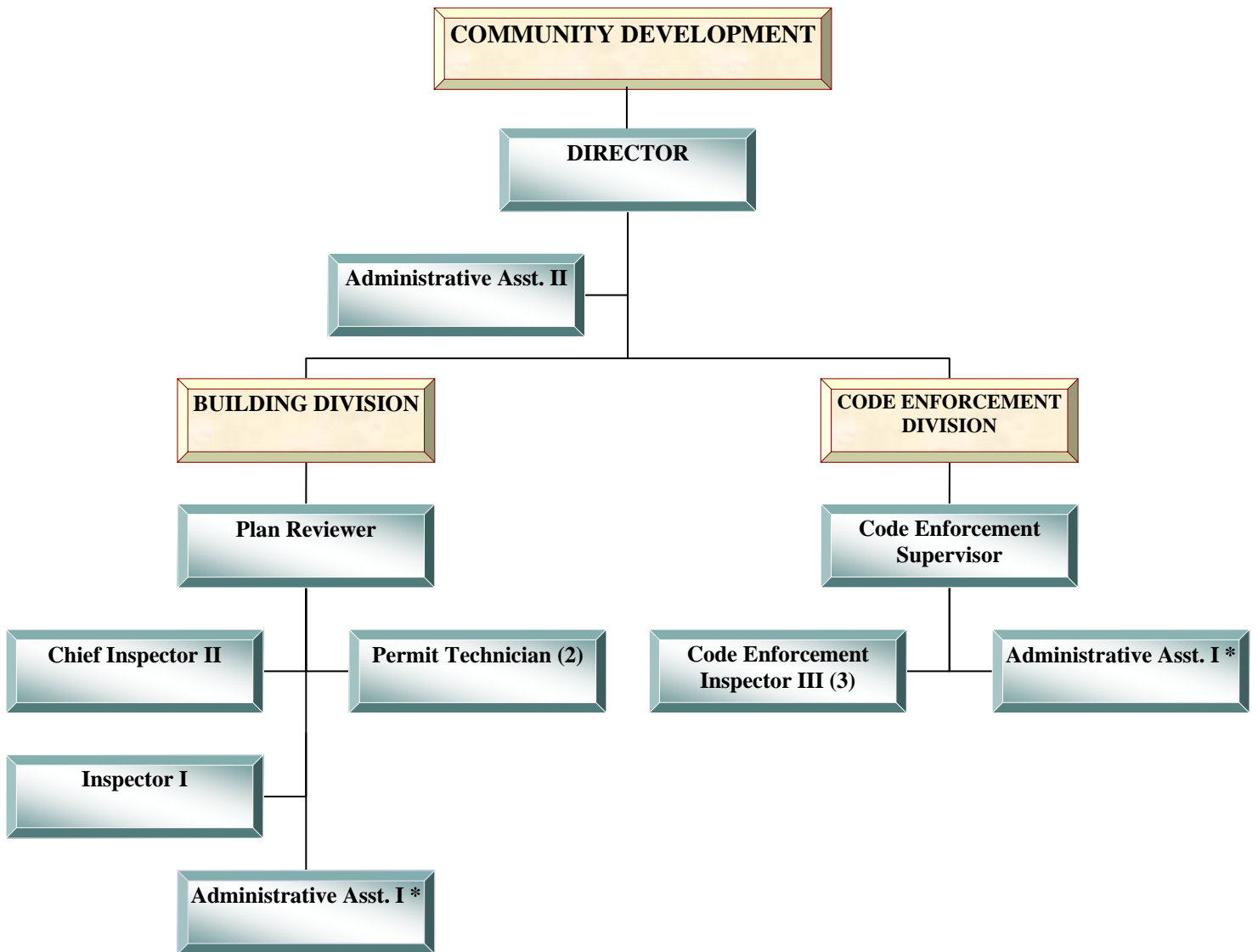
OBJECT CODE NO.	OPERATING RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
2101	Administration	\$ 7,252,303	\$ 7,325,808	\$ 7,567,314	\$ 7,565,383	\$ 7,718,460
2110	Support Services	-	-	-	-	-
2120	Services	-	-	-	-	-
2130	CID	-	-	-	-	-
2140	Traffic	-	-	-	-	-
2150	Patrol	-	-	-	-	-
2160	PAL	-	-	-	-	-
Total Operating Expenses		<u>\$ 7,252,303</u>	<u>\$ 7,325,808</u>	<u>\$ 7,567,314</u>	<u>\$ 7,565,383</u>	<u>\$ 7,718,460</u>

**BUDGETARY ACCOUNT SUMMARY**

**Police**

**001-2101-521**

<b>OBJECT CODE NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ADOPTED BUDGET</b>	<b>FY 2017 PROJECTED ACTUAL</b>	<b>FY 2018 PROPOSED BUDGET</b>
	<b>CONTRACTUAL SERVICES</b>					
3190	Other Services - Professional	7,240,559	7,312,313	7,557,314	7,557,314	7,708,460
3490	Other Contractual Services	7,997	6,155	10,000	0	10,000
4950	Police Education Acct	3,747	6,163		8,069	0
4955	L.E.T.F. Acct		1,177		0	0
	<b>Sub Total</b>	<b>7,252,303</b>	<b>7,325,808</b>	<b>7,567,314</b>	<b>7,565,383</b>	<b>7,718,460</b>
	<b>GRAND TOTAL</b>	<b>7,252,303</b>	<b>7,325,808</b>	<b>7,567,314</b>	<b>7,565,383</b>	<b>7,718,460</b>



**\* 50% Building / 50% Code Enforcement**

**Community Development**

OBJECT CODE NO.	CATEGORY RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1000/2999	Personnel Services	\$ 989,370	\$ 1,091,201	\$ 1,163,549	\$ 1,039,764	\$ 1,214,798
3000/3999	Contractual Services	77,266	90,937	45,000	45,338	45,000
4000/4999	Other Charges & Services	20,829	15,757	27,224	21,641	26,490
5000/5399	Commodities	16,161	18,453	26,695	23,085	23,775
5400/5999	Other Operating Expense	6,169	8,024	16,330	14,330	22,980
6000/6999	Capital Outlay	-	-	-	-	-
<b>Total Operating Expenses</b>		<b>\$ 1,109,795</b>	<b>\$ 1,224,372</b>	<b>\$ 1,278,798</b>	<b>\$ 1,144,158</b>	<b>\$ 1,333,043</b>

OBJECT CODE NO.	OPERATING RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
2400	Building	\$ 714,154	\$ 801,755	\$ 830,392	\$ 726,899	\$ 873,743
2410	Code Enforcement	395,641	422,617	448,406	417,259	459,300
<b>Total Operating Expenses</b>		<b>\$ 1,109,795</b>	<b>\$ 1,224,372</b>	<b>\$ 1,278,798</b>	<b>\$ 1,144,158</b>	<b>\$ 1,333,043</b>



**Division Description**

**Building**

A division which provides responsive building review services necessary to implement the Village's Code of Ordinances and the Florida Building Code. Administers impact fees, provides technical assistance to the Village Council and the general public. Provides building plans review and inspections consistent with the Village Code of Ordinances and the Florida Building Code. Implements disaster preparedness and post recovery evaluation. Maintains the records retention system required by Florida Statute. Implements a Business Receipts listing and tax system of local businesses.

**Major Goals**

1. Continue to streamline Departmental functions to enhance process flows and customer service response.
2. Continue to implement a strategy to assist distressed properties and protect property values.

**Major Objectives**

1. Provide accurate analyses and reporting on building applications.
2. Provide accurate and responsive answers to general public regarding improvements to real property.

Performance/Workload Indicators	Actual 2015/2016	Projected 2016/2017	Estimated 2017/2018
No. of Business Tax Receipts Issued	3324	3360	3400
No. of New Single Family Buildings	-0-	18	75
Valuation of New Single Family Buildings	-0-	7,218,031	29,850,000
No. of New Single Family Additions/Alterations	60	35	47
Valuations of New Single Family Additions/Alterations	1,101,449	575,000	617,000
No. of New Multi Family Buildings	4	14	20
Valuation of New Multi Family Buildings	3,284,893	14,497,125	22,000,000
No. of New Commercial Buildings	2	5	3
Valuation of New Commercial Buildings	695,720	7,350,000	3,775,000
No. of New Commercial Additions/Alterations	95	40	67
Valuation of New Commercial Additions/Alterations	13,693,711	6,163,250	9,928,480

**Number of Personnel**

2017/2018: 7.5 f/t      2014/2015: 7.5 f/t      2015/2016: 7.5 f/t

**Major Budget/Service Level Changes**

None

**BUDGETARY ACCOUNT SUMMARY**

Building  
001-2400-524

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>						
1199	Executive Salaries	138,092	143,058	141,762	134,524	144,172
1299	Salaries - Regular	286,522	336,336	369,708	331,273	375,550
1499	Overtime	1,166	824	4,550	80	4,550
2198	Medicare	5,835	6,558	7,523	6,498	7,630
2199	FICA	24,270	27,020	32,166	25,400	32,625
2299	Retirement Contrib	51,432	56,572	61,179	55,183	65,340
2399	Life/Health Ins.	109,249	121,874	136,125	97,030	161,750
	Sub Total	616,566	692,242	753,012	649,987	791,616
<b>CONTRACTUAL SERVICES</b>						
3190	Other Services - Professional	67,633	70,000	30,000	38,000	30,000
3490	Other Contractual Services	2,193	11,522	3,000	0	3,000
	Sub Total	69,826	81,522	33,000	38,000	33,000
<b>OTHER CHARGES &amp; SVCS</b>						
4010	Travel & Per Diem	3,686	3,833	6,720	4,200	5,986
4111	Cell Phone Allowance	1,687	1,628	1,696	1,696	1,696
4420	Leases - Equipment	2,761	2,806	3,120	2,900	3,120
4620	R&M Vehicles	1,363	774	2,500	2,800	2,500
4630	R&M Equipment	986		600	600	600
4710	Printing & Binding	3,942	2,569	3,800	3,500	3,800
4890	Promotional			300	0	300
4920	Legal Ads			250	0	250
4990	Other Current Charges	472	366	500	500	500
	Sub Total	14,897	11,976	19,486	16,196	18,752
<b>COMMODITIES</b>						
5110	Office Supplies	936	1,244	2,500	2,450	2,500
5210	Fuel & Lube	2,729	2,623	3,789	2,651	2,620
5220	Operating Supplies	3,579	4,651	4,200	4,200	4,200
5231	Uniforms/Maintenance	160	768	600	560	600
5240	Furniture/Equipment <\$5,000	255	1,561	1,500	1,500	1,500
5241	Clothing Allowance	293	253	600	450	600
	Sub Total	7,952	11,100	13,189	11,811	12,020
<b>OTHER OPERATING EXPENSE</b>						
5410	Subscriptions/Memberships	1,864	2,548	2,775	2,775	2,775
5440	Training/Ed	3,049	2,367	5,930	5,930	12,580
5450	Tuition Reimbursement			3,000	2,200	3,000
	Sub Total	4,913	4,915	11,705	10,905	18,355
<b>CAPITAL OUTLAY</b>						
6699	Ofc Furn & Equip				-	-
	Sub Total	-	-	-	-	-
<b>GRAND TOTAL</b>		<b>714,154</b>	<b>801,755</b>	<b>830,392</b>	<b>726,899</b>	<b>873,743</b>

**Division Description**

**Code Enforcement**

This division provides a proactive environment of voluntary compliance of Village codes and standards governing community aesthetics, appearance, property maintenance and proper permitting. The Division is responsible for the issuance of Courtesy Notices, Notices of Violation, collection and maintenance of evidence relating to those violations, and when appropriate, presenting cases to the Code Enforcement Special Magistrate for final disposition.

**Major Objectives**

1. Maintain Community appearance through regular property inspections.
2. Maintain the Code Enforcement Divisions friendly approach and interaction with residents, business owners and property managers.
3. Maintain a distressed property registry and the proactive approach for Code Enforcement.
4. Streamline procedures for evaluating the efficacy of existing code provisions and other unclear standards and procedures.

Performance/Workload Indicators	Actual 2014/2015	Projected 2015/2016	Estimated 2016/2017
Initial Inspections/Responses	6369	6075	6500
No. of Courtesy Notices	3778	3172	3800
No. of Cases Processed	2391	2756	3000
No. of Special Magistrate Cases	829	968	1000
Fines Collected	\$332,110	\$206,263	\$200,000
Foreclosure Property Registration	\$78,000	\$45,000	\$30,000

**Number of Personnel**

2013/2014: 4.5 f/t      2014/2015: 4.5 f/t      2015/2016: 4.5 f/t

**Major Budget/Service Level Changes**

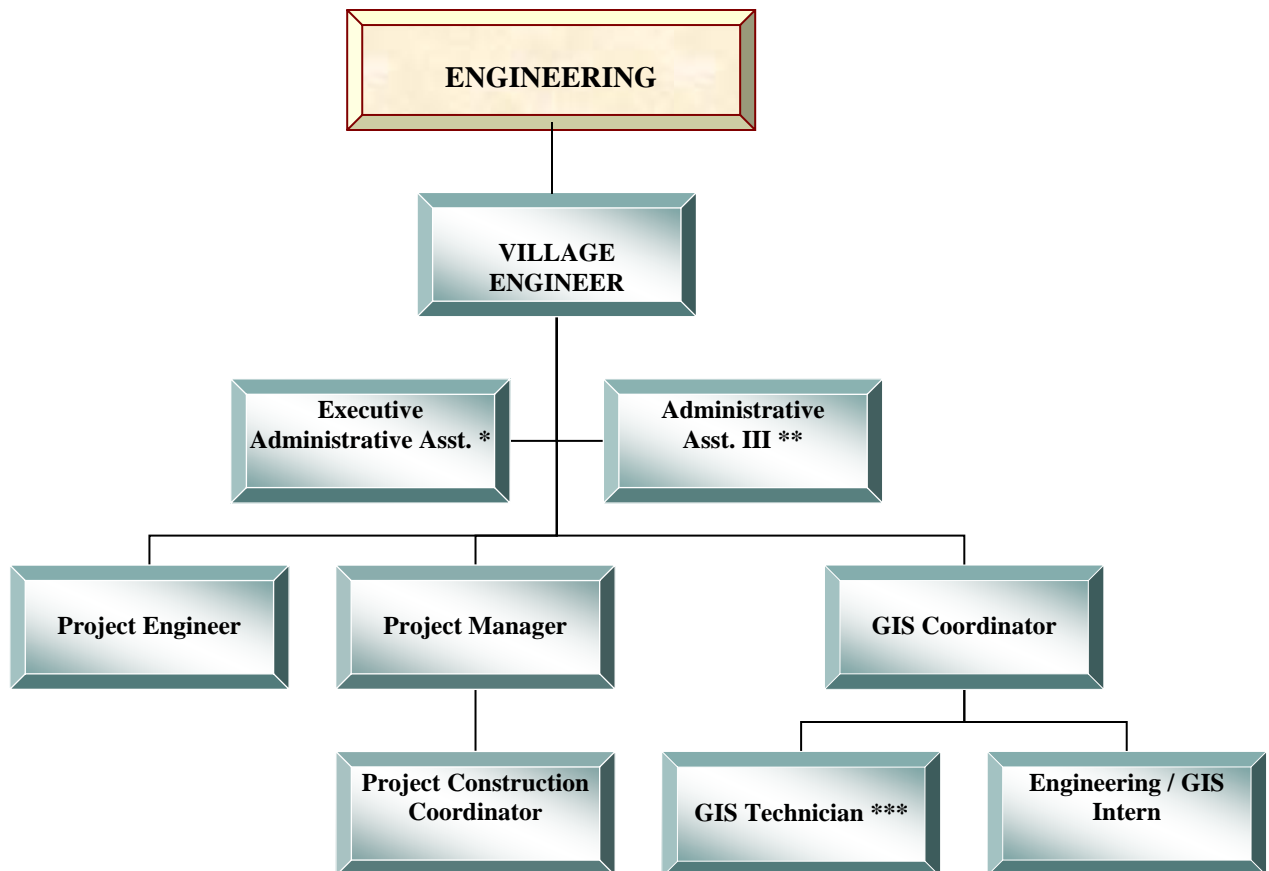
None

**BUDGETARY ACCOUNT SUMMARY**

Code Enforcement

001-2410-524

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>						
1299	Salaries - Regular	242,847	260,296	258,632	259,948	264,852
1499	Overtime	175	216	4,000	197	4,000
2198	Medicare	3,114	3,344	3,775	3,348	3,865
2199	FICA	13,315	14,298	16,140	14,315	16,526
2299	Retirement Contrib	17,834	19,110	19,513	19,563	19,980
2399	Life/Health Ins.	95,519	101,695	108,477	92,406	113,958
	Sub Total	372,804	398,959	410,537	389,777	423,182
<b>CONTRACTUAL SERVICES</b>						
3120	Legal Services	7,440	8,535	10,000	7,263	10,000
3490	Other Contractual Services	-	880	2,000	75	2,000
	Sub Total	7,440	9,415	12,000	7,338	12,000
<b>OTHER CHARGES &amp; SVCS</b>						
4010	Travel & Per Diem	625	591	900	270	900
4110	Communication Svcs	7	4	240	2	240
4111	Cell Phone Allowance	843	814	848	848	848
4620	R&M Vehicles	1,711	1,051	2,000	1,200	2,000
4710	Printing & Binding	1,718	1,091	3,000	2,850	3,000
4890	Promotional			300	150	300
4920	Legal Ads	930		250	0	250
4990	Other Current Charges	98	230	200	125	200
	Sub Total	5,932	3,781	7,738	5,445	7,738
<b>COMMODITIES</b>						
5110	Office Supplies	668	677	1,200	1,200	1,200
5210	Fuel & Lube	3,660	2,246	5,056	3,360	3,305
5220	Operating Supplies	2,242	2,470	3,000	2,500	3,000
5231	Uniforms/Maintenance	894	941	1,650	1,914	1,650
5240	Furniture/Equipment <\$5,000	318	683	2,000	1,750	2,000
5241	Clothing Allowance	427	336	600	550	600
	Sub Total	8,209	7,353	13,506	11,274	11,755
<b>OTHER OPERATING EXPENSE</b>						
5410	Subscriptions/Memberships	340	529	425	425	425
5440	Training/Ed	916	1,440	1,200	800	1,200
5450	Tuition Reimburse		1,140	3,000	2,200	3,000
	Sub Total	1,256	3,109	4,625	3,425	4,625
<b>CAPITAL OUTLAY</b>						
6599	Vehicles	-	-	-	-	-
6699	Ofc Furn & Equip				-	-
	Sub Total	-	-	-	-	-
<b>GRAND TOTAL</b>		<b>395,641</b>	<b>422,617</b>	<b>448,406</b>	<b>417,259</b>	<b>459,300</b>



- \* 50% Engineering / 50% Village Manager
- \*\* 50% Engineering / 50% Planning and Zoning
- \*\*\* 50% Engineering / 50% Public Works/Stormwater

**Engineering**

OBJECT CODE NO.	CATEGORY RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1000/2999	Personnel Services	\$ 542,523	\$ 655,431	\$ 739,347	\$ 666,058	\$ 742,368
3000/3999	Contractual Services	22,073	73,648	100,000	150,000	100,000
4000/4999	Other Charges & Services	10,768	7,701	12,166	12,190	17,501
5000/5399	Commodities	4,780	4,823	8,237	14,047	5,861
5400/5999	Other Operating Expense	2,701	2,867	6,050	6,848	6,075
6000/6999	Capital Outlay	-	-	-	-	-
<b>Total Operating Expenses</b>		<b>\$ 582,845</b>	<b>\$ 744,470</b>	<b>\$ 865,800</b>	<b>\$ 849,143</b>	<b>\$ 871,805</b>

OBJECT CODE NO.	OPERATING RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
3900	Engineering	\$ 582,845	\$ 744,470	\$ 865,800	\$ 849,143	\$ 871,805
<b>Total Operating Expenses</b>		<b>\$ 582,845</b>	<b>\$ 744,470</b>	<b>\$ 865,800</b>	<b>\$ 849,143</b>	<b>\$ 871,805</b>

### **Department Description**

#### **Engineering**

The Engineering Division with collaboration from the other departments, manages the expenditures of the capital improvement funds, is the Village's liaison with the state and county regarding emergency management activities, ensures new development is planned, designed, constructed and documented appropriately and manages the use of Village right-of-ways.

#### **Geographic Information System (GIS)**

The GIS Division provides for the continued development and maintenance of the Village GIS to include data collection, map creation, disaster and recovery planning and in house training on database and software usage. GIS data is accessible to all Village Departments as well as the public.

### **Major Objectives**

1. Design, permit and coordinate construction of Village Capital Improvement projects.
2. Apply for grants.
3. Manage expenditures of grant funds.
4. Manage use of Village right-of-ways and easements.
5. Development review of site plans, construction plans and plats.
6. Permit and inspect private development site construction.
7. Village liaison with state and county officials regarding emergency management activities.
8. Manage the Floodplain in accordance with Chapter 11.5 of the Village code of ordinances.
9. Manage the Village's participation in the National Flood Insurance Program Community Rating System
10. Maintain and update Storm Water Utility billing data.
11. Manage and maintain the as-built data archive for public and private infrastructure in a GIS database.
12. Create and maintain tracking tools for the inspection, maintenance, and inventory of Village assets.
13. Provide mapping and data analysis for Village departments and the public.

Performance/Workload Indicators	Actual 2015/2016	Projected 2016/2017	Estimated 2017/2018
Capital improvement projects: Number of Planned Projects	68	85	94
Capital improvement projects: Total Value	13.4 Mil	14.3 mil	14.5 mil
Capital improvement projects: Number of Completed	30	35	40
Process right-of-way utilization permits	36	40	40
Review development applications	152	141	150
Final engineering plan approvals	8	13	10
Infrastructure Inspections	523	600	600
GIS: Number of web maps maintained	31	37	40
GIS: Number of map layers maintained	105	115	120
Floodplain Reviews	N/A	5	20
CRS Activities Completed	N/A	60	60

#### Number of Personnel

2015/2016: 5.5                      2016/2017: 6.5                      2017/2018: 6.5 F/T; 1 P/T

#### Major Budget/Service Level Changes

Addition of Engineering / GIS Intern; participation in the National Flood Insurance Program Community Rating System



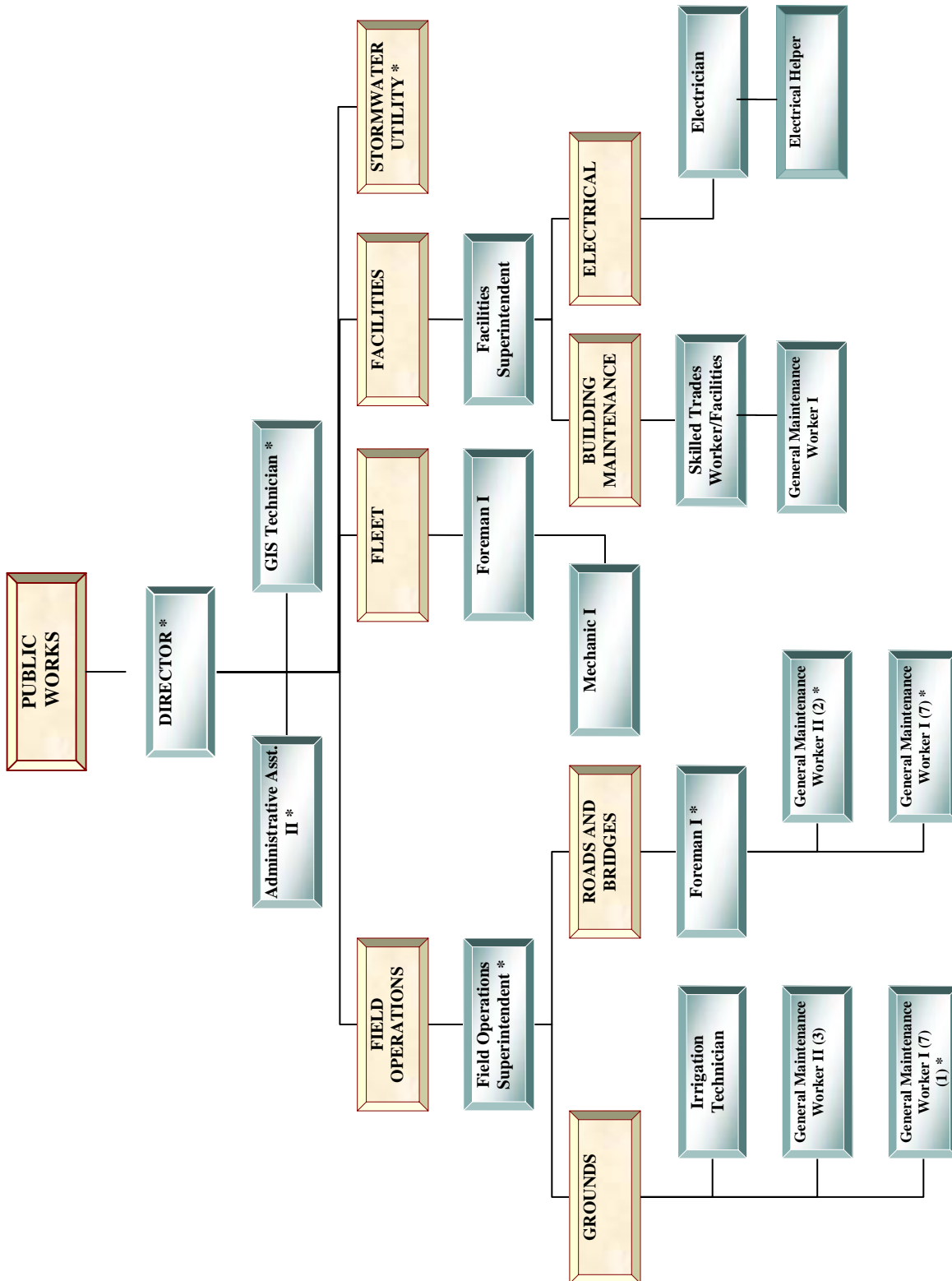
**BUDGETARY ACCOUNT SUMMARY**

Engineering

001-3900-539

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>						
1199	Executive Salaries	126,340	134,877	131,886	136,491	138,546
1299	Salaries - Regular	263,690	349,896	385,112	351,282	406,279
1499	Overtime	70	314	2,000	303	4,000
2198	Medicare	5,455	6,828	7,570	6,836	7,986
2199	FICA	23,047	28,412	32,369	27,174	34,146
2299	Retirement Contrib	46,205	54,742	39,132	56,154	40,409
2399	Life/Health Ins.	77,716	80,362	141,278	87,818	111,002
	Sub Total	542,523	655,431	739,347	666,058	742,368
<b>CONTRACTUAL SERVICES</b>						
3190	Other Services - Professional	22,073	73,648	100,000	150,000	100,000
	Sub Total	22,073	73,648	100,000	150,000	100,000
<b>OTHER CHARGES &amp; SVCS</b>						
4010	Travel & Per Diem	3,005	2,327	3,500	2,000	3,500
4111	Cell Phone Allowance	843	1,073	1,696	1,523	1,696
4420	Leases - Equipment	3,370	2,912	2,650	2,955	2,955
4620	R&M Vehicles	916	275	2,000	1,745	3,000
4710	Printing & Binding	112	20	400	83	400
4890	Promotional Activities	46	167	500	98	500
4920	Legal Ads	2,051	584	1,000	3,366	5,000
4990	Other Current Charges	425	343	420	420	450
	Sub Total	10,768	7,701	12,166	12,190	17,501
<b>COMMODITIES</b>						
5110	Office Supplies	911	1,499	1,500	1,500	1,500
5210	Fuel & Lube	1,307	1,500	1,937	1,629	1,686
5220	Operating Supplies	2,362	1,824	1,800	1,800	1,800
5240	Furniture/Equipment <\$5,000	200		3,000	9,118	875
	Sub Total	4,780	4,823	8,237	14,047	5,861
<b>OTHER OPERATING EXPENSE</b>						
5410	Subscriptions/Memberships	1,309	2,037	750	1,534	1,025
5440	Training/Ed	1,392	830	3,300	3,000	3,050
5450	Tuition Reimbursement			2,000	2,314	2,000
	Sub Total	2,701	2,867	6,050	6,848	6,075
<b>CAPITAL OUTLAY</b>						
6699	Office Furniture & Equip				-	-
	Sub Total	-	-	-	-	-
<b>GRAND TOTAL</b>		<b>582,845</b>	<b>744,470</b>	<b>865,800</b>	<b>849,143</b>	<b>871,805</b>

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\* 6.50 full time equivalent employees split between Public Works and Stormwater Utility

**Public Works**

OBJECT CODE NO.	CATEGORY RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1000/2999	Personnel Services	\$ 1,445,105	\$ 1,515,617	\$ 1,714,506	\$ 1,500,054	\$ 1,856,667
3000/3999	Contractual Services	37,853	35,312	45,512	45,012	37,500
4000/4999	Other Charges & Services	463,195	496,370	486,132	519,989	505,368
5000/5399	Commodities	122,283	106,374	140,349	118,965	120,963
5400/5999	Other Operating Expense	5,343	2,270	9,000	3,158	6,575
6000/6999	Capital Outlay	-	-	17,500	7,301	20,500
<b>Total Operating Expenses</b>		<b>\$ 2,073,779</b>	<b>\$ 2,155,943</b>	<b>\$ 2,412,999</b>	<b>\$ 2,194,479</b>	<b>\$ 2,547,573</b>

OBJECT CODE NO.	OPERATING RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
4100	Public Works	\$ 2,073,779	\$ 2,155,943	\$ 2,412,999	\$ 2,194,479	\$ 2,547,573
<b>Total Operating Expenses</b>		<b>\$ 2,073,779</b>	<b>\$ 2,155,943</b>	<b>\$ 2,412,999</b>	<b>\$ 2,194,479</b>	<b>\$ 2,547,573</b>

### **Department Description**

#### **Administration**

Provides planning, supervision and coordination of Public Work's services which interact with all other departments of the Village.

#### **Grounds**

Provides ongoing maintenance of road right of way and building landscaped areas. Provide repair and maintenance to the irrigation systems on road right of way and building landscaped areas. Provide maintenance of other rights of way and easement areas belonging to the Village. Complete property abatements from work assistance requests.

#### **Roads & Bridges**

Provides ongoing preventive maintenance as well as receives work assistance requests with regards to improvements, maintenance and or repairs to rights of way, roads, bridges and sidewalks.

#### **Fleet**

Provides repair and maintenance of all Village owned vehicle and equipment.

#### **Building Maintenance**

Provides ongoing preventive maintenance as well as receives work assistance with regards to publicly owned buildings.

#### **Electrical**

Provides ongoing preventive maintenance as well as receives work assistance requests with regard to public owned buildings, street lights and traffic control devices.

### **Major Goals**

1. Complete major projects identified in strategic plan.
2. Reduce work place time loss injuries and accidents to zero.

### **Major Objectives**

1. Provide high level of customer service to our internal and external customers.
2. Respond to all work order requests within 48 hours.
3. Complete routine work orders within two (2) weeks.
4. Schedule non-routine work orders to be completed within 60 days.
5. Perform all work to acceptable trade standards.
6. Comply with proper safety procedures while performing work.

<b>Performance/Workload Indicators</b>	<b>Actual 2015/2016</b>	<b>Projected 2016/2017</b>	<b>Estimated 2017/2018</b>
<b>ROW Landscape Maintenance - Number of Medians</b>	<b>84</b>	<b>84</b>	<b>84</b>
<b>ROW Landscape Maintenance – Number of Trees Maintained</b>	<b>1,666</b>	<b>4,077</b>	<b>4,077</b>
<b>Lane Miles of Pavement Maintained</b>	<b>180</b>	<b>180</b>	<b>180</b>
<b>Roadway Lane Miles Resurfaced</b>	<b>0</b>	<b>0</b>	<b>4.9</b>
<b>Linear Feet of Sidewalk Maintained</b>	<b>620,000</b>	<b>620,000</b>	<b>620,000</b>
<b>Bridge Maintenance Completed</b>	<b>16</b>	<b>16</b>	<b>12</b>
<b>Number of Traffic Control Signs Maintained</b>	<b>1,443</b>	<b>1,443</b>	<b>1,443</b>
<b>Number of Street Name Signs Maintained</b>	<b>362</b>	<b>362</b>	<b>362</b>
<b>Number of Vehicles Maintained</b>	<b>58</b>	<b>58</b>	<b>58</b>
<b>Number of Fleet Works Orders Completed</b>	<b>509</b>	<b>600</b>	<b>600</b>
<b>Public Buildings Maintained</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>Number of Buildings Provided Custodial Service</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Building Area (Sq.Ft.) Provided Custodial Service</b>	<b>57,025</b>	<b>57,025</b>	<b>57,025</b>
<b>Number of Street Lights Maintained</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>Number of Site &amp; Building Light Fixtures Maintained</b>	<b>2,095</b>	<b>2,095</b>	<b>2,095</b>

**Number of Personnel**

**2015/2016: 23.00 f/t                      2016/2017: 25.00 f/t                      2017/2018: 25.00 f/t**

**Major Budget/Service Level Changes**

**None**

**BUDGETARY ACCOUNT SUMMARY**

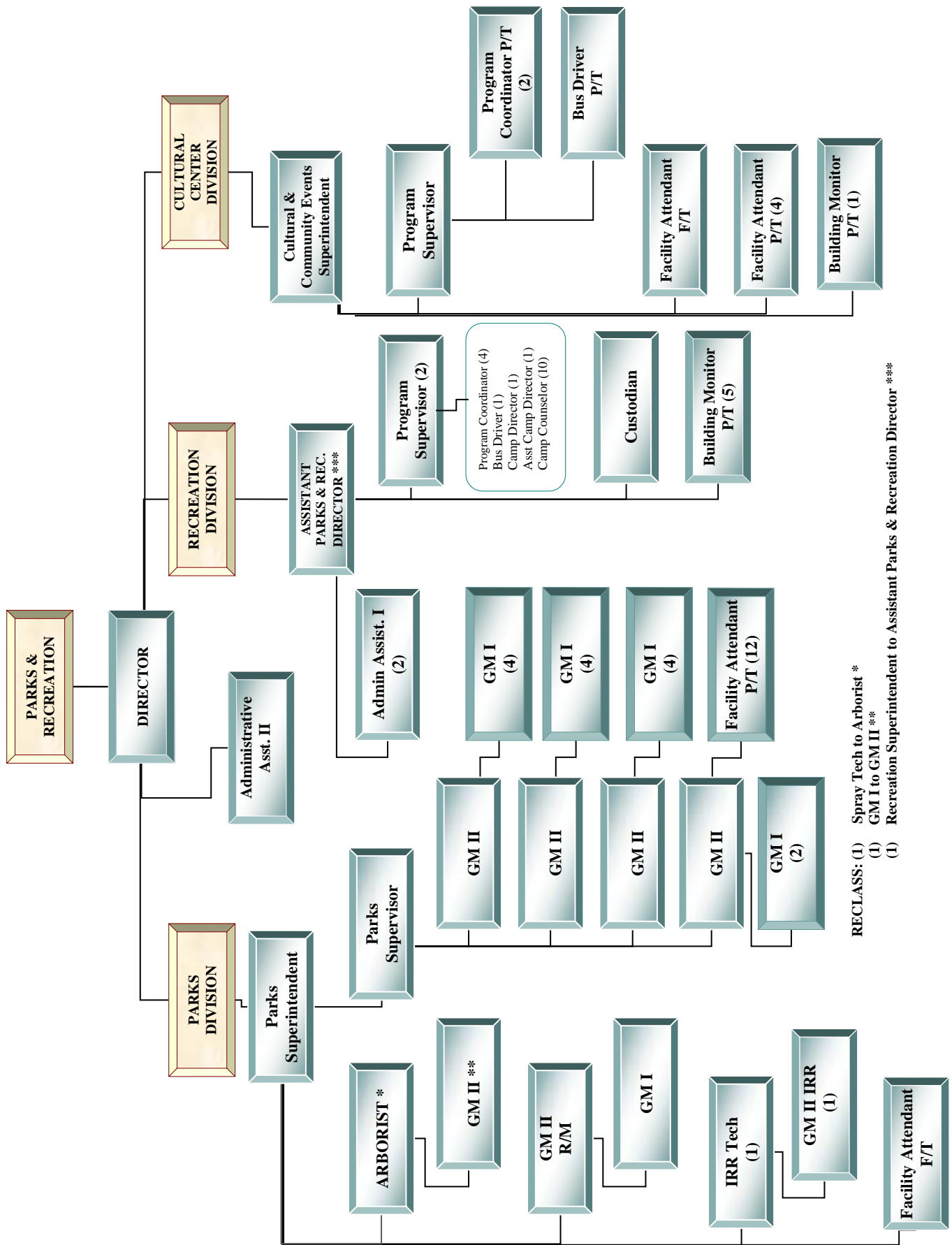
**Public Works**

**001-4100-541**

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>						
1199	Executive Salaries	76,583	80,112	79,387	80,305	79,937
1299	Salaries - Regular	911,648	945,145	1,020,527	925,219	1,080,194
1499	Overtime	13,373	12,821	20,000	19,752	20,000
1510	Beeper Pay				12,454	12,500
2198	Medicare	13,817	14,157	16,236	14,226	17,048
2199	FICA	58,459	59,629	69,422	58,834	72,896
2299	Retirement Contrib	85,134	88,558	96,595	90,214	102,820
2399	Life/Health Ins.	286,091	315,195	412,339	299,050	471,272
	<b>Sub Total</b>	<b>1,445,105</b>	<b>1,515,617</b>	<b>1,714,506</b>	<b>1,500,054</b>	<b>1,856,667</b>
<b>CONTRACTUAL SERVICES</b>						
3190	Other Services - Professional	5,529	2,300	12,500	12,000	2,500
3490	Other Contractual Services	32,324	33,012	33,012	33,012	35,000
	<b>Sub Total</b>	<b>37,853</b>	<b>35,312</b>	<b>45,512</b>	<b>45,012</b>	<b>37,500</b>
<b>OTHER CHARGES &amp; SVCS</b>						
4010	Travel & Per Diem	1,510	(312)	2,000	890	2,750
4111	Cell Phone Allowance	1,788	1,726	1,798	1,798	1,798
4340	Utilities - Trash Disposal	675	661	1,000	680	1,000
4420	Leases - Equipment	1,554	2,411	5,704	3,200	3,670
4610	R&M Building	79,235	98,524	76,000	92,008	76,000
4620	R&M Vehicles	19,047	21,633	15,000	15,279	15,000
4630	R&M Equipment	20,730	24,635	25,000	28,271	25,000
4650	Maintenance Contracts	215,373	244,421	236,000	245,976	256,000
4660	R&M Grounds	64,447	61,498	61,500	60,848	61,000
4670	R&M Street/Traffic Lights	34,622	30,163	45,000	36,512	45,000
4680	R&M Sidewalks	14,645	2,804	7,500	5,342	7,500
4685	R&M Roads/Bridges	5,235	3,239	5,000	24,341	5,000
4890	Promotional Activities	306	1,337	1,500	336	500
4920	Legal Ads	1,004	1,046	250	1,800	1,000
4940	Licenses & Fees	3,024	1,133	1,630	1,269	2,650
4990	Other Current Charges		1,451	1,250	1,439	1,500
	<b>Sub Total</b>	<b>463,195</b>	<b>496,370</b>	<b>486,132</b>	<b>519,989</b>	<b>505,368</b>
<b>COMMODITIES</b>						
5110	Office Supplies	992	495	1,000	837	1,000
5210	Fuel & Lube	45,613	30,884	38,099	29,315	29,363
5220	Operating Supplies	6,033	6,126	6,650	6,246	7,250
5221	Chemicals	32,237	29,065	31,500	29,028	31,500
5231	Uniforms/Maintenance	4,353	4,638	6,500	5,851	7,500
5240	Furniture/Equipment <\$5,000	16,479	21,062	31,000	30,417	23,000
5241	Clothing Allowance	2,190	2,851	3,600	3,926	3,600
5252	Janitorial Supplies	7,738	7,240	9,000	7,602	7,750
5290	Hurricane Supplies				660	0
5310	Repairs - Roads/Bridges	2,594	2,588	5,000	2,457	5,000
5320	Repairs - Drainage		30		0	0
5399	Repairs - Other Road	4,054	1,395	8,000	2,626	5,000
	<b>Sub Total</b>	<b>122,283</b>	<b>106,374</b>	<b>140,349</b>	<b>118,965</b>	<b>120,963</b>
<b>OTHER OPERATING EXPENSE</b>						
5410	Subscriptions/Memberships	1,691	966	1,600	1,609	1,900
5440	Training/Ed	3,652	1,304	4,400	799	3,675
5450	Tuition Reimb			3,000	750	1,000
	<b>Sub Total</b>	<b>5,343</b>	<b>2,270</b>	<b>9,000</b>	<b>3,158</b>	<b>6,575</b>
<b>CAPITAL OUTLAY</b>						
6499	Machinery & Equip			17,500	7,301	20,500
	<b>Sub Total</b>	<b>0</b>	<b>-</b>	<b>17,500</b>	<b>7,301</b>	<b>20,500</b>
<b>GRAND TOTAL</b>		<b>2,073,779</b>	<b>2,155,943</b>	<b>2,412,999</b>	<b>2,194,479</b>	<b>2,547,573</b>

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**Parks & Recreation**

OBJECT CODE NO.	CATEGORY RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1000/2999	Personnel Services	\$ 2,670,212	\$ 2,805,220	\$ 3,329,004	\$ 2,675,958	\$ 3,347,863
3000/3999	Contractual Services	592,172	531,517	579,950	559,571	622,228
4000/4999	Other Charges & Services	292,846	358,868	352,107	359,433	366,607
5000/5399	Commodities	561,089	548,750	634,723	626,476	612,270
5400/5999	Other Operating Expense	5,858	5,666	10,000	10,500	10,000
6000/6999	Capital Outlay	7,471	-	20,600	-	45,600
<b>Total Operating Expenses</b>		<b>\$ 4,129,648</b>	<b>\$ 4,250,021</b>	<b>\$ 4,926,384</b>	<b>\$ 4,231,938</b>	<b>\$ 5,004,568</b>

OBJECT CODE NO.	OPERATING RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
7200	Parks	\$ 2,240,007	\$ 2,311,277	\$ 2,781,699	\$ 2,337,476	\$ 2,736,369
7210	Recreation	1,027,684	1,137,159	1,273,108	1,096,613	1,400,745
7220	Cultural Center	861,957	801,585	871,577	797,849	867,454
<b>Total Operating Expenses</b>		<b>\$ 4,129,648</b>	<b>\$ 4,250,021</b>	<b>\$ 4,926,384</b>	<b>\$ 4,231,938</b>	<b>\$ 5,004,568</b>

**OUR MISSION:**

THE ROYAL PALM BEACH PARKS AND RECREATION DEPARTMENT, THROUGH A COORDINATED EFFORT, SEEKS TO ENRICH THE QUALITY OF LIFE OF THE CITIZENS WE SERVE, BY PROVIDING SAFE AND ACCESSIBLE RECREATIONAL FACILITIES AND A DIVERSIFIED PROGRAM OF RECREATIONAL ACTIVITIES FOR ALL CITIZENS, IN AN EFFECTIVE, EFFICIENT, EQUITABLE AND RESPONSIVE MANNER.

**OUR VISION:**

“GENERATING COMMUNITY ENGAGEMENT THROUGH PARKS, RECREATION, CULTURAL AND COMMUNITY EVENTS .”

**Parks Division:**

**CONNECTING OUR COMMUNITY THROUGH QUALITY PARKS AND OPEN SPACE**

**Goal:**

To develop, operate and maintain park facilities that enrich the quality of life for residents and visitors alike.

**Major Objectives**

1. Identify & set GPS co-ordinates for all park structures, equipment & fixtures.
2. Continue to aggressively pursue public and private grants and donations.
3. Maintain Park facilities at a level consistent with the uses and desires of ever changing and growing community.
4. Seek training opportunities for the development of staff.

Performance/Workload Indicators	Actual 2015 /2016	Projected 2016/2017	Estimated 2017/2018
No. of Parks	24	24	24
Park Acreage	512.2	512.2	512.2
Athletic Fields Maintained	25	25	25
Courts Maintained	38	38	38
Play Structures Maintained	17	17	19
Recreation Bldgs. Maintained	19	19	22
Pavilions Maintained	41	41	42
Fishing Docks Maintained	14	14	15

**Number of Personnel**

2015/2016: 25 f/t, 21 p/t      2016/2017: 27 f/t, 12 p/t      2017/2018: 27 f/t, 12 p/t

**Major Budget/Service Level Changes**

RECLASSIFY: (1) GM I to GM II  
(1) Spray Tech to Arborist

**BUDGETARY ACCOUNT SUMMARY**

**Parks & Recreation - Parks**

001-7200-572

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>						
1299	Salaries - Regular	1,087,247	1,125,367	1,248,612	1,104,948	1,304,343
1399	Salaries - Other				0	
1499	Overtime	20,988	20,040	20,000	20,000	20,000
2198	Medicare	15,428	16,001	18,346	15,916	19,330
2199	FICA	65,968	68,415	78,445	68,051	82,651
2299	Retirement Contrib	84,239	86,479	96,426	87,750	102,721
2399	Life/Health Ins.	324,110	314,886	538,612	275,440	385,648
	Sub Total	1,597,980	1,631,188	2,000,441	1,572,105	1,914,692
<b>CONTRACTUAL SERVICES</b>						
3490	Other Contractual Services	115,152	108,213	113,670	120,071	118,670
	Sub Total	115,152	108,213	113,670	120,071	118,670
<b>OTHER CHARGES &amp; SVCS</b>						
4010	Travel & Per Diem	198	36	200	200	200
4111	Cell Phone Allowance	1,622	1,628	3,392	3,392	3,392
4420	Leases - Equipment	3,570	8,643	4,000	2,500	2,500
4499	Leases-Other	624	1,997	2,000	2,500	2,500
4610	R&M Building	15,263	29,566	25,000	30,000	30,000
4620	R&M Vehicles	7,821	16,366	15,000	15,000	15,000
4630	R&M Equipment	42,036	44,765	40,000	40,000	40,000
4660	R&M Grounds	165,723	185,105	190,000	200,000	211,800
4890	Promotional Activities	1,921	5,365	10,000	5,000	5,000
4920	Legal Ads	1,259		1,000	1,000	1,000
	Sub Total	240,037	293,471	290,592	299,592	311,392
<b>COMMODITIES</b>						
5110	Office Supplies	3,216	6,731	4,000	6,000	6,000
5210	Fuel & Lube	53,646	46,028	57,546	48,800	47,165
5220	Operating Supplies	17,458	17,483	12,000	18,000	18,000
5221	Chemicals	132,389	133,588	200,000	180,000	180,000
5231	Uniforms/Maintenance	11,273	13,182	13,000	13,000	15,000
5240	Furniture/Equipment <\$5,000	29,163	32,254	30,000	35,000	35,000
5241	Clothing Allowance	6,055	5,317	5,850	6,611	5,850
5252	Janitorial Supplies	16,157	20,833	25,000	25,000	25,000
5253	Traffic Signs & Posts	5,904	579	5,000	5,000	5,000
5290	Hurricane Supplies				4,297	5,000
	Sub Total	275,261	275,995	352,396	341,708	342,015
<b>OTHER OPERATING EXPENSE</b>						
5410	Subscriptions/Memberships	834	1,170	1,000	1,000	1,000
5440	Training/Ed	3,272	1,240	3,000	3,000	3,000
	Sub Total	4,106	2,410	4,000	4,000	4,000
<b>CAPITAL OUTLAY</b>						
6382	Widescreens/Fence Caps					12,000
6499	Machinery & Equip	7,471		20,600		33,600
	Sub Total	7,471	0	20,600	0	45,600
<b>GRAND TOTAL</b>		<b>2,240,007</b>	<b>2,311,277</b>	<b>2,781,699</b>	<b>2,337,476</b>	<b>2,736,369</b>

### Recreation Division

With cooperation and input from our residents, the Recreation Division provides recreational, educational and fitness programs designed to meet the needs and interests of our citizens of all ages.

#### GOAL:

PROVIDE RECREATION IN AN EFFECTIVE, EFFICIENT AND LOGICAL MANNER.

#### Major Objectives

1. Increase program participation through the introduction of new programs.
2. Establish a Teen Program/Event(s).
3. Establish health and fitness program(s) at Commons Park.
4. Establish full day camps during all school breaks.
5. Maintaining the same level of service at the Recreation Center during the Cultural Center expansion project with the increased traffic.
6. Increasing program participation thorough the use of social media and additional advertising.
7. Incorporate Program Surveys.

Performance/Workload Indicators	Actual 2015/2016	Projected 2016/2017	Estimated 2017/2018
No. of Recreational Programs Provided	45	45	47
No. of Recreational Program Participants	4,000	4,000	4,050
Average Cost/Participant	\$61.75	\$71.00	\$75.68
New Programs Introduced	6	8	10
Percentage of Pavilion Reservations	40%	49%	55%
Percentage of Athletic Field Usage	70%	74%	75%
Percentage of Banquet Hall Reservations	40%	45%	50%

#### Number of Personnel

2015/2016: 8 f/t, 22 p/t

2016/2017: 8 f/t, 22 p/t

2017/2018: 8 f/t, 22 p/t

#### Major Budget/Service Level Changes

- P/T staff is determined by revenues.
- Cultural Center Closed for Renovations and Expansion
- Reclassification: Recreation Superintendent to Assistant Parks and Recreation Director

**BUDGETARY ACCOUNT SUMMARY**  
**Parks & Recreation - Recreation**  
**001-7210-572**

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>						
1199	Executive Salaries	121,979	126,442	125,296	126,746	204,678
1299	Salaries - Regular	382,887	438,406	547,438	415,805	548,892
1399	Salaries - Other	44,946	48,325			
1499	Overtime	3,267	2,602	3,000	8,669	3,000
2198	Medicare	7,689	8,420	9,865	7,618	11,062
2199	FICA	32,877	35,805	42,182	32,182	47,298
2299	Retirement Contrib	56,932	62,716	68,762	59,590	72,814
2399	Life/Health Ins.	104,968	158,395	160,927	138,174	170,833
	Sub Total	755,545	881,111	957,470	788,783	1,058,577
<b>CONTRACTUAL SERVICES</b>						
3490	Other Contractual Services	33,425	34,394	46,500	37,000	43,000
3492	Athletic Programs	72,155	65,641	70,500	60,500	66,000
3493	Camp Programs	10,756	15,231	32,000	36,000	41,500
3494	Arts & Crafts Programs	48,846	38,723	43,000	45,000	48,000
	Sub Total	165,182	153,989	192,000	178,500	198,500
<b>OTHER CHARGES &amp; SVCS</b>						
4010	Travel & Per Diem	179	1,109	1,000	2,684	1,700
4110	Communications	102	128		174	200
4111	Cell Phone Allowance	3,373	3,257	3,392	3,392	3,392
4420	Leases - Equipment	3,336	4,031	8,000	8,000	7,800
4499	Leases-Other	1,311	1,406	2,000	2,000	2,000
4610	R&M Building	5,280	13,387	12,000	16,000	16,000
4620	R&M Vehicles	9,167	6,107	3,000	3,000	3,000
4630	R&M Equipment	4,835	3,387	8,000	8,000	8,000
4710	Printing & Binding	126	335	1,000		1,000
4890	Promotional Activities					0
4920	Legal Ads	259	841	500	968	1,000
4990	Other Current Charges				-	-
	Sub Total	27,968	33,988	38,892	44,218	44,092
<b>COMMODITIES</b>						
5110	Office Supplies	4,192	3,400	5,000	4,826	7,500
5210	Fuel & Lube	1,774	1,649	1,646	1,136	1,626
5220	Operating Supplies	8,337	8,099	10,000	10,000	15,000
5222	Athletic Programs	25,621	20,845	19,200	20,000	21,600
5223	Camp Programs	18,892	18,215	26,000	26,000	26,000
5224	Arts & Crafts Programs		130	500	500	500
5225	Special Events	3,895	175		61	-
5231	Uniforms/Maintenance	2,030	1,639	1,800	1,800	1,800
5240	Furniture/Equipment <\$5,000	7,494	6,498	5,550	5,000	8,000
5241	Clothing Allowance		415	1,050	1,000	1,050
5252	Janitorial Supplies	6,589	5,510	10,000	10,000	12,500
5290	Hurricane Supplies				289	0
	Sub Total	78,824	66,575	80,746	80,612	95,576
<b>OTHER OPERATING EXPENSE</b>						
5410	Subscriptions/Memberships	165	1,271	1,000	1,500	1,000
5440	Training/Ed		225	3,000	3,000	3,000
	Sub Total	165	1,496	4,000	4,500	4,000
<b>CAPITAL OUTLAY</b>						
6499	Machinery & Equip				-	-
	Sub Total	-	-	-	-	-
<b>GRAND TOTAL</b>		<b>1,027,684</b>	<b>1,137,159</b>	<b>1,273,108</b>	<b>1,096,613</b>	<b>1,400,745</b>

### CUTURAL and COMMUNITY EVENTS

Conducts diverse programs and services that promote citizen involvement and a strong sense of community while striving to increase the social and cultural well- being of our residents and visitors.

#### GOAL:

#### **GENERATE COMMUNITY ENGAGEMENT THROUGH CULTURAL AND COMMUNITY EVENTS:**

Fallfest, Winterfest, Westfest, July 4<sup>th</sup>, Veterans Day, Memorial Day, Green Market, Concert Series, Food Truck Invasions, Movie Nights, Craft Shows, Kids Yard Sale, Community Yard Sale, Dolphin Bus Trips, and Cultural Diversity Day.

#### Major Objectives

1. Implement a constant contact e-mail based publication for residents.
2. Expand on adding new Sr. Athletics programming.
3. Develop “Arts in Public Place” program
4. Increase Partnerships for Community Events.
5. Develop a Sr. Technology Training program.
6. Develop a new web based Weather Alert service for Special Events and Athletics.
7. Incorporate Program Surveys.
8. Implement the “STAR” transportation program

Performance/Workload Indicators	Actual 2015/2016	Projected 2016/2017	Estimated 2017/2018
No. of Arts & Crafts Programs Offered	33	38	38
No. of Community Events	60	58	58
Cost of Community Events	\$357,829	\$339,000	\$215,267.00
% Event Costs covered by Revenue	31%	30%	51%
Commons Park Vehicle Traffic Count	252,630	300,000	330,000
No. of Senior Programs Offered	96	108	110
No. of Business Partnerships Obtained	28	31	32
No of Senior Program Participants	4171	5000	5100
No. of Facility Reservation	4679	5,000	3,000

#### Number of Personnel

2015/2016: 3 F/T; 7 P/T    2016/2017: 3 FT; 7 P/T    2017/2018: 3F/T; 7 P/T

#### Major Budget/Service Level Changes

- P/T staff is determined by revenues.
- Facility closed for renovation and expansion

**BUDGETARY ACCOUNT SUMMARY**  
**Parks & Recreation - Cultural Center**  
**001-7220-572**

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>						
1299	Salaries - Regular	226,019	240,709	284,444	261,239	308,079
1499	Overtime	1,403	276	1,000	11	1,000
2198	Medicare	3,133	3,547	4,137	3,842	4,549
2199	FICA	13,395	15,169	17,688	16,423	19,450
2299	Retirement Contrib	16,691	17,683	21,390	19,595	23,528
2399	Life/Health Ins.	56,046	15,537	42,434	13,960	17,988
	Sub Total	316,687	292,921	371,093	315,070	374,594
<b>CONTRACTUAL SERVICES</b>						
3490	Other Contractual Services	241,012	196,197	188,130	180,000	171,258
3493	Camp Programs	24				0
3494	Arts & Crafts Programs	8,544	8,566	12,000	12,000	13,000
3495	Senior Transportation Services					45,000
3496	Seniors Programs	62,258	64,552	74,150	69,000	75,800
	Sub Total	311,838	269,315	274,280	261,000	305,058
<b>OTHER CHARGES &amp; SVCS</b>						
4010	Travel & Per Diem	395	113	275	275	275
4111	Cell Phone Allowance	859	1,833	848	848	848
4499	Leases-Other	859	867	1,000	1,000	0
4610	R&M Building	5,249	12,262	6,000	3,000	0
4620	R&M Vehicles		4,174	3,000	1,000	0
4630	R&M Equipment	8,512	574	1,000		0
4710	Printing & Binding	944	934	2,000	1,000	1,000
4890	Promotional Activities	7,939	9,817	8,000	8,000	8,500
4920	Legal Ads	84	835	500	500	500
	Sub Total	24,841	31,409	22,623	15,623	11,123
<b>COMMODITIES</b>						
5110	Office Supplies	1,724	3,652	3,500	3,500	0
5210	Fuel & Lube	293		241	206	112
5220	Operating Supplies	14,210	10,955	15,000	14,000	7,500
5223	Camp Programs					-
5224	Arts & Crafts Programs	138	912	200	200	800
5225	Special Events	147,398	161,632	147,390	159,000	144,017
5226	Seniors Programs	17,280	18,834	20,000	20,000	20,000
5231	Uniforms/Maintenance	663	1,651	1,500	1,500	1,500
5240	Furniture/Equipment <\$5,000	18,241	3,130	3,000		0
5241	Clothing Allowance		124	750	750	750
5252	Janitorial Supplies	7,057	5,290	10,000	5,000	0
	Sub Total	207,004	206,180	201,581	204,156	174,679
<b>OTHER OPERATING EXPENSE</b>						
5410	Subscriptions/Memberships	1,587	1,710	1,500	1,500	1,500
5440	Training/Ed		50	500	500	500
	Sub Total	1,587	1,760	2,000	2,000	2,000
<b>CAPITAL OUTLAY</b>						
6299	Buildings				-	-
	Sub Total	-	-	-	-	-
<b>GRAND TOTAL</b>		<b>861,957</b>	<b>801,585</b>	<b>871,577</b>	<b>797,849</b>	<b>867,454</b>



**Non-Departmental**

OBJECT CODE NO.	CATEGORY RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
1000/2999	Personnel Services	\$ 170,774	\$ 153,818	\$ 165,299	\$ 123,962	\$ 130,560
3000/3999	Contractual Services	5,322	4,371	8,000	13,280	13,000
4000/4999	Other Charges & Services	1,614,403	1,633,935	1,903,744	1,923,654	2,003,655
5000/5399	Commodities	-	-	-	-	-
5400/5999	Other Operating Expense	-	-	-	-	-
6000/6999	Capital Outlay	-	-	-	-	-
<b>Total Operating Expenses</b>		<b>\$ 1,790,499</b>	<b>\$ 1,792,124</b>	<b>\$ 2,077,043</b>	<b>\$ 2,060,896</b>	<b>\$ 2,147,215</b>

OBJECT CODE NO.	OPERATING RECAP	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
9900	Non-Departmental	\$ 1,790,499	\$ 1,792,124	\$ 2,077,043	\$ 2,060,896	\$ 2,147,215
<b>Total Operating Expenses</b>		<b>\$ 1,790,499</b>	<b>\$ 1,792,124</b>	<b>\$ 2,077,043</b>	<b>\$ 2,060,896</b>	<b>\$ 2,147,215</b>

**BUDGETARY ACCOUNT SUMMARY**

Non Departmental

001-9900-599

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
	<b>PERSONNEL SERVICES</b>					
2499	Workers Compensation	166,095	148,448	161,299	119,962	126,560
2599	Unemployment Compensation	4,679	5,370	4,000	4,000	4,000
	Sub Total	170,774	153,818	165,299	123,962	130,560
	<b>CONTRACTUAL SERVICES</b>					
3190	Other Services - Professional	5,322	4,371	8,000	13,280	13,000
	Sub Total	5,322	4,371	8,000	13,280	13,000
	<b>OTHER CHARGES &amp; SVCS</b>					
4110	Communication Svcs	110,334	94,641	105,700	107,328	109,700
4299	Postage	40,053	36,885	55,000	36,716	55,000
4310	Utilities - Water/Sewer	100,017	108,986	165,200	154,188	165,000
4311	Utilities - Stormwater Fee	29,670	29,869	44,100	35,016	55,000
4320	Utilities - Electric	840,921	821,571	912,133	983,524	985,000
4330	Utilities - LP Gas	1,170	1,626	1,000	1,890	1,500
4340	Utilities - Trash Disposal	69,424	71,451	74,760	74,760	75,000
4510	Insurance - Gen Liability	85,281	94,927	103,800	117,288	123,739
4520	Insurance - Vehicle	22,131	26,812	29,548	29,491	31,113
4530	Insurance - Property	281,437	298,001	333,003	305,311	322,103
4545	Insurance - Claims		11,529	25,000	25,000	25,000
4550	Insurance - Other	24,162	25,461	42,500	42,500	42,500
4990	Other Current Charges	5,145	3,763	9,000	6,364	6,500
5220	General Operating Supplies	4,658	4,834	3,000	4,278	6,500
5240	Furniture/Equipment <\$5,000		3,579		0	0
	Sub Total	1,614,403	1,633,935	1,903,744	1,923,654	2,003,655
	<b>GRAND TOTAL</b>	<b>1,790,499</b>	<b>1,792,124</b>	<b>2,077,043</b>	<b>2,060,896</b>	<b>2,147,215</b>

**BUDGETARY ACCOUNT SUMMARY**

**General Fund**

**Debt Service and Transfers**

**001-8100-581 / 001-8200-582**

OBJECT CODE NO.	ACCOUNT DESCRIPTION	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED BUDGET	FY 2017 PROJECTED ACTUAL	FY 2018 PROPOSED BUDGET
<b><u>DEBT SERVICE - 001-8200-582</u></b>						
7124	Principal-RPB Commons	1,212,000	15,785,200			-
7224	Interest-RPB Commons	457,314	365,561			-
7300	Other Debt Service		323,061			-
	Sub Total	1,669,314	16,473,822	0	0	-
<b><u>TRANSFERS -001-8100-581</u></b>						
0303	Capital Improvement Fund 303	900,000	910,000			-
	Sub-Total	900,000	910,000	0	0	-
	<b>GRAND TOTAL</b>	<b>2,569,314</b>	<b>17,383,822</b>	<b>0</b>	<b>0</b>	<b>-</b>

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