

2014-2015

# ANNUAL OPERATING BUDGET





# Town of Highland Beach

3614 SOUTH OCEAN BOULEVARD • HIGHLAND BEACH, FLORIDA 33487

Palm Beach County, Florida

561-278-4548  
FAX 561-265-3582

Mayor:  
Bernard Featherman  
Vice Mayor:  
Ron Brown

Commissioners:  
Dennis J. Sheridan  
Louis P. Stern  
Carl Feldman

Town Manager:  
Kathleen D. Weiser

To: Honorable Mayor and Town Commission Members  
  
From: Kathleen Dailey Weiser, Town Manager  
  
Date: September 26, 2014  
  
Subject: FY 2014-2015 Adopted Annual Budget

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In accordance with the requirements of State Statutes and Chapter 2- Administration, Article III, Section 2-48 (4) of the Town of Highland Beach Municipal Code, the adopted budget for the fiscal year beginning October 1, 2014 and ending September 30, 2015 is presented using the millage rate of 3.9500.

Over the course of the past two months the Commission and Staff held Budget Workshops in a public forum to explain and revise the revenue estimates and expenditure requests of the FY 2014-2015 Annual Budget. These workshops provided the Commission with the opportunity to make comments on the budget; they also served as a platform to educate the public on what their town is proposing for the upcoming year with regard to capital projects, increasing or decreasing services, and how those projects and services will be funded. In addition, these meetings provided Staff with direction to solidify the budget estimations and requests based on the Commission and Public's feedback. We are pleased to report that there were no major changes to the proposed budget during those Public Hearings.

**Therefore, when reading this document please note that the budget message on pages 2-14 titled FY 2014-2015 Proposed Annual Budget, has been formally adopted as written and may be used as an overall summary of the FY 2014-15 Annual Operating Budget.**

Many thanks to the Residents, Town Commissioners and Staff of Highland Beach whose input and time helped produce this document.

Sincerely,

A handwritten signature in blue ink that reads "Kathleen Dailey Weiser".

Kathleen Dailey Weiser  
Town Manager

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# **2014 - 2015**

## **ANNUAL OPERATING BUDGET OF THE TOWN OF HIGHLAND BEACH, FLORIDA**

**FOR THE**

**FISCAL YEAR BEGINNING OCTOBER 1, 2014**

### **TOWN COMMISSION**

Bernard Featherman, Mayor

Ronald Brown, Vice-Mayor

Dennis J. Sheridan, Commissioner

Louis P. Stern, Commissioner

Carl Feldman, Commissioner

### **TOWN MANAGER**

Kathleen Dailey Weiser

### **TOWN ATTORNEY**

Glen Torcivia

### **DEPARTMENT HEADS**

Beverly M. Brown

Town Clerk

Cale D. Curtis

Finance Director

Craig Hartmann

Chief of Police

Michael Desorcy

Building Official

Edward Soper

Public Works Director

Maria T. Suarez

Library Director



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Carl Feldman

Town Manager:  
Kathleen D. Weiser

TO: Honorable Mayor and Town Commission Members

FROM: Kathleen D. Weiser, Town Manager

Date: July 9, 2014

Subject: FY 2014-2015 Proposed Annual Budget

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## Introduction

**The proposed budget is brought before you where, for the third consecutive year, there is an improvement in the taxing base of Highland Beach.** Staff is pleased to report that the Town's 2014-2015 taxable assessed value (TAV) is estimated to be \$1.938 billion, an increase of 6.27%. The new taxable value is still well below the fiscal year 2007 high of \$2.3 billion. Nonetheless, the decline of taxable property values in Highland Beach appears to be over and a recovery well underway.

The Town has “weathered the storm” that eroded the large gain in property values accumulated prior to 2007. Over a short 5-year period (2008-2012), the Town’s Total Taxable Value would shrink from \$2.3 billion down to \$1.7 billion. However, over the last couple years the Town has experienced an influx of new construction on vacant lots and redevelopment and renovations of its aging homes. This construction is helping speed the recovery in Town and provides the opportunity to reevaluate and pick up projects that were once delayed during the downfall.

Back in Fiscal Year 2013, the Town Commission made the decision to increase the operating tax rate to 3.95. This rate was just enough to cover the reoccurring operating expenditures and reserve the remaining surplus funds for capital projects that are necessary to maintain the integrity, safety, and appearance of the Town’s infrastructure, buildings, and equipment. This decision was timed perfectly with the housing recovery in Town and has set the course for the operating tax rate to remain as is (*no increase to the tax rate*). Increases to the Town’s TAV should be sufficient, when applied to the existing tax rate, to provide enough tax

revenue to cover operating expenses and offset the financial needs of the Town's Capital Improvement Plan.

During Fiscal Year 2013, the Town entered a contract for the sale of its two parcels of property owned in Boca Raton. Due to an inconsistency in the City of Boca Raton's Comprehensive Plan and Zoning of the property, some additional work has had to be performed on behalf of the Town and the Buyer in order to complete the sale. As of the writing of this budget letter, the contract was extended until November 30, 2014; however, closing is expected to occur prior to the Fiscal Year Ended September 30, 2014. The proceeds from the sale of \$3.5 million will be available for use at the Town Commission's discretion and/or for the funding of Capital Improvements.

The Town Commission should be pleased that due to their decision-making, this proposed budget maintains or improves service levels, satisfies capital improvement requests, and provides a fund balance that is financially healthy for the foreseeable future.

#### **Fund Balance**

The Town's General Fund total fund balance is made up of a combination of financial resources to include: non-spendable (inventories), restricted (debt repayment fund), committed (designated by a resolution/ordinance), assigned (designated by policy), and unassigned (surplus/balance of funds). Staff anticipates the following fund balance totals at FY ending September 30, 2014:

Fund Balance (estimated September 30, 2014)	% of Proposed GF Budget	Balance
Non-spendable	.05%	\$ 50,000
Restricted	-	-
Committed	-	-
Assigned- Disaster Recovery	4.8%	\$550,000
Assigned- Budget Stabilization	16.7%	1,952,000
Unassigned	27.8%	3,176,000

The Town's unassigned fund balance represents approximately 27.8% of the proposed FY2015 General Fund budget for expenditures including transfers. Town policy on fund balance requires that a minimum of 16.7% (2 months of expenditures) of the then in effect General Fund budget be set aside (assigned) for budget stabilization. The current policy also requires that a separate amount be set aside for disaster recovery and that

it be increased by \$100,000 each year up to a maximum of 8.3% of the then in effect General Fund Budget. As of September 30, 2014, the balance in the disaster recovery was \$550,000. Unassigned (surplus) fund balance is estimated to end FY2014 with approximately \$3.1 million.

#### **Operating Tax**

For a third consecutive year, the Town's tax base (property values) has increased. The estimated total property value increase in Highland Beach is 6.27% for the upcoming year. Using the prior year's operating tax rate of 3.95 mills the Town can expect to collect an additional \$430,000 in ad valorem taxes. The additional taxes are proposed to fund personnel, operating, and capital improvements for the upcoming budget year. Back in Fiscal Year 2013 the Town Commission made the prudent decision to increase the operating millage rate enough to cover its reoccurring expenses (operating and personnel), leaving the unassigned fund balance (reserves) to cover one-time capital improvements. That decision is playing out prudently as we enter a new budget year that includes increasing costs and much needed capital improvements that had previously been put on hold. Town Staff is pleased to report that we are not recommending a tax rate increase. Rather, the balancing of the 2014-2015 Budget is being proposed using the same tax rate that was adopted in the prior year, 3.95.

If the Commission maintains the operating tax rate of 3.95 mills it will generate approximately \$7,350,000 in ad valorem taxes, an increase of \$430,000 over the previous year. Staff is confident that the 3.95 mills, along with other general fund revenues, will be sufficient to cover the proposed personnel and operating expenditures.

#### **Debt Service Tax**

As the Town continues to pay down principal and interest on its debt, the debt service tax rate will decline. To satisfy its debt obligations for FY 2014-2015, the Town's required debt service millage rate will be set at 0.6913. *This is 19.2% less than the previous year.*

#### **Total Tax Rate**

Therefore, the total proposed tax rate for the 2014-2015 fiscal year of the Town of Highland Beach is 4.6413 ( $3.9500 + 0.6913$ ), an overall tax rate decrease of 0.16 mills or 3.41%.

#### **Budget Highlights**

The proposed budget is submitted in a balanced condition, utilizing an operating millage rate of 3.95. Past budgets have been balanced with spending cuts to personnel and operating expenses. As the overall Town's economic condition continues to improve, departments are requesting

funds for repairs and capital projects that were once held off. Nonetheless, the Town's total General Fund (GF) Budget (including Capital Outlay) has decreased by approximately 3.1%. The following summarizes the increase in GF expenditures.

- **Personnel** Total General Fund personnel expenditures are proposed to increase by 5.1%, or \$183,000. Contributors to the increased personnel costs are:
  - Merit raises (5%)
  - Reclassification of part-time employee to full-time in the Clerk's Office (\$22,000)
  - Increased retirement contribution rates (mandated by State)

Employee Class	Contribution Rates (% of Salary)	
	2013-2014	2014-2015
Regular	6.95%	7.37%
Special Risk	19.06%	19.82%
Elected Officials	33.03%	43.24%
Senior Management	18.31%	21.14%
DROP	12.84%	12.28%

- 8.73% increase to health insurance premiums.
- **Operating** Total General Fund operating expenditures have increased by 3.4% or \$175K. Major contributors to the increase are:
  - Scanning and Electronic Archiving of Building Department Records \$27,000
  - General repairs and maintenance to Town facilities have increased \$33,000
  - Solid Waste Collection has increased \$16,000 (contractual)
  - Library Media (books, CDs, DVDs, etc...) \$60,000 (*this amount has historically been budgeted in Capital Outlay budget of the Library. However, we are proposing to reclass this expense as a cost of operations rather than as depreciable assets based on the fact that the individual costs of the various forms of media purchased are well under the capitalization threshold of \$1,000*)
  - Delray Fire Rescue Agreement has increased :
    - Contractual increase of \$103K
  - Addition of Vehicle Maintenance Fee \$130,000 (*this amount was budgeted in the prior year; however, it went unspent due to delays in contract negotiations*)

- **Capital** Capital Expenditures in the General Fund total \$425,700, approximately \$557,000 (57%) less than the prior year. More information on the Capital Expenditures is available under Capital Outlay.
- **Debt Service** General Fund debt service payments decreased 33%, or \$211,000 due to debt maturing on the 2005 Library Loan.

#### **Enterprise Funds (Water & Sewer)**

- The Water Fund is no longer generating adequate revenue to cover the costs of producing potable water. There are two primary reasons to this revenue shortfall. The first is that the newly constructed and renovated homes are very good at reducing the amount of water they use. They are required to be outfitted with efficient, water-reducing faucets, toilets and other fixtures. The second contributor to water revenue shortfalls are the costs (salaries, utilities, insurance, maintenance, repairs, chemicals etc...) of producing water continue to rise.
- The proposed Water Fund budget has a shortfall of approximately \$610,000. Half of the shortfall is attributed to capital improvements (\$305,000). The other half is due to increasing costs for personnel, chemicals, utilities, and maintenance expenses. Staff recommends that the Commission consider funding the shortfall with a \$610,000 allocation from the fund's unassigned reserves. Unassigned reserves are estimated to be \$880,000.
- The Town Commission's Strategic Plan for the Water System includes two major projects to improve the water quality in Town. The first major project is the replacement of the water main distribution lines on all of the Town's side streets (Bel Lido, Russel Drive, etc...). Early staff estimates indicate this project could cost up to \$3.2 million. The second major project would be to retrofit the Water Plant with a Cal Flo System. The Cal Flow System improves water quality by adding alkalinity to and reducing the corrosiveness of the water. Staff estimates this project would run approximately \$950,000. Due to the size and complexity of these projects and the lack of immediate funding, Staff is proposing that a consultant/engineer provide the Town Commission with a feasibility analysis, cost estimate, and a plan to carry out these two major water quality improvement projects over the next couple of years. Therefore, Staff has budgeted \$40,000 to fund this analysis.

- Based on the proposed Capital Improvement Plan and the results of a consultant's/engineer's analysis, the Town Commission may have to consider a future ballot referendum to issue bonds, bank notes, and/or State Revolving Fund (SRF) loan funds to cover the water mains replacement and other recommended capital improvements of the Water System over the next 5 years. Staff is hopeful they can offset some of the costs of these capital improvements with the use of the proceeds from the Boca Properties Sale; and/or any available Federal, State, and Local Grants.
- The Sewer Fund is experiencing a similar trend as the Water System. The annual cost of utilities, major repairs, and capital improvements have surpassed the estimated revenues for the upcoming year. The Sewer Fund will have to use approximately \$130,000 from its unassigned reserves (est. \$1.5 million) to balance its budget.
- Utility (water and sewer) rates for water and sewer will remain the same as previous years. The current rates were established February 2010 and coincide with the water and wastewater study conducted on October 13, 2009. According to the last rate study, which provided projections through 2014, the Town's Water System was projected to run a deficit by Fiscal Year 2012. The Water System beat that projection by one year and ran its first deficit in Fiscal Year 2013 (\$43,000). Thus, as the operating costs of providing high-quality water and wastewater services to our citizens continue to increase; *AND* the necessity of capital improvements/repairs to the 10-year old water plant and 55-year old distribution system start to reveal themselves, the Town Commission will want to take a hard look at the current rate structure to ensure the System is adequately funded now and in the future. The Town is going on 6 years since it last reviewed the rates. Therefore, staff has budgeted \$20,000 to hire a consultant to perform a water and wastewater rate study.

#### G. F. Revenues

Applying the proposed millage tax rate of 3.95 (same as the last 2 years) to this year's taxable value generates a little over \$7.3 million in ad valorem taxes. This amount is approximately \$430,000 more than last year's levy.

All other revenues of the General Fund are expected to remain relatively consistent with the prior year's collections. The exceptions are Building Permit Revenues. While the Town has experienced a generous increase in construction and renovation permit revenue over the last couple years, it appears that trend has plateaued. Nonetheless, permit revenues are still adequate to meet the costs of the Building Department.

The General Fund budget is balanced with an appropriation of \$409,405 from the Unassigned Fund Balance. *The appropriation from reserves is almost \$16k less than our total cost (\$426,000) for one-time capital projects.* This is an excellent indication that the Town's General Fund is on track with current (reoccurring) revenues meeting current (reoccurring) expenditures.

All that said, the General Fund budget calls for an estimated \$11,373,405 in revenues, *\$347k less than the prior year's amended budget.*

#### **Personnel Services**

By the nature of being a service organization, total personnel costs account for approximately 56% of the *General Fund* budget. The status of employee benefits as recommended in this budget is as follows:

- The Town's Merit Program remains in effect for all employees; allowing for 5% increases in base compensation based on satisfactory performance evaluations. This budget does not include a Cost of Living Adjustment (COLA) for employees.
- The Town Clerk's office has proposed an employment reclassification to facilitate their electronic filing and storage goals. They propose to reclassify their part-time administrative assistant to full-time employment. The estimated cost of this employment reclassification is \$22,000. Please note that the electronic filing and storage project also requires an estimated \$27,000 to contract an electronic filing and storage company.
- The Town's Collective Bargaining Agreement (CBA) with the Highland Beach Fraternal Order of Police (HBFOP) expires on September 30, 2014. As of the publication of this budget, the HBFOP had not yet notified the Town in writing of their intent to open negotiations. If the HBFOP does not notify the Town of their intent to open negotiations they will be required to continue operating under the existing CBA language that expires on September 30, 2014.
- Health Insurance benefits have remained the same for employees and their dependents as the cost to the Town of providing those benefits have increased approximately 8.73%.
- Retirement costs have increased by over 12%. The Florida Retirement System (FRS) contribution rates for the Town are set each July 1<sup>st</sup> by the Florida State Legislature. These are mandated costs for all participants in FRS.

**Operating Expenses** The General Fund's Operating Expenses have only increased by \$175,000. Management is confident that this increase in operating expenditures is consistent with the needs of the departments. A summary of major changes to operating expenses is below:

- **Town Clerk-** The Town Clerk's office has budgeted \$27,000 to contract with a company to scan and electronically archive all the files, permits, plans, and other documents contained in the building department. This project will help streamline the planning and building functions of the Town by organizing and preserving the files in an electronic records system. *Note- the clerk's office estimated another \$22,000 in staffing will be required to complete this project.*
- **Public Works-** The PW department's operating budget has increased \$32,000. This increase is primarily for the purchase of trash receptacles and benches along the Town's walk-path. Their budget also includes \$10,000 to paint the library.
- **Post Office-** The Post Office operating budget includes an additional \$10,000 to be used for interior maintenance, repairs, and upgrades (painting, countertops, and office furniture).

**Police-** The Police Department's operating budget was decreased by \$15,000.

- **Fire-** The Town budgeted \$130,000 in the prior year's budget in anticipation of an agreement with Delray for them to take over the Fire Apparatus and Rescue Vehicle ownership/responsibility. *However, contract negotiations were put on hold due to Delray's review of Fire Services with the County.* Nonetheless, the Town owned fire apparatus and rescue vehicles are in need of being replaced. The apparatus has approached 20 years of service. It is no longer reliable and too costly to repair. The rescue vehicle is not as old as the apparatus; however, due to it being used far more than the apparatus its useful life is less because of the wear and tear. Rather than purchasing a new fire apparatus and rescue vehicle, the Town intends to pick up the negotiations with the City of Delray Beach for them to provide the Town a fire truck and ambulance for the duration of our Fire Services Agreement. A Vehicle Maintenance Fee (VMF) would be added to the annual cost the Fire Services Agreement. The approximate annual cost of the VMF will be \$130,000.
- **Fire-** The Town has budgeted \$15,000 to facilitate some improvements, repairs and maintenance to the interior facilities of the Fire Station.

**Fire-** The Town's contract with Delray Beach for Fire Services has increased by \$102,000. The majority of the increase is in personnel costs.

- **Protective Inspection-** Based upon the estimated permit revenues, Building Department expenses are expected to decrease approximately \$11,600.
- **Solid Waste-** The Town's contract with Waste Management expires December 31, 2014. Staff is hopeful that a recommended solicitation for competitive bids will result in a reduced contract for solid waste removal services. However, to be on the conservative side of budgeting, Staff has increased the Solid Waste budget by 3.3% or \$16,000.
- **Library-** The Library operating budget has increased \$53,000. The primary increase is due to the reclassification of media (books, CDs, DVDs, etc....) purchase. Historically, the Town has capitalized the total year-end cost of all media purchases and depreciated them as a whole over the course of 3 years. The Town's auditors concur with Staff that the historical method of accounting for books and other library materials does not meet the definition of Capital Outlay (individual acquisition cost greater than \$1,000). Thus, Staff has removed these items from the Library's capital outlay budget and placed them in the operating budget.

#### **Reserve**

The Reserve for Contingency is budgeted at \$300,000. The Reserve for Contingency is a line item in the General Fund that is the cushion of unassigned, but appropriated, funds that are used for any unforeseen developments that may arise throughout the fiscal year.

#### **Capital Outlay**

The following items are Capital Outlay Requests that have been included in the budget:

- **Public Works-** Replace/renovate Kitchenette in Water Plant to address a termite infestation.- \$7,000
- **Public Works-** Replace Public Works Truck- \$26,500
- **Public Works-** Replace air handler unit in Library- \$40,000
- **Public Works-** Replace Gator Side by Side ATV- \$10,000
- **Other Gen Gov't-** Virtual Server for Town Network- \$15,000

- Police Department- Replace (2) two patrol vehicles and equipment      Estimated Cost- \$75,600
- Police Department- Purchase/Install Automated License Plate Recognition equipment- \$68,000
- Fire Department-      Install Exhaust System in Station- \$30,000
- Library Department- Enclosure of Library Terraces- \$150,000
- Library Department- Replace (3) Computers- \$3,600

**Capital Improvement Requests total \$425,700.** Management has determined that these capital requests are in line with the direction of the approved 5-year Capital Improvement Plan (CIP) of the Town. *Funding for these capital items is provided in the budget with an appropriation of the Town's unassigned fund balance reserve account.*

**Reduction Measures** The Commission may desire to further cut spending and/or delay capital improvements. Staff has listed a variety of potential budget reduction and/or cost saving measures that the Commission may want to consider to reduce the budget. Being that we are a service based organization, some of these reductions affect employee and volunteer salary and benefits.

<u>Potential Reductions</u>	<u>Savings</u>
Merit Increase (1% increments) (Merit reduction excludes C.B.A. Members)	\$ 13,000
Increase employee insurance contributions by 10%	\$ 4,500
Scanning Project- Clerk's Office	\$ 49,000
Enclosure of Library Terraces	\$ 150,000
Post Office Interior Renovations	\$ 10,000
Public Works Truck	\$ 26,500
Public Works Gator (ATV)	\$ 10,000
Advisory board stipend	\$ 7,500
Board Appreciation Luncheon-	\$ 3,000
Police Vehicles (2)	\$ 76,500

#### Water Fund

The proposed Water Fund budget is balanced with an appropriation from reserves of \$610,000.

Capital Outlay Requests include:

- Smart-metering Technology- \$55,000

- Air handler replacement- \$50,000
- Exhaust fan replacement- \$60,000
- AC Replacement- \$75,000
- Scrubber Pump Replacement- \$25,000
- GIS System Update- \$15,000
- Computerized Maintenance Mgmt. System- \$5,000
- Phone Repeater System- \$10,000
- Security System Upgrades- \$10,000

Principal and Interest payments on debt are covered by a transfer from the General Fund in the amount of \$1,286,000.

#### Sewer Fund

The Sewer Fund is balanced with a reserve for contingency of \$21,663 and an appropriation from unassigned reserves of \$127,303. The Sewer Fund revenues have fallen short due to the following:

##### **Utility Costs**

- Estimated 5% increase in sewage treatment costs with Delray- \$37,000

##### **Repairs/Maintenance**

- Re-lining of storm water outfalls- \$25,000
- Recondition manholes- \$15,000

##### **Capital Improvements**

- Pump Station Telemetry System- \$30,000
- Replace 20HP sewage pump- \$14,000

#### Capital Improvement Plan

The Capital Improvement Plan (CIP) provides the Commission, Staff, and public with a forward looking plan that anticipates the Town's major needs and demands over the next 5 years. *The first year of the plan reflects the Capital Budget and the remaining 4 years serve as the Plan. The CIP is included in the adoption of the annual budget by the Town Commission without commitment to expenditures or appropriations beyond the first year.*

The Plan is summarized in the following table:

Fiscal Year	Fund	Project Name	Initial Cost (est.)	Estimated Annual Costs/(Savings)	Funding Source
2014-2015	General Fund	Replace Police Cars (2)	\$ 72,000	na	General Fund's Unassigned FB
	General Fund	License Plate Recog Cameras	\$ 68,000	\$ 2,500	General Fund's Unassigned FB
	General Fund	Replace Fire Apparatus	\$ 830,000	na	General Fund's Unassigned FB
	General Fund	Replace Fire Rescue	\$ 325,000	na	General Fund's Unassigned FB
	General Fund	Exhaust System- Fire Station	\$ 30,000	na	General Fund's Unassigned FB
	General Fund	Enclose Library Terraces (2)	\$ 150,000	\$ 1,000	FOTL Fundraising/GF's Unassigned FB
	General Fund	Replace Air Conditioner- Library	\$ 40,000	na	General Fund's Unassigned FB
	General Fund	Replace PW Pickup w/ SUV	\$ 26,500	na	General Fund's Unassigned FB
	Water	"Smart" Metering Upgrade	\$ 55,000	na	Water Fund's Unassigned FB
	Water	Air Handler- Chemical Room	\$ 50,000	na	Water Fund's Unassigned FB
	Water	A/C Replacement- RO Plant	\$ 75,000	na	Water Fund's Unassigned FB
	Water	Exhaust Fan Replacement	\$ 60,000	na	Water Fund's Unassigned FB
2015-2016	Sewer	Telemetry Replacement	\$ 30,000	na	Sewer Fund's Unassigned FB
	General Fund	Replace Police Cars (2)	\$ 72,000	na	General Fund's Unassigned FB
	General Fund	Repave Town Hall Parking Lot	\$ 71,000	na	General Fund's Unassigned FB
	General Fund	Replace Library Carpet	\$ 59,000	na	General Fund's Unassigned FB
	General Fund	Streetscape- design/architect	\$ 85,000	na	Open Space & Recreation's Unassigned
	Water	SCADA System	\$ 70,000	na	Water Fund's Unassigned FB
2016-2017	Water	Purchase Calcite Flow System	\$ 950,000	\$ (30,000.00)	Bond Proceeds/SRF Loan
	Water	Side Street Water Mains	\$ 3,220,500	na	Bond Proceeds/SRF Loan
	General Fund	Replace RO Cartridges	\$ 500,000	na	Water Fund's Unassigned FB
2017-2018	General Fund	Replace Police Cars (2)	\$ 68,000	na	General Fund's Unassigned FB
	General Fund	Replace PW Boom Pickup	\$ 75,000	na	General Fund's Unassigned FB
	Water	Replace Pickup Truck	\$ 35,000	na	Water Fund's Unassigned FB
2018-2019					

Detailed information, including description, justification, and funding sources for these projects can be found beginning on page 50 of this budget document.

### Acknowledgements

A municipal budget cannot be put together without a lot of assistance from the Department Directors and their staffs. I am very proud of the efforts of our employees to continue to offer the highest quality of services - while maintaining, and in some cases, reducing, their budgets and line items. This document is a team effort that is led by the exceptional abilities of the Town's Finance Director, Cale Curtis. He accurately takes every number, every project and every request...along with a myriad of changes along the way...and organizes this comprehensive document. Together, the entire staff is pleased to present you with this financially sound budget that accounts for your priorities and demonstrates our commitment to keeping Highland Beach a premier beachside residential community.

### Conclusion

Property values in Highland Beach have increased for a third consecutive year providing some additional financial relief to the Town. The increase

in property values and a status quo tax rate of 3.95 will bring in an estimated \$430,000 more in ad valorem tax revenues year over year. This financial boost in revenue comes at a time when the Town's departments need it most to improve and maintain their operating and service levels. In addition, the Town has proposed a number of capital projects that will preserve and or enhance our services. Finally, this budget is balanced without any major spending cuts to personnel and operations. It includes some much needed maintenance and capital improvements that were delayed in prior budgets. **Most importantly, this budget does not call for a tax rate increase.**

With the 2014-2015 Proposed Operating Budget before you, we wish to thank the Town Commission for their consideration with regard to our recommendations and look forward to finalizing the document.

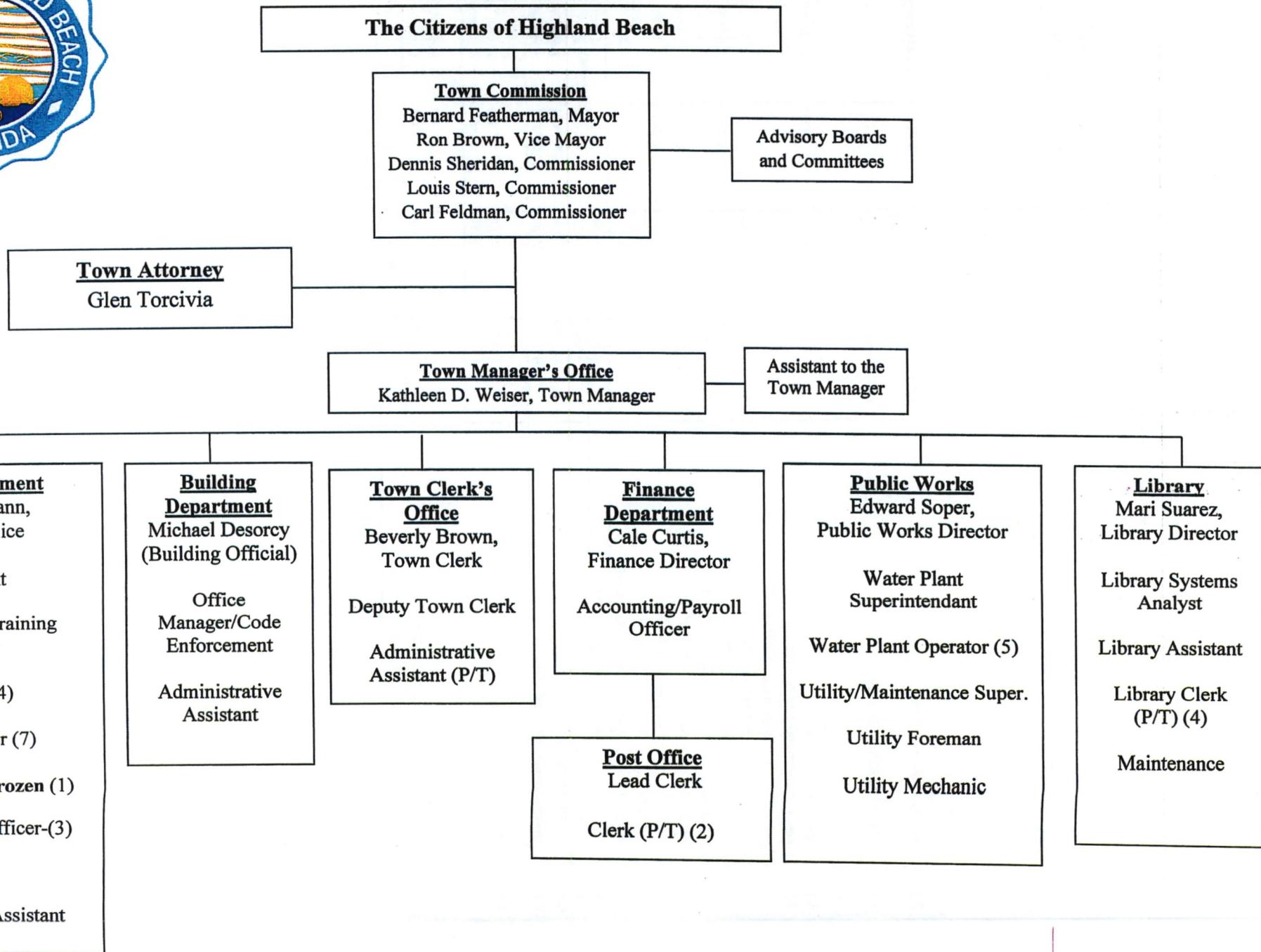
Respectfully submitted,



Kathleen D. Weiser  
Town Manager



## TOWN OF HIGHLAND BEACH Organization Chart



**TOWN OF HIGHLAND BEACH  
MILLAGE CALCULATION  
FY 2012/2013 - FY 2014/2015**

		A		B	C	D
		PRIOR YEARS		ROLLED BACK RATE	PROPOSED RATE	
1.)		FISCAL YEAR 2012-2013	FISCAL YEAR 2013-2014	FISCAL YEAR 2014-2015	FISCAL YEAR 2014-2015	
2.)	TAXABLE VALUE- DR420	1,757,053,296	1,824,966,379	1,938,425,792	1,938,425,792	
3.)	FINAL GROSS TAXABLE VALUE	1,752,273,484	1,824,011,226			
4.)	<b>MILLAGE GEN. OPERATING</b>	<b>3.9500</b>	<b>3.9500</b>	<b>3.7442</b>	<b>3.9500</b>	
5.)	MILLAGE DEBT SERVICE-HISTORICAL					
a.	SUNTRUST RO LOAN	-	-	-	-	
b.	BOFA LIBRARY LOAN	0.1552	0.1210	-	-	
c.	STATE LOAN-HISTORICAL	0.2821	0.2716	0.2557	0.2557	
d. Ref. 2008	STATE LOAN-REMAINING	0.1557	0.1499	0.1411	0.1411	
e. Ref. 2008	2007 BOFA PROM NOTE	0.1760	0.1695	0.1595	0.1595	
f. Ref. 2008	A1A STATE LOAN-ARRA	0.1174	0.1136	0.1069	0.1069	
g. Ref. 2008	A1A STATE LOAN-DIRECT	0.0309	0.0298	0.0280	0.0280	
h. Ref. 2014	WATER QUALITY UPGRADES	-	-	-	-	
6.)	<b>SUB-TOTAL DEBT SERVICE</b>	<b>0.9173</b>	<b>0.8554</b>	<b>0.6913</b>	<b>0.6913</b>	
7.)	<b>RATE</b>	<b>4.8673</b>	<b>4.8054</b>	<b>4.4355</b>	<b>4.6413</b>	
8.)	TAXES LEVIED OPERATING	6,921,480	7,204,844	7,257,854	7,656,782	
9.)	TAXES LEVIED DEBT SERVICE	1,607,273	1,560,259	1,340,040	1,340,040	
10.)	TOTAL TAXES	8,528,753	8,765,104	8,597,893	8,996,821	
		x96%	x96%	x96%	x96%	
11.)	TAXES LEVIED OPERATING @96%	6,644,621	6,916,651	6,967,540	7,350,511	
12.)	TAXES LEVIED DEBT SERVICE @ 96%	1,542,982	1,497,849	1,286,438	1,286,438	
13.)	<b>AD VALOREM TAXES-FINAL/DR-420</b>	<b>8,187,603</b>	<b>8,414,499</b>	<b>8,253,978</b>	<b>8,636,949</b>	

**TOWN OF HIGHLAND BEACH**  
**REVENUE COMPARISON - F/Y 13-14 AND F/Y 14-15**

FUND	REVENUE SOURCE	PRIOR YEAR 2013-2014 BUDGET	ADOPTED 2014-2015 BUDGET
<b>GENERAL FUND</b>	CURRENT AD VALOREM TAXES	8,419,000	8,639,000
	LOCAL OPTION GAS TAX	28,000	30,000
	FRANCHISES FEES	697,000	674,000
	OCCUPATIONAL LICENSES	2,000	2,000
	BUILDING PERMITS	397,000	355,000
	INTER GOVT REVENUE	352,545	374,000
	GARBAGE/SOLID WASTE	466,000	466,000
	CHARGES FOR SERVICES	37,000	41,000
	FINES AND FORFEITURES	17,000	17,000
	INTEREST	15,000	15,000
	MISCELLANEOUS REVENUES	358,550	360,350
	TRANSFER FROM WATER FUND	0	0
	APPROPRIATION FROM RESERVE	931,356	403,655
<b>TOTAL GENERAL FUND</b>		<b>11,720,451</b>	<b>11,377,005</b>
<b>LIBRARY DONATION FUND</b>	LIBRARY FUND APPROPRIATION	0	0
<b>TOTAL LIBRARY DONATION</b>		<b>0</b>	<b>0</b>
<b>CULTURAL BOARD FUND</b>	CULTURAL BOARD FUND REVENUES	0	0
<b>TOTAL CULTURAL BOARD FUND</b>		<b>0</b>	<b>0</b>
<b>UTILITIES FUND</b>			
<b>WATER DEPT</b>	WATER UTILITY REVENUE	2,075,000	1,950,000
	CHARGES FOR SERVICES	30,720	30,720
	INTEREST	3,000	2,500
	MISCELLANEOUS REVENUES	140,500	140,500
	DEBT PROCEEDS	0	0
	TRANS FROM GENERAL FUND-G.O. DEBT SERVICE	1,286,000	1,286,000
	TRANS FROM GENERAL FUND-DEFICIT	0	0
	APPROPRIATION FROM RESERVE	300,000	610,000
<b>TOTAL WATER-REGULAR</b>	GRAND TOTAL WATER FUND	<b>3,835,220</b>	<b>4,019,720</b>
<b>SEWER DEPT</b>	SEWER UTILITY REVENUE	1,010,000	1,010,000
	INTEREST	3,000	3,000
	APPROPRIATION FROM RESERVE	0	135,303
<b>TOTAL SEWER DEPT</b>		<b>1,013,000</b>	<b>1,148,303</b>
<b>TOTAL UTILITIES FUNDS</b>		<b>4,848,220</b>	<b>5,168,023</b>
<b>TOTAL ALL FUNDS</b>		<b>16,568,671</b>	<b>16,545,028</b>
<b>LESS INTERFUND TRANSFERS</b>		<b>-1,286,000</b>	<b>-1,286,000</b>
<b>GRAND TOTAL</b>		<b>15,282,671</b>	<b>15,259,028</b>

**TOWN OF HIGHLAND BEACH**  
**EXPENDITURE COMPARISON - F/Y 13-14 AND F/Y 14-15**

FUND	COST CENTER	AMENDED 2013-2014 BUDGET	ADOPTED 2014-2015 BUDGET
GENERAL FUND	TOWN COMMISSION	147,400	155,150
	TOWN MANAGER	344,405	369,025
	TOWN CLERK	267,695	339,150
	FINANCE	293,505	321,245
	LEGAL COUNSEL	131,000	135,000
	DEBT SERVICE	646,122	434,900
	PUBLIC WORKS	232,900	337,400
	POST OFFICE	126,080	134,530
	OTHER GENERAL GOVERNMENT	1,187,330	370,230
	LAW ENFORCEMENT	2,215,740	2,278,795
	DELRAY BEACH FIRE/RESCUE	3,150,000	3,295,100
	PROTECTIVE INSPECTION	354,286	347,030
	AMBULANCE & RESCUE	12,000	12,000
	REFUSE COLLECTION	481,000	497,000
	LIBRARY	611,220	781,050
	INTERFUND TRANSFER- DEBT SERVICE	1,286,000	1,286,500
	INTERFUND TRANSFER- WATER FUND DEFECIT	0	0
	RESERVE FOR CONTINGENCY	233,768	282,900
TOTAL GENERAL FUND	TOTAL GENERAL FUND	11,720,461	11,377,005
LIBRARY DONATION FUND	LIBRARY EXPENDITURES	0	0
TOTAL LIBRARY DONATION	TOTAL LIBRARY DONATION FUND	0	0
CULTURAL BOARD FUND	CULTURAL BOARD FUND EXPENDITURES	0	0
TOTAL CULTURAL BOARD	TOTAL CULTURAL BOARD FUND	0	0
UTILITIES FUND			
WATER DEPT	WATER EXPENDITURES-REGULAR	2,516,917	2,694,600
	WATER EXPENDITURES-DEBT SERVICE	1,296,522	1,298,850
	RESERVE FOR CONTINGENCY	21,781	28,270
TOTAL WATER DEPT	TOTAL WATER FUND	3,836,220	4,019,720
SEWER DEPT	SEWER EXPENDITURES	995,400	1,126,650
	RESERVE FOR CONTINGENCY	17,600	21,653
TOTAL SEWER DEPT	TOTAL SEWER	1,013,000	1,148,303
TOTAL UTILITIES FUNDS	TOTAL UTILITIES FUND-REGULAR EXPENDITURES	4,848,220	5,168,023
TOTAL ALL FUNDS	TOTAL ALL GOVERNMENTAL FUNDS	16,568,671	16,545,028
LESS INTERFUND TRANSFERS		-1,286,000	-1,286,500
GRAND TOTAL	GRAND TOTAL- REGULAR BUDGET	15,282,671	15,258,523

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	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
<b>Revenues</b>					
Dept: 310.000 REVENUES					
Acct Class: 3100 TAXES					
311.000 CURRENT AD VALOREM TAXES	8,246,672	8,419,000	8,419,000	8,639,000	2.61
312.000 LOCAL OPTIONAL GAS TAX	29,782	28,000	28,000	30,000	7.14
313.100 FRANCHISE FEES-FPL	397,324	390,000	390,000	391,000	0.26
313.400 FRANCHISE FEES-FPU	12,397	8,000	8,000	8,000	0.00
313.600 COMMUNICATIONS SERVICE TAX	306,747	299,000	299,000	275,000	-8.03
<b>Total TAXES</b>	<b>8,992,922</b>	<b>9,144,000</b>	<b>9,144,000</b>	<b>9,343,000</b>	<b>2.18</b>
Acct Class: 3200 LICENSES AND PERMITS					
321.400 BUSINESS REGISTRATIONS	1,576	2,000	2,000	2,000	0.00
322.000 BUILDING PERMITS	444,402	397,000	397,000	355,000	-10.58
<b>Total LICENSES AND PERMITS</b>	<b>445,978</b>	<b>399,000</b>	<b>399,000</b>	<b>357,000</b>	<b>-10.53</b>
Acct Class: 3300 INTERGOVERNMENTAL					
335.120 STATE REVENUE SHARING PROCEEDS	79,012	76,000	76,000	81,000	6.58
335.150 ALCOHOLIC BEVERAGE LICENSES	636	645	645	700	8.53
335.180 LOCAL GOVT HALF-CENT SALES TAX	243,843	243,000	243,000	262,000	7.82
335.190 MOTOR FUEL TAX REBATE	1,318	1,200	1,200	1,200	0.00
335.195 RECYCLING REVENUE SHARING PROG	10,801	10,000	10,000	7,000	-30.00
335.210 FDOT- STREETLIGHT SUBSIDY	13,304	13,700	13,700	14,100	2.92
338.000 SHARE COUNTY OCCUPATIONAL LIC.	12,453	8,000	8,000	8,000	0.00
<b>Total INTERGOVERNMENTAL</b>	<b>361,368</b>	<b>352,545</b>	<b>352,545</b>	<b>374,000</b>	<b>6.09</b>
Acct Class: 3400 CHARGES FOR SERVICES					
341.900 ZONING FEES, BOARD REVIEW FEES	5,527	3,000	3,000	3,000	0.00
341.920 CERTIFICATION,COPYS,LIEN SRCH	33,800	34,000	34,000	38,000	11.76
343.400 GARBAGE/SOLID WASTE REVENUE	467,051	466,000	466,000	466,000	0.00
<b>Total CHARGES FOR SERVICES</b>	<b>506,378</b>	<b>503,000</b>	<b>503,000</b>	<b>507,000</b>	<b>0.80</b>
Acct Class: 3500 FINES AND FORFEITURES					
351.000 COURT FINES	4,493	7,000	7,000	7,000	0.00
351.100 MISC POLICE INCOME	926	1,000	1,000	1,000	0.00
352.000 LIBRARY FINES & FEES	5,451	8,000	8,000	8,000	0.00
354.200 VIOLATION OF LOCAL ORDINANCES	47,000	1,000	1,000	1,000	0.00
<b>Total FINES AND FORFEITURES</b>	<b>57,870</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>0.00</b>
Acct Class: 3600 MISCELLANEOUS REVENUES					
361.000 INTEREST ON INVESTMENTS	16,419	15,000	15,000	15,000	0.00
362.000 RENT- U.S. POSTAL STATION	25,000	25,000	25,000	25,000	0.00
362.200 LEASE-SPRINT PCS	28,580	30,000	30,000	31,800	6.00
369.100 ADMINISTRATIVE REIMBURSEMENTS	298,548	298,550	298,550	298,550	0.00
369.400 OTHER MISCELLANEOUS REVENUES	3,099	5,000	5,000	5,000	0.00
<b>Total MISCELLANEOUS REVENUES</b>	<b>371,645</b>	<b>373,550</b>	<b>373,550</b>	<b>375,350</b>	<b>0.48</b>
Acct Class: 3800 OTHERS SOURCES-NON-REVENUE					
389.900 APPROPRIATION FROM RESERVE	0	931,356	931,356	403,655	-56.66
<b>Total OTHERS SOURCES-NON-REVENUE</b>	<b>0</b>	<b>931,356</b>	<b>931,356</b>	<b>403,655</b>	<b>-56.66</b>
<b>Total REVENUES</b>	<b>10,736,160</b>	<b>11,720,451</b>	<b>11,720,451</b>	<b>11,377,005</b>	<b>-2.93</b>

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
<b>Expenditures</b>					
Dept: 511.000 TOWN COMMISSION					
Acct Class: 5010 PERSONAL SERVICES					
511.000 EXECUTIVE SALARIES AND WAGES	63,000	63,000	63,000	63,000	0.00
521.000 FICA TAXES	4,820	4,825	4,825	4,825	0.00
522.000 RETIREMENT CONTRIBUTIONS	10,036	21,350	21,350	28,100	31.62
524.000 WORKERS' COMPENSATION	84	175	175	175	0.00
Total PERSONAL SERVICES	77,940	89,350	89,350	96,100	7.55
Acct Class: 5030 OPERATING EXPENSES					
531.000 PROFESSIONAL FEES	2,725	7,500	7,500	7,500	0.00
540.000 TRAVEL AND PER DIEM	11,462	12,000	12,000	12,000	0.00
541.100 POSTAGE & FREIGHT	39	300	300	300	0.00
549.001 OTH CURR CHG-ADVERTISING	1,439	2,000	2,000	2,000	0.00
549.004 OTH CURR CHG-COMM. REINVEST.	3,745	2,000	2,000	2,000	0.00
549.005 OTH CURR CHG-PRINTING & PUBS	11,967	15,000	15,000	15,000	0.00
549.008 OTH CURR CHG-GIFTS & AWARDS	6,599	6,500	6,500	7,000	7.69
549.010 OTH CURR CHG-PROMOTIONS	0	3,000	3,000	3,000	0.00
552.000 OPERATING SUPPLIES	2,210	1,250	1,250	1,250	0.00
554.000 BOOKS,DUES,EDUCATION,SCRIPT	5,627	8,500	8,500	9,000	5.88
Total OPERATING EXPENSES	45,832	58,050	58,050	59,050	1.72
Total TOWN COMMISSION	123,771	147,400	147,400	155,150	5.26

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
<b>Expenditures</b>					
Dept: 512.000 TOWN MANAGER					
Acct Class: 5010 PERSONAL SERVICES					
512.000 REGULAR SALARIES & WAGES	205,336	215,000	215,000	222,000	3.26
515.200 EDUCATION INCENTIVE PAY	8,000	8,000	8,000	8,000	0.00
521.000 FICA TAXES	14,263	17,025	17,025	17,700	3.96
522.000 RETIREMENT CONTRIBUTIONS	21,110	35,400	35,400	41,700	17.80
523.000 HEALTH INSURANCE/ALLOWANCE	43,364	52,000	52,000	60,000	15.38
524.000 WORKERS' COMPENSATION	288	575	575	575	0.00
Total PERSONAL SERVICES	292,362	328,000	328,000	349,975	6.70
Acct Class: 5030 OPERATING EXPENSES					
531.000 PROFESSIONAL FEES	0	1,000	1,000	1,000	0.00
540.000 TRAVEL AND PER DIEM	6,200	4,880	4,880	7,200	47.54
540.100 TRAINING & DEVELOPMENT	3,430	1,925	1,925	2,050	6.49
541.100 POSTAGE & FREIGHT	27	100	100	100	0.00
545.000 INSURANCE & BONDS	575	1,200	1,200	1,200	0.00
549.008 OTH CURR CHG-GIFTS & AWARDS	2,361	2,700	2,700	2,750	1.85
552.000 OPERATING SUPPLIES	635	2,000	2,000	2,000	0.00
554.000 BOOKS, DUES, EDUCATION, SUBSCRIPT	1,998	2,500	2,500	2,750	10.00
Total OPERATING EXPENSES	15,225	16,305	16,305	19,060	16.84
Total TOWN MANAGER	307,587	344,305	344,305	369,025	7.18

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	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
<b>Expenditures</b>					
<b>Dept: 513.000 FINANCE</b>					
<b>Acct Class: 5010 PERSONAL SERVICES</b>					
512.000 REGULAR SALARIES & WAGES	136,014	143,150	143,150	150,500	5.13
515.200 EDUCATION INCENTIVE PAY	6,000	6,000	6,000	6,000	0.00
521.000 FICA TAXES	10,062	11,410	11,410	12,000	5.17
522.000 RETIREMENT CONTRIBUTIONS	11,159	20,500	20,500	25,400	23.90
523.000 HEALTH INSURANCE/ALLOWANCE	46,873	54,000	54,000	63,000	16.67
524.000 WORKERS' COMPENSATION	190	345	345	345	0.00
<b>Total PERSONAL SERVICES</b>	<b>210,298</b>	<b>235,405</b>	<b>235,405</b>	<b>257,245</b>	<b>9.28</b>
<b>Acct Class: 5030 OPERATING EXPENSES</b>					
532.000 ACCOUNTING AND AUDITING	35,460	31,000	31,000	31,000	0.00
534.000 OTHER CONTRACTUAL SERVICES	9,609	7,000	7,000	8,500	21.43
540.000 TRAVEL AND PER DIEM	2,019	3,000	3,000	3,000	0.00
540.100 TRAINING & DEVELOPMENT	445	1,300	1,300	1,300	0.00
541.100 POSTAGE & FREIGHT	1,830	2,300	2,300	2,700	17.39
544.000 RENTALS AND LEASES	2,029	2,600	2,600	2,600	0.00
545.000 INSURANCE & BONDS	0	400	400	400	0.00
546.000 REPAIRS & MAINTENANCE- GENERAL	3,751	4,000	4,000	8,000	100.00
552.000 OPERATING SUPPLIES	4,510	5,000	5,000	5,000	0.00
554.000 BOOKS, DUES, EDUCATION, SUBSCRIPT	505	1,500	1,500	1,500	0.00
<b>Total OPERATING EXPENSES</b>	<b>60,159</b>	<b>58,100</b>	<b>58,100</b>	<b>64,000</b>	<b>10.15</b>
<b>Total FINANCE</b>	<b>270,457</b>	<b>293,505</b>	<b>293,505</b>	<b>321,245</b>	<b>9.45</b>

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
<b>Expenditures</b>					
<b>Dept: 514.000 LEGAL COUNSEL</b>					
<b>Acct Class: 5030 OPERATING EXPENSES</b>					
531.100 PROFESSIONAL FEES-GEN LEGAL	59,318	76,000	76,000	80,000	5.26
531.200 PROFESSIONAL FEES-LITIGATION	0	30,000	30,000	30,000	0.00
531.300 PROFESSIONAL FEES-LEGAL OTHER	1,783	25,000	25,000	25,000	0.00
<b>Total OPERATING EXPENSES</b>	<b>61,101</b>	<b>131,000</b>	<b>131,000</b>	<b>135,000</b>	<b>3.05</b>
<b>Total LEGAL COUNSEL</b>	<b>61,101</b>	<b>131,000</b>	<b>131,000</b>	<b>135,000</b>	<b>3.05</b>

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
Expenditures					
Dept: 517.000 DEBT PAYMENTS					
Acct Class: 5070 DEBT SERVICE					
571.700 PRINCIPAL-2005 REFUNDING LOAN	401,646	413,110	413,110	425,500	3.00
572.700 INTEREST-2005 REFUNDING LOAN	32,644	21,212	21,212	9,400	-55.69
Total DEBT SERVICE	434,290	434,322	434,322	434,900	0.13
Total DEBT PAYMENTS	434,290	434,322	434,322	434,900	0.13

**FINAL BUDGET**

Town of Highland Beach		Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>						
<b>Expenditures</b>						
<b>Dept: 519.000 PUBLIC WORKS</b>						
Acct Class: 5 Expenditures						
552.250 OPERATING SUPPLIES- SAFETY		0	0	0	1,000	0.00
<b>Total Expenditures</b>		0	0	0	1,000	0.00
 Acct Class: 5030 OPERATING EXPENSES						
531.000 PROFESSIONAL FEES	10,013	18,000	18,000	10,000	10,000	-44.44
534.000 OTHER CONTRACTUAL SERVICES	113,820	132,000	132,000	132,000	132,000	0.00
540.000 TRAVEL AND PER DIEM	0	0	0	2,000	2,000	0.00
546.000 REPAIRS & MAINTENANCE- GENERAL	64,561	60,000	60,000	78,000	78,000	30.00
546.100 REPAIRS & MAINTENANCE- VEHICLE	1,760	1,000	1,000	1,000	1,000	0.00
549.003 0TH CURR CHG LICENSE & PERMITS	1,863	1,900	1,900	1,900	1,900	0.00
552.000 OPERATING SUPPLIES	2,006	5,000	5,000	25,000	25,000	400.00
552.400 OPERATING SUPPLIES-GASOLINE	4,202	3,000	3,000	3,000	3,000	0.00
<b>Total OPERATING EXPENSES</b>	198,255	221,900	221,900	252,900	252,900	14.49
 Acct Class: 5060 CAPITAL OUTLAY						
563.000 IMPROVEMENTS OTHER THAN BLDG.	135,531	12,000	12,000	7,000	7,000	-41.67
564.000 MACHINERY AND EQUIPMENT	27,228	0	0	76,500	76,500	0.00
<b>Total CAPITAL OUTLAY</b>	162,759	12,000	12,000	83,500	83,500	595.83
<b>Total PUBLIC WORKS</b>	361,013	232,900	232,900	337,400	337,400	44.87

# **TOWN OF HIGHLAND BEACH CAPITAL OUTLAY REQUESTS FISCAL YEAR 2014-2015**

**Dept:** PUBLIC WORKS

\* B = Building, I = Improvement, E = Equipment, V = Vehicle, S = Software/Information Tech

**\*\* On-going annual operating & maintenance costs to support this one-time capital purchase**

## FINAL BUDGET

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
Expenditures					
Dept: 519.100 POST OFFICE					
Acct Class: 5010 PERSONAL SERVICES					
512.000 REGULAR SALARIES & WAGES	81,439	85,000	85,000	79,000	-7.06
515.200 EDUCATION INCENTIVE PAY	2,000	2,000	2,000	2,000	0.00
521.000 FICA TAXES	6,152	6,675	6,675	6,300	-5.62
522.000 RETIREMENT CONTRIBUTIONS	4,599	6,375	6,375	6,300	-1.18
523.000 HEALTH INSURANCE/ALLOWANCE	18,322	21,100	21,100	25,000	18.48
524.000 WORKERS' COMPENSATION	116	230	230	230	0.00
<b>Total PERSONAL SERVICES</b>	<b>112,629</b>	<b>121,380</b>	<b>121,380</b>	<b>118,830</b>	<b>-2.10</b>
Acct Class: 5030 OPERATING EXPENSES					
544.000 RENTALS AND LEASES	1,452	1,500	1,500	2,000	33.33
545.000 INSURANCE & BONDS	0	300	300	300	0.00
546.000 REPAIRS & MAINTENANCE- GENERAL	0	500	500	11,000	2100.00
552.000 OPERATING SUPPLIES	1,861	2,000	2,000	2,000	0.00
552.100 UNIFORMS	392	400	400	400	0.00
<b>Total OPERATING EXPENSES</b>	<b>3,705</b>	<b>4,700</b>	<b>4,700</b>	<b>15,700</b>	<b>234.04</b>
<b>Total POST OFFICE</b>	<b>116,334</b>	<b>126,080</b>	<b>126,080</b>	<b>134,530</b>	<b>6.70</b>

**FINAL BUDGET**

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
Expenditures					
Dept: 519.300 GENERAL GOVT-NON DEPARTMENTA					
Acct Class: 5 Expenditures					
546.300 REPAIRS & MAINT- INFO TECHNOLO	0	0	0	5,000	0.00
Total Expenditures	0	0	0	5,000	0.00
Acct Class: 5030 OPERATING EXPENSES					
531.000 PROFESSIONAL FEES	7,652	12,500	12,500	10,000	-20.00
534.000 OTHER CONTRACTUAL SERVICES	27,135	25,230	25,230	27,130	7.53
541.000 COMMUNICATIONS	53,621	54,600	54,600	56,000	2.56
543.000 UTILITY SERVICES	62,577	72,000	72,000	69,000	-4.17
544.000 RENTALS AND LEASES	6,094	7,000	7,000	7,500	7.14
545.000 INSURANCE & BONDS	110,343	120,000	120,000	120,000	0.00
549.000 OTHER CURRENT CHARGES-GENERAL	13,718	17,000	17,000	17,000	0.00
549.006 OTH Curr CHG-TAXES & ASSESSMINT	4,433	15,000	15,000	18,600	24.00
552.000 OPERATING SUPPLIES	15,056	15,000	15,000	15,000	0.00
552.940 DISASTER PREPARATION SUPPLIES	707	10,000	10,000	10,000	0.00
Total OPERATING EXPENSES	301,335	348,330	348,330	350,230	0.55
Acct Class: 5060 CAPITAL OUTLAY					
564.000 MACHINERY AND EQUIPMENT	0	14,000	14,000	15,000	7.14
Total CAPITAL OUTLAY	0	14,000	14,000	15,000	7.14
Total GENERAL GOVT-NON DEPARTMENTAL	301,335	362,330	362,330	370,230	2.18

# **TOWN OF HIGHLAND BEACH CAPITAL OUTLAY REQUESTS FISCAL YEAR 2014-2015**

**Dept:** Other General Government

\* B = Building, I = Improvement, E = Equipment, V = Vehicle, S = Software/Information Tech

**\*\* On-going annual operating & maintenance costs to support this one-time capital purchase**

## FINAL BUDGET

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
<b>Expenditures</b>					
<b>Dept: 521.000 POLICE DEPARTMENT</b>					
Acct Class: 5010 PERSONAL SERVICES					
512.000 REGULAR SALARIES & WAGES	1,210,071	1,186,000	1,186,000	1,199,900	1.17
514.000 OVERTIME	10,621	15,000	15,000	18,000	20.00
515.000 SPECIAL PAY	16,650	17,000	17,000	17,000	0.00
515.100 SHIFT DIFFERENTIAL PAY	21,026	28,000	28,000	30,000	7.14
515.200 EDUCATION INCENTIVE PAY	28,000	28,000	28,000	28,000	0.00
521.000 FICA TAXES	97,815	99,000	99,000	100,000	1.01
522.000 RETIREMENT CONTRIBUTIONS	179,369	224,000	224,000	241,000	7.59
523.000 HEALTH INSURANCE/ALLOWANCE	233,299	257,000	257,000	280,000	8.95
524.000 WORKERS' COMPENSATION	24,966	39,100	39,100	40,000	2.30
Total PERSONAL SERVICES	1,821,817	1,893,100	1,893,100	1,953,900	3.21
Acct Class: 5030 OPERATING EXPENSES					
531.000 PROFESSIONAL FEES	7,476	4,850	4,850	5,600	15.46
534.000 OTHER CONTRACTUAL SERVICES	9,597	19,100	19,100	19,330	1.20
540.000 TRAVEL AND PER DIEM	4,376	9,000	9,000	9,000	0.00
540.100 TRAINING & DEVELOPMENT	6,869	14,205	14,205	13,805	-2.82
541.000 COMMUNICATIONS	29,848	92,900	92,900	35,800	-61.46
541.100 POSTAGE & FREIGHT	217	400	400	400	0.00
546.000 REPAIRS & MAINTENANCE- GENERAL	1,138	7,500	7,500	4,500	-40.00
546.100 REPAIRS & MAINTENANCE- VEHICLE	22,316	18,675	18,675	17,150	-8.17
549.013 OTH CURR CHG-ANNUAL PHYSICALS	1,170	3,000	3,000	1,500	-50.00
552.000 OPERATING SUPPLIES	13,760	13,200	13,200	11,950	-9.47
552.100 UNIFORMS	7,402	8,000	8,000	5,500	-31.25
552.150 UNIFORMS ALLOWANCE	15,580	17,100	17,100	17,100	0.00
552.400 OPERATING SUPPLIES-GASOLINE	29,806	35,000	35,000	32,000	-8.57
552.800 OPERATING SUPPLIES-C.E.R.T.	0	0	0	3,000	0.00
554.000 BOOKS, DUES, EDUCATION, SUBSCRIPT	8,095	7,710	7,710	4,660	-39.56
Total OPERATING EXPENSES	157,651	250,640	250,640	181,295	-27.67
Acct Class: 5060 CAPITAL OUTLAY					
564.000 MACHINERY AND EQUIPMENT	38,043	72,000	72,000	143,600	99.44
Total CAPITAL OUTLAY	38,043	72,000	72,000	143,600	99.44
Total POLICE DEPARTMENT	2,017,511	2,215,740	2,215,740	2,278,795	2.85

# **TOWN OF HIGHLAND BEACH CAPITAL OUTLAY REQUESTS FISCAL YEAR 2014-2015**

**Dept:** Police (Capital Outlay)

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
Expenditures					
Dept: 522.000 DELRAY BEACH FIRE RESCUE					
Acct Class: 5030 OPERATING EXPENSES					
534.000 OTHER CONTRACTUAL SERVICES	2,928,033	3,135,000	3,135,000	3,235,100	3.19
546.000 REPAIRS & MAINTENANCE- GENERAL	20,272	15,000	15,000	30,000	100.00
Total OPERATING EXPENSES	2,948,305	3,150,000	3,150,000	3,265,100	3.65
Acct Class: 5060 CAPITAL OUTLAY					
564.000 MACHINERY AND EQUIPMENT	0	0	0	30,000	0.00
Total CAPITAL OUTLAY	0	0	0	30,000	0.00
Total DELRAY BEACH FIRE RESCUE	2,948,305	3,150,000	3,150,000	3,295,100	4.61

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
<b>Expenditures</b>					
<b>Dept: 524.000 PROTECTIVE INSPECTION</b>					
<b>Acct Class: 5010 PERSONAL SERVICES</b>					
<b>512.000 REGULAR SALARIES &amp; WAGES</b>	85,426	97,600	97,600	100,000	2.46
<b>521.000 FICA TAXES</b>	6,916	7,500	7,500	7,700	2.67
<b>522.000 RETIREMENT CONTRIBUTIONS</b>	4,814	7,100	7,100	7,700	8.45
<b>523.000 HEALTH INSURANCE/ALLOWANCE</b>	21,486	28,000	28,000	33,000	17.86
<b>524.000 WORKERS' COMPENSATION</b>	124	230	230	230	0.00
<b>Total PERSONAL SERVICES</b>	118,766	140,430	140,430	148,630	5.84
<b>Acct Class: 5030 OPERATING EXPENSES</b>					
<b>534.000 OTHER CONTRACTUAL SERVICES</b>	223,750	198,500	198,500	188,000	-5.29
<b>540.000 TRAVEL AND PER DIEM</b>	559	1,000	1,000	1,000	0.00
<b>541.100 POSTAGE &amp; FREIGHT</b>	48	300	300	200	-33.33
<b>544.000 RENTALS AND LEASES</b>	1,402	1,700	1,700	1,700	0.00
<b>552.000 OPERATING SUPPLIES</b>	5,059	5,000	5,000	6,000	20.00
<b>554.000 BOOKS, DUES, EDUCATION, SUBSCRIPT</b>	0	1,500	1,500	1,500	0.00
<b>Total OPERATING EXPENSES</b>	230,819	208,000	208,000	198,400	-4.62
<b>Total PROTECTIVE INSPECTION</b>	349,584	348,430	348,430	347,030	-0.40

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
Expenditures					
Dept: 526.000 AMBULANCE SERVICES					
Acct Class: 5030 OPERATING EXPENSES					
534.000 OTHER CONTRACTUAL SERVICES	12,000	12,000	12,000	12,000	0.00
Total OPERATING EXPENSES	12,000	12,000	12,000	12,000	0.00
Total AMBULANCE SERVICES	12,000	12,000	12,000	12,000	0.00

## FINAL BUDGET

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
<b>Expenditures</b>					
Dept: 534.000 GARBAGE/SOLID WASTE CONTROL					
Acct Class: 5030 OPERATING EXPENSES					
534.000 OTHER CONTRACTUAL SERVICES	449,066	476,000	476,000	492,000	3.36
552.000 OPERATING SUPPLIES	1,585	5,000	5,000	5,000	0.00
<b>Total OPERATING EXPENSES</b>	<b>450,651</b>	<b>481,000</b>	<b>481,000</b>	<b>497,000</b>	<b>3.33</b>
<b>Total GARBAGE/SOLID WASTE CONTROL</b>	<b>450,651</b>	<b>481,000</b>	<b>481,000</b>	<b>497,000</b>	<b>3.33</b>

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
Expenditures					
Dept: 571.000 LIBRARIES					
Acct Class: 5010 PERSONAL SERVICES					
512.000 REGULAR SALARIES & WAGES	324,520	328,000	328,000	333,500	1.68
515.200 EDUCATION INCENTIVE PAY	4,000	4,000	4,000	4,000	0.00
521.000 FICA TAXES	23,631	25,400	25,400	25,900	1.97
522.000 RETIREMENT CONTRIBUTIONS	21,629	34,700	34,700	39,500	13.83
523.000 HEALTH INSURANCE/ALLOWANCE	68,566	82,000	82,000	95,000	15.85
524.000 WORKERS' COMPENSATION	2,280	4,025	4,025	4,000	-0.62
Total PERSONAL SERVICES	444,626	478,125	478,125	501,900	4.97
Acct Class: 5030 OPERATING EXPENSES					
540.000 TRAVEL AND PER DIEM	152	2,000	2,000	1,000	-50.00
541.100 POSTAGE & FREIGHT	190	250	250	250	0.00
544.000 RENTALS AND LEASES	1,161	2,000	2,000	2,000	0.00
546.000 REPAIRS & MAINTENANCE- GENERAL	0	14,000	14,000	7,500	-46.43
549.010 OTH CURR CHG-PROMOTIONS	1,054	1,250	1,250	1,250	0.00
552.000 OPERATING SUPPLIES	39,149	40,000	40,000	40,000	0.00
552.100 UNIFORMS	381	500	500	500	0.00
552.900 OPERATING EXP-CHILDRENS PROG	885	3,500	3,500	3,500	0.00
554.000 BOOKS, DUES, EDUCATION, SUBSCRIPT	4,854	9,595	9,595	70,450	634.24
Total OPERATING EXPENSES	47,826	73,095	73,095	126,450	72.99
Acct Class: 5060 CAPITAL OUTLAY					
562.000 BUILDINGS	0	0	0	150,000	0.00
564.000 MACHINERY AND EQUIPMENT	0	0	0	2,700	0.00
Total CAPITAL OUTLAY	0	0	0	152,700	0.00
Total LIBRARIES	492,452	551,220	551,220	781,050	41.69

# **TOWN OF HIGHLAND BEACH CAPITAL OUTLAY REQUESTS FISCAL YEAR 2014-2015**

**Dept: Library**

\* B = Building, I = Improvement, E = Equipment, V = Vehicle, S = Software/Information Tech

**\*\* On-going annual operating & maintenance costs to support this one-time capital purchase**

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
Expenditures					
Dept: 581.000 INTERFUND TRANSFERS					
Acct Class: 5091 TRANSFERS					
581.300 TRANSFER TO WATER FD-DEBT SERV	1,286,000	1,286,000	1,286,000	1,286,500	0.04
Total TRANSFERS	1,286,000	1,286,000	1,286,000	1,286,500	0.04
Total INTERFUND TRANSFERS	1,286,000	1,286,000	1,286,000	1,286,500	0.04

## FINAL BUDGET

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
Fund: 001 - GENERAL FUND					
Expenditures					
Dept: 590.000 RESERVE FOR CONTINGENCY					
Acct Class: 5090 OTHER USES					
599.000 RESERVE FOR CONTINGENCY	24,048	233,768	233,768	282,900	21.02
Total OTHER USES	24,048	233,768	233,768	282,900	21.02
Total RESERVE FOR CONTINGENCY	24,048	233,768	233,768	282,900	21.02

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**Town of Highland Beach**

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 001 - GENERAL FUND</b>					
<b>Expenditures</b>					
Total Expenditures	9,799,327	10,617,695	10,617,695	11,377,005	7.15
Total GENERAL FUND	936,833	1,102,756	1,102,756	0	-100.00

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 401 - WATER SYSTEM</b>					
<b>Revenues</b>					
Dept: 533.000 WATER SYSTEM OPERATIONS					
Acct Class: 3400 CHARGES FOR SERVICES					
343.300 WATER UTILITY REVENUE	1,950,502	2,075,000	2,075,000	1,950,000	-6.02
343.310 FIRE HYDRANT- MAINTENANCE FEE	30,720	30,720	30,720	30,720	0.00
Total CHARGES FOR SERVICES	1,981,222	2,105,720	2,105,720	1,980,720	-5.94
Acct Class: 3600 MISCELLANEOUS REVENUES					
361.000 INTEREST ON INVESTMENTS	2,971	3,000	3,000	2,500	-16.67
369.100 ADMINISTRATIVE REIMBURSEMENTS	131,352	140,000	140,000	140,000	0.00
369.400 OTHER MISCELLANEOUS REVENUES	400	500	500	500	0.00
Total MISCELLANEOUS REVENUES	134,723	143,500	143,500	143,000	-0.35
Acct Class: 3800 OTHERS SOURCES-NON-REVENUE					
381.100 TRANSFER FROM GENERAL FUND	1,286,000	1,286,000	1,286,000	1,286,000	0.00
389.900 APPROPRIATION FROM RESERVE	0	300,000	300,000	610,000	103.33
Total OTHERS SOURCES-NON-REVENUE	1,286,000	1,586,000	1,586,000	1,896,000	19.55
Total WATER SYSTEM OPERATIONS	3,401,945	3,835,220	3,835,220	4,019,720	4.81

## FINAL BUDGET

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 401 - WATER SYSTEM</b>					
<b>Expenditures</b>					
<b>Dept: 533.000 WATER SYSTEM OPERATIONS</b>					
Acct Class: 5010 PERSONAL SERVICES					
512.000 REGULAR SALARIES & WAGES	594,112	684,000	684,000	648,000	-5.26
514.000 OVERTIME	42,675	18,000	18,000	30,000	66.67
515.100 SHIFT DIFFERENTIAL PAY	4,936	6,000	6,000	6,000	0.00
515.200 EDUCATION INCENTIVE PAY	6,000	8,000	8,000	10,000	25.00
521.000 FICA TAXES	47,590	55,000	55,000	53,500	-2.73
522.000 RETIREMENT CONTRIBUTIONS	43,011	77,300	77,300	63,500	-17.85
523.000 HEALTH INSURANCE/ALLOWANCE	174,850	227,000	227,000	227,000	0.00
524.000 WORKERS' COMPENSATION	18,086	18,975	18,975	30,000	58.10
<b>Total PERSONAL SERVICES</b>	<b>931,260</b>	<b>1,094,275</b>	<b>1,094,275</b>	<b>1,068,000</b>	<b>-2.40</b>
Acct Class: 5030 OPERATING EXPENSES					
531.000 PROFESSIONAL FEES	18,945	3,000	3,000	65,000	2066.67
534.000 OTHER CONTRACTUAL SERVICES	25,706	30,000	30,000	30,000	0.00
540.000 TRAVEL AND PER DIEM	1,288	1,500	1,500	2,500	66.67
540.100 TRAINING & DEVELOPMENT	1,133	2,000	2,000	3,000	50.00
541.000 COMMUNICATIONS	3,456	5,000	5,000	5,000	0.00
541.100 POSTAGE & FREIGHT	129	100	100	200	100.00
543.000 UTILITY SERVICES	237,384	320,000	320,000	320,000	0.00
545.000 INSURANCE & BONDS	153,656	150,000	150,000	160,000	6.67
546.000 REPAIRS & MAINTENANCE- GENERAL	121,300	72,000	72,000	84,000	16.67
546.100 REPAIRS & MAINTENANCE- VEHICLE	216	2,000	2,000	2,000	0.00
546.200 RENEWALS & REPLACEMENTS	96,742	196,742	196,742	97,500	-50.44
549.003 OTH CURR CHG-LICENSE & PERMITS	4,275	4,300	4,300	4,300	0.00
549.100 ADMINISTRATIVE CHARGES	298,548	298,600	298,600	298,600	0.00
552.000 OPERATING SUPPLIES	173,081	240,000	240,000	240,000	0.00
552.100 UNIFORMS	1,807	2,400	2,400	5,000	108.33
552.400 OPERATING SUPPLIES-GASOLINE	1,867	2,500	2,500	2,500	0.00
554.000 BOOKS, DUES, EDUCATION, SUBSCRIPT	2,485	500	500	2,000	300.00
<b>Total OPERATING EXPENSES</b>	<b>1,142,018</b>	<b>1,330,642</b>	<b>1,330,642</b>	<b>1,321,600</b>	<b>-0.68</b>
Acct Class: 5060 CAPITAL OUTLAY					
563.000 IMPROVEMENTS OTHER THAN BLDG.	0	0	0	40,000	0.00
564.000 MACHINERY AND EQUIPMENT	0	92,000	92,000	265,000	188.04
<b>Total CAPITAL OUTLAY</b>	<b>0</b>	<b>92,000</b>	<b>92,000</b>	<b>305,000</b>	<b>231.52</b>
Acct Class: 5070 DEBT SERVICE					
571.500 PRINCIPAL- R.O. STATE LOAN	0	551,400	551,400	567,300	2.88
571.700 PRINCIPAL-2005 REFUNDING LOAN	0	9,390	9,390	9,800	4.37
571.800 PRINCIPAL-R.O. EXPANSION	0	184,500	184,500	185,000	0.27
571.830 PRINCIPAL-A1A DIRECT LOAN	0	33,800	33,800	35,000	3.55
571.850 PRINCIPAL- ARRA LOAN	0	124,500	124,500	128,000	2.81
572.200 INTEREST- R. O. STATE LOAN	201,977	187,200	187,200	171,400	-8.44
572.700 INTEREST-2005 REFUNDING LOAN	776	482	482	350	-27.39
572.800 INTEREST-R.O. EXPANSION	123,990	112,400	112,400	113,000	0.53
572.830 INTEREST- A1A DIRECT LOAN	19,197	18,350	18,350	18,000	-1.91
572.850 INTEREST-ARRA LOAN	77,532	74,500	74,500	71,000	-4.70
<b>Total DEBT SERVICE</b>	<b>423,471</b>	<b>1,296,522</b>	<b>1,296,522</b>	<b>1,298,850</b>	<b>0.18</b>
Acct Class: 5090 OTHER USES					
599.000 RESERVE FOR CONTINGENCY	0	21,781	21,781	26,270	20.61
<b>Total OTHER USES</b>	<b>0</b>	<b>21,781</b>	<b>21,781</b>	<b>26,270</b>	<b>20.61</b>
<b>Total WATER SYSTEM OPERATIONS</b>	<b>2,496,749</b>	<b>3,835,220</b>	<b>3,835,220</b>	<b>4,019,720</b>	<b>4.81</b>

**TOWN OF HIGHLAND BEACH  
CAPITAL OUTLAY REQUESTS  
FISCAL YEAR 2014-2015**

**Dept:** 533.000 - WATER

Qty.	Type*	Item Description and Justification	Costs	
			Initial Purchase	Yealy O & M**
1	S	Smart Metering Technology Monitor water usage in real-time (564.000)	\$55,000	
1	E	Air Handler Replacement - WTP Replace aging equipment (564.000)	\$50,000	
2	E	Exhaust Fan Replacement - WTP Replace aging equipment original to plant (564.000)	\$60,000	
1	E	Security System Upgrade Replace cameras; new software (563.000)	\$10,000	
1	E	AC Replacement Replace aging equipment original to plant (564.000)	\$75,000	
3	E	Scrubber Pump Replacement Replace aging equipment original to plant (564.000)	\$25,000	
1	S	GIS System Update Complete implementation of Geographical Info System (563.000)	\$15,000	
1	S	CMMS System Computerized Maintenance Management System (563.000)	\$5,000	
1	E	Phone Repeater System Replace facilities internal cell phone repeater system (563.000)	\$10,000	
			<b>TOTAL</b>	<b>\$305,000</b>
				<b>\$0</b>

\* B = Building, I = Improvement, E = Equipment, V = Vehicle, S = Software/Information Tech

\*\* On-going annual operating & maintenance costs to support this one-time capital purchase

## FINAL BUDGET

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 402 - SEWER SYSTEM</b>					
<b>Revenues</b>					
<b>Dept: 535.000 SEWER SYSTEM OPERATIONS</b>					
<b>Acct Class: 3400 CHARGES FOR SERVICES</b>					
<b>343.500 SEWER UTILITIES REVENUE</b>	1,021,232	1,010,000	1,010,000	1,010,000	0.00
<b>Total CHARGES FOR SERVICES</b>	1,021,232	1,010,000	1,010,000	1,010,000	0.00
<b>Acct Class: 3600 MISCELLANEOUS REVENUES</b>					
<b>361.000 INTEREST ON INVESTMENTS</b>	3,111	3,000	3,000	3,000	0.00
<b>Total MISCELLANEOUS REVENUES</b>	3,111	3,000	3,000	3,000	0.00
<b>Acct Class: 3800 OTHERS SOURCES-NON-REVENUE</b>					
<b>389.900 APPROPRIATION FROM RESERVE</b>	0	0	0	135,303	0.00
<b>Total OTHERS SOURCES-NON-REVENUE</b>	0	0	0	135,303	0.00
<b>Total SEWER SYSTEM OPERATIONS</b>	1,024,343	1,013,000	1,013,000	1,148,303	13.36

## FINAL BUDGET

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Town of Highland Beach

	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
<b>Fund: 402 - SEWER SYSTEM</b>					
<b>Expenditures</b>					
Dept: 535.000 SEWER SYSTEM OPERATIONS					
Acct Class: 5030 OPERATING EXPENSES					
534.000 OTHER CONTRACTUAL SERVICES	0	0	0	8,000	0.00
543.000 UTILITY SERVICES	26,399	34,000	34,000	34,000	0.00
543.100 SEWAGE TREATMENT-CITY OF DELRA	671,221	745,000	745,000	782,250	5.00
545.000 INSURANCE & BONDS	5,735	8,000	8,000	8,000	0.00
546.000 REPAIRS & MAINTENANCE- GENERAL	33,825	18,000	18,000	60,000	233.33
546.200 RENEWALS & REPLACEMENTS	0	50,000	50,000	50,000	0.00
549.100 ADMINISTRATIVE CHARGES	131,352	140,000	140,000	140,000	0.00
552.000 OPERATING SUPPLIES	210	400	400	400	0.00
<b>Total OPERATING EXPENSES</b>	<b>868,741</b>	<b>995,400</b>	<b>995,400</b>	<b>1,082,650</b>	<b>8.77</b>
Acct Class: 5060 CAPITAL OUTLAY					
563.000 IMPROVEMENTS OTHER THAN BLDG.	0	0	0	30,000	0.00
564.000 MACHINERY AND EQUIPMENT	0	0	0	14,000	0.00
<b>Total CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,000</b>	<b>0.00</b>
Acct Class: 5090 OTHER USES					
599.000 RESERVE FOR CONTINGENCY	0	17,600	17,600	21,653	23.03
<b>Total OTHER USES</b>	<b>0</b>	<b>17,600</b>	<b>17,600</b>	<b>21,653</b>	<b>23.03</b>
<b>Total SEWER SYSTEM OPERATIONS</b>	<b>868,741</b>	<b>1,013,000</b>	<b>1,013,000</b>	<b>1,148,303</b>	<b>13.36</b>

# **TOWN OF HIGHLAND BEACH CAPITAL OUTLAY REQUESTS FISCAL YEAR 2014-2015**

**Dept:** 535.000 SEWER

# Capital Improvement Plan

 <b>Town of Highland Beach, Florida</b>	<b>Capital Improvement Plan</b>
	<b>Fiscal Year:</b> 2015 - 2019
	<b>Effective Date:</b> October 1, 2014
	<b>Adopted Date:</b> September 23, 2014

## OBJECTIVE:

The objective of the Capital Improvement Plan (CIP) is to identify and plan on an annual basis the immediate and projected capital improvement needs of the Town over a continuing five-year period.

The objective of the CIP is to:

- Respond to the needs and demands of the public and town government;
- Support the long and short-range economic, social, and environmental development policies of the town;
- Achieve the level of service identified in the adopted Comprehensive Plan.

## METHOD OF OPERATION:

### A. Introduction

The CIP is a five-year plan for the Town's determination and prioritization of major projects and expenditures which is reviewed and revised annually. It coordinates planning, financing, infrastructure, and facilities improvements to meet the needs of the Town and additional governmental mandates. The CIP lists each proposed capital project, the year it is expected to be started, the amount expected to be expended in each year of the Plan, and the proposed method of financing these expenditures. The first year of the CIP is enacted annually as the fiscal year's capital budget. With each annual update, the preceding fiscal year is deleted from the Plan and a fifth year added.

The Town must maintain current capital assets as well as continue development of new capital assets as the Town changes. Allocating resources requires a combination of consistent policy guidelines and sound fiscal management. Each year a Plan is prepared by staff, presented to the Commission for input and policy decisions and finally approved by the Town Commission.

## B. Capital Improvement Plan Process

Only projects that meet the definition of a capital improvement are included in the CIP. Capital improvements are defined as physical assets, constructed or purchased, that have a minimum useful life of three (3) years and a minimum cost of \$25,000.

Examples of typical capital improvements are:

- New and expanded physical facilities for the community of relatively large size, and over the \$25,000 threshold;
- Large scale rehabilitation or replacement of existing facilities;
- Major pieces of equipment which are expensive and have a relatively long period of usefulness;
- The cost of engineering or architectural studies and services relative to the improvement; and
- The acquisition of land for a community facility such as a park, path, sewer line, etc.

Each year, the CIP is prepared from project requests submitted to Finance by the various departments of the Town. The forms require a project description, justification, cost estimates, and implementation schedule.

After compilation of the requests, projects are reviewed by the Town Manager. This review, along with available funding, forms the basis of the plan recommended by Staff to the Town Commission.

The recommended plan is then used by the Town Manager in the development of the annual operating budget which becomes effective October 1st of each year. The first year of the five-year Plan reflects the Capital Budget with the following four years becoming the CIP. The CIP is adopted by Town Commission along with the adoption of the annual operating budget, without commitment to expenditures or appropriations beyond the first year.

## C. Responsibilities in Plan Preparation

### Requesters of Capital Projects

It is the responsibility of department directors or departments with plans requiring funds for capital improvement projects during the forthcoming five-year period, to initiate project requests no less than annually, formulated into a plan that states the Town's need for each project, as well as its relative importance in the department's plan. Requesters of Capital Projects will be responsible for preparing inventories of capital facilities. They will analyze need, research and provide service levels, along with assessing operating impacts. The requesters will further propose specific capital improvement projects.

### Finance Director

The Finance Director provides information on proprietary funds, primarily with regard to their bonding potential and debt management. Finance also provides revenue forecasts and assists in the

review and evaluation of project financing when requested. Finance also is to:

- Provide information concerning the Town's financial resources;
- Prepare and distribute the package used by departments and agencies submitting requests;
- Provide assistance to departments and agencies in the preparation of requests;
- Receive, review, and coordinate all requests;
- Provide staff assistance in the formulation of their recommendation regarding the consistency of the Plan with the Comprehensive Plan;
- Provide assistance in preparing the Town Commission adopted Plan; and
- Publish and distribute the adopted Plan.

#### Town Manager

The Town Manager is responsible for final review and approval of the proposed CIP before submission to the Town Commission.

#### Advisory Groups

When applicable, advisory groups, committees, or commissions, may be requested by the Town Manager and/or the Town Commission to provide the following services in support of the CIP:

- Assist staff by setting goals, policies, standards, review criteria, operating impacts, and other parameters that will guide the development of the CIP.
- Review the CIP scenarios and suggest changes or additions to the requesting departments/divisions.
- Review proposed capital improvements projects and financing plans and suggest changes to the departments/divisions.
- Review drafts of the CIP and make recommendations.
- Assist with legislative requirements.

#### Town Commission

The Town Commission finalizes and adopts the five-year CIP along with the Town's annual budget. The first year of the CIP is enacted as the capital budget.

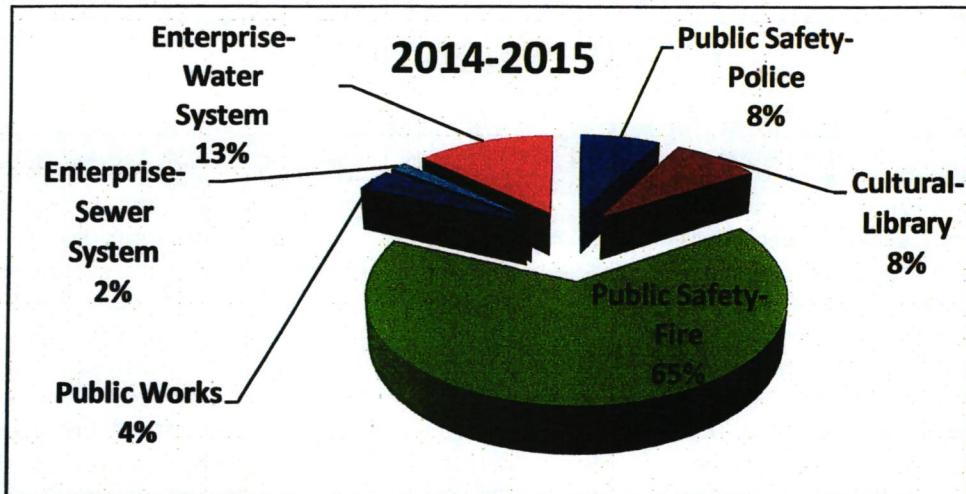
## Town of Highland Beach Draft Capital Improvement Plan FY2015 thru FY2019

Fiscal Year	Fund	Project Name	Initial Cost (est.)	Estimated Annual Costs/(Savings)	Funding Source
2014-2015	General Fund	Replace Police Cars (2)	\$ 72,000	na	General Fund's Unassigned FB
	General Fund	License Plate Recog Cameras	\$ 68,000	\$ 2,500	General Fund's Unassigned FB
	General Fund	Replace Fire Apparatus	\$ 830,000	na	General Fund's Unassigned FB
	General Fund	Replace Fire Rescue	\$ 325,000	na	General Fund's Unassigned FB
	General Fund	Exhaust System- Fire Station	\$ 30,000	na	General Fund's Unassigned FB
	General Fund	Enclose Library Terraces (2)	\$ 150,000	\$ 1,000	FOTL Fundraising/GF's Unassigned FB
	General Fund	Replace Air Conditioner- Library	\$ 40,000	na	General Fund's Unassigned FB
	General Fund	Replace PW Pickup w/ SUV	\$ 26,500	na	General Fund's Unassigned FB
	Water	"Smart" Metering Upgrade	\$ 55,000	na	Water Fund's Unassigned FB
	Water	Air Handler- Chemical Room	\$ 50,000	na	Water Fund's Unassigned FB
	Water	A/C Replacement- RO Plant	\$ 75,000	na	Water Fund's Unassigned FB
	Water	Exhaust Fan Replacement	\$ 60,000	na	Water Fund's Unassigned FB
2015-2016	Sewer	Telemetry Replacement	\$ 30,000	na	Sewer Fund's Unassigned FB
	General Fund	Replace Police Cars (2)	\$ 72,000	na	General Fund's Unassigned FB
	General Fund	Repave Town Hall Parking Lot	\$ 71,000	na	General Fund's Unassigned FB
	General Fund	Replace Library Carpet	\$ 59,000	na	General Fund's Unassigned FB
	General Fund	Streetscape- design/architect	\$ 85,000	na	Open Space & Recreation's Unassigned
	Water	SCADA System	\$ 70,000	na	Water Fund's Unassigned FB
2016-2017	Water	Purchase Calcite Flow System	\$ 950,000	\$ (30,000.00)	Bond Proceeds/SRF Loan
	Water	Side Street Water Mains	\$ 3,220,500	na	Bond Proceeds/SRF Loan
	General Fund	Replace Police Cars (2)	\$ 68,000	na	General Fund's Unassigned FB
2017-2018	General Fund	Streetscape- construction	\$ 775,000	na	General Fund's Unassigned FB
	Water	Replace RO Cartridges	\$ 500,000	na	Water Fund's Unassigned FB
	General Fund	Replace Police Cars (2)	\$ 68,000	na	General Fund's Unassigned FB
2018-2019	General Fund	Replace PW Boom Pickup	\$ 75,000	na	General Fund's Unassigned FB
	Water	Replace Pickup Truck	\$ 35,000	na	Water Fund's Unassigned FB

### OVERVIEW- Year One of the CIP- Budget FY2013-2014

The first year of the Capital Improvement Program, FY2014-2015, is the basis for actual appropriations authorized by the Town of Highland Beach Commission for capital projects when adopting the Annual Budget. The total FY2015 CIP budget is \$1.811 million. This amount includes both Governmental and Enterprise Fund projects.

The pie chart shows the percentage distribution among the functional areas of the CIP.



## Major Highlights of Year One of the CIP (FY2014-2015)

### Public Safety- Police (vehicles): \$72,000

The Purchase of 2 police patrol vehicles will be to replace 2 existing high-mileage patrol vehicles. In the past, the Police department recycled much of the vehicle equipment by transferring it from an old cruiser to a new cruiser; saving the Town approximately \$5,000 at replacement time. This was possible due to the Ford Crown Victoria being the dominant vehicle for police use for the last decade. Today, however, the Crown Victoria is no longer manufactured. This creates added costs to replacing police vehicles because new equipment will have to be ordered and installed. Each unequipped patrol vehicle will cost approximately \$24,500 and equipment will run another \$9,500.

Funding for this project could be made available from an allocation of the General Fund's Unrestricted Fund Balance.

*The replacement of these high-mileage patrol vehicles are in line with the Police Department's 3-year replacement policy on patrol vehicles. Replacing the vehicles every three years reduces repairs by keeping them under warranty, improves vehicle safety, and provides higher residual values at trade-in time. The 3-year replacement policy is strictly contingent upon available and budgeted funds.*

### Public Safety- License Plate Recognition Cameras: \$68,000

The Automated License Plate Recognition System is a camera system that captures images of cars and license plates with the technology to read license plates. The systems are widely used in municipalities and have proven extremely beneficial as a crime prevention tool as well as being instrumental in the solving of crime. One camera would be placed at the south end of town and a second camera at the north end of town. The system has an initial set up cost of \$68,000 and an annual maintenance and support fee of approximately \$8,000.

Funding for this project could be made available from an allocation of the General Fund's Unrestricted Fund Balance.

**Public Safety- Fire Apparatus & Rescue (vehicles): \$1,155,000**

The current ladder truck owned by the Town of Highland Beach is a 1995, 104' Sutphen mid-mount aerial ladder truck. This apparatus is nearing 20 years of age, and the time has come for its replacement. The Rescue Vehicle is a 2004 International Ambulance. Escalating maintenance costs and out of service times have rendered these vehicles expensive and increasingly unreliable. In addition, the current apparatus was not configured to properly and safely store much of the current life-saving equipment, resulting in over packed compartments and cab area. Another check mark in favor of replacing and upgrading the fire truck is that the current truck's size (length and weight) often times restricts the truck from getting close to structures. It is not uncommon to have to park the truck on A1A, affecting the usefulness of the ladder for fire containment and rescue as well as increasing the time it takes to reach a patient in need of medical or trauma situation where seconds count.

Danielle Connor, Fire Chief of Delray Beach, has given the Town multiple presentations on this project to replace the current apparatus and strongly recommends it. The recommended replacement apparatus (Pierce Ladder on Dash CF) will address all of the above mentioned arguments for replacement.

The Town Commission has a couple of options with regard to executing this project and funding the acquisition and replacement of the current apparatus.

Option 1: The first option would be to purchase the apparatus outright at a cost of approximately \$830,000 and the rescue vehicle at a cost of \$325,000. Funding for this option could come from the General Fund's unrestricted fund balance.

Option 2: Execute a lease agreement with the truck manufacturer. Funding for annual lease payments could come from the General Fund's unrestricted fund balance or general revenues of the General Fund. Optional Lease Terms for both vehicles combined would cost approximately:

- Five-Year: \$240,000/year. Cost an additional \$45,000 over five years
- Ten-Year: \$130,000/year. Cost an additional \$145,000 over ten years

Option 3 (recommended option): Remove ourselves from the fire truck and fire rescue vehicle ownership business and leave that responsibility up to the City of Delray Beach. We can attempt to accomplish this option by negotiating with the City of Delray Beach to revise our Interlocal Agreement for Fire and Rescue Services (Agreement). One possible concept would be to amend the Agreement to include a Vehicle Maintenance Fee (Fee). The Fee would require the City of Delray Beach supply the Town with an appropriate apparatus and a rescue vehicle. The fee could also cover maintenance costs, equipment, supplies (consumables, foam agents, hazardous materials, etc...) that are used in the performance of an emergency and the future replacement costs of the vehicles and said

equipment and supplies. We would not necessarily dictate whether a new ladder truck or a comparable Delray ladder truck is provided to the Town under this type of fee agreement. The fee would be established considering the term of the agreement and would most likely include an annual Consumer Price Index (CPI) adjustment. We would require some type of signage so that we can identify the truck(s) that are currently assigned to Highland Beach as a Highland Beach truck (such as magnetic sign that sticks to both sides of truck). This option accomplishes a couple of issues. One issue removed is the Town would not have to consider and be responsible for replacing, repairing, updating, retrofitting, and insuring a fire truck anymore, now or in the future. An annual fee would provide for all of this. An estimate of the annual fee may be \$150k per year for the life of the agreement. It should also be anticipated that with this new fee, the agreement would be extended to a minimum of an additional 10 years. While this fee is obviously more than the lease options presented above, the long-term costs of the Fee will eventually outweigh the initial years cost of the Fee due to the fact that the Town will not be faced with replacing the vehicles and or the maintenance costs associated with an aging fleet. The fee also includes an estimated allowance for Delray's administration along with a built in Reserve for future upgrades and replacements as technology changes over the years. Choosing this option would remove this item from the CIP and it would be included in the Town's operating budget as an addition to the Annual Service Fee.

#### Public Safety- Exhaust Removal System (Fire Station): \$30,000

This project is to retrofit the Highland Beach Fire Station with an exhaust removal system. The following information was provided by Delray Beach Fire Rescue Chief, Danielle Connor:

The Fire-Rescue industry has in recent years begun to study the links between firefighting and cancer. We have long known of the cancer risks of firefighting because of the carcinogens in the air at fire scenes. One of the most critical findings of the studies has been the inherent dangers from the diesel exhaust and fumes in the bay area and living areas of fire stations. In the Highland Beach station, for example, the crews responded to over 750 calls last year. This equates to over 1,500 times the bay doors are opened/shut on an annual basis, not inclusive of times the doors are opened for training and other details. That is 1,500 times that the apparatus engines are started and the emissions float around the bay and into the living quarters.

Within DBFR (Delray Beach Fire Rescue), we are aware of 7 instances of cancer among our active and retired personnel. While we cannot necessarily associate their cancers to their job, we have in recent years taken steps to try and minimize their exposure whenever and wherever possible to carcinogens. Last year, for example, we invested in nearly

\$700,000 in new SCBA equipment to ensure the safest and most reliable breathing apparatus for our personnel. We send our personnel's bunker gear out each year for a commercial cleaning and now have two commercial bunker gear washers at our stations for intermittent cleanings. Our next goal is to outfit all of our fire stations with a vehicle exhaust removal system to eliminate the diesel exhaust from lining our walls, uniforms, chairs, tables, and carpets. We have written two grants in recent years to try and secure federal dollars for this project, which in its entirety will cost between \$250,000 and \$300,000 to retrofit all of our stations. Inclusive in this quote is the Highland Beach station. We have prioritized this project in our CIP for next year, and I am now writing to request that Highland Beach do the same. We will continue to write grants requesting this funding through the Fire Act Grant. In the absence of any assurance we will get the funding, we have made the decision to move forward with this project. The approximate cost to retrofit the Highland Beach Fire Station is \$30,000.

Funding for this project could be made available from an allocation of the General Fund's Unrestricted Fund Balance.

**Cultural and Recreation- Library (enclose terraces): \$150,000**

Due to the demand from residents for meeting room areas, the Community room overflow, and the need for space for medium size groups of 20-30 people, the library is requesting that the Commission consider for fiscal year 2014-2015 a project of enclosing the two terraces facing West on the back of the Library. At present, the terraces are not suitable for meetings due to the exposure to weather elements (rain, heat, cold, etc...). In addition, noise from the Intracoastal Waterway activities is a disturbance to meetings on the terraces. The cost of this project would be approximately \$150,000 for both terraces. This project would include:

- Special impact glass windows and doors;
- Air conditioning for both terraces;
- Audio-visual screens and speakers enabling us to provide comfortable space when the Community room activities overflow, and the audience are not allowed to enjoy the programs.

The Friends of the Library have proposed a funding concept that would raise money from individual's and/or groups in return for name recognition on the enclosed terraces. Initial estimates of their "Naming Rights Campaign" indicate the potential to raise 50% of the project costs. Supplement funding for this project could be made available from an allocation of the General Fund's Unrestricted Fund Balance.

For more information including an architect's rendering and construction estimate, see the attached Exhibit B: "Justification" Memo from Library Director, Mari Suarez.

**Cultural and Recreation- Library (replace A/C): \$40,000**

This project is to replace the Air Conditioner in the Library. Due to frequent malfunctions and inconsistencies with cooling supply, we need to replace the air handler in library with a new unit, capable of accommodating the existing space, as well as proposed modifications related to terrace enclosure. Please note that this project should be integrated with the Terrace Enclosure plans to ensure the necessary capacity, ductwork and controls are included.

Funding for this project could be made available from an allocation of the General Fund's Unrestricted Fund Balance.

#### **General Fund- Public Works (Replace Pickup Truck): \$26,500**

This project is to replace a 2003 F150 4 Pickup Truck with a new vehicle. The existing vehicle is rusting and overall poor operating condition. Staff recommends replacing this vehicle with a mid-sized SUV for better versatility and economy. The Department already has an adequate number of pickup trucks in its fleet.

Funding for this project could be made available from an allocation of the General Fund's Unrestricted Fund Balance.

#### **Enterprise- Water Service ("Smart" Metering Upgrade): \$55,000**

This project is to install a "smart" fixed-based water metering system to provide the Town with real-time data related to water usage. This system would periodically poll customer's meters and if they sense an unusual water usage pattern, send an alert to a computer. By monitoring this computer, the Town could then alert the customer of a potential leak, so they in turn, could investigate the cause of the high use indication. This system would help in reducing large, unexpected bills to customers. It would also alleviate the necessity of current method of "drive-by" meter reading which the Town performs every two months.

Note: An alternate, less expensive technology is being investigated for its compatibility with the Town's meter-reading system. This system would be a drive-by system that records instances of potential leak events to an SD card, which could be periodically read by the Town and then notify a customer of a suspected leak. This system would cost approximately \$10,000.

Funding for this project could be made available from an allocation of the Water Fund's Unrestricted Fund Balance.

#### **Enterprise- Water Service (air handler replacement): \$50,000**

This project is to replace the Air Handler unit in the Chlorine Room. This is original plant equipment and is 10 years old. The existing handler is corroded and overall poor operating condition.

Funding for this project could be made available from an allocation of the Water Fund's Unrestricted Fund Balance.

#### **Enterprise- Water Service (air conditioner replacement): \$75,000**

This project is to replace the primary AC unit at the Water Treatment Facility. Because of constantly being surrounded by salt air, the existing AC unit is rusting and overall poor operating condition. The AC unit provides cooling to critical components of plant operations, such as VFD's and SCADA equipment. The ability to reliably produce water would be compromised in the event of a prolonged absence of AC.

Funding for this project could be made available from an allocation of the Water Fund's Unrestricted Fund Balance.

#### Enterprise- Water Service (exhaust fan replacement): \$60,000

This project is to replace the exhaust fans in the RO facility. This is original plant equipment and is 10 years old. The existing fans are corroded and overall poor operating condition.

Funding for this project could be made available from an allocation of the Water Fund's Unrestricted Fund Balance.

#### Enterprise- Sewer Service (telemetry replacement): \$30,000

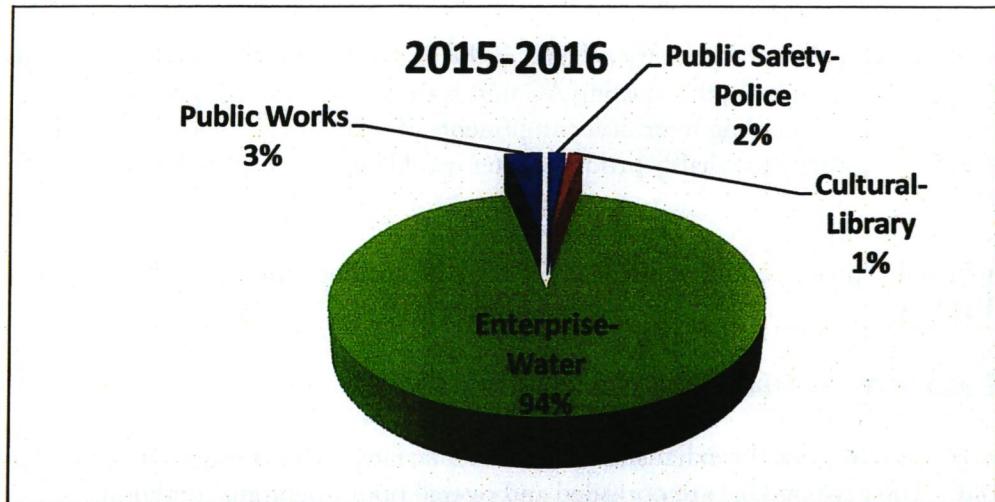
This project is to replace the existing obsolete telemetry system in sewage pump stations. Existing systems are prone to failure and the technology is outdated. The system is no longer supported by manufacturer thus repair parts are difficult to find. Replacement would provide a more reliable system and reduce the chances of sewage overflow(s). Replace six units @ \$5,000 each.

Funding for this project could be made available from an allocation of the Sewer Fund's Unrestricted Fund Balance.

## OVERVIEW- Year Two of the CIP (FY2015-2016)

In the Five-Year CIP work plan, only the first year, FY2013-2014, is actually appropriated. The remaining four years are a work plan that is subject to change as time goes on. The expenditure total for FY2015- FY2016 totals \$4.293M. This amount includes both Governmental and Enterprise Fund projects as well as non-project items such as reserves and capitalized billings

The pie chart shows the percentage distribution among the functional areas of the CIP.



## Major Highlights of Year Two of the CIP (FY2014-2015)

### Public Safety- Police (vehicles): \$72,000

The Purchase of 2 police patrol vehicles will be to replace 2 existing patrol vehicles as a part of the Police Department's 3-year vehicle replacement plan. Each unequipped patrol vehicle will cost approximately \$24,500 and equipment will run another \$9,500.

Funding for this project could be made available from an allocation of the General Fund's Unrestricted Fund Balance.

*The replacement of these high-mileage patrol vehicles are in line with the Police Department's 3-year replacement policy on patrol vehicles. Replacing the vehicles every three years reduces repairs by keeping them under warranty, improves vehicle safety, and provides higher residual values at trade-in time. The 3-year replacement policy is strictly contingent upon available and budgeted funds.*

### General Fund- Public Works (repave town hall parking lot): \$71,000

The Town Hall Complex and Fire Station's parking lots are in poor condition. This project would re-pave the parking lots and re-level as necessary. The parking curbs would be removed during the process and re-installed after the new asphalt is laid down. New painted parking lines and thermo plastic markings for other legends are included as part of the project.

Funding for this project could be made available from an allocation of the General Fund's Unrestricted Fund Balance.

### Cultural and Recreation- Library (replace carpet): \$59,000

The Library's carpet is very dirty, water stained and teeming with germs. We propose to have the carpet taken out and place a wood/tile floor in its place. This will prove more sanitary, durable and water resistant, while at the same time adding a beautiful and appealing look to the library.

Funding for this project could be made available from an allocation of the General Fund's Unrestricted Fund Balance.

#### **General Fund- Streetscape (Design phase): \$85,000**

In FY2013, the Town made significant repairs to its walk-path that runs parallel to A1A in Highland Beach. These repairs were done to immediately mitigate the liability of trip/fall hazards identified throughout the path. The repairs were done with a short-term mindset and in anticipation of a much larger streetscape project that would not only improve the walk-path, but would also enhance the aesthetics of the A1A corridor. This project is being proposed in two phases. The first phase is to be conducted in FY2014-2015 and would involve hiring an architect/engineer to design a streetscape plan for the Town. The Town would hire an architectural firm to design a new walk path with aesthetic improvements along the A1A corridor. This phase will include preparation of design drawings, specifications and permitting services. Design costs are based on 12% of the construction value. The cost of design is anticipated to be between \$50,000 - \$120,000, thus a midpoint of \$85,000 was used for developing the CIP. The wide-spread cost differential is due to the uncertain scope of the project. The second phase, construction, would be planned for the 2016-2017 Fiscal Year.

Funding for this project could be made available from the Open Space and Recreation Fund.

#### **Enterprise- Water Service (SCADA System): \$70,000**

This project would be to replace the Town's Water Treatment Facility "Supervisory Control & Data Acquisition" (SCADA) system that is used to monitor, control and track vital aspects of plant operations. It is the critical interface between the Operators and the equipment, machinery and instrumentation that provides the sophisticated automation necessary to operate the water plant. It also has an alarm capability which notifies the Operators whenever a control point varies from specified limitations. The SCADA system is original to the plant and needs to be updated in order to continue to provide reliable and uninterrupted service.

Funding for this project could be made available from an allocation of the Water Fund's Unrestricted Fund Balance.

#### **Enterprise- Water Service (Calcite Flow System): \$950,000**

This project consists of replacing the existing "Calcite" system with a "CalFlow" system. This project is related to the Guiding Principles under the Town's Strategic Infrastructure Plan to continue to improve water service. The Town's Reverse Osmosis (RO) System is very good at removing impurities from raw water; however it is so efficient that the water it produces is very aggressive and quite corrosive. The plant does have system that uses a combination of Carbon Dioxide and "calcite" (pellets of calcium carbonate) to buffer the water and make it less aggressive, but it has limited capabilities. Recently a pilot test was conducted with a "CalFlow" system which used liquid

lime to produce alkalinity and the results were promising. These results indicate that by replacing the Calcite system with the CalFlow system, the water would be less aggressive, better tasting and easier and safer to operate and maintain. It will also produce a more-consistent quality of water which is difficult to achieve using the existing system.

Funding for this project will come in a future recommendation from a consultant. Funding in the form of new general obligation tax debt is a strong possibility. Per the Town's Charter, issuance of new debt must be approved by a vote of the qualified electors of the Town. Therefore, a bond referendum would need to be placed on the November 2014 ballot prior to this project being fully funded. *Staff is contemplating the idea of combining this project with the Side-Street Water Main Replacement project under an "umbrella" Bond Issue for the Strategic Plan Objective of improving water quality and infrastructure.*

#### **Enterprise- Water Service (Water Main Transmission Lines): \$3,250,000**

This project would be to replace the water transmission lines in all of the Town's side streets. This project is related to the Guiding Principles under the Town's Strategic Infrastructure Plan to continue to improve water service. Existing lines are "transit" pipes which are fabricated from a mixture of cement & asbestos. They have become brittle with age and are no longer used in the industry. Replacement pipe material would be PVC. In addition, service lines from the water main to the meters, which are owned by the Town, should be replaced as well since they are constructed out of galvanized pipe which contains lead. Finally, additional fire hydrants should be added to meet code requirements of 300' apart. The project would help reduce "unaccounted for" water, improve pressure & quality.

The previous CIP anticipated this project to be completed over successive years at a total cost of \$1M. This cost estimate appears to be low, plus approaching it as a multiple year project would add to cost. The method recommended in the FY15-19 CIP would be going to bid as a single design/build (d/b) project in order to have a single point of responsibility for all phases of design & construction.

PRELIMINARY ESTIMATE BREAKDOWN = \$3,220,448  
~6,700 linear ft of water main @ \$300/ft = \$2,010,000  
168 service connections @ \$3,000/ea = \$504,000  
20 Hydrants @ \$5,000/ea = \$100,000  
Engineering costs = \$313,680  
Contingency (10%) = \$292,768  
Total Project Cost = \$3,220,448

As mentioned under the Calcite Flow System above, Staff anticipates hiring a consultant to review these projects in concert with under one "umbrella" Bond Issue for the Strategic Plan Objective of improving water quality and infrastructure.

## **OVERVIEW- Years Three through Five of the CIP (FY2016-FY2019)**

The further out the CIP looks the more unreliable the information becomes. This is due to changes in administration, financial conditions, legislation, community needs, environmental needs, and other economic impacts. For that reason, the CIP does not go into deep detail with regard to justification and funding for the projects listed in the 3-5 year range of the table.