



# TOWN OF PALM BEACH

Town Clerk's Office

## MINUTES OF THE SPECIAL TOWN COUNCIL BUDGET WORKSHOP HELD ON MONDAY, APRIL 9, 2018

1 **I. CALL TO ORDER AND ROLL CALL**

2 The Special Town Council Meeting – Budget Workshop was called to order on  
3 Monday, April 9, 2018, at 9:31 a.m. in the Town Council Chambers. On roll call  
4 all of the elected officials were found to be present.  
5

6 **II. PLEDGE OF ALLEGIANCE**

7  
8 President Moore led the Pledge of Allegiance.  
9

10 **III. APPROVAL OF AGENDA**

11  
12 **Motion was made by Council Member Araskog, and was seconded by Council**  
13 **President Pro Tem Zeidman, to approve the Agenda. On roll call, the motion**  
14 **passed unanimously.**  
15

16 **IV. COMMUNICATIONS FROM CITIZENS**

17  
18 J. Patterson Cooper, of the Palm Beach Civic Association, remarked that this was  
19 a time to take a step back and look strategically at the budget.  
20

21 Allen Wyett, 1145 N. Lake Way, commented on the change that brought the Town  
22 Docks under the oversight of the Recreation Department.  
23

24 **V. TOWN MANAGER FY19 BUDGET OVERVIEW**

25  
26 Kirk Blouin, Town Manager, provided an overview of the FY19 budget and the  
27 Long Term Financial Plan (LTFP). Mr. Blouin highlighted the recent upgrade  
28 issued by Standard and Poor's, of the Town's Revenue Bonds to a AAA credit  
29 rating; revenues and expenditures that are at or below budget levels; Town reserves

1 that are at or above minimum required levels; the \$5M+ transfer to the Retirement  
2 Fund and improved pension liability forecast.

3  
4 Mr. Blouin noted that the budget forecast shows a deficit of over \$900K for FY19.  
5 He stated that meetings will be held with each department director with a view to  
6 eliminate the deficit through the budget development process. He explained the  
7 surplus funds that were identified in the LTFP and how they are projected to reduce  
8 costs, increase the reserves, and address other council priorities in the future.

9 **VI. TOWN OF PALM BEACH FUND STRUCTURE**

10  
11 Jane Le Clainche, Director of Finance, presented an outline of the Town’s fund  
12 structure, which includes the General Fund, Special Revenue Funds, Debt Service  
13 Funds, Capital Project Funds, Recreation Enterprise Fund, Internal Service Funds  
14 and Trust Funds.  
15

16 **VII. FY18 LONG TERM FINANCIAL PLAN**

- 17 a. Trends and Forecast
  - 18 b. Reserve Status
  - 19 c. Pension Fund Update
- 20

21 Jane Le Clainche, Director of Finance, presented a summary of the FY18 Long  
22 Term Financial Plan, including a trend analysis of the General Fund Revenue and  
23 Expenditures, General Fund forecast, Recreation Enterprise Fund, Capital Funds,  
24 Reserve Status and Pension Fund.  
25

26 Discussion ensued regarding the revenue estimates forecasted for the current year  
27 vs. the past five (5) years, the reduction of FTE positions that were recommended  
28 in the CROTO for FY19, the Town’s comparison to other municipalities with  
29 regard to salary and benefits, the percentage jump in the LTFP forecast for  
30 employee benefits from FY19 and FY20, the transition process for the fund transfer  
31 from the Accelerated Capital Improvement Plan (ACIP) to the Pay-as-you-go Plan,  
32 the long-term financing options and revenue for the Town Docks replacement  
33 project, the amount of access money in the reserves, and the modifications to the  
34 Town’s Pension System to address the Unfunded Actuarial Accrued Liability  
35 (UAAL).  
36

37 Town Manager Blouin stated that more information regarding the Town’s  
38 Compensation study and the Town Docks replacement project will be presented at  
39 the May Town Council meeting.  
40

41 **VIII. FLORIDA MUNICIPAL BUDGET REQUIREMENTS (TRIM)**

42  
43 Jane Le Clainche, Director of Finance, gave a brief overview of the Florida  
44 Truth-in-Millage (TRIM) Law and the established requirements. She

1 explained the State’s timetable, which requires the Town to hold budget  
2 meetings during the summer.

3 **IX. TOWN OF PALM BEACH REQUIREMENTS**

- 4 a. Code Requirements
- 5 b. Charter Requirements

6  
7 Director Le Clainche explained the Town’s Code and Charter  
8 requirements as it relates to budget matters.

9 **X. FY19 BUDGET PROCESS**

10 Director Le Clainche, provided an overview and timeline of the Town’s  
11 budget development process.

12 **XI. ANY OTHER MATTERS**

13  
14 Council Member Araskog inquired about the percentage rate of the  
15 property taxes that are returned to the Town.

16  
17 Director Le Clainche explained that 19.23% of the property tax collected  
18 is returned to the Town. She also explained the percentages for the  
19 different taxing districts.

20  
21 Council Member Crampton congratulated the Town Manager and Finance  
22 Director on the budget presentation.

23 **XII. ADJOURNMENT**

24  
25 There being no further business, the Special Town Council Budget  
26 Workshop was adjourned at 11:30 a.m.

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APPROVED:  
  
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Danielle H. Moore  
Town Council President

1 ATTEST:

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6 \_\_\_\_\_  
Kathleen Dominguez

7 Town Clerk

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9

10 \_\_\_\_\_  
Date