

The following information is provided to assist the reader in understanding the purpose of this budget document in addition to finding information. The City of Palm Bay's Approved FY 2012 Annual Budget includes financial and service delivery information combined with policy statements in a means designed to easily communicate the information to the reader. The FY 2012 Approved Budget is intended to serve four purposes.

### The Budget as a Policy Document

As a policy document, the budget indicates what services the City will provide during the next year. Additionally, the level of services and reasons for their provision are stated. The City Manager's Message summarizes long and short term concerns for the City, financial situations, and how the Budget will address specific issues in FY 2012. Specific policies are addressed in the [Budget Guide & Financial Policies](#), [Strategic Initiatives](#) and the [Capital Improvement Plan Program](#) sections, respectively. Within the [Department Summary](#) section, each program lists operational objectives and performance measures.

### The Budget as an Operations Guide

As an operations guide, the Budget indicates how departments and funds are organized to provide services to the residents of Palm Bay and visitors to the community. Changes for FY 2012 are summarized in the [City Manager's Message](#) and detailed in the [Fund Analyses](#), [Department Summary](#), and [Appendix A: Classification and Pay Plan](#) sections. Additionally, within the Department Summary section, each department lists a mission statement, a department description, objectives, performance measures, budgetary additions and/or deletions, and budgetary history and proposed funding for FY 2012.

### The Budget as a Financial Plan

As a financial plan, the Budget summarizes and details the cost to the taxpayers for current and proposed service levels plus how they will be funded. Within the [City Manager's Message](#) is a narrative description of the major revenue sources for each fund and expected receipts and summaries of proposed expenditures. Detailed financial information is illustrated in the [Fund Analyses](#), [Capital Improvement Plan](#), and [Appendix B: Debt Management](#) sections, in addition to data found within the [Department Summary](#) section. Such information is typically listed in four columns: 2010 Actual, 2011 Originally Adopted Budget, 2011 Amended Budget, and 2012 Budget.

### The Budget as a Communications Device

The Budget is designed to be user-friendly with summary information in text, charts, tables, and graphs. A glossary of financial budget terms is included for the reader's reference and a [Table of Contents](#) provides a listing in order of the sections within. Additionally it is designed to be an electronic PDF file geared towards easy and quick reference, with hyperlinks throughout the document. Paper copies are printed and distributed to local libraries for readers without Internet access. Should the reader have any questions about the City of Palm Bay's FY 2012 Budget, he or she can contact the Budget Office at 321-952-3411 or at [johnsb@pbfl.org](mailto:johnsb@pbfl.org).