



VILLAGE OF NORTH PALM BEACH REGULAR SESSION AGENDA

VILLAGE HALL COUNCIL CHAMBERS
501 U.S. HIGHWAY 1

THURSDAY, SEPTEMBER 10, 2020
7:30 PM

Susan Bickel
Mayor

Mark Mullinix
Vice Mayor

David B. Norris
President Pro Tem

Darryl C. Aubrey
Councilmember

Deborah Searcy
Councilmember

Andrew D. Lukasik
Village Manager

Leonard G. Rubin
Village Attorney

Jessica Green
Village Clerk

In accordance with Executive Order No. 20-91 issued by Governor Ron DeSantis on April 1, 2020, all senior citizens and individuals with a significant underlying medical condition are ordered to stay at home and limit the risk of exposure to COVID-19. The Order further indicates that all persons in Florida shall limit their personal interactions outside of their homes to only those necessary to obtain or provide essential services or conduct essential activities. Similarly, the Centers for Disease Control and Prevention guidance advises that all individuals adopt far-reaching social distancing measures, including avoiding gatherings of more than 10 people. Therefore, in accordance with Executive Order No. 20-69 issued by the Governor on March 20, 2020, the Village of North Palm Beach shall be conducting this meeting utilizing communications media technology. The members of the Village Council will not be physically present in the Council Chambers and shall be participating virtually. Members of the public may participate in the meeting via internet access or by telephone as set forth below.

INSTRUCTIONS TO JOIN MEETING ELECTRONICALLY

To join meeting by computer (video & audio) click or type the following link in address bar:

<https://us02web.zoom.us/j/88433982166?pwd=dHVqQUJDMUJ1N05VQ1JUOGdVLzJpdz09>

Meeting ID: 884 3398 2166
Passcode: 165353

To join meeting by phone (voice only):

877 853 5257 US Toll-free
888 475 4499 US Toll-free

Meeting ID: 884 3398 2166
Passcode: 165353

Public Comments: Public comments can be submitted by filling out the public comment form that can be accessed by clicking the following link [Public Comment Card](#). Public comments can also be made by leaving a voice message at 561-904-2126. All public comments will be read into the record at the Public Comment portion of the meeting.

For full detailed instructions on how to the join the meeting by either telephone or by computer please see the Village of North Palm Beach Village Council webpage or click on the following links:

[Instructions for attending Village Council Meeting by phone](#)

[Instructions for attending Village Council Meeting by computer](#)

ROLL CALL

INVOCATION - VICE MAYOR

PLEDGE OF ALLEGIANCE - MAYOR

AWARDS AND RECOGNITION

APPROVAL OF MINUTES

- [1.](#) Minutes of the Special Session held 8/20/20
- [2.](#) Minutes of the Regular Session held 8/27/20

COUNCIL BUSINESS MATTERS

STATEMENTS FROM THE PUBLIC, PETITIONS AND COMMUNICATIONS

Members of the public may address the Council concerning items on the Consent Agenda or any non agenda item under Statements from the Public. **Time Limit: 3 minutes**

Members of the public who wish to speak on any item listed on the Regular Session or Workshop Session Agenda will be called on when the issue comes up for discussion. **Time Limit: 3 minutes**

Anyone wishing to speak should complete a Public Comment Card (on the table at back of Council Chambers) and submit it to the Village Clerk prior to the beginning of the meeting.

DECLARATION OF EX PARTE COMMUNICATIONS

PUBLIC HEARINGS AND QUASI-JUDICIAL MATTERS

- [3.](#) **1ST READING OF ORDINANCES 2020-07 AND 2020-08 AD VALOREM TAX MILLAGE RATE AND BUDGET** – Consider a motion to adopt on first reading Final Ad-Valorem Tax Millage Rate and Approved Fiscal 2020-2021 Village Budget.
- [4.](#) **1ST READING OF ORDINANCE 2020-09 – GENERAL FUND BUDGET AMENDMENT** Amending the Adopted General Fund Budget for Fiscal Year 2020 to classify the total amount financed for the 2020 Mack Rear Loader Sanitation Truck as Capital Outlay.

CONSENT AGENDA

The Consent Agenda is for the purpose of expediting issues of a routine or pro-forma nature. Councilmembers may remove any item from the Consent Agenda, which would automatically convey that item to the Regular Agenda for separate discussion and vote.

- 5. RESOLUTION** – Authorizing the filing of the State Aid to Libraries Grant Funding Application and authorizing execution of the Grant Agreement.
- 6.** Receive for file Minutes of the Audit Committee Meeting held 8/27/20.

OTHER VILLAGE BUSINESS MATTERS

COUNCIL AND ADMINISTRATION MATTERS

MAYOR AND COUNCIL MATTERS/REPORTS

VILLAGE MANAGER MATTERS/REPORTS

- 7.** Community Center and Osborne Park Building Colors

REPORTS (SPECIAL COMMITTEES AND ADVISORY BOARDS)

ADJOURNMENT

If a person decides to appeal any decision by the Village Council with respect to any matter considered at the Village Council meeting, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (F.S. 286.0105).

In accordance with the Americans with Disabilities Act, any person who may require special accommodation to participate in this meeting should contact the Village Clerk's office at 841-3355 at least 72 hours prior to the meeting date.

This agenda represents the tentative agenda for the scheduled meeting of the Village Council. Due to the nature of governmental duties and responsibilities, the Village Council reserves the right to make additions to, or deletions from, the items contained in this agenda.

**DRAFT MINUTES OF THE SPECIAL SESSION
VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA
AUGUST 20, 2020**

Present: Susan Bickel, Mayor
Mark Mullinix, Vice Mayor
Darryl C. Aubrey, Sc.D., Councilmember
Deborah Searcy, Councilmember
Len Rubin, Village Attorney
Andrew D. Lukasik, Village Manager
Jessica Green, MMC, Village Clerk

Absent: David B. Norris, President Pro Tem

ROLL CALL

Mayor Bickel called the meeting to order at 5:00 p.m. All members of Council were present except, President Pro Tem Norris. All members of staff were present.

RESOLUTION 2020-50 – AMENDMENT TO INTERLOCAL COOPERATION AGREEMENT WITH PALM BEACH COUNTY FOR PARTICIPATION IN THE URBAN COUNTY PROGRAM

A motion was made by Councilmember Searcy and seconded by Councilmember Aubrey to adopt Resolution 2020-50 entitled:

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, APPROVING AN AMENDMENT TO THE INTERLOCAL COOPERATION AGREEMENT WITH PALM BEACH COUNTY FOR PARTICIPATION IN THE URBAN COUNTY PROGRAM; AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE AMENDMENT; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Lukasik explained the reason for the Amendment to the Interlocal Cooperation Agreement with Palm Beach County and introduced Carlos Serrano, Director of Strategic Planning and Operations with the Department of Housing and Economic Sustainability. Mr. Lukasik recommended continuing participation in the Urban County Program since it would provide grant funding opportunities for the Village if needed in the future.

Mayor Bickel read into the record a public comment received from Terri Kensington. In her comment Ms. Kensington stated that she was opposed to low-end housing in the Village.

Donald Solodar, 100 Lakeshore Drive, Apartment L-10 expressed his concerns regarding the proposed Amendment. Mr. Solodar stated that he was concerned that the item did not come before the Planning Commission.

Councilmember Aubrey asked if the Agreement would require the Village to use the grant funds or do anything that the Village or Council did not wish to do.

Mr. Serrano stated that the Agreement would not compel the Council or Village to use the grant funds or do anything that was against their wishes.

Vice Mayor Mullinix expressed and discussed his concerns with the Interlocal Agreement.

Discussion ensued between Council, staff and Mr. Serrano regarding the purpose of and implications of the Interlocal Agreement.

Mayor Bickel asked why the Interlocal Agreement was due by August 25th.

Mr. Serrano stated that the initial deadline imposed by HUD to enter into the Agreement was July 24th but because of the issues posed by the COVID-19 pandemic the deadline was extended to August 25th.

Thereafter, the motion to adopt Resolution 2020-50 passed 3 to 1 with Mayor Bickel, Councilmember Aubrey and Councilmember Searcy voting aye and Vice Mayor Mullinix voting nay.

ADJOURNMENT

With no further business to come before the Council, the meeting adjourned at 5:27 p.m.


Jessica Green, MMC, Village Clerk

DRAFT MINUTES OF THE REGULAR SESSION
VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA
AUGUST 27, 2020

Present:

Susan Bickel., Mayor
Mark Mullinix, Vice Mayor
David B. Norris, President Pro Tem
Darryl C. Aubrey, Sc.D., Councilmember
Deborah Searcy, Councilmember
Andrew D. Lukasik, Village Manager
Len Rubin, Village Attorney
Jessica Green, Village Clerk

ROLL CALL

Mayor Bickel called the meeting to order at 7:30 p.m. All members of Council were present. All members of staff were present.

INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Mayor Mullinix gave the invocation and Mayor Bickel led the public in the Pledge.

APPROVAL OF MINUTES

The Minutes of the Regular Session held August 13, 2020 was approved as written.

STATEMENTS FROM THE PUBLIC, PETITIONS AND COMMUNICATIONS

Richard Freseman, 419 Anchorage Lane, thanked Council and staff for repairing sidewalks throughout the Village.

Dan Higgins, 106 Atlantic Road, expressed concerns regarding weeds and overgrowth on the south side of Lakeside Park.

CONSENT AGENDA

Item 6 was removed from the Consent Agenda and placed on the Regular Agenda. Thereafter, the Consent Agenda, as amended, was approved with all present voting aye. The following items were approved:

Receive for file Minutes of the Police and Fire Pension Board meeting held 5/12/20.

Receive for file Minutes of the Golf Advisory Board meeting held 7/20/20.

Receive for file Minutes of the Library Advisory Board meeting held 7/28/20.

Receive for file Minutes of the Infrastructure Surtax Oversight Committee meeting held 8/13/20.

Resolution – Approving the Honorary Designation of Bridge Number 930361 on S.R. A1A/Jack Nicklaus Drive as “Gold Star Family Memorial Bridge”, dedicated to Army Captain Joseph M. Berkson.

RESOLUTION 2020-51 – GOLD STAR FAMILY MEMORIAL BRIDGE DESIGNATION

A motion was made by Councilmember Searcy and seconded by Vice Mayor Mullinix to adopt Resolution 2020-51 entitled:

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, APPROVING THE HONORARY DESIGNATION OF BRIDGE NUMBER 930361 ON S.R. A1A/JACK NICKLAUS DRIVE AS “GOLD STAR FAMILY MEMORIAL BRIDGE, DEDICATED TO ARMY CAPTAIN JOSEPH M. BERKSON;” AND PROVIDING FOR AN EFFECTIVE DATE.

Lauren Berkson, daughter of Joseph M. Berkson, thanked Council and staff for their support and dedication to the Gold Star Family cause.

Amy Reese, Gold Star Family member also thanked Council and staff for their support and dedication to the Gold Star Family cause.

Thereafter, the motion to adopt Resolution 2020-51 passed with all present voting aye.

RESOLUTION 2020-52 – AMENDMENT TO INTERLOCAL AGREEMENT WITH TREASURE COAST REGIONAL PLANNING COUNCIL

A motion was made by Councilmember Aubrey and seconded by Councilmember Searcy to adopt Resolution 2020-52 entitled:

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, APPROVING A FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT WITH THE TREASURE COAST REGIONAL PLANNING COUNCIL FOR PLANNING ACTIVITIES RELATING TO THE U.S. HIGHWAY ONE CORRIDOR AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE SAME; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Lukasik explained the reason for the Amendment and gave an overview of the US Highway 1 Lane Repurposing Analysis. Mr. Luaksik discussed and explained the next steps and schedule for the proposed repurposing. Mr. Lukasik concluded his presentation by giving an overview and explanation of the budget detail for Phases 1 and 2 of the traffic study.

Mayor Bickel read into the record public comments received from the following residents who were opposed to the repurposing of the lanes on U.S. Highway 1 and hiring Treasure Coast Regional Planning Council for the planning activities:

Holly Perella, 106 Cruiser Road North
Gerry Arsenault, 109 Anchorage Drive South
Nancy Arsenault, 109 Anchorage Drive South
Lisa Commander, 2537 Pepperwood Circle

Mayor Bickel read into the record public comments received from the following residents who were in favor of repurposing the lanes on U.S. Highway 1 and/or hiring Treasure Coast Regional Planning Council for the planning activities:

Lisa Jensen, 606 Shore Road
Tim Hulihan, 840 Country Club Drive
Amber Searcy, 655 Lakeside Court
Marshall Gillespie, 731 Buoy Road

RESOLUTION 2020-52 – AMENDMENT TO INTERLOCAL AGREEMENT WITH TREASURE COAST REGIONAL PLANNING COUNCIL *continued*

These residents addressed the Council regarding their concerns about the proposed repurposing of the lanes on U.S. Highway 1 and/or hiring Treasure Coast Regional Planning Council for the planning activities:

Ryan Nagel, 136 Cruiser Road South
Richard Freseman, 419 Anchorage Lane

Vice Mayor Mullinix proposed using a referendum question placed on the ballot of the November General Election in order for residents to make the decision regarding the repurposing of U.S. Highway 1.

Councilmember Aubrey recommended first completing the study of the lane repurposing on U.S. Highway 1 in order to have the information needed to place the referendum question on the ballot and give residents enough information to make an informed decision.

Discussion ensued between Council and Mr. Rubin regarding a proposed referendum question.

Mr. Rubin stated that there would not be sufficient time to have a referendum question ready for the November General Election.

Reverend John Frerking, 130 Cruiser Road South, commented and recommended that a referendum question be placed on the March municipal election ballot.

Thereafter, the motion to adopt Resolution 2020-52 passed 4 to 1 with Mayor Bickel, President Pro Tem Norris, Councilmember Aubrey and Councilmember Searcy voting aye and Vice Mayor Mullinix voting nay.

Council came to consensus to move forward with the process of having a referendum question regarding the lane repurposing of U.S. Highway 1 placed on the March municipal election ballot.

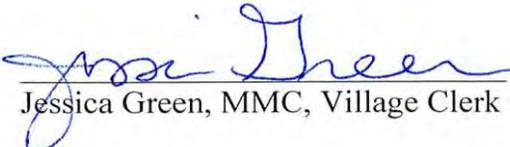
VILLAGE COUNCIL MATTERS/REPORTS

Councilmember Searcy asked Council to consider ways that the Village can support students returning to school and providing for certain needs.

Discussion ensued between Council and it was decided that the Village should research ways to support school students and provide for certain needs where possible.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 8:51 p.m.


Jessica Green, MMC, Village Clerk

**VILLAGE OF NORTH PALM BEACH
FINANCE DEPARTMENT**

TO: Honorable Mayor and Council
THRU: Andy Lukasik, Village Manager
FROM: Samia Janjua, Director of Finance
DATE: September 10, 2020
SUBJECT: **ORDINANCES – 1st Reading of Final Ad Valorem Tax Millage Rate; and 1st Reading of Approved Fiscal Year 2020-2021 Village Budget**

The attached Ad Valorem Tax Ordinance and Annual Budget Ordinance have been prepared for Council's use in setting the Village's Ad Valorem Tax Millage Rate and Annual Budget for the upcoming 2020-21 fiscal year. Council's budget and millage rate adjustments will be incorporated into Budget Summary and Notice of Proposed Tax Increase advertisements that will be published in the Palm Beach Post prior to the Village's final Ad Valorem Tax Millage Rate and Annual Budget hearing on September 24, 2020.

The attached Ordinances establish and adopt the Village's Fiscal Year 2020-2021 budget and set its annual millage rate at **\$7.5000 mils. This millage rate is 3.81% above the Village's Fiscal Year 2020-2021 Rolled-Back Rate of \$7.2247 mils.**

This year's Budget Ordinance provides for an appropriation of \$510,000 to be transferred to the Capital Projects Fund to finance the General Fund's Capital Improvement Plan and an appropriation of \$274,000 to be transferred to the Country Club Fund to finance the Pool & Tennis operations.

The attached Ordinances have been prepared and/or reviewed by the Village Attorney for legal sufficiency.

Recommendation:

The Administration recommends Council actions as outlined below:

1. Attorney reads title of Ordinance establishing and adopting an Ad Valorem tax millage rate for the fiscal year commencing 10/1/20 and ending 09/30/21.
2. Attorney reads title of Ordinance adopting a budget for the fiscal year commencing 10/01/20 and ending 09/30/21.
3. Motion to adopt an Ordinance establishing the Ad Valorem Tax Millage Rate as required by Statute.
4. Motion to adopt an Ordinance adopting the Budget for Fiscal Year 2020-2021.
5. Staff presentation on BOTH Ad Valorem Tax Millage Rate and Budget.

6. Mayor Opens Public Hearing on BOTH Ad Valorem Tax Millage Rate and Budget.
7. Public Comment.
8. Mayor closes public hearing on BOTH Ad Valorem Tax Millage Rate and Budget.
9. Council discussion on BOTH Ad Valorem Tax Millage Rate and Budget.
10. Motion to Establish Ad Valorem Tax Millage Rate and Council vote on Ad Valorem Tax Millage Rate.
11. Mayor publicly announces: (1) rolled back rate; (2) percentage increase over rolled back rate; (3) millage rate to be levied.
12. Council vote on Motion to Adopt Ordinance establishing the Ad Valorem Tax Millage Rate on 1st reading.
13. Council vote on Motion to Adopt Ordinance adopting the Budget on 1st reading.

1 **ORDINANCE NO. 2020-_____**

2
3 AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF
4 NORTH PALM BEACH, FLORIDA, ESTABLISHING AND ADOPTING THE
5 FINAL LEVY OF AD VALOREM TAXES FOR THE FISCAL YEAR
6 COMMENCING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021;
7 PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE
8 DATE.

9
10 WHEREAS, the Village Council and Village Administration of the Village of North Palm Beach,
11 having reviewed the budget for the fiscal year commencing October 1, 2020 and ending September
12 30, 2021 (“Fiscal Year 2020/2021”), have established a millage rate to finance said budget and
13 meet the needs and requirements of the Village and its residents.

14
15 NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE
16 OF NORTH PALM BEACH, FLORIDA as follows:

17
18 Section 1. The Village Council hereby establishes and adopts an ad valorem tax operating
19 millage rate of 7.5000 mils for Fiscal Year 2020/2021 and an ad valorem debt service millage rate
20 of 0.000 mils for a total ad valorem tax millage rate of 7.5000 mils or \$7.50 per one thousand
21 dollars of taxable assessed property value. This millage rate is 3.81% greater than the rolled back
22 rate of 7.2247 mils.

23
24 Section 2. All ordinances or parts of ordinances and resolutions or parts of resolutions in
25 conflict herewith are hereby repealed to the extent of such conflict.

26
27 Section 3. This Ordinance shall be effective immediately upon adoption and implemented as
28 of October 1, 2020.

29
30 PLACED ON FIRST READING THIS 10TH DAY OF SEPTEMBER, 2020.

31
32 PLACED ON SECOND, FINAL READING AND PASSED THIS 24TH DAY OF
33 SEPTEMBER, 2020.

34
35
36
37 (Village Seal)

MAYOR

38
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40 ATTEST:

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42 _____
43 VILLAGE CLERK

44
45 APPROVED AS TO FORM AND
46 LEGAL SUFFICIENCY:

47
48 _____
49 VILLAGE ATTORNEY

1 department's salary appropriation to fund a temporary appointment to the vacant position, the
2 Village Manager may appoint a temporary employee to fill said vacant position for a period not to
3 exceed 90 days. Said temporary appointment may be renewable for an additional 90-day period
4 and may only be made for the period pending the filling of the authorized position by a permanent
5 employee. The pay for a temporary employee shall be within the pay scale of an approved Village
6 Pay Plan position. The Village Council may revise the Comprehensive Pay Plan by Resolution
7 during the Fiscal Year without need to amend this Ordinance.
8

9 Section 6. The Master Fee Schedule for Fiscal Year 2020/2021, as set forth in the Annual
10 Budget, is hereby approved and adopted. The Village Council may revise the Master Fee Schedule
11 by Resolution during the Fiscal Year without need to amend this Ordinance.
12

13 Section 7. When the Village receives monies from any private or governmental source by gift,
14 grant, contribution or revenue share, to which there is attached as a condition of acceptance any
15 limitation regarding the use or expenditure of the monies received, the funds so received need not
16 be shown in the Annual Budget nor shall the Budget be subject to amendment or expenditure as a
17 result of the receipt of said monies. Said monies shall only be disbursed and applied toward the
18 purposes for which said funds were received. All monies received as contemplated by this section
19 shall be segregated and accounted for based on Generally Accepted Accounting Principles
20 (GAAP) and where appropriate, placed into separate and individual Governmental Fund accounts
21 from which monies are disbursed and applied in accordance with the terms and conditions of the
22 gift, grant or contribution.
23

24 Section 8. The omnibus appropriation and expenditure authorization set forth herein may be
25 temporarily or permanently suspended by Resolution of the Village Council if at any time it
26 appears that the projected revenue supporting the above-described budget is below anticipated
27 levels or may be temporarily or permanently suspended by Resolution of the Village Council for
28 any other reason or purpose deemed proper by the Village Council.
29

30 Section 9. Except as otherwise provided herein, in the event a variation from the total budget
31 appropriation is or becomes necessary, such variation shall only become legally effective upon the
32 adoption of an amending Ordinance consistent with Florida Statutes, the Village Charter and the
33 Village Code of Ordinances.
34

35 Section 10. All outstanding encumbrances for Non-Capital and Capital Expenditures on
36 September 30, 2020 shall lapse at that time, and all unexpended Capital Expenditure encumbrances
37 and appropriations and other encumbrances specifically designated to be carried over to the
38 subsequent year may be added to the corresponding approved 2020/2021 available budget balances
39 and be simultaneously re-appropriated for expenditure, as previously approved in the 2019/2020
40 Fiscal Year.
41

42 Section 11. If any section, paragraph, sentence, clause, phrase or word of this Ordinance is for
43 any reason held by a court of competent jurisdiction to be unconstitutional, inoperative or void,
44 such holding shall not affect the remainder of this Ordinance.
45

1 Section 12. All ordinances or parts of ordinances and resolutions or parts of resolutions in
2 conflict herewith are hereby repealed to the extent of such conflict.

3
4 Section 13. This Ordinance shall be effective immediately upon adoption and shall be
5 implemented October 1, 2019.

6
7 PLACED ON FIRST READING THIS 10TH DAY OF SEPTEMBER, 2020.

8
9 PLACED ON SECOND, FINAL READING AND PASSED THIS 24TH DAY OF
10 SEPTEMBER, 2020.

11
12
13
14 (Village Seal)

MAYOR

15
16
17 ATTEST:

18
19 _____
20 VILLAGE CLERK

21
22 APPROVED AS TO FORM AND
23 LEGAL SUFFICIENCY:

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25 _____
26 VILLAGE ATTORNEY

Combined Budget Summary (General Fund & Country Club)

FY 2021

The Village adopts an annual budget for two funds: General Fund and Country Club. The combined budget summary for both funds is presented below.

Combined Budget Summary		FY 2021 Tentative Budget	FY 2020 Adopted Budget	% increase / (decrease)	\$ increase / (decrease)
Millage Rate (<i>General Fund Only</i>)		\$7.50	\$7.50	No Change	No Change
Budgeted Positions	Full-Time	152	153	-1	N/A
	Part-Time	104	102	+2	
Revenues					
Ad-Valorem Taxes		\$17,367,422	\$ 16,736,574	3.8%	\$630,848
Utility Service Taxes		2,408,078	2,424,292	-0.7%	(16,214)
Franchise Fees		1,137,000	1,315,000	-13.5%	(178,000)
Sales & Use Taxes		267,461	308,655	-13.3%	(41,194)
Licenses & Permits		1,102,200	1,110,200	-0.7%	(8,000)
Intergovernmental		1,260,736	1,507,239	-16.4%	(246,503)
Charges for Services		1,814,910	2,516,812	-27.9%	(701,902)
Fines & Forfeitures		99,400	82,175	21.0%	17,225
Greens fee/cart rentals/membership fees		3,149,116	2,610,854	20.6%	538,262
Golf shop revenues		359,000	406,000	-11.6%	(47,000)
Driving range revenues		335,000	360,000	-6.9%	(25,000)
Restaurant revenues		305,150	329,500	0.0%	(24,350)
Pool & Tennis Revenues		802,365	w/ charges for svcs	100.0%	802,365
Interest revenues		218,710	95,530	128.9%	123,180
Transfer In (Pool & Tennis)		274,000	0	100.0%	274,000
Miscellaneous revenues		246,880	304,734	7.8%	(57,854)
Total Revenues		\$ 31,147,428	\$ 30,107,565	3.5%	\$1,039,863
Expenses					
General Government		\$3,363,932	\$3,257,617	3.3%	\$106,315
Public Safety		10,569,018	10,290,842	2.7%	278,176
Public Works		5,714,792	5,540,658	3.1%	174,134
Community Development		1,658,019	1,773,946	-6.5%	(115,927)
Leisure Services		1,974,036	3,058,612	-35.5%	(1,084,576)
Contingency / Other		0	231,795	-100.0%	(231,795)
Debt Service		2,073,689	1,987,046	4.4%	86,643
Transfer Out		784,000	417,150	87.9%	366,850
Golf course maintenance		1,764,100	1,430,000	23.4%	334,100
Clubhouse grounds		440,836	470,858	-6.4%	(30,022)
Golf Shop		1,366,924	1,316,185	3.9%	50,739
Pool & Tennis		1,075,486	w/ leisure svcs	100.0%	1,075,486
Country Club Admin and F&B		362,596	332,856	8.9%	29,740
Total Expenses		\$31,147,428	\$30,107,565	3.5%	\$1,039,863
Net		\$0	\$0		\$0

General Fund Budget Summary

FY 2021

The General Fund is used to account for most of the day-to-day operations of the Village, which are financed from property taxes, fees, licenses, permits, fines and forfeitures, intergovernmental and other general revenue.

Note: The Tennis & Pool operations were transferred from the General Fund operating budget to the Country Club operating budget as part of the Fiscal Year 2021 budgetary process.

	FY 2021 Tentative Budget	FY 2020 Adopted Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Millage Rate	\$7.5000	\$7.5000			\$7.5000	\$7.3300
Revenues						
Ad-Valorem Taxes	\$17,367,422	\$16,736,574	3.77%	\$630,848	\$16,185,283	\$15,003,141
Utility Service Taxes	2,408,078	2,424,292	-0.67%	(16,214)	2,521,955	2,511,876
Franchise Fees	1,137,000	1,315,000	-13.54%	(178,000)	1,352,464	1,294,280
Sales & Use Taxes	267,461	308,655	-13.35%	(41,194)	307,130	302,207
Licenses & Permits	1,102,200	1,110,200	-0.72%	(8,000)	1,522,912	1,222,594
Intergovernmental	1,260,736	1,507,239	-16.35%	(246,503)	1,582,512	1,482,113
Charges for Services	1,814,910	2,516,812	-27.89%	(701,902)	2,410,113	2,210,437
Fines & Forfeitures	99,400	82,175	20.96%	17,225	89,247	90,559
Interest	218,710	95,530	128.94%	123,180	573,095	112,809
Debt Proceeds	0	0	0.00%	0	343,299	0
Miscellaneous	27,880	27,500	1.38%	380	510,688	412,519
Total Revenues	\$25,703,797	\$26,123,977	-1.61%	(\$420,180)	\$27,398,697	\$24,642,535
Expenditures						
General Government	\$3,363,932	\$3,257,617	3.26%	\$106,315	\$3,265,558	\$3,053,627
Police & Fire	10,569,018	10,290,842	2.70%	278,176	10,055,573	9,431,609
Public Works	5,714,792	5,540,658	3.14%	174,134	5,041,643	5,065,186
Community Development	1,658,019	1,773,946	-6.53%	(115,927)	1,542,421	1,435,769
Library	849,389	836,815	1.50%	12,574	815,951	835,984
Parks & Recreation	1,124,647	2,221,797	-49.38%	(1,097,150)	1,848,733	1,777,676
Debt service / Capital Lease	1,640,000	1,553,357	5.58%	86,643	1,714,862	1,293,101
Contingency / Other	0	231,795	-100.00%	(231,795)	341,547	635,579
Transfers Out	784,000	417,150	87.94%	366,850	405,000	4,963,307
Total Expenditures	\$25,703,797	\$26,123,977	-1.61%	(\$420,180)	\$25,031,288	\$28,491,836
Net Revenue Over Expense	\$0	\$0		\$0	\$2,367,409	(\$3,849,302)

Country Club Budget Summary

FY 2021

The Country Club is an Enterprise Fund used to account for operations of the Village's Golf & Country Club, where the costs of providing goods and services to the general public on a continuing basis are financed or recovered through user charges. The Country Club can be divided into five operations: Administration & Grounds, Golf, Pool, Tennis and Food & Beverage.

Note: The Tennis & Pool operations were transferred from the General Fund operating budget to the Country Club operating budget as part of the Fiscal Year 2021 budgetary process.

	FY 2021 Tentative Budget	FY 2020 Adopted Budget	% increase/ (decrease)	\$ increase / (decrease)	Actual 9/30/19	Actual 9/30/18
Revenue						
Greens fee/cart rentals/membership fees	\$3,149,116	\$2,610,854	20.62%	\$538,262	\$1,011,119	\$1,743,760
Golf Shop revenues	359,000	406,000	-11.58%	(47,000)	109,562	217,148
Driving range revenues	335,000	360,000	-6.94%	(25,000)	164,020	276,244
Restaurant revenues	305,150	329,500	-7.39%	(24,350)	4,611	0
Tennis revenues	685,365	0	0.00%	685,365	0	0
Pool revenues	117,000	0	0.00%	117,000	0	0
Interest revenues	0	0	0.00%	0	804	13,874
Sale of Surplus	0	0	0.00%	0	0	19,448
Transfer from General Fund	274,000	0	0.00%	274,000	0	0
Appropriated Retained Earnings	200,000	261,234	-23.44%	(61,234)	0	0
Miscellaneous	19,000	16,000	18.75%	3,000	116,999	17,487
Total Revenues	\$5,443,631	\$3,983,588	36.65%	\$1,460,043	\$1,407,113	\$2,287,962
Expenses						
Personnel Costs	\$1,850,013	\$1,006,219	83.86%	\$843,794	\$546,089	\$568,794
Operating Costs						
Golf Course Maintenance	1,721,600	1,430,000	20.39%	291,600	1,340,158	1,159,940
Golf Shop & Range	555,919	600,925	-7.49%	(45,006)	438,926	310,952
Food & Beverage	20,000	50,000	-60.00%	(30,000)	23,943	46,201
Country Club Administration	29,390	13,700	114.53%	15,690	15,619	17,192
Clubhouse & Grounds	370,200	392,500	-5.68%	(22,300)	75,859	68,350
Tennis	155,900	0	0.00%	155,900	0	0
Pool	157,420	0	0.00%	157,420	0	0
Insurance & General Liability	40,000	46,555	-14.08%	(6,555)	27,035	42,711
Attorney Fees	10,000	10,000	0.00%	0	5,402	13,772
Capital Outlay						
Capital Outlay	99,500	0	0.00%	99,500	370,003	1,363,664
Debt Service						
Debt Service	433,689	433,689	0.00%	0	430,850	405,942
Total Expenses	\$5,443,631	\$3,983,588	36.65%	\$1,460,043	\$3,273,883	\$3,997,519
Revenues over (under) expenses	\$0	\$0		\$0	(\$1,866,770)	(\$1,709,557)

Capital Improvement Plan Summary

FY 2021

Fiscal Year 2021-2025 Five-Year CIP Summary

Totals	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Category						
Vehicles	\$0	\$181,000	\$43,000	\$88,000	\$135,000	\$447,000
Equipment	217,500	363,500	320,000	326,000	0	1,227,000
Technology	0	0	43,900	0	0	43,900
Village Facilities	71,450	241,450	210,000	250,000	110,000	882,900
Recreational Facilities	0	100,000	0	750,000	0	850,000
Park Development	477,500	470,000	224,000	0	0	1,171,500
Streets & Roads	605,000	710,000	1,210,000	810,000	1,510,000	4,845,000
Storm-water	0	150,000	550,000	550,000	550,000	1,800,000
Total (Category)	\$1,371,450	\$2,215,950	\$2,600,900	\$2,774,000	\$2,305,000	\$11,267,300
Funding Source						
General Revenues	\$418,950	\$854,450	\$268,900	\$807,000	\$205,000	\$2,554,300
Country Club	72,500	219,500	0	0	0	292,000
Infrastructure Surtax	580,000	545,000	600,000	500,000	500,000	2,725,000
Grant Funding	300,000	552,500	1,182,000	917,000	1,025,000	3,976,500
Other	-	44,500	550,000	550,000	575,000	1,719,500
Total (Funding Source)	\$1,371,450	\$2,215,950	\$2,600,900	\$2,774,000	\$2,305,000	\$11,267,300

Fiscal Year 2021 Capital Outlay Summary

Project	General Revenue	Country Club	Infrastructure Surtax	Grants	Total
Anchorage Park Dry Storage	\$200,000			\$200,000	\$400,000
Asphalt Resurfacing - Streets			310,000		310,000
Battery Extrication Tool	19,500				19,500
Breathing Air Compressor & Fill Station	68,000				68,000
Bridge Improvement – Prosperity Farms			170,000		170,000
Clock for Golf Course		15,000			15,000
Community Center Playground				50,000	50,000
Driving Range Mat Replacement		27,500			27,500
Lakeside Park Playground	35,000				35,000
Library Air Handler Replacement	71,450				71,450
Osborne Park Basketball Courts				50,000	50,000
Poolside Cabanas		30,000			30,000
Sidewalk Repairs			100,000		100,000
US 1 Study	25,000				25,000
Total	\$418,950	\$72,500	\$580,000	\$300,000	\$1,371,450



Village of North Palm Beach
FY 2021 Annual Budget
September 10, 2020

FY 2021 Annual Budget Summary

Note: The Tennis & Pool Operations are now included in the Country Club Budget

Category	General Fund	Country Club	Total
Millage Rate	\$7.50	N/A	\$7.50
Personnel	\$17,083,228	\$ 1,850,013	\$18,933,241
Operating	6,186,569	3,060,429	9,246,998
Debt Service	1,640,000	433,689	2,073,689
Capital Outlay	10,000	99,500	109,500
CIP Transfer	510,000	0	510,000
Contingency	0	0	0
Transfer to Other Funds	274,000	0	274,000
Total	\$25,703,797	\$5,443,631	\$31,147,428

Position Type	General Fund	Country Club	Total
Full-Time	142	10	152
Part-Time	49	55	104

FY 2021 General Fund Highlights

- Decline in several revenue categories due to COVID
- Personnel Costs
 - Generally flat in terms of staffing levels. Delaying new hires and filling open positions when possible.
 - Health – increase 0.3% or \$6,900
 - Pension – slight reduction for PD/FR due to State and Employee contributions.
- Vehicle financing summary:
 - Two Rear Load Sanitation Trucks and three police vehicles

FY 2021 General Fund Highlights

- Clubhouse Debt Service
- Major Strategic Initiatives:
 - Master Plan implementation
 - US1 Lane Repurposing Study
 - Redevelopment Code Implementation
 - Residential Code Update
 - US1 and Prosperity Farms Road Bridge Project Planning
 - Undergrounding Overhead Lines
 - Anchorage Park Dry Storage

Strategic Initiatives and Projects

- Commercial Business Initiatives
- Annexation Action Plan
- NPBCC generator
- Green/Sustainable Policy
- Stormwater Utility Study: fee development
- West Alleyway Pavement Rehabilitation
- LED Street & Pedestrian Lighting
- East Alleyway Wall Replacement

Strategic Initiatives and Projects

- Finalization of Boat/RV Ordinance: October
- Twin City Mall Redevelopment
 - Collaborating with Lake Park
 - Market Analysis and Financial Feasibility with Treasure Coast Regional Planning Council
 - Complete Code Rewrite with Dover Kohl
- Administer Parks & Recreation Needs Assessment: policy decision per Recreation Advisory Board Request
- Anchorage Park South Marina: evaluation of floating vs fixed docks
- Increasing availability of open gym at Community Center, including weekends

FY 2021 General Fund Budget Summary

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Status as of June 30, 2020
Millage Rate	\$7.5000	\$7.5000			
Revenues					
Ad-Valorem Taxes	\$17,367,422	\$16,736,574	3.77%	\$630,848	\$16,627,828
Utility Service Taxes	2,408,078	2,424,292	-0.67%	(16,214)	1,881,863
Franchise Fees	1,137,000	1,315,000	-13.54%	(178,000)	896,144
Sales & Use Taxes	267,461	308,655	-13.35%	(41,194)	207,242
Licenses & Permits	1,102,200	1,110,200	-0.72%	(8,000)	1,038,907
Intergovernmental	1,260,736	1,507,239	-16.35%	(246,503)	1,150,134
Charges for Services	1,814,910	2,516,812	-27.89%	(701,902)	1,811,396
Fines & Forfeitures	99,400	82,175	20.96%	17,225	104,824
Interest	218,710	95,530	128.94%	123,180	429,991
Debt Proceeds	0	0	0.00%	0	1,092,915
Miscellaneous	27,880	27,500	1.38%	380	116,943
Total Revenues	\$25,703,797	\$26,123,977	-1.61%	(\$420,180)	\$25,358,154
Expenditures					
General Government	\$3,363,932	\$3,257,617	3.26%	\$106,315	\$2,562,403
Police & Fire	10,569,018	10,290,842	2.70%	278,176	7,765,577
Public Works	5,714,792	5,540,658	3.14%	174,134	4,151,168
Community Development	1,658,019	1,773,946	-6.53%	(115,927)	1,056,909
Library	849,389	836,815	1.50%	12,574	601,136
Parks & Recreation	1,124,647	2,221,797	-49.38%	(1,097,150)	1,229,404
Debt service / Capital Lease	1,640,000	1,553,357	5.58%	86,643	2,519,927
Contingency / Other	0	231,795	-100.00%	(231,795)	95,249
Transfers Out	784,000	417,150	87.94%	366,850	417,150
Total Expenditures	\$25,703,797	\$26,123,977	-1.61%	(\$420,180)	\$20,398,925
Net Revenue Over Expense	\$0	\$0		\$0	\$4,959,230

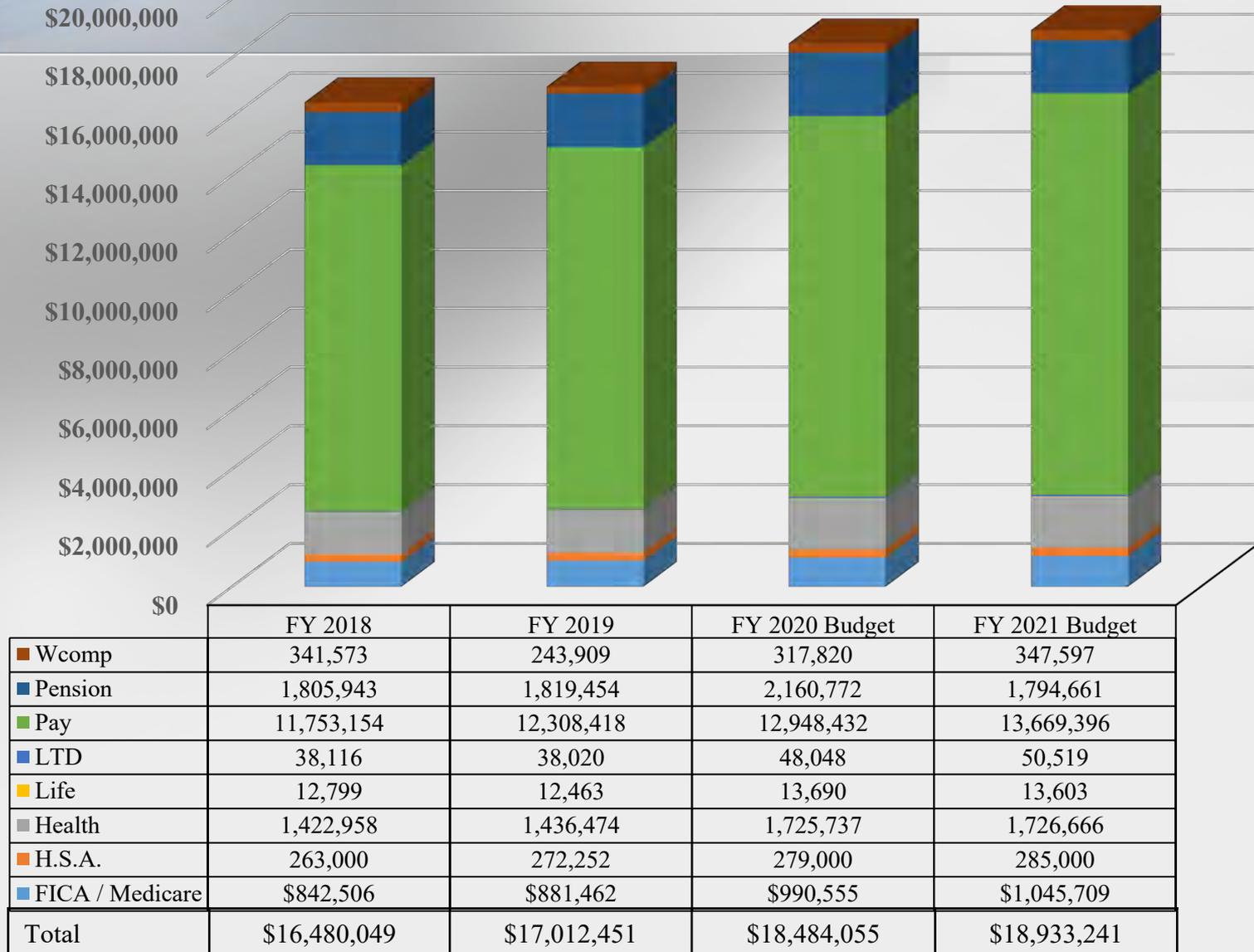
FY 2021 Personnel Cost Assumptions & Total Positions

Description	Budgetary Assumption			
	Non-Union	PBA	IAFF	FPE
Salary Range Adjustment	N/A	6% (10/1/2020)	3% (10/1/2020)	N/A
Merit Increase	4% (anniversary date)	3% (anniversary date)	4% (4/1/2021)	4% (4/1/2021)
Wage Adjustment	N/A	6% (anniversary date)	3% (10/1/2020)	\$750 bonus (10/1/2020)
Health Insurance	No Increase			
Workers' Compensation Insurance	10% increase			
Pension Contribution	ICMA	Police & Fire Pension		General Employees Pension
	15%	16%		12%

	FY 2021	FY 2020	Change
Full-Time	152	153	-1 FT
Part-Time	104	102	+2 PT

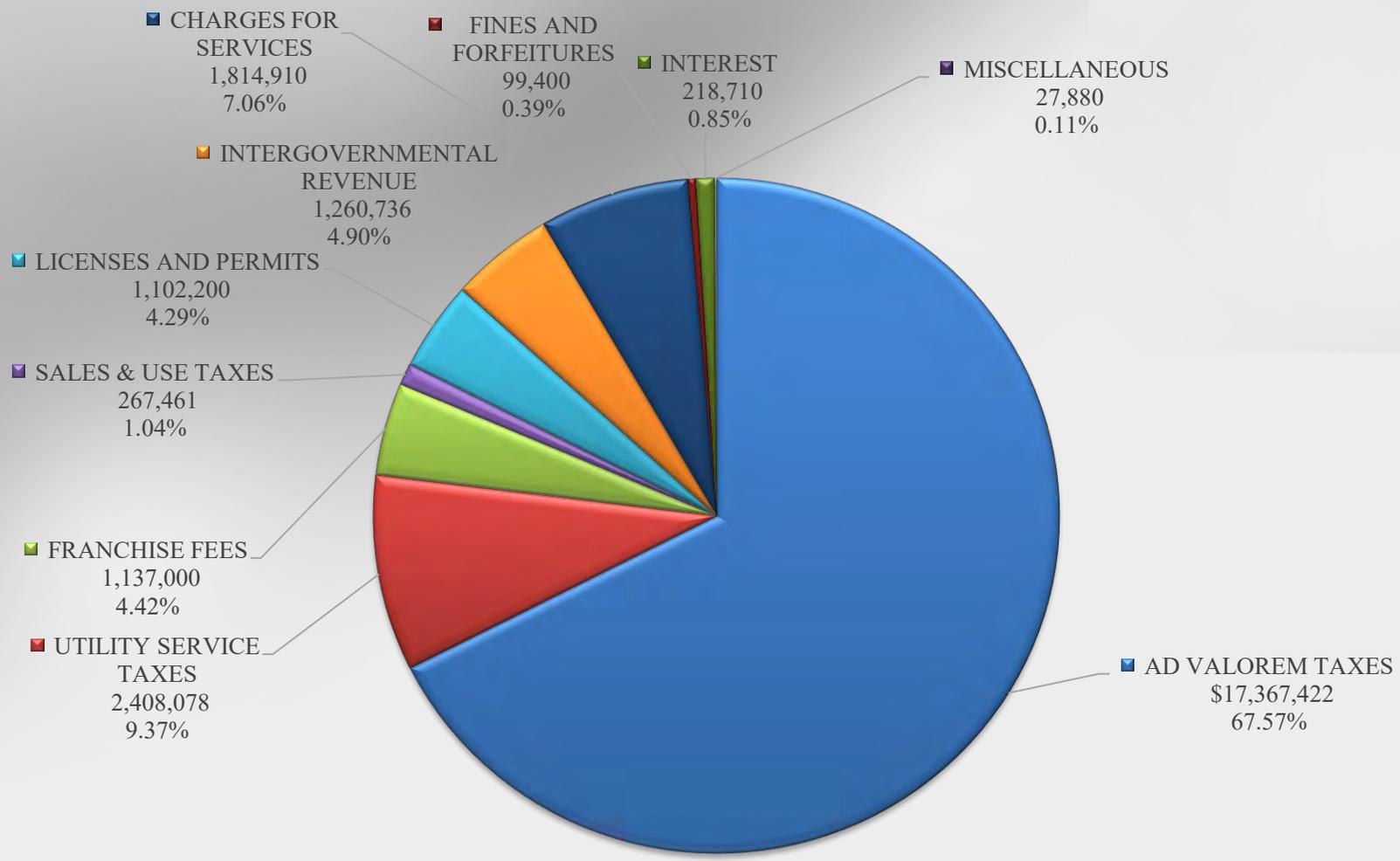
Total Personnel Costs

General Fund & Country Club combined



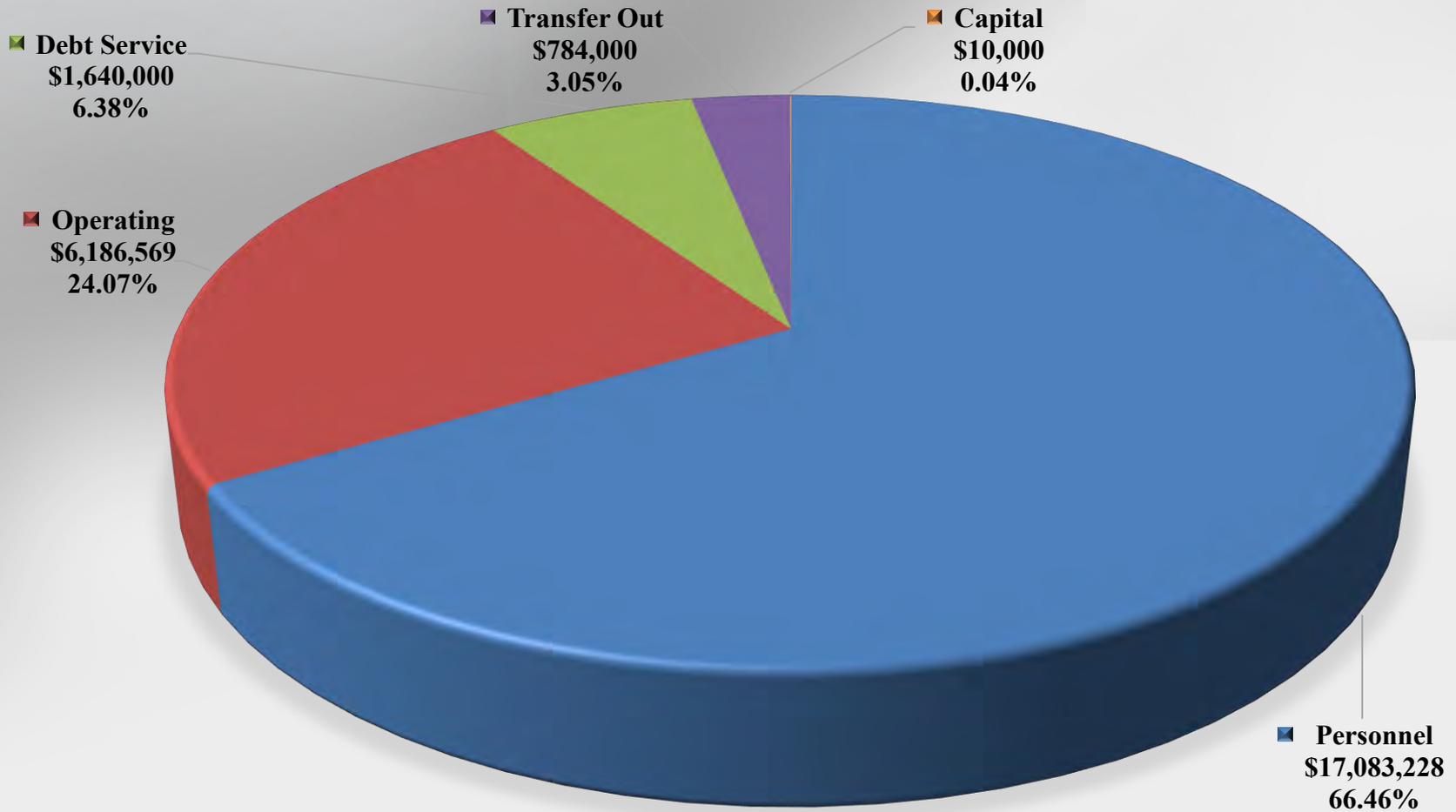
FY 2021 General Fund Revenues

Total Revenues = \$25,703,797



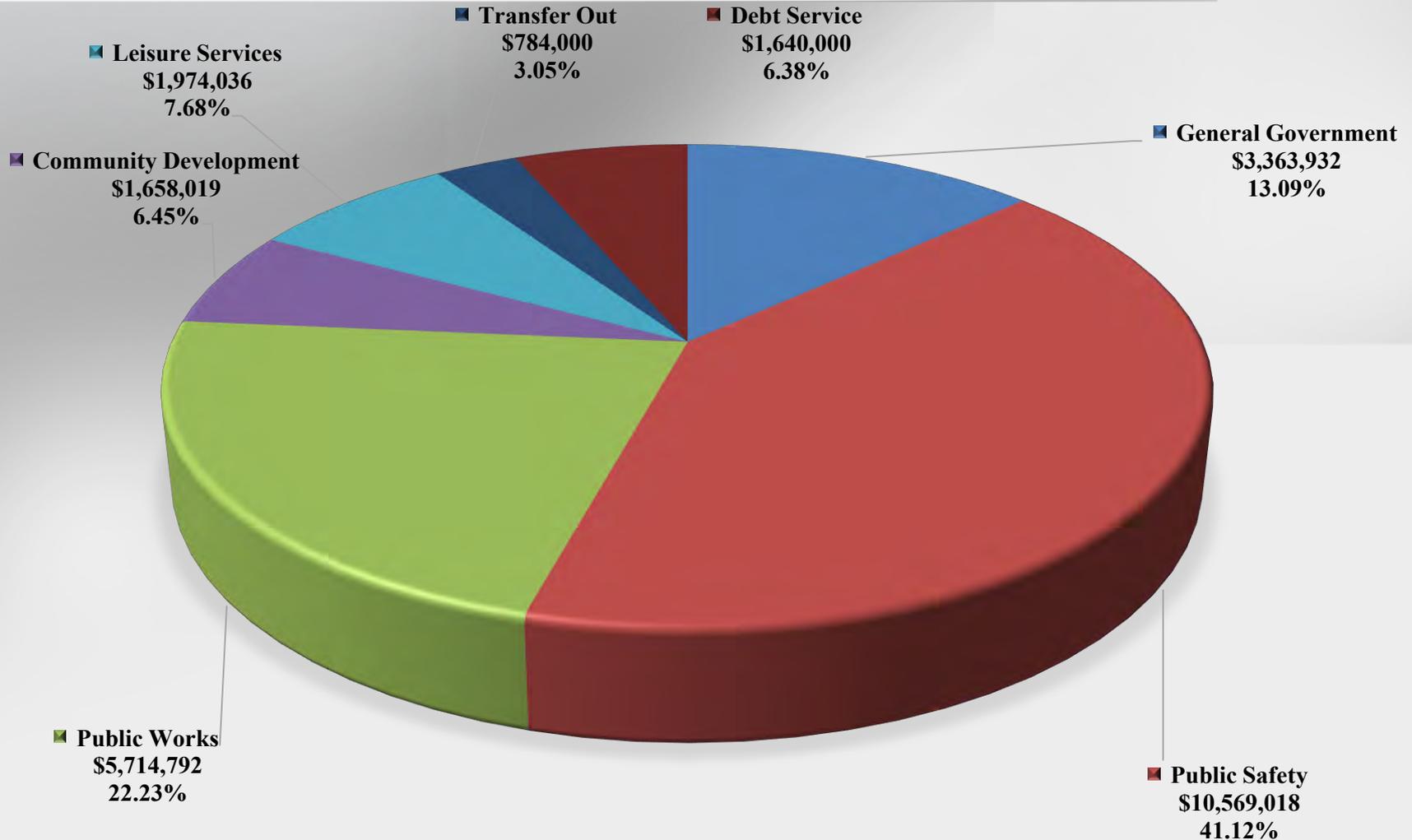
FY 2021 General Fund Expenses (by Function)

Total Expenses = \$25,703,797



FY 2021 General Fund Expenses (by Department)

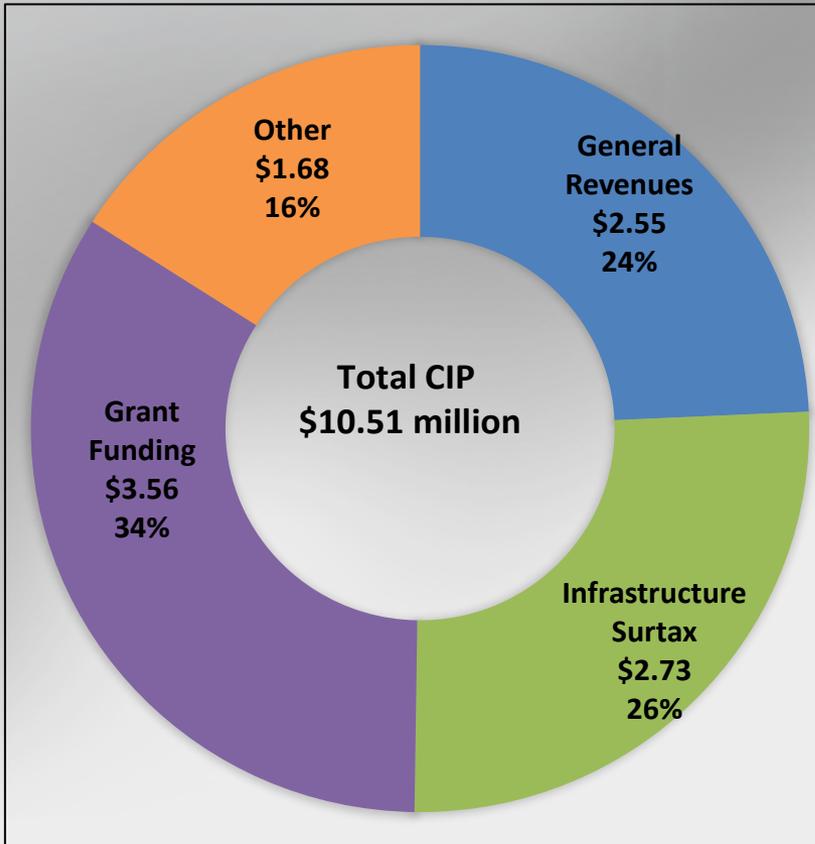
Total Expenses = \$25,703,797



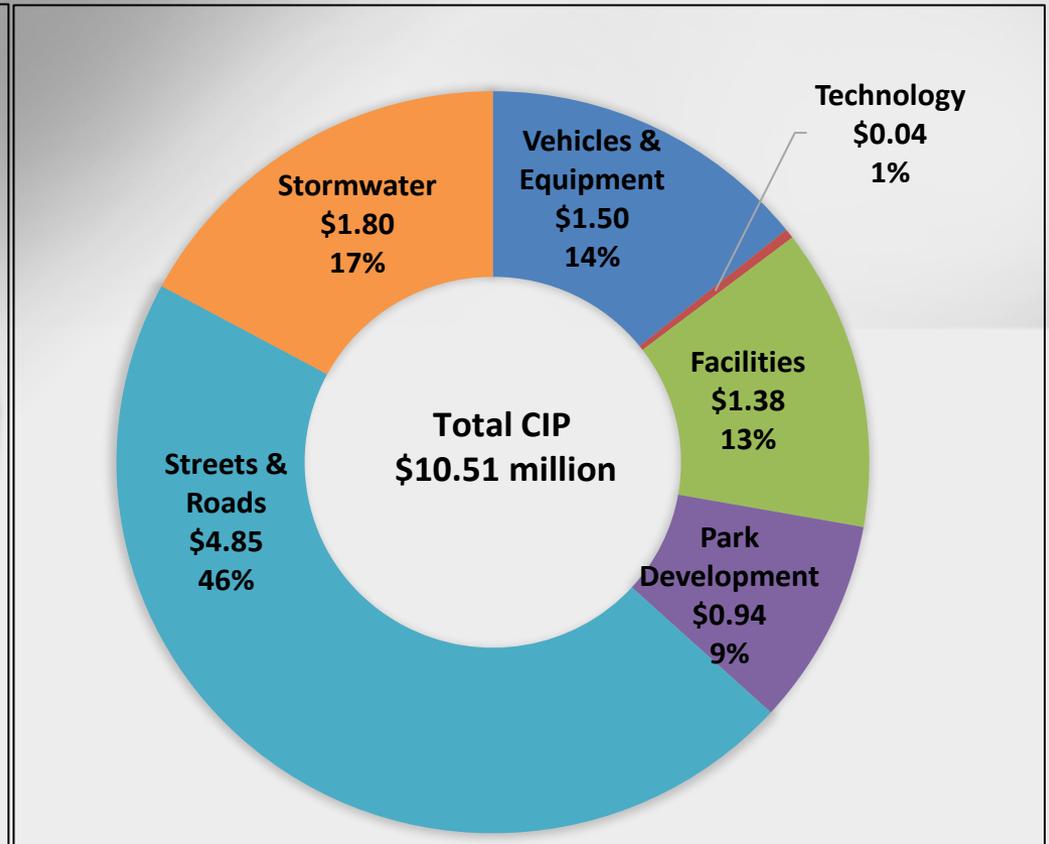
FY 2021 – FY 2025 Five-Year CIP Plan (Governmental)

Total 5 Year CIP = \$10,510,800

By Funding Source



By Category



Capital Improvement Plan (Governmental)

Cash Flow Summary FY 2021 - 2025

FUNDING SOURCES :	2021	2022	2023	2024	2025	Total
Beginning Balance	\$200,000	\$311,050	\$36,900	\$309,059	\$159,350	
General Revenue - Ad Valorem ①	510,000	525,300	541,059	557,291	574,009	2,707,659
Infrastructure Surtax	600,000	600,000	600,000	600,000	600,000	3,200,000
Grants	300,000	382,500	1,182,000	667,000	1,025,000	3,556,500
Other	0	0	550,000	550,000	575,000	1,675,000
TOTAL FUNDING SOURCES:	1,610,000	1,818,850	2,909,959	2,683,350	2,933,359	11,139,159
PROJECTS :						
Vehicles	0	181,000	43,000	88,000	135,000	447,000
Equipment	172,500	229,500	320,000	326,000	0	1,048,000
Technology	0	0	43,900	0	0	43,900
Village Facilities	71,450	241,450	210,000	250,000	110,000	882,900
Recreational Facilities	0	0	0	500,000	0	500,000
Park Development	450,000	270,000	224,000	0	0	944,000
Streets, Sidewalks, Bridges	605,000	710,000	1,210,000	810,000	1,510,000	4,845,000
Stormwater	0	150,000	550,000	550,000	550,000	1,800,000
TOTAL PROJECT COSTS :	1,298,950	1,781,950	2,600,900	2,524,000	2,305,000	10,510,800
ESTIMATED ENDING BALANCE	\$311,050	\$36,900	\$309,059	\$159,350	\$628,359	\$628,359

① CIP Transfer assumes 3% annual increase

FY 2021 Capital Outlay

Description	General Revenues	Infrastructure Surtax	Grant	Total
FYE 2020 Balance (Estimate)	\$0	\$200,000	\$0	\$200,000
FY 2021 Budget	510,000	600,000	300,000	1,410,000
Available Balance	\$510,000	\$800,000	\$300,000	\$1,610,000
FY 2021 Projects				
Anchorage Park Dry Storage	\$200,000		\$200,000	\$400,000
Asphalt Resurfacing-Streets		310,000		310,000
Battery Extrication Tool	19,500			19,500
Breathing Air Compressor & Fill Station	68,000			68,000
Bridge Improvement - Prosperity Farms		170,000		170,000
Community Center Playground Replacement			50,000	50,000
Lakeside Park Playground Renovation	35,000			35,000
Library Air Handler Replacement	71,450			71,450
Osborne Park Basketball Courts			50,000	50,000
Sidewalk Repairs		100,000		100,000
US1 Study – Phase II	25,000			25,000
Grand Total	\$418,950	\$580,000	\$300,000	\$1,298,950
Net	\$91,050	\$220,000	\$0	\$311,050

FY 2021 Taxable Value & Millage Selection

	FY 2021	FY 2020	% Increase / (Decrease)	\$ Increase / (Decrease)
Millage Rate	\$7.50 mils	\$7.50 mils	0%	\$0
Gross Taxable Value	\$2,437,532,823	\$2,344,581,746	3.96%	92,951,077
Budgeted Ad-Valorem	\$17,367,421	\$16,736,574	3.81%	630,847

Millage Selection Options

Description	Millage Rate	Budgetary Ad-Valorem	\$ Increase / (Decrease) over 2020 Ad-Valorem	% increase / (decrease) over FY 2021 RBR
Retain FY 2020 Millage Rate	\$7.5000	\$17,367,421	\$630,847	3.81%
FY 2021 Rolled Back Rate (RBR)	\$7.2247	\$16,729,921	\$ (6,653)	0.00%
FY 2021 Majority Vote Rate	\$7.4573	\$17,268,543	\$531,969	3.22%
FY 2021 Two-Thirds Vote Rate	\$8.2030	\$18,995,328	\$2,258,754	13.54%

Tentative Millage Rate is \$7.50 mils...This sets the maximum millage rate allowed for the Village. Council may reduce this rate for the FINAL Adopted Budget but may not increase it.

FY 2021 Country Club Highlights

- Recover from COVID shutdown and cautious optimism for upcoming year.
- Golf is performing well financially; exceeding last year's performance.
 - Continues to be the main revenue driver for the Clubhouse in both daily sales and membership dues.
 - Propose a 3% membership dues increase this year.
 - Increase walk-in rates up to \$5/round based on day, time and season
 - Addition of a Full-Time Assistant Golf Professional in order to provide adequate managerial coverage.
 - Course maintenance has increased 15% to include funding for the bunker and pond improvements.

FY 2021 Country Club Highlights

- Restaurant financial performance was excellent pre-COVID; met the \$2m gross revenue threshold.
 - Volume decreased after reopening but is showing positive signs of recovery.
 - Budget assumes \$100,000 in rent and reaching \$5m in gross sales (\$150,000 in revenue).
- Reintroducing Tennis and Pool operations into the Country Club Budget
 - Continue to make a transfer from the General Fund to the Country Club Budget to offset some of its costs.
 - General Fund contribution is similar to years past with goal to reduce overall transfer requirement.
 - Costs have increased due to maintenance at the pool and costs for the tennis pros.

FY 2021 Country Club Highlights

- Tennis & Pool Membership Increases
 - 3% increase in tennis & pool membership dues
 - 3% increase in Tennis League Fee
- Pool is increasing revenue
 - Programming for events on the deck, private party rentals and increased membership can enhance funding.
 - Developing low- to no-cost community events.
 - Extending hours of operations on Fridays and Saturdays.
- Tennis close to operating at break-even; excluding capital investments.
 - Restructuring fee schedule and enhanced caliber of instruction ensure lesson revenues offset tennis pro payroll.
 - More programming to be developed with higher rate of return and increase total membership to close the funding gap.

FY 2021 Country Club Highlights

- Strategic Initiatives
 - Develop a plan for the establishment of CC R&R Fund
 - Develop strategic plan to secure financial sustainability

FY 2021 Country Club Budget Summary

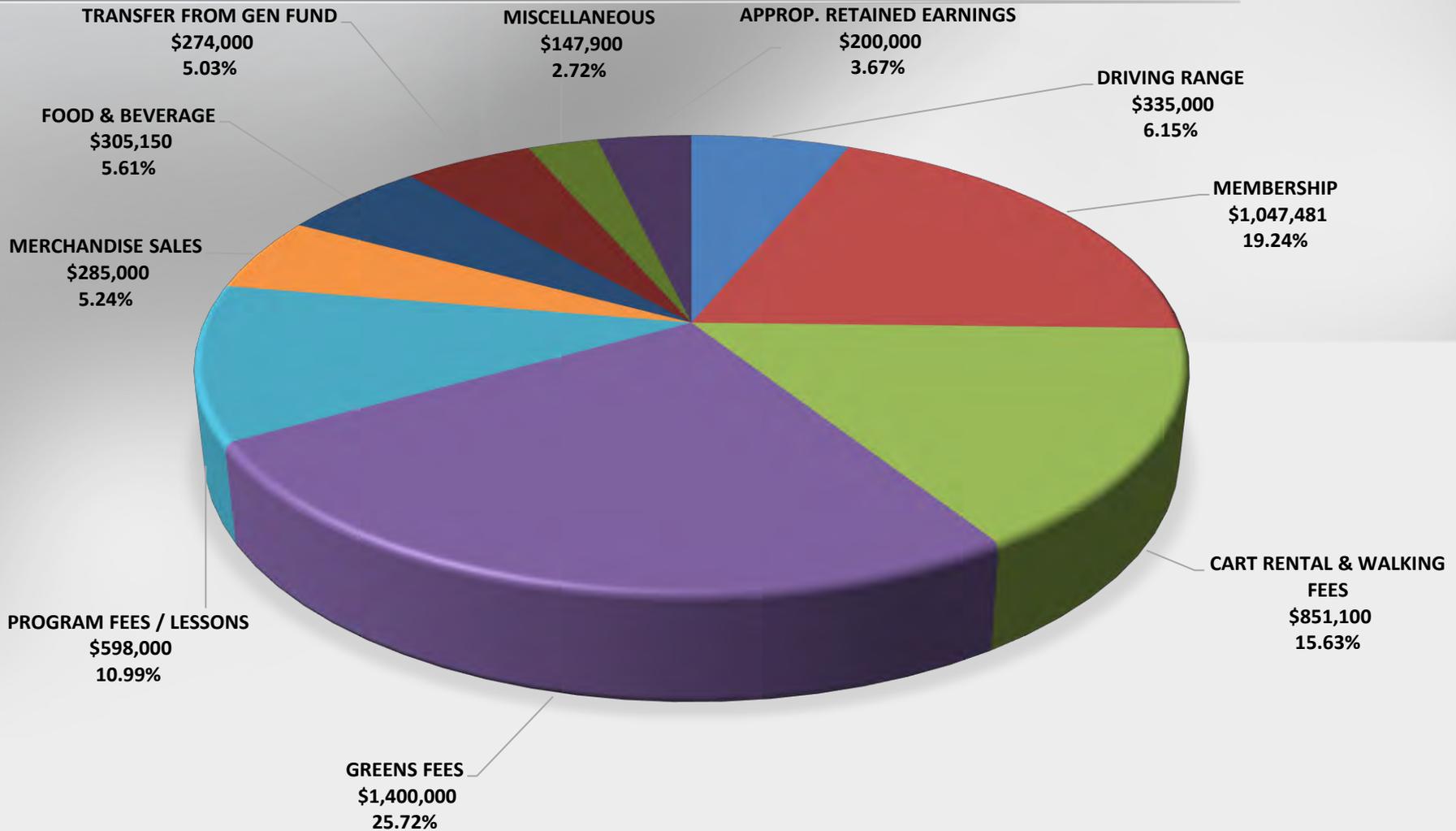
Revenue	FY 2021 Budget	FY 2020 Adopted Budget	% increase / (decrease)	\$ increase / (decrease)	Status as of June, 30 2020
Greens fee/cart rentals/membership fees	\$3,149,116	\$2,610,854	20.62%	\$538,262	\$2,549,468
Golf Shop revenues	359,000	406,000	-11.58%	(47,000)	259,396
Driving range revenues	335,000	360,000	-6.94%	(25,000)	229,693
Restaurant revenues	305,150	329,500	-7.39%	(24,350)	29,460
Tennis revenues	685,365	0	0.00%	685,365	0
Pool revenues	117,000	0	0.00%	117,000	0
Interest revenues	0	0	0.00%	0	0
Sale of Surplus	0	0	0.00%	0	1,458
Transfer from General Fund for Pool & Tennis	274,000	0	0.00%	274,000	0
Appropriated Retained Earnings	200,000	261,234	-23.44%	(61,234)	0
Miscellaneous	19,000	16,000	18.75%	3,000	29,109
Total Revenues	\$5,443,631	\$3,983,588	36.65%	\$1,460,043	\$3,098,584
Expenses					
Personnel Costs	\$1,850,013	\$1,006,219	83.86%	\$843,794	\$719,068
Operating Costs					
Golf Course Maintenance	1,721,600	1,430,000	20.39%	291,600	1,097,381
Golf Shop & Range	555,919	600,925	-7.49%	(45,006)	473,990
Food & Beverage	20,000	50,000	-60.00%	(30,000)	31,318
Country Club Administration	29,390	13,700	114.53%	15,690	19,808
Clubhouse & Grounds	370,200	392,500	-5.68%	(22,300)	217,558
Tennis	155,900	0	0.00%	155,900	0
Pool	157,420	0	0.00%	157,420	0
Insurance & General Liability	40,000	46,555	-14.08%	(6,555)	21,104
Attorney Fees	10,000	10,000	0.00%	0	3,517
Capital Outlay				0	
Capital Outlay	99,500	0	0.00%	99,500	18,331
Debt Service				0	
Debt Service	433,689	433,689	0.00%	0	199,079
Reserves				0	
Contingency	0	0	0.00%	0	0
Total Expenses	\$5,443,631	\$3,983,588	36.65%	\$1,460,043	\$2,801,156
Revenues over (under) expenses	\$0	\$0		\$0	\$297,428
# Rounds	47,500	42,500		5,000	25,296

FY 2021 Country Club Budget Summary

Description	Golf	Tennis	Pool	F&B	Admin & Grounds	Total
Total Revenue	\$3,843,116	\$777,365	\$299,000	\$305,150	\$219,000	\$5,443,631
<u>Expenses</u>						
Personnel	\$801,005	\$604,092	\$110,074	\$0	\$333,842	\$1,850,013
Operating	2,277,519	155,900	157,420	20,000	449,590	3,060,429
Capital	52,500	17,000	30,000	0	0	99,500
Debt Svc	433,689	0	0	0	0	433,689
Total Expenses	\$3,564,713	\$776,992	\$298,494	\$20,000	\$783,432	\$5,443,631
Net	\$278,403	\$373	\$506	\$285,150	(\$564,432)	\$0

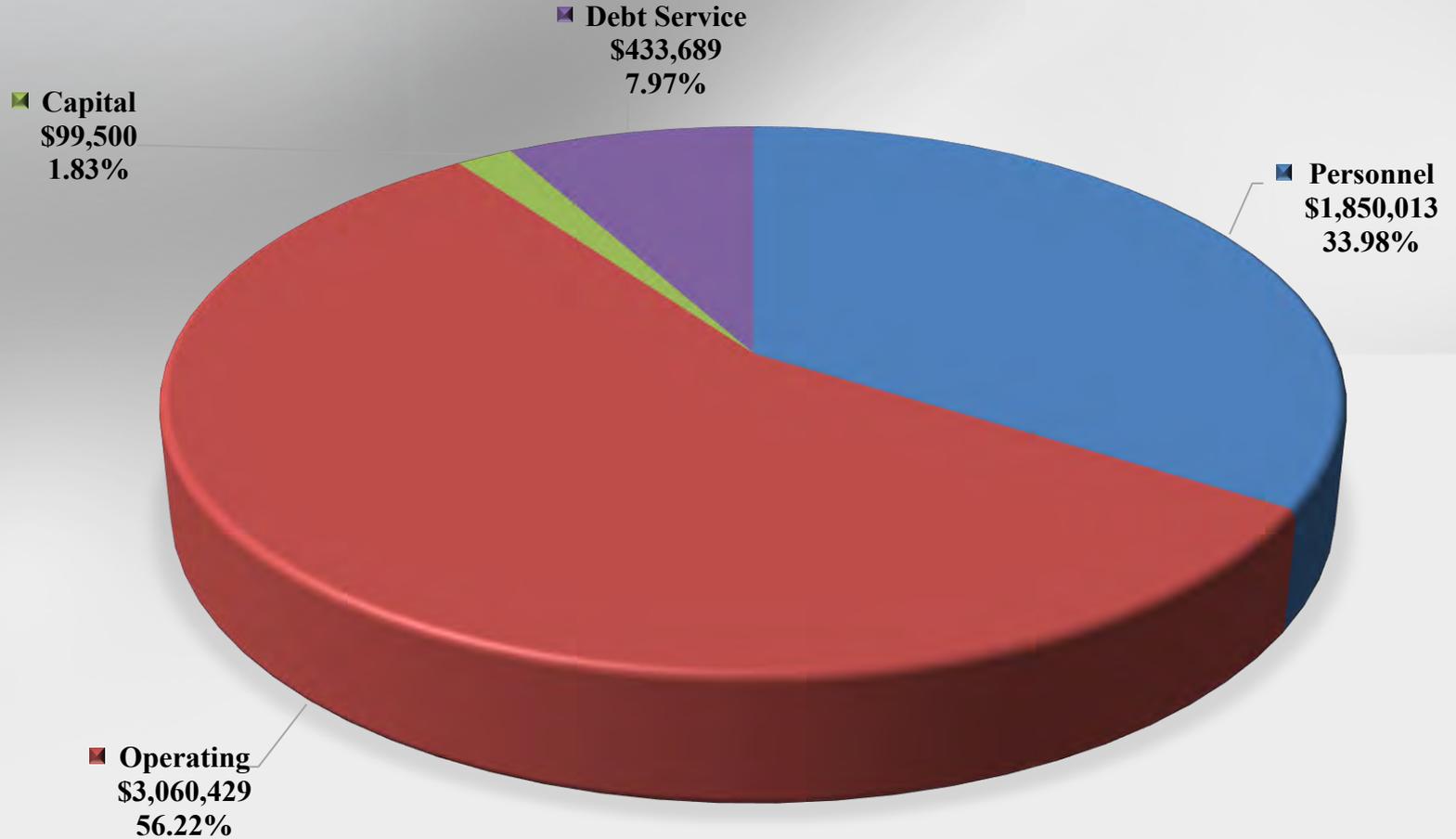
Country Club Revenues

Total Revenues = \$5,443,631



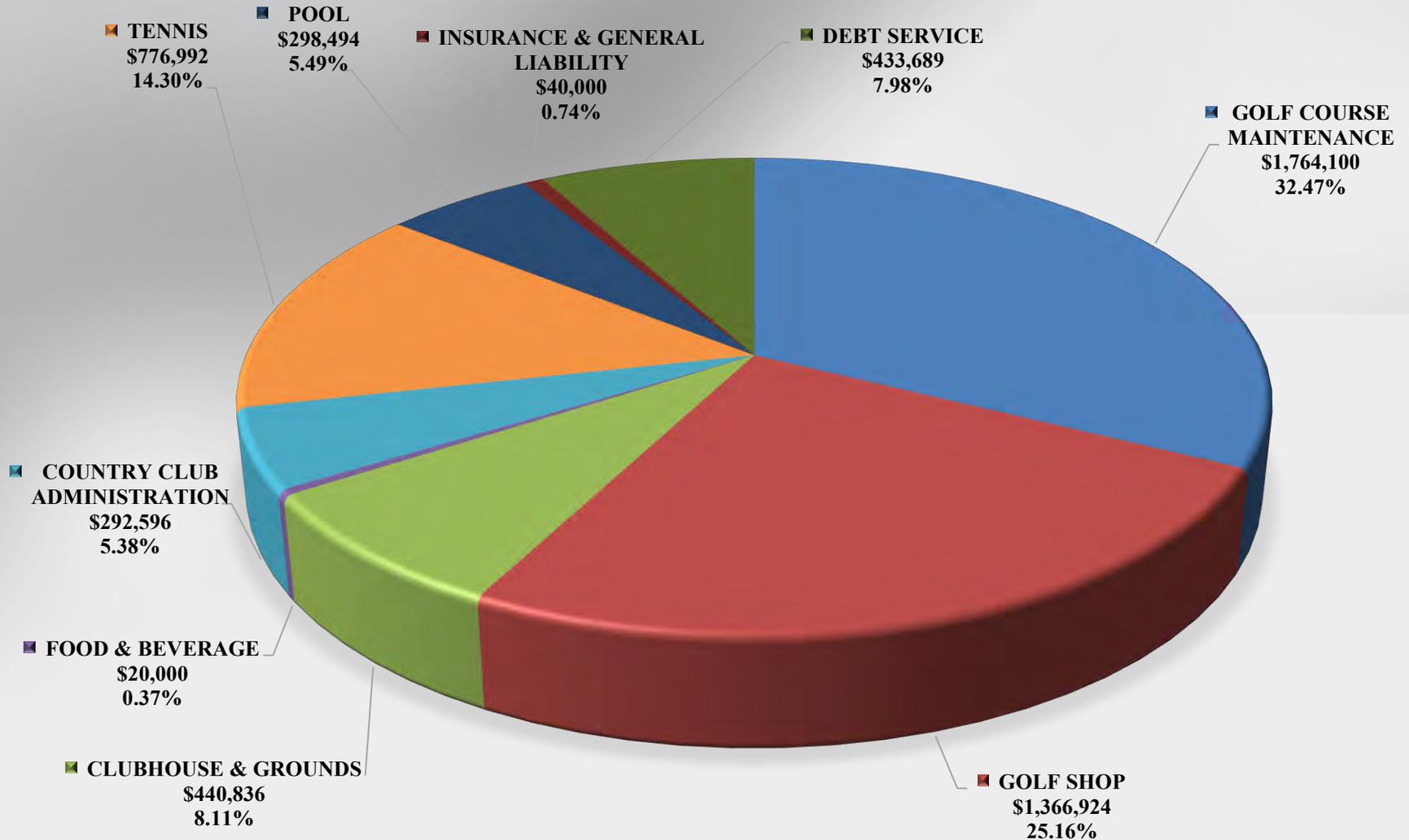
Country Club Expenses (by Function)

Total Expenses = \$5,443,631



Country Club Expenses (by Department)

Total Expenses = \$5,443,631



Country Club Highlights

Debt Service - Golf

FY	Golf Course (\$4.89m)	Golf Course (\$1.7m)	Total Country Club
2021	\$398,159	\$35,530	\$433,689
2022	398,159	35,530	433,689
2023	398,159	35,530	433,689
2024	199,080	35,530	234,610
2025		447,436	447,436
2026		447,436	447,436
2027		447,436	447,436
2028		447,436	447,436
Total	\$1,393,557	\$1,931,864	\$3,325,421

Clubhouse Debt Discussion

- Currently paid by General Fund
- Share between Country Club & General Fund generally based upon area allocation

FY	Clubhouse (\$8.9m)	Clubhouse (\$6.1m)	Total General Fund
2021	\$283,910	\$1,007,884	\$1,291,794
2022	283,910	1,010,187	1,294,097
2023	283,910	1,011,167	1,295,077
2024	283,910	1,010,824	1,294,734
2025	1,178,910	114,158	1,293,068
2026	1,295,360		1,295,360
2027	1,292,184		1,292,184
2028	1,293,051		1,293,051
2029	1,292,801		1,292,801
2030	1,296,435		1,296,435
2031	1,293,793		1,293,793
2032	1,295,035		1,295,035
Total	\$11,373,207	\$4,154,220	\$15,527,427

FY 2020-2021 Budget Workshop Schedule

<input checked="" type="checkbox"/>	Thursday	May 7, 2020	7 – 10 pm	Council Strategic Planning Workshop # 1
<input checked="" type="checkbox"/>	Tuesday	June 9, 2020	8 – 1 pm	Council Strategic Planning Workshop # 2
<input checked="" type="checkbox"/>	Thursday	July 9, 2020	7:30 pm	Council Meeting Council Strategic Planning Workshop # 3
<input checked="" type="checkbox"/>	Thursday	July 16, 2020	7 – 10 pm	Manager’s Proposed Budget Overview
<input checked="" type="checkbox"/>	Thursday	July 23, 2020	7:30 pm	Council Meeting Public Hearing to set Tentative Millage Rate
<input checked="" type="checkbox"/>	Saturday	August 15, 2020	9 – 3 pm	Council Budget Workshop with Departments
	Thursday	September 10, 2020	7:30 pm	Council Meeting – 1 st Public Hearing Adopt FY2021 Budget & Final Millage on 1 st Reading
	Thursday	September 24, 2020	7:30 pm	Council Meeting – 2 nd Public Hearing Adopt FY2021 Budget & Final Millage on 2 nd Reading

**VILLAGE OF NORTH PALM BEACH
FINANCE DEPARTMENT**

TO: Honorable Mayor and Council
 THRU: Andrew D. Lukasik, Village Manager
 FROM: Samia Janjua, Finance Director
 DATE: September 10, 2020
 SUBJECT: **ORDINANCE - 1st Reading – General Fund Budget Amendment for the lease of one 2020 Mack Rear Loader Sanitation Truck**

Through the adoption of Resolution No. 2020-43 on June 25, 2020, the Village Council approved a proposal from Pinnacle Public Finance, Inc. for the lease of one 2020 Mack Rear Loader Sanitation Truck. The lease terms are provided below:

Description	Lease Term	Annual Payment	Total Payments	Total Financed
Rear Loader Truck	7 years	\$38,704	\$270,928	\$246,111
Total		\$38,704	\$270,928	\$246,111

The annual debt service for capital leases is budgeted in the General Fund; however, the Village’s Auditor has advised that the total amount financed for capital leases should be shown in the Fiscal Year 2020 budget as “other financing sources/uses” and capital outlay for financial reporting purposes. (*Note: this requirement is for the first year of the lease only*):

GASB

“When a capital lease represents the acquisition or construction of a general capital asset, the acquisition or construction of that asset should be reflected as an expenditure and other financing source, consistent with the accounting and financial reporting for general obligation bonded debt.”

There will not be a net income effect in 2020; however, because the amendment increases the total FY 2020 General Fund Budget, a budget amendment ordinance is required:

Budget Amendment:

Fund	Account	Description	Use	Source
General Fund	A4200-09901	Capital Lease		\$246,111
General Fund	A5540-66000	Capital Lease	\$246,111	
Total			\$246,111	\$246,111

The attached Ordinance has been prepared/reviewed for legal sufficiency by the Village Attorney.

Recommendation:

Village Staff recommends Council consideration and approval on first reading of the attached Ordinance authorizing the Mayor and Village Clerk to execute the required budget amendment for the Capital Lease in accordance with Village policies and procedures.

ORDINANCE NO. 2020-_____

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING THE ADOPTED GENERAL FUND BUDGET FOR FISCAL YEAR 2020 TO CLASSIFY THE TOTAL AMOUNT FINANCED FOR THE REAR LOADER SANITATION TRUCK AS CAPITAL OUTLAY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, during Fiscal Year 2020, the Village Council approved a lease with Pinnacle Public Finance, Inc. for the lease of a 2020 Mack Rear Loader Sanitation truck; and

WHEREAS, while the Village has budgeted the annual debt service for this lease in the General Fund, the Village Auditor has advised the Village that the total amount financed for capital leases should be shown in the Fiscal Year 2020 budget as “other financing uses/sources” and capital outlay for financial reporting purposes; and

WHEREAS, notwithstanding the lack of any net income effect, because this amendment increases the total amount of the budget, this transfer must be accomplished by ordinance as required by Section 166.241, Florida Statutes; and

WHEREAS, the Village Council determines that the adoption of this budget amendment is in the best interests of the residents and citizens of the Village of North Palm Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are hereby ratified as true and correct and incorporated herein.

Section 2. The Village Council hereby amends the adopted Village of North Palm Beach General Fund budget for Fiscal Year 2020 as follows:

Budget Amendment:

Fund	Account	Description	Use	Source
General Fund	A4200-09901	Capital Lease		\$246,111
General Fund	A5540-66000	Capital Lease	\$246,111	
Total			\$246,111	\$246,111

Section 3. The Mayor and Village Clerk are hereby authorized and directed to execute the budget amendment for and on behalf of the Village of North Palm Beach.

Section 4. If any section, paragraph, sentence, clause, phrase or word of this Ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this Ordinance.

Section 5. All ordinances and resolutions, or parts of ordinances and resolutions, in conflict herewith are hereby repealed to the extent of such conflict.

1 Section 6. This Ordinance shall be effective immediately upon adoption.

2
3 PLACED ON FIRST READING THIS _____ DAY OF _____, 2020.

4
5 PLACED ON SECOND, FINAL READING AND PASSED THIS _____ DAY OF
6 _____, 2020.

7
8
9 (Village Seal) _____
10 MAYOR

11
12
13 ATTEST:
14
15 _____
16 VILLAGE CLERK

17
18 APPROVED AS TO FORM AND
19 LEGAL SUFFICIENCY:
20
21 _____
22 VILLAGE ATTORNEY

EXHIBIT A-1

RENTAL PAYMENT SCHEDULE

RE: Schedule of Property No. 2 dated July 1, 2020 to Master Equipment Lease Purchase Agreement dated as of February 21, 2020 between Pinnacle Public Finance, Inc., as Lessor, and Village of North Palm Beach, Florida, as Lessee.

Pmt #	Payment Date	Payment Amount	Interest	Principal	Purchase Price	Outstanding Balance
	7/1/2020					\$246,111.00
1	10/1/2020	\$9,676.00	\$1,661.26	\$8,014.74	\$242,858.18	\$238,096.26
2	1/1/2021	\$9,676.00	\$1,607.16	\$8,068.84	\$234,627.96	\$230,027.41
3	4/1/2021	\$9,676.00	\$1,552.69	\$8,123.31	\$226,342.18	\$221,904.10
4	7/1/2021	\$9,676.00	\$1,497.86	\$8,178.14	\$218,000.48	\$213,725.96
5	10/1/2021	\$9,676.00	\$1,442.66	\$8,233.34	\$209,602.47	\$205,492.62
6	1/1/2022	\$9,676.00	\$1,387.08	\$8,288.92	\$201,147.77	\$197,203.70
7	4/1/2022	\$9,676.00	\$1,331.13	\$8,344.87	\$192,636.00	\$188,858.83
8	7/1/2022	\$9,676.00	\$1,274.80	\$8,401.20	\$184,066.78	\$180,457.63
9	10/1/2022	\$9,676.00	\$1,218.09	\$8,457.91	\$175,439.72	\$171,999.72
10	1/1/2023	\$9,676.00	\$1,161.00	\$8,515.00	\$166,754.42	\$163,484.73
11	4/1/2023	\$9,676.00	\$1,103.53	\$8,572.47	\$158,010.50	\$154,912.25
12	7/1/2023	\$9,676.00	\$1,045.66	\$8,630.34	\$149,207.55	\$146,281.91
13	10/1/2023	\$9,676.00	\$987.41	\$8,688.59	\$140,345.19	\$137,593.32
14	1/1/2024	\$9,676.00	\$928.76	\$8,747.24	\$131,423.00	\$128,846.08
15	4/1/2024	\$9,676.00	\$869.71	\$8,806.29	\$122,440.59	\$120,039.79
16	7/1/2024	\$9,676.00	\$810.27	\$8,865.73	\$113,397.55	\$111,174.07
17	10/1/2024	\$9,676.00	\$750.43	\$8,925.57	\$104,293.46	\$102,248.49
18	1/1/2025	\$9,676.00	\$690.18	\$8,985.82	\$95,127.93	\$93,262.67
19	4/1/2025	\$9,676.00	\$629.53	\$9,046.47	\$85,900.52	\$84,216.20
20	7/1/2025	\$9,676.00	\$568.46	\$9,107.54	\$76,610.83	\$75,108.66
21	10/1/2025	\$9,676.00	\$506.99	\$9,169.01	\$67,258.44	\$65,939.65
22	1/1/2026	\$9,676.00	\$445.09	\$9,230.91	\$57,842.91	\$56,708.74
23	4/1/2026	\$9,676.00	\$382.79	\$9,293.21	\$48,363.84	\$47,415.53
24	7/1/2026	\$9,676.00	\$320.06	\$9,355.94	\$38,820.77	\$38,059.58
25	10/1/2026	\$9,676.00	\$256.90	\$9,419.10	\$29,213.29	\$28,640.48
26	1/1/2027	\$9,676.00	\$193.32	\$9,482.68	\$19,540.96	\$19,157.81
27	4/1/2027	\$9,676.00	\$129.32	\$9,546.68	\$9,803.35	\$9,611.12
28	7/1/2027	\$9,676.00	\$64.88	\$9,611.12	-\$0.00	-\$0.00
Totals:		\$270,928.00	\$24,817.00	\$246,111.00	Rate 2.7000%	

COMMENCEMENT DATE: July 1, 2020

Village of North Palm Beach

Signature: 

Name/Title: ANDY LUKASIK / VILLAGE MANAGER

Date: 6/30/20

VILLAGE OF NORTH PALM BEACH
Public Library

TO: Honorable Mayor and Council
THRU: Andrew D. Lukasik, Village Manager
FROM: Zakariya M. Sherman, Director of Library
DATE: September 10, 2020
SUBJECT: **RESOLUTION** – Approval of State Aid to Libraries Grant Funding Application

The North Palm Beach Public Library has been a member of the Library Cooperative of the Palm Beaches since 2007. It is now time to submit the Village’s application for State Aid for FY 2020-2021.

State Aid was successfully applied for and received during this current fiscal year with an award of \$19,179. State Aid is based on the amount the Village expended for library services two fiscal years prior to the fiscal year the grant is distributed – in this case, FY 2018-2019. Samia Janjua, Finance Director, provided the relevant fiscal information.

There are no spending restrictions for this money; it is considered Library revenue. An appropriate budget revenue line will be used to reflect receipt of these funds. The State will issue the aid in one electronic funds transfer (EFT) payment paid directly to the Village by June 30, 2021.

Village Staff is requesting that Council provide the required certifications and approve the filing of the State Aid to Libraries Grant Funding Application. Administration is also seeking Council approval of the State Aid to Libraries Grant Agreement and the FY2020-2021 library plan of services (Exhibit “A”) in support of the Village’s application.

The attached Resolution has been prepared and/or reviewed for legal sufficiency by the Village Attorney.

Account Information:

Fund	Department	Account Number	Account Description	Amount
General Fund	Library	A2127-03111	Cooperative Memb State Aid	\$14,364 State Estimate

Contact person: Zakariya M. Sherman, Library Director

Recommendation:

Village Staff recommends Council consideration and approval of the attached Resolution authorizing the filing of a State Aid to Libraries Grant funding application, including authorizing members of Village Administration to take all steps necessary to apply for and receive such funding, and approving the execution of the State Aid to Libraries Grant Agreement and plan of services in accordance with Village policies and procedures.

RESOLUTION 2020-_____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, APPROVING THE SUBMISSION OF AN APPLICATION FOR STATE AID TO LIBRARIES GRANT FUNDING; PROVIDING THE REQUIRED ASSURANCES AND CERTIFICATIONS; AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT; APPROVING AN ANNUAL PLAN OF SERVICES; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 257, Florida Statutes, authorizes municipalities to file applications for State Aid to Libraries Grant Funding; and

WHEREAS, the Village Council wishes to authorize the filing of an application for State Aid to Libraries Grant Funding, provide the required certifications necessary for the receipt of such funding; and approve the annual plan of services required as part of the application process; and

WHEREAS, the Village Council determines that the adoption of this Resolution benefits the public health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, as follows:

Section 1. The foregoing recitals are ratified and incorporated herein.

Section 2. The Village Council authorizes members of Village Administration and the appropriate Village Officials to take all steps necessary to apply for and receive State Aid to Libraries Grant Funding, including the filing of all required application forms, preparing the required supporting documentation, and executing the State Aid to Libraries Grant Agreement, a copy of which is attached hereto and incorporated herein as Exhibit "B." The Village Council further authorizes the Mayor to execute all required Certifications, including the: Certification of Hours, Free Library Service and Access to Materials; and the Certification of Credentials.

Section 3. The Village Council hereby approves the annual plan of services attached hereto as Exhibit "A," which is incorporated herein by reference, and authorizes the submission of this document in support of the Village's State Aid to Libraries Grant Funding Application.

Section 4. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 5. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2020.

(Village Seal)

MAYOR

ATTEST:

VILLAGE CLERK

Mission Statement

The North Palm Beach Public Library provides materials, services, and programs for community residents of all ages while focusing on personal enrichment and enjoyment and meeting educational needs. The Library has a special mission that encourages a love of reading and learning among children and their parents.

Service Levels Narrative

Library Services in North Palm Beach were first provided in 1963 by the Library Society at a room in the old Country Club. With the library growing at a rapid pace, operations were turned over to the Village in 1965. The decision to build a new library at its current location was made in 1968. A ground breaking ceremony on October 24, 1968 launched the construction of the new building. Upon completion, Mayor Tom Lewis cut the ribbon in front of the library during dedication services on October 4, 1969.

The two-story building, described as “modified Aztec,” sits behind the Village Hall, off U.S. 1, and includes a multi-purpose meeting room, a Florida book collection, a genealogy section, the local history & archives, a main reading area, a children’s library, and a computer lab.

The library is staffed with one (1) Director of Library, one (1) Administrative Coordinator, one (1) Librarian, one (1) Senior Library Assistant, three (3) Library Assistants, and nine (9) part-time Library Clerks for a total of 11.5 FTE. The Director and Librarian each have a Master’s degree in Library Science.

Staff provide an array of services and programs for patrons of all ages and abilities, and work hard to keep the library safe, cozy, and friendly.

Services are available seven (7) days a week, sixty (60) hours per week, and many resources such as Mango Languages, Rosetta Stone, Heritage Quest, MyHeritage, and ebooks and eaudiobooks from cloudLibrary and Overdrive are accessible 24/7 through the library’s website.

The library’s collection includes 41,000 print and media items as well as a number of electronic resources available through the website. Formats include print, large print, newspapers and magazines, books on CD, DVDs, ebooks and eaudiobooks, and e-readers containing bestsellers and classics.

The computer lab provides access to twelve (12) Internet computers and offers printing, photocopying, scanning, and faxing services. Microsoft Office is installed on the computers and patrons have in-house access to Ancestry Genealogy and ABCmouse. Wi-Fi is available for free throughout the building.

The children’s department contains play areas and reading corners, soft seating, two (2) teen rooms, three (3) large screen TVs for gaming and movies, two (2) kid-friendly computer stations with educational software, fourteen (14) laptops for afterschool use, and toys, games and puzzles.

The Friends of the Library actively support the library’s many programs through fundraising activities and have been integral to the success of the library in the community since 1982. Since that time they have raised thousands of dollars. For Fiscal Year 2020/2021, the Friends gifted \$25,000 to the library.

Personnel Changes

There are no personnel/title changes for Fiscal Year 2020/2021

Current Year Accomplishments and New Initiatives

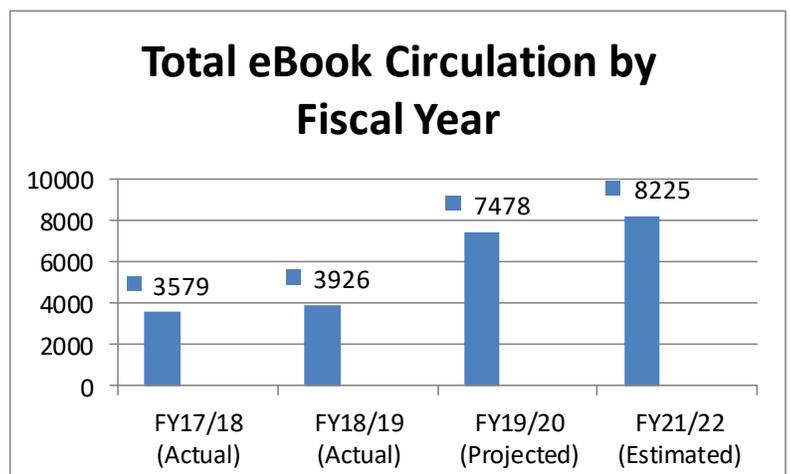
During Fiscal Year 2019/2020, the Library achieved the following new initiatives and goals for improvement:

Youth Services

- Developed Library-Out-of-School-Time (L.O.S.T.) program for children and teens afterschool, where participants engage in various planned activities according to age or grade.
- Launched new program, Castaway Kids, in conjunction with Parks and Recreation to offer sports programs to fourth and fifth grade children every Wednesday at Anchorage Park.
- Coordinated with The Conservatory School to host weekly class visits to the library for children to get library cards and check out books.
- Developed Teen Advisory Group (T.A.G.) as a way to increase teen involvement, address developmental needs, make teens feel more comfortable, and gather new ideas for programming and collections.
- Purchased four (4) butcher block tables and sixteen (16) chairs, along with a big screen T.V. for Bob's Garage, to be used in teen-related programs.
- Recruited nineteen (19) teen volunteers to help with day-to-day activities throughout the school year and sixteen (16) more to help with summer reading.
- Expanded teen program offerings to include facilitated field trips to PA BBQ one day per week for the teens to order food and take it back to the library to eat in designated areas.
- Rearranged layout of children's room to create better lines of sight and more space for activities.
- Added more gaming equipment to expand programming to multiple rooms and also created a video game club for elementary students.
- Partnered with The Conservatory School to deliver school supplies and workbooks to students in grades K-3 as a result of the school closure related to Covid-19 back in March and the transition to virtual class.
- Partnered with Parks and Recreation to host a day camp for children of employees affected by the school closures due to Covid-19.
- Partnered with Parks and Recreation to host summer camp classes for games and activities.
- Participated in Village events such as Hot Cars and Chili Cook-Off, Veterans Day Ceremony, Santa's Trolley Rides, and Tree Lighting.
- Participated in county events such as Read for the Record and Families Reading Together.

Circulation

- Implemented curbside delivery service from March 18 through May 31 as a result of Covid-19, averaging 24.75 curbside deliveries per day (1,387 in total), and answered 1,498 reference-related questions and processed 43 new

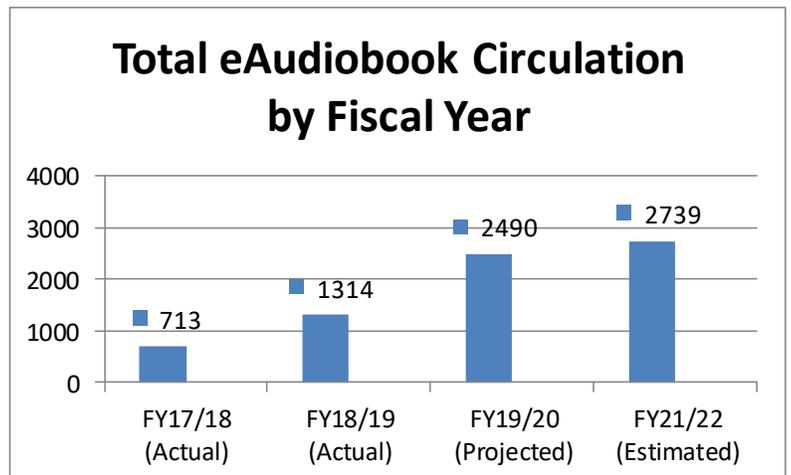


library card memberships over the phone.

- Increased year-over-year circulation of electronic materials by 44%.

Adult Services

- Hosted 50th anniversary library celebration with mini-golf, face painting, themed crafts, and games in conjunction with the Friends of the Library on October 19, 2019, netting nearly \$2,500 in profits.
- Hosted monthly Wellness presentations by HR in Obert room.
- Hosted hearing loss group, rock painting club, yoga classes, and local camera club meetings/ classes.
- Coordinated with Palm Beach Sail & Power Squadron for free boating safety courses.
- Partnered with local language institute to provide face-to-face, conversational language courses to residents.
- Developed plan to host virtual book discussions and craft programs in the Fall due to Covid-19.



Collections

- Added cloudLibrary, an ebook/eaudiobook platform with access to over 145,000 titles, available 24/7 from the library's website or through the cloudLibrary app.
- Added Mango Languages, a language learning platform with 74 languages, available 24/7 from the library's website or through the Mango app.
- Continued to collect and digitize photos, documents, and news articles related to North Palm Beach for inclusion into the local history & archives, for preservation and greater access.

Facilities

- Removed three units of metal wall shelving upstairs as well as some floor shelving to make room for more comfortable seating and wall art.
- Replaced five (5) heavy wooden doors downstairs with full lite glass panel doors for a more inviting atmosphere.
- Purchased forty (40) new meeting room chairs, along with one (1) chair dolly for easy storage, bringing our total new chairs to eighty (80) with three (3) dollies.
- Installed new big screen T.V. in Obert room.
- Installed new signage upstairs to highlight individual collections and to improve wayfinding and aesthetics.
- Revised and updated informational areas and displays.
- Redesigned flyers, brochures, and handouts for a more cohesive, library branded experience.
- Installed digital signage in lobby for better marketing, information dispersal, and to reduce sign clutter on walls/windows.
- Professionally cleaned all carpets and fabric covered chairs and will do so biannually.

Technology

- Installed two (2) new iPad kiosks upstairs for looking up books, movies, placing Holds, and for searching the library's website.
- Installed Office 2016 on all public and staff PCs.
- Updated the library's website to provide for a more intuitive searching experience and friendly interface.
- Utilized third party software to schedule social media posts across platforms for a more consistent, library branded experience.

Safety & Security

- Installed additional HD security cameras upstairs.
- Completed mandatory Security Awareness Training (All staff).
- Completed mandatory Ethics training (All staff).
- Removed three (3) wheelstops in front of the library to mitigate tripping hazards and installed three (3) bollards (short, vertical posts) in their place.
- Installed sneeze guards at circulation desk to keep staff and patrons safe in the midst of Covid-19.
- Installed toe pull devices at the bottom of each public restroom entry door for people to safely open doors hands-free.

The Friends of the Library

- Allocated \$25,000 to the Library in support of programs and events, including summer reading, and for any items and materials not covered through the Library's regular operating budget.
- Broke all-time Annual Booksale record of \$4,556, taking in \$5,060.
- Rearranged booksale shelves to increase access and visibility of materials, and also updated signage.
- Sponsored Haunted House fundraiser at the library for 250 people, generating over \$800 in ticket sales.

Grants

- Applied for and received State Aid to Libraries grant in the amount of \$19,179.

Conferences

- Attended 2019 Special Libraries Association conference in Orlando; 2019 Florida Public Library Directors Meeting in Tallahassee; and the 2020 SEFLIN Regional Conference virtually.

Goals and Objectives

In the coming year, the Library plans to achieve the following goals and objectives:

Strategic Goal:

Beautification & Quality of Life

Department Goal:

Implement services that meet the needs of the community

Objectives:

- a. Continue speaker series to complement adult programming and bring interesting subjects to life with community experts.
- b. Continue partnership with schools and daycares in the area to include library card sign up, class visits, out-of-school-time programs, summer reading, and volunteer opportunities for teens.

- c. Expand afterschool sports program for kids and teens in conjunction with Parks and Recreation at Anchorage Park.
- d. Expand purview of Teen Advisory Group to other opportunities outside the library as well as involve them in planning and implementation of special events for patrons of all ages.
- e. Partner with Palm Beach Opera for storytime series for elementary students.
- f. Partner with Institute for Academic and Career English to offer conversational language classes for adults.
- g. Continue participation in community activities such as Heritage Day Parade, Veterans Day Ceremony, Trolley Rides, Holiday Tree Lighting, Hot Cars & Chili, etc.

Strategic Goal:

Organizational Excellence

Department Goal:

Continuously improve the way the Library operates

Objectives:

- a. Increase Friends of the Library revenues through partnerships with Parks and Recreation and Farmer's Table.
- b. Identify volunteer opportunities to match library needs.
- c. Continue updating policies and procedures.
- d. Make available online the newly digitized local history & archives for easy searching and greater accessibility.

Performance Measures

Performance Measure	FY 2019 Actual	FY 2020* Projected	FY 2021* Estimated
Materials in Collection	45,446	41,000	45,000
E-book Circulation	3,814	6,622	7,284
E-audiobook Circulation	1,312	2,259	2,484
Total Circulation	74,855	66,137	46,284
Registered Borrowers	8,671	8,460	8,500
Purchase Suggestions	1,278	1,330	1,330
Interlibrary Loans Received	286	181	286
Average Program Attendance	28 people per class	28 people per class	14 people per class
Average Length of a Computer Session	101 minutes	97 minutes	90 minutes

*Library closed for 75 days from March 18 through May 31 due to Covid-19 and could only offer curbside service.

*Library reopened on June 1 with limited services and hours.

*FY21 will most likely be affected by Covid-19 as well.

continued on next page

As shown by the statistics above, total circulation, of which print materials and media play a big part, is down significantly, all due to Covid-19. The library closed for 75 days from March 18 through May 31 and could only offer curbside service during that time. Schools closed as well, which meant zero class visits during the day to check out books and zero children walking to the library afterschool to attend programs.

Ebook and eaudiobook circulation, however, is on the rise, mainly due to more people staying at home and opting to engage electronically, but also due in part to the acquisition of a new platform called cloudLibrary, which contains over 145,000 titles.

In FY21 we expect e-books and e-audiobooks to maintain their strong circulation numbers. With schools pushing back their starting dates to August 31 and opting to begin the year virtually, we expect the Fall to be slow in terms of program numbers, new library card memberships, and print circulation.

Going forward in the midst of Covid-19, we plan to connect with more people via social media and through virtual programming. Once Covid-19 is behind us, we'll be back to our normal robust schedule of programming and events.

**STATE AID TO LIBRARIES GRANT
AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
North Palm Beach Village Council for and on behalf of North Palm Beach Public
Library**

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the North Palm Beach Village Council for and on behalf of North Palm Beach Public Library, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2020-21 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Grant Purpose. This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.

a) The Grantee shall perform the following **Scope of Work**:

In accordance with Sections 257.17-257.18, Florida Statutes, the Grantee shall receive a grant amount that is calculated and based upon local funds expended during the second preceding fiscal year for the operation and maintenance of the library. For this grant, the local expenditures shall have been made during the period October 1, 2018 - September 30, 2019.

In order to be eligible to receive the grant funding, the Grantee shall manage or coordinate free library service to the residents of its legal service area for the period October 1, 2018 through June 30, 2021. The Grantee shall:

- o Have a single administrative head employed full time by the library's governing body;
- o Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- o Provide access to materials, information and services for all residents of the area served; and
- o Have at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.

- b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payments to be awarded.

Payment 1, Deliverable/Task 1

Payment will be an advance in the amount of 50% of the grant award for the period October 1, 2018 through June 30, 2021. The Grantee will:

- o Have expended funds to provide free library service during the period October 1, 2018 - September 30, 2019;
- o Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2018 - September 30, 2019 only; and
- o Provide the Certification of Credentials for the Single Administrative Head.

Payment 2, Deliverable/Task 2

Payment will be an advance in the amount of 50% of the grant award for the period October 1, 2018 through June 30, 2021. The Grantee will:

- o Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement; and
- o Provide a Certification of Hours, Free Library Service and Access to Materials.

- c) Grant funds shall be used for the operation and maintenance of the library. The allowable budget categories are: Personnel Services (salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis); Operating Expenses (expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays); Non-Fixed Capital Outlay (outlays for the acquisition of or addition to fixed assets); and Other (other operating expenditure categories in the library budget).

2. **Length of Agreement.** This Agreement covers the period of October 1, 2018 to June 30, 2021, unless terminated in accordance with the provisions of Section 28 of this Agreement. This period begins with the start of the Grantee's second preceding fiscal year (October 1, 2018) and concludes with the end of the State of Florida's current fiscal year (June 30, 2021).
3. **Expenditure of Grant Funds.** Grant funds will be used to reimburse a portion of local funds expended by the Grantee during their second preceding fiscal year (October 1, 2018 – September 30, 2019) for the operation and maintenance of a library and shall not exceed the amount specified in Attachment B. No costs incurred after the second preceding fiscal year shall be allowed unless specifically authorized by the Division.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days

of the change.

For the Division of Library and Information Services:

Marian Deeney, Library Program Administrator
Florida Department of State
R.A. Gray Building
500 South Bronough Street
Tallahassee, FL 32399-0250
Phone: 850.245.6620
Email: marian.deeney@dos.myflorida.com

For the Grantee:

Zakariya Sherman
North Palm Beach Public Library
303 Anchorage Drive North Palm Beach Florida 33408
Phone: 561.841.3373
Email: zsherman@village-npb.org

5. **Grant Payments.** The total grant award shall not exceed the amount specified on the Fiscal Year 2020-21 State Aid to Libraries Final Grants document (Attachment B), which shall be paid by the Division in consideration for the Grantees minimum performance as set forth by the terms and conditions of this Agreement. Payment will be made in accordance with the completion of the Deliverables.

The grant payment schedule is outlined below:

- a) The first payment will be 50% of the grant award. Payment will be made in accordance with the completion of the Deliverables.
 - b) The second payment will be 50% of the grant award. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization form (form number DFS-AI-26E, rev 6/2014), incorporated by reference, to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit myfloridacfo.com/Division/AA/Forms/DFS-AI-26E.pdf. The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit flvendor.myfloridacfo.com/. **A copy of the Grantee's Florida Substitute Form W-9 must**

be submitted by the Grantee to the Division before or with the executed Agreement.

- 8. Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

The Department shall require the return of the award in a prorated amount based upon the percentage of time that the library failed to perform the minimum level of services. The prorated reduction will be in the same percentage as the percentage of time that the library was not providing minimum level of services.

- 9. Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, web pages, programs, etc. created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, administered by the Florida Department of State’s Division of Library and Information Services.”

- 10. Non-allowable Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures (as of January 2020), incorporated by reference, which are available online at <https://www.myfloridacfo.com/division/aa/manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

- 11. Travel Expenses.** The Grantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
- 12. Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds as outlined in the Department of Financial Service’s Reference Guide for State Expenditures (as of January 2020) (<https://www.myfloridacfo.com/division/aa/manuals/documents/ReferenceGuideforStateExpenditures.pdf>), incorporated by reference.

13. **Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of “Department of State” and mailed directly to the following address: Florida Department of State, Attention: Marian Deeney, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.
14. **Single Audit Act.** Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$750,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 218.39, *Florida Statutes* within nine months of the close of its fiscal year.
15. **Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the close out of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
16. **Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
17. **Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
18. **Noncompliance.** Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other Office of Cultural, Historical, and Information Programs (OCHIP) Division will be in noncompliance status and subject to the OCHIP Grants Compliance Procedure. OCHIP Divisions include the Division of Cultural Affairs, the Division of Historical Resources, and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any OCHIP grant may be released.
19. **Accounting Requirements.** The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:
 - a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;

- b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;
 - c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
 - d) The name of the account(s) must include the grant award number;
 - e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
 - f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).
- 20. Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- 21. Lobbying.** The Grantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.
- 22. Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
- 23. Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.
- 24. Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.

- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
 - b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
 - c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
 - d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
- 25. Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 18, Noncompliance.
- 26. No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, pregnancy or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.
- 27. Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
- 28. Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.

- 29. Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.
- 30. Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.
- 31. Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.
- a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.
 2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- 32. Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
- 33. Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.
- 34. Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs

unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.

35. **Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
36. **Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990 (ada.gov (as of January 2020)), incorporated by reference).
37. **Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

38. Entire Agreement. The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Florida Single Audit Act Requirements (Attachment A)
- c) Fiscal Year 2020-21 State Aid to Libraries Final Grants (Attachment B)

The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.

Grantee: **Department of State**

By: _____ By: _____

Chair of Governing Body or Chief Executive Officer

Amy Johnson, Director
Division of Library and Information Services
Department of State, State of Florida
Typed name and title

Date

Clerk or Chief Financial Officer

Witness

Typed name and title

Date

Date

ATTACHMENT A

FLORIDA SINGLE AUDIT ACT REQUIREMENTS

AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, *Florida Statutes (F.S.)*, as revised (see Audits below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR 2 §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

Audits

Part I: Federally Funded

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. Exhibit 1 to this agreement lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR 200.514, will meet the requirement of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, subpart F - Audit Requirements, the cost of the audit must be

paid from non-federal resources (i.e. the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

Part II: State Funded

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2) *F.S.*

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017 and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, *F.S.* ; Rule Chapter 69I-5 F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), *F.S.* This includes submission of a financial reporting package as defined by Section 215.97(2) *F.S.* , and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017 and thereafter), an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)

<http://www.myfloridacfo.com/>

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)

<http://www.leg.state.fl.us/>

Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by PART I of this agreement shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to each of the following:
 - A. The Department of State at each of the following addresses:

Office of Inspector General

Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

- B. The Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.6 and section 200.512

The FAC's website prides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:
 - A. The Department of State at each of the following addresses:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250
 - B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450
3. Any reports, management letter, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97 F.S. and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

Part IV: Record Retention

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.

EXHIBIT – 1

**FEDERAL RESOURCES AWARDED TO THE RECIPIENT
PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

Not applicable.

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

Not applicable.

**STATE RESOURCES AWARDED TO THE RECIPIENT
PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Not applicable.

SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:

Florida Department of State, State Aid to Libraries;
CSFA Number. 45.030
Award Amount: See Attachment B.

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.

ATTACHMENT B
Fiscal Year 2020-21 State Aid to Libraries Final Grants

FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES
STATE AID TO LIBRARIES GRANT APPLICATION
Certification of Hours, Free Library Service and Access to Materials

The North Palm Beach Village Council, governing body for the North Palm Beach Public Library hereby certifies that the following statements are true for the time period October 1, 2018 through June 30, 2021:

- Provides free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provides access to materials, information and services for all residents of the area served; and
- Has at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system).

Signature

Chair, Library Governing Body

Date

Name (Typed)

**FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES
STATE AID TO LIBRARIES GRANT APPLICATION**

Certification of Credentials – Single Library Administrative Head

The _____,
(Name of library governing body)

governing body for the _____,
(Name of library)

hereby certifies that the incumbent single library administrative head,

(Name of incumbent)

- Has completed a library education program accredited by the American Library Association;
- Has at least two years full-time paid professional experience, after completing the library education program, in a public library open to the public for a minimum of 40 hours per week;
- Is employed full time by the library's governing body;
- Is responsible for the overall management or coordination of the library within the framework established by interlocal or other agreements, plans, policies and budgets;
- Is responsible for developing a single long-range plan for all library outlets, a single annual plan of service and a budget; and
- Is responsible for implementing the long-range plan, annual plan of service and budget as well as preparing reports on behalf of the library.

Signature

Chair, Library Governing Body

Date

Name (Typed)

Division of Library and Information Services

FY2020-21 Estimated Grants

3/8/2020

County	2020-21 Estimated Grants		
	Operating Grant	Equalization Grant	Total Grant: Operating and Equalization
Alachua	\$ 285,473	\$ -	\$ 285,473
Baker	\$ 2,734	\$ 41,229.02	\$ 43,963
Bay	\$ 42,473	\$ -	\$ 42,473
Bradford	\$ 8,537	\$ 257,257.03	\$ 265,794
Brevard	\$ 323,562	\$ -	\$ 323,562
Broward	\$ 1,075,084	\$ -	\$ 1,075,084
Calhoun	\$ 6,542	\$ 199,157.73	\$ 205,699
Charlotte	\$ 90,605	\$ -	\$ 90,605
Citrus	\$ 53,923	\$ -	\$ 53,923
Clay	\$ 61,646	\$ -	\$ 61,646
Collier	\$ 157,981	\$ -	\$ 157,981
Columbia	\$ 14,903	\$ 435,226.78	\$ 450,130
DeSoto	\$ 3,756	\$ 55,773.06	\$ 59,529
Dixie	\$ 5,377	\$ 163,311.84	\$ 168,689
Duval	\$ 582,094	\$ -	\$ 582,094
Escambia	\$ 97,154	\$ -	\$ 97,154
Flagler	\$ 19,782	\$ -	\$ 19,782
Franklin	\$ 3,793	\$ 56,103.93	\$ 59,897
Gadsden	\$ 10,168	\$ 303,847.79	\$ 314,016
Gilchrist	\$ 2,407	\$ 36,385.17	\$ 38,792
Glades	\$ 1,580	\$ 23,942.85	\$ 25,522
Gulf	\$ 2,572	\$ 38,264.07	\$ 40,836
Hamilton	\$ 6,808	\$ 205,770.00	\$ 212,578
Hardee	\$ 3,428	\$ 51,039.73	\$ 54,468
Hendry	\$ 8,004	\$ 118,174.08	\$ 126,178
Hernando	\$ 41,577	\$ 467,524.77	\$ 509,102
Highlands	\$ 10,994	\$ 153,271.03	\$ 164,265
Hillsborough	\$ 768,315	\$ -	\$ 768,315
Holmes	\$ 2,340	\$ 35,594.87	\$ 37,935
Indian River	\$ 63,888	\$ -	\$ 63,888
Jackson	\$ 6,774	\$ 100,861.58	\$ 107,636
Jefferson	\$ 9,027	\$ 273,798.94	\$ 282,826
Lafayette	\$ 2,338	\$ 71,346.43	\$ 73,684
Lake	\$ 134,164	\$ -	\$ 134,164
Lee	\$ 482,214	\$ -	\$ 482,214
Leon	\$ 117,305	\$ -	\$ 117,305
Levy	\$ 5,335	\$ 78,986.66	\$ 84,322
Liberty	\$ 1,368	\$ 20,869.10	\$ 22,237
Madison	\$ 6,361	\$ 192,608.58	\$ 198,970
Manatee	\$ 122,360	\$ -	\$ 122,360

Division of Library and Information Services
 FY2020-21 Estimated Grants
 3/8/2020

County	2020-21 Estimated Grants		
	Operating Grant	Equalization Grant	Total Grant: Operating and Equalization
New Port Richey	\$ 16,462		\$ 16,462
North Miami	\$ 18,595		\$ 18,595
North Miami Beach	\$ 15,314		\$ 15,314
North Palm Beach	\$ 14,364		\$ 14,364
Oakland Park	\$ 12,720		\$ 12,720
Palm Springs	\$ 12,451		\$ 12,451
Riviera Beach	\$ 16,935		\$ 16,935
Sanibel	\$ 28,063		\$ 28,063
West Palm Beach	\$ 78,992		\$ 78,992
Wilton Manors	\$ 13,089		\$ 13,089
Winter Park	\$ 48,306		\$ 48,306
Subtotal	\$ 9,979,076	\$ 4,441,101	\$ 14,420,178
Multicounty			
Heartland			\$ 450,000
New River			\$ 327,087
Northwest Regional			\$ 350,000
PAL Public Library Cooperative			\$ 350,000
Panhandle Public Library Cooperative			\$ 338,764
Suwannee River Regional			\$ 350,000
Three Rivers Regional			\$ 368,043
Wilderness Coast			\$ 350,000
		Subtotal	\$ 2,883,894
		Total	\$ 17,304,072

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VILLAGE OF NORTH PALM BEACH

AUDIT COMMITTEE

MEETING MINUTES-AUGUST 27, 2020

The Meeting was called to order at 6 PM via Zoom connection.

Attending

COMMITTEE

Tom Andres
Ed Katz
Don Kazimir
Marie Silvani
Suzanne Meheragan
David Talley
Tom Magill- Chairman.

ADMINISTRATION

Andrew Lasik- Village Manager
Samia Janjua- Finance Director
Michael Applegate IT Director

Items Discussed:

1. Minutes of the March 11, 2020 meeting were approved.
2. PFM Quarterly Investment Report: Effective: June 30 2020.

Ms.Silvani provided an analysis of the report. Her review indicated that our returns though modest; (1.64%) outperformed the benchmark of 1.51%.

The 12 month performance on return was 4.22% compared to the benchmark of 4.07%. No substantial change is expected from the Federal Reserve in interest rates which should keep these returns stable. We do not recommend any change in our current list of investment restrictions.

3. The Q3 Village financial results were reviewed. The Village Manager provided comment on the financial activity of both the Club Restaurant and the Golf course. The Farmer's Market operation while not operating at its' pre-virus level appears to be recovering. Discussion of financial agreement is ongoing. The golf operation is doing well. Regular play continues at a high level. Note was made of the importance of the driving range to the overall success. Extended hours re being considered.

4. Comment was r provided on the 2020-2021 Village Budget. No change in millage rate is being considered. Public hearings on the Budget are scheduled for September.
5. Considerable discussion reviewed plans for both business and housing development along the U.S. 1 corridor. In addition a review of planning for the potential repurposing of U.S. 1 from 6 to 4 lanes was provided. A lengthy discussion at the subsequent Council meeting at 7:30 on 8/27.

The Council concession indicates continued presentation of both development and traffic considerations. The objective is to provide public information presentations prior to a referendum choice in March 2021.

The Committee is grateful to the Village Manager, the Finance Director and her staff for their valuable contribution to these discussions.

The meeting concluded at: 6:47 PM.

Tom Magill- Chairman.

**VILLAGE OF NORTH PALM BEACH
PARKS & RECREATION**

TO: Honorable Mayor and Council
THRU: Andrew D. Lukasik, Village Manager
FROM: Stephen Poh, Director of Parks & Recreation
DATE: September 10, 2020
SUBJECT: **Discussion on Community Center and Osborne Park building colors**

Village Staff is seeking Village Council direction regarding the paint color scheme for the exterior of the Community Center and Osborne Park buildings.

Funding is currently available to paint the exterior of the Community Center and Osborne Park buildings. The Community Center needs to be painted in particular since it has not been repainted for many years and we need to cover the worn areas around the building that were recently repaired and where new doors were recently installed.

Village staff met with the Planning Commission on Tuesday, September 1st to review four different painting schemes. On a 6-1 vote, the Planning Commission recommended that the Village Council select “Option D – Yellow”. Village Staff will be meeting with the Recreation Board on Tuesday, September 8th to ask for their recommendation as well.

**Village of North Palm Beach
Community Center Painting
Council Meeting 9/10/2020**



NPB Community Center

Exterior Color Study



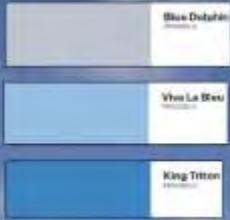
Village of North Palm Beach



Blue Color Scheme

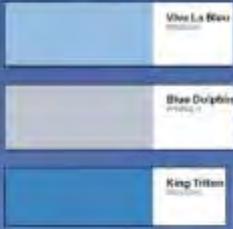


Option A - Blue



North Palm Beach Community Center
Color Study - South Elevation

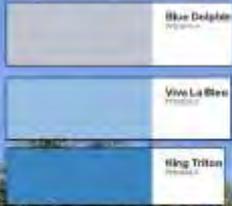
Option A - Blue



North Palm Beach Community Center

Color Study - East Elevation

Option A - Blue



North Palm Beach Community Center

Color Study - North Elevation

Option A - Blue

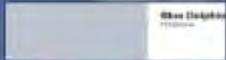


North Palm Beach Community Center

Color Study - West Elevation

Grey Color Scheme

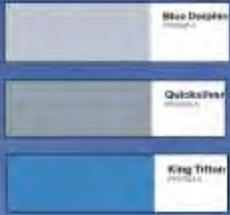
Option B - Grey



North Palm Beach Community Center

Color Study - South Elevation

Option B - Grey



North Palm Beach Community Center
Color Study - East Elevation

Option B - Grey



North Palm Beach Community Center

Color Study - North Elevation



Option B - Grey



North Palm Beach Community Center
Color Study - West Elevation

Beige Color Scheme

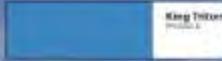
Option C - Beige



Colonial White
PANTONE 11-0607



Dusty Teal
PANTONE 15-5204

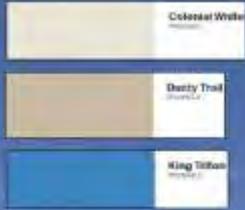


King Triton
PANTONE 28-4086



North Palm Beach Community Center
Color Study - South Elevation

Option C - Beige



North Palm Beach Community Center
Color Study - East Elevation

Option C - Beige



North Palm Beach Community Center
Color Study - North Elevation



Option C - Beige



North Palm Beach Community Center

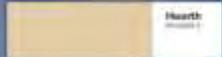
Color Study - West Elevation

Yellow Color Scheme

Option D - Yellow



Sofal
Pantone 11-06-10



Hearth
Pantone 11-06-07



King Triton
Pantone 28-38-38



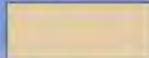
North Palm Beach Community Center
Color Study - South Elevation

Option D - Yellow



North Palm Beach Community Center
Color Study - East Elevation

Option D - Yellow

	Floor 1 Material 1
	Roof Material 2
	Sign Material 3



North Palm Beach Community Center
Color Study - North Elevation

Option D - Yellow



**NORTH PALM BEACH
COMMUNITY CENTER**



North Palm Beach Community Center
Color Study - West Elevation