

**MINUTES OF THE BUDGET WORKSHOP SESSION
VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA
AUGUST 20, 2018**

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

ROLL CALL

Mayor Norris called the meeting to order at 7:00 p.m. All members of Council were present except for Deborah Searcy who was delayed at another meeting. All members of staff were present, except the Village Attorney and Village Clerk Melissa Teal. Finance Director Samia Janjua, Community Development Director Denise Malone, Police Chief Richard Jenkins and Fire Chief J.D. Armstrong were present.

PURPOSE OF THE MEETING

The purpose of the meeting was to give an overview of the Public Safety and Community Development proposed budgets. The following items were reviewed:

- FY 2019 General Fund and Country Club Summary of Budget Changes
- FY 2019 Combined Public Safety Budget Summary
- FY 2019 Police Revenue and Budget Summary
- FY 2019 Fire Rescue Revenue, Budget Summary and 5 year CIP
- FY 2019 General Services – Public Safety Building Budget Summary and 5 year CIP
- FY 2019 Combined Community Development Budget Summary
- FY 2019 Community Planning Revenue and Budget Summary
- FY 2019 Building Revenue and Budget Summary
- FY 2019 Code Enforcement Revenue and Budget Summary

FY 2019 SUMMARY OF BUDGET CHANGES

Mr. Lukasik gave an overview of changes that were made to the General Fund. Mr. Lukasik stated that Community Development revenues had increased by \$48,000 and additional money was added for the recruitment of a new Building Official which increased the expenses by \$25,000. Operating costs for Community Development and Tennis were updated and increased by \$1,750. The total change to the General Fund Budget was a positive impact of \$45,585.

Mr. Lukasik stated that there were no changes to the Country Club Budget.

PUBLIC SAFETY COMBINED BUDGET SUMMARY

Mr. Lukasik stated that there was a 5.05 percent increase to the Public Safety Combined Budget Summary.

Deborah Searcy arrived to the meeting.

POLICE DEPARTMENT HIGHLIGHTS

Chief Richard Jenkins gave an overview of the Police Department Highlights. The following highlights were reviewed and discussed:

- The establishment of a Neighborhood Enhancement Team (NET) which included two additional police officers working in collaboration with Code Enforcement, Parks & Recreation, Public Works and the Fire Department.
- Crime rates in the Village were the lowest in the past 10 years and in 3 of the last 6 years, the Village was voted in the list of the top ten lowest crime communities in Florida.
- Continuation of predictive/preventative directed patrol assignments.
- Surveillance technology and license plate readers were deployed.
- Police Department grant programs were renewed and continued.
- Efforts to increase Reserve Police Officers from 11 to 32 were underway.
- Participation in the CALEA re-accreditation process continued.
- A sober homes task force was in operation and making progress.

POLICE REVENUES & BUDGET SUMMARY

Mr. Lukasik gave an overview of Police Revenues and the Police Budget Summary. Mr. Lukasik explained that there was an increase in revenue and an increase in expenditures. The increase in revenue was 1.80 percent. Mr. Lukasik stated that there was increase in total salaries and benefits of 6.25 percent. Mr. Lukasik explained that one of the reasons was due to merit increases coming in above the budgeted 4.5 percent and that there were also special assignments that merited increased compensation. Mr. Lukasik stated that Materials and Supplies increased due to replacing 28 Police laptops.

Police Chief Jenkins explained that Repairs & Maintenance increased due to replacements of outfit radios and headsets. Chief Jenkins explained that these items are easily broken in an officer's line of duty.

Mr. Lukasik explained that there was an increase to Travel & Training to provide best training for police staff.

Police Chief Richard Jenkins gave an overview of what was eliminated from the budget. Police Chief Jenkins stated that he could no longer justify having body worn cameras in the Police Department and gave an explanation of his reasons why. Police Chief Jenkins stated that if changes are made to the cameras, he may implement them again in the future depending on whether or not it becomes a necessity for the Village's Police Department.

FIRE RESCUE REVENUES & BUDGET SUMMARY

Mr. Lukasik stated that the biggest change to the Fire Rescue revenue was from additional Fire Plan Review fees due to the addition of a tower at the Water Club Condominiums, and the Benjamin School and the Memory Care projects. Mr. Lukasik stated that there was a small increase to salary and benefits since most employees were maxed out in their salaries and there were changes that lowered health insurance coverage. There was an increase in computer supplies in the amount of \$8,000 due to software updates and upgrades to the station notification system. Medical and safety supplies increased by \$5,000 and disaster supplies increased by \$1,500. There were also increases in various training for employees and seven ballistic vests and helmets were added for use in Police assist incidents.

Fire Chief Armstrong discussed and explained the various grant applications that were submitted.

Mr. Lukasik gave an overview and explanation of the 5 Year CIP. Mr. Lukasik stated that the items listed in the 5 year CIP with grant monies as a funding source were project or acquisitions that will most likely be approved and funded.

PUBLIC SAFETY BUILDING BUDGET SUMMARY

Mr. Lukasik stated that the operating costs were increased due to the special projects occurring at the building. Mr. Lukasik discussed the issues with the mold in the building due to the leaking roof and gave an update on the status of getting the building tested for mold and having it removed. In the 5 Year CIP, \$65,000 was added to FY 2020 for a remodel of the Fire Kitchen.

COMMUNITY DEVELOPMENT PROJECTS & INITIATIVES

Community Development Director Denise Malone gave an overview of the Community Development Projects and Initiatives. The following items were reviewed and discussed:

- Local Update of Census Addresses (LUCA) completed.
- Comprehensive Plan Evaluation and Appraisal Report (EAR) Adoption.
- ZIP, Master Plan Comprehensive Plan Policies and Code Revisions, ULDC Code Re-Write.
- Boat/RV Code Implementation.
- Adoption of Ordinances including Medical Marijuana Treatment Centers, Walls & Fencing, Housing Code, Reasonable Accommodations.
- Floodplain Management Ordinance Adoption and Outreach for New FEMA Maps.
- Project Approvals including Crystal Cove Commons, Memory Care, Benjamin School STEM Building.
- NPDES Self-Assessment Report and CRS Annual Recertification.

COMMUNITY DEVELOPMENT COMBINED BUDGET SUMMARY

Mr. Lukasik reviewed and discussed the Community Development Combined Budget Summary. Mr. Lukasik stated that there was a 9.21 percent increase in Total Salary and Benefits and there was a 6.26 percent decrease in Total Operating Costs.

COMMUNITY PLANNING REVENUES & BUDGET SUMMARY

Community Planning Revenues did not change and were remaining consistent. Mr. Lukasik explained that there was a \$4,060 increase in Contractual Services due to an additional lease for more space for the Community Development Department. There was a decrease in Professional Services of 20 percent. Mr. Lukasik stated there were funds available to implement the ULDC/Residential Code Re-Write and the US1 Corridor Study. There was an increase to Travel and Training of 20 percent in order for 3 employees to attend the annual Planning conference.

BUILDING REVENUES & BUDGET SUMMARY

Mr. Lukasik stated that Building Revenues were remaining consistent. Mr. Lukasik explained that there was a Document Search line item added for fees that the Building Department would charge for additional time and research for information requests that would be beyond the scope of a regular public records request.

Discussion ensued regarding when the building permit fees were last updated.

The Council came to consensus to have the Community Development Department fee schedule re-evaluated.

Mr. Lukasik gave an overview of the Building Budget Summary. Mr. Lukasik stated that there was an increase in Total Salary and Benefits of 3.35 percent due to increases in wages and FPE contract changes. There was an increase to Contractual Services due to rental allocation for the additional space and an increase in the copier lease. There was also a decrease of \$10,000 in Professional Services due to using the vacant Building Official position salary to allocate for Contractual Services.

CODE ENFORCEMENT REVENUES & BUDGET SUMMARY


Mr. Lukasik gave an overview of Code Enforcement Revenues.

Discussion ensued regarding Code Enforcement fines.

Mr. Lukasik discussed and explained the Code Enforcement Budget Summary. There was a 64.22 percent increase in Total Salary and Benefits due to the addition of 1 full time Code Officer and the increase in certification pay for 2 code officers. The other increase was in Contractual Services due to the increase in annual rent for additional space for the Community Development Department.

ADJOURNMENT

With no further business to come before the Council, the meeting adjourned at 8:02 p.m.



Jessica Green, MMC, Deputy Village Clerk