



Village of North Palm Beach, FL



Annual Adopted Budget Fiscal Year 2021





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Village of North Palm Beach

Florida

For the Fiscal Year Beginning

October 1, 2019

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Award Presentation Award to the Village of North Palm Beach, Florida for its annual budget for the fiscal year beginning October 1, 2019.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This award is valid for a period on one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for an award in 2021.

The purpose of this section is to provide the reader with a guide to the document's contents: where and how to find the information and how to understand or use the information.

The Fiscal Year 2021 Annual budget for the Village of North Palm Beach, Florida is intended to serve four purposes:

1. The Budget as a Policy Guide:

As a policy document, the budget indicates what services the Village will provide during the twelve-month period beginning October 1, 2020 and why. The Budget Message summarizes the challenges facing the Village and how the budget addresses them. The Department budget sections provide major goals and objectives for each department in the Village.

2. The Budget as a Financial Plan:

As a financial plan, the budget outlines how much Village services will cost and how they will be funded. The Budget Summary provides an overview of the budget, including major revenue and expenditure categories.

3. The Budget as an Operations Guide:

As an operations guide, the budget indicates how services will be delivered to the community. The Departmental budget sections outline the number of authorized positions and department appropriations approved by the Village Council for the provision of services by each department. An organizational chart is provided to show how the Village is structured for efficient and effective work.

4. The Budget as a Communications Device:

The budget is designed to be user friendly with summary information in text, tables and graphs. A glossary of budget terms is included after the Appendix section for your reference. Finally, the budget includes the Budget Message Section which provides the reader with a condensed analysis of the fiscal plans of the Village for the upcoming fiscal year.

Copies of this document are available for review at the Village Clerk's office and the Village Library. In addition, this document can be accessed through the internet at <http://www.village-npb.org>.

The table of contents lists every subject covered in this document and its page number. As a further aid, the budget document is divided into the following six major sections:

Introduction

This section includes the budget message, which provides a narrative of where we have been and where we are going in the upcoming year. The message provides a broad perspective of services provided and discusses taxes and millage rates, changes in operations, significant differences in revenues and expenditures, and the focus and direction of the budget year.

The introduction section also includes general information about the Village, its budget philosophy and process, debt administration, fund balance overview and other general information.

General Fund

This section provides revenue and expenditure summaries, budget comparisons and computation of taxable value. Also included are details of all estimated revenues and departmental expenditures.

An overview of each department is included in this section. Each department's section includes the following: an organization chart, mission statement, goals and objectives, performance measures and major changes for each department.

Country Club Fund

This section includes all of the departmental details and information as in the General Fund for the Village of North Palm Beach Country Club.

Pay Plan

This section includes the Village's comprehensive pay plan and pay ranges.

Capital Improvement Plan

This section includes the Village's five-year capital improvement plan.

Appendix

This section includes the Glossary and a list of Acronyms used throughout this document.

We hope this guide has aided in finding and understanding information contained in the Village's budget. If any information is unclear or if additional information is necessary, please call the Finance Department at (561) 841-3360.

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Introduction



FY 2021

Manager's Budget Message

FY 2021

TO: Honorable Mayor and Council
 FROM: Andrew D. Lukasik, Village Manager
 DATE: October 1, 2020
 SUBJECT: Fiscal Year 2020/21 Annual Budget

I am pleased to share with you this Fiscal Year 2020/21 Annual Budget for the Village of North Palm Beach which provides a plan to enhance Village services during the coming fiscal year. Departments have prepared an ambitious list of Village projects and activities that support the goals and objectives established by the Village Council earlier this year.

Budget Format

To provide the public with information about the financial plan for the fiscal year, the Village has created a user-friendly budget document that provides detailed and meaningful information for many different users. Specific managerial and operational responsibilities have been assigned to each Village Department and staff have been allocated to ensure all functions associated with the individual Departments are performed in a timely and efficient manner. Within the budget document, organizational charts are presented depicting each Department's organizational and supervisory structure. In addition, Departments included a detailed report featuring individual goals, operational services, program improvements, and staffing as well as capital project expenditures.

It is the intent of the Village to maintain an open exchange of municipal information with all stakeholders regarding how public financial resources are received and expended. To that end, this budget document, as well as a summary, will be posted on the Village website (www.village-npb.org).

Budget Goals and Objectives

The Village obtains a major portion of its annual general fund financial resources (67.57%) from ad valorem property taxes. By comparison, the Village's gross taxable property values have increased this year to \$2,437,532,823 or nearly 3.96%, over last year's valuation.

The Village does not currently assess many of the traditional fees that other municipalities use for generating revenue. Rather, it primarily depends on ad valorem taxes to fund services. As a result, residents are not assessed additional fees for utility, solid waste, storm water, or fire rescue services. However, during this fiscal year, the Village will be evaluating the introduction of a Stormwater Fee to address needed repairs to its existing infrastructure and implement new projects that will improve water quality as identified in the Citizens Master Plan.

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The financial plan for FY 2020/21 reflects the community's desire for enhanced services and proper maintenance of infrastructure. While the budget allocates resources to improve the Village's ability to address service and maintenance demands annually, there are also significant capital investments to be made that will be unique to this fiscal year. Improvement of the dry storage area in Anchorage Park and providing funding to Palm Beach County to incorporate aesthetic features and pedestrian amenities into their design of the Prosperity Farms Road Bridge Replacement Project (which will begin in 2022) are unique investments for the upcoming year.

The FY 2020/21 budget was developed collaboratively with assistance from the Village's Management Team, departmental supervisors and staff. This process allows staff to consider current practices and procedures while identifying opportunities for new and improved services, programs, and projects that support the Village Council's goals and objectives. The financial plan supports Council's strategic goals and priorities:

Goal: Financial Sustainability

Through this goal, the Village seeks to ensure that the property taxes and fees levied on residents and businesses are equitable relative to the services received and that they do not increase significantly beyond the rate of inflation or the growth in property values. Annexation of adjacent unincorporated areas and implementation of the Citizens' Master Plan Report (adopted in October, 2016), which will encourage mixed use development along the Village's commercial corridors and provide for desired investments in residential districts as well as simplified code regulations, will assist the Village in achieving these goals.

Functions at the Country Club are being reviewed to ensure that revenue is generated to finance debt, cover operating and maintenance costs and begin funding future improvements. One of this year's priorities will be to reduce the financial impact of the pool and tennis operations on the General Fund while maintaining accessibility to all Village residents.

Additionally, the Village will be finalizing a review of methodologies to equitably distribute financial responsibility for storm water infrastructure construction and maintenance during the fiscal year.

Goal: Beautification and Quality of Life

To support one of the suggestions to improve and stabilize neighborhoods in the Citizens' Master Plan Report, the Village Council recently established the Environmental Committee. The newly established Environmental Committee works with staff and neighborhood participants to identify necessary improvements and is responsible for developing and implementing programs to address them. The Committee tackled a series of initiatives in its initial year of existence but will take the lead in guiding the Village Council's strategic initiative to develop a Green/Environmental Sustainability Policy.

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Goal: All Neighborhoods as Desirable Places to Live

An emphasis on code compliance is a key to achieving this goal. The Citizens' Master Plan Report highlighted this point by pointing to "stressed" neighborhoods and identifying a lack of landscape and home maintenance, faded exterior paint broken shutters and overgrown lawns as indicators. To address those issues, the Village has continued to fund a third Code Compliance Officer and will begin to adjust staffs' schedules to provide coverage on weekends. Code will also work with the Neighborhood Enhancement Team to collaborate with residents in addressing quality of life issues in their neighborhoods.

Another strategy identified in the Citizens' Master Plan Report was the need to establish infill regulations that ensure compatibility in the neighborhood. Residents that participated in the Citizens' Master Plan Report charrette process voiced concerns about the character of new housing in established neighborhoods – specifically the mass of houses being constructed in single family neighborhoods. There were other issues, such as the desire to allow for "granny flats" in the Village, that were identified during the charrette process as well. To address these and similar issues, the Village will initiate a review of its land development regulations related to residential neighborhoods. The process will begin with the selection of a consulting firm to assist in the community engagement process, which will include a series of public meetings, as well as the identification of potential changes to the code for review by the Village Council.

Goal: Waterways and Recreation

The Village will continue recent efforts to maintain a high level of appearance and condition of Village parks and recreational facilities, including the Country Club and reinvigorating recreational activities for a fresh approach that is responsive to the current interests of residents. To that end, the Parks and Recreation Department, in response to residents' requests to enhance the Village's athletic and recreation programs, intends to conduct surveys and small focus groups as part of the process of revisiting the community's needs to best determine what activities should be offered. This community outreach will be part of a needs assessment that will guide activities for the next few years. However, based upon a recommendation of the Parks and Recreation Advisory Board, the Village Council will consider redeploying funding for the Needs Assessment towards the Anchorage Park Dry Storage Project.

Not only will the Village be evaluating the use of a stormwater fee that will be used, in part, to better treat stormwater before it hits open water, but the Village will work to collaborate with other Palm Beach County communities to promote access to and preserve the quality of the Lake Worth Lagoon and the Intracoastal Waterway through participation with the Blueway Trail program.

Goal: Strong Local Economy

The Citizens' Master Plan Report served as the springboard for the effort to draft and adopt new regulations that will breathe life in our commercial districts, create a more sustainable financial future for the community and enhance the small-town living that makes North Palm Beach a special place to live. To implement the Master Plan, a planning consultant has been assisting the Village with a review and rewrite of the Comprehensive Plan, Land

Development regulations and application processes to facilitate the development process. A key component of this effort has been to engage the public to ensure that the form and function of future development dovetails with the community's character.

As part of this effort, the Village will recreate the Business Advisory Board to assist in revitalizing and redeveloping our commercial corridors.

While rewriting the Village's Land Development Regulations will encourage new private investment, there will continue to be public investment needs as well. New infrastructure or improvements that will benefit the commercial areas will be required over time. The use of a Community Redevelopment Agency (or CRA), which implements a tax increment financing plan, is a common tool used throughout Florida and the nation. However, establishing a CRA requires county approval and Palm Beach County has a policy that precludes the creation of new CRAs. While a CRA may not be a viable economic development tool for the Village, the Village will explore other opportunities to ensure that funding is available for necessary projects in our commercial areas.

Goal: Improve Mobility

The character and functionality of the US1 Corridor was a key issue discussed by the community in the development of the Citizens' Master Plan Report. In addition to the recommendation to encourage redevelopment along the Corridor in a character desired by the community, the Plan also identified the need to evaluate, as a means of addressing community character and transportation alternatives, the reduction of US1 from six lanes to four. Although US1 is four lanes on either end of the Village and volume projections within the Plan indicate that the Corridor will accommodate growth in the future in a four-lane configuration, the Village Council recognizes the need to study the impacts of reducing the number of lanes given the controversial nature of such decisions. Community outreach on this issue was recently initiated in order to solicit public input prior to finalizing a decision and making an application to the Florida Department of Transportation to reduce the number of travel lanes in exchange for enhanced landscaping and pedestrian/bicycle and golf cart paths.

Palm Beach County and the Florida Department of Transportation each have bridge replacement projects scheduled to take place within the Village limits within the next five years. The replacement of these bridges at Prosperity Farms Road and US1 (both over the Earman River) afford the Village the opportunity to introduce some of the design concepts identified in the Citizens' Master Plan Report. Ensuring that pedestrians and bicyclists (as well as golf carts) are accommodated, adding architectural features and taking advantage of water views will create new gateway elements for the community to enjoy.

Additionally, although the Village made significant investments in the bridge during FY2019, the evaluation options regarding replacement of the Lighthouse Bridge will be initiated in 2024. Replacement of the bridge is anticipated in 2026.

Goal: Organizational Excellence

Community members can bring an extraordinary degree of knowledge and technical expertise to address many of the opportunities presented to the Village. The Village will work to encourage resident participation on Village Boards and in public meetings, programs and events and enhance their exchange of information with the Village Council. The organization will be working to address opportunities for process improvement and use the technical expertise of consultants to supplement Village staff. With the desire to engage the community in address challenges facing the Village, the Council will be challenging members of the Advisory Boards to identify issues that could be addressed to improve residents' quality of life.

To create efficiencies and ensure that the Village obtains the expertise it needs to implement projects, the Village Council has asked Village staff to identify opportunities to engage consultants to supplement staff, including the use of landscape architects, architects, traffic engineers and planners.

Budget Highlights:

The financial plan for the upcoming fiscal year represents an aggressive approach to adequately maintain infrastructure and adequate staffing in order to continue the delivery of quality services to the community.

The Village's operating millage rate will remain flat at 7.5000 mils. The Village has no outstanding general obligation bond debt; therefore, the combined total millage rate of the Village will equal \$7.5000 mils.

Capital budget needs over the next five (5) years are addressed in a balanced Capital Improvement Plan. The FY 2021 budget provides for funding the Capital Improvement Plan needs without the need to transfer funds from the General Fund Unassigned Fund Balance (General Fund Reserves). However, Village staff may recommend the use of a portion of fund balance during the course of the year to invest needed capital improvements, such as additional street resurfacing or storm water infrastructure repair or replacement.

The Public Works Department has oversight of Village sanitation, infrastructure, streets, facilities, equipment, and roadways. This Department continues to play a major role in maintaining and expanding the focus on community appearance. With the use of revenue from the voter-approved 1 cent infrastructure surtax, the Village will continue resurfacing roadways, replacing damaged sidewalks, develop designs and begin the multi-phased project of replacing the alley wall east of US1 as well as developing designs for pedestrian amenities and architectural features on the US1 and Prosperity Farms Road bridges.

The Police Department has continued to make improvements in neighborhood outreach, crime suppression and crime clearances. With its two Neighborhood Officers, the Police Department is integral in the success of the interdepartmental "Neighborhood Enhancement Team" that focuses on quality of life issues within all of the Village's neighborhoods. Other disciplines within this team – including Fire Rescue, Planning, Code Compliance, Recreation and Building – will work collaboratively to tackle neighborhood issues that require creativity and persistence.

Manager's Budget Message

FY 2021

This will be the new Clubhouse's first full fiscal year in operation. The new Clubhouse and pool facilities will provide an enhanced experience for North Palm Beach Country Club members and visitors alike. The facility boasts an improved dining experience for anyone visiting the Country Club courtesy of Farmer's Table, a renovated pool and pool deck including a snack shack for those wanting food or drinks pool side, and a restored Jack Nicklaus Signature Golf Course. With Council's guidance, staff is proud to be a part of this new chapter in the Country Club's history as it will provide residents with a quality experience each time they visit while generating needed revenues that will ultimately cover operating and needed capital expenditures. As the Clubhouse's first year of operation was impacted by the global pandemic, a conservative budget was developed for this year. Staff is confident that expenditures can be further reduced and revenues enhanced throughout the year.

Some financial details associated with the completed Country Club projects include:

- The repayment schedule on the \$15 million loan to reconstruct the clubhouse began in FY 2017/18. At this time, and until the Village develops a better understanding of the new Clubhouse's operations, the General Fund will be temporarily servicing the debt on its own.
- The \$1.7 million golf course renovation project will be funded by a loan from the General Fund to the Country Club. In accordance with Village Council policy direction, this loan will be repaid at an annual interest rate of 2.09%.

Personnel Staffing and Benefits

The preparation of this portion of the budget is challenging based on continuing increases in the cost of employee compensation and benefits. For budget purposes, retirement contribution levels for the General Employee "Defined Benefit" Retirement Plan are estimated at 12% in the coming year and employee contributions remain at 6%. The Village's required contribution for the "Defined Contribution" plan, available through ICMA-RC, is fixed at 15% with a required 3%, 5%, 10% or 15% contribution by the participating employee.

Police and Fire pension matters are subject to the Village's collective bargaining negotiations. For budget purposes, retirement rates for Police and Fire employees are estimated at 16% in the coming year based upon the contracts that were approved in FY2018/19. Police employee contributions are 6% and Fire employee contributions are 7%.

The actual figures will be based on asset returns and actuarial experience.

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Budget Conclusion

Several operating and capital improvement project highlights are planned in the FY 2020/21 budget that support the goal of continually improving the Village using a "Resident Service" focus. Many of these budget highlights are shown on tables in the following pages.

The preparation of this Annual Budget document was accomplished through the collaboration of all Village departments and the notable assistance of the Finance Department staff.

Several budget workshop meetings were held during the months of July, August, and September where Council reviewed the substance and content of this Budget in detail. All refinements are incorporated in this "Final" FY 2020/21 Annual Budget document.

Respectfully submitted,



Andrew D. Lukasik
Village Manager

Village of North Palm Beach Organizational Structure FY 2021



Village Officials and Administration Staff

FY 2021

Village Council:



Mayor
Susan Bickel



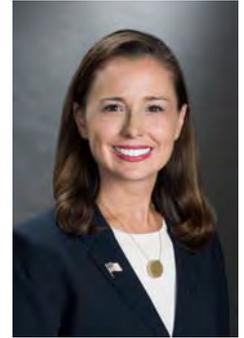
Vice Mayor
Mark Mullinix



President Pro Tem
David Norris



Councilmember
Darryl C. Aubrey



Councilmember
Deborah Searcy

Administrative Staff:

Village Manager

Village Attorney

Village Clerk

Chief of Police

Fire Chief

Director of Finance

Director of Information Technology

Director of Human Resources

Director of Library

Director of Parks & Recreation

Director of Special Projects

Director of Public Works

Country Club General Manager

Director of Community Development

Andrew Lukasik

Leonard G. Rubin

Jessica Green

Richard Jenkins

J.D. Armstrong

Samia Janjua

Michael Applegate

Renee Govig

Zakariya Sherman

Stephen Poh

Chuck Huff

Steven Hallock

Beth Davis

Jeremy Hubsch

Note of Appreciation

We would like to thank all staff members for their contributions during the preparation of this budget document. Staff's demonstrated dedication and commitment to the Village ensures that the Village is "*the Best Place to Live under the Sun.*"

The Village Council of North Palm Beach appoints members of the community to boards, commissions, and committees to act in an advisory capacity to the Council, Manager, and Departments of the Village. The Village Council may create a board or committee in connection with any functions of the Village, or may create an ad hoc committee of limited duration. North Palm Beach board, commission, and committee members serve at the pleasure of the Village Council. Members of the Village Council attend meetings of Village boards, commissions, and committees on a rotation schedule in order to remain informed of Board business and concerns.

Each appointed body has a specific scope of authority as provided by the Village Code of Ordinances and/or Florida Statutes. Boards, commissions, committees, and task forces may have administrative, managerial, quasi-judicial, investigatory, and/or advisory powers dependent upon the enabling legislation. Boards, commissions, and committees are not responsible for day-to-day operations of the departments, operating policies of departments or the business decisions of the local government.

Municipal advisory boards, commissions, and committees are comprised of dedicated citizens who volunteer their time and expertise to help their community. Boards, commissions, and committees are an integral part of citizen participation in local government and an important asset to the Village for proper growth and development and the long-term stability of our community. Our volunteers provide vital input in the decision-making process regarding present and future activities, programs, and policies.

The Village of North Palm Beach has eleven (11) Boards, Commissions, and/or Committees:

- Audit Committee
- Business Advisory Board
- Golf Advisory Board
- Infrastructure Surtax Oversight Committee
- Environmental Committee
- Library Advisory Board
- General Employees' Pension Board
- Police & Fire Pension Board
- Planning Commission
- Recreation Advisory Board
- Waterways Board

Audit Committee

The primary responsibility of the Audit Committee is to oversee and monitor the independent audits of the Village's financial statements from the selection of the independent auditors to the resolution of audit findings. The Audit Committee facilitates communication between the Village Manager's office, the independent auditors, and the Village Council, and serves as an advisor to the Village Council. The Audit Committee also has an annual responsibility to present a written report to the Village Council, which shows how the committee has discharged its duties and met its responsibilities. The written report also includes its findings as to the independent audits of the Village's financial statements.

Business Advisory Board

The Business Advisory Board serves as a liaison between the owners of businesses within the Village and the Village Council. The Business Advisory Board promotes business development and supports and sustains existing businesses by identifying business opportunities.

Golf Advisory Board

The primary responsibility of the Golf Advisory Board is to support and effectuate an outstanding golf experience at an affordable price through superior customer service, high quality playing conditions, and a wide variety of golf services tailored to members, residents and guests. The Golf Advisory Board has the duty to administer, review and interpret the Golf Course rules, regulations, policies and procedures, which include the following areas: member and resident comments and concerns; course procedures relating to starting times; shotgun events; tournament scheduling; charitable outings; special member events; and course and facilities condition.

Infrastructure Surtax Oversight Committee

The Infrastructure Surtax Oversight Committee was formed pursuant to a voter-approved one percent local government infrastructure surtax to be utilized by the County, the Palm Beach County School Board, and the municipalities within Palm Beach County for the financing, planning, construction, reconstruction, renovation, and improvement of necessary infrastructure. The Committee acts in an oversight and advisory capacity to the Village Council, and is required to prepare an annual report to the Council regarding whether the Village's expenditure of the surtax proceeds for the fiscal year was consistent with statutory requirements and voter-approved ballot language; and whether the Village's expenditure of the surtax proceeds for the fiscal year was consistent with the Village's approved surtax proceeds project list, if any, or any revisions or modifications to the surtax project list as approved and adopted by the Village Council.

Environmental Committee

The Environmental Committee serves in an advisory capacity to the Village Council and recommends programs and activities to promote and conserve the Village's natural environment and enhance the overall appearance of the Village.

Library Advisory Board

The Library Advisory Board serves in an advisory capacity to the Village Council and makes recommendations as to present and future activities, planning, programs, capital improvements and facilities and other matters relating to the overall function and operation of the North Palm Beach Library.

General Employees Pension Board

The General Employees Pension Board performs all duties and enjoys all rights and powers vested by law or ordinance and is responsible for administering and effectuating the provisions of the law relating to the general employees retirement fund.

Police and Fire Pension Board

The Police and Fire Pension Board performs all duties and enjoys all rights and powers vested by law or ordinance and is responsible for administering and effectuating the provisions of the law relating to the retirement fund for police and fire employees.

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Planning Commission

The Planning Commission is designated as the governmental entity to act as the “local planning agency” in accordance with F.S. 163. The Planning Commission shall serve as the Village’s board of adjustment to consider variances and administrative appeals and holds public hearings and makes recommendations regarding amendments to the appearance plan, the issuance of certificates of appropriateness, reviews preliminary and final plats, and performs any duties which lawfully may be assigned to it by the Village Council. Prior to annexation and changes to zoning ordinances, the Village Council seeks the advice of the Planning Commission.

Recreation Advisory Board

The Recreation Advisory Board serves in an advisory capacity to the Village Council and makes recommendations as to present and future recreation activities, planning, recreation programs, capital improvements and facilities and other matters relating to the overall recreational activity of the Village other than its waterways.

Waterways Board

The mission of the Waterways Board is to ensure that the waterways located within the Village, and the marina located at Anchorage Park, are maintained, operated, and improved to provide the safest, most efficient, economical and environmentally-sound water transportation route in the Village and to provide sound use of Village waterways that serve business, commercial fisheries, and recreation. The Waterways Board is responsible for identifying, analyzing, addressing, and publicizing issues that affect the Village waterways, citizens, and users. The Waterways Board is charged with building community support through education of its members, prospective members, community groups, and relevant government officials. The Waterways Board recommends improvements and establishment of policies to the Village Council.

Village Overview

FY 2021

Date of Incorporation	8/13/1956
Fiscal Year	10/1 – 9/30
Form of Government	Council / Manager
Elections	5 council members elected for two-year, overlapping terms
Area	5.8 square miles
Total FY21 Budget	\$31.15 million
Total FY21 Property Valuation	\$2.4 billion
Total FY21 Millage Rate	\$7.50 mils

Location

The Village of North Palm Beach is located on the sunny east coast of Florida, 9 miles north of West Palm Beach in Palm Beach County.

The land area of the Village is approximately 5.8 square miles. The Village has an abundant amount of waterfront property created by a number of lakes, canals, and the Atlantic Ocean. With such assets as warm weather, sunshine, golf, ocean fishing, boating, sandy beaches and balmy breezes, the Village has much to offer enthusiastic people who are raising families or are looking to retire.

Village Government

The Village of North Palm Beach was incorporated as a political subdivision of the State of Florida in 1956. Village government operates under the Council-Manager form of government. The Village Council consists of five, non-partisan at-large council members, elected for two-year, overlapping terms, with a Mayor, Vice Mayor, and President Pro Tem selected each year by the council members. The Village Council meets in regular session twice each month for purposes of setting policy and carrying out the legislative matters of the Village. The Village Council appoints the Village Manager, Village Clerk, and the Village Attorney.

The administrative day to day responsibilities are carried out through the Village Manager. The Village Manager acts as the Chief Administrative Officer of the Village and is responsible for directing all Village employees other than those hired directly by the Village Council.

The Village provides a full range of municipal services including Public Safety, Sanitation, Recreation, Library, Streets & Roads Maintenance, Public Improvements, Planning, Zoning & Building, and General Administrative Services.

The Village also manages an enterprise operation which is the operation of its Golf and Country Club.

Population

The Village is primarily a residential community with a population of approximately 13,000 which increases to approximately 15,000 during the winter months by residents who list their northern homes as their official place of residence. Residents are generally in the middle to upper income brackets.

Village Overview

FY 2021

Resident Statistics

Median Age	50.4
Median Income	\$68,057
Total Housing Units	8,288
Per Capita Income	\$50,836
Registered Voters	10,455
Population	13,267

Racial Composition

White	82.9%
Black	3.1%
Asian	2.0%
Two or More Races	0.8%
Hispanic or Latino	11.1%

Age Distribution

Up to 17 years	13.5%
18-34 years	13.2%
35-54 years	23.3%
55-64 years	16.4%
65+	33.6%

Education

< Grade 9	1.19%
Grade 9 - 12	3.67%
High School	21.97%
Some College	19.46%
Associates Degree	7.70%
Bachelor's Degree	29.43%
Graduate Degree	16.57%

Public Schools in the Village

NPB Conservatory School	K-8
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Existing Land Use

	Acres
Conservation	301.62
Vacant	27.80
Residential Single Family	688.05
Residential Multi Family	293.18
Commercial	149.95
Recreation & Open Space	196.85
Institutional & Civic	86.27
Utility & Transportation (includes Marina)	24.80
Road ROW, Boat Slips & Intermittent Water Bodies	590.12

Municipal Employees

Full-time	152
Part-time	104
Total	256

Service Statistics

Solid Waste Res. Accounts	7,627
Village vehicles maintained	85
Streets & Sidewalks:	
Miles of Streets & Alleys	32.30
Street Lights	628
Sidewalks	48 miles
Landscape Area	43.23 acres
Swales	42.1 miles
Recreational Facilities:	
Recreation Centers	3
Parks	5
Dog Parks	2
Tennis Courts	12
Marina	1
Swimming Pool	1
Playgrounds	4
Library	1
Golf Course	1
Driving Range	1

Public Safety

Police:	
Police Station	1
Sworn Police Officers	34
Civilian Employees	5
Crossing Guards	14
Average Response Time	4.09 minutes
Fire Rescue:	
Fire Station	1
Employees	25
Average Response Time	5.32 minutes

continued on next page

Village Overview

FY 2021

Major Employers	Employees
PBC School Board	21,200
Tenet Health Care Corp	6,136
PBC Government	5,928
NextEra Energy (FPL)	4,021
Hospital Corp of America(HCA)	3,550
Boca Raton Regional Hospital	2,800
Florida Atlantic University	2,761
Veterans Health Administration	2,468
Bethesda Memorial Hospital	2,200
Office Depot	2,034
The Breakers Hotel	2,000
Florida Crystals (Headquarters)	2,000
Jupiter Medical Center	1,907
City of Boca Raton	1,499
City of West Palm Beach	1,420

Property Tax Rate

FY	Village	County	School District	Special Districts	Total
2009	6.6977	3.9660	7.2500	2.1308	20.1707
2010	6.9000	4.5614	7.9830	2.2570	21.9378
2011	6.9723	4.9960	8.1540	2.4934	22.6772
2012	6.9723	4.9925	8.1800	2.5549	22.4881
2013	6.9723	4.9902	7.7780	2.3433	22.0559
2014	6.8731	4.9852	7.5860	2.3154	21.6723
2015	7.3300	4.9729	7.5940	2.2280	22.0701
2016	7.3300	4.9277	7.5120	2.1732	21.8671
2017	7.3300	4.9142	7.0700	2.0974	21.2595
2018	7.3300	4.7815	6.7690	1.9453	20.7831
2019	7.5000	4.8980	6.5720	1.6920	20.6620
2020	7.5000	4.8580	7.1640	1.6873	21.2093
2021	7.5000	4.8124	7.0100	1.6753	20.9977

Principal Tax Payers

Olen Residential Realty
SHM Old Port Cove LLC
Sanctuary Bay Trust Corporation
Florida Power & Light
JB Shoppes LLP
Pearland RJR LLC
New Country Motor Cars
SHM North Palm Beach LLC
Palm Beach Autoplex LLC
Domani Development, LLC
Crystal Tree NPB
Greater Fla Inv Co
CFO2 Palm Beach III LP
Village Shoppes at US1, LLC
Old Port Cove Holding, INC
Riverside National Bank of Florida
701 US One Inc

Taxable Value by category

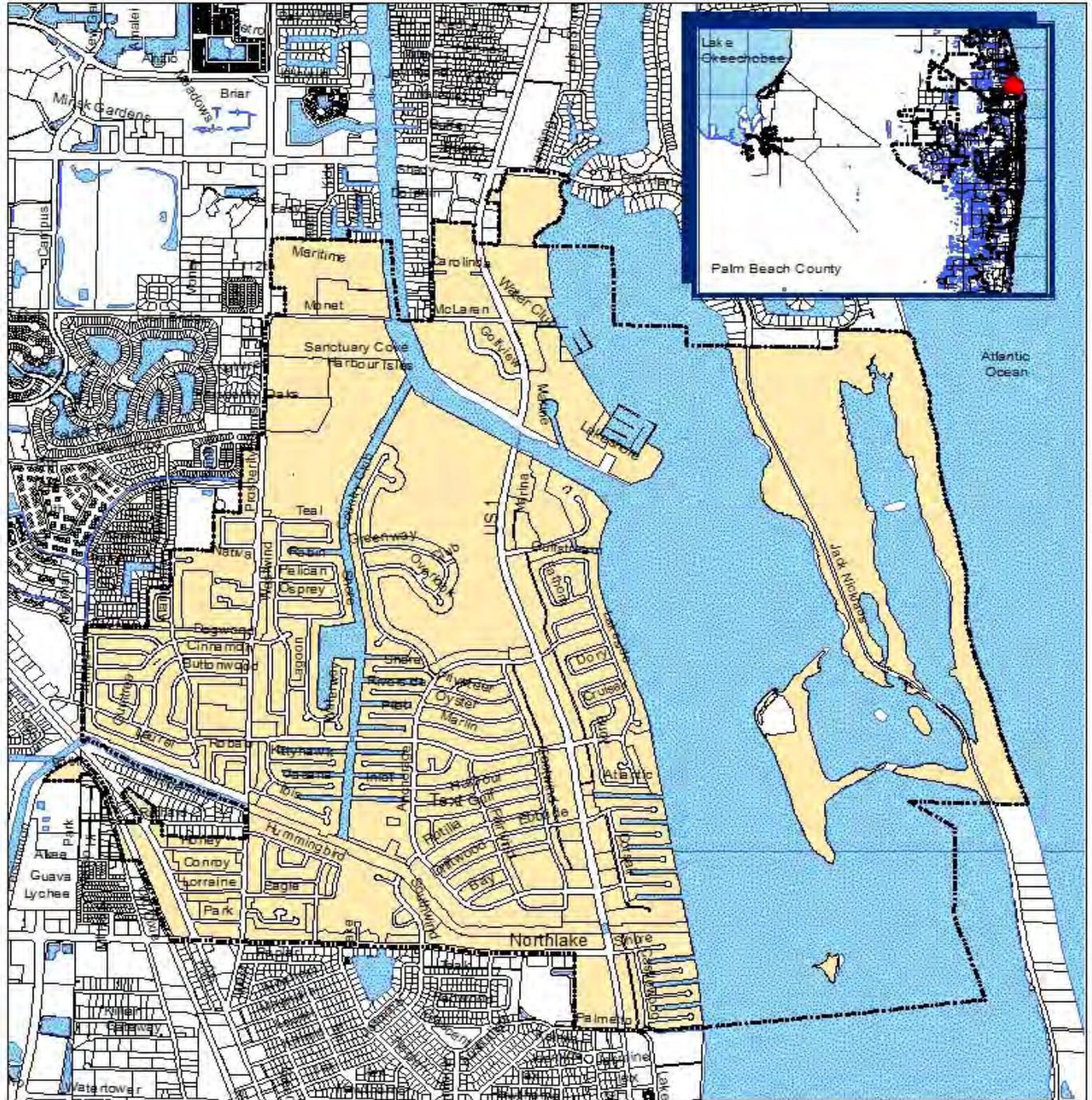
Description	# of parcels / accounts	Taxable Value
Personal Property Accounts	679	\$38,919,581
Real Property Parcels		
Vacant Residential	37	15,774,680
Single Family Residential	2,670	1,089,721,965
Multi-Family (10 units or more)	13	78,520,004
Condominiums	4,236	867,894,642
Cooperatives	248	15,648,025
Ret. Homes & Misc. Res.	45	0
Multi-family (less than 10 units)	61	22,187,241
Vacant Commercial	13	9,231,935
Improved Commercial	286	283,494,461
Vacant Industrial	2	35,850
Improved Industrial	2	13,853,003
Institutional	14	1,632,512
Government	19	0
Miscellaneous	22	618,924
Total	8,347	\$2,437,532,823

* Total Real Property parcels = 7,668

Sources

Business Development Board of PBC
PBC Supervisor of Elections
PBC Property Appraiser
US Census estimates
PBC Planning Division, EXLU15 GIS Data, 2015
Village of NPB

Village of North Palm Beach General Location Map



Date: 11/01/2017
 Contact: Erin Site
 Village of North Palm Beach
 Community Development Department



North Palm Beach Area before Incorporation:

1892 Albert Sawyer was given a warranty deed by the State of Florida with the stipulation that he improve, cultivate, or sell the land before 1907. This land included Lake Park and North Palm Beach. Sawyer died in 1903 and willed the trust to his son, Albert. The 1907 deadline was extended to 1927.

1919 Albert Sawyer, Jr. sold the deed to Barton Peck in 1915 for \$1140. Peck sold the deed to Harry & Mabel Kelsey for \$100,000. Kelsey moved to Silver Beach and bought 14 miles of oceanfront and lakefront property between Miami & Jupiter, including 100,000 acres which later became Kelsey City/Lake Park and North Palm Beach. He purchased the Florida East Coast Canal, which is part of the Intracoastal Waterway, and operated it as a toll waterway with a toll chain across the Intracoastal to stop boats and collect a fee. Dredging became costly so Kelsey sold the waterway to the state.

1926



Golfers at the Winter Club

Kelsey, with the help of Paris Singer (Singer Island is named after him) built an 18 hole golf course and Winter Golf Clubhouse (“The Winter Club”) on the land where the North Palm Beach Country Club sits now.



The Winter Club late 1920's

1928

A hurricane with 130 mph winds caused Lake Okeechobee to overflow its banks and drown 3000 residents who lived near the lake. The hurricane wrenched the concrete Earman River bridge from its mooring, demolished all but a few of the 100 Lake Park homes, uprooted and leveled Kelsey's 3 timber mills, and the entire Park Avenue shopping district, and ruined the vital credit rating of this once thriving town.



The Earman River Bridge

Many of the pioneer families who had purchased homes in Kelsey City fled North, abandoning their demolished homes, defaulting on their mortgage payments and causing the Kelsey City Bank to fail. In Florida, if property taxes went unpaid for 2 years, the state took title to that land. The unpaid taxes totaled \$300 per lot and went up for sale. Kelsey, very disillusioned that his carefully planned town was in ruins, abandoned his first original home on the southwest corner of U.S. Highway One and Park Avenue and left Kelsey City.

1929-1930



Sir Harry Oakes purchased the Winter Club and all the NPB land from Kelsey. Oakes added a south wing to the Winter Club. Oakes opened the golf course to winter visitors but closed it shortly after the stock market crash of 1929-30. Oakes moved his family to Nassau and spent considerable time in London.

1926-1955

In the period of time from 1926 when Kelsey built the Winter Club and 1955, the land consisted of 7 square miles of sugar sand and scrub palmetto and fewer than 100 individuals living between Lake Park & Jupiter. The Tesdem Company, formed by Harry Oakes' Estate, held trusts of over 1000 lots in Lake Park and all the land in North Palm Beach including both sides of U.S. Highway One.

1951 Harry Oakes' widow sold the land to Ralph Stolkin, who used it as collateral for a loan from John D. MacArthur. When Stolkin defaulted, MacArthur became sole owner of North Palm Beach and Lake Park. However, MacArthur was more interested in developing Palm Beach Gardens.

1955 Charles Cunningham, Vice President of MacArthur's Bankers Land offered the North Palm Beach properties for sale to Richard and Herbert Ross, who purchased the land for \$5 million.

Richard & Herbert "Bob" Ross, 1958
(NPB Elementary School groundbreaking)



1956 Before North Palm Beach was incorporated, the Ross brothers had these services in place: a utilities general manager; a Village Hall; a Village Council consisting of pioneer first council members: our first Mayor Charles Cunningham, Richard Ross, Jay White; John Schwencke, and John D. MacArthur; a Fire and Police Chief, a Village Manager, Anchorage Park Marina and ramp, 75 miles of sewer pipes, a bulkhead, and dredged 20 canals and 3 lakes.



John A. "Jack" Schwencke

08/13/1956 Together with Seward Mott Associates of Washington, D.C., a master plan was drawn, and the Legislature of the State of Florida enacted Chapter 31481, Laws of Florida, Acts of 1956 Extraordinary Session, which established and created a municipality to be known as the Village of North Palm Beach, Florida.

North Palm Beach after Incorporation:

1957 The first business to be issued an occupancy permit was the Pantry Pride / Food Fair at 101 U.S. Highway One. The first three permits for occupancy were issued to: 402 S. Anchorage Dr., 406 S. Anchorage Dr. & 410 S. Anchorage Dr.

402 S. Anchorage Dr.



1958 The developers donated ten acres of land to the school board and North Palm Beach Elementary opened for classes. The National Association of Home Builders out of Chicago, chose NPB as an award winning community. This was the first time a Florida town had won! The criteria used included excellence in landscaping, planning, schools, recreation, zoning, shopping, variety of home styles and public services in place. The layout for our Village had superior planning, and credit for this award-winning plan goes to Richard & Herbert Ross.

1961 The Village purchased 145 acres around the North Palm Beach Country Club for \$1,250,000 by issuing general obligation bonds. Voters approved spending \$400,000 to build a new clubhouse and Olympic size swimming pool. These improvements opened in 1963 and the bond was paid off in 1988.



NPBCC Clubhouse and pool construction, 1962

1969 North Palm Beach Library, 303 S. Anchorage Dr., was dedicated. Construction began on Old Port Cove, a condominium complex with over 1,000 units.

Village History

FY 2021

1971 Twin City Mall opened at the southwest corner of Northlake Boulevard and U.S. Highway One as Palm Beach County's second enclosed shopping mall. This Mall was built onto the previous grocery store/strip mall completed in 1959. The Mall was demolished in the mid-1990s and has gradually been replaced by a mid-sized strip mall anchored by Publix.

1973 The University of North Carolina chose North Palm Beach as an example of "one of the few well planned communities its size in the U.S.A."

1980 1.5 miles of oceanfront land, which lay within North Palm Beach corporate limits, was sold by the MacArthur Foundation to Palm Beach County for \$23 million. It was established as John D. MacArthur Beach State Park in 1989, the only state park in Palm Beach County.

George Delacorte donated \$600,000 toward building our second Community Center. The NPB Community Center on Prosperity Farms Road was built with the stipulation that no fee ever be charged for use of the building.

The first woman councilmember, Harriet Nolan, was elected to the NPB Village Council.

1981-2004 Additional condominium complexes completed during these years.

1989 Judy Pierman became the first woman Mayor of the Village of North Palm Beach.

1999 The NPB Department of Public Safety moved into its new facility at 560 U.S. Highway One, across from Village Hall. At that time, our Public Safety facility had the most technologically advanced equipment in Palm Beach County.



2006 Jack Nicklaus redesigned the Village's golf course and charged the Village \$1 for his services.



2008 The North Palm Beach Police Department received the acclaimed National Accreditation through CALEA.



Village residents can take pride in a Village that was first in Florida to be awarded the National Association of Home Builders award for excellence, a Village that still looks new, escalating real estate, local government, efficient public services, and no commercial buildings over 4 stories tall near the road on U.S. Highway One or Northlake Blvd.

2009 The old Seacoast Water Utility Plant at 603 Anchorage Drive was transformed into a beautiful waterfront recreational destination.



The North Palm Beach Country Club Tennis Facility underwent an extensive renovation both on and off court.

Village History

FY 2021

2010 The Village of North Palm Beach Country Club took over food and beverage operations of the Country Club restaurant now known as the “Village Tavern.”



2011 The Village Council reinvested money into the infrastructure of the Village by replacing the concrete street markers and stop signs with new street poles and signs.



The Country Club Pool was completely renovated with new tile and Diamond Brite. The Pool Pump Room was also renovated replacing a deteriorated ceiling with new concrete and new fencing.



The North Palm Beach Police Department completed the first three-year CALEA (Commission on Accreditation for Law Enforcement) re-accreditation process.

2012 The first runoff election for a Village Council seat in 37 years was held on March 27, 2012. Previously, the last runoff election was in 1975. 1,466 votes were cast in 1975 vs. 1,493 in 2012.

2013 Veterans Memorial Park was dedicated with a ceremony was held on Veterans Day, November 11, 2013. The park is located adjacent to the Village Library and across from Village Hall.



2014 In January, a market analysis was conducted on various demographics and areas of the Village. Results indicated a 98% satisfaction rate with the overall quality of life in our community.

No election was held in March 2014 as the three incumbents were elected without opposition.

The North Palm Beach Police Department completed the three-year CALEA (Commission on Accreditation for Law Enforcement) re-accreditation process. NPB Police Department received the award on July 26, 2014. The department was initially accredited in 2008.

The Community Development Department outgrew its space in Village Hall and relocated to 420 US Highway 1 to a larger, more user-friendly location.

2015 In February, due to the passing of Councilmember William L. Manuel, the Council appointed Judy Pierman as the interim Councilmember until a special Election could be held. Councilmembers David Norris and Doug Bush were re-elected without opposition in March. Councilmember Mark Mullinix was elected in May to serve the remainder of Mr. Manuel’s term until March 2016.

Surveys for sidewalks, streets, and roadways as well as storm drainage structures were completed.

The Village issued a Request for Qualifications for Clubhouse Architectural Design Services for a new Clubhouse design.

2016 In January, the Village and the Treasure Coast Regional Planning Council conducted a week-long Charrette to receive feedback regarding a new Master Plan for the Village, as well as amenities residents would like to see in a new Country Club Clubhouse.

The 60th Anniversary of the Village was celebrated on Heritage Day in April, with a large Parade and Festival.

Conceptual designs for the new Clubhouse were created and displayed throughout the Village.

Construction continues on Phase I of the Water Club condominium project, which should be completed by the end of 2016. Phase II of the project received approval and will include a third tower.

Several new restaurants/businesses opened in North Palm Beach, including Dairy Queen, Doris' Market, Jupiter Donut, and Bahama Bucks, just to name a few.

2017

The Village Council formally adopted the Village of North Palm Beach Citizens' Master Plan Report prepared by the Treasure Coast Regional Planning Council, including the recommendations contained therein, as setting forth the guiding principles for future development within the Village.

The Department of Public Works Sanitation Division began the process of converting its existing aged jitney fleet from Textron Cushman jitneys to Kubota satellite collection vehicles, in order to continue the side-door sanitation service so valued by our residents.

The Village Council created a Citizen Oversight Committee to provide for citizen review of the Village's expenditure of proceeds from the voter-approved one-cent sales surtax.

The Country Club clubhouse design was approved and loan funding was secured for the project, which will include a new Clubhouse, a Splash Park and a remodeled pool deck.

Crystal Cove Commons Commercial Planned Unit Development and Site Plan was approved, providing for exterior improvements including facade, landscaping, parking, and signage modifications to the existing Crystal Tree commercial plaza.

The Benjamin School received approval to add a two-story 13,171 square foot Science, Technology, Engineering and Mathematics (STEM) building on its 14.8-acre campus.

2018

Country Club demolished. Village begins construction of new 37,000-foot clubhouse. Golf course and driving range get new grass.

Lighthouse Drive Bridge seawall reinforced, extending life of 60-year-old landmark.

Anchorage Park seawall rebuilt. "Bowl" are leveled, new grass planted. Northeast field converted to baseball/softball field.

Children's Department at the Village Library opens on second floor and immediately begins attracting children with a variety of fun learning opportunities.

Village Neighborhood Enhancement Team (NET) established, takes on first projects.

Village holds spring and summer workshops to work with citizens on changes to the Village Code that regulates business development on U.S Highway 1 and on Northlake Boulevard. Citizens overwhelmingly show support for new "form-based" zoning proposal.

Village Council formally adopted the Village of North Palm Beach Citizens' Master Plan Report prepared by the Treasure Coast Regional Planning Council, including the recommendations contained therein, as setting forth the guiding principles for future development within the Village.

Village History

FY 2021

- 2019
- New floating docks and gangway installed at Anchorage Park Marina on north side of boat ramp. Gangway and canoe launch installed on south side.
 - Community Center improvements included new LED lighting in gym, new sign out front and a new half-mile long, 10-foot wide asphalt walking/biking/running path around the perimeter of the park.
 - New parking and plan implemented in neighborhood near Lakeside Park.
 - Village held six citizen workshops to get public input about rewriting ordinances that regulate development of business properties. The workshops were an important step in preparing the Village for future economic success.
 - Completed survey of community to determine how residents want Village to regulate storage of boats and RVs on residential property. Based on the input, Council subsequently rewrote portions of the long-disputed boat/RV code.
 - Village Council created new Environmental Committee to advise on Village beautification and sustainability issues.
 - Village Council and Village Planning Commission held joint meeting with Town of Lake Park Commission and Planning and Zoning Board to discuss the future of the Twin Cities Mall property at U.S. 1 and Northlake Boulevard.
 - National Center for Missing & Exploited Children expanded their local call center in North Palm Beach, relocating their main call center from the Washington D.C. area.
 - Council Member Darryl Aubrey sworn in as Mayor.
 - New Strategic Plan approved by Council, helping to establish short- and long-term priorities for Village resources.
 - Participated in USDA program to provide daily lunch for kids at Village Library.
 - Village again ranked as one of Florida's safest cities by Alarms.org.
- 2020
- Council appoints Jessica Green as Village Clerk.
 - Village begins getting public feedback about redesign of bridges over the Earman.
 - Annual Village 5K run/walk held on golf course for first time.
 - Country Club re-opens in new \$19 million clubhouse with renovated pool and patio.
 - Farmer's Table restaurant open in clubhouse, instantly becomes highly popular with residents.
 - Solar powered speed signs go up on Lighthouse Drive.
 - Fire Department holds "Wash Down" ceremony for delivery of new fire engine.
 - NPB ranks high on several "Safest Cities" and "Best Places to Live" lists.
 - Village facilities and parks close to public for several months because of COVID-19 pandemic, but staff remains working. All special events and public gatherings are cancelled, and Village Council meetings are held online by virtual connections only.
 - Council Member Susan Bickel sworn in as Mayor.

General Fund:

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. Activities financed by the General Fund are briefly described below. Additional information can be found in the department summaries.

General Government:

The General Government provides administrative, legislative, and financial support services to all programs of the Village. The activities within the General Government are those that are legislative in nature, that are necessary to implement legislation, and that are supportive of activities within the Village.

- The Council represents the citizens of the community by enacting legislation, approving the budget, determining the tax rate, and establishing policy that encourages, promotes, protects, and improves the welfare of the Village of North Palm Beach.
- The Village Clerk's Office functions as the Department of Records, and serves to record and preserve all proceedings of the Village Council, administer Village elections, respond to public records requests, and provide administrative support to the Village Council and the Special Magistrate.
- The Village Attorney provides effective and timely legal representation and advice to the Village Council and Village Administration. The Village Attorney's office represents the Village in legal matters from the point of inquiry to resolution and is committed to implementing the Village Council's policy of minimizing exposure and potential liability.
- The Village Manager is responsible for the Village's day-to-day operation; for implementing the Village Council's policy and legislation; effectively and efficiently administrating all Village departments; appointing and supervising the Village employees; and approving and submitting the proposed annual budget to the Council. The Village Manager's Office is a central location for citizens to access information; request assistance; or notify the various departments of potential, existing, or new problems.
- The Human Resources Department is responsible for coordinating the hiring of workers, developing benefit packages, reviewing injury reports, preparing safety reviews, examining workers' compensation insurance claims, and preparing the staffing/comprehensive pay plan for the budget.
- The Finance Department is responsible for the accounting, budgeting and financial management of the Village. This includes financial statement preparation, grant management, payroll, accounts payable and accounts receivable functions. The Finance Department is responsible for developing the budget with assistance from the Village Manager and other departments and its subsequent submission to the Council.
- The Information Technology Department is responsible for computer hardware and software applications used throughout the Village. They monitor the Village's internal networks and are responsible for ensuring they remain fully operational. This Division is also responsible for maintaining our website at www.village-npb.org.

Community Development:

The Community Development Department is responsible for administrating, directing, coordinating, and supervising land development regulation functions and Village operations involving site planning, permitting, inspections, geographical information systems, and mapping. The Department is also responsible for enforcing the Village's Code of Ordinances.

Village Departments

FY 2021

Public Safety:

The Public Safety services performed by the Village include: police, fire and emergency medical services. These services, provided by the Police and Fire Rescue Departments, are overseen by the Police Chief and Fire Chief respectively to ensure the highest level of public safety services.

- The Police Department's primary responsibility is maintaining peace, reducing crime, protecting lives and property, and providing professional service to the community.
- The Fire Rescue Department is primarily responsible for administrating, directing, coordinating, and supervising the Village's fire, medical and emergency management functions. These responsibilities involve planning, budgeting, emergency preparedness and response, fire suppression, advanced medical life support treatment and transportation, fire prevention, fire inspection and investigation, operational training, and public education.

Public Works:

The Public Works Department is responsible for maintaining the Village's infrastructure and all Village green space including roadways, parks, and medians. This includes maintaining irrigation systems, overlaying streets, installation and repair of sidewalks, and providing park maintenance. The public works department is comprised of the following divisions:

- The Public Works Administration division provides general supervision, department level management, and administrative support to all divisions.
- The Facility Services division provides maintenance and custodial services to Village buildings.
- The Vehicle Maintenance division maintains the entire Village fleet comprised of approximately 120 vehicles, equipment, and rolling stock.
- The Streets & Grounds Maintenance division is primarily responsible for maintaining and repairing the Village's roads, sidewalks, parks, and storm drain infrastructure.
- The Sanitation division provides side-door garbage collection three days per week and trash & vegetation collection two days per week. Included in the trash & vegetation collection is one day of recycling collection. The division also provides recycling containers for the residents.

Leisure Services:

The Parks and Recreation Department is responsible for Community events. They also provide Village recreational programs, operate the adult and youth sports leagues and provide senior programs.

The Village Public Library provides materials, services, and programs for community residents of all ages providing personal enrichment and enjoyment, and meeting educational needs.

Enterprise Fund (Country Club):

The Enterprise Fund is used to account for operations of the Village's 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. These operations are supervised by the Country Club General Manager.

Administration & Grounds:

Administration is responsible for the accounting and auditing of the golf course, driving range, pro shop and food & beverage day-to-day operations. Legal services and the property & general liability allocation associated with the Enterprise Fund are provided for in the Administration section. The Country Club Contingency is also provided for in the Administration section. The clubhouse & grounds maintenance is also the responsibility of the Village.

Village Departments

FY 2021

Golf:

The Golf department can be divided into two divisions: Golf Shop and Maintenance. The Golf Shop's functions include providing for tee times and retail sales for golf related items; starter and player assistance; cart & bag assistance; private lessons; and organization of leagues and tournaments. The Golf Course Maintenance Division of the Golf Operation has been outsourced to an outside contractor who is responsible for all grounds and turf maintenance, irrigation and all chemical applications.

Pool & Tennis:

The Village's Swimming Pool and Tennis Center operations were transferred to the Enterprise Fund in the Fiscal Year 2021 Budget.

Food & Beverage:

The Country Club Restaurant is outsourced to an outside contractor.

Department / Fund Relationship:

The following chart shows Village departments by fund:

<u>Department</u>	<u>General Fund</u>	<u>Country Club Fund</u>
Village Council	✓	
Village Manager	✓	
Human Resources	✓	
Finance	✓	
Information Technology	✓	
Village Attorney	✓	
Village Clerk	✓	
Police	✓	
Fire Rescue	✓	
Public Works	✓	
Community Development	✓	
Library	✓	
Parks & Recreation	✓	
Country Club Administration & Grounds		✓
Golf		✓
Pool		✓
Tennis		✓
Food & Beverage		✓

Budget at a Glance

FY 2021

The budget is a plan (both financially and policy driven) for the accomplishment of goals and objectives identified as being necessary to the purpose of our local government. As a financial plan, the budget includes estimates of resources required, tax and non-tax revenues available to support implementation and the number of positions estimated to fulfill the levels of service set forth by policy decisions. In other words, the “budget” is the legal authorization to expend Village funds during the fiscal year.

The Village adopts an annual budget for two funds: General Fund and Country Club. The combined budget summary for both funds is presented below. The General Fund Budget Summary is on page 63 and the Country Club Budget Summary is on page 231.

Combined Budget Summary		FY 2021 Adopted Budget	FY 2020 Adopted Budget	FY 2019 Actual
Millage Rate		\$7.50	\$7.50	\$7.50
Budgeted Positions	Full-Time	152	153	151
	Part-Time	104	102	97
Revenues				
Ad-Valorem Taxes		\$17,367,422	\$ 16,736,574	\$16,185,283
Utility Service Taxes		2,408,078	2,424,292	2,521,955
Franchise Fees		1,137,000	1,315,000	1,352,464
Sales & Use Taxes		267,461	308,655	307,130
Licenses & Permits		1,102,200	1,110,200	1,522,912
Intergovernmental		1,260,736	1,507,239	1,582,512
Charges for Services		1,814,910	2,516,812	2,410,113
Fines & Forfeitures		99,400	82,175	89,247
Greens fee/cart rentals/membership fees		3,149,116	2,610,854	1,011,119
Golf shop revenues		359,000	406,000	109,562
Driving range revenues		335,000	360,000	164,020
Restaurant revenues		305,150	329,500	4,611
Pool & Tennis Revenues		802,365	w/ charges for svcs	w/ charges for svcs
Interest revenues		218,710	95,530	573,095
Miscellaneous revenues		246,880	304,734	971,789
Total Revenues		\$ 30,873,428	\$ 30,107,565	\$28,805,810
Expenses				
General Government		3,363,932	\$3,257,617	3,265,558
Public Safety		10,569,018	10,290,842	10,055,573
Public Works		5,714,792	5,540,658	5,041,643
Community Development		1,658,019	1,773,946	1,542,421
Leisure Services		1,974,036	3,058,612	2,664,684
Contingency / Other		0	231,795	341,547
Debt Service		2,073,689	1,987,046	2,145,712
Golf course maintenance		1,764,100	1,430,000	1,700,454
Clubhouse grounds		440,836	470,858	75,859
Golf Shop		1,366,924	1,316,185	923,554
Pool & Tennis		1,075,486	w/ leisure svcs	w/ leisure svcs
Country Club Admin and F&B		362,596	332,856	143,166
Total Expenses		\$30,363,428	\$29,690,415	\$27,900,171
Revenues over (under) expenses		510,000	417,150	905,638
Other Financing Sources (uses)				
Transfer In / (Out)		(510,000)	(417,150)	(405,000)
Total Other Financing Sources (uses)		(510,000)	(417,150)	(405,000)
Net Change		\$0	\$0	\$ 500,638

Budget Preparation Process

FY 2021

The budget process incorporates the development, implementation and evaluation of a plan for the provision of services and capital assets. The budget is to serve as a management and control tool by measuring actual performance against budget standards, focus attention on future operations and plans and improve communication of goals, objectives and plans.

The Village's budget process relies on a timetable of tasks and the planning of steps and meetings that must be maintained in order to comply with state requirements for Truth in Millage (TRIM) as well as internal requirements for sound planning and fiscal responsibility. The budget process begins with setting a calendar of tasks for the coming months that meets all requirements and is approved by the Village Council. Below is the Village's Budget Calendar prepared for the Fiscal Year 2020/2021 budget preparation process (*a flow chart of the budget process can be found on page 39 of this document*):

Task	Date
Strategic Planning Workshop; Council sets village-wide goals & objectives	May 7 th & June 9 th
Finance sends budget packages to departments	June 5
Department organization charts due	June 10
Department operating requests due	June 12
Department revenue projections and fee schedules due	June 17
Department capital items due	June 19
Finance compiles budget documents & Department budget review meetings with Village Manager	June 22 – July 2
Property appraiser provides certification of taxable values	July 1
Finance compiles proposed budget for presentation to Village Manager for recommendation to Village Council	July 6 - 10
Budget Workshop – Country Club and General Fund Overview	July 16
Village Manager presents proposed budget to Village Council <ul style="list-style-type: none"> • Village Council sets Tentative Millage Rate • Village submits TRIM documents 	July 23
Department Narratives Due	July 30
Budget Workshops	Aug 1 - Aug 30
First public hearing on proposed budget: <ul style="list-style-type: none"> • Announce percentage by which computed millage exceeds roll back rate • Adopt tentative budget • Amendments (if any) • Re-compute proposed millage (if amended) 	September 10
Advertise notice of tax increase and proposed operating budget within 15 days of 1 st Public Hearing	September 20
Second public hearing on proposed budget and approval of ordinances for final adoption of ad valorem millage rate and budget 2-5 days after advertisement	September 24
Certification of “TRIM” compliance signed by Village Manager and submitted to Tax Collector, Property Appraiser & Department of Revenue	September 25

Through the budget process, an annual budget is developed that integrates priorities and short and long-term goals as established by Council in order to meet the needs and goals of the Village and establish annual resource allocations. These resource decisions address desired quality of service; staffing levels; technology needs, equipment and capital improvements; and programs considered to be priorities by the Village Council. The Village's fiscal year starts on October 1 and runs through September 30.

The Village's Budget Process can be divided into five phases:

- Policy & Strategy Phase
- Assessment Phase
- Development Phase
- Review Phase
- Adoption Phase

Each phase is described below:

Policy & Strategy Phase

Setting priorities for the Village is one of the most important responsibilities of Village Council and these goals and directives set the tone for the development of the budget. In this phase, Village Council and staff has the opportunity to reassess the goals and objectives within the strategic framework in order to provide direction to the resource allocation and budgetary decision-making process.

Annually, the service priorities and objectives for each fiscal year are evaluated and the long-term financial plan is monitored and updated in order to set direction for the development of the budget that is properly aligned with the broad goals and strategic directives. This includes an assessment of services, capital needs, issues and challenges, opportunities as well as a review of economic trends and financial forecasts.

Assessment Phase

As part of the budget process, departments evaluate performance towards meeting current and past goals and objectives and assess current conditions, programs and needs. Various financial analyses, as well as productivity and staffing analyses, are performed. Programs and services are also reviewed thoroughly to assess their value and the subsequent priority to the residents of the Village. These internal analyses are necessary to determine service needs and delivery improvements, cost savings and opportunities, and required staffing levels.

Development Phase

Each department's budget package includes forms and instructions to aid in the preparation of their budget requests. The forms contain two prior years' actual data, the current year estimated actual, current year budget, requested amount for the coming year. The departments describe the expenditures on the line item justification form which follows the departmental breakdown of the line items. In addition to requesting dollars, the departments must submit departmental objectives that provide a strategy linked to the Village's overall goals and policy agenda. The departments must also provide current year achievements and organization charts that identify changes from the previous year. The above mentioned items are included in both the proposed and final budget documents.

In a separate package, the departments submit requests for necessary capital outlay and capital improvement projects. Each department submits requests in order of priority. These include cost and description, as well as justification for the need. Capital Improvement Projects are forecast in the 5-year Capital Improvement Program (CIP) document. This allows the need to be known in advance. The department must re-submit and re-justify the need for the project during each subsequent budget process. The projects include cost and description.

Review Phase

The Village Manager and Finance Director review the departmental requests, meet with the departments, verify that the department objectives and measures are in synch with Council goals, and fund what is deemed necessary.

Public Adoption Phase

In July, the Village Manager presents a proposed budget for the fiscal year commencing October 1 to the Village Council for consideration and further input. This proposal includes all proposed operating and capital expenditures and the means of financing it. Council reviews the budget and conducts budget workshops to provide an opportunity for Village management and departments to offer additional information. Changes are made to the budget as per the Council's instructions. The proposed budget is then revised incorporating these changes.

The budget is adopted in compliance with requirements found in the Village's Charter as well as with the State Statute known as TRIM (truth in millage). The law includes strict requirements and a timetable guide for noticing budget hearings and ensuring residents have an opportunity to be heard before final action takes place.

TRIM Compliance

Florida Department of Revenue sets a schedule for local governments to follow in adopting tax roll information in accordance with the county property appraiser offices. Accordingly, there are two public hearings scheduled to openly discuss the budget, millage rate and reason for any tax increase.

By July 1st each year the Property Appraiser certifies the tax rolls for the Village on form DR-420. This roll is used in formulating the proposed millage rate for the coming year. Thereafter the following timetable must be adhered to:

- Within 35 days the Village Manager must have submitted the proposed budget to Council and delivered the DR-420 and DR-420 MM-P to the Property Appraiser (August 5th).
- Between 65-80 days from date of certification the Village must hold a tentative budget and millage hearing. This hearing cannot be held sooner than (10) days following the mailing of notices by the Property Appraiser (August 24th).
- Within fifteen (15) days of the tentative budget and millage hearing the Village must advertise a final hearing on the budget.
- Not less than two (2) or more than five (5) days after the advertisement, a final hearing adopting the budget and millage is held.
- Upon completion of the public hearings and prior to October 1st, a final operating budget is legally enacted through the passage of an ordinance.
- Within three (3) days after adoption, the Village must certify the adopted millage to the Property Appraiser and Tax Collector.
- Within three (3) days after receipt of final value, as discussed below, the Finance Director completes form DR-422 and returns it to the Property Appraiser.
- Within thirty (30) days of final millage and budget adoption, the Village must certify compliance with Section 2000.065 and 200.068, F.S., to the Department of Revenue.

Implementing, Monitoring & Amendment Phase-Budgetary Control

The budget process doesn't end with the adoption of the budget. Instead, it is a continuous ongoing cycle that includes budget development, public review, official adoption, implementation and auditing.

Upon the final adoption of the budget, staff implements the new fiscal year budget and begins the process of continuous monitoring and ensuring budgetary control throughout the fiscal year. The objective of budgetary controls is to ensure compliance with legal provisions embodied in the annual budget approved by the Village Council.

The Village maintains an encumbrance accounting system as one technique of accomplishing budgetary control. All expenditures, other than personal services, are controlled by a procurement system which encumbers purchase orders against the budget prior to issuance to vendors. All appropriations lapse at year end; however, encumbrances specifically designated to be carried over to the subsequent year are re-appropriated in the following year.

Reports are generated monthly to keep Department Directors informed and to monitor revenues and expenditures in order to achieve effective control over their departmental budgets. Department Directors are accountable for over/under expenditures.

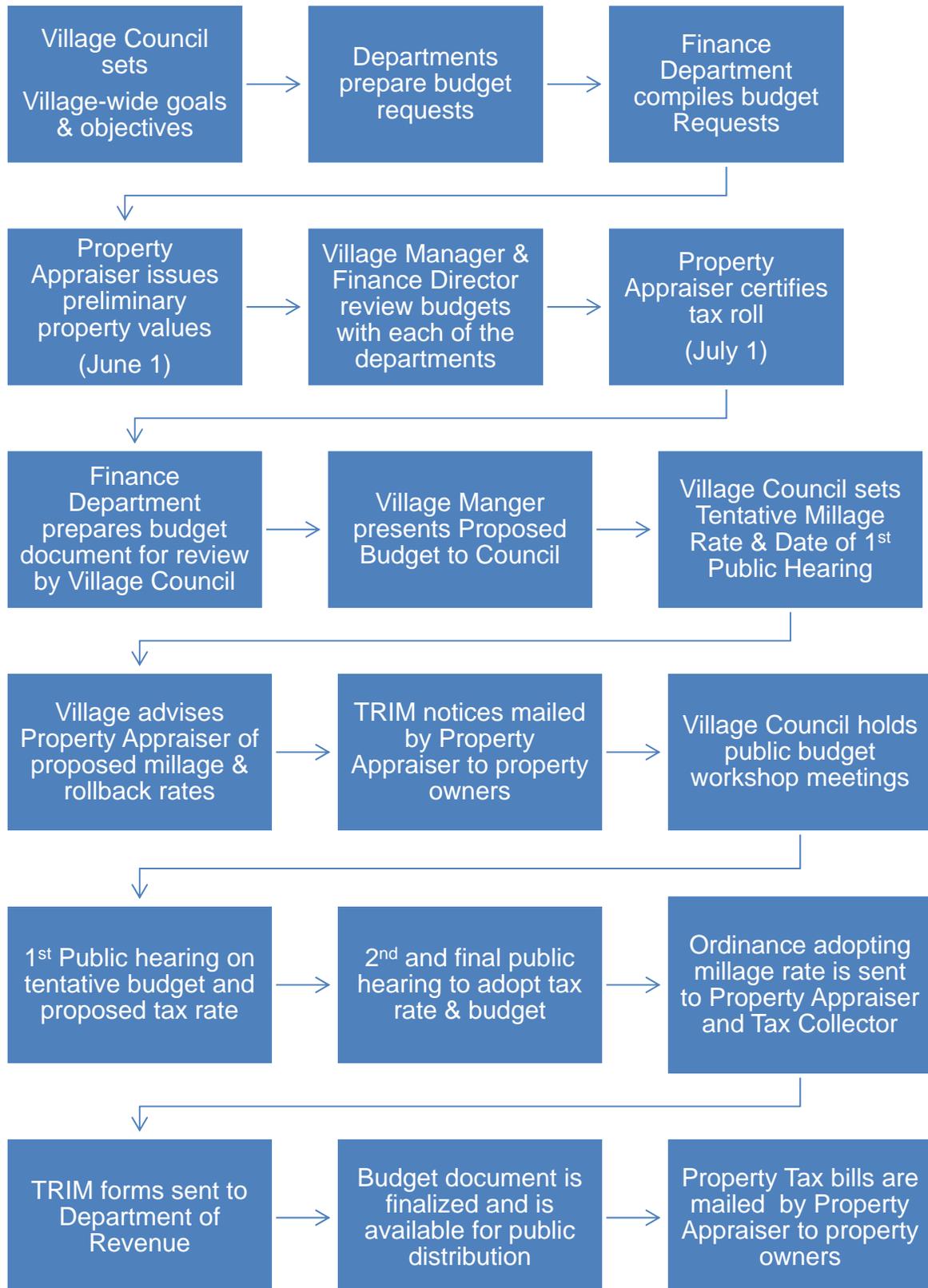
During ongoing monitoring, staff may note that corrective action is needed to help accomplish planned or needed programs and activities and request budget amendments. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the fund level. Changes or amendments to the budgeted amounts at the fund level must be approved by the Village Council. All budget amendments, once approved, are processed by the Finance Department.



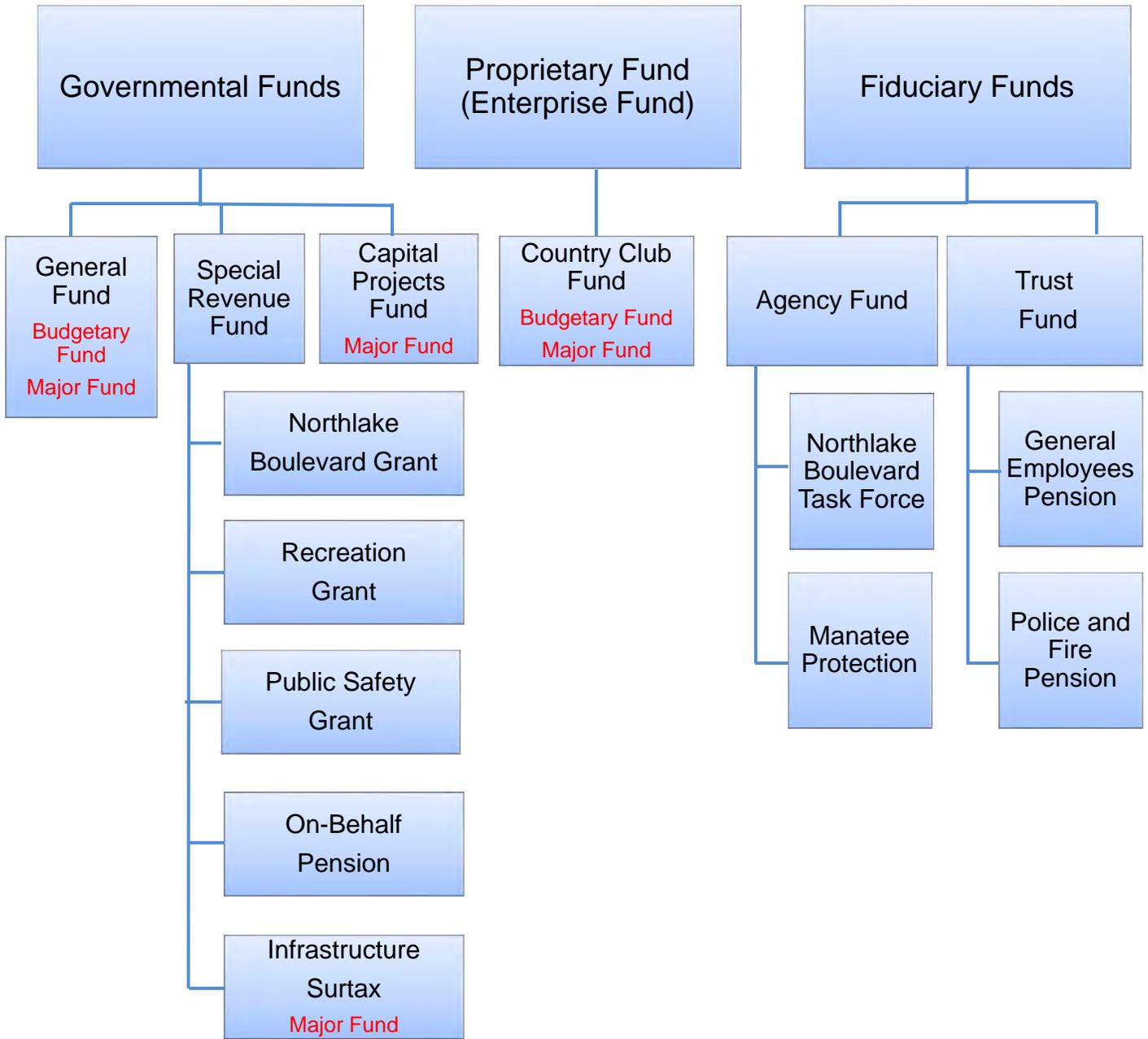
Budget Preparation Process

FY 2021

Flow Chart of Budget Process



Fund Structure **FY 2021**



Fund Accounting

The accounts and the budget of the Village are organized and operated on the basis of funds and account groups. To better understand the budget, a basic understanding of this financial structure is required.

Funds:

A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

Major Funds

Each fund is classified as “major” or “non-major”. Major funds have revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) that are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all government and enterprise funds for the same item. The Village has four major funds: General Fund; Capital Projects Fund; Infrastructure Surtax Fund and the Country Club Fund.

Budgetary Funds

The Village has two budgetary funds: the General Fund and the Country Club Fund. The other funds are not considered budgetary funds because they either involve multi-year projects or are funds held in trust for someone else; they are used only for financial reporting purposes.

For reporting purposes, the funds are classified into three basic fund types; governmental, proprietary and fiduciary funds. The purpose of the Village’s funds is described in the following paragraphs.

Governmental Fund Types:

Governmental funds are those through which general governmental functions of the Village are financed. The acquisition, use, and balances of the Village’s expendable financial resources and the related liabilities (except those accounted for in Proprietary Funds) are accounted for through Governmental Funds. The following are the Village’s Governmental Fund types:

- General Fund – The General Fund is the main operating fund of the Village. This fund is used to account for all financial resources except those required to be accounted for in another fund. All general property taxes, fines, various permits, property rentals and certain intergovernmental revenues are recorded in this fund. General operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the General Fund. There can only be one General Fund.
- Special Revenue Funds – Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
- Capital Projects Funds – Capital Projects Funds account for financial resources to be used for the acquisition or construction of major capital facilities or improvements (other than those financed by proprietary funds) being financed from general long-term debt, grants, or transfers from other funds.

In the Governmental Fund Type category, the Village adopts an annual operating budget and appropriates funds for the General Fund only. The Capital Projects Fund and the Special Revenue Funds involve multi-year projects so annual budgets are not adopted for these funds. Instead, appropriations in these funds remain open and carry over to succeeding years until planned expenditures are made, or until they are amended or cancelled.

Proprietary Fund Types:

Proprietary funds distinguish between operating and non-operating revenues and expenses, and the principal revenues are derived from charges to customers for sales and services. The Village's sole proprietary activity is the operation of a country club, which is an enterprise fund.

- Enterprise Funds – Enterprise Funds account for operations
 - (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or
 - (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The Village adopts an operating budget for its Country Club Fund at the same time it adopts the General Fund Budget.

Fiduciary Fund Types:

Fiduciary Fund types are used to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds. The funds in this category are the Village's Pension Trust Funds and Agency Funds. ***Annual budgets are not prepared for these fund types.***

- Trust Funds – To account for assets held by the Village in a trustee capacity. The pension trust funds are accounted for in essentially the same manner as proprietary funds since capital maintenance is critical.
- Agency Funds – To account for assets held by the Village. The Village retains no equity interest in these funds.

Account Groups:

Account groups are a reporting requirement to account for certain assets and liabilities of the governmental funds not recorded directly in those funds.

Account groups are not funds since they don't reflect available financial resources and related liabilities. Instead, they are used to establish accounting control and accountability for the Village's general fixed assets and general long-term debt. The following is a description of the account groups of the Village:

- General Fixed Assets - To account for all fixed assets of the Village, except fixed assets of Proprietary Funds.
- General Long-Term Debt – To account for all the outstanding principal balances of any general and special obligation bonds or notes, capitalized leases, installment purchases, and compensated absences of the Village, except long-term obligations of Proprietary Funds.

Budgetary Basis

The basis of budgeting refers to the period when revenues and expenditures are recognized in the funds and reported on the financial statements. The only two funds for which operating budgets are prepared are the General Fund (Governmental Fund) and the Country Club (Proprietary Fund).

The budget is adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) with the following exceptions:

- Depreciation expense is not budgeted
- Expenditures for principal payments on outstanding debt are budgeted as expenses
- Capital Outlay purchases are budgeted as expenses
- Compensated absences are not included in the budget

The GAAP basis of accounting for governmental funds is the modified accrual basis of accounting. Briefly, this means that revenues are recognized when they become measurable and available. Measurable means that the dollar value of the revenue is known. Available means that it is collectible within the current period, or soon enough after the end of the current period to pay off liabilities of the current period.

Significant revenues that are considered to be measurable and available under the modified accrual basis of accounting are property taxes, utility taxes, franchise fees, intergovernmental revenues and charges for services received within approximately 60 days of the end of the fiscal year. Expenditures are recorded when a related fund liability is incurred; however, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

For financial statement purposes, the Proprietary Fund is accounted for using the full accrual basis of accounting. Revenue is recognized when earned and expenses are recognized when they are incurred. For budgetary purposes, this fund is presented on the cash basis, i.e. depreciation and amortization are not budgeted, while capital purchases and debt service payments are.

The Village maintains budgetary controls at the fund level by the encumbrance of estimated purchase amounts. All appropriations lapse at year end; however, encumbrances specifically designated to be carried over to the subsequent year are reported as assigned fund balance on the balance sheets as of September 30th and re-appropriated in the following year.

The Comprehensive Annual Financial Report (CAFR) presents the status of the Village's finances on the GAAP basis. In order to provide a meaningful comparison of actual results with the budget, the CAFR presents the Village's operations on a GAAP basis and also shows fund expenditures and revenues on a budget basis for the General and Proprietary funds.

Budgetary Accounting

State of Florida statutes require that all municipal governments establish budgetary systems and approve balanced annual operating budgets.

Budgetary accounting is a management tool to assist in controlling expenses. The procedures for establishing budgetary data are as follows:

- In July of each year, the Village Manager submits a proposed operating budget to the Council for the next fiscal year commencing the following October 1st. The proposed budget includes expenditures and the means of financing them. The Village also advises the County Property Appraiser of the proposed millage rate and the date, time and place of the public hearing for budget acceptance.
- Two Public hearings are conducted to obtain taxpayer comments.

Upon completion of the public hearings, a final operating budget is legally enacted through the passage of an ordinance. Estimated beginning fund balances are considered in the budgetary process.

The policies listed below are reviewed by staff on an on-going basis. Changes are presented to Village Council for final review and adoption.

Operating Budget Policies:

- The Village will comply with all Federal, State or local legal requirements pertaining to the operating budget. A balanced budget is achieved when the amounts available from taxation and other sources, including amounts carried over from prior fiscal years, equals the total appropriations for expenditures and reserves.
- The Village will employ a structured budget preparation and formulation process that will ensure adequate citizen input and participation.
- The Village will employ a structured expenditure and revenue forecasting system to allow for effective financial planning.
- Essential services will receive first priority for funding. The Village will attempt to maintain current service levels for all essential services.
- The Village will identify low priority services for reduction or elimination, if necessary, before essential services.
- The Village will consider the establishment of user fees as an alternative to service reductions or elimination.
- The Village will pay for all current expenditures with current revenues.
- The Village will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses.
- The budget will provide for adequate maintenance and repair of capital plant and equipment and for their orderly replacement.
- The budget will provide sufficient funding to cover annual debt retirement costs.
- The budget will provide for adequate funding of all pension plans, as determined by the Village's actuary.
- The Village will maintain a budgetary control system to ensure adherence to the budget and will use a budget/encumbrance control system to ensure proper budgetary control.
- The Village administration will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
- Where possible, the Village will integrate service levels and performance measures within the budget.

- The goal of the enterprise fund operation is to be self-supporting and to pay administrative and other appropriate service charges to the General Fund for administrative support.
- The total number of employment positions approved in the annual operating budget may not be exceeded without prior approval of the Village Council.
- The Village will annually seek the Distinguished Budget Presentation Award offered by the Government Finance Officers Association (GFOA)

Fund Balance and Reserve Policies:

- The Village will establish an adequate fund balance in the General Fund to indicate that it is in sound financial condition. This reserve will be maintained at a minimum level of 35% of current year general fund budgeted expenditures, unless otherwise determined by the Village Council.
- Fund Balance will only be used for expenditures that are either non-recurring in nature or that have a benefit period longer than one operating period, unless otherwise determined by the Village Council. Village Council approval is necessary for this type of expenditure.
- Maintain a contingency reserve in the General Fund and the Country Club Fund to address unexpected needs that occur throughout the year, subject to approval by the Village Council.

Revenue Policies:

- The Village will take active measures to encourage economic development, thereby developing a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source.
- The Village will establish user charges and fees at a level closely related to the full cost of providing the services (i.e. direct, indirect and capital costs); taking into consideration similar charges/fees being levied by other organizations.
- The Village will aggressively seek Federal and State grant and capital improvement funds and evaluate future local fiscal impact.

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Debt Policy:

- The Village Charter and the Constitution of the State of Florida do not provide for a legal debt limit. However, in making or providing of capital improvements, The Village shall not incur a general obligation debt requiring the full faith and credit and taxing power of the Village that exceeds five (5%) of the property tax base of the Village. ***The Village has no general obligation debt outstanding.***
- The Village will analyze the impact of debt service on total annual fixed costs before any long-term debt is issued.
- Any loan obligation above \$500,000 shall require review and comment by the Village's Audit Committee prior to Council Action.
- The Village will not use proceeds from long-term debt for current, on-going operations. Long-term borrowing will be confined to capital improvements too large to be financed from current revenues.
- The Village will utilize the form of borrowing that is most cost-effective, including not just interest expense but all costs, including upfront costs, administrative and legal expenses, prepayment penalties, and reserve requirements.

Cash Management/Investment Policies:

- The Village will deposit funds only in financial institutions which are qualified public depositories pursuant to Sate of Florida Statutes, Chapter 280, and "Florida Security for Public Deposits Acts."
- The Village will insure timely deposit of all collected revenues.
- The Village will maintain a prudent cash management and investment program in order to meet daily cash requirements.
- The Village will follow its adopted investment policy when handling public funds.
- The Village will pool cash from each eligible fund for investment purposes.

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Accounting, Auditing & Financial Reporting Policies:

- An independent audit will be performed annually, including the issuance of a management letter.
- The Village administration will promptly evaluate the audit management letter recommendations, determine the proper actions in response to these recommendations and complete, within established time frames, all actions that correct or otherwise resolve the matters included in the management letter.
- The Village will produce financial reports in accordance with Generally Accepted Accounting Principles (GAAP).
- The Village Council will be provided monthly with budget reports comparing actual versus budgeted revenue and expense activity.
- The Village will annually seek the Certificate of Achievement for Excellence in Financial Reporting award offered by the Government Finance Officers Association (GFOA).
- The Village will maintain the highest level of accounting practices consistent with generally accepted accounting principles (GAAP) promulgated by the Government Accounting Standards Board (GASB).

Capital Improvement Plan Policies:

- The Village will adopt the first year of a multi-year plan for capital improvements, update it annually and make every attempt to complete all capital improvements in accordance with the plan.
- The Village will coordinate the development of the CIP budget with the development of the operating budget to ensure future operating expenditures and revenues associated with new capital improvements will be projected and incorporated into the current and future operating budgets.
- The Village will maintain its physical assets at a level adequate to protect the Village's capital investment and minimize future maintenance and replacement costs.
- In making or providing of capital improvements, The Village shall not incur a general obligation debt requiring the full faith and credit and taxing power of the Village that exceeds five (5%) of the property.

Debt Administration

FY 2021

The Village has limited its borrowing to prudent levels that are able to be covered through existing revenue and cash flow projections. The Village utilizes debt financing on large expenditures for capital projects. When establishing debt, there are a number of factors to be considered in the process. These factors include:

- the long-term needs of the Village
- the amount of resources available to repay the debt

There are a few ways for the Village to achieve debt financing. The Council considers the asset's useful life and current economic conditions to determine the appropriate financing instrument. Some financing options available to the Village include:

- bank loan
- lease agreements (capital lease or operating lease)
- inter-fund loan
- issue special revenue bonds (pledged by a specific revenue source and limited by available revenue)
- issue general obligation bonds (require voter referendum approval)

The Village Charter and the Constitution of the State of Florida do not provide for a legal debt limit. However, in regards to capital improvements, the Village has adopted a policy to limit general obligation debt (*debt pledging payment from ad valorem taxes which must be approved by referendum*) to an amount that does not exceed five (5%) percent of the property tax base of the Village. For Fiscal Year 2020-2021 this would amount to \$121 million (tax base of \$2.4 billion) in available general obligation debt. *The Village has no outstanding General Obligation debt.*

Outstanding Debt

The Village has two loan obligations and an inter-fund loan outstanding. In addition, The Village has entered into capital lease agreements for the purpose of financing the purchase of vehicles. A brief description of each outstanding debt instrument and its annual debt service requirement to maturity is listed below:

General Fund:

The General Fund has one loan obligation and capital lease agreements for financing the purchase of vehicles.

Bank Loan:

In March 2017, a \$15 million loan was secured to finance the cost of constructing and equipping a new country club clubhouse. The loan has a fifteen (15) year term.

The transaction consists of two loans: (1) one tax-exempt loan in an amount not to exceed \$8.9 million with an interest rate of 3.19% and a maturity date of June 1, 2032; and (2) one taxable loan in an amount not to exceed \$6.1 million with an interest rate of 3.78% and a maturity date of June 1, 2025. The tax-exempt loan is pre-payable without penalty after June 1, 2025. Also, the loan requires that the debt shall be repayable from legally available non-ad valorem revenues. Annual debt service requirements to maturity are as follows:

<u>Year Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$865,000	\$426,794	\$1,291,794
2022	900,000	394,097	1,294,097
2023	935,000	359,981	1,294,981
2024-2028	5,190,000	1,278,397	6,468,397
2029-2032	4,790,000	388,064	5,178,064
Total	\$12,680,000	\$2,847,333	\$15,527,333

Debt Administration

FY 2021

Capital Lease:

In Fiscal Year 2021, a total of \$348,000 has been budgeted in the General Fund as the estimated lease payment for its lease programs.

Existing Lease Agreements

Annual debt service requirements to maturity for the existing lease agreements are as follows:

<u>Year Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$223,898	\$57,715	\$281,613
2022	234,827	46,628	281,454
2023	244,539	36,745	281,284
2024	176,530	26,363	202,893
2025	181,962	20,931	202,893
2026	127,065	15,323	142,388
2027	293,119	10,974	304,093
2028	14,880	120	15,000
Total	\$1,496,820	\$214,798	\$1,711,618

Additional Vehicle Lease Agreements (FY 2021):

In Fiscal Year 2021, The Village plans to enter into capital lease programs for the replacement of the following vehicles:

- Three (3) Police Vehicles; and
- One (1) Rear-Load Sanitation Truck

The details of the Fiscal Year 2021 leases are not yet available. For budgeting purposes, an estimated lease payment of \$66,000 has been included in the FY2021 budget.

Country Club:

The Country Club (Proprietary Fund) has two loan obligations: one bank loan and one inter-fund loan.

Bank Loan:

This loan was to finance certain expenditures relating to the municipal golf course and country club. Country Club revenues secure the loan. Annual debt service requirements to maturity are as follows:

<u>Year Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$348,241	\$49,418	\$397,659
2022	362,904	35,255	398,159
2023	378,185	19,974	398,159
2024	195,369	4,074	199,443
Total	\$1,284,699	\$108,721	\$1,393,420

Inter-Fund Loan:

The General Fund advanced \$1.7 million to the Country Club to provide funds for the renovation of the Golf Course. The Country Club Fund will start paying back the loan in the fiscal year ending September 30, 2025, which is after the existing bank loan is paid off.

Fund Balance Overview

FY 2021

Fund Balance is generally defined as the difference between a fund's assets and liabilities. Changes in fund balance are based on the difference between revenues and expenditures for a given fiscal year. An adequate fund balance is necessary for numerous reasons, such as to have funds available in cases of emergencies, unexpected events, cushion economic cycles and special projects. It is also used to maintain or enhance the Village's financial position and related bond ratings, to provide cash for operations prior to receipt of revenues and to maintain investment earnings.

Over past years, the Village has been able to generate healthy reserves through growth management, strategic planning, and cost containment measures. The goal of the Village has been to use surplus reserves in ways that positively affect its financial plan by reducing long-term obligations. The Village does not use surpluses to offset the subsequent year's budget, unless otherwise determined by the Village Council.

GASB 54

The Governmental Accounting Standards Board (GASB) released Statement 54 – “Fund Balance Reporting and Governmental Fund Type Definitions” on March 11, 2009. The Village implemented GASB 54 in its fiscal year 2011 annual financial reports. This statement impacts only governmental funds; it has no impact on proprietary (enterprise) funds or fiduciary funds. The requirements of this statement are intended to improve financial reporting by providing fund balance categories and classifications that will be more easily understood and applied. The categories are more clearly defined to make the nature and extent of the constraints placed on a government's fund balance more transparent by isolating that portion of fund balance that is unavailable to support the following year's budget.

GASB 54 eliminates the previous categories of “Reserved” and “Unreserved” for all Governmental Fund balances, and replaces these with five new reporting categories. These categories create a hierarchy of constraints that control how specific amounts can be spent. The five new reporting categories are as follows:

- Non-spendable – amounts that are not in a spendable form or are required to be maintained intact (inventories, prepaid items, inter-fund loans)
- Restricted – amounts constrained to specific purposes by their providers (debt covenants, grant proceeds)
- Committed – amounts constrained to specific purposes by the government itself (disaster recovery, rate stabilization, insurance, encumbrances)
- Assigned – amounts a government intends to issue for a specific purpose
- Unassigned – amounts that are available for any purpose

General Fund:

The fund balance of the general fund, one of the governmental funds, is of significance because it is the primary fund financing most functions of the Village. It is used by rating agencies as a measure of the financial strength of the government.

The Unassigned general fund balance increased to \$8.18 million during the 2019 fiscal year. The increase is primarily due to the increase in several revenue categories. The Village recently completed the construction of a new clubhouse and the renovation of the golf course. These projects resulted in reduced Country Club revenues due to the closure of both facilities at different times and the need for the General Fund to support debt service associated with the projects until the Country Club returns to full operation. Increasing property valuations and continued state and national economic growth, however, will blunt the impact of these short-term facility closures to the annual financial plan.

Enterprise Fund:

The measure of financial health for the enterprise funds is net assets. Enterprise funds have restricted and unrestricted net assets. So long as net assets are not negative, these funds are self-supporting.

The negative impact in the Village's Enterprise Fund is largely due to the Country Club clubhouse construction and golf course renovation projects. The closure of both facilities disrupted the Country Club's ability to deliver services and resulted in significant revenue loss in the Country Club.

Fund Balance tables for the General Fund and the Enterprise Fund (two major/budgetary funds) are on the following pages. These tables represent the Village's actual fund balances as of October 01, 2019. The actual fund balances for fiscal year 2019-20 will be available upon completion of the Village's annual audit in early 2021. The reserves shown in these tables are based on conservative revenue estimates and one hundred percent (100%) of the budgeted expenditures being expended.

Fund Balance Overview

FY 2021

General Fund

	Actual FY 2017	Actual FY 2018	Actual FY 2019	Budget FY 2020	Budget FY 2021
Beginning Balance	\$ 11,643,878	\$ 13,092,709	\$ 9,243,408	\$ 11,610,816	\$ 11,610,816
Revenues					
Taxes	17,118,361	19,111,504	20,366,831	20,784,521	21,179,961
Licenses & Permits	997,656	1,222,594	1,522,912	1,110,200	1,102,200
Intergovernmental	1,459,577	1,482,113	1,582,512	1,507,239	1,260,736
Charges for Services	2,321,294	2,210,437	2,410,113	2,516,812	1,814,910
Fines & Forfeitures	124,394	90,559	89,247	82,175	99,400
Interest	58,799	112,809	573,095	95,530	218,710
Miscellaneous	157,071	412,519	510,688	27,500	27,880
Total	22,237,151	24,642,535	27,055,398	26,123,977	25,703,797
Expenditures					
General Government	4,395,896	3,689,207	3,607,105	3,489,412	3,363,932
Police and Fire	8,886,615	9,431,609	10,055,573	10,290,842	10,569,018
Public Works	4,406,403	5,065,186	5,041,643	5,540,658	5,714,792
Community Development & Planning	1,197,052	1,435,769	1,542,421	1,773,946	1,658,019
Leisure Services	2,591,846	2,613,659	2,664,684	3,058,612	1,974,036
Debt Service	-	1,293,101	1,714,862	1,553,357	1,640,000
Total	21,477,813	23,528,530	24,626,288	25,706,827	24,919,797
Excess /Deficiency of Revenues Over/Under Expenditures	759,338	1,114,005	2,429,109	417,150	784,000
Other financing sources (uses)					
Capital Lease Acquisition			343,299		
Transfer In/Out, etc.	689,495	(4,963,307)	(405,000)	(417,150)	(784,000)
Net Change in Fund Balances	1,448,833	(3,849,302)	2,367,408	-	-
Ending Balance	\$ 13,092,711	\$ 9,243,408	\$ 11,610,816	\$ 11,610,816	\$ 11,610,816
Components of Fund Balance					
Designated/Reserved					
Undesignated					
Nonspendable	430,721	1,511,733	2,789,826	2,789,826	2,789,826
Restricted	326,311	47,338	61,228	61,228	61,228
Committed	-	-	-	-	-
Assigned	771,711	407,862	582,008	582,008	582,008
Unassigned	11,563,966	7,276,475	8,177,756	8,177,756	8,177,756
Ending Balance	\$ 13,092,709	\$ 9,243,408	\$ 11,610,816	\$ 11,610,816	\$ 11,610,816
Unassigned Fund Balance as a Percent of Original Budget					
Original Budget	21,328,539	23,482,124	27,055,398	26,123,977	25,703,797
Unassigned Fund Balance as a Percent of Original Budget	54.22%	30.99%	30.23%	31.30%	31.82%

Fund Balance Overview

FY 2021

Enterprise Fund

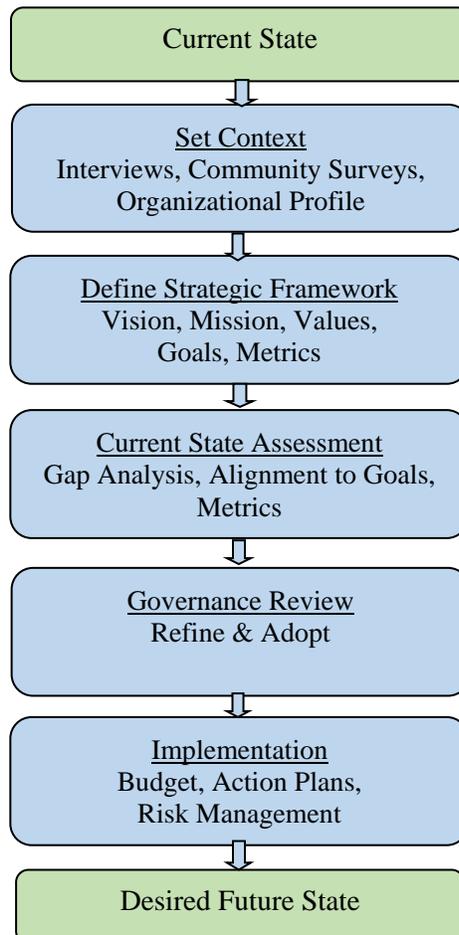
	Actual FY 2017	Actual FY 2018	Actual FY 2019	Budget FY 2020	Budget FY 2021
Beginning Balance	\$ 2,299,147	\$ 2,375,748	\$ 1,731,737	\$ 259,477	\$ 259,477
Operating Revenue					
Greens fee/cart rentals/membership fees	2,302,642	1,743,760	1,011,119	2,610,854	3,149,116
Golf shop revenues	296,119	217,148	109,562	406,000	359,000
Driving range revenues	303,994	276,244	164,020	360,000	335,000
Restaurant revenues	22,300	-	4,611	329,500	305,150
Tennis revenues					685,365
Pool revenues					117,000
Miscellaneous	21,376	17,487	116,999	16,000	19,000
Total Operating Revenue	2,946,432	2,254,639	1,406,310	3,722,354	4,969,631
Operating Expenses					
Golf course maintenance	1,137,008	1,159,940	1,340,158	1,430,000	1,721,600
Golf Shop	996,500	811,741	913,847	1,316,185	1,356,924
Food & beverage	65,579	46,201	23,943	50,000	20,000
Administrative & general	105,462	98,970	62,855	236,301	302,596
Tennis					776,992
Pool					298,494
Insurance	47,469	42,711	27,035	46,555	40,000
Depreciation	327,077	323,964	325,559	-	-
Total Operating Expense	2,799,890	2,551,877	2,769,257	3,549,899	4,957,442
Non-operating revenues (expenses)					
Interest revenue	10,274	13,874	804	-	-
Interest expense	(103,334)	(98,220)	(110,116)	-	-
Other revenues	23,119	-	-	261,234	474,000
Other expenses	-	-	-	(433,689)	(486,189)
Gain/(Loss) on disposal of fixed assets	-	(262,428)	-	-	-
Total Non-operating revenues (expenses)	(69,941)	(346,773)	(109,313)	(172,455)	(12,189)
Excess/Deficiency of Revenues Over/ Under Expenses	76,601	(644,011)	(1,472,260)	-	-
Operating Transfers Out	-	-	-	-	-
Change in Net Assets	76,601	(644,011)	(1,472,260)	-	-
Ending Balance	\$ 2,375,748	\$ 1,731,737	\$ 259,477	\$ 259,477	\$ 259,477
Components of Fund Balance					
Invested in Capital Assets, net of related debt	1,991,168	1,685,269	3,421,893	3,421,893	3,421,893
Unrestricted	384,580	46,468	(3,162,417)	(3,162,417)	(3,162,417)
Ending Balance	\$ 2,375,748	\$ 1,731,737	\$ 259,477	\$ 259,477	\$ 259,477

Recently, as a part of the annual budget development process, the Village introduced the use of a Strategic Plan as a means to articulate the Village’s vision for the community; identify what opportunities and organizational strengths can facilitate, as well as what challenges and organizational weaknesses can hinder, the Village’s ability to achieve the vision; and prioritize strategic initiatives that will achieve the Council’s vision.

Although the Village is in the early stages of developing the strategic planning process, the Council and staff have worked collaboratively over the last two years to continuously improve it and to better ensure alignment of projects and initiatives with the Council’s vision. Ultimately, our main objectives in going through the process to develop a Strategic Plan are to:

- Develop strategic initiatives that achieve the Village Council’s vision for North Palm Beach
- Create alignment in the use of resources – both human and financial – to have their deployment be as cost-effective as possible
- Use the plan to communicate the vision and means to accomplish it to residents and businesses.

Over time, our goal is to develop a structured and robust process in which we’re actively engaging residents from around the Village to share their thoughts about the community with us in order to develop a comprehensive strategy to achieve the Village’s vision, which is to ensure that *“North Palm Beach will be known for our unparalleled amenities and innovative approach to meet the needs of our safe and secure community through continuous improvement in infrastructure and service delivery as identified by our stakeholders.”*



Strategic Framework

The Village's short and long-term success and competitive environment are key strategic issues addressed in the strategic plan. The goal is to establish a strategy that addresses current and future challenges, leverages, advantages and core competencies, and sets the direction of the Village.

The current strategic planning process allows the Village Council and the Management Team to collaboratively develop a strategic blueprint that sets the organizational direction necessary to preserve and enhance the Village's quality of life. The plan articulates the Village Council's vision and values and emphasizes the need to be proactive in order to achieve the mission.

The strategic planning process is the framework by which the Village develops coordinated strategic projects that ensure that available resources are invested, aligned, and advance the Village's goals and objectives. With proper funding and through the deployment of the plan, strategic projects are pursued, tracked and ultimately measured for success.

While the strategic planning process will ultimately result in the alignment of the Village's resources in order to achieve the Village Council's vision for the community, the plan itself will serve as a communication tool to ensure that North Palm Beach residents and businesses understand and can better influence the Village's strategic direction.

Organizational Profile

Vision

The initial step in the strategic planning process is the establishment of a collectively shared vision for North Palm Beach's near-term future:

North Palm Beach will be known for our unparalleled amenities and innovative approach to meeting the needs of our safe and secure community through continuous improvement in infrastructure and service delivery as identified by our stakeholders.

Mission

The mission statement provides the foundation for all remaining portions of the strategic planning process:

We sustain North Palm Beach as the "best place to live under the sun" through:

- Superior services
- Timeless traditions
- Quality amenities

Core Values

The core values of an organization are the values it holds that form the foundation on which it performs its work and conducts itself. They describe how an organization believes it should act, and how those beliefs should be reflected in its actions:

We create exceptional public service through:

- ❖ **Our People**
We care about our people and actively advocate diversity, safety, and personal growth
- ❖ **Continuous Improvement**
We are committed to excellence and professionalism.
- ❖ **Integrity**
We are transparent, honest, ethical, and have mutual respect for all people.

Strategic Analysis**Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis**

A SWOT Analysis focuses on the key internal and external factors that may affect the Village. It's a way of looking at key influences so that you can leverage them to your advantage (Strengths and Opportunities) or mitigate their risks (Weaknesses and Threats). The SWOT is not an end-all in itself. Rather, it is one additional input to help plan the strategy. It does this by identifying potential obstacles to successfully executing the Mission in the achievement of the stated Vision. It may also uncover unseen possibilities or limitations.

During this year's Strategic Planning sessions, a SWOT analysis was conducted as a "cycle of improvement". Input from both the Management Team and Council resulted in the following high-level Strengths, Weaknesses, Opportunities, and Threats:

<p style="text-align: center;">Strengths</p> <ul style="list-style-type: none"> • Village Management • Organizational Culture • Amenities & Recreational Opportunities • Safe & Secure City • Community Involvement • Revenue Generation 	<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none"> • Infrastructure & Facilities • Financial Sustainability • Process inefficiencies • Limited hiring market • Outdated Codes
<p style="text-align: center;">Opportunities</p> <ul style="list-style-type: none"> • Extend Village boundaries / tax-base • Improve service efficiency • Preservation and promotion of community culture • Environment • Business recruitment and Support 	<p style="text-align: center;">Threats</p> <ul style="list-style-type: none"> • Infrastructure • Safety and Security • Environmental: Natural and Man-Made • Support for Commercial Markets • Community Culture • Legislative • Labor Market / Employment • Economic

Strategic Goals

The Village has established eight Strategic Goals that are key to its success in accomplishing its Vision and Mission. These goals specifically address how we best serve our residents, attract businesses and visitors, and continue to keep them satisfied and engaged:

All Neighborhoods as Desirable Places to Live

Any place in the Village will be a place where we and our families would want to live. Neighborhoods should be safe, secure, and provide quality of life.

Mobility

Providing multimodality mobility options throughout the Village including pedestrians, bikes and golf carts.

Financial Sustainability

Allowing the Village to thrive over the long term through a diversified tax-base and management of all organizational resources.

Beautification and Quality of Life

Maintaining and improving Village aesthetics and our standards of services delivered.

Organizational Excellence

Our ongoing efforts to deliver services that fulfill our community's requirements and expectations.

Strong Local Economy

Guiding quality redevelopment to attract new businesses while serving our existing businesses.

Community Outreach

Engaging our community by connecting ideas and services and staying relevant to the community.

Waterways and Recreation

Recognizing our community's essential and unique asset by improving access to and the quality of our waterways. Providing recreation opportunities and amenities for residents.

The Annual Budget has been developed with these goals in mind. The budget goals provide the overall framework for the budget process. Village departments have reviewed their department goals for the upcoming year to assure that the overall long-term Village goals were addressed in their priorities for program, service and facility requests.

continued on next page

Performance Management

Performance Management is the process of creating an environment where employees feel enabled to perform to the best of their abilities. Strategic Planning is the first and primary step in creating that environment. Strategic Planning tools guide decision making and governance for the entire organization.

- The Vision and Mission act as the Village’s “North Star” for long term community character, services, and quality of life
- The SWOT and Strategic Goals act as the “pathway” to achieving the Vision and executing that Mission.
- As new initiatives (projects) are proposed we ask:
 - How well does this align with the Strategic Goals of the Village?
 - How does it help us execute our Mission and promote the successful achievement of our Vision?
 - How does it leverage our strengths, reduce our weaknesses, take advantage of our opportunities, and mitigate the threats to our Village?

Having a clear understanding of proposed projects and their value to the Village help in deciding what new projects move forward and, ultimately, what gets funded and when.

Conclusion

The Village integrates the annual budgeting process with the strategic planning process. The Strategic Plan helps to prioritize how the Village will use current and future resources to achieve identified goals. In this way the strategic plan drives budget preparation decisions and service delivery implementation.

The Village’s ongoing strategic planning process is an affirmation and continuation of a time honored credo that we are the “*best place to live under the sun.*”

The long-range planning for the Village of North Palm Beach is outlined in the following policy documents:

1. The Comprehensive Plan.
2. The Annual Budget.

Comprehensive Plan

The Comprehensive Plan was adopted in 1989, in compliance with the Florida Statutes Chapter 163, Department of Community Affairs. The Plan guides future growth and development and provides an overall vision for the Village. The Plan contains the following elements:

- | | |
|-----------------------|-----------------------------------|
| 1. Future Land Use | 7. Recreation and Open Space |
| 2. Transportation | 8. Intergovernmental Coordination |
| 3. Housing | 9. Capital Improvements |
| 4. Infrastructure | 10. Public School Concurrency |
| 5. Coastal Management | 11. Annexation (Optional Element) |
| 6. Conservation | |

Each element of the plan provides goals, objectives and policies to guide the growth of the Village. Levels of Service (LOS) are also established in the comprehensive plan to ensure that infrastructure and services will be available to accommodate new residential and commercial developments. The LOS analysis and resultant capital expenditures are included in the Capital Improvement element which provides the continuity between the goals and objectives of the Comprehensive Plan and the Annual Budget through the Capital Improvement Plan (CIP). The CIP identifies projects and their associated costs and is reviewed and updated annually in both documents.

Long-Term Financial Plan

The Annual Budget contains a CIP and an analysis of total projected revenues and expenditures for the same time periods as the CIP. The projections assist management in the planning and allocation of resources to achieve the Village Council goals of maintaining a financially secure municipal government.

The long-range financial plan should not be confused with the Village's budget. The budget is the Village's legal authority for spending. The budget focuses on the near-term future; it is very detailed, and it must be balanced between resources and requirements. In comparison, the long-range financial plan has a longer time-frame, is less detailed and is only used to help management develop budget strategies and prioritize the use of limited resources.

The results of the long-range financial plan for the major operating funds (General Fund and Country Club) are provided on the following pages.

Country Club:

The projections are based on the following set of assumptions:

1. 3% annual growth rate during the FY 2021-2025 period
2. Golf Revenues will represent approximately 71% of total Country Club revenues
3. Tennis Revenues will represent approximately 14% of total Country Club revenues
4. Pool Revenues will represent approximately 5% of total Country Club revenues
5. Personnel Costs will represent 34% of total Country Club revenues
6. Operating Costs will represent 56% of total Country Club revenues
7. Capital Outlay will represent the totals shown in the CIP Plan
8. Debt Service requirement will not change

Long Range Planning

FY 2021

Country Club Projections (assumes 3% growth rate)					
Revenues (Sources):	FY 2021 Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected
Golf	\$ 3,843,116	\$ 3,958,409	\$ 4,077,162	\$ 4,199,477	\$ 4,325,461
Food & Beverage	305,150	314,305	323,734	333,446	343,449
Tennis	777,365	800,686	824,707	849,448	874,931
Pool	299,000	307,970	317,209	326,725	336,527.13
Administration	219,000	-	-	-	-
Total Revenue	5,443,631	5,606,940	5,775,148	5,948,403	6,126,855
Expenses (Uses):					
Personnel	1,850,013	1,905,513	1,962,679	2,021,559	2,082,205.93
Operating	3,060,429	3,152,242	3,246,809	3,344,213	3,444,539.80
Capital Outlay	99,500	434,000	-	250,000	-
Debt Service	433,689	433,689	433,689	433,689	447,436
Reserves/Contingencies	-	-	-	-	-
Total Expenses	5,443,631	5,925,444	5,643,177	6,049,462	5,974,182
Net Revenue / Expense	\$ -	\$ (318,504)	\$ 131,971	\$ (101,059)	\$ 152,673

General Fund:

The projections are based on the following set of assumptions:

1. 3% annual growth rate during the FY 2021-2025 period
2. Property Taxes will represent approximately 60% of total General Fund revenues
3. Personnel Costs will represent 66% of total General Fund revenues
4. Operating Costs will represent 24% of total General Fund revenues
5. Debt Service will represent the debt requirement for the Clubhouse loan and the vehicle lease program
6. CIP Transfer will represent the estimated General Fund transfer to CIP as shown in the CIP Plan

Revenues (Sources):	FY 2021 Budget	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected
Property Taxes	\$ 17,367,422	\$ 15,884,947	\$ 16,361,495	\$ 16,852,340	\$ 17,357,910
Other Revenue	8,336,375	10,589,964	10,907,663	11,234,893	11,571,940
Total Revenue	25,703,797	26,474,911	27,269,158	28,087,233	28,929,850
Expenses (Uses):					
Personnel	17,083,228	17,595,725	18,123,597	18,667,304	19,227,324
Operating	6,196,569	6,382,466	6,573,940	6,771,158	6,974,293
CIP Transfer	510,000	525,300	541,059	557,291	574,009
Debt Service	1,640,000	1,819,182	2,003,998	1,987,109	2,035,072
Pool/Tennis Transfer	274,000	200,000	200,000	200,000	200,000
Total Expenses	25,703,797	26,522,673	27,442,594	28,182,863	29,010,698
Net Revenue / Expense	\$ -	\$ (47,762)	\$ (173,435)	\$ (95,630)	\$ (80,848)

Some ways in which the imbalance between revenues and expenditures will be addressed include:

- Actively pursue annexation of adjacent unincorporated areas;
- Optimization and service delivery model reviews;
- Ensure current fees fully cover all Village costs and institute new fees where appropriate (i.e. storm-water infrastructure & maintenance, etc.); and
- Reduce rate of increase in personnel costs



General Fund

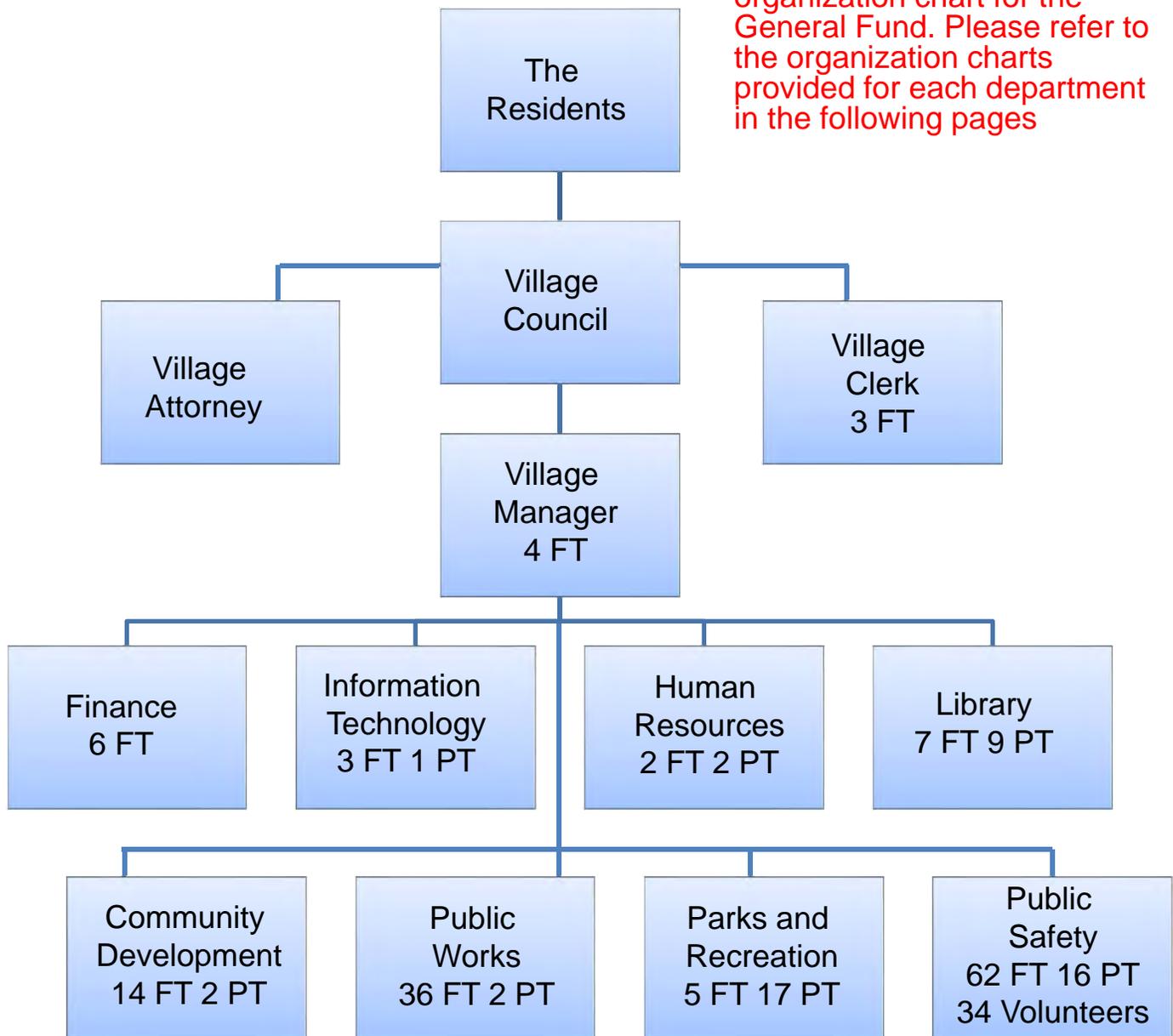


FY 2021

General Fund

FY 2021

This is a combined organization chart for the General Fund. Please refer to the organization charts provided for each department in the following pages



Personnel changes in the General Fund are primarily a result of transferring the Pool & Tennis Operations from the General Fund Budget to the Country Club Budget

Summary	FY 2021	FY 2020	Change
Full-Time	142	146	-4
Part-Time	49	74	-25
Volunteers	34	34	No Change

General Fund Budget Summary

FY 2021

	FY 2021 Budget	FY 2020 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)

①

① Fiscal Year 2018 actual amount includes a transfer of \$3.9 million to the Clubhouse Project

Note: 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 Village's Tennis and 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.

The budget summary above is for the General Fund. Please see the detail on the following pages for explanations on revenues and expenses.



Revenues

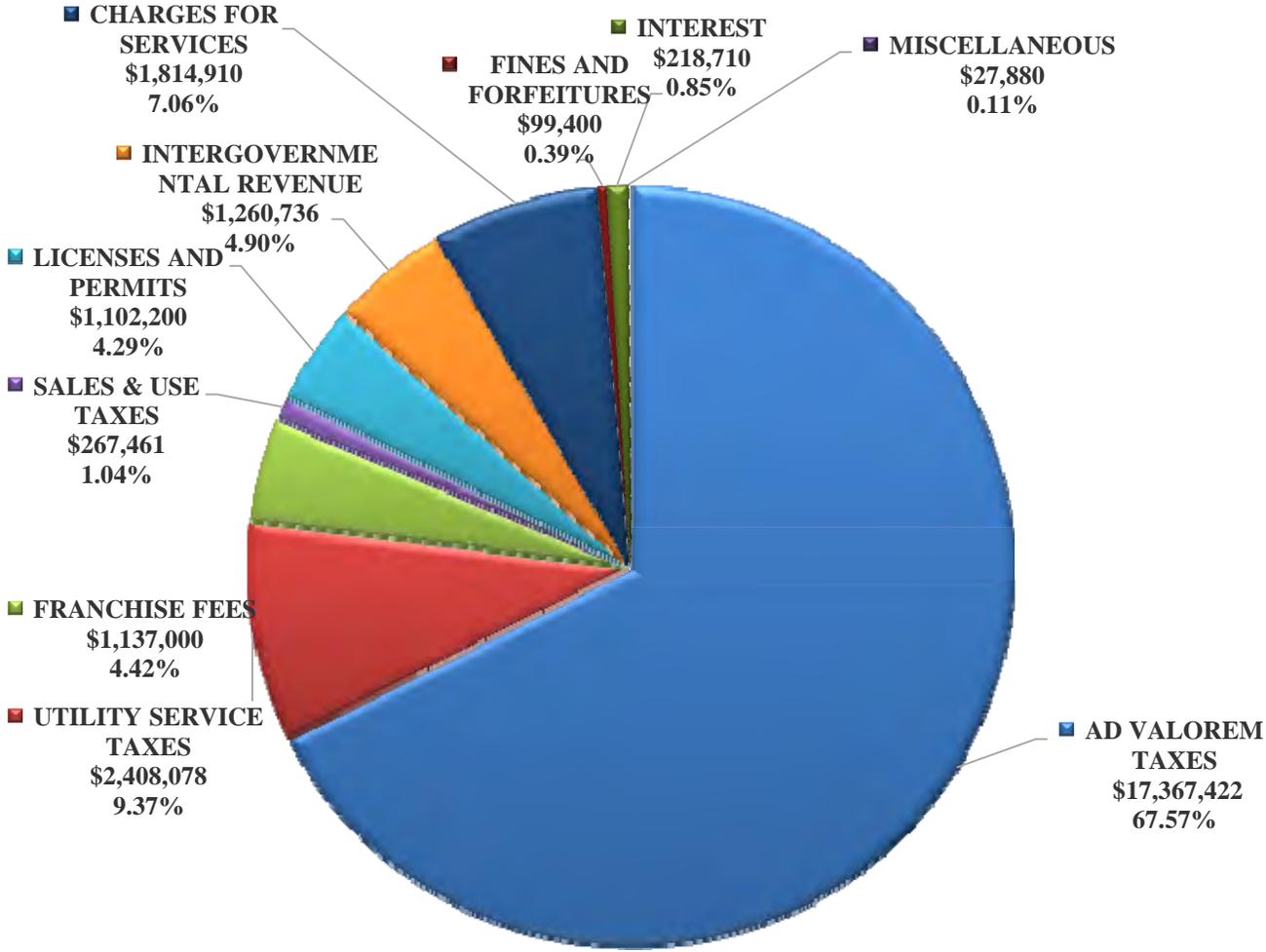


FY 2021

General Fund Revenues

FY 2021

Total Revenues = \$25,703,797



General Fund Revenues

FY 2021

Revenue Analysis

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Taxes:						
Ad-Valorem Taxes	17,367,422	16,736,574	3.77%	630,848	16,185,283	15,003,141
Franchise Fees:						
Electricity	761,000	912,000	-16.56%	(151,000)	965,047	914,132
Gas	30,000	44,000	-31.82%	(14,000)	33,349	37,013
Water	346,000	359,000	-3.62%	(13,000)	354,068	343,134
Utility Service Taxes:						
Electricity	1,234,853	1,200,000	2.90%	34,853	1,295,652	1,312,775
Gas	81,000	81,000	0.00%	0	75,283	82,167
Telecommunication	691,225	727,292	-4.96%	(36,067)	743,173	721,601
Water	401,000	416,000	-3.61%	(15,000)	407,846	395,333
Sales & Use Taxes	267,461	308,655	-13.35%	(41,194)	307,130	302,207
	21,179,961	20,784,521	1.90%	395,440	20,366,831	19,111,504
Licenses & Permits:						
Building Permits	800,000	800,000	0.00%	0	1,209,204	941,772
Developer Fees	15,000	0	0.00%	15,000	18,432	13,340
Occupational Licenses	275,000	300,000	-8.33%	(25,000)	286,577	259,077
Other Licenses, Fees, Permits	12,200	10,200	19.61%	2,000	8,700	8,405
	1,102,200	1,110,200	-0.72%	(8,000)	1,522,912	1,222,594
Intergovernmental						
Shared Revenue						
Other Local Units	20,000	29,500	-32.20%	(9,500)	32,157	38,386
State Shared Revenue						
Local Govt 1/2 Ct Sales Tax	867,267	1,035,759	-16.27%	(168,492)	1,019,421	990,968
State Revenue Share Proceeds	348,469	411,121	-15.24%	(62,652)	405,950	394,485
Other State Shared Revenue	10,000	13,000	-23.08%	(3,000)	23,051	27,882
Other Intergov Revenue	15,000	17,859	-16.01%	(2,859)	101,932	30,392
	1,260,736	1,507,239	-16.35%	(246,503)	1,582,512	1,482,113
Charges for Services						
Community Development	293,200	263,590	11.23%	29,610	318,026	316,639
Library	7,910	2,060	283.98%	5,850	1,967	1,617
Pool	0	100,000	-100.00%	(100,000)	45,479	81,595
Recreation	438,500	435,000	0.80%	3,500	339,629	353,582
Tennis	0	628,512	-100.00%	(628,512)	507,594	436,775
Police & Fire			0.00%			
Ambulance Fees	375,000	360,000	4.17%	15,000	362,204	357,149
Other	129,800	136,800	-5.12%	(7,000)	289,387	142,207
Public Works			0.00%			
Solid Waste Collection	525,000	550,000	-4.55%	(25,000)	535,491	500,752
Other	0	2,000	-100.00%	(2,000)	1,461	9,779
Village Clerk	45,500	38,850	17.12%	6,650	8,874	10,342
	1,814,910	2,516,812	-27.89%	(701,902)	2,410,113	2,210,437

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General Fund Revenues

FY 2021

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Fines & Forfeitures						
Community Development	57,700	43,250	33.41%	14,450	58,752	48,064
Library	3,300	2,925	12.82%	375	3,063	3,634
Police & Fire	38,400	36,000	6.67%	2,400	27,433	38,861
	99,400	82,175	20.96%	17,225	89,247	90,559
Miscellaneous						
Insurance Refunds	0	0	0.00%	0	181,692	239,012
Sales of Surplus	0	0	0.00%	0	256,708	43,977
Other	27,880	27,500	1.38%	380	72,288	129,530
	27,880	27,500	1.38%	380	510,688	412,519
Interest	218,710	95,530	128.94%	123,180	573,095	112,809
Loan Proceeds / Capital Lease Acquisition	0	0	0.00%	0	343,299	0
Inter-fund Transfers	0		0.00%	0	0	0
Total Revenues:	\$25,703,797	\$26,123,977	-1.61%	(\$420,180)	\$27,398,697	\$24,642,535

Explanation of Increase / (Decrease):

The decrease in total General Fund Revenues is primarily due to transferring the Village's Tennis and Pool operations from the General Fund operating budget to the Country Club operating budget as part of the Fiscal Year 2021 budgetary process

General Fund Revenues

FY 2021

This section includes a discussion regarding revenue sources for the Village's FY 2020/21 General Fund Budget (total revenue estimate = \$25,703,797), how much of the total budget it comprises, revenue trends, factors influencing the trends, projections provided by the Florida Department of Revenue and assumptions used in determining the projections.

Ad Valorem Taxes

\$17,367,422

Property taxes are the single largest revenue line item in the General Fund Budget, making up approximately 67.57% of the total budget. The taxable property value increased from \$2.35 billion to \$2.44 billion. At the millage rate of 7.5000 mils, this will generate gross taxes for FY 2020/21 of \$18.28 million. But, due to discounts for prompt payment, state law requires that only 95% of the gross taxes be budgeted as revenue - equating to \$17,367,422.

This class of revenue has historically provided a stable source of revenue and normally displays an increasing trend based on significant new construction and development.

Millage Options:

On May 27, 2020 Palm Beach County notified the Village that the preliminary taxable valuation was \$2,431,930,037. The final taxable valuation received on June 27, 2019 showed a valuation of \$2,437,532,823. This includes \$3,624,034 in new construction.

Based on this final taxable value and current legislation, the millage options, with respect to voting and advertising requirements for FY 2020/21, are discussed in the following paragraphs. Please note that the Village's current millage rate is 7.5000 mils. This rate will remain the same for FY 2020/21.

Methodology for increasing Millage Rate:

As per current tax law (FS 200.185) the Village is required to follow these procedures for FY 2020/21 when setting its millage rate:

7.2247 Mils (Rolled-Back Rate):

A simple majority vote is all that is required to approve the rolled-back millage rate of 7.2247 or less. The rolled-back rate is the rate required to produce the same amount of ad valorem tax revenues this year as the previous year, excluding the effect of new construction. The typical example is that as assessments increase, the millage rate decreases proportionately to equalize the revenues.

7.2248 – 7.4573 Mils (Majority Vote Maximum Millage Rate):

A simple majority vote is also all that is required to approve a rate above the rolled-back rate, up to 7.4573 mils (*This rate is calculated by adjusting the rolled-back rate by the growth in Florida per capita personal income*). However, since this is higher than the rolled-back rate, it must be advertised as a tax increase.

7.4574 – 8.2030 Mils (Two-Thirds Vote Maximum Millage Rate):

A super majority vote is required to increase the millage rate by up to 110% of the majority vote maximum rate.

8.2031 – 10.0000 Mils (Unanimous Vote Maximum Millage Rate):

A unanimous vote is required to increase the millage rate by more than 110% of the majority vote maximum rate. However, this is subject to an overall legal ceiling for municipalities of 10 mils.

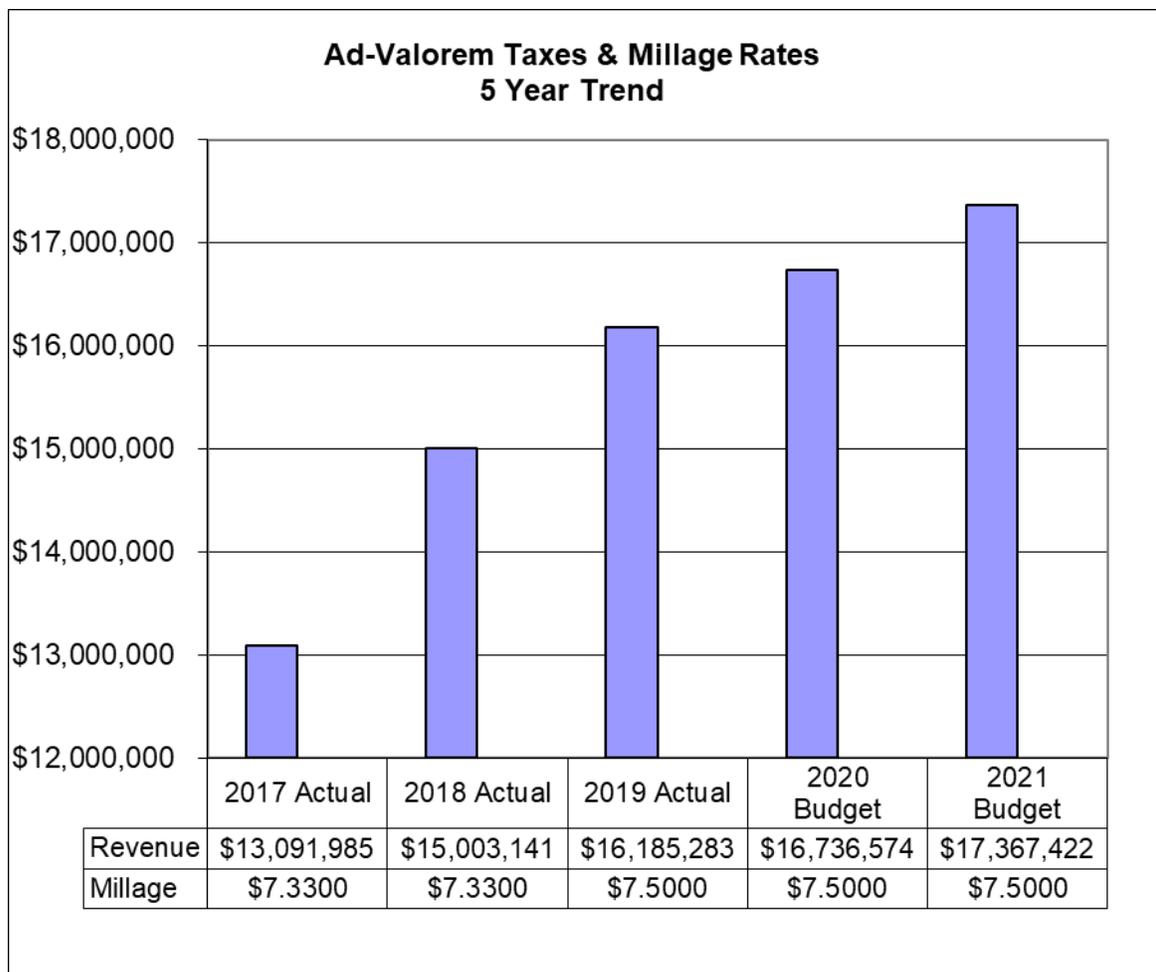
General Fund Revenues

FY 2021

Millage Rate Impact:

The revenue impact of the above millage rates is shown as follows:

Millage Rate	Description	Ad-Valorem Revenue FY 2020/21	Ad-Valorem Revenue FY 2019/20 (as adopted)	\$ Increase / (Decrease)
\$ 7.2247	Rolled-Back Rate	\$16,729,921	\$16,736,574	(\$6,653)
\$ 7.5000	Current Millage	\$17,367,422	\$16,736,574	\$630,848
\$ 7.4573	Majority Vote Maximum	\$17,268,543	\$16,736,574	\$531,969
\$ 8.2030	Two-Thirds Vote Maximum	\$18,995,328	\$16,736,574	\$2,258,754
\$10.0000	Statutory Maximum	\$23,156,562	\$16,736,574	\$6,419,988



General Fund Revenues

FY 2021

Franchise Fees

\$1,137,000

Franchise fees are charges to service providers for an exclusive/nonexclusive right to operate within the municipal boundaries of the Village. The charge is levied on a percentage of gross receipts basis. FY 2020/21 franchise fees represent 4.42% of the total General Fund Revenues. The estimates are prepared based on past experience. The Village has the following franchise fees:

- Electric Franchise Fees (\$761,000):

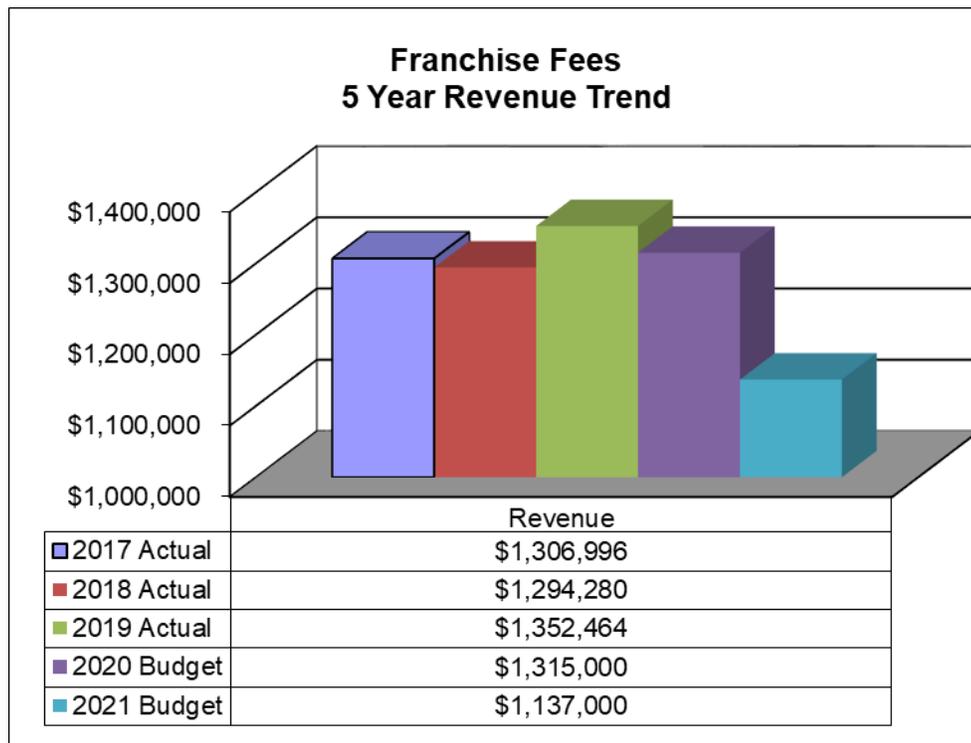
A thirty-year franchise (established by Ordinance No. 14-80 on July 10, 1980 for thirty years) was amended on August 28, 2008 (Ordinance 2008-09). The new agreement requires Florida Power & Light to pay a franchise fee of 5.9% from sales of electricity, with no deductions for ad valorem property taxes or non-ad valorem assessments. Payments are received monthly from Florida Power & Light.

- Gas Franchise Fees (\$30,000):

A thirty-year franchise (established by Ordinance No. 11-80 on May 22, 1980 for thirty years) was amended on June 24, 2010 (Ordinance 2010-08). The new agreement requires Florida Public Utilities to pay a franchise fee of 6.5% from the sale of gas to residential customers within the Village's corporate limits. Payments are received annually from Florida Public Utilities.

- Water Franchise Fees (\$346,000):

A franchise fee of 5% (less 0.7% administrative fees) from sales of water and sewer was established by Ordinance No. 15-1986 for thirty years. Payments are received monthly from Seacoast Utility Authority.



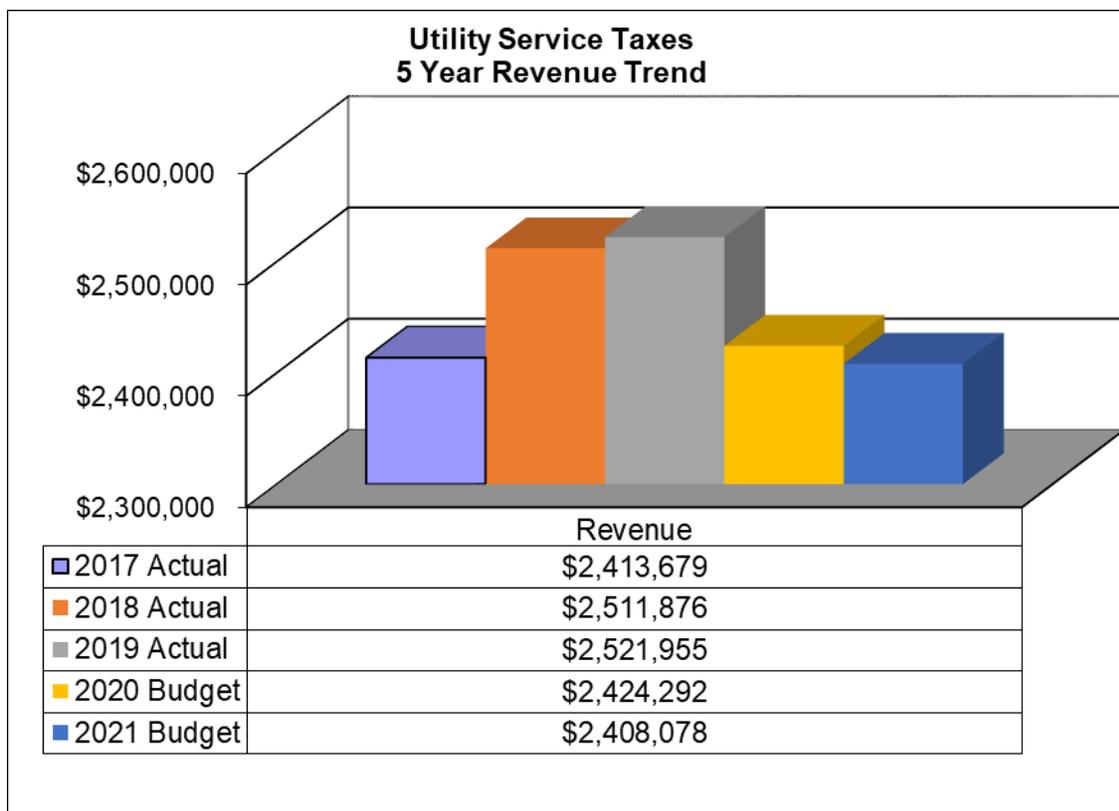
General Fund Revenues

FY 2021

Utility Taxes**\$2,408,078**

Utility taxes are levied on consumer consumption of utility services provided in the Village. The tax is levied as a percentage of gross receipts. Utility taxes represent 9.37% of the total General Fund revenues. The estimates are prepared based on past experience and information received from the utility companies. The Village has the following Utility Service Taxes:

- Electric Utility Tax (\$1,234,853):
The rate is set at 10% of electric sales generated by FPL.
- Water Utility Tax (\$401,000):
The rate is 10% of water service sales generated by Seacoast Utility Authority.
- Telecommunication (\$691,225):
As of 2001 Communications Service Tax (CST) replaced Telecommunications Utility Service Tax, Telecommunications Franchise Fees and Cable TV Franchise Fees. The CST is charged at the maximum rate of 5.22% on all local telephone service through all providers on phone calls originating within the Village and terminating within the state. The CST is collected and distributed by the State of Florida. Revenue estimates are projected by the State to be used by local agencies during budget preparation.
- Gas (\$81,000):
The rate is 10% of natural gas sales.



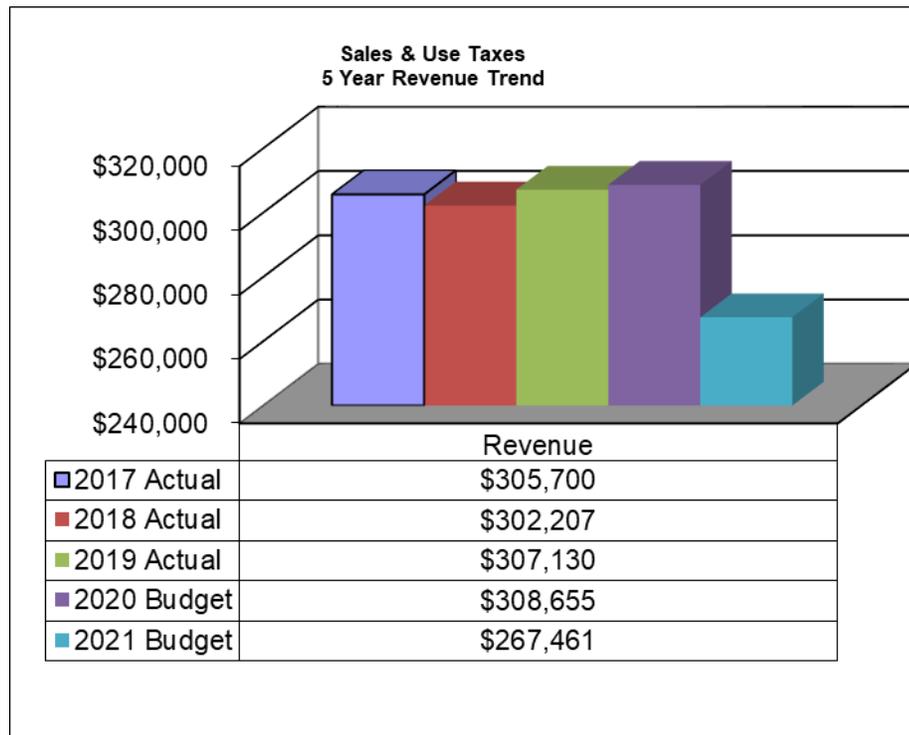
General Fund Revenues

FY 2021

Sales & Use Taxes (Local Option Fuel Taxes)

\$267,461

Gasoline taxes are collected at the state level and distributed by formula to cities and counties. Gas taxes represent 1.04% of the total General Fund Revenues. The estimates are prepared based on information provided by the Florida Department of Revenue and Palm Beach County.



Intergovernmental Revenues

\$1,260,736

Intergovernmental revenue consists of revenues that are received from other governmental agencies. These revenues represent 4.90% of the total General Fund Revenues. The majority of these revenues consist of State Shared Revenues (Local Government Half-Cent Sales Tax, Municipal Revenue Sharing, and Alcoholic Beverage License Fees). Other revenues in this category consist of Federal, State and Local grants and shares of revenue from the county. The budget estimates are provided by the Florida Department of Revenue.

- Local Government Half-Cent Sales Tax (\$867,267):

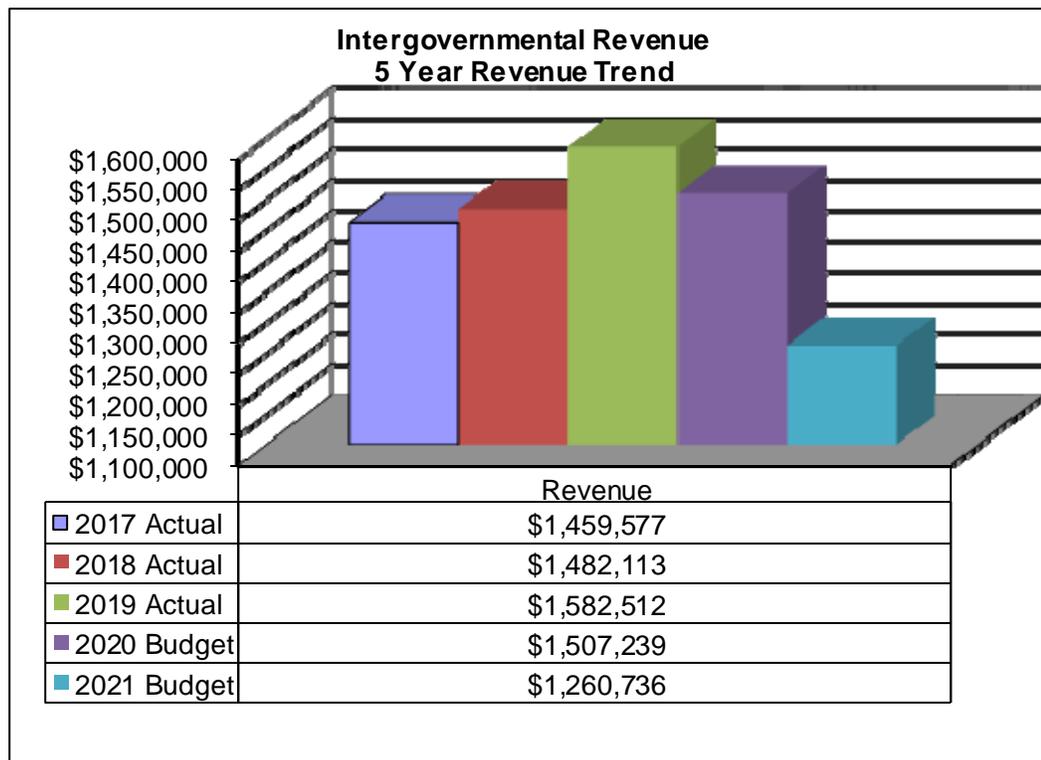
In 1982, the local government half-cent sales tax program was created to provide an additional income for municipalities beyond ad valorem and utility taxes. The budget estimate is provided by the State each year.

- Municipal Revenue Sharing (\$348,469):

The Florida Revenue Sharing Act of 1972 created a revenue sharing trust fund for municipalities in order to ensure revenue parity. An allocation formula serves as the basis for the distribution of these revenues to each municipality that meets strict eligibility requirements. The apportionment factor is calculated for each eligible municipality using a formula consisting of the following weighted factors: municipal population, municipal sales tax collection, and the municipality's relative ability to raise revenues. The budget estimate is provided by the Department of Revenue each year.

General Fund Revenues

FY 2021

**Charges for Services****\$1,814,910**

Charges for Services represent 7.06% of total General Fund Revenues. The budget estimates are based on past experience and are described below:

- Community Development \$293,200
Revenues included in this category are the following: Cell Tower Rent, Protective Inspection Fees, Building Plan Reviews and Non-Domicile Business Registrations.
- Village Clerk \$45,500
The Clerk's office makes available various records and publications and collects the filing fees from candidates for public office.
- Public Works \$525,000
Charge to commercial establishments for collection services. Rates are based on type of business at property and square footage.
- Public Safety \$504,800
Included in this category are items such as Ambulance Fees, Fire Inspection Fees, Alarm Users Permit Fees, Bicycle Registrations, Fire Plan Review Fees and Accident Reports.
Ambulance Fees \$375,000: Fee for ambulance transport provided by the Village. The fee applies to residents and non-residents.
Fire Inspection Fees \$50,000: This fee schedule is detailed in Village Code Article II Sec 12-17. These fees apply to all businesses, commercial and multi-family residential buildings in the Village regardless of ownership.

General Fund Revenues

FY 2021

Fire Plan Review Fees \$20,000: Fees collected for plans review of new projects or existing building modifications

Alarm Users Permit Fee \$23,000: All operating alarms require a permit. The fee is \$25, which is collected once a year.

- Recreation (\$438,500):

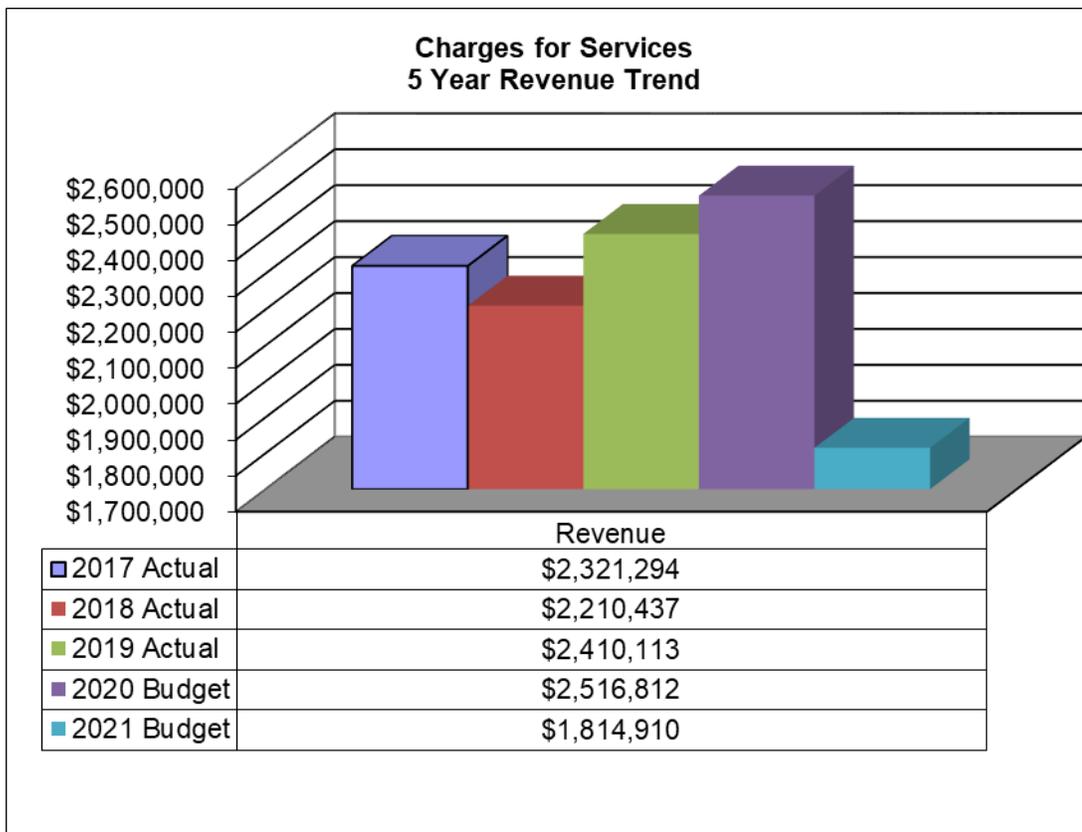
There are various types of charges: Program Fees (including classes, trips and events), Marina and Rental and or/lease. The major types are described below:

Program Fees \$151,000:

This is the amount paid to participate in various classes, trips and events for Recreation. The revenues are offset by an expenditure account in the respective department.

Marina \$204,500:

This includes the amount paid to the Village for wet slip boat dockage, dry storage space and marina ramp usage.



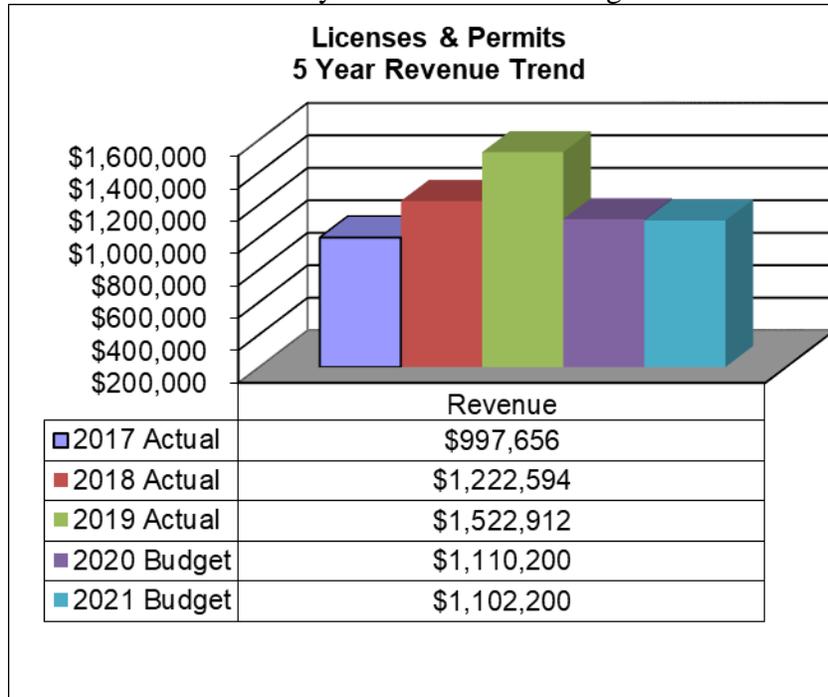
General Fund Revenues

FY 2021

Licenses and Permits

\$1,102,200

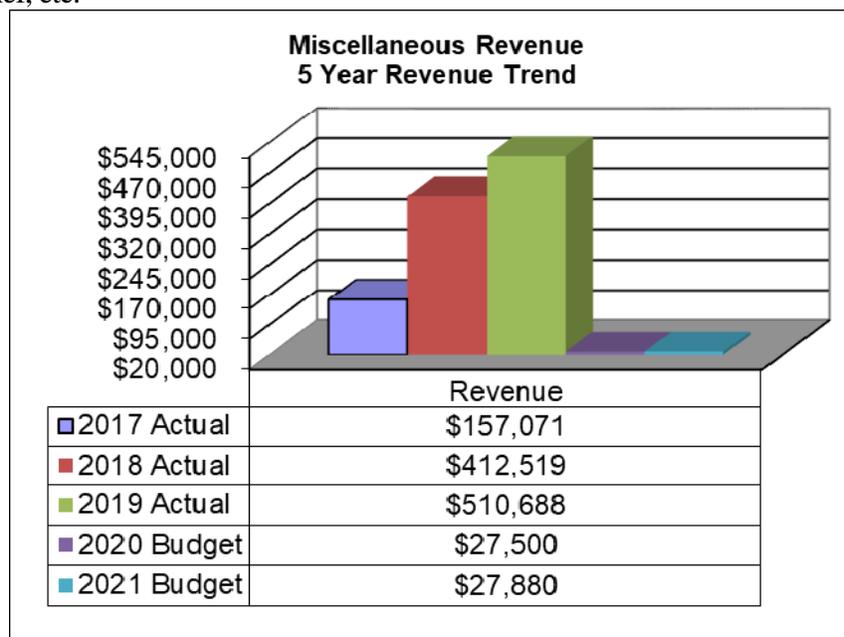
Licenses and Permits consist of Building Permits, Contractor Registration, Village Business Tax Receipts, Zoning & Annexation Fees and Temporary Banner Fees. These revenues represent 4.29% of the total General Fund Revenues. These types of revenues are directly related to the rate of growth and development in the Village.



Miscellaneous Revenues

\$27,880

The miscellaneous revenue classification represents 0.11% of total General Fund Revenues. This classification includes items such as public records requests, requests for bid documents, vending machines, NSF fees, charge card service fees, insurance refunds, sales of surplus, use of developer contributions, use of reserves that have been set aside for future tax relief, etc.



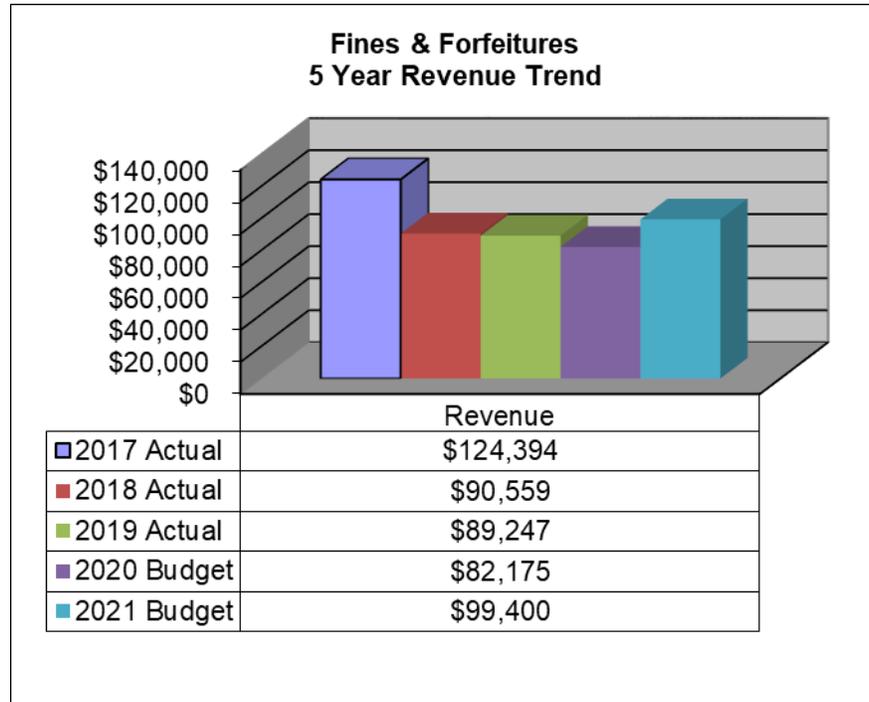
General Fund Revenues

FY 2021

Fines and Forfeitures

\$99,400

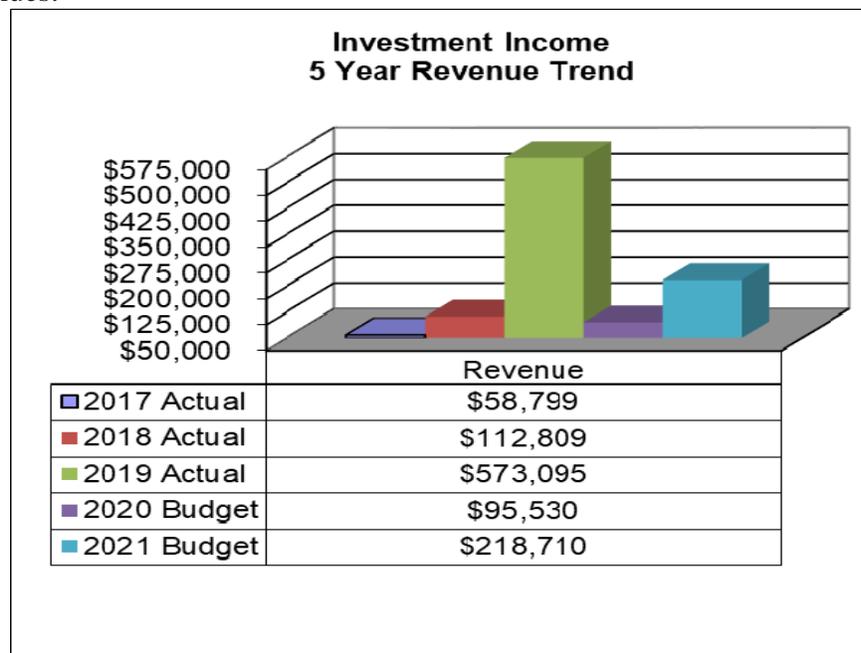
Fines and forfeitures are revenues generated by enforcement and prosecution of municipal ordinances and state statutes. These line items represent 0.39% of total General Fund revenues.



Investment Income

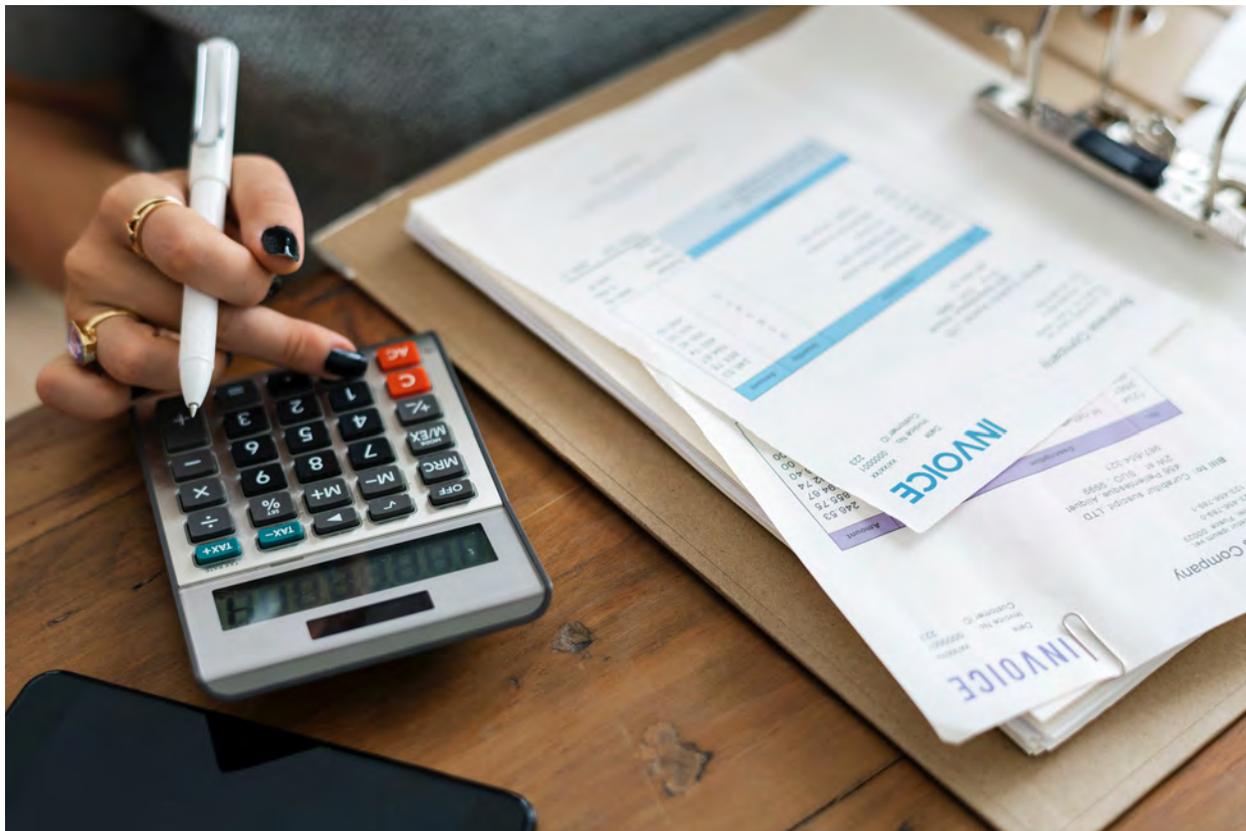
\$218,710

Fund Balances and positive cash flow balances are invested according to the Village's Investment Policies. The interest income is the earnings from these investments. Interest income represents 0.85% of total General Fund Revenues.





Expenses



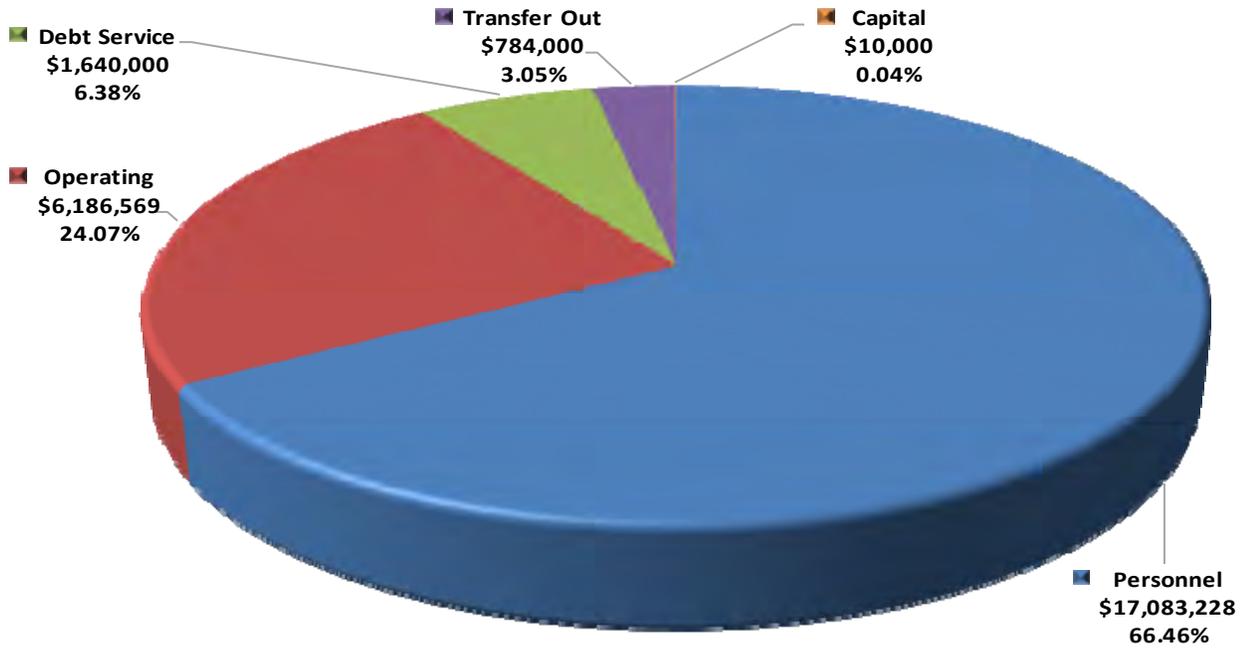
FY 2021

General Fund Expenses

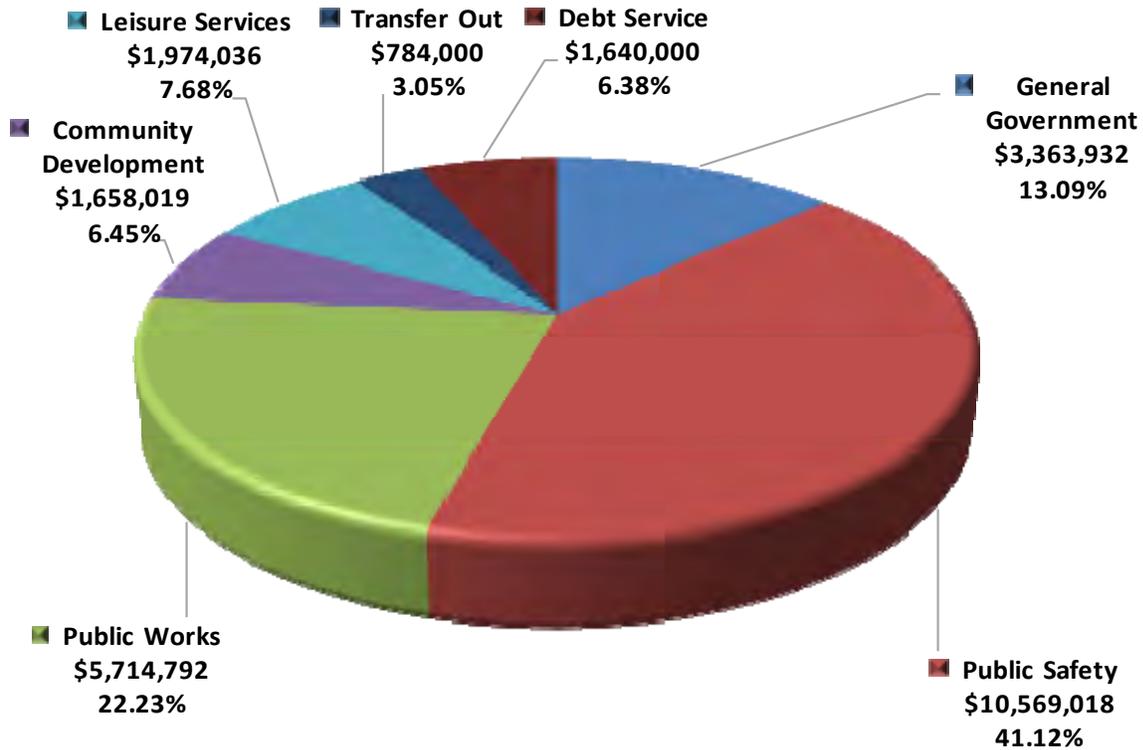
FY 2021

Total Expenses = \$25,703,797

By Category:



By Department:



General Fund Expenses

FY 2021

This section includes a discussion regarding appropriations for the Village's FY 2020/21 General Fund budget (total budget = \$25,703,797), how much of the total budget it comprises, and assumptions used in determining the projections.

Personnel Costs

\$17,083,228

Employee salary and benefits represent 66.46% of the total General Fund Expenses. These costs are allocated on a per employee basis. Assumptions used in budgeting for the major employee costs are discussed below:

Salaries:

Performance based merit increases for non-union personnel are budgeted at an average of 4.0% based on a 0% - 5% scale. Salary increases for union eligible employees (FPE, PBA and IAFF) are budgeted in accordance with the merit increases as negotiated in their collective bargaining agreements.

Retirement:

For the purpose of creating the 2020/21 budget, the estimated annual required employer contributions are shown below. The actual figures will be based on asset returns, actuarial experience and the results of collective bargaining.

All budgeted plan contributions are outlined below:

Pension Plan	Employer Contribution	Employee Contribution
General Employee Pension Plan	12 %	6 %
ICMA-RC Pension Plan	15%	3%, 5%, 10% or 15%
Police and Fire Pension Plan	16%	7% (*)

(*) per terms of collective bargaining agreements

Health Insurance:

Health insurance is budgeted at the employee level for the cost provided by the insurance carrier based on type of coverage.

FICA:

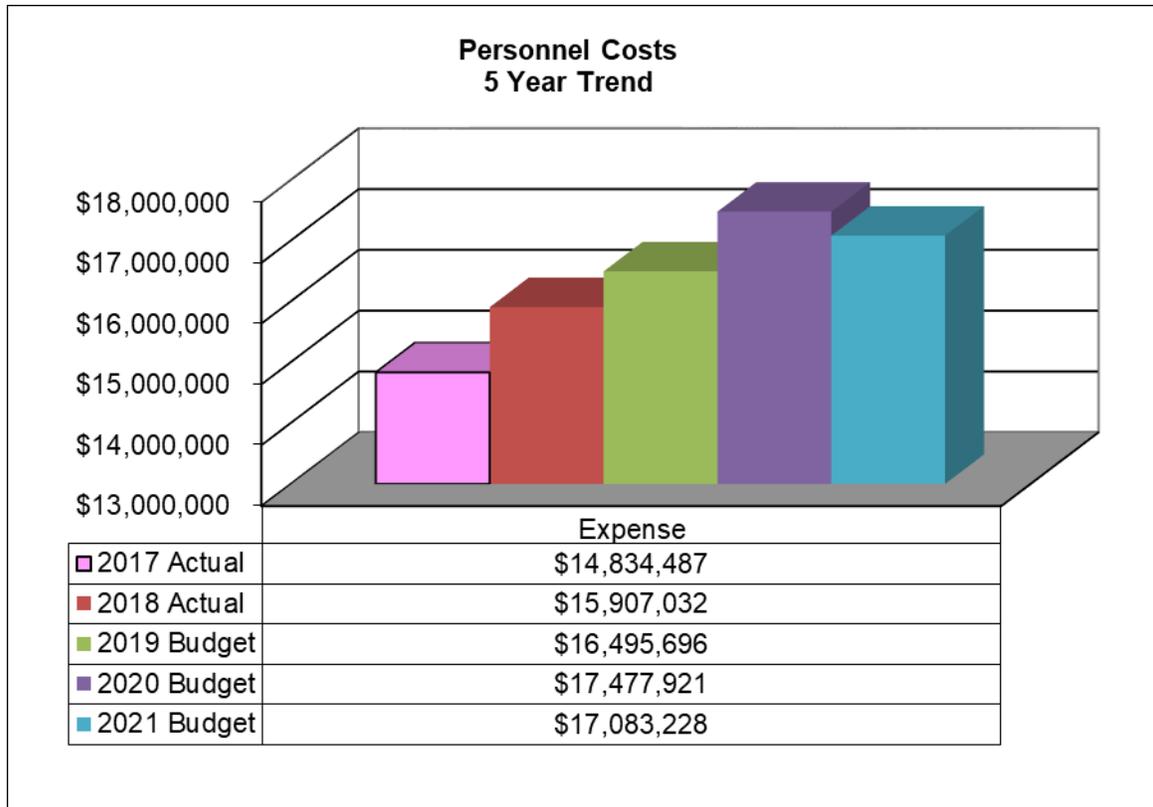
This item was budgeted at 7.65% of payroll.

Worker's Compensation:

This item is budgeted at the employee level for the cost provided by the insurance carrier based on type of position.

General Fund Expenses

FY 2021

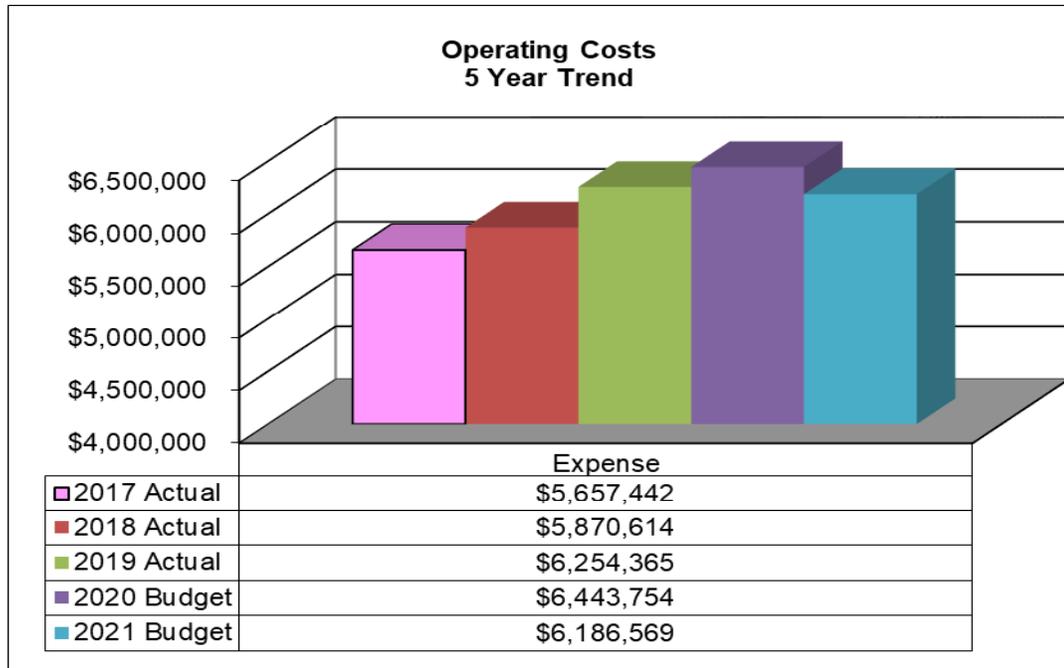
**Operating Costs****\$6,186,569**

Appropriations for each department are budgeted based on past history and the needs of the department. Operating costs represent 24.07% of the overall General Fund Expenses. Some highlights of operating costs are listed below:

- Contractual Services \$2,006,600
- Utilities \$ 543,030
- Legal Fees \$ 160,000
- Materials & Supplies \$ 877,135
- Gas, Oil & Lubricants \$ 237,100
- Repairs & Maintenance \$ 564,000
- Solid Waste Disposal \$ 133,000
- Property/General Liability \$ 300,000
- Professional Services \$ 300,500
- Travel, Training & Conferences \$ 202,997
- Uniforms / Uniform Rental \$ 142,300
- Special Events \$ 98,000

General Fund Expenses

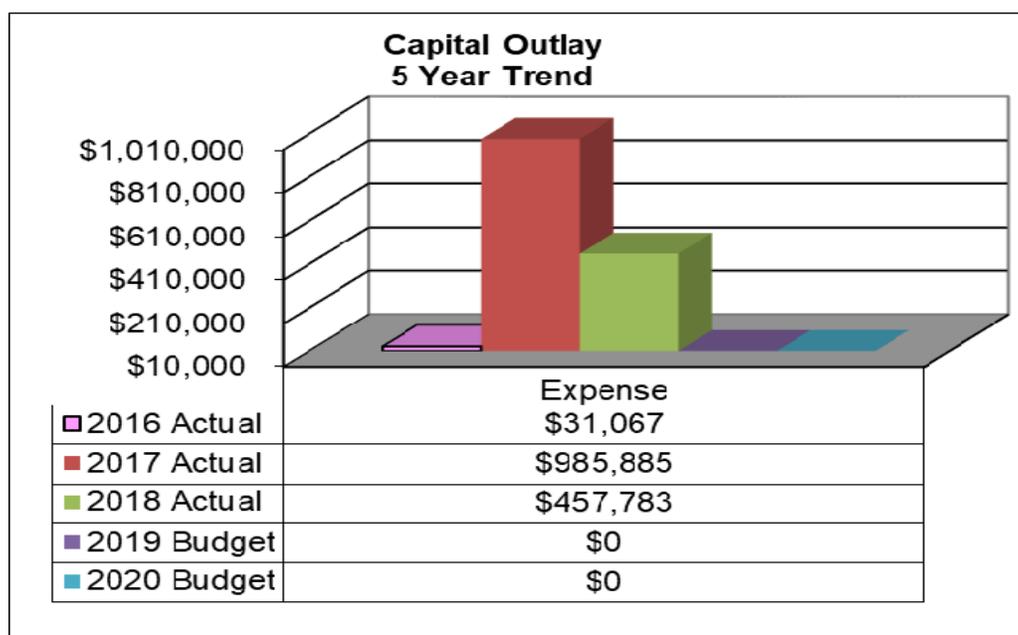
FY 2021

**Capital Outlay****\$10,000**

Capital needs and resource availability are assessed annually through a capital planning process that results in a five-year capital plan. The five-year capital plan includes:

- the cost to furnish and maintain capital facilities and equipment, such as roadways, parks, drainage systems and other valuable infrastructure
- the cost of new and replacement fixed assets, such as vehicles, equipment, hardware/software, etc.

Those items deemed necessary are funded in the respective department's budget; the remaining items are deferred to future years. For FY 2020/21, a total of \$10,000 is budgeted as capital outlay in the general fund budget; all other capital items are funded with either CIP funds, Developer Fees, Infrastructure Surtax Proceeds or Grant Funds.



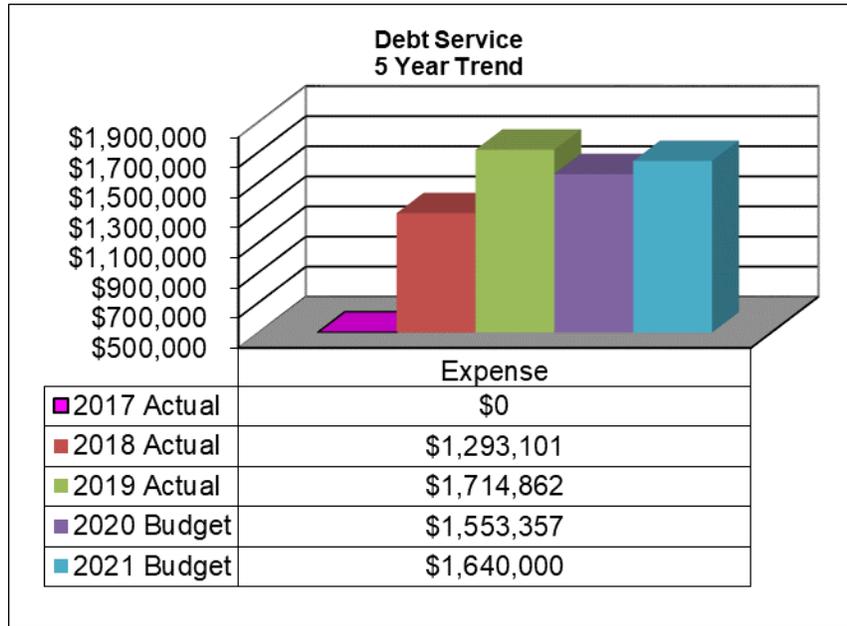
General Fund Expenses

FY 2021

Debt Service

\$1,640,000

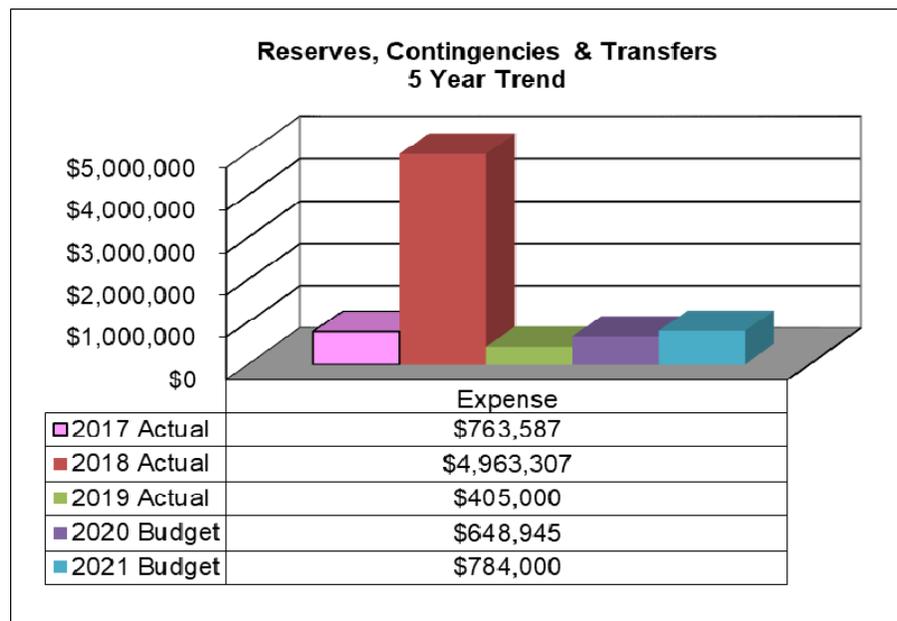
Debt service payments are the series of payments of principal and interest required on a debt over the fiscal year. The FY 2020/21 debt service budget represents 6.38% of the overall general fund budget. The General Fund has one loan obligation and capital lease agreements for the purpose of financing the purchase of vehicles.



Reserves, Contingencies & Transfers

\$784,000

This category includes items such as contingency and transfers to other funds. For the FY 2020/21 budget, this category represents 3.05% of the overall general fund budget. An appropriation of \$510,000 is to be transferred to the Capital Projects Fund to finance the General Fund’s Capital Improvement Plan and an appropriation of \$274,000 is to be transferred to the Country Club to finance the Pool & Tennis operations.



General Fund Operating Highlights

FY 2021

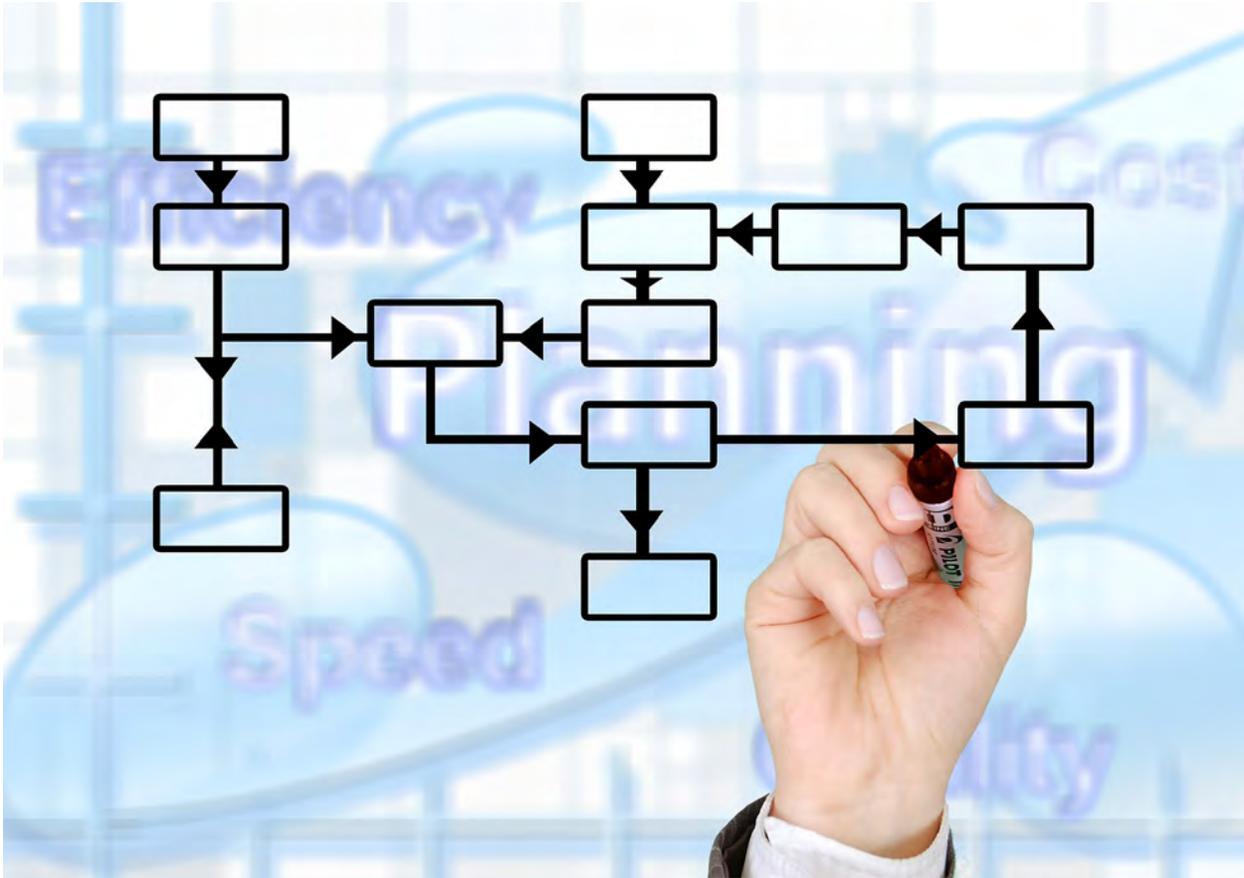
Description		Amount
Contractual Services		\$ 2,006,600
	* Maintenance Contract (Landscaping/Field Clay/Bermuda Grass)	739,469
	* Consolidated Dispatch	448,246
	* Community Development Lease Agreement	58,702
	* Custodial Services	149,000
Utilities		543,030
	* Electricity	288,500
	* Gas	3,360
	* Telephone & Data	107,640
	* Water & Sewer	143,530
Materials & Supplies		877,135
	* Materials & Supplies	594,445
	* Office Supplies	43,450
	* Computer Supplies	59,240
	* Auto Parts Supplies	180,000
Property/General Liability		300,000
Recreation Program Expenses		144,000
Gas, Oil & Lubricants		237,100
Repairs & Maintenance		564,000
	* R & M Automotive	92,500
	* R & M Building & Grounds	222,500
	* R & M Machinery & Equipment	49,000
	* R & M P.A. & Communication Systems	34,000
	* R & M Irrigation System	50,000
	* R & M Sidewalk Replacement	20,000
	* R & M Storm Drainage System	20,000
	* Street Striping	25,000
	* Tree Trimming	25,000
	* Exterminating	20,000
Legal Fees		160,000
Solid Waste Disposal		133,000
Uniforms / Uniform Rental		142,300
Travel, Training & Conferences		202,997
Special Events		98,000
Professional Services		300,500
	* Residential Code re-write	75,000
	* Recreation Needs Assessment	50,000
	* Grant Management Services	20,000
	* US1 Irrigation Replacement Plan	15,000
	* Building Inspection Services	25,000
	* PCI inventory / report	25,000
	* Strategic Planning	20,000
	* EMS Director Fee	14,400

Total Fiscal Year 2020-2021 Operating Costs

\$ 6,186,569

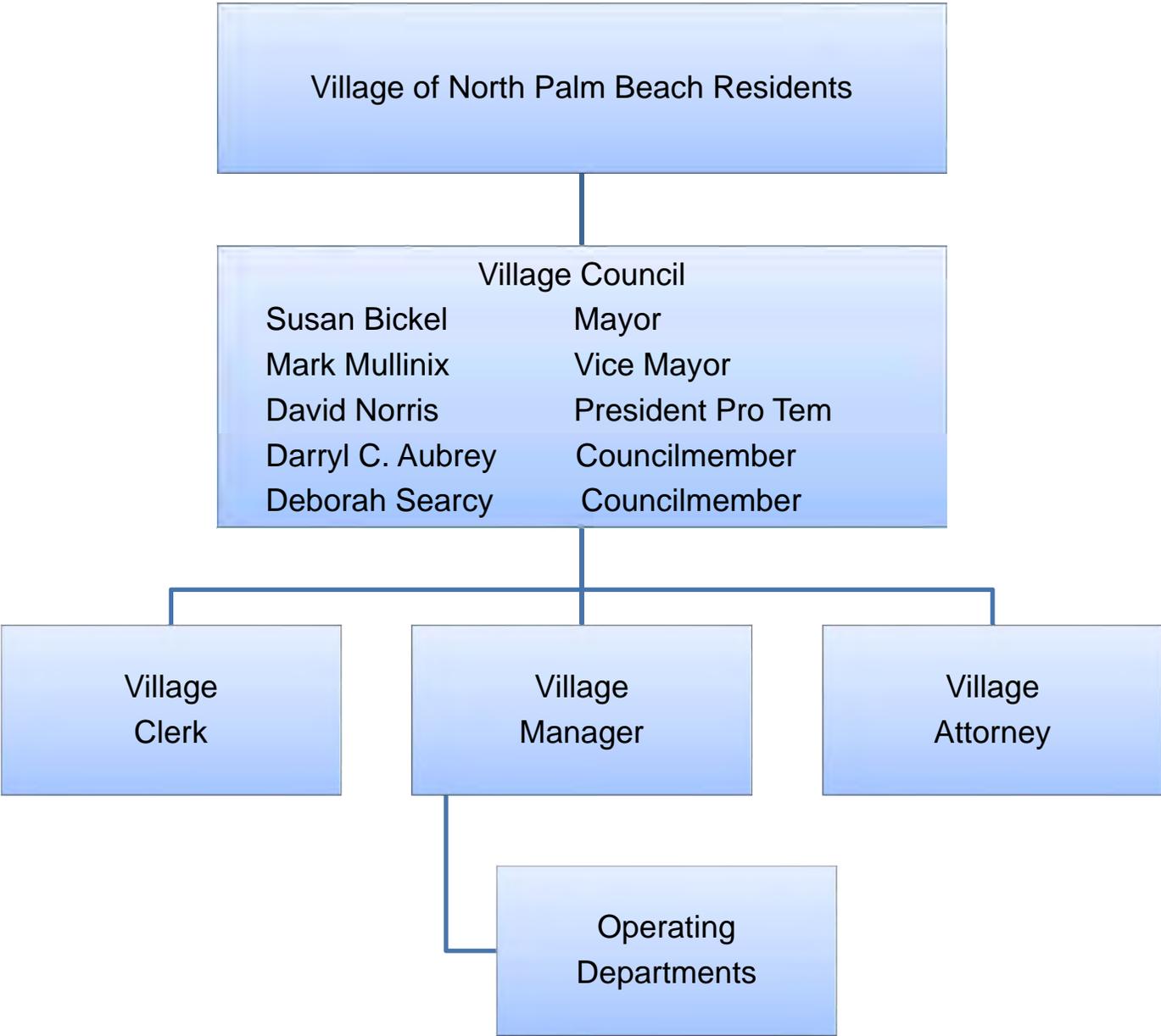


Department Summaries



FY 2021

Village Council FY 2021



Mission Statement

It is the mission of the Village Council to provide the highest quality of service to the residents of North Palm Beach in the most efficient, effective, and fiscally responsible manner by providing sound, clear policy guidance that encourages, promotes, protects, and improves the welfare of the Village of North Palm Beach, ensuring that North Palm Beach remains “the best place to live under the sun.”

Service Levels Narrative

Serving as the legislative branch of Village government, the Council is comprised of five (5) officials elected Village-wide serving two-year terms each. Councilmembers in Groups 1, 3 and 5 are elected in even years and Groups 2 and 4 are elected in odd years. At the first Regular Session after the March election, the Council selects a Mayor, Vice Mayor, and President Pro Tem. The Village Council meets on the second and fourth Thursday of the month and holds other meetings as needed to conduct the business of the Village.

The general election was held on March 17, 2020. A total of four candidates qualified for the election. Deborah Searcy was re-elected without opposition as the Group 1 councilmember, Darryl Aubrey was re-elected as the Group 3 councilmember and Mark Mullinix was re-elected without opposition as the Group 5 councilmember; each will serve a two-year term. Council officers were appointed on April 9, 2020. Mayor Susan Bickel, Vice Mayor Mark Mullinix, and President Pro Tem David Norris will hold office until March 11, 2021. The next municipal election will be held on March 9, 2021 to elect councilmembers in Groups 2 and 4.

Councilmembers stay well-informed about pending legislation through the Florida League of Cities (FLC), Palm Beach County (PBC) League of Cities, and communications with federal, state, and local officials. The Village’s elected officials in the Florida Legislature, Senator Bobby Powell, District 30, and Representative Rick Roth, District 85, provide an annual update at a Village Council meeting following the conclusion of the legislative session. Councilmembers represent the Village of North Palm Beach on the following state and local committees:

- FLC Energy, Environment & Natural Resources Committee;
- North County Governmental Committee;
- Treasure Coast Regional Planning Council;
- Lake Worth Lagoon Initiative Steering Committee; and
- Northlake Boulevard Corridor Task Force.

Councilmembers attend monthly meetings of Village Boards and Committees on a rotation basis in order to remain apprised of the recommendations and activities of Board members.

The Council establishes Village goals and objectives in its annual budget and evaluates services and projects throughout the year. The Council annually establishes tax millage rates and service fees.

continued on next page

Current Year Accomplishments

During Fiscal Year 2020, the Council enacted legislation, set policies, and approved projects and expenditures that met its goals and objectives, and provided for the health, safety, and welfare of Village residents.

- Established and adopted the Village's operating millage rate at 7.5000 mils.
- Worked with Trainnovations, Inc. to rank and prioritize Strategic Planning goals.
- Continued and completed the North Palm Beach Country Club clubhouse project: purchased equipment and contracted for the installation of a pool chiller, fencing and a cement pad for the swimming pool; purchased the refurbishment of a mobile canopy for the golf course driving range; contracted for concrete removal and installation of a golf cart path; contracted for a force main relocation, installation of an ADA compliant sidewalk and installation of an employee parking lot; contracted for design and build services for a new Country Club marquee sign. The grand opening of the new Country Club took place on December 21, 2019.
- Appropriated \$200,000 to provide matching funds for a \$400,000 grant from the Florida Department of Environmental Protection for the receipt of Land Water Conservation Grant Funds to be used for the Anchorage Park Phase Four Project.
- Upgraded and repaired Village facilities by reconstructing the Evidence Room and replacing the gates at the Public Safety building; purchased outdoor fitness equipment for the Community Center and made roof repairs to the Osborne Park building and the Library.
- Approved two capital lease programs for multi-department vehicles and one Fire Rescue vehicle.
- Protected the public health, safety, and welfare of residents through the Police Department's continued participation in the PBC LEX information sharing project, an emphasis on community policing efforts including the Neighborhood Enhancement Team (NET is comprised of the Police Department, Fire Department, Community Development Department, Public Works Department, and Administration); contracted for stormwater repairs for various residential streets; and sidewalk repairs that eliminated 656 trip hazards.
- Enacted amendments to the Village Code of Ordinances to implement changes to the retirement benefits resulting from Collective Bargaining with the Unions representing the Village's firefighter and police office employees, updated existing procedures to reference the Special Magistrate and adopted a new "Chronic Nuisance Abatement Property Code", to identify and address properties that are not properly managed and/or maintained and which negatively impact both adjacent properties and the health, safety and welfare of the Village, amended the Prosperity Harbor North Planned Unit Development by modifying the regulations applicable to docks and piers on intracoastal lots, and adopted the North Palm Beach Civil Rights Act.

continued on next page

Village Council

FY 2021

Strategic Goals and Projects

The Village Council has given highest priority to the following projects under specific strategic goals:

Strategic Goal: All Neighborhoods as Desirable Places to Live

Project Category: Neighborhood Projects

- a. Development of a Waterfront Master Plan

Project Category: Code Rewrites

- a. Review, revise and update Residential Zoning Codes

Project Category: Infrastructure

- a. Implement new LED street and pedestrian lighting

Strategic Goal: Community Outreach

Project Category: Master Plan: Program

- a. Village marketing and branding program

Strategic Goal: Strong Local Economy

Project Category: Code Rewrites

- a. Develop a form-based code to encourage redevelopment consistent with the Master Plan

Project Category: Economic Initiatives

- a. Commercial Business Initiatives: Development of recruitment and retention strategies for businesses
- b. Twin City Mall redevelopment

Project Category: Master Plan: Programs

- a. North Palm Beach and Palm Beach Gardens coordination for Congress Avenue Industrial District

Strategic Goal: Improve Mobility

Project Category: Roadway Projects

- a. Policy decision for lane repurposing of US1 in accordance with Master Plan
- b. Develop plan for Alley Improvements, maintenance and multi-purpose design
- c. Lighthouse Drive bridge replacement and traffic calming

Strategic Goal: Financial Sustainability

Project Category: Financial

- a. Aggressively pursue Annexation
- b. Sanitation Commercial Fee Structure
- c. Implement a residential fee to support Sanitation operations and vehicle purchases
- d. Develop new fees to reduce reliance on Ad Valorem taxes

Project Category: Stormwater

- a. Stormwater Master Plan

Village Council

FY 2021

Project Category: Country Club

- a. Develop CIP for Golf Course
- b. Country Club Strategic Plan: Ensure viability of Country Club and restaurant; develop Strategic Plan that includes marketing, management and fees
- c. Develop a plan for the establishment of a Country Club Repair and Restoration fund

Project Category: Infrastructure

- a. Undergrounding of power lines, 5G technologies and natural gas

Strategic Goal: Beautification and Quality of Life

Project Category: Quality of Life

- a. Develop a green/sustainable policy and plan

Project Category: Roadway Projects

- a. US 1 Bridge Replacement Plan
- b. Prosperity Farms Road bridge improvements
- c. East Alleyway wall replacement

Project Category: Organizational Excellence

- a. Code Compliance Process Improvements

Project Category: Code Rewrites

- a. Finalization of the boat and RV ordinance

Project Category: Country Club

- a. Country Club construction-landscaping

Strategic Goal: Organizational Excellence

Project Category: Technology

- a. Provide online permitting, inspections, planning and code enforcement
- b. Implement more efficient financial software

Project Category: Public Works Projects

- a. Country Club generator

Strategic Goal: Waterways and Recreation

Project Category: Parks Projects

- a. Anchorage Park Enhancement (Dry Storage)
- b. Parks and Recreation Master Plan: Needs Assessment
- c. Reconstruction of Anchorage Park South Marina

Project Category: Infrastructure

- a. Lakeside Park seawall replacement
- b. Monet Road seawall replacement

Project Category: Code Rewrites

- a. Impervious area control plan

Village Council

FY 2021

Project Category: Country Club

- a. Redefine structure of pool and tennis management
- b. Purchase and installation of pool slide to enhance pool amenities
- c. Swimming pool improvements
- d. Pond restoration

Performance / Workload Measures

Performance Measure	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimated
<u>Council Meetings per year</u>			
Regular Session	20	20	22
Workshop Session	8	1	5
Special Session	6	3	5
Budget Workshop	6	2	2
Total Ordinances per year	14	9	12
Code Amendment ordinances per year	6	5	6
Total Resolutions per year	143	100	120
Resolutions approving contracts, leases, or agreements per year	80	50	60

Village Council

FY 2021

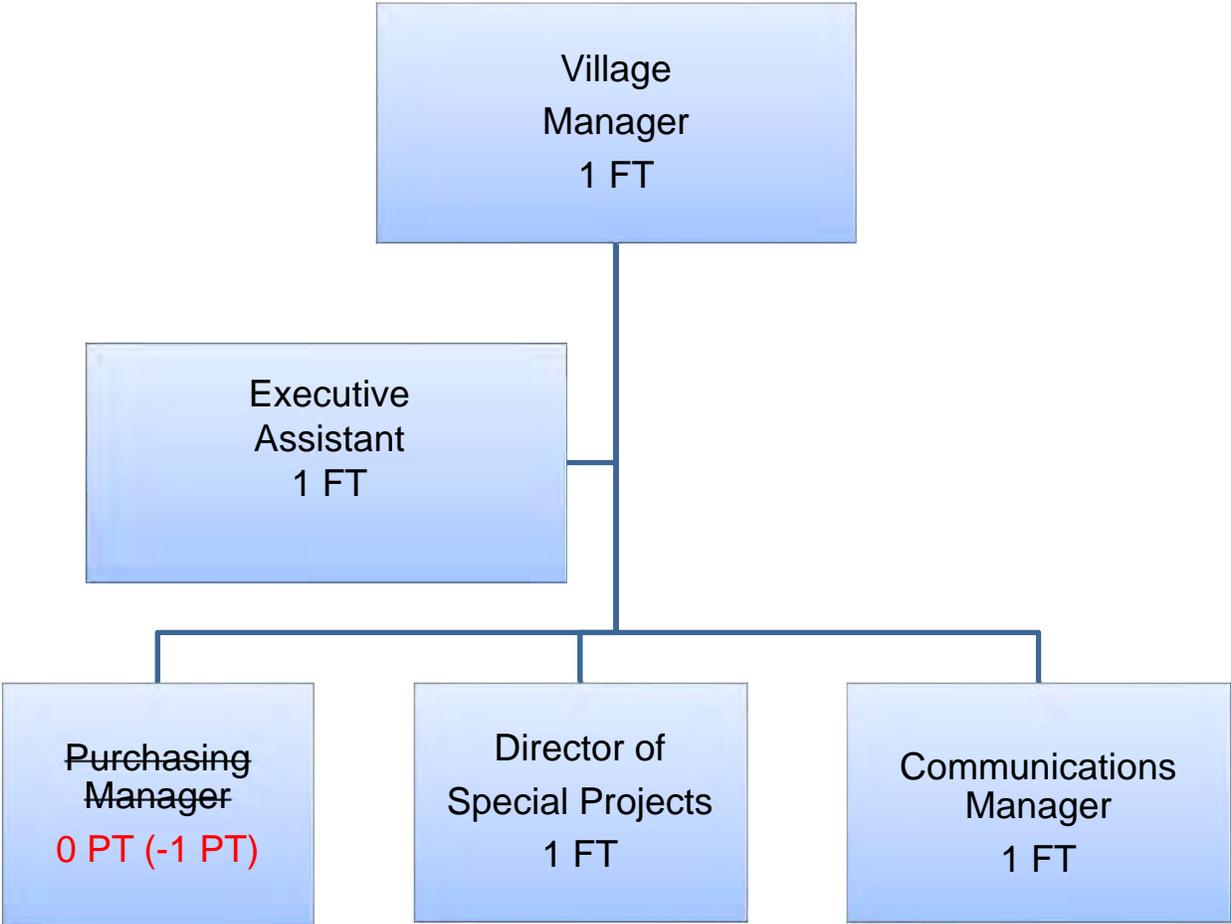
Budget Summary

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$50,445	\$50,448	-0.01%	(\$3)	\$50,435	\$50,464
Operating						
Accounting & Auditing	28,500	28,000	1.79%	500	25,666	26,278
Advertising	8,700	10,700	-18.69%	(2,000)	3,337	8,432
Advisory Board Dinner	8,250	8,000	3.13%	250	6,319	4,306
Conferences & Seminars	1,575	1,575	0.00%	0	610	1,050
Contractual Services	3,700	3,700	0.00%	0	3,454	3,609
Council Donations	4,500	4,500	0.00%	0	4,500	4,000
Membership & Dues	11,300	11,300	0.00%	0	10,145	10,757
Materials & Supplies	3,940	1,800	118.89%	2,140	691	1,142
Professional Services	7,300	7,500	-2.67%	(200)	5,943	12,810
Travel	4,075	4,075	0.00%	0	1,018	823
Other Operating Costs	0	0	0.00%	0	3,648	0
Total Operating Costs	81,840	81,150	0.85%	690	72,810	73,206
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$132,285	\$131,598	0.52%	\$687	\$123,245	\$123,670

Explanation of Increase / (Decrease):

The increase in total expenses is negligible.

Village Manager	FY 2021
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The Purchasing Manager position was eliminated as a result of the Clubhouse Project completion.

Summary	FY 2021	FY 2020	Change
Full-Time	4	4	No Change
Part-Time	0	1	-1

Mission Statement

To provide clear direction, support and empower Village staff to provide public services to the citizens of North Palm Beach at a level established by Village Council policies and goals. The Village Manager promotes and fosters a collaborative working environment that focuses on service to the public through the efforts of a professional staff and improved operating processes. In cooperation with all Village employees, the Manager's Office will encourage creativity, responsibility, accountability, and teamwork...all focused on the core goal of Serving the Community.

Village Manager's Office

The function of the Village Manager is to serve as the Chief Executive Officer of the Village. The Village Manager is responsible to the Village Council for:

- Working with the Village Council and the Management Team to create a strategic focus for the organization;
- Refining organizational goals and guiding staff in coordination with the Management Team to ensure that it is prepared to serve the community;
- Preparing agenda materials that assist the Village Council in developing policy and making decisions impacting public services; and
- Ensuring that Village services, programs and projects are delivered in an efficient and effective manner.

A fundamental responsibility of the Village Manager is to implement policies approved by the Council and to help develop a shared vision for the organization as a whole. To that end, the Village Manager will continue to work with the Village Council in establishing and communicating our Village's "resident service" vision. By focusing on the needs of the citizens, the Village Manager encourages program and service improvements that allow the Village to keep pace with the ever-changing needs of our community.

The Special Projects Director oversees an array of projects in the Village. Most of his time over the past year has been dedicated to the construction and of the new North Palm Beach Country Club Clubhouse as well as completing the final elements of the project. The Director is also a key member of the Neighborhood Enhancement Team (NET) which involves helping and assisting the residents with code-related issues and/or identifying outside resources to assist them if they are financially unable to do so. This year, the Director will be assisting with the re-establishment of the Village's Business Advisory Committee and will be working closely with new and established businesses and organizations to encourage and cultivate economic development/redevelopment.

The Communications Manager coordinates and oversees the Village's communication efforts. His primary responsibility is to ensure that a consistent message is conveyed through a variety of media. In addition, the Communications Manager serves as a point of contact for the news media and is the Village's spokesperson in emergency and crisis situations. The Communications Manager is also responsible for preparing the Village newsletter that is distributed electronically and mailed to residents.

Personnel Changes

The personnel/title change for Fiscal Year 2021 is the deletion of one (-1) p/t Purchasing Manager position.

Current Year Accomplishments

The following are some of the major accomplishments that occurred in Fiscal Year 2020:

- Fine-tuned the Strategic Plan for the Village. The Strategic Plan will be revisited each year in an effort to develop an annual financial plan that addresses the community's priorities.
- Prepared a comprehensive annual budget that maintained productive levels of service and addressed the need for a five-year capital plan.
- Recruited quality employees to lead the key positions of Principal Planner, Building Official and Sanitation Supervisor.
- Introduced the use of the community "Open House" to provide residents with information and encourage dialogue about emerging issues and projects.
- Completed the Country Club Clubhouse construction project including improvements to the pool.

New Initiatives

Although not a new initiative, the Village has conducted a series of workshops over the past year and is now in the process of conducting the public hearing process for the Village's Development Code. Updating the Village's code was a key action item identified in the 2016 Citizens' Master Plan. The code rewrite process, which has been completed in coordination with Dover Kohl and Partners, has resulted in a new set of regulations that provides for development in the community's commercial areas that is consistent with the vision articulated in the Master Plan – namely active and vibrant development that is interesting in its form and is accessible to residents by foot, bicycle or golf cart.

Residential codes will be revisited this year based upon concerns that the scale and feel of new development in the Village's neighborhoods aren't consistent with the community's character.

Another key finding in the Citizens Master Plan is the need to evaluate the US1 Corridor within the Village for a possible lane repurposing project. The existing six-lane configuration within the Village is bookended with four-lane configurations north of the Parker Bridge and south of Northlake Boulevard. As part of the evaluation process, traffic projections have been completed and concluded that US1 would see minor increases in travel time (approximately 13 seconds) in the year 2040. To be conservative, this assumes a level of development along the corridor that is highly unlikely – 250,000 sf of commercial development and over 2,000 dwelling units and limits the lane repurposing initiative to the segment of US1 between Anchorage Drive North and Anchorage Drive South. These results will continue to be shared with the public as the community must weigh in on how US1 should look, feel and function in the future.

In addition to the lane repurposing evaluation, the Village is working collaboratively with the Florida Department of Transportation to introduce architectural and pedestrian features that will provide visual access to the Earman River and improve safety for all modes of transportation. As part of this project, the Village will work to include a pedestrian walkway underneath the bridge on the southern bank of the river. This walkway will be connected to the adjacent properties in the future as redevelopment activities, consistent with the Citizens' Master Plan, are initiated.

Palm Beach County will be rebuilding the Prosperity Farms Road Bridge with monies from the one cent sales tax program. As part of the design and construction process, the Village will encourage the introduction of architectural features that enhance the appearance and functionality of the bridge for Village residents as identified in the Citizens Master Plan. Residents and the Village Council will be asked to provide input on design alternatives at meetings throughout the year.

The Environmental Committee and staff have been working collaboratively to implement new initiatives developed by the Committee over the course of the last year. This year, the Committee will be asked to assist staff in the development of a Community Sustainability ("Green") Policy for the Village.

The Business Advisory Board will be reconstituted and meet for the first time in several years. With the revision of the development code, the Village needs to begin designing strategies to attract quality development and businesses to the US1 Corridor and its other main thoroughfares in order to meet the objectives of the Citizens Master Plan. The Village Manager, Special Projects Director and Community Development Director will work collaboratively to assist the Board to develop and implement new programs.

The Special Projects Director will lead an effort to initiate a project to underground power lines within the Village. FPL recently identified approximately three (3) miles of power lines in the Village that need to be "hardened" to prevent storm damage. FPL strategy to harden these power lines was to replace wooden poles with large, concrete poles. This would have a negative aesthetic impact on the Village as these particular lines run through residential neighborhoods. While the Village will focus on the areas that need to be hardened initially, it will develop a long-term strategy to underground overhead lines throughout the Village.

The Village Council has prioritized the need to develop an Annexation Action Plan this fiscal year. The Village Manager will work with the Village Council to identify annexation priorities and strategies to pursue to annex certain unincorporated “pockets”.

The Special Projects Director will be developing specifications and purchasing strategies for an emergency generator to be located at the North Palm Beach Country Club. Not only is it important to be able to operate our business functions in order to return to normal after a storm event, but the clubhouse will serve as a gathering and feeding location for Village staff that would be working around the clock to address community needs and complete clean-up and restoration efforts.

Goals and Objectives

In addition to the “New Initiatives,” the Village Manager’s Office plans to achieve the following goals and objectives in the coming year:

Strategic Goal: Community Outreach

Department Goal:

Enhance access to government through programs that inform citizens about Village operations and services

Objectives:

- a. Continue to enhance the newsletter, website, Facebook and other social media sites to increase public awareness of Village services and issues.
- b. Actively promote Village Boards, programs, and events to encourage citizen and business participation.
- c. Continue to use community “Open Houses” to inform residents and foster dialogue about emerging issues, new initiatives and capital projects.

Strategic Goal: Organizational Excellence

Department Goal:

Provide overall leadership and management

Objectives:

- a. Deliver services as set forth in the Citizens Master Plan, the Strategic Plan and the Budget.
- b. Update and maintain Village policies and procedures in compliance with federal, state and local laws.
- c. Review all department work processes to ensure efficiency, transparency and effectiveness.
- d. Recruit and retain a high quality workforce.

Strategic Goal: Financial Sustainability

Department Goal:

Ensure prudent management of tax dollars

Objectives:

- a. Provide Council with a recommended budget that aligns with the strategic plan and Village-wide goals at the lowest attainable millage rate.
- b. Continually monitor and evaluate cost effectiveness as well as efficient and accountable business practices.
- c. Explore alternative sources of revenues.
- d. Develop a plan regarding annexation opportunities.

continued on next page

Village Manager

FY 2021

Strategic Goal: Strong Local Economy

Department Goal:

Provide an environment that attracts economic development

Objectives:

- Engage with Village business owners and business organizations to promote new and improved business opportunities in the Village.
- Promote the Country Club as a regional center with a vibrant mix of high quality entertainment options.

Strategic Goal: All Neighborhoods as Desirable Places to Live

Department Goal:

Ensure reinvestment in the existing community

Objectives:

- Maintain diverse, safe, and attractive neighborhoods throughout the Village.
- Provide well-designed, well-maintained Village infrastructure.
- Facilitate greater interaction among residents in the community and within neighborhoods.

Strategic Goal: Beautification and Quality of Life

Department Goal:

Ensure that citizens receive a positive return on their quality of life investments

Objectives:

- Develop and implement a plan to enhance and promote resident use of the Village's facilities and programs.
- Promote a safe and secure community.
- Protect and preserve our natural resources for future generations.

Performance / Workload Measures

Performance Measure	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimated
Village Newsletter Circulation	8,515	8,600	8,600
Budget submitted to Council before October 1 of each year	Yes	Yes	Yes
Council Meetings per year:			
Regular Session	20	20	22
Workshop Session	8	1	5
Special Session	6	3	5
Budget Workshop	6	2	2
Staffing Levels (adopted budget):			
Full-time	151	153	152
Part-time	97	102	104
Number of followers on various social media outlets:			
Facebook	2,243	2,830	3,430
Twitter	175	280	380
Nextdoor	2,905	3,645	4,000
Total e-newsletter subscriptions	1,569	3,190	4,500
Number of website visits	202,305	278,748	285,000

Village Manager

FY 2021

Budget Summary

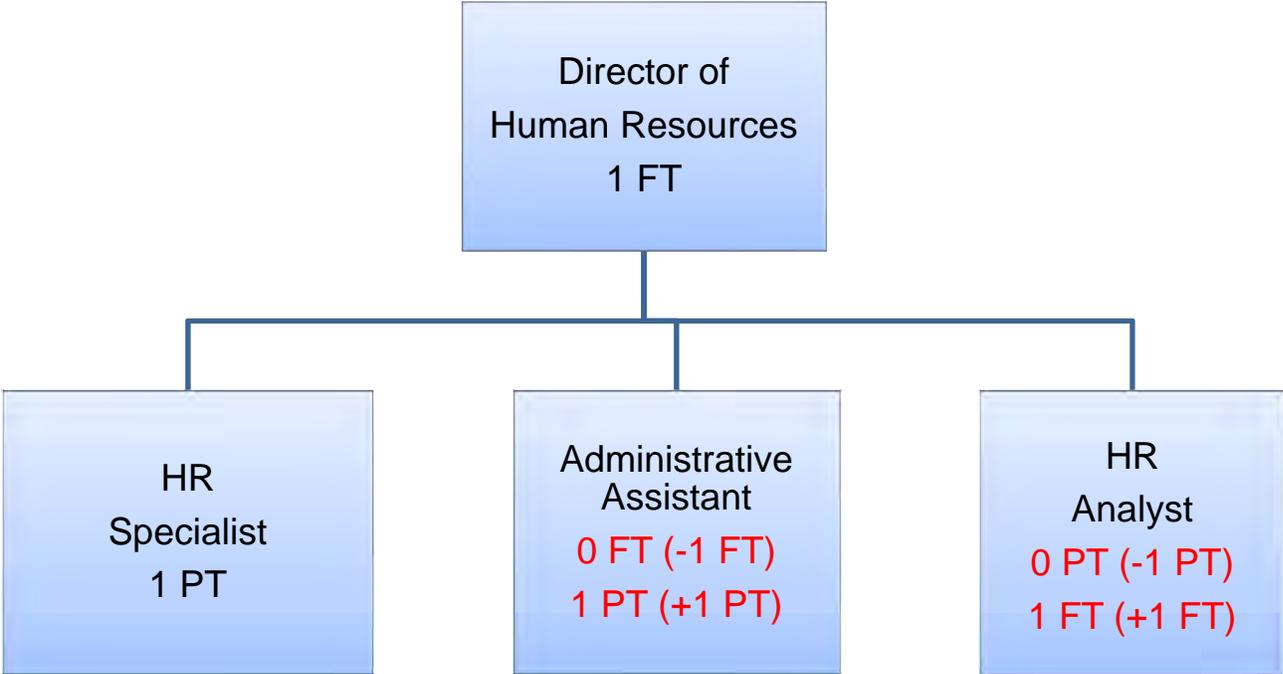
	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$641,082	\$624,200	2.70%	\$16,882	\$654,734	\$592,063
Operating						
Advertising	1,000	2,500	-60.00%	(1,500)	138	2,168
Books, Publ. & Subscriptions	600	500	20.00%	100	769	0
Conferences & Seminars	1,000	2,000	-50.00%	(1,000)	939	990
Contractual Services	10,000	10,000	0.00%	0	10,408	7,368
Materials & Supplies	6,500	8,000	-18.75%	(1,500)	2,634	12,153
Memberships & Dues	3,600	3,100	16.13%	500	3,472	2,662
Postage	400	400	0.00%	0	350	325
Printing & Binding	300	1,000	-70.00%	(700)	316	84
Professional Services	21,200	21,200	0.00%	0	40,815	5,158
Travel & Training	4,500	4,500	0.00%	0	463	8,947
Uniforms	200	200	0.00%	0	275	0
Other Operating Costs	1,750	1,000	75.00%	750	1,250	3,800
Total Operating Costs	51,050	54,400	-6.16%	(3,350)	61,829	43,619
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$692,132	\$678,600	1.99%	\$13,532	\$716,563	\$635,682

Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to the increase in personnel costs. The FY21 budget includes:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel;

Human Resources	FY 2021
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The personnel changes in this department are to better utilize current staff and resources

Summary	FY 2021	FY 2020	Change
Full-Time	2	2	No Change
Part-Time	2	2	No Change

Mission Statement

The Department of Human Resources is committed to fostering a work environment which attracts, retains, develops and motivates a high quality workforce to uphold and support the Village's mission and strategic priorities.

Service Levels Narrative

The HR team establishes and maintains strong working relationships with Village departments for the sourcing, induction, assignment, retention, professional development and performance of all staff. HR is also responsible for implementing and managing the comprehensive employee benefits program, workers' compensation programs, personnel policies and procedures, wage and salary directives, and employee relations activities. Development and oversight of these functions in one office ensures consistency and objectivity in their administration.

The Village workplace consists of 152 full-time and 103 part-time (both year-round and seasonal) employees. Full-time staff members are eligible to receive the comprehensive benefits package, which includes employer-funded medical and dental coverage for employees as well as optional employer-subsidize dependent coverage.

The self-funded retirement plan options offered by the Village are extremely generous. In addition, Flexible Spending Accounts, Health Savings Accounts, Life and AD&D insurance, Long-Term Disability, Vision, and other optional benefit programs are available. The Village also offers Education Reimbursement and a completely confidential Employee Assistance Program. HR delivers these programs equitably, consistently and in full compliance of all federal and state regulations (i.e., FLSA, PPACA, COBRA, FMLA, FFCRA, EFMLA, HIPAA, etc.).

Currently the HR Department is staffed with a Director of Human Resources, a part-time Human Resources Specialist, a full-time HR Analyst and a part-time Administrative Assistant.

The HR Director oversees and supervises all HR functions including personnel support and regulation, policy formulation, legal compliance, employee benefit administration, recruitment and selection, planning and delivery of training programs, investigation and resolution of personnel matters, and employee complaints and disciplinary actions. The HR Director also fulfills a vital role by working to control Worker's Compensation costs and liability factors.

The HR Specialist ensures that the Village attracts and hires highly qualified candidates for employment. This is accomplished through evaluation of the skill sets needed for each vacancy, creating and updating job descriptions, advertising in appropriate forums, rigorously screening candidates, conducting reference and background checks and facilitating interviews in accordance with federal and state guidelines. The Specialist also administers new hire orientations and works with employees who have been injured on the job to make certain they understand their rights and responsibilities from a workers' compensation perspective.

The HR Analyst serves in the roles of compensation analyst and benefits coordinator, reconciling bills for employee benefits, processing requests for educational reimbursement, calculating merit-based pay increases and providing oversight for employee rates of pay and other disbursements.

The Administrative Assistant serves as a front-line liaison for the Department, responding to employee and vendor inquiries and providing administrative support. The Administrative Assistant also serves as the records coordinator for the Department of Human Resources, managing the Village's personnel records to ensure compliance with Florida public records laws and records retention schedules.

The Human Resources Department maintains the Village's Comprehensive Pay and Classification Plan which includes position descriptions for all Village jobs. Accordingly, HR conducts market-research on related issues and recommends modifications to Village policies and programs as appropriate.

Additionally, the HR Department is responsible for the following functions:

- Conducting labor relations and collective bargaining sessions with Federation of Public Employees (FPE), Police Benevolent Association (PBA), and International Association of Fire Fighters (IAFF) unions;
- Administering the Employee Assistance Program (EAP);
- Collaborating with the Village Clerk regarding personnel-related records requests;
- Managing all workers' compensation cases in conjunction with workers' compensation carrier and health providers; and
- Tracking annual employee performance evaluations and processing subsequent merit pay increases.

The Department keeps abreast of regulatory changes in federal and state employment laws in order to ensure compliance and uniform application across all departments. To that end, our staff attends regular training sessions and subscribes to publications which offer insight to emerging trends and statutory changes.

HR has partnered with the Village's Agent of Record (and health insurance broker) to monitor changes in healthcare regulations as mandated by the Affordable Care Act, including notices, coverage, and minimum levels of care requirements. HR continues to work closely with the Village's broker to negotiate the best pricing for group health insurance with a quality carrier that has a viable network and a balanced benefits package. With less than 500 full-time employees, the Village is not a large enough employer to be rated by the carriers on claims experience alone. After several years of increasing premiums, the medical and dental coverage rates will remain unchanged for FY21 for the Village.

Personnel Changes

The personnel/title changes for Fiscal Year 2020/2021 are:

- Add one (+1) f/t Human Resource Analyst position / Delete one (-1) p/t Human Resource Analyst position
- Add one (+1) p/t Human Resource Administrative Assistant position / Delete one (-1) f/t Human Resource Administrative Assistant position

Current Year Accomplishments and New Initiatives

During Fiscal Year 2019/2020, the HR Department accomplished the following new initiatives and goals for improvement:

- Successfully converted occupational health services to a new provider, Jupiter Medical Center.
- Took over management of pre-employment physicals for the Fire department. Utilizing LifeScan comprehensive exam.
- Administered the Federal Family First Coronavirus Response Act Emergency (FFCRA) Emergency Paid Sick Leave and Expanded Family and Medical Leave Act provisions.
- Successfully outsourced administration of the General Employee Pension Plan.
- Established monthly Lunch-n-Learns on various wellness topics.
- Recruited and hired several key personnel – Sanitation Supervisor, Principal Planner, Building Official.

Goals and Objectives

In the coming year, the Human Resources Department plans to achieve the following goals and objectives:

Strategic Goal: Organizational Excellence

Department Goal:

Provide employees with opportunities to enhance their personal health and wellness.

Objectives:

- a. Re-institute monthly lunch-n-learn meetings on various health and wellness topics.
- b. Partner with Insurance Broker to conduct an annual Wellness Fair for Village employees.

Department Goal:

Enhance employees' work quality of life

Objectives:

- a. Continue to look at options to improve the current Pay for Performance Program.
- b. Create new appraisal documents.

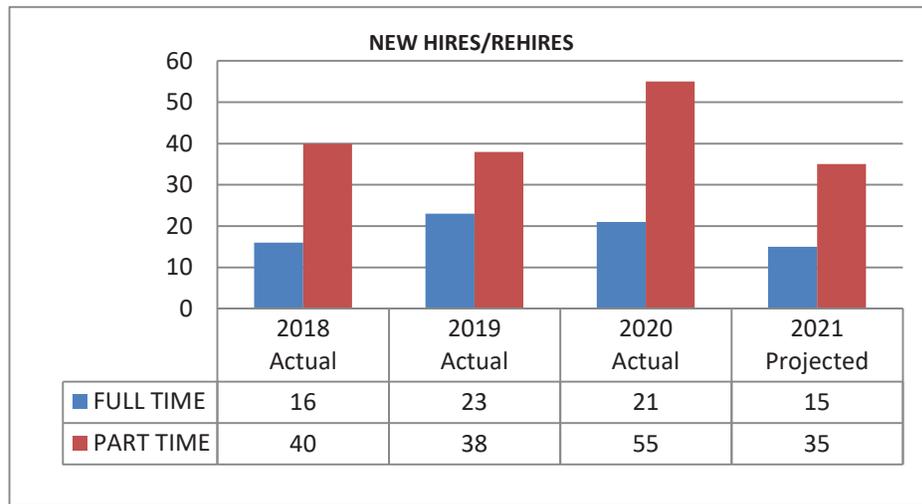
Department Goal:

Bring consistency to personnel policies and procedures while remaining current and compliant with all federal, state and local employment and labor laws

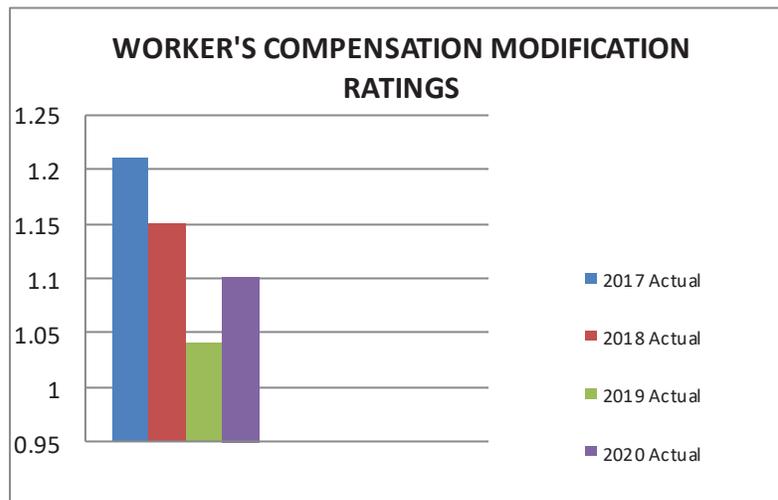
Objectives:

- a. Continue to revise and distribute personnel policies and conduct relevant training as needed.
- b. Continue to audit and consolidate personnel records to ensure compliance with records retention schedules.
- c. Partner with and provide guidance to departments as they implement policies and programs.

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Factors Monitored by Human Resources

As illustrated below, the Village's Workers' Compensation experience modification rating (MOD) has greatly stabilized since 2016. Fiscal Year 2020 was up slightly to 1.1. HR will continue to work with departments on reducing their experience and increasing safety awareness.

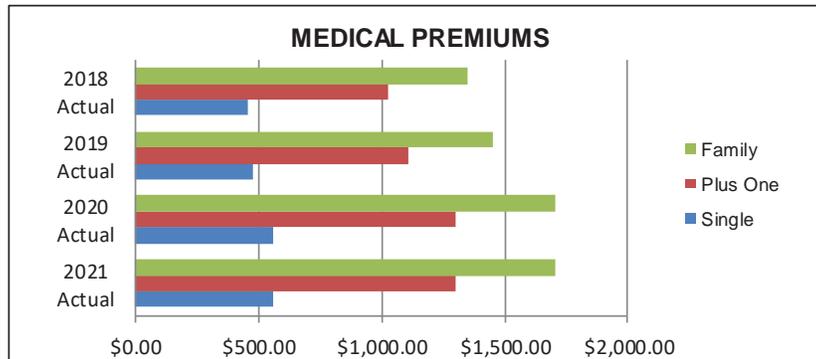


As a result of requirements mandated by the Affordable Care Act, medical premiums across the country have been increasing exponentially over the past several years. This coming fiscal year, the Village will enjoy zero rate increases for medical or dental coverage.

Human Resources

FY 2021

For 2020/2021, with two (2) plans in place, Single coverage for the HDHP OAP with Health Savings Account is \$563.90; Employee Plus One coverage is \$1,301.18 and Family coverage is \$1,707.37 per month for the base medical plan. Health Savings Accounts will be funded by the Village in the amounts of \$1,500 for employee only coverage and \$3,000 for employee plus dependents coverage.



Human Resources

FY 2021

Budget Summary

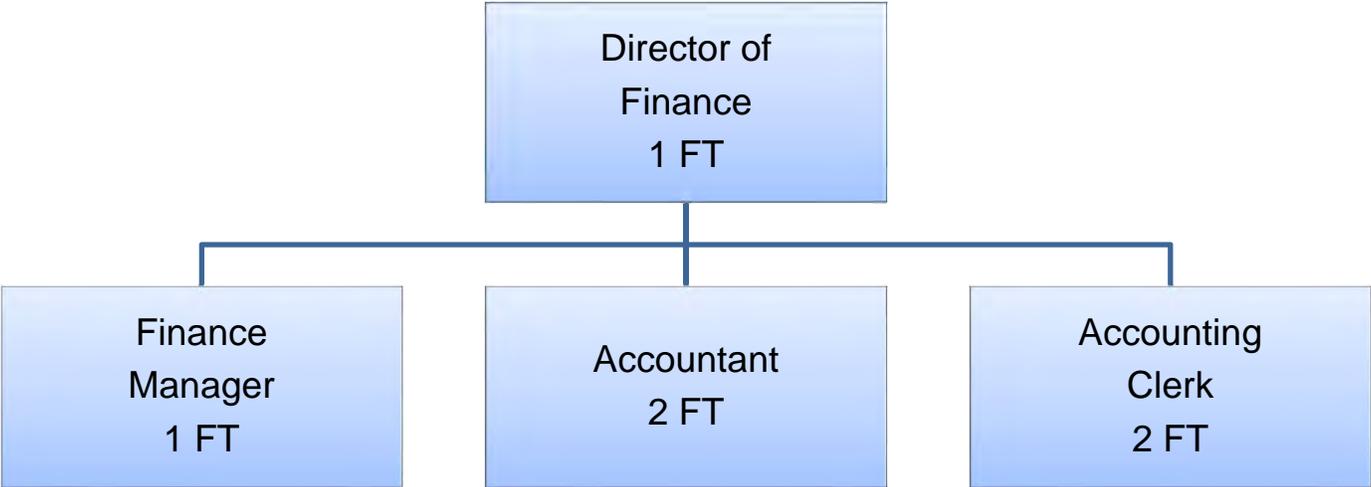
	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/19</u>	<u>Actual 09/30/18</u>
Personnel						
Total Salary & Benefits	\$332,244	\$333,400	-0.35%	(\$1,156)	\$310,663	\$299,027
Operating						
Advertising	3,000	1,000	200.00%	2,000	1,985	1,144
Books, Publ. & Subscriptions	850	800	6.25%	50	711	970
Conferences & Seminars	2,000	0	0.00%	2,000	669	0
Contractual Services	7,500	20,000	-62.50%	(12,500)	2,627	2,676
Employee Assistance Program	5,200	5,200	0.00%	0	5,115	5,115
Employee Physical Exams	8,500	7,500	13.33%	1,000	11,702	7,472
Employee Relations	27,600	23,000	20.00%	4,600	21,351	20,342
Materials & Supplies	2,350	2,000	17.50%	350	4,363	2,933
Memberships & Dues	650	650	0.00%	0	853	274
Postage	0	75	-100.00%	(75)	25	16
Professional Services	5,000	10,000	-50.00%	(5,000)	10,811	20,733
Travel & Training	23,000	30,000	-23.33%	(7,000)	22,338	21,712
Other Operating Costs	0	0	0.00%	0	(0)	0
Total Operating Costs	85,650	100,225	-14.54%	(14,575)	82,549	83,387
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$417,894	\$433,625	-3.63%	(\$15,731)	\$393,212	\$382,413

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to the decrease in operating costs:

- An overall decrease in contractual services as compared to FY20, which included one-time costs associated with pension administration services;
- An operating expenditure decrease in professional services which is associated with a reduction in use of outside consultants; and
- An operating expenditure decrease in training due to the reduced usage of the employee tuition reimbursement program.

Finance	FY 2021
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Note: The Finance Director also oversees the following position:

- 1 FT Country Club Accounting Clerk

Summary	FY 2021	FY 2020	Change
Full-Time	6	6	No Change
Part-Time	0	0	No Change

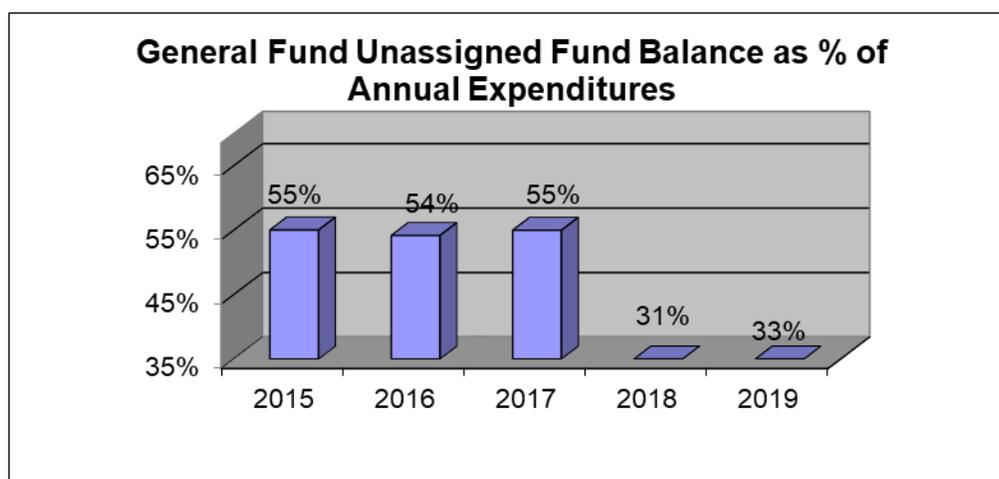
Mission Statement

It is the mission of the Finance Department to establish and maintain adequate internal controls that safeguard the Village's assets and ensure they are efficiently and effectively allocated, to help maintain the Village's strong financial condition by maintaining revenue levels that are sufficient to carry out Council priorities and goals, and to support staff in providing citizens with the appropriate service levels that they have come to expect.

Service Levels Narrative

As the largest support department, Finance provides administrative, operational and financial assistance to management, elected officials and the Village's residents. The Department's responsibilities primarily relate to the administration, control and reporting of all Village finances. The Department monitors the Village's fund balances, prepares the Village's annual budget document, invests the Village's excess cash balances, reports on Village grants, and prepares the Village's financial reports – including the Comprehensive Annual Financial Report ("CAFR"). The Village's CAFR has received the Certificate of Achievement in Financial Reporting from the Government Finance Officers Association ("GFOA") for 31 consecutive years and the Village's annual budget has received the Distinguished Budget Presentation award from the GFOA for 11 consecutive years.

The Village's General Fund Unassigned Fund Balance is viewed by the Administration as a measurement of Village financial stability since the General Fund is the chief operating fund of the Village. The General Fund Unassigned Fund Balance at September 30, 2019 is \$8.18 million. The significant decrease in 2018 is primarily due to providing additional funds for the Country Club Clubhouse Project. As a measure of the general fund's liquidity, it is useful to compare the unassigned fund balance to total fund expenditures:



The Finance Director oversees and supervises all areas of the Finance Department. This includes providing oversight, guidance, financial policy, cash/investment management, debt management, fixed asset management and the monitoring and developing of financial strategies. The Director also enforces policies that ensure adequate financial procedures, fiscal solvency, and financial statement integrity through the maintenance of proper internal controls.

The Director is responsible for: preparing and distributing the various financial reports of the Village; overseeing quarterly financial analyses; tracking performance indicators and financial trends; establishing standard operating procedures for the fiscal operation of the Village; tracking payment schedules; securing financing for vehicles and large capital expenditures (e.g., leases, capital improvement projects, etc.), and developing procedures for monitoring and facilitating timely debt payment. The Director is also responsible for overseeing and supervising the risk management function associated with the Village's Property/Casualty and General Liability Insurance (*The HR Director oversees the risk management function associated with Workers' Compensation*).

The Finance Manager assists the Director by overseeing the Finance Department's day-to-day operations and is responsible for financial reporting and internal controls.

The Country Club Accounting Clerk reports to the Finance Director and is responsible for processing and recording financial transactions related to the Country Club. The Country Club Accounting Clerk is located in the Finance Department.

The Department is responsible for the following functions:

- Preparing, recording, analyzing and monitoring all of the Village's financial transactions;
- Preparing various Village financial reports;
- Monitoring and improving all Village internal financial controls;
- Verifying accuracy, completeness, legitimacy, and proper account recording for all Village expenditures;
- Ensuring that payment is remitted timely and accurately in accordance with Village procurement policies;
- Processing all payroll-related functions in accordance with federal, state & local guidelines as well as all current union Collective Bargaining Agreements;
- Reconciling quarterly pension statements and submitting all payroll reports;
- Reconciling and tracking fifteen (15) different funds;
- Overseeing Village-wide grant compliance to ensure complete, accurate grant reporting;
- Overseeing the Village's Inventory Control operations;
- Coordinating and preparing FEMA submissions;
- Preparing, implementing and monitoring the Village's Annual Budget in accordance with all applicable federal, state and local requirements; and
- Coordinating and preparing the Annual Audit Report a/k/a CAFR (Comprehensive Annual Financial Report) with the Village Auditor.

Personnel Changes

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

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Current Year Accomplishments and New Initiatives

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

- Facilitated the annual independent audit process resulting in an unqualified opinion with no management letter comments;
- Received the GFOA (Government Finance Officers Association) Distinguished Budget Award for the 12th consecutive year;
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 33rd consecutive year;
- Completed and filed all federal, state, and local reports on a timely basis;
- Completed monthly, quarterly and annual reports of Village fiscal affairs;
- Completed FEMA's comprehensive hurricane reimbursement process;
- Investment of Country Club Loan proceeds to maximize interest earnings;
- Financial management and accounting for
 - Costs associated with the renovation of the Golf Course;
 - Agreement with Farmer's Table;
 - Vehicle lease financing; and
 - Construction of the Country Club Clubhouse
- Financial analysis for distribution of the Country Club Construction costs between the General Fund and the Enterprise Fund

Goals and Objectives

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

Strategic Goal: Financial SustainabilityDepartment Goal:

Maintain the Village's financial systems in conformance with all state and federal laws, Generally Accepted Accounting Principles (GAAP), and standards of the Governmental Accounting Standards Boards (GASB) and the Government Finance Officers Association (GFOA).

Objectives:

- a. Continue to facilitate the annual audit process ensuring that the Village maintains its compliance with state and federal agencies, without exception, and that the financial statements are presented fairly and accurately.
- b. Facilitate the implementation of new accounting and auditing standards, as applicable, issued by the Governmental Accounting Standards Board (GASB).
- c. Prepare the annual budget in accordance with GASB requirements and timelines and the Florida Truth in Millage (TRIM) regulations.
- d. Maintain compliance with the GFOA in order to receive the GFOA Distinguished Budget Award and the GFOA Certificate of Achievement Award.

Department Goal:

Prepare a balanced budget that effectively addresses the Village's goals, accurately reflects the Village's financial position, provides appropriate information to interested parties, and supports sound financial decisions.

Objectives:

- a. Provide services and reports related to resource allocation, fiscal analysis, and financial forecasting to assist the Village Council, Village Manager, and Village departments in establishing priorities and allocating resources appropriately.
- b. Oversee and report on a timely and accurate basis all budgetary information in the Village's annual budget to ensure proper management and reporting of the Village's fiscal resources.
- c. Continue building and refining the Village's budget information to facilitate a more comprehensive review of the Village's budget, which contributes to more effective policy discussions and decisions.
- d. Assist in the evaluation of financial initiatives including:
 1. Evaluation of residential sanitation fee and storm-water fee;
 2. White paper on other possible fees for consideration; and
 3. Collaborating with other Departments on Strategic Initiatives to assist with financial aspects of the projects or studies.

Department Goal:

Manage the accounting, budgeting and financial processes, to ensure accuracy, timeliness, and adherence to established practices and guidelines.

Objectives:

- a. Process accurate financial and budgetary transactions, reports, analyses and provide customer assistance in a timely manner.
- b. Produce relevant, accurate, and timely financial reports online (current) monthly, quarterly, and annually.
- c. Ensure timely and accurate issuance of all vendor checks, payroll disbursements, and procurement and renewal of goods and services for the Village.
- d. Continue to streamline internal processes and enhance service levels.

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Finance

FY 2021

Performance Measures

Goals, Objectives, and Measures	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimated
Village Council Goal: Financial Sustainability			
➤ Provide effective information to the Village Council, citizens, and the Government Finance Officers Associations (GFOA)			
○ Utilize best practices when preparing the annual budget and the comprehensive annual financial report			
✓ Achievement of GFOA Award for CAFR	Yes	Yes	Yes
✓ Achievement of GFOA Award for Budget Document	Yes	Yes	Yes

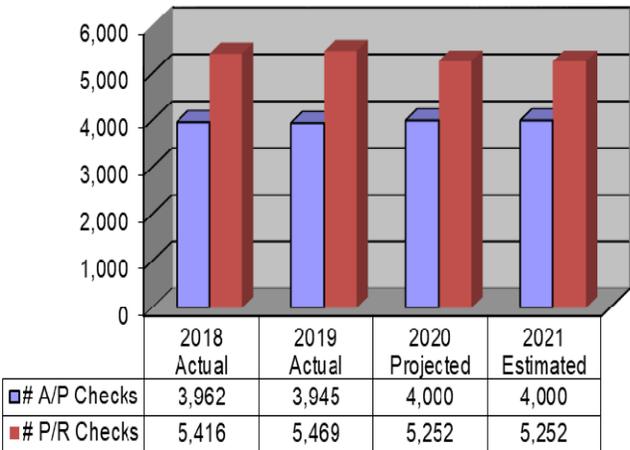
Departmental Workload Indicators

Performance Measure	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimated
Number of Purchase Orders issued	303	276	276
Number of Payroll Checks issued	5,469	5,252	5,252
Number of Accounts Payable Checks issued	3,945	4,000	4,000
Number of Accounts Payable Invoices processed	7,721	7,538	7,538
Number of Credit Card transactions	1,391	1,692	1,692
Number of 1099's issued	92	93	93
Number of W-2's issued	279	279	279
Number of Budget Amendments Processed	9	11	11
Number of EFT's	277	296	296

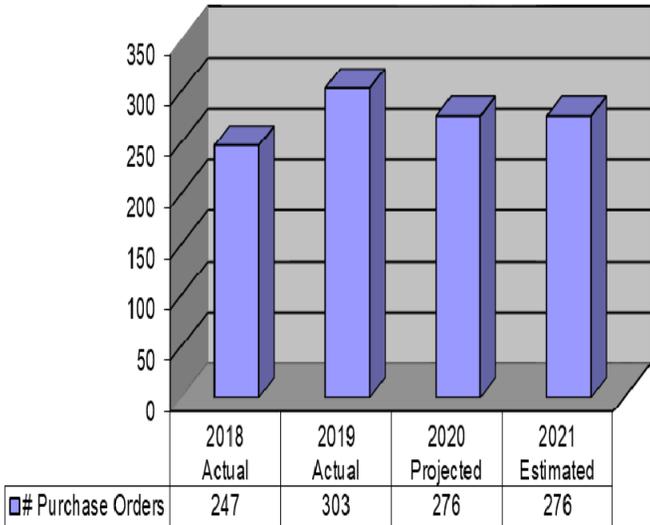
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The following charts illustrate some departmental workload indicators:

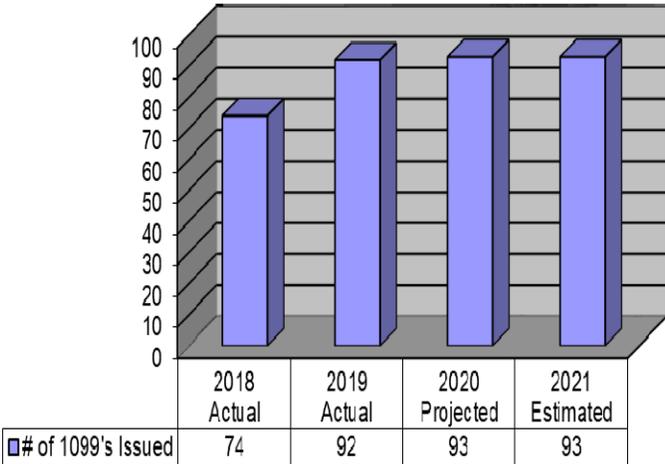
Number of Checks Issued



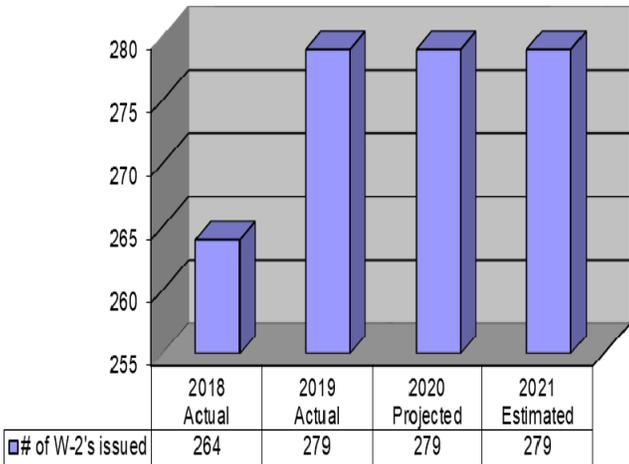
Number of Purchase Orders Issued



Number of Vendor 1099's Issued



Number of W-2's Issued



Finance

FY 2021

Budget Summary

	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/19</u>	<u>Actual 09/30/18</u>
Personnel						
Total Salary & Benefits	\$638,965	\$622,266	2.68%	\$16,699	\$596,361	\$557,353
Operating						
Advertising	250	250	0.00%	0	196	162
Books, Publ. & Subscriptions	650	300	116.67%	350	348	429
Conferences & Seminars	200	200	0.00%	0	150	120
Contractual Services	36,000	35,000	2.86%	1,000	36,583	36,251
Materials & Supplies	6,500	9,500	-31.58%	(3,000)	11,213	6,804
Memberships & Dues	400	370	8.11%	30	400	400
Postage	100	100	0.00%	0	105	110
Printing & Binding	1,800	3,000	-40.00%	(1,200)	2,053	1,121
Professional Services	10,000	1,000	900.00%	9,000	18,026	38,534
Travel & Training	500	3,000	-83.33%	(2,500)	21	1,121
Other Operating Costs	0	0	0.00%	0	(0)	(0)
Total Operating Costs	56,400	52,720	6.98%	3,680	69,095	85,052
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$695,365	\$674,986	3.02%	\$20,379	\$665,456	\$642,406

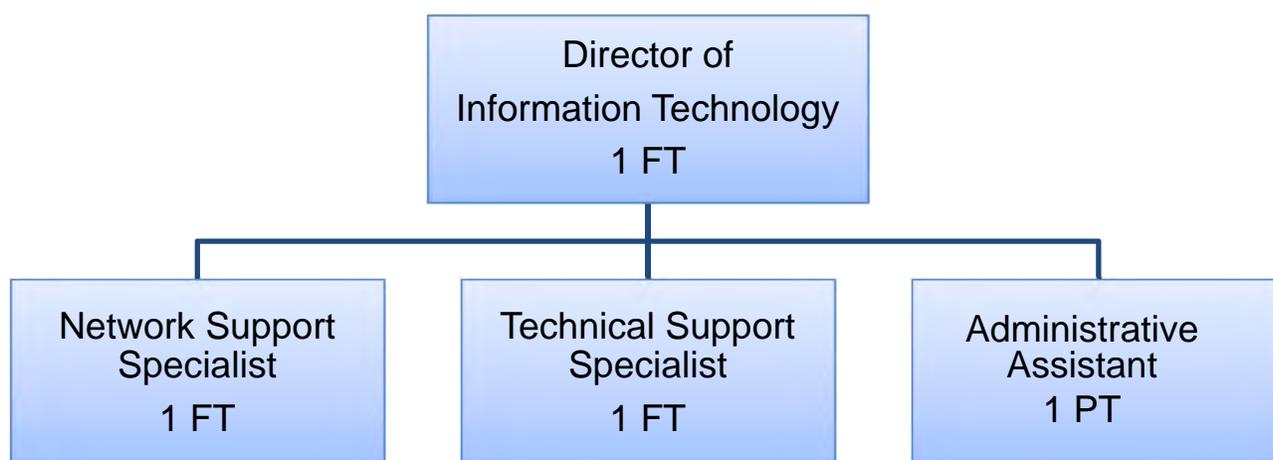
Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs, with the primary contributing factor being personnel costs. The FY21 budget includes:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel.

Information Technology

FY 2021



Summary	FY 2021	FY 2020	Change
Full-Time	3	3	No Change
Part-Time	1	1	No Change

Mission Statement

It is the mission of the Information Technology Department to provide excellent, secure infrastructure, effective and timely support, and innovation in the delivery of information technology products and services.

Service Levels Narrative

The Information Technology (IT) Department provides Village staff with all information technology-related assistance. Departmental responsibilities include daily data back-ups; recovery, network security, installation, and support of all desktop computers; network design, support and troubleshooting; voice and data cabling; wireless video support; troubleshooting of point-of-sale (POS) systems; web administration, database administration; VOIP phone system support; and support of all Public Safety Mobile Data solutions. The IT Department also provides guidance to department heads on all technology-related purchases and manages the Village IT inventory, as well as aerial drone photography and videography.

The IT Department provides Village residents with services such as online golf tee-time reservations, online registration for Parks and Recreation activities, and online public records requests. The IT Department is continuing its efforts to provide additional, convenient online services to our residents and business community through the Village website.

In addition to the duties already mentioned, the IT Department is also responsible for the following functions:

- Wireless Networking;
- Installation and troubleshooting of video surveillance systems;
- Ordering and implementation of new software and hardware related items;
- Laserfiche support;
- Employee training on Village software applications;
- Police laptop repair and support;
- Installation and troubleshooting of virtual servers;
- Electronic public records requests;
- Video surveillance evidence retrieval;
- Mobile phones, air cards and iPads;
- Enforcement of IT policies and procedures
- Network security
- Security Awareness Training

Currently the IT Department is staffed with one (1) Director of Information Technology, one (1) full-time Network Support Specialist, one (1) full-time Technical Support Specialist, and one (1) part-time administrative assistant. The IT Director oversees and supervises all areas of the IT Department. The IT Director also enforces all computer-related policies to protect the Village infrastructure and is in charge of implementation and design of new technologies. The IT Director is also responsible for coordinating and planning special IT-related projects with outside vendors and department heads.

The Network Support and Technical Support Specialists assist the IT Director by completing day-to-day work orders and responding to service calls throughout the Village. The Technical Support Specialist also maintains IT-related inventory and is responsible for making sure all hardware, software, and warranties are up-to-date.

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 IT Department accomplished the following new initiatives and goals for improvement:

- Upgraded server virtualization hardware.
- Upgraded Library computer lab computers.
- Implementation of SDWAN to all remote sites and increase Village network bandwidth to 200mb.
- Installation of new surveillance cameras at new Country Club staff parking lot.
- Upgraded all Surveillance camera DVRs to meet public records retention requirements.
- Installation of audio system in Tennis facility.
- Deployment of laptop computers for telecommuting during COVID-19 pandemic.
- Installation of data cabling for EOC in Public Safety.
- Installation of new Antivirus server and software.
- Destruction and wiping of old computer hard drives.
- Continued Security awareness training for Village employees.
- Implementation of Zoom software to run Village staff, council and advisory board meetings during COVID-19 pandemic.
- Installation of new Quatred Inventory system at Public Works.
- Upgrade of Firepro software to cloud based system.
- Installation of DL swipes for all Police officers.
- Installed Village owned fiber for Tennis facility.
- Upgrade of Village domain to Windows 2016 Server.
- Upgraded all Village computers to latest version of Microsoft Office.
- Installation of cabling and surveillance cameras at Anchorage Park marina.
- Upgrade of ThorGuard system at Country Club for remote access and reporting.
- Installation of repeater for Public Safety in new clubhouse cart barn.
- Installation of new cabling in IT server room to meet bandwidth demands.
- Revisions to IT policy and procedure manual to meet new FDLE mandates.
- Upgraded power and UPS units in IT server room.
- Aerial photography and videography of all Village facilities in preparation for Hurricane season.
- Upgraded VPN to more secure platform and to support remote access demands.

Goals and Objectives

In the coming year, the Information Technology Department plans to achieve the following goals and objectives:

Strategic Goal: Community OutreachDepartment Goal:

Implement additional online services to Village residents through new Village website.

Objectives:

- a. Maintain a Village website that provides Village residents with a customer service-oriented web portal to interact with Village staff and stay up-to-date with all Village events and activities.
- b. Streamline tee time processing and allow members to make payments and check account statements online.
- c. Post all materials related to RFPs and bids on Bids and Proposals module for potential contractors.

Strategic Goal: Organizational ExcellenceDepartment Goal:

Provide an economically efficient IT infrastructure for all Village operations.

Objectives:

- a. Streamline processes through new software to limit staff processing mistakes.
- b. Continued security awareness training to all Village staff (Human Firewall).
- c. Continue to implement safeguards on Village network and test end users with simulated phishing attacks and test Village infrastructure with penetration testing.

Strategic Goal: Financial SustainabilityDepartment Goal:

Plan IT-related capital expenses in accordance with Village's established long-term capital plan.

Objectives:

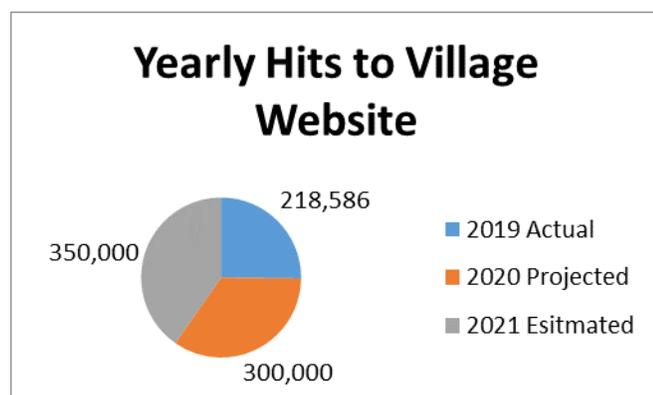
- a. Proactively address IT infrastructure, maintenance and replacements needs.
- b. Distribute IT capital expenses evenly over a five (5) year period to avoid year-to-year fluctuation.

Information Technology

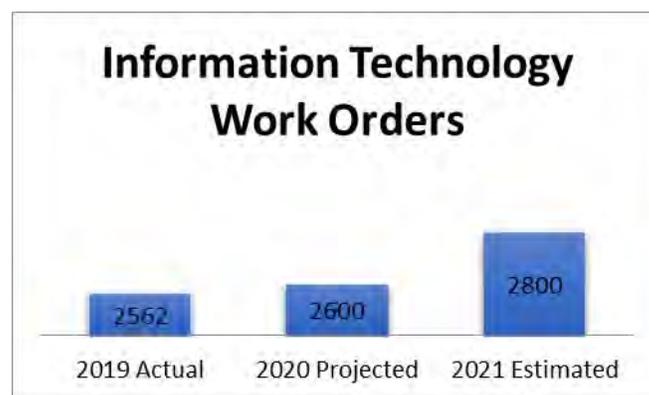
FY 2021

Performance / Workload Measures

Performance Measure	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimated
Yearly Hits to Village Website	180,827	225,000	250,000
Security Awareness Assessment Rating	4%	2%	4%
IT Work Orders Completed	2562	2600	2800



Village Website Hits: As shown above, the Village Website continues to see a significant increase in web traffic. More residents and visitors are utilizing our site to stay current with Village events. We have also seen an increase on mobile devices since the implementation of our mobile-friendly website. Council meetings, Public Records searches, Building department information, Country Club information and Library events seem to be the favorites among visitors.



IT Work Orders: In 2019, the Information Technology Department completed 2,562 IT-related work orders (not including special projects or server-related issues). As shown above, IT work orders are projected to increase slightly next year, mainly due to the COVID-19 pandemic, increased security measures and additional devices throughout the Village. The Information Technology Department performs weekly quality assurance checks on servers and camera systems, as well as testing disaster recovery with daily backups and replication to the cloud.

Information Technology

FY 2021

Budget Summary

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$388,577	\$372,728	4.25%	\$15,849	\$347,541	\$318,182
Operating						
Contractual Services	90,000	50,000	80.00%	40,000	48,460	34,754
Licenses & Fees	12,000	45,000	-73.33%	(33,000)	18,903	6,919
Materials & Supplies	15,800	8,200	92.68%	7,600	9,488	12,909
Postage	25	25	0.00%	0	83	5
Repairs & Maintenance	3,000	3,000	0.00%	0	1,999	6,116
Travel & Training	1,000	1,000	0.00%	0	0	770
Other Operating Costs	0	0	0.00%	0	0	0
Total Operating Costs	121,825	107,225	13.62%	14,600	79,126	62,050
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$510,402	\$479,953	6.34%	\$30,449	\$426,667	\$380,231

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs. The FY21 budget includes:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel;
- An operating expenditure increase in contractual services for:
 - a cyber-security audit; and
 - cloud storage & archiving.
- An operating expenditure increase in computer supplies for:
 - maintenance of the Village's computer equipment; and
 - purchase of an email archiving appliance.

Mission Statement

To provide sound, effective, and timely legal advice and representation to the Village Council and Village Administration.

Service Levels Narrative

The Village Attorney Office is contracted to the following outside law firms:

- The firms of Leonard G. Rubin, P.A. and the Law Office of Glen J. Torcivia and Associates, P.A. have served in the capacity of Village Attorney since 2006.
- Jim Cherof of the law firm of Goren, Cherof, Doody and Ezrol, P.A. represents the Village as Labor Attorney since 1997.

The Village Attorney's office considers and responds to Village legal requirements and needs. The Village Attorney represents the Village Council and Village Administration in matters of law pertaining to their official duties; prepares and reviews ordinances, resolutions, agreements, contracts, and other documents; advises on statutory matters; and conducts litigation.

The Village Labor Attorney represents the Village Council and Village Administration in labor relations and collective bargaining matters.

During Fiscal Year 2009-2010, the Village transitioned from a Code Enforcement Board to a Special Magistrate for the enforcement of Village Codes. The Special Magistrate alone now hears evidence, decides cases, and addresses fines regarding cases advanced by the Code Enforcement Division of the Community Development Department. The Special Magistrate is paid from the existing budget for Village Attorney-related services, in lieu of the former arrangement, in which the Village Attorney served as legal counsel to the Code Enforcement Board.

Thomas J. Baird, of the firm Jones, Foster, Johnston & Stubbs, P.A. has served in the capacity of Special Magistrate since 2010.

Village Attorney

FY 2021

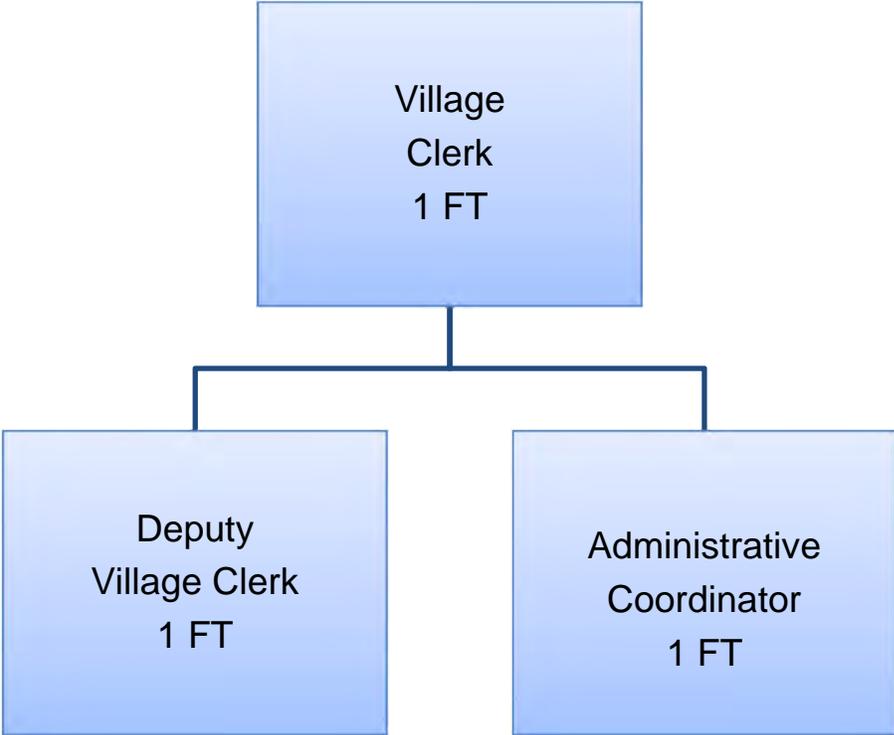
Budget Summary

	<u>FY 2021 Budget</u>		<u>FY 2020 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/19</u>	<u>Actual 09/30/18</u>
Operating							
Legal Services-Village Attorney	\$125,000		\$125,000	0.00%	\$0	\$157,563	\$149,722
Legal Services-Special	10,000		10,000	0.00%	0	24,784	22,252
Legal Services-Labor	25,000		25,000	0.00%	0	34,108	13,730
Total Operating Costs		160,000	160,000	0.00%	0	216,454	185,703
Total Expenses		\$160,000	\$160,000	0.00%	\$0	\$216,454	\$185,703

Explanation of Increase / (Decrease):

There is no change in total expenses.

Village Clerk	FY 2021
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Summary	FY 2021	FY 2020	Change
Full-Time	3	3	No Change
Part-Time	0	0	No Change

Mission Statement

It is the mission of the Village Clerk to serve the Village Council and residents of North Palm Beach by recording and preserving all proceedings of the Village Council.

Service Levels Narrative

The Office of the Village Clerk is comprised of the Clerk, Deputy Clerk, and Administrative Coordinator, who provide the following services to the Village Council, Administration, and residents:

- Council agenda preparation, compilation, and distribution, including publication of agendas and backup materials on the Village website and Council iPads; attendance at all Village Council meetings and transcription of minutes;
- Legal advertisement and codification of ordinances; execution and distribution of ordinances, resolutions, agreements, contracts, and proclamations;
- Administration of Village elections;
- Records retention, including digital imaging, indexing and online publication in the electronic records database, and records disposal in compliance with statutory requirements;
- Code Enforcement Special Magistrate administrative support, including preparation, distribution, filing, and recording of agendas, orders, liens, and lien releases;
- Certification of Village liens and assessments in response to real property transactions;
- Coordination and facilitation of public records requests;
- Publication of advisory board vacancies, solicitation of new applicants, notification to board members of appointments and term expirations, and preparation of associated reports;
- Receipt of bids and proposals, preparation and execution of bid and proposal tally sheets, attendance at openings, publication of notices and minutes preparation per statutory requirements, notifications to Office of the Inspector General, electronic distribution and retention/disposition of bid records;
- Publication of Council and advisory board meetings, public hearings, collective bargaining sessions, and municipal election information in the Village Newsletter, on the website and Facebook, in newspapers of general circulation, and posting of public notices;
- Management of Council correspondence; coordination of Council registration and travel for League of Cities conferences and other events; organization of Council special events and recognition of citizens and sports teams at Council meetings;
- Administrative support in coordination with the Village's partnership of the Support Our Troops USA, Inc. program.

The Village Clerk is appointed by the Village Council, serves as Clerk of the Council, is the custodian of the Village Seal and of the general and permanent records, attests to all executory contracts as evidence of Council authorization, administers municipal elections, supervises all functions of the Clerk's Office, and is the head of the Department of Records.

The Deputy Village Clerk is appointed by the Village Clerk, subject to confirmation by the Village Council, and during the absence of the Village Clerk, assumes the duties of Clerk. The Deputy Clerk is responsible for providing administrative support to the Special Magistrate.

The Administrative Coordinator performs a wide range of support services, including responding to inquiries from the public and Village departments, coordinating public records requests, notifying Village board and committee members of appointments and term expirations, general purchasing duties, receiving and processing bids and proposals, scheduling meetings, and posting public notices.

Personnel Changes

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

Current Year Accomplishments and New Initiatives

- Administered the March 17, 2020 Municipal Election. Duties included: qualifying four candidates; receiving campaign finance reports; securing polling locations and coordinating election activities with the Palm Beach County Supervisor of Elections.
- Provided and publicized information on the presidential preference primary/ uniform municipal election and primary/general elections through the newsletter and website, including information on how to qualify as a candidate for Village Council; the candidates for Village Council; polling locations; voter registration; early voting; vote-by-mail (absentee); sample ballots. Assisted the AAUW (American Association of University Women) with its “Meet the Candidates” event to introduce Village voters to the candidates for Village Council.
- Initiated, coordinated and held a records management training class conducted by the Florida Department of State Division of Library and Information Services for all Village employees in order to educate and stay up-to-date with statutory requirements regarding records retention and disposition of state and local government agency records.
- Began evaluation and disposition of a voluminous amount of paper records stored within the department that have either met retention or have already been scanned into the Village’s current records management software program.
- Evaluated and streamlined certain administrative processes by creating new and discontinuing old processes for better efficiency. These processes include but are not limited to the lien, code and permit search process, Code Compliance information database, Village Directory, Advisory Board information database.
- Enhanced communication with residents by improving and continuously updating website content related to Council, Clerk, Elections, Advisory Boards, Public Hearings, Public Records, Ordinances, and Community Calendars. Worked with Communications Manager to publicize website options for receiving notification of activities, events, meetings, agendas and minutes.
- In response to a declared state of emergency and in accordance with Executive Orders executed by the Governor of FL; coordinated with IT, the Communications Manager and the Village Attorney to maintain the integrity and efficacy of all Village Council and Advisory Board meetings by conducting the meetings by virtual/electronic means when necessary and ensuring the public was informed and able to gain access to the meetings and provide public comment.
- Promoted volunteers and public participation with articles and photos in the Newsletter and on social media; publicized short-term volunteer options such as assisting with special events or serving as an AARP Tax Aide Counselor; recognized advisory board members’ service at Council meetings and coordinated the Advisory Board Dinner.
- Served as Village liaison of Support Our Troops USA Inc. and coordinated the use of Village clerical and facility resources.
- Administrative Coordinator completed the educational requirements to receive a Notary Public commission.
- Clerk’s office employees attended workshop sessions and meetings through the PBC Municipal Clerks Association and the Supervisor of Elections in order to stay up-to-date on statutory requirements and best practices regarding elections, government in the sunshine, records management, and administrative services.

Goals and Objectives

In the coming year, the Village Clerk's office plans to achieve the following goals and objectives:

Strategic Goal: Organizational ExcellenceDepartment Goal:

Assess work processes to determine what can be improved and implement improved procedures.

Objectives:

- a. Continue efforts with Code Compliance Division to review and improve interdepartmental procedures for Code Enforcement Special Magistrate Hearings.
- b. Create better efficiency by continuing efforts to streamline inefficient and time-consuming interdepartmental work processes and procedures related to everyday facilitation and production.

Department Goal:

Ensure that all work is completed according to statutory requirements.

Objectives:

- a. Continue evaluating filing structure, storage, and retrieval of long-term and permanent records and continue disposition of paper and electronic records that have met retention.
- b. Complete any and all past, incomplete workshop minutes.

Strategic Goal: Community OutreachDepartment Goal:

Ensure residents are informed of volunteer opportunities, civic involvement and election information through mediums such as the Village Newsletter and website and other digital communications.

Objectives:

- a. Continue ongoing efforts with IT and Communications Manager to ensure citizens have easy access to Village services and information through website features such as online forms, news updates, and photo galleries, as well as links to website content on social media.

Department Goal:

Encourage resident participation in Village Boards, programs and events.

Objectives:

- a. Continue collaboration with Communications Manager to promote opportunities for volunteers and public participation through social media, the Village newsletter, website, and email notifications.
- b. Recognize volunteers at Council meetings and special events and publicize on social media.

Village Clerk

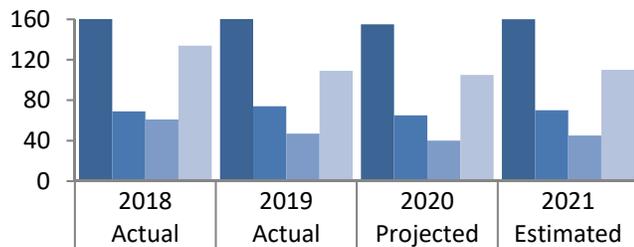
FY 2021

Performance / Workload Measures

Performance Measure	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimated
<u>Council Meetings:</u> Regular Session	20	20	22
Workshop Session	8	1	5
Special Session	6	3	5
Budget Workshop	6	2	2
Total Ordinances/Code Amendment ordinances	14/6	9/5	12/6
Total Resolutions/Resolutions approving contracts, leases, agreements	143/80	100/50	120/60
Code Enforcement Special Magistrate Hearings	12	9	12
Code Enforcement case files prepared	166	123	170
Code Enforcement liens recorded	42	29	40
Code Enforcement liens released	35	30	30
Newsletter articles informing Village residents of volunteering opportunities, civic involvement and election information	12	12	12
Applications and inquiries received in Clerk's Office regarding Village boards and/or public service options	30	7	15
Public records provided within 1-5 business days of receipt	44.85% 74/165	41.94% 65/155	43.75% 70/160
Public records provided the same day as requested	38.48% 47/165	25.81% 40/155	28.13% 45/160
Public records provided at no charge to requestor	66.06% 109/165	67.74% 105/155	68.75% 110/160

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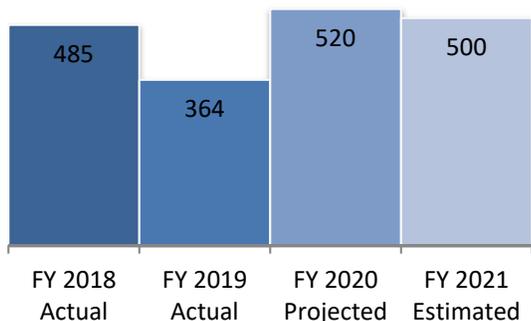
Public Records Requests



	2018 Actual	2019 Actual	2020 Projected	2021 Estimated
Total Requests	162	165	155	160
Provided 1-5 business days	69	74	65	70
Provided same day	61	47	40	45
Provided at no charge	134	109	105	110

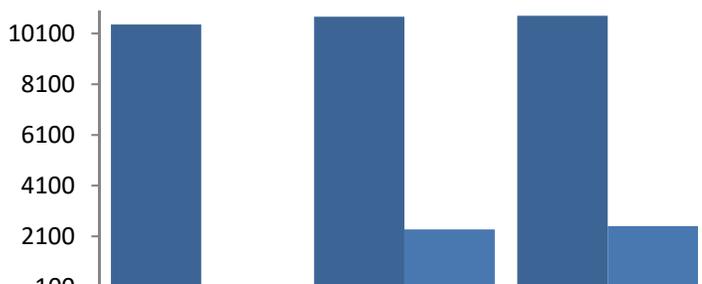
The public may review or obtain copies of records by searching the online public records database or by contacting the Clerk’s office or relevant department. The Clerk’s office acknowledges receipt of requests for public records and ensures that the requestor receives documents in a timely manner. Records that are available in a digital format are provided at no charge by email or on the website, whenever feasible.

Lien Certifications



Title companies submit requests to the Clerk’s office for a records search to determine if there are any outstanding Village liens or assessments against a property. Liens may be imposed for code enforcement violation fines or a property may be subject to an assessment for water lines. The number of lien certifications issued is a general indication of property sales, refinances, or transfers of ownership.

Municipal Election Voter Turnout



	2019 Actual No Election	2020 Actual	2021 Estimated
Total Registered Voters	10455	10765	10800
Total Voter Turnout	0	2369	2500

Village Clerk

FY 2021

Budget Summary

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$293,259	\$281,673	4.11%	\$11,586	\$354,668	\$358,094
Operating						
Books, Publ. & Subscriptions	25	25	0.00%	0	24	24
Conferences & Seminars	1,100	950	15.79%	150	0	600
Contractual Services	9,000	9,600	-6.25%	(600)	8,746	4,531
Election Expense	20,000	18,000	11.11%	2,000	180	23,885
Materials & Supplies	3,600	3,400	5.88%	200	1,665	2,649
Memberships & Dues	550	650	-15.38%	(100)	655	630
Printing & Binding	600	600	0.00%	0	88	814
Professional Services	5,100	100	5000.00%	5,000	32	32
Travel & Training	1,040	3,077	-66.20%	(2,037)	1,327	1,320
Other Operating Costs	1,700	1,500	13.33%	200	1,324	1,786
Total Operating Costs	42,715	37,902	12.70%	4,813	17,273	36,271
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$335,974	\$319,575	5.13%	\$16,399	\$371,942	\$394,365

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs, with the primary contributing factor being personnel costs. The FY21 budget includes:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel.

General Services – Village Hall

FY 2021

Mission Statement

This Division of the General Fund is for the express purpose of accounting for expenditures related to Village Hall that cannot be directly associated with or easily identified to any other particular department/division. Some of the items accounted for within this Division include the following:

- Village Newsletter
- Village Historian
- Village Hall Copier and Postage Machine Rental
- Village Hall Utilities (Telephone, Electric, Water & Sewer)
- General Supplies for Village Hall

Budget Summary

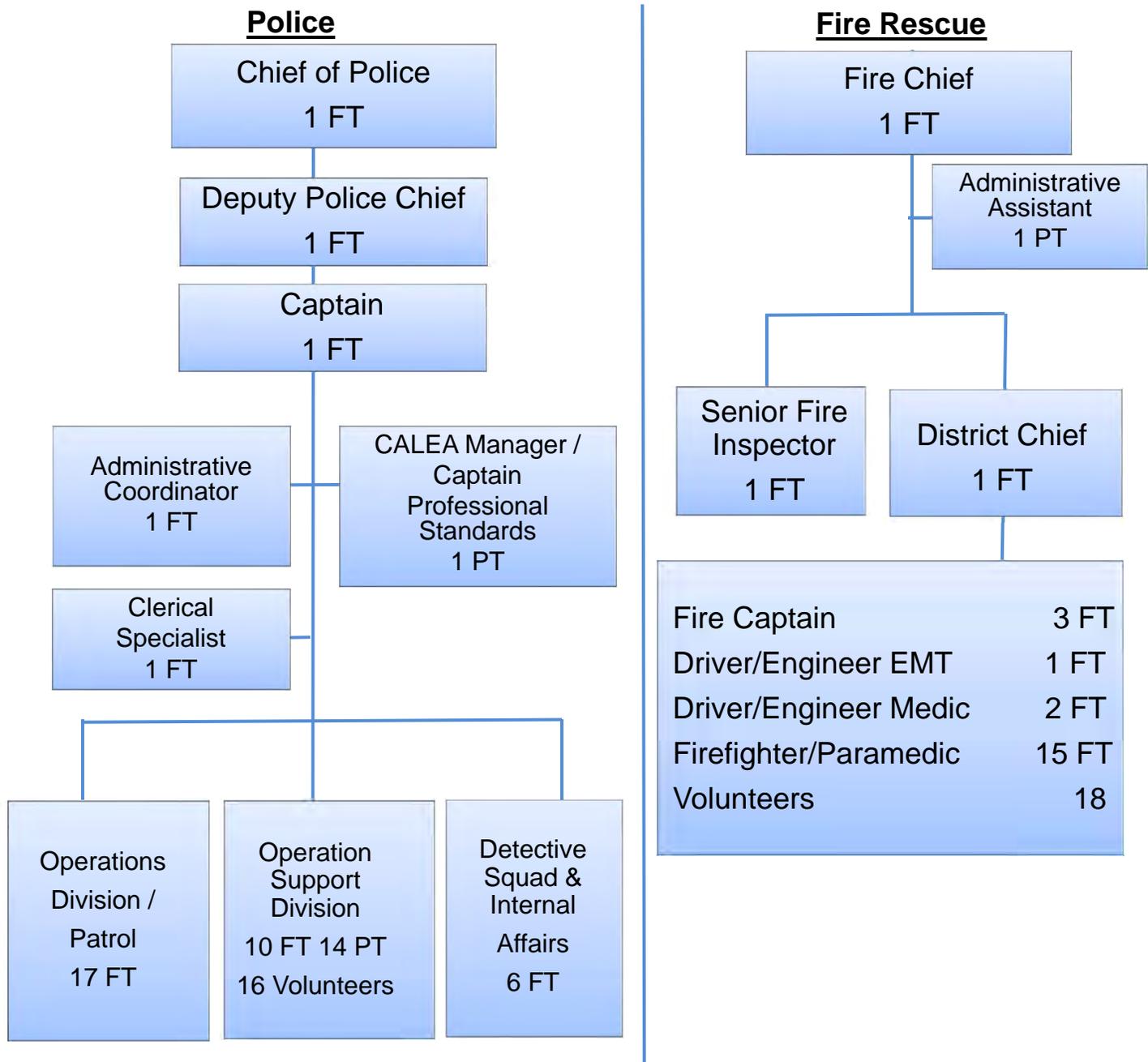
	<u>FY 2021 Budget</u>		<u>FY 2020 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/19</u>	<u>Actual 09/30/18</u>
Operating							
Materials & Supplies	\$6,000		\$10,200	-41.18%	(\$4,200)	\$6,113	\$6,648
Newsletter	62,400		50,000	24.80%	12,400	47,468	44,929
Postage	25,000		25,000	0.00%	0	17,892	22,412
Rental	2,480		2,300	7.83%	180	1,856	5,329
Repairs & Maintenance	3,500		3,500	0.00%	0	4,700	3,500
Utilities	20,500		20,200	1.49%	300	21,411	21,105
Other Operating Costs	0		80	-100.00%	(80)	60	60
Total Operating Costs		119,880	111,280	7.73%	8,600	99,501	103,984
Capital Outlay		0	0	0.00%	0	0	0
Total Expenses		\$119,880	\$111,280	7.73%	\$8,600	\$99,501	\$103,984

Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to the increase in operating costs for the Village Newsletter.

Public Safety (Combined)	FY 2021
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This is a combined organization chart for Police & Fire. Please refer to the organization charts provided for each department in the following pages



Summary	FY 2021	FY 2020	Change
Full-Time	62	62	No Change
Part-Time	16	15	+1
Volunteers	34	34	No Change

Public Safety (Combined)

FY 2021

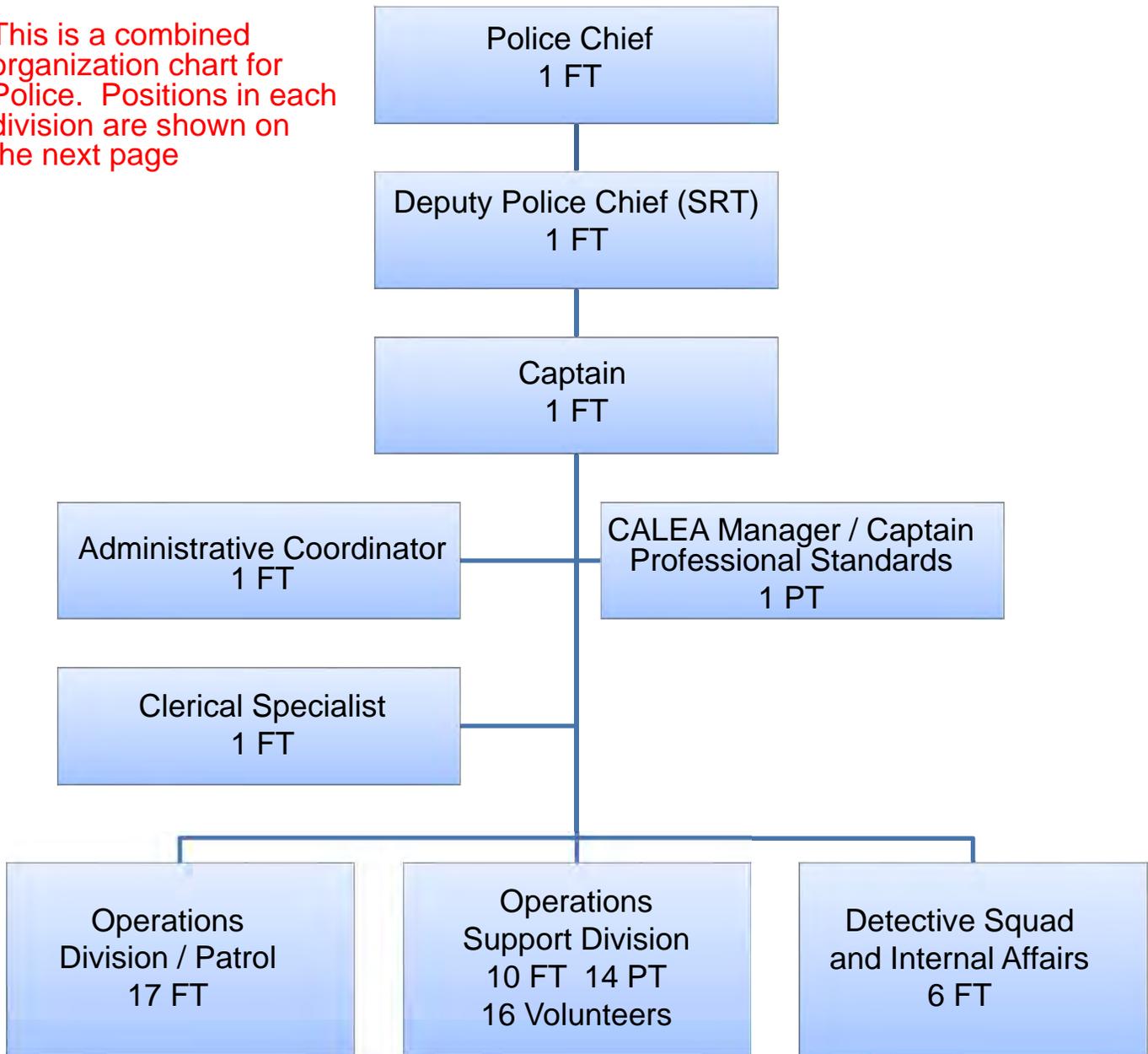
Budget Summary

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$9,093,391	\$8,829,858	2.98%	\$263,533	\$8,689,747	\$8,178,323
Operating						
Advertising	180	180	0.00%	0	0	0
Books, Publ. & Subscriptions	2,950	2,950	0.00%	0	1,789	1,906
Conferences & Seminars	2,600	2,100	23.81%	500	200	175
Contractual Services	561,400	551,000	1.89%	10,400	512,011	467,498
Employee Relations	4,000	4,000	0.00%	0	2,611	1,295
Gas, Oil & Lubricants	130,200	144,200	-9.71%	(14,000)	101,789	105,615
Licenses & Fees	4,300	3,000	43.33%	1,300	3,415	1,868
Materials & Supplies	240,425	251,650	-4.46%	(11,225)	275,239	206,774
Memberships & Dues	4,570	4,395	3.98%	175	3,900	2,769
Postage	2,800	1,987	40.92%	813	919	1,294
Printing & Binding	4,000	3,900	2.56%	100	3,527	3,697
Professional Services	23,900	23,400	2.14%	500	16,477	18,127
Rental	14,172	16,922	-16.25%	(2,750)	14,171	23,884
Repairs & Maintenance	130,500	167,000	-21.86%	(36,500)	164,199	140,730
Travel & Training	108,000	104,970	2.89%	3,030	58,552	54,248
Uniforms	114,000	75,750	50.50%	38,250	78,196	55,176
Utilities	124,080	103,500	19.88%	20,580	88,092	92,286
Other Operating Costs	3,550	80	4337.50%	3,470	1,895	60
Total Operating Costs	1,475,627	1,460,984	1.00%	14,643	1,332,021	1,182,442
Capital Outlay	0	0	0.00%	0	33,805	70,844
Total Expenses	\$10,569,018	\$10,290,842	2.70%	\$278,176	\$10,055,573	\$9,431,609

Note: The Public Safety services performed by the Village include: police, fire and emergency medical services. The combined budget summary above is for illustrative purposes only. Increases or decreases in total expenses are indicated on each department's individual budget summary.

Police	FY 2021
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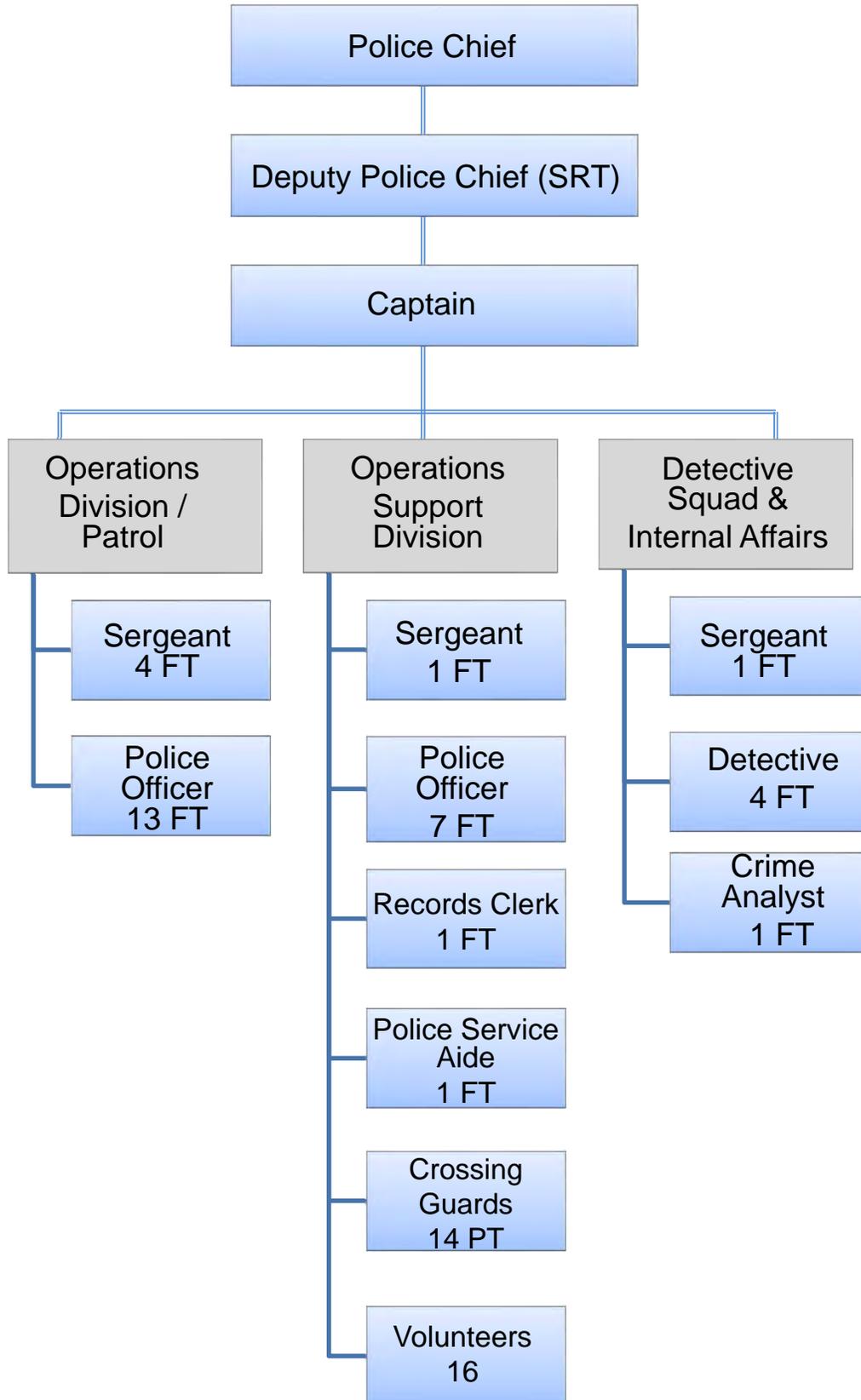
This is a combined organization chart for Police. Positions in each division are shown on the next page



Summary	FY 2021	FY 2020	Change
Full-Time	38	38	No Change
Part-Time	15	15	No Change
Volunteers	16	16	No Change

Police (By Division)

FY 2021



Mission Statement

It is the mission of the Police Department to provide the highest quality of police services by maintaining respect for individual rights and human dignity and by empowering residents and the community to work in partnership with the goal of improving the quality of life within the Village of North Palm Beach.

Organizational Structure and Operations

The Police Department consists of thirty-three (33) police officers, a Records Clerk, a Clerical Specialist, a Police Service Aide, a Crime Intelligence Analyst and an Administrative Coordinator. The Department currently has fifteen (15) part-time personnel (one who serves as the CALEA Manager/Captain of Professional Standards and fourteen (14) School Crossing Guards). There are eleven (11) Reserve Officers and five (5) non-sworn volunteers. The Patrol squads work a twelve-hour shift schedule and Records and Administration personnel work an eight-hour shift, with a minimum staffing requirement to provide appropriate law enforcement coverage.

The Police Chief serves as part of the Village management team reporting to the Village Manager and is responsible for the overall operation and performance of all Police personnel. The Chief communicates on a regular basis with the Village Manager, other Village Department Directors and Village Council on all police-related matters.

The Administrative Coordinator is responsible for all secretarial duties required by the Police Chief. Coordinates and performs duties related to payroll, purchasing, and Criminal Justice Standards and Training Commission requirements. Additional responsibilities include marketing Neighborhood Enhancement Team (NET) programs and solicit community participation while working in collaboration with other Village Departments and Village residents to ensure neighborhoods remain desirable places to live.

The Police Department consists of three (3) functional areas:

- Operations/Patrol
- Operations Support/Detective Squad & Internal Affairs
- Professional Standards/ Accreditation / Training

Each functional area is commanded by the Deputy Police Chief. The Police Captain is responsible for overseeing: Patrol, the Detective Squad, Special Operations, Records, and other administrative duties. The current organizational structure has streamlined internal communications and processes, thereby improving responsiveness and overall customer service.

Patrol consists of four (4) squads assigned to work two (2) shifts with a minimum of four (4) Police Officers assigned to each squad. The minimum staffing level is four (4) Police Officers and one (1) Police Sergeant for each squad to provide the necessary coverage 24-hours per day.

The Detective Squad consists of a Police Detective Sergeant, a Criminal Intelligence Analyst, three (3) Police Detectives, and a Police Detective/Crime Scene Investigator. They are primarily assigned to investigate and process evidence of both crimes against property and persons and to analyze criminal activity, allowing the Department to maximize the use of personnel to prevent and deter criminal activity.

Professional Standards consists of the Training and the CALEA Accreditation function.

The Village of North Palm Beach has a number of waterways within its jurisdiction. Since the Village borders Lake Worth, the Intracoastal Waterway and the Earman River, a Marine Unit is deployed to provide for the safety of the boating public and to investigate any marine-related issues.

A Police Sergeant is certified as a crime prevention practitioner and is responsible for coordination of community programs, residential and business security surveys.

The Police Department continues to work diligently to improve training programs with the realization that by providing staff with the best training possible, their performance will be enhanced and the delivery of services will be improved. The Training Section is exploring new initiatives for police officer development; and the Department now hosts regional classes to provide them the tools to be successful. Police Officers receive regular high liability training, along with various other classes to develop their abilities.

The Police Department continues to closely monitor its response to traffic crashes within the Village. Because citizen safety is paramount, the Department is always looking for ways to decrease traffic crashes. An analysis of accident data identifies causation, frequency, location, and time of day, affording the Department with the necessary information to properly focus its education and enforcement efforts. In addition, the Department deploys traffic monitoring devices to pinpoint and verify traffic complaint issues. This proactive approach enables the Department to maximize the use of police resources and to have the greatest impact on the identified problem areas.

The Department's fully functional crime scene component, which began with the conversion of a retired EMS vehicle and the assignment of a trained investigator, continues to develop. The Crime Scene van has the needed equipment to process almost any scene and to collect evidence that may assist in the apprehension of a suspect or suspects. The vehicle is also outfitted to serve as a mobile command post if the need arises.

The Department continues to research methods for staff to work "smarter" not necessarily "harder." Information Technology personnel continue to work with community policing officers to deploy surveillance technology at key locations to assist the Department with crime prevention and detection. Each police vehicle is equipped with a laptop for report writing and easy access to intelligence information.

In April 2017, the North Palm Beach Police Department completed the third national re-accreditation on-site assessment. The Department was re-accredited for a four-year assessment cycle at the July 2017 Commission Conference. The Police Department continued to participate in the re-accreditation process, which began nine (9) years ago after receiving the initial accreditation in 2008. The core accreditation team continued the daunting challenge of reviewing and ensuring compliance with all policies as well as completing inventories and task analyses to bring the Department into compliance with the high standards set by CALEA.

By choosing to be accredited through CALEA, the Police Department voluntarily accepted the challenge to meet the most rigorous set of standards designed for law enforcement in the United States. The Police Department agreed to meet all the standards applicable to the largest size agency defined by CALEA and to prove compliance with those standards on a continual basis through documentation and inspection. Inspections occur both internally and every four (4) years. Since April 2017, inspections have been conducted annually by a team of law enforcement professionals selected by CALEA from non-bordering jurisdictions. CALEA standards apply to patrols, investigations, administration, crime prevention, property and evidence, the Reserves, the Explorers programs, and all other areas of police operations.

The following community programs are supported by police personnel:

Neighborhood Enhancement Team (NET)

NET team's goal is to work with residents to ensure neighborhoods remain desirable places to live. Outreach plans include crime walks, neighborhood clean-ups, beautification projects and efforts to obtain grant money to support neighborhood enhancement initiatives and community revitalization. In collaboration with Solid Waste Authority (Paint-Your-Heart Out Program) the NET program painted and beautified four (4) residential homes.

Police Officer Reserve Program

The Police Officer Reserve program is established for Florida Certified Law Enforcement Police Officers who have an interest in serving this community as part of the North Palm Beach Police Department. The program currently has eleven (11) Reserve Police Officers.

****Please note that the ongoing pandemic has negatively affected the numbers below****

Volunteers in Policing

A trained group of volunteers assist with recent victim re-contact in the detective squad and other administrative tasks throughout the agency. This program currently has three (3) participants.

Security Surveys/Home and Business

The Department's specially trained community policing officers provide free residential and business security surveys to reduce the chances of a break-in at a residence or business. A police officer provides tips about door locks, alarm systems; lighting, landscaping, and other areas that may help prevent the property owner from becoming a victim. The Department completed fourteen (14) security surveys last year.

Trespass Program

This program allows business owners to sign an affidavit giving consent for police officers to act as an agent, thereby giving them the authority to request people to vacate the premises. After the affidavit is signed, the owner installs (at their own expense) specifically worded "No Trespass" signs in visible locations throughout the property. Police Officers advise persons found on the premises that failure to leave the area may result in arrest. Currently there are forty-six (46) properties involved in this program.

Alert Program

Crime and information bulletins are distributed to residents and business owners to notify them of current crime trends and prevention strategies. The goal is to create an atmosphere of awareness that reduces the chances of residents and business owners becoming victims of crime. These prevention strategies are accomplished by a park, walk and talk technique and by distributing flyers, faxes, and e-mails. The Department distributed approximately two thousand two hundred (2200) flyers last year.

Gun Lock Program

Free gun locks are provided to residents to keep their homes safe through secured firearms. The Department distributed seventeen (17) gun locks last year.

Community Participation Meetings

Police Officers' conduct crime prevention meetings throughout the community to learn and discuss what problems may be occurring and ways to help one another combat crime. This is an open dialogue between all parties involved in hopes of finding solutions to issues. This program also helps to organize neighborhoods into Crime Watch groups. There were approximately four hundred (400) residents who either attended or showed interest in community meetings last year.

Neighborhood Watch Meetings

Preventing crime in the community is a shared responsibility between the police and residents. Neighborhood Watch has been entrusted with the responsibility of empowering Village residents to keep their neighborhoods safe. Safe neighborhoods and crime prevention education for Village residents is the Department's challenge and goal. The program encourages Village citizens to become actively involved with the Department through practicing crime prevention techniques and reporting crime or suspicious activity. The Department attended six (6) meetings, this includes NET (Neighborhood Enhancement Team) meetings.

Safety Awareness Training Seminars

The concept behind Safety Awareness training is to empower individuals and to encourage them to work as a team with police officers. Participants are taught how crime prevention relates to them and how to anticipate and recognize their crime-risk potential. Citizens are educated and provided information on a variety of topics, including personal safety, child safety, internet safety, gun safety, identity theft, and how to protect their home and vehicle from burglary. The Department conducted nineteen (19) seminars.

Workers On Watch (WOW)

This program encourages the many employees of the Village to remain vigilant and immediately report any suspicious activity to the police. This program is a cooperative effort between the Department and the other entities within the Village to help prevent crime and assist with quality of life issues. The department conducted four (4) Workers on Watch meetings held at Public Works.

SmartWater Program

This is a new program implemented to address residential, auto and vessel burglaries. The Police Department purchased kits that were distributed to residents to safeguard their personal property and aid in the recovery of stolen property. We have distributed one hundred and twenty-five (125) SmartWater kits since inception. Three (3) inquiries received this past year.

Special Response Team (SRT)

There are currently seventeen (17) members in SRT that includes the Deputy Chief as one (1) Commander, two (2) Team Leaders, two (2) Investigators /Logistics and twelve (12) Operators.

Personnel Changes:

There are no personnel/title changes for Fiscal Year 2021/2022

Volunteers

Recruiting efforts underway to increase the number of Reserve Police Officers

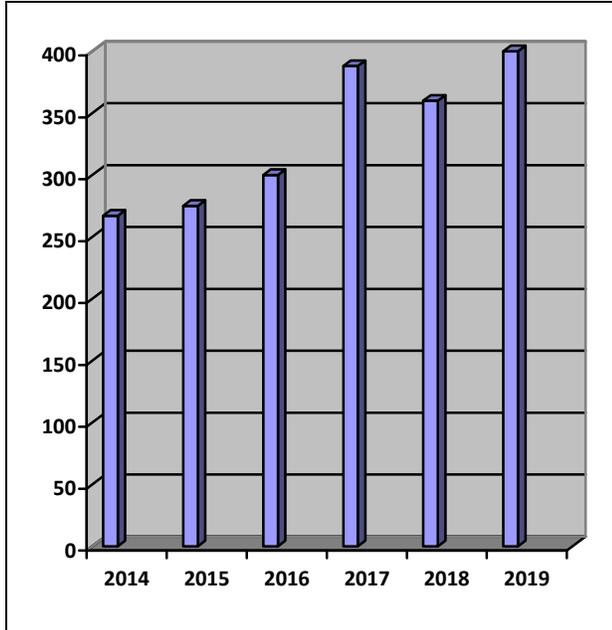
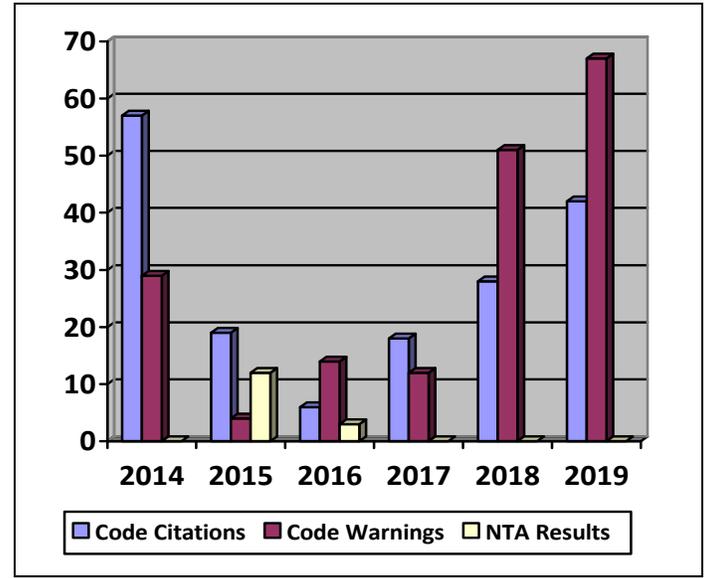
2020 Awards:

The agency has been recognized by two (2) organizations as being in the top ten (10) lowest crime cities in Florida.

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Current Year Accomplishments and New Initiatives

During Fiscal Year 2019/2020, the Police Department achieved the following results:

Participation in Community MeetingsIncreased Code Enforcement ActionsANNUAL REPORT INFORMATION

- Continue the NET (Neighborhood Enhancement Team) / Community policing partnerships using Police, Fire, Code Enforcement and Public Works Departments focus on transitional neighborhoods.
- Continue the Manatee Enforcement Grant to provide additional enforcement in the waterways.
- Continue the High Visibility Enforcement / Pedestrian Grant program.
- Continued community engagement by directed patrols.

Goals and Objectives

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

Strategic Goal: All Neighborhoods as Desirable Places to LiveDepartment Goal:

Provide for a safe and secure community.

Objectives:

Maintain the highest quality of public safety services through accreditation of its law enforcement component.

a. Police department re-accreditation

1. CALEA re-accreditation completed on 7/26/17. Re-accreditation is done every 4 years and will now be done annually.

- b. Community policing focus.
 - 1. Police department will continue to partner with residents, businesses, schools and places of worship to provide safety training.
- c. NET (Neighborhood Enhancement Team) / Neighborhood relationships
 - 1. Continued emphasis upon community policing and increased positive resident contact in our community through NET/directed patrol.
 - 2. Ongoing sidewalk and street light upgrades and repairs in the NET area.

Strategic Goal: Financial Sustainability

Department Goal:

Identify grant opportunities.

Objectives

- a. Law Enforcement support through grant funding opportunities continues to remain a priority within the organization. The Bulletproof Vest Project (BVP), Florida Department of Transportation (FDOT) Pedestrian Enforcement and Palm Beach County Manatee Enforcement grant applications have been re-submitted.
- b. Evaluation of the NET program to address “community building” and infrastructure needs (i.e. sanitary sewer), issues with the aging housing stock, and affordability.

Performance / Workload Measures

Performance Measure	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimated
Community Policing Contacts	1500	1450	1250
Enforcement Contacts	4500	3200	3000
Number of code compliance issues	35	15	11
Increase number of warnings issued for traffic stops	1822	1842	1850
Reduce traffic crash reports	166	142	130

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Crime Statistics**NORTH PALM BEACH CRIME STATISTICS****Jan. – Dec., 10-Year Statistics**

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Murder	0	0	0	0	0	0	0	0	0	0
Sexual Assault	1	0	2	0	4	1	0	1	0	1
Robbery	9	9	13	6	5	1	2	5	5	2
Aggravated Assault	14	10	4	8	10	9	8	10	7	5
Stolen Vehicle	22	14	11	8	20	14	17	18	14	17
Burglary to Residence	66	39	64	38	59	27	33	17	7	10
Burglary Non Residence	14	17	14	7	16	10	11	2	5	4
Burglary to Vehicle	55	31	44	33	58	50	38	33	25	23
Theft	139	131	106	105	135	85	74	67	54	57
TOTALS:	320	251	258	205	307	197	184	154	117	121

Jan. – Dec., 2-Year Statistics

	Jan. - Dec. 18	Jan. - Dec. 19	-/+	% Change
Murder	0	0	0	0.0
Sexual Assault	0	1	0	100.0
Robbery	5	2	-3	-60.0
Aggravated Assault	7	5	-2	-28.6
Aggravated Stalking	0	2	2	200.0
Stolen Vehicle	14	17	3	21.4
Burglary to Residence	7	10	3	42.9
Burglary Non-Residence	5	4	-1	-20.0
Burglary to Vehicle	25	23	-2	-8.0
Theft	54	57	3	5.6
TOTALS:	117	121	4	3.4
Arrests:	175	129	-46	-26.3

2019 Annual Clearance Rate for The North Palm Beach Police Department is 36.4%

Police

FY 2021

Budget Summary

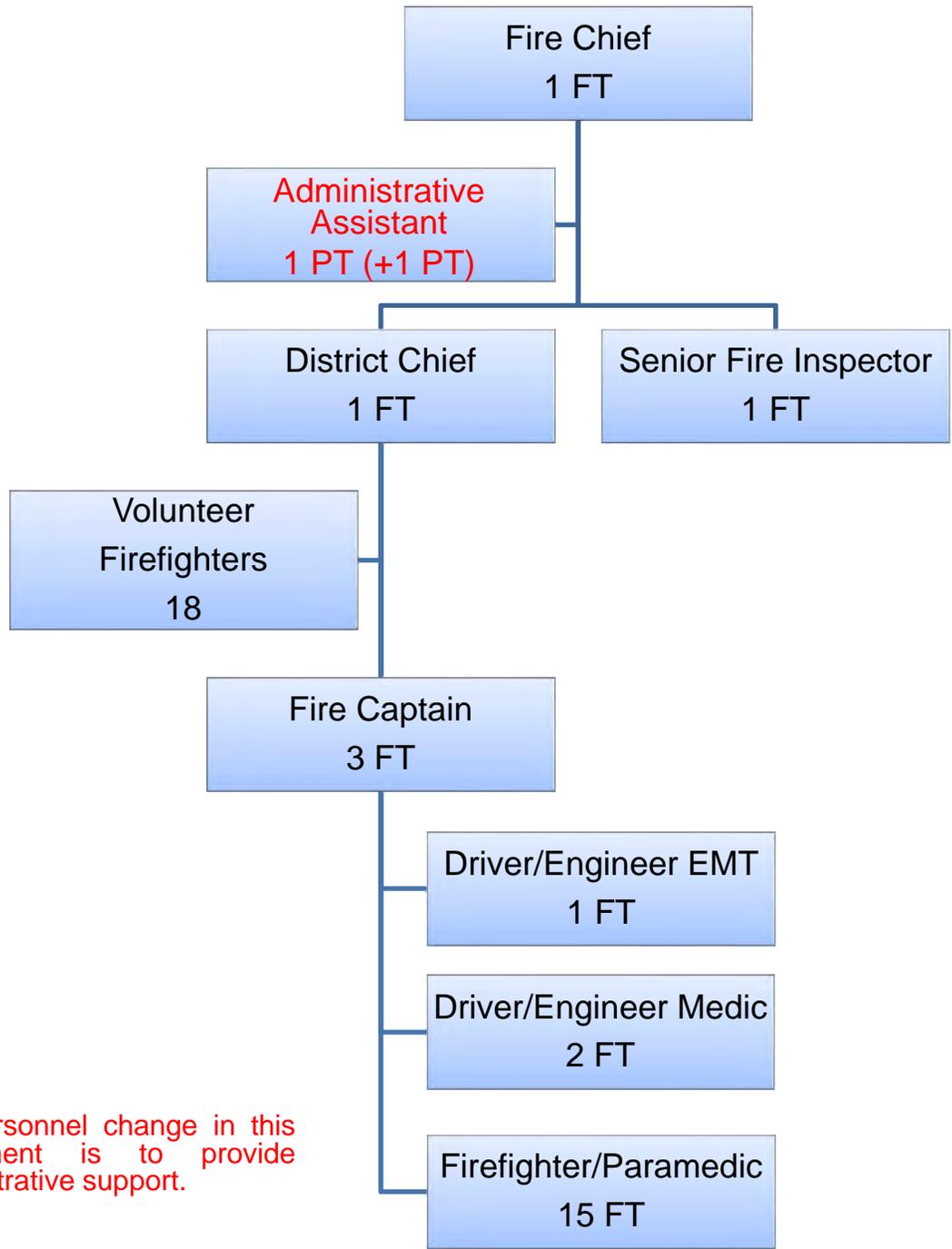
	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$5,393,159	\$5,389,019	0.08%	\$4,140	\$5,424,066	\$5,037,871
Operating						
Advertising	180	180	0.00%	0	0	0
Books, Publ. & Subscriptions	500	500	0.00%	0	149	27
Conferences & Seminars	600	600	0.00%	0	200	175
Contractual Services	525,400	519,000	1.23%	6,400	468,867	428,956
Employee Relations	4,000	4,000	0.00%	0	2,611	1,295
Gas, Oil & Lubricants	106,000	120,000	-11.67%	(14,000)	86,191	88,066
Licenses & Fees	1,500	1,500	0.00%	0	764	1,164
Materials & Supplies	130,400	173,500	-24.84%	(43,100)	205,369	143,086
Memberships & Dues	2,960	2,960	0.00%	0	2,726	2,035
Postage	300	300	0.00%	0	57	198
Printing & Binding	3,500	3,500	0.00%	0	3,327	3,454
Professional Services	8,000	8,000	0.00%	0	1,102	2,527
Rental	14,172	14,172	0.00%	0	14,171	21,478
Repairs & Maintenance	80,500	119,500	-32.64%	(39,000)	86,203	79,031
Travel & Training	46,000	46,000	0.00%	0	31,493	21,865
Uniforms	32,000	32,000	0.00%	0	27,960	34,264
Utilities	27,200	21,900	24.20%	5,300	2,674	6,913
Other Operating Costs	300	0	0.00%	300	0	(0)
Total Operating Costs	983,512	1,067,612	-7.88%	(84,100)	938,903	839,575
Capital Outlay	0	0	0.00%	0	33,805	70,844
Total Expenses	\$6,376,671	\$6,456,631	-1.24%	(\$79,960)	\$6,396,774	\$5,948,290

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to the decrease in operating costs. The FY21 budget includes:

- An operating expenditure decrease in fuel costs for police vehicles;
- An operating expenditure decrease in materials & supplies needed for the department; and
- An operating expenditure decrease in repairs & maintenance as compared to FY20, which included one-time costs associated with police radios.

Fire Rescue	FY 2021
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The personnel change in this department is to provide administrative support.

Summary	FY 2021	FY 2020	Change
Full-Time	24	24	No Change
Part-Time	1	0	+ 1
Volunteers	18	18	No Change

Mission Statement

It is the mission of the Fire Rescue Department to provide exceptional life safety services through the delivery of quality, professional fire suppression, emergency medical services, fire code enforcement and community education.

Department Structure

The Fire Rescue Department is composed of a fire chief, district chief, a senior fire inspector, three (3) fire rescue captains, three (3) driver/engineers, fifteen (15) firefighter/paramedics and eighteen (18) volunteers.

The Fire Chief serves as part of the Village management team reporting to the Village Manager. The Fire Chief manages the resources of the Fire Rescue Department, performing administrative duties such as budget preparation and long-term planning. The Fire Chief coordinates with other Village departments, most often Community Development, to minimize conflicts between code issues that might affect projects within the Village. The Fire Chief responds to emergency incidents and may serve in any capacity up to and including incident commander during a man-made or natural disaster. Fire Rescue is requesting the addition of one (1) part-time Administrative Assistant to work with staff to help complete daily routine paperwork and special projects.

The District Chief serves as training officer and liaison to other fire and EMS organizations. As such, the District Chief represents the Department at various countywide association meetings. The District Chief arranges training required to maintain certification and skills, and maintains the training records necessary to comply with county and state laws. The District Chief serves as the department safety officer and, as such, coordinates with the department safety committee. Further, the District Chief supervises the Captains and serves as a command officer at emergency operations.

The Senior Fire Inspector is responsible for all annual existing business inspections as well as inspecting new construction for code compliance. The Senior Fire Inspector also reviews all building plans and permits for code compliance. Additionally, the Senior Fire Inspector may provide initial origin and cause investigation at fire scenes, assists with pre-fire plans and chairs the Safety Committee.

The Fire Rescue Captains are responsible for the day-to-day operations: responding to emergency calls, in-house training drills and station maintenance. The Captains are also called upon to provide public/group tours of the fire station and present fire safety information to school groups and citizen organizations. Each Captain is also assigned a specific task; inventory maintenance, fleet and facility overview, or pre-fire plan maintenance as examples. The Captains are each assigned a six-personnel shift; one being a Driver/Engineer.

The Driver/Engineer is responsible for apparatus operation and apparatus/equipment maintenance and also steps up to the captain role when necessary. Each shift works a 24-hour on-duty/48-hour off-duty schedule with each member having an additional scheduled day off every three (3) weeks, averaging out to a 48-hour work week. Mandatory minimum daily staffing is five (5) people, with two (2) on a rescue/ambulance and three (3) on a fire engine.

Fire Rescue

FY 2021

Volunteers are required to hold, at minimum the following certifications: Firefighter II and EMT or paramedic certification. Volunteers are also required to attend at least two (2) monthly fire drills and ride a minimum of thirty-six (36) hours per month with career personnel. They can be assigned any duty for which they are certified and can supplement, but never replace, career personnel.

Personnel Changes

The personnel changes for Fiscal Year 2020/2021 are:

- Add one (+1) p/t Administrative Assistant

Current Year Accomplishments and New Initiatives

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

- Recertify personnel in Pediatric Advanced Life Support (PALS).
- Working member of the Village NET.
- Received an EMS Grant to purchase a patient simulator training manikin.
- Accepted delivery/placed in service our first leased fire engine.
- Ordered/awaiting delivery of first leased rescue (ambulance).
- Instituted policies & procedures to continue operations during the COVID-19 pandemic.

Goals and Objectives

In the coming year, the Fire Rescue Department plans to achieve the following goals and objectives:

Strategic Goal: Organizational Excellence

Department Goal:

Maintain a response time that meets or exceeds the countywide standard of eight (8) minutes 80% of the time.

Objectives:

- Conduct operational readiness drills to enhance staff speed in deployment and overall readiness.
- Conduct map and area familiarization drills with staff monthly.

Department Goal:

Maintain personnel proficiencies at a high level in all aspects of emergency response work our department engages.

Objectives:

- Conduct regularly scheduled in-house training to maintain job skills.
- Added online training opportunities to replace classroom training while educational institutions were closed due to the pandemic.
- Expanded our EMS and fire in-house training during the pandemic.

Fire Rescue

FY 2021

Department Goal:

Use the apparatus lease program to replace one (1) aerial apparatus.

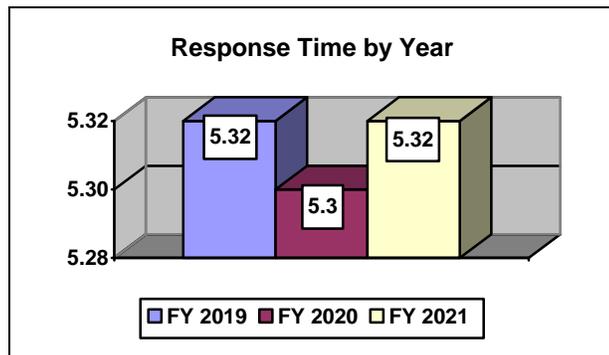
Objectives:

- Replace aerial apparatus utilizing a ten (10) year lease plan.
- Turn in and replace apparatus at the end of lease periods.

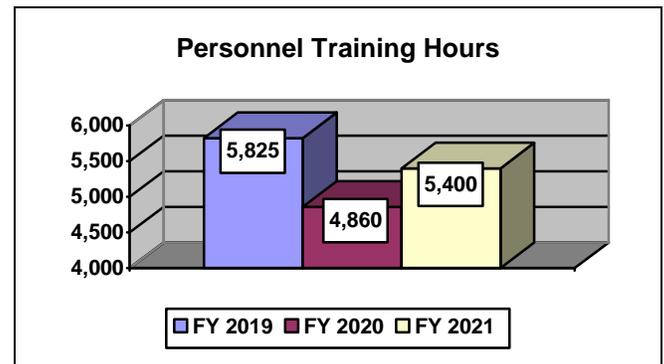
This lease will replace a 1997 Pierce 75' quintuplet fire apparatus that has reached its end of life cycle in years and is obsolete and unsupported by the manufacturer. This will be replaced with a new aerial apparatus through our lease program; anticipate a ten (10) year lease period after which the apparatus will be turned in for a replacement.

Performance / Workload Measures

Performance Measure	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimated
N.P.B. Average Response Time*	5:32	5:30	5:32
Personnel Training Hours	5825	4860	5400



***Response Times:** As depicted in the above graph, the average response time is well below the eight-minute county maximum limit. Increases are anticipated due to call volume.



Personnel Training Hours: This graph depicts current training pattern. With recertifications, most notably paramedic and fire inspector, scheduled bi-annually and tri-annually, planned training hour cycles are scheduled accordingly.

continued on next page

Fire Rescue

FY 2021

Trends and Future Needs

In an effort to be better prepared to serve the future needs of the Village, Fire Rescue has been studying past trends to project what short-term (3-5 year) adjustments to our service plan will keep us ahead of the curve; we refer to this as our Triennium Study. Fire Rescue continues tracking trends to plan for future needs using our Triennium Study. The 2017-2019 reporting period is now available and has been added to the charts below.

Triennium Emergency Responses

	2002-2004	2005-2007	2008-2010	2011-2013	2014-2016	2017-2019
Total Calls	4043	4450	4716	4973	5865	6498
Increase		407	266	257	892	630
% Change		10%	6%	5%	18%	11%

Triennium Automatic Aid Given Responses

	2002-2004	2005-2007	2008-2010	2011-2013	2014-2016	2017-2019
In Village	4012	4073	4154	4411	4999	5535
% of total	99%	91%	88%	89%	85%	85%
Outside	31	377	562	562	866	963
% of Total	0.80%	8%	12%	11%	15%	15%

Automatic Aid Given vs Received

	2002-2004	2005-2007	2008-2010	2011-2013	2014-2016	2017-2019
Given	31	377	562	562	866	963
Received	36	333	602	551	838	910

Average Response Times vs. Automatic Aid Only
Response Times

	2002-2004	2005-2007	2008-2010	2011-2013	2014-2016	2017-2019
Average Response Times	4:53	4:38	4:50	5:25	5:19	5:27
Automatic Aid Only Responses	No Auto Aid Only Calls	7:59	7:12	7:13	7:26	7:27

The statistics show no significant changes in the last three years. We will continue to monitor these trends and make recommendations as the information indicates.

Fire Rescue

FY 2021

Budget Summary

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$3,700,232	\$3,440,839	7.54%	\$259,393	\$3,265,681	\$3,140,453
Operating						
Books, Publ. & Subscriptions	2,450	2,450	0.00%	0	1,640	1,879
Conferences & Seminars	2,000	1,500	33.33%	500	0	0
Contractual Services	36,000	32,000	12.50%	4,000	43,144	38,542
Gas, Oil & Lubricants	24,200	24,200	0.00%	0	15,598	17,549
Licenses & Fees	2,800	1,500	86.67%	1,300	2,651	704
Materials & Supplies	110,025	78,150	40.79%	31,875	69,869	63,688
Memberships & Dues	1,610	1,435	12.20%	175	1,174	734
Postage	1,500	500	200.00%	1,000	126	279
Printing & Binding	500	400	25.00%	100	200	243
Professional Services	15,900	15,400	3.25%	500	15,375	15,600
Rental	0	2,750	-100.00%	(2,750)	0	2,406
Repairs & Maintenance	50,000	47,500	5.26%	2,500	48,160	27,462
Travel & Training	62,000	58,970	5.14%	3,030	27,059	32,383
Uniforms	82,000	43,750	87.43%	38,250	50,236	20,911
Utilities	3,000	1,600	87.50%	1,400	1,409	1,537
Other Operating Costs	3,250	0	0.00%	3,250	1,835	0
Total Operating Costs	397,235	312,105	27.28%	85,130	278,475	223,918
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$4,097,467	\$3,752,944	9.18%	\$344,523	\$3,544,156	\$3,364,370

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs. The FY21 budget includes:

- A personnel expenditure increase reflecting the addition of one (1) part-time Administrative Assistant Position;
- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel and negotiated increases for IAFF-eligible employees as negotiated in their collective bargaining agreements;
- An operating expenditure increase in materials & supplies due to the increased costs of medical supplies; and
- An operating expenditure increase in uniforms to replace the Volunteer Fire PPE's, which have reached the end of their life span.

General Services – Public Safety Building

FY 2021

Mission Statement

This Division of Public Safety is for the express purpose of accounting for expenditures related to the Public Safety Building that cannot be directly associated with or easily identified to Police or Fire Rescue. Some of the items accounted for within this Division include the following:

- Postage
- Utilities (Telephone, Electric, Water and Sewer)
- General Supplies
- General Repairs and Maintenance.

Budget Summary

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Operating						
Postage	\$1,000	\$1,187	-15.75%	(\$187)	\$737	\$817
Repairs & Maintenance	0	0	0.00%	0	29,837	34,237
Utilities	93,880	80,000	17.35%	13,880	84,009	83,835
Other Operating Costs	0	80	-100.00%	(80)	60	60
Total Operating Costs	94,880	81,267	16.75%	13,613	114,643	118,949
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$94,880	\$81,267	16.75%	\$13,613	\$114,643	\$118,949

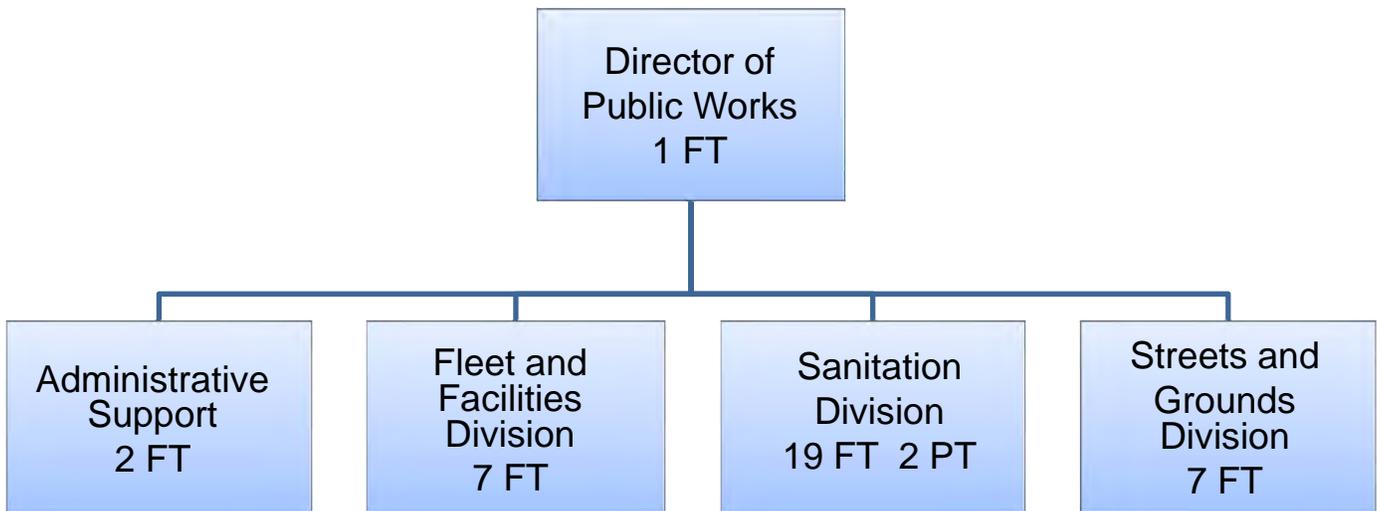
Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to the increase in utilities expense for the building.

Public Works (All Divisions)

FY 2021

This is a combined organization chart for Public Works. Please refer to the organization charts provided for each division in the following pages



Summary	FY 2021	FY 2020	Change
Full-Time	36	37	-1
Part-Time	2	2	No Change

Mission Statement

The Department of Public Works is committed to developing and implementing strategies that advance the policies, goals, and objectives established by the Mayor and Council of the Village of North Palm Beach. It is our responsibility to preserve and protect the Village's major investment in its infrastructure so that we may realize the maximum possible benefit of its intended purpose. In the performance of our duties, we will constantly strive to efficiently manage resources and achieve the most effective results. A professional atmosphere is to be maintained through continuing education, training, and adherence to safety principles. Additionally, we will continue to educate management, elected officials, and the public of the importance of Public Works and the impact of their decisions.

Service Level Narrative

Public Works is comprised of four (4) Divisions: Public Works Administration; Fleet and Facility Maintenance; Street and Grounds Maintenance; and Sanitation. It is the responsibility of each of these Divisions to implement capital improvement initiatives and Village infrastructure maintenance projects while focusing on the daily needs, concerns, and safety of Village residents.

The Public Works Administration is comprised of the Director of Public Works, a Public Works Manager, and an Administrative Coordinator.

The Director oversees and supervises all areas of the Public Works Department and provides professional managerial oversight to the Department. The Director is responsible for staffing, scheduling, budgetary controls, and maintaining appropriate customer service levels in the Department while overseeing the workflow of staff. The Director enforces Village and Departmental policies and guidelines to ensure adequate safety procedures are followed and staff is operating as efficiently and effectively as possible.

The Public Works Manager plans, organizes, coordinates and oversees assigned Public Works activities, functions and projects, and provides highly complex and responsible administrative and management assistance to the Director. Work in this position is characterized by the Department-wide scope of major Public Works operations, or functions in assigned areas, and by responsibility for a variety of tasks, programs and projects such as overseeing risk management claims for the Village Property/Casualty & General Liability Insurance.

The Administrative Coordinator assists the Director, Manager and Supervisors with the day-to-day operations of the Department, including processing payroll and invoices, correspondence with contractors and consultants, scheduling meetings, performing research, office management, and answering inquiries from the public.

The Fleet and Facility Maintenance Division is comprised of one (1) Supervisor, one (1) Mechanical Systems Coordinator, three (3) Trades Mechanics, and two (2) Vehicle Mechanics.

The Vehicle Mechanics maintain and repair vehicles and equipment used by Public Safety, Community Development, Public Works, and Parks & Recreation Departments to ensure that all Village owned vehicles are maintained at or above levels recommended by manufacturers. Village owned fleet and equipment consists of 85 licensed vehicles, numerous pieces of specialty vehicles (e.g. Kubota, front-end loader, bobcat, carts, trailers, etc.), and small equipment (e.g. chain saws, generators, grinders, pumps, etc.)

The Mechanical Systems Coordinator and Trades Mechanics are responsible for the repair, maintenance, and overall appearance of Village buildings and facilities which include the Village Hall, Public Safety Building, Library, Community Center, Anchorage Park and Marina, Osborne Park, Lakeside Park, Public Works Complex, and all Village maintained street lights. In addition, the staff of this Division provides supplementary support to NPBCC staff with repair and maintenance of their facilities when needed. Typical tasks include assembling furniture, minor office remodeling, monitoring building operations, performing preventive maintenance and making electrical, lighting, HVAC, and plumbing repairs.

The Sanitation Division consists of one (1) Supervisor, one (1) Foreman, seventeen (17) Sanitation Drivers/Operators, and two (2) part-time Sanitation Collectors. The Sanitation Division also provides dumpster service to multi-family buildings 3-days a week for garbage and once a week for recycling. The commercial dumpsters are collected on various days throughout the week, cardboard is collected twice a week, and recycling once per week. The Village's Monday through Friday (5-day a week) sanitation service is by far one of the highest level of services provided when compared with other municipalities nationwide.

The Sanitation Division provides residential side door refuse collection on the following schedule:

- Monday – Garbage and Vegetation
- Tuesday – Bulk Items and Recycling (Multi-Family)
- Wednesday – Garbage and Vegetation
- Thursday – Bulk Items and Recycling (Single-Family)
- Friday – Garbage and Vegetation

The Streets and Grounds Maintenance Division is comprised of one (1) Supervisor, two (2) Equipment Operators, two (2) Street Maintenance Workers, one (1) Grounds Maintenance Worker, and one (1) Senior Irrigation Technician.

The Street Maintenance staff is responsible for the maintenance and repair of the infrastructure throughout the Village. Work includes patching potholes, repair and replacement of sidewalks, repair or replacement of traffic signs, addressing line of sight issues at intersections, maintenance of the Village stormwater drainage system, and assisting with the National Pollutant Discharge Elimination System (NPDES) permitting, inspection and reporting requirements.

The Grounds Maintenance staff oversees the work of the landscape contractors who are responsible for all landscape maintenance of Village properties, including the various parks. They also oversee the installation of new landscaping, make irrigation repairs, and administer tasks such as the tree trimming and sidewalk repair contracts.

Personnel Changes

The personnel/title changes for Fiscal Year 2020/2021 are:

- Delete one (-1) f/t Irrigation Tech position
- Add one (+1) f/t Sanitation Foreman / Delete one (-1) f/t Sanitation Driver/Operator

Eliminated the Irrigation Tech position because irrigation at the NPBCC is contracted out, as are the Village wide wet checks. Salary savings is used for needed irrigation capital projects. An existing Sanitation Driver is promoted to a new working Foreman position to assist with oversight in the field. Last year span of control was one (1) Supervisor for twenty (20) employees. Industry standard is 8-9 direct reports.

Current Year Accomplishments and New Initiatives

- Provided high-level response to COVID-19, obtaining hard-to-find supplies, and disinfecting facilities.
- Stormwater Utility Study completed.
- Pepperwood Circle South and Anchorage Drive culvert repairs.
- Stormwater repairs on Country Club Drive, Dory Road South, Doolen Court and Ebbtide Drive.
- Lakeside Park bulkhead replacement engineering.
- Close out Anchorage Park floating dock installation.
- Monet Bridge repair and maintenance.
- National Pollutant Discharge Elimination System (NPDES) report submitted.
- West alleyway pavement rehabilitation engineering completed and bid out.
- Sidewalk saw cutting and replacement to eliminate trip hazards.
- Painted the Corsair Drive wall.
- Installed electronic feedback street signs in four (4) locations on Lighthouse Drive.
- New thermal stripping on Anchorage Drive and Fairwind Drive.
- Repaired 58 irrigation line breaks on US-1; twelve (12) at Community Center; eight (8) at Anchorage Park; three (3) at Lakeside Park; and two (2) at Osborne Park.
- Installed irrigation flow meter and new pond transponder at NPBCC.
- Set up Christmas tree and decorations at Veterans Park.
- Assembled and installed fifteen (15) new picnic tables for Community Center and Anchorage Park.
- Reconstructed Public Safety Building Evidence Room.
- Demolished Community Center cell tower building.
- Emergency repairs to the Library Building roof.
- Emergency repairs to the Osborne Park Building wastewater lateral.
- Osborne Park Building roof repairs and interior painting.
- Public Safety Building gate and sally door replacement.
- Public Works hurricane window installation.
- Concrete tile replacement, grouting and sealing at Village Hall.
- Installed street lights in new parking lot at the NPBCC.
- Chiller coil replacement and new motor drives at Public Safety Building and Village Hall.
- Paint and seal Community Center, Osborne Park Building, and Public Works Buildings.
- Replaced lift station pump at NPBCC Tennis Center.
- Installed temporary flooring in EOC.
- Repaired and sealed cart barn roof at NPBCC.
- Replaced gas and diesel pumps at NPBCC cart barn.
- Implemented Village-wide WEX fuel card program.
- Replaced the bucket truck.
- Emergency purchase of one (1) Sanitation rear loader truck.
- Handled fifty (50) Risk Management claims and two (2) lawsuits.
- Public Works Manager appointed to Public Risk Management of Florida Board of Directors.

Strategic Goals and Initiatives**Strategic Goal: Financial Sustainability**Department Goal:**Sanitation Ordinance Revision**Objective:

- a. To fix inaccuracies, gaps; improve sanitation services to maintain the level of service (5/week) that the residents expect. Current code is incorrect and missing key elements.
- b. Started work on project in 2020. Improve sanitation services by updating the Code of Ordinances to maintain the level of service (5/week) that the residents expect.

Strategic Goal: Financial SustainabilityDepartment Goal:**Sanitation Commercial Fee Structure**Objective:

- a. Commercial fee structure needs to be revised to a more equitable system/formula.
- b. Started work on project in 2020. Adjust fees to recoup operational costs.

Strategic Goal: Financial SustainabilityDepartment Goal:**Sanitation Residential Fee Implemented**Objective:

- a. Investigate implementing a residential fee to support Sanitation operations and vehicle purchases.
- b. Need Village Council direction on if they want to pursue a sanitation residential fee. Could allow for millage reduction or using the ad valorem taxes elsewhere.

Strategic Goal: MobilityDepartment Goal:**West Alleyway Pavement Rehabilitation**Objective:

- a. Received engineering proposal in 2020. It includes pavement assessment and base exploration that can then be used to design an appropriate project scope.
- b. Portions of West Alleyway have failed and it is in very poor condition overall. Master Plan highlights it as an important local link with numerous benefits. Project will cross fiscal years.

Public Works

FY 2021

Strategic Goal: MobilityDepartment Goal:**East Alleyway Wall Replacement**Objective:

- a. East Alleyway Wall is in very poor condition and needs to be replaced.
- b. Design of the wall still needs to be determined. Intent is to use the same, or similar, design used for the new Anchorage Park Dry Storage area. Significant public outreach will be needed. Project will cross fiscal years.

Strategic Goal: Organizational ExcellenceDepartment Goal:**Public Work Complex Construction and/or Move**Objective:

- a. Old Public Works Complex is outdated, too small, not very functional, and located next to a Single Family Residential zone.
- b. The garage is too low to pull in Front Loaders for repair and maintenance so this work must be done outside. Village vehicle parking is challenging due to lack of space. If the parking lot lease for next door is lost the employees will have nowhere to park. Could be an opportunity to get Community Development and Public Works under one roof and no longer lease space in the strip mall.

Strategic Goal: Waterways and RecreationDepartment Goal:**Lakeside Park Seawall**Objective:

- a. The southeast seawall is in very poor condition. It simply has so many deficiencies that repair is not feasible. The seawall is clearly at or near the end of its useful life, and could suffer a structural failure at any time.
- b. Due to the very poor condition the Village is currently engineering the seawall in case it fails and an emergency repair is needed.

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Public Works

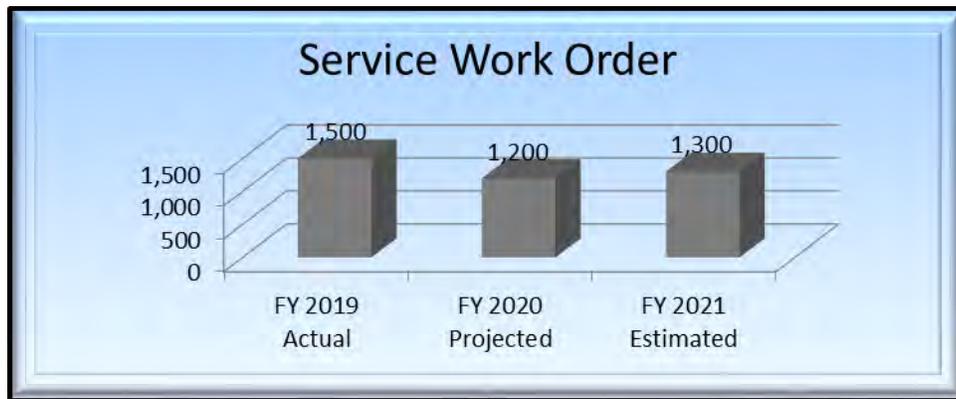
FY 2021

Strategic Goal: Waterways and RecreationDepartment Goal:
Monet Road SeawallObjective:

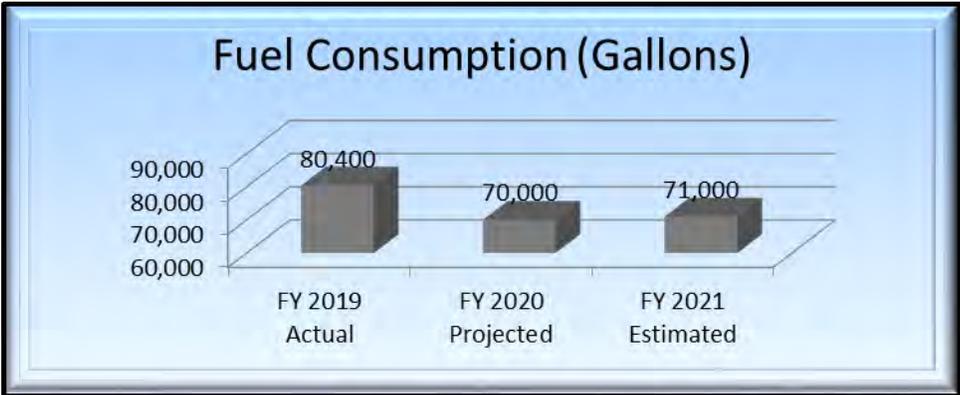
- a. The seawall is showing visual signs of aging. A seawall failure could impact or obstruct the abutting canal and cause the loss of the park peninsula and observation area.
- b. The engineering study will determine the condition of the seawall, recommend any needed repair options, and determine when these repairs should be completed to avoid a premature seawall failure.

Performance / Workload Measures

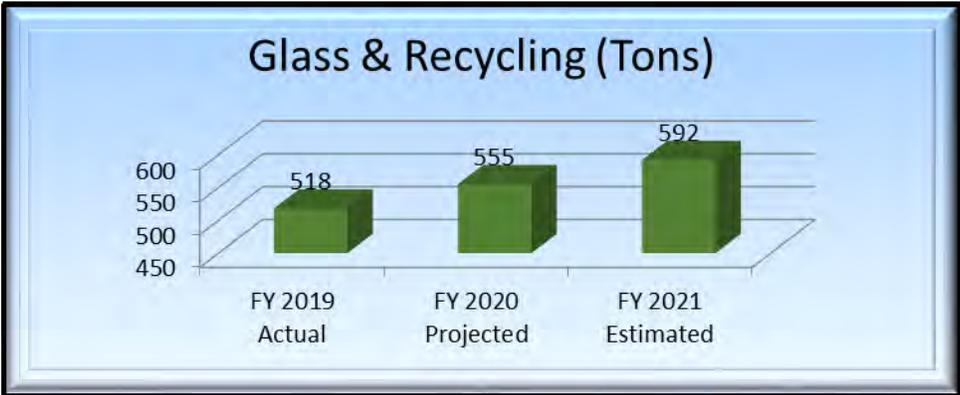
Performance Measure	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimated
Service Work Orders (Facility Dude)	1500	1200	1,300
Fuel Consumption (Gallons/Full Fleet)	80,400	70,000	71,000
Paper & Cardboard Recycling (tons)	885	880	876
Glass & Plastic Recycling (tons)	518	555	592
Solid Waste Collection (Tons)	8041	8369	8400
Risk Management Claims	57	60	45
Items Sold (govdeals.net)	44	40	40



Service Work Orders: The Village uses a program named Facility Dude for work orders that is interactive and allows for work projection and trend analysis. Numbers decreased this year after a review of the data and usage.



Fuel Consumption: This graph illustrates fuel usage for the entire Village fleet and assorted machinery and equipment. When older vehicles are replaced they are replaced with more fuel efficient models.



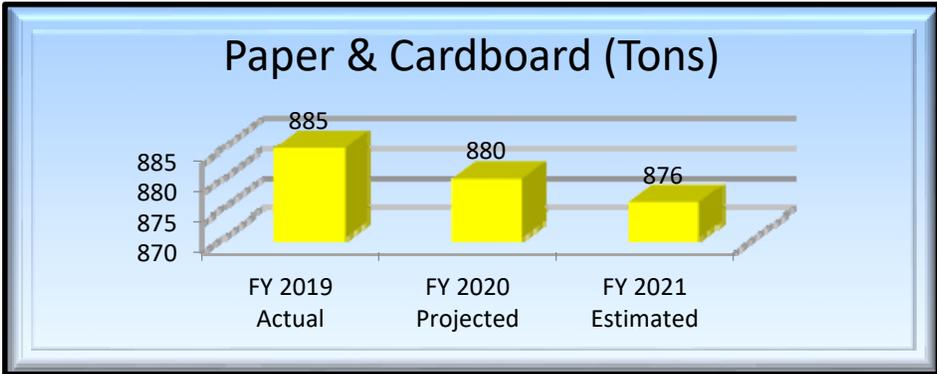
Glass & Plastic Recycling: This graph indicates that glass and recycling collection may have topped out and efforts should be made to promote more recycling.



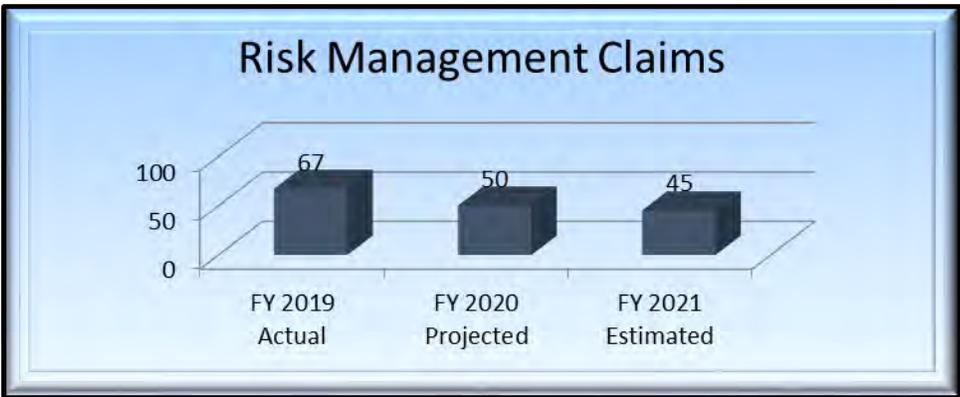
Solid Waste Collection: This graph depicts the number of tons of garbage and trash collected on an annual basis. There was an increase in 2019 due to Hurricane Dorian but it is expected to return to the average in the past.

Public Works

FY 2021



Paper & Cardboard Recycling: This graph indicates that paper and cardboard collection may have topped out and efforts should be made to promote more recycling. There has been a slight decrease in cardboard. Tropical Shipping went out of business. Cardboard is going to Solid Waste Authority.



Risk Management Claims: This graph shows the number of Risk Management Claims for the fiscal year. These claims include vehicle accidents, damage to personal property and personal injury. Four (4) claims were sent to our insurance company for handling. All other claims were handled internally.



Govdeals Sales: This graph shows the amount of Govdeals Sales. Govdeals is used to sell any surplus items within the Village.

Public Works

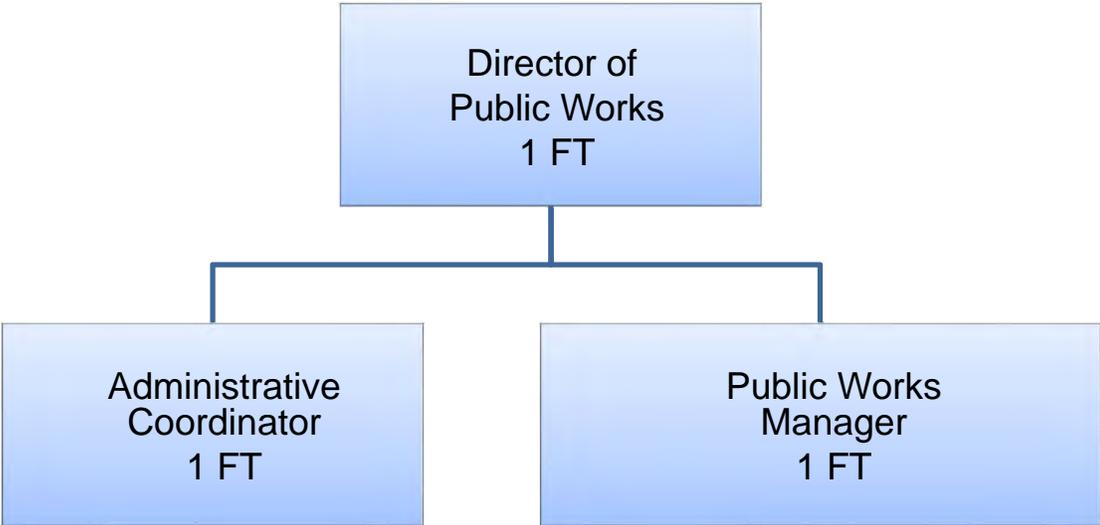
FY 2021

Budget Summary (Public Works combined)

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$3,064,467	\$3,118,713	-1.74%	(\$54,246)	\$2,828,465	\$2,764,228
Operating						
Advertising	1,250	1,250	0.00%	0	974	881
Conferences & Seminars	3,000	4,000	-25.00%	(1,000)	1,943	1,351
Contractual Services	1,135,000	962,000	17.98%	173,000	892,039	939,175
Employee Relations	2,500	3,500	-28.57%	(1,000)	1,843	618
Equipment Rental	12,000	5,500	118.18%	6,500	3,872	11,314
Gas, Oil & Lubricants	97,100	116,800	-16.87%	(19,700)	94,830	99,884
Licenses & Fees	4,250	4,200	1.19%	50	1,739	9,231
Materials & Supplies	481,720	401,000	20.13%	80,720	335,659	437,426
Memberships & Dues	3,750	2,500	50.00%	1,250	1,969	1,741
NPEDS Permitting	15,000	15,000	0.00%	0	6,250	10,345
Postage	1,000	1,000	0.00%	0	504	427
Printing & Binding	1,500	1,500	0.00%	0	1,341	603
Professional Services	53,000	15,000	253.33%	38,000	165,185	72,009
Repairs & Maintenance	406,000	491,525	-17.40%	(85,525)	334,557	349,578
Solid Waste Disposal	133,000	136,000	-2.21%	(3,000)	132,394	136,035
Travel & Training	15,000	22,000	-31.82%	(7,000)	8,425	6,381
Uniforms	24,000	19,500	23.08%	4,500	16,172	18,307
Utilities	245,380	212,600	15.42%	32,780	208,316	202,896
Other Operating Costs	5,875	7,070	-16.90%	(1,195)	5,167	2,757
Total Operating Costs	2,640,325	2,421,945	9.02%	218,380	2,213,178	2,300,958
Capital Outlay	10,000	0	0.00%	10,000	0	0
Total Expenses	\$5,714,792	\$5,540,658	3.14%	\$174,134	\$5,041,643	\$5,065,186

Note: The Public Works Department is responsible for maintaining the Village's infrastructure and all Village green space and includes the following divisions: Administration, Facility Services, Vehicle Maintenance, Streets and Grounds and Sanitation. The combined budget summary above is for illustrative purposes only. Increases or decreases in total expenses are indicated on each division's individual budget summary.

Public Works – Administration	FY 2021
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Summary	FY 2021	FY 2020	Change
Full-Time	3	3	No Change
Part-Time	0	0	No Change

Public Works

FY 2021

Budget Summary (Public Works Administration)

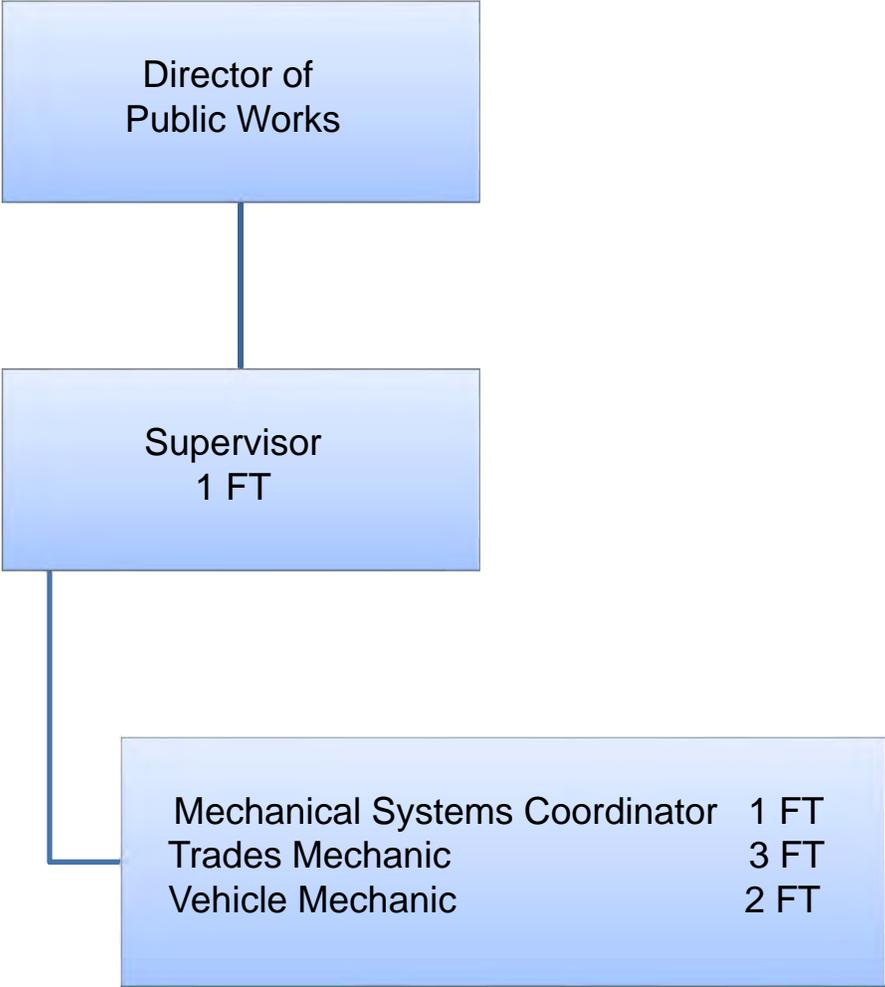
	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/19</u>	<u>Actual 09/30/18</u>
Personnel						
Total Salary & Benefits	\$362,648	\$349,499	3.76%	\$13,149	\$350,640	\$329,189
Operating						
Advertising	250	250	0.00%	0	0	196
Conferences & Seminars	2,000	2,000	0.00%	0	1,943	1,351
Contractual Services	30,000	32,000	-6.25%	(2,000)	26,320	26,384
Employee Relations	2,500	3,500	-28.57%	(1,000)	1,843	618
Gas, Oil & Lubricants	100	0	0.00%	100	0	0
Materials & Supplies	6,420	7,750	-17.16%	(1,330)	6,022	15,663
Memberships & Dues	3,750	2,500	50.00%	1,250	1,969	1,741
Postage	1,000	1,000	0.00%	0	504	427
Printing & Binding	1,500	1,500	0.00%	0	1,341	603
Professional Services	4,000	5,000	-20.00%	(1,000)	3,819	3,200
Travel & Training	5,500	5,500	0.00%	0	4,103	4,646
Utilities	29,700	26,600	11.65%	3,100	27,338	25,214
Other Operating Costs	2,200	2,970	-25.93%	(770)	2,553	1,510
Total Operating Costs	88,920	90,570	-1.82%	(1,650)	77,755	81,554
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$451,568	\$440,069	2.61%	\$11,499	\$428,395	\$410,744

Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to the increase in personnel costs. The FY21 budget includes:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel.

Public Works – Fleet & Facilities Division	FY 2021
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Summary	FY 2021	FY 2020	Change
Full-Time	7	7	No Change
Part-Time	0	0	No Change

Public Works

FY 2021

Budget Summary (Facility Services)

	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/19</u>	<u>Actual 09/30/18</u>
Personnel						
Total Salary & Benefits	\$368,869	\$362,577	1.74%	\$6,292	\$335,757	\$324,249
Operating						
Contractual Services	188,000	175,000	7.43%	13,000	148,700	216,751
Professional Services	4,000	10,000	-60.00%	(6,000)	127,768	0
Equipment Rental	0	500	-100.00%	(500)	0	0
Gas, Oil & Lubricants	5,000	12,000	-58.33%	(7,000)	8,563	8,610
Licenses & Fees	3,000	3,200	-6.25%	(200)	680	9,056
Materials & Supplies	27,800	35,000	-20.57%	(7,200)	37,281	47,080
Repairs & Maintenance	234,000	340,025	-31.18%	(106,025)	242,717	222,798
Solid Waste Disposal	28,000	29,000	-3.45%	(1,000)	27,298	31,437
Travel & Training	1,000	3,000	-66.67%	(2,000)	102	0
Uniforms	3,500	2,500	40.00%	1,000	1,710	2,406
Other Operating Costs	500	600	-16.67%	(100)	250	1,247
Total Operating Costs	494,800	610,825	-18.99%	(116,025)	595,068	539,385
Capital Outlay	10,000	0	0.00%	10,000	0	0
Total Expenses	\$873,669	\$973,402	-10.25%	(\$99,733)	\$930,826	\$863,635

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to the decrease in operating costs:

- An overall decrease in repairs and maintenance as compared to FY20, which included one-time costs associated with the replacement of:
 - Public Safety Building Doors; and
 - Public Safety Gates

Public Works

FY 2021

Budget Summary (Vehicle Maintenance)

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$300,386	\$300,424	-0.01%	(\$38)	\$281,512	\$268,532
Operating						
Conferences & Seminars	0	0	0.00%	0	0	0
Contractual Services	11,000	5,000	120.00%	6,000	6,638	4,208
Gas, Oil & Lubricants	4,000	4,300	-6.98%	(300)	4,441	4,016
Licenses & Fees	1,250	1,000	25.00%	250	1,059	175
Materials & Supplies	257,500	195,500	31.71%	62,000	180,394	185,855
Repairs & Maintenance	23,000	30,500	-24.59%	(7,500)	24,852	20,046
Travel & Training	3,000	5,000	-40.00%	(2,000)	1,041	35
Uniforms	2,400	2,250	6.67%	150	1,768	1,820
Utilities	360	400	-10.00%	(40)	311	286
Other Operating Costs	175	0	0.00%	175	175	0
Total Operating Costs	302,685	243,950	24.08%	58,735	220,679	216,441
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$603,071	\$544,374	10.78%	\$58,697	\$502,190	\$484,973

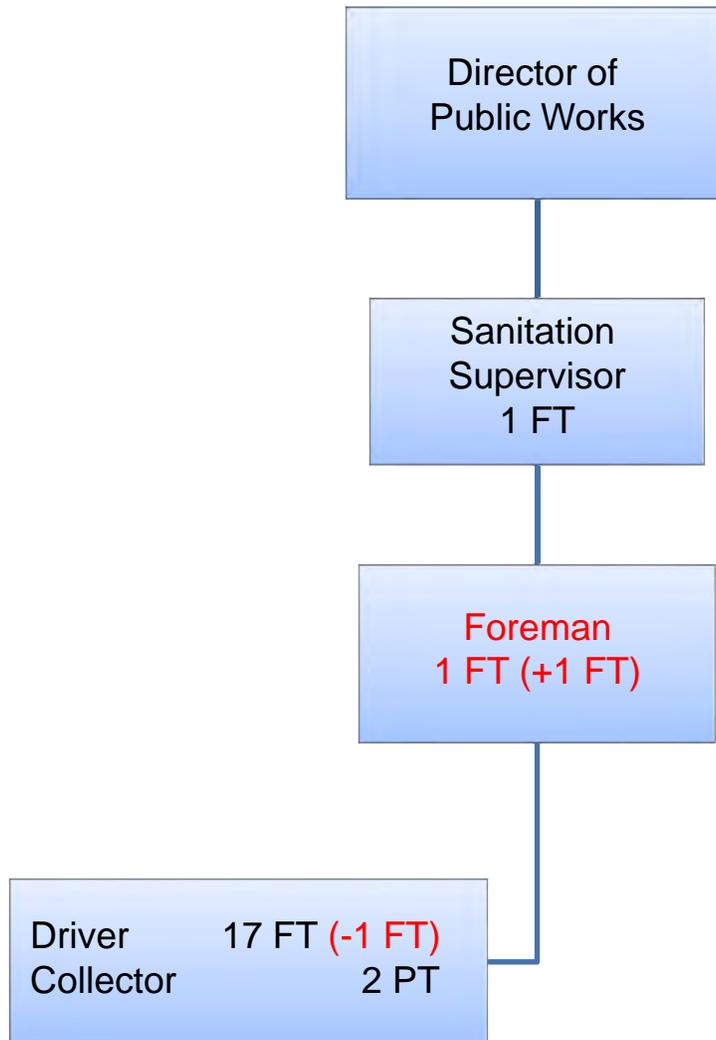
Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to the increase in operating costs. The FY21 budget includes:

- An operating expenditure increase in materials and supplies needed to maintain the Village's fleet.

Public Works – Sanitation Division

FY 2021



Promote an existing Sanitation Driver to a new working Foreman position to assist with oversight in the field. Last year span of control was 1 Supervisor for 20 employees. Industry standard is 8-9 direct reports. Employees are scattered all over the Village and need to be monitored and supervised.

Summary	FY 2021	FY 2020	Change
Full-Time	19	19	No Change
Part-Time	2	2	No Change

Public Works

FY 2021

Budget Summary (Sanitation)

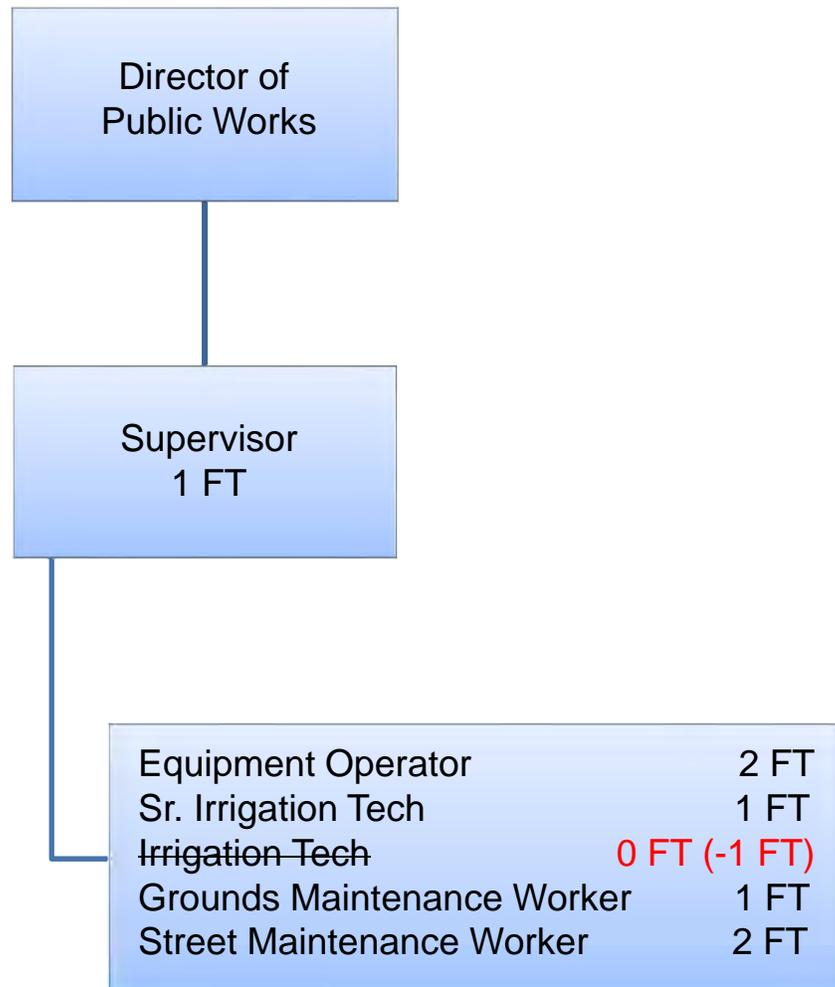
	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/19</u>	<u>Actual 09/30/18</u>
Personnel						
Total Salary & Benefits	\$1,517,735	\$1,534,546	-1.10%	(\$16,811)	\$1,360,114	\$1,382,646
Operating						
Conferences & Seminars	1,000	2,000	-50.00%	(1,000)	0	0
Contractual Services	15,000	0	0.00%	15,000	0	860
Gas, Oil & Lubricants	80,000	90,000	-11.11%	(10,000)	74,986	79,577
Materials & Supplies	31,500	18,750	68.00%	12,750	8,084	7,415
Repairs & Maintenance	5,000	5,000	0.00%	0	289	6,305
Solid Waste Disposal	105,000	107,000	-1.87%	(2,000)	105,096	104,598
Travel & Training	4,000	6,500	-38.46%	(2,500)	2,854	1,400
Uniforms	14,500	11,400	27.19%	3,100	9,592	11,294
Other Operating Costs	3,000	3,500	-14.29%	(500)	2,189	(0)
Total Operating Costs	259,000	244,150	6.08%	14,850	203,090	211,448
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$1,776,735	\$1,778,696	-0.11%	(\$1,961)	\$1,563,203	\$1,594,094

Explanation of Increase / (Decrease):

The decrease in total expenses is negligible.

Public Works – Streets & Grounds Division

FY 2021



Last year decided not to fill the Irrigation Tech position. Irrigation R&M at the NPBCC is contracted out as is the Village wide wet checks. Salary savings is used for needed irrigation capital projects.

Summary	FY 2021	FY 2020	Change
Full-Time	7	8	-1
Part-Time	0	0	No Change

Public Works

FY 2021

Budget Summary (Streets and Grounds Maintenance)

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$514,829	\$571,667	-9.94%	(\$56,838)	\$500,443	\$459,611
Operating						
Advertising	1,000	1,000	0.00%	0	974	685
Contractual Services	891,000	750,000	18.80%	141,000	710,381	690,972
Equipment Rental	12,000	5,000	140.00%	7,000	3,872	11,314
Gas, Oil & Lubricants	8,000	10,500	-23.81%	(2,500)	6,840	7,681
Materials & Supplies	158,500	144,000	10.07%	14,500	103,878	181,413
NPEDS Permitting	15,000	15,000	0.00%	0	6,250	10,345
Professional Services	45,000	0	0.00%	45,000	33,598	68,809
Repairs & Maintenance	144,000	116,000	24.14%	28,000	66,699	100,430
Travel & Training	1,500	2,000	-25.00%	(500)	325	300
Uniforms	3,600	3,350	7.46%	250	3,103	2,787
Utilities	215,320	185,600	16.01%	29,720	180,667	177,396
Other Operating Costs	0	0	0.00%	0	(0)	0
Total Operating Costs	1,494,920	1,232,450	21.30%	262,470	1,116,586	1,252,130
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$2,009,749	\$1,804,117	11.40%	\$205,632	\$1,617,029	\$1,711,740

Explanation of Increase / (Decrease):

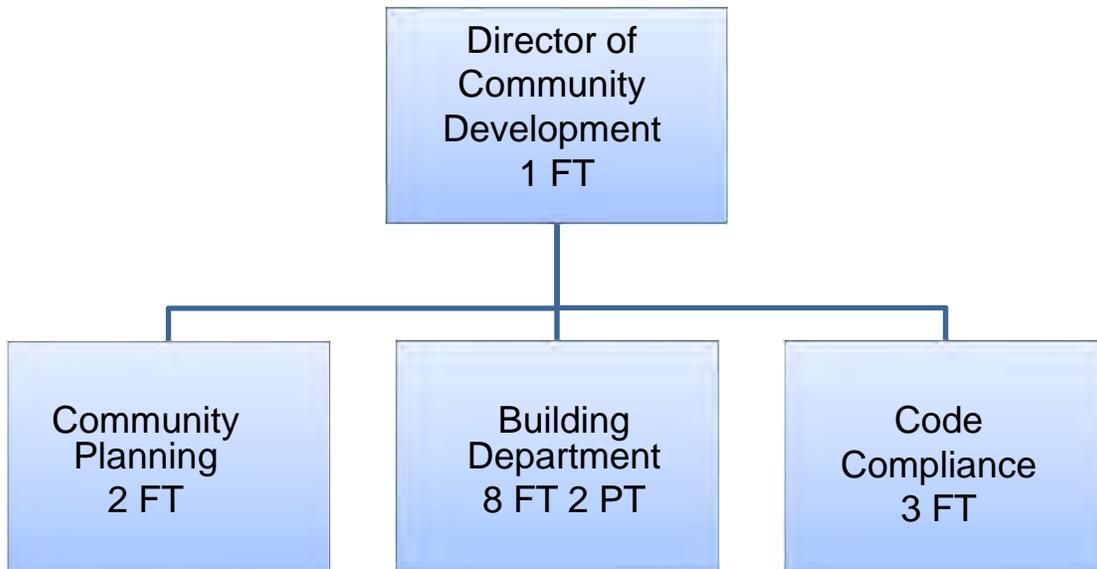
The increase in total expenses is primarily due to the increase in operating costs. The FY21 budget includes:

- An operating expenditure increase in contractual services for the following projects:
 - Earman pipe lining and dock;
 - Field Clay maintenance; and
 - Gulfview median irrigation clocks
- An operating expenditure increase in professional services for the following projects:
 - PCI inventory/report; and
 - US-1 irrigation replacement plan
- An increased cost for repairs & maintenance of the Village's storm-water drainage system; and
- An increased cost for utilities expense.

Community Development (All Divisions)

FY 2021

This is a combined organization chart for Community Development. Please refer to the organization charts provided for each division in the following pages



Summary	FY 2021	FY 2020	Change
Full-Time	14	15	-1
Part-Time	2	0	+2

Community Development

FY 2021

Mission Statement

It is the mission of the Community Development Department (CDD) to work in partnership with residents and local businesses to promote a more sustainable community, maintain the community's overall appearance, and preserve the "small town feeling."

Service Levels Narrative

The Community Development Department is a full-service department consisting of three (3) divisions responsible for planning, zoning, code compliance, building applications and permits, inspections, business tax receipts, and contractor registrations.

Administration Division

The Director of Community Development oversees and supervises the Planning/Zoning, Building, and Code/Zoning Compliance Divisions.

The Administrative Coordinator assists the Director and all Divisions in providing and facilitating communications with residents and businesses that interact with CDD. Correspondence, Board minutes, payroll and invoices, and administrative tasks are channeled through this position to ensure consistency and timeliness. The Department eliminated a part-time Administrative Assistant position that focused on scanning prior to FY 2020, but recently re-established the position to supplement various administrative functions throughout the department.

Planning and Zoning Division

The Planning & Zoning Division is staffed by the Principal Planner and Planner. The Division implements the Comprehensive Plan and ensures compliance of proposed improvements with the land development regulations (zoning) and any other state or local required amendments. Additionally, the Planning & Zoning Division is responsible for records management of all zoning-related approvals and provides support to the Village Council, and Planning Commission.

The Principal Planner is responsible for managing approval processes, as well as processing applications for Certificates of Appropriateness, new development, redevelopment, Village projects, and future annexations. These application types include site plan approvals, re-zoning, annexation, comprehensive plan amendments and the review of building permits for consistency with the land development code and previous board approvals. The Planner position assists the Principal Planner with the Planner-on-Call duties as well as zoning & building permit application review.

Building Division

The Building Division consists of a full-time Building Official, one (1) full-time Senior Building Construction Inspector, two (2) full-time Building Construction Inspectors, one (1) full-time Permitting & Licensing Coordinator, two (2) full-time and one (1) part-time Permit & Licensing Technicians.

The Building Official is responsible for overseeing the day-to-day operations of the Building Division, including plan review, while providing technical support to the contractors and homeowners, ensuring projects comply with federal and state regulations, and maintaining budgetary controls. In addition, the Building Official conducts Flood Plain administrative duties as the Village Flood Plain Manager and completes the Community Rating System Report.

The Building Inspectors are responsible for conducting daily inspections of permitted projects within the Village. The Inspectors also work closely with contractors and homeowners, providing guidance as it pertains to completing projects with proper permits, and in a timely and professional manner. Duties also include plan review, records management and scanning.

The Permitting & Licensing Coordinator oversees the permit intake and review process, ensuring that permits are processed and reviewed in a timely fashion and directly interfaces with the Inspectors, Building Official, and Planners to ensure follow-through and completion of various tasks. The Permit & Licensing Technicians are responsible for customer service in processing and issuing building permits, scheduling inspections, scanning and maintaining lot files, issuing business tax receipts and contractor registrations, and preparing the necessary financial reports and daily deposits. Duties also include manning the phones, records management, and scanning

Code Compliance Division

The Code Compliance Division consists of (2) full-time Code Compliance Officers and a full-time Zoning Compliance Officer. The purpose of Code/Zoning Compliance is to maintain the aesthetics and property values for residential and business properties within the Village. The Zoning/Code Compliance Officers also educate the public about the importance of obtaining proper permits and hiring licensed contractors for all home and business improvements.

The Zoning/Code Compliance Officers work in partnership with residents by continuously educating and gaining voluntary compliance instead of relying on punitive measures. They are responsible for case preparation, evidence gathering, and presentation of violation cases before the Special Magistrate. Administrative duties include written correspondence, property ownership, code research, and tracking compliance through ongoing data management and reporting. The Zoning/Code Compliance Officers also work in collaboration with the Principal Planner and local businesses along the commercial corridors within the Village to assure compliance with zoning regulations in accordance with planning and zoning policies and procedures.

Personnel Changes

The personnel changes for Fiscal Year 2020/2021 are:

- Add one (+1) f/t License and Permitting Coordinator position / Delete one (-1) f/t License and Permit Supervisor position
- Add one (+1) p/t Administrative Assistant position & Add one (+1) p/t Permit and License Technician position / Delete one (-1) f/t Permit and License Technician position

Current Year Accomplishments and New Initiatives

During Fiscal Year 2019/2020, the Community Development Department accomplished a number of projects including the following:

- Maintained full permitting, inspection, and customer service operations during Covid-19 shutdown.
- Worked with Village Manager, Village Attorney, and consulting team to fine tune language for new Commercial Code and Comprehensive Plan.
- Held workshop and adoption meetings with Planning Commission for the implementation of new commercial code.

Community Development

FY 2021

- Held discussions with Town of Lake Park regarding redevelopment of the Twin City mall site and potential joint code changes.
- Worked with Village Attorney and Police Department to create and adopt a Chronic Nuisance Abatement Ordinance.
- Met with several property owners and prospective developers regarding the new commercial code and development opportunities along US-1 and Northlake.
- Code Compliance worked with property owners to clean up several long standing problem properties.
- Code Compliance streamlined the lien reduction process and resolved several outstanding code liens, bringing in far more revenue than initially projected.
- Held monthly Planning Commission meetings, and worked with the Planning Commission to ensure proposed commercial and multi-family development projects meet the goals of the Village Appearance Plan.
- Hired a full-time Building Official and Building Inspector.
- Worked with Village Manager and Village Attorney to evaluate potential changes to the Village RV Code.
- Underwent Community Rating System (CRS) audit as part of the Village's participation in the National Flood Insurance Program (NFIP) and improved the Village's score from a 7 to a 5, reducing what residents pay in flood insurance.
- Participated in Environmental Committee meetings.
- Collaborated with the Neighborhood Enhancement Team (NET) in setting code compliance priorities and improved several properties throughout the Village.
- Held remote Planning Commission meetings during Covid-19 shutdown to allow development projects to move forward.
- Conducted a considerable amount of inspections at Water Club Tower 3 and have held several meetings with the development team to resolve issues and maintain clear communications.
- Participated in discussions with Village Manager and consulting team regarding lane repurposing of US-1.

Some initiatives planned for this fiscal year include:

- Final adoption of Commercial Code and Comprehensive Plan Amendments.
- Continue working with the development community to showcase development opportunities along the Village's commercial corridors and explain to them the new commercial code.
- Work with Village Manager, Village Attorney, and Town of Lake Park to create code updates for the Twin City Mall Site.
- Initiate a re-write of the Village's Residential Zoning Code.
- Continue coordination with the Neighborhood Enhancement Team (NET) team to improve neighborhoods and properties throughout the Village.
- Work with Environmental Committee to evaluate green and sustainable initiatives.
- Evaluation of a new software system that will enable digital submittals of Building and Zoning applications.
- Adopt a more comprehensive administrative citation process for Code Compliance.
- Coordination of roadway, bridge, bike/pedestrian enhancements with Village Manager.
- Streamline development review process to ensure that permits and development applications are being reviewed in a timely and efficient manner.

Community Development

FY 2021

Goals and Objectives

In the coming year, the Community Development Department plans to achieve the following goals and objectives:

Strategic Goal: All Neighborhoods as Desirable Places to Live

Department Goal:

Safeguard the public health, safety, general welfare and property through consistent application, voluntary compliance, and education of the Building and Zoning codes.

Objectives:

- a. Educate Village residents and commercial owners regarding the importance of obtaining the necessary building permits and inspections.
- b. Collaborate with Police and Fire to exchange information on potential code enforcement or public safety issues observed within the Village.
- c. Maintain Single Family Character
 1. Hold workshops with Planning Commission, Village Council, and residents to determine what residential code changes are necessary.
 2. Review, revise, and update Residential Zoning Codes.
 3. Continue collaborative efforts with the Neighborhood Enhancement Team (NET).

Strategic Goal: Beautification and Quality of Life

Department Goal:

Engage in initiatives that enhance the aesthetics of the community and improve the quality of life of those who live, work, and play in North Palm Beach.

Objective:

- a. Evaluate whether any changes are needed to the RV Code.
 1. Work to bring properties in compliance with the Boat and RV regulations.
- b. Maintenance of Properties
 1. Prioritize pro-active enforcement and voluntary code compliance.
 2. Identify process improvements to be more effective.
 3. Evaluate software to create efficiencies for Code Compliance Officers.
- c. Evaluate green initiatives and beautification projects that are desired by the Village Manager, Environmental Committee, and Village Council.

Strategic Goal: Strong Local Economy

Department Goal:

Implement the Master Plan for business economic development in our commercial corridors and community development in our neighborhoods.

Objective:

- a. Implementation of new Commercial Code to encourage new development and to promote economic development.
 1. Work with Village Manager to re-establish the Business Advisory Board.
 2. Revise the Comprehensive Plan and Land Development Regulations to facilitate the implementation of the Master Plan.
 3. Undertake marketing, branding, and place making efforts to help enhance commercial corridors and stimulate economic activity.

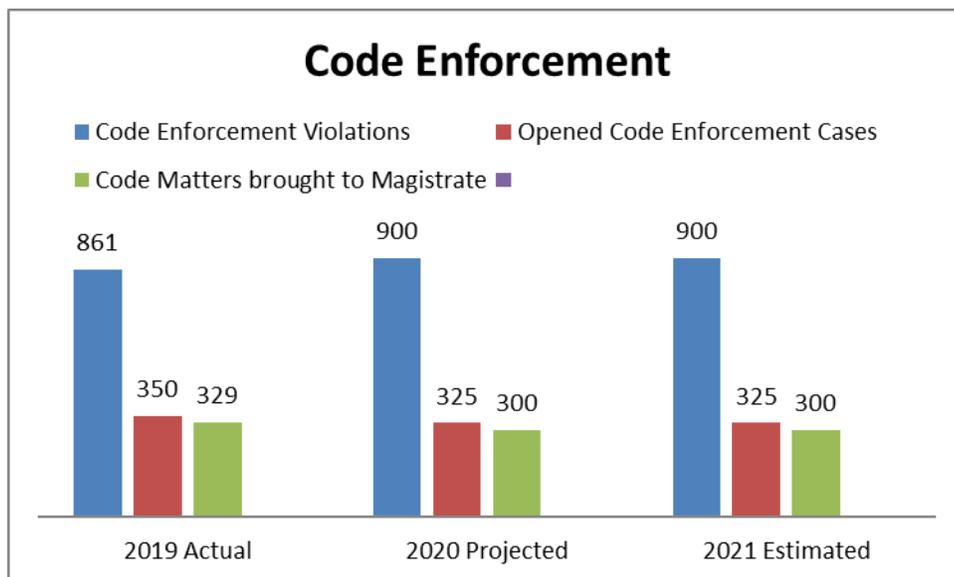
Community Development

FY 2021

Performance / Workload Measures

Performance Measures	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimated
Number of Inspections	7,833	7,955	8,000
Number of Primary Building Permits Issued	2,294	1,800	1,600
Number of Opened Code Enforcement Cases	350	325	325
Number of Code Enforcement Special Magistrate Cases	329	300	300

Code Compliance Cases: Code Officers collaborate with residents and businesses in an effort to gain voluntary compliance through education and alternative code methods, which in turn reduces the number of Magistrate Hearings. Code compliance activity is expected to remain the same in FY 2021.

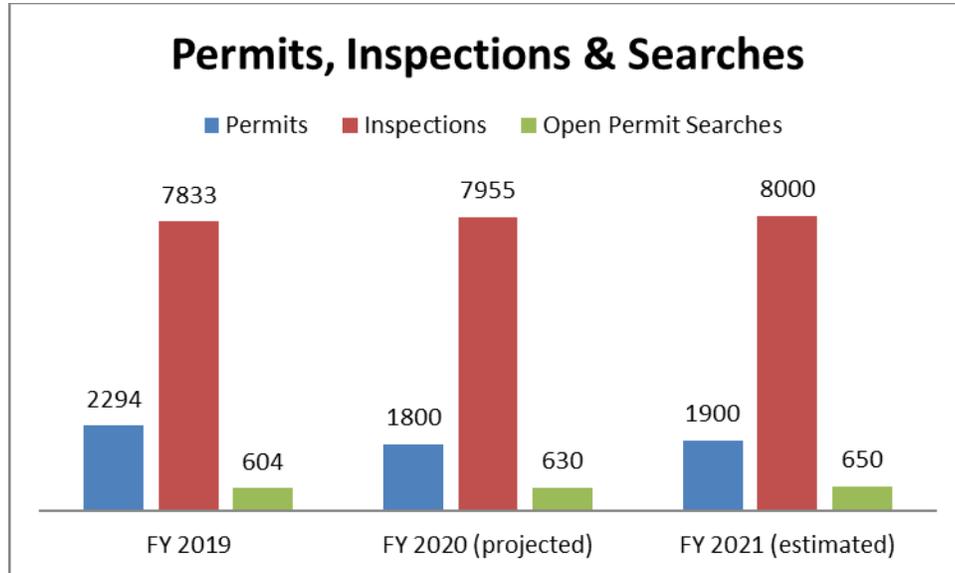


Community Development

FY 2021

Building Permits: Building permits have had a slight decrease in FY 2020, and are expected to remain relatively unchanged in FY 2021. The number listed reflects only the primary permit issued. No sub permits, certificates of completion, or change of contractor changes are included in the reporting numbers or graph as was done in years past.

Number of Building Inspections: The total number of building inspections has been increasing due to the steadily rising demand for residential and commercial redevelopment and, as such, is projected to increase again next year. The number of required inspections depends on the complexity and size of the construction project.



Community Development

FY 2021

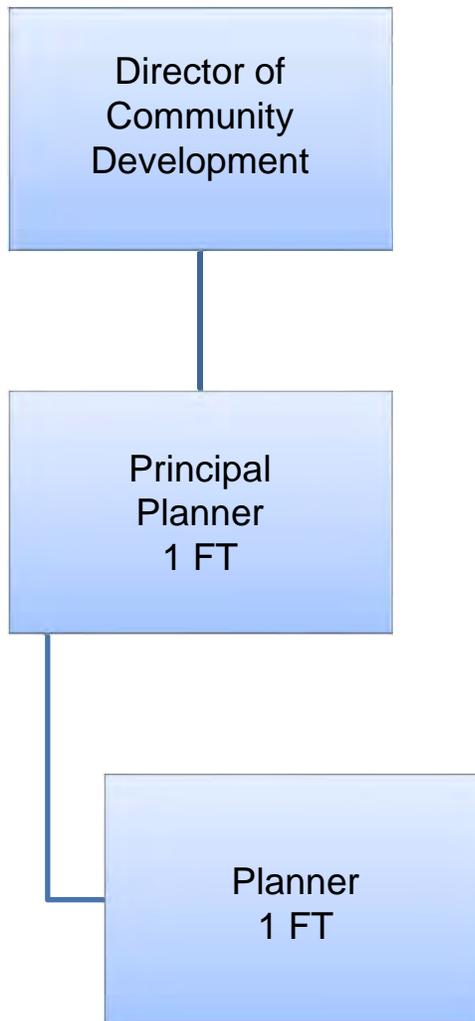
Budget Summary (Community Development combined)

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$1,333,844	\$1,236,796	7.85%	\$97,048	\$879,520	\$1,043,882
Operating						
Advertising	3,000	3,000	0.00%	0	1,342	1,548
Books, Publ. & Subscriptions	2,250	2,250	0.00%	0	167	657
Charge Card Fees	13,000	5,000	160.00%	8,000	9,438	7,367
Conferences & Seminars	4,000	5,500	-27.27%	(1,500)	645	2,292
Contractual Services	101,000	109,800	-8.01%	(8,800)	132,351	71,970
Developer Fees	15,000	0	0.00%	15,000	7,182	15,864
Gas, Oil & Lubricants	5,000	5,700	-12.28%	(700)	5,085	3,028
Materials & Supplies	24,700	29,300	-15.70%	(4,600)	21,494	11,781
Memberships & Dues	3,950	4,200	-5.95%	(250)	1,021	2,462
Postage	2,550	1,650	54.55%	900	2,959	3,802
Printing & Binding	1,275	900	41.67%	375	230	1,320
Professional Fees	100,000	310,000	-67.74%	(210,000)	454,895	243,213
Repairs & Maintenance	0	400	-100.00%	(400)	0	10
Travel & Training	22,250	34,750	-35.97%	(12,500)	2,396	2,074
Uniforms	1,600	1,900	-15.79%	(300)	917	364
Utilities	21,900	22,500	-2.67%	(600)	21,921	23,070
Other Operating Costs	2,700	300	800.00%	2,400	858	1,065
Total Operating Costs	324,175	537,150	-39.65%	(212,975)	662,901	391,887
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$1,658,019	\$1,773,946	-6.53%	(\$115,927)	\$1,542,421	\$1,435,769

Note: The Community Development department is a full-service department responsible for planning, zoning, code compliance, building permits, business tax receipts and contractor registrations. The Department includes the following divisions: Planning & Zoning, Building and Code Compliance. The combined budget summary above is for illustrative purposes only. Increases or decreases in total expenses are indicated on each division's individual budget summary.

Community Development – Planning

FY 2021



Summary	FY 2021	FY 2020	Change
Full-Time	2	2	No Change
Part-Time	0	0	No Change

Community Development

FY 2021

Budget Summary (Planning & Zoning)

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$340,342	\$342,532	-0.64%	(\$2,190)	\$195,524	\$269,495
Operating						
Advertising	3,000	3,000	0.00%	0	1,342	1,548
Books, Publ. & Subscriptions	750	750	0.00%	0	167	265
Conferences & Seminars	3,000	3,200	-6.25%	(200)	225	1,139
Contractual Services	15,000	17,000	-11.76%	(2,000)	11,730	10,515
Developer Fees	15,000	0	0.00%	15,000	7,182	15,864
Gas, Oil & Lubricants	0	750	-100.00%	(750)	0	0
Materials & Supplies	7,050	8,100	-12.96%	(1,050)	5,560	4,574
Memberships & Dues	3,000	3,250	-7.69%	(250)	696	2,027
Postage	50	150	-66.67%	(100)	5	16
Printing & Binding	200	200	0.00%	0	37	27
Professional Services	75,000	105,000	-28.57%	(30,000)	217,837	157,453
Travel & Training	10,000	13,500	-25.93%	(3,500)	795	632
Uniforms	300	300	0.00%	0	0	0
Utilities	0	1,200	-100.00%	(1,200)	468	739
Other Operating Costs	0	0	0.00%	0	0	0
Total Operating Costs	132,350	156,400	-15.38%	(24,050)	246,043	194,800
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$472,692	\$498,932	-5.26%	(\$26,240)	\$441,567	\$464,295

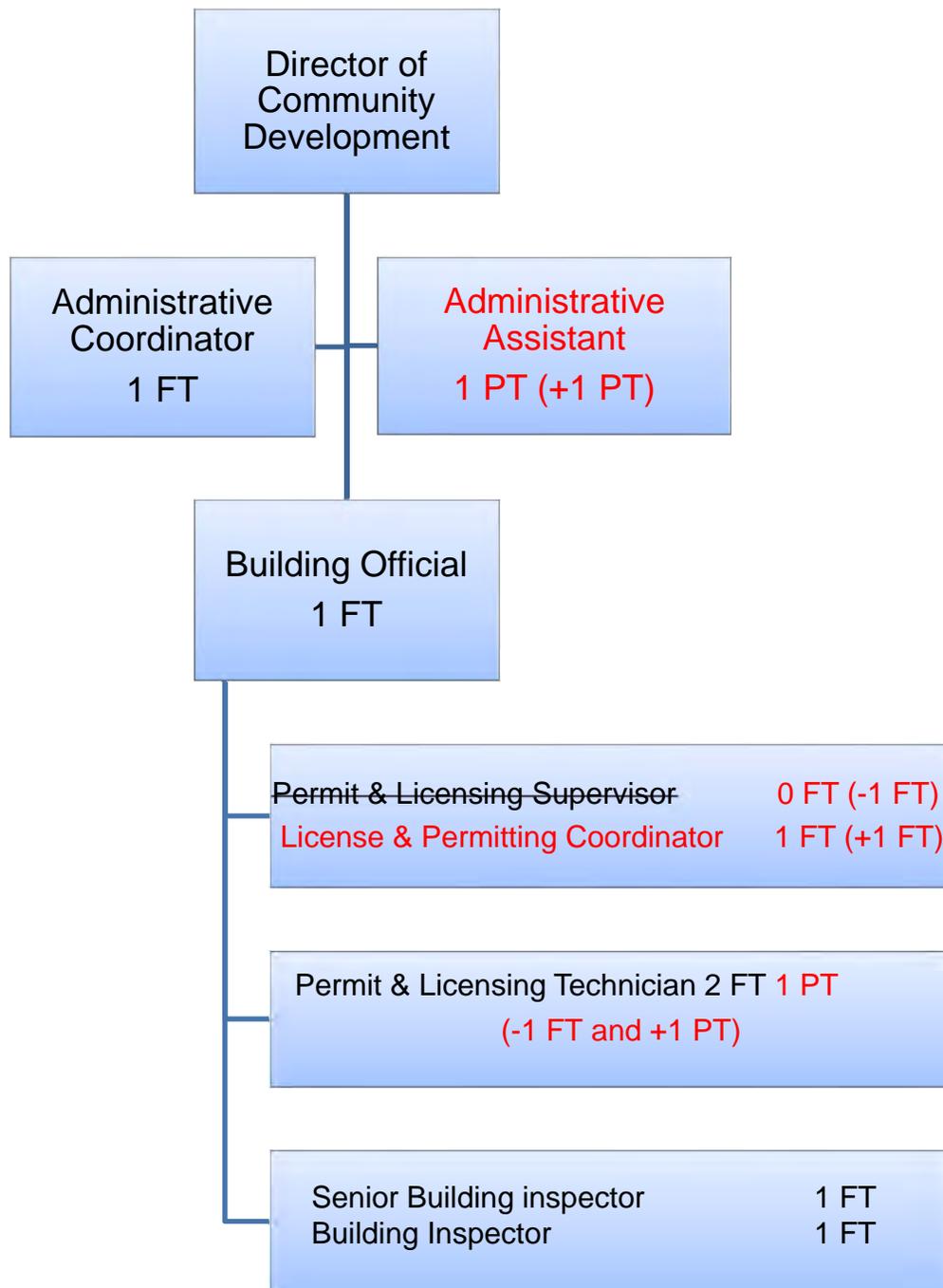
Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to the decrease in operating costs:

- An overall decrease in professional services as compared to the FY20 budget, which included one-time costs for general planning services.

Community Development – Building Department

FY 2021



The personnel changes in this department are to better utilize current staff and resources

Summary	FY 2021	FY 2020	Change
Full-Time	8	9	-1
Part-Time	2	0	+2

Community Development

FY 2021

Budget Summary (Building)

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$760,924	\$674,994	12.73%	\$85,930	\$505,237	\$645,618
Operating						
Books, Publ. & Subscriptions	1,000	1,000	0.00%	0	0	370
Charge Card Fees	13,000	5,000	160.00%	8,000	9,438	7,367
Conferences & Seminars	1,000	1,350	-25.93%	(350)	0	758
Contractual Services	73,000	79,800	-8.52%	(6,800)	109,278	51,440
Gas, Oil & Lubricants	3,000	3,000	0.00%	0	2,355	2,024
Materials & Supplies	14,900	17,700	-15.82%	(2,800)	11,961	5,911
Memberships & Dues	500	500	0.00%	0	180	410
Postage	2,500	1,500	66.67%	1,000	2,954	3,786
Printing & Binding	900	500	80.00%	400	193	494
Professional Services	25,000	205,000	-87.80%	(180,000)	237,058	85,760
Repairs & Maintenance	0	400	-100.00%	(400)	0	10
Travel & Training	8,000	16,000	-50.00%	(8,000)	943	856
Uniforms	700	1,000	-30.00%	(300)	603	254
Utilities	20,100	20,200	-0.50%	(100)	20,380	21,494
Other Operating Costs	200	200	0.00%	0	69	340
Total Operating Costs	163,800	353,150	-53.62%	(189,350)	395,411	181,274
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$924,724	\$1,028,144	-10.06%	(\$103,420)	\$900,649	\$826,892

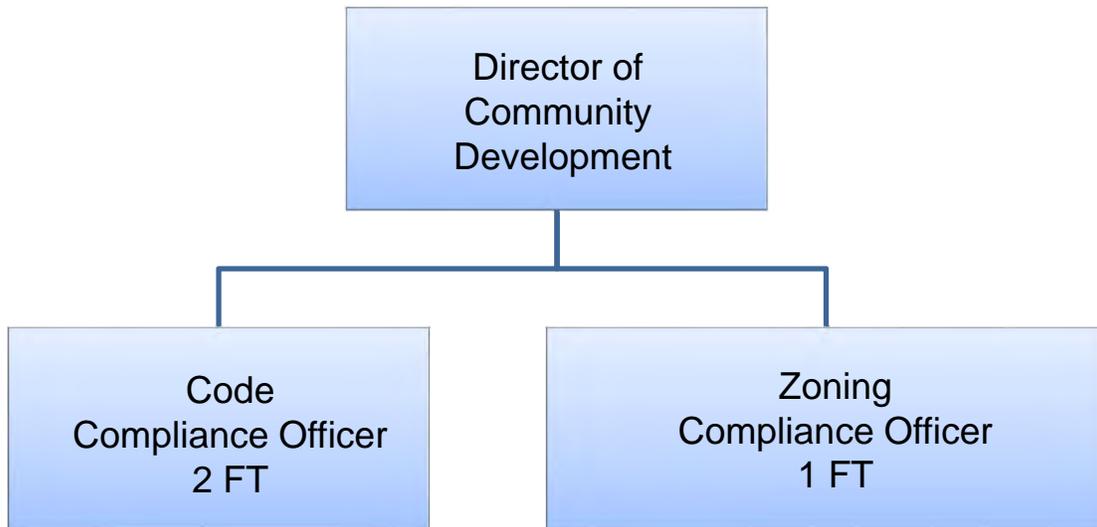
Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to the decrease in operating costs:

- An overall decrease in professional services as compared to the FY20 budget, which included one-time costs for Building Official services.

Community Development – Code Compliance

FY 2021



Summary	FY 2021	FY 2020	Change
Full-Time	3	3	No Change
Part-Time	0	0	No Change

Community Development

FY 2021

Budget Summary (Code Compliance)

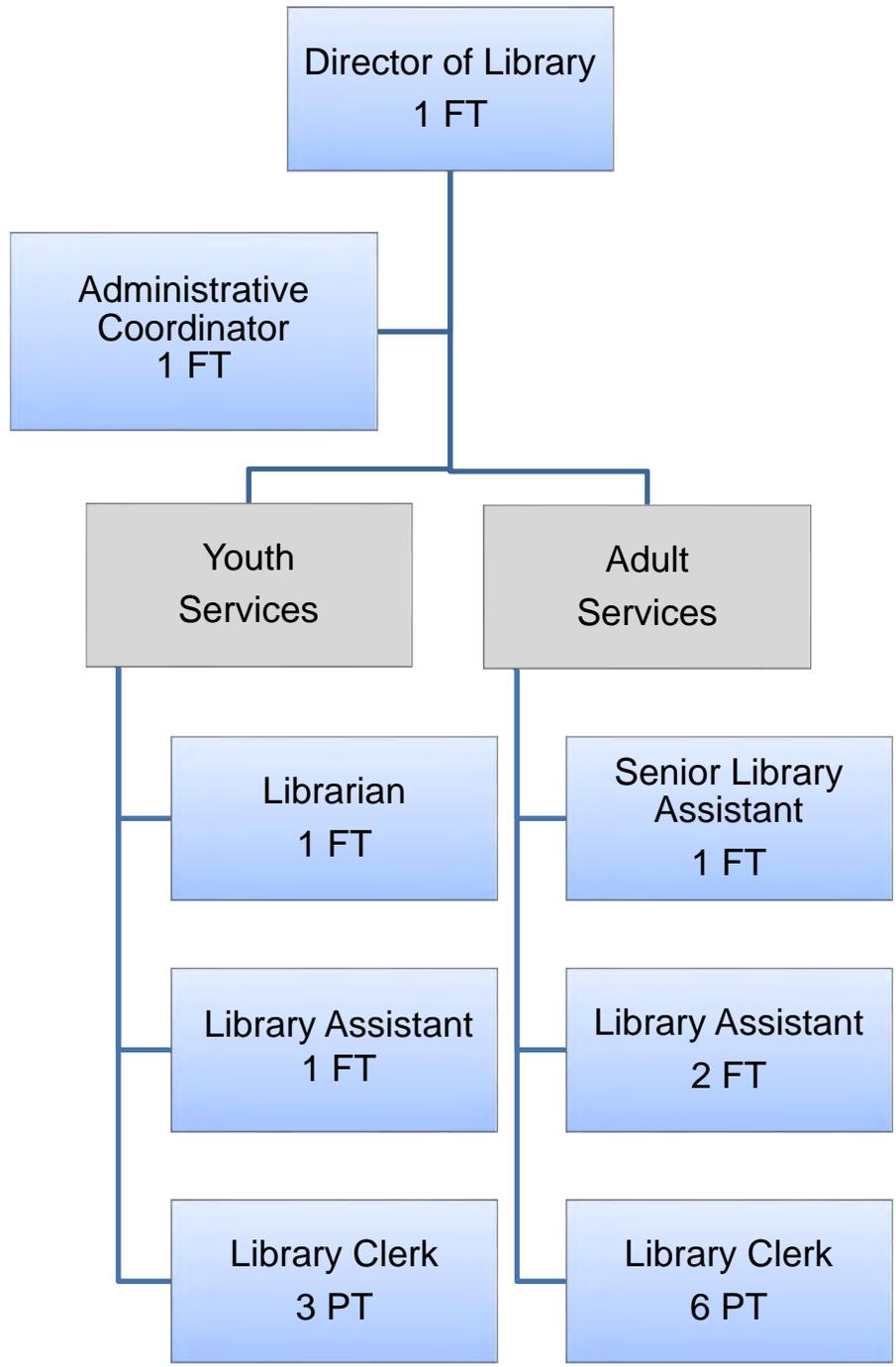
	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/19</u>	<u>Actual 09/30/18</u>
Personnel						
Total Salary & Benefits	\$232,578	\$219,270	6.07%	\$13,308	\$178,759	\$128,768
Operating						
Books, Publ. & Subscriptions	500	500	0.00%	0	0	22
Conferences & Seminars	0	950	-100.00%	(950)	420	395
Contractual Services	13,000	13,000	0.00%	0	11,342	10,015
Gas, Oil & Lubricants	2,000	1,950	2.56%	50	2,730	1,004
Materials & Supplies	2,750	3,500	-21.43%	(750)	3,974	1,297
Memberships & Dues	450	450	0.00%	0	145	25
Printing & Binding	175	200	-12.50%	(25)	0	798
Travel & Training	4,250	5,250	-19.05%	(1,000)	659	586
Uniforms	600	600	0.00%	0	314	110
Utilities	1,800	1,100	63.64%	700	1,074	836
Other Operating Costs	2,500	100	2400.00%	2,400	789	725
Total Operating Costs	28,025	27,600	1.54%	425	21,447	15,813
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$260,603	\$246,870	5.56%	\$13,733	\$200,205	\$144,582

Explanation of Increase / (Decrease):

The increase in total expenses is primarily due an increase in personnel costs. The FY21 budget includes:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel and negotiated increases for FPE-eligible employees as negotiated in their collective bargaining agreements.

Library	FY 2021
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Summary	FY 2021	FY 2020	Change
Full-Time	7	7	No Change
Part-Time	9	9	No Change

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. 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 2016 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, twelve (12) 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

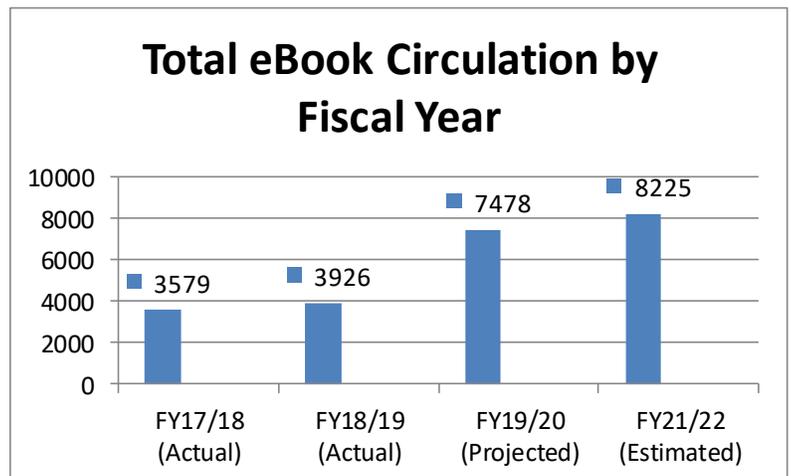
During Fiscal Year 2019/2020, the Library achieved the following new initiatives and goals for improvement:

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 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

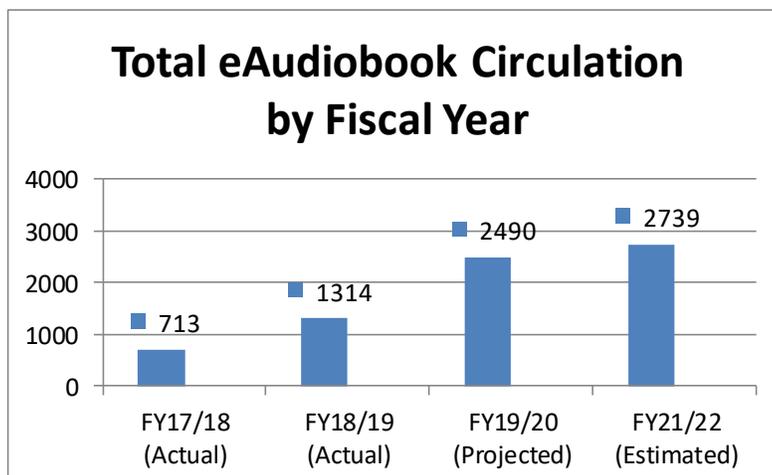
- Implemented curbside delivery service from March 18 through May 31 as a result of Covid-19, averaging 24.75 curbside deliveries per day (1,387 in total), and answered 1,498 reference-related questions and processed 43 new Library card memberships over the phone.



- 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. 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.

continued on next page

Library

FY 2021

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.

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 after school 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, 2020 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.

Library

FY 2021

Budget Summary

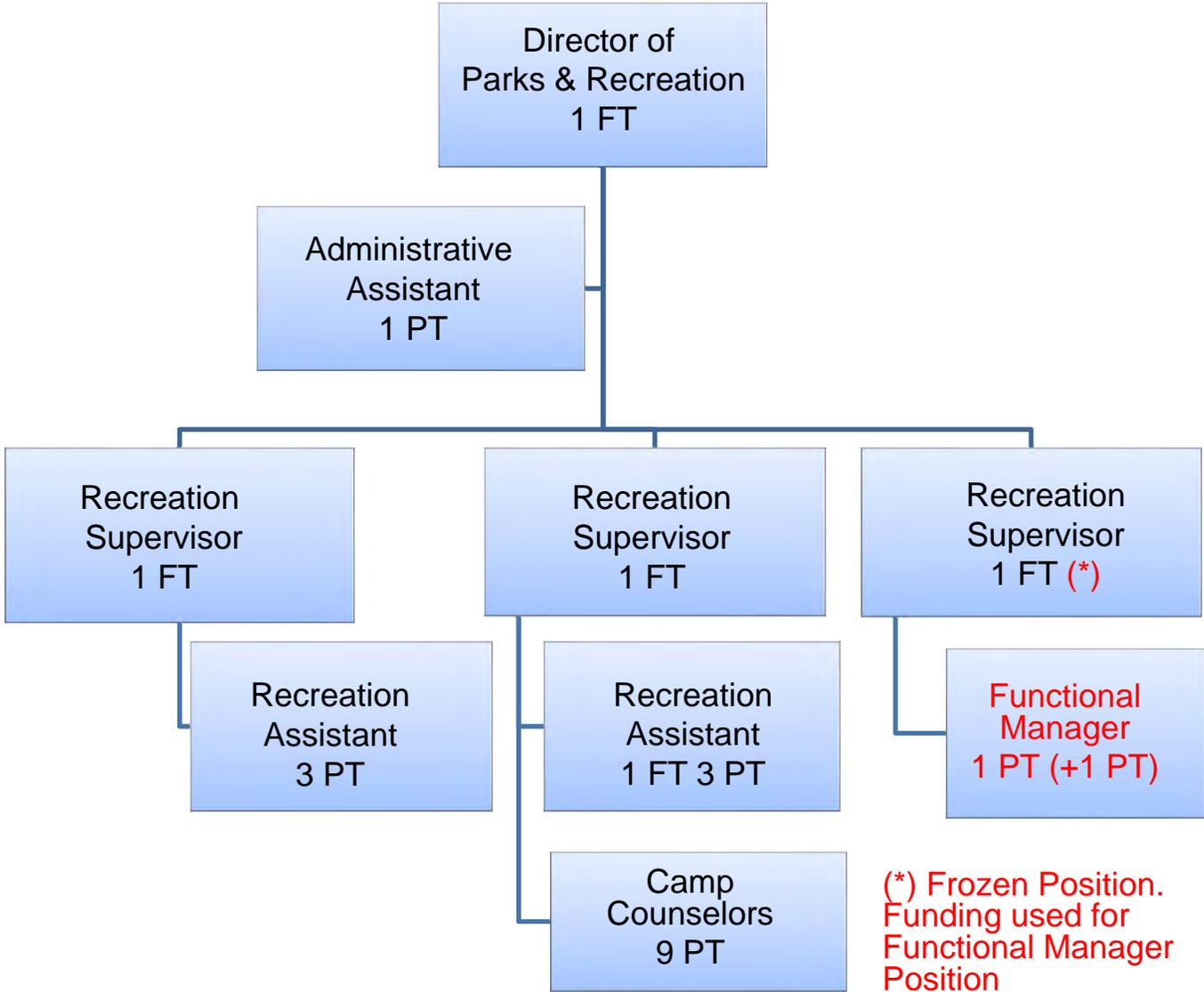
	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$668,737	\$657,657	1.68%	\$11,080	\$638,335	\$602,930
Operating						
Books, Publ. & Subscriptions	0	500	-100.00%	(500)	464	464
Contractual Services	33,000	36,500	-9.59%	(3,500)	52,404	30,330
Library Collections:						
Audio Visual Materials	14,000	22,000	-36.36%	(8,000)	11,254	13,472
Books	41,000	39,500	3.80%	1,500	30,637	44,776
Electronic Resources	30,000	24,000	25.00%	6,000	16,635	17,626
Magazines	7,185	3,000	139.50%	4,185	2,894	2,868
Reference Materials	0	3,500	-100.00%	(3,500)	3,250	2,909
Library Gift Account	0	0	0.00%	0	5,000	58,787
Licenses & Fees	347	330	5.15%	17	330	314
Materials & Supplies	21,200	21,118	0.39%	82	22,737	28,302
Postage	100	300	-66.67%	(200)	302	986
Rental	0	0	0.00%	0	0	4,876
Repairs & Maintenance	0	0	0.00%	0	2,168	0
Conferences & Seminars	999	535	86.73%	464	562	460
Memberships & Dues	3,423	3,175	7.81%	248	3,077	2,841
Travel & Training	4,058	3,400	19.35%	658	1,967	2,776
Utilities	25,340	21,300	18.97%	4,040	23,934	21,267
Other Operating Costs	0	0	0.00%	0	0	(0)
Total Operating Costs	180,652	179,158	0.83%	1,494	177,616	233,054
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$849,389	\$836,815	1.50%	\$12,574	\$815,951	\$835,984

Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to an increase in personnel costs. The FY21 budget includes:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel and negotiated increases for FPE-eligible employees as negotiated in their collective bargaining agreements.

Parks & Recreation	FY 2021
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Summary	FY 2021	FY 2020	Change
Full-Time	5	5	No Change
Part-Time	17	16	+1

Mission Statement

It is the mission of the Parks and Recreation Department to create recreational opportunities for growth and enhancement by developing diverse services and programs that promote resident involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of our residents and visitors.

Our Vision

"We Enrich Lives through Quality Parks and Programs"

The Department encompasses a number of facilities as described below:

- Community Center – 1200 Prosperity Farms Road
Features a multi-purpose ball field, batting cages, sand volleyball court, fitness trail, children's playground, full gymnasium, performance stage, three (3) indoor Pickleball courts, three (3) outdoor basketball courts, concession stand, and picnic area.
- Osborne Park – 715 Prosperity Farms Road
Features a multi-purpose building, six (6) three-wall racquetball courts, two (2) outdoor basketball courts, children's playground, two (2) batting cages, two (2) baseball fields, concession stand, and picnic area.
- Anchorage Park – 603 Anchorage Drive
Features multi-purpose building, children's playground, two (2) dog parks, two (2) tennis courts, large open field area, two (2) baseball fields, four (4) sand volleyball courts, picnic areas, nine (9) gazebos, two (2) fishing piers, jogging trail, restrooms, dry storage area, wet slips, boat wash, and boat ramp.
- Lakeside Park – East end of Lighthouse Drive
Features an outdoor basketball court, picnic pavilion, tiki hut, sand volleyball court, beachfront area, walking trail, children's playground area.
- Veterans Memorial Park – 501 US Hwy 1
Features a passive park including amphitheater, benches and US Military commemorative flag poles.

Service Levels Narrative

The Parks & Recreation Department offers a wide variety of activities, classes, workshops, and leisure opportunities for all ages. Classes, workshops, clinics, and lectures are offered throughout the year. Winter, Spring and Summer Camp programs are conducted for youths 8 – 13 years of age. Activities are also offered on days the public schools are not in session.

Special Events

The Parks & Recreation Department offers a wide spectrum of special events throughout the year, ranging from January's Car Show & Chili Cook-off to the July 4th fireworks to the Holiday activities. The Department also offers seasonal events as well as activities unique to the Village, such as the annual Heritage Day, Touch-A-Truck, Food Truck Frenzies, Village-Wide Garage Sales, Easter Egg Hunts, Fishing Tournament and Arts & Crafts Festival.

Parks and Recreation

FY 2021

Sports

Adult recreational sports league opportunities are offered including Volleyball, Pickleball and Basketball. Youth recreational Basketball, Flag Football, Volleyball and Soccer are also operated within the Department.

Organization Involvement

- Palm Beach Crew (a youth rowing club) trains out of Anchorage Park
- Host St. Clares and Bright Futures home basketball and volleyball games
- Friends of Lakeside Park (coordination of operations and planning)
- Recreation Advisory Board

Revenues are generated from the following sources:

- Facility Usage Fees – All users of Village facilities and fields are charged a rental fee.
- Heritage Day – The Village retains all sponsor monies and ticket fees.
- Marina Revenue – The Village retains fees from wet and dry storage and marina decals.
- Program Activity Fee – All non-resident users of Village programs and youth leagues are charged a higher rate.
- Summer/Spring Camps – The Village retains all Camp registration fees.

Personnel Changes

The personnel changes for Fiscal Year 2020/2021 are:

- Add one (+1) p/t Temporary Functional Manager position / Freeze one (-1) f/t Recreation Supervisor position

Current Year Accomplishments

During Fiscal Year 2020, the Parks & Recreation Department achieved the following initiatives and goals for improvement:

- Implemented playground safety program by hiring playground inspector to do bi-yearly inspections.
- Renovated the walking trail at Lakeside Park
- Replaced trash cans and benches at Lakeside and Anchorage Parks. Also, added solar compactor.
- Renovated outdoor basketball courts at Community Center.
- Completed state grant for Community Center outdoor fitness equipment.
- Updated safety protocols for summer camp and facilities due to COVID-19.
- Renovated dog parks at Anchorage Park.
- Standardized fees and agreements for all classes at Anchorage and Osborne parks.
- Removed exotics at Lakeside Park berm area.
- Working with Environmental Committee and Friends of Lakeside with volunteer clean-ups.
- Leased all dry storage spaces at Anchorage Park.
- Started Mini classes for ages 3-6 for sports such as basketball, baseball and soccer.
- Coordinated with Pickleball Athletics group to start pickleball during the day at Community Center.
- Started an over 40 basketball night for adults and youth futsal program at Community Center.
- Increased wet slip fees.
- Reviewed and updated marina waiting list regarding dry storage and wet slips.
- Renovated the north sand volleyball courts at Anchorage Park.

- Added a backstop to the baseball diamond at Anchorage Park.
- Renovated the baseball and softball fields at Osborne Park with new clay and grass lips.
- Updated batting cages at Osborne Park with new netting.
- Replaced old pilings on the south side of the marina at Anchorage Park.
- Attended FRPA state conference and Parks Institute.
- Began new youth grass volleyball program for ages 8-13 with instruction by Vipers Volleyball.
- Replaced stage curtain inside Community Center.
- Replaced wiring and safety straps to all the indoor basketball goals at Community Center.
- Took over STO contract for sports field maintenance at Osborne and Community Center.
- Updated Memorial Bench program for the parks.
- Control recreation page on Village website and postings to all social media.
- Removing remote control track at the Community Center.

Special Events

- Ran several successful events throughout the year.
- Moved 5K run to Country Club that was a huge success.
- Due to COVID-19, canceled Heritage Day and several other events.

New Initiatives

- Replace playground at the Community Center.
- Change youth sport seasons to help with wear and tear on the fields.
- Introduce pilot program for online registration for boat ramp decals.
- Replace playground pieces at Anchorage Park.
- Renovate south sand volleyball courts at Anchorage Park.
- Upgrading our RecTrac software system.
- Renovate the outdoor basketball courts at Osborne Park.
- Administer Parks and Recreation Needs Assessment.
- Coordinate the renovation of the dry storage area at Anchorage Park
- Install new card reader at Osborne Park building to minimize liability
- Add ADA mulch to playgrounds at Anchorage, Osborne, and Lakeside Parks.
- Develop a Friends of the Dog Park resident committee to help maintain dog park.
- Replace rusted metal angles on picnic pavilion at the Community Center.
- Apply for Tree City USA recognition.

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Goals and Objectives**Strategic Goal: Waterways & Recreation**Department Goal:**Implement Parks and Recreation Needs Assessment**Objectives:

- a. Coordinate efforts with a consultant to initiate community engagement activities and, as a result, develop a Parks and Recreation Needs Assessment.
- b. Assist with programing at parks, pool, and tennis facilities.
- c. Review all programs and facilities to determine value to the community

Department Goal:**Renovate the Dry Storage Area at Anchorage Park**Objectives:

- a. Coordinate with the Village Engineer to provide professional engineering services.
- b. Oversee project from tear down to build up.
- c. Provide a more efficient and secure dry storage area for our residents.

Department Goal:**Continue to evaluate all classes at all our Facilities**Objectives:

- a. Standardize fees and agreements with all class instructors.
- b. Bring in new programs/classes to offer more selection to our community.
- c. Install new card reader on front door at Osborne Park building to manage access and minimize liability.

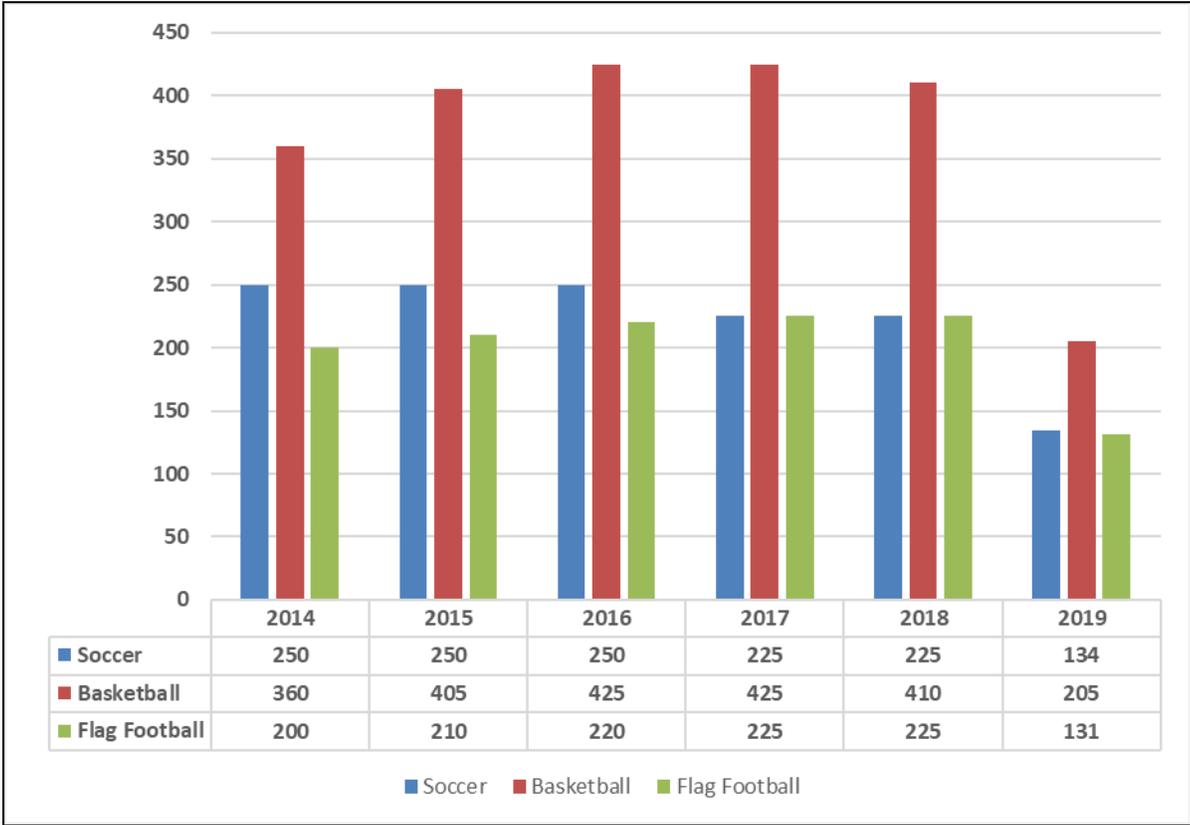
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Parks and Recreation

FY 2021

Youth Sports League Participation:

The Village Parks and Recreation Department oversees youth Basketball, Soccer and Flag Football leagues throughout the year. All of our leagues are co-ed and reflect ages 6-14. We could not generate all necessary numbers due to COVID-19 either postponing or canceling youth sport programs.



Parks & Recreation

FY 2021

Budget Summary

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$578,217	\$604,062	-4.28%	(\$25,845)	\$622,536	\$638,586
Operating						
Advertising	2,500	2,500	0.00%	0	2,764	2,115
Charge Card Fee	4,000	3,000	33.33%	1,000	4,755	4,605
Conferences & Seminars	1,200	1,200	0.00%	0	1,636	0
Contractual Services	20,000	14,000	42.86%	6,000	14,759	7,902
Gas, Oil & Lubricants	4,800	4,800	0.00%	0	3,552	2,948
Materials & Supplies	64,400	71,150	-9.49%	(6,750)	61,069	22,550
Memberships & Dues	1,200	1,200	0.00%	0	455	120
Postage	600	600	0.00%	0	677	641
Printing & Binding	500	250	100.00%	250	233	0
Professional Services	75,000	75,000	0.00%	0	22,000	17,530
Program Expense	144,000	159,000	-9.43%	(15,000)	130,457	131,486
Repairs & Maintenance	21,000	21,000	0.00%	0	34,583	39,672
Special Events	98,000	93,000	5.38%	5,000	86,621	63,566
Travel & Training	1,900	1,900	0.00%	0	859	0
Uniforms	1,500	1,500	0.00%	0	1,883	1,271
Utilities	105,830	116,900	-9.47%	(11,070)	133,702	96,461
Other Operating Costs	0	0	0.00%	0	3,723	5,133
Total Operating Costs	546,430	567,000	-3.63%	(20,570)	503,727	396,001
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$1,124,647	\$1,171,062	-3.96%	(\$46,415)	\$1,126,263	\$1,034,587

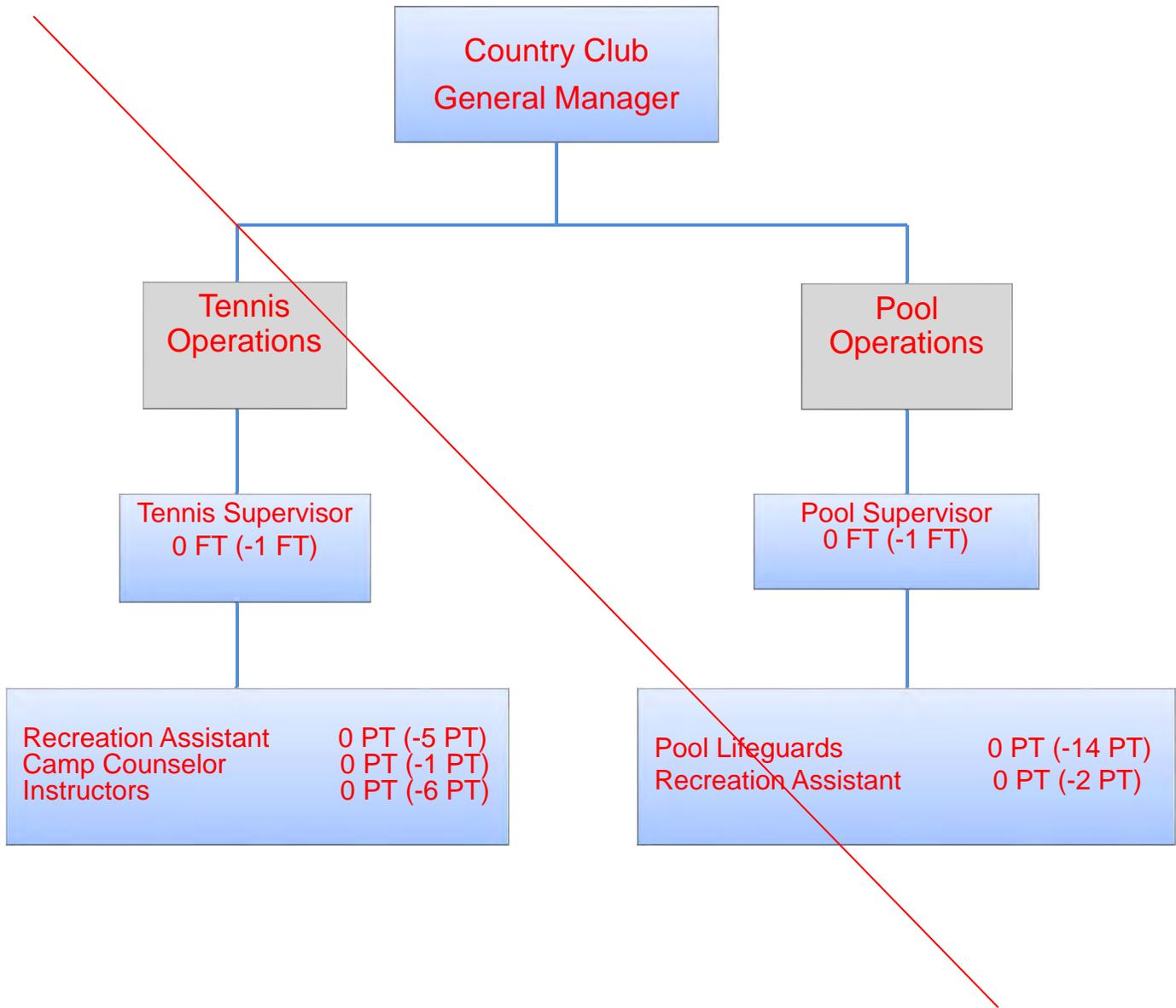
Explanation of Increase / (Decrease):

The decrease in total expenses is a combination of personnel and operating costs. The FY21 budget includes:

- A personnel expenditure decrease associated with freezing one full-time position to offset the cost of adding one (1) temporary, part-time Functional Manager position;
- An operating expenditure decrease in program expense; and
- An operating cost decrease in utilities expense.

Tennis and Pool Operations	FY 2021
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Pool & Tennis Operations transferred to the Country Club Budget



Summary	FY 2021	FY 2020	Change
Full-Time	0	2	-2 FT
Part-Time	0	28	-28 PT

Tennis and Pool Operations

FY 2021

Budget Summary (Tennis)

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$0	\$555,834	-100.00%	(\$555,834)	\$447,122	\$416,297
Operating						
Advertising	0	1,000	-100.00%	(1,000)	760	0
Charge Card Fee	0	8,000	-100.00%	(8,000)	8,863	9,264
Contractual Services	0	0	0.00%	0	1,133	0
Equipment Rental	0	500	-100.00%	(500)	500	0
Materials & Supplies	0	58,500	-100.00%	(58,500)	19,748	27,787
Memberships & Dues	0	50	-100.00%	(50)	35	35
Postage	0	150	-100.00%	(150)	0	0
Printing & Binding	0	500	-100.00%	(500)	220	35
Professional Services	0	43,500	-100.00%	(43,500)	42,160	42,000
Program Expense	0	3,000	-100.00%	(3,000)	2,630	2,598
Repairs & Maintenance	0	21,600	-100.00%	(21,600)	15,893	10,751
Special Events	0	3,000	-100.00%	(3,000)	4,918	3,295
Tennis Merchandise	0	8,000	-100.00%	(8,000)	7,497	1,932
Uniforms	0	1,000	-100.00%	(1,000)	1,202	103
Utilities	0	21,500	-100.00%	(21,500)	25,606	22,743
Other Operating Costs	0	400	-100.00%	(400)	0	(0)
Total Operating Costs	0	170,700	-100.00%	(170,700)	131,167	120,542
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$0	\$726,534	-100.00%	(\$726,534)	\$578,289	\$536,839

Explanation of Increase / (Decrease):

The decrease in total expenses is a result of transferring the Tennis Operation from the General Fund Budget to the Country Club Budget.

Tennis and Pool Operations

FY 2021

Budget Summary (Pool)

	FY 2021 Budget	FY 2020 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$0	\$189,566	-100.00%	(\$189,566)	\$72,244	\$82,084
Operating						
Charge Card Fee	0	650	-100.00%	(650)	580	720
Contractual Services	0	30,460	-100.00%	(30,460)	959	49
Licenses & Fees	0	275	-100.00%	(275)	250	250
Materials & Supplies	0	29,500	-100.00%	(29,500)	20,338	45,095
Memberships & Dues	0	250	-100.00%	(250)	0	0
Program Expense	0	14,000	-100.00%	(14,000)	2,352	12,524
Repairs & Maintenance	0	4,000	-100.00%	(4,000)	4,737	10,889
Travel & Training	0	2,000	-100.00%	(2,000)	0	1,500
Uniforms	0	1,500	-100.00%	(1,500)	0	1,142
Utilities	0	47,000	-100.00%	(47,000)	42,550	51,997
Other Operating Costs	0	5,000	-100.00%	(5,000)	172	(0)
Total Operating Costs	0	134,635	-100.00%	(134,635)	71,937	124,165
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$0	\$324,201	0.00%	(\$324,201)	\$144,181	\$206,249

Explanation of Increase / (Decrease):

The decrease in total expenses is a result of transferring the Pool Operation from the General Fund Budget to the Country Club Budget.

Reserves and Other

FY 2021

Mission Statement

This Division of the General Fund is for the express purpose of accounting for expenditures that cannot be directly associated with or easily identified to any other particular department/division. Some of the items accounted for within this Division include the following:

- General Fund Debt Service payments
- General Fund Council Contingency/Transfers to other funds
- General Fund Property/Casualty & General Liability Insurance allocation

Debt Service

In March 2017, The Village obtained loan financing for the new Country Club Clubhouse project. The transaction consists of two loans: (1) one tax-exempt loan in an amount not to exceed \$8.9 million with an interest rate of 3.19% and a maturity date of June 1, 2032; and (2) one taxable loan in an amount not to exceed \$6.1 million with an interest rate of 3.78% and a maturity date of June 1, 2025. The tax-exempt loan is pre-payable without penalty after June 1, 2025.

In addition, The Village has entered into capital lease agreements for financing the purchase of vehicles. A total of \$348,000 has been budgeted in the General Fund as the estimated lease payment for its lease programs.

Contingency

The FY 2021 budget does not include an appropriation for Council Contingency.

Transfers

In FY 2021, an appropriation of \$510,000 is to be transferred to the Capital Projects Fund to finance the General Fund's Capital Improvement Plan.

The FY 2021 budget also includes an appropriation of \$274,000 to be transferred to the Country Club to finance the Pool & Tennis Operations.

Property/Casualty & General Liability Insurance

Effective October 1, 2006, the Village discontinued its participation in the Southeast Risk Management Association (SERMA) and joined the Florida Municipal Insurance Trust (FMIT). However, as a former participant in SERMA, the Village is liable for claims incurred through September 30, 2006.

In 2010, the Village initiated a Request for Proposals (RFP) for Property/Casualty and General Liability insurance for the Village. The proposals submitted were reviewed by an independent Risk Management company that assisted with the selection. This company assessed the pricing, coverage, financial stability and service capability of each provider. As a result of the analysis the Village joined Public Risk Management (PRM) on October 1, 2011. Since that time, each proposal submitted by PRM for renewal of the insurance has been determined by Council to be in the best interest of the Village. For FY21 the Village has once again chosen PRM as the Property/Casualty and General Liability provider.

Reserves and Other

FY 2021

Budget Summary

	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/19</u>	<u>Actual 09/30/18</u>
Debt Service						
Debt Service	\$1,640,000	\$1,553,357	5.58%	\$86,643	\$1,714,862	\$1,293,101
Non-Departmental						
Property/General Liability Insurance	300,000	268,000	11.94%	32,000	252,518	205,174
Reserves, Contingencies and Transfers						
Council Contingency	0	231,795	-100.00%	(231,795)	0	0
Transfer to Other Funds	784,000	417,150	87.94%	366,850	405,000	4,963,307
Other Operating Costs	0	0	0.00%	0	213,986	248,640
Construction & Major Renovation	0	0	0.00%	0	0	300,769
Total Reserves, Contingencies & Transfers	784,000	648,945	20.81%	135,055	746,547	5,598,886
Total Expenses	\$2,724,000	\$2,470,302	10.27%	\$253,698	\$2,713,927	\$7,097,160

Explanation of Increase / (Decrease):

The increase in total expenses is due to the following:

- An increase in debt service related to capital lease agreements for financing the purchase of vehicles;
- An increase in the renewal of the Village's property & general liability insurance as a result of an increase in property values; and
- An increase in the inter-fund transfer amount to:
 - Allow for a transfer of funds to the Village's Capital Improvement Plan (CIP) Fund; and
 - Allow for a transfer of funds to the Village's Country Club Fund to finance the Pool & Tennis Operations.



Charts and Graphs



FY 2021

Property Value and Millage Summary

FY 2021

Property Value:

FY 2020 Millage Rate	\$7.5000		
FY 2020 Ad-Valorem Proceeds	\$16,736,574		
FY 2020 FINAL <u>GROSS</u> Taxable Value	\$ 2,344,581,746		
			<u>Increase in GROSS taxable value</u>
FY 2021 <u>GROSS</u> Taxable Value	\$ 2,437,532,823	\$92,951,077	3.96%
FY 2021 <u>BUDGETARY</u> Taxable Value (95%)	\$ 2,315,656,182		
FY 2021 Rolled Back Rate	\$7.2247		

Millage Table:

<u>MIL</u>	<u>Amount</u>
1.00 MIL	\$2,315,656
.75 MIL	\$1,736,742
.60 MIL	\$1,389,394
.55 MIL	\$1,273,611
.50 MIL	\$1,157,828
.40 MIL	\$926,262
.35 MIL	\$810,480
.30 MIL	\$694,697
.25 MIL	\$578,914
.20 MIL	\$463,131
.10 MIL	\$231,566

Millage Options:

Description	Millage Rate	Ad-Valorem	\$ Increase / (Decrease) over 2020 Ad-Valorem	% Increase / (Decrease) over FY 2021 Rolled Back Rate
Retain FY 2020 Millage Rate	\$ 7.5000	\$17,367,422	\$630,848	3.81%
FY 2021 Rolled Back Rate	\$ 7.2247	\$16,729,921	(\$6,653)	0.00%
Millage Rate to retain FY 2020 Ad-Valorem	\$ 7.2276	\$16,736,574	\$0	0.04%
FY 2021 Majority Vote Rate	\$ 7.4573	\$17,268,543	\$531,969	3.22%
FY 2021 Two-Thirds Vote Rate	\$ 8.2030	\$18,995,238	\$2,258,754	13.54%
Statutory Maximum	\$10.0000	\$23,156,562	\$6,419,988	38.41%
Council's Adopted Rate	\$ 7.5000	\$17,367,422	\$630,848	3.81%

Ad-Valorem, Assessed Value, Millage and Budget

FY 2021

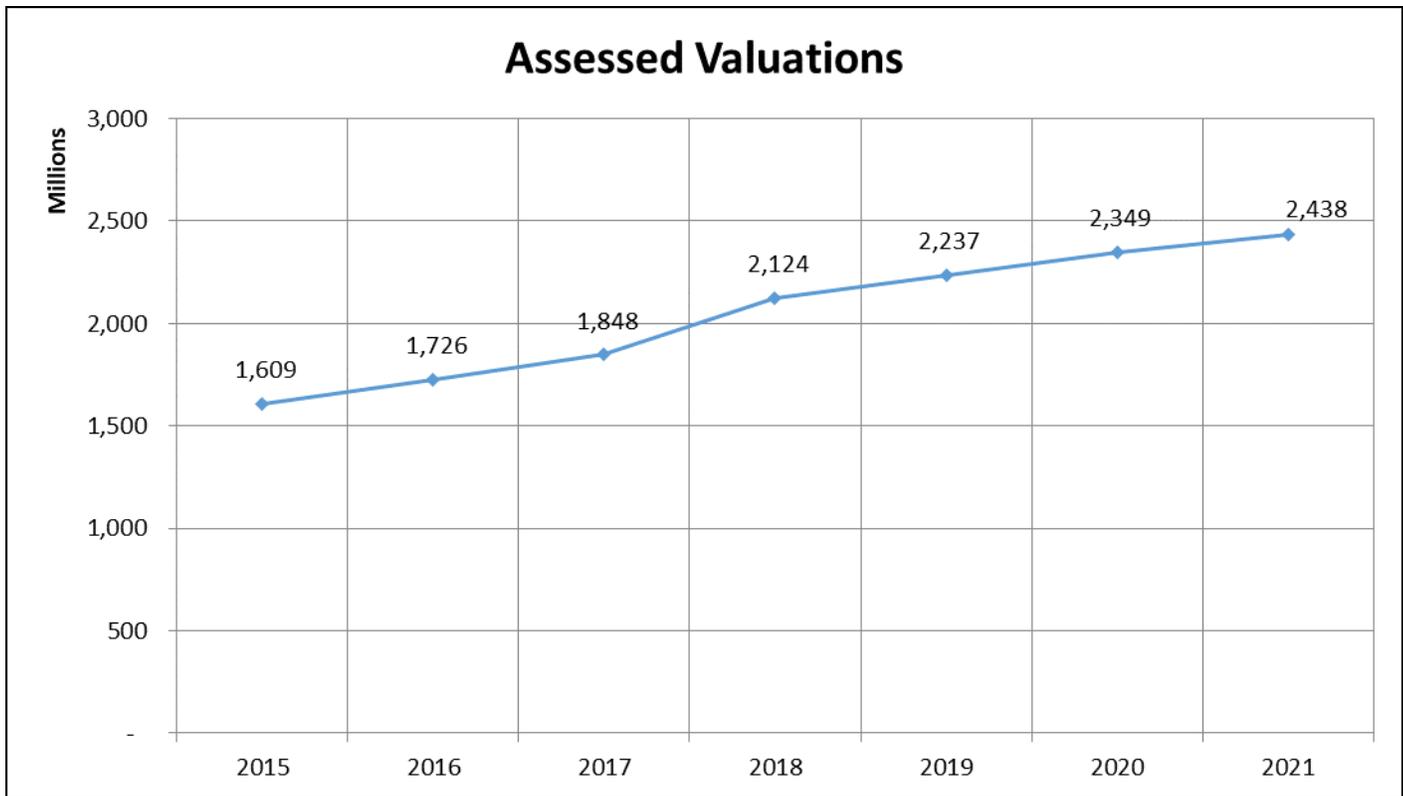
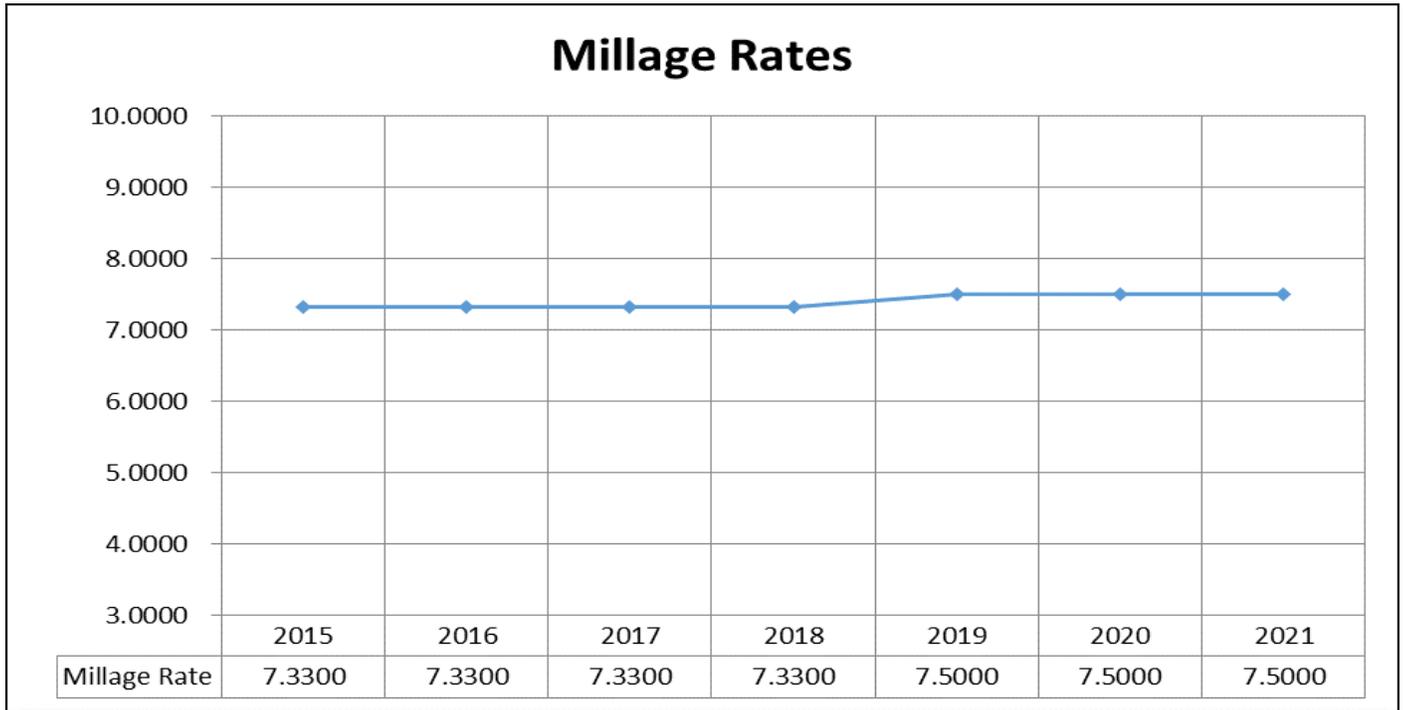
Fiscal Year 2003-2021 presented below:

Fiscal Year	Assessed Value	Taxable Valuation	Millage Rate	Total Ad-Valorem Taxes	Total Budget	Total Budget % Increase / (Decrease) over Prior Year	Total Ad-Valorem Taxes as % of Total Budget	Total Budget as % of Assessed Value
2003	1,137,570,526	1,080,692,000	5.8000	6,268,014	13,565,749	4.46%	46.20%	1.19%
2004	1,297,803,114	1,232,912,958	6.8000	8,383,808	13,741,933	1.30%	61.01%	1.06%
2005	1,438,036,209	1,366,134,399	7.2700	9,931,797	15,591,492	13.46%	63.70%	1.08%
2006	1,667,949,738	1,584,552,251	6.8000	10,774,955	18,038,400	15.69%	59.73%	1.08%
2007	1,999,331,298	1,899,364,733	6.3000	11,965,998	19,438,633	7.76%	61.56%	0.97%
2008	2,028,911,987	1,927,466,388	6.1000	11,757,545	19,691,948	1.30%	59.71%	0.97%
2009	1,847,845,205	1,755,452,945	6.6977	11,757,497	19,073,192	-3.14%	61.64%	1.03%
2010	1,673,245,674	1,589,583,390	6.9000	10,968,125	18,056,938	-5.33%	60.74%	1.08%
2011	1,543,308,420	1,466,142,999	6.9723	10,222,389	17,506,072	-3.05%	58.39%	1.13%
2012	1,495,282,994	1,420,518,844	6.9723	9,904,284	17,517,544	0.07%	56.54%	1.17%
2013	1,486,295,612	1,411,980,831	6.9723	9,844,754	17,499,724	-0.10%	56.26%	1.18%
2014	1,527,431,467	1,451,059,894	6.8731	9,973,280	18,614,912	6.37%	53.58%	1.22%
2015	1,609,188,844	1,528,729,402	7.3300	11,205,587	19,863,106	6.71%	56.41%	1.23%
2016	1,726,462,395	1,640,139,275	7.3300	12,022,221	20,524,967	3.33%	58.57%	1.19%
2017	1,848,041,694	1,755,639,609	7.3300	12,868,838	21,328,539	3.92%	60.34%	1.15%
2018	2,123,913,004	2,017,717,354	7.3300	14,789,868	23,482,124	10.10%	62.98%	1.11%
2019	2,237,340,441	2,125,473,419	7.5000	15,941,051	24,977,802	6.37%	63.82%	1.12%
2020	2,348,992,794	2,231,543,154	7.5000	16,736,574	26,123,977	4.59%	64.07%	1.11%
2021	2,437,532,823	2,315,656,182	7.5000	17,367,422	25,703,797	-1.61%	67.57%	1.05%

Millage Rates and Assessed Valuations

FY 2021

Fiscal Year 2015 – 2021 presented below:





Fee Schedule



FY 2021

General Fund Fee Schedules

FY 2021

Credit Card Fee

A 2.25% fee will be charged for payment with a credit card. All fees shown below do not include the credit card fee.

Recreation

Notes for Recreation Fee Schedule:

1. Programs offered by the Village of North Palm Beach (VNPB) are not taxable; however, rentals are subject to sales tax. **The fees shown below do not include sales tax.** Rental fees are hourly unless specified (*). The VNPB reserves the right to change fees at any time with approval from the Village Council.
2. Programs may be offered by independent instructors that are not listed. These programs will be set and collected by the program instructor (sales tax applicable).
3. Non-profit 501C organizations and local schools will be charged at the Resident rate unless otherwise specified.

<u>Description</u>	<u>Fee</u>	
	<u>Resident</u>	<u>Non-Resident</u>
Anchorage Park Activities Building (Hourly)		
Room A	\$26.52 \$26.00	\$37.13 \$37.00
Room B	\$37.13 \$37.00	\$63.65 \$63.00
After hours building charge	\$106.09 \$106.00	\$212.18 \$212.00
After hours staff charge	\$26.52 \$26.00	\$26.52 \$26.00
Anchorage Park (Hourly)		
Anchorage Gazebo	\$25.75 \$25.00	\$41.20 \$41.00
Volleyball (1 court)	\$25.75 \$25.00	\$36.05 \$36.00
Volleyball (2 courts)	\$36.05 \$36.00	\$51.50 \$51.00
Community Center (Hourly)		
Gymnasium	\$ 110.00	\$210.00
Non-profit (W-501 C-3) Charge	\$ 110.00	\$110.00
Field (No Lights)	\$ 35.00	\$70.00
Field (With Lights)	\$ 70.00	\$100.00
Lakeside Park (Hourly)		
Resident Tiki Hut - Large	\$25.75 \$25.00	\$25.75 \$25.00
Osborne Park (Hourly)		
Recreation Building	\$53.04 \$53.00	\$159.13 \$159.00
Field (No Lights)	\$37.13 \$37.00	\$74.26 \$74.00
Field (With Lights)	\$74.26 \$74.00	\$106.09 \$106.00
After hours building charge	\$106.09 \$106.00	\$212.18 \$212.00
After hours staff charge	\$25.75 \$25.00	\$25.75 \$25.00
Sports Programs (Per/Player/League)		
Youth (All Sports)	\$75.00	\$85.00
Marina Fees (Annual)		
Dry Storage		
15 feet & under		\$700.00
16 - 20 feet		\$750.00
21 - 25 feet		\$800.00
26 - 30 feet		\$850.00
31 - 35 feet		\$900.00
36 feet & over		\$950.00
South Docks		\$2,500.00
Ramp Decal		\$ 60.00
Temporary Day Launch Permit (Resident Only)		\$10.00
North Floating Docks		\$ 3,300.00

General Fund Fee Schedules

FY 2021

Library

Description	Fee
Overdue Fines (Maximum fine per item is \$5.00)	
7/14/28 day Books	\$ 0.25 a day
Audio/CD Books / Music CDs / DVD / Interlibrary Loans / Magazines	\$ 0.25 a day
Lost / Damaged Items	
Lost or Damaged Item	Cost of item
Lost Library Card Fee	\$1.00 per card
Kindle	\$119.00
Kindle Case	\$30.00
Nook	\$100.00
Nook Case	\$35.00
USB Cord / Plug Adapter / Carrying Bag	\$10.00
Memberships	
Library Cards-NPB Resident / PBC Resident	No charge
Library Cards-Non-Residents per Household	\$ 25.00
Services	
Black and White Copy / Print	\$0.15 per copy
Color Copy / Print	\$0.50 per copy
Fax Service	\$1.00 per page
Scanning	No charge
Rental Fees	
Obert Room	Rental \$30.00 per hour
	Setup \$10.00
Bob's Garage	Rental \$15.00 per hour
	Setup \$5.00
Cleaning Deposit (required if serving refreshments)	\$25.00

Finance

NSF Checks:	
Face value of check does not exceed \$50.00	\$ 25.00
Face value of check does not exceed \$300.00	\$ 30.00
Face value of check exceeds \$300.00	\$ 40.00 or 5% of face value of check whichever is greater

Clerk's Office

Copies:	
Single-sided page up to 8.5 x 14	\$ 0.15 each
Double-sided page up to 8.5 x 14	\$ 0.20 each
Single-sided page 11 x 17	\$ 0.20 each
Certified copies, plus per page cost for copies	\$ 1.00
Lien Certification each parcel number	\$75.00
Zoning Map (Cost of duplication, depends on size)	Actual Cost
CD	Actual Cost

Special Service Fee: For any request in which the nature or volume of the public records requested to be inspected or copied requires more than 15 minutes of clerical and/or supervisory assistance to research, locate, review for confidential information, copy, re-file, oversee the review of, print and or use of information technology resources there will be a special service fee which is hourly rate (excluding benefits) of the individual providing the public records.

General Fund Fee Schedules

FY 2021

Public Works

Description	Fee
Annual Commercial Disposal Fee	
(calculated by occupancy category and square foot of building as determined by Solid Waste Authority)	
Low Density	0.081
Medium	0.214
High	1.147
Residential Waste Removal Fees	
Disposal Fee per cubic yard	\$4.50
Equipment & Fuel Cost per cubic yard	<u>\$2.50</u>
Total per cubic yard	\$7.00
In addition to the charge per cubic yard set forth above, persons who violate the yard waste collection requirements shall also be assessed for personnel costs (less benefits) in the amount of \$18.50 per hour based on the actual time incurred in removing the yard waste, with a two-hour minimum charge.	
Swale Tree Permit	No charge
Dumpster lease fees are applicable to Commercial Account customers utilizing Village owned and maintained dumpsters, customers utilizing Village owned and maintained dumpsters.	
1 cubic yards	\$18/Month
2 cubic yards	\$20/Month
3 cubic yards	\$21/Month
4 cubic yards	\$22/Month
6 cubic yards	\$25/Month
8 cubic yards	\$27/Month

Police

Police	
Bicycle Registration	\$ 1.00
Accident Reports-per one-sided page	\$ 0.15
Accident Report-two-side page	\$ 0.20
Accident/Incident Report-CD	\$ 2.00
Fingerprinting-Village Resident	\$ 4.00
Fingerprinting-Non Resident	\$ 6.00
Fingerprinting – Employment in the Village	\$ 6.00
False Alarm-Residences	\$ 50.00
False Alarm-Businesses	\$ 100.00
Alarm Permit Account (New & Renewal)	\$ 25.00
Parking Fines	\$ 25.00
Parking Fines-No decal for marina parking	\$ 50.00
Parking Fines-Second Violation	\$ 100.00
Water Restriction-1st Violation	Warning
Water Restriction-2nd Violation	\$ 25.00
Outside Services (Special Details)	\$54.37 \$55.00
Forfeiture Revenue	Varies

continued on next page

General Fund Fee Schedules

FY 2021

Right-of-Way Permitting

Note: The Village reserves the right to refuse service to any construction or permitted work site based on non-payment of fees. The Village reserves the right to refuse service and permitting to business entities or individuals based on outstanding unpaid fees. Non-payment of fees shall constitute proper documented notification by the Village of fees due and failure of the receiving party to pay or appeal said fees within twenty (20) business days of receipt of notification.

Note: Fees described wherein may adjust annually at a rate equal to the Consumer Price Index or three percent (3%), whichever may be determined more appropriate, each October 1st (beginning October 1, 2017).

Note: Refer to day charges shall be for calendar days, inclusive of weekends and holidays.

Description	Fee
Right-of-Way Utilization Permit Application & Processing Fee ①	\$ 35.00
Residential Driveway Apron Construction	\$ 35.00
Sidewalk Repair/Construction, first 100'	\$ 35.00
Each additional 100' LF or fraction thereof	\$ 35.00
Crane/Lifting Equipment Placement, per day	\$ 25.00
Roll-off Dumpster Placement, per day	\$ 25.00
Construction Material Placement (Swale/Right-of-Way, per day)	\$ 25.00
Tree Trimming Operation (Rolling locations, per day)	\$ 35.00
Permit extension(s), 30 calendar days (Non-refundable)	\$ 35.00
Permit renewal (expired permit)	\$ 35.00
Maintenance of Traffic Plan Review (2 reviews)	\$ 135.00
Each additional review	\$ 60.00
Roadway Closure/Obstruction (per lane-foot per day)	\$ 0.50
Sidewalk Closure/Obstruction (per linear foot per day)	\$ 0.50
Roadway/Sidewalk Closure Work Completion Delay ②	2 x
Special Events w/ Road Closure	\$ 265.00
Open Cut Roadway, Per Cut Location	\$ 218.00
Utility Pole Installation – Overhead Facilities, Each Pole	\$ 109.00
Franchise Utility Main / Cable / Line Install, Per 100' Linear	\$ 20.00
Franchise Utility Cabinet Installation, Per Location	\$ 163.50
Permit Violation Charges (All Permits)	
Work Commencement (without valid permit) ③	2 x permit fee
Work Commencement (valid permit – without notice)	\$ 100.00
Work Outside Permit Limits (with valid permit)	2 x permit fee
Work with a suspended or expired permit ④	\$ 500.00
Closure/Obstruction (without valid permit) ⑤	\$ 500.00
Closure/Obstruction (exceeding permit limits) ⑤	\$ 150.00
Abandoned Barricade/Temporary Signage Collection/Storage	
Traffic Signage & VMS Board, per day	\$ 10.00
Barricade (all types), per day	\$ 5.00
Collection Fee (30 calendar days past due) ⑥	\$ 35.00
Emergency Response Cost Recovery ⑦	
Emergency Response – Street Maintenance	Actual Cost ⑧

General Fund Fee Schedules

FY 2021

- ① Right-of-way permits are valid for a maximum of 30 calendar days from date of issue. Permits may be extended in 30 calendar day increments at time of issuance. Additional work not authorized by the original permit terms will require a new permit or modification of existing permit. Fees are payable upon submission of permit application.
- ② Closure/Obstructions exceeding the prescribed permit time limits will be access fees equal to 2 times the daily closure rate for each day, or fraction thereof, of additional closure/obstruction.
- ③ Violation charge is applicable in all cases where work commences without a valid Village of NPB right-of-way permit. Violation charges will not apply to emergency work, if permit is applied for within two (2) business days following the commencement of emergency work. Violation charges will be assessed separately and shall be equal to the total of the permit assessment, effectively doubling the permit fee.
- ④ Violation charges will be assessed for work completed with a suspended or expired permit in the amount of \$500 per day, or fraction thereof, per occurrence. Work completed with a suspended or expired permit will be assumed defective without inspection and may be rejected in part or entirety.
- ⑤ Violation charges will be assessed for closure/obstruction of roadway, sidewalk, or public access in the amount of \$500 per day, or fraction thereof, per occurrence. Violation charges will be assessed for closure/obstruction of roadway, sidewalk, or public access in the amount of \$150 per day, or fraction thereof, per occurrence for incidents that exceed valid permit work limitations.
- ⑥ Fees assessed for additional work, time extension, late charge, or emergency response are due upon issuance. Fees are determined to be past due if not paid within 30 calendar days of issuance.
- ⑦ Emergency response cost recovery expenses may be assessed in association with capital construction, site development, right-of-way construction, and infrastructure maintenance activity that result in damage or disruption of service to a Village owned facility or utility. Additional fines, fees, or cost recovery expenses may be levied by other regulatory agencies.
- ⑧ Actual cost will include, but is not limited to: labor, overhead, equipment, materials, laboratory analysis, and municipal contractor cost.

Fire Rescue

Description	Fee
Emergency Medical Services Fees	
Basic Life (per transport)	\$ 610.00
Advanced Life Support Level One (per transport)	\$ 675.00
Advanced Life Support Level Two (per transport)	\$ 745.00
*plus \$12.00 per mile	
Fire/Rescue (Special Details min. 3 hours charged per event)	
Hourly rate per firefighter (2 firefighters minimum)	\$49.88 \$50.00
Vehicle operating cost per hour	\$12.98 \$30.00
Annual Fire Inspection Fees	
Assembly (Type of Occupancy Use)	
50-299	\$ 75.00
300-999	\$ 100.00
1,000-4,900	\$ 175.00
5,000 or greater	\$ 275.00
Educational:	
Day Care, Nursery Pre-school	\$ 35.00
All others	\$ 75.00
Healthcare/Instructional	
5,000 square feet and under	\$ 50.00
5,001-15,000 square feet	\$ 100.00
15,001-30,000 square feet	\$ 150.00
30,001-100,000 square feet	\$ 250.00
100,001 square feet or greater	\$ 350.00
Transient Lodging, Apartment, Residential Board and Care, and Adult Living Facilities	
24 units and less	\$ 55.00
25-100 units	\$ 75.00
101-500 units	\$ 150.00
501 units or greater	\$ 250.00

General Fund Fee Schedules

FY 2021

<u>Description</u>	<u>Fee</u>
Mercantile, Office, Storage, Industrial and Manufacturing	
5,000 square feet and under	\$ 50.00
5,001-15,000 square feet	\$ 100.00
15,001-30,000 square feet	\$ 150.00
30,001-100,000 square feet or greater	\$ 200.00
100,001 square feet or greater	\$ 300.00
Marinas and Boat Storage Facilities	
50 boat slips and under	\$ 50.00
51-200 boat slips	\$ 150.00
101-250 boat slips	\$ 200.00
251 boat slips or greater	\$ 300.00
Tent & Temporary Structures	
All	\$ 50.00
All other occupancies not listed	\$ 50.00
Re-Inspections/Extra Inspections	
First	No charge
Second	\$ 100.00
Third	\$ 150.00
Fourth and subsequent	\$ 200.00
Unscheduled inspection by special request (subject to availability)	\$75/hr 1 hr min. 2 hr min after hours 4 hr min weekend & holidays per inspection
Any unproductive trip (Work not ready, locked out, plans absent, etc.)	\$ 100.00
Plan Review Fees	
Inspection & Plan Review Fee (based on improvement cost)	\$2.25 per \$1,000 (\$50.00 minimum)
Civil Drawing Review Fee	\$ 50.00
Hood (excluding fire suppression system)	\$ 100.00
Pre-permit revision	10% of original fee
Post permit revision	\$5.00 per page (\$20.00 minimum)

continued on next page

General Fund Fee Schedules

FY 2021

Planning, Zoning & Code Compliance

Description	Fee
Code Compliance	
Annual Abandoned Property Registration Fee	\$ 150.00
Open Code Enforcement Searches (per address)	\$ 50.00
Reduction of Fine Request	\$100.00
Finding of Violation Fee	\$100.00
Code Citation Fees:	
First Violation	\$ 25.00
Second Violation	\$ 100.00
Third Violation	\$ 150.00
Fourth Violation	Mandatory appearance before Special Magistrate
Planning & Zoning (* Fees do not include advertising, legal, etc.)	
Zoning Variances *	\$ 500.00
Sign Variances *	\$ 500.00
Preliminary or final Plat filing fee *	\$300.00
Comprehensive Plan Amendments application fee *	\$2,500.00
Rezoning (amendments, modify, supplement or repeal)	\$2,000.00
Planned Unit Development (PUD) application fee *	\$2,500.00
Planned Unit Development Major Amendment application fee *	\$1,500.00
Planned Unit Development Minor Amendment application fee *	\$ 500.00
Planned Unit Development Waiver fee (per waiver request)*	\$ 100.00
Temporary Commercial Signage - For Sale or For Lease (each)	\$ 10.00
Temporary Banner Fee (each)	\$ 10.00
Portable Storage Containers & Roll-off Construction Dumpsters (Permit)	\$ 25.00
Portable Storage Containers & Roll-off Construction Dumpsters (Permit Renewal)	\$ 10.00
Special Event Permit - Profit	\$ 50.00
Special Event Permit - Non-Profit	\$ 25.00
Landscape Permit (which includes up to 2 zoning inspections)	\$150.00
Site Plan Major application fee - Multi-Family & Commercial	\$ 500.00
Site Plan Major application fee (With Waiver)-Multi-Family & Commercial	\$1,000.00
Site Plan Minor application fee - Multi-Family & Commercial	\$ 100.00
Site Plan amendment application fee for previously approved by Planning Commission and/or Council	\$ 100.00
Zoning Confirmation Letter	\$100.00
Zoning Re-inspection Fee	\$ 25.00
Peddlers and Solicitors Fee	\$ 250.00
Special Exception Fee*	\$ 500.00
Conditional Use Fee*	\$ 100.00
Painting Permit Fee	\$ 150.00
Similar Use Permit*	\$ 500.00
Dock/Seawall Major Application Fee*	\$ 500.00
Dock/Seawall Minor Application Fee*	\$ 100.00

General Fund Fee Schedules

FY 2021

Business Tax

Notes for Business Tax Schedule:

1. LATE FEES

All businesses tax receipts issued hereunder may be renewed without penalty no later than September 30 by application of the receipt holder. Receipts not renewed by October 1 shall be considered delinquent and subject to a delinquency penalty of ten (10) percent of the full year business for the month of October, plus additional five-percent for each month of delinquency thereafter until paid. The total delinquency penalty shall never exceed twenty-five (25) percent of the full year business tax for that applicant, in addition to the business tax set forth herein.

2. TRANSFER FEE

- a. **New Owner:** (At the time any such receipt is transferred, the person applying such transfer fee equal to ten (10) percent of the annual business tax but not less than three dollars (\$3.00) and not more than twenty-five dollars (\$25.00).
- b. **New Location:** (At the time any such receipt is transferred, the person applying such transfer fee equal to ten (10) percent of the annual business tax but not less than three dollars (\$3.00) and not more than twenty-five dollars (\$25.00).

Classification	Fee
AGRICULTURAL SERVICES	
<u>Veterinary Services:</u>	
Veterinary service from a truck	\$ 132.00
Veterinary service to animal specialties	\$ 132.00
Animal specialty services, except veterinary	\$ 132.00
Landscape counseling and planning	\$ 132.00
Lawn and garden service	\$ 110.00
Ornamental shrub and tree service	\$ 110.00
Building construction-Contractors as defined by the Contractors Licensing Board of Palm Beach County	\$ 132.00
TRANSPORTATION	
<u>Taxi cabs:</u>	
Local Trucking	\$ 93.00
Each place or business	\$ 66.00
Each vehicle	\$ 66.00
Water transportation of passengers	\$ 66.00
Marinas (also see retail) each space (minimum \$55.00 increased to \$57.75); each	\$ 3.30
Water transportation services NEC	\$ 66.00
Arrangement of passenger transportation	\$ 164.50
Arrangement of freight/cargo transportation	\$ 164.50
COMMUNICATIONS	
Radiotelephone communications	\$ 176.00
Telephone company (franchise)	\$ 66.00
Telephone communication except radiotelephone	\$ 176.00
Telegraph	\$ 478.50
Radio television broadcasting	\$ 412.50
Cable and other pay television services	\$ 412.50

General Fund Fee Schedules

FY 2021

Classification	Fee
ELECTRONIC, GAS AND SANITARY SERVICES	
Electric services (franchise)	\$ 578.50
Natural gas transmission (franchise)	\$ 578.50
Natural gas distributors	\$ 578.50
Liquefied petroleum distributors	\$ 578.50
Water supply (franchise)	\$ 578.50
Sanitary sewer services (franchise)	\$ 578.50
WHOLESALE TRADE (See RETAIL)	
<u>Wholesale-durable goods:</u>	
Inventory value cost-not exceeding \$1,000.00	\$ 38.50
Each additional \$1,000.00	\$ 9.45
RETAIL TRADE	
<u>Retail store:</u>	
Inventory value cost-not exceeding \$1,000.00	\$ 38.50
Each additional \$1,000.00 (Maximum cap \$7,500)	\$ 9.45
<u>Filing station, marine/auto/other:</u>	
1-4 dispensers	\$ 93.00
Each additional dispenser	\$ 27.00
Eating place (\$54.50 increased to \$57.00 minimum) each seat	\$ 2.70
Drinking place (alcoholic drinks) (\$54.50 increased to \$57.00 minimum) each seat	\$ 2.70
Food service-no seats	\$ 132.00
<u>Non-store retail</u>	
Catalog and mail order	\$ 132.00
Automatic merchandise machines operator	\$ 280.00
Each machine	\$ 32.50
Fuel oil dealer (bottled gas)	\$ 132.00
LP gas dealer (bottled gas)	\$ 132.00
Direct selling-each person/vehicle	\$ 132.00
<u>Solicitor/canvasser each:</u>	
Per year	\$ 346.50
Each canvasser	\$ 115.50
<u>Retail store NEC:</u>	
Florist	\$ 132.00
Tobacco store	\$ 132.00
News dealer/news stand	\$ 132.00
Optical goods store	\$ 132.00
Miscellaneous Retail Store NEC (Consignment, Pawn)	\$ 132.00
FINANCE, INSURANCE, REAL ESTATE	
Depository institution	\$ 297.00
Non-depository institution	\$ 297.00
Security and commodity brokers/dealers	\$ 150.00
Brokers sales agent	\$ 37.50
INSURANCE	
Insurance carriers	\$ 132.00
Insurance agents, broker service	\$ 132.00
Insurance sales agent	\$ 132.00

General Fund Fee Schedules

FY 2021

Classification	Fee
REAL ESTATE	
Real estate operator (\$54.50 increased to \$57.00 minimum):	
Base (1-5 sleeping rooms)	\$ 15.75
Each additional room	\$ 3.30
Real estate agents and manager	\$ 132.00
Real estate sales agent (No Longer Applicable)	\$ 0
Title abstract office	\$ 132.00
Land sub dividers and developers	\$ 186.50
Holding and other investment offices	\$ 297.00
SERVICES	
Hotels, rooming houses, etc. (\$54.50 increased to \$57.00 minimum):	
Base (1-5 sleeping rooms)	\$ 16.50
Each additional sleeping room	\$ 3.30
Personal Services:	
Laundry, cleaning, garment service	\$ 132.00
Coin operated laundry, dry cleaning	\$ 132.00
Operator 1-20 machines	\$ 132.00
Each additional machine	\$ 6.50
Photographic studio, portrait	\$ 132.00
Beauty shop	\$ 132.00
Each state licensed operator	\$ 37.50
Barber shop	\$ 132.00
Each state licensed operator	\$ 37.50
Shoe repair shop	\$ 132.00
Funeral service	\$ 297.00
Additional for ambulance service	\$ 186.50
Tax preparation service	\$ 132.00
Miscellaneous personal service NEC	\$ 132.00
Advertising agency	\$ 132.00
Consumer credit reporting/collection	\$ 132.00
Mailing, reproduction. Commercial art and stenographic service	\$ 132.00
Service to dwelling	\$ 132.00
Miscellaneous equipment rental/leasing	\$ 132.00
Personnel supply service	\$ 132.00
Computer programming, data processing	\$ 132.00
Miscellaneous business service NEC	\$ 132.00
Business services NEC	\$ 132.00
Telemarketing	\$ 186.50
Plus each phone	\$ 37.50

General Fund Fee Schedules

FY 2021

<u>Classification</u>	<u>Fee</u>
AUTO SERVICE/REPAIR	
Auto Rental	\$ 132.00
<u>Auto repair shop:</u>	
2 persons	\$ 37.50
3-4 persons	\$ 59.50
5-6 persons	\$ 110.00
7-10 persons	\$ 176.00
11-20 persons	\$ 220.00
More than 21 person	\$ 363.00
Car wash	\$ 132.00
MISCELLANEOUS REPAIR SERVICES	
Misc. repair services store	\$ 132.00
Misc. repair services from a truck	\$ 66.00
Misc. repair services with retail store	\$ 66.00
MOTION PICTURES	
Motion picture production/distributor	\$ 132.00
Motion picture theatre/drive-in	\$ 275.00
Plus per seat/per space	\$ 0.49
AMUSEMENT AND RECREATION SERVICE	
Dance studios	\$ 132.00
Theatrical producers	\$ 132.00
Bowling center (1-5 alleys)	\$ 132.00
Each additional alley	\$ 37.50
Commercial sports	\$ 186.50
Physical fitness facilities	\$ 132.00
Coin operated amusement devices operator	\$ 280.00
Plus each machine	\$ 32.50
Amusement and recreation services NEC	\$ 132.00
Fortune teller-fee charged	\$ 1,267.00
No fee charged-contribution	\$ 2,205.00
Phrenologist-fee charged	\$ 1,487.50
No fee charged-contribution	\$ 2,205.00
HEALTH SERVICES	
Licensed practitioner each	\$ 132.00
Nursing and personal care facility	\$ 186.50
Hospital	\$ 186.50
Medical and dental laboratory	\$ 186.50
Home health care	\$ 132.00
Miscellaneous health services NEC	\$ 132.00
LEGAL SERVICES	
Attorneys each	\$ 132.00
EDUCATIONAL SERVICES	
Elementary and secondary school	\$ 132.00
Vocational school	\$ 132.00
Schools and educational services NEC	\$ 132.00

General Fund Fee Schedules

FY 2021

Classification	Fee
SOCIAL SERVICES	
Individual and family services	\$ 132.00
Job training service	\$ 132.00
Child care facility (Fla. Statute)	\$ 154.00
Family day care (Fla. Statute)	\$ 59.50
Community residential home (Fla. Statute)	\$ 154.00
Social services NEC	\$ 132.00
Membership organizations	\$ 132.00
ENGINEERING, ACCOUNTING, RESEARCH MANAGEMENT	
Engineering, architectural and surveying-each practitioner	\$ 132.00
Residential designer	\$ 132.00
ACCOUNTING, AUDITING AND BOOKKEEPING SERVICES	
Accounting/bookkeeping service	\$ 132.00
Certified public accountant each	\$ 132.00
RESEARCH, DEVELOPMENT AND TESTING SERVICES	
Research, development and testing services	\$ 132.00
MANAGEMENT AND PUBLIC RELATIONS SERVICES	
Management services	\$ 132.00
Management consulting services	\$ 132.00
Public relation services	\$ 132.00
Facility support management services	\$ 132.00
Business consulting services NEC	\$ 132.00

Building

Description:	Fee:
Minimum Permit Fee	\$75.00 Minimum plus plan review fee if applicable
Percentage of Valuation:	Unit Value:
3.68%	Up to the first \$10,000.00 plus
1.85%	The next \$10,000.01 to \$100,000.00 plus
0.95%	The next \$100,000.01 and up or fraction thereof
Building Department Plan Review (Not applicable to over-the counter permits)	10% of permit fee. \$25.00 Minimum. Third rejection of plans for the same comment shall incur a fee of four (4) times the plan review portion of the permit fee. Florida State Statutes SS 553.80(2)(b)
Sub-permit	\$10.00 applicable to all sub-permits that do not require an independent review
Low Voltage Alarm	\$40.00 per label
Surcharge	1% of the permit fee. Minimum of \$2. Florida State Statutes SS 553.721
Building Code Administrators and Inspectors Fund	1.5% of the permit fee. Minimum of \$2. Florida State Statutes SS 468.631
Training Surcharge	1% of the permit fee and/or revision fee. \$1 minimum
Digitizing Plans	\$2.20 per page for pages over 11"x17" up to 24"x36"

General Fund Fee Schedules

FY 2021

Description:	Fee:
Building Relocation	\$290.00
Change of Occupancy without work being performed	\$ 75.00
Building Demolition	\$ 290.00
Parking lot overlay/re-striping	\$ 100 per lot up to 150 parking spaces
	\$ 125 per lots over 150 parking spaces
Construction Trailers	\$75.00
Re-inspection Fee	\$75.00, second re-inspection \$100, four (4) times the amount of the fee imposed for the first re-inspection and for each subsequent re-inspection for an uncorrected violation after the second re-inspection. Florida State Statues SS 553.80(2)(c)
Unscheduled inspection by special request (Subject to availability)	\$75/hr 1hr min, 2hr Min for after hours, 4hr Min weekends & holidays per inspector or inspection trade.
Penalty for commencing work without first securing a permit or written approval	Four (4) times the permit fee, plus \$100.00 Administration Fee. (At the discretion of the Building Official)
Change of contractor-same location	\$75.00 plus \$25.00 per sub-contractor.
Residential Revision Fee	After plans are approved and permit issued, one and two family dwellings, \$25.00 plus \$10.00 per page. An additional fee of the estimated value of work will be charged for revisions that result in an increase to the original job valuation.
Commercial Revision Fee	After plans are approved and permit issued-includes multi-family dwellings, \$50.00 plus \$10.00 per page. An additional fee of the estimated value of work will be charged for revisions that result in an increase to the original job valuation.
Renew or extend permit or application	\$ 50.00
Re-issuance Fee (after 180 days of expiration date)	30% of original permit fee, \$75.00 minimum + plan review fee
Temporary Signs or Temporary Tents (Each)	\$ 50.00 + plan review and Fire Department Fee if applicable
Temporary Certificate of Occupancy Fee	\$ 100.00
Temporary Certificate of Completion Fee	\$ 100.00
Early Power Release (Commercial Projects Only)	\$ 100.00
Local Product Approval	\$ 250.00 and requires Construction Board of Adjustment and Appeals review and approval
Document Research Time & Material Fees after 15 minutes	Actual Cost
Palm Beach County Impact Fees	Palm Beach County Impacts fees are collected by Village of North Palm Beach. Impact fee credit approval is required at the time of permit application submittal.
Open Permit Search (per address)	\$50.00
Non-Domicile Business Registration	\$ 25.00
<u>Refund of building permit fees:</u>	
Refunds requested due to application error or canceling of a permit (All conditions must be met):	
<ol style="list-style-type: none"> 1. A maximum of 50% will be refunded. 2. Permit cannot be expired. 3. No-work has occurred or commenced on the project (Verified by the building inspector and plan review has processed the application). 4. Request must be in writing, addressed to the Building Official. 5. Plan review fees are not subject to refund. 	



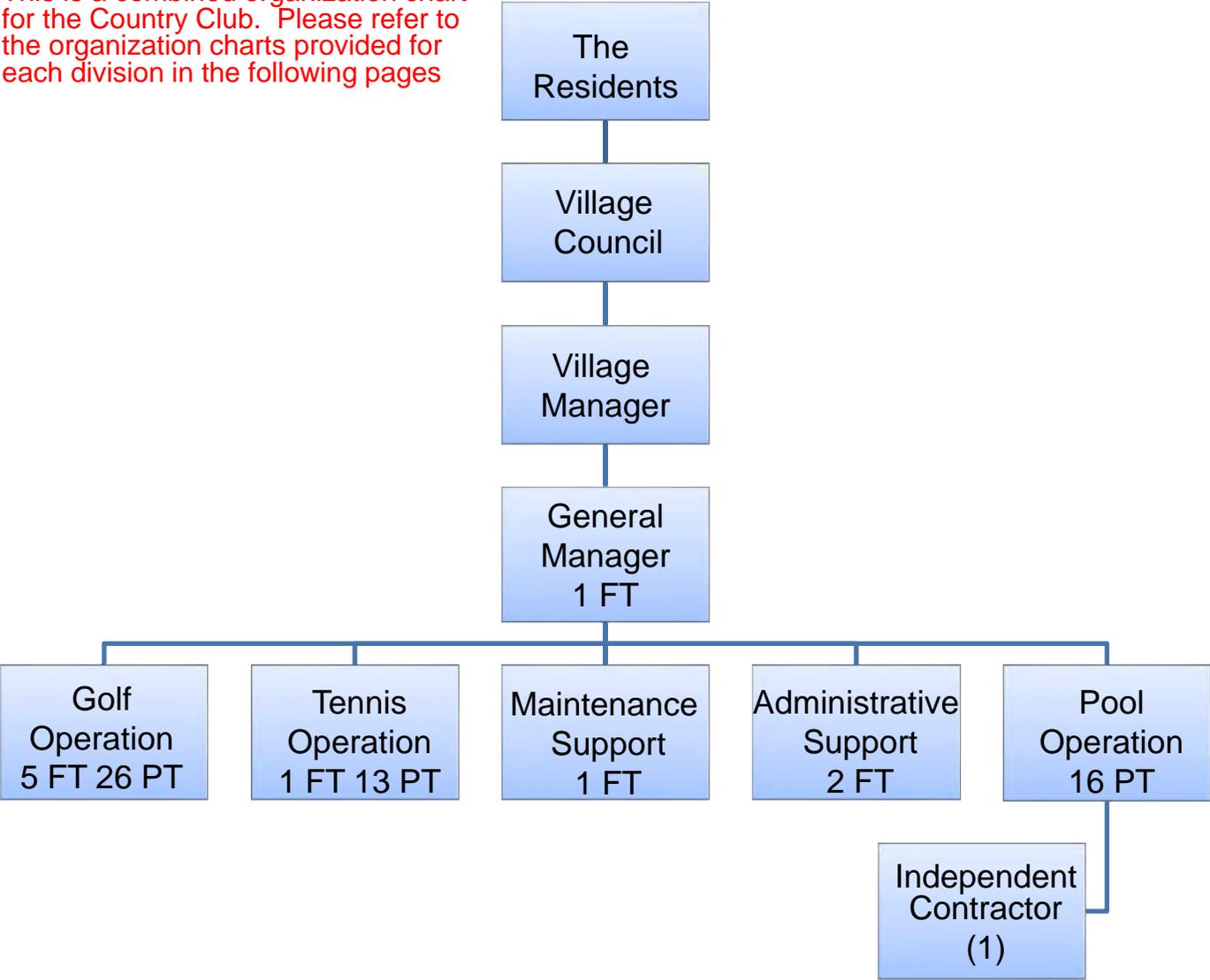
Country Club



FY 2021

Country Club	FY 2021
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This is a combined organization chart for the Country Club. Please refer to the organization charts provided for each division in the following pages



Personnel changes in the Country Club are primarily a result of transferring the Pool and Tennis Operations from the General Fund Budget to the Country Club Budget

Summary	FY 2021	FY 2020	Change
Full-Time	10	7	+3
Part-Time	55	28	+27
Independent Contractor	1	0	+1

Mission Statement

The North Palm Beach Country Club (NPBCC) is committed to offering a quality recreational facility featuring golf, tennis, pool and restaurant to residents, members and the general public. Its mission is to maintain self-sustaining operations through an integrated combination of pricing, marketing and operating controls that capitalize on the facility's ideal locale adjacent to the Intracoastal Waterway on the golf club's Jack Nicklaus "Signature" course design, and exemplary customer service.

Golf, Pool, & Tennis Operations

The Village of North Palm Beach commenced a project to rebuild the North Palm Beach Country Club Clubhouse in June 2018. The project was designed by Peacock + Lewis LLC and constructed through The Weitz Company as the Village's Construction Manager. Scheduled date for completion was July 2019, and the country club successfully opened in December 2019.

The golf course was renovated in 2018 to improve playability for differing skill levels by reshaping some greens, adjusting the location and size of bunkers and re-grassing the entire course. The project also included the introduction of Latitude 36 to the tee boxes, fairways and roughs, and the extension of cart paths to reduce wear on the facility. Golf course re-opened for play to the public in April 2019.

The course remains the second public municipal golf course in the United States to bear the prestigious moniker of a Jack Nicklaus "Signature" Golf Course. The Village's Nicklaus "Signature" course offers six (6) sets of tees so golfers may challenge the course in a manner commensurate to their individual game. The course plays up to 7,071 yards at a par 71. A putting green is located adjacent to hole number one with a pitching/chipping green near hole number 15 for golfers to perfect their "short game." Also, a members-only short game area on the north side of the maintenance facility is available.

Golf operations are open seven (7) days-a-week offering individual, group and clinic instruction from on-staff PGA professionals and a lighted driving range. The golf course operates a select number of tournaments for members and the local community. In addition the golf shop offers a variety of merchandise for sale.

The tennis facilities are open seven (7) days-a-week featuring ten (10) HarTru lighted tennis courts. The tennis building offers a tennis shop with merchandise and racquet stringing, showers, multi-purpose room, and offices. The shop staff assist with scheduling social play, group clinics, private lessons, and registration for special events. There is a weekly schedule of daily activities and a monthly schedule of special events.

The pool facility is open six (6) days-a-week featuring an L-shaped Olympic size pool with six 50-meter lanes, six 25-yard lanes, deep diving well with (2) 1M and (1) 3M boards, interactive splash pad for children, locker room with showers and poolside snack bar. There is a daily and weekly schedule of activities to include NPB Swim Team, water aerobics, swim lessons, water polo, master swim and scuba training. With the opening of the new clubhouse and introduction of new amenities on the pool deck, the Country Club will partner with Farmer's Table to introduce a series of events for residents and members. Featured events will include Monthly Community Dinners, Family FUN parties, kids' movie night, cookouts, and musical performances.

Memberships

With the opening of the new clubhouse and newly established membership requirements for team tennis and academy members, we anticipate an influx of new resident and non-resident memberships in both pool and tennis. The Village is also researching new membership category opportunities – including a social membership – in conjunction with Farmer's Table that will be introduced during the

fiscal year. A maximum of 210 annual golf memberships has been established in order to provide reasonable member access to course play while preserving access to “walk-in” guests during high season and holidays. A restricted resident membership was created to introduce a limited number (50) of residents to this program to encourage resident families to join the Club in hopes of upgrading in the future. Available golf memberships will continue to be prioritized as follows:

- Renewal of existing club members, and
- Utilization of the Golf Wait List Program. (Effective May 2020, golf operations are only accepting residents for the wait list program.)

Organizational Structure

Oversight of the Country Club facility is headed by the General Manager (GM) who supervises all staff and oversees the daily operation. The GM manages contracts associated with golf operations, golf course maintenance, tennis and pool facilities, as well as, the restaurant and banquet facility. The GM is also responsible for business development and marketing functions. One (1) part-time Administrative Coordinator will be converted to full-time in FY2021 to assist the General Manager with the day-to-day operations of the Country Club including processing payroll and invoices, correspondence with contractors and consultants, scheduling meetings, performing research, office management, answering inquiries from the public and overseeing all country club social media and marketing platforms to include Village website maintenance as it relates to the country club.

The golf operation is led by a full-time Head Golf Professional. In addition to the Head Pro, the golf organization includes two (2) full-time Assistant Golf Professionals, proposing a third full-time Assistant Golf Professional, one (1) full-time Member Relations Coordinator, one (1) seasonal Golf Merchandising Assistant, and twenty-five (25) part-time Country Club Attendants.

The tennis operation is led by one (1) full-time Tennis Supervisor. In addition to the Tennis Supervisor, the tennis operation also includes five (5) part-time shop attendants/retail staff, one (1) part-time Head Tennis Pro and six (6) part-time USPTA or USPTR certified professionals.

The pool operation will be led by one an Independent Contractor for FY 2021. In addition to the Independent Contractor, the pool operation also includes two (2) part-time recreation assistants and fourteen (14) part-time and seasonal Lifeguards. For FY2021, 14 PT Lifeguards to include (1) Head Lifeguard that reports to the GM and coordinates with the Independent Contractor.

Historically, the maintenance of the club building, tennis and pool have been assigned to the Public Works Department. In FY 2020, the Village hired one (1) full-time Trades Mechanic/Facilities Maintenance employee who will be responsible for the Country Club buildings which include the Clubhouse, Tennis, Pool, Driving Range restrooms, and Golf Course Maintenance building.

To improve efficiency and offer a higher level of service, the Village has outsourced grounds maintenance of the golf course and tennis courts. Golf course maintenance services are outsourced to BrightView which affords a higher level of conditioning on the Nicklaus “Signature” course layout and realizes a significant monetary savings to the Village. BrightView was hired in the summer of 2019 and has demonstrated their ability and commitment to giving our members and visitors a much improved golfing experience. To maintain the “Signature” course, however, the proposed Golf Operations budget reflects funding for irrigation, trees and sod which supports the “fine tuning” of the golf course as it moves into its second full season of the “grow-in” (re-grassing plan from 2018) season of play. The tennis courts are maintained by Splash & Swing, Inc. Janitorial services and landscaping services are outsourced as well.

Food & Beverage (F&B) Operation

The Food & Beverage (F&B) Operation is outsourced to Farmer's Table NPB, LLC. After an extensive search for a restaurant and catering vendor, the Village of North Palm Beach and Farmer's Table contracted a lease agreement for the use of the restaurant and dining facilities in the new club house.

This full-service food & beverage restaurant operation features indoor and outdoor a la carte dining, a poolside snack bar, beverage cart service on golf course and private event banquet sales and services. Members will be offered discounted private event minimums and Farmer's Table is working to create member specials and community themed dinners. The sale and distribution of alcoholic beverages, both on the golf course and within the facilities, will be strictly regulated in accordance with the prevailing beverage laws.

Personnel Changes

The personnel changes for Fiscal Year 2020/2021 are:

- Add one (+1) f/t Administrative Coordinator position / Delete one (-1) p/t Administrative Coordinator position
- Add one (+1) f/t Assistant Golf professional position
- Add one (+1) p/t Head Tennis professional position

Current Year Accomplishments and New Initiatives

The following activities were completed or conducted during the last fiscal year (FY 2019/2020).

Golf:

- Hosted one complimentary Member Mixer during the seasonal months with an overwhelmingly positive response from attendees. The first Member Mixer was in early December and served as an opportunity for holiday shopping / grand opening of the golf shop. Club Championship events occurred in November 2019 and Covid19 put a stop to club events in spring of 2020
- Improved programming for Junior Team Golf with access to practice facilities and a particular emphasis on practicing throughout the week apart from scheduled team practice times.
- Improved programming for the adult Get Golf Ready program and plan to utilize our new Covershot for summer and fall programming.
- Experienced a very successful Junior Golf summer program as evidenced by the first week of camp having record attendance.
- Assisted in the plans for the new Country Club Clubhouse, including but not limited to the layout of the proposed golf shop, locker rooms, administrative offices, cart barn, and other pertinent golf and recreational facilities of the club; provided feedback and advice to Village Administration and Council pertaining to the golf operations and future projects; and worked

closely with the project team regarding temporary facilities and golfers' needs prior to, during, and through the end of construction.

- Continue to meet with the Nicklaus Design Group and have initiated an open dialogue between golf operations and the design team to continue to view future projects and maintain our "Signature" status.
- Started to develop a long range plan for the golf course in a strategic meeting with BrightView.

Tennis:

- Increased special events to two per month; continue to improve attendance in daily clinics and private instruction; increase promotion of the afterschool program for all ages
- Tennis Supervisor worked closely with the club's Administrative Coordinator to enhance the tennis center's social media platform and improve presence of our tennis profile on the Village website and newsletter.
- After the COVID-19 shut-down, reorganized the tennis operation to include (1) PT Head Tennis Professional to oversee the tennis instructors.
- The Head Professional will re-energize the relations with local elementary schools to improve and grow the junior program. The Head Pro will work closely with one of the staff pros to grow this program and build a more vibrant and viable junior academy program
- Experienced a very successful Junior Tennis and Swim Camp summer program as evidenced by all six weeks of camp selling out.
- Memberships projected to grow for all categories of tennis membership to include team tennis and junior academy.
- Continued focus on facility and grounds maintenance to enhance the overall appeal of the tennis center.
- Propose to upgrade RecTrac system to initiate online registration for prepaid group tennis clinics and junior programs.

Pool:

- Completed refurbishment of pool deck to include the addition of an interactive water feature for children, (2) 1M and (1) 3M diving boards, a snack bar and full-service locker room facility.
- Established solid vendor agreements to improve and sustain exceptional facility and equipment maintenance.
- Hired newly created Pool Supervisor (proposed Independent Contractor FY2021) position to manage day-to-day on-site pool operation to ensure safety and maintenance standards are met, as well as, help grow pool memberships.
- Create and implement diverse aquatic programs for residents, members and community to increase overall pool revenues through exceptional customer service skills and events.
- Focus on revenue generating programs to include water aerobics, scuba training, water polo, kids' camps, group swim lessons, pool parties and special events.

Goals and Objectives

In the coming year, the North Palm Beach Country Club plans to achieve the following goals and objectives:

Strategic Goal: Beautification & Quality of Life / Financial Sustainability

Department Goal:Golf:

Continue to enhance the conditions of the course, clubhouse grounds and club offerings along with educating the staff to align with the expectations of a Jack Nicklaus “Signature” golf facility and to become a destination facility for traveling golfers and corporate groups.

New CIP Objectives (5 goals for FY2021):

- a. Replacing synthetic turf at the north end of the driving range. The high volume of activity during the winter months (grass is not growing) it will provide relief to the Bermuda turf on a daily basis and will improve the overall look and playability of the public range.
- b. Define the 1st tee area with a Starters Booth.
- c. Define the welcome area with a Signature Clock.
- d. Continue to enhance areas of the golf course that require additional cart paths / curbing.
- e. Start a tedious process of replacing / rebuilding sprinkler heads that are in need of repair (currently 14 years old and breaking daily).

Department Strategic Goal:

- a. Continued education of the staff and quarterly staff meetings.
- b. Feedback from membership in first annual survey.
- c. Continue to build an improved network for the Country Club operations.
- d. Weekly meetings with BrightView (golf maintenance team).
- e. Long-term marketing goal for the Golf Course and return to National rankings.
- f. Continue to develop long term major expenditure plan for golf operations.

Golf Memberships: The number of golf members is a good indicator of the golf club’s overall health based on the fact that member play accounts for approximately 45% of total rounds played. The club is at full capacity (210 Full Golf memberships plus an additional 40 Restricted Resident Membership excluding juniors) and possess a deep waiting list. With the change in golf operation procedures – a new membership year will begin Oct. 1 for all memberships (except Restricted Golf Residents), thus substantial revenue will be derived in the first quarter from golf memberships which will help cover operating expenses throughout the year.

Golf Instructional Programs: Due to range closure in 2019, minimal revenues were recognized; not as originally forecasted. FY2020 was spent rebuilding our instructional program to provide practices and instructions with our on-site PGA Professionals. With the recent purchase of the Covershot mobile golf canopy system, additional instruction opportunities will be available rain or shine. Additional highlights will include our 2nd season of PGA Junior League Team and a possible partnership with the 1st Tee program of Palm Beach County. We will continue to host our year-round Saturday morning drop-in clinics for beginner juniors as well as our Get Golf Ready program for beginner to intermediate level adults throughout the seasons.

Golf Performance Measures

Performance Measure	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimate
Total Resident Card Holders	120	145	150
Total Number of Golf memberships	164	250	250
Total Number of Golf Rounds	14,064	42,500	47,500

Tennis:

Continue to work closely with existing contractors to improve the overall look of the tennis building, outdoor patios, landscaping and tennis courts. Rebuild the teaching staff to position NPBCC Tennis as the top tennis program in the local area.

New CIP Objectives (3 goals for 1-3 years):

- a. Court drainage.
- b. Replace 20+ year old court lights w/ LED sports lighting.
- c. Replace 20+ year old tennis fencing including posts and mesh.

Department Strategic Goal:

- a. Grow membership and tennis revenues through creative programming, Junior tennis, Team tennis and private instruction.
- b. Increase programming for kids and families; coordinating with the pool and restaurant for events designed specifically for kids and families.
- c. Refurbish courts 5 & 6 summer 2021 to improve overall court drainage through re-trenching resulting in less interrupted play due to weather or watering.
- d. Upgrade landscaping, buildings, and member/guest areas to provide a first-class resort-like experience.
- e. Continue to work towards new tennis lighting and fencing to upgrade facility by seeking grants that will assist with funding these large scale projects.

Tennis FAQs

- Features 10 Har-Tru clay lighted tennis courts, pro shop, and a full service clubhouse
- Tennis Revenue – The Village retains all membership, rental, and guest fees as well as fees obtained from clinics and private lessons.
 - 8 Ladies Teams
 - 3 Senior Teams (2 male & 1 female)
 - Increased merchandise revenue
- Bus trip to the Miami Open – Sold out then cancelled due to COVID-19.
- Reduction in projected FY2020 participation due to COVID closure & restrictions.

Tennis Performance Measures:

Performance Measure	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimate
Junior Program (Mon./Sat.) & Camp Participants	196	175	200
Total Number of Tennis memberships	182	178	185 + 20 Jr. Academy
Total Tennis Participation	24,498	21,000	25,000

Pool:

Professionally maintain and manage the new aquatic facility to create a reputation as being one of the best pool facilities in the county.

New CIP Objectives (3 goals for 1-3 years):

- a. Submersible swim wall dividers
- b. Pool Cabanas
- c. Pool inflatable obstacle course

Pool Strategic Goal:

- a. Grow membership and pool revenues through creative programming, rentals, swim team, water aerobics, scuba training and group swim lessons.
- b. Provide camps for kids to illustrate the opportunities of the resident families to enjoy our recreational amenities to include golf, tennis & pool.
- c. Continue to reinvest in equipment, amenities and staff to offer the best aquatics facility in the local area.
- d. Propose addition of submersible swim wall dividers to offer a more diverse aquatics program which allows multiple fee-paying aquatic activities simultaneously, i.e., Lap swim, water aerobics, rec swim and dive well.
- e. Propose addition of poolside cabanas and inflatable obstacle course to create rental program for members, guests and private parties.
- f. Work with Farmer's Table to provide kid-friendly menus to increase food & beverage sales poolside.

Pool Performance Measures

Performance Measure	FY 2019 Actual	FY 2020 Projected	FY 2021 Estimate
Total Count Non-Member Swim	2132	3425	4500
Total Number of Pool Memberships	8	70	80
Total \$ Pool Activity minus Membership Dues	\$24,660	\$56,000	\$65,000

All Country Club Departments

Enhance and promote the complete Country Club experience.

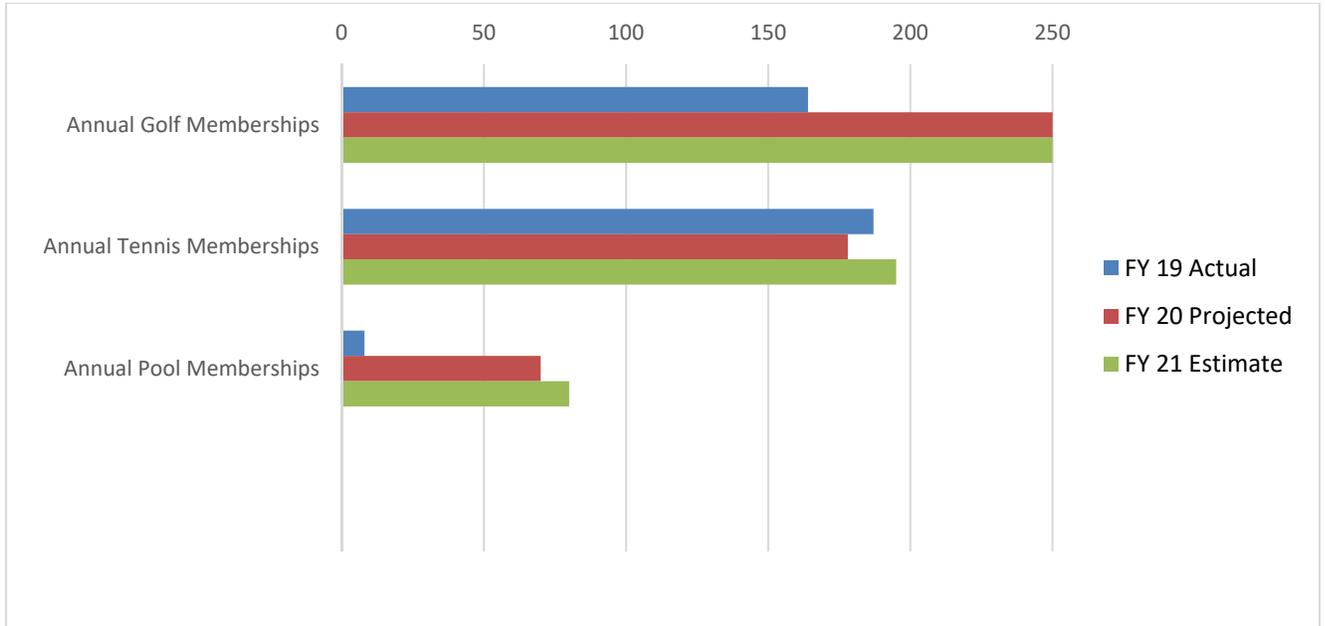
Objectives:

- a. Operate as a Team to provide the Village of North Palm Beach residents, friends and families the amenities and recreational experience of a country club facility featuring golf, tennis, swimming pool and restaurant operations.
- b. Continue to work with BrightView on the daily maintenance and project targets to improve and enhance our Jack Nicklaus Signature golf course.
- c. Develop long term strategies to improve the overall golf, tennis & pool experience for current users, as well as, attract new users to grow all categories of membership.
- d. Enhance the overall atmosphere and maintenance of the tennis facility to be equal or similar to the new country club with recently renovated golf course and pool facilities. Increase overall participation in all phases of the Club operation.

continued on next page

The following charts illustrate some country club departmental workload indicators:

Total Memberships:



continued on next page

Country Club

FY 2021

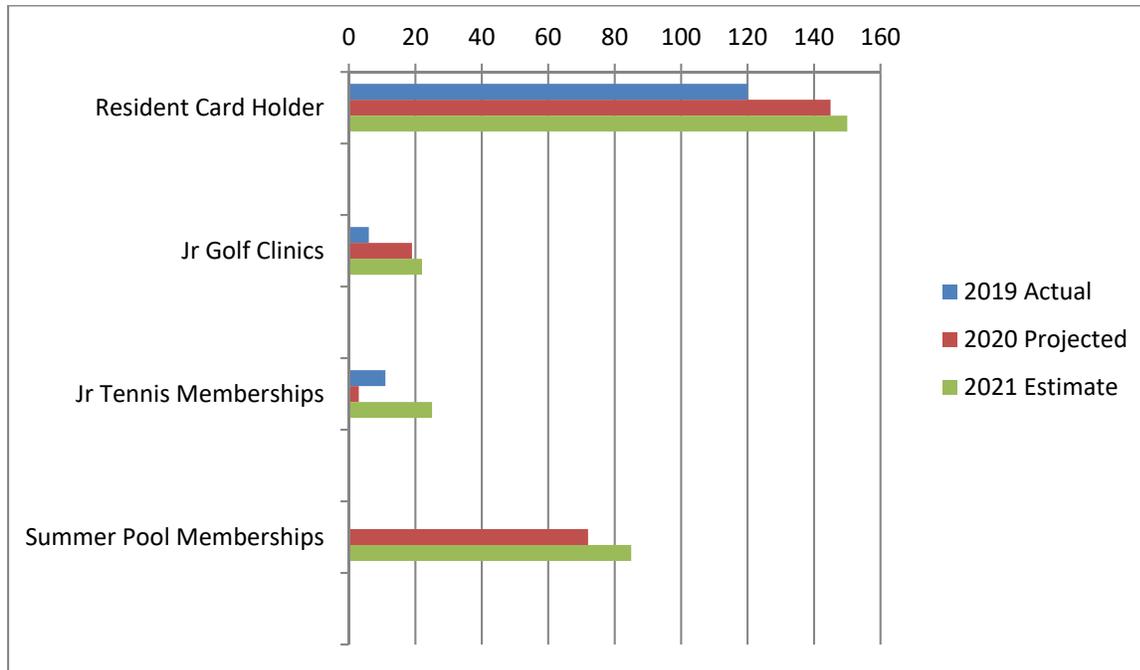
Diverse workload of revenue generating programs for residents and non-residents at North Palm Beach Country Club:

Resident Card Holder

Jr. Golf Clinics

Jr. Tennis Memberships

Summer Pool Memberships



Country Club Budget Summary

FY 2021

	FY 2021 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	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				0		
Capital Outlay	99,500	0	0.00%	99,500	370,003	1,363,664
Debt Service				0		
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)

Note: The Country Club is an Enterprise Fund used to account for operations of the Village's Golf and 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, Tennis, Pool and Food & Beverage. The budget summary above is for the Country Club Fund. Please see the detail on the following pages for explanations on revenues and expenses.

Note: The Village's Pool and Tennis Operations were transferred from the General Fund operating budget to the Country Club operating budget during the FY 2021 Budgetary Process.

Country Club Highlights

FY 2021

Number of Golf Memberships			250
Target Number of Golf Rounds			47,500
Number of Tennis Memberships			205
Number of Pool Memberships			80
Personnel Highlights:			
*Employee Salaries	\$ 1,484,656		
*Employee Benefits	365,357		
Total Personnel Costs		\$ 1,850,013	
Operating Highlights:			
*Golf Course Maintenance Contract	1,409,500		
*Utilities	265,620		
*Cost of Merchandise	141,094		
*Golf Cart Lease with GPS	160,000		
*Materials & Supplies	235,200		
*Landscaping	100,000		
*Charge Card Fees	88,400		
*Property/General Liability	40,000		
*Professional Services	42,225		
*Repairs & Maintenance	206,000		
*Janitorial Services	41,220		
*Marketing & Advertising	30,750		
*Tree Trimming	60,000		
*Pool & Tennis Program Expense	50,500		
*Food & Beverage Property Tax Assessment	20,000		
*Irrigation System Maintenance	19,000		
*Rental	15,500		
*Exterminating	16,000		
*Legal Fees	10,000		
*Uniforms & Shoes	12,000		
Total Operating Costs		\$ 3,060,429	
Debt Service:			
*Golf Course Renovation loan	398,159		
*Inter-fund loan from General Fund	35,530		
Total Debt Service		\$ 433,689	
Capital Outlay		\$ 99,500	

Total Fiscal Year 2020-2021 Country Club Budget**\$ 5,443,631**



Revenues

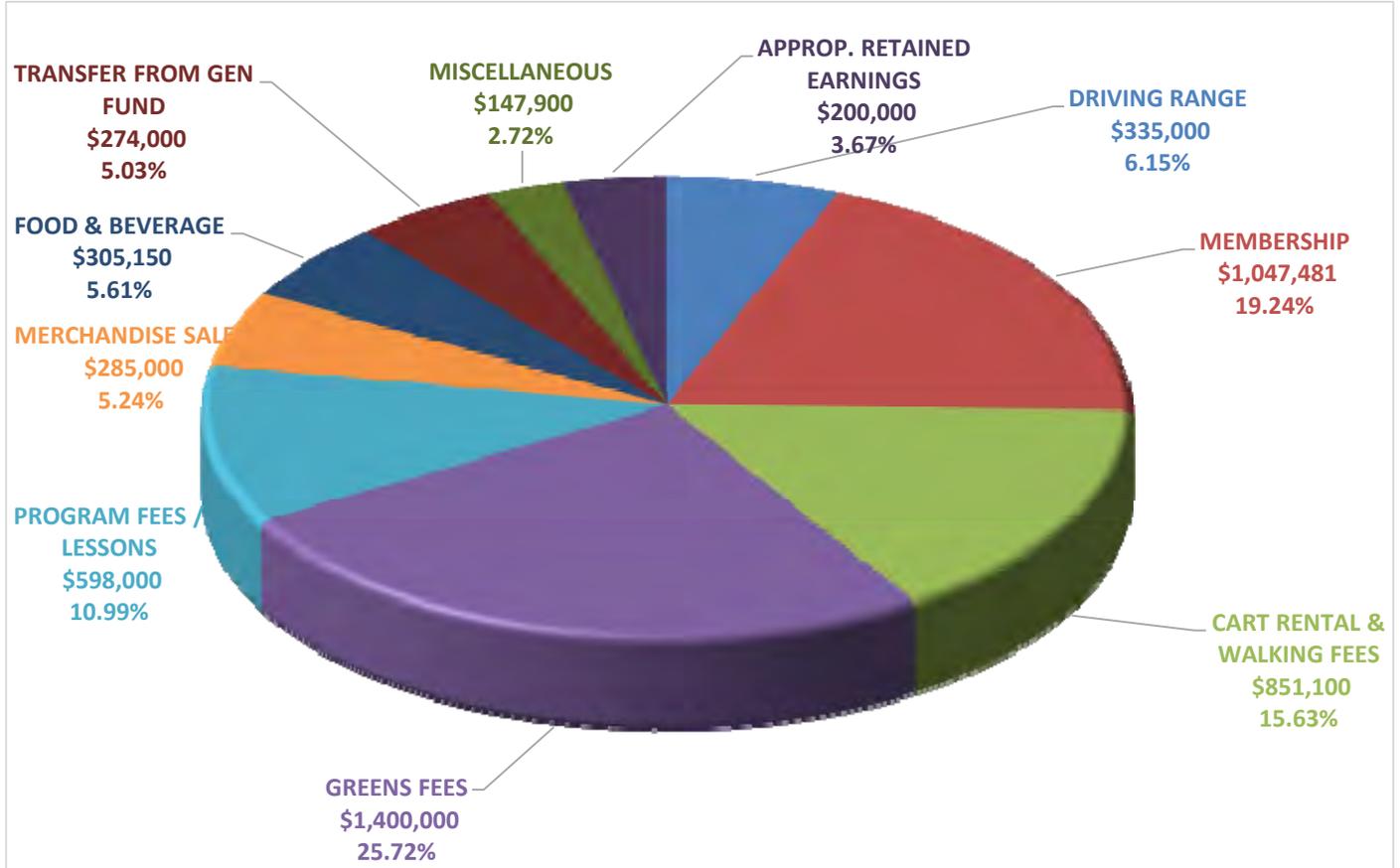


FY 2021

Country Club Revenues

FY 2021

Total Revenues = \$5,443,631



Country Club Revenues

FY 2021

The Country Club is operated as a self-supporting enterprise for which fees charged to users are intended to pay for the full cost of operations. This section includes a discussion regarding revenue sources for the Village's FY 2020/21 Country Club Budget (total budget = \$5,443,631). The primary change in the Country Club Budget is that the Pool and Tennis Operations were transferred from the General Fund Budget to the Country Club Budget.

The major source of Country Club revenues (66.75%) are derived from memberships, cart rentals, walking fees, greens fees, and the driving range.

The budgeted revenues are estimated based on the number of memberships, plays, and cart rentals over past years; fees for these items are adjusted yearly to accommodate the estimated budgeted expenses of the Country Club Operations.

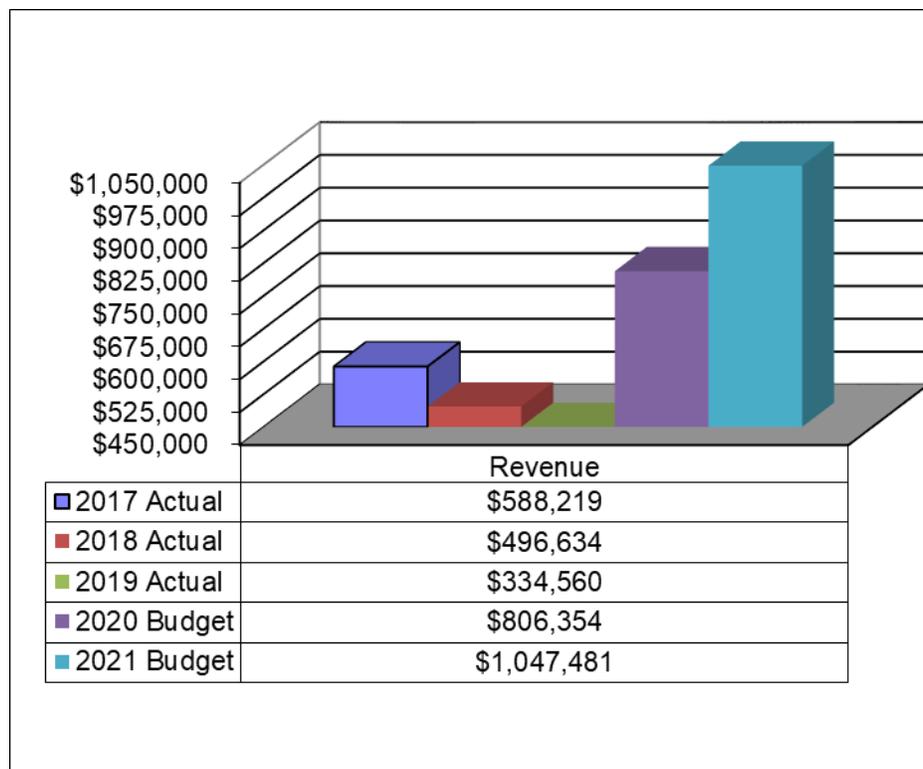
The following assumptions were used when preparing the Country Club Revenue Estimates:

- 47,500 anticipated rounds
- 250 golf memberships; 205 tennis memberships; 80 pool memberships
- 3% increase in membership dues

Membership

\$1,047,481

Golf, Tennis and Pool Memberships represent 19.24% of total Country Club Revenues and are based on type of membership and historical trend:

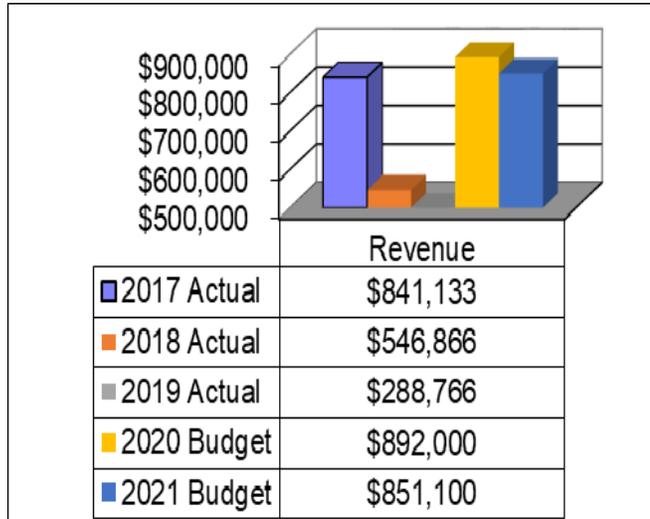


Country Club Revenues

FY 2021

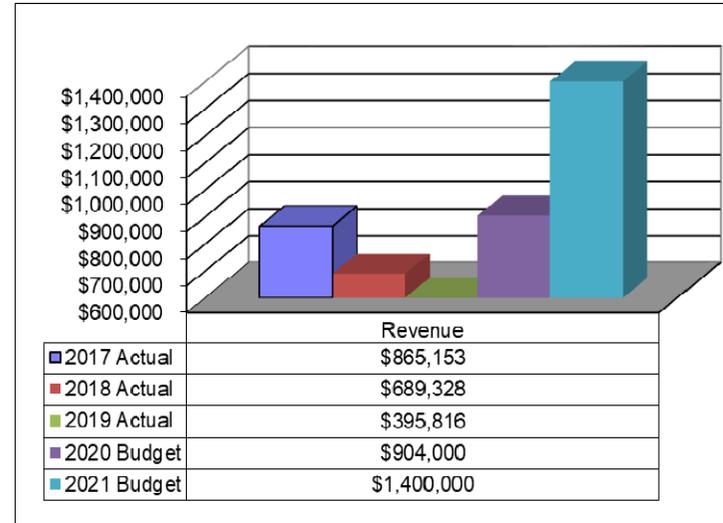
Cart Rental/Walking Fee **\$851,100**

This class of revenue represents 15.63% of the overall Country Club Revenues. The calculation is based on historical trend.



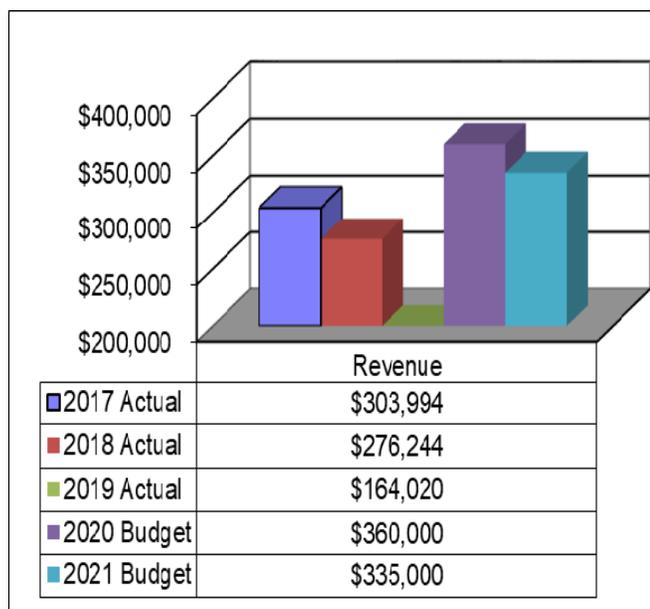
Greens Fees **\$1,400,000**

Greens Fees represent 25.72% of total Country Club Revenues and are calculated based on historical trend.



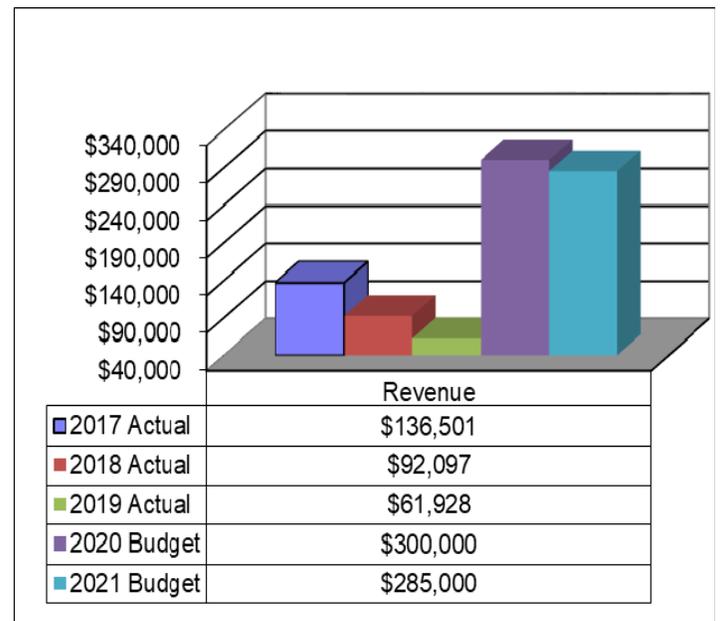
Driving Range **\$335,000**

Driving Range revenue represents 6.15% of total Country Club Revenues and is based on historical trend.



Merchandise Sales **\$285,000**

Merchandise sales represent 5.24% of total Country Club Revenues and are calculated based on historical trend.

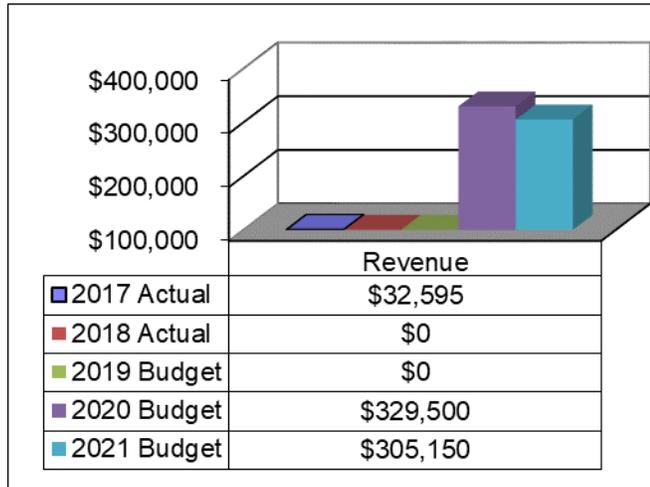


Country Club Revenues

FY 2021

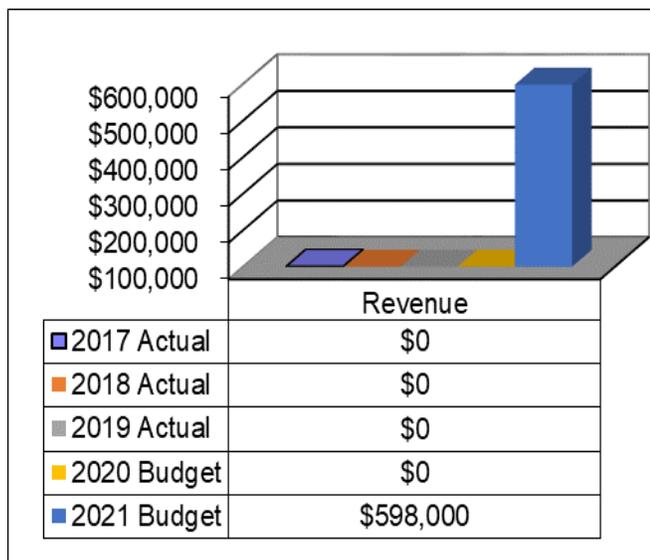
Food & Beverage \$305,150

The Food & Beverage operation is contracted out to an outside vendor. The total food and beverage revenue represents 5.61% of total Country Club Revenues.



Program Fees \$598,000

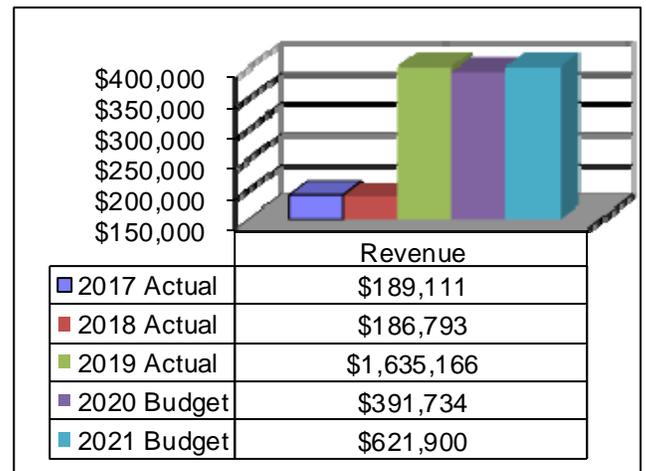
This is the amount paid to participate in various events and lessons, primarily for the pool & tennis operations. The revenues are offset by an expenditure account in the respective department. The total program fee revenue represents 10.99% of total Country Club Revenues.



Miscellaneous \$621,900

Miscellaneous Revenue represents 11.42% of total Country Club Revenues. Key components include the following:

Bag Room	20,000
Charge Card Fee	6,000
Locker Rental	3,000
Resident Card	13,000
Rental-Golf Clubs	35,000
Pool Rental	55,000
Appropriated Retained Earnings	200,000
Transfer from General Fund	274,000
Other	12,700





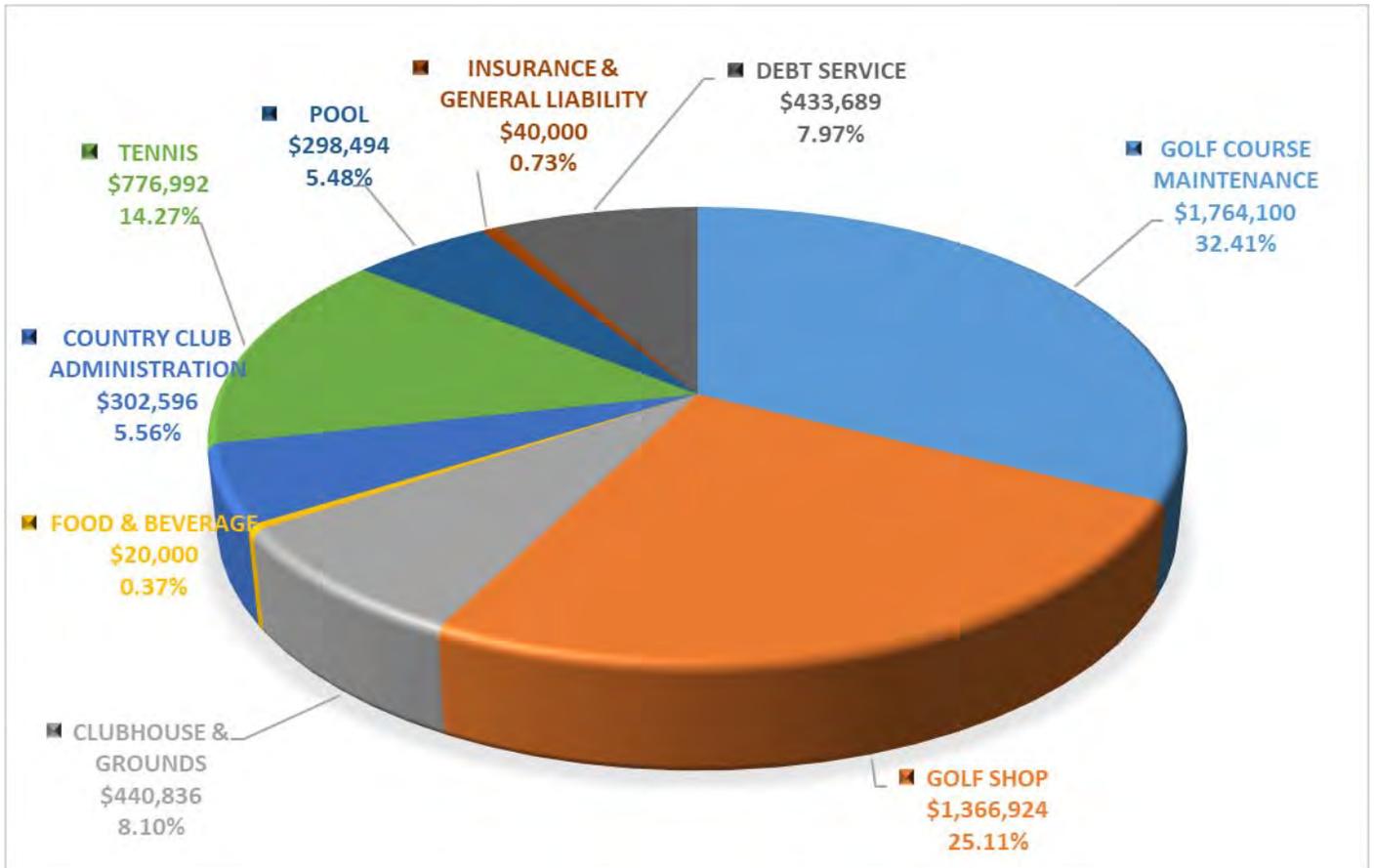
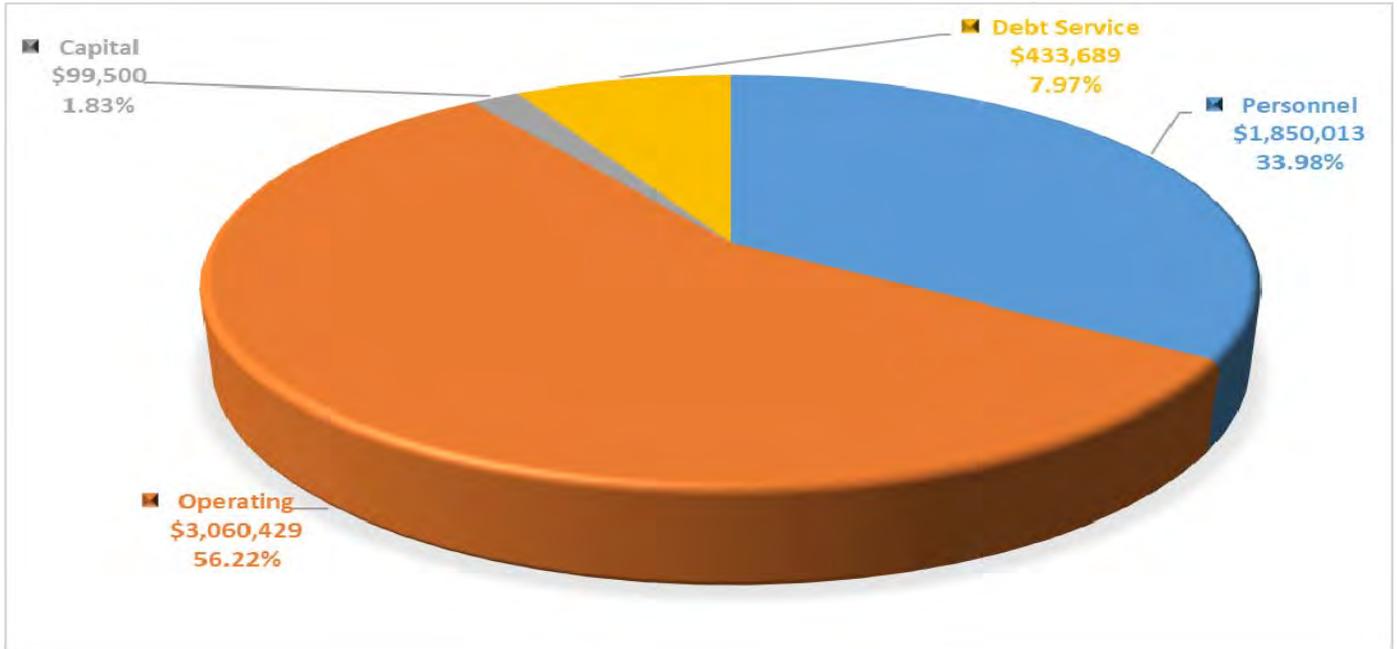
Expenses



FY 2021

Country Club Expenses FY 2021

Total Expenses = \$5,443,631



Country Club Expenses

FY 2021

This section includes a discussion regarding appropriations for the Village's FY 2020/21 Country Club budget (total budget = \$5,443,631), how much of the total budget it comprises, and assumptions used in determining the projections. All expenses are funded by user charges. The primary change in the Country Club Budget is that the Pool and Tennis Operations were transferred from the General Fund Budget to the Country Club Budget.

As mentioned in the Basis of Accounting section, capital outlay and debt service are reflected as a budgeted expense although both of these items are balance sheet items in the Village's CAFR, as required by GAAP.

Personnel Costs **\$1,850,013**

Employee salary and benefits represent 33.98% of the total Country Club Expenses. These costs are allocated on a per employee basis. Assumptions used in budgeting for the major employee costs are discussed below:

Salaries:

Performance based merit increases for non-union personnel are budgeted at an average of 4% based on a 0% - 5% scale. Salary increases for FPE union eligible employees are budgeted in accordance with the merit increases as negotiated in their collective bargaining agreement.

Retirement:

For the purpose of creating the 2020/21 budget, the estimated annual required employer contributions are shown below. The actual figures will be based on asset returns, actuarial experience and the results of collective bargaining.

All budgeted plan contributions are outlined below:

Pension Plan	Employer Contribution	Employee Contribution
General Employee Pension Plan	12 %	6 %
ICMA-RC Pension Plan	15%	3%, 5%, 10% or 15%

Health Insurance:

Health insurance is budgeted at the employee level for the cost provided by the insurance carrier based on type of coverage.

FICA:

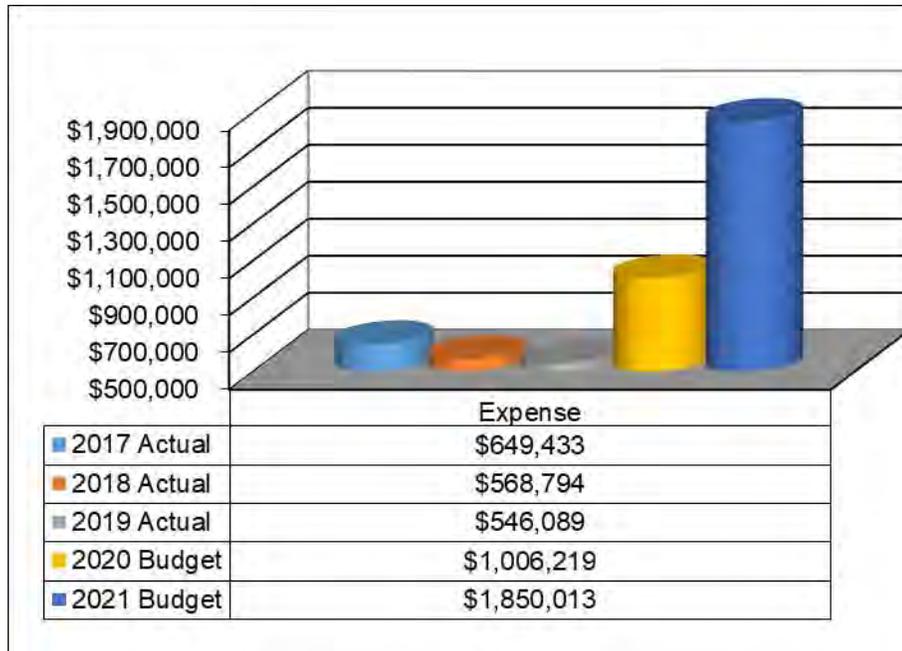
This item was budgeted at 7.65% of payroll.

Worker's Compensation:

This item is budgeted at the employee level for the cost provided by the insurance carrier based on type of position.

Country Club Expenses

FY 2021

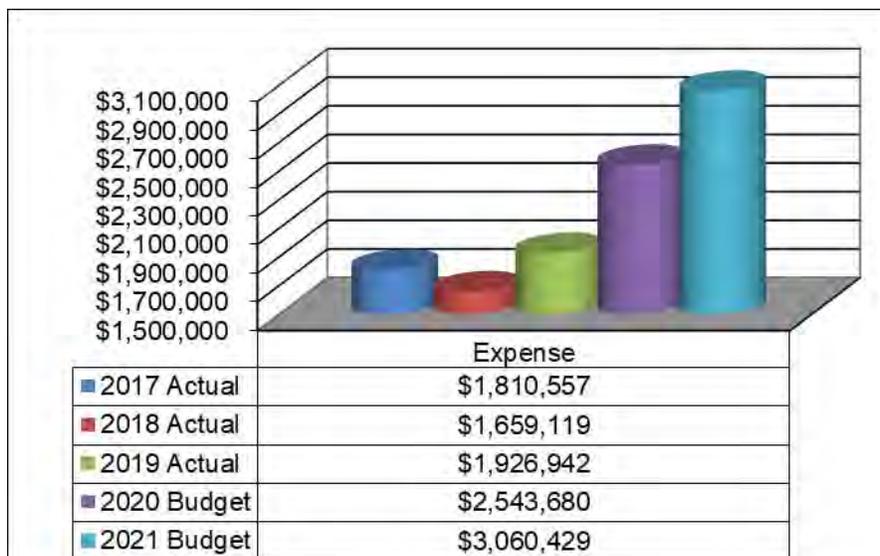
**Operating Costs****\$3,060,429**

Appropriations are budgeted based on past history and the needs of the Club. Operating costs represent 56.22% of the overall Country Club Expenses. Some highlights of operating costs are listed below:

Golf Course Maintenance	1,409,500
Utilities	265,620
Cost of Golf Merchandise	141,094
Golf Cart Lease w/ GPS	160,000
Materials & Supplies	235,200
Landscaping	100,000
Charge Card Fees	88,400
Property/General Liability	40,000
Professional Services	42,225
Repairs & Maintenance	206,000
Janitorial Services	41,220
Pool & Tennis Program Expense	50,500
Rental	15,500
Marketing & Advertising	30,750
Tree Trimming	60,000
F&B Property Tax Assessment (Lease Operation)	20,000
Irrigation System Maintenance	19,000
Exterminating	16,000
Legal Fees	10,000
Uniforms & Shoes	12,000

Country Club Expenses

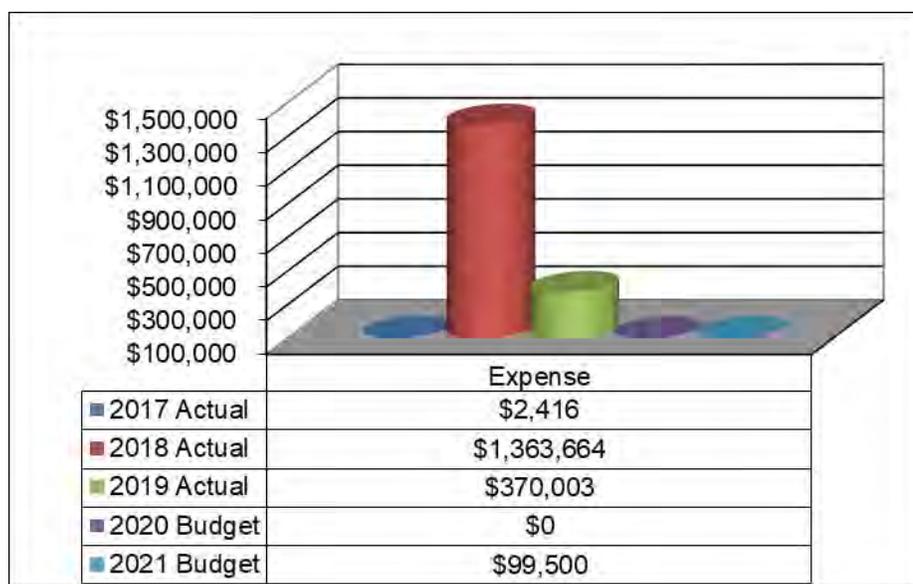
FY 2021

**Capital Outlay****\$99,500**

Capital needs and resource availability are assessed annually through a capital planning process that results in a five-year capital plan. The five-year capital plan includes:

- the cost to furnish and maintain capital facilities and equipment, such as roadways, parks, drainage systems and other valuable infrastructure
- the cost of new and replacement fixed assets, such as vehicles, equipment, hardware/software, etc.

Those items deemed necessary are funded in the respective department's budget; the remaining items are deferred to future years. For the FY 2020/21 budget, the Capital Outlay category represents 1.83% of the overall Country Club budget.



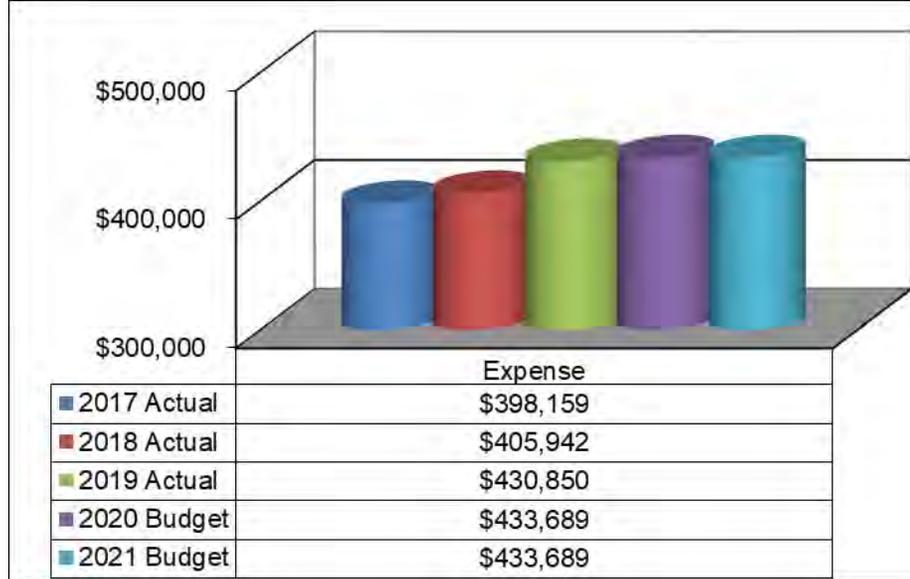
Country Club Expenses

FY 2021

Debt Service

\$433,689

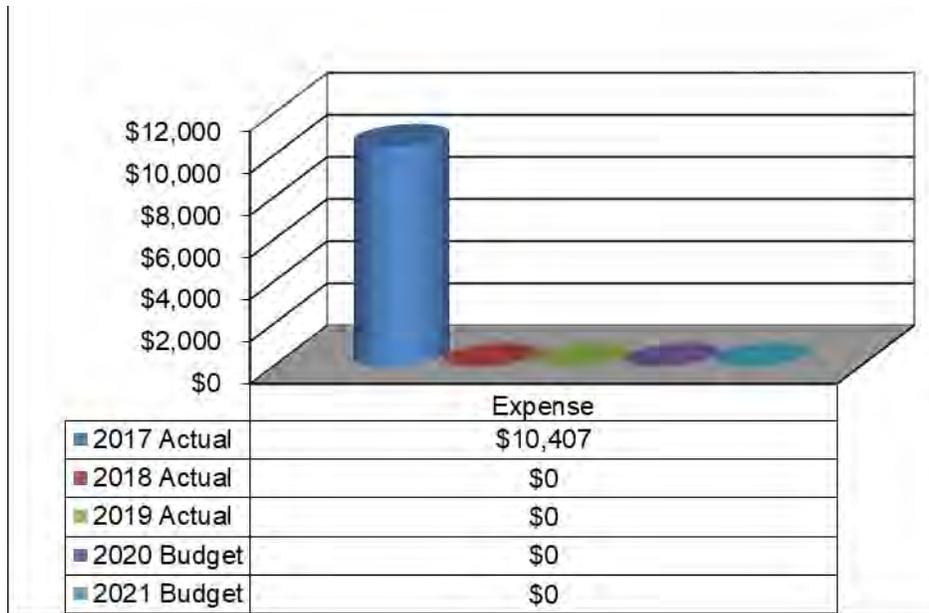
Debt service payments are the series of payments of principal and interest required on a debt over the fiscal year. The FY 2020/21 debt service budget represents 7.97% of the overall Country Club budget. The Country Club has one loan obligation and one inter-fund loan outstanding.



Contingency

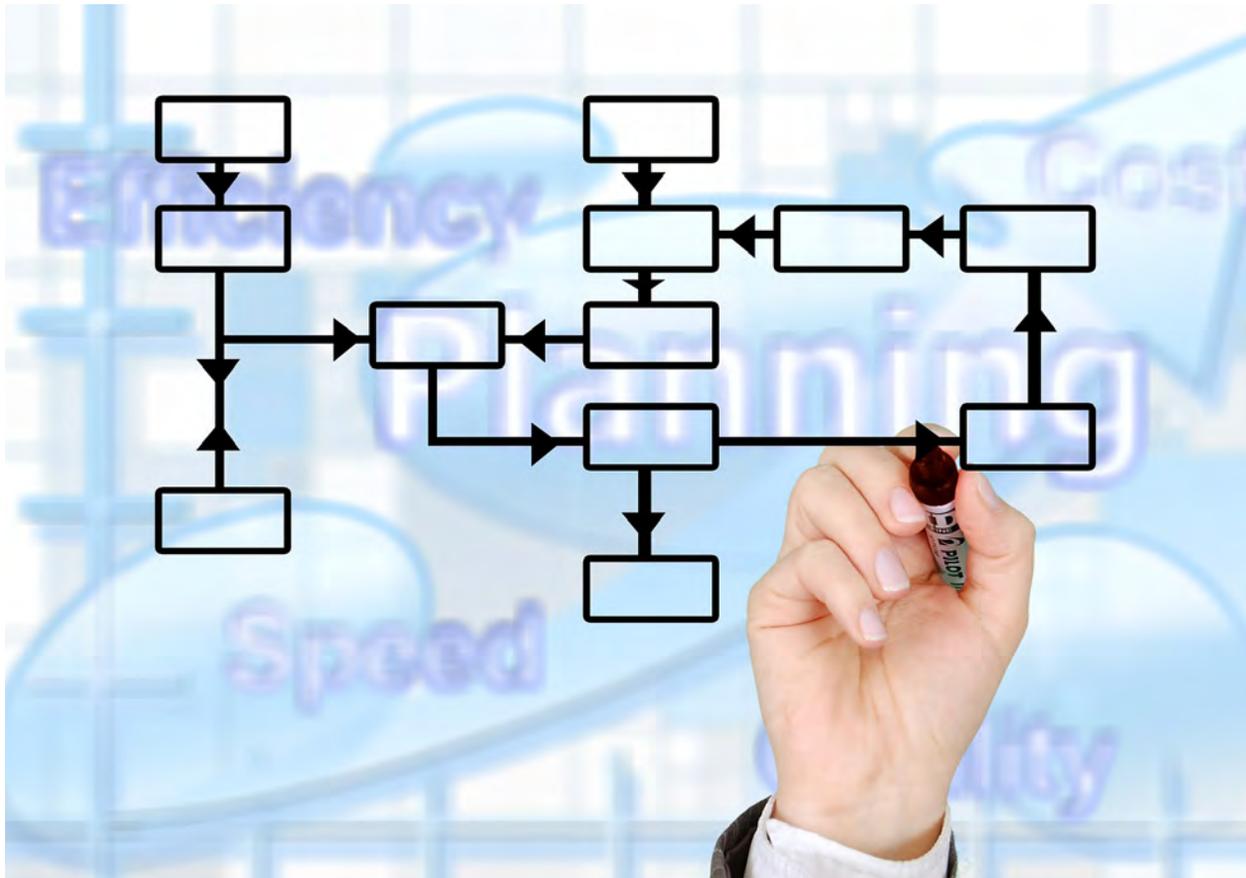
\$0

During the budget process, reserves are set aside to accommodate unanticipated expenditures. For the FY 2020/21 budget, the Contingency category represents 0% of the overall Country Club budget.



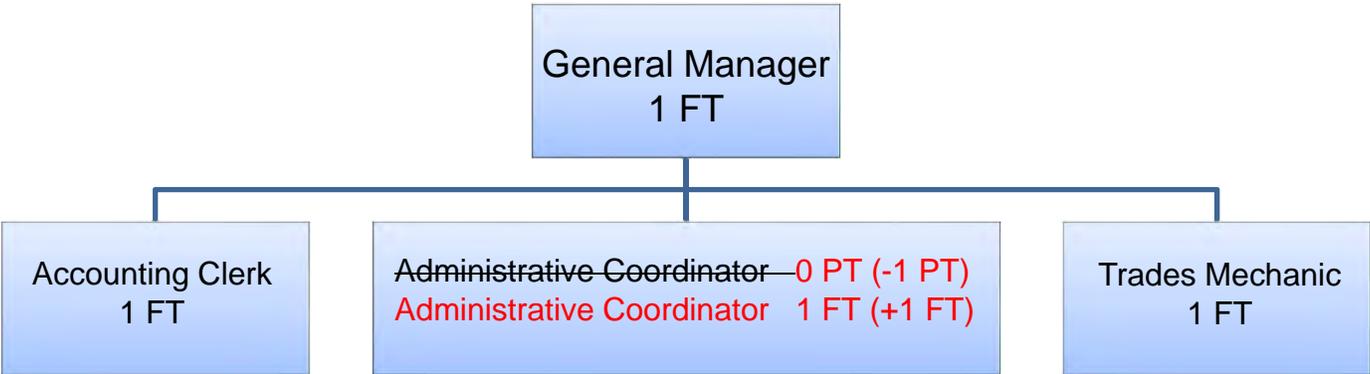


Department Summaries



FY 2021

Country Club Administration	FY 2021
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Summary	FY 2021	FY 2020	Change
Full-Time	4	3	+1
Part-Time	0	1	-1

Country Club Administration

FY 2021

Budget Summary (Administration)

	FY 2021 Budget	FY 2020 Adopted Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$263,206	\$212,601	23.80%	\$50,605	\$71,167	\$68,005
Operating						
Accounting & Auditing	7,000	7,000	0.00%	0	6,100	6,007
Rental-Copier	0	3,200	-100.00%	(3,200)	0	2,949
Marketing & Advertising	10,000	0	0.00%	10,000	0	0
Materials & Supplies	3,500	1,000	250.00%	2,500	5,775	1,545
Memberships & Dues	1,390	1,000	39.00%	390	0	0
Postage	1,000	500	100.00%	500	408	751
Printing & Binding	0	0	0.00%	0	79	0
Uniforms & Shoes	1,500	0	0.00%	1,500	0	0
Utilities	600	0	0.00%	600	1,939	2,246
Legal Fees	10,000	10,000	0.00%	0	5,402	13,772
Liability Insurance	40,000	46,555	-14.08%	(6,555)	27,035	42,711
Other Operating Costs	4,400	1,000	340.00%	3,400	1,319	3,694
Total Operating Costs	79,390	70,255	13.00%	9,135	48,056	73,675
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$342,596	\$282,856	21.12%	\$59,740	\$119,223	\$141,680

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs, with the primary contributing factor being personnel costs. The FY21 budget includes:

- A personnel expenditure increase reflecting the addition of one (1) full-time Administrative Coordinator position and the deletion of one (1) part-time Administrative Coordinator position;
- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel; and
- An operating expenditure increase in marketing & advertising for the Country Club.

Country Club Administration

FY 2021

Budget Summary (Clubhouse Grounds)

	<u>FY 2021 Budget</u>	<u>FY 2020 Adopted Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/19</u>	<u>Actual 09/30/18</u>
Personnel						
Total Salary & Benefits	\$70,636	\$78,358	-9.85%	(\$7,722)	\$0	\$0
Operating						
Contractual Services	155,500	140,000	11.07%	15,500	2,100	14,710
Materials & Supplies	15,300	0	0.00%	15,300	1,269	0
Repairs & Maintenance	83,500	47,500	75.79%	36,000	2,859	7,476
Utilities	115,900	205,000	-43.46%	(89,100)	69,632	46,164
Other Operating Costs	0	0	0.00%	0	0	0
Total Operating Costs	370,200	392,500	-5.68%	(22,300)	75,859	68,350
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$440,836	\$470,858	-6.38%	(\$30,022)	\$75,859	\$68,350

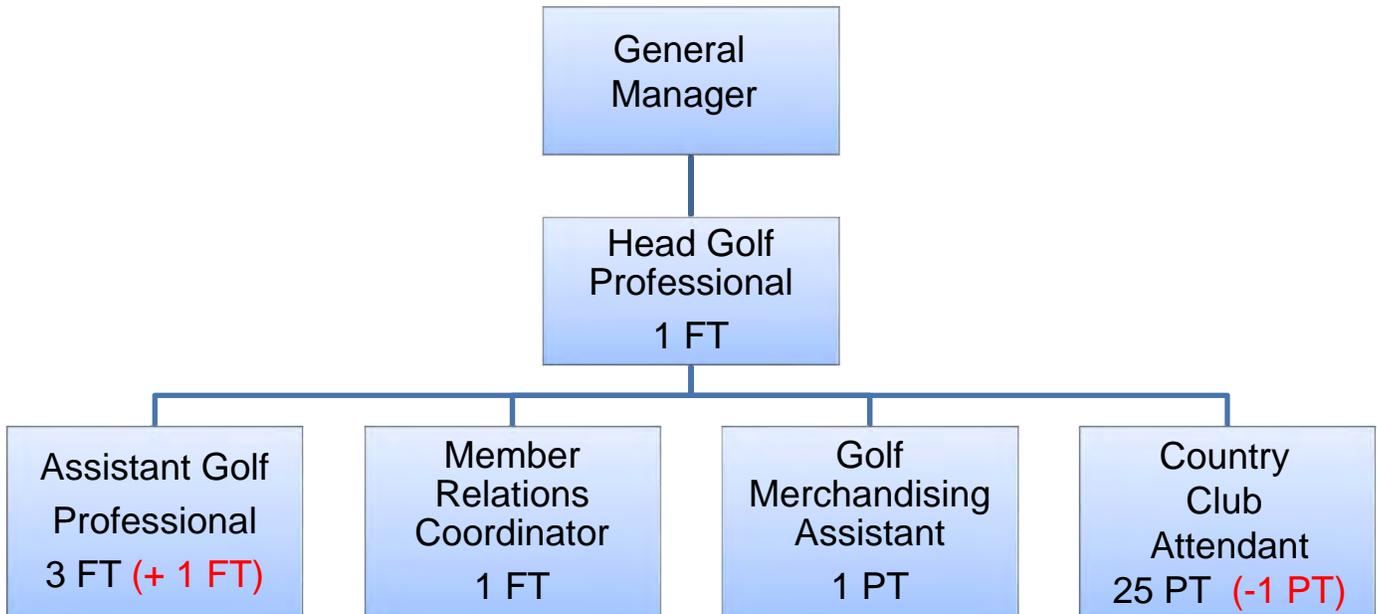
Explanation of Increase / (Decrease):

The decrease in total expenses is a combination of personnel and operating costs, with the primary contributing factor being operating costs. The FY21 budget includes:

- An operating expenditure decrease in utilities expense for the new Clubhouse.

Golf

FY 2021



Summary	FY 2021	FY 2020	Change
Full-Time	5	4	+ 1
Part-Time	26	27	- 1

Golf

FY 2021

Budget Summary

	FY 2021 Budget	FY 2020 Adopted Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Personnel						
Total Salary & Benefits	\$801,005	\$715,260	11.99%	\$85,745	\$474,922	\$500,789
Operating						
Advertising & Marketing	20,000	30,000	-33.33%	(10,000)	2,828	13,372
Charge Card Fee	78,000	57,500	35.65%	20,500	25,093	44,587
Club Relations	7,500	10,000	-25.00%	(2,500)	846	8,541
Conferences & Seminars	3,500	3,500	0.00%	-	-	600
Contractual Services	1,594,500	1,469,000	8.54%	125,500	1,208,388	1,175,634
Rental-Equipment/Golf Club	10,000	8,000	25.00%	2,000	1,515	153
Golf Handicap Expense	4,500	4,500	0.00%	-	4,154	4,064
Lessons	1,000	1,200	-16.67%	(200)	-	367
Materials & Supplies	132,800	107,850	23.13%	24,950	104,913	54,371
Memberships & Dues	5,000	5,000	0.00%	-	2,975	788
Merchandise	132,594	219,000	-39.45%	(86,406)	124,880	56,695
Printing & Binding	2,000	3,750	-46.67%	(1,750)	1,701	354
Professional Services	225	225	0.00%	-	-	-
Repairs & Maintenance	189,500	60,000	215.83%	129,500	148,533	4,847
Special Events / Camps	1,000	1,200	-16.67%	(200)	1,335	325
Travel	2,000	1,700	17.65%	300	1,260	1,641
Training	2,000	1,000	100.00%	1,000	6,929	-
Uniforms & Shoes	5,000	5,000	0.00%	-	4,239	4,089
Utilities	86,300	42,000	105.48%	44,300	138,992	100,437
Other Operating Costs	100	500	-80.00%	(400)	503	29
Total Operating Costs	2,277,519	2,030,925	12.14%	246,594	1,779,084	1,470,892
Capital Outlay	52,500	0	0.00%	52,500	370,003	1,363,664
Debt Service	433,689	433,689	0.00%	0	430,850	405,942
Total Expenses	\$3,564,713	\$3,179,874	12.10%	\$384,839	\$3,054,858	\$3,741,287

Explanation of Increase / (Decrease):

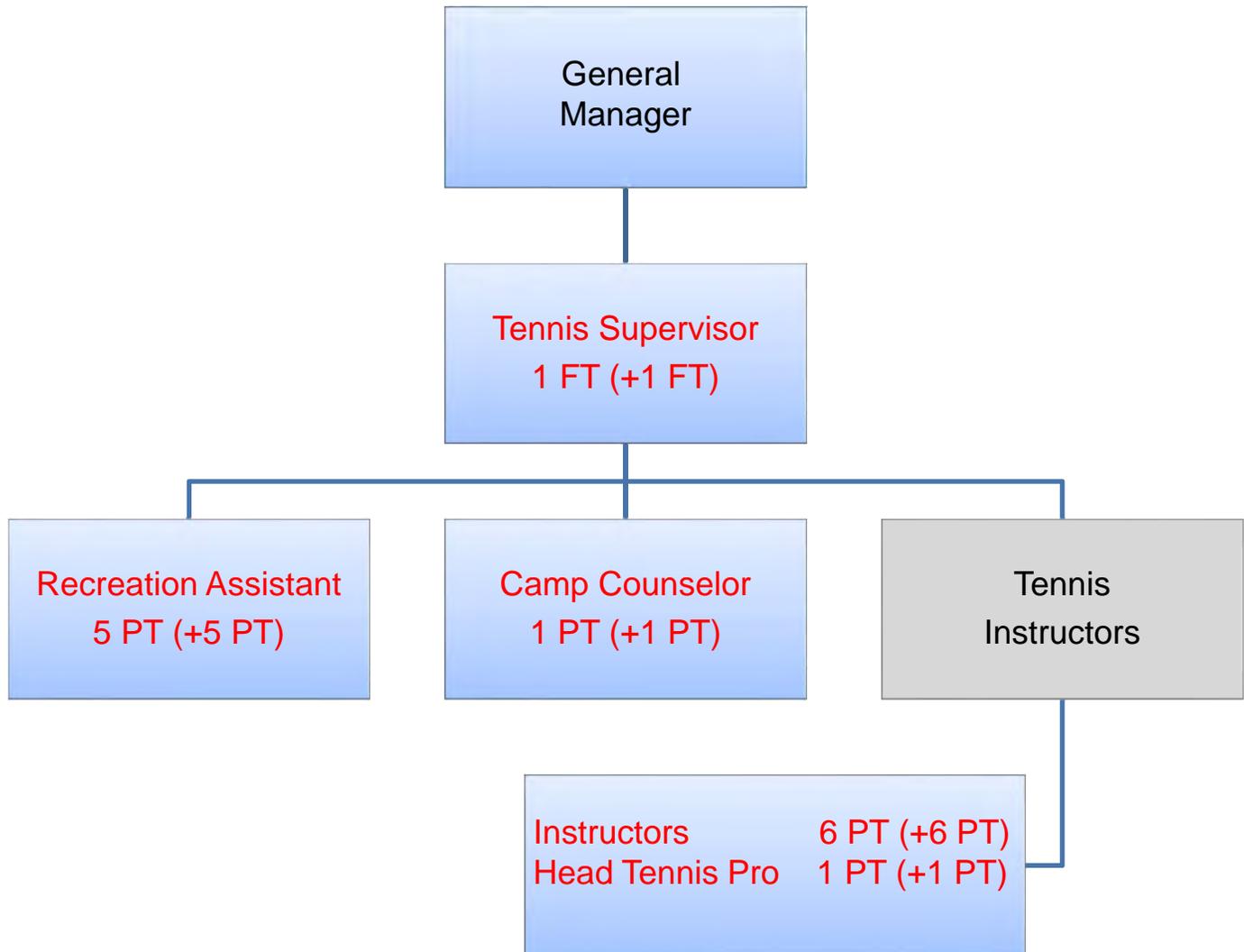
The increase in total expenses is a combination of personnel, operating and capital costs. The FY21 budget includes:

- A personnel expenditure increase reflecting the addition of one (1) full-time Assistant Golf Professional;
- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel and negotiated increases for FPE-eligible employees as negotiated in their collective bargaining agreements;
- An operating expenditure increase in contractual services for the golf course maintenance contract (bunker remediation);
- An operating expenditure increase in repairs & maintenance for several maintenance projects:
 - curbing;
 - renovation of golf course bathrooms;
 - replacement of sprinkler heads; and
 - concrete screenings
- A capital expenditure increase for the following projects:
 - driving range mat replacement; and
 - golf course clock

Tennis

FY 2021

Tennis Operation transferred from the General Fund Budget to the Country Club Budget



Summary	FY 2021	FY 2020	Change
Full-Time	1	N/A	+1
Part-Time	13	N/A	+13

Tennis

FY 2021

Budget Summary

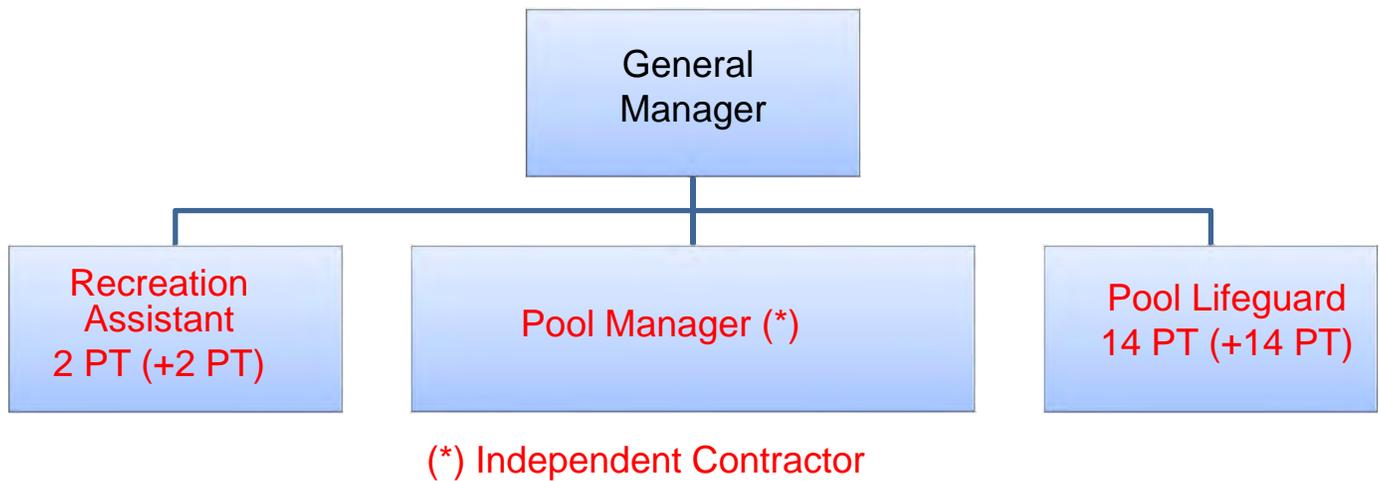
Note: Tennis Operations budget was transferred from the General Fund Budget to the Country Club Budget as part of the FY21 Budgetary Process.

	FY 2021 Budget	FY 2020 Budget
Personnel		
Total Salary & Benefits	\$604,092	\$0
Operating		
Advertising	750	0
Charge Card Fee	9,200	0
Conferences & Seminars	600	0
Materials & Supplies	43,600	0
Memberships & Dues	750	0
Postage	200	0
Printing & Binding	1,000	0
Professional Services	42,000	0
Program Expense	2,500	0
Rental	500	0
Repairs & Maintenance	19,000	0
Special Events	5,000	0
Tennis Merchandise	8,500	0
Travel & Training	-	0
Uniforms	2,000	0
Utilities	20,300	0
Other Operating Costs	-	0
Total Operating Costs	155,900	0
Capital Outlay	17,000	0
TOTAL EXPENSES	\$776,992	\$0

Pool

FY 2021

Pool Operation transferred from the General Fund Budget to the Country Club Budget



Summary	FY 2021	FY 2020	Change
Full-Time	0	N/A	No Change
Part-Time	16	N/A	+16
Independent Contractor	1	N/A	+1

Pool

FY 2021

Budget Summary

Note: Pool Operations budget was transferred from the General Fund Budget to the Country Club Budget as part of the FY21 Budgetary Process.

	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>
Personnel		
Total Salary & Benefits	\$111,074	\$0
Operating		
Charge Card Fee	1,200	0
Contractual Services	5,700	0
Licenses & Fees	500	0
Materials & Supplies	40,000	0
Memberships & Dues	500	0
Program Expense	48,000	0
Rental	5,000	0
Repairs & Maintenance	9,000	0
Travel & Training	1,500	0
Uniforms	3,500	0
Utilities	42,520	0
Other Operating Costs	0	0
Total Operating Costs	157,420	0
Capital Outlay	30,000	0
TOTAL EXPENSES	\$298,494	\$0

Food & Beverage

FY 2021

Budget Summary

	FY 2021 Budget	FY 2020 Adopted Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/19	Actual 09/30/18
Operating						
Charge Card Fee	\$0	\$0	0.00%	\$0	\$264	\$166
Contractual Services	0	0	0.00%	0	0	0
Special Events	0	0	0.00%	0	0	1,410
Licenses & Fees	0	0	0.00%	0	558	2,676
Professional Services	0	30,000	-100.00%	(30,000)	10,000	0
Solid Waste Disposal	0	0	0.00%	0	0	0
Utilities	0	0	0.00%	0	4,533	29,116
Other Operating Costs	20,000	20,000	0.00%	0	8,590	12,833
Total Operating Costs	20,000	50,000	-60.00%	(30,000)	23,943	46,201
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$20,000	\$50,000	-60.00%	(\$30,000)	\$23,943	\$46,201

Explanation of Increase / (Decrease):

The decrease in total expenses is due to the decrease in operating costs:

- An overall decrease in other operating costs as compared to FY20, which included the final payment of the Food & Beverage Broker's commission.



Fee Schedule



FY 2021

Country Club Fee Schedule – Golf Membership Fees

FY 2021

Credit Card Fee

A 2.25% fee will be charged for payment with a credit card. All fees shown below do not include the credit card fee.

Golf Membership Fees

		FY2020	FY2021	% Increase	Special Offers or Notes
Resident	Single	\$2,818.75	\$2,903.00	3%	Billed on October 1 and Jan 1 (60% and 40%)
	Family	\$4,262.50	\$4,390.00	3%	
Non-Resident	Single	\$4,062.50	\$4,184.00	3%	Billed on October 1 and Jan 1 (60% and 40%)
	Family	\$5,500.00	\$5,665.00	3%	
Golf Plus Resident (Golf, Tennis & Pool)	Single	\$3,158.75	\$3,254.00	3%	Billed on October 1 and Jan 1 (60% and 40%)
	Family	\$4,775.00	\$4,918.00	3%	
Golf Plus Non-Resident (Golf, Tennis & Pool)	Single	\$4,521.25	\$4,657.00	3%	Billed on October 1 and Jan 1 (60% and 40%)
	Family	\$6,158.75	\$6,344.00	3%	
N.P.B Business	Single	\$3,375.00	\$3,476.00	3%	Eligibility: Non-Residents owning a business or rental property within the Village.
	Family	\$4,750.00	\$4,893.00	3%	
Restricted	Single	\$1,600.00	\$1,600.00	No Change	Allows Residents unlimited summer access
	Family	\$1,900.00	\$1,900.00		
Juniors	Resident	\$375.00	\$375.00	No Change	Junior Golfer Pass prices will be the same for Residents and Non-Residents.
	Non Resident	\$ 400.00	\$400.00	No Change	
Unlimited Golf Cart Program	Single	\$3,300.00	\$3,300.00	No Change	Allows Members an "All-Inclusive" option where they pre-pay for all cart fees and there are no per play charges.
	Each Additional	\$3,025.00	\$3,025.00	No Change	
Corporate	Silver (Par)	\$10,000.00	\$10,000.00	No change	Silver allows up to four named individuals employed at a company to join under one membership.
	Gold (Birdie)	\$14,000.00	\$14,000.00	No change	
	Platinum (Eagle)	\$17,500.00	\$17,500.00	No change	Gold and Platinum are same program but also gives company 50 and 100 pre-paid rounds respectively (Greens Fee, Cart Fee & Tax) which can be used for other employees, clients or guests. Additional individuals may be added for \$2,500 each.
	Each Additional	\$2,500.00	\$2,500.00	No change	

Country Club Fee Schedule – Golf Walk-In Rates

FY 2021

Golf Walk – In Rates

Season	Time	18-Hole Rates		9-Hole Rates	
		Weekday ¹ Rate	Weekend ² Rate	Weekday ¹ Rate	Weekend ² Rate
Fall Season (Oct. 1, 2020 - Nov. 20, 2020)	Morning	\$80.00	\$90.00	\$50.00	\$55.00
	After 12pm	\$70.00	\$80.00	\$50.00	\$55.00
	After 2:00pm	\$55.00	\$60.00	\$40.00	\$40.00
	After 4:00pm	\$50.00	\$55.00	\$40.00	\$40.00
Holiday Season (Nov. 21, 2020 - Dec. 31, 2020)	Morning	\$105.00	\$115.00	\$55.00	\$60.00
	After 12pm	\$95.00	\$105.00	\$50.00	\$55.00
	After 2:00pm	\$65.00	\$75.00	\$45.00	\$45.00
	After 4:00pm	N/A	N/A	\$40.00	\$40.00
Peak Season (Jan. 1, 2021 - April 12, 2021)	Morning	\$130.00	\$140.00	\$80.00	\$85.00
	After 12pm	\$120.00	\$130.00	\$70.00	\$75.00
	After 2:00pm	\$70.00	\$75.00	\$60.00	\$65.00
	After 4:00pm	N/A	N/A	\$50.00	\$60.00
Spring Season (April 13, 2021 - May 31, 2021)	Morning	\$85.00	\$95.00	\$55.00	\$60.00
	After 12pm	\$75.00	\$85.00	\$50.00	\$55.00
	After 2:00pm	\$65.00	\$75.00	\$45.00	\$50.00
	After 4:00pm	\$55.00	\$55.00	\$40.00	\$40.00
Summer Season (June 1, 2021 - Sep. 30, 2021)	Morning	\$60.00	\$65.00	\$45.00	\$50.00
	After 12pm	\$55.00	\$60.00	\$40.00	\$45.00
	After 2:00pm	\$45.00	\$45.00	\$30.00	\$35.00
	After 4:00pm / 5:00pm	\$35.00	\$35.00	\$25.00	\$30.00
Holidays include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day			¹ Weekday = Monday – Thursday ² Weekend = Friday – Sunday & Holidays		

Country Club Fee Schedule – Pool & Tennis

FY 2021

Pool and TennisNotes for Pool and Tennis Fee Schedules:

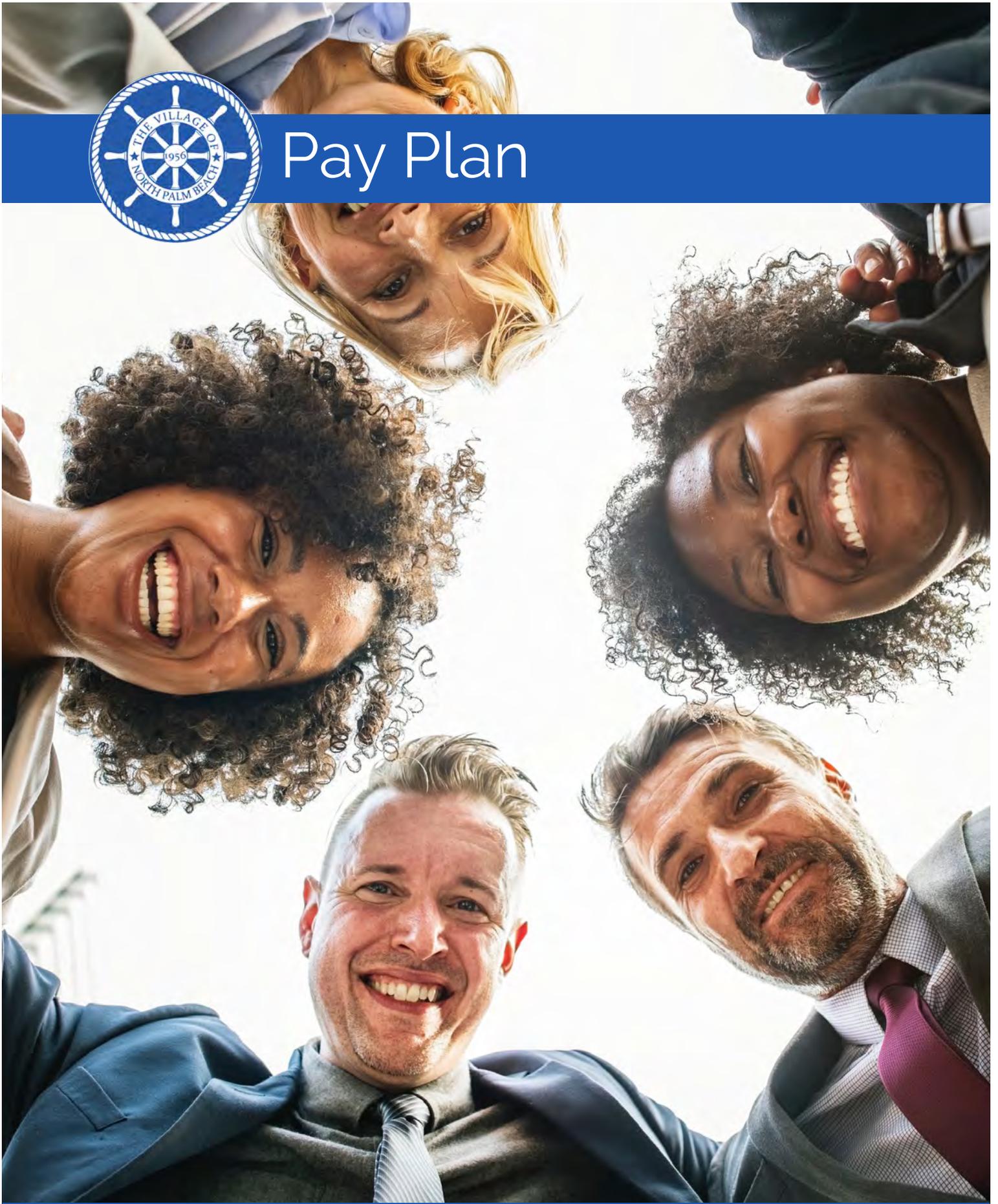
1. Programs offered by the Village of North Palm Beach (VNPB) are not taxable; however, rentals are subject to sales tax. **The fees shown below do not include sales tax.** Rental fees are hourly unless specified (*). The VNPB reserves the right to change fees at any time with approval from the Village Council.
2. Programs may be offered by independent instructors that are not listed. These programs will be set and collected by the program instructor (sales tax applicable).
3. Non-profit 501C organizations and local schools will be charged at the Resident rate unless otherwise specified.

DescriptionFee

	<u>Resident</u>	<u>Non-Resident</u>
Pool Membership Fees (Annual)		
Family	\$345.00 \$355.00	\$468.00 \$482.00
Resident Single	\$175.00 \$180.00	\$260.00 \$268.00
Junior (17 & under)	\$95.00 \$98.00	\$115.00 \$118.00
Masters (training only)	\$115.00 \$118.00	\$160.00 \$165.00
Summer Single	\$69.00 \$71.00	\$100.00 \$103.00
Summer Family	\$130.00 \$134.00	\$185.00 \$191.00
Pool Fees (Daily)		
Adult	\$5.00	\$8.00
Child (4 yrs – 13 yrs)	\$5.00 \$3.00	\$5.00
Child (3 & under)	Free	Free
After hours full facility rental (3 hrs)	\$550.00	\$550.00
After hours lifeguards per guard per hr.	\$25.00	\$25.00
Tennis Membership Fees (Annual)		
Family	\$800.00 \$824.00	\$1,000.00 \$1,030.00
Single	\$600.00 \$618.00	\$800.00 \$824.00
Junior (17 & under)	\$115.00 \$118.00	\$125.00 \$129.00
Junior Tennis Academy Membership	\$75.00	\$75.00
Summer Single	\$400.00 \$412.00	\$450.00 \$464.00
Summer Family	\$450.00 \$464.00	\$500.00 \$515.00
Tennis & Pool Combined Membership Fees (Annual)		
Junior	\$179.00 \$184.00	\$204.00 \$210.00
Single	\$659.00 \$679.00	\$901.00 \$928.00
Family	\$974.00 \$1,003.00	\$1,249.00 \$1,286.00
Master	\$608.00 \$626.00	\$816.00 \$840.00
Tennis Team League Fee (Annual)	\$660.00 \$680.00	\$660.00 \$680.00
Tennis Guest Fees (Daily)		
Guest Fees (Juniors – 17 & under)	\$8.00	\$8.00
Guest Fees (Adults – 18 & over)	\$12.00	\$12.00



Pay Plan



FY 2021

Comprehensive Pay Plan

FY 2021

This Comprehensive Pay and Classification Plan (“Pay Plan”) reflects authorized Village employment position classifications and their related salary ranges for all Village employees for the Fiscal Year starting October 1, 2020. This Pay Plan also provides a summary of employment benefits offered to employees.

Village Administration reviews this Pay Plan annually and makes recommendations regarding the classifications and pay ranges for all positions to maintain appropriate staffing resources in relation to competitive market conditions and the needs of the annual Village budget/operating structure.

Pay Plan Summary

- Provides for an average 4% performance-based merit increases (0% to 5%) for non-union personnel;
- Provides for increases for FPE, PBA and IAFF-eligible employees as negotiated in their collective bargaining agreements;
- Provides for COLA/market-based adjustments for FPE, PBA and IAFF-eligible employees as negotiated in their collective bargaining agreements;
- Provides for annual employer pension contributions;
- Provides for monthly health/dental insurance contributions with vision coverage available at the employees’ expense; and
- Provides for employer-sponsored Life, Accidental Death & Dismemberment (AD&D), and Long Term Disability (LTD) plans.

Personnel Changes

Additions / Deletions

- Add one (+1) p/t Permit & Licensing Tech position (pay grade 109) / Add one (+1) p/t Administrative Assistant position (pay grade 108) / Delete one (-1) f/t Permit & Licensing Tech position (pay grade 109);
- Delete one (-1) f/t Irrigation Technician position (pay grade 104);
- Add one (+1) p/t Administrative Assistant position in Fire Rescue (pay grade 108);
- Add one (+1) f/t Assistant Golf Professional position (pay grade 109);
- Delete one (-1) p/t Country Club Attendant position (pay grade 101);
- Add one (+1) p/t Head Tennis Professional position;
- Add one (+1) f/t Administrative Coordinator position (pay grade 109) / Delete one (-1) p/t Administrative Coordinator position (pay grade 109);
- Delete one (-1) f/t Pool Supervisor position (pay grade 112);
- Delete one (-1) f/t License & Permit Supervisor (pay grade 113) / Add one (+1) f/t License & Permitting Coordinator (pay grade 110);
- Add one (+1) f/t Human Resources Analyst position (pay grade 110) / Delete one (-1) p/t Human Resources Analyst position (pay grade 110);
- Add one (+1) p/t Administrative Assistant position (pay grade 108) / Delete one (-1) f/t Administrative Assistant position (pay grade 108);
- Add one (+1) temporary p/t Functional Manager position (pay grade 115) / Delete one (-1) temporary p/t Purchasing Manager position (pay grade 115); and
- Add one (+1) f/t Sanitation Foreman position (pay grade 110) / Delete one (-1) f/t Sanitation Driver position (pay grade 107).

Summary of Personnel Changes

Net Changes for 2020/2021		
Fiscal Year	Full-time Positions	Part-time Positions
2020	153	102
2021	152	104
Net change	- 1 position	+ 2 positions

Comprehensive Pay Plan

FY 2021

Pension

For Fiscal Year 2020/2021, estimated annual employer contributions for the Village's pension plans are provided below. The actual figures will be based on asset returns, actuarial experience and the results of collective bargaining.

All budgeted plan contributions are outlined below:

Pension Plan	Employer Contribution	Employee Contribution
General Employee Pension Plan	12%	6%
ICMA-RC Pension Plan	15%	3%, 5%, 10% or 15%
Police and Fire Pension Plan	16%	7% (*)

(*) per terms of collective bargaining agreements

Medical/Dental Insurance

The Village covers the full premium cost of the HDHP/OAP base medical plan and the lower cost DHMO dental plan for all full-time employees. Employees enrolling their dependents in the base medical plan will pay 16.5% of the total premium, with the Village funding the remaining 83.5%. Employees selecting the OAP In-Network Only medical plan for themselves or their dependents will also pay 16.5% of those total premiums, with the Village contributing 83.5%. Employees choosing the higher cost DPPO dental plan pay the difference between the higher and lower cost plans.

Following a plan year with moderate claims experience, the Gehring Group, the Village's insurance broker, negotiated with Cigna to secure a zero overall increase for medical, dental, life, AD&D, and LTD coverage for FY 2021.

continued on next page

Comprehensive Pay Plan

FY 2021

2021 Insurance Premiums**Medical Insurance:**

Cigna HSA OAP Plan (*)	Employee Monthly Premium	Employer Monthly Premium
Employee Only	\$0.00	\$563.90
Employee + 1	\$214.69	\$1,086.49
Employee + Family	\$281.72	\$1,425.65

Cigna OAPIN Plan	Employee Monthly Premium	Employer Monthly Premium
Employee Only	\$98.61	\$499.02
Employee + 1	\$234.69	\$1,187.66
Employee + Family	\$307.66	\$1,556.93

Dental Insurance:

Cigna DHMO	Employee Monthly Premium	Employer Monthly Premium
Employee Only	\$0.00	\$13.66
Employee + Family	\$5.27	\$34.76

Cigna DPPO	Employee Monthly Premium	Employer Monthly Premium
Employee Only	\$20.05	\$13.66
Employee + Family	\$66.59	\$34.76

Vision Insurance:

EyeMed	Employee Monthly Premium	Employer Monthly Premium
Employee Only	\$6.67	\$0.00
Employee + 1	\$12.69	\$0.00
Employee + Family	\$18.62	\$0.00

- (*) **Employees who enroll in the high deductible health plan (HDHP) during the 2021 Open Enrollment will receive a one-time funding amount to their Health Savings Accounts from the Village of \$1,500 for single coverage and \$3,000 for employees with dependent coverage. Funding amounts for new hires will be pro-rated on the number of months of actual coverage in the plan year.**

COMPREHENSIVE PAY AND CLASSIFICATION PLAN

SECTION 1. ESTABLISHMENT

A Comprehensive Pay and Classification Plan for the Village of North Palm Beach (the “Pay Plan”), pertaining to all positions, including those that may be specified elsewhere in negotiated collective bargaining agreements or individual employment contracts, is hereby established. This document will supersede and replace the pay-related provisions of the Village’s Personnel Rules and Regulations.

SECTION 2. DEVELOPMENT OF PAY RANGES

The Pay Plan establishes pay ranges (grades) for each classification. These salary ranges of pay have been determined with due regard to ranges of pay for other classes, relative difficulty and responsibility of positions in the class, prevailing rates of pay for similar positions, and the financial position of the Village as well as other economic considerations. Appendix A sets forth the pay ranges (grades) with minimum and maximum levels. Base pay is, by definition, the pay level within pay range for each position classification. Base pay may not exceed the maximum pay rate for the position classification. For General (non-bargaining unit) Employees, the Pay Plan provides for a pay range, without regard to specific pay level within that range. Adjustments to salary ranges for FPE, PBA and IAFF positions are reflected for budgeting purposes and will be subject to bargaining.

SECTION 3. APPLICABILITY

All employees of the Village of North Palm Beach, except as provided elsewhere, shall be compensated in accordance with this Pay Plan depending upon job classification.

SECTION 4. IMPLEMENTATION

No change will be made to pay ranges for FY2021. Bargaining unit employees shall receive base wage increases in accordance with their respective collective bargaining agreements.

SECTION 5. HIRING PAY RATES

New employees shall be hired at the minimum rate established for a job class. Exceptions may be authorized by the Village Manager based on the exceptional qualifications of the appointee or the inability to employ suitable personnel at the minimum rate.

SECTION 6. MERIT INCREASES FOR FULL-TIME EMPLOYEES

All employees of the Village of North Palm Beach, except as provided elsewhere, shall be eligible for a merit increase on their employee anniversary date. The anniversary date shall be defined as the employee's entry date into his/her present position. After the one-year period in their present position, employees shall be eligible for a merit increase, as defined herein, and shall be eligible at their annual anniversary date every year from that time forward. Contractual provisions will govern bargaining unit employee merit increases.

Employees may be granted merit increases from zero to five percent (0-5%) of salary, based upon documented and demonstrated workplace performance as recommended by their supervisors. No employee will be eligible for a merit increase greater or equal to 4.5% without the approval of the Village Manager. Merit increases are not automatic and are contingent upon receipt of a satisfactory performance evaluation.

Employees who are at the maximum or exceed the maximum pay for their classification will not be eligible for a merit increase in their present Pay Plan classification, but may be eligible for a lump sum performance payment, as follows:

Exceptional Level II	\$ 1,800.00
Successful Level I to Exceptional Level I	\$ 1,500.00
Development Required to Below Standards	\$ 0.00

The lump sum payment shall not be included in an employee’s regular base rate of pay and shall not be carried forward in subsequent years.

SECTION 7. MERIT INCREASES FOR PART-TIME, SEASONAL AND SCHOOL CROSSING**GUARD EMPLOYEES**

Part-time Employees are employees who work less than thirty (30) hours per week. Part-time employees are hired at the pay range (grade) minimum unless otherwise recommended by the Department Director and approved by the Human Resources Director. Part-time employees shall be eligible for a merit increase upon receipt of a satisfactory evaluation. Part-time employees who leave Village employment and are subsequently rehired are not considered to have continuous service and, as a result, are only eligible for a merit increase annually based upon their rehire date.

Seasonal Employees are employees hired to work for a defined period not to exceed twenty-six (26) weeks of any twelve (12) month fiscal year. Seasonal employees, who return after working for the entirety of any scheduled season, will be eligible for a two percent (2%) merit increase at the beginning of the upcoming season. Those employees who leave employment prior to the end of the season and are later rehired by the Village will be considered new employees and will not be eligible for a merit increase upon rehire.

School Crossing Guards are employed by the Village for approximately nine and one-half (9 ½) months out of twelve (12) months, following the regular school year calendar on a part-time basis. These individuals obviously meet the above criteria of being part-time working only ninety (90) minutes per school day, but have never been afforded performance reviews. While the duration of assignment for these individual employees exceed the above definition of “seasonal employee,” their employment is of seasonal nature. Returning part-time School Crossing Guards will be eligible for a two percent (2%) increase at the beginning of each school year.

SECTION 8. PROMOTIONS, DEMOTIONS, TRANSFERS, AND RECLASSIFICATIONS

In the event of a promotion to a higher pay range (grade), employees will either be placed in the new position’s pay range (grade) at a base pay level or will receive an increase of 10% of their current salary, whichever is greater, provided this amount does not exceed the pay range maximum for the new position. Upon the written recommendation of the Department Director and with the approval of the Village Manager, employees who are within two (2) months of their existing anniversary / annual review date may receive a merit increase prior to the implementation of their recommended promotion. Bargaining unit employees shall receive promotional increases in accordance with their respective collective bargaining agreement, unless otherwise negotiated.

In the event of an involuntary demotion, employees will be placed in the same relative position for the lower position grade as they enjoyed in the previous classification, as long as the pay does not decrease more than 10%. For a voluntary demotion to a lower pay range (grade), employees shall be placed in the same relative position for the lower position grade while having their current pay “frozen” at their current level – with future pay adjustments being used to “offset” this higher pay level until fully absorbed.

In the event that employees are transferred to positions within the same pay grade, their rate of pay will remain the same.

Village Administration retains the right to evaluate and, if appropriate, make personnel classification changes (reclassifications) in support of providing the most cost effective and efficient delivery of services to the residents of the Village.

SECTION 9. WORKING TEMPORARY ASSIGNMENT AT HIGHER PAY GRADE

General employees who are authorized and directed by the Village Manager or his designee to temporarily work in an established higher pay grade classification shall be paid five percent (5%) above their base pay rate for the period of time worked in the higher pay grade classification. Increases for temporary work assignments that do not conform to established pay grade classifications are handled on a case-by-case basis at the discretion of the Village Manager.

SECTION 10. OVERTIME/COMPENSATORY TIME

Overtime must be authorized by the Village Manager or Department Director. Unless otherwise specified in the applicable collective bargaining agreement, overtime is paid to non-exempt employees at one and one-half (1½) times the hourly rate for all hours worked in excess of forty (40) hours per week. Upon prior approval of the Department Director or the Village Manager, non-exempt employees may receive compensatory time off for any work performed in excess of the regularly scheduled hours in a normal work week at one and one-half (1½) hours for every hour for overtime hours worked. Compensatory time shall accrue to no more than twenty-four (24) hours. Unused accrued compensatory time shall be paid upon termination of employment. Bargaining unit employees shall receive overtime and compensatory time in accordance with their respective collective bargaining agreement, unless otherwise negotiated.

SECTION 11. EMERGENCY PAY

During a Declaration of Emergency, employees may be required to work as deemed necessary and shall be compensated in a fair and equitable manner. Employees may be called in to work before, during, and/or immediately after an emergency. All employees will be paid in accordance with the provisions outlined in Resolution 2019-84.

SECTION 12. BENEFIT ELIGIBILITY

Employees in full-time, budgeted positions are eligible for participation in the Village's retirement plans, medical and dental insurance, long-term disability insurance, and employer-paid life insurance programs according to the requirements of these plans/programs. Part-time employees who are regularly scheduled to work thirty (30) or more hours per week or in excess of 1,560 hours within the official measurement period will be eligible for medical and dental insurance in compliance with the Affordable Care Act. Part-time employees working less than thirty (30) hours per week as well as Seasonal employees are not eligible to participate in such plans or to receive benefits associated with such plans/programs.

SECTION 13. MISCELLANEOUS BENEFITS/INCENTIVES

457 Deferred Compensation Contributions – The Village will match a non-union, full-time employee's 457 Deferred Compensation plan through ICMA-RC based on a contribution rate of 50 cents for every dollar of employee contribution, up to a monthly Village contribution limit of \$60/mo. (\$720/yr.) and paid on a bi-weekly basis. Bargaining unit employees shall receive deferred compensation in accordance with their respective collective bargaining agreements.

Long Term Disability Insurance – Employer-paid coverage for long-term disability shall continue for all full-time employees who become disabled due to an illness or non-work-related injury, unless otherwise negotiated. Employees must be disabled for ninety (90) days prior to becoming eligible for the benefit.

Life Insurance – The Village life insurance program for all full-time employees shall continue at a level equivalent to the maximum level allowed by IRS regulations before imputing added employee compensation (\$50,000 maximum or \$25,000 after the age of 70), unless otherwise negotiated.

Bereavement Leave – Regular full-time (non-probationary) employees are afforded a maximum of three (3) days of leave with pay for a death in the family. To qualify for such leave, employees must provide the Human Resources Department with written documentation that includes the name of the deceased, relationship to the employee and date of death as well as a copy of an obituary notice, memorial service pamphlet, funeral home announcement, etc.

Sick Leave Incentive Award Program – Regular full-time (non-probationary) general employees who do not use any sick leave within any continuous (6) six-month period are eligible to earn eight (8) hours annual leave time as incentive for not using sick leave. Bargaining unit employees shall receive sick leave incentive(s) in accordance with their respective collective bargaining agreement, unless otherwise negotiated.

Comprehensive Pay Plan

FY 2021

Sick Leave Pool – A voluntary sick leave pool may be established for a regular, non-probationary, full-time employee who has exhausted or depleted all accrued leave hours (sick, vacation, etc.) on an employee-only FMLA-eligible illness (not applicable to an illness incurred by a family or service member). A Sick Leave Pool whereby an employee is permitted to use up to 240 hours of sick pay as determined by the amount of sick leave time donated by other employees on a Village-wide basis must be initiated in writing by the employee's Department Head and approved by the Village Manager.

Certification Incentive - The certification incentive program will continue to provide certification pay for job-related certifications when recommended by the Department Director and approved by the Village Manager. Employees are not eligible for certification pay if they hold or are pursuing certifications or licenses that are required as stated in their current job description. Certification incentive pay will be issued as follows:

Certifications requiring continuing education	\$1,000
Certifications with no continuing education (Exam Required)	\$500

The maximum number of certifications eligible for the certification incentive will be three (3) per employee. The certification incentive will not be included in the base pay rate, and payment will be prorated based on the standard pay cycle. Employees whose compensation has reached the pay range maximum will be ineligible for certification pay above the pay range maximum. For certification requiring renewal or continuing education, employees must meet the appropriate renewal criteria and provide a copy of the renewed certificate in order to continue receiving the certification incentive pay.

Educational Reimbursement Program – The Village provides educational reimbursement to eligible employees who are seeking qualifying undergraduate / graduate degrees or professional certifications or who wish to obtain job-related training. Only active, full-time employees with at least one full year of continuous service and in good standing are eligible to apply for the Program. Funding is subject to budgetary constraints.

Employee Assistance Program (EAP) - The Village offers an Employee Assistance Program with various counseling and referral services and currently provides for six (6) free counseling sessions per issue per year for each employee (part-time and full-time) or qualified dependent.

Flexible Spending Account (FSA) – Flexible Spending Accounts allow employees to voluntarily set aside tax-deferred compensation for qualified health care and work-related dependent care expenses.

Health Savings Account (HSA) – Health Savings Accounts are interest-bearing accounts where funds can be used to pay deductibles, coinsurance and any other qualified medical expenses in compliance with IRS 213 requirements. Employees who enroll in the high deductible health plan (HDHP) qualify to receive a Health Savings Account funded by the Village, and they may opt to additionally fund the HSA with tax-free dollars.

Pay Plan Ranges

FY 2021

(P/T positions shown with F/T annual rate for categorization purposes only)

All union pay / positions are shown for categorization purposes only and are subject to ratification of Collective Bargaining Agreements

PT	FT	Class Title	Union	Pay Grade	FLSA	Hrly Min	Hrly Max	Annual Min	Annual Max
7		TENNIS INSTRUCTOR	NU	INSTRUCTOR	N	\$ 35.00	\$ 62.50	\$ 36,400.00	\$ 65,000.00
10		CAMP COUNSELOR	NU	100	N	\$ 10.96	\$ 17.53	\$ 22,796.80	\$ 36,462.40
13	1	RECREATION ASSISTANT	NU	101	N	\$ 11.61	\$ 18.58	\$ 24,148.80	\$ 38,646.40
25		COUNTRY CLUB ATTENDANT	NU	101	N	\$ 11.61	\$ 18.58	\$ 24,148.80	\$ 38,646.40
	1	CLERICAL SPECIALIST	NU	102	N	\$ 12.31	\$ 19.70	\$ 25,604.80	\$ 40,976.00
14		POOL LIFEGUARD	NU	102	N	\$ 12.31	\$ 19.70	\$ 25,604.80	\$ 40,976.00
9		LIBRARY CLERK	NU	103	N	\$ 13.05	\$ 20.88	\$ 27,144.00	\$ 43,430.40
	1	GROUNDS MAINTENANCE WORKER	FPE	103	N	\$ 13.05	\$ 20.88	\$ 27,144.00	\$ 43,430.40
	2	STREET MAINTENANCE WORKER	FPE	103	N	\$ 13.05	\$ 20.88	\$ 27,144.00	\$ 43,430.40
	3	LIBRARY ASSISTANT	FPE	104	N	\$ 13.83	\$ 22.13	\$ 28,766.40	\$ 46,030.40
2		SANITATION COLLECTOR PT	NU	104	N	\$ 13.83	\$ 22.13	\$ 28,766.40	\$ 46,030.40
1		GOLF MERCHANDISING ASSISTANT	NU	104	N	\$ 13.83	\$ 22.13	\$ 28,766.40	\$ 46,030.40
	2	EQUIPMENT OPERATOR	FPE	107	N	\$ 16.47	\$ 26.36	\$ 34,257.60	\$ 54,828.80
	1	SR. IRRIGATION TECHNICIAN	FPE	107	N	\$ 16.47	\$ 26.36	\$ 34,257.60	\$ 54,828.80
	1	POLICE SERVICE AIDE	NU	107	N	\$ 16.47	\$ 26.36	\$ 34,257.60	\$ 54,828.80
	17	SANITATION DRIVER/OPERATOR	FPE	107	N	\$ 16.47	\$ 26.36	\$ 34,257.60	\$ 54,828.80
	1	GOLF MEMBER RELATIONS COORDINATOR	NU	107	N	\$ 16.47	\$ 26.36	\$ 34,257.60	\$ 54,828.80
	3	ACCOUNTING CLERK	NU	108	N	\$ 17.46	\$ 27.94	\$ 36,316.80	\$ 58,115.20
5		ADMINISTRATIVE ASSISTANT	NU	108	N	\$ 17.46	\$ 27.94	\$ 36,316.80	\$ 58,115.20
	2	VEHICLE MECHANIC	FPE	108	N	\$ 17.46	\$ 27.94	\$ 36,316.80	\$ 58,115.20
	4	TRADES MECHANIC	FPE	108	N	\$ 17.46	\$ 27.94	\$ 36,316.80	\$ 58,115.20
	3	ASSISTANT GOLF PROFESSIONAL	NU	109	N	\$ 18.51	\$ 29.62	\$ 38,500.80	\$ 61,609.60
1	2	PERMIT & LICENSE TECHNICIAN	FPE	109	N	\$ 18.51	\$ 29.62	\$ 38,500.80	\$ 61,609.60
	6	ADMINISTRATIVE COORDINATOR	NU	109	N	\$ 18.51	\$ 29.62	\$ 38,500.80	\$ 61,609.60
	2	CODE COMPLIANCE OFFICER	FPE	109	N	\$ 18.51	\$ 29.62	\$ 38,500.80	\$ 61,609.60
	1	ZONING COMPLIANCE OFFICER	FPE	109	N	\$ 18.51	\$ 29.62	\$ 38,500.80	\$ 61,609.60
	1	SR. LIBRARY ASSISTANT	FPE	109	N	\$ 18.51	\$ 29.62	\$ 38,500.80	\$ 61,609.60
14		SCHOOL CROSSING GUARD	NU	109	N	Daily Rate		\$27.68	
	1	TECHNICAL SUPPORT SPECIALIST	NU	110	N	\$ 19.62	\$ 31.39	\$ 40,809.60	\$ 65,291.20
	1	HUMAN RESOURCES ANALYST	NU	110	N	\$ 19.62	\$ 31.39	\$ 40,809.60	\$ 65,291.20
	1	LICENSE & PERMITTING COORDINATOR	NU	110	N	\$ 19.62	\$ 31.39	\$ 40,809.60	\$ 65,291.20
	1	SANITATION FOREMAN	FPE	110	N	\$ 19.62	\$ 31.39	\$ 40,809.60	\$ 65,291.20
	1	MECHANICAL SYSTEMS COORDINATOR	FPE	111	N	\$ 20.80	\$ 33.28	\$ 43,264.00	\$ 69,222.40
	2	BUILDING CONSTRUCTION INSPECTOR	FPE	111	N	\$ 20.80	\$ 33.28	\$ 43,264.00	\$ 69,222.40
	1	EXECUTIVE ASSISTANT	NU	111	N	\$ 20.80	\$ 33.28	\$ 43,264.00	\$ 69,222.40
	3	RECREATION SUPERVISOR	FPE	112	N	\$ 22.05	\$ 35.28	\$ 45,864.00	\$ 73,382.40
	1	TENNIS SUPERVISOR	FPE	112	N	\$ 22.05	\$ 35.28	\$ 45,864.00	\$ 73,382.40
	1	CRIMINAL INTELLIGENCE ANALYST	NU	112	N	\$ 22.05	\$ 35.28	\$ 45,864.00	\$ 73,382.40
	1	LIBRARIAN	FPE	112	N	\$ 22.05	\$ 35.28	\$ 45,864.00	\$ 73,382.40
	2	ACCOUNTANT	NU	113	E	\$ 23.37	\$ 37.39	\$ 48,609.60	\$ 77,771.20
	1	SANITATION SUPERVISOR	NU	113	E	\$ 23.37	\$ 37.39	\$ 48,609.60	\$ 77,771.20
	2	PUBLIC WORKS SUPERVISOR	NU	113	E	\$ 23.37	\$ 37.39	\$ 48,609.60	\$ 77,771.20
	1	COMMUNICATIONS MANAGER	NU	114	E	\$ 24.77	\$ 39.64	\$ 51,521.60	\$ 82,451.20
	1	PLANNER	NU	114	E	\$ 24.77	\$ 39.64	\$ 51,521.60	\$ 82,451.20
	1	DEPUTY VILLAGE CLERK	NU	114	E	\$ 24.77	\$ 39.64	\$ 51,521.60	\$ 82,451.20
	1	SR. BUILDING CONSTRUCTION INSPECTOR	FPE	115	N	\$ 26.26	\$ 42.01	\$ 54,620.80	\$ 87,380.80
	1	SR. FIRE INSPECTOR	NU	115	N	\$ 26.26	\$ 42.01	\$ 54,620.80	\$ 87,380.80
1		HUMAN RESOURCES SPECIALIST	NU	115	E	\$ 26.26	\$ 42.01	\$ 54,620.80	\$ 87,380.80
1		FUNCTIONAL MANAGER	NU	115	E	\$ 26.26	\$ 42.01	\$ 54,620.80	\$ 87,380.80
	1	PUBLIC WORKS MANAGER	NU	115	E	\$ 26.26	\$ 42.01	\$ 54,620.80	\$ 87,380.80
	1	NETWORK SUPPORT SPECIALIST	NU	115	N	\$ 26.26	\$ 42.01	\$ 54,620.80	\$ 87,380.80
	1	PRINCIPAL PLANNER	NU	117	E	\$ 29.55	\$ 47.29	\$ 61,464.00	\$ 98,363.20
	1	FINANCE MANAGER	NU	118	E	\$ 31.27	\$ 50.04	\$ 65,041.60	\$ 104,083.20
	1	DIRECTOR OF LIBRARY	NU	118	E	\$ 31.27	\$ 50.04	\$ 65,041.60	\$ 104,083.20
	1	HEAD GOLF PROFESSIONAL	NU	119	E	\$ 33.15	\$ 53.04	\$ 68,952.00	\$ 110,323.20
	1	BUILDING OFFICIAL	NU	121	E	\$ 37.87	\$ 60.59	\$ 78,769.60	\$ 126,027.20
	1	VILLAGE CLERK	NU	121	E	\$ 37.87	\$ 60.59	\$ 78,769.60	\$ 126,027.20
	1	DIRECTOR OF HUMAN RESOURCES	NU	122	E	\$ 40.23	\$ 64.37	\$ 83,678.40	\$ 133,889.60
	1	DIRECTOR OF SPECIAL PROJECTS	NU	122	E	\$ 40.23	\$ 64.37	\$ 83,678.40	\$ 133,889.60
	1	DIRECTOR OF COMMUNITY DEVELOPMENT	NU	122	E	\$ 40.23	\$ 64.37	\$ 83,678.40	\$ 133,889.60
	1	DIRECTOR OF INFORMATION TECHNOLOGY	NU	122	E	\$ 40.23	\$ 64.37	\$ 83,678.40	\$ 133,889.60
	1	DIRECTOR OF PARKS & RECREATION	NU	122	E	\$ 40.23	\$ 64.37	\$ 83,678.40	\$ 133,889.60
	1	DIRECTOR OF PUBLIC WORKS	NU	122	E	\$ 40.23	\$ 64.37	\$ 83,678.40	\$ 133,889.60
1		CALEA MGR/CAPTAIN OF PROFESSIONAL STANDARDS	NU	122	E	\$ 40.23	\$ 64.37	\$ 83,678.40	\$ 133,889.60

Pay Plan Ranges

FY 2021

(P/T positions shown with F/T annual rate for categorization purposes only)

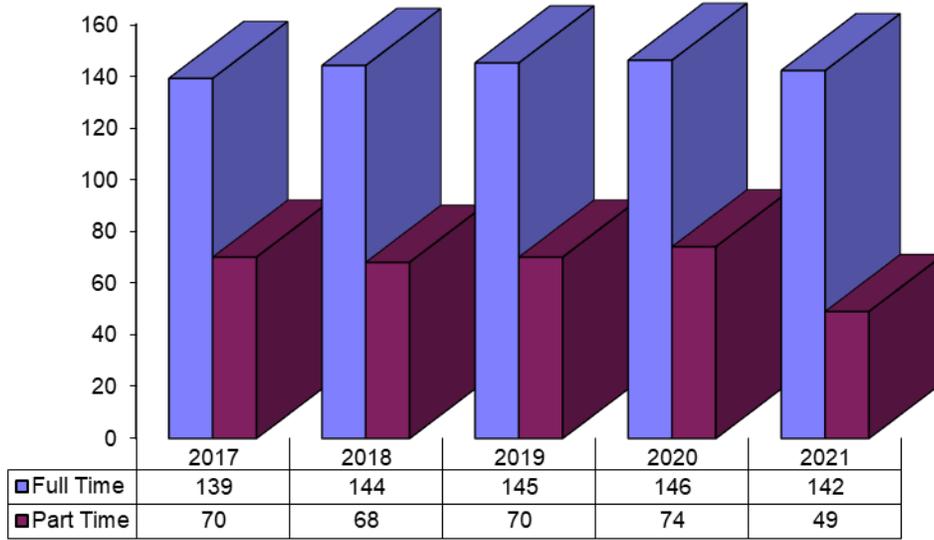
All union pay / positions are shown for categorization purposes only and are subject to ratification of Collective Bargaining Agreements

PT	FT	Class Title	Union	Pay Grade	FLSA	Hrly Min	Hrly Max	Annual Min	Annual Max		
	1	POLICE CAPTAIN	NU	122	E	\$ 40.23	\$ 64.37	\$ 83,678.40	\$ 133,889.60		
	1	DISTRICT CHIEF	NU	122	E	\$ 40.23	\$ 64.37	\$ 83,678.40	\$ 133,889.60		
	1	GENERAL MANAGER	NU	123	E	\$ 43.05	\$ 68.88	\$ 89,544.00	\$ 143,270.40		
	1	DEPUTY POLICE CHIEF	NU	123	E	\$ 43.05	\$ 68.88	\$ 89,544.00	\$ 143,270.40		
	1	FIRE CHIEF	NU	124	E	\$ 46.17	\$ 73.87	\$ 96,033.60	\$ 153,649.60		
	1	DIRECTOR OF FINANCE	NU	124	E	\$ 46.17	\$ 73.87	\$ 96,033.60	\$ 153,649.60		
	1	POLICE CHIEF	NU	125	E	\$ 49.29	\$ 78.86	\$ 102,523.20	\$ 164,028.80		
	1	VILLAGE MANAGER	NU	Compensation Established by Contract							
	15	FIREFIGHTER/MEDIC	IAFF	202	N	\$ 22.72	\$ 36.36	\$ 56,720.55	\$ 90,752.89		
	1	DRIVER ENGINEER/EMT	IAFF	203	N	\$ 23.12	\$ 37.00	\$ 57,712.60	\$ 92,340.16		
	2	DRIVER ENGINEER/MEDIC	IAFF	204	N	\$ 24.64	\$ 39.42	\$ 61,500.44	\$ 98,400.69		
	3	FIRE RESCUE CAPTAIN	IAFF	206	N	\$ 29.03	\$ 46.45	\$ 72,469.53	\$ 115,951.25		
	1	RECORDS CLERK	PBA	300	N	\$ 24.91	\$ 39.85	\$ 51,809.20	\$ 82,894.71		
	24	POLICE OFFICER	PBA	302	N	\$ 27.99	\$ 44.78	\$ 58,212.81	\$ 93,140.50		
	6	POLICE SERGEANT	PBA	306	N	\$ 35.33	\$ 56.53	\$ 73,492.33	\$ 117,587.74		
104	152										

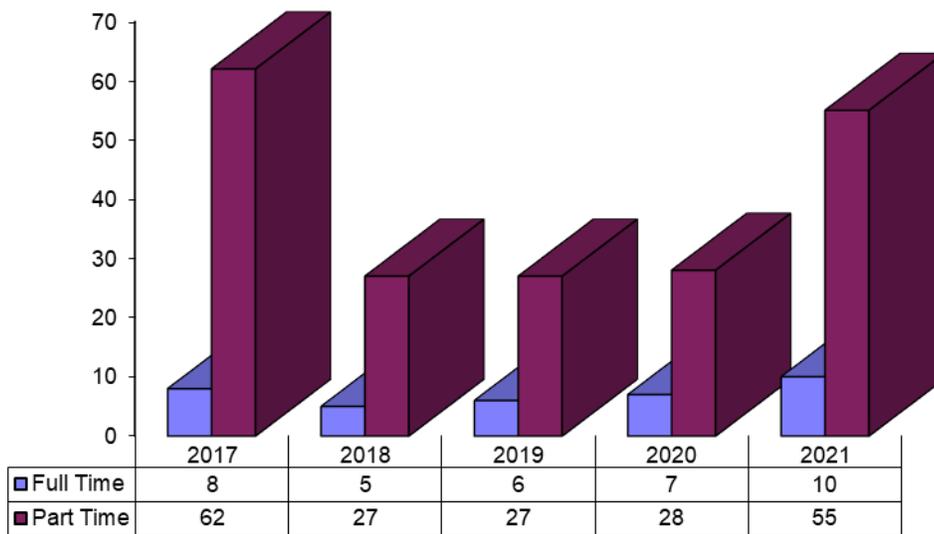
Five-Year Position History

FY 2021

General Fund Positions



Country Club Positions



Village Employees by Function

FY 2021

Function		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
General Government							
	Village Manager						
	Full-Time	2	4	4	4	4	4
	Part-Time	0	1	1	1	1	0
Information Technology							
	Full-Time	3	3	3	3	3	3
	Part-Time	0	0	0	0	1	1
Human Resources							
	Full-Time	2	2	2	2	2	2
	Part-Time	2	2	2	2	2	2
Village Clerk							
	Full-Time	3	3	3	3	3	3
	Part-Time	0	0	0	0	0	0
Finance							
	Full-time	7	5	6	6	6	6
	Part-Time	0	1	0	0	0	0
Public Works							
	Full-time	34	36	37	37	37	36
	Part-Time	0	0	0	2	2	2
Public Safety							
	Police						
	Full-time	36	36	38	38	38	38
	Part-Time	13	13	15	15	15	15
	Fire Rescue						
	Full-time	24	24	24	24	24	24
	Part-Time	0	0	0	0	0	1
Community Development							
	Full-Time	12	13	14	15	15	14
	Part-Time	0	1	1	1	0	2
Leisure Services							
	Library						
	Full-Time	7	7	7	7	7	7
	Part-Time	9	9	7	7	9	9
	Recreation						
	Full-Time	6	6	6	6	5	5
	Part-Time	43	43	42	42	16	17
Pool & Tennis							
	Full-Time	Separated from Recreation in FY20 Budget & transferred to CClub in FY21 Budget				2	Club Budget
	Part-Time					28	
Other Government - Country Club							
	Full-time	8	8	5	6	7	10
	Part-Time	65	62	27	27	28	55
TOTAL		276	279	244	248	255	256



Capital Improvement Plan



FY 2021

Capital Improvement Plan

FY 2021

INTRODUCTION

Municipal government provides needed and desired services to the public and in order to provide these services, the Village must furnish and maintain capital facilities and equipment. This is accomplished through the use of a Capital Improvement Plan (CIP).

The CIP is a five-year projection of future improvements to existing facilities, the acquisition of land and buildings, construction of new facilities and major equipment purchases. This includes the regular replacement of equipment such as vehicles and computer hardware/software. The Village Council adopts the five-year plan as a part of the annual budgeting process. **The first year of the plan is the only year for which funding is authorized. The remaining nine years of the CIP lists the capital projects that will be done in the future and their estimated cost...funding requirements are identified, but are not authorized.**

The Village of North Palm Beach defines a “capital outlay” as the cost(s) associated with the acquisition of land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles and infrastructure, and other tangible or intangible assets that are used in operations and that have an initial useful life extending beyond a single reporting period. Capital assets and infrastructure are capitalized and depreciated as outlined in the capitalization table below:

Capitalization Threshold Table:

	<u>Capitalize and Depreciate</u>
Land	Capitalize only
Land improvements	\$25,000
Building	\$50,000
Building Improvements	\$50,000
Construction in Progress	Capitalize only
Machinery & Equipment	\$5,000
Vehicle	\$5,000
Intangible Assets:	
Internally Generated Software	\$100,000
Purchased Software	\$25,000
Easements	\$5,000
Other Intangible Assets	\$100,000
Infrastructure	\$250,000

The plan places projects in priority order, and schedules the projects for funding and implementation. As presented, it is a five-year forecast that allows the Village to plan ahead for its new capital and renewal and replacement needs. Programming capital requirements over time can promote better use of the Village’s financial resources, reduce costs and assist in the coordination of public and private development. Careful management of its assets keeps the Village poised for flexible and responsive strategic planning that allows the Village to proactively prepare the groundwork for capital projects so when funding opportunities arise, a plan is ready to be implemented. By looking beyond year-to-year budgeting and projecting what, where, when and how capital investments should be made, capital planning enables the Village to maintain an effective level of service for the present and future population.

THE CAPITAL IMPROVEMENT PLAN (CIP)

The result of this continuing planning process is the CIP, which is the Village's five-year roadmap for creating, maintaining, and funding present and future capital requirements. The CIP serves as a planning instrument in conjunction with the Village Comprehensive Plan and the Village Council's Goals to identify needed capital projects and coordinate the financing and timing of improvements in a way that maximizes the return to the public. It provides a planned systematic approach to utilizing the Village financial resources in the most responsive and efficient manner to meet its service and facility needs. It serves as the "blueprint" for the future of the community and is a management and planning tool.

The underlying strategy of the CIP is to plan for capital expenditures necessary for the safe and efficient provision of public services in accordance with Village policies and objectives adopted in the Village's Comprehensive Plan. It involves conducting needs assessments and allowing for flexibility to take advantage of opportunities for capital investment. Capital planning decisions are made based on an analysis of each project which includes: cost versus benefits, capital renewal strategies, repair-versus-replacement costs and new service demands. A critical element of a balanced CIP is the provision of funds to both preserve or enhance existing facilities and provide new assets to respond to changing service needs.

While the program serves as the long range plan, it is reviewed and revised annually in conjunction with the budget. Projects and their scopes are subject to change as the needs of the community become more defined and projects move closer to final implementation. Priorities may be changed due to funding opportunities or circumstances that cause a more rapid deterioration of an asset. Projects may be revised for significant costing variances.

The adoption of the CIP is neither a commitment to a particular project nor a limitation to a particular cost. As a basic tool for scheduling anticipated capital projects, it is a key element in planning and controlling future capital financing. When adopted, the CIP provides the framework for the Village's management team and the Village Council with respect to investment planning, project planning and managing any debt.

CIP REVIEW

The Village Manager is responsible for reviewing capital project requests and providing recommendations to the Village Council. Each department submits requests for its capital funding requirements to the Village Manager. These requests could be for something as minor as the purchase of a piece of equipment to the complete rebuild/new installation of a piece of infrastructure.

The Village Manager, along with the Finance Director and Department Head, conduct an in-depth analysis of the impact of the CIP on cash flow and financial obligations, as well as the Village's ability to finance, process, design and ultimately maintain projects. The fiscal impact for each individual project (including future maintenance and replacement costs), is also analyzed. The overall goal is to develop CIP recommendations that:

- Preserve the past, by investing in the continued upgrade of Village assets and infrastructure;
- Protect the present with improvements to Village facilities and infrastructure;
- Plan for the future.

CIP CRITERIA & CATEGORIES

The CIP is developed through input by professional staff, citizens of North Palm Beach, and elected Village officials. There are typically more proposals than can be funded in the five-year CIP period, so the projects are evaluated and ranked in order of priority according to the following guidelines:

- a) Whether the proposed project is financially feasible, in terms of its impact upon Village budget potential;
- b) Whether the project is needed to protect public health and safety, to fulfill the Village's legal commitment to provide facilities and services, or to preserve, achieve full use of, or increase the efficiency of existing facilities;
- c) Whether the project represents a logical extension of facilities and services within a designated Village Planning Area; and
- d) Whether or not the proposed project is consistent with plans of State agencies and the South Florida Water Management.

Further, the projects are broken down into the following categories:

1. The project is urgent and/or mandated, and must be completed quickly. The Village could face severe consequences if the project is delayed, possibly impacting the public health, safety, and welfare of the community, or having a significant impact on the financial well-being of the Village. The project must be initiated or financial/opportunity losses will result.
2. The project is important and addressing it is necessary. The project impacts safety, law enforcement, public health, welfare, economic base, and/or quality of life in the community.
3. The project would enhance the quality of life and would provide a benefit to the community. Completion of the project would improve the community providing cultural, recreational, and/or aesthetic effects.
4. The project would be an improvement to the community, but need not be completed within a five-year CIP.

Based on the criteria and category, the project is either included in the CIP or excluded.

CIP POLICIES

- The Village will adopt the first year of a multi-year plan for capital improvements, update it annually and make every attempt to complete all capital improvements in accordance with the plan.
- The Village will coordinate the development of the CIP budget with the development of the operating budget to ensure future operating expenditures and revenues associated with new capital improvements will be projected and incorporated into the current and future operating budgets.
- The Village will maintain its physical assets at a level adequate to protect the Village's capital investment and minimize future maintenance and replacement costs.

- In making or providing of capital improvements, The Village shall not incur a general obligation debt requiring the full faith and credit and taxing power of the Village that exceeds five (5%) of the property tax base of the Village. For Fiscal Year 2021, this amounts to \$121 million (tax base of \$2.4 billion). The Village has no general obligation debt.

CIP FINANCING/FUNDING ALTERNATIVES

Capital improvements may be funded by a variety of means depending on the nature of the project, availability of funds, and the policies of Village Council. Financing decisions are made based on established Village policies and available financing options directly related to project timing and choice of revenue sources. The funding methodology for the CIP is reliant upon available resources including regular operating funds, funds from grants and user fees, useful life of the improvement, and sharing the costs between current and future users. While some projects can be delayed until funds from existing revenues are available, others cannot. The Village explores all options such as ad valorem taxes, grants, developer contributions, user fees, bonds, loans, and undesignated reserves to fund improvements. The following financing sources are available to fund the CIP:

- Ad Valorem Taxes: The Village does not use these funds as a debt security due largely to the required electoral approval (voter referendum) prior to issuance. Property taxes are directly linked to the assessed value of individual property, not to the consumption of specific goods and services.
- Non-Ad Valorem Revenues: These types of revenues can be pledged to support various types of bond issues. Such bonds are similar to general obligation bonds in that proceeds are often used for general government purposes and repayment is unrelated to the revenue generating capacity of the project being financed. However, unlike general obligation bonds, non-ad valorem revenue bonds are payable solely from revenues derived from the pledged revenue (such as sales tax, local option fuel tax, and the guaranteed portion of municipal sharing).
- User Fees and Charges: These revenues include a variety of license and permit fees, facility and program fees, and fines. They are rarely used as debt security for non-Enterprise Fund capital projects, but could be a source of direct funding of a small capital improvement.
- Enterprise Fund User Fees: These revenues are derived from self-supporting business enterprises (Country Club) which provide services in return for compensation. The enterprise revenue used to secure debt is commonly termed “net-revenue” consisting of gross revenues less operating costs.
- Note: A written, short-term promise to repay a specified amount of principal and interest on a certain date, payable from a defined source of anticipated revenue. Usually notes mature in one year or less. Rarely used by the Village.
- Commercial Paper: Generally defined as short term, unsecured promissory notes issued by organizations of recognized credit quality, usually a bank. Rarely used by the Village.
- Grant: Contribution or gift of cash or other asset from another government to be used or expended for a specific purpose, activity or facility.

- Developer Contributions: Monies paid by developers in lieu of land dedications. These contributions are used for parks and recreational purposes.
- Infrastructure Surtax Proceeds: On November 8, 2016 PBC voters approved a one-cent sales surtax, raising the sales tax from 6 to 7% effective January 1, 2017. The use of surtax proceeds is restricted to, among other things, the financing, planning and construction of infrastructure. The surtax sunsets on December 31, 2026.
- Capital Improvement Plan (CIP) Funds: Periodically, General Fund budgetary savings at fiscal year-end are transferred to the Village's Capital Projects Fund as "CIP Funds". These savings roll over from year to year and are utilized for funding the Five-Year Capital Improvement Plan (CIP); this process reduces the impact of the CIP on the Village's Annual General Fund Budget and millage rate. Village Council approval is required for both the transfer and use of CIP Funds.
- Unassigned Fund Balance: Fund balance that has not been assigned to other funds and has not been restricted, committed or assigned to specific purposes within the general fund.
- Bond: An issuer's obligation to repay a principal amount on a certain date (maturity date) with interest at a stated rate. Bonds are distinguishable from notes in that notes mature in a much shorter time period.
 - General Obligation Bonds: A bond secured by the full faith and credit of the Village's ad valorem taxing power. **These are not used by the Village due to the requirement for a voter referendum.**
 - Revenue Bonds: Bonds payable from a specific revenue source, not the full faith and credit of an issuer's taxing power and require no electoral approval. Pledged revenues are often generated by the operating or project being financed.

The administrative ability to seek and utilize the best possible source, or combination of sources, from the various alternatives for financing Capital Improvements can maximize the Village's Capital Improvement Plan, saving the cost of inefficiencies, which occur from not adequately addressing capital needs. The future development, growth and general well-being of our citizens are directly related to an affordable and realistic Capital Improvement Plan.

THE CIP SCHEDULE AND PROJECT LISTS

The CIP includes a comprehensive listing of all projects contained in the Five-Year CIP. Projects included in the CIP were evaluated based on the criteria mentioned above. Application of these criteria ensures that each project recommended for Council consideration does indeed support the policy objectives of the Village's long-term planning documents and identifies a basis for scheduling and allocation of resources. **The Fiscal Year 2020-2024 CIP recommends a total investment of \$13.7 million in the Village of North Palm Beach's capital facilities and equipment during a five-year period.**

Capital Improvement Plan

FY 2021

The first year (2021) is the most active and important year of the CIP. The total budget request for capital improvements in FY 2021 is \$1,371,450 and will be funded as follows: \$300,000 will be funded with Grant Funds, \$580,000 will be funded with infrastructure surtax proceeds, \$72,500 will be with Country Club proceeds and \$418,950 will be funded with CIP Funds. A brief summary of the first year of the plan (2021) is as follows:

Description	Country Club	CIP	Grant	Surtax	Total
Anchorage Park Dry Storage	\$0	\$200,000	\$200,000	\$0	\$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
Golf Course Clock	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
US1 Study		25,000			25,000
Total Projects	\$72,500	\$418,950	\$300,000	\$580,000	\$1,371,450

The five-year CIP is presented in the following pages. The following items are also provided:

- Summary table for the estimated impact on the operating budget (2021 projects only); and
- The detailed capital project request forms for all projects in the five-year plan (*These request forms list the capital item to be undertaken or purchased, the estimated impact on the operating budget, and the method of financing the project*).

CIP – Impact on Operating Budget

FY 2021

As shown in the table below, the FY 2021 capital projects don't have a significant impact on the Village's operating budget. The majority of the projects are considered maintenance of infrastructure or equipment replacement or purchase.

Category	Project	Description	Estimated Cost	Operating Budget Impact
Equipment	Battery Extrication Tool	Lithium-ion battery powered extrication tools for rescues.	\$19,500	No operating impact. This project is consistent with the goal of providing high quality level of service to the community.
Equipment	Breathing Air Compressor & Fill Station Replacement	A 6000 p.s.i compressor, four cylinder filling station and high-pressure cascade cylinders.	68,000	No operating impact. Replacement of existing equipment.
Equipment	Golf Course Clock	Clock to be placed adjacent to the putting green.	15,000	No operating impact. This project is consistent with the goal of enhancing the Country Club image.
Equipment	Community Center Playground Replacement	Replace playground at the Community Center	50,000	No operating impact. Replacement of existing equipment.
Equipment	Lakeside Park Playground Renovation	Renovation of existing playground structure. Project to include additional components and shade areas	35,000	No operating impact. Replacement of existing equipment
Equipment	Library Air Handler Replacement	Replace air handler per architect specifications	71,450	No operating impact. Replacement of existing equipment
Equipment	Poolside Cabanas	Addition of cabanas on pool deck	30,000	No operating impact. This project is consistent with the goal of enhancing the Country Club Image.
Improvement	Renovation of Osborne Park Basketball Courts	Renovation of the basketball courts at Osborne Park.	50,000	There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.
Improvement	Driving Range Mat Replacement	Replace existing mats	27,500	There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.

CIP – Impact on Operating Budget

FY 2021

Category	Project	Description	Estimated Cost	Operating Budget Impact
Improvement	US1 Study	US1 Lane Resurfacing Pilot Program	25,000	There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.
Improvement	Asphalt Resurfacing	Milling and paving of streets on an annual basis; pavement preservation strategies	310,000	Program to maintain the existing streets, including milling and overlay projects. Maintenance of the roadways will reduce time and materials utilized to make pavement repairs. There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.
Improvement	Sidewalks & Crosswalks	Village sidewalk repairs (saw cutting and removal/replacement)	100,000	Minimal operating impact because this is already part of the ongoing maintenance program. The primary goal is to increase pedestrian safety by reducing and eliminating trip and fall incidents. There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.
Improvement	Anchorage Park Dry Storage	Renovation of the north side dry storage area at Anchorage Park	400,000	There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.
Improvement	Prosperity Farms Bridge Improvement	PBC is replacing bridge. PBC is open to Village design input, but Village will need to pay for construction that goes above and beyond PBC's established design standards.	170,000	No significant impact. Consultant design services and payment to PBC to construct Village desired Master Plan elements as a part of the bridge construction.
Total			\$ 1,371,450	

Capital Improvement Plan Summary

FY 2021

Fiscal Year 2021-2025 Five-Year CIP Summary – By Category and Funding Source

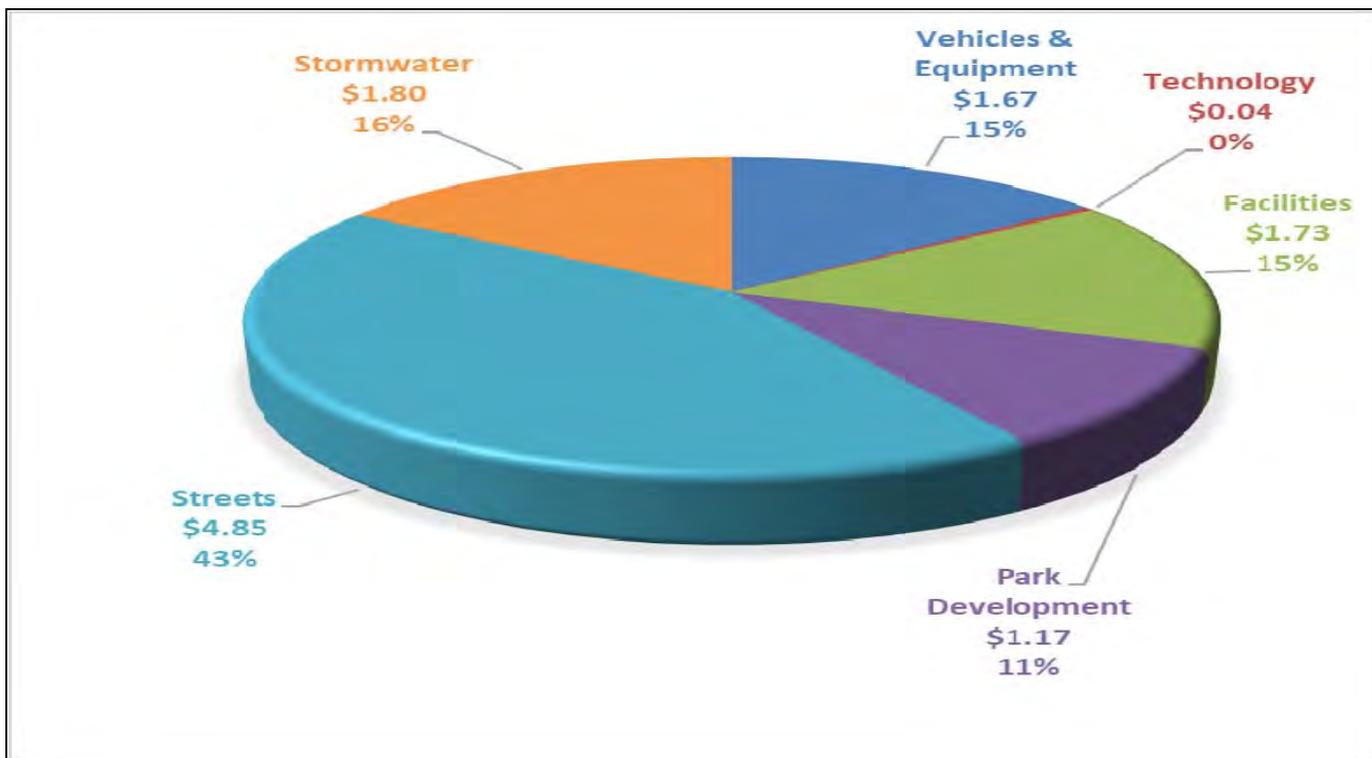
By Category						
Category	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Vehicles	\$0	\$181,000	\$43,000	\$88,000	\$135,000	\$447,000
Equipment	217,500	363,500	320,000	326,000	0	1,227,000
Technology	0	0	43,900	0	0	43,900
Village Facilities	71,450	241,450	210,000	250,000	110,000	882,900
Recreational Facilities	0	100,000	0	750,000	0	850,000
Park Development	477,500	470,000	224,000	0	0	1,171,500
Streets	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
By Funding Source						
Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
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	0	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

Capital Improvement Plan

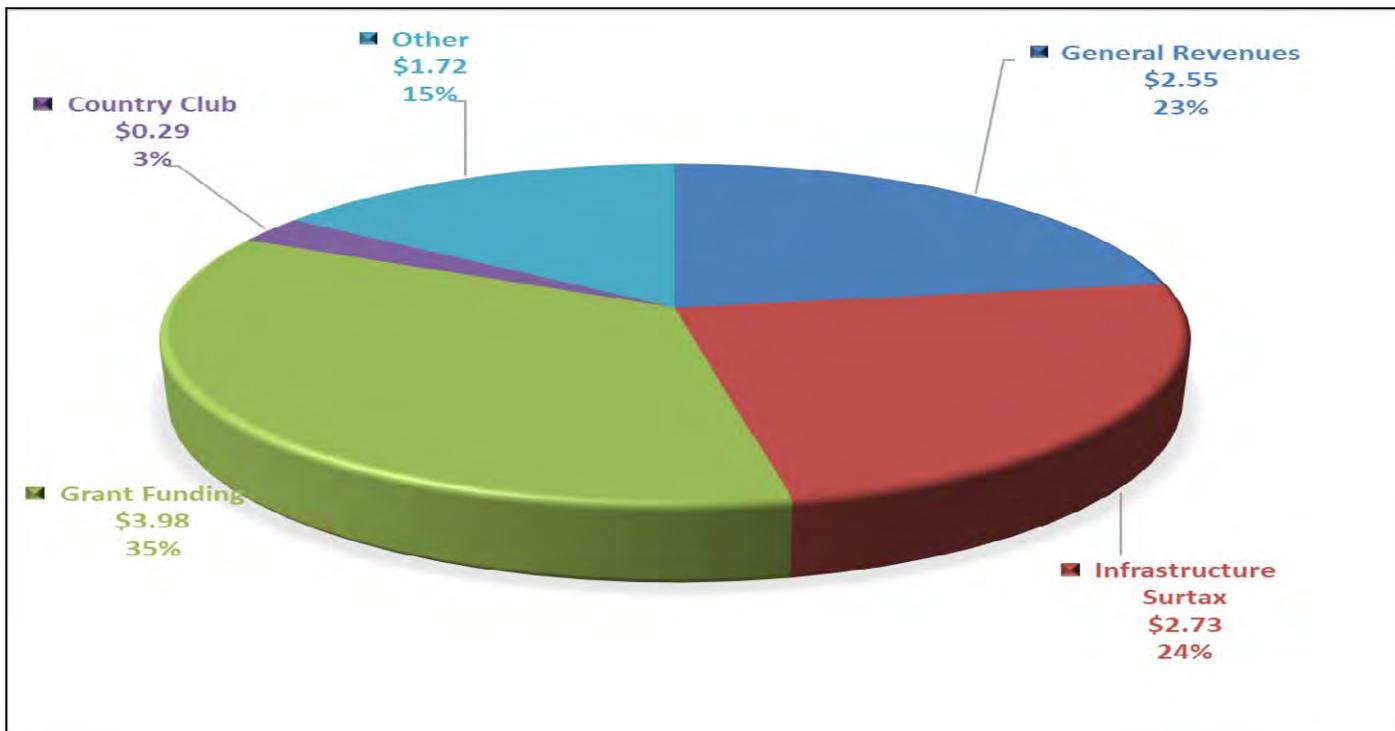
FY 2021

Total 5 Year CIP = \$11,267,300

By Category (in millions)



By Funding Source (in millions)



Capital Improvement Plan

FY 2021

5-Year CIP (by Project)

Project Title	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Vehicles						
Public Works						
Grapple Truck Replacement		\$181,000				\$181,000
Kubota Replacement			43,000	88,000	135,000	266,000
Equipment						
Fire Rescue						
Breathing Air Compressor & Fill Station	68,000					68,000
Cardiac Monitor / Defibrillator			160,000			160,000
Power Stretchers			80,000			80,000
Battery Extrication Tool	19,500					19,500
Recreation						
Lakeside Park Playground Renovation	35,000					35,000
Community Center Playground	50,000					50,000
Public Safety Building						
Chiller Replacement			80,000			80,000
Emergency Generator				250,000		250,000
Public Works						
Construction Equipment Replacement		110,500				110,500
Emergency Generator		28,000				28,000
IT						
LPR Cameras		41,000				41,000
Police						
Patrol Boat Engine		50,000				50,000
Village Hall						
Chiller Replacement				76,000		76,000
Country Club						
Golf Course Clock	15,000					15,000
Launch Monitor		25,000				25,000
Submersible Swim Wall Dividers		89,000				89,000
Poolside Cabanas	30,000					30,000
Inflatable Obstacle Course		20,000				20,000
Information / Communication Technology						
Web-streaming			43,900			43,900

Capital Improvement Plan

FY 2021

Project Title	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Village Facilities						
Public Safety Building						
Fire Kitchen Remodel			80,000			\$80,000
A/C Automation			120,000			120,000
Uninterruptable Power Supply		90,000				90,000
Air Handler Replacement			90,000			90,000
Library						
Front Lobby Renovation					50,000	50,000
Air Handler Replacement	71,450	71,450				142,900
Village Hall						
Roof Replacement				250,000		250,000
Public Works Complex						
PW Complex Renovation					60,000	60,000
Recreational Facilities						
Community Center						
Renovation & Roof Replacement				500,000		500,000
Country Club						
Tennis Court Lighting				250,000		250,000
Tennis Court Fencing		100,000				100,000
Park Development						
Community Center						
Park Enhancement		250,000				250,000
Osborne Park						
Renovation of Basketball courts	50,000	,				50,000
Country Club						
Driving Range Mats	27,500					27,500
Pond Beautification		200,000				200,000
Anchorage Park						
Dry Storage	400,000					400,000
Boat Ramp Renovation			107,000			107,000
South Seawall		20,000	117,000			137,000

Capital Improvement Plan

FY 2021

Project Title	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Streets						
Asphalt Resurfacing-Streets	310,000	310,000	310,000	310,000	310,000	\$1,550,000
East Alley Wall Replacement		100,000	100,000	100,000	100,000	400,000
Sidewalk Repairs	100,000	100,000	100,000	100,000	100,000	500,000
Bridge Replacement - Lighthouse				250,000	250,000	500,000
Bridge Improvement - Prosperity Farms	170,000					170,000
Bridge Improvement - US1			500,000			500,000
Seawall - Lakeside Park					750,000	750,000
Seawall - Monet Road				50,000		50,000
US1 Study	25,000					25,000
Parking Lot - Anchorage Park		25,000	200,000			225,000
Public Works Drainage & Wash Rack		175,000				175,000
Storm-water						
Storm-water		150,000	550,000	550,000	550,000	1,800,000
Grand Total	\$1,371,450	\$2,215,950	\$2,600,900	\$2,774,000	\$2,305,000	\$11,267,300

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : All Neighborhoods as Desirable Places to Live	Department : Public Works
Project Name : Grapple Truck Replacement	Year(s) : 2022
Project Description : To maintain a high quality of service for Village residents, Sanitation collection vehicles must be replaced on a regular schedule.	
Link to Strategic Plan : By maintaining a modern, up to date fleet, the residents of North Palm Beach can be assured that all Village services are being delivered at the highest quality service available. All residents and commercial businesses require grapple trucks to pick up large piles of vegetation and bulk trash collection.	
Need, Justification, Benefits : The three criteria that are considered when establishing the replacement schedule are mileage, age and maintenance. The Village's internal Vehicle Committee reviewed and identified the schedule for vehicle replacement. The goal is to continue to maintain vehicles to ensure employee safety as well as improve operational efficiencies.	
Location & Area Map	Project Photo
	
Comments : Unit 70 is a 2003 with 19,603 hours. It is 17 years old. The average life span for sanitation vehicles is 8-10 years. Due to the service level requirements, as the vehicle gets older and deteriorates the repair costs will increase significantly.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Grapple Truck Replacement					
Strategic Result :	All Neighborhoods as Desirable Places to Live					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Vehicle(s)		181,000				181,000
Equipment						0
Other						0
Total Budget	\$0	\$181,000	\$0	\$0	\$0	\$181,000
Funding Sources :						
General revenues		\$181,000				\$181,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$181,000	\$0	\$0	\$0	\$181,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	A new vehicle warranty will cover most repair items and regular maintenance costs will be less.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : All Neighborhoods as Desirable Places to Live	Department : Public Works
Project Name : Kubota Replacement	Year(s) : 2023-2025
Project Description : Replacement of Kubotas as they reach the end of their lifespan.	
Link to Strategic Plan : By maintaining a modern, up to date fleet, the residents of North Palm Beach can be assured that all Village services are being delivered at the highest quality service available. Specialized sanitation collection (5 day a week/backdoor service) is a high priority for the residents in the community.	
Need, Justification, Benefits : The three criteria that are considered when establishing the replacement schedule are mileage, age and maintenance. The Kubotas are specially designed units that meet the service level requirements of the Village. Due to the daily usage of the Kubotas, maintenance and repair costs are high. Unit K-4 recently went out for repairs and the repair cost for this unit alone is close to \$9000. Having the Kubotas on a regular replacement schedule helps maintain lower maintenance and repair costs.	
Location & Area Map	Project Photo
	
Comments : 2023 - Kubota K-2 (will be 8 years old) 2024 - Kubota K-3 and K-4 (will be 9 years old) 2025 - Kubota K-5, K-6 and K-7 (will be 10 years old) Kubotas are new design so we are monitoring to see what their lifespan is for the Village's specialized use. They may not last this long, but we'll evaluate annually.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Kubota Replacement					
Strategic Result :	All Neighborhoods as Desirable Places to Live					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Vehicle(s)			43,000	88,000	135,000	266,000
Equipment						0
Other						0
Total Budget	\$0	\$0	\$43,000	\$88,000	\$135,000	\$266,000
Funding Sources :						
General revenues			\$43,000	\$88,000	\$135,000	\$266,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$43,000	\$88,000	\$135,000	\$266,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	A new vehicle warranty will cover most repair items and regular maintenance costs will be less.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Organizational Excellence	Department : Fire Rescue
Project Name : Breathing Air Compressor & Fill Station Replacement	Year(s) : 2021
Project Description : Replace a 1999, 5000 p.s.i. breathing air compressor and a three cylinder filling station with a 6000 p.s.i compressor and four cylinder filling station; also replacing the high-pressure cascade cylinders.	
Link to Strategic Plan : The use of Self-contained Breathing Apparatus is essential to the safety and health of our fire rescue personnel allowing them to perform at their highest level. The air used to fill these cylinders must be of the highest quality to allow our personnel to function at their best. By continuing our practice of quarterly, third-party lab air quality tests we would expect this new compressor, with new, improved filtration systems to continue meeting the Department's high quality standards.	
Need, Justification, Benefits : The current, 1999 breathing air compressor was purchased when SCBA cylinders were either 2216 p.s.i. or 4500 p.s.i.. All current SCBA are 4500 p.s.i., and the next generation will be 5000 p.s.i.; our current compressor and filling station is not capable of meeting this demand. Adding the four cylinder filling station will allow more cylinders to be refilled quicker to place our units back in service faster	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : This purchase replaces existing, outdated equipment with modern, state-of-the-art equipment.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Breathing Air Compressor & Fill Station Replacement					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Vehicle						0
Equipment	68,000					68,000
Other						0
Total Budget	\$68,000	\$0	\$0	\$0	\$0	\$68,000
Funding Sources :						
General revenues	\$68,000					\$68,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$68,000	\$0	\$0	\$0	\$0	\$68,000
Operating Impact :						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Minimal impact on operating budget. Replacement of existing, outdated equipment with modern, state-of-the-art equipment.					
	This equipment is vital to the continuance of providing high quality, critical fire service to the community					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Organizational Excellence	Department : Fire Rescue
Project Name : Cardiac Monitor/Defibrillator Replacement	Year(s) : 2023
Project Description : The Department will replace one monitor/defibrillator in FY2019 to complete the current cycle. In FY2023 we will replace all four monitor/defibrillators moving back to an appropriate five (5) year replacement cycle.	
Link to Strategic Plan : Cardiac monitor/defibrillator are a major component in providing high quality emergency medical services. Thechnology advances require a five (5) year replacement cycle to stay state-of-the-art. This replacement schedule will allow us to provide continued high quality service	
Need, Justification, Benefits : High quailty, state-of-the-art cardiac monitor/defibrillators are essential to providing high quality EMS. As stated above, technical advances occur rapidly and a five (5) year life expectancy is a reasonable timeframe to maintain this equipment.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : These purchases replace existing equipment. No new or additional equipment is included.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Cardiac Monitor/Defibrillator Replacement					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Vehicle						0
Equipment			160,000			160,000
Other						0
Total Budget	\$0	\$0	\$160,000	\$0	\$0	\$160,000
Funding Sources :						
General revenues			\$40,000			\$40,000
Impact fees						0
Grant revenues			120,000			120,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$160,000	\$0	\$0	\$160,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Minimal impact on operating budget. This equipment is vital to the continuance of providing high quality, critical medical care to the community.					
	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Organizational Excellence	Department : Fire Rescue
Project Name : Power Stretcher Replacement	Year(s) : 2023
Project Description : Replace two (2) power stretchers that will have reached the end of their useful life, will be obsolete and no longer supported by their manufacturer by their 2023 replacement date.	
Link to Strategic Plan : Power Stretchers provide a safer method of loading and off-loading patients, both for the patient and the caregiver.	
Need, Justification, Benefits : The Department's current power stretchers are not supported by the manufacturer after seven years of service. The power stretchers, and their associated loading systems, provide a safer method of loading and off-loading patients reducing both the possibility of dropping the patient or causing injury to the caregiver.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : This replaces existing equipment. No new or additional equipment is included.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Power Stretcher Replacement					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Vehicle						0
Equipment			80,000			80,000
Other						0
Total Budget	\$0	\$0	\$80,000	\$0	\$0	\$80,000
Funding Sources :						
General revenues			\$20,000			\$20,000
Impact fees						0
Grant revenues			60,000			60,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$80,000	\$0	\$0	\$80,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Minimal impact on operating budget. This equipment is vital to the continuance of providing high-quality, critical medical care to the community.					
	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Organizational Excellence	Department : Fire Rescue
Project Name : Lithium-Ion Battery Powered Extrication Tool	Year(s) : 2021
Project Description : Purchase lithium-ion battery powered extrication tools for our rescues.	
Link to Strategic Plan : These tools allow our rescue personnel to make a rapid, initial entry to access patients in motor vehicle accidents, as well as giving them a light-weight, self-contained tool to make entry with when assigned as a Rapid Intervention Team (RIT) to rescue entrapped firefighters. This enhances the safety of both our customers and personnel.	
Need, Justification, Benefits: Our rescues current carry only manual tools for forcible entry, extrication and RIT activities. These battery-powered tools give them a considerable advantage over manual tools in a light-weight, easy to manuver package.	
Location & Area Map	Project Photo
	
Comments : The addition of these tools gives our rescue personnel a decided advantage when seconds count.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Lithium-Ion Battery Powered Extrication Tool					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment	19,500					19,500
Vehicle						0
Other						0
Total Budget	\$19,500	\$0	\$0	\$0	\$0	\$19,500
Funding Sources :						
General revenues	\$19,500					\$19,500
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$19,500	\$0	\$0	\$0	\$0	\$19,500
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	The addition of these tools should have no fiscal impact beyond the initial purchase cost. This project is consistent with the goal of providing high quality level of service to the community.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Waterways & Recreation	Department : Parks & Recreation
Project Name : Lakeside Park Playground Renovation	Year(s) : 2021
Project Description : Renovate the existing playground structure. Additional components and shade areas will be added.	
Link to Strategic Plan :	
Need, Justification, Benefits : Many of the components on the existing structure were removed due to safety concerns. New components will be added that will blend in with the existing structure. Adding shade to the playground will create a safer and more pleasant experience.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : Staff will engage the Friends of Lakeside Park regarding the new design. The addition of shade structures in this area will need to be carefully analyzed to avoid impacting the views from the adjacent homes.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Lakeside Park Playground Renovation					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Vehicle						0
Equipment	35,000					35,000
Other						0
Total Budget	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Funding Sources :						
General revenues	\$35,000					\$35,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No operating impact. Replacement of existing equipment.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Waterways & Recreation	Department : Parks & Recreation
Project Name : Community Center Playground Replacement	Year(s) : 2021
Project Description : The existing playground at the Community Center has had several components removed due to safety concerns. The remaining structure is limited in its function and is unsightly in appearance.	
Link to Strategic Plan :	
Need, Justification, Benefits : The playground at the Community Center gets a lot of use not only from the children that live in the neighborhood but also when there are family related athletic leagues and programs that play on the outdoor playing fields at that facility. Due to improper maintenance along with it's age, the entire system should to be replaced.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Community Center Playground Replacement					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Vehicle						0
Equipment	50,000					50,000
Other						0
Total Budget	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues	50,000					50,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No operating impact. This project will maintain the Village's focus on improving its parks and playgrounds.					
	This project will be funded entirely through a Florida Recreation Development Assistance Program Grant (FRDAP) in the amount of \$50,000.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Organizational Excellence	Department : Public Works
Project Name : Public Safety A/C Chiller Replacement	Year(s) : 2023
Project Description : Public Safety Building A/C Chiller Replacement.	
Link to Strategic Plan : A/C Chiller is already past its seven (7) year life expectancy.	
Need, Justification, Benefits : The Public Safety Building is a 7 day a week, 24-hour operation, housing our Police and Fire Departments. The Public Safety Building also serves at the Village's Emergency Operations Center during emergency events. In 2020, two (2) chiller coils were replaced. The chiller system is deteriorating.	
Location & Area Map	Project Photo
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Public Safety Chiller Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment			80,000			80,000
Vehicle						0
Other						0
Total Budget	\$0	\$0	\$80,000	\$0	\$0	\$80,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues			80,000			80,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$80,000	\$0	\$0	\$80,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. Capital expenditure is designed to replace existing equipment.					
	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Public Safety Building Emergency Generator					
Strategic Result :	Organizational Excellence					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment				250,000		250,000
Vehicle						0
Other						0
Total Budget	\$0	\$0	\$0	\$250,000	\$0	\$250,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues				250,000		250,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$0	\$250,000	\$0	\$250,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. Capital expenditure is designed to replace existing generator.					
	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : All Neighborhoods as Desirable Places to Live	Department : Public Works
Project Name : Construction Equipment Replacement	Year(s) : 2022

Project Description :
Replacement of John Deere 310 Loader/Backhoe.

Link to Strategic Plan :
By maintaining a modern, up to date fleet, the residents of North Palm Beach can be assured that all Village services are being delivered at the highest quality service available.

Need, Justification, Benefits :
The three (3) criteria that are considered when establishing the replacement schedule for construction equipment are hours, age and maintenance cost.

Location & Area Map	Project Photo
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Comments :
The existing John Deere 310 is 21 years old. The Loader/Backhoe is an essential piece of equipment to the Public Works Department. It is used in several key operations including but not limited to: sidewalk repair/replacement, hauling dirt, hauling base rock for road repairs (potholes), stormwater repair/replacement, off loading trucks, etc.

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Construction Equipment Replacement					
Strategic Result :	All Neighborhoods as Desirable Places to Live					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Vehicle						0
Equipment		110,500				110,500
Other						0
Total Budget	\$0	\$110,500	\$0	\$0	\$0	\$110,500
Funding Sources :						
General revenues		\$110,500				\$110,500
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$110,500	\$0	\$0	\$0	\$110,500
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. New warranty will cover most repair items and regular maintenance costs will be less.					

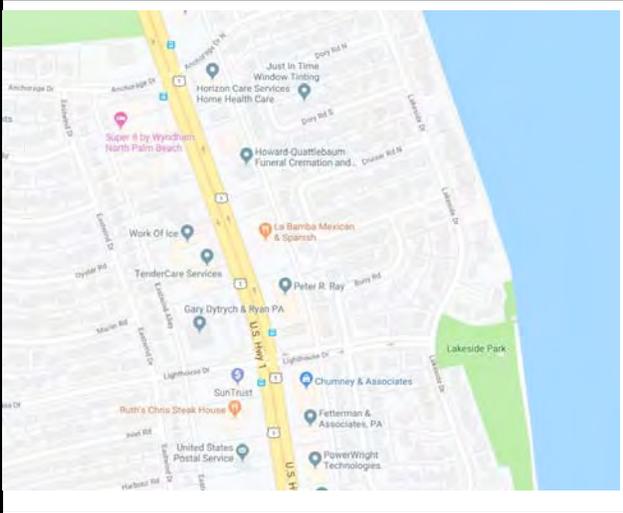
**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Organizational Excellence	Department : Public Works
Project Name : PW Emergency Generator Replacement	Year(s) : 2022
Project Description : Emergency Generator for Pubic Works Complex.	
Link to Strategic Plan : Emergency Generator to run Public Works Complex.	
Need, Justification, Benefits : The existing generator of Public Works is the 1973 unit that was removed from the old Village Hall. The emergency generator at Public Works is used to run the Village's fuel pumps and lights. It is critical that Public Works is able to fully operate before, during and after a natural disaster. The replacement of the old unit with a new 70 kw generator will ensure that all Public Works operations will be uninterrupted at all times.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	PW Emergency Generator Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						\$0
Engineering						\$0
Construction						\$0
Equipment		\$28,000				\$28,000
Vehicle						\$0
Other						\$0
Total Budget	\$0	\$28,000	\$0	\$0	\$0	\$28,000
Funding Sources :						
General revenues		\$28,000				\$28,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$28,000	\$0	\$0	\$0	\$28,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. Capital expenditure is designed to replace existing generator.					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025

Strategic Result : Organizational Excellence	Department : Information Technology
Project Name : LPR Lakeside Park	Year(s) : 2022
Project Description : Install LPR cameras at entrances to Lakeside park neighborhood.	
Link to Strategic Plan : To provide a high level of service to our residents, our employees must be supplied with the correct tools to streamline their job duties	
Need, Justification, Benefits : The LPR initiative began several years ago creating a perimeter of surveillance around the Village. The initiative has been readjusted to add camera systems in interior neighborhoods as needed. Adding cameras to the Lakeside Park area will provide data of any and all vehicle traffic to the area.	
Location & Area Map	Project Photo
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	LPR Lakeside Park					
Strategic Result :	Organizational Excellence					
Department :	Information Technology					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Vehicle						0
Equipment		41,000				41,000
Other						0
Total Budget	\$0	\$41,000	\$0	\$0	\$0	\$41,000
Funding Sources :						
General revenues		\$41,000				\$41,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$41,000	\$0	\$0	\$0	\$41,000
Operating Impact:						
Personnel						\$0
Operating			8,000	8,000	8,000	24,000
Capital						0
Other						0
Total Operating	\$0	\$0	\$8,000	\$8,000	\$8,000	\$24,000
Comment:	Operating Impact includes annual maintenance costs. System will be evaluated to determine if we can maintain in house.					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025

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Strategic Result : Organizational Excellence	Department : Police
Project Name : Patrol Boat Engine Replacement	Year(s) : 2022
Project Description : The Marine Unit patrol boat engine has a 6 year warranty and will be due for replacement in 2022.	
Link to Strategic Plan : Maintaining and replacing the boat engine within the warranty period, will be an operational benefit and cost savings for the Police Department.	
Need, Justification, Benefits : Replacing the boat engine allows for safe operation of the patrol boat and response to calls for service. The propensity is for the boat engine to wear rapidly and require repairs that are more often in frequency and more expensive. Replacement of the boat engine within the 6 year warranty time frame will reduce the additional costs associated to repair the boat.	
Location & Area Map	Project Photo
	
Comments :	

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025

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Project Name :	Patrol Boat Engine Replacement					
Strategic Result :	Organizational Excellence					
Department :	Police					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Vehicle						0
Equipment		50,000				50,000
Other						0
Total Budget	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Funding Sources :						
General revenues		\$50,000				\$50,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. A replacement boat engine warranty will cover most repair items and regular maintenance costs will be less					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Organizational Excellence	Department : Public Works
Project Name : Village Hall Chiller Replacement	Year(s) : 2024
Project Description : Village Hall A/C chiller replacement.	
Link to Strategic Plan : A/C chiller is past its seven (7) year life expectancy.	
Need, Justification, Benefits : Two (2) chiller coils were replaced in 2020. The bottom of the unit is failing and the system is deteriorating. If the chiller goes down, a temporary chiller would need to be rented in order to keep Village Hall up and running until a replacement chiller can be ordered, delivered and installed. The rental of an A/C chiller is approximately \$7,000/week.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Village Hall Chiller Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment				76,000		76,000
Vehicle						0
Other						0
Total Budget	\$0	\$0	\$0	\$76,000	\$0	\$76,000
Funding Sources :						
General revenues				\$76,000		\$76,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$0	\$76,000	\$0	\$76,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. Capital expenditure is designed to replace existing air chillers.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Financial Sustainability	Department : Country Club Golf
Project Name : Clock	Year(s) : 2021
Project Description : Purchasing and placing of a big green clock adjacent to putting green. Clock to be seen by golfers in multiple locations	
Link to Strategic Plan : Ensure Viability of Country Club	
Need, Justification, Benefits : Continued enhancement of the Country Club Image	
Location & Area Map	Project Photo
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Clock					
Strategic Result :	Financial Sustainability					
Department :	Country Club Golf					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment	15,000					15,000
Vehicle						0
Other						0
Total Budget	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Funding Sources :						
Club Revenues	\$15,000					\$15,000
Grant revenues						0
Other						0
Total Revenues	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No operating impact. Project is consistent with the goal of continued enhancement of the Country Club Image					

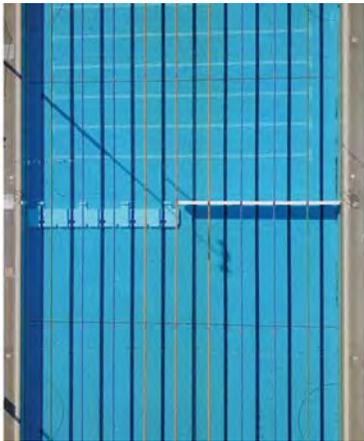
**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Financial Sustainability	Department : Country Club Golf
Project Name : Launch Monitor	Year(s) : 2022
Project Description : Trackman Launch Monitor: Replaces our older version that is non operational with today's technology. This will help continue to establish NPBCC as state of the art facility.	
Link to Strategic Plan : Ensure Viability of Country Club	
Need, Justification, Benefits : Trackman has a long history or working with golf radar to analyze the very moment of impact of the golf ball and club. It maps the ball speed, angle of approach, club path, launch angle which re all critical elements of fitting players with golf clubs and instruction. This device will assit us in creating more revenue for the golf shop in merchandise sales and lessons.	
Location & Area Map	Project Photo
	
Comments : This is portable unit that would be stored in golf shop and taken out to driving range for fitting clubs and or a lesson	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Launch Monitor					
Strategic Result :	Financial Sustainability					
Department :	Country Club Golf					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment		25,000				25,000
Vehicle						0
Other						0
Total Budget	\$0	\$25,000	\$0	\$0	\$0	\$25,000
Funding Sources :						
Club Revenues		\$25,000				\$25,000
Grant revenues						0
Other						0
Total Revenues	\$0	\$25,000	\$0	\$0	\$0	\$25,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No operating impact. Replacement of existing equipment.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Waterways & Recreation		Department : Pool
Project Name : Submersible Swim Wall Dividers		Year(s) : 2022
Project Description : Swim wall system pool dividers to segment the country club swimming pool into multiple smaller areas in order to maximize pool space for a variety of aquatic activities		
Waterways & Recreation		
Need, Justification, Benefits : Addition of swim wall dividers maximize aquatic activities allowing more swimming pool patrons in the pool at the same time. Wall sections can span the entire width of a pool, doubling the number of swim lanes, or can section off virtually any area of the pool to create space for a wide variety of aquatic activity such as recreational, water aerobics, dive well and lap swimming simultaneously. Overall benefit is a more diverse aquatics program creating more revenue opportunities.		
Location & Area Map		Project Photo
		
Comments : Estimated cost \$89,000. Could be a partnership opportunity with NPB Swim Team.		

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Submersible Swim Wall Dividers					
Strategic Result :	Waterways & Recreation					
Department :	Pool					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment		89,000				89,000
Vehicle						0
Other						0
Total Budget	\$0	\$89,000	\$0	\$0	\$0	\$89,000
Funding Sources :						
Club revenues		\$44,500				\$44,500
Grant revenues						0
Other		44,500				44,500
Total Revenues	\$0	\$89,000	\$0	\$0	\$0	\$89,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No operating impact. This project is consistent with the goal of enhancing the Country Club image.					
	Possibility of Swim Team partnership (50%)					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Waterways & Recreation	Department : Pool
Project Name : Poolside Cabanas	Year(s) : 2021
Project Description : Poolside cabanas	
Waterways & Recreation	
Need, Justification, Benefits : Addition of cabanas will enhance the country club's swimming pool deck allowing pool patrons to rent the cabanas for family outings and private parties. Overall benefit is a more diverse aquatics program creating more revenue opportunities.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : Estimated cost \$30,000 depending on # cabanas and furniture	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Poolside Cabanas					
Strategic Result :	Waterways & Recreation					
Department :	Pool					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment	30,000					30,000
Vehicle						0
Other						0
Total Budget	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Funding Sources :						
Club revenues	\$30,000					\$30,000
Grant revenues						0
Other						0
Total Revenues	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No operating impact. This project is consistent with the goal of enhancing the Country Club image.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Waterways & Recreation	Department : Pool
Project Name : Inflatable Obstacle Course	Year(s) : 2022
Project Description : Packed full of obstacles for the ultimate 'Wipeout' challenge! Over, under, around and through, negotiate the wall...the Alstonville Adventurer has it all! At 26 m (over 85 ft) long, this is our longest pad-based constant airflow obstacle course design that is absolutely packed with obstacles to challenge the agility, speed and balance for users of all ages.	
Link to Strategic Plan : Waterways & Recreation	
Need, Justification, Benefits : Addition of Inflatable Obstacle Course to rent for private parties and special events will generate revenues, memberships and overall member, guest and resident satisfaction.	
Location & Area Map	Project Photo
	
Comments : <p align="center"> Approximate Cost: \$15K-\$20K DIMENSIONS Length: 26 m (85.3 ft) Width: 1.8 m (5.9 ft) Standard Slide Height: 1.7 m (5.6 ft) Maximum Obstacle Height: 1.7 m (5.6 ft) Approx. Weight: 200 kg (441 lbs) Approx. Packed Size: 1.1 m (3.6 ft) x 0.8 m (2.6 ft) x 0.7 m (2.3 ft) </p>	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Inflatable Obstacle Course					
Strategic Result :	Waterways & Recreation					
Department :	Pool					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment		20,000				20,000
Vehicle						0
Other						0
Total Budget	\$0	\$20,000	\$0	\$0	\$0	\$20,000
Funding Sources :						
Club revenues		\$20,000				\$20,000
Grant revenues						0
Other						0
Total Revenues	\$0	\$20,000	\$0	\$0	\$0	\$20,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No operating impact. This project is consistent with the goal of enhancing the Country Club image.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

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Strategic Result : Organizational Excellence	Department : Information Technology
Project Name : Webstreaming	Year(s) : 2023
Project Description : Purchase of webstreaming cameras and equipment to broadcast Council meetings to residents on the internet.	
Link to Strategic Plan : Providing a webstreaming service enhances communication to our residents. Village residents can watch Council meetings live and stay up to date on all Village business.	
Need, Justification, Benefits : The Village currently conducts audio recordings of all Council meetings. Several residents have requested live streaming of Council meetings. This would allow Village residents to watch Council meetings from anywhere with an internet connection. All Council meetings would also be archived and could be downloaded at any time.	
Location & Area Map	Project Photo
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
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Project Name :	Webstreaming					
Strategic Result :	Organizational Excellence					
Department :	Information Technology					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment			43,900			43,900
Vehicle						0
Other						0
Total Budget	\$0	\$0	\$43,900	\$0	\$0	\$43,900
Funding Sources :						
General revenues			\$43,900			\$43,900
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$43,900	\$0	\$0	\$43,900
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Operating Impact includes annual costs for # of meetings @ \$950 per month and remote control of cameras @ \$150 per event					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025

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Strategic Result : Organizational Excellence	Department : Public Safety Building
Project Name : Fire Rescue Kitchen Remodel	Year(s) : 2022
Project Description : Remodel the Fire Rescue kitchen to make it more user friendly including more cabinet and counter space, commercial sink, and updated floor tile, wall finish and appliances.	
Link to Strategic Plan : Providing an updated kitchen enhances the day-to-day Fire Rescue operations and also creates a more useable space during times of disaster.	
Need, Justification, Benefits : The current kitchen is original to the building having been completed in 1999. The space was designed for a smaller daily user count and use during disasters was not factored. Cabinet and counter space are inadequate to serve the present use. All appliances, with the exception of the dishwasher, are original. The floor tile is cracked in places and the cabinets are in disrepair. This remodel will enhance operations and boost employee morale.	
Location & Area Map	Project Photo
	
Comments :	

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
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2021 - 2025

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Project Name :	Fire Rescue Kitchen Remodel					
Strategic Result :	Organizational Excellence					
Department :	Public Safety Building					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction		80,000				80,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$80,000	\$0	\$0	\$0	\$80,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues		80,000				80,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$80,000	\$0	\$0	\$0	\$80,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Minimal impact on operating budget. The project will require staff time to develop specs, prepare plans and bid documents, and monitor progress of project.					
	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, The Village will need to either suspend the project or seek alternate funding sources.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Organizational Excellence	Department : Public Works
Project Name : Public Safety A/C Automation	Year(s) : 2023
Project Description : Public Safety Building A/C Automation.	
Link to Strategic Plan : This project will allow remote access and the ability to control the temperature and thermostats at all times. The system can also send alerts of when area temperature levels get too hot or cold.	
Need, Justification, Benefits : This will reduce energy costs and better temperature control of individual spaces throughout the building. This system will also control humidity in the building. The Village Hall A/C Automation project paid for itself within five (5) years.	

Location & Area Map	Project Photo
	

Comments :
This has proven to be a good strategy in other Village facilities such as Village Hall.

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

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Project Name :	Public Safety A/C Automation					
Strategic Result :	Organizational Excellence					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment			120,000			120,000
Vehicle						0
Other						0
Total Budget	\$0	\$0	\$120,000	\$0	\$0	\$120,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues			120,000			120,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$120,000	\$0	\$0	\$120,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Improved efficiency and reduced energy costs.					
Comment:	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
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Strategic Result : Organizational Excellence	Department : Public Safety Building
Project Name : Uninterruptable Power Supply Replacement	Year(s) : 2022
Project Description : Replace the obsolete, broken building-wide uninterruptable power supply.	
Link to Strategic Plan : This project maintains electronic data integrity as required by both CALEA and ISO in order to meet certification requirements and retain both the Police Department's and Fire Rescue's excellent ratings. This system keeps all computer-based systems including telephones and emergency warning systems functioning during power losses.	
Need, Justification, Benefits : The public safety building has a building-wide uninterruptable power supply (UPS) system that maintains electric power to circuits during instantanious power failures and individual circuit failures before the generator starts and takes over. This systems prevents any data loss during power failures, and keeps all computer-based systems including telephones operating. This 21 year old system is obsolete and has now failed leaving the building unprotected. This project replaces the old system with a more efficient, modern system that requires less maintenance and requires less	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : Replacement of the UPS system is a priority to keep all public safety emergency systems functional any time there is a loss of electrical power to the building.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
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Project Name :	Uninterruptable Power Supply Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Safety Building					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction						0
Equipment		90,000				90,000
Vehicle						0
Other						0
Total Budget	\$0	\$90,000	\$0	\$0	\$0	\$90,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues		90,000				90,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$90,000	\$0	\$0	\$0	\$90,000
Operating Impact:						
Personnel	\$0					\$0
Operating	0					0
Capital	0					0
Other	0					0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No operating impact. Replacement of an existing, broken and obsolete system.					
	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, The Village will need to either suspend the project or seek alternate funding sources.					

**VILLAGE OF NORTH PALM BEACH
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Strategic Result : Organizational Excellence	Department : Public Works
Project Name : Public Safety Building Air Handler Replacement	Year(s) : 2023
Project Description : Replace (2) Air Handlers in the Public Safety Building.	
Link to Strategic Plan : Avoid breakdown of air handlers in the Public Safety Building.	
Need, Justification, Benefits : Due to the age of the Air Handler Units at the Public Safety Building and the close location to saltwater, these two (2) Air Handlers will need to be replaced in the very near future. The interior and exterior of these units are rusting away.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : Since the Public Safety Building is occupied 24 hour per day and 7 days a week the A/C needs to be operational at all times. This facility also serves as the Village's Emergency Operations Center.	

**VILLAGE OF NORTH PALM BEACH
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2021 - 2025**

Project Name :	Public Safety Building Air Handler Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction			40,000			40,000
Equipment			50,000			50,000
Vehicle						0
Other						0
Total Budget	\$0	\$0	\$90,000	\$0	\$0	\$90,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues			90,000			90,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$90,000	\$0	\$0	\$90,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. Capital expenditure is designed to replace existing air handler units.					
	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.					

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Strategic Result : Waterways and Recreation	Department : Library
Project Name : Front Lobby Renovation	Year(s): 2025
Project Description : Work consists of renovating the planter under the front steps by altering its shape to include built-in seating. Scope includes new landscaping and additional seating on either side of the main entryway doors.	
Link to Strategic Plan : The project supports the Village's goal of maintaining quality recreational facilities.	
Need, Justification, Benefits : This work is necessary to improve aesthetics, functionality, access, and public flow.	
Location & Area Map	Project Photo
	
Comments : Originally the scope of this project was much larger and focused on a complete renovation of the front lobby. However, in FY18/ FY19 measures were taken to address needed repairs and safety issues related to the front steps, and these improved the entryway dramatically. Measures included reinforcing the front steps with steel brackets and removing old treads and installing new commercial grade heavy-duty rubber treads with a safety feature strip to prevent tripping hazards.	

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Project Name :	Front Lobby Renovation					
Strategic Result :	Waterways and Recreation					
Department :	Library					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction					50,000	50,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues					25,000	25,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other					25,000	25,000
Total Revenues	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	This project is contingent upon receipt of grant funds. If targeted grant isn't awarded, The Village will need to either suspend the project or seek alternate funding sources.					

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Strategic Result : All Neighborhoods as Desirable Places to Live	Department : Public Works
Project Name : Library Air Handler Replacement	Year(s) : 2021-2022
Project Description : Replace air handler per architect specifications.	
Link to Strategic Plan : Project is to avoid an emergency purchase and having to remove windows to install temporary A/C units. The Library is heavily used by residents and is considered a valuable asset to the community.	
Need, Justification, Benefits : The A/C System Air Handler in the second floor of the Library is the originally installed system. This system requires R22 Refrigerant which is no longer produced. If the system gets a leak or has a compressor failure the second story A/C unit will no longer be able to dehumidify the area. This is a proactive measure that must be taken to ensure that the Library is able to remain open and no damage occurs to any materials inside the Library.	
Location & Area Map	Project Photo
	
Comments : A proposal from an architect was obtained to assist with budget preparation. Staff originally thought the roof would have to be removed to replace the air handler. After further investigation, it appears the old unit can be abandoned in place, and the new air handler installed on the roof.	

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Project Name :	Library Air Handler Replacement					
Strategic Result :	All Neighborhoods as Desirable Places to Live					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering	32,900					32,900
Construction	80,000					80,000
Equipment	30,000					30,000
Vehicle						0
Other						0
Total Budget	\$142,900	\$0	\$0	\$0	\$0	\$142,900
Funding Sources :						
General revenues	\$71,450	\$71,450				\$142,900
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$71,450	\$71,450	\$0	\$0	\$0	\$142,900
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. Capital expenditure is designed to replace existing air handler system.					

**VILLAGE OF NORTH PALM BEACH
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Strategic Result : Organizational Excellence	Department : Public Works
Project Name : Village Hall Roof Replacement	Year(s) : 2022
Project Description : Replacement of Village Hall roof.	
Link to Strategic Plan : To prevent roof leaks and damage to the interior of the building.	
Need, Justification, Benefits : The roof at Village Hall has had numerous repairs over the past few years. A full inspection was completed in 2016 which stated that the roof will start to fail in 2021.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : A value engineering option will be to replace the tile with shingles.	

**VILLAGE OF NORTH PALM BEACH
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Project Name :	Village Hall Roof Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction				225,000		225,000
Equipment						0
Vehicle						0
Other				25,000		25,000
Total Budget	\$0	\$0	\$0	\$250,000	\$0	\$250,000
Funding Sources :						
General revenues				\$250,000		\$250,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$0	\$250,000	\$0	\$250,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.					

VILLAGE OF NORTH PALM BEACH
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Strategic Result : Organizational Excellence	Department : Public Works
Project Name : Public Works Complex Renovation Study	Year(s) : 2025
Project Description : Old Public Works Complex is outdated, too small, not very functional, and located next to a Single Family Residential zone.	
Link to Strategic Plan : Public Works are critical to the Village; construct/repair/maintain all of the publicly owned property; and touch every private property within the Village. Having a rightsized complex will allow for more effective, efficient and safe operations.	
Need, Justification, Benefits : The garage is too low to pull in Front Loaders for repair and maintenance so this work must be done outside. Village vehicle parking is limited and restrictive. If the parking lot lease for next door is lost the employees will have nowhere to park. Can be an opportunity to get Community Development and Public Works under one roof and no longer lease space in the strip mall.	
Location & Area Map	Project Photo
	
Comments : This project has been under discussion for many years. The Village made an offer to purchase the Palm Beach Gardens Public Works Complex for \$2.5M in 2018, which exceeded the appraised value of \$2.26M, but was out bid. If Public Works is going to stay in the current location the property should be evaluated and reconfigured to better use the limited space.	

**VILLAGE OF NORTH PALM BEACH
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Project Name :	Public Works Complex Renovation Study					
Strategic Result :	Organizational Excellence					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design					60,000	60,000
Engineering						0
Construction						0
Equipment						0
Vehicle						0
Other						0
Total Budget	\$0	\$0	\$0	\$0	\$60,000	\$60,000
Funding Sources :						
General revenues					\$60,000	\$60,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$0	\$0	\$60,000	\$60,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Hire an architect to evaluate the existing Public Works Complex and provide plans to maximize the use of the limited space.					

**VILLAGE OF NORTH PALM BEACH
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2021 - 2025**

Strategic Result : Waterways & Recreation	Department : Parks & Recreation
Project Name : Community Center Renovation & Roof Replacement	Year(s) : 2024
Project Description : Renovation of the interior offices, lobby, front entry, and back stage area of the Building Replacement of tar and gravel roof	
Link to Strategic Plan : To prevent future roof leaks and damage to the interior of the Community Center that will negatively impact the recreation opportunities at this site.	
Need, Justification, Benefits : The lobby lacks a welcoming, efficient waiting area. The office needs to be updated to provide increased work station efficiency. The front entrance requires an entry covering/canopy to provide shelter from the elements and the development of increased functionality of the entryway plaza. The back stage area needs to be renovated for more efficient public usage. The roof at the Community Center has been repaired several times over the past three (3) years. To ensure that no damage occurs inside of the Community Center, the roof needs to be replaced.	
Location & Area Map	Project Photo
	
Comments : The building is used for numerous Village recreation and community activities and should be renovated to enhance not only the users' experience but also provide aesthetic representation of the Village's appearance standards. Needs assessment might provide additional needs.	

**VILLAGE OF NORTH PALM BEACH
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Project Name :	Community Center Renovation & Roof Replacement					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction				425,000		425,000
Vehicle						0
Equipment				75,000		75,000
Other						0
Total Budget	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Funding Sources :						
General revenues				\$333,000		\$333,000
Impact fees						0
Grant revenues				167,000		167,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.					
	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.					

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Strategic Result : Waterways and Recreation	Department : Country Club Tennis
Project Name : Tennis Court Lighting	Year(s) : 2024
Project Description : This project would replace the existing court lights with LED sports lighting. The existing poles may be used. The center poles may be removed.	
Link to Strategic Plan :	
Need, Justification, Benefits : The court lighting system is over 20 years old and not adequate for standard tennis play. The courts are being used for night play throughout the year by members, residents, & guests. The total energy usage reduction would be approximately 82% and the CO2 emissions would be reduced by approximately 516 tons. Electrical expenses would be reduced. The lighting on the courts would be uniform and dark areas would be eliminated.	
Location & Area Map	Project Photo
	
Comments :	

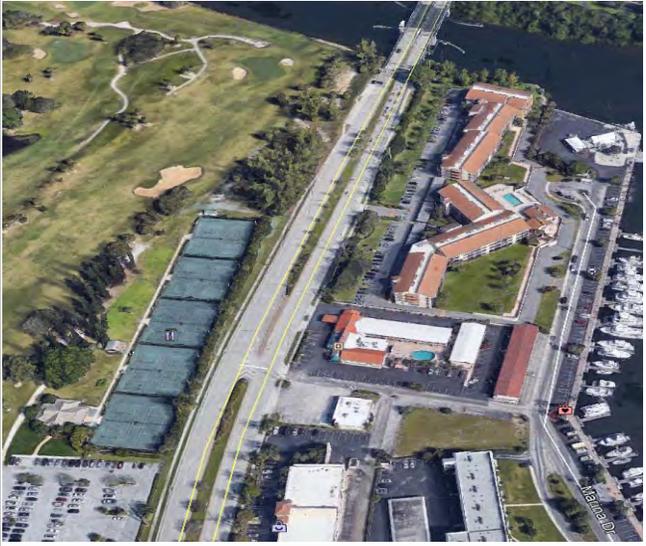
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Project Name :	Tennis Court Lighting					
Strategic Result :	Waterways and Recreation					
Department :	Country Club Tennis					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction				250,000		250,000
Equipment						0
Vehicle						0
Other						0
Total Budget	\$0	\$0	\$0	\$250,000	\$0	\$250,000
Funding Sources :						
Club revenues						\$0
Grant revenues				250,000		250,000
Other						0
Total Revenues	\$0	\$0	\$0	\$250,000	\$0	\$250,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	<p>There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.</p> <p>The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, The Village will need to either suspend the project or seek alternate funding sources.</p>					

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Strategic Result : Beautification & Quality of Life	Department : Country Club Tennis
Project Name : Tennis Fence Replacement	Year(s) : 2022
Project Description : Replacement of all tennis fences including posts and mesh.	
Link to Strategic Plan :	
Need, Justification, Benefits : These improvements at the Tennis center are working towards the goal of the Master Plan to update and upgrade the Village infrastructure. The drainage on the courts is hindered in certain areas due to the improper location of bottom rails and mesh. They have dropped lower over the years and some rest on the court surface blocking the correct drainage of the courts and hindering removal of algae growth. The mesh is also touching the court surface making it difficult to remove weeds and algae around the edges.	
Location & Area Map	Project Photo
	
Comments :	

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Project Name :	Tennis Fence Replacement					
Strategic Result :	Beautification & Quality of Life					
Department :	Country Club Tennis					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction		100,000				100,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Funding Sources :						
Club revenues		\$50,000				\$50,000
Grant revenues		50,000				50,000
Other						0
Total Revenues	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. The project will be partially funded through a Florida Recreation Development Assistance Program Grant (FRDAP) in the amount of \$50,000.					

**VILLAGE OF NORTH PALM BEACH
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Strategic Result : Waterways & Recreation	Department : Parks & Recreation
Project Name : Community Center Enhancement	Year(s) : 2022
Project Description : Replace the ballfield fencing, benches and trash receptacles. Add a new picnic area and low level walking trail lighting. Change two of the baseball fields into multi-purpose fields and add permanent dugout covers.	
Link to Strategic Plan :	
Need, Justification, Benefits : Many of the outdoor amenities and equipment are old and need to be replaced. Turning two of the baseball fields into multi-purpose fields will create a more efficient use of the field area while providing the ability to adjust the field dimensions to improve turf conditions. Unsafe conditions have lead to the removal of several playground components, thereby requiring new equipment. The removal of the old cell tower building on the north side will provide an ideal location for a new picnic area.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : If approved, a State of Florida Land and Water Conservation Grant (LWCF) will provide \$125,000 toward the total project cost of \$250,000. If the total project is not funded this year, we will need to prioritize the needed work and bring back as separate line items.	

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Project Name :	Community Center Enhancement					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction		200,000				200,000
Vehicle						0
Equipment		50,000				50,000
Other						0
Total Budget	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Funding Sources :						
General revenues		\$125,000				\$150,000
Impact fees						0
Grant revenues		125,000				125,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$250,000	\$0	\$0	\$0	\$275,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	<p>There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.</p> <p>The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.</p>					

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Strategic Result : Waterways & Recreation	Department : Parks & Recreation
Project Name : Osborne Park Basketball Courts	Year(s) : 2021
Project Description : Renovate the basketball courts at Osborne Park.	
Link to Strategic Plan :	
Need, Justification, Benefits : The basketball court surface is in very poor condition. The current layout of the courts is not efficient due to the addition of the west side door on the building. New baskets and poles are also in need of replacement.	
Location & Area Map	Project Photo
	
Comments : The State of Florida Recreation Development Assistance Program (FRDAP) will provide 100% of the needed funding. This grant is for \$50,000 and does not require a match from the Village.	

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Project Name :	Osborne Park Basketball Courts					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction	50,000					50,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues	50,000					50,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.					
	If approved, this FRDAP grant does not require a financial match from the Village.					

VILLAGE OF NORTH PALM BEACH
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Strategic Result : Financial Sustainability	Department : Country Club Golf
Project Name : Driving Range Mat Replacement	Year(s) : 2021
Project Description : Replace existing mats; utilize higher end company that has a more durable mat & financially drives revenue	
Link to Strategic Plan : Country Club Enhancement	
Need, Justification, Benefits : Continued enhancement of the Country Club Image	
Location & Area Map	Project Photo
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
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Project Name :	Driving Range Mat Replacement					
Strategic Result :	Financial Sustainability					
Department :	Country Club Golf					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction	27,500					27,500
Equipment						0
Vehicle						0
Other						0
Total Budget	\$27,500	\$0	\$0	\$0	\$0	\$27,500
Funding Sources :						
Club Revenues	\$27,500					\$27,500
Grant revenues						0
Other						0
Total Revenues	\$27,500	\$0	\$0	\$0	\$0	\$27,500
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Replacement of existing mats. There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.					

**VILLAGE OF NORTH PALM BEACH
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Strategic Result : Waterways & Recreation	Department : Country Club Golf
Project Name : Pond Beautification	Year(s) : 2022
Project Description : Pond Banks and Beautification for Country Club	
Link to Strategic Plan : Landscaping and Beautification	
Need, Justification, Benefits : A littoral plant can be defined as any aquatic plant along a lake shoreline. Littoral zones provide a key habitat for wading birds, fish and other aquatic invertebrate to forage or find refuge in. Water quality has been a major issue in South Florida and littorals act as a filter marsh to improve water quality. The aquatic plants also help stabilize shorelines, which can prevent dangerous erosion problems. Finally, the plants can provide an aesthetically pleasing view with its array of flowers ranging in colors and natural beauty.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : Start with holes # 10 / # 15 and Holes # 13 / #14 Holes #8. These locations already have some form of littoral shelf.Helps with golf course erosion and filtering the water. Assists in algae control	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
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2021 - 2025**

Project Name :	Pond Beautification					
Strategic Result :	Waterways & Recreation					
Department :	Country Club Golf					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction		200,000				200,000
Equipment						0
Vehicle						0
Other						0
Total Budget	\$0	\$200,000	\$0	\$0	\$0	\$200,000
Funding Sources :						
Club Revenues		\$80,000				\$80,000
Grant revenues		120,000				120,000
Other						0
Total Revenues	\$0	\$200,000	\$0	\$0	\$0	\$200,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.					
	This project is primarily grant funded. The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, The Village will need to either suspend the project or seek alternate funding sources.					

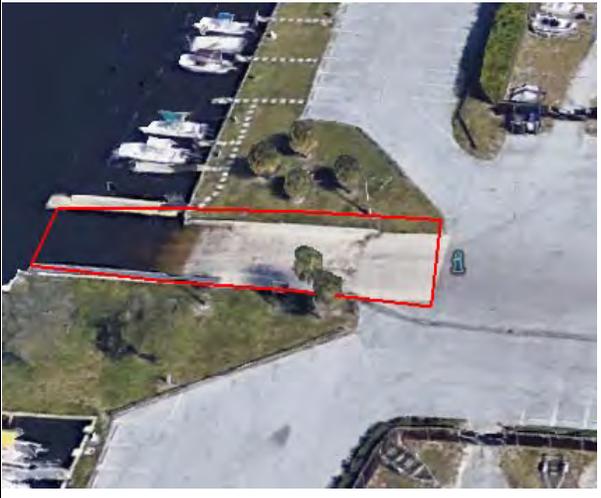
**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Waterways & Recreation	Department : Parks & Recreation
Project Name : Anchorage Park Dry Storage	Year(s) : 2021
Project Description : Renovation of the north side dry storage area at Anchorage Park. The new dry storage area will include an 8' concrete wall, interior and exterior landscaping, security cameras and electronic gate. The number of spaces will be approximately the same as the current total of #140.	
Link to Strategic Plan :	
Need, Justification, Benefits : The current dry storage area is inefficiently designed, unappealing while being in a very visible location, not adequately secured and not up to code due to the use of windscreens on the exterior chain link fencing. The resident demand for this facility is extremely high resulting in a very long waiting list.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : This project does not include any work on the south side of the marina other than relocating the one storage unit into the new compound on the north side.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Anchorage Park Dry Storage					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design	25,000					25,000
Engineering	25,000					25,000
Construction	350,000					350,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Funding Sources :						
General revenues	\$200,000					\$200,000
Impact fees						0
Grant revenues	200,000					200,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. These improvements are working towards the goal to update and upgrade the Village infrastructure. There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal					
	A State of Florida LWCF grant is funding \$200,000 of the \$400,000 that was originally budgeted. This grant has already been approved.					

**VILLAGE OF NORTH PALM BEACH
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2021 - 2025**

Strategic Result : Waterways & Recreation	Department : Parks & Recreation
Project Name : Anchorage Park Boat Ramp Renovation	Year(s) : 2023
Project Description : This project will be the renovation of the existing boat ramp.	
Link to Strategic Plan : Anchorage Park is a heavily used recreational facility that caters to diverse recreational opportunities. The improvements will continue to support boating opportunities, but will introduce kayaking, paddleboarding and canoeing facilities as well. Active recreation opportunities continue to be emphasized.	
Need, Justification, Benefits : These improvements in Anchorage Park are working toward the goal of the Anchorage Master Plan to make the park a neighborhood type experience for all walks of life.	
Location & Area Map	Project Photo
	
Comments : Known damage at the end of the ramp based upon subaqueous inspection. Scope may need to be adjusted after further inspection. A study and cost estimate was done by Muarry Logan Inc.	

**VILLAGE OF NORTH PALM BEACH
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FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Anchorage Park Boat Ramp Renovation					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering			7,000			7,000
Construction			100,000			100,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$0	\$107,000	\$0	\$0	\$107,000
Funding Sources :						
General revenues			\$53,500			\$53,500
Impact fees						0
Grant revenues			53,500			53,500
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$107,000	\$0	\$0	\$107,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	<p>There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.</p> <p>The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, The Village will need to either suspend the project or seek alternate funding sources.</p>					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
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Strategic Result : Waterways & Recreation	Department : Public Works
Project Name : Anchorage Park South Seawall	Year(s) : 2022-2023
Project Description : Based on feedback from engineers and contractors the seawall has neared the end of it's lifespan and needs to be replaced.	
Link to Strategic Plan : During the strategic planning process this project received one (1) vote, had a weighted priority of three (3), and a ranking of 6.6. It is project number 35 out of 51 on the Strategic Plan project prioritization list.	
Need, Justification, Benefits : The Village drafted an Anchorage Park Master Plan in FY 2018 to improve the function and aesthetics of the Park. An element of this Plan is to replace the seawall on the south side of the boat ramp. The north side of the marina was completed in FY 2019. A new seawall, floating docks, trail, shelter, and landscaping were installed. The goal of this project is to mirror what was done on the north side of the boat ramp when funding becomes available.	
Location & Area Map	Project Photo
	
Comments : The Village Engineer (Alan Gerwig & Associates) recommends a similar design to the north seawall and provided a preliminary opinion of probable costs for the south seawall construction. Construction = \$780,000, engineering (15%) = \$117,000, and contingency (10%) = \$78,000, for a total project cost of \$975,000. A decision will need to be made on whether floating and/or fixed docks should be constructed, and the possibility of installing boat lifts vetted. Public Works is only constructing the new seawall. All other improvements, e.g. docks, will be managed by the Parks and Recreation Department.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
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Project Name :	Anchorage Park South Seawall					
Strategic Result :	Waterways & Recreation					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering		20,000	117,000			137,000
Construction						0
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$20,000	\$117,000	\$0	\$0	\$137,000
Funding Sources :						
General revenues			\$58,500			\$58,500
Impact fees						0
Grant revenues			58,500			58,500
Debt Service						0
Infrastructure Surtax		20,000				20,000
Fund balance						0
Other						0
Total Revenues	\$0	\$20,000	\$117,000	\$0	\$0	\$137,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	<p>Due to Strategic Plan prioritization and budget constraints, this project will be planned (floating versus fixed docks), and then engineered. However, construction will not occur until funding source(s) are secured. If the south seawall fails before this can occur, we may need to reprioritize the CIP and move the project up in the schedule. This is why the planning and engineering is being completed so we are ready to go out to bids immediately if needed.</p> <p>The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.</p>					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Mobility	Department : Public Works			
Project Name : Asphalt Resurfacing	Year(s) : 2021 - 2025			
Project Description : Pavement preservation improvements to include milling and paving of streets and/or alleys on an annual basis, rehabilitation/replacement of deficient roadways, striping and overlay.				
Link to Strategic Plan : Maintain the existing Village street network at an acceptable level to ensure longest life possible.				
Need, Justification, Benefits : In 2015 a Mobile Asset Collection (MAC) vehicle was used to collect street level ROW and pavement images. In 2018 asset management software, e.g. degradation curves, was used to calculate a Pavement Condition Index (PCI) value, analyze funding, and compare maintenance and preservation activities. At the current funding level the street network will decrease from 59.86 in 2018 down to 55.95 in 2022. In order to maintain the existing PCI, it is projected that \$750,000 per year be expended on milling and paving projects.				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">Location & Area Map</td> <td style="width:50%; text-align: center;">Project Photo</td> </tr> </table>		Location & Area Map	Project Photo	
Location & Area Map	Project Photo			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">  </td> <td style="width:33%; text-align: center;">  </td> <td style="width:33%; text-align: center;">  </td> </tr> </table>				
				
Comments : The project selected for 2020 is the West Alley Pavement Rehabilitation project. The West Alley Pavement is the worst pavement in the Village and falls in the 11-25 PCI serious range, which is one step away from failed (0-10 PCI). Village Staff did an initial pavement assessment and base exploration that the Village Engineer utilized to design an appropriate project scope for bidding purposes. Construction is expected to begin in late summer or early fall and may cross over fiscal years. It's important to note that if no funding is provided for street projects the PCI will fall from 58 in 2018 down to 29.52 in 2027. For alleys, the PCI falls from 40.41 down to 28.25.				

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Asphalt Resurfacing					
Strategic Result :	Mobility					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering	10,000	10,000	10,000	10,000	10,000	50,000
Construction	300,000	300,000	300,000	300,000	300,000	1,500,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$310,000	\$310,000	\$310,000	\$310,000	\$310,000	\$1,550,000
Funding Sources :						
General revenues		\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax	310,000	300,000	300,000	300,000	300,000	1,510,000
Fund balance						0
Other						0
Total Revenues	\$310,000	\$310,000	\$310,000	\$310,000	\$310,000	\$1,550,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	<p>Program to maintain the existing streets, including milling and overlay projects. There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal</p> <p>The Infrastructure Surtax Committee recommended to Village Council to use any Infrastructure Surtax Fund balance to increase the Asphalt Resurfacing budget and Village Council agreed.</p>					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025

Strategic Result : All Neighborhoods as Desirable Places to Live	Department : Public Works
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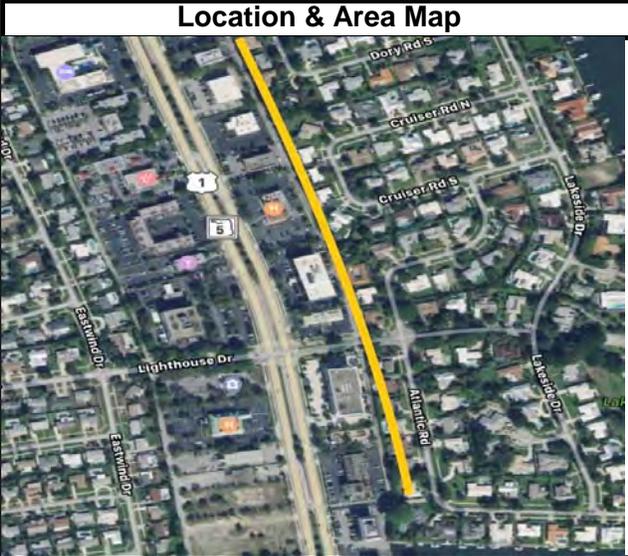
Project Name : East Alley Wall Replacement	Year(s) : 2022 - 2025
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Project Description :
Replacement of the East Alley Wall due to it's ongoing deterioration and poor condition.

Link to Strategic Plan :
Per the Village Master Plan, one of the strongest characteristics of the US-1 corridor is the continuous north-south alleyways. Locals can move between properties without having to engage US-1. Deliveries can be made discreetly without impacting traffic or blocking access. Parking and other back of building uses are easily accessed.

Need, Justification, Benefits :
The East Alley Wall is in need of replacement and a new design. The new design needs to be attractive and have the ability to easily replace sections when damage occurs. Construction schedule will be over 5 years. Old alley wall materials will be used for repairs until project is completed.

Location & Area Map	Project Photo
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Comments :
Design of the East Alley Wall still needs to be determined. Intent is to use the same, or similar, design used for the new Anchorage Park Dry Storage area. Significant public outreach will be needed. Impact on many properties abutting the East Alley Wall will be significant.

**VILLAGE OF NORTH PALM BEACH
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2021 - 2025**

Project Name :	East Alley Wall Replacement					
Strategic Result :	All Neighborhoods as Desirable Places to Live					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction	0	100,000	100,000	100,000	100,000	400,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax	0	100,000	100,000	100,000	100,000	400,000
Fund balance						0
Other						0
Total Revenues	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	This project will reduce staff time and materials on the East Alley Wall. Approximately \$25,000 per year is spent on repairs plus the cost of the man hours. Seek grants to help pay for construction if possible.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Mobility	Department : Public Works
Project Name : Sidewalk Repair and Replacement	Year(s) : 2021 - 2025
Project Description : Ongoing Village sidewalk repairs (saw cutting and removal/replacement).	
Link to Strategic Plan : Pedestrian Safety and Mobility are the primary goals, but it also falls under the All Neighborhoods as Desirable Places to Live strategic goal.	
Need, Justification, Benefits : Pedestrian safety and attractive neighborhoods.	
Location & Area Map	Project Photo
	
Comments : Since 2017 there have been 3,485 trip hazards eliminated by saw cutting and dozens of sidewalk sections removed and replaced. Focus in 2021 will be removal and replacement of sidewalk sections that can not be saw cut.	

**VILLAGE OF NORTH PALM BEACH
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Project Name :	Sidewalk Repair and Replacement					
Strategic Result :	Mobility					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction	100,000	100,000	100,000	100,000	100,000	500,000
Equipment						0
Vehicle						0
Other						0
Total Budget	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax	100,000	100,000	100,000	100,000	100,000	500,000
Fund balance						0
Other						0
Total Revenues	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	The primary goal is to improve pedestrian safety. There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
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Strategic Result : Mobility	Department : Public Works
Project Name : Bridge Replacement - Lighthouse Drive	Year(s) : 2024-2025
Project Description : Complete reconstruction of the Lighthouse Drive bridge.	
Link to Strategic Plan : During the strategic planning process this project received three (3) votes, had a weighted priority of eight (8), and a ranking of 8.2. It is project number 14 out of 51 on the Strategic Plan project prioritization list. Failure or closure of the Lighthouse Drive bridge will have a significant impact on the Village street network and overall traffic flow.	
Need, Justification, Benefits : The Lighthouse Drive bridge was constructed in 1958 and is 62 years old and is nearing the end of its useful life. The 2019 FDOT bridge inspection report gave the bridge only a 27.2 sufficiency rating, but a 92.8 health index due to substantial repairs completed in 2018. The Village needs a plan for replacing the bridge in 5 to 8 years. Village staff is proposing planning to begin in 2024 including identifying funding mechanisms, and engineering to begin in 2025.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
 	 
Comments : Needed repairs identified by the annual FDOT bridge inspection report were completed in 2018. Gentile Glas Holloway O'Mahoney & Associates (2GHO) was hired in January 2019 to provide conceptual bridge and streetscape design services.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
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Project Name :	Bridge Replacement - Lighthouse Drive					
Strategic Result :	Mobility					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design				250,000		250,000
Engineering					250,000	250,000
Construction						0
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$0	\$0	\$250,000	\$250,000	\$500,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues				250,000	250,000	500,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$0	\$250,000	\$250,000	\$500,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	<p>Needed repairs identified by the annual FDOT bridge inspection reports have been completed, but the bridge has reached the end of its life cycle.</p> <p>The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.</p>					

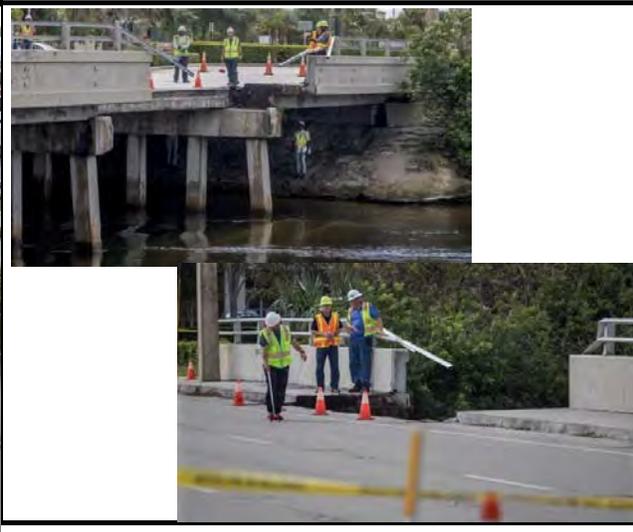
**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Mobility	Department : Public Works
Project Name : Bridge Improvement - Prosperity Farms	Year(s) : 2021
Project Description : Palm Beach County (PBC) is replacing the Prosperity Farms Road Bridge (Project Number: 2018800). The bridge has reached the end of its life cycle and needs to be replaced.	
Link to Strategic Plan : During the strategic planning process this project received three (3) votes, had a weighted priority of four (4), and a ranking of 6.25. It is project number 29 out of 51 on the Strategic Plan project prioritization list. Objective is to achieve a multi-modal design for the new bridge with the added benefit of beautification of this traffic corridor. 2GHO was hired in January 2019 to provide conceptual bridge and streetscape design services.	
Need, Justification, Benefits : The Village has met with PBC and requested to be involved in the design process and they have agreed. Engineering is currently in progress and the Village is routinely meeting with PBC and 2GHO to incorporate Village bridge design input. PBC is open to Village design input, but the Village will need to pay for construction that goes above and beyond PBC's established design standards.	
Location & Area Map	Project Photo
	
Comments : The proposed configuration includes a 3 lane bridge, bike lanes and sidewalks. Any upgrades consistent with the Village Master Plan will require Village funding. The current timeline for PBC has design work being initiated in summer 2018 and construction in 2021. The Village will work to complete design concepts in concert with the PBC design work.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
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2021 - 2025**

Project Name :	Bridge Improvement - Prosperity Farms					
Strategic Result :	Mobility					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction	170,000					170,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$170,000	\$0	\$0	\$0	\$0	\$170,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax	170,000					170,000
Fund balance						0
Other						0
Total Revenues	\$170,000	\$0	\$0	\$0	\$0	\$170,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. 2GHO design services and payment to PBC to construct Village desired Master Plan elements as a part of the bridge construction.					

**VILLAGE OF NORTH PALM BEACH
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2021 - 2025**

Strategic Result : Mobility	Department : Public Works
Project Name : Bridge Improvement - US 1	Year(s) : 2023
Project Description : FDOT - District IV is replacing the US 1 Bridge over the Earman River (FPID 442891-1-32-01).	
Link to Strategic Plan : During the strategic planning process this project received five (5) votes, had a weighted priority of eleven (11), and a ranking of 8.4. It is project number 8 out of 51 on the Strategic Plan project prioritization list. Objective is to achieve a multi-modal design for the new bridge with the added benefit of beautification of this traffic corridor.	
Need, Justification, Benefits : The bridge was damaged October 18, 2017 when a 35-foot section of the sidewalk and part of the shoulder on the southbound side collapsed into the waterway. Temporary repairs have been made, but the bridge has reached the end of its life cycle and needs to be replaced. FDOT appears open to Village design input, but the Village will need to pay for construction that goes above and beyond FDOT's established design standards.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : Gentile Glas Holloway O'Mahoney & Associates (2GHO) was hired in January 2019 to provide conceptual bridge and streetscape design services.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Bridge Improvement - US 1					
Strategic Result :	Mobility					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction			500,000			500,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues			500,000			500,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Consultant services and payment to FDOT to construct Village desired Master Plan elements as a part of the bridge construction.					
	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

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Strategic Result : Waterways and Recreation	Department : Public Works
Project Name : Seawall Replacement at Lakeside Park	Year(s) : 2025
Project Description : Replacement of the Lakeside Park seawall.	
Link to Strategic Plan : Due to the very poor condition of the seawall, engineering was completed in 2020 in case the seawall fails and an emergency repair is needed. The engineering will also assist with seeking grant monies for the construction, which is currently budgeted for 2025, and provide an engineering opinion of probable construction cost for budgetary purposes. Part of the project scope is a "living seawall" to protect and promote water quality.	
Need, Justification, Benefits : The southeast seawall is in poor condition. It simply has so many deficiencies that repair is not feasible. The seawall is clearly at or near the end of its useful life, and could suffer a structural failure at any time, especially during a severe rain event or during a sudden recession of the water level in the lake (such as from waves or a drop from an unusually high tide to a relatively low tide).	
Location & Area Map	Project Photo
	
Comments : Staff conclusions are based upon an engineering study completed in December 2017 to assess damage at Lakeside Park after Hurricane Irma. The canal side seawall will need to be addressed at a future date and is less critical at this time. Staff is planning to pursue Lake Worth Lagoon Funding and/or other grant options.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Seawall Replacement at Lakeside Park					
Strategic Result :	Waterways and Recreation					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction					750,000	750,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$0	\$0	\$0	\$750,000	\$750,000
Funding Sources :						
General revenues						0
Impact fees						0
Grant revenues					750,000	750,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$0	\$0	\$750,000	\$750,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.					
	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Waterways and Recreation	Department : Public Works
Project Name : Engineering Study for Monet Sewall	Year(s) : 2024
Project Description : Engineering study to determine the extent of needed repairs, establish a timeline and providing probable cost for construction activities.	
Link to Strategic Plan : Avoid a seawall failure that could impact or obstruct the abutting canal and cause the loss of the park peninsula and observation area.	
Need, Justification, Benefits : The seawall is showing visual signs of aging. The engineering study will determine the condition of the seawall, recommend any needed repair options, and determine when these repairs should be completed to avoid a premature seawall failure.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
 <p align="center">Monet Road</p>	
Comments : The Village is currently just filling the numerous holes that develop behind the seawall on a routine basis. A permanent repair will need to be made in the future.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Engineering Study for Monet Sewall					
Strategic Result :	Waterways and Recreation					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design				\$50,000		\$50,000
Engineering						\$0
Construction						\$0
Equipment						\$0
Vehicle						\$0
Other						\$0
Total Budget	\$0	\$0	\$0	\$50,000	\$0	\$50,000
Funding Sources :						
General revenues				\$50,000		\$50,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$0	\$0	\$50,000	\$0	\$50,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Engineering study should determine the extent of needed repairs and establish a timeline and probable cost for construction activities.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Mobility	Department : Village Manager's Office
Project Name : US-1 Study	Year(s) : 2021
Project Description : Scope of work will include completion of analysis, development of roadway illustrations, cost estimates and a possible application to the Florida Department of Transportation for the lane repurposing project. This work will provide information that will be valuable to the public in order to provide the Village Council with feedback on the proposal to reduce the section of US1 between Anchorage Drive North and Anchorage Drive South from six lanes to four lanes.	
Link to Strategic Plan : The lane repurposing proposal was one of the key findings in the Citizens' Master Plan (2016) and is a priority of the Palm Beach County Transportation Planning Agency. The proposal to repurpose travel lanes is intended to calm and reduce the speed of traffic on US1, to offer enhanced pedestrian and bicycle facilities and to provide greater opportunities to beautify the corridor with landscaping.	
Need, Justification, Benefits : The US1 Study, which is being managed by the Treasure Coast Regional Planning Council, is required to provide needed information about traffic and future conditions on US1 to the public and, should lane repurposing be pursued, to the Florida Department of Transportation for a lane repurposing application.	
Location & Area Map	Project Photo
	
Comments : Above photos display the current 6 lane section compared to a possible 4 lane section as depicted in the Citizens' Master Plan (2016).	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	US-1 Study					
Strategic Result :	Mobility					
Department :	Village Manager's Office					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design	25,000					25,000
Engineering						0
Construction						0
Vehicle						0
Equipment						0
Other						0
Total Budget	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Funding Sources :						
General revenues	\$25,000					\$25,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Actual cost will be \$53,860. \$25,000 will be funded from the CIP, \$5,930 from the Village Manager's operating budget and \$22,930 from the Palm Beach County Transportation Planning Agency.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : All Neighborhoods as Desirable Places to Live	Department : Public Works
Project Name : Anchorage Park Parking Lot	Year(s) : 2022-2023
Project Description : Redesign and replacement of the Anchorage Park parking lot and boat wash area to improve drainage, milling and paving, and striping.	
Link to Strategic Plan : The Village has made a substantial investment in Anchorage Park beautification and utilization. Not addressing the parking lot condition detracts from the Park's overall appearance. An added benefit is drainage improvements to better protect the North Palm Beach Waterway, which goes toward Waterways and Recreation strategic initiative as well.	
Need, Justification, Benefits : The parking lot is old and deteriorated and needs to be milled and paved. Parts of it will need to be reconstructed altogether due to failure and be redesigned.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : Project needs to be done after all of the other Anchorage Park capital projects are completed, and is contingent on securing grant monies.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Anchorage Park Parking Lot					
Strategic Result :	All Neighborhoods as Desirable Places to Live					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering		25,000				25,000
Construction			200,000			200,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$25,000	\$200,000	\$0	\$0	\$225,000
Funding Sources :						
General revenues						\$0
Impact fees						0
Grant revenues			100,000			100,000
Debt Service						0
Infrastructure Surtax		25,000	100,000			125,000
Fund balance						0
Other						0
Total Revenues	\$0	\$25,000	\$200,000	\$0	\$0	\$225,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Final element of the Anchorage Park Master Plan. The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

Strategic Result : Waterways and Recreation	Department : Public Works
Project Name : Public Works Drainage & Wash Rack	Year(s) : 2022
Project Description : Public Works Complex has severe flooding during rain events and the wash rack for the vehicles no longer functions. Drainage improvements and a new wash rack are badly needed.	
Link to Strategic Plan : The Public Works Complex has severe flooding during rain events and the wash rack for the vehicles no longer functions. This project will help protect the waterways and expensive Public Works vehicles and equipment.	
Need, Justification, Benefits : Vacuum trucks are hired to pump out the Public Works Complex after rain events. The only drain on the property is a French drain. The wash rack water drains untreated and overflows onto the asphalt when it floods. This wash rack is used by Sanitation vehicles so it is constantly filled with leachate. A properly working wash rack is an NPDES best management practice. An architect was consulted to assist with project scope and budget numbers.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : Public Works has limited space at the Complex; when it rains the trucks and equipment sit in water which causes damage (i.e. wheels start to rust, water penetrating wheel bearings, etc.), employees have to wear rain boots and stand on pallets to enter their assigned vehicles. A new stormwater system will improve the longevity of the Village's trucks and heavy equipment, ensure the safety of all employees and protect the environment.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Public Works Drainage & Wash Rack					
Strategic Result :	Waterways and Recreation					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering		15,000				15,000
Construction		160,000				160,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$175,000	\$0	\$0	\$0	\$175,000
Funding Sources :						
General revenues		\$87,500				\$87,500
Impact fees						0
Grant revenues		87,500				87,500
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	\$0	\$175,000	\$0	\$0	\$0	\$175,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	No significant impact. New warranties will cover most repair items and regular maintenance costs will be less.					
	The Village will appropriate any grant matching requirements upon notification of grant approval. If targeted grant isn't awarded, the Village will need to either suspend the project or seek alternate funding sources.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2021 - 2025**

<p>Strategic Result : Waterways and Recreation</p>	<p>Department : Public Works</p>
<p>Project Name : Stormwater Repair and Replacement</p>	<p>Year(s) : 2022-2025</p>
<p>Project Description : Stormwater repairs in 2022: Southwind Circle, Lighthouse/US-1, Lagoon/Nighthawk, Cinnamon, and Lakeside/Dory.</p>	
<p>Link to Strategic Plan : During the strategic planning process this project received five (5) votes, had a weighted priority of eight (8), and a ranking of 9.5. It is project number 11 out of 51 on the Strategic Plan project prioritization list. Through the adoption of Resolution No. 2019-114 on October 10, 2019, the Village Council approved a proposal from Hazen & Sawyer, P.C. to provide stormwater utility fee development and implementation services for Council consideration.</p>	
<p>Need, Justification, Benefits : Due to age and condition of the stormwater collection system, the Village will be required to expend funds in the near future to appropriately maintain its stormwater infrastructure. The Village Council must ultimately determine whether to redirect general operating revenues to fund stormwater maintenance activities or establish a stormwater fee to generate a revenue source dedicated to address the stormwater utility needs.</p>	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
<p>Comments : If a stormwater fee is approved, collection will not begin until FY2021 (October 2021) assuming the use of the tax bill. Focus will be on cleaning, televising, prioritizing projects, and effecting repairs. If the policy direction is to use a dedicated stormwater fee to fund some or all of the Village's stormwater maintenance work, then Village staff will begin to move forward with the development of the necessary ordinances and/or resolutions. Part of that effort will to develop materials for public outreach as well.</p>	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2021 - 2025**

Project Name :	Stormwater Repair and Replacement					
Strategic Result :	Waterways and Recreation					
Department :	Public Works					
	2021	2022	2023	2024	2025	Total
Project Budget :						
Land acquisition						\$0
Planning / Design						0
Engineering						0
Construction		150,000	550,000	550,000	550,000	1,800,000
Vehicle						0
Equipment						0
Other						0
Total Budget	\$0	\$150,000	\$550,000	\$550,000	\$550,000	\$1,800,000
Funding Sources :						
General revenues		\$150,000				\$150,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other			550,000	550,000	550,000	1,650,000
Total Revenues	\$0	\$150,000	\$550,000	\$550,000	\$550,000	\$1,800,000
Operating Impact:						
Personnel						\$0
Operating						0
Capital						0
Other						0
Total Operating	\$0	\$0	\$0	\$0	\$0	\$0
Comment:	Assumes some type of fair and equitable stormwater fee structure is developed and implemented in FY2021.					

Acronyms

FY 2021

The following is a list of acronyms used throughout the text of the budget document. A definition can be found in the Glossary immediately following this section.

CAFR.....	Comprehensive Annual Financial Report
CIP.....	Capital Improvement Program
CPI.....	Consumer Price Index
COLA.....	Cost of Living Adjustment
EPA.....	Environmental Protection Agency
EAR.....	Evaluation and Appraisal Report
FEMA.....	Federal Emergency Management Association
FDEP.....	Florida Department of Environmental Protection
FDLE.....	Florida Department of Law Enforcement
FDOT.....	Florida Department of Transportation
FLC.....	Florida League of Cities
FMIT.....	Florida Municipal Insurance Trust
FRDAP.....	Florida Recreation Development Assistance Program
FTE.....	Full Time Equivalent
GAAP.....	Generally Accepted Accounting Principles
GASB.....	Governmental Accounting Standards Board
GFOA.....	Government Finance Officers Association
GIS.....	Geographical Information System
IAFF.....	International Association of Fire Fighters
ICMA.....	International City Management Association
IT.....	Information Technology
LCIR.....	Legislative Committee on Intergovernmental Relations
LOS.....	Level of Service
NIMS.....	National Incident Management System
NPDES.....	National Pollutant Discharge Elimination System
OPEB.....	Other Post-Employment Benefits
RBR.....	Roll-Back Rate
SFWMD.....	South Florida Water Management District
SOP.....	Standard Operating Procedure
TRIM.....	Truth In Millage
ULDC.....	Unified Land Development Code

The definitions of terms listed are provided to assist the reader in the understanding of terminology used throughout the text of the budget document.

Account:

A term used to identify an individual asset, liability, expenditure, control, revenue control, encumbrance control or fund balance.

Accountability:

The condition, quality, fact or instance of being obliged to report for actions or outcomes.

Accounting System:

The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.

Accrual Basis of Accounting:

The basis of accounting under which transactions are recognized when they occur, regardless of the timing of the related cash flows.

Accumulated Depreciation:

The total depreciation taken for an asset since it was placed in service.

Actuarial:

A methodology that makes determinations of required contributions to achieve future funding levels that addresses risk and time.

Ad Valorem Taxes:

A tax based on the assessed value of property, to include real and personal property.

Adopted Budget:

The budget as it is approved by the Village Council prior to the beginning of each fiscal year.

Amended Budget:

The adopted budget that incorporates all operating transfers and approved budget amendments (changes in the budget total that are approved subsequent to initial adoption).

Amortization:

The process of spreading out a loan into a series of fixed payments over time.

Annexation:

The incorporation of land into an existing city with a resulting change in the boundaries of that city.

Appropriation:

An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

Assessed Valuation:

A valuation set upon real estate or other property by the county assessor and the state as a basis for levying taxes.

Asset:

Resources owned or held by a government which has monetary value.

Assigned Fund Balance:

Fund Balance reporting category which refers to amounts a government intends to issue for a specific purpose.

Audit:

A test of management's accounting system to determine the extent to which internal accounting controls are both available and being used. It concludes in a written opinion of its findings.

Available Fund Balance:

Funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balance Sheet:

A statement of financial condition as of a given date.

Balanced Budget:

A budget in which planned funds available equal planned expenditures.

Budget:

An annual financial plan that identifies revenues, specifies the type and level of services to be provided and establishes the amount of money which can be spent.

Budget Amendment:

The process by which unanticipated changes in revenue or expenditures are made a part of the budget, thereby amending it.

Budget Calendar:

A schedule of key dates which the Village follows in the preparation, adoption and administration of the budget.

Budget Message:

A general discussion of the proposed budget as presented in writing by the Village Manager to the Village Council.

Budget Transfer:

An action which changes budgeted amounts at the department, division, and/or object code level of control with offsetting increases and decreases in budgeted line items.

Budgetary Basis:

The basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash or modified accrual.

Budgetary Control:

The management and control of the budget within limitation of the approved appropriations and available resources.

Budget Document:

The official written statement-document which presents the proposed budget to the council/legislative body.

Budget Summary:

Categories of expenditures or revenue classified by major function and category.

Capital Improvement Plan (CIP):

A multi-year plan of proposed capital outlays to be incurred each year over a period of ten years to meet capital needs arising from the Village's long-term needs.

Capital Outlay:

The cost(s) associated with the acquisition of land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles and infrastructure, and other tangible or intangible assets that are used in operations and that have an initial useful life extending beyond a single reporting period.

Capital Projects Fund:

Type of Governmental Fund established to account for the acquisition or construction of major capital facilities, other than those accounted for in proprietary or trust funds.

Comprehensive Annual Financial Report (CAFR):

Prepared at the close of each fiscal year to show the actual audited condition of the Village's funds and serve as the official public record of the Village's financial status and activities.

Committed Fund Balance:

Fund Balance reporting category which refers to amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.

Consumer Price Index (CPI):

A statistical description of price levels provided by the United States Department of Labor. The index is used as a measure of the increase in the cost of living.

Contingency:

An appropriation of funds to cover unforeseen events that occur during the fiscal year.

Contractual Services:

A cost related to a legal agreement.

Cost-of-Living Adjustment (Market Adjustment):

An increase in salaries to offset the adverse effect of inflation on compensation.

Debt Limit:

The maximum amount of gross or net debt which is legally permitted.

Debt Ratios:

Comparative statistics showing the relationship between the issuer's outstanding debt and such factors as its tax base, income or population.

Debt Service:

Principal and interest requirements on outstanding debt according to a predetermined payment schedule.

Deficit:

The excess of the liabilities of a fund over its assets. The excess of expenditures over revenues during an accounting period.

Defined Benefit Plan:

A pension plan that has terms specifying the amount of benefits to be provided after separation of employment; to be distinguished from a defined contribution plan in which the plan specifies the amount of the contribution to the plan.

Department:

A major work unit or functional unit having related activities aimed at accomplishing a major service or regulatory program for which the Village is responsible.

Depreciation:

The decrease in value of physical assets due to use and the passage of time.

Division:

A section of a department or government that is responsible for dealing with a particular area of policy or administration, or a particular task or function.

Economic Development:

The process of attracting new businesses by use of incentives or innovative financing methods.

Effectiveness:

Producing a decided, decisive or desired effect.

Efficiency:

Effective operation as measured by a comparison of production with cost.

Employer Contribution:

A term used to describe contributions actually made by the employer in relation to the annual required contribution (ARC) of the employer (in the context of pension benefits).

Encumbrance:

Obligations in the form of purchase orders, which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.

Enterprise Fund:

A self supporting fund used to account for operations that provide a service to citizens financed primarily by a user charge. Net income is sufficient for capital maintenance, public policy, management control, accountability or other purposes.

Environmental Protection Agency (EPA):

The Federal agency charged with protecting human health and with safeguarding the natural environment: air, water, and land.

Evaluation and Appraisal Report (EAR):

A State-mandated report which evaluates how successful a community has been in addressing major community land-use planning issues through implementation of its comprehensive plan.

Expenditures:

Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service and capital outlay.

Federal Emergency Management Association (FEMA):

Agency of the US Government tasked with Disaster Mitigation, Preparedness, Response & Recovery planning.

Fiduciary Funds:

Trust and/or agency funds used to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

Fines and Forfeitures:

Revenues derived from penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations and for neglect of official duty; for example, confiscated property.

Fiscal Year (FY):

A twelve month period of time to which the annual budget applies and at the end of which a government determines its financial position and results of operations. The fiscal year for the Village is October 1 to September 30.

Fixed Assets:

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, and machinery and equipment.

Florida Department of Environmental Protection (FDEP):

A federal agency charged with proposing and enforcing environmental law.

Florida Department of Transportation (FDOT):

The agency charged with the establishment, maintenance, and regulation of public transportation in the state of Florida.

Florida Department of Revenue (FDOR):

The lead agency in state government for the collection of general tax administration.

Florida League of Cities (FLC):

Comprised of City officials who wished to unite the municipal governments in Florida for the purpose of shaping legislation, sharing the advantages of cooperative action, and exchanging ideas and experiences established the League in 1922.

Florida Municipal Insurance Trust (FMIT):

A trust designed to provide cost effective insurance coverage for Florida's not for profit agencies.

Florida Recreation Development Assistance Program (FRDAP):

A competitive grant program that provides financial assistance to local governments for development or acquisition of land for public outdoor recreational purposes.

Franchise Fees:

Fees levied on a corporation in return for granting a privilege sanctioning a monopoly or permitting the use of public property, usually subject to regulation by the governing body.

FTE:

Full-Time Equivalent, which is calculated on the basis of the number of hours that have been budgeted for a particular position.

Full-Time Position:

A position which qualifies for full Village benefits, usually required to work 40 hours per week.

Fund:

An independent fiscal and accounting entity with self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance:

The fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures.

Fund Type:

In governmental accounting, all funds are classified into eight generic fund types; General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service and Trust & Agency.

General Fund:

A fund used to account for the receipt and expenditure of resources traditionally associated with local government.

General Obligation Bonds:

When a government pledges its full faith and credit to the repayment of the bonds it issues, those bonds are referred to as general obligation bonds.

General Revenue:

The revenues of a government other than those derived from and retained in an enterprise.

Generally Accepted Accounting Principles (GAAP):

Uniform minimum standards of/and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statement of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting principles at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures.

Geographical Information System (GIS):

Total tool and mapping technique that connects databases to maps. It combines layers of information about where things are located with descriptive data about those things and their surroundings.

Goal:

A statement of broad direction, purpose or intent based on the needs of a community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.

Government Finance Officers Association (GFOA):

The professional association of state/provincial and local finance officers in the United States and Canada.

Governmental Accounting Standards Board (GASB):

An established national board, which governs financial reporting standards on state and local government levels throughout the United States of America, with its main headquarters in Chicago, IL.

Governmental Funds:

Funds that account for the activities of a local government's operations. They can be classified into four generic fund types: general fund, special revenue funds, capital projects funds, and debt service funds.

Grants:

Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

Interfund Transfers:

The movement of moneys between the funds of a governmental entity.

Intergovernmental Revenues:

Revenues collected by one government and distributed to another level of government.

International City Management Association (ICMA):

The professional and educational organization for chief appointed managers, administrators and assistants in cities, towns, counties and regional entities.

Infrastructure:

The physical assets of a government (i.e. streets, water, sewer, public buildings and parks).

Legislative Committee on Intergovernmental Relations (LCIR):

The State of Florida's Legislative Committee on Intergovernmental Relations; provides some intergovernmental revenue estimates for budgetary purposes.

Level of Service (LOS):

Services or products which comprise actual or expected output of a given program.

Local Option Gas Tax:

A tax established in 1983 to fund transportation-related improvements.

Long-Term Debt:

Debt liability due after one year or longer.

Major Fund:

A fund whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise funds for the same item.

Maximum Millage Rate:

The maximum millage that a county or municipality may levy with a simple majority vote of the governing body; other voting requirements will allow a municipality to adopt a millage rate in excess of the maximum millage rate.

Mill:

The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property valuation.

Millage:

Property tax levy stated in terms of dollars and cents for every thousand dollars of assessed property value.

Mission:

The mission statement is a brief summary of why a program exists and what it is trying to achieve. It tells what the department does, who they do it for and why. The statement is specific enough to describe the program's purpose but general enough to last into the future.

Modified Accrual Basis:

The accrual basis of accounting adopted for the governmental fund type. In this basis of accounting, expenditures are recognized when the goods or services are received and revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current period.

MUNIS:

The Village's financial software system

Municipality:

A primarily urban political unit having corporate status and usually powers of self-government.

National Incident Management System (NIMS):

Core set of doctrine, concepts, principles, terminology, and organizational processes that enable effective, efficient, and collaborative incident management across all emergency management and incident response organizations and disciplines.

Non-major Fund:

A fund that does not meet the definition of a major fund (see definition for major fund).

Non-operating Expenses:

Expenses which are not directly related to the fund's primary service activities.

Non-operating Revenues:

Revenues which are incidental to, or by-products of, the fund's primary service activities.

Non-spendable Fund Balance:

Fund Balance reporting category which includes amounts that are not in a spendable form or are required to be maintained intact.

Objective:

A simply stated, readily measurable statement of the aim of expected accomplishment within the fiscal year.

Operating Budget:

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled. The use of an annual operating budget is required by law.

Operating Expenses:

Expenses which are directly related to the fund's primary service activities.

Operating Revenues:

Funds that the government received as income to pay for ongoing operation. Includes such items as taxes, fees from specific services, interest earnings and grant revenues.

Ordinance:

A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Original Budget:

The first complete appropriated budget which is approved at the second public hearing in September.

Other Financing Sources:

Governmental fund general long-term debt proceeds, operating transfers out, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

Other Post-Employment Benefits (OPEB):

Post-Employment Benefits other than pension benefits. OPEB consist primarily of health care benefits, and may include other benefits such as life insurance, long term care and similar benefits.

Part-Time:

Employees who work less than 30 hours per week and are not entitled to full-time employee benefits.

Pension Fund:

Account for the accumulation of resources to be used for retirement benefit payments to the Village's employees.

Performance Measure:

Data collected to determine how effective and/or efficient a program is in achieving its objectives.

Personnel Costs:

Costs directly associated with employees, including salaries and fringe benefits.

Property Tax:

A tax levied on the assessed value of real property. This tax is also known as Ad Valorem Tax.

Proprietary Fund Types:

Account for activities that are common in the private sector, which the government operates in a manner similar to their counterparts in the commercial world. The primary source of revenues for this fund type is user charge. Proprietary funds can be classified into two fund types; enterprise funds and internal service funds.

Public Hearing:

An open public meeting called by a recipient government to provide all residents (without regard to taxpaying, voting status, or handicap) with an opportunity to offer written and oral comments regarding the subject to be discussed.

Purchase Order:

A document which authorizes the delivery of specified merchandise or the rendering of certain services.

Reclassification:

The moving of an existing position from one personnel classification to another based upon the different performance of duties.

Reserves:

A portion of the fund balance or retained earnings legally segregated for specific purposes.

Resolution:

A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Restricted Fund Balance:

Fund Balance reporting category which includes amounts constrained to specific purposes by their providers.

Retained Earnings:

An equity account reflecting the accumulated earnings of an Enterprise or Internal Service fund.

Retirement Benefit Multiplier:

The rate applied to the average compensation multiplied by the employee's years of accrual service to yield the amount payable under the normal retirement pension.

Revenues:

Increases in governmental fund-type net current assets from other than expenditure refunds and residual equity transfers.

Roll-Back Rate (RBR):

That millage rate that will generate the same Ad Valorem tax Revenue as was levied during the prior year when calculated against the current year's tax base exclusive of new construction.

Service:

A specific deliverable provided to the public. It has a specific budget, as well as performance measures to determine the benefits received.

Solid Waste Authority:

The agency responsible for providing an integrated solid waste management and recycling system for Palm Beach County, Florida.

South Florida Water Management District (SFWMD):

The agency responsible for regional flood control, water supply and water quality protection as well as ecosystem restoration.

Special Assessment:

A compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those parties.

Special Revenue Fund:

Fund used to account for the proceeds of specific revenue sources which are restricted by law or policy to finance specific activities.

Standard Operating Procedures (SOP's):

A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure without loss of effectiveness.

Statute:

A written law enacted by a duly organized and constituted legislative body.

Surplus:

The excess of assets of a fund over its liabilities. The excess of revenues over expenditures during an accounting period.

Tax:

A compulsory charge levied by a governmental unit for the purpose of raising revenue. These revenues are used to pay for services or improvements provided for the general public benefit.

Taxable Value:

The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.

Temporary Position:

A position that is filled for a specific period of time, is not permanent in nature, and does not qualify for regular Village benefits.

Trust Funds:

Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

Truth in Millage (TRIM) :

The Florida TRIM serves to formalize the property tax levying process by requiring a specific method of tax rate calculation, form of notice, public hearing requirements and advertisement specifications prior to the adoption of a budget tax rate.

Unassigned Fund Balance:

Fund balance that has not been assigned to other funds and has not been restricted, committed or assigned to specific purposes within the general fund.

United Land Development Code (ULDC):

Consolidates development-related regulations into a single unified development code that represents a more consistent, logical, integrated and efficient means of controlling development.

User Charges:

The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Utility Taxes:

Taxes imposed by the Village on each and every purchase of a public service within the corporate limits of the Village. Public services include electricity, gas, fuel oil, telephone services and telecommunications.